

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
FINANCE COMMITTEE
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, March 3, 2020 – 9:00 a.m.

ATTENDANCE

Councillor Michael Ernst, District 8, Chair
Councillor Martin Bell, District 2, Vice Chair
Mayor Carolyn Bolivar-Getson
Councillor Lee Nauss, District 3
Councillor John Veinot, District 4
Councillor Cathy Moore, District 5
Councillor Claudette Garland, District 6
Councillor Wade Carver, District 7
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10 (left at 11:45 a.m.)

Regrets: Deputy Mayor Eric Hustvedt, District 1

Staff: Tom MacEwan, CAO
Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Financial Services
Sherry Conrad, Municipal Clerk
Angela Veinot, Manager of Accounting
Sarah Kucharski, Communications Officer
Dave Waters, Director of Business Development, Tourism & Infrastructure
Jeff Merrill, Director of Planning & Development Services
Stephen Pace, Director of Engineering & Public Works
Tissy Bolivar, Acting Director of Recreation Services
Rachel Hiltz, Recording Secretary

1. CALL TO ORDER

Councillor Ernst called the meeting to order at 9:00 a.m. He acknowledged that the meeting was held in Mi'Kma'ki, the traditional territory of the Mi'kmaq people.

2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS:

2.1 Purple Day for Epilepsy Proclamation

Mayor Bolivar-Getson declared March 26, 2020 as Purple Day for Epilepsy.

3. PUBLIC INPUT: (Nil)

4. APPROVAL OF AGENDA:

It was noted that the title for item 10.1.1 "Pre-Approval of 2020-2021 Capital Budget" for the Lunenburg County Lifestyle Centre needs to be changed to Review of 2020-2021 Capital Budget as there will be no request for pre-approval .

Moved by Councillor Nauss, seconded by Councillor Moore that the Finance Committee Agenda be approved as amended. Carried unanimously.

5. APPROVAL OF MINUTES – February 4, 2020:

Moved by Mayor Bolivar-Getson, seconded by Councillor Carver that the Minutes of the February 4, 2020 Finance Committee meeting be approved as circulated. Carried unanimously.

6. BUSINESS ARISING FROM MINUTES: (Nil)

7. AWARDING OF TENDERS/RFPs: (Nil)

8. PRESENTATIONS/SCHEDULED TIMES: (Nil)

9. CONSIDERATION OF CORRESPONDENCE (Nil)

10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:

10.1 Lunenburg County Lifestyle Centre

10.1.1 Review of 2020-2021 Capital Budget

Mr. MacEwan reviewed the report titled “LCLC 2020-21 Capital Budget” (circulated with Agenda).

Mr. MacEwan noted the following:

- TRAK Smart Energy Systems is in the process of completing an energy efficiency study and have identified major capital improvements that are required due to inefficient and conflicting systems at the LCLC. These issues are causing an excessive use of energy, and the capital upgrades could create up to a 51% reduction in utility costs.
- The LCLC Board is going to conduct a peer review of the TRAK report, with a mechanical engineer consultant, to ensure the numbers are supported.
- Efficiency Nova Scotia is going to perform a review of the report as well, as an efficiency grant will be applied for to offset the energy upgrades. The current budget does not reflect the potential grant funds.
- The noted upgrades include: geoexchange fluid control and isolation; ice facility pumping; connected AHU pumps and fans; refrigeration and dehumidification; and, consolidated controls and integrated energy management.
- Other upgrades include improvements to the Wi-Fi and network upgrades. The Municipal Joint Services Board (MJSB) has been contacted to give an independent recommendation to confirm if the proposed solution will be suitable.
- The capital budget will be presented to Council on March 10, 2020 by LCLC General Manager, Kent Walsh.

Further comments included:

- There were concerns regarding having to complete major improvements to a new facility. It is important that MODL has adequate reserve funds for all facilities.
- Concerns were also raised regarding the budget timeline and when the projects would be tendered. The work should be completed during the slow season for the LCLC, but ensure tender timing is competitive.

11. STAFF REPORTS:

11.1 Finance Department

11.1.1 2020/21 Capital Budget & 5 Year Capital Plan

Ms. Wentzell gave a presentation titled “Draft Capital Budget & Gas Tax Investment 2020/21” (circulated with Agenda) which reviewed the projects in the draft capital budget. Department Heads presented their proposed projects and answered questions relating to the projects.

A discussion was held, and the following comments were made:

- The costs being shown for building and vehicles include a few new vehicles, and the new municipal services building. For the new building, \$2.8 million is being spent in the current fiscal, with the remaining budget being spent in next fiscal year.
- The Facilities Manager position has some job responsibilities that the Certified Engineering Technologist (CET) position had in the past. The new position will be responsible for all parks, buildings and facilities owned by MODL.
- There are considerations for purchasing an electric vehicle. The list price is currently \$40,000.
- Some municipal-owned roads require capital upgrades. The intent is to have the design and engineering completed to be ready to go to tender before construction season for the best pricing. The Engineering Department does respond to immediate issues with the roads, this work is ongoing maintenance. It was noted there may be cost savings over time if all municipal-owned roads were paved, versus gravel.
- There is consideration to connect to the Town of Lunenburg water and wastewater systems for residents in Garden Lots. A study will need to be completed to determine costs and feasibility. Another option is to have on site well and septic solutions.
- The Wastewater Treatment Plant in Conquerall Bank currently does not have a generator. Staff looked into using the generator at the current building, after the move to the new building, but it is not suitable. The generator may be used for REMO purposes, at the MARC facility, or could be deemed surplus.
- There is a five-year wayfinding strategy, which will include signage for the Lunenburg County Lifestyle Centre. It was requested that the signage for the LCLC be installed as soon as possible. It was noted that year one of the strategy includes identifying key assets, and year two would be signage installations. The strategy will include determining what signage will look like and where it will be installed.

- Concerns were raised regarding the MARC facilities, as they are considered municipal buildings, and will soon require accessibility upgrades to meet the new requirements. The timeframe is April 2021. An option is to limit the use of the top floor.
- Contaminated soil was found at the MARC, and it is located under the building and deck. Staff are hoping to utilize a monitoring program through the Department of Environment to ensure the issue is remedied without having to dig under the building. An assessment is ongoing.
- The sheds at Wile's Lake are due for demolition. Staff are planning to quote the demolition for trucking costs only, and MODL will pay the MJSB directly, at a preferred rate, for tipping fees.
- The Osprey Village Trail will be an all-purpose trail that will make a connection from Town of Bridgewater limits to the rail trail system. The trail will be built to ensure MODL does not lose development opportunities.
- The Province has a five-year road plan, and the Active Living Coordinator is working to ensure MODL's active transportation plan is focusing on the roads that the Province has identified for major upgrades.
- Concern was raised regarding the total budget for road improvements. MODL has some municipally owned roads and is also responsible for cost sharing J-Class Roads with the Province. Council needs to consider how much funding they want to spend on roads. Another consideration is to utilize the petition process to have more involvement from property owners for the subdivision roads.
- The New Germany trail bridge has an aggressive timeline, but the organizers currently have a feasible quote and are concerned that prices will rise significantly next year. However, the money from MODL is contingent on the group raising the rest of the funds.
- The Province is completing a traffic analysis on Trunk 10 in the Osprey Village area. There are concerns regarding traffic signals and traffic backups in the area. Over the next two years, the area will be redesigned to improve traffic flow and resurfaced. There is an opportunity to create an Active Transportation lane.

It was requested that staff provide photos or other visuals of proposed projects in the future.

Councillor Knickle left the meeting at 11:45 a.m.

11.1.2 Tax Relief – Damaged Property – Petite Riviere

Moved by Councillor Nauss, seconded by Councillor Bell that the Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$1,731.31 as per the submitted application for the property located at 5752 Highway 331, Petite Riviere, AA#03182436, and as per Section 2(b) of Policy MDL-12 "Tax Exemption/Reduction Policy". Carried unanimously.

11.2 Recreation Department

11.2.1 River Ridge Common Budget – Carry Over

Ms. Bolivar reviewed the report titled "River Ridge Common Budget – Carry Over" (circulated with Agenda).

Moved by Councillor Moore, seconded by Councillor Carver that the Finance Committee recommends to Council that Municipal Council approve \$130,000 to be carried forward from the 2019/2020 River Ridge Common Budget to complete Phase 3 of the park development, as budgeted. Carried unanimously.

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

12.1 Lunenburg County Lifestyle Centre (LCLC) Update

Councillor Bell, Vice Chair, took the Chair so Councillor Ernst could give the LCLC update.

Councillor Ernst and Mayor Bolivar-Getson provided an update on the following:

- The food service is being completed in house and will be reviewed in 4 to 6 months. An expression of interest will be ready at that time.
- Nustadia will stay on in a consultant capacity for 6 months. It was felt there was benefit to keeping them on while staff are going through energy efficiency upgrades as they have worked with TRAK in the past.
- The Inter-municipal Agreement is being amended to have a Council member appointed as an alternate. This will be reviewed and recommended for approval at the March 10 meeting.
- Kent Walsh, General Manager, and Andrew Tanner, Board Member, will be presenting the budgets.
- A membership report will be coming to the next Board meeting then to Council.
- There was concern expressed about paying for the TRAK report from reserves as this would deplete the reserve account and there would likely be future capital upgrades that would need those reserves.

Councillor Ernst returned to the Chair.

13. IN CAMERA:

At 12:10 p.m., it was moved by Councillor Whynot, seconded by Councillor Nauss that the Finance Committee go In Camera to discuss item 13.1 Contract Negotiations re Municipal Joint Services Board under Section 22(2)(c) of the *Municipal Government Act*. Carried unanimously.

Finance Committee In Camera in session.

At 12:20 p.m., it was moved by Councillor Whynot, seconded by Councillor Moore that the Finance Committee come out of In Camera and return to open session. Carried.

Finance Committee in session.

13.1 Contract Negotiations re Municipal Joint Services Board

Moved by Councillor Moore, seconded by Councillor Bell that the Finance Committee recommends to Council that Municipal Council approves the change to

the Municipal Joint Services Board's Organization Structure; and further, that the Mayor write a letter to the Municipal Joint Services Board requesting that the decision regarding the addition of the two new shared services be deferred until the Board has replaced the Chief Operating Officer. Carried unanimously.

It was clarified that the motion was to approve the changes to the Organization Structure relating to the replacement of the Chief Operating Officer and the addition of a Controller.

15. ADJOURNMENT:

There being no further business at 12:20 p.m., it was moved by Councillor Carver, seconded by Councillor Moore that the meeting adjourn. Carried.