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## **Finance Committee Meeting Agenda**

**October 4, 2022 – 9:00 a.m.**

**MODL Council Chambers – 10 Allée Champlain Drive, Cookville**

**Via Video/Audio Conferencing**

- 1. Call to Order**
- 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Approval of Agenda** (as circulated)
- 5. Approval of Minutes – September 6, 2022** (as circulated)
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times - Nil**
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards - Nil**
- 11. Staff Reports**
  - 11.1 Finance Department**
    - 11.1.1 Tax Relief - Damaged Property AA # 00073903..... 1
    - 11.1.2 Tax Relief - Damaged Property AA # 05856868..... 2
    - 11.1.3 Tax Relief - Damaged Property AA # 00943975 ..... 3
    - 11.1.4 2022/23 Capital & CCBF Status Report..... 4-9
  - 11.2 Recreation Department**
    - 11.2.1 Sponsorship Ad Grant – Lunenburg Curling Club ..... 10
    - 11.2.2 2022 Remembrance Day Grants..... 12
  - 11.3 Administration Department**
    - 11.3.1 Fiona Relief
- 12. Mayor's/Deputy Mayor's/Councillors' Matters**
  - 12.1 Deputy Mayor's Update
  - 12.2 Mayor's Update

- 13. Added Items**
- 14. In Camera - Nil**
- 15. Adjournment**

Finance Committee  
Item: # 11.1.1  
Date: October 4, 2022  
Authorization: Elana Wentzell



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Finance Committee  
**Submitted by:** Elana Wentzell, CPA  
**Date:** October 4, 2022  
**Re:** Tax Relief - Damaged Property 2462 Highway 332

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#### Recommendation

That Finance Committee recommends that Municipal Council approve tax relief in the amount of \$973.91 as per the submitted application for the property located at 2462 Hwy 332 (AA #00073903) and as per the Municipality's Tax Exemption/Reduction Policy MDL-12.

#### Executive summary

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>REBATE AMOUNT</u>
Christopher Anderson	2021-2022 \$1,494.45	\$ 160.67
AA#00073903	2022/2023 \$1,574.64	\$ 813.24

#### Discussion

Staff have reviewed the application and are satisfied they meet the requirements of the Tax Exemption/Reduction Policy.

Report Preparation	
Department	Finance
Report Prepared by	Annette Nowe
Report Approved by	<i>Elana Wentzell</i>
Date Reviewed by C.A.O.	

Finance Committee  
Item: # 11.1.2  
Date: October 4, 2022  
Authorization: Elana Wentzell



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Finance Committee  
**Submitted by:** Elana Wentzell, CPA  
**Date:** October 4, 2022  
**Re:** Tax Relief - Damaged Property 10 School Street

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#### Recommendation

That Finance Committee recommends that Municipal Council approve tax relief in the amount of \$882.09 as per the submitted application for the property located at 10 School Street (AA #05856868) and as per the Municipality's Tax Exemption/Reduction Policy MDL-12.

#### Executive summary

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>REBATE AMOUNT</u>
Meaghan & Brent Penney	2021-2022 \$1,117.80	\$ 186.30
AA #05856868	2022/2023 \$1,177.74	\$ 695.79

#### Discussion

Staff have reviewed the application and are satisfied they meet the requirements of the Tax Exemption/Reduction Policy.

Report Preparation	
Department	Finance
Report Prepared by	Annette Nowe
Report Approved by	<i>Elana Wentzell</i>
Date Reviewed by C.A.O.	

**Finance Committee**  
Item: # 11.1.3  
Date: October 4, 2022  
Authorization: Elana Wentzell



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Finance Committee  
**Submitted by:** Elana Wentzell, CPA  
**Date:** October 4, 2022  
**Re:** Tax Relief - Damaged Property 958 Upper Branch Rd

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#### Recommendation

That Finance Committee recommends that Municipal Council approve tax relief in the amount of \$643.76 as per the submitted application for the property located at 958 Upper Branch Rd (AA #00943975) and as per the Municipality's Tax Exemption/Reduction Policy MDL-12.

#### Executive summary

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>REBATE AMOUNT</u>
Yvonne McNamara	2021-2022 \$789.75	\$ 57.32
AA#00943975	2022-2023 \$865.89	\$ 586.44

#### Discussion

Staff have reviewed the application and are satisfied they meet the requirements of the Tax Exemption/Reduction Policy.

Report Preparation	
<b>Department</b>	Finance
<b>Report Prepared by</b>	Annette Nowe
<b>Report Approved by</b>	<i>Elana Wentzell</i>
<b>Date Reviewed by C.A.O.</b>	

**Finance Committee**  
Item: #11.1.4  
Date: October 4, 2022  
Authorization: E. Wentzell



## **Municipality of the District of Lunenburg**

### **Report to Finance Committee**

**Report To:** Finance Committee  
**Submitted By:** Elana Wentzell, CPA  
**Date:** October 4, 2022  
**Re:** Capital Status & CCBF Investment Report as of September 28, 2022

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The Capital Budget Status & Canada Community Building Fund (CCBF) Report is enclosed to give Council information on the status of the projects approved in this fiscal year.

Projects are moving forward as indicated on the attached status report. Included on the report are columns for the approved project budget, actual costs incurred to date, cost variance actual to budget, forecast to March 31, 2023, and the forecast variance to budget.

Of the \$8,897,500 approved budget, project costs in the amount of \$2,061,880 have been paid to date with a forecast of \$6,633,975 to be completed by year end.

<b>Report Preparation</b>	
<b>Department</b>	Finance
<b>Report Prepared by</b>	Elana Wentzell
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan	Project Budget	Actual Cost 28-Sep-22	Actual Cost Variance	Forecast 31-Mar-23	Forecast Variance	Staff Comments
<b>Corporate Infrastructure Projects</b>						
<b>Facilities</b>						
Accessibility Legislation Placeholder	250,000	11,595	95.36%	250,000	-	Working with admin, engineering and regional accessibility coordinator to determine timing of accessibility improvements
MARC Dugout Upgrades	10,000	-	100.00%	-	10,000	To be deferred
MARC Facility & Energy Assessment	75,000	-	100.00%	75,000	-	Work has yet to commence but is expected to be completed in 2022/23.
Municipal Services Building Final Costs	500,000	48,842	90.23%	500,000	-	Work progressing on building final costs....scheduled to be complete in 2022/23.
<b>Vehicles</b>						
Rec Tractor	50,000	48,965	2.07%	48,965	1,035	Completed
<b>Other</b>						
Tax Bill Portal	15,000	-	100.00%	15,000	-	Staff are working with TownSuite, and MJSB to move project forward. There are some technical issues to resolve.
<b>Subtotal Corporate Infrastructure Projects</b>	<b>900,000</b>	<b>109,402</b>		<b>888,965</b>	<b>11,035</b>	
<b>Climate Change Mitigation &amp; Adaptation Projects</b>						
Green/Climate Change Projects	50,000	-	100.00%	50,000	-	Staff to bring a report to Council on funding a project.
Petite Riviere Watershed Flood Mitigation	100,000	-	100.00%	100,000	-	Draft Options evaluation report delivered, Hebbville stakeholders consulted, First nations engagement in development, public open house in development
Solar Panels - Municipal Building	400,000	-	100.00%	400,000	-	Installation to begin first week of October

<b>5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan</b>	<b>Project Budget</b>	<b>Actual Cost 28-Sep-22</b>	<b>Actual Cost Variance</b>	<b>Forecast 31-Mar-23</b>	<b>Forecast Variance</b>	<b>Staff Comments</b>
EV Chargers Study & Installation	25,000	-	100.00%	25,000	-	RFP to be drafted
<i>Subtotal Climate Change Mitigation &amp; Adaptation Projects</i>	<i>575,000</i>	<i>-</i>		<i>575,000</i>	<i>-</i>	
<b>Economic Development Projects</b>						
Internet	700,000	7,763	98.89%	700,000	-	Project is on track. Final Eastlink bill was submitted and paid. Currently we do not see any delays but there may be some issues with the Hurricane as staff may have been redirected.
Osprey Village Community Hub Complex	50,000	2,086	95.83%	50,000	-	The Osprey Village Hub is complete except a mapping project. Staff are meeting with a firm in late September to see about completing the work.
Wayfinding (Directional/Visual Signage to MODL Assets)	225,000	24,137	89.27%	225,000	-	Wayfinding for this year has been a struggle but well underway. We expect all work to be complete but there are some concerns with the hurricane.
<i>Subtotal Economic Development Projects</i>	<i>975,000</i>	<i>33,985</i>		<i>975,000</i>	<i>-</i>	
<b>Trail Development Projects</b>						
Annual contribution to Trail Groups	59,900	44,888	25.06%	59,900	-	Cost to date represents providing 75% of the funding up front.
Art on the Trail	15,000	2,892	80.72%	15,000	-	Active Living Coordinator issuing RFP for next Art on the Trail Project
Osprey Village AT Connection	169,000	1,144	99.32%	169,000	-	Design underway with a scheduled tender in spring 2023
Indian Falls Trail upgrade & extension	90,000	5,123	94.31%	5,123	84,877	Will be carried over to next year. Contractor notified MODL could not complete by October. Extension has been granted by Community, Culture and Heritage.
MARC existing Trail Upgrade	21,700	3,110	85.67%	21,700	-	Ditching and culvert installation complete

<b>5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan</b>	<b>Project Budget</b>	<b>Actual Cost 28-Sep-22</b>	<b>Actual Cost Variance</b>	<b>Forecast 31-Mar-23</b>	<b>Forecast Variance</b>	<b>Staff Comments</b>
MARC Trail Connect	19,800	-	100.00%	-	19,800	Carried over to next year. Had some property line issues - now resolved.
Osprey Village Trail Connector	250,000	13,453	94.62%	30,000	220,000	Working with area landowners, NSPW and NSP. Design / tender package to be ready by March 2023...to be tendered with Pickleball courts
<b>Subtotal Trail Development Projects</b>	<b>625,400</b>	<b>70,610</b>		<b>300,723</b>	<b>324,677</b>	
<b>Parks &amp; Open Space Projects</b>						
Future Land Purchases	50,000	360,000	-620.00%	360,000	(310,000)	Purchase of land in Kingsburg for conservation purposes
Accessibility Plan envelope/ Improve Rec Assets, beaches etc	250,000	58,222	76.71%	250,000	-	Mush-a-mush washroom upgrades, waste receptacles and new benches at various parks. Park accessibility audits to be completed.
Oakland Beach Conservation Area	15,000	136	99.10%	15,000	-	Completed but not yet invoiced.
Park Roads - Sand Dollar Park	6,000	-	100.00%	6,000	-	Completed
- Wile's Lake	24,000	-	100.00%	24,000	-	To be completed
River Ridge Phase 5	100,000	45,418	54.58%	45,418	54,582	Carried over to 2023-2024
Sawpit Park	29,000	510	98.24%	29,000	-	Work with Advisory Committee to develop a community plan and determine path forward with trail and park concept.
Active Living Park	500,000	8,750	98.25%	40,000	460,000	Design / tender package to be ready by March, 2023...to be tendered with the Osprey Village Trail Connector.
<b>Subtotal Parks &amp; Open Space Projects</b>	<b>974,000</b>	<b>473,035</b>		<b>769,418</b>	<b>204,582</b>	
<b>Paving Projects - Roads &amp; Shoulders</b>						
AT Plan - Osprey Village	50,000	-	100.00%	50,000	-	Update AT Plan per the funding application

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan	Project Budget	Actual Cost 28-Sep-22	Actual Cost Variance	Forecast 31-Mar-23	Forecast Variance	Staff Comments
J Class Roads (NSTIR paving Partnership) - carry over unused 2021-22	500,000	-	100.00%	275,000	225,000	Tendered cost of \$249,000, plus extras - to be completed this fall, 2022 (Forest View Dr & Lester Getson Rd)
<b>Municipal Roads Paving</b>					-	
Harold Whynot Craig Chandler	25,000	16,769	32.92%	16,769	8,231	Project Completed
CES Parking Lot	-	116,000		-	-	Project Completed
Speed Radar Signs - post mounted	20,000	-	100.00%	20,000	-	Preparing procurement.
<b>Subtotal Paving Projects - Roads &amp; Shoulders</b>	<b>595,000</b>	<b>132,769</b>		<b>361,769</b>	<b>233,231</b>	
<b>Water, Wastewater &amp; Environmental Protection Projects</b>						
Green Compost Carts	60,000	-	100.00%	60,000	-	New inventory to be purchased in early 2023 by MJSB
LaHave River Straight Pipe	2,183,000	1,132,668	48.11%	2,183,000	-	Project on track to finish all installation work before funding deadline of March 31, 2023
Osprey Village Water Tower	150,000	7,665	94.89%	50,000	100,000	Project delay due to land acquisition and easements. RFP for design services is ready to be issued once land is determined.
Riverport School	50,000	35,285	29.43%	50,000	-	Groundwater ready is non-detect. Application being prepared for NSE clearance.
WWTP Cookville Equipment Replacement	50,000	-	100.00%	50,000	-	Received grant funding - work scheduled for 2022/23 despite planned WWTP expansion.
WWTP Cookville Plant Expansion	500,000	-	100.00%	50,000	450,000	RFP for engineering design services to be prepared and issued in 2022/23.
WWTP Cookville Press	1,000,000	-	100.00%	-	1,000,000	To be deferred and included in WWTP expansion.
WWTP Cookville I&I	45,000	17,807	60.43%	45,000	-	To be completed in fall, 2022
WWTP Cookville Inlet Filter	20,000	-	100.00%	20,000	-	Received grant funding - work scheduled for 2022/23 despite planned WWTP expansion.

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan	Project Budget	Actual Cost 28-Sep-22	Actual Cost Variance	Forecast 31-Mar-23	Forecast Variance	Staff Comments
WWTP Hebbville Pump Stns - Assess & Design	40,000	8,141	79.65%	100,000	(60,000)	Completed emergency upgrades to pump station and force main in fall, 2022.
WWTP NG Automatic Wasting Valves & Equipment	75,100	40,513	46.05%	75,100	-	Received grant funding - work scheduled for 2022/23.
WWTP NG Pump Stn 6 Electrical Upgrade	60,000	-	100.00%	60,000	-	Received grant funding - work scheduled for 2022/23.
Water Resiliency/Dry Wells	20,000	-	100.00%	20,000	-	Preliminary concept info gathered re: public water source. council workshop planned to discuss options
<i>Subtotal Water, Wastewater, Environmental Protection Projects</i>	<i>4,253,100</i>	<i>1,242,079</i>		<i>2,763,100</i>	<i>1,490,000</i>	
<b>TOTAL PROJECT COST</b>	<b>\$ 8,897,500</b>	<b>\$ 2,061,880</b>		<b>\$ 6,633,975</b>	<b>\$ 2,263,525</b>	



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Finance Committee  
**SUBMITTED BY:** Tissy Bolivar, Program Coordinator  
**DATE:** October 4, 2022  
**RE:** Sponsorship Ad Request – Lunenburg Curling Club

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#### RECOMMENDATION

That the Finance Committee recommend to Municipal Council that Council approve the Sponsorship Ad request of the **Lunenburg Curling Club** for **\$200**, for their annual promotional campaign for 2022-2023, plus **\$50** to create a new ad panel.

#### EXECUTIVE SUMMARY

A request was received from the Lunenburg Curling Club to continue our sponsorship in their facility. They recognize that this has been a trying year for their supporting local businesses, but with their intentions to open the club as usual, they also know forward momentum will come from supporting each other. This purchase will go towards overall club operations, allowing access to the facility as a community space for people to safely gather and enjoy various recreational activities, especially during these critical times.

#### DISCUSSION

A 24"x 24" sign will be displayed at the Lunenburg Curling Club's ice level for the 2022-2023 season. All advertisers are also listed on [www.curllunenburg.com](http://www.curllunenburg.com) with a hyperlink to their website/Facebook.

This Sponsorship will help support the overall club operations, improving access to their facility as a community space for people to gather to enjoy various recreational activities. The club services both town and municipal residents.

In 2021-2022, the club had 149 members, the highest in 5 years. 5,544 participated in regular club play, and 880 people participated in bonspiels.

We provided the Lunenburg Curling Club a Sponsorship Ad Grant in 2018-2019, and 2020-2021. A request was not made in 2021-2022. Our current sign promotes Lunenburg Region, as seen in the photo. *To provide a different design, there is a one-time fee of \$50 to cover the cost of materials and printing.* Staff recommend changing the panel to promote PRO Kids, like signage in other facilities.



### **BUDGET IMPLICATIONS**

The annual budget for the Sponsorship Ad Grants is \$6,000. To date, \$1,790 has been awarded.

### **ALTERNATIVES**

Not to provide a Sponsorship Ad Grant to the Lunenburg Curling Club.

### **CONCLUSION**

The application put forward by the Lunenburg Curling Club meets required criteria for the Sponsorship Ad Grant and it is recommended by staff to approve the request of **\$200** towards their annual promotional campaign for 2022-2023, plus **\$50** to create a new ad panel.

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Department:

Report Prepared By: Tissy Bolivar

Date: September 15, 2022

Report Approved By: Trudy Payne

Date: September 15, 2022

Reviewed By CAO:

Date:



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Finance Committee  
**SUBMITTED BY:** Tissy Bolivar, Program Coordinator  
**DATE:** October 4, 2022  
**RE:** Remembrance Day Grants

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#### RECOMMENDATION

That the Finance Committee recommend to Municipal Council that Council award **\$750** from the Remembrance Day Grant to support community **Remembrance Day Events** on November 11, 2022, as follows:

Royal Canadian Legion Branch #23 (Lunenburg) - **\$250**

Royal Canadian Legion Branch #49 (Mahone Bay) - **\$250**

Royal Canadian Legion Branch #102 (New Germany) - **\$250**

**Total: \$750**

#### EXECUTIVE SUMMARY

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to help with the hosting of a community event on November 11 in recognition of our veterans and those currently serving our country.

Three applications were received totaling a request of \$750.

#### DISCUSSION

To be eligible for this grant, applicants must be a not-for-profit organization that serves the residents of the Municipality of the District of Lunenburg, is a public event that contributes to the residents where the need for financial assistance is demonstrated and must be a community celebration on November 11 that recognizes Remembrance Day. Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$250.

We have funded all three of these Legions in the past for their community event on November 11.

### **BUDGET IMPLICATIONS**

The annual budget for this grant is \$1,500. If the recommendation of \$750 is approved by Municipal Council, \$750 would remain in the grant.

### **ALTERNATIVES**

1. Award an alternate amount to applicants.
2. Not to award this grant to the applicants.

### **CONCLUSION**

Based on the three applications received, they all fit the grant criteria, benefit our communities, and demonstrate the need for funding to offer their public Remembrance Day service. It is staff's recommendation to approve these applications at their asking amount of \$250 each.

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Department: Recreation

Report Prepared By: Tissy Bolivar

Date: September 15, 2022

Report Approved By: Trudy Payne

Date: September 15, 2022

Reviewed By CAO:

Date: