

AGENDA
MUNICIPAL COUNCIL

Bridgewater, NS

Tuesday, July 10, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION:
 - 2.1 Visitor Information Centre Seasonal Staff Introductions
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – May 8, 2018 – Special & June 26, 2018
6. BUSINESS ARISING FROM MINUTES: (Nil)
7. AWARDING OF TENDERS/RFPs:
 - 7.1 Award of Tender #2018-05-009 – Group 10 – LaHave River Project..... 1-3
 - 7.2 Award of RFP #2018-05-400 – Sherbrooke Lake Park Design..... 4-6
8. PRESENTATIONS/SCHEDULED TIMES:
 - 8.1 Dennis Woodworth, Bridgewater Marina re LaHave Project 9:15 a.m. TBC
 - 8.2 Valda Walsh, Region 6 re Extended Producer Responsibility 10:15 a.m. 7-19
9. CONSIDERATION OF CORRESPONDENCE: (Nil)
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 10.1 Finance Committee
 - 10.1.1 South Shore School Food Project 20-38
 - 10.1.2 Lunenburg Community Centre Roof Repairs 20, 39-67
 - 10.1.3 2017/18 Capital Project Approval 20, 68-71
 - 10.1.4 Pinegrove Outdoor Play Assoc. Splash Pad 20, 72-82
 - 10.2 Heritage Advisory Committee
 - 10.2.1 Heritage Property – St. Mark’s Lutheran Church, Middle Cornwall 83-86
11. STAFF REPORTS:
 - 11.1 Planning Department
 - 11.1.1 Joint Building Services Memorandum of Understanding 87-94
 - 11.2 Recreation Department
 - 11.2.1 Designated Community Project Fund – Lunenburg Yacht Club 95
 - 11.3 Administration Department
 - 11.3.1 Joint Accessibility Plan Memo 96-97
 - 11.3.2 Internet Performance Test
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
 - 12.1 Update – Deputy Mayor
 - 12.2 Update – Mayor
13. IN CAMERA:
 - 13.1 Land Negotiations re Oakland under Section 22(2)(a) of the MGA
14. ADJOURNMENT



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Maria Butts, LaHave River Project Coordinator

DATE: July 10, 2018

RE: Tender Award: On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #10

RECOMMENDATIONS

Authorize staff to award tender 2018-05-009 to Town and Country Property Improvement Ltd. in the amount of \$63,124.75 plus HST.

EXECUTIVE SUMMARY

Three bids were received for *Tender 2018-05-009 On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #10.*

The scope of work 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).

Tender 2018-05-009 is a bundle of five traditional systems.

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 125 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. Five designs were selected from those completed to date for inclusion in tender 2018-05-009.

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

Tender 2018-05-009 was posted on Friday, June 15th, 2018 and closed on Friday, June 29th, 2018.

Two bids were received by the deadline. Tenderer names and bids are described in Table 1 below:

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Town and Country Property Improvements Ltd	\$63,124.75
Dennis Lively Construction and Backhoe Services Ltd	\$75,600.00

Table 1: Bids for Tender 2018-05-009

Under the scope of work, 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 2018-05-009: All three bids received are competitive, the lowest bid was submitted by Town and Country Property Improvement of Cookville, Nova Scotia.

Tender Award Recommendation

Tender: 2018-05-009 On-Site Sewage Disposal System Installation for LaHave River Properties.
Project – Group #10.

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

Closing Date: June 29, 2018

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Town and Country Property Improvements Ltd	\$63,124.75
Dennis Lively Construction and Backhoe Services Ltd	\$75,600.00

Tender Award Recommendation:

Council award Tender 2018-05-009 to Town and Country Property Improvement Ltd for the cost of \$63,124.75 plus HST.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Tissy Bolivar
Acting Director of Recreation Services

DATE: July 10, 2018

RE: Sherbrooke Lake Park Design

RECOMMENDATION

That Council for the Municipality of the District of Lunenburg award RFP # 2018-05-400, Sherbrooke Lake Park Design to EDM Planning Services for \$43,423.38 plus HST.

EXECUTIVE SUMMARY

The Sherbrooke Lake Park Advisory Committee's primary mandate is to develop a design for the park based on the recommendations outlined in the Memorandum of Understanding between the Municipality of the District of Lunenburg and the Municipality of the District of Chester and the Sherbrooke Lake Access Advisory Committee's Final Report, and to provide advice to the Municipality on operation of the park once developed.

An RFP was issued to develop a concept plan design for the Sherbrooke Lake Park on the two properties acquired by the Municipality of the District of Lunenburg which consists of approximately 30 acres of land, with 500 feet of lake frontage. The design is to be based on the following three Key Design Principles:

1. Public Access should have an environmental focus;
2. Public access should be safe, clean and secure; and
3. Public Access should be accessible for the general public

The design should also be developed in such a way that elements of the park can be phased in over time as the Municipality will be implementing an Adaptive Management Approach. This work is expected to be completed by November 8, 2018.

At the mandatory site visit on May 14, 2018, four consultants attended, making them eligible to put in a proposal. Once the RFP closed on May 30, 2018, we had two proposals to review; one from EDM Planning Services and one from Upland Planning and Design Studio. Both proposals came in under the \$50,000 budget as outlined in the RFP.

Both consultants were invited to an interview with the Sherbrooke Lake Park Advisory Committee on June 20, 2018, at which time the committee had generated specific questions for clarity. Following the interviews, reference checks were completed, and the committee feels strongly the proposal from EDM Planning Services is most suited to our project.

EDM has extensive experience working in conservational landscapes, protecting the natural elements as to not negatively effect our environment. They focus on an ecological approach to design, stating that EDM was founded on the belief that development need not be destructive. The Project Manager for this proposal is an environmental engineer who feels strongly about protecting not only the land, but the water as well. Their sample concept plans on other projects were highly detailed, technical, and showed a level of professionalism.

When asked, EDM carefully explained their vision for the park as:

“A park that is nested within the rustic, rural, environment of the area and highlights the natural features of the landscape. It is ecologically sound (lake and water quality), aesthetically pleasing and offers a safe user experience. We envision a family-friendly place where community members and visitors of all ages and abilities can come and swim, relax and develop relationship with each other and the natural environment. Neighbors are proud to share Deep Cove with the park and the wider communities gains a deeper appreciation for the lake and the wilderness.”

It is the recommendation of the committee to issue to proposal to EDM Planning Services based on their experience in sustainable design, technical capabilities, and team knowledge.

BUDGET IMPLICATIONS

\$75,000 has been allocated in the 2018-2019 budget for Sherbrooke Lake Park Design.

STRATEGIC PLAN

Providing public access to Sherbrooke Lake has been identified as a priority in the Open Space Strategic Plan.

WORK PLAN

The oversight of this project will be through Municipal Staff. Once the design is complete, the next steps would be to implement the design at the site to allow public access to Sherbrooke Lake.

ALTERNATIVES

1. To award the RFP to Upland Planning and Design Studio at their proposed budget of \$39,090.00 plus HST.
2. To not approve the RFP and wait until 2019-2020 to begin the procurement process again.

CONCLUSION

The procurement process was followed and the respondents to the RFP were all given the same information and were aware of the expectations and limitations of the project.

With both proposals coming in under budget, the committee is confident in recommending EDM Planning Services based on the scope of work, the experience they bring and positive reference checks, to move the project forward in this fiscal year.

Department: Recreation

Report Prepared By: Tissy Bolivar
Acting Director of Recreation Services Date _____

Report Approved By: _____ Date _____

Reviewed By CAO: _____ Date _____



Proposed
EPR
MODEL
For PPP in Nova Scotia

NOVA SCOTIA SOLID WASTE-RESOURCE

REGIONAL CHAIRS



MUNICIPAL COST TO MANAGE WASTE IN NS

- In 2005 Solid Waste Management costs were \$70,115,488
- In 2015 Solid Waste Management costs were \$109,403,443
- Nearly 10% of total municipal expenditures
- With a 56% increase over 10 years – the current method of paying for the system is unsustainable.

EXTENDED PRODUCER RESPONSIBILITY

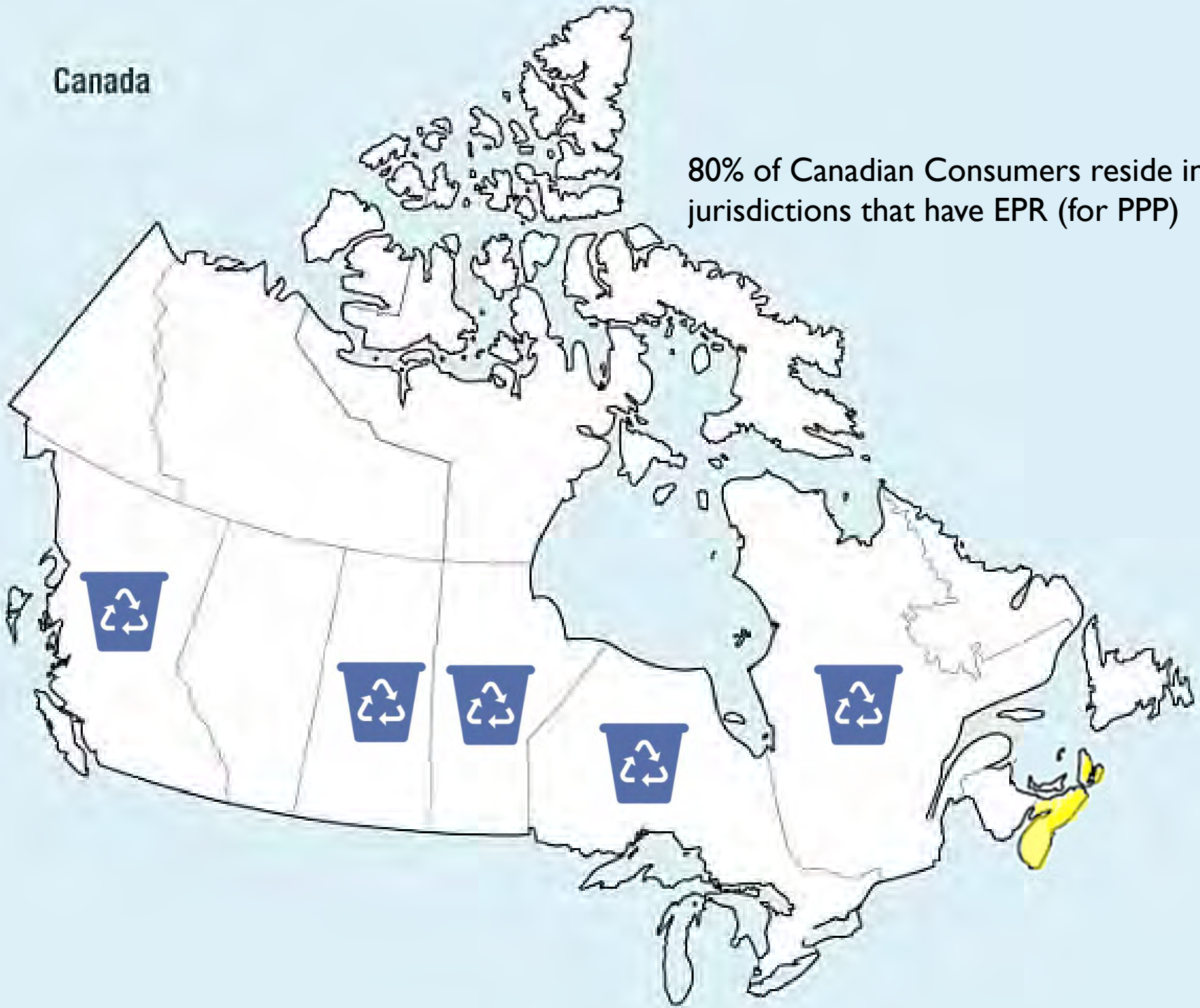
an environmental policy approach in which a producer's responsibility for a product is extended to the postconsumer stage of a product's life cycle

PRINTED PAPER AND PACKAGING

Each province defines this by material types but is basically the bulk of the materials currently collected in our residential blue bag system

Canada

80% of Canadian Consumers reside in jurisdictions that have EPR (for PPP)



WHAT WE HAVE LEARNED

- Opportunities identified:
 - Improves efficiency
 - Standardized recycling across the province
 - Reduced municipal tax burden
 - Reduced market risk
 - Potential for jobs gained
 - Increased diversion as more materials get added to the program

WHAT WE HAVE LEARNED

- Concerns raised:
 - Potential for job loss
 - Stranded infrastructure
 - Impact on small businesses
 - Consumers are already paying

Proposed

EPR MODEL FOR PPP IN NOVA SCOTIA

SENSITIVE TO MUNICIPALITIES

- Use existing infrastructure/human resources
- Municipalities have the right of first refusal for collection and education
- Maintain or improve current level of curbside service
- Apply to residential PPP
- Allow time for planning and transition

Proposed

EPR MODEL FOR PPP IN NOVA SCOTIA

SENSITIVE TO BUSINESSES

- Exempt small businesses
 - With revenue under \$2M
 - Supplying less than 1 tonne of PPP to Nova Scotia residents annually
 - Single storefront in NS and are not supplied by or operated as part of a franchise
 - Newspapers and registered charities
- Harmonized with other Canadian EPR programs
- Monitoring and compliance to ensure a level playing field

EPR BENEFITS

ECONOMIC – Drives efficiencies, increases economy of scale and reduces municipal tax burden

ENVIRONMENTAL – Drives ‘design for environment’ (closing the loop) and increases diversion

SOCIAL – Corporate social responsibility involves industry at the table.

provide outreach to all municipalities within their region

provide outreach with key business stakeholders on the EPR toolkit (Education)

review municipal and business feedback and modify/
formalize the EPR model proposal

NEXT STEPS

Regional Chairs will....

EXTENDED PRODUCER RESPONSIBILITY

Nova Scotia Solid Waste- Resource Management Regional Chairs Committee

PO Box 639
Mahone Bay, NS
B0J 2E0

REGION 1:

Amanda McDougall

REGION 2a:

Vernon Pitts

REGION 2b:

Jim Ryan

REGION 3:

Tom Taggart

REGION 4:

Tony Mancini

REGION 5:

John Kinsella

REGION 6:

Michael Ernst

REGION 7:

Leland Anthony

*If you want a presentation or
more information, please
contact us*

Valda.Walsh@Region6SWM.ca

902-624-1339

902-350-0333

Extended Producer Responsibility (EPR) is a policy approach that shifts the responsibility and costs of managing specific wastes/recyclable materials from municipalities to producers (i.e. brand owners and manufacturers). This means that producers establish a system to optimize efficiency.

Municipal curbside recycling programs are a type of producer funded EPR. In Canada, every province from Quebec west to British Columbia, except Alberta, has implemented EPR. Materials included in the curbside recycling program in Nova Scotia are referred to as 'printed paper and packaging' (PPP).

Provincial legislation is required in Nova Scotia to shift both the responsibility and the cost of recycling programs away from the taxpayer to the producer. This is referred to as EPR for PPP.

In Nova Scotia, the Solid Waste-Resource Regional Chairs, represented by elected municipal officials, have established a working group to focus on moving EPR forward. This group is called the Municipal-Provincial Priorities Group.

The Priorities Group is engaging with stakeholders to build an EPR program proposal that works for Nova Scotians. This proposal will build on insights and lessons learned in other provinces that have implemented EPR for PPP. Some of the findings include:

1. EPR would **significantly decrease both costs and risks** associated with municipal curbside recycling programs.
2. **EPR would give Nova Scotia consumers direct access to PPP programming they are already paying for indirectly** but are receiving none of the benefits.

March 2018

EPR – What's in it for municipalities?

1. Funding to support recycling programs

- Under this framework, producers are responsible for funding collection, processing and marketing of materials, as well as supporting education.
- Across Canada, in 2016, producers provided more than \$367 million to fund provincially-regulated PPP programs. Nova Scotia received \$0.00.
- It is estimated that a Nova Scotia EPR model could generate a financial benefit of up to \$16M per year.
- Municipalities would no longer manage the risk of rising costs and fluctuating commodity markets.

2. Access to PPP programming for which Nova Scotia consumers are already paying.

- Producers fund PPP programs in Canada by incorporating program costs into their national product pricing. [i.e. no eco-fees are charged as an added cost at point-of-sale.] This means the selling price on a box of cereal in Nova Scotia is helping to fund recycling programs for that same packaging elsewhere.
- Nova Scotia consumers are already paying for the incremental costs of PPP programs in other provinces, but without an EPR program here, are receiving none of the benefits.

Regional Chairs are working to develop an EPR for PPP proposal that works for Nova Scotians

Sensitive to municipalities:

- Use existing infrastructure/human resources
- Right of first refusal for collection and education
- Maintain or improve current level of curbside service
- Apply to residential PPP materials
- Allow time for planning and transition

Sensitive to Businesses:

- Exempt small businesses:
 - With revenue under \$2M
 - Supplying less than 1 tonne of PPP to Nova Scotia residents annually
 - Single storefront in NS and are not supplied by or operated as part of a franchise
 - Newspapers and registered charities
- Harmonized with other Canadian EPR programs
- Monitoring and compliance to ensure a level playing field



Municipality of the District of Lunenburg

July 3, 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, July 3, 2018, made the following
recommendations to Council:

1. That Municipal Council approves funding in the amount of \$10,000 to the South Shore School Food Project towards research and development for the project; and further, that the funds come out of the contingency account.
2. That Municipal Council approves the funding request from the Town of Lunenburg for roof repairs to the Lunenburg Community Centre in the amount of \$40,000 to be paid over four years; more specifically, \$10,000 a year commencing in the 2019/20 budget.
3. That Municipal Council approve the funding of the 2017/18 completed capital projects with variances as noted in the report presented to Finance Committee on July 3, 2018 and as summarized on the 2017/18 Capital investment Plan.
4. That Municipal Council approves the \$5,300 allocated in the 2018-19 Budget for the Pine Grove Outdoor Play Association's splash pad project and pre-approves \$16,700 (the remainder of the \$22,000 requested) in the 2019/20 budget; and further, that the funding remain in a reserve until such time the Association has secured the funding enabling them to implement the project.

Respectfully submitted,

Chairman and Members
Audit & Finance Committee

/jp
Attachments

MEMO

TO: Finance Committee
FROM: Trudy Payne, Acting Deputy CAO
RE: South Shore School Food Project
DATE: July 3, 2018

The South Shore School Food project made a presentation at the May 15, 2018 Council meeting and requested \$10,000 to be used towards "Food and Supplies Research and Development".

This funding request did come in after the budget process and the approval of the budget on May 8, 2018. As such, funds have not been allocated in the 2018-2019 budget for this project. The Municipality does have a grant called the "Annual Operating Grant" in which non-profit groups can apply and the deadline is March 1 of each year. This request would be considered a late application. In the criteria it does state "Late applications will be reviewed only after the regular review of those applicants that submitted an application on time. Each year the Municipality receives more applications than it can fund, so it is important for applications to be in on time and contain correct information." The Municipality allocated \$80,000 in the annual operating and major recreation capital grants and has awarded \$82,000 in grant funding, with \$2,000 coming from the contingency fund. In previous years the Municipality has not approved funding for groups if they were late submitting their request and if there are no funds remaining in the grants budget.

Based on the grant criteria the request for funding is late and there are no funds remaining. If the Committee would like to provide funds towards this project the recommendation would be for the funds to come from the contingency fund. If the full \$10,000 requested is provided this would leave \$68,000 in the contingency fund.

Trudy

Finance Committee and Council
Municipality of the District of Lunenburg
210 Aberdeen Rd
Bridgewater, NS, Canada, B4V 4G8

South Shore School Food Project
South Shore Regional Centre for Education
69 Wentzell Drive
Bridgewater, NS, B4V 0A2

May 25, 2018

Re. The South Shore School Food Project

To Municipal Council Finance Committee,

Thank you for the opportunity to present to Council on Tuesday, May 15. As the South Shore School Food Project is nearing completion of a pilot year of implementation study in five separate schools, a business case has developed for a Not For Profit Organization and a Centralized Hub Kitchen to be established to serve the schools in our region.

We are building partnerships to ensure we create strong foundations for a sustainable and scalable model of food service and economically boosted food systems in our region and province. A new centralized kitchen will be handling procurement, production and processing of local food, ordering systems and distribution into school kitchens to ensure more kids eat more local healthy food. And with this innovative approach we intend to build partnerships to subsidize meal plans and offer free meals to the most food insecure. We know that malnourished students struggle to learn and all that is offered in the education system does not feel equitable to a hungry child. While well-nourished children thrive in health, education and in life.

Economically speaking, the school food market in the south shore region alone was valued at \$1,000,000 before the Food Project work began this year. We have determined this to be a low figure and a low volume of food considering we have 6,000 students in school for 195 school days, and local procurement is hardly considered. So, the potential beyond this \$1,000,000 is significant for local source and our NS farmers & producers as we create a new model to support farm foods into our schools. The results in a school environment are profound when we feed kids good food for less connecting them with where their food comes from.

We are requesting \$10,000 from the Municipality of the District of Lunenburg for research & development this year, specifically determining opportunity, volume & procurement this year of Lunenburg County & NS farmed and produced foods needed to develop a standardized healthy lunch menu that will be the core offer to all SSRCE schools in 2019/20.

This year, we will be building an innovative procurement model and assessing distribution channels for food into schools and also hope to establish a commitment from the MODL within the 2019/20 budget to offer further financial support for local procurement as on-going partnerships and resources will be required to get more food from farms into our 24 schools. Healthcare, long-term residential and daycares have expressed interest in greater institutionalized local procurement and are closely watching the development of this model.

We are soon setting up the not for profit organization that will be focused this year on building the product and service offer to schools. Presently, we have our account with the South Shore Regional Centre for Education which has charitable status and when grants are received for the Food Project, they are managed through this account.

This initiative aligns with the MODL's agriculture strategy, as well as economic and community development. Our promise in this work is to spend the investment of our provincial, regional, municipal and community partners HERE IN NOVA SCOTIA supporting our own NS agricultural & food sector growth and the health and education of our children.

Thank you for your consideration, please see budget attached. We welcome questions.

Sincerely,

Claire-Louise Osmond
 Project Coordinator
 902-523-3454

Food Project Budget Year 2	Partners	Confirmed	Potential Partners	Pending
Salaries	Health Authority & South Shore Regional Education Centre	140,000		
Food Literacy Curriculum Development - Cookhouse Kids MODULE 1	NS Department of Education and early Childhood Deevlopment	10,000		
Salad Bar Program	Lunenburg Farmers' Market	5,000	Farm to Cafeteria Canada	60,000
Lease for kitchen	Local Food Fund, Town of Lunenburg	12,000		
Research, social enterprise set-up and advisory support	Innoweave, Common Good Solutions	10,000	McConnell Foundation	15,000
The Munch Card Program	Fishermen's Memorial Hospital Auxiliary & Individual Donations	23,000	Community Culture & Heritage (for DCS)Vibrant Communities	50,000
Food and Supplies for Research and Development			MODL	10,000
			Local Food Fund	15,000
Point of Sale systems in school cafeterias to improve fiscal management platform and channel profits back into local food procurement for schools			Health Authority	50,000
TOTAL		200,000		200,000



Municipality of the District of Lunenburg

May 15, 2018

To Chairman and Members of the Finance Committee

Dear Chairman and Members:

The Policy & Strategy Committee in session on Tuesday, May 15, 2018, received a presentation from Claire Louise Osmond, Project Coordinator of the South Shore School Food Project at which time a financial request of \$10,000 towards the project for the 2018/2019 fiscal year was made. The Committee made a motion to refer the financial request to the Finance Committee for consideration.

Respectfully submitted,

Chairman and Members
Policy & Strategy Committee

/trb

cc: Elana Wentzell
Joanne Powers

South Shore School Food Project

- ★ Funded by the Nova Scotia Health Authority and supported by the South Shore Regional School Board
- ★ Focused on working together to build healthy menus in schools and make positive changes to food culture in cafeterias, classrooms and communities on the South Shore.
- ★ Without our school cafeterias, we lose the most significant opportunity to collectively influence the way our children eat; to educate on the importance of healthy food; and to build greater connections to local food.

The Project focuses on bringing food back into education to strengthen the foundations for the future of our children and Province.

There are many parts to the South Shore School Food Project and the four priorities are:

- ★ Healthy Menus in School Cafeterias
- ★ Food Education in the Classroom
- ★ Collective Local Procurement from NS Farmers & Producers
- ★ Food Security in School Communities





What did we do?

- Spent 2 months in 5 schools (SQMS, WNES, BA, CAMS/CDS)
- Learned from existing processes & applied best practice (US/CAN/EUR)
- Developed & implemented new recipes and menus
- Met with producers and suppliers
- Set up new purchasing channels
- Worked with & trained cafeteria workers
- Organized classroom learning opportunities, e.g. food labs, food safety & safe food handling, survey activities, local author's food project stories
- Set up financial reporting systems in each cafeteria that are online and viewable on a comparable platform
- Developed a reporting mechanism and policy for free lunches and assessed how to best serve the most food insecure





Partnerships

Partners Year 1:

South Shore Regional School Board; Nova Scotia Health Authority; Common Good Solutions; Innoweave; Community Fund; Local Food Fund; Food Project Initiative Funding; Farmers' Market Nova Scotia; Department of Education & Early Childhood Development; Agri-Futures/Grow Nova Scotia; Fishermen's Memorial Hospital Auxiliary

Potential Partners:

McConnell; Vibrant Communities; Federation of Agriculture; Department of Agriculture; Municipality of District of Lunenburg & Queens; Town of Lunenburg/Mahone Bay/ Bridgewater/Chester; Nourish NS; Feed NS; Ecology Action Centre; NOW Lunenburg County; Dalhousie University

Successes – YEAR 1

- **Provided** fresh ingredients, whole foods, from scratch cooking.
- **Increased** volume of students' orders and willingness to try new things.
- **Shifted** school food culture – impacted children's eating habits and this is reflected in improved classroom behaviours.
- **Built** familiarity as more kids enjoying the same healthy meal is the best way to influence more kids to eat well. School is the only place this can happen.
- **Supported** Cafeteria Worker by proving demand for healthy menu, showed cost effectiveness & favourable changes to work environment
- **Improved** financial stability for each of the Food Project cafeterias
- **Featured** local produce on menu
- **Increased** student engagement & learning around food



Successes – YEAR 1 cont.

- **Increased** community engagement through marketing, communications and social media
- **Created** connections with community organizations, partners & funders
- **Established** new and improved supplier connections
- **Developed** an approach to addressing food security in schools:
- **Engagement** through a 'try it' day on **Toonie Tuesdays**: a strategy to encourage trying new things, as well as to reach the most food insecure students
- **THE MUNCH CARD** – subsidized meal card available to all students and offered at no cost to our hungry students



The South Shore School
Food Project presents

T H E
MUNCH
C A R D

The school meal plan where
more kids eat well for less.

- ★ Healthy food. ★
- ★ Nourished kids. ★
- ★ Education. ★
- ★ Eat it up. ★
- ★ #goodfoodinschools ★

Lessons Learned – YEAR 1

- **Quality Control:** With each kitchen operating on its own it is difficult to maintain similar standards and quality of food offered.
- **Economies of Scale:** Local procurement is difficult when purchasing school by school, there are no economies of scale and procuring becomes resource intensive.
- **Equity:** The practice of feeding hungry students varies and children who are the most food insecure remain unidentified. (complex issue)
- **Expertise:** School, administrators and educators are taxed and adding expectations around better food service is beyond their current scope.
- **Best Practice:** There is no standardized reporting, monitoring, financial management systems in place; therefore, no shared efficiencies and support; no way to respond to the weaknesses in the system.

Lessons Learned – YEAR 1 cont.

- **Resources:** There have not been the resources assigned to ensure sustainable food quality that reflects provincial nutrition guidelines for schools.
- **Centralization:** Cafeteria Worker working conditions are insecure, wages low & kitchen routines well established, and therefore changing the system school by school is not sustainable nor scalable.
- **Capacity Building:** Health, Education and Agriculture priorities are vast, a not for profit centralized model builds primary representation for the work; access to new partnerships and ways of funding.



Next Steps – YEAR 2

Centralized Kitchen & Not for Profit Organization

- Continue to develop a strong partnership with school kitchens and the teams who run them and respond to what is needed to ensure we build a model that other regions of the Province can follow
- Create a strong model for "buy in", so we can develop healthier "approved" menus; procure greater percentage of local food; better subsidize school lunches with funding partnerships; and seek investment to create jobs, improve & standardize contracts & pay for kitchen staff
- Develop a model for collective local food procurement, processing & distribution into schools that is, at first, sustainable and then scalable across the region and then Province
- Develop nutritionally-dense main meals for school kitchens
- Help streamline the food service in school cafeterias so more kids can access good food within the time limitations of short lunch "hours"
- Offer a training program in a "hub" kitchen for all aspects of service and cooking for schools, best practice, salad bars, soup bars etc.
- Munch card, Menu support, Marketing support, Build your own days-increase sales by 500%, Point of sale system (cash registers all the same linked to one database, gathering all the same information)

The economic potential for a project like this is far-reaching beyond schools, into homes and communities. Considering a student who has a meal every school day has a higher chance of graduating, the Coalition for Healthy School Food shares this: “It is estimated that each 1% increase in graduation rates could result in a \$7.7 billion savings per year in Canada since high school graduates earn higher salaries, pay more taxes, have lower healthcare costs, are less likely to encounter the justice system, and are less dependent on social assistance”.



The benefits of healthy food are out of reach for far too many Nova Scotian children.

Local agriculture is largely untapped by schools and daycare facilities.

Collectively, we can re-imagine the role healthy, locally-sourced food can play in our schools and in the wellbeing of our children.

Together we can pave the path to a more prosperous Province.

What is important to the MODL?

- ★ Wellbeing of our children
- ★ Food security
- ★ Agricultural opportunity
- ★ Population growth
- ★ Economic prosperity
- ★ Innovative partnerships





Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: July 3, 2018

RE: Town of Lunenburg – Lunenburg Community Centre Roof Repairs

RECOMMENDATION

It is recommended that the Finance Committee consider the request from the Town of Lunenburg and determine whether a contribution can be made towards roof repairs at the Lunenburg Community Centre.

BACKGROUND

The Town of Lunenburg made a presentation at the June 5, 2018 Finance Committee meeting requesting \$40,000 towards roof repairs at the Lunenburg Community Centre. Staff have been directed to review the request to determine where funding could come from.

OPTIONS

A contribution to a Community Capital Project is usually funded through grants. The grants budget for 2018/19 has been fully subscribed.

There are some options in the existing budget from where the funds could be found to make a contribution to the project:

1. There is \$80,000 in the contingency fund;
2. The Town has indicated in its report that a multi-year contribution is a viable option. \$10,000 per year over 4 fiscal years could be allocated to fulfil the request.

BUDGET IMPLICATIONS

The 2018/19 budget has been approved and did not include this request. As per the options, there are funds that could be diverted if the Committee decides to grant this request.

CONCLUSION

There are funds available that could be used, however, it is up to the Committee as to whether it wants to recommend their use for this project.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: June 28, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____



119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia Canada
BOJ 2C0

www.explorelunenburg.ca

Councillor Claudette Garland
Chair, Finance Committee
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

Municipality of Lunenburg

June 15, 2018

JUN 20 2018

RECEIVED

Dear Councillor Garland and Council colleagues:

Re: June 5, 2018 Finance Committee Meeting follow-up regarding Lunenburg War Memorial Community Centre (LWMCC) Auditorium Roof Climate Change Project

TOWN OFFICE
902-634-4410

ELECTRIC UTILITY
902-634-4410

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

FACSIMILIE
902-634-4416

Thank you for the opportunity to make the above noted presentation. We have enclosed a full copy of the presentation materials for your reference.

In addition, the Committee requested the following additional information in consideration of the Auditorium Climate Change structural safety upgrades.

- 1) Details of the Town of Lunenburg subsidy to offset the Auditorium public recreational facilities operating costs - the 2018/19 Town budget includes a \$222,200 subsidy of the LWMCC facilities. The attached 2018/19 Town budget excerpt more fully describes the cost allocation for each of the LWMCC facilities.
- 2) 2018/19 rental revenue for the Auditorium - \$35,800. For all LWMCC facilities (including the Auditorium) the total combined rental revenue is \$171,100.
- 3) LWMCC rental rate increases - each fiscal year rental rates are adjusted by the prior calendar year Nova Scotia Consumer Price Index. In 2018/19 this was a 1.1% rate increase as shown on the attached LWMCC rental rate sheet contained in the LWMCC's 2018/19 budget.
- 4) Estimated percentage of MODL vendors at the weekly Lunenburg Farmers Market held at the LWMCC facilities - 78%.
- 5) LWMCC Auditorium year of construction - 1950.

- 6) LWMCC Auditorium roof climate change Capital project – structural safety upgrades will be undertaken in 2018/19 through a Capital borrowing over a five-ten year period. Because of this a multi-year Capital contribution by MODL would be a viable option and most gratefully appreciated to assist with the cost of maintaining this regionally used facility.

We would be pleased to provide any additional information to assist in your consideration of this Capital cost contribution request. The interest and support of the Municipality of the District of Lunenburg Council in the provision of recreational, cultural and social facilities for area residents and businesses is acknowledged with thanks.

Yours very truly,

Bea Renton
CAO



Kelly Cunningham
Recreation Director

Encls.

cc: Mayor Carolyn Bolivar-Getson
Councillor Errol Knickle
Kevin Malloy, CAO
Elana Wentzell, Finance Director



Town of Lunenburg Community Centre

Kelly Cunningham, Recreation Director
Lisa Dagley, Finance Director



Auditorium



Fitness Studio



Lunenburg Farmers' Market



~ _____ people attend
weekly

Events held at the Community Centre

- Rotary Club Flea Market (monthly)
- Burg Classic Charity Hockey Tournament dance
- Centre Consolidated School Reunion
- Lunenburg Folk Harbour Festival
- Pro Wrestling Event
- Paint Sea on Site
- Lunenburg Swim Meet (Washroom usage)
- Canadian Dory Racing Association dance



SOUTH SHORE



Community Usage

PLAYERS



LUNENBURG WAR MEMORIAL ARENA

Recreation Programs Offered

- Seniors Fitness class (3x/week)
- Fitness Class (3x/week)
- Pickleball (4x/week)
- After the Bell School Program (2x/week)
- Free indoor walking (4x/week)
- Yoga (3x/week)
- Other services and rentals include: badminton, yoga, ball hockey, karate, gymnastics, numerous birthday parties, weddings, dances, etc.





Thank you. Questions?

**Town of Lunenburg— Lunenburg War Memorial Community Centre (LWMCC)
Auditorium Roof Climate Change Project
Presentation Notes**

SLIDE 1

The Lunenburg Community Centre required roof structural repairs identified by consultants as a result of the Climate Change Action review process. This replacement is budgeted to cost \$130,000 and these funds are to be borrowed.

We are here today to ask for support in this financial repair from Municipality of the District of Lunenburg (MODL).

SLIDE 2

A roof structural analysis was conducted in 2017/18 by Stantec Consulting Ltd as the Municipal Climate Change Action Plan recommended that all flat roofs be assessed for structural integrity for their capacity to handle snow load.

Results concluded that the community centre requires upgrades in order to meet the National Building Code requirements. The timber joist at the lower roof area of the Community Centre does not have sufficient capacity to support an increase snow load.

SLIDE 3

The community centre consists of an auditorium, fitness studio, weight room, and kitchen. There are approximately 19 consistent rentals each week in the community centre, with many weekend rentals for different events, celebrations and festivals.

SLIDE 4

One of the events that is hugely popular to the Town of Lunenburg (TOL) and residents of the surrounding communities is the Lunenburg Farmers' Market. Majority of the year (from September to Middle May) the Farmers' Market is located at the Community Centre.

While the titled as "Lunenburg", this Farmers Market is a wide reaching community market that provides the opportunity for the Town of Lunenburg and surrounding areas to facilitate the sale of local produce and materials.

- Of the 73 vendors, 22% of the vendors self-identify as individuals or businesses in Lunenburg, with the other 78% from surrounding communities, majority in the MODL
- The visitors come from all over the South Shore.

SLIDE 5

Other major events are listed on the following slide. To name a few:

- The Lunenburg Rotary Club hosts a monthly flea market for the public to attend
- The Burg Classic Charity Hockey Tournament holds a Saturday evening dance at the Community Centre. This 6th annual event raised over \$30,000 this past year to support local individuals. All proceeds were divided amongst the 4 chosen recipients: 2 who are TOL residents and 2 are MODL residents.

- Centre Consolidated School is having a reunion this upcoming summer. This school was located in the MODL and is now celebrating its reunion at Community Centre.

SLIDE 6

The building truly is a centre for the wider community. A few examples are as followed:

- 1) Bluenose Academy has a catchment area beyond the TOL, including many MODL communities, such as Riverport, First Peninsula, Day Spring, the Lahave, Blue Rocks, just to name a few.
 - a. When the school was being built, the Community Centre was used at the school's main gymnasium and is now still being used occasionally for the auditorium rentals and also the climbing wall located on the Community Centre stage for the outdoor living class to learn skills
- 2) This Facility is also a relocation site for residents of the Harbour View Haven seniors' home during emergencies. This Seniors Home is home to residents from various area of Lunenburg County.
- 3) South Shore Players is a community theatre group for residents along the South Shore and provides a very important cultural aspect to the Town of Lunenburg, Municipality of Lunenburg and surrounding area.
 - a. When South Shore Players their home performance base, which was the Pearl Theater, in December 2015, SSP have been using the Community Centre to host their spring and Christmas productions.
 - b. This brings in a wide audience from all areas of Lunenburg County and fills the auditorium with four public shows each production. The community centre holds 537 people with non-fixed seating.
- 4) Craft Festivals are also a known tradition in Lunenburg
 - a. The Christmas craft festival, which is held in the Community Centre, has all vendor booths occupied with the majority of vendors being local. With 13% vendors self-identifying as Lunenburg residents. Many of the other 87% reside in the surrounding communities, West Northfield, New Germany, Riverport and other community along the South Shore.

SLIDE 7

TOL offers different recreational programs to a variety of age demographics:

- There are 2 fitness classes for the adult and senior populations. 62% of participants are Lunenburg residents, with the other 38% from the surrounding communities
- After the Bell is a free program for students in grades 4-9 to have a safe, welcoming and active space after school. Our program currently has 60% of MODL residents who actively participate

SLIDE 8

The Community Centre is used by many age groups from pre-schoolers to senior's living within the TOL and surrounding communities. It is a place for recreation programs, supports cultural activities, charities, festivals, and much more.

It is with hoped that the MODL will financially help support the TOL Community Centre structural roof repairs so we can continue to offer a place for residents in both the TOL and MODL to experience cultural and recreational activities in their own community.

SLIDE 9

As you can see from my presentation this Community Centre is one of the Hubs for the Town of Lunenburg and surrounding catchment area located in the Municipality of Lunenburg. We appreciate the opportunity to present to you today and look forward to moving forward in a collaboration on the replacement of the roof for this important piece of cultural and recreational infrastructure in our communities.

Are there any questions?

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET					
ACCOUNT #		DESCRIPTION	2018/19 BUDGET	2017/18 BUDGET	2016/17 ACTUAL
RECREATION FACILITIES					
01-2-71-8001	1.1	FACILITY MANAGER (salary & benefits)	\$ 5,800	\$ -	\$ -
PARKS AND PLAYGROUNDS					
01-2-71-8010	1	LABOUR - PARKS & PLAYGROUNDS	\$ 25,400	\$ 23,500	\$ 23,883
01-2-71-8020	2	MOWING CONTRACT	15,500	14,800	14,162
01-2-71-8030	3	LIGHTING - PARKS	2,900	2,900	2,821
01-2-71-8040	4	REPAIRS TO EQUIPMENT/PARK	3,000	3,000	6,169
01-2-71-8050	5	SUPPLIES	9,500	7,000	7,454
01-2-71-8060	6	LEGAL FEES	500	500	444
01-2-71-8070	7	INSURANCE	750	750	738
01-2-71-9050	8	INTEREST ON CAPITAL LOAN - PARKS	-	-	-
01-2-70-5100	8	INTEREST ON CAPITAL LOAN - LWMCC	850	850	906
			58,400	53,300	56,577
ARENA & COMMUNITY CENTRE					
SALARIES					
01-2-70-1010	9	SALARIES AND WAGES - ARENA	\$ 111,900	\$ 109,900	\$ 114,005
01-2-70-1015	9	SALARIES & WAGES - COMMUNITY CENTRE	76,200	73,800	95,635
01-2-70-1017	9	SALARIES & WAGES - FIELDS	16,000	15,700	18,357
01-2-70-1020	9	SALARIES - PORTION TOWN HALL	31,400	30,600	28,697
01-2-70-1050	10	HONORARIUMS & STAFF MEETING PAY	2,100	2,100	1,565
			237,600	232,100	258,259
FRINGE BENEFITS					
01-2-70-2010	11	EI AND CPP	15,200	15,000	12,540
01-2-70-2015		TOWN PENSION	11,000	10,800	12,502
01-2-70-2020	12	GROUP INSURANCE	14,400	14,400	12,079
01-2-70-2025	13	WORKERS COMPENSATION	4,400	3,800	4,722
01-2-70-2030	14	CLOTHING	800	800	1,045
01-2-70-2040	15	MEMBERSHIP FEES	400	400	249
01-2-70-2050	16	OTHER BENEFITS	4,500	4,500	(4,158)
			50,700	49,700	38,979
TRAVEL/TRAINING					
01-2-70-3010	17	REC DIRECTOR/STAFF -TRAVEL	800	800	1,815
01-2-70-3015		REC DIRECTOR - CONVENTION	-	1,200	348
01-2-70-3016	18	REC DIRECTOR - TRAINING	1,900	1,900	-
01-2-70-3020		STAFF TRAINING	700	600	398
			3,400	4,500	2,561
ADMINISTRATION					
01-2-70-4010	19	OFFICE SUPPLIES & COMPUTER MTCE	1,500	1,500	1,936
01-2-70-4015	20	TELEPHONE	3,000	2,600	2,340
01-2-70-4025	21	SOCAN FEES/AMUSEMENT LICENSES	300	300	57
01-2-70-4030	22	AUDIT & LEGAL FEES	2,500	2,500	3,358
			7,300	6,900	7,691
ARENA - (FACILITY COSTS)					
01-2-70-5015	23	JANITOR SUPPLIES	1,500	1,200	1,453
01-2-70-5020	24	REPAIRS & MAINT. - BUILDING	22,000	18,000	21,004
01-2-70-5025	25	REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	2,578
01-2-70-5030	26	ELECTRICITY	60,200	60,200	57,370
01-2-70-5035	27	PROPANE	4,000	4,000	4,156
01-2-70-5040	28	WATER	8,000	6,500	7,557
01-2-70-5045	29	SEWER	2,100	2,100	2,074
01-2-70-5050	30	TELEPHONE + ALARM LINE + WIFI	2,500	2,400	1,689
01-2-70-5055		INSURANCE	8,900	8,900	8,647
01-2-70-6000		BEVERAGE MACHINE EXPENDITURES	-	1,500	1,630

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET					
ACCOUNT #		DESCRIPTION	2018/19 BUDGET	2017/18 BUDGET	2016/17 ACTUAL
		AUDITORIUM - (FACILITY COSTS)			
01-2-70-5510	31	JANITOR SUPPLIES	2,000	1,500	1,557
01-2-70-5515	32	REPAIRS & MAINTENANCE	20,000	10,000	5,190
01-2-70-5520	33	ELECTRICITY	6,600	6,400	6,226
01-2-70-5525	34	FUEL OIL	12,500	12,500	9,175
01-2-70-5530	35	WATER	1,300	1,000	902
01-2-70-5535	36	SEWER	2,100	2,100	2,074
01-2-70-5540	37	INSURANCE	5,700	5,700	5,595
		GROUNDS			
01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,000	1,848
01-2-70-5615	39	FIELD MAINTENANCE	4,000	4,000	2,643
01-2-70-5620	40	PARKING LOT MAINTENANCE	500	1,500	295
			168,900	154,000	143,663
		PROGRAMS			
01-2-70-6010	41	INSTRUCTOR FEES	6,000	6,000	6,318
01-2-70-6015	42	SUPPLIES/ADVERTISING	3,500	2,000	4,341
01-2-70-6025	43	CHRISTMAS CRAFT SHOW	900	800	732
01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	8,500	5,000	2,604
01-2-70-6032		JUMP START GRANTS	-	2,000	2,435
01-2-70-6033	45	PRO KIDS	1,000	-	-
			19,900	15,800	16,430
		SMALL FURNITURE & EQUIPMENT			
01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	1,600	2,200	2,173
			1,600	2,200	2,173
		TOTAL EXPENDITURES ARENA & LWMCC	\$ 489,400	\$ 465,200	\$ 469,756
		CULTURAL BUILDINGS & FACILITIES			
		CAPTAIN ANGUS J. WALTERS HOUSE			
01-2-72-4260	47	TELEPHONE/ALARM	600	600	511
01-2-72-4270	48	INSURANCE	1,000	950	922
01-2-72-4275		LEGAL	-	-	-
01-2-72-4310	49	REPAIRS & MAINTENANCE	500	500	52
			2,100	2,050	1,485
		LIBRARY			
01-2-72-5010	50	JANITOR CONTRACT/SUPPLIES	6,000	2,900	2,799
01-2-72-5030	51	FURNACE FUEL	1,000	2,000	2,912
01-2-72-5040	52	ELECTRICITY	1,000	1,500	2,655
01-2-72-5050	53	WATER	400	400	354
01-2-72-5055	54	SEWER	1,200	1,200	1,188
01-2-72-5060		TELEPHONE	600	600	278
01-2-72-5070		INSURANCE	700	700	689
01-2-72-5080	55	RENT - LUNENBURG ACADEMY	27,000	15,000	-
01-2-72-5090	56	SUPPLIES & EXPENSES	2,000	2,000	4,439
01-2-72-5091	57	SUNDAY STAFF WAGES	6,000	6,000	6,000
			45,900	32,300	21,314
		TRANSFER TO REGIONAL LIBRARY			
01-2-72-5095	58	TRANSFER TO REGIONAL LIBRARY	14,700	14,650	14,650

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET					
ACCOUNT #		DESCRIPTION	2018/19 BUDGET	2017/18 BUDGET	2016/17 ACTUAL
HERITAGE PROPERTIES					
01-2-72-4100	59	INSURANCE - BAILLY COLLECTION	300	300	369
01-2-72-7050	60	COUNCIL & COMMITTEE HONORARIUMS	1,700	1,700	1,733
01-2-72-7055	61	STAFF MEETING PAY	1,000	300	-
01-2-72-7300	62	SALARY - HERITAGE	5,500	14,900	14,566
01-2-72-7380	62	BENEFITS - HERITAGE	1,400	2,900	2,200
01-2-72-7381	63	HERITAGE MANAGER	70,000	57,000	-
01-2-72-7382	63	HERITAGE MANAGER BENEFITS	13,500	8,000	-
01-2-72-7385	64	HERITAGE OFFICER CONTRACT	-	6,000	25,200
01-2-72-7390	65	HERITAGE BY-LAW REVIEW	5,000	-	-
01-2-72-7400	66	MATERIALS, SUPPLIES & ADVERTISING	4,500	4,500	4,340
01-2-72-7402		TRAINING & CONFERENCES	1,900	-	-
01-2-72-7401	67	HERITAGE FINANCIAL INCENTIVES PROGRAM	-	-	-
01-2-72-7450	65	LEGAL FEES	4,000	8,000	11,066
			108,800	103,600	59,474
OTHER REC. & CULT. SERVICES					
01-2-75-9100	68	PUBLIC CELEBRATION	8,800	10,000	7,978
		DEPARTMENT TOTAL BEFORE LWMCC & ARENA	\$ 244,500	\$ 215,900	\$ 161,478
		LWMCC & ARENA	489,400	465,200	469,756
		DEPARTMENT TOTAL	\$ 733,900	\$ 681,100	\$ 631,234

NOTES TO RECREATION AND CULTURE SERVICES BUDGET

1.1 Facility Manager

Approximately 10% of the proposed Facility Manager's salary is budgeted in Recreation & Culture based on projected time allocations. This new position is budgeted to be filled as of July 1st of the fiscal year which is 75% of the fiscal year. Within Recreation & Culture budget the Facility Manager will be allocated to the various facilities based on actual time spent.

Parks & Playgrounds

The Town of Lunenburg maintains the following parks:

M T & T Mini Park
Rous' Brook Park
Town Hall Park
Jubilee Square
Victoria Park
Blockhouse Hill
Berringer Park - Maple Avenue
2 Parks - Bluenose Drive
250th Anniversary Park
Skate Park

1. #01-2-71-8010 Labour - Parks and Playgrounds

Labour – Grounds Maintenance	\$23,900
Labour - Trail maintenance and Playground area (Recreation staff labour)	<u>1,500</u>
	<u>\$25,400</u>

2. #01-2-71-8020 - Mowing Contract

Three year mowing contract awarded in fiscal 16/17.

3. #01-2-71-8030 Lighting Parks

The cost associated with lighting Town parks. Estimate based on current consumption rates.

4. #01-2-71-8040 Repairs to Equipment/Parks

Repairs to Whipper Snippers, Lawn Mowers . Estimate based on actual cost.

5. #01-2-71-8050 Supplies

Includes:

- wood, grass seed, rakes, top soil, signs, Christmas trees
- purchase of plantings, etc.
- portable toilet at walking trail
- shrub replacement
- gravel for Back Harbour Trail
- 50% cost-share of portable toilet at Tennis Court
- Trail signage, \$1,000
- Two-thirds cost-share of the PortableToilet at the Soccer Field.
- Three stream garbage can, \$1,500

Please note that the trail signage and garbage can purchases are the first of a multi-year planned program.

6. #01-2-71-8060 Legal Fees

Estimate for legal work associated with recreation leases like Dog Park, Community Garden, etc.

7. #01-2-71-8070 Insurance

Included in this budget is the cost of insurance for the various parks and monuments within the Town.

8. #01-2-71-9050 Interest on Capital Loans

Capital loan interest for the Arena Dressing Room. This loan interest is included in this section for financial statement reporting.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

9. Staff Salaries

	ARENA (01-2-70-1010)	AUDITORIUM (01-2-70-1015)	FIELDS (01-2-70-1017)	TOTAL
Recreation Director (25%/70%/5%)	\$14,000	\$39,200	\$2,800	\$56,000
Recreation Seasonal (90%/10%)**	2,300	250		\$2,550
Recreation Staff (65%/25%/10%)	95,600	36,750	14,700	\$147,050
Trail Maintenance*			(1,500)	(1,500)
	<u>\$111,900</u>	<u>\$76,200</u>	<u>\$16,000</u>	<u>\$204,100</u>
Town Office (01-2-70-1020)				31,400
				<u>\$235,500</u>

* Salaries are charged out to Parks (01-2-71-8010) when Arena/Community Centre employees help with trail maintenance.

** Part-time Facilities Attendant provides facilities back up coverage.

10. #01-2-70-1050 - Honorarium & Staff Meeting Pay

Based on a portion of Council honorariums (\$900), citizen honorariums (\$900) and staff meeting pay (\$400).

11. #01-2-70-2010 EI/ CPP

Employer costs as required by statute. EI 1.66% and CPP 4.95%.

12. #01-2-70-2020 Group Insurance

Based on rates effective January 2018.

13. #01-2-70-2025 Workers' Compensation

Workers' Compensation rates for 2018 are \$2.09/\$100.

14. #01-2-70-2030 Clothing

Staff requires appropriate attire for working in the Arena and Community Centre including coveralls and safety boots as required.

15. #01-2-70-2040 Membership Fees

Minister of Finance – Refrigeration Plant Operators	\$200
RNS	70
Lunenburg/Queens Recreation Directors Association	50
Miscellaneous	80
	<u>\$400</u>

16. #01-2-70-2050 Other Benefits

Includes holiday allowance (\$50 x 4), \$200 and for Employee Assistance Program fees. Employment benefits include an accrual for retirement benefits based on the Town's personnel policy.

17. #01-2-70-3010 Recreation Director/Staff - Travel

Travel out of town to meetings, seminars, etc.

18. #01-2-70-3016 Recreation Director – Training

Budget to allow Recreation Director to receive training in Playground Inspection Training (New Brunswick).

- 19. #01-2-70-4010 Office Supplies/Computer Maintenance
Covers paper and sundry requirements for the computer as well as computer maintenance costs.
- 20. #01-2-70-4015 Telephone
Covers cost of phone lines, cell phones, and Fibre-Op internet service at the Community Centre.
- 21. #01-2-70-4025 Socan Fees/Amusement License
These are annual fees paid so our facilities may use copyright music for public skating and fitness programs.
- 22. #01-2-70-4030 Audit and Legal fees
Estimate for audit and legal fees, as required.

ARENA - FACILITY COSTS

- 23. #01-2-70-5015 Janitor Supplies
Supply of paper towels, toilet paper, cleaning products, etc.
- 24. #01-2-70-5020 Repairs and Maintenance - Building

Repairs and Maintenance Ice Paint	\$1,000
Start-up/Shut down	2,100
Plumbing Repairs	700
Electrical Supplies	2,000
Fire Extinguisher Inspections	100
Sprinkler System Test & Mice	1,500
Interior/Exterior Paint & Supplies	2,000
First Aid and AED Supplies	150
Fire Alarm Maintenance & Monitoring	1,000
Gasoline, Diesel & Lubricants	350
Small Tools	500
Filters for Dehumidifiers	200
Brine Analysis	400
Refrigeration System Maintenance	3,000
Roof repairs – dressing room	4,000
Outside Trim painting	1,500
Miscellaneous	<u>1,500</u>
	<u>\$22,000</u>

- 25. #01-2-70-5025 Repairs and Maintenance - Ice Machine
Estimate for regular maintenance and propane costs.
- 26. #01-2-70-5030 Electricity
Estimate based on actual consumption and current rates.
- 27. #01-2-70-5035 Propane
Estimate based on actual cost.
- 28. #01-2-70-5040 Water
Estimate based on water rates approved by NSUARB and average consumption.
- 29. #01-2-70-5045 Sewer
Budgeted at 2017/18 approved rates and 2018 assessment at 36.85¢ per \$100 assessment based on 1/2 of \$1,082,100 (AAN 04646819).
- 30. #01-2-70-5050 Telephone, Alarm and Wifi
Includes line charges and annual fee for monitoring fire alarm line.

COMMUNITY CENTRE - FACILITY COSTS

31. #01-2-70-5510 Janitor Supplies
Covers sanitary cleaning products, paper towel, etc.
32. #01-2-70-5515 Repairs and Maintenance
Costs for paint, lumber, small tools, nuts, bolts, nails, plumbing supplies and other materials required for necessary repairs. Repair plans for 2018/19 include stripping and waxing entrance area floor, performing maintenance of building such as replacement of basement door, stage drapery will be cleaned and treated with fire retardant.
33. #01-2-70-5520 Electricity
Estimate based on actual consumption and current rates.
34. #01-2-70-5525 Fuel Oil
Estimate based on actual consumption and projected pricing. Furnace replacements were completed in fiscal 2016/17.
35. #01-2-70-5530 Water
Estimate based on approved NSUARB rates and average consumption.
36. #01-2-70-5535 Sewer
Budgeted at 2017/18 approved rates and 2018 assessment at 36.85¢ per \$100 assessment based on 1/2 of \$1,082,100 (AAN 04646819).
37. #01-2-70-5540 Insurance
Based on estimated rates.

GROUNDS (FIELDS / PARKING LOT)

38. #01-2-70-5610 Repair and Maintenance - Mower
Oil, gas, repairs, etc. for ride-on mower and small tractor used for grounds maintenance. Also includes fuel and oil for whipper snippers and insurance on mowing equipment.
39. #01-2-70-5615 Field Maintenance
Estimate includes fertilizing, seeding, aerating and top dressing of the soccer field. Equipment will be borrowed from other municipal units.
40. #01-2-70-5620 Parking Lot Maintenance
Includes parking lot upkeep and re-application of painted lines when required.

PROGRAMS

41. #01-2-70-6010 Honorariums and Instructor's Fees
Pays for various instructors who lead our recreation activities offered through our fall, winter, and spring programs. **Fees paid to fitness instructors adjusted by CPI for 2017 of 1.1% to \$25.28 per hour.**
42. #01-2-70-6015 Supplies/Advertising
Program supplies such as fitness equipment, basketballs, volleyballs, program advertising, flyers, etc. The philosophy of the Town is that Recreation programming be self-sufficient on a user pay basis. The costs for programs will be recovered through program fees/program grants.

43. #01-2-70-6025 Christmas Craft Show
 Estimate for radio and newspaper advertising.
44. #01-2-70-6030 After the Bell Program
 Budget to continue the After the Bell youth program. This program is 100% funded by a provincial grant.
45. #01-2-70-6033 Pro Kids Program
 Administrative costs associated with the implementation of this program would be equivalent to 2 hours of staff time per week. The program would require budget support on an ongoing basis, \$1,000 has been included in fiscal 2018/19 to start this program.
46. #01-2-70-7010 Furniture and Equipment
 The \$1,600 estimate is for chairs and table replacements.

Captain Angus J. Walters House

BCAF assumed occupancy in the Spring of 2010 and pays most operating costs.

47. #01-2-72-4260 Telephone/Alarm
 Included in this account is \$300 for alarm monitoring fees and \$300 for the telephone line.
48. #01-2-72-4270 Insurance
 Property insurance (building and contents) and commercial general liability. Based on 2018/19 estimated rates.
49. #01-2-72-4310 Repairs & Maintenance
 This includes our share of building maintenance.

Library

The following accounts reflect costs associated with the Library building. The library budget has been prepared with the assumption that they will move to their new location at the Lunenburg Academy on July 1, 2018.

50. #01-2-72-5010 Janitors Contract/Supplies
 Estimated costs are reflected due to the Library relocating to the Lunenburg Academy. (Cleaning contract, Hand soap, toilet tissue, garbage bags, etc.).
51. #01-2-72-5030 Fuel
 Based on projections for usage and rates for the Pelham Street location. Heating fuel will be included in the rental rate when the library moves to the Lunenburg Academy location.
52. #01-2-72-5040 Electricity
 Based on projections for usage and current rates for the Pelham Street location. Electricity will be included in the rental rate when the library moves to the Lunenburg Academy location.
53. #01-2-72-5050 Water
 Based on projections for usage and current rates for the Pelham Street location. Water will be included in the rental rate when the library moves to the Lunenburg Academy location.
54. #01-2-72-5055 Sewer
 Based on 2017 assessment of \$322,500 and current sewer rate of \$0.3685 per \$100. of assessment. (AAN: 04646886)

55. #01-2-72-5080 Rent – Lunenburg Academy
Relocation of the Library to the Lunenburg Academy. Rent based on other rentals to Community Organizations. This is an all-inclusive rent. Relocation is budgeted as of July 1, 2018.
56. #01-2-72-5090 Supplies & Expenses- Library
Estimate for supplies is \$4,000 which is partially offset by copier revenue. This includes alarm monitoring of \$600. This budget was increased in anticipation of the library's move to the Lunenburg Academy.
57. #01-2-72-5091 Sunday Staff Wages
This is an additional \$6,000 to have the library open on Sundays.
58. #01-2-72-5095 South Shore Regional Library
Our share of the Regional Library operating budget is estimated at \$14,700 based on our 2017/18 amounts.

Heritage Properties

59. #01-2-72-4100 Art Galleries - Insurance
This is for 50% of the insurance premium for the Earl Bailly Collection.
60. #01-2-72-7050 Council & Committee Honorariums
Based on a portion of Council Honorariums (\$800) and four (4) appointed members (\$900 - \$225 per member).
61. #01-2-72-7055 Staff Meeting Pay
Staff meeting attendance (\$1,000).
62. #01-2-72-7300/80 Salary & Benefits – Heritage (TMC)
This account includes estimated 5% of costs for the Town Manager/Clerk for managerial supervision and support of the Heritage Manager.
63. #01-2-72-7381/7382 Heritage Manager Salary & Benefits
The full time Heritage Manager position was filled permanently in June 2017.
64. #01-2-72-7385 Heritage Officer Contract
As the full time Heritage Manager position was filled permanently in June 2017 there is no amount budget for this account in 2018/19.
65. #01-2-72-7390/7450 Heritage By-Law Review
To rewrite by-law as recommended by Town solicitor.
66. #01-2-72-7400 Materials, Supplies & Advertising & Small Capital
Materials for Heritage supplies for the Heritage Recognition awards and advertising estimate as needed.
67. #01-2-72-7401 Heritage Financial Incentives Program
Recommended by Heritage Advisory Committee on February 5, 2018.

The proposed Town of Lunenburg's Heritage Financial Incentives Program is intended to apply to all registered Heritage Properties as well as all properties located in the Heritage Conservation District which are locally owned; locally occupied as the owner's (family) primary residence; and where the total gross household income does not exceed \$50,000.

This program has been deferred until fiscal 2019/20.

Other Recreation & Culture

68. **#01-2-75-9100 Public Celebrations**

	2018/9	2017/18
	<u>Budget</u>	<u>Budget</u>
Canada Day	1,300	1,300
Seamen's Service	3,000	3,000
Lunenburg's Birthday	1,300	1,300
Town Levee	700	700
Volunteer Week	300	300
German Band Concert **	1,800	-
Tall Ships	-	3,000
Miscellaneous Events	<u>400</u>	<u>400</u>
	<u>\$8,800</u>	<u>\$10,000</u>

***Only proceeds if 100% funding from non-town sources is received.*

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA FEE SCHEDULE

2018/19
Approved Rates

<i>FACILITY</i>		<u>Tax incl RATE</u>
Meeting/Fitness rooms	/hr	29.00
Auditorium only - full day*		334.00
New Year's Eve*		647.00
Recreational Use - auditorium only	/hr	34.00
Kitchen	/hr	20.00
Kitchen - full day		170.00
Arena Ice Time		
Prime	/hr	164.00
Non Prime	/hr	134.00
Youth & Schools	/hr	134.00
Mornings* not including March Break (8:00am to 12:00pm M-F)	/hr	98.00
Arena Summer Rentals		
Per Hour		67.00
Per Day		637.00
Arena Sign Rentals		
Display Signs (4'x8')		241.00
In Ice Ads		257.00
Public Skating		
Youth		3.00
Youth Season Pass		80.00
Adult		4.00
Adult Season Pass		103.00
Family Season Pass		139.00
Skate Sharpening		5.00
Caravans		
With electrical hook-up	/day	26.00
Without hook-up	/day	21.00
Commercial hook-ups	/day	31.00
Field Rentals		
<i>Softball Field</i>		
Per season		200.00
Per game		12.00
Tournaments (per game)		10.00
<i>Soccer Field</i>		
Per Game		30.00
Per Season		270.00
Per Season - Youth		165.00
<i>Track</i>		
Full Day		170.00
Christmas Craft Tables		55.00
Fitness Program	/mo	41.00
Weight Room	/mo	41.00
Weight Room - purchased in 4 month block		145.00
Weight Room - youth rate per month		10.00
Weight Room Key Deposit		40.00
Sr. Fitness	/session	72.00
Drop in fee - badminton		5.00
Drop in fee - pickle ball		3.00

N.B.- NS 2017 CPI = 1.1%.
The 2018/19 rates have been adjusted for CPI.
*Plus Socan Fees if applicable including HST = \$73.01

ELECTRIC UTILITY

CAPITAL BUDGET DESCRIPTIONS

All Capital Projects described below can be funded utilizing the Utility's depreciation reserve fund.

Utility Line Work

Meters

Smart Meter Conversion

In 2017 the Utility began the first of a multi-year conversion program. Approximately 300 meters were swapped.

Overhead Conductors

This item is for yearly replacement, new and emergency stock. The budget estimate is \$30,000.

Poles & Fixtures

This item is for yearly replacement, new and emergency stock. The budget estimate is \$20,000.

Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial). The budget estimate is \$5,000.

Street Lighting

The Municipal LED street light conversion deadline is December 31, 2022. Conversion to LEDs will occur to align with the December 31, 2022 deadline.

Transformers – Line/Installation

The Utility continually monitors the inventory of transformers on hand as delivery requires months of lead time.

Sectionalizing circuits to improve reliability

Sectionalization of the Utility circuits so allow parts of the system to be returned to service quickly after a power interruption.

TOWN	Project	Budget Cost	Funding	Source
Buildings & Structures				
01-2-82-2710	Town Hall Fire Escape	\$60,000	\$60,000	Water Dividend
01-2-82-2329	Lunenburg Academy Exterior Capital Repairs Phase I <i>pre-approved Mar. 20/18 for \$300,000</i>	\$450,000	\$450,000	Communities, Culture & Heritage Grant
01-2-82-2363	Captain Angus Walters House Capital Maintenance Repairs	\$12,000	\$12,000	Capital from Revenue
01-2-82-2364	Public Washrooms Shingle Roof	\$6,000	\$6,000	Capital from Revenue
01-2-82-2354	Old Fire Hall - Repair Roof	\$24,000	\$24,000	Capital from Revenue
01-2-82-2333	Furnace Refurbish or Replacement - Lunenburg Academy	\$37,000	\$37,000	\$6,000 to \$37,000 - Grant application or Perpetual Care Borrowing
Environmental Development				
01-2-82-2336	Comprehensive Community Plan	\$100,000	\$100,000	Capital Borrowing and Gas Tax Funding
	Planning & Mapping Software			Due to budget constraints deferred to 19/20
Equipment				
01-2-82-3300	Parking Meters	\$10,000	\$10,000	Perpetual Care Borrowing
Public Works Infrastructure				
Wastewater				
01-2-82-3786	WWTP - Biofilter <i>pre-approved Jan. 23/18 tender awarded</i>	\$1,147,000	\$1,147,000	CWWF \$860,250 & Capital Borrowing \$286,750
01-2-82-3787	Storm Line Tannery Road to Knickle Rd (200 ft.)	\$70,000	\$70,000	Gas Tax
01-2-82-3788	Knickle Road Pumping Station-Level Transmitter	\$4,000	\$4,000	Sewer Reserves
01-2-82-3789	Rous Brook Pumping Station-Spare Rotating Assembly	\$4,000	\$4,000	Sewer Reserves
01-2-82-3790	WWTP - DAF Improvements	\$30,600	\$30,600	Gas Tax
01-2-82-3791	WWTP-Spare Scada Packs for Pumping Stations & Plant	\$5,000	\$5,000	Gas Tax
01-2-82-3792	WWTP-Scales for Lab	\$3,300	\$3,300	Sewer Reserves
01-2-82-3793	WWTP-Upgrade Rails and Catwalks in Aeration Building	\$10,000	\$10,000	Gas Tax
01-2-82-3794	WWTP-Hood HVAC System	\$2,700	\$2,700	Sewer Reserves
01-2-82-3795	WWTP-Replace Lines and Diffusers in Aeration Tanks	\$80,000	\$80,000	Gas Tax
01-2-82-3796	WWTP and Collection System Study	\$75,000	\$75,000	Possible PCAP Funding/Gas Tax
Recreational Infrastructure				
01-2-82-2778	Floating Dock at Boat Launch Site <i>pre-approved Jan. 23/18 for \$54,500</i>	\$95,000	\$95,000	Deed Transfer Tax
Renewals - Sidewalks/Curbs				
01-2-82-2754	Tannery Road Seawall <i>pre-approved Apr. 17/18</i>	\$65,000	\$65,000	Deed Transfer Tax
01-2-82-3139	Duke - Cumberland to Townsend (W)	\$15,000	\$15,000	Parking Meter Revenues
01-2-82-3140	Widen Sidewalks for Trackless (various locations)	\$11,500	\$11,500	Parking Meter Revenues/Deed Transfer Tax
New Sidewalks/Curbing				
01-2-82-3126	Tannery Road-Knickle to 97 Tannery Road (E) - (Legal & Prep work carry-forward from 17/18)	\$115,000	\$115,000	Deed Transfer Tax
Pavement Renewals				
01-2-82-3141	Oxner - Prince to Hopson	\$20,000	\$20,000	Deed Transfer Tax
Street Reconstruction				
01-2-82-3142	Creighton Street-King to Prince	\$138,000	\$138,000	Capital Borrowing
Chipsealing				
01-2-82-3203	Mason's Beach Road	\$57,000	\$57,000	Capital Borrowing
Public Works Equipment				
01-2-82-2708	Diesel Plate Tamper	\$18,500	\$18,500	PW Equipment Reserve/Capital from Revenue
Fire Department				
01-2-82-2637	Fire Hall-New Club Room Door	\$3,500	\$3,500	Capital from Revenue
Community Centre/Arena				
01-2-82-2930	Siding - Arena	\$20,000	\$20,000	Perpetual Care Capital Borrowing
01-2-82-2931	Roof Structural Repairs at Community Centre	\$130,000	\$130,000	Perpetual Care Capital Borrowing
01-2-82-2932	Window Replacement/Repair at Community Centre	\$20,000	\$20,000	Perpetual Care Capital Borrowing
01-2-82-2933	Drywell Baseball Field (3rd Base & Home Plate)	\$4,000	\$4,000	Capital Reserve 17/18 transfer \$3,000 & Capital from Revenue \$1,000
01-2-82-2934	Parking Lot Improvements	\$5,000	\$5,000	Water Dividend
01-2-82-2935	Compressor Overhaul - Arena (every 5 years)	\$13,000	\$13,000	Water Dividend \$10,000 & Capital from Revenue \$3,000
		\$2,861,100	\$2,861,100	
Town Capital Funding Summary			Total	
	Operating Revenue		\$70,800	
	Gas Tax		\$245,600	
	Deed Transfer Tax		\$301,500	
	Town Reserves (PW Equip., Sewer, etc)		\$34,200	
	Water Dividend		\$75,000	
	Grants Estimate		\$1,385,250	
	Borrowing Estimate		\$748,750	
			\$2,861,100	



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: July 3, 2018
RE: 2017/18 Capital Funding
ORIGIN: Staff

RECOMMENDATION

It is recommended that the Finance Committee recommend that Council approve the funding of 2017/18 completed capital projects with variances as noted in this report and as summarized on the enclosed 2017/18 Capital Investment Plan.

EXECUTIVE SUMMARY

The financing of the completed 2017/18 capital projects has been allocated as per the approved budget with some exceptions that are noted in this report. Changes in financing can occur when a project is completed over budget or new sources of financing are found. A summary of all completed projects compared to budget is enclosed.

BACKGROUND

Many of the 2017/18 capital projects were budgeted to be funded from Reserve funds. Under Section 99 (4) of the Municipal Government Act, Council approval is required for all withdrawals from capital reserves. Compliance with this section occurs when Council approves the capital budget that shows withdrawals from reserves to fund capital expenditures. When funding changes are made at year end, Council should be made aware of them, and approval should be sought.

BUDGET IMPLICATIONS

Several projects were completed under budget, some were over budget and some were not completed and deferred to a future year or re-evaluated.

Of the \$3,454,500 approved 2017/18 Capital Budget, projects in the amount of \$1,465,422 were completed. Financing of these projects included \$173,190 in Depreciation reserves, \$850,683 in Gas Tax, \$256,048 in Provincial and Federal Grants, \$166,801 from in Other reserves, \$17,000 from donations and \$1,700 from the Liability for Riverport School.

One unbudgeted project in the amount of \$26,392 was completed for preliminary design and project site location for the new municipal administration building and has been funded through Depreciation reserves.

Projects that carried over from the prior year and funded through depreciation funds were spare parts for Conquerall Bank Waste Water Treatment Plant.


Projects that went over budget and are funded through Gas Tax were paving of Turner Heights and paved shoulders in Blue Rocks.

The purchase of lands for LaHave Sunset Park, land in Upper Northfield and land in Rose Bay and were unbudgeted and funded through the Open Space Reserves, Donations and Operating Reserves.

Gas Tax spending for 2017/18 totals \$967,472 consisting of capital projects (\$850,683), and contributions to non-owned trails (\$76,789) and Grinder's square (\$40,000) as budgeted in the Operating Fund.

CONCLUSION

As part of Staff's due diligence, and due to the variances to budget as noted above, a recommendation has been made to ensure the Municipal Government Act is followed regarding withdrawals from capital reserves.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date June 25, 2018
Report Approved By: 	Date _____
Reviewed By CAO: _____	Date _____

Municipality of the District of Lunenburg - Capital Budget Funding

March 31, 2018

	2017/18 BUDGET		Actual Cost	Proposed	
	Amount	Source		Funding	Source
GGG - General Government Services					
Financial Reporting/HR Accounting Software	42,000	SNSMR Grant/Dep'n reserves	-		
Ramp for Accessibility to Main Floor Administration Building	60,000	Dep'n reserve	-		
	-		26,392	26,392	Dep'n Reserve
PS - Planning Services					
Carry-over Flood Risk Identification phase of LIDAR Project	100,000	Gas Tax	-	-	
TS - Transportation Services					
		50% Cost Shared with NSTIR through NSTIR Subdivision Street Program (MODL Share from Gas Tax)			
Stonehurst, Tanner, & Southside Roads	560,000	Gas Tax	-		
Whitely Lane Culvert Replacement	8,000	Gas Tax	-		
		\$64,000 divided 40% Road Reserve, 60% property owners; \$66,400 for culvert replacement			
White Avenue Paving & Culvert Installation - approved Mar 28 Council	92,000	50% Cost Shared with NSTIR through NSTIR Subdivision Street Program (MODL Share from Gas Tax)	-		
Turner Heights	150,000		184,433	184,433	Gas Tax
EHS - Environmental Health Services					
Aerated Compost Carts	25,000	Aerated Carts Reserve	24,393	7,927	Aerated Carts Reserve
		\$7,927 & Gas Tax		16,466	Gas Tax
Centre School Demolition	75,000	Dep'n Reserve	1,319	1,319	Dep'n Reserve
		Capital Site Closure Liability			Capital Site Closure Liability
Riverport school demolition & remediation New Germany I&I Mitigation	30,000	Gas Tax	1,700	1,700	Prov NS PCAP
	14,000		12,121	12,766	Gas Tax
		BCF/Dep'n Reserve/Donations		(645)	Gas Tax
Lahave River Straight Pipe Replacement Program	1,142,000		100,050	44,244	BCF
		Provincial Grant		-	Prov NS PCAP
Lahave Sewer Solutions Design	12,500			55,805	Dep'n Reserve
				-	Prov NS PCAP
Conquerall Bank WWTP Operations Manual	25,000	Gas Tax	19,071	19,071	Dep'n Reserve (ineligible for Gas Tax)
SCADA for Cookville and Hebbville and Update New Germany Controls	100,000	Gas Tax	120,799	61,481	Prov NS PCAP
				59,317	Gas Tax
Conquerall Bank Prior Year spare parts carry over			10,741	10,741	Dep'n Reserve

Municipality of the District of Lunenburg - Capital Budget Funding

March 31, 2018

	2017/18 BUDGET		Actual Cost		Proposed	
	Amount	Source	Amount	Source	Funding	Source
New Germany WWTP Equipment Replacements	71,000	Gas Tax	-			
EDS - Economic Development Services						
Rural Internet Pilot Project	135,000	\$60K Gas Tax/ \$75 K Province	135,000		75,000	Province of NS
Cookville Internet Tower Access Road/Trail Connector	50,000	Gas Tax	26,920		60,000	Gas Tax
Internet Capacity Study - Long Term Strategy & Implementation	40,000	Gas Tax	4,988		26,920	Gas Tax
RS - Recreation Services						
MARC Improvements	32,000	Dep'n Reserve	24,882		24,882	Dep'n Reserve
Active Transportation Plan - Paved Shoulders Blue Rocks	250,000	Gas Tax	279,213		279,213	Gas Tax
Saw Pit Boat Ramp - Carry Over	100,000	Gas Tax	97,137		97,137	Gas Tax
Sherbrooke Lake - Park Design & implementation	50,000	Gas Tax	4,318		4,318	Gas Tax
MARC Ballfields - infield upgrades	12,000	\$8,912 dugouts reserve; \$3,088 depreciation reserves	11,076		8,912	Dugout Reserve
Riverport Playground	40,000		-		2,164	Dep'n Reserve
River Ridge Common	200,000	Gas Tax \$140K (17/18) Gas Tax \$100K (18/19)	172,576		59,200	Prov NS
United Communities Marine Park - finger wharves	19,000	Gas Tax/Prov NS	8,517		113,376	Gas Tax
Land Purchases			184,235		3,356	Prov NS
Wile's Lake Culvert Replacement	20,000	Dep'n Reserve	15,541		5,161	Gas Tax
Total Capital Projects	3,454,500		1,465,422		1,465,422	
Funding of Capital Projects						
Depreciation Reserves	225,088				173,190	
Gas Tax Reserves	1,734,960				850,683	
Provincial/Federal Grants	845,833				256,048	
Other Reserves	143,752				166,801	
Other Contributions	504,867				18,700	
Total Funding Capital Projects	3,454,500				1,465,422	
GAS TAX SUMMARY						
Capital Projects above					850,683	
Trails - Operating Fund					76,789	
Grinder's Square - Operating Fund					40,000	
TOTAL GAS TAX					967,473	Matches AER \$967,473 June 18, 2018

MEMO

TO: Finance Committee
FROM: Trudy Payne, Acting Deputy CAO
RE: Pine Grove Outdoor Play Association – Splash Pad
DATE: July 3, 2018

The Pine Grove Outdoor Play Association submitted their funding request for 2018-2019 in February 2017 for their operating and capital funding. They requested \$6,000 for operating and \$11,000 from this fiscal year and \$11,000 from the following (2019-2020) fiscal year to assist with the development of a splash pad.

Council has approved \$5,000 in the 2018-2019 budget towards the operations of the park and allocated \$5,300 towards the splash pad. However, before finalizing approval of the \$5,300 allocated the Association was requested to make a presentation to Council. If funds are approved this fiscal year it was discussed that they be kept into a reserve until the Association secured the remainder of the funds required to proceed with the project.

The Finance Committee could consider the following options:

1. Make a recommendation to Council to have Council approve the \$5,300 allocated in the 2018-2019 budget be used towards the Pine Grove Outdoor Play Association's splash pad project and the funds remain in a reserve until such time the Association has secured the funding enabling them to implement the project.
2. Make a recommendation to Council to approve the \$5,300 allocated in the 2018-2019 budget and to pre-approve \$16,700 (the remainder of the \$22,000 requested) for the 2019-2020 budget year. The funds are to remain in a reserve until such time the Association has secured the funding enabling them to implement the project.
3. Make a recommendation to Council to not approve a splash pad be developed on the property owned by the Municipality and managed by the Association or to approve any funding.
4. Make a recommendation to approve the splash pad be developed on the municipal property but not to approve any funding from this fiscal year towards the project.

Trudy

History of Pine Grove Outdoor Play Park



The Pine Grove Outdoor Play Association (POPA) is a volunteer association formed in 2011 to create a play park for the residents of Pine Grove and surrounding areas.



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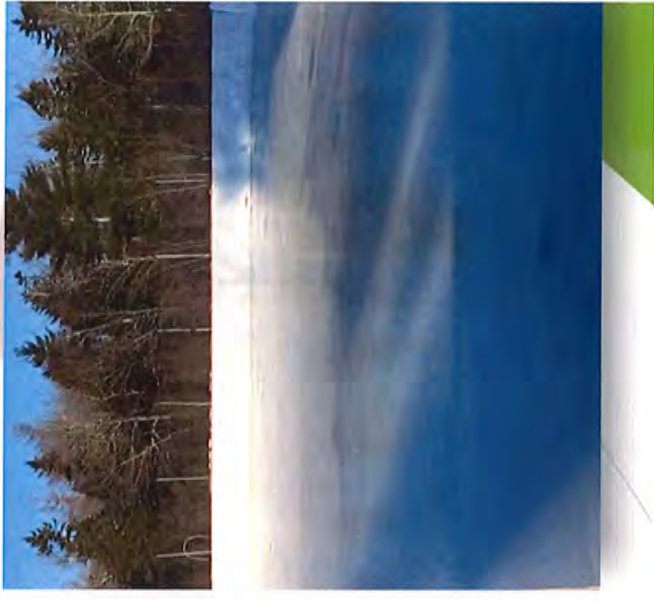
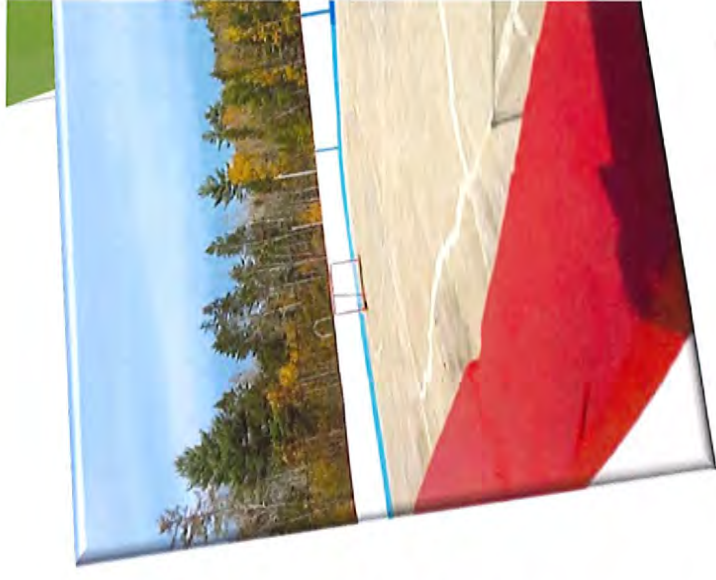


72 Charlie L
Pine Grove

What is at the Park

The park is ready to use with a rink for ice skating and summer activities such as road hockey. There are swings, other play equipment and a basketball court. There is also a walking trail, gazebo for sitting and enjoying a lunch, a field for activities, fire pit, BBQ, and washroom facilities. The park is open daily 8am - 8pm.

A well has been drilled to provide a water source to the park for flooding the rink and safety purposes.



Construction of the Park



Who Uses the Park?



The facility is used on a daily basis by a variety of age groups from all areas of Lunenburg County. Previous to 2011 and the creation of this park, the community did not have a place for residents to enjoy the outdoors in a safe, clean and secure environment.



POPA Committee and Volunteers

We have a vibrant group of volunteers, where someone knows someone or they have the expertise to do things that need to be done, which is invaluable. These individuals want no recognition for what they do and contributing what they can.



Partnerships

Along with the support from The Municipality of the District of Lunenburg we have had support from surrounding schools, United Way of Lunenburg County, the Community Health Board, Communities Culture and Heritage, Ecole De La Rivière and many local businesses and residents have supported the park through donations of material, labour and grants.



Wall of Honour

Individuals and businesses that volunteer their time, or donate money or supplies have their name added to the wall of honour which is on the outside of the hockey rink.



Fundraising

In May, the committee worked with Heather Veinotte and a talented team to host a Theatre. All money raised was donated to the park.

Events

- ▶ The Pine Grove Park Association (POPA) hosted a very successful *Volunteer Day* at the park the last couple years where the team cleaned up the park, gardened and painted. In 2017 we took the opportunity to Celebrate Canada 150 by having a BBQ and cake that day as well!
- ▶ In December the POPA Team hosted a *Celebrate The Season* event at the park where we had a BBQ, hot chocolate, roasted marshmallows and had a visit from Santa and Mrs. Claus! It was great to see such a wonderful turn out at this event and see many families come together. The team of volunteers also worked hard to have the ice ready at the rink a few days before Christmas last year allowing families to take time from their busy holiday preparations to enjoy some skating!



Future Plan For The Park...



A Splashpad is an outdoor play area with sprinklers, fountains, nozzles, and other devices or structures that spray water.

Why a Splashpad...

Splashpads are accessible to all ages, and to people with all levels of ability. They are designed with safety in mind with zero depth; therefore, there is no risk of drowning and no requirement of lifeguard supervision.

Our purpose through the installation of a splash pad is to encourage year-round use of the park by providing a wide range of activities. We also aim to peek interest from other individuals and families in Lunenburg County by providing more warm weather activities.



How The Community Will Benefit

- ▶ The Pine Grove Outdoor Play Park is free for anyone to use and the splashpad will also be free for everyone to use. The Park can be used by anyone of all ages and attracts a diverse population. Our aim is to create a park that appeals to all age groups with a variety of interests.
- ▶ The Park Association also partners with the Municipality of the District of Lunenburg Recreation Department to organize events at the Park.
- ▶ This Play Park is part of subdivision that is a 5 minute drive from the Town of Bridgewater. There is currently no outdoor splashpad in Lunenburg County so it would be appealing to people who don't have a facility to cool off during the warm summer months.

Cost

- ▶ The well at the park can support a Splashpad.
- ▶ A water test has been completed and the water is potable therefore no filtration system would be required for Splashpad.

- ▶ Currently the committee is looking into finding 3 quotes for construction of a splashpad.
 - ▶ One quote finalized from Vortex - total cost for equipment and installation \$68,367.50



Funding

- ▶ Working with Debby Smith, South Shore Regional Recreation Manager regarding grant options available.
- ▶ Recreation Facility Development Grant (Deadline Feb. 2019) 20,000-450,000 projects. Opportunity for 1/3 of project cost.
- ▶ Community Recreation Grant (Deadline Apr. 2019) 5,000 projects. Opportunity for 1/3 of project cost.
- ▶ Community Health Board Grant. Opportunity for \$3000.00
- ▶ Fundraising by Pine Grove Play Park Association
 - ▶ Walk/Run Event Planned for July 2018.
- ▶ Support form MoDL



Maintenance of the Splashpad

- ▶ Our park is currently maintained through a combination of volunteer efforts and paid maintenance work. Our goal is to continue with this combination as the park grows and the maintenance requirements grow.
- ▶ Our committee meets regularly to discuss and plan maintenance work to be done in the park in a timely manner.
- ▶ The splashpad will be maintained during the months it is in use as per the NS Aquatics Guidelines. This maintenance will include water testing and a general check of the equipment for any safety hazards.
- ▶ We are in the process of creating a regular maintenance schedule and checklist for our volunteers to ensure consistency and safety throughout the year.



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902.541.1325 Fax: 902.527.1135 www.modl.ca

June 28, 2018

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

Dear Mayor and Councillors:

The Heritage Advisory Committee in session June 28, 2018 made the following recommendation to Municipal Council:

The Heritage Advisory Committee recommend Council approve the proposed substantial alternation to the Registered Municipal Heritage Property, St. Mark's Lutheran Church, located at 1231 Back Cornwall Road in Middle Cornwall, the alternation identified as being the installation of a metal roof, subject to the installation of metal panels appearing in color and design to resemble past roofing materials.

Respectfully submitted,

Chairman and Members,
Planning Advisory Committee

/jh

Attachments



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Memorandum

TO: Heritage Advisory Committee.
SUBMITTED BY: Douglas Reid.
DATE: June 21st 2018.
RE: Proposed Alteration to a Registered Municipal Heritage Property.
1231 Back Cornwall Road, Middle Cornwall. (St. Marks Lutheran)

STAFF RECOMMENDATION.

[The Heritage Advisory Committee respectfully recommends to Council that:]

Council approve the proposed substantial alteration to the Registered Municipal Heritage Property, St. Mark's Lutheran Church, located at 1231 Back Cornwall Road in Middle Cornwall, the alteration identified as being the installation of a metal roof, subject to the installation of metal panels appearing in colour and design to resemble past roofing materials.

ATTACHMENTS.

Appendix A Letter requesting proposed alterations

ORIGIN.

Planning staff received correspondence from the Chair of the St Marks Lutheran Church Council. The Council's request is to alter a Registered Municipal Heritage Property, identified above. The request is to install a metal roof to replace the current asphalt-shingled roof.

Where such an alteration can be identified as a **substantial alteration** per section 4.1 of the Municipality's Policy [MDL-27] respecting the review of Alterations to Municipal Heritage Properties, the request is to come forward to the Heritage Advisory Committee, for their review and a recommendation to Council.

DISCUSSION.

Property and associated Heritage-associated Details

St. Mark's Lutheran, Middle Cornwall (PID #60213204) was registered in January 2003 as a Municipal Heritage Property. The reasons provided for heritage designation at that time were associated with:

- **age** of the structure (*erected in 1863*);
- **local historical significance**: three denominations collectively raised the funds to build a church to be used by all three denominations (*Anglicans, Lutherans, Presbyterians*); and
- **building architectural style**: "Classical Greek Revival" style (Elements include: *symmetrical composition, medium to steeply pitched roof, Temple plan, double panel doors with a transom window*).

The Municipality refers to *Standards & Guidelines for the Conservation of Historical Places in Canada* (Parks Canada Second Edition, 2010, accessible at: <http://www.historicplaces.ca/en/pages/standards-normes.aspx>) as the relevant authoritative source in consideration of requests involved with the alteration of municipal heritage properties.

The question for the Advisory Committee is whether the proposed alteration negatively impacts on the heritage aspect of the building's exterior architecture, by replacing asphalt shingles with metal roofing materials.

Standards and Guidelines

The process involving any alterations request is for staff to review the acknowledged **Standards** associated with any *Preservation* or *Rehabilitation* project affecting the conservation of a Heritage Property. There are 9 Standards identified with Preservation and 3 Standards identified with Rehabilitation. In the table below, staff has noted where certain Statements may be considered by the Committee.

Standard (Statement)	Staff Comment
S 1. Conserve the heritage value of a historic place. Do not remove, replace or substantially alter its intact or repairable <i>character-defining</i> elements. Do not move a part of an historic place if its current location is a character-defining element.	The <i>character defining</i> element of the building's exterior roof architecture is associated with its pitch, not with the materials used.
S 8. Maintain <i>character-defining</i> elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods.	The current asphalt shingles were not part of the initial construction. The use of metal roofing in 2018, while a deviation from what existed at point of Registration in 2002, or what material was used initially in 1863 (wood), can appear to be visually consistent with what it will replace.
S 9. Make any intervention needed to preserve <i>character-defining</i> elements physically and visually compatible with the historic place and identifiable on close inspection.	The use of proposed metal materials will be compatible with the character-defining element (the pitch) of the roof, and provide for a longer life, and allow for there to be <i>less costly maintenance</i> of an element not considered historically significant by the property owner.
S 12. Create any new additions or related new construction so that <i>the essential form and integrity of an historic place</i> will not be impaired if the new work is removed in the future.	The proposed work, outlined by the applicant (Chair) involves only the replacing of shingles with metal materials - the scope of work does not identify changes to other elements in the roof design or construction.

Beyond consideration of the general **Standards**, there are also **Guidelines** (noted as either "recommended / not recommended" actions to be taken) associated with the types of alterations that can affect a heritage property. In this case: the relevant Guidelines relate to how the proposed work will impact on the roof of a heritage structure. The Guideline is found in **Part 4.3.3** within the referenced document.

Guidelines for Projects (Statement)	Staff Comment
4.3.3 (14) Repairing a roof assembly, including its functional and decorative elements, by using a <i>minimal intervention</i> approach. Such repairs might include limited replacement in kind, or the replacement with an appropriate substitute material , of irreparable or missing elements, based on documentary or physical evidence.	The proposed work is expected to be <i>minimal</i> in its intervention by being specific to the materials to be used in replacement of the deteriorated / damaged asphalt shingles. No modification of the roof structure (to include pitch, design, or connected components) is proposed.

CONCLUSION.

Staff recommends the Heritage Advisory Committee consider making a positive recommendation to Council, permitting the proposed alteration as requested by the applicant. This would be in keeping with past applications of a similar nature.

Given the functional role of the roof in protecting the structural interior from weather, roofing materials do not last forever. The type of roofing material found at time of Registration (2002) were evidently not the same materials used at the time of the initial building's construction in 1863. A rehabilitation project that would use historically-consistent material (wood) would be far too expensive for the property owner. Where roofing materials are not considered as a crucial *character-defining* element of the Registered Property, it would make little sense to require the property owner to undertake such efforts.

In the submitted letter from the Council Chair, it was noted that the proposed use of metal roofing materials is expected to result in cost savings in future maintenance. Cost savings on maintaining an element not considered as *character-defining*, and which does not result in affecting those elements considered to be of *historical significance*, potentially allows for the Heritage Property owner to have the necessary financial resources to put towards the proper maintenance of those crucial historical elements.

The Advisory Committee may note where this proposal - and accompanying staff report - is very much consistent (*near duplicative*) to an application received by the Municipality in 2017 for another registered heritage property. (LaHave Islands Marine Museum) It is also very similar to an application involving metal roofing materials in 2015.

The use of metal roofing, in place of asphalt, appears to be a preferred choice for local heritage property owners who wish to reduce their maintenance costs of a functional necessity, so as to have the funds necessary to maintain the heritage aspects.

The one possible additional aspect that the Advisory Committee may consider as important, is where the applicant may be directed to use metal roofing material that would be nearer in their coloring and design aspect to asphalt shingles, and with what original roofing materials (wood) would have looked like, when weathered after a few years. The use of grey or black material, as opposed to a red or green metal covering, would potentially be seen as more "consistent" with how the roof has looked, since the time of the property's Registration, or since the adoption of asphalt shingles in the twentieth century.

Google Streetview screenshot of St. Mark's, dated to October 2014





Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

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

DATE: July 10, 2018

RE: Memorandum of Understanding – Joint Service Delivery Building/
Fire/Dangerous and Unsightly Services

ORIGIN: Council

RECOMMENDATION

That Council authorize the Mayor and Municipal Clerk to sign the Memorandum of Understanding respecting the joint service delivery of building inspection, fire inspection and dangerous and unsightly services.

BACKGROUND

On March 21, 2018 the Joint Planning and Implementation Steering Committee (JPIS) passed a motion recommending a draft Memorandum of Understanding (MOU) respecting the Joint Service Delivery of Building Inspection, Fire Inspection and Dangerous and Unsightly Services to the respective Councils for approval. The MOU establishes an agreement to participate in the development and implementation of Phase 1 of a two-phased approach to the services.

On April 10, 2018, MODL Council reviewed a draft MOU and decided to hold a workshop on the matter.

DISCUSSION

On June 26, 2018 MODL Council held a workshop to discuss the draft MOU. The MOU is before Council to discuss the municipality's participation in the joint service delivery of building inspection, fire inspection and dangerous and unsightly services.

MODL's legal advisor has reviewed the draft MOU. The MOU is still in a draft format and non-substantive changes, that do not change the intent of the MOU, may be made as the various Council's complete their review the draft MOU. If any substantive changes to the MOU are made staff will bring the agreement back to Council for review.

BUDGET IMPLICATIONS

Council budgeted \$65,600 for the implementation of Phase 1 in their 2018-2019 budget.

CONCLUSION

Staff is requesting that Council decide if they're in agreement with the MOU.

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 in 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 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 *An Act to Adopt and Implement a Building Code for the Province*, Chapter 46 of the Revised Statutes, 1989, as amended;
- (b) “Committee” means a Joint Planning and Implementation Steering Committee;
- (c) Fire Safety Act means *An Act to Promote and Encourage Fire Safety*, Chapter 6 of the Acts of 2002, as amended;
- (d) “Fiscal Year” means a 12-month period from April 1 through to March 31;
- (e) “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;
- (f) “Services” mean Building Inspection, Fire Inspection and Dangerous and Unsanitary Inspection Services; and

- (g) “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-laws 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 Councils matters respecting budgets;
 - c. Develop for consideration by the respective parties Council 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 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

$$\frac{\$350,000 \text{ (MODC)}}{\$900,000 \text{ (combined total)}} \times 100 = 38.8\% \text{ (MODC's share of total budget)}$$

- 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 expiry of Phase One, as noted in Clause 15 above, 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 two or more 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 withdrawals 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 unanimous consent of the parties.

Insurance and Indemnity

23. In the event of any litigation arising from the actions of a party's 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 against the receiving municipal unit.
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. MODC shall indemnify and hold harmless the other receiving parties and/or their inspectors, agents, employees and councilors for all actions, causes of action, negligence (excluding gross negligence) or any other legal consequences (including damages) arising as a result of the implementation of this Agreement.
26. MODL shall indemnify and hold harmless the other receiving parties and/or their inspectors, agents, employees and councilors for all actions, causes of action, negligence (excluding gross

negligence) or any other legal consequences (including damages) arising as a result of the implementation of this Agreement.

27. TOMB shall indemnify and hold harmless the other receiving parties and/or their inspectors, agents, employees and councilors for all actions, causes of action, negligence (excluding gross negligence) or any other legal consequences (including damages) arising as a result of the implementation of this Agreement.
28. TOL shall indemnify and hold harmless the other receiving parties and/or their inspectors, agents, employees and councilors for all actions, causes of action, negligence (excluding gross negligence) or any other legal consequences (including damages) arising as a result of the implementation of this Agreement.
29. 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) **MUNICIPALITY OF THE DISTRICT OF CHESTER**
 In the presence of)
) Per: _____
 _____) **ALLAN B. WEBBER, Warden**
 Witness)
 _____)
 Witness) **PAMELA M. MYRA, Municipal Clerk**
)

) **MUNICIPALTY OF THE DISTRICT OF LUNENBURG**
)
) Per: _____
 _____) **CAROLYN BOLIVAR-GETSON, Mayor**
 Witness)
 _____)
 Witness) **SHERRY CONRAD, Municipal Clerk**
)

)
) **TOWN OF MAHONE BAY**
)
) Per: _____
 _____) **DAVID DEVENNE, Mayor**
 Witness)
 _____)
 Witness) _____, Chief Administrative Officer
)

) **TOWN OF LUNENBURG**
)
) Per: _____
 _____) **RACHEL BAILEY, Mayor**
 Witness)
 _____)
 Witness) **BEA RENTON, Chief Administrative Officer**
)



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Municipal Council
FROM: Tissy Bolivar, Acting Director of Recreation Services
DATE: July 10, 2018
RE: Designated Community Project Fund

RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$7,485 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

At the February 21, 2017 Council Meeting, Council approved an application submitted by the Lunenburg Yacht Club under the Designated Community Project Fund, Policy MDL-48 to assist them in raising \$450,000 in capital funds for capital projects for the Club.

Recently, there were three donations totalling \$7,500. The amount of \$7,485 is being recommended to be approved as \$15 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Lunenburg Yacht Club this grant, money in which they have raised on behalf of capital projects to be undertaken to the Club.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects. In fact, it was a capital project of the Lunenburg Yacht Club originally that was the motivator for MODL to consider the possibility of establishing such a policy.

MEMO

TO: Municipality of the District of Lunenburg Council
FROM: Trudy Payne, Acting Deputy CAO
RE: Accessibility Plan
DATE: July 10, 2018

In 2017 Bill No. 59, “An Act Respecting Accessibility in Nova Scotia”, was proclaimed in the Legislature with a goal of making Nova Scotia accessible by 2030. This legislation, once prescribed, will be applicable to municipalities as public bodies. The Act clearly outlines the actions municipalities must take. Some of these actions include:

- Prepare and make publicly available an Accessibility Plan within one year of the Act being enforced.
- Create an Accessibility Advisory Committee with at least one half of the members being persons with disabilities or representatives from organizations which represent persons with disabilities.
- Seek public input to help develop the Plan.

It is anticipated that the Act will come into force between September and December of 2018. Municipalities, under the Act, may agree to have a joint accessibility plan.

Municipalities across Nova Scotia, including municipalities in Lunenburg County, have a number of priorities, with the development of an Accessibility Plan being one of those priorities. Municipalities also have limited resources to implement their priorities and often seek other partners or resources to achieve results.

It is anticipated that staff from engineering, recreation, planning, building, economic development, administration, and finance will be needed to support the Committee and the development of the Plan. Working together in forming one Accessibility Committee, to develop one Accessibility Plan for Lunenburg County, would be an effective use of community and municipal resources.

If a joint committee and plan is the approach taken, it is anticipated that each unit will need to provide at least one staff person, who has a speciality of knowledge to support the committee and to help develop the Plan for all of the municipal units' consideration. For example, one unit may provide an engineer, another a recreation staff member, and another a staff member from finance. Also, community representatives can be pooled from across the County, making better use of community members/volunteers time and knowledge.

It is the recommendation of staff that Municipal Council consider working jointly together to establish a Joint Municipal Accessibility Committee to develop an Accessibility Plan for all the municipalities in Lunenburg County. As part of this agreement, each municipality would be prepared to share staff resources to support the Committee with the development of a Plan to be presented to all the Councils with the goal of adopting the Plan within the one-year time frame imposed by the legislation.

The following motion is recommended:

“That Municipal Council for the Municipality of the District of Lunenburg agrees to work jointly with the other four municipal units, as outlined in staff’s report, to develop an Accessibility Plan for all the municipalities in Lunenburg County.”