

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
POLICY & STRATEGY COMMITTEE
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS
Tuesday, October 16, 2018 – 9:00 a.m.

ATTENDANCE

Deputy Mayor Martin Bell, Chair
Councillor Cathy Moore, Vice-Chair
Mayor Carolyn Bolivar-Getson
Councillor Eric Hustvedt
Councillor Lee Nauss
Councillor John Veinot
Councillor Claudette Garland
Councillor Wade Carver
Councillor Michael Ernst
Councillor Reid Whynot
Councillor Errol Knickle

Staff: Kevin Malloy, Chief Administrative Officer
Trudy Payne, Acting Deputy Chief Administrative Officer
Sherry Conrad, Municipal Clerk
Sarah Kucharski, Communications Officer
Joanne Powers, Executive Assistant

1. CALL TO ORDER

Councillor Moore called the meeting to order at 9:00 a.m.

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION

Councillor Garland announced the 70th anniversary of the Northfield Fire Department and that they held an open house with a terrific turnout.

Councillor Ernst acknowledged two fire departments in District 8. The Blockhouse & District Fire Department hosted a dinner theatre and Indian Point Fire Department held an open house and celebrated the completion of their septic system that was installed replacing a straight pipe. They raised \$25,000 to do this project.

3. PUBLIC INPUT – NIL

There were no members of the public in attendance to address the Committee.

4. APPROVAL OF AGENDA

Moved by Mayor Bolivar-Getson, seconded by Deputy Mayor Bell that the Agenda be approved as circulated. Carried.

5. APPROVAL OF MINUTES

Moved by Councillor Hustvedt, seconded by Councillor Whynot that the Minutes of the September 18, 2018 Policy & Strategy Committee meeting be approved as circulated. Motion carried.

6. BUSINESS ARISING FROM MINUTES - NIL

7. PRESENTATIONS

7.1 Watch for Wildlife, Wanda Baxter

Wanda Baxter, Program Manager, Watch for Wildlife, presented a PowerPoint presentation (included in the agenda package) on Watch for Wildlife.

Ms. Baxter advised that she has a background in environmental planning and presently resides on the Northwest Road, where she has witnessed an outstanding amount of wildlife-vehicle collisions and was surprised to find out that government departments no longer collect data and; therefore, do not erect deer crossing signs.

Ms. Baxter developed the Watch for Wildlife program in hopes of raising awareness of the need to do something about wildlife-vehicle collisions. She would like to see wildlife movement corridors included in future subdivision approvals. Ms. Baxter explained that the main purpose of her program is to ask what can be done to reduce collisions with wildlife, respond properly to hitting them and to manage our roads and communities so we are able to sustain wildlife over time.

It was suggested a letter be written to the Department of Transportation and Infrastructure Renewal requesting that it be made a priority to clear grass and bushes from the shoulders of roadways to deter wildlife from these areas and, in collaboration with the Department of Lands and Forestry, erect deer crossing signs in areas known to be deer crossings.

Moved by Mayor Bolivar-Getson, seconded by Councillor Garland that a letter be written to the Department of Transportation and Infrastructure Renewal, with a copy to the Department of Lands and Forestry, requesting that grass and bushes be cleared from the shoulders of roadways and that deer crossing signs be erected in areas known to be deer crossings. Carried unanimously.

Ms. Baxter left the meeting at 9:36 a.m.

8. STAFF REPORTS

8.1 Finance Department

Angela Veinot, Accounting Manager, was in attendance at the meeting.

8.1.1 Elimination of Non-taxable Allowance for Elected Officials

Ms. Payne provided some background information concerning the elimination of the non-taxable allowance for elected officials. The Federal Government passed legislation (Bill C-44) that will eliminate the one-third non-taxable allowance paid to elected officials effective January 1, 2019. All remuneration will become taxable at that time.

Ms. Veinot reviewed the report “Elimination of Non-Taxable Allowance for Elected Officials” (included in the agenda package). She outlined the three options available to Council and advised that staff is recommending the option outlined in the attached proposal which is to increase Council wages by an amount that would keep the net pay the same. This option would have an annual effect of \$43,420 to the budget.

Moved by Deputy Mayor Bell, seconded by Councillor Hustvedt that the Policy & Strategy Committee recommends to Council that Municipal Council approves the proposed salary structure for elected officials as per the attached proposal.

A discussion was held regarding the current salary, the amount of work and time commitment by a Councillor, and the increase in a Councillor’s workload with the elimination of two districts in the last boundary review. It was explained that this would not be a raise, it would keep Councillors’ net pay exactly where it is presently.

Opposed: Councillors Knickle, Ernst and Veinot. Motion carried.

8.1.2 MDL-03 Councillors’ Remuneration Policy & Expenses

Ms. Conrad reported that the Province of Nova Scotia amended Sections 23 and 65 of the *Municipal Government Act* in regard to the reporting of expenses resulting in Policy MDL-03 Council Members’ Remuneration and Expenses having to be amended. A new hospitality policy will have to be created as well. The proposed amendments to Policy MDL-03 were listed in the report (included in the agenda package).

There were several suggestions of items to be incorporated into the policy:

- That the policy reflects the new cannabis legislation
- Remove the “he/her” references throughout
- Use “mobile device” instead of listing phone types

Moved by Councillor Garland, seconded by Councillor Carver that the Policy & Strategy Committee recommends to Council that Municipal Council approves the amendments to Policy MDL-03 “Council Members’ Remuneration and Expenses” as presented and amended; and, hereby gives seven (7) days’ notice that Council will be considering approving the amendments to the Policy at the October 23, 2018 Council meeting.

Opposed: Councillor Knickle. Motion carried.

8.2 Recreation Department

Tissy Bolivar, Acting Director of Recreation, was in attendance at the meeting.

8.2.1 Grant Criteria Review

Ms. Bolivar reviewed her report entitled, “Municipal Grant Review” (included in the agenda package) which included proposed amendments.

Ms. Bolivar noted that she and Dave Waters, Director of Business Development, Tourism and Infrastructure, met to review the criteria of the National/Provincial Event Grant, as directed by Municipal Council at the July 31, 2018 Council meeting.

Staff's recommendation included proposed changes to the Events Promotion Grant and the National/Provincial Events Grant as well as replacing the words "Audit & Finance Committee" with "Finance Committee" throughout the document.

During the review, it was pointed out that under the Elite Athlete Travel Grant the criteria states that applicants must recognize the Municipality as a participating sponsor. It was discussed that this could be in the form of a thank you letter, a presentation to Council or possibly wearing or displaying the municipal logo on clothing, equipment, etc. It was agreed that the policy should include a requirement that the athlete should make a report to Council upon completion of their event.

Moved by Councillor Carver, seconded by Councillor Nauss that the Policy & Strategy Committee recommends to Council that Municipal Council approves the proposed amendments to Policy MDL-43 Community Grants Program / Sponsorship Request as presented and amended; and, hereby gives seven (7) days' notice that Council will be considering approving the amendments to the Policy at the October 23, 2018 Council meeting. Carried unanimously.

8.3 Administration Department

8.3.1 Provincial Cost-sharing for Roads

Ms. Payne advised that the Municipality received correspondence from the Department of Transportation and Infrastructure Renewal (TIR) pertaining to the cost-sharing of subdivision streets for the upcoming fiscal year. It was requested that the Municipality submit a list of roads to be considered for paving through the 50/50 cost-share program with the Province for the fiscal year 2019-20. The deadline for submissions is October 31, 2018.

Ms. Payne pointed out that last year a Stonehurst bundle was included in the fiscal request, but only one portion, South Side Road, would be completed because the Province was unable to secure funding to complete the rest. As well, TIR advised that the bids received for the South Side Road were approximately 45% higher than estimated, meaning the Municipality would have to pay an additional \$62,000, over and above the original \$137,500 approved.

The total amount budgeted in the 2018/19 fiscal year was \$560,000, with \$360,500 remaining that can be carried over to 2019/20 fiscal year.

Ms. Payne explained that, as per the current Road Improvement Policy, Council would be submitting the remaining 2018/19 prioritized roads as their 2019/20 priority, including the remaining portion of the Stonehurst bundle (Stonehurst Road and Tanner Road), the LaHave area (Fort Point, Pentz) and Dawson Heights (Lohnes Road and Charlie Lane).

Going forward, it was staff's recommendation that roads be submitted on a road-by-road basis and not as bundles, as proven this fiscal year, the Province is not always able to secure their portion of the funding.

Moved by Councillor Knickle, seconded by Mayor Bolivar-Getson that the Policy & Strategy Committee recommends to Council that Municipal Council approves the following prioritized list of roads for the 2019/20 Cost-Sharing Program for Subdivision Streets

relating to the following J-class roads: Stonehurst and Tanner Roads, Fort Point and Pentz; and Dawson Heights, Lohnes Drive and Charlie Lane.

It was clarified that even though the title of the program states “Subdivision Streets”, it was explained that J-Class Roads are included in the program.

Opposed: Councillor Nauss. Motion carried.

9. REFERRALS FROM COUNCIL

9.1 Letter to Department of Environment re Straight Pipe

Ms. Payne explained that at the October 9, 2018 Council meeting, Council referred the matter of writing a letter to the Department of Environment to report a property that is being sold and has a straight pipe going into a body of water to the Policy & Strategy Committee for further review.

A discussion was held on the matter, and it was the consensus of the Committee that the Municipality not get involved in policing and reporting properties with straight pipes to the Department of Environment, therefore, the direction was made to not proceed with sending a letter.

9.2 GoRural Transportation Network

Mayor Bolivar-Getson noted that Council, at the October 9, 2018 meeting, referred the request from GoRural Transportation Network for Council’s assistance in determining the best business model for a project and to use the resources of our Grant Coordinator to investigate funding programs to the Policy & Strategy Committee for further discussion and recommendation to Council.

Councillor Hustvedt spoke to the project and the request for the assistance of the Grant Coordinator to seek funding for the project.

Moved by Councillor Hustvedt, seconded by Councillor Nauss that the Policy & Strategy Committee recommends to Council that Municipal Council give consideration to taking part in the project pending provincial funding being available for the Project; and, that Council provide the assistance of our Grant Coordinator in exploring potential funding for this project. Carried unanimously.

10. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS

10.1 Protocol for Communicating District Projects to Councillors (M. Ernst)

Councillor Ernst inquired if there was a protocol in place for communicating district projects to the Councillors for the area.

It was advised that there is no protocol in place, but if a property is deemed dangerous or unsightly, the Councillor for the area is to be notified.

Following discussion, it was noted that communication is critical to working as a team and functioning as an organization. Staff advised that the message would be delivered to the Strategic Management Team for implementation. It was agreed that the matter would be revisited in the future to see how it is working.

11. **ADDED ITEMS** - NIL
12. **IN CAMERA** - NIL
13. **NEXT MEETING** – November 20, 2018 – 9:00 a.m.
14. **ADJOURNMENT**

There being no further business at 11:28 a.m., it was moved by Deputy Mayor Bell, seconded by Mayor Boliver-Getson that the meeting adjourn. Carried.