

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of a Meeting of  
**MUNICIPAL COUNCIL**  
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS  
**Tuesday, January 22, 2019 – 9:00 a.m.**

**ATTENDANCE**

Mayor Carolyn Bolivar-Getson (arrived at 9:05 a.m.)  
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 Michael Ernst, District 8  
Councillor Reid Whynot, District 9  
Councillor Errol Knickle, District 10

Staff: Alex Dumaresq, Deputy Chief Administrative Officer  
Sherry Conrad, Municipal Clerk  
Sarah Kucharski, Communications Officer  
Joanne Powers, Executive Assistant

Regrets: Councillor Wade Carver, District 7  
Kevin Malloy, Chief Administrative Officer

**1. CALL TO ORDER**

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

**2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITION (Nil)**

**3. PUBLIC INPUT (Nil)**

**Paul Smith of RR 2, Barss Corner**, addressed Municipal Council regarding what he believed to be a conflict of interest issue, and commented that it would be nice to have a meeting where the public could ask questions about conflicts of interest to the CAO and Municipal Solicitor to answer.

Mr. Dumaresq advised Mr. Smith that the Municipality goes by the *Municipal Conflict of Interest Act* and if Mr. Smith had any questions in regards to same, he could bring them forward to Mr. Dumaresq and he would address them.

Mayor Bolivar-Getson took the Chair at 9:10 a.m.

#### **4. APPROVAL OF AGENDA**

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

#### **5. APPROVAL OF MINUTES – January 8, 2019**

For clarification, it was suggested that the word “back” be added to page 3, Section 12.1, NS Boundary Review Committee, after, “...before the boundaries were moved” and before “to their current location.”

**Moved by Councillor Hustvedt, seconded by Councillor Whynot that the Minutes of January 8, 2019 Council meeting be approved with the above-noted amendment. Carried unanimously.**

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

#### **7. AWARDING OF TENDERS/RFPs**

Jeff Merrill, Director of Planning & Development Services was present at the meeting.

##### **7.2 Award Inland Floodplain Mapping – RFP 2018-05-406**

Mr. Merrill explained that in the fall of 2017, the Municipality of the District of Lunenburg (MODL), in partnership with the Municipality of the District of Chester (MODC) and the Province, acquired high-resolution LiDAR data that covers all of Lunenburg County. He noted that mapping of inland flood hazards is a strategic priority for both MODL and MODC in order to make better informed decisions around land use activities in those areas. A joint Request for Proposal (RFP) was issued to identify the 1:20-year and 1:100-year return period floodplains for all inland waterways. The floodplains that will be identified in this study need to be scientifically defensible, therefore, a technical advisor was hired to assist with the RFP and to also assist in the review of consultants’ work.

Mr. Merrill advised that both municipalities budgeted funds in their 2018/19 budgets and they also received \$104,286 in funding from the Province’s Flood Risk Infrastructure Investment Program (FRIIP).

Three proposals were received: CBCL Limited, GemTec Consulting Engineers & Scientists and Dillon Consulting. The top proposal was CBCL Limited.

**Moved by Councillor Nauss, seconded by Councillor Garland that Municipal Council endorse the recommendation of the Joint Municipal RFP Evaluation Committee and award the Request for Proposals for the Inland Floodplain Mapping using LIDAR data (RFP 2018-05-406) to CBCL in the amount of \$196,800.00 plus HST and \$7,000 plus HST for technical advice. Carried unanimously.**

Mr. Merrill left the meeting.

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

### **8.1 Lunenburg Art Gallery Society**

Jan Hull, President of Lunenburg Art Gallery Society, was present at the meeting and gave a brief presentation on the history of the Society and their future plans. Ms. Hull, along with other members of the Society, gave a brief art show in the gallery of the Council Chambers.

## **7. AWARDING OF TENDERS/RFPs**

### **7.1 RFP Award 2018-05-403: Design, Construction Oversight and Contract Administration of the Nathan Cirillo Road Extension**

Stephen Pace, Director of Engineering and Public Works; Jamie Burgess, Municipal Engineer; and Tyler Richardson, Engineering Co-op Student, were in attendance at the meeting.

Mr. Pace advised that the RFP 2018-05-403 Design, Construction Oversight and Contract Administration of Nathan Cirillo Road Extension closed and that four proposals were received and evaluated for understanding of the purpose of the work; work plan details and methodology; and qualifications and experience. EXP Services Inc. had the highest scoring and, therefore, was recommended for award.

Mr. Pace explained that this work would create several serviced lots that could eventually be sold and complete a water loop for the water system owned by the Bridgewater Public Service Commission.

A discussion took place regarding the per week amount for construction oversight costs. It was noted that EXP could not provide a total amount for the construction oversight costs as they are not doing the construction of the road and, therefore, can not guarantee the timeframe of its completion.

**Moved by Deputy Mayor Moore, seconded by Councillor Hustvedt that Municipal Council authorize staff to award RFP 2018-05-403 Design, Construction Oversight and Contract Administration of Nathan Cirillo Road Extension to EXP Services Inc. for the amount of \$44,422 plus \$4,450 / week for construction oversight, excluding HST.**

**Opposed: Councillors Knickle and Ernst. Motion carried.**

Mr. Burgess left the meeting.

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

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

Elana Wentzell, Director of Finance, was in attendance at the meeting.

## **10.1 Policy & Strategy Committee**

### **10.1.1 MDL-49 Property Tax Rebate Policy – Proposed Amendments**

**Moved by Councillor Garland, seconded by Councillor Nauss that Municipal Council approve the proposed amendments to Policy MDL-49 “Property Tax Rebate” as attached. Carried unanimously.**

Ms. Wentzell left the meeting.

### **10.1.2 Motion re Access to In Camera Notes**

**Moved by Councillor Hustvedt, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Policy & Strategy Committee and approve that Councillors who do not attend an In Camera meeting of Council, Finance Committee or Policy & Strategy Committee can view notes by appointment with the Municipal Clerk.**



A question was raised as to where this direction would reside, and it was clarified that it will be included in the Operational Policy for Minute Taking Standards and Procedures.

**Carried unanimously. RESCINDED at the March 12, 2019 Council Meeting**

### **10.1.3 Draft 2019/20 Strategic Priorities**

**Moved by Councillor Whynot, seconded by Councillor Bell that Municipal Council approves the 2019/20 Strategic Priorities Chart as presented. Carried unanimously.**

## **10.2 Dangerous & Unsightly Property Committee**

Jeff Merrill, Director of Planning and Development Services, and Kyle Whynot, Assistant Building Official/Fire Inspector, were in attendance at the meeting.

### **10.2.1 Approval of Bid – Good Mooring Ltd.**

Mr. Whynot provided an overview of the unsightly complaint received in regard to 940 New Cumberland Road, Lake Centre. He noted that the initial complaint was received in April 2018 and the appropriate process was followed as per Policy MDL-07 Dangerous and Unsightly Property to deal with the matter. As no contact was made by the property owner, the matter was forwarded to the Dangerous and Unsightly Property Committee along with tenders for the clean-up of the property. On August 1, 2018, correspondence was received from Grant Thornton Ltd. that the property owner had surrendered interest in the property. The Dangerous and Unsightly Property Committee recommended that the tenders be brought before Municipal Council for approval.

Mr. Whynot provided pictures of the property for Council’s review.

**Moved by Councillor Bell, seconded by Councillor Nauss that Municipal Council approve the lowest bid from Good Mooring Ltd. for the clean-up of the property located at 940 New**

**Cumberland Road, Lake Centre, PID 60342847 at a cost of \$2,810.00 plus \$421.50 HST for a total cost of \$3,231.50. Carried unanimously.**

Mr. Merrill and Mr. Whynot left the meeting.

### **10.3 Fire & Emergency Services Committee**

Chris Kennedy, Fire Services Coordinator, was in attendance at the meeting.

#### **10.3.1 Fire Recruitment & Retention Strategy**

Mr. Dumaresq advised that the intent was to have the Chair of the Fire Services Committee come to speak to Council about the Fire Recruitment & Retention Strategy which is a Strategic Priority of Council, but unfortunately, he was not available for this meeting.

Mr. Kennedy answered questions around recruitment and Ms. Kucharski discussed the issue of recruitment problems throughout the Municipality.

**Moved by Councillor Veinot, seconded by Councillor Whynot that as the Chair of the Fire & Emergency Services Committee was unavailable to present the Fire Recruitment & Retention Strategy at today's Council meeting, the presentation and recommendation from the Fire & Emergency Services Committee regarding the public engagement on the amended Draft Strategy be referred to the February 5, 2019 Finance Committee meeting for consideration. Carried unanimously.**

#### **10.3.2 Budget Request for 2019/20 Fiscal Year**

**Moved by Councillor Bell, seconded by Councillor Nauss that Municipal Council refer the recommendation from the Fire & Emergency Services Committee re the Budget Request for 2019/20 Fiscal Year to the Finance Committee meeting for budget consideration. Carried unanimously.**

#### **10.3.3 Fire Services Coordinator Position**

**Moved by Councillor Whynot, seconded by Councillor Veinot that Municipal Council accepts the recommendation of the Fire & Emergency Services Committee that Council create a permanent Fire Services Coordinator position.**

Mr. Kennedy was commended for increasing the Municipality's relationship with Fire Departments.

**Carried unanimously.**

Mr. Kennedy left the meeting.

## 11. STAFF REPORTS

### 11.1 Administration Department

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

#### 11.1.1 LaHave River Straight Pipe Project – Year 1 Report

Mr. Dumaresq and Ms. Butts provided a status update of the LaHave River Straight Pipe Project as of November 30, 2018, highlighting the following: installations; total number of straight pipes; expenditures; and overall status.

Mr. Dumaresq presented various issues for potential improvement in future years to the program, including: procurement; resident expectations; landscaping; appeal process; and funding cap.

Based on the results of the first year of installations, staff recommended some improvements:

- Revise the LaHave River Wastewater Management District By-law and associated policies to create amendments for an appeal process, landscaping standard, funding cap and housekeeping matters
- Include authority for staff to prepare larger bundles of up to 10 installations in the procurement program, in addition to the bundles of five or less that have been used to date.

Councillor Bell discussed Section 6, MDL-72 LaHave River Wastewater Management District Cost Recovery Policy and suggested that properties that do not have paperwork to prove they have an acceptable system and an inspection shows that they do, are not required to pay the \$120 fee.

Concerns were raised with regard to whether the reference of “commercial” in the policy included “seasonal commercial”.

**Moved by Councillor Bell, seconded by Councillor Whynot that Municipal Council direct staff to prepare alternates to Section 6 of MDL 72 LaHave River Wastewater Management District Cost Recovery Policy for Council to consider so that if inspection of a property reveals that an acceptable system is in place, the cost of inspection is not directly applied to the receiving property owner. Carried unanimously.**

There was discussion about contamination that flows into the LaHave River from the Town of Bridgewater. Mr. Dumaresq advised that the Town of Bridgewater had recently applied for Green Infrastructure Funding in order to undertake a large upgrade to some of their wastewater infrastructure, which should address the issue of overflow in heavy rains, running into the LaHave.

**Moved by Councillor Whynot, seconded by Councillor Nauss that Municipal Council conduct First Reading to adopt a By-law Amending the By-law Respecting the LaHave River Wastewater Management District, as presented, and gives Notice of Intent to conduct Second Reading at the February 12, 2019 Council meeting. Carried unanimously.**

**Moved by Councillor Bell, seconded by Deputy Mayor Moore that Municipal Council gives notice of its intent to consider amending policies MDL-72 LaHave River Wastewater Management District Cost Recovery and MDL-73 LaHave River Straight Pipe Replacement Program at its Council meeting on February 12, 2019. Carried unanimously.**

**Moved by Councillor Ernst, seconded by Councillor Whynot that Municipal Council authorizes tender bundle sizes of up to 10 system installations per bundle. Opposed – Councillors Veinot and Nauss. Motion carried.**

### **11.1.2 NSFM Spring Workshop/Fall Conference Topics Request**

Nova Scotia Federation of Municipalities requested input from their membership for topics for upcoming workshops and conferences.

Suggested topics included:

- An overview of planning including possible district-wide planning
- Make conferences open to members that only wish to attend individual sessions rather than attend the entire conference
- Boundary review

The Mayor asked Councillors to forward any other topics to staff.

A discussion was held with regard to the lack of communication to the public with regard to the Provincial Boundary Review and what MODL might be able to do to promote these meetings.

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

### **12.1 LCLC Update**

Councillor Hustvedt provided an update from the most recent Board meeting:

- The financials up to December 31, 2018 were approximately \$55,600 in the black, acknowledging the fact that a Communications Officer was not hired
- Brainstorming took place on how to attract new members and bring in concerts, etc.
- Upcoming strategic sessions have been scheduled for the Board members
- Concern was raised with regard to the long-term relationship with the Lumberjacks hockey club
- Discussion was held regarding partnerships with local gyms
- A tour of 902 Athletics took place prior to the meeting
- An event calendar was made available and will be circulated to Council

Councillor Ernst provided distribution by community for membership – 1165 members in total, 583 from MODL and 402 from the Town of Bridgewater.

Mayor Bolivar-Getson advised that a decision was made to make helmets mandatory for those aged 19 and under for the 2019/20 season and recommended for anyone over 19 years of age.

## **12.2 Deputy Mayor's Update**

Deputy Mayor Moore reported that the Sheelagh Nolan Award for Excellence in Teaching was awarded to New Germany Elementary School, presented by Autism Nova Scotia, for recognition of exceptional contributions in support of individuals and families that are living and growing with autism spectrum disorder.

New Germany Elementary School and New Germany Rural High School were chosen to receive a grant of \$2,000 from the Share to Care Mental Initiative by championing positive mental health among students and staff. Both schools have a clothing, food and essentials locker that can be accessed by families in need.

Deputy Mayor Moore attended a breakfast at Parkdale/Maplewood Community Hall on Saturday and the Pleasantville Fire Department Banquet at Conquerall Bank Fire Department Saturday night.

## **12.3 Mayor's Update**

Mayor Bolivar-Getson attended an announcement at South Shore Regional Health regarding the renovations and expansion to the emergency department, endoscopy and day surgery units, and the addition of a 12-seat dialysis unit. She was also invited to speak at a meeting of Brownies and Guides at the Bluenose Academy in Lunenburg.

## **12.2 Disposal of Surplus Schools (M. Bell)**

Mayor Bolivar-Getson declared a Conflict of Interest and left the table.

Deputy Mayor Moore took the Chair position.

Councillor Bell spoke regarding the disposal of surplus schools and the financial burden it has placed on MODL. He suggested that the Province be contacted and that it accept ownership of all schools, both operational and surplus for a sum of one dollar.

**Motion by Councillor Bell, seconded by Councillor Nauss that Municipal Council turn over the ownership of all the existing public schools and surplus public schools to the Province of Nova Scotia for the sum of one dollar. Carried unanimously.**

**13. IN CAMERA (Nil)**

**14. ADJOURNMENT**

**There being no further business at 12:07 p.m., it was moved by Councillor Hustvedt, seconded by Councillor Whynot that the meeting adjourn. Carried.**