

AGENDA
FINANCE COMMITTEE

Bridgewater, NS
Tuesday, February 4, 2020
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 – December 3, 2019
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. AWARDING OF TENDERS/RFPs: (Nil)
8. PRESENTATIONS/SCHEDULED TIMES:
 - 8.1 Bridgewater Tennis Club – Request for Funding 10:15 a.m. 1-10
9. CONSIDERATION OF CORRESPONDENCE: (Nil)
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 10.1 Valda Walsh, Region 6, 2020/21 Budget 9:15 a.m. 11-20
11. STAFF REPORTS:
 - 11.1 Finance Department
 - 11.1.1 2019/20 Operating Fund Variance and Capital Status Reports 21-28
 - 11.1.2 2020/21 Proposed Street Light & Hydrant Area Rates 29-31
 - 11.1.3 Tax Relief – Damaged Property – Hebbs Cross 32
 - 11.2 Engineering Department
 - 11.2.1 Pre-Budget Approval - New Position – Engineer-in-Training (EIT) 33-35
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
 - 12.1 Lun. County Lifestyle Centre (LCLC) Update
13. IN CAMERA:
 - 13.1 Land Negotiations re Osprey Village under Section 22(2)(a) of the MGA
 - 13.2 Contract Negotiations under Section 22(2)(e)
14. ADJOURNMENT

BRIDGEWATER TENNIS CLUB



Restoring A Proud Heritage

RICH HISTORY

ESTABLISHED in 1890

2020 is the **130th** anniversary!

DID YOU KNOW?

**We are the 2nd
oldest club In
Canada!**



Maritime Provinces
Ladies Champion
Miss Olive Owen
1910, 1911, 1913

AFFORDABLE?

MEMBERSHIP RATES

Family	\$175
Adult	\$75
Junior	\$75
Doubles	\$100
(2 adults in one dwelling)	

NO ONE GETS TURNED
AWAY!

8 months of play!



WHO ARE WE?

MEMBERSHIP

Adult and children
MODL and Town
residents
Summer youth
program is at capacity!



8 months of play!

TENNIS GROWTH

NATIONAL INTEREST



PROVINCIAL INVESTMENT



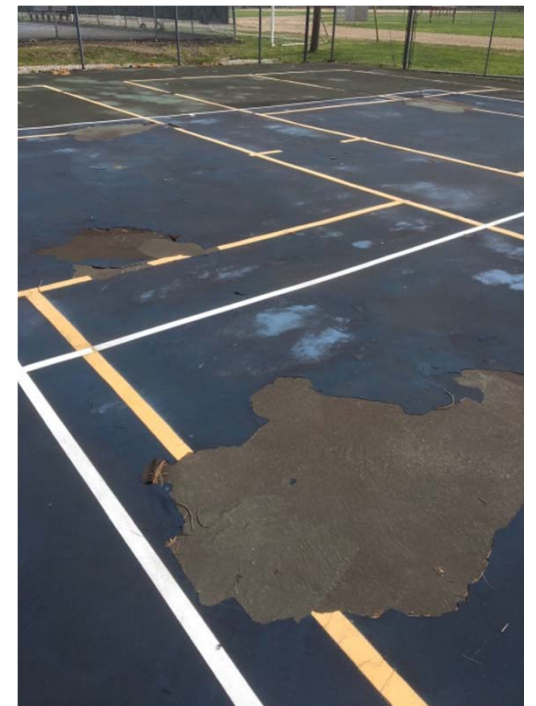
LOCAL SCENE

GYMNASIUM TENNIS
MSAC

MEMBERSHIP GAINS
YEARLY

BTC JOINS **TENNIS**
NOVA SCOTIA

BTC CHALLENGES FACILITY



HISTORIC CLUB NEEDS HELP

BTC REPAIR COSTS

COURT REPAIRS

- \$38,000 to repair Courts 1 and 2
- \$32,000 to repair Court 3 (in the worst shape)
- \$10,000 approx. repairs to clubhouse
- Possible multi-use basketball standards - \$1500 each

- TOTAL \$75,000 + HST

HOW WILL WE ACHIEVE THIS?

Applying for Recreation Facility
Development (provincial)
For 1/3 of the project (\$25,000)

Asking Town of Bridgewater for \$20,000
Asking the MODL for \$20,000

BTC contribution of \$6,000

Potential private sector donation

AFFORDABLE

INCLUSIVE



A RECREATIONAL LEADER IN LUNEBURG COUNTY



THANK YOU COUNCIL!



BUDGET 2020-21

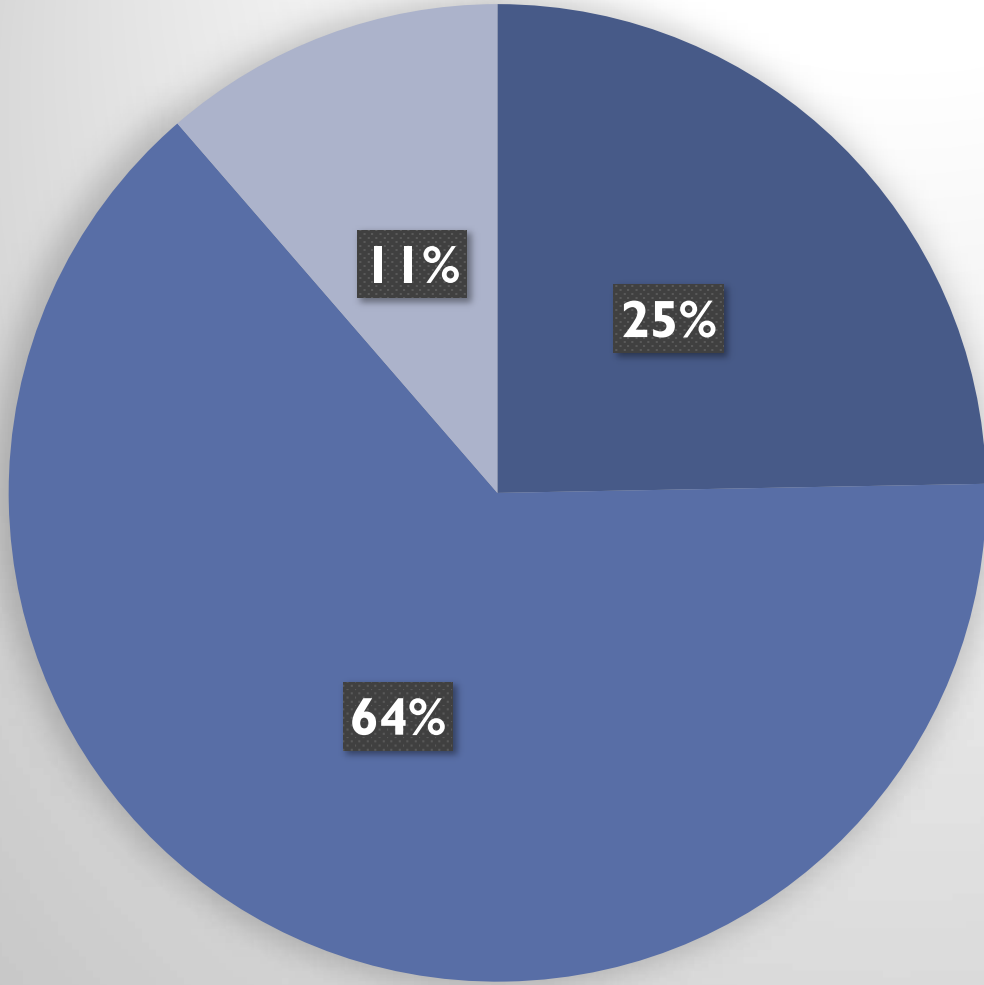
VALDA WALSH

REGIONAL COORDINATOR

BUDGET 2020-21

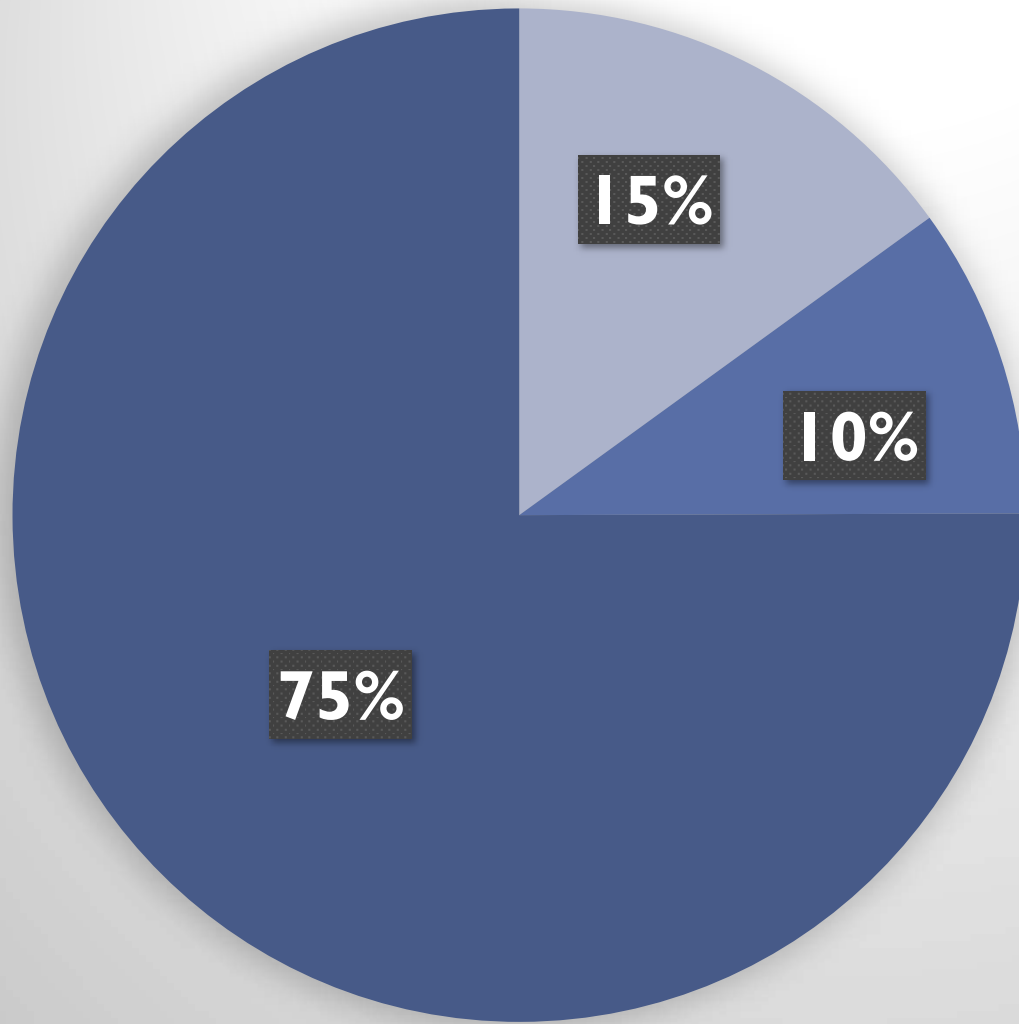
EXPENSE SUMMARY	2019-20 Projection	2019-20 Budget	2020-21 Estimates
Operations	\$121,962	\$124,476	\$124,192
Education	\$83,855	\$82,322	\$86,955
Payments to units	\$629,185	\$622,220	\$622,125





REVENUE

- Contracts/Service Agreement
- Stewardship/Incentives
- Municipal Contribution



EXPENSES

- Operations
- Education
- Payments to units

REVENUE	2019-20 Projection	2019-20 Budget	2020-21 Estimates
CONTRACTS/SERVICE AGREEMENTS			
Education Contract	70,163	64,261	70,163
Coordinator Agreement	43,286	42,028	43,286
Enforcement Contract	89,425	89,519	89,519
Services	3,000	3,000	3,000
Sub-total	\$ 205,873	\$ 198,808	\$ 205,873
STEWARDSHIP/INCENTIVES			
Dairy Stewardship	94,060	87,000	87,000
Diversion ¹	365,200	365,200	365,200
Municipal Approved Programs	80,500	80,500	80,500
Interest		0	0
Sub-total	\$ 539,760	\$ 532,700	\$ 532,700
MUNICIPAL CONTRIBUTION			
Municipal Billing ²	88,510	88,510	94,699
Inter-Municipal Program (transfer) ³	9,000	9,000	0
Sub-total	\$ 97,510	\$ 97,510	\$ 94,699
TOTAL	\$ 843,143	\$ 829,018	\$ 833,272

EXPENSES	2019-20 Projection	2019-20 Budget	2020-21 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	76,385	77,644	77,782
Administration (host)	9,390	9,390	9,390
Travel	5,500	6,500	5,500
Training and conference	1,600	2,040	2,040
Office Rental	9,665	9,180	9,540
Office supplies/computer ⁴	7,500	7,800	7,600
Insurance	3,100	3,100	3,100
Legal	1,000	1,000	1,000
Auditor	7,822	7,822	8,240
Sub-total	\$ 121,962	\$ 124,476	\$ 124,192
EDUCATION			
Education salaries and benefits	59,055	59,622	60,255
Education travel	10,500	9,500	10,500
Program materials ⁴	4,200	4,200	4,200
Inter-Municipal program expenses ³	10,100	9,000	12,000
Sub-total	\$ 85,855	\$ 82,322	\$ 86,955

EXPENSES (cont'd)	2019-20 Projection	2019-20 Budget	2020-21 Estimates
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,519	89,425
Dairy Agreement	94,060	87,000	87,000
Diversion	365,200	365,200	365,200
Municipal Approved Program	80,500	80,500	80,500
Sub-total	\$ 629,185	\$ 622,220	\$ 622,125
TOTAL Expenses	\$ 835,002	\$ 829,018	\$ 833,272



TABLE I:**Municipal billing: (pending budget approval)**

Municipal area serviced:	Pop'n	% of Region	2020-21 Estimate
Shelburne Shared Services	6,562	7.25%	\$ 5,791.69
Town of Bridgewater	8,532	9.43%	\$ 7,530.43
Town of Mahone Bay	1,036	1.15%	\$ 914.38
Municipality of Lunenburg	24,863	27.49%	\$ 21,944.33
Municipality of Barrington	6,646	7.35%	\$ 5,865.82
Town of Clark's Harbour	758	0.84%	\$ 669.02
Municipality of Chester	10,432	11.53%	\$ 9,207.39
Town of Lunenburg	2,263	2.50%	\$ 1,997.35
Municipality of West Hants	15,368	16.99%	\$ 13,563.95
Region of Queens Municipality	10,351	11.44%	\$ 9,135.89
Town of Windsor	3,648	4.03%	\$ 3,219.76
Total	90,459	100.00%	* \$ 79,840.00

\$94,699 Municipal billing reduced by 14,859 audited surplus from last year

FUNDING PROGRAM		2018-2019	
	Region 6 total		Per capita (calculated)
MUNICIPAL APPROVED PROGRAMS		90,555	
ENFORCEMENT		89,519	
PAINT/HHW PROGRAM		16,611	
DIVERSION CREDITS *		377,100	
DAIRY STEWARDSHIP		91,756	
Sub-Total	\$	668,144	~ 7.39 per capita
<i>In-kind</i>			
EDUCATION		86,955	
ADMINISTRATION/LIAISON		124,192	
Sub-Total	\$	211,147	~ 2.33 per capita
TOTAL	\$	875,916	~ 9.68 per capita



THANK YOU!

Valda Walsh

Regional Coordinator

902-624-1339

902-350-0333

Valda.Walsh@Region6SWM.ca



Municipality of the District of Lunenburg

INFORMATION REPORT

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: February 4, 2020

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

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 \$600,800 (vs budget of \$89,800). This represents a budget variance of \$511,000 (1.64%).

The Capital Budget Status Report indicates that projects in the amount of \$5,522,730 have been completed to date.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Jan 27, 2020

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

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

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
REVENUE						
Tax Revenue	\$ 23,597,805	\$ 23,550,600	\$ 23,569,600	0%	\$ 19,000	Based on actual tax billing and appeals
Business Property	159,941	168,100	159,900	5%	(8,200)	Based on actual received from Aliant and HST Offset
Deed Transfer Tax	1,292,110	1,250,000	1,350,000	-3%	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	54,594	203,700	202,300	73%	(1,400)	Estimate based on actual billing to Provincial & Federal Governments
REMO recovery from Other Units	40,210	53,500	53,500	25%	-	
Sale of Services (Recreation & Bldg. Insp)	53,059	64,100	65,800	17%	1,700	Increase based on actual received in Recreation Sundry
Other Revenue - Fines, Permits, Rentals & Interest	1,271,798	1,528,900	1,643,700	17%	114,800	Estimate based on forecasts for interest, Third party tax information and Pro-kids revenue
Farm Acreage Grant	51,077	87,700	87,700	42%	-	
Provincial Grants	87,148	79,600	148,600	-9%	69,000	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)
TOTAL REVENUE	\$ 26,668,332	\$ 27,049,000	\$ 27,341,600	1%	\$ 292,600	
EXPENDITURES						
Mayor & Council	\$ 324,798	\$ 450,200	\$ 443,900	28%	\$ (6,300)	Estimate based on forecasts for Council expenses
Bank Interest & Charges	1,967	3,200	3,200	39%	-	
Administration	451,277	638,000	645,100	29%	7,100	Estimate based on Staff accessibility and management training not allocated to individual departments
Finance	472,649	681,700	681,700	31%	-	
Tax Exemptions	167,684	180,900	168,400	7%	(12,500)	Estimate based on actual tax exemptions granted
Legal & Advisory Services	192,428	772,700	769,200	75%	(3,500)	Estimate based on anticipated reduced legal costs
Administration Building, Supplies and Data Processing	348,054	674,800	674,800	48%	-	
Allowance for Uncollectible taxes	-	100,500	100,500	100%	-	
Tax Sale Expenses	44,149	70,000	70,000	37%	-	

Municipality of the District of Lunenburg Operating Fund Variance Report December 31, 2019						
	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Government Relations, Communications & Municipal Celebrations	50,829	151,600	121,600	66%	(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	83,318	74,800	74,800	-11%	-	
Grants to Organizations	303,897	472,100	462,600	36%	(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	3,261,500	26%	(20,000)	Based on actual cost of RCMP Contract
Correction Services & Prosecutions	361,793	504,000	504,000	28%	-	
Fire Protection Municipal Costs	280,133	303,000	303,000	8%	-	
Emergency Measures	66,082	124,800	124,800	47%	-	
Protective Inspection Services	270,982	522,700	522,700	48%	-	
Dog Control	26,947	36,000	36,000	25%	-	
Common Services (Engineering)	310,362	455,600	433,600	32%	(22,000)	Estimated savings based on one Co-op student hired per semester vs two budgeted
Municipal Road Maintenance	442,536	740,100	739,900	40%	(200)	
Garbage & Waste Collection	2,128,756	2,724,800	2,724,800	22%	-	
Regional Housing	-	35,000	35,000	100%	-	
Planning & Zoning	320,864	499,100	499,100	36%	-	
Economic Development	490,149	1,215,200	1,197,200	60%	(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	816,906	1,108,400	1,140,700	26%	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	416,000	507,500	507,500	18%	-	

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

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Education	6,107,704	8,143,600	8,143,600	25%	-	
Financing & Transfers	999,848	1,554,000	1,537,300	36%	(16,700)	Decrease based on Pinegrove Play Association paid out in this fiscal
TOTAL EXPENDITURES	\$ 18,567,108	\$ 26,886,400	\$ 26,787,100	31%	\$ (99,300)	
Area Rates						
Fire Protection Revenue	3,390,615	3,329,600	3,329,600	-2%	-	
Fire Protection Expenditures	(3,391,766)	(3,329,600)	(3,329,600)	-2%	-	
Sewage Collection & Disposal Revenue	561,104	594,400	594,200	6%	(200)	
Sewage Collection & Disposal Expenditures	(359,191)	(673,000)	(557,300)	47%	115,700	Estimated savings based on staff changeover (\$35K), decreased sewage collection system costs (\$20K), and sewage operations manuals (\$60K)
Private Road Maintenance Revenue	163,713	167,000	163,900	2%	(3,100)	Based on actual billing
Private Road Maintenance Expenditures	(157,122)	(154,700)	(156,700)	-2%	(2,000)	Based on actual amounts paid
Street Lighting Revenue	148,551	139,400	148,100	-7%	8,700	Based on actual tax billing
Street Lighting Expenditures	(103,570)	(145,900)	(145,900)	29%	-	
NET AREA RATES	\$ 252,334	\$ (72,800)	\$ 46,300		\$ 119,100	
SURPLUS (DEFICIT)	\$ 8,353,558	\$ 89,800	\$ 600,800		\$ 511,000	
% Annual Budget		0.29%	1.93%		1.64%	

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

	Project Budget	Actual Cost 27-Jan-20	Variance	Staff Comments
General Government Services				
Municipal Services Building	6,544,000	1,725,149	4,818,851	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
Planning Services				
Flood Risk Identification Phase 2 of LiDar Project	80,000	105,926	(25,926)	Council presentation - September, Final report undergoing quality control final payment upon completion of QC.
Engineering & Transportation Services				
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
Environmental Health Services				
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	1,641,171	710,829	Project progressing

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

	Project Budget	Actual Cost 27-Jan-20	Variance	Staff Comments
Economic Development Services				
Osprey Village - Nathan Cirillo Road Expansion	1,750,400	1,662,493	87,907	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	8,037	11,963	Beautification Grant Received \$15,500 (gross budget of \$25,500). Awaiting DOTIR approval on signs
Recreation Services				
Active Transportation Plan Implementation	415,000	14,610	400,390	Sidewalk on Champlain Drive complete. Shoulder paving on 325 complete.
Ballfields	20,000	19,572	428	Work completed
Cookville Trail Connector	36,900	33,630	3,270	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	Parking lot design is complete and a rough estimate of materials has been created. Awaiting review and approval from Engineering.
MARC Admin Building floor, water bunker roof, soil remediation	50,000	8,727	41,273	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	Kiosk Completed - signage still needed

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

	Project Budget	Actual Cost 27-Jan-20	Variance	Staff Comments
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	179,478	140,522	Mountain Bike trails near completion – RFP for playground components additions is complete and awaiting review and approval from Engineering, legal advisor and insurer.
Sawpit Switchback Trail	20,000	1,919	18,081	Design Complete
TOTAL	14,576,200	5,522,730	9,053,470	



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

Finance Committee

February 4, 2020

Item: 11.1.2

Authorization: E. Wentzell

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CMA, CPA

DATE: February 4, 2020

RE: 2020-21 Proposed Area Rates for Streetlights and Hydrants

RECOMMENDATION

Move that the Finance Committee recommend that Municipal Council approve:

- **The 2020-21 Fire Hydrant Rate at \$0.1308 per \$100 of Assessment**
- **The 2020-21 Street Light Rates as presented**

EXECUTIVE SUMMARY

Enclosed please find proposed budgets for Street Lights and Fire Hydrants for 2020-21.

These rates are calculated based on the prior years' revenues collected against actual costs taking into consideration the current year's assessment and any estimated cumulative overage and shortages in the accounts.

BUDGET IMPLICATIONS

As part of the budget process, area rates are required to be approved by Council. Street Light and Hydrant rates can be easily forecasted based on the nature of the revenues and expenditures. Revenues have been received and most expenditures have been recorded. The enclosed table details the proposed rates.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: January 27, 2020

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

**Municipality of the District of Lunenburg
Area Rates 2020-21 Draft Budget**

STREET LIGHT RATES	2019-20 Approved	2020-21 Proposed
Rates per \$100 of assessment		
Riverport	\$ 0.028	\$ 0.027
Dayspring	\$ 0.077	\$ 0.066
New Germany	\$ 0.044	\$ 0.039
Catidian Place	\$ 0.014	\$ 0.012
Pine Haven Subdivision	\$ 0.041	\$ 0.038
Flat Rates Per Property		
Barss Corner	\$ 52.08	\$ 47.99
Vogler's Cove, Broad Cove & Cherry Hill	\$ 51.05	\$ 47.12
Chelsea	\$ 91.48	\$ 83.45
Pine Grove	\$ 54.28	\$ 49.83
Oakhill acres	\$ 34.45	\$ 31.73
Little Tancook	\$ 31.29	\$ 31.27
Whitley & Jenny	\$ 12.44	\$ 29.74
Westside Drive	\$ 192.90	\$ 126.62

FIRE HYDRANT RATES	Actual 2018-19	Forecast 2019-20	Proposed 2020-21
Rate per \$100 of assessment	0.140	0.1358	0.1308
Opening Surplus (Deficit)	(\$2,316)	(\$126)	\$4,090
Total Cost to Recover	\$56,705	\$58,031	\$58,100
Net Cost	\$59,021	\$58,157	\$54,010
Area Rate Generated	\$58,895	\$62,247	\$54,011
Ending Surplus (Deficit)	(\$126)	\$4,090	\$1



Municipality of the District of Lunenburg

REQUEST FOR DECISION

Finance Committee
February 4, 2020
Item: 11.1.3
Authorization: E. Wentzell

REPORT TO: FINANCE COMMITTEE
SUBMITTED BY: ELANA WENTZELL
DATE: February 4, 2020
RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That the Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$666.54 as per the submitted application for the property located at 511 Mines 2 Rd, AA# 02540223, 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>
Allan Rhodenizer AA# 02540223	2019/2020 \$ 1,327.59	\$666.54

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

REQUEST FOR DECISION

REPORT TO: MODL Audit and Finance Committee

SUBMITTED BY: Stephen W. Pace, MBA, P.Eng., Director of Engineering and Public Works

DATE: February 4, 2020

RE: Pre-Budget Approval for New Position - Engineer-in-Training (EIT)

RECOMMENDATION

“that the Finance Committee recommends to Municipal Council that Municipal Council approve the proposed pre-budget approval of up to \$61,000 for 2020/21 for the creation of an Engineer-in-Training (EIT) position within the Engineering and Public Works Department.”

BACKGROUND

MODL’s Engineering & Public Works Department is responsible for wastewater collection and treatment; municipal infrastructure, eg: roads and underground services; and municipal facilities. Recently the Department has assumed responsibility for MODL’s Recreation facilities. This includes the MARC Program and Administration buildings, Wile’s Lake Depot, as well as supervision of the Park Supervisor and staff.

The Engineering Department utilizes engineering consultants to provide technical expertise as well as staff support. The Department has been challenged to meet the level of service expected by the Municipality with its current staffing compliment.

Departmental challenges include:

- Lack of staff resources,
- Current dispersion of Department staff in various location,
- Procurement requirements,

- Recruitment and retention of technical staff, including:
 - limited opportunities for growth,
 - limited market availability, and
 - below market compensation

The Engineering Department currently has one vacant position, formerly the CET position. This position has been re-posted as a Facilities Superintendent. The Facilities Superintendent will manage the maintenance of all municipally owned buildings, supervise the Parks Supervisor and seasonal staff, manage some operating and capital projects, as well as perform facility inspections.

The Department is expected to continue to struggle with meeting service expectations with current staffing levels given the current operating, maintenance and capital projects planned over the next 5 years.

DISCUSSION

The impacts of having an under-resourced Engineering Department include:

- Inability to provide adequate support to other MODL Departments,
- Slow response times/missed deadlines,
- Inability to complete approved capital projects,
- Poor supervision of staff and contractor performance,
- Acceptance of substandard work by developers/contractors,
- Staff burn-out & turn-over

The assembly of Engineering Department staff into the new municipal services building later this year is expected to improve the Department's team effectiveness related to:

- Communication,
- Technical problem solving,
- Staff back-up
- Consistency

The move of the Parks Supervisor and related staff from the Recreation to the Engineering and Public Works Department was made to align the technical requirements of these roles with the capabilities of the Engineering staff on the operating, maintenance and capital projects. This allows the Recreation staff to focus on that Department's programming functions. The goal of this move is to enhance the quality of service and project delivery related to recreation facilities. This added responsibility further contributes to an increase in the Engineering Department's workload, particularly related to supervision and procurement.

The Engineering Department's recommended solution to address the staffing resource challenge is to create a new Engineer-in-Training (EIT) position, reporting to the Municipal Engineer. The proposed EIT is a Bachelor of Engineering graduate, civil discipline preferred, requiring 4 years of mentored, practical experience. This junior level position would allow for less technical tasks to be delegated from senior staff, thereby improving value and effectiveness. The EIT also provides training for succession planning for MODL's future needs.

The EIT would assist the Department's Municipal Engineer with project planning, coordination and management. The EIT would also assist with budgeting for short and long-term planning, and the preparation of RFQs, RFPs, Tenders and addendums as per the Purchasing Policy. In addition, the EIT would take the lead with some minor design assignments and design reviews as well as project manage smaller projects.

BUDGET IMPLICATIONS

The estimated salary is \$55,000 - \$61,000 in 2020/21 budget year. Sources of funding support come from:

- Diverting one of the two existing Coop Engineering Student positions providing \$22,000/year,
- One-year grant of \$15,000 to hire a new graduate under the Science Horizon Youth Employment (SHI) Program, provided MODL is successful in obtaining this grant,
- Potential reallocation from other Operating Budget items, i.e. Project Design \$5,000-\$10,000/year,
- Estimated shortfall \$10,000-\$15,000 in year one and \$25,000-\$30,000 in year two.

ALTERNATIVES

N/A

CONCLUSION

The EIT would enhance the Engineering Department's ability to fulfill mandate, including, supporting other MODL departments. The position will provide some relief for Department staff. There will continue to be technical resource challenges, which will require engineering consulting expertise to supplement where needed.

Department: Engineering & Public Works

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Date February 4, 2020

Report Approved By: _____ 35 Date _____