

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting of  
**MUNICIPAL COUNCIL**  
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS  
**Tuesday, June 25, 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  
Councillor Wade Carver, District 7  
Councillor Michael Ernst, District 8  
Councillor Reid Whynot, District 9 (left at 11:56 a.m. - fire call)

Regrets: Councillor Errol Knickle, District 10

Staff: Kevin Malloy, Chief Administrative Officer  
Alex Dumaresq, Deputy Chief Administrative Officer  
Sherry Conrad, Municipal Clerk  
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**

Mayor Bolivar-Getson congratulated all students of the 2019 graduating class.

**3. PUBLIC INPUT (Nil)**

**4. APPROVAL OF AGENDA**

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

**5. APPROVAL OF MINUTES – May 28, 2019; Special Council June 5, 2019;  
and June 11, 2019**

**Moved by Councillor Nauss, seconded by Councillor Whynot that the Minutes of the May 28, 2019 Council meeting be approved as circulated. Carried unanimously.**

**Moved by Councillor Carver, seconded by Councillor Whynot that the Minutes of the June 5, 2019 Special Council meeting be approved as circulated. Carried unanimously.**

**Moved by Councillor Hustvedt, seconded by Councillor Whynot that the Minutes of the June 11, 2019 Council meeting be approved as circulated. Carried unanimously.**

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

**7. AWARDING OF TENDERS/RFPs**

**7.1 LaHave Straight Pipe Replacement Program – Update**

Maria Butts, Project Coordinator, LaHave River Straight Pipe Replacement Project, was in attendance.

Ms. Butts gave a presentation on the LaHave Straight Pipe Replacement Program (circulated with the Agenda) and provided an update on the following:

- Program Participants
- Installation Progress and 2019 Targets
- Inspection Program

It was suggested that a representative from the Department of Environment be invited to attend the next Council update on the program.

Discussions followed regarding the following points:

- Inconsistency with property restorations
- BCAF water testing
- Point of Sale legislation
- Costs of spraying vs seeding
- Pollution of LaHave River through the Town of Bridgewater outflow

Ms. Butts and her team were commended for their work on the project.

**7.2 Award of Tender #2019-05-005 LaHave River On Site Disposal System Installation, Project Group #25**

Ms. Butts reviewed her report, “Tender Award: On-Site Sewage Disposal System Installations for LaHave River Properties Project Group #25” (circulated with the Agenda).

**Moved by Councillor Bell, seconded by Councillor Whynot that Municipal Council award Tender #2019-05-005 On-Site Sewage Disposal System Installations for the LaHave River Properties, Project Group #25 to Dennis Lively Construction & Backhoe Services in the amount of \$77,000 plus HST. Carried unanimously.**

Ms. Butts left the meeting.

### **7.3 Award of RFQ #2019-01-301 Municipal Properties Mowing & Trimming**

Matt Appleby, Certified Engineering Technician, was in attendance.

Mr. Appleby reviewed his report, “Mowing and Trimming of Municipal Properties and Roads” (circulated with the Agenda).

**Moved by Councillor Whynot, seconded by Councillor Carver that Municipal Council award Municipal Properties Mowing and Trimming RFQ #2019-01-301 to FancyGreen Property Maintenance for \$15,800 plus HST per year for the next three years. Carried unanimously.**

Mr. Appleby left the meeting.

Elana Wentzell, Director of Finance, joined the meeting

## **8. PRESENTATIONS/SCHEDULED TIMES**

### **8.1 Pinegrove Outdoor Play Association – Update**

Trudy Payne, Director of Recreation Services, and Laura Barkhouse, Trails & Open Space Coordinator, joined the meeting.

Stephanie Mailman-Crouse, Chairperson, and Amy Cohoon-Swim, Recording Secretary, Pinegrove Outdoor Play Association, were in attendance.

Ms. Mailman-Crouse gave a presentation (circulated with the Agenda) updating Council on the Pinegrove Outdoor Play Association’s (POPA) work during the 2018/2019 fiscal year, highlighting the following points:

- Park Improvements
- Events
- Physical Activity in the Outdoors
- Future Plans
- Financial Plan for future splash pad

Ms. Mailman-Crouse reported that plans were in place for the Splash Pad, and that it will be free to use. She advised that future plans include outdoor exercise equipment and horseshoe pits. She invited anyone who is interested to attend future meetings of the Association.

It was noted that the Association would be applying for the Designated Community Fund in the near future.

Ms. Mailman-Crouse, Ms. Cohoon-Swim, Ms. Payne, and Ms. Barkhouse left the meeting.

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

**10. RECOMMENDATIONS FROM COMMITTEES & BOARDS**

**10.1 Finance Committee**

**10.1.2 Sponsorship Ad – Mahone Bay Founders Society**

Moved by Councillor Ernst, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and approve the Sponsorship Ad request of the Mahone Bay Founders Society for \$250, to support their Home and Garden Tour on July 6 & 7, 2019, to be held in Mahone Bay and MODL. Carried unanimously.

**10.1.3 Sponsorship Ad – Osprey Ridge Golf Course**

Moved by Councillor Garland, seconded by Councillor Nauss that Municipal Council accept the recommendation of the Finance Committee and approve the Sponsorship Ad request of the Osprey Ridge Golf Course for \$250, to support the Hit It for Health Golf Tournament in support of the Health Services Foundation of the South Shore on July 3, 2019. Carried unanimously.

**10.1.4 Fee Waiver – Bridgewater Photographic Society**

Moved by Councillor Carver, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Finance Committee and support the Bridgewater Photographic Society by waiving the fee for a ½ page ad in the Fall Recreation Guide in the amount of \$200. Carried unanimously.

**10.1.5 Community Event Grant – Cherry Hill Fun Run**

Moved by Councillor Hustvedt, seconded by Councillor Nauss that Municipal Council accept the recommendation of the Finance Committee and approve the Community Event Grant request of the United Communities Fire Department for \$300, to support their Cherry Hill Fun Run on Saturday, August 3, 2019. Carried unanimously.

**10.1.6 Sponsorship Ad – Lunenburg Folk Harbour Society**

Moved by Councillor Whynot, seconded by Councillor Carver that Municipal Council accept the recommendation of the Finance Committee and approve the Sponsorship Ad request of the Lunenburg Folk Harbour Society for \$300, to support the Folk Harbour Festival from August 8-11, 2019. Carried unanimously.

**10.1.7 Sponsorship Ad – 4-H Nova Scotia**

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

**4-H Nova Scotia for \$40, to support the 42nd Annual 4-H Nova Scotia Provincial Show from September 27-29, 2019 in Bible Hill. Carried unanimously.**

## **11. STAFF REPORTS**

### **11.1 Administration Department**

#### **11.1.1 Appointment of Interim CAO**

**Moved by Deputy Mayor Moore, seconded by Councillor Garland that Municipal Council appoint Alex Dumaresq, Deputy CAO, as Acting Chief Administrative Officer in the interim from 4:30 p.m. on June 28, 2019 until a new Chief Administrative Officer is hired. Carried unanimously.**

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

### **10.2 Planning Advisory Committee**

#### **10.2.1 Minimum Planning Requirements**

Jeffrey Merrill, Director of Planning & Development Services, was in attendance.

Mr. Merrill reviewed his report, "Provincial Minimum Planning Requirements" (circulated with the Agenda), and highlighted the following points:

- Background
- Minimum Planning Regulations
- Engagement Program Process
- Resource Guide
- Timeline

Mr. Merrill advised that staff would be providing comments, mainly regarding technical interpretation, to the Provincial Director of Planning. The Planning Advisory Committee did not have any comments. He brought the matter to Council to provide Council with an opportunity to provide feedback to the Province regarding the draft regulations. It was requested that the Province make funding available for community consultations.

## **8. PRESENTATIONS/SCHEDULED TIMES**

### **8.2 MARC Summer Staff Introduction**

MARC Summer Staff, Kayleigh Skinner, Summer Manager; Mariah Kelley, Public Relations Manager; Jenna Nauss, Sports Manager; and Victoria Burgoyne, Special Events Manager, were in attendance.

The Program Leaders provided information on the following events and activities scheduled at the MARC for the 2019 summer season:

- Community Fun Days to be held at Wiles Lake, Indian Falls, Petite Riviere, and the MARC
- Swimming Lessons
- Camps
- Sports Programs
- Pre-school programs
- Seniors' events
- 20<sup>th</sup> Annual Sand Castle Competition

Council and staff were invited to attend the various events and activities.

Ms. Skinner, Ms. Kelly, Ms. Nauss, and Ms. Burgoyne left the meeting.

### **8.3 MARC Ballfields – Update**

Trudy Payne, Director of Recreation Services, and Jason McCarthy, Park Supervisor, were in attendance.

Ms. Payne advised that Council had made a motion to make an exception and engage the services of professionals to apply a pesticide on the MARC ballfields to address the issue of crows destroying the ballfields to get to the grubs underneath the grass, and to receive professional advice on a long-term maintenance plan for the ballfields to help prevent this problem from reoccurring. She noted that staff could not obtain a professional to apply the pesticide as it was not approved for use in Nova Scotia. She advised that staff did further research on the issue.

Mr. McCarthy explained the research he had conducted to find a solution to the issue. He reported that equipment was purchased, and he and the grounds crew applied a non-pesticide solution to the grounds which was successful in bringing in regrowth. Mr. McCarthy showed a Before & After photo of one of the treated ballfields (attached to Minutes). He noted that all three ballfields are open for use at this time.

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

### **10.2 Planning Advisory Committee**

#### **10.2.2 Blockhouse-Oakland Princes Inlet Consolidation**

Jeffrey Merrill, Director of Planning & Development Services, and Byung Jun Kang, Planner, were in attendance.

Mr. Kang reviewed his report, “Consolidation of Blockhouse-Oakland-Princes Inlet Plan Areas” (circulated with the Agenda) and provided details on the following:

- MODL’s Action Plan
- Name of the Consolidated Plan Area
- Restructured Area Advisory Committee
- Consolidated Secondary Planning Strategy & Land Use By-law

- Guiding Principles
- Structural and Housekeeping Revisions
- Adoption Process

Mr. Kang advised that there were currently no members on the Prince's Inlet Advisory Committee.

A discussion was held with regard to the consolidation of the three Area Advisory Committees.

**Moved by Councillor Ernst, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Planning Advisory Committee that the Municipality advertise for members to be appointed to the Prince's Inlet Area Advisory Committee and invite the Area Advisory Committee members and residents from all three plan areas affected (Blockhouse, Oakland & Prince's Inlet) to meet and proceed with discussion on the consolidation of the planning documents. Carried unanimously.**

### **10.3 Policy & Strategy Committee**

#### **10.3.1 Draft Policy MDL-77 Gifts and Hospitality**

**Moved by Councillor Hustvedt, seconded by Deputy Mayor Moore that Municipal Council adopt Policy MDL-77 Gifts and Hospitality as presented. Carried unanimously.**

#### **10.3.2 Proposed Amendments MDL-51 Personnel Policy**

**Moved by Councillor Nauss, seconded by Councillor Bell that Municipal Council approve the proposed amendments to Sections 10 and 12 of the Personnel Policy MDL-51 as presented. Carried unanimously.**

### **11.2 Recreation Department**

#### **11.2.1 Designated Community Project Fund**

**Moved by Councillor Ernst, seconded by Councillor Carver that the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$5,740 as per the criteria outlined in the Designated Community Project Fund Policy MDL-48. Carried unanimously.**

#### **11.2.2 Active Transportation Project – Highway 325**

Ms. Payne reviewed her report, "Active Transportation Project – Highway 325" (circulated with the Agenda) and advised that an opportunity had arisen to pave approximately 1.5 kms of shoulder on Highway 325. Ms. Payne reported that since the original quote of \$160,000 was received and agreed to by Council, a revised estimate was received based on extending the paved shoulder so it would run between two connecting points being Fancy Road and Monk Road (attached to Minutes). The total cost with this change is \$174,075 plus HST.

**Moved by Councillor Veinot, seconded by Councillor Nauss that Municipal Council ratify the decision to authorize the expenditure of up to \$160,000 plus HST and further approve an**

**additional cost of \$14,075 for a total of \$174,075 plus HST to come from the 2019-2020 Active Transportation Capital budget, to proceed with the installation of a paved shoulder, approximately from the Fancy Road to the Monk Road, Highway 325. Carried unanimously.**

### **11.3 Planning Department**

#### **11.3.1 Riverport Fire Department Expansion**

Jeffrey Merrill, Director of Planning & Development Services, and Byung Jun Kang, Planner, were in attendance.

Mr. Kang reviewed his Report, “Application from Riverport District Fire Commission regarding Amendment to the Riverport & District Secondary Planning Strategy and Land Use By-law (circulated with the Agenda).

**Moved by Councillor Whynot, seconded by Deputy Mayor Moore that Municipal Council accept the flood adaptation plan of the Riverport District Fire Department and give notice of their intention to approve the By-law Amending the Riverport & District Secondary Planning Strategy and the Land Use By-law, dated May 7, 2019, and conduct First Reading of the same; and further, that Council set a Public Hearing date of Tuesday, July 23, 2019, at 8:30 a.m. in the Municipal Council Chambers. Carried unanimously.**

## **12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS**

### **12.1 Delegation Mission Invitation Norway & AquaNor**

Councillor Garland declared a Conflict of Interest and left the table.

Mr. Dumaresq reported that Councillor Garland had been invited by the Centre for Marine Applied Research to participate in the 2019 AquaNor mission in Trondheim, Norway on August 13 to 23, 2019. He advised that Policy MDL- 03 allows for councillors to travel outside of the province with the approval of Council. He reviewed the financial costs noting that external funding towards this mission was also available.

**Moved by Deputy Mayor Moore, seconded by Councillor Veinot that Municipal Council approve the participation of Councillor Claudette Garland, as a Mission Delegate, in the 2019 Pan Atlantic Canada Aquaculture Mission from August 16 to 23, 2019 in Norway and approve the expenditure of \$2,500 towards the cost of her participation in this Mission.**

Councillor Hustvedt noted that he would forward concerns regarding farmed salmon to Councillor Garland from the residents in his District.

**The Motion on the floor was voted on and carried. Opposed: Councillor Ernst**

### **12.2 Deputy Mayor’s Update**

Deputy Mayor Moore reported that she attended agenda briefings.

### **12.3 Mayor's Update**

Mayor Bolivar-Getson reported that she attended the awards night at PVEC; a meeting regarding the Lahave River Trail; the Bridgewater & Area Chamber of Commerce AGM; the Planning Advisory Committee meeting; the Lunenburg County Community Fund meeting; the Harold Whynot Road/Craig Chandler Road Residents meeting regarding paving and the petition process; the 1<sup>st</sup> Seniors Ice Cream Social; the Midville Garden Party; the Walk/Run/Ride/Don't Hide Mental Health event; the Verge House graduation; breakfasts and community suppers. She noted that she would be attending more graduation ceremonies in the coming week.

Mayor Bolivar-Getson advised that the Mayors/Wardens meeting scheduled for June had been cancelled.

Mayor Bolivar-Getson urged Councillors to attend events in their areas such as the Seniors' Mussel Bake, the Seniors' Corn Boil, and graduation ceremonies throughout the Municipality.

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

### **10.1 Finance Committee**

#### **10.1.1 Amendment of MOU between TOB & MODL**

**Moved by Councillor Ernst, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:**

**6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPCC capital project. The MODL agrees to contribute \$3.85 million to the LCMPCC capital project.**

**Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.**

It was clarified that this motion was to permit LCLC to engage in fundraising and have all monies raised go directly to the LCLC.

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

## **11. STAFF REPORTS**

### **11.1 Administration Department**

#### **11.1.2 New Municipal Building – Cost Reduction Items**

Stephen Pace, Director of Engineering & Public Works; Elana Wentzell, Director of Finance; and Andrew Amos, Catalyst Consulting Engineers, were in attendance.

Mr. Amos reviewed his letter of June 18, 2019 (circulated with the Agenda). He reported that 14 items were reviewed as possible value engineering options to be considered for removal to reduce the tender price, and 3 were recommended to go forward to Council.

**Moved by Councillor Bell, seconded by Councillor Garland that Municipal Council authorize the deletion of the requirement of AWMAC certification for the millwork, delete the redundant catch-basin identified, and allow inclusion of equivalent light fixtures and access control systems into the project, thereby resulting in a cost reduction of approximately \$107,000.00.**

It was requested that Council be provided with updated figures to show where funds stand with the project.

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

Mr. Pace reported that there was a financial benefit to installing a sidewalk, at this time, on Champlain Drive as an extension to the work that is already being carried out for the Nathan Cirillo Road project.

**Moved by Councillor Nauss, seconded by Deputy Mayor Moore that Municipal Council authorize the Dexter Construction Ltd. Contract for Nathan Cirillo to be amended by a total of \$152,000, plus HST, for the inclusion of a 1,500 mm wide concrete sidewalk complete with required curbs, gutter, stormwater management and associated construction along the south edge of the entire length of Champlain Drive.**

It was clarified that the Nathan Cirillo Drive road project was not part of the new administration building project.

**The Motion on the floor was voted on and carried. OPPOSED: Councillor Ernst**

### **11.1.3 Identification of Possible Revisions to the 2019/20 Capital Budget**

Elana Wentzell, Director of Finance, was in attendance.

Ms. Wentzell reviewed her report, "Identification of Possible Revisions to the 2019/20 Capital Budget" (circulated with the Agenda) and identified areas where capital costs could be reduced.

A discussion was held on possible budget revision. It was noted that there would be funding available next year towards the Riverport School Demolition and Remediation Project so that project could be deferred until next year's budget.

**Moved by Councillor Whynot, seconded by Councillor Nauss that Municipal Council approve the 2019-20 Capital Budget revision to defer the Riverport School Demolition and Remediation Project in the amount of \$1,069,000. Carried unanimously.**

#### **11.1.4 Municipal Building – Builder’s Risk Insurance**

Mr. Pace reviewed the report, “New MODL Municipal Services Building – Award of Builder’s Risk Insurance” (circulated with the Agenda) and advised that there was a cost benefit to using the Municipality’s own insurer for the risk and liability insurance coverage.

For clarification, it was noted that this component was included in the project total at the beginning.

**Moved by Councillor Hustvedt, seconded by Councillor Nauss that Municipal Council approve the award of Builder’s Risk and Liability Insurance for the Municipal Building Project in the amount of \$54,440 to A. J. Gallagher. Carried unanimously.**

#### **13. ADDED ITEMS (Nil)**

#### **14. IN CAMERA**

**At 11:47 a.m., it was moved by Deputy Mayor Moore, seconded by Councillor Hustvedt that Municipal Council go In Camera to discuss Contract Negotiations re Develop NS under Section 22(2)(e) of the MGA. Carried.**

Councillor Whynot left the meeting at 11:56 a.m. to attend a fire call.

Municipal Council In Camera in session.

**At 12:09 p.m., it was moved by Deputy Mayor Moore, seconded by Councillor Garland that Municipal Council come out of In Camera and return to open session. Carried.**

Municipal Council in session.

#### **14.1 Contract Negotiations re Develop NS under Section 22(2)(e) of the MGA**

**Moved by Deputy Mayor Moore, seconded by Councillor Carver that Municipal Council provide a conditional letter of support to the identified respondents to the Develop Nova Scotia Request for Internet Service Proposals as discussed In Camera. Carried unanimously.**

#### **15. ADJOURNMENT**

**There being no further business at 12:11 p.m., it was moved by Councillor Carver, seconded by Councillor Nauss that the meeting adjourn. Carried.**

# MARC Ballfield Before and After



## Trudy Payne

---

**From:** Smith, Craig <Craig.Smith@novascotia.ca>  
**Sent:** June 24, 2019 9:57 AM  
**To:** Trudy Payne  
**Subject:** RE: 325 widening

Hi Trudy,

Below is the revised estimate based on extending the shoulders to Fancy road.

Thanks  
Craig

	Quantity	unit price	cost
Rough Grading to prepare shoulders	3500	15	\$52,500.00
Asphalt Binder	43	900	\$38,700.00
Asphalt D-hf	315	60	\$18,900.00
Asphalt B-HF	495	55	\$27,225.00
Gravel	825	30	\$24,750.00
Mobilization	1	6000	\$6,000.00
Culvert repair to allow widen shoulders	1	4000	\$4,000.00
Water for Compaction	1	2000	\$2,000.00

total = **\$174,075.00**

---

**From:** Trudy Payne <Trudy.Payne@modl.ca>  
**Sent:** June 19, 2019 10:22 AM