

Municipality of the District of Lunenburg
Minutes of a Meeting of the Special Finance Committee
Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS
Thursday, April 6, 2023 – 9:00 a.m.

Attendance

Councillor Cathy Moore, District 5, Chair
Mayor Carolyn Bolivar-Getson
Councillor Leitha Haysom, District 1
Councillor Martin Bell, District 2
Councillor Wendy Oickle, District 3
Deputy Mayor Pam Hubley, District 4
Councillor Sandra Statton, District 6
Councillor Michelle Greek, District 7
Councillor Reid Whynot, District 9
Councillor Chasidy Veinotte, District 10, Vice Chair

Regrets

Councillor Kacy DeLong, District 8

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Finance
April Whynot-Lohnes, Municipal Clerk
Joanne Powers, Recording Secretary

1. Call to Order

Councillor Moore called the meeting to order.

Due to all Council members attending virtually and it being a special finance meeting focusing on the 2023-2024 operating budget, it was requested that Mayor Bolivar-Getson chair the meeting.

Moved by Councillor Oickle, seconded by Deputy Mayor Hubley that Mayor Bolivar-Getson chair the Finance Committee meeting. Carried unanimously.

Mayor Bolivar-Getson began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

As the meeting was a virtual meeting, Mayor Bolivar-Getson called for attendance.

2. Announcements/Acknowledgements/Recognition – Nil

3. Public Input - Nil

4. Changes/Approval of Agenda (as circulated)

Moved by Councillor Bell, seconded by Councillor Haysom that the Agenda be approved as circulated. Carried unanimously.

5. Approval of Minutes – Nil

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

10.1.1 Regional Fire Training Station – Reserve Fund

Elana Wentzell, Director of Finance, stated that at the March 28, 2023, Council meeting, a motion was passed to refer this item to budget deliberations.

Moved by Councillor Bell, seconded by Councillor Whynot that the Finance Committee recommend to Council that Municipal Council establish a reserve fund in the amount of \$100,000, separate from other fire service grants and funds for the purpose of constructing a regional fire training facility.

It was discussed that in order to plan for a future facility would require funding. This item will be presented at the Fire & Emergency Services Committee Annual General Meeting scheduled this month. It was noted that a financial partnership with both the federal and provincial governments, as well as from other municipal units would be required.

It was explained that the money was taken from the general operating reserves and reclassified.

The motion on the floor was then voted on and carried. Opposed: Councillor Statton.

11. Staff Reports

11.1 Finance Department

11.1.1 2023-2024 Operating Budget

Ms. Wentzell presented the presentation entitled, “Draft Operating Budget 2023/24” (attached to the minutes). The presentation included the following items:

- Draft Operating Budget 2023/24

- Strategic Priorities
 - Assessment Trends
 - Deed Transfer Tax
 - Mandatory Expenditures
 - Mandatory Expenditures – Education
 - 5-year Operating Budget Assumptions
 - Low Income Property Tax Rebate
- Draft Operating Budget Overview
- Operating Budget 5 Year Financial Strategy
 - Reserves Budget 5 Year Financial Strategy
 - Draft Operating Budget Condensed Summary
 - Draft Operating Budget Proposed Additions

Alex Dumaresq, Deputy CAO reviewed the Administration Department Draft Operating Budget Administration Department Budget Basics

- Administration Depart Noteworthy Changes & Highlights – Alex
- Administration & Protective Services Dept – Reserve Fund Transactions
- Protective Services: Budget Basics
- Protective Services Noteworthy Changes and Highlights

Stephen Pace, Director of Engineering & Public Works reviewed the Engineering Department Draft Operating Budget

- Engineering Department Budget Basics
- Engineering Department Noteworthy Changes & Highlights

Jeff Merrill, Director of Planning & Development Services reviewed the Planning & Development Draft Operating Budget

- Planning & Development Services Budget Basics
- Planning & Development Services Noteworthy Changes & Highlights

Dave Waters, Director of Economic Development reviewed the Economic Development Draft Operating Budget

- Economic Development Budget Basics
- Economic Development Noteworthy Changes & Highlights

Trudy Payne, Director of Recreation, Parks & Tourism reviewed the Recreation Draft Operating Budget

- Recreation, Parks & Tourism Budget Basics
- Recreation, Parks & Tourism Noteworthy Changes & Highlights

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Elana Wentzell, Director of Finance reviewed the Finance Department Draft Operating Budget

- Finance Department Budget Basics
- Finance Department Noteworthy Changes & Highlights

Moved by Councillor Moore, seconded by Councillor Bell that the Finance Committee recommend to Council that Municipal Council approve the 2023-2024 Operating Budget as presented. Carried unanimously.

12. Added Items

13. In Camera – Nil

14. Adjournment

There being no further business at 10:19 a.m. the meeting adjourned.