

Municipality of the District of Lunenburg

Minutes of a Meeting of Municipal Council

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.
Tuesday, April 11, 2023 – 9:00 a.m.

Attendance

Mayor Carolyn Bolivar-Getson
Deputy Mayor Pam Hubley, District 4
Councillor Leitha Haysom, District 1
Councillor Martin Bell, District 2
Councillor Wendy Oickle, District 3
Councillor Cathy Moore, District 5
Councillor Sandra Statton, District 6
Councillor Michelle Greek, District 7
Councillor Reid Whynot, District 9
Councillor Chasidy Veinotte, District 10

Regrets

Councillor Kacy DeLong, District 8

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
April Whynot-Lohnes, Municipal Clerk
Tina Robichaud-Bond, Executive Assistant

1. Call to Order

Mayor Bolivar-Getson called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2. Announcements/Acknowledgements/Recognition – Nil

3. Public Input - Nil

4. Approval of Agenda

Moved by Councillor Oickle, seconded by Councillor Haysom that the Agenda be approved as circulated. Carried unanimously.

5. Approval of Minutes – Nil

6. Business Arising from Minutes - Nil

7. Awarding of Tenders/RFPs - Nil

9. Consideration of Correspondence - Nil

10. Recommendations from Committees & Boards

10.1 Finance Committee

10.2.1 Proposed Reserve Fund re Regional Fire Training Facility

2023-063 Moved by Councillor Bell, seconded by Deputy Mayor Hubley that Municipal Council accept the recommendation of the Finance Committee and establish a reserve fund in the amount of \$100,000, separate from other fire service grants and funds for the purpose of constructing a regional fire training facility.

It was clarified that the funds could be used for land or structure, however this would be brought back to council for approval.

The Motion on the floor was voted on and carried. Opposed: Councillor Statton

10.2.2 Adoption of Parks & Open Space Standards and Guidelines

2023-064 Moved by Councillor Statton, seconded by Councillor Veinotte that Municipal Council accept the recommendation of the Finance Committee and adopt the Parks and Open Space Standards and Guidelines, creating space for everyone, as presented with changes and direct staff to begin implementation in 2023. Carried unanimously.

10.2.3 Financial Assistance Request: Bridgewater Fire Department Band

Councillors Greek and Whynot declared a Conflict of Interest and left the table.

2023-065 Moved by Councillor Oickle, seconded by Councillor Moore that Municipal Council accept the recommendation of the Finance Committee and award the Bridgewater Fire Department Band \$2,500 towards their trip to perform at Menin Gate from August 17 to 25, 2023, and that the funds come from the Council approved Contingency Fund. Carried unanimously.

Councillors Greek and Whynot returned to the table.

10.3 Dangerous & Unsightly Committee

10.3.1 11 FC Dorey Drive, Dublin Shore, PID 60353679

2023-066 Moved by Councillor Moore, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and approve the lowest bid from Tidal Coast Construction for the demolition and clean up of the property located at 11 FC Dorey Drive, Dublin Shore, PID 60353679 in the amount of \$15,837.00 + HST.

It was clarified that this cost would be placed as a lien on the property.

The Motion on the floor was voted on and carried unanimously.

11. Staff Reports

11.1 Planning Department

11.1.1 Amendments to Blockhouse Land Use By-law – Second Reading

2023-067 Moved by Councillor Greek, seconded by Councillor Haysom that Council conduct Second Reading of the proposed amendment to the Blockhouse Land Use Bylaw to add the Boulangerie La Vendéenne property (PID 60220076) to Schedule “B” Existing Uses Permitted to Expand by Site Plan. Carried unanimously.

It was noted that Councillor Statton could not cast a vote as she was absent from the public hearing.

11.1.2 Coastal Protection Land Use By-law Work Plan

2023-068 Moved by Councillor Bell seconded by Councillor Haysom that Council direct the Mayor to write the Minister of Municipal Affairs and Housing to request permission to expedite the development of a coastal protection land-use by-law, and in doing so, delay the implementation of the comprehensive minimum planning project (MODL 2040). Carried unanimously.

Original Motion

Moved by Councillor Haysom, seconded by Councillor Bell that Council direct staff to prioritize the development of coastal zone planning regulations; and further that the Planner I term position be extended from December 2025 until December 2026.

Motion to Amend

Moved by Councillor Haysom, seconded by Councillor Bell that Motion on the floor be amended to add the words “upon condition of the Minister’s approval” after the word “regulations”. Carried unanimously.

Amended Motion

2023-069 Moved by Councillor Haysom, seconded by Councillor Bell that Council direct staff to prioritize the development of coastal zone planning regulations, upon condition of the Minister’s approval; and further that the Planner I term position be extended from December 2025 until December 2026. Carried unanimously.

2023-070 Moved by Councillor Veinotte, seconded by Councillor Haysom that Council direct staff to review land use regulations for bare land condominiums. Carried unanimously.

11.2 Administration Department

11.2.1 Lunenburg County Community Fund - \$1Million Donation

2023-071 Moved by Deputy Mayor Hubley, seconded by Councillor Whynot that Municipal Council approve the use of \$120,000 from the Lunenburg County Community Fund for the

Clean Energy Financing Program in 2023-2024, and further that \$880,000 of the Lunenburg County Community Fund plus any repayments from the Clean Energy Financing Program be used for the construction of the community solar garden project. Carried unanimously.

8. Presentations/Scheduled Times

8.1 EV CarShare Program – Lauren Clark, Climate and Energy Program Manager, Town of Mahone Bay

Lauren Clark, Climate and Energy Program Manager with the Town of Mahone Bay, was in attendance.

Ms. Clarke gave a presentation on a proposed EV CarShare Program. She explained that the Council for the Town of Mahone Bay adopted a Greenhouse Gas Reduction Action Plan in 2021 which included an action item to create an electronic vehicle car share program. Ms. Clarke's presentation provided information on the following:

- Steps taken since the adoption of the plan in 2021
- Actions to be taken to implement an electric vehicle CarShare program
- Proposed feasibility study for program options
- Collaboration with MODL
- Feasibility Scope of Work
- Benefits to municipalities and residents

It was noted that the presentation had not been given to other municipal units as the plan was based on collaboration with MODL.

It was clarified that the funds would be used to hire a 3rd party to operate the car share program.

Mayor Bolivar-Getson advised that the matter would be brought forward for further discussion.

Ms. Clarke left the meeting.

12. Mayor's/Deputy Mayor's/Councillors' Matters

12.1 Deputy Mayor Update

Deputy Mayor Hubley reported that she attended the LCLC Easter market; the Foundations of Accessibility training; the agenda briefing meeting; and cheque signing.

12.2 Mayor's Update

Mayor Bolivar-Getson reported that she attended regular meetings; the Special Finance meeting; Easter festivities and community events.

13. Added Items – Nil

14. In Camera

At 9:36 a.m., it was moved by Councillor Whynot, seconded by Councillor Greek that Municipal Council go In Camera to discuss Land Negotiations under Section 22(2)(a) of the MGA. Carried.

Municipal Council In Camera in session.

At 10:08 a.m., it was moved by Councillor Greek, seconded by Councillor Whynot that Municipal Council come out of In Camera and return to open session. Carried.

Municipal Council in session.

Council recessed at 10:09 a.m. and resumed at 10:24 a.m.

10. Recommendations from Committees & Boards

10.1 Finance Committee

10.1.1 Approval of Proposed 2023-2024 Operating Budget

Elana Wentzell, Director of Finance, was in attendance.

Ms. Wentzell reviewed the 2023-2024 Operating Budget and the 2023-2024 Capital Budget. It was noted that an error was found on the operating budget document published in the agenda. A new operating budget document was circulated at the meeting, a copy of which is attached to the Minutes.

It was noted that the residential and commercial tax rates did not increase.

2023-072 Moved by Deputy Mayor Hubley, seconded by Councillor Whynot that Municipal Council accept the recommendation of the Finance Committee and approve the 2023-2024 Operating Budget in the amount of \$38,936,500. Carried unanimously.

2023-073 Moved by Councillor Moore, seconded by Councillor Veinotte that Municipal Council approve the 2023-2024 Residential Tax Rate of \$0.81 per \$100 of assessment. Carried unanimously.

2023-074 Moved by Councillor Statton, seconded by Councillor Haysom that Municipal Council approve the 2023-2024 Commercial Tax Rate of \$1.957 per \$100 of assessment. Carried unanimously.

2023-075 Moved by Councillor Veinotte, seconded by Deputy Mayor Hubley that Municipal Council approve the 2023-2024 Seasonal Commercial Tax Rate of \$1.468 per \$100 of assessment. Carried unanimously.

2023-076 Moved by Councillor Greek, seconded by Councillor Moore that Municipal Council approve the 2023-2024 Operating Budget Reserves Transfers including interest as noted in the 2023-2024 Draft Operating Budget. Carried unanimously.

2023-077 Moved by Councillor Oickle, seconded by Councillor Haysom that Municipal Council approve the 2023-2024 Flat Fee Area Rate of \$10 per residential and commercial property in the Village of Hebbville on behalf of the Hebbville Village Commission. Carried unanimously.

10.1.2 2023-2024 Five-year Capital Budget & Canada Community Building Fund Investment Fund

2023-078 Moved by Councillor Whynot, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and approve the 2023-2024 Capital Budget and the Canada Community Building Fund Investment in the amount of \$9,420,024; and further that the 5-Year Capital Plan be approved as presented. Carried unanimously.

2023-079 Moved by Councillor Haysom, seconded by Councillor Whynot that Municipal Council approve the 2023-2024 Reserves Transfers as presented in the 5-Year Capital Plan. Carried unanimously.

Mayor Bolivar-Getson gave closing remarks regarding the 2023-2024 Operating and Capital Budget.

Council and staff were thanked for their work to create and finalize the 2023-2024 MODL Budget.

15. Adjournment

There being no further business at 10:47 a.m. the meeting adjourned.

2023/24 DRAFT OPERATING BUDGET SUMMARY

	2021/22 Actual	2022/23 Annual Budget	2022/23 Budget Forecast	2023/24 Adjusted Baseline	2023/24 Additions	2023/24 Proposed Budget	Percent Change Budget 2024 to Budget 2023
Expenditures							
General Government Services							
Council and Other Legislative Services	\$ 473,579	\$ 719,000	\$ 719,000	\$ 791,400	\$ -	\$ 791,400	10.07%
Administrative and Financial Services							
- Personnel (salaries, benefits, training, travel & conferences)	1,468,181	1,861,300	1,860,900	2,132,200	-	2,132,200	14.55%
- Advisory Services (legal fees, shared services: HR, EDIA, audit & actuarial fees)	472,532	296,100	296,500	405,300	-	405,300	36.88%
- Municipal Services Building - office expenses, insurance, utilities & maintenance	515,604	677,000	682,500	740,200	-	740,200	9.34%
- Tax rebates & exemptions, tax sale fees, uncollectible taxes	239,151	427,300	442,300	455,400	-	455,400	6.58%
- Region 6 grant & Hebbville area rate	23,870	39,800	39,800	37,600	-	37,600	-5.53%
- Data processing & IT shared services	269,838	304,500	304,500	363,800	-	363,800	19.47%
- Government relations, Council Contingency, & Pandemic Assistance	421,225	183,500	183,500	190,000	-	190,000	3.54%
- Safe restart expenses	28,110	200,000	200,000	150,000	-	150,000	-25.00%
Grants to Organizations	586,413	582,600	527,100	609,000	-	609,000	4.53%
Assessment Services	695,379	687,500	687,500	690,300	-	690,300	0.41%
	5,193,883	5,978,600	5,943,600	6,565,200	-	6,565,200	9.81%
Protective Services							
Police	3,545,885	3,958,400	3,933,812	4,173,600	-	4,173,600	5.44%
Corrections and Other Law Enforcement	430,124	456,500	456,500	456,500	-	456,500	0.00%
Water Supply and Hydrant Charges	60,729	64,700	66,700	68,700	-	68,700	6.18%
Fire Protection Rate	3,560,821	3,846,300	3,846,300	4,359,900	-	4,359,900	13.35%
Emergency Measures (REMO/EMO) & Fire Services	426,815	513,100	513,100	657,900	-	657,900	28.22%
Inspection Services	526,294	732,100	733,400	874,000	-	874,000	19.38%
Other Protective Services	57,781	69,900	69,900	69,900	-	69,900	0.00%
	8,608,448	9,641,000	9,619,712	10,660,500	-	10,660,500	10.57%
Transportation Services							
Engineering Services	527,393	764,900	704,300	750,500	-	750,500	-1.88%
Roads and Streets	1,193,708	1,657,500	1,564,900	1,491,700	2,400	1,494,100	-9.86%
Street Lighting	161,895	171,300	171,300	172,100	-	172,100	0.47%
CES Facility	66,662	110,600	110,600	99,400	-	99,400	-10.13%
	1,949,659	2,704,300	2,551,100	2,513,700	2,400	2,516,100	-6.96%
Environmental Health Services							
Sewage Collections and Disposals	669,139	824,300	863,395	886,400	-	886,400	7.53%
Garbage Collections	1,156,527	1,300,700	1,298,200	1,334,100	-	1,334,100	2.57%
Waste Site	1,238,677	1,338,000	1,338,000	1,423,000	-	1,423,000	6.35%

2023/24 DRAFT OPERATING BUDGET SUMMARY

	2021/22 Actual	2022/23 Annual Budget	2022/23 Budget Forecast	2023/24 Adjusted Baseline	2023/24 Additions	2023/24 Proposed Budget	Percent Change Budget 2024 to Budget 2023
Public Health	3,064,343	3,463,000	3,499,595	3,643,500	-	3,643,500	5.21%
Regional Housing	34,372	35,000	35,000	35,000	-	35,000	0.00%
Environmental Planning and Zoning							
Planning and Zoning	658,445	1,381,800	1,163,200	1,380,400	282,800	1,663,200	20.36%
Community and Economic Development	1,833,333	1,174,700	724,700	894,600	370,000	1,264,600	7.65%
	2,491,778	2,556,500	1,887,900	2,275,000	652,800	2,927,800	14.52%
Recreation, Culture & Tourism							
Recreation	1,260,099	1,621,700	1,612,900	1,844,400	-	1,844,400	13.73%
Active Transportation	-	-	-	150,000	-	150,000	0.00%
Tourism	95,731	226,200	226,200	220,200	-	220,200	-2.65%
Multi-Purpose Facility	1,065,223	663,800	663,800	671,600	-	671,600	1.18%
Regional Libraries	158,134	199,700	199,700	199,700	-	199,700	0.00%
	2,579,187	2,711,400	2,702,600	3,085,900	-	3,085,900	13.81%
Education	8,598,029	8,802,600	8,802,600	9,539,900	-	9,539,900	8.38%
Sub Total Expenditures	32,519,698	35,892,400	35,042,107	38,318,700	655,200	38,973,900	55.35%
Debt, Financing and Transfers	2,169,667	(287,800)	162,200	165,500	(120,000)	(65,100)	-77.38%
Total Expenditures	34,689,365	35,604,600	35,204,307	38,484,200	535,200	38,908,800	9.28%
Revenue							
Tax Revenue	32,755,485	33,654,200	34,742,700	36,159,400	2,500	36,161,900	7.45%
Non Tax Revenue	1,933,880	1,962,100	2,762,690	2,674,600	100,000	2,774,600	41.41%
Total Revenue	34,689,365	35,616,300	37,505,390	38,834,000	102,500	38,936,500	9.32%
Surplus (Deficit)	\$ -	\$ 11,700	\$ 2,301,083	\$ 349,800	\$ (432,700)	\$ 27,700	

**Municipality of the District of Lunenburg
Planning, Building Inspection and Zoning**

	2021/22 Actual	2022/23 Annual Budget	2022/23 Budget Forecast	2023/24 Adjusted Baseline	2023/24 Additions	2023/24 Proposed Budget	Percent Change Budget 2024 to Budget 2023
INCOME							
Private Roads Area Rate	\$ 262,456	\$ 283,000	\$ 283,000	\$ 313,200	\$ 2,500 ¹	\$ 315,700	11.6%
Building Permits & Development Fees	110,703	82,500	87,500	81,500	-	81,500	-1.2%
Sale of Services	29,235	222,100	222,100	352,200	-	352,200	58.6%
D&U Recovery/Sundry	-	-	15,700	100	-	100	0.0%
Civic Numbering	9,840	9,900	9,900	9,900	-	9,900	0.0%
Floodline Mapping Grant	-	170,000	-	-	-	-	-100.0%
Public Transit Grant	-	-	50,000	50,000	-	50,000	
Fancy Lake Study Grant	5,529	-	-	-	-	-	
Sustainability/Student Grants	21,560	4,200	4,200	8,400	-	8,400	100.0%
	439,323	771,700	672,400	815,300	2,500	817,800	6.0%
EXPENDITURES							
Building Inspection							
Personnel (salaries, benefits, training, travel & conferences)	367,066	649,100	645,300	737,400	-	737,400	13.6%
Office Expense	159,228	83,000	88,100	136,600	-	136,600	64.6%
	526,294	732,100	733,400	874,000	-	874,000	19.4%
Private Roads	249,958	269,400	269,400	298,600	2,400 ¹	301,000	11.7%

**Municipality of the District of Lunenburg
Planning, Building Inspection and Zoning**

	2021/22 Actual	2022/23 Annual Budget	2022/23 Budget Forecast	2023/24 Adjusted Baseline	2023/24 Additions	2023/24 Proposed Budget	Percent Change Budget 2024 to Budget 2023
Planning							
Personnel (salaries, benefits, training, travel & conferences)	605,226	841,700	840,800	899,600	87,800 ²	987,400	17.3%
Planning Services	6,855	8,400	8,400	14,200	-	14,200	69.0%
Boundary Review	-	7,000	7,000	-	-	-	-100.0%
Legal & Other Administrative	21,808	31,700	72,500	25,200	-	25,200	
MODL 2040 Engagement	-	106,000	-	34,200	-	34,200	-67.7%
Climate Projects	-	17,000	-	27,200	-	27,200	
Floodline Mapping Project	-	170,000	-	-	-	-	-100.0%
Research & Innovation Grants	-	-	-	-	10,000 ³	10,000	
Public Transit Grants	-	-	34,500	-	65,000 ⁴	65,000	
Repayable CEF Grants	24,556	200,000	200,000	380,000	120,000 ⁵	500,000	150.0%
	658,445	1,381,800	1,163,200	1,380,400	282,800	1,663,200	20.4%
Transfers to (from) Reserves & Funds							
Clean Energy Financing Program	33,853	(200,000)	(200,000)	(380,000)	(120,000) ⁵	(500,000)	150.0%
General Operating Reserves	-	-	-	(110,600)	-	(110,600)	
	33,853	(200,000)	(200,000)	(490,600)	(120,000)	(610,600)	
	1,468,550	2,183,300	1,966,000	2,062,400	165,200	2,227,600	
NET EXPENDITURES	\$ (1,029,227)	\$ (1,411,600)	\$ (1,293,600)	\$ (1,247,100)	\$ (162,700)	\$ (1,409,800)	-0.1%