

Municipal Council Meeting Agenda
Tuesday, February 8, 2022 – 9:00 a.m.
Via Video/Audio Teleconferencing

- 1. Call to Order**
 - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Approval of Agenda (as circulated)**
- 4. Approval of Minutes – January 25, 2022**
- 5. Business Arising from Minutes**
- 6. Awarding of Tenders/RFPs - Nil**
- 7. Presentations/Scheduled Times**
 - 7.1 Provincial Planning, Gordon Smith, Director of Planning, Province of NS ... 9:15 a.m. 1-12
- 8. Consideration of Correspondence – Nil**
- 9. Recommendations from Committees & Boards**
 - 9.1 Finance Committee 13-14**
 - 9.1.1 Region 6 2022/2023 Budget 15-32
 - 9.1.2 MODL Policy 058 User Fees – 3 Year Review..... 33-37
 - 9.1.3 2022-23 Proposed Area Rates: Streetlights, Hydrants, Sewers..... 38-40
 - 9.1.4 Sponsorship Ad Grant: HB Studios Sports Centre..... 41-47
 - 9.1.5 Emergency Assistance Funding – Round 4
 - 9.1.6 Application to NS Utility and Review Board re Intervenor Status
 - 9.2 REMO Advisory Committee 48**
 - 9.2.1 2022-2023 REMO Budget 49-50
- 10. Staff Reports**
 - 10.1 Administration Department**
 - 10.1.1 Approval of Amendments to MODL Policy 035 Streetlights 51-55
 - 10.1.2 Designation of Osprey Village, Streetlights
 - 10.2 Finance Department**
 - 10.2.1 2022-2023 Property Tax Assessment 56-57
- 11. Mayor's/Deputy Mayor's/Councillors' Matters**
 - 11.1 South Shore Public Libraries Update – Councillor Greek

- 11.2 MJSB Update
- 11.3 Deputy Mayor's Update
- 11.4 Mayor's Update
- 12. Added Items**
- 13. In Camera - Nil**
- 14. Adjournment**



A Review of the

Statement of Provincial Interest regarding Flooding

Presentation to District of Lunenburg Council

February 8, 2022

Planning - Requirements

With legislative changes enacted in 2019, the Municipal Government Act requires all municipalities to have Municipal Planning Strategies (MPS) and Land Use Bylaw (LUB) covering their entire area.

The Municipal Government Act also requires that planning documents be reasonably consistent with the Statements of Provincial Interest (SPIs).

Why Statements of Provincial Interest?

Nova Scotia's land and water resources are fundamental to our physical, social and economic well-being.

Therefore, it is important that decisions about Nova Scotia's land and water be made carefully.

The SPIs are intended to serve as guiding principles to help Provincial Government departments, municipalities and individuals in making decisions regarding land use.

They are supportive of the principles of sustainable development.

What are the Statements of Provincial Interest?

- Agricultural land protection
- Drinking water protection
- Identification of flood risk
- Efficient use of infrastructure
- Provision of range of housing



How are the Statements Implemented?

- Municipalities submit their Planning Strategies to Municipal Affairs and Housing
- The Provincial Director of Planning reviews and if the documents are reasonably consistent, sends back a letter saying all is good
- If they are unsure that the documents are reasonably consistent, they send them to the Minister for review
- The Minister can accept, accept with amendments, or reject the documents.

SPI regarding Flood Mapping

GOAL of the SPI: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.

Flooding-related disaster relief funding provided from 1999 to 2014 by the province alone = \$104.2 million

2016 Thanksgiving Day Flood = \$32 million

Overall costs for these floods including federal disaster relief funding and private insurance claims = approx. \$500 million

Contents of SPI on Flooding

While SPI does not denote any specific flood risk areas in the District of Lunenburg, it does say:

- Where local knowledge or information concerning floodplains is available, planning documents should reflect this information and this statement.
- Planning documents must identify any locally known floodplain.
- For known floodplains, planning documents should be, at a minimum, reasonably consistent with the provisions applicable to the Floodway Fringe.

Contents of SPI on Flooding

The SPI goes on to say, within the Floodway Fringe,

- development, provided it is floodproofed, may be permitted, except for:
 - residential institutions such as hospitals, senior citizen homes, homes for special care and similar facilities where flooding could pose a significant threat to the safety of residents if evacuation became necessary, and
 - any use associated with the warehousing or the production of hazardous materials
- the placement of off-site fill must be limited to that required for floodproofing or flood risk management.

SPI Definitions

Floodway

The inner portion of a flood risk area where the risk of flooding is greatest, on average once in twenty years (a 5% chance that the area will flood in a given year), and where flood depths and velocities are greatest.

Floodway Fringe

The outer portion of a flood risk area, between the floodway and the outer boundary of the flood risk area, where the risk of flooding is lower, on average once in one hundred years (a 1% chance that the area will flood in a given year), and floodwaters are shallower and slower flowing.

Floodproofed

A measure or combination of structural and non-structural measures incorporated into the design of a structure which reduces or eliminates the risk of flood damage, usually to a defined elevation.

SPI Contents

Development may be permitted provided a hydrotechnical study shows that the proposed development will not contribute to upstream or downstream flooding or result in a change to floodwater flow patterns.

DMAH Review

In its review, NS Municipal Affairs and Housing is looking for reasonable consistency with the Statements and given the recent increases in flood risk and flood damage that we have seen, the dept. is considering a pretty strict adherence the requirements of the Statement of Provincial Interest regarding Flooding as meeting this test.

We recognize that there is existing development in flood prone areas that cannot be moved, but we are looking for planning approaches that limit new development in these areas and support the protection of the development that is already there.

Questions? / Discussion



“What if we don’t change at all ...
and something magical just happens?”

Thank you!

Gordon Smith

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Municipality of the District of Lunenburg

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February 1, 2022

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

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, February 1, 2022, made the following recommendations to Council:

1. that Municipal Council approve the Region 6 2022/2023 Budget with the Municipality of the District of Lunenburg's share of the budget being \$35,779.08
2. that Municipal Council approve amendments to MODL Policy 058 Fees by deleting the MARC residence fees, fax, and photocopying fees shown in tables 2 and 3 with an effective date of April 1, 2022 and hereby gives seven (7) days' notice of its intention to approve the proposed amendments at the February 8, 2022 Council Meeting.
3. that Municipal Council approve:
 - The 2022/23 Fire Hydrant Rate at \$0.1459 per \$100 of Assessment
 - The 2022/23 Street Light Rates as presented
 - The 2022/23 Sewer Rates at \$0.43/\$100 assessment Global Rate and \$0.25/\$100 assessment Hebbville Rate
4. that Municipal Council approve the Sponsorship Ad request of the HB Studios Sports Centre for \$250 + HST, as a bronze level sponsor.
5. that Municipal Council organize a fourth round of Emergency Assistance Funding with previous organizations having the opportunity to receive same.

6. that Municipal Council investigate applying to the Nova Scotia Utility and Review Board for intervener status regarding Nova Scotia Power's proposed rate hike and changes to the net metering program.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh
Attachments

Council

Item: #9.1.1

Date: February 8, 2022

Authorization: T. MacEwan

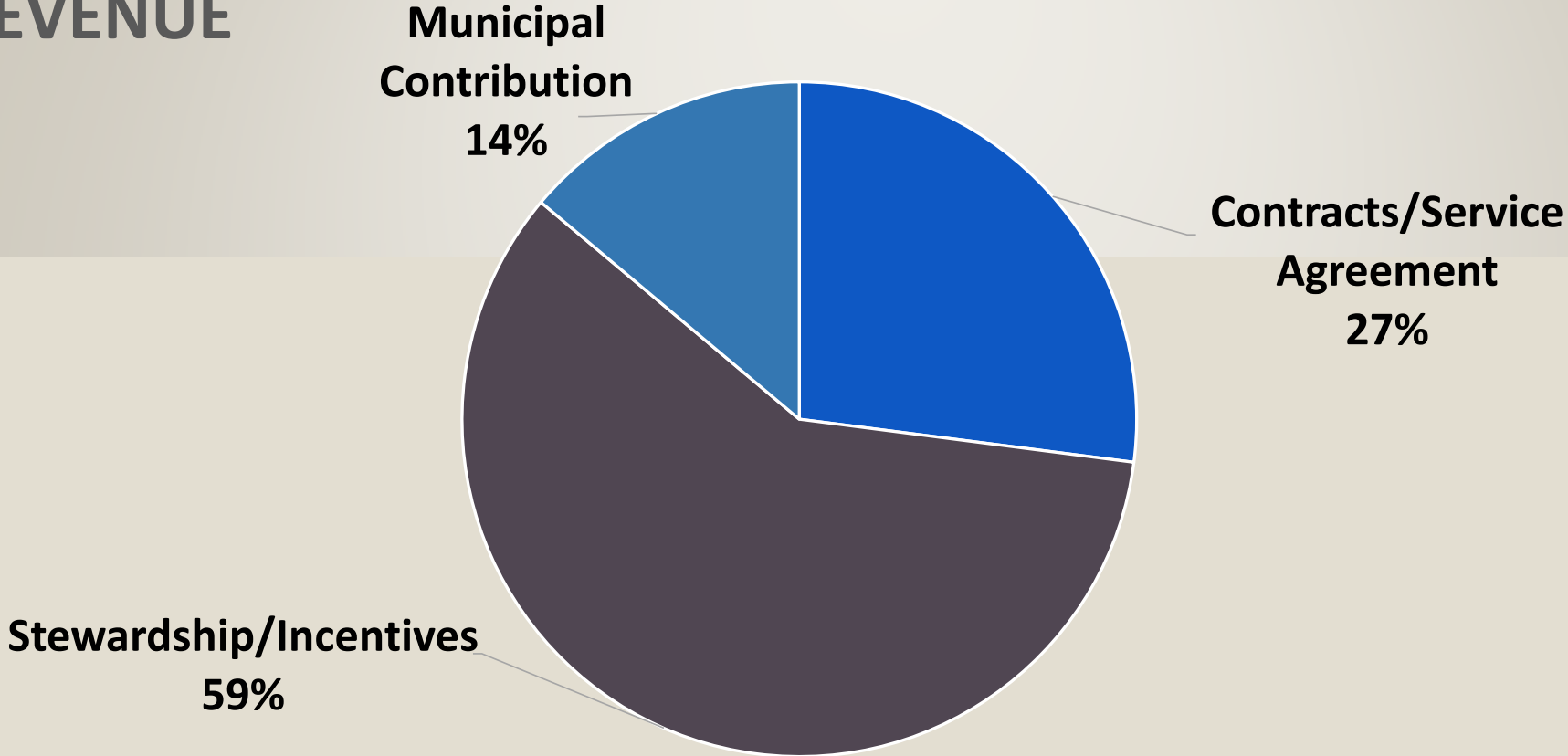


BUDGET 2022-23

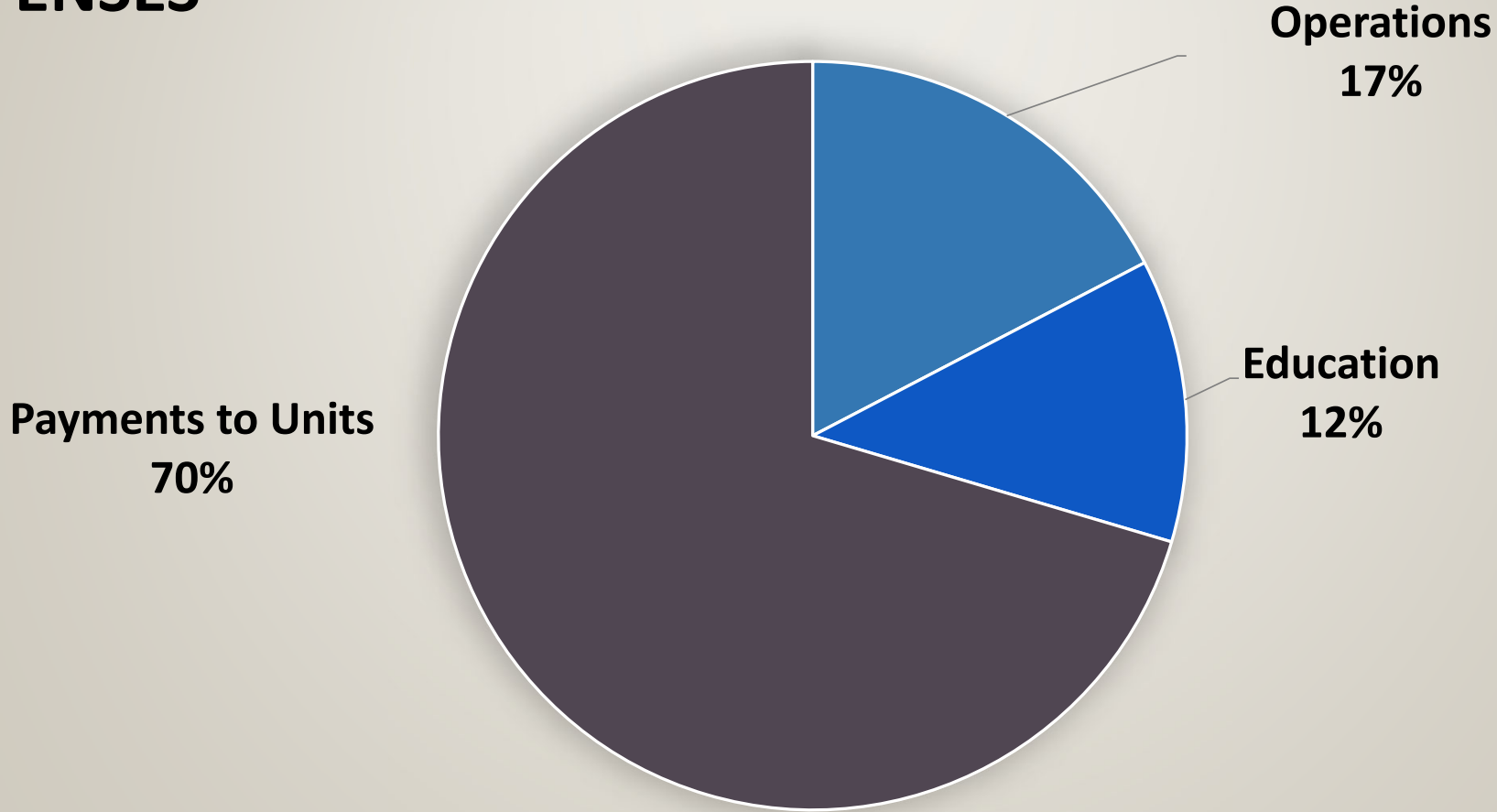
CHRISTINE MCCLARE

REGIONAL COORDINATOR

REVENUE



EXPENSES



BUDGET 2022-23

REVENUE SUMMARY	2021-22 Projection	2021-22 Budget	2022-23 Estimates	% of Revenue
Contracts/Service Agreement	\$213,553	\$213,103	\$213,103	27%
Stewardship/Incentives	\$618,047	\$607,500	\$465,500	59%
Municipal Contribution	\$93,227	\$93,227	\$109,422	14%
EXPENSE SUMMARY	2021-22 Projection	2021-22 Budget	2022-23 Estimates	% of Expenses
Operations	\$105,675	\$124,901	\$136,723	17%
Education	\$84,566	\$92,004	\$96,377	12%
Payments to units	\$696,925	\$696,925	\$554,925	70%



REVENUE	2021-22 Projection	2021-22 Budget	2022-23 Estimates
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	450	0	0
Sub-total	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	76,664	87,000	75,000
Diversion ¹	460,000	440,000	310,000
Municipal Approved Programs	80,500	80,500	80,500
Interest	883	0	0
Sub-total	\$ 618,047	\$ 607,500	\$ 465,500
Municipal Contribution			
Municipal Billing ²	93,227	93,227	109,422
Sub-total	\$93,227	\$93,227	\$109,422
TOTAL	\$ 924,827	\$ 913,830	\$ 788,025

REVENUE	2021-22 Projection	2021-22 Budget	2022-23 Estimates
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	450	0	0
Sub-total	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	76,664	87,000	75,000
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Municipal Contribution			
Municipal Billing ²	93,227	93,227	109,422
Sub-total	\$93,227	\$93,227	\$109,422
TOTAL	\$ 924,827	\$ 913,830	\$ 788,025

EXPENSES	2021-22 Projection	2021-22 Budget	2022-23 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	65,282	75,327	89,933
Administration (host)	9,390	9,390	9,390
Travel	1,000	5,500	4,500
Training and conference	521	2,040	2,000
Office Rental	10,734	9,978	10,000
Office supplies/computer	5,456	8,900	7,400
Advertising	0	500	0
Insurance	3,426	3,400	3,500
Legal & Auditor	9,866	9,866	10,000
Sub-total	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION			
Education salaries and benefits	62,301	62,804	69,377
Education travel	9,054	10,500	10,500
Program materials ⁴	1,211	4,200	4,000
Advertising	0	2,500	1,500
R6 Recycles	12,000	12,000	11,000
Inter-Municipal program expenses ³	16,794	30,000	7,431
Sub-total	\$ 101,360	\$ 122,004	\$ 103,808

EXPENSES	2021-22 Projection	2021-22 Budget	2022-23 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	65,282	75,327	89,933
Administration (host)	9,390	9,390	9,390
Travel	1,000	5,500	4,500
Training and conference	521	2,040	2,000
Office Rental	10,734	9,978	10,000
Office supplies/computer	5,456	8,900	7,400
Advertising	0	500	0
Insurance	3,426	3,400	3,500
Legal & Auditor	9,866	9,866	10,000
Sub-total	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION			
Education salaries and benefits	62,301	62,804	69,377
Education travel	9,054	10,500	10,500
Program materials ⁴	1,211	4,200	4,000
Advertising	0	2,500	1,500
R6 Recycles	12,000	12,000	11,000
Inter-Municipal program expenses ³	16,794	30,000	7,431
Sub-total	\$ 101,360	\$ 122,004	\$ 103,808

Expenses Continued

EXPENSES	2021-22 Projection	2021-22 Budget	2022-23 Estimates
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	87,000	87,000	75,000
Diversion ¹	440,000	440,000	310,000
Municipal Approved Program	80,500	80,500	80,500
Sub-total	\$ 696,925	\$ 696,925	\$ 554,925
TOTAL	\$ 903,960	\$ 943,830	\$ 795,456
Revenue/Expenditure	\$ 20,867	-\$ 30,000	-\$ 7,431

Municipal Billing 2022-23 Estimate				
Municipal area serviced:	Pop'n	% of Region		2022-23
Shelburne Shared Services	6,562	7.25%	\$	9,443.04
Town of Bridgewater	8,532	9.43%	\$	12,277.97
Town of Mahone Bay	1,036	1.15%	\$	1,490.85
Municipality of Lunenburg	24,863	27.49%	\$	35,779.08
Municipality of Barrington	6,646	7.35%	\$	9,563.92
Town of Clark's Harbour	758	0.84%	\$	1,090.80
Municipality of Chester	10,432	11.53%	\$	15,012.16
Town of Lunenburg	2,263	2.50%	\$	3,256.57
Region of Queens Municipality	10,351	11.44%	\$	14,895.60
West Hants Regional Municipality	19,016	21.02%	\$	27,364.96
Total	90,459	100.00%	\$	130,174.95



THANK YOU!

Christine McClare

Regional Coordinator

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902-790-6834

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Proposed Motion

- That the Finance Committee recommends to Council that Municipal Council approve the Region 6 2022/2023 Budget with the Municipality of the District of Lunenburg's share of the budget being \$35,779.08



Region 6 Solid Waste Management

INCOME	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,732	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	26,793	89,425	89,425	89,425
Services	450	450	0	0
Sub-total	\$ 74,618	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	76,664	76,664	87,000	75,000
Diversion ¹	322,400	460,000	440,000	310,000
Municipal Approved Programs	61,600	80,500	80,500	80,500
Interest	883	883		
Sub-total	\$ 461,547	\$ 618,047	\$ 607,500	\$ 465,500
Municipal Contribution				
Municipal Billing ²	36,146	93,227	93,227	109,422
Sub-total	\$36,146	\$93,227	\$93,227	\$109,422
TOTAL	\$ 572,310	\$ 924,827	\$ 913,830	\$ 788,025

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2021-22 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program ³	5,775	16,794	30,000	7,431

EXPENSES	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	26,422	52,845	65,000	77,077
Coordinator Benefits	6,219	12,437	10,327	12,856
Travel (Coordinator)	50	1,000	5,500	4,500
Training and conference	261	521	2,040	2,000
Office Rental & Cleaning ⁴	5,367	10,734	9,978	10,000
Cell phones	498	995	1,100	1,100
Internet/Phone/Fax	686	1,372	1,300	1,300
Office supplies and services	1,036	2,073	3,500	3,500
Advertising	-	-	500	-
Computer/materials	508	1,015	3,000	1,500
Insurance	2,436	3,426	3,400	3,500
Administration	-	9,390	9,390	9,390
Legal & Auditor ⁵	9,173	9,866	9,866	10,000
Sub-total	\$ 52,655	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION				
Education salary	25,719	51,437	53,330	59,459
Educator Benefits	5,432	10,864	9,474	9,918
Travel (education)	4,527	9,054	10,500	10,500
Advertising	-	-	2,500	1,500
R6RECYCLES	9,727	12,000	12,000	11,000
Program materials ⁶	606	1,211	4,200	4,000
Sub-total	\$ 46,010	\$ 84,566	\$ 92,004	\$ 96,377
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	76,664	87,000	87,000	75,000
Diversion ¹	-	440,000	440,000	310,000
Municipal Approved Programs	-	80,500	80,500	80,500



Region 6 Solid Waste Management

	Sub-total	\$	76,664	\$	696,925	\$	696,925	\$	554,925
TOTAL		\$	175,329	\$	887,166	\$	913,830	\$	788,025
Revenue/Expenditure		\$	396,981	\$	37,661	-\$	0	\$	-

Notes to BUDGET:

1. Diversion Credits - \$4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to receive 7.25% of this based on waste diverted from landfill.
2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$ estimate will be increased by the \$20,753 2020-21 deficit.

Actual to be billed to municipal members will be **\$130,174.95**
3. Inter-Municipal Program (transfer) – June 15,2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was \$30,000 or any part thereof. Although the program was approved in F2021, there were still funds available, and were carried forward an additional year. The remaining funds will return to reserves without a motion to extend the deadline.
4. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.
5. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.
6. Program materials - it is no longer a requirement to track individual event costs. All event line items (Environment Week, Waste Reduction Week, etc) are now collapsed into one line 'Program Materials'.

<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2022-23</i>
Shelburne Shared Services	6,562	6,562	7.25%	\$ 9,443.04
Town of Bridgewater	8,532	8,532	9.43%	\$ 12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	\$ 1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	\$ 35,779.08
Municipality of Barrington	6,646	6,646	7.35%	\$ 9,563.92
Town of Clark's Harbour	758	758	0.84%	\$ 1,090.80
Municipality of Chester	10,432	10,432	11.53%	\$ 15,012.16
Town of Lunenburg	2,263	2,263	2.50%	\$ 3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	\$ 14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	\$ 27,364.96
Total	90,459	90,459	100.00%	\$ 130,174.95



REVENUE	2021-22 Projection	2021-22 Budget	2022-23 Estimates
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	450	0	0
Sub-total	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	76,664	87,000	75,000
Diversion ¹	460,000	440,000	310,000
Municipal Approved Programs	80,500	80,500	80,500
Interest	883	0	0
Sub-total	\$ 618,047	\$ 607,500	\$ 465,500
Municipal Contribution			
Municipal Billing ²	93,227	93,227	109,422
Sub-total	\$93,227	\$93,227	\$109,422
TOTAL	\$ 924,827	\$ 913,830	\$ 788,025

EXPENSES	2021-22 Projection	2021-22 Budget	2022-23 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	65,282	75,327	89,933
Administration (host)	9,390	9,390	9,390
Travel	1,000	5,500	4,500
Training and conference	521	2,040	2,000
Office Rental	10,734	9,978	10,000
Office supplies/computer	5,456	8,900	7,400
Advertising	0	500	0
Insurance	3,426	3,400	3,500
Legal & Auditor	9,866	9,866	10,000
Sub-total	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION			
Education salaries and benefits	62,301	62,804	69,377
Education travel	9,054	10,500	10,500
Program materials ⁴	1,211	4,200	4,000
Advertising	0	2,500	1,500
R6 Recycles	12,000	12,000	11,000
Inter-Municipal program expenses ³	16,794	30,000	7,431
Sub-total	\$ 101,360	\$ 122,004	\$ 103,808

PAYMENTS TO UNITS

Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	87,000	87,000	75,000
Diversion ¹	440,000	440,000	310,000
Municipal Approved Program	80,500	80,500	80,500
Sub-total	\$ 696,925	\$ 696,925	\$ 554,925
TOTAL	\$ 903,960	\$ 943,830	\$ 795,456

(attached copy of Budget Report 2022-23)

Cost to member units = \$1.44 cents per capita (table 1 next page)

Return to member units = \$7.50 per capita (table 2 next page)

REVENUE

- Diversion Credits - \$4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to receive 7.25% of this based on waste diverted from landfill.
- Municipal Billing (Table 1 below) - this line pays for the operations that are not covered through grant and contracted services. \$ estimate will be increased by the \$20,753 2020-21 deficit. Actual to be billed to municipal members will be \$130,174.95

EXPENSES

- Inter-Municipal Program (transfer from Reserve) – June 15, 2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was \$30,000 or any part thereof. The Inter-Municipal Committee extended the deadline of the remaining \$7,431 until March 31, 2023.
- Salaries and benefits – these are higher as the new pay scales come into full effect.
- Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.

Prepared for: Technical team members

Prepared by: Christine H. McClare

Table 1 – Municipal Contribution (Pending Budget approval)

TABLE 1: Municipal billing 2022-23				
<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2022-23</i>
Shelburne Shared Services	6,562	6,562	7.25%	\$ 9,443.04
Town of Bridgewater	8,532	8,532	9.43%	\$ 12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	\$ 1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	\$ 35,779.08
Municipality of Barrington	6,646	6,646	7.35%	\$ 9,563.92
Town of Clark's Harbour	758	758	0.84%	\$ 1,090.80
Municipality of Chester	10,432	10,432	11.53%	\$ 15,012.16
Town of Lunenburg	2,263	2,263	2.50%	\$ 3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	\$ 14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	\$ 27,364.96
Total	90,459	90,459	100.00%	\$ 130,174.95

*see second bullet under 'REVENUE' on page 1 – Actual amount needed for operations is \$109,422 (deficit of \$20,753 increases municipal billing to **\$130,175**)

Table 2 – program funds 2022-23

PAYMENTS TO UNITS				
Enforcement Contract		89,425	89,425	89,425
Dairy Agreement		87,000	87,000	75,000
Diversion ¹		440,000	440,000	310,000
Municipal Approved Program		80,500	80,500	80,500
	Sub-total	\$ 696,925	\$ 696,925	\$ 554,925
TOTAL		\$ 903,960	\$ 943,830	\$ 795,456
Revenue/Expenditure				
		\$ 20,867	-\$ 30,000	-\$ 7,431



Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee
Submitted by: Elana Wentzell, Director of Finance
Date: 2022-02-01
Re: 3 Year Review MODL Policy 058 Fees

Recommendation

The Finance Committee recommends that Municipal Council approve the proposed amendments to MODL Policy 058 Fees as presented to be effective April 1, 2022 and hereby gives seven (7) days' notice of its intention to approve the proposed amendments at the February 8, 2022 Council Meeting.

Executive summary

At the February 12, 2019 Council Meeting, Municipal Council approved an amendment to MODL Policy 058 to increase fees. Going forward, fees were to be updated every three years with cumulative CPI and brought to Council for approval.

The upcoming 2022/23 fiscal year is an adjustment year.

Discussion

Consumer Price Index - All Items (Year-over-year % Change)			
Nova Scotia	2019	2020	2021
January	1.1%	2.6%	1.3%
February	1.0%	2.5%	1.2%
March	1.3%	0.9%	2.8%
April	1.3%	-0.6%	4.2%
May	1.9%	-0.9%	4.8%
June	1.6%	0.1%	4.1%
July	1.8%	-0.5%	4.6%
August	1.6%	-0.7%	5.1%
September	2.1%	-0.7%	5.2%
October	1.0%	0.3%	5.4%
November	2.1%	0.2%	5.3%
December	2.2%	0.6%	4.8%
Annual Average	1.6%	0.3%	4.1%

Staff have tracked the Nova Scotia CPI for the past three years. The cumulative CPI is 6.0%.

The cost of living rose significantly in 2021 resulting in a 4.1% change which makes up the bulk of the cumulative increase.

There are fees included in other Municipal By-Laws that are not recommended for increases. When these By-Laws are reviewed, the fees will be moved to the Fee Policy if deemed appropriate.

Please refer to the enclosed Policy revisions. Staff are recommending that most fees increase by the 6% cumulative CPI with the following exceptions:

- Fees for residence at the MARC are not required as the residence is no longer used.
- Dog Tags are no longer required by MODL. However, we still have a small inventory of tags and sell them at cost to customers requesting them.
- Fees for sending a fax, or making a photocopy are recommended to be removed as these services are available elsewhere and rarely used by residents. If a customer requests a copy of a bill or municipal form, they have never been charged in the past and we will continue to provide this service free of charge.
- The electric vehicle charging station fee is not recommended for an increase as it was added to the policy in September 2021.

Budget implications

A 6% increase on the fees in this policy should generate approximately \$4,500 in increased revenue.

Alternatives

The Committee could decide not to increase the fees in the enclosed Fee Policy or determine another way to adjust fees charged.

Conclusion

Staff recommend that the Fees in Policy 058 be increased by the 3-year cumulative CPI calculated at 6.00%. This will ensure fees charged are adjusted for the cost of living. A three-year cumulative adjustment ensures fee stability over the three-year term.

Department:

Report Prepared By: Elana Wentzell

Date: 2022-01-20

Report Approved By:

Date:

Reviewed By CAO:

Date:

Municipality of the District of Lunenburg Policy

Title: Fees Policy	
Policy No. 058	Legislative authority: Municipal Government Act , subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i) Private Roads By-law , Section 12
Effective date: January 11, 2011 April 1, 2019 (for amendments made in 2019)	Amended date: May 10, 2011; February 12, 2019; February 25, 2020; September 14, 2021

Title

- 1 This Policy is titled the Fees Policy.

Administration

- 2 This Policy must be referenced in related By-laws concerning the service identified.

Purpose

- 3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

Fees

- 4
 - (1) The fees for Planning and Development Services are as set out in Table 1.
 - (2) The fees for Recreation Services are as set out in Table 2.
 - (3) The fees for Administration and Finance Services are as set out in Table 3.
 - (4) The fees for Engineering Services are as set out in Table 4.

Exempted organizations

- 5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

Table 1: Planning and Development Services Fees

Services	Fees	Proposed Fees
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee	\$555.00 + advertising fee
Development Agreement	\$525.00 + advertising fee	\$555.00 + advertising fee
Development Permit	\$26.00	\$27.00
Fire Inspection	\$210.00	\$220.00
Map Book	\$25.00	\$26.00
Map Reproduction	\$11.00 + \$0.55 per square feet	\$12.00 + \$0.60 per square feet
Planning documents	\$11.00	\$12.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00	\$61.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 +\$26.00	\$110.00 \$27.00
Variance	\$79.00	\$84.00
Zoning Certificate	\$53.00	\$56.00

Table 2: Recreation Services Fees

Services	Fees	Proposed Fees
Ballfields	\$21.00 per hour + HST	\$22.00 per hour + HST
Ballfield League	\$19.00 per hour + HST	\$20.00 per hour + HST
MARC Rental	\$11.00 per hour + HST	\$12.00 per hour + HST
MARC Residence	\$5.00 per person-night + HST	Remove

Table 3: Administration and Finance Services Fees

Services	Fees	Proposed Fees
Dog Tag - Replacement	\$1.00	\$1.00
Fax	\$0.60 per page	Remove
NSF Cheques	\$15.00	\$16.00
Photocopies, black & white	\$0.15 per page	Remove
Photocopies, colour	\$0.30 per page	Remove
Tax Certificate	\$42.00	\$45.00
Tax Sale Administration Fee	\$160.00	\$170.00
Verbal Tax Information	\$11.00	\$12.00

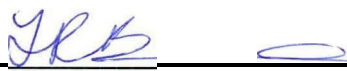
Table 4: Engineering Services Fees

Services	Fees	Proposed Fees
Electric Vehicle Charging Station	\$1.05 per hour	\$1.05 per hour
Sewer Permit	\$120.00	\$127.00

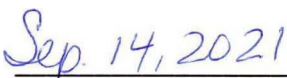
Annotation for Official Policy Book

Date of Adoption	January 11, 2011
Date of Notice to Council Members of Intent to Consider Approval & Effective Date of Amendments	April 11, 2011 May 10, 2011
Date of Notice to Council Members of Intent to Consider Approval Date of Amendments	February 5, 2019 February 12, 2019
Effective Date of Amendments	April 1, 2019
Date of Notice to Council Members of Intent to Consider Approval & Effective Date of Amendments	February 18, 2020 February 25, 2020
Date of Notice to Council Members of Intent to Consider Approval & Effective Date of Amendments	September 7, 2021 September 14, 2021

I certify that this "Fees Policy" was adopted and amended by Council as indicated above.



Tina Robichaud-Bond, Acting Municipal Clerk



Date

Council
Item: #9.1.3
Date: February 8, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee
Submitted by: Elana Wentzell, Director of Finance
Date: February 1, 2022
Re: 2022-23 Proposed Area Rates: Streetlights, Hydrants, Sewers

Recommendation

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

- The 2022/23 Fire Hydrant Rate at \$0.1459 per \$100 of Assessment
- The 2022/23 Street Light Rates as presented
- The 2022/23 Sewer Rates at \$0.43/\$100 assessment Global rate and \$0.25/\$100 assessment Hebbville rate.

Executive summary

Enclosed please find proposed budgets for Street Lights, Fire Hydrants and Sewer Rates for the fiscal year 2022/23.

The Street Light and Hydrant rates are calculated based on the prior years' revenues collected against actual costs taking into consideration the current year's property assessment and any estimated cumulative overage and shortages in the accounts.

Sewer rates were set in December 2019 based on a 5-year sewer rate review. 2022/23 marks Year 3 of 5 for these approved rates.

Discussion

As part of the budget process, area rates are required to be approved by Council. Street Light and Hydrant rates can be easily forecasted based on the nature of the revenues and expenditures. Revenues have been billed and most expenditures have been recorded. The revenues and expenditures for these rates are analyzed by the Accounting Manager and a

running total of the account balance is kept. Any surpluses or deficits from a prior year are rolled into the next year to be recovered through the area rate.

The streetlight rates are detailed on the attached schedule for your information. These rates vary slightly from year to year.

The hydrant rates are decreasing based on the 2022-23 actual billing amount has been adjusted by the Public Service Commission. Last year there were prior year adjustments that drove an increase in the hydrant costs; these have leveled off, resulting in the decrease in the rate.

Sewer rates are billed in two categories: The General rate and the Hebbville rate. The approved 5-year rates are \$0.43/\$100 assessment Global rate and \$0.25/\$100 assessment Hebbville rate. As per past practice in the budget process, Council is asked to approve the sewer rates annually.

Budget implications

Once Council approves the rates, they will be used to calculate the revenue budgets for 2022/23.

Alternatives

The rates presented follow the policies and procedures for setting area rates.

Conclusion

Staff recommend Council approve the rates as presented.

Department:

Report Prepared By: Elana Wentzell

Date: 2022-01-24

Report Approved By:

Date:

Reviewed By CAO:

Date:

**Municipality of the District of Lunenburg
Area Rates 2022/23 Draft Budget**

STREET LIGHT RATES

	2021-22 Approved	2022-23 Draft
Rates per \$100 of assessment		
Riverport	\$ 0.026	\$ 0.025
Dayspring	\$ 0.068	\$ 0.065
New Germany	\$ 0.039	\$ 0.045
Catidian Place	\$ 0.012	\$ 0.010
Pine Haven Subdivision	\$ 0.038	\$ 0.036

Flat Rates Per Property

Barss Corner	\$ 48.62	\$ 49.02
Vogler's Cove, Broad Cove & Cherry Hill	\$ 47.49	\$ 44.21
Chelsea	\$ 86.11	\$ 86.43
Pine Grove	\$ 50.46	\$ 50.83
Oakhill Acres	\$ 32.14	\$ 32.39
Little Tancook	\$ 31.62	\$ 31.82
Whitley & Jenny	\$ 23.78	\$ 30.23
Westside Drive	\$ 117.52	\$ 120.91

	2021-22 Approved	2022-23 Draft
Rates per \$100 of assessment		
FIRE HYDRANT RATE	\$ 0.1684	\$ 0.1459

SEWER RATES

Global Sewer	\$0.43	\$ 0.43
Hebville Sewer	\$0.25	\$ 0.25



Municipality of the District of Lunenburg Report to Council

REPORT TO: Municipal Council
SUBMITTED BY: Tissy Bolivar, Program Coordinator
DATE: February 1, 2022
RE: Sponsorship Ad Grant: HB Studios Sports Centre

RECOMMENDATION

That the Finance Committee recommends to Municipal Council that Council approve the Sponsorship Ad request of the **HB Studios Sports Centre** for **\$250 + HST**, as a bronze level sponsor.

EXECUTIVE SUMMARY

HB Studios Sports Centre, built in 2008, is a venue for recreational and competitive sport, walking, running, and all activities in between. HB Studios Sports Centre is an age inclusive space and has a thriving senior population of physically active seniors.

DISCUSSION

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

Bronze Sponsor Benefits: 4ft.x4ft.x3mm alupanel sign (already created and installed in 2019) around the mezzanine and oval track for 12 months; 2 complimentary 3-month track passes; and sponsor name listed on HB Studios Sports Centre website.

MODL last supported this request in 2019 for \$500. To renew this sponsorship, the rate is \$250 + HST.

BUDGET IMPLICATIONS

The Sponsorship Ad Grant budget is \$6,000. To date, \$931.12 has been awarded.



ALTERNATIVES

1. Not to award the Sponsorship Ad Request to HB Studios Sports Centre
2. Award a Sponsorship Ad Grant in another denomination based on the rate sheet (attached)

CONCLUSION

The application put forward by HB Studios Sports Centre meets required criteria for the Sponsorship Ad Grant and it is recommended by staff to approve the request of \$250 + HST towards their facility sponsorship.

Department: Recreation

Report Prepared By: Tissy Bolivar

Date: January 21, 2022

Report Approved By:

Date:

Reviewed By CAO:

Date:

HB STUDIOS SPORTS CENTRE

"Supporting the health & wellness of our community!"



SPONSORSHIP PROPOSAL

Your support of the HB Studios Sports Centre indoor field, track and multi-purpose spaces will speak to hundreds of people on a weekly basis.

Why not join the team of our enthusiastic sponsors today and get the results you expect with your marketing dollars.

543 Glen Allan Drive Bridgewater, NS B4V 0A8
(902) - 543-5348



SPONSORSHIPS ARE VITAL TO THE GROWTH AND SUSTAINABILITY OF THIS REMARKABLE FACILITY AND ITS PROGRAMS AND EVENTS!

Who are we?

HB Studios Sports Centre was built in 2008. Sponsorships are vital to the success and sustainability of this impressive facility, which has grown to be a place for – “All Ages, All Abilities and Many Interests!”

It's truly is an intergenerational centre for both the young and old; from preschool to teens, families and adults there is something for everyone!

HB Studios Sports Centre is a venue for recreational and competitive sport, walking, running and all activities in between. The centre is a fantastic venue for track & field, rugby, baseball, football, judo, dance, ukulele classes, radio-controlled plane flying, fly fishing and Imagination Playground: a drop-in pre-school activity program. The centre has also become a big birthday party destination and has equipment and supplies for bocce and a golf driving and putting mats and a batting cage. HB Studios Sports Centre is an age inclusive space and thus, has a thriving senior population of physically active seniors.

The Centre offers a 100' x 200' artificial turf field, a 4-lane 2019 m oval track, a 60 m sprint track, 4 locker rooms, tenants' spaces and multi-purpose rooms.

Each Year

HB Studios Sports Centre is host to:

- 1000+ hours of Field House bookings
- 12,500 visits by walkers, runners and athletes from all over Nova Scotia and beyond.
- Sports Tournaments



SPONSORSHIP OPTIONS

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

Sign Sponsor

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

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

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

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

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

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

Feature your brand on the door of an HB Studios dressing room. At the gold level you can take it a step further and paint customized advertising inside the dressing room. Sponsorship for a 12-month period. Paint and furnish room at sponsors expense. Sponsor Benefits: Logo on door; 6 complimentary 3-month track passes and 4 hr. use of field at time mutually agreed upon by organization and sponsor; sponsor logo posted on rotating banner at bottom of HB Studios Sports Centre website; sponsor logo linked to sponsor website; and sponsor announced on HBSSC Facebook page. (Sponsorship of \$4,000 +HST includes an 8ft. x 4ft. x 3mm alupanel sign. Sponsor to provide artwork.)

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

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

Program Sponsor - To be negotiated

HB Studios Sports Centre hosts many exciting programs that could use the support of a sponsor, such as the FREE pKM Club Walking program and monthly walking challenges. Ask us how you can help.

HB STUDIOS SPORTS CENTRE Sponsorship



Sponsor Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email: _____

Signature: _____

Sponsorship Level

Diamond - \$7500.00+HST

Gold - \$3500+HST or \$4000.00+HST (includes 8x4 Sign)

Silver - \$1000.00+HST

Bronze - \$500.00+HST

Renewal: _____

Other: _____

To Confirm Sponsorship:

~ Email completed form to manager@hbssc.ca

~ Drop off at 543 Glen Allen Drive, Bridgewater

~ Mail to 100 High St., Box 115, Bridgewater, NS B4V 1V9

Payable by cash, E-Transfer, Credit Card, Debit or Cheque.

Make Cheques payable to: South Shore Fieldhouse Society

Mail to: 100 High St., Box 115, Bridgewater, N.S. B4V 1V9

Drop off: 543 Glen Allen Drive, Bridgewater, N.S.

Email: manager@hbssc.ca

Phone: 902-543-5348

Sponsorship Terms and Conditions

- ~ Subject to the terms and conditions herein, this agreement shall be effective for a 12 month period. (Agreement for signage will be effective upon installation);
- ~ Extended right to retain sponsorship on a 1 year continuum;
- ~ Sponsorship benefits and responsibilities as per outlined in the sponsorship proposal;
- ~ Sponsor shall provide artwork to Spitfire Signs Ltd. for signage and is responsible for any additional associated costs;

Sponsor Signage Must:

- ~ Be approved by HB Studios Sports Centre prior to printing;
- ~ not contain inappropriate language or content;
- ~ Not incite violence or hatred;
- ~ Not contain style, content or method of presentation that is offensive;
- ~ Be claimed by sponsor within 60 days of the end of contract/ agreement or the sign becomes the property of HB Studios Sports Center.
- ~ Payment in full is required within 30

Sponsor Name (Please Print): _____

Sponsor's Authorized Signature: _____

Date: _____

Thank you for Supporting HB Studios Sports Centre!

FOR OFFICE USE ONLY:

Date Received: _____

Payment Received: _____

Approved By: _____

Council
Item: #9.2
Date: February 8, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

January 26, 2022

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

Dear Mayor and Councillors:

The REMO Advisory Committee, in session on Tuesday, January 17, 2022, made the following recommendation to Council:

1. That Municipal Council approve a total 2022/23 REMO budget in the amount of \$146,300 of which the Municipality of the District of Lunenburg's portion is \$72,820.84.

Respectfully submitted,

Chairman and Members
REMO Advisory Committee

/jp
Attachments

Council
Item: #9.2.1
Date: February 8, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

January 25, 2022

Mayor Carolyn Bolivar-Getson & Council
Municipality of the District of Lunenburg
10 Allée Champlain Drive
Cookville NS B4V 9E4

Dear Mayor Bolivar-Getson:

RE: 2022/23 REMO Operating Budget

At the January 17, 2022, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“that the Regional Emergency Management Advisory Committee recommends a total 2022/23 budget of \$146,300 to partner Municipal Units for approval.”

Please find attached the recommended Operating Budget for REMO for the fiscal year 2022/23, indicating the Municipality of Lunenburg’s share of \$72,820.84. Please note there is no Capital Budget for the fiscal year 2022/23.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council’s motion approving the budget to Joanne Powers, Executive Assistant, Municipality of the District of Lunenburg (joanne.powers@modl.ca) for insertion on a future REMO agenda.

Sincerely,

Alex Dumaresq
Deputy Chief Administrative Officer

Attachment

cc: Angela Henhoeffler, REMC

Fiscal Year Period April 01,2021 To March 31,2022

REMO		YTD	Commitment	Annual Budget	Variance	Funds Available	% Used	Notes	2022/2023
01-2250000-106	VACATION PAY	0.00	0.00	0.00	0.00	0.00	0%		0.00
01-2250000-109	EMO PYMTS-CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0%		0.00
01-2250000-119	REMO-HONORARIUM	57,031.98	15,068.02	72,300.00	15,268.02	200.00	100%		78,600.00
01-2250000-129	REMO-BENEFITS	10,007.56	2,592.44	12,500.00	2,492.44	-100.00	101%		13,900.00
01-2250000-136	SERVICE AWARDS - REMO	0.00	0.00	0.00	0.00	0.00	0%		0.00
0275 - REMO PERSONNEL SERVICES		67,039.54	17,660.46	84,800.00	17,760.46	100.00			92,500.00
01-2250000-140	TRAVEL	567.50	1,500.00	3,000.00	2,432.50	932.50	69%		3,000.00
01-2250000-141	CONFERENCE/TRAINING	1,447.66	900.00	3,800.00	2,352.34	1,452.34	62%		4,200.00 increased and reallocated from website
01-2250000-201	OFFICE EXPENSES (REMO)	225.34	500.00	1,000.00	774.66	274.66	73%		1,600.00 increased and reallocated from website
ABOVE THIS LINE IS INCLUDED IN OPERATIONAL EXPENSES									
01-2250000	OPERATIONAL EXPENSES	69,280.04	20,560.46	92,600.00	23,319.96	2,759.50	4.04		101,300.00 payroll increase and reallocated from website
01-2250000-210	ADMINISTRATION-INSURANCE	251.00	1,300.00	1,300.00	1,049.00	-251.00	119%		1,700.00 estimated insurance increase
01-2250000-225	RADIO EQUIPMENT	150.00	0.00	1,300.00	1,150.00	1,150.00	12%		1,300.00
01-2250000-226	OTHER EQUIPMENT	4,637.28	7,025.32	2,500.00	-2,137.28	-9,162.60	467%	comfort centre signage	3,500.00 reallocated from website
01-2250000-230	TELEPHONE-LOCAL SERVICE	1,020.20	0.00	1,400.00	379.80	379.80	73%		1,400.00
01-2250000-231	CELLULAR PHONE (REMO)	1,471.65	0.00	1,500.00	28.35	28.35	98%		1,500.00
01-2250000-235	ADVERTISING-GENERAL	323.47	0.00	1,000.00	676.53	676.53	32%		3,000.00 reallocated from website
01-2250000-236	ADMINISTRATION-ACCOUNTING	1,000.00	0.00	1,000.00	0.00	0.00	100%		1,000.00
01-2250000-248	ADMINISTRATION-RENTAL	1,300.00	0.00	1,300.00	0.00	0.00	100%		1,300.00
01-2250000-249	MOCK EXERCISES	25.06	0.00	1,000.00	974.94	974.94	3%		1,000.00
01-2250000-254	LICENSE FEES	-31.40	800.00	800.00	831.40	31.40	96%		800.00
01-2250000-272	WEBSITE	914.58	0.00	5,000.00	4,085.42	4,085.42	18%		1,000.00 reallocated to operational expenses, other equipment, and advertising
01-2250000-299	CONTINGENCY	0.00	0.00	10,000.00	10,000.00	10,000.00	0%		13,000.00
01-2250001-235	ADVERTISING-SPECIAL	0.00	800.00	1,000.00	1,000.00	200.00	80%		1,000.00
01-2250001-236	ADMINISTRATION-CLERICAL	3,500.00	0.00	3,500.00	0.00	0.00	100%		3,500.00
01-2250006-295	GROUND SEARCH & RESCUE GRANT EXPENSES	10,000.00	0.00	10,000.00	0.00	0.00	100%		10,000.00
		93,841.88	30,485.78	135,200.00	41,358.12	10,872.34	92%		146,300.00 increase for insurance & payroll, remaining was reallocated within existing budget

Cost Sharing	2021-22 Budget		2022/23 Proposed Budget				
	UA 2020/21	share	Contribution	UA 2021/22	share	Contribution	Increase
Town of Bridgewater	688,450,419	12.44%	\$ 16,819.39	705,421,934	12.44733500%	\$ 18,210.45	\$ 1,391.06
Town of Mahone Bay	138,736,951	2.51%	\$ 3,389.45	142,808,678	2.51989252%	\$ 3,686.60	\$ 297.15
District of Chester	1,671,069,183	30.20%	\$ 40,825.55	1,707,471,788	30.12873902%	\$ 44,078.35	\$ 3,252.80
District of Lunenburg	2,756,431,053	49.81%	\$ 67,341.80	2,820,875,547	49.77500873%	\$ 72,820.84	\$ 5,479.03
Town of Lunenburg	279,311,517	5.05%	\$ 6,823.80	290,674,795	5.12902474%	\$ 7,503.76	\$ 679.96
Totals	5,533,999,123	100.0%	\$ 135,200.00	5,667,252,742	100.00000000%	\$ 146,300.00	\$ 11,100.00



Municipality of the District of Lunenburg

Report to Council

Report To: Mayor and Municipal Council Members
Submitted By: April Whynot-Lohnes, Municipal Clerk
Date: February 8, 2022
Re: Notice – Amendment to Policy 035 Streetlights

Municipal Council, in session on January 25, 2022, approved proposed changes to its Streetlight policy. These changes resulted in numerous housekeeping amendments to provide accessible language, clarification on definitions, including two new definitions, and additional cost recovery mechanisms.

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), this is to serve notice that the attached amended “Streetlight” Policy - 035 will be presented for Council’s consideration and approval at the February 8, 2022 Council meeting.

Attached is a copy of the Policy with the proposed amendments.

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

“That Municipal Council approve the proposed amendments to Policy 035 Streetlights, as presented by staff”.

April Whynot-Lohnes, Municipal Clerk

/awl
Attachments

Municipality of the District of Lunenburg Council Policy

Title: Streetlights Policy	
Policy No. 035	Legislative Authority: MGA-65, 75
Effective Date: March 13, 2007	Amended Date: Sep 8/09; Jan 11/11; Mar 13/12; Jan 13/15, Jan 25/22

Purpose

- 1 To provide an adequate illumination on streets within the municipality and establish policy for the recovery of costs. *(Jan. 25/22)*

Title

- 2 This Policy may be cited as the Streetlight Policy

Definitions

- 3 **Building** means a structure, whether permanent or temporary, and is used or intended for the supporting or sheltering of persons, animals, materials, or equipment, except a structure where the use of which is accessory to the use of another building on the same lot. [amended Jan. 11, 2011], *(Jan. 25/22)*

Charge Area means an area where a charge is imposed, described in a petition or request, and has its boundaries identified on a mapping. [amended Jan. 11, 2011], *(Jan. 25/22)*

Designated Service Area means an area designated by council for economic growth. *(Jan. 25/22)*

Landowner means a person controlling the property or is the assessed landowner of the property whose name appears on the assessment roll and for the purpose of calculating the percentage of landowners in Section 4, a property with more than one landowner shall be counted as having one landowner. [amended Jan. 11, 2011] *(Jan. 25/22)*

Lot line, Front – deleted *(Jan. 25/22)*

Municipality means the Municipality of the District of Lunenburg.

Primary Access means the main entrance used to access a property from a street and where there is more than one access the Director of Engineering or designate will determine the primary access. *(Jan. 25/22)*

Rate Payer – deleted (*Jan. 25/22*)

Street means the entire right-of-way of a street or highway owned and maintained by the Province of Nova Scotia or the Municipality of the District of Lunenburg. [amended Jan. 11, 2011]

Streetlight means a light supplied and installed by Nova Scotia Power or Riverport Electric Light Commission on a pole on a street. [amended Jan. 11, 2011] (*Jan. 25/22*)

Requests

4 (1) Installation

Where the request is for the installation of streetlights, the request will be in the form of a petition and must be signed by a minimum of 75 percent of the landowners within the charge area in favor of the request. (*Jan. 25/22*)

(2) Removal

Where the request is for the removal of streetlights, the request will be in the form of a petition and be signed by a minimum of 75 percent of the landowners within the original charge area when the streetlights were installed. (*Jan. 25/22*)

(3) The petition will be accompanied by a map which:

- a) clearly outlines the charge area in red.
- b) indicates the properties that are located within the charge area; and,
- c) indicates the proposed location of the streetlights to be installed or removed. (*Jan. 25/22*)

(4) Upon receipt of a request that satisfies Section 4, the Municipality will request the appropriate authority to install, maintain or remove the streetlights. [amended Jan. 11, 2011] (*Jan. 25/22*)

(5) The Municipality will further pay the associated charge for the installation, removal, operation, and maintenance of the streetlight(s) and recover the costs as shown in Section 5. (*Jan. 25/22*)

(6) The rate will be approved by Council yearly and there will not be an administrative fee charged for this service. [amended Jan. 11, 2011] (*Jan. 25/22*)

Recovering of Cost

5 (1) The Municipality will recover the cost of installing, removing, operating and maintaining the streetlights by one of the following methods, and as requested on the petition: [amended Jan. 11, 2011] (*Jan. 25/22*)

- a) uniform amount per lot
 - b) area rate per \$100.00 of assessment
- (2) This charge will be included on and become part of the total taxes due on the interim and final tax bill. *(Jan. 25/22)*
- (3) Any costs associated with the removal of the streetlights will be reflected on the next tax billing and become part of the total taxes due.
- (4) Streetlight landowners within the Municipality, will be determined by the following:
- a) by successful petition as outlined in Section 4; or
 - b) the landowner of a property fronting a street or has its primary access to the street with streetlights; and
 - (i) the assessment code for the property is residential or commercial; or
 - (ii) a building is located on the property [amended Jan. 11, 2011] *(Jan. 25/22)*
- (5) Streetlight landowners within the Riverport charge area will be determined by an assessment code of either residential or commercial. All other assessment codes are exempt. [amended Jan. 11, 2011, Mar. 13, 2012] *(Jan. 25/22)*
- (6) Council can, by motion, create a designated service area for the purposes of providing streetlighting in an area selected for economic growth. *(Jan. 25/22)*
- (7) The costs for installing, removing, operating and maintaining streetlights in a designated service area will be recovered through the general tax rate. *(Jan. 25/22)*

Notification

- 6** The Municipality will be responsible to inform the appropriate authority of malfunctioning streetlights when advised. Any other matters will be provided to the Municipal Engineering Department by the Councillor representing the area. [amended Jan. 11, 2011] *(Jan. 25/22)*

Petition Deadline

- 7** Petitions referred to in Section 4 must be submitted no later than the first day of March, or its next business day if it is a holiday, of the preceding fiscal year that the charge would be applied. *(Jan. 25/22)*

Petition Exemption

- 8** (1) Regardless of Section 4, a petition will not be required for the addition or removal of streetlights in an existing streetlight area where the number of streetlights added or removed does not exceed 10% of the pre-existing number in any one fiscal year. [Amended Sept. 8/09, Jan. 13/15] *(Jan. 25/22)*

(2) The request for the addition or removal of fewer than 10% of the streetlights in a charge area will be made by the Councillor(s) for the district(s), and will be made to the Director of Engineering, or designate in writing, describing the location and identifying the lights to be added or removed. [Amended Jan. 13/15] *(Jan. 25/22)*

(3) At least 7 days prior to approving the addition or removal of streetlights, the Director of Engineering, or designate will give notice of the pending change at a meeting of Council. [Amended Jan. 13/15] *(Jan. 25/22)*

Requests

9 [Deleted Jan. 13/15]

Annotation for Official Policy Book

Date of Passage of Current Policy	January 13, 2015
Date of Notice to Council Members of Intent to Consider Amendments	January 25, 2022
Date of Passage of Amendments	February 8, 2022
I certify that this Policy 035 was adopted by Municipal Council as indicated above.	
_____	_____
Municipal Clerk	Date

Council
Item: #10.2.1
Date: February 8, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report To: Municipal Council
Submitted By: Elana Wentzell, Director of Finance
Date: February 8, 2022
Re: 2022 Assessment Roll

Assessment Overview

The 2022 Assessment roll has been received and will have an impact on the upcoming Operating Budget.

Generally, assessments are increased annually based on Cost of Living, market sales and building permits issued. Commercial assessments are also affected by income levels – if a business experiences business losses, it affects the assessed value of that business in the following year.

For 2022, the CPI applied to the assessments was 5.4%. The 2021 CAP rate was 0.3%. Accounts that are capped should see a 5.4% increase on the assessed capped amount with a market assessment based on sales in the area. 63% of MODL residential accounts are capped. Considering dwelling units alone, 75% are capped.

Commercial taxable assessment in MODL has increased 1.74%.

The total residential assessment in MODL has increased 10.23%, 8.79% of which is taxable. Market sales accounted for over two thirds of this increase. Market sales values are determined from property sales that occurred in 2020. Building permits accounted for the remaining increase. This includes permits for renovations and new construction. 165 dwelling units were added in 2021 increasing the number of dwellings in MODL to 15,119.

Tax Rate Implications & Strategies

Council has a Tax Rate Strategy to maintain stable tax rates. This has served MODL well; residential tax rates have not changed in 14 years. This strategy allowed MODL to build its reserves and become debt free. Going forward, in order to remain debt free, MODL should continue to build its reserves. This will ensure that capital funding is available for upcoming projects to address climate change, sustainability and improvements and construction of infrastructure to be able to service new development in Osprey Village.

There is already a policy in place to help residents who are low income by granting tax rebates to qualifying residents. The current household income threshold is set at \$29,999 with a maximum rebate of up to \$500. This rebate is set to be reviewed this fiscal year for the 2022-23 Budget. Because the existing budget is not fully utilized, staff are considering changes like increasing the income threshold as well as increasing the overall budget in order to expand the help provided to citizens affected by increases in their property assessment.

Conclusion

This report has been provided as information for upcoming budget deliberations.