

**AGENDA**  
**FINANCE COMMITTEE**

Bridgewater, NS  
Tuesday, December 3, 2019  
9:00 a.m.

Time & Page

1. CALL TO ORDER
2. NOMINATION & ELECTION BY BALLOT – CHAIR & VICE CHAIR  
[Finance Committee - Terms of Reference]
3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION: (Nil)
4. PUBLIC INPUT (15 Minutes)
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – November 5, 2019
7. BUSINESS ARISING FROM MINUTES: (Nil)
8. AWARDING OF TENDERS/RFPs: (Nil)
9. PRESENTATIONS/SCHEDULED TIMES: (Nil)
10. CONSIDERATION OF CORRESPONDENCE: (Nil)
11. RECOMMENDATIONS FROM COMMITTEES & BOARDS: (Nil)
12. STAFF REPORTS:
  - 12.1 Finance Department
    - 12.1.1 2019/20 Operating Fund Variance and Capital Status Reports..... 1-8
    - 12.1.2 Proposed Sewer Rates – 5 Year Rate Review..... 9-12
  - 12.2 Recreation Department
    - 12.2.1 Sponsorship Ad Grant – HB Studios ..... 13-14
    - 12.2.2 Sponsorship Ad Grant – Bridgewater Legion, Branch 24 ..... 15
  - 12.3 Administration Department
    - 12.3.1 2020/21 Student and Temporary Work Placements ..... 16-18
    - 12.3.2 Policy MDL 53 Funding Electrical Connections for Community Generators.. 19-20
13. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
  - 13.1 Lun. County Lifestyle Centre (LCLC) Update
14. IN CAMERA:
  - 14.1 Contract Negotiations re LCLC under Section 22(2)(e) of the MGA
15. ADJOURNMENT



# Municipality of the District of Lunenburg

## INFORMATION REPORT

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**REPORT TO:** Finance Committee

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

**DATE:** December 3, 2019

**RE:** 2019/20 Operating Fund Variance Report & Capital Project Status Update

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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.

Please note that changes from last month are highlighted in yellow.

### 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 \$371,100 (vs budget of \$89,800). This represents a budget variance of \$281,300 (0.90%).

The Capital Budget Status Report indicates that projects in the amount of \$4,566,239 have been completed to date.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Nov 26, 2019

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
<b>REVENUE</b>						
Tax Revenue	\$ 23,600,728	\$ 23,550,600	\$ 23,550,600	0%	\$ -	
Business Property	159,941	168,100	159,900	5%	(8,200)	Based on actual received from Aliant and HST Offset
Deed Transfer Tax	1,026,131	1,250,000	1,350,000	18%	100,000	Based on actual received and historical trends for remaining months
Other Taxes	60,589	62,800	60,500	4%	(2,300)	Decrease based on actual hydrant tax revenue billed
Grants in Lieu of Taxes	64,353	203,700	202,300	68%	(1,400)	Estimate based on actual billing to Provincial & Federal Governments
REMO recovery from Other Units	31,718	53,500	53,500	41%	-	
Sale of Services (Recreation & Bldg. Insp)	39,455	64,100	65,800	38%	1,700	Increase based on actual received in Recreation Sundry
Other Revenue - Fines, Permits, Rentals & Interest	1,011,342	1,528,900	1,538,300	34%	9,400	Estimate based on forecasts for Loan interest, Third party tax information and Pro-kids revenue
Farm Acreage Grant	51,077	87,700	87,700	42%	-	
Provincial Grants	74,169	79,600	148,500	7%	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>\$ 26,119,503</b>	<b>\$ 27,049,000</b>	<b>\$ 27,217,100</b>	<b>3%</b>	<b>\$ 168,100</b>	
<b>EXPENDITURES</b>						
Mayor & Council	\$ 255,962	\$ 450,200	\$ 443,900	43%	\$ (6,300)	Estimate based on forecasts for Council expenses
Bank Interest & Charges	1,559	3,200	3,200	51%	-	
Administration	356,661	638,000	645,100	44%	7,100	Estimate based on Staff accessibility and management training not allocated to individual departments
Finance	373,490	681,700	681,700	45%	-	
Tax Exemptions	167,684	180,900	170,400	7%	(10,500)	Estimate based on actual tax exemptions granted
Legal & Advisory Services	148,117	772,700	768,700	81%	(4,000)	Estimate based on anticipated reduced legal costs
Administration Building, Supplies and Data Processing	267,475	674,800	674,800	60%	-	
Allowance for Uncollectible taxes	-	100,500	100,500	100%	-	
Tax Sale Expenses	29,060	70,000	70,000	58%	-	

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

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Government Relations, Communications & Municipal Celebrations	31,846	151,600	121,600	79%	(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	15,351	74,800	74,800	79%	-	
Grants to Organizations	258,609	472,100	462,600	45%	(9,500)	Increase for Pinegrove Play Association - originally budgeted as a transfer to reserves but paid out in this fiscal year of \$15,000 plus additional approved grants of \$7,500 offset by reduction in Fieldhouse grant \$32,000
Assessment Services	523,517	698,600	698,600	25%	-	
Police Protection	2,443,695	3,281,500	3,281,500	26%	-	
Correction Services & Prosecutions	361,793	504,000	504,000	28%	-	
Fire Protection Municipal Costs	57,187	303,000	303,000	81%	-	
Emergency Measures	52,648	124,800	124,800	58%	-	
Protective Inspection Services	220,835	522,700	522,700	58%	-	
Dog Control	20,904	36,000	36,000	42%	-	
Common Services (Engineering)	255,378	455,600	433,600	44%	(22,000)	Estimated savings based on one Co-op student hired per semester vs two budgeted
Municipal Road Maintenance	370,763	740,100	739,900	50%	(200)	
Garbage & Waste Collection	1,711,323	2,724,800	2,724,800	37%	-	
Regional Housing	-	35,000	35,000	100%	-	
Planning & Zoning	242,034	499,100	499,100	52%	-	
Economic Development	342,827	1,215,200	1,197,200	72%	(18,000)	Decrease based on actual cost of school insurance \$3,000 and forecasted costs for Lunenburg County Events Promotion \$15,000
Recreation Staffing, Facilities and Programming	688,719	1,108,400	1,140,700	38%	32,300	Increase \$42,400 for temporary replacement of Active Living Coordinator who moved to Provincially funded term position (offset by Provincial grant \$42,400; net cost to MODL \$0) and a reduction of actual costs of spring and summer programs vs budget \$10,000
Libraries	119,786	162,000	162,000	26%	-	
LCLC	355,000	507,500	507,500	30%	-	

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

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Education	4,750,436	8,143,600	8,143,600	42%	-	
Financing & Transfers	885,000	1,554,000	1,537,300	43%	(16,700)	Decrease based on Pinegrove Play Association paid out in this fiscal
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,307,658</b>	<b>\$ 26,886,400</b>	<b>\$ 26,808,600</b>	<b>43%</b>	<b>\$ (77,800)</b>	
<b>Area Rates</b>						
Fire Protection Revenue	3,390,749	3,329,600	3,329,600	-2%	-	
Fire Protection Expenditures	(1,822,686)	(3,329,600)	(3,329,600)	45%	-	
Sewage Collection & Disposal Revenue	561,174	594,400	594,200	6%	(200)	
Sewage Collection & Disposal Expenditures	(280,452)	(673,000)	(641,000)	58%	32,000	Estimated savings based on staff changeover
Private Road Maintenance Revenue	163,713	167,000	163,900	2%	(3,100)	Based on actual billing
Private Road Maintenance Expenditures	(156,758)	(154,700)	(156,700)	-1%	(2,000)	Based on actual amounts paid
Street Lighting Revenue	148,592	139,400	148,100	-7%	8,700	Based on actual tax billing
Street Lighting Expenditures	(74,897)	(145,900)	(145,900)	49%	-	
<b>NET AREA RATES</b>	<b>\$ 1,929,435</b>	<b>\$ (72,800)</b>	<b>\$ (37,400)</b>		<b>\$ 35,400</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$ 12,741,281</b>	<b>\$ 89,800</b>	<b>\$ 371,100</b>		<b>\$ 281,300</b>	
<b>% Annual Budget</b>		<b>0.29%</b>	<b>1.19%</b>		<b>0.90%</b>	

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

	<b>Project Budget</b>	<b>Actual Cost 26-Nov-19</b>	<b>Variance</b>	<b>Staff Comments</b>
<b>General Government Services</b>				
Municipal Services Building	6,544,000	1,195,918	5,348,082	Construction underway with Roscoe Construction Ltd. as General Contractor
Riverport School demolition and remediation	1,083,900	-	1,083,900	Preparing RFP for project management/environmental consulting services; 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	8,952	71,048	Council presentation - September, Final report undergoing quality control final payment upon completion of QC.
<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	834	1,098,166	J Class Roads paved at a total cost \$1,129,500 for 2019/2020. Council has determined J-Class and municipally owned road upgrade priorities for 2020/2021
<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 to do study
LaHave River Straight Pipe Replacement Program	2,352,000	1,533,726	818,274	Project progressing

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

	<b>Project Budget</b>	<b>Actual Cost 26-Nov-19</b>	<b>Variance</b>	<b>Staff Comments</b>
<b>Economic Development Services</b>				
Osprey Village - Nathan Cirillo Road Expansion	1,750,400	1,475,124	275,276	Road completed Aug 31/19 - Sewage Lift Station currently being commissioned. Turnover to MODL expected by end of November 2019.
CES/CEF Building Parking Lot	165,000	110,521	54,479	Completed Sept/19 - Dexter Construction Ltd. completed the project; Working out payment owed to Town & Country
Highway 103 Signage Project	20,000	3,027	16,973	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	14,610	400,390	Sidewalk on Champlain Drive complete. Shoulder paving on 325 complete.
Ballfields	20,000	16,975	3,025	Work completed
Cookville Trail Connector	36,900	32,012	4,888	Work completed
Land Purchase	225,000	3,280	221,720	Council decision not to purchase
LaHave Sunset Park Walking Path & Parking	15,000	1,334	13,666	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	Flooring replacement in quotation process. Design Point Engineering designing the water system upgrade; Reviewing Strum Consulting proposal to address contaminated soil remediation; Preparing Standing Offer Request for environmental services
MARC Tractor/Mower	15,000	-	15,000	RFQ awarded. Zero Turn Lawn Mower to be delivered in within 4 weeks.
MARC/Recreation Truck	75,000	-	75,000	Tender issued Monday, November 25 requesting delivery by March 23, 2020.
Miller Point Kiosk Replacement	10,000	6,049	3,951	Completed

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

	<b>Project Budget</b>	<b>Actual Cost 26-Nov-19</b>	<b>Variance</b>	<b>Staff Comments</b>
Riverport School Playground	40,000	-	40,000	Deferred, to be included in Riverport School demolition/remediation project for 2020. Require community input for new playground.
River Ridge Common	320,000	160,885	159,115	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>4,566,239</b>	<b>10,009,961</b>	



# Municipality of the District of Lunenburg

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## REQUEST FOR A DECISION

**REPORT TO:** Finance Committee

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

**DATE:** December 3, 2019

**RE:** Proposed Sewer Rates based on 5-year Sewer Rate Review

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### RECOMMENDATION

***“that the Finance Committee recommends to Municipal Council that Municipal Council approve the proposed Sewer Rates of \$0.43/\$100 assessment Global and \$0.25/\$100 assessment Hebbville effective April 1, 2020.”***

### BACKGROUND

Five years ago, Council approved area rates for municipally run sewer systems with a subsidy from the general tax rate of up to \$0.03/\$100 assessment . This rate structure was based on identifying the full costs of operating the municipal sewer systems, generating revenue through area rates for sewer, and providing up to \$0.03/\$100 assessment of general rate revenue in recognition of the environmental and economic development benefits of the systems. Council agreed that rates would be reviewed every 5-years.

Before the end of the 5-year cycle, staff determined the rates set were higher than required based declining debt servicing costs that were not anticipated in the original model. Rates were reduced by \$0.02 in 2017/18 and set at \$0.73/\$100 assessment for properties located in New Germany, Conquerall Bank, Cookville and Shore Drive (Global Rate) and \$0.43/\$100 assessment for properties located in Hebbville to recognize this fact.

Staff have now completed an in-depth analysis and 5-year projection for the municipal sewer systems to determine rate adjustments required to meet the original mandate. As per the attached summary, the actual subsidy being provided from the general rate is \$0.016/\$100 assessment. Thus, there is room to reduce sewer rates to fulfil Council’s original decision to provide up to a \$0.03 subsidy.

## OPTIONS

Staff have recalculated costs and revenue for another 5-year cycle and present three options based on the same principals and approaches as the original model, and adjusting the level of general rate subsidy, accounting for new cost and revenue information.

Option	Subsidy from General Rate per \$100 assessment	% Reduction	Global Rate per \$100 assessment	Hebbville Rate per \$100 assessment
1.	\$0.0275	41%	\$0.43	\$0.25
2.	\$0.030	55%	\$0.33	\$0.19
3.	\$0.025	30%	\$0.51	\$0.30

## BUDGET IMPLICATIONS

The new rates will be used to calculate revenue estimates in the 2020-21 Operating budget.

## STRATEGIC PRIORITES

Staff utilized the 5-Year Financial Strategy Model to assess the affordability of the new rate structure. The proposed rate options do not cause any operating deficits in future years.

## CONCLUSION

The existing sewer rates can be reduced based on the rate analysis provided. This reduction recognizes the environmental and economic development benefits of the systems by providing a reasonable subsidy from the general tax rate.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Nov 22, 2019

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Sewer Rate Analysis & Options

### Calculation of Subsidy at Existing Rates:

Current Operating Budget	Conquerall				Total
	Cookville	New Germany	Bank	Hebbville	
Operations & Maintenance	172,900	125,500	41,900	83,400	423,700
PW/WWTM Staff Resources	104,300	74,900	20,900	18,100	218,200
Capital Reserve	107,941	37,715	20,299	9,045	175,000
Debt Service Cost	216,074	-	-	-	216,074
	<u>601,215</u>	<u>238,115</u>	<u>83,099</u>	<u>110,545</u>	<u>1,032,974</u>

### Current Revenue Generated

	Conquerall				Total
	Cookville	New Germany	Bank	Hebbville	
Assessment Billing	243,172	233,605	33,733	50,664	561,174
BPSC Revenue	-	-	-	33,500	33,500
	<u>243,172</u>	<u>233,605</u>	<u>33,733</u>	<u>84,164</u>	<u>594,674</u>

Shortfall - 438,300

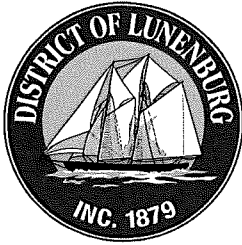
General Rate Subsidy per \$100 taxable assessment	\$ 0.016
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**Calculation of 5-Year Surplus (Shortfall) with Subsidy - Proposed Rate Options**

	<b>Option 1 - \$0.0275 Subsidy &amp; 41% Rate Reduction</b>				
	<b>Total Sewer Costs</b>	<b>Global \$0.43</b>	<b>Hebbsville \$0.25 + BPSC</b>	<b>Gen Rate \$0.0275</b>	<b>Total Surplus (Shortfall)</b>
FY2020	1,032,974	301,201	84,164	749,372	101,763
FY2021	1,051,270	301,338	63,407	764,360	77,835
FY2022	1,085,253	301,476	63,422	779,647	59,292
FY2023	1,120,595	301,614	63,437	795,240	39,695
FY2024	1,157,351	301,751	63,452	811,145	18,996
FY2025*	1,195,578	301,889	63,467	827,368	- 2,854
<b>Cumulative 2021 to 2025</b>					<b>192,964</b>

	<b>Option 2 - \$0.03 Subsidy &amp; 55% Rate Reduction</b>				
	<b>Total Sewer Costs</b>	<b>Global \$0.33</b>	<b>Hebbsville \$0.19 + BPSC</b>	<b>Gen Rate \$0.03</b>	<b>Total Surplus (Shortfall)</b>
FY2020	1,032,974	229,730	56,299	817,497	70,551
FY2021	1,051,270	229,834	56,310	833,847	68,722
FY2022	1,085,253	229,939	56,322	850,524	51,532
FY2023	1,120,595	230,044	56,333	867,534	33,317
FY2024	1,157,351	230,149	56,345	884,885	14,028
FY2025*	1,195,578	230,254	56,356	902,583	- 6,384
<b>Cumulative 2021 to 2025</b>					<b>161,214</b>

	<b>Option 3 - \$0.025 Subsidy &amp; 30% Rate Reduction</b>				
	<b>Total Sewer Costs</b>	<b>Global \$0.51</b>	<b>Hebbsville \$0.30 + BPSC</b>	<b>Gen Rate \$0.025</b>	<b>Total Surplus (Shortfall)</b>
FY2020	1,032,974	357,357	68,965	681,248	74,595
FY2021	1,051,270	357,520	68,983	694,873	70,106
FY2022	1,085,253	357,683	69,000	708,770	50,201
FY2023	1,120,595	357,847	69,018	722,945	29,215
FY2024	1,157,351	358,010	69,036	737,404	7,099
FY2025*	1,195,578	358,173	69,054	752,152	- 16,198
<b>Cumulative 2021 to 2025</b>					<b>140,422</b>



# Municipality of the District of Lunenburg

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210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8  
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: [www.modl.ca](http://www.modl.ca)

## MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar  
Recreation Program Coordinator

DATE: November 26, 2019

RE: HB Studios Sports Centre: Sponsorship Ad Grant

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### RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approve **\$500** under the Sponsorship Ad Grant to **HB Studios Sports Centre** for MODL to become a bronze sign sponsor in the facility.

### Motion Required

### BACKGROUND


HB Studios Sports Centre offers a 100'x200' artificial turf field, a 4-lane oval track, a 60m sprint track, 4 locker rooms, tenants' spaces and multi-purpose rooms. Each year, HB Studios Sports Centre is host to 1000hours of field house bookings, 12,500 visits by walkers, runners and track athletes, as well as soccer and judo tournaments.

The Sponsorship package is not inclusive of HST; however, they have waived HST fees for MODL to comply with grant criteria (maximum of \$500).

*Bronze Sponsor Benefits:* 4ft.x4ft.x3mm alupanel sign (creation and installation) around the mezzanine and oval track for 12 months; 2 complimentary 3-month track passes; and sponsor name listed on HB Studios Sports Centre website.

### BUDGET IMPLICATIONS

The total budget for the Sponsorship Account is \$4,000. \$3,290 has been allocated to date leaving \$710 currently available in this account. If approved for \$500, \$210 will be remaining in the fund.

  
\_\_\_\_\_  
Tissy Bolivar

/tb

# HB Studios Sports Centre Sponsorship Opportunities



HB Studios Sports Centre offers the following advertising and sponsorship opportunities to meet your marketing needs and to make your company's/organization's brand visible in front of thousands of people every year:

## Sign Sponsor

Have your business featured adjacent to hundreds of games, and seen by many walkers, runners and other visitors. Sign installed around the mezzanine track oval (in a specified location), overlooking the field for 12 months, with renewal option. Also, one opportunity for a stair riser decal sign. **Sponsor to provide artwork.**

### Bronze - \$500 + HST (Renew 2019/20 for \$250 + HST)

**Sponsor Benefits:** Includes 4 ft. x 4ft. x 3mm alupanel sign (creation and installation); 2 complimentary 3-month track passes; and sponsor name listed on HB Studio Sports Centre website.

### Silver - \$1,000 + HST (Renew 2019/20 for \$500 + HST)

**Sponsor Benefits:** Includes 8 ft. x 4ft. x 3mm alupanel sign. Also one opportunity for a stair riser decal sign/max 10-12 stairs (Creation and installation); 3 complimentary 3-month track passes (creation and installation); and sponsor name listed on HB Studios Sports Centre website.

### Gold - Dressing Room or Community Room - \$3,500 + HST

Feature your brand on the door of an HB Studios dressing room, and take it a step further and paint and add customized advertising inside the dressing room. Sponsorship for a 12 month period. *Paint and furnish room at sponsors expense.*

**Sponsor Benefits:** Logo on door; 6 complimentary 3-month track passes and 4 hr. use of field at time mutually agreed upon by organization and sponsor; sponsor logo posted on rotating banner at bottom of HB Studios Sports Centre website; sponsor logo linked to sponsor website; and sponsor announced on HBSSC Facebook page. *(Sponsorship of \$4,000 +HST includes an 8ft. x 4ft. x 3mm alupanel sign. Sponsor to provide artwork.)*

### Diamond - \$7,500 Track/Turf Naming Rights

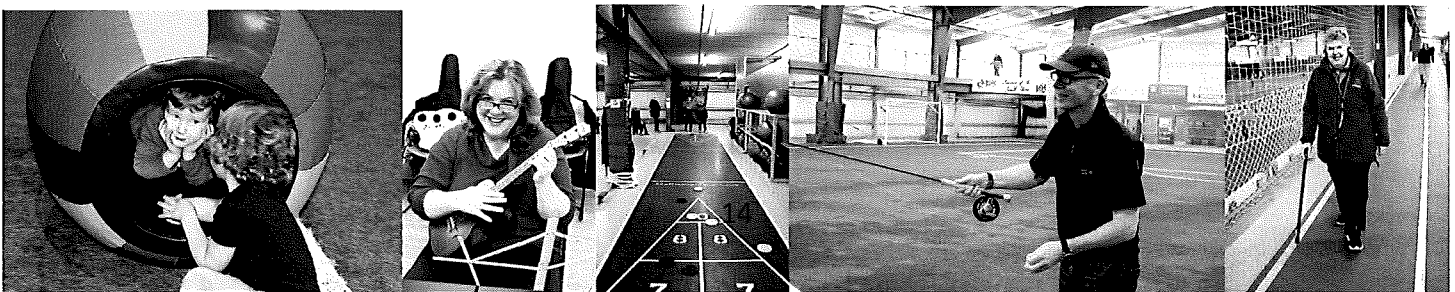
The track is popular among those seeking a leisurely indoor stroll and those looking to rehabilitate or add some cardio to their fitness regimen. The field is the home to a wide variety of activities. **Sponsor Benefits:** Naming rights to track or turf; 8' x 4' 3mm alupanel sign. (A number of high-visibility options are available throughout the track and field to place a sign with your company logo. Larger sign may be negotiated at sponsor's expense). Sponsor logo to be posted on rotating banner at bottom of HBSSC website home page. Sponsor logo linked to sponsor website. Sponsor announced on HBSSC Facebook page.

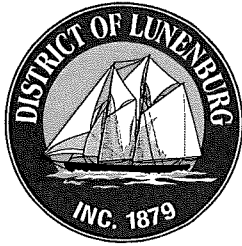
### Family Station - \$1,000 + HST (Renew 2020/21 for \$500 + HST)

Sponsor this family friendly/calming space for breastfeeding and quiet activities. Sponsor may furnish this curtained space. Sponsor to provide artwork for sign. **Sponsor Benefits:** 2' x 1' x 3mm alupanel sign (Includes sign creation and installation); 3 complimentary 1-month track passes; and business name listed on HBSSC website.

### Program Sponsor - To be negotiated

HB Studios Sports Centre hosts many exciting programs that could use the support of a sponsor, such as the FREE parent and tot activity program. Ask us how you can help.





# Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8  
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: [www.modl.ca](http://www.modl.ca)

## MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar  
Recreation Program Coordinator

DATE: November 26, 2019

RE: Royal Canadian Legion Branch #24: Sponsorship Ad Grant

### RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approve the Sponsorship Ad request of the **Royal Canadian Legion Branch #24** for **\$125**, to host the 2020 Nova Scotia-Nunavut Legion Provincial Curling Championships at the Bridgewater Curling Club from January 17 – January 19, 2020.

### Motion Required

### BACKGROUND


For the \$125 sponsorship, MODL will have a ½ page advertisement in the program booklet. The other options are \$200 for a full page or \$50 for a business card size.

Any funds raised that exceed their expenses will be used in supporting the veterans and youth groups in the community.

This is the first request from the Royal Canadian Legion Branch #24 for the Sponsorship Ad Grant for this event.

### BUDGET IMPLICATIONS

The total budget for the Sponsorship Account is \$4,000. \$3,290 has been allocated to date leaving \$710 currently available in this account. There is a recommendation of \$500 pending which, if approved, would leave \$210 remaining in the fund. This would be enough to cover this request.

  
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Tissy Bolivar

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## MEMORANDUM

**TO:** Finance Committee

**CC:** Strategic Management Team

**FROM:** Amy Wamboldt, Grant Coordinator

**DATE:** November 26, 2019

**RE:** 2020/21 Student and Temporary Work Placements

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### RECOMMENDED MOTION:

*“that Municipal Council approve the following new student and term positions for employment during the 2020/21 fiscal year:*

- *1 term planning position to support the Partners for Climate Protection process and*
- *1 co-op term position the implementation of the Fire Recruitment and Retention Strategy*

### DISCUSSION:

Throughout the year, programs are announced for municipalities to participate in various funding opportunities for student and temporary work placements. Student and term placements are highly cost effective for MODL, allowing the Municipality to operate core programs efficiently and proceed with special projects without having to rely on consulting firms. MODL has been fortunate in recruiting and has been able to secure enthusiastic and competent students who have contributed well above expectations. Aside from the financial benefits, hiring students and temporary workers is a great way to showcase the professional roles available in rural Nova Scotia and can also assist individuals in securing longer-term employment.

Municipal staff have identified numerous staffing needs that can be met through the employment of students and temporary employees. To ensure the best possible candidates are recruited and to allow staff to capitalize on funding opportunities as they are announced, it is advisable to have Council pre-approve the 2020/21 positions before the end of the calendar year. In addition to the recurring complement of summer positions used to operate summer recreation, tourism, and support engineering-led projects, staff are proposing the addition of two term positions to support Council’s Strategic Priorities.

First, in declaring a climate emergency, Council also added the issue as a strategic priority and committed to joining the Partners for Climate Protection protocol. The term position will be instrumental in gathering the baseline data and supporting MODL’s development of a Climate Action Plan.

Second, Council has successfully completed the initial implementation of a Recruitment and Retention Strategy for the fire service. A communications co-op placement was very effective in the early implementation, but that position is not planned for this year. Securing a term placement dedicated to fire services recruitment will allow for the marketing elements of the strategy to continue, and allow for the development of other tactics such as the fire fighter appreciation event.

The table below summarizes the funding opportunity and net cost of these two new positions.

<b>Department</b>	<b>Term and Position</b>	<b>Notes</b>	<b>Budget Impact</b>
<b>Planning</b>	12 months – Sustainability Planner (term position)	NEW position to be filled to assist with the Partners for Climate Protection program.	\$25,000 funding. Approximate net cost to MODL \$41,500.
<b>Administration</b>	16 weeks - Fire Services Recruitment and Retention (student)	NEW position for Fire Services and Recruitment Plan.	\$4,200 funding. Approximate net cost to MODL \$8,000.

### **RECURRING TERM POSITIONS**

For information purposes, staff have also compiled information on the annually recurring term positions. These positions provide core department activities and form part of respective departments’ baseline budgets. Annual applications are made to arrange for funding partners to secure maximum external funding and reduce the Municipality’s net cost.

<b>Department</b>	<b>Term and Position</b>	<b>Notes</b>	<b>Budget Impact</b>
<b>Recreation</b>	16 weeks - Summer Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$10,500.
<b>Recreation</b>	16 weeks - Special Events Manager (student)	RECURRING position for summer recreation programming.	\$1,600 funding. Approximate net cost to MODL \$7,400.
<b>Recreation</b>	16 weeks - Sports and Camp Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$9,000.

<b>Department</b>	<b>Term and Position</b>	<b>Notes</b>	<b>Budget Impact</b>
<b>Recreation</b>	16 weeks - Public Relations Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$9,000.
<b>Recreation</b>	8 weeks - Program Leaders (approximately 10 student positions)	RECURRING positions for summer recreation programming.	Approximate cost to MODL \$4,500 per position - \$45,000 total.
<b>Economic Development</b>	8 weeks – Travel Counsellor (3 student positions)	RECURRING positions for Visitor Information Centre services.	\$1,600 funding for one position. Approximate net cost to MODL \$4,500 per position – total \$10,600.
<b>Economic Development</b>	6 months – VIC Manager (term position)	RECURRING position for Visitor Information Centre services.	Approximate cost to MODL \$14,000.
<b>Engineering</b>	16 weeks - Engineering Student (4 student positions)	RECURRING positions to assist with Asset Management and LaHave Straight Pipe programs.	\$4,200 funding per position. Approximate net cost to MODL \$8,000 per position - \$32,000 total.

Finally, once every four years, the Municipality administers Municipal and School Board elections. Generally, MODL hires 2 term positions to assist with the election operations. A full report on the planning for the 2020 elections is forthcoming from the Municipal Clerk.



## MEMORANDUM

REPORT TO: Council  
SUBMITTED BY: Alex Dumaresq, Deputy CAO  
DATE: November 28, 2019  
RE: Award Recommendation for Generator Grant  
ORIGIN: Policy MDL 53 Funding Electrical Connections for Community Generators.

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### RECOMMENDED MOTION

Move that Council award \$8,000 in funding to the Walden Fire Department for the replacement of a generator at their facility, with \$6,000 in funds coming from the comfort centre generator fund and \$2,000 from the Council contingency account.

### BACKGROUND

MODL has instituted a grant program to assist community centres and fire departments interested in acting as Comfort Centres during periods of power outage. Fire departments and other registered community organizations can apply to be a Comfort Centre and receive the grant to offset the cost of installing a generator.

Council Annually awards up to \$14,000 to applicants. The amount awarded is determined at the discretion of Council to a **maximum of 66% of eligible costs and cannot exceed \$8000** per project. In making the decision, Council can consider the number of applications received, the size of the projects, and the strategic importance of the addition or upgrade of the Comfort Centres.

Council's policy also limits what expenses are eligible for funding. Eligible expenses include:

- Power transfer switches;
- Disconnect switches;
- Portable and fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

For clarity, the policy explicitly permits applications for upgrades and rebuilding of existing generator systems in Comfort Centres. Ineligible expenses include: General renovations to buildings; Pads for

generators; Structures or buildings to house generators; and Projects already undertaken prior to application.

## **2019/20 APPLICATIONS**

The annual deadline for applications is March 1<sup>st</sup>. One application was received prior to March 1 of this year, which was from the Hemford and District Fire Department. Council approved a \$8,000 grant for the project.

A late application was received in November of 2019 from the Fire Department in Walden. The department is currently registered as a comfort centre with the Municipality, however their generator was stolen during Hurricane Dorian. The proposed \$16,000 project is to replace the previous generator with a new unit and put in place the requisite permanent electrical connections.

Council's policy is silent on late applications, though Council's community granting policy does permit consideration of late application, provided that such applications are considered after all applications received before the deadline are first considered. In this instance, the timing of the application is understandable, the need for funding only arose after the theft from the department.

## **RECOMMENDED AWARD**

Given the reason for the application, and the desirability of providing comfort centres in more remote communities, staff recommend providing funding to the organization. While the maximum amount possible under the policy is \$8,000, there is currently \$6,000 in the grant account. Should Council wish to award the maximum amount to the applicant, there are funds available in the Council contingency account.

## **ALTERNATIVES**

Council could elect to award \$6,000 to the applicant, which would deplete the generator grant fund for this fiscal year, without exceeding the allocated budget.

Council could elect not to award funds given that the grant is normally only considered once per year. Unused funds in the account would fall to the general municipal surplus.