

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**  
**Minutes of a Special Tele/Video Conference Meeting of**  
**MUNICIPAL COUNCIL**  
**Tuesday, May 12, 2020 – 9:00 a.m.**

**ATTENDANCE**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Eric Hustvedt, District 1  
Councillor Martin Bell, District 2  
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

Staff: Tom MacEwan, Chief Administrative Officer  
Alex Dumaresq, Deputy CAO  
Sherry Conrad, Municipal Clerk  
Tissy Bolivar, Acting Director of Recreation  
Sarah Kucharski, Communications Officer  
Stephen Pace, Director of Engineering & Public Works  
Dave Waters, Director of Business Development, Tourism & Infrastructure  
Elana Wentzell, Director of Finance  
Angela Veinot, Accounting Manager  
Jeff Merrill, Director of Planning & Development Services  
Tina Robichaud-Bond, Executive Assistant

**1. CALL TO ORDER**

Mayor Bolivar-Getson called the meeting to order at 9:02 a.m. and advised that the meeting was being held by tele and video conference.

**2. APPROVAL OF AGENDA**

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

**3. AWARDING OF TENDERS/RFPs**

**3.1. Award of RFP#2020-05-401 River Ridge Bike Skills Park**

Ms. Bolivar reviewed her report, “RFP No. 2020-05-401 Bike Skills Park: Part 1 River Ridge Common” (circulated with the Agenda) and reported that two submissions were received and reviewed.

**Moved by Councillor Moore, seconded by Councillor Bell that Municipal Council award RFP #2020-05-401 for the design and construction of the River Ridge Common Bike Skills Park and Warmup Zone to Trailflow Outdoor Adventures for \$41,360 plus HST.**

It was noted that the bike skills park would be completed as detailed in the Concept Design Report from TrailFlow.

A question arose as to whether locally sourced wood would be used. Ms. Bolivar advised that she would contact the successful bidder and provide a response to Council.

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

#### **4. STAFF REPORTS**

##### **4.1 Finance Department**

##### **4.1.1 MDL-46 Credit Card Policy – Proposed Amendments**

Ms. Wentzell reviewed her report, “MDL-46 Credit Card Policy Proposed Amendments” (circulated with the Agenda) advising that since the policy was created there had been job positions eliminated and job titles changed thereby requiring amendments.

**Moved by Councillor Ernst, seconded by Councillor Nauss that Municipal Council amend Policy MDL-46 Credit Card Policy with the changes suggested in Sections 3, 5, 6, 9, 10, 11 and Appendix B; and, hereby, gives seven (7) days’ notice of its intention to approve the proposed amendments to Policy MDL-46 at the May 26, 2020 Council Meeting. Carried unanimously.**

##### **4.1.2 Resolution re BMO Credit Facilities**

Ms. Wentzell reviewed her report, “Resolution re: BMO Credit Facilities” (circulated with the Agenda).

**Moved by Deputy Mayor Hustvedt, seconded by Councillor Nauss that Municipal Council approve the establishment of a \$10,000,000 Overdraft lending facility and \$100,000 Corporate Master Card facility with the Bank of Montreal for the purposes of Operating Expenditures and to authorize the Mayor and the Director of Finance to sign a resolution for same. Carried unanimously.**

## **4.2 Administration Department**

### **4.2.1 2020 PCAP and FRIIP Funding**

Mr. Dumaresq reviewed the report, “2020 PCAP and FRIIP Funding” (circulated with the Agenda) and explained that the Provincial Capital Assistance Program (PCAP) funding would be put towards the purchase of a generator for the Conquerall Bank wastewater treatment plant and the Flood Risk Infrastructure Investment Program (FRIIP) funding would be used to continue the work on the Petite Watershed Flooding project.

**Moved by Councillor Bell, seconded by Councillor Moore that Municipal Council endorse the generator for the Conquerall Bank Wastewater Treatment Plant as the funding priority for the 2020 Provincial Capital Assistance Program. Carried unanimously.**

**Moved by Deputy Mayor Hustvedt, seconded by Councillor Whynot that Municipal Council endorse Phase 3 of the Petite Watershed Flooding Project as the funding priority for the 2020 Flood Risk Infrastructure Investment Program. Carried unanimously.**

## **4.3 Planning & Development Department**

### **4.3.1 Amendment to Policy MDL-88 Areas Where New Public Roads are Permitted & Repeal of Policies MDL-24 A By-law Respecting the Subdivision of Land in the Mun. of Lun. – Amendments by Policy and Policy MDL-25 Policy to Amend Engineering Specifications for Public Highways**

Mr. Merrill reviewed the report, “Areas Where New Public Roads are Permitted – MDL-88” (circulated with the Agenda) and reported that it was a requirement of the Municipal Subdivision By-law that the newly created Nathan Cirillo Road be added to Schedule K to allow the subdivision of the property along that road. He further reported that due to the approval of the 2018 By-law, Policy MDL-24 and Policy MDL-25 became obsolete and needed to be repealed.

**Moved by Councillor Garland, seconded by Councillor Carver that Municipal Council amend Policy MDL-88 Areas Where New Public Roads are Permitted, as presented; and, hereby, gives seven (7) days’ notice of its intention to amend Policy MDL-88 at the May 26, 2020 Council Meeting.**

It was clarified that Policy MDL-88 would allow the Municipality to subdivide and develop lots along the Nathan Cirillo Road.

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

**Moved by Councillor Knickle, seconded by Councillor Bell that Municipal Council repeal Policy MDL-24 A By-law Respecting the Subdivision of Land in the Municipality of Lunenburg – Amendments by Policy approved November 12, 2003 and MDL-25 Policy to Amend Engineering Specifications for Public Highways approved June 1, 2004; and, hereby, gives seven (7) days' notice of its intention to repeal policies MDL-24 and MDL-25 at the May 26, 2020 Council Meeting. Carried unanimously.**

**5. IN CAMERA**

**At 9:41 a.m., it was moved by Councillor Whynot, seconded by Councillor Nauss that Municipal Council go In Camera to discuss a Contract Negotiations Matter re LaHave Straight Pipe Appeal under Section 22(2)(e) of the MGA. Carried.**

Municipal Council In Camera in session.

**At 10:13 a.m., it was moved by Councillor Whynot, seconded by Councillor Nauss that Municipal Council come out of In Camera and return to open session. Carried.**

Municipal Council in session.

**5.1 Contract Negotiations re LaHave Straight Pipe Appeal under Section 22(2)(e) of the MGA**

**Moved by Councillor Carver, seconded by Councillor Veinot that Municipal Council approve the Agreement as discussed In Camera. Those Opposed: Councillors Ernst and Garland. Carried.**

**7. ADJOURNMENT**

**There being no further business at 10:16 a.m., it was moved by Councillor Whynot, seconded by Councillor Nauss that the meeting adjourn. Carried.**