

Municipality of the District of Lunenburg Minutes of a Meeting of the Finance Committee

Held at Council Chambers, 10 Allée Champlain Drive, Cookville NS

In Person and Via Audio and Video Conference

Tuesday, July 5, 2021– 9:00 a.m.

Attendance

Councillor Michelle Greek, District 7, Chair
Councillor Wendy Oickle, District 3, Vice Chair
Mayor Carolyn Bolivar-Getson via Teams
Councillor Leitha Haysom, District 1
Councillor Martin Bell, District 2
Councillor Pam Hubley, District 4
Councillor Sandra Statton, District 6
Councillor Kacy DeLong, District 8
Councillor Reid Whynot, District 9
Councillor Chasidy Veinotte, District 10

Regrets

Councillor Cathy Moore, District 5

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Finance
Angela Veinot, Accounting Manager
Dave Waters, Director of Economic Development via Teams
Jennifer Harrietha, Administrative Assistant

1. Call to Order

Councillor Greek called the meeting to order at 9:19 a.m. and acknowledged that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2. Announcements, Acknowledgements, Recognitions

There were no Announcements, Acknowledgements, Recognitions.

3. Approval of Agenda (as circulated)

Moved by Councillor Oickle, seconded by Councillor Bell that the Agenda be approved as circulated.

Carried unanimously.

4. Approval of Minutes – Special Finance April 19, 2022 & Finance May 3, 2022

Moved by Councillor Hubley, seconded by Councillor DeLong that the Minutes of the April 19, 2022, Special Finance Committee meeting be approved as circulated.

Carried unanimously.

Moved by Councillor Veinotte, seconded by Councillor Haysom that the Minutes of May 3, 2022, Finance Committee meeting be approved as circulated.

Carried unanimously.

5. Business Arising from Minutes (nil)**6. Presentations/Schedule Times (nil)****7. Consideration of Correspondence (nil)****8. Recommendations from Committees & Boards (nil)****9. Staff Reports****9.1 Finance Department****9.1.1 2021-22 Proposed Capital Funding and CCBF Investment**

Ms. Elana Wentzell, Director of Finance presented the staff report, as circulated with the agenda. The report outlines the capital project list of the Municipality for fiscal 2021-22. Many of the capital projects were funded from the Reserve funds. Under the Municipal Government Act, Council approval is required for all withdrawals from capital reserves and CCBF expenditures (formally the gas tax) when funding changes are made at year end.

Financing of the capital budget included:

- Depreciation Reserves
- Provincial & Federal Grants
- Sewer Reserve
- General Operating Revenue
- LaHave River Straight Pipe Replacement Program

CCBF spending included:

- Capital projects
- Non-owned trails
- New Germany Trail Bridge
- Rural Broadband Project Costs
- Paving costs for non-owned roads

The Lunenburg County Committee Fund (LCCF) has made a \$1,000,000 contribution to the LaHave River Straight Pipe Project. Payments received from residents that have participated in

the Straight Pipe Project has been transferred to the Trust Fund as part of the Memorandum of Understanding with LCCF.

The following was discussed by the Committee:

- Parks and open spaces
 - Construction fund carryover
- LCCF funding partnership
 - \$1,000,000 trust fund

Moved by Councillor Veinotte, seconded by Councillor Whynot, that the Finance Committee recommend to Council that Municipal Council approved the funding of 2021-22 completed capital projects and CCBF investments as noted in this report and as summarized on the enclosed 2021-22 Capital Project & CCBF Investment Plan.

Carried unanimously.

9.1.2 Operating Variance Reports 4th Quarter

Ms. Wentzell presented the staff report, as circulated with the agenda. The report details the operating budget accounts where expected savings were achieved, and additional costs were incurred for the fourth quarter.

- Operating surplus of \$2.8 million
- Revenue variance of \$1.8 million
- Expenditure variance of \$958,166 less than budget
- Reduced costs due to COVID restrictions

The report is a draft forecast and is provided for Council's information. The audited financial statements and accompanying report will detail the final year end and be circulated at the September 2022 Audit Committee meeting.

9.2 Administration Department

9.2.1 Overestimate of J-Class Street Paving

Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) sent a memo notifying the Municipality of a cost increases for the paving of the following shared services (J-Class) roads for fiscal 2022-23:

- Lester Getson Road
- Forest View Drive

Council is being notified because the costs exceed the approved projects by more than 10% of the original memo quote.

Moved by Councillor Oickle, seconded by Councillor Bell, that the Finance Committee recommend to Council that Municipal Council approve the increase in the cost sharing amount for the J-Class roads in the amount of \$51,500, as presented by the Department of Transportation and Infrastructure Renewal (TIR), and direct the Mayor to execute the Notice of Approval form provided by TIR.

Carried unanimously.

10. Mayor's/ Deputy Mayor's/ Councillors' Matters (nil)

11. Added Items (nil)

12. In Camera (nil)

13. Adjournment

There being no further business at 9:48 a.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that the meeting adjourn.

Carried unanimously.