

**AGENDA**  
**FINANCE COMMITTEE**

Bridgewater, NS  
Tuesday, October 1, 2019  
9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION: (Nil)
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – September 3, 2019
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. AWARDING OF TENDERS/RFPs: (Nil)
8. PRESENTATIONS/SCHEDULED TIMES:
  - 8.1 Heritage Boatyard Cooperative Limited – Darryl Haley, President..... 9:15 a.m. 1-12
9. CONSIDERATION OF CORRESPONDENCE: (Nil)
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS: (Nil)
11. STAFF REPORTS:
  - 11.1 Finance Department
    - 11.1.1 2019/20 Operating Fund Variance and Capital Status Reports ..... 13-20
    - 11.1.2 Policy MDL-12 Tax Relief – Damaged Property, Indian Point ..... 21
  - 11.2 Recreation Department
    - 11.2.1 Major Recreation Capital Grant – Heritage Boatyard Cooperative ..... 22-26
    - 11.2.2 Designated Community Project Fund – Dynamite Trail ..... 27-28
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
  - 12.1 Lun. County Lifestyle Centre (LCLC) Update
13. IN CAMERA:
  - 13.1 Contract Negotiations under Section 22(2)(e) of the MGA
  - 13.2 Land Negotiations re Osprey Village under Section 22(2)(a) of the MGA
  - 13.3 Contract Negotiations under Section 22(2)(e) of the MGA
14. ADJOURNMENT

# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## OVERVIEW

- Background
- The Project
- CO-OP PROJECTS COMPLETED TO DATE
  - Shipyard Signage
  - Silhouette Signage
  - Self-Guided Walking Tours
  - Ship Model Display
  - Database of Mahone Bay Ships
  - Heritage BoatYard Weekend
- CO-OP PROJECTS PLANNED
  - Boat Restoration
  - Boat Building
  - Education
- THE BOATBUILDING SHED AT THE HEART OF IT ALL
  - The Planning Period
  - Boat Shed Master Budget
- BUT THERE IS STILL SOME WAY TO GO

# HERITAGE BOATYARD CO-OPERATIVE LIMITED



## Background

- The Heritage BoatYard Co-operative Limited is a non-profit organization incorporated in 2011 to preserve and promote the shipbuilding history of our area. The Co-op has held the annual Heritage BoatYard Weekend Festival the first weekend in August since 2011.
- With over thirty members from Lunenburg County and various geographic areas, the Co-op is still soliciting membership and offers a broad appeal for those who are interested in wooden boatbuilding.

## The Project

- The Co-op is constructing a Boatbuilding Shed at the Mahone Bay Civic Marina in which to craft wooden boats and to celebrate the establishment of a boatbuilding history reaching back to 1754. This Boatbuilding Shed will allow for restoration such as the Lawley Tender auctioned at the last MICA dinner and the construction of small wooden boats using traditional skills and methods. It will also house boatbuilding memorabilia such as a collection of boat building tools. The project will provide an education in traditional boatbuilding for tourists and the local community alike.

# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS COMPLETED TO DATE

- Shipyard Signage

Signs for each major shipyard were erected to indicate their locations.



- Silhouette Signage

A series of 32 silhouette signs mounted on telephones to enhance and preserve the history of the types of ships of that were built in Mahone Bay.



- Walking Tours

Self guided walking tours:

Shipbuilding in Mahone Bay

Silhouettes in Mahone Bay

DH1

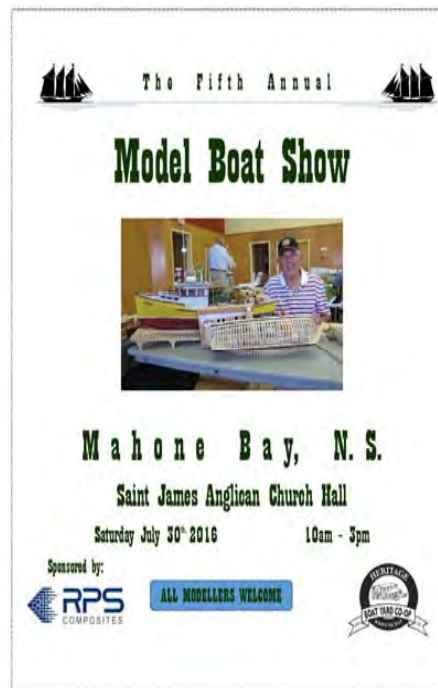


# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS COMPLETED TO DATE

- Ship Model Display

Model ship builders present models that display an array of half models and full models, as well as remote-control model vessels. The Co-op has created an annual Lifetime Achievement awarded to a Deserving modeler.



# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS COMPLETED TO DATE

- Database of Mahone Bay Ships

Established a database relating to the shipyard history of Mahone Bay. This web enabled database was developed in conjunction with the Mahone Bay Settlers Museum and Dalhousie University and is used for a variety of community projects and is available on-line at the Mahone Bay Settlers Museum website:

<http://mahonebaymuseum.com/>

NAME SHIP	YEAR BUILT	BUILDER	TYPE	LENGTH	Gross Tons	Comments	Registration/Photo	#/	NS Ref. Source
Yeronia	1889	Zwicker, John H.	Schooner	71	77				NS266
Y.W. Langille	1888	Langille, Titus	Schooner	70	71				NS261
WW II #2	1942	Industrial Shipping	Fairmile			Built for Dept. of Defence Production			Note 6
WW II #1	1942	Industrial Shipping	Fairmile			Built for Dept. of Defence Production			Note 6

# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS COMPLETED TO DATE

- **Heritage BoatYard Weekend**

The Co-op has been celebrating the boat building traditions of Mahone Bay and surrounding area since 2011. Events are organized by various community groups such as the Maritime Museum, the Fisheries Museum, local boatbuilders, etc., to create a fun-filled weekend celebrating the local boat building heritage. It includes such events as the Saltbox Dory Race, the Ernst Family Reunion as well as talks, tours, food and music on the wharf.



# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS PLANNED

- Boat Restoration

Several boats have been donated to the Co-op and we have undertaken to refurbish these boats including:

- a Halibut Skiff
- a traditional dory
- a Tremblay canoe destined for the MICA auction
- the “Jolly Anne”
- a Plycraft motorboat



# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## CO-OP PROJECTS PLANNED

- **Boat Building**

The Co-op has adopted the Mush-a-Mush Skiff as our signature boat based on a traditional design of a logging boat used on the river of the same name. It is the objective of the Co-op to build three or four skiffs of this design to create a rowing club with boats available for use by the public to row on the harbour.



- **Education**

The Co-op is developing education courses to offer boatbuilding to the public. The Co-op currently has a Half Model Carving course under development and will be offering not only courses but workshop facilities in the Boatshed for those who are interested.



# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## THE BOATBUILDING SHED AT THE HEART OF IT ALL

- **The Planning Period**

For eight years the Co-op lived an existential life with no place to call home. In 2018 an opportunity presented itself with the availability of a post 'n beam shed that was for sale from the Kippers in Crousetown. After serious negotiations, a deferred purchase plan was struck, and the building frame took shape



- **The First Year**

During the past year, funds raised by the Co-op and volunteer labour has transformed the building into a boatshed.



# HERITAGE BOATYARD CO-OPERATIVE LIMITED

BOAT SHED MASTER BUDGET						
				Budgeted	Paid	To Be
		Qty	unit \$	Cost	To Date	Paid
<b>Development Permit</b>						
				\$ 240.00	\$ 240.00	
<b>Purchase of Shed -</b>						
<b>Sheathing &amp; Materials</b>						
Description		Length	unit \$			
Brumb's Mill	bf	2500	\$0.60	\$ 1,500.00	\$1,189.80	\$ 310.20
Brumb's Mill	ea	2	\$90.00	\$ 180.00		\$180.00
Brumb's Mill	ea	2	\$60.00	\$ 120.00		\$120.00
Sean & Mike Kippers	bf	384	\$1.20	\$ 460.80		\$460.80
Brumb's Mill	ea	20	\$4.00	\$ 80.00		\$80.00
NSBS	lbs	100	\$1.20	\$ 120.00	\$120.00	
NSBS	rolls	2	\$50.00	\$ 100.00		\$100.00
NSBS	rolls	1	\$90.00	\$ 90.00		\$90.00
NSBS	???	9	\$40.00	\$ 360.00	\$360.00	
Sean & Mike Kippers	ea	42	\$15.00	\$ 630.00	\$343.00	\$287.00
Sean & Mike Kippers	ea	43	\$5.00	\$ 215.00		\$215.00
Sean & Mike Kippers	ea	18	\$24.00	\$ 432.00		\$432.00
Sean & Mike Kippers	ea	29	\$8.00	\$ 232.00		\$232.00
NSBS	bndl	28	\$18.00	\$ 504.00	\$504.00	
NSBS	lbs	10	\$20.00	\$ 200.00	\$200.00	
NSBS	???	7	\$40.00	\$ 280.00	\$280.00	
NSBS	rolls	1	\$90.00	\$ 90.00	\$90.00	
NSBS	sht	22	\$45.00	\$ 990.00	\$990.00	
NSBS	rolls	1	\$100.00	\$ 100.00		\$100.00
NSBS	rolls	2	\$50.00	\$ 100.00		\$100.00
NSBS	ea	1	\$15.33	\$ 15.33		\$15.33
NSBS	ea	3	\$18.37	\$ 55.11		\$55.11
NSBS	var.	var.	\$16.50	\$ 16.50	\$16.20	\$0.30
				\$ 6,870.74	\$4,093.00	\$2,777.74
<b>Windows - Used windows</b>						
		10		\$ 500.00	\$500.00	
<b>Window frames &amp; casings</b>						
		10	Brumb's	\$ 500.00	\$500.00	
<b>Doors</b>						
		2		\$ 500.00		\$500.00
<b>Interior finishing</b>						
		1		\$ 400.00		\$400.00
<b>Sponsorship signs</b>						
		17	\$	\$ 3,400.00	\$1,700.00	\$1,700.00
				\$ 23,610.74	\$ 14,533.00	\$ 9,077.74

# HERITAGE BOATYARD CO-OPERATIVE LIMITED

## BUT THERE IS STILL SOME WAY TO GO

### Funding:

The funding of this boat building shed is as follows:

Total Budgeted Cost (materials and required services)		<u>\$23,610.74</u>
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Proposed funding sources:

Sponsorship from business and community sources:

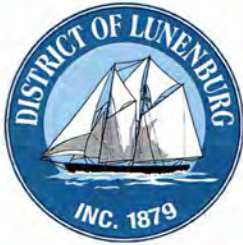
Raised in 2017	\$2,500.00	
Raised in 2018	\$7,050.00	
Raised in 2019	<u>\$4,983.00</u>	\$14,533.00

Funding from Government and other sources

Town of Mahone Bay	\$ 500.00	
MODL	\$ 2,000.00	
Other sources	<u>\$ 6,577.74</u>	<u>\$ 9,077.74</u>
Total Funding		<u>\$23,610.74</u>



Thanks for your consideration as we push on to complete our Boatshed.



# Municipality of the District of Lunenburg

## INFORMATION REPORT

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**REPORT TO:** Finance Committee

**SUBMITTED BY:** Elana Wentzell, CPA, CMA

**DATE:** October 1, 2019

**RE:** 2019/20 Operating Fund Variance Report & Capital Project Status Update as at August 31, 2019

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### EXECUTIVE SUMMARY

The enclosed Operating Fund Variance Report gives Council details of operating budget accounts where forecasted savings will be achieved and where additional costs are expected to be incurred.

The Capital Budget Status Report is enclosed to give Council information on the status of the Capital Projects approved in this fiscal year.

### BUDGET IMPLICATIONS

Some Departments are forecasting budget shortfalls in some accounts with overages in others. Staff are projecting an increase in Operating surplus.

Capital Projects are moving forward as indicated on the attached status report.

### CONCLUSION

Staff are projecting operating budget shortfalls in some accounts which are offset by budget overages in others, with a forecasted 2019/20 Operating Budget surplus of \$168,700 (vs budget of \$89,800). This represents a budget variance of \$78,900 (0.25%).

The Capital Budget Status Report indicates that projects in the amount of \$2,456,689 have been completed to date.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Sep 24, 2019

Report Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By CAO:  \_\_\_\_\_

Date Sept 24, 2019

**Municipality of the District of Lunenburg  
Operating Fund Variance Report  
August 31, 2019**

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
<b>REVENUE</b>						
Tax Revenue	\$ 11,817,078	\$ 23,550,600	\$ 23,550,600	50%	\$ -	
Business Property	133,413	168,100	166,100	21%	(2,000)	Based on actual received from Aliant and HST Offset
Deed Transfer Tax	710,635	1,250,000	1,250,000	43%	-	
Other Taxes	28,531	62,800	60,500	55%	(2,300)	Decrease based on actual hydrant tax revenue billed
Grants in Lieu of Taxes	-	203,700	217,900	100%	14,200	Estimate increase based on actual billing to Province
REMO recovery from Other Units	22,782	53,500	53,500	57%	-	
Sale of Services (Recreation & Bldg Insp)	34,409	64,100	66,200	46%	2,100	Increase based on actual received in Recreation Sundry
Other Revenue - Fines, Permits, Rentals & Interest	628,916	1,528,900	1,525,900	59%	(3,000)	Decrease based on actual MARC and Field rentals
Farm Acreage Grant	51,077	87,700	87,700	42%	-	
Provincial Grants	25,121	79,600	148,500	68%	68,900	Increase based FRIIP funding approval for Petite Riviere Study (\$39,107); Provincial funding Active Smarter Kids position (\$42,400); offset by a decrease in expected Student Co-op grants (\$12,600)
<b>TOTAL REVENUE</b>	<b>\$ 13,451,962</b>	<b>\$ 27,049,000</b>	<b>\$ 27,126,900</b>	<b>50%</b>	<b>\$ 77,900</b>	
<b>EXPENDITURES</b>						
Mayor & Council	\$ 179,826	\$ 450,200	\$ 450,200	60%	\$ -	
Bank Interest & Charges	1,100	3,200	3,200	66%	-	
Administration	240,036	638,000	638,000	62%	-	
Finance	219,587	681,700	681,700	68%	-	
Tax Exemptions	40,857	180,900	180,900	77%	-	
Legal & Advisory Services	109,426	772,700	772,700	86%	-	
Administration Building, Supplies and Data Processing	179,764	674,800	674,800	73%	-	
Allowance for Uncollectible taxes	-	100,500	100,500	100%	-	
Tax Sale Expenses	3,698	70,000	70,000	95%	-	

**Municipality of the District of Lunenburg  
Operating Fund Variance Report  
August 31, 2019**

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Government Relations, Communications & Municipal Celebrations	9,968	151,600	121,600	93%	(30,000)	Estimated savings in Fire recruitment & retention due to summer co-op communication student utilized to do much of the work and fire fighter appreciation event was not held
Insurance	61,230	74,800	74,800	18%	-	
Grants to Organizations	240,246	472,100	487,100	49%	15,000	Increase for Pinegrove Play Association - originally budgeted as a transfer to reserves but paid out in this fiscal year
Assessment Services	349,011	698,600	698,600	50%	-	
Police Protection	1,630,130	3,281,500	3,281,500	50%	-	
Correction Services & Prosecutions	238,596	504,000	504,000	53%	-	
Fire Protection Municipal Costs	30,406	303,000	303,000	90%	-	
Emergency Measures	35,168	124,800	124,800	72%	-	
Protective Inspection Services	147,100	522,700	522,700	72%	-	
Dog Control	12,452	36,000	36,000	65%	-	
Common Services (Engineering)	170,803	455,600	455,600	63%	-	
Municipal Road Maintenance	226,511	740,100	740,100	69%	-	
Garbage & Waste Collection	1,222,331	2,724,800	2,724,800	55%	-	
Regional Housing	-	35,000	35,000	100%	-	
Planning & Zoning	157,555	499,100	499,100	68%	-	
Economic Development	202,624	1,215,200	1,212,200	83%	(3,000)	Decrease based on actual cost of school insurance
Recreation Staffing, Facilities and Programming	498,277	1,108,400	1,150,600	55%	42,200	Increase for Active Living Coordinator moving to a Provincially funded term position
Libraries	79,858	162,000	162,000	51%	-	
LCLC	225,000	507,500	507,500	56%	-	
Education	3,393,169	8,143,600	8,143,600	58%	-	
Financing & Transfers	365,000	1,554,000	1,537,300	77%	(16,700)	Decrease based on Pinegrove Play Association paid out in this fiscal
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,269,731</b>	<b>\$ 26,886,400</b>	<b>\$ 26,893,900</b>	<b>62%</b>	<b>\$ 7,500</b>	

**Municipality of the District of Lunenburg  
Operating Fund Variance Report  
August 31, 2019**

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
<b>Area Rates</b>						
Fire Protection Revenue	1,652,488	3,329,600	3,329,600	50%	-	
Fire Protection Expenditures	(1,608,065)	(3,329,600)	(3,329,600)	52%	-	
Sewage Collection & Disposal Revenue	259,368	594,400	594,200	56%	(200)	
Sewage Collection & Disposal Expenditures	(169,426)	(673,000)	(673,000)	75%	-	
Private Road Maintenance Revenue	163,713	167,000	167,000	2%	-	
Private Road Maintenance Expenditures	(153,917)	(154,700)	(154,700)	1%	-	
Street Lighting Revenue	74,203	139,400	148,100	47%	8,700	Based on actual tax billing
Street Lighting Expenditures	(59,633)	(145,900)	(145,900)	59%	-	
<b>NET AREA RATES</b>	\$ 158,731	\$ (72,800)	\$ (64,300)		\$ 8,500	
<b>SURPLUS (DEFICIT)</b>	\$ 3,340,962	\$ 89,800	\$ 168,700		\$ 78,900	
<b>% Annual Budget</b>		<b>0.29%</b>	<b>0.54%</b>		<b>0.25%</b>	

**Municipality of the District of Lunenburg  
2019/20 Capital Budget Status Report**

	<b>Project Budget</b>	<b>Actual Cost 2019-08-31</b>	<b>Variance</b>	<b>Staff Comments</b>
<b>General Government Services</b>				
Administration Building	6,544,000	627,618	5,916,382	Construction tender has been awarded.
Riverport School demolition and remediation	1,083,900	-	1,083,900	Defer to next fiscal per Council decision - Investing in Canada Grant approved \$794,832
<b>Planning Services</b>				
Flood Risk Identification Phase 2 of LiDar Project	80,000	6,465	73,535	Council presentation - September, Final report from CBCL Sept 30.
<b>Engineering &amp; Transportation Services</b>				
Asset Management Plan	50,000	-	50,000	Defer, potential to collaborate with DMA, reduce or eliminate municipal cost
Municipal Roads Projects	1,099,000	-	1,099,000	TIR tenders received. Total cost \$1,129,500. Council approved overage August 27, 2019.
<b>Environmental Health Services</b>				
Aerated Compost Carts	20,000	-	20,000	Purchased as required
Hebville Pump Station	50,000	-	50,000	Deferred - Staffing
New Germany Collection System Refurbishment	20,000	-	20,000	Deferred - Staffing
Conquerall Bank WWTP Upgrades	25,000	-	25,000	Deferred - Staffing
Garden Lots Water/Sewer Upgrades	75,000	-	75,000	Funding awarded by Province (PCAP) \$39,107 Staff preparing RFP for consultants
LaHave River Straight Pipe Replacement Program	2,352,000	902,968	1,449,032	Project progressing

**Municipality of the District of Lunenburg  
2019/20 Capital Budget Status Report**

	<b>Project Budget</b>	<b>Actual Cost 2019-08-31</b>	<b>Variance</b>	<b>Staff Comments</b>
<b>Economic Development Services</b>				
Osprey Village - Nathan Cirillo Road Expansion	1,750,400	724,742	1,025,658	Road completion on schedule Aug 31/19 - Lift Station in Sept/19
CES/CEF Building Parking Lot	165,000	13,709	151,291	Estimated completion date Sept/19 - Dexter Construction Ltd. completing the project
Highway 103 Signage Project	20,000	2,816	17,184	Beautification Grant Received \$15,500 (gross budget of \$25,500). Awaiting DOTIR approval on signs
<b>Recreation Services</b>				
Active Transportation Plan Implementation	415,000	417	414,583	Sidewalk on Champlain Drive: subgrade prepped, target Aug 31; 325 shoulder paving, complete, \$175K
Ballfields	20,000	8,292	11,708	Work completed in spring, some fall work still required
Cookville Trail Connector	36,900	26,785	10,115	Connect Arthur Young trail to trail driveway, completion by Aug 31/19
Land Purchase	225,000	3,280	221,720	Council decision not to purchase
LaHave Sunset Park Walking Path & Parking	15,000	82	14,918	Complete design work in 2019, plan for early construction in 2020 season
MARC Admin Building floor & water bunker roof	50,000	2,992	47,008	Floor in quotation process, fall replacement, water bunker repair delayed, developing plan to remove remediated soil.
MARC Tractor/Mower	15,000	-	15,000	Procurement required
MARC/Recreation Truck	75,000	-	75,000	Procurement required
Miller Point Kiosk Replacement	10,000	-	10,000	September installation, committee developing signage
Riverport School Playground	40,000	-	40,000	Deferred, to be included in remediation project for 2020.

**Municipality of the District of Lunenburg  
2019/20 Capital Budget Status Report**

	<b>Project Budget</b>	<b>Actual Cost 2019-08-31</b>	<b>Variance</b>	<b>Staff Comments</b>
River Ridge Common	320,000	136,522	183,478	Opening held, playground installed, trail construction award to Council in August.
Sawpit Switchback Trail	20,000	-	20,000	Recreation Program Coordinator preparing RFP for design of switchback trail
<b>TOTAL</b>	<b>14,576,200</b>	<b>2,456,689</b>	<b>12,119,511</b>	



# Municipality of the District of Lunenburg

## REQUEST FOR DECISION

Finance Committee  
October 1, 2019  
Item: 11.1.2  
Authorization: E. Wentzell

**REPORT TO:** FINANCE COMMITTEE  
**SUBMITTED BY:** ELANA WENTZELL  
**DATE:** OCTOBER 1, 2019  
**RE:** TAX RELIEF – DAMAGED PROPERTY

### RECOMMENDATION

That the Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$1,126.27 as per the submitted application for the property located at 115 Indian Point Rd, AA# 01306383, and as per section 2(b) of Policy MDL-12 Tax Exemption/Reduction Policy.

### BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential property:

<u>NAME</u>	<u>PROPERTY TAX BILLING</u>	<u>Pro-rated Taxes on Remaining</u>
Suzanne Bassett AA# 01306383	2018/2019 \$ 2,012.85	\$84.61
	2019/2020 \$ 2,052.54	\$1,041.66

### DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of Section 2(b) of Policy MDL-12 Tax Exemption/Reduction Policy.



## MUNICIPALITY OF THE DISTRICT OF LUNENBURG

**REPORT TO:** Finance Committee

**SUBMITTED BY:** Trudy Payne, Director of Recreation Services

**DATE:** October 1, 2019

**RE:** Heritage Boat Yard Cooperative Limited Major Recreation Capital Grant

**ORIGIN:** Staff

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### RECOMMENDED MOTION

**That the Finance Committee recommend to the Municipality of the District of Lunenburg Council to award the Heritage Boat Yard Co-operative Limited a Major Recreation Capital Grant in the amount of \$2,000 to assist them in completing their Boat Yard Shed Project.**

### EXECUTIVE SUMMARY

The Heritage Boat Yard Cooperative Limited, a non-profit group, is in the process of building a boat yard shed to help celebrate the heritage of boat building on the South Shore. This boat shed will allow for the construction of small wooden boats using traditional skills and methods. It will also house boatbuilding memorabilia. This project will provide an education in traditional boatbuilding for tourists and the local community alike.

The Heritage Boat Yard Cooperative has entered into an agreement with the Mahone Bay Wooden Boat Society to construct this boat shed at the Mahone Bay Marina. The Wooden Boat Society, under license with the Town of Mahone Bay, operates the Town wharf and Marina.

The costs of this project are estimated at \$30,481.48. The Heritage Boatyard Co-operative has raised \$9,550 and are working to raising an additional \$5,000 for a total of \$14,550 and seeking the remaining funds of \$15,931.48 from various levels of government and from other sources. The request being made to MODL is for \$2,000.

In the 2019/2020 operating budget there is \$2,000 remaining in the annual operating/major recreation capital fund. As per the grant criteria the deadline for annual operating or major recreation capital grants "must be received by March 1<sup>st</sup> of the fiscal year for which the funding

is requested”, therefore, the application deadline was March 1, 2019. However, the grant criteria also states that “late applications will be reviewed only after the regular review of those applicants that submitted an application on time” provided there are funds remaining. There is \$2,000 remaining in the annual operating/major recreation capital fund.

The Heritage Boatyard Cooperative meets the criteria of the Major Recreation Capital grant (attached) and therefore, it is being recommended that Council award this group the remaining \$2,000 in this fund for their boat shed project.

### **BUDGET IMPLICATIONS**

Council has approved \$80,000 in the 2019/2020 operating budget to fund Annual Operating and Major Recreation Capital projects. To date \$78,000 has been allocated leaving \$2,000 in the fund. If Council awards the \$2,000 to the Boatyard Cooperative there will be no impact to the budget. It will mean that all the funds have been spent and no other late applications can be considered in this fiscal year.

### **STRATEGIC PLAN**

Assisting community groups has always been a priority of the Municipality of the District of Lunenburg as it is recognized that the work these groups and volunteers do in communities contribute significantly to our communities’ vibrancy, health and growth – “In the community, for the community, by the community.”

### **ALTERNATIVES**

The other alternatives are:

1. To not award the Boatyard Cooperative a Major Recreation Capital grant.
2. To award a Major Recreation Capital Grant but in a lesser amount than \$2,000

### **COMMUNICAITONS**

Once Council makes a decision the group will be notified. If funds are allocated this group will be listed in the annual publication outlining the groups who have received grants from MODL.

### **CONCLUSION**

Boat building is definitely part of our heritage in Lunenburg County. This project will be providing a venue to showcase traditional boat building skills and educate tourists and locals alike about our roots and heritage.

Department: \_\_\_Recreation\_\_\_\_\_

Report Prepared By: \_\_\_Trudy Payne\_\_\_\_\_ Date \_\_\_September 24, 2019\_\_\_\_\_

Report Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_

## **Schedule C** **MAJOR RECREATION CAPITAL**

The Municipality of the District of Lunenburg offers a Major Recreation Capital Grant to assist communities in the development of indoor and outdoor cultural, social, heritage and/or recreation facilities which will provide significant community availability to projects that are \$10,000 or more. The Municipality's priorities are to conserve existing community facilities and to assist in the development of new community facilities.  
(amended Sept. 23, 2014)

### Funding Use

- Items of permanent, non-consumable capital nature are eligible. The creation, expansion or improvement of a facility; or
- Equipment that will improve the capacity of the organization  
(amended Sept. 23, 2014)

### Eligibility

- Only facilities of not-for-profit community organizations that serve the residents of Municipality of the District of Lunenburg are eligible
- The applicant must be a federally registered charity or a not-for-profit organization registered with the Nova Scotia Registry of Joint Stocks. Registration status must be "active"
- Churches are not eligible for funding unless they:
  - are registered as a Municipal Heritage Facility;
  - serve a community hall purpose;
  - have outdoor space used for public recreational purposes
- Applicants must have the deed/lease to the property or acceptable alternative (e.g. Letter of Authority)
- Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
- The applicant must demonstrate active fundraising efforts to support the program, project or service
- The project applied for must be commenced within 24 months from the date of award, unless an extension is requested and granted
- Improvements and maintenance items that extend the life of a facility are eligible (e.g. external painting, roofing)
- General operating activities are not eligible (e.g. cleaning, minor repairs)
- Applicants operating several facilities must be endorsed by the sponsoring organization
- Grants are not awarded to individuals, businesses, industry or sole proprietorships
- Applicants are eligible to receive a grant, provided that two fiscal years (of the Municipality) has passed between any approved previous grant applications under this program.
- Projects started prior to receipt of application will not be considered except in emergency repair situations
- Projects must be for a public/community purpose where the need for financial assistance is demonstrated
- Late applications will be reviewed only after the regular review of those applicants that submitted an application on time. Each year the Municipality receives more applications than it can fund so it is important for applications to be in on time and contain correct information
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

### Procedures

- A completed, signed application form is required and must be received by March 1<sup>st</sup> of the fiscal year prior to the fiscal year for which the funding is requested
- Applications require Council's approval and will be reviewed at budget time
- An audited financial statement for the previous operating year and a proposed budget for the upcoming year must be submitted with the application. The need for financial assistance must be demonstrated
- Proof of ownership or a lease must accompany the request
- Proposed work must comply with all municipal, provincial and federal regulations
- Applicants must submit a proposed project budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community served by the association and the benefits to the community by demonstrating significant community value
- Applications not commenced or completed within 24 months from the date of award may apply for an extension  
(amended Sept. 23, 2014)

### Funding

- Applicants are eligible for up to 50% of the total capital cost of the project to a maximum of \$10,000
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete  
(amended Sept. 23, 2014)



# Municipality of the District of Lunenburg

Recreation Services

## MEMORANDUM

TO: Finance Committee

FROM: Trudy Payne, Director of Recreation Services

DATE: October 1, 2019

RE: Designated Community Project Fund Request – Dynamite Trail Association

### RECOMMENDED MOTIONS

That the Finance Committee recommend that the Municipality of the District of Lunenburg Council approve establishing a Designated Community Project Fund, pursuant to Policy MDL-48, for the Dynamite Trail Association to assist them in raising capital funds to cover capital costs to the trail, primarily the capital cost associated with the bridges.

### BACKGROUND

The Dynamite Trail Association, a non-profit group, is one of six trail groups maintaining the rail to trail system in the Municipality. They have a letter of authority to manage and maintain the Dynamite Trail with the Department of Natural Resources. This encompasses 10 km of trail.

Last year the Association completed required bridge inspections. The report covers the work expected over the next ten years and is outlined in 5-year segments on a yearly basis. The required funding to do this work is significant and they will be seeking both Federal and Provincial Funding as well as municipal support. They will also be looking to raise funds and they would like to be able to have donors be provided tax receipts for their donations through the establishment of a designated community fund. The time frame for the fund would be from October 2019 until October 2029. They have completed the application and meet all the criteria.

The small bridges alone will cost approximately \$100,000 to repair and the two major bridges will reach one million over the next ten years.

### BUDGET IMPLICATIONS

There would be no implications to the budget.

## **ALTERNATIVES**

The alternative would be to not approve the Designated Community Project Fund application submitted by the Dynamite Trail Association.

## **CONCLUSION**

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects. The Dynamite Trail Association has been providing a great recreational opportunity for residents in the area and beyond. This Association is a great example of a successful partnership between the Municipality and a non-profit group and reinforces MODL's motto of "In the Community, By the Community, For the Community".