

# **Municipality of the District of Lunenburg**

## **Minutes of a Meeting of Municipal Council**

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS  
Tuesday, December 8, 2020 – 9:00 a.m.

### **Attendance**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Martin Bell, District 2  
Councillor Leitha Haysom, District 1  
Councillor Wendy Oickle, District 3  
Councillor Pam Hubley, District 4  
Councillor Cathy Moore, District 5  
Councillor Sandra Statton, District 6  
Councillor Michelle Greek, District 7  
Councillor Kacy DeLong, District 8  
Councillor Reid Whynot, District 9  
Councillor Chasidy Veinotte, District 10

### **Staff**

Tom MacEwan, Chief Administrative Officer  
Alex Dumaresq, Deputy CAO  
Bill Schurman, Director of Recreation Services  
Jeff Merrill, Director of Planning & Development Services  
Elana Wentzell, Director of Finance  
Dave Waters, Director of Business Development Tourism & Infrastructure (via Teams)  
Sherry Conrad, Municipal Clerk  
Sarah Kucharski, Communications Officer  
Darren Shupe, Senior Planner  
Byung Jun Kang, Planner  
Zachary Thompson, Sustainability Planner  
Tina Robichaud-Bond, Executive Assistant

### **1. CALL TO ORDER**

Mayor Bolivar-Getson called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

Councillor Whynot left the meeting.

### **2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITION**

Councillor Haysom recognized grade 5 student, Della Crocker of Crousetown, whose entry in the PFD Safety Poster contest placed 2<sup>nd</sup> in our region. Miss Crocker's artwork will be used in publicity material to build awareness around PFD safety.

Councillor Oickle recognized the grade 3 and 4 students of Hebbville Academy who have been named Trail Ambassadors for their work in keeping the Bull Run Trail clear of garbage and fallen branches.

Councillor Hubley reported that the Midville Fire Department held their annual children's Christmas party with approximately 40 children attending. The festivities were held with Covid-19 protocols in place.

Councillor Moore reported that she would be giving a donation to the PROKids fund rather than exchanging Christmas cards.

Councillor Greek reported that the Walden Fire Department hosted their annual Memorial Tree lighting, virtually. She thanked Chief Melanie and the volunteers of the fire department.

Mayor Bolivar-Getson recognized and thanked Peter Simpson for his work as Chair on the Planning Advisory Committee during the subdivision by-law review. She also acknowledged that Mr. Simpson was the 2020 Provincial Volunteer representative and thanked him for his commitment and volunteer work in our communities.

Mayor Bolivar-Getson congratulated Park View Education Centre grade 12 students, Adam Culbert, Finn Kimball, Drew Bolivar, and Callum Corkum for their contribution to PROKids. The five staff members of Dirt Brothers Apparel and Lawn Care walked 28kms from Crescent Beach to Park View Education Centre and raised \$3,650. Mike Anderson of TD Wealth matched their contribution bringing the final total to \$7,300.

Mayor Bolivar-Getson acknowledged that December 6<sup>th</sup> was the National Day of Remembrance and Action on Violence Against Women, remembering the 14 women who lost their lives in 1989 at Ecole Polytechnique in Montreal and those who have experienced gender-based violence and/or lost their lives to it.

Mayor Bolivar-Getson further acknowledged that December 3<sup>rd</sup> was International Day of Peoples with Disabilities. She advised that the theme for 2020 was, "Not all Disabilities are Visible". She also acknowledged the family of the late Alex Peeler who visited areas of the community, dropping off "acts of kindness" in memory of their son.

### **3. APPROVAL OF AGENDA**

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

### **4. APPROVAL OF MINUTES – November 24, 2020**

**Moved by Councillor Veinotte, seconded by Councillor Haysom that the Minutes of the November 24, 2020 Council meeting be approved as circulated. Carried unanimously.**

**5. BUSINESS ARISING FROM MINUTES (Nil)****6. AWARDING OF TENDERS/RFPs (Nil)****7. PRESENTATIONS****7.1 Planning Advisory Committee, Peter Simpson, Chair**

Peter Simpson, Chair of the Planning Advisory Committee, was in attendance to report on his experiences as Chair of the Committee.

Mr. Simpson reported that he served on the Planning Advisory Committee for six years with the last 3 acting as Chair and advised that he would be stepping down from the role and the Committee.

He acknowledged the Planning & Development department for their assistance and guidance preparing for the challenging process of creating a new municipal planning strategy and subdivision by-law and their expertise on planning matters.

Mayor Bolivar-Getson thanked Mr. Simpson for his service on the various MODL committees and for all his volunteer work in our communities.

Deputy Mayor Bell spoke to Mr. Simpson's work and his various roles in the community.

Mr. Simpson left the meeting.

Councillor Whynot returned to the meeting.

**8. CONSIDERATION OF CORRESPONDENCE (Nil)****9. RECOMMENDATIONS FROM COMMITTEES & BOARDS****9.1 Finance Committee****9.1.1 Tax Relief – Damaged Property**

**2020-042 Moved by Deputy Mayor Bell, seconded by Councillor Haysom that Municipal Council accept the recommendation of the Finance Committee and approve tax relief in the amount of \$551.05 as per the submitted application for the property located at 1032 Mount Pleasant Road, Mount Pleasant, AA #04818199 as per the Municipality's Damaged Property Relief Policy. Carried unanimously.**

**9.2 Fire & Emergency Services Committee****9.2.1 Fire & Emergency Services Committee Membership Re-appointment**

**2020-043 Moved by Councillor Greek, seconded by Councillor DeLong that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and reappoint Herbert Seymour as a member-at-large to the Fire & Emergency Services Committee for a 3-year term ending October 31, 2023. Carried unanimously.**

### **9.2.2 Consequences of Fire Departments Losing Power & Communications**

**2020-044 Moved by Councillor Hubley, seconded by Councillor Greek that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and write a letter to Nova Scotia Power, Eastlink and Bell, on behalf of the Fire & Emergency Services Committee, expressing concern regarding outages of power and critical telecommunications systems.**

A discussion followed regarding the strain that power outages put on emergency services in various communities.

It was noted that NS Power presented to Council to advise of the work they were doing to improve the reliability of service such as trimming/removing trees and upgrading equipment, and to explain the work required to keep up with the damage created by the number of storms that affected the province. NS Power also invited the Municipality to work with them to determine where improvements could be made.

It was suggested that the Municipality's correspondence with NS Power, on behalf of the Fire & Emergency Services Committee, express its concerns over power outages and MODL's willingness to work with NS Power to identify critical emergency infrastructure and determine possible solutions.

It was further suggested that the Municipality work with the telecommunication services providers to ensure critical emergency infrastructure has typical power sources such as generator backup.

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

## **9.3 Nominating Committee**

### **9.3.1 Police Advisory Board Membership Appointments**

**2020-045 Moved by Councillor DeLong, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Nominating Committee and appoint the following to the Police Advisory Board – Amanda Threthewey for a 1-year term, expiring 31<sup>st</sup> day October 2021 and Dean Schmeisser for a 3-year term, expiring 31<sup>st</sup> October 2023. Carried unanimously.**

## **10. STAFF REPORTS**

### **10.1 Recreation Department**

#### **10.1.1 South Shore Annapolis Valley Recreation Trail – Funding Request**

Bill Schurman, Director of Recreation Services; Laura Barkhouse, Trails & Open Space Coordinator; and David Whynot, Project Lead, South Shore Annapolis Valley Recreation Trail, were in attendance.

Ms. Barkhouse reviewed her report, "Robert (Bob) Lowe Memorial Bridge" (circulated with the Agenda) and provided background on the work completed to re-connect the trail where the removal of the rail bridge over the LaHave River created a gap in the trail system.

She advised that the project was ready to move to Phase 1 which was to construct the bridge.

It was noted that fundraising efforts for the project would continue by contacting businesses and residents for donations.

**2020-046 Moved by Councillor Moore, seconded by Councillor Greek that Municipal Council forward \$90,000 of the designated \$132,000 to the South Shore Annapolis Valley Recreational Trail Association so their contractor can begin construction (off-site) on the new bridge. Carried unanimously.**

Ms. Barkhouse and Mr. Whynot left the meeting.

## **10.2 Finance Department**

### **10.2.1 Emergency Assistance Fund for Community Organizations**

Elana Wentzell, Director of Finance, was in attendance.

Ms. Wentzell reviewed her report, "Emergency Assistance Fund for Community Organizations – Consideration for Second Round", (circulated with the Agenda) and detailed the proposed amendments to the Emergency Assistance Fund criteria.

**2020-047 Moved by Councillor Veinotte, seconded by Councillor Whynot that Municipal Council approve the second round of Emergency Assistance funding, as presented, in the attached document and extend the assistance to organizations that are not located within the Municipality providing they can demonstrate they serve Municipal residents.**

Discussions followed regarding the following:

- Reasons for extending the deadline
- Reasons for extending the grant funds to organizations outside the Municipality
- Application process for organizations outside the Municipality
- Goal of the grant and its criteria
- Seasonal operations
- Second time applications
- Availability of Contingency Funds

Staff was directed to correspond with prior applicants to advise of an available second round of funding.

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

### **10.3 Planning Department**

#### **10.3.1 Area Advisory Committee - Update**

Byung Jun Kang, Planner, was in attendance.

Mr. Kang reviewed his report, "Composition Change of the PAC and AACs – Update" (circulated with the Agenda). He reported that all the existing Area Advisory Committees had been contacted in writing to solicit their opinions on the public input section of the proposed Planning Advisory Committee structure and reviewed the said responses, also circulated with the Agenda.

**2020-048 Moved by Deputy Mayor Bell, seconded by Councillor Statton that Municipal Council dissolve all the existing Area Advisory Committees; and further, that the dissolution becomes effective on the date of First Reading of the new Municipal Planning Strategy and Land Use By-law. Carried unanimously.**

**2020-049 Moved by Councillor DeLong, seconded by Deputy Mayor Bell that Municipal Council reappoint the existing members of all the existing Area Advisory Committees for indefinite terms until the scheduled dissolution of the Area Advisory Committee.**

It was clarified that the motion to reappoint the existing members of the Area Advisory Committees did not commit them to remain as members.

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

#### **10.3.2 Amendment to MODL Policy 090 – Planning Advisory Committee Policy**

Mr. Kang reported that the proposed amendment to MODL Policy-090 would put the composition of the PACT to four councillors and four members at large.

**2020-050 Moved by Councillor Oickle, seconded by Councillor Hubley that Municipal Council approve the proposed amendments to MODL Policy 090, the Planning Advisory Committee Policy, as stated in Appendix A of the staff report dated November 24, 2020.**

It was suggested that other options be explored such as looking at other municipalities for comparisons. It was further suggested that specific wording be included as to how members-at-large are selected.

It was noted that Planning Advisory Committee consultations would be extending into the communities which would allow for more public input from residents.

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

### **10.4 Administration Department**

**10.4.1 Public Transit – Request to Town of Bridgewater for Extended Service to Osprey Village**

Mr. MacEwan reviewed his report, “Public Transit to Osprey Village” (circulated with the Agenda).

It was clarified that an Expression of Interest is a form of procurement where a notice is publicized which indicates a specific goal and invites proponents to provide suggestions on how they would achieve that goal.

**2020-051 Moved by Councillor Statton, seconded by Deputy Mayor Bell that the Mayor write to the Town of Bridgewater and formally request that the Town of Bridgewater Council consider the extension of the Town of Bridgewater Public Transportation Service (Bridgewater Transit) to the Osprey Village area at Exit 12.**

Mr. MacEwan explained the probable next steps once the request was made.

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

Mr. Merrill and Mr. Kang left the meeting.

**11. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS****11.1 MJSB**

Councillor Moore provided a report from the MJSB meeting as follows:

- New CEO, Jennifer Keating-Hublely
- IT staff position posted
- Security Audit recommendations received and reviewed
  - Recommendations around IT policies, practices, & procedures
  - RISK matrix
  - Create a sub-committee to make recommendations to Board
  - IT Governance plan
- Projected deficit due to reduction in commercial waste
- Financial reports and further update in January
- Discussion on a 3 cart system

**11.2 Library Report**

Councillor Greek provided an update from the South Shore Regional Library Board as follows:

- New Board members appointed
- 5<sup>th</sup> Annual Lunenburg Lit Festival was hosted following public health guidelines
- Diversity training for Board members in new year
- Annual Gift a Book fundraiser will run until December 31<sup>st</sup>

Mayor Bolivar-Getson reminded Councillors to advise staff of any updates they wish to provide from the Committee(s) they serve on.

### **11.3 Deputy Mayor's Update**

Deputy Mayor Bell advised that he attended agenda briefings; a meeting with the Source Water Protection Advisory Committee, Bridgewater Public Service Commission, and other provincial organizations regarding fresh water supplies.

### **11.4 Mayor's Update**

Mayor Bolivar-Getson advised that she attended the LCLC orientation; the MJSB meeting; a meeting with MLA MacKay; the NSFM 2020 AGM (virtually); a PRO Kids donation gathering; the Mayors/Wardens meeting; agenda briefings and community events.

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

## **13. IN CAMERA**

**At 11:13 a.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that Municipal Council go In Camera to discuss the following items:**

**13.1 Land Negotiations re Uses or Purchase of Municipal Property Lot #7, Section A, Osprey Village under Section 22(2)(a) of the MGA**

**13.2 Contract Negotiations re Internet (Bell Proposal to DNS) under Section 22(2)(e) of the MGA**

**Carried.**

Municipal Council In Camera in session.

**At 12:00 p.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that Municipal Council come out of In Camera and return to open session. Carried.**

Municipal Council in session.

**13.1 Land Negotiations re Uses or Purchase of Municipal Property Lot #7, Section A, Osprey Village under Section 22(2)(a) of the MGA**

**2020-052 Moved by Councillor Statton, seconded by Councillor Veinotte that Municipal Council approve the purchase and sales agreement for Osprey Village Lot #7, Section A, as discussed In Camera. Carried unanimously.**

## **14. ADJOURNMENT**

**There being no further business at 12:01 p.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that the meeting adjourn. Carried.**

# MUNICIPALITY OF THE DISTRICT OF LUNENBURG

## GRANT APPLICATION

### EMERGENCY ASSISTANCE FUND FOR COMMUNITY ORGANIZATIONS

#### Background

The Municipality of District of Lunenburg (“MODL”) recognizes that, due to the Covid-19 restrictions, local groups and community organizations have not been able to host planned fundraising events and activities and that the inability to hold these fundraising events and activities has resulted in significant financial hardship.

The Municipality has established this Emergency Assistance Fund to assist local groups and organizations in addressing the financial hardship caused by the inability to host planned fundraising events and activities during the Covid-19 crisis

#### Application Guidelines

An Applicant must complete and submit the attached Application Form.

The Application Deadline is 4:30 pm on Friday, ~~July 17, 2020~~ **January 15, 2020**. All applications must be received at the Municipal Office before the Application Deadline. Late Applications will not be considered.

The Application Period extends from ~~March 15<sup>th</sup> to September 30<sup>th</sup>, 2020~~ **October 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021**. Applicants can apply for emergency assistance for fundraising events and activities that were scheduled to take place during the Application Period but had to be cancelled because of the Covid-19 restrictions.

Local groups and organizations that receive emergency assistance through this program are still eligible to apply for regular municipal grants in the 2020-2021 Fiscal Year.

#### Eligibility Criteria

To be eligible for the Emergency Assistance Fund for Community Facilities, the Applicant must demonstrate the following:

- The Applicant must be a non-profit (or not-for-profit) community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.
- The Applicant must own or operate a community facility or community hall that is used for hosting funding events and activities that are open to the general public and the

community facility or community hall must be located within MODL with the exception of Royal Canadian Legion Branches which are located outside MODL.

- Applicants that are located in Towns surrounded by the Municipality are eligible to apply providing they meet the other eligibility criteria and can demonstrate that they serve Municipal residents.
- Royal Canadian Legion Branches which are not located in MODL may be eligible for funding provided that the Branch can demonstrate (1) that it has members who are residents in MODL or (2) that it serves residents of MODL.
- The Applicant must demonstrate that it has experienced a negative financial impact resulting from its inability to raise funds through planned fundraising events and activities that had to be canceled due to Covid-19 restrictions.
- In circumstances where more than one organization is involved in the fundraising event (i.e. one organization holds the event and the other organization provides the community facility or local hall), the hosting organizations is eligible to apply for the lost fundraising revenue notwithstanding the fact that it does not own or operate the community facility or community hall.

### **Restrictions**

Businesses are not eligible to apply for this emergency funding.

Fire Departments are not eligible for this emergency assistance. A separate process is being developed for Fire Departments to apply for emergency funding.

An Applicant shall not request funding in excess of the estimated funds lost as a direct result of the cancellation of the planned funding raising event or activity that had to be cancelled because of covid-19 restrictions.

The decision on eligibility and the amount of funding awarded, if any, rests solely with the Council of the Municipality of the District of Lunenburg. In addition, Council reserves the right to modify or reject any application and to approve funding amounts lower than the amount requested by the Applicant.

### **Funding Amounts**

The Maximum Monthly Funding available to an Applicant is \$500 per month.

The Maximum Total Funding available to an Applicant is \$2,500.

Applicants who own or operate a community facility or community hall located in the Municipality are eligible to receive up to the Maximum Monthly Funding amount (\$500) to the Maximum Total Funding amount (\$2500).

Royal Canadian Legion Branches that are not located within the Municipality of Lunenburg are eligible to receive up to 60% of the Maximum Monthly Funding amount (\$300) to 60% of the Maximum Total Funding amount (\$1500).

Applicants that are not located within the Municipality of Lunenburg are eligible to receive up to 60% of the Maximum Monthly Funding amount (\$300) to 60% of the Maximum Total Funding amount (\$1500).

## Emergency Assistance Fund for Community Facilities

|                                 |        |
|---------------------------------|--------|
| Name of Organization/ Facility: |        |
| Contact Person:                 |        |
| Email:                          | Phone: |
| Date:                           |        |

1. Please provide a brief description of the events and activities that have been cancelled at your facility as a direct result of the coronavirus closure. For example, community breakfasts, facility rentals, dances, etc.

---

2. Please provide an overview of the financial loss that your organization has suffered as a result of the recent closure:

| Date         | Event / Activity/ Facility Rentals Cancelled | Financial Loss |
|--------------|--|----------------|
|              |  |                |
|              |  |                |
|              |  |                |
|              |  |                |
|              |  |                |
|              |  |                |
|              |  |                |
| <b>TOTAL</b> |  |                |

3. Based on information provided above, what is the total amount of emergency funding requested?

\$ \_\_\_\_\_

4. Is your emergency funding request time sensitive? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please Explain: (For example, some facilities may have cash flow constraints by a specific date)

5. Any additional comments about your application?

(Please attach a separate page if insufficient space to respond to questions)

If funding is approved, who should the cheque be made payable to: \_\_\_\_\_

(Cheque must be made payable to a group not an individual)

Please forward applications to the following: [alex.dumaresq@modl.ca](mailto:alex.dumaresq@modl.ca)

**Or**

Office of the Deputy C.A.O  
**"Emergency Assistance Fund Request"**  
Municipality of the District of Lunenburg  
10 Allée Champlain Drive  
Cookville, NS B4V 9E4

**Or**

Municipal Office Drop-box  
10 Allée Champlain Drive, Cookville