

## **Municipality of the District of Lunenburg**

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

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.  
Tuesday, February 13, 2024 – 9:00 a.m.

#### **Attendance**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Wendy Oickle, District 3  
Councillor Leitha Haysom, District 1  
Councillor Martin Bell, District 2  
Councillor Pam Hubley, District 4 (via TEAMS)  
Councillor Cathy Moore, District 5  
Councillor Sandra Statton, District 6 (via TEAMS)  
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  
April Whynot-Lohnes, Municipal Clerk  
Tina Robichaud-Bond, Executive Assistant

#### **1. Call to Order**

Mayor Bolivar-Getson called the meeting to order at 9:01 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 - Nil**

#### **3. Public Input - Nil**

#### **4. Approval of Agenda**

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

#### **5. Approval of Minutes – January 23, 2024**

**Moved by Councillor Moore, seconded by Councillor Haysom that the Minutes of the January 23, 2024 Council meeting be approved as circulated. Carried unanimously.**

#### **6. Business Arising from Minutes**

#### **7. Awarding of Tenders/RFPs - Nil**

#### **8. Presentations/Scheduled Times - Nil**

**9. Consideration of Correspondence - Nil**

**10. Recommendations from Committees & Boards**

**10.1 Finance Committee**

**10.1.1 2024 – 2025 Area Rate Approvals**

A recommendation from the Finance Committee, including a report titled “2024-25 Proposed Area Rates: Streetlights, Hydrants & Sewers” providing details on calculating area rates was circulated with the agenda.

**2024-019 Moved by Councillor Moore, seconded by Councillor Bell that Municipal Council approve:**

- the 2024-2025 Fire Hydrant rate at \$0.1334/100 of assessment;
- the 2024-2025 Streetlight rates as presented;
- the 2024-2025 Sewer rates at \$0.43/\$100 of assessment for global rate and \$0.25/\$100 of assessment for Hebbville rate.

**Carried unanimously.**

**10.2 Heritage Advisory Committee**

**10.2.1 Proposed Alteration to St. John’s Evangelist Anglican Church**

A recommendation from the Heritage Advisory Committee, including a report titled “Substantial Alteration to St. John’s Evangelist Anglican Church” providing details on the recommendation was circulated with the agenda.

**2024-020 Moved by Councillor Haysom, seconded by Councillor DeLong that that Municipal Council approve the proposed alterations to the St. John’s Evangelist Anglican Church, located at 388 LaHave Islands Rd., Bell Island, a municipal registered heritage property, more specifically by replacing the deck and steps.**

It was suggested that Policy 037 Heritage Property be revised to allow non-substantial accessibility alterations to go forward without the approval of Council. Staff were directed to take this suggestion to the Planning Advisory Committee for review and subsequent recommendation to Council.

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

**11. Staff Reports**

**11.1 Administration**

**11.1.1 Terms of Reference re Lunenburg County Community Fund Municipal Trust Fund Advisory Committee**

Mr. Dumaresq reviewed the report titled “Terms of Reference Adoption – Lunenburg County Community Fund (LCCF) Municipal Trust Fund Advisory Committee” (circulated with the

agenda) providing details on the community trust fund governing the re-use of the \$1 million donation to the LaHave Straight Pipe Project. The proposed Terms of Reference were created as a guide for the advisory group for the use of the funds.

Mr. Dumaresq reported that the founding member of the Lunenburg County Community Fund organization, Wayne Fulcher, recently passed away.

**2024-021 Moved by Councillor Whynot, seconded by Councillor Veinotte that Municipal Council adopt the Terms of Reference for the Lunenburg County Community Fund – Municipal Trust Fund Advisory Committee (TOR-033), as presented.**

It was clarified that the CAO was made a member of the Committee at the request of the Lunenburg County Community Fund.

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

#### **11.1.2 Proposed Shared Services – Occupational Health & Safety & Privacy Data Security**

A report titled “Proposed new shared services – Occupational Health and Safety & Privacy and Data Security” was circulated with the agenda, providing details on the three proposed shared services endorsed by Municipal Joint Services Board:

1. Occupational Health and Safety (OHS);
2. Privacy and Data Security; and
3. Procurement

Mr. MacEwan reported that the Occupational Health and Safety shared service was supported by MODL staff, the Town of Bridgewater, and Town of Mahone Bay. He noted that this position would support the Joint Occupational Health and Safety Committee.

**2024-022 Moved by Councillor Greek, seconded by Councillor Whynot that Municipal Council approve the proposal for a shared Occupational Health and Safety service through the Municipal Joint Services Board in the amount of \$110,000, with the Municipality’s share being \$28,431. Carried unanimously.**

Mr. MacEwan reported that the Privacy and Data Security shared service put forward by the MJSB was a service required by the Town of Bridgewater to fulfil obligations under the Energize Bridgewater project.

Mr. MacEwan explained that 70% of the role of the Privacy and Data Security position was for data privacy & security and only 30% of the role was for FOIPOP, which is the service that the Municipality would require. The funding formula for these services would have the Municipality paying a high fee for a service that was not actually required under the legislation.

Mr. MacEwan advised that this service was not being recommended by staff and that it would be more effective to work with the MJSB to form a subcommittee to discuss the position further to determine how it could better serve the Municipality's needs.

It was noted that the role and responsibilities of a FOIPOP officer were being taken care of by the Municipal Clerk, and that the time spent on these duties impeded other tasks.

It was clarified that the Privacy & Data service was more around creating policy on how to deal with and protect data.

It was suggested that the funding formula be based on the services required rather than the assessments of each unit.

**Moved by Deputy Mayor Oickle, seconded by Councillor Hubley that Municipal Council approve Option 1 – Privacy and Data Security Shared Service for a full shared service through the Municipal Joint Services Board in the amount of \$214,098, with the Municipality's share being \$103,721. Defeated unanimously.**

**2024-023 Moved by Councillor Greek, seconded by Councillor Bell that Municipal Council direct the Mayor to write to the Municipal Joint Services Board, requesting a subcommittee be created so that further discussions can be held on the proposed scope and cost sharing of a Privacy and Data Security Service. Carried unanimously.**

## **11.2 Building & Planning Services**

### **11.2.1 Request for Levy Private Road Maintenance Charge – Plamu Road Lot Owners' Association**

A report titled "Request to Levy Private Road Maintenance Charge – Plamu Road Lot Owners' Association" was circulated with the agenda.

**2024-024 Moved by Councillor Whynot, seconded by Councillor DeLong that Municipal Council levy a maintenance charge within the Charge Area identified by the Plamu Road Lot Owners' Association as a uniform amount per lot, with the 2024-2025 charge being set at \$250.00 per lot, subject to an Agreement being entered into between the Municipality and the Plamu Road Lot Owners' Association that satisfies the requirements of Section 9 of the Private Roads By-law. Carried unanimously.**

### **11.2.2 Request for Levy Private Road Maintenance Charge – Butler Lake Estates Lot Owners' Association**

A report titled "Request to Levy Private Road Maintenance Charge – Butler Lake Estates Lot Owners' Association" was circulated with the agenda.

**2024-025 Moved by Councillor Greek, seconded by Councillor Moore that Municipal Council levy a maintenance charge within the Charge Area identified by the Butler Lake Estates Lot Owners' Association as a uniform amount per lot, with the 2024-2025 charge being set at \$200.00 per lot, subject to an Agreement being entered into between the Municipality and the Butler Lake Estates Lot Owners' Association that satisfies the requirements of Section 9 of the Private Roads By-law. Carried unanimously.**

### **11.2.3 Increased Charge Area – Botany Woods Landowners' Association**

A report titled "Request for Decision – Increase Charge Area – Botany Woods Landowners Association" was circulated with the agenda.

**2024-026 Moved by Councillor Bell, seconded by Councillor Haysom that Municipal Council approve the addition of PIDs 60716222, 60721586, and 60716230 to the Botany Woods Private Road Maintenance Charge Area, and further, that the Municipal Clerk and Mayor be authorized to sign an addendum to the Private Road Maintenance Agreement with Botany Woods Landowners Association to implement the same. Carried unanimously.**

## **11.3 Recreation, Parks & Trails**

### **11.3.1 Reserve Budget Request – ProKids**

A report titled "PRO Kids Reserve Budget Request" was circulated with the agenda.

**2024-027 Moved by Councillor Veinotte, seconded by Councillor Greek that Municipal Council approve \$16,000 additional funding to the PROKids program for the 2023- 2024 fiscal year, and further, that these funds be taken from the PROKids Reserves. Carried unanimously.**

## **12. Mayor's/Deputy Mayor's/Councillors' Matters**

### **12.1 MJSB Update**

Deputy Mayor Oickle provided an update on the following matters of the Municipal Joint Services Board:

- Proposed shared services – Privacy & Security and Occupational Health & Safety
- Cost allocations models for IT and HR shared services
- Proposed MJSB agreement referred for legal review
- Fire at LRCRC transfer station
- Protected species of trees on MJSB lands adjacent to LRCRC

### **12.2 LCLC Update - Nil**

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

Deputy Mayor Oickle advised that she attended the Active Transportation open houses; the Pan African flag raising; the Dayspring Firefighters' breakfast; all assigned meetings; and cheque signing.

#### **12.4 Mayor's Update**

Mayor Bolivar-Getson advised that she attended the MJSB meeting; the PAC meeting; various NSFMs responsibilities; the Active Transportation open houses; the Pan African flag raising; various community breakfasts.

#### **13. Added Items – Nil**

#### **14. In Camera**

**At 9:41 a.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that Municipal Council go In Camera to discuss the following items:**

- 14.1 Contract Negotiations under Section 22(2)(e) of the MGA**
- 14.2 Contract Negotiations under Section 22(2)(e) of the MGA**
- 14.3 Contract Negotiations under Section 22(2)(e) of the MGA**
- 14.4 Contract Negotiations under Section 22(2)(e) of the MGA**
- 14.5 Land Negotiations under Section 22(2)(a) of the MGA**

**Carried.**

Municipal Council In Camera in session.

**At 10:49 a.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.

#### **14.2 Riverport Park Management Agreement**

**2024-028 Moved by Councillor Whynot, seconded by Deputy Mayor Oickle that Municipal Council that Municipal Council authorize the Mayor and Clerk to execute the 5-year Management Agreement with the Riverport Community Centre, as presented, for the purpose of establishing a community use park on PIDS 60456506 and 60193802, the former site of the Riverport School. Carried unanimously.**

#### **14.3 CEF Lease Renewal**

**2024-029 Moved by Councillor DeLong, seconded by Councillor Greek that Municipal Council authorize the Mayor and Clerk to execute a renewal of the lease agreement dated August 26, 2018 between the Municipality and the Minister of National Defence for the building and premises located at 417 Harold Whynot Road, Pine Grove, as per the terms presented. Carried unanimously.**

**14.4 MODL & Lunenburg County Wheels MOU**

**2024-030 Moved by Councillor Haysom, seconded by Councillor DeLong that Municipal Council authorize the Mayor to execute the Memorandum of Understanding between the Municipality and Lunenburg County Wheels, as presented, to establish guidelines for a public transportation service in Western Lunenburg County. Carried unanimously.**

**14.5 Land Purchase – Department of Public Works**

**2024-031 Moved by Councillor Moore, seconded by Councillor Bell that Municipal Council authorize the Mayor and Clerk to execute the deeds for the sale and transfer of the following lands located in Osprey Village to the provincial Department of Public Works:**

- **Lot 9 – PID60730363; and**
- **Portion of existing PID 60716883, to be designated as Lot 23-2.**

**Carried unanimously.**

**15. Adjournment**

**There being no further business, the meeting adjourned at 10:53 a.m.**