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Municipal Council Meeting Agenda

Tuesday, February 11, 2025 – 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**
 - 2.1 Proclamation – Wear Red Canada 1
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - Special Council of January 23, 2025**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times**
 - 8.1 Friends of Crescent Beach, Kirsten Ellis9:15 a.m. 2-24
 - 8.2 PVSC – 2025 Assessment Roll, Paul Beazley 10:15 a.m. 25-42
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
 - 10.1 Finance Committee** **43**
 - 10.1.1 Region 6 2025-2026 Budget Approval 45-49
 - 10.1.2 Approval of Amendments to Policy 049 Property Tax Rebate 50-59
 - 10.1.3 Private Road Maintenance Levy – Homestead Estates Private Road Owners Assoc. 60-71
 - 10.1.4 Approval of 2025-2026 Proposed Area Rates – Streetlights & Hydrants 72-74
 - 10.1.5 Approval of Sewer Rates 75-77
 - 10.1.6 2025-2026 Budget Schedule 78-88
 - 10.1.7 Approval of Reserve Strategy – 2025-2026 Budget Deliberations 78-88

10.2 Police Advisory Board

10.2.1 Traffic Lights at Pine Grove and Trunk 10 Intersection 89-91

10.3 Dangerous & Unsightly Committee

10.3.1 Unsightly Premise, 447 Llewellyn Road, Middlewood (PID 60302270) 92-104

10.4 Fire & Emergency Services Committee

10.4.1 Approval of Emergency Services Grants 105-106

11. Staff Reports

11.1 Finance

11.1.1 Tax Relief – Damaged Property AAN 02437767 107-110

11.2 Recreation, Parks & Tourism

11.2.1 Hillside Cemetery, MARC Dayspring 111-115

11.3 Administration

11.3.1 Pre-Budget Approval Procurement Shared Services, Procurement Specialist
Position and IT Systems Administrator Position 116-136

11.3.2 Joint Regional Growth Management Committee – Proposed..... 137-140

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

12.1 MJSB Update

12.2 Deputy Mayor’s Update

12.3 Mayor’s Update

13. Added Items

14. In Camera

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

14.2 Personnel Matter under section 22(2)(c) of the MGA

15. Adjournment

Council

Item #: 2.1

Date: February 11, 2025

Authorization: T. MacEwan



Proclamation

Wear Red Canada Day

Whereas, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

Whereas, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

Whereas, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

Whereas, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

Therefore, I, Elspeth McLean-Wile, Mayor, do hereby proclaim February 13, 2025, Wear Red Canada Day in the Municipality of the District of Lunenburg.

February 11, 2025

Mayor Elspeth McLean-Wile

Crescent Beach

Council

Item #: 8.1

Date: February 11, 2025

Authorization: T. MacEwan



lunenburgregion.ca

Kirsten Ellis, Dave Hughes, Board of the Friends of Crescent Beach

Friends of Crescent Beach and ponderings since Hurricane Lee

- The Friends of Crescent Beach, Green Bay and Area (FOCB) was formalized in 1981s as a successor to the LaHave Islands Communities Association (LHICA).
- 10 active directors and small annual budget. Our role is to care and advocate for the beach.
- Why was Hurricane Lee so damaging?
- What can we do? What can we learn?
- What aspects of Crescent are most important to our community?
- How can we help find solutions that align with community values?

History of the Health of Crescent Beach

Since 1900 storms have breached the beach at least 3 times and badly damaged it many other times .

- In 1920 the dunes were healthy, high and continuous along the whole length of the beach.
- The dune grass was destroyed by fire in 1925. Much of the dunes blew into the back bay, turning saltwater marsh into mudflats. In 1938 a plank seawall was built to help trap sand and re-build the dunes.
- In 1951 Victor Romkey gifted the beach to the province. Since the beach was used as a road, NS Dept. of Highways (now Public Works) was given ownership.

History of the Health of Crescent Beach

In Dec 1956 a storm breached the beach. Highways filled the hole with boulders, graded and paved the road and installed some protective armour rock (poles 18-28)

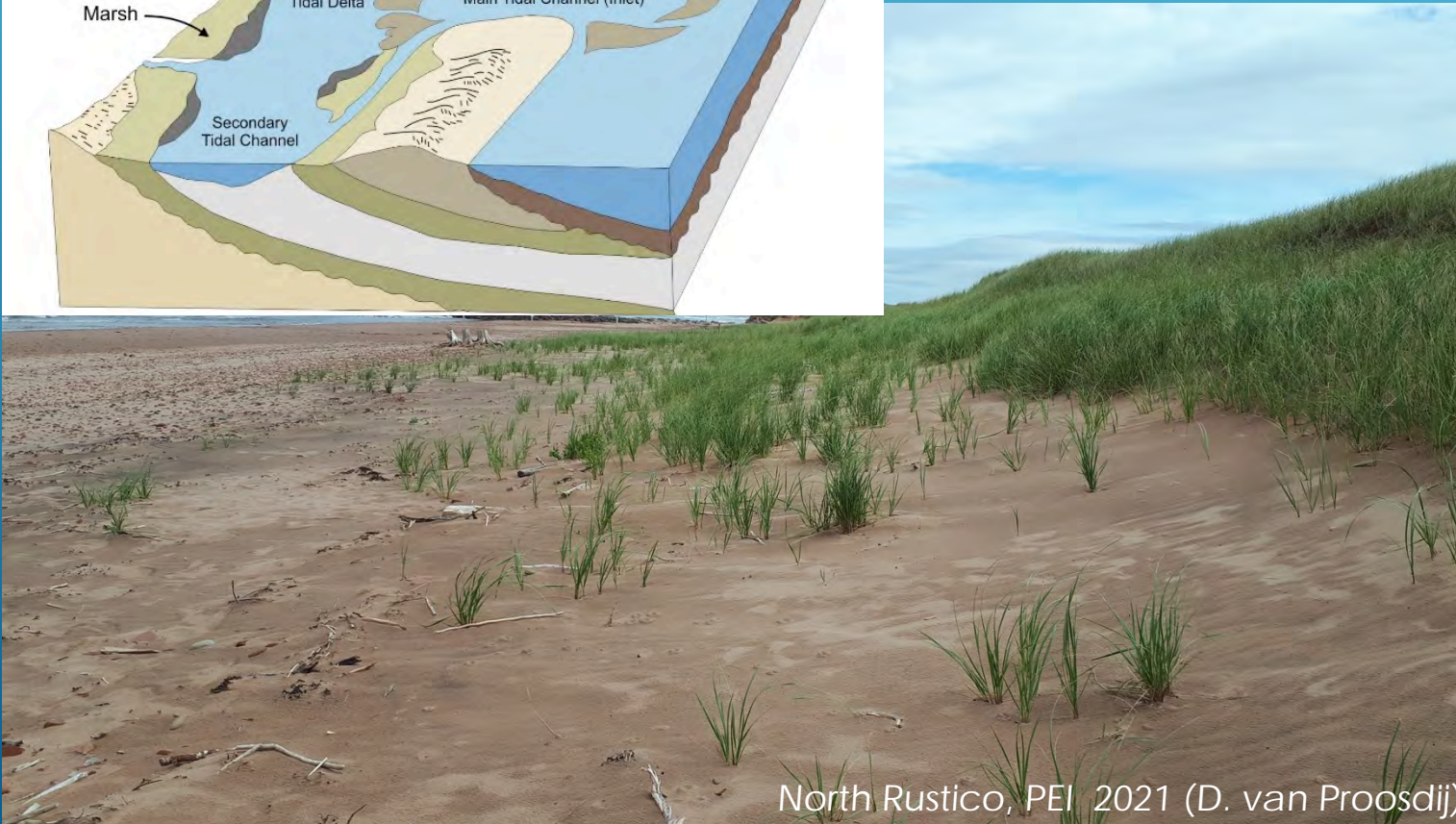
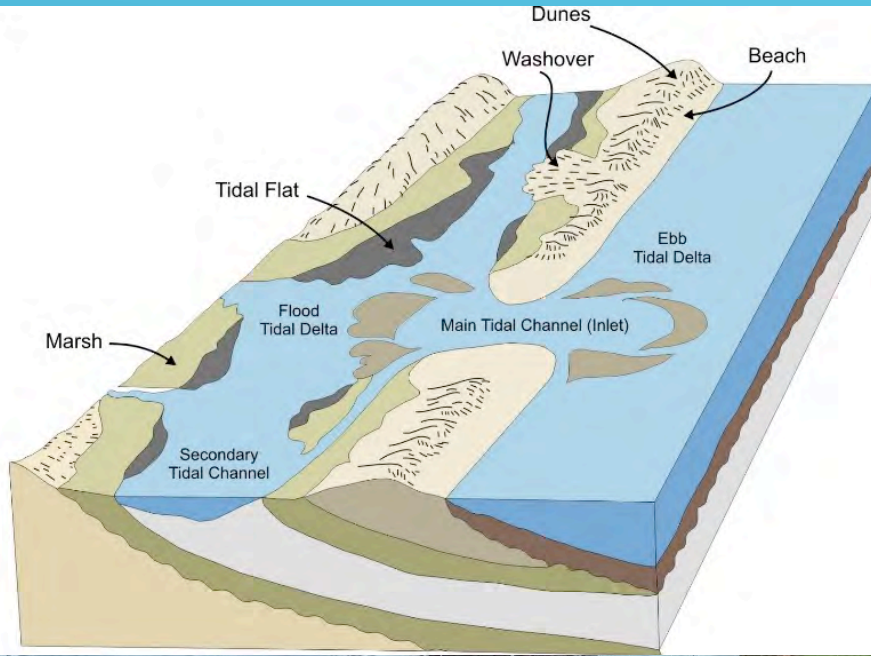
- Since 1938 there have been 5 versions of wood or rock protection on the dunes. On average each has lasted 17 years.
- In 2024, the central 25% of the beach has no dunes.
- In 2024, 10% of the armour rock on the beach side is now ineffective

In the past, what we did worked well...until it didn't.

Time to consider a new approach for the future health of Crescent Beach!

SANDY SYSTEMS

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North Rustico, PEI 2021 (D. van Proosdij)

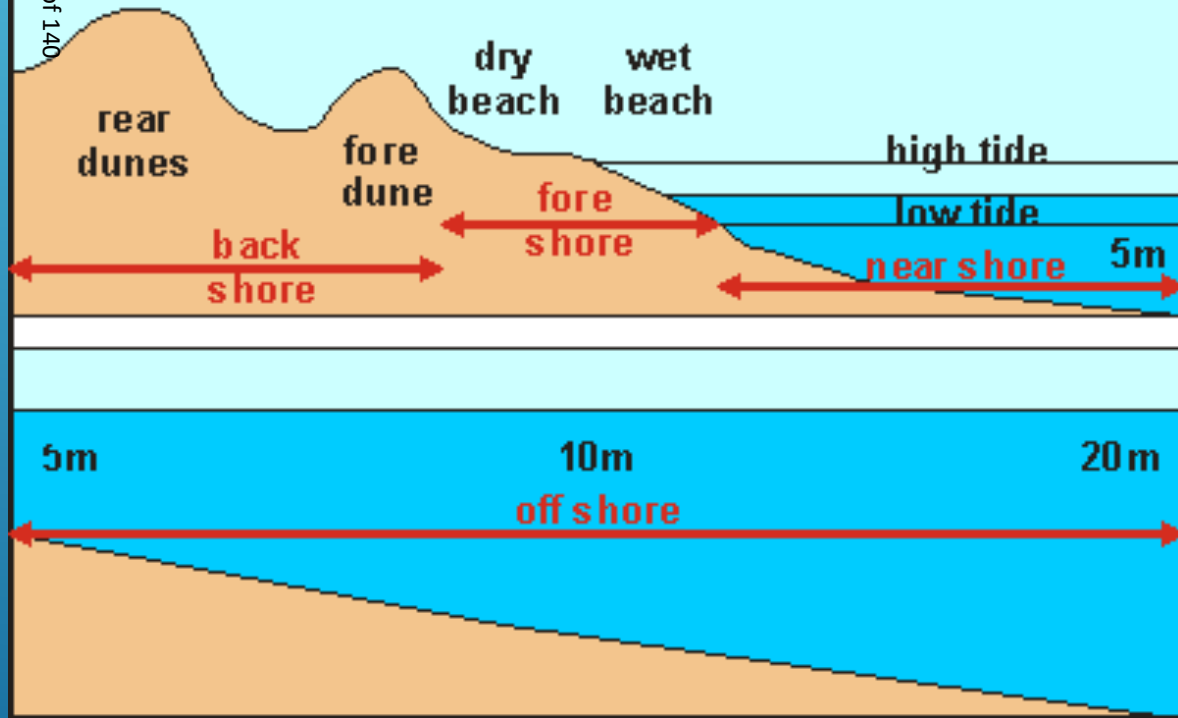
Geographical Setting

Atlantic and Gulf Coast, some lower Fundy

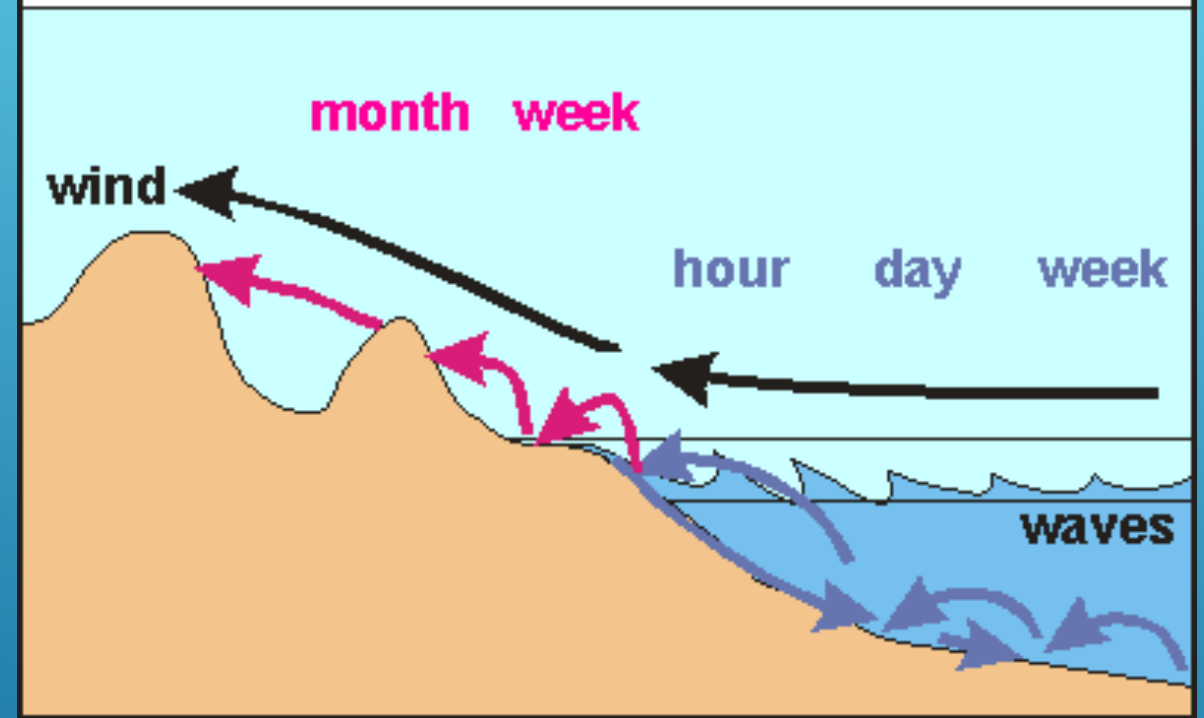
Driving Factors

Tides and Waves	Supply and transport sediment along all components of the systems.
Grain size	Controls beach slope & rate of recovery after a storm. Depends on geology & glacial history
Sediment supply	Growth and recovery of sandy systems from storm events requires a natural source of sediment. This may be from a marine or river source.
Wind	Wind action allows for sediment transport inland and is crucial for dune development.
Vegetation	Traps and protects windblown sand, helping to build and stabilize dunes.

profile of a healthy beach



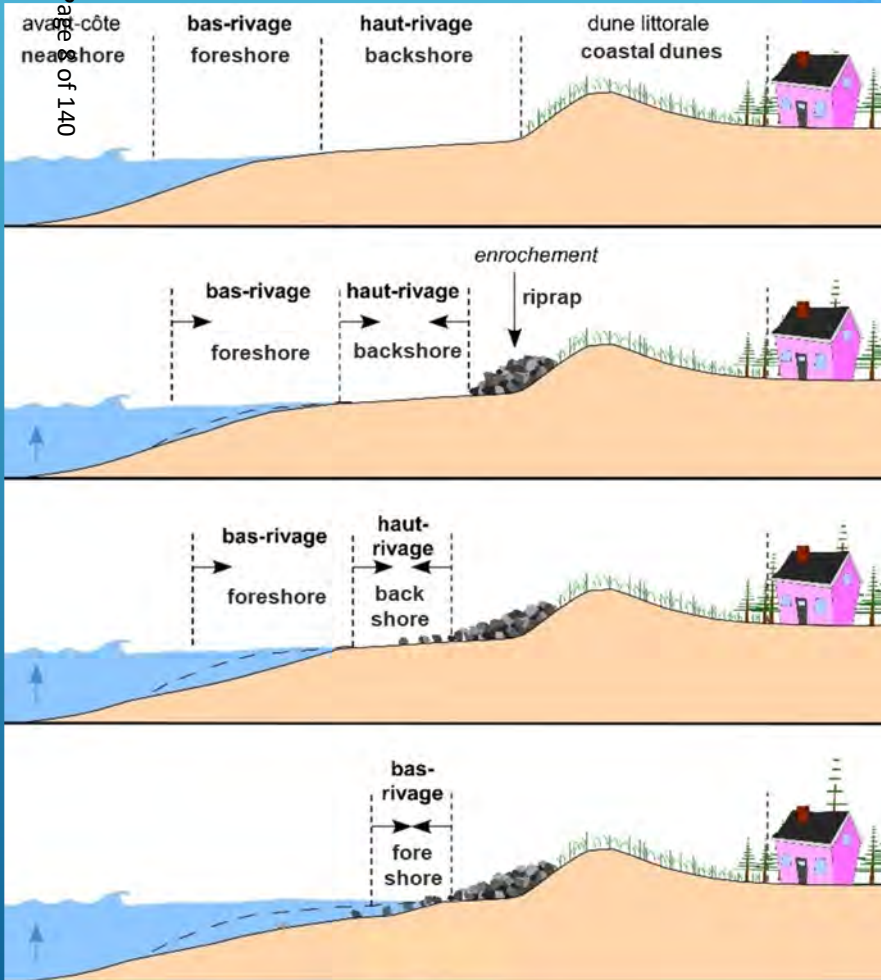
the beach building process



BARRIERS TO SHORELINE MOVEMENT AND COASTAL SQUEEZE

Agenda Page 10 of 140

hikebiketravel.com



Mapping of coastal structures in the Northumberland Strait, D. Berube, Department of Natural Resources and Energy Development, 1995

FOCB's Proposal

Apply for NS Environment and Climate Change Sustainable Communities Challenge Fund (SSCF) to undertake study of Crescent Beach

- **Proposed project team: Coastal Action, CBCL, Saint Mary's University, and CB Wetlands and Environmental Specialists**
- **Scope:**
 - Engineering Study and Adaptation Options Screening with focus on nature-based solutions*
 - Flood hazard assessment (hydrodynamic/wave modelling, storm surge, wave runup, sea level rise)
 - Erosion hazard assessment based on historical data plus potential sea level rise impacts
 - Screening of adaptation pathways and shoreline options (protection / accommodation/ retreat as applicable to the site, with emphasis on nature-based solutions where possible)
 - Geomorphological and coastal processes analysis
 - Environmental and habitat assessment: Habitat mapping, health assessment, species inventory
- **Deliverable: Technical Report with Adaptation Options screening results and Public meeting to review report.**

FOCB's Ask

- **Estimated Project Cost = \$250,000**
- SSCF requires 20% of project funding (**\$50,000**) come from **non-provincial sources**
- **Would MODL consider providing matching funds up to \$50,000, if our application is successful?**
- Is there an opportunity to align Crescent Beach study with MODL strategic priorities?
- Can MODL assist or support FOCB in communicating with NS Public Works?

Thank you for your time and consideration

- You can reach us at

directors@crescentbeach.ca

Harold Adams
Stefan Battiston
Kirsten Ellis
Deanna Harlow
Paul Harlow
Dave Hughes
Dave Jordan
Jean McHarg
Mike Robb
Peter Romkey



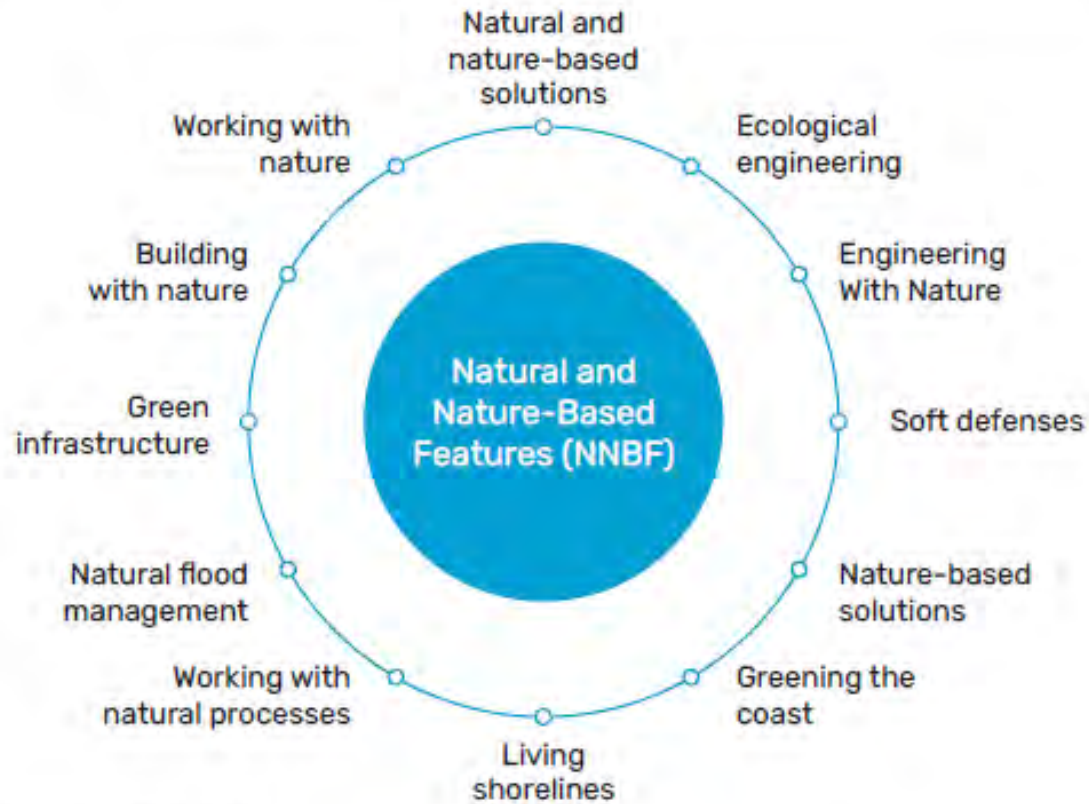
*NATURE-BASED SOLUTIONS:
ADDITIONAL INFORMATION AND REGIONAL EXAMPLES



WHAT ARE NATURE-BASED SOLUTIONS (NBS)?

- ▶ “Actions to protect, sustain, manage, and restore both nature or anthropogenically modified environments and ecosystems in the face of climate change” (IUCN, 2021)

Figure 1.1. Terms Related to NNBF



Source: Nigel Pontee, Jacobs



Bridges et al. 2021 International Guidelines on Natural and Nature-Based Features for Flood Risk Management. Vicksburg, MS: U.S. Army Engineer Research and Development Center

NbS are not JUST to tackle an env issue



Source: World Economic Forum (2020) New Nature Economy Series 2020
<https://www.weforum.org/reports/new-nature-economy-report-series>

World Economic Forum New Nature Economy Series 2020:

“\$44 trillion of economic value generation – over half the world’s total GDP – is moderately or highly dependent on nature”.

“Our economies are embedded within Nature, not external to it”

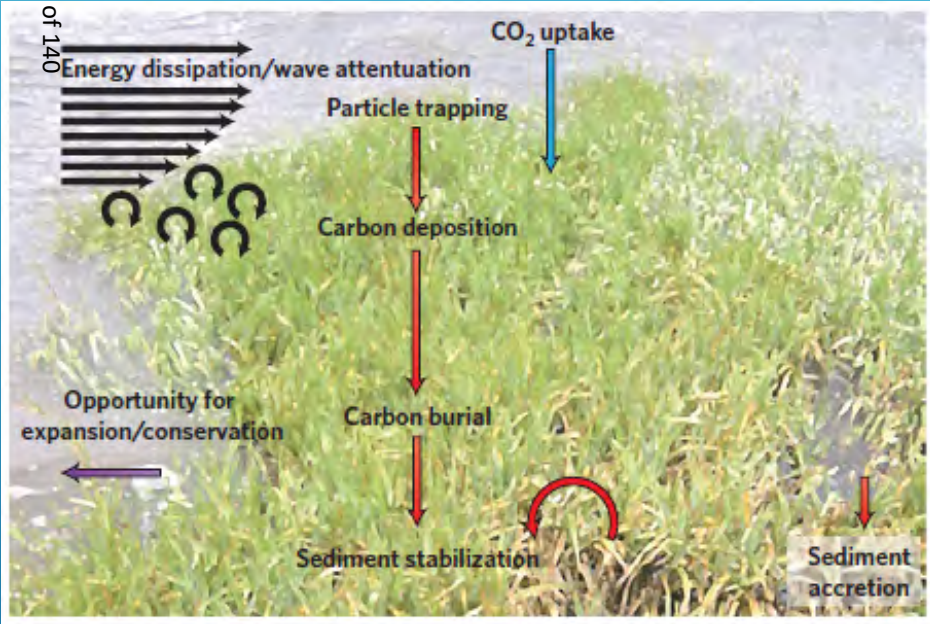


Source: HM Treasury (2021) The Economics of Biodiversity: The Dasgupta Review
<https://www.gov.uk/government/publications/final-report-the-economics-of-biodiversity-the-dasgupta-review>

Coastal wetlands prevented property loss worth \$625 million during 2012 Hurricane Sandy: study

During Hurricane Sandy, coastal wetlands reduced the damage in 12 states in northeastern US by 1 per cent

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“natural infrastructure can offer other valuable env and social benefits that are often not attainable through the implementation of grey-engineered solutions” (IBC, 2018)

*“ The conservation, restoration and use of vegetated coastal habitats in **eco-engineering** solutions for coastal protection provide a promising strategy, delivering significant capacity for climate change mitigation and adaption. “*

Duarte et al. 2013. The Role of Plant Communities for Climate Change Mitigation and Adaptation. *Nature Climate Change* 3: 961-968



“...NI as natural systems that are activity managed to provide infrastructure outcomes and benefits.” - ICF, 2018

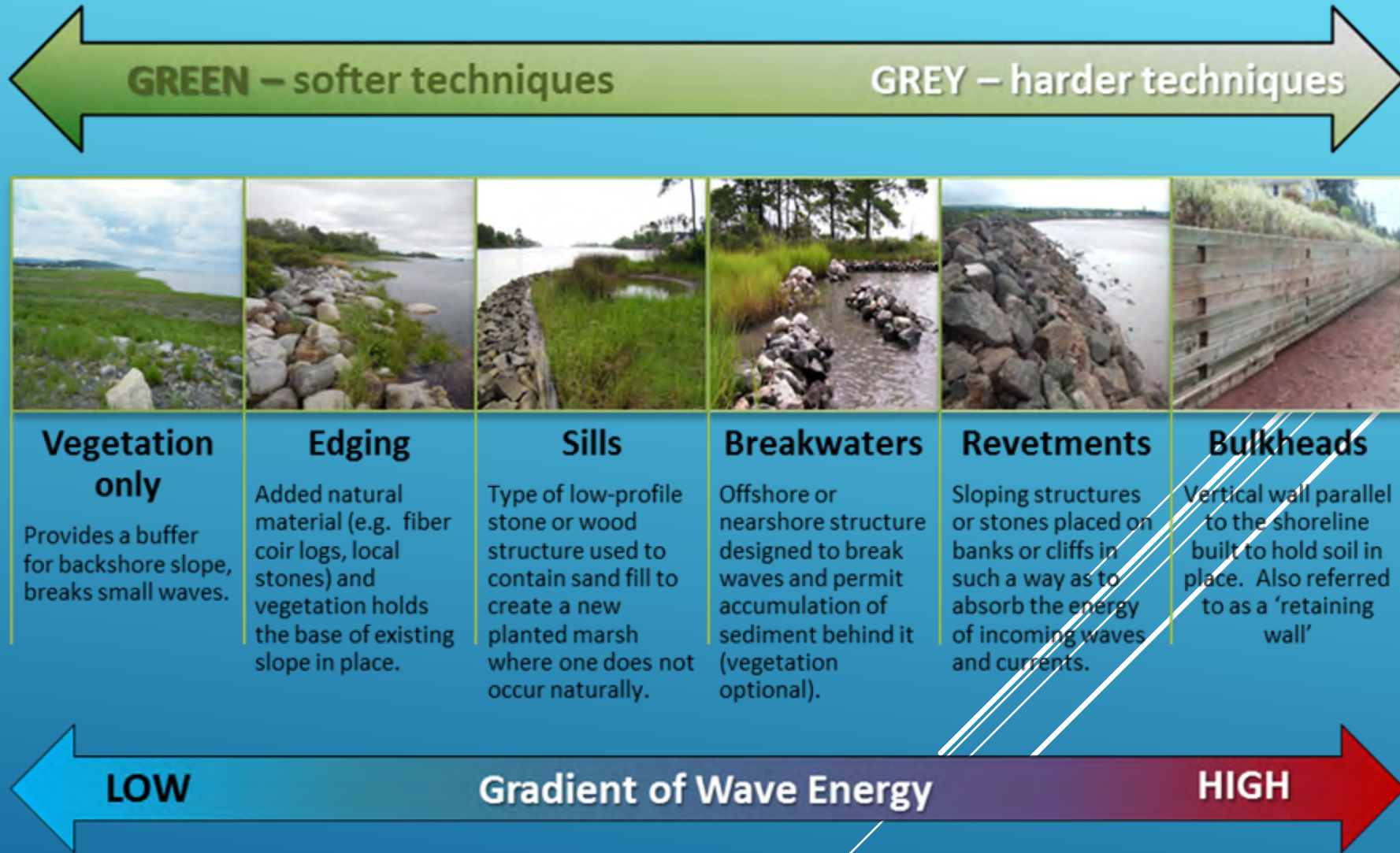


Figure 2.8 Continuum of green (soft) to gray (hard) shoreline protection techniques. Modified from *Guidance for Considering the Use of living shorelines*, NOAA (in van Proosdij et al., 2016)

Sand Dune Restoration



Use of recycled Christmas trees anchored in place using wooden stakes at Aboiteau Beach in Cap-Pele, NB to trap sand transported by wind from the beach

Community-based – NGO Vision H20, funding NB gov.

(Cormier and Raquette, 2022)



Example use of snow fencing for dune restoration including planting

Credit: Joanna Eyquem, Intact Centre for Climate Adaptation, University of Waterloo

BEACH NOURISHMENT AND ARMOURING REMOVAL

Chiasson Office Spit, NB – Piping Plover Habitat Restoration



Oct 2020



Oct 2023



Lewnanny Richardson, Nature NB

ARMOURING REMOVAL – CHARLOTTETOWN, PEI



Hybrid Living shoreline – Mahone Bay, NS



Credit: Coastal Action

- Pilot project along 60 m of shoreline
- Funding received to extend

<https://www.mahonebaylivingshoreline.com/>

This project is possible thanks to the financial support of the Intact Foundation



INTERTIDAL REEFS



8: Example of tombolos and a salient and tombolos created behind detached breakwaters at Sea Palling, north-east Norfolk (2002). Photograph copyright Environment Agency.



Figure 2 Oblique aerial April 2018



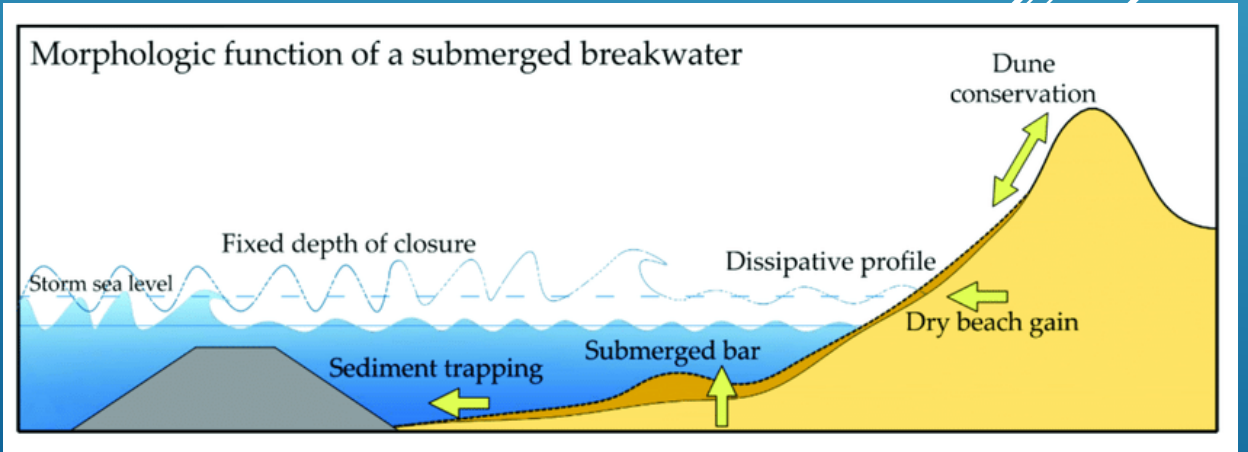
Figure 3 Inter-tidal reefs at mid-tide July 2018

Davies and Thompson, 2019 presentation in "Beyond the Storm" - Responding to Extreme Weather and Climate Events Session of the 2019 TAC-ITS Canada Joint Conference, Halifax, NS



West Point, PEI

CBC News, Shane Hennessey, Mar 26, 2024



REEF BALLS

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<https://www.sacredheart.edu/news-room/news-listing/new-grant-will-help-shu-bolster-stratford-point-shoreline/>



First Living Shoreline 1 of 2

<https://www.eprusa.net/articles/developing-and-designing-one-of-the-first-living-shorelines-in-maryland-using-reef-balls-technology/>

Atlantic Canada > News

Lobsters get new welcoming habitat in Bras d'Or Lake thanks to reef balls

Ardelle Reynolds - Multimedia journalist | Posted: Oct. 13, 2021, 5:51 p.m. | Updated: Oct. 14, 2021, 10:10 a.m. | 8 Min Read



Audubon Florida



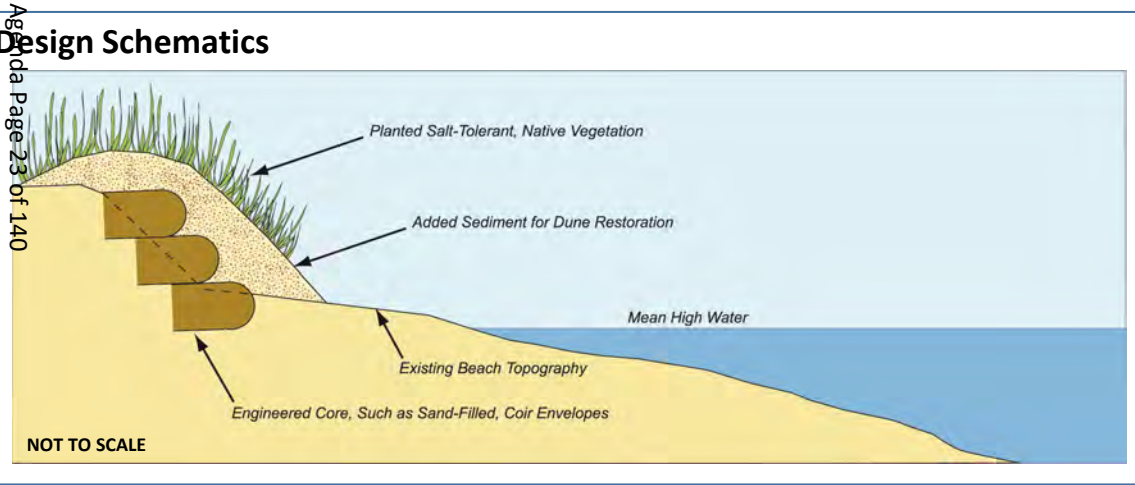
Photo: FCIS staff

Dune - Engineered Core

Dune projects involving a core as a central design element covered with compatible sediment. This may be a component of a beach nourishment effort or a standalone project.

Objectives: erosion control; shoreline protection; dissipate wave energy; enhanced wildlife and shorebird habitat.

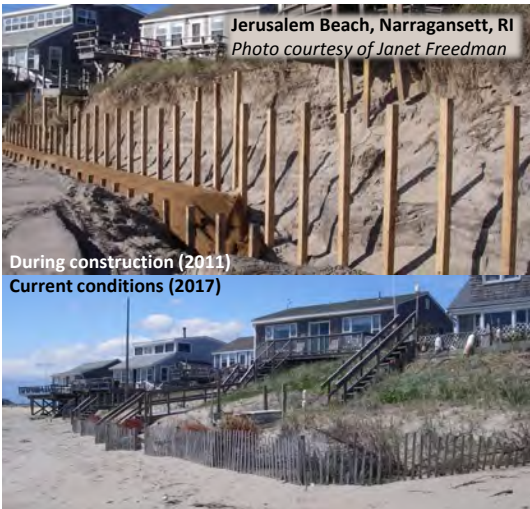
Design Schematics



Case Study

Jerusalem Dune, Narragansett, RI

Homeowners along an eroding shoreline were interested in increased shoreline protection. The houses were located 12 to 25 feet from the dune scarp. This shoreline has an average annual erosion rate (AAER) of just less than 2 feet per year.



Jerusalem Beach, Narragansett, RI
Photo courtesy of Janet Freedman

During construction (2011)
Current conditions (2017)

Project Proponent	Three private homeowners with contiguous properties
Status	Completed in November 2011; Maintained (added sand and plantings) after Sandy in 2012.
Permitting Insights	Using sand filled coir envelopes as the dune core is considered a non-structural technique in the RI Coastal Resources Management Program because the coir is biodegradable and sand compatible with beach and dune sediment, so allowed where revetments and bulkheads are not. Applicants required to maintain lateral beach access.
Construction Notes	The project extended 135 linear feet across 3 properties – 45 feet each. Ends of the coir structure were gradually returned to the slope of the feature in order to minimize erosion on adjoining properties.
Maintenance Issues	Significant repairs were necessary after Hurricane Sandy.
Final Cost	Permitting :\$750 (\$250 per property) Construction: \$46,650 (2 properties each cost \$14,950 and a third property cost \$16,750) Maintenance: Costs are storm dependent
Challenges	The dune and coir core is not likely to withstand a major storm leaving the properties are at risk.

Overview of Technique

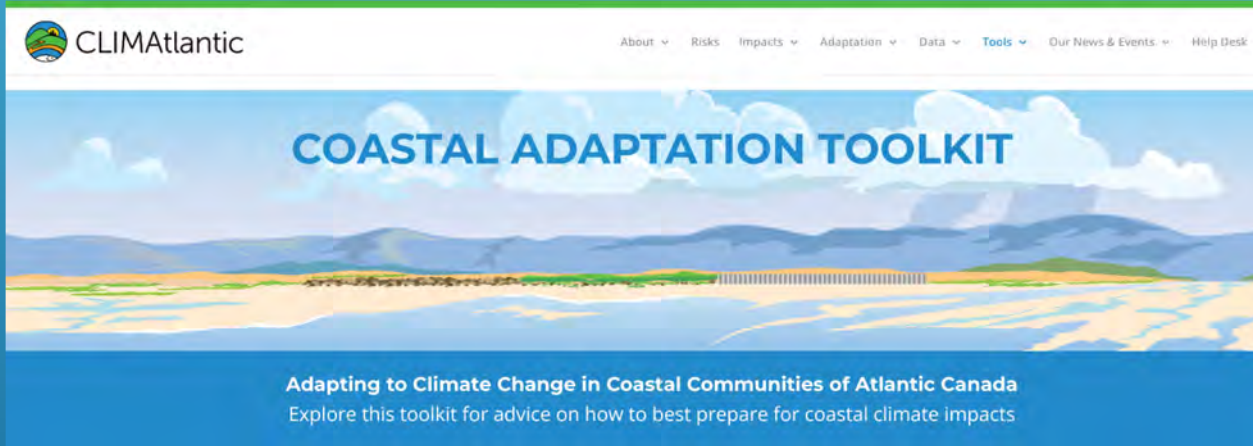
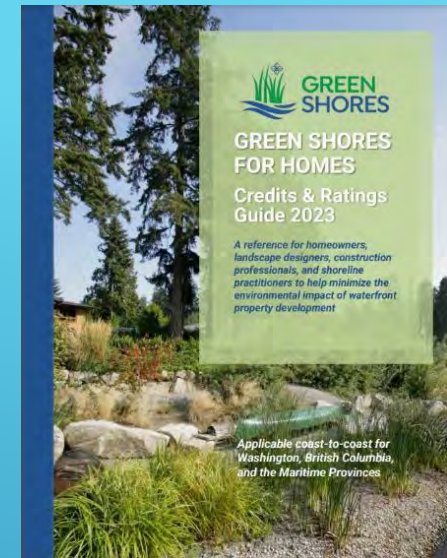
Materials	Sediment is brought in from an offsite source, such as a sand and gravel pit or coastal dredging project. ¹ To be considered a living shoreline (or non-structural) project, an engineered core should be constructed using coir envelopes, which are coir fabric filled with sand. ¹ Planting the dune with native, salt-tolerant, erosion-control vegetation (i.e. beach grass <i>Ammophila breviligulata</i>) with extensive root systems is highly recommended to help hold the sediments in place. ^{1,11} Sand fencing can also be installed to trap windblown sand to help maintain and build the volume of a dune. ^{1,11}
Habitat Components	Dunes planted with native beach grass can provide significant wildlife habitat. ⁹
Durability and Maintenance	The core should be kept covered to increase longevity. Some repairs to the fabric, or replacement of sand, may be necessary after a storm. The core essentially functions as a backup in the event that the rest of the dune fails during a high energy event. The height, length, and width of a dune relative to the size of the predicted storm waves and storm surge determines the level of protection the dune can provide. ¹ To maintain an effective dune sediment must be added regularly to keep dune height width and volume at appropriate levels. ¹ The seaward slope of the dune should typically be less steep than 3:1 (base:height). ^{1,9} Dunes with vegetation perform more efficiently, ensuring stability, greater energy dissipation, and resistance to erosion. ¹⁰ If plantings were included, plants should be replaced if they are removed by storm or die. ¹
Design Life	Dunes typically erode during storm events. In areas with no beach at high tide, dune projects will be short lived as sediments are rapidly eroded and redistributed to the nearshore. ¹ Designs should consider techniques that enhance or maintain the dune (e.g. sand fencing and/or vegetation to trap wind blown sand).
Ecological Services Provided	The added sediment from dune projects supports the protective capacity of the entire beach system (i.e., dune, beach, and nearshore area). Any sand eroded from the dune during a storm, supplies a reservoir of sand to the fronting beach and nearshore area. ^{1,9} Dunes dissipate rather than reflect wave energy, as is the case with hard structures. ¹ Dunes also act as a barrier to storm surges and flooding, protecting landward coastal resources, ⁹ and reducing overwash events. ¹⁰ Sand dunes provide a unique wildlife habitat. ⁹
Unique Adaptations to NE Challenges (e.g. ice, winter storms, cold temps)	Shorter planting and construction window due to shorter growing season. Utilization of irrigation to establish plants quickly. Presence of sensitive species may require design (e.g. slope, plant density) and timing adjustments.

LOCAL RESOURCES



TransCoastal Adaptations

Centre for Nature-Based Solutions



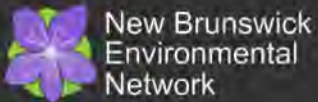
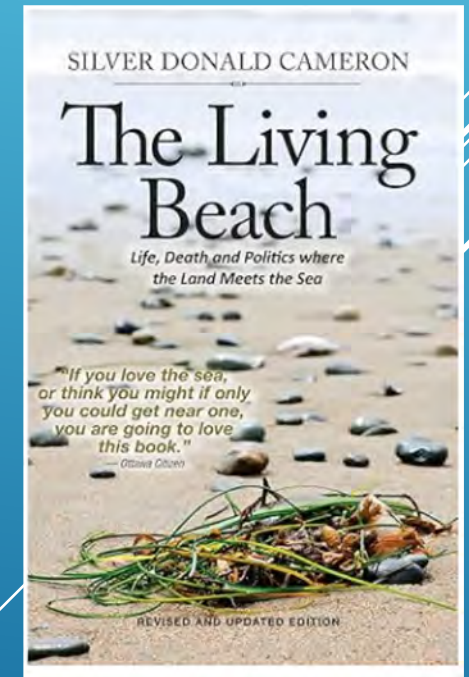
<https://climatlantic.ca/coastal-adaptation/>



By the sea – a guide to the coastal zone of Atlantic Canada

This comprehensive guide is about 11 ecosystems within the coastal zone of Atlantic Canada and their importance to our economy (fisheries, aquaculture, tourism) and wellbeing. Consult it to learn more about the coastal zone and identify your properties' coastal ecosystem without the quiz.

<https://publications.gc.ca/site/eng/9.868487/publication.html>



New Brunswick Environmental Network

The New Brunswick Environmental Network (NBEN) is a communication network that links together over 100 non-profit environmental organizations. Our role is to improve communication and co-operation among environmental groups and between these groups, government and other sectors. We provide educational opportunities for our member and associate groups and encourage the growth of the environmental movement in New Brunswick.

<https://livingshorelinesnb.ca/>

Council

Item #: 8.2

Date: February 11, 2025

Authorization: T. MacEwan

PVSC 2025 ASSESSMENT ROLL

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

February 11, 2025



NOVA SCOTIA'S PROPERTY ASSESSMENT AND TAXATION SYSTEM

ABOUT PVSC



Created under the Property Valuation Service Corporation Act and responsible for assessing all real property in Nova Scotia as per the Nova Scotia Assessment Act



Municipally funded, not-for-profit



Governed by a Board of Directors



Approximately 130 employees across 62 communities around Nova Scotia

WHAT WE DO & DON'T DO

PVSC does:

- Deliver an Assessment Roll to all 49 NS municipalities
- Deliver ~650,000 Assessment Notices to NS property owners
- Administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation program on behalf of the NS government

PVSC does **NOT**:

- Have the authority to:
 - Set tax rates
 - Collect taxes
 - Create tax policy
 - Provide tax relief
 - Determine land ownership

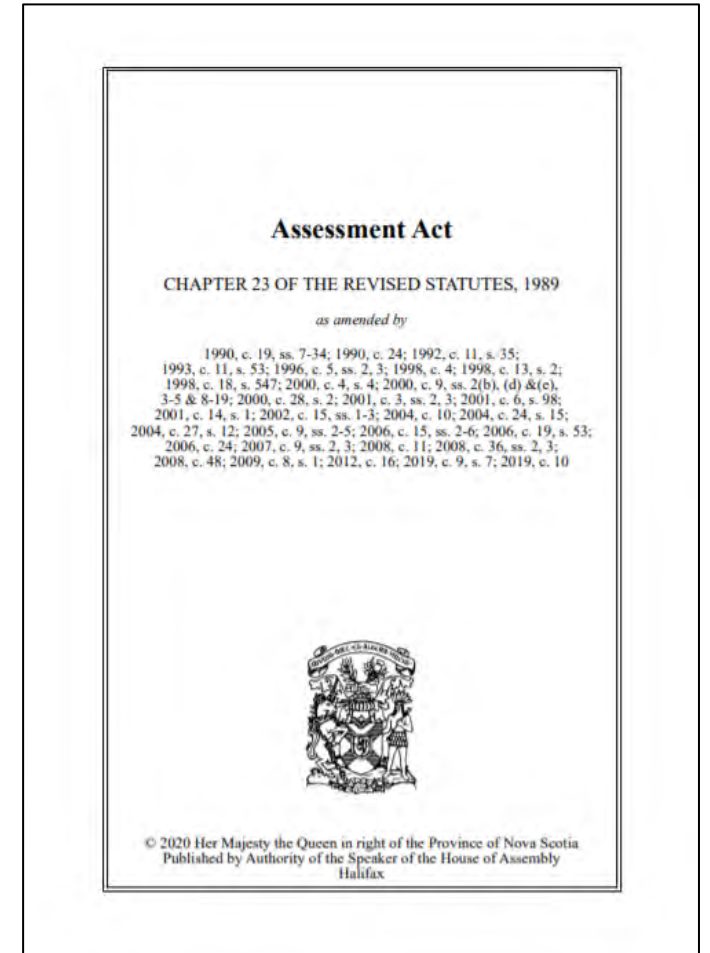
MARKET VALUE

The *Nova Scotia Assessment Act* requires that we assess property at **market value**:

“... the amount which in the opinion of the assessor would be paid if it were sold on a date prescribed by the Director in the open market by a willing seller to a willing buyer”

AND

“The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December immediately preceding the filing of the roll”



MASS APPRAISAL

- PVSC uses mass appraisal to determine the value of all real property in Nova Scotia each year
- Property assessments based on market evidence
- PVSC measures market value assessment accuracy, uniformity, and fairness against the *Assessment Act* and the internationally accepted standards of the International Association of Assessing Officers (IAAO)

Mass Appraisal:
The process of valuing a group of properties as of a given date using common data, standardized methods and statistical testing

THREE APPROACHES TO DETERMINING VALUE

PVSC uses three internationally accepted valuation methods:

Sales Comparison

Analyze sales of comparable properties to determine value and adjust for local market conditions

Income

Determine the income a property can earn (after expenses) and convert net operating income to market value

Cost

Calculate land value and current cost to replace buildings, then deduct for depreciation

MASS APPRAISAL DATA SOURCES

- Discussions with property owners
- Income and expense information
- NS Land Registry
- Typical cost data
- Sales reviews & real estate websites
- Aerial photography
- Municipal building permits
- Field inspections



COMMON QUESTIONS ABOUT SALES

- Are all sales considered in your analysis?
 - Not every sales in included in our market analysis. The sale price is simply the dollar amount paid for a property in a particular transaction. A sale price does not have to meet any predetermined set of criteria so it may or may not reflect actual market value
 - Sale investigations are an especially important activity in mass appraisal – to ensure that sales used in our analysis are between a willing buyer and a willing seller in an open market
- When a house sells, does that price become its assessed value?
 - Mass appraisal involves the analysis of **many** sales to determine the market value of properties
 - Not every house sells every year, so if we simply based assessments on the last sale price, some properties wouldn't have their assessment updated in years, or decades

COMMON QUESTIONS ABOUT SALES

- How are market areas determined?
 - By analyzing how the market transacts in different areas we can determine homogeneous market areas. Some market areas might be large, such as in a rural area, while others might be a neighbourhood or a street in a city or town
- What happens when you don't have enough sales in a market area?
 - In areas that have few or no sales, we expand the analysis to include sales from similar areas nearby or use an industry best practice called time trending, which effectively measures the influence of time on sale prices and trends them to a specific point in time (the base date)

ROLL QUALITY STANDARDS

- PVSC uses advanced statistical analysis to conduct an in-depth examination of market trends and indicators for every assessment roll
- Assessments are rigorously tested for accuracy and uniformity to ensure compliance with the Assessment Act and industry standards set by the International Association of Assessing Officers

QUALITY MEASUREMENTS

- Valuation Approach Selection
- Mass Appraisal Statistics
 - Level of Assessment
 - Fairness of Assessments
 - Equity Between Groupings

THE CAPPED ASSESSMENT PROGRAM

- PVSC administers the Capped Assessment Program (CAP) on behalf of the Nova Scotia Government
- The program places a ‘cap’ on the amount that the taxable assessment for eligible residential property can increase year over year based on the Nova Scotia Consumer Price Index (CPI) in October


2024 PROPERTY ASSESSMENT				
Classification	Assessed Value	*Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$192,600 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Assessed value reflects the market and state of the property</div>	\$153,000 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Capped assessment reflects the NS CPI in October</div>		\$153,000 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Taxable assessed value is what is used to determine property taxes</div>
2024 TOTAL	\$192,600			\$153,000


1.5% CAP
for 2025

2025 ASSESSMENT ROLL

- The 2025 assessment roll reflects a property's market value as of January 1, 2024, based on market evidence from 2023
- The assessment also consider a property's physical state as of December 1, 2024, including new construction, renovations, and demolitions

April 20, 2023 
Clouds over home building beginning to clear

November 29, 2023 
Housing crunch must be treated as a once-in-a-generation challenge

April 5, 2023 
Office Vacancies Up

July 7, 2023 
Home prices climbing as listings shrink

MODL: 2025 ASSESSMENT ROLL



Total 2025 Assessment Roll= **\$5.9B**

Residential Property Assessment:

\$5.6B total assessed value

29,952 accounts

Residential assessed value with CAP = **\$4B**

Total residential accounts with CAP = **19,445**



Commercial Property Assessment:

\$52M total assessed value

1,089 accounts

MODL: 2025 ASSESSMENT ROLL



991

Permits
2024



912

Property
Transactions



482

Appeals in
2024

THE APPEAL PROCESS

- Each property owner receives a notice of assessment which indicates an assessed value for their property
- Should a property owner disagree with their assessed value they can file an appeal
 - 2025 assessment appeals **must** be received by February 13, 2025
 - Instructions on how to file an appeal is included on the assessment notice
- There are three levels of appeal:
 - PVSC initial assessor review
 - Nova Scotia Assessment Appeal Tribunal (NSAAT)
 - Utility and Review Board (UARB)

CONTACT INFORMATION

- Should you get questions from constituents about property assessment, please direct them to our contact centre where they can connect with our knowledgeable and expert staff.

Phone: 1-800-380-7775

Email: inquiry@pvsc.ca

Website: www.pvsc.ca

APPENDIX



Council
Item #: 10.1
Date: February 11, 2025
Authorization: T. MacEwan

Memorandum

To: Mayor Elspeth McLean-Wile, and Councillors

From: Chairperson & Members of the Finance Committee

Date: February 4, 2025

Re: Recommendations of the Finance Committee

The Finance Committee, in session on Tuesday, February 4, 2025, made the following recommendation(s) to Council:

1. That Municipal Council approve the Region 6 2025/2026 Budget with the Municipality's share of the budget being \$35,940.35.
2. That Municipal Council amend Policy 049, Property Tax Rebate as presented and hereby gives seven days' notice of Council's intention to amend on February 11, 2025.
3. That Municipal Council levy a maintenance charge within the Charge Area identified by the Homestead Estates Private Road Owners Association as follows:
 - A uniform amount per lot.

With the 2025-26 charge being set at:

- \$350.00 per lot

Subject to an Agreement being entered into between the Municipality and the Homestead Estates Private Road Owners Association that satisfies the requirements of Section 9 of the Private Roads By-law.

4. That Municipal Council approve:
 - The 2025/26 fire hydrant rate at \$0.1270 per \$100 of assessment and
 - The 2025-26 street light rates as presented.
5. That Municipal Council approve the proposed Sewer Rates of \$0.43/\$100 of assessment for Global Rate and \$0.25/\$100 of assessment for Hebbville, and further that these rates become effective April 1, 2025.

6. That Municipal Council approve the 2025-26 Budget Schedule process as presented.
7. That Municipal Council approve the Reserve Strategy as part of the 2025-26 budget deliberations.

Respectfully submitted,

Chairman and Members
Finance Committee
/jgp



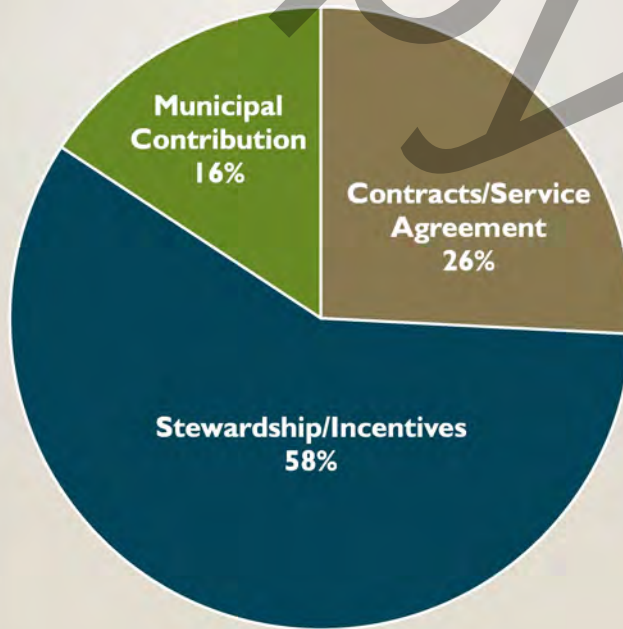
Council
Item #: 10.1.1
Date: February 11, 2025
Authorization: T. MacEwan

Finance Committee
Item #: 7.1
Date: February 4, 2025
Authorization: Elana Wentzell

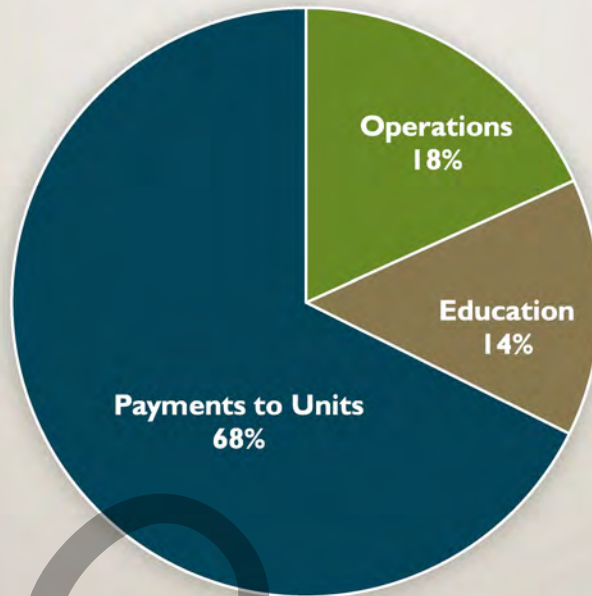
BUDGET 2025-26

CHRISTINE MCCLARE
REGIONAL COORDINATOR

REVENUE



EXPENSES



BUDGET 2025-26

REVENUE SUMMARY	2024-25	2024-25	2025-26	% of Revenue
	Projection	Budget	Proposed Budget	
Contracts/Service Agreement	\$213,103	\$213,103	\$213,103	26%
Stewardship/Incentives	\$542,967	\$520,500	\$483,000	58%
Municipal Contribution	\$152,921	\$152,921	\$129,858	16%

EXPENSE SUMMARY	2024-25	2024-25	2025-26	% of Expenses
	Projection	Budget	Proposed Budget	
Operations	\$146,599	\$152,785	\$154,090	18%
Education	\$115,588	\$115,950	\$119,530	14%
Payments to units	\$609,925	\$609,925	\$572,425	68%



REVENUE	2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Sub-total	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives			
Dairy Stewardship	90,000	90,000	53,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Programs	80,500	80,500	80,000
Interest	22,467	0	0
Sub-total	\$ 542,967	\$ 520,500	\$ 483,000
Municipal Contribution			
Municipal Billing ²	152,921	152,921	129,858
Sub-total	\$152,921	\$152,921	\$129,858
TOTAL	\$ 908,991	\$ 886,524	\$ 825,961

EXPENSES	2024-25 2024-25 Projection	2024-25 Budget	2025-26 Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	105,220	105,220	108,025
Administration (host)	9,390	9,390	9,390
Travel	2,363	3,000	2,500
Training and conference	1,356	2,200	2,000
Office Rental	9,198	9,675	9,500
Office supplies/computer	5,114	9,900	8,300
Insurance	4,050	3,900	4,050
Legal & Auditor	9,907	9,500	10,325
Sub-total	\$ 146,599	\$ 152,785	\$ 154,090
EDUCATION			
Education salaries and benefits	84,170	84,170	87,030
Education travel	13,886	14,000	14,000
Program materials ⁴	4,712	4,000	4,000
Advertising	0	1,000	1,000
R6 Recycles	12,820	12,780	13,500
Inter-Municipal program expenses ³	0	0	0
Sub-total	\$ 115,588	\$ 115,950	\$ 119,530

EXPENSES	2024-25		2025-26
	Projection	Budget	Proposed Budget
PAYMENTS TO UNITS			
Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	90,000	90,000	53,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Program	80,500	80,500	80,000
Sub-total	\$ 609,925	\$ 609,925	\$ 572,425
TOTAL	\$ 872,112	\$ 878,660	\$ 846,045

TABLE 1:

Municipal billing 2025-26

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>		<i>2025-26</i>
Shelburne Shared Services	6,456	6.99%	\$	9,083.22
Town of Bridgewater	8,790	9.52%	\$	12,367.03
Town of Mahone Bay	1,064	1.15%	\$	1,496.99
Municipality of Lunenburg	25,545	27.68%	\$	35,940.35
Municipality of Barrington	6,523	7.07%	\$	9,177.49
Town of Clark's Harbour	725	0.79%	\$	1,020.03
Municipality of Chester	10,804	11.71%	\$	15,200.61
Town of Lunenburg	2,396	2.60%	\$	3,371.03
Region of Queens Municipality	10,486	11.36%	\$	14,753.20
West Hants Regional Municipality	19,509	21.14%	\$	27,448.05
Total	92,298	100.00%	\$	129,858.00



THANK YOU!

Christine McClare

Regional Coordinator

902-624-1339

902-790-6834

Christine.McClare@Region6SWM.ca

Copy

Council
 Item #: 10.1.2
 Date: February 11, 2025
 Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Report to Council

Report To: Mayor and Council
Submitted By: April Whynot-Lohnes
Date: February 11, 2025
Re: Proposed Amendments to Policy 049 Property Tax Rebate

The Finance Committee, in session on February 4, 2025, reviewed the proposed amendment to Policy 049 Property Tax Rebate and made a motion to give notice of its intention to approve the amendment at the February 11, 2025 Council meeting.

The proposed amendment is to allow for the property tax rebate to be applied to overdue interest charges that accrue between the interim and final tax billing.

Section 48(1) of the **Municipal Government Act** states, “Before a policy is passed, **amended** or repealed, the Council shall give at least seven days’ notice to all council members.” Therefore, in accordance with Section 48(1), the attached Policy 049, with the proposed amendments, will be presented for Council’s approval at the February 11, 2025 Council meeting. The Finance Committee meeting of February 4, 2025 was considered as Council’s notice.

If Council approves of the proposed amendments to Policy 049, the following motion would be necessary:

“that Municipal Council approve the proposed amendments to MODL Policy 049 Property Tax Rebate, as presented”.

Report Preparation	
Department	Administration
Report Prepared by	April Whynot-Lohnes
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Property Tax Rebate Policy
Number	049
Legislative Authority	MGA – 69(2)
Effective Date	February XX, 2025

Purpose

- 1 The purpose of this policy is to provide compassionate property tax relief for low income property taxpayers residing in their own principal residences.

Title

- 2 This policy is entitled the “Property Tax Rebate Policy”.

Definitions

- 3 (1) **Excluded Income** means a War Veterans Allowance Act income or income from the **Pension Act** (Canada). The Pension Act (Canada) is **not** the Canada Pension Plan or Old Age Security, but it is a Pension for members of the Armed Forces who have been disabled or their dependents.
- (2) **Income** means a person’s total gross income (total income before deductions) from all sources for the calendar year preceding the fiscal year of the Municipality of the District of Lunenburg excluding any allowances paid pursuant to the **War Veterans Allowance Act** (Canada) or Pension paid pursuant to the **Pension Act** (Canada) and includes the income of all assessed owners, their spouse(s), including common law spouses residing at the property and all owners defined in section 3(3) residing at the property.
- (3) **Owner** includes:
 - (a) the person assessed for the property;
 - (b) a person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property;
 - (c) a person having the care or control of the property through adverse possession; and
 - (d) a person with a life interest in the property.

- (4) **Principal Residence** includes the ordinary place of residence of an owner who is in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or the property has been rented to paying tenants, in either of which events, the property will be deemed to cease being the owner's ordinary place of residence.
- (5) **Taxes** means residential property taxes, interest on the current interim tax bill and any applicable area rates excluding property improvement charges, fines, liens and other charges on the account.
- (6) **Treasurer** includes persons authorized by the Treasurer.

Exemption

- 4 (1) The Municipality of the District of Lunenburg grants on an annual basis a rebate from taxation, operating as a reduction in the taxes payable to the Municipality of the District of Lunenburg in respect of a property subject to subsections 4 and 5.
- (2) The rebate will only apply to owners who occupy the property as that owner's principal residence.
 - (a) Applications can be made on behalf of a deceased property owner if the property owner received the property tax rebate in the previous fiscal year.
- (3) Where a property is assessed to more than one owner other than persons whose income is included in the calculation of income in relation to this Policy, any who are entitled to a rebate may receive only the portion of the rebate equal to that person's share of the assessment for the property, but where the different interests are not separate, then to that portion determined by the Treasurer, whose determination is final.
- (4) Despite any other provision of this Policy,
 - (a) The maximum rebate amount will be scaled based on income and approved as part of the annual budget deliberations. The rebate and

household income threshold will be adjusted annually by NS CPI (All items) beginning in April 2022.

- (b) Council will set the total rebate budget each year by motion.
 - (c) The Treasurer can approve rebates for qualified applicants that exceed the approved budget when those approvals do not exceed 10% of the total rebate budget. Council will be notified of such approvals.
- (5) In order to be eligible for a rebate, the property owner will submit to the Treasurer a Statutory Declaration Certification of household income no later than August 1 of the fiscal year. The required Statutory Declaration Certification must be completed and processed each year.
- (a) Late applications will be considered only after the regular review of those applicants that applied on time. Late applications will be subject to annual budget constraints.
- (6) Documentation for proof of income is required for all persons living in the household. A copy of the previous year's Notice of Assessment from Canada Revenue Agency for each household member is required to be attached to the application. Failure to supply household members' Notices of Assessment will render the application ineligible. The Treasurer can reject an application, where in the Treasurer's opinion, is not adequately verified or substantiated.
- (7) All decisions made by the Treasurer relating to this Policy and its application are final.

Enforcement Charges Not Exempted

- 5 No rebate can be applied to any obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or by-law, whether Municipal, Provincial, or Federal and any charges imposed upon a property arising from enforcement of such provisions will not be subject to a tax rebate authorized by this Policy.

Policy Adoption	
Date of Original Passage	July 14, 2009
Date of Notice of Intent to Amend/Repeal	February 04, 2025
Date of Council Approval	February XX, 2025
Date of Effective Date	February XX, 2025
I certify that this Policy 049 Property Tax Rebate was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Property Tax Rebate (formerly – Low Income Property Tax Rebate)	July 14, 2009
V2	Amended income threshold and rebate	April 14, 2015
V3	Amended title of policy, clarified income definition, revised maximum percentage of bill (66%to 100%) and housekeeping amendments	Nov 10, 2015
V4	Amended definition of taxes to include area rates excluding property improvements charges, added maximum rebate value, deleted references in section 6.1 as they were redundant and updated the application form with new thresholds	Jan 22, 2019
V5	Addition of new section 4.1 re deceased property owners, and added references to application form regarding 4.1	Oct 22, 2019
V6	Added new section 7.1 to allow late applications if budget permitted.	Sep 22, 2020
V7	Amended section 7 by replacing statutory declaration with certification, amended title of application to say same, replaced solemnly declare with certify on the application, and housekeeping amendments	May 25, 2021
V8	Amendment for clear language, moved rebate schedule and income threshold for ease of amending during budget deliberations, added annual increases using CPI, requirement of proof of household income, pro-rating of rebates based on budget was deleted, application form separated from policy	Mar 22, 2022

	for ease of amending as needed, and added provision for Treasurer to approve budget overages of 10%.	
V9	Amended to add interest to the definition of taxes, amended income threshold and rebate on application form and housekeeping	Jan XX, 2025

Proposed



**The Municipality of the District of Lunenburg
Request for Decision**

Finance Committee
Item #: 10.1.1
Date: February 4, 2025
Authorization: Elana Wentzell

Report to: Finance Committee
Submitted by: Elana Wentzell and April Whynot-Lohnes
Date: February 4, 2025
Re: Amendment, Policy 049 "Property Tax Rebate"

Recommendation

"that the Finance Committee recommends to Municipal Council that Municipal Council amend Policy 049, Property Tax Rebate as presented and hereby gives seven days' notice of Council's intention to amend on February 11, 2025."

Executive Summary & Discussion

On the January 21, 2025, the Policy and Strategy Committee received a report recommending revised income thresholds and rebate amounts to be considered in the upcoming 2025-26 Operating Budget.

These can be changed without a policy amendment as the amounts are set outside the policy.

However, staff also recommended that the rebates include an amount for interest that would accrue between the interim and final tax billing if the applicant did not pay the interim tax bill. Overdue interest charges are legislated by the MGA, and Council has set the rate by Policy at 10%. Once interest is charged, it forms part of the tax bill. Staff are not authorized to remove interest unless authorized by Council.

Staff are recommending that Section 5 of Policy 049 be amended to allow for the application of the property tax rebate to overdue interest changes that accrue between the interim and final tax billing. For clarification, the rebate would not be applied to prior years' tax arrears or interest charges arising from prior years' tax billings.

Budget implications

The amounts recommended to Council included an amount for these overdue interest charges.

Strategic plan

N/A

Work plan

N/A

Alternatives

Council can make further amendments to the policy to reflect Council's discussion.

Conclusion

Staff are recommending this change to Policy 049 to grant staff the authority to apply the property tax rebate to interest that may accrue between the interim and final tax billing.

Report Preparation	
Department	Finance and Administration
Report Prepared by	Elana Wentzell and April Whynot-Lohnes
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy 049
 Property Tax Rebate
 Page 2 of 5

Policy Details	
Name	Property Tax Rebate Policy
Number	049
Legislative Authority	MGA – 69(2)
Effective Date	February XX, 2025

Purpose

- 1 The purpose of this policy is to provide compassionate property tax relief for low income property taxpayers residing in their own principal residences.

Title

- 2 This policy is entitled the “Property Tax Rebate Policy”.

Definitions

- 3 (1) **Excluded Income** means a War Veterans Allowance Act income or income from the Pension Act (Canada). The Pension Act (Canada) is **not** the Canada Pension Plan or Old Age Security, but it is a Pension for members of the Armed Forces who have been disabled or their dependents.
- (2) **Income** means a person’s total gross income (total income before deductions) from all sources for the calendar year preceding the fiscal year of the Municipality of the District of Lunenburg excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or Pension paid pursuant to the Pension Act (Canada) and includes the income of all assessed owners, their spouse(s), including common law spouses residing at the property and all owners defined in section 3(3) residing at the property.
- (3) **Owner** includes:
 - (a) the person assessed for the property;
 - (b) a person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property;
 - (c) a person having the care or control of the property through adverse possession; and
 - (d) a person with a life interest in the property.

- (4) **Principal Residence** includes the ordinary place of residence of an owner who is in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or the property has been rented to paying tenants, in either of which events, the property will be deemed to cease being the owner’s ordinary place of residence.
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Exemption

- 4 (1) The Municipality of the District of Lunenburg grants on an annual basis a rebate from taxation, operating as a reduction in the taxes payable to the Municipality of the District of Lunenburg in respect of a property subject to subsections 4 and 5.
- (2) The rebate will only apply to owners who occupy the property as that owner’s principal residence.
 - (a) Applications can be made on behalf of a deceased property owner if the property owner received the property tax rebate in the previous fiscal year.
- (3) Where a property is assessed to more than one owner other than persons whose income is included in the calculation of income in relation to this Policy, any who are entitled to a rebate may receive only the portion of the rebate equal to that person’s share of the assessment for the property, but where the different interests are not separate, then to that portion determined by the Treasurer, whose determination is final.
- (4) Despite any other provision of this Policy,
 - (a) The maximum rebate amount will be scaled based on income and approved as part of the annual budget deliberations. The rebate and

household income threshold will be adjusted annually by NS CPI (All items) beginning in April 2022.

- (b) Council will set the total rebate budget each year by motion.
 - (c) The Treasurer can approve rebates for qualified applicants that exceed the approved budget when those approvals do not exceed 10% of the total rebate budget. Council will be notified of such approvals.
- (5) In order to be eligible for a rebate, the property owner will submit to the Treasurer a Statutory Declaration Certification of household income no later than August 1 of the fiscal year. The required Statutory Declaration Certification must be completed and processed each year.
- (a) Late applications will be considered only after the regular review of those applicants that applied on time. Late applications will be subject to annual budget constraints. ~~as set out in section 4(4)(b)~~
- (6) Documentation for proof of income is required for all persons living in the household. A copy of the previous year's Notice of Assessment from Canada Revenue Agency for each household member is required to be attached to the application. Failure to supply household members' Notices of Assessment ~~shall~~ will render the application ineligible. The Treasurer can reject an application, where in the Treasurer's opinion, is not adequately verified or substantiated.
- (7) All decisions made by the Treasurer relating to this Policy and its application are final.

Enforcement Charges Not Exempted

5 No rebate can be applied to any obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or by-law, whether Municipal, Provincial, or Federal and any charges imposed upon a property arising from enforcement of such provisions will not be subject to a tax rebate authorized by this Policy.

Policy Adoption	
Date of Original Passage	July 14, 2009
Date of Notice of Intent to Amend/Repeal	February 04, 2025
Date of Council Approval	February XX, 2025
Date of Effective Date	February XX, 2025
I certify that this Policy 049 Property Tax Rebate was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Property Tax Rebate (formerly – Low Income Property Tax Rebate)	July 14, 2009
V2	Amended income threshold and rebate	April 14, 2015
V3	Amended title of policy, clarified income definition, revised maximum percentage of bill (66%to 100%) and housekeeping amendments	Nov 10, 2015
V4	Amended definition of taxes to include area rates excluding property improvements charges, added maximum rebate value, deleted references in section 6.1 as they were redundant and updated the application form with new thresholds	Jan 22, 2019
V5	Addition of new section 4.1 re deceased property owners, and added references to application form regarding 4.1	Oct 22, 2019
V6	Added new section 7.1 to allow late applications if budget permitted.	Sep 22, 2020
V7	Amended section 7 by replacing statutory declaration with certification, amended title of application to say same, replaced solemnly declare with certify on the application, and housekeeping amendments	May 25, 2021

Policy 049
Property Tax Rebate
Page 5 of 5

V8	Amendment for clear language, moved rebate schedule and income threshold for ease of amending during budget deliberations, added annual increases using CPI, requirement of proof of household income, pro-rating of rebates based on budget was deleted, application form separated from policy for ease of amending as needed, and added provision for Treasurer to approve budget overages of 10%.	Mar 22, 2022
V9	Amended to add interest to the definition of taxes, amended income threshold and rebate on application form and housekeeping	Jan XX, 2025

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Council
Item #: 10.1.3
Date: February 11, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor McLean-Wile and Municipal Council

Submitted by: Norma Schiefer, Manager of Development

Date: February 4, 2025

**Re: Request to Levy Private Road Maintenance Charge – Homestead Estates
Private Road Owners Association**

Finance Committee

Item #:10.2.1

Date: February 4, 2025

Authorization: Elana Wentzell

Recommendation

That the Finance Committee recommends to Council that Municipal Council levy a maintenance charge within the Charge Area identified by the Homestead Estates Private Road Owners Association as follows:

- A uniform amount per lot.

With the 2025-26 charge being set at:

- \$350.00 per lot

Subject to an Agreement being entered into between the Municipality and the Homestead Estates Private Road Owners Association that satisfies the requirements of Section 9 of the Private Roads By-law.

Executive summary

A request has been received from the Homestead Estates Private Road Owners Association, for Council to levy a charge pursuant to the Private Roads By-law for road maintenance fees. The road maintenance fees are for the maintenance of the privately owned portion of Homestead Estates Drive and Virginia Lane, as identified in their charge area map, located in Italy Cross.

Discussion

The request received from the Homestead Estates Private Road Owners Association is for Council to levy a charge to the lots within the identified Charge Area. The maintenance budget, submitted by the Association, indicates a uniform charge of \$350.00 per lot. As per the Private Roads By-law, the Municipality has a 5% administration fee which is added to the charges.

[$\$9,100.00$ Budget, plus 5% Administration fee of $\$455.00 = \$9,555.00$ total charge amount]

The Private Roads By-law requires that this request be accompanied by:

Requirements	Submitted Yes /No	Comment
Petition bearing the signature of more than half of lot owners	Yes	Petitions submitted bear the signatures of 77% of the lot owners in the Charge Area (20 out of 26 lots). Complies with By-law (attached)
Yearly Maintenance Budget, approved by Resolution	Yes	Maintenance Budget Complies (attached)
Copy of Resolution approving Maintenance Budget	Yes	Complies (attached)
Copy of the Associations MOU and By-law which clearly states that the object or purpose of the Assoc. is to carry out the road maintenance and/or improvement and the Assoc. was formed to represent the owners within the Charge Area.	Yes	Complies
Plan showing Charge Area	Yes	Complies (attached)

As is evident from the above noted chart the required information has been submitted. Staff has confirmed that more than half of the lot owners have signed the petition in favor of the lot charge.

As per clause 9 of the Private Roads By-law, prior to approving the levying of a charge the Association must enter into an Agreement with the Municipality which:

- a) Requires that the association must be responsible for performing, or contracting the work in relation to the maintenance or improvement of the private road in a Charge Area;
- b) Indemnifies the Municipality from all liability or responsibility with the work in relation to the maintenance or improvement of the private road in a Charge Area;
- c) Identifies the method of collecting a charge that the person indicated in the application;
- d) Contains any other clauses that the Council may require.

Budget implications

The amount of \$9,555.00 will need to be added to the budget as revenue and \$9,100.00 added as an expense. [\$9,555.00 less \$455.00 admin fee = \$9,100.00]

Conclusion

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

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

THIS AGREEMENT made this _____ day of _____, A.D., 2025.

BETWEEN:

HOMESTEAD ESTATES PRIVATE ROAD OWNERS ASSOCIATION, a society incorporated under the Societies Act of Nova Scotia

(Hereinafter called the "Association")

- and -

THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate, incorporated pursuant to the Municipal Government Act, S.N.S., 1998, chapter 18, with its offices at Cookville, in the Municipality of Lunenburg, in the County of Lunenburg and Province of Nova Scotia;

(Hereinafter called the "Municipality")

WHEREAS HOMESTEAD ESTATES PRIVATE ROAD OWNERS ASSOCIATION was created for the purposes of managing the collection of fees and the maintenance and improvement of the Roads: the privately owned portion of Homestead Estates Drive and Virginia Lane, as identified in their charge area map, located in Italy Cross in the County of Lunenburg and Province of Nova Scotia;

AND WHEREAS the Association is responsible for maintenance and improvement of that certain gravel roadway used by the property owners on the privately owned portion of Homestead Estates Drive and Virginia Lane, as identified in their charge area map, for access to and from their land, homes and cottage properties at Italy Cross in the County of Lunenburg and Province of Nova Scotia (**hereinafter referred to as the "Roads"**);

AND WHEREAS the Municipality has passed a bylaw known as the Private Roads By-law (**hereinafter referred to as the "Bylaw"**) which provides rules and procedures for collection by the Municipality of charges for the maintenance and improvement of private roads;

AND WHEREAS the Association has passed a motion to ask the Municipality to create a charge area and levy a per lot charge within that Charge Area for the maintenance of the Roads pursuant to the Bylaw, as hereinafter set out;

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

That Municipal Council levy a maintenance charge within the Charge Area identified by the Homestead Estates Private Road Owners Association as follows:

- A uniform amount per lot.

With the 2025-26 charge being set at:

- \$350.00 per lot

Subject to an Agreement being entered into between the Municipality and the Homestead Estates Private Road Owners Association that satisfies the requirements of Section 9 of the Private Roads By-law.

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

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

1. The parties agree the Petition of the residents of the Homestead Estates Private Road Owners Association, attached hereto as Schedule "A", shall form the basis of the charge created hereby, pursuant to the Bylaw. The Association confirms that all signatories to that petition are members of the Association.
2. The Charge Area to which this agreement shall apply is as shown in Schedule "B" attached hereto.
3. The Municipality shall levy and collect a charge of:
 - A uniform amount per lot.
 - The said charge is to be adjusted annually, pursuant to the Private Roads By-law.
4. The Municipality shall turn over to the Association, the charges collected, for use in the improvement and maintenance of the Roads, in accordance with the Bylaw. The Municipality shall not be held responsible for relying on and shall be permitted to rely on any lot identification information provided by the Association.
5. The Association shall be responsible for performing or contracting, the work associated with the improvement or maintenance of the Roads.

6. The Municipality shall have no responsibility or liability of any kind with respect to the Roads or the condition of the Roads or for their improvement and/or maintenance, and the Association shall indemnify and save harmless the Municipality, its officers, servants, agents and employees, its and their heirs, executors, administrators, successors and assigns, or any of them, from and against all risk of loss, damage or injury and against all claims, demands, actions and causes of action whatsoever arising out of, or in any way attributable to the operation of this Agreement, including but not limited to any and all liability or responsibility with respect to the work associated with the improvement or maintenance of the Roads.

IN WITNESS WHEREOF the parties to these presents have signed, sealed and delivered the same the day and year first above written.

SIGNED, SEALED AND DELIVERED) HOMESTEAD ESTATES PRIVATE ROAD
) OWNERS ASSOCIATION

In the presence of:)
)
)

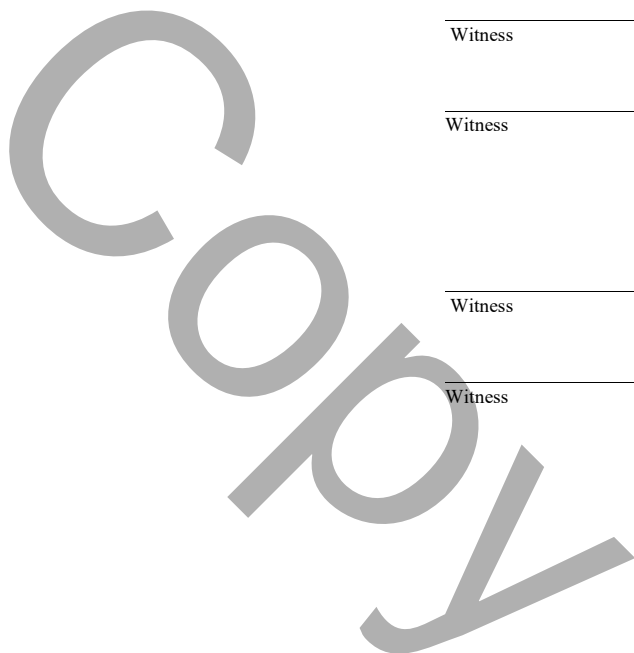
_____) Per: _____
Witness) Director

_____) Per: _____
Witness) Director

MUNICIPALITY OF THE DISTRICT
OF LUNENBURG

_____) Per: _____
Witness) Mayor Elspeth McLean-Wile

_____) Per: _____
Witness) April Whynot-Lohnes, Municipal Clerk



PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2025, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that HOMESTEAD ESTATES PRIVATE ROAD OWNERS ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

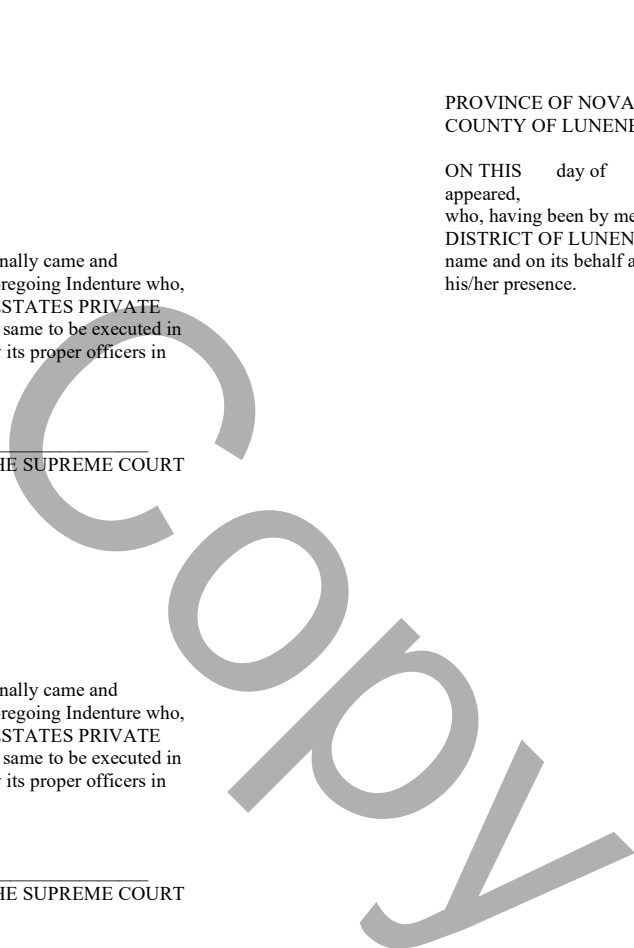
ON THIS day of , A.D., 2025, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that HOMESTEAD ESTATES PRIVATE ROAD OWNERS ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2025, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that the MUNICIPALITY OF THE DISTRICT OF LUNENBURG, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA



Schedule B

HOMESTEAD ESTATES PRIVATE ROAD OWNERS Association
Map showing the Charge Area

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

**Private Road Maintenance or Improvement
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, representing more than one-half of the landowners in the 2004 IN THE HOMESTEAD ESTATES DRIVE Charge Area, as identified on the attached map, apply with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

- (a) Maintenance
- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 of the **Private Roads By-law**. The landowners request that they be levied a charge in respect of the private road maintenance or improvement, as indicated above, and further that, this charge be levied by

- (a) the uniform charge on all lot
- (b) the occupancy rate (i.e. full-time, seasonal, vacant)
- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Lynn Zimmerman	10 Virginia Lane	<i>[Signature]</i>
Carl Zimmerman	10 VIRGINIA LANE	<i>[Signature]</i>
Tammy Gannon	19 VIRGINIA LANE	<i>[Signature]</i>
DARREN GANNON	19 Virginia Lane	<i>[Signature]</i>
DAVID WANDLER	297 HOMESTEAD ESTATES DR.	<i>[Signature]</i>
Margie Wandler	297 Homestead Est. Dr.	<i>[Signature]</i>

Name	Civic Number and Street Name	Signature
Marcia Tiptert	277 Homestead Est	Marcia Tiptert
SARIEL DEGEN	265 HOMESTEAD ESTATES	Sariel Degen
Jerry Degen	"	Jerry Degen
PAUL De MONE	403 HOMESTEAD EST. DR.	Paul De Mone
Linda De Mone	"	Linda De Mone
DIANE BEAUDETTE	345 Homestead Estates Dr.	Diane Beaudette
PETER BEAUDETTE	345 HOMESTEAD ESTATES DR	Peter Beaudette
DIANE BEAUDETTE	Lot 59-2 Pin Gousses Rd	Diane Beaudette
PETER BEAUDETTE	"	Peter Beaudette
Jürgen Hein	257 Homestead Estates Dr	Jürgen Hein
Hördis Hein	257 Homestead Est. Dr	Hördis Hein
Tina Williams	391 Homestead Est Dr	Tina Williams
Charles Williams	391 Homestead Es Dr	Charles Williams
Margare Wandler	313 Homestead Est Dr	Margare Wandler
Margare Wandler	Lot 38 "	Margare Wandler
DAVID WANDLER	313 HOMESTEAD ESTATES DR	David Wandler
DAVID WANDLER	Lot 38 "	David Wandler
Brittany Weagle	30 Virginia Lane	Brittany Weagle
Patrick Wamborski	30 Virginia Lane	Patrick Wamborski
Chris Zind	20 Virginia Lane	Chris Zind
Julia Moser	20 Virginia Lane	Julia Moser
George MacPherson	385 Homestead Estates Dr	George MacPherson
Joy-Anne MacPherson	385 Homestead Estates Dr	Joy-Anne MacPherson

**Private Road Maintenance or Improvement
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, representing more than one-half of the landowners in the Loop off of Homestead Estates Charge Area, as identified on the attached map, apply with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

- (a) Maintenance
- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 of the Private Roads By-law. The landowners request that they be levied a charge in respect of the private road maintenance or improvement, as indicated above, and further that, this charge be levied by

- (a) the uniform charge on all lot
- (b) the occupancy rate (i.e. full-time, seasonal, vacant)
- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Nicholas Patocka	Lot 41 Virginia Lane	Nicholas Patocka
Sabrina Smith	Lot 41 Virginia Lane	Sabrina Smith
James Hill	317 Homestead Estates Dr	James Hill
Robin Hill	317 Homestead Estates Dr	Robin Hill

**Private Road Maintenance or Improvement
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, representing more than one-half of the landowners in the Loop in the Homestead Estates Dr. Charge Area, as identified on the attached map, apply with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

- (a) Maintenance
- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 of the Private Roads By-law. The landowners request that they be levied a charge in respect of the private road maintenance or improvement, as indicated above, and further that, this charge be levied by

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- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Daniel Carmichael	306 Homestead Estates	<i>[Signature]</i>
Sam Carmichael	306 Homestead Estates Dr. (For Lot R21-A7) Po# 606103B3	<i>[Signature]</i>

**Private Road Maintenance or Improvement
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, representing more than one-half of the landowners in the Loop in the Homestead Estates Dr. Charge Area, as identified on the attached map, apply with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

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- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

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- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
ENRICO BARTOLACCI	Lot 55 Homestead Estates Drive	<i>[Signature]</i>
JILL BARTOLACCI	Lot 55 Homestead Estates Drive	<i>[Signature]</i>

**Private Road Maintenance or Improvement
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, representing more than one-half of the landowners in the Loop in THE HOMESTEAD ESTATES DR Charge Area, as identified on the attached map, apply with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

- (a) Maintenance
- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 of the **Private Roads By-law**. The landowners request that they be levied a charge in respect of the private road maintenance or improvement, as indicated above, and further that, this charge be levied by

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- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Ray Meisner	Lot 57 Homeland Estates Dr.	<i>Ray Meisner</i>
Ryan Meisner	Lot 57 Homeland Estates Dr.	<i>Ryan Meisner</i>

Homestead Estates Private Road Owners Association
Budgetary Summary - Statement of Operations

General Revenue Fund	2025-26 (Estimate)
Revenues 26 lots x \$350.00	\$9100.00
MODL Admin Fee (5%) 26 lots x \$17.50	\$455.00
Total Revenue	\$9555.00
Expenses	
MODL fee (5%)	\$455.00
Grooming and Gravel Expenses Spring	\$5200.00
Shoulder Grooming Expenses	\$1800.00
Snow Removal and Sanding	\$1200.00
Signage	\$450.00
Miscellaneous Administrative expenses	\$450.00
TOTAL Estimated Expenses	\$9555.00

Council
Item #: 10.1.4
Date: February 11, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee
Submitted by: Angela Veinot, Accounting Manager
Date: February 4, 2025
Re: 2025-26 Proposed Area Rates: Streetlights and Hydrants

Finance Committee
Item #: 10.1.4
Date: February 4, 2025
Authorization: Elana Wentzell

Recommendation

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

- The 2025/26 Fire hydrant rate at \$0.1270/\$100 of assessment
- The 2025/26 Streetlight rates as presented

Executive summary

Enclosed are the proposed budgets for streetlights and fire hydrants for the fiscal year 2025/26.

The streetlight and hydrant rates are calculated based on the prior years' revenues collected minus the actual costs. The current year's property assessment and any estimated overage and shortage in the accounts are included in the calculation.

Discussion

As part of the budget process, area rates are required to be approved by Council. Streetlight and hydrant rates can be easily forecasted based on the nature of the revenues and expenditures. Revenues have been billed for the year and most expenditures have been recorded. The revenues and expenditures for these rates are analyzed and a running total of the account balance is kept. Any surpluses or deficits from prior years are rolled into the next year to be recovered through the area rates.

The street light rates are detailed on the attached schedule. These rates vary slightly from year to year.

The hydrant rates have decreased based on the 2025-26 increase in commercial assessment.

Budget implications

Once Council approves the rates, they will be used to calculate the revenue budgets for 2025/2026.

Conclusion

Staff recommend Council approve the rates as presented.

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

**Municipality of the District of Lunenburg
Area Rates 2025/26 Budget**

STREET LIGHT RATES	<u>Approved 2024-25</u>	<u>Approved 2025-26</u>	Rate Budget Notes
Rates per \$100 of assessment			
Riverport	\$ 0.013	\$ 0.016	Based on increased costs
Dayspring	\$ 0.054	\$ 0.067	Based on increased costs
New Germany	\$ 0.036	\$ 0.035	Based on increased assessment
Catidian Place	\$ 0.012	\$ 0.013	Based on increased costs
Pine Haven Subdivision	\$ 0.035	\$ 0.043	Based on increased costs
Flat Rates Per Property			
Barss Corner	\$ 63.33	\$ 56.55	Costs shared 64 properties
Vogler's Cove, Broad Cove & Cherry Hill	\$ 60.52	\$ 53.55	Costs shared 373 properties
Chelsea	\$ 110.41	\$ 100.11	Costs shared 210 properties
Pine Grove	\$ 60.17	\$ 69.63	Costs shared 25 properties
Oakhill acres	\$ 43.00	\$ 34.40	Costs shared 40 properties
Little Tancook	\$ 34.09	\$ 36.85	Costs shared 38 properties
Whitley & Jenny	\$ 41.62	\$ 35.02	Costs shared 16 properties
Westside Drive	\$ 151.37	\$ 140.08	Costs shared 10 properties
<hr/>			
FIRE HYDRANT RATES	<u>Approved 2024-25</u>	<u>Approved 2025-26</u>	
Rate per \$100 of assessment	0.1334	0.127	Based on increased assessment
<hr/>			

Council
Item #: 10.1.5
Date: February 11, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee

Submitted by: Elana Wentzell, CPA, CMA, Director of Finance

Date: February 4, 2025

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

Finance Committee

Item #: 10.1.5

Date: February 4, 2025

Authorization: Elana Wentzell

Recommendation

“that the Finance Committee recommends to Municipal Council that Municipal Council approve the proposed Sewer Rates of \$0.43/\$100 assessment Global and \$0.25/\$100 assessment Hebbville effective April 1, 2025.”

Background

In 2014, Council approved area rates for municipally run sewer systems with a subsidy from the general tax rate of up to \$0.03/\$100 assessment. This rate structure was based on identifying the full costs of operating the municipal sewer systems, generating revenue through area rates for sewer, and providing up to \$0.03/\$100 assessment of general rate revenue in recognition of the environmental and economic development benefits of the systems. Council agreed that rates would be reviewed every 5-years.

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

In 2019, staff completed an in-depth analysis and 5-year projection for the municipal sewer systems to determine rate adjustments required to meet the original mandate. Council

approved further reductions to the sewer rates to be effective on April 1, 2020: a global rate of \$0.43/\$100 assessment for properties located in New Germany, Conquerall Bank, Cookville and Shore Drive and \$0.25/\$100 assessment for properties located in Hebbville

Option Discussion

Staff analyze costs and revenue annually to ensure the rates are adequate based on the financial model. In 2024/25, staff are projecting that the existing rates are working as planned are expected to result in a \$0.018/\$100 assessment subsidy:

Operating Budget 2024-25	Combined for Global Sewer Rate					Total
	Cookville	New Germany	Conquerall Bank	Hebbville		
Operations & Maintenance	\$ 236,500	\$ 175,300	\$ 38,200	\$ 114,000	\$ 564,000	
Staff Resources	222,377	159,873	45,228	38,722	466,200	
Capital Reserve	107,941	37,715	20,299	9,045	175,000	
Debt Service	-	-	-	-	-	
	<u>\$ 566,818</u>	<u>\$ 372,888</u>	<u>\$ 103,727</u>	<u>\$ 161,767</u>	<u>\$ 1,205,200</u>	
Revenue Generated						
Assessment Billing	230,210	170,667	26,602	34,335	461,815	
BPSC Revenue				64,000	64,000	
	<u>\$ 230,210</u>	<u>\$ 170,667</u>	<u>\$ 26,602</u>	<u>\$ 98,335</u>	<u>\$ 525,815</u>	
Shortfall					-\$679,385	
General Tax Rate Subsidy per \$100 taxable assessment					\$ 0.018	

Staff have modeled the next 5-year cycle. When the Cookville Wastewater Treatment Plant is constructed and an estimated \$6M loan is secured, the subsidy will increase to \$0.028. This is still within the recommended subsidy of \$0.03.

Fiscal Year	Total Sewer Costs	Global \$0.43	Hebbville \$0.25 + BPSC	General Subsidy \$0.028233	Total Surplus (Shortfall)
2025-26	1,225,804	447,462	100,158	1,084,232	406,047
2026-27	1,786,820	456,411	102,161	1,105,917	(122,332)
2027-28	1,796,256	465,539	104,204	1,128,035	(98,479)
2028-29	1,806,122	474,850	106,288	1,150,596	(74,388)
2029-30	1,877,148	484,347	108,414	1,173,607	(110,780)
5-Year Cumulative					68

Based on this financial model and the intent of the subsidy, staff are recommending that the rates remain the same for the next 5-year period. Staff will continue to monitor the subsidy annually.

Budget implications

The rates will be used to calculate revenue estimates in the 2025-26 Operating budget.

Strategic plan

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

Work plan

N/A

Alternatives

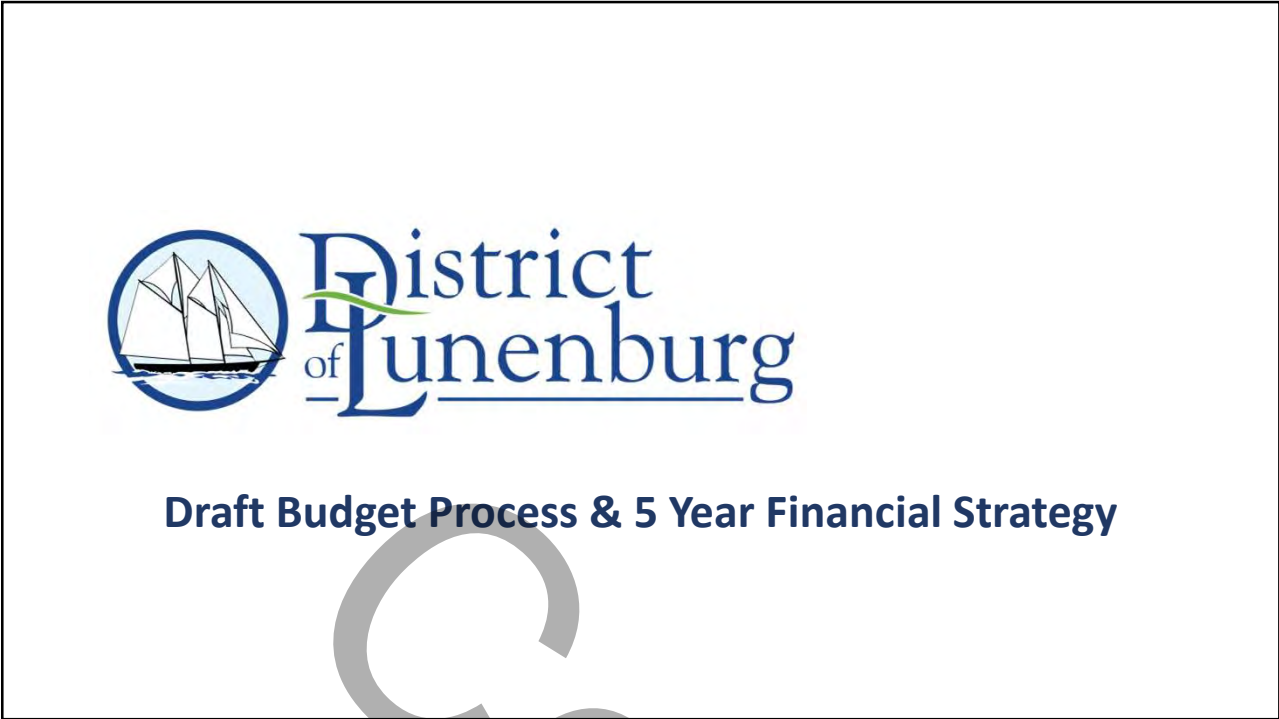
Council can approve the sewer rates or direct staff to look at other options.

Conclusion

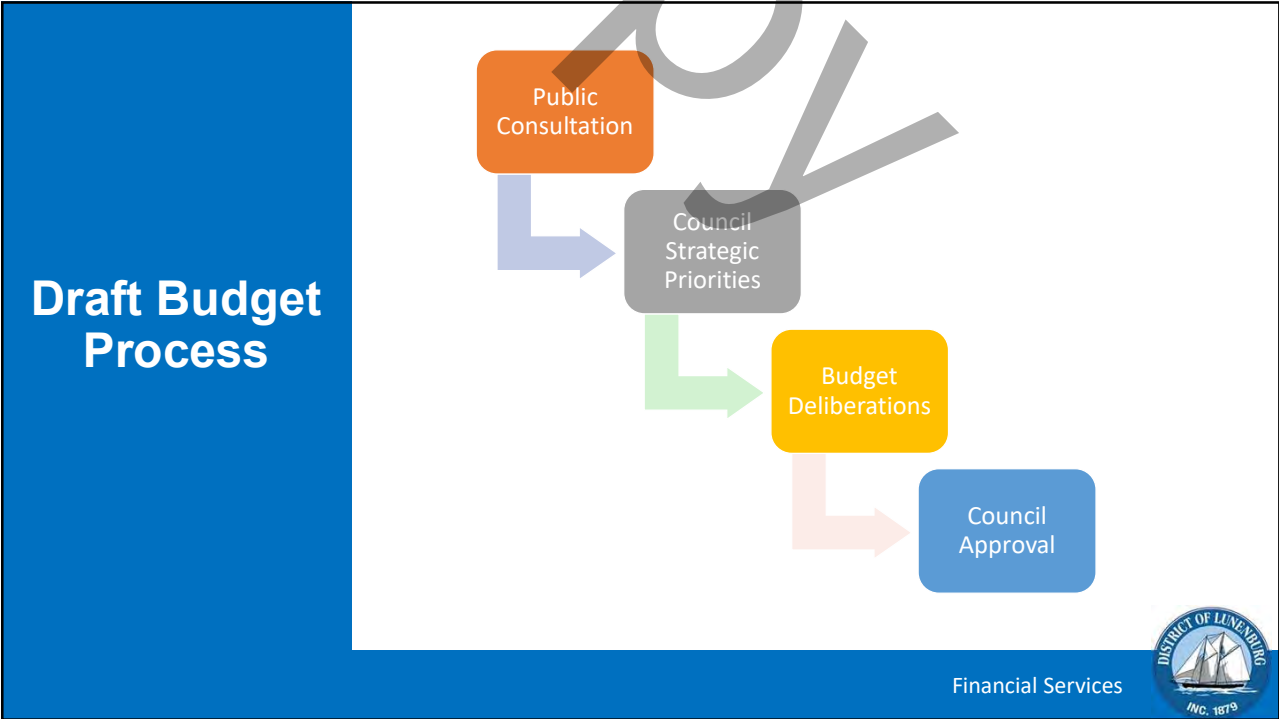
The existing sewer rates can remain the same based on the rate analysis provided. This recognizes the environmental and economic development benefits of the systems by providing a reasonable subsidy from the general tax rate.



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



1



2

Draft Budget Process Schedule

Date	Responsible Team/Committee	Outcomes
December 12, 2024	Council Workshop	Strategic Planning
December 13, 2024	Council Workshop	Strategic Planning
January 21, 2025	Policy & Strategy Committee	Council Strategic Priorities Summary & Property Tax Rebate budget
February 4, 2025	Finance Committee	5 year Financial Strategy (budget schedule, communication plan, direction for assumptions and tax rates) Area Rates approvals - hydrants, sewer & street lights. 3rd Quarter Variance reports.
February 25, 2025	Council	Draft Operating Budget with Public Input Session
February 27, 2025	Special Council Meeting	Public engagement Draft Operating Budget
March 4, 2025	Finance Committee	Draft Capital Budget with Public Input session
March 6, 2025	Special Council Meeting	Public engagement Draft Capital Budget
March 11, 2025	Council	Draft Operating & Capital Budget Review with Draft 5 year Financial Strategy with Public Input session
April 1, 2025	Finance Committee	Updates to Draft Operating & Capital Budgets with Public Input session
April 8, 2025	Council Meeting	Capital & Operating Budget Update & 5 Year Financial Strategy (if required) or Approval of Capital & Operating Budget
April 15, 2025	Council Meeting	Optional Date for approval of Capital & Operating Budget

- Staff are recommending that Council approve the proposed schedule



Financial Services

3

5 Year Financial Strategy



Council identified a 5-Year Financial Strategy as a Strategic Priority in 2017/18



Staff identified that the Debt Affordability Model provided by the Municipal Finance Corporation could be used to meet this need



Modified for MODL use



Financial Services

4

5 Year Financial Strategy

Long-term Financial Planning Model

Considers:

- Municipal future revenue & expenditure growth
- The impact on the tax burden of future generations
- Population & economic growth
- Maintaining the current tax rate
- Ensuring current municipal services are not jeopardized

Financial Services



5

5 Year Financial Strategy



The model allows decision makers:



Flexibility to plan for the future



Ability to develop future capital improvement plans in a balanced and measured way



Prioritize capital projects that are competing for scarce resources



Develop a long-term financial plan

Financial Services



6

Approved 5 Year Operating Budget 2024-25

Municipality of the District of Lunenburg 5-Year Operating Budget

Description	Actual	Budget	FORECAST	APPROVED	Projected			
	Prior 2022/23	Current 2023/24	Current 2023/24	BUDGET 2024/25	2025-26	2026-27	2027-28	2028-29
Revenue Sources								
Residential property tax	\$22,865,910	\$24,621,300	\$25,600,000	\$27,950,000	\$30,465,500	\$31,684,120	\$32,951,485	\$34,269,544
Commercial property tax	2,518,698	2,684,600	2,765,700	3,195,700	3,355,485	3,523,259	3,699,422	3,884,393
Other taxes	5,396,539	4,241,000	4,467,900	4,327,800	4,371,078	4,458,500	4,547,670	4,638,623
Fire Protection	3,922,545	4,359,900	4,359,900	4,735,400	4,830,108	4,926,710	5,025,244	5,125,749
Transfers from other govts	323,990	338,500	348,300	794,200	802,142	810,163	818,265	826,448
Other revenue sources ¹	3,178,464	2,691,200	3,482,497	3,715,300	3,752,453	3,789,978	3,827,877	3,866,156
Debt recovery - Solar Garden						250,000	250,500	251,001
	\$38,206,144	\$38,936,500	\$41,024,297	\$44,718,400	\$47,576,766	\$49,442,730	\$51,120,463	\$52,861,914
Expenditures								
Discretionary Expenditures ²	\$14,982,395	\$18,959,100	\$18,398,664	\$21,850,100	\$23,124,698	\$23,499,361	\$24,183,065	\$24,888,003
CCBF Investment	676,855	1,018,000	269,000	1,159,000	432,280	440,508	449,559	459,515
Mandatory Expenditures								
Mandatory Contributions	10,144,556	10,921,400	10,921,400	11,550,700	12,097,424	12,562,955	13,046,740	13,549,502
Other Mandatory Expenditures	7,408,708	8,075,400	8,054,440	9,393,600	9,843,982	10,316,111	10,811,044	11,329,889
Deficit from prior year	0	0	0	0	0	0	0	0
Debt servicing	0	0	0	0	0	576,000	833,200	814,400
Reserves	4,993,630	-65,100	683,900	738,000	2,009,595	1,981,367	1,752,317	1,798,746
	22,546,894	18,931,700	19,659,740	21,682,300	23,951,001	25,436,434	26,443,301	27,492,538
	\$38,206,144	\$38,908,800	\$38,327,404	\$44,691,400	\$47,507,979	\$49,376,303	\$51,075,925	\$52,840,055
Surplus/(Deficit)	\$0	\$27,700	\$2,696,893	\$27,000	\$68,787	\$66,427	\$44,539	\$21,859

Notes: 1. 2026/27 Revenues start from Solar Garden (MODL Share 50%) 2. Community HUB projections included - starting in 2024/25.



Financial Services

7

Approved 5-Year Capital Budget 2024-25

5 Year Capital Investment and Canada Community-Building Fund Plan

	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Climate Change Action Plan	835,000	7,280,000	1,170,000	320,000	-
Osprey Village Growth Centre	5,325,000	16,630,000	6,440,000	-	-
Other Infrastructure Projects	1,489,000	2,410,000	660,000	410,000	410,000
Re-create! Parks	1,330,000	944,200	925,000	850,000	850,000
Recreation Infrastructure	1,241,536	424,320	524,552	325,607	334,567
Wastewater Treatment Projects	1,375,000	15,000	340,000	4,360,000	6,015,000

TOTAL PROJECT COST \$ 11,595,536 \$ 27,703,520 \$ 10,059,552 \$ 6,265,607 \$ 7,609,567

Funding	2024/25	2025/26	2026/27	2027/28	2028/29
Depreciation Reserve (asset replacement)	795,000	2,073,350	427,500	180,000	60,000
General Operating Reserve	3,227,918	3,417,600	2,820,000	2,451,000	3,040,000
Climate/Sustainability Reserve	100,000	50,000	50,000	50,000	50,000
Sewer Reserve	406,800	1,015,000	252,500	360,000	-
Open Space Reserve	50,000	423,000	125,000	50,000	50,000
SNSMR	30,000	-	-	-	-
Subtotal Municipal Cost of Projects	4,609,718	6,978,950	3,675,000	3,091,000	3,200,000
Potential Borrowing (Community Solar Project)	-	2,500,000			
Potential Borrowing (Waste Water Treatment)	-	3,900,000	2,000,000		3,000,000
Potential Borrowing (Osprey Village Infrastructure)	-	-	1,000,000		
Potential Borrowing (Pedestrian Bridge (cost over grant approval))	-	-	-	-	-
Subtotal Debt Financing	-	6,400,000	3,000,000	-	3,000,000
Canada Community-Building Fund (CCBF)	1,158,036	1,129,320	794,552	1,174,607	1,409,567
Grants & SSGF	4,971,114	9,565,250	1,590,000	2,000,000	-
Other - 3rd party contributions (incl. \$880,000 LCCF for solar garden)	856,668	3,630,000	1,000,000	-	-
Total Funding	\$ 11,595,536	\$ 27,703,520	\$ 10,059,552	\$ 6,265,607	\$ 7,609,567



Financial Services

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Reserve Strategy

Strategy:

- Promote long-term financial stability and assist with financial planning
- Seek grants for projects to minimize draws on reserves
- Draw on restricted reserves first to ensure reserve fund flexibility for future use
- Use the FCI as a benchmark to monitor reserve balances
- Maintain the Municipality’s sound financial position.

Operating Reserves (flexible)

- Allocation of revenues set aside at the discretion of Council to provide for future expenditure requirements such as infrastructure replacement or maintaining financial position.
 - Examples: Election reserve – contributions in non-election years to finance election year expenditures
 - Legislated: Operating Fund Surplus – any surplus at year end must be placed in an operating reserve

Capital Reserves (restricted)

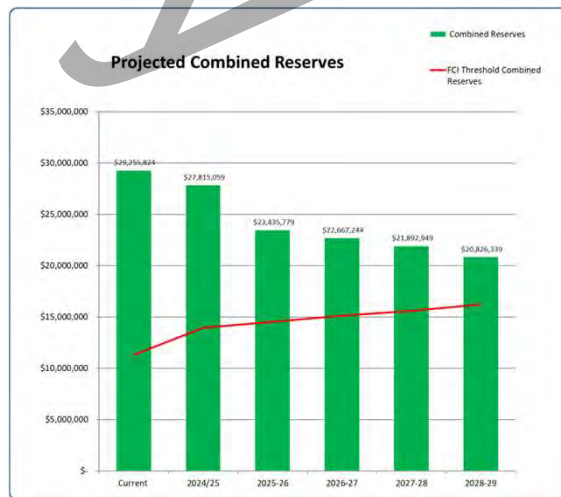
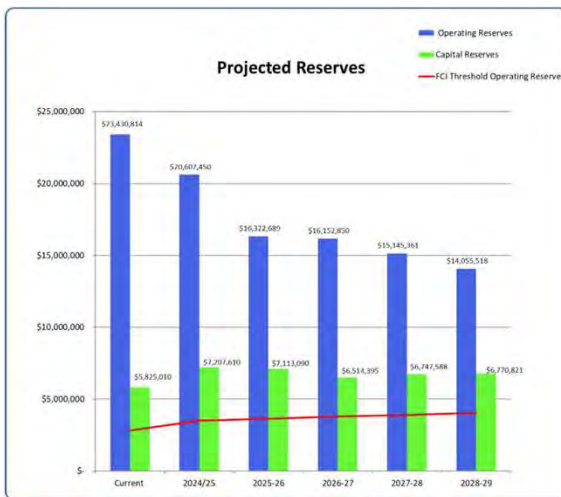
- Can only be used for Capital expenditures
 - Legislated: Open Space reserve – monies collected from the development community in lieu of dedication of land for parkland purposes



Financial Services

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Approved 5 Year Reserve Budget 2024-25



Financial Services

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Reserve Transfers in Operating Budget 2024-25

Council Approved Reserve Transfers in the Operating Fund Budget

- Interest on specific reserves – legislated - (budget \$100,000 – calculated at year end)
 - Interest earned on CCBF & SSGF monies not spent
 - Interest earned on Site Closure Liability & LCLC future capital reserve
 - Interest earned on School Lands held in Trust (distributed back to Schools for library book purchases)
- PACE Loan funding (up to \$500,000) Well loan funding (up to \$50,000 - revised approval \$600,000)
- Open Space monies collected from development permits (budget \$50,000 but depends on amount collected)
- Annual amount to Recreation Open Space Strategy (budget \$60,000)
- Annual amount to support future regional fire training facility (budget \$100,000)
- Annual amount to support LCLC future capital (budget \$165,000)
- Annual amounts to support capital infrastructure including amortization, sewer infrastructure, municipal roads and CES building improvements (budget \$3.1 M)
- Staff are recommending no changes to this strategy for 2025/26 budget deliberations

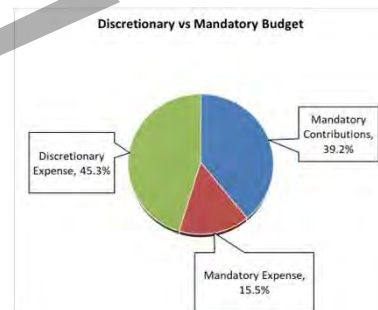


Financial Services

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Mandatory Costs & Expenditures

2024/25	Gross Expenditure
Mandatory Contributions	
Education - schools	\$ 10,646,800
Assessment Services	704,200
Regional Library	199,700
	<u>11,550,700</u>
Mandatory Expenditures	
Policing - RCMP	4,380,100
Roads & Streets	
Provincial Road Contribution	510,000
Road Paving Partnerships	700,000
Private Roads	316,500
Paved Shoulders	<u>870,000</u>
	2,396,500
Municipal Road Costs	<u>367,500</u>
Total Roads & Streets	<u>2,764,000</u>
Curbside Garbage Collection	1,575,500
Waste Site - Joint Services Board - MODL Share	<u>1,498,900</u>
	3,074,400
Debt Repayment & Transfers	738,000
	<u>\$ 22,507,200</u>



Financial Services

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Uniform Assessment & Mandatory Costs

Education is a mandatory cost that is paid to the Regional Centre for Education. It is based on the taxable property assessment or Uniform Assessment from the prior year.

	2021/22 Actual	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Budget
Taxable Assessment (UA)	2,887,963,821	3,129,872,293	3,493,034,076	3,803,981,234	
% Taxable Assessment Increase	2.38%	8.38%	11.60%	8.90%	5.5% Est
Education	8,598,029	8,802,514	9,539,851	10,646,800	11,594,400
% Education Cost Increase	2.34%	2.38%	8.38%	11.60%	8.90%

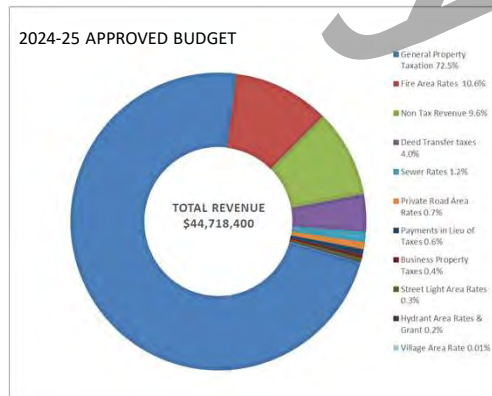
Financial Services



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Current Tax Rates

Property taxes are the primary source of revenue for a municipality and represent 72.5% of total revenue.



2024/25 Approved Rates:

Residential & Resource properties:
\$0.081/\$100 taxable assessment

Commercial properties:
\$1.957/\$100 taxable assessment

Seasonal Commercial properties:
(75% of the commercial rate)
1.468/\$100 assessment

Financial Services



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Tax Rate Jurisdictional Scan 2024-25

Municipal Unit	Residential Tax Rate	Commercial Tax Rate
District of Lunenburg	0.81	1.957
District of Chester (+ Waste Collection 0.1205 = 0.8155)	0.695	1.50
King's County	0.853	2.287
Region of Queen's - County	1.93	3.00
Region of Queen's - Liverpool	1.96	3.06
Town of Bridgewater	1.85	4.07
Town of Lunenburg	1.376	3.358
Town of Mahone Bay	1.324	3.264



Financial Services

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Tax Rate Impact

Residential Property Tax Impact

Residential property tax assessment represents 90% of property tax revenue
 A reduction of \$0.01 on the residential property tax rate = \$344,700 revenue

Residential Dwelling Assessment and CAP Overview:

	Average Assessed Value	Average Taxable Assessed Value	# of Properties	# of Properties Eligible for CAP	% of Accounts Capped
Residential Dwelling	\$344,938	\$239,230	14,627	13,072	89%
Condo (Unit)			0		

- Average taxable dwelling = \$239,230
- Average tax bill = \$1,937.76
- 89% of residential properties are capped
- \$0.01 on average tax bill = \$23.92/year (\$1.99/month)
- CAP Rate 2025 = 1.50%

Commercial Property Tax Impact

Commercial taxable assessment represents 10% of property tax revenue.
 A reduction of \$0.01 on the commercial property tax rate = \$16,300 revenue

There are 713 commercially assessed properties in MODL; 15 are seasonal



Financial Services

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Tax Rate Impact

Targeted Tax Relief

- Council provides targeted tax relief through the Property Tax Rebate Program
 - 2024-25 budget was equal to a \$0.02 reduction on the general tax rate
 - Available to low-income homeowners

Rebate Amount	Income Threshold	Average Taxable Assessed Value	Average Annual Property Tax Bill	Property tax reduction based on \$0.02
\$250	\$39,985 - \$51,840	\$196,420	\$1,591	\$39.28
\$450	\$28,561 - \$39,984	\$180,741	\$1,464	\$36.15
\$650	Under \$28,560	\$156,173	\$1,265	\$31.23

- Council has agreed to include an expansion of that relief with higher income thresholds and rebate amounts in the 2025-26 draft budget for discussion



Financial Services

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Financial Model Assumptions

Assumptions Include:

- Uniform Assessment
 - 8.9% increase for 2025/26
- Tax assessment growth
 - estimate 5% for 2025/26, 2% thereafter
- Increases for contracts
 - Waste collection
 - negotiated contract 8.12% for 2025/26
 - RCMP - estimate 5%
- Increases for wages and benefits
 - based on CPI – estimate 0.9% this year, 2% thereafter
- Cost impacts for increased/decreased service levels



Financial Services

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Tax Rate & Draft Budget Discussion

Draft Budget

- Staff will prepare a draft budget that addresses the Strategic Priorities of Council.

5-year Financial Strategy

- Based on the last year's 5-year Financial model and assumptions, the current tax rates can support municipal operations, capital plan and reserves strategy into the next 5 years.
- A new 5-year financial projection will be prepared based on today's discussion for the February 25 Budget Meeting.

Financial Services



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Tax Rate & Draft Budget Discussion

Tax Rate Strategy

- In prior years, staff were directed to keep the tax rate stable.
- Staff are recommending that Council direct staff to prepare a draft operating budget that includes no changes to the existing tax rates.

Note:

- 45% of the budget is discretionary (\$21M)
- \$0.01 general tax rate = \$361,000*

*All taxable assessment (residential, resource, & commercial)

Financial Services



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Next Steps

Council Approval of Budget Schedule

- Staff recommend that Council approve the proposed budget schedule

Council Approval Reserves Strategy

- Staff recommend that Council approve the existing Reserves Strategy

Council Direction Draft Tax Rates

- Staff recommend that Council direct staff to prepare a draft operating budget with no changes to the property tax rates

Financial Services



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Questions?



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Council
Item #: 10.2.1
Date: February 11, 2025
Authorization: T. MacEwan



Memorandum

To: Mayor and Municipal Council

From: Chris Kennedy, Fire Services Coordinator

Date: January 22, 2025

Re: Recommendation(s) from the Police Advisory Board

The Police Advisory Board, in session on Wednesday, January 22, 2025, made the following recommendation(s) to Council regarding the traffic light changing sequence (frequency and length) located at the Pine Grove intersections:

- 1. That Municipal Council directs staff to write a letter to the Nova Scotia Department of Public Works Traffic Authority requesting a review of the operation of the traffic lights located at the Pine Grove intersection (Boston Pizza) and the possible implantation of a new policy.**

Respectfully submitted,

Chairman and Members
Police Advisory Board



Municipality of the District of Lunenburg

Report to Council

Report To: The Municipality of the District of Lunenburg Council

Submitted By: Chris Kennedy, Fire Services Coordinator

Date: February 11, 2025

Re: Request for a letter to the Nova Scotia Department of Public Works

Recommendation

“That Municipal Council accepts the recommendation of the Police Advisory Board and direct staff to write a letter to the N.S. Department Public Works Traffic Authority requesting a review of the operation of the traffic lights located at the Pine Grove Road and Trunk 10 intersection”.

Background

At the Police Advisory Board meeting held January 22, 2025, there was discussion regarding recent motor vehicle collisions at the intersection of the Pine Grove Road and Trunk 10, Cookville over the last number of months. Some of which were serious in nature. At the time of the discussion there were no statistics made available, however members felt that enough incidents have occurred to warrant further analysis by the province.

Discussion

The board members discussed the lights at this intersection regarding several motor vehicle collisions at this location over the past number of months. It was commented that the lights appear to allow two or three vehicles to pass through the lights before they change. Vehicles in the intersection then rush to get through the amber or sometimes red light and this is when issues arise.

RCMP District Commanding Officer Whalen added that this intersection has mounted directional traffic flow monitoring devices to view traffic flow and change the status of the lights accordingly. It appears that if cars move through the intersection at an even pace the lights appear to remain active longer, especially for the left hand turn signal. He also mentioned if cars are staggered with enough distance between them the monitoring device will change the lights as per traffic flow.

Additional information

The Northfield & Dist. Fire Department was contacted by the Fire Services Coordinator regarding response to this intersection and from April to December of 2024 they responded to 5 multi vehicle MVC’s at that location.

RCMP Commanding Officer Sgt. Whalen supplied statistics showing the following:

- 2024- 7 two vehicle motor Vehicle Collisions (MVC)- 2 resulted in injuries. The other 5 collisions resulted in damage to property only.
- 2023- 1 two vehicle MVC- property damage only.
- 2022- 1 two vehicle MVC with injuries.

For clarity, MVCs that only result in property damage are only retained for 2 years, then are removed from police records. The officer reported that the increase was likely partly attributable to increased traffic as a result of on-going development and the 103 highway construction and lane drops.

Conclusion

It is hoped that the N.S. Department of Public Works can investigate the traffic flow and light dynamics to determine if any adjustments can be made to enhance driver safety.

Report Preparation	
Department	Administration
Report Prepared by	Chris Kennedy, Fire Services Coordinator
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item #: 10.3.1
Date: February 11, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg Planning & Development Services

January 29, 2025

To Her Worship, Mayor McLean-Wile and Councillors
of The District of Lunenburg

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on January 29, 2025, made the following recommendation to Municipal Council:

“that Municipal Council approve the lowest bid from Nichol’s Group for the clean up at the property located at 447 Llewellyn Road, Middlewood, PID 60302270; that is \$7509.50 with HST”.

Respectfully submitted,

The Chair and Members
of the D&UPC

/sb

Attachments

Meeting: D&UPC
Date: Jan 29, 2025
Item No: 5.2
Approved by: J. Merrill



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Dangerous & Unsightly Properties Committee
SUBMITTED BY: Amanda Esterbrooks
DATE: January 29, 2025
RE: Unsightly Premises – Dale Bollivar

Property – 447 Llewellyn Rd, Middlewood NS
PID 60302270 AAN 02573946 LU-US2024-005

UPDATE

During October 1, 2024 Committee Meeting a decision was made to grant an extension to the owners of 447 Llewellyn Rd, Middlewood NS. A visit to the property November 21, 2024 showed no improvement; which was subsequently verified January 20, 2025.

It has been confirmed that Nichol's will honor the previous bid of \$7,509.50.

RECOMMENDATION

Staff recommends:

The Committee recommend to Council that the lowest bid from Nichol's be accepted for the cleanup of the property located at 447 Llewellyn Rd, Middlewood NS, PID 60302270: that is \$7,509.50.

BACKGROUND

We received a complaint on February 7, 2024 in reference to the above-noted property. An initial inspection was carried out on February 13, 2024 which concluded that the property is considered unsightly under the terms of the *Municipal Government Act* (the "Act"). As per Policy MDL-07, a

letter dated March 5, 2024 was sent to the property owners advising of the unsightly condition of the property and the remedy required to return the property to a sightly condition.

On May 9, 2024 a follow up inspection was conducted which found no change in the condition of the unsightly property. As a result of this inspection, an Order was issued on June 19, 2024 providing the property owner 30 days to clean up the property. That Order reads:

IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy

the unsightly condition of the property; namely:

ACTION "The garbage, refuse, construction debris, 3 derelict vehicles, RV, play structure, and old tires must be cleaned up and removed from the property."

On July 23, 2024, a follow up inspection was conducted which found no change in the condition of the unsightly property. The file was then sent for site cleanup tender.

Bidder's Name	Price with HST
Nichol's Group	\$7,509.50
Verhagen	\$20,700.00
Asbestos	\$11,500.00
Dwight's	\$12,017.50
Night Vision	\$22,550.35

Quote prices are subject to 4.29% HST billed to MODL. MODL is then required to charge 15% HST to this total. The total quoted may not reflect the actual bill as any other costs that may arise as a result of the work on the property are required to passed on to the property owner.

Quote price +4.29% HST = subtotal + 15%HST for total

DISCUSSION

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$236,000.00 in 2024.
- The lot area 7.45 acres

- Property taxes are: current

ALTERNATIVES

- a) Do nothing and close file.
- b) Grant additional time.

CONCLUSION

It is my opinion that the property is unsightly as per the Municipal Government Act, and therefore requires cleanup.

ATTACHMENTS

Photos from last inspection

Department:

Report Prepared By: Amanda Esterbrooks

Date: January 29, 2025

Report Approved By:

Date:

Reviewed By CAO:

Date:



















Council
Item #: 10.4.1
Date: February 11, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report to Council

Report To: The Municipality of the District of Lunenburg Council
Submitted By: Chris Kennedy, Fire Services Coordinator
Date: Feb 11, 2025
Re: Recommendation to Council for the Approval of Fire & Emergency Services Grants

Recommendation

The Fire and Emergency Services Committee, in session on Thursday January 30, 2025, made the following recommendation to municipal council,

“That Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve a 2% increase (totaling \$3,947.00) over the 2024-2025 annual grant amounts, with the 2025-2026 fiscal year grants as presented.”

Background

Grants to the Fire and Emergency Services providers within Municipality of The District of Lunenburg have been provided for several years in an effort to offset some of the costs associated with the insurance coverages, training and fundraising matching. The Additional training and has been instrumental in the last two years helping with implementing and delivering a Level 1 firefighter training program in Lunenburg County.

Budget Implication

A 2% increase (totaling \$3,947.00) over the 2024-2025 annual grant amounts, with the 2025-2026 fiscal year grants as listed.

Matching Grant	\$ 46,816.00
Municipal Grant	\$ 70,781.00
Training Grant	\$ 12,038.00
Insurance Grant	\$ 59,751.00

Personnel Insurance Grant \$ 12,038.00
Total Grants **\$201,424.00**

Conclusion

The municipality does not provide fire service as a service level and by providing these grants to registered providers it shows support for the ongoing needs of volunteer fire service providers in responding to emergencies within the municipality.

Report Preparation	
Department	Administration
Report Prepared by	Chris Kennedy, Fire Services Coordinator
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item #: 11.1.1
Date: February 11, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Elana Wentzell, CPA, CMA, Director of Finance
Date: February 11, 2025
Re: Tax Relief – Damaged Property AAN 02437767

Recommendation

That Municipal Council approve tax relief in the amount of \$626.84 as per the submitted application for the property located at 372 Aulenback Point Road, AAN 02437767 and as per Policy 012 Tax Exemption/Reduction Policy.

Executive Summary

The following application was received for tax relief due to fire loss of residential property:

<u>Account</u>	<u>Property Tax Billing</u>	<u>Property Tax Reduction</u>
02437767	2024/2025 \$2,324.70	\$626.84

Discussion

Staff have reviewed the application and are satisfied they meet the requirements of Policy 012. As per the policy, any adjustment over \$500 must be approved by Municipal Council.

Report Preparation	
Department	Finance
Report Prepared by	Hailey Authier
Report Approved by	Elana Wentzell, Director of Finance
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Tax Exemption/Reduction
Number	012
Legislative Authority	MGA s. 71(1) or 71(2)
Effective Date	July 11, 2017

Purpose

- 1 (1) The purpose of this Policy is to provide tax relief of current taxes for:
 - a) certain qualifying non-profit organizations as defined in the Partial and Full Tax Exemption By-laws
 - b) to the extent Municipal council considers appropriate of the taxes payable on a building destroyed or partially destroyed by fire, storm, or otherwise.
- (2) This Policy does not provide any exemption from area rates.

Policy re Tax Exemption – Non-profit Community Organizations

- 2 (1) It is the intention of the Municipality of the District of Lunenburg to provide partial or full tax exemption to certain qualifying non-profit organizations demonstrating service to the community at Council's discretion.
- (2) A major consideration for qualification of tax exemption will be the service the organization provides to the community.
- (3) To be eligible to be placed on Schedule AA@ or AA-1@ of the Tax Exemption By-law, the owner of the property must meet the requirements of Section 71(1) or 71(2) of the Municipal Government Act and Council must pass a motion authorizing the addition of that organization's property to the Schedule relating to the appropriate By-law.
- (4) When a property listed in Schedule AA@ or AA-1@ of the Tax Exemption By-law ceases to be owned by the organization named or ceases to be used for the purpose for which the exemption was granted, then the exemption shall cease and the owner shall immediately be liable for the full property tax on the entire property for the remainder of the current taxation year and all future taxation years.
- (5) Awards for tax exemptions are for a three year period. Renewal is required every three years. Any tax exemption awarded is not retroactive. Awards do not cover tax arrears. Final awards, renewals, and removals are subject to approval and motion by Municipal Council.

(6) New applications for full or partial tax exemption must be received prior to February 28 of each year for the upcoming taxation year. All applicants are responsible for area rates, arrears of taxes and any interest levied on arrears.

(7) Renewals require that the applicant send the following information to staff of the Municipality:

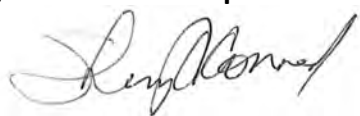
- a) a completed renewal form
- b) an updated list of the Board of Directors
- c) a brief report of programs outlining the benefit to the community

Policy re Tax Exemption – Building Destroyed

- 3 (1) It is the intention of the Municipality of the District of Lunenburg to effect a reduction, to the extent that Municipal Council considers appropriate, of the property taxes payable on a building that has been destroyed or partially destroyed by fire, storm, or otherwise where the assessment of the property does not reflect this damage and to provide for the reimbursement of any overpayment resulting from the reduction. Reductions do not cover tax arrears or area rates.
- (2) To be eligible for such a reduction, the owner of the property must apply to the Municipality and provide satisfactory evidence of such damage. The current assessment on the property cannot reflect this decrease in value due to the damage.
- (3) Council, by way of motion, at their discretion, may provide for a reduction in taxes payable on the destroyed building.
- (4) The Municipal Treasurer can approve a reduction of up to \$500 in taxes payable on the destroyed building. Reductions over \$500 require approval by Council.
- (5) This reduction, at Council’s discretion, may be made retroactive not earlier than April 1, 1999.
- (6) To calculate the reduction, the Tax Clerk shall request the Director of Assessment to value the property considering the proof of damage. Furthermore, the Tax Clerk is authorized to provide for the reimbursement of any overpayment resulting from the reduction once Council or Municipal Treasurer approval is received.

(7) Reductions require the applicant to send the following information to the staff of the Municipality:

- a) a complete damage building form
- b) supporting documentation as proof of damage or loss

Policy Adoption	
Date of Original Passage	August 14, 2001
Date of Notice of Intent to Consider	July 4, 2017
Date of Council Approval	July 11, 2017
Date of Effective Date (if different from approval date)	July 11, 2017
I certify that this Policy 012 Tax Exemption/Reduction was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk 	Date July 11, 2017

Version	Amendment Description	Approval Date
Original V1	Tax Exemption/Reduction	Aug 14, 2001
V2	Amended to allow for refunds under \$500 be approved by Treasurer and to reflect current practice of calculating reduction when processing applications.	July 11, 2017

Council
Item #: 11.2.1
Date: February 11, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg Request for Decision

Report to: The Municipality of the District of Lunenburg Council
Submitted by: Sandra Challis, Administrative Assistant, Recreation, Parks & Tourism
Date: February 11, 2025
Re: Hillside Cemetery, MARC Dayspring

Recommendation

That Municipal Council direct staff to provide financial support to the South Shore Genealogical Society (SSGS) in the amount of \$2,500 to review, research and verify the information presented to Council January 23, 2024 by Betty Rhodenizer and Yvonne Rafuse on Hillside Cemetery; and further that if the presented information is verified, Municipal Council approve the expenditure of up to \$4,000 to update / replace the stone monument and interpretive panel installed at the Cemetery.



Background

The information and research on Hillside Cemetery presented to Council by Betty Rhodenizer and Yvonne Rafuse in January 2024, called in to question some of the information stated on the monument and panel erected at the Cemetery in 2019; in particular, the name of the institution, the number of residents buried there and the dates between which they were buried.

It has since been verified that the name of the institution was the Lunenburg Municipal Hospital (see the photo below taken in 1960).



The monument and interpretive panel were installed at Hillside Cemetery in 2018 and the information included on them both was researched by an interested resident and staff person using records available, at the time, from the Municipality and SSGS. A condensed history of the Lunenburg Municipal Hospital and Hillside Cemetery is at the end of this report for your information.

At the June 11, 2024, Council meeting, Council's motion, 2024-107, directed staff to:

- (1) Contact the SSGS to review the research conducted by the presenters at the January 23, 2024, Council meeting; and further,
- (2) If the material is adopted by the Society, that the Municipality also adopt the research material and proceed with changing the brass plaque and interpretive sign to reflect the new information, further
- (3) Establish a grave marker program.

Executive Summary

- (1) The South Shore Genealogical Society has responded to our request to review the research. In summary:
 - The research submitted by the residents was mostly from SSGS Research Centre Records, limited information from the NS Archives and some family histories.

- The SSGS felt this research was a worthwhile endeavour, and the researchers should be commended for their efforts.
- The finite number of burials may never be totally confirmed, but being close to 207 actual burials may be very close to accurate.
- Betty Rhodenizer was the founding President of SSGS, and more than qualified to do this research.

For SSGS to verify the research, they would work and hire a researcher to do the exact same research, of the same archives. The researcher would work out of SSGS Research Centre using their materials, or by locating materials online or off site as deemed necessary. It is anticipated this work will take anywhere from 80-120 hours, spread over 2-3 months. The cost for this service would be \$2,500.00 which would cover the researcher, supervision of the project and the fee for use of materials from SSGS Centre.

Staff are recommending the research provided by the residents be verified out of respect for the relatives of the deceased; due diligence should be carried out to ensure the information displayed is as accurate as possible.

- (2) If the new research is adopted by the SSGS and subsequently by the Municipality, or if the residents' presented research adopted by the Municipality, both the brass plaque on the memorial stone and the interpretive sign will need to be amended or replaced.

The brass plaque on the memorial stone was produced by Lunenburg Foundry. We recommend adding the word "approximately" to it and potentially altering the date range. To do this, new plaque must be cast. Lunenburg Foundry has provided a guide price of \$1,875.00 plus HST for this. The plaque would then read:

<p>HILLSIDE CEMETERY THIS MEMORIAL IS DEDICATED TO THE RESIDENTS WHO LIVED AND PASSED AT THE LUNENBURG MUNICIPAL HOSPITAL AND WERE BURIED HERE BETWEEN APPROXIMATELY 1904 AND 1959 REMEMBRANCE PLACED 2019 BY THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG</p>
--

DeMone Monuments would remove the old plaque and install the new one at a cost of \$375.00. They note this can only be done once the temperatures are above 10 °C and it is hoped that the plaque can be removed and the new one installed without damaging the stone. If the stone is damaged, additional cost may need to be incurred.

The interpretive sign was manufactured by Spitfire Signs. To change the sign, a new updated graphic would be needed, 1" larger than the original with new plexiglass. Spitfire Signs have quoted \$1,000.00 to carry out this work. This price includes removal and installation.

- (3) Staff considered options for a grave marker program. Currently, most of the graves are identified with a numbered, flat, granite stone, no reference is made to the name of the interred. As research has found the remains of several people may be buried in the same numbered grave, Staff are exploring options for erecting a monument on which plaques can be installed by family members should they wish to commemorate their relatives as opposed to markers on actual graves. A Request for Quote will be issued for a monument. Once a design has been selected and approved by Council, Staff will work on a program to provide the parameters and process for the commemoration plaque - size, material, number of words, etc., and the cost to the relatives.

Budget implications

Funding has not been allocated in the 2024-25 budget. Financial Support for the South Shore Genealogical Society and the monument and panel upgrades can be completed through the operating budget of Recreation, Parks and Tourism department. If a commemorative plaque monument for the grave marker program is required, this would need to be included in the 2025-2026 budget.

Work plan

This work was directed by Council at the January 24, 2024, Council meeting.

Alternatives

That Municipal Council accept the research, presented by Betty Rhodenzieer and Yvonne Rafuse on January 23, 2024, and proceed with the necessary amendments / replacements of the monument and panel. Financial support to the SSGS would not be required for this alternative.

Conclusion

Staff are recommending that Council provide financial support to the South Shore Genealogical Society to review the research conducted by the residents, and make changes, if required, to the current monument and panel. Staff will bring options back for the grave marker program at a later date.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Sandra Challis, Admin Assistant, Recreation, Parks & Tourism Dept.
Report Approved by	
Date Reviewed by C.A.O.	

Condensed History of the Lunenburg Municipal Hospital and Hillside Cemetery

- The Hospital was founded by the Nova Scotia Government in the late 1880's and was intended as a formal institution for poor, physical sick and mentally ill individuals.
- People who were sent to the hospital had no choice. Many were poor, were unable to make a living to support themselves, and many were unable to look after themselves. Their families could not support them.
- There were also "inmates" deemed criminally insane sent there through a Lt. Governor's Warrant. These residents mingled with others during the day and were locked up at night.
- Many residents spent their days tending the farm's vegetable gardens and looking after the livestock.
- People who died at the hospital, whose remains were not claimed by family for burial elsewhere, were interred in Hillside Cemetery. Sometimes multiple remains were buried in a single grave. Some of the causes of death listed included consumption, stroke, typhoid fever, jaundice and cholera.
- The hospital was closed after more than 100 years, as a model of specific-care facilities was adopted by the provincial government. Some of the 87 residents were transferred to nursing homes and other appropriate facilities.
- The final 65 residents were moved in 1989 to Riverview Enhanced Care home, just up the road.
- Today, 6x8 granite stones mark the graves at Hillside Cemetery.
- In 2018, the Municipality placed a monument and interpretive panel at the location of the cemetery to honour and pay respect to those who had lived and died at the Municipal Hospital.

Council
Item #: 11.3.1
Date: February 11, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: MJSB COO Lesley McFarlane & IT Director Lisa Bozek

Date: February 11, 2025

Re: Procurement Shared Service & Pre-Budget Approval to Fill Positions

Recommendation

1. That Council approve the Procurement Shared Service including scope, service delivery and cost allocation model as presented, to begin effective April 1, 2025.
2. That Council provide pre-budget approval to initiate hiring the Procurement Specialist and hiring the IT Systems Administrator, at a cost to the District of Lunenburg of \$69,000 and \$33,490 respectively, for 2025/26.

Executive summary

A Procurement shared service has been considered by the MJSB partners for several years; anticipated benefits and scope of the service are defined in this submission. Given the fiscal year cycle and timing of the construction season, MJSB recommends moving forward with pre-budget approval of the service and filling the Procurement Specialist position, to permit the service to support procurement activities planned in the 2025/26 fiscal year.

MJSB is also recommending pre-budget approval of the IT Systems Administrator position to enable this role to relieve senior IT staff to support the partners in achieving the strategic IT priorities they have identified for 2025/26 and beyond.

Discussion

The Municipal Joint Services Board was created in 2013 to identify opportunities for increased sharing of services among the partner municipalities, to make the most out of every municipal tax dollar raised, and create a more sustainable local government organization. Throughout this

time, MODL has been a strong supporter of regional service and staff remain committed to using shared services wherever possible.

A shared service model helps find cost efficiencies, harmonizes services for residents in our region and permits the municipality to access a higher degree of expertise and specialization than wouldn't be possible independently. The proposed Procurement service provides good value for money for MODL by sharing this expertise across the three partner municipalities as well as with the MJSB organization.

Procurement is currently conducted by staff as a subset of their duties. Procurement is an increasingly complex field, due to trade agreements, regulatory and legislative requirements, inflationary pressures and technological advancements, in addition to internal requirements such as local preference and sustainability. As procurement is distributed across all staff, there is a continuing challenge to provide adequate training to ensure compliance. The distributed model of procurement also requires an increasing time commitment from staff, which will be alleviated by participation in the service.

The municipality's purchasing and tendering policy was most recently amended in 2016, and is due for review. The new Procurement Specialist will provide guidance and direction for updating the policy. Having an updated policy will right-size procurement effort for suppliers and staff, reduce procurement-related risk, as well as impacting on reputation and public confidence.

The parties to the service have agreed to align policies, procedures, templates, platforms and training as much as possible, to achieve economies of scale.

The scope for the new service includes:

- Providing expert advice in defining and periodically updating procurement policies and procedures;
- Providing strategic advice on procurement to mitigate risk and ensure compliance with relevant trade agreements, legislation, regulations and policies;
- Providing ongoing procurement advice and guidance on best practices;
- Providing tools and templates with guidance for applicability to diverse types of procurement;
- Leading joint, large or complex procurement initiatives, for example, legal services, waste collection, insurance, etc.;
- Providing advice and document review on procurement initiatives being led by each party;
- Providing risk-based policy compliance verification services to the parties;
- Supporting parties to align procurement platforms;
- Providing the parties with proactive identification and advice on risk reduction, continuous procurement improvement, joint purchasing and cost savings opportunities; and
- Leading the development/acquisition and delivery of procurement training programs.

The 2024/25 MJSB budget included a term IT Support Technician position. The MJSB recommends converting the term to a permanent position, to enable a sustainable IT Shared Service with appropriate scalability and flexibility to achieve the partners’ ongoing IT needs.

Specifically, the following are the benefits of this converted position:

1. **Succession planning:** Risk management mitigation strategy to ensure bench strength for critical infrastructure and cyber security roles.
2. **Increased scalability and flexibility for new and specialized initiatives:** New resource with diverse skills will allow more experienced staff members to take on specialized initiatives (e.g., cyber security, data governance, rollout of new software, infrastructure upgrades).
3. **Proactive Maintenance:** Filling this position will enable increased focus on proactive measures such as regular system updates, backups, and preventative maintenance, reducing the likelihood of system failures or long downtimes.

Budget implications

For the Procurement shared service, a cost allocation model has been developed and agreed-upon by the Board. The cost allocation model is based upon the following factors:

- Recognizing that all parties benefit from the existence of the service, 25% of the total budget is allocated between the four parties on an equal share basis.
- To determine relative proportion of value of the service to each contributing party, the remaining 75% of the total budget will be allocated equally between two factors:
 - The proportion of average five prior completed fiscal years’ actual reported capital and operating expenditures.
 - The proportion of total prior fiscal year uniform assessment.

The following is the breakdown of the pre-budget approval being requested of each partner:

Pre-Budget Approval Request:			
	Procurement Specialist	IT Systems Administrator	Total
District of Lunenburg	\$ 69,000	\$ 33,490	\$102,490
Town of Bridgewater	\$ 33,000	\$ 38,067	\$ 71,067
Town of Mahone Bay	\$ 17,000	\$ 11,806	\$ 28,806
MJSB	\$ 11,000	\$ 9,637	\$ 20,637
Total	\$ 130,000	\$ 93,000	\$223,000

The IT Systems Administrator cost of \$93,000 represents an increase of \$25,000 compared with 2024/25, as the position was budgeted previously as an IT Support Technician role.

Strategic plan

Moving forward with the Procurement Shared Service and the enhancement of the IT Shared Service enable MJSB to deliver on the Board's approved 2025/26 strategic plan.

Work plan

Pending Councils' approvals, both positions will be posted to be filled as soon as possible. Both positions will report into MJSB, and provide support to the three partner municipalities as well as the MJSB organization.

When the position is filled, the Procurement Specialist will coordinate with all parties to agree upon immediate and longer-term priorities. Key priorities that the partners have expressed interest in pursuing in the early stages of the service include:

- Conducting a review of the respective procurement policies and processes to identify opportunities for alignment and improvement;
- Reviewing planned capital and operating spend to identify opportunities for joint procurement, including providing joint standing offers for key services;
- Providing document review on large and/or multi-year tenders planned for implementation starting in 2025/26.

Alternatives

Council may choose not to provide pre-budget approval, and revisit this matter when reviewing the entire MODL 2025/26 budget later this year. The impact of this alternative would be to delay filling these two roles, which would delay the time for these two roles to begin providing supports to the municipality. This approach was not recommended by MJSB.

Conclusion

One of the key objectives of the MJSB is to identify opportunities for increased sharing of services among the partner municipalities, to make the most out of every municipal tax dollar raised, and create a more sustainable local government organization.

The MJSB agreement outlines the process which is underway for reviewing and approving a new shared service. The Procurement shared service was approved by MJSB in 2023, and re-approved unanimously by the Board again on January 22, 2025.

The Board also approved the recommendations to seek pre-budget approval, to enable the Procurement Specialist and IT Systems Administrator positions to be filled early in the year, so that we can move as quickly as possible to deliver on the partners' 2025/26 strategic priorities.

Report Preparation	
Department	MJSB
Report Prepared by	Lesley McFarlane & Lisa Bozek
Report Approved by	
Date Reviewed by C.A.O.	

Schedule 5 – Procurement Shared Service

1. General

- 1.1. The parties to the Municipal Joint Services Board (MJSB) Agreement hereby agree through this Schedule to provide Procurement Shared Services (PSS or the “service”), to the parties.
- 1.2. The parties authorize the MJSB to employ one or more positions as reflected in the budget.
- 1.3. The service will be subject to annual review by the parties.

2. Purpose

- 2.1. The service will produce the following benefits:
 - 2.1.1. Mitigation of procurement-related legal, insurance, and other financial risk;
 - 2.1.2. Streamlined procurement-related document review;
 - 2.1.3. Consistent and efficient procurement policies, procedures and templates within and between the parties;
 - 2.1.4. Compliance with trade agreements;
 - 2.1.5. Coordinated procurement of common goods and services; and
 - 2.1.6. Encouragement of local supplier/vendor participation.

3. Scope

- 3.1. Specific focus within a given year will depend upon agreed-upon priorities.
- 3.2. The scope of the role includes but is not limited to the following:
 - 3.2.1. Conducting annual strategic planning process to agree upon priorities for the year ahead and multi-year procurement shared service plan;
 - 3.2.2. Providing expert advice in defining and periodically updating procurement policies and procedures;

- 3.2.3. Providing strategic advice on procurement to mitigate risk and ensure compliance with relevant trade agreements, legislation, regulations and policies;
- 3.2.4. Providing ongoing procurement advice and guidance on best practices;
- 3.2.5. As required, providing tools and templates with guidance for applicability to diverse types of procurement;
- 3.2.6. Leading joint, large or complex procurement initiatives, for example, legal services, waste collection, insurance, etc;
- 3.2.7. As defined in annual strategic plan, providing advice and document review on procurement initiatives being led by each party;
- 3.2.8. Providing risk-based policy compliance verification services to the parties;
- 3.2.9. Supporting parties to align procurement platforms;
- 3.2.10. Providing the parties with proactive identification and advice on risk reduction, continuous procurement improvement, joint purchasing and cost savings opportunities; and
- 3.2.11. Leading the development/acquisition and delivery of procurement training programs.

4. Out of Scope

- 4.1. Partner units will maintain control and responsibility for awarding contracts in accordance with their respective procurement policies
- 4.2. Partner units will maintain control and responsibility for their purchasing/procurement policies
- 4.3. Leading or delivering the majority of smaller, less complex procurement initiatives, and procurement initiatives that are not joint between the parties, will continue to be the responsibility of the parties.

- 4.4. Providing scope content, including specifications, for procurement documents will remain the responsibility of each party. Parties will remain accountable for providing responses to active procurement initiatives.
- 4.5. Parties will remain accountable for evaluation of bids, or responsible to provide inputs on shared procurement initiatives.
- 4.6. Administrative functions such as posting and receiving bids.
- 4.7. Creating, approving and managing purchase orders. Accounts payable.
- 4.8. External insurance review and legal review.

5. Cost Allocation Model

5.1. The cost allocation model consists of the following factors:

- 5.1.1. Recognizing that all parties benefit from the existence of the service, one quarter of the total budget is allocated between the four parties on an equal share basis.
- 5.1.2. To determine relative proportion of value of the service to each contributing party, the remaining 75% of the total budget will be allocated equally between two factors:
 - The proportion of average five prior completed fiscal years' actual reported capital and operating expenditures.
 - The proportion of total prior fiscal year uniform assessment.
- 5.1.3. Operating and capital expenditures for each of the parties will include expenditures for all funds as well as wholly owned/controlled entities of that party, for the five prior fiscal years, and further defined as follows:
 - Total actual capital expenditure, regardless of status of project completion, includes expenditures funded through reserves, excludes depreciation/write offs.
 - Total actual capital expenditure for each unit includes their share of large joint capital projects.
 - Total actual operating expenditure includes all categories of expenditure, except it excludes transfers to reserves and debt principal repayments.

5.1.4. For greater clarity, a sample calculation is provided.

The sample calculation shown below is based on a potential annual budget of \$130,000, actual Uniform Assessment for 2023/24 and actual Operating and Capital Expenditures from 2019/20 through 2023/24.

Actual cost allocation will vary from year to year based on changing Uniform Assessment and the rolling five year Operating and Capital Expenditures.

Factor	MODL	TOB	TOMB	MJSB	Total
Equal Share (25%)	\$8,125	\$8,125	\$8,125	\$8,125	\$32,500
Proportion of Average Five Year Capital and Operating Spend (37.5%)	\$23,122	\$15,384	\$7,147	\$3,096	\$48,750
Proportion of Total Prior Year Uniform Assessment (37.5%)	\$37,518	\$9,254	\$1,978	\$0	\$48,750
Total Budget	\$68,765	\$32,764	\$17,250	\$11,221	\$130,000

The sample above is based on the following actual Capital and Operating Expenditures and Uniform Assessment.

	MODL	TOB	TOMB	MJSB	Total
Average Five-Year Capital and Operating Spend 19/20 – 23/24	\$38,499,726	\$25,615,754	\$11,900,612	\$5,154,845	\$81,170,937
Proportion of Spend	47%	32%	15%	6%	100%
Uniform Assessment 2023/24	\$3,129,872,293	\$772,045,224	\$165,006,224	\$0	\$4,066,923,741
Proportion of Uniform Assessment	77%	19%	4%	0%	100%

5.2. Member units will be billed quarterly.

6. Status Reporting

Quarterly reporting on the progress of the service will be provided as part of the MJSB's quarterly business plan updates to the Board, and to Councils as required.

7. Communication and Contact

Requests for new procurement services or additional support will be directed to the MJSB COO.

APPROVED BY A Motion of Council on)
11th day of June and executed this ___)
day of _____, 2025.)

**MUNICIPALITY OF THE DISTRICT OF
LUNENBURG**

Witness)

Per: Elspeth McLean-Wile, Mayor

Witness)

Per: _____
April Whynot-Lohnes, Municipal Clerk

APPROVED BY A Motion of Council on)
10th day of June and executed this ___)
day of _____, 2025.)

TOWN OF BRIDGEWATER

Witness)

Per: David Mitchell, Mayor

Witness)

Per: Amanda Shupe, Town Clerk

APPROVED BY A Motion of Council on 11th)
day of June and executed this ___ day of)
_____, 2025.)

TOWN OF MAHONE BAY

Witness)

Per: Suzanne Lohnes-Croft, Mayor

Witness)

Per: Kelly Munroe, Town Clerk

Request for Partial MJSB Pre-Budget Approval



2025-26 MJSB Strategic Planning

Objects of the Board:

- Administer joint services on behalf of municipalities
- Identify opportunities for increased sharing of services

Service Goals:

- Make the most of every tax dollar raised
- Create a more sustainable local government organization

MJSB Motions Referred to Councils



On Jan 22, 2025, MJSB passed the following two motions:

1. Motion to approve the addition of the Procurement Shared Service including scope, service delivery and cost allocation model as presented, and to recommend the partner Councils approve this new shared service to begin effective April 1, 2025.
2. Motion to direct staff to submit the budget to Councils, requesting pre-budget approval to initiate the procurement shared service at a cost of \$130k and the hiring of the converted IT position at a cost of \$93k.

Procurement Shared Service - Scope

Agenda Page 130 of 140

1. Policies & Procedures
2. Risk Mitigation & Compliance Advice
3. Risk-Based Compliance Verification
4. Best Practices
5. Tools & Templates



Procurement Shared Service - Scope



6. & 7. Procurement Initiatives

Joint, large, or complex: Lead
Partner-led: Support

8. Align procurement platforms

9. Continuous procurement improvement

10. Develop/acquire and deliver training

Procurement Shared Service – Two Main Types of Benefits

Long-Term Cost Optimization

Cost avoidance/risk mitigation

- Litigation risk
- Reputational/public confidence

- Cost savings
 - Cross-partner coordination
 - Vendor performance management

- Continuous improvement
 - Refine processes & policies
 - Create & track metrics

- Relieve staff for higher priorities



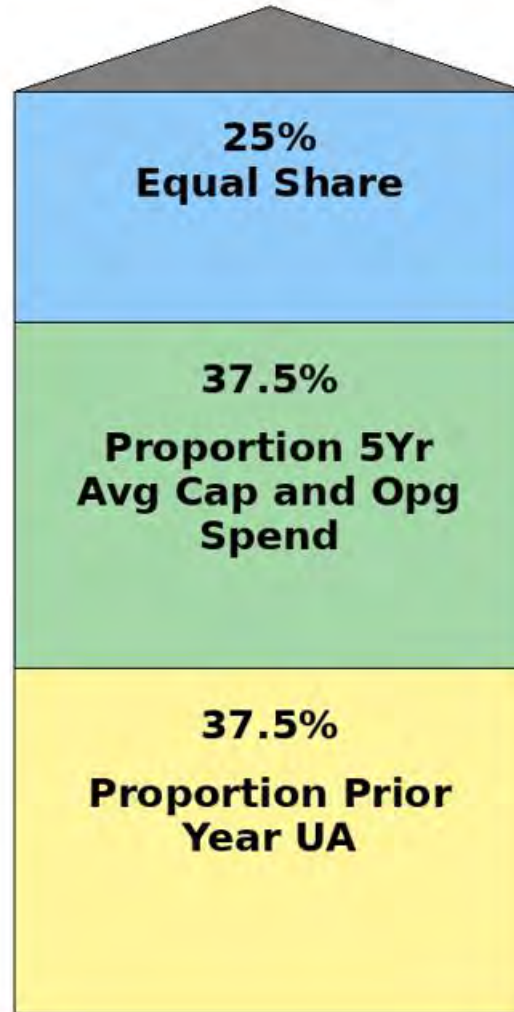
Encouraging Local Vendor Participation

- Risk-based Procurement
 - Right-size requirements to value
 - Lower barriers to entry
- Vendor Capacity-Building
 - Targeted outreach to vendors
 - Collaborate with local organizations/chambers
- Flexible procurement policies
 - Contract terms, smaller order sizes to accommodate smaller vendors
- Process improvements

Procurement Shared Service – Service Delivery & Cost Allocation

Service Delivery:

- Hire Procurement Specialist
- Based on salary Group 6; range is \$70,307 - \$96,673 plus benefits
- Suitable office space available at 210 Aberdeen
- This approach leverages existing operational oversight structure and allows partners to control budget and service levels



Cost Allocation Model Benefits:

- Relatively stable year-over-year
- Available ahead of time for budgeting
- Minimizes variance to budget
- Simple and transparent
- Promotes usage of the service
- Encourages collaboration
- Ensures parties contribute a minimum amount to participate in the service

Summary – Pre-Budget Approval Request

Pre-Budget Approval Request:			
	Procurement Specialist	IT Systems Administrator	Total
District of Lunenburg	\$ 69,000	\$ 33,490	\$102,490
Town of Bridgewater	\$ 33,000	\$ 38,067	\$ 71,067
Town of Mahone Bay	\$ 17,000	\$ 11,806	\$ 28,806
MJSB	\$ 11,000	\$ 9,637	\$ 20,637
Total	\$ 130,000	\$ 93,000	\$223,000

- **MJSB is recommending Pre-Budget Approval to accelerate filling these two positions**
 - **Pre-Budget Approval in Feb**  **Position Filled by June 2025**
 - **Full Budget Approval in May**  **Position Filled by Sept 2025**

IT Systems Administrator Position

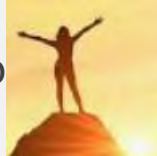
Issue

- Partner organizations have ongoing strategic priorities requiring IT support
- Key ITSS role lacks succession planning, impacts proactive maintenance
- Cybersecurity landscape continues to evolve



Goal

- Sustainable IT service enabling partners to deliver on respective municipal goals
- Increased scalability & flexibility for new and specialized initiatives



Approach

- Convert Term role to Permanent
- IT Systems Administrator position
- Initiate recruitment to fill position as early as possible in 2025/26



Cost



- 2025/26 Cost: \$93K
- Year over Year Change: \$25K

Questions?



Council
Item #: 11.3.2
Date: February 11, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor & Municipal Council
Submitted by: Tom MacEwan, CAO
Date: February 11, 2025
Re: Proposed Joint Regional Growth Management Committee

Recommended Motion

Council approve the establishment of a Joint Regional Growth Management Committee in partnership with the Town of Bridgewater and direct Staff to work with Town of Bridgewater Staff to prepare draft terms of reference for the Committee and present the draft terms of reference to Council for final approval at a future Council Meeting.

The Opportunity

Council has expressed an interest in collaborating with the Town of Bridgewater on various projects and initiatives and, based on discussions that have taken place between Mayor McLean-Wile and Mayor Mitchell, it appears that there is interest from both municipal units in establishing a Joint Regional Growth Management Committee.

A Joint Regional Growth Management Committee would provide a venue for complex discussions regarding growth, including working as a region, reducing intermunicipal conflict, and ensuring effective and efficient infrastructure is in place to support development. This includes ensuring sufficient land and infrastructure capacity is available to accommodate future residential, commercial and industrial growth in the region. It also ensures there is planning for cost-effective and collaborative service delivery to manage future growth.

Intermunicipal Cooperation

What does it mean?

Intermunicipal Cooperation is an effective way for municipalities to tackle issues of mutual

concern and issues that cross jurisdictional boundaries. Local priorities dealing with climate change & sustainable development, economic development, utilities, or the delivery of services can more easily be resolved through regional action.

Intermunicipal cooperation also creates opportunities that individual municipalities could not normally achieve. This collective approach is exemplified by cost sharing agreements, shared services (such as those provided by the MJSB), regional recreational committees or organizations (like the LCLC), regional economic development organizations (like the REN which exists in some areas of the Province or the various Partnerships which exist in others) and even regional planning.

It is important to note that intermunicipal cooperation is not the process of integrating municipalities but is an agreement to work together for the betterment of the region.

Benefits

Regional partnerships are an excellent means for municipal success; which can be achieved through the increase and improvement in the quality of economic, social and environmental aspects of life.

Intermunicipal Cooperation allows municipalities to:

- Increase the quality of life. Intermunicipal cooperation pools solutions and resources to resolve local issues, solve area wide problems and collectively meet the needs of citizens in the region. It provides an opportunity for municipal units to better understand the problems they and their neighbors are facing and develop collective solutions. It allows for the spread of innovative ideas and expands service choices.
- Enhance service delivery. Per-unit costs of delivering services decreases when a larger group is using the service. Intermunicipal cooperation can help to lower these costs by achieving economies of scale and allowing for the delivery of more efficient or enhanced utilities, municipal services, and professional services by using existing resources more effectively. i.e. Joint Building Inspection Services, MJSB shared Waste, HR and IT Services.
- Focus on building a strong region. Economic and social challenges are increasingly becoming regional, rather than local, issues. Instead of trying only to attract jobs and people on a municipal level, focus on a regional approach that secures regional investment, growth and prosperity by building on the opportunities, services and assets of your municipality as well as your neighbouring areas. Joint initiatives, servicing and infrastructure allows municipalities to reduce certain costs, provide better leverage of grant approvals and security to engage in numerous initiatives they might not be able to undertake alone.

- Plan for growth. Population, demographics, and economics are continuously changing, which creates numerous challenges for municipalities to provide different services and new infrastructure. Cooperative approaches can allow municipalities to develop these services and pay for infrastructure they would otherwise be unable to provide.
- Consistent Planning. Consistent land use policies and zoning bylaws reduce complexities and risk for developers seeking to invest in your region. Common policies for business sectors provide a more attractive region where companies know they can invest and have common standards.
- Share their knowledge. All communities experience different levels of growth and development and can benefit from the assets and knowledge of one another.
- Strengthen. Sharing of risk, control and benefits. Regional partnerships decrease the risk that a municipality would have when working on its own. The cost reduction in shared services allows for more funding in other parts that are lacking. Responsibility is equally distributed for regional issues allowing for better governance at an individual municipal level. Overall, it creates a more efficient, effective and innovative municipality.
- Ensure consistency. Intermunicipal cooperation ensures that wasteful reproduction of services does not occur. It distributes the cost of regional services and improves the situation of the region as a whole while increasing the quantity and quality of services.

Budget Implications

None

Strategic Plan

Council's Strategic Plan includes a focus on improving the Quality of Life, Regional Economic Development and Infrastructure Upgrades, Expansion & Management and all of these priorities can be addressed and advanced through a Joint Regional Growth Management Committee.

Alternatives

Council could decide that a Joint Regional Growth Management Committee is not required at this time.

Conclusion

It is recommended that Council endorse the establishment of a Joint Regional Growth Management Committee and approve the recommended motion to direct Staff to work with the Town of Bridgewater Staff on the development of a draft terms of reference for the Committee.

Report Preparation	
Department	Administration
Report Prepared by	Tom MacEwan, CAO
Report Approved by	
Date Reviewed by C.A.O.	