

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

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS  
**Tuesday, June 6, 2023 – 9:00 a.m.**

### **Attendance**

Councillor Cathy Moore, District 5, Chair  
Mayor Carolyn Bolivar-Getson  
Deputy Mayor Pam Hubley, District 4  
Councillor Leitha Haysom, District 1  
Councillor Martin Bell, District 2  
Councillor Sandra Statton, District 6  
Councillor Michelle Greek, District 7  
Councillor Kacy DeLong, District 8  
Councillor Reid Whynot, District 9  
Councillor Chasidy Veinotte, District 10

### **Regrets**

Councillor Wendy Oickle, District 3

### **Staff**

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

### **1. Call to Order**

Councillor Moore called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

### **2. Announcements/Acknowledgements/Recognition**

Mayor Bolivar-Getson extended appreciation and gratitude to both the regular and volunteer fire services members across the province for their commitment and dedication to safeguarding lives and property during the recent wildfires.

#### **2.1 Proclamation – World Ocean Day**

Mayor Bolivar-Getson proclaimed June 8, 2023 as the 31st anniversary of World Ocean Day. World Ocean Day is the United Nations' day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

#### **Proclamation – Parks & Recreation Month**

Mayor Bolivar-Getson proclaimed June 2023 as Parks & Recreation Month encouraging citizens to participate in the initiative to get active.

**3. Public Input - Nil**

**4. Approval of Agenda**

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

**5. Approval of Minutes – May 2, 2023**

**Moved by Deputy Mayor Hubley, seconded by Councillor DeLong that the Minutes of the May 2, 2023 Finance Committee meeting be approved as circulated. Carried unanimously.**

**6. Business arising from Minutes - Nil**

**7. Presentations/Scheduled Times - Nil**

**8. Consideration of Correspondence - Nil**

**9. Recommendations from Committees & Boards - Nil**

**10. Staff Reports**

**10.1 Finance Department**

**10.1.1 2022-23 Proposed Capital Funding, CCBF Investment and 4<sup>th</sup> Quarter Capital Variance Report**

Elana Wentzell, Director of Finance was in attendance and reviewed the report, “2022-23 Proposed Capital Funding, CCBF Investment and 4<sup>th</sup> Quarter Capital Variance Report” (circulated with the agenda).

**Moved by Mayor Bolivar-Getson, seconded by Councillor Bell that the Finance Committee recommend to Council that Municipal Council approve the funding for the 2022-23 completed capital projects and CCBF Investment as presented and summarized in the 2022-23 Capital Project and CCBF Investment Plan. Carried unanimously.**

**10.2 Admin Department**

**10.2.1 Noise By-law Enforcement**

Alex Dumaresq, Deputy CAO, gave a presentation on the proposed “Noise By-law & By-law Enforcement” (circulated with the agenda) and provided details on the following:

- common sources of noise complaints
- options for addressing noise
  - Land use planning
  - Criminal mischief
  - Noise by-law

- Authorities for noise by-laws

Zander Zwicker, Co-op Student, reviewed the information he compiled from jurisdictional scans and provided details on the following:

- what is noise
- quiet periods
- exemptions
- penalties
- local examples of noise by-laws

Mr. Dumaresq reviewed the requirements for a noise by-law and the enforcement issues and provided details on each, and gave recommendations. He noted that a noise by-law would not fully address noise issues in the Municipality.

It was clarified that noise restrictions could not be placed on short term rentals through land use planning as it deals with land use, not the activity that occurs on the land.

Tom MacEwan, CAO provided an overview of the civil prosecution process versus the criminal law process and that noise issues could be pursued by a private landowner using the civil prosecution process.

A review of costs associated with enforcement of a noise bylaw were discussed, including RCMP, By-law Enforcement Officer, or a combination of both. Regional shared services were also discussed as this could include other enforcement matters in parks and animal control and could be done through third-party contract services.

It was suggested that a summary of the presentation be placed in the Municipal Matters newsletter as a mechanism to provide understanding to the public as to the intricacies and enforcement of a noise by-law.

Councillor Whynot left the meeting at 10:39am

Staff was directed to present further information on short term rentals at a future meeting.

## **12. In Camera**

**At 11:04 a.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor DeLong that Municipal Council go In Camera to discuss Item 12.1 Land Negotiations under Section 22(2)(a) of the MGA. Carried**

Municipal Council In Camera in session.

**At 11:54 a.m., it was moved by Councillor Veinotte, seconded by Deputy Mayor Hubley that Municipal Council come out of In Camera and return to open session. Carried unanimously.**

Municipal Council in session.

Council broke at 11:54 a.m. and resumed at 12:20 p.m.

### **10.2.2 Household Water Supply Financing Program Options**

A report titled “Household Water Supply Financing Program Options” was circulated with the agenda.

Mr. Dumaresq gave a presentation on the “Financing Bylaw for Potable Water Supply Upgrades – Parameters Discussion (attached to Minutes) and provided details on the following:

- background on dry wells
- eligibility
- qualifying upgrades
- financing terms
- administration of program and admin fee
- single loan

Discussions followed on:

- the advantages and disadvantages associated with not requiring a credit check;
- the types of qualifying upgrades;
- the non-eligibility of rental properties;
- administration fees; and
- property liens for failure to repay loan.

**Moved by Councillor Veinotte, seconded by Councillor Whynot that the Finance Committee direct staff to prepare a draft Household Water Supply Financing By-law for Council consideration. Carried. Opposed: Deputy Mayor Hubley.**

### **10.2.3 Policy 045 Salary Administration 4-Year Review**

Mayor Bolivar-Getson declared a conflict of interest and left the room.

Mr. Dumaresq reviewed the report, “4 year review – Policy MODL 045 – Salary Administration Policy (circulated with the agenda).

**Moved by Deputy Mayor Hubley, seconded by Councillor Bell that the Finance Committee recommend to Council that Municipal Council repeal MDL Policy 45, Salary Administration,**

**approved June 11, 2019, and replace it with new Policy MODL-045, Salary Administration and hereby gives seven (7) days' notice of its intention to approve the proposed new policy at the June 13, 2023 Council meeting, and further that the Policy be effective as of April 1, 2023. Carried unanimously.**

Mayor Bolivar-Getson returned to the table.

**11. Added Items – Nil**

**12. In Camera**

**At 12:55 p.m., it was moved by Councillor Haysom, seconded by Councillor Whynot that Municipal Council go In Camera to discuss Item 12.2 Land Negotiations under Section 22(2)(a) of the MGA. Carried.**

Municipal Council In Camera in session.

**At 1:00 p.m., it was moved by Councillor Whynot, seconded by Councillor Haysom that Municipal Council come out of In Camera and return to open session. Carried.**

Municipal Council in session.

**13. Adjournment**

There being no further business the meeting adjourned at 1:00 p.m.

# Financing Bylaw for Potable Water Supply Upgrades – Parameters Discussion

Spring 2023



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## Background

- **Periods of dry weather have been increasing in Nova Scotia since the 2010s**
- **Environment Canada projections suggest a 36% increase in precipitation deficits by 2050**
- **Council has provided temporary relief during dry weather**
- **In February of 2023 Council directed staff to research a possible financing program for domestic water supply**

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## Well Financing Programs

- Limited to owner-occupied residential properties
- Must have taxes paid in full
- Broad definition of water supply systems
- 10-year term
- Interest ranges from 2% to 9% (prime + 2%)
- Some include options to provide loans to recently completed projects



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## Details from Other Municipalities

Municipality	Max Loan Amount	Interest Rate	Supports Prior Upgrades	Requires Admin Fee	Number of Participants (2017 - onwards)
Argyle	Not stated	3.5%	No	No	42
Annapolis	\$10,000	Municipal Rate*	No	Yes (\$300)	
Barrington	Not stated	3%	No	No	13 (avg loan \$10,700)
Chester	\$10,000	Scotiabank's Prime Rate	No	No	25
Victoria	\$10,000	Prime + 2%	Yes (If ≤ 90 Days)	Yes (\$200)	
Yarmouth	\$10,000	5%	Yes (If ≤ 30 Days)	Yes (\$200)	

\*Unclear what this rate is, but MODL's municipal lending rate is 2% for reference



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# Parameters to Decide

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## Eligibility

- ✓ **Pre-existing residence**
  - Targeted to improve existing shallow supply
  - not for new construction
- ✓ **Owner occupied**
  - Not for commercial properties or large residential
  - Capped at a 2 unit, where one unit is occupied by the owner
- ✓ **No outstanding tax**
  - No other units require credit check
  - This aligns with CEF program



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## Qualifying Upgrades

The installation/construction of:

- Digging/drilling a new well
- Rainwater collection systems
- Cisterns
- Water pumps & lines
- Electrical connections
- Other systems and equipment designed to improve the supply, use, and conservation of potable water



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## Maximum Loan & Interest

- **Maximum loan is set at the lesser of:**
  - \$20,000 or
  - 15% of the assessed value of the property
- **Interest:**
  - 2% - aligns with CEF
  - Council has options:
    - to set as an interest-free loan,
    - or to achieve a higher cost recovery



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## Administration – Contract with Clean foundation

- Enter into an agreement with Clean Foundation
- Guide homeowner through application process, upgrade selection
- Homeowner hires contractor
- Clean foundation approves invoices
- Final loan amount provide to MODL
- MODL finance staff administer loan
- Cost: \$650 per loan



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## Administrative Fee

- **Fully waive fee**
  - Provides slightly greater support to property owner experiencing dry well
    - No offsetting energy savings like CEF program
  - MODL budget would be required to fund the \$650 fee
- **\$250 fee per participant**
  - Aligns with CEF program
  - MODL would have to fund the remaining \$400 per participant
- **Homeowner pays full administrative fee**
  - No budget impact on MODL



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## Allow Cross-Marketing

- Applicant for well program would receive information about CEF/home warming and any rebates available
- Upgrades must be completed at the same time and form a single loan
- The cumulative amount loaned may not exceed the lesser of \$20,000 or 15% of the assessed value of the property.



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discussion

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