

Reminder: Council Photo is at 8:30 a.m.

AGENDA
MEETING OF MUNICIPAL COUNCIL

Bridgewater, NS

Tuesday, December 10, 2019 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
 - 1.1 Mi'kma'ki Territorial Acknowledgement
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
 - 2.1 Sovereign Medal for Volunteers – Greg Selig
 - 2.2 Volunteer Fire Fighter Service Award – 50 Years – Terrance Wilkie
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES of November 26, 2019
6. BUSINESS ARISING FROM MINUTES
7. AWARDING OF TENDERS/RFPs
8. PRESENTATIONS/SCHEDULED TIMES
 - 8.1 New Municipal Building – Update – Andrew Amos 9:30 a.m.
 - 8.2 Lunch with Staff – Italy Cross/Middlewood Fire Hall (Mun. Office Closed until 2:00p.m.) 11:45 a.m.
9. CONSIDERATION OF CORRESPONDENCE
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 10.1 Finance Committee
 - 10.1.1 Proposed Sewer Rates – 5 Year Rate Review (1) 2-5
 - 10.1.2 Sponsorship Ad Grant – HB Studios (1) 6-7
 - 10.1.3 Sponsorship Ad Grant – Bridgewater Legion, Branch #24 (1) 8
 - 10.1.4 2020/21 Student and Temporary Work Placements (1) 9-11
 - 10.1.5 Policy MDL-53 Funding Electrical Connections for Community Generators .(1)12-13
11. STAFF REPORTS
 - 11.1 Planning & Development Department
 - 11.1.1 Request to Levy Private Road Maintenance Charge
Natural Forest Lake Road Association 14-28
 - 11.1.2 Letter of Concurrence – MDL69 Antenna Siting Protocol.....29-30
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
 - 12.1 Deputy Mayor’s Update
 - 12.2 Mayor’s Update
13. ADDED ITEMS
14. IN CAMERA
 - 14.1 Contract Negotiations re LCLC under Section 22(2)(e) of the MGA
 - 14.2 Land Negotiations re Osprey Village under Section 22(2)(a) of the MGA
 - 14.3 Land Negotiations re Osprey Village under Section 22(2)(a) of the MGA
 - 14.4 Personnel Matter Update re MJSB under Section 22(2)(c) of the MGA
 - 14.5 Legal Advice re Tancook under Section 22(2)(g) of the MGA
15. ADJOURNMENT



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

December 3, 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, December 3, 2019, made the following
recommendations to Council:

1. that Municipal Council approve the proposed Sewer Rates of \$0.43/\$100 assessment Global and \$0.25/\$100 assessment Hebbville effective April 1, 2020.
2. that Municipal Council approve a \$500 Sponsorship Ad Grant to HB Studios Sports Centre for MODL to become a bronze sign sponsor in the Facility.
3. that Municipal Council approve the Sponsorship Ad request of the Royal Canadian Legion, Branch #24 for \$125 to host the 2020 Nova Scotia-Nunavut Legion Provincial Curling Championships at the Bridgewater Curling Club from January 17 – 19, 2020.
4. that the Finance Committee recommends to Council that Municipal Council approve the following new student and term positions for employment during the 2020/21 fiscal year:
 - 1 term planning position to support the Partners for Climate Protection process; and,
 - 1 Co-op term position for the implementation of the Fire Recruitment and Retention Strategy.
5. that Municipal Council award \$8,000 in funding to the Walden Fire Department for the replacement of a generator at their facility, with \$6,000 in funds coming from the Comfort Centre Generator Fund and \$2,000 from the Council Contingency Account.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh

Attachments



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: December 3, 2019

RE: Proposed Sewer Rates based on 5-year Sewer Rate Review

RECOMMENDATION

“that the Finance Committee recommends to Municipal Council that Municipal Council approve the proposed Sewer Rates of \$0.43/\$100 assessment Global and \$0.25/\$100 assessment Hebbville effective April 1, 2020.”

BACKGROUND

Five years ago, Council approved area rates for municipally run sewer systems with a subsidy from the general tax rate of up to \$0.03/\$100 assessment . This rate structure was based on identifying the full costs of operating the municipal sewer systems, generating revenue through area rates for sewer, and providing up to \$0.03/\$100 assessment of general rate revenue in recognition of the environmental and economic development benefits of the systems. Council agreed that rates would be reviewed every 5-years.

Before the end of the 5-year cycle, staff determined the rates set were higher than required based declining debt servicing costs that were not anticipated in the original model. Rates were reduced by \$0.02 in 2017/18 and set at \$0.73/\$100 assessment for properties located in New Germany, Conquerall Bank, Cookville and Shore Drive (Global Rate) and \$0.43/\$100 assessment for properties located in Hebbville to recognize this fact.

Staff have now completed an in-depth analysis and 5-year projection for the municipal sewer systems to determine rate adjustments required to meet the original mandate. As per the attached summary, the actual subsidy being provided from the general rate is \$0.016/\$100 assessment. Thus, there is room to reduce sewer rates to fulfil Council’s original decision to provide up to a \$0.03 subsidy.

OPTIONS

Staff have recalculated costs and revenue for another 5-year cycle and present three options based on the same principals and approaches as the original model, and adjusting the level of general rate subsidy, accounting for new cost and revenue information.

Option	Subsidy from General Rate per \$100 assessment	% Reduction	Global Rate per \$100 assessment	Hebbville Rate per \$100 assessment
1.	\$0.0275	41%	\$0.43	\$0.25
2.	\$0.030	55%	\$0.33	\$0.19
3.	\$0.025	30%	\$0.51	\$0.30

BUDGET IMPLICATIONS

The new rates will be used to calculate revenue estimates in the 2020-21 Operating budget.

STRATEGIC PRIORITES

Staff utilized the 5-Year Financial Strategy Model to assess the affordability of the new rate structure. The proposed rate options do not cause any operating deficits in future years.

CONCLUSION

The existing sewer rates can be reduced based on the rate analysis provided. This reduction recognizes the environmental and economic development benefits of the systems by providing a reasonable subsidy from the general tax rate.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Nov 22, 2019

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

Sewer Rate Analysis & Options

Calculation of Subsidy at Existing Rates:

Current Operating Budget	Conquerall				Total
	Cookville	New Germany	Bank	Hebbville	
Operations & Maintenance	172,900	125,500	41,900	83,400	423,700
PW/WWTM Staff Resources	104,300	74,900	20,900	18,100	218,200
Capital Reserve	107,941	37,715	20,299	9,045	175,000
Debt Service Cost	216,074	-	-	-	216,074
	<u>601,215</u>	<u>238,115</u>	<u>83,099</u>	<u>110,545</u>	<u>1,032,974</u>

Current Revenue Generated

	Conquerall				Total
	Cookville	New Germany	Bank	Hebbville	
Assessment Billing	243,172	233,605	33,733	50,664	561,174
BPSC Revenue	-	-	-	33,500	33,500
	<u>243,172</u>	<u>233,605</u>	<u>33,733</u>	<u>84,164</u>	<u>594,674</u>

Shortfall - 438,300

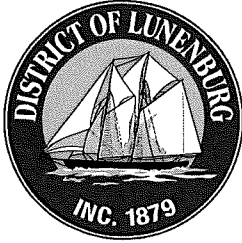
General Rate Subsidy per \$100 taxable assessment	\$ 0.016
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Calculation of 5-Year Surplus (Shortfall) with Subsidy - Proposed Rate Options

	Option 1 - \$0.0275 Subsidy & 41% Rate Reduction				
	Total Sewer Costs	Global \$0.43	Hebbsville \$0.25 + BPSC	Gen Rate \$0.0275	Total Surplus (Shortfall)
FY2020	1,032,974	301,201	84,164	749,372	101,763
FY2021	1,051,270	301,338	63,407	764,360	77,835
FY2022	1,085,253	301,476	63,422	779,647	59,292
FY2023	1,120,595	301,614	63,437	795,240	39,695
FY2024	1,157,351	301,751	63,452	811,145	18,996
FY2025*	1,195,578	301,889	63,467	827,368	- 2,854
Cumulative 2021 to 2025					192,964

	Option 2 - \$0.03 Subsidy & 55% Rate Reduction				
	Total Sewer Costs	Global \$0.33	Hebbsville \$0.19 + BPSC	Gen Rate \$0.03	Total Surplus (Shortfall)
FY2020	1,032,974	229,730	56,299	817,497	70,551
FY2021	1,051,270	229,834	56,310	833,847	68,722
FY2022	1,085,253	229,939	56,322	850,524	51,532
FY2023	1,120,595	230,044	56,333	867,534	33,317
FY2024	1,157,351	230,149	56,345	884,885	14,028
FY2025*	1,195,578	230,254	56,356	902,583	- 6,384
Cumulative 2021 to 2025					161,214

	Option 3 - \$0.025 Subsidy & 30% Rate Reduction				
	Total Sewer Costs	Global \$0.51	Hebbsville \$0.30 + BPSC	Gen Rate \$0.025	Total Surplus (Shortfall)
FY2020	1,032,974	357,357	68,965	681,248	74,595
FY2021	1,051,270	357,520	68,983	694,873	70,106
FY2022	1,085,253	357,683	69,000	708,770	50,201
FY2023	1,120,595	357,847	69,018	722,945	29,215
FY2024	1,157,351	358,010	69,036	737,404	7,099
FY2025*	1,195,578	358,173	69,054	752,152	- 16,198
Cumulative 2021 to 2025					140,422



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
Recreation Program Coordinator
DATE: November 26, 2019
RE: HB Studios Sports Centre: Sponsorship Ad Grant

RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approve **\$500** under the Sponsorship Ad Grant to **HB Studios Sports Centre** for MODL to become a bronze sign sponsor in the facility.

Motion Required

BACKGROUND

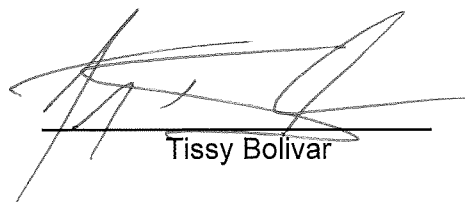
HB Studios Sports Centre offers a 100'x200' artificial turf field, a 4-lane oval track, a 60m sprint track, 4 locker rooms, tenants' spaces and multi-purpose rooms. Each year, HB Studios Sports Centre is host to 1000hours of field house bookings, 12,500 visits by walkers, runners and track athletes, as well as soccer and judo tournaments.

The Sponsorship package is not inclusive of HST; however, they have waived HST fees for MODL to comply with grant criteria (maximum of \$500).

Bronze Sponsor Benefits: 4ft.x4ft.x3mm alupanel sign (creation and installation) around the mezzanine and oval track for 12 months; 2 complimentary 3-month track passes; and sponsor name listed on HB Studios Sports Centre website.

BUDGET IMPLICATIONS

The total budget for the Sponsorship Account is \$4,000. \$3,290 has been allocated to date leaving \$710 currently available in this account. If approved for \$500, \$210 will be remaining in the fund.



Tissy Bolivar

/tb

HB Studios Sports Centre Sponsorship Opportunities



HB Studios Sports Centre offers the following advertising and sponsorship opportunities to meet your marketing needs and to make your company's/organization's brand visible in front of thousands of people every year:

Sign Sponsor

Have your business featured adjacent to hundreds of games, and seen by many walkers, runners and other visitors. Sign installed around the mezzanine track oval (in a specified location), overlooking the field for 12 months, with renewal option. Also, one opportunity for a stair riser decal sign. **Sponsor to provide artwork.**

Bronze - \$500 + HST (Renew 2019/20 for \$250 + HST)

Sponsor Benefits: Includes 4 ft. x 4ft. x 3mm alupanel sign (creation and installation); 2 complimentary 3-month track passes; and sponsor name listed on HB Studio Sports Centre website.

Silver - \$1,000 + HST (Renew 2019/20 for \$500 + HST)

Sponsor Benefits: Includes 8 ft. x 4ft. x 3mm alupanel sign. Also one opportunity for a stair riser decal sign/max 10-12 stairs (Creation and installation); 3 complimentary 3-month track passes (creation and installation); and sponsor name listed on HB Studios Sports Centre website.

Gold - Dressing Room or Community Room - \$3,500 + HST

Feature your brand on the door of an HB Studios dressing room, and take it a step further and paint and add customized advertising inside the dressing room. Sponsorship for a 12 month period. *Paint and furnish room at sponsors expense.*

Sponsor Benefits: Logo on door; 6 complimentary 3-month track passes and 4 hr. use of field at time mutually agreed upon by organization and sponsor; sponsor logo posted on rotating banner at bottom of HB Studios Sports Centre website; sponsor logo linked to sponsor website; and sponsor announced on HBSSC Facebook page. *(Sponsorship of \$4,000 +HST includes an 8ft. x 4ft. x 3mm alupanel sign. Sponsor to provide artwork.)*

Diamond - \$7,500 Track/Turf Naming Rights

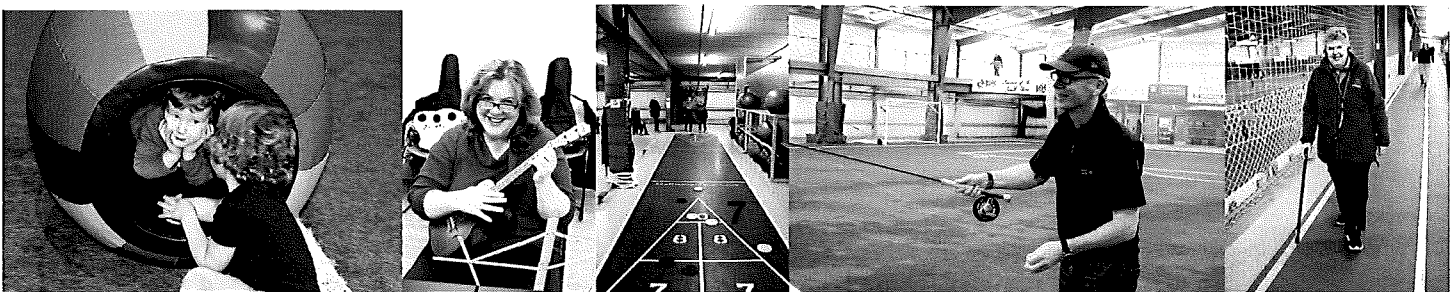
The track is popular among those seeking a leisurely indoor stroll and those looking to rehabilitate or add some cardio to their fitness regimen. The field is the home to a wide variety of activities. **Sponsor Benefits:** Naming rights to track or turf; 8' x 4' 3mm alupanel sign. (A number of high-visibility options are available throughout the track and field to place a sign with your company logo. Larger sign may be negotiated at sponsor's expense). Sponsor logo to be posted on rotating banner at bottom of HBSSC website home page. Sponsor logo linked to sponsor website. Sponsor announced on HBSSC Facebook page.

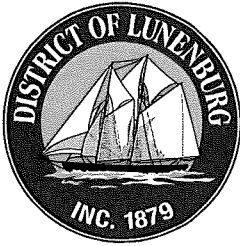
Family Station - \$1,000 + HST (Renew 2020/21 for \$500 + HST)

Sponsor this family friendly/calming space for breastfeeding and quiet activities. Sponsor may furnish this curtained space. Sponsor to provide artwork for sign. **Sponsor Benefits:** 2' x 1' x 3mm alupanel sign (Includes sign creation and installation); 3 complimentary 1-month track passes; and business name listed on HBSSC website.

Program Sponsor - To be negotiated

HB Studios Sports Centre hosts many exciting programs that could use the support of a sponsor, such as the FREE parent and tot activity program. Ask us how you can help.





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MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Recreation Program Coordinator

DATE: November 26, 2019

RE: Royal Canadian Legion Branch #24: Sponsorship Ad Grant

RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approve the Sponsorship Ad request of the **Royal Canadian Legion Branch #24** for **\$125**, to host the 2020 Nova Scotia-Nunavut Legion Provincial Curling Championships at the Bridgewater Curling Club from January 17 – January 19, 2020.

Motion Required

BACKGROUND


For the \$125 sponsorship, MODL will have a ½ page advertisement in the program booklet. The other options are \$200 for a full page or \$50 for a business card size.

Any funds raised that exceed their expenses will be used in supporting the veterans and youth groups in the community.

This is the first request from the Royal Canadian Legion Branch #24 for the Sponsorship Ad Grant for this event.

BUDGET IMPLICATIONS

The total budget for the Sponsorship Account is \$4,000. \$3,290 has been allocated to date leaving \$710 currently available in this account. There is a recommendation of \$500 pending which, if approved, would leave \$210 remaining in the fund. This would be enough to cover this request.



Tissy Bolivar

/tb



Municipality of the District of Lunenburg

MEMORANDUM

TO: Finance Committee

CC: Strategic Management Team

FROM: Amy Wamboldt, Grant Coordinator

DATE: November 26, 2019

RE: 2020/21 Student and Temporary Work Placements

RECOMMENDED MOTION:

“that Municipal Council approve the following new student and term positions for employment during the 2020/21 fiscal year:

- 1 term planning position to support the Partners for Climate Protection process and
- 1 co-op term position the implementation of the Fire Recruitment and Retention Strategy

DISCUSSION:

Throughout the year, programs are announced for municipalities to participate in various funding opportunities for student and temporary work placements. Student and term placements are highly cost effective for MODL, allowing the Municipality to operate core programs efficiently and proceed with special projects without having to rely on consulting firms. MODL has been fortunate in recruiting and has been able to secure enthusiastic and competent students who have contributed well above expectations. Aside from the financial benefits, hiring students and temporary workers is a great way to showcase the professional roles available in rural Nova Scotia and can also assist individuals in securing longer-term employment.

Municipal staff have identified numerous staffing needs that can be met through the employment of students and temporary employees. To ensure the best possible candidates are recruited and to allow staff to capitalize on funding opportunities as they are announced, it is advisable to have Council pre-approve the 2020/21 positions before the end of the calendar year. In addition to the recurring complement of summer positions used to operate summer recreation, tourism, and support engineering-led projects, staff are proposing the addition of two term positions to support Council’s Strategic Priorities.

First, in declaring a climate emergency, Council also added the issue as a strategic priority and committed to joining the Partners for Climate Protection protocol. The term position will be instrumental in gathering the baseline data and supporting MODL’s development of a Climate Action Plan.

Second, Council has successfully completed the initial implementation of a Recruitment and Retention Strategy for the fire service. A communications co-op placement was very effective in the early implementation, but that position is not planned for this year. Securing a term placement dedicated to fire services recruitment will allow for the marketing elements of the strategy to continue, and allow for the development of other tactics such as the fire fighter appreciation event.

The table below summarizes the funding opportunity and net cost of these two new positions.

Department	Term and Position	Notes	Budget Impact
Planning	12 months – Sustainability Planner (term position)	NEW position to be filled to assist with the Partners for Climate Protection program.	\$25,000 funding. Approximate net cost to MODL \$41,500.
Administration	16 weeks - Fire Services Recruitment and Retention (student)	NEW position for Fire Services and Recruitment Plan.	\$4,200 funding. Approximate net cost to MODL \$8,000.

RECURRING TERM POSITIONS

For information purposes, staff have also compiled information on the annually recurring term positions. These positions provide core department activities and form part of respective departments’ baseline budgets. Annual applications are made to arrange for funding partners to secure maximum external funding and reduce the Municipality’s net cost.

Department	Term and Position	Notes	Budget Impact
Recreation	16 weeks - Summer Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$10,500.
Recreation	16 weeks - Special Events Manager (student)	RECURRING position for summer recreation programming.	\$1,600 funding. Approximate net cost to MODL \$7,400.
Recreation	16 weeks - Sports and Camp Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$9,000.

Department	Term and Position	Notes	Budget Impact
Recreation	16 weeks - Public Relations Manager (student)	RECURRING position for summer recreation programming.	Approximate cost to MODL \$9,000.
Recreation	8 weeks - Program Leaders (approximately 10 student positions)	RECURRING positions for summer recreation programming.	Approximate cost to MODL \$4,500 per position - \$45,000 total.
Economic Development	8 weeks – Travel Counsellor (3 student positions)	RECURRING positions for Visitor Information Centre services.	\$1,600 funding for one position. Approximate net cost to MODL \$4,500 per position – total \$10,600.
Economic Development	6 months – VIC Manager (term position)	RECURRING position for Visitor Information Centre services.	Approximate cost to MODL \$14,000.
Engineering	16 weeks - Engineering Student (4 student positions)	RECURRING positions to assist with Asset Management and LaHave Straight Pipe programs.	\$4,200 funding per position. Approximate net cost to MODL \$8,000 per position - \$32,000 total.

Finally, once every four years, the Municipality administers Municipal and School Board elections. Generally, MODL hires 2 term positions to assist with the election operations. A full report on the planning for the 2020 elections is forthcoming from the Municipal Clerk.



MEMORANDUM

REPORT TO: Council
SUBMITTED BY: Alex Dumaresq, Deputy CAO
DATE: November 28, 2019
RE: Award Recommendation for Generator Grant
ORIGIN: Policy *MDL 53 Funding Electrical Connections for Community Generators*.

RECOMMENDED MOTION

Move that Council award \$8,000 in funding to the Walden Fire Department for the replacement of a generator at their facility, with \$6,000 in funds coming from the comfort centre generator fund and \$2,000 from the Council contingency account.

BACKGROUND

MODL has instituted a grant program to assist community centres and fire departments interested in acting as Comfort Centres during periods of power outage. Fire departments and other registered community organizations can apply to be a Comfort Centre and receive the grant to offset the cost of installing a generator.

Council Annually awards up to \$14,000 to applicants. The amount awarded is determined at the discretion of Council to a **maximum of 66% of eligible costs and cannot exceed \$8000** per project. In making the decision, Council can consider the number of applications received, the size of the projects, and the strategic importance of the addition or upgrade of the Comfort Centres.

Council's policy also limits what expenses are eligible for funding. Eligible expenses include:

- Power transfer switches;
- Disconnect switches;
- Portable and fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

For clarity, the policy explicitly permits applications for upgrades and rebuilding of existing generator systems in Comfort Centres. Ineligible expenses include: General renovations to buildings; Pads for

generators; Structures or buildings to house generators; and Projects already undertaken prior to application.

2019/20 APPLICATIONS

The annual deadline for applications is March 1st. One application was received prior to March 1 of this year, which was from the Hemford and District Fire Department. Council approved a \$8,000 grant for the project.

A late application was received in November of 2019 from the Fire Department in Walden. The department is currently registered as a comfort centre with the Municipality, however their generator was stolen during Hurricane Dorian. The proposed \$16,000 project is to replace the previous generator with a new unit and put in place the requisite permanent electrical connections.

Council's policy is silent on late applications, though Council's community granting policy does permit consideration of late application, provided that such applications are considered after all applications received before the deadline are first considered. In this instance, the timing of the application is understandable, the need for funding only arose after the theft from the department.

RECOMMENDED AWARD

Given the reason for the application, and the desirability of providing comfort centres in more remote communities, staff recommend providing funding to the organization. While the maximum amount possible under the policy is \$8,000, there is currently \$6,000 in the grant account. Should Council wish to award the maximum amount to the applicant, there are funds available in the Council contingency account.

ALTERNATIVES

Council could elect to award \$6,000 to the applicant, which would deplete the generator grant fund for this fiscal year, without exceeding the allocated budget.

Council could elect not to award funds given that the grant is normally only considered once per year. Unused funds in the account would fall to the general municipal surplus.



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 25, 2019

RE: REQUEST TO LEVY PRIVATE ROAD MAINTENANCE CHARGE – NATURAL FOREST LAKE ROAD ASSOCIATION

ORIGIN: Petition

RECOMMENDATION

That Municipal Council levy a maintenance charge within the Charge Area identified by the Natural Forest Lake Road Association as follows:

- ***A uniform amount per lot***

With the 2020-21 charge being set at:

- ***\$350.00 per lot***

Subject to an Agreement being entered into between the Municipality and the Natural Forest Lake Road Association that satisfies the requirements of clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets.

BACKGROUND

A request has been received, from the Natural Forest Lake Road Association, for Council to levy a charge pursuant to the By-law respecting the Maintenance and Improvement of Private Streets for road maintenance fees. The road maintenance fees are for the maintenance of Natural Forest Lake Road and a portion of Skull Lake Road, as identified in their charge area map, located in Upper New Cornwall.

This request is being forwarded to the Municipal Council for approval.

DISCUSSION

The request received from the Natural Forest Lake Road Association is for Council to levy a charge to the lots within the identified Charge Area. Based on the maintenance budget, submitted by the Association, plus the 5% administration fee, each lot owner within the charge area, would be charged \$367.50. This will be applied to 29 lots in the 2020-2021 fiscal year.

[\$10,150.00 Budget, plus 5% Administration fee of \$507.50 = \$10,657.50 total charge amount]

[\$10,657.50 /29 lots = \$367.50 Charge per lot]

The Private Road Maintenance and Improvement By-law requires that this request be accompanied by:

Requirements	Submitted Yes /No	Comment
Petition bearing the signature of 66.66% of the lot	Yes	Complies with By-law Petition submitted bears the signatures of 72% of the lot owners in the Charge Area (21 of 29 lots).
Yearly Maintenance Budget, approved by Special Resolution	Yes	Maintenance Budget \$10,150.00 - Complies (attached)
Copy of Special Resolution approving Maintenance Budget	Yes	Complies (attached)
Copy of the Associations MOU and By-law which clearly states that the object or purpose of the Assoc. is to carry out the road maintenance and/or improvement and the Assoc. was formed to represent the owners within the Charge Area.	Yes	Complies
Plan showing Charge Area	Yes	Complies (attached)

As is evident from the above noted chart the required information has been submitted. Staff has confirmed that a minimum of 66.66% of the lot owners have signed the petition in favor of the lot charge.

As per clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets, prior to approving the levying of a charge the Association must enter into an Agreement with the Municipality which:

- a) Requires that the Association shall be responsible for performing, or contracting the work associated with the improvement or maintenance of a street or streets in a Charge Area;
- b) Indemnifies and saves harmless the Municipality from any and all liability or responsibility with respects to the work associated with the improvement or maintenance of the street or streets in a Charge Area;
- c) Identifies that the petition forms the basis of the method of the Charge; and
- d) Contains any other clauses as deemed necessary by Municipal Council.

BUDGET IMPLICATIONS

The amount of \$10,657.50 will need to be added to the budget as revenue and \$10,150.00 added as an expense. [\$10,657.50 less \$507.50 admin fee = \$10,150.00]

CONCLUSION

The request submitted satisfies the requirements of the By-law Respecting the Maintenance and Improvement of Private Streets. Municipal Council is required to review this request for approval. A draft agreement is attached and is currently being reviewed by the Municipal Solicitor.

Natural Forest Lake Road Association

Proposed First Annual Budget [June 30 2020 to June 30 2021}

1. Barss Corner has on average 12 to 15 material snowfalls per winter
2. Likely to require five road grading efforts with gravel for the year

Cost per plow	Number of plows	Sub-total	Tax	Total
\$200.00	14	\$2,800.00	15%	\$3,220.00
Sanding per trip	Number of trips	Sub-total	Tax	Total
\$200.00	2	\$400.00	15%	\$460.00
Hourly rate for grader	Hours per trip/fix	Number of repairs	Tax	Total
\$100.00	6	5	15%	\$3,450.00
Cost of Gravel	Number of loads	Sub-total	Tax	Total
\$325.00	5	\$1,625.00	15%	\$1,868.75
Cushion for culvert repair, ditch work. etc.				\$651.25
Bank, registration, MODL, administration fees, etc.				\$500.00
			Grand total	\$10,150.00
29 PID/Lot owners				29
Cost per PID/Lot owner				\$350.00

Notice of Resolution for

Natural Forest Lake Road Association
(society name)

Meeting date: 2019/11/03
(yyyy/mm/dd)

Be it resolved that the Natural Forest Lake Road Association hereby approves the Annual Maintenance Budget for June 30, 2020 to June 30 2021, as attached, and that this Budget form the basis for the lot charges for Private Road maintenance.

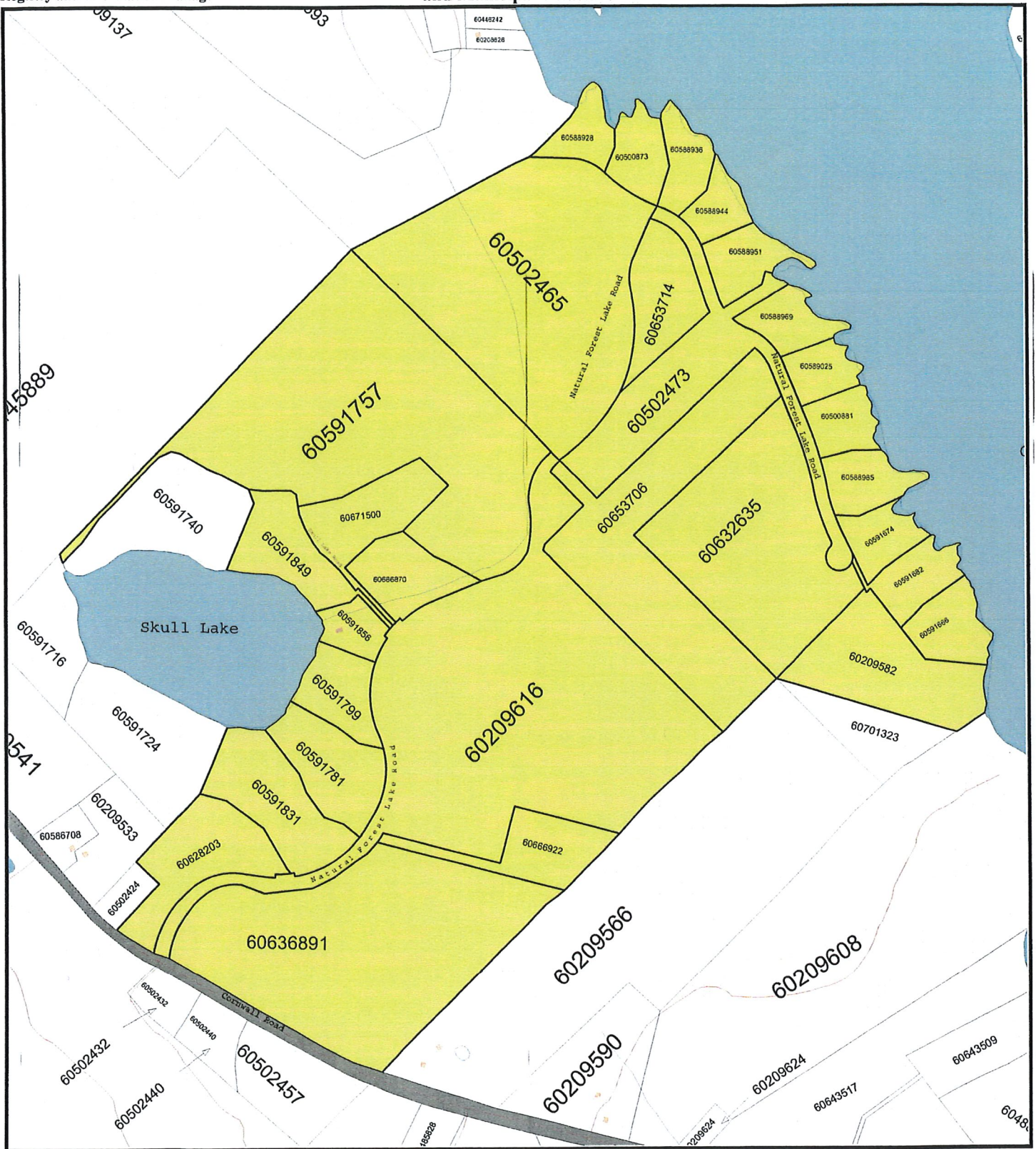
I hereby certify that the above is a true and correct copy of the Resolution which was duly passed by the Natural Forest Lake Road Association at a meeting duly called and held for that purpose on the 3rd day of November, 2019.

Name: David L Ross

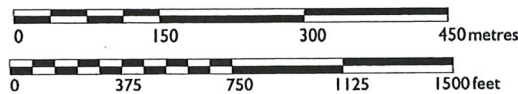
Title: Corporate Secretary & Treasurer

Signature: 

Date signed: 3-Nov-2019
(dd-mm-yyyy)



Scale 1 : 7500



Printed for:
Date Printed: Monday, August 12, 2019
Time Printed: 12:48:49 PM

This map is a graphical representation of property boundaries which approximate the size, configuration and location of properties. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area.

THIS IS NOT AN OFFICIAL RECORD

AND WHEREAS the Municipal Council, in session on _____, passed the following motion:

That Municipal Council levy a maintenance charge within the Charge Area identified by the Natural Forest Lake Road Association as follows:

- ***A uniform amount per lot***

With the 2020-21 charge being set at:

- ***\$350.00 per lot***

Subject to an Agreement being entered into between the Municipality and the Natural Forest Lake Road Association that satisfies the requirements of clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets.

AND WHEREAS the parties wish to enter into this agreement to give effect to their intentions with respect to the levy and collection of such charges, pursuant to the Bylaw.

WITNESSETH that in consideration of the mutual agreements set out herein, the parties agree as follows:

1. The parties agree the Petition of the residents of the Natural Forest Lake Road Association, attached hereto as Schedule "A", shall form the basis of the charge created hereby, pursuant to the Bylaw. The Association confirms that all signatories to that petition are members of the Association.
2. The Charge Area to which this agreement shall apply is as shown in Schedule "B" attached hereto.
3. The Municipality shall levy and collect a charge of:
 - A uniform amount per lot within the charge area.
 - The said charge is to be adjusted annually, pursuant to the By-law Respecting the Maintenance and Improvement of Private Streets.
4. The Municipality shall turn over to the Association, the charges collected, for use in the improvement and maintenance of the Roads, in accordance with the Bylaw. The Municipality shall not be held responsible for relying on and shall be permitted to rely on any lot identification information provided by the Association.
5. The Association shall be responsible for performing or contracting, the work associated with the improvement or maintenance of the Roads.
6. The Municipality shall have no responsibility or liability of any kind with respect to the Roads or the condition of the Roads or for their improvement and/or maintenance, and

the Association shall indemnify and save harmless the Municipality, its officers, servants, agents and employees, its and their heirs, executors, administrators, successors and assigns, or any of them, from and against all risk of loss, damage or injury and against all claims, demands, actions and causes of action whatsoever arising out of, or in any way attributable to the operation of this Agreement, including but not limited to any and all liability or responsibility with respect to the work associated with the improvement or maintenance of the Roads.

DRAFT

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2019, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that NATURAL FOREST LAKE ROAD ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2019, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that NATURAL FOREST LAKE ROAD ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

AFFIDAVIT OF STATUS

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

I, _____, of _____, in the County of Lunenburg and Province of Nova Scotia, the "Deponent", make oath and swear that

1. THAT I am the President of Natural Forest Lake Road Association, "the Society". Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. I acknowledge that the Society executed the foregoing instrument by its proper officer[s] duly authorized in that regard under seal on the date of this affidavit; this acknowledgment is made for the purpose of registering such Instrument pursuant to S.31 (a) of the Registry Act, R.S.N.S. 1989, c.392. or s. 79(1)(a) of the Land Registration Act as the case may be, for the purpose of registering this instrument.
3. The Society is a resident of Canada under the Income Tax Act (Canada) and is incorporated pursuant to the Societies Act of Nova Scotia and is in good standing.
4. THAT I have authority to execute this instrument on behalf of the Natural Forest Lake Road Association, and thereby bind the Natural Forest Lake Road Association.

SWORN TO at)
in the County of Lunenburg,)
Province of Nova Scotia,)
this _____ day of _____)
A.D. 2019)

_____)
A COMMISSIONER OF THE)
SUPREME COURT NOVA SCOTIA)

Schedule A

Natural Forest Lake Road Association Petition

DRAFT

The petition will form part of the
signed agreement

Schedule B

Natural Forest Lake Road Association
Map showing the Charge Area

DRAFT

The map is not duplicated in this draft agreement; the document is currently located above in the report



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 29, 2019

RE: LETTER OF CONCURRENCE – MDL 69 ANTENNA SITING PROTOCOL

ORIGIN: Application

RECOMMENDATION

That Municipal Council issue a letter of concurrence for the internet tower at 181 Ishmael Smith Road, Hemford as the application has met the requirements of MDL-69 Antenna Siting Protocol.

BACKGROUND

Municipal Council has identified improving access to high speed internet as a strategic priority. In December 2018, a request for proposal was awarded to TNC Wireless to provide high speed wireless rural internet service to Whynotts Settlement, Tancook and surrounding areas. The Hemford site was identified to assist with coverage in the northern part of the Municipality as part of the project.

The Municipality has a policy on the siting of telecommunication towers outlining submission requirements and to ensure adequate public consultation is given. Municipal Council is required to issue a letter of concurrence if the proponent has fulfilled the requirements of MDL-69 Antenna Siting Protocol.

DISCUSSION

TNC Wireless is proposing to locate towers in additional communities, which will continue to expand rural high-speed internet service.

A 40-metre monopole telecommunication tower will be located at 181 Ishmael Smith Road, Hemford. This tower will receive signal from the Chelsea site and provide a link to the proposed North River site. Service will be provided to local homes and businesses.

TNC Wireless continues to identify sites which will continue to expand the rural high-speed service.

All proposals must comply with Industry Canada's requirements and include certification or attestation of compliance from other government agencies, including NavCanada, Health Canada, Transport Canada and Environment Canada.

As part of any proposal, public consultation is a requirement. The Proponent, TNC Wireless, has provided notification letters to properties located within the required consultation area, advertised in the local paper and held a public information session to provide details to anyone interested in the proposal. As a result of the consultation, all questions and concerns were addressed. Feedback was very positive centering around how to sign up.

CONCLUSION

TNC Wireless has fulfilled the requirements of MDL-69, Antenna Siting Protocol and ensured communication of the project was provided to the public. Public consultation has been effective in providing details to residents who will benefit from this service. A letter of concurrence is required to be prepared and forwarded to Industry Canada.