

**AGENDA**  
**MUNICIPAL COUNCIL**  
Bridgewater, NS  
**Tuesday, October 23, 2018 – 9:00 a.m.**

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – *Special Council Minutes of October 2, 2018 and October 3, 2018, and Council Minutes of October 9, 2018*
6. BUSINESS ARISING FROM MINUTES (Nil)
7. AWARDING OF TENDERS/RFPs (Nil)
8. PRESENTATIONS/SCHEDULED TIMES
  - 8.1 Chasidy Veinotte-Dorey, Tourism & Marketing Coordinator  
Re: Announcement & South Shore Tourism Update.....9:15 a.m. 1-1
9. CONSIDERATION OF CORRESPONDENCE (Nil)
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
  - 10.1 Policy & Strategy Committee
    - 10.1.1 Elimination of Non-taxable Allowance for Elected Officials .....(2) 3-6
    - 10.1.2 Proposed Amendments to Policy MDL-03 .....(2) 7-17
    - 10.1.3 Proposed Amendments to Policy MDL-43 .....(2)18-31
    - 10.1.4 Provincial Cost-Sharing for Roads.....(2)32-39
    - 10.1.5 GoRural Transportation Network.....(2)40-45
11. STAFF REPORTS
  - 11.1 Administration Department
    - 11.1.1 Proposal re Connection Chats .....46-47
    - 11.1.2 Municipal Awareness Week 2018.....48-49
  - 11.2 Recreation Department
    - 11.2.1 MICA – Sponsorship Ad.....50-55
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
  - 12.1 LCLC Update
  - 12.2 Deputy Mayor’s Update
  - 12.3 Mayor’s Update
13. IN CAMERA
  - 13.1 Land Negotiations re Glendale Ave, Lower Branch, under Section 22(2)(a) of the MGA
  - 13.2 Contract Negotiations re LaHave Straight Pipe Contract under Section 22(2)(e) of the MGA
14. ADJOURNMENT



# Municipality of the District of Lunenburg

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**REPORT TO:** Mayor and Municipal Council

**SUBMITTED BY:** Chasidy Veinotte-Dorey, Tourism and Marketing Coordinator

**DATE:** October 17, 2018

**RE:** South Shore Tourism- Winter Festivals

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## OVERVIEW

The South Shore Tourism (SST) Co-operative, is an organization with an innovative approach to build Nova Scotia's beautiful South Shore as a year-round destination for the traveler. They believe in the power of collaboration and building on our collective strengths, investments and resources to market our region to the world! The tourism community of the South Shore is committed and eager to grow viable demand in the off-season.

The Municipality of the District of Lunenburg (MODL) has representation on this board through their Tourism and Marketing Coordinator who ensures businesses and residents of MODL are represented.

Last year the SST launched the Tis the Sea'son and Lobster Crawl Festivals with great success in their first year. They are gearing up for their 2<sup>nd</sup> year and want to grow and expand on these events. In doing so, awareness to local organizations and Municipal partners is encouraged to ensure the events are successful and most importantly help our local business in the off season. This year, the festival dates are as follows:

Tis the Sea'son- November 16, 2018 to January 6, 2019	<a href="http://ChristmasCrawl.ca">ChristmasCrawl.ca</a>
Lobster Crawl- February 1, 2018 to February 18, 2018	<a href="http://LobsterCrawl.ca">LobsterCrawl.ca</a>

SST encourages you to get out in your community and encourage your Districts to take part in the festivals. Also, partake in them as a councillor and show your support. All events are listed in the websites above.



# Municipality of the District of Lunenburg

October 16, 2018

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

Dear Mayor and Councillors:

The Policy & Strategy Committee in session on Tuesday, October 16, 2018, made the following recommendations to Council:

1. That Municipal Council approves the proposed salary structure for elected officials as per the attached proposal.
2. That Municipal Council approves the amendments to Policy MDL-03 "Council Members' Remuneration and Expenses" as presented and amended.
3. That Municipal Council approves the proposed amendments to Policy MDL-43 Community Grants Program / Sponsorship Request as presented and amended.
4. That Municipal Council approves the following prioritized list of roads for the 2019/20 Cost-Sharing Program for Subdivision Streets relating to the following J Class roads: Stonehurst and Tanner, Fort Point and Pentz; and Dawson Heights, Lohnes Drive and Charlie Lane.
5. That Municipal Council give consideration to taking part in the GoRural Transportation Network Pilot Project pending provincial funding being available for the Project; and, that Council provide assistance of our Grant Coordinator in exploring potential funding for this project.

Respectfully submitted,

Chairman and Members  
Policy & Strategy Committee

/jp  
Attachments



# Municipality of the District of Lunenburg

## REQUEST FOR A DECISION

**REPORT TO:** Policy and Strategy Committee  
**SUBMITTED BY:** Elana Wentzell, CPA, CMA  
**DATE:** October 16, 2018  
**RE:** Elimination of Non-Taxable Allowance for Elected Officials  
**ORIGIN:** Staff

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### RECOMMENDATION

It is recommended that the Policy and Strategy Committee recommend that Council approve the proposed salary increases for elected officials as per the enclosed proposal.

### EXECUTIVE SUMMARY

The non-taxable allowance for elected officials (1/3 of total remuneration) will be eliminated on January 1, 2019. Staff are proposing to adjust Council wages to counteract the effect of this change, ensuring that Council receives similar net pay.

### BACKGROUND

The Federal Government has passed legislation (Bill C 44) that eliminates the 1/3 non-taxable allowance paid to elected officials effective January 1, 2019. All remuneration will become taxable at that time.

Some Municipal units have decided to adjust Council remuneration as a result of this legislation, some have not, and some are undecided.

The NSFM has sent a letter of objection to the Federal Minister of Finance. It appears that this legislation will proceed regardless.

### ALTERNATIVES

There are several alternatives available to Council:

1. Increase Council wages by an amount to keep net pay the same as outlined in the attached proposal;
2. Increase Council wages by another amount;
3. Make no changes to Council wages.

### **BUDGET IMPLICATIONS**

The annual effect of the proposed change is \$43,420. Council placed \$10,000 in the current year budget as a placeholder in case a decision was made to make the proposed adjustment.

### **CONCLUSION**

Staff have given Council one option for an increase to wages based on a Claim code of \$0 and no additional Federal tax. As everyone's personal tax situation is different, multiple scenarios could have been calculated. However, looking at the position only, Staff chose an option that they felt best reflected the nature of a Council position.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date October 2, 2018
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____

Net Pay Estimates for Elected Officials with Elimination of Non-Taxable Allowance  
(based on April 1/18 earnings)

	Current						With Elimination of non-taxable allowance							Annual Remuneration	
	Bi-weekly taxable	Bi-weekly non-taxable	Total gross	Income tax deduction <sup>1</sup>	CPP deduction	Net Pay	Total gross	Income tax deduction <sup>1</sup>	CPP deduction	Net Pay	Difference in net pay	Bi-weekly Amount required to maintain current net pay	total for fiscal year	Current Salary	Proposed Salary
Mayor	1,227.24	613.54	1,840.78	277.68	54.09	1,509.01	1,840.78	456.88	84.46	1,299.44	(209.57)	350.00	9,100	47,860	56,960
Deputy Mayor	859.00	429.50	1,288.50	188.93	35.86	1,063.71	1,288.50	295.30	57.12	936.08	(127.63)	195.00	5,070	33,501	38,571
Councillor	643.85	321.89	965.74	140.28	25.21	800.25	965.74	213.07	41.14	711.53	(88.72)	125.00	3,250	25,109	28,359

**Total additional remuneration for full council, based on maximum tax and CPP: 43,420**

<sup>1</sup> Based on claim code 0 and \$0 extra tax deduction

Budget estimate - 3 months 10,855

# Mayor/Deputy Mayor/Councillor Salary Comparison

Municipal Unit	# of Residents	Mayor/Warden Salary	Deputy Mayor Salary	Councillor Salary
MODL	24,863	46,274	32,390	24,277
Mun. of Annapolis	18,252	41,335	26,869	20,668
Mun. of Antigonish	15,500	39,434	24,478	20,946
Mun. of Colchester	36,624	47,106	29,907	24,439
Mun. of Cumberland	30,005	38,572	25,050	22,772
Mun. of East Hants	22,453	37,705	24,324	19,461
Mun. of Pictou	21,745	48,511	23,561	18,021
Mun. of Chester	10,310	39,394	21,366	18,695
Mun. of the County of Kings	60,600	49,473	36,280	30,783

\*All Before Taxes and Deductions

\*Based on 2016 Data



# Municipality of the District of Lunenburg

## MEMORANDUM

TO: Mayor and Municipal Council Members

FROM: Sherry Conrad, Municipal Clerk

DATE: October 17, 2018

RE: **Proposed Amendments to Policy MDL-03 Council Members' Remuneration and Expenses**

The Policy and Strategy Committee, in session on October 16, 2018, reviewed proposed amendments to Policy MDL-03 "Council Members' Remuneration and Expenses" to meet the new requirements of the *Municipal Government Act* in regard to Council expenses and the elimination of the 1/3 tax free allowance to be effective January 2019. The Committee suggested the addition of "recreational drugs" to the new proposed section 3.3, two changes of "his or her" to "their" and to amend section 4 to specify "mobile device" instead of electronic device and giving examples of same to the draft amendments presented. In addition, staff made a change to the last paragraph of section 3.2 to remove the text "Committee of the Whole" and to replace it with the "Finance and Policy and Strategy Committee".

The Committee made a motion to recommend the proposed amendments to Policy MDL-03 to Council for approval, as presented and amended, and gave notice to Council of its consideration of approval.

Section 48(1) of the *Municipal Government Act* states, "Before a policy is passed, amended or repealed, the Council shall give at least seven days notice to all council members." Therefore, in accordance with Section 48(1), the attached amended Policy MDL-03 Council Members' Remuneration and Expenses, which includes all the approved changes, will be presented for Council's approval at the October 23, 2018 Council session. The Policy and Strategy Committee meeting of October 16, 2018 was hereby considered as Council's notice.

If Council approves of the attached Policy amendments, the following motion would be necessary.

**"That Municipal Council approve the proposed amendments to Policy MDL-03 Council Members' Remuneration and Expenses, as presented".**

Sherry Conrad  
Municipal Clerk

/sac  
Attachments

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
POLICY

Title: <b>Council Members' Remuneration and Expenses</b>	
Policy No. <b>MDL-03</b>	
Effective Date: May 10, 2011	Amended Date:

**1.0 REMUNERATION**

**1.1 Mayor – MGA Section 23(1)(d)(i)**

The annual remuneration to be paid to the Mayor shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax free allowance for expenses incidental to the discharge of the Mayor's duties.~~

**1.2 Deputy Mayor – MGA Section 23(1)(d)(ii)**

The annual remuneration to be paid to the Deputy Mayor shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax free allowance for expenses incidental to the discharge of the Deputy Mayor's duties.~~

**1.3 Councillors – MGA Section 23(1)(d)(iii)**

The annual remuneration to be paid to Councillors shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax free allowance for expenses incidental to the discharge.~~

**2.0 TRAVEL EXPENSES WHILE ON MUNICIPAL BUSINESS**

**2.1 Annual Budget**

Council shall establish an annual Travel Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon experience and available budget. Each member of Council, including the Mayor and Deputy Mayor, shall be accountable for the usage of this funding and make travel decisions based upon their individual budget available.

~~Councillors, the Mayor and the Deputy Mayor are considered, through their 1/3 officers allowance, to have been compensated for travel to community events and any committee or board meeting that is non-Council or Committee of Council related, or for which they have not been appointed by Council and for which they may choose to attend.~~

## 2.2 Eligible Travel Expenses

Councillors, the Mayor and Deputy Mayor who utilize their personal vehicles on travel assignments, which shall include:

- Attendance at a meeting of the Council or a Committee or Board of Council or a Committee or Board in which an appointment of a Councillor, Mayor or Deputy Mayor has been made by Council;
- Council business outside of their District but within Lunenburg County;
- Council business outside of Lunenburg County but within Nova Scotia as approved by the Mayor; or,
- Council business outside of Nova Scotia, as approved by the Council.

## 2.3 Non-Local Travel

If travel to an event involves choice between vehicle travel and air or some other form of travel, the Councillor will be reimbursed for the lowest cost option, regardless of the option they have used.

All forms of transportation will be economy class.

If an elected official, for ~~his or her~~ **their** own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

## 2.4 Mileage Rate

The rate per kilometer as a travelling allowance for all elected officials shall be approved **by motion of Council as per Schedule "A"** at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.

## 3.0 EXPENSES – MGA, Section 23(3)

### 3.1 Annual Expense Budget

Council shall establish an annual Expense Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon past experience and available budget. Each member of Council shall be accountable for the usage of this funding and make expense decisions based upon their individual budget available.

~~Councillors, including the Mayor and Deputy Mayor, are considered, through their 1/3 officers allowance to have been compensated for expenses incurred related to community events and any committee or board meeting that is non-Council or~~

~~Committee of Council related, or for which they have not been appointed by Council, and for which they may choose to attend.~~

### 3.2 Eligible Expenses

Council members, including the Mayor and Deputy Mayor, are entitled to reimbursement of expenses incurred which are incidental to the discharge of their duties, which shall include:

- Attending Council or a Committee or Board of Council meeting or other Council business within Lunenburg County.
- Council business outside Lunenburg County but within Nova Scotia as approved by the Mayor.
- Council business outside of the Province of Nova Scotia as approved by Council.

Expenses eligible for reimbursement include:

- Meals
- Accommodations for business outside of the Municipality.
- Registration fees for conferences, seminars or courses, which are incidental to or facilitate the discharge of a Council member's duties or Council business.

Seminars, courses and conferences shall meet the following criteria in order for reimbursement of expenses associated with the same:

- Request must be made in writing. The Councillor, Mayor or Deputy Mayor must provide a written brief outlining the benefits of the course, conference or seminar;
- The course, conference or seminar must be related to Municipal Government.
- The course must be completed prior to the next Municipal Election date.
- Budget funds must be sufficient to cover the costs of training.

~~UNSM~~ Nova Scotia Federation of Municipalities (NSFM) and Federation of Canadian Municipalities (FCM) conferences or seminars are eligible for reimbursement.

Councillors who are required to attend more than one meeting a day at a meeting site and choose not to travel from the meeting site to their place of residence in between meetings are eligible for a meal reimbursement. For clarification, lunch time meals (noon) for Council, Finance and Policy and Strategy Committee ~~Committee of the Whole~~ meetings are not eligible for reimbursement.

The Mayor, Deputy Mayor or Councillor whose eligible expenses are expensed on one individual corporate credit card must not be claimed by the Council member separately but will be expensed to their individual account.

### 3.3 Ineligible Expenses

- Personal expenses including, but not limited to, movies, other entertainment, personal calls, personal products, travel cost not related to the event, alcoholic beverages and recreational drugs.
- Expenses for a spouse/partner

### 3.4 Expense Claim Procedure

Expenses shall be reimbursed in accordance with the Personnel Policy, Policy MDL-51, including claim forms and limits. For further clarification, expenses incurred and submitted for payment by the Mayor, Deputy Mayor or a Councillor shall be authorized for payment by the Chief Administrative Officer. Expenses incurred and submitted by the Chief Administrative Officer shall be authorized for payment by the Mayor or Deputy Mayor in the Mayor's absence.

## 4.0 OTHER EXPENSES

The Mayor and Deputy Mayor shall be provided with a Municipally-owned mobile device ~~Electronic Device (i.e. BlackBerry, I-Phone)~~ during ~~his or her~~ their term as Mayor and/or Deputy Mayor. The Municipality will absorb the capital and operating expense of the mobile device ~~Electronic Device (i.e. BlackBerry, I-Phone)~~. If the Mayor or Deputy Mayor chooses to have a personal mobile device ~~Electronic Device (i.e. BlackBerry, I-Phone)~~ and use it for municipal purposes, the Municipality will reimburse them an amount equivalent to the rate the Municipality would incur if the mobile device ~~Electronic Device (i.e. BlackBerry, I-Phone)~~ were municipally owned.

## 5.0 REPORTING OF EXPENSES

An expense report, which includes remuneration for the Mayor, Deputy and Councillors, and expenses incurred by the Mayor, Deputy Mayor, a Councillor and the Chief Administrative Officer must be prepared within 90 days of the end of each fiscal quarter and shall be posted on the Municipal website quarterly.

An annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30<sup>th</sup> of each year.

## 6.0 REVIEW OF POLICY

Council shall review this policy by January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act* and make a motion to re-adopt the policy or amend the policy.

**57.0 REPEAL OF POLICY MDL-03 – REMUNERATION, EFFECTIVE NOVEMBER 6, 2008**

Policy MDL-03, Remuneration, effective November 6, 2008, is hereby repealed.

<b>Clerk’s Annotation for Official Policy Book</b>	
Date of Notice to Council Members off Intent Repeal and Consider	<u>April 27, 2011</u>
Date of Adoption	<u>May 10, 2011</u>
Date of Notice to Council Members of intent to consider amendments	
Date of Passage of Amendments	
I certify that this MDL-03 “Council Members’ <i>Remuneration and Expenses</i> ” policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

**SCHEDULE “A”**

1) ~~Annual Councillor’s Remuneration (November 2008)~~

<del>Councillor</del>	<del>*\$21,489.00</del>
<del>Deputy Mayor</del>	<del>*\$28,672.00</del>
<del>Mayor</del>	<del>*\$40,960.00</del>

~~\*Remuneration includes tax free expenses and is adjusted accordingly for CPI~~

2) ~~Travel Allowance~~ 44 cents per kilometer

*With Changes made.*

May 10, 2011

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**  
**POLICY**

Title: <b>Council Members' Remuneration and Expenses</b>	
Policy No. <b>MDL-03</b>	
Effective Date: May 10, 2011	Amended Date:

**1.0 REMUNERATION****1.1 Mayor – MGA Section 23(1)(d)(i)**

The annual remuneration to be paid to the Mayor shall be as approved by motion of Council.

**1.2 Deputy Mayor – MGA Section 23(1)(d)(ii)**

The annual remuneration to be paid to the Deputy Mayor shall be as approved by motion of Council.

**1.3 Councillors – MGA Section 23(1)(d)(iii)**

The annual remuneration to be paid to Councillors shall be as approved by motion of Council.

**2.0 TRAVEL EXPENSES WHILE ON MUNICIPAL BUSINESS****2.1 Annual Budget**

Council shall establish an annual Travel Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon experience and available budget. Each member of Council, including the Mayor and Deputy Mayor, shall be accountable for the usage of this funding and make travel decisions based upon their individual budget available.

**2.2 Eligible Travel Expenses**

Councillors, the Mayor and Deputy Mayor who utilize their personal vehicles on travel assignments, which shall include:

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- Council business outside of their District but within Lunenburg County;
- Council business outside of Lunenburg County but within Nova Scotia as approved by the Mayor; or,
- Council business outside of Nova Scotia, as approved by the Council.

### **2.3 Non-Local Travel**

If travel to an event involves choice between vehicle travel and air or some other form of travel, the Councillor will be reimbursed for the lowest cost option, regardless of the option they have used.

All forms of transportation will be economy class.

If an elected official, for their own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

### **2.4 Mileage Rate**

The rate per kilometer as a travelling allowance for all elected officials shall be approved at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.

## **3.0 EXPENSES – MGA, Section 23(3)**

### **3.1 Annual Expense Budget**

Council shall establish an annual Expense Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon past experience and available budget. Each member of Council shall be accountable for the usage of this funding and make expense decisions based upon their individual budget available.

### **3.2 Eligible Expenses**

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Seminars, courses and conferences shall meet the following criteria in order for reimbursement of expenses associated with the same:

- Request must be made in writing. The Councillor, Mayor or Deputy Mayor must provide a written brief outlining the benefits of the course, conference or seminar;
- The course, conference or seminar must be related to Municipal Government.
- The course must be completed prior to the next Municipal Election date.
- Budget funds must be sufficient to cover the costs of training.

Nova Scotia Federation of Municipalities (NSFM) and Federation of Canadian Municipalities (FCM) conferences or seminars are eligible for reimbursement.

Councillors who are required to attend more than one meeting a day at a meeting site and choose not to travel from the meeting site to their place of residence in between meetings are eligible for a meal reimbursement. For clarification, lunch time meals (noon) for Council, Finance and Policy and Strategy Committee meetings are not eligible for reimbursement.

The Mayor, Deputy Mayor or Councillor whose eligible expenses are expensed on one individual corporate credit card must not be claimed by the Council member separately but will be expensed to their individual account.

### **3.3 Ineligible Expenses**

- Personal expenses including, but not limited to, movies, other entertainment, personal calls, personal products, travel cost not related to the event, alcoholic beverages and recreational drugs.
- Expenses for a spouse/partner

### **3.4 Expense Claim Procedure**

Expenses shall be reimbursed in accordance with the Personnel Policy, Policy MDL-51, including claim forms and limits. For further clarification, expenses incurred and submitted for payment by the Mayor, Deputy Mayor or a Councillor shall be authorized for payment by the Chief Administrative Officer. Expenses incurred and submitted by the Chief Administrative Officer shall be authorized for payment by the Mayor or Deputy Mayor in the Mayor's absence.

#### **4.0 OTHER EXPENSES**

The Mayor and Deputy Mayor shall be provided with a Municipally-owned mobile device during their term as Mayor and/or Deputy Mayor. The Municipality will absorb the capital and operating expense of the mobile device. If the Mayor or Deputy Mayor chooses to have a personal mobile device and use it for municipal purposes, the Municipality will reimburse them an amount equivalent to the rate the Municipality would incur if the mobile device were municipally owned.

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An annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30<sup>th</sup> of each year.

#### **6.0 REVIEW OF POLICY**

Council shall review this policy by January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act* and make a motion to re-adopt the policy or amend the policy.

#### **7.0 REPEAL OF POLICY MDL-03 – REMUNERATION, EFFECTIVE NOVEMBER 6, 2008**

Policy MDL-03, Remuneration, effective November 6, 2008, is hereby repealed.

**Clerk's Annotation for Official Policy Book**

Date of Notice to Council Members  
off Intent Repeal and Consider April 27, 2011

Date of Adoption May 10, 2011

Date of Notice to Council Members of  
intent to consider amendments

Date of Passage of Amendments

I certify that this MDL-03 "Council Members' *Remuneration and Expenses*" policy was  
adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date



# Municipality of the District of Lunenburg

## MEMORANDUM

TO: Mayor and Municipal Council Members

FROM: Sherry Conrad, Municipal Clerk

DATE: October 17, 2018

RE: **Proposed Amendments to Policy MDL-43  
“Community Grants Program / Sponsorship Request”**

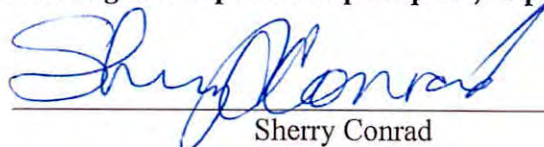
The Policy and Strategy Committee, in session on October 16, 2018, reviewed proposed amendments to Policy MDL-43 “Community Grants Program / Sponsorship Request”, specifically to the National/Provincial Event Grant. The amendments rename the grant to the “Community Grant” and allows the category to be broader into who applies as it removes the requirement for endorsement by a national/provincial governing organization, puts a limit on the amount of the grant and specifies that applicants are not eligible to receive additional Municipal funding for the same event. This amendment was also made to the Events Promotion Grant. The Committee suggested an amendment to Schedule L “Elite Athlete Travel” grant which requires that the applicant make a report to Council upon conclusion of their event.

The Committee made a motion to recommend the proposed amendments to Policy MDL-43 to Council for approval, as presented and amended, and gave notice to Council of its consideration of approval.

Section 48(1) of the *Municipal Government Act* states, “Before a policy is passed, **amended** or repealed, the Council shall give at least seven days notice to all council members.” Therefore, in accordance with Section 48(1), the attached amended Policy MDL-43 Community Grants Program / Sponsorship Request, which includes all the recommended changes, will be presented for Council’s approval at the October 23, 2018 Council session. The Policy and Strategy Committee meeting of October 16, 2018 was hereby considered as Council’s notice.

If Council approves of the attached Policy amendments, the following motion would be necessary.

**“That Municipal Council approve the proposed amendments to Policy MDL-43  
Community Grants Program / Sponsorship Request, as presented”.**

  
\_\_\_\_\_  
Sherry Conrad  
Municipal Clerk

/sac  
Attachment

## Municipality of the District of Lunenburg POLICY

Title: <b>Community Grants Program/Sponsorship Request</b>	
Policy No. <b>MDL-43</b>	
Effective Date: June 10, 2008, February 10, 2016	Amended Date: Sept. 9/08, Oct. 9/08, Jan 13/09, Nov. 10/09, April 13/10, April 9/13, Sept. 23/14, Sept. 22/15, Jan. 26/16, July 25/17

1. This policy is entitled "Community Grants Program/Sponsorship Request" and applies to Members of Municipal Council and Municipal staff. (amended Sept. 23, 2014)
  
2. **Purpose**
  - 2.1 The purpose of this Policy is to establish equitable guidelines for Council Members and Municipal Staff for the distribution of funds to not-for-profit and charitable organizations in the community.
  
  - 2.2 The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.
  
3. **Authority**

Authority is provided under *Section 65, Municipal Government Act*, as amended.
  
4. **Eligibility**

The following types of organizations are eligible for funding:

  - 4.1 Charitable organizations (e.g. foundations and charities);
  
  - 4.2 Global community service organizations ( e.g. VON, United Way);
  
  - 4.3 Membership based not-for-profit organizations that have a junior program (e.g. sport clubs, associations). Programs or capital projects that benefit an organization's junior program may be supported through the grant program; (amended Sept. 23, 2014)
  
  - 4.4 Community based organizations (e.g. community halls, sport groups, recreation groups, social groups).
  
  - 4.5 Any funding requests from community groups who have management agreements with the Municipality and any adjacent municipal units requesting funding to support their municipally owned recreation facilities will be processed through the budget and not through the grant policy. (amended Sept. 23, 2014)
  
5. **Grant Categories**
  - 5.1 **Annual Operating** - See *Schedule A* for criteria  
To provide assistance for annual operating costs. (amended Sept. 23, 2014)
  
  - 5.2 **Community Recreation Program** - See *Schedule B* for criteria

To provide assistance for the delivery of a new or expanded cultural, social, heritage and/or recreation program.

- 5.3 **Major Recreation Capital** – See *Schedule C* for criteria  
To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility and/or equipment for capital projects \$10,000 or more. (amended Sept. 23, 2014)
- 5.4 **Community Recreation Capital** – See *Schedule D* for criteria  
To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility and/or equipment for projects under \$10,000. (amended Sept. 23, 2014)
- 5.5 **National/Provincial Community Event** – See *Schedule E* for criteria  
To provide assistance for the hosting and/or the delivery of a National or Provincial event. (amended Sept. 23, 2014)
- 5.6 **Canada Day** – See *Schedule F* for criteria  
To provide assistance for the hosting of a community celebration on July 1<sup>st</sup> that recognizes Canada Day. (amended Sept. 23, 2014)
- 5.7 **Youth Travel** – See *Schedule G* for criteria  
To provide assistance to individuals, teams or groups of youth travelling to national competitions in sport or cultural events. (amended April 13, 2010, Sept. 23, 2014)
- 5.8 **Pro Kids Program** – See *Schedule H* for criteria  
To provide assistance to individuals, who reside in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport or cultural activities. (amended Sept. 23, 2014)
- 5.9 **Community Economic Development** – See *Schedule I* for criteria  
To provide assistance for the development of projects, events or initiatives that promote the area and foster community economic growth. (amended April 9, 2013, Sept. 23, 2014)
- 5.10 **Sponsorship Ad/Donation of Prizes Requests** – See *Schedule J* for criteria  
To provide assistance for advertising to local, not-for-profit organizations for projects, events, or initiatives that benefit residents of and are within the mandate of the Municipality. (amended Sept. 23, 2014)
- 5.11 **Remembrance Day Grant** – See *Schedule K* for criteria  
To provide assistance for hosting a community event on November 11<sup>th</sup> in recognition of our Veterans and those currently serving our country. (amended Sept. 23, 2014)
- 5.12 **Elite Athlete Travel Grant** – See *Schedule L* for criteria  
To provide assistance to elite athletes in Lunenburg County with their travel when competing at International events. (amended Sept. 23, 2014)
- 5.13 **Leadership Training Grant** – See *Schedule M* for criteria  
To provide assistance to volunteers seeking training that will continue to expand the programs, services and activities provided by community organizations. (amended Sept. 23, 2014)
- 5.14 **Events Promotion Grant** – See *Schedule N* for criteria  
To provide assistance for event promotions that will see participants and spectators attend from outside the District. (amended July 25, 2017)

## 6. General Information

- 6.1 Municipal Council sets funding limits and annual budget allotments for each grant category.
- 6.2 Applicants shall complete the appropriate Municipal application form and provide the requested documentation.
- 6.3 Application deadlines and expiry periods may apply.
- 6.4 Funding frequency is limited within each grant category.
- 6.5 All applications except for youth travel, P.R.O. Kids, community recreation program, community recreation capital, community economic development, leadership training and events promotion (not to exceed \$2,500) are approved by Council, and applicants will be notified by letter of approval or denial. This letter will state any terms and conditions that apply to the grant approvals, (amended Nov. 10, 2009, Sept. 23, 2014, July 25, 2017)
- 6.6 (amended April 9, 2013 and deleted Sept. 23, 2014)
- 6.7 Applications for youth travel, community recreation program, community recreation capital and leadership training are reviewed and approved by either the Recreation Director or Program Co-coordinator, with notification to all Councillors. Applications for community economic development and events promotion (under \$2,500) are reviewed and approved by the Economic Development Officer with notification to all Councillors. [amended Nov. 10/09, April 13/10, Sept. 23, 2014, July 25, 2017]
- 6.8 Applications for sponsorship ad requests are reviewed by staff for mandatory criteria. Only those applications that meet the mandatory criteria, as outlined in *Schedule J*, shall be forwarded to the Audit and Finance Committee for approval, within the allotted budget. Requests for \$100 or less are approved at the staff level [amended April 9,13, Sept. 23/14, Jan. 26/16].
- 6.9 Applications for P.R.O. Kids are reviewed by the P.R.O. Kids Administrator or alternate. (Amended Sept. 23, 2014)
- 6.10 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 6.11 A financial statement and pertinent documentation must be filed with the Municipality following the completion of the project.
- 6.12 The Municipality reserves the right to deny any application deemed not within its mandate.
- 6.13 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 6.14 The following are the evaluation criteria that will be applied when reviewing grant applications:
  - A. Project/program fits within the mandate (vision/mission) of the Municipality.
  - B. Organization is a not-for-profit group.
  - C. Program, event, facility is for a public community purpose.
  - D. A financial need is demonstrated.
  - E. The organization is sourcing other funding partners.
  - F. The grant proposal is economically viable.

- G. The project/program brings value to the residents of the Municipality.
- H. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
- I. The facility, program, event provides a good return on investment. The application has demonstrated that they will recognize the Municipality's contribution.
- J. The organization has demonstrated long-term sustainability.
- K. The applicant has demonstrated its own commitment to the project (i.e. financial, in-kind donations). (amended Sept. 23, 2014)

7. Policies MDL-13, approved October 9, 2001, MDL-14, approved October 9, 2001 and MDL-30, approved December 13, 2005 are hereby repealed and replaced with new Policy MDL-43.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Adoption:	<u>June 10, 2008</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>September 16, 2014</u>
Date of Passage of Amendments:	<u>September 23, 2014</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>September 15, 2015</u>
Date of Passage of Amendments:	<u>September 22, 2015</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>January 19, 2016</u>
Date of Passage of Amendments:	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Consider Amendment:	<u>July 18, 2017</u>
Date of Passage of Amendments:	<u>July 25, 2017</u>
I certify that this " <i>Community Grants Program/Sponsorship Request</i> " was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

## Schedule E

### NATIONAL/PROVINCIAL COMMUNITY EVENT

The Municipality of the District of Lunenburg offers a **National/Provincial Community** Event Grant to assist community organizations in hosting and/or delivery of **National/Provincial Community** Events within or in close proximity to the District.

#### Funding Use

- An event recognized Nationally/Provincially or that will attract participants from beyond the District.

#### Eligibility

- Only not-for-profit organizations are eligible for funding
- Applicants must demonstrate the need for financial assistance
- Council must deem the event to be within its mandate
- Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
- ~~The event must be endorsed by the national/provincial governing organization~~
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event
- Applicants are not eligible to receive additional Municipal funding for the same event.
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

#### Procedures

- A completed, signed application form is required
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Council will determine the number of **National/Provincial Community** Events it will support in a given year
- Applications not to exceed \$1,000 will be approved by the Director of Recreation and notification sent to Council.
- Applications greater than \$1,000 will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Municipal Council for approval (amended Jan. 26/16)
- Applications will be handled on a first come, first serve basis.
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor ( e.g. brochures, programs, advertisements)  
(amended Sept. 23, 2014)

#### Funding

- To be determined by Council but not to exceed one third of the event costs, to a maximum of \$2,000
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget.
- The grant may be issued in advance with sufficient documentation

## **Schedule F** **CANADA DAY**

The Municipality of the District of Lunenburg offers a Canada Day Grant to assist community organizations in the delivery of a Canada Day Celebration.

### Funding Use

- A community celebration that recognizes Canada Day  
(amended Sept. 23, 2014)

### Eligibility

- Must be a not-for-profit organization that serves the residents of the Municipality of the District of Lunenburg
- A public event that contributes to the residents where the need for financial assistance is demonstrated
- Project must be completed within the time line indicated
- Municipality reserves the right to determine the number of Canada Day celebrations it will support throughout the Region

### Procedures

- A completed, signed application form is required
- Applications must be received by March 1, and may be granted annually
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Applications will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Municipal Council for approval (amended Jan. 26/16)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. brochures, programs, advertisements)  
(amended Sept. 23, 2014)

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$1,200.00  
(amended Sept. 22, 2015)
- The grant may be issued in advance with sufficient documentation

**SCHEDULE J**  
**SPONSORSHIP AD REQUESTS/DONATION OF PRIZES** [amended April 9, 2013]

The Municipality of the District of Lunenburg offers support for advertising or fundraising to local, not-for-profit organizations for the promotion of events, programs, or initiatives that are of direct benefit to residents of the Municipality and are within the general mandate of the Municipality as a whole.  
(amended Sept. 23, 2014)

Eligibility

- Any community group that wishes to apply for a Sponsorship Ad or Donation of prizes Request from the Municipality of the District of Lunenburg in an amount greater than \$100.00 shall complete the 'Sponsorship Ad/Donation of Prizes Request Application Form'.
- Requests in amounts of \$100.00 or less shall submit a written request to the Recreation Department in place of the Application Form. An e-mail is acceptable.
- To be successful, an application must meet the mandatory criteria as described in the 'Sponsorship Ad/Donation of Prizes Request Evaluation Form', regardless of the amount requested.
- Applications shall be received throughout the year, and approved as the Sponsorship Ad/Donation of Prizes Request budget allows and upon availability of prizes. Requests shall be approved on a first-come, first-serve basis.
- Organizations shall only be approved for a maximum of \$500.00 per year, which includes a combination of cash and prize value.
- Requests must be received by Staff at least one month prior to the date that funds are required.  
(amended Sept. 23, 2014)

Procedures

- The **Audit and** Finance Committee shall develop the mandatory criteria by which the applications shall be reviewed by staff.
- Upon receipt of an application for a Sponsorship Ad or Donation of Prizes for any amount, the Recreation Director or Program Co-ordinator shall review applications against the mandatory criteria.
- Staff will deny those applications that do not meet the mandatory criteria.
- Staff will approve grants or prize donations under the value of \$100.00.
- All other applications shall be referred to the **Audit and** Finance Committee.
- The **Audit and** Finance Committee has the authority to approve sponsorship ad grants or prize donation requests up to the maximum cash or prize value.
- Once a sponsorship ad request or donation of prize request has been approved, Recreation Staff will arrange for the pickup of either the cheque or prize(s).  
(amended Sept. 23, 2014, Jan. 26, 2016)

## **Schedule K** **REMEMBRANCE DAY**

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to provide assistance for the hosting of a community event on November 11<sup>th</sup> in recognition of our veterans and those currently serving our country.

### Funding Use

- A community celebration on November 11<sup>th</sup> that recognizes Remembrance Day

### Eligibility

- Must be a not-for-profit organization that serves the residents of the Municipality of the District of Lunenburg
- A public event that contributes to the residents where the need for financial assistance is demonstrated
- Project must be completed within the time line indicated
- Municipality reserves the right to determine the number of Remembrance Day events it will support throughout the Region

### Procedures

- A completed, signed application form is required
- Applications must be received by June 1, and may be granted annually
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)
- Applications are approved by the **Audit and** Finance Committee (amended Jan. 26/16)

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$250.00
- The grant may be issued in advance with sufficient documentation (amended Sept. 23, 2014)

## **Schedule L** **ELITE ATHLETE TRAVEL**

The Municipality of the District of Lunenburg offers an Elite Athlete Travel Grant to assist individuals, teams or groups with travel expenses when competing at International events. An elite athlete is defined as a person who commits significant time to training and competing in their sport as either an individual or team member, and is recognized by their National Sporting Association as a representative of Canada eligible to compete at the highest level internationally.

### Funding Use

- Funding can be used only towards travel costs (e.g. flight, accommodations, meals)
- Funds cannot be used to attend training
- Funds cannot be used towards travel that occurred before the application was submitted
- Funds cannot be used towards the travel costs for people accompanying the athlete

### Eligibility

- An elite athlete as defined above
- A resident within Lunenburg County
- A member of the National Sporting Association
- Travelling to compete at an International Event
- If an elite athlete is under suspension, sanction or investigation for an anti-doping rule violation they would not be eligible for funding
- Only one application can be submitted per athlete per fiscal year

### Procedures

- A completed, signed application form is required
- Applicants must submit a proposed budget, including total revenues from all sources
- Applicants must include a letter from their National Association confirming the eligibility of the athlete and how the proposed travel and competition will assist their progression through the elite pathway in their sport
- Applications will be reviewed by the **Audit and Finance** Committee and a recommendation will be forwarded to Council for approval (amended Jan. 26/16)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor ~~(e.g. thank you letter)~~ and make a report to Council upon the conclusion of their event.

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$2,000
- Copies of receipts will be required to confirm the actual expenditure on travel and accommodations along with a list of revenue sources

(amended Sept. 23, 2014)

## **Schedule N** **EVENTS PROMOTION**

The Municipality of the District of Lunenburg offers an EVENTS PROMOTION GRANT to assist Not for Profit organizations in hosting and/or delivering Events within or in close proximity to the District.

### **Grant Purpose:**

- The primary purpose of the EVENTS PROMOTION GRANT is to attract new large-scale events to the area that demonstrate a net Economic Impact to the District of Lunenburg.
- Existing Events may apply to the EVENT PROMOTION GRANT but they must demonstrate how the funds will allow the event to expand, increase the economic impact to the area and attract new visitation to the area.

### **Funding Use**

- An event that will attract participants and spectators from the District and beyond.

### **Eligibility**

- Only not-for-profit organizations are eligible for funding.
- Events can be within or in close proximity to the District.
- New events must demonstrate true economic impact to the District.
- Existing events must demonstrate how the funds will allow the event to expand, increase the economic impact and attract new visitors.
- Applicants must demonstrate the need for financial assistance.
- Council must deem the event to be within its mandate.
- Applicants must demonstrate that the project contributes to the community and can be completed within the timeline indicated.
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event.
- Applicants must agree to recognize the Municipality of the District of Lunenburg for its contribution (e.g. logo, banner, public announcement, sign).
- Applicants are not eligible to receive additional Municipal funding for the same event.

### **Procedures**

- A completed, signed application form is required.
- Applicants must submit a proposed program budget, including total revenues from all sources.
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community.
- Applicants will need to include how the event provides economic impact to the District.
- Applications not to exceed \$2,500 will be approved by the Economic Development Officer and notification sent to Council.
- Applications greater than \$2,500 will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Municipal Council for approval.
- Applications will be handled on a first come first serve basis.

*Policy MDL-43*

- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. logos, brochures, programs, advertisements).

Funding

- Applicants are eligible for up to one third (1/3) of the total cost of the project to a maximum of \$20,000.
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget.
- The grant may be issued in advance with sufficient documentation.

(amended July 25, 2017)



**NATIONAL/PROVINCIAL COMMUNITY EVENT GRANT**

**APPLICATION FORM**

Please complete and return to Lunenburg Municipal Recreation Department at least one year prior to event by April 30.

\_\_\_\_\_  
Name of Organization applying

\_\_\_\_\_  
Contact Person Position

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Business telephone Home telephone Email Website

\_\_\_\_\_  
Event name and date(s)

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

\_\_\_\_\_  
Expected number of participants \_\_\_\_\_ and spectators \_\_\_\_\_

\_\_\_\_\_  
Describe the event  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Describe the benefits of the event to the local community  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Describe any partnership with local organizations  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# MUNICIPALITY OF THE DISTRICT OF LUNENBURG

## *REQUEST FOR DIRECTION*

**REPORT TO:** Policy and Strategy Committee  
**SUBMITTED BY:** Trudy Payne, Deputy CAO  
**DATE:** October 9, 2018  
**RE:** Cost Share Agreement – Subdivision Streets

**ORIGIN** Council

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### **RECOMMENDATION**

**that Municipal Council accepts the recommendation of the Policy & Strategy Committee and approves the following prioritized list of roads for the 2019/20 Cost-Sharing Program for Subdivision Streets: Stonehurst, Fort Point, and Pentz.**

### **EXECUTIVE SUMMARY**

The Municipality has received correspondence from Transportation & Infrastructure Renewal (TIR) pertaining to the cost sharing of Subdivision streets for the upcoming fiscal year. In the letter it states that “the Department of Transportation and Infrastructure Renewal (TIR) expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2019-20 construction season.” They are looking for the Municipality to submit their list of eligible roads that the Municipality will cost share with the Province for the 2019-20 fiscal year, which must be submitted by October 31, 2018.

Following the 2016 Municipal Election, Municipal Council identified making improvements to roads a key priority for the Municipality. A report was submitted at the October 17, 2017 Policy and Strategy Committee meeting which discussed adopting a road policy and

prioritizing roads (attached). As a result, Policy MDL-75 was adopted on October 24, 2017 titled Road Improvement Policy (attached).

At the October 24, 2017 Council meeting, Council also made the following motion:

“that Municipal Council accepts the recommendation of the Policy & Strategy Committee and approves the following prioritized list of roads for the 2018/19 Cost-Sharing Program for Subdivision Streets: Stonehurst, LaHave Area (Fort Point/Pentz) and Dawson Heights.”

Under the section titled Prioritization of Policy MDL-75, it states “priorities for improvement will be set annually by Council based on the following criteria:

- 4.1 road Condition;
- 4.2 usage, as defined by the provincial Paving Priority Point System;
- 4.3 roads prioritized for funding the previous fiscal year where the improvement was not completed;
- 4.4 proximity to other high priority roads, so as to minimize disruption and achieve cost savings;
- 4.5 proximity to other planned road work by other public entities, so as to minimize disruption and achieve cost savings; and,
- 4.6 circumstances where it would be to the Municipality’s benefit for operational, economic development or other reasons.”

In the 2018/19 fiscal year, \$560,000 was budgeted as the Municipality of the District of Lunenburg’s share to pave the bundle of roads that was approved which involved the Stonehurst Bundle. The only road within this bundle TIR agreed to cost share this year was the South Side Road. The Municipality did make a motion to increase the cost sharing percentage up from the regular 50%, in order to progress the paving of the Stonehurst Road and the Tanner Road, which was included in this bundle. However, the Province was unable to commit to the funding required to complete the Stonehurst Bundle this fiscal year.

The tender for the South Side Road was issued in September 2018 by TIR. On October 1, 2018, the Municipality received correspondence from TIR stating the bids received for the South Side Road was about 45% higher than estimated. In the letter received from TIR it stated, “As per section 6.2 of the Cost Share Agreement 2018-015, the Province is required to notify the Municipality in writing of any cost overruns of more than 10% on approved projects for the current fiscal year.” The estimated cost was \$275,000 and the price came in at \$399,000, with MODL’s share now being \$199,500. At the October 2,

2018 Special Council meeting, Council agreed to pay the \$199,500, an additional \$62,000 more than expected. Council did budget \$560,000 for the entire bundle to be completed this year. This means there would be \$360,500 remaining in the road capital budget for 2018-19.

Following the current Policy, the roads that Council would be submitting as their priority for 2019-20 would be the completion of the remaining 2018/19 prioritized roads.

The concept of putting roads in bundles on the surface makes good sense, especially if the Province would agree to cost share the bundle of roads in one given fiscal year. However, this has not been happening. Part of the reasoning behind the bundling of roads was based on the assumption that the Province would indeed pay 50% of the cost to pave the roads in one fiscal year, which would minimize disruption and achieve cost savings. This would then see the next bundle of roads on the priority list being paved the following year.

It is the recommendation of staff for Council to submit roads to the Province on a road by road basis, and not as a bundle. This would enable the Municipality to look at the list of roads that have the greatest need to be paved and submit the road(s) most in need. Based on estimated costs, Council can plan appropriately.

## **BUDGET IMPLICATIONS**

There would be no impact to the 2018-2019 fiscal year. If Council decides to proceed on prioritizing roads based on the condition of the road and using the Provinces Paving Priority Point System, appropriate funding would need to be allocated each year to the capital budget to cover the Municipality's cost share of 50% for paving the road(s), if the Province decides to pave the road(s) and cost-share with the Municipality.

## **STRATEGIC PLAN**

Investing in the improvement of roads in the Municipality was identified as a strategic priority in 2017/18.

## **WORK PROGRAM IMPLICATIONS**

Council will need to look at the list of roads and submit their priorities to TIR for the 2019-20 year and budget appropriately to cover MODL's 50% of the cost.

**ALTERNATIVE**

To not submit any priorities.

**COMMUNICATION CONSIDERATIONS**

Staff will communicate road priorities to NSTIR in advance of the October 31, 2018 deadline. Once TIR identifies which projects have been accepted, MODL will use existing communication channels including the website, Facebook Page, and Municipal Matters to communicate these improvements to MODL citizens.

**CONCLUSION**

A high-quality road network is critical for economic development, tourism, emergency response and quality of life for residents. MODL Council has identified improving roads as a strategic priority. The provincial cost-sharing program for subdivision roads is Council's most direct option for affecting road conditions in the Municipality.

Department: Administration

Report Prepared By: Trudy Payne, Acting Deputy CAO

Report Approved By: \_\_\_\_\_ Date \_\_October 8, 2018

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Jubille	0.32	Lunenburg West	6.1	4	0	0	2	0	POOR
The Point	0.79	Lun East	4.5	18	2	0	0	0	POOR
Hirtle	0.89	Lun East		26	0	1	0	0	POOR
Charlie Lane	1.20	Lun East	6.3	37	0	0	0	0	POOR
Spruce St	0.75	Lun East	7	21	1	0	0	0	POOR
Darby's Head	0.45	Lun East	4.8	20	0	0	0	0	POOR
Edgemount	0.13	Lun East	6.2	3	0	0	0	0	POOR
Bell Ave	0.25	Lunenburg West	6.6	18	0	0	0	0	POOR
Orphans Home	0.42	Lun East	5.1	18	0	0	0	0	POOR
Stonehurst	1.61	Lun East	5	25	0	0	0	3	POOR
Awalt	0.32	Lun East	6.3	8	0	0	0	0	POOR
Shore DR	1.10	Lunenburg West	5	25	0	0	0	0	POOR
Herring Rock	0.44	Lun East	3.8	10	0	0	0	0	POOR
Pernette Dr	0.30	Lunenburg West	5	4	0	0	0	0	POOR
Century DR	1.45	Lunenburg West	6.2	22	0	0	2	0	POOR
Villa Oaks	0.298	Lun East		6	0	0	0	0	POOR
Pentz	1.38	Lunenburg West	5	28	0	0	0	0	POOR
Robart St	0.27	Lun East		7	0	0	0	0	POOR
Enslow	0.50	Lun East	5.8	16	0	0	0	0	POOR
River	0.16	Lunenburg West	3.2	7	0	0	0	0	POOR
Forest View Dr	0.29	Lunenburg West	6.7	10	0	0	0	0	POOR
Cove	0.44	Lunenburg West	5	13	0	0	0	0	POOR
Old Blue Rocks	0.33	Lun East	4.8	8	0	0	1	0	POOR
Windward Ave	0.84	Lun East	6.5	27	0	0	0	0	POOR
Birch Hill	0.44	Lunenburg West	10	12	0	0	0	0	POOR
Bayview DR	0.17	Lun East	4	7	0	0	0	0	POOR
Delcon Ave	0.33	Lun East	5.8	7	0	0	0	0	POOR
Robar	0.33	Lunenburg West	5	9	0	0	0	0	POOR
Back Harbour	0.09	Lun East	5.3	0	0	0	0	0	POOR
Birch St	0.16	Lun East	6	10	0	1	0	0	POOR
Shore	0.42	Lun East	4.5/3	13	0	0	0	0	POOR

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
St. Peter's Hall	0.32	Lunenburg West	5.1	7	0	0	0	0	POOR
Wiles Lake	1.23	Lunenburg West	5	12	0	2	0	0	POOR
Southside	2.37	Lun East	5	31	0	0	0	0	POOR
Mckeen Point	0.11	Lunenburg West	5.6	2	0	0	0	0	POOR
Fort Point	0.64	Lunenburg West	5.6/4.7	6	0	0	0	0	POOR
Levi Hebb	2.48	Lunenburg West	4.8	20	1	0	0	0	POOR
Dean	0.69	Lunenburg West	6	7	0	0	0	0	POOR
DeLong Ln	0.36	Lun East	6.2/9.8	1	1	0	0	0	P/F
Hospital	1.15	Lun East	5.9/4.9	25	0	0	0	0	F/P
William Hebb	1.96	Lunenburg West	6/5.5	5	0	0	0	0	F/P
Weagle Dr	0.54	Lunenburg West	4.4/3.6	6	0	0	0	0	G/P/F
MacCulloch	0.67	Lun East	6.2	6	1	5	3	0	FAIR
School St	0.97	Lun East		16	1	0	0	0	FAIR
David Wile	0.64	Lunenburg West	6	6	0	0	4	0	FAIR
Harold Whynot	1.80	Lun East	5	33	2	0	2	0	FAIR
Dawson Heights	1.12	Lun East	6.3	27	2	1	0	0	FAIR
St. Augustine	0.13	Lunenburg West	6	5	0	0	0	1	FAIR
Dorey Dr	0.35	Lun East	6	10	0	0	0	0	FAIR
Riverside Heights	0.10	Lunenburg West		7	0	0	0	0	FAIR
Lester Getson	0.56	Lunenburg West	6.5	16	0	0	0	0	FAIR
The Lane	0.29	Lun East	5.5	12	0	0	0	0	FAIR
Oak	0.31	Lun East	5.6	12	0	0	0	0	FAIR
Faulkenham LN	0.28	Lun East	8.3	4	0	0	0	1	FAIR
Freeman Cres	0.37	Lunenburg West	4	12	0	0	0	0	FAIR
Church	0.25	Lunenburg West	5	4	0	0	0	1	FAIR
Hillside Dr	0.27	Lunenburg West	6.5	10	0	0	0	0	FAIR
Pearl ST	0.23	Lunenburg West	5.1	6	1	0	0	0	FAIR
Spidle	0.27	Lun East	5.2	7	0	0	0	0	FAIR
Ridgeview Dr	0.20	Lun East	7.4	7	0	0	0	0	FAIR
Garden View	0.06	Lunenburg West	3	2	0	0	0	0	FAIR
Forest Dr	0.33	Lunenburg West	10.8	12	0	0	0	0	FAIR

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Beech St	0.16	Lun East	6	7	0	0	0	0	FAIR
Whitman	0.13	Lunenburg West	4	4	0	0	0	0	FAIR
Joudrey Ave	0.33	Lun East	8.8	8	0	0	0	0	FAIR
Pilgrim Dr	0.18	Lunenburg West		4	0	0	0	0	FAIR
Bolivar Dr	0.45	Lun East	5	14	0	0	0	0	FAIR
Naugler's Div	0.20	Lun East	4.5	4	0	0	0	0	FAIR
Conrad	0.76	Lun East	4.8	14	0	0	0	0	FAIR
Mines 1 South	0.20	Lunenburg West		5	0	0	0	0	FAIR
Div 5	0.13	Lunenburg West	5	5	0	0	0	0	FAIR
Kaulback	0.09	Lun East	4.2	3	0	0	0	0	FAIR
Gail Ave	1.15	Lunenburg West	0.82/0.33	19	0	0	0	0	FAIR
Darius Wile	0.50	Lunenburg West	5	8	0	0	0	0	FAIR
Sea Fox	0.56	Lunenburg West	6	10	0	0	0	0	FAIR
Lakeview Haven	0.63	Lunenburg West	5	10	0	0	0	0	FAIR
Riverview Dr	0.18	Lunenburg West		3	0	0	0	0	FAIR
Harlow	0.33	Lunenburg West	4	5	0	0	0	0	FAIR
Old Mill	0.25	Lunenburg West	3.1	4	0	0	0	0	FAIR
Mercer Ave	0.20	Lun East	6	3	0	0	0	0	FAIR
Anglican Church Rd	0.24	Lun East		1	0	0	0	1	FAIR
Lohnes Dr	0.23	Lun East	5.5	3	0	0	0	0	FAIR
Shoreline Dr	0.49	Lun East	4.6	6	0	0	0	0	FAIR
Post	0.41	Lunenburg West	6.2	5	0	0	0	0	FAIR
Mill St	0.11	Lun East	5.6	1	0	0	0	0	FAIR
School House	0.82	Lunenburg West	3.5	6	0	0	0	0	FAIR
Tanner	0.22	Lun East		2	0	0	0	0	FAIR
Pulp Mill	0.54	Lun East	6.2	3	0	0	0	0	FAIR
Westside Dr	0.49	Lunenburg West	5.5	4	0	0	0	0	FAIR
Old Tk 3	0.77	Lun East	5	3	0	0	0	0	FAIR
Chesley Ln	0.32	Lun East	4.99	0	0	0	0	0	FAIR
Ross St	0.1	Lun East	8.8	0	0	0	0	0	FAIR
Conrad Div	0.08	Lun East		0	0	0	0	0	FAIR

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Burma Rd	0.09	Lun East	3	0	0	0	0	0	FAIR
Zwicker Mill	0.75	Lun East	5.7/6.5	15	2	0	0	0	GOOD
Blue Rocks Rd	0.905	Lun East		16	0	0	0	0	GOOD
Glendale Ave	1.17	Lunenburg West	6.2/9	29	0	0	0	0	Good
Back Harbour	0.12	Lun East	4.2	0	0	0	0	0	GOOD
Northwind	0.62	Lunenburg West	6	21	0	0	0	0	GOOD
Catidian	1.49	Lunenburg West		51	0	0	0	0	GOOD
Cross	0.52	Lunenburg West		9	0	0	0	0	GOOD
Owen	0.14	Lunenburg West	6.2	6	0	0	0	0	Good
Varner	0.47	Lun East	6.9/6.6	19	1	3	0	0	GOOD
Bluenose	0.72	Lunenburg West		21	0	0	0	0	GOOD
Naugler 2	4.75	Lun East	5.5	39	1	0	0	0	GOOD
Fire Hall	0.20	Lun East	5.5	5	0	0	0	0	GOOD
Rye Hill	0.37	Lun East	5.5	9	0	0	0	0	GOOD
Karen Dr	0.14	Lunenburg West	6.8	6	0	0	0	0	Good
Harris	0.14	Lunenburg West	6.2	6	0	0	0	0	Good
Genevieve	0.14	Lunenburg West	7.1	5	0	0	0	0	Good
John Arnold Ave	0.90	Lunenburg West	6.4/9	17	0	0	0	0	Good
Silver Point 1	1.9	Lun East	5.6	25	0	0	0	0	GOOD
Heckmans Island	5.42	Lun East	5.6/5	43	0	0	0	0	GOOD
Monk Point	1.07	Lun East	4.8	7	0	0	1	0	GOOD
Olive Dr	0.14	Lunenburg West	7.2	2	0	0	0	0	Good
Blue Jacket	0.07	Lunenburg West	6	1	0	0	0	0	GOOD
Pine Grove	6.9	Lun East		0	0	0	5	0	GOOD



Rural Public Transit for all is a core component of a sustainable community. GoRural Transportation Network proposes a Transit Solution built on traditional values and modern technology

# Rural Transit Solution

Transportation as a Service

Darren Nauss & Steve Lumb  
GoRural Transportation Network

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## Rural Transit Solution – Transportation as a Service (TaaS)

### Lunenburg County Pilot Proposal

#### Benefits of Public Transit

*“Transportation is a core component of a sustainable community”*

#### Economic Growth

- Increases access to employment opportunities
- Promotes local retail spending
- Offers a more affordable alternative for getting to work and/or education/training programs
- Provides jobs for those operating the system
- Reduces cost of delivering social services by municipal Community Services Departments; as clients can now use transit rather than relying solely on Department funded taxi services to get around

#### Social Well-Being

- Access social services
- Visit family members and friends
- Conduct shopping
- Engage in recreation, leisure and entertainment activities
  - Social outings
  - Farmers markets
  - Swimming pool
  - Provincial Park
  - The beach
- Provide “a vital lifeline” for a community.
- Access child and adult day care programs
- Connect to other forms of transportation

#### Healthcare

According to the American Public Health Association:

- “Research increasingly indicates that current transportation investments can have a profound impact on public health for the poor, the elderly, people with disabilities and other vulnerable populations... The public health community is strongly supportive of transportation investments that support the growth and establishment of health and equity in all communities...”

Being able to attend appointments is critical to

- Preventing health problems
- Managing health conditions effectively
- Avoiding relapses following treatment

It has been demonstrated that those with access to transportation are more likely to attend health appointments than those without access, and that missing a trip for routine care or preventive services



can often result in a medical trip that is more costly than the trip that was missed, including emergency transfer and hospitalization

Accessing social and recreational programs not only offers increased opportunities for physical activity but also for social interaction, further reducing the likelihood of social isolation and negative mental health.

People who have increased mobility are more likely to be able to live independent, healthier lives as a result.

### Environmental

- Reduces the number of vehicles on the roads
- Reduces greenhouse gas emissions
- Promotes multimodal mobility - walking, biking, rolling, etc...

## On-Demand Transportation Network

### Definitions:

- **On-demand** - available when a citizen wants or asks for something
- **On-demand transportation Network** – aka:
  - Demand-responsive service
  - Flexible transport services
  - Demand-responsive transit (DRT)
  - Micro transit
- An advanced, user-oriented form of public transport characterized by flexible routing and scheduling of small/medium sized vehicles operating in shared-ride mode between pick-up and drop-off locations, adjusting to passenger demands
- Systems typically provide a public transport service for areas of low passenger demand, such as rural areas, where a regular bus service would not be viable.

### Rural Transit Solution – Concept

Utilize technology and automation to coordinate a fleet of vehicles and drivers, providing on-demand and reserve Public Transit to citizens.

*“Let me break that down...”*

**Technology and automation** - Cloud and application based computing, which provides dynamic real-time scheduling and routing to effectively and efficiently accommodate public demand

**Fleet of vehicles and drivers** – Private, Public, and Community Assets. (Depending on business model and service area)

**On-demand and reserve Public Transit** - Citizens engage the service through a smartphone, smart device, or by calling a Centralized Dispatch Center



## Rural Transit Solution - Service Scenarios

### Bridgewater Public Transit – Complementary Service

1. Support fixed-route bus pilot by providing a solution for in-town ‘first & last mile’ service gaps

### MODL - Rural Transit Solution

2. A “spoke” to the “hub” of the fixed route/ fixed schedule Bridgewater Public Transit & Maritime Bus Pilots
3. A Rural Transit Solution for Lunenburg County (District of Lunenburg)

## Business Models for Providing Service to all 3 Scenarios

### Model 1: On-demand, non-dedicated fleet of vehicles (Ride Share)

- Contracted vehicles and drivers
  - GoRural Transportation Network Contract Drivers
  - Cooperating Taxi Companies
- Volunteer/Paid vehicles and drivers
  - Community Assets/Associations

### Model 2: On-demand, dedicated fleet of vehicles (Micro Transit)

- Dedicated vehicles and drivers
  - GoRural Transportation Network vehicles & salaried drivers
- Non-dedicated vehicles and drivers to service irregular spikes in demand
  - GoRural Transportation Network Contract Drivers
  - Cooperating Taxi Companies

### Model 1: (Ride Share) Advantages/Disadvantages

Advantages	Disadvantages
Low cost of start up	More drivers to manage
Short start up time	More vehicles to manage
	Greater risk to Quality of Service
	Increased risk of pilot failure
	Issues of scalability

### Model 2: (Micro Transit) Advantages/Disadvantages

Advantages	Disadvantages
Less drivers to manage	High cost of start up
Less vehicles to manage	Long start up time
More efficient use of Assets	
Dedicated salaried drivers	
High Quality of Service	
Decreased risk of pilot failure	
High degree of scalability	



## Benefits of Transit as a Service (TaaS)

### *(Micro Transit, Demand Responsive Transit)*

**Grow Ridership** - Promote use of existing fixed-route services by solving the first and last mile problem.

**Upgrade existing services** - Make legacy community group dial-a-ride and paratransit services on-demand and use vehicles more efficiently.

**Optimize Assets** - Replace underperforming fixed-route service with real-time demand response and use the savings to increase the frequency of fixed-route service in high-demand corridors.

**Aggregation of Riders** - Dynamically routing vehicles that are going from different origins to different destinations in real time — creates operational possibilities that were unimaginable only five years ago

**On-demand and dynamic** - The most successful micro transit services are on-demand — customers get rides when they want them — and fully dynamic, meaning there are no static routes or schedules.

**Data Collection and Actionable Intelligence** - Millions of data points can be generated from even a small service. Deriving actionable intelligence from data sets in real time will create a more efficient service the longer the service is deployed

## TaaS – Micro Transit - Next Steps

1. Pre-pilot service planning and modeling for Lunenburg County
2. Define the service model, determine costing and provide rides according to a service level agreement (SLA)
  - a. SLA is based on the following criteria:
    - Number of vehicles required to achieve a compelling Quality of Service (QoS) *(QoS is measured in terms of pickup and trip times)*
    - Amount riders pay per trip
    - Maximum number of riders in each vehicle
    - Definition of success in terms of:
      - Total ride volume *(ridership)*
      - Service productivity *(passengers/vehicle/hour)*
      - Cost-effectiveness
      - QoS

## TaaS – Ride Share - Next Steps

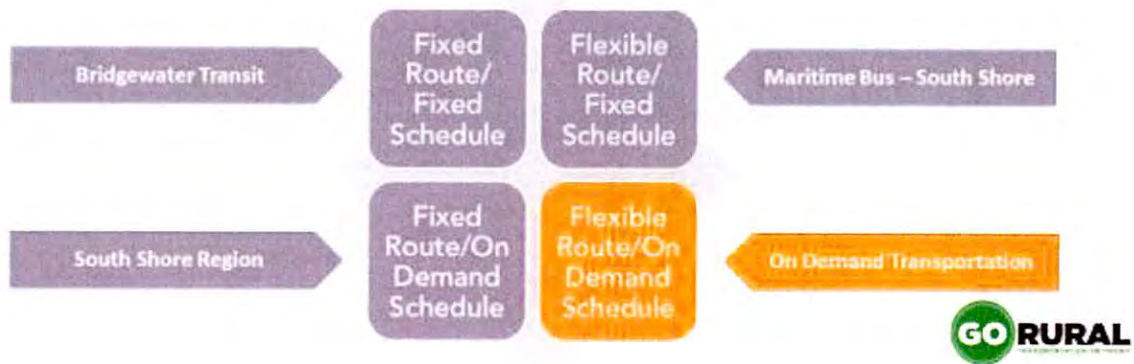
1. Secure ride share purveyors
  - a. GoRural Transportation Network Contract Drivers
  - b. Cooperating Taxi Companies
2. Establish relationships to provide Paratransit for Pilot

## Our Ask of You

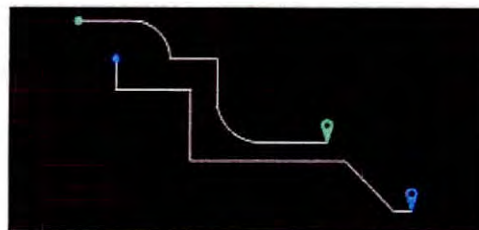
1. Determine best business model for pilot and/or full deployment
2. Investigate and determine funding programs for TaaS business models

Local Public Transportation Plus GoRural Proposal

**TRANSPORTATION MODELS**



**Traditional Taxis**



**On Demand Transportation**



# Municipality of the District of Lunenburg

## REQUEST FOR DECISION

REPORT TO: Council  
SUBMITTED BY: Sarah Kucharski  
DATE: October 23, 2018  
RE: Connection Chats: Proposal

The Municipality has made great strides in Internet connectivity since 2016. We see an opportunity to connect with residents to share our story of our success, and to answer their questions about Internet in the Municipality.

Rather than a formal town hall or open house, we'll invite residents to meet us for coffee at locations throughout the Municipality. Each event will take place from 3pm – 7pm, ensuring people can come during the day or evening, at their convenience. Dave Waters and Sarah Kucharski, along with the Mayor and any Councillors should they wish to attend, will chat with attendees informally about Internet project progress, share maps, answer questions, etc. The informal style will be accessible, and allow residents to ask personal questions about their residence.

We'll also film a short Q&A video with the Mayor at one of the events to post on Facebook.

- LCLC, Date TBD
- Rose Bay General Store, Date TBD, 3 – 7pm
- 2 Papa's New Germany, Date TBD, 3 – 7pm

### BUDGET IMPLICATIONS

Tactic	Cost
Newspaper ads	\$400
Radio ads	\$2,000
Facebook ads	\$400
Hall rental & refreshments	\$600
<b>Total</b>	<b>\$3,400</b>

What does success look like?

- Positive and accurate media coverage
- 60 attendees over 3 chats
- Positive feedback from attendees

Department: Administration

Report Prepared By: Sarah Kucharski Date: Oct 15, 2018

Report Approved By: \_\_\_\_\_ Date:

Reviewed By CAO: \_\_\_\_\_ Date:



# Municipality of the District of Lunenburg

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## REQUEST FOR DECISION

REPORT TO: Council  
SUBMITTED BY: Sarah Kucharski  
DATE: October 23, 2018  
RE: Municipal Awareness Week

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### **Municipal Awareness week is a public awareness campaign aimed at:**

- Promoting the importance of municipal government in peoples' daily lives;
- Encouraging citizens to participate in municipal government; and
- Increasing voter turnout rates during municipal elections.

## Actions for 2018

### **New for 2018: Community Council Meeting**

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The Municipality will go into the community to hold a Council meeting at a community centre. The agenda would be focused to include items of interest to the community.

Tuesday, November 27      7 p.m. – 9 p.m.      TBD

### **Your Government, Your Ideas**

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MODL's signature community meeting series is held every October and November. This year, two meetings coincide with Municipal Awareness Week. Join Council to hear about important projects within the Municipality, and to have the opportunity to contribute your ideas to Council's strategic projects.

Monday, November 19 7 p.m. – 9 p.m. Mahone Bay Centre  
Tuesday, November 20 7 p.m. – 9 p.m. New Germany Legion

### **Proclamation**

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Council will proclaim November 19 - 25, 2018 as Municipal Awareness Week.

## Social Media

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The MODL Facebook page will share surprising facts and interesting information about our Municipality all week.

## Print Ads

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Ads promoting specific initiatives (parks and open spaces, active transportation, tick awareness and Internet) will be placed in the local newspapers.

## Signage

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Branded signage will be posted on the lawn at 210 Aberdeen.

## MODL.ca

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The front page of modl.ca will feature an image that will link to a page where residents can learn more about MODL initiatives.

Department: Administration

Report Prepared By: Sarah Kucharski Date: Oct 15, 2018

Report Approved By: \_\_\_\_\_ Date:

Reviewed By CAO: \_\_\_\_\_ Date:



# Municipality of the District of Lunenburg

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

## MEMORANDUM

TO: Council

FROM: Sandy Mair-Dodman  
Acting Recreation Program Coordinator

DATE: September 30, 2018

RE: Mahone Bay Islands Conservation Association, Sponsorship Ad  
c.c. Tissy Bolivar, Acting Director of Recreation Services

### RECOMMENDATION

Municipal Council approve **\$500** under the Sponsorship Ad Grant for the Mahone Bay Islands Conservation Association, to assist them with their 16th Annual Gala Dinner and Auction taking place on Friday, November 9, 2018.

### Motion Required

### BACKGROUND

MODL has worked in partnership with MICA for many years. It is a non-profit organization that protects and conserves the natural environment of the island and shoreline of Mahone Bay and the traditional, social, and recreational opportunities valued by its various communities. It benefits municipal residents.

**MICA is requesting \$1000.** With a **\$1,000** sponsorship MICA will display the MODL name and logo on their website with a link to our website for the year. MODL will be promoted at the GDA and at other MICA events during the year and MODL will be provided with a framed certificate of appreciation. With a **\$500** sponsorship MODL will be listed in the event program under additional MICA financial contributors. MODL will also receive a thank you letter and certificate of appreciation. \$500 is the maximum that can be approved for the Sponsorship Ad Grant. Council provided the Association a grant in the amount of \$500 in 2017/18.

### BUDGET IMPLICATIONS

The total budget for the Sponsorship Account is \$3,000. \$1,520 has been spent to date. There is \$1,479 currently available in this account.

Sandy Mair-Dodman

smd

Sandy received June 29.



**MICA MISSION:**

To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.

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May 31, 2018

Municipality of the District of Lunenburg  
210 Aberdeen Rd.  
Bridgewater, NS  
B4V 4G8

Municipality of Lunenburg

JUN -7 2018

Re: 16<sup>th</sup> Annual MICA Gala Dinner and Auction

RECEIVED

Attn: Trudy Payne

Dear Trudy, *Trudy.*

We are very pleased to announce that our **16<sup>th</sup> Annual Gala Dinner and Auction (GDA)** will be held this year on Friday November 9th. This is our major fundraiser and we are writing to request a \$1000 contribution from your company to support **MICA** and this event.

We very much appreciate and thank **Municipality of the District of Lunenburg** for your past support which has been so important to **MICA's** acquisition successes.

**MICA is a volunteer organization and all funds raised are used to support Mahone Bay island and shoreline acquisitions, for conservation and for traditional public use.**

This past year we were very pleased to have signed a Stewardship Agreement with the Nature Conservancy of Canada (NCC) for Snake, Lynch and Quaker Islands (off Chester) and Sheep Island off Mahone Bay. **MICA** contributed \$100,000 towards this recent acquisition of Snake, Lynch and Quaker Islands by NCC. These four prime islands will now be conserved and available for traditional public use and are a very substantial addition to the **Mahone Islands Conservation Area.**

**MICA** also made significant progress towards the donation of two separate lots on Zwicker Island and approximately half of Ernst Island to the Province. These properties were generously donated to **MICA** and on closing this September will be owned by the Province with Stewardship responsibilities by **MICA.** They are another significant addition to the **Mahone Islands Conservation Area.**

Also last fall, **MICA** facilitated the very generous donation by the late Rudy Haase of two very important lots on **Moland Point,** to the Municipality of the District of Chester.

For your contribution of \$1,000:

- Your company name and logo will be on our web site with a link to your web site for the year.
- Your company will be promoted at the **GDA** and at other **MICA** events during the year.
- You will be provided with a framed certificate of appreciation.

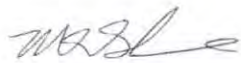
We believe you will take great pride from contributing to this legacy that you, your families, your employees, your customers, their families and future generations may enjoy.

Thank you for your consideration. If there are any questions, please contact any of the undersigned.

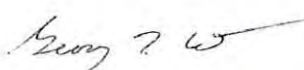
Yours sincerely, *and thank you Judy,*  
*John*

**MAHONE ISLANDS CONSERVATION ASSOCIATION**

**Corporate Sponsorship Committee**



**Martin Balcome**  
[Martin@bmiltd.ca](mailto:Martin@bmiltd.ca)  
902-543-4395



**Georg Ernst**  
[Georg.Ernst@ca.gt.com](mailto:Georg.Ernst@ca.gt.com)  
902-521-1140



**Bryan Palfreyman**  
[palfreyman@eastlink.ca](mailto:palfreyman@eastlink.ca)  
902-627-1091



**John Meisner**  
[john@abco.ca](mailto:john@abco.ca)  
902-634-8821

PO Box 427 | Mahone Bay | Nova Scotia | B0J 2E0 | [www.mahoneislands.ns.ca](http://www.mahoneislands.ns.ca)

**Enclosures:**

- a. MICA Fact Sheet
- b. 2017 MICA Corporate Supporters



# Mahone Islands Conservation Association

## **MICA MISSION:**

**To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.**

**MICA WEB SITE:**                [www.mahoneislands.ns.ca](http://www.mahoneislands.ns.ca)

## **MICA FORMATION:**

- Formed by local residents in the fall of 2002 in response to the accelerated private development of many of the Mahone Bay islands.
- Registered non profit society with charitable status.
- Volunteer Board of Directors and volunteer work efforts.

## **MICA PARTNERED ISLAND ACQUISITIONS and DONATIONS:** *(Reference photos on back)*

- **Andrews Island** - fall 2005
- **Backmans Island** - spring 2007
- **Covey Island** - spring 2007
- **Masons Island** (northern end) - fall 2007.
- **Long, Dry, Snipe and Centre Islands**- fall 2007 (donation by the Long Island Preservation Society)
- **Sacrifice Island** - spring 2009
- **Shag Island** - spring 2012
- **Bella Island** – fall 2013
- **Masons Island** (big cove and center) – fall 2014
- **Little Duck Island** – fall 2014
- **Squid Island** – spring 2015
- **Goat Island** – spring 2015 (donation by John McLennan family)
- **Zwicker Island property** – fall 2016 (donation by the Cluett family)
- **Zwicker Island property** – fall of 2016 (donation by the Court family)
- **Ernst Island property** – fall of 2016 (donation by the Reynolds family)
- **Snake, Lynch, Quaker Islands** – spring 2017, **MICA** supported NCC's acquisition of these islands
- **Moland Point** lots - fall of 2017, donated to Municipality of District of Chester by the late Rudy Haase through **MICA**.
- **Sheep Island** – spring 2018. **MICA** has Stewardship responsibility of this NCC owned island

## **MICA FINANCIAL CONTRIBUTIONS TOWARDS ACQUISITIONS:**

- **MICA** has contributed over \$1,300,000 towards the acquisition of the above properties.

## **MICA MEMBERSHIP:**

- **MICA's membership goal is that all who enjoy our islands are members.** \$10 per person. \$200 life.

## **MICA FUNDRAISING:**

- Annual Gala Fall Dinner and Auction. (GDA). This is our major annual fundraiser.
- Corporate Support program.
- Donations and financial campaigns for specific projects.

## **ISLAND OWNERSHIP:**

- Ownership of acquired islands resides with our major funding partner, the Province of Nova Scotia for all properties with the exception of Mason's northern end which is with the Municipality of the District of Lunenburg. Little Duck Island, and the Zwicker and Ernst Island properties are currently with **MICA**, Snake, Lynch, Quaker and Sheep Islands with the Nature Conservancy of Canada (NCC) and the Moland Point lots with the Municipality of the District of Chester.

## **ISLAND STEWARDSHIP:**

- **MICA** stewards the islands in partnership with the title holder to ensure their usage is monitored and respected.
- **MICA's stewardship goal is that the island users are the island stewards.**

**OUR ISLANDS:**



*Andrews I*



*Masons I Northern end*



*Backmans I*



*Covey Island*



*Sacrifice Island*



*Long, Dry, Centre, Snipe*



*Shag Island*



*Bella Island*



*Masons Island (big cove)*



*Little Duck Island*



*Squid Island*



*Goat Island*



*Zwicker Island lot*



*Zwicker Island lot*



*Ernst Island lot*

*\*Not shown: photos of Snake, Lynch, Quaker and Sheep Islands, and Moland Point lots.*

**YOU CAN HELP BY:**

- Joining **MICA**. Annual membership is \$10 per person, \$20 per family or \$200 for life membership
- Encouraging your friends to join.
- Making a general donation for future island acquisitions.
- Consider becoming a Corporate Supporter.

Together we are creating a legacy.....

Thank you for your support,

MAHONE ISLANDS CONSERVATION ASSOCIATION 54

April 2018



# SPONSORSHIP AD REQUEST

## APPLICATION FORM

For requests of more than \$100.

Please complete and return to District of Lunenburg Recreation Department.

Name of Organization Applying MAHONE ISLANDS CONSERVATION ASSOCIATION

Contact Person GEORGE ERNST Position TREASURER

Mailing Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_ Email \_\_\_\_\_

Charitable Registration # (if applicable) 876 725 300 RR 0001 N.S. Registry Joint Stock # (if applicable) \_\_\_\_\_

Describe advertising publications PERIODIC NEWSLETTERS TO MILA MEMBERS.

Anticipated start date \_\_\_\_\_ Number expected to be distributed in MODL \_\_\_\_\_

Describe the advertisement (attached proposed or previous program if possible):

INITIAL REQUEST WAS FOR \$1000 SPONSORSHIP FOR OUR UPCOMING CALM DIRECT AND AUCTION, PREVIOUSLY SENT.

Describe how the funds requested will be allocated (i.e. printing, administration costs, etc.):

FUNDS RAISED ARE DIRECTED TOWARDS ISLAND & PROPERTY ACQUISITIONS HOWEVER IN THIS CASE, \$500 MIGHT BE USED FOR ISLAND SIGNAGE.

Municipal funding requested \$1000. Include a proposed budget itemizing revenues and expenses.

Does your organization commit to provide any of the following:

- Recognize MODL or use the Municipal logo in the ad
- A proof for approval before printing.
- A copy of the final ad with the invoice.

*-YES FOR \$1000 POSSIBLY FOR SIGNAGE.*

Previous sponsorship ad approvals: \$ \_\_\_\_\_

May the District of Lunenburg give a direct donation to the organization if the sponsorship request does not meet our criteria?  Yes  No

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

Name (Print) JOHN MIZNER Signed \_\_\_\_\_

Position (Chair, Vice Chair, Secretary or Treasurer) CHAIR. Date JULY 10, 2018.

Mailing Address ABOVE john@above.ca

Telephone ABOVE E-mail Address (if applicable) \_\_\_\_\_

**\*\* Attach any additional supportive information \*\***

Return to: District of Lunenburg Recreation Department  
210 Aberdeen Rd.  
Bridgewater, NS B4V 4G8  
Fax: (902)527-1135  
For information: (902) 541-1343 email [recreation@modl.ca](mailto:recreation@modl.ca)