

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
POLICY & STRATEGY COMMITTEE
Held in Council Chambers, 210 Aberdeen Road, Bridgewater, NS
Tuesday, November 20, 2018 – 9:00 a.m.

ATTENDANCE

Deputy Mayor Cathy Moore, Chair, District 5
Councillor Michael Ernst, Vice-Chair, District 8
Mayor Carolyn Bolivar-Getson
Councillor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor Claudette Garland, District 6
Councillor Wade Carver, District 7
Councillor Reid Whynot, District 9

Regrets: Councillor Eric Hustvedt, District 1
Councillor John Veinot, District 4
Councillor Errol Knickle, District 10

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

1. CALL TO ORDER

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

**2. NOMINATIONS & ELECTION BY BALLOT – VICE-CHAIR
[MDL-02 – Committees Policy, Section 3.5]**

Ms. Conrad called for nominations, by ballot, for the position of Vice-Chair. Those nominated were: Councillors Hustvedt, Bell, Nauss, Garland, Ernst, and Whynot.

Councillors Nauss and Whynot declined their nominations.

On the second ballot, there was a tie between Councillors Ernst and Garland. Councillor Garland removed her name from the nominations.

Councillor Ernst was elected as Vice-Chair.

**Moved by Councillor Ernst, seconded by Councillor Nauss that the ballots be destroyed.
Carried unanimously.**

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION

3.1 Proclamation – Municipal Awareness Week – November 19 to 26, 2018

Mayor Bolivar-Getson read and signed the following proclamation:

WHEREAS municipal government is responsible for the provision of services that enhance the quality of life of its citizens;

and

WHEREAS dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities;

and

WHEREAS citizen involvement is essential for an active community;

and

WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

THEREFORE, BE IT PROCLAIMED:

That the week of November 19th to the 26th, 2018 be known as Municipal Awareness Week in the Municipality of the District of Lunenburg in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Councillor Ernst announced that BP has pulled out of the off-shore exploration of oil off Nova Scotia and that a serious oil spill recently occurred off the coast of Newfoundland.

Mayor Bolivar-Getson congratulated the Park View Education Centre (PVEC) boys' hockey team for winning the Glen Murray Hockey Tournament for the second year in a row.

4. PUBLIC INPUT – NIL

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

5. APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES

Moved by Councillor Nauss, seconded by Councillor Whynot that the Minutes of the October 16, 2018 Policy & Strategy Committee meeting be approved as circulated. Motion carried.

7. BUSINESS ARISING FROM MINUTES - NIL

8. PRESENTATIONS - NIL

9. STAFF REPORTS

9.1 Administration Department

9.1.1 Draft In Camera Meetings Policy

Ms. Conrad provided a PowerPoint presentation and reviewed her report entitled, "Proposed In Camera Meetings Policy" (copy attached to original minutes).

The purpose of the In Camera Meetings Policy is to provide guidelines to Council and its committees for the justification of holding in camera meetings, to ensure openness and transparency to the public, to outline a procedure for going in camera and the taking of minutes.

The proposed policy outlined:

- The purpose
- Matters to be considered In Camera
- Agenda for In Camera meetings
- Moving in Camera
- In Camera Procedures
- Moving out of In Camera
- Minutes of an In Camera meeting
- Access to In Camera Minutes
- Public Access to in Camera Minutes & Agendas
- Attendance at In Camera Committee meetings

The Committee reviewed the draft policy.

The following comments were made and direction requested:

1. Do we take minutes or just notes. Provide a sample copy of In Camera minutes. Committee needs to provide direction on whether minutes are taken and, if they are, are they approved by Council, the committee or Clerk / CAO.
2. Circulation of In Camera agendas and minutes – confidentiality a concern. Option to circulate via computer or circulate paper copy at meeting. This would not allow councillor or committee members to review agenda and minutes in advance. There is the option of implementing a function on Office 365, which would cost approximately \$120 per year for each user (8 individuals). This would allow only authorized people to view the document, make the files read-only, disable the copying of text, and prevent the printing of the file. This would only work for members with MODL email accounts. Non-councillor committee members would need a MODL email address. Committee needs to decide.
3. Rise and Report at closure of meeting. It was questioned using rise and report as there is no report if a final decision is not made. It was noted that the policy specifies the motion would be to "move out of the in camera session and return to open session".
4. Access to In Camera minutes – all councillors or committee members would receive a copy, except where a "Conflict of Interest" was raised. Councillors or committee members not in attendance can be provided with more details of the meeting by other council or committee members provided it is done in a confidential setting.

5. Personal notes at meeting – to retain expectation of confidentiality, it is recommended personal notes not be permitted to be taken. Notes become a municipal record and are open to Freedom on Information and Protection of Privacy (FOIPOP).
6. Attendance at In Camera meetings – should a councillor who is not on a committee, and there is an item In Camera relating to their District, be allowed to attend that In Camera meeting. Committee needs to make a decision.

Following discussion around the taking of notes, who should be allowed to attend, and electronic copies of In Camera minutes, the Committee requested that staff provide an example of a set of minutes and prepare a list of decision points to be brought back to a future meeting.

9.1.2 Flood Risk Assessment Study – Petite Riviere Watershed

Amy Wamboldt, Grant Coordinator, was in attendance at the meeting.

Ms. Wamboldt noted that a motion passed by Council, in session on September 25, 2018, authorized staff and Council representatives to sit on an Ad Hoc Committee to develop a proposal to hire a consultant to complete a study that will assess flooding; to enable the Grant Coordinator to seek out funding opportunities; and to repurpose the funds from the reserve account that were allocated for the purchase of the lake level monitoring equipment.

The National Disaster Mitigation Program (NDMP), a Federal program, is administered through the Provincial Department of Municipal Affairs. NDMP has four funding streams but requires that a Risk Assessment be completed prior to completing an application under the other funding streams.

Ms. Wamboldt advised that an application under Stream 1: Risk Assessment, was submitted which met the October 23, 2018 deadline. If the funding application is successful, a project would begin April 1, 2019, but before that the committee would have to be formed.

Mr. Malloy advised that Jeff Merrill, Director of Planning & Development Services, has been appointed the staff representative on the committee and he plans to align the flood-related activity and research of the project with the flood plain mapping he is working on throughout the Municipality. Three councillors have also been appointed to the committee.

Concern was raised over whether there would be enough money to do all that has to be done within the budget because the geographical area under review is so large. There is a possibility the assessments will need to be split into phases.

Staff was directed to seek out more information from a specialist to get an idea of the price and a design, to seek further funding to do an expanded study, and to report back to Council on same. It was approximated that a full study of the area may be in the \$60,000 to \$80,000 range.

It was suggested that a mobile app be developed to notify residents of potential flooding situations so they can do preparatory work. It was noted that part of the collection of the information is to identify what conditions would result in the residents getting a warning. It was noted that, at present, the Bridgewater Public Service Commission knows when they release water, and it would

be good if the residents could get some type of notification when they release. It was noted that this may be a good topic for REMO.

Mr. Dumaresq advised that staff would get the information with regards to an app.

9.2 Recreation Department

Tissy Bolivar, Acting Director of Recreation Services; Trudy Payne, Acting Deputy CAO; Peter Simpson; and, Janice Rand were in attendance at the meeting.

9.2.1 Hillside Cemetery - MARC

Ms. Rand and Mr. Simpson reviewed the report and recommendation included in the agenda package regarding the Hillside Cemetery at the Municipal Activity & Recreation Complex (MARC).

The suggested monument would be a granite boulder with a brass plaque, located to the left of the cemetery gate. An interpretive sign would be installed to the right of the gate facing the trails/service road.

Ms. Rand reported that the project will total \$3,994.47, which is approximately \$1,000 under budget, in part, due to several donations.

Mr. Simpson pointed out that the wording for the interpretive sign was missing a word. The word "accessed" was missing and will be added to the fourth paragraph from the bottom, immediately following, "Death records".

Once the monument and interpretive sign are in place, it was suggested that a ceremony take place for the community.

Moved by Mayor Bolivar-Getson, seconded by Councillor Whynot that the Policy & Strategy Committee recommends to Council that Municipal Council approves the installation of a monument and an interpretive sign at the Hillside Cemetery (MARC) in recognition of those buried on the site as follows:

Monument Granite boulder with a brass plaque. Text as follows:".

HILLSIDE CEMETERY
THIS MEMORIAL IS DEDICATED TO
THE RESIDENTS WHO LIVED AND PASSED
AT THE
LUNENBURG MUNICIPAL HOSPITAL,
AND WERE BURIED HERE
BETWEEN 1904 AND 1959.
REMEMBRANCE PLACED 2018 BY THE
MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Interpretive Sign

Weather resistant, 40x30" angled sign on two 38" steel posts, bolted to a concrete base. Details attached.

Site Layout

Monument to be placed to the left of the cemetery gate or inside the fenced area facing the trail/service/road. Interpretive sign to be installed to the right of the cemetery gate facing the trail/service road. Site sketch attached.”

Motion passed unanimously.

10. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS**10.1 Establishment of Wastewater Management in District 8 (M. Ernst)**

Mr. Malloy explained that the process for requesting agenda items under the Mayor’s/Deputy Mayor’s/Councillors’ Matters is a new procedure and asked that in future, only one item be included per form.

Councillor Ernst explained that he brought this item forward because of recent discussion regarding the establishment of wastewater management districts and/or what has been happening around the LaHave River. Presently, under the Municipal Government Act (MGA), municipalities are able to provide loans to property owners to drill wells, but not to install a septic system, unless under a wastewater management district. He suggested setting up wastewater management districts in other coastal areas in order to issue loans to property owners wishing to replace straight pipes.

Mr. Dumaresq explained that the MGA does not provide guidance on the level of scientific information required to establish a wastewater management district. It gives municipalities the discretion to use this legislative tool to address an environmental problem related to wastewater. Specifically, environmental information is useful in justifying the decision to the public. He noted that under the current staffing arrangement, there is no capacity to expand into other wastewater management areas.

Other comments noted were:

1. If implemented, would see this for whole municipality as there are homeowners who have malfunctioning systems and cannot afford to replace them. Could we create a municipal-wide wastewater management district?
2. As far as we are aware, there are no restrictions in the MGA in the setting of boundaries.
3. We are not a bank and should not become one. If people cannot pay loans, are we going to take their houses?
4. MODL cannot be putting in two thirds of the money.
5. We should not be opening up wide and saying everyone come forward and we will replace your system. Have a certain amount of money in the budget each year. Perhaps start with \$100,000 and people make application. If the loan is on infrastructure, put on your property by the Municipality, it goes with the house at point-of-sale. Attach loan with point-of-sale.

Staff was directed to put together a short report on what a Wastewater Management District was, the work involved in establishing a Wastewater Management District and questions that need to be addressed for further discussion at a future meeting.

10.2 Adopting a Community Incentive Clean-up Policy (M. Ernst)

Councillor Ernst asked that the Committee consider this policy as the budget process is about to begin for the new year.

Councillor Ernst explained that the Municipality of the District of Shelburne has a “Community Litter Clean-up – Incentive Program Policy” and he would like MODL to consider something similar. Groups, under that program, that do highway cleanups on Department of Transportation and Infrastructure roadways and ditches are paid per kilometre as per the policy.

The District of Shelburne budgets \$5,000 each year for this program and in return gets 50 kilometres of highway cleaned up. Councillor Ernst stated that the Region of Queens Municipality has a similar program.

Staff was directed to get more details about the programs and bring a report to the Finance Committee next month.

11. **ADDED ITEMS - NIL**

12. **IN CAMERA - NIL**

13. **NEXT MEETING – December 18, 2018 – 9:00 a.m.**

14. **ADJOURNMENT**

There being no further business at 11:22 a.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Bell that the meeting adjourn. Carried.