

## **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 11, 2025 – 9:00 a.m.

### **Attendance**

Mayor Elspeth McLean-Wile  
Deputy Mayor Chasidy Veinotte, District 10  
Councillor Morgen Reinhardt, District 1  
Councillor Pam Hubley, District 4  
Councillor Cathy Moore, District 5  
Councillor Alison Smith, District 6  
Councillor Edgar Burns, District 7  
Councillor Ben Brooks, District 9

### **Regrets**

Councillor Martin Bell, District 2  
Councillor Wendy Oickle, District 3  
Councillor Kacy DeLong, District 8

### **Staff**

Tom MacEwan, Chief Administrative Officer  
Alex Dumaresq, Deputy CAO  
Tina Robichaud-Bond, Executive Assistant

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

Mayor McLean-Wile 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**

Stephen Pace, Director of Engineering and Public Works introduced two new employees in the Engineering Department:

- a) Brianna Fitzgerald, Wastewater Operator in Training
- b) Jayme Keddy, Facilities Coordinator

Jeff Merrill, Director of Planning & Development Services orientation re-introduced Ella Gindi, Planner II. Mr. Merrill explained that Ms. Gindi was on leave during Council orientation.

Councillor Burns congratulated Staff Sergeant Victor Whalen on his retirement and thanked him for his service to the community.

**2.1 Proclamation – Wear Red Canada Day**

Mayor McLean-Wile proclaimed February 13, 2025 as Wear Red Canada Day in the District of Lunenburg to raise awareness in the management of heart health and wellness.

**3. Public Input - Nil**

**4. Approval of Agenda**

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

**5. Approval of Minutes – January 23, 2025**

Councillor Smith noted that the wording regarding staff's directed focus was not clear and asked that the wording be amended for clarification.

**The Minutes of the January 23, 2025 Special Council meeting were approved as circulated with revisions as discussed.**

**6. Business Arising from Minutes - Nil**

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

**8. Presentations/Scheduled Times**

**8.1 Friends of Crescent Beach**

Kirsten Ellis, Coastal Adaptation Specialist and member of the Friends of Crescent Beach (FOCB) organization, was in attendance to give a presentation on Crescent Beach (circulated with the agenda), providing details on the following:

- Ponderings since Hurricane Lee
- History of the health of Crescent Beach
- Sandy Systems
- Profile of healthy beach – shows how elements work,
- Barriers to Shoreline Movement and Coastal Squeeze
- Friends of Crescent Beach proposal

Ms. Ellis reported that FOCB's request of Council was the following:

- consider matching funds up to \$50,000 towards the cost of a study of Crescent Beach, on condition that FOCB's application to the NS Environments and Climate Change Sustainable Communities Challenge Fund was successful;
- provide opportunity to align Crescent Beach study with MODL's strategic priorities; and
- assist or support FOCB in communicating with Public Works.

Mayor McLean-Wile advised that the matter would go back to staff for review and back to Council for consideration.

**10. Recommendations from Committees/Boards**

**10.3 Dangerous & Unsightly Committee**

**10.3.1 Unsightly Premise, 447 Llewellyn Road, Middlewood (PID 60302270)**

A recommendation from the Dangerous & Unsightly Committee, including a copy of the report titled “Unsightly Premises – Dale Bollivar Property 447 Llewellyn Rd, Middlewood NS” was circulated with the agenda. Amanda Esterbrooks, Building Official was in attendance to review the report.

**2025-020 Moved by Councillor Burns, seconded by Councillor Moore that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and approve the lowest bid from Nichol’s Group for the clean up at the property located at 447 Llewellyn Road, Middlewood, PID 60302270, in the amount of \$7509.50 including HST.**

Ms. Esterbrooks reported that the property owner was notified of the complaint and subsequent clean up Order, and no response was received.

**The Motion on the floor was voted on and carried. Those Opposed: Councillors Reinhardt and Smith**

**9. Consideration of Correspondence - Nil**

**10. Recommendations from Committees & Boards**

**10.1. Finance Committee**

**10.1.1 Region 6 2025-2026 Budget Approval**

A recommendation from the Finance Committee, including a presentation titled “Region 6 Budget 2025-2026” providing a budget summary was circulated with the agenda.

**2025-021 Moved by Councillor Moore, seconded by Councillor Burns that Municipal Council accept the recommendation of the Finance Committee and approve the Region 6 2025-2026 Budget, as presented, with the Municipality’s share of the budget being \$35,940.35. Carried unanimously.**

### **10.1.3 Private Road Maintenance Levy – Homestead Estates Private Road Owners’ Association**

A recommendation from the Finance Committee, including a copy of the report titled “Request to Levy Private Road Maintenance Charges – Homestead Estates Private Road Owners Association” was circulated with the agenda.

Norma Schiefer, Manager of Development, clarified that the Road Maintenance Fee Agreement was for the private portion of Homestead Estates Drive only, and does not include Virginia Lane as was noted in the report. Virginia Lane was not maintained by the Association and was not intended to be part of the Agreement.

**2025-022 Moved by Deputy Mayor Veinotte, seconded by Councillor Smith that Municipal Council accept the recommendation of the Finance Committee and levy a maintenance charge within the Charge Area identified by the Homestead Estates Private Road Owners’ Association as follows:**

- **A uniform amount per lot;**  
**With the 2025-2026 charge being set at**
- **\$350 per lot**

**All subject to an agreement being entered into between the Municipality and the Homestead Estates Private Road Owners’ Association that satisfies the requirements of Section 9 of the Private Roads By-law. Carried unanimously.**

Council recessed at 10:02 a.m. and resumed at 10:15 a.m.

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

### **8.2 PVSC – 2025 Assessment Roll**

Rod Tremblay, Director Residential Appeals and Special Projects, and Dion Regular, Assistant Director Operations, both with the Property Valuation Service Corporation (PVSC), were in attendance to give a presentation on the “PVSC 2025 Assessment Roll” (circulated with the agenda).

Mr. Tremblay gave a presentation and provided details on the following:

- Property assessment and taxation system
- About PVSC
- What the PVSC does and does not do
- Market value
- Mass appraisal
- Approaches to determining value
- Mass appraisal and data sources
- Questions regarding sales
- Roll quality standards

- Capped assessment program

Mr. Regular presented on the following:

- 2025 Assessment Roll
- MODL 2025 assessment roll
- The Appeal Process

It was clarified that the assessment cap on a property would be removed upon the purchase of the property and reinstated in the year following the purchase.

It was also clarified that the conversion of a property from commercial use to residential use is examined on a case-by-case basis.

## **11. Staff Reports**

### **11.2 Recreation, Parks & Tourism**

#### **11.2.1 Hillside Cemetery, MARC Dayspring**

Sandra Challis, Administrative Assistant, reviewed the report, "Hillside Cemetery, MARC Dayspring (circulated with the agenda).

**2025-023 Moved by Councillor Hubley, seconded by Councillor that Municipal Council approve financial support in the amount of \$2,500 to the South Shore Genealogical Society (SSGS) to review, research, and verify the information presented to Council by Betty Rhodenizer and Yvonne Rafuse on January 23, 2024 regarding Hillside Cemetery. Carried unanimously.**

**2025-024 Moved by Deputy Mayor Veinotte, seconded by Councillor Moore that Municipal Council, upon verification from the South Shore Genealogical Society that details on the existing stone monument and interpretive panel installed at the Hillside Cemetery are inaccurate, approve expenditures of up to \$4,000 to update or replace both the stone monument and interpretive panel. Carried unanimously.**

### **11.3 Administration**

#### **11.3.1 Pre-Budget Approval Procurement Shared Services, Procurement Specialist Position and IT Systems Administrator Position**

Lesley McFarlane, COO, and Lisa Bozek, IT Director, both with the Municipal Joint Services Board (MJSB) were in attendance to present on the "Procurement Shared Service & Pre-Budget Approval to Fill Positions" (circulated with the agenda).

Ms. McFarlane gave a presentation on the following:

- 2025-26 MJSB Strategic Planning
- MJSB Motions to Councils
- Procurement Shared Service – Scope
- Procurement Shared Service – Two Main Types of Benefits
- Procurement Shared Service – Service Delivery & Cost Allocation
- Summary – Pre-Budget Approval Request

It was noted that pre-budget approval was required to move forward in a timely manner with hiring the procurement specialist.

Lisa Bozek gave a presentation on the IT Systems Administrator Position providing details on the following:

- Issue (reason additional person)
- Goal
- Approach
- Cost

It was noted that procurement work was a “side of desk” task and that using a lead procurement person would have benefits such as savings, improved activity at local level, and encourage local vendors to quote by making the process simpler.

**2025-025 Moved by Councillor Smith, seconded by Councillor Hubley that Municipal Council approve the Procurement Shared Service including scope, service delivery, and cost allocation model, as presented, to begin effective April 1,2025. Carried unanimously.**

**2025-026 Moved by Councillor Smith, seconded by Councillor Moore that Municipal Council provide pre-budget approval to initiate hiring the Procurement Specialist and hiring the IT Systems Administrator, at a cost to the District of Lunenburg of \$69,000 and \$33,490 respectively, for 2025-2026. Carried unanimously.**

## **10.1 Recommendations from Committees/Boards**

### **10.1.2 Approval of Amendments to Policy 049 Property Tax Rebate**

A recommendation from the Finance Committee, including a report titled “Proposed Amendments to Policy 049 Property Tax Rebate” was circulated with the agenda.

Elana Wentzell, Director of Finance, was in attendance to review the report and noted that the full discussion took place at the February 4, 2025 Finance Committee meeting.

**2025-027 Moved by Councillor Burns, seconded by Councillor Reinhardt that Municipal Council accept the recommendation of the Finance Committee and amend Policy 049 Property Tax Rebate, as presented. Carried unanimously.**

#### **10.1.4 Approval of 2025-2026 Proposed Area Rates – Streetlights & Hydrants**

A recommendation from the Finance Committee, including a copy of the report titled “2025-26 Proposed Area Rates: Streetlights and Hydrants” was circulated with the agenda.

Elana Wentzell, Director of Finance, was in attendance to review the report and noted that the full discussion took place at the February 4, 2025 Finance Committee meeting.

**2025-028 Moved by Councillor Moore, seconded by Councillor Burns that Municipal Council accept the recommendation of the Finance Committee and approve:**

- the 2025-2026 fire hydrant rate at \$0.1270 per \$100 of assessment; and
- the 2025-2026 street light rates as presented.

**Carried unanimously.**

#### **10.1.5 Approval of Sewer Rates**

A recommendation from the Finance Committee, including a report titled “Proposed Sewer Rates based on 5-year Sewer Rate Review” was circulated with the agenda.

Elana Wentzell, Director of Finance, was in attendance to review the report and noted that the full discussion took place at the February 4, 2025 Finance Committee meeting.

**2025-029 Moved by Councillor Brooks, seconded by Deputy Mayor Veinotte that Municipal Council accept the recommendation of the Finance Committee and approve the proposed Sewer Rates of \$0.43 per \$100 of assessment for Global Rate and \$0.25 per \$100 of assessment for Hebbville; and further, that these rates become effective April 1, 2025. Carried unanimously.**

#### **10.1.6 2025-2026 Budget Schedule**

A recommendation from the Finance Committee, including a copy of the presentation titled “Draft Budget Process & 5 Year Financial Strategy” was circulated with the agenda.

Elana Wentzell, Director of Finance, was in attendance to review the report and noted that the full discussion took place at the February 4, 2025 Finance Committee meeting.

**2025-030 Moved by Councillor Reinhardt, seconded by Councillor Brooks that Municipal Council accept the recommendation of the Finance Committee and approve the 2025-2026 Budget Schedule process, as presented. Carried unanimously.**

### **10.1.7 Approval of Reserve Strategy – 2025-2026 Budget Deliberations**

A recommendation from the Finance Committee, including a copy of the presentation titled “Draft Budget Process & 5 Year Financial Strategy” was circulated with the agenda.

Elana Wentzell, Director of Finance, was in attendance to review the report and noted that the full discussion took place at the February 4, 2025 Finance Committee meeting.

**2025-031 Moved by Councillor Brooks, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Finance Committee and approve the Reserve Strategy as part of the 2025-2026 budget deliberations. Carried unanimously.**

### **10.4 Fire & Emergency Services Committee**

#### **10.4.1 Approval of Emergency Services Grants**

A recommendation from the Fire & Emergency Services Committee, including a report titled “Recommendation to Council for the Approval of Fire & Emergency Services Grants” was circulated with the agenda.

Chris Kennedy, Fire Services Coordinator, was in attendance to review the report.

**2025-032 Moved by Councillor Hubley, seconded by Councillor Moore that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve a 2% increase in the amount of \$3,947, to the 2025-2026 fiscal year grants, as presented.**

Mr. Kennedy provided details on each grant as follows:

- Municipal Grant – reverse grant funding based on percentage of assessment value of coverage area and number of departments for the percentage of the grant
- Matching Grant – grant funding to assist in fundraising efforts by matching dollars up to \$1500 with those who raise over \$30,000 (or more) receiving a % of the remaining grant funding
- Training Grant – grant funding for various general and specialized training for Lunenburg County firefighters
- Personnel Insurance Grant – grant funding to help offset the cost of insurance to provide same coverage for all personnel
- Insurance Grant – grant funding to assist with general liability coverage

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

## **11. Staff Reports**

### **11.1 Finance**

**11.1.1 Tax Relief – Damaged Property AAN 02437767**

Elana Wentzell, Director of Finance, reviewed the report titled “Tax Relief- Damaged Property AAN 02437767” (circulated with the agenda).

**2025-033 Moved by Deputy Mayor Veinotte, seconded by Councillor Smith that Municipal Council approve tax relief in the amount of \$626.84 for the property located at 372 Aulenback Point Road, AAN 02437767, as per the submitted application and Policy 012 Tax Exemption/Reduction. Carried unanimously.**

Council recessed for lunch at 12:03 p.m. and resumed at 12:48 p.m.

**10. Recommendations from Committees/Boards**

**10.2 Police Advisory Board**

**10.2.1 Traffic Lights at Pine Grove and Trunk 10 Intersection**

A recommendation from the Police Advisory Board, including a report titled “Request for a letter to the Nova Scotia Department of Public Works” was circulated with the agenda.

**Original Motion**

**Moved by Councillor Burns, seconded by Councillor Reinhardt that Municipal Council accept the recommendation of the Police Advisory Board and direct staff to write a letter to the Nova Scotia Department of Public Works Traffic Authority requesting a review of the operation of the traffic lights located at the Pine Grove intersection (Boston Pizza).**

It was requested that the motion be amended to include a review of the speed limit on Pine Grove Road and Highway 10.

**Motion to Amend**

**Moved by Councillor Burns, seconded by Councillor Hubley that the motion on the floor be amended to add the words “and review the speed limit on Pine Grove Road and Highway 10. Carried unanimously.**

**Amended Motion**

**2025-034 Moved by Councillor Burns, seconded by Councillor Reinhardt that Municipal Council accept the recommendation of the Police Advisory Board and direct staff to write a letter to the Nova Scotia Department of Public Works Traffic Authority requesting a review of the operation of the traffic lights located at the Pine Grove intersection (Boston Pizza) and review the speed limit on Pine Grove Road and Highway 10. Carried unanimously.**

**11. Staff Reports**

**11.3 Administration**

### **11.3.2 Joint Regional Growth Management Committee – Proposed**

Tom MacEwan, CAO, reviewed the report, “Proposed Joint Regional Growth Management Committee” (circulated with the agenda), detailing the benefits of establishing the committee and how it ties into Council’s strategic priorities.

It was noted that the proposed joint committee would include MODL and the Town of Bridgewater with the possibility of other units being included later.

**2025-035 Moved by Councillor Hubley, seconded by Councillor Brooks that Municipal Council approve the establishment of a Joint Regional Growth Management Committee in partnership with the Town of Bridgewater and direct Staff to work with Town of Bridgewater Staff to prepare draft terms of reference for the Committee, and present the draft terms of reference to Council for final approval at a future Council meeting. Carried unanimously.**

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

### **12.1 MJSB**

Councillor Burns provided an update on the following matters of the Municipal Joint Services Board:

- 2025-2026 Strategic Priorities
- Procurement proposal
- Cost allocation model development
- Tipping fees for brush
- Contract with Kaizer Meadows

### **12.2 Deputy Mayor’s Update**

Deputy Mayor Veinotte advised that she attended agenda briefing meetings; the public information session re Osprey Village; the Strategic Priorities Open House; the REMO Advisory Committee meeting; and all other committee meetings as assigned.

### **12.3 Mayor’s Update**

Mayor McLean-Wile’s update is attached to the Minutes.

## **13. Added Items – Nil**

## **14. In Camera**

**At 1:25 p.m., it was moved by Councillor Moore, seconded by Deputy Mayor Veinotte that Municipal Council go In Camera to discuss the following items:**

### **14.1 Land Negotiations under Section 22(2)(a) of the MGA**

### **14.2 Personnel Matter under Section 22(2)(c) of the MGA**

**Carried.**

Municipal Council In Camera in session.

**At 2:21 p.m., it was moved by Councillor Moore, seconded by Councillor Burns that Municipal Council come out of In Camera and return to open session. Carried.**

Municipal Council in session.

**15. Adjournment**

There being no further business, the meeting adjourned at 2:21 p.m.

## **Mayor's Report**

### **Council Meeting - February 11, 2025**

I want to begin by recognizing the staff involved in organizing our first public engagement session on our strategic priorities and budgeting process. February 4 was a snowy day, and our staff scrambled to make the necessary notifications and insure we could accommodate the winter storm and yet continue to stay on our planning schedule. Even with the weather forecast we hosted 40 people and had a good evening hearing about the issues people have on their mind.

The geopolitical situation arising with the announcement of the imposition of tariffs with the United States has created uncertainty throughout Canada. As a municipal government we are not directly involved in the negotiations however we do have a role in understanding the implications and being able to respond should we be asked about the impact on our community. I have been making calls to a few businesses over the last week to get a better understanding of the impact on our district and the immediate community. As you would expect lumber, Christmas trees, tires and fish are the products that are exported from Lunenburg County.

I am happy today that we agreed to begin a formal process to establish a forum for discussion with the Town of Bridgewater on municipal cooperation and collaboration around issues like planning, wastewater, water management and economic development. Personally, this is a high priority for action during my term as mayor and through my discussions with you I sense an openness to the opportunities and the benefits that can from working together. The issues before us are significant and will take effort from us all but today we took the first step. The document we agreed to today will be presented to Town Council next Monday. Then the work will begin on drafting terms of reference, and we will work from there.

I have had several conversations with Kathleen Bell, the Chief Executive Officer of Balsam Care, the former Riverside Enhanced Living facility in Dayspring. She is working on developing the site into an affordable housing location when the current facility is no longer housing the current residents who will be placed in community settings. There are public engagement sessions scheduled this month and I plan to participate.

I met with Suzanne Lohnes-Croft, the Mayor of Mahone Bay to discuss issues of mutual interest. Their Council will be setting their strategic priorities in the next couple of weeks.

I met with Vernon Simms who has been involved in many anti-racism initiatives in the District as well as during his employment at Michelin.

This weekend I was pleased to participate in the Pleasantville Fire Department annual banquet and presented long service awards to Richard Hamburg for 40 years of service and Glenn Cary for 45 years. The fire department also renamed an award presented for community work in honor of Al Sullivan, a dedicated volunteer who was involved in the fire department and many other community activities.

Submitted by

Elsbeth McLean Wile