



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY OCTOBER 10, 2025
MINUTES**

PRESENT: Mayor Derek Amalfa, Deputy Mayor Anna Chetwynd, Councillor Craig Hillen, Councillor Kevin Chetwynd, Councillor Candace Malik, Town Clerk/Treasurer June Harding, Recording Secretary Jill Cassibo.

1. Call to order

The meeting was called to order by Mayor Amalfa at 1:01 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Conflict of Interest

There were no Conflicts of Interest declared.

4. Approval of Agenda, including additions or deletions

10-10-25-01

It was duly moved and seconded that Council approve the agenda as presented for the October 10, 2025, meeting. Motion Passed

5. Approval of Minutes

- Regular Council Meeting Minutes September 26, 2025

10-10-25-02

It was duly moved and seconded that Council approve the Minutes from the Regular Council Meeting of September 26, 2025. Motion Passed

6. Business arising from Previous Minutes

There was no business arising from the previous minutes.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes.
- The resident 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

8. Presentations

Sue Crosby – Playground Fundraising Committee – Phase Two

Sue Crosby and Janice Fiske asked Council if they had any questions going into Phase II of the project. The group will fundraise the full amount needed for each piece of equipment with the first piece being swings. There will be a laminated thermometer poster inside the Town Office that will show how much money they need to raise and how much they have raised for each piece of equipment. The group has also applied for a grant from Nova Scotia Power. Councillor Hillen asked for a diagram of how the group envisions the addons to look and Janice says she has it done and it will be brought to the Recreation Committee and then Deputy Mayor Chetwynd will bring it to Council .

9. Finance

- List of invoices already paid in the amount of \$30,307.51

Councillor Malik asked if the boardwalk was now complete and there are just a few more things that need to be done and then it will be complete. The Town Clerk/Treasurer will provide an update on the Sustainable Growth Fund at the next Council meeting. After the beach ramp is completed there will not be much left in this fund.

The cement pad for the playpark and the cement for the beach ramp should be completed soon. Councillor Hillen will be the contact for the beach ramp when inspectors come. Councillor Malik questioned the Property Valuation Services invoice that we paid and was informed that we pay that same amount quarterly.

- Financial Condition Indicators Highlights for 2023 – 2024

These indicators show that for 2023-2024 we are in good shape as a Municipal Unit. Councillor Malik asked what the undepreciated assets were, and Town Clerk/Treasurer will ask the auditor what it means as she was unsure also.

- Trees on Howe Street

While digging up the ground for the playpark, the workers cut into the roots of two trees that will need to be cut down as they are now unsafe.

10-10-25-03

It was duly moved and seconded that Council instruct the Town Clerk/Treasurer to explore and finalize the best option to get rid of two trees on Howe Street at a cost not to exceed \$5000.00 Motion Passed.

10. Other Business

- Municipal Joint Services Board Steering Committee and Amalgamation Steering Committee

There was much discussion on this topic. Councillor Hillen is not opposed to either one, noting that we are the smallest Municipal unit and the two Municipalities have a larger tax base. The Town of Lockeport may not be able to afford some of the things other municipalities are looking at. It was decided to try the pilot project first before putting money into a three-to-five-year contract and to set up a committee, not a board. The Town of Lockeport already pays an administration fee to the Municipality as part of the shared services agreement. Deputy Mayor Chetwynd's concerned that the board would base things on population and then reduce services. Councillor Malik asked if Council and staff can handle being on another committee, with all the committees they are on now. The Town Clerk/Treasurer stated that the only service that the Town of Lockeport is currently missing is a By-Law Enforcement Officer. The Clerk/Treasurer noted that a Joint Services board had been set up before, and it did not work.

10-10-25-04

It was duly moved and seconded that the Town of Lockeport approve the creation of a Steering Committee to explore the possibility of a Municipal Joint Services Board for all five Shelburne County Municipal units and appoint two members of Council to the Steering Committee. The Steering Committee will consist of ten members (two members of Council from each Municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit. Motion Passed

10-10-25-05

It was duly moved and seconded that the Town of Lockeport approve the creation of a Steering Committee to explore the possibility of Amalgamation with the Municipality of the District of Shelburne and the Town of Shelburne and appoint two members of Council to the Steering Committee. The Steering Committee will consist of six members (two members of Council from each municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit. Motion Passed.

10-10-25-06

It was duly moved and seconded that Mayor Amalfa and Councillor Hillen be appointed to the Amalgamation Steering Committee and Mayor Amalfa and Councillor Malik be appointed to the Joint Services Board Steering Committee. The alternate for both Committees will be Deputy Mayor Chetwynd. Motion Passed

- Email from resident of Municipality of the District of Shelburne concerning bushes at corner of Hall and Locke Streets being a driving impairment.

It is not a matter of the bushes being too big if you stop at the crosswalk after you stop at the stop sign. Both drivers and pedestrians need to be aware of their surrounding when crossing a road. Drivers have become complacent and sometimes coming to a rolling stop instead of a complete stop. The Public Works Supervisor will be asked at the next meeting if convex mirrors will help. Will they accumulate snow, do they fog up? These are some of the questions Council has. The Town Clerk/Treasurer will request that Public Works repaint the crosswalk again to brighten it up and ask him if the stop sign can be moved up closer to the intersection.

- Email from Robin Smith for Mi'kmaq History Month Workshop in Shelburne

Town Clerk/Treasurer June Harding and Accounting Administrative Assistant Jill Cassibo will attend this workshop in the Municipality of the District of Shelburne. It was a great idea from the Municipality to invite us all to attend.

- Three TDAP bids for new Town website

Mayor Amalfa, Councillor Hillen and Town Clerk/Treasurer, June Harding will run interviews for the bids hopefully October 17, 2025. Also, Cory Nickerson, IT support for the Town of Lockeport will be included in any training when it is provided to staff. One bid gave full disclosure that they have provided a web site design for a member of the

Heritage, Tourism committee, but that person is not involved with the interviews or anything pertaining to the website.

Currently there are too many Facebook pages, and this will be an opportunity to streamline them.

- Climate Resilient Coastal Communities Update

Mayor Amalfa discussed the update with this project. This non-profit agency can help with grants and studies that would be required before repairing the dunes. The deadline to apply for the Adaptation in Action Feasibility Study is October 28, 2025. This study will cost the Town of Lockeport \$7000.00, but it will give us a better opportunity to get grants that will cover a portion of the cost of the repairs. Councillor Malik asked about having a swing bridge to connect the island to Calf Island as an alternative in the event of an emergency, but the studies would have to start all over again. Deputy Mayor Chetwynd suggested that if the dunes project gets started to reach out to Kim Masland, Minister of Emergency Response for any help that is needed with permits and such.

10-10-25-07

That Council authorize staff, in collaboration with CCC and AIM Network, to prepare and submit an application to the Federation of Canadian Municipalities' Green Municipal Fund – Adaptation in Action program for a feasibility study on dune restoration and causeway protection, recognizing this as a critical step to safeguard the community's transportation link, reduce flood risk, and position the Town to secure up to 90% funding for future implementation. Motion Passed

11. Council Reports

- Mayor Derek Amalfa
- Deputy Mayor Anna Chetwynd
 - o Recreation minutes from Aug 11 and September 8, 2025, meetings

Deputy Mayor Chetwynd stated that the feedback from the by-annual newsletter was very positive and stated that the history section put in by Councillor Hillen was a hit.

- Councillor Craig Hillen
 - o September 16, 2025, draft minutes for Heritage and Tourism Committee
 - o September 23, 2025, draft minutes for Accessibility Advisory Committee

Councillor Hillen said that the Recreation Committee and the Heritage and Tourism Committee will have further discussion regarding what they want the July 1st Committee to fall under.

The Accessibility Committee is looking for two committee members from the Town of Lockeport as Terry Stacey has resigned. Councillor Hillen suggested the Town of Lockeport send Mr. Stacey a thank you letter for his hard work on this committee.

- Councillor Kevin Chetwynd
- Councillor Candace Malik
 - o September 2025 Western Counties Regional Library report and Board Meeting minutes

There was an article in the library report that talked about how our library clerk, Catherine Henneberry, went above and beyond while helping a couple visiting Lockeport navigate their tablets and taught them how to use them.

12. Correspondence

There was nothing for Correspondence

13. Information Only

There was nothing for Information Only

14. Date of next meeting

- October 24, 2025, at 1:00 p.m.

15. “In Camera”

There was nothing for “In Camera”

16. Adjournment

10-10-25-08

There being no further business, it was duly moved and seconded that the meeting be adjourned. Time 3:29 p.m. Motion Passed

Mayor Derek Amalfa

Town Clerk/Treasurer June Harding

Regular Council Meeting 10102025.min