

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting of  
**MUNICIPAL COUNCIL**  
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS  
**Tuesday, January 23, 2018 – 9:00 a.m.**

**ATTENDANCE**

Mayor Carolyn Bolivar-Getson (arrived at 10:25 a.m.)  
Deputy Mayor Martin Bell, District 2, Chair  
Councillor Eric Hustvedt, District 1  
Councillor Lee Nauss, District 3  
Councillor John Veinot, District 4  
Councillor Cathy Moore, District 5  
Councillor Claudette Garland, District 6  
Councillor Wade Carver, District 7  
Councillor Michael Ernst, District 8  
Councillor Reid Whynot, District 9  
Councillor Errol Knickle, District 10 (left at 12:20 p.m.)

Staff: Kevin Malloy, Chief Administrative Officer  
Alex Dumaresq, Deputy Chief Administrative Officer  
Sherry Conrad, Municipal Clerk  
Sarah Kucharski, Communications Officer  
Rachel Eisenhauer, Administrative Assistant

**1. CALL TO ORDER**

Deputy Mayor Bell called the meeting to order at 9:00 a.m.

**2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITION:**

There were no announcements/acknowledgements or recognitions.

**3. PUBLIC INPUT**

There was no one in attendance for public input.

**4. APPROVAL OF AGENDA**

**Moved by Councillor Whynot, seconded by Councillor Carver that the Agenda be approved as circulated. Carried unanimously.**

Mayor Bolivar-Getson and Councillor Ernst will be declaring a Conflict of Interest for item 10.1.4 "Award of RFP for External Audit Services".

**5. APPROVAL OF MINUTES – Nil**

**6. BUSINESS ARISING FROM MINUTES – Nil**

**7. AWARDING OF TENDERS/RFPs - Nil**

**8. PRESENTATIONS/SCHEDULED TIMES:**

### **8.1 Britt Vegsund – Active Living Update**

Britt Vegsund, Active Living Coordinator, was in attendance and gave a presentation titled “Active Living Update” (circulated with Agenda).

A question arose regarding whether people participating in the programs were previously physically active and what the retention rate of participants is. Ms. Vegsund advised that about half of those in the Women on Wheels program were not previously physically active and the members have stayed in the group for many years, with additional members coming as the program continues. Results are similar with the Trailblazers After-School program.

Staff had previously held a community survey to determine what people wanted for programs to help them be more physically active. Now that some of the suggested programs have been operating, a mid-point evaluation survey will be completed to get input from those participating.

Ms. Vegsund left the meeting at this time.

### **8.2 Chasidy Veinotte-Dorey – Tourism & Marketing**

Chasidy Veinotte-Dorey, Tourism & Marketing Coordinator, and Dave Waters, Economic Development Officer, gave a presentation titled “Tourism & Marketing” (circulated with Agenda).

Councillors and staff were asked to recommend their favourite places or things to do in the Municipality. Their answers included: River Ridge Commons; LaHave Bakery; Indian Falls; various beaches; Cooks Falls; various breweries/wineries/restaurants; walking trails, including Garden Lots; local tree lots; kayaking; and, visiting pottery and art places.

A discussion was held and the following points were noted:

- The South Shore Tourism Cooperative focuses on regional marketing and bringing people here to visit. Events Lunenburg County specifically brings large scale events to the area. The two groups compliment each other, but have their own purposes.
- There are several websites for people to use for tourism in MODL. The Lunenburg.ca portal was set up so that when people Google “Lunenburg” MODL’s site will come up. There is also now a Show Me Maps, which gives detailed information on various sights and places to see, based on category. These are constantly being updated.

Ms. Veinotte-Dorey and Mr. Waters left the meeting at this time.

## **9. CONSIDERATION OF CORRESPONDENCE – Nil**

## **10. RECOMMENDATIONS FROM COMMITTEES & BOARDS**

### **10.1 Policy & Strategy Committee**

#### **10.1.1 Request for Letter to Dept. of Transportation re Broad Cove-Green Bay Trail**

Laura Barkhouse, Trails and Open Space Coordinator, was in attendance.

Deputy Mayor Martin Bell requested to vacate the Chair position for the discussion on this item.

**Moved by Councillor Moore, seconded by Councillor Veinot that Councillor Claudette Garland take the Chair. Carried unanimously.**

Councillor Garland took the Chair.

**Moved by Councillor Hustvedt, seconded by Deputy Mayor Bell that Municipal Council accept the recommendation of the Policy & Strategy Committee and writes a letter to the Department of Transportation and Infrastructure Renewal for confirmation, description and detailed mapping of a right-of-way along the coast from Broad Cove to Green Bay.**

Councillor Hustvedt circulated a map of the area and explained the trail in question.

A discussion was held and the following points were noted:

- There was a right-of-way over properties creating the Broad Cove to Green Bay Trails, however, parts of the right-of-way have since eroded.
- Residents and trail users want clarification to determine if the right-of-way stays with the property, whether the original part of the trail is eroded or not.
- If it is determined that the right-of-way is no longer considered to be in existence due to erosion, is there an interest in establishing a new trail for the public to use.
- As the right-of-way is over public property, it is important to balance having a trail for the public to use, while ensuring the owners have privacy on their land.
- There may be a newer roadway that would provide public access to the two points of land. This needs to be clarified as well.

It was suggested that the comments be directed through Ms. Barkhouse, as she will be the key point of contact with the Provincial Government.

**The motion on the floor was voted on and carried unanimously.**

Deputy Mayor Bell resumed the Chair.

Ms. Barkhouse left the meeting.

## **10.2 Pension Committee**

### **10.2.1 Award RFP 2017-01-405 “Defined Benefit Pension Plan Administrator”**

Councillor Ernst declared a Conflict of Interest.

Elana Wentzell, Director of Financial Services, was in attendance and reviewed the report titled “Award of RFP 2017-01-405 Request for Defined Benefit Pension Plan Administrator & Actuarial Services” (circulated with Agenda).

**Moved by Councillor Moore, seconded by Councillor Nauss that Municipal Council accepts the recommendation of the Pension Committee and awards RFP 2017-01-405 for Defined Benefit Pension Plan Administrator & Actuarial Services to Plenus Consultants for a 7-year term effective April 1, 2018.**

Mayor Bolivar-Getson arrived at 10:25 a.m. but did not join the Council table until after the item, as she declared a Conflict of Interest.

**The motion on the floor was voted on and carried unanimously.**

Ms. Wentzell left the meeting at this time.

## **11. STAFF REPORTS**

### **11.2 Engineering**

#### **11.2.1 Waste Collection Contract Extension**

Mr. Dumaresq, Acting Director of Engineering, reviewed the report titled "Waste Collection Contract Extension" (circulated with Agenda).

**Moved by Councillor Nauss, seconded by Councillor Carver that Municipal Council approve the extension of the current Waste Collection Contract with GE Environmental for one year, beginning April 1, 2019 and ending March 31, 2020 and authorize the Mayor and Clerk to execute same. Carried unanimously.**

### **11.1 Fire Services Coordinator/Administrator**

#### **11.1.1 Quarterly Update**

Chris Kennedy, Fire Services Coordinator/Administrator, was in attendance and gave a presentation titled "January 2018 Update to FESC & Council" (circulated with Agenda).

The following points were noted:

- Fire Departments that have WiFi and laptop on board of their apparatus can use more detailed mapping and reporting while on calls. This could be an advantage of joint procurement through the Municipal Joint Services Board.
- Consideration could be given to have letters of appreciation to spouses of firefighters. Mr. Kennedy advised that spouses and family members are always recognized for their support at fire department events.
- Mahone Bay Fire Department collects \$0.25 from each member to have an emergency fund for members of the community who experience a personal emergency, such as a house fire. This could be done in other Departments, as it provides money immediately to those in need.
- The Canadian Volunteer Fire Service Association (CVFSA) has a new program where a Fire Department can provide photos and documentation of house fires in their area, and CVFSA will determine if they can provide funding to help the Department or the affected family. The Canadian Red Cross also provides immediate support, through lodging and personal hygiene items, to people who lose their homes.

Mr. Kennedy left the meeting at this time.

### **11.3 Administration**

#### **11.3.1 Administration Building Decision**

Mr. Malloy gave a presentation titled "Administrative Building Decision" (attached to original set of Minutes). He noted that due to weather conditions, the consultant couldn't be in attendance in person, but would be available for a phone conference if needed.

A discussion was held on the proposal to build a new administration building and the following points were noted:

- Consideration could be given to ICF construction, or using Leadership in Energy and Environmental Design (LEED) standards. Standard commercial construction was used

to allow local trades to have the opportunity to respond to an RFP, and to avoid cost overruns.

- Concern was raised that only one consultant's report was used and there was no contractor input on price.
- A productivity model should be completed to ensure a smooth and efficient service, before determining requirements for a new building.
- The proposed cost is based on using property at Osprey Ridge Village (amended Feb 13/18) and includes water and sewer hookup. The requirements for the building are outlined in the report and include office spaces, meeting areas, etc. based on current staff needs. There are two empty offices and four empty workspaces to allow for future growth.
- The next phase, if Council agrees, will be to do a design with specific scenarios, which will help better determine costs.
- The current building is estimated to be sold at \$500,000.
- Concern was raised with the wording of the recommendation, and re-wording was suggested to be less committal to moving forward with construction. Council would like to see a design and further cost estimates, including costs for site location.
- It was felt there is need for further public consultation, especially when the design is completed and more exact costs are available.
- Concern for lack of public input on the project was put forth. Mr. Dumaresq outlined the public participation opportunities that were available for this process. He noted that the first Council/Staff working session was attended by the press, and two public meetings where the public could ask questions of Council, staff and the consultant were held. These meetings were advertised in the paper, on the radio, in Municipal Matters, on the website and a survey was carried out which was also advertised. As well, the matter was discussed at the Your Government, Your Ideas meetings. The building report was put on the webpage and made available to the public.
- Some felt further consideration should be given to renovating the current building and having an addition put on.
- If the existing building is renovated, service will be interrupted during the renovations and staff will have to be housed at another location.
- Shared services and amalgamation do need to be considered, as it could affect future building needs, however, nothing is known at this time. A new building could be used by the joint or amalgamated service.

**Moved by Councillor Veinot, seconded by Mayor Bolivar-Getson that Municipal Council direct staff to proceed with the design of a proposed new administration facility in Osprey Village.**

Further comments included:

- The current building has security and accessibility issues, as well as air quality concerns and fire code compliance issues.
- A new building will allow for a single entry client model, so residents will come to one counter and get any assistance they need.
- A depreciation account was set up for future building needs, as past Council's were aware that the current building was not being invested in.
- Consideration should be given to the population demographics, as the current population is aging and it is estimated that the population in Lunenburg County will decrease.
- If a decision is made to construct a new building, future Council's need to reassess building needs regularly and keep up with the trends and population requirements, and maintenance.

Ms. Kucharski left the meeting at 12:10 p.m.

**The motion on the floor voted on and carried. Those opposed: Councillor Ernst.**

### **11.3.2 Project & Construction Management – Admin Building**

Mr. Dumaresq reviewed the memo titled “Project and Construction Management for Administration Building Project” (circulated with Agenda).

**Moved by Councillor Garland, seconded by Councillor Whynot that Municipal Council award the Project and Construction Management Services to Catalyst Consulting Engineers for the design and construction phases of the Administration building project at the hourly rate and per diems given in the Expression of Interest – Part B; and further, that the funds be taken from reserves.**

Mr. Dumaresq advised that Catalyst would be the project managers, but not designers, and would also help with the procurement of the designer.

A question arose regarding the selection of Catalyst. Mr. Dumaresq advised that staff considered two proposals from the municipal standing offer list for Project Management Services, and Catalyst was stronger based on their cost estimate methodology and experience with public sector buildings.

**The motion on the floor voted on and carried. Those opposed: Councillor Ernst.**

## **12. STAFF REPORTS**

### **12.1 Update – Lunenburg County Lifestyle Centre**

Councillors Hustvedt and Ernst provided the following update:

- The Board presented their three-year capital plan. The Town of Bridgewater has approved the capital budget process, MODL did not approve it.
- Draft Terms of Reference were created for the **a new** (revised Feb 13/18) ad hoc committee, which will focus on the funding shortfall, who is responsible to pay it down and how to resolve budget issues. A contingency fund could be created to help meet capital expenses throughout the year. The committee will report back in April.
- When complaints are received, they can go through the General Manager, Councillor or Board member. All complaints are supposed to be responded to.
- The new Aquatics Director has been hired and a decision will soon be made regarding the Marketing Coordinator.

### **12.2 Update – Deputy Mayor**

Deputy Mayor Bell did not have an update.

## **13. IN CAMERA**

Councillor Knickle left the meeting at 12:20 p.m.

**At 12:20 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Carver that Municipal Council go In Camera to discuss the following items:**

- 13.1 Land Negotiations re Osprey Village under Section 22(2)(a) of the MGA**
- 13.2 Contract Negotiations re Marketing Levy under Section 22(2)(e) of the MGA**
- 13.3 Personnel Matter under Section 22(2)(c) of the MGA**

**Carried.**

Municipal Council In Camera in session.

Councillor Whynot left the meeting at 12:50 p.m. for a fire call.

**At 1:07 p.m., it was moved by Councillor Moore, seconded by Councillor Carver that Municipal Council rise and report. Carried.**

Municipal Council in session.

**13.2 Contract Negotiations re Marketing Levy**

**Moved by Councillor Garland, seconded by Councillor Carver that Municipal Council direct staff to jointly develop the value proposition and commence industry engagement with partner municipal units with regard to a proposed Marketing Levy. Carried unanimously.**

**13.3 Personnel Matter**

**Moved by Councillor Hustvedt, seconded by Councillor Veinot that Municipal Council give pre-budget approval in the amount of \$6,700 to extend the Tourism & Marketing Coordinator position until May 31, 2018. Carried unanimously.**

Councillor Whynot returned to the meeting at 1:09 p.m.

**14. ADJOURNMENT**

**There being no further business at 1:10 p.m., it was moved by Councillor Nauss, seconded by Councillor Whynot that the meeting adjourn. Carried.**