

**AMENDED 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”
8. PRESENTATIONS/SCHEDULED TIMES:
 - 8.1 Nancy Green re South Shore Housing Action Coalition..... 9:15 a.m.
 - 8.2 Sean Sears re South Shore Agri-Innovation Park.....10:15 a.m.
9. CONSIDERATION OF CORRESPONDENCE:
 - 9.1 Letter from UNSM re UNSM Priorities
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 10.1 Finance Committee
 - 10.1.1 Clean Energy Finance Program Contract with Clean Foundation
 - 10.1.2 Clean Energy Finance Ceiling
 - 10.1.3 Sponsorship Ad Grant – Federation of Can. Mun. (FCM) Conference
 - 10.1.4 FCM Board of Directors
 - 10.1.5 Comfort Centre Generator Grant Policy Revisions..... 1-11
 - 10.1.6 Canada Day Events, Municipal Celebration Account 1, 12-13
 - 10.2 Dangerous & Unsightly Property Committee
 - 10.2.1 Clean Up of Hake Property at Beeler Road, Elmwood, PID 60282910
11. STAFF REPORTS:
 - 11.1 Building Department
 - 11.1.1 Joint Service Delivery for Building/Fire/Dangerous & Unsightly Services
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

April 5, 2018

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

Dear Mayor and Councillors:

The Audit & Finance Committee, in session on Tuesday, March 27, 2018, made the following
recommendations to Council:

1. that the Audit & Finance Committee recommends to Council that Municipal Council approve the proposed amendments to Policy MDL-53 Funding Electrical Connections for Community Generators, as attached and hereby give 7-days notice of intention to amend the Policy at the April 10, 2018, Council meeting
2. that the Audit & Finance Committee recommends to Council that Municipal Council pre-approve \$4,700 from the Municipal Celebrations Account in the 2018/19 Municipal Budget and authorize the expenditures for community Canada Day Events on July 1, 2018, as follows:
 - New Germany Canada Day Committee \$1,000
 - Riverport & District Fire Department \$1,000
 - Canada Day on the LaHave (Bridgewater) \$1,000
 - Petite Riviere Fire Department \$700
 - Tancook Island Recreation Centre Association \$500
 - Lunenburg Yacht Club \$500

Respectfully submitted,

Chairman and Members
Audit & Finance Committee

/re
attachments



MEMORANDUM

REPORT TO: Audit & Finance Committee
SUBMITTED BY: Alex Dumaresq, Deputy CAO
DATE: March 27, 2018
RE: Policy MDL 53 Funding Electrical Connections for Community Generators.
ORIGIN: Audit & finance Committee Direction (February 2018)

Recommended Motion

Move that the Committee recommend to Council that Municipal Council approve the proposed amendments to Policy MDL 53 Funding Electrical Connections for Community Generators, as attached and hereby give 7 days notice of intention to amend the policy at the April 10, 2018 Council meeting.

Background

MODL has instituted a grant program to assist community centres and fire departments interested in acting as comfort centres during periods of power outage. Fire departments and other registered community organizations can apply to be a comfort centre and receive the grant to offset the cost of installing a generator. A working map of comfort centres is included at the end of this report.

In 2015, Council revised the grant policy to achieve the following changes:

- Adopt a similar process as the current major recreation capital grant category,
- Increase maximum percentage of project funding to 66%,
- **Include reference to evaluating proposal's effect on coverage of comfort centres in policy, and**
- Include a March 1 deadline for future years.

At the June 2017 Audit and Finance Committee meeting, staff were directed to prepare a review of the existing policy to consider including a maximum funding cap for any one project. The Committee discussed potential revisions during their February 2018 meeting and directed that text amendments be prepared based on those discussions.

Discussion

Below is a summary of the recommended changes:

s. 3.2 - New requirement - that centres provide annual confirmation that they continue to have the ability to serve as a comfort centre.

s. 4.1 – housekeeping - Periodically changes are required to grant application forms. For simplicity sake, staff recommend removing the application form from the policy.

4.2.7 – Housekeeping – Removal of an unnecessary capitalization

s. 6.1-3 – Housekeeping – Council makes determination of size of grant budget. REMO coordinator provides input on the merits of a comfort centre application based on geography, proximity to other centres, degree of isolation and other relevant criteria. These revisions also remove reference to outdated funding opportunities (ie JEPP).

S. 6.4 – New requirement – Maximum funding for a single project limited to \$8,000, to increase fairness of grant between years.

Appendices – Housekeeping – removal of application forms and information from the policy.

Conclusion

The existing grant demonstrates council support for Comfort Centres, which provide much needed support to residents during times of emergency and during extended power outages. The proposed revisions will clarify the existing policy and improve the equity of grants distributed to community groups interested in providing this service. \

Municipality of the District of Lunenburg

POLICY

Title: Comfort Centre Generator Funding	
Policy No. MDL-53	
Effective Date: November 10, 2009	Amended Date: Repealed & Replaced – March 24, 2015

1. PURPOSE

To provide financial assistance to community organizations willing to act as Comfort Centre during an extended power outage or evacuation. Procedures for opening a Comfort Centre can be found in the REMO Comfort Centre – Reception Centre/Shelter Policy.

2. DEFINITIONS

2.1 Memorandum of Understanding means the form found in Appendix A of this policy.

2.2 Organization means the body applying for the grant.

2.3 Resources means the physical operating expenses incurred to open and run a comfort centre during an emergency. These expenses do not include labour costs.

3. ORGANIZATION RESPONSIBILITIES

3.1 Each organization shall execute and comply with the requirements of the Memorandum of Understanding as executed by both parties.

3.2 Comfort Centres shall annually confirm to MODL their ability to provide this service to residents.

3.3~~2~~ The organization that receives the funding for any electrical connection components and equipment shall be the owner of those components and equipment.

3.4~~3~~ The resources necessary to open the facility during extended power outages or other times of need shall be the full responsibility of the Organization.

3.5~~4~~ On-going maintenance shall also be the responsibility of the organization receiving funding.

3.6~~5~~ It shall be the responsibility of the organization to maintain the standby electrical system in a “ready” state at all times and keep the records showing the same.

4. ELIGIBILITY REQUIREMENTS

4.1 in order to be eligible, the organization must:

4.1.1 complete an application form (~~appendix B~~), by March 1 of the fiscal year before the organization wishes to install the generator; and

4.1.2 be a community organization incorporated under the *Societies Act*, or

4.1.3 be recognized as a Fire and Emergency Services Provider by the Municipality.

4.2 Expenses must be directly related to the purchase and installation of the generator, including:

4.2.1 Power transfer switches;

4.2.2 Disconnect switches;

4.2.3 Portable and fixed gasoline, propane, or diesel generators;

4.2.4 Exterior mounted generator connections;

4.2.5 Wiring conduit for the electrical connections to the generator;

4.2.6 Upgrades to an existing electrical system for a generator connection system to provide adequate lighting, heat, plugs, etc.; and

4.2.7 Maintenance of existing systems (ie. ~~R~~Rebuild or repairs to existing systems).

4.3 For greater clarity, the following expenses are deemed ineligible:

4.3.1 General renovations to buildings;

4.3.2 Pads for generators;

4.3.3 Structures, buildings, etc. to house/store generators; and

4.4.4 Projects already undertaken prior to application.

5. CODE REQUIREMENTS

5.1 All electrical equipment shall bear the proper approval of an authorized testing agency for use in Canada.

5.2 All required permits shall be the responsibility of the organization.

5.3 All installations shall meet or exceed the minimum requirements as set out in the National Building and Fire Codes.

5.4 All electrical installations shall be completed by a licensed electrician and inspected by the authority having jurisdiction.

6. APPROVAL PROCESS

~~6.1 The Emergency Management Coordinator shall annually recommend an amount to be included in the Municipality of the District of Lunenburg's budget for Council's consideration.~~

~~6.2 This amount shall be determined based on the needs of the communities in the Municipality of the District of Lunenburg (based on the Emergency Plan) subject to any other Federal or Provincial funding or cost sharing arrangements that are available.~~

6.3 1 Municipal staff, in collaboration with the Regional Emergency Management Coordinator, will review the applications received and recommend a grant amount to Council via the ~~Community and Public Relations Standing~~ Finance Committee based on criteria including but not limited to:

6.31.1 Proximity to existing comfort centres;

6.31.2 Relative transportation network isolation of the communities served; and

6.31.3 Total number and value of applications received.

6.4 2 Notwithstanding s. 6. 13, the Municipality shall not award more than 66% of a project's total eligible costs, to a maximum of \$8000.

APPENDIX "A"



Municipality of the District of Lunenburg

Emergency Measures Organization

Application to Provide the Services of a Comfort Centre

WHEREAS the Municipality of the District of Lunenburg has developed emergency plans dealing with procedures to be followed and facilities to be used during an emergency in the Municipality of the District of Lunenburg; and, WHEREAS said plans includes the use of the Municipality of the District of Lunenburg and the organization below, the parties enter into the following understanding. If the Municipality of the District of Lunenburg requests the following organization to open it's facilities as a Comfort Centre to assist residents, the resources* required to open the facility and remain open when requested by the Municipality of the District of Lunenburg, shall be the full responsibility of the organization. Any costs associated with the required resource during opening or when open may be invoiced to the Municipality of the District of Lunenburg.

*See Definition of Resource in Section 2 of Policy

Name of Organization Submitting Application: _____

Civic Address of Organization: _____

Phone Number of Organization: _____

Name of Person Completing Application: _____

Phone Number: _____ Email Address: _____

~~Please complete page 2 which specifies the Services You Will Be Able To Provide.~~

We hereby make application to the Municipality of the District of Lunenburg to provide the services herein noted. Please complete the following section as it relates to contact individuals, specifying telephone numbers, cell numbers and civic address to ensure individuals can be contacted during an emergency.

	Name	Phone Number	Cell Number
1.			
	Civic Address		
2.			
	Civic Address		
3.			
	Civic Address		
4.			
	Civic Address		
5.			
	Civic Address		

APPENDIX "A" [To be removed]

Page 2 of 2



Municipality of the District of Lunenburg

Emergency Measures Organization

Application to Provide the Services of a Comfort Centre

Specify the Services You Will Be Able To Provide.

<input type="checkbox"/> Personnel to Manage Facility	<input type="checkbox"/> Hall Space
<input type="checkbox"/> Kitchen (stove, fridge, sink)	<input type="checkbox"/> Tables and Chairs
<input type="checkbox"/> Heat and Lighting	<input type="checkbox"/> Cots
<input type="checkbox"/> Food	<input type="checkbox"/> Potable Water
<input type="checkbox"/> Washroom	<input type="checkbox"/> Non- potable water
<input type="checkbox"/> Shower	

Generator Capacity

<input type="checkbox"/> Limited	<input type="checkbox"/> Full Building	<input type="checkbox"/> Automatic Start-up	<input type="checkbox"/> Manual Start-up
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Please sign and date this application, and return to the address indicated below.

Municipality of the District of Lunenburg

210 Aberdeen Road
Bridgewater, NS B4V 4G8

Signature of Applicant _____

Date _____

~~APPENDIX "B"~~ [to be removed]



Municipality of the District of Lunenburg

Emergency Measures Organization

Municipal Comfort Centre Generator Grant Application

Name of Organization Submitting Application: _____

Name of Person Completing Application: _____

Title: _____

Complete Mailing Address: _____

Postal Code: _____

Phone Number: _____ Email Address: _____

Please Check Appropriate Box(es) for Electrical Connection

Community Hall Emergency Fire Service Comfort Station/Shelter

Cost of Electrical Connection \$ _____ Tax \$ _____ Total Price \$ _____

Generator Receipt Attached (Photocopy is acceptable) No Yes

Signature: _____

Date: _____

On a separate piece of paper outline exactly what work is to be completed and the associated costs.

(Include a copy of all estimates of work proposed)

Clerk's Annotation for Official Policy Book

Date of Adoption November 10, 2009

Date of Notice to Council Members
of Intent to Repeal March 17, 2015

Date of Passage: March 24, 2015

I certify that this "~~Funding Electrical Connections for Community Emergency Generators~~
Comfort Centre Generator Funding Policy – MDL-53" was adopted by Council as
indicated above.

Municipal Clerk

Date

Comfort Centres

 Comfort Centres 2018

-  Municipal Boundary
-  Provincial Road
-  Municipal Road
-  Private Road
-  Approved Council Districts 2016



0 800 1,600 3,200 4,800 6,400 Meters

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

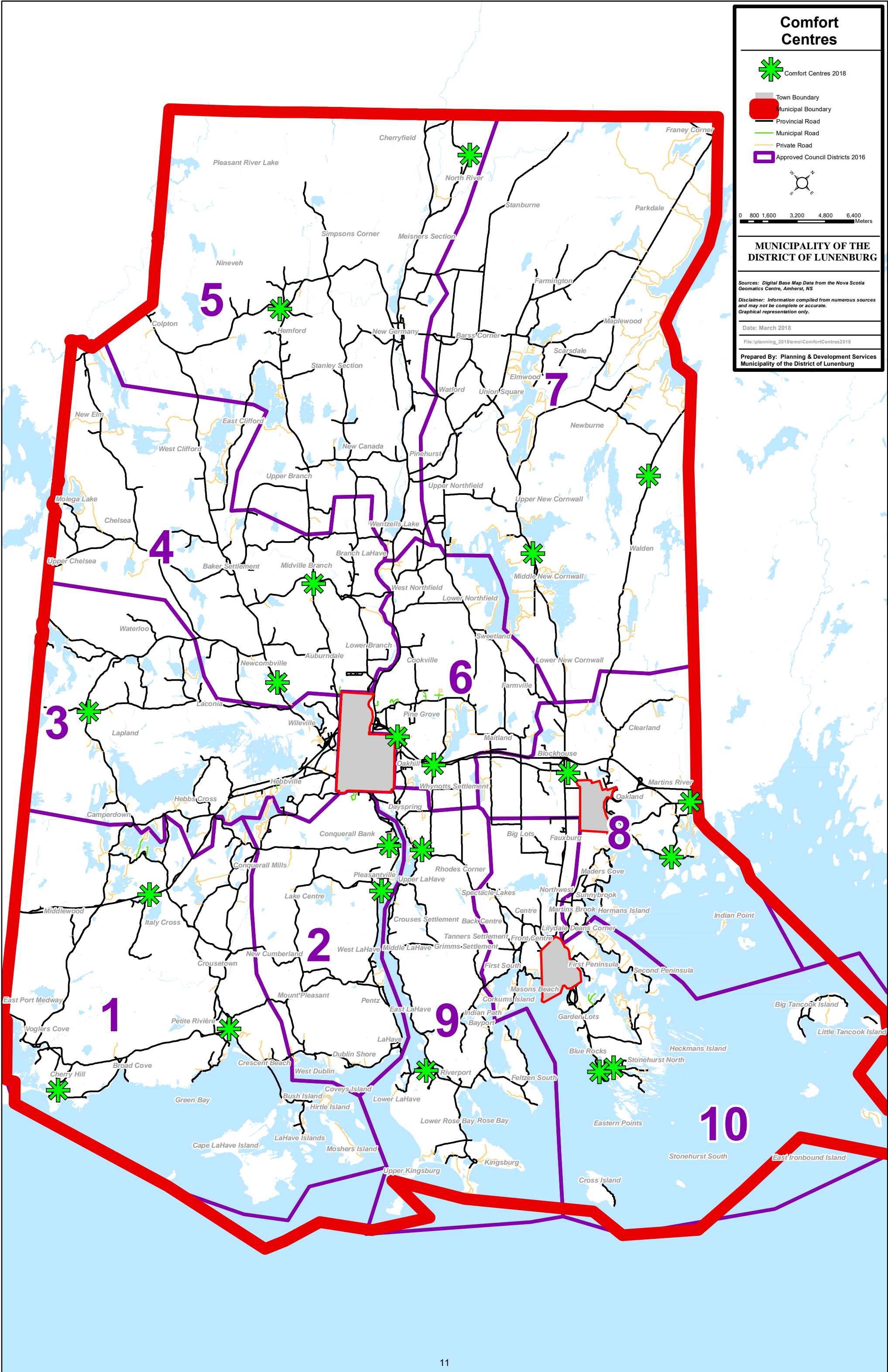
Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date: March 2018

File: \planning_2018\emo\ComfortCentres2018

Prepared By: Planning & Development Services
Municipality of the District of Lunenburg





Municipality of the District of Lunenburg

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

MEMORANDUM

TO: Audit Finance Committee

FROM: Tissy Bolivar
Recreation Program Coordinator

DATE: March 27, 2018

RE: Canada Day Events, Municipal Celebration Account
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That Council approve \$4700 from the Municipal Celebrations Account for community **Canada Day Events** on July 1, 2018 as follows:

New Germany Canada Day Committee - \$1,000
Riverport & District Fire Department - \$1,000
Canada Day on the LaHave (Bridgewater) - \$1,000
Petite Riviere Fire Department - \$700
Tancook Island Recreation Centre Association - \$500
Lunenburg Yacht Club - \$500

Motion Required

BACKGROUND

The Municipality has sponsored these events for several years. See summary on page 2. These amounts are the same as last year.

BUDGET IMPLICATIONS

There are sufficient funds in the Municipal Celebrations Account.



Tissy Bolivar

/tb

Canada Day Grants - Summary

75% of costs up to a maximum of \$1200.

Organization	2011	2012	2013	2014	2015	2016	2017	2018
New Germany Canada Day Committee	\$1100	\$1,000	\$1,000	\$1000	\$1000	\$1000	\$1000	\$1000
Riverport & District Fire Dept.	1100	1,000	1,000	1000	1000	1000	1000	\$1000
Canada Day on the LaHave (Town of Bridgewater)	1100	1,000	1,000	1000	1000	1000	1000	\$1000
Petite Riviere Fire Department	600	600	600	600	600	600	600	\$700
Big Tancook Community Centre Association	700	600	600	600	600	600	600	\$500
Lunenburg Yacht Club	0	0	0	300	500	500	500	\$500
Total Budget	\$4,600	\$4,200	\$4,200	\$4500	\$4700	\$4700	\$4700	\$4700