

**TOWN OF LOCKEPORT  
COUNCIL MEETING  
TUESDAY OCTOBER 10, 2023 AT 6:00 P.M.  
AGENDA**

**1. Call to order**

**2. Silence Electronic Devices**

**3. Approval of Agenda**

**4. Presentation**

**5. Open Mic**

**6. Approval of Minutes**

- Regular Council Meeting Minutes September 25, 2023

**7. Finance**

- List of invoices already paid in the amount of \$110,850.93 (Page 1)
- Quotation from LandInfo Technologies Inc. for Continued GIS and Asset Management Services (Page 2-3)
- E mail Re: Playground Inspector Course (Page 4-6)

**8. Other Business**

- Low Income Property Tax Exemption Policy (Page 7-8)
- Canada Day Committee proposed motions (Page 9-11)
- Request from Kevin Guy - President, 12 Company Fire and Command Training (Page 12)

**9. Council Reports**

- Mayor Cory Nickerson
- Deputy-Mayor Dawn DeMings-Taylor
- Councillor Dayle Eshelby
- Councillor Kent Balish (Page 13)
  - o Western County Regional Library (Page 14-18)
- Councillor Mary Meagher (Page 19)

**10. Information Only**

**11. Correspondence**

**12. Date of next meeting**

- Monday, October 23, 2023 at 1:00 p.m.

**13. Adjournment**

Regular Council Meeting 101023.agd

LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE		
COUNCIL MEETING OF OCTOBER 10, 2023		
AGAT	SEWER WATER TESTING	313.38
ARTHUR J GALLAGHER	TOWN INSURANCE	74,616.92
BELL ALIANT	BEACH CENTRE	103.36
BELL ALIANT	OFFICES, ELEVATOR, EMO	173.58
BELL MOBILITY	STREETS, RECREATION, TOWN CLERK/TREASURER	279.33
CULLIGAN	DRINKING WATER	40.90
ESHELBY, DAYLE REIMBURSEMENT	MUG FOR JOYCE'S RETIREMENT FROM TOWN	100.00
I.B.E.W.	UNION DUES	407.76
LESTER SWANSBURG ELECTRIC	INSTALL GFI PLUG IN KITCHEN AND REMOVE 2 PLUGS	115.00
LOCKEPORT PHARMACHOICE	GLOVES FOR PUBLIC WORKS	39.08
LOCKEPORT REGIONAL HIGH SCHOOL	1/2 PAGE YEARBOOK AD	100.00
LYDEGATE LOCK STOCK AND BARREL	VARIOUS SUPPLIES, DEHUMIDIFIER (LIBRARY), ASPHALT REPAIR	1,218.52
MACINTOSH, MADELYNE	LEADERSHIP HONORARIUM FOR WEEKLY WALKING PROGRAM THROUGHOUT THE SUMMER	130.00
MANULIFE	STAFF PENSION	1,745.08
NOVA SCOTIA FEDERATION OF MUNICIPALITIES	ADMINISTRATIVE FEE - 2.5% OF TOTAL	2,092.92
ON TOWN AUTO SERVICE	OIL CHANGE FOR FORD F550 TRUCK	166.37
PAYROLL	SEPT 9 - 22	17,582.54
SCOTT, DEBBIE REIMBURSEMENT	TRAVEL TO HALIFAX FOR VOLUNTEER BANQUET	294.27
SOBEYS	SR. BINGO	58.81
TELUS HEALTH (FORMERLY MORNEAU SHEPELL)	HEALTH INSURANCE, LIFE INSURANCE	612.51
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	EDUCATION TAX - MONTHLY	9,471.86
XTR FOSS	GAS FOR TOWN OWNED VEHICLES	1,188.74
<b>TOTAL</b>		<b>110,850.93</b>



**LandInfo**  
Technologies

May 8, 2023

Town of Lockeport,

Nova Scotia

**Attention: Joyce Young, Town Clerk/Treasurer**

## **QUOTATION: CONTINUED GIS AND ASSET MANAGEMENT SERVICES**

LandInfo Technologies (LIT) is pleased to offer the following quotation to provide continued Asset Management and GIS support services. These services will maintain continuity in the Town's asset management and will enable staff to become familiar with the asset management processes.

### **Asset Management Software and Hosting Services**

The cost of proprietary software can be prohibitive. Therefore, LIT recommends supporting open-source software initiatives. This means that the intellectual property behind the platform is freely available to everyone and developed by a community of users who care about solving the problems in your community. LIT recommends and can host and support the following open-source applications on behalf of the Town:

#### myCivitas/QGIS

Lockeport's GIS data will be hosted on LIT's server using the myCivitas/QGIS PostgreSQL data schema. All the myCivitas calculations (e.g. life expectancy, replacement cost, risk) as well as its reporting functionality will be accessible. The "master copy" of the Town's infrastructure data will be maintained and backed up on the server. Lockeport will retain ownership of the data and will be able to access the data through a secure login.

Lockeport will also have access to the myCivitas web application - a user-friendly application to view and query asset management inventory data, risk heat maps, and financial information, as well as a Computerized Maintenance Management Software (CMMS) module to create and manage work orders.



QGIS

QGIS is a free and open-source geographical information system for your desktop. It runs best on Windows or macOS. This application is typically used by GIS technicians to manipulate and analyze data.

**Asset Management and GIS Support**

The Town spent significant resources to set up an asset register containing valuable information for staff and council to make informed decisions. Over time, assets will change, and data errors will be identified. It is important to keep your asset register updated for it to remain useful.

We propose that updates are done annually. Lockeport staff is expected to markup any changes on hard copy maps and/or provide relevant supplementary documentation to LIT. LIT will do the updates in GIS and provide the following deliverables:

- An updated GIS data set for all asset groups (wastewater, stormwater, roads and facilities) hosted and backed up on LIT’s server.
- An updated asset inventory in CSV (spreadsheet) format (available for download from the LIT server).
- Access to myCivitas – a user friendly web map application to view and query asset data.
- A set of updated maps for each asset group (in PDF format).

**Annual Costs (April 1, 2023 to March 31, 2024)**

<b>Asset Management Application Hosting Services</b>	<b>Annual Fee</b>
myCivitas web map hosting	\$500.00
QGIS Desktop GIS application	Free
GIS/AM Support (data update, reports and maps)	\$500.00
<b>Total</b>	<b>\$1,000.00</b>

Taxes are not included in the listed costs and fees and will be applicable from April 1, 2023 to March 31, 2024.

Trust this will meet your approval. If you have any questions, please let us know.

Regards,



Tjaart Van den Berg  
LandInfo Technologies Inc.



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## June Harding

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**From:** Lockeport Recreation Department <lockeportrec@ns.aliantzinc.ca>  
**Sent:** Thursday, October 5, 2023 11:40 AM  
**To:** June Harding  
**Subject:** Fwd: Playground inspector course in NS

Hi June:

This just came across my desk and I thought I should forward it to you. Last year when we got the insurance company's concerns about the Play Park, I provided Joyce with a list of Inspection Courses with costs, but I don't think anything was done with it. The idea at the time was to get someone other than me trained so if I wasn't available an inspection could still take place.

Please let me know if you want to discuss this.

Thanks, Fran

----- Forwarded Message -----

**Subject:** Playground inspector course in NS  
**Date:** Thu, 5 Oct 2023 13:57:42 +0000  
**From:** Haanstra, Anna <Anna.Haanstra@novascotia.ca>

Hi folks,

Sharing in case you did not see it in the RFANS (Rec Facility Association) newsletter:



## Playground Inspector Course

October 24-27, 2023  
Future Inn Halifax,  
Halifax, NS

The Canadian Playground Safety Institute's (CPSI) Playground Inspector Certification Course is back again in Atlantic Canada this October. Professional staff who are responsible for playground equipment have an incredibly important job, ensuring the safety of toddlers, children and youth across this country and in local neighbourhoods. If you are one of these dedicated staff, you – and your employer – can be confident in taking on this role by having up-to-date theoretical and practical knowledge about playground safety and by confirming this knowledge through the completion of the Playground Inspector Certification courses.

[Click here for more information](#)

**UPCOMING COURSES & SEMINARS**

[NEW! Arena Level 1 & Ice Maintenance Combined Course](#)

[Mid-Season Ice Maintenance Seminar](#)

[Leadership Development Summit for Senior Management](#)

[Second Class Refrigeration Arena Course](#)

[Certified Pool Operators \(CPO\) Course](#)

[Sports Turf Management and Maintenance Course](#)

[Playground Inspector Certification Course](#)

[Programs](#)

[Doug Moore Scholarship](#)

[Recreation Facility Asset Management \(RFAM\) Software](#)

**Playground Inspector Certification Course**

***\*\*NEW*** Participants needing to achieve the Canadian Certified Playground Inspector (CCPI) status can now take the Online Theory course and exam and a Practical Online/Webcast course.

[Find online course details here!](#)

Professional staff who are responsible for playground equipment have an incredibly important job. They are helping ensure the safety of toddlers, children and youth across this country and in local neighbourhoods.

If you are one of these dedicated staff, you – and your employer – can be confident in taking on this role by having up-to-date theoretical and practical knowledge about playground safety and by confirming this knowledge through the completion of the Playground Inspector Certification courses.

**WE'RE EXCITED TO ANNOUNCE AN IN-PERSON OPPORTUNITY TO TAKE THIS COURSE COMING TO ATLANTIC CANADA**

[PLAYGROUND INSPECTOR BROCHURE](#)

**Course Details:**

**Date:** October 24-27 (two days of theory and two days of practical)

**Time:** 8:30am – 4:30pm

**Location:** [Future Inns Halifax Hotel & Conference Centre](#)

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**Cost:**

**CPSI Members**

Theory and Practical Course – \$525.00 +TAX EACH

Theory and Practical Exam – \$75.00 +TAX EACH

**Non-Members**

Theory and Practical Course – \$550.00 +TAX EACH

Theory and Practical Exam – \$75.00 +TAX EACH

**Theory Learning Outcomes:**

1. understand the CAN/CSA Z614 Standards
2. identify hazards and equipment not in compliance with CSA Standards
3. understand inspection requirements and process
4. manage risk and reduce liability

**Practical Learning Outcomes:**

1. take into consideration factors that affect playground safety beyond the CSA Standards
2. evaluate existing play structures for compliance with the CSA standards
3. complete a written inspection report
4. provide recommendations for upgrading equipment to comply with the CSA standards with the understanding of safety and cost implications
5. identify and implement an effective inspection and maintenance program



**OPTIONS TO REGISTER:**

1. Register [online](#)  
*Must be logged in to access.*
2. Complete and email, fax or mail the registration [form](#)

**REGISTRATION DEADLINE IS October 16, 2023**



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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy GG-042**

**Low Income Property  
Tax Exemption**

**Effective Date:  
October 10, 2023**

**Revision Date:**

**TITLE**

This Policy is entitled the “Low Income Property Tax Exemption Policy.”

**PURPOSE**

It shall be the policy of the Town of Lockeport to have clear terms and conditions to provide annual partial property tax relief to low-income property owners.

**Policy Details**

In September of each year, the Town shall advertise the availability of the Low-Income Property Tax Exemption Policy provisions.

Applications shall be accepted until the third Friday of October of any fiscal year for the current fiscal year therein.

To qualify for the Low-Income Property Tax Exemption, a property owner’s gross income from all sources, including all persons of the same family residing within the household as the applicant (taxpayer), for the preceding calendar year for which the exemption is sought, is as follows:

\$23,000 or less	\$150.00
\$18,000 or less	\$300.00
\$12,000 or less	\$500.00

Total income does not include War Veterans Pensions and Allowance. All other income is included. The exemption is granted only in respect of property occupied by the applicant ratepayer as their primary residence year-round. A copy of the applicant’s previous year’s Income Tax Notice of Assessment is required.

To qualify for the exemption, a property owner’s previous year’s taxes must be paid in full at the time of their application. Application forms will be available at the Lockeport Town Office at 26 North Street, Lockeport

Each year the Low-Income Property Tax Exemption Policy shall be reviewed to determine if the income level and amount of exemption need to be revised.

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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy GG-042**

**Low Income Property  
Tax Exemption**

**Effective Date:  
October 10, 2023**

**Revision Date:**

Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Passage of Current Policy: \_\_\_\_\_

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Town Clerk/Treasurer

\_\_\_\_\_  
Date

Town of Lockeport  
Canada Day Committee Meeting  
October 4, 2023

Minutes

The meeting was called to order at 6:00 p.m., October 4, 2023 in the Council Chambers of Lockeport Town Hall by Community Coordinator, Frances Scott. Also in attendance were: Ellen Suttle, Emily Swim and Nancy Williams. Regrets: Councillor Dayle Eshelby and Nicole Townsend.

Resignation:

There was a discussion about the Mayor's email resignation. Emily offered to email Cory to double check on this.

Agenda:

Copies of a draft agenda were distributed to those present.

**It was duly moved and seconded that the agenda be approved as circulated. Motion carried.**

Minutes:

**It was duly moved and seconded that the minutes from the meeting held June 14, 2023 be approved as circulated. Motion carried.**

Old Business:

- *Soapbox Derby* – There was a general discussion that yielded agreement that we should attempt to organize this event to take place in 2023 in recognition of our sponsor (Lombard Motors) and the expenses already incurred for the event. It was noted that the published rules indicate the event is open to the first 16 registrants between 8 and 12 years of age. Next a target date was set of October 29 with rain dates of November 4 and 5. Registration was set to take place at 12:30 p.m. at the Widow's Walk on Crest Street and races starting at 1:00 p.m. It was agreed that the most significant challenge for the event was getting the carts back up the hill. It was felt that it would be well worth paying people to do it.

**It was duly moved and seconded, that it be recommended to Council that the Canada Day Committee be authorized to expend up to four \$100 honorariums for people to pull the carts back up the hill during the Soapbox Derby. Motion carried.**

*BBQ* – Sue Crosby remains willing to barbeque during the event. It was agreed that a barbeque should be provided whereby children 12 & younger will receive a free hot dog and water; and pop or water with a hot dog for \$2 to all others.

*Photo Scavenger Hunt* – While no expenses have been incurred to date for this event, this is another event for which we have a sponsor (The Bayman). It was agreed that it would be offered on the same date and registration will take place at 1:00 p.m. at the Widow’s Walk Look-off on Crest Street with Scavenger Hunt starting at 1:30 p.m.

New Business:

*Street closure* – It was pointed out that the Soapbox Derby will require a request to Council for permission to close Crest Street for the event.

**It was duly moved and seconded, that it be recommended to Council that Crest Street be closed to all but local traffic from 12:00 p.m. to 5:00 p.m. on whichever of the following 2023 dates the Soapbox Derby event is held: October 29; November 4; or 5. Motion carried.**

*Trick or Trunk* – Fran reported that the Recreation Committee would like to invite the Canada Day Committee to participate in this year’s Trick or Trunk event on October 31, 2023. Emily Swim volunteered to once again distribute Canada Day Committee treats at the event.

**It was duly moved and seconded, that it be recommended to Council that the Canada Day Committee be authorized to spend up to \$200 for treats to distribute at the 2023 Trick or Trunk event on October 31, 2023. Motion carried.**

*Celebrate Canada* – Fran reported that she had submitted the final report for 2023 Celebrate Canada funding. Fran added that the deadline to apply for 2024 Celebrate Canada funding is November 21, 2023. This application applies to

expenses incurred for events on June 21, June 27 and July 1, 2024. In 2023, events were not eligible if they involved prizes or fees.

*Letter with volunteer concerns* – Fran stated that she had received a letter to include on the agenda, which was written by a volunteer to outline her concerns based on negative experiences on July 1, 2023. There was consensus that it is important that we want the volunteer to know that we appreciate her volunteering and bringing her concerns to our attention. While we cannot change what happened, we will make every effort to improve on these issues moving forward. Ellen stated that Cory had written a very good letter to the volunteer addressing her concerns.

*2024* – It was pointed out that July 1, 2024 will be a Monday. With this in mind, it was suggested that we might want to trim down the number of activities we offer on Canada Day and wrap up with the end of the Celebration Ceremony in late afternoon. Specific mention was made that perhaps we should no longer offer fireworks on Canada Day, and that the Seamen's Memorial should be on June 30.

*Recruitment* – In talking about the need for more volunteers to help with the actual events for Canada Day, an idea was put forward to offer a community event in the Rec. Centre to seek 2024 ideas for Canada Day and other community events. It was agreed that the event would take place Friday, November 3, 6:00 – 8:00 p.m. Emily and Nancy will make sweets, Ellen will bring a meat and cheese tray, Fran will bring a fruit tray.

Next Meeting:

The next meeting was scheduled to take place Tuesday, October 17, 2023 at 6:30pm in the Lockeport Recreation Centre.

Adjournment:

There being no further business the meeting adjourned at 8:20 p.m., October 4, 2023.

Respectfully submitted,

Frances Scott  
Recording Secretary

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Dear Warden and Councillors

Allow me to introduce myself, my name is Kevin Guy I am very pleased to be introducing my new platform for firefighter and command training. Let me tell you a bit about myself I am originally from Shelburne, born and raised in Shelburne. I have been in the firefighting industry for 30 years, 17 years as a professional firefighter in Halifax, I also was a paramedic for 20 years. I am a captain as well as an acting Platoon captain, I am a drone pilot, a hazmat technician and have instructed numerous new recruit intakes both professional and volunteer. This has been my goal to be able to help other firefighters and fire departments to become better trained and to be able to help their communities more efficiently.

After the wildfires I believe there is a huge appetite for increased training in our communities. With my new business I wish to not only provide training in accordance with current standards as well as keeping safety at the forefront of my training. At this time I am asking to see if I could have some time to make a presentation and to see if I can gather your support for this exciting new platform.

I would like to ask for time at your council meeting to present to you my power point to give you a better understanding of what we want to do at 12 Company Fire and Command.

I look forward to hearing from you and I want to thank you again for your consideration.

Sincerely

Kevin Guy

President 12 Company Fire and Command Training

COUNCILLOR BALISH

MONTHLY MEETINGS

SEPT. 2023

**SEPTEMBER 2023**

06 DISCUSSIONS

06 MAKE YOUR MOVE LOCKEPORT

06 MIKE COTTER

11 COUNCIL

18 WESTERN COUNTY REGIONAL LIBRARY BOARD (ARF)

19 STERRING COMMITTEE ( SHELB. CO.COLLABORATIVE TRANSPORTION SOLUTIONS )

19 STUDENT ADVISORY COUNCIL

25 COUNCIL

28 WESTERN COUNTY REGIONAL LIBRARY BOARD ( BOARD)

# Western Counties Regional Library

## Board Meeting

June 15, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, June 15, 2023 in the Community Room of the IWK Memorial Library building.

### Present:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor George Manzer, Municipality of Digby  
Councillor Patti Durkee, Municipality of Yarmouth  
Councillor Louann Link, Town of Clark's Harbour  
Mayor Ben Cleveland, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
Councillor Elizabeth Acker, Town of Shelburne  
Ellen Burton, Yarmouth Public Library & Museum  
Patti Simpson, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

### Regrets:

Shaun Hatfield, Carl Deveau, Wade Cleveland

### Absent:

Vacant - Shelburne Library Building Association  
Vacant - Province of Nova Scotia

### **1. Call to Order**

The Board Chair, Sherry Thorburn Irvine, called the meeting to order at 2:22 p.m.

### **2. Adoption of Agenda**

It was moved by Patti Durkee and seconded by Kent Balish:

"That the agenda be approved as circulated."

Motion carried



### **3. Minutes of the Previous Meetings**

- 3.1 The minutes of the March 16, 2023 meeting were circulated. There being no errors or omissions, it was moved by George Manzer and seconded by Ben Cleveland:

“That the minutes of the March 16, 2023 board meeting be approved as circulated.”

Motion carried

### **4. Business Arising from the Minutes**

- 4.1 Land acknowledgement

Erin Comeau reported that due to her heavy workload this spring, she has not had time to give her full attention to a draft Land acknowledgement but that she would present one at the September board meeting.

### **5. Chair’s Report**

Sherry Thorburn Irvine discussed the recent fires.

It was moved by Kathy Bourque and seconded by Louann Link:

“That libraries continue to provide a safe and important space for our borrowers and our communities.”

Motion carried

### **6. LBANS Representative Report**

Sherry Thorburn Irvine reported that she recently attended a LBANS Executive Committee meeting in Truro, and the group will be meeting again in September. It was moved by Patti Simpson and seconded by Louann Link:

“That the LBANS Representative Report be accepted as presented.”

Motion carried

### **7. Director’s Report**

The Director’s Report was circulated. It was moved by Elizabeth Acker and seconded by George Manzer:

“That the Director’s report be accepted as circulated.”

Motion carried

## **8. Financial Statement**

The May 31, 2023 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Kent Balish:

“That the May 31, 2023 Financial Statement be approved as circulated.”

Motion carried

## **9. Audit, Risk and Finance Committee**

Audit, Risk and Finance Committee Chair, Kathy Bourque, reported that the Audit, Risk and Finance Committee met on June 1, 2023 where Andrew Perkins presented the Financial Statements. The 2023-2024 Draft Budget was also reviewed.

### **9.1 Proposed Budget and Explanations**

Erin Comeau discussed the issues she has had in trying to purchase a new delivery vehicle and indicated that we would be keeping all 3 of our library vehicles until a new one is received.

A discussion was held on asking councils, as well as other organizations, to write to the Province asking for more funds for libraries.

It was moved by Elizabeth Acker and seconded by Ben Cleveland:

“That the 2023-2024 Budget be accepted as circulated.”

Motion carried

## **10. New Business**

### **10.1 Needs Analysis for Provincial Library Funding Formula – request for approval and comments**

The Needs Analysis for Provincial Library Funding Formula was circulated. It was moved by Elizabeth Acker and seconded by George Manzer:

“That the Needs Analysis for Provincial Library Funding Formula be accepted as circulated.”

Motion carried

### **10.2 COVID Related Absences policy – request to rescind**

The COVID Related Absences policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Board approve the request to rescind the COVID Related Absences policy.”

Motion carried

10.3 Illness policy – request to rescind

The Illness policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Board approve the request to rescind the Illness policy.”

Motion carried

10.4 Spending and Expenses policy – request to approve

The Spending and Expenses policy was circulated. It was moved by Ben Cleveland and seconded by Louann Link:

“That the Board approve the request to approve the Spending and Expenses policy.”

Motion carried

10.5 Programming policy – request to approve

The Programming policy was circulated. It was moved by George Manzer and seconded by Kathy Bourque:

“That the Board approve the request to approve the Programming policy.”

Motion carried

10.6 Book Launch Policy and Form – request to rescind

The Book Launch Policy and Form was circulated. It was moved by Kathy Bourque and seconded by Patti Simpson:

“That the Board approve the request to rescind the Book Launch Policy and Form.”

Motion carried

**11. Correspondence**

No official correspondence received.

**12. Other**

N/A

**13. Around the Table**

N/A

**14. Next Meeting**

The next regular quarterly Board Meeting will be held on Thursday, September 28, 2023 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

A discussion was held on the time of our board meetings. Erin will poll all members.

**15. Adjournment**

On a motion from George Manzer, the meeting adjourned at 3:08 p.m.

## Councillor Meagher's meetings for September

September 6 Council Discussion

September 11 Shelburne County Community/NSH Stakeholder Group

September 11 Council Meeting

September 19 Shelburne County Mental Health & Wellness Association

September 25 Council Meeting