

Municipality of the District of Lunenburg

Minutes of a Meeting of Municipal Council

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS

Tuesday, January 26, 2021 – 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

Alex Dumaresq, Deputy CAO

Elana Wentzell, Director of Finance

Jeff Merrill, Director of Planning and Development Services

Bill Schurman, Director of Recreation Services

Dave Waters, Director of Economic Development, Tourism & Infrastructure (Via Teams)

Darren Shupe, Senior Planner

Byung Jun Kang, Planner

Zachary Thompson, Sustainability Coordinator

Sherry Conrad, Municipal Clerk

Sarah Kucharski, Communications Officer

Tina Robichaud-Bond, Executive Assistant (Via Teams)

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.

2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITION

Councillor Haysom acknowledged the recent passing of Christine Mullock and recognized her for her many years of service to the Italy Cross Fire Department and her community.

3. APPROVAL OF AGENDA

Councillor Moore advised of an error on the memo at Item 9.3.1 and referred Council to a newly circulated memo showing April Whynot-Lohnes' term of service on the Planning Advisory Committee as 2 years, expiring November 2022.

Moved by Councillor Moore, seconded by Councillor Whynot that the Agenda be approved as amended. Carried unanimously.

- 4. APPROVAL OF MINUTES** – Public Hearing and Council of January 12, 2021;
Special Council of January 19, 2021

Moved by Councillor Haysom, seconded by Councillor Veinotte that the Minutes of the Public Hearing and Council meeting of January 12, 2021 be approved as circulated. Carried unanimously.

Moved by Councillor Hubley, seconded by Councillor Greek that the Minutes of the January 19, 2021 Special Council meeting be approved as circulated. Carried unanimously.

5. BUSINESS ARISING FROM MINUTES

Councillor Oickle requested an update on the suggestion made at the January 12, 2021 Council meeting that the criteria for designations of Heritage Properties be reviewed.

Mr. Dumaresq advised that a motion of Council would be required to direct staff to carry out this review. At this time, staff's priority is municipal-wide planning. They have identified that a review of the criteria is warranted, and it is on a future work plan.

6. AWARDING OF TENDERS/RFPs (Nil)

9. RECOMMENDATIONS FROM COMMITTEES & BOARDS

9.1 Policy & Strategy Committee

9.1.1 By-law 040A: Amendments to Private Roads By-law (2021)

Councillors Statton, Whynot, and Oickle declared a Conflict of Interest on Item 9.1.1 By-law 040A: Amendments to Private Roads By-law (2021) as they own properties on private roads, and removed themselves from the table.

2021-009 Moved by Councillor Haysom, seconded by Councillor Veinotte that Municipal Council accept the recommendation of the Policy & Strategy Committee and give notice of its intention to adopt By-law 040A, Amendments to the Private Roads By-law (2021), as stated in Appendix A of the staff report dated January 19, 2021 and conduct First Reading of same; and further, that Municipal Council give Notice of Second Reading to consider the adoption of By-law 040A. Carried unanimously.

Councillors Statton, Whynot, and Oickle returned to the table.

9.1.2 Re-adoption MODL Policy 003 “Council Members’ Remuneration & Expense Policy”

2021-010 Moved by Councillor Moore, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Policy & Strategy Committee and re-adopt MODL Policy 003 Council Members’ Remuneration & Expense Policy. Carried unanimously.

9.1.3 Re-adoption Audit Committee Terms of Reference

2021-011 Moved by Councillor DeLong, seconded by Deputy Mayor Bell that Municipal Council accept the recommendation of the Policy & Strategy Committee and re-adopt the Audit Committee Terms of Reference as presented. Carried unanimously.

9.1.4 Re-adoption MODL Policy 077 “Gifts and Hospitality Policy”

2021-012 Moved by Councillor Veinotte, seconded by Councillor Haysom that Municipal Council accept the recommendation of the Policy & Strategy Committee and re-adopt MODL Policy 077 Gifts and Hospitality Policy. Carried unanimously.

9.2 Fire & Emergency Services Committee

9.2.1 2021/2022 Fire Service Municipal Grants Budget

2021-013 Moved by Councillor Greek, seconded by Councillor Whynot that Municipal Council refer the recommendation of the Fire & Emergency Services Committee to approve a 2% increase over the 2020/21 grant amounts (which totals \$3,670) with the 2021/2022 fiscal year grants being:

Matching Grant	\$43,250.00
Municipal Grant	\$65,390.00
Training Grant	\$11,120.00
Insurance Grant	\$55,190.00
Personnel Insurance Grant	\$11,120.00

for a total grant amount of \$186,070.00 to the Finance Committee for consideration during the 2021/22 budget deliberations. Carried unanimously.

7. PRESENTATIONS/SCHEDULED TIMES

7.1 Property Valuation Services Corporation

Shannon Peterson, Policy and Stakeholder Relations Advisor, and Paul Beazley, Regional Manager, were in attendance.

Ms. Peterson and Mr. Beazley gave a presentation (circulated with the Agenda) providing an overview of the Property Valuation Services Corporation, including details on the following:

- How properties are assessed
- Capped Assessment Program (CAP)
- 2021 Assessment Roll

- Municipality's assessment profile
- Inquiries & appeals
- Understanding the Assessment Notice

Discussion followed regarding how and when the CAP is applied to properties and the affect that the COVID-19 pandemic situation was having on property values due to the increase of property sales and higher selling prices.

Ms. Peterson and Mr. Beazley left the meeting.

Mr. Schurman and Mr. Merrill left the meeting.

8. CONSIDERATION OF CORRESPONDENCE (Nil)

9. RECOMMENDATIONS FROM COMMITTEES & BOARDS

9.2.2 Recruitment and Retention Strategy

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

Ms. Kucharski reviewed her report, "Recruitment and Retention Strategy" (circulated with the Agenda), providing background on the strategy, an update on the progress, and recommendations on changes to the program and their financial implications.

2021-014 Moved by Councillor Hubley, seconded by Councillor Greek that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve the revised Fire Recruitment and Retention Strategy, as discussed, and further that Council refer the annual budget amounts to the Finance Committee for consideration during budget discussions.

It was clarified that the Member and Family Assistance Program was a free stress management program that members could call anonymously for help. The enhanced program would offer a broader range of help for members.

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

Mr. Kennedy left the meeting.

9.3 Nominating Committee

9.3.1 Appointments to Planning Advisory Committee

2021-015 Moved by Councillor Moore, seconded by Councillor DeLong that Municipal Council accept the recommendation of the Nominating Committee and re-appoint April Whynot-

Lohnes for a 2-year term, expiring November 2022; appoint Kathleen Long-Grey for a 1-year term; expiring November 2021; and Larry Hagell for a 2-year term, expiring November 2022 to the Planning Advisory Committee. Carried unanimously.

9.3.2 Appointments to Sustainability Committee

2021-016 Moved by Councillor Veinotte, seconded by Councillor Moore that Municipal Council accept the recommendation of the Nominating Committee and appoint to the Sustainability Committee: Rebeca MacInnes as the Businessperson and Katherine Barrett, both for 2-year terms, expiring November 2022; and Karley Hewitt and Deborah Connor, both for 1-year terms, expiring November 2021. Carried unanimously.

9.3.3 Nomination to Western Regional Housing Authority Board

2021-017 Moved by Councillor DeLong, seconded by Councillor Statton that Municipal Council accept the recommendation of the Nominating Committee and approve the nomination of Edward Crossland as the Municipality of the District of Lunenburg's representative on the Board of the Western Regional Housing Authority for a 3-year term and to submit his name to the Province for consideration of the appointment. Carried unanimously.

10. STAFF REPORTS

10.1 Administration Department

10.1.1 LaHave River Straight Pipe Replacement Program – Year 3 Update

Stephen Pace, Director of Engineering and Public Works, and Allison Stenhouse, Engineering Coop Student, were in attendance.

Mr. Pace gave an overview of the personnel involved in the project.

Ms. Stenhouse gave a presentation (attached to Minutes) summarizing the 3 years of the replacement program and providing details on the following:

- Installation stats
- Inspection program stats
- Wastewater Management District Property stats
- Budget savings
- Year 4 goals

Mr. Pace explained the procurement process that was followed in awarding the installation contract to Dennis Lively Construction & Backhoe Services and reported on the satisfactory work provided by them. He advised that under the terms of the current contract for installation services, the Municipality could extend the current contract to Year 4.

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

2021-018 Moved by Deputy Mayor Bell, seconded by Councillor Whynot that Municipal Council approve a one-year extension of RFP 2019-05-405 On-site Sewage Disposal System Installation for LaHave River Properties to Dennis Lively Construction and Backhoe Services Inc. as per the cost proposal submitted for the 2019/2020 fiscal year.

It was noted that water testing was conducted prior to the project start and follow up tests were planned once the project was completed.

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

Councillor Veinotte returned to the table.

11. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS

11.1 South Shore Regional Library Update – Councillor M. Greek

Councillor Greek reported that the South Shore Regional Library had a new, user friendly website, <https://www.southshorepubliclibraries.ca>. She further reported that the new book mobile bus was scheduled to be completed in April, beginning its trek across the county soon afterward, and that its journey from Alberta could be followed on the Library's Facebook page.

11.2 Deputy Mayor's Update

Deputy Mayor Bell reported that he attended agenda briefings and the Annual General Meeting of the Bridgwater Source Water Protection Advisory Committee.

11.3 Mayor's Update

Mayor Bolivar-Getson reported that she attended agenda briefings; a meeting with trail bridge group in New Germany; Nominating Committee meetings; the REMO meeting; Strategic Priority and Budget meetings; and the joint Council presentation of the Lunenburg County Accessibility Plan. She further reported that she had received many calls from residents regarding road conditions and other resident concerns.

12. ADDED ITEMS (Nil)

13. IN CAMERA (Nil)

14. ADJOURNMENT

There being no further business at 10:49 a.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that the meeting adjourn. Carried.



LaHave River Straight Pipe Replacement Program



Year 3 Summary Report
January 2021

Overview: Year 3 Goals

- ✓ Install 70 systems
- ✓ Complete 400 inspections
- ✓ Reduce no responses properties
- ✓ Keep expenditures within application budget



Installation Stats

As of December 2020:

- 224 systems installed
 - 77 in year 1
 - 73 in year 2
 - 74 in year 3



70 systems were expected to be installed in 2020



Inspection program stats

As of December 2020:

- 764 inspections completed
 - 363 in year 2
 - 401 in year 3
- 136 possible inspections remaining



400 inspections were targeted for 2020



WWMD Property Stats

Owner Response	#	%
Qualify for Program	343	20%
Confirmed System	1189	68%
Require inspection	136	8%
Waiting on Results	68	4%
Total	1736	100%



Budget

- Year 3 Expenditures: \$1,823,534
- Budget: \$1,892,032.23

Savings from budget: \$68K



Year 4 Goals

- Keep expenditures within application budget
- Complete all outstanding inspections
- Installation targets:
 - Year 4: 75+
 - Year 5: Remaining volume



Installation Procurement Year 3

- RFP method in year 3
 - Move administrative work outside of construction season
 - Consistency in pricing
 - Consistency in quality
 - Consistency in homeowner experience
- Three bids received and evaluated
- Contract awarded to Dennis Lively Construction and Backhoe Services



YEAR 4 INSTALLATIONS



Recommendation

- Extend the current contract for installation services with Dennis Lively Construction and Backhoe Services



Presentation Summary

Project Stats:

- On Schedule – meeting installation targets
- Under Budget – below application budget
- Nearing end of inspection program

Year 4 Recommendation:

- Extend current installation contract

