

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Special Meeting of
MUNICIPAL COUNCIL
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, May 14, 2019 – 6:00 p.m.

ATTENDANCE

Mayor Carolyn Bolivar-Getson
Deputy Mayor Cathy Moore, District 5
Councillor Eric Hustvedt, District 1
Councillor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor John Veinot, District 4
Councillor Claudette Garland, District 6
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Staff: Kevin Malloy, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Trudy Payne, Director of Recreation
Sherry Conrad, Municipal Clerk
Stephen Pace, Director of Engineering & Public Works
David Waters, Director of Business Development, Tourism & Infrastructure
Jeff Merrill, Director of Planning & Development Services
Angela Veinot, Accounting Manager
Tina Robichaud-Bond, Executive Assistant

1. CALL TO ORDER

Mayor Bolivar-Getson called the meeting to order at 6:00 p.m. and gave her opening remarks and advised that the purpose of the meeting was to consider and approve the 2019/20 Municipal Operating and Capital Budget.

2. PUBLIC INPUT

There were no members of the public in attendance.

3. PRESENTATIONS/SCHEDULED TIMES

3.1 Draft 2019/2020 MODL Operating and Capital Budget

Ms. Wentzell introduced the 2019/20 Operating and Capital Budgets for the Municipality of the District of Lunenburg (circulated at the meeting). She stated the budgets are balanced, they are based on a responsible plan and successes can be demonstrated.

Ms. Wentzell explained that the 2019/20 budget was based on four themes that reflect the priorities and interests of the communities as represented by Council:

- Investing in our Community
- Making Life Affordable
- Building the Local Economy
- Protecting the Environment

The 2019/20 Operating Budget included \$31,279,400 in revenue and \$31,189,600 in expenses, leaving a surplus of \$89,800. The Capital Budget for 2019/20 was \$14,576,200 and required no capital borrowing.

Ms. Wentzell provided the following budget highlights:

- No Tax Rate increases
- Positive results on the Financial Condition Index – preliminary results exceed threshold on 12 of 13 indicators
- Municipality will be debt free by 2021
- Able to balance the 2019/20 budget with a surplus of \$89,800 – making it 13 consecutive surpluses

Ms. Wentzell reviewed the initiatives for 2019/20 under each of the four themes.

The budget details, as they related to the four themes, were reviewed.

4. RECOMMENDATIONS FROM COMMITTEES & BOARDS

4.1 Finance Committee

4.1.1 2019/20 Budgets, Tax Rates and Area Rates

Moved by Deputy Mayor Moore, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and approve:

- **The 2019/20 Operating Budget in the amount of \$31,189,600**
- **The 2019/20 Residential Tax Rate of \$0.81 per \$100 of Assessment**
- **The 2019/20 Commercial Tax Rate of \$1.957 per \$100 of Assessment**
- **The 2019/20 Seasonal Commercial Tax Rate of \$1.468 per \$100 of Assessment.**

Carried unanimously.

Moved by Councillor Bell, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Draft Capital Budget in the amount of \$14,576,200 and the 5-Year Capital Plan.

Concerns were raised over the following projects:

- Nathan Cirillo Road
- LCLC
- New Administration Building

The Motion on the floor was voted on. Those Opposed: Councillors Ernst and Knickle. Motion carried.

Moved by Councillor Whynot, seconded by Councillor Nauss that Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Reserves Transfers as noted in the 5-Year Financial Plan. Those Opposed: Councillor Ernst. Motion carried.

Moved by Councillor Nauss, seconded by Deputy Mayor Moore that Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Flat Fee Area Rate of \$10 per residential and commercial property in the Village of Hebbville on behalf of the Village Commission. Carried unanimously.

Mayor Bolivar-Getson gave her closing remarks.

15. ADJOURNMENT

There being no further business at 6:42 p.m., it was moved by Councillor Whynot, seconded by Councillor Carver that the meeting adjourn. Carried.

Operating and Capital Budget 2019/2020

Council
May 14, 2019



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2019/20 Budget Overview

Operating Budget

Revenue	\$ 31,279,400
<u>Expenses</u>	<u>\$ 31,189,600</u>
Surplus	\$ 89,800

Capital Budget = \$14,576,200 (borrowing \$0)

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Overview

Proposed Tax Rate 2019/20 (per \$100 of assessment)

- Residential \$0.81*
- Commercial \$1.957*
- Commercial Seasonal \$1.468*

- Sewer Rates – no change*
- Street Light Rates – based on account balances
- Hydrant rates – adjusted to recover actual costs \$1.36 per \$100 of assessment

*No rate increase from previous year

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Overview – Impact of Tax Rate

- Impact on residential property assessed at \$100,000
81 cents \$ 810.00 Property Tax
- Existing service standards are maintained.
- Initiatives that are important to Council and our residents to help achieve our mission as outlined in Council's strategic plan.

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Key Themes & Successes



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Success Stories

- Making Life Affordable
- Protecting the Environment
- Building the Local Economy
- Investing in Our Community

*“In the Community, For the Community,
By the Community”*

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Assessment Trends & Issues



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Assessment Trends

- Annual assessments based on previous year's market value
- Capture capital improvements and new construction through building permit process
- Largely based on sales data
- Assessment trends tend to be longer term and slow in developing
- Future impacts are for the most part identifiable

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Budget Highlights



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2018/19 Year End Forecast			
Revenue Increase		Expenditure Decrease (savings)	
Property Tax Billings	\$ 166,800	Wages & Benefits	\$ 65,700
Deed Transfer Tax	165,000	Tax Exemptions & Council Contingency	78,000
Bank Interest & Tax Interest	273,000	Grants (PACE, ProKids, Parks)	96,000
Other Revenue	97,000	RCMP & REMO	53,000
Total Revenue Increase	\$ 701,800	Planning and Building Services	123,000
		Municipal Roads & Landfill Fees	82,000
Budgeted Surplus	\$ 83,000	Economic Development	300,000
Forecasted Surplus	<u>1,233,500</u>	Rec Facilities & Program fees	31,000
Difference	\$1,150,500	Financing & Transfers	(380,000)
		Total Exp Decrease	\$ 448,700

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Budget Highlights
<ul style="list-style-type: none"> • No Tax Rate Increase; Commercial Rate Reduction of 2012/13 remains (\$0.10) • Positive results on the Financial Condition Index <ul style="list-style-type: none"> • Preliminary results - exceed threshold on 12 of 13 indicators • Municipality will be debt free by 2021 • Able to balance the 2019/20 budget, with a surplus of \$89,800

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Budget Highlights

Building the Local Economy

- Internet - \$3.791M
- Rural Roads - \$1.8M
- Investment Attraction
- Tourism

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Budget Highlights

Investing in our Community

- Tick Awareness and Lyme Disease
- Continued Implementation of the Open Space Strategic Plan and Active Living Strategy
- Fire Services Recruitment and Retention
- Accessibility

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Budget Highlights

Making Life Affordable

- Maintain Tax and Sewer Rates
- Five Year Financial Strategy
- Clean Energy Financing Program
- Support for Residents
 - Property Tax Rebate Program
 - Positive Recreation Opportunities for Kids (ProKids)

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Budget Highlights

Protecting the Environment

- LaHave River Straight Pipe Replacement Project
- Clean up of Abandoned Schools
- Flood Mitigation
- Litter Clean-up Program

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Budget Highlights


In the Community, For the Community,
By the Community

- Partnerships to manage parks and open spaces
 - United Communities Marine Park
 - Pinegrove Outdoor Play Association
 - Petite Riviere Community Park
 - Molega Lake Park (Chelsea United Baptist Church)
 - River Ridge Commons
 - Saw Pit Wharf
 - Miller Point Peace Park

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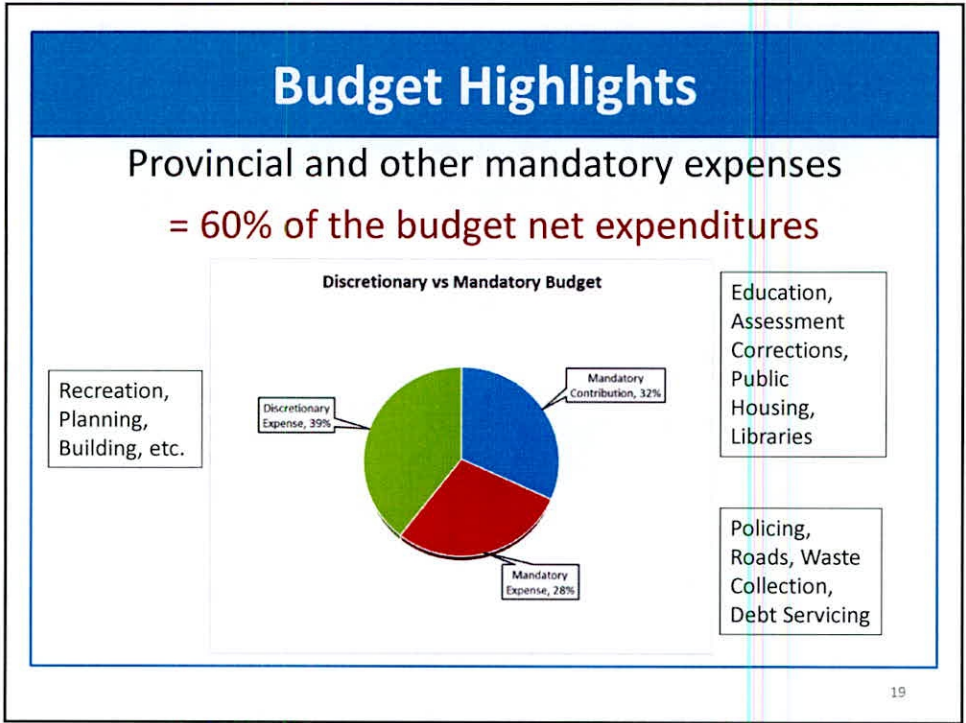
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Budget Details

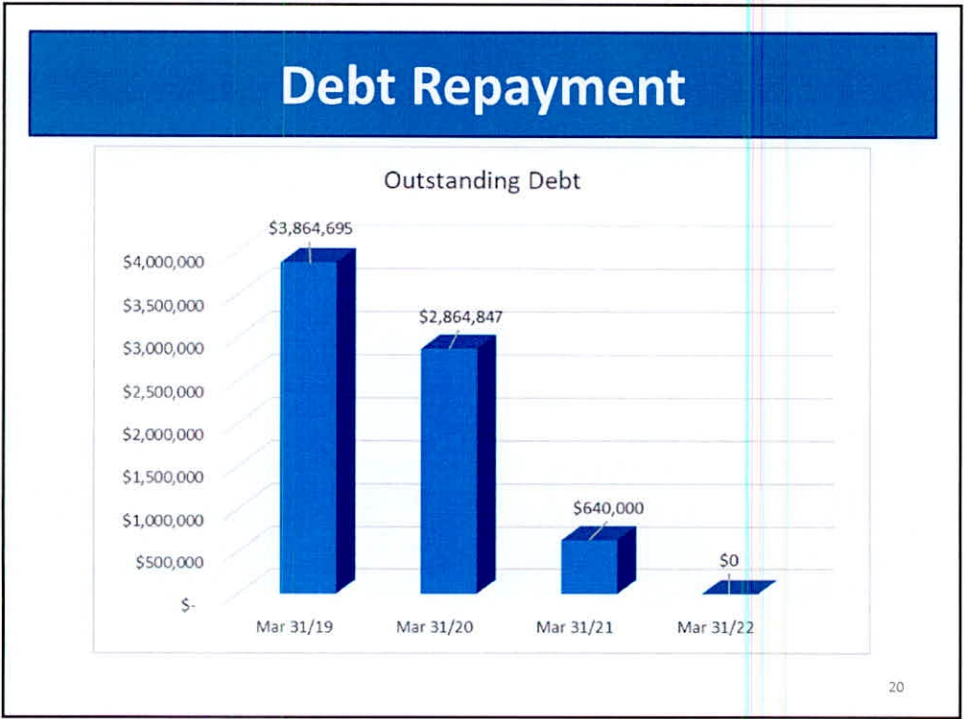


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Reserves

Fiscal Year	Reserve	Balance
2019-20	Depreciation reserves	\$ 1,173,731
	Gas Tax reserves	1,997,620
	Other reserves	<u>8,092,830</u>
	Total	\$ 11,264,181
2020-21	Depreciation reserves	\$ 737,174
	Gas Tax reserves	1,307,377
	Other reserves	<u>6,920,073</u>
	Total	\$ 8,964,624
2021-22	Depreciation reserves	\$ 529,860
	Gas Tax reserves	854,077
	Other reserves	<u>6,672,373</u>
	Total	\$ 8,056,310

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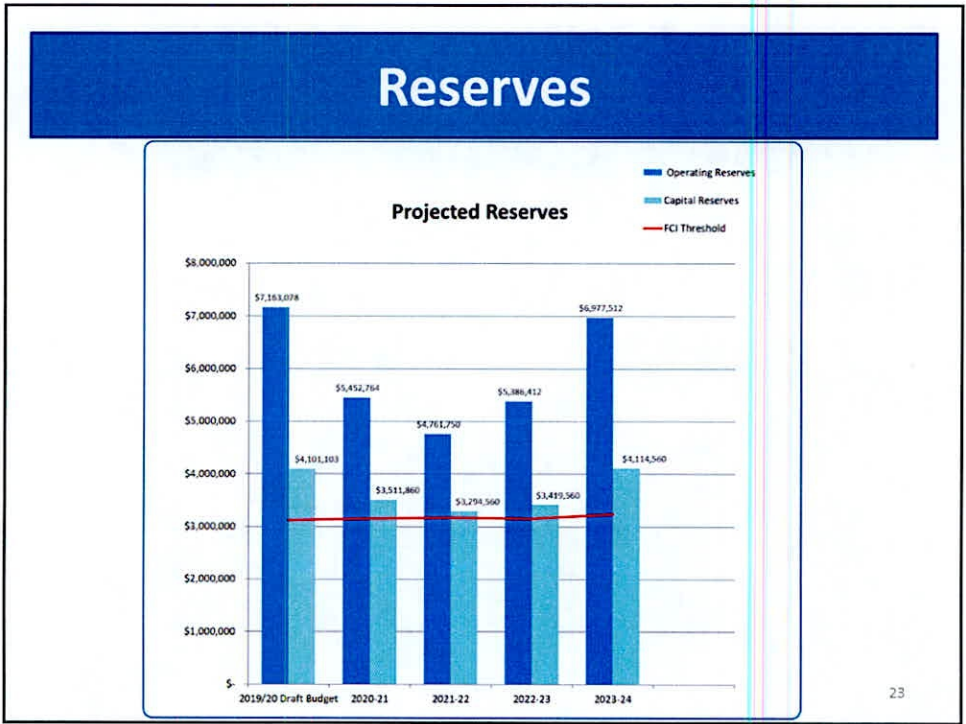
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Reserves

Fiscal Year	Reserve	Balance
2022-23	Depreciation reserves	\$ 1,196,522
	Gas Tax reserves	743,077
	Other reserves	<u>6,866,373</u>
	Total	\$ 8,805,972
2023-24	Depreciation reserves	\$ 2,573,622
	Gas Tax reserves	1,702,077
	Other reserves	<u>6,816,373</u>
	Total	\$11,092,072

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District Budget Summary

	2018/19 Budget	Adjusted Baseline 2019/20	Proposed 2019/20 Additions	Proposed 2019/20 Budget	% Change over last yr. Budget
Gross Expenditure (after reserve transfer)	29,991,200	30,756,900	432,700	31,189,600	4.00%
Non-Tax Revenue	1,613,400	1,783,600	30,200	1,813,800	12.42%
Net Expenditures	28,377,800	28,973,300	402,500	29,375,800	3.52%
Tax Revenue	28,460,800	29,463,300	2,300	29,465,600	3.53%
Surplus (Deficit)	83,000	490,000	(400,200)	89,800	

- Proposed Tax Rate 2018/19
 - Residential : \$ 0.81 per \$100 of assessment
 - Commercial: \$ 1.957 per \$100 of assessment
 - Commercial- Seasonal: \$ 1.468 per \$100 of assessment

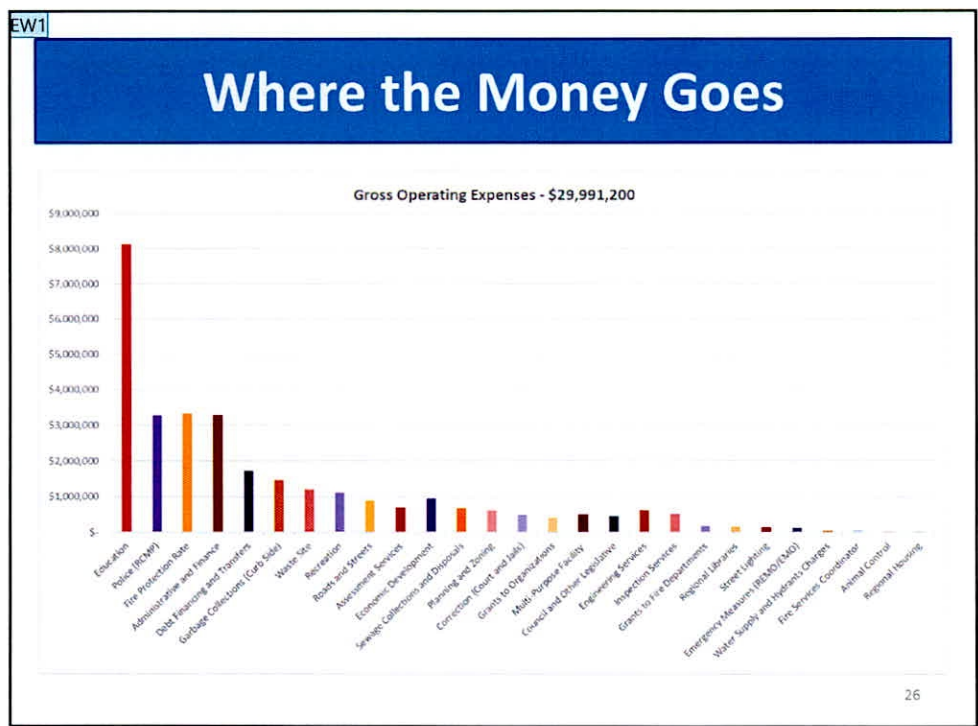
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Mandatory Expenses Trends

	2015/16 Actual	2016/17 Actual	2017/18 Forecast	2018/19 Forecast	2019/20 Estimate
Education	7,528,181	7,744,710	7,815,000	8,002,200	8,143,600
Assessment	683,900	680,495	680,700	680,700	698,600
Corrections (Jails Courts)	441,458	438,722	438,800	436,000	433,500
Housing	33,459	32,659	32,000	35,000	35,000
Regional Library	158,134	158,134	159,800	160,000	162,000
Sub Total	8,845,132	9,054,720	9,124,500	9,313,900	9,472,700
% Change	1.99%	2.37%	0.77%	2.08%	1.68%

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Slide 26

EW1 Is this slide necessary???
Elana Wentzell, 2019-05-07

District Expenses - Summary

	2018/19 Annual Budget	2019/20 Adjusted Baseline	2019/20 Additions	2019/20 Proposed Budget	Percent Change Budget 2020 to Budget 2019
Expenditures					
General Government Services					
Council and Other Legislative	\$ 397,100	\$ 449,700	\$ 500	\$ 450,200	13.37%
Administrative and Finance	3,026,100	3,033,700	255,800	3,289,500	8.70%
Grants to Organizations	374,900	397,900	7,500	405,400	8.14%
Assessment Services	680,700	698,600	-	698,600	2.63%
	4,478,800	4,579,900	263,800	4,843,700	8.15%
Protective Services					
Police	3,250,000	3,280,000	-	3,280,000	0.92%
Correction and Other Law Enforcement	490,000	489,500	-	489,500	-0.10%
Water Supply and Hydrants Charges	56,100	57,200	-	57,200	1.96%
Grants to Fire Departments	173,300	177,000	-	177,000	2.14%
Fire Protection Rate	3,106,000	3,329,600	-	3,329,600	7.20%
Emergency Measures (REMO/EMO)	124,400	124,800	-	124,800	0.32%
Fire Services Coordinator	57,900	68,800	-	68,800	0.32%
Inspection Services	477,600	522,700	-	522,700	9.44%
Other Protective Services (Animal Control)	36,000	36,000	-	36,000	0.00%
	7,771,300	8,085,600	-	8,085,600	4.04%
Transportation Services					
Engineering Services	367,000	464,500	54,600	519,100	41.44%
Roads and Streets	835,300	892,000	2,800	894,800	7.12%
Street Lighting	146,300	145,900	-	145,900	-0.27%
CES/CEF	95,600	94,500	-	94,500	-0.27%
	1,444,200	1,596,900	57,400	1,654,300	14.55%
Environmental Health Services					
Sewage Collections and Disposals	590,800	589,000	84,000	673,000	13.91%
Garbage Collections	1,470,900	1,470,900	-	1,470,900	0.00%
Waste Site	1,302,000	1,208,300	-	1,208,300	-7.20%
	3,363,700	3,268,200	84,000	3,352,200	-0.34%

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District Expenses - Summary

	2018/19 Annual Budget	2019/20 Adjusted Baseline	2019/20 Additions	2019/20 Proposed Budget	Percent Change Budget 2020 to Budget 2019
Public Health					
Regional Housing	35,000	35,000	-	35,000	0.00%
Environmental Planning and Zoning					
Planning and Zoning	548,600	527,000	95,400	622,400	13.45%
Community and Economic Development	668,700	898,400	49,800	948,200	41.80%
	1,217,300	1,425,400	145,200	1,570,600	29.02%
Recreation and Culture					
Recreation	1,055,700	1,089,400	19,000	1,108,400	4.99%
Multi-Purpose Facility	442,500	507,500	-	507,500	4.99%
Regional Libraries	160,000	162,000	-	162,000	1.25%
	1,658,200	1,758,900	19,000	1,777,900	7.22%
Education					
	8,002,200	8,143,600	-	8,143,600	1.77%
Sub Total Expenditures					
	27,970,700	28,893,500	569,400	29,462,900	5.33%
Debt Financing and Transfers					
	2,020,500	1,863,400	(136,700)	1,726,700	-14.54%
Total Expenditures					
	29,991,200	30,756,900	432,700	31,189,600	4.00%
Revenue					
Tax Revenue	28,460,800	29,463,300	2,300	29,465,600	3.53%
Non Tax Revenue	1,613,400	1,783,600	30,200	1,813,800	12.42%
Total Revenue					
	30,074,200	31,246,900	32,500	31,279,400	4.01%
Surplus (Deficit)					
	\$ 83,000	\$ 490,000	\$ (400,200)	\$ 89,800	

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Baseline Budget - Increases	
Item	Increase from 2018-19
Community & Economic Development	\$229,700
Fire Protection	223,600
Education	141,400
Fire Protection	45,500
Engineering Services	65,000
Roads & Streets	56,700
Council & Other Legislative	52,600
Building Inspection Services	45,100
Policing	30,000
Grants to Organizations	23,000

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Baseline Budget - Decreases	
Item	Decrease from 2018/19
Debt Financing & Transfers	\$157,100
Waste Site Collection and Disposal	93,700
Planning & Zoning	21,600

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Budget Additions			
Department/Description	Expenditure Amount	Revenue/ Reserves	Net Cost
Administration & Finance			
Communications Co-op Student	\$ 12,000	\$ 4,200	\$ 7,800
Municipal Webpage	25,000		25,000
Lyme Disease Project	10,000		10,000
Fire Recruitment & Retention	78,800		78,800
Fire Personnel Insurance Project	20,000		20,000
Litter Clean-up Program	10,000		10,000
Employee Pension Investigation	100,000	100,000	-
Members at Large - Audit Committee	500		500
Depreciation Reserve Transfer	32,500		32,500
Engineering Services			
Student Co-op (4 semesters)	39,600	12,600	27,000
Safety Services	15,000	-	15,000
Sewer Operations Manuals	60,000	60,000	-
Standby Compensation	10,400		10,400
Hebbville WWTP - spare impellers	8,600	-	8,600
New Germany Collection System - manhole repairs	5,000	-	5,000

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Budget Additions			
Department/Description	Expenditure Amount	Revenue/ Reserves	Net Cost
Planning & Development Services			
Private Road - Red Hill Road	2,800	2,300	500
Planning Co-op Student	14,400	4,200	10,200
Fancy Lake/Petite Riviere Watershed Project	81,000	18,400	62,600
Economic Development Services			
Business Development Officer	34,800		34,800
Regional Economic Development	10,000		10,000
NOW Lunenburg Doctor Recruitment Project	5,000		5,000
Recreation Services			
Grant - Sucker Lake	2,500		2,500
Grant - Big Tancook Island Park	5,000		5,000
Osprey Trail Design	9,500		9,500
MARC Rail to Trail	9,500		9,500
TOTAL ADDITIONS	\$ 601,900	\$ 201,700	\$ 400,200

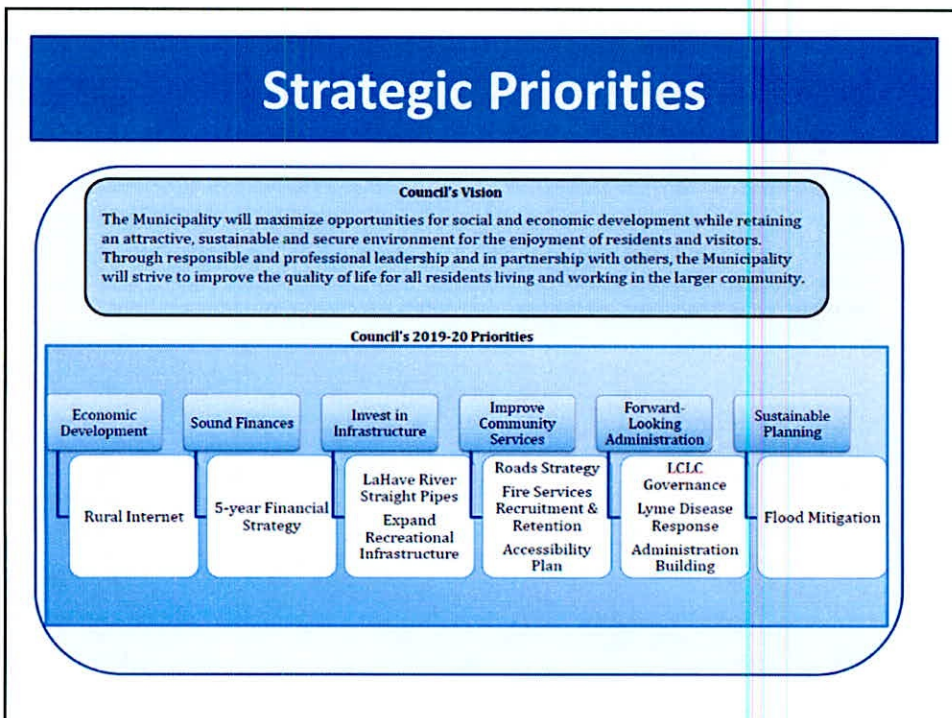
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5-Year Financial Strategy Operating Budget Projections

Description	Current Year	Projected			
	2019-20	2020-21	2021-22	2022-23	2023-24
Revenue Sources					
Residential property tax	\$19,980,000	\$20,179,800	\$20,381,598	\$20,585,414	\$20,997,122
Commercial property tax	2,509,000	2,507,746	2,520,284	2,532,886	2,545,550
Other taxes	3,443,300	3,445,022	3,446,744	3,448,468	3,450,192
Fire Protection	3,329,600	3,396,192	3,464,116	3,533,398	3,604,066
Transfers from other govts	167,300	167,384	167,467	167,551	167,635
Other revenue sources	1,850,200	1,887,204	1,924,948	1,963,447	2,002,716
	\$31,279,400	\$31,583,347	\$31,905,158	\$32,231,163	\$32,767,281
Expenditures					
Discretionary Expenditures	\$12,980,300	\$12,693,799	\$12,902,976	\$13,114,832	\$13,330,131
Mandatory Expenditures					
Mandatory Contributions	9,472,700	9,743,590	9,854,583	9,966,957	10,166,296
Other Mandatory Expenditures	7,009,900	7,290,296	7,581,908	7,885,184	8,200,592
Deficit from prior year	0	0	0	0	0
Debt servicing	1,172,600	2,321,912	666,916	0	0
Reserves	554,100	(510,000)	725,000	579,000	745,000
	18,209,300	18,845,798	18,828,407	18,431,141	19,111,887
	\$31,189,600	\$31,539,597	\$31,731,382	\$31,545,972	\$32,442,018
Surplus/(Deficit)	\$89,800	\$43,750	\$173,775	\$685,191	\$325,263

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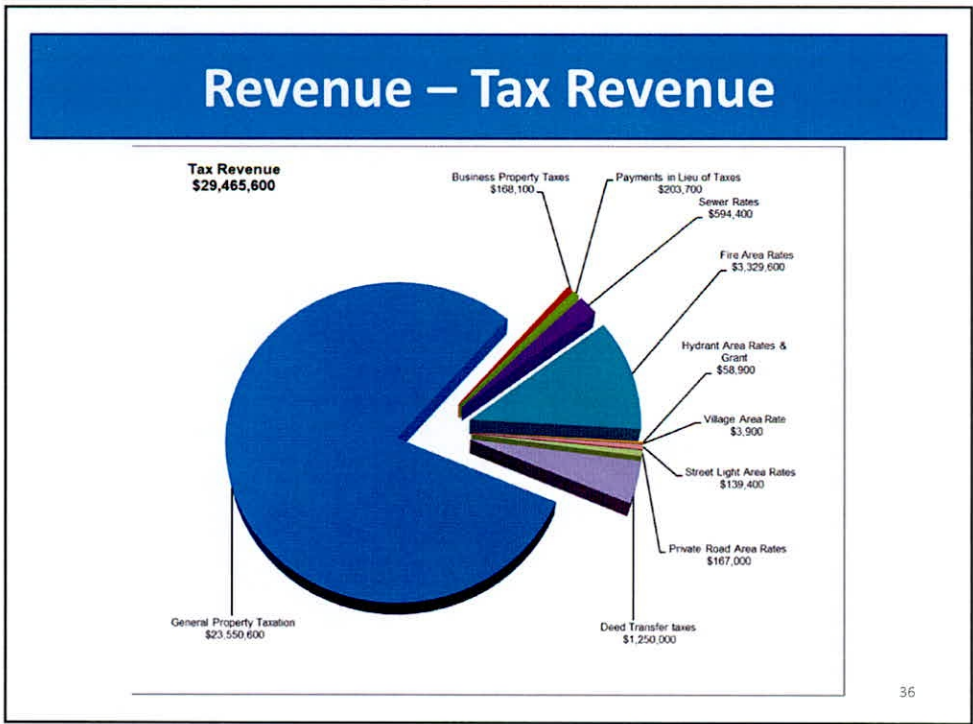
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Grants

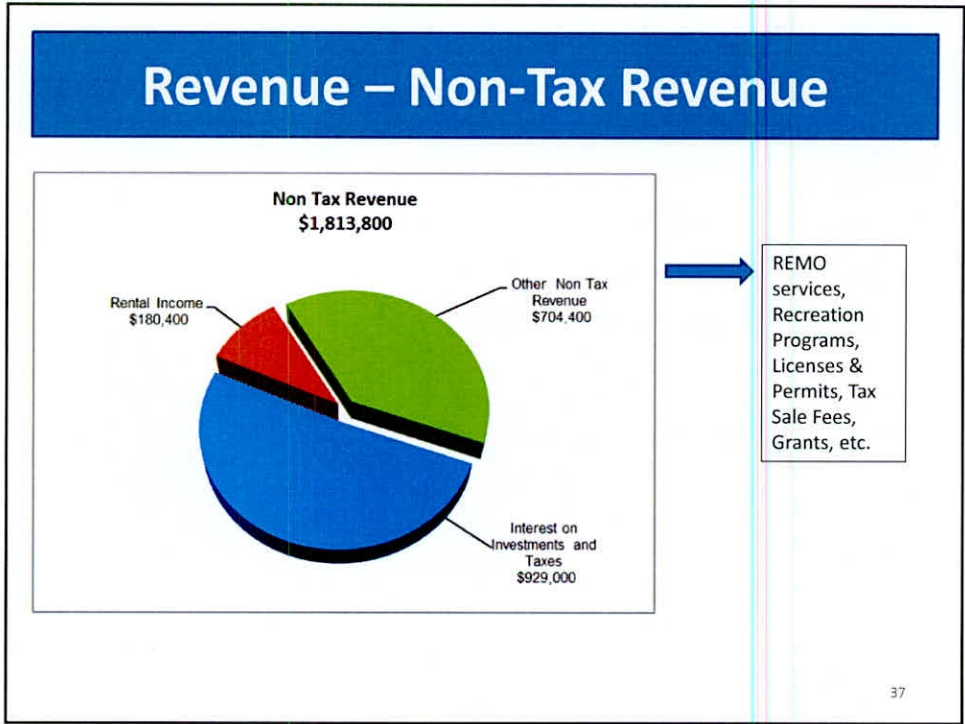
- Grants and funding to community groups, individuals, neighbouring towns and groups with management agreements
- Total \$368,200, an increase of \$31,100.

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Area Rates

Sewer Rates	
• Global Rate	\$0.73 (2018/19 - Rate \$0.73)
• Hebbville	\$0.43 (2018/19 - Rate \$0.43)
Fire Hydrant Rates	
•	\$0.136 (2018/19 - Rate - \$0.140)

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Area Rates

Street Light Rates

	Rates per \$100 of assessment		Flat Rates per Property
Riverport	\$0.028	Barss Corner	\$ 48.20
Dayspring	\$0.051	Vogler's Cove, Broad Cove, Cherry Hill	\$ 22.09
New Germany	\$0.042	Chelsea	\$ 83.32
Catidian Place	\$0.009	Pine Grove	\$ 20.08
Pine Haven Subd.	\$0.040	Oakhill Acres	\$ 32.35
		Little Tancook	\$ 37.70
		Whitley and Jenny	\$ 0.00
		Westside Drive	\$160.00

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Summary

- ✓ Tax rates remain constant
- ✓ Strategic Priorities addressed
- ✓ Operational priorities are funded
- ✓ Responsive to our residents needs

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Collaborative Effort

Finance Committee: C. Garland (Chair);

All Municipal Councillors

Strategic Management Team: K. Malloy;

Dumaresq; E. Wentzell; T. Payne; J. Merrill; S. Pace;

D. Waters, A. Veinot; S. Conrad; S. Kucharski

Finance Department: E. Wentzell; A. Veinot;

R. Hiltz; J. Powers

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Motions

- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Operating Budget in the amount of \$31,189,600*
- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Residential Tax Rate of \$0.081 per \$100 of assessment;*
- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Commercial Tax Rate of \$1.957 per \$100 of assessment;*
- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Seasonal Commercial Tax Rate at \$ 1.468 per \$100 of assessment;*

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Motions

- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Capital Budget in the amount of \$14,576,200 and the 5-Year Capital Plan;*
- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Reserves Transfers including interest as noted in the 5-Year Financial Plan.*
- *That Municipal Council accept the recommendation of the Finance Committee and approve the 2019/20 Flat Fee Area Rate of \$10 per residential and commercial property in the Village of Hebbville on behalf of the Village Commission*

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