

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
FINANCE COMMITTEE
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, December 4, 2018 – 9:00 a.m.

ATTENDANCE

Councillor Claudette Garland, District 6, Chair
Councillor Eric Hustvedt, District 1, Vice Chair
Mayor Carolyn Bolivar-Getson
Deputy Mayor Moore, District 5
Councillor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Regrets: Councillor John Veinot, District 4

Staff: Kevin Malloy, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Sherry Conrad, Municipal Clerk
Elana Wentzell, Director of Financial Services
Angela Veinot, Manager of Accounting
Rachel Hiltz, Recording Secretary

1. CALL TO ORDER

Mr. Malloy called the meeting to order at 9:00 a.m.

2. NOMINATION & ELECTION BY BALLOT – CHAIR & VICE CHAIR

Ms. Conrad called for nominations, by ballot, for the position of Chair. Those nominated were: Deputy Mayor Moore and Councillors Whynot, Hustvedt, Ernst, Knickle and Garland. Councillors Knickle, Whynot, Ernst and Deputy Mayor Moore declined their nominations.

On the first ballot, **Councillor Garland** was elected as the **Chair**.

Chair Garland called for nominations, by ballot, for the position of Vice Chair. Those nominated were: Councillors Whynot, Hustvedt, Bell and Knickle. Councillors Knickle, and Whynot declined their nominations.

On the first ballot, **Councillor Hustvedt** was declared **Vice Chair**.

Moved by Councillor Ernst, seconded by Mayor Bolivar-Getson that all ballots be destroyed. Carried unanimously.

3. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS:

3.1 Proclamation – Day of Remembrance and Action on Violence Against Women

Mayor Bolivar-Getson proclaimed December 6, 2018 a Day of Remembrance and Action on Violence Against Women.

Councillor Hustvedt recognized that four groups: Second Story Women's Centre, Be the Peace Institute, Harbour House and Labour Council cohosted a vigil at Shipyards Landing recognizing December 6 as a Day of Remembrance and Action on Violence Against Women.

4. **PUBLIC INPUT: (Nil)**

5. **APPROVAL OF AGENDA:**

Under Item 12.1.1 "2018/19 Operating Fund Variance & Capital Status Report" a report was circulated regarding Website Projects (attached to original set of Minutes).

Moved by Councillor Bell, seconded by Deputy Mayor Moore that the Finance Committee Agenda be approved as circulated. Carried unanimously.

6. **APPROVAL OF MINUTES – November 6, 2018:**

Moved by Councillor Hustvedt, seconded by Councillor Nauss that the Minutes of the November 6, 2018 Finance Committee meeting be approved as circulated. Carried.

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

Councillor Whynot reviewed the letter from the Rose Bay Marine Park Society dated November 27, 2018 (circulated with Agenda). The letter requested a special grant in the amount of \$6,000 to build up the site within the sea wall, which was recently constructed using a capital grant, to create a driveable surface and connect to the existing driveway at the Rose Bay Marine Park. This will require approximately 50 tandem loads of fill material, and the contractor, Gerhardt's Property Improvement, is willing to provide the fill and spread it for only \$125 per load at this time.

It was noted that this cost is not included in the current budget. Council did budget to provide funds for the sea wall, which was phase 1 of the project, however, this is phase 2 and was not budgeted for this year. The work will need to be completed at some time to finish the project. It is being considered at this time as the cost per load is very low if they are purchased now. There is money in the surplus that can accommodate this.

Concern was raised regarding the type of fill being used and why it is so much cheaper than regular fill. Mr. Malloy advised that staff will ensure the soil is clean and uncontaminated.

Moved by Councillor Whynot, seconded by Councillor Nauss that the Finance Committee recommends to Council that Municipal Council approve funding to the Rose Bay Marine Park Society in the amount of \$6,000 for the groundwork portion of their project at Rose Bay Wharf; and further, that the money for the expenditure come from the 2018-19 surplus. Carried unanimously.

11. **RECOMMENDATIONS FROM COMMITTEES & BOARDS: (Nil)**

12. STAFF REPORTS:

12.1 Finance Department

12.1.1 2018/19 Operating Fund Variance & Capital Status Report

Ms. Wentzell reviewed the 2018/19 Operating Fund Variance Report (circulated with Agenda). She noted recreation program fees and building inspection fees are up. There were additional costs for procurement, personnel policy changes, the LCLC transition and increased grants. There were savings in expenses for recreation staff, facilities and programming.

Mr. Dumaresq reviewed the added report titled "Website Projects". He noted there is a surplus in the budget and staff is requesting to use the surplus to update the www.modl.ca website and the www.lunenburgregion.ca website. The www.modl.ca website will be upgraded to complete a usability and accessibility audit, and to make the website more usable for the general public, and those with disabilities. The www.lunenburgregion.ca site will be updated to make it mobile compliant.

Moved by Deputy Mayor Moore, seconded by Mayor Bolivar-Getson that the Finance Committee recommends to Council that Municipal Council authorize staff to proceed with two website projects; one for modl.ca and one for lunenburgregion.ca, at a combined cost of \$13,160 plus HST.

Concern was raised with regard to the report not being circulated with the Agenda. Mr. Dumaresq advised that Council can decide to defer the decision to a future meeting.

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

A question arose regarding the costs for the Nathan Cirillo Road extension. It was noted that this expense is included in the 5 year capital plan, and will be included in next years' budget.

12.1.2 MDL-49 Property Tax Rebate Policy Proposed Amendments

Ms. Wentzell reviewed the report titled "MDL-49 Property Tax Rebate Policy Proposed Amendments" (circulated with Agenda). She noted that the budget available for the Property Tax Rebate is not being used annually and Council could look at expanding the project.

A discussion was held and the following points were noted:

- The Rebate could include area rates, which it does not currently
- The Rebate would not include any property improvement charges, such as the LaHave River Project, Property Assessed Clean Energy Program, road maintenance charges, sewer charges, etc.
- The Rebate currently allows for all property taxes to be covered. The residents cannot get money back.
- There may be benefit in having the same income bracket levels as the Provincial and Federal Governments to determine "low income".
- There was discussion regarding whether there is benefit in changing all income levels, or increasing the lower income levels only.

Staff was directed to review Statistics Canada information to determine income levels and bring back a recommendation.

12.1.3 Assessment Details by District

Ms. Wentzell reviewed the report titled "Assessment Details by District" (circulated with Agenda). The report showed assessed values by District.

A discussion was held with regard to whether it was necessary to show the total amount of revenue generated from each District. No direction for further information was given.

12.2 Administration Department

12.2.1 Adopting a Community Incentive Clean-up Policy

Ms. Conrad reviewed the report titled "Adopting a Community Incentive Clean-up Policy" (circulated with Agenda).

A discussion was held and the following points were noted:

- If the Municipality is only providing funding to the community group, and does not have any other rules or requirements or provide any safety or cleanup materials, then the Municipality holds no liability. Otherwise, the Municipality should have an agreement drafted by a lawyer noting that there is no liability attached to them.
- Any groups that are willing to do cleanups at this time, can contact the Lunenburg Regional Community Recycling Centre and the tipping fees will be waived.
- No one under the age of 12 can participate and those 12-17 must have one adult per every 6 minors. The RCMP must also be notified of the date of cleanup. The cleanups also cannot occur on Highway 103 or any exits or entrances to same.
- There is no interest in capping the number of kilometres a community group can clean up.
- Tick prevention awareness should be included in any safety kits that are provided.
- The issue of litter on roadways is a Provincial issue and the Municipality should not be taking on this responsibility. The Province should be encouraged to focus on this issue and the Municipality could match any funding provided for similar programs.
- There are currently community groups that are cleaning up litter voluntarily, as they take pride in their communities, and this program would be a great way to support them.

Staff were requested to gather more information (i.e. liability) and bring back to the next meeting.

13. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS: (Nil)

14. IN CAMERA (Nil)

15. ADJOURNMENT

There being no further business at 10:55 a.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Whynot that the meeting adjourn. Carried.