

AGENDA
MUNICIPAL COUNCIL
 Bridgewater, NS
 Tuesday, January 22, 2019 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – January 8, 2019
6. BUSINESS ARISING FROM MINUTES - Nil
7. AWARDING OF TENDERS/RFPs
 - 7.1 Contract Award – Design, Construction Oversight and Contract Administration of the Nathan Cirillo Road Extension.....1-6
 - 7.2 Award Inland Floodplain Mapping – RFP 2018-05-406.....7-9
8. PRESENTATIONS/SCHEDULED TIMES
 - 8.1 Lunenburg Art Gallery Society 9:15a.m.
9. CONSIDERATION OF CORRESPONDENCE - Nil
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 10.1 Policy & Strategy Committee
 - 10.1.1 MDL-49 Property Tax Rebate Policy – Proposed Amendments (10)11-16
 - 10.1.2 Motion re Access to In Camera Notes..... (10)
 - 10.1.3 Draft 2019/20 Strategic Priorities..... (10)17-31
 - 10.2 Dangerous & Unsightly Committee
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 - 12.1 LCLC Update
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 - 12.3 Deputy Mayor’s Update
 - 12.4 Mayor’s Update
13. ADDED ITEMS
14. IN CAMERA - Nil
15. ADJOURNMENT



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

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

DATE: January 22, 2019

RE: RFP Award 2018-05-403: Design, Construction Oversight and Contract Administration of Nathan Cirillo Road Extension

RECOMMENDATION

That Council authorize staff to award RFP 2018-05-403 Design, Construction Oversight and Contract Administration of Nathan Cirillo Road Extension to exp Services Inc. for the amount of \$44,422 plus \$4,450 / week for construction oversight, excluding HST.

BACKGROUND

Osprey Village, located in Cookville, Lunenburg County, is an area of strong economic growth and continues to be an attractive option for future development. To further bolster this growth, and extension of the existing Nathan Cirillo Road has been proposed.

This extension will connect from the existing Nathan Cirillo Road to Champlain Drive with the intention of being fully serviced by water and sewer. This will allow for additional lots to be created and subsequently developed in the future.

DISCUSSION

A Request for Proposals (RFP) was issued December 5, 2018 and closed on January 16, 2019. The RFP asked for proposals from qualified consultants to complete a design for the road as well as provide contract administration and oversight during the construction phase. The members of the Evaluation Committee are Stephen Pace, Director of Engineering and Public Works; Jaime Burgess, Municipal Engineer; and, Tyler Richardson, Engineering Co-op Student.

The RFP asked that the Proponent to produce the following deliverables:

- Provide design rationale for the proposed road extension and municipal services based on the review of existing studies, information and projected service demands and flows for the Osprey Village development;
- Provide engineering design for the proposed road extension and municipal services.
- Provide final tender drawings and specifications for the road extension and municipal services within 10 weeks of signed professional services agreement.;
- Apply for any permits required for the Project on behalf of MODL;
- Provide tendering services;
- Provide full-time construction oversight;
- Provide construction contract administration; and
- Provide project certification and close-out services.

Proposals were received from the following four engineering consulting firms:

- Design Point Engineering,
- ABLE Engineering Inc.,
- exp Services Inc.
- Crandall Engineering / Englobe

The four proposals were received by the closing date and time. They were evaluated for understanding of the purpose of the work; work plan details and methodology; and qualifications and experience. These parameters form the basis of the technical score, which is given a weight of 80; the price is given a weight of 20.

**Proposal Evaluations
Ratings Table**

Criteria/ Element	Value	EXP	Des.Pt	Englobe	ABLE
Technical Proposal					
Section 1- Design Team Experience and Qualifications	20%	19.3	17.7	13.7	12.0
Section 2- Key Personnel to be assigned	25%	24.0	20.3	17.7	15.3
Section 3- Management of Services	15%	14.3	13.0	12.3	9.3
Section 4 - Approach and Methodology	20%	17.0	19.0	14.7	10.7
Sub-Total:		74.6	70.0	58.4	47.3
Cost Proposal	20%	16.4	12.4	7.8	20.0
Total	100%	91.0	82.4	66.1	67.3

Actual Costs of Four Proposals

Crandall / Englobe Corp.	Design/Contract Admin	\$157,807
	Construction Oversight ¹	<u>\$ 75,075</u>
	Total:	\$232,882
ABLE Engineering Inc.	Design/Contract Admin	\$90,928
	Construction Oversight	<u>Included</u>
	Total:	\$90,928
Design Point Engineering.	Design/Contract Admin	\$69,940
	Construction Oversight	<u>\$ 77,250</u>
	Total:	\$147,190
Exp Services Inc.	Design/Contract Admin	\$44,422
	Construction Oversight	<u>\$ 66,750</u>
	Total:	\$111,172

The **exp** Services Inc. and Design Point Engineering & Surveying Technical Proposals were very strong, scoring 74.6 and 70.0 points out of 80 points weighting. The Crandall/Englobe and ABLE Engineering Inc. proposals lacked the same level of understanding of the scope and methodology.

ABLE Engineering offered the lowest price at for the work at \$90,928 while Crandall / Englobe were the highest at \$232,882. **Exp** Services Inc.'s price was lower, at \$111,172, than Design Points' price of \$147,190, the two firms offering the best Technical Proposals.

Exp Services Inc. will commence work on the design upon contract award. The construction tender package is expected to be issued in mid-April, 2019 with the closing and contract award in mid-May, 2019.

¹ Assuming a 15 week construction period

BUDGET IMPLICATIONS

Staff budgeted \$120,000, plus HST for the design, contract administration and construction oversight portions of the project. Awarding the project to **exp** Services Inc. will bring this part of the project close to budget.

The estimated capital cost of the project is \$1,750,426, including a 15% contingency and net HST. A detailed breakdown of this estimate is attached.

STRATEGIC PLAN

Council’s Strategic Plan includes broad goals relating to economic development and sustainable planning. The upgrade and expansion of underground services in Osprey Village is of critical importance to the future development of the commercial district which is the #1 strategic direction in Council’s economic action plan (2014-2019).

ALTERNATIVES

N/A

CONCLUSION

The Evaluation Committee is recommending that Council award the RFP contract to **exp** Services Inc.

Department:	
Report Prepared By: Stephen W. Pace, Director of Engineering & Public Works	
Date ___ January 22, 2019 _____	
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____

Estimated Costs for the Construction of Natan Cirrilo Road Extension and Associated Infra:

Task/Items	Estimate
1 Earthwork	
Clearing	\$440
Grubbing	\$12,990
Mass Excavation	\$38,500
Borrow	\$71,250
Erosion and Sediment Control	\$8,500
2 Water Main System	
Pipe 300mm PVC, SDR 18	\$207,500
Hydrants	\$22,000
300mm Gate valves	\$21,000
Connections to existing	\$9,000
Corrosion Protection	\$1,650
Temporary Water Service	\$10,000
3 Sanitary Sewer	
Gravity pipe PVC, 200mm SDR 35	\$147,000
Pressure pipe PVC 100 mm SDR 26	\$63,390
Manholes 1200mm Precast	\$16,500
Connections to existing	\$10,500
Pumping Station	\$250,000
Pumping Station removal	\$15,000
4 Storm Sewer System	
Culvert 1200-1800 box/ bottomless	\$98,000
5 Street Construction	
Type 1 Gravel 150 mm thick	\$59,200
Type 2 Gravel 350 mm thick	\$123,400
Type 1 S Gravel 90 mm thick	\$11,200
Asphalt Type C 40mm	\$42,200
Asphalt Type B 60mm	\$104,300
Road Signage	\$450
Project Information	\$1,600
Line Painting White	\$1,200
Line Painting Yellow	\$600
Signalization Pinegrove and Natan Cirillo Material	
Signalization Pinegrove and Natan Cirillo Labour	
6 Consultanting Services	
Design Work	\$120,000
Subtotal	\$1,467,370

Contingency at 15%	\$220,106
HST at 4.29 %	\$62,950
Total	\$1,750,426



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Jeff A. Merrill, MCIP, LPP, Director of Planning & Development Services

DATE: January 22, 2019

RE: Award Inland Floodplain Mapping RFP 2018-05-406

RECOMMENDATION

Staff recommends that Council endorse the recommendation of the joint municipal RFP evaluation committee and award the request for proposals for the Inland Floodplain Mapping using LIDAR data (RFP 2018-05-406) to CBCL in the amount of \$196,800.00 plus HST and \$7,000 plus HST for technical advice.

BACKGROUND

In the Fall of 2017 the MODL, in partnership with the District of Chester (MODC) and the Province, acquired high-resolution LiDAR elevation data (detailed elevation model) that covers all of Lunenburg County.

Mapping of inland flood hazards is a strategic priority of both MODL and MODC to make better informed decisions about land use activities in these areas. The two municipalities combined their interests and issued an RFP for a qualified firm to map the 1:20-year and 1:100-year return period floodplains for all of their inland waterways (rivers and lakes.) The recently acquired high-resolution LiDAR elevation data will be the basis for the floodplain mapping. The floodplains derived in this study must be scientifically defensible therefore staff obtained the services of a technical advisor to assist in the development of the RFP and to assist in the review of the consultant's work.

Both MODL and MODC budgeted funds in the 2018-2019 budget and the project received \$104,286 in funding from the Province’s Flood Risk Infrastructure Investment Program (FRIIP.)

On December 21, 2018 the MODL and MODC issued a joint request for proposals (RFP) for Inland Floodplain Mapping using LIDAR data. An addendum was issued on January 4, 2019 and the RFP closed at 2:00 p.m. on January 15, 2019.

The RFP requested a price to derive the 1:20-year and 1:100-year floodplains for all inland waterways within the Municipalities.

DISCUSSION

Three proposals were received by the deadline. Proponent names and quotes are described in the table below:

	Technical		Cost Proposal			Total Score	
	Average	Technical Rank	Price	Score	Cost Rank	Overall Average	Overall Rank
CBCL Limited	77.5	1	\$196,800	5.1	3	82.6	1
GemTec Consulting Engineers & Scientists	50.5	2	\$178,950	5.6	2	56.1	3
Dillon Consulting	46.7	3	\$99,601	10	1	56.7	2

Note that the prices above include work in both MODL and MODC and exclude HST.

The top proposal overall was CBCL with an overall score of 82.6 followed by Dillon and GemTec at 56.7 and 56.1, respectively. The CBCL proposal received the highest technical score, being 77.5 followed by 50.5 for GemTec and 46.7 for Dillon.

The Dillon proposal had the lowest price however their proposal did not meet the scope of work. The Dillon proposal was limited to 20km of floodplain as opposed to identifying all inland floodplains. The GemTec proposal had the second lowest price however their work also did not meet the scope of work. The GemTec proposal was focused on the densely populated areas and did not adequately explain the details on how they would complete the work.

The evaluation committee reached a consensus that the CBCL proposal offered the best value to the municipalities. The CBCL proposal met the scope of work and received the highest overall score and highest technical score. While the CBCL

proposal was not the lowest bid they excelled in explaining the work plan, outlining the methodology to complete the project and had the most relevant related experience.

The evaluation committee members were Jeff Merrill, MODL; Tara Maguire, MODC and Technical Advisor Dr. Tim Webster, Applied Geomatics Research Group.

BUDGET IMPLICATIONS

Budget approval for \$100,000 was approved in the 2018-2019 fiscal year. FRIIP funding of \$104,286 (net HST) was received from the Province.

Inland Floodplain Mapping Budget					
				63%	37%
		Pre HST	Net HST	MODL	MODC
CBCL		\$ 196,800	\$ 205,235		
Technical advisor (est.)		\$ 7,000	\$ 7,300		
TOTAL		\$ 203,800	\$ 212,535	\$ 133,897	\$ 78,638
FRIIP Funding		\$ 100,000	\$ 104,286	\$ 65,700	\$ 38,586
Net Cost to Municipal Unit				\$ 68,197	\$ 40,052

STRATEGIC PLAN

Strategic Plan Goal # 2: Planning framework for sustainable growth

MCCAP # 8: Identify areas at-risk of inland flooding. Work with neighbouring municipal units & provincial departments to alleviate any associated potential risks to citizens and infrastructure.

CONCLUSION

The Evaluation Committee is recommending that the RFP 2018-05-406 be awarded to CBCL Limited. CBCL received the highest technical score for their proposal and the highest overall score.



Municipality of the District of Lunenburg

January 15, 2019

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

Dear Mayor and Councillors:

The Policy & Strategy Committee in session on Tuesday, January 15, 2019, made the following recommendations to Council:

1. That Municipal Council approves the proposed amendments to Policy MDL-49 Property Tax Rebate as follows:
 1. Section 2.4 of Policy MDL-49 be updated to include "any applicable area rates excluding property improvement charges" in definition of "Taxes";
 2. Section 6.1 of Policy MDL-49 be updated to reflect Option 2 outlined in this memo;
2. That Municipal Council approves that Councillors who do not attend an In Camera meeting of Council, Finance Committee or Policy & Strategy Committee can view notes by appointment with the Municipal Clerk.
3. That Municipal Council approves the Strategic Priorities Chart as presented.

Respectfully submitted,

Chairman and Members
Policy & Strategy Committee

/jpb
Attachments



Municipality of the District of Lunenburg

MEMORANDUM

TO: Mayor and Municipal Council Members
FROM: Sherry Conrad, Municipal Clerk
DATE: January 15, 2019
RE: **Proposed Amendments to Policy MDL-49 Property Tax Rebate Policy**

The Policy and Strategy Committee, in session on January 15, 2019, reviewed proposed amendments to Policy MDL-49 "Property Tax Rebate". The proposed amendments amend Section 2.4 to include "any applicable area rates excluding property improvement charges" in the definition of "Taxes" and to Section 6.1 to reflect the Maximum Rebate Value outlined under Option 2 of staff's report. The Committee made a motion to recommend the proposed amendments to Council for approval, as presented, and gave notice to Council of its consideration of approval.

After the recommendation of the Committee, staff identified two amendments that are required to coincide with the proposed amendment to Section 6.1. The first, Section 3 of the existing Policy identifies an amount of a rebate and the income threshold. Staff is recommending that these identifying markers be removed as they are not necessary as the rebates and income thresholds are listed in the chart in Section 6.1. Secondly, item 3 on the Application Form needs to have the Household Income amount changed from \$24,999 to \$29,999.

Section 48(1) of the *Municipal Government Act* states, "Before a policy is passed, **amended** or repealed, the Council shall give at least seven days notice to all council members." Therefore, in accordance with Section 48(1), the attached amended Policy MDL-49 "Property Tax Rebate Policy", which includes the amendments as recommended by the Committee and the proposed amendment to Section 3 recommended by staff, will be presented for Council's approval at the January 22, 2019 Council session. The Policy and Strategy Committee meeting of January 15, 2019 was hereby considered as Council's notice.

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

"That Municipal Council approve the proposed amendments to Policy MDL-49 "Property Tax Rebate" as attached.

Sherry Conrad
Municipal Clerk

/sac
Attachments

Municipality of the District of Lunenburg PROPOSED POLICY

Title: Property Tax Rebate Policy	
Policy No. MDL-49	
Effective Date: July 14, 2009	Amended Date: April 14, 2015, Nov. 10, 2015

The Council of the Municipality of the District of Lunenburg hereby adopts the following Policy respecting the Property Tax Rebate for the purpose for providing compassionate property tax relief for low income property tax payers residing in their own principal residences. **[amended Nov. 10, 2015]**

1. This policy is entitled the "Property Tax Rebate Policy" **[amended Nov. 10, 2015]**.
2. In this Policy:
 - 2.1 Income means a person's total gross income (total income before deductions) from all sources for the calendar year preceding the fiscal year of the Municipality of the District of Lunenburg excluding any allowances paid pursuant to the *War Veterans Allowance Act* (Canada) or Pension paid pursuant to the *Pension Act* (Canada) and includes the income of all assessed owners, their spouse(s), including common law spouses residing at the property and all owners defined in Section 2.2 residing at the property. **[amended Nov. 10, 2015]**
 - 2.2 "Owner" includes:
 - 2.2.1 the person assessed for the property;
 - 2.2.2 a person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property;
 - 2.2.3 a person having the care or control of the property through adverse possession; and
 - 2.2.4 a person with a life interest in the property.
 - 2.3 "Principal Residence" includes the ordinary place of residence of an owner who is in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or unless the property has been rented to paying tenants, in either of which events, the property shall be deemed to cease being the owner's ordinary place of residence.
 - 2.4 "Taxes" means residential property taxes ~~only, and does not include any other rates or charges~~ and any applicable area rates excluding property improvement charges.
 - 2.5 "Treasurer" includes persons authorized by the Treasurer.

EXEMPTION

3. ~~Subject to the other provisions of this Policy, t~~ The Municipality of the District of Lunenburg hereby grants on an annual basis a rebate from taxation, operating as a reduction in the taxes otherwise payable to the Municipality of the District of Lunenburg in respect of ~~a property in the amount of up to \$400.00 for owners of property whose income is less than \$24,999,~~ subject to sections 6 and 7 herein. **[amended April 14 & Nov. 10, 2015]**
4. The rebate shall only apply to owners who occupy the property as that owner's principal residence. **[amended Nov. 10, 2015]**
5. Where a property is assessed to more than one owner other than persons whose income is included in the calculation of income pursuant to this Policy, any who are entitled to a rebate may receive only the portion of the rebate equal to that person's share of the assessment for the property, but where the different interests are not separate, then to that portion determined by the Treasurer, whose determination is final. **[amended Nov. 10, 2015]**
6. Notwithstanding any other provision of this Policy,
 - 6.1 The maximum rebate amount shall be scaled based on income as outlined in the table below:

Household Income	Maximum Rebate value	Maximum percentage of bill
under \$9,999	up to 400 up to \$500	100%
\$10,000 - \$14,999	up to 300 up to \$400	100%
\$15,000 - \$19,999	up to 200 up to \$250	100%
\$20,000 - \$24,999	up to 100 up to \$150	100%
\$25,000 - \$29,999	n/a up to \$100	100%

[amended April 14 & Nov. 10, 2015]

- 6.2 In any fiscal year in which the total rebate value from qualified applicants exceeds the budgeted amount for the tax rebate, the rebate amounts shall be pro-rated to match the budgeted amount. **[amended April 14 & Nov. 10, 2015]**
- 6.3 Council will set the total rebate budget each year by motion. **[amended April 14 & Nov. 10, 2015]**
7. In order to be eligible for a rebate, the property owner shall submit to the Treasurer a Statutory Declaration in the form attached hereto by no later than August 1 of the fiscal year, for which the rebate is sought. The required Statutory Declaration contains a statement of income, which must be provided before the application for property tax rebate can be considered. **[amended April 14 & Nov. 10, 2015]**

8. The Treasurer may ask for documentary verification if income from any source or confirmation of income from third parties. The Treasurer may reject an application, which in the Treasurer's opinion, is not adequately verified or substantiated. **[amended April 14, 2015]**

9. All decisions made by the Treasurer relating to this Policy and its application are final.

ENFORCEMENT CHARGES NOT EXEMPTED

10. Notwithstanding any other provision of this Policy, no rebate is conferred from obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or by-law, whether Municipal, Provincial, or Federal and any charges imposed upon a property arising from enforcement of such provisions shall not be subject to a tax rebate pursuant to this Policy. **[amended Nov. 10, 2015]**

Clerk's Annotation for Official Policy Book	
Date of Adoption:	<u>July 14, 2009</u>
Date of Notice to Council Members of Intent to Consider Amendments (7 days minimum)	<u>March 24, 2015</u>
Date of Passage of Amendments:	<u>April 14, 2015</u>
Date of Notice to Council Members of Intent to Consider Amendments (7 days minimum)	<u>November 2, 2015</u>
Date of Passage of Amendments:	<u>November 10, 2015</u>
Date of Notice to Council Members of Intent to Consider Amendments (7 days' notice)	<u>January 15, 2019</u>
Date of Passage of Amendments	
I certify that this " <i>Property Tax Rebate Policy – MDL-49</i> " was adopted by Council as indicated above. [amended Nov. 10, 2015]	
_____ Municipal Clerk	_____ Date



The Municipality of the District of Lunenburg
Statutory Declaration
Deadline for Applications – August 1, 20____

I, _____
of (civic address) _____
Assessment Account Number _____ Telephone Number _____

In Municipality of the District of Lunenburg, in the Province of Nova Scotia, do solemnly declare that:

1. I live in the property at the above civic address for which the property tax rebate is being applied. **[amended Nov. 10, 2015]**
2. The information in the Statement of Income is true and correct.
3. The total income from last year of all owners and their spouse (including common law spouse) living at the property excluding *War Veterans Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada) is less than **\$24,999** 29,999.
4. The following are the owners and their spouses (including common law spouses) living on the property:

5. The total income from last year of the persons listed in paragraph 4 is included on the Statement of Income
6. I consent to the Municipality of the District of Lunenburg carrying out such inquiries as it deems necessary in order to assess my claim and I agree that the Municipality of the District of Lunenburg has my authorization and consent to obtain information from any third party source whatsoever and I will execute any necessary documentation required in order to disclose information to the Municipality of the District of Lunenburg.
7. I understand that Municipal Council will determine the actual amount of the rebate for the year after all the applications have been received and reviewed. **[Nov. 10, 2015]**

AND I make this solemn declaration conscientiously believing the same to be true and knowing that it is of the same force and effect as if made under my oath and by virtue of the *Canada Evidence Act*.

SOLEMNLY DECLARED

Before me, at _____,
in the County of _____,
and Province of Nova Scotia, this _____, day
of _____, 20 ____.

A Barrister or Commissioner of the Supreme Court
of Nova Scotia, or Mayor, or Councillor (sworn as
a Commissioner), or a Notary Public of the Province
of Nova Scotia

Signature

Signature



Statement of Income
for the calendar year ending December 31, 20 ____.

	Name:	Name:	Total
Employment Income			
Canada Pension Plan Income			
Old Age Security Income			
Guaranteed Income Supplement			
Interest Income (Bank, Bonds, etc)			
Rental Income			
Business Income (specify)			
*Other Pension Income (specify)			
Other Income			
Total Yearly Income			

* Do not include *War Veterans Allowance Act* income or income from the *Pension Act (Canada)*. The *Pension Act (Canada)* is not the Canada Pension Plan or Old Age Security, but it is a Pension for members of the Armed Forces who have been disabled or their dependents.



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Policy & Strategy Committee
SUBMITTED BY: Elana Wentzell
DATE: December 18, 2018
RE: MDL-49 Property Tax Rebate Policy Proposed Amendments

RECOMMENDATION

“that the Policy and Strategy Committee recommends to Municipal Council that Municipal Council approves the proposed amendments to Policy MDL-49 Property Tax Rebate as follows:

- 1. Section 2.4 of Policy MDL-49 be updated to include “any applicable area rates excluding property improvement charges” in the definition of “Taxes”;**
- 2. Section 6.1 of Policy MDL-49 be updated to reflect Option 1 outlined in this memo;**

and hereby gives seven (7) days’ notice of its intention to approve the proposed amendments to Policy MDL-49 at the January 8, 2019 Council meeting.”

BACKGROUND

On December 4, 2018, the Finance Committee discussed some options for updating this policy. Specifically, staff were asked to add an additional income threshold (\$25,000 to \$29,999) and to provide information on what income levels are used by the Federal Government.

The attached Schedule A gives statistical information on the number of households in low income thresholds in Lunenburg County and thresholds used to calculate the Guaranteed Income Supplement (GIS). According to the 2016 Census, twenty percent of households have an income level of less than \$30,000. The GIS is available to individuals with incomes between \$18,216 and \$43,680 depending on marital status and age.

The Municipality's Property Tax Rebate is available to any property owner who meets the household income requirements, regardless of age.

OPTIONS

Schedule B includes two property rebate options and includes the new income threshold:

Income Level	Current	Option 1	Option 2
\$0 - \$9,999	up to \$400	up to \$500	up to \$500
\$10,000 - \$14,999	up to \$300	up to \$375	up to \$400
\$15,000 - \$19,999	up to \$200	up to \$250	up to \$250
\$20,000 - \$24,999	up to \$100	up to \$125	up to \$150
\$25,000 - \$29,999	n/a	up to \$100	up to \$100

Options 1 is a straight 25% increase for all rebates. Option 2 gives a higher increase to those who need it the most, households with incomes under \$15,000.

BUDGET IMPLICATIONS

Option 1 would require an estimated budget increase of \$10,600 from \$74,800 to \$85,400. It is the recommended option as it a consistent 25% increase to all categories.

Option 2 would require a budget increase of \$13,600 from \$74,800 to \$88,400.

The Committee always has the option to make no changes to the existing policy.

STRATEGIC PLAN

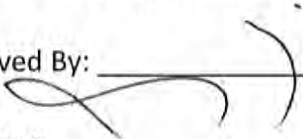
By including area rates in the tax definition and increasing the tax rebate amounts, Council is alleviating the tax burden for low income homeowners and meeting its strategic goals of investing in the community and making life affordable.

COMMUNICATION CONSIDERATIONS

The next issue of Municipal Matters could include the revised amounts, as well we can promote program changes on social media or other platforms as determined by the Communications Officer.

CONCLUSION

This policy was revisited to ensure it is still meeting the goals set out by Council. Including area rates in the tax definition and increasing the tax rebate amounts are options staff believe should be considered at this time. A copy of the revised policy is attached for consideration.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date: Dec. 7, 2018
Report Approved By:  _____	Date _____
Reviewed By CAO: _____	Date _____

2016 Census Information - District of Lunenburg

SCHEDULE A

Total # Households	11,010
Average total income	\$ 37,742
	# of Households % of Households
Under \$5,000	135 1%
\$5,000 - \$9,999	170 2%
\$10,000 - \$14,999	220 2%
\$15,000 - \$19,999	520 5%
\$20,000 - \$24,999	565 5%
\$25,000 - \$29,999	595 5%
Total	2,205 20%

CRA Information

Old Age Security	Max Annual Income
	\$ 123,386 individual
Guaranteed Income Supplement	
Single, widowed, or divorced	\$ 18,216 individual
If spouse/partner receives full OAS	\$ 24,048 combined
If spouse/partner does not receive OAS	\$ 43,680 combined
If spouse/partner receives the Allowance	\$ 43,680 combined
Allowance and Allowance for the Survivor Amounts	
If spouse/partner receives full OAS & GIS	\$ 33,696 combined
If you are the surviving spouse/partner	\$ 24,552 individual

SCHEDULE B

Policy Costing

Income Level	Current Policy		Current Policy		Actual # of Ppty	Census # of Ppty	% Used Policy	Budget # of Ppty
	No Area Rates Tax Exemption	Incl. Area Rates Tax Exemption	Incl. Area Rates Tax Exemption	Actual # of Ppty				
\$0 - \$9,999	16,347	16,728	16,728	44	305	14%	44	
\$10,000 - \$14,999	11,619	11,700	11,700	39	220	18%	39	
\$15,000 - \$19,999	23,982	24,048	24,048	121	520	23%	121	
\$20,000 - \$24,999	8,600	8,600	8,600	86	565	15%	86	
\$25,000 - \$29,999	-	-	-	-	595	-	100	
TOTAL	60,547	61,075	61,075	290	2,205	18%	390	

Average Utilization

Policy Rebate Options

Income Level	Current Policy	25% increase		Budget	
		Option 1	Option 2	Option 1	Option 2
\$0 - \$9,999	up to \$400	up to \$500	up to \$500	\$20,257	\$20,257
\$10,000 - \$14,999	up to \$300	up to \$375	up to \$400	\$14,431	\$15,299
\$15,000 - \$19,999	up to \$200	up to \$250	up to \$250	\$29,967	\$29,967
\$20,000 - \$24,999	up to \$100	up to \$125	up to \$150	\$10,750	\$12,900
\$25,000 - \$29,999	n/a	up to \$100	up to \$100	\$10,000	\$10,000
				\$85,405	\$88,423

Budget vs Actual History

Fiscal Year	Budget	Actual	Difference
2018-19	74,800	60,547	14,253
2017-18	74,800	57,531	17,269
2016-17	74,800	63,666	11,134
2015-16	57,500	57,218	

MEMORANDUM

TO: Policy & Strategy Committee
FROM: Alex Dumaresq, Deputy CAO
DATE: January 15, 2019
RE: Draft 2019-20 Strategic Priorities Chart

Potential Motions

Move that the Committee recommend the strategic priorities chart to Council as presented;

OR

Move that the Committee direct staff to further investigate the impact of including the following projects in the strategic priorities chart: ...

Background

Council annually completes a strategic priority setting process, to help guide the budget preparation process and to assist in focussing the work of the Municipality on topics of strategic importance to our communities. The process normally involves input from citizens through the Your Government, Your Ideas meetings series, a review of existing projects and plans, identification of emerging issues, followed by Council identifying its top priorities for the coming 12-18 month period.

Below is the chart showing the priorities for the 2018/19 year. The chart groups priorities under the six broad goals identified in the municipality's Strategic Plan.



A notable trend in Council’s Strategic Priorities for this term is the inclusion of a number of multi-year projects. While this is a positive development as it indicates Council is targeting significant projects that will have meaningful and direct improvement to citizens, there is reduced potential for the addition of new projects.

The chart below provides a status update for each project and identifies the extent to which current priorities are projected to extend into future years:

Project	Type	2018-19 Objective	Current Status
Rural Internet	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Evaluation of Sweetland project • Possible CTI project • Develop connectivity strategy 	<ul style="list-style-type: none"> • Sweetland Constructed & Operational • Successful CTI funding (Hemford & TNC Projects) • Developed connectivity strategy
Surplus Schools	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Riverport Remediation • Centre demolition • Implement rural school strategy 	<ul style="list-style-type: none"> • Extension sought for Riverport remediation • Centre - sale efforts • Assisted in keeping Pentz & Petite Schools open
Financial Strategy	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Strategy adoption 	<ul style="list-style-type: none"> • Model developed • Strategy developed & employed in Council Decision-making
Roads Strategy	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Select road investments per policy • Approve development standards (Subdivision Bylaw) 	<ul style="list-style-type: none"> • Road policy adopted; investments made • Successful conclusion of the subdivision bylaw review
LaHave Straight Pipes	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Voluntary installation program • Inspection program 	<ul style="list-style-type: none"> • Funding approved • Designed install program • Year 1 Goal of 75+ systems achieved. • Inspection Program designed
Park Development	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Sherbrooke: Prepare park design, operate water quality program • River Ridge: lower park surface work, playground construction • Connectivity - LaHave River Trail and Central Nova ATV project partnerships for trail connection 	<ul style="list-style-type: none"> • Sherbrooke: committees established; concept design complete • River Ridge: Design complete, site prepwork, natural playground installation and some accessible trails complete. • Connectivity - Develop LaHave River Trail and Central Nova ATV project; RFP out for Cookville Trail connector.

Fire Recruitment	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Strategy development 	<ul style="list-style-type: none"> • Audience research & strategy development • Council Decision on Strategy elements in 2019
MJSB Governance	Approved Priority (Year 1)	<ul style="list-style-type: none"> • TOL withdrawal negotiations 	<ul style="list-style-type: none"> • MJSB agreement now revised. • TOL Withdrawal negotiations continue
LCLC Governance	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Review of agreements with TOB 	<ul style="list-style-type: none"> • Changes to Corporation governance • MODL overseeing operations
Flood Mitigation	Approved Priority (Year 1)	<ul style="list-style-type: none"> • Planning discussion on floodplain protections (pending revision to Subdivision bylaw) 	<ul style="list-style-type: none"> • Acquired LIDAR data • Floodplain mapping complete • Provincial requirements for planning may impact policy discussion
Lyme Disease Response	Approved Priority (Year 2)	<ul style="list-style-type: none"> • Conduct bait station project • Conduct public education program 	<ul style="list-style-type: none"> • Developed project plan • Launched bait stations • Benchmarking research & first year of public education complete.
Accessibility Plan	Approved Priority (Year 2)	<ul style="list-style-type: none"> • Establish committee • Begin admin upgrades • Assess facilities 	<ul style="list-style-type: none"> • Decision on admin building • Plan for regulation change

Citizen Input

Council undertook six engagement sessions as part of the Your Government, Your Ideas meeting series in 2018. Council's strategic priorities are a central feature of these meetings, providing residents with information on what Council is focussed on achieving, and providing an opportunity for citizens to discuss these topics and identify any new areas where they believe Council should focus its attention. Sixty-one residents attended the meetings, and MODL received a further 29 submissions from the online survey that residents were invited to complete. A full summary of these meetings was provided at the December 11, 2018 Council meeting. Of relevance to this report, below are the most common topics identified by residents as an important priority for the municipality:

- Internet;
- Roads;
- Municipal Responsibility (ie taking on too many provincial and federal responsibilities); and
- Lyme Disease.

In response to the online survey, the following five priorities were most common:

1. Roads;
2. Lyme Disease;
3. Internet;
4. Economic Growth; and
5. Recreation.

Potential Revisions to Priorities Chart

Given the number of multi-year priorities already in the approved Council chart, and the concurrence between current priorities and the results of the Your Government Your Ideas engagement, there are fewer opportunities and rationale for replacing existing priorities with new initiatives, however, as the priorities grow and mature, there is a continued need for governance from Council. Below are some recommended revisions to the priorities chart and the objectives for these priorities in 2019-20.

Rural Internet

- This is a continuing project and should remain in the strategic priority chart; it remains one of the most discussed issues put forward by residents.
- The proposed outcome for 2019/2020 is: Continued implementation of the Connectivity Strategy including the Hemford Fibre Extension (CTI) Project, TNC Fixed Wireless (CTI) Project, Tancook & Whynott's Settlement Fixed Wireless Projects.

Surplus Schools

- With the changes in governance of schools in Nova Scotia, there is not sufficient clarity for Council to pursue advocacy work for rural schools. In addition, the efforts at repurposing current surplus schools have not provided sufficient return on investment.
- As a result, this priority should be removed from the chart. Work should continue on the demolition and remediation of properties as required for regulatory, insurance and operating costs purposes, but these efforts should not take precedence over higher priority projects.

Sound Finances

- Council successfully completed a 5-year financial strategy, and the tool is now effectively employed to help inform the budget and significant capital decisions of Council, such as land purchases.
- While no further work is required for the development of the plan, it should remain as a strategic priority to ensure key goals included in the strategy such as being debt free by 2021, and maintaining stable tax rates, continue to be reflected in Council's mandate-defining document.
- The proposed outcome for 2019/2020 is: Continued implementation of the strategy including maintaining stable tax rates and capital planning to be debt free by 2021.

LaHave River Straight Pipes

- Project continues as planned, with the goal of seeing the lower LaHave River Straight pipe free by 2023.
- The proposed outcome for 2019/2020 is: Installation of 75-100 more systems to replace straight pipes and the implementation of Inspection Program to identify straight pipes in the waste water management district.

Expand Recreation Infrastructure

- Council continues to invest in the improvement of MODL's network of recreation assets; this priority should remain on the chart in 2019/20.
- Council has completed some critical pre-construction work for the park at Sherbrooke Lake including establishing design and environmental stewardship committees, and completing a concept design for the park, with limited engineering resources to manage projects, staff is recommending that the ongoing construction in River Ridge take precedent over initiating site development at the Sherbrooke Lake site.
- The proposed outcome is: Continued trailwork and completion of lower park at River Ridge Common; continued water quality monitoring work on Sherbrooke Lake; continued development of Cookville connector trail.

Roads Strategy

- This is a continuing project and should remain in the strategic priority chart. This is one of the highest priority items raised at public meetings, and public input continues to support the need for improvement to public roads, some of which are in very poor condition and have not seen capital repairs in many years.
- The proposed outcome for 2019/2020 is: Continued road paving based on Road Improvement Policy.

Fire Services Recruitment and Retention

- This is a continuing project and should remain in the strategic priority chart.
- The Fire and Emergency Services Committee has completed background research and developed tactics and options for a Recruitment and Retention Strategy. The committee is also undertaking a review of personnel insurance, which may impact recruitment and retention. These projects should be considered jointly.
- The proposed outcome for 2019/2020 is: Development and approval of a recruitment and retention strategy.

Accessibility Plan

- This is a continuing project and should remain in the strategic priority chart. Provincial legislation will require the municipality to establish an accessibility committee, then prepare and implement a plan to significantly improve universal accessibility to municipal facilities.
- The need to make improvement to the administration building is the most pressing issue for the municipality. After completing a review of 210 Aberdeen Road facility, MODL's building project manager recommended constructing a new administration building. The administration building project was also highlighted and discussed at each of the Your Government Your Ideas meetings.
- The priority should be separated into two projects to reflect the magnitude of the admin building project for the 2019/20 priority chart, with the following proposed outcome:

Decision on tendering construction for administration facility, with project completion planned for March 31, 2020.

MJSB Governance

- With the agreement from MODL's partner Councils, the incorporating agreement for the Municipal Joint Services Board has been amended. While continued work is required to complete the Town of Lunenburg withdrawal negotiations, this is a longstanding matter that requires negotiation and buy-in from several other Councils. As a result, this priority can be removed from the Strategic Priorities Chart.

LCLC Governance

- With the agreement from the Town of Bridgewater, the management model for the Lunenburg County Lifestyle Centre has been changed. MODL is currently overseeing day-to-day operations under direction from the new management board. Further work is required to amend agreements between MODL and the town, and to establish a more permanent model for the operation of the facility. The LCLC management and cost has also been a frequent topic raised at Your Government, Your Ideas meetings, and the steps taken reflect public input asking for greater financial accountability for the facility's management.
- The proposed outcome for 2019/2020 is: LCLC agreements revised, and new management model established.

Lyme Disease

- The bait station and public education projects have both been launched in 2018, and Council has committed to the completion of these two components of the Lyme Disease Response Project. This topic remains one of the most important ones to residents participating in our public engagement.
- The proposed outcome for 2019/2020 is: Continued public education campaign and bait station research.

Flood Mitigation

- While MODL has made progress collecting LiDAR data and preparing floodplain maps, changes to provincial regulation will likely impact Council's discussion on an approach to address development in floodplains.
- As a result, the priority should remain, but the outcome should note the following: New Provincial requirement for land-use planning may require comprehensive changes to MODL's MPS/LUB.

Alternatives for Council Consideration

In addition to the items identified on previous Council plans and charts, there are numerous existing projects and potential priorities that are competing for municipal resources. Below is a short summary of some of these topics.

Garden Lots Water & Sewer

- Issues remain with access to potable water, and proper disposal of wastewater in the community.
- The Town of Lunenburg has expressed some preliminary interest in pursuing a joint solution to these issues.

Osprey Village Development

- The development of the business park at Exit 12 has been an ongoing project for MODL Council and was included as the number one priority in the 2014-2019 action plan.
- The construction of Nathan Cirillo Road and the completion of the water loop from Pine Grove Road to Chemin Petite Evangeline will remove some recurring impediments to sales and development in the area.
- Additional requests for service improvements in the commercial area have been made, including the installation of streetlighting, and extending the Town transit service from the Town to Osprey Village.

Unified Building Services

- Four municipalities in Lunenburg County, including MODL, have committed to exploring shared services arrangements for building services.
- This initiative has the potential to provide better, more consistent service to residents and businesses, and improve efficiency in areas such as scheduling, but will require Council and staff time to develop and evaluate the model.

Transit

- MODL has worked collaboratively with neighbouring municipalities to explore possible transit initiatives.
- With a fixed route service now operating within the town of Bridgewater there has been increased discussion about possible options for getting people from the town boundary to Osprey Village.

Village of Hebbville Flooding Concerns

- In 2018/19 Council meet with stakeholders, including the Village commission, and agreed to establish a working committee and seek funding to assess flooding risks in the fancy lake watershed.
- MODL's Grant coordinator did prepare an application to the relevant federal program, and staff have been directed to work on the establishment of the committee.

Combination of Planning Districts

- MODL is working towards the consolidation of the area advisory committees surrounding the town of Mahone Bay.
- To date this work has taken a lower priority than floodplain mapping work, completing the Subdivision Bylaw Review, the Unified Building Services Project, and regular plan reviews established in the Municipal Planning Strategy/Land-Use Bylaw.

Sewer Rates

- Currently Council applies area rates in four communities to recoup costs of central sewer services. The area rate calculation includes funding for operations and maintenance, capital replacement, reserve contributions, and debt repayment. Additional funding is sourced from grants, gas tax and general tax rate revenues.
- In preparation for the 2014/15 budget Council completed a thorough review of sewer rates and established stable rates out to the 2019/20 fiscal year.
- Council has discussed the need for a review of sewer rates to ensure that the rates are accurate, fair, and align with Council's governance principles for area rates.

District Projects

This year it was also suggested that Councillors put forward district projects. The following suggestions were received:

- Developing a Litter Clean-up Incentive Plan; and
- Developing a wayside park in Indian Point.

Discussion

A draft chart with project outcomes for the upcoming year is appended to this report. This is provided in draft format to help visualize the possible changes. Direction is being sought from the Committee on whether the projects identified in the draft chart reflect Council's priorities as a whole, and whether the outcome descriptions are appropriate.

Conclusions

With limited means, and the continued desire to maintain a conservative financial approach to the municipal budget, it is simply not possible to work on all the potential projects before Council.

The purpose of the Strategic Priorities Chart is to increase Council and staff's focus on the key initiatives Council wishes to achieve. Establishing the draft priorities is necessary to provide guidance to staff and the Finance Committee during the budget preparation process and in setting work programs through the year. Projects not identified on the priorities chart may proceed, however, where there is a conflict between resources required, staff and financial resources will be allocated to the prioritized project.

If the Committee is satisfied with the potential strategic priorities identified, then a recommendation to Council could be made to adopt the priorities as presented. If an alternative option is of higher importance to Council direction should be given to staff at the meeting. This information will be used to determine what projects would need to be removed in order to accommodate an alternative, which would form the basis for a revised report.



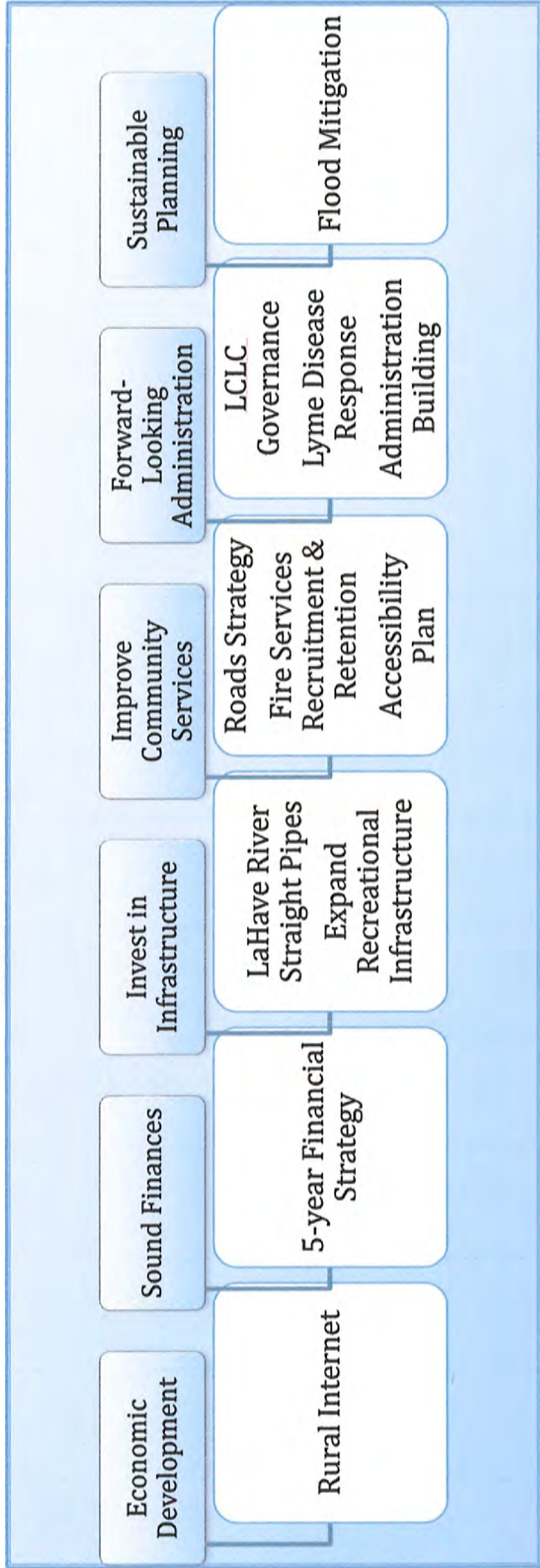
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Municipality of the District of Lunenburg 2019-20 Strategic Priorities

Council's Vision

The Municipality will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, the Municipality will strive to improve the quality of life for all residents living and working in the larger community.

Council's 2019-20 Priorities



DRAFT

Priority	Outcome 2019/20
Rural Internet	Continued implementation of the Connectivity Strategy including the Hemford Fibre Extension (CTI) Project, TNC Fixed Wireless (CTD) project, Tancook & Whynott's Settlement Fixed Wireless Projects.
5-year Financial Strategy	Continued implementation of the strategy including maintaining stable tax rates and capital planning to be debt free by 2021.
LaHave River Straight Pipes	Installation of 75-100 more systems to replace straight pipes and the implementation of Inspection program to identify straight pipes in the waste water management district.
Expand Recreational Infrastructure	Continued trailwork and completion of lower park at River Ridge Common; continued water quality monitoring work on Sherbrooke Lake; continued development of Cookville connector trail.
Roads Strategy	Continued road paving based on Road Improvement Policy.
Fire Services Recruitment & Retention	Development and approval of a recruitment and retention strategy.
Accessibility Plan	Meet regulatory requirements including establishing an accessibility Committee and beginning assessments of MODL services and facilities.
LCLC Governance	LCLC agreements revised, and new management model established.
Lyme Disease Response	Continued public education campaign and bait station research.
Administration Building	Decision on tendering construction for administration facility, with project completion planned for March 31, 2020.
Flood Mitigation	Planning policy discussion on floodplain protections (<i>Note: New Provincial requirement for land-use planning may require comprehensive changes to MODL's MPS/LUB</i>).



Municipality of the District of Lunenburg

Planning & Development Services

January 8, 2019

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Monday, October 22, 2018,
made the following recommendation to Municipal Council:

*that Municipal Council approve the lowest bid from Good Mooring Ltd for the clean up of
the property located at 940 New Cumberland Road, Lake Centre, PID 60342847; that is
\$2810.00 + \$421.50 HST, for a total of \$3231.50*

Respectfully submitted,

The Chair and Members
of the D&UPC

/sb

Attachments

REQUEST FOR DECISION/DIRECTION

REPORT TO: Council
SUBMITTED BY: Fire and Emergency Services Committee
DATE: January 22, 2019
RE: Draft Recruitment and Retention Strategy
ORIGIN: Strategic Priorities 2018/2019

RECOMMENDATION

“Move that Municipal Council direct FESC to conduct public engagement with the Fire Service on the amended draft Recruitment and Retention Strategy.”

BACKGROUND

The purpose of today’s discussion is to review the draft Recruitment and Retention Strategy and recommend that the draft strategy be presented to Lunenburg Regional Fire and Emergency Services for their feedback. The tactics, and the costs attached, were identified as priorities by FESC.

BACKGROUND

Recruiting and retaining active volunteers for the Fire Department has been a long running issue across Nova Scotia. The issue has been raised in discussion with departments, at LRFES meetings and at some FESC meetings in the past. Some of the issue stems from demographic trends affecting our county, including slow or no population growth in communities, and the aging population; however, there are also some concerns related more specifically to the fire service.

This year’s registration package collected the number for active firefighters in our 24 departments (plus the Town of Lunenburg's 48 members, the Town of Mahone Bay numbers were not available at the time of this memo), with 631 active firefighters we get an average of roughly 25 active fire fighters per department.

The provision of fire and emergency services through volunteer departments is a critical part of MODL’s protective services, and provides an invaluable resource to our communities, often times serving as the heart of the communities that they serve. As a result, Council understands the value of a strong fire service that has high levels of volunteers. Council identified recruiting and retaining firefighters as a strategic priority in 2017/18. This report provides a blueprint for the development of a strategy to achieve this goal.

The Fire & Emergency Services (FESC) subcommittee on Recruitment and Retention has worked very hard during the process and has worked closely with MODL’s Communications Officer and Fire Service Coordinator. The Committee showed ownership and leadership, and the discussions around the table from all Committee members, Councillors and Fire Service were engaging and brought different ideas to these discussions.

BUDGET IMPLICATIONS

Each element included in this Strategy contain a notation on the estimated one time or annual cost.

	One-time expense	Annual expense
Develop recruitment marketing materials	\$3,000	\$200
Developed and distribute recruitment package	\$500	\$100
Print & distribute annual recruitment & recognition newsletter		\$2,000
Paid newspaper ads		\$2,000
Paid radio ads		\$3,000
Paid Facebook ads		\$500
Increased community presence		\$1,000
Annual thank you BBQ		\$8,000
Online soft skills training		\$1,000
EFAP		\$16,000
Additional staff resource – dependant on tactics selected		\$5,000-\$22,500
Total		\$58,900

Please note that at the January 14, 2019 FESC meeting, the decision was made to remove the tax rebate option from the tactics list.

There is currently \$4,000 available in the Fire Services budget for recruitment and retention. Additional budget for 2019/20 would need to be allocated in order to meet the commitments set out in this strategy.

STRATEGIC PLAN

Council identified recruiting and retaining firefighters as a strategic priority in 2017/18 and in 2018/2019.

WORK PROGRAM IMPLICATIONS

The proposed plan would require significant staff time from both the Fire Services Coordinator, and the Communications Officer. Depending on the tactics selected for inclusion in the final, approved Strategy, additional Municipal staff resources will be required. The most highly labour intensive tasks are noted in each tactic. We could address some of the new tasks by leveraging a summer term or co-op position for the development of those tactics. In other tasks, it might require a work plan reshuffling or the hiring of a part-time, year-round resource.

The success of the Strategy will also require buy-in and engagement from the Fire Service, including the LRFES and the general membership of departments.

ALTERNATIVES

If significant revisions are identified, it is recommended that the Council direct staff to prepare a revised Strategy for consideration at a future Council meeting.

CONSULTATION

Once Council has approved the draft Strategy for review, the FESC will present the draft Strategy at two upcoming Lunenburg Fire and Emergency Services Regional meetings. The Strategy will be disseminated before the first meeting directly to all chiefs and in the agenda package, and attendees will have the opportunity to review the Strategy and ask questions or make suggestions for improvement. Those who cannot attend will be encouraged to submit a written submission.

CONCLUSION

The Volunteer Fire Service in Lunenburg County provides a critical protective service function for residents, and is a core part of our communities. A healthy volunteer base is essential for the continued success of our departments. The proposed Recruitment and Retention Strategy is intended for use through the partnership of the Municipality and the Fire Service to grow the volunteer ranks of these important community institutions.

Fire Service Volunteer Recruitment and Retention Strategy

DRAFT

Prepared by: Fire and Emergency Services Committee

May 14, 2018

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Executive Summary

In 2017, the Municipality of the District of Lunenburg's Fire and Emergency Services Committee (FESC) identified the need for a Recruitment and Retention Strategy that would assist fire departments in recruiting and retaining Fire Service volunteers. For the purpose of this strategy, Fire Service volunteers includes firefighters and all supporting personnel (truck drivers, event organization, etc.).

FESC brought forward their request to Council, and through Council's annual strategic planning process, the development of a Recruitment and Retention Strategy was identified as a strategic priority to Council.

This document is the culmination of surveys conducted with members of the public and the Fire Service, facilitated meetings with the Fire and Emergency Services Committee, discussions with Fire Service chiefs and ideas gathered through a scan of the best recruitment and retention practices used by fire departments in Lunenburg County and throughout Canada.

The strategy offers tangible steps and a toolkit the Fire Service and the Municipality can use to improve recruitment and retention.

Process

Recruiting and retaining active volunteers for the Fire Department has been a long running issue across Nova Scotia. The issue has been raised in discussion with departments, at LRFES meetings and at some FESC meetings in the past. Some of the issue stems from demographic trends affecting our county, including slow or no population growth in communities, and the aging population; however, there are also some concerns related more specifically to the fire service.

This year's registration package collected the number for active firefighters in our 24 departments (plus the Town of Lunenburg's 48 members, the Town of Mahone Bay numbers were not available at the time of this memo), with 631 active firefighters we get an average of roughly 25 active fire fighters per department.

The provision of fire and emergency services through volunteer departments is a critical part of MODL's protective services, and provides an invaluable resource to our communities, often times serving as the heart of the communities that they serve. As a result, Council understands the value of a strong fire service that has high levels of volunteers and identified recruiting and retaining firefighters as a strategic priority in 2017/18 and again in 2018/2019.

Audience Research

The project began with quality audience research. This has allowed us to create an evidence-based plan. We typically make assumptions about why people may or may not join the Fire Service based on our own experiences or those in our social circle. Objective audience research has allowed us to identify what might motivate people to join the Fire Service and understand why they leave.

This involved a statistically representative public survey of Municipality residents on their beliefs about volunteerism and the Fire Service, a self-selected survey of current firefighters, and two focus groups with Fire Service volunteers and non-Fire Service volunteers in attendance.

The audience research, along with information already developed by fire organizations across Canada, helped to guide us through robust discussion at two FESC meetings. After a presentation on the market research, a brainstorming and a prioritization exercise, the group selected initiatives that the Fire Service and the Municipality can use to improve recruitment and retention.

Timeline

September 2017	Council directed staff to work with FESC to develop a strategy
October 2017	Staff worked with the FESC on a scan of other Fire Service recruitment plans, and developed two surveys
January 2018	Audience research
February 2018	Summary report to FESC
March 2018	FESC discussion

<i>May 2018</i>	<i>Discuss and debate draft strategy completed by FESC</i>
<i>June 2018</i>	<i>Draft Strategy presented to Council</i>
<i>June to July 2018</i>	<i>Fire Department engagement – presentation at June 21 LRFES</i>
<i>September 2018</i>	<i>Council approval of strategy</i>

What we learned

Throughout our research, a number of positive things were brought to light.

- Firefighters are well-respected. The most common words top-of-mind for respondents when thinking about firefighters are “dedicated,” “brave,” and “courageous.”
- More than three-in-four of all respondents say they would find the time to volunteer if there was a cause they believed in.
- Current firefighters cite “giving back to my community” as the most common reason why they joined the Fire Service, and 90% rate their overall volunteer experience with the Fire Service as Very Good or Good.

Our research identified some external realities that affect recruitment:

- Time commitment. There are increased demands on volunteers' time, and many different ways to spend free time. Parents in particular are challenged with the increased focus on extracurricular activities and volunteering demands from their childrens' sports teams and schools.
- Employer-related. Young people especially cite getting out of work as a primary obstacle to volunteering with the Fire Service.
- Availability of people. Aging and decreasing rural populations make recruiting a challenge.

Our research also identified the following misconceptions about volunteering for the Fire Service:

- A high percentage of people do not believe there is a shortage of volunteer firefighters.
- People believe it takes a lot of training to become a firefighter and a lot of time to be one. There is a misunderstanding in the public about the degree of training needed, the time commitment required, and the types of non-firefighting volunteer opportunities available (i.e. truck driver, event assistance, office help).
- The most common reason for those in their 40s and older for not applying is feeling they're not in good enough physical shape.

Objective

The objective of this strategy is to assist the Fire Service in overcoming barriers to recruitment and retention of Fire Service volunteers. To do this, the recommended tactics in the strategy are designed to support the following objectives:

- Increase Fire Service volunteer recruitment.
- Increase Fire Service volunteer retention.
- Increase overall awareness of the need for Fire Service volunteers.
- Provide all Lunenburg County fire departments with a recruitment toolkit that they can use and adapt as they see fit.

Target Audiences

There are two primary audiences targeted in this strategy: residents, and members of the Fire Service. Within the community-at-large, several key audiences have also been identified, and specialized nuanced tactics have been developed for them.

Residents

A typical community resident may not think about the volunteer fire department on a regular basis. He or she may be aware that it exists, but unaware of the direct and indirect benefits the community receives from the presence of the fire department. **Residents, especially newcomers from cities and countries that only have career firefighters, also may not realize that their fire department is run by volunteers.** Communications with residents will be aimed at increasing general awareness of the volunteer fire department and generating interest in being involved in volunteer firefighting.

Key message: We need people, and there's something for everyone.

While targeted communications should take place to recruit both traditional and non-traditional volunteer demographics, the following audiences were identified as audiences of specific interest.

- Among those who say they are likely to volunteer in the future, males and 18 to 34-year-olds are the most common prospects.
- Youth (16 to 21-year-olds).
- Employees at companies that let their staff leave for firefighting.
- Newcomers who want join the community and build connections, who may not know there is a need for Fire Service volunteers.
- 35-50 year-olds

Youth

We believe that by providing youth with responsibility and training, if they stay in the area they will stay in the Fire Service. If you start them in training, even if they leave, they will find a department where they go. Their service to the Fire Service typically makes a strong impression on them, offering them a sense of importance and value. Parkview and New Germany School both offer a credit course through the Coop Credit program. Students have to be 16 years of age, and they receive one credit for 100 hours

as a member of the Junior or Regular member roster. There is an application process and studies involved besides the training etc. at a given Fire Department.

Key messages:

- Earn school credits for students over sixteen for contributing to the Fire Service
- Help you learn new skills, you can learn how to use fire fighting equipment.
- Improve your resume.
- It's prestigious – you're a hero!
- Camaraderie, it's somewhere you will feel like you belong, and are part of a team.

Employees

A number of local employers permit their staff to leave work with pay to respond to fire calls. Employees of these employers who are not currently Fire Service volunteers would be a good potential audience for our marketing. We will need to be cautious and respectful about targeting employers who are being charitable so as not to strain their generosity.

Key messages:

- Employers – get recognition for letting your staff leave to fight fires
- Camaraderie

Newcomers

Welcome newcomers to the community and invite them to join the Fire Service. The very nature of a rural community can make it hard to make connections because of the strong ties that already exist, and the distances between homes. Volunteering with the Fire Service can help new residents more fully join the community and offer them a way to integrate into the community fabric.

Key messages:

- Become part of the social fabric
- Built in networking with your neighbours
- Camaraderie – it's a family
- We need you – fire fighters and other Fire Service members are all volunteers
- There's a role for everyone

35 to 50-year-olds

Once small children have grown, parents have a bit more time to pursue interests of their own. Often, they've volunteered for their children's schools or sports teams, and may be open to different volunteering pursuits more focused on their personal interests.

Key messages:

- Volunteering with the Fire Service is flexible
- There's a role for everyone
- Help the community with meaningful work
- Camaraderie – strong fraternity

Overall Approach

The strategy consists of a partnership approach, sharing the responsibilities of recruitment and retention between the Municipality and the individual fire departments and related committees or associations. As a committee, the FESC brainstormed a large list of potential tactics to improve recruitment and retention, then prioritized the ones they felt would be most impactful. The complete list of potential tactics is available in Appendix A.

Fire Service Responsibility

The tools and tactics identified in the Fire Service section can be adapted and used by individual Fire Departments. This enables each Department to select the tools and tactics that they feel would be most effective in their community, and with the teams they have.

Municipal Responsibility

To support Fire Departments in their local activities, a number of centralized initiatives are recommended.

Recruitment Tactics

Fire Service Responsibility

The following are potential initiatives for individual Fire Departments. Each department is free to select the initiatives that they feel they can implement with the resources they have available, and that they believe will work in their community. Should a Fire Department choose to pursue any of the methods noted below, they are encouraged to reach out to the Municipality for additional direction or support if desired.

1. Assign recruitment responsibilities

There is great value in inviting current Fire Service volunteers into the recruitment process. In our survey of active firefighters, it was identified that the majority of Fire Service volunteers learned about the opportunity through a friend or family member. Our current volunteers are our best ambassadors, and their recruitment by word-of-mouth advertising is invaluable.

Existing Fire Service volunteers should be offered the opportunity to contribute to the planning of any recruitment initiatives. This will improve involvement in the initiatives, and it can also alleviate the pressure on the chief, and utilize the unique skill sets of individual Fire Service volunteers.

Each Department might choose to put one member or more in charge of recruitment in each Department, who will work with the Fire Service Coordinator to introduce new tactics. *(no cost)*

2. Increase marketing materials in Fire Halls

Fire Halls are important community gathering spaces in our Municipality. Many events, run by the Fire Service or by other community groups, take place in our Fire Halls. This offers a unique marketing opportunity. By increasing the marketing materials displayed at the Fire Halls and by integrating one on one contact at events, we can amplify our key messages.

At any breakfasts, suppers or other community events, consider offering facility tours or having a Fire Service volunteer speak to the group for two or three minutes about the need for volunteers. If your Fire Hall has a roadside sign, add regular recruitment messages to the sign. *(no cost)*

3. Develop a social media presence

A high percentage of our residents use social media. While the use of social media should be balanced with the need to ensure it does not create department inefficiencies, Fire Service volunteers can engage in social media in small windows of time as available. Individual Fire Departments can create a basic Facebook page that allows them to spread recruitment messages, share first-hand accounts of what it is like to be a Fire Service volunteer, and provide fire safety information to residents. *(no cost)*

4. Engage in speaking opportunities

Active engagement with community groups can support recruitment and retention. Involvement with community groups raises the profile of the fire department in the community and provides recruitment opportunities to those who are already volunteering for other organizations. The intent is not to "poach" volunteers from other organizations, but to seek out people who have the capacity to add more volunteering into their lives and welcome them to the Fire Service. Department Chiefs could speak at local Service Clubs about the need for volunteers, specifically with regards to support personnel. Individual Fire Departments should continue to participate in Fire Safety Week activities and talk about recruitment at these events. *(no cost)*

Municipal Responsibility

The Municipality is committed to supporting the local recruitment and retention initiatives undertaken by individual Fire Departments, and to initiating the centralized initiatives noted below that are selected by the FESC and approved by Council. These initiatives are well suited to being managed by the Municipality for the benefit of all. We recognize the limited time and resources available to individual Fire Departments. These Municipally-managed initiatives are intended to complement the local initiatives.

1. Develop recruitment marketing materials

The Municipality will develop a professional Fire Service volunteer brand. The brand would include visual and thematic elements that could be provided in a template form and customized for each Fire Department.

Using this branded material, the Municipality would produce posters, brochures and online content that can be requested by the Fire Service for their use at their events or on their social media channels. *(Estimated cost \$3,000 one-time expense, \$200 annually). This is a labour-intensive tactic.*

Additionally, the Municipality could create a recruitment package and distribute it to realtors, have the building department hand it out with occupancy permits, and provide it to the military base. *(Estimated cost \$500 one-time expense, \$100 annually). This is a labour-intensive tactic.*

2. Run a marketing campaign

Once a brand is developed, a Municipal-wide awareness campaign will be implemented to improve general awareness of the key messages. Mass media advertising would be coordinated as follows:

- Produce an annual recruitment and recognition newsletter distributed with Municipal Matters. *(Estimated cost \$2,000 annually)*
- Add longer articles in Municipal Matters that highlight various aspects of volunteering with the Fire Service. *(no cost)*
- Paid newspaper ads. *(Estimated cost \$2,000 annually)*
- Paid radio ads. *(Estimated cost \$3,000 annually)*
- Add regular recruitment messages and profiles of Fire Service volunteers on Municipal Facebook page. *(Estimated cost \$500 annually)*
- Editorial stories submitted annually to local media. *(no cost)*

This is a labour-intensive tactic that would require a new staff resource.

3. Expand content on modl.ca

Content created for the marketing campaign would be added to modl.ca. Additionally, we would add a fillable PDF or online form to the MODL website. Completed forms would be forwarded to the appropriate Fire Department. The Fire Service section of modl.ca would include links to every Fire Department website and Facebook page. *(no cost)*

4. Increased community presence

In conjunction with Fire Safety Week, the Municipality would promote the student bursary through local media, social media and presentations at the schools. The presentations will consist of defining the bursary and highlighting the fire services in a positive light and explain how students can get involved. The Fire Services Coordinator would build a relationship with guidance counsellors to encourage a relationship, and suggest they refer students to the Junior Firefighter program and make posters and brochures available to the school.

We would set up a booth at highly attended fairs, shows and conferences in our community, staffed with the Fire Services Coordinator and a Fire Service volunteer. Use this opportunity to connect to individual residents and reach the broader audience. Greet people that pass: "We're in need of new volunteers for the Fire Service in the community. Can I give you this brochure to read, and to pass on to a friend if you're not interested personally?" *(Estimated cost \$1,000 annually)* *This is a labour-intensive tactic that would require a new staff resource.*

~~5. Explore the opportunity to advocate for municipal, provincial and federal governments for tax rebates~~

~~The Municipality could advocate to the federal and provincial governments for increased tax rebates for Fire Service volunteers, and for funding or tax incentives for those companies/business who allow firefighters to leave their place of work. This would lessen the financial burden to a business and maybe allow for some pay for those firefighters who leave work for fire calls. The Municipality could advocate through the Fire Service Association of Nova Scotia (FSANS). *(no cost)*~~

The Municipality could explore the options for creating a municipal fire tax rebate. Currently the MGA only allows rebates for low-income. The Municipality could request an allowance to offer a rebate on the fire tax to Fire Service volunteers. A rebate program would need to be application-based so that the Municipality could confirm volunteer status and actual fire tax paid. The Municipality could also establish a maximum rebate value (e.g. \$100) to manage the program budget. *(\$65,900 annually) This is a labour-intensive tactic that may require a new staff resource.*

Retention Tactics

As noted earlier, our current volunteers are our best ambassadors, and their recruitment by word-of-mouth advertising is invaluable. As such, current Fire Service volunteers should be treated in ways that make them want to continue supporting the Fire Service and inspire them to support recruitment through their personal connection.

Current firefighters cite “giving back to my community” as the most common reason why they joined the Fire Service, and 90% rate their overall volunteer experience with the Fire Service as Very Good or Good. Of the firefighters who responded to the survey, the primary tactics they believe would increase their commitment to the Fire Service are a pension, more training, more recognition and increased tax rebates.

Fire Service Responsibility

The following are potential initiatives for individual Fire Departments. Each Department is free to select the initiatives that they feel they can implement with the resources they have available, and that they believe will work in their community. Should a Fire Department choose to pursue any of the methods noted below, they are encouraged to reach out to the Municipality for additional direction or support if desired.

1. Create a mentor program

A strong fraternity can be intimidating to new recruits. Chiefs could assign each new volunteer a “buddy” that checks in on them regularly and builds a strong, respectful relationship.

2. Be alert to burnout

Chiefs could be more cognizant of the potential for volunteer burnout and support their volunteers when they need to step back from their regular responsibilities for short periods of time.

Municipal Responsibility

The Municipality is committed to supporting the local recruitment and retention initiatives undertaken by individual Fire Departments, and to initiating the centralized initiatives noted below. These initiatives are well suited to being managed by the Municipality for the benefit of all. We recognize the limited time and resources available to individual Fire Departments. These Municipally-managed initiatives are intended to complement the local initiatives.

1. MODL to host an annual thank you BBQ for Fire Service volunteers

A number of municipalities host an annual appreciation event for the Fire Service. An annual BBQ could be organized and funded by the Municipality, offering Fire Service volunteers an opportunity to strengthen their relationships with each other and communicate the Municipality's appreciation. *(estimated cost \$8,000) This is a labour-intensive tactic that require a new staff resource.*

2. **Continue to send MODL Fire Services Coordinator and Councillors to annual banquets/awards ceremonies.** *(no cost)*
3. **Soft skills training/online training made available for Fire Chiefs**
 - Emotional Intelligence
 - Conflict resolution
 - Leadership skills
4. **Explore the opportunity to make Employee Family Assistance Program (EFAP) counselling available to all Fire Service volunteers** *(\$24 per member annually)*

FSANS has been looking at a Family Members Assistance Program that would cost \$24 per member per year. This gives access for the entire family to life skills help, counseling, and legal assistance. The Municipality could offer to pay for this service, or explore how this could be added to the insurance program under review.

Budget

	One-time expense	Annual expense
Develop recruitment marketing materials	\$3,000	\$200
Developed and distribute recruitment package	\$500	\$100
Print & distribute annual recruitment & recognition newsletter		\$2,000
Paid newspaper ads		\$2,000
Paid radio ads		\$3,000
Paid Facebook ads		\$500
Increased community presence		\$1,000
Annual thank you BBQ		\$8,000
Online soft skills training		\$1,000
EFAP		\$16,000
Municipal fire rate rebate		\$65,900
Additional staff resource – dependant on tactics selected		\$5,000-\$22,500
Total		\$58,900

Appendix A

Potential recruitment tactics discussed at FESC:

- Firefighters/chiefs speak at high schools
- Firefighters/chiefs speak at service clubs
- Community open houses
- Talk about recruitment at fire safety day events
- Roadside signs with recruitment message and safety messages at each firehall
- Social media stories on Municipal Facebook page
- Social media stories on individual fire department Facebook pages
- Hold fire station tours
- Host “wash the truck” community events
- Have firefighters man a booth at community events. “We’re in need of new volunteer firefighters in the community. Can I give you this brochure to read, and to pass on to a friend if you’re not interested personally?”
- Develop a recruitment brochure or postcard, distribute at events, put at the library
- Direct mail recruitment piece
- There are many videos about becoming a volunteer firefighter – is there value in creating a new video, or just sharing other videos on our various social media accounts?
- Ask other local municipalities to participate/cost share?
- Students – municipality will provide a bursary towards your studies if you attend a minimum ## of FD time
- Giving a rebate on property tax if you are giving at least 5 years service
 - Maybe have municipality pay the fire tax rate if you volunteer
 - Just do a minimum ## of hours, do not need to be an active fire fighter
- Create a mentor program
 - Strong fraternity can be intimidating
 - Makes sure you have one buddy that checks into
 - Buddy system
- Everyone who goes to a certain % of training,
 - MODL should pay for the fire fighter to attend the CVFSA training session and conference (anywhere in Canada)
 - Real intensive training
- Put one member in charge of recruitment in each department
 - Gives it a special role,
 - takes some of the work away from chief
- At the breakfasts & community events make sure that the doors are open and tour people through the facility.
- Link to every fire department’s website on MODL’s website
- Recruitment – fillable PDF on MODL website. We just send it to the local department
- Do recruitment fair/Barbeque
 - Hold a job fair, meet & Greet
 - Conveys message: we need you, we want you
 - Reps from every department

- Bring a couple different fire trucks
- Have the auxiliary there as well
- If you sign up on this day, you win a trip to Cuba (like a bridal show)
- Tuition for local students/ Tokyo incentive model
- Door knocking
- Booth at job fairs
- Schools: Build relationships with guidance counsellors to encourage a relationship. Have posters and brochures for the school. Speak at high school events. Attend career day.
- Create a recruitment package and give to realtors, building department can hand out with occupancy permits, give to military base
- Annual recruitment and recognition newsletter distributed with Municipal Matters
- Articles in Municipal Matters
- Recruitment messaging, application form and links to fire department websites on modl.ca
- Paid newspaper ads
- Radio ads
- Editorial stories submitted regularly to local media
- Chiefs speak at service clubs
- Talk about recruitment at fire safety day events
- Add regular recruitment messages to roadside signs at fire halls
- Share Municipal Facebook posts on individual fire department Facebook pages

Potential retention tactics discussed at FESC:

- MODL to host an annual thank you BBQ for Fire Service volunteers
- Continue to send MODL Fire Services Coordinator and Councillors to annual banquets/awards ceremonies
- Soft skills training/online training made available for Fire Chiefs
 - Emotional Intelligence
 - Conflict resolution
 - Leadership skills
- Employee Family Assistance Program (EFAP) counselling
- Buddy system
- Identify burnout and stop it before it happens
- Let Chiefs and others step back if needed
- Recognize the auxiliary
- Prequalify applicants
- Provide a handbook or guide for new firefighters
- Additional tax credits, more from the feds or province and a new Municipal tax credit
- Refund on the fire area rate for volunteers
- More paid training, specialty training
- Fuel discounts for personal use
- Municipality to say thank you, loudly and often
- Identify those needing more support
- Have a buddy system for new recruits, have someone checking in on them



Municipality of the District of Lunenburg

16 January 2019

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

Dear Mayor and Councillors:

The Fire and Emergency Services Committee in session on Monday 14th January 2019, made the following recommendations to Council:

1. That Municipal Council consider the grants to fire departments be increased by 2%, and further that the Municipality include funds to implement the proposed Recruitment and Retention Strategy, but removing the municipal fire tax rebate, for a total Recruitment and Retention request of \$58,800, recognizing the potential need for funding to implement group personnel insurance for the fire service.
2. that Municipal Council create a permanent Fire Services Coordinator position.

Respectfully submitted,

Chairman and Members
Fire & Emergency Services Committee

CK/sc



REQUEST FOR DECISION/DIRECTION

REPORT TO: Fire and Emergency Services Committee
SUBMITTED BY: Alex Dumaresq, Deputy CAO
DATE: January 14, 2019
RE: Fire Services Coordinator/Administrator Position
ORIGIN: Council

RECOMMENDATION

Move that the Fire & Emergency Services Committee recommends to Council that Municipal Council create a permanent Fire Services Coordinator position.

BACKGROUND

In May of 2016, after extensive deliberation with the Fire and Emergency Services Committee (FESC), Council authorized the hiring of a Fire Services Coordinator/Administrator position for a two-year term. The position's tasks and responsibilities fall into three broad categories: to complete administrative and budgetary tasks associated with the fire service; to pursue fire services initiatives based on priorities of the FESC; and to foster relationship between fire and emergency services providers and MODL.

In September of 2016, the position was filled. In November of 2017, the FESC sought, and acquired an extension of the term position to June of 2019, to allow sufficient time for the merits of the position to be evaluated and a decision on the permanence of position to be made during the 2019/20 budget deliberations.

The FESC must make a recommendation on whether a position of this nature is of value to the Municipality and the fire services.

It should be noted that this issue is not an assessment of the current fire services coordinator's performance. Issues relating to performance of an employee are not appropriate for public discussion and must be discussed in camera. The question before the committee is whether the expense of the position is warranted based on the roles and tasks assigned to the position.

DISCUSSION

Overall, staff's evaluation is that the position has created several improvements in each of the key areas of responsibility.

Administrative and Budgetary tasks

- Having a dedicated staff person focused on fire services issues has provided better support to the FESC for example, greater information included in agenda packages, improved agenda preparation procedures, and greater follow-up on requests and motions coming from the committee
- As a result of the position a new standardized procedure for preparing, reviewing and issuing the semi-annual fire cheques has been developed and implemented
- Since the creation of the position new policies and tools have been reviewed and implemented (e.g. Wi-Fi apparatus through municipal purchasing, financial reporting template)

Fire Services Initiatives based on priorities of the FESC

- The creation of the position has allowed for more research on fire issues and the adoption or revision of several policies and procedures to benefit fire departments.
- The creation of the position has allowed for the completion of audience research and committee workshops required for the development of a Recruitment and Retention Strategy
- The creation of the position has provided the resources required to make significant progress on offering group personnel insurance to fire departments, under the leadership of the insurance sub-committee.

Foster Relationship between Fire and Emergency Services Providers and MODL

- Feedback received from individual departments indicates they have benefitted from a dedicated resource in terms of easier access to information and additional support for issues that may arise and challenge the volunteers.
- Council has benefitted from a greater understanding of fire department issues as a result of having the position available when emergency response issues arise at the Council table.

BUDGET IMPLICATIONS

The annual budget for the Fire Services Coordinator/Administrator position in 2018/19 was \$57,900. This includes salary, benefits, training, travel, expenses and supplies.

STRATEGIC PLAN

A strategic priority of Council is to develop a recruitment and retention strategy for the fire service. The Fire Services Coordinator/Administrator position has played a critical role in the development plan and will be a valuable resource in the implementation of recruitment and retention strategy.

WORK PROGRAM IMPLICATIONS

The Fire Services Coordinator/Administrator has assumed responsibility for administrative functions related to the fire services, including managing the annual registration and fire cheque processes. If the position is not continued, alternative plans for managing these duties will need to be prepared.

ALTERNATIVES

The Committee may recommend alternatives to Council for consideration:

- If the committee does not believe there has been sufficient time to evaluate the position as currently outlined, they may recommend an extension of the contract. Should this option be pursued, a recommendation should also be provided as to the length of the required extension.
- If the committee is of the opinion that the position is not providing value for money, a further agenda item should be added for the committee to consider alternative approaches to achieve the aims of the position.

COMMUNICATION CONSIDERATIONS

Notification to Fire and Emergency Services Providers should be provided upon council decision.

CONCLUSION

Results from the creation of the Fire Services Coordinator/Administrator position have been promising. Administrative improvements have been achieved, the municipality has benefitted from greater insight into the fire services unique perspective, and most importantly, the FESC has demonstrated progress on meaningful improvements for the municipality and the fire services.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: LaHave River Project Team
Maria Butts
Stephen Pace
Alex Dumaresq
Sarah Kucharski

DATE: January 22, 2019

RE: LaHave River Straight Pipe Project – year 1 Report

RECOMMENDED MOTIONS

“that Municipal Council gives notice of its intention to adopt A By-law Amending the By-law Respecting the LaHave River Wastewater Management District, as presented, and hereby conducts 1st Reading of same; and gives Notice of Intent to conduct 2nd Reading at the February 12, 2019 Council meeting”.

“that Municipal Council gives notice of its intent to consider amending policies MDL-72 LaHave River Wastewater Management District Cost Recovery and MDL-73 LaHave River Straight Pipe Replacement Program, as presented, at its Council meeting on February 12, 2019”.

“that Municipal Council authorize tender bundle sizes of up to 10 system installations per bundle”.

EXECUTIVE SUMMARY

In 2016 the federal and provincial governments announced funding for the identification and replacement of straight pipes in the Lower LaHave River. 2018 marked the first year of installations under the straight pipe replacement program. The early stages of the project have been successful, with over 150 voluntary applications to the program and 79 installations. Council direction on the development of a procurement program has also been effective and the project is currently under budget.

Through the first year of installations some issues have arisen which have provided some opportunities to improve the program. The recommended improvements include: procurement changes to secure greater volume discounts and encourage prompt installations; workflow improvements to provide faster information to residents; creating a formal appeal process where participants have a concern with their installation; revising the funding cap; and creating a common understanding and standard for landscaping. Staff are recommending some amendments to the Bylaw and policies to achieve these improvements and create a more effective and streamlined program.

BACKGROUND

Water quality in the LaHave River Estuary has been a longstanding issue in the Municipality. A 1993 survey identified over 800 straight pipes from along the estuary. In June of 2016, after extensive public engagement, Council made application to the Federal and Provincial Government for funding to replace straight pipes in the Lower LaHave river. Also in 2016, a private donor committed \$1million in funding towards the project. After some extended negotiations, a three-government funding agreement and an MOU with Nova Scotia Environment regarding enforcement were secured to allow the project to proceed, and MODL launched the replacement program during the 2018 construction season. Council created the *LaHave River Wastewater Management District* Bylaw to establish the program and the relevant authorities. This report satisfies the annual requirement for reporting on the progress of the project. Given that this was the first year of installations, a more thorough review of the project was undertaken to determine if improvements could be made for future years of the project.

PROJECT STATUS

INSTALLATIONS

The Municipality set a target of between 75 and 100 installations to replace straight pipes in 2017/18. As of November 30th, 2018, this target has been achieved:

- There have been 154 applications to program
- 131 designs for replacement systems have been completed
- 80 system designs have been tendered under the procurement program
- 76 systems installed.

It is expected that 79 systems in total will be installed during this fiscal year.

TOTAL NUMBER OF STRAIGHT PIPES

A key variable in the program is the total number of straight pipes that will have to be replaced. The original 1993 study estimated 800. The program was built around an estimate of 600, given that there were some replacements between 1993 and 2016. Project staff have been working to secure as much information from records and voluntary submissions from property owners as possible during the first year of program operation. Our data to date is as follows:

Property Type	Number	%
Applied to Program	154	9%
confirmed System	584	34%
Require inspection	621	36%
No Response	379	22%
Total	1738	100%

MODL will be launching the inspection phase of the program in early 2019, which will greatly assist in determining the final number of installations required to eliminate all straight pipes.

EXPENDITURES

A key goal for Council for this project is to remain within the application budget. To date, the project is meeting this goal as well. The total forecast program expenditures for 2017/18 are \$1,516,580. Compared to the program application budget for the same number of systems, forecast expenditures are approximately \$135,000 lower than originally estimated. The table below illustrates where costs have been, as compared to the original program budget developed for the grant application.

Item	Application budget (Year 1)	Actual Costs (Year 1)
Design (per system)	\$ 1,650.00	\$ 945.00
Installation (per system)	\$ 17,000.00	\$ 16,150.00*
Property Restoration (per system)	\$ 700.00	\$ 515.00
Communications (annual)	\$ 20,000.00	\$ 19,000.00
Project Management (annual)	\$ 90,702.00	\$ 105,000.00

It is worth noting the significant installation cost difference for traditional versus alternative treatment units (ATUs): traditional systems on average are costing \$12,880 per system to install, versus \$29,230 on average for an ATU.

OVERALL STATUS

Based on the number of installations, project costs compared to budget, and the number of substantive complaints received, the first year of the program has been very successful. Based on the projected rate of installations required, and current rate of installations, and projected project costs, it is expected that the project will be completed before the deadline of March 31, 2023.

Credit must be given to project coordinator Maria Butts, whose organization, dedication, and professionalism are the single biggest factor in the success of the first year of installations.

As with any construction project, particularly one involving work on private property, the project has encountered some smaller issues which do require some review and possible adjustments. The remainder of this report examines these issues.

ISSUE SUMMARY

PROCUREMENT

On the whole, the procurement approach has been successful: prices received for both design and installations have been below budget. Likely due to MODL's ability to make bundles and achieve a volume discount, the pricing has been better than what an average homeowner can expect to pay. A review of the major elements of the procurement process was undertaken with procurement professionals working for the Province of Nova Scotia, and HRM. Consistent advice received was that a greater volume discount could be achieved by increasing the size of the installation bundles. This approach would be most effective early in the calendar year, before contractors were booked up with other work. Because there have been over 50 systems design in 2018 that have yet to be tendered, MODL is in a good position to pre-tender this work in larger bundles and achieve cost savings for the program, and ultimately the homeowners.

Some additional adjustments to contract language is also recommended in the following areas: standard accounting for any tree removals in tender document, similar to the approach for asphalt cuts, and increased penalty language for late completion or unsatisfactory work.

RESIDENT EXPECTATIONS

The majority of participants in the first year of the program have been pleased with the quality of the installation work and the price. Where residents do have a concern, it has been predominantly in two areas: site recovery, and timely access to information. To address some of the concerns relating to site recovery, it is recommended that the replacement program policy be amended to include reference to a landscaping standard.

Some changes have been implemented to staff workflows to improve MODL's ability to respond to resident inquiries. Additional program information, instructions, and FAQs are being prepared for tax department staff, so that residents can get more generic information easily. In addition, more plain-language program information will be provided with the homeowner agreement to help residents understand the installation process and final product. In Launching the inspection program, the mailout will be done in stages to prevent a single large flow of calls and inquiries at the same time, and allow for more prompt response to calls. Some financial reporting and administrative functions have been shifted from the Project Manager's role to allow the position to focus on managing construction and addressing

more complex issues that arise during installations. Finally, it is also expected that some of the recommended changes to the program such as a landscaping standard (below) will help establish and communicate a common understanding of the finished product, reducing the amount of effort required from municipal staff.

LANDSCAPING

The original site conditions vary greatly from property. This impacts the type of system that is installed, but it also impacts site recovery. Some residents have expressed very little concern over the appearance of the finished product, while others have been highly engaged and have had landscaping requests ranging from preservation of existing shrubs, to replacement of gardens, to the type, shade and thickness of grass blades.

Including a reference to a landscaping standard in the program policy, and providing this information in brochure form upfront to residents will be helpful on a variety of fronts: it will help establish realistic expectations for homeowners regarding the aesthetics of the installation, it will ensure fairness across properties and limit program costs. In addition, creating a landscaping standard will protect the program from complaints and will serve as a reference, should a homeowner wish to appeal a site recovery issue related to their installation.

APPEAL PROCESS

A small number of residents have had concerns that they did not feel they could resolve with the Project Manager. Currently the Bylaw gives the project management team final authority on matters such as design selection, and proceeding or terminating a project.

It is recommended from an administrative fairness perspective that an appeal mechanism be included in the bylaw. This would allow a resident to raise a concern to the project team, and if unsatisfied with the response, the appeal could be heard by Council who would make a final determination, on whether the program policies had been properly applied.

FUNDING CAP

The funding cap in the cost recovery policy was established as a policy solution for projects risks identified by Council, concerned that a project of this length and size could go over budget, leaving the municipality to pay for %100 of any overages. The figure of \$19,667 in total grants was selected by taking two-thirds of the value of most expensive installation completed during the first year of the Richmond County Program. Currently program costs are below anticipated. While the total number of system installations is not known yet, data to date suggests it will not exceed the original estimate of 600.

One of the key messaging points that has been communicated to potential participants is that through the federal and provincial grants, homeowners can expect to pay approximately one third of the system cost. With the funding cap, there is the potential for this ratio to be drastically different. In one case, the estimated recovery charge for a single-family home is projected to be 80%, not 33% of the system

costs, as a result of the cap. While the need to protect the program budget in the event of an oversized or commercial system, this can be maintained by excluding residential properties from the funding cap.

RECOMMENDATIONS

Based on the results of the first year of installations, staff conclude that the program has been successful, and MODL is well positioned to achieve the goal of eliminating straight pipes in the Lower LaHave by 2023. In evaluating issues that arose, staff are also recommending some improvements:

- Council conduct first reading to revise the LaHave River Wastewater management district and associated policies to create amendments for an appeals process, landscaping standard, funding cap and housekeeping matters.
- Council pass a motion to include authority for staff to prepare larger bundles of up to 10 installations in the procurement program, in addition to the bundles of five or less that have been used to date.

In addition, to promote greater common understanding of success, the LaHave Project Management Team have established the following project goals for 2019/20:

- Install between 75 and 100 septic systems to replace straight pipes
- reduce the number of no response properties by 75%
- complete at least 300 septic system inspections
- Continue to operate program within application budget

STRATEGIC PLAN

Council has identified the replacement of straight pipes as a strategic priority during the previous Council term. This Council has overseen the successful implementation of the first year of installs, and continues to incorporate the project in its 5-year capital and financial plans.

BUDGET IMPLICATIONS

Results of the first year indicate that original project budgets were accurate for the 6-year project. Continued monitoring and vigilance over procurement processes and costs will be required to keep project on budget.

COMMUNICATIONS

Communications are planned to assist with the promotion of the successful installations in year one of the project. Additional communication plans are in preparation to assist with the launch of the inspection phase of the program.

CONCLUSION

Council has established an ambitious goal to see the Lower LaHave river Straight Pipe Free by 2023. The first year of system installations has been successful, and learnings from the first year of voluntary installations will assist in the future years of installations.

Department: Administration

Report Prepared By: Alex Dumaresq Date: Nov 27, 2018

Report Approved By: _____ Date:

Reviewed By CAO: _____ Date:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
A By-law Amending the By-law Respecting the LaHave River Wastewater Management District

First Reading:
Second Reading:

Be it enacted by the Council of the Municipality of the District of Lunenburg that the By-law Respecting the LaHave River Wastewater Management District be amended as follows:

- 1.0 Subsection 5.10 of the By-law Respecting the LaHave River Wastewater Management District by deleting the words “consisting of the Deputy CAO, the Director of Engineering, the Director of Planning, the Municipal Engineer and the Project Coordinator” between the words “team” and “or” and replacing it with the words “, as appointed by the CAO,”.
- 2.0 Subsection 5.12 of the By-law Respecting the LaHave River Wastewater Management District by deleting the word “Coordinator” between the words “Project” and means” and replacing it with the word “Manager”.
- 3.0 Between existing Section 57 and Section 58 of the By-law Respecting the LaHave River Wastewater Management District insert a new heading “Appeal” and add the following new subsections numbered 58, 59, 60 and 61:

“Appeal

58. A property owner with a concern regarding the replacement work being undertaken on their property may raise this concern with the Project Manager.

59. Where the property owner and Project Manager cannot resolve the matter, the Project Manager shall raise the matter with the LaHave River Project Management Team for review. The Project Management Team may confirm or modify the decision of the Project Manager, within the parameters established in the Program By-law and policies.

60. Where the matter is not resolved after review of the Project Management Team, the property owner may request an appeal to Council. The property owner must outline their concern in writing for Council’s consideration.

61. Council shall review the matter and may determine to uphold the decision of the Project Management Team, or modify the decision, within the parameters of the program By-law and policies. Council decisions with respect to appeals are final.
- 4.0 Existing Section 58 of the By-law Respecting the LaHave River Wastewater Management District by renumbering it to Section 62.
- 5.0 Existing Section 59 of the By-law Respecting the LaHave River Wastewater Management District by renumbering it to Section 63.

Annotation for Official By-law Book	Date of Adoption
Date of First Reading: Date of Advertisement - Notice of Intention	
Date of Second Reading: *Date of Advertisement of Amendments to By-law	
Date of mailing to Minister A Certified copy of By-law:	
I certify that this " <i>By-law Amending the Respecting the LaHave River Wastewater Management District By-law</i> " was adopted by Council and published as indicated above.	
<hr/> Sherry Conrad, Municipal Clerk	<hr/> Date
*Effective Date of the By-law unless otherwise specified in the text of this By-law	

By-Law Respecting the LaHave River Wastewater Management District

First Reading – July 25, 2017

Second Reading – August 22, 2017

Title

1. This By-law is entitled the *LaHave River Wastewater Management District By-law*.

Purpose

2. The purpose of this By-law is to eliminate straight pipes on the LaHave River through the design, construction, installation, connection, use, operation and maintenance of On-Site Sewage Disposal Systems within the LaHave River Wastewater Management District in the interests of public health and safety and environmental protection.
3. This By-law shall apply to all properties and property owners within the geographic boundaries of the Wastewater Management District established herein.
4. The purpose of this By-Law is to solely identify and assist in the elimination of Straight Pipes. Nothing in this By-Law is to be construed as relieving the Nova Scotia Department of Environment from enforcement responsibilities under the *Nova Scotia Environment Act*.

Definitions

5. In this by-law:
 - 5.1. “Agreement” means the written, signed Straight Pipe Replacement Agreement between the Owner and the Municipality for the Straight Pipe replacement with an On-Site Sewage Disposal System.
 - 5.2. “Annual Maintenance Charge” means the amount levied to the Owner to recover the costs of management and maintenance of an On-Site Sewage Disposal System installed pursuant to this By-Law.
 - 5.3. “Authorized Municipal Personnel” means the Designer, Installer, member of the LaHave Project Management Team, a municipal wastewater operator, or agent hired by the Municipality to provide services pursuant to this By-Law.
 - 5.4. “Certificate of Installation” means the documentation required as per the *On-Site Sewage Disposal Systems Regulations* verifying an On-Site Sewage Disposal System has been installed.
 - 5.5. “Council” means the Council of the Municipality of the District of Lunenburg.
 - 5.6. “Designer” means the Professional Engineering firm(s) or qualified person(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the municipality to evaluate properties and select or design an approved system.

- 5.7. “Director of Engineering” means the Director of Engineering of the Municipality or designate.
- 5.8. “Inspection” means the tasks required for Authorized Municipal Personnel to determine if a Straight Pipe exists from the building(s) upon the property.
- 5.9. “Installer” means the Qualified Person(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the municipality to complete the installation of approved systems.
- 5.10. “LaHave River Project Management Team” means the project leadership team ~~consisting of the Deputy CAO, the Director of Engineering, the Director of Planning, the Municipal Engineer and the Project Coordinator~~, as appointed by the CAO, or any other employees of the Municipality as appointed from time to time, by the CAO.
- 5.11. “Municipality” means the Municipality of the District of Lunenburg or any employee or agent hired by the Municipality.
- 5.12. “Project ~~Coordinator~~ Manager” means the person hired by the Municipality to provide project coordination services for the Straight Pipe Replacement Program pursuant to this bylaw and applicable regulations.
- 5.13. “Public Sewer” means a sewer system that is located on public property and that is owned and maintained by the municipality.
- 5.14. “On-Site Sewage Disposal System” means a system for the treatment and disposal of sewage from a building not directly connected to a Public Sewer or other approved central sewage collection and treatment system.
- 5.15. “Owner” means the following:
- 5.15.1. An owner, part owner, joint owner, tenants in common or joint tenant of the whole or any part or parcel of land or building;
 - 5.15.2. In the case of absence or incapacity of a person or persons having ownership of the parcel of land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land or building; or,
 - 5.15.3. In the absence of proof of the contrary, the person assessed for the taxes on the parcel of land or building.
- 5.16. “Recovery Charge” means the charge levied to the Owner to recover the costs of the Work.
- 5.17. “Straight Pipe” means the transport of raw, untreated or partially settled sewage directly to a watercourse or drainage system that leads to a watercourse in place of a sewage disposal system.

- 5.18. "Straight Pipe Replacement Program" means the Work undertaken to replace all Straight Pipes with the Wastewater Management District with On-Site Sewage Disposal Systems pursuant to this By-Law.
- 5.19. "Wastewater Management District (WWMD)" means an area established by a municipality within which it has the power to manage all wastewater disposal systems both public and private (i.e. individual, on-site sewage disposal systems.).
- 5.20. "Work" means any activity related to, but not limited to, the required Inspections, assessments, surveys, design, installations, construction, property restoration, operation and maintenance for and of On-Site Sewage Disposal Systems to replace Straight Pipes within the Wastewater Management District.

Wastewater Management District Boundary

6. The Municipality hereby establishes the Wastewater Management District (referred to hereinafter as the WWMD) along the shores of the LaHave River, the boundaries of which are as shown on the map in Schedule "A" hereto.

On-Site Sewage Disposal Systems

7. The use of Straight Pipes as a method of disposing of sewage from a property is prohibited.
8. The identification of Straight Pipes and the design and installation of On-Site Sewage Disposal Systems shall follow the process described in *Policy MDL-73 LaHave River Straight Pipe Replacement Program*.
9. Authorized Municipal Personnel may enter private property, including entering a dwelling or structure, within the WWMD to conduct Inspections, tests, assessments for design, and installation of On-Site Sewage Disposal Systems, property restoration and any other work deemed necessary to identify and eliminate Straight Pipes.
10. Sewage treatment and disposal within the WWMD shall only be provided by an On-Site Sewage Disposal System, connection to a Public Sewer, a combination of the foregoing, or connection to a private wastewater facility, or other system that is not a Straight Pipe.
11. Determination of whether a Straight Pipe exists upon a property shall be made by the LaHave River Project Management Team as per Section 3 of *Policy MDL-73 LaHave River Straight Pipe Replacement Program*.
12. Where an existing Straight Pipe has been found within the WWMD, the Owner may apply for the Straight Pipe Replacement Program with the Municipality.
13. Where the Owner of a property with an existing Straight Pipe refuses to apply for the Straight Pipe Replacement Program, the Municipality shall inform Nova Scotia Environment.

14. A separate and independent On-Site Sewage Disposal System shall be provided for every building on each property except as approved by the LaHave River Project Management Team.
15. On-Site Sewage Disposal Systems installed pursuant to this By-Law shall comply with *On-Site Sewage Disposal Systems Regulations* of Nova Scotia, the *Municipal Sewer By-Law* and the *Shore Drive Wastewater Management District By-Law* as applicable and other applicable federal and provincial legislation.
16. No connections that permit storm water, including surface water, groundwater, roof runoff, subsurface drainage, cooling water, or potable water backwash shall be made to On-Site Sewage Disposal Systems, including sump pump connections.
17. Any Owner who has a building that is used for industrial or commercial purposes shall provide grease, oil, and grit interceptors in order to provide the proper handling of liquid wastes that may be harmful to the proper functioning of the On-Site Sewage Disposal System. All interceptors shall be installed per manufacturer's recommendations and shall be located so as to be readily and easily accessible for cleaning and inspection.
18. On completion of the installation, the Director of Engineering shall file the Certificate of Installation with the Municipality confirming the Work has been carried out and that the On-Site Sewage Disposal System is the full responsibility of the Municipality for the purposes of this By-law for a term of seven (7) years, after which full responsibility of the On-Site Sewage Disposal System is transferred to the Owner.
19. Approval is required by the LaHave River Management Team for renovations, additions or any other building construction related activities that would require modifications to the On-Site Sewage Disposal System.

Municipal Responsibilities

20. The LaHave River Project Management Team shall oversee the Inspection of properties for Straight Pipes and the design and installation of On-Site Sewage Disposal Systems to replace Straight Pipes within the WWMD.
21. The optimum type of treatment system, location and layout of the On-Site Sewage Disposal System on the Owner's Property shall be determined solely by Authorized Municipal Personnel.
22. During the period of Municipal ownership, the Municipality shall undertake full responsibility, including on-going maintenance and repair, for the On-Site Sewage Disposal Systems installed pursuant to this By-Law in accordance with the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia, including portions of the On-Site Sewage Disposal System located on private land, but excluding the influent sewage pipe from the building exterior to the On-Site Sewage Disposal System.

23. The LaHave River Project Management Team shall report annually to Council on the management and operations related to On-Site Sewage Disposal Systems installed pursuant to this By-Law and associated Policies within the WWMD.
24. The LaHave River Project Management Team shall oversee the management and control of the Straight Pipe Replacement Program.

Remedial Action

25. While undertaking installation, Authorized Municipal Personnel may determine at its sole discretion to stop the Work and not install the On-Site Sewage Disposal System for reasons including, but not limited to structural deficiencies, hazardous material, environmental risks, or violation of regulations or codes.
26. The Authorized Municipal Personnel shall report such violations, hazards, risks or deficiencies to the appropriate regulatory authority as required by law.
27. Any necessary remedial action shall be carried out wholly at the Owner's expense.
28. Installation of the On-Site Sewage Disposal System may recommence at the discretion of the LaHave River Project Management Team when the property is approved for Work by the proper regulatory authorities.
29. Failure by the Owner to carry out necessary remedial action may result in termination of the Work and/or loss of funding.

Owner Responsibilities

30. The Owner shall provide full disclosure to the Municipality in advance of the commencement of the Work of any structural or other defects or hazards at or in or around the Owner's property which may be material to the said Work and the operation of the On-Site Sewage Disposal System.
31. The Owner shall provide reasonable access to the Owner's property during normal business hours for Authorized Municipal Personnel to carry out Work.
32. The Owner shall be responsible for any and all Work required within the building, which may include electrical and plumbing work, for the installation and operation of the Approved Municipal System.
33. The Owner shall be responsible to ensure an appropriate backflow prevention device is installed on the sewer pipe leaving the building prior to the inlet of the On-Site Sewage Disposal System.
34. The Owner shall be responsible for providing and maintaining clear access to the On-Site Sewage Disposal System for Authorized Municipal Personnel for on-going maintenance, repair and component replacement of those portions of the On-Site Sewage Disposal System located on the Owner's property.

35. Failure by the Owner to provide reasonable access may result in termination of the Work and/or loss of funding and/or notification of the proper authorities.
36. Discharge of wastewater into the On-Site Sewage Disposal System with respect to contents and volume shall be subject to the requirements of individual system design as recommended by the Designer and as per the *Municipal Sewer By-Law*.
37. The Owner shall be responsible for maintaining the plumbing system inside the building served by the building service connection such that no portion of the On-Site Sewage Disposal System is compromised, damaged or disrupted in any way.
38. The Owner shall be responsible to maintain the electrical power supply and pay the electrical power consumption charges for any component of the On-Site Sewage Disposal System on the Owner's property that requires electricity to function.
39. The Owner shall not disrupt, relocate, modify, remove, damage or destroy any portion of the On-Site Sewage Disposal System, whether located on public property or the Owner's property or other private property without written permission from the Director of Engineering.
40. The Owner agrees to allow the Municipality to take full responsibility for the On-Site Sewage Disposal System for a seven (7) year period while this By-Law is in effect.
41. Once full responsibility has been transferred to the Owner, the Owner agrees to continue the proper operation and maintenance of the On-Site Sewage Disposal System as required by the individual system design and recommended by the Designer.
42. Any costs of repairs required as a result of improper use of the On-Site Sewage Disposal System shall be the responsibility of the Owner.

Straight Pipe Replacement Program

43. An Owner shall be eligible for the Straight Pipe Replacement Program, if all of the following apply:
 - 43.1. The property resides within the WWMD;
 - 43.2. A building on the subject property uses a Straight Pipe to dispose of sewage;
 - 43.3. If more than one person is an Owner of the subject property, all Owners are party to and in agreement with the installation of an On-Site Sewage Disposal System on the property and have signed the Agreement.

Charges

44. Council shall levy a one-time Recovery Charge to each Owner served by an On-Site Sewage Disposal System installed pursuant to this By-Law to recovering any and all costs related to the Work in accordance with the *Municipal Government Act*, and Policy MDL-72 *LaHave River Wastewater Management District Cost Recovery*.

45. Amounts payable to the Municipality as a one-time charge may be payable in a schedule of installments, at such frequency and rates of interest, in accordance to Policy MDL-72 *LaHave River Wastewater Management District Cost Recovery*, and upon default of payment of any installment, the balance may become entirely due and payable.
46. Council shall levy an Annual Maintenance Charge to each Owner served by an On-Site Sewage Disposal System installed pursuant to this By-Law in order to recover the amount required, or as much of the amount required as Council considers advisable to collect in any one fiscal year, to manage the operation and maintenance of the On-Site Sewage Disposal Systems in accordance with the *Municipal Government Act* and Policy MDL-72 *LaHave River Wastewater Management District Cost Recovery Policy*.
47. All charges and payments pursuant to this By-Law shall be made to the Municipality.

Lien

48. A lien provided for in this By-Law shall become effective on the date stated on the Certificate of Installation confirming the Work has been carried out.
49. All charges imposed pursuant to this By-Law constitutes a first lien on the property and has the same effect as rates and taxes under the *Assessment Act* and the *Municipal Government Act*.
50. All charges pursuant to this By-Law are collectable in the same manner as rates and taxes under the *Municipal Government Act* and is collectable at the same time and by the same proceedings as taxes.
51. The lien provided for in this by-law shall remain in effect until the total recovery charge, including any accrued interest, and administrative charges have been paid in full.
52. Where the Owner opts to pay the one-time Recovery Charge in installment payments:
 - 52.1. the portion of the Recovery Charge payable annually shall be equal to the total Recovery Charge outstanding divided by the number of years remaining; and
 - 52.2. the amount outstanding on the Recovery Charge shall become due and payable in the event of default of payment.

Violations and Enforcement

53. If an Owner with a Straight Pipe refuses to comply with the Straight Pipe Replacement Program or any part of this By-Law or associated policies, the proper authorities shall be notified.
54. If an On-Site Sewage Disposal System fails during the period of Municipal responsibility, and it is determined that the failure was due to improper use of the system by the Owner, the Municipality, at its sole discretion, may choose to repair the system and charge any costs incurred to the Owner, or immediately transfer the full responsibility

of the system to the Owner and notify Nova Scotia Environment for compliance purposes.

55. Any person who violates any provision of this By-law is guilty of an offence punishable by a summary offence ticket or on summary conviction, by a fine as prescribed in the applicable statute.

56. The notice required to be served pursuant to this By-law may be served personally, or by mailing the person at the last address shown on the Assessment Roll, or by electronic mail or by facsimile.

57. A notice is deemed to have been served on the third day after it was sent.

Appeal

58. A property owner with a concern regarding the replacement work being undertaken on their property may raise this concern with the Project Manager.

59. Where the property owner and Project Manager cannot resolve the matter, the Project Manager shall raise the matter with the LaHave River Project Management Team for review. The Project Management Team may confirm or modify the decision of the Project Manager, within the parameters established in the Program By-law and policies.

60. Where the matter is not resolved after review of the Project Management Team, the property owner may request an appeal to Council. The property owner must outline their concern in writing for Council's consideration

61. Council shall review the matter and may determine to uphold the decision of the Project Management Team, or modify the decision, within the parameters of the program By-law and policies. Council decisions with respect to appeals are final.

General

58. 62. Council reserves the right to amend or repeal this By-Law and associated Policies at any time at its sole discretion, including if the scenario arises that all infrastructure grant funds have been expended but not all Straight Pipes have been removed.

59. 63. Nothing herein shall relieve any property Owner from requirements and obligations of the *Environment Act* and regulations or of existing Municipal By-Laws.

Annotation for Official By-law Book	
Date of First Reading	July 25, 2017
Date of Advertisements of Notice of Intent to Consider	August 2 & 3, 2017
Date of Second Reading	August 22, 2017

Date of Advertisement of Passage of By-law*	August 31, 2017
Date of mailing to Minister a certified copy of By-law	September 1, 2017
I certify that this By-Law Respecting the LaHave River Wastewater Management District was adopted by Council and published as indicated above.	
<p>_____</p> <p>Sherry Conrad, Municipal Clerk</p>	<p>_____</p> <p>Date</p>
* Effective Date of the by-law unless otherwise specified in the text of the By-law.	

Municipality of the District of Lunenburg POLICY

Title: LaHave River Wastewater Management District Cost Recovery	
Policy No. MDL-72	
Effective Date: September 12, 2017	Amended Date:

1. Definitions

- 1.1. “Agreement” means the written, signed Straight Pipe Replacement Agreement between the Owner and the Municipality for the Straight Pipe replacement with an On-Site Sewage Disposal System.
- 1.2. “Annual Maintenance Charge” means the amount levied to recover the costs of management and maintenance of an On-Site Sewage Disposal System installed pursuant to the *By-Law Respecting the LaHave River Wastewater Management District*.
- 1.3. “Authorized Municipal Personnel” means the Designer, Installer, member of the LaHave Project Management Team, a municipal wastewater operator, or agent hired by the Municipality to provide services pursuant to the *By-law Respecting the LaHave River Wastewater Management District*.
- 1.4. “Certificate of Installation” means the documentation required as per the *On-Site Sewage Disposal Systems Regulations* verifying an On-Site Sewage Disposal System has been installed.
- 1.5. “Designer” means the Professional Engineering firm(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the Municipality to evaluate properties and select or design an approved system.
- 1.6. “Director of Engineering” means the Director of Engineering of the Municipality or designate.
- 1.7. “Council” means the Council of the Municipality of the District of Lunenburg.
- 1.8. “Inspection” means the tasks required for Authorized Municipal Personnel to determine if a Straight Pipe exists from the building(s) upon the property.
- 1.9. “Installer” means the Qualified Person(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the Municipality to complete the installation of approved systems.

- 1.10. “LaHave River Project Management Team” means the project leadership team ~~consisting of the Deputy CAO, the Director of Engineering, the Director of Planning, the Municipal Engineer and the Project Coordinator,~~ as appointed by the CAO, or any other employees of the Municipality as appointed from time to time, by the CAO.
- 1.11. “Municipality” means the Municipality of the District of Lunenburg or any employee or agent hired by the Municipality.
- 1.12. “Project ~~Coordinator~~ Manager” means the person hired by the Municipality to provide project coordination services for the Straight Pipe Replacement Program pursuant to the *By-law Respecting the LaHave River Wastewater Management District* and applicable regulations.
- 1.13. “Public Sewer” means a sewer system that is located on public property and that is owned and maintained by a municipality.
- 1.14. “On-Site Sewage Disposal System” means a system for the treatment and disposal of sewage from a building not directly connected to a Public Sewer or other central sewage collection and treatment system.
- 1.15. “Owner” means the following:
- 1.15.1. An owner, part owner, joint owner, tenants in common or joint tenant of the whole or any part or parcel of land or building;
 - 1.15.2. In the case of absence or incapacity of a person or persons having ownership of the parcel of land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land or building; or,
 - 1.15.3. In the absence of proof of the contrary, the person assessed for the taxes on the parcel of land or building.
- 1.16. “Real Property” means an assessed property located within the Wastewater Management District upon which an On-Site Sewage Disposal System is installed under this program.
- 1.17. “Recovery Charge” means the charge levied to the Owner to recover the costs of the Work.
- 1.18. “Straight Pipe” means the transport of raw, untreated or partially settled sewage directly to a watercourse or drainage system that leads to a watercourse in place of a sewage disposal system.
- 1.19. “Straight Pipe Replacement Program” means the Work undertaken to replace all Straight Pipes with the Wastewater Management District with On-Site Sewage Disposal Systems pursuant to the *By-Law Respecting the LaHave River Wastewater Management District*.

- 1.20. “Wastewater Management District (WWMD)” means an area established by the Municipality within which it has the power to manage all wastewater disposal systems both public and private (i.e. individual, on-site sewage disposal systems.).
- 1.21. “Work” means any activity related to, but not limited to, the required Inspections, assessments, surveys, design, installations, construction, property restoration, operation and maintenance for and of On-Site Sewage Disposal Systems to replace Straight Pipes within the Wastewater Management District.

2. Charges Imposed

- 2.1. Where the Municipality installs an On-Site Sewage Disposal System for an Owner of Real Property within the WWMD, a one-time Recovery Charge and an Annual Maintenance Charge is hereby levied as a first lien on the Real Property that received the On-Site Sewage Disposal System under the By-law Respecting the *LaHave River Wastewater Management District*.

3. Amount of Recovery Charge

- 3.1. The amount of Recovery Charge levied shall be determined in accordance with the provisions of this Policy and may be calculated based on any and all costs related to the Straight Pipe Replacement Program pursuant to the *By-law Respecting the LaHave River Wastewater Management District*.
 - 3.1.1. Direct program costs include, but are not limited to:
 1. Costs related to Inspections, surveys, design, assessments, installations, construction and property restoration; and
 2. Any taxes, levies, fees, and any other costs incurred during the Work, or during the application, recording and administering of agreements, liens or charges.
 - 3.1.2. Program administration costs include, but are not limited to:
 1. Costs related to the Education and Awareness Program; and,
 2. Project coordination and oversight costs.
- 3.2. The Recovery Charge shall be determined by summing the total direct program costs and program administration costs as per Section 3.1, less any eligible federal and provincial funding.
- 3.3. The Recovery Charge shall become effective on the date on the Certificate of Installation.
- 3.4. For non-residential properties that require an On-Site Sewage Disposal System that exceeds the capacity requirements of a single family, four-bedroom house, the Owner shall be responsible for additional cost of the larger capacity system. The additional cost to be recovered from the Owner shall be determined by the LaHave River Project Management Team.

3.5. Notwithstanding the above, the maximum contribution of federal and provincial funding allocated toward reducing the Recovery Charge for a commercial property shall not exceed \$19,667 plus a 2.5% escalation for each year after 2018 and applicable taxes.

4. Payment of Charges and Interest

4.1. The Recovery Charge imposed pursuant to this Policy, at the option of the Owner, be paid in equal monthly installments over a period of not more than seven (7) years, together with the administrative charge rate of four percent (4%) per year.

4.2. Payment of the Recovery Charge shall occur as follows:

4.2.1. The Owner(s) will make equal monthly payments to repay the outstanding Recovery Charge, including administrative charges payable on the unpaid Recovery Charge, calculated monthly, not in advance. These payments must be made through a pre-authorized payment plan set up through the Municipality. The payment schedule will be made available through the Municipality.

4.3. Administrative charges will begin accruing on the date on the Certificate of Installation.

4.4. In the event of a default of any payment of any installment, the outstanding balance of the Recovery Charge is immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default. The Recovery Charge imposed pursuant to the *By-law Respecting the LaHave River Wastewater Management District* constitutes a first lien on the property and has the same effect as rates and taxes under the Assessment Act.

5. Amount of Annual Maintenance Charge

5.1. The amount of the Annual Maintenance Charge levied pursuant to Section 2 shall be as set by resolution of Council, and determined by the maintenance requirements of the On-Site Sewage Disposal System installed:

5.1.1. The Annual Maintenance Charge for traditional tank and field systems shall be determined by the contract costs for agents hired by the Municipality to perform required maintenance as specified by the designer, plus ten percent (10%) for a reserve fund for unexpected repairs.

5.1.2. The Annual Maintenance Charge for all other On-Site Sewage Disposal Systems shall be determined by the contract costs for agents hired by the Municipality to perform required maintenance as specified by the

designer, plus the costs of equipment and parts as required, plus ten percent (10%) for a reserve fund for unexpected repairs.

5.2. The Annual Maintenance Charge shall be added to the final tax bill and shall become effective in the tax year following the issuance of the Certificate of Installation.

5.3. The Annual Maintenance Charge shall terminate seven (7) years from the date on the Certificate of Installation, where the full responsibility of the On-Site Sewage Disposal System is transferred to the Owner.

6. Inspection Charges

6.1. Where an Owner cannot provide proof of a sewer system as per Section 3 of Policy *MDL 73 - LaHave River Straight Pipe Replacement Program*, a charge will be applied to recover the expense of completing an inspection.

6.2. If the inspection results in a determination that there is a straight pipe, the inspection cost will be added to the total cost to replace the straight pipe with an appropriate system and included in the Recovery Charge.

6.3. If the inspection results in a determination that there is a not a straight pipe, the inspection cost, including any site restoration costs required, shall be charged to the Owner. A bill will be issued for these charges upon the property owner, due 30 days from the date of issue. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default. If unpaid, this charge will constitute a first lien on the property and has the same effect as rates and taxes under the Assessment Act.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members
of Intent to Consider: August 22, 2017

Date of Adoption September 12, 2017

I certify that this "*LaHave River Wastewater Management District Cost Recovery Policy*"
was adopted by Council as indicated above.

Municipal Clerk

Date

Municipality of the District of Lunenburg POLICY

Title: LaHave River Straight Pipe Replacement Program	
Policy No. MDL- 73	
Effective Date: August 22, 2017	Amended Date:

Definitions

- 1.1. “Agreement” means the written, signed Straight Pipe Replacement Agreement between the Owner and the Municipality for the Straight Pipe replacement with an On-Site Sewage Disposal System.
- 1.2. “Annual Maintenance Charge” means the amount levied to the Owner to recover the costs of management and maintenance of an On-Site Sewage Disposal System installed pursuant to this By-Law.
- 1.3. “Authorized Municipal Personnel” means the Designer, Installer, member of the LaHave Project Management Team, a municipal wastewater operator, or agent hired by the Municipality to provide services pursuant to this By-Law.
- 1.4. “Certificate of Installation” means the documentation required as per the *On-Site Sewage Disposal Systems Regulations* verifying an On-Site Sewage Disposal System has been installed.
- 1.5. “Designer” means the Professional Engineering firm(s) or qualified person(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the municipality to evaluate properties and select or design an approved system.
- 1.6. “Director of Engineering” means the Director of Engineering of the Municipality or designate.
- 1.7. “Council” means the Council of the Municipality of the District of Lunenburg.
- 1.8. “Inspection” means the tasks required for Authorized Municipal Personnel to determine if a Straight Pipe exists from the building(s) upon the property.
- 1.9. “Installer” means the Qualified Person(s) as defined by the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and selected by the municipality to complete the installation of approved systems.

- 1.10. “LaHave River Project Management Team” means the project leadership team ~~consisting of the Deputy CAO, the Director of Engineering, the Director of Planning, the Municipal Engineer and the Project Coordinator~~, as appointed by the CAO, or any other employees of the Municipality as appointed from time to time, by the CAO.
- 1.11. “Municipality” means the Municipality of the District of Lunenburg or any employee or agent hired by the Municipality.
- 1.12. “Project ~~Coordinator~~ Manager” means the person hired by the Municipality to provide project coordination services for the Straight Pipe Replacement Program pursuant to this bylaw and applicable regulations.
- 1.13. “Public Sewer” means a sewer system that is located on public property and that is owned and maintained by the municipality.
- 1.14. “On-Site Sewage Disposal System” means a system for the treatment and disposal of sewage from a building not directly connected to a Public Sewer or other approved central sewage collection and treatment system.
- 1.15. “Owner” means the following:
 - 1.15.1. An owner, part owner, joint owner, tenants in common or joint tenant of the whole or any part or parcel of land or building;
 - 1.15.2. In the case of absence or incapacity of a person or persons having ownership of the parcel of land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of land or building; or,
 - 1.15.3. In the absence of proof of the contrary, the person assessed for the taxes on the parcel of land or building.
- 1.16. “Recovery Charge” means the charge levied to the Owner to recover the costs of the Work.
- 1.17. “Straight Pipe” means the transport of raw, untreated or partially settled sewage directly to a watercourse or drainage system that leads to a watercourse in place of a sewage disposal system.
- 1.18. “Straight Pipe Replacement Program” means the Work undertaken to replace all Straight Pipes with the Wastewater Management District with On-Site Sewage Disposal Systems pursuant to this By-Law.
- 1.19. “Wastewater Management District (WWMD)” means an area established by a municipality within which it has the power to manage all wastewater disposal systems both public and private (i.e. individual, on-site sewage disposal systems.).

- 1.20. "Work" means any activity related to, but not limited to, the required Inspections, assessments, surveys, design, installations, construction, property restoration, operation and maintenance for and of On-Site Sewage Disposal Systems to replace Straight Pipes within the Wastewater Management District.

Process for Identification & Enforcement of Properties Using Straight Pipes

2. Self-Identification

- 2.1. Owners may self-identify properties that use a Straight Pipe by applying for the Straight Pipe Replacement Program.

3. Proof of Sewer System

- 3.1. For properties within the WWMD, if the Municipality or Nova Scotia Environment holds no proof of an On-Site Sewage Disposal System, connection to a Public Sewer, a combination of the foregoing, or connection to a private wastewater facility, or other system that is not a Straight Pipe, a package shall be sent to the Owner(s) of the property, which shall request proof of the above or that the Owner(s) apply for the Straight Pipe Replacement Program.
- 3.2. The LaHave River Project Management Team has the sole discretion to determine if the paperwork submitted by the Owner is acceptable as proof of a system that is not a Straight Pipe.

4. Inspections

- 4.1. Where no proof of an On-Site Sewage Disposal Systems has been provided to the Municipality, Authorized Municipal Personnel shall inspect the buildings upon the property and infrastructure upon the property to determine if a Straight Pipe exists.

5. Enforcement

- 5.1. Where the Owner of the property with a Straight Pipe does not apply for the Straight Pipe Replacement Program, Nova Scotia Environment shall be informed.
- 5.2. As per the Memorandum of Understanding dated July 17, 2016 between the Municipality of the District of Lunenburg and Her Majesty the Queen In Right of Nova Scotia as represented by the Minister of the Environment, the Nova Scotia Environment remains solely responsible for acting upon information identifying properties with a Straight Pipe and complying with Environment Act and its associated regulations with respect to the information.

Process for Design and Installation

6. Where a Straight Pipe exists on a property within the WWMD:

- 6.1. The Designer shall contact the Owner for the following:
- 6.1.1. Arrange a site visit;
 - 6.1.2. Interview the Owner;
 - 6.1.3. Arrange for the required testing on site; and,
 - 6.1.4. Prepare a detailed Site Assessment Report to determine the optimum treatment system, location and layout of a new On-Site Sewage Disposal System in compliance with the *On-Site Sewage Disposal Systems Regulations* of Nova Scotia and applicable By-Laws of the Municipality.
- 6.2 The Installer shall supply and install on the Owner's property an On-Site Sewage Disposal System as per the Designer's specifications and instruction.
- 6.3 The Installer shall complete the site recovery to meet the landscaping standard adopted by the LaHave River Project Management Team. Any landscaping work beyond the specifications outlined in the landscaping standard is the sole responsibility of the property owner.
- ~~6.3~~ 6.4 Upon the satisfactory installation of the On-Site Sewage Disposal System, the Designer shall provide a copy of the Certificate of Installation to the Project ~~Coordinator~~ Manager.
- ~~6.4~~ 6.5 The ~~Director of Engineering~~ Project Manager shall file the Certificate of Installation with the Municipality, ~~where the~~ and a one-time Recovery Charge ~~is administered to the Owner~~ shall be applied as per the *LaHave River Wastewater Management District Cost Recovery Policy*.
- ~~6.5~~ 6.6 While the Municipality has full responsibility for the On-site Sewage Disposal System as stated in the *LaHave River Wastewater Management District By-Law*, contractors shall be hired by the Municipality to maintain the On-Site Sewage Disposal System installed under the Straight Pipe Replacement Program that require routine preventative maintenance according to the requirements of the manufacturer of the On-Site Sewage Disposal System and/or as recommended by the Designer.
- ~~6.6~~ 6.7 An Annual Charge to cover the Annual Maintenance Costs shall be administered to the Owner as per the *LaHave River Wastewater Management District Cost Recovery Policy*.
- ~~6.7~~ 6.8 When the Municipality transfers full responsibility of the On-Site Sewage Disposal System to the Owner, the Annual Charge shall be discontinued and a letter shall be sent to the Owner by registered mail stating that full responsibility of the On-Site Sewage Disposal System residing on the Owner's property has been transferred to the Owner, and any and all maintenance and replacement costs thereof are the responsibility of the Owner.
- ~~6.8~~ 6.9 As required by the Nova Scotia Environment, for more complex On-Site Sewage Disposal Systems that require routine preventative maintenance as per the

manufacturer's instructions and/or the Designer's direction when the Owner takes full responsibility of the On-Site Sewage Disposal System, the Owner shall provide proof of contract to the Municipality and the Nova Scotia Environment with a certified installer for the routine maintenance of the On-Site Sewage Disposal System.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to Consider:	July 25, 2017
Date of Adoption of Policy:	August 22, 2017
I certify that this " <i>LaHave River Straight Pipe Replacement Program</i> " Policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

Tina Robichaud-Bond

From: NSFM Info <Info@nsfm.ca>
Sent: January 14, 2019 12:54 PM
To: Tracy Verbeke
Subject: NSFM SPRING WORKSHOP AND FALL CONFERENCE SESSION TOPICS REQUEST--
Action Required: Response by February 7th

TO: Mayors, Wardens, Councillors and CAO's, All Units

FR: Judy Webber, NSFM Event Planner

RE: NSFM SPRING WORKSHOP AND FALL CONFERENCE SESSION TOPICS REQUEST – RESPONSE BY FEB 7TH

The NSFM Spring Workshop will take place on May 8th to 10th in Truro and the Fall Conference at the Halifax Westin in early November. Both planning committees will be meeting in February to begin setting the agendas.

The Committees would appreciate input from the membership in terms of topics you would like to see at the upcoming events. These are your events and we want you to get the most out of them.

Please provide up to three topics you would like to see offered.

The Committees will review all topics received at their initial meetings. Even though we may only be able to accommodate a few suggestions, we sincerely appreciate all of your input..

Please provide your topics via e-mail directly to NSFM Event Planner, Judy Webber – jwebber@nsfm.ca by FEBRUARY 7TH, 2019.

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NOVA SCOTIA FEDERATION OF MUNICIPALITIES

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NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.

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

TO: Chief Administrative Officer
FROM: Councillor Martin Bell
DATE: January 07th 2019

1. Agenda Item
Disposal of Surplus Schools

2. On what agenda do you want the item placed?
Council - January 22nd 2019

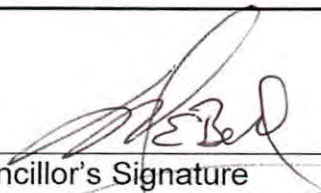
3. Do you have written material to circulate with the agenda? Yes No

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

attachment included

4. What is its relevance to Council or the committee?
To address the issue of surplus school properties. It should be noted that I first suggested this back in January of 2014. In the past five years we are now seeing the current & future expenses to MODL.

5. What outcome(s) are you seeking?
Recommended motion: "that MODL Council turn over the ownership of all the existing public schools and surplus public schools to the Province of Nova Scotia for the sum of one dollar".


Councillor's Signature
Date: January 07th 2019

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee
Date

Request for discussion / Motion suggested for Council's consideration

To: Mayor & MODL Council

Fr: Councillor Martin Bell, District #2

Jan. 7th 2019

In the past couple of years we (MODL) have been given school facilities and lands being used by the province to educate our youth of the area. **The 1982 agreement needs to be revised to reflect the present day.** There is no need for MODL to continue to own the buildings or land. MODL should seek the same arrangement as other municipal units in which the Province of Nova Scotia takes title to the lands and buildings. There currently is a double standard. Currently there are properties like the Pentz and Petite Riviere schools that could enter another school review process and I believe a different decision may result if the current schools were to be maintained by the province instead of them being able to just hand off the schools to MODL for clean up or disposal. In addition, the liabilities developed by lack of maintenance by the former Board and current Education Committee would remain with the province as opposed to be transferred to the **Municipal** Tax Payer.

I reference the former Blockhouse school, the former Centre Consolidated school and the former Riverport Elementary School. All of which cost the **Municipal** Tax Payer dearly.

Schools are more than just a place where children go to school. They are the heart and soul of our communities. Schools attract and retain a population base and contribute to the economic viability and growth of communities.

