

**AGENDA
MUNICIPAL COUNCIL**

Bridgewater, NS

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

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – October 23, 2019
6. BUSINESS ARISING FROM MINUTES
7. NOMINATION & ELECTION BY BALLOT – DEPUTY MAYOR
[MDL-11 Policy – Deputy Mayor].....1-2
8. AWARDING OF TENDERS/RFPs
9. PRESENTATIONS/SCHEDULED TIMES
 - 9.1 Sherbrooke Lake Park Final Concept Design.....9:15 a.m. 3-44
10. CONSIDERATION OF CORRESPONDENCE (Nil)
11. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 11.1 Finance Committee.....45-46
 - 11.1.1 South Shore Field House Funding Request.....45, 47-52
 - 11.1.2 HR Shared Services Pilot Project.....45, 53-56
 - 11.1.3 Tax Relief – Damaged Property.....45, 57-58
 - 11.1.4 SSREN Asset Distribution45, 59-63
 - 11.1.5 New Administration Building – Fire Dispatch Services45, 64-65
 - 11.1.6 Designated Community Project Fund – Lunenburg Yacht Club.....45, 66
 - 11.1.7 Building Inspector Vehicle Replacements46, 67-68
 - 11.2 Nominating Committee
 - 11.2.1 Annual Appointments to Boards & Committees
12. STAFF REPORTS
 - 12.1 Recreation Department
 - 12.1.1 Hell’s Point Right of Way Investigation69-75
 - 12.2 Planning Department
 - 12.2.1 Ziegler Homes Ltd.-Municipal Road Conveyance.....76-85
 - 12.2.2 Development Agreement Application: Blockhouse Plan Area86
 - 12.3 Administration Department
 - 12.3.1 Dry Well Program87
13. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
 - 13.1 LCLC Update
 - 13.2 Deputy Mayor’s Update
 - 13.3 Mayor’s Update
14. IN CAMERA
 - 14.1 Contract Negotiations re Renaming Highway 10 under Section 22(2)(e) of the MGA
 - 14.2 Personnel Matter under Section 22(2)(c) of the MGA
15. ADJOURNMENT

Municipality of the District of Lunenburg POLICY

Title: Deputy Mayor	
Policy No. MDL-11	
Effective Date: November 6, 2008	Amended Date:

Purpose

This policy establishes rules governing the election of Deputy Mayor by the members of Council defines the duties of the Deputy Mayor and identifies the term of office.

Authority

Section 16, Municipal Government Act, as amended.

1 Term – MGA Section 16(2)

- a) The term of office of the Deputy Mayor shall be for one (1) year, and will expire at the call to order of the regular Council Session in November or when the term of office of the Council expires following a general municipal election, whichever comes first.
- b) The Deputy Mayor shall serve no more than one year within a four year term unless there are no other Council members wishing to fill this position.
- c) This term of one (1) year shall continue until this policy is amended, or otherwise changed.

2 Selection - MGA Section 16(1)

The Council shall select one of its members to be Deputy Mayor in accordance with this policy

3 Absence or Inability of Deputy Mayor– MGA Section 16(3)

The Deputy Mayor shall act in the absence or inability of the Mayor or in the event of the office of the Mayor being vacant.

4 Power and Authority of Deputy – MGA Section 16(5)

The Deputy Mayor has all the power and authority and shall perform all the duties of the Mayor when the Deputy Mayor is notified that the Mayor is absent or unable to fulfill the duties of Mayor or the office of the Mayor is vacant.

5 Effective Date

Policy MDL-11 approved on November 22, 2000 is hereby repealed and replaced with this amended Policy MDL-11, effective on the first Council session or Special Council session, whichever event occurs first following the general Municipal Election of October, 2008.

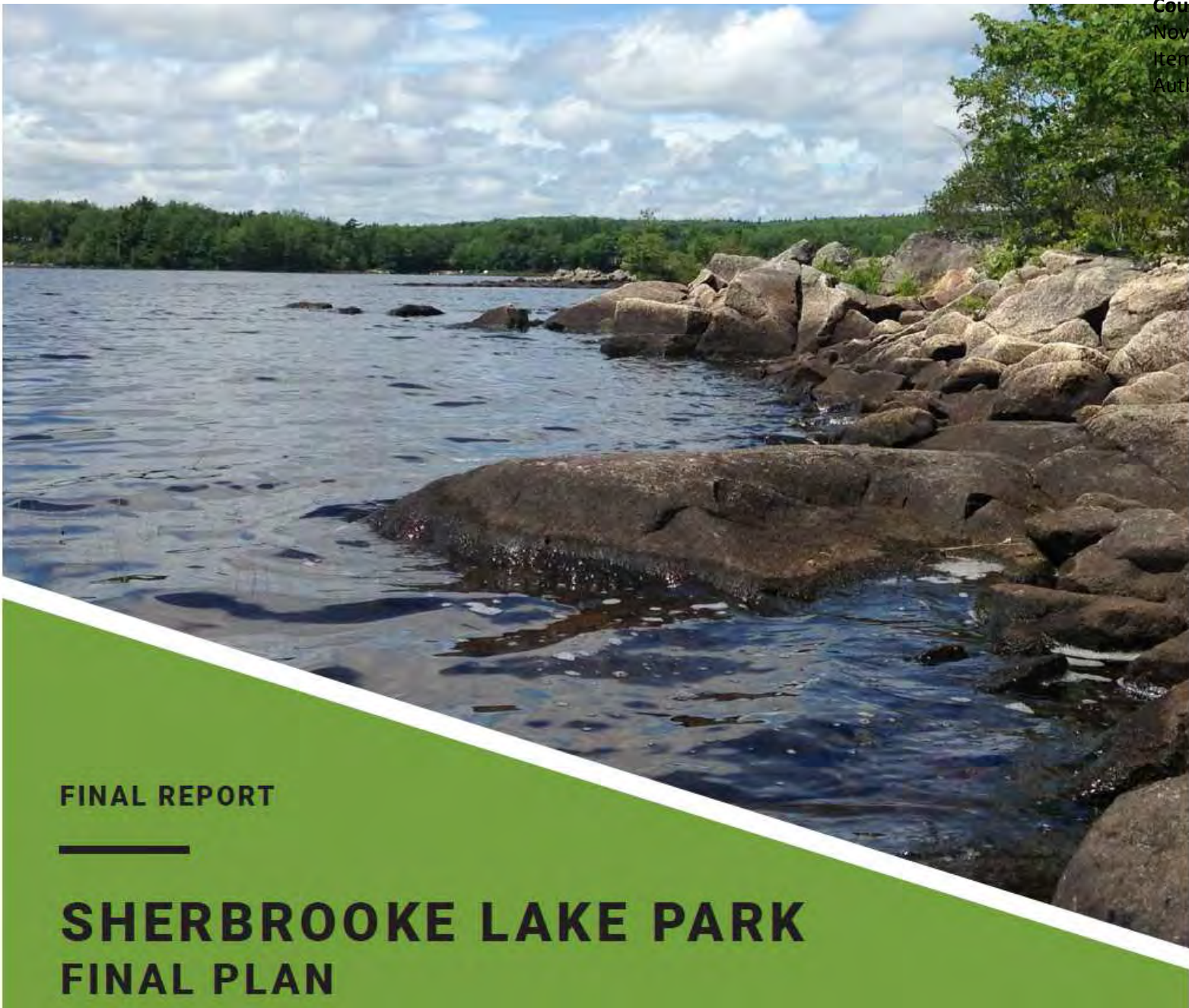
Clerk’s Annotation for Official Policy Book

Date of Adoption	<u>November 6, 2008</u>
Date of Notice to Council Members off Intent to Consider Amendments	<u>May 1, 2008</u>
Date of Passage of Amendments:	<u>May 13, 2008</u>

I certify that this “*Deputy Mayor*” policy was adopted by Council as indicated above.

Municipal Clerk

Date



FINAL REPORT



SHERBROOKE LAKE PARK FINAL PLAN



EDM



3



SNC • LAVALIN





Request For Proposals

Sherbrooke Lake Park Design

Closing May 30, 2018, 2:00 p.m. local time

Mandatory Site Visit – May 14, 2018, 11:00 a.m. local time

Municipal Administration Building
210 Aberdeen St. Bridgewater NS B4V 2S9

Consultation:
Deep Cove and Wil-Dor Park Representatives
Fire Services and RCMP
MODL and MODC
Adjacent Neighbours
Sherbrooke Lake Stewardship Committee

MEMORANDUM OF UNDERSTANDING

BETWEEN:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate, pursuant to the Municipal Government Act, S.N.S., 1998, chapter 18, with its office in the Town of Bridgewater, in the County of Lunenburg and Province of Nova Scotia;

(hereinafter called “MODL”)

OF THE FIRST PART

- and -

MUNICIPALITY OF THE DISTRICT OF CHESTER, a municipal body corporate, pursuant to the Municipal Government Act, S.N.S., 1998, chapter 18, with its office in Chester, in the County of Lunenburg and Province of Nova Scotia;

(hereinafter called “MODC”)

OF THE SECOND PART

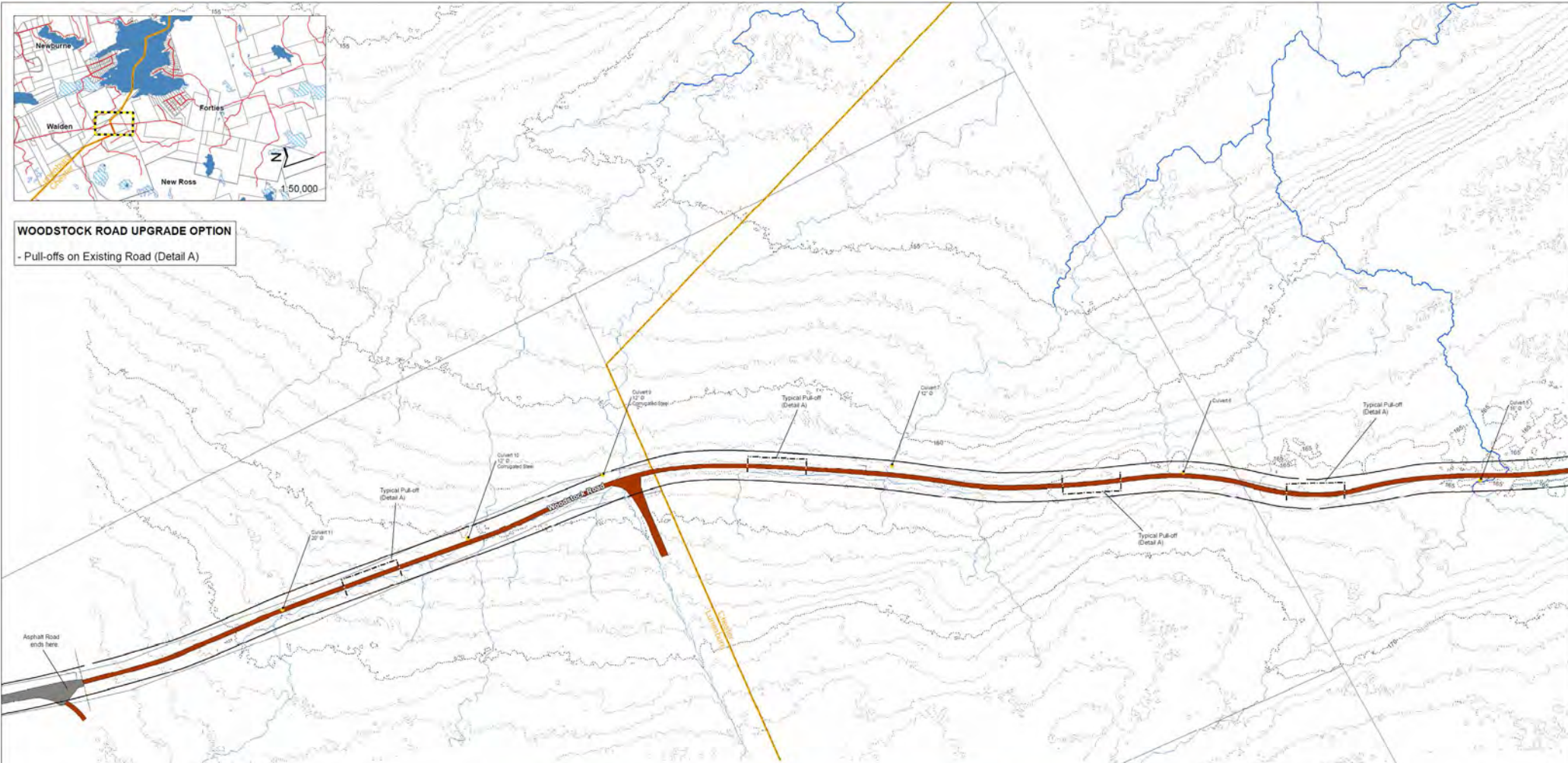


MP.01 Sherbrooke Lake Park Master Plan

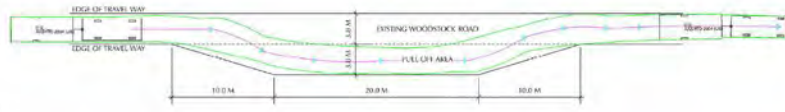




WOODSTOCK ROAD UPGRADE OPTION
 - Pull-offs on Existing Road (Detail A)



- NOTES**
- All dimensions are metric units. Contour spacing is 1 metre.
 - Drawings are generally to scale but are based on LIDAR and other sources, and are subject to survey.
 - Topographic information calculated by EDM from LIDAR (collected in 2019) and distributed by Geowis, and is subject to survey.
 - Proposed Woodstock Road pull-offs option (Detail A), pull-off locations are approximate and subject to detailed design/survey.
 - Maximum road slope is 12%.
 - Two way road width 7.5m (Detail 1).
 - One way road width 3.0m (Detail 2).
 - Preparation of sub-grade to Standard Specification for Municipal Services.
 - Allowance for 200mm Class 'E' base gravel, 100mm Class 'A' surface gravel.
 - Culvert replacement or repair to be determined at detailed design.
 - Fill using gravel approved by the Engineer.
 - Unsuitable material to be removed and reinstated with select material approved by the Engineer.
 - Work to be completed with the Municipality of the District of Lunenburg and District of Chester Municipal Public Road Design and Construction Standards, if applicable.
 - All work to facilitate existing drainage. May require clean-up and re-grading of existing drainage.
 - Internal regulations, as applicable.



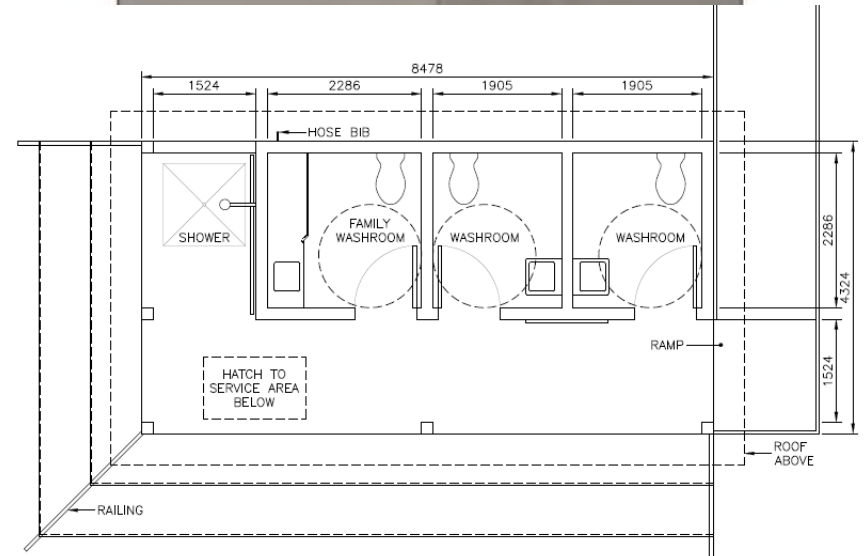
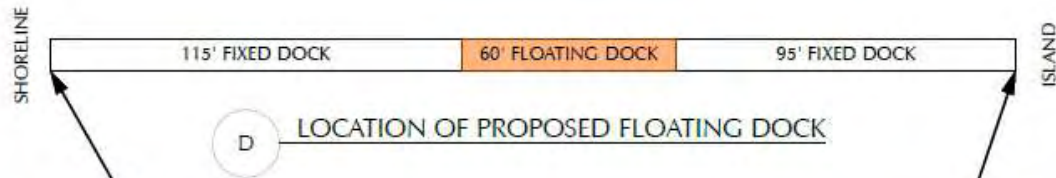
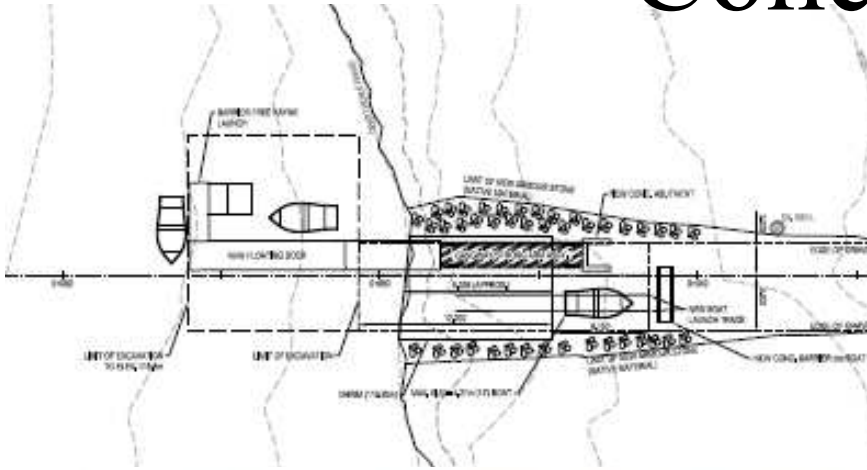
A TYPICAL PULL OFF (CAR WITH BOAT)

- Note**
- Culvert
 - Approximate Pull-off Location (Detail A)
 - Civic Address
 - Contours (5m)
 - Regular Contour
 - Index Contour
- Woodstock Road**
- Road
 - ROW
 - Woodstock Road
 - Asphalt
 - Gravel
 - Municipal Boundary
 - Streams (Calculated)
 - Drainage (Calculated)
 - Property Boundaries

DRAFT
 For Discussion Purposes Only



Concept Details

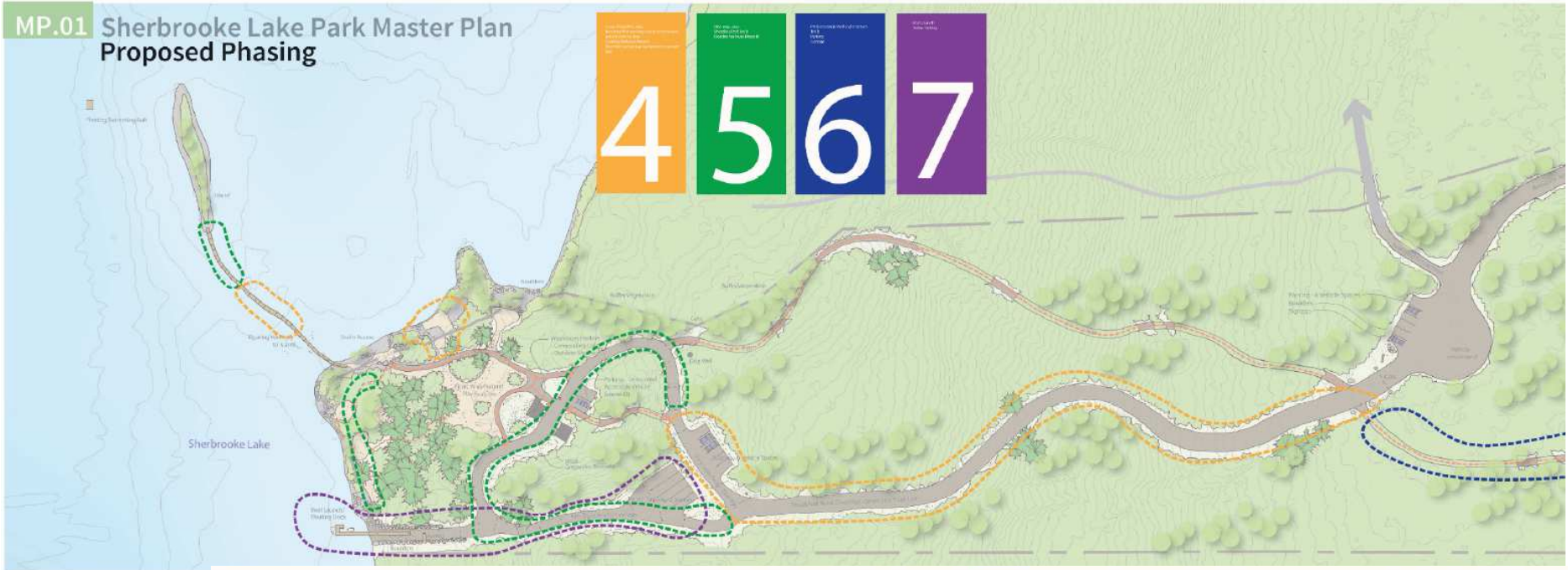


**MP.01 Sherbrooke Lake Park Master Plan
Proposed Phasing**



MP.01 Sherbrooke Lake Park Master Plan Proposed Phasing

4 5 6 7





Draft Report Presentation

- MODC
 - Woodstock Road Fire Access
 - Liability re Buoys
- MODL
 - Navigable Waters
 - Fire
 - Parking
 - Safety
 - Phasing of Boat Launch

Fire Concerns

- Woodstock Road
- Pull offs every 200 m
- Road bed width wider than travel width
- Trimming Vegetation
- Boat Launch Water Access < 30 ft
- Dry Hydrant
- Beaver/Fire Pond

Buoys and Navigation

- Deep Cove → Wil-Dor Park
- Sherbrooke Lake → No standard convention
- Signage → Use at your own risk
- Swimming and Boating
- Navigable Water Protection Act
 - Sherbrooke Lake not listed
 - Consultation with Transport Canada

Parking, Boat Launch and Safety

- Parking → Adaptive Management Plan
- Boat Launch Phase
 - Buffer to Adjacent Lands
- Floating Walkway to Shoal Island Safety
 - Adaptive Management Plan

Next Steps

- Adaptive Management Plan
 - Sherbrooke Lake Advisory Committee
 - First Draft of Detailed Plan
 - Baseline Conditions
- Phased Plan
 - Phase 0 – Risk Management
 - Phase 1 – Woodstock Road Engineered Design
 - Report and Project Sheets
- Digital Data Delivery

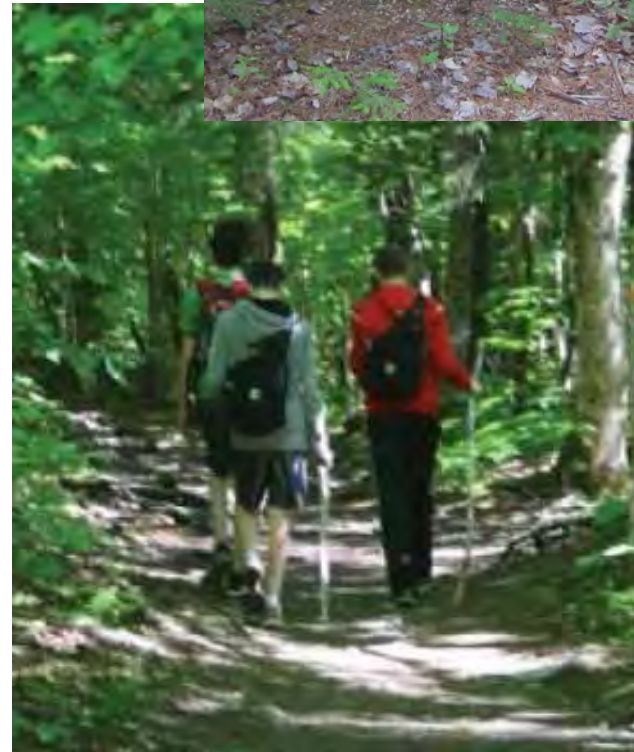


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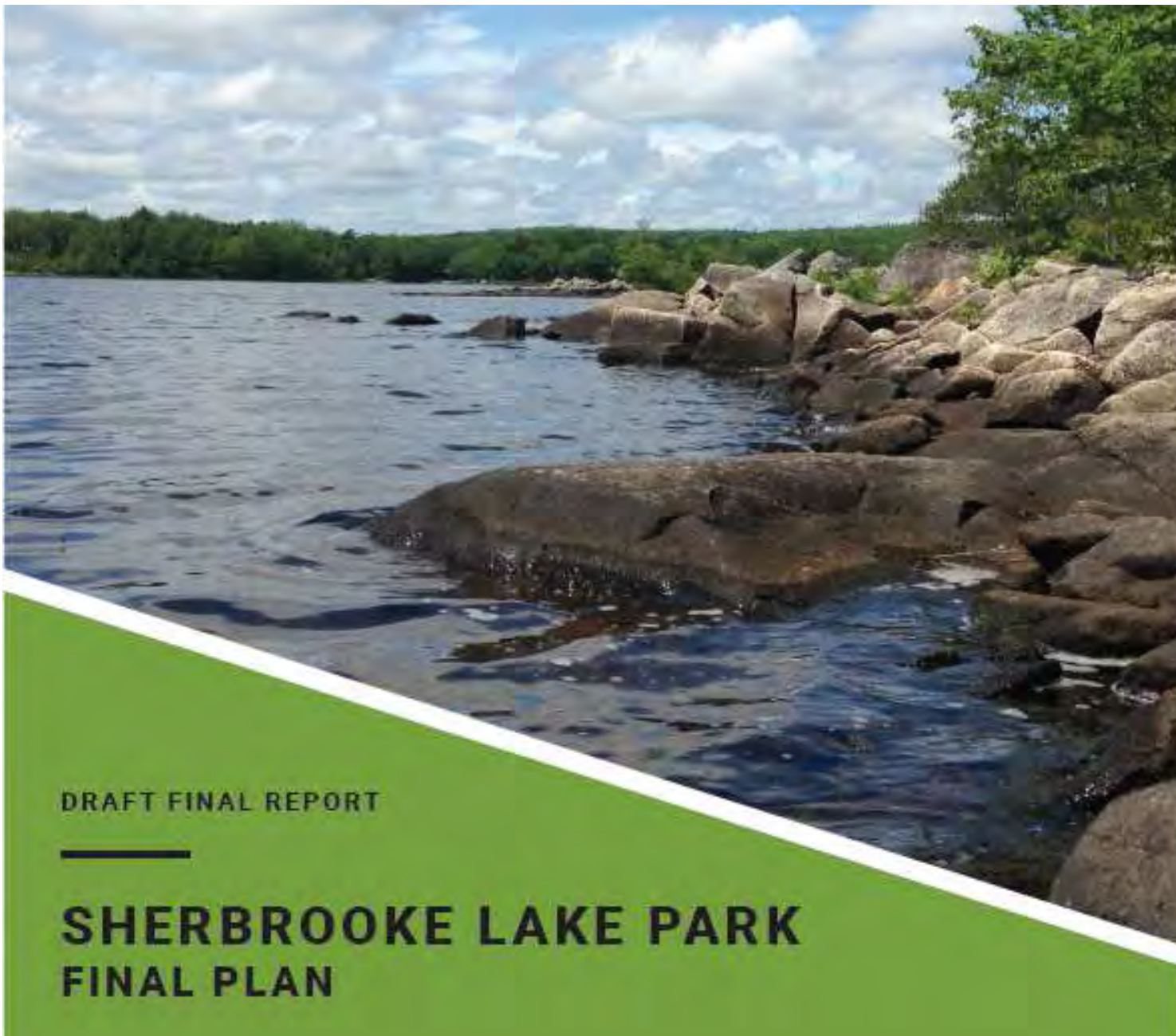
Next Steps

- Identify projects which reduce risk to later phases and seek to engage the community
- Water tested in wells
- Vegetated Buffers
- Signage
- Boat launch route to deep water



Thank You





DRAFT FINAL REPORT

SHERBROOKE LAKE PARK
FINAL PLAN



EDM



19



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THE MUNICIPALITY OF
CHESTER



Sherbrooke Lake
Water Quality Report
2013



Water sunset across Sherbrooke Lake (Barrie Clarke Photo)
D. Barrie Clarke (clarke@dal.ca)
LaHave River Watershed Committee

Sherbrooke Lake
Water Quality Report
2015



Windy Autumn Day on Sherbrooke Lake (Barrie Clarke Photo)
D. Barrie Clarke (clarke@dal.ca)
LaHave River Watershed Committee

Sherbrooke Lake
Water Quality Report
2017



Early December 2017 Sunset on Sherbrooke Lake (Barrie Clarke Photo)
D. Barrie Clarke (clarke@dal.ca)
LaHave River Watershed Committee

Final Report
Of the
Sherbrooke Lake Access Advisory Committee
June 2016

*** FINAL REPORT IN THIS SERIES ***

MEMORANDUM OF UNDERSTANDING

BETWEEN:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate, pursuant to the Municipal Government Act, S.N.S., 1998, chapter 18, with its office in the Town of Bridgewater, in the County of Lunenburg and Province of Nova Scotia;

(hereinafter called "MOOL")

OF THE FIRST PART

- and -

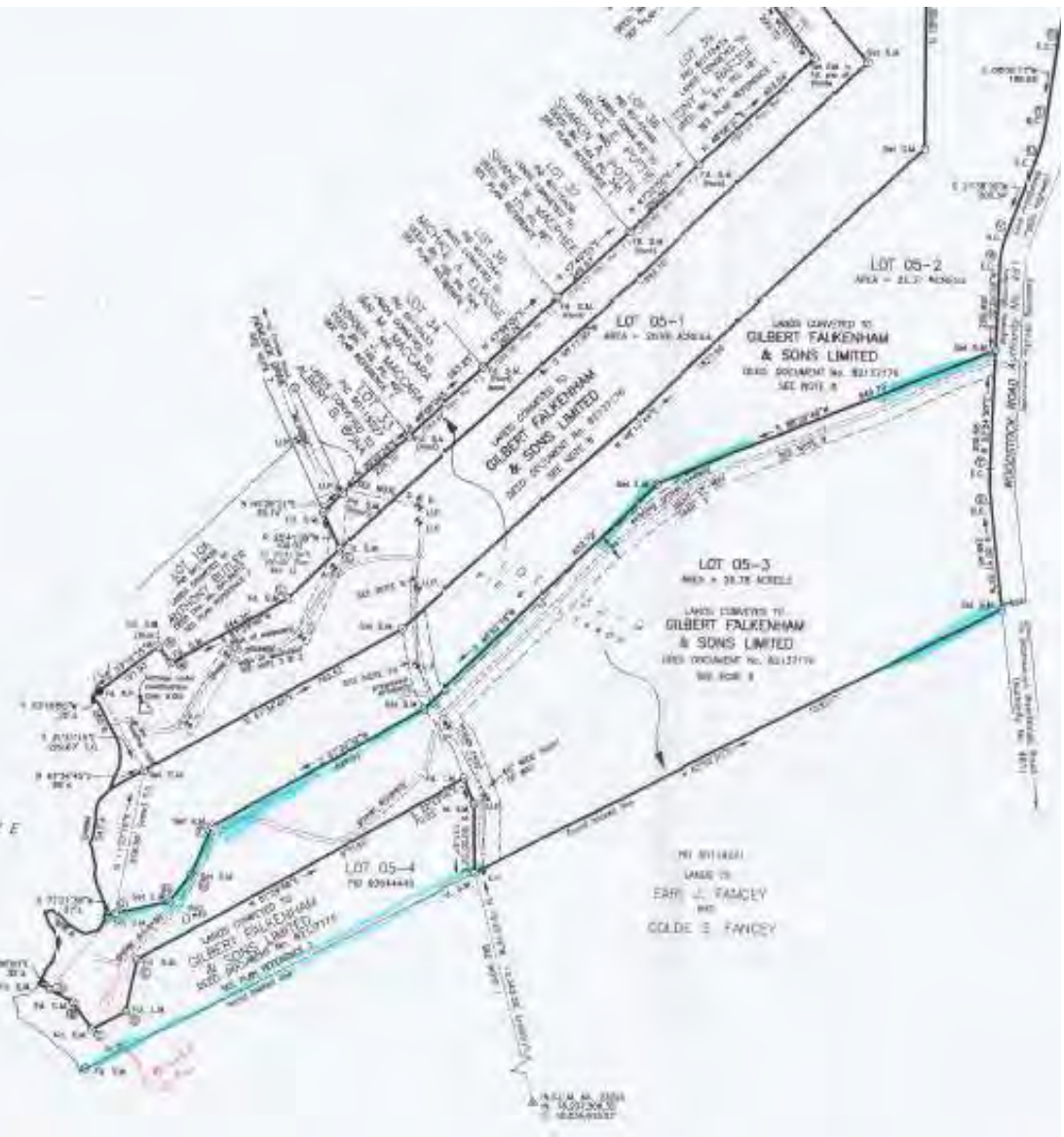
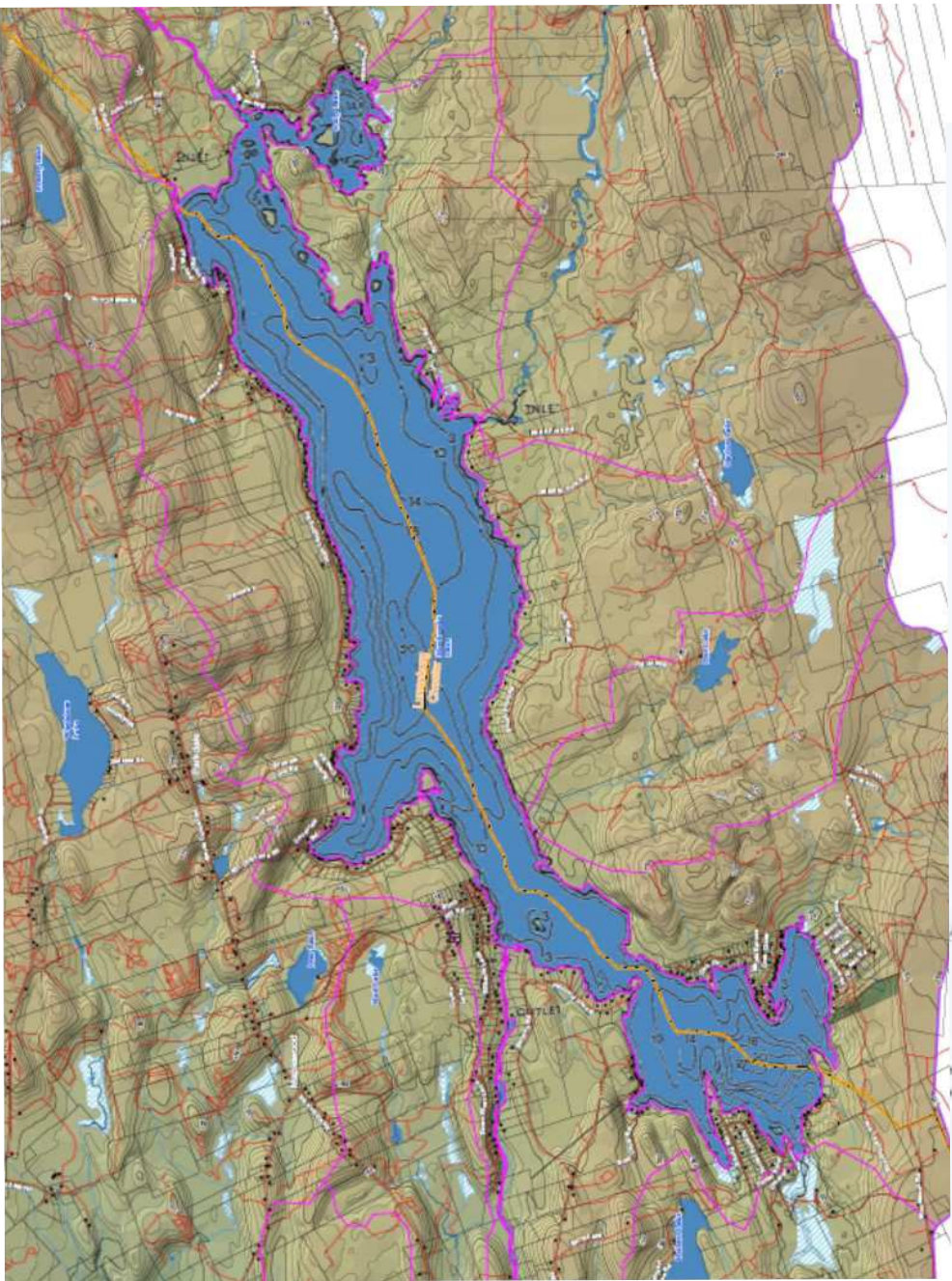
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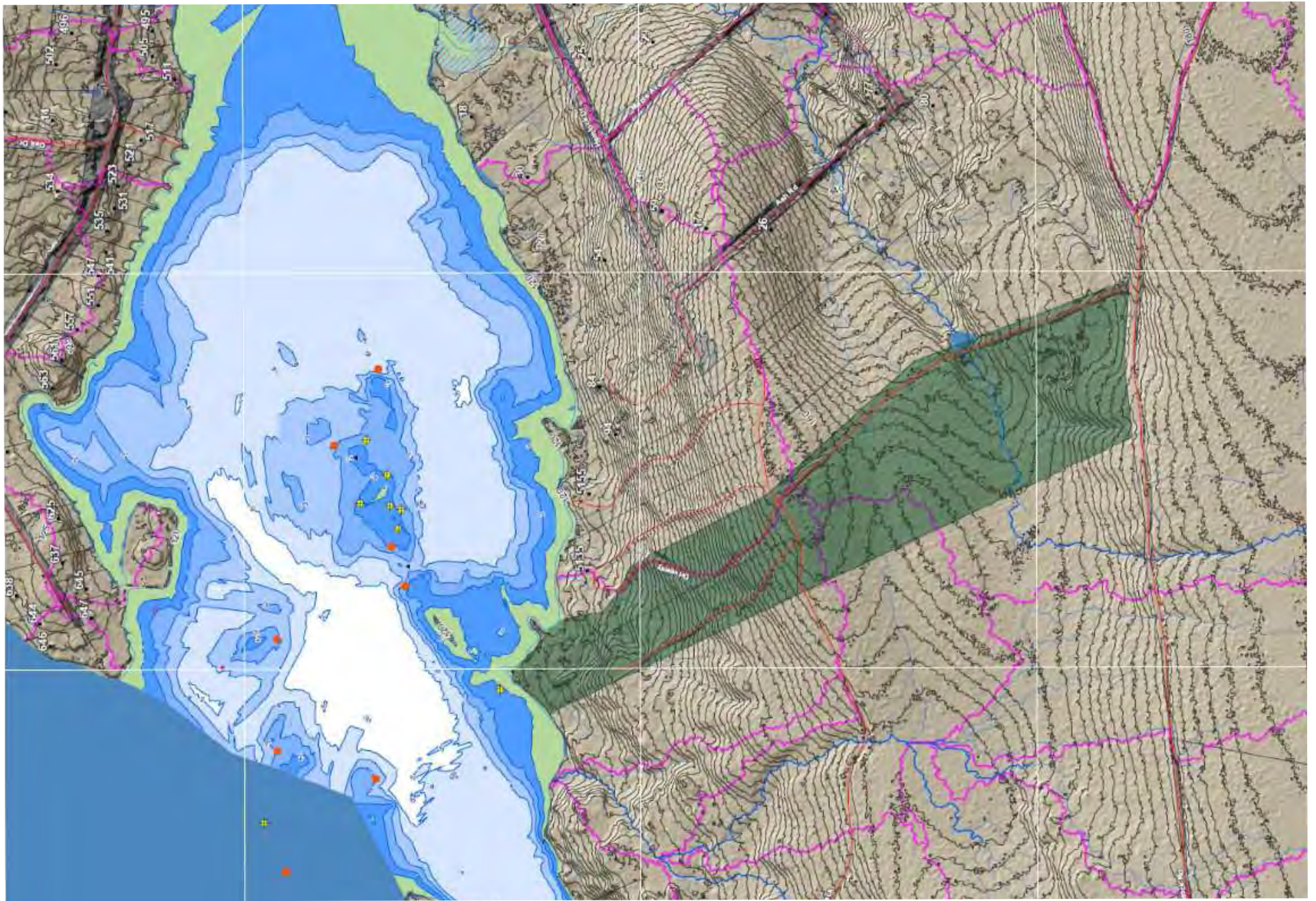
(hereinafter called "MOOC")

OF THE SECOND PART

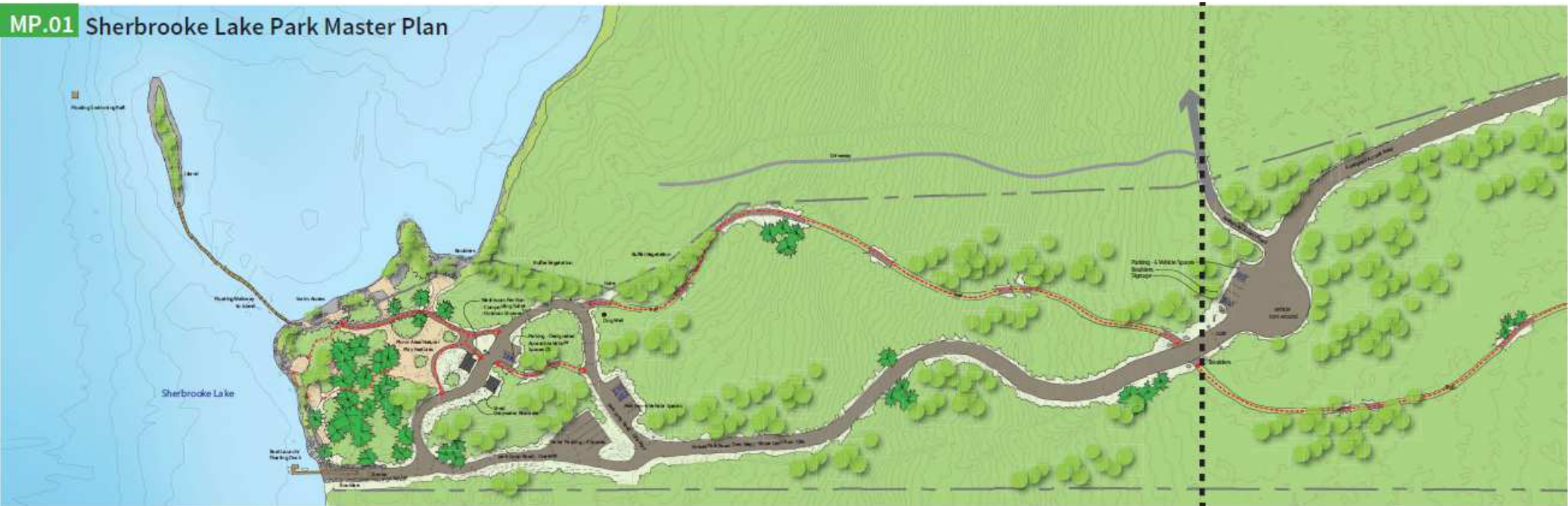
Public Access should have an environmental focus
Public Access should be safe, clean and secure
Public Access should be accessible for the general public

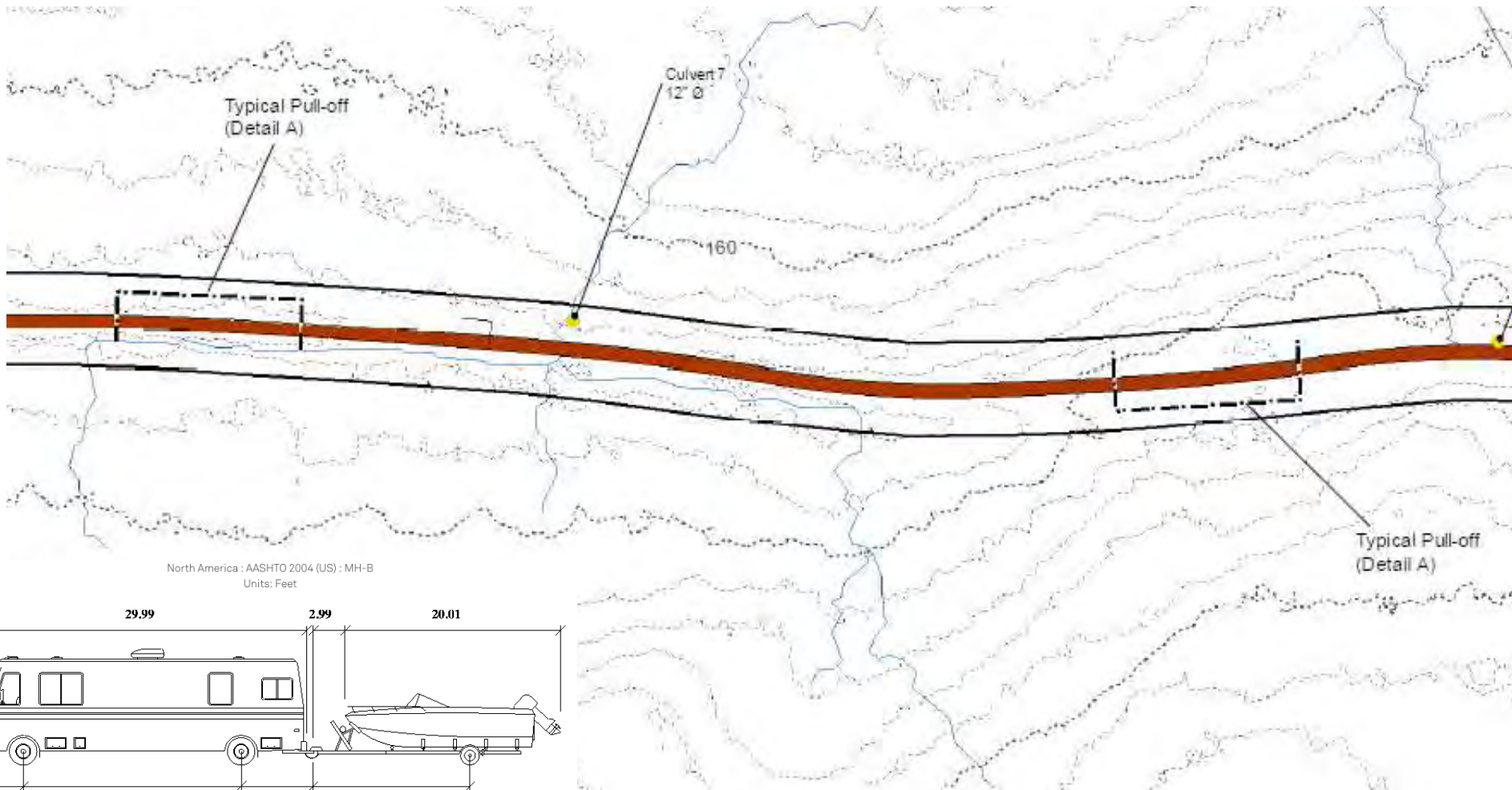




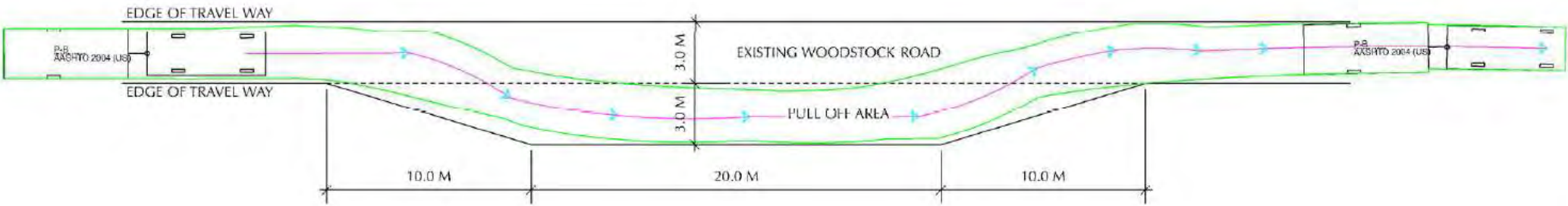
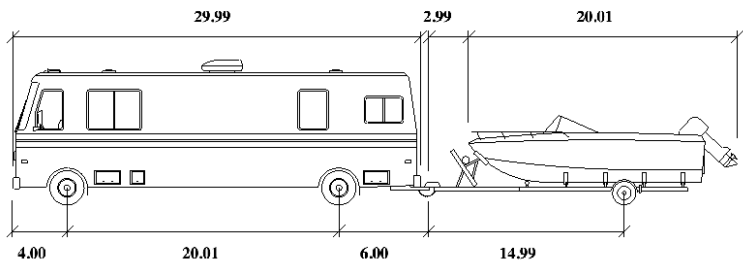


MP.01 Sherbrooke Lake Park Master Plan

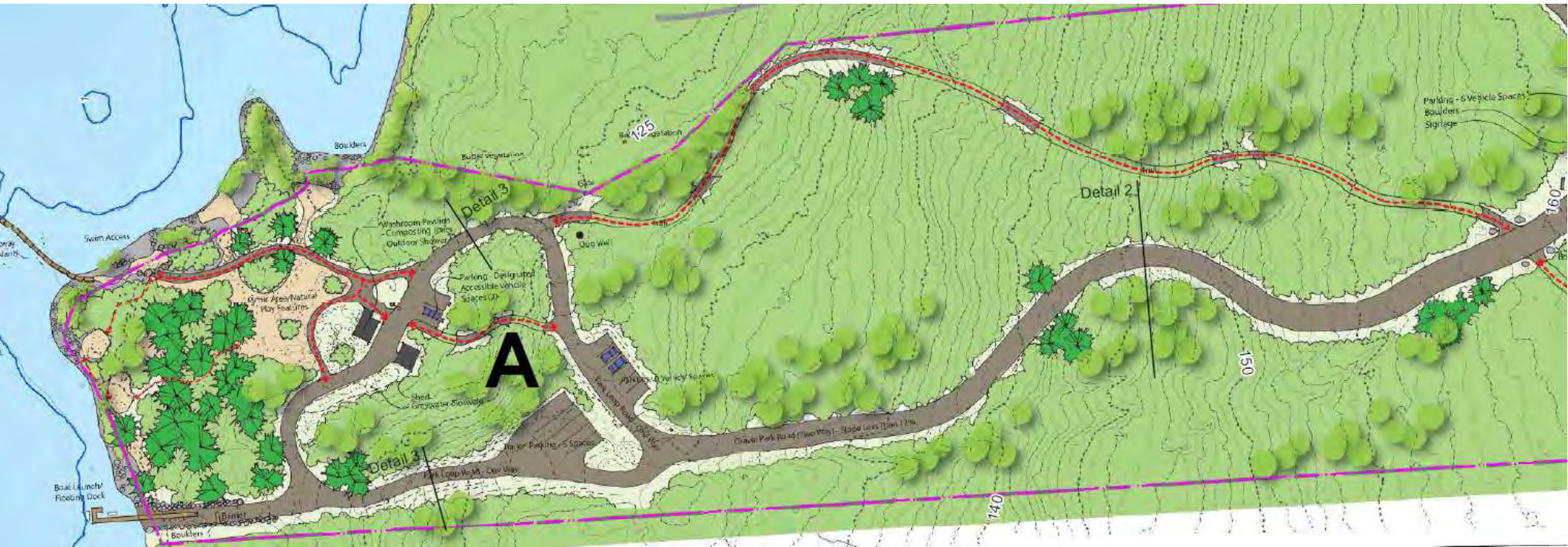




North America : AASHTO 2004 (US) : MH-B
Units: Feet

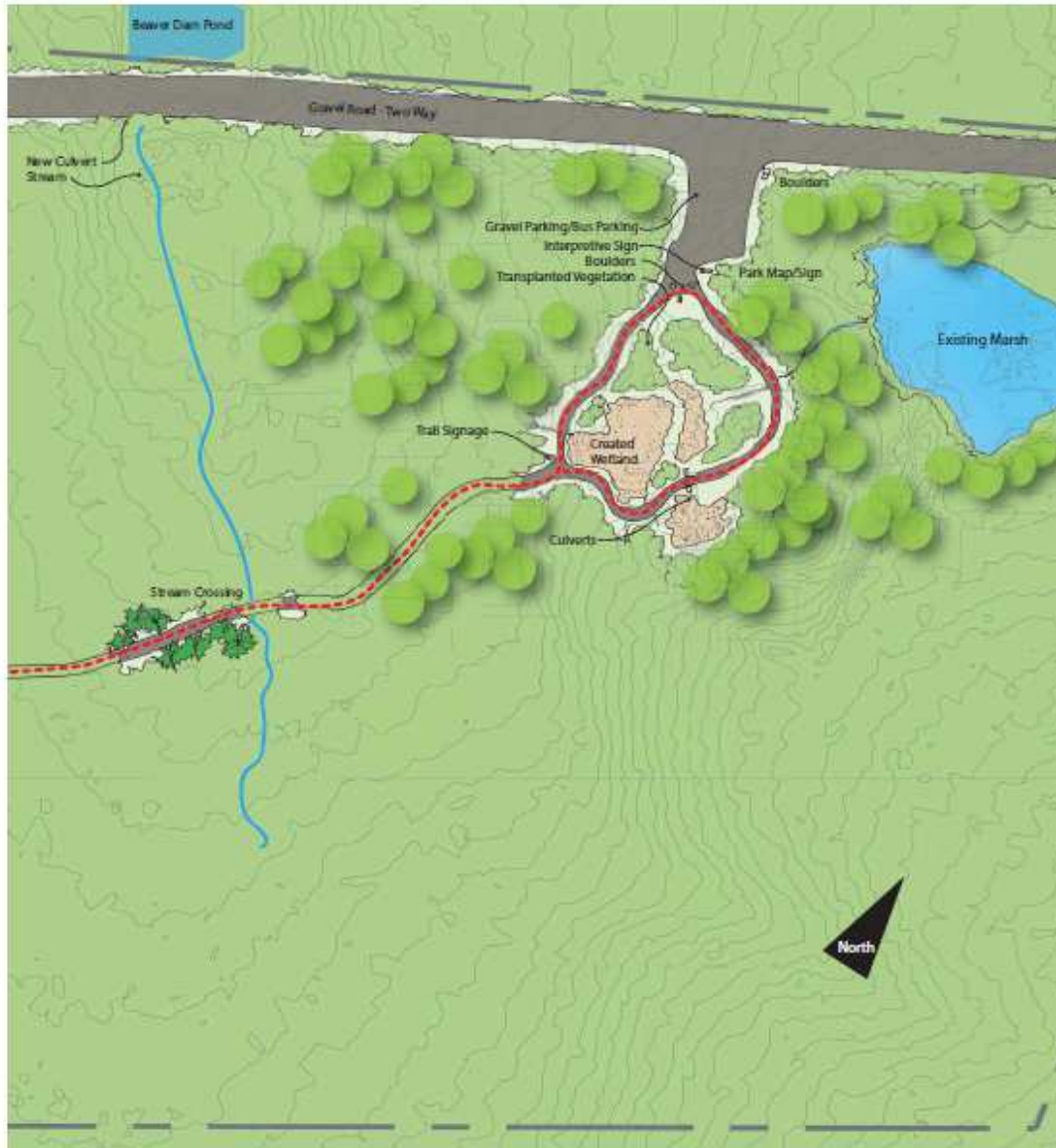






10.0

Pit Restoration & Wetland Creation



Project Description and Budget Estimate

- Restore the sand/gravel pit area by enhancing a wet area to a wetland.
- Bus Parking at the entrance to the restoration area.
- Interpretive signage and map of the park.
- Trail system loops through the restoration area and serves as the start of the backwoods trail.
- Area to be used as a source of sand/gravel during construction of picnic areas, shoreline swim and other park elements.
- During construction any wetland and upland vegetation to be cleared can be transplanted to the restoration/wetland area.
- Opportunity for children's/community groups to participate in planting vegetation.
- Trails to include culverts to ensure drainage to wetland.

Estimated Value : \$7,000



Thom





5.0



Project Description and Budget Estimate

- The property will be gated.
- Gate keeper employed by MODL
- Park open from 8 am to 9 pm, May to October.
- Additional gate to block entrance to neighbouring driveway, moved according to phasing.
- Gate access (keys or code) to be provided to neighbouring property owner for emergency access.

Estimated Value: \$6,000



<https://highroadsinc.com/people-and-wildlife-wildlife-refuge-people-and-wildlife-the-bank/>

8.0



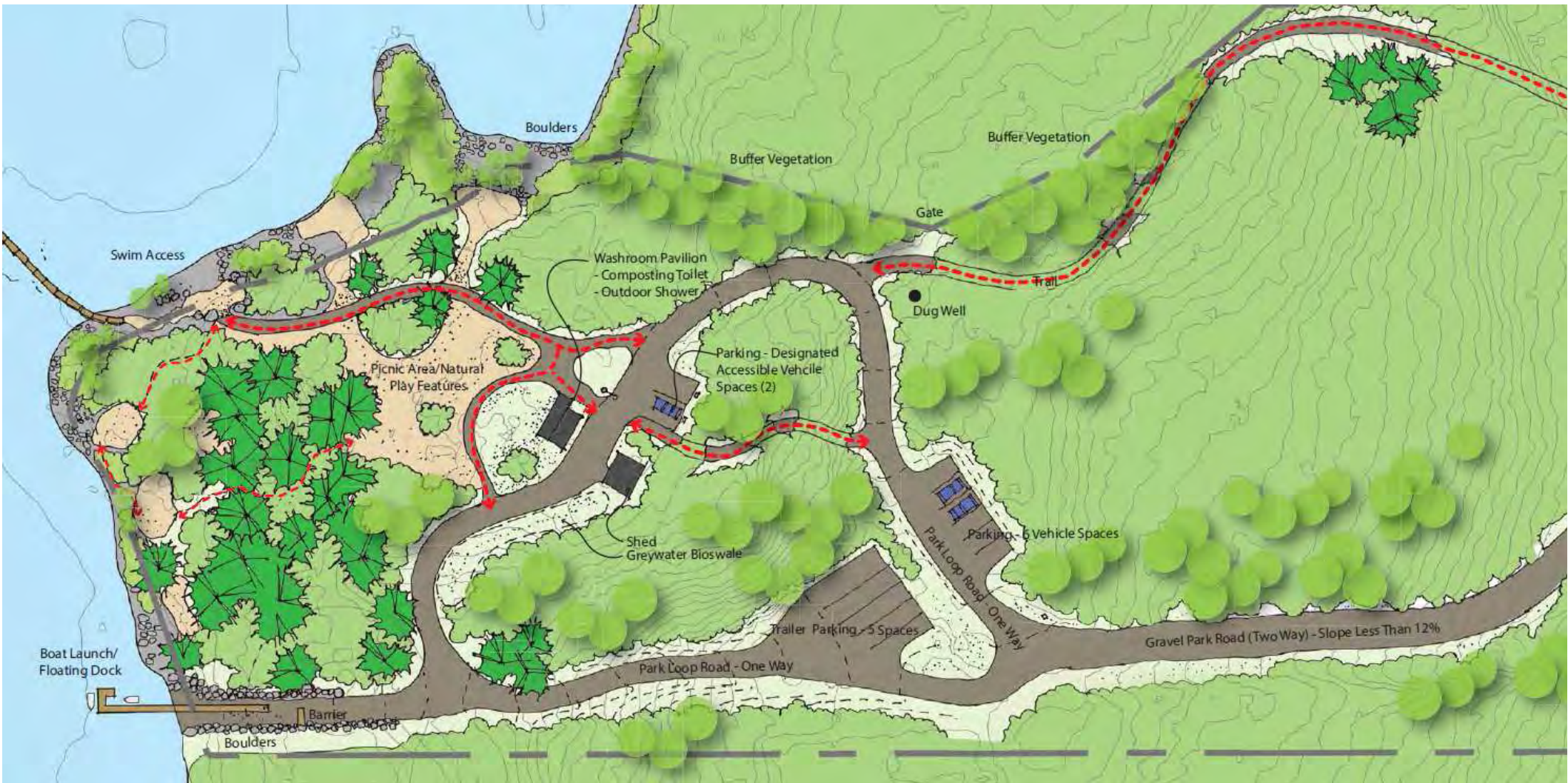
Project Description and Budget Estimate

- Trails connect park features, guide user's through the forest and span the entire property.
- Includes a range of types from foot paths to paved accessible trails.
- Trailhead signage at entrance points.
- Convert a portion of existing north driveway to lower trail.
- Boulders used to limit access of ATVs.
- Hiking trails
 - Backwoods trail (400 m): \$4,300
 - Road conversion (150 m) and trail construction (100 m): \$8,500
 - Pave trail in shoreline park (100 m): \$16,000

Estimated Value: \$28,800

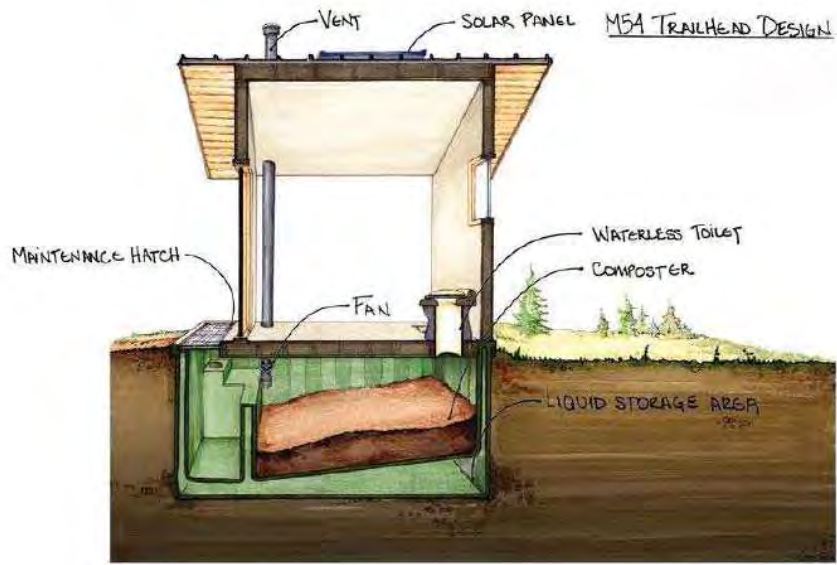


Hiking Trails



Washroom Pavilion

M54 TRAILHEAD DESIGN



<http://www.clivusmultum.com/index.php>



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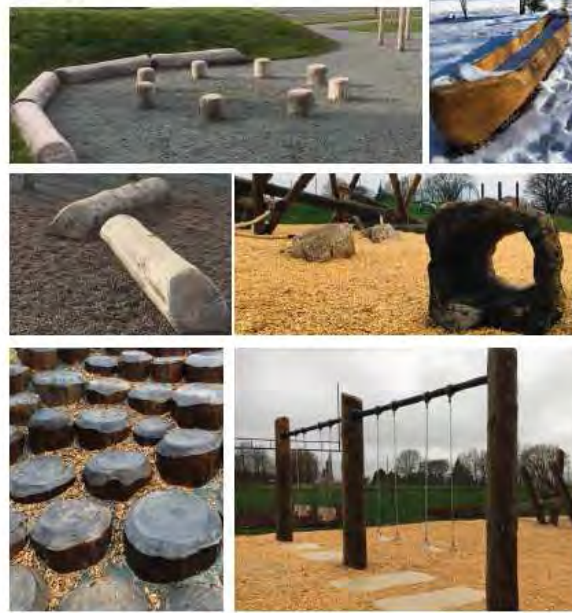
Natural Play Features

Project Description and Budget Estimate

- Area for children to play.
- Play structure made of natural materials (wood/boulders/mulch/sand).
- Located within view of the picnic area, shoreline swim and the washroom pavilion.
- Features and protective surfacing in compliance with CSA standards and guidelines

Estimated Value: \$40,000

Images Source: iStock



Buffer Vegetation

Picnic Area

Project Description and Budget Estimate

- Area to share meals and congregate.
 - Picnic tables nested in the large trees along the shoreline.
 - Large trees to be retained and sand to be used where needed to create sites for tables.
 - Shoreline swimming, natural play and washroom pavilion visible from picnic areas and connected by shoreline trail.
- Estimated Value: \$5,000

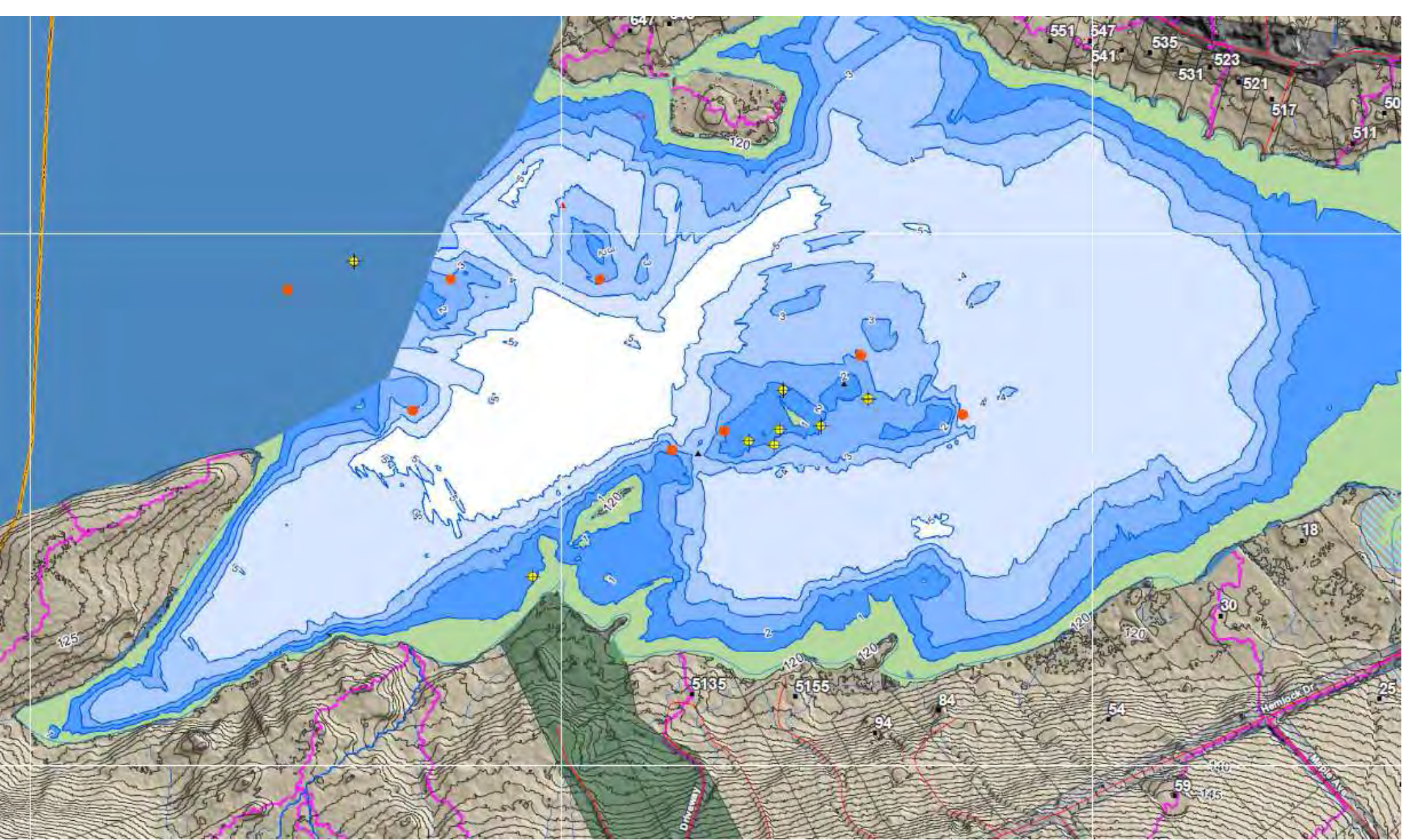


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https://www.google.ca/search?q=picnic+tables+in+forest&rlz=Cq590M252C_8ag-AIqRkVUPX7pH3V/MIAI2m-P1JGtEDBAa-X8w0-Zah1K1w45Y4V9HAAKAYV8KH4TE-gfPQ2taA1dICAY2IAAmgr0-NevwQ4078MME

https://www.google.ca/search?q=picnic+tables+in+forest&rlz=Cq590M252C_8ag-AIqRkVUPX7pH3V/MIAI2m-P1JGtEDBAa-X8w0-Zah1K1w45Y4V9HAAKAYV8KH4TE-gfPQ2taA1dICAY2IAAmgr0-NevwQ4078MME





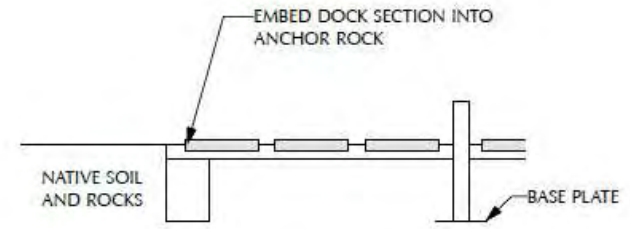
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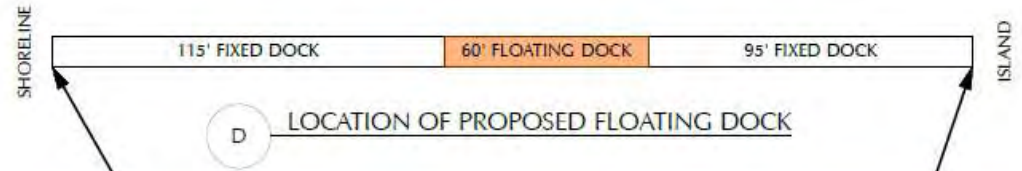
- FEATURES:
 - ALUMINUM FRAME AND HARDWARE
 - GALVANIZED STEEL POSTS 1-11/16" DIAMETER
 - CEDAR PLANKS



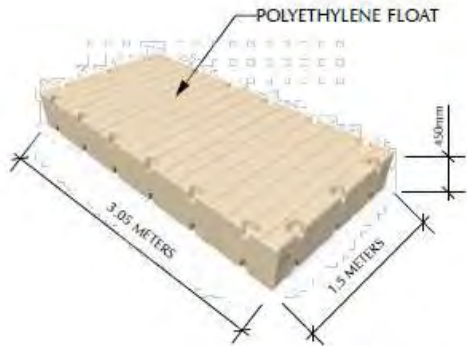
A TYPICAL DOCK SECTION



B TYPICAL BOARDWALK ABUTMENT



D LOCATION OF PROPOSED FLOATING DOCK



C TYPICAL FLOATING DOCK SECTION



SHERBROOKE LAKE

FLOATING WALKWAY
 DETAILS

Date: 18-9-24
 File name: Cross Sections.vwx

SCALE: NTS DATE: 2018-09-24



1.0

Shoreline Swimming



Project Description and Budget Estimate

- Areas to wade in shallow water.
- Trails lead to a pathway made through the shoreline boulders. Pathways are lined with sand and transition to the lake.
- Provide access to the water without clearing the entire length of the shoreline.
- Two areas along the western shore.
- Additional areas built in phases.
- Require heavy equipment to rearrange boulders above and below the shoreline.
- Reuse sand from the pit area.
- Permitting Consideration: Watercourse Application with Nova Scotia Environment for moving rocks/materials below the ordinary high water mark.

Estimated Value: \$6,000



Thorn



EDM



Thorn



Thorn

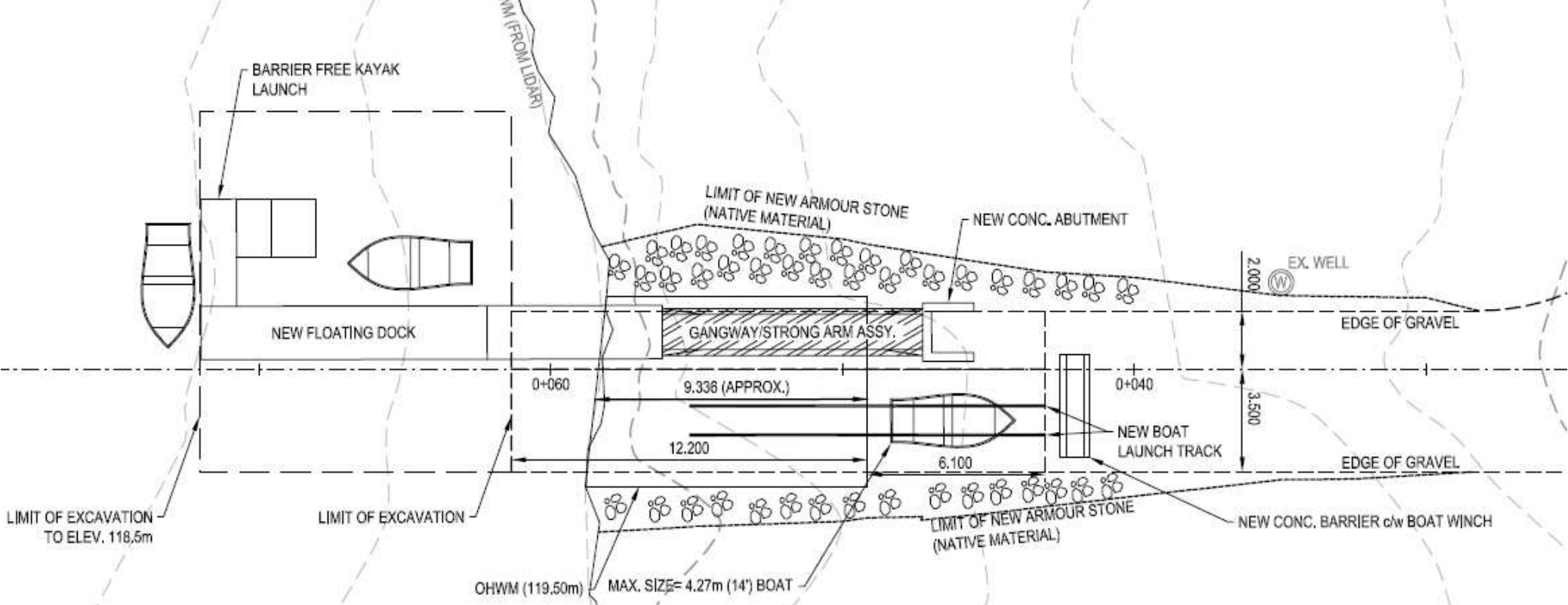


Thorn



Photo: Sherbrooke Lake Park





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Sherbrooke Lake Park Master Plan
Proposed Phasing

0 1 2 3



Sherbrooke Lake Park Master Plan
Proposed Phasing

4 5 6 7



Phase	Elements and Description	Estimate	With Contingency
Phase 0 – Risk Management	“Use at your own risk” signage, Information about the park and contact information. Block access to lower driveways with consideration for neighbouring property		
Phase 1 – Woodstock Road	Upgrades to Woodstock Road	\$90,000	
	Subtotal	\$90,000	\$103,500
Phase 2 – Private Park Roads	Upper driveway and entrance intersection including parking, turning circle, and gate	\$120,405	
	Bus parking	\$2,700	
	Gated lower south drive to prevent usage	\$4,000	
	North beach decommission and vegetative buffer planting	\$1,000	
	West shoreline improvement start	\$2,250	
	Picnic area start	\$2,150	
	Floating walkway phase 1	\$19,645	
	Subtotal	\$152,150	\$174,973
Phase 3 – Washroom Pavilion	Construction of washroom pavilion	\$82,900	
	Composting treatment system	\$20,000	
	Septic system removal and grey water system construction	\$6,000	
	Storage Shed	\$18,000	
	Picnic area completion	\$2,150	
	Subtotal	\$129,050	\$148,408

Phase	Elements and Description	Estimate	With Contingency
Phase 4 – Lower Road	Lower drive way widened for two-way traffic	\$40,000	
	First lower parking area		
	Lower south driveway convert to trail and move gate to bottom	\$10,000	
	Floating walkway phase 2	\$21,600	
	Shoreline improvements completion	\$2,250	
	Natural play area	\$40,000	
	Subtotal	\$113,850	\$130,928
Phase 5 – One-way Loop	One-way loop to complete road network	\$67,500	
	Shoreline paved trails	\$16,000	
	Floating walkway phase 3	\$19,645	
	Floating swimming raft	\$2,800	
	Subtotal	\$105,945	\$121,837
Phase 6 – Pit Restoration/ Wetland Creation	Pit restoration/wetland creation including trail in pit	\$6,400	
	Backwoods trail system	\$4,300	
	Subtotal	\$10,700	\$12,305
Phase 7 – Boat Launch	Boat launch	\$82,875	
	Boat trailer parking area	\$8,500	
	Subtotal	\$91,375	\$105,081
	Total	\$693,070	\$797,032



What could change?	How its been considered in the design	Monitoring and evaluation tools	Other considerations
Lake Water Quality Bacteria (E.coli) Nutrients (Phosphorus and Nitrogen)	Composting toilet; Limited shoreline vegetation clearing; Road runoff off takes; Boat size limited by launch design.	Stewardship Committee water and sediment monitoring results. Guidelines for Canadian Recreational Water Quality outline acceptable E. coli concentrations for recreational water quality. Nutrient guidelines are presented as ranges associated with lake trophic status. An increase in nutrient load can be linked to algal blooms. The Stewardship Committee should be consulted on an annual basis to assess changes to nutrient concentrations and whether changes can be linked to park land uses.	Baseline data is very important in assessing change. Anecdotal observations can also be useful. These could include observations of algal masses within the lake and growing on rocks. Clarke (2015) outlines how to make the most out of recording a suspected algae bloom.
Fish	Use of floating docks to limit lake bottom disturbance.	Consider participating in/funding fauna inventory of Sherbrooke Lake.	Small-mouthed bass and chain pickerel are already in the lake (Clarke, 2013).
Ducks	No grass at the shoreline Signage to include no feeding animals.	Visual inspection by park maintenance.	Duck were observed by EDM in Deep Cove, but not at the Park Shoreline.

What could change?	How its been considered in the design	Monitoring and evaluation tools	Other considerations
Visual Nuisance	Limited shoreline clearing.	Before/during after photos of the shoreline for the purpose of assessing change.	Photos are useful taken around the same time every year from the same location.
Noise Nuisance	Park gate closed during the evening.	Formalized process for neighbours to provide their observations. Summary report of incidences from RCMP.	Assessment of change likely limited to anecdotal accounts.
Road Traffic	Upgrades to accommodate access.	Traffic counters, before and after development of park phases.	Park usage is linked to the recreational amenities provided. While usage may warrant proceeding to the next park development phase, the phrase “if you build it, they will come” should also be considered.
Boat Traffic	Boat size limited by launch design. Buoys to aid navigation.	Motion activated cameras to track use. Formalized process to comment on launch. Summary report of incidences from RCMP, boater accidents/deaths.	There are many boats on Sherbrooke Lake already and baseline stats on boating accidents would be useful.

MP.01 Sherbrooke Lake Park Master Plan



eva@edm.ca





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

November 6, 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, November 6, 2018, made the following
recommendations to Council:

1. that Municipal Council authorizes the payment of \$31,000 from the 2018-19 Budget to the South Shore Field House and that the Municipality enter into discussions with the Town of Bridgewater and HB Studios with the support of an independent review to look at a financial plan going forward for HB Studios including the option of integrating HB Studios into the overall recreation strategy.
2. that Municipal Council accepts the recommendation of the Municipal Joint Services Board and agrees to undertake Human Resource (HR) Shared Services for a twelve (12) month trial period; and further, that an agreement for the provision of shared HR support services be developed whereby the HR support person of the Town of Bridgewater is seconded to the Municipal Joint Services Board for this trial period.
3. that Municipal Council approves tax relief in the amount of \$217.91 as per the submitted application for the property located at 532 Back Street 2 Road AA#03476464 as per the Municipality's Damaged Property Relief Policy.
4. that Municipal Council authorize the South Shore Regional Enterprise Network assets to be distributed as follows:
 1. The laptop computers be deployed to the Lunenburg County Lifestyle Centre, or other organizations as staff determine appropriate, at a cost of \$700.00 plus HST; and,
 2. The remaining assets be purchased by MODL for \$4,450.00 plus HST.
5. that Municipal Council authorizes staff to proceed with the design of the proposed new MODL Administration Building without the inclusion of a dedicated space for local fire dispatch services.
6. that Municipal Council grant the Lunenburg Yacht Club \$26,465 as per the criteria outlined in the Designated Community Project Fund Policy MDL-48.

7. that Municipal Council award the quote 2018-05-500, received under the Provincial Standing Offer for Light Duty Vehicles, to Steele Chrysler Limited for \$66,100.00 plus HST for two 2019 Jeep Cherokee Sport 4X4s.

Respectfully submitted,

Chairman and Members
Finance Committee

/re
Attachments



Municipality of the District of Lunenburg

INFORMATION REPORT

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: November 6, 2018
RE: South Shore Field House Update

At the October 9, 2018 Council Meeting made the following motion:

Municipal Council accepts the recommendation of the Finance Committee and approves the funding request of HB Studios Sports Centre and provides a grant for \$31,000 based on receipt of a positive cash flow projection to March 31, 2019 that includes the Municipality of the District of Lunenburg's contribution.

Please find enclosed cash flow projections supplied by the South Shore Field House. The summary includes a projection of the bank overdraft of \$47,650 once MODL's contribution is made to \$62,250 at March 31, 2019. This is not a positive cash flow.

A presentation will be made to the Committee to discuss options going forward.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Oct. 31, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

Cash Receipts

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
\$40800	\$5250	\$18650	\$15650	\$16550	\$23550	\$14950	\$6750	\$5550	\$2150	\$2150	\$3550

Expenditures

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
\$18450	\$14550	\$18650	\$19550	\$26750	\$14750	\$29450	\$12950	\$16250	\$11800	\$13950	\$11950

Net of Receipts vs Expenditures

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
\$22350	\$(9300)	\$0	\$(3900)	\$(10200)	\$8800	\$(14500)	\$(6200)	\$(10700)	\$(9650)	\$(11800)	\$(8400)

Overdraft balance

<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
\$47650	\$56950	\$56950	\$60850	\$71050	\$62250	\$75750	\$82950	\$93650	\$103300	\$115100	\$123500

October

Revenue

Field (soccer) - 5300
Field (other) - 1300
Track - 1000
Meeting room - 350
tenant - 1850
MoDL Grant - \$31000

Total - \$40800

Expenses

Loan - 6400
Salary/benefit - 5300
Utilities - 2700
HST - \$1000
Other - 2700
Interest - \$350

Total - \$18450

November

Field (soccer) -
Field (other) - 1800
Track - 1500
Meeting room - 100
tenant - 1850

Total - 5250

Loan - 6400
Salary/benefits - 6100
Other - \$1700
Interest - \$350

Total - \$14550

December

Field (soccer) - 12900
Field (other) - 1800
Track - \$2000
Meeting room - 100
Tenant - 1850

Total - 18650

Loan - 6400
Salary/benefits - 6100
Other - 1700
Interest - 350
Utilities - \$4100

Total - \$18650

January

Field (soccer) - 10650	Loan - 6400
Field (other) - 550	Salary/benefits - 6100
Track - 2500	Other - 1700
Meeting room - 100	Interest - 350
Tenant - 1850	HST - 5000
Total - 15650	Total - 19550

February

Field (soccer) - 10350	Loan - 6400
Field (other) - 1050	Salary/benefits - 6300
Track - 3100	Other - 1700
Meeting room - 200	Interest - 350
Tenant - 1850	Utilities - 12000
Total - 16550	Total - 26750

March

Field (soccer) - 14800	Loan - 6400
Field (baseball) - 1200	Salary/benefits - 6300
Field (other) - 2000	Other - 1700
Track - 3500	Interest - 350
Meeting room - 200	
Tenants - 1850	
Total - 23550	Total - 14750

April

Field (soccer) - 7200	Loan - 6400
Field (baseball) - 1200	Salary/benefits - 5000
Field (other) - 1000	Other - 1700
Track - 3500	Interest - 350
Meeting room - 200	Utilities - 12000
Tenants - 1850	HST - 4000
Total - 14950	Total - 29450

May

Field (soccer) -	Loan - 6400
Field (baseball) - 1200	Salary/benefits - 4500
Field (other) - 1000	Other - 1700
Track - 2500	Interest - 350
Meeting room - 200	
Tenants - 1850	
Total - 6750	Total - 12950

June

Field (soccer) -1000	Loan - 6400
Field (baseball) - 500	Salary/benefits - 3800
Field (other) - 750	Other - 1700
Track - 1250	Interest - 350
Meeting room - 200	Utilities - 4000
Tenants - 1850	
Total - 5550	Total - 16250

July

Field (soccer) -	Loan - 6400
Field (baseball) -	Salary/benefits - 3000
Field (other) - 500	Other - 1700
Track - 300	Interest - 350
Meeting room - 200	HST - 350
Tenants - 1150	
Total - 2150	Total - 11800

August

Field (soccer) -	Loan - 6400
Field (baseball) -	Salary/benefits - 3000
Field (other) - 500	Other - 1700
Track - 300	Interest - 350
Meeting room - 200	Utilities - 2500
Tenants - 1150	
Total - 2150	Total - 13950

September

Field (soccer) -	Loan - 6400
Field (baseball) -	Salary/benefits - 3500
Field (other) - 750	Other - 1700
Track - 750	Interest - 350
Meeting room - 200	
Tenants - 1850	
Total - 3550	Total - 11950

<u>Overall Total - 155550</u>	<u>Total - 209050</u>
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Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 543-7960

Council
November 13, 2018
Item: 11.1.2
Authorization: K. Malloy

*A Joint
Services
Board*

MEMORANDUM

TO: Kevin Malloy, CAO
Dylan Heide, CAO
Richard McLellan, CAO

FROM: Siew Secord, COO

DATE: October 22, 2018

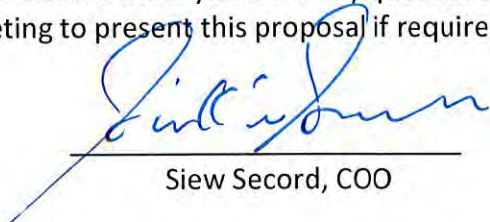
SUBJECT: Approval 1-year Pilot Project HR Shared Services



At the September 26, 2018, meeting of the Municipal Joint Services Board the Board approved a recommendation to undertake HR Shared Services. An HR support staff from the Town of Bridgewater will be seconded to the Board for a pilot program for a 12-month period.

Attached is a copy of the proposal as discussed and approved in the meeting of September 26, 2018. In accordance with the Municipal joint Services Agreement, this new initiative requires each council's approval.

Please do not hesitate to contact me if you have any questions. I will be available to attend your council meeting to present this proposal if required.


Siew Secord, COO

SS/tf

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 543-7960

A Joint Services Board

Report to: Members of the MJSB
Submitted by: Share Services Committee (including the CAOs)
Date: September 18, 2018
Subject: HRSS Pilot

Decision [X] Direction [] Information []

Background:

In June, Town of Bridgewater made a proposal to the Shared Services Committee that would see an existing staff member provide Human Resources Support Services to member units. The committee supported the concept and further discussed options for implementation at the September meeting.

Discussion:

Human Resources is a specialized profession. All municipal units have periodic requirements for this support. Quality HR support has several benefits to the municipal organizations:

- Hiring the right person for the right job
- Retaining good people
- Keeping policy current and responsive

HR Support to a municipal unit can provide financial, legal, and service delivery public service benefits.

The Town of Bridgewater employs a full time Human Resources staff member. This employee is currently working on achieving her Certification as a Human Resources Professional (CHRP) which she hopes to achieve by 2020. The Certification is a blend of practical experience and education. This employee also hopes to complete her bachelor's degree within two years. Her practical experience currently would meet the requirements of the certification. She handles all HR related issues for the Town of Bridgewater. These include:

- Recruitment and hiring processes
- Support in Performance Evaluation Program
- Policy Development and renewal
- Coordination of Labor Relations management, including coordinating our 2018 negotiations with CUPE
- Coordination of Staffing Matters (discipline, terminations, severance)



Currently this staff member utilizes approximately 60 to 70% of her time supporting the Town of Bridgewater, though she is assigned other duties to justify the position: Taxi By-Law Administrator, Safety Program duties, and some other support activities, the Town believes she can be better utilized in the HR support function.

Three options were considered for implementation:

1. The employee would remain in a reporting relationship with CAO of Town of Bridgewater and provide services to other member units on a client basis;
2. She would be seconded to the Municipal Joint Services Board, reporting to the COO of the MJSB;
3. Her employment be transferred to Municipal Joint Services Board entirety.

The committee discussed and agreed that Options 1 and 2 are viable and preferred. However, the recommendation to move to the secondment enables a higher level of confidentiality for partner units.

The administrative staff recommend a cost allocation as follows:

- 60% Town of Bridgewater
- 40% Municipality of District of Lunenburg
- Services to Mahone Bay and Municipal Joint Services Board on hourly cost recovery basis of \$32 per hour.

Implementation of HRSS for option 2:

- The HR support staff will remain as the employee of the Town but report directly to the Chief Operating Officer of the Board;
- Town of Bridgewater and Municipal Joint Services Board would develop a Secondment Agreement;
- The Board will assume 100% of the cost and distribute based on the applicable percentage to the Town and Municipality;
- User fees billed to other units such as the Board and/or Town of Mahone Bay will be used to off-set the cost for the Town and Municipality;
- Secondment agreement date will be used as the effective date of the secondment allocation

Financial Implication:

The current full cost for the HR support staff is \$58,162. Based on the agreed formula above the distribution will be as following:

TOB Share = \$34,897
MODL share = \$23,265

Recommendation:

It is recommended that the Municipal Joint Services Board approves and recommend to the partner Councils that an agreement for the provision of shared Human Resources support services be developed whereby the HR support person of the Town of Bridgewater is seconded to the MJSB for a twelve (12) month trial period.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: FINANCE COMMITTEE
SUBMITTED BY: ELANA WENTZELL
DATE: November 6, 2018
RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$217.91 as per the submitted application for the property located at 532 Back Street 2 Rd AA # 03476464, and as per the Municipality's Damaged Property Relief Policy.

BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential property:

<u>NAME</u>	<u>PROPERTY TAX BILLING</u>	<u>Pro-rated Taxes on Remaining</u>
Gregory Nauss AA# 03476464	2018-/2019 \$ 720.99	\$217.91

DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of the Damaged Property Relief Policy.

RELIEF CALCULATION
GREGORY LORRAINE NAUSS
03476464

2018/2019 Taxes Billed (Assessment multiplied by tax rate):

\$ 88,900 x .81----- \$720.09

Calculation for tax relief (assessed value reduced for 213 days):

\$ 88,900 x .81 (for 152days)	\$299.87	
\$ 42,800 x .81 (for 213 days)	<u>202.31</u>	
<hr/>		\$502.18
		<u>\$217.91</u>

TOTAL ELIGIBLE FOR RELIEF IS \$217.91 for 2018/2019.



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: November 6, 2018
RE: SSREN Asset Distribution

RECOMMENDATION

It is recommended that the Finance Committee recommend to Municipal Council:

1. The laptop computers be deployed to the LCLC at a cost of \$700. + HST
2. The remaining assets be purchased by MODL for \$4,450. + HST

BACKGROUND

The South Shore Regional Enterprise Network (SSREN) was dissolved effective September 30, 2018. The Municipality of the District of Lunenburg has taken on the responsibility to close out the SSREN. Part of that responsibility is the sale and distribution of the remaining assets. These assets include computers, printers, cell phones, and office furniture. Please see the attached inventory list for more details.

OPTIONS

The inventory list includes a phone system and network equipment in the Communications room that is required to remain so existing MODL staff at the King Street location have access to the network copier and phone system. The other assets should be disposed of in a timely fashion. Staff feel there are some viable options including:

1. Laptop Computers – staff contacted MJSB to inquire whether they were interested in purchasing them and distributing to their clients. They were not as two of the three are

low value home computers. However, they suggested that the HP Probook be distributed to the LCLC where a new laptop is required. Staff have been made aware that the LCLC is in need of spare laptops when there is an event. The MJSB agrees this would be a good use. The disposition value is estimated at \$700.

2. Remaining Office Equipment – the computer equipment and printers could be offered to Fire Services.
3. Office Furniture – the office furniture including desks, table and chairs could be utilized by existing Municipal Departments or perhaps Fire Services.


The disposition value of the remaining office equipment and furniture is \$4,450.

BUDGET IMPLICATIONS

These costs are not currently part of the municipal budget. However, the \$4,450 will be offset when the SSREN is closed out and the remaining surplus funds are distributed to the Municipal partners. Staff estimate that there will be approximately \$100,000 in available surplus to distribute. MODL's share is 32% or \$32,000.

CONCLUSION

Staff believe that in the interest of time and to be fair to the remaining partners of the SSREN, the assets be distributed to the LCLC and sold to MODL as outlined in this report.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date: Oct. 31, 2018
Report Approved By: 	Date _____
Reviewed By CAO: _____	Date _____

Lunenburg Queens Regional Development Agency Inventory

# of items	Item Description	Make	Model	Serial Number	Additional Information	Item Location		Cost of Acquisition	Disposition	Disposition Value 25%
1	Monitor	Benq	V2420H	ETV4A0R384019	Black	EDO Office	EDO Operations & Staff	\$ 200.00		\$ 50.00
1	2-door printer cart				Brown wood grain	EDO Office	EDO Operations & Staff	\$ 100.00		\$ 25.00
1	Office chair				Gray Fabric	EDO Office	EDO Operations & Staff	\$ 250.00		\$ 62.50
1	Office desk				3 piece brown	EDO Office	EDO Operations & Staff	\$ 750.00		\$ 187.50
1	Small Round Table					EDO Office	EDO Operations & Staff	\$ 200.00		\$ 50.00
2	Guest Chairs				Blue	EDO Office	EDO Operations & Staff	\$ 150.00		\$ 37.50
	Brother Printer		DCPL250-DW	U63884F5N2989-37	2015	EDO Office	EDO Operations & Staff			\$ -
	Verbatim Hard Drive (HDD) 1TB					EDO Office	EDO Operations & Staff	\$ 100.00		\$ 25.00
	Logitech Wireless Keyboard/Mouse		Y-R0042		February, 2018	EDO Office	EDO Operations & Staff	\$ 40.00		\$ 10.00
	Blackberry		STV 100-3	1161996094	2015	EDO Office	EDO Operations & Staff			
	Acer Monitor		K222HQL	MMT5XAA0066-43036982-423	2015	CEO	REN Operations and Staff	\$ 200.00	Estimated original cost	\$ 50.00
	Brother Printer		LT-320CL	E7342A6Y117544	2015	CEO	REN Operations and Staff	\$ 599.99		\$ 150.00
	Polycom Phone		27788138999		January, 2017	CEO	REN Operations and Staff	\$ 200.00		\$ 50.00
	L-Shape Desk with Cupboard and two blue chairs & office chair				2015	CEO	REN Operations and Staff	\$ 6,500.00		\$ 1,625.00
1	Digital Camera	Canon Power Shot	SX120IS	8856007203	Black/10x optical zoom	CEO Office	REN Operations and Staff	\$ 250.00		\$ 62.50
1	Camcorder	JVC	GZ-MS120BU		Black	CEO Office	REN Operations and Staff	\$ 100.00		\$ 25.00
1	Office chair				Blue	CEO Office	REN Operations and Staff	\$ 250.00		\$ 62.50
1	Large White Board					CEO Office	REN Operations and Staff	\$ 75.00		\$ 18.75
1	Phone System	Jazinga	Unity-2000	F000L2900021		Comm Room	REN Operations and Staff	\$ 1,700.00		\$ -
1	WAN Switch	HP	V1410-8	CN14DXZ4JV		Comm Room	REN Operations and Staff	\$ 10.00		\$ -
1	Network Switch	HP	ProCurve 2610-24	CN128ZT0FD		Comm Room	REN Operations and Staff	\$ 250.00		\$ -
1	Network Switch	HP	ProCurve 2610-24	CN133ZQ050		Comm Room	REN Operations and Staff	\$ 250.00		\$ -
1	Network Switch	HP	ProCurve 2610-25	CN128ZT0NR		Comm Room	REN Operations and Staff	\$ 250.00		\$ -
1	Fire Wall	Sonic Wall	TZ-210	0017C5ADE598		Comm Room	REN Operations and Staff	\$ 350.00		\$ -
	Tele Switch 24 POE	Allied Telesys	AT-80005	A03229R111700771A3		Comm Room	REN Operations and Staff	\$ 400.00		\$ -
1	Battery Back-Up	APC	SMT1500RM2U	AS1129110604		Comm Room	REN Operations and Staff	\$ 275.00		\$ -
1	Cupboard				White/1-draw w glass door	Lady's washroom	REN Operations and Staff	\$ 50.00		\$ -
	Hewlett Packard Laptop		13-41200CA	5CD5446M63	2015	Managers Office	REN Operations and Staff	\$ 1,032.43	A St. Onge	\$ -
	ASUS Laptop		X555Q	X555QG-SH12-CB	January, 2017	Managers Office	REN Operations and Staff	\$ -	Duplicate of Asus below	\$ -
	iPhone 6S		6S	FK4QFGL0GRY7	January, 2018	Managers Office	REN Operations and Staff	\$ 250.00		\$ 62.50
	Oval Table				January, 2017	Meeting Room	REN Operations and Staff	\$ 100.00		\$ 25.00
	5 Office Chairs				January, 2017	Meeting Room	REN Operations and Staff	\$ 240.00		\$ 60.00

Lunenburg Queens Regional Development Agency Inventory

# of items	Item Description	Make	Model	Serial Number	Additional Information	Item Location		Cost of Acquisition	Disposition	Disposition Value 25%
	SSREN Pop- up banners (2)					Meeting Room	REN Operations and Staff	\$ 200.00		\$ 50.00
	Epson Projector		H478A	RFCK4701924	December, 2016	Meeting Room	REN Operations and Staff	\$ 749.90		\$ 187.48
1	Wireless Printer	Epson	Artisan 810	LJEY006456	Black	Office Manager	REN Operations and Staff	\$ 200.00		\$ 50.00
1	Multi-tilt office chair				Blue	Office Manager	REN Operations and Staff	\$ 250.00		\$ 62.50
1	Filing cabinet	ProSource			4-drawer/cream colour	Office Manager	REN Operations and Staff	\$ 250.00		\$ 62.50
1	Book shelf				Wooden/4-shelf	Office Manager	REN Operations and Staff	\$ 200.00		\$ 50.00
2	Office chairs				Rust/fabric	Office Manager	REN Operations and Staff	\$ 150.00		\$ 37.50
1	Office Desk				Brown	Office Manager	REN Operations and Staff	\$ 1,250.00		\$ 312.50
1	Small 2-drawer Filing Cabinet	Storex			White	Office Manager	REN Operations and Staff	\$ 200.00		\$ 50.00
	ASUS Laptop		X555Q	X555QG-SH12-CB	January, 2017	Office Manager	REN Operations and Staff	\$ 701.18		\$ 175.30
	Hewlett Packard Probook		450G5	5CD8025RZZ	March, 2018	Office Manager	REN Operations and Staff	\$ 1,329.93	Computer holds accounting software used for wrap-up	\$ 332.48
	Dell Inspiron 13-7000 Series Laptop		P57G002	1VB3D82	June, 2016	EDO Office	REN Operations and Staff	\$ 851.19		\$ 212.80
	Blackberry		Classic SQC100-4	74049860067	2017	Office Manager	REN Operations and Staff	\$ 249.99		\$ 62.50
	Acer Monitor		G236HL	MMLVNAA00571002D3 42482	March, 2018	Office Manager	REN Operations and Staff	\$ 182.17		\$ 45.54
	Logitech Wireless Keyboard/Mouse		G710	1627SY006A88	January , 2017	Office Manager	REN Operations and Staff	\$ 100.00		\$ 25.00
	Sony Recorder		ICD-PX470		December, 2017	Office Manager	REN Operations and Staff	\$ 69.93		\$ 17.48
	Brother Label Printer		Brother-QL-720NW	U63328-L5Z690096	December, 2016	Office Manager	REN Operations and Staff	\$ 89.00		\$ 22.25
	Seagate Portable Drive 1TB		SRD00F1	NA9LCTMO	April, 2018	Office Manager	REN Operations and Staff	\$ 79.96		\$ 19.99
	Seagate Portable Drive 1TB		SRD00F1	NA9LCTL4	April, 2018	Office Manager	REN Operations and Staff	\$ 79.96		\$ 19.99
	Seagate Portable Drive 1TB		SRD00F1	NA9C8741	March , 2018	Office Manager	REN Operations and Staff	\$ 100.00		\$ 25.00
	Polycom Phone		27788138999		January, 2017	Office Manager	REN Operations and Staff	\$ 200.00		\$ 50.00
1	Set of computer speakers	Aopen		50603035MRUB	Silver	Spare Room	REN Operations and Staff	\$ 30.00		\$ 7.50
1	Large Lateral four drawer filing cabinet				4-drawer/Grey	Spare Room	REN Operations and Staff	\$ 500.00		\$ 125.00
1	Multimedia Projector	Sharp	PG-M20S	305314116		Spare Room	REN Operations and Staff	\$ 600.00		\$ 150.00
1	Tri-pod	Soligor	T157			Spare Room	REN Operations and Staff	\$ 50.00		\$ 12.50
1	Power bar	APC			Grey/6 outlet	Spare Room	REN Operations and Staff	\$ 20.00		\$ 5.00
1	Sm garbage can				Grey	Spare Room	REN Operations and Staff	\$ 10.00		\$ 2.50
1	Recycle can				Blue	Spare Room	REN Operations and Staff	\$ 10.00		\$ 2.50
1	Large Standing Cupboard				Brown	Spare Room	REN Operations and Staff	\$ 350.00		\$ 87.50

Lunenburg Queens Regional Development Agency Inventory

# of items	Item Description	Make	Model	Serial Number	Additional Information	Item Location		Cost of Acquisition	Disposition	Disposition Value 25%
1	5 Shelve Bookcase				Brown	Spare Room	REN Operations and Staff	\$ 100.00		\$ 25.00
1	Large Lateral four drawer filing cabinet				Grey	Spare Room	REN Operations and Staff	\$ 500.00		\$ 125.00
1	Monitor	ACER	X233h – Model #			Spare Room	REN Operations and Staff	\$ 200.00		\$ 50.00
1	Office chair				Rust/fabric	Storage	REN Operations and Staff	\$ 150.00		\$ 37.50
1	Wireless Keyboard and Mouse	Microsoft		77967-545-4965013- 00723		Storage	REN Operations and Staff	\$ 50.00		\$ 12.50
TOTAL REN ASSETS								\$ 23,385.63		\$ 5,152.05



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Stephen W. Pace, Director of Engineering & Public Works

DATE: October 24, 2018

RE: New Administration Building – Fire Dispatch Services

RECOMMENDATIONS

Authorize staff to proceed with the design of the proposed new MODL Administration Building without the inclusion of a dedicated space for local fire dispatch services.

EXECUTIVE SUMMARY

MODL staff wish to seek a decision from Council whether or not to include a space for a dedicated fire dispatch service in the new Administration Building. After investigating the request, it is recommended it not be included in the new facility.

BACKGROUND

MODL is in the early stages of conceptual design for a new Administration Building. A request was made regarding the potential of providing a dedicated space for the local fire dispatch service. The local dispatch service is currently Scotia Business Centre which services four municipalities, MODL, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg and Shelburne County. The potential for including this function in the new Administration Building was discussed briefly in the Special Council on October 2, 2018, when awarding the contract to IBI Group and associate design firms responding to RFP No. 2018-05-300.

Space for the dispatch service was not considered when developing the “*Program Space*” outlined in the RFP No. 2018-05-300. The inclusion of this space would be an addition in scope. Ideally, if included, this space would be separate from the remaining functions of the new Administrations Building. This would include separate entrance, staff areas, HVAC systems, etc.

DISCUSSION

Initial review of the building requirements for an emergency dispatch facility indicate the preference for construction to post-disaster standards. These standards involve enhanced structural, mechanical, electrical and other building components and systems. These enhanced

building features would involve more time to design and construct as well as increasing the overall project cost to bring the entire new building up to post-disaster standards.

There is currently a resolution regarding fire dispatch services in Nova Scotia from the Fire Service Association of Nova Scotia to the Minister of the Department of Municipal Affairs and Internal Services as well as the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators of Nova Scotia. The resolution involves the commencement of discussions *“towards rationalizing fire service dispatch across the province with the Fire Dispatch Standards as the guiding principle”*. The outcome of this resolution may lead to a centralized service located in another jurisdiction negating the need for space in the new MODL Administration Building.

CONCLUSION

After considering the preference for post-disaster standards for emergency dispatch services and the potential rationalization of fire dispatch services, MODL staff are recommending that the new MODL Administration Building not include the fire dispatch service.



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar, Acting Director of Recreation Services

DATE: November 6, 2018

RE: Designated Community Project Fund – Lunenburg Yacht Club

RECOMMENDED MOTION

That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the Lunenburg Yacht Club \$26,465 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 seven donations totalling \$26,500. The amount of \$26,465 is being recommended to be approved as \$35 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

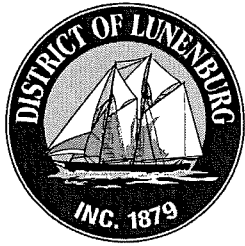
There would be no implications to the budget.

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.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Jeff A. Merrill, MCIP, LPP, Director of Planning & Development Services
DATE: November 6, 2018
RE: Vehicle Replacements - Building

ORIGIN: 2018-2019 Budget

RECOMMENDATION

That Council award the quote 2018-05-500, received under the provincial standing offer for light duty vehicles, to Steele Chrysler Limited for \$66,100.00 plus HST for two 2019 Jeep Cherokee Sport 4x4s.

BACKGROUND

Council budgeted for the replacement of two municipal vehicles used to provide building inspection services.

The quotes exceeds \$25,000 therefore as per section 10.1 of Council's procurement policy (MDL-33) the procurement decision shall be made by Council.

DISCUSSION

An Invitation to Quote (ITQ 2018-05-500) under the provincial standing offer for light duty vehicles closed on October 12, 2018. Four quotes were received from the following vendors:

VENDOR NAME	VEHICLE MAKE/MODEL	Price	Meets Specs
Steele Chrysler Limited	2019 Jeep Cherokee Sport 4x4	\$33,050 +HST AWARD RECOMMENDATION	Yes
O'Regan Chevrolet Buick GMC Cadillac Ltd	2019 Equinox AWD LS	\$31,910.00 + HST	No – tow package requirement not met
Steele Ford Lincoln	2019 Ford Edge SEL AWD	\$41,646.12 + HST	No – Missing fuel efficiency
Dartmouth Dodge	2018 Jeep Compass North 4x4	Rejected Bid	No - Incomplete pricing

Dartmouth Dodge did not submit a total cost of the vehicle. The cost submitted was “plus taxes and applicable fees” however the “applicable fees” were not listed. Their quote also did not include or provide a cost for winter tires nor the cost for the extended warranty coverage. As a result, the Dartmouth Dodge quote was deemed incomplete and rejected.

Steele Ford Lincoln did not submit the required fuel efficiency information. However, their quote for a 2019 Ford Edge SEL AWD (\$41,646.12 + HST) was the highest price even without the estimated fuel cost in the analysis. The fuel savings would need to be significant to justify the increased purchase price.

O'Regan Chevrolet Buick GMC Cadillac Ltd submitted the lowest bid at \$31,910.00 +HST for a 2019 Equinox LS AWD. However, the 1,500 lbs tow package does not meet the cargo weight range specified in the quote, 2866 lbs.

Steele Chrysler Limited submitted a quote for a 2019 Jeep Cherokee Sport 4x4 for \$33,050.00 + HST. The quote meets the all specifications. The ground clearance on the 2019 Cherokee, 200.6mm (7.9in), is similar to the vehicles currently in use [205.7mm (8.1 in) and 215.9mm (8.5 in).]

BUDGET IMPLICATIONS

\$70,000 was allocated in the 2018-2019 capital budget to replace two inspection vehicles.

The Steele Chrysler Limited quote comes in just under budget at \$68,933.05 (HST included) for two 2019 Jeep Cherokee Sport 4x4s.

CONCLUSION

Staff recommends that Council award the quote to Steele Chrysler Limited for two 2019 Jeep Cherokee Sport 4x4s.



Municipality of the District of Lunenburg
Recreation Services

MEMORANDUM

Date: November 13, 2018
To: Council
From: Tissy Bolivar, Acting Director of Recreation Services
Subject: Hell's Point – ROW investigation

On February 20th, 2018, Audit Finance made the following motion which was approved by Council on February 27th:

“...that Municipal Council... write a letter to the Department of Transportation and Infrastructure Renewal for confirmation, description and detailed mapping of a right-of-way along the Coast in Kingsburg, specifically the point of land at Hell’s Point.”

A letter was prepared and sent on May 4th, 2018, and on June 7th, the Province responded with a list of plans and literature that was reviewed by a Provincial Planning Technician to help locate a potential right-of-way (ROW) in that area. None was found.

On July 3rd, The Honorable Lloyd P. Hines responded with a letter confirming that they had completed a detailed investigation into the matter and were unable to find any evidence of a public ROW.

Respectfully Submitted,



Municipality of the District of Lunenburg

May 4, 2018

Honourable Lloyd Hines
Minister of Transportation and Infrastructure Renewal
2nd Floor, Johnston Building
1672 Granville Street
P.O. Box 186
Halifax, NS B3J 2N2

Dear Mr. Hines

I am writing on behalf of Council for the Municipality of the District of Lunenburg, regarding land at Hell's Point, Kingsburg.

We are looking for clarification and information regarding the confirmation, description and detailed mapping of a right-of-way along this piece of property.

Sincerely

Carolyn Bolivar-Getson, E.C.N.S.
Mayor

CBG/re

c Suzanne Lohnes-Croft, MLA

MEMO

TO: Audit Finance Committee
FROM: Councillor Whynott
RE: Hells Point
DATE: FEBRUARY 20, 2108

I have been in communication with a resident who has expressed concerns to be me about the traditional walking path used by the public along Hell's Point in Kingsburg. It is often cited by some residents that this historical footpath was established along an old right of way. This right of way is alleged to run along the point of land at Hells Point, as a continuance of the public ROW that permits access to the two formerly crown owned properties now owned by MODL, in Kings Bay and Hartling Bay. Some residents would like to have clarified if a legal ROW still exists. While walking this traditional route people have encountered signs stating "Private property. Access without permission is prohibited. Any entry is at your own risk."

Just recently the Municipality passed a motion concerning the k class road from Green Bay to Broad Cove which stated, "that Municipal Council writes a letter to the Department of Transportation and Infrastructure Renewal for confirmation, description and detailed mapping of a right-of-way along the coast from Broad Cove to Green Bay."

I would like to suggest a similar motion with concerns to Hell's Point.

"that the Audit Finance Committee recommend to Council that Municipal Council writes a letter to the Department of Transportation and Infrastructure Renewal for confirmation, description and detailed mapping of a right-of-way along the coast in Kingsburg, specifically the point of land at Hells Point."

A map is attached to further clarify.

This motion aligns with what is written under section 7.8 in the Open Space Strategic Plan which states that Council shall partner with the Province supporting the concept of coastal walking trails including appropriate legislation.

10.1.4 Letter to DOTIR re Land Hell's Point, Kingsburg

Moved by Councillor Whynot, seconded by Deputy Mayor Bell that Municipal Council accept the recommendation of the Audit & Finance Committee and write a letter to the Department of Transportation and Infrastructure Renewal for confirmation, description and detailed mapping of a right-of-way along the coast in Kingsburg, specifically the point of land at Hell's Point. Carried unanimously.

11. STAFF REPORTS**11.1 LaHave River Project Team****11.1.1 Update on LaHave River Project**

Maria Butts, LaHave River Project Coordinator, was in attendance and gave a presentation updating Council on the status of the LaHave River Project (attached to original set of Minutes).

A discussion was held and the following points were noted:

- It would be beneficial to have a Department of Environment representative present during a future update on this project. Staff will arrange this.
- Staff can issue a tender for one to ten systems. It was felt that 5 systems was appropriate at this time. If large batch tenders were issued, it would likely be too much work for one contractor, and could potentially cause smaller, local contractors to be unable to bid. As well, there are several systems that will be used due to geographical and size challenges of some of the properties. These small batches will be system-type specific, as they use different types of materials and require different skill sets. Staff will have multiple tenders going at the same time.
- It was noted that there are septic systems that can use crushed glass. MODL, at the Riverside Waste Treatment Plant, used four different types of pods, including one glass type. It was found that this was highly effective. As glass cannot currently go into the landfill, this may be a beneficial option. Ms. Butts will discuss this with the designer.
- It was requested that Ms. Butts bring forward maps for future updates, that show where the systems have been installed. She noted that the applications, so far, have been well spread out through the Wastewater Management District.

7. AWARDING OF TENDERS/RFPs**7.1 Award of Tender #2017-05-006 "On-Site Sewage Disposal System"**

Ms. Butts advised that 12 bids were received from across the Province, and two were rejected as they did not include the addendum. The bids ranged from \$51,000 to \$189,000, and the variance in cost was due to the location of the business versus the job site, as some of the companies are quite far and would have higher trucking costs, and some have their own aggregate materials. She added that part of the requirement to be a successful bidder is a septic installers license.

Moved by Deputy Mayor Bell, seconded by Councillor Nauss that Municipal Council award Tender 2017-05-006 "On-Site Sewage Disposal System Installations for LaHave River Properties Project – Group #1" to Gerhardt Property Improvement in the amount of \$51,740.00 plus HST.



**Transportation and
Infrastructure Renewal**

REAL PROPERTY SERVICES
ACQUISITION AND DISPOSAL

5th Floor – Johnston Building
1672 Granville Street
Halifax, NS B3J 2Z8

P.O. Box 186
Halifax NS B3N 2N2

I No. 902-424-2363
Fax No. 902-424-0583

June 7, 2018

Re: Right of Way at Hell's Point, Kingsburg, Lunenburg County.

After a thorough investigation, I was unable to find evidence of a Public Right of Way at Hell's Point, Kingsburg, Lunenburg County, as shown on the sketch attached, in accordance with the Public Highways Act, Section 11(1).

Materials researched to support this finding include;

- Crown Grant Book 19 Page 18- John Moseman et al
- Crown Grant Index Sheet # 40 & 48
- A.F. Church Map, 1878
- TIR Early County Map, 1920s
- Geological Survey Map, 1893
- Municipal Minute
- Township plans
- Board Map
- Lunenburg County Portfolios

Should you have any questions or concerns, please contact me.

Tania Salsman
Planning Technician
902-424-7857



COPY

Transportation and Infrastructure Renewal
Office of the Minister

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

JUL 03 2018

Mayor Carolyn Bolivar-Getson, E.C.N.S.
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

Dear Mayor Bolivar-Getson:

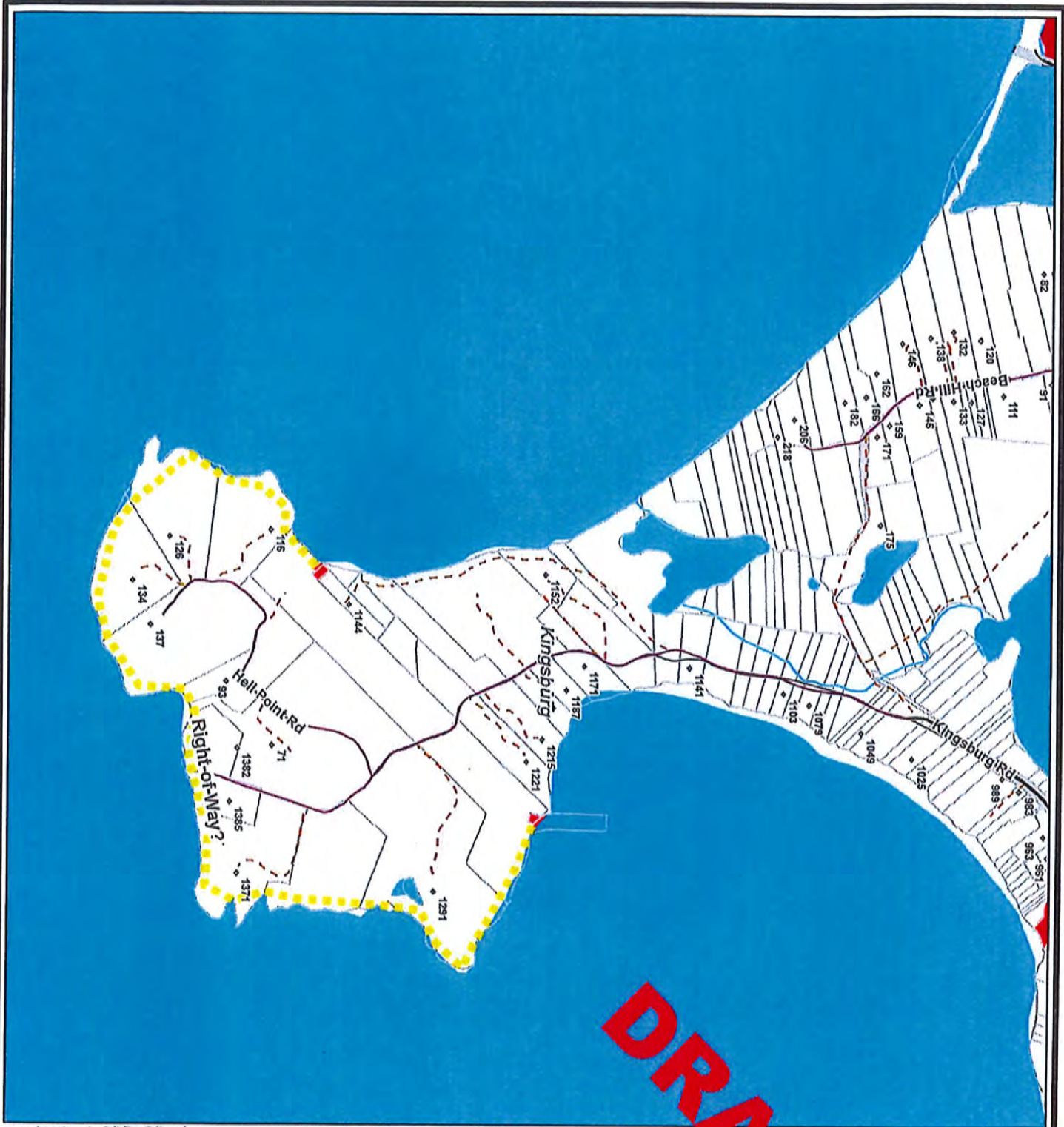
Thank you for your letter dated May 4, 2018. Further to your request, our Real Property Services Division has completed an investigation of the questioned right of way at Hell's Point, Kingsburg, Lunenburg County, and a copy of their findings is enclosed. Based on the findings of the investigation, no evidence of a public right of way at Hell's Point was identified.

Should you require anything further on this matter, James Hardy, Manager of Acquisition and Disposal for Real Property Services, is happy to provide further assistance. He can be contacted at (902) 424-2363 or james.hardy@novascotia.ca.

Sincerely,

Lloyd P. Hines
Minister

cc. Paul LaFleche, Deputy Minister
James Hardy, Manager Acquisition and Disposal
Greg Newell, District Director Western
Suzanne Lohnes-Croft, MLA Lunenburg



Hell Point

DRAFT



Project Description:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

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

Date: May 2018

File: rrecreation/01stlunenburg/01prland

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



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: MAYOR BOLIVAR-GETSON AND MUNICIPAL COUNCIL

SUBMITTED BY: Norma Schiefer, Municipal Development Officer

DATE: November 1, 2018

RE: Ziegler Homes Ltd. – Municipal Public Roads and Acceptable Security

RECOMMENDATION

That Municipal Council accept the deed for Lot 43, Meldrum Avenue and Concordia Drive, a total of 0.170 km – new Municipal Roads, in Conquerall Bank

BACKGROUND

Mr. Juergen Ziegler, landowner, submitted an application in June 2016 outlining a 12-lot development with new roads being identified as Municipal Roads. The development is proceeding in Phases, with Phase 1 being completed. Phase 1 includes an extension to Meldrum Avenue and a portion of Concordia Drive, along with 7 residential lots. The roads have been designed, constructed and approved with all inspections and monitoring by the Municipal Engineering Department. The Phase 1 portion of the roads are now ready for conveyance to the Municipality.

DISCUSSION

Attached you will find the following confirmation:

1. Memorandum dated October 19, 2018 from the Engineering department stating that the roads have been designed and constructed to engineering standards, as per the Municipal Subdivision By-law. The memo also confirms the applicable amount of security required as per Section 10.3 of the Subdivision By-law. The security has been received.

Confirmation from the Municipal Solicitor confirming clear/marketable title has also been received.

The new roads are in Council District 2, adjacent the existing Meadowbrook Subdivision, in Conquerall Bank. The new roads are connected to an existing Municipal Road (Meldrum Avenue). A map is attached.

CONCLUSION

As per the Municipal Subdivision By-law, in effect at the time of complete application, the new Municipal Roads have been constructed to Municipal Standard and are ready to be conveyed to the Municipality.

MEADOWBROOK CONQUERALL BANK

■ ■ ■ Proposed Municipal Roads

Length: 0.170 km (approx)



Project Description:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

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

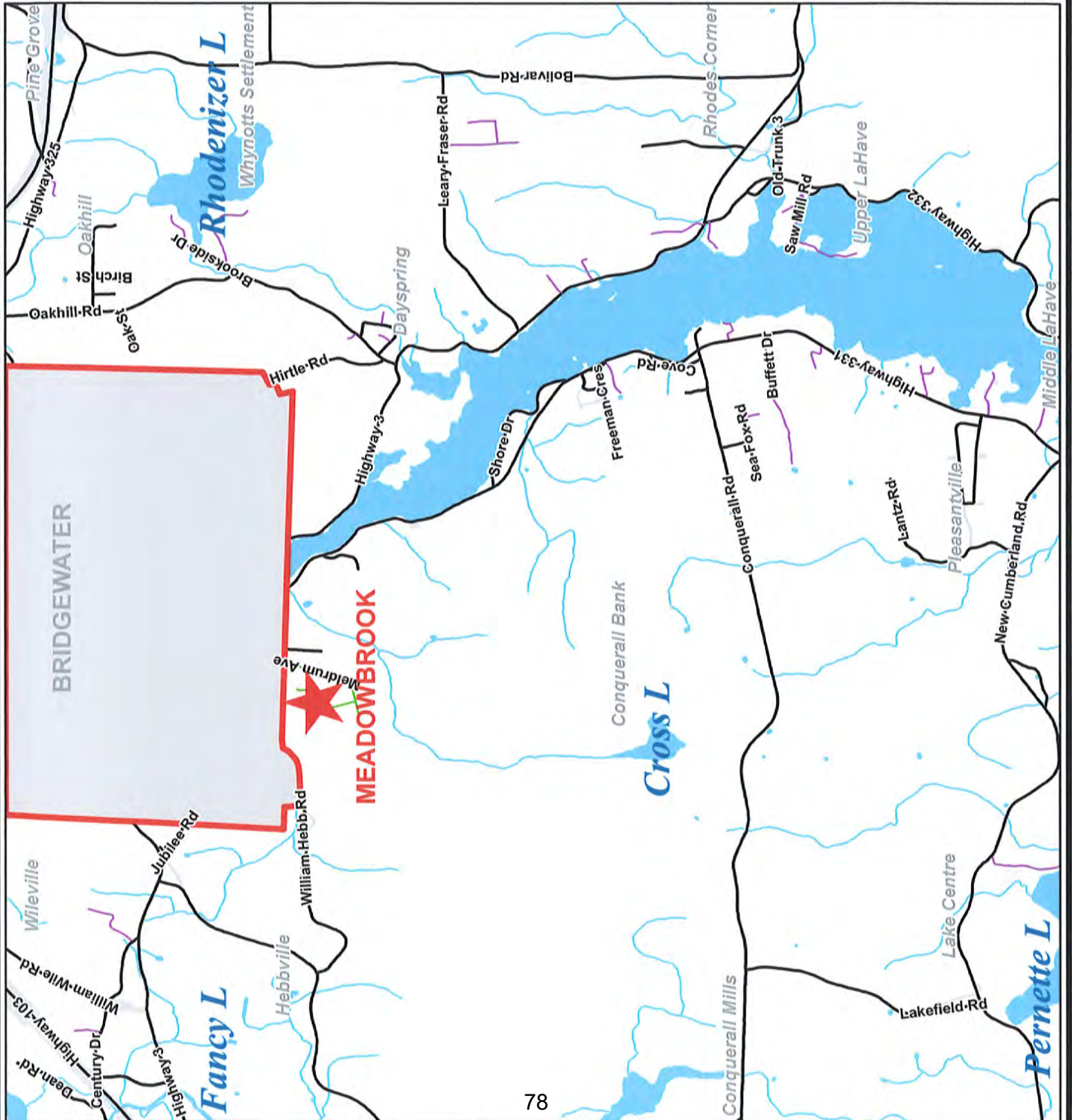
Date: October 2, 2018

File: p:\m2018\m2018meadowbrook

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



MEADOWBROOK



Project Description:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS
Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date: October 2, 2018

Filepath: 2018\Normal\spcncrda

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



Municipality of the District of Lunenburg

Engineering & Public Works

MEMORANDUM

TO: NORMA SHEIFER, DEVELOPMENT OFFICER

FROM: MATT APPLEBY, CET, ENGINEERING TECHNOLOGIST

DATE: October 19, 2018

RE: LM160047, Meldrum Extension/Concordia Dr Phase 1 – ACTUAL COST OF CONSTRUCTION

As per the Subdivision By-Law under section 10.3, the subdivider is required to post for one (1) year, a maintenance bond or other security acceptable to Council in the amount equal to ten percent (10%) of the actual cost of construction.

This memorandum is to inform the Development Officer that:

1. The subdivider has provided the actual cost of construction figure of \$46801.57 for Lot 43 (Meldrum Extension, and Concordia Dr 'Phase 1') making the maintenance bond or other acceptable security amount equal to \$4680.15.
2. The roads have been constructed and approved by Engineering & Public Works to meet the requirements of the subdivision By-Laws.

The subdivider has thirty (30) days from the notification date of construction acceptance to submit this bond or security.

Sincerely,

Matt Appleby, CET
Engineering Technologist

Enclosure

ma

THIS WARRANTY DEED made this ____ day of October, 2018

BETWEEN:

ZIEGLER HOMES LTD., a body corporate
being the owner of the lands described in Schedule "A" herein,

(hereinafter called the "Grantor")

OF THE FIRST PART

-and-

MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a Municipal body
corporate, with its offices in the Town of Bridgewater, in the County of Lunenburg and
Province Nova Scotia;

(hereinafter called the "Grantee")

OF THE SECOND PART

WITNESSETH THAT in consideration of the sum of One Dollar (\$1.00) and other good and
valuable consideration:

THE GRANTOR hereby conveys to the Grantee the lands described in Schedule "A" to this
Warranty Deed and hereby consents to this disposition pursuant to the *Matrimonial Property Act* of Nova
Scotia.

THE GRANTOR covenants with the Grantee that the Grantee shall have quiet enjoyment of the
lands, that the Grantor has a good title in fee simple to the lands and the right to convey them as hereby
conveyed, that the lands are free from encumbrances and that the Grantor will procure such further
assurances as may be reasonably required.

IN THIS WARRANTY DEED the singular includes the plural and the masculine includes the
feminine with the intent that this Warranty Deed shall be read with all appropriate changes of number and
gender.

IN WITNESS WHEREOF the Grantor has hereunto executed this Indenture by the hands of its
proper officers in that behalf, the day and year first above written.

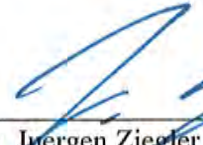
SIGNED AND DELIVERED
IN THE PRESENCE OF:

ZIEGLER HOMES LTD.



Witness

)
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)

Per: 
Name: Juergen Ziegler
Title: President



PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

)
)

I HEREBY CERTIFY that on this 25 day of October, 2018, **ZIEGLER HOMES LTD.**, one of the parties of the foregoing Indenture, caused the same to be executed in its name and on its behalf by the hands of its duly authorized officer in my presence and I have signed as a witness to such execution.



A Barrister/ Commissioner of the Supreme Court
Of Nova Scotia

R. ANDREW KIMBALL
A Barrister and Commissioner
of the Supreme Court of Nova Scotia

**CANADA
 PROVINCE OF NOVA SCOTIA
 COUNTY OF LUNENBURG**

I, Juergen Ziegler of Bridgewater, in the County of Lunenburg and Province of Nova Scotia, make oath and say as follows:

1. THAT I am the President of Ziegler Homes Ltd. (the "Company") and as such have a personal knowledge of the matters herein deposed to.
2. THAT I acknowledge that the Company executed the foregoing Instrument by its proper officer(s) duly authorized in that regard on the date of this Affidavit; this acknowledgment is made for the purpose of registering such Instrument pursuant to Section 31 (a) of the *Registry Act*, R.S.N.S. 1989, c. 392 and Section 79 of the *Land Registration Act*, S.N.S. 2001, c. 6, as amended.
3. THAT the Company is not now nor will be on the date of delivery of the foregoing and attached Indenture, a non-resident of Canada with the meaning of the *Income Tax Act* (Canada).
4. THAT for the purposes of this my Affidavit, "Matrimonial Home" means the dwelling and real property occupied by a person and that person's spouse as their family residence and in which either or both of them have a property interest other than a leasehold interest.
5. THAT the lands described in the within Indenture are not occupied by any shareholder of the Company as a Matrimonial Home and have never been so occupied while the lands have been owned by the Company; nor does the ownership of a share in the Company entitle the owner or owners thereof to occupy the aforesaid lands as a Matrimonial Home.

SWORN TO at Bridgewater,)
 in the County of Lunenburg,)
 Province of Nova Scotia,)
 this 25 day of October,)
 2018 before me:)



 A Barrister of the Supreme Court
 of Nova Scotia



 Juergen Ziegler

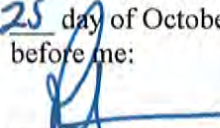
R. ANDREW KIMBALL
 A Barrister and Commissioner
 of the Supreme Court of Nova Scotia

**CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG**

AFFIDAVIT OF VERIFICATION

I, Juergen Ziegler of Bridgewater, in the County of Lunenburg and Province of Nova Scotia, make oath and say as follows:

1. **THAT** I am the President of Ziegler Homes Ltd. (the "Company") the Grantor in the foregoing Warranty Deed and as such I have personal knowledge of the matters herein deposed to.
2. **AND THAT** as President of the Company, I am an officer of the Company.
3. **AND THAT** I hereby verify that I have authority to execute the foregoing Warranty Deed on behalf of the Company and thereby bind the Company.
4. **AND THAT** pursuant to such authority I have executed the foregoing Warranty Deed on behalf of the Company and did thereby bind the Company accordingly.

SWORN TO at Bridgewater,)
in the County of Lunenburg,)
Province of Nova Scotia, this)
25 day of October, 2018)
before me:)
)
_____)
A Commissioner of the)
Supreme Court of Nova Scotia)


_____)
Juergen Ziegler

R. ANDREW KIMBALL
A Barrister and Commissioner
of the Supreme Court of Nova Scotia

SCHEDULE "A"

LOT 43

ALL that lot of land situate at Conquerall Bank, Lunenburg County, Nova Scotia, and being shown as Lot 43 on a Plan of Subdivision No. 18-897, by Fogarty Surveys Inc., dated August 7, 2018, showing Meadowbrook Subdivision Phase 1, lands of Ziegler Homes Ltd., and is more particularly described as follows:

BEGINNING at a survey marker found at the southeastern corner of Lot 1000, lands of The Municipality of the District of Lunenburg and the southwestern corner of Lot 6, lands of Janice Elaine Dibbin;

THENCE South 29 degrees 16 minutes 47 seconds West, 92.573 metres to a placed survey marker;

THENCE South 10 degrees 52 minutes 08 seconds West, 77.056 metres to a survey marker placed on the northeastern boundary of Lot N1, lands of Robert Andrew Hennessy;

THENCE North 59 degrees 43 minutes 09 seconds West along Lot N1, lands of Robert Andrew Hennessy, 21.327 metres to a placed survey marker;

THENCE North 10 degrees 52 minutes 08 seconds East, 76.615 metres to a placed survey marker;

THENCE North 60 degrees 50 minutes 43 seconds West, 96.748 metres to a placed rock post;

THENCE North 29 degrees 09 minutes 17 seconds East, 20.115 metres to a placed survey marker;

THENCE South 60 degrees 50 minutes 43 seconds East, 97.862 metres to a placed survey marker;

THENCE North 29 degrees 16 minutes 47 seconds East, 72.820 metres to a survey marker found at the southwestern corner of Lot 1000, lands of The Municipality of the District of Lunenburg;

THENCE South 59 degrees 48 minutes 57 seconds East along Lot 1000, lands of The Municipality of the District of Lunenburg, 20.117 metres to the POINT OF BEGINNING;

CONTAINING 5379 square metres.

ALL BEARINGS AND DISTANCES herein are grid, and are referenced to Nova Scotia High Precision Network Monument No. 200809, Nova Scotia 3 degree Modified Transverse Mercator Projection, Zone 5, Central Meridian 64 degrees 30 minutes West, NAD83 (CSRS), Epoch 2010.0.

Lot 43 is a portion of lands described in a deed dated April 3, 2012, from Harold Selig, Nora Selig, Trevor Selig and Angela Selig to Squarey & Ziegler Homes & Construction Ltd., registered on November 29, 2013 at the Land Registration Office for Lunenburg County as Document No. 104243465.

Lot 43 is subject to the approval of the Development Officer for the Municipality of the District of Lunenburg.

The designator: Lot 43 originates with the above referenced Plan of Subdivision No. 18-897.



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Mayor Bolivar-Getson & members of Municipal Council
FROM: Douglas Reid.
DATE: October 30th, 2018.
RE: **Development Agreement Application - Blockhouse Plan Area**
ORIGIN: Applicant submission, October 25th.

A Development Agreement application was received by Planning Services from Snowcreek Building Design Solutions on October 25th, 2018. The application concerns PID #60218625, civic address 204 Cornwall Road, located in the Blockhouse Plan Area. The property owner (Municipal Enterprises Ltd.) acknowledged their agreement in undertaking the application. The property is zoned Rural in the Blockhouse Land Use By-law.

The Development Agreement application, if ultimately approved by Council, would permit for a change of use to the property, and construction of a new building. The property is currently **listed on Schedule "B"** in the By-law - with the existing use listed as: "site preparation contractors." Where the development is resulting in a change of use, and not an expansion of the existing use, it does not proceed by way of Site Plan Approval application. Rather, the request is to permit for a change of use from the existing activity to a new development associated with courier services.

Where there are size threshold requirements in the Blockhouse By-law for new commercial uses, per s.5.2.1 & s.5.2.3, and it is identified where this development proposes to exceed the maximum total area on a lot (1,858 square metres) as identified in regulation, such a development is permitted in Blockhouse only by way of Development Agreement.

The proposed use is associated with MBW Courier Services. The new building would operate as a warehousing depot for local courier trucks to pick up and deliver packages to customers in the region. It would also act as a site for the public to drop off and pick up packages directly. As with a previous application in 2016 in Blockhouse (*Bakery*) - staff would note where it is not the type of use being proposed that requires the Development Agreement process, it is the fact that the new development would occupy a total area larger than the **By-law's identified size threshold.**

In keeping with **the Municipality's "Public Participation Program on Planning Matters"** policy (MDL-66), staff proposes to undertake an information meeting in Blockhouse prior to a Report proceeding to the local Area Advisory Committee. Notice can be provided by regular mail to residents within an identified radius of the property, as well as notice sent by way of the pertinent Plan Area e-mail list serve. The purpose of the initial information meeting would be to provide an opportunity to outline the intent of the application, and to review the **Municipality's** Development Agreement review process. Staff has booked the Blockhouse Fire Hall for a meeting to take place on Tuesday December 4th.

It has been **Council's procedure to refer** development agreement applications to the local Area Advisory Committee for review. If Council agrees with adopting that procedure for this particular matter, the following motion is in order:

That Council forward the Development Agreement Application, regarding a proposed development located at 204 Cornwall Road, to the Blockhouse Area Advisory Committee, for review and recommendation to the Planning Advisory Committee.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council
SUBMITTED BY: Trudy Payne, Deputy CAO
DATE: Tuesday, October 23, 2018
RE: Dry Well Program

RECOMMENDATION

Staff recommends ending the water coupon program.

BACKGROUND

In the fall of 2016, MODL provided free water coupons to residents affected by dry wells. Each coupon provided one free 4 litre bottle of water, including deposit. The cost per bottle was \$1.29 to \$1.69 per bottle plus \$0. 10 deposit (varied by store). The total cost to provide the water was \$1,038. During the program, up to 1,039 coupons were distributed. Of those, 683 were redeemed.

In September of 2018, Council approved a new water coupon program for residents affected by dry wells. During the program, 219 coupons were distributed. We do not yet have a count on how many were redeemed.

The Municipality experienced heavy rains during the past two weeks, and it is staff's understanding that the dry well issue has been resolved. During the week of October 15-19, 2018, only one resident came in to pick up coupons. This resident advised the staff that they do not have a dry well, but they do not have good water.

Department: Administration

Report Prepared By: Sarah Kucharski Date: October 22, 2018

Report Approved By: _____ Date: _____

Reviewed By CAO: _____ Date: _____