

**AGENDA**  
**MUNICIPAL COUNCIL**

Bridgewater, NS

Tuesday, April 10, 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 – March 27, 2018
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. AWARDING OF TENDERS/RFPs:
  - 7.1 Award of Tender 2018-05-001 and 2018-05-002 “On-Site Sewage Disposal System Installations for LaHave River - Group 2 & 3” ..... 1-5
8. PRESENTATIONS/SCHEDULED TIMES:
  - 8.1 Nancy Green re South Shore Housing Action Coalition ..... 9:15 a.m. 6-18
  - 8.2 Sean Sears re South Shore Agri-Innovation Park ..... 10:15 a.m. 19-26
9. CONSIDERATION OF CORRESPONDENCE:
  - 9.1 Letter from UNSM re UNSM Priorities ..... 27-29
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
  - 10.1 Finance Committee
    - 10.1.1 Clean Energy Finance Program Contract with Clean Foundation ..... 30-33
    - 10.1.2 Clean Energy Finance Ceiling ..... 30-33
    - 10.1.3 Sponsorship Ad Grant – Federation of Can. Mun. (FCM) Conference .. 30, 34-43
    - 10.1.4 FCM Board of Directors ..... 30, 44-57
  - 10.2 Dangerous & Unsightly Property Committee
    - 10.2.1 Clean Up of Hake Property at Beeler Road, Elmwood, PID 60282910 ..... 58-65
11. STAFF REPORTS:
  - 11.1 Building Department
    - 11.1.1 Joint Service Delivery for Building/Fire/Dangerous & Unsightly Services.... 66-71
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
  - 12.1 Update – Municipal Joint Services Board (MJSB) (E. Knickle/C. Bolivar-Getson/C. Moore)
  - 12.2 Update – Deputy Mayor
  - 12.3 Update – Mayor
13. IN CAMERA:
  - 13.1 Contract Negotiations re Office Space under Section 22(2)(e) of the MGA
14. ADJOURNMENT



# Municipality of the District of Lunenburg

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## MEMORANDUM

**REPORT TO:** Council

**SUBMITTED BY:** Maria Butts, LaHave River Project Coordinator

**DATE:** April 10, 2018

**RE:** Tender Award: On-Site Sewage Disposal System Installations for LaHave River Properties. Project – Group #2 and Group # 3

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### RECOMMENDATIONS

*Authorize staff to award tender 2018-05-001 to Town and Country Property Improvement Ltd. in the amount of \$55,341.91 plus HST.*

*Authorize staff to award tender 2018-05-002 to Town and Country Property Improvement Ltd. in the amount of \$98,651.95 plus HST.*

### EXECUTIVE SUMMARY

Eight bids were received for *Tender 2018-05-001 On-Site Sewage Disposal System Installations for LaHave River Properties. Project – Group #2*. One was rejected and seven accepted.

Five bids were received for *Tender 2018-05-002 On-Site Sewage Disposal System Installations for LaHave River Properties. Project – Group #3*. All five bids were accepted.

The scope of work for both tenders consists of the supply and installation of five septic systems located on private property belonging to homeowners who have applied to participate in the LaHave River Straight Pipe Replacement Program (SPRP), administered by the Municipality of the District of Lunenburg (MODL) for both tenders.

Tender 2018-05-001 is a bundle of five traditional systems and Tender 2018-05-002 is a bundle of five alternative treatment units (ATU's)

### BACKGROUND

In the Spring of 2016, *Our Living Future* campaign was launched to bring awareness and education around the issue of straight pipes and their impact on the LaHave River and Council authorized staff to make an application to the New Build Canada Fund for a SPRP. Staff were

directed to prepare a Wastewater Management District (WWMD) By-Law and policies to implement such a program. The drafted By-Law and policies have since been adopted by Council.

On June 29, 2017, federal and provincial authorities announced joint funding along with the Municipality for the replacement of straight pipes with on-site sewage disposal systems along the LaHave River.

Replacement of straight pipes with functioning septic systems required the services of a qualified engineer to select, design, and oversee the installation of approved septic systems. As such, council authorized staff to award of *RFP 2017-05-400 On-Site Sewage Disposal System Design for Lahave River properties* to ABLE Engineering Services Inc (ABLE) on August 22, 2017.

To date, MODL has received 105 applications for replacement from property owners within the WWMD.

Over the past few months, MODL has been working with ABLE to produce sewage disposal designs for each property owner enrolled in the SPRP. Ten designs (five per tender package) were selected from those completed to date for inclusion in tender 2018-05-001 and tender 2018-05-002.

No Municipal dollars are being spent on this program as the federal and provincial grants cover up to two thirds of the cost and all eligible homeowners are required to pay the remaining one third.

## DISCUSSION

Both Tender 2018-05-001 and Tender 2018-05-002 were posted on Wednesday, March 14<sup>th</sup>, 2018 and closed on Thursday, March 29<sup>th</sup>, 2018.

### Tender 2018-05-001:

Eight bids were received by the deadline. One bid was rejected for failure to include the addendum as explicitly stated in the tender documents. Accepted tenderer names and bids are described in Table 1 below:

<b>Funding</b>	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
<b>Tenderers</b>	
Town and Country Property Improvements Ltd	\$55,341.91
Dennis Lively Construction and Backhoe Services Ltd	\$66,600.00
Ledge Rock Construction Ltd	\$70,300.00
Rhyno's Landscaping Inc.	\$81,834.00
Kenneth Lutz Excavating Ltd	\$98,675.00
D.J Lowe Ltd	\$102,417.00

Maughan's Construction Inc.	\$136,000.00
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Table 1: Accepted Bids for Tender 2018-05-001

Rejected tenderer name and bid is described in the Table 2 below:

Tenderers	Total Bid (w/o HST)
C Eugene Ingram Construction Ltd.	\$63,994.32

Table 2: Rejected Bids for Tender 2018-05-001

**Tender 2018-05-002:**

Five bids were received by the deadline. All five bids were accepted, tenderer names and bids are described in Table 3 below:

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Town and Country Property Improvements Ltd	\$98,651.95
D.J Lowe Ltd	\$109,225.00
Dennis Lively Construction and Backhoe Services Ltd	\$124,500.00
Rhyno's Landscaping Inc.	\$141,657.00
Kenneth Lutz Excavating Ltd	\$145,982.00

Table 3: Accepted Bids for Tender 2018-05-002

Under the scope of work for both tenders, the successful bidder is required to complete all excavation, bedding, pipe laying, backfill and compactions. They are to supply all septic tanks, miscellaneous fittings, filter sand, stone and concrete. The successful bidder is also required to complete leakage testing, and all surface restoration and any other work as specified and shown on the design drawings.

**CONCLUSION**

Tender 2018-05-001: Of the seven accepted bids received, the lowest bid was submitted by Town and Country Property Improvement Ltd of Cookville, Nova Scotia.

Tender 2018-05-002: Of the five accepted bids received, the lowest bid was submitted by Town and Country Property Improvement Ltd of Cookville, Nova Scotia.

**Tender Award Recommendation**

**Tender:** 2018-05-001 On-Site Sewage Disposal System Installation for LaHave River Properties.  
Project – Group #2.

**Scope of Work:** Install five On-Site Sewage Disposal Systems on five properties along the LaHave River.

**Closing Date:** March 29, 2018

**Rejected Tenders:** 1

<b>Funding</b>	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
<b>Tenderers</b>	
Town and Country Property Improvements Ltd	\$55,341.91
Dennis Lively Construction and Backhoe Services Ltd	\$66,600.00
Ledge Rock Construction Ltd	\$70,300.00
Rhyno's Landscaping Inc.	\$81,834.00
Kenneth Lutz Excavating Ltd	\$98,675.00
D.J Lowe Ltd	\$102,417.00
Maughan's Construction Inc.	\$136,000.00

**Tender Award Recommendation:**

Council award Tender 2018-05-001 to Town and Country Property Improvement Ltd for the cost of \$55,341.91 plus HST.

**Tender Award Recommendation**

**Tender:** 2018-05-002 On-Site Sewage Disposal System Installation for LaHave River Properties.  
Project – Group #3.

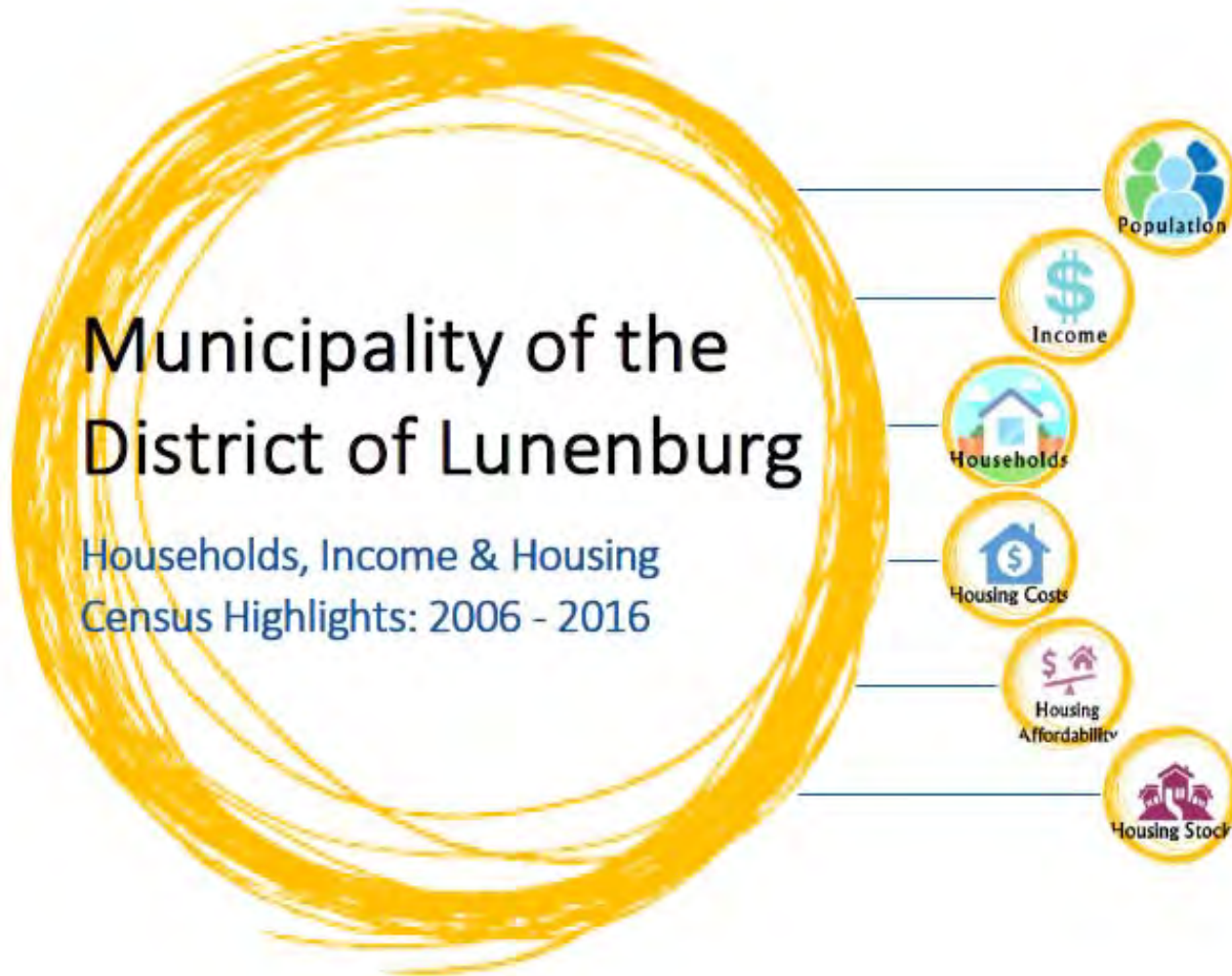
**Scope of Work:** Install five On-Site Sewage Disposal Systems on five properties along the LaHave River.

**Closing Date:** March 29, 2018

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**Tender Award Recommendation:**

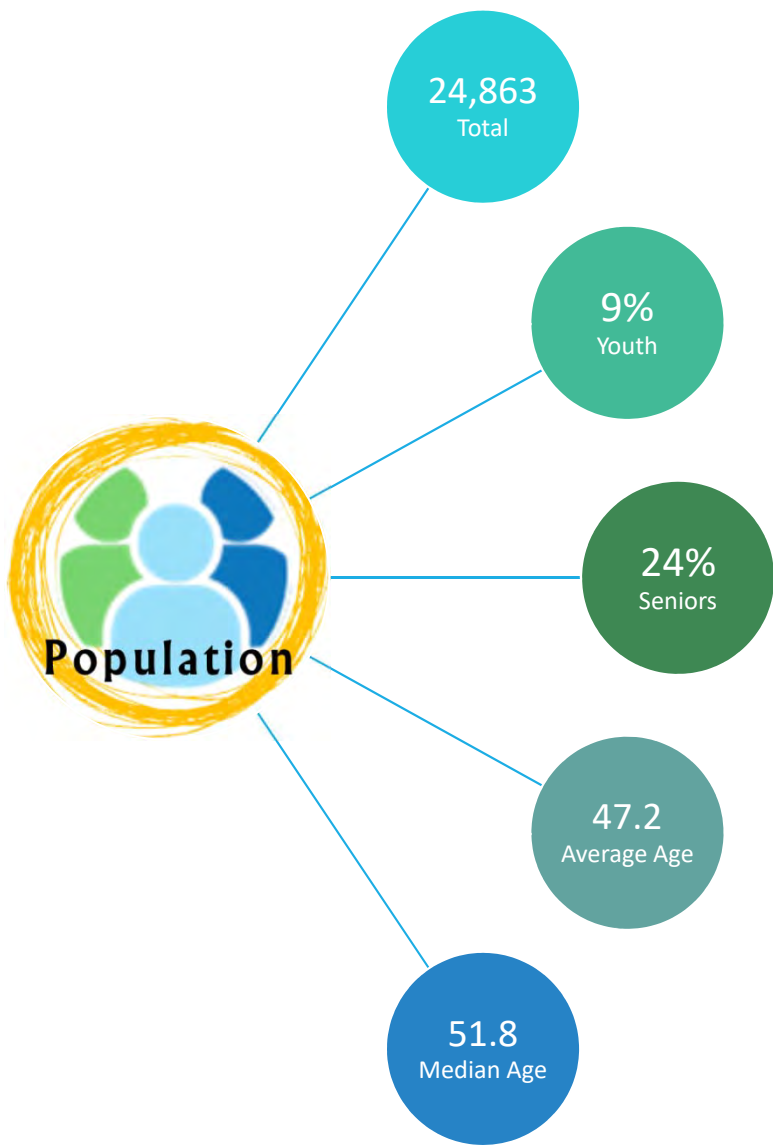
Council award Tender 2018-05-002 to Town and Country Property Improvement Ltd for the cost of \$98,651.95 plus HST.



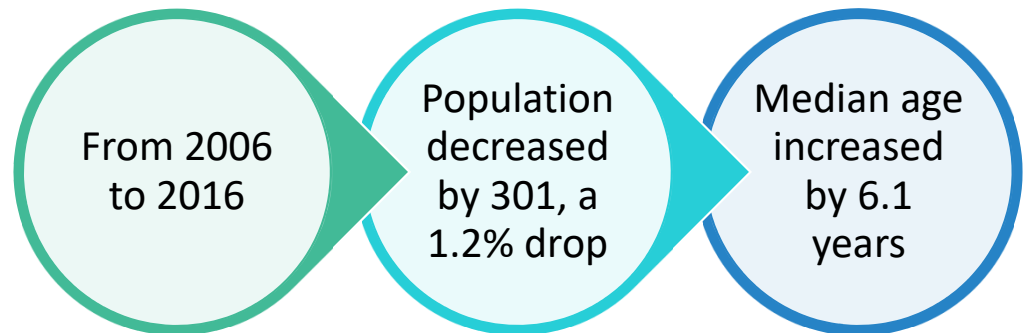
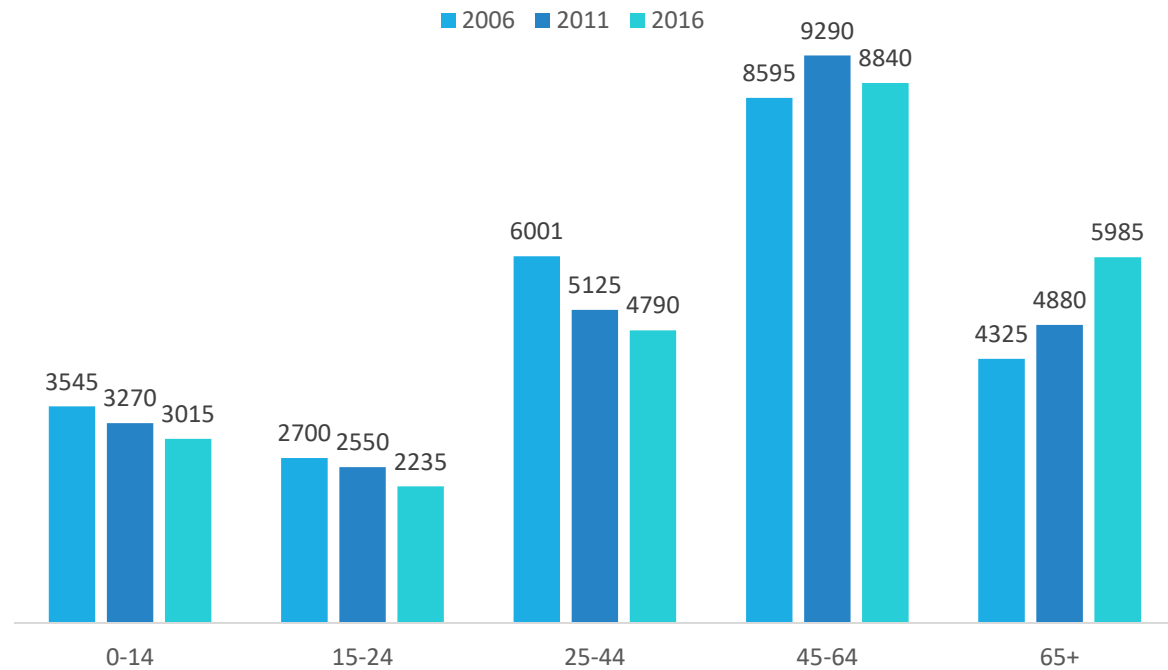
April 2018

**SOUTH SHORE HOUSING ACTION COALITION**





Age Distribution of Population: 2006, 2011, 2016

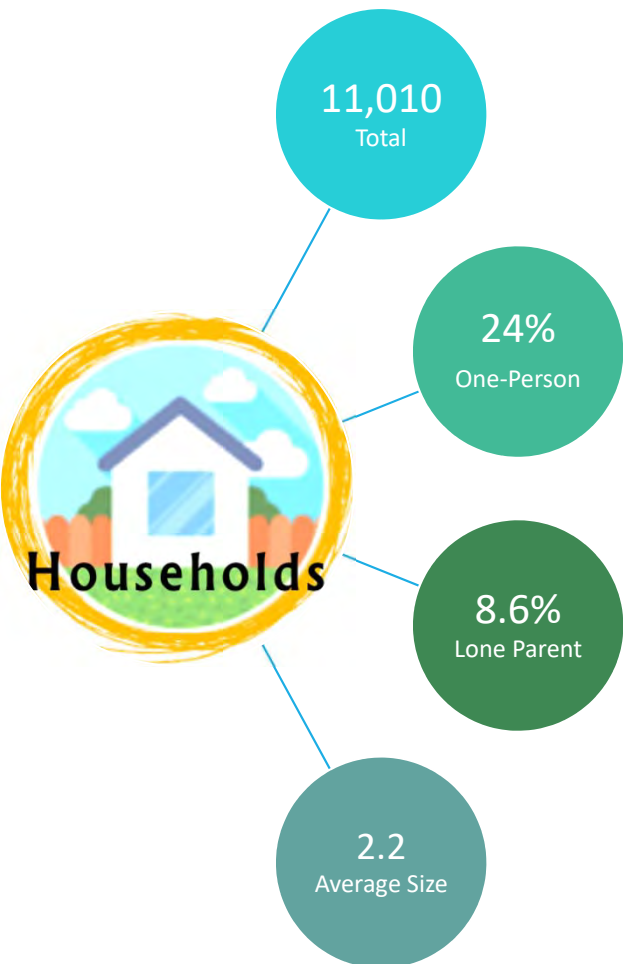


## Low Income Measure, After Tax

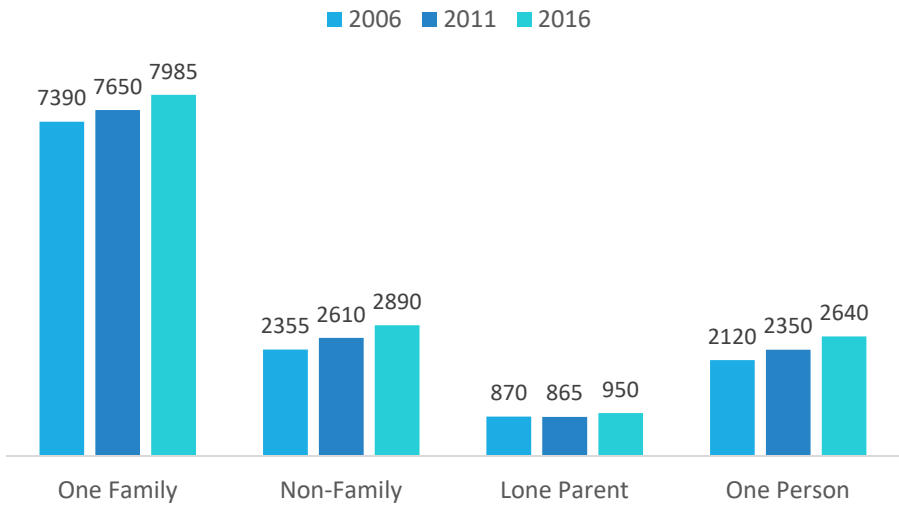
- most commonly used low income measure
- a fixed percentage (50%) of median adjusted household income, where "adjusted" indicates that household needs are taken into account
- reflects the fact that a household's needs increase as the number of members increases
- truest picture of the income households

17.1%  
(2016)

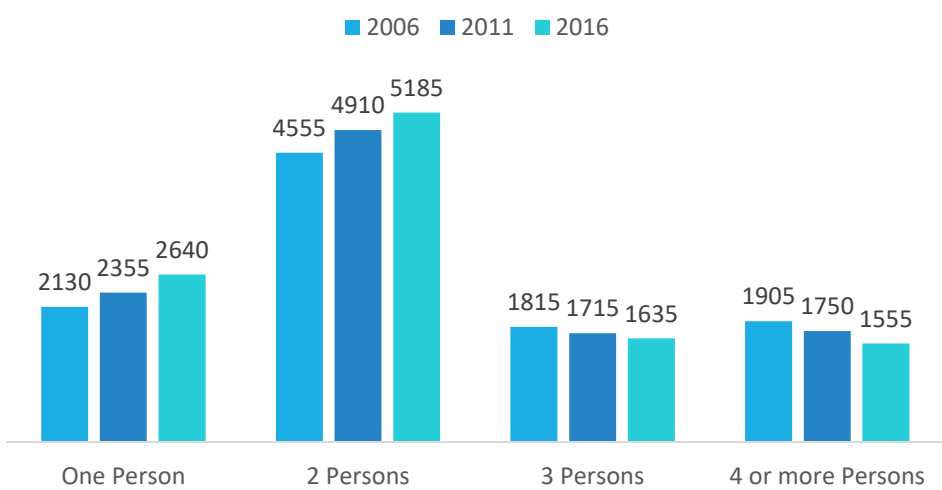
In 2011 it was 16.8%



### Household Type



### Household Size

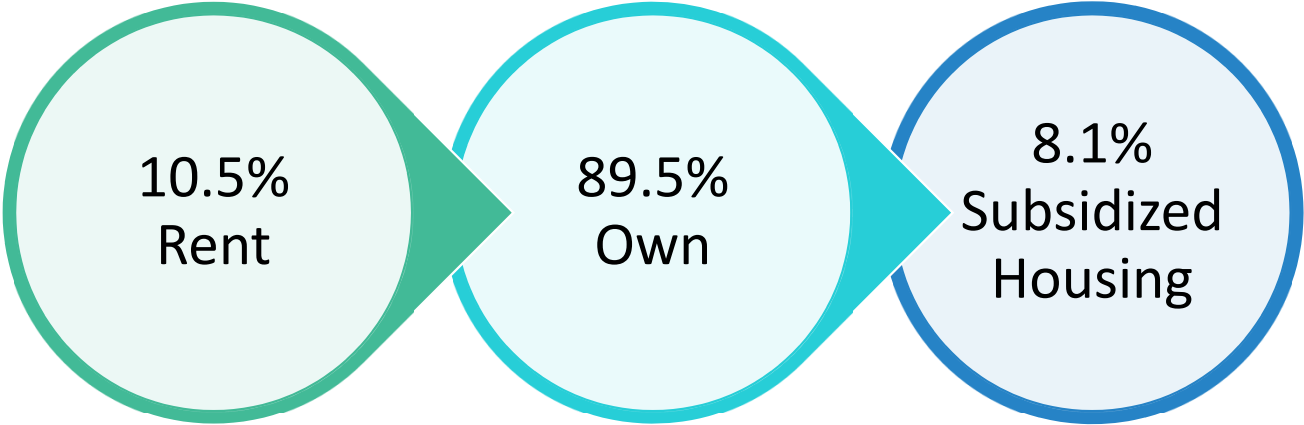
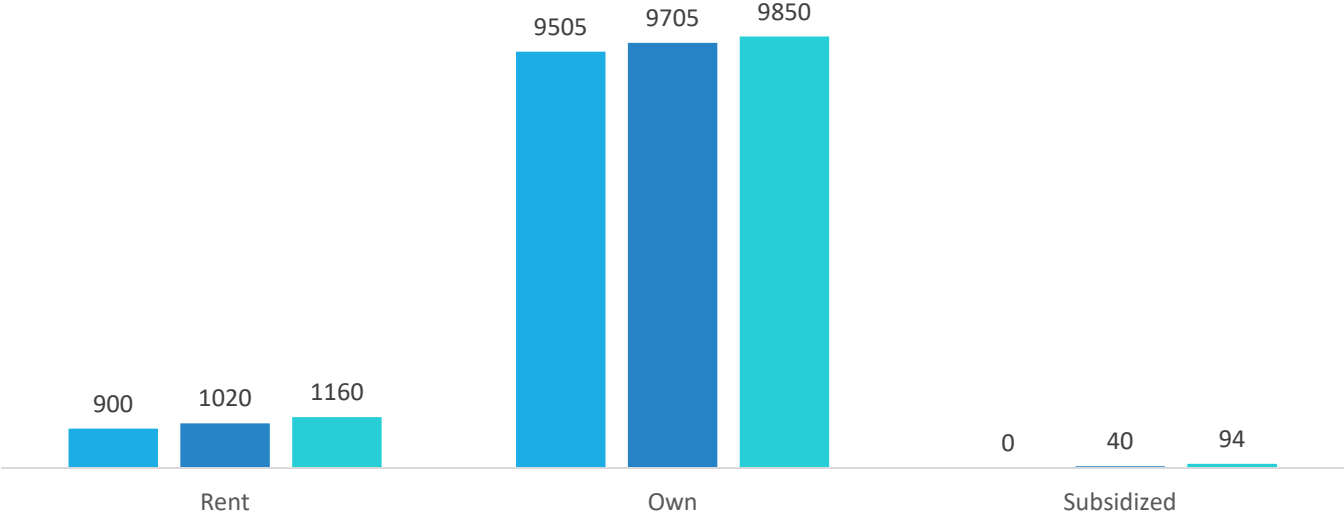


Between 2006 and 2016:

- The number of households is increasing, but the size is shrinking

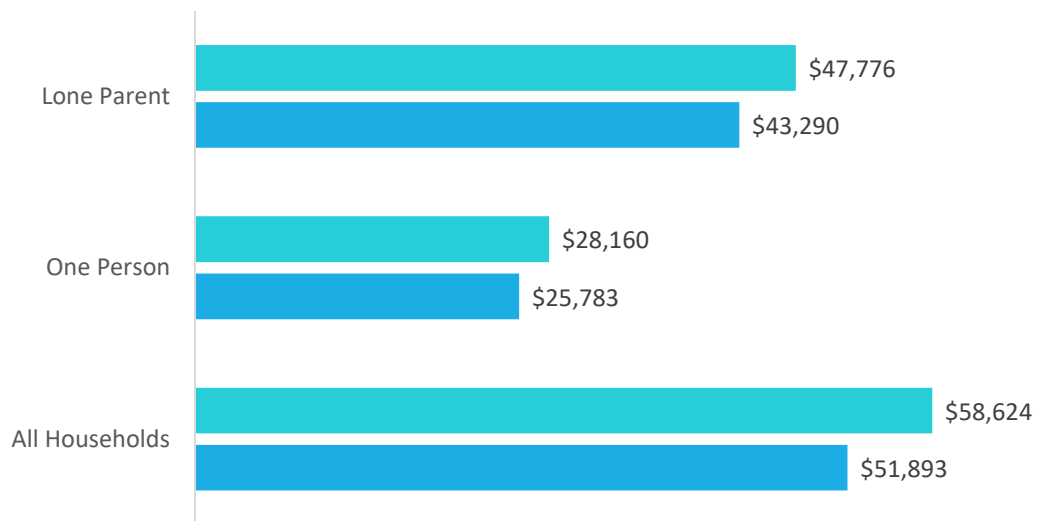
# Households by Housing Tenure

■ 2006 ■ 2011 ■ 2016

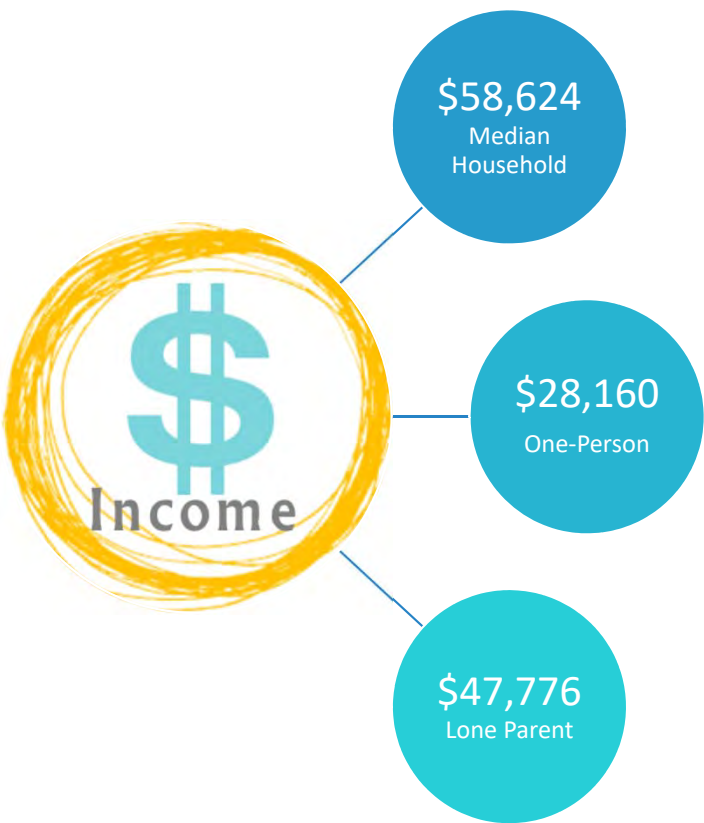


## Before- and After-Tax Median Incomes 2016

■ Before Tax ■ After Tax



The median household income has increased by \$8,549, or 17.1% since 2011

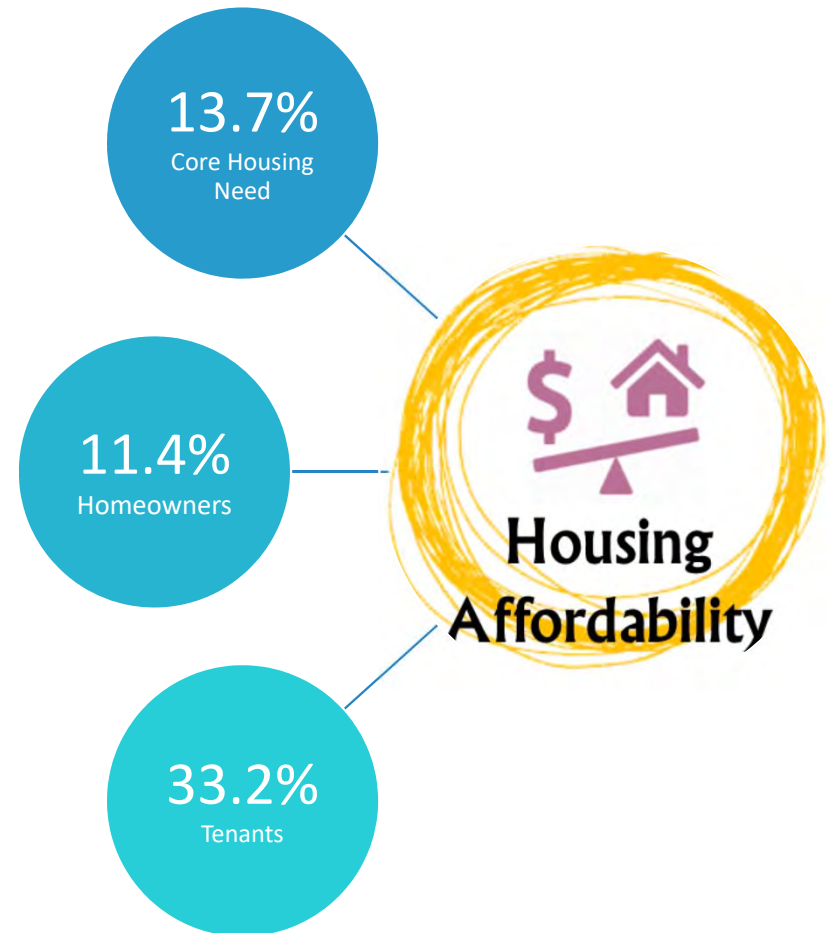


## Core Housing Need:

- A household is in core housing need if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30% or more of its before-tax income to access acceptable local housing.



Core Housing Need has decreased since 2011 by 5.8% (from 15.2% to 13.7%)



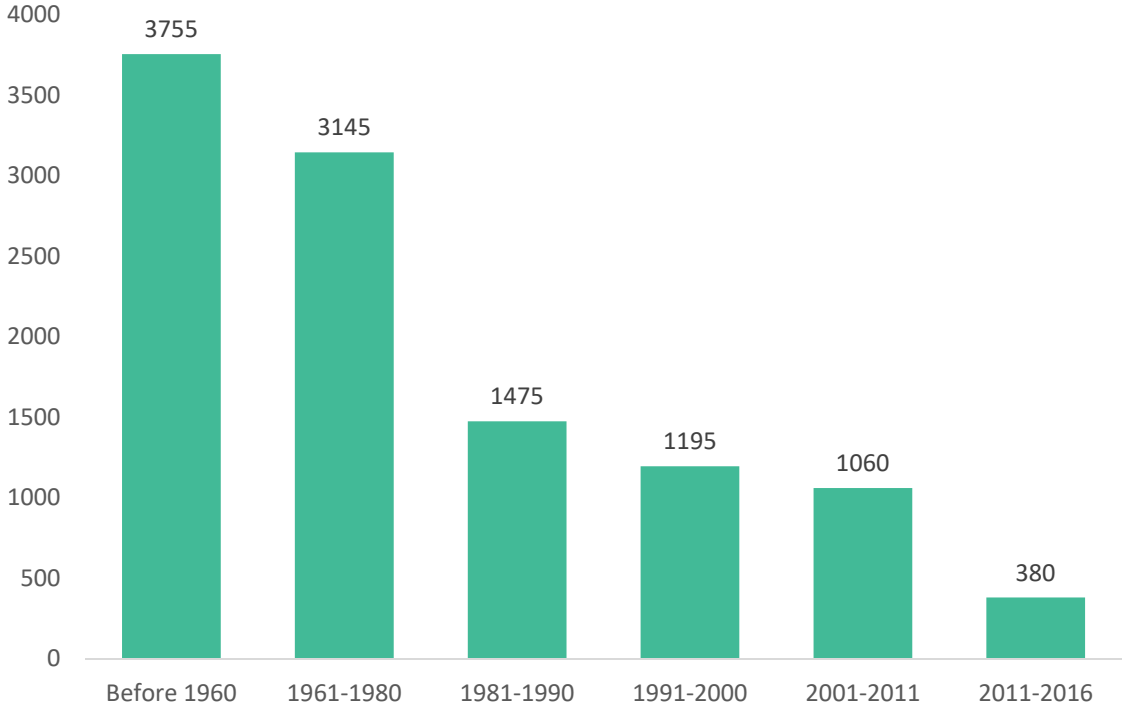


## Affordable?

- Based on the 30% of before-tax income measure of core housing need AND median income of households for MODL:
  - All Households: \$1,465.60
  - Lone-Parent: \$1,194.40
  - One-Person: \$704

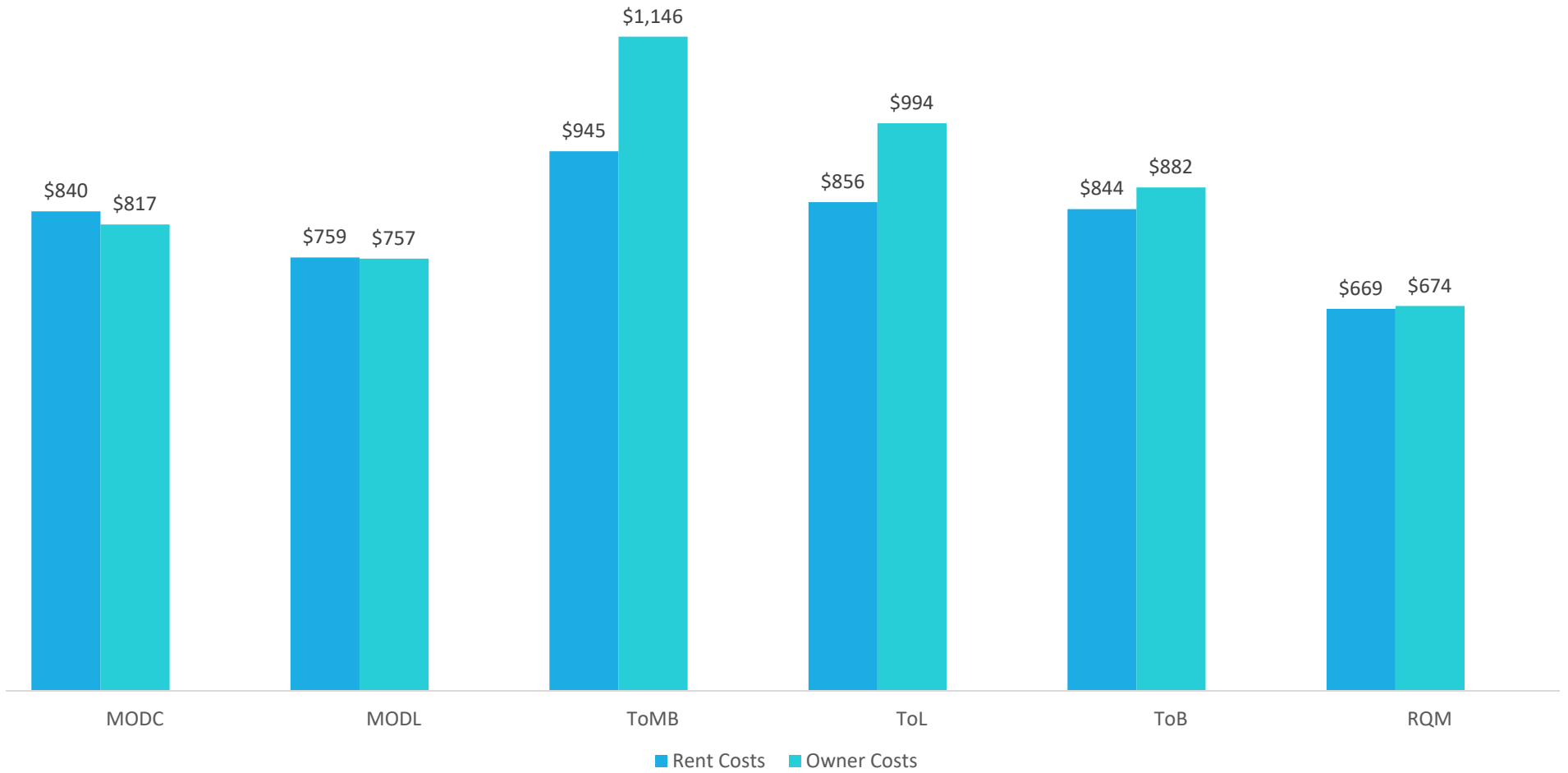


Housing Stock by Year of Construction

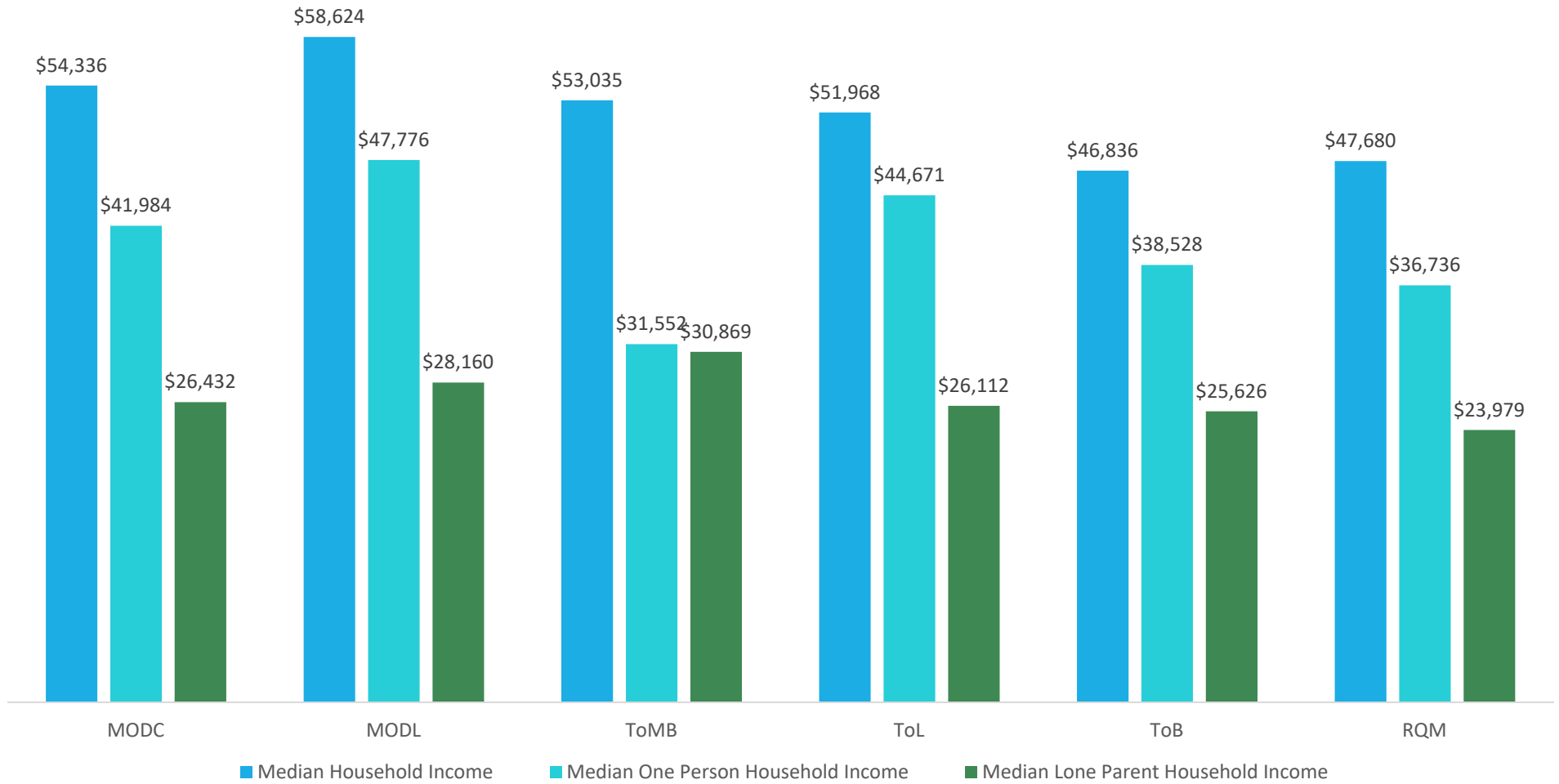


62.7% Of housing stock was built before 1980

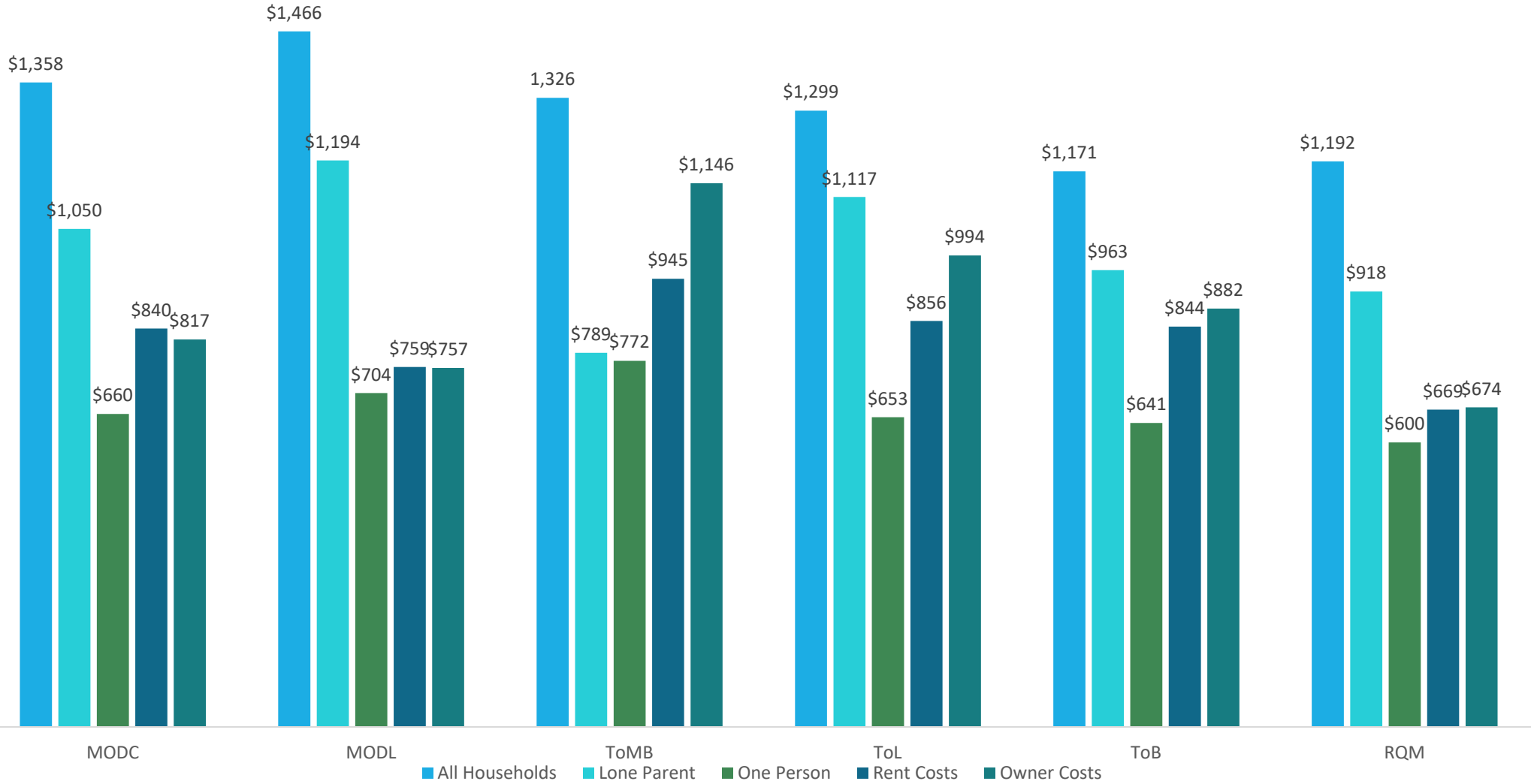
## Rental and Ownership Costs Across Lunenburg and Queens Counties



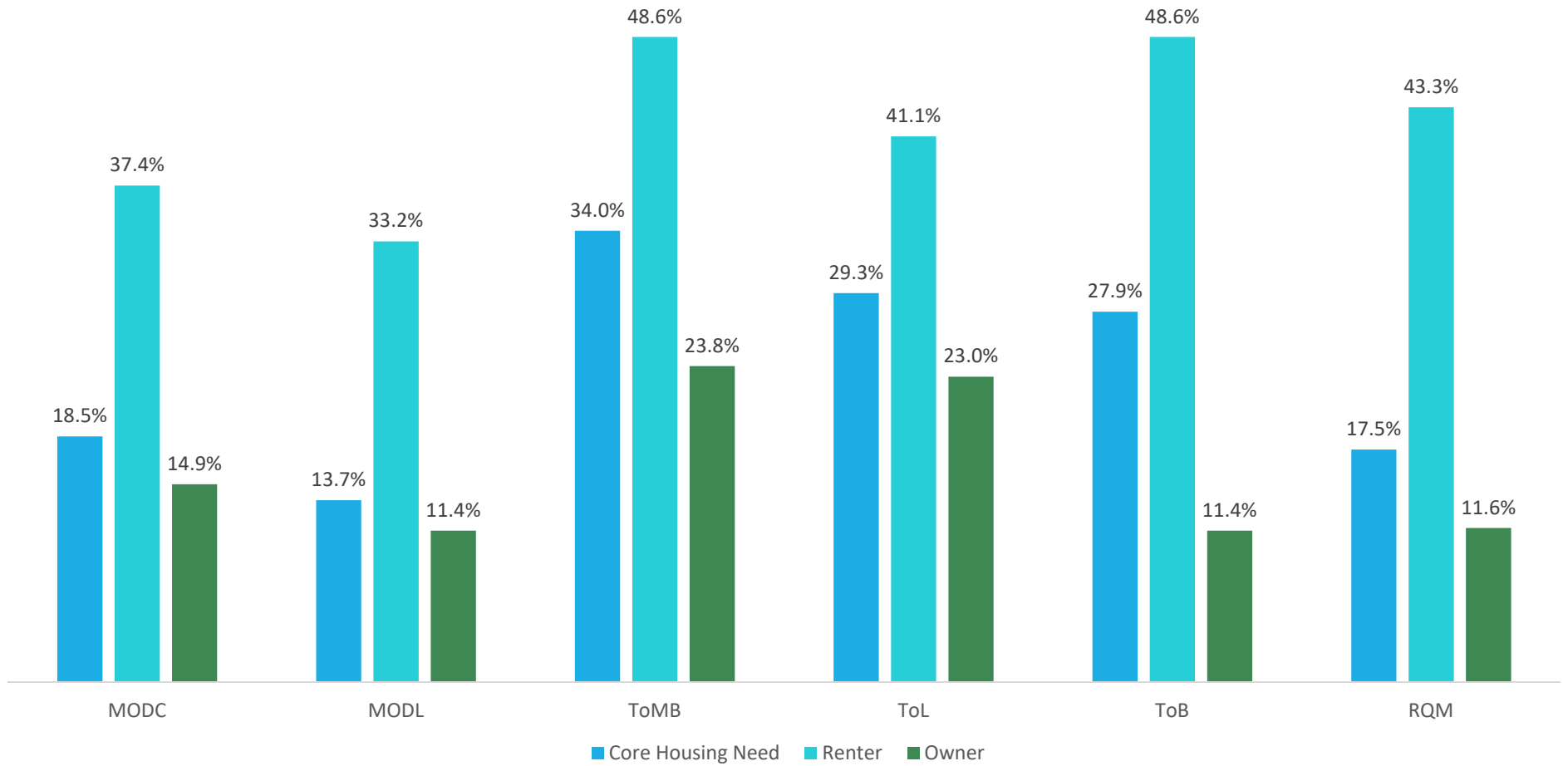
## Median Household Incomes Across Lunenburg and Queens Counties



## What is Affordable for Housing Across Lunenburg and Queens Counties?



## Core Housing Need Across Lunenburg and Queens Counties



# SOUTH SHORE AGRI-INNOVATION PARK ASSOC.

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Establishment of a new R&D business park for the Southern Nova Scotia  
valued added processing Agriculture industry

# Park Strategy

- Leverage the recent 5-YR Climate Study to encourage and grow unique grape varieties to accelerate the local wine industry
- Create a Southern Nova Scotia Coop Winery
- Create Agri-innovation research cluster focused on beverages
  - Cluster – a group of companies/individuals that share ideas and best practices to push each other to make new discoveries

# South Shore Wine Industry

## Grape Varieties of the Future

Specific planned planting 2019 of 10-12 acres of new grape varieties to improve the quality of the wine

## Investigational Vineyard

Teaching & training vineyard for the skill development of local growers and vineyard workers

# Coop Winery

## Building

- Winery - A single facility that can develop 4-5 wine labels (different wineries names ) in one location
- European Model – Many European communities are organized this way
- Potential Agri-Tourism Center
- Retail sales of all local wines (a center to the industry)
- Transform the local restaurant scene with unique south shore culinary arts  
It goes with what it grows with

# South Shore Agri-Innovation Research Center

- The Federal Government is serious about creating research and product development clusters throughout Canada
- The Provincial Government supports the same strategy - Numerous investments are being made in Halifax, the Valley, CB and Truro
  - Not much has been made in the South Shore
- We can create a virtual or physical presence, now is the time to acquire the facility & research equipment to move our region forward
- Ideas
  - Beverage handling Facilities
  - Lab and testing equipment
  - Commercial kitchen
  - Cool-Cold storage
  - Other Agriculture Growing expertise - Hops

# Cluster Strategy

## Cluster

- A geographic cluster of competitive businesses with a research-orientation
- Fosters a practice of collaboration aligned with unique facilities and expertise

## Examples:

- Silicon Valley is the worlds most noted example
- Local examples include Halifax Aerospace Park, Perennia (Food Products in Truro), Volta (Tech in Halifax), Boat Building (South Shore)
- Newest cluster in NS is the \$400m Ocean Super Cluster, one of 5 such Federal investments in Canada.

# Management Agreement for the 7 Acres of Park Lands

Develop a Park Property Plan

Bring to Council for Approval

Find proponents to purchase land parcels

Bring to Council for Approval

# Agri-Innovation Park Association Ongoing Activities

Recruit new enterprises to the region

– Whether physically in the park or elsewhere on the south shore

Assist entrepreneurs in launching new products/companies

Act as catalysts for fostering Agri-innovation.

Find research dollars/projects/equipment to grow the capacity of the park



## The Union of Nova Scotia Municipalities

*PRESIDENT:*

**Councillor Geoff Stewart**  
County of Colchester

*VICE-PRESIDENT:*

**Deputy Mayor Wayne Mason**  
Halifax Regional Municipality

*IMMEDIATE PAST-PRESIDENT:*

**Deputy Mayor Laurie Murley**  
Town of Windsor

*REGIONAL CAUCUS CHAIR:*

**Councillor George MacDonald**  
Cape Breton Regional Municipality

*RURAL CAUCUS CHAIR:*

**Warden Jim Smith**  
District of East Hants

*TOWN CAUCUS CHAIR:*

**Mayor Jeff Cantwell**  
Town of Wolfville

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March 22, 2018

**By E-mail**

Mayors/Wardens  
All Units

Dear Mayors/Wardens:

Further to the E-mail we sent to the Membership yesterday, we are requesting that you include the discussion of UNSM Priorities on your Council Agenda.

UNSM continues to evolve its process of developing a collective voice for municipal priorities and concerns, and is seeking Council feedback on the most important matters you would like UNSM to address in its advocacy work and in its workplan.

Over the last few years, UNSM has been working to improve its effectiveness in its advocacy work and member engagement. For example, revisions to the resolutions process were made in order to develop a clearer focus on the most important matters for municipalities across the province. Last year's resolutions resulted from a broad consultation effort with municipalities and a process to choose the top ones to be forwarded to the province.

Comments received during and after last year's resolution process suggested Councils should be involved, not just individual members. The link between resolutions and UNSM priorities was also noted as perhaps not being as strong as it could be.

The five top resolutions from 2017 certainly represent significant issues for municipalities, and will not likely be resolved in the short run. Municipal funding, the CAP, physician recruitment, internet connectivity and roads will see progress in the next few months, and will need to be reassessed in the fall. Knowledge gained over the next few months may suggest revisions or refinements to the actions being taken in support of these priorities.

In addition to these areas, UNSM is working on a number of other files. The Board has identified ten as being of significant importance, and would like councils to identify which of these matter the most to Councils. The results will help UNSM focus its advocacy efforts and workplan. Please note we have not included the current 5 resolution topics, as they are already a priority.

In order to consolidate the responses in time for the Spring Workshop, Councils are asked to provide feedback on your top priorities by April 30<sup>th</sup>, 2018.

.../2

Please see below the suggested priorities for your consideration. Please discuss and provide your top issues to UNSM with an explanation of why it is important to your Council, how it impacts your community, and suggestions as to how you would like to see it addressed.

#### Potential Priorities

1. Age friendly places/seniors: as our community demographics lean towards more seniors, municipal supports may include planning, community transit, socialization through recreation or other initiatives, safety support, etc. A number of initiatives are underway in many communities, best practices could be better shared, and innovative solutions developed.
2. Cannabis legalization: while impending provincial legislation will determine the framework for the municipal role in legalization, it will take time and resources to understand the implications for municipalities.
3. Code of conduct: a workshop planned for April will assist in identifying possible changes to the MGA to add authorities for actions in response to breeches in a code of conduct, there will be work required to develop appropriate legislation, resources and tools to assist councils in ensuring the code is sustained.
4. Economic development: The REN model is developing across most of the province, but there remains major challenges in our economic viability. There is work to be done to better support the RENS and to identify further tools to facilitate economic growth.
5. Housing: The availability of affordable and quality housing is a concern throughout the province. In some areas, the lack of housing is impacting negatively on economic development. In some areas suitable housing may be available, but the location, without adequate public or community transit, is not helpful.
6. Immigration: population in the province is aging and decreasing. Studies are showing economic growth in the province will be limited without more immigration. The factors impacting the ability of communities to attract and retain immigrants needs to be understood and enhanced.
7. Municipal modernization and municipal government act revisions: The Fiscal Review Report identified the need to create a new way for municipalities to deliver local services. Through the review of the Municipal Government Act, it became clear municipalities need to be enabled to do more. Amalgamations and annexations are allowed in the MGA, but have expressed the need for

alternative ways of working together. The status quo will not serve our citizens well, we need to be creative and open to finding new ways forward. This is about creating a new approach to meeting the needs of our communities.

8. Minimum planning standards/regional planning: there are challenges in the ways communities adapt to more frequent and extreme weather, housing and transportation demands, and economic opportunities, and in how we protect the environment and quality of life. Minimum planning standards and/or regional planning may be appropriate tools to better plan infrastructure and service delivery.
9. Solid waste system and extended producer responsibility: The cost of disposing of garbage has been increasing at a significant rate. A review of the solid waste system is just beginning, and recommendations on improving the system will be forthcoming. Extended Producer Responsibility, where those producing waste printed paper and packaging are made responsible for the disposal of the waste, is a tool used in more and more provinces.
10. Police services: even without the legalization of cannabis, the costs of policing have been increasing significantly and the trend is likely to continue. We need to find new ways of addressing these costs, respecting police services and addressing the social and economic conditions contributing to the costs of these services.

Feedback is requested by April 30, 2018.

Sincerely,



Councillor Geoff Stewart  
President, UNSM

GS/tv

cc: Chief Administrative Officers/Clerk-Treasurers



Council

April 10, 2018

Item: 10.1

Authorization: K. Malloy

# Municipality of the District of Lunenburg

April 4, 2018

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

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, April 3, 2018, made the following recommendations to Council:

1. That Municipal Council renew the Clean Energy Financing Program and enters into a 1-year contract with Clean Foundation for the continued delivery of the Clean Energy Financing Program to MODL homeowners.
2. That Municipal Council establish a Clean Energy Financing ceiling of \$100,000, in the 2018/19 Municipal Budget.
3. That Municipal Council approve a Sponsorship Ad Grant in the amount of \$1,000 for the FCM Conference to be held in Halifax from May 31 to June 3, 2018.
4. That Municipal Council endorse a member of Council to be nominated for membership on the FCM Board.
5. That Municipal Council endorse Deputy Mayor Bell as a nominee for the FCM Board of Directors and that the costs incurred for this position be covered by Council.

Respectfully submitted,

Chairman and Members  
Finance Committee

/jp  
Attachments



## Municipality of the District of Lunenburg

### REQUEST FOR DECISION

**REPORT TO:** Audit & Finance Committee

**SUBMITTED BY:** Jeff A. Merrill, MCIP, LPP, Director of Planning & Development Services

**DATE:** March 20, 2018

**RE:** Clean Energy Financing Program Renewal  
[aka: Property Assessed Clean Energy (PACE)]

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### RECOMMENDATION

Staff recommends that the Audit Finance Committee recommend that Council renew and the Clean Energy Financing program by making the following resolutions:

- 1. That Council enter a 1-year contract with Clean Foundation for the continued delivery of the Clean Energy Financing Program to MODL homeowners,**
- 2. That Council establish an annual Clean Energy Financing ceiling of \$100,000.**

### BACKGROUND

The Clean Energy Financing Program (launched on July 12, 2016), which was developed in partnership with 3 other Municipalities, offers financing for energy efficiency and cleaner energy retrofits for residential homeowners. The program enables homeowners to finance, up to \$10,000 in, clean energy upgrades to their home against their property. The low interest (4%) financing is tied to the property and not the individual and is transferrable if the property changes ownership. In addition to the environment benefits of reducing greenhouse gas emissions and becoming more energy secure the program enables homeowner to reduce their energy costs thus making life in MODL more affordable.

The program is administered by Clean Foundation. On April 25, 2017 Council continued the CEF program for a second year (2017-2018.) Prior to continuing the second year of the program Council made a few changes to the program.

- 1) Require a satisfactory credit check prior to entering into an agreement with a homeowner. The credit check service fees borne by the applicant;
- 2) That the interest rate for the PACE program be reviewed after 5 years, to be adjusted to be 1.5 points over prime for the balance of the loan period;
- 3) No property can receive the Clean Energy Financing more than once;

In addition to the program changes noted above the Clean Foundation's administrative fees (paid by the participants – not MODL) increased by \$175 (from \$275 to \$450.)

## DISCUSSION

### Clean Energy Financing Program Statistics

	2016-2017	2017-2018 (March 9/18)
<b>Registered</b>	13	22
<b>Exited Early</b>	5	3 (2 back on wait list)
<b>Rejected – Check Check</b>	n/a	8
<b>Rejected - Other</b>	0	2
<b>In Progress</b>	-	6
<b>Completed Upgrades</b>	8	3
<b>Wait list</b>	32	7
<b>Average Estimated Payback Period (Years)</b>	8.2	7.6
<b>Average Financing / House</b>	\$8,905.91	\$8,126.03
<b>Average Estimated Annual Cost Savings / House</b>	\$1,191.90	\$1,090

This fiscal year to date 3 homeowners have completed the program and have begun repayments. Each of the 3 homes are saving an estimated \$1,090 / year on energy costs. Another 6 homeowners have signed agreements and are working towards completing their clean energy upgrades.

**BUDGET IMPLICATIONS**

The PACE program is included in Council's 5-year financial plan. The PACE Program By-Law has been designed to be cost neutral, it does not constitute a MODL expenditure funded by the tax rate.

	<b>2016-2017</b>	<b>2017-2018</b>
<b>Financing Budget</b>	\$100,000	\$100,000
<b>Total Invoices (with program fees)</b>	\$71,247.28	\$24,378.09 (Mar. 9)
<b>Repayment Amount</b>	\$3,036.71	\$6,512.06
<b>Revenue</b>	\$362.90	\$3,091.01 (Feb. 28)

**CONCLUSION**

To continue the Clean Energy Financing Program Council needs to renew its contract with Clean Foundation and set the financing budget for the program.



## Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B1V 1G8  
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: [www.modl.ca](http://www.modl.ca)

### MEMORANDUM

TO: Audit and Finance Committee

FROM: Tissy Bolivar  
Recreation Program Coordinator

DATE: April 3, 2018

RE: FCM Conference, Sponsorship Ad Grant  
c.c. Trudy Payne, Director of Recreation Services

---

*It is recommended that the Audit and Finance Committee recommend that Council approve a Sponsorship Ad Grant of \$1,000 for the **FCM Conference** on May 31-June 3, 2018, to be held in Halifax, NS.*

#### **BACKGROUND**

Our Sponsorship Ad Grant has a maximum request of \$500, however MODL supported the FCM Conference, held in Halifax in 2011 by sponsoring \$1,000 for a "Farewell to Nova Scotia" breakfast. MODL has also supported the Spring AMA Conference in 2017 through the Sponsorship Ad Grant for \$1,000.

Within the FCM Conference Sponsorship Package, \$1,000 sponsorship could support Study Tours or Companion Tours.

#### **BUDGET IMPLICATIONS**

\$3,000 is budgeted annually for Sponsorship Ad Grants. We are at the beginning of the fiscal year and have not yet used any of the funds. Last year, we spent \$1,815 of the budgeted \$3,000.

  
\_\_\_\_\_  
Tissy Bolivar

/tb



**TO:** ALL UNSM Members, CAOs

**FROM:** Councillor Russell Walker  
Chair, FCM 2018 Conference Advisory Committee

Jacques Dubé  
CAO, Halifax Regional Municipality

**CC:** Mike Savage, Mayor, Halifax Regional Municipality  
Waye Mason, Deputy Mayor, Vice President, UNSM  
Councillor Bill Karsten, First Vice President, FCM  
Jane Fraser, Director, Board, AMA  
Betty MacDonald, Executive Director, UNSM  
Janice Wentzell, Executive Director, AMA  
Marion Currie, Halifax Project Manager, 2018 FCM

**DATE:** February 8, 2018

**RE:** **FCM Conference and Trade Show, Halifax**

As you may know the Halifax Regional Municipality is hosting the FCM 2018 Conference & Trade Show from May 31 to June 3, 2018. With over 3000 delegates, exhibitors and companions expected, we have a great opportunity to show off our Nova Scotia Municipalities to our colleagues from across Canada.

Taking part in Halifax's Sponsorship Program can bring exposure to your municipality by having your municipality's name associated with an event or asset as a sponsor. Your sponsorship can help promote your communities and all they offer, to elected municipal representatives, staff, exhibitors, and companions, and encourage greater awareness of the richness of municipalities across Nova Scotia amongst our colleagues from across Canada.

We have attached a Sponsorship Guide which includes a wide range of sponsorship opportunities for both conference events and signature assets. We encourage you to consider the same and respond to our staff to support this important event for us all.

We invite you to respond as soon as possible so that you can take best advantage of sponsorship opportunities. Please contact Jaiya Jagger at [jaggerj@halifax.ca](mailto:jaggerj@halifax.ca) or 902-209-4685 to be included in this important initiative. Your consideration is appreciated and solicited.



Halifax Regional Municipality  
PO Box 1749, Halifax, Nova Scotia  
Canada B3J 3A5

[halifax.ca](http://halifax.ca)



# HOST CITY SPONSORSHIP OPPORTUNITIES GUIDE

## *Federation of Canadian Municipalities Annual Conference & Trade Show*

May 31<sup>st</sup> – June 3<sup>rd</sup>, 2018

Halifax, Nova Scotia

**Contact:**

Marion Currie, Project Manager  
City of Halifax – Organizing Committee  
902-490-6422

A large, dark, textured triangular graphic that points upwards from the bottom right corner of the page, partially overlapping the text area.

**HALIFAX**

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# A Letter from the Mayor

## HALIFAX



**MIKE SAVAGE**

MAYOR  
LE MAIRE  
M'ER

1041 Argyle Street  
PO Box 145  
Halifax, Nova Scotia  
Canada B1T 2A5

902.493.4010  
902.493.4299

Halifax@halifax.ca  
@halifaxns  
@mikesavage0011

December 2017

Halifax is pleased to host the 2018 Federation of Canadian Municipalities Annual Conference & Trade Show from May 31st – June 3rd, 2018. This conference is the largest annual gathering of senior municipal officials from across Canada. Members include Canada's largest cities, small urban and rural communities, and 20 provincial and territorial municipal associations.

Halifax is pleased to offer you a unique opportunity to be part of hosting over 2,500 municipal decision makers, plus staff, companions, and exhibitors who are directly involved with making municipalities work across the country. We are proud to host our colleagues from across the country and confident they will find their visit both entertaining and informative.

Some of the benefits of sponsoring FCM Annual Conference & Trade Show 2018 in Halifax are:

- Exposure to the key decision makers in Canadian municipal governments;
- Acknowledgment as a key supporter of Canadian municipalities;
- Reinforcing our region's reputation as a gracious and generous host!

While Halifax will benefit from the increased attention and focus on us, there are a range of opportunities for showcasing leading businesses, Crown Corporations, government and non-government organizations, educational institutions, and other important entities in our municipality.

The sponsorship guide contained within outlines the main sponsorship opportunities available at the FCM Annual Conference & Trade Show, including: The FCM Gala Dinner, The Halifax Welcome Reception, Study Tours, Companion Tours, Breakfasts and Coffee Breaks, and Signature Assets.

We look forward to working with you on this exciting Conference & Trade Show and showcasing our region to visitors from across the country.

Kindest regards,

Mike Savage  
Mayor

# HALIFAX

# Sponsorship Opportunities

The FCM Gala Dinner

Sunday, June 3<sup>rd</sup> - 6:00PM to 11:30PM

Pier 21 – Cunard Centre

The main event, the Gala invites an estimated 2,500 delegates, companions, industry partners and other invited guests to enjoy a VIP dinner and entertainment produced by Halifax. Over the next 6 months, Halifax will be developing an exciting and vibrant social program that promotes the best Halifax Regional Municipality has to offer, while showcasing our unique history and cultural diversity.

Located at Halifax's historic Pier 21 – Cunard Centre, the Gala will feature a late afternoon reception, followed by a real Nova Scotian Kitchen Party and Ceilidh on the Pier.

## Gala Sponsorship Matrix

Asset	Details	Platinum	Gold	Silver	Bronze	Friends of FCM
Quantity		1	1 to 2	3	3	VIK*
Cost		\$50,000+	\$20,000-49,999	\$10,000-19,999	\$5,000-9,999	\$3,000-4,999
Logo/Name Lock	FCM Gala Dinner Presented by Sponsor(s) – Name Exclusivity	•				
Logo on Welcome Signage	Corporate logo at sponsor level on welcome signage	•	•	•	•	•
Logo on Podium	Exclusive to Presenting Partner(s)	•	•			
Entertainment Sponsor	1 of 4 entertainment segments presented by sponsor - includes MC mention and logo on screens.	•	•	•		
Speaking Opportunity	3-minute speech to address crowd	•				
Logo on Screens	Rotating corporate logo on screen by stage screens	•	•	•	•	•
Logo on out-of-home advertising	Logo on Outdoor + Logo on Digital Screens - 2-week program	•	•	•		
Highlight in Gala Program	Dedicated 100-word feature with image in official show program	•	•			
Logo in Gala Program	Inclusion in official gala show program	•	•	•	•	•
Sponsor Activation Space	Area in reception area for promotion + 2 staff passes	•	•	•		
Thank You Mention from MC	In order of sponsor level	•	•	•		
Host City Delegate Bag	Opportunity to include item in host city welcome kit given at Mayor's Reception	•	•	•		
Tickets to Sponsor Reception		6	4	2	2	2
Tickets to Gala		6	4	2		
Tickets to Mayor's Reception		6				

\* VIK= Value in Kind

**HALIFAX**

**Mayor's Welcome Reception**  
**Friday, June 1<sup>st</sup> – 6:30PM to 8:30PM**  
**Nova Centre**

The Mayor's Welcome Reception invites 2,500 delegates, companions, sponsors, exhibitors and other invited guests to launch the FCM Conference and Annual Trade Show. Mayor Mike Savage will formally welcome attendees to Halifax, in a relaxed and entertaining gathering at the beautiful, newly built Nova Centre. This reception is an opportunity for FCM members, partners, sponsors and other invited guests to reconnect with friends, renew acquaintances and meet others attending the conference.

**Mayor's Welcome Reception Sponsorship Matrix**

Asset	Details	Platinum	Gold	Silver	Bronze	Friends of FCM
Quantity		1 to 2*	1 to 2	3	3	VIK
Cost		\$20,000	\$15,000-19,999	\$10,000-14,999	\$5,000-9,999	\$3,000-4,999
Inclusion on all marketing materials associated with the event	FCM Mayor's Reception Presented by Sponsor(s)	•				
Logo on Welcome Signage	Corporate logo at sponsor level on welcome signage	•	•	•	•	
Logo on Screens	Rotating corporate logo on screen by stage screens	•	•	•	•	•
Logo on podium	Exclusive to Platinum Partner	•				
2 Free Standing Banners	Opportunity to bring 2 free standing banners inside the venue (cost at Sponsor's expense)	•				
Logo on out-of-home advertising	Logo on Outdoor + Logo on Digital Screens - 2-week program	•	•	•		
Speaking Opportunity	3-minute speech to address crowd - exclusive to Platinum	•				
Sponsor Activation Space	Area in reception area for promotion + 2 staff passes	•	•			
Thank You Mention from MC	In order of sponsor level	•	•	•	•	•
Host City Delegate Bag	Opportunity to include item in host city welcome kit given at Mayor's Reception	•	•	•		
Tickets to Sponsor Reception		0	4	2	2	
Tickets to Mayor's Reception		4	4	2	2	

\* Please note that Shaw is one of our Platinum Sponsors for the Mayor's Welcome Reception

## Study Tours and Companion Tours

Thursday, May 31<sup>st</sup> to Sunday, June 3<sup>rd</sup>

### Study Tours

Twelve different and coordinated study tours will invite municipal leaders from across Canada to travel to locations in the Halifax region to see how the Municipality has improved services to its residents and make Halifax a better place to live, work and play. These active workshops of 30 to 40 delegates will facilitate discussions of new infrastructure or facilities, innovative approaches to development or of partnerships in the community.

Study Tour Sponsor: Co-host a finalized tour where your staff can intimately connect with highly-engaged decision makers. Cost: \$2,500 to \$5,000, depending on frequency.

Study Tour Supporter: Sponsor the transportation and/or lunch snack for the event. Cost: \$500 to \$1000, per occurrence\*.

[\*depending on whether sponsoring one or both items]

Asset	Details	Study Tour Sponsor	Study Tour Supporter
		12-15	12-15
Quantity		12-15	12-15
Cost		\$500 - 5000	\$500-5000
Visibility in FCM Annual Conference and Trade Show Official Program	Inclusion in the website and printed versions of the program	•	•
Staff Member(s) Meet/Greet	Opportunity to have staff member(s) present at tour locations to meet/greet attendees	•	
Logo at Tour Area	Company logo will be displayed in designated Tour Area	•	•
Tickets to Sponsor Reception		2	2
Tour Signage	Includes: Popsicle signs carried by tour guides, signs on buses	•	

### Companion Tours

Companions of delegates will be invited to experience the region through ten one-of-a-kind tours. Participants will discover all there is to see and do throughout the Halifax Regional Municipality and neighbouring destinations, including authentic culture and heritage encounters, unique culinary experiences and coastal adventures.

Asset	Details	Friends of FCM
Quantity		10
Cost		\$1,000
Staff Member(s) Meet/Greet	Opportunity to have staff member present at tour locations to meet/greet attendees	•
Logo at Tour Area	Company logo will be displayed in designated Tour Area	•
Tickets to Sponsor Reception		2
Tour Signage	Includes: Popsicle signs carried by tour guides and signs on buses	•

**HALIFAX**

## Breakfasts and Coffee Breaks

### Daily Breakfast

Approximately 1,500 FCM delegates will gather every morning to enjoy a complimentary breakfast before starting their sessions. This will be located at the Nova Centre.

### Coffee Breaks

Scheduled coffee breaks will be offered to all delegates in the morning and between sessions. Coffee breaks will be located at the Nova Centre.

Asset	Details	Presenting Partner
Quantity		3 (1 per day)
Cost		\$20,000
Logo/Name Lock	Host City Breakfast Presented by Sponsor(s)	•
Category Exclusivity	Category exclusivity for that event	•
Logo on signage at all coffee breaks and breakfast	Exclusive opportunity to this sponsor - i.e. no other logos	•
Logo on entrance signage at Mayor's Reception	Corporate logo with sponsor level on welcome signage for Mayor's Welcome.	•
Logo in Official Itinerary	Corporate Logo at sponsor level in official FCM Itinerary	•
Tickets to Sponsor Reception		2
Tickets to the Mayor's Reception		2

### Signature Assets

Asset	Details	Location or Venue	Cost
Volunteer T-Shirts	Logo on Volunteer T-Shirts	All	\$2,500
Volunteer Lounge	Opportunity to sponsor the lounge for volunteers, including food and beverages.	All	\$2,000
Companion Lounge	Presenting Partner of Daily lounge for companions in Convention Centre	All	\$2,500
Decor	Opportunity to sponsor décor for programmed aspects of Registration space, Coffee Breaks, Welcome Reception, Kitchen Party/ Ceilidh Gala	Gala	TBD based on associated visibility
Registration Performance Area	Sponsor a taste of what Nova Scotia has to offer, including entertainment, food and beverage	Registration area	\$2,000
Companion Bags	Opportunity to sponsor the Companion bags with your logo on the exterior of the bag	All	\$3,000/In-Kind
Companion Bag Contents	Opportunity to sponsor contents of the Companion bags.	All	In-Kind
Additional Opportunities	Opportunity to sponsor various programmed aspects of Registration space, Coffee Breaks, Welcome Reception, Kitchen Party/ Ceilidh Gala or, swag, special transportation, sou'westers, kilts, napkins, entertainment, food and beverage	All	TBD based on cost and associated visibility

## **VIP Sponsors Reception**

**Friday, June 1<sup>st</sup> - 5:30PM – 6:30PM**

All FCM Annual Conference and Trade Show Sponsors are invited to an exclusive reception at the Nova Centre before the Mayor's Reception. This one hour, intimate session will allow sponsors to connect with municipal leaders and delegates from Halifax Regional Municipality, including Mayor Mike Savage. Features cocktails and hors d'oeuvres.



## Municipality of the District of Lunenburg

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### REQUEST FOR DECISION

**REPORT TO:** Mayor Bolivar-Getson and Councillors  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** April 3, 2018  
**RE:** FCM Board of Directors

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#### RECOMMENDATION

**“that Municipal Council accepts the recommendations of the Finance Committee that Council endorse a member of this Council to be nominated for membership on the FCM Board, and that Deputy Mayor Martin Bell be endorsed for a nominee for the FCM Board of Directors and that the costs incurred for this position be covered by Council; and, further that Council approve the following resolution:**

**WHEREAS** the Federation of Canadian Municipalities (FCM) represents the interests of municipalities on policy and program matters that fall within federal jurisdiction;

**WHEREAS** FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the prestige required to carry the municipal message to the federal government;

**WHEREAS** FCM's Annual Conference and Trade Show will take place from May 31 to June 3, 2018, during which time the Annual General Meeting will be held and followed by the election of FCM's Board of Directors;

**BE IT RESOLVED** that the Council of the Municipality of the District of Lunenburg endorse Deputy Mayor Martin Bell to stand for the election on FCM's Board of Directors for the period starting in June 2018 and ending June 2019; and,

**BE IT FURTHER RESOLVED** that Council assumes all costs associated with Deputy Mayor Martin Bell's attending FCM's Board of Directors meetings.”

#### EXECUTIVE SUMMARY

The Finance Committee, in session on April 3, 2018, made two recommendations to Council. The first being that Council endorse a member of this Council to be nominated for membership on the FCM Board,

and second being that Deputy Mayor Bell be endorsed for a nominee for the FCM Board of Directors and that the costs incurred for this position be covered by Council.

## **BACKGROUND**

The Board of Directors for the Federation of Canadian Municipalities (FCM) is tasked with managing or supervising the management of the activities and affairs of the Federation. There are four directors on the Board representing Nova Scotia: one nominee selected by its affiliate Member (UNSM); one nominee selected by the Halifax Regional Municipality; and two nominees selected by the Accredited Representatives of its Municipal Members.

Each person seeking to be elected as a Director at the Annual General meeting shall be an elected Municipal Official; have the approval of their Municipal Member, and be present at the meeting where he or she is to be elected, except where there is evidence, which is found satisfactory by the Chair of the meeting, that the absent person has consented and remains willing to serve as a Director. Each elected Director shall hold the office of Director for the period from immediately following the end of the Annual General Meeting at which he or she became a Director and continuing until the end of the next Annual General Meeting.

## **DISCUSSION**

The FCM Board is required to meet at least three times annually. The Annual General Meeting is held during the FCM Conference. There is the provision, provided all Directors consent, that meetings may be held in person, by telephone, internet or other electronic means of conferencing. There are committees of FCM that Directors may be appointed to serve on. The Executive Committee, for example, usually meets via telephone conferencing but may, as determined by the President, be in person or by internet or some other electronic means of conferencing. This may be the same for other committees.

In 2014 when Mayor Downe was on the Board, he attended three Board Meetings, one during the FCM Conference, one in March and one in November. The costs for the FCM Conference was approximately \$3,100 (this cost included \$785 for Conference Registration) and the cost for the other two meetings were \$1,540 and \$1,870. The variance in cost depended on the location of the meeting (flight & hotel accommodations).

## **BUDGET IMPLICATIONS**

In 2014, the costs for three meetings were approximately \$6,510. Regarding appointments to other committees of the Board, the cost would be dependent on whether they met in person, by telephone conferencing or some other type of electronic means.

## **STRATEGIC PLAN**

Not in strategic plan.

## **WORK PLAN**

No additional work for staff if Council nominee looks after own meeting arrangements and preparation.

## ALTERNATIVES

Do not endorse the nomination of Deputy Mayor Bell for a position on the FCM Board of Directors.

## CONCLUSION

The benefit of having a MODL Councillor on the Board has been identified as the member not only being able to support the aims of the FCM by lobbying the federal government, but also to report to Council on the matters on the federal level that are of concern to municipalities, what initiatives are being undertaken and how they will impact the Municipality. If Council supports endorsing a MODL Councillor's nomination for a position on the Board of Directors, a resolution noting same is required.

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: April 3, 2018

Report Approved By: Kevin Malloy, CAO

Date : April 4, 2018



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## **ELECTIONS PROCEDURES**

**February 2018**

**FEDERATION OF CANADIAN MUNICIPALITIES**

## FCM – ELECTION PROCEDURES

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- 5.0 Positions Filled by Voting
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- 9.0 FCM Board of Directors
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- 11.0 Election Process For Officers and Other Directors
- 12.0 Vacancies
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## FCM – ELECTION PROCEDURES

This document outlines the nomination and elections procedures of FCM's Board of Directors and Officers.

### 1.0 DEFINITIONS

**Accredited Representatives** means the voting delegates of a Municipal Member or Affiliate Member.

**Annual Conference** means the annual FCM Conference during which the Annual General Meeting is held.

**Annual General Meeting or AGM** means the FCM annual meeting of members in accordance with Section 7.01 of the FCM Bylaws

**Board of Directors or Board** consists of those persons elected or appointed as Directors as provided in Article 3.00 of the Bylaws. The Board is responsible to manage or supervise the management of the activities and affairs of FCM.

**Chief Elections Officer** is responsible for appointing Nomination Officers and coordinating the elections process of the FCM Board of Directors and the FCM Officers. The Chief Elections Officer is the Deputy Chief Executive Officer of FCM. The Chief Elections Officer reports to the Board through the Elections Committee.

**Consent Form** means the form required to be submitted indicating the Consent of a candidate to serve as a Director of FCM.

**Elections Committee** oversees the administration of the nominations and elections of the members of the Board and Officers of FCM. **Elections Committee Chair** is Immediate Past President.

**Executive Committee** means the Executive Committee of the Board as set out in Article 5.00 of the FCM Bylaws.

**Nomination Chair** (and alternate, as appropriate) is appointed by the Elections Committee and presides over the provincial and regional caucus nominations meeting.

**Nomination Officer** is appointed by the Chief Elections Officer and assists the Nomination Chair in provincial caucus nominations meetings.

**Officers** include the President, the First Vice-President, the Second Vice-President, the Third Vice-President, the Immediate Past President (or Vice-President at Large) and the FCM Chief Executive Officer.

**Provincial or Territorial Caucus** means each caucus of Accredited Representatives from each province or territory.

**Regional Caucus** means each of the five caucuses of elected Board members representing British Columbia, the Prairies and Territories, Ontario, Quebec, and Atlantic.

**Regional Caucus Chair** means the Board member elected by each Regional Caucus to act as its chairperson.

**Standing Committees** means committees established by the President, the Board or the Executive Committee to facilitate more detailed debate and provide the Board with recommendations on priority policy and program issues, and consisting of both Board members and other municipal elected officials.

## **2.0 ELECTIONS COMMITTEE**

The Elections Committee shall be responsible for the administration of the nominations and elections and the voting process for Directors and for the offices of President, First Vice-President, Second Vice-President, Third Vice-President and Vice-President at Large (if required).

The Elections Committee shall appoint provincial Nomination Chairs and alternates, who are responsible for the preparation of nominations to be put to their respective provincial caucuses. He/she is also responsible for overseeing the nomination of Directors in their own caucus and to ensure compliance with FCM By-laws and regulations.

The FCM Chief Elections Officer and his/her staff will assist the Nomination Chair in carrying out the nomination process in his/her caucus. Following the completion of nomination in each caucus, the Nomination Chair shall prepare a list of nominated Directors to be forwarded to the FCM Chief Elections Officer.

This list will be part of the slate to be presented at the AGM (as per section 9 herein)

## **3.0 VOTER ACCREDITATION**

No member of FCM's Board of Directors or Executive Committee, including the President, is entitled to a vote by virtue of his or her office. All voting delegates are Accredited Representatives either of a Municipal or of an Affiliate Member.

All delegates who are elected officials from Municipal Members are Accredited Representatives. In the case of Affiliate Members, voting credentials are assigned on the basis of accreditation forms filled out by each Affiliate Member.

If the form has not been submitted, the President of the Affiliate Member is automatically accredited and an additional accreditation is assigned on a first-come/first-served basis. (Affiliate Members are entitled to appoint two Accredited Representatives).

The FCM President resolves all disputes, but any delegate may appeal his/her decision to the assembly.

Accreditations are assigned to delegates in accordance with Article 7.00 of FCM By-laws.

#### **4.0 ACCREDITED REPRESENTATIVES OF AFFILIATE MEMBERS**

Accredited Representatives of Affiliate Members are nominated by their respective associations.

All nominees from Affiliate Members will be added to the slate of nominees to be presented to the Members for election during the Annual General Meeting (AGM) (as per section 9 herein).

#### **5.0 POSITIONS FILLED BY VOTING**

All positions on the FCM's Board of Directors are filled by election by the full membership during the AGM, except for those appointed as a Director by the Board (as per FCM's By laws: Director representing the Big City Mayors' Caucus, Director representing the AGM Host Municipality and the Immediate Past President.)

The Board is comprised of the following:

PRESIDENT	1	Elected at large
FIRST VICE-PRESIDENT	1	Elected at large
SECOND VICE-PRESIDENT	1	Elected at large
THIRD VICE-PRESIDENT	1	Elected at large
IMMEDIATE PAST PRESIDENT (OR VICE-PRESIDENT AT LARGE)	1	Appointed by the Board (or elected at large if vacant)
AFFILIATE MEMBERS (PROVINCIAL/ TERRITORIAL ASSOCIATION REPRESENTATIVES)	18	Nominated by Affiliate Members; elected at large
FCM BCMC REPRESENTATIVE	1	Nominated by FCM Big City Mayors' Caucus; appointed by the Board
ELECTED MEMBERS	50	Nominated by respective provincial caucuses; elected at large
CONFERENCE HOST (as per by-law)	1	Host City of the Annual Conference appointed by the Board (if required)
<b>TOTAL</b>	<b>75</b>	

#### **6.0 SPEAKING AND VOTING**

Only delegates representing Municipal and Affiliate Members at FCM's Annual Conference are entitled to speak, and only Accredited Representatives have the right to cast a vote, either in a plenary session or in a provincial or territorial caucus. Accredited Representatives will be identified by a red conference badge (voting delegates).

In the case of a vote, the Accredited Representatives may vote with ballots or electronic devices (depending on the logistical capabilities of the site) that are distributed only to such Accredited Representatives.

At Provincial or Territorial Caucus nomination meetings, ballots will be distributed by an appointed Nomination Officer, who will assist the Nomination Chair in ensuring that proper nomination procedures are followed. These ballots must be deposited in the official ballot box managed by the official Elections Officer in that caucus.

## **7.0 PROVINCIAL CAUCUS**

The Provincial Caucus meetings to nominate Directors shall be held during the AGM. (As Territorial Directors are nominated by Affiliate Members, delegates from the Territories do not participate in this process.)

The meetings shall proceed as follows:

- i. Each nomination meeting will have a Nomination Chair and a Nomination Officer. The Nomination Chair for each nomination meeting will be appointed by the Elections Committee and he/she will preside over the provincial caucus nominations meeting. Should that person not be in attendance, a replacement will be chosen by the Chair of the Elections Committee and notified in advance of their duties and the proper nomination procedures. There will be a meeting of Nomination Chairs prior to the nomination meetings.
- ii. The provincial Nomination Chairs shall advise their respective caucuses of the names of the Affiliate Members' nominated representatives to the Board of Directors.
- iii. Following the explanation of the procedure to be followed, the provincial Nomination Chair shall distribute the slate of nominees. The slate shall include those delegates who have submitted Consent Forms with an official copy of a resolution endorsed by the municipal member in advance to the Chief Elections Officer. A deadline will be established yearly for the submission of consent forms. An addendum will be attached to the consent form stating that candidates may announce their candidacy from the floor of the nomination meeting.
- iv. The provincial Nomination Chair shall first call for a mover and seconder to receive his/her report, and then call for nominations from the floor. Candidates running from the floor must submit the Consent Form duly signed accompanied by an official copy of a resolution endorsed by the municipal member to the Nomination Chair prior to the Nomination meeting.
- v. If there are no nominations from the floor, the provincial Nomination Chair shall call for a motion that nominations be closed. That motion passing, the provincial Nomination Chair shall proceed with the election.
- vi. If there are nominations from the floor, the provincial Nomination Chair shall follow these steps:
  - confirm each new candidate's willingness to serve;
  - collect each new candidate's consent form and an official copy of a resolution endorsed by the municipal member
  - record the full slate of candidates and identify the municipality of each candidate;
  - the nominations shall proceed in accordance with accepted procedures;
  - The vote will be held after speeches by all potential candidates are completed. Speeches can be a maximum of three minutes in length.

- vii) In the event of a tie, a run-off election shall be held between the tied candidates, ballots will be supplied for the run-off vote. In the event of a second tie, the Nomination Chair shall select the winning candidate by conducting a draw. For more clarity, in the event of a second tie, the Nomination Chair shall fill one "Election tie form" for each tied candidate and put each form in a box. Once all the forms are in the box, the Nomination Chair shall pull one form out of the box. The first form pulled out of the box shall be the form of the winning candidate.
- viii) Candidates may appoint a scrutineer to observe the count.
- ix) Once the elections are completed, the provincial Nomination Chair shall report the name(s) of the nominated candidates to the Chief Elections Officer.
- x) The Chief Elections Officer will compile a list of all nominees from each province and territory to be presented to the Members for election during the AGM.

**NOMINATIONS - PROVINCIAL & TERRITORIAL CAUCUSES**

- |    |           |   |
|----|-----------|---|
| 1. | NOMINEE   | must be a member of council of a Municipal member and willing to serve  |
| 2. | MOVER     | must be an Accredited Representative.   |
| 3. | SECONDER  | must be an Accredited Representative.   |
| 4. | BALLOTS   | ballots will be provided to all Accredited Representatives at the time of the nomination meeting identified by a red badge  |
| 5. | BALLOTING | Accredited Representatives will vote for the required number of names for each category: seats for large cities or towns (if applicable) and at large. Caucuses that have seats for a city or group of cities will hold that election first. The election for the remaining seats will follow. Candidates not elected to specific seats will be asked by the Nomination Chair if they wish to continue to stand for election at large. Votes will be dropped into a ballot box following verification of voting credentials by the elections officer. |

**8.0 ELECTED MEMBERS**

Each province and territory nominates its own representatives to the Board of Directors, who, in turn, once elected at large by the members, select their own Regional Caucus Chair and Vice-Chair. To ensure that provincial and territorial representation on the Board always includes representatives of small and large communities, the By-laws sometimes specify the mix of representatives to be nominated by each provincial and territorial caucus. (Refer to the By-laws, Article 3, Sections 3.04 to 3.06).

In addition to the requirements of the Canada Not-for-Profit Corporations Act, each person seeking election to the FCM Board of Directors shall:

- a) be an elected municipal official,
- b) have the approval of their Municipal or affiliate Member (for example by filling out the consent form provide by FCM, available on our website),
- c) be present at the meetings where he or she is to be nominated and elected, except where there is evidence, which is found satisfactory by the Chair of the meeting, that the absent person has consented and remains willing to serve as a Director; and
- d) be able to fulfill their FCM duties by acting in the highest ethical standards and by understanding and adhering to FCM's Code of Ethical Conduct, which is set forth as appendices "A" of the By-Laws.

## **9.0 FCM BOARD OF DIRECTORS**

There shall be a Board of Directors of FCM which shall manage or supervise the management of the activities and affairs of FCM The Board shall consist of those persons elected and appointed as Directors as provided for in Article 3.00 of the Bylaws.

The nomination of the Directors shall take place in accordance with Section 3.04 of the Bylaws. Once the nominees have been determined, they shall be included on a slate to be presented to the Members for election during the AGM.

Nominations from the floor will not be allowed at the AGM during the vote on the slate of nominees.

During the AGM, Accredited Representatives present at the meeting, will vote for or against the slate of nominees (YES/NO vote).

A majority "YES" vote (50+) will result in the election of all nominees listed on the slate.

In the event of a "NO" vote to the entire slate, a second vote will be called. Should the result of the second vote remain "NO", then the slate of nominees will be broken down by province and territory and a vote will be done for each province and territory to determine which part of the slate is not accepted by the full membership.

Any provincial or territorial slate not accepted by the full membership will return to their members (at a special provincial or territorial caucus meeting during the AGM) to submit new nominations. Once new nominations are presented, they will return to the full membership for a vote as described above.

Subsequently, all newly elected and appointed Directors shall convene in the regional groupings (British Columbia; Prairies and Territories; Ontario; Quebec and Atlantic) to elect a Chair and a Vice Chair.

Also, following the election, each newly elected Director will be invited to go on FCM's website to fill out a form stating the Director's preference for service on FCM's Standing Committees.

## **10.0 OFFICERS**

The officers of FCM shall be the President, the First Vice President, the Second Vice President, the Third Vice President, the Immediate Past President or, if there is no Immediate Past President who is able and willing to hold that office, a Vice President at Large in lieu of the

Immediate Past President, and a Chief Executive Officer. The Chief Executive Officer shall also hold the offices of Secretary and Treasurer. With the exception of the Chief Executive Officer (including his or her offices of Secretary and Treasurer), only elected municipal officials, are eligible to be the officers of FCM. If an officer ceases to hold such an office, his or her position as an officer of FCM shall thereupon automatically be vacated.

All Officers, excluding the Chief Executive Officer, shall be elected at the Annual General Meeting.

The Elections Committee shall submit a slate of candidates for the four (or five, if a vote for VP at Large is required) officer positions to be elected at the upcoming AGM from submissions made to it by FCM Board members or Regional Caucuses pursuant to Section 4.03 of the Bylaws.

Additional persons seeking to run for one of the elected officer positions on the Board can do so by registering with the Chief Elections Officer, no later than 21 days before the scheduled AGM. The Consent Form accompanied by an official copy of a resolution, endorsed by the Municipal member, has to be submitted to FCM prior to the election in order to secure the candidates ability to seek a position as a Director of FCM's Board.

The candidates will be submitted by the Elections Committee to the membership for the election. Where there is more than one candidate submitted by the Elections Committee for a position, all names submitted will be placed on the ballot for election at the AGM.

If only one candidate has registered in accordance with the proper procedures for any of the positions of Officer, the registered candidate will be considered acclaimed and declared as such at the AGM.

Any candidates properly registered pursuant to these Election Procedures and the Bylaws will appear on the ballot for the position at the AGM.

Registered candidates shall have until 14 days before the Annual General Meeting to withdraw from the official ballot for officers at the AGM.

If after the close of nominations or after the final day to withdraw as a nominated candidate, there is no candidate for a particular Officer position, nominations from the floor will be accepted for such position prior to the scheduled time when voting begins, provided that the nominee:

- i) is present at the meeting,
- ii) provides consent to be a candidate,
- iii) is from the Region designated for that office,
- iv) is otherwise qualified under the provisions of Section 4.01 of FCM Bylaws, and,
- v) has presented a signed Consent Form accompanied by an official copy of a resolution, endorsed by his or her municipal member, to secure his/her ability to seek a position.

The elections are conducted using electronic voting devices if the Elections Committee forwards more than one candidate for a position.

## **11.0 ELECTION PROCESS FOR OFFICERS AND OTHER DIRECTORS**

### **a) *Final Report of the Elections Committee and Elections***

The following recommendations are adapted to the By-laws to assist the Elections Committee in overseeing the election process.

### **b) *Election of the Officers:***

During the AGM, the Elections Committee shall present its report, which includes candidates for President, First Vice-President, Second Vice-President, Third Vice-President and Vice-President at Large (if required) to be elected, during the Annual General Meeting.

The meeting shall proceed as follows:

- i) The President shall call the meeting to order and call the Chair of the Elections Committee to the podium and relinquish the Chair to him/her.
- ii) Following explanation of the procedures to be followed, the Elections Committee Chair shall read the Elections Committee's slate of nominees.
- iii) The Elections Committee Chair shall first call for a mover and a seconder to receive the report of the Elections Committee and to close nominations for the Officer positions where there were nominated candidates.  
The Elections Committee Chair will then announce which positions have been declared acclaimed, and subsequently will announce any positions to be elected by ballot, and the names corresponding to that ballot.  
In the event that any position(s) remain without a nominee, the Elections Chair will call for nominations from the floor.
- iv) If there are nominations required from the floor for any positions that did not have a nominated candidate, they shall be accepted. Where required, those nominations will take place in the following order: first for the position of President, then for the position of First Vice-President, then Second Vice-President, then Third Vice-President, and finally, if required, nominations shall be called for the position of Vice-President at Large. The Elections Committee Chair shall then call for a motion that any required nominations from the floor be closed.
- v) The above motions passing, the Elections Committee Chair shall proceed with the election of each Officer position which remained vacant subsequent to the initial vote in subsection iii) above.

## **12.0 VACANCIES**

### **a. *Vacancy in Office of President***

The position will be filled as per article 4.06 of FCM Bylaws.

### **b. *Vacancy in the Office of First Vice-President, Second Vice-President, Third Vice-President or Immediate Past President***

If any of these positions becomes vacant during the year, they will be filled as per article 4.07 of FCM Bylaws.

***c. Vacancies on the Board (other than Officer Positions)***

Any vacancy, other than due to a leave of absence, occurring on the Board of Directors, may be filled by the Board with a person nominated as per article 3.10 of FCM Bylaws. An email will also be sent to all elected officials from member municipalities in the province or territory for which FCM is seeking nominees.

All nominations from the affected province or territory will be sent to the Chief Elections Officer, who will ensure that each nominee meets the criteria listed in Article 3.07 of the Bylaws and all required documentation is received prior to the election.

Each candidate will also be asked to provide a short biography (1 page) describing themselves.

Once the nominees have been determined, they shall be included on a slate to be presented to the Board members from the affected province or territory.

The slate and the biographies will be sent by email to all Board members from the affected province and territory 48 hours prior to the closing of the voting period.

Within the said 48 hours, Board members from the affected province or territory will vote for their preferred candidate(s) to fill the number of vacant positions. The vote will be done by email directly to the Chief Elections Officer.

At the closing of the voting period, the Chief Elections Officer will tabulate the results.

The Chair of the Regional Caucus representing the affected province or territory will present the names of the selected candidate(s) to the Executive Committee, at the earliest meeting, for final approval.

Once the approval is received from the Executive Committee, the winning candidate(s), as well as all other defeated candidate(s) will be informed of the results by the Chief Elections Officer.

**13.0 MISCELLANEOUS**

Other than providing access to members through FCM's website, FCM resources cannot be used to assist a candidate's campaign in any way.

**Proxy Voting is NOT permitted.**



Council  
April 10, 2018  
Item: 10.2.1

Authorization: K. Malloy

# Municipality of the District of Lunenburg

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## Planning & Development Services

March 28, 2018

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Wednesday, March 28, 2018, made the following recommendation to Municipal Council:

*that Municipal Council approve the lowest bid from Gerald DeLong Construction for the clean up of the Hake property at Beeler Road, Elmwood, PID 60282910; that is \$3160.00 + \$474.00 HST, for a total of \$3634.00.*

Respectfully submitted,

The Chair and Members  
of the D&UPC

/sb

Attachments



MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
*REQUEST FOR DECISION/DIRECTION*

**REPORT TO:** Dangerous & Unsightly Property Committee  
**SUBMITTED BY:** Michael Bevis  
**DATE:** March 28, 2018  
**File No.** NC160095  
**RE:** Unsightly premise – Robert Hake  
Property – Beeler Road, Elmwood  
PID # 60282910 Assessment # 08194378  
**ORIGIN:** Unsightly Property Complaint

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**RECOMMENDATION**

Staff recommends:

**That the Committee recommend to Council that the quote from Gerald DeLong Construction be accepted for the clean up of the Hake property at Beeler Road, Elmwood, PID 60282910; that is \$3160.00 + \$474.00 HST, for a total of \$3634.00**

**BACKGROUND**

We received a complaint on December 15, 2016 in reference to the above-noted property. An initial inspection was attempted on January 6, 2017; however, the property was inaccessible due to snow cover. On January 13, 2017 the property was accessible to conduct the initial inspection which concluded that the property is considered unsightly under the terms of the *Municipal Government Act* (the "Act"). As per Policy MDL-07, a letter dated January 20, 2017 was sent to the property owners advising of the unsightly condition of the property and the remedy required to return the property to a slightly condition.

On March 14, 2017, a follow up inspection was conducted which found no change in the condition of the unsightly property. A new mailing address was provided and as a result the 30 day letter was re-sent on March 16, 2017. On April 18, 2017 an extension was

granted until June 30, 2017. A letter informing the property owner of the granting of an extension was sent on April 25, 2017.

A follow up inspection was conducted on November 8, 2017. As a result of this inspection, an Order was issued on November 15, 2017 providing the property owner 30 days to clean up the property. That Order reads:

**IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:**

**ACTION "To remedy the unsightly condition the old RV and camp must be removed from the property along with the derelict vehicle and assortment of junk and garbage."**

On February 2, 2018 a follow up inspection was conducted which found no change in the property at which time it was sent for quotes for clean up and to be referred to the Dangerous & Unsightly Property Committee for decision.

## **DISCUSSION**

The Administrator deems the property unsightly. The next step in the process is to accept the lowest bid to clean up the property.

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$2 600 in 2018.
- The lot area 11.20 acres
- Property taxes are: outstanding. Total amount outstanding is \$1.47

## **QUOTES**

1. Gerald DeLong Construction  
\$3160.00 + \$474.00 HST = \$3634.00
2. Maughans' Construction Inc  
\$7150.00 + \$1072.00 HST = \$8222.50

## **ALTERNATIVES**


- a) Do nothing and close file.
- b) Grant additional time.

**CONCLUSION**

It is my opinion that the property is *unsightly*.

**ATTACHMENTS**

- Quotes
- Photos from last inspection

Report Prepared By: _____	Michael Bevis	Date: _____	March 28, 2018
Report Approved By: _____		Date: _____	Jan. 21/18
Reviewed By CAO: _____		Date: _____	



# Municipality of the District of Lunenburg

RFQ NUMBER 2018-01-301 DATE: MARCH 2, 2018

OWNER: THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
210 ABERDEEN ROAD  
BRIDGEWATER, NS B4V 4G8  
ATTN: JENNIFER HARRIETHA

Dangerous & Unightly Properties – Property Clean-up of Beeler Road, Elmwood NS  
PID 60282910 AA 08194378

Please submit a quotation for the following:

### Scope of Work

The Scope of Work shall include the following:

- Clean up property as specified
- Debris to be tipped at an approved landfill \*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME
- Contractor must call Mike Bevis, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

### Item Description(s):

LABOUR & EQUIPMENT: \$ 3400.00

TRUCKING: \$ 1500.00

DISPOSAL FEES\*: \$ 2250.00

SUB-TOTAL: \$ 7150.00

HST: \$ 1072.50

TOTAL: \$ 8222.50

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8  
Phone: 902.541.1325 / Fax: 902.527.1135 / Email: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca) / Web Site: [www.modl.ca](http://www.modl.ca)



# Municipality of the District of Lunenburg

RFQ NUMBER 2018-01-301 DATE: MARCH 2, 2018

OWNER: THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
210 ABERDEEN ROAD  
BRIDGEWATER, NS B4V 4G8  
ATTN: JENNIFER HARRIETHA

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PID 60282910 AA 08194378

Please submit a quotation for the following:

**Scope of Work**

The Scope of Work shall include the following:

- Clean up property as specified
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Contractor must call Mike Bevis, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 1,500.00

TRUCKING: \$ 1,000.00

DISPOSAL FEES\*: \$ 660.00

SUB-TOTAL: \$ 3160.00

HST: \$ 474.00

TOTAL: \$ 3634.00









The Municipality of Chester  
Office of the CAO and  
Municipal Clerk

151 King St, PO Box 369  
Chester, NS B0J 1J0

Phone: (902) 275-3554  
Fax: (902) 275-4771  
www.chester.ca

 /ChesterMunicipality  
 @chestermun

March 23, 2018

Mr. Kevin Malloy, Chief Administrative Officer  
Municipality of the District of Lunenburg  
210 Aberdeen Road,  
Bridgewater, NS, B4V 4G8

Via email: [kmalloy@modl.ca](mailto:kmalloy@modl.ca)

Dear Mr. Malloy,

**RE: MEMORANDUM OF UNDERSTANDING - JOINT SERVICE DELIVERY FOR  
BUILDING/FIRE/DANGEROUS AND UNSIGHTLY SERVICES**

The Joint Planning and Implementation Steering Committee (JPIS) at a meeting on March 21, 2018 considered a Memorandum of Understanding respecting the Joint Service Delivery of Building Inspection, Fire Inspection and Dangerous and Unsightly Services. The Memorandum of Understanding establishes an Agreement to participate in the development and implementation of Phase 1 of a two-phased approach to the delivery of the aforementioned services, and thence an assessment of proceeding with a Phase 2 of the delivery of the same services on a regional scale.

At this same meeting a motion was passed recommending that the respective Council's approve the Memorandum of Understanding. A copy of the Memorandum is attached.

Please forward this matter to your Council for consideration.

Sincerely,

Tammy S Wilson, MURP, MCIP  
Chief Administrative Officer

c. Carolyn Bolivar-Getson, Chair- JPIS Committee

Enclosures (1)

This MEMORANDUM OF UNDERSTANDING dated the \_\_\_\_\_ day of \_\_\_\_\_, 2018

Between **MUNICIPALITY OF THE DISTRICT OF CHESTER**

(hereinafter referred to as "MODC")

-AND -

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**

(hereinafter referred to as "MODL")

-AND-

**TOWN OF MAHONE BAY**

(hereinafter referred to as "TOMB")

-AND-

**TOWN OF LUNENBURG**

(hereinafter referred to as "TOL")

**WHEREAS** the parties are each responsible for the provision of municipal services and wish to pursue the joint delivery of Building Inspection Services, Fire Inspection Services, and Dangerous and Unsanitary Inspection Services. The goals of which are to improve service delivery, provide a sustainable service, improve training opportunities, capacity; and, ensure continuity in service delivery in the region

**AND WHEREAS** the parties have identified a two-phased approach to the delivery of said services;

**AND WHEREAS** the parties wish to participate and Phase 1 of the two-phased approach being the planning and implementation phase; and then assess the interest in proceeding with Phase 2 of the project;

**AND WHEREAS** Section 5(3) of the Building Code Act allows the parties to enter into an Agreement with another council, councils or regional organization to provide Building Inspection Services so as to properly cover the administration and enforcement of the Building Code Act within their respective jurisdiction;

**AND WHEREAS** Section 60 of the Municipal Government Act enables a municipality to enter into an Agreement with one or more municipalities to provide or administer municipal services;

**AND WHEREAS** the parties are prepared to share resources required to provide the required services for Phase 1 on the terms and conditions hereinafter set forth,

**NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH** that in consideration of the foregoing recitals, the Parties hereto agree as follows:

**Definitions**

1. (a) "Building Code Act" means and *An Act to Adopt and Implement a Building Code for the Province*, Chapter 46 of the Revised Statutes, 1989, as amended;
- (b) Fire Safety Act means *An Act to Promote and Encourage Fire Safety*, Chapter 6 of the Acts of 2002, as amended;
- (b) "Committee" means a Joint Planning and Implementation Steering Committee;
- (c) "Fiscal Year" means a 12-month period from April 1 through to March 31;
- (d) "Parties" means collectively the Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Mahone Bay, and the Town of Lunenburg;

- (e) “Services’ mean Building Inspection, Fire Inspection and Dangerous and Unsightly Inspection Services; and
- (f) “Staff” mean the inspection and administrative staff for Building Inspection, Fire Inspection and Dangerous and Unsightly Inspection services of the parties

**Phase One**

- 2. That Phase One shall be a planning and implementation phase and include the following:
  - (a) The parties staff shall be collectively coordinated and shared, with each party retaining their current employer status for their respective staff;
  - (b) The review of Position Descriptions and respective salary ranges to ensure equity in duties and compensation amongst the parties’ staff as it applies to the services shared;
  - (c) The development and implementation of uniform regional policies/procedures and processes pertaining to the parties “services”;
  - (d) The development of associated budgets and service levels for Phase One;
  - (e) The development of a plan for the development and implementation of a Phase Two, as described in clause 18; and
  - (f) Immediately following the execution of the Agreement, the parties shall agree on a Host Unit, who shall ensure the development and implementation of the Phase One, including providing any notice required under this Agreement and providing support to the Joint Planning and Implementation Steering Committee. Upon agreement of the Parties, the Parties may change the Host Unit
- 3. During Phase One the parties shall provide those services which may be necessary for the administration and enforcement of the Building Code Act, Fire Safety Act and the Dangerous and Unsightly Premises By-laws/Policies within the regional boundaries of the parties. In providing these services the parties shall be responsible for ensuring their respective individuals carrying out the services are qualified to do so and shall provide to each respective party a copy of the Diploma of Qualifications, as issued by the Nova Scotia Building Code Training Certification Board, and the Fire Inspectors Association, as applicable, for those individuals providing said services.
- 4. The parties agree that the provisions of services pursuant to this Agreement shall not constitute an employment contract between any individuals carrying out the necessary services and a party that is not the employer as of the date of execution of this contract. The respective party shall remain responsible for all wages, benefits, remittances and the like either required by federal or provincial law or as a term of any contract between the individuals providing the services and the respective party contracting for the same.

**Joint Planning and Implementation Steering Committee**

- 5. Upon the execution of this Agreement, a Joint Planning and Implementation Steering Committee (Committee) is hereby established which shall have the mandate to:
  - a. Facilitate the development of uniform regional policies/procedures and processes by recommending to Municipal Councils’ changes to Municipal Policies / By-law’s and procedures as it pertains to Building and Fire Inspection and Dangerous and Unsightly Properties;
  - b. Oversee the implementation of Phase One and recommend to Council’s matter s respecting budgets;
  - c. Develop for consideration by the respective parties Council’s an Inter-Municipal Agreement that establishes a funding scheme, governance structure and organizational structure for Phase Two, of which Phase Two is described in Clause 18; and
  - d. Develop for consideration by the respective parties Council’s a Strategy and Implementation Plan for Phase Two.
- 6. Within 30 days of executing this Agreement, each party to this Agreement shall appoint two elected representatives as members of the Committee, whose term shall be specified by the

appointing party. Each party may appoint an “alternate member”. An Alternate Member shall vote in place of a Member appointed by the same party during any absence of a Member

7. Each party to this Agreement is responsible for remuneration (such as meeting fees) and meeting expenses (travel, meals, etc.), if any, to be paid to all Members appointed by that party serving on the Committee.
8. A majority of the Members appointed to the Committee constitutes a quorum.
9. Any decision requiring the agreement of the members of the Committee shall be decided by a majority vote of those members present at the meeting.
10. The Committee shall establish Rules of Procedure, as deemed necessary and appropriate. In lieu of Rules of Procedure respecting a procedural matter, Roberts Rules of Order shall be followed.

**Costs for Phase 1**

11. The Committee shall present to the parties an Operating and Capital Budget that addresses common costs amongst the parties, for each fiscal year of Phase One, no later than Feb 28, in the preceding fiscal year. Common costs are those new, additional costs incurred for items associated with phase one which are used in common by the parties, including, but not limited to, software, data and records management, consulting services, but for phase one excludes salaries, and general operating expenses.
12. An annual operating and capital budget recommended for approval by the Committee shall be approved by all parties to this agreement prior to being effective. If the annual budget is not approved by the start of the fiscal year, following the first year of this Agreement, the parties agree to continue with the approved operating budget of the previous fiscal year, until an annual operating and capital budget is approved.
13. The Host Municipal Unit shall be responsible for the “common costs” portion of the operating and capital budget. The municipal units will fund the common costs as identified in the budget and in accordance with Clause 14
14. The parties agree to fund the approved operating and capital budget based upon the following funding formula

$$\frac{\text{2017-18 Party Y's Budget for Services}}{\text{2017-18 Total Costs of all Parties combined Operating Budget for Services}} \times 100 = \% \text{ of total budget}$$

Example for illustration	
<u>\$350,000 (MODC)</u>	X 100 = 38.8% (MODC's share of total budget)
\$900,000 (combined total)	

15. Phase One shall have a term ending March 31, 2020, unless otherwise unanimously agreed to by the parties.
16. Each Party to this Agreement shall be notified 90 days prior to the expected expiry of Phase One, upon which each Party to this Agreement, within 30 days of being notified, shall determine if they wish to proceed to Phase Two, described in Clause 18. Within the 30-day period, each Party shall provide to the others, notification in writing, of their decision to proceed or not to proceed to Phase Two. A Party that provides notification that they do not wish to proceed to Phase Two, shall not be liable for any costs beyond the end of Phase One.
17. Where the interest is sufficient among the Parties to make Phase Two feasible, the Parties wishing to proceed shall enter into a subsequent Inter-Municipal Agreement that outlines the terms and conditions of Phase Two and as developed by the Joint Committee and approved by

the Parties. Any Parties not wishing to proceed to Phase Two, shall be deemed to have withdrawn and paragraphs 20 and 21 shall apply.

18. Phase Two shall be the implementation of a Regional Model for the delivery of the services, in which all resources will be combined and cost shared. The governance model, operational model and funding formula shall be developed by the Joint Committee and as approved by the Parties that which to proceed to Phase Two as per Clause 14.

#### **Withdrawal by Party**

- 19 Any party that wishes to withdraw from this Memorandum Agreement, other than the parties who have previously withdrawn under the provisions of Clause 16, shall give notice of withdrawal to the other parties not less than six months prior to the intended withdrawal date.
- 20 Any party which withdraws from the Agreement ceases to have any interest in any assets created or acquired in Phase One.
- 21 Any party who withdraws from the Agreement according to the provisions of clause 16, shall not bear any liability beyond the initial contribution to Phase One costs

#### **Termination of Agreement**

22. The Agreement may be dissolved upon agreement of all parties.

#### **Insurance and Indemnity**

23. In the event of any litigation arising from the actions of a parties inspectors in the conduct of their duties on behalf of another party, the party receiving the service shall remain responsible for any costs arising from those inspector's necessary involvement in the litigation process, including any damage awards.
24. Each party shall be responsible for carrying and maintaining adequate insurance coverage with respects to its responsibilities under this Agreement. This insurance shall cover bodily harm, property damage, and other loss occasioned or incurred as a result of a party's role in carrying out the terms of this Agreement. A minimum limit per occurrence of \$15,000,000.00 shall be maintained. The parties agree to add each party as an additional insured under their respective insurance policy.

The Policy shall further be endorsed to include:

- (a) Cross- Liability,
- (b) Contractual Liability
- (c) Personal Injury, and
- (d) Non-owned Automobile Coverage

Each Party shall carry and maintain an Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of ay licensed vehicle operated in connection the with the Agreement with limits not less than \$15,000,000. The policy shall further provide All Perils Loss or Damage coverage with respect to any vehicle used to provide the services to this Agreement.

Each party shall take out and keep in force Errors and Omissions Insurance in the amount of \$15,000,000, per claim with no aggregate, providing coverage for acts, errors and omissions arising from the inspection services performed under this Agreement

- 25. Each party shall indemnify and hold harmless each other party and its inspectors, agents and employees for all actions, causes of action, negligence (excluding gross negligence) or any other legal consequence (including damages) arising as a result of implementation of this Agreement.
- 26. Each party shall provide to the other parties thirty (30) days written notice of the cancellation, material change or expiry of any insurance policy as required under Section 24 of this Agreement.

**IN WITNESS WHEREOF** the parties have hereunto site their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED  
In the presence of

) **MUNICIPALITY OF THE DISTRICT OF CHESTER**  
)

\_\_\_\_\_  
Witness

) Per: \_\_\_\_\_  
) **ALLEN B. WEBBER, Warden**

\_\_\_\_\_  
Witness

) \_\_\_\_\_  
) **PAMELA M. MYRA, Municipal Clerk**  
)

) **MUNICIPALTY OF THE DISTRICT OF LUNENBURG**  
)

\_\_\_\_\_  
Witness

) Per: \_\_\_\_\_  
) **CAROLYN BOLIVAR-GETSON, Mayor**

\_\_\_\_\_  
Witness

) \_\_\_\_\_  
) **SHERRY CONRAD, Municipal Clerk**  
)

) **TOWN OF MAHONE BAY**  
)

\_\_\_\_\_  
Witness

) Per: \_\_\_\_\_  
) **DAVID DEVENNE, Mayor**

\_\_\_\_\_  
Witness

) \_\_\_\_\_  
) **MAUREEN HUGHES, Acting Chief Administrative Officer**  
)

) **TOWN OF LUNENBURG**  
)

\_\_\_\_\_  
Witness

) Per: \_\_\_\_\_  
) **RACHEL BAILEY, Mayor**

\_\_\_\_\_  
Witness

) \_\_\_\_\_  
) **BEA RENTON, Chief Administrative Officer**  
)