

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
MUNICIPAL COUNCIL
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, May 14, 2019 – 9:00 a.m.

ATTENDANCE

Mayor Carolyn Bolivar-Getson
Deputy Mayor Cathy Moore, District 5
Councillor Eric Hustvedt, District 1
Councillor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor John Veinot, District 4
Councillor Claudette Garland, District 6 (arrived at 9:15 a.m.)
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Staff: Kevin Malloy, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Sherry Conrad, Municipal Clerk
David Waters, Director of Business Development, Tourism and Infrastructure
Tina Robichaud-Bond, Executive Assistant

1. CALL TO ORDER

Mayor Bolivar-Getson called the meeting to order at 9:00 a.m.

2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITION

2.1 Proclamation – Gaelic Nova Scotia Month

Mayor Bolivar-Getson read the Gaelic Nova Scotia Month Proclamation and acknowledged May as being Gaelic Nova Scotia month.

Councillor Hustvedt acknowledged the Broad Cove Community Hall Association and Peter and Pat Silver for their twice per year road clean up efforts. The spring cleanup was recently completed with fifteen volunteers helping out.

Councillor Ernst acknowledged the residents of Blockhouse, Oakland, and Indian Point for the road clean up in those areas. He noted that cigarette butts are most prevalent on the roadways which causes fire concerns and noted that the groups have expressed interest in the litter incentive program.

3. PUBLIC INPUT

There were no members of the public in attendance.

4. APPROVAL OF AGENDA

It was requested that an item be added to the Agenda as Item 11.1.2 River Ridge Common Accessible Trail Connection.

Moved by Deputy Mayor Moore, seconded by Councillor Bell that the Agenda be approved with the addition of Item 11.1.2 River Ridge Common Accessible Trail Connection.

It was clarified that the River Ridge Common Accessible Trail Connection report was not part of the circulated Agenda due to staffing priorities.

The Motion on the floor was voted on and carried unanimously.

5. APPROVAL OF MINUTES – Special Council April 30, 2019

It was requested that the words “Carried unanimously” at the bottom of page 1 be removed.

Moved by Councillor Hustvedt, seconded by Councillor Whynot that the Minutes of April 30, 2019 Special Council meeting be approved as amended above. Carried unanimously.

6. BUSINESS ARISING FROM THE MINUTES (Nil)

7. AWARDING OF TENDERS/RFPs

7.1 Award of Tender #2018-05-022 CES/CEF Parking Lot Paving Project

Jamie Burgess, Municipal Engineer, was in attendance.

Mr. Burgess reviewed the report, “Tender Award 2018-05-022: Parking Lot Reconstruction – 417 Harold Whynot Road” (circulated with the Agenda) and advised that the lowest bid received was from Town and Country Property Improvements.

Moved by Councillor Nauss, seconded by Councillor Veinot that Municipal Council award Tender 2018-05-022 Parking Lot Reconstruction - 417 Harold Whynot Road to Town and Country Property Improvements for \$107,790.13, plus HST.

It was asked if an inspector would be on site throughout the paving project. Mr. Malloy explained that research was conducted to ensure the longevity of the asphalt. Mr. Burgess reported that Exp was hired to be onsite for the duration of the project.

It was noted that the cost of the paving project would be paid from reserve revenues received from rental fees.

The Motion was voted on and carried unanimously.

Councillor Garland arrived at the meeting.

7.2 Award of Tender #2018-05-003 On Site Sewage Disposal System Installation Project Group #23

Tyler Richardson, Engineering Student, was in attendance in the absence of Maria Butts, Project Coordinator for the LaHave River Straight Pipe Replacement Program.

Mr. Richardson reviewed the report, "Tender Award: On-Site Sewage Disposal System Installations for Lahave River Properties. Project Group #23" (circulated with the Agenda).

Moved by Councillor Bell, seconded by Councillor Whynot that Municipal Council award Tender 2019-05-003 On Site Sewage Disposal System Installation Project Group #23 to CK Earthworks in the amount of \$93,940.00 plus HST. Carried unanimously.

Mr. Dumaresq acknowledged Mr. Richardson's efforts to ensure that the LaHave River Straight Pipe Replacement Program stayed on track during Ms. Butts' absence.

Mr. Burgess and Mr. Richardson left the meeting.

8. PRESENTATIONS/SCHEDULED TIMES - Nil

9. CONSIDERATION OF CORRESPONDENCE - Nil

10. RECOMMENDATIONS FROM COMMITTEES & BOARDS

10.1 Finance Committee

10.1.1 Canada Day Grants

Deputy Mayor Moore declared a conflict as she is on one of the Committees and left the table.

Moved by Councillor Knickle, seconded by Councillor Hustvedt that Municipal Council accept the recommendation of the Finance Committee and award \$5,000 from the Canada Day Grant account to support community Canada Day Events on July 1, 2019 as follows:

New Germany Canada Day Committee	\$1,000
Riverport & District Fire Department	\$1,000
Canada Day on the LaHave (Bridgewater)	\$1,000
Petite Riviere Fire Department	\$700
Tancook Island Recreation Centre Association	\$500
Lunenburg Yacht Club	\$500
Riverport & District Community Centre	\$300

Carried unanimously.

Deputy Mayor Moore returned to the table.

10.1.2 Sponsorship Ad re DesBrisay Museum

Moved by Councillor Veinot, seconded by Councillor Nauss that Municipal Council accept the recommendation of the Finance Committee and approve the Sponsorship Ad request of the DesBrisay Museum for \$200 to support their free programming for 2019. Carried unanimously.

10.1.3 Sponsorship Ad re South Shore Exhibition

Moved by Councillor Whynot, seconded by Councillor Carver that Municipal Council accept the recommendation of the Finance Committee that \$1,000 from the Sponsorship Ad Grant Account be approved for the South Shore Exhibition, as a platinum sponsor, being held at the Exhibition Grounds in Bridgewater from July 23-28, 2019. Carried unanimously.

10.1.4 Flood Risk Mitigation Study – Petite Riviere Watershed

Moved by Councillor Nauss, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and endorse the Flood Risk Mitigation Study – Petite Riviere Watershed as the funding priority for the 2019 Flood Risk Infrastructure Investment Program. Carried unanimously.

11. STAFF REPORTS

11.2 Planning Department

11.2.1 Building Inspection Services Agreement with Bridgewater

Jeff Merrill, Director of Planning and Building Services, was in attendance.

Mr. Merrill reviewed his report, “Building Inspection Services Agreement with Bridgewater”, (circulated with the Agenda) advising that the Town of Bridgewater requested back up services for building inspections.

Moved by Councillor Garland, seconded by Councillor Hustvedt that Municipal Council authorize the Mayor and the Municipal Clerk to sign an agreement for MODL to provide backup building inspection services to the Town of Bridgewater and, further that, before signing the agreement that a legal review be completed. Carried unanimously.

11.2.2 Amendments to the Riverport & District SPS and LUB

Byung Jun Kang, Planner, and Jeff Merrill, Director of Planning and Building Services, were in attendance.

Mr. Kang reviewed his report, “Amendment to the Riverport & District Secondary Planning Strategy and the Land use By-law Riverport District Fire Hall (3802 Highway 332, Riverport, NS, PID 60187267)” (circulated with the Agenda), highlighting the following points:

- Information on application & reason for amendment

- Property Details
- Environment Conditions
- Building Costs
- Inter-department Feedback
- Required Amendments to the By-law
- Policy Intention
- Sea Level Rise & Flood Risk
- Land Use Sustainability
- Public Information meetings
- Recommended Options

Moved by Councillor Whynot, seconded by Deputy Mayor Moore that Municipal Council accept the recommendation of the Planning Advisory Committee for Council to approve the by-law amending the Riverport & District Secondary Planning Strategy and the Land Use By-law as presented in Option 1 of this staff report, dated May 7, 2019, and conduct First Reading of the same, and further that, Council give Public Notice of their intentions and set a Public Hearing date of Tuesday, June 11, 2019 at 8:30 a.m. in the Municipal Council Chamber.

A discussion was held on the options provided in the report.

The following concerns were discussed:

- Parking for public events
- Risk of flooding
- Preventative measures that could be taken with the build against possibility of flooding
- Relocation of building
- Public consultation

The option of relocating was discussed. It was noted that the fire department considered that option and the price tag was \$2 million.

Comments in favour and against the recommendation were put forth.

The motion on the floor was voted on. Those Opposed: Councillors Knickle, Carver, Garland, Nauss, Bell, Hustvedt. Motion defeated.

A motion was put forward requesting a flood risk assessment and presentation of a relocation plan from the Riverport & District Fire Department but subsequently withdrawn after consultation with staff.

The following three options were put forth to Council:

Option 1 - Council request that a flood adaption plan for the proposed addition and for emergency operations in the event of a flood

Option 2 – Council request the fire department prepare more detailed examination for the construction of a new fire dept in an alternate location.

Option 3 – Council offer municipal staff assistance to the department in exploring what resources might be accessed from other levels of governments to respond to the flooding risk at the current location.

Moved by Councillor Hustvedt, seconded by Councillor Bell that Municipal Council request that the Riverport & District Fire Department prepare a flood adaption plan for the proposed addition and for emergency operations in the event of a flood. Carried unanimously.

Moved by Councillor Knickle, seconded by Councillor Bell that Municipal Council offer municipal staff assistance to the Riverport & District Fire Department in exploring what resources might be accessed from other levels of governments to respond to the flooding risk at the current location. Carried unanimously.

Mayor Bolivar-Getson introduced and welcomed the students who will be working at the Municipal office over the summer months.

11.1 Recreation Department

11.1.1 Designated Community Project Fund – Lunenburg Yacht Club

Moved by Councillor Ernst, seconded by Councillor Carver that the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$21,155 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48. Carried unanimously.

13. ADDED ITEM

11.1.2 River Ridge Common Accessible Trail Connection – Award of RFP # 2019-05-400

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

Ms. Barkhouse reviewed her report, “River Ridge Common Accessible Trail Connection” (attached to Minutes) and gave a presentation on the scope of work required on the trail connection (attached to Minutes).

Discussions followed regarding the following:

- Accessibility standards
- Wheelchair slopes

Moved by Deputy Mayor Moore, seconded by Councillor Carver that Municipal Council award RFP #2019-05-400 Accessible Trail – Highway 10 to Lower Park at River Ridge Common to C. Eugene Ingram Construction Limited in the amount of \$35,440.00 plus HST.

Deputy Mayor Moore announced that the New Germany Lions Club would be contributing \$2000 per year over the next 10 years to the project.

The Motion on the floor was voted on and carried unanimously.

12. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS

12.1 Update – Deputy Mayor

Deputy Mayor Moore advised that she attended agenda briefings, Chamber of Commerce dinner, a public transit meeting, and the NSFAM Spring Conference in Truro.

12.2 Update – Mayor

Mayor Bolivar-Getson advised that she attended the Police Advisory Board meeting, Atlantic Mayor's Conference, Chamber of Commerce dinner, Lahave Fire Department banquet, CAO recruitment meeting, public transit meeting, and the NSFAM Spring Conference.

14. IN CAMERA

**At 11:14 a.m., it was moved by Deputy Mayor Moore, seconded by Councillor Whynot that Municipal Council go In Camera to discuss Item 14.1 Land Negotiations re Centre School Property under Section 22(2)(a) of the MGA
Carried unanimously.**

Municipal Council In Camera in session.

At 11:19 a.m., it was moved by Councillor Nauss, seconded by Councillor Whynot that Municipal Council come out of In Camera and return to open session. Carried.

Municipal Council in session.

Moved by Councillor Knickle, seconded by Councillor Whynot that Municipal Council approve the sale of 0.25 acres of PID #60161999 known as the Centre School property, to Mr. Touesnard as discussed In Camera. Carried unanimously.

15. ADJOURNMENT

There being no further business at 11:20 a.m., it was moved by Councillor Carver, seconded by Councillor Hustvedt that the meeting adjourn. Carried.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Laura Barkhouse
Trails and Open Space Coordinator Services

DATE: May 9th, 2019

RE: River Ridge Common Accessible Trail Connection

RECOMMENDATION

That Council for the Municipality of the District of Lunenburg award RFP # 2019-05-400, Accessible Trail – Hwy 10 to Lower Park at River Ridge Common to C. Eugene Ingram Construction Limited for \$35,440.00 plus HST.

EXECUTIVE SUMMARY

The River Ridge Common Park has been planned since it was identified as a priority in the MODL Open Space Plan in 2002. The vision was to create a premier outdoor space that could be enjoyed by residents and visitors from the surrounding communities as well as encourage outdoor play, healthy lifestyles, and engage a variety of users. The park is nearing completion and staff is currently planning a special grand opening with the local community group.

An RFP was issued to carry out a design build for one of the final components of the project – an access trail to the site that can accommodate all kinds of users, including those with mobility impairments. This 115 acre park is creating a lot of local excitement and local businesses are already hoping to see an increase in sales as a result of bringing people into the community to visit the site, stay for a restaurant meal, or purchase items from the local grocery store.

The work entailed in the RFP will provide a connection between the existing parking area at 4668 Highway 10 and the lower park area. In addition, the proposed work will also see an upgrade to the existing trail from the parking area as well as to repair the existing driveway from highway 10.

The work will be completed by June 30th to prepare for a public opening event.

Two contractors responded to the RFP, and one did not meet the necessary requirements as outlined in the RFP. The costs associated with both submissions were equivalent.

BUDGET IMPLICATIONS

\$320,000 has been requested in the 2019-2020 budget for additional construction work at the River Ridge Common, including an OHV rest area along the South Shore Annapolis Valley Trail, as well as single track mountain bike trails, an art park and more accessible trail.

STRATEGIC PLAN

The River ridge Common Park project has been identified as a priority in the Open Space Strategic Plan.

WORK PLAN

The oversight of this project will be through Municipal Staff and the project manager for the site, Thomas Chalmers from SnowOwl Consulting. Once the construction is complete, the next steps would be to prepare for a public opening event.

ALTERNATIVES

To not award the RFP to C. Eugene Ingram Construction Limited for \$35,440.00 plus HST.

CONCLUSION

The procurement process was followed and the two respondents to the RFP were all given the same information and were aware of the expectations and limitations of the project.

Staff is confident in recommending C. Eugene Ingram Construction Limited for their experience and positive reference checks, to move the project forward in this fiscal year and meet our goal of a public opening.

Department: Recreation

Report Prepared By: Laura Barkhouse, Trails and Open Space Coordinator Date: May 9th/19

Report Approved By: _____ Date _____

Reviewed By CAO: _____ Date _____

River Ridge Common



Accessible Trail RFP


May 2019

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Request for Proposals

The scope of work includes the following:


- Design/build proposals to construct an accessible trail from the existing Highway 10 parking area to defined connection points on the Lower Park
- Topographical Preliminary Layout Plan.
- Based on a preliminary site assessment, the routes will include approx. 450m of trail.
- Upgrade the existing trail from the Highway 10 parking area to the Lower Park -
- Routing of the trail to reduce running grades where possible
- Compact the trail tread surface with aggregates from existing site stockpiles, and cap the trail with 25mm of Trail Surface Aggregate from the stockpiles.
- Repair the existing access driveway from the Highway 10 gate to the Lower Park
- Grade and compact the full width of road, installing "waterbars" for drainage
- Construct any required trail structures



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Deliverables include:

- Methodology and Work Plan
- Proof of Concept Alignment and Trail Structure Details
- Project Schedule
- Contact information
- History of Proponent
- Previous Work/ Experience
- Proposed Sub -contractors
- Pricing, including an overall project price as well as a detailed list breakdown in relation to the Work Plan



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RFP Responses

- 2 responses received
- Only 1 response met the criteria
- The winning bid clearly detailed the methodology and work plan required, has previous trail building experience and provided detailed pricing.



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Budget

- Total River Ridge Budget for 2019/20
 - \$320,000
- Accessible trail budget
 - Cost: \$35,440.00 plus HST
 - Bid is within budget



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Recommended motion

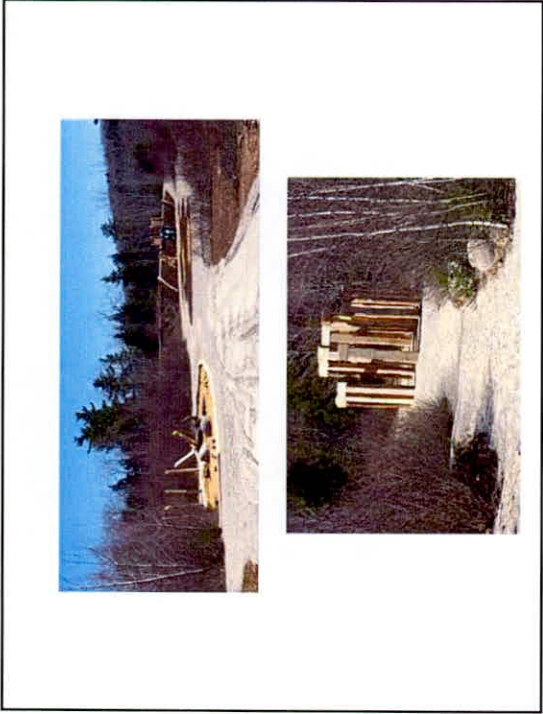
- That Council for the Municipality of the District of Lunenburg award RFP # 2019-05-400, Accessible Trail – Hwy 10 to Lower Park at River Ridge Common to C. Eugene Ingram Construction Limited for \$35,440.00 plus HST.



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