

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
MUNICIPAL COUNCIL
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, June 11, 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 Claudette Garland, District 6
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Regrets: Councillor John Veinot, District 4

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
Sarah Kucharski, Communications Officer
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

Councillor Hustvedt congratulated Alison Smith of New Germany for winning the JM Abraham Poetry Award for her book, “This Kind of Thinking Does No Good”.

Mayor Bolivar-Getson acknowledged Cal DeWolfe of Conquerall Mills for winning the Scotiabank Blue Nose Marathon in Halifax. She noted that this was Mr. DeWolf’s first marathon, finishing with the 3rd fastest time in the marathon’s history.

Mayor Bolivar-Getson also wished Elva Powers a happy 104th birthday for Thursday, June 13th.

3. PUBLIC INPUT (Nil)

4. APPROVAL OF AGENDA

Moved by Councillor Bell, seconded by Deputy Mayor Moore that the Agenda be approved as circulated. Carried unanimously.

5. **APPROVAL OF MINUTES** – May 14, 2019; Special Council May 14, 2019; Public Hearing and Special Council May 23, 2019

Moved by Councillor Hustvedt, seconded by Councillor Nauss that the Minutes of the May 14, 2019 Council and Special Council meetings be approved as circulated. Carried unanimously.

Moved by Councillor Hustvedt, seconded by Councillor Carver that the Minutes of the May 23, 2019 Public Hearing and Special Council meeting be approved as circulated. Carried unanimously.

6. **BUSINESS ARISING FROM THE MINUTES** (Nil)

7. **AWARDING OF TENDERS/RFPs** (Nil)

8. **PRESENTATIONS/SCHEDULED TIMES** (Nil)

9. **CONSIDERATION OF CORRESPONDENCE** (Nil)

10. **RECOMMENDATIONS FROM COMMITTEES & BOARDS**

10.1 **Policy & Strategy Committee**

10.1.1 Policy MDL-45 “Salary Administration” – Repeal and Replace

Moved by Councillor Bell, seconded by Councillor Nauss that Municipal Council repeal the existing Policy MDL-45 Salary Administration that was approved on October 16, 2008 and amended on November 10, 2009 and June 14, 2011 and replace it with the new attached Policy MDL-45.

A discussion was had regarding the type of job positions that fall under Job Level Categories 50, 60 and 70. It was requested that examples of the positions be provided to Council.

It was asked for clarity on Section 12 Job Level Change – Move to a Higher Level as to the reference to a “0% to 10%” promotional increase. It was noted that a move to a higher level position did not guarantee a salary increase.

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

10.2 **LCMPCC Board**

10.2.1 Signage at the Lunenburg County Lifestyle Centre

Moved by Councillor Hustvedt, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Lunenburg County Multi-Purpose Centre Corporation and look into options for signage for the Lunenburg County Lifestyle Centre.

It was noted that the intent of the recommendation was to look at options for signage within the Municipality.

Moved by Councillor Ernst, seconded by Councillor Nauss that the motion on the floor be amended to include that the options for signage be reviewed be within the Municipality of the District of Lunenburg.

Mr. Waters advised that provincial policy did not permit placing non-signature event signs on Community Identification signs, and the LCLC did not fit that criteria. It was asked if it would be possible to purchase a space on the blue provincial signage boards. Mr. Waters advised that he would investigate that option.

It was noted that it would be important to have signs at Exit 12 and 13 for residents and non-residents.

The Motion to amend was voted on and carried unanimously.

MOTION ON THE FLOOR AS AMENDED:

Moved by Councillor Hustvedt, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Lunenburg County Multi-Purpose Centre Corporation and look into options for signage for the Lunenburg County Lifestyle Centre within the Municipality of the District of Lunenburg. Carried unanimously

Mr. Waters left the meeting.

11. STAFF REPORTS

11.1 Recreation Department

11.1.1 Award of Annual Operating and Major Recreation Grants

Moved by Deputy Mayor Moore, seconded by Councillor Carver that Municipal Council approve the applications that met the grant deadline for the 2019-2020 Annual Operating Grant Program in the amount of \$62,000 and the Major Recreation Capital Grant Program in the amount of \$14,500, as presented, in which the total amount equals \$76,500; and, to approve funding of \$1,000 to the Hemford & District Fire Department from the Community Recreation Capital Grant Program. Carried unanimously.

Moved by Councillor Carver, seconded by Councillor Whynot that Municipal Council approve funding in the amount of \$1,500 to the Upper Cornwall Community Hall, which is a late application, from the \$3,500 remaining in the 2019-2020 Annual Operating Grant funds; and, approve forwarding the late application received from the Lunenburg Doc Fest Association to the Economic Development Department for their funding consideration and to forward the Bridgewater Tennis Club's late application to be considered for a Community Recreation Capital Grant in the amount of \$1,000. Carried unanimously.

11.3 Administration Department

11.3.1 Award of Comfort Centre Generator Grant

Moved by Deputy Mayor Moore, seconded by Councillor Bell that Municipal Council award the 2019/20 Comfort Centre Generator Grant to the Hemford & District Fire Department for \$8,000. Carried unanimously.

11.2 Planning Department

11.2.1 Letter of Concurrence – MDL-69 Antenna Siting Protocol

Norma Scheifer, Development Officer, was in attendance.

Ms. Scheifer reviewed her report, “Letter of Concurrence – MDL-69 Antenna Siting Protocol” (circulated with the Agenda).

Moved by Councillor Ernst, seconded by Councillor Nauss that Municipal Council issue a letter of concurrence for the Whynotts Settlement internet tower as the application has met the requirements of MDL-69 Antenna Siting Protocol. Carried unanimously.

11.3.2 Fire Recruitment and Retention Strategy

Sarah Kucharski, Communications Officer, and Chris Kennedy, Fire Services Coordinator, were in attendance.

Ms. Kucharski reviewed her report, “Fire Service Recruitment and Retention Strategy” (circulated with the Agenda), and provided a summary of the feedback received from the Lunenburg Regional Fire & Emergency Services members on the proposed strategy.

Circulated at the meeting was a memo from the Fire & Emergency Services Committee advising that the Fire & Emergency Services Committee met on June 10, 2019 to do a final review of the Fire Recruitment & Retention Strategy, and made a recommendation to approve the Recruitment and Retention Policy as submitted.

Moved by Councillor Bell, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve the Recruitment & Retention Policy as submitted. Carried unanimously.

Moved by Councillor Whynot, seconded by Councillor Bell that Municipal Council direct staff to execute the Strategy with the budget dollars already approved in the 2019-2020 budget. Carried unanimously.

Mr. Kennedy left the meeting.

12. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS**12.1 Deputy Mayor's Update**

Deputy Mayor Moore reported that she attended agenda briefings and the Niobe Cadet Service in Lunenburg.

12.2 Mayor's Update

Mayor Bolivar-Getson reported that she attended the FCM Conference in Quebec City, the "Be Amazing" series, and the FES workshop, and she met with local MLAs, MPs, and representatives from the Centre scolaire de la Rive-Sud to discuss expansion of the school.

Mayor Bolivar-Getson advised that the next Mayors, Wardens & CAOs meeting was scheduled for June 17, 2019.

13. ADDED ITEMS (Nil)**14. IN CAMERA**

Councillor Ernst and Alex Dumaresq, Deputy CAO, declared a Conflict of Interest in regards to Item 14.2 Land Negotiations re Oakland and removed themselves from the room for the In Camera discussions of that item.

At 9:45 a.m., it was moved by Councillor Hustvedt, seconded by Councillor Whynot that Municipal Council go In Camera to discuss the following items:

14.1 Legal Advice re Hell's Point under Section 22(2)(g) of the MGA

14.2 Land Negotiations re Oakland under Section 22(2)(a) of the MGA

Carried.

Municipal Council In Camera in session.

At 11:00 a.m., it was moved by Councillor Whynot, seconded by Councillor Hustvedt that Municipal Council come out of In Camera and return to open session. Carried.

Municipal Council in session.

Councillor Ernst returned to the meeting.

14.1 Legal Advice re Hell's Point under Section 22(2)(g) of the MGA

Moved by Councillor Whynot, seconded by Councillor Carver that based on the evidence and research conducted, that Municipal Council not pursue advocating for the public access of the trail easement commonly known as Hell's Point. Carried unanimously.

Councillor Ernst declared a Conflict of Interest for Item 14.2 and removed himself from the discussion.

14.2 Land Negotiations re Oakland under Section 22(2)(a) of the MGA

Moved by Councillor Bell, seconded by Councillor Nauss that Municipal Council decline the additional and original terms and conditions with regard to the Purchase and Sale Agreement for the purchase of properties PID 60231032 – Lot C and PID 60439304 – Lot WR-2 and thus any offers are considered null and void. Those Opposed: Councillor Hustvedt and Mayor Bolivar-Getson. Motion carried.

15. ADJOURNMENT

There being no further business at 11:05 a.m., it was moved by Deputy Mayor Moore, seconded by Councillor Whynot that the meeting adjourn. Carried.

Municipality of the District of Lunenburg

POLICY

Title: Salary Administration	
Policy No. MDL-45	
Effective Date:	Amended Date:

1. TITLE

This Policy title shall be titled the Salary Administration Policy of the Municipality of the District of Lunenburg.

2. PURPOSE

The Purpose of this Policy is to provide the approach for salary and compensation decisions for employees within the Municipality of the District of Lunenburg (MODL). The Chief Administrative Officer (CAO) is responsible for salary decisions, however, Managers are responsible for the maintenance of position descriptions, hiring processes and performance reviews.

The salary structure is approved by the Council in consultation with the CAO. Council approves all changes to compensation philosophy, ranges, and overall salary increase percentages as well as all tools and models.

All salary documentation is to be kept in the “official” file, which is maintained by the Payroll and Benefits Administrator. Employee files should not be maintained in Manager’s offices with the exception of “working” files. All relevant employee information and correspondence should be maintained in the official file located with the Payroll and Benefits Administrator.

3. POSITION DESCRIPTIONS

A Position Description must be completed for all jobs. The Manager should write and/or update the Position Description. If there are more than one incumbent in the same position, only one Position Description is needed for the job.

The description contains the following:

- Position Overview
- Job Responsibilities
- Team Responsibilities
- Essential Criteria and Competencies
- Direct Reporting Hierarchy
- Position Category
- Work Conditions

The Position Description will be used for Job Evaluation, Recruitment, Career Development, Performance Management and Training/Development within MODL. The CAO will approve the final Position Description for the job in consultation with the departmental Director. On a schedule consistent with the Salary Review Process, all Position Descriptions will be reviewed every four (4) years to ensure appropriateness.

4. Job Evaluation

Each job within MODL will be evaluated using a job evaluation tool, which will be the official Job Evaluation Plan for the organization. The factors and weighting used in the job evaluation plan are as follows:

Element	Job Evaluation Plan Factors	Factor Weight	Weight for Element
Knowledge and Skill	<ul style="list-style-type: none"> ▪ Education ▪ Experience ▪ Complexity 	11% 13% 13%	37%
Responsibility	<ul style="list-style-type: none"> ▪ Accountability for results / Impact of decisions ▪ Communications / Interpersonal skills ▪ Management, supervisory and advisory responsibility 	13% 13% 16%	42%
Effort	<ul style="list-style-type: none"> ▪ Initiative / Independence of action ▪ Physical / Sensory Demands 	13% 4%	17%
Working Conditions	<ul style="list-style-type: none"> ▪ Working Environment 	4%	4%
TOTAL		100%	100%

The CAO will ensure that each job within the organization is evaluated and updated as job changes occur. If a job is in need of a re-evaluation because of a change in responsibilities, a new Position Description must be created and forwarded to the CAO for review.

5. Job Levels

All the roles within the Municipality of the District of Lunenburg will be grouped into “Levels” based on the point value of their role as determined by the results of the Job Evaluation. MODL jobs are grouped into a total of 9 levels (including the CAO), which are from job level 20 to 100 as follows:

Levels	Level Category
20	Entry
30	Clerical / Labor
40	Administrative / Trade
50	Senior Administrative / Senior Trade
60	Specialist
70	Officer
80	Manager/ Senior Professional
90	Director
100	CAO

6. Salary Ranges

Each level has a salary range which includes a series of steps. Each level will have a total of 6 steps. The salary range is reviewed on a periodic basis, not to exceed 4 years, to keep current with the market and may be adjusted accordingly. Any adjustment to ranges does not mean an adjustment will be made to base pay.

Salary ranges are based on:

Minimum (Step 1)	80% of target salary
Maximum (Step 6)	100% of target salary

Each employee will be advised of their appropriate job level and the corresponding salary range based on their current role.

Compensation programs may vary within the Municipality for specific roles. Part-time salaries will be prorated against the salary ranges to ensure the compensation for the role is appropriate and falls within the range.

The 2018 compensation structure is as follows:

Level Category	Levels	Step 1 - Min - 80%	Step 2	Step 3	Step 4	Step 5	Step 6 Max - 100%
Entry	20	\$ 26,400	\$ 27,720	\$ 29,040	\$ 30,360	\$ 31,680	\$ 33,000
Clerical / Labor	30	\$ 29,470	\$ 30,943	\$ 32,417	\$ 33,890	\$ 35,364	\$ 36,837
Admin / Trade	40	\$ 40,547	\$ 42,575	\$ 44,602	\$ 46,629	\$ 48,657	\$ 50,684
Senior Administrative / Senior Trade	50	\$ 45,525	\$ 47,801	\$ 50,077	\$ 52,354	\$ 54,630	\$ 56,906
Specialist	60	\$ 51,747	\$ 54,335	\$ 56,922	\$ 59,509	\$ 62,097	\$ 64,684
Officer	70	\$ 60,458	\$ 63,481	\$ 66,504	\$ 69,527	\$ 72,550	\$ 75,573
Manager / Senior Professional	80	\$ 71,658	\$ 75,241	\$ 78,824	\$ 82,407	\$ 85,990	\$ 89,573
Director	90	\$ 84,103	\$ 88,308	\$ 92,513	\$ 96,718	\$ 100,923	\$ 105,128

7. Salary Increases – Annual

National Consumer Price Index Increase

On April 1st, employees shall be paid a cost of living adjustment based on the National Consumer Price Index as determined by Statistics Canada as of December 31 of each year, over December 31 of the previous year. In the event that the Consumer Price Index is negative, there shall not be an annual cost of living adjustment. Salary Ranges within the compensation structure will also be adjusted by the National Consumer Price at this time.

Step Increase

Step increases, through the salary bands, will be considered on an annual basis on October 1st of each calendar year for all employees. New hires will not be eligible for a step increase on October 1st if hired between April 1st and September 30th of same year.

Step salary increases will be based on:

- A current satisfactory Performance Review of the employee
- The current salary as compared to the step
- The budget

A supervisor shall assess the performance of all their subordinates on an annual basis. The supervisor/or Department manager will submit the completed Performance Review

to the CAO for approval by September 1st. The CAO shall approve individual salary adjustments, based on the compensation structure, for the October 1st annual increase.

Typically, the employee will move to the next step, upon a satisfactory Performance Review, each year until the employee reaches the maximum. Once maximum has been reached, increases will only be received if an increase has been made to the actual compensation structure.

No other salary increases will be considered throughout the year without prior approval of the CAO.

8. New Hires

Starting salaries for new hires are based on the actual salary range of the job along with the employee's relevant experience, education and development required to be fully competent in the position.

Compensation for part-time employees will be prorated.

Factors to consider when determining an equitable starting salary include:

- Salary range for the role
- Compensation of other employees internally with similar experience and education in the same role or level (internal equity)
- Previous work experience
- Experience in a field relating to the position to be filled
- Educational requirements of the role
- Development required to perform the role at a fully competent level

Starting salaries will normally be at the Minimum (Step 1) and in no cases will exceed the Maximum (Step 6). Starting salaries must be approved by the CAO prior to any offer being made by a hiring manager.

9. Probationary Period

When a new employee is hired, they are placed on probation for a period of 6 months. During the probationary period, the employee's performance will be reviewed regularly.

When the probationary period is completed, the employee will no longer be "on probation" unless their performance warrants otherwise and the probation may be extended for an additional 3 months. As well, at this time a "formal" review will be initiated by the Manager.

10. Training & Developmental Employees

At times, new employees will be hired into roles and will not possess the minimum skill/qualifications required for the role. They are considered “Developmental” employees and placed into a “Training Level”. If so, the starting salary may be less than the Minimum (80%) of the actual salary range. The employee’s salary can be brought up to the Minimum at any time once their performance warrants them to be paid at or closer to the Minimum. This can be done at any time during a year and does not need to coincide with the annual review period. Increases to the Minimum do not require any approvals with the exception of ensuring budgets support the change.

11. Lateral Transfers

Employees transferring from one role to another within the same job level will not receive a salary adjustment. The transfer usually represents a developmental opportunity. In most situations, the employee’s performance in the current role should be reviewed within the annual performance cycle.

12. Job Level Change – Move to a Higher Level

Employees may move to a position at a higher level if they are asked to assume a higher role, if they apply for a higher-level role or if the responsibilities of their current role significantly increase and a job evaluation determines that the role is now at a higher level. Moving to a higher level will likely result in a salary increase although it is not guaranteed.

All salary increases will be made in consultation with the CAO. Typically, a promotional increase would be from 0% to 10% (to a step within the new range), however, when determining if a salary increase is warranted, the following should be considered:

- The current salary relative to the salary range of the new position
- The employee’s skills and responsibilities relative to others in a similar role
- The developmental requirements of the employee to fully perform the role
- The employee’s previous experience and education
- The salary budget available

It is customary that the employee would move to the minimum of the new role (Step 1) but this is not always the case. At times the employee will be placed at a higher step within the job level.

13. Job Level Change - Move to a Lower Level

Occasionally, employees are moved to a lower level role. This may occur if the current job has been phased out, if the current position is re-evaluated into a lower level or if the employee’s responsibilities have decreased due to performance issues.

If the employee is moved to a lower level position, they will be “red circled” and will remain at their current salary without future increases until their salary is within the salary range of their new position. Once this salary is within the range, they may be eligible for future increases.

14. New Position Process

Managers must consult with the CAO to obtain approval for a new position. Once a new position is approved, a Position Description must be created. This can be done in consultation with the CAO. The Position Description must be created for the job evaluation to be completed so the new role can be assigned a Job Level and appropriate Salary Range. Any, and all, new permanent positions require Council approval.

15. Repeal

Policy MDL-45 approved on October 16, 2008 and amended on November 10, 2009 and June 14, 2011 is hereby repealed and replaced with this Policy MDL-45.

Clerk’s Annotation for Official Policy Book	
Date of Adoption	
Date of Notice to Council Members of Intent to consider amendments	
Date of Passage of Amendments:	
I certify that this “Salary Administration Policy – MDL-45” was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

MAJOR RECREATION CAPITAL GRANT	\$ Received	\$ Received	\$ Received	\$ Received	Requested	Rocommend
Organization	2015	2016	2017	2018	2019	2019
Barss Corner Community Hall	-	-	\$ 4,500.00	-	-	
Blockhouse Area Ratepayers Kinship	-	-	\$ 4,500.00	-	-	
Branch LaHave Community Hall	-	-	-	-	\$ 10,000.00	\$ 7,000.00
Bridgewater & Area Interchurch Food Bank	-	-	-	\$ 10,000.00	-	
Bridgewater Curling Club	-	-	-	\$ 3,000.00	-	
Bridgewater Elementary School Playground Committee	-	-	-	\$ -	-	
Broad Cove Community Association	-	-	-	\$ 9,500.00	-	
Emmanuel United Church	-	-	-	\$ 3,000.00	-	
Epworth United Church	-	-	\$ 3,000.00	-	-	
Hemford & District Fire Department*	-	-	-	-	\$ 5,000.00	Com Capital
Hinchinbrook Farm Society	-	-	\$ 4,000.00	-	-	
	-	-	-	-		
Mahone Bay Centre*	-	-	-	-	\$ 5,920.00	\$ 3,500.00
Parkdale-Maplewood Community Museum	-	-	-	\$ 5,000.00	-	
St. John's Anglican Church Hall	-	-	\$ 3,000.00	-	-	
Tancook Island Recreational Centre Association	-	-	\$ 4,000.00	-	-	
Trinity United Church	-	-	-	-	\$ 4,000.00	\$ 4,000.00
United Communities Fire Department	-	-	\$ 1,200.00	-	-	
<i>*Also applying for Annual Operating Grant</i>						
TOTALS	\$ -	\$ -	\$ 24,200.00	\$ 30,500.00	\$ 24,920.00	\$ 14,500.00

LATE APPLICATIONS						
Bridgewater Tennis Club	-	-	-	-	\$ 10,000.00	Com. Rec Cap.



Municipality of the District of Lunenburg

11 June 2019

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Fire and Emergency Services Committee in session on Monday 10th June 2019, made the following recommendation to Council:

That Municipal Council approve the Recruitment & Retention Policy as submitted.

Respectfully submitted,

Chairman and Members
Fire & Emergency Services Committee

CK/sc