

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
FINANCE COMMITTEE
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, June 11, 2019 – 11:15 a.m.

ATTENDANCE

Councillor Claudette Garland, District 6, Chair
Councillor Eric Hustvedt, District 1, Vice Chair
Mayor Carolyn Bolivar-Getson
Deputy Mayor Cathy Moore, District 5
Councillor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Regrets: Councillor John Veinot, District 4

Staff: Kevin Malloy, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Sherry Conrad, Municipal Clerk
Elana Wentzell, Director of Financial Services
Sarah Kucharski, Communications Officer
Rachel Hiltz, Recording Secretary

1. CALL TO ORDER

Councillor Garland called the meeting to order at 11:15 a.m.

2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS:

Councillor Hustvedt congratulated Morgan Demone who singlehandedly organized a skateboarding competition at the Skate Park in Bridgewater which had approximately 150 people in attendance.

3. PUBLIC INPUT: (Nil)

4. APPROVAL OF AGENDA:

Moved by Deputy Mayor Moore, seconded by Councillor Nauss that the Agenda be approved as circulated. Carried unanimously.

5. APPROVAL OF MINUTES – April 30, 2019:

Moved by Councillor Hustvedt, seconded by Councillor Carver that the Minutes of the April 30, 2019 Special Finance Committee meeting be approved as circulated. Carried unanimously.

6. BUSINESS ARISING FROM MINUTES: (Nil)

7. AWARDING OF TENDERS/RFPs: (Nil)

8. PRESENTATIONS/SCHEDULED TIMES: (Nil)

9. CONSIDERATION OF CORRESPONDENCE (Nil)

10. RECOMMENDATIONS FROM COMMITTEES & BOARDS: (Nil)**11. STAFF REPORTS:****11.1 Finance Department****11.1.1 Department of Municipal Affairs 12-Month Notice Letter**

Ms. Wentzell reviewed the report titled "Department of Municipal Affairs 12-Month Notice Letter" (circulated with Agenda).

Short Term Accommodations – A Tourism Study showed that there is a lack of short-term accommodations in Nova Scotia. Amendments to the Assessment Act have been proposed to change the definition of a short-term accommodation so more properties can be assessed as residential, rather than commercial. Currently, only a bed and breakfast with four rooms or less is eligible for a residential tax assessment. There are concerns as this will affect tax revenue and there are also issues with long-term rentals in our area, which are further worsened by Air BNBs.

Proposed Coastal Protection Act – Coastal Protection Legislation has now passed. This will affect our building and development permitting processes. MODL is sharing inspection services with the Town of Lunenburg. There are some properties in Lunenburg under grandfather laws, and Lunenburg also has other legislation that must be followed. These circumstances are dealt with by Town staff and MODL staff are involved for building permitting only.

Accessibility Act – Municipalities will have one year to complete an Accessibility Plan. Staff are in the process of setting up an Accessibility Advisory Committee and will be working with the neighboring municipal units.

11.1.2 Uncollectible Accounts Under \$100 – Written Off

Ms. Wentzell reviewed the report titled "Uncollectible Accounts Under \$100 Written Off" (circulated with Agenda). She noted the MDL-71 Revenue Collection Policy allows for writing off uncollectible accounts under \$100.

11.2 Administration Department**11.2.1 Renew Motion re LCLC Fundraising Agreement**

Mr. Malloy reviewed the report titled "Renew Motion re LCLC Fundraising Agreement" (circulated with Agenda). The following points were noted:

- The overexpenditure of \$3.6 million was due to: fewer grants being collected; cost overruns for capital construction; and, fundraising commitments that were made and not achieved.
- The Memorandum of Understanding (MOU) was amended and required that any fundraising would be used to pay back the municipal units equally.
- Some fundraising opportunities have been missed as people don't want to have the money going directly back to the municipal units. If the proposed motion is passed, any fundraising money will go directly back to the LCLC.
- This amendment will not result in a budget impact, as no receivable was set up and the money has already been spent.
- There are no requirements for what the funds will be used for, and the LCLC currently does not have a fund for future capital upgrades. A fundraising policy and strategy will

need to be created and all fund spending will have to be approved by the Board, which has representatives from both Council's.

- Staff are working with the Board to better understand the operating budget and a new operating agreement will need to be created.
- Going forward, costs will be split 50/50 between the Town of Bridgewater and MODL. The original cost share was not 50/50 as the Town agreed to pay for the costs of the library on their own.

Moved by Councillor Bell, seconded by Councillor Whynot that the Finance Committee recommend to Council that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

“6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPCC capital project. The MODL agrees to contribute \$3.85 million to the LCMPCC capital project.

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.”

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

11.3 Recreation Department

Tissy Bolivar, Program Coordinator, was present and reviewed the reports on the Sponsorship Ad Grants and Community Event Grant (circulated with Agenda).

11.3.1 Sponsorship Ad Grant – Mahone Bay Founders Society – Home & Garden Tour

Moved by Councillor Ernst, seconded by Councillor Bell that the Finance Committee recommends to Council that Municipal Council approve the Sponsorship Ad request of the Mahone Bay Founders Society for \$250, to support their Home and Garden Tour on July 6 & 7, 2019, to be held in Mahone Bay and MODL. Carried unanimously.

11.3.2 Sponsorship Ad Grant – Osprey Ridge Golf Course

Moved by Mayor Bolivar-Getson, seconded by Deputy Mayor Moore that the Finance Committee recommends to Council that Municipal Council approve the Sponsorship Ad request of the Osprey Ridge Golf Course for \$250, to support the Hit It for Health Golf Tournament in support of the Health Services Foundation of the South Shore on July 3, 2019. Carried unanimously.

11.3.3 Sponsorship Ad Grant – Bridgewater Photo Society

Moved by Councillor Nauss, seconded by Councillor Carver that the Finance Committee recommends to Council that Municipal Council support the Bridgewater Photographic Society by waiving the fee for a ½ page ad in the Fall Recreation Guide in the amount of \$200.

It was noted that the Recreation Guide is produced by staff at MODL. There are ad rates for organizations that want to advertise and include ¼, 1/3, ½ and full page ads. The ads are kept relevant to recreation, physical activity and culture. Some advertising is done free of charge.

The motion of the floor was voted on and carried unanimously.

11.3.4 Community Event Grant – Cherry Hill Fun Run

Moved by Councillor Hustvedt, seconded by Councillor Whynot that the Finance Committee recommends to Council that Municipal Council approve the Community Event Grant request of the United Communities Fire Department for \$300, to support their Cherry Hill Fun Run on Saturday, August 3, 2019. Carried unanimously.

11.3.5 Sponsorship Ad Grant – Lunenburg Folk Harbour Society

Moved by Councillor Knickle, seconded by Mayor Bolivar-Getson that the Finance Committee recommends to Council that Municipal Council approve the Sponsorship Ad request of the Lunenburg Folk Harbour Society for \$300, to support the Folk Harbour Festival from August 8-11, 2019. Carried unanimously.

11.3.6 Sponsorship Ad Grant – 4H Nova Scotia

Moved by Councillor Carver, seconded by Deputy Mayor Moore that the Finance Committee recommends to Council that Municipal Council approve the Sponsorship Ad request of 4-H Nova Scotia for \$40, to support the 42nd Annual 4-H Nova Scotia Provincial Show from September 27-29, 2019 in Bible Hill. Carried unanimously.

It was noted that staff are able to approve any grants under \$100.00 without the request coming to Council.

12. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS:

12.1 Proposed Amendment to Policy MDL-49 "Property Tax Rebate Policy"

Deputy Mayor Moore noted that the Provincial Senior's Rebate allows for an executor to apply for the rebate in the year that a family member has passed, providing they were eligible for the rebate the year prior. It was questioned whether this could be done for the Property Tax Rebate as well, as the current Policy does not state whether this is allowable or not.

Staff were asked to review the Provincial Senior Rebate Policy and bring forward proposed amendments to the Property Tax Rebate Policy to allow for a one-year rebate following an eligible applicant's death.

13. IN CAMERA: (Nil)

14. ADJOURNMENT:

There being no further business at 12:05 p.m., it was moved by Councillor Whynot, seconded by Councillor Carver that the meeting adjourn. Carried.