

AGENDA
MEETING OF MUNICIPAL COUNCIL

Bridgewater, NS

Tuesday, November 12, 2019 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
 - 1.1 Mi'kma'ki Territorial Acknowledgement
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – October 22, 2019 (as circulated)
6. BUSINESS ARISING FROM MINUTES
7. NOMINATION & ELECTION BY BALLOT – DEPUTY MAYOR
[MDL-11 Policy – Deputy Mayor] 1-2
8. AWARDING OF TENDERS/RFPs
 - 8.1 Extension of Design Services LaHave River Straight Pipe Replacement Project
RFP#2017-05-400 3-5
 - 8.2 Award of RFP#2019-01-401 Petite Riviere Watershed Flood Risk Assessment
& Mitigation Study Phase II 6-10
9. PRESENTATIONS/SCHEDULED TIMES
10. CONSIDERATION OF CORRESPONDENCE
11. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 11.1 Finance Committee
 - 11.1.1 Christmas on the LaHave(11) 12-13
 - 11.1.2 Pinegrove Outdoor Play Association – Splash Pad(11) 14-17
 - 11.1.3 Tax Exemption Request – West Dublin Hall.....(11) 18-23
 - 11.2 Nominating Committee
 - 11.2.1 Annual Appointments to Boards & Committees
12. STAFF REPORTS
 - 12.1 Administration Department
 - 12.1.1 Litter Incentive Program 24-27
 - 12.2 Recreation Department
 - 12.2.1 Designated Community Fund – Lunenburg Yacht Club28
 - 12.2.2 Designated Community Fund – Pinegrove Outdoor Play Association.....29
13. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS
 - 13.1 MJSB Update
 - 13.2 Deputy Mayor's Update
 - 13.3 Mayor's Update

14. ADDED ITEMS

15. IN CAMERA

15.1 Legal Advice under Section 22(2)(g) of the MGA

15.2 Contract Negotiations under Section 22(2)(e) of the MGA

15.3 Contract Negotiations re Town of Lunenburg under Section 22(2)(e) of the MGA

16. 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 November 6, 2008

Date of Notice to Council Members
off Intent to Consider Amendments May 1, 2008

Date of Passage of Amendments: May 13, 2008

I certify that this "Deputy Mayor" policy was adopted by Council as indicated above.


Municipal Clerk


May 30, 2008
Date



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: LaHave River Project Management Team

DATE: November 4, 2019

RE: RFP Renewal: On-Site Sewage Disposal System Design for LaHave River Properties

RECOMMENDATION

Municipal Council approve the extension of RFP 2017-05-400 On-Site Sewage Disposal System Design for LaHave River Properties with Able Engineering Services Inc. for the remaining years of the Program at a cost not to exceed \$79,350 annually.

EXECUTIVE SUMMARY

Successful implementation of the LaHave River Straight Pipe Replacement Program (SPRP) requires the services of a qualified engineer to select, design, and oversee the installation of approved septic systems. In order to find a qualified firm to provide the necessary engineering services, the LaHave River Project Team posted RFP 2017-05-400 On-Site Sewage Disposal System Design for LaHave River Properties in early 2017. The RFP was structured to solicit bids for a two-year contract, with a municipal option to renew for two additional two-year periods.

An evaluation of the proposals in 2017 resulted in Able Engineering Services Inc. (ABLE) having the highest overall score and being awarded the contract by council on August 22, 2017 for a two-year term.

The LaHave River Project Team is pleased with the services provided by ABLE in the first two years and recommends exercising the option under the contract to renew for the remainder of the program.

BACKGROUND

In the Spring of 2016, *Our Living Future* campaign was launched to bring awareness and education around the issue of straight pipes and their impact on the LaHave River and Council authorized staff to make an application to the New Build Canada Fund for a SPRP. Staff were directed to prepare a Wastewater Management District (WWMD) By-Law and policies to

implement such a program. The drafted By-Law and policies have since been adopted by Council.

On June 29, 2017, federal and provincial authorities announced joint funding along with the Municipality for the replacement of straight pipes with on-site sewage disposal systems along the LaHave River.

Replacement of straight pipes with functioning septic systems required the services of a qualified engineer to select, design, and oversee the installation of approved septic systems according to the requirements of the Nova Scotia Environment Act and regulations. A Request for Proposal (RFP) process was used to solicit bids from qualified firms interested in providing this service for the project.

The RFP was structured to solicit bids for a two-year contract, with a municipal option to renew for two additional two-year periods. This model allowed the municipality to secure bulk pricing for the length of the contract and retain flexibility should the demand for service exceed the capacity of a single firm. Prices were required for single as well as bundles of properties to ensure that municipality was gaining the advantage of bulk purchase of designs.

Four firms submitted proposals, which were evaluated for understanding of the purpose of the work; work plan details and methodology; and qualifications and experience.

The results of the evaluation are provided below:

<i>Firm</i>	<i>Technical Score</i>	<i>Price (excl. HST)</i>	<i>Price Score</i>	<i>Overall Score</i>
<i>ABLE</i>	47.3	\$79,350.00	50	97.3
<i>Berrigan</i>	33.7	\$178,000.00	22.3	56.0
<i>Design Point</i>	39.3	\$293,600.00	13.5	52.8
<i>WSP</i>	26.3	\$537,150.00	7.4	33.7

ABLE had the highest overall score and was awarded the contract by council on August 22, 2017 for a two-year term.

Note that firms were asked to submit pricing for all years of the program at the time of bidding. ABLE's pricing for all years of the program remains constant.

DISCUSSION

Since being awarded the RFP, ABLE has proven that they have the capacity to meet the high-volume design and installation targets each year. They have evaluated and designed on-site sewage disposal systems for 205 properties within the WWMD.

ABLE has successfully overseen the installation of 148 of the 205 systems. For the 148 installations, ABLE coordinated approvals and notifications with Nova Scotia Environment and

ensured installation contractors completed their work in accordance with detailed design specifications and the Nova Scotia Environment Act and regulations.

ABLE's staff assigned to the program work well with the LaHave River Project Manager and installation contractors. They are quick to respond when unexpected circumstances arise prior to, during and after installations. They are available to speak with property owners directly when clarification is requested on the technical and environmental requirements of each system.

ABLE provides good value for the services rendered with pricing that remains constant from one contract term to the next.

BUDGET IMPLICATIONS

Pricing provided by the recommended proponent falls well below the program budget estimated for the New Build Canada grant application.

POLICY RELEVANCE

The procurement process for goods and services over \$25,000 as set out in Policy MDL 33 was followed for RFP 2019-05-400. As such, if the renewal is granted, the successful bidder will continue to provide design services in accordance with *MODL's By-Law Respecting the LaHave River Wastewater Management District*, and costs for the work will be recovered as per *MDL-72 LaHave River Wastewater Management District Cost Recovery Policy*.

ALTERNATIVES

Council may decide not to renew the RFP with ABLE and may elect to post a new RFP to secure a proponent for the remainder of the program.

This avenue is not recommended as this option carries with it an unnecessary administrative burden and risk of increased costs to the program. As well, all shelf ready designs approved by homeowners for installation next season would have to be re-designed, should a new firm be successful.

CONCLUSION

The LaHave River Project Team is satisfied with ABLE's performance under RFP-2017-05-400. The firm has been successful in meeting the high demand for services, maintains their competitive pricing for all remaining years of the program, and works well with Municipal staff and contractors. The Project Team recommends that the RFP with ABLE be renewed for the remaining duration of the LaHave River Straight Pipe Replacement Program.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Petite Riviere Watershed Flooding Project Team (Alex Dumaresq, Jeff Merrill, Amy Wamboldt)

DATE: November 4, 2019

RE: RFP Award: Petite Riviere Watershed Flood Risk Assessment and Mitigation Study 2019-01-401 Phase II

RECOMMENDATION

Authorize staff to award RFP 2019-01-401 Petite Rivière Watershed Flood Risk Assessment and Mitigation Study Phase II in the amount of \$20,858 net HST.

EXECUTIVE SUMMARY

At a regular meeting of Council for the Municipality of the District of Lunenburg held Tuesday July 23, 2019, the Council passed a motion to award Phase I of RFP 2019-01-401 Petite Rivière Watershed Flood Risk Assessment and Mitigation Study to CBCL for \$77,122 net HST.

Although Phase II (Mitigation Options) was included in the RFP, staff did not recommend an award for this work as project funding had not been secured. In September 2019, MODL was informed of their success with an application through the Provincial Flood Risk Infrastructure Investment Program (FRIIP) in the value of \$39,107.

As a result of the Provincial financial support for the Petite Rivière Watershed flood study, staff are recommending that Council award Phase II (Mitigation Options) to CBCL for \$20,858 net HST.

BACKGROUND

Municipal Council, in session on Tuesday, September 25, 2018, made the following motion:

“that Municipal Council authorize staff and Council representatives to:

- sit on an ad-hoc committee to help develop a proposal to hire a consultant to complete a study to assess past, current and future flooding;
- to enable the Municipality's Grant Coordinator to assist the Committee and Commission to seek out funding opportunities for the study and infrastructure; and
- to repurpose the funds from the reserve account that were allocated for the purchase of the lake level monitoring equipment, to be used to fund this study.”

With Council’s endorsement, staff submitted a funding application under the NDMP to complete a risk assessment for the Petite Riviere Watershed. On April 4, 2019 staff were informed of the success of the NDMP application in the amount of \$9,200.

On April 23, 2019 a meeting was held with representatives from the Hebbville Village Commission to discuss their interest in furthering the work of the Risk Assessment Study with an analysis of flood mitigation options. With the support of the Hebbville Village Commission, Council passed the following motion on May 14, 2019:

“that Municipal Council accept the recommendation of the Finance Committee and endorse the flood Risk Mitigation Study — Petite Riviere Watershed as the funding priority for the 2019 Flood Risk Infrastructure Investment Program”.

Staff estimated that the total cost for Phase I and Phase II would be approximately \$100,000. In the 2019/20 budget, Council approved a budget for the project as follows: General Revenue \$62,600, NDMP funding \$9,200, Reserve \$9,200, equaling a total project budget of \$81,000.

RFP 2019-01-401 was issued on June 19, 2019 to solicit proposals from qualified firms to assess the past, current and future flooding risks within the Petite Rivière Watershed area and possible mitigation options for flooding. The RFP invited proponents to provide the cost of the project in two phases:

Phase I – Flood Risk Assessment

Phase II – Flood Mitigation Planning

The RFP closed on July 12, 2019 and two proposals were received from CBCL and Hatch.

An evaluation of the proposals resulted in the proposal from CBCL having the highest technical score, pricing score, and overall score.

At a regular meeting of Council for the Municipality of the District of Lunenburg held Tuesday July 23, 2019, the Council passed a motion to award Phase I of RFP 2019-01-401 Petite Rivière Watershed Flood Risk Assessment and Mitigation Study to CBCL for \$77,122 net HST.

DISCUSSION

CBCL began work on Phase I Petite Rivière Watershed Flood Risk Assessment and Mitigation Study Phase in August 2019. To date, the progress on the project includes:

- Kick-off meeting;
- Review of existing information and reports, including meetings with selected residents, business owners, and stakeholders;
- Development of a public and stakeholder engagement plan (final stage of development);
- Set date of **Public Meeting of Tuesday November 26, 2019 at 6:30 pm at the Hebbville Fire Hall.**

When Phase I is complete in the Winter of 2020, MODL will have a report that includes:

- Identification, complete with maps and 3D flood simulation modelling, of the potential flooding hazards that are present within the Petite Watershed area under various precipitation events, including the 1:20 year and 1:100 year return period floodplains. This assessment will take into consideration the flooding potential and impacts associated with dams and dam operation within the study area;
- An assessment of the likelihood of future occurrence of flooding in a changing climate;
- Description of potential impacts to people, economy, structures and networks, the natural environment, and the community's vulnerabilities to such impacts;
- Regulatory considerations and environmental impacts that may limit possible future mitigation options;
- Collection of stakeholder's goals and expectations related to current and possible future water level conditions, gaining knowledge on sensitive infrastructure and services, history of changes, and general improvements they would like to see. Stakeholder input is also required on which areas, services or infrastructure needs to be protected, and what level of priority should be assigned to each;
- A full description with ESRI Shapefile of past flooding events; and

- The development of a public information tool to ensure preparatory measures are in place to protect people and properties to reduce the impacts of future flooding occurrences.

When Phase II is complete by the end of the fiscal year, MODL will have a report that details:

- An evaluation of possible mitigations options such as:
 - Land use planning options
 - Flow control measures
 - Conveyance capacity increase
 - Flood protection measures
 - Relocation of vulnerable structures at risk
 - Accepting risks and building resilience (includes implementing forecasting and warning systems, preparing for flooding, and preparing for recovery);
- Analysis the most feasible 3-4 options in detail, including subject matter expert stakeholder consultation;
- Return on Investment calculation for each of the 3-4 options;
- Final report for comprehensive mitigation plan.

BUDGET IMPLICATIONS

In the 2019/20 Capital Budget, Council approved \$81,000 for the completion of the Petite Watershed Flooding Study (Phase I and II). Phase I of the study utilized \$77,122 out of the budget, and Phase II will utilize \$20,858 of the budget. Although the total expenditure is over the budget, the net cost will be reduced due to the \$39,107 of new funding for the project. The budgeted net cost to MODL was \$62,600 and the actual net cost is \$40,473.

WORK PROGRAM IMPLICATIONS

An ad-hoc staff committee consisting of Alex Dumaresq, Jeff Merrill, and Amy Wamboldt will oversee the performance of CBCL on this project. This team approach will help to minimize work impact on individual staff members and keep the other municipal priorities in staff workplans on track.

ALTERNATIVES

Council may decide to cancel the second phase of the project and not award the work of this RFP.



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 5, 2019

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 5, 2019, made the following
recommendations to Council:

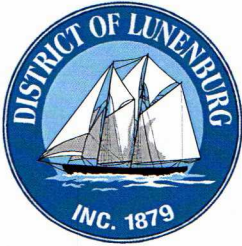
1. that Municipal Council provide the Christmas on the LaHave event with \$1,000 from the Municipal Celebrations account.
2. that Municipal Council award \$2,872.60 to the Pinegrove Outdoor Play Association to cover the remaining costs associated with the Splash Pad project and that these funds come from the Recreation Department's operating budget.
3. that Municipal Council approve the West Dublin Hall Property Exemption Renewal Application for full exemption under Policy MDL-12 for the fiscal year 2019-20.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh

Attachments



Municipality of the District of Lunenburg

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

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: November 5, 2019

RE: Christmas On the LaHave

Cc: Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend to Municipal Council that Council provide the **Christmas on the LaHave** event with **\$2,000** from the Municipal Celebrations account.


Motion required.

BACKGROUND

Christmas on the LaHave is a Christmas Celebration within the Town of Bridgewater, in which many Municipal residents participate. The Municipality has funded this event since 2010. \$2,000 was provided in 2017 and \$1,000 provided in 2018. There is staff representation on their committee to coordinate the event. The proposed expenses for 2019 are \$22,700, with a projected \$2,700 in revenue from grants and donations. Budget attached.

BUDGET IMPLICATIONS

\$2,000 has been budgeted in the Municipal Celebrations account for this event in the 2019-2020 fiscal year. There are enough funds in the account to cover the recommendation.



Tissy Bolivar

Town of Bridgewater

Fiscal Year Period April 01,2019 To September 30,2019
FUND01 - Town - Operating

Income & Expense Statement

Printed: 1:02:46PM 09/16/2019

Page 1 of 1

Account account		Fiscal YTD	Commitment	YTD Budget	Annual Budget	% Used	Forecast
INCM	REVENUE						
1099	FUND 1 - INCOME						
1103	Sales of Services						
1112	Recreation & Cultural Services						
1138	Christmas on the Lahave						
I 01-14790-440	Grants Municipality of the District of Lunenburg	\$0.00	\$0.00	\$0.00	\$ 1,000.00	0.00	\$0.00
I 01-14790-887	Donations	0.00	0.00	0.00	1,700.00	0.00	0.00
	Christmas on the Lahave 1138	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
	1112 Recreation & Cultural Services	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
	1103 Sales of Services	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
	1099 FUND 1 - INCOME	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
	INCM REVENUE	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
EXPN	EXPENSES						
E213	Recreation & Cultural Services						
E797	Christmas on the Lahave						
E 01-27520-136	Equipment Rental	\$0.00	\$0.00	\$0.00	\$ 400.00	0.00	\$0.00
E 01-27520-173	Fireworks	0.00	0.00	0.00	7,000.00	0.00	0.00
E 01-27520-174	Advertising	69.25	0.00	0.00	1,600.00	0.00	0.00
E 01-27520-200	Materials\Rentals	0.00	0.00	0.00	1,100.00	0.00	0.00
E 01-27520-420	Filming & camera Supplies	0.00	0.00	0.00	700.00	0.00	0.00
E 01-27520-543	Lights	0.00	0.00	0.00	200.00	0.00	0.00
E 01-27520-587	Trees & Wreaths	0.00	0.00	0.00	3,000.00	0.00	0.00
E 01-27520-592	PW Labour Charges	0.00	0.00	0.00	3,500.00	0.00	0.00
E 01-27520-593	PRC Labour Charges	0.00	0.00	0.00	2,500.00	0.00	0.00
E 01-27520-594	Police Labour Charges	0.00	0.00	0.00	1,500.00	0.00	0.00
E 01-27520-888	Installation/removal of Wreaths & Lights	491.35	0.00	0.00	1,200.00	0.00	0.00
	E797 Christmas on the Lahave	<u>\$ 560.60</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 22,700.00</u>	0.00	<u>\$ 0.00</u>
	E213 Recreation & Cultural Services	<u>\$ 560.60</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 22,700.00</u>	0.00	<u>\$ 0.00</u>
	EXPN EXPENSES	<u>\$ 560.60</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 22,700.00</u>	0.00	<u>\$ 0.00</u>
	Total Income:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 2,700.00</u>	0.00	<u>\$ 0.00</u>
	Total Expenses:	<u>560.60</u>	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>22,700.00</u>	0.00	<u>\$0.00</u>
	Totals:	<u><u>\$(560.60)</u></u>	<u><u>\$ 0.00</u></u>	<u><u>\$ 0.00</u></u>	<u><u>\$(20,000.00)</u></u>	<u><u>0.00</u></u>	<u><u>\$ 0.00</u></u>



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Municipality of the District of Lunenburg Council – Finance Committee
FROM: Trudy Payne, Director of Recreation Services
DATE: November 5, 2019
RE: Additional Funding – Splash Pad at Pinegrove

RECOMMENDED MOTION

That the Finance Committee recommend to the Municipality of the District of Lunenburg Council to award \$2,872,60 to the Pinegrove Outdoor Play Association to cover the remaining costs associated with the Splash Pad project and that these funds come from the Recreation Department's operating budget.

BACKGROUND

The Pinegrove Outdoor Play Association has a management agreement with MODL to develop, maintain and operate the Pinegrove Outdoor Park. The park features an outdoor multi-use pad which is used for street hockey in the non-winter months and for hockey/skating during the winter, outdoor basketball courts, playground, trail, fire pit and gazebo. The Association has been working for the past two years to fund raise money to install a splash pad. The estimated cost was \$71,457.50. The splash pad was installed and completed by the end of September 2019. The actual costs came in at \$78,064.18. The Municipality has contributed \$22,000 towards the cost of the splash pad. The Association fund raised \$75,191.58. They are requesting the Municipality fund the remaining amount of \$2,872.60. Please see the attached letter.

BUDGET IMPLICATIONS

The funds for both the Major Recreation Capital and Annual Operating grant have been expended. The amount of \$42,000 was allocated in the budget for a possible grant to the Field House in which Council made the decision not to provide a grant this year. The \$2,872.60 could come from these funds allocated in the 2019-2020 budget without having an impact to the budget.

ALTERNATIVES

One alternative would be to not to provide the requested additional funds to the Pinegrove Outdoor Play Association. Another alternative would be to provide them a lesser amount.

CONCLUSION

The Pinegrove Outdoor Play Association has worked hard over the last several years to develop, maintain and operate a park that is not only well used by immediate residents but residents all over MODL, and public members outside of MODL. This is the only splash pad currently within the District.



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

To Whom It May Concern,

I am writing to you with a request to consider more funding to support our Splash Pad project. When we originally were awarded \$22,000 toward our project from council in 2018 we had a total project cost of \$71,457.50 at the time. We are truly grateful for your support.

The splash pad installation was completed on September 26, 2019. The original price went up due to the need of installing an 80-gallon pressure tank with a pressure switch for our well pump to have the splash pad operate correctly. Also, our administration/ labour hours were higher than predicted. The updated expense breakdown is attached. Our signage cost went down and the contactor did take off some of the accommodation costs as they finished faster than anticipated. With all these changes noted our final expense report for the splash pad project for the Pine Grove Outdoor Play Park is \$78,064.18.

We are requesting an additional \$2,872.60 to help us cover the additional expenses we encountered.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Stephanie Mailman-Crouse". The signature is fluid and cursive, with a long horizontal stroke at the end.

Stephanie Mailman-Crouse
Chairperson
Pine Grove Outdoor Plan Association
902-212-0328

Current Funds for Splash Pad

All Funds Received

Part of funding received but more to go

2019-2020 Capital Budget For Splash Pad Project

REVENUE	Notes	Total	Current Amount Received
MoDL		\$22,000.00	\$22,000.00
Recreation Facility Development	Grant	\$23,819.17	\$23,819.17
Pine Grove Outdoor Play Park Dance The Night Away Event: \$5,300.00 Fun Run/Walk Event: \$1,330.00 Epicure Event: \$538.00 Mushamush Poker Run: \$2000.00 Bottle Drive: 110 Buck's BBQ: 645 Yard Sale and Silent Auction: 1600 \$5000 Cash Draw Fundraiser: 4900 Upcoming event: Buck's Ladies Night Event	Fundraising	\$21,791.23	\$16,423.00
Pine Grove Outdoor Play Park	Donated Labour	\$5,405.40	\$5,405.40
Town of Bridgewater	Grant	\$1,000.00	\$1,000.00
Awesome Foundation of The South Shore	Donation	\$1,000.00	\$1000.00
Businesses and Individuals (\$3275 to go in the MoDL Community Project Fund)	Donation	\$3,048.38	\$5,544.00
TOTAL REVENUE		\$78,064.18	\$75,191.57

EXPENSES	Notes	Total
Splash Pad	Splash pad equipment package	\$29,950.00
Splash Pad	Labour, excavation, concrete, electrical, plumbing and other supplies	\$33,116.55
Splash Pad	HST	\$9,459.98
Signage	Safety Signs and Instructions	\$132.25
Administration/ Labour	Meeting with Contractors, Fundraising Planning, Grant Applications, Fundraiser Events (468 Hours x \$11.55)	\$5,405.40
TOTAL EXPENSES		\$78,064.18

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer
FROM: Councillor Martin Bell
DATE: October 30, 2019

1. Agenda Item
West Dublin Hall Tax Exemption

2. On what agenda do you want the item placed?
Finance Committee

3. Do you have written material to circulate with the agenda? Yes No

If you do, please attach it to this form. If you do not, please explain.

West Dublin Hall missed the registration deadline to receive a full tax exemption in 2019 but would like Municipal Council to consider granting the tax exemption based on them being an existing applicant and have been receiving the exemption since 2007.

4. What is its relevance to Council or the committee?
Granting the West Dublin Hall a full tax exemption for 2019 under Policy MDL-12 Tax Exemption/Reduction Policy

5. What outcome(s) are you seeking?
That the West Dublin Hall receive a full tax exemption

*Joanne Power, On Behalf
of Martin Bell*

Councillor's Signature

October 30, 2019

Date

Approval for agenda: Yes No

Reason for Denial:

[Signature]
Mayor or Chair of Committee

October 31, 2019
Date

Joanne Powers

From: Martin Bell
Sent: October 30, 2019 3:25 PM
To: Joanne Powers
Subject: tax exemption for West Dublin Hall - Policy MDL-12

Hello Ms. Powers;

In reference to the issue of, tax exemption for West Dublin Hall's renewal term which was up for renewal in 2019, as discussed; please add to Finance Committee agenda.

I do NOT question that staff exercised due diligence to ensure that the applicant was made aware of the renewal deadline. I do however want to raise the question at committee.

I have been asked by Daphne Strowbridge to do so and therefore will follow up on her request to me to at least do that.

Please add it to the agenda and in the absence of me being in the office today I authorize you, Ms. Powers to sign the request form on my behalf.

Thank you,

Martin

Councillor Martin E. Bell, CMG, EMD

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater NS B4V 4G8



Any correspondence with elected officials, employees or other agents of MODL may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of Nova Scotia

Tick checks and quick tick removal remain among the best defenses against Lyme disease

Municipality of the District of Lunenburg POLICY

Title: Tax Exemption / Reduction Policy	
Policy No. MDL- 12	
Effective Date: August 14, 2001	Amended Date: July 11, 2017

1.0 Purpose

The purpose of this Policy is to provide tax relief of current taxes for:

- a. certain qualifying non-profit organizations as defined in the Partial and Full Tax Exemption By-laws
- b. to the extent Municipal council considers appropriate of the taxes payable on a building destroyed or partially destroyed by fire, storm, or otherwise.

This Policy does not provide any exemption from area rates.

2.0 a. Policy re: Tax Exemption -- Non-profit Community Organizations:

It is the intention of the Municipality of the District of Lunenburg to provide partial or full tax exemption to certain qualifying non-profit organizations demonstrating service to the community at Council's discretion.

A major consideration for qualification of tax exemption will be the service the organization provides to the community.

To be eligible to be placed on Schedule "A" or "A-1" of the Tax Exemption By-law, the owner of the property must meet the requirements of Section 71(1) or 71(2) of the *Municipal Government Act* and Council must pass a motion authorizing the addition of that organization's property to the Schedule relating to the appropriate By-law.

When a property listed in Schedule "A" or "A-1" of the Tax Exemption By-law ceases to be owned by the organization named or ceases to be used for the purpose for which the exemption was granted, then the exemption shall cease and the owner shall immediately be liable for the full property tax on the entire property for the remainder of the current taxation year and all future taxation years.

Awards for tax exemptions are for a three year period. Renewal is required every three years. Any tax exemption awarded is not retroactive. Awards do not cover tax arrears. Final awards, renewals, and removals are subject to approval and motion by Municipal Council.

New applications for full or partial tax exemption must be received prior to February 28th of each year for the upcoming taxation year. All applicants are responsible for area rates, arrears of taxes and any interest levied on arrears.

Renewals require that the applicant send the following information to staff of the Municipality:

- 1) a completed renewal form
- 2) an updated list of the Board of Directors
- 3) a brief report of programs outlining the benefit to the community

2.0 b. Policy re: Tax Exemption -- Building Destroyed:

It is the intention of the Municipality of the District of Lunenburg to effect a reduction, to the extent that Municipal Council considers appropriate, of the property taxes payable on a building that has been destroyed or partially destroyed by fire, storm, or otherwise where the assessment of the property does not reflect this damage and to provide for the reimbursement of any overpayment resulting from the reduction. Reductions do not cover tax arrears or area rates. [amended July 11/17]

To be eligible for such a reduction, the owner of the property must apply to the Municipality and provide satisfactory evidence of such damage. The current assessment on the property cannot reflect this decrease in value due to the damage. [amended July 11/17]

Council, by way of motion, at their discretion, may provide for a reduction in taxes payable on the destroyed building.

The Municipal Treasurer can approve a reduction of up to \$500 in taxes payable on the destroyed building. Reductions over \$500 require approval by Council. [amended July 11/17]

This reduction, at Council's discretion, may be made retroactive not earlier than April 1, 1999.

To calculate the reduction, the Tax Clerk shall request the Director of Assessment to value the property considering the proof of damage. Furthermore, the Tax Clerk is authorized to provide for the reimbursement of any overpayment resulting from the reduction once Council or Municipal Treasurer approval is received. [amended July 11/17]

Reductions require the applicant to send the following information to the staff of the Municipality:

- 1) a complete damage building form
- 2) supporting documentation as proof of damage or loss [amended July 11/17]

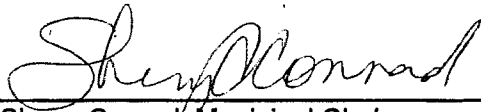
Annotation for Official Policy Book

Date of Adoption: August 14, 2001

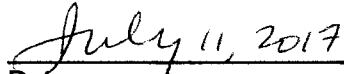
Date of Notice to Council Members of Intent to Consider:
(7 days minimum) July 4, 2017

Date of Passage of Amendments: July 11, 2017

I certify that this "Tax Exemption / Reduction Policy" was adopted by Council as indicated above.



Sherry Conrad, Municipal Clerk



Date

PROPERTY TAX REDUCTION DAMAGE TO BUILDING

APPLICATION FORM

Please complete and return to the Municipality of Lunenburg, 210 Aberdeen Road, Bridgewater, NS B4V 4G8
Please attach a copy of the Tax Bill or Assessment Notice

Assessed Owner _____ Assessment Account Number _____

Property Location (please use civic address) _____

Applicant _____

Mailing Address _____

Date Damage Occurred (Month/Day/Year) _____

Type of Damage (fire, wind, etc) _____

Estimate of Damage/Loss _____

In the space provided, briefly explain the situation that occurred (attach copies of any outside information such as Fire Department, Insurance, etc.)

I hereby request Municipal Council to consider a reduction in taxes on the above noted property based on the information provided. I also declare that the information contained in the application is true and correct to the best of my knowledge. Any approved reduction does not cover area rates, tax arrears, or related interest charges.

Signature

Date

OFFICE USE ONLY

Assessed Value of Building Destroyed _____ Related Current Taxes _____

Remaining Months in taxation year after loss _____ Extent of Damage _____

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8
Phone: (902) 543-2991 Fax: (902) 530-5189

A Joint Services Board

October 31, 2019

Alex Dumaresq, D. CAO
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS
B4V 4G8

RE: Litter Incentive Program

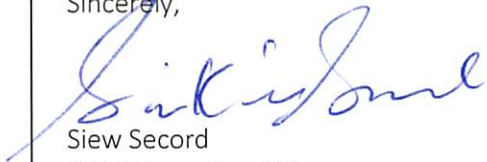
My apologies for this long delay. There have been some conflicting thoughts about this Litter Incentive Program and impact it may be to the current Earth Day Litter Pickup program.

Currently, there are more than 50 volunteer groups participating in the litter pickup during Earth Day throughout Lunenburg County. We will expand this Earth Day program to include the **Litter Incentive Program**, similar to other regions' in the province. We will pilot this **new program** to promote litter pickup in a more remote area where we have shortage of volunteers. We will evaluate after year 1 to ensure that this new incentive adds value to the existing earth day pickup program.

Our Education and outreach staff will be responsible for research as to best practice and to design a Litter Incentive Program that adds value to the existing earth day litter pick up program. The research will include method of compensation (\$/km, \$/group, \$/bag, etc.) and the required accountability criteria.

We will provide an update to Council in January 2020, once the complete program is ready for broadcast and communication. During this time, we will work closely with MODL communications to ensure proper exposure of this incentive. At this time, no other partners have expressed interest in the program. Therefore, the scope of this Litter Incentive program is fully within the MODL jurisdiction.

Sincerely,



Siev Secord
Chief Operating Officer
Municipal Joint Services Board

Cc: Sherry Conrad, Municipal Clerk
Stephanie Smits, Education and Outreach





Municipality of the District of Lunenburg

February 6, 2019

Ms. Siew Secord, CEO
Municipal Joint Services Board
908 Mullock Road
Whynott's Settlement, NS B4V 5T9

Dear Ms. Secord:

The Council for the Municipality of the District of Lunenburg has been looking into options for programs that could be implemented to encourage litter clean-up along the sides of the road. A grant program was proposed as an incentive to encourage community organizations and groups to participate in a road side litter clean-up. Staff have reviewed a number of programs.

During the review of the various programs being implemented, staff reviewed the Community Litter Clean-up Incentive Program sponsored by Eastern Region Solid Waste Management and the Community Litter Clean-up Incentive Program sponsored by Waste Check on behalf of Region 7. I have attached information on both programs. The programs are implemented by an overall organization that represents a number of municipal units.

Council is aware that litter clean-up along the sides of the road is a provincial responsibility, however, the Province has not been taking any action to address this issue. Staff were asked to consult with the MJSB to see if this is a program the Board would be interested in implementing through the Lunenburg Regional Community Recycling Centre (LRCRC) as measures are already being taken through the LRCRC to address littering. As well, if the program was offered through the LRCRC, it would be a program that community groups and organizations within all the municipal units under the auspices of the MJSB could participate. Each municipal unit would be responsible for the funding provided to organizations and groups that completed a clean-up in their municipal unit.

Please consider implementing such a program. You can contact Sherry Conrad at sherry.conrad@modl.ca or at 902-541-1323 should you require further information or clarification.

Yours truly,

Alex Dumaresq
Deputy CAO

Encl.

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St, Suite 304
Mahone Bay, NS B0J 2E0



Office: 902-624-1339
Cell: 902-350-0333
E-mail: Valda.Walsh@Region6SWM.ca

October 11, 2019

Alex Dumaresqu
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS
B4G 4V8

Dear Alex;

RE: Litter Clean-Up Incentive Program

Thank you for letter of February 6, 2019 inquiring consideration of Region 6 implementing a Litter Clean-Up Incentive Program.

Our committee meets only a few time per year so I apologise for the delay in response—but this file warranted discussion at that level. On Friday, September 27th the matter was discussed. At this time, Region 6 will not be pursuing a program as suggested in your letter but encouraged your unit to consider same at the municipal level.

I had numerous discussions with the Eastern Region Solid Waste, Waste Check (Region 7) as well as our own Region of Queens and Shelburne Shared Services who have such a program. It is clear the program is more of a social program and not one that actually decreases or discourages littering at the source. Region 6 has administered a program 'EarthDay Litter Challenge' for 20 years and continues to support all our stakeholder units each April as they engage community groups and citizens. Many groups in your area are repeat participants registering through MJSB. Through this program we provide materials, such as bags and participation certificates as well as assist in coordinating the collection and event advertising.

The program you suggest requires administration on accountability, liability as well as financial distribution of the grants. We have only one administration staff person—me— and rely on the accountant at our host unit (West Hants) to remit payments. Responsibly administering such a program for 13 member units would be a challenge given our regional structure.

I would be happy to assist your unit in investigating and developing a program that can meet your needs and offer support to implement a municipally-led Litter Clean-Up initiative. Please reach out if we can be of any further assistance.

Kind Regards,

A handwritten signature in green ink that reads "Valda Walsh". The signature is written in a cursive style.

Valda Walsh
Regional Coordinator

cc. Michael Ernst—Chairman
Kirk Symonds—Education Coordinator



Municipality of the District of Lunenburg

February 6, 2019

Ms. Valda Walsh, BSc TME EP
Regional Coordinator
Region 6 Solid Waste Management
PO box 639
Mahone Bay, NS
B0J 2E0

Dear Ms. Walsh:

The Council for the Municipality of the District of Lunenburg has been looking into options for programs that could be implemented to encourage litter clean-up along the sides of the road. A grant program was proposed as an incentive to encourage community organizations and groups to participate in a road side litter clean-up. Staff have reviewed a number of programs.

During the review of the various programs being implemented, staff reviewed the Community Litter Clean-up Incentive Program sponsored by Eastern Region Solid Waste Management and the Community Litter Clean-up Incentive Program sponsored by Waste Check on behalf of Region 7. I have attached information on both programs.

Council is aware that litter clean-up along the sides of the road is a provincial responsibility, however, the Province has not been taking any action to address this issue. Staff were asked to consult with the Region 6 Solid Waste Management to see if they would be interested in implementing a program similar to that of the Eastern Region or Region 7.

Please consider implementing such a program. You can contact Sherry Conrad at sherry.conrad@modl.ca or at 902-541-1323 should you require further information or clarification.

Yours truly,

Alex Dumaresq
Deputy CAO

Encl.



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Municipal Council
FROM: Trudy Payne, Director of Recreation Services
DATE: November 12, 2019
RE: Designated Community Project Fund – Lunenburg Yacht Club

RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$7,590 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 two donations totalling \$7,600. The amount of \$7,590 is being recommended as \$10 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

Recreation Services

MEMORANDUM

TO: Municipality of the District of Lunenburg Council
FROM: Trudy Payne, Director of Recreation Services
DATE: November 12, 2019
RE: Designated Community Project Fund

RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Pinegrove Outdoor Play Association \$1,865 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

The Pinegrove Outdoor Play Association is raising capital funds to install a splash pad at the park. The \$1,865 represents four donations.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Pinegrove Outdoor Play Association this grant, money in which they have raised on behalf of the splash pad project.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects.