

AGENDA
MUNICIPAL COUNCIL

Bridgewater, NS

Tuesday, February 13, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION:
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – January 9 & 23, 2018
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. AWARDING OF TENDERS/RFPs: (Nil)
8. PRESENTATIONS/SCHEDULED TIMES:
 - 8.1 Elisabeth Bailey re Victorian Order of Nurses (VON) 9:15 a.m. 1-8
 - 8.2 Phil Bradfield, Eric Whynot & Arleen Stevens re Health Services Fdn..... 10:15 a.m. 9-18
9. CONSIDERATION OF CORRESPONDENCE:
 - 9.1 Fire Services Committee re Business Recognition 19
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 10.1 Audit & Finance Committee
 - 10.1.1 Municipal Expense Claim Form..... 20-26
 - 10.1.2 2018/19 Region 6 Inter-Municipal Committee Budget 20, 27-33
 - 10.1.3 Event Program Grant – Events Lunenburg County – Esso Cup..... 20, 34-57
 - 10.2 Fire & Emergency Services Committee
 - 10.2.1 Proposed Amendments to Policy MDL-36 “Fire & Emergency Services” 58-74
 - 10.2.2 Fire Services Request for Annual Grant Increase 58, 75
 - 10.3 Nominating Committee
 - 10.3.1 Provincial Volunteer 76-77
 - 10.4 Regional Emergency Management Organization (REMO)
 - 10.4.1 2018/2019 REMO Budget 78-80
11. STAFF REPORTS: (Nil)
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
 - 12.1 Update – Municipal Joint Services Board (MJSB) (C. Bolivar-Getson/C. Moore/E. Knickle)
 - 12.2 Update – Deputy Mayor
 - 12.3 Update – Mayor
13. IN CAMERA:
 - 13.1 Land Negotiations re Oakland under Section 22(2)(a) of the MGA..... 11:15 a.m.
 - 13.2 Contract Negotiations re Sucker Lake under Section 22(2)(e) of the MGA
 - 13.3 Purchase of Property at Tax Sale under Section 22(2)(b) of the MGA
14. ADJOURNMENT



CANADA

Home Care in the Municipality of the District of Lunenburg

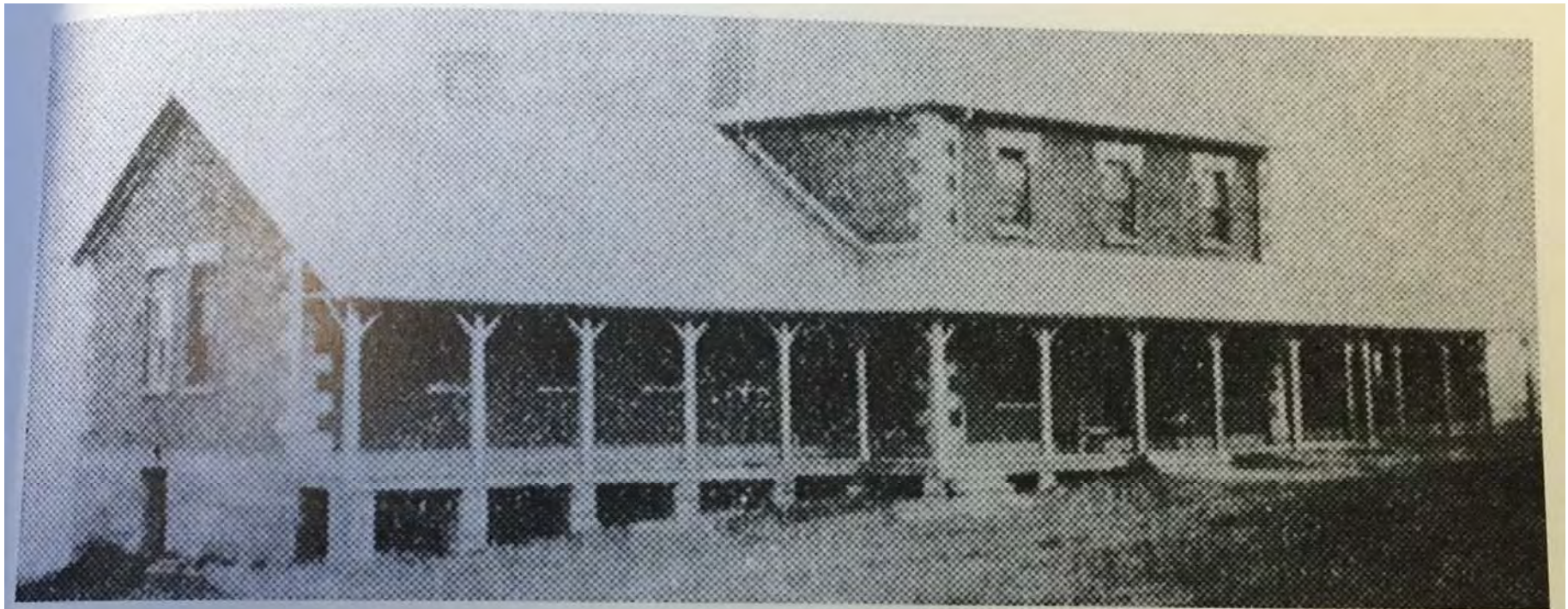


CANADA

Healthy seniors, healthy community



Educating new mothers helped reduce infant mortality rates.



Marine Hospital in Pictou, Nova Scotia, 1901.

HEALTH STARTS AT HOME





HEALTH STARTS AT HOME





HEALTH STARTS AT HOME





HEALTH STARTS AT HOME





HEALTH STARTS AT HOME





Together a healthy future is in our hands

Presentation to the Municipality of the District of Lunenburg Council
February 13, 2018

What is the Health Services Foundation?

- A registered charity
- 25 years of fundraising to enhance health care on the South Shore
- Raises funds for South Shore Regional & Fishermen's Memorial Hospitals, plus associated sites
- Not overseen by the Nova Scotia Health Authority or provincial government
- Supports the funding of health care equipment, programs and education

Health Services Foundation by the numbers

25	The Health Services Foundation formed in 1993, 25 years ago, amalgamating the South Shore Regional Hospital Foundation & the Fishermen's Memorial Hospital Fund-Raising Committee	17	The number of departments donations to the Foundation have funded hundreds of pieces of equipment for between SSRH & FMH
\$600K - \$1M	The amount of money Reinvested into our local health care, annually, by the Foundation	\$1.4M	Largest purchase committed to by the Foundation, for two Minimally Invasive Surgical Suites at SSRH

Items funded by Foundation

- Maternity OR table
- Cardiac monitors
- OR lights
- Hospital beds
- The Journey Room at SSRH
- Restorative Care Unit/expanded gym at FMH
- Bone Densitometry Unit
- Mobile X-ray Unit
- Physician recruitment

\$13.5-M

Dollars spent on equipment
for SSRH & FMH since 1993



Together a healthy future is in our hands

COMMITMENTS 2016/2017

Our Health Centre funding	\$ 107,026
Three Warming/Cooling Units	49,500
NarCan Kits & Promotion	10,000
ENT Microscope	82,400
Five Anesthesia Carts	9,000
One E Pen Drive Set	36,700
Universal Power Driver	8,000
Five NIBP Machines	14,000
Syringe Pump	6,000
Pneumatic Tourniquet	18,000
Cardiovascular Clinic Electronic Record Keeper	7,000
Minimally Invasive Surgical Suites	1,400,000
Auto Floor Scrubber	8,769
Six Sleeping Chairs	9,000
Four Stethoscopes	1,040
Mammography Reporting System	13,891
Defibrillator	17,872
Bariatric Stretcher	13,252
Bariatric Commode	6,829
Annual Bursary	59,391.91
TOTAL	\$ 1,912,664.91

DISBURSEMENTS 2016/2017

Holter Monitor for Cardiology	\$ 2,145.00
10 Beds for Veterans Unit	78,400.00
Privacy Curtains & Track System	32,500.00
Various Equipment for Lab	31,798.72
Four Comfort Carts for Palliative Care	806.50
Various Education Workshops for Palliative Care Staff	1,684.02
Various items for Restorative Care	4,778.64
Bone Densitometry Unit	99,883.70
Various Items for Veterans' Unit	10,380.00
Cafeteria Ice & Water System	9,513.72
Journey Room Final Payment	23,859.62
Various Items for Chemotherapy Department	1979.79
Cancer Patients Support	19,690.00
Bladder Scanner for	17,376.35
Bursary Program	59,391.91
Nu-Step for Cardiac Rehab Services	6,481.42
31 Chairs for New Germany Medical Centre	5,486.20
Physician Recruitment	30,000.00
Patient-Based Equipment for Our Health Centre	100,711.75
Floor Scrubber	8,902.21
Doppler Portable Ultrasound Unit for Wound/Ostomy Department	794.76
Ophthalmology Instruments	10,000.00
TOTAL	\$ 556,564.31

What is a MIS Suite?



HAVING TWO MINIMALLY INVASIVE SURGICAL SUITES AT SOUTH SHORE REGIONAL HOSPITAL WILL:



Expand surgeries able to be performed, providing more surgeries closer to home



Increase the ability to recruit new surgeons



Greatly enhance efficiency in the operating rooms

The Foundation Invests in Education

THE SOUTH SHORE BURSARY PROGRAM

Over the past decade the Health Services Foundation of the South Shore has been proud to contribute to The South Shore Bursary Program, offering bursaries of up to \$5,000 to South Shore students pursuing health-related careers.

Total committed to bursary program over 10 years:	\$ 286,917
Number of students supported (as of September 2016):	77

Areas of Practice Bursary Supporters Studied



- 52 RNs
- 18 LPNs
- 1 Nurse Practitioner
- 1 Medical Doctor
- 2 Lab Techs
- 1 Medical Radiation Technologist
- 1 Masters in Physiotherapy
- 1 Respiratory Therapist

BURSARY FAST FACTS (AS OF SEPTEMBER 2016):

20

recipients are still in school

15

recipients are fulfilling their return-for-service agreements

1

recipient is awaiting a position (NP)

90%

of recipients are still employed by NSHA in the local area

9

recipients repaid money in lieu of service

Foundation Fun: Events

- Women’s Giving Circle (November)
- Hit It For Health – The Final Round (July)
- Curl for a Cause (February)
- Radiothon (February)



Radiothon: a Success Story

In seven years, Radiothon has made its mark on South Shore Regional Hospital, raising \$740,000. This partnership of the Health Services Foundation, CKBW/Country 100.7, and the community has grown Radiothon into the Foundation’s biggest one-day fundraiser.

Radiothon has purchased:

- Cardiac Monitors
- A Cardiac Ultrasound
- Ventilators for Intensive Care Unit
- A Mobile X-ray Unit
- The Journey Room
- Bringing Urology Service back to the South Shore
- Operating Room Equipment



8am-6pm
CKBW
Country 100.7

Together a healthy future is in our hands



Statistics
Canada

2016 Census: Lunenburg Co.

Total population: 47,130

- 29,070 (over 60%) is between the age of 15-64
- 12,735 of that group is 50-64
- 12,255 is 65 +



Provincial Health Report 2015

- 61% of Nova Scotia's population 18+ is considered overweight or obese, based on Body Mass Index.

The Canadian Institute of Health Information predicted in 2017, the total health expenditure in Canada is expected to reach \$242 billion, or **\$6,604** per person.

Why support the Health Services Foundation?



**There's only so
much pie (funding)
to go around!**

FACT: The NS Department of Health and Wellness budget 2017/2018 is over \$4.2-billion.

FACT: There are 43 hospitals and health care centres in Nova Scotia.

FACT: Health care equipment and services are expensive!

The Health Services Foundation of the South Shore fills the gaps in funding, to ensure the best health care possible in our backyards.



Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: January 30, 2018

To: Mayor Carolyn Bolivar-Getson and Municipal Council

From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator

Subject: Information for Business Recognition
New Germany Building Supplies

At the January 22, 2018 meeting of the Fire & Emergency Services committee, a motion was passed under Policy MDL-70, recognizing New Germany Building Supplies for over 35 years of allowing volunteer firefighters to leave work in order to respond to emergencies, as well as other support throughout the years.

This is the second Fire Department that has utilized this Policy to recognize Businesses and Community groups who support the efforts of the volunteer firefighting force within MODL. These awards have been greatly appreciated by the fire service and those who have received these recognitions.

Chris Kennedy
Fire Service Coordinator/Administrator



Municipality of the District of Lunenburg

February 6, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Audit & Finance Committee, in session on Tuesday, February 6, 2018, made the following
recommendations to Council:

1. That Municipal Council adopt the Model Municipal Expense Claim Form for Council and CAO expenses.
2. That Municipal Council approve the 2018-19 Region 6 Inter-Municipal Committee Budget in the amount of \$782,160, as presented, with the Municipality of the District of Lunenburg's portion being \$22,587.21.
3. That Municipal Council approves an Events Program Grant in the amount of \$5,000 to Events Lunenburg County to be a Gold Sponsor for the 2018 Esso Cup being held at the LCLC from April 22 – 28, 2018.

Respectfully submitted,

Chairman and Members
Audit & Finance Committee

/jp
attachments



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Audit & Finance Committee

SUBMITTED BY: Elana Wentzell

DATE: February 6, 2018

RE: Provincial Reporting Requirements for Council and CAO Expenses

RECOMMENDATION

Move that the Audit & Finance Committee recommend to Council to adopt the Model Municipal Expense Claim Form for Council and CAO expenses.

BACKGROUND

The amendments to the Municipal Government Act became law on October 26th, 2017. Once the bill is proclaimed, it will come into force.

One of the amendments to the Act is the requirement for online posting of Council and CAO expenses. MODL is currently posting these expenses online. However, Municipal Units are being asked to post expenses in the same format. An expense claim model was developed by a Joint Provincial-Municipal Committee. This model is in the form of an excel spreadsheet. The model spreadsheet is attached for Council consideration. The model includes an expense claim sheet and a summary sheet. The summary sheet is simply a copy of the expense claim that can be posted online. This would ensure continuity and legibility of online reporting of Council expenses.

As well, Municipal staff will be required to submit an annual summary report of all Council expenses to the Minister of Municipal Affairs by September 30th for the prior fiscal year.

In order to facilitate the continuity of the online reporting, staff are asking that each Councillor utilize the excel spreadsheet when making their quarterly expense claims. Each Councillor will be given their own electronic template to fill out.

OPTIONS

Council has the option to adopt the electronic form for expense reporting or continue to use the paper forms. If paper forms are continued, there will be increased staff time required to duplicate the information on the electronic form for online posting and submission to the Minister.

BUDGET IMPLICATIONS

There may be some overtime required of staff to ensure the expenses are reported in the appropriate electronic format to complete the annual report to the Minister. If all of Council are using the electronic form, this staff work will be minimalized.

STRATEGIC PLAN

As the Municipality continues to strive to be an open and transparent government, posting expense claims that are filled out in Excel will ensure continuity across municipal units and legibility of the claims.

COMMUNICATION CONSIDERATIONS

If the expense claims are no longer posted online as photocopies of manually filled out paper documents, there should be no questions around the legibility of the expenses.

CONCLUSION

Adoption of the Municipal Expense Claim Model will ensure continuity across Municipal Units and legibility of each claim. Staff believe that with some training, all Councillors will be successful in using the new electronic forms.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date: January 19, 2018
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____

ACCOUNT DISTRIBUTION

Claimant's Name: Kevin Malloy
 Claimant's Title: CAO
 Period Covered: April - June 2017

HST on Expenses	128.25	
HST on Mileage	20.09	
Other HST		
TOTAL HST	148.34	

Total Balance due **1,192.25**

Account Number	Amount	Account Number	Amount



PO Box 639 / 45 School St, Suite 304
Mahone Bay, NS B0J 2E0

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339
Fax: 902-624-1313
E-mail: Valda.Walsh@Region6SWM.ca

Kevin Malloy
Municipality of the District of Lunenburg
PO Box 200
210 Aberdeen Rd.
Bridgewater, NS B4V 2W8

December 13, 2017

RE: Budget Approval 2018-19

Dear Mr. Malloy,

On Friday, November 24, 2017, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2018 – March 31, 2019.

The following motion was passed:

MOTION: to recommend approval of the 2018-19 Region 6 Inter-Municipal Committee Budget in the amount of \$782,160 to member councils as presented. M/C

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

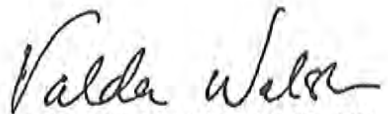
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget by the stated deadline then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2018 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Michael Ernst at 902-624-8864.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in cursive script that reads "Valda Walsh".

Valda Walsh BSc TME EP
Regional Coordinator

encl.




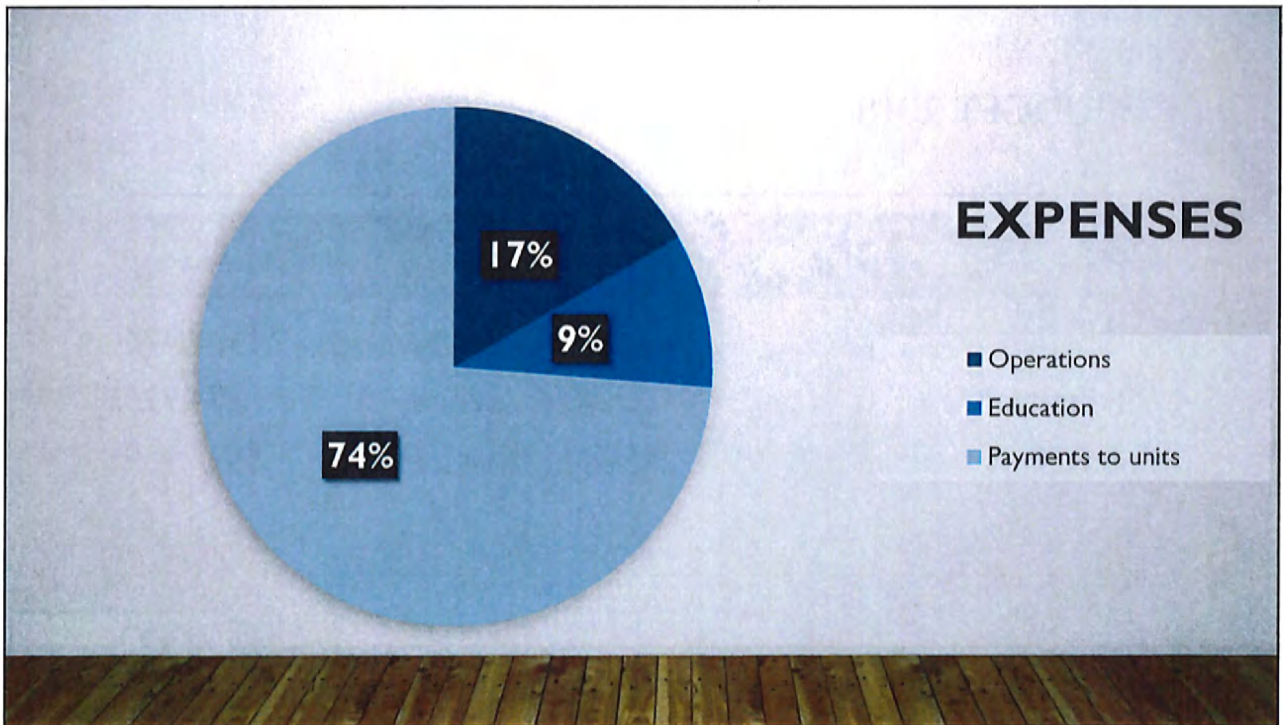
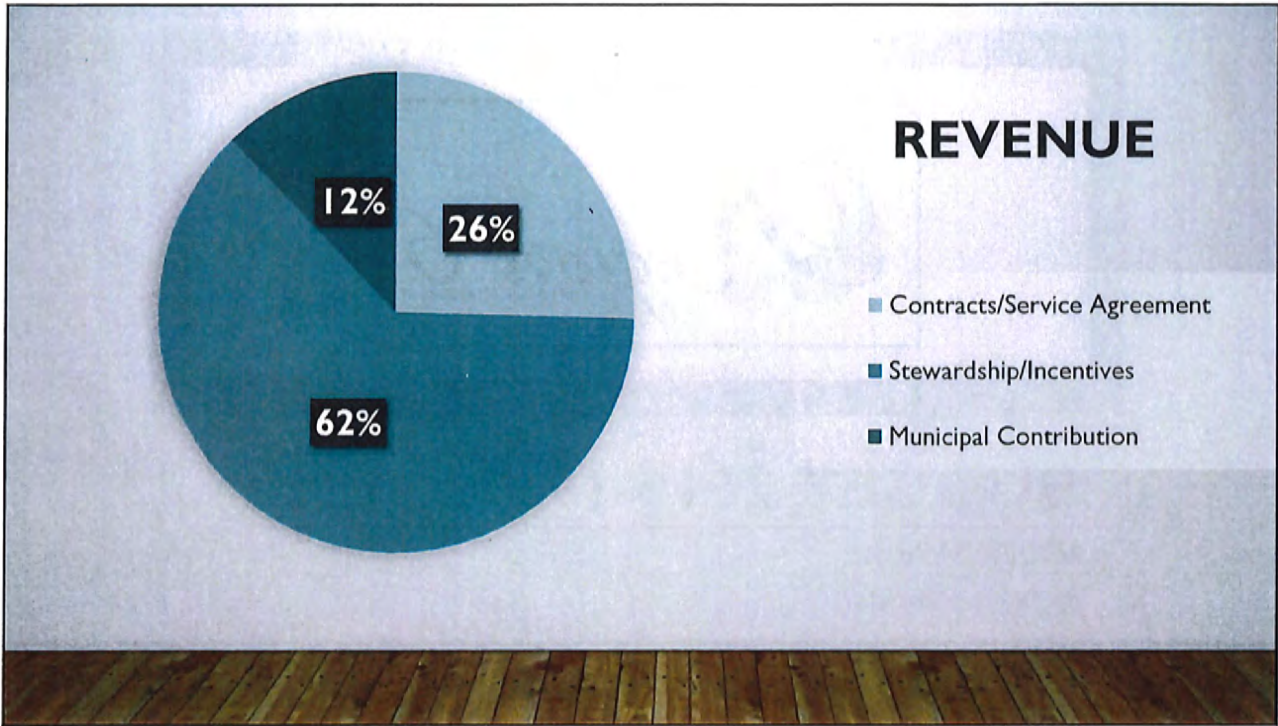
BUDGET 2018-19

VALDA WALSH
REGIONAL COORDINATOR

BUDGET 2018-19

EXPENSE SUMMARY	2017-18 Projection	2017-18 Budget	2018-19 Estimates
Operations	\$125,449	\$129,224	\$130,476
Education	\$73,867	\$71,399	\$74,725
Payments to units	\$626,300	\$488,667	\$576,959





REVENUE	2017-18 Projection	2017-18 Budget	2018-19 Estimates
CONTRACTS/SERVICE AGREEMENTS			
Education Contract	64,424	64,307	64,424
Coordinator Agreement	42,028	42,028	42,028
Enforcement Contract	89,459	89,560	89,459
Services	3,000	3,450	3,000
Sub-total	\$ 198,911	\$ 199,345	\$ 198,911
STEWARDSHIP/INCENTIVES			
Dairy Stewardship	87,194	90,000	87,000
Diversion ¹	368,000	227,460	320,000
Municipal Approved Programs	81,647	81,647	80,500
Interest		0	0
Sub-total	\$ 536,841	\$ 399,107	\$ 487,500
MUNICIPAL CONTRIBUTION			
Municipal Billing ²	90,838	90,838	95,749
Inter-Municipal Program (transfer)	0	0	0
Sub-total	\$ 90,838	\$ 90,838	\$ 95,749
TOTAL	\$ 826,590	\$ 689,290	\$ 782,160

EXPENSES	2017-18 Projection	2017-18 Budget	2018-19 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits ³	75,376	73,312	76,883
Administration (host)	9,386	10,350	9,390
Travel	6,500	6,500	6,500
Training and conference	1,500	2,040	2,040
Office Rental	13,302	13,302	13,302
Phones/fax/copier/computer ⁴	7,385	8,020	7,600
Insurance	2,700	2,700	2,700
Legal	2,000	2,000	2,000
Auditor	7,300	8,500	7,561
Contingency	0	2,500	2,500
Sub-total	\$ 125,449	\$ 129,224	\$ 130,476
EDUCATION			
Education salaries and benefits	57,867	55,699	59,025
Education travel	9,500	9,500	9,500
Signs/web/advertising	1,200	1,200	1,200
Special events	2,000	3,000	2,500
Public bins maintenance ⁵	2,300	1,000	1,500
Program materials	1,000	1,000	1,000
Inter-Municipal program expenses	0	0	0
Sub-total	\$ 73,867	\$ 71,399	\$ 74,725

EXPENSES (cont'd)	2017-18 Projection	2017-18 Budget	2018-19 Estimates
PAYMENTS TO UNITS			
Enforcement Contract	89,459	89,560	89,459
Dairy Agreement	87,194	90,000	87,000
Diversion	368,000	227,460	320,000
Municipal Approved Program	81,647	81,647	80,500
Sub-total	\$ 626,300	\$ 488,667	\$ 576,959
TOTAL Expenses	\$ 825,616	\$ 689,290	\$ 782,160




REGION 6 MEMBER UNITS			MUNICIPAL BILLING	
R6 GENERATION AREA:	Pop'n	% of Region	Budget 2017-18	Estimate 2018-19
			\$90,838	\$82,179 *
SHELBURNE SHARED SERVICES	6,562	7.25%	\$ 6,589.49	\$ 5,961.36
TOWN OF BRIDGEWATER	8,532	9.43%	8,567.75	7,751.04
TOWN OF MAHONE BAY	1,036	1.15%	1,040.34	941.17
MUNICIPALITY OF LUNENBURG	24,863	27.49%	24,967.17	22,587.21
MUNICIPALITY OF BARRINGTON	6,646	7.35%	6,673.85	6,037.67
TOWN OF CLARK'S HARBOUR	758	0.84%	761.18	688.62
MUNICIPALITY OF CHESTER	10,432	11.53%	10,475.71	9,477.13
TOWN OF LUNENBURG	2,263	2.50%	2,272.48	2,055.86
MUNICIPALITY OF WEST HANTS	15,368	16.99%	15,432.39	13,961.32
REGION OF QUEENS MUNICIPALITY	10,351	11.44%	10,394.37	9,403.54
TOWN OF WINDSOR	3,648	4.03%	3,663.28	3,314.09
TOTAL	90,459	100.00%	\$ 90,838.00	\$ 82,179.00

*amount is \$95,749 but \$13,570 surplus from 16-17 is applied to the total before billing



FUNDING PROGRAM		2016-2017	
	Region 6 total		Per capita (calculated)
MUNICIPAL APPROVED PROGRAMS	86,973		
ENFORCEMENT	100,000		
PAINT/HHW PROGRAM	17,278		
DIVERSION CREDITS *	254,944		
DAIRY STEWARDSHIP	129,871		
Sub-Total	\$ 589,066		~ 6.51 per capita
<i>In-kind</i>			
EDUCATION	68,251		
ADMINISTRATION/LIAISON	132,894		
Sub-Total	\$ 201,145		~ 2.22 per capita
TOTAL	\$ 790,211		~ 8.73 per capita



THANK YOU!

Valda Walsh
 Regional Coordinator

902-624-1339
 902-350-0333
 Valda.Walsh@Region6SWM.ca



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Council

February 13, 2018

Item: 10.1.3

Authorization: A. Dumaresq

REPORT TO: Audit and Finance

SUBMITTED BY: Dave Waters, Economic Development Officer

DATE: February 6, 2018

SUBJECT 2018 Esso Cup – Events Promotion Grant

RECOMMENDATION

Audit and Finance recommend to council the approval of a grant of \$5,000 to be a Gold Sponsor for the 2018 Esso Cup.

BACKGROUND

From April 22 – 28, 2018 Events Lunenburg County will host the 2018 Esso Cup – Midget AAA Female Hockey National Championship, another major event for the region.

The event will be held at the Lunenburg County Lifestyle Centre with 6 teams from across Canada attending the event.

It is important to recognize the benefits of such an event in the area. The economic potential for the area would be significant for business such as hotels, restaurants, banking, shopping venues, and services. There will also be a huge online and television presence that will highlight both Nova Scotia and Lunenburg County.

FINANCIAL REQUEST

The 2018 Esso Cup Committee, through Events Lunenburg County, is requesting a financial commitment of \$5,000.

This request is equal to the Gold Sponsorship package as highlighted in the attached document.

GOLD SPONSORSHIP BENEFITS

Signage

- Arena board advertising – ads will be off-camera during TSN broadcast of final
- Stand-up signage in Lunenburg County Lifestyle Centre – 1 month prior
- Municipal logo on Esso Cup event sponsor bar, on event poster, at all official Esso Cup hotels, and ticket jacket
- Municipal identification at all official Esso Cup hotels

Recognition

- Co-puck drop and Player of the Game award presentation – 1 game
- PA announcements at all 19 games
- Intermission activities – sampling or giveaway opportunities at 2 games (sponsor cost)
- Social media, newsprint and radio recognition
- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcements and posting on female league websites throughout the 2018/2019 hockey season
- Athlete welcome bag – can contribute an item in each bag (sponsor cost)
- 5 tournament ticket packages
- Fund players gift/memorabilia for each player
- An event poster to share at place of business

BUDGET/FINANCE

The Municipality created a new Events Promotion Grant in 2017. The current grant has an unused budget of \$20,000 and the attached application fits the identified criteria.

CONCLUSION

The Esso Cup is a signature event for Events Lunenburg County that will provide tremendous economic benefit to the region as well as showcase Lunenburg County to Canada. The event is of significant value as it provides increased economic benefits to the region during the shoulder season. It will bring many new people to the region due to the explosion of women's hockey in Canada.

EVENTS PROMOTION GRANT



APPLICATION FORM

Please complete and return to District of Lunenburg Economic Development Department, one (1) to two (2) months prior to anticipated start date.

Name of Organization applying

Events Lunenburg County (2018 Esso Cup)

Contact Person

Jamie Green

Position

Sponsor Director

Mailing Address

Po Box 1268 Lunenburg, NS B0J 2C0

Business telephone

(902) 521-5107

Home telephone

Email

jamie.green@live.ca

Website

Event name and date(s)

2018 Esso Cup April 22-28, 2018

Geographic location of event and facilities to be used (please use civic address)

Lunenburg County Lifestyle Centre 135 N Park Street, Bridgewater, NS

Expected number of participants

300

and spectators

500-1000 per game

Describe the event

2018 Esso Cup is the Hockey Canada Midget AAA Female Hockey Championship. Hosted over a week it brings the top 6 teams from across the country.

Describe the benefits of the event to the local community

Please see additional attached information.

Besides bringing hundreds of thousands of dollars into the local economy, this is a prestigious national event that will showcase our abilities to both run such an event, while providing ticket holders and community, excellent sporting event.

Describe any partnership with local organizations

We are partnering with local female minor hockey players, NS Sports Hall of Fame, YMCA, Community Colleges, as well as our sponsor business partners.

the legacy of this tournament leaves a fund behind to help continue grass roots hockey at the female level.

Attached proposed budget itemizing revenues and expenses. Attached

Municipal funding requested 5,000.00 Total Amount Requested

The undersigned agree and understand that this event will be open to the general public.

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.

Name (Print) Jamie Green
Signed [Signature]
Position Sponsorship + Game operations Chair
(Chair, Vice Chair, Secretary or Treasurer) Date January 16, 2018
Mailing Address PO Box 1268 Lunenburg, NS B0J 2C0
Telephone (902) 521-5107
E-mail Address (if applicable) jamiegreen@live.ca

** Attach any additional supportive information**

Return to: District of Lunenburg, Economic Development Department
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8

Fax: (902)527-1135
For information: (902) 521-5945 email dave.waters@modl.ca

for any necessary additional information, please contact Kevin Benjamin or Carolyn Bolivar Getson
am@telc.ca CBC@modl.ca Thank You!

3.0 BUSINESS PLAN

3.10 BUDGET

ESSO CUP BUDGET 2018

REVENUE	AMOUNT
Hockey Canada	\$24,000
ACOA	\$35,000
Provincial Contribution	\$35,000
Municipal Contribution	\$20,000
Ticket Sales	\$45,000
Sponsor	\$20,000
Sponsor (In-Kind)	\$20,000
Grants	\$10,000
Other (50/50, Merchandise, Donations)	\$10,000
Total	\$219,000
EXPENSES	AMOUNT
Event Cancellation Insurance	\$1,000
Facility Expenses	\$30,000
Laundry/Towel Service	\$2,040
Pre-Game Snack	\$3,600
VIP Hospitality	\$5,000
Accreditation – and Volunteer food and final reception	\$5,000
Marketing	\$30,000
Ground Transportation	\$60,000
Onsite EMS/Medical Services	\$5,700
Merchandise	\$5,000
Admin support	\$10,400
Officials expense	\$15,660
Banquet	\$7,000
Legacy plan	\$10,000
Total	\$19,040
Contingency	\$28,600
Total	\$219,000

LUNENBURG COUNTY LIFESTYLE CENTRE, BRIDGEWATER, N.S./N.-É.

#ESSO CUP

SEAS THE MOMENT

LUNENBURG COUNTY LIFESTYLE CENTRE, BRIDGEWATER, N.S./N.-É.

#ESSO CUP

SEAS THE MOMENT

SPONSORSHIP PACKAGES



JILLIAN SAULNIER
CANADA'S NATIONAL POWER STEAK

Coupe Esso Cup




Bridgewater, N.S./N.-É.
Avril 22-28, 2018 / 22-28 avril 2018

Coupe Esso Cup




Bridgewater, N.S./N.-É.
Avril 22-28, 2018 / 22-28 avril 2018



PLATINUM \$10,000

Signage

- Arena board advertising (3 available) – ads will be on-camera during TSN broadcast of final
- Floor decal in Lunenburg County Lifestyle Centre lobby – 2 months prior
- Town of Bridgewater streetlight banners (2 per sponsor) – 4 months prior
- Banner placement in Lunenburg County Lifestyle Centre parking lot (1 per sponsor) – 4 months prior
- Stand-up signage in Lunenburg County Lifestyle Centre – 1 month prior
- Logo on all Esso Cup marketing material, including logo on event sponsor bar, Esso Cup event poster, at all official Esso Cup hotels and on ticket jacket

Recognition

- Opening ceremonies and opening game recognition
- Co-puck drop and Player of the Game award presentation – 2 games
- PA announcements at all 19 games
- Intermission activities – sampling or giveaway opportunities at 2 games (sponsor cost)
- Social media, newsprint and radio recognition
- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcement and posting on female league websites throughout the 2017-18 hockey season
- Athlete welcome bag – can contribute an item to each bag (sponsor cost)
- 10 tournament ticket packages plus option to buy additional tickets on a preferred basis
- Opportunity to display company tent/banners and distribute promotional material on concourse for duration of event
- Event poster to share at place of business

GOLD \$5,000

Signage

- Arena board advertising (3 available) – ads will be off-camera during TSN broadcast of final
- Stand-up signage in Lunenburg County Lifestyle Centre – 1 month prior
- Company logo on Esso Cup event sponsor bar (2 available), on event poster, at all official Esso Cup hotels and on ticket jacket
- Corporate identification at all official Esso Cup hotels

Recognition

- Co-puck drop and Player of the Game award presentation – 1 game
- PA announcements at all 19 games
- Intermission activities – sampling or giveaway opportunities at 2 games (sponsor cost)
- Social media, newsprint and radio recognition
- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcement and posting on female league websites throughout the 2017-18 hockey season
- Athlete welcome bag – can contribute an item to each bag (sponsor cost)
- 5 tournament ticket packages
- Fund player gift/memorabilia for each player
- An event poster to share at place of business

SILVER \$2,500

- Stand-up signage in Lunenburg County Lifestyle Centre – 1 month prior
- PA announcements at 10 games (excluding final)
- Intermission activities – sampling or giveaway opportunities at 2 games (sponsor cost)
- Social media, radio and newsprint recognition
- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcement and posting on female league websites throughout the 2017-18 hockey season
- Athlete welcome bag – can contribute an item to each bag (sponsor cost)
- 3 tournament ticket packages
- Event poster to share at place of business

BRONZE \$1,500

- Stand-up signage in Lunenburg County Lifestyle Centre – 1 month prior
- PA announcements at 5 games (excluding final)
- Social media, radio and newspaper recognition
- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcement and posting on female league websites throughout the 2017-18 hockey season
- Athlete welcome bag – can contribute an item to each bag (sponsor cost)
- 2 tournament ticket packages
- Fund school program
- Event poster to share at place of business

FRIENDS OF FEMALE HOCKEY \$500

- Recognition on Hockey Canada and Events Lunenburg County websites
- Weekly inter-regional in-game announcement and posting on female league websites throughout the 2017-18 hockey season
- Athlete welcome bag – can contribute an item to each bag (sponsor cost)
- 1 tournament ticket package
- Fund school program
- Event poster to share at place of business

#ESSO CUP



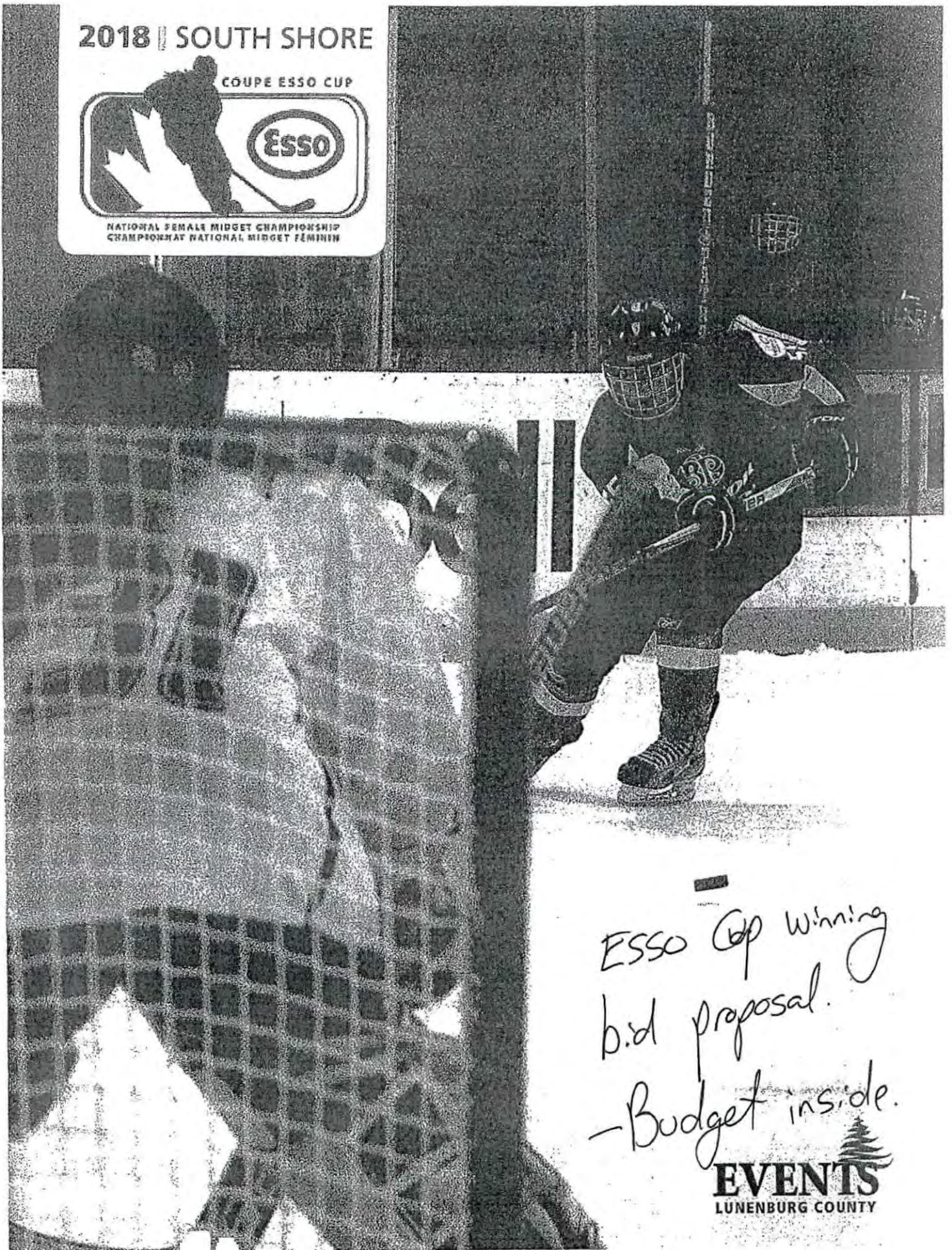
To order, please contact Jamie Green.
jamiengreen@live.ca | 902-521-5107

2018 | SOUTH SHORE

COUPE ESSO CUP



NATIONAL FEMALE MIDGET CHAMPIONSHIP
CHAMPIONNAT NATIONAL MIDGET FÉMININ



Esso Cup winning
b.d proposal.
-Budget inside.

EVENTS
LUNENBURG COUNTY

2018 ESSO Cup site selection overview

Please attach this overview as the first page of your bid document. The bid document can be used to supplement the information provided below. Please use the bid guidelines checklist on page 22 to ensure a complete bid is submitted.

1. Arena facilities

i) Main arena: *Please attach floor plan/ blueprint with proposed dressing room layouts for teams, official, coaches rooms and medical rooms

- a. Name:
- b. Capacity : **1,500** Seating: **1,192** Standing: **300** Number of Suites: **0**
- c. Number of dressing rooms: **7** Average square footage: **355**
- i. Square footage of smallest dressing room: **235.95**
- d. Number of coaches rooms available: **2**
- e. Number of meeting rooms: **5**
- i. Average square footage of meeting rooms: **565**
- f. Number of additional storage areas: **2**
- i. Average square footage: **250**
- g. Square footage of officials room: **195**
- h. Medical room: Yes No
- i. VIP Room : Yes No
- j. Press box: Yes No
- i. If yes: Size: _____ Number of seats: _____
- k. Volunteer room: Yes No

ii) Secondary arena *Please attach floor plan/ blueprint – if applicable

- a. Name: **NA**
- b. Capacity : _____ Seating: _____ Standing: _____ Number of Suites: _____
- c. Number of dressing rooms: _____ Average square footage: _____
- Square footage of smallest dressing room: _____
- d. Number of coaches rooms available: _____
- e. Number of meeting rooms: _____ Average square footage of meeting rooms: _____
- f. Number of additional storage areas: _____ Average square footage: _____
- g. Square footage of officials room: _____
- h. Medical room: Yes No
- i. VIP room: Yes No
- j. Press box: Yes No
- If yes: Size: _____ Number of seats: _____

iii) Where will exhibition games take place prior to tournament? – If applicable
Lunenburg County Lifestyle Center

b. Additional arena information:

- a. Is there a dedicated merchandise space: Yes _____ No: X
- b. Is there a dedicated box office that can be used for ticketing leading up to and during the event: Yes X No _____
- c. Internet service provider: **Eastlink**

Hardline connection available for TSN/ FastHockey: Yes X No _____

Strength/ wireless capabilities/ security comments: At the WSHC TSN was able to provide their own arrangements with Bell directly. Fast Hockey was able use the facility's network connect without any concerns. Strength 150 Mbps down 100 Mbps up.

c. Hotel Accommodation

a. Are you able to provide a minimum 150 quality hotel rooms in reasonable proximity to your arena facility?

Yes X No _____

If no, please explain: _____

Hotel provider #1:

Name: **Best Western Plus** Applicable room rate: **\$130.00**

Reserved for (teams, Hockey Canada, officials) **50**

Number of available rooms: **63**

Number of meeting rooms: **3**

Hotel provider #2:

Name: **Atlantica Oak Island** Applicable room rate: **\$130.00**

Reserved for (teams, Hockey Canada, officials) **\$50.00**

Number of available rooms: **105**

Number of meeting rooms: **5**

Hotel provider #3:

Name: **Days Inn** Applicable room rate: **\$130.00**

Reserved for (teams, Hockey Canada, officials) **\$50.00**

Number of available rooms: **72**

Number of meeting rooms: **4**

d. Transportation

a. Do you have dedicated transportation available for each team:

Yes X No _____

If no, please explain: _____

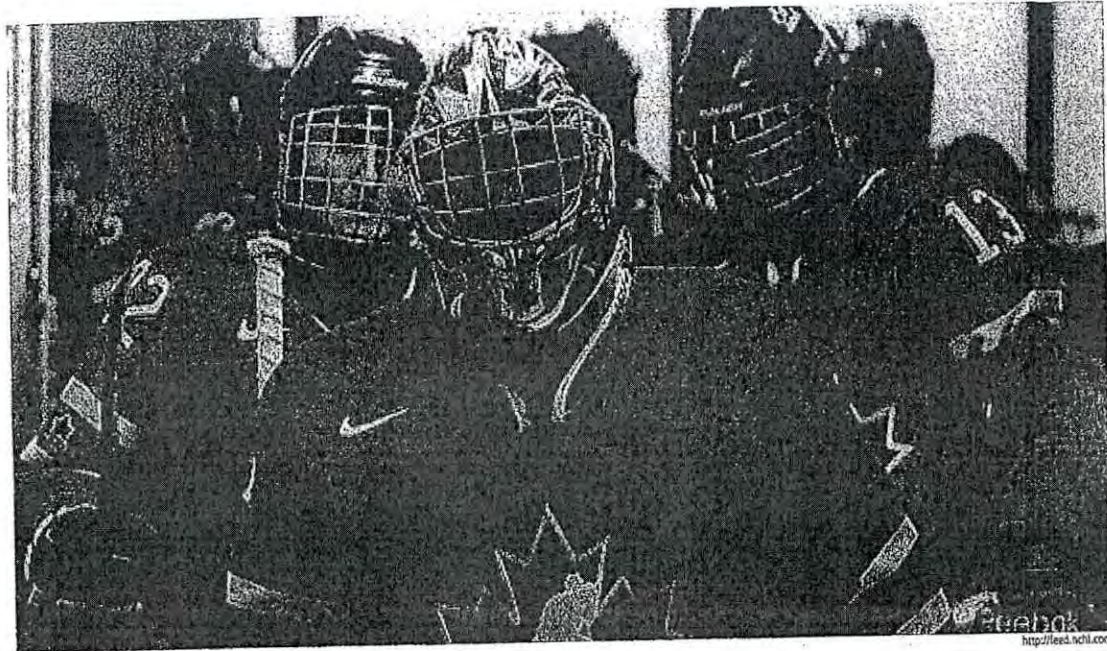
b. Do you have volunteers available to shuttle* officials, VIP's and staff when required:

Yes X No _____

If no, please explain: _____

**Hockey Canada will provide a limited number of GMC vehicles for this event.*

3.0 BUSINESS PLAN



3.1 GUIDING PRINCIPLES

Vision

To showcase Lunenburg County and the South Shore while providing the participants and spectators of the 2018 Esso Cup National Female Midget Championship with the experience of an NHL world class event and fan for the week.

Mandate

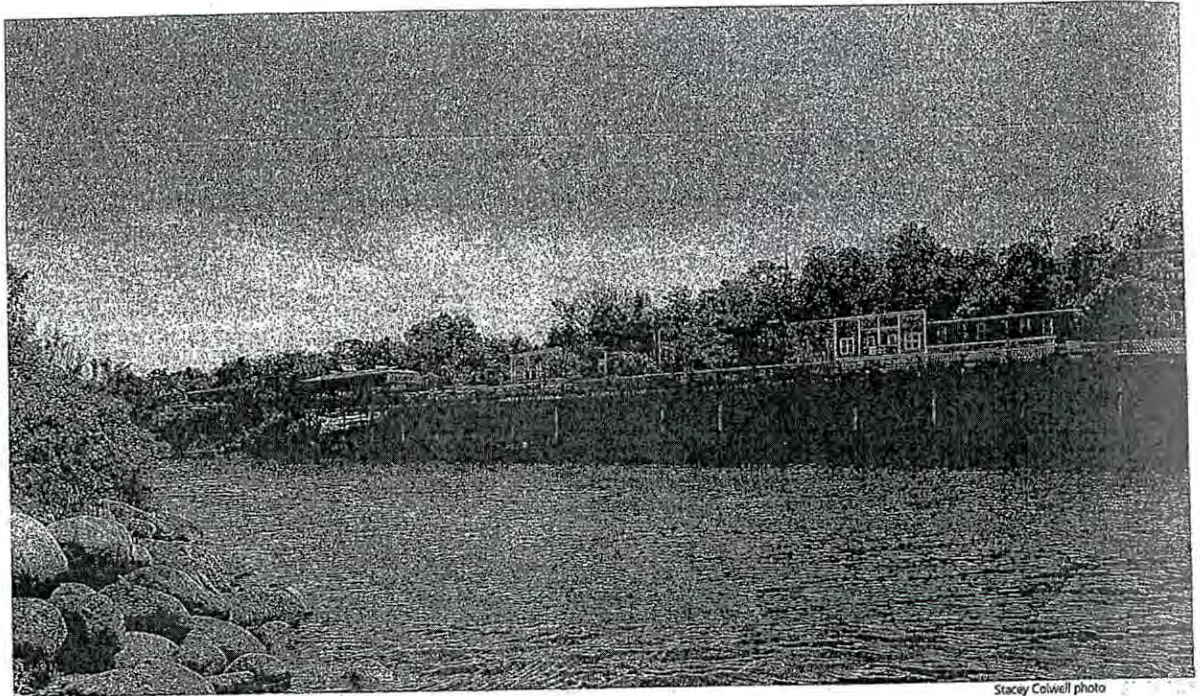
The Events Lunenburg County Host Committee will assist Hockey Canada and Hockey Nova Scotia in hosting a high-quality tournament, showcasing the top female athletes in Canada and around the world to our community and the nation. Hockey Canada, Hockey Nova Scotia, government and corporate partners, media, and the public will be provided with first-class facilities and services to maximize all partners' enjoyment of the event. The event will be managed in a fiscally responsible manner, maximizing the many legacy and economic benefits to all partners.

Objectives

The Events Lunenburg County Host Committee is committed to:

- Allowing the participants to be NHL experience for a week
- Showcasing and enhancing the pride of our community to participants of the World Sledge Hockey Challenge
- Stimulating tourism and economic and community growth to the South Shore
- Delivering the events in accordance with all Hockey Canada requirements
- Developing and enriching Female Hockey in Nova Scotia in support of Hockey Nova Scotia and minor hockey along the South Shore
- Supporting education and awareness for athletes in our community
- Partnering with the local community college and university to experience hands on marketing, preparing and running an international event.

3.0 BUSINESS PLAN



Stacey Colwell photo

3.5 EVENTS LUNENBURG COUNTY

Events Lunenburg County is enthusiastic about applying to host this event. This is an industry lead organization that is focused on economic growth in our community by attracting major events to Lunenburg County. Events Lunenburg County has taken the lead in preparing this bid and if successful will support the Host Committee in staging the event. This industry lead organization partners with the municipal government, the business community, sports organizations, non-profit and volunteers to create world class hosting capacity and professionalism within our community, leaving each event host (and their guests) with an unforgettable experience. To major event organizers here at home and around the world, Lunenburg County is the destination that offers community support, a higher standard of hospitality, and our legendary welcoming nature with creativity and a proven ability to set new standards in event excellence.





3.6 VOLUNTEER PLAN

The success of any event relies on the commitment and professionalism of the volunteers. In order to provide the best experience possible to the participants of the 2018 Esso Cup National Female Midget Championship, we will ensure that we have a diverse, well-trained and fully engaged group of volunteers to go above and beyond to meet the needs of the participants, officials, and supporters of the event.

The Chair of the Volunteer Committee will work with all the committees to ensure appropriate staffing is assigned to specific areas. The Volunteer Committee will implement a screening process requiring a criminal record check and an application from all volunteers. Volunteers will be required to attend general orientation and their specific orientation meetings to ensure they are appropriately trained and suited to their position.

Volunteers will be identifiable throughout the event by distinguished clothing and accreditation badges. We can assure you that the efforts of our estimated 150 volunteers will not go unnoticed at the end of our event. To this point in our planning, we have already been approached by a significant number of members from our community offering their help and expertise in specific areas. We do not expect recruiting the appropriate number of volunteers to be an issue for staging this event.

Community College

NSCC – Lunenburg Campus has a Business Administration program with a Marketing Concentration. Engaging these students as part of the marketing, planning and promotion of the event will engage students with the local community, while giving them hands on experience in marketing.

Acadia University

Acadia University has a satellite office on the South Shore in Bridgewater, the Acadia Entrepreneurship Centre. Students are encouraged to work on local projects, they offer a Community Development program with a focus in one of four areas; Recreation Management, Community Wellness, Social Activism, and Outdoor and Adventure Education. Partnering with students in this program will give them an opportunity to look at the requirements of hosting an international event, as well as engaging them in the local community.

3.7 TICKET SALES STRATEGY

As in all Hockey Canada events our largest source of funding for the 2018 Esso Cup National Female Midget Championship will be ticket revenues. The committee has developed a strategy that will ensure the success of the 2018 Esso Cup National Female Midget Championship.

The Host Committee will be able to accommodate the 200 complimentary VIP tickets to Hockey Canada and the 80 regular tickets for each game. This will leave approximately 900 seats and 300 standing—room tickets available to the general public.

The Host Committee will establish an aggressive pricing package to ensure that it is affordable for all members of the community, while also recognizing the funding required for the success of the event. Ticket prices will range from \$7 to \$35 based on the type of ticket and game.

We have initiated the first phase of our sales strategy with the early pledging of tournament package purchases in the community, focusing on the corporate community. To date we have commitments from significant members of the corporate community who we believe will offer not only support through ticket purchases but will also provide support through sponsorships and in-kind donations as required.

In focusing initially on the corporate community we hope to establish partnerships with these potential supporters to be able to provide opportunities for the local minor hockey players and schools to attend various games throughout the week as a team or class. We will also be connecting with Hockey Nova Scotia to ensure that the all female hockey teams are invited to attend and witness this world class event. The IWK Children's Hospital, Halifax, provides support to children, women and families of Nova Scotia, New Brunswick and Prince Edward Island, this will be part of our marketing program to reach out to families using this facility. This will not only be a tremendous opportunity for the local youth, but will also increase the atmosphere inside the rink for all teams participating in the 2018 Esso Cup. On top of the 30 tickets provided to each team, we hope to find a sponsor of a group of tickets for each team to provide an extra cheering section and added support to create a fun and memorable experience for all participants.

Pricing

The tournament package will focus on available seats, and sold at \$75.00 for the tournament.

Daily pass will be sold for \$15 seating for 3 games per day. We expect a significant increase in interest for the playoff round, and therefore will increase seating prices to \$15 for Bronze Medal game seating tickets and \$30 for Gold Medal Game seating.

The Host Committee has tremendous drive and fully expects to be able to sell 275 seating ticket tournament packages. The Host Committee will utilize all resources at their disposal in meeting the sales objectives by engaging the Hockey Nova Scotia, Female Hockey, South Shore Minor and Major Hockey, and local community leaders as required. This event is a presentation of our community and we fully expect to meet all of our objectives.



3.0 BUSINESS PLAN

3.8 SPONSORSHIP

The Host Committee will establish an aggressive sponsor package while being mindful of all Hockey Canada partnerships. The Host Committee has already reached out to the local branches of Hockey Canada's partners to ensure maximum participation, which include:

- RBC
- Canadian Tire Corporation
- Pepsi
- Boston Pizza

In order to increase the participation with local and regional partners we will leverage their sponsorships with the South Shore Minor Hockey to provide increased exposure and visibility leading up to the event.

Our goal is for this to be a showcase of our community to provide the greatest benefit for the community as a whole. Therefore, we view our sponsorships as partnerships and expect to individually tailor our packages to meet the goals of the corporate sponsors and ensure the economic viability of the event. Gold Packages (2-3) will sell in the \$5000 range (cash and/or in-kind) Silver Packages (4-5) will sell in the \$2000 range (cash and/or in-kind) and Bronze Packages (6-7) will sell in the \$1000 range (cash and/or in-kind). Additionally we will offer smaller packages of \$500.00 to local partners.

Potential Community Sponsors Include:

- Sobeys
- Shoppers Drug Mart
- Staples
- Enterprise Rent-A-Car
- Nova Scotia Power (Emera Inc.)
- Ambassatours Gray Line
- NAPA
- Town of Bridgewater
- LighthouseNOW
- Municipality of District of Lunenburg
- Municipality of District of Chester
- Town of Mahone Bay
- Town of Lunenburg
- Province of Nova Scotia
- Government of Canada
- Tourism Nova Scotia

A complete list of existing sponsors for the Lunenburg County Lifestyle Center is included in the Appendix A.

As will be discussed in the Team Services section, participating teams will be provided with a welcome package with information on the community prior to traveling to the Lunenburg County. We hope to leverage this package into increased advertising dollars by selling space within the package for local businesses to provide coupons or information to ensure that supporters of the five travelling teams have as memorable an experience as the hockey participants.

3.9 MARKETING, PROMOTIONS, MEDIA AND ADVERTISING

The Host Committee understands the importance of an integrated communication strategy and marketing plan to promote the 2018 Esso Cup not only along the South Shore but throughout the entire province. The Host Committee will recruit a Communications and Marketing Chair to oversee this operational area.

We have been fortunate enough to have expressions of interest from CKBW, the local radio station, and LighthouseNOW, the local newspaper, to help in the development and execution of our marketing, promotions, media and advertising plan. Volunteers are a fantastic resource, but we believe having the experience and knowledge of professionals in the industry to guide this initiative should produce fantastic results.

Objectives

- Establish awareness of the positive economic benefits of hosting the 2018 Esso Cup to the South Shore and the entire province.
- Create and maintain solid media relations through proactive and ongoing communications
- Generate excitement and pride within the South Shore to make the community feel part of the event
- Create overall community support for the event

Actions

A comprehensive media and marketing plan will be developed to ensure the outlined objectives are achieved. All campaigns will work in conjunction with each other, and leveraging the South Shore Hockey will allow for a consistent message leading up to the event.

The campaign will include an overall awareness campaign which has already been initiated, a ticket package sales campaign, and an individual ticket sales campaign.

Radio/Print

A combination of radio and print will be used to maximize reach and work in support of the additional tactics. The radio and print campaign will continue from now until the successful completion of the 2018 Esso Cup. Radio includes CKBW and Country 100.7, the local radio station serving the entire South Shore region. The print campaign will utilize LighthouseNOW, producers of the LighthouseNOW Progress Bulletin and Log, providing local coverage along the South Shore.

LighthouseNOW has already worked closely with Hockey Canada partner TSN during the 2013 Kraft Celebration Tour. Their letter of support has been included in the Appendix.

Online

The phased campaign will include ticket sales and awareness. In addition, a wrap-up campaign to share the success story and provide additional sponsor recognition will be included. LighthouseNOW has a significant online presence and will continue to provide support in this area.

Outdoor

A variety of event-related banners and signage will be developed to be displayed in various parts of the community. This will not be limited to the Host Committee as local businesses will be encouraged to produce their own signage and banners of support welcoming participants to the area prior to and during the event.

Direct Mail

A detailed direct mail campaign will be directed toward special interest groups, corporate partners, chamber of commerce, tourism associations, and additional stakeholders. The focus of the direct mailing campaign will be on the ticket package sales.

Promotions

Plans include local promotions and provincial promotions. Through media and sponsor participation a handful of regional contests will be developed. The campaign will involve weekly winnings and grand prizes to build awareness for the event. With the South Shore Hockey in season leading up to the event, their games will also be used to promote the 2018 Esso Cup.

3.0 BUSINESS PLAN

3.10 BUDGET

ESSO CUP BUDGET 2018

REVENUE	AMOUNT
Hockey Canada	\$24,000
ACOA	\$35,000
Provincial Contribution	\$35,000
Municipal Contribution	\$20,000
Ticket Sales	\$45,000
Sponsor	\$20,000
Sponsor (In-Kind)	\$20,000
Grants	\$10,000
Other (50/50, Merchandise, Donations)	\$10,000
Total	\$219,000

EXPENSES	AMOUNT
Event Cancellation Insurance	\$1,000
Facility Expenses	\$30,000
Laundry/Towel Service	\$2,040
Pre-Game Snack	\$3,600
VIP Hospitality	\$5,000
Accreditation – and Volunteer food and final reception	\$5,000
Marketing	\$30,000
Ground Transportation	\$60,000
Onsite EMS/Medical Services	\$5,700
Merchandise	\$5,000
Admin support	\$10,400
Officials expense	\$15,660
Banquet	\$7,000
Legacy plan	\$10,000
Total	\$19,040
Contingency	\$28,600
Total	\$219,000

4.0 OPERATIONS



4.3 TRANSPORTATION

The overall objective of the transportation strategy is to ensure that from the moment our participants land to the moment they leave everything is taken care of and they only have to worry about performing at their highest level possible, and enjoying this memorable experience.

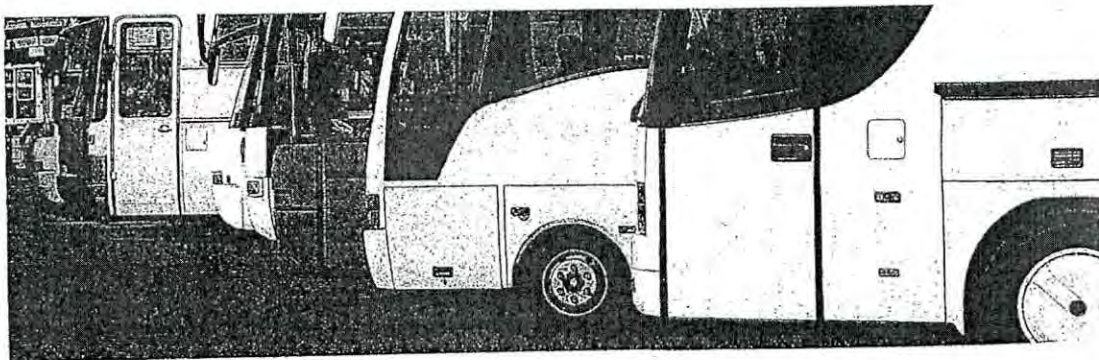
Airport

Halifax Stanfield International Airport is located one hour from Bridgewater and is easily accessible from across Canada, and internationally. It is the region's primary full-service airport providing Atlantic Canada access to the rest of Canada, the United States and Europe. Serving over 3.6 million passengers annually, the airport is recognized as a leader in customer service, having received first-place awards in the Global Airport Service Quality program for the past seven years.

Ground Transportation

The Host Committee will utilize Ambassadors Gray Line and Walter Callow Buses and to transport teams and equipment from Halifax Stanfield International Airport to Bridgewater and throughout the tournament as required. Each team will have a bus available to them throughout the day to enable them to explore the South Shore area at their request.

Each participating team will be assigned two volunteers with access to vehicles should teams need to run errands, etc.



4.4 ACCOMMODATIONS

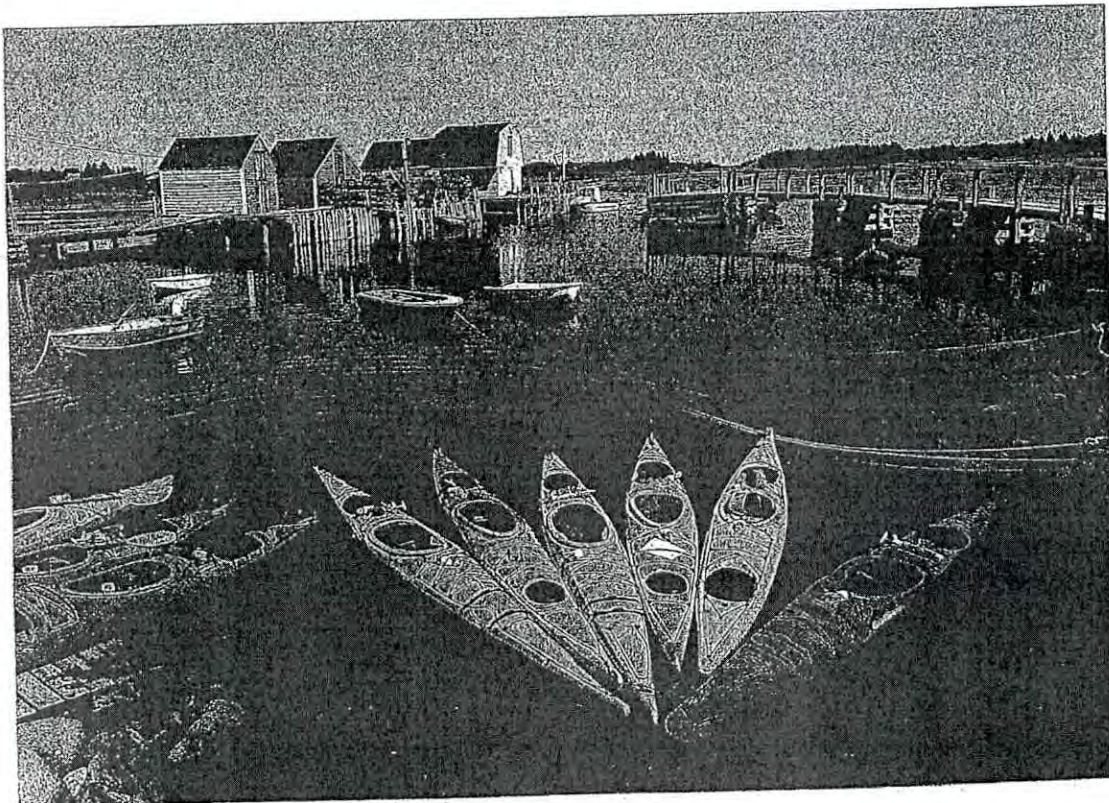
The South Shore is fortunate to have a variety of accommodation options available to participants and spectators of the 2018 Esso Cup within a maximum of 30 minutes from the Lunenburg County Lifestyle Centre.

The Best Western Plus Bridgewater management and staff are thrilled to be involved in the South Shore's bid for the 2018 Esso Cup. Working with other accommodation properties to oversee all accommodation requirements for the event.

Noting all of Hockey Canada's requirements, the Host Committee recommends that the Best Western Plus Bridgewater be utilized as the Host Hotel. This property could house two teams, VIPs, and media.

Atlantica Hotel & Marina Oak Island, located 20 minutes away from the LCLC is able to accommodate two teams.

The hotels listed above have agreed to block a rooms tentatively and have indicated a willingness to increase the number of rooms should it be required. Keeping spectators and other supports in mind, the Host Committee can also provide a list of additional hotels in the area if required. For those spectators wishing to live the true Nova Scotia experience, the Town of Mahone Bay and the Town of Lunenburg are full of smaller-scale bed and breakfasts and inns that, with their small-town charm and hospitality, will make spectators consider the South Shore as a destination for future vacations.



Harold Feltenaj Photo

4.5 TEAM SERVICES

The Host Committee's objectives are not only for the tournament to run smoothly for all teams, but to provide each team with a memorable experience and allow them to feel like a super star for the week. Each team will receive an information package prior to arrival, with a preliminary itinerary and information for each team about their team liaisons and their role.

Team liaisons will speak the team's official language and will be appointed by the Host Committee. Each team will be assigned two individuals who will help the team by providing transportation, translation, and assistance in any way possible so that the team has a memorable experience on the South Shore. Liaisons will be available 24 hours a day.

The information package will contain:

- General information on the event, schedule, contacts, and event personnel.
- Facility diagrams, location, dressing room allocations, scheduling, procedure for changes, equipment/services available, and transport details.
- Competition information such as schedule, scheduled meetings, and completions rules.
- Post-game procedures, including on-ice presentations and media expectations.
- Maps and general community information including list of attractions, shopping and activities.

Laundry for all teams will be handled by the Host Committee. After each on-ice session the jerseys, socks and undergarments will be gathered and washed and returned to the assigned dressing room. Fans and dehumidifiers will be provided in each dressing room for the drying of equipment.

Towels and pre-game and post-game snacks will be provided in each team's dressing room as required.

It is the Host Committee's goal to provide the participating teams the opportunity to perform at their highest level, which we hope to achieve by eliminating all distractions when it comes to equipment, food, transportation, and any other distractions that will arise.



4.0 OPERATIONS

4.9 ESSO CUP SAMPLE SCHEDULE

	TIME (ET)	ROUND	TEAMS
Sunday, April 15, 2018	1 12:00	Round Robin	WST - ONT
	2 16:00	Round Robin	QUE - PAC
	3 20:00	Round Robin	ATL - HST
Monday, April 16, 2018	4 12:00	Round Robin	WST - QUE
	5 16:00	Round Robin	ONT - ATL
	6 19:30	Round Robin	HST - PAC
Tuesday, April 17, 2018	7 12:00	Round Robin	ATL - QUE
	8 16:00	Round Robin	PAC - WST
	9 19:30	Round Robin	ONT - HST
Wednesday, April 18, 2018	10 12:00	Round Robin	PAC - ATL
	11 16:00	Round Robin	QUE - ONT
	12 19:30	Round Robin	HST - WST
Thursday, April 19, 2018	13 12:00	Round Robin	PAC - ONT
	14 16:00	Round Robin	ATL - WST
	15 19:30	Round Robin	QUE - HST
Friday, April 20, 2018	16 14:00	Semifinal	TBD
	17 18:00	Semifinal	TBD
Saturday, April 21, 2018	18 14:00	Bronze	L16 - L17 / P16 - P17
	19 18:00	Gold	W16 - W17 / G16 - G17

School Program

The main vision of the Host Committee for the 2018 Esso Cup is that it will be a community event. With this in mind the Host Committee will ensure that community support is generated at all levels. The Chair of the School Program Committee will work with the South Shore Regional School Board to involve and integrate the event into our local schools. Classes will be encouraged to create welcome posters for the arena, write welcome letters for players, and attend games to support all participating teams.

Appendix includes list of schools, university and colleges in the area

Minor Hockey Program

With help from our sponsors we hope to provide a block of tickets to participating teams from the South Shore Minor Hockey Association. A team for each game will be assigned to a participating team and encouraged to come to the game with posters and full lungs to cheer on the stars of the event.

Participant Engagement Program

Each participating team at the 2018 Esso Cup is there in hopes of winning the National Championship, while living out their hockey dreams. We hope to engage the players in all aspects of the event by providing professional service on and off the ice.

With one game a day per team there will be significant down time for the players, and while crafting their itinerary for the week we hope to provide new experiences beyond hockey. During the 2018 Esso Cup participants will have an opportunity to explore the beautiful south shore from the Unesco World Heritage town of Lunenburg, to the iconic 3 churches and local artisan shops in Mahone Bay.

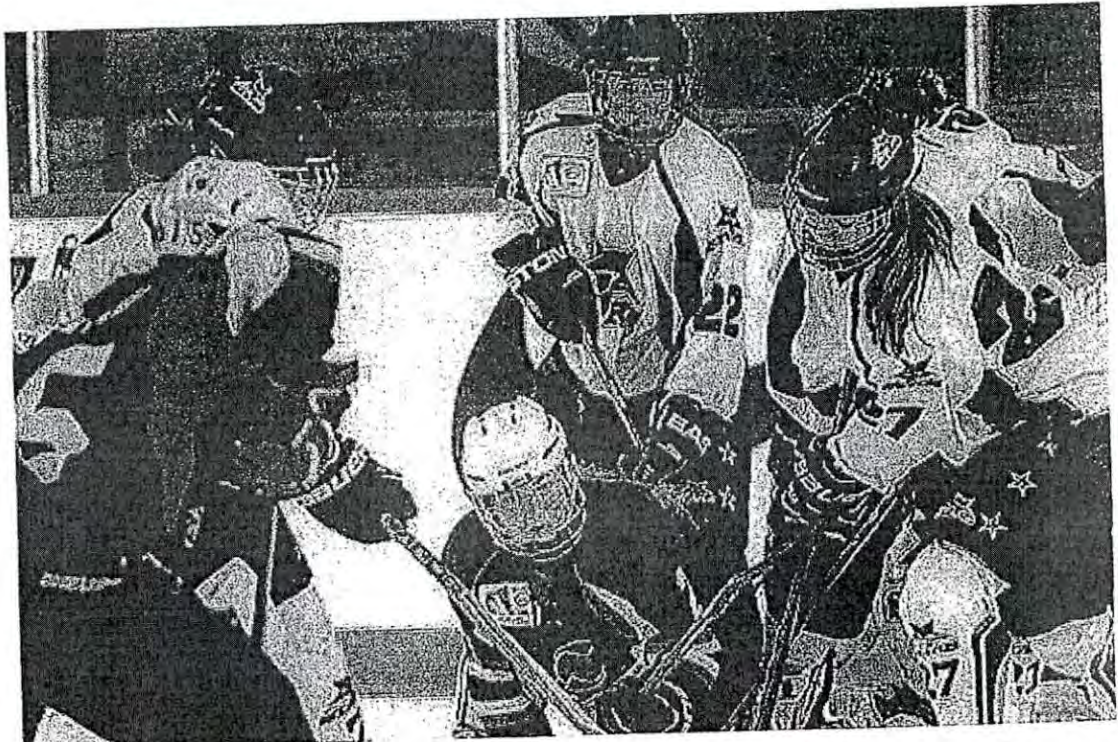
We hope to have opportunities for the ladies to visit the schools, and speak about their experience with hockey at a national level. Welcoming national teams is an opportunity to showcase all that the beautiful south shore of Nova Scotia has to offer.

6.0 MINOR HOCKEY DEVELOPMENT AND LEGACY PLAN

To create a legacy of this event 25% of profits would be put toward assisting females hockey players in Lunenburg County.

Working closely with Hockey Nova Scotia, the Host Committee wants to support a variety of Female Hockey development programs including on-ice development and coaching clinics. It is our hope that players and coaches from the participating teams will assist with the development opportunities for our minor hockey female players and coaches.

The Host Committee would like to set up a fund to provide assistance to other sport or non-sport related non-profit organizations to cover bid expenditures for Provincial, Inter-provincial, National or International events. This fund would help cover printing and site visit costs to improve the area's chances of hosting similar events in the future.



Andy Devine / Hockey Canada

CONCLUSION 7.0

Lunenburg County area has a love of sport and community that was evident to all participants and supporters throughout the 2016 World Sledge Hockey Challenge. We have the facility and support network that allows Events Lunenburg County to host the 2018 Esso Cup. We intend to showcase the athletes and host the best Esso Cup event ever.

The Host Committee knows that the communities, governments, businesses, and citizens will exceed the expectations discussed in the document. We are requesting that you place your trust in us and select Lunenburg County as host of the 2018 Esso Cup National Female Midget Championship.

APPENDIX A - SPONSORS

Lunenburg County Lifestyle Centre Advertisers

ARENA

Clearwater Seafoods

LIBRARY

Margaret Hennigar Public Library

AQUATIC CENTRE

BMO Financial Group

GALLERIA

In memory of Robert Wentzell

OLYMPIA

Bridgewater Pharmasave
Grant Thornton

ICE LOGOS

Scotiabank
Tim Hortons
BMI
CKBW/HANK FM
Plyform Construction
Inside-Out Cleaning Services

SCOREBOARD

CIBC Wood Gundy
Co-Operators Insurance



Municipality of the District of Lunenburg

January 23, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Fire and Emergency Services Committee in session on Monday, January 22, 2018, made the following recommendations to Council:

1. That Municipal Council approves the proposed amendments to Policy MDL-36 as presented.
2. That Municipal Council approves an increase of 2% or \$3223.12 in grants paid to the Fire and Emergency Services Providers for a one year term as follows.

Matching Grant	\$40,596.00
Municipal Grant	\$61,359.12
Insurance Grant	\$52,020.00
Training Grant	\$10,404.00

Respectfully submitted,

Chairman and Members
Fire & Emergency Services Committee

/trb
Attachments



Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: January 12, 2018
To: Chair and Members of the FESC
From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator
Subject: Proposed Changes to MDL-36 and Registration Package.

I have made some proposed changes to the registration package and amendments to Policy MDL-36 (attached). I have reviewed these proposed amendments with the Municipal Clerk and the Solicitor to ensure they meet our requirements.

The proposed amendments remove any reference to the Schedules from the Registration Package as well as the Policy. By removing this reference, changes to the Registration Package will not have to be approved by Council. This Committee will be able to approve the changes. Amendments to Policy MDL-36 will still have to go to Council for approval.

The Registration Package, as it will no longer be attached to the Policy, will be put on the Municipal Website for the public to access. If changes are made to the package, the copy of the website will be updated.

If the Committee is in agreeance with these proposed changes and amendments, the following motion is in order:

“that the Fire & Emergency Services Committee recommends to Council that Municipal Council approves the proposed amendments to Policy MDL-36, as presented.”

Chris Kennedy
CK

Municipality of the District of Lunenburg POLICY

Title: Fire and Emergency Services	
Policy No. MDL-36	
Effective Date: September 11, 2007	Amended Date: Feb. 12, 2008, Oct. 13, 2009, Feb. 8, 2011, Jan. 28, 2014, May 9, 2017

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg:

1.0 Definitions:

- 1.1 "Fire Department" means the incorporated entity that provides the service, assists others in providing the service, or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- 1.2 "Municipality" means the Municipality of the District of Lunenburg.
- 1.3 "Rate Payer" means the name(s) of the person assessed for the property.
- 1.4 "Registration" means the acceptance of the Municipality to permit a "Fire Department" to provide fire and emergency services to a prescribed area within the Municipality.
- 1.5 "Body Corporate" refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- 1.6 Incorporated organization refers to those organizations that are set up to provide Fire Protection and are incorporated by way of; an Act of Legislature, The Rural District Fire Act, or the Society's Act.
- 1.7 Acts of Incorporation refer to the organizations memorandum of Association and/or articles of incorporation and/or by-laws.

2.0 Form of Request

Requests for registration as a fire and/or emergency services provider shall be ~~completed on the application for registration form (see schedule A [amended May 9, 2017])~~ made through the completion of the Fire and Emergency Service Providers Registration package. The registration package can be found on the Municipality's website. Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

3.0 Considerations for Approval

- 3.1 The Municipality must be satisfied that the body corporate is capable of providing the services it has applied to provide.
- 3.2 The Body Corporate carries liability insurance in the minimum amount of \$10,000,000.00 [amended Jan.28, 2014]
- 3.3 The Body Corporate does not provide the fire and or emergency services for profit.
- 3.4 The Municipality does not provide the same service for the same area.
- 3.5 The Body Corporate carries accident and sickness insurance or workers' compensation coverage for all its members. [amended Feb. 8, 2011]

4.0 Registration

The Municipality, if satisfied by all categories of Section 3, shall register the Body Corporate as a fire and emergency services provider. This registration shall continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.

- 4.1 Annual updates of the registration form shall be submitted to the Municipality no later than June 15th of each year; [amended Jan. 28, 2014]
- 4.2 Any changes to the services provided by the body corporate shall be filed immediately with the Municipality throughout the year; [amended Jan. 28, 2014]
- 4.3 All other required forms and documentation, including the annual registration form updates, financial statements, officer, rate and grant forms shall be submitted to the Municipality no later than June 15th, in order to receive collected fire taxes and grant monies; [amended Jan. 28, 2014]
- 4.4 All fire tax payments shall be made available to fire service providers 30 days from the due date of municipal taxes. [amended Jan. 28, 2014]

5.0 Notification

The Municipality shall advise any new Body Corporate, by providing a letter stating approval as a registered Fire and Emergency Services provider as per sec 4. ~~(See attached schedule "B").~~

6.0 Rate Payers Meeting

Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained in the minute books of the organization.

- 6.1 Fire Service providers shall have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget shall be linked to the service levels being provided; [amended Jan. 28, 2014]
- 6.2 Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service; [amended Jan. 28, 2014]
- 6.3 All proposed fire tax rates shall be supported by the service provider's budget, which is to be presented to the ratepayers at the annual ratepayers meeting. [amended Jan. 28, 2014]
- 6.4 Ratepayers shall have the opportunity to discuss service level expectations during a ratepayer meeting. [amended Jan. 28, 2014]
- 6.5 Ratepayers shall not request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision. [amended Jan. 28, 2014]

- 6.6 The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement shall include the following:
- fire service provider name;
 - date of meeting;
 - location of meeting;
 - contact name and phone number; and
 - where proposed budget documents may be viewed. **[amended Jan. 28, 2014]**

For the departments that are required to have an annual ratepayer's meeting to set the fire tax rate that must be specified as well.

- 6.7 All annual ratepayer's meetings must be conducted before June 15th of the following fiscal year.
- 6.8 Requests shall be made to the Municipality for appropriate rate payer's list a minimum of (2) weeks prior to the meeting date.
- This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting. **[amended Jan. 28, 2014]**
 - The Municipality will also provide upon request a property civic report to help the department locate properties **[amended Jan. 28, 2014]**
 - Since fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions but the seconder shall be a ratepayer.
 - Once the question has been called, only ratepayers can vote on the motion. 50 % + one of the ratepayers in attendance at the meeting in favor of the motion shall be required to pass a motion.
 - Voting may be done by secret ballot. **[amended Oct. 13, 2009]**
- 6.9 All fire tax requests by a registered fire and emergency services provider shall be provided to the Municipality on the approved registration package forms found on the Municipal website. (see Schedule C) no later than June 15th of the current year. **[amended Jan. 28, 2014]**
- 6.10 For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality shall approve the rates.

For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

Annotation for Official Policy Book

Date of Adoption:	<u>September 11, 2007</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>January 21, 2014</u>
Date of Passage of Amendments:	<u>January 28, 2014</u>
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	<u>April 27, 2017</u>
Date of Passage of Amendments:	<u>May 9, 2017</u>
I certify that the amendments to this the " <i>Fire and Emergency Services Policy</i> " was adopted by Council as indicated above.	
_____ Sherry A. Conrad, Municipal Clerk	_____ Date

MDL-36

DRAFT

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE**

Fire Department Official Name: **DRAFT COPY**

Act of Incorporation:

If information noted above is incorrect, please make changes below:

Fire Department Official Name:

Act of Incorporation:

Please mark the **service** to which you will be providing for current Fyiscal year here

1. Attach Annual Report from Scotia Business or similar for call number & response type
2. Fire and Fire Related Emergencies N/A Structural Defensive
- Structural - activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles or vessels
Defensive- actions intended to control a fire by limiting its spread to a defined area, exterior or exposures.

**Number of
Firefighters
Trained for
Services
checked off
Below**

**-Number
FF Trained**

3. Medical Emergencies N/A Medical First Response Medical Assistance
- MFR - registered through EHS Program MA - responders who have standard or emergency first aid

	N/A	Awareness	Operational	Technician	
4. Vehicle Extractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Low Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. MVC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Rapid Intervention Team (RIT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Rehab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lifelight Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Awareness - Recognize situation, call for trained personnel, secure area and provide minimum intervention
Operations - Respond in defensive fashion to control, prevent a worsening of the incident and provide services within capabilities
Technician - Contain and control the incident. High degree of intervention

18. Ground Search and Rescue N/A Provider Assistance
-

Provider - Meets NS Emergency Measures provincial standards for SAR teams
Assistance - Members under control of SAR team

MUNICIPALITY OF THE DISTRICT OF LUNENBURG ~~Schedule A~~
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE

24. Are there limits on the level of service that will be provided in respect to any of the services checked on Page 1? If so, please indicate.

25. Does the Department have the equipment to perform the services checked on the previous page?

26. Does the Department have the training or experience necessary to perform this services checked on Page 1?

19. Number of Active Firefighters	
20. Number of Auxiliary Members	
21. Number of Junior Fire Fighters	
22. Number of Honourary Members	

23. Firefighter Personnell Accident Insurance - Please attach ~~copy of Invoice~~

LIABILITY INSURANCE

Based on the *Municipal Government Act*, the Municipality of the District of Lunenburg must ensure that every Fire Department carries Liability Insurance.

Vehicle Facility Firefighters

Registration with the Municipality of the District of Lunenburg, when approved by the Municipality of the District of Lunenburg, continues in force until withdrawn by the Municipality of the District of Lunenburg for cause or the emergency services provider requests that the registration be revoked.

This registration does not make an emergency services provider an agent of the Municipality of the District of Lunenburg. A registered emergency services provider is not a municipal enterprise pursuant to the *Municipal Finance Corporation Act*.

I/we hereby certify that the above mentioned organization will provide the fire and/or emergency service indicated above and this service is being provided to the Municipality of the District of Lunenburg on a not-for-profit basis. It is also understood that the Municipality or any other organization will not provide the same service for the same area.

Name of Individual Completing Form	
Telephone Number (above individual	
Authorization Given by:	
Telephone Number (of signer)	
Date:	
Preferred Email Address:	

Apparatus Information

~~Schedule A~~

FIRE PROTECTION RESPONSE

These items refer to what equipment is on each vehicle.
Some vehicles may not have any or all of the items listed.

Type	Year	Pump Test Date*	Tank Capacity Gallons	Foam and Type	Porta Tank Size

Please list any other special fire fighting equipment : Ladders over 24ft, air bags size and capacity, etc. If more room required attach copy.

*Attach a copy of latest Pump Test results

Fire Department Organization

~~Schedule A~~

Equipment

Generators	Yes/No	Watts	Thermal Imager Type and number	Portable Pump	GPM	Other Information	
Bunker Gear	# of Units	Annual Inspection	NOTES:				
Wildland Equipment			Additional Forestry equipment info: (Back Tanks, etc.)				
Nomex Coveralls							
SCBA Circle one or write in type.	# of Units	Date of Flow Test*	Date of Manufacture	*Attach copy of the latest SCBA flow test results Other comments:			
Type: Scott, MSA, Other:							
Cylinder size circle one 2216 psi/ 4500 psi							
Hose	Feet of 1 ½"	Feet of 1¾"	Feet of 2½"	Feet of 3"	Feet of 4"	Feet of 5"	

Fire Department Organization						Schedule
Dry Hydrants, Dispatch, FF Complements, Communications Equipment, Station Information						
Location						
Location						
Location						
COMMUNICATION EQUIPMENT						
Number of Pagers						
Dispatch Method (Explain)	Scotia Business Center					
Other						
Radio Equipment	TMR2 Portables	TMR2 Mobiles	VHF Portables	VHF Mobiles	Other	
Quantity						
FIREFIGHTER COMPLEMENT						
Number of Fire Fighters	Number of Fire Fighters with Level 1 Training		Number of Officers		Number of Officers with Officer Training	
FIRE STATION INFORMATION (this is the location where your equipment is stored)						
Community Name			Non-Emergency Number			
Civic Number			Road Name			
Number of Bays						
Other						

**FIRE TAX RATE/MONEY REQUEST FORM
FOR THE PERIOD APRIL 1 *Start fiscal year* TO MARCH 31, *ending fiscal year***

Please return completed form by June 15, *current year*

Please note that only Section A or B is to be completed, not both

SECTION A

Rate approved by the Fire Department and/or Rate Payers per \$100.00 of assessment

SECTION B

Amount of money approved by the Fire Department and/or Rate Payers

As an Officer of the Fire Department, I hereby certify that the above information is correct.

Date

Authorized Signature

Position

Your current assessment is \$_____ subject to Section 84 and Appeals. All categories of assessment are still taxable under the *Municipal Government Act* -- there is no change from last year.

An advance of 50% of the previous year for tax revenue will be paid to you in the month following the due date of the interim tax bill, and the balance will be paid in the month following the final tax bill.

DRAFT Copy

Fire Department Organization

Schedule A

OFFICER INFORMATION FORM

FOR THE PERIOD APRIL 1, *Start fiscal year* TO MARCH 31, *Ending fiscal year*

Please return completed form by June 15, *current year*

Please send all correspondence from the Municipal Office to:

Name:

Address:

Postal Code:

Email Address:

FIRE DEPARTMENT

Chief Name:

Telephone Number:

Deputy Chief Name:

Telephone Number:

Secretary Name:

Telephone Number:

Treasurer Name:

Telephone Number:

COMMISSION

Chairman Name:

Telephone Number:

Secretary Name:

Telephone Number:

Treasurer Name:

Telephone Number:

Fire Department Organization Schedule A

MATCHING GRANT FORM
FOR THE PERIOD APRIL 1, *Start fiscal year* TO MARCH 31, *End fiscal year*

Please return completed form along with your financial statement by June 15, *Current year*

RECEIPTS

Funds raised from Community*:

Card and garden parties	
Suppers	
Dances	
Bottle drives	
Raffles	
Walk-a-thon	
Bingo	
Yard Sales	
Ladies Auxiliary	
Other (specify) Donations	
Total	

Other Revenue:

Membership Dues	
Hall and Equipment Rentals	
Bank Interest	
Other (specify)	
Total Revenue	

Municipality of Lunenburg:

Matching Grant	
Municipal Grant	
Municipal Insurance Grant	
Fire Tax Levies	
Other	
Total	

TOTAL RECEIPTS

*The Matching Grant will be the total of funds raised by the Community to a maximum of ~~\$1,500.00~~ \$1,530.00
 The Matching Grant will be paid to you each year in the month following the due date of the final tax bill.



**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Firefighter Recognition**

The Municipality will provide a onetime framed print to all ACTIVE firefighters who have volunteered for 20 years of firefighting service. Please submit names of firefighters who have served 20 years or greater, **who have not yet received the Firefighter Recognition**. By way of this completed **application**, fire chiefs are providing names of all eligible firefighters. This form must be completed and returned to the Municipal Office by June 15, *Current year*

Firefighters names that have been submitted, will receive an invitation to attend the awards presentation.

Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Fire Chief:	
Fire Department:	
Date:	
Signature:	

Fire Chiefs are required to sign this form.



**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Department Recognition
Plaque and Helmets**

The Municipality will provide an Inaugural Plaque to any fire department having a special event celebrating their years of dedication and volunteer service to the community. The Inaugural Plaque will be presented to a fire department celebrating a minimum of 15 years of service. The Plaque has been designed to allow placement of helmets in recognition of a fire department celebrating a minimum of five years additional service. The Councillor of the District will present the Inaugural Plaque and helmets.

Fire Department Name:	
Date of Anniversary Celebration:	
Established Date:	
Year of Service for Anniversary:	
Requested by:	
Date:	
Contact Phone #:	

Plaques shall be requested no less than 6 weeks prior to the celebration by either the Councillor of the District or a member of the fire department.



Municipality of the District of Lunenburg
Fire & Emergency Services

MEMORANDUM

Date: January 26, 2018
To: Mayor Carolyn Bolivar-Getson and Municipal Council
From: Chris Kennedy, Fire & Emergency Services Coordinator/Administrator
Subject: FESC Request for Grant Increases.

At the January 22, 2018 meeting of the FESC, a motion recommending to Council to increase the current MODL grants to Fire and Emergency Services by 2%, for a one year term was made and passed. Below are the current grants and the proposed increases to said Grants.

	Presently	Proposed 2% Increase
Matching Grant	\$ 39,800.00	\$ 40,596.00 Increase of \$ 796.00
Municipal Grant	\$ 60,156.00	\$ 61,359.12 Increase of \$ 1203.12
Insurance Grant	\$ 51,000.00	\$ 52,020.00 Increase of \$ 1020.00
Training Grant	<u>\$ 10,200.00</u>	<u>\$ 10,404.00</u> Increase of \$ 204.00
	\$161,156.00	\$164,379.12 \$ 3,223.12

“The FESC recommends to Council, that municipal Council approves an increase of 2% or \$3223.12 in grants paid to the Fire and Emergency Services Providers for a one year term as follows.”

Matching Grant \$ 40,596.00
Municipal Grant \$ 61,359.12
Insurance Grant \$ 52,020.00
Training Grant \$ 10,404.00

Chris Kennedy
Fire Service Coordinator/Administrator



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

February 8, 2018

To the Mayor and Municipal Council
Municipality of the District of Lunenburg

Dear Council Members

The Nominating Committee, on February 7, 2018, made the following recommendation:

“that Municipal Council recognize Devan Naugler as the Provincial Volunteer Representative, for the Municipality of the District of Lunenburg, who would attend the Provincial Volunteer Ceremony in Halifax on April 9, 2018.”

Attached is a brief biography for Mr. Naugler.

Respectfully submitted,

Nominating Committee

A little bit of information on recommended 2018 Provincial Volunteer

Devan Naugler

Mr. Naugler, from Newcombville, has dedicated a great deal of his time, energy and talents in a variety of sports in Lunenburg County and the Province of Nova Scotia. He has been involved with the Gary L. Wentzell since 2009, a tournament that brings hundreds of families to our area each March break. He has also volunteered for the Bridgewater Minor Hockey Association and the South Shore Minor Hockey Association as both a coach and executive board member. Devan also invest his time with many high school sports such as cross country, soccer, basketball and softball. Just recently he volunteered for the 55+ Games as the hockey scheduler.

Devan has also been involved with the South Shore Lumberjacks and was the Regional Coordinator for the South Shore for the Nova Scotia Sport Athletic Federation.



Council

February 13, 2018

Item: 10.4.1

Authorization: A. Dumaresq

Municipality of the District of Lunenburg

January 15, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The REMO Advisory Committee, in session on Monday, January 15, 2018, made the following
recommendations to Council:

1. That Municipal Council accept the recommendation of the REMO Advisory Committee and
approves a total 2018/19 REMO budget in the amount of \$106,000 with the Municipality of the
District of Lunenburg's share being \$52,857.12.

Respectfully submitted,

Chairman and Members
REMO Advisory Committee

/jp
attachments

**Regional Emergency Management Organization (REMO)
Proposed 2018/19 Budget Summary**

The attached proposed 2018/19 budget reflects the following:

- Overall increase from 2016/17 of \$20,000
- Increase in wages & benefits (\$15,000) to provide additional 7 hour/week Operations/ REMC Alternate Person as approved in REMO Advisory Meeting November 20, 2017.
- Coordinator services as per contract 2016-2019
- Increase in Contingency from \$1,500 in 2016/17 to \$6,500 to support potential regional emergency services costs
- Ground Search & Rescue Grant (\$10,000) as per 2016/17, supports 50% operational costs for organization
- Total budget of \$106,000
- Based on 2016/17 Uniform Assessment, each unit would contribute as follows

Unit	UA 15/16	Proposed 2018/19	Increase from 2017
Town of Bridgewater	12.98%	13,759	2,596
Town of Mahone Bay	2.54%	2,692	508
Municipality of District of Chester	29.50%	31,270	5,900
Municipality of District of Lunenburg	49.93%	52,926	9,986
Town of Lunenburg	5.05%	5,353	1,010

	2017/18 Budget	Less Current additions	Baseline	Proposed Additions		Proposed 2018/19 budget
01-2250000-106 - VACATION PAY	2,400	0	2,900	0		2,900
01-2250000-109 - EMO PYMTS-CONTINGENCY	5,000	5,000	0	5,000		5,000
01-2250000-119 - HONORARIUMS/WAGES	39,500	0	53,000	0		53,000
01-2250000-129 - EMPLOYEE BENEFITS	3,500	0	4,500	0		4,500
01-2250000-136 - SERVICE AWARDS - REMO	0	0	0	0		0
01-2250000-140 - TRAVEL	2,000	0	2,000	0		2,000
0275 - REMO PERSONNEL SERVICES	52,400	5,000	62,400	5,000		67,400
01-2250000-141 - CONFERENCE/TRAINING	1,000	0	1,000	0		1,000
01-2250000-201 - OFFICE EXPENSES (REMO)	1,000	0	1,000	0		1,000
01-2250000-210 - ADMINISTRATION-INSURANCE	900	0	900	0		900
01-2250000-225 - RADIO EQUIPMENT	500	0	500	0		500
01-2250000-226 - OTHER EQUIPMENT	2,500	0	2,500	0		2,500
01-2250000-230 - TELEPHONE-LOCAL SERVICE	1,300	0	1,300	0		1,300
01-2250000-231 - CELLULAR PHONE (REMO)	1,700	0	1,700	0		1,700
01-2250000-235 - ADVERTISING-GENERAL	1,200	0	1,200	0		1,200
01-2250000-236 - ADMINISTRATION-ACCOUNTING	1,000	0	1,000	0		1,000
01-2250000-239 - TELEPHONE-INTERNET SERVICE	500	0	500	0		500
01-2250000-248 - ADMINISTRATION-RENTAL	1,300	0	1,300	0		1,300
01-2250000-249 - MOCK EXERCISES	500	0	500	0		500
01-2250000-254 - LICENSE FEES	800	0	800	0		800
01-2250000-272 - WEBSITE	1,500	0	1,500	0		1,500
01-2250000-299 - CONTINGENCY	1,500	0	1,500	0		6,500
01-2250000-999 - HARMONIZED SALES TAX	0	0	0	0		0
01-2250001-235 - ADVERTISING-SPECIAL	2,000	0	2,000	0		2,000
01-2250001-236 - ADMINISTRATION-CLERICAL	3,500	0	3,500	0		3,500
01-2250004-230 - TELEPHONE-ANSWERING SERVICE	900	0	900	0		900
01-2250006-295 - GROUND SEARCH & RESCUE GRANT	10,000	0	10,000	0		10,000
0280 - REMO - ADMIN	33,600	0	33,600	0		38,600
Total - EMERGENCY MEASURES	86,000	5,000	96,000	5,000		106,000
Cost Sharing	UA 2016/17	Share	Last Year Cont.	UA 2017/18	share	Contribution
Town of Bridgewater	659,046,315	12.9%	11,123.73	662,945,751	12.9%	13,674.59
Town of Mahone Bay	128,475,242	2.5%	2,168.47	129,147,077	2.5%	2,663.92
District of Chester	1,509,852,243	29.6%	25,484.08	1,524,133,103	29.7%	31,438.31
District of Lunenburg	2,540,915,415	49.9%	42,886.90	2,562,519,971	49.9%	52,857.12
Town of Lunenburg	256,943,003	5.0%	4,336.82	260,147,796	5.1%	5,366.07
	5,095,232,218	100.0%	80,86,000.00	5,138,893,698	100.0%	106,000

5,000 contingency in case of special project

Increase to reflect proposed additional part time position

Increased to cover potential regional needs