



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY JANUARY 24, 2025
MINUTES**

PRESENT: Mayor Derek Amalfa, Deputy Mayor Anna Chetwynd, Councillor Craig Hillen, Councillor Candace Malik, Councillor Kevin Chetwynd, Town Clerk/Treasurer, June Harding, Public Works Supervisor, Kevin Snow, Community Coordinator, Frances Scott and Recording Secretary, Jill Cassibo.

1. Call to order

The meeting was called to order by Mayor Amalfa at 1:03 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at that time.

3. Conflict of Interest

There were no Conflicts of Interest declared at this time.

4. Approval of Agenda, including additions or deletions

01-24-25-01

It was duly moved and seconded that Council approve the agenda for the January 24, 2025, meeting with the following additions under Finance:

- 1. Capital Budget for 2025/2026,**
- 2. Spring/Fall Debenture**
- 3. Accessibility Upgrades**
- 4. Proposal for Seacaps Washrooms**

Motion Passed

5. Approval of Minutes from the January 10, 2025, Regular Council Meeting

01-24-25-02

It was duly moved and seconded that Council approve the January 10, 2025, meeting Minutes as circulated. Motion Passed

6. Business arising from previous Minutes

Response attached.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes.
- Each resident is to state their name and where they live
- The resident is to speak directly to the 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.

Sue Crosby from Lockeport, representing the Friends of SeaCaps Playpark Fundraising Group, spoke about the upgrades needed at the Play Park. Sue had pictures of some of the playpark equipment pieces and garbage and cigarette butts left in the Peace Hut (attached as Schedule I). Sue, Dawn DeMings-Taylor and Janice Fiske have started and are the executives for a fundraising committee and are looking for volunteers. Sue is asking Council, if the Community Coordinator can have authorization to apply for quotes as the quotes are needed to apply for grants. It was noted that once this Play Park is revitalized, it needs to be maintained, like all other Town assets.

Becky Williams from Lockeport brought in an ariel picture of North Street to talk about her concern with parking along the street to access the Town Market. The RCMP serve as traffic authority for the Town of Lockeport and should handle any parking infractions. Becky is hoping that the Town will still create and enforce a Smoking By-Law.

8. Presentations

There were no presentations scheduled for this meeting.

9. Department Reports

- Community Coordinators Report
(Playpark Inspection Report from January, 2024 attached as Schedule II)

The Community Coordinator spoke about SeaCaps Play Park being her top priority and that she had reached out to three different companies for suggestions. The Community Coordinator stated that the Public Works department helps her out with the inspections as well as a class from the Elementary School.

Council requested a fully detailed inspection, with consideration from our Insurance Company before the playground is opened in the Spring. They would like to see a third party assist with the inspection and are hoping someone from our insurance firm may be able to participate.

The Community Coordinator would like Council and the Department heads to sit together and update the Town of Lockeport Accessibility Plan before April 1, 2025.

01-24-25-03

It was duly moved and seconded that the Community Coordinator be given permission to apply for quotes for the equipment and work that is required at the Play Park. Motion Passed.

01-24-25-04

It was duly moved and seconded that the Community Coordinator have a third party help with the spring inspection of the Play Park. Motion Passed

- Public Works Department Report

Deputy Mayor Chetwynd asked about the issues with the pumping station getting plugged with rags so often, and she suggested that maybe we should send out a flyer outlining the cost of fixing these pumps, as well as the amount of manual labour required when people flush rags and things down the toilet.

Councillor Kevin Chetwynd left the meeting due to a second fire siren going off.

- Administration Report

This report was reviewed and Council asked how many overdue tax notices were sent out last week and the Town Clerk/Treasurer replied that 78 notices were sent out.

10. Finance

- List of invoices already paid in the amount of \$109,594.29

There were no questions regarding the invoices.

- Capital Budget

The memo was discussed about Capital projects for the 2025/2026 fiscal year. Councillor Hillen suggested we meet with Clearwater to find out their intentions for the future.

01-24-25-05

It was duly moved and seconded that the Town draft a letter to go to elected Provincial Officials and the Department of Municipal Affairs stating that the tax reductions instigated by Property Valuation Services, have a devastating impact on our town and limits any major projects as well as may affect public safety. The Town's revenue is being cut with tax losses. Motion Passed.

- Spring/Fall Debenture

It was decided that the Town will not apply for a Spring debenture.

01-24-25-06

It was duly moved and seconded that the Town of Lockeport will not apply for a Spring debenture but will ask to leave it open to apply for a Fall debenture if the need arises. Motion Passed

- Accessibility Upgrades

The Town Clerk/Treasurer has sent an email to the Accessibility Coordinator, Michelle Vachon, about what her plans are for the ramp at the library and about a ramp at the Beach Centre leading to Crescent Beach.

01-24-25-07

It was duly moved and seconded that Council approves to move forward with the Accessibility upgrading projects, in and around the Town of Lockeport's facilities, through the Sustainable Services Growth Fund, as previously planned. Motion Passed

Councillor Kevin Chetwynd returned at 2:33 p.m.

- Proposal for Seacaps Washroom

There was discussion about opening the washrooms and purchasing items to keep the washroom from being misused. If it continues to be misused, it will be locked permanently. It was noted that there are washrooms that can be utilized at the library and the Town Hall through the week days.

01-24-25-08

It was duly moved and seconded that the washrooms at Seacaps Park will remain open once the proper items are purchased. The open hours will be Monday to Friday from 8:30 am until 4 p.m. Motion Passed

01-24-25-09

It was duly moved and seconded that the Town purchase a camera to be placed on the South corner of the Fire hall facing the koala bathroom and a keyed lock box to go over the thermostat inside the washroom. Motion Passed

11. Other Business

- Municipal Restructuring Education Session

01-24-25-10

It was duly moved and seconded that Council write a joint letter with the Town of Shelburne and the Municipality of the District of Shelburne, to the Minister of Municipal Affairs, requesting an education session to gain a greater understanding of the models for municipal restructuring and the processes and previous examples in Nova Scotia, of Municipalities joining together. In addition, Lockeport Town Council would like the session to include education on creating and establishing a new Municipality in Eastern Shelburne County under the MGA, whose boundaries would include Lockeport, with Districts 6 & 7. Motion Passed.

- Travel Policy and Staff Suggested Meal Allowance

01-24-25-11

It was duly moved and seconded that the Travel Policy be adopted with the new meal allowance included. Motion Passed.

12. Committee Reports

- Canada Day (Councillor Candace Malik)

It was suggested by Councillor Malik that Council coordinate inspection on all four of the shanties before the summer starts to see what needs to be done to them so they can be utilized in the summer.

- Recreation Report (Deputy Mayor Anna Chetwynd)
 - o Equipment Loan Policy
 - o Application to NS Department of Communities, Culture, Tourism & Heritage funding for the Play Park upgrades under the Recreation Facility Development program.

01-24-25-12

It was duly moved and seconded that as recommended by the Recreation Committee, the Equipment Loan Policy be adopted as presented. Motion Passed

01-24-25-13

It was duly moved and seconded that as recommended by the Recreation Committee, the Community Coordinator be given permission to apply to the Nova Scotia Department of Communities, Culture, Tourism & Heritage for funding for the Play Park upgrades under the Recreation Facility Development program. Motion Passed

- Heritage & Tourism Advisory Committee (Councillor Hillen)

Councillor Hillen advised that his first meeting was a success.

13. Correspondence

- Email from Kim Masland, Minister of Emergency Management – Re: Moving towards Consistent and Impactful Emergency Response.
- Letter from Allan Webber, Warden for The Municipality of Chester – Model Code of Conduct, Clause 14(2)

14. Information Only

There was nothing for Information Only

15. Date of next meeting

- Friday February 14, 2025, at 1:00 p.m.

16. “In Camera”

There was nothing for “In Camera”

17. Adjournment

There being no further business, **it was duly moved and seconded that the meeting be adjourned. Time 3:49 p.m. Motion Passed**

Derek Amalfa, Mayor

June Harding, Town Clerk/Treasurer

Regular Council Meeting 01242025agd.

Schedule I



Town of Lockeport



INSPECTION CHECKLIST

Date of Inspection:	27-Jan-24																			
Location / Address	Seaside Play Park																			
Weather Condition:	Sunny and cold																			
Inspector:	Fran																			
PLAYGROUND		Yes	No	Notes																
General																				
Any damage found to park benches?			X																	
Any damage found to picnic tables?			X																	
Is there any visible damage or graffiti on the signs?			X																	
Do the bushes and other foliage need to be trimmed?				NA																
Are there any alterations or homemade equipment present		X																		
Is the exterior lighting working properly?		X																		
Do garbages need to be changed?			X																	
playstructures		X																		
Surfacing																				
Does the protective surfacing need to be replenished to the recommended 12" depth?		X																		
Does the protective surfacing need to be replenished around high use areas? (swings/exit slides)		X																		

Recommend replacing ropes along edges of hammock be replaced with a larger gauge rope (presently they are tied here and there with lobster rope)

