

AGENDA
FINANCE COMMITTEE

Bridgewater, NS
Tuesday, December 4, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. NOMINATION & ELECTION BY BALLOT – CHAIR & VICE CHAIR
3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION:
 - 3.1 Proclamation – Day of Remembrance and Action on Violence Against Women..... 1
4. PUBLIC INPUT (15 Minutes)
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – November 6, 2018
7. BUSINESS ARISING FROM MINUTES: (Nil)
8. AWARDING OF TENDERS/RFPs: (Nil)
9. PRESENTATIONS/SCHEDULED TIMES: (Nil)
10. CONSIDERATION OF CORRESPONDENCE:
 - 10.1 Rose Bay Marine Park Society Financial Request, David Adler..... 2
11. RECOMMENDATIONS FROM COMMITTEES & BOARDS: (Nil)
12. STAFF REPORTS:
 - 12.1 Finance Department
 - 12.1.1 2018/19 Operating Fund Variance & Capital Status Report 3-9
 - 12.1.2 MDL-49 Property Tax Rebate Policy Proposed Amendments..... 10-17
 - 12.1.3 Assessment Details by District 18-30
 - 12.2 Administration Department
 - 12.2.1 Adopting a Community Incentive Clean-up Policy 31-35
13. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS: (Nil)
14. IN CAMERA:
15. ADJOURNMENT

Note: 11:45 a.m. - Council Staff Christmas Dinner @ Newcombville Fire Department
3:00 p.m. - Province of Nova Scotia Minimum Planning Requirements @ Council Chambers



Day of Remembrance and Action on Violence Against Women Proclamation

WHEREAS December 6 is recognized across Canada as a day to remember the 14 young women who lost their lives in 1989 at l'École Polytechnique de Montreal

WHEREAS this day is about acknowledging and remembering these young women and all women and girls who died as a result of gender-based violence

WHEREAS this day presents an opportunity for all of us to acknowledge and not ignore that women and girls in the Municipality of the District of Lunenburg and across the world face violence as part of their everyday lives`

WHEREAS the Municipality of the District of Lunenburg is committed to work with communities, organizations and individuals to build a culture where women and girls are safe and free from violence so they can reach their full potential and contribute fully to their family and society

NOW THEREFORE, I, Mayor Carolyn Bolivar-Getson, on behalf of the Municipality of the District of Lunenburg Council, do hereby proclaim December 6, 2018 as **"A Day of Remembrance and Action on Violence Against Women"** in the District of Lunenburg, to pay tribute to all women who are or have been victims of violence, and in remembrance of the victims of the Montreal Massacre.

Signed this 4th day of December, 2018
Bridgewater, Nova Scotia

Carolyn Bolivar Getson, Mayor

Finance Committee
December 4, 2018
Item: 10.1
Authorization: E. Wentzell

The Rose Bay Marine Park Society
Rose Bay, Nova Scotia

November 27, 2018

The Finance Committee
Lunenburg District Municipal Council
Aberdeen Road, Bridgewater, N.S.

SPECIAL REQUEST- URGENT

Greetings,

On behalf of the Rose Bay Marine Park Society, I am writing to ask Council to consider the proposal contained herein and provide us with a special grant of \$6000 in the very near term.

Our Society is MODL's partner in managing certain municipal property in Rose Bay, and in developing it into a key municipal park in accordance with MODL's recreational strategy. We are staffed entirely of volunteers, including our hard working officers and directors.

As you may know, after years of careful planning and acquiring the necessary gifts of property, we recently made some initial progress on our plan to fashion this property into a seaside Municipal Park with certain amenities for small craft and waterfront recreation. In a word, we successfully contracted out the construction of a storm sea-wall, hundreds of feet in length, made of large rocks placed inside of the property's entire perimeter. We were able to accomplish this for an astonishingly low cost, less than \$5000. We are paying for it out of the \$8000 capital grant that MODL allocated to us this year.

The next step is to bring in suitable fill to build up the site within the sea wall, to produce a drivable surface throughout, and to conjoin it to the existing driveway. This is estimated to take 50 tandem loads of gravel and earthen materials. Tandem loads of such materials delivered to Rose Bay are currently running in the range of \$325-\$400 per load. Fifty loads of gravel and fill would normally amount to \$16000-\$20000.

But here's the heart of the matter. Gerhardt, our contractor, is making us a special offer, right now- to deliver these loads of material (and spread them) for just \$125 each. This offer is only good now. So, the 50 loads we need would cost only \$6250 (plus tax) right now.

This work needs to be done, this year or next. We can get it done now for \$6250, or we can wait until next year and pay \$160000-\$20000. Gerhardt's current offer would save MODL \$10000 compared to waiting until next year to perform the work.

Consequently, we are seeking a special grant of \$6000 (six-thousand dollars) from MODL at this time for this purpose. It would allow us to complete the groundwork for the project this year, and to save ten-thousand dollars (\$10000) in the process.

Respectfully submitted,

David Adler,
Chairman
The Rose Bay Marine Park Society



Municipality of the District of Lunenburg

INFORMATION REPORT

Finance Committee
December 4, 2018
Item: 12.1.1
Authorization: E. Wentzell

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: December 2, 2018
RE: 2018/19 Operating Fund Variance & Capital Status Report
ORIGIN: Staff

EXECUTIVE SUMMARY

The enclosed Operating Fund Variance Report gives Council details of operating budget accounts where forecasted savings will be achieved and where additional costs are expected to be incurred.

The Capital Budget Status Report is enclosed to give Council information on the status of the Capital Projects approved in this fiscal year.

Changes from the prior months' report are highlighted in yellow.

BUDGET IMPLICATIONS

Some Departments are forecasting budget shortfalls in some accounts with overages in others. Staff are projecting an increase in Operating surplus.

Capital Projects are moving forward as indicated on the attached status report.

CONCLUSION

Staff are projecting operating budget shortfalls in some accounts which are offset by budget overages in others, with an estimated 2018/19 Operating Budget surplus of \$335,200 (vs budget of \$83,000).

The Capital Budget Status Report indicates that projects in the amount of \$1,496,115 have been completed to date.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date Nov 27, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

**Municipality of the District of Lunenburg
Operating Fund Variance Report
October 31, 2018**

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
REVENUE						
Tax Revenue	\$ 22,946,477	\$ 22,817,300	\$ 22,943,300	-1%	\$ 126,000	Estimate increase in residential billing based on actual
Business Property	173,184	164,000	172,800	-6%	8,800	Based on actual received from Aliant and HST Offset
Deed Transfer Tax	783,361	1,225,000	1,225,000	36%	-	
Other Taxes	97,655	66,300	97,600	-47%	31,300	Based on actual Change of Use Tax Billed
Grants in Lieu of Taxes	52,197	198,200	198,800	74%	600	
REMO recovery from Other Units	31,000	53,100	53,100	42%	-	
Sale of Services (Recreation & Bldg Insp)	48,089	48,200	59,400	0%	11,200	Building Inspection \$3,000, Recreation Program Fees \$8,200
Other Revenue - Fines, Permits, Rentals & Interest	832,463	1,373,600	1,457,900	39%	84,300	Based on actual interest earned estimate on funds in bank and estimates of other revenue
Farm Acreage Grant	50,596	87,200	87,200	42%	-	
Provincial Grants	278	51,300	51,300	99%	-	
TOTAL REVENUE	\$ 25,015,300	\$ 26,084,200	\$ 26,346,400	4%	\$ 262,200	
EXPENDITURES						
Mayor & Council	\$ 212,148	\$ 397,100	\$ 396,400	47%	\$ (700)	
Bank Interest & Charges	1,262	3,200	3,200	61%	-	
Administration	359,411	738,900	738,900	51%	-	
Finance	318,034	625,300	610,100	49%	(15,200)	Estimate savings due to staffing changes
Tax Exemptions	148,347	167,300	149,500	11%	(17,800)	Based on actual tax exemptions received
Legal & Advisory Services	102,086	571,400	608,400	82%	37,000	Estimate based on forecast costs for Procurement \$15,000; Personnel Policy changes \$17,000; LCLC Transition \$5,000.
Administration Building, Supplies and Data Processing	310,313	664,400	686,200	53%	21,800	Estimate increase based on actual billing for IT Services
Allowance for Uncollectible taxes	3,379	65,000	65,000	95%	-	
Tax Sale Expenses	29,368	70,000	70,000	58%	-	
Government Relations, Communications & Municipal Celebrations	20,507	80,500	79,500	75%	(1,000)	Savings in Municipal Celebrations
Insurance	65,517	68,500	67,400	4%	(1,100)	Based on actual insurance costs for year

Municipality of the District of Lunenburg Operating Fund Variance Report October 31, 2018						
	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Grants to Organizations	240,674	441,000	443,600	45%	2,600	South Shore Fieldhouse increased grant \$1,000; and Vogler's Cove grant \$1,600.
Assessment Services	516,184	680,700	680,700	24%	-	
Police Protection	1,613,106	3,251,500	3,251,500	50%	-	
Correction Services & Prosecutions	261,217	504,200	499,000	48%	(5,200)	Estimate savings based on actual annual billing for forensics
Fire Protection Municipal Costs	47,086	287,300	287,300	84%	-	
Emergency Measures	47,628	124,400	124,400	62%	-	
Protective Inspection Services	195,010	477,600	478,200	59%	600	
Dog Control	17,901	36,000	36,000	50%	-	
Common Services (Engineering)	160,241	327,300	326,600	51%	(700)	
Municipal Road Maintenance	113,678	682,400	682,400	83%	-	
Garbage & Waste Collection	1,644,407	2,816,600	2,816,600	42%	-	
Regional Housing	0	35,000	35,000	100%	-	
Planning & Zoning	239,709	425,000	442,900	44%	17,900	Estimate increase based on actual costs for Subdivision By-Law Review
Economic Development	369,650	991,600	994,100	63%	2,500	Estimate savings based on actual insurance costs for schools
Recreation Staffing, Facilities and Programming	586,318	1,055,700	1,022,800	44%	(32,900)	Estimate savings based on summer programs \$11,900, swim program \$14,700, P/T Gatekeepers \$5,300 & Rec Facilities \$1,000.
Libraries	119,786	160,000	160,000	25%	-	
LCLC	313,006	442,500	415,500	29%	(27,000)	Prior Year surplus received in current fiscal year
Education	4,667,922	8,002,200	8,002,200	42%	-	
Financing & Transfers	885,000	1,802,600	1,833,600	51%	31,000	Estimate increased Transfer for Open Space funds received included in "Other Revenue" above
TOTAL EXPENDITURES	\$ 13,608,895	\$ 25,995,200	\$ 26,007,000	48%	\$ 11,800	
Area Rates						
Fire Protection Revenue	3,196,401	3,106,000	3,196,200	-3%	90,200	Based on actual billing
Fire Protection Expenditures	(1,549,525)	(3,106,000)	(3,195,900)	50%	(89,900)	Based on expected expenditures
Sewage Collection & Disposal Revenue	560,682	600,600	594,600	7%	(6,000)	Based on actual billing

**Municipality of the District of Lunenburg
Operating Fund Variance Report
October 31, 2018**

	Actual Cost	Annual Budget	Forecast	Actual Variance (% Budget left)	Forecast Variance	Comments on Forecast Variance
Sewage Collection & Disposal Expenditures	(293,563)	(590,800)	(584,000)	50%	6,800	Based on increased costs for Hebbville Sewer rate paid to TOB (\$14,700) net of savings in other treatment areas
Private Road Maintenance Revenue	162,457	160,900	162,600	-1%	1,700	Based on actual billing
Private Road Maintenance Expenditures	(154,721)	(152,900)	(152,900)	-1%	-	
Street Lighting Revenue	121,545	122,500	121,500	1%	(1,000)	Based on actual billing
Street Lighting Expenditures	(86,159)	(146,300)	(146,300)	41%	-	
NET AREA RATES	\$ 1,957,117	\$ (6,000)	\$ (4,200)		\$ 1,800	
SURPLUS (DEFICIT)	\$ 13,363,522	\$ 83,000	\$ 335,200		\$ 252,200	

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

	Project Budget	Actual Cost		Staff Comments
		31-Oct-18	Variance	
General Government Services				
Administration Building	7,200,000	28,959	7,171,041	RFP for Design awarded
Financial Reporting Software	42,000	-	42,000	Defer based on new priorities for Finance Department (REN closeout and LCLC)
Phone System	11,000	12,551	(1,551)	New Phone System installed July 2018
Planning Services				
Flood Risk Identification Phase 2 of LiDar Project	100,000	3,194	96,806	Working with Technical Advisor in preparing RFP.
Building Inspection Vehicle Replacements	70,000	-	70,000	Awarded by Council on November 13, 2018. Total Cost \$68,933
GPS equipment Replacement	19,000	11,977	7,023	Completed
Transportation Services				
Paving of Stonehurst, Tanner & Southside Roads	560,000	360	559,640	Southside Road only being paved this year as part of cost sharing with NSTIR
White Ave Paving and Culvert Replacement	135,000	4,484	130,516	Project Complete
Whitley Lane Culvert Replacement	80,000	6,049	73,951	Project Complete
Municipal Roads Projects	250,000	-	250,000	Placeholder in advance of Council and NSTIR project selection

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

	Project Budget	Actual Cost		Staff Comments
		31-Oct-18	Variance	
Environmental Health Services				
Aerated Compost Carts	20,000	8,658	11,342	Purchased as required
New Germany I & I Mitigation	7,000	6,434	566	Report and easy fixes complete. Shovel ready tender complete with detailed drawings.
New Germany WWTP Equipment Replacements	60,000	22,342	37,658	Spare clarifier motor purchased. No other purchases to be made this FY.
New Germany Collection System Refurbishment	15,000	-	15,000	Replacement pump for Pump Station 3 on order.
New Germany WWTP Controls/SCADA	30,000	27,309	2,691	Complete.
Cookville WWTP Refurbishment & Upgrades	20,000	58	19,942	Awarded for \$15,000 plus tax. Waiting for break in wet weather to start work on roof and HVAC system.
Conquerall Bank WWTP Upgrades	25,000	-	25,000	Testing of various processes to control pH has been put on hold for winter months.
Garden Lots Water/Sewer Upgrades	75,000	-	75,000	Dept of Municipal Affairs was contacted to gauge interest in studying the potential for a collaborative project in advance of the Federal Funding Call.
Riverport School demolition and remediation	10,000	521	9,479	RFP for demolition & site remediation being prepared by Hoeg Construction Mgmt for release in early 2019. Extension from NSE has been requested.
Centre School Demolition	800,000	25,790	774,210	Demolition on hold - Transferred budget to Riverport School demolition & site remediation
LaHave River Straight Pipe Replacement Program	2,321,400	1,191,879	1,129,521	Total of 80 septic systems to be installed in 2018.
Economic Development Services				
Cookville Internet Tower Access Road/Trail Connector	43,000	1,564	41,436	RFP ready for release late Fall 2018
Osprey Village - Nathan Cirillo Road Expansion	50,000	11,525	38,475	RFP for design work now in preparation.
CES/CEF Building Parking Lot	85,000	-	85,000	Tender for work to be released in early 2019
Highway 103 Signage Project	10,000	-	10,000	Department of Transportation has been contacted to determine date of installation.
Internet Capacity Study - Long term Strategy & Implementation	250,000	9,737	240,263	Study is complete. Awaiting contracts b/t ISPs MODL & other funders. Moving costs to Operating Fund ISP Budget.

**Municipality of the District of Lunenburg
2018/19 Capital Budget Status Report**

	Project Budget	Actual Cost		Staff Comments
		31-Oct-18	Variance	
Recreation Services				
Water Sampling Meter for Sherbrooke Lake	10,000	9,379	621	Water Sampling Meter - Complete.
Replace MARC ATV with Side by Side	30,000	-	30,000	Pending Tender template completion to issue.
LaHave Sunset Park Land Purchase	145,000	-	145,000	Balance of land purchase not required as total expensed in 2017/18
Hirtle's Beach removal of canteen & park entrance widening	15,000	-	15,000	RFQ for demolition now being prepared for work to be complete fall 2018
LaHave Sunset Park Walking Path & Parking	15,000	-	15,000	Reviewing options for parking/park improvements/signage
MARC Admin Building floor & water bunker roof	30,000	-	30,000	Design work currently underway for modifications to water system
Miller Point Kiosk Replacement	10,000	-	10,000	Preliminary planning has begun
River Ridge Common - Phase 2	200,000	78,890	121,110	RFP awarded to Hornbeam Contracting. Work underway.
Sherbrooke Lake Park Design & Implementation	75,000	34,451	40,549	RFP Awarded to EDM Planning Services. Final Report for Council on November 13.
TOTAL	12,818,400	1,496,115	11,322,285	



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell
DATE: December 4, 2018
RE: MDL-49 Property Tax Rebate Policy Proposed Amendments

RECOMMENDATION

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

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

and hereby gives seven (7) days’ notice of its intention to approve the proposed amendments to Policy MDL-49 at the December 11, 2018 Council meeting.”

BACKGROUND

The Property Tax Rebate Policy was last amended in 2015. The policy provides a tax exemption of up to \$400 for property owners whose income is less than \$24,999. Staff have looked at updating the policy as the budgeted amount has not been utilized in past years and many eligible property owners still must pay the applicable area rates which could be encompassed in the exemption amount.

OPTIONS

The attached analysis (Schedule A) provides some statistical information and policy options. There were 290 properties eligible for tax exemptions this year, resulting in \$60,546.98 in tax exemptions. If area rates were included, an additional \$528 in exemptions could have been granted.

The Committee should consider updating the current policy section 2.4 to include “any applicable area rates” in the definition of “Taxes”.

Another option to consider is to increase the maximum rebate amount as set out in section 6.1.

Staff have looked at Tax rebate policies for neighboring municipalities and have summarized them in the attached Schedule B. Policies range in thresholds and amounts.

Staff have provided 3 options on Schedule A to increase the maximum rebate.

Income Level	Current	Option 1	Option 2	Option 3
\$0 - \$9,999	\$400	\$450	\$450	\$500
\$10,000 - \$14,999	\$300	\$350	\$350	\$400
\$15,000 - \$19,999	\$200	\$250	\$250	\$250
\$20,000 - \$24,999	\$100	\$100	\$150	\$150

Options 1 & 2 could be implemented within the existing budget based on the 2018/19 applications received. Option 3 gives a higher increase to homeowners whose household income is less than \$15,000 but an increase in budget would be required.

BUDGET IMPLICATIONS

No increase in budget would be required for Option 1 or 2. Option 3 would require a \$4,000 increase to the existing budget.

STRATEGIC PLAN

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

COMMUNICATION CONSIDERATIONS

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

CONCLUSION

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

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Nov 27, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

Municipality of the District of Lunenburg PROPOSED POLICY

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

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

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

EXEMPTION

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

Household Income	Maximum Rebate value	Option 1	Option 2	Option 3	Maximum percentage of bill
under \$9,999	up to 400	up to \$450	up to \$450	up to \$500	100%
\$10,000 - \$14,999	up to 300	up to \$350	up to \$350	up to \$400	100%
\$15,000 - \$19,999	up to 200	up to \$250	up to \$250	up to \$250	100%
\$20,000 - \$24,999	up to 100	up to \$100	up to \$150	up to \$150	100%

[amended April 14 & Nov. 10, 2015]

- 6.2 In any fiscal year in which the total rebate value from qualified applicants exceeds the budgeted amount for the tax rebate, the rebate amounts shall be pro-rated to match the budgeted amount. **[amended April 14 & Nov. 10, 2015]**
- 6.3 Council will set the total rebate budget each year by motion. **[amended April 14 & Nov. 10, 2015]**
- 7. In order to be eligible for a rebate, the property owner shall submit to the Treasurer a Statutory Declaration in the form attached hereto by no later than August 1 of the fiscal year, for which the rebate is sought. The required Statutory Declaration contains a statement of income, which must be provided before the application for property tax rebate can be considered. **[amended April 14 & Nov. 10, 2015]**
- 8. The Treasurer may ask for documentary verification if income from any source or confirmation of income from third parties. The Treasurer may reject an application, which in the Treasurer's opinion, is not adequately verified or substantiated. **[amended April 14, 2015]**

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

ENFORCEMENT CHARGES NOT EXEMPTED

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

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



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

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

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

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

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

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

SOLEMNLY DECLARED

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

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

Signature

Signature



Statement of Income

for the calendar year ending December 31, 20 _____.

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

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



Municipality of the District of Lunenburg

INFORMATION REPORT

Finance Committee
December 4, 2018
Item: 12.1.3
Authorization: E. Wentzell

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: December 4, 2018
RE: Assessment Details by District
ORIGIN: Staff

At the April 17, 2018 Finance Committee Meeting, a request was made for a report that breaks down the amount of residential and commercial tax collected by municipal district. At that time, the Planning Department was working with the Provincial mappers and Property Valuation Services Corporation (PVSC) to provide this information.

This work came to a successful completion on November 1, 2018. Please refer to the attached report for the information requested. Please note the following:

1. District 0 is a summary of accounts that have been marked for deletion in the upcoming assessment year. Assessment accounts are deleted when they are added or consolidated into other assessment accounts or the assessed property no longer exists (like a mobile home).
2. Each District is shown as a multiple of ten, thus Electoral District 1 shows as District 10 in the report.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date Nov 22, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000000

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$370,200	\$329,200
02 COMMERCIAL TAXABLE		\$21,000	\$21,000
03 RESOURCE TAXABLE		\$268,200	\$262,400
21 RESIDENTIAL EXEMPT			
22 COMMERCIAL EXEMPT		\$127,400	\$127,400
23 RESOURCE EXEMPT			
25 FARM (RESOUCE)	18	\$16,200	\$16,200
26 FOREST, COMMERCIAL			
27 FOREST, RESOURCE	177	\$31,000	\$31,000
51 FARM (PROVINCE)			
54 FOREST (FEDERAL)			
55 FOREST (PROVINCE)			
56 FOREST (MUNICIPAL)			

TAXABLE DOLLARS:	\$659,400	\$612,600
EXEMPT DOLLARS:	\$174,600	
TOTAL DOLLARS:	\$834,000	
TAXABLE ACRES:	177	
EXEMPT ACRES:	18	
TOTAL ACRES:	195	
# OF DWELLING UNITS:	4	
RECORDS PROCESSED:	27	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000010

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$251,902,100	\$225,092,300
02 COMMERCIAL TAXABLE		\$4,483,900	\$4,483,900
03 RESOURCE TAXABLE		\$20,653,500	\$18,372,900
21 RESIDENTIAL EXEMPT		\$284,800	\$284,800
22 COMMERCIAL EXEMPT		\$9,464,800	\$9,464,800
23 RESOURCE EXEMPT		\$3,824,800	\$3,824,800
25 FARM (RESOUCE)	1,066	\$888,700	\$888,700
26 FOREST, COMMERCIAL	206	\$47,400	\$47,400
27 FOREST, RESOURCE	24,493	\$8,424,100	\$8,424,100
55 FOREST (PROVINCE)	2,550	\$864,400	\$864,400

TAXABLE DOLLARS:	\$277,039,500	\$247,949,100
EXEMPT DOLLARS:	\$23,799,000	
TOTAL DOLLARS:	\$300,838,500	
TAXABLE ACRES:	24,699	
EXEMPT ACRES:	3,616	
TOTAL ACRES:	28,315	
# OF DWELLING UNITS:	1,524	
RECORDS PROCESSED:	3,599	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000020

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$277,205,300	\$257,120,700
02 COMMERCIAL TAXABLE		\$4,242,300	\$4,242,300
03 RESOURCE TAXABLE		\$8,379,400	\$7,836,200
21 RESIDENTIAL EXEMPT		\$287,400	\$287,400
22 COMMERCIAL EXEMPT		\$5,112,600	\$5,112,600
23 RESOURCE EXEMPT		\$248,200	\$248,200
25 FARM (RESOUC)	762	\$647,200	\$647,200
27 FOREST, RESOURCE	14,981	\$5,605,000	\$5,605,000
55 FOREST (PROVINCE)	144	\$33,100	\$33,100

TAXABLE DOLLARS:	\$289,827,000	\$269,199,200
EXEMPT DOLLARS:	\$11,933,500	
TOTAL DOLLARS:	\$301,760,500	
TAXABLE ACRES:	14,981	
EXEMPT ACRES:	906	
TOTAL ACRES:	15,887	
# OF DWELLING UNITS:	1,425	
RECORDS PROCESSED:	2,846	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000030

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$179,334,300	\$163,451,600
02 COMMERCIAL TAXABLE		\$23,858,700	\$23,858,700
03 RESOURCE TAXABLE		\$8,313,100	\$7,832,200
22 COMMERCIAL EXEMPT		\$15,325,500	\$15,325,500
23 RESOURCE EXEMPT		\$1,388,800	\$1,388,800
25 FARM (RESOUC)	1,480	\$1,618,700	\$1,618,700
26 FOREST, COMMERCIAL	616	\$257,900	\$257,900
27 FOREST, RESOURCE	18,948	\$7,322,400	\$7,322,400
55 FOREST (PROVINCE)	35,998	\$13,215,900	\$13,215,900

TAXABLE DOLLARS:	\$211,506,100	\$195,142,500
EXEMPT DOLLARS:	\$39,129,200	
TOTAL DOLLARS:	\$250,635,300	
TAXABLE ACRES:	19,564	
EXEMPT ACRES:	37,478	
TOTAL ACRES:	57,042	
# OF DWELLING UNITS:	1,124	
RECORDS PROCESSED:	1,981	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000040

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$191,659,700	\$172,776,200
02 COMMERCIAL TAXABLE		\$3,274,000	\$3,274,000
03 RESOURCE TAXABLE		\$8,725,400	\$8,200,100
21 RESIDENTIAL EXEMPT		\$160,700	\$160,700
22 COMMERCIAL EXEMPT		\$3,180,300	\$3,180,300
23 RESOURCE EXEMPT		\$116,600	\$116,600
25 FARM (RESOUCE)	1,951	\$1,711,400	\$1,711,400
27 FOREST, RESOURCE	35,166	\$13,450,200	\$13,450,200
51 FARM (PROVINCE)	4	\$3,600	\$3,600
55 FOREST (PROVINCE)	1,531	\$484,100	\$484,100
56 FOREST (MUNICIPAL)	51	\$12,000	\$12,000

TAXABLE DOLLARS:	\$203,659,100	\$184,250,300
EXEMPT DOLLARS:	\$19,118,900	
TOTAL DOLLARS:	\$222,778,000	
TAXABLE ACRES:	35,166	
EXEMPT ACRES:	3,537	
TOTAL ACRES:	38,703	
# OF DWELLING UNITS:	1,357	
RECORDS PROCESSED:	2,550	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000050

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$144,706,200	\$127,610,100
02 COMMERCIAL TAXABLE		\$5,197,400	\$5,197,400
03 RESOURCE TAXABLE		\$4,858,800	\$4,525,100
21 RESIDENTIAL EXEMPT		\$14,300	\$14,300
22 COMMERCIAL EXEMPT		\$9,739,300	\$9,739,300
23 RESOURCE EXEMPT		\$315,200	\$315,200
25 FARM (RESOUCE)	2,343	\$1,978,600	\$1,978,600
26 FOREST, COMMERCIAL	554	\$204,900	\$204,900
27 FOREST, RESOURCE	44,283	\$13,206,900	\$13,206,900
55 FOREST (PROVINCE)	4,668	\$1,323,400	\$1,323,400

TAXABLE DOLLARS:	\$154,762,400	\$137,332,600
EXEMPT DOLLARS:	\$26,782,600	
TOTAL DOLLARS:	\$181,545,000	
TAXABLE ACRES:	44,837	
EXEMPT ACRES:	7,011	
TOTAL ACRES:	51,848	
# OF DWELLING UNITS:	1,315	
RECORDS PROCESSED:	2,796	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
Tax Year: 2018

JUR: 75

WARD/DISTRICT: 00060

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$209,549,700	\$187,702,700
02 COMMERCIAL TAXABLE		\$51,426,900	\$51,426,900
03 RESOURCE TAXABLE		\$7,253,300	\$6,802,700
21 RESIDENTIAL EXEMPT		\$143,200	\$143,200
22 COMMERCIAL EXEMPT		\$36,064,000	\$36,064,000
23 RESOURCE EXEMPT		\$524,500	\$524,500
25 FARM (RESOUCE)	1,680	\$1,450,400	\$1,450,400
27 FOREST, RESOURCE	15,910	\$5,904,700	\$5,904,700
55 FOREST (PROVINCE)	87	\$42,900	\$42,900

TAXABLE DOLLARS:	\$268,229,900	\$245,932,300
EXEMPT DOLLARS:	\$44,129,700	
TOTAL DOLLARS:	\$312,359,600	
TAXABLE ACRES:	15,910	
EXEMPT ACRES:	1,767	
TOTAL ACRES:	17,677	
# OF DWELLING UNITS:	1,183	
RECORDS PROCESSED:	1,980	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000070

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$244,883,100	\$206,897,800
02 COMMERCIAL TAXABLE		\$3,525,500	\$3,525,500
03 RESOURCE TAXABLE		\$11,885,500	\$10,991,200
21 RESIDENTIAL EXEMPT		\$166,800	\$166,800
22 COMMERCIAL EXEMPT		\$2,515,700	\$2,515,700
23 RESOURCE EXEMPT		\$393,200	\$393,200
25 FARM (RESOUCE)	4,202	\$3,545,200	\$3,545,200
26 FOREST, COMMERCIAL	561	\$207,400	\$207,400
27 FOREST, RESOURCE	65,062	\$20,530,400	\$20,530,400
54 FOREST (FEDERAL)	40	\$21,500	\$21,500
55 FOREST (PROVINCE)	5,125	\$1,570,400	\$1,570,400

TAXABLE DOLLARS:	\$260,294,100	\$221,414,500
EXEMPT DOLLARS:	\$28,950,600	
TOTAL DOLLARS:	\$289,244,700	
TAXABLE ACRES:	65,623	
EXEMPT ACRES:	9,367	
TOTAL ACRES:	74,990	
# OF DWELLING UNITS:	1,906	
RECORDS PROCESSED:	4,014	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000080

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$411,591,600	\$365,927,100
02 COMMERCIAL TAXABLE		\$12,685,000	\$12,685,000
03 RESOURCE TAXABLE		\$13,837,600	\$12,438,800
21 RESIDENTIAL EXEMPT		\$712,500	\$712,500
22 COMMERCIAL EXEMPT		\$3,098,400	\$3,098,400
23 RESOURCE EXEMPT		\$1,369,700	\$1,369,700
25 FARM (RESOUC)	665	\$1,355,800	\$1,355,800
27 FOREST, RESOURCE	12,034	\$4,664,300	\$4,664,300
55 FOREST (PROVINCE)	95	\$566,400	\$566,400

TAXABLE DOLLARS:	\$438,114,200	\$391,050,900
EXEMPT DOLLARS:	\$11,767,100	
TOTAL DOLLARS:	\$449,881,300	
TAXABLE ACRES:	12,034	
EXEMPT ACRES:	760	
TOTAL ACRES:	12,794	
# OF DWELLING UNITS:	1,633	
RECORDS PROCESSED:	2,937	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000090

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$378,687,700	\$351,969,700
02 COMMERCIAL TAXABLE		\$7,542,900	\$7,542,900
03 RESOURCE TAXABLE		\$38,429,100	\$30,365,300
21 RESIDENTIAL EXEMPT		\$126,100	\$126,100
22 COMMERCIAL EXEMPT		\$9,347,000	\$9,347,000
23 RESOURCE EXEMPT		\$3,963,400	\$3,963,400
25 FARM (RESOUCE)	607	\$2,282,400	\$2,282,400
26 FOREST, COMMERCIAL	4	\$900	\$900
27 FOREST, RESOURCE	9,056	\$3,370,300	\$3,370,300
55 FOREST (PROVINCE)	290	\$178,100	\$178,100

TAXABLE DOLLARS:	\$424,659,700	\$389,877,900
EXEMPT DOLLARS:	\$19,268,200	
TOTAL DOLLARS:	\$443,927,900	
TAXABLE ACRES:	9,060	
EXEMPT ACRES:	897	
TOTAL ACRES:	9,957	
# OF DWELLING UNITS:	1,596	
RECORDS PROCESSED:	3,751	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
Tax Year: 2018

JUR: 75

WARD/DISTRICT: 000100

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$379,641,300	\$327,055,300
02 COMMERCIAL TAXABLE		\$17,061,700	\$17,061,700
03 RESOURCE TAXABLE		\$18,046,600	\$13,780,200
21 RESIDENTIAL EXEMPT		\$1,446,700	\$1,446,700
22 COMMERCIAL EXEMPT		\$11,040,400	\$11,040,400
23 RESOURCE EXEMPT		\$1,027,200	\$1,027,200
25 FARM (RESOUCE)	1,634	\$2,218,800	\$2,218,800
27 FOREST, RESOURCE	5,974	\$1,879,100	\$1,879,100
55 FOREST (PROVINCE)	14	\$235,200	\$235,200

TAXABLE DOLLARS:	\$414,749,600	\$357,897,200
EXEMPT DOLLARS:	\$17,847,400	
TOTAL DOLLARS:	\$432,597,000	
TAXABLE ACRES:	5,974	
EXEMPT ACRES:	1,648	
TOTAL ACRES:	7,622	
# OF DWELLING UNITS:	1,700	
RECORDS PROCESSED:	3,132	



TAX DISTRICT SUMMARY
 Using 2019 District Assignments
 Tax Years: 2018

JUR: 75

WARD/DISTRICT: ALL

MUNI. OF THE DISTRICT OF LUNENBURG

VALUE CLASS	ACREAGE 2018	MARKET VALUE 2018	TAXABLE WITH CAP 2018
01 RESIDENTIAL TAXABLE		\$2,669,531,200	\$2,385,932,700
02 COMMERCIAL TAXABLE		\$133,319,300	\$133,319,300
03 RESOURCE TAXABLE		\$140,650,500	\$121,407,100
21 RESIDENTIAL EXEMPT		\$3,342,500	\$3,342,500
22 COMMERCIAL EXEMPT		\$105,015,400	\$105,015,400
23 RESOURCE EXEMPT		\$13,171,600	\$13,171,600
25 FARM (RESOUCE)	16,408	\$17,713,400	\$17,713,400
26 FOREST, COMMERCIAL	1,941	\$718,500	\$718,500
27 FOREST, RESOURCE	246,084	\$84,388,400	\$84,388,400
51 FARM (PROVINCE)	4	\$3,600	\$3,600
54 FOREST (FEDERAL)	40	\$21,500	\$21,500
55 FOREST (PROVINCE)	50,502	\$18,513,900	\$18,513,900
56 FOREST (MUNICIPAL)	51	\$12,000	\$12,000

TAXABLE DOLLARS:	\$2,943,501,000	\$2,640,659,100
EXEMPT DOLLARS:	\$242,900,800	
TOTAL DOLLARS:	\$3,186,401,800	
TAXABLE ACRES:	248,025	
EXEMPT ACRES:	67,005	
TOTAL ACRES:	315,030	
# OF DWELLING UNITS:	14,767	
RECORDS PROCESSED:	29,613	



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Chair and Members of Finance Committee
SUBMITTED BY: Sherry Conrad, Municipal Clerk
DATE: December 4, 2018
RE: **Adopting a Community Incentive Clean-up Policy**

RECOMMENDATION

“that the Finance Committee refer the matter of adopting a Community Incentive Clean-up Program to budget deliberations”.

EXECUTIVE SUMMARY

Staff was directed to do further research on a policy for adopting a community incentive clean-up program. Staff looked at the District of Shelburne's program and the Region of Queens.

The District of Shelburne offers a program whereby the Municipality pays community groups, who have obtained a permit from the Department of Transportation and Infrastructure Renewal (DOTIR), \$100 per km to clean up both sides of the road. The community groups apply to DOTIR for a permit. If approved, DOTIR provides them with the material they need for the clean-up.

The Region of Queens has a program for non-profit community organizations who conduct highway litter clean ups. The Region budgets money each year for the program. They allocated \$3,000 in their 2018-19 Budget for the program. The groups apply to clean up a portion of highway in their community and can be granted \$100 per kilometer for both sides of the highway, once a year, for a maximum of three (3) kilometers. Attached is a copy of the Region's Program. The community groups need to get approval from DOTIR before they can apply for the program, but the Region coordinates the program. The Region's program outlines the safety precautions (vests, pylons, etc.) that need to be taken and put in place. The Region provides the required safety vests, gloves, highway signage, pylons, and waste and recycling bags. The waste is collected by the Region of Queens and an inspection of the area cleaned is completed after the clean-up. Each group must hold and maintain, during their community litter clean-up, liability insurance of not less than \$2 million per occurrence.

DISCUSSION

Staff contacted the local DOTIR office to determine what type of litter clean-up programs they have in place. Community groups who want to clean up the side of a road make application to DOTIR for a permit to do so. The form for the permit has two options. One is the Adopt-a-Highway Program where groups go out twice a year to do a clean-up and get a sign posted that the group has adopted this portion of highway. The second option is "Other

Groups". This is where groups can apply to clean-up a designated section of a road without making a yearly commitment. If the group is successful, DOTIR provides them with safety guidelines and clean-up kits, which include garbage and recycling bags, safety vests, pylons, and signs stating that a clean-up is in progress. The Department will pick up the garbage if the group has it put in one location and their workload allows. They will not pick up the waste on weekends. The other option is that the group could collect the waste themselves and deliver it to the Lunenburg Regional Community Recycling Centre (LRCRC) for disposal. The tipping fee would be waived. The LRCRC would require notification of the time and date of the clean-up and the individuals going into the site would be required to show their permit. The groups are not allowed to clean-up on the 103 and no one under 18 years of age is permitted to participate in the actual clean-up. The group also has to provide the local RCMP with the date of the clean-up.

Staff contacted the insurance company to confirm what liability would fall within the Municipality if Council offered such a program. If all the Municipality is doing is providing funding/grants to groups and has no control over the volunteer organization and they are a separate incorporated entity, it would be the responsibility of each volunteer group to carry their own liability insurance for the entire time the clean-up is in progress. If the Municipality is implementing the program, the Municipality should have an agreement drafted by a lawyer noting that there is no vicarious or other liability attached to them as a result of said funding. In either case, staff would recommend the group get their own liability insurance.

The Region of Queens requires the volunteer organizations to obtain their own liability insurance.

BUDGET IMPLICATIONS

Council can set any amount in its budget for litter clean-up.

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

Take no action.

CONCLUSION

Litter along road sides has been an issue that Council has been requesting the Province to address. Such a program may encourage community groups to get out and do a road side litter clean-up for a fund-raising event. This program, however, would not apply to Highway 103. Once a decision has been made to include such a program in the budget, staff can prepare a policy for same, one similar to that of the Region of Queens except staff would recommend that the groups go through DOTIR and the Municipality pay the grant once the clean-up has been completed. This would put the responsibility for implementing the program with the Province.

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: Nov. 28, 2018

Report Approved By: Alex Dumaresq, Deputy CAO

Date: Nov. 28, 2018

Reviewed By CAO: Kevin Malloy, CAO

Date: Nov. 28, 2018

Region of Queens Municipality
SOLID WASTE COMMUNITY LITTER COLLECTION PROGRAM

Purpose

The purpose of the Solid Waste Community Litter Collection Program is to provide opportunities for community groups throughout Queens County to earn grant funding in exchange for organizing a community litter clean-up program in a location authorized by Nova Scotia Department of Transportation & Infrastructure Renewal (NSTIR) and Region of Queens Municipality.

Eligibility

Any incorporated non-profit community organization or group within Queens County is eligible to apply once per fiscal year. Only organizations that supply proof of approval from NSTIR are eligible to apply.

Available Amount

Each year, Council shall establish a budget amount to be awarded for community litter collection funding. Funding shall be awarded on a first-come, first-serve basis each year, upon the submission of a complete application including all required forms, permits, and authorizations. Funding will be provided at a rate of \$100 per kilometre cleaned, including both sides of the road. Organizations can receive up to \$300 per year.

Safety

All volunteers with successful applicants must ensure that all participants are provided with safety vests and gloves and made aware of safety measures for the clean-up of solid waste alongside Queens County highways. The area being cleaned must have appropriate signage and pylons placed along the area being cleaned to ensure the safety of all volunteers. All participants must be 18 years of age or older or be supervised by at least one person over the age of 18 for each 4 participants between the ages of 12-17.

Clean-ups shall only take place during daylight hours.

Supplies

Region of Queens Municipality will supply all successful applicants with the required safety vests, gloves, highway signage and pylons, along with waste and recycling bags. Participants may keep any refundables collected to support their volunteer organization.

Collection of Waste

All waste collected shall be bagged and placed at roadside for collection by Region staff or delivered to an agreed upon location by Region staff. Hazardous materials shall be set aside in a designated area and your Region contact shall be notified immediately upon the conclusion of your collection to ensure no hazardous materials are left at roadside unattended. Large items not baggable shall be left in one or more designated areas for pickup.

Evaluation

At the conclusion of the community litter program, the applicant's contact shall notify the Region contact to perform an evaluation of the clean-up to ensure that the clean-up was successfully carried out. If the evaluation confirms a successful clean-up, a requisition for payment to the group will be made thereafter.

Promotion

The successful applicant shall acknowledge the contribution of the Region of Queens Municipality in all written and social media notifications or promotions of their community litter clean-up. The applicant also agrees that the Municipality may use the name of the successful applicant and any pictures taken of the community litter clean-up for the purposes of promoting the program in the future.

Liability

Each successful group must hold and maintain during their community litter clean-up, liability insurance of not less than \$2 million per occurrence.

Limitations

Region of Queens Municipality reserves the right to process applications for funding and award funding each fiscal year in a fair and equitable manner, where when multiple applications are received during the same week, to award funding to groups that have not previously been awarded funding prior to awarding funding to a successful group from the most recent fiscal year.

Approved by Council: May 8, 2018.

**SOLID WASTE COMMUNITY LITTER COLLECTION PROGRAM
APPLICATION FORM AND REPORTING DATA**

Organization Name: _____

Organization Contact: _____

Mailing Address: _____

Phone Numbers: Home: _____ Cell: _____

Email Address: _____

Location of Litter Collection Program (please be very specific)

Number of Kilometres: _____ Copy of NSTIR Permit Attached: _____

Date of Proposed Collection: _____ Time: _____

I affirm that I am an authorized agent of the organization named above and that we will undertake to carry out a solid waste collection program on the noted roads, streets, or properties contained herein and that we have read and understand the program guidelines and agree to abide by the supervision, health and safety, and reporting requirements.

Signature of Authorized Agent

Date

Municipal Approval

Date

Report

Number of Volunteers: Under 19 _____ Over 19 _____

Number of Black Bags Collected: _____

Number of Blue Bags Collected: _____

Hazardous Materials Found: _____

Total Collection Time: _____

Most Often Collected Item: _____ Most Unusual: _____

Safety Vests Provided _____ Returned _____

Gloves Provided _____

Garbage Provided _____ Returned _____

Blue Bags Provided _____ Returned _____

Roadside Check Date _____ Solid Waste Removed _____ Initials _____