



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY JANUARY 24, 2025, AT 1:00 P.M.
AGENDA**

- 1. Call to order**
- 2. Silence Electronic Devices**
- 3. Conflict of Interest**
- 4. Approval of Agenda, including additions or deletions**

Draft Motion: That Council approve the agenda for the January 24, 2025, meeting as presented with the following additions/deletions

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

Draft Motion: That Council approve the January 10, 2025, meeting Minutes as circulated.

- 6. Business arising from previous Minutes**

Response attached (Page 1)

- 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.

8. Presentations

There were no presentations scheduled for this meeting.

9. Department Reports

- Community Coordinators Report (Page 2)
- Public Works Department Report (Page 3)
- Administration Report (Page 4)

10. Finance

- List of invoices already paid in the amount of \$109,594.29 (Page 5-6)

11. Other Business

- Municipal Restructuring Education Session

Staff Suggested Motion: 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, the processes and previous examples in Nova Scotia of municipalities joining together.

- Travel Policy and Staff Suggested Meal Allowance (Page 7-10)

12. Committee Reports

- Canada Day (Councillor Candace Malik) (Page 11-16)
- Recreation Report (Deputy Mayor Anna Chetwynd) (Page 17-24)
 - o Equipment Loan Policy (Page 25-28)
 - o Application to NS Department of Communities, Culture, Tourism & Heritage funding for the Play Park upgrades under the Recreation Facility Development program.

Suggested Staff Motion: That as recommended by the Recreation Committee, the Equipment Loan Policy be adopted.

Suggested Staff Motion: That as recommended by the Recreation Committee, the Community Coordinator is allowed to apply to the Nova Scotia Department of Communities, Culture, Tourism & Heritage funding for the Play Park upgrades under the Recreation Facility Development program.

- Heritage & Tourism Advisory Committee (Councillor Hillen)(Page 29-32)

13. Correspondence

- Email from Kim Masland, Minister of Emergency Management – Re: Moving towards Consistent and Impactful Emergency Response. (Page 33-34)
- Letter from Allan Webber, Warden for The Municipality of Chester – Model Code of Conduct, Clause 14(2) (Page 35-36)

14. Information Only

15. Date of next meeting

- Friday February 7, 2025, at 1:00 p.m.

16. “In Camera”

17. Adjournment

Regular Council Meeting 01242025agd.



Subject: Response to Concerns Regarding Secondhand Smoke on North Street

Thank you for taking the time to address the council on January 10 with your concerns about the activities on North Street. Your commitment to the well-being of our community is truly commendable, and we deeply value your ongoing efforts to make Lockeport a better place for all.

Ensuring a safe and accessible community for all residents is a top priority for the council. It is concerning to hear about the ongoing challenges and frustrations faced by residents on North Street. Lockeport takes great pride in being a friendly, welcoming, and inclusive town, and we take these concerns very seriously. It is of utmost importance that every resident feels safe and secure in their homes and community.

Regarding your question about the development and enforcement of bylaws to address secondhand smoke concerns: Lockeport is committed to maintaining a safe and smoke-free environment for residents and visitors alike. To this end, the Town is in the process of developing a supplementary bylaw to support Nova Scotia's Smoke-Free Places Act. We appreciate your patience as we work through the necessary steps to finalize and implement this bylaw and its associated enforcement policy.

It is disappointing to hear about the negative and disruptive actions occurring on North Street in recent weeks. Lockeport has always strived to be a community where neighbors care for and support one another. The council and the Town of Lockeport strongly condemn any form of intimidation, abuse, bullying, or disrespectful behavior—whether intentional or perceived.

We sincerely hope this situation can be resolved peacefully and are committed to supporting a positive outcome. In a small community like Lockeport, our collective success depends on our ability to look out for one another. As Coretta Scott King once said, *"The greatness of a community is most accurately measured by the compassionate actions of its members."* Acts of kindness and mutual care strengthen the fabric of our town.

Thank you again for your dedication and love for Lockeport. Please do not hesitate to reach out if you have further concerns or suggestions.

Sincerely,
Derek Amalfa
Mayor of Lockeport

Community Coordinator Report to Council
for January 24, 2025 meeting

Capital Projects for 2025-26 – The single most important recreation capital investment for the upcoming year will be to complete major upgrades to Seaside Play Park. We anticipate seeking \$150,000 in funding toward a total project cost of \$250,000 through the Recreation Facility Development program of the NS. Dept. of Communities, Culture, Tourism and Heritage. With almost \$50,000 already in our hands toward this work and a community group recently formed to raise funds for the project, a conservative estimate of Town tax funds necessary to complete the project is \$35,000. [It should be understood that we may need to undertake this work in phases based on the results of future funding applications.]

There are several other smaller recreation capital projects likely to be carried out and paid for with funds from Communities on the Move. These projects include upgrades to lighting along the Trestle Trail Loop and upgrades to trail beds in Roods Head Park.

In terms of accessibility capital projects, it would be advisable to set aside funds to be used in leveraging other funds to carry out accessibility upgrades to Town infrastructure (suggest at least \$5000).

Festivals – Winterfest is scheduled to take place March 2 to 9, 2025 and Spring Into Lockeport is scheduled to take place May 9 to 14, 2025. We are currently inviting involvement in both festivals by local businesses, groups and individuals to offer events and activities. Please help spread the word.

Accessibility – The April 1, 2025 deadline to upgrade our Accessibility Plan is fast approaching, Work is well underway with this, but one of the tasks at hand is to identify our achievements. To this end I would like to sit down with other department heads and Council to review our progress to date with the current plan, so our achievements can be accurately cited and we know what needs to be carried forward..

Respectfully submitted,
Frances H. Scott
Community Coordinator

PUBLIC WORKS DEPARTMENT – JANUARY 2025

- HAD BEARING CHANGED IN ROTOR
- MOTOR SEIZED HAD TO CHANGE ROTOR MOTOR AS WELL
- INSTALLED TRACKS AND HUNG PRIVACY CURTAIN AT MEDICAL CENTRE
- INSTALLED NEW SIGN AT MEDICAL CENTRE
- REMOVED CHRISTMAS LIGHTS FROM LOWER PART OF TREE AND HAD NOVA SCOTIA POWER IN TO REMOVE FROM TOP OF TREE
- CHANGED Q015 PUMP CONTROLLER IN PUMP STATION #2, ALSO REPLACED CONTACTS IN PUMP SWITCH #2
- SECOND LOAD OF SALT IN FOR SEASON
- PLUGGED A THIRD OVERFLOW PIPE IN SEWER SYSTEM TO PREVENT SEA WATER FROM GETTING IN
- MOVING STUFF OUT OF UV BUILDING FOR WORK TO BEGIN INSTALLING TWO NEW UV MACHINES
- HAULED PUMPS SEVERAL TIMES DUE TO JAMMING CAUSED BY RAGS, CLOTHS, ETC FLUSHED INTO SYSTEM
- SALTED STREETS SEVERAL TIMES
- PLOWED STREETS ON A COUPLE OF OCCASIONS.

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**ADMINISTRATION REPORT
COUNCIL MEETING
JANUARY 24, 2025**

BUILDING PERMITS ISSUED 2024/2025 FISCAL YEAR

To date, there have been Two (5) building permits issued for the 2024/2025 fiscal year.

TAX COLLECTIONS

As of January 20, 2025, *taxes owing are as follows:*

2021 & prior = 27,626.83

2022 = \$ 14,727.04

2023 = \$ 29,779.38

2024 = \$250,090.15

Total taxes owing is \$ 322,223.40.

Delinquent account notices were sent out on Monday.

The total owed on this sub-leased account is \$22,831.58 plus \$16,223.54.

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. The total outstanding tax on these accounts is \$3,492.73 plus \$2,500.55 interest on five Gear Shed accounts.

Mayors/Wardens/CAO's Meeting

I was unable to attend the Meeting this month due to prior commitments. Mayor Amalfa and Deputy Mayor Chetwynd attended the meeting where they had a presentation and discussion regarding ER closures at Roseway Hospital.

Wastewater Treatment Plant Upgrades Project

Things are coming along at the work site. The new UV system will be arriving and will be installed sometime in February.

Medical Centre

The identification sign for the Medical Centre has been received and installed. I have received a quote for the replacement of the ramp at the Medical Centre. I have forwarded it to Melanie Mooney, Department of Health as requested, so she can see if the Department of health can help with the cost of replacement of the ramp. The existing ramp needs to be torn off and completely replaced with a different design to accommodate large electric wheelchairs.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

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LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
JANUARY 24, 2025 MEETING		
AGAT LABORATORIES	SEWER WATER TESTS	357.08
ATLANTIC INFRACTURE MANAGEMENT NETWORK (AIM)	CRCC PROGRAM (CLIMATE RESILIENT COASTAL COMMUNITIES) - 50% PROJECT PARTICIPATION FEES	4,887.50
BELL ALIANT	OFFICES, ELEVATOR, EMO	172.09
BELL ALIANT	REC OFFICE, FAX, FIRE HALL, LIBRARY, SEWER, REC CENTRE	713.85
BELL ALIANT	FIRE DEPARTMENT	69.44
BELL MOBILITY	STREETS, RECREATION, GENERAL GOVERNMENT	270.47
CBCL	PROFESSIONAL SERVICES FOR UPGRADES TO WASTEWATER SYSTEM	4,226.25
COMMUNITY SAFETY NET	SAFETY KITS FOR KIDS	276.00
CULLIGAN WATER	DRINKING WATER	11.90
ECKLER	HILTON CHYMIST PENSION FUND	460.00
HARDING, JUNE	MEDICAL AND LIFE INSURANCE	27.20
I.B.E.W.	UNION DUES	284.48
L & B ELECTRIC LIMITED	MOTOR FOR SEWER	1,322.50
LAWTONS HOME HEALTHCARE	THREE YEAR MAINTENANCE CONTRACT FOR ELEVATOR MAINTENANCE AND LICENSE	1,600.00
LESTER SWANSBURG ELECTRIC	REPLACE OUTSIDE LIGHT FIXTURE ON SEACAPS PARK	161.00
LOCKEPORT TOWN MARKET	APPLES AND BREAD FOR SR. BINGO AND COMMUNITIES ON THE MOVE EVENT	12.66
LYDGATE	SR. BINGO, CANDY CANES, WREATHS FOR TOWN POSTS, ASPHALT REPAIR	668.31
MARK WILLIAMS	TRUCKING SALT FROM PUGWASH	2,113.13
MBW COURIER	COURIER SERVICE	178.42
MINISTER OF FINANCE	3RD QUARTER RCMP BILLING	53,477.75
MINISTER OF FINANCE	ANNUAL PENSION FEE	116.65
NOVA SCOTIA FEDERATION OF MUNICIPALITIES	MEMBERSHIP DUES, PROFESSIONAL SERVICES TO NSFM	717.28
PAYROLL	DEC 28, 2024 - JAN 10, 2025	14,437.69
PROPERTY VALUATION SERVICES CORP.	25% ASSESSMENT SERVICES COST RECOVERY FISCAL 2025	2,523.07
REGION OF QUEENS	TIPPING FEES	2,512.23
SCOTIA BUSINESS CENTRE LIMITED	MRF, FIRE MONITORING AND ELEVATOR MONITORING FOR JANUARY	603.98
SHELBURNE COUNTY ARENA ASSOCIATION	HOT DOGS AND HOT CHOCOLATE FOR SKATING PARTY	105.50
SOBEYS	SNACKS FOR SR. BINGO	62.76
TELUS	MEDICAL AND LIFE INSURANCE	745.95
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	MONTHLY EDUCATION TAX	10,643.80

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VINCENT, DANIEL	ODRC FEES	1,400.00
WINDSOR SALT	SALT FOR ROADS	1,939.00
WORKERS COMPENSATION	SUB CONTRACTORS	129.59
WORKERS COMPENSATION	FIRE FIGHTERS	976.49
WORKERS COMPENSATION	MUNICIPAL OPERATIONS ADMINISTRATIONS	432.32
WORKERS COMPENSATION	OPERATIONS, CONSTRUCTION & MAINTENANCE	311.99
XEROX	LEASE 25 OF 60 AND SERVICE	397.67
XEROX	LEASE 24 OF 60	248.29
	TOTAL	109,594.29



**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023**

Car Travel

Where car travel is indicated as the most suitable mode of transportation, an employee/Councillor may use their own car and be reimbursed at the Provincial rate.

Employees/Councillors are responsible for their own insurance while using their vehicle on Town business. Employees/Councillors choosing to use their own car when air travel is clearly the most cost effective mode, must do so on their own time and will be reimbursed to the maximum of the equivalent economy air fare plus the usual cost of local transit. In these instances, en route meals and motel accommodations are **not** reimbursable.

Employees/Councillors should endeavour to travel in one car when two or more employees/Councillors are scheduled for the same destination at the same time.

All employees/Councillors claiming car travel expense shall provide the Town with a copy of their insurance liability card.

All travel expense claims must be submitted to the Town Office at least once a month if there is an amount to be claimed, and cheques will be issued within seven days. Late claims WILL NOT be approved for payment.

Car Rental

Reimbursement will be made for rental of economy type cars at destination. Rental of car requires prior approval of Council.

Air Travel

Employees/Councillors will be reimbursed at the economy fare rate for air travel unless emergency air travel is approved by Council.

Accommodations

Single room accommodation rate will be reimbursed. Double room accommodation rate will be reimbursed if two or more employees or Councillors share the same room.



**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023**

Meals

The employee's reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on town business. Tips and gratuities, to a maximum of 15% of the meal cost prior to taxes, will be reimbursed (no receipt is required for tips and gratuities). Alcoholic beverages are not eligible for reimbursement.

Telephone

All telephone expenses for town business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.

Taxi Fares

Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc. will be reimbursed. Receipts are not required for fares less than \$10.00.

Parking and Toll Expenses

All parking expenses and bridge/road tolls will be reimbursed by the Town. Receipts for tolls are not required.

REIMBURSEMENT OF TRAVEL EXPENSES

Claims for mileage and meals while attending business meetings shall be submitted using the Town's Expense Claim Form to the Clerk/Treasurer. The places travelled from and to, the reason for the travel, distance travelled and any other related expenses incurred must be reported with all receipts attached.

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**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023**

TRAVEL ADVANCES

When the estimated travel, meal and accommodation expense (in respect of courses, seminars or conferences) exceeds \$150.00, an advance of seventy-five (75%) percent of the estimate may be advanced to the employee/Councillor. When the employee/Councillor returns, they must turn in the receipts supporting the expenses to the Clerk/Treasurer. If the actual expenses are less than the advance, the balance must be paid immediately. Expenses greater than the advance will be reimbursed.

When the estimated expense is less than \$150.00, there will be no advance.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: February 11, 2013

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

June Harding
Town Clerk/Treasurer

November 19, 2023
Date

Allowances

Meal Allowances

The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out as follows:

Breakfast per diem	\$8.00
Lunch (mid-day) per diem	\$15.00
Dinner (evening) per diem	\$20.00

Breakfast

The cost of breakfast may be claimed only when the employee has been travelling on the Employer's business for more than one hour before the recognized time for the start of the day's work.

Dinner

The cost of the evening meal may be claimed when the employee is not expected to return to his or her residence before 6:30 pm.

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General - Travel Within Nova Scotia

Meals for travel within Nova Scotia will be reimbursed at the per diem rate.

Reasonable meal expenses above the per diem rate incurred by an employee on the business of the Employer may be reimbursed subject to the Manager's approval.

Meals - Out of Province within Canada

The per diems claimable for meals while travelling on official Employer's business outside the province provide an adequate allowance for each day. Recognizing that employees are often restricted to the vicinity of the major hotels with their attendant higher restaurant meal costs, the employee will be reimbursed their receipted costs per individual meal that exceed the per diem to the extent that the Employer considers the expenses claimed are reasonable and justifiable in the circumstances.



Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Tuesday December 10, 2024

The meeting was called to order at 6:15 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Candace Malik,

Regrets: Cory Nickerson, Nancy Williams, Dayle Eshelby

Celebrate Canada Grant – Emily, Ellen and Cory met and finished the Celebrate Canada Grant application. This application has been submitted. Emily provided Candace with a copy of the application.

Thane Dunn – Ellen has been in contact with Thane Dunn but to date no contracts have been signed. Ellen will reach out to him again in January.

July 1st Finances – A discussion arose concerning the July 1st finances and the scope of knowledge the committee actually has concerning same. Several questions were asked:

1. Why is there four accounts and what is the purpose of each account?
2. Who hasn't been paid yet from last year's July 1st celebrations?
3. Who hasn't submitted expected monies to the July 1st 2024 celebrations yet?
4. What is the total in each account?

As stated during the meeting, it is very hard planning events when finances are not known and what can be paid from different monies.

Candace will contact June Harding with the above questions and will report back.

July 1st Festivities:

Field capacity – Candace will ask June Harding what is the field capacity for the SeaCaps Park.

Yarmouth Big Bounce – A deposit has been paid for the High Stricker, Bungy Jump and the Bouncy Castle. The cost for these three attractions are \$3500.00. Emily will contact them to see if the Ring Toss and Bean Bag Toss are available for July 1st.

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Face Painting – Emily will ask Braydon Chetwynd if he would volunteer to do the face painting and Candace will ask a friend if she is interested as well.

There being no further business, Ellen moved the meeting adjourned at 7:40 p.m.

Next meeting: Friday, January 17th, 2025 at 6:00 p.m.

Respectfully submitted,

Ellen Suttle

Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Friday, January 17th, 2025

The meeting was called to order at 6:05 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Candace Malik, Kevin Chetwynd and Nancy Williams.

Letters of Resignation: A letter of resignation from the July 1st Committee was received from Dayle Eshelby. This resignation was accepted with regret. There was also a letter of resignation from the July 1st Committee from Cory Nickerson. This resignation will not be accepted until the files concerning July 1st are received from Cory. Both letters of resignation were met with deep regret.

July 1st Finances – Candace received a financial total from June Harding. To date our total finances are \$12,074.98. It was noted that the Lockeport Cemetery, (the organization that sold the tickets) has not received the 25% of the Raffle ticket sales from July 1st, 2024. Also noted was the fact that the Town of Lockeport has not contributed any monies yet for the July 1st, 2024 celebration in their town. Candace will look into this and report back to the next meeting.

June Harding is asking for a July 1st, 2025 budget to attach to the Municipality of the District of Shelburne organizational grant. Emily will complete one and submit it to June on Monday January 20th.

Volunteers – It was noted that volunteers are desperately needed to perform duties during the July 1st celebrations. A discussion ensued regarding how do we recruit the volunteers.

Lockeport July 1st Brochure – Emily volunteered to design the July 1st Brochure and look after the printing.

Lockeport Winterfest – The July 1st Committee was asked if we would like to put on an event during the Winterfest activities. It was decided that due to losing two committee members, we are re-organizing so would not be able to do anything.

Yarmouth Big Bounce – Emily will contact them to see if the Ring Toss and Bean Bag Toss are available for July 1st.

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July 1st Festivities:

Raffle Tickets – Italy Travel Group??

Saturday June 21st – 6:00-9:00 p.m.

Indigenous Day – (500.00) - Candace

Lockeport Beach Center or on the Beach

Theme – Ending of the Day

Dayle Eshelby will be asked to help organize this event

Friday June 27th –

Multicultural Day (300.00) – Emily and Ellen 6 - p.m.

The country of Italy will be showcased this year

Saturday June 28th -

Street Dance (\$2000.00) Emily and Ellen

Cory Nickerson has given a quote of \$700.00 to provide a video DJ service.

Sunday June 29th –

Memorial Service – 2 p.m. - Ellen

Beach Bash – 3-6 p.m. (Make your Move sponsoring?)

-Sand Sculpture, Treasure Hunt

Monday June 30th –

Seniors Social – 2-4 p.m. (\$1000.00) - Nancy

Dave Burbine, Sterling Stevens

Tuesday July 1st –

Craft Fair – 10 a.m. – 3 p.m. - Emily, Jill, Candace

Vendors must pay when reserving a table

Strawberry Festival - 11 a.m.

Pickleball Club and Lockeport Legion

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Grease Pole -11 a.m. (\$2000.00) - Emily

Flag Raising – 12 noon (\$300.00) - Nancy

Ruth MacIntosh will be asked to sing O'Canada.

Carnival starts 12 noon with face painting, games, etc. (\$6000.00)

Face Painting – Emily will ask Brayden Chetwynd to perform face painting

Charlies Treasure Chest – Emily will contact this vendor to see if they are interested in coming this year.

Carnival Games – Kevin will ask Will Chetwynd to try and recruit students to volunteer working the Carnival Games during July 1st.

Crown and Anchor – Dave Lyons?

BBQ – Lockeport Fire Department or Italy travel group??

Balloon Lady and Bubble Lady – It was moved by Candace Malik and seconded by Nancy Williams that Wendy Richardson and Mary Ayer be hired for July 1st Day. Motion carried.

Children's Parade – 1 p.m. (\$200.00) - Nancy and Candace

Antique Car Parade – 2 p.m. (\$200.00) - Kevin will ask Cory re. organizing this event.

Grand Street Parade – 2:15 p.m. (\$2000.00) Ellen

Pie Eating Contest – 3:30 p.m. (200.00) Nancy

Awards – 4 p.m.

Live Music – 7 p.m.

Thane Dunn has given a price of \$10,000.00 for his full band plus accommodations will be needed. Discussion arose re. the price, sound tech, etc. Each committee member is to investigate pricing of other artists and bring back to the next meeting.

Family Dance Glow Party – 9 p.m. (\$300.00) Ellen and Emily

Fireworks – 10 p.m. (\$3000.00) Kevin will ask Cory and/or Wayne, if they are interested in shooting the fireworks on Canada Day.

It was decided that the Italy Travel Group would be invited to our next meeting to discuss what events they are interested in organizing and working.

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Field capacity – Candace will ask June Harding what is the field capacity for the SeaCaps Park.

There being no further business, Candace moved the meeting adjourned at 8:45 p.m.

Next meeting: Friday, February 7th, 2025 at 6:00 p.m.

Respectfully submitted,

Ellen Suttle

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Town of Lockeport
Recreation Committee Meeting
January 15, 2025

Minutes

The meeting was called to order at 6:00 p.m., January 15, 2025 in the Council Chambers of Lockeport Town Hall by Chairperson, Deputy Mayor Anna Chetwynd. Also in attendance were: Mayor Derek Amalfa, William Chetwynd, Mary Meagher, Janice Fiske, Dawn DeMings-Taylor and Community Coordinator Fran Scott. Regrets: MaryAnn Swansburg and Sue Crosby.

Agenda:

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 December 18, 2024 be approved as circulated. Motion carried.

Reports:

Community Coordinator – It was noted that Fran’s report was emailed in advance of the meeting and that much of the report will come up under other agenda items.

It was duly moved and seconded that the Community Coordinator Report for December 13, 2024 to January 10, 2025 be approved as circulated. Motion carried.

A copy of the report is attached as part of these minutes.

Facilities – Fran explained that she was asked to bring potential capital projects

forward for consideration at the next meeting of Council. Fran went on to outline a number of potential capital projects, but emphasized that she feels the number one priority should be to complete Play Park upgrades with every effort being made to make sure that elements relating to the Enabling Accessibility project for which we have received over \$42,000 are achieved this year in order to not need to return the funding. This relates to the fact that overall upgrades are anticipated to cost in the range of \$250,000 and may require a phased approach.

Make Your Move Lockeport - Fran said that the most recent Leadership team meeting was held January 14. There were no specific motions for recommendations to Council forthcoming, but there were several discussions that may have relevance to capital projects and policy development. Trails lighting and Roods Head Park trails capital projects are anticipated for the upcoming fiscal year, but it is intended that the Town's share of such cost would be covered through Communities on the Move funds. In regard to policy, the draft Equipment Loan Policy was reviewed and the following was added to section 3.(vi): Depending on the replacement value of the specific equipment being borrowed, the form may also need to be accompanied by other documentation such as a government issued photo ID or valid credit card; and a refundable deposit may be required. In the case of minors, a responsible adult may be required to co-sign the form.

**It was duly moved and seconded, that it be recommended to Council that the Equipment Loan Policy be adopted as amended.
Motion carried.**

A copy of the amended Equipment Loan Policy is attached as part of these minutes.

School update – William reported that the Senior Boys basketball team played a very close game Monday and although they lost in the end, it was a very exciting game.

Old Business:

Volunteers – this item was tabled until the next meeting.

Play Park – Jan reported that the new fund raising group met on January 14 and a Baked Beans & Brown Bread supper is planned to take place on January 25 in the Legion. In other discussion it was suggested that we research inclusion of adult play equipment (Anna showed examples) and an artificial ice surface in the Play Park upgrades. Fran added that she has been in touch with several playground companies to seek their proposals for carrying out the upgrades. Anna stated that Council is seeking information from our insurance company as to what they expect from the upgrades in order to ensure ongoing insurance coverage. All of this is important information in that Fran is hoping to submit an application under the provincial Recreation Facility Development program, for which we can seek up to \$150,000 for a \$250,000 project.

It was duly moved and seconded, that it be recommended to Council that the Community Coordinator be authorized to proceed with preparing and submitting an application to the NS Dept. of Communities, Culture, Tourism & Heritage for funding toward Play Park upgrades under the Recreation Facility Development program. Motion carried.

Winterfest – March calendars were distributed to those present for review in looking at the upcoming festival. Winterfest has been tentatively scheduled to run March 3 to 9. Fran noted that she has asked Andrew Holland at Shelb. Co. Arena to let her know if there is a good time to host a Free Skating Party on either March 2 or March 9. Should Andrew respond that the best date is March 2, that date will be added as the beginning of Winterfest. Regular weekly gym and Rec. Centre activities will be included in the festival calendar (to promote the activities). After consultation with Autism NS, the Kidz Carnival Day including Sensory Hour has been scheduled to take place in the gym on Saturday, March 8. Fran was asked to check with the Legion to see if they can host their March breakfast during the festival. Fran intends to send out invitations to local businesses and community groups to encourage them to get involved with the festival. It was suggested that we check in with Our House to see if they might

offer an event for teens and the schools to see if they might hold a basketball celebration.

Art Programs - Fran reported that she spoke with Sarah again and they agreed to start with two introductory art workshops on January 26. One will be aimed at seniors and take place 4:00 to 5:30pm and the other will be aimed at teens and take place 6:00 to 7:30pm. A poster was passed around for review. Both workshops will be free of charge and held in the Rec. Centre. Sarah hopes to use these workshops to find out what kind of artwork is of interest for more ongoing art programs which will have fees (may vary depending on the specific cost of supplies for each program). Six people have already preregistered for the ElderArt workshop. More work needs to be done to promote the TeenArt workshop with particular emphasis on promotion at the high school. It was suggested that Stacey be asked to look after a sign up sheet for TeenArt in the high school office. Will plans to ask that the workshop be included with school announcements.

New Business:

Winter gym programs – Fran reported that Indoor Soccer for teens will be starting on January 20 in the evening. Derek Amalfa, Bevin Joudrie and Simon Sperry have stepped up to lead the program, which will include youth in Grades 7 to 12 (co-ed) on Monday nights until at least March Break. The program will follow the rules of Futsal, which is an indoor soccer game suitable to gyms like ours. Six futsal balls have been ordered for use in the program. Goal nets for the program are likely to cost at least \$500 each and we need two. Fran contacted Nicole Ramey of Sport Nova Scotia and she indicated that we would be eligible for a grant from the Sport Fund to cover up to 75% of this cost (next deadline is mid-February). Fran added that she is hoping to get teen volleyball up and running soon as well to take place on either Wednesday or Thursday evenings. She is currently waiting to hear back from Tanya Snow and Stacey Garron as to which night would work best for them as they seem willing to provide leadership.

Spring into Lockeport – May calendars were distributed to those present for review in looking at the upcoming festival Spring into Lockeport has been

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tentatively scheduled to run from Nova Scotia Make Your Move Day on May 9 to NS Walks Day on May 14. The Library's annual Plant & Bake Sale is slated to take place on Saturday, May 10 and Fran will check with LES to see if they would like to partner on a Grand Walk for May 14. Fran will also reach out to local businesses and groups to invite involvement in this festival. It was noted that Tammie at Lockeport Town Market may want to sponsor another community clean up during the festival. Fran hopes to continue with the practice of hosting a large celebration event based at Seacaps Park on Saturday, May 10 with four live music presentations throughout the day and various booths and activities taking place as well. Fran will check in with RBC Royal Bank and Lockeport Pharmachoice to find out when they would like to hold another Lobster Run/Walk/Wheel event (perhaps Spring into Lockeport or Lobster Festival in early June).

Participation – Fran reminded everyone that she had circulated information by email regarding an upcoming grant opportunity for up to \$1500 toward movement activities to take place in June. Applications must be submitted by February 11 and Fran asked that people let her know if they have ideas for an application.

Next Meeting:

The next regular meeting was scheduled to take place on Tuesday, February 11, 2025 at 6:00 p.m.

Adjournment:

There being no further business the meeting adjourned at 7:56 p.m., January 15, 2025.

Respectfully submitted,

Frances Scott
Recording Secretary

Community Coordinator Report
December 13, 2024 - January 10, 2025

The following report provides notes relating to the major activities involved in my work over the past month. The report does not include minor day to day tasks such as office management, payroll submission and minor facility supervision duties.

General - sent out Rec. Meeting packages, printed meeting materials, then attended Dec. 18 meeting and recorded minutes, finished typing minutes on Jan. 6 and circulated to Committee for review - Jan. 2 created 2025 schedule blanks for Rec. Centre, tennis courts, LRHS Gym, Equipment Loans, Soccer Field and Ball Field - wrote Kim Ringer at NS Power to ask when their crew might be available to take lights off the tree and on Jan. 9 she indicated they were planning to come next week and she would follow up with specific date once it is set – Jan. 10 drafted Rec. meeting agenda and emailed to Chair for feedback;

Communities on the Move pilot - prep for Free Skating Party at Shelb. Co. Arena including school notices, then supervised event on Dec. 23 with 32 on ice participants - Dec. 18 worked on sign order details including Roods Head Park design changes - Jan. 6 sent email to Rec. Committee members and June with draft Equipment Loan policy and form for review - Jan. 8 sent email to lighting company with information to use in providing a quote for three additional lamp stands to be installed on the end of the boardwalk, also spoke with Lester Swansburg about installation details before the holidays – Jan. 10 drafted Leadership meeting agenda and sent by email with meeting notice to Leadership team and Rec. Committee (Mayor responded with request to add financial update to agenda);

Facilities - worked with LRHS staff to establish gym availability for the holiday period - Dec. 31 cleaned refrigerator of expired products - met with Dawn on Jan. 1 to get Play Park gate locked for winter season (followed up with Facebook post re: seasonal closure on Jan. 6/25) - Jan. 2 noted two trees down in Roods Head Park (big dead one beside road to top of park and smaller spruce down across old building foundation), got great news from June that a donor had been in to give \$5000 toward Play Park upgrades (also noted backboard laying down at tennis courts, but Mike MacLeod reported having done that as a winter maintenance measure) - updated LRHS Gym schedule for next two plus months with school

sports and Rec. Programs – Jan. 10 booked Rec. Centre for Feb. 8 birthday party and sent rental forms by email for completion;

Accessibility - Dec. 18 talked over issues with Michelle Vacon and submitted on line registration for “Go Here” program of Crohn’s and Colitis Canada;

Equity & Anti-Racism – working through email correspondence with other staff leads at the 2 Shelburnes in regards to upcoming contacts with groups to invite engagement opportunities;

Programs - *Art programs* - corresponded by Facebook Message with Sarah Stuart re: art programs, then spoke by phone on Jan. 2 when we agreed to start by offering two basic workshops that were subsequently scheduled to take place on Sunday, Jan. 26 with one for seniors 4-5:30pm and one for teens 6-7:30pm (Sarah hopes to talk with workshop participants about future topics they would like to see offered and when would be a good time) - Jan. 10 got help from Sue again with Facebook issues as I attempted to post events, created registration list and entered first two Elder Art participants, one by email and one on line - *After School Fridays* - worked with LES on Dec. 19 & 20 to prepare for start up on Dec. 20, 20 children in attendance for first day, which was supervised by myself and Ava Lyons - corresponded with LES Secretary to update registration list for program on Jan. 8 – Jan. 10 supervised program with Emily Hupman (31 school children plus 3 pre-schoolers and two parents) - *Holiday Open Gym* - supervised gym on Dec. 23 with 11 participants in attendance - supervised gym on Dec. 27 with 9 participants in attendance - supervised gym on Dec. 30 with 20 participants - *Sr. Bingo* - set up with help from Dale and ran event on Dec. 31 with 18 participants, later tidied up - finished most dishes and auditorium tidy on Jan. 1 - Jan. 2 created poster for Jan. 21 and sent to Jill for printing (along with new notices for video notice board) - *Tai Chi* - discussion back and forth with Pat Randel to work on details for going forward - attended beginning of program on Jan. 9 to talk with participants about starting a pay by donation after the winter program break to help wean the program costs away from MYML - *Indoor Soccer* - Jan. 2 sent note to potential coaches to double check on interest, heard back from Bevin Joudrie, Derek Amalfa and Simon Sperry that they were interested, so we held a meeting at the gym on Jan. 6, where we agreed to offer drop in program for high schoolers on Monday evenings and to start on January 20 allowing time for records checks and equipment acquisition, etc. - Jan. 7 sent note to coaches with Records Check

information - Jan. 8 sent note to Marisa Colzie to seek advice about program and she responded the next day suggesting that we play an indoor soccer game called futsal, which is suitable for gyms like ours, also contacted Locke's Sports in Shelburne to check on availability of indoor soccer balls, spoke again next day about futsal balls - *Indoor Walking* - shared Benn's Facebooks posts throughout past month - Jan. 8 got help from Dale to set up Rec. Centre for program the next morning - Jan. 9 met with Benn at program start (7 participants for first day) - *Volleyball* - Jan. 9 recruited Tanya Snow and Stacey Garren, who seem interested in supervising a drop in program for teens on either Wednesday or Thursday evenings (currently waiting to hear back from them as to which night will work best for them);

Grants - Recreation Facility Development (for Play Park) - corresponded with Anna H. about program several times - Jan. 6 contacted four Playground equipment companies to seek proposals (3 through websites and one by phone), then corresponded back and forth with several of them over the next few days to provide clarification information;

Community Support - touched base with Terri Dean on Jan. 8 about Asphalt Pad project and she indicated she had recently heard from Lori S. at TCRCE and that she and Alyssa would be meeting by telephone with Lori on Jan. 9 for an update on information she had obtained from other TCRCE staff;

Other Meetings, etc.:

- attended on line meeting of Yarmouth Shelburne Municipal Recreation Association on Jan. 7, 2025;
- half personal day off on December 23,
- personal days off on December 27, 30, 2024;
- half day vacation on December 24, 2024;
- vacation days on December 16, 17, 2024.

Respectfully submitted,

Frances H. Scott
Community Coordinator

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**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-011

Town of Lockeport Recreation Department

Equipment Loan Policy

Effective Date:

Revision Date

General Statement of Policy

The Town of Lockeport Recreation Department (TOLRD) owns various pieces of recreation equipment as a way to enhance accessible recreational opportunities available within the Town of Lockeport.

1) Purpose

- a) The Equipment Loan Policy outlines the roles and responsibilities for the Town of Lockeport Recreation Department and equipment users, as well as procedures for loaning equipment, maintenance and care of equipment, liability, and insurance.
- b) The Equipment Policy applies to the following equipment owned by the Town of Lockeport: bicycles, tricycles, helmets, walking poles, sport racquets, winter walking grippers, parasport wheelchair and other such pieces of equipment periodically acquired for use by the Recreation Department in their programs.

2) Responsibilities

a) Town of Lockeport Responsibilities

- i) TOLRD is responsible to annually renew General Liability insurance coverage. Insurance Policy does not cover damaged or stolen equipment.
- ii) TOLRD agrees to oversee scheduling and transportation (when necessary) of equipment.
- iii) TOLRD is responsible for regular maintenance and will ensure that equipment is in good working condition.
- iv) TOLRD is responsible for storing equipment when not in use.

b) Borrower's Responsibilities

- i) The borrower is responsible for the equipment and will ensure the equipment is used and stored in a proper and safe manner while in their care.
- ii) The borrower agrees to return the equipment in the same condition as when it was received, except for normal wear and tear. This could involve cleaning the equipment and removing any dirt, sand, or mud, when necessary.
- iii) The borrower will not alter the equipment or change the use for which it is intended.
- iv) The borrower will not lend or allow third parties to use the equipment.
- v) The borrower agrees to return the equipment on the designated date on the loan form.
- vi) The borrower will ensure that all the safety equipment provided is always worn while equipment is in use.
- vii) The borrower is responsible to ensure that all equipment in their possession is not damaged. The borrower will be responsible for any damage to equipment, beyond normal wear and tear.

3) Procedure for Loaning Equipment

- i) Requests to borrow any equipment should be made in advance by contacting the TOLRD in order to accommodate the request. TOLRD staff members will check for equipment availability.
- ii) Equipment will be loaned for a one-week period unless otherwise agreed to and stated on Equipment Loan Form.
- iii) All equipment bookings will be placed in the Google Calendar under the appropriate calendar.
- iv) The borrower must be a resident of or visitor to the Town of Lockeport. Requests from others will be reviewed on a case by case basis by the Town of Lockeport Council.
- v) TOLRD staff members will inspect equipment for damage on the date loaned and returned, to ensure it is in good working condition.

- vi) The Equipment Loan Form must be completely filled out before equipment will be loaned. Depending on the replacement value of specific equipment to be borrowed, the form may also need to be accompanied by other documentation such as a Government issued photo ID or valid credit card; and a refundable deposit may be required. In the case of minors, a responsible adult may be required to co-sign the form.
- vii) It is the responsibility of the borrower to arrange pick-up and drop-off of equipment. TOLRD will make every effort to assist in making these arrangements.
- viii) Authorized personnel will review the equipment, its proper usage, and functions with the borrower, prior to loaning.

b) Equipment Specific Guidelines

- i) Bicycles and tricycles will be loaned to third parties only if they have an instructor who has completed the Making Tracks Bicycle Leader training or a comparable certification.
- ii) TOLRD recognizes the need to make *adapted recreation equipment* available to local residents. Given the high cost of purchasing adaptive recreation equipment and the resulting financial barriers for families, this equipment is available for families and individuals to borrow. Adaptive Recreation Equipment will be loaned out to families, individuals, or groups for a maximum of two weeks. Authorized personnel will review the equipment, its proper usage, and functions with the borrower prior to loaning. Personnel will encourage borrower to consult an Occupational Therapist, Physiotherapist or the IWK Pediatric Services before using equipment.

4) User Fees:

- a) There are no fees to borrow equipment. Donations accepted.

Town Clerk/Treasurer's Annotation for official Policy Book

Date of Notice to Council Members _____

Of Intent to Consider (7 days minimum): _____

Date of Passage of Current Policy: _____

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

Town Clerk/Treasurer

Date

(29)

**Town of Lockeport Heritage and Tourism Advisory Committee
Monday January 13, 2025
Minutes**

Present: Mayor Derek Amalfa, Councillor Craig Hillen, Member(s) Connie Lamm, Tim Rhyno, Emily Swim, George Benham, Becky Williams, Jeff Wood

Regrets: Will Tremaine, Natasha Amalfa

1. Call to Order

The meeting was called to order by Councillor Hillen at 6:00 PM

2. Silence of all Electronic Devices

3. Conflict of Interest Declarations

None declared by members present

4. Approval of Previous Minutes (Not applicable)

5. Acknowledgement of Committee Terms of Reference (TOR)

It was relayed that the Terms of Reference for the Town of Lockeport Heritage and Tourism Advisory Committee have been previously presented to the Town Council for review and discussion. It was shared with the Committee that the TOR have been approved. Open discussion regarding TORs.

01-13-25- 01

It was duly moved and seconded that the Heritage and Tourism Advisory Committee review and adopt the following Terms of Reference for this Committee. Motion passed.

6. Introduction of Committee Members

Each member was provided several minutes to give a brief introduction of themselves to the group.

7. Appointment of Committee Positions for 2025

01-13-25-02

It was duly moved and seconded that Heritage and Tourism Advisory Committee identify the following Committee Appointments for 2025. Motion passed and the following appointments identified. Motion passed.

Chair	- Craig Hillen
Vice Chair	- Derek Amalfa
Secretary	- Emily Swim
Marketing & Communication Lead	- Jeff Wood
Second Lead	- Natasha Amalfa
Grant Submission Lead-	- Connie Lamm
Volunteer Coordinator Lead	- Becky Williams
Voting Member	- George Benham
Voting Member	- Tim Rhyno
Voting Member	- Will Tremaine

8. Outstanding Business (Not applicable)

9. New Business

There was good discussion among the group regarding Heritage properties in Lockeport. It was noted that the Town does have an existing **Heritage By-Law** on record and that the Town maintains records of Heritage properties. The difference between Historical designated properties and Heritage properties was discussed. Heritage and Historical properties are not restricted solely to buildings and there was great sharing of experiences regarding the Old Cemetery on Church Street.

It was discussed and recognized that we are a committee with advisory capacity that would bring forward recommendations to the Town Council.

The Heritage and Tourism Advisory Committee recognizes the potential opportunities to showcase and promote Lockeport with a Heritage, Tourism and Cultural lens while recognizing what is achieved in Lockeport also impacts our neighbours and friends in the Municipality.

“This Committee will gather insight on strategies to grow tourism that is accessible within the Town of Lockeport. Increased Tourism and development that is properly planned can have a variety of positive impacts on a community such as more opportunities, social and economic benefits that support a vibrant arts and maritime culture while preserving our rich and colourful history, culture and heritage buildings”.
(Terms of Reference Lockeport Heritage & Tourism Committee)

It was discussed among the group and agreed that before a **Local Heritage, Tourism, Culture and Development Strategic Plan** is developed that it is paramount that we solicit input from the community at-large. It is recommended that we do this through **Surveys** for residents of all ages including youth, small and larger business owners, seasonal residents and vacationers to the area. For the Town of Lockeport, we feel it is vitally important to conduct a **Public Engagement Session** where we can facilitate a brain-storming workshop identifying initiatives, strengths, assets, weaknesses, opportunities and challenges. We would look at conducting the surveys and workshop late spring, early summer.

01-13-25-03

Recognition and Appreciation for Local Businesses within Lockeport and area

It was duly moved and seconded that the Heritage Tourism Advisory Committee along with The Town of Lockeport will recognize a Business each month on the Digital Notification Board.

This will not commence until March 2025 as the Committee will compile an inventory of businesses and tradespeople in the Lockeport and surrounding area. Motion passed.

Web Page, Social Media Site and Marketing

It was discussed by the group of developing a Web Page, Social Media site and Marketing. Communications & Marketing Lead Jeff Wood brought forward ideas and funding strategies for consideration. Grant Lead Connie Lamm also shared with the group other **Grant Funding Strategies and ideas** that might be available for future projects that may be identified.

Chair Craig Hillen shared that he would approach the Town and request that a new drop box be added to the **Town of Lockeports Web Page** identified as Heritage and Tourism Accessibility Committee that will contain the TOR and minutes for the public to view.

Accessibility for tourist events, celebrations and attractions sites including beaches was discussed and identified as being extremely important and included in any future planning and consultation.

Member Tim Rhyno shared the importance of **Site Attractions for Lockeport** including a great suggestion to showcase the importance of the Lobster and Fishing industry within the town. Many communities have attractions such as a Big Nickle or Toonie, Apple, Fiddle etc. These sites illustrate important recognitions of interest for the communities and draw visitors worldwide.

It was discussed and agreed to foster strong relations and work with with other partners and stakeholders including the Harbour Authority, Province, DFO and Federal Government for the tourism and business economic development for Lockeport. Long term suggestions may include **Greater Use of the Wharfs (not interfering with the fishing seasons)** to attract sustainable economic benefits through recreational and sailing craft moorage during summer months. In addition, this could provide further business opportunities through possible boat (pleasure and eco) and charter fishing tours out of Lockeport.

Secretary Emily Swim shared that there was great success at the **Beach Information Centre and Museum** this past season. The Artists and Crafters Gift Store was very successful. She had a summer student who was excellent. The Museum poses some challenges, but she has many terrific ideas for the 2025 season. Including and information pamphlet for visitors. A future local business directory and interactive map both electronic, digital and hard-copy was discussed.

Volunteer Coordinator Becky Williams shared that she along with another Town resident had a very successful **Christmas Fair** held at Lockeport Legion this year. Lockeport and area are extremely fortunate to have so many talented residents with a wide array of artistic, theatrical, culinary disciplines and experiences. Many local artisans and crafters had tables, and it was an event that was positively received by the community. Becky is very involved in the community who supports local business, organizing events and advocating for the Town through groups like **Futureproofing Lockeport** and **Lockeport Come Check us out on FB**.

Becky will be the Volunteer Coordinator for this Committee. These meetings are open to the public and as we identify projects, event support and or participation, fundraising, guest speaking events we will definitely identify needs and encourage volunteers of all ages.

Member George Benham, President of Lockeport's Sea Derby and Local Fisherman. **The Lockeport Sea Derby** continues to be a much-loved event showcasing Lockeport's rich maritime and fishing culture. The Heritage and Tourism Advisory Committee will commit to fully supporting the **Sea Derby** and other local events such as **Canada Day, Beach Bash among others**.

Presentations

Communications

Events and Projects Updates

Next Meeting

01-13-25-04

It was duly moved and seconded that the Heritage and Tourism Advisory Meeting will be held every third Tuesday at 6pm of each month. There will be no meetings during the month of July and December. All meetings are open to the public. Motion passed.

Next meeting is Tuesday February 18, 2025 at 6 pm at the Lockeport Recreation Centre

Adjournment

01-13-25-05

It was duly moved and seconded to adjourn the meeting at 8:30 p.m. Motion passed.

011325.min



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Emergency Management Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

January 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Moving towards Consistent and Impactful Emergency Response

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

Activation of Emergency Operations Centres

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



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Emergency Management Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Masland".

Kim Masland
Minister of Emergency Management



THE MUNICIPALITY OF
CHESTER

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Office of the Warden
The Municipality of Chester
151 King St, PO Box 369
Chester, NS B0J 1J0

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 /ChesterMunicipality
 @chestermun

January 17, 2024

Minister John Lohr
Department of Municipal Affairs and Housing
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216
Halifax NS B3J 2M4

Dear Minister Lohr:

On behalf of the Municipality of the District of Chester, I am writing to seek further clarification regarding Clause 14(2) of the Model Code of Conduct for Municipalities, which states:

A Council member must not give special consideration, treatment or advantage to an organization or group due to the Council member, or person closely connected to the Council member, being involved with the organization or group.

This clause raises questions regarding the permissible extent of involvement or membership that Council members may have with local organizations or groups, as well as the practical implications for their role in municipal decision-making.

Based on our current understanding a Council member must declare a conflict of interest and recuse themselves from deliberation and decision-making if they are involved with or a member of an organization or group that could benefit from Council decisions. Alternatively, they could choose to refrain from involvement or membership with such organizations or groups altogether to avoid potential conflicts of interest.

While we have adopted the Code of Conduct as required by the legislation, our concerns with the implication of this clause remain. We feel it is imperative that we express our objection to the restriction. The implications of this requirement are significant, particularly in small communities where Council members often play vital roles in local organizations, whether as volunteers or active members. These connections are often integral to maintaining close ties with the community and supporting its growth and development. The perceived restriction on membership or involvement with local organizations could discourage Council members from maintaining valuable community connections.

Additionally, we strongly disagree with the notion that Council members should be unable to participate in discussions related to community groups to which they belong. These discussions are often critical in representing community interests and ensuring informed

NOVA SCOTIA'S TREASURE

decision-making. Excluding Council members from such discussions could inadvertently limit their ability to fulfill their duties effectively and to advocate for the needs of their communities.

The requirement to declare a conflict of interest and recuse oneself from deliberations was seen as potentially limiting elected officials' ability to represent community interests effectively.

While the principles of transparency, fairness, and avoiding improper influence are essential, we respectfully request further clarification on the definition of "involvement" and the scope of recusal required under the clause to ensure proper interpretation and application of Clause 14(2).

We appreciate the province's commitment to ensuring accountability and integrity among elected officials and fully support the principles underlying the Code of Conduct. However, greater clarity on this clause will help ensure its consistent application and prevent unintended barriers to community engagement by elected officials.

We kindly request your response at your earliest convenience.

Thank you for your attention to this matter. We look forward to your guidance and further clarification.

Sincerely,



Allen Webber
Warden

CC NS Municipal Units (via email)
MLA Danielle Barkhouse