

Fire & Emergency Services Committee Meeting AGENDA

Monday, March 13, 2023 – 7:00 p.m.

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes – September 12, 2022
4. Business Arising from Minutes
 - 4.1. Fire Scene Security - update
 - 4.2. Mutual Aid Agreement - update
 - 4.3. Volunteer Intake – Application Process
 - 4.4. Department Personnel Policies – Diversity, Inclusiveness, Harassment
5. L.R.F.E.S. Report
6. New Business
 - 6.1. 2023/24 Budget (Grant Memo & Fire Tax Payments)..... 2-3
 - 6.2. Personnel Insurance 4-5
 - 6.3. Workshop Presentation..... 6-25
7. In Camera (if required)
8. Next Meeting –Monday, May 8th, 2023 (A.G.M. Wednesday, April 12th, 2023, Best Western Hotel, Cookeville)
9. Adjournment

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Memorandum

To: Fire & Emergency Services Committee
From: Chris Kennedy; Fire Services Coordinator
Date: March 13, 2023
Re: Budget Items for the 2023/2024 fiscal year

Introduction:

In Previous years the Fire & Emergency Services Committee (FESC) has asked for a 2% increase in the grants allocated by municipal council.

Recommendation:

That the FESC recommends to Municipal Council to approve a 2% increase in the Fire & Emergency Services Grants for the 2023/2024 fiscal year (totalling \$3,797.00) increase over the 2022/2023 fiscal year amounts)

Matching Grant	\$44,998.00
Municipal Grant	\$68,032.00
Training Grant	\$11,570.00
Insurance Grant	\$57,430.00
Personnel Insurance Grant	\$11,570.00

For a total grant amount of \$193,600.00

Chris Kennedy
Fire & Emergency Services Committee

Name of Fire Dept./Commission	Name of Fire Dept./Commission		April 1/22	2022/23 Fire Tax	June - Interim	2021/22 - Balance	Insurance	Insurance	Balance Owing -	Balance Owing -	Municipal	Matching	December - Final	
			Opening Balance	Payment	Payment	Fire Tax	Premium	Grant	Insurance	Personnel	Total Fire Tax	Grant	Grant	Payment
Baker Settlement and Dist	Baker Settlement		\$ 60,967.24	\$ 30,097.95	\$ 30,869.30	\$ -	\$ -	\$ -	\$ -	\$ 30,869.30	\$ -	\$ -	\$ 30,869.30	
Big Tancook Island	BTIERA	Big Tancook Island Emergency Respon	\$ 837.00	\$ 16,446.08	\$ 7,779.32	\$ 8,666.76	\$ 10,046.00	\$ 1,480.03	\$ 8,565.97	\$ 785.03	\$ 152.76	\$ 10,804.37	\$ 1,500.00	\$ 12,457.12
Blockhouse	Blockhouse	Blockhouse Fire Department	\$ 1,778.00	\$ 161,804.54	\$ 74,391.05	\$ 87,413.50	\$ 15,589.00	\$ 2,296.65	\$ 13,292.35	\$ 1,292.99	\$ 74,606.15	\$ 1,526.90	\$ 1,500.00	\$ 77,633.05
Chelsea and District	Chelsea & District		\$ -	\$ 60,275.35	\$ 31,260.64	\$ 29,014.72	\$ -	\$ -	\$ -	\$ -	\$ 29,014.72	\$ -	\$ -	\$ 29,014.72
Clearland **			\$ -	\$ 30,197.82	\$ 13,776.66	\$ 16,421.16	\$ -	\$ -	\$ -	\$ -	\$ 16,421.16	\$ 408.00	\$ -	\$ 16,829.16
Conquerall Bank	Conquerall Bank	Conquerall Bank Fire Department	\$ 973.00	\$ 105,389.92	\$ 48,913.94	\$ 56,475.98	\$ 16,852.00	\$ 2,482.72	\$ 14,369.28	\$ 923.57	\$ 42,156.14	\$ 1,913.10	\$ 1,500.00	\$ 45,569.24
Crousetown *			\$ -	\$ 17,854.37	\$ 8,585.28	\$ 9,269.10	\$ -	\$ -	\$ -	\$ -	\$ 9,269.10	\$ -	\$ -	\$ 9,269.10
Cornwall	Cornwall & District	Cornwall & District Fire Department	\$ 1,616.00	\$ 115,339.43	\$ 52,386.68	\$ 62,952.75	\$ 11,944.00	\$ 1,759.65	\$ 10,184.35	\$ 1,385.35	\$ 52,999.05	\$ 1,414.73	\$ 1,500.00	\$ 55,913.79
Dayspring and District	Dayspring	Dayspring & District Fire Department	\$ 1,596.00	\$ 257,115.89	\$ 90,289.31	\$ 166,826.59	\$ 16,744.00	\$ 2,466.81	\$ 14,277.19	\$ 1,431.53	\$ 152,713.87	\$ 1,406.23	\$ 3,247.43	\$ 157,367.53
Hebb's Cross	Hebbs Cross	Hebbs Cross Fire Department	\$ 1,415.00	\$ 77,769.41	\$ 35,348.91	\$ 42,420.50	\$ 14,479.00	\$ 2,133.12	\$ 12,345.88	\$ 1,154.46	\$ 30,335.16	\$ 3,253.29	\$ 1,500.00	\$ 35,088.46
Hebville	Hebville	Hebville Fire Department	\$ 5,135.00	\$ 159,399.39	\$ 76,327.40	\$ 83,072.00	\$ 15,335.00	\$ 2,259.23	\$ 13,075.77	\$ 1,246.81	\$ 73,884.41	\$ 1,163.61	\$ 1,500.00	\$ 76,548.02
Hemford and District	Hemford	Hemford & District Fire Department	\$ 1,086.00	\$ 65,975.07	\$ 28,950.81	\$ 37,024.27	\$ 15,394.00	\$ 2,267.92	\$ 13,126.08	\$ 923.57	\$ 24,060.62	\$ 5,624.03	\$ 3,126.41	\$ 32,811.06
Indian Point	Indian Point	Indian Point Fire Department	\$ 796.00	\$ 58,387.89	\$ 21,523.12	\$ 36,864.77	\$ 10,598.00	\$ 1,561.35	\$ 9,036.65	\$ 461.78	\$ 28,162.34	\$ 3,684.66	\$ 1,500.00	\$ 33,347.00
Italy Cross	Italy Cross/Middlewood	Italy Cross, Middlewood & District Fire	\$ 1,459.00	\$ 102,374.07	\$ 45,361.52	\$ 57,012.55	\$ 18,397.00	\$ 2,710.34	\$ 15,686.66	\$ 1,523.88	\$ 41,261.01	\$ 1,576.85	\$ 1,500.00	\$ 44,337.86
LaHave and District	Lahave & District	LaHave and District Fire Department	\$ 1,414.00	\$ 213,397.45	\$ 97,413.85	\$ 115,983.61	\$ 16,905.00	\$ 2,490.53	\$ 14,414.47	\$ 1,062.10	\$ 101,921.03	\$ 1,092.39	\$ 1,500.00	\$ 104,513.43
Lapland and District	Lapland & District	Lapland and District Fire Department	\$ 717.00	\$ 54,860.77	\$ 23,391.94	\$ 31,468.84	\$ 10,139.00	\$ 1,493.73	\$ 8,645.27	\$ 785.03	\$ 22,755.53	\$ 4,351.48	\$ 1,500.00	\$ 28,607.01
Maders Cove	Maders Cove	Maders Cove Fire Protection Commissi	\$ -	\$ 68,900.31	\$ 32,486.24	\$ 36,414.08	\$ 3,945.00	\$ 581.20	\$ 3,363.80	\$ -	\$ 33,050.27	\$ 2,885.77	\$ -	\$ 35,936.04
Martins River	Martins River	The Fire Protection Commissioners for t	\$ 1,017.00	\$ 126,054.67	\$ 58,178.28	\$ 67,876.40	\$ 16,805.00	\$ 2,475.80	\$ 14,329.20	\$ 1,015.92	\$ 53,548.27	\$ 2,584.54	\$ 1,500.00	\$ 57,632.81
Midville and District	Midville	Midville and District Fire Department	\$ 1,238.00	\$ 81,263.68	\$ 37,513.17	\$ 43,750.52	\$ 12,924.00	\$ 1,904.03	\$ 11,019.97	\$ 1,339.17	\$ 32,629.38	\$ 4,214.88	\$ 1,500.00	\$ 38,344.26
New Germany	New Germany	New Germany Volunteer Fire Departme	\$ 2,029.00	\$ 292,008.83	\$ 133,475.21	\$ 158,533.62	\$ 22,089.00	\$ 3,254.27	\$ 18,834.73	\$ 1,800.95	\$ 139,926.93	\$ 1,023.70	\$ 1,500.00	\$ 142,450.63
Newcombsville and Dist (Tri)	Tri-District Rescue	Tri District Fire/Rescue	\$ 2,521.00	\$ 46,265.64	\$ 23,957.92	\$ 22,307.73	\$ 32,387.00	\$ 4,771.42	\$ 27,615.58	\$ 1,616.24	\$ (4,403.09)	\$ 1,072.05	\$ 1,500.00	\$ (1,831.04)
District 1&2	District 1 & 2	District 1 & 2 Fire Commission	\$ 1,255.00	\$ 337,211.69	\$ 156,309.66	\$ 180,902.03	\$ 4,014.00	\$ 591.36	\$ 3,422.64	\$ -	\$ 178,734.39	\$ 245.89	\$ -	\$ 178,980.28
Northfield	Northfield	Northfield District Fire Department	\$ 15,246.00	\$ 351,851.00	\$ 171,528.72	\$ 180,322.28	\$ 19,019.00	\$ 2,801.98	\$ 16,217.02	\$ 1,754.77	\$ 177,596.48	\$ 868.87	\$ 1,500.00	\$ 179,965.36
Oakhill	Oakhill	Oakhill & District Fire Department	\$ 1,106.00	\$ 191,512.16	\$ 87,648.31	\$ 103,863.85	\$ 22,584.00	\$ 3,327.19	\$ 19,256.81	\$ 923.57	\$ 84,789.47	\$ 1,571.32	\$ 7,741.16	\$ 94,101.96
Oakland **			\$ 252.00	\$ 71,492.76	\$ 32,720.19	\$ 38,772.58	\$ -	\$ -	\$ -	\$ -	\$ 39,024.58	\$ 408.00	\$ -	\$ 39,432.58
Petite Riviere*	Petite Riviere	Petite Riviere Fire Department	\$ 990.00	\$ 97,820.05	\$ 44,823.96	\$ 52,996.10	\$ 20,231.00	\$ 2,980.54	\$ 17,250.46	\$ 1,062.10	\$ 35,673.53	\$ 2,555.81	\$ 1,500.00	\$ 39,729.33
Pleasantville	Pleasantville	Pleasantville & District Fire Departme	\$ 831.00	\$ 99,711.08	\$ 46,984.78	\$ 52,726.31	\$ 13,926.00	\$ 2,051.65	\$ 11,874.35	\$ 969.74	\$ 40,713.21	\$ 1,721.11	\$ 1,500.00	\$ 43,934.33
Riverport	Riverport	Riverport Fire Commission	\$ 2,208.00	\$ 391,620.79	\$ 182,307.69	\$ 209,313.10	\$ 18,307.00	\$ 2,697.08	\$ 15,609.92	\$ 1,523.88	\$ 194,387.30	\$ 290.34	\$ 1,500.00	\$ 196,177.63
United Communities	United Communities	United Communities Fire Commission	\$ 1,019.00	\$ 84,052.34	\$ 38,535.66	\$ 45,516.69	\$ 13,950.00	\$ 2,055.19	\$ 11,894.81	\$ 1,108.28	\$ 33,532.59	\$ 2,528.84	\$ 1,500.00	\$ 37,561.43
Walden	Walden	Walden Fire Department	\$ 889.00	\$ 19,529.69	\$ 8,833.19	\$ 10,696.50	\$ 9,572.00	\$ 1,410.20	\$ 8,161.80	\$ 1,108.28	\$ 2,315.42	\$ 7,323.22	\$ 1,500.00	\$ 11,138.64
Wileville	Wileville	Wileville Fire Department	\$ -	\$ 84,319.92	\$ 39,309.05	\$ 45,010.88	\$ -	\$ -	\$ -	\$ -	\$ 45,010.88	\$ -	\$ -	\$ 45,010.88
			\$ 49,423.00	\$ 3,901,169.30	\$ 1,780,410.32	\$ 2,120,758.98	\$ 382,175.00	\$ 56,304.00	\$ 325,871.00	\$ 27,199.02	\$ 1,817,111.96	\$ 67,514.00	\$ 44,115.00	\$ 1,928,740.96

*Crousetown with Petite
** Oakland & Clearland with TOMB

Tri District	\$ 2,521.00	\$ 251,828.15	\$ 124,625.54	\$ 127,202.61	\$ 32,387.00	\$ 4,771.42	\$ 27,615.58	\$ 1,616.24	\$ 100,491.79	\$ 1,072.05	\$ 1,500.00	\$ 103,063.84
Petite & Crousetown	\$ 990.00	\$ 115,674.42	\$ 53,409.23	\$ 62,265.19	\$ 20,231.00	\$ 2,980.54	\$ 17,250.46	\$ 1,062.10	\$ 44,942.62	\$ 2,555.81	\$ 1,500.00	\$ 48,998.43

NOTE: Check for in leu of payments from province.

New Procedure on June and Novemebr payments are at this LF address
MODL\20000 - 99999 OPERATIONAL RECORDS\68000 - 68999 PUBLIC PROTECTION AND SAFETY SERVICES\68380 FIRE PROTECTION - FIRE PROTECTION SERVICES\68380-30 Fire Department/Brigade Files\00 Admin\Yearly Data\Annual Fire Tax June FIR-07 and November FIR-06 Policy



Memorandum

To: Fire & Emergency Services Committee
From: Chris Kennedy, Fire Services Coordinator
Date: March 13, 2023
Re: Personnel Group Insurance Renewal date of May 01, 2023

History

In 2020, the Lunenburg Regional Fire & Emergency Service (LRFES) voted in favour of the new group personnel insurance policy currently in place giving an even benefit coverage for all volunteer firefighters within the Municipality of the District of Lunenburg (MODL), at a premium of \$38,537.00. The personnel insurance plan provided through Provident and had a three-year term renewal due on May 01, 2023.

Current Plan and New Premium:

Last year a couple fire departments asked about the clauses in section three regarding 10 year limit timeline:

New reduced premium of current plan \$36,396.00

Section III: Income Protection Benefits:

- **Clause A.i. Covered Injury Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to 10 years while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- **Clause A.ii. Covered Illness Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to 10 years, whichever is greater while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- **Clause A.iii., Covered Injury Weekly Earned Income Replacement Benefit** – For Volunteers, payable up to 10 years and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. The amount payable shall be computed by determining the Insured Person's Weekly Earned Income then subtracting the Minimum Weekly Total Disability Benefit and the Loss of Earnings Coverage as defined in the **Plans of Insurance for the Municipality of the District of Lunenburg Volunteer Fire Departments.**

Benefits apply while performing a Covered Activity.

Option with Extended Coverage:

New Premium for the added coverage is \$44,223.00.

- **A.i. Covered Injury Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to lifetime while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- **A.ii. Covered Illness Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to later of age 67 or five years, whichever is greater while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- **A.iii. Covered Injury Weekly Earned Income Replacement Benefit** – For Volunteers, payable up to lifetime and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. The amount payable shall be computed by determining the Insured Person's Weekly Earned Income then subtracting the Minimum Weekly Total Disability Benefit and the Loss of Earnings Coverage as defined in the **Plans of Insurance for the Municipality of the District of Lunenburg Volunteer Fire Departments**

Benefits apply while performing a Covered Activity.

Decision:

1. Add new option to the personnel policy at the new premium of \$44,223.00 with the added option in Section III, Ai., Aii, Aiii as described. The premium will be share amongst all fire departments as is done currently.
2. Renew the current policy unchanged for the new premium of \$36,936.00.

Chris Kennedy
Fire services Coordinator

FESC Strategic Thinking Workshops



Lunenburg Regional

FES
Fire & Emergency Services

FE Emergency Package 2022-03-13 #6

Municipality of the District of Lunenburg



Desired Outcome

- Review & Background
- Develop themes
- Establish priority areas & possible projects

Goal: Establish a Draft strategy document to share with Fire Service & Council to guide the next 4 years of FESC work



Background Last 5 years



Previous Priorities

Maintenance and Testing Standards

Training

Mental Health

Bulk Purchasing

Coordination with REMO

Financial Capacity/Governance



Major Accomplishments

Developed & filled a Fire Services Coordinator Position

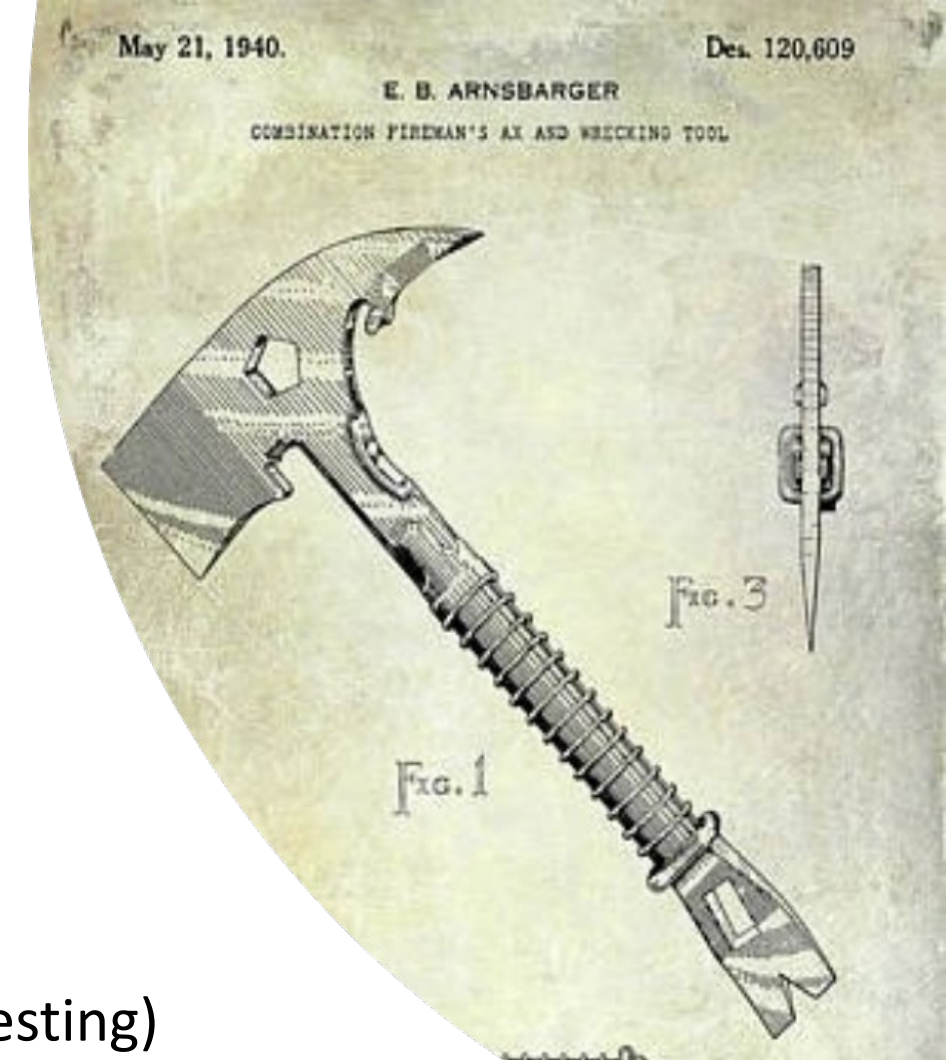
Launching of Recruitment and Retention Strategy

Insurance improvements

(Implement WCB, EFAP, Group Personnel Insurance

Implementation of a new mandatory standard (Pump Testing)

Updated Mutual Aid Agreement now in place



Background: Environmental Scan



Importance of Fire Departments

- Provide invaluable protective service
- Integral to local community fabric

FDs create large community networks & maintain vital community infrastructure



Issues Facing Fire services



Increasing standards & demands:

- E.g. 10-year cycle for bunker gear
- large capital purchases are required
- Ever increasing insurance costs
- Increasing expectation of service from residents

Volunteer landscape changing:

- Increasing age (55+ in most departments)
- Declining rates of volunteerism
- Businesses not allowing firefighters to leave work
- Work outside of community
- Need to accommodate more diverse volunteers
 - Perception that firefighters are paid
 - Time demands of training & response
 - Need for childcare
 - Washrooms on scene

Issues facing fire services cont'd

Governance challenges

- Extensive and regular training is required of volunteers
- Administration of the organizations is time consuming
- Leadership skills for personnel issues is required
- Wide range of financial capacity between departments
- Inconsistent honorariums for calls practices etc.



FD	Assessment	% of Assessment	Dwelling units	% of Dwelling units	1¢ of Fire tax Tax	Assessment per Dwelling Unit	2022 Fire Tax Payment	Calls	% of Calls	Members	% of Members
Tancook	\$ 10,952,100	0%	139	1%	\$ 1,095	\$ 78,792	\$ 17,978	14	1%	17	3%
Walden	\$ 12,931,700	0%	146	1%	\$ 1,293	\$ 88,573	\$ 20,721	26	3%	24	4%
Hemford	\$ 38,700,100	1%	396	2%	\$ 3,870	\$ 97,728	\$ 68,405	28	3%	20	3%
Lapland	\$ 45,596,300	2%	262	2%	\$ 4,560	\$ 174,032	\$ 56,286	9	1%	17	3%
Midville	\$ 47,749,700	2%	436	3%	\$ 4,775	\$ 109,518	\$ 83,067	17	2%	29	5%
Indian Point	\$ 48,655,800	2%	122	1%	\$ 4,866	\$ 398,818	\$ 60,283	0	0%	10	2%
Hebbs Cross	\$ 51,827,800	2%	317	2%	\$ 5,183	\$ 163,495	\$ 80,163	22	2%	25	4%
Maders (TOMB)	\$ 62,634,200	2%	558	3%	\$ 6,263	\$ 112,248	\$ 69,482	18	2%	N/A	N/A
Martins River	\$ 63,012,900	2%	257	2%	\$ 6,301	\$ 245,186	\$ 128,532	34	3%	22	4%
Petite	\$ 68,008,800	2%	398	2%	\$ 6,801	\$ 170,876	\$ 118,583	47	5%	23	4%
United Comm.	\$ 69,987,600	2%	367	2%	\$ 6,999	\$ 190,702	\$ 86,018	14	1%	24	4%
Conquerall	\$ 70,233,800	2%	362	2%	\$ 7,023	\$ 194,016	\$ 107,922	37	4%	20	3%
Pleasantville	\$ 76,659,300	3%	513	3%	\$ 7,666	\$ 149,433	\$ 101,624	30	3%	21	4%
Italy Cross	\$ 85,210,600	3%	545	3%	\$ 8,521	\$ 156,350	\$ 105,020	37	4%	33	6%
Oakhill	\$ 112,635,800	4%	552	3%	\$ 11,264	\$ 204,050	\$ 195,022	76	8%	20	3%
Blockhouse	\$ 113,837,000	4%	677	4%	\$ 11,384	\$ 168,149	\$ 164,586	95	10%	28	5%
Cornwall	\$ 115,116,600	4%	775	5%	\$ 11,512	\$ 148,538	\$ 117,330	37	4%	30	5%
Dayspring	\$ 128,522,800	4%	678	4%	\$ 12,852	\$ 189,562	\$ 259,747	48	5%	25	4%
Hebbville	\$ 144,903,400	5%	576	4%	\$ 14,490	\$ 251,568	\$ 165,547	40	4%	27	5%
LaHave	\$ 164,116,700	6%	751	5%	\$ 16,412	\$ 218,531	\$ 216,240	38	4%	23	4%
Tri-Dist.	\$ 187,733,100	6%	1279	8%	\$ 18,773	\$ 146,781	\$ 257,504	75	8%	35	6%
New Germany	\$ 193,817,300	7%	1823	11%	\$ 19,382	\$ 106,318	\$ 295,491	60	6%	39	7%
Northfield	\$ 250,497,400	8%	1302	8%	\$ 25,050	\$ 192,394	\$ 368,144	66	7%	38	7%
Riverport	\$ 326,180,000	11%	1127	7%	\$ 32,618	\$ 289,423	\$ 395,002	47	5%	33	6%
D 1&2	\$ 481,232,200	16%	1729	11%	\$ 48,123	\$ 278,330	\$ 339,058	60	6%	N/A	N/A
Total	\$ 2,970,753,000		16,087.0		\$ 297,075	N/A	\$ 3,877,755	975		583	
Median	\$ 76,659,300		545		\$ 7,666	\$ 170,876	\$ 117,330	37		24	





If we could learn from animals, being present, and mindfulness in a snapshot



Focus Areas From FESC Workshops



Safety – Proposed Actions

- Establish minimum safety standards for equipment & Apparatus
 - SCBA functional testing, SCBA facepiece fit testing, bunker gear, hose testing
- Explore expanding Automatic mutual aid
- Expand opportunities for local collaborative training
 - E.g. driver training/assistance
 - Utilize area training facilities currently in place
 - Support Local Level 1 firefighter training
- Include more information on level of training on annual registration
- Encourage adoption of Basic GOGs:
 - OH&S/scene safety officer
 - Interior/exterior attack,
- Additional leadership training for current and developing officers
- Explore a regional training facility (see below)



Capacity & Governance – Proposed Actions

Explore changes to municipal grants system, e.g.:

- Enhance Grants to target minimum standards improvements
- Enhance redistributive grant to further support smaller departments
- Explore minimum and maximum funding amounts for Fire departments

Continue to support governance improvements in departments

- Continue to provide leadership training
- Maintain leadership grant
- Foster merger discussions with departments showing interest

NOTE: Continued respect for autonomy and independent leadership within individual fire departments.



Recruitment & Retention



I WANT YOU for Fire Services



Recruitment & Retention – Proposed actions

https://www.modl.ca/index.php?option=com_docman&view=download&alias=5784-fire-recruitment-and-retention-strategy&category_slug=website-docs&Itemid=102

- Continued R&R supports:
 - Marketing materials
 - Annual campaign
 - Recognition grant
 - Volunteer and Family Assistance Program
 - Leadership training
- Explore enhancements to R&R, e.g.:
 - Increase community presence (School visits, class credit Junior Fire Fighters)
 - Draw for firefighter(s) to attend a national conference
 - Communication with MODL businesses to allow volunteers to respond to calls
 - Advocate for more incentives/support for volunteer firefighters



Explore possible regional facility

- Locate centrally (e.g. new exit 12a)
- Modern live fire training ground/classrooms
- Truck bays for apparatus etc.
- Possible sleeping quarters
- Possible hazmat team/on-call paid firefighters drawn from local volunteer departments
- Possible lease space for Dispatch/ Police joint operations





Next Steps

- Confirm draft as a committee
- Present to AGM of Fire Departments
- Possibly solicit feedback via survey?
- Recommend to Council for approval



