

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 13, 2018
MINUTES**

PRESENT: MAYOR GEORGE R. HARDING, DEPUTY MAYOR JOANN SWIMM, COUNCILLOR KENT BALISH, COUNCILLOR DAYLE ESHELBY, COUNCILLOR DAWN DEMINGS-TAYLOR, TOWN CLERK/TREASURER, JOYCE YOUNG AND RECORDING SECRETARY, JUNE HARDING

1. Call to order

The Meeting was called to order by Mayor Harding at 6:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda

11-13-18-01

**It was duly moved and seconded that the agenda be approved as presented.
Motion Passed**

4. Approval of previous minutes

- *Regular Council Meeting Minutes, October 9, 2018*

11-13-18-02

**It was duly moved and seconded that the Minutes from the Regular Council Meeting of October 9, 2018, be approved.
Motion Passed**

- *Emergency Council Meeting Minutes, October 16, 2018*

11-13-18-03

**It was duly moved and seconded that the Minutes from the Emergency Council Meeting of October 16, 2018, be approved.
Motion Passed**

- *Special Council Meeting Minutes, October 22, 2018*

11-13-18-04

**It was duly moved and seconded that the Minutes from the Special Council Meeting of October 22, 2018, be approved.
Motion Passed**

5. Open Mic

- ½ hour Maximum time allowed
- Each person is allowed a maximum of 5 minutes
- The individual is to speak directly to Council
- There will be no interaction by Council at this time
- If questions are posed by residents, the question will be recorded to be researched

6. Presentations

- *Paul Wills – Accounts Receivable and Payment Control Policy (Attached as Schedule “A”)*

Paul reviewed the Policy and answered Council’s questions. Paul feels that it will be February or March, 2019 before he will get here again.

Mayor Harding thanked Paul for his presentation and the following motion was made:

11-13-18-05

It was duly moved and seconded that Council adopt the Accounts Receivable and Payment Control Policy as presented by Paul Wills.

Motion Passed

7. Finance

8. Recommendations from Other Committees

- *Committee of the Whole, October 22, 2018*
- *Walls of the Pavilion*

11-13-18-06

It was duly moved and seconded that after the first week of November, 2018 passes the pavilion walls are to be erected no earlier than April 30, 2019.

Motion Passed

Joyce explained that the reason the first week of November was picked was in case the Halloween events needed the space with the walls for some reason.

Mayor Harding reported that he had spoken to Nova Scotia Power representatives at the Nova Scotia Federation of Municipalities Conference regarding the Christmas tree lights on the tree at SeaCaps Park. Nova Scotia Power has agreed to place the lights on the tree annually for the Town of Lockeport. They also assured Mayor Harding that they have been to Lockeport and have addressed the issue of prolonged power outages in certain areas in Town including the treatment plant.

- *Request for the crosswalk to be reinstated in front of the Little School Museum*

11-13-18-07

It was duly moved and seconded that a crosswalk in front of the Museum going across to the adjacent parking area be reinstated and it be painted in blue and white.

Motion Passed

Councillor Balish remarked that the crosswalks in Middleton are painted yellow and white and he thinks they look really nice. Councillor Balish asked Mayor Harding to have a look when he and Joyce go to Middleton on November 28, 2018.

- *Nova Scotia Federation of Municipalities (NSFM) Workshop on Integrating Climate Considerations into Asset Management Planning*

Joyce explained at this time that she just received word that this Workshop actually has a registration fee of \$115.00 per person. Council feels that the workshop is important enough to pay the fees so the following motion was passed.

11-13-18-08

It was duly moved and seconded that Mayor Harding and Town Clerk/Treasurer, Joyce Young be approved to attend the Workshop for Integrating Climate Consideration into Asset Management Planning in Middleton on November 28, 2018.

Motion Passed

- *Fire Chief Leo T. Williams Memorial Bursary*

11-13-18-09

It was duly moved and seconded that the Town of Lockeport contribute an equal amount of \$100.00 to the Fire Chief Leo T. Williams Memorial Bursary to add to the \$100 from the Fire Department and the \$100 from the Medical First Responders to make the bursary a total of \$300.00 per year.

Motion Passed

- *Practica*

11-13-18-10

It was duly moved and seconded that Joyce order 4800 more dog feces pickup bags from Practica.

Motion Passed

9. Other Business

- *Letter to Support the proposal submitted by the Centre for Local Prosperity*

There was a discussion regarding what the Centre for Local Prosperity's mandate is. Mayor Harding has watched the video that was developed. It was very well done and he congratulated Councillor Eshelby on her part in the film. Council will encourage people to watch the video when it comes to Lockeport.

The date for the letter of support has passed by but Councillor Eshelby would like to see the Town of Lockeport become an Aspirational Drawdown Hub.

It was agreed that Councillor Eshelby will invite Andy Horsenal and Bob Servellie to do a presentation on Import Replacement and Drawdown for Council and staff on December 6, 2018 at 6:30 p.m. Joyce was asked to send an invitation to the Town of Shelburne and the Municipality of the District of Shelburne Councils and staff to invite them to attend as well.

One of the items discussed was the fact that the Town already has some components of a Drawdown Community. We have benches, walking trails, signs to help cut back on exhaust emissions and we do as much local purchasing as possible.

Joyce stated that local purchasing should be addressed in our purchasing policy.

- *Letter of contribution from the Lockeport & Area Minor Ball Association*

There was a discussion regarding the training needed to use an AED device. It is thought that the First Aid/CPR course trains people to use the device.

Mayor Harding will write a letter of thanks from Mayor & Council expressing their gratitude for the Ball Association's generosity in support of Recreation Department.

- *Request from Michaela Smith, Shelburne Project Navigator, Cannabis Education & Substance User Support Program*

After a short discussion Joyce was asked to contact Michaela Smith to invite her to make a presentation to Council at a Committee of the Whole Meeting in the New Year. Joyce will give her the dates of the January, February and March, 2019 Committee of the Whole Meetings so she can choose a date.

- *Information Request from the SAC of Lockeport Family of Schools*

It was noted that the Town of Lockeport has no say in what takes place with the Annex as there is a Lease Agreement in place with the Tri County Regional Centre for Education and they have complete control over the Annex.

Mayor Harding will send a letter to Tim Garren, Co-Chair of the SAC Committee, cc'd to the Tri County Regional Centre for Education explaining this.

- *Inter-Municipal Agreement for Wastewater Treatment Overall Direct Responsible Charge (ODRC) Services to the Town of Lockeport (Attached as Schedule "B")*

11-13-18-11

It was duly moved and seconded that the Council approve the Inter-Municipal Service Agreement for Wastewater Treatment Overall Direct Responsible Charge (ODRC) Services to the Town of Lockeport.

Motion Passed

- *Letter of Concern and information package from Shelley Hipson*

The opinion was expressed that selective cutting might be a better practice than the clear cutting.

This item will be tabled for now so Council can give it some thought. This item will be brought forward at a future Council Meeting.

- *Letter of concern and information package from John Davis*

Municipal Government has no say in the Offshore Drilling process. It is Provincial and Federal Government that make the decisions.

After a short discussion it was decided that Mayor Harding will send a letter to John Davis from Mayor and Council, informing him that if he wishes to hold a session to provide the public with information regarding Offshore Drilling, the Town of Lockeport will provide him a venue to use.

- *Municipal Corporation Borrowing Resolution*

11-13-18-12

It was duly moved and seconded that the Town of Lockeport execute the Municipal Corporation Borrowing Resolution 2018/2019, allowing the Town to borrow for current expenditures until such time as the taxes to be levied can be collected.

Motion Passed

- *Appointment of Deputy Mayor*

Deputy Mayor Swimm was asked if she would care to remain in the position of Deputy Mayor and she agreed to retain the position.

The following motion was made:

11-13-18-13

It was duly moved and seconded that Joann Swimm remain as Deputy Mayor for the Town of Lockeport.

Motion Passed

- *Committee Appointments*

All members of Council were asked if they wish to make any changes in the Committees they currently serve on. All are happy where they are so the following motion was made:

11-13-18-14

It was duly moved and seconded that the Committee list be approved with the following changes/additions for the next year.

The Finance, Tenders & Public Property, Police Committee will be renamed the Finance Committee.

The Audit Committee will consist of all Council.

The Lockeport 2017 Planning Committee will be struck from the list.

The Little School Museum Committee will be struck from the list.

The School Advisory Board will consist of Councillors Eshelby and Balish.

Motion Passed

Deputy Mayor Swimm and Councillor Eshelby expressed the need for a Town EMO Meeting to be held so they know what the right things to do in an Emergency situation are.

There is an RCMP survey to be completed coming our way soon and Joyce feels that Councillor DeMings-Taylor and Councillor Balish should be part of the process because of their positions on the Shelburne County East RCMP Advisory Board.

- *Financial Condition Indicators (FCI) Action Plan
(Attached as Schedule "C")*

Joyce advised Council to read the Action Plan and use it. The Town of Lockeport's Municipal Advisor will come to Lockeport and address Council regarding this Action Plan if they wish.

Councillor Eshelby would like him to come.

Joyce will post the Action Plan on our website when she gets a better copy of it. It is currently difficult to read.

There was further discussion that stressed the fact that essential services are the Mandate of Council.

The following motion was made:

11-13-18-15

It was duly moved and seconded that Council approve the Financial Condition Indicators (FCI) Action Plan as presented.

Motion Passed

Mayor Harding thanked Deputy Mayor Swimm and Joyce for helping put the finishing touches on the FCI Action Plan.

10. For Information

- *Copy of a resolution re: Roseway Manor, sent from the Town of Shelburne to the Department of Municipal Affairs*

11. Council Reports and list of October Meetings

- *Councillor Eshelby*
 - *October 9 – Regular Council Meeting (Lockeport)*
 - *October 11 – Clean Nova Scotia (Telephone Meeting)*
 - *Training (Lockeport)*
 - *October 15 – Recreation Committee Meeting (Lockeport)*
 - *October 22 – Committee of the Whole Meeting (Lockeport)*
 - *October 22 – Trails Meeting (Lockeport)*
 - *October 22 – Meeting with Town Resident (Lockeport)*
- *Councillor DeMings-Taylor*
 - *October 1 – Training (Lockeport)*
 - *October 9 – Regular Council Meeting (Lockeport)*
 - *October 13 – Provincial Day of Action (Shelburne)*
 - *October 16 – Emergency Council Meeting (Lockeport)*
 - *October 17 – RCMP Advisory Meeting (Lockeport)*
 - *October 22 – Committee of the Whole Meeting (Lockeport)*
 - *Special "In Camera" Council Meeting (Lockeport)*

- *Councillor Balish*
 - *October 1 – Training (Lockeport)*
 - *October 2 - Nova Scotia Health Crisis (Shelburne)*
 - *October 3 – Nova Scotia Health Care (Shelburne)*
 - *October 4 – Western Counties Regional Library (Yarmouth)*
 - *October 9 – Regular Council Meeting (Lockeport)*
 - *October 9 – Special Council Meeting (Lockeport)*
 - *October 9 – Dangerous & Unsightly Premises Meeting (Lockeport)*
 - *October 15 – Training (Lockeport)*
 - *October 16 – Tatamagouche Regional Academy Visit*
 - *October 17 – Eastern Shelburne County RCMP Advisory Board Meeting (Lockeport)*
 - *October 22 – Committee of the Whole Meeting (Lockeport)*

- *Deputy Mayor Swimm*
 - *October 1 – Training (Lockeport)*
 - *October 9 – Regular Council Meeting (Lockeport)*
 - *October 15 – Training (Lockeport)*
 - *October 22 – Committee of the Whole Meeting (Lockeport)*
 - *October 25 – Meeting with Town Clerk (Lockeport)*
 - *October 25 - FCI Action Plan Meeting with Municipal Advisor (Lockeport)*

- *Mayor Harding (Attached as Schedule “D”)*
 - *October 1 – Training (Lockeport)*
 - *October 2- Office hours (Lockeport)*
 - *October 4 – Office Hours (Lockeport)*
 - *October 5 – Spoke at Becky’s Annual Lockie the Lobster Knitting Festival (Lockeport)*
 - *October 9 – Office Hours (Lockeport)*
 - *October 9 - Regular Council Meeting (Lockeport)*
 - *October 11 – Rural Internet Meeting (Truro)*
 - *October 15 – Training (Lockeport)*
 - *October 15 - Fibre Optics Meeting (Shelburne)*
 - *October 16 – Office Hours (Lockeport)*
 - *October 18 – Office Hours (Lockeport)*
 - *October 30 – Atlantic Infrastructure Management (AIM) Cohort Training # 1 (Yarmouth)*

Mayor Harding asked Joyce to send an email to Tom MacEwan, CAO for the Municipality of the District of Shelburne, to ensure that Tom has all the information pertaining to the Fibre Op Project, prior to his appointment as CAO and that Council of the Town of Lockeport would like to be kept informed as to what is happening.

The Asset Management Policy will be brought to the December Council Meeting.

12. Correspondence

11-13-18-16

**It was duly moved and seconded that the Correspondence be accepted.
Motion Passed**

- *Letter from Kim Masland, MLA Queens/Shelburne*

13. Date of next meeting

- *Monday, December 10, 2018*

14. “In Camera”

11-13-18-17

**It was duly moved and seconded that the Committee go “In Camera” to
discuss a “Lease Property” issue. Time 8:55 p.m.
Motion Passed**

- *“Lease Property”*

The Committee resumed regular session at this time and the following motion was made:

11-13-18-18

**It was duly moved and seconded that Council will not consider leasing any
Town owned properties for Commercial Taxable use at this time.
Motion Passed**

15. Adjournment

11-13-18-19

**There being no further business to discuss, it was duly moved and seconded
that the Meeting be adjourned. Time 9:15 p.m.
Motion Passed**

**George R. Harding,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**