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## **Municipal Council Meeting Agenda**

**Tuesday, June 13, 2023 – 9:00 a.m.**

**MODL Council Chambers – 10 Allée Champlain Drive, Cookville**

- 1. Call to Order**
  - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - May 23, 2023**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times - Nil**
- 9. Consideration of Correspondence**
- 10. Recommendations from Committees & Boards**
  - 10.1 Finance Committee..... 1**
    - 10.1.1 2022-23 Proposed Capital Funding, CCFB Investment and 4<sup>th</sup> Quarter Capital Variance Report ..... 2-7
    - 10.1.2 Approval of MODL Policy 045-Salary Administration, 4-Year Review ..... 8-19
- 11. Staff Reports**
  - 11.1 Planning & Development Services**
    - 11.1.1 Site Plan Appeal re Multi Residential Development, Hebbville..... 9:15 a.m. 20-26
    - 11.1.2 NSUARB Boundary Review Hearing - Update ..... 27-28
    - 11.1.3 Electric Vehicle Carshare Program Partnership..... 29-31
  - 11.2 Administration**
    - 11.2.1 2023 Council Summer Break..... 32-33
    - 11.2.2 First Reading - Draft Water Supply Upgrade Lending Program By-law ..... 34-42
  - 11.3 Recreation, Parks & Trails**
    - 11.3.1 2023-2024 Annual Operating and Major Recreation Capital Grants..... 43-63

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

12.1 Deputy Mayor's Update

12.2 Mayor's Update

**13. Added Items**

**14. In Camera**

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

14.2 Land Negotiations under Section 22(2)(a) of the MGA

14.3 Public Safety under Section 22(2)(h) of the MGA

**15. Adjournment**

**Council**  
Item: 10.1  
Date: June 13, 2023  
Authorization: T. MacEwan



## Memorandum

**To: Her Worship, Mayor Bolivar-Getson, and Councillors**

**From: Chairperson & Members of the Finance Committee**

**Date: June 6, 2023**

**Re: Recommendations of the Finance Committee**

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The Finance Committee, in session on Tuesday, June 6, 2023, made the following recommendations to Council:

1. “that the Finance Committee recommend to Council that Municipal Council approve the funding for the 2022-23 completed capital projects and CCBF Investment as presented and summarized in the 2022-23 Capital Project and CCBF Investment Plan”.
2. “that the Finance Committee recommend to Council that Municipal Council repeal MDL Policy 45, Salary Administration, approved June 11, 2019, and replace it with new Policy MODL-045, Salary Administration and hereby gives seven (7) days’ notice of its intention to approve the proposed new policy at the June 13, 2023 Council meeting, and further that the Policy be effective as of April 1, 2023”.

Respectfully submitted,

Chairman and Members  
Finance Committee  
Attachment



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Finance Committee

**Submitted by:** Elana Wentzell, CPA, CMA

**Date:** 2023-06-06

**Re:** 2022-23 Proposed Capital Funding, CCBF Investment and 4<sup>th</sup> Quarter  
Capital variance report

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#### **Recommendation**

The Finance Committee recommends that Municipal Council approve the funding of 2022/23 completed capital projects and CCBF investment as noted in this report and as summarized on the enclosed 2022/23 Capital Project & CCBF Investment Plan.

#### **Executive summary**

Financing of the completed 2022/23 capital projects has been allocated as per the approved budget with exceptions that are noted in the attached report. Changes in financing can occur when a project is completed over budget or new sources of financing are found. A summary of all completed projects compared to budget is enclosed. This summary serves as the 4<sup>th</sup> quarterly variance report for the Capital Fund and outlines proposed funding of Capital and CCBF projects.

#### **Discussion**

Many of the 2022/23 capital projects were budgeted to be funded from Reserve funds. Under Section 99 (4) of the Municipal Government Act, Council approval is required for all withdrawals from capital reserves. As well, Council must approve all CCBF expenditures. Compliance occurs when Council approves the capital budget that shows withdrawals from reserves to fund capital expenditures. When funding changes are made at year end, Council should be made aware of them, and approval should be sought.

## Budget implications

Several projects were completed under budget, some were over budget, re-evaluated or deferred to a future year. Of the \$8,897,500 approved 2022/23 Capital Budget, projects in the amount of \$5,128,495 were completed.

Financing of these projects included, \$1,700,736 in Provincial and Federal Grants, \$777,590 from General Operating Reserves, \$98,580 from Sewer Reserves, \$364,291 from Open Space Reserves, insurance recoveries for a damaged speed radar sign of \$4,248, and \$1,011,198 from resident payments for the LaHave Straight Pipe Replacement Program which included a payback to the Depreciation fund of \$195,592. As well, the Straight Pipe Program wrapped up with a \$52,807 surplus over the 5-year program period which will be transferred to a Straight Pipe Operating Reserve. This reserve will be used to cover future costs of remediating system issues that might occur that would not be the responsibility of the homeowner based on the agreement. Regular maintenance fees for the installed systems are billed to property owners on the final tax bill until the 7-year municipal ownership expires.

CCBF spending for 2022/23 totals \$1,359,686 consisting of capital projects of \$682,831, contributions to non-owned trails \$59,850, Rural Broadband Project Costs \$232,763 and \$384,243 in paving costs for non-owned roads in the Operating Fund.

## Conclusion

Staff has made this recommendation to ensure compliance with the Municipal Government Act and the Federal CCBF Agreement.

Report Preparation	
Department	Finance
Report Prepared by	Elana Wentzell
Report Approved by	
Date Reviewed by C.A.O.	

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan - 4th Quarter Variance Report & Proposed Year End Funding	Project Approved Budget	Actual Cost 31-Mar-23	PROPOSED FUNDING						Proposed Funding & Notes:	
			Grants	CCBF	Depreciation Reserve	General Operating Reserve	Sewer/Open Space/ Lahave Reserve	Residents / Insurance recoveries		
<b>Corporate Infrastructure Projects</b>										
<b>Facilities</b>										
Accessibility Legislation Placeholder	250,000	17,265	-			17,265				As budgeted
MARC Dugout Upgrades	10,000	-								Project deferred
MARC Facility & Energy Assessment	75,000	7,821	-			7,821				Project carried forward. Grant received for energy assessment in 2023/24.
Municipal Services Building Final Costs	500,000	411,418				411,418				Pay from reserves until reimbursement by vendor insurance
<b>Vehicles</b>										
Rec Tractor	50,000	48,965				48,965				As budgeted
Bldg Insp Electric Vehicle	-	75,145		75,145						As budgeted
<b>Other</b>										
Tax Bill Portal	15,000	-								Project carried forward to 2023-24. SNSMR Grant received.
<b>Subtotal Corporate Infrastructure Projects</b>	<b>900,000</b>	<b>560,614</b>	<b>-</b>	<b>75,145</b>	<b>-</b>	<b>485,469</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Climate Change Mitigation &amp; Adaptation Projects</b>										
Green/Climate Change Projects	50,000	-								Unspent funds to Climate Change reserve
Petite Riviere Watershed Flood Mitigation	100,000	33,580	16,790	16,790						As budgeted - remainder of project carried forward
Solar Panels - Municipal Building	400,000	204,484		204,484		-				As budgeted - remainder of project carried forward
EV Chargers Study & Installation	25,000	-								Project carried forward 2023-24
<b>Subtotal Climate Change Mitigation &amp; Adaptation Projects</b>	<b>575,000</b>	<b>238,065</b>	<b>16,790</b>	<b>221,274</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan - 4th Quarter Variance Report & Proposed Year End Funding	Project Approved Budget	Actual Cost 31-Mar-23	PROPOSED FUNDING						Proposed Funding & Notes:
			Grants	CCBF	Depreciation Reserve	General Operating Reserve	Sewer/Open Space/ Lahave Reserve	Residents / Insurance recoveries	
<b>Economic Development Projects</b>									
Internet	700,000	232,763		232,763		-			As budgeted
Osprey Village Community Hub Complex/Land Development	50,000	6,162				6,162			As budgeted
Wayfinding (Directional/Visual Signage to MODL Assets)	225,000	225,858	23,182	202,675					As budgeted
<b>Subtotal Economic Development Projects</b>	<b>975,000</b>	<b>464,782</b>	<b>23,182</b>	<b>435,438</b>	<b>-</b>	<b>6,162</b>	<b>-</b>	<b>-</b>	
<b>Trail Development Projects</b>									
Annual contribution to Trail Groups	59,900	59,850		59,850					As budgeted
Art on the Trail	15,000	2,892				2,892			No grant - funded as budgeted
Osprey Village AT Connection (Pedestrian Bridge)	169,000	85,119	62,418			22,701			ICIP Grant - funded as budgeted
Indian Falls Trail upgrade & extension	90,000	5,123	5,123						Grant received
MARC existing Trail Upgrade	21,700	3,110				3,110			As budgeted - project carried forward 2023/24
MARC Trail Connect	19,800	-							Project deferred to 2024/25
Osprey Village Trail Connector	250,000	19,400		19,400			-		As budgeted
<b>Subtotal Trail Development Projects</b>	<b>625,400</b>	<b>175,495</b>	<b>67,541</b>	<b>79,250</b>	<b>-</b>	<b>28,703</b>	<b>-</b>	<b>-</b>	
<b>Parks &amp; Open Space Projects</b>									
Future Land Purchases	50,000	364,291					364,291		Council Approved
Accessibility Plan envelope/ Improve Rec Assets, beaches etc.	250,000	58,222				58,222			As budgeted
Oakland Beach Conservation Area	15,000	2,383				2,383			As budgeted
Park Roads - Sand Dollar Park	6,000	4,296				4,296			As budgeted
- Wile's Lake	24,000	20,068				20,068			As budgeted

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan - 4th Quarter Variance Report & Proposed Year End Funding	Project Approved Budget	Actual Cost 31-Mar-23	PROPOSED FUNDING					Proposed Funding & Notes:
			Grants	CCBF	Depreciation Reserve	General Operating Reserve	Sewer/Open Space/ Lahave Reserve	
River Ridge Phase 5	100,000	45,418		45,418		-		As budgeted
Sawpit Park	29,000	510				510		Design leading to capital project 2023-24
Active Living Park/Pickleball Courts	500,000	13,124		13,124				As budgeted
<b>Subtotal Parks &amp; Open Space Projects</b>	<b>974,000</b>	<b>508,312</b>	<b>-</b>	<b>58,542</b>	<b>-</b>	<b>85,478</b>	<b>364,291</b>	<b>-</b>
<b>Paving Projects - Roads &amp; Shoulders</b>								
AT Plan - Osprey Village	50,000	-						No paving projects identified
J Class Roads (NSTIR paving Partnership) - carry over unused 2021-22	500,000	384,243		384,243				As budgeted
<b>Municipal Roads Paving</b>								
Harold Whynot Craig Chandler	25,000	16,769		16,769				As budgeted
CES Parking Lot	-	116,000				116,000		Council approved
Speed Radar Signs - post mounted	20,000	19,541				15,293	4,248	New Signs purchased. Insurance recovery to replace signage destroyed in vehicular accident
<b>Subtotal Paving Projects - Roads &amp; Shoulders</b>	<b>595,000</b>	<b>536,553</b>	<b>-</b>	<b>401,012</b>	<b>-</b>	<b>131,293</b>	<b>-</b>	<b>4,248</b>
<b>Water, Wastewater &amp; Environmental Protection Projects</b>								
Green Compost Carts	60,000	51,574			51,574			As budgeted
LaHave River Straight Pipe	2,183,000	2,281,758	1,518,959		(195,592)		(52,807)	1,011,198 The project wrapped up with a \$68,157 surplus (over the 5 years) which will be transferred to Reserves for future costs. Homeowners payments will continue to pay back the Depreciation reserve over the next 7 years.
Osprey Village Water Tower	150,000	10,431				10,431		No grant claims permitted until site is selected

5 Year Capital Investment and Canada Community Building Fund (CCBF) Plan - 4th Quarter Variance Report & Proposed Year End Funding	Project Approved Budget	Actual Cost 31-Mar-23	PROPOSED FUNDING						Proposed Funding & Notes:
			Grants	CCBF	Depreciation Reserve	General Operating Reserve	Sewer/Open Space/ Lahave Reserve	Residents / Insurance recoveries	
Riverport School	50,000	55,257	40,514			14,743			As budgeted
WWTP Cookville Plant Expansion	500,000	-							Project carried forward 2023-24
WWTP Cookville Press	1,000,000	-							Deferred and included in WWTP expansion
WWTP Cookville I&I	45,000	40,356					40,356		As budgeted
WWTP Cookville Equipment Replacement	50,000	23,749	8,438			15,311			Bundled Grant approved \$67,500. Received \$33,750 (remaining balance to paid when all proejcts in bundle complete)
WWTP Cookville Inlet Filter	20,000	17,426	8,437		8,989				
WWTP NG Automatic Wasting Valves & Equipment	75,100	75,099	16,875				58,224		
WWTP NG Pump Stn 6 Electrical Upgrade	60,000	-	-						
WWTP Hebbville Pump Stns - Assess & Design	40,000	89,024		89,024					As budgeted
Water Resiliency/Dry Wells	20,000	-							Project carried forward 2023-24
<b>Subtotal Water, Wastewater, Environmental Protection Projects</b>	<b>4,253,100</b>	<b>2,644,675</b>	<b>1,593,223</b>	<b>89,024</b>	<b>(135,029)</b>	<b>40,485</b>	<b>45,774</b>	<b>1,011,198</b>	
<b>TOTAL PROJECT COST</b>	<b>\$ 8,897,500</b>	<b>\$ 5,128,495</b>	<b>\$ 1,700,736</b>	<b>\$ 1,359,686</b>	<b>\$ (135,029)</b>	<b>\$ 777,590</b>	<b>\$ 410,065</b>	<b>\$ 1,015,446</b>	



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Finance Committee

**Submitted by:** Alex Dumaresq, Deputy CAO

**Date:** June 6, 2023

**Re:** 4 year review – Policy MODL 045 – Salary Administration Policy

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#### **Recommended Motions**

That the Finance Committee recommend that Municipal Council repeal MODL Policy 045, Salary Administration, approved June 11, 2019, and replace with new MODL 045, Salary Administration policy and hereby gives seven (7) days' notice of its intention to approve the proposed new policy at the June 13, 2023, Council meeting. And further that the finance committee recommend to Council that policy changes be implemented effective April 1, 2023.

#### **Background**

##### **Policy environment**

Council has had policy in place to govern the administration of salaries in the municipality. The policy requires a review of the compensation program at least once every four years. Council's role is to establish the parameters of a salary system. The policy also outlines the CAO's responsibilities which include providing advice, guidance, and administration to Council.

To satisfy the regular review requirement, MODL jointly procured (with the Towns of Berwick and Wolfville) the HR firm KBRS to complete a review and market comparison of the compensation system.

##### **Methodology**

The consultants selected 35 comparator positions from the 3 partnering organizations and created positions summaries from the job elements and qualification requirements. These

summaries were used to survey comparator organizations and therefore gauge the market competitiveness of MODL's salary structure.

Twenty comparators were approached and 13 provided completed survey information. These included common municipal comparators for MODL including: the Towns of Bridgewater and Lunenburg, and the rural municipalities of Kings, East Hants, and Colchester. Based on the sample returned, KBRS concluded they had sufficient data to draw reliable conclusions.

## **Discussion**

### **Consultant findings**

The results of the review were positive for the municipality: the consultants concluded that the system of pay and benefits had retained its competitive value since the previous review in 2018. They identified that some adjustments in the ranges at the top and bottom of the scale were required to ensure that the municipality remains able to attract senior professionals and high quality labourers, but endorsed the majority of the existing salary bands.

Based on the findings of the consultants, staff recommend adopting the consultant recommendation for bands 85 and 90, and the creation of a salary scale for 40-hour-a-week employees. These bands, compared with the existing bands, are included in the appendix to this report.

KBRS also included questions relating to benefits in the salary survey. They determined that the municipality had comparable benefits and noted that the municipality's pension and flexible work provisions were above average, likely giving the municipality an edge in recruitment and retention. They did note that the starting provision for vacation was lower than other municipalities surveyed. MODL is currently undertaking a regular, comprehensive review of the personnel policy. This recommendation will be considered during that time.

### **Recommendations Not Accepted**

There were some recommendations from KBRS that staff do not recommend adopting. The consultants recommended expanding the range of salaries provided to directors. The rationale for the change was to permit greater discretion to the CAO to pay more salary to certain director positions. The recommendation would increase costs to the municipality and would contradict the performance evaluation process.

The consultant also recommended eliminating wage scales for labourer positions and simply paying a flat rate. Staff do not recommend adopting this change as it contradicts the performance evaluation and employee retention philosophies of the Municipality.

Finally, the consultants also recommended increasing the frequency of salary reviews and removing the annual adjustment for cost of living and replacing it with either a different industry generated measure, or some discretionary increase. Staff do not recommend adopting these recommendations, as it will impact the municipality's ability to remain competitive with wages and will result in additional workload and expense by switching to a 3-year review cycle compared to the current 4-year cycle. The consultant did note that if CPI continues to be used as a measure, then MODL should consider switching to the Nova Scotia measure of CPI.

### **Text Revisions**

A series of text revisions are proposed to the current policy. The majority of the revisions are related to improving accessibility to meet current MODL standards and improve clarity. There are some more substantive changes highlighted below:

The cost-of-living adjustment (s.8) is revised to refer to the provincial measure of CPI, not the national measure.

Language explaining the creation of a new position is clarified and simplified to state that council must authorize the creation of any new permanent position and requiring consistent procedures from the CAO to complete a position development procedure once a new position is authorized.

The salary scales are provided by council via motion, which will save having to revise policy to update the salary scales, and will keep outdated scales out of the policy document. The original policy marked up with proposed revisions, as well as a clean copy of the proposed new policy, is included in the appendices of this report.

### **Implementation**

MODL's current policy requires regular reviews, but specifies that the review may not necessarily correspond with a pay increase, even if a range is adjusted. This discretion is retained by council to ensure that budget space is available. The approach recommended by the consultants and endorsed by staff is as follows: first; move individual positions into appropriate revised bands, second; move shifted positions to minimum of revised/new band, and third; use affected staff's current salary for placement into revised band by rounding up to the nearest higher step. This approach is consistent both with other municipalities surveyed and MODL's previous salary review in 2018. In order to comply with the policy provision that the review be completed once every 4 years, staff recommend that the effective date of the changes be April 1, 2023.

### Budget Implications

The cost to MODL for the independent review by KBRs was \$14,100, which was included in the 2022/23 budget and paid in that year. The implementation cost is estimated to be \$44,000 which has been incorporated in the approved 2023/24 budget.

### Workplan/Timeline

The 4-year review requires significant time from finance and admin staff. This in part is why staff recommended rejecting the consultant's recommendation to conduct reviews every 3 years. Implementation of the proposed changes is not anticipated to impact staff workplans.

### Conclusion

The independent review determined that Council's system governing salary administration has largely maintained a competitive position in the labour market, despite major economic changes since the last review. The proposed amendments make some adjustments recommended by the consultant and complete some housekeeping revisions to the policy.

<b>Report Preparation</b>	
<b>Department</b>	Administration
<b>Report Prepared by</b>	Alex Dumaresq, Deputy CAO
<b>Report Approved by</b>	
<b>Date Reviewed by</b>	
<b>C.A.O.</b>	

## Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Salary Administration
<b>Number</b>	045
<b>Legislative Authority</b>	N/A
<b>Effective Date</b>	

### Title

- 1 This Policy title is the Salary Administration Policy of the Municipality of the District of Lunenburg.

### Purpose

- 2 (1) The Purpose of this Policy is to provide the approach for salary and compensation decisions for employees within the Municipality of the District of Lunenburg (MODL).

### Responsibilities

- 3 (1) The salary structure is approved by the Council in consultation with the CAO.  
(2) Chief Administrative Office (CAO) is responsible for salary decisions.  
(3) Directors are responsible for the maintenance of position descriptions, hiring processes and performance reviews.  
(4) All salary documentation is to be kept in the official file, maintained by the Payroll and Benefits Administrator, including all relevant employee information and correspondence.

### Position Descriptions

- 4 (1) A Position Description must be completed for all jobs and will include the following sections:
  - a) Position Overview
  - b) Job Responsibilities
  - c) Team Responsibilities
  - d) Essential Criteria and Competencies
  - e) Direct Reporting Hierarchy
  - f) Position Category
  - g) Work Conditions

(2) The Position Description will be used for Job Evaluation, Recruitment, Career Development, Performance Management and Training/Development within MODL.

(3) The CAO will approve the final Position Description for the job in consultation with the departmental Director. On a schedule consistent with the Salary Review Process, all Position Descriptions will be reviewed every four (4) years to ensure appropriateness.

**Job Evaluation**

5 (1) Each job within MODL will be evaluated using a job evaluation tool, which will be the official Job Evaluation Plan for the organization. The factors and weighting used in the job evaluation plan are as follows:

Element	Job Evaluation Plan Factors	Factor Weight	Weight for Element
Knowledge and Skill	<ul style="list-style-type: none"> <li>▪ Education</li> <li>▪ Experience</li> <li>▪ Complexity</li> </ul>	11% 13% 13%	37%
Responsibility	<ul style="list-style-type: none"> <li>▪ Accountability for results / Impact of decisions</li> <li>▪ Communications / Interpersonal skills</li> <li>▪ Management, supervisory and advisory responsibility</li> </ul>	13% 13% 16%	42%
Effort	<ul style="list-style-type: none"> <li>▪ Initiative / Independence of action</li> <li>▪ Physical / Sensory Demands</li> </ul>	13% 4%	17%
Working Conditions	<ul style="list-style-type: none"> <li>▪ Working Environment</li> </ul>	4%	4%
<b>TOTAL</b>		100%	100%

(2) The CAO will ensure that each job within the organization is evaluated and updated as job changes occur. If a job needs a re-evaluation because of a change in responsibilities, a new Position Description must be created and forwarded to the CAO for approval.

(3) The CAO will adopt and maintain up to date procedures for the creation and approval of evaluation of all job descriptions.

### **Job Levels**

- 6 All the roles within the Municipality of the District of Lunenburg will be grouped into levels based on the point value of their role as determined by the results of the Job Evaluation.

### **Salary Ranges**

- 7 (1) Each level has a salary range which includes a series of steps. Each level will have a total of 6 steps.
  - (2) The salary ranges are reviewed on a periodic basis, not to exceed 4 years, to keep current with the market and may be adjusted accordingly by motion of Council.
  - (3) Any adjustment to ranges does not mean an adjustment will be made to base pay.
  - (4) Salary ranges are based on:
    - a) Minimum (Step 1) 80% of target salary
    - b) Maximum (Step 6) 100% of target salary
  - (5) Each employee will be advised of their appropriate job level and the corresponding salary range based on their current role.
  - (6) Compensation programs may vary within the Municipality for specific roles. Part-time salaries will be prorated against the salary ranges to ensure the compensation for the role is appropriate and falls within the range.

### **Salary Increases - Annual**

#### **Consumer Price Index Increase**

- 8 On April 1<sup>st</sup>, employees will be paid a cost-of-living adjustment based on the Provincial Consumer Price Index as determined by Statistics Canada as of December 31 of each year, over December 31 of the previous year. In the event that the Consumer Price Index is negative, there will not be a cost-of-living adjustment. Salary Ranges within the compensation structure will also be adjusted by the Provincial Consumer Price Index at this time.

#### **Step Increase**

- 9 (1) Step increases, through the salary bands, will be considered on an annual basis on October 1<sup>st</sup> of each calendar year for all employees. New hires will not be eligible for a step increase on October 1<sup>st</sup> if hired between April 1<sup>st</sup> and September 30<sup>th</sup> of same year.

- (2) Step salary increases will be based on:
  - a) a current satisfactory Performance Review of the employee;
  - b) the current salary as compared to the step; and
  - c) the budget.
- (3) A supervisor will assess the performance of all their subordinates on an annual basis. The Director will submit the completed Performance Review to the CAO for approval by September 1<sup>st</sup>. The CAO will approve individual salary adjustments, based on the compensation structure, for the October 1<sup>st</sup> annual increase.
- (4) Typically, the employee will move to the next step, upon a satisfactory performance review, each year until the employee reaches the maximum. Once the maximum has been reached, increases will only be received if an increase has been made to the compensation structure.
- (5) No other salary increases will be considered throughout the year without prior approval of the CAO.

### **New Hires**

- 10 (1) Starting salaries for new hires are based on the actual salary range of the job along with the employee's relevant experience, education and development required to be fully competent in the position.
- (2) Compensation for part-time employees will be prorated.
- (3) Factors to consider when determining an equitable starting salary include:
  - a) salary range for the role;
  - b) compensation of other employees internally with similar experience and education in the same role or level (internal equity);
  - c) previous work experience;
  - d) experience in a field relating to the position to be filled;
  - e) educational requirements of the role; and
  - f) development required to perform the role at a fully competent level.
- (4) Starting salaries will normally be at the Minimum (Step 1) and in no cases will exceed the Maximum (Step 6). Starting salaries must be approved by the CAO prior to any offer being made by a Director.

### **Probation Period**

- 11 (1) When a new employee is hired, they are placed on probation for a period of 6 months. During the probationary period, the employee's performance will be reviewed regularly.
- (2) When the probationary period is completed, the employee will no longer be on probation unless their performance warrants otherwise and the probation may be extended for an additional 3 months. Also, at this time a formal review will be initiated by the Director.

### **Training & Developmental Employees**

- 12 At times, new employees will be hired into roles and will not possess the minimum skill/qualifications required for the role. They are considered "Developmental" employees and placed into a "Training Level". If so, the starting salary may be less than the Minimum (80%) of the actual salary range. The employee's salary can be brought up to the Minimum at any time once their performance warrants them to be paid at or closer to the Minimum. This can be done at any time during the year and does not need to coincide with the annual review period. Increases to the Minimum do not require any approvals with the exception of ensuring budgets support the change.

### **Lateral Transfers**

- 13 Employees transferring from one role to another within the same job level will not receive a salary adjustment. The transfer usually represents a developmental opportunity. In most situations, the employee's performance in the current role should be reviewed within the annual performance cycle.

### **Job Level Change – Move to a Higher Level**

- 14 (1) Employees may move to a position at a higher level if they are asked to assume a higher role, if they apply for a higher-level role or if the responsibilities of their current role significantly increase and a job evaluation determines that the role is now at a higher level. Moving to a higher level will likely result in a salary increase although it is not guaranteed.
- (2) All salary increases will be made in consultation with the CAO. Typically, a promotional increase would be from 0% up to 10% (to a step within the new range), however, when determining if a salary increase is warranted, the following should be considered:
  - a) The current salary relative to the salary range of the new position;
  - b) The employee's skills and responsibilities relative to others in a similar role;

- c) The developmental requirements of the employee to fully perform the role;
- d) The employee’s previous experience and education; and
- e) The salary budget available.

(3) It is customary that the employee would move to the minimum in the new role (Step 1), but this is not always the case. At times the employee will be placed at a higher step within the job level.

**Job Level Change – Move to a Lower Level**

- 15 (1) Occasionally, employees are moved to a lower-level role. This may occur if the current job has been phased out or if the current position is re-evaluated to a lower level.
- (2) If the employee is moved to a lower-level position, they will be “red circled” and will remain at their current salary without future increases until their salary is within the salary range of their new position. Once this salary is within the range, they may be eligible for future increases.

**New Position Process**

16 Directors must consult with the CAO to obtain approval for a new position. All new permanent positions require Council Approval. Once a new position is approved, a Position Description must be created and evaluated for salary as described above.

**Repeal**

17 Policy MDL-45 repealed and replaced on June 11, 2019, is hereby repealed and replaced with this Policy MDL-45.

Policy Adoption	
<b>Date of Original Passage</b>	
<b>Date of Notice of Intent to Repeal</b>	
<b>Date of Council Approval</b>	
<b>Date of Effective Date</b>	
<b>I certify that this Policy 045 was adopted by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b>

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Version	Amendment Description	Approval Date
<b>Original V1</b>	MDL-045 Salary Administration	October 16, 2008
<b>V2</b>	Amended to add CPI adjustments based on National CPI provision.	November 10, 2009
<b>V3</b>	Amended the role and responsibilities of the Job Evaluation Committee and transferred authority to CAO	June 14, 2011
<b>Repeal &amp; Replace</b>	Implementation of revised salary scales and procedures	June 11, 2019
<b>Repeal &amp; Replace</b>		XXXX XX, 2023

Proposed

**2023/2024 Pay Scales (6.3% CPI April 1, 2023)**

Level Category	Group	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Entry	20	30,873	32,416	33,961	35,504	37,048	38,592
Clerical / Labor	30	34,462	36,186	37,909	39,633	41,356	43,079
Admin / Trade	40	47,417	49,789	52,158	54,530	56,901	59,272
Senior Administrative / Senior Trade	50	53,238	55,901	58,562	61,225	63,887	66,547
Specialist	60	60,514	63,540	66,565	69,590	72,618	75,644
Officer	70	70,701	74,238	77,771	81,307	84,842	88,377
Manager / Senior Professional	80	83,799	87,989	92,180	96,368	100,560	104,749
Director	90	98,353	103,270	108,187	113,104	118,023	122,940

**Revised 35hr/Week (23/24, incl. CPI)**

Level Category	Group	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Clerical	30	39,318	41,042	42,765	44,488	46,212	47,935
Admin	40	47,417	49,789	52,158	54,530	56,901	59,272
Senior Administrative	50	53,238	55,901	58,562	61,225	63,887	66,547
Specialist	60	60,514	63,540	66,565	69,590	72,618	75,644
Officer	70	70,701	74,238	77,771	81,307	84,842	88,377
Manager	80	83,799	87,989	92,180	96,368	100,560	104,749
Senior Professional	85	98,353	103,270	108,187	113,104	118,023	122,940
Director	90	106,500	110,078	114,457	119,638	126,607	133,576

**Revised 40hr/Week (23/24, incl. CPI)**

Level Category	Group	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Labour	A	44,935	47,631	50,327	53,023	55,720	58,416
Operator I	B	53,238	55,900	58,562	61,223	63,885	66,547
Supervisor	C	54,277	57,778	61,278	64,779	68,280	71,781
Senior Operator	D	60,514	63,540	66,565	69,590	72,618	75,644

**Council**  
Item: 11.1.1  
Date: June 13, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Mayor Bolivar-Getson and Municipal Council

**Submitted by:** Norma Schiefer, Municipal Development Officer

**Date:** June 13, 2023

**Re:** Site Plan Appeal by Adjacent Property Owner – Multi Residential Development Permitted by Site Plan Approval

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#### **Background**

A Site Plan Approval was issued May 18, 2023, for a 2-unit residence, which would be in addition to the existing single unit dwelling. The Development Permit cannot be issued until the appeal period has been completed and any appeals have been addressed. The Building Permit has not been applied for to date. A letter of appeal was received on May 30, 2023, from an adjacent property owner.

#### **Legislative Requirements**

The Village of Hebbville Land Use By-law, Section 5.3.3 states that multi-residential developments, to a maximum of 12 units, are permitted subject to Section 5.3.2 (setbacks) and Section 5.6 (site plan criteria).

The Land Use By-law, in accordance with the Municipal Government Act, states that a Development Officer may grant a Site Plan Approval if the development is in conformance with the criteria outlined in the By-law and the appeal period to Council has passed. In addition, no Development Permit can be issued on the approved Site Plan until the time for appeal has lapsed or the appeal has been disposed of and the development is otherwise consistent with the By-law requirements.

#### **Discussion**

The property at 15808 Highway 3, Hebbville is in the TR (Two-Unit Residential) Zone in the Village of Hebbville planning area. The landowners, Mary Jayne and Kyle Wyman propose to construct a duplex in addition to the single unit dwelling already on the property. As this would

be three (3) dwelling units on the property, a site plan approval is required before issuing the Development Permit. A site sketch is attached showing the proposed development. The building permit application will be completed upon approval of the Site Plan/Development Permit. As part of the building permit application, the landowners will be required to follow all building code requirements, as well as provide confirmation of on-site septic and approval from NS Public Works.

The Village of Hebbville Land Use By-law, Section 5.3.3 states:

The following Developments are permitted in the Two-Unit Residential (TR) Zone, subject to the requirements identified in Subsection 5.3.2 and Site Plan Approval criteria identified in Section 5.6:

- a) Multi-unit Residential Developments, to a maximum of twelve (12) units.

Subsection 5.3.2 outlines property line setbacks of – Front yard 5 metres, Side and Rear yards 1.5 metres and minimum distance between main buildings 3 metres.

Section 5.6 outlines the following criteria, which has been addressed and is to be followed during construction:

**5.6. Site Plan Criteria in all Residential Zones**

Pursuant to subsections 5.3.3 and 5.4.3, in addition to any other applicable requirements found elsewhere in this By-law, the following requirements apply to all uses subject to site plan approval in all Residential Zones:

5.6.1. the development shall be located on the lot so as to reduce impacts and nuisances on adjacent properties;

5.6.2. the location, width and number of driveway accesses shall be constructed in such a manner as to avoid traffic hazards and congestion;

5.6.3. the lot shall have direct access onto a street;

5.6.4. any walkways or driveways to be used for pedestrian traffic shall be hard-surfaced with stable materials to minimize dust blowing onto neighbouring properties;

5.6.5. outdoor pedestrian walkways shall be adequately lit and lighting shall be directed away from the street to eliminate traffic hazards;

5.6.6. a landscaping plan shall be provided which incorporates walls, fences, hedges, trees and shrubs as necessary to minimize land use impacts on adjoining properties;

5.6.7. off-street parking and loading areas shall not be located in the front yard and shall be located on the lot in a manner that minimizes nuisances or impacts on the surrounding properties;

5.6.8. waste, compost and recycling receptacles and other outdoor storage shall be located in the rear or side yard of the property and screened from adjacent properties so as to reduce visual impacts;

5.6.9. stormwater management plans identifying that the development shall have an adequate storm drainage system that will prevent storm water from affecting neighbouring properties and having a negative effect on the environment;

5.6.10. the criteria listed in the above clauses shall be maintained in a manner that is acceptable to the surrounding properties.

As part of my review, it has been deemed that all criteria have been met or will be addressed during construction. Therefore, I have issued the site plan approval.

### Appeal

As part of the site plan approval process, once a site plan is approved/or refused, notice is given to property owners within 30 metres of the subject property with the right of appeal to Council. The Municipality has received a letter of appeal from Tracy and Brenden Baker.

### Conclusion

The **Municipal Government Act** states that where a Council hears an appeal from a site plan approval, the Council may make any decision that the Development Officer could have made.

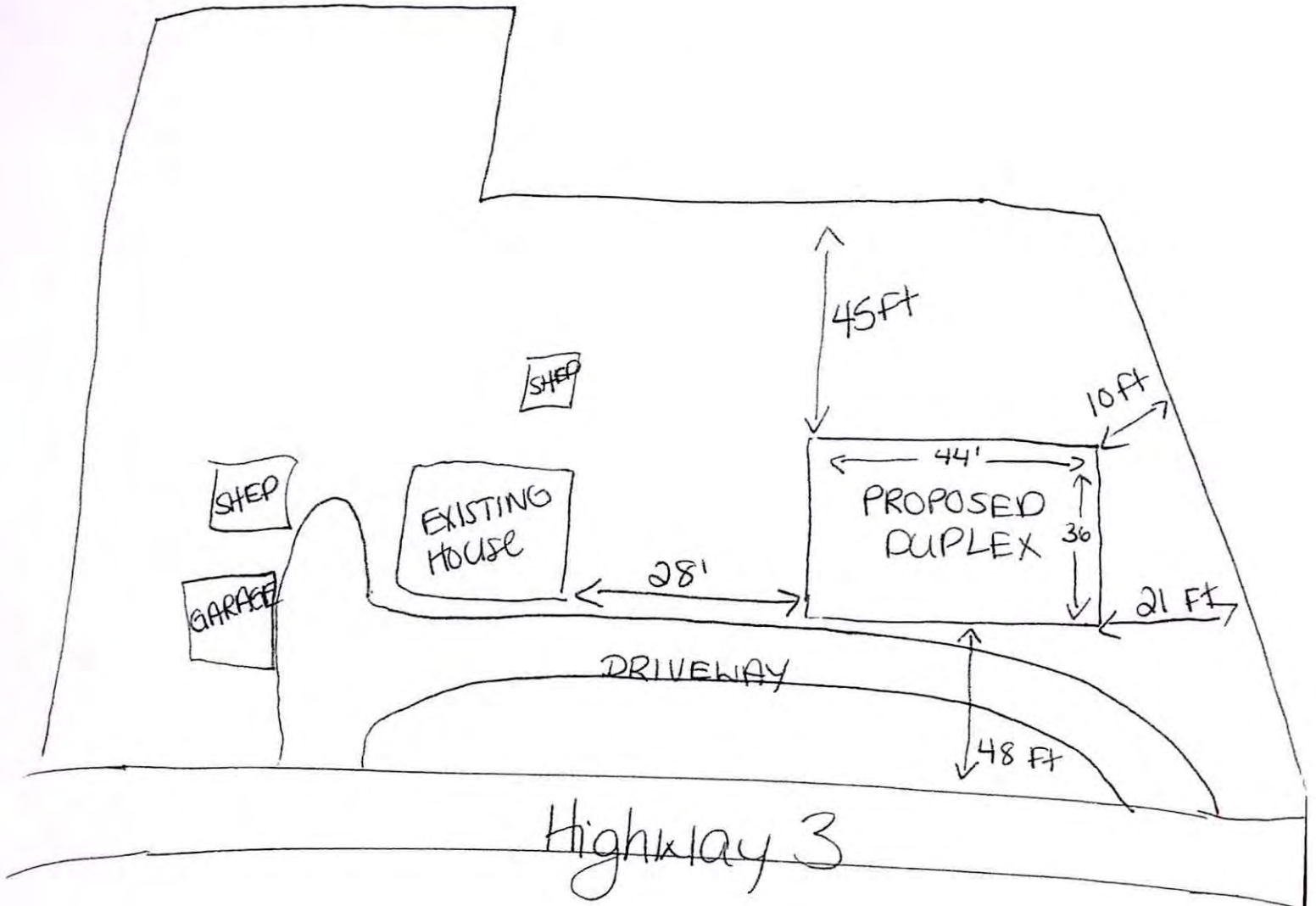
Therefore, Council's options are:

1. Uphold the Development Officer's decision to approve the site plan.
2. Grant assessed owners appeal which would not allow the construction of a duplex in addition to the existing single-family dwelling on the property.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Norma Schiefer, Development Officer
Report Approved by	Jeff Merrill, Director of Planning & Development Services
Date Reviewed by C.A.O.	

# Location Plan

Application: \_\_\_\_\_



*Mary Joseph*  
SIGNATURE

February 22nd/23  
DATE

I hereby certify: That I am the owner/duly authorized agent of the land on which this building / development is proposed; that the statements herein contained are true; and that the plan & specifications submitted are prepared for the construction or alteration of the building or buildings described.

May 29, 2023-05-29

Dear April Whynot-Lohnes:

We are writing in regards to the letter we received on Thursday May 25, 2023 about the site plan approval for a 2-unit residence in Hebbville.

We purchased our 12 acre property in 2010 with the intention of building our home in 2011. We worked quickly with a great team at T & C Homes to design our home for our family. A home with privacy and a nice quiet setting.

On one side of our property there was a small blue bungalow with a single mom and her two children. They were a quiet family and kept an immaculate property.

On the other side of our property was a small white bungalow with a senior living there. Again the yard was tidy and aside from a small dog we didn't even know that they were living there.

Over the next few years the family in the blue bungalow moved to a new house and rented their property. There was issue after issue with the property. The yards weren't properly taken care of as well as broken down vehicles, non stop engine revving and tire squealing late into the night. One of the tenants had so much garbage laying around that we needed to put rat traps in boxes around our yard to try and keep the population of rats down. We would drive by and see them laying dead in the road. Eventually when the family was removed from the home we went inside with the owner and saw the destruction left behind and the holes eaten through the walls by rats. That home was eventually sold and had a facelift and is now a rental property. We have issues with the large bonfires they have in the wooded area between our properties.

The small white property quickly became a rental property to whomever they could find to rent it. Issue after issue is what we have dealt with ever since. We have dealt with rowdy parties, fist fights, screaming and numerous calls to the police many times at 2am or later. Tires squealing and revving of engines. We have had to deal with huge bonfires along the wooded area leading to our property. Keeping us up all night with worry of causing a forest fire. Armed standoffs with up to 9 police cars at the edge of our property looking for drug dealers and sawed off shotguns that were hidden on our property in the woods. When we questioned the police that Sunday if we needed to be concerned about our daughters standing out for the school bus we were told we should be more worried about our property. With that we installed an alarm system as well as surveillance cameras for our safety.

During all of this we raised our daughters hoping for peace and quiet to just live with no issues on our property. After all we had invested every penny we had into buying our dream property and building our dream home for our family.

We still stress over the high bonfires that burn into the early morning hours by renters on either side of our property. To many renters, it doesn't matter to them, they are just renting. We have invested our lives into our home and don't want to lose it due to the negligence of others.

Building this two unit dwelling beside our driveway in front of our home will add two more families in close proximity to our home. While sitting out on our deck we will be looking into their back yard and hearing every noise they make. All of the noise echoes into our bedrooms at night as they are facing the proposed property. As I said above there hasn't been good luck with the majority of renters thus far. This dwelling will also lower our property and home value.

This property is going to look very odd with there already being one home on the small parcel of property. Hebbville has so many beautiful homes along the stretch we live on that this dwelling will take away from that.

Finally we want to dispute the property boundry lines. We feel that the wooden property stakes placed to mark the property lines are not accurate with what we were told by the former owner of our property as well as the previous owner of 15808 Highway 3.

Thank you  
Tracy and Brenden Baker

Brenden- 902-212-0189  
Email-

Tracy - 902-521-3777  
Email- spicylady2@hotmail.com

**Application for Permission to Build a Duplex at  
15808 Highway 3, Hebbville**

Dear Council,

Myself and my husband, Kyle Wyman have applied to build a duplex at 15808 Highway 3, Hebbville. We have rental properties around the Municipality of Lunenburg and Town of Bridgewater and currently provide homes for 6 families. We are striving to provide more affordable housing for our community. The proposed duplex will provide two more families with a place to call home in the Municipality of Lunenburg. Hebbville is a sought-after school district and a beautiful community in MODL.

We have taken precautions to make sure this duplex does not affect any neighboring properties by completing a flood risk assessment (which was required by MODL and cost to us was \$1000.00). We have chosen a duplex that is attractive looking, and as always, we do our due diligence to make sure to have respectful tenants in our homes.

There is a major housing shortage in our area. This duplex will help with this shortage, we feel that helping two families is better than helping none. Our goal is to do what we can to provide solutions to this crisis.

This duplex will add value to the community because it will allow two more families to live in the Municipality of Lunenburg and it will be a nice-looking and new residence along Highway 3, Hebbville.

Thank you for taking the time to read this.

Sincerely,

Mary Jayne & Kyle Wyman

**Council**  
Item: 11.1.2  
Date: June 13, 2023  
Authorization: T. MacEwan



## Memorandum

**To:** Council  
**From:** Jeff Merrill, MCIP, LPP, Director of Planning & Development Services  
**Date:** June 6, 2023  
**Re:** Update: NSUARB Boundary Review Hearing

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For Council's information. Staff will be presenting the municipality's boundary review application regarding the number of councillors and alteration of council district boundaries at the Nova Scotia Utility and Review Board (NSUARB) public hearing on June 19<sup>th</sup> in the Council Chambers.

A copy of the NSUARB hearing notice is attached.



## NOVA SCOTIA UTILITY AND REVIEW BOARD

# NOTICE OF PUBLIC HEARING RE NUMBER OF COUNCILLORS AND ALTERING OF BOUNDARIES

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**THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG** has made application to the Board under section 369 of the *Municipal Government Act* to confirm the number of councillors to be elected and to alter the boundaries of the polling districts. This matter will be considered in a **public hearing** as follows:

**Hearing starts:** Monday, June 19, 2023, at 11:00 AM

**Place:** Council Chambers  
10 Allée Champlain Drive  
Cooksville, NS

- You may speak at the hearing. You must notify the Board by **Monday, June 5, 2023**, to register.
- You may make written comments by sending a letter to the Clerk of the Board at P.O. Box 1692, Unit "M", Halifax, NS B3J 3S3, or by email at: [board@novascotia.ca](mailto:board@novascotia.ca), or by fax at (902) 424-3919 by **Monday, June 5, 2023**.

**Additional information about the matter is as follows:**

A copy of the application is available for inspection during regular business hours at the Council Chambers, 10 Allée Champlain Drive, Cooksville, Nova Scotia, and at the offices of the Board, Summit Place, 3<sup>rd</sup> Floor, 1601 Lower Water Street, Halifax Nova Scotia or on the Board's website at <https://nsuarb.novascotia.ca/>, by clicking on "Matters & Evidence", "Go to Files & Documents" and insert in "Go Directly to Matter" Matter ID **M10936**.

**To assist the Board in using correct forms of address and pronouns in our hearings and decisions, we invite all parties, lawyers, and all other participants to share their pronouns and titles with the Board and each other if they are comfortable doing so. There is no requirement to provide this information.**



## Memorandum

**To: Municipal Council**  
**From: Abhimanyu Jain, Climate Change and Sustainability Manager**  
**Date: June 13, 2023**  
**Re: Electric Vehicle Carshare Program in partnership with Town of Mahone Bay**

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Recommendation that:

**“The Municipal Council endorse the collaboration with the Town of Mahone Bay to conduct a feasibility study for an Electric Vehicle Carshare Program in the fiscal year 2023/24.”**

The Municipal Council has been presented with a proposal from the Town of Mahone Bay (TOMB) for a collaboration on a feasibility study for an electric vehicle carshare program. Following a thorough evaluation, staff recommends endorsing the opportunity to collaborate with TOMB on conducting the feasibility study during the fiscal year 2023/24.

### DISCUSSION

Conducting a feasibility study for relevant carshare programs aligns with the Local Climate Change Action Plan 2030 as it one of the 27 community climate actions outlined in the Plan. While the study was originally scheduled for the 2028-2030 period, the proposal from TOMB offers an opportunity for collaboration in the current fiscal year. Staff recommends endorsing the collaboration; however, there are challenges that need to be addressed. The study requires additional staff time and resources, potentially diverting attention from other ongoing projects and priorities. Furthermore, since MODL has not allocated funds for this project in fiscal year 2023/24, allocating funds would be necessary and could impact the budget for other initiatives. Additionally, a detailed analysis is required to prepare the scope of work for the feasibility study, considering the contrasting local contexts of TOMB being a smaller, walkable community compared to MODL, which is primarily a larger, rural, and car-dependent community.

### BUDGET IMPLICATIONS

The approximate expense to conduct the feasibility study for the electric vehicle carshare initiative is \$40,000. As MODL did not allocate funds for this project in the current fiscal year, an additional \$10,000 would need to be allocated. The Council has the option to utilize funds from the Sustainability/Climate Change Reserve for this project.

TOMB has committed to contributing \$10,000 towards the study, and the remaining \$20,000 is expected to be funded through a grant from the Green Municipal Funds. It is important to note

that securing the grant is not guaranteed, but endorsing the collaboration demonstrates commitment and enhances the chances of obtaining external funding. The budget implications are summarized in the table below.

	Town of Mahone Bay Contribution	Municipality of the District of Lunenburg Contribution	Green Municipal Funds Grant
If Green Municipal Funds grant is approved	\$10,000 (25%)	\$10,000 (25%)	\$20,000 (50%)
If Green Municipal Funds grant is <b>not</b> approved	\$20,000 (50%)	\$20,000 (50%)	N/A

### ALTERNATIVES

As an alternative, MODL Council may consider pursuing the collaboration during the 2025-2027 period if TOMB is willing. Opting for the 2025-2027 period allows for more time for the MODL staff to adequately prepare for the feasibility study. By allocating additional time, the staff can engage in thorough research, conduct detailed analyses, and explore various potential carshare program options. This extensive preparation will result in a more comprehensive and well-informed feasibility study, enhancing the chances of success and optimal outcomes for the program.

Additionally, pursuing the collaboration earlier than the originally planned 2028-2030 period demonstrates a proactive approach towards sustainable transportation initiatives. This approach allows for careful planning, resource allocation, and consideration of external funding sources without compromising the current fiscal year's budget.

Therefore, if the Municipal Council chooses this alternative, the recommended motion would be as follows:

**“The Municipal Council endorse the collaboration with the Town of Mahone Bay to conduct a feasibility study for an Electric Vehicle Carshare Program during 2025-2027 period.”**

### CONCLUSION

In conclusion, the staff recommends that the Municipal Council endorse the collaboration with the Town of Mahone Bay for the feasibility study on the Electric Vehicle Carshare Program in the fiscal year 2023/24. This endorsement reflects the Council’s conviction in the urgency and significance of this initiative for climate action and sustainable transportation.

However, it is also worth considering the alternative option of pursuing the collaboration during the 2025-2027 period. The 2025-2027 period allows for an earlier start to the feasibility study, while providing additional staff time for thorough preparation, careful planning, and resource allocation. While endorsing the collaboration in the fiscal year 2023/24 accelerates progress, the alternative option of pursuing it during the 2025-2027 period merits serious consideration.

By evaluating both options, the Municipal Council can make an informed decision that aligns with long-term Local Climate Change Action Plan 2030 goals and maximizes the chances of success for Electric Vehicle Carshare Program.

<b>Memorandum Preparation</b>	
<b>Department</b>	Planning & Development Services
<b>Prepared by</b>	Abhimanyu Jain, Climate Change and Sustainability Manager
<b>Approved by</b>	Jeff Merrill, Director
<b>Date Reviewed by C.A.O.</b>	

**Council**  
Item: 11.2.1  
Date: June 13, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Report to Council**

**Report To:** Municipal Council  
**Submitted By:** April Whynot-Lohnes, Municipal Clerk  
**Date:** June 13, 2023  
**Re:** 2023 Council Summer Meeting Schedule

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#### **Recommendation**

“that Municipal Council approve the first four (4) weeks of August as Council’s summer break and that Council meetings held during this time be cancelled, and further that Council take the first four (4) weeks of August as their summer break on a yearly basis”.

#### **Executive Summary**

In the past years, Council agreed to take a break from Council and its committee meetings during a four-week period throughout the summer months. Council does have the option of holding a special meeting, if required, to deal with any issues that may arise during this time.

#### **Discussion**

The summer break has typically been a four-week period during the month of August.

In 2022, Council took its summer break from August 1-26. In 2021, the break was from August 2-27. There were no special Council meetings required during these timeframes.

The meetings to be cancelled during the proposed August 2023 summer break are as follows:

- August 1 – Finance Committee
- August 8 & 22 – Council
- August 15 – Policy & Strategy Committee
- August 16 – Internal Transportation Committee
- August 24 – Planning Advisory Committee

The LCLC meeting of August 17, 2023 is still required as it is a meeting of an outside committee/board.

**Communication Considerations**

Post a notice of the dates of Council’s summer break and cancelled meetings on the website, social media outlets, and in the local newspaper on a yearly basis.

**Conclusion**

Council will have to cancel the meetings during the allotted time for the summer break. If an emergency arises during that period, a Special Meeting may be held and the date of the same advertised.

Report Preparation	
<b>Department</b>	Administration
<b>Report Prepared by</b>	April Whynot-Lohnes, Municipal Clerk
<b>Report Approved by</b>	Alex Dumaresq, Deputy CAO
<b>Date Reviewed by C.A.O.</b>	

**Council**  
Item: 11.2.2  
Date: June 13, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Council  
**Submitted by:** Alex Dumaresq, Deputy CAO  
Zander Zwicker, Policy & Records Management Assistant  
**Date:** June 6, 2023  
**Re:** First Reading - Draft Water Supply Upgrade Lending Program By-law

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#### **Recommended Motions**

**Move that Council conduct first reading on the Water Supply Upgrade Lending Program By-law.**

#### **Background**

Leading up to the 2010's, droughts and periods of drought-like weather have been infrequent in Southwestern Nova Scotia. Unfortunately, projections suggest that our region will increasingly see drier conditions. By 2050, the Federal Government projects that precipitation deficits, that being periods of abnormally low rainfall compared to the historical record, will be 36% more frequent.

Compounding the issue, MODL is a rural area where the majority of households source water from private wells, and there is a greater rate of shallow, dug wells in Southwest Nova Scotia compared to the rest of the province, resulting in a higher susceptibility to dry wells during precipitation deficits.

Council has been aware of and responding to the issue of drier summers since 2016. That year, the province experienced extreme periods of drought-like conditions resulting in more than 1,000 homes experiencing water shortages in Southwest Nova Scotia. In response, Council initiated a program to provide jugs of potable water to residents who were struggling with dry wells and worked with partners such as the LCLC to provide shower facilities.

The **Municipal Government Act** explicitly authorizes municipalities with the discretion to create lending programs for homeowners to address low water supply (MGA, s.81A(1)(c)). In February of 2023, Council directed staff to investigate the development of a financing program for

households to complete upgrades to their potable water supply. This draft bylaw attached to this report sets out the program parameters as follows:

- Eligibility:
  - Existing homes experiencing water supply issues
  - Owner occupied
  - Maximum of 2 units
  - No outstanding loans or taxes with the municipality
- Qualifying Upgrades:
  - Digging/drilling a new well
  - Rainwater collection systems
  - Cisterns
  - Water pumps & lines
  - Electrical connections
  - Other systems and equipment designed to improve the supply, use, and conservation of potable water
- Financing terms
  - Maximum loan of \$20,000 or 15% of the assessed value
  - Interest rate of 2% (tied to CEF policy)
  - Administrative fee set through council policy (recommended \$250 to align with CEF program)
  - Allow Clean energy upgrades up to maximum loan amount

### **Budget Implications**

Council included \$50,000 in this year's budget for a well financing program. Should Council adopt a \$250 processing fee, there would be sufficient funds in Council's overall water strategy operating budget to cover the additional \$400 per property for Clean Foundation costs.

### **Workplan/Timeline**

The use of the Clean Foundation as administrators will reduce time required to establish the program and will reduce municipal staffing time demands. Should Council decide to pursue in-house administration, the launch of the program would have to be slightly delayed, and additional staff resources in the administration department would have to be diverted from other projects.

Finance staff are currently in a position to manage the small increase in the number of loans being administered, provided that there is a limit of one loan per property and all loans must be paid in full if a property is sold.

### **Conclusion**

Increasingly dry weather has created major hardships for residents with little water supply. Council's strategy to address this climate change issue includes a by-law and program to finance

water supply upgrades in private residences. The pre-existence of MODL’s CEF program and neighboring units’ well financing program provide excellent blueprints for the creation of a water supply financing program for MODL residents.

<b>Report Preparation</b>	
<b>Department</b>	Administration
<b>Report Prepared by</b>	Alex Dumaresq, Deputy CAO
<b>Report Approved by</b>	
<b>Date Reviewed by</b> <b>C.A.O.</b>	

# Municipality of the District of Lunenburg

By-law Details	
<b>Name</b>	Potable Water Supply Upgrade Lending Program
<b>Number</b>	047
<b>Legislative Authority</b>	<b>Municipal Government Act, Section 81A(1)(c)</b>
<b>Effective Date</b>	

**Title**

1 This By-law is titled the Potable Water Supply Upgrade Lending Program By-law.

**General**

- 2 (a) Sections 81A(1)(c) of the **Municipal Government Act** permits the Municipality of the District of Lunenburg to provide financing to eligible property owners for improving the supply of potable water to properties within the Municipality.
- (b) Council recognizes that southwest Nova Scotia has a high rate of shallow wells and that the impacts of human-caused climate change have resulted in longer and more pronounced dry periods, which has a greater impact on homes with shallow wells.
- (c) To help address this issue, council hereby enacts the Potable Water Supply Upgrade Lending Program By-law, to facilitate the upgrade of potable water supply systems in residences in the Municipality.

**Definitions**

- 3 In this By-law,
- (a) **CAO** means the Chief Administrative Officer for the Municipality, or their designate.
- (b) **Contractor** means an insured person or corporation licensed by the Department of Environment and retained by the Qualifying Property Owner to complete the Water Supply Upgrade.
- (c) **Clean Energy Upgrade** means the same as defined in MODL By-law 031 Clean Energy Financing.
- (d) **Director of Finance** means the Director of Finance & Treasurer for the Municipality, or their designate.

- (e) **Financing Agreement** means a written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade.
- (f) **Maximum Eligible Amount** means the maximum amount that the Municipality will lend to a Qualifying Property Owner for a Water Supply Upgrade which is set at the lesser of \$20,000 or 15% of the total assessed value of the Qualifying Property.
- (g) **Municipality** means the Municipality of the District of Lunenburg, and includes its employees, agents, or designated third party contractor.
- (h) **Qualifying Property** means an existing, owner-occupied single unit or two-unit residential property, or a building owned by not-for-profit organization, located within the Municipality that meets the eligibility criteria for participation in the Water Supply Upgrade Lending Program. Multi-unit residential buildings with more than two units, new construction, and business/industrial premises are **not** eligible for this Program.
- (i) **Qualifying Property Owner** means the individual, individuals, or entity in possession of the title for the Qualifying Property. The Qualifying Property Owner may also be the person responsible for paying taxes in relation to the Qualifying Property.
- (j) **Water Supply Upgrade** means the installation and/or construction of equipment or systems to improve the supply of potable water to the property including: the digging of a new well, installation of rainwater collection and/or storage systems and equipment (e.g. cisterns); installation of a well pump, water line, and/or electrical connection to support the function of a water system; or other systems and equipment designed to improve the supply, use, and conservation of potable water.
- (k) **Water Supply Upgrade Loan** means the local improvement charge levied on the Qualifying Property pursuant to section 81A of the **Municipal Government Act**.

## Administration

- 4 (a) A Property Owner may apply to the Municipality for financing of a Water Supply Upgrade to a Qualifying Property within the Municipality.
- (b) Lending will be subject to the approval and agreement in writing of the Director of Finance on behalf of the Municipality, which will be subject to the execution of a Financing Agreement and the following conditions:
  - (i) The Qualifying Property Owner is not in default of any municipal taxes, rates or charges;

- (ii) The property currently does not have a loan with the municipality for any other program (e.g. Clean Energy Financing, LaHave program septic system)
  - (iii) the proposed Water Supply Upgrade must follow applicable provincial and/or federal regulations;
  - (iv) the proposed Contractor must have a valid Department of Environment license to carry out a Water Supply Upgrade as applicable;
  - (v) compliance with other conditions as shown in the Financing Agreement; and
  - (vi) a signed statement by the Qualifying Property Owner outlining the Qualifying Property's potable water issues, that the Water Supply Upgrade is necessary.
- (c) The Water Supply Upgrade Loan may consist of:
- (i) The cost of the Water Supply Upgrade and all associated labour costs, permit fees, and applicable taxes;
  - (ii) interest charges, including any additional interest arising due to any default of payment; and
  - (iii) an administrative fee as set by council to cover costs of administering the program.
- (d) The Water Supply Upgrade Loan is provided for the benefit of the Qualifying Property Owner in the form of the Municipality paying all eligible Contractor invoices for the completed work up to the Maximum Eligible Amount. The Qualifying Property Owner will sign the Contractor's invoices and submit them to the Municipality for payment. As the Municipality pays the Water Supply Upgrade invoices, the resulting loan amount advanced to date is a lien against the Qualifying Property.
- (e) Interest will begin accruing on any approved Water Supply Upgrade invoice paid by the Municipality thirty (30) days from the date that the Municipality paid that invoice.
- (f) The Water Supply Upgrade Loan will become payable on the completion of the contract for the installation of the Water Supply Upgrade in accordance with the Financing Agreement and on the Director of Finance's receipt of the dated and signed Certificate of Completion.

- (g) The Qualifying Property Owner will make equal payments of the principal over a maximum period of 15 years to repay the outstanding Water Supply Upgrade Loan, on which interest will be payable as set out in the Financing Agreement.
- (h) The Municipality will not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade. The Water Supply Upgrade is owned and maintained by the Qualifying Property.
- (i) The Director of Finance will maintain a separate account of all monies due for the Water Supply Upgrade Loan, identifying the following for the Qualifying Property:
  - (i) The names of the property owners, assessment account number, PID, and civic addresses;
  - (ii) the original amount of the Water Supply Upgrade Loan advanced;
  - (iii) the scheduled amounts paid to the Municipality to repay the Water Supply Upgrade Loan, with principal and interest paid clearly distinguished; and
  - (iv) an annual statement of account on the anniversary date of the Water Supply Upgrade Loan, showing the principal balance owing at the end of the previous year, total amount paid during the year, amount of interest included in the payments, and balance of the principal owing at the end of the year.

### **Clean Energy Upgrades**

- 5 A Property Owner may choose to also complete clean energy upgrades as set out in MODL By-law 031 Clean Energy Financing concurrent with the water supply upgrades provided that:
- (a) The upgrades meet the conditions of the Clean Energy Financing Bylaw;
  - (b) The upgrades are completed concurrently with the water supply upgrades so that the work forms a single loan with the municipality; and
  - (c) The total value of the loan does not exceed the Maximum Eligible Amount as set out in this bylaw.

### **Lien**

- 6 (a) The Water Supply Upgrade Loan advanced in the form of the Municipality paying the Contractor's invoices when submitted for payment will become a lien levied on the Qualifying Property in accordance with the **Municipal Government Act**.

- (b) The Water Supply Upgrade Loan advanced 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**.
- (c) The lien provided for in this By-law will remain in effect until the total Water Supply Upgrade Loan, including any accrued interest and administrative charges, has been paid in full.
- (d) In the event of default, the Water Supply Upgrade Loan will be collected in the same way as overdue taxes in accordance with the **Municipal Government Act**.

**Interest**

- 7 (a) Interest will begin accruing on any portion of the Water Supply Upgrade Loan thirty (30) days from the date that the Municipality pays the Contractor invoice for that portion.
- (b) Interest is payable on the amount of the Water Supply Upgrade Loan deemed outstanding at the rate set out in MODL Policy 068 Clean Energy Financing Program Lending Rate.

By-law Adoption	
<b>Effective date of original by-law</b>	
<b>Date of first reading</b>	
<b>Date of advertisement of notice of intent to consider</b>	
<b>Date of second reading</b>	
<b>Date of advertisement of passage of by-law</b> Effective date of the by-law unless otherwise specified in the text of this by-law.	
<b>Date of mailing a certified copy of by-law to Minister</b>	
<b>Date of Ministerial Approval</b>	
<b>I certify that this “Potable Water Supply Upgrade Lending Program’ by-law was adopted by Municipal Council and published as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b>

Version	Amendment Description	Approval Date
Original	047 Potable Water Supply Upgrade Lending Program	

Proposed

**Council**  
Item: 11.3.1  
Date: June 13, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Municipal Council  
**Submitted by:** Trudy Payne, Director of Recreation, Parks & Tourism  
**Date:** Annual Operating and Major Recreation Capital Grants  
**Re:** June 13, 2023

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#### **Recommendations**

**That Council for the Municipality of the District of Lunenburg approve the applications for the 2023-2024 Annual Operating Grant program in the amount of \$75,350 as presented, noting two of the applicants are pending approval based on confirmation of seeking funding from the Municipality in which the organizations operate.**

**That Council for the Municipality of the District of Lunenburg approve the applications for the 2023-24 Major Recreation Capital Grant program in the amount of \$74,400 as presented.**

**That Council for the Municipality of the District of Lunenburg, under MODL Policy 043, approve the late application received from the Lunenburg Pool from the 2023-2024 Annual Operating Grant program in the amount of \$2,000.**

#### **Background**

Each year the Municipality of the District of Lunenburg offers an Annual Operating Grant (AO) and Major Recreation Capital Grant (MRC) program to its non-profit groups to support the many volunteers and volunteer groups that make our communities better places to live, work and play.

This year, the Municipality of the District of Lunenburg received 36 applications by the deadline of April 28<sup>th</sup>, totaling \$154,041.84 for Annual Operating Grants, around 40% increase on the requests in 2022/23 (\$110,250), and a total of 10 applications in the amount of \$124,658 in requests for Major Recreation Capital grants, an increase of around 166% on requests in

2022/23 (\$47,000). This year’s applications include requests from twelve new organizations for assistance in annual operating expenses.

As with every year, there were more requests than funds available. The 2023/24 budget for contingency grants (a combined account to provide funding for both Annual Operating Grant and Major Recreation Capital Grant requests) is \$159,000, of which \$9,000 was to cover unclaimed balances from the previous year. Since budget approval, only \$6,375 remains unclaimed, so the available budget for these grants is \$152,625. The total amount being requested is \$277,094.

**Summary**

The applications were reviewed based on the approved criteria. Recommendations are based on the criteria and the budget available.

If Council approves the recommended amount for those applications that met the deadline, there will be \$2,875 remaining to address any late applications.

GRANT SUMMARY (Budget \$152,625)	Requested 2022-23	Recommendation
Annual Operating	\$154,041.84	\$75,350
Major Rec. Capital	\$124,658.23	\$74,400
Late Applications	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$278,700.07</b>	<b>\$148,000</b>
REMAINING BUDGET	-\$126,075.07	\$2,875

Please see the attached spreadsheet for details of applications and the recommended awards.

The following pages provide more information on the organizations.

Report Preparation	
<b>Department</b>	Recreation, Parks & Trails
<b>Report Prepared by</b>	Trudy Payne, Director of Recreation, Parks & Trails
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

## Annual Operating Grants

### Organizational Overview

#### **Barss Corner Community Hall Association – Registered in Council District 7**

This community hall is 100% volunteer supported and relies on fund raising and rentals as its main means of support. The hall is used for suppers, meetings, election polls, receptions, and other community events.

Operational expenses include supplies, advertising, bank fees, insurance, utilities and repairs and maintenance. Revenue sources include rentals, donations, grants and fund raising.

**2023-2024: Amount Requested \$4,791.84 recommended amount \$2,990.**

#### **\*NEW\* Bridgewater Barracudas Swim Club – Registered in Town of Bridgewater**

The club promotes and develops competitive swimming for youth of Bridgewater and surrounding areas during the summer months. They also focus on sportsmanship and fair play. The youth members swim daily to improve their skill level and enjoy the benefits of being part of a team. The club hosts at least one swim meet each season. The club has existed since 1972 and except for hiring coaches, is run entirely by volunteers.

They do not apply to the Town of Bridgewater for funding but receive in-kind through donations of barricades and bleachers for their swim meet in July. The Town also runs a deficit for the pool and has not increased the rental rates to the Barracudas in a long time.

Operational expenses include advertising, salary for coaches, meet expenses, swim NS fees, rental at the outdoor pool and the LCLC, and website. Revenue sources include registration fees, fund raising, and summer student grants.

**2023-2024: Amount Requested \$5,000, recommended amount \$2,800.**

#### **Bridgewater Curling Club – Registered in the Town of Bridgewater**

The Club is home to a four-sheet curling facility which operates to provide curling from October to mid April each year. Throughout the year it is used by groups for shuffleboard, dance classes, meetings and community events.

Operational expenses include wages, plant operation, ice equipment, and building maintenance. Revenues include membership, bar sales, fundraising, and grants.

**2023-2024: Amount Requested \$3,000, recommended amount \$1,750.**

**\*NEW\* Canadian Dory Racing Association – Registered in the Town of Lunenburg**

This Club competes internationally. They have a free junior program, learn-to-row lessons, and advance rowing technique coaching. They have been racing on the Lunenburg waterfront for over 70 years.

Operational expenses include travel to international races, office supplies, advertising, insurance, apparel purchasing and dory repairs. Revenue sources include membership fees, apparel sales, fund raisers, business donations.

**2023-2024: Amount requested \$5,000, recommending \$2,000**

**Coastal Action – Registered in the Town of Mahone Bay**

Coastal Action is seeking financial support to support their water quality monitoring component of the LaHave River Watershed Project. Project initiatives include monthly water quality monitoring, aquatic connectivity assessments in the Main River and West Branch sub-watersheds, fish habitat restoration work in the Main River and West Branch sub-watersheds, community outreach and education initiatives.

Operational expenses include salaries, field supplies and materials, lab fees and office equipment. Revenue sources include funding from the Atlantic Salmon Conservation Foundation, NSA Adopt-A-Stream, EcoAction and the Town of Bridgewater.

**2023-2024: Amount Requested \$5,000, recommended amount \$3,000**

**Flourish 55+ Healthy Activity Centre – Registered in Town of Bridgewater**

The Centre is for adults, 55+, living on the South Shore who want to pursue healthy ageing through social, mental and physical recreation activities, with currently around 100 members. Organized activities include, cards, games, music, book club, arts & crafts, quilting, strolling and Qi Gong. The group has carried out significant upgrades to their rented space on LaHave Street.

Operational expenses include wages & payroll, rent, office supplies, equipment, and on-going repairs/maintenance. Revenue sources include membership, fundraising, grants, and donations.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,600.**

### **Friends of DesBrisay (DesBrisay Museum) – Registered in Town of Bridgewater**

The DesBrisay Museum is a community museum that houses the oldest history collection in Nova Scotia, and fifth oldest in Canada. It showcases the history of Lunenburg County, as well as highlighting its citizens, architecture, and culture. It is the only community museum in Lunenburg County which operates a year-round facility.

Their operational expenses include salaries and benefits, maintenance & repair costs, administration, professional development, and programming. Their revenue sources include grants from all levels of government, sponsorship, program fees and donations.

**2023-2024: Amount Requested \$5,000, recommending \$2,200.**

### **Hinchinbrook Farm Society – Registered in Council District 8**

Hinchinbrook Farms operates a therapeutic riding program for families and young adults who are coping with mental challenges, mainly Autism Spectrum Disorder (ASD) and students from the Middle Level Connect Centre. The riding and outdoor recreational programming help users with sensory and anger management, social interactions, balance, and physical fitness.

Operational expenses include payroll & benefits, insurance, office supplies & equipment and training. Their revenue sources include provincial and federal funding, MODL, private and corporate donations, fundraising, and program fees.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,000.**

### **\*NEW\* Hope Blooms – Registered in HRM, Program in Council District 1**

This organization engages youth in marginalized communities in actualizing their full potential, becoming positive agents of change in their communities, and building bright futures through experiential education.

Hope Blooms was offered land in MODL to do regenerative organic farming, as well as partnering with Wild Child Forest School and the Department of Agriculture to offer farming training, and Forest School free of charge to children and youth of color in MODL. They have worked from an equity and innovative lens that has worked for them for 15 years in HRM and they want to expand it to the South Shore African Nova Scotian, Indigenous and Newcomer families that might find themselves craving spaces that are made for and with them.

Operational expenses include wages for a farmer for 8 months, transportation of the families to the farm once a month for four months, administrative costs, supplies (soil, organic compost, etc.) insurance and maintenance of the land. Revenue sources grants and donations.

**2023-2024 – Amount Requested \$5,000, recommending \$2,000.**

**LaHave Islands Marine Museum Society – Registered in Council District 1**

The Society was established in 1978 to preserve, display, and be the depository of the history of the LaHave Islands and the area’s inshore fisheries and owns the Museum building, the Community Hall on Bells Island and has responsibility for St. John the Evangelist Anglican Church. Two of these buildings hold heritage status.

Operational expenses include summer student wages and benefits, administration, facility maintenance, marketing, and programming. Their revenue sources include fundraising, donations, gift shop sales, federal and provincial grants, and membership dues.

**2022-2023: Amount Requested \$750 recommended amount \$750.**

**Lunenburg Academy Foundation – Registered in Town of Lunenburg**

The Foundation has operated as a charity since 1981 with the mandate of the preservation, restoration, and care of the Lunenburg Academy. They have built a Heritage Interpretive Classroom which tells the story of the former Lunenburg County Academy during a time of educational reform in Canada. The Foundation does extensive fundraising for the capital improvements needed for the building. They are seeking operational funding to help operate the Heritage Interpretive Classroom.

Operating expenses include summer staff wages, promotion and marketing, interpretation expertise, internet, staff training, administrative expenses, and merchandise. Revenue sources include membership, merchandising, fund raising, donations and grants.

**2023-2024: Amount Requested \$5,000, recommended amount \$2,000.**

**Lunenburg Arts Gallery Society- Registered in the Town of Lunenburg**

The Art Gallery’s mandate is to promote the appreciation of art in the Town of Lunenburg and surrounding areas; to provide a showcase for the exhibitions of works of art; to provide a variety of cultural and educational services to the community and visitors to the area; to assist local artists by providing opportunities for them to exhibit their works; and to promote the life and legacy of 20<sup>th</sup> century Lunenburg artist Earl Bailly.

Operational costs include expenses associated with the Gallery such as supplies, rent, telephone, utilities, and administrative costs such as accounting & legal, website, office supplies and insurance. Revenue sources include fees from artist, net gallery art income, donations, grants.

**2023-2024: Amount Requested \$2,000, recommended amount \$1,000 (Pending based on seeking funds from the host municipality)**

### **Lunenburg County Historical Society – Registered in Council District 2**

The Lunenburg County Historical Society maintain and operate the Fort Point Museum in LaHave. They conduct research, gather, compile, and preserve historic documents and artifacts, and provide historic education programs, events, and celebrations.

Their operational expenses include staff salaries and benefits, facility maintenance, utilities, insurance, and administration. Their revenue sources are donations, fundraising, government funding including grants, membership fees and gift shop sales.

**2023-2024: Amount Requested \$5,000 recommended amount \$2,500.**

### **Lunenburg Doc Fest- Registered in the Town of Lunenburg**

The Doc Fest showcases a diverse lineup of remarkable regional and international documentaries annually in the heart of Lunenburg. Their mission is to entertain, educate, and inspire by showcasing the documentary art form and creating a cultural connection between the audiences and artists. The Doc Fest hosts a robust screen industry conference which offers a variety of different programming formats to help filmmakers achieve their goals. Presenting a balance of professional development, peer to peer engagement and networking opportunities, the Doc Fest Market is ideal for filmmakers seeking quality time and connections with potential partners.

Their operational expenses include staffing, advertising and promotion, travel and meals, equipment rental, insurance, professional fees, legal and accounting fees, office expenses. Revenue sources include grants, sponsors, festival passes, film passes, ticket sales, concessions.

**2023-2024: Amount requested \$5,000, recommending \$2,000.**

### **Lunenburg Foundation for the Arts – Registered in Council District 9**

The Foundation is a support organization, dedicated to ensuring a vibrant future for the arts in Lunenburg County by advancing the understanding and appreciation of the arts. Working behind the scenes, they support seasoned and emerging artists of varied media, through bursaries, to help maintain the arts sector in Lunenburg County. The organization will upgrade their website this year to include donor management software.

Their operational expenses include website upgrade, grants to artists, high school bursaries, and office administration costs. Their revenue sources are donations, Provincial government, and fundraising.

**2023-2024: Amount Requested \$4,000, recommended amount \$2,000.**

### **Mahone Bay Founders Society – Registered in Mahone Bay**

The Mahone Bay Museum is a small community museum run by the Mahone Bay Founders Society. They protect and provide on-site and on-line access to the history of the Mahone Bay area. The Museum values diversity of the community, protecting histories in the archives and making them accessible.

Operational costs include salaries, office supplies, advertising, exhibits and collections, programming, utilities, insurance, and heating oil. Revenue sources include grants, corporate donations and general donations, campaigns, events.

**2023-2024: Amount Requested \$3,000, recommended amount \$1,600.**

### **\*NEW\* Mount Calvary Evangelical Lutheran Church – Registered in District 7**

Holds a weekly service, Sunday School, youth ministry. Hosts a Remembrance Day Service.

Operational costs include wages, training, travel, administrative expenses, merchandise, insurance, heat, electricity, committee expenses. Sources of revenue are weekly offerings.

**2023-2024: Amount requested \$5,000, recommending \$0.00.**

Application was in direct relation to operating the church. Recommend they apply to the Community Events Grant for their Remembrance Day Service.

### **Nova Scotia Sea School – Registered in Town of Lunenburg**

The Sea School offers multi-day sailing and wilderness programs for youth ages 12-19 in Lunenburg, exploring the coastline between Chester and the LaHave Islands. Their mandate is to provide experiential and adventure opportunities that transform how participants see themselves, the world around them and their capacity to contribute to society. The programs are skill-building and life-training courses and provide an essential leadership opportunity with the outcome of creating responsible citizens who contribute to society.

Their operational expenses include salaries and benefits, program costs, facility costs, and fleet costs. Their revenue sources include tuition fees, donations, and government grants.

**2023-2024: Amount Requested \$5,000, recommended amount \$2,000.**

### **\*NEW\* Parkdale Maplewood Community Centre Association – Registered in Council District 7**

This Association operates a community hall. The Hall services the areas of Parkdale, Maplewood, Scarsdale, Farmington, Four Mileswoods area plus part of Newburne and outlying

areas. This is the only building in the area that can accommodate large crowds of 125-175. The Hall is used by senior groups, church groups, 4-H, youth groups, the local museum, and for funerals and weddings. Many fundraisers take place such as the monthly breakfast.

Operational expenses include janitor fees, supplies, insurance, bank fees, utilities, oil, propane, maintenance of grounds and building. Revenue sources include fundraising, donations.

**2023-2024: Amount requested \$2,000, recommending \$2,000.**

### **Parkdale-Maplewood Community Museum - Registered in Council District 7**

This is one of three museums in the Municipality that fulfill the requirements for the Provincial Community Museums Assistance Program. It is dependent on all three levels of government as well as local volunteers to carry out their mission of preserving community history.

Their operational expenses include salaries and benefits, program costs, facility costs, insurance, administration, and property taxes. Their revenue sources include donations, operating grants, fundraising, and membership dues.

**2023-2024: Amount Requested \$3,000, recommended amount \$1,800.**

### **\*NEW\* Riverport Community Centre – Registered in Council District 9**

This facility was built around 1905 as a one room schoolhouse. In 1962 the school was converted into the community centre. It is now home to the Lions Club, Riverport auxiliary, Odd Fellows, and the Seniors Historical Group. The Centre offers free community-based programs, as well, the hall is used for a variety of local fund raisers and recreational activities.

Operating expenses include fuel, lights, phone, insurance, maintenance, office supplies and advertising. Revenue sources include rentals, events, donations and grants.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,000.**

### **Rossini Opera Festival (L.A.M.P.) – Registered in Town of Lunenburg**

Based in the Lunenburg Academy, LAMP is one of the most innovative and exciting post-graduate music schools in Canada. Anyone can attend a live music event at LAMP, every year sixty free performances are given in the community.

Their operational expenses include rent, salaries and benefits, performance fees, insurance, and administration costs. Their revenue sources include government grants, donations, tuition fees, sponsorships and in a normal year, ticket sales.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,000 (pending based on seeking funds from the host municipality)**

**Seaside A Cappella Show Chorus Association – Registered in Council District 8**

The Chorus is an educational organization striving to teach women of all ages proper vocal and performance skills that enhances the quality of the chorus experience for members. Funding would enable the group to hire a professional vocal coach and help off-set costs of providing performances locally. The Chorus rehearses in Dayspring.

Their operational expenses include music purchase & licensing and rent. Their revenue comes from membership dues and fundraising.

**2023-2024: Amount Requested \$5,000, recommended amount \$2,000.**

**\*NEW\* Sierra Club Canada Foundation – Registered in Council District 1**

The Foundation is a national charity that empowers people to be leaders in protecting, restoring and enjoying healthy and safe ecosystems. They have three Wild Child Programs locations in Canada, Nova Scotia being one of them. The goal of Wild Child is to give opportunities to all children to connect with the land and build community around that. They hope to inspire children and their families to play more outdoors and become more in-tune with themselves and the natural world. Their goal is for children to learn to respect each other, respect themselves and respect the forest. Funding request is to support the Wild Child Forest Program being offered in the Municipality of the District of Lunenburg. They are hoping to collaborate with the Petite Riviere Elementary School to incorporate more land-based learning into the school curriculum. This program has created six new full and part-time well-paying job positions in the local economy.

Their operational expenses include salaries, insurance, supplies, software fees, land use rental. Their revenue sources include program fees, donations, and grants.

**2023-2024: Amount Requested \$5,000, recommended amount \$2,000.**

**\*NEW\* South Shore Fieldhouse Society – Registered in the Town of Bridgewater**

The Fieldhouse's mandate is to provide an affordable, accessible, and inclusive recreational, health and wellness facility for community members in the South Shore. The facility provides opportunities for organizations to have sports training, meetings, and have their sensory, social and fitness needs met. This facility was built in 2008 lead by a dedicated group of volunteers. The facility is home to a sports field, sprint track and oval running track and four locker rooms. The facility also offers a matted fitness area, multi-purpose function rooms and the Quinn Sensory Centre.

Operational expenses include wages, legal, advertising and promotion, insurance, cleaning and maintenance, programming, water/sewer, utilities, security and equipment. Revenue sources include field rentals, rentals, track fees, sensory room, commercial rentals, canteen, grants and donations,

**2023-2024: Amount Requested \$5,000, recommended amount \$3,000.**

**\*NEW\* South Shore Ice Storm – based out of the LCLC**

The South Shore Ice Storm is the sledge hockey program based out of the Lunenburg County Lifestyle Centre. In sledge hockey, everybody can play. It is open to male and females, able-bodied and disabled players of all ages. This Association began in 2017 and now operates a team with 34 members. Players range in age from 10-50 and has a 50% mix of male and female members and a 50% mix of able and disabled players. Funding will help cap registration fees at \$125. As part of registration, players receive all equipment for the activity, with the exclusion of protective gear.

Operational expenses include ice rental, equipment, rink boards, referees, tournament fees. Revenue sources are predominantly through membership fees and grants.

**2022-2023: Amount Requested \$4,000, recommended amount \$2,120.**

**South Shore Lightning Basketball Association – Registered in Council District 3**

This Association is dedicated to providing quality basketball programs and experiences for youth in the South Shore area. They are committed to promoting the values of sportsmanship, teamwork, while also fostering a love for the game.

Operational expenses include equipment, gym rental, association fees and team gear. The revenue sources are from club fees, sponsorship, and fundraising.

**2023-20234 Amount Requested \$10,000, (Grant is capped at 50% of budget to a maximum of \$5,000) recommended amount \$3,000.**

**South Shore Sexual Health – Registered in Town of Bridgewater**

The Society offers support, services, and supplies to promote sexual and reproductive health throughout Lunenburg and Queens Counties. The provide for free safer sex supplies, pregnancy testing, HIV self testing, menstrual supplies, gender-affirming gear for the trans community, guidance and support, contraception, emergency contraception, health care navigation and workshops for both youth and the community at large.

Operational expenses include payroll, rent, insurance, supplies, and Transformation Closet expenses. The revenue sources are from Sexual Health Nova Scotia, United Way, grants, and donations. They will also be seeking funding from the Towns of Bridgewater, Mahone Bay and Lunenburg, the Municipality of Chester, and the Region of Queens.

**2023-2024: Amount Requested \$4,500, recommended amount \$2,340.**

### **South Shore Theatrical Players – Registered in Town of Mahone Bay/Council District 8**

South Shore Players provide entertainment, advance cultural development and foster talent through their live productions and workshops, also aiding in the promotion of local playwrights as well as teaching skills involved in the behind-the-scenes aspects of live theatre. The Players are looking forward to moving to their permanent home once the re-fit of the Memorial Arena in Bridgewater is complete, which is anticipated to happen in 2024.

Operational expenses include rent, professional fees, supplies, and insurance. Revenue sources are from ticket sales, sponsorship, donations, grants, and workshops.

**2023-2024: Amount Requested \$2,000, recommended amount \$1,300.**

### **Tancook Island Recreational Centre Association – Registered in Council District 10**

The Tancook Island Recreational Centre is an integral part of the community, holding almost all the Island's extracurricular activities and events. Currently the Centre is used as the weekly gymnasium for the elementary school, a tourism centre during the summer months, a venue for the Island's events and gatherings and home to the local emergency response association.

Their operational expenses include repairs and maintenance, grounds care, insurance, programming and event supplies, and utilities. Their revenue sources include fundraising, donations, memberships, canteen, and sales.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,000.**

### **The Society of St. Vincent de Paul – Registered in Town of Bridgewater**

Through the Society's Helping Neighbours-in-Need program, they aid individuals and families who need immediate help to meet their basic needs, such as power, rent, fuel, oil, firewood, medical supplies, eyeglasses, dental care, school supplies and a vast variety of other necessities.

Their operational expenses include paying request costs for fuel, power bills, medical supplies, food, and rent. Their revenue sources include donations, bequests, and funds from other registered charities.

Quote from a recipient “I just want to give you a very big thank you for your kindness and love showered on my family. I love the community so much with the heart of accommodating visitors. Myself, and my husband (still in Nigeria) and my son we really appreciate and say God Bless every hand that blessed us. I was shedding tears of joy. From my deepest heart I love and appreciate every single bit of the gifts.”

**2032-2024: Amount Requested \$2,000, recommended amount \$2,000.**

**\*NEW\* Trinity United Church – Registered in the Town of Mahone Bay**

The Church does have a hall which is used by the Mahone Bay Quilters group, and the South Shore Players use it for rehearsals.

Their operational expenses include advertising, payroll, building expenses. Revenue sources include GIC's, stocks, offering, fund raisers, rentals.

**2023-2024: Amount Requested \$5,000, recommended amount \$0.00.**

**West Dublin Hall Company – Registered in Council District 2**

The Hall has been providing a community space since 1922 for meetings, gatherings, events, and social functions. Their objective is to provide a functional and accessible space with low barrier of entry to allow for maximum community involvement and inclusion. The hall is a cherished and important pillar in the community and surrounding areas as it has been providing a focal point for cultural events and community engagement for all residents for over 100 years.

Their operational expenses include advertising, insurance utilities and repairs. Revenue sources include membership fees, fund raising, donations and hall rentals.

**2023-2024: Amount Requested \$1,000, recommended amount \$1,000.**

**\*NEW\* West Northfield Community Centre – registered in Council District 6**

The Centre has been operating since 1970 to host many community events such as meetings, dinners, fundraisers, luncheons, weddings, funerals, birthday parties, anniversary celebrations.

Operational expenses include supplies, insurance, utilities, property taxes, and property maintenance. Sources of revenue include hall rentals and fund raising.

**2023-2024: Amount requested \$5,000, recommending \$2,900.**

**\*NEW\* West Northfield Twirlettes Association – registered in Council District 6**

The group has been operating since 1970 and became registered as a not-for-profit last year. The Association provides majorette classes and performance opportunity to youth ages 3-18. Their goal is to provide youth, especially girls, a positive experience of being active, while keeping registration fees and associated costs low.

Operational expenses include instructor fees, equipment, uniforms, insurance, administration fees. Sources of revenue include registration fees, baton sales, fund raisers and donations.

**2023-2024: Amount requested \$3,000, recommending \$2,100.**

**YMCA King Street Youth Centre – Registered in Town of Bridgewater**

The YMCA King Street Youth Centre provides a space to implement unique programming for the youth of our communities. It assists youth in developing positive friendships and growing up healthy. The youth centre provides a place where youth can gather and be themselves. Requested funding will be used to help support the programming currently offered, enhance programming, and support the operations of the Youth Centre.

Their operational expenses include salaries and benefits, program supplies, lease and utilities, insurance, administration, and education. Their revenue sources include primarily youth grants, membership, fundraising, and YMCA funding.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,600.**

## **Major Recreation Capital Grants**

### **Organization/Project Overview**

#### **Baker Settlement & District Community Hall Association—Registered in Council District 4**

The hall is used by residents of Baker Settlement and East and West Clifford for community events and fundraising. It became a surplus building when three fire departments merged to become the Tri-District Fire and Rescue. The building is over 50 years old and the focal point in the communities. The hall was originally an old schoolhouse and is used as the current community hall in the area.

Project: To redo the roof. They have several leaks that are due to structural inaccuracies when a piece was added to the hall many years ago. They have done some patch jobs, but a new roof is needed to address the issue.

Anticipated Project Costs: **\$20,094.54**

Anticipated Funding Sources: MODL and the Association itself through fund raising, donations and cash on hand.

**2023-2024: Amount Requested \$10,000, recommended amount \$7,000.**

#### **Girl Guides of Canada Camp WoHeLo— Registered in Council District 4**

Girl Guides is a catalyst for girls empowering girls. They provide girls aged 5-17 with the opportunity to try new experiences, challenge themselves and build their confidence, all within a safe environment. Camp WoHeLo is used by the local Guiding members and Girl Guide groups from other areas of the province and country. Additional users of the facility include Wild Wonders Forest School (3 days per week), external rentals from other organizations, including MODL, and private bookings for weddings, family reunions, etc.

Project: To improve the water supply available by drilling a new well as the current well runs dry during the summer months; installation of a pump and piping to connect the well to the building water system; installation of low-flow toilets to reduce the overall water consumption and improve the experience for camp users.

Anticipated Project Costs: **\$33,390**

Anticipated Funding Sources: MODL, Provincial Funding (\$2,500), fundraising, donations, and cash on hand.

**2023-2024: Amount Requested \$15,000, recommended amount \$10,000.**

### **North River Recreation Community Society – Registered in Council District 5**

This Community Centre provides several events and is also available for rent by the public. They host events such as bingos, music jams, concerts, kids' parties, bridal showers, funeral services and teas, and meetings. This hall is also home to an outdoor skating rink in the winter, ball hockey in the off season and provides outdoor basketball courts.

Project: Re-roof the main building

Anticipated Project Costs: **\$14,396.58**

Anticipated Funding Sources: MODL and the Society itself.

**2023-2024: Amount Requested \$7,189.29, recommended amount \$5,600.**

### **Parkdale Maplewood Community Centre - Registered in Council District 7**

This Association operates a community hall. The Hall services the areas of Parkdale, Maplewood, Scarsdale, Farmington, Four Mileswoods area plus part of Newburne and outlying areas. This is the only building in the area that can accommodate large crowds of 125-175. The Hall is used by senior groups, church groups, 4-H, youth groups, the local museum, and for funerals and weddings. Many fundraisers take place such as the monthly breakfast.

Project: Replace the front door, bingo hall needs roof shingle replacement on three sides plus outside painting; the wheelchair ramp needs repair, and assistance with heat pump installation.

Anticipated Project Costs: **\$32,657**

Anticipated Funding Sources: MODL, Provincial Funding (\$20,000), fund raising and cash on hand.

**2021-2022: Amount Requested \$8,000, recommended amount \$7,000.**

### **Riverport Community Centre – Registered in Council District 9**

The Hall was built around 1905 as a schoolhouse and Temperance Lodge. In 1962 the school was converted to the hall it is today. The Hall is home to the Lions Club, Riverport Auxiliary, Odd Fellows and Seniors Historical Group. The hall offers free community-based programs as well as offer a variety of local functions.

Project: Undertaking a beautification project for the interior of main hall, as well as upstairs rooms which includes new lighting that will replace all existing fluorescent lighting, dimmers, and replacing aging lights on the second floor with LEED lights.

Anticipated Project Costs: **\$15,000**

Anticipated Funding Sources: MODL, Anglican Parish, Lions Club, Yoga Studio, and the Church & Hall itself.

**2023-2024: Amount Requested \$15,000 (can only request 50% - \$7,500), recommended amount \$4,500.**

### **Seaside A Cappella Show Chorus – Registered in Council District 8**

The Chorus is an educational organization striving to teach women of all ages proper vocal and performance skills that enhances the quality of the chorus experience for members. The Chorus rehearses in Dayspring.

Project: To purchase collapsible folding choral risers. This is a staging system used by music ensembles that create a line of sight between a larger number of performers and the audience. The tiered system also enhances the sound production of the group.

Anticipated Project Costs: \$17,821  
Anticipated Funding Sources: MODL

**2022-2023: Amount Requested \$17,821, (grant capped at 50% of project cost to a maximum of \$15,000) recommended amount \$5,500.**

### **Tancook Island Recreation Centre Association– Registered in Council District 10**

The Tancook Island Recreational Centre is an integral part of the community, holding almost all the Island's extracurricular activities and events. Currently the Centre is used as the weekly gymnasium for the elementary school, a tourism centre during the summer months, a venue for the Island's events and gatherings and home to the local emergency response association.

Project: To complete renovation of a very old and outdated kitchen. This includes removing existing cupboards and counters to stainless steel. Install a dishwasher and a proper commercial stove and exhaust, replace flooring and install heat pumps.

Anticipated Project Costs: \$121,699.74  
Anticipated Funding Sources: MODL, Provincial Funding, Efficiency NS, Centre itself both in-kind and cash on hand.

**2023-2024: Amount Requested \$15,000, recommended amount \$10,500.**

### **Wesley United Church – Registered in Council District 2**

The church does have a separate community room complete with a kitchen and onsite well and septic system. The community room is used by the public at large for a weekly coffee hour, to host some of the Christmas in Petite events and other activities.

Project: Based on an energy audit done by RJ Roy just before COVID. Upgrades to the community room including insulating the floor, ceiling, and exterior walls; replacing the single pane windows with thermopane units.

Anticipated Project Costs: \$28,800

Anticipated Funding Sources: MODL, reserved capital funds for the community room project by the church.

**2023-2024: Amount Requested \$10,000, recommended amount \$7,000.**

### **West Dublin Hall Company – Registered in Council District 6**

The Hall has been providing a community space since 1922 for meetings, gatherings, events and social functions. Their objective is to provide a functional and accessible space with low barrier of entry to allow for maximum community involvement and inclusion. The hall is a cherished and important pillar in the community and surrounding areas as it has been providing a focal point for cultural events and community engagement for all residents for over 100 years.

Project: To replace the roof. They are suffering from significant water damage.

Anticipated Project Costs: \$18,737.88

Anticipated Funding Sources: MODL and the Hall itself.

**2023-2024: Amount Requested \$9,368.94, recommended amount \$6,800.**

### **West Northfield Community Centre – Registered in Council District 6**

The Centre has been operating since 1970 to host many community events such as meetings, dinners, fundraisers, luncheons, weddings, funerals, birthday parties, anniversary celebrations.

Project: Replace the remaining shingle roof with steel roofing; replace kitchen counter; replace kitchen flooring; install 2 mini-split heat pumps to replace the oil furnace; install a standby generator and establish a warming centre.

Anticipated Project Costs:

Anticipated Funding Sources: MODL, Provincial grants, Comfort Centre grants, fundraising and cash on hand.

**2023-2024: Amount Requested \$1500, recommended amount \$10,500.**

## **Late Application – Annual Operating Grant**

### **Lunenburg & District Swimming Pool – Registered in Town of Lunenburg**

The Society maintains an outdoor swimming pool facility that is used by all ages. Their mandate is to provide water safety and aquatic leadership instruction, swim team, public swims and other recreational activities for the residents of the Town of Lunenburg and surrounding communities. The pool provides opportunities for employment and volunteering especially for youth. They host an annual swim meet that attracts hundreds of NS swimmers and their families to Lunenburg. They do not receive funding from the Town of Lunenburg but rent the land for \$1.00 a year.

Their annual operating expenses include wages, administrative costs, advertising, supplies, utilities, professional fees, insurance, membership and merchandise. Revenue sources include membership and swimming lesson registrations, fund raising, donations, and grants.

**2023-2024: Amount Requested \$5,000, recommend \$2,000.**

**Note: This would leave \$875 for any other late applications under the annual operating and the major recreation capital grant fund.**

ORGANIZATION	District / Community	Approved 2020/21	Approved 2021/2022	Approved 2022/2023	REQUESTED AMOUNT	RECOMMENDED AWARD	NOTES
Barss Corner Community Hall Association	7	\$1,500.00			\$4,791.84	\$2,990.00	
Bridgewater Barracudas Swim Club	Bridgewater				\$5,000.00	\$2,800.00	NEW!
Bridgewater Curling Club	Bridgewater		\$2,000.00		\$3,000.00	\$1,750.00	
Canadian Dory Racing Association	Lunenburg				\$5,000.00	\$2,000.00	NEW!
Coastal Action	Mahone Bay	\$3,000.00	\$3,000.00	\$2,500.00	\$5,000.00	\$3,000.00	
Flourish Family Well-Being Society	Bridgewater			\$2,500.00	\$5,000.00	\$3,600.00	
Friends of Desbrisay	Bridgewater	\$1,000.00	\$1,500.00	\$2,500.00	\$5,000.00	\$2,200.00	
Hinchinbrook Farm Society	8	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	\$3,000.00	
Hope Blooms Youth Social Entrepreneurial Ventures Inc	1				\$5,000.00	\$2,000.00	NEW!
LaHave Islands Marine Museum	1	\$1,000.00	\$1,500.00	\$750.00	\$750.00	\$750.00	2022/23 Funding returned
Lunenburg Academy Foundation	Lunenburg			\$0.00	\$5,000.00	\$2,000.00	Were unsuccessful in 22/23
Lunenburg Art Gallery Society	Lunenburg	\$1,500.00	\$1,500.00		\$2,000.00	\$1,000.00	\$1,000 recommended, pending confirmation of request from host municipality for support.
Lunenburg County Historical Society	2	\$1,000.00		\$750.00	\$5,000.00	\$2,500.00	
Lunenburg Doc Fest	Lunenburg	\$1,200.00	\$1,500.00		\$5,000.00	\$2,000.00	
Lunenburg Foundation for the Arts	9			\$2,500.00	\$4,000.00	\$2,000.00	
Mahone Bay Founders Society	Mahone Bay	\$1,200.00	\$1,500.00	\$1,500.00	\$3,000.00	\$1,600.00	
Mount Calvary Evangelical Lutheran Church	7				\$5,000.00	\$0.00	Recommend Community Event for Remembrance Day
Nova Scotia Sea School	Lunenburg	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00	\$2,000.00	
Parkdale Maplewood Community Centre Assoc	7				\$2,000.00	\$2,000.00	NEW! Group has received capital funding prviously, never requested AO
Parkdale Maplewood Community Museum	7	\$1,000.00	\$1,500.00	\$1,000.00	\$3,000.00	\$1,800.00	
Riverport Community Centre	9				\$5,000.00	\$3,000.00	NEW!
Rossini Opera Festival/LAMP	Lunenburg		\$1,500.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000 recommended, pending confirmation of request from host municipality for support.
Seaside A Cappella	8			\$2,500.00	\$5,000.00	\$2,000.00	
Sierra Club Canada Foundation	1				\$5,000.00	\$2,000.00	NEW!
South Shore Fieldhouse Society	Bridgewater				\$5,000.00	\$3,000.00	NEW! Group has received program & sponsorship funding previously, never requested AO
South Shore ICE Storm	Fox Point, MOC				\$4,000.00	\$2,120.00	NEW! Based out of the LCLC
South Shore Lightning Basketball Assoc	3			\$0.00	\$10,000.00	\$3,000.00	Were unsuccessful in 22/23, Requested amount exceeds Grant cap.
South Shore Sexual Health Society	Bridgewater			\$3,750.00	\$4,500.00	\$2,340.00	
South Shore Theatrical Players	8	\$1,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,300.00	
Tancook Island Rec Centre Assoc	10	\$1,000.00	\$1,000.00	\$1,500.00	\$5,000.00	\$3,000.00	
The Society of Saint Vincent De Paul	Bridgewater	\$1,200.00	\$1,800.00	\$2,000.00	\$2,000.00	\$2,000.00	
Trinity United Church	Mahone Bay				\$5,000.00	\$0.00	NEW!
West Dublin Hall Company	2				\$1,000.00	\$1,000.00	NEW!
West Northfield Community Centre	6				\$5,000.00	\$2,900.00	NEW!
West Northfield Twirlettes Association	6				\$3,000.00	\$2,100.00	NEW!
YMCA King St Youth Centre	Bridgewater	\$2,200.00	\$2,200.00	\$0.00	\$5,000.00	\$2,600.00	Were unsuccessful in 22/23
<b>SUB TOTAL ANNUAL OPERATING</b>					<b>\$154,041.84</b>	<b>\$ 75,350.00</b>	
Baker Settlement & District Community Hall Assoc	4				\$10,000.00	\$7,000.00	Re-roof
Girl Guides of Canada Camp WoHeLo	4				\$15,000.00	\$10,000.00	Upgrade to water supply of camp
North River Recreation Comm Society	5				\$7,198.29	\$5,600.00	Re-roof
Parkdale Maplewood Community Centre Assoc	7				\$8,000.00	\$7,000.00	Various repairs & heat pumps

Riverport Community Centre	9	\$15,000.00	\$4,500.00	Replace lighting; cost of the project is \$15,000 so could ask for \$7,500
Seaside A Cappella	8	\$17,821.00	\$5,500.00	Choral Risers ; total cost is \$17,821 so could only request 50% maximum \$8,910.50.
Sierra Club Canada Foundation	1	\$2,000.00	\$0.00	Deck & Frame for tent - <b>Processed through community recreation capital</b>
Tancook Island Rec Centre Assoc	10	\$15,000.00	\$10,500.00	Kitchen renovation, heat pumps, basement access
Wesley United Church	1	\$10,000.00	\$7,000.00	Upgrade to Community Room (insulation)
West Dublin Hall Company	2	\$9,638.94	\$6,800.00	Re-roof
West Northfield Community Centre	6	\$15,000.00	\$10,500.00	Replace shingle roof, kitchen upgrades, mini heat pumps & generator

**SUB TOTAL MAJOR RECREATION CAPITAL      \$124,658.23    \$    74,400.00**

Lunenburg & District Swimming Pool	Lunenburg	\$1,000.00	\$1,250.00	\$2,000.00	\$5,000.00	\$2,000.00
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	Staff Recommends
2023-2024 Budget	\$ 159,000.00
Unclaimed Balances	\$ 6,375.00
Budget Available	\$ 152,625.00
Awards	\$ 75,350.00
Awards	\$ 74,400.00
Late Application	\$ 2,000.00
<b>BUDGET REMAINING</b>	<b>\$ 875.00</b>