

AGENDA
FINANCE COMMITTEE

Bridgewater, NS
Tuesday, March 3, 2020
9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION:
 - 2.1 Purple Day for Epilepsy Proclamation 1
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – February 4, 2020
6. BUSINESS ARISING FROM MINUTES:
7. AWARDING OF TENDERS/RFPs: (Nil)
8. PRESENTATIONS/SCHEDULED TIMES: (Nil)
9. CONSIDERATION OF CORRESPONDENCE: (Nil)
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS:
 - 10.1 Lunenburg County Lifestyle Centre
 - 10.1.1 Pre-Approval of 2020-2021 Capital Budget 2-4
11. STAFF REPORTS:
 - 11.1 Finance Department
 - 11.1.1 2020/21 Capital Budget & 5 Year Capital Plan 5-65
 - 11.1.2 Tax Relief – Damaged Property – Petite Riviere 66
 - 11.2 Recreation Department
 - 11.2.1 River Ridge Common Budget – Carry Over 67-68
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS:
 - 12.1 Lun. County Lifestyle Centre (LCLC) Update
13. IN CAMERA:
 - 13.1 Contract Negotiations re MJSB under Section 22(2)(c) of the MGA
14. ADJOURNMENT

Purple Day for Epilepsy Proclamation

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas Purple Day was founded in 2008 by Cassidy Megan, a nine year old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada, and

Whereas the public is often unable recognize the common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally,

I therefore proclaim March 26, 2018 Purple Day in the Municipality of the District of Lunenburg, in an effort to raise epilepsy awareness everywhere.

Mayor Bolivar-Getson



Municipality of the District of Lunenburg

INFORMATION REPORT

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell
DATE: March 3, 2020
RE: LCLC 2020-21 Capital Budget

BACKGROUND

On February 26, 2020, the LCLC Board met and approved its 2020-21 Operating and Capital budgets. The LCLC will be asking for budget approval at the March 10, 2020 Council Meeting. To support this request, the General Manager of the facility will be presenting the Capital and Operating budgets.

The proposed Capital budget contains mandatory projects and energy upgrades that require Council consideration. The Board is asking Council to pre-approve the Capital Budget on March 10, 2020. Thus, this information is being circulated in advance.

The attached capital budget includes TRAK Energy Upgrades (\$800,000), Wifi Network Updates (\$35,000 – this is being reviewed by the MJSB IT staff, Active Living Room Flooring replacement (\$31,500) and Pool Inflatables (\$17,500). The total sharable amount of the Capital Budget is \$825,000 (\$412,500 per unit). The Board is seeking MODL approval so the Energy upgrades can move forward.

BUDGET IMPLICATIONS

The total recommended capital budget of \$412,500 can be funded from the LCLC Reserve that MODL has for LCLC Capital purposes. The balance in the Reserve at March 31, 2020 is estimated at \$468,265.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Feb 27, 2020

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

Fiscal Year April - March

2020 2021	2021 2022	2022 2023	2023 2024	2024 2025
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Cash Flow carryover	\$ 62,514	\$ -	\$ -	\$ -	\$ -
Amount requested	\$ 694,478	\$ 30,000	\$ 10,000		
<i>TOB Contribution</i>	\$ 347,239	\$ 15,000	\$ 5,000	\$ -	\$ -
<i>MODL Contribution</i>	\$ 347,239	\$ 15,000	\$ 5,000	\$ -	\$ -

Capital Expenditures

TRAK Report - \$672,991.23 Capital Investment

<i>Measure 1 Cost - Geoexchange Fluid, Control & Isolation</i>	\$ 40,991				
<i>Measure 2 Cost - Ice Facility Pumping</i>	\$ 42,000				
<i>Measure 3 Cost - Connected AHU Pumps & Fans</i>	\$ 60,000				
<i>Measure 4 Cost - Refrigeration & Dehumidification</i>	\$ 430,000				
<i>Measure 5 Cost - Consolidated Controls & Integrated Energy Management</i>	\$ 100,000				
Wifi & Network Upgrades	\$ 35,000				
Active Living Room Flooring	\$ 31,500				
Inflatables for Aquatics	\$ 17,500				
Zamboni Batteries		\$ 30,000			
Website Redesign			\$ 10,000		

Capital Cash Flow

Net Cash Flow after expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
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Finance Committee

March 3, 2020

Item: 11.1.1

Authorization: Elana Wentzell

Draft Capital Budget & Gas Tax Investment 2020/21

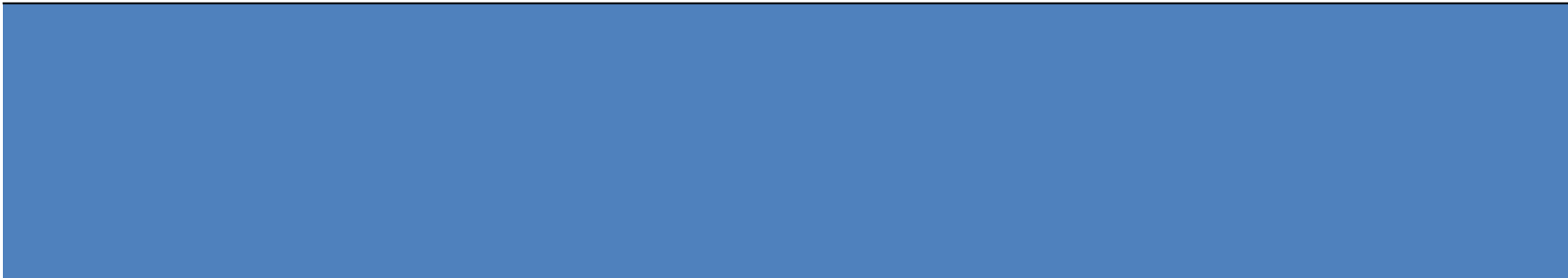
Finance Committee

March 3, 2020





Five Year Financial Strategy



5-Year Financial Strategy

The Development of the Strategy focused on:

- Being debt free by October 2021
- The desire to maintain stable tax rates
- The ability to add special rates for new infrastructure as required
- The ability to carefully manage reserves and continue to fund current commitments

5-Year Financial Strategy

Debt Affordability Model Considerations:

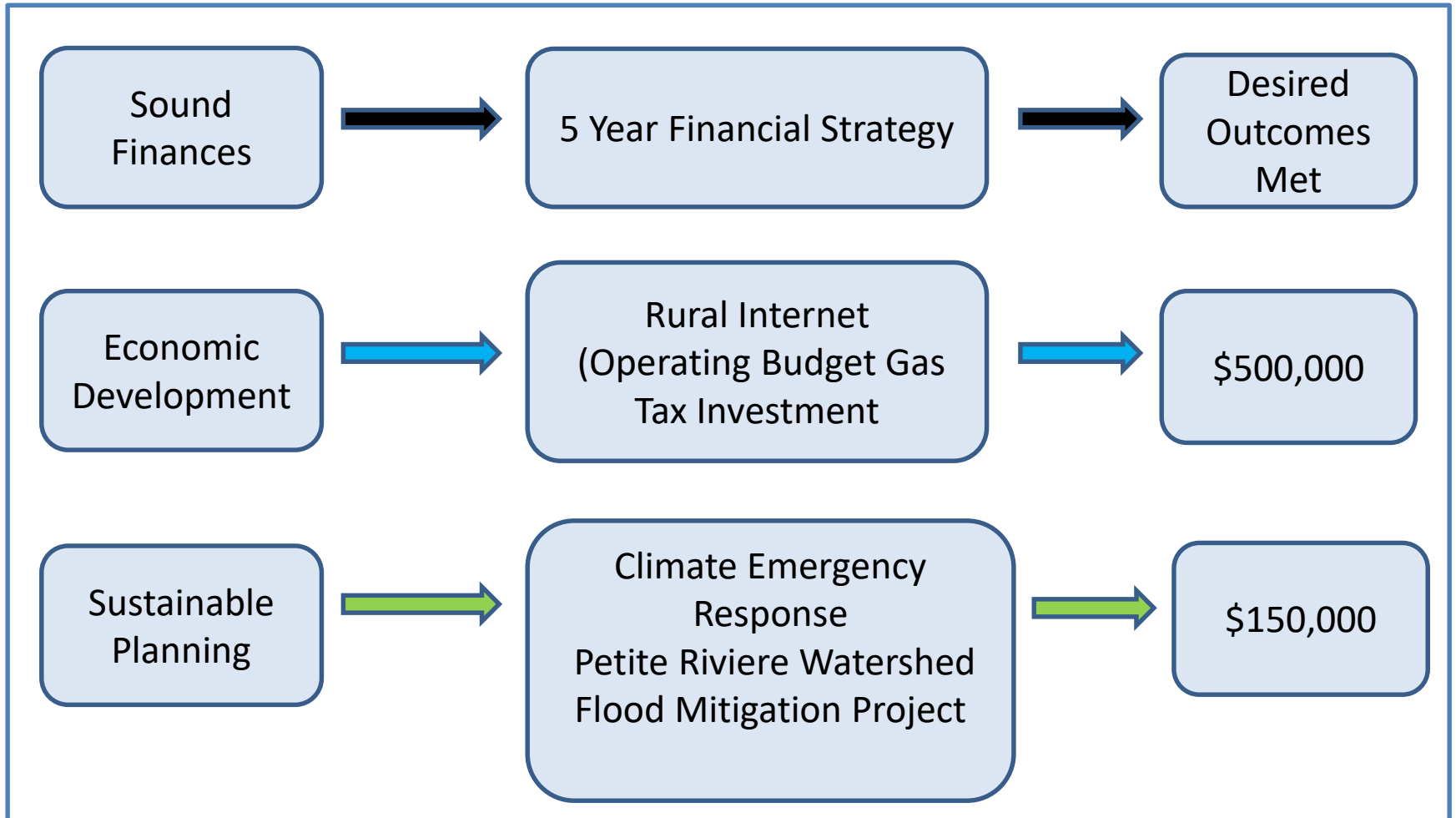
- Municipal future revenue and expenditure growth
- The impact on the tax burden of future generations
- Population and economic growth
- The effects of maintaining the current municipal tax rate, ensuring current municipal services are not jeopardized

5-Year Financial Strategy

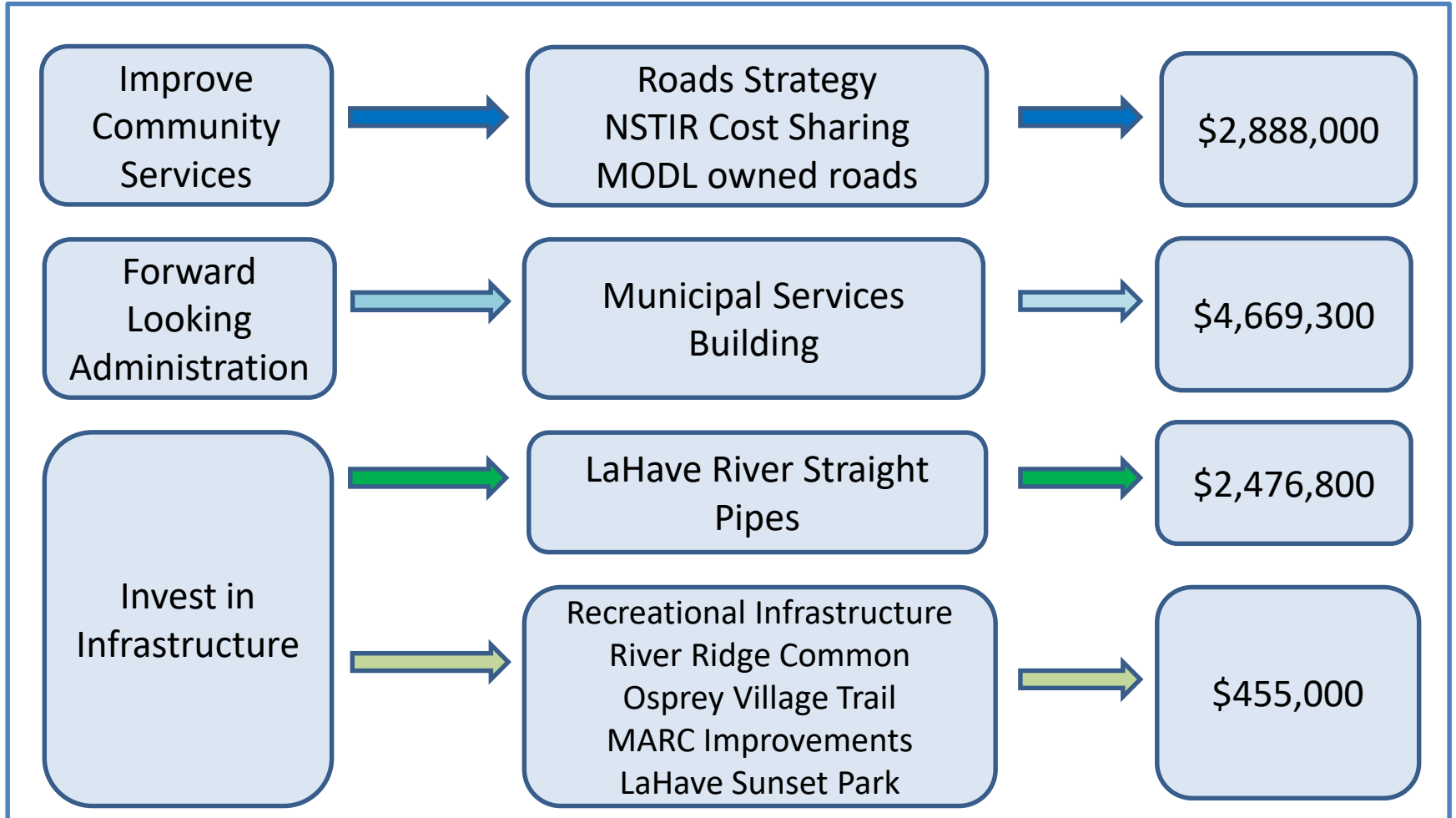
Debt Affordability Allows Decision Makers:

- Flexibility to plan for the future
- The ability to develop future capital improvement plans in a balanced, measured way
- The ability to prioritize capital projects that are competing for scarce resources
- The ability to develop a long term financial plan

Council Strategic Priorities



Council Strategic Priorities







Draft Capital Budget Overview





Budget Process & Schedule



 October & November 2019

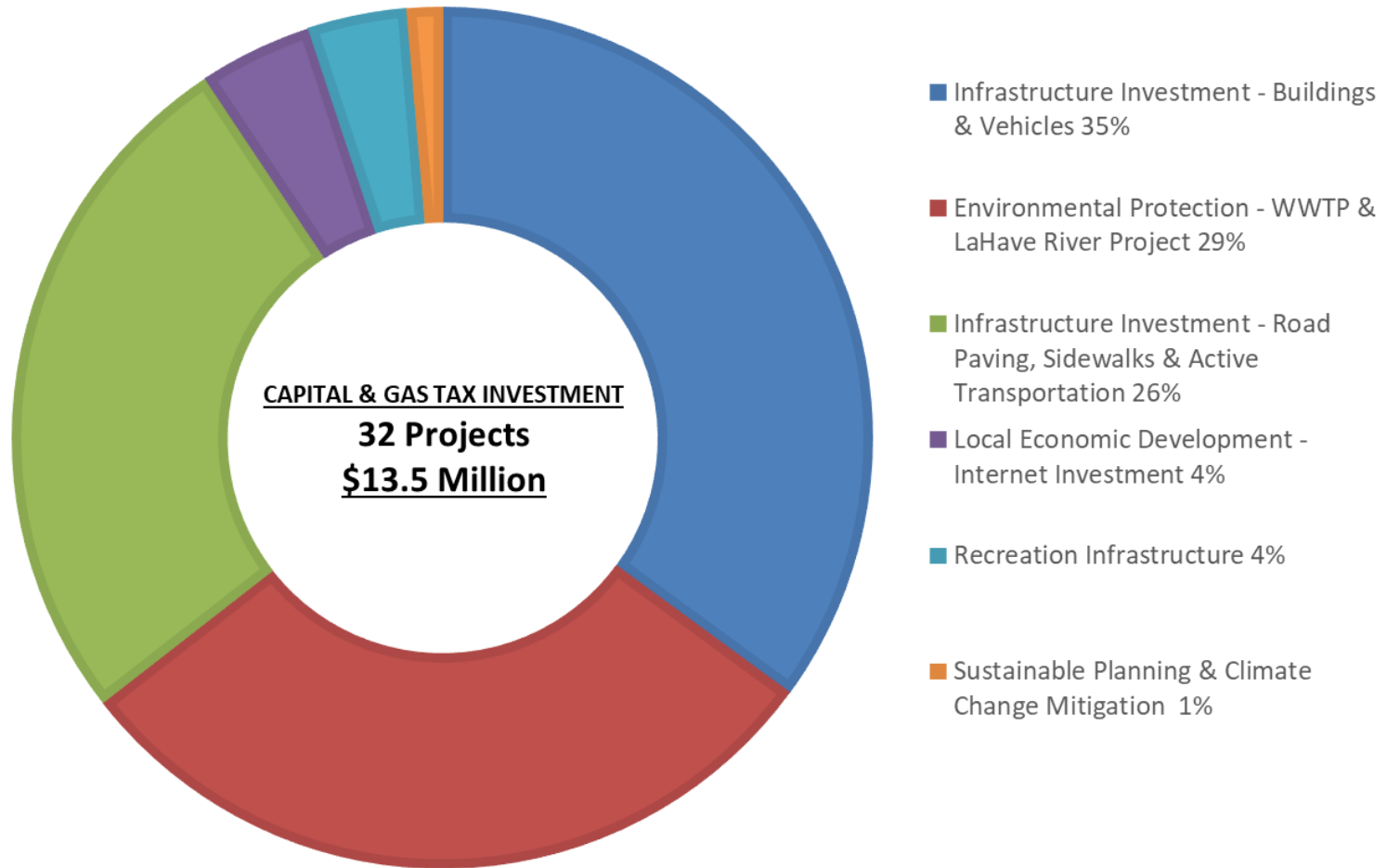
 January 14, 2020

 March 3, 2020: Review Draft Capital Budget & 5-Year Financial Strategy
April 7, 2020: Draft Operating Budget by Department, Service Levels
April 14, 2020: Updated Draft Operating & Capital Budgets
May 5, 2020: Final Budget Review & Key Budget Messages

 May 12, 2020: Final Budget Presentation (evening)

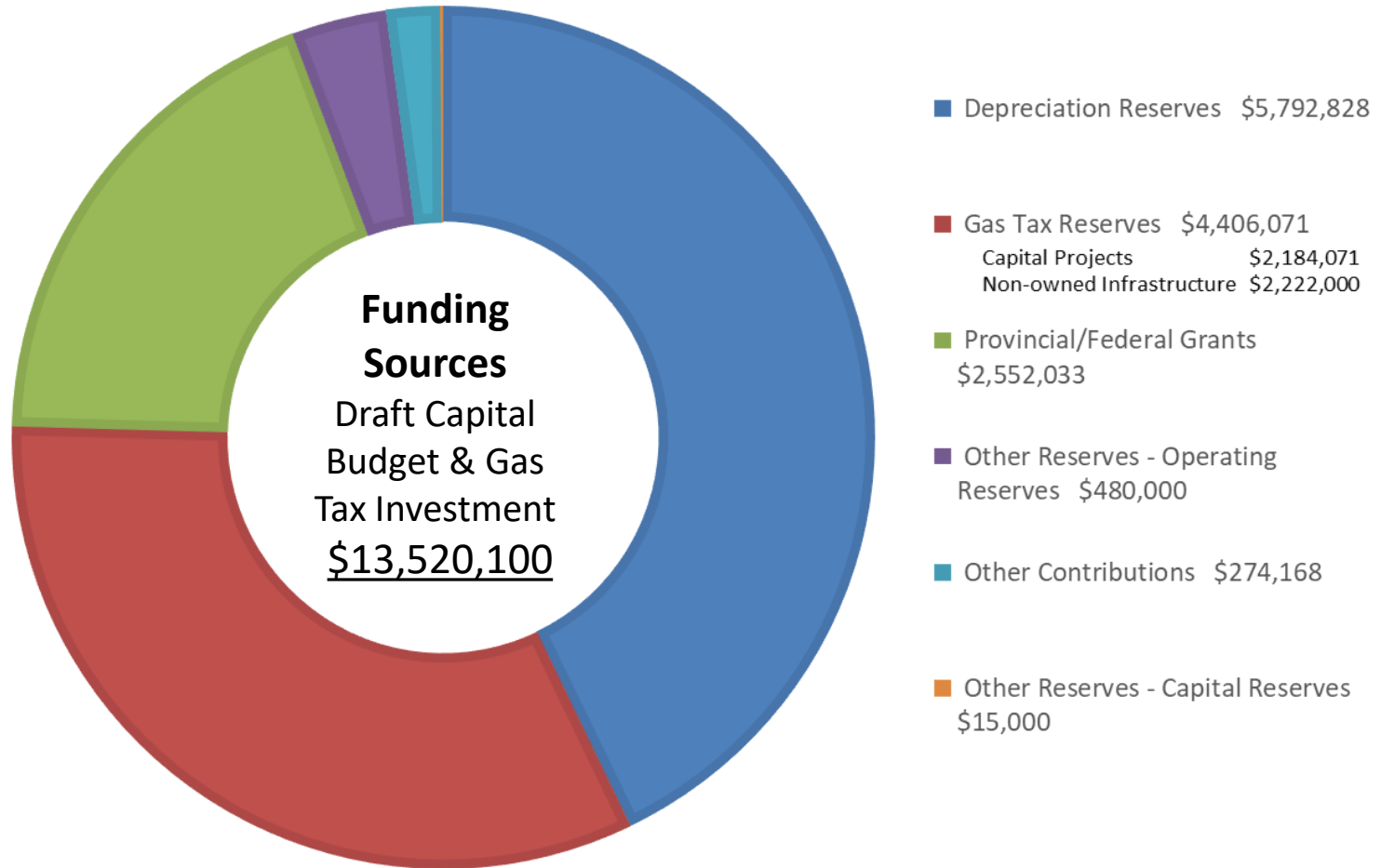
Draft Capital Budget \$11,298,100

Gas Tax Investment \$2,222,000



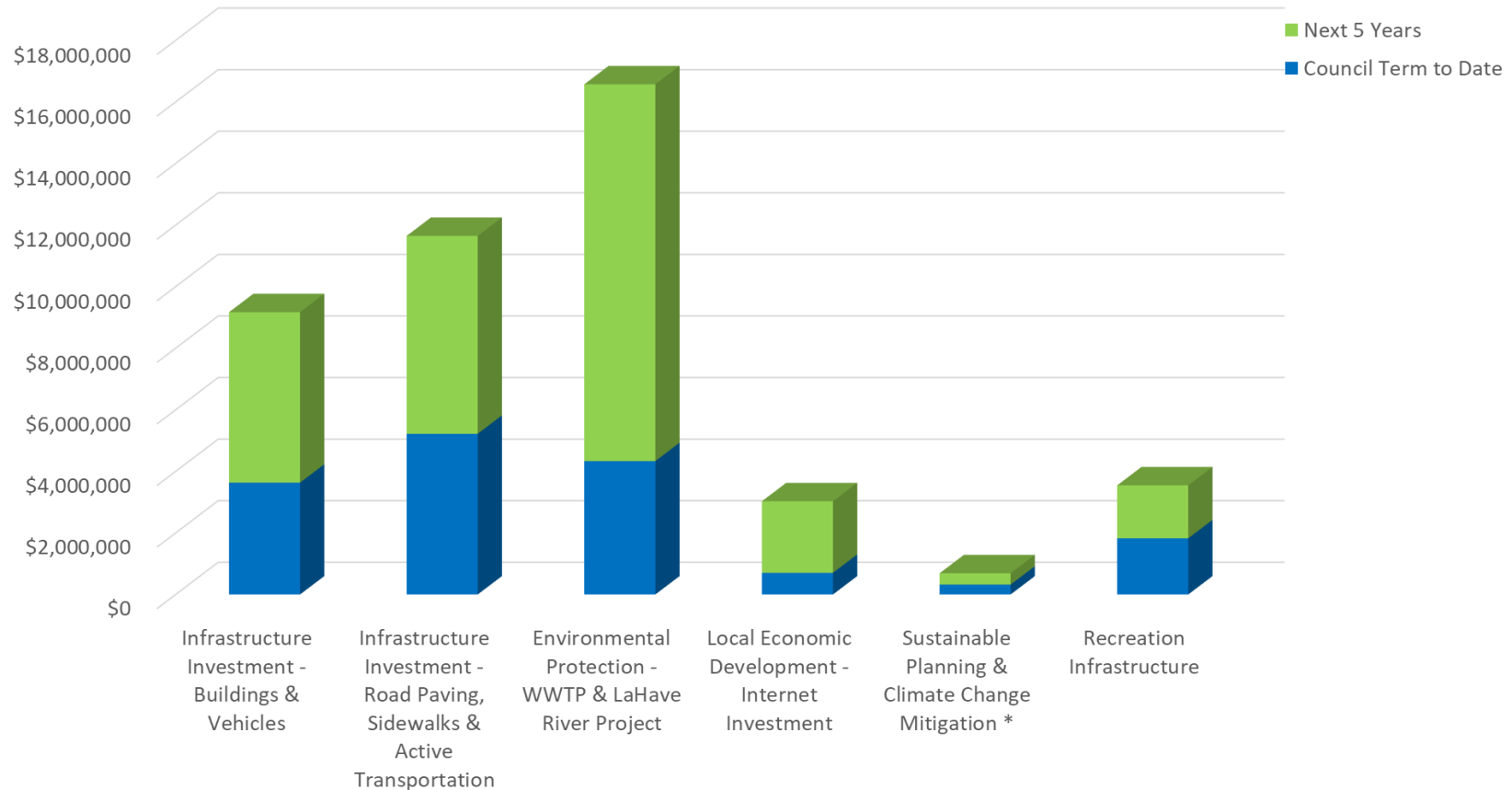
Draft Capital Budget \$11,298,100

Non-owned Infrastructure \$2,222,000



Capital Borrowing = \$0

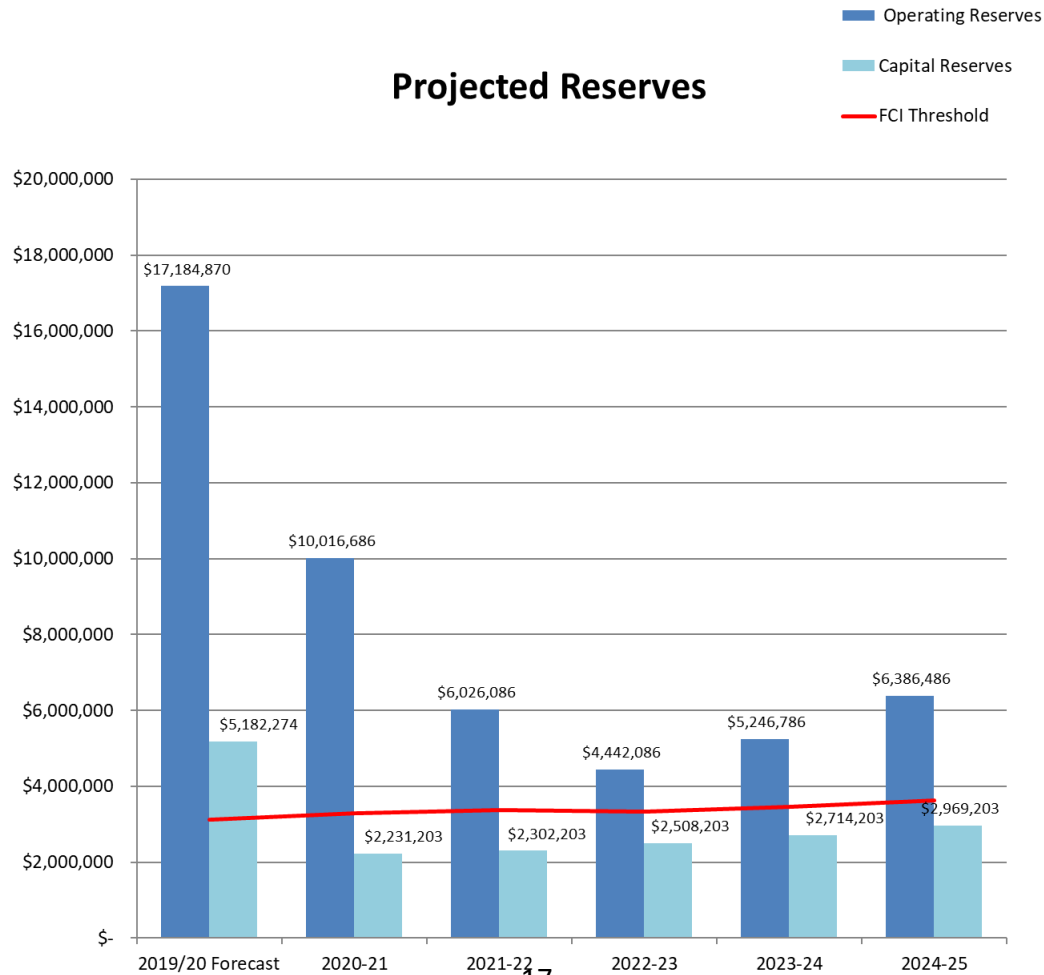
Draft Capital Budget & Gas Tax Investment Past, Present & Future



* Research required to determine level of capital investment for Climate Change Mitigation

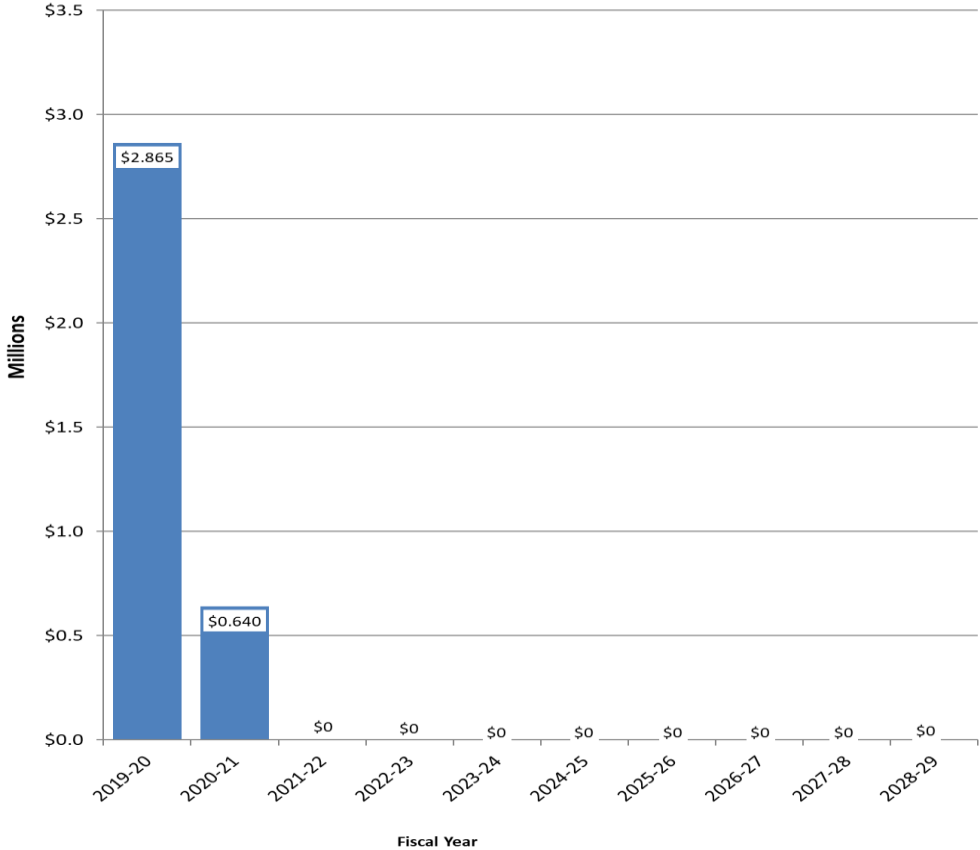
Draft Reserves Balances – 5 Year Plan

Projected Reserves



Long Term Debt Repayment: Debt Free by 2021

Current & Projected Debt Outstanding



Year	Payment
2019/20	\$999,848
2020/21*	\$2,447,847
October 2021	\$640,000



2020/21 Draft Capital Budget & Gas Tax Infrastructure Investment

Infrastructure Investment

Municipal Services Building \$4,669,300
Approved Construction Budget \$7,469,261

- Completion of building construction
- Total Costs to date (current year estimated):
 - Options/Analysis: \$26,392
 - Planning: \$18,226
 - Project Disbursements: \$55,804
 - Professional Services: \$685,718
 - Construction Costs: \$2,555,628
- Funding from Capital, Gas Tax & Operating Reserves & Sale Proceeds



Infrastructure Investment

Engineering Dept Vehicle Purchases \$80,000 (\$40,000 each)

- New electric vehicle for Facilities Manager
- New vehicle for park staff to replace 2007 Mazda truck (currently has over 200,000 km)
- Potential grants for EV (\$5,000 rebate plus potential grant)
- Funding from Depreciation Reserve



Road Paving Projects

Municipal Road Infrastructure Improvements \$75,000

- Upgrade projects to municipal roads, including design and construction
- Funding from Gas Tax Reserve



Road Paving Projects

Paving Harold Whynot & Craig Chandler Road
\$878,000

- Upgrades, Paving, and Construction Supervision
- Funding from Gas Tax & Depreciation Reserve



Road Paving Projects

Paving Meldrum, Buena Vista, & Aspen
\$833,000

- Upgrades, Paving and Construction Supervision
- Funding from Depreciation Reserve



Environmental Protection

Centre School Demolition – Phase 1 *\$100,000*

- Environmental ESA work
- Preliminary design work/pre-demolition

- Funding from Depreciation Reserve



Environmental Protection

Riverport School Demolition and Remediation *\$1,069,000*

- Funding from Environmental Liability set up in 2015/16 as per PSAB requirements
- Grant received \$794,832



Environmental Protection

Garden Lots Sewer/Water Upgrades \$75,000

- Design and Study Scope
- Funding from Grants and Operating Reserves



Environmental Protection

LaHave River Sewer Solutions \$2,476,000

- Year 3 of Installations
- Design and install on-site sewer systems for properties with straight pipes into the LaHave River
- 2/3 Funding from New Build Canada Fund Grant (1/3 Federal, 1/3 Provincial)
- 1/3 Depreciation reserves to be paid back by participating property owners



Environmental Protection

Conquerall Bank WWTP Upgrades \$15,000

- Design of Effluent pH adjustment (carryover)
- Funding from Gas Tax



Environmental Protection

Conquerall Bank WWTP Generator \$50,000

- Generator for back up power
- Funding from Sewer Reserves



Environmental Protection

New Germany WWTP Pipe Repairs \$190,000

- Pipe repairs as identified in the New Germany Inflow & Infiltration Study
- Funding from Sewer Reserves & Gas Tax



Local Economic Development

Highway 103 Signage \$15,000

- Year 3 of 3 year highway signage project
- New/improved signage for VIC, Business Park, MODL, Lunenburg County
- Funding from Operating Surplus Reserve



Local Economic Development

Wayfinding Strategy \$60,000

- Develop & Implement Wayfinding Strategy
- Year 1 – Strategy development

- Funding from Gas Tax, Operating reserves & potential grants



Climate Change Mitigation

Corporate & Community Energy Action Plan \$50,000

- Hire consultant to complete Partners for Climate Protection (PCP) Milestone
- Funding from Gas Tax & Low Carbon Communities Fund Grant



Climate Change Mitigation

EV Charge Stations \$32,000

- Installation of dual head electric vehicle charging stations at new Municipal Building
 - 2 charging spaces in public parking lot
 - 2 charging spaces in municipal vehicle parking lot
- Funding from Gas Tax & Potential Grants



Climate Change Mitigation

Petite Riviere Watershed Flood Mitigation & Assessment Project \$100,000

- Initial flood risk identification and options work (phases 1 & 2) scheduled to be completed in March 2020.
- Further study/possible design work anticipated for 2020/21.
- \$100,000 is a Placeholder until completion of Phase 2
- Provincial, and or fed/provincial funding should be prerequisite for next phase of project

- Funding from Gas Tax



Recreation Infrastructure

Ballfield Upgrades \$30,000

- Improve drainage between fields 1 & 3 to increase safe use during peak ball season (Spring).
- Funding from Depreciation reserves



Recreation Infrastructure

MARC Facilities Assessment \$50,000

- Facilities assessment to inform future capital decisions
- Funding from Operating Surplus



Recreation Infrastructure

MARC Soil Remediation \$30,000

- Soil remediation
- Funding from Depreciation Reserve



Recreation Infrastructure

MARC Water System \$15,000

- Water system cistern float controls
- Funding from Depreciation Reserve



Parks & Playgrounds

LaHave Sunset Park
\$30,000 (carry over)

- Design and construct parking for safe public accessibility to park
- Funding from Open Space reserves



Parks & Playgrounds

River Ridge Common *\$300,000*

- Phase 4 of project – includes single-track mountain bike trails (5-6km); OHV pull-off area adjacent to the SS/V Trail; additional wayfinding signage; planting of native/edible species
- Carryover - \$130,000
- Funding from Gas Tax & potential grant



Parks & Playgrounds

Wile's Lake Building Demolition *\$30,000*

- Demolition of 2 old buildings
- Minor Garage Upgrades
- Funding from Depreciation Reserve



Parks & Playgrounds

Future Land Purchases

\$15,000

- Placeholder for land purchases for new park development
- Funding from Open Space reserve



Trails & Active Transportation

Indian Point Rest Stop \$10,000

- Development of low impact pedestrian rest stop
- Funding from Open Space reserve



Trails & Active Transportation

Osprey Village Trail \$30,000

- A trail connection through MODL property in Osprey Village. In partnership with the Central Nova ATV Association project that connects from Pine Grove to Oakhill.
- Funding from Gas Tax





Gas Tax Funding of Non-owned Infrastructure



Trails & Active Transportation

Active Transportation Plan Implementation *\$565,000*

- Paved shoulders on Municipal Roads
- NSTIR project identified Route 332 from Highway 3 to Bayport
- Staff advocating with provincial officials re: importance of route – may secure paved shoulders without municipal cost share
- Placeholder for possible investment in Trunk 10 upgrades
- Funding from Gas Tax



Trails & Active Transportation

District Trails

\$55,000

- Annual contribution from Gas Tax to local trail groups for maintenance on non-owned trails
- Funding from Gas Tax



Local Economic Development

Rural Internet Projects \$500,000

- Continuation of Rural Internet Strategy
- Year 2 of \$2.5M total investment

- Funding from Gas Tax



Road Paving Projects

Paving of H&J Class Roads \$1,102,000

- Projects submitted to NSTIR – paving of existing sand seal and gravel roads (6.48 km)
- Funding from Gas Tax





Council Priorities and Options



Financial Position Consideration

- Current Financial Position is strong
- Major Financial Milestones will be met in next term (Debt free!)
- Rate of investment in key areas may not be sustainable
- Operating reserves are close to FCI threshold
- Capital Reserves are depleting – primarily due to Gas Tax being utilized in full



Financial Position Consideration

Key Areas of Investment

- Provincial Cost Sharing on Roads
 - Average investment: \$670K/year
- Municipal Subdivision Paving
 - Proposed paving @ \$850K average per project (\$1.7M total)
- Internet
 - Investment of \$2.5M at \$500K per year
- Recreation
 - Average investment: \$456K/year
- Active Transportation
 - Average investment: \$308K/year



Priorities and Options

Council Strategic Priorities Competing for Same Resources:

- Roads Strategy
 - NSTIR Partnership \$1,102,000
- Municipal Subdivision Roads
 - Harold Whynot & Craig Chandler \$ 878,000
 - Meldrum, Buena Vista & Aspen \$ 833,000



Recommendation

- Municipal Roads
 - Defer paving Municipal subdivision roads
 - NSTIR partnership – determine maximum level of funding
 - Explore alternate cost sharing models for J-Class roads

Priorities and Options

Council Strategic Priorities Competing for Same Resources:

- Parks & Trails
 - River Ridge Common \$ 300,000
 - New Germany Trail Bridge \$ 162,000



Recommendation

- Parks and Trails
 - Split River Ridge Common investment between completion of the Park and the New Germany Trail Bridge
 - River Ridge Common \$138,000 (reduce from \$300,000)
 - New Germany Trail Bridge \$162,000

Priorities and Options

Council Strategic Priorities Competing for Same Resources:

- Active Transportation
 - Paved Shoulders Route 332
(Provincial Blue Route)
 - Trunk 10 Upgrade \$2,000,000



Recommendation

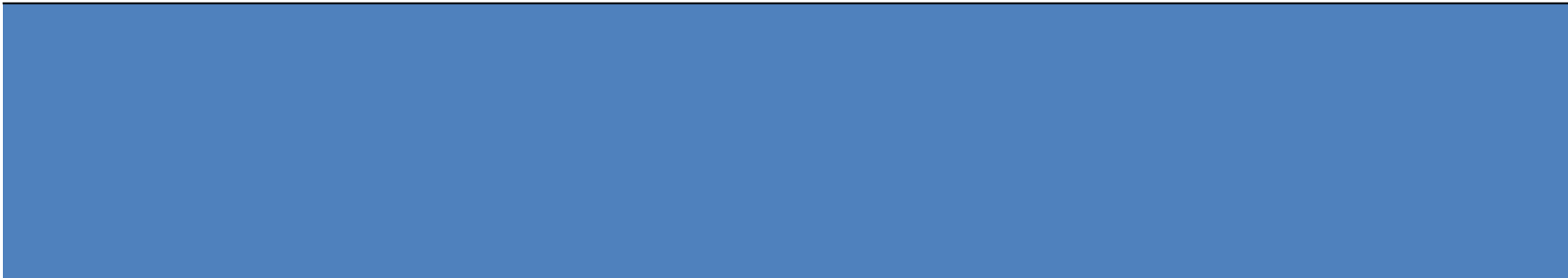
- Active Transportation
 - Trunk 10 Upgrade estimated at \$2,000,000
 - Budget \$565,000 towards the cost this year and \$150,000 next two years (\$865,000 total investment)

Projected Gas Tax Investment

	2020-21	2021-22	2022-23	2023-24	2024-25
Beginning Balance	3,192,071	0	0	0	0
Add: Revenue	1,214,000	1,214,000	1,214,000	1,214,000	1,214,000
Total available	4,406,071	1,214,000	1,214,000	1,214,000	1,214,000
Municipal Building	890,000				
Road Paving	1,975,071	250,000	250,000	250,000	250,000
Sewer Systems	15,000	45,000	0	259,000	610,000
Internet & Wayfinding	500,000	516,500	539,000	500,000	100,000
Sustainable Planning	141,000	92,500			
Municipal Parks	250,000	75,000	220,000		
AT Plan	565,000	150,000	150,000	150,000	150,000
Trails	70,000	85,000	55,000	55,000	55,000
Total Investment	4,406,071	1,214,000	1,214,000	1,214,000	1,165,000



Future Capital Budget Plans



Capital Budget Years 2 to 5

Infrastructure Investment	2021-22	2022-23	2023-24	2024-25	Proposed Funding
Buildings					
Accessibility Projects	250,000	250,000			Operating Surplus reserves & Potential Grants
CEF Building Improvements	50,000	-	50,000		CEF Reserve
Financial Reporting Accounting Software	42,000				SNSMR Grant
Vehicles					
Bldg. Insp Vehicle replacement (2016 Ford Escape)			35,000	-	Dep'n reserve
Engineer Truck Replacement (2016 Nissan)			40,000		Dep'n reserve
Sewer Operator Truck Replacement (2014 F150)			35,000		Dep'n reserve
Sewer Van Replacement (2014 Chev)		45,000			Dep'n reserve
Paving & Sidewalks					
Municipal Road Infrastructure Improvements	1,050,000		50,000		Gas Tax
Environmental Protection					
Centre School Demolition	1,500,000				Potential Grant & Dep'n Reserve
Garden Lots Sewer & Water Upgrades	1,000,000				Grants & Operating Reserves
Lahave River Straight Pipe Replacement Program	2,193,000	2,214,000	-		BCF/Dep'n Reserve
Conquerall Bank WWTP Upgrades	45,000				Gas Tax
Cookville Collection System Refurbishment		10,000		30,000	Swr Reserve

Capital Budget Years 2 to 5

Environmental Protection (con't)	2021-22	2022-23	2023-24	2024-25	Proposed Funding
Hebbsville Pump Station Renewals			50,000	460,000	Gas Tax/Sewer Reserve
New Germany Collection System Refurbishment	20,000	30,000	550,000	150,000	Gas Tax/Sewer Reserve
New Germany WWTP Chlorine Contact Building Demolition			10,000		Swr Reserve
Local Economic Development					
Osprey Village Reservoir Design				50,000	Gas Tax/TOB
Wayfinding Strategy & Implementation	50,000	50,000	50,000	50,000	Grants, Gas Tax, Operating Reserves
Sustainable Planning & Climate Change Mitigation					
Corporate and Community Energy Action Plan	35,000				Gas Tax/Grants
Solar Energy Project	150,000				Gas Tax/Grants

Capital Budget Years 2 to 5

Recreation Infrastructure	2021-22	2022-23	2023-24	2024-25	Proposed Funding
Recreation Facilities					
Parks & Playgrounds					
Rose Bay Wharf Upgrades			25,000	150,000	Operating Surplus
Saw Pit Wharf Upgrades			25,000	150,000	Operating Surplus
River Ridge Common		20,000			Gas Tax/ \$50K grant
Sherbrooke Lake - Park Design & implementation	75,000	200,000	150,000		Gas Tax/Operating Reserves
Sherbrooke Lake - Road Upgrades	135,000				Sherbrooke Lake Capital Reserves
Wile's Lake	20,000				Dep'n Reserve
Future Land Purchases	50,000	50,000	50,000	50,000	Open Space
Trails & Active Transportation					
Sawpit Switchback Trail	30,000				Gas Tax/Grants
Total Capital Projects	6,695,000	2,869,000	1,120,000	1,090,000	
Additional Projects Funded With Gas Tax (Operating Fund)					
Paved Shoulders - Active Transportation	150,000	150,000	150,000	150,000	
Trails	55,000	55,000	55,000	55,000	
ISP - Rural Internet	500,000	500,000	500,000	-	
Paving Non-owned Roads (cost shared with NSTIR)	250,000	250,000	250,000	250,000	
Gas Tax Operating Fund	955,000	955,000	955,000	455,000	



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: FINANCE COMMITTEE
SUBMITTED BY: ELANA WENTZELL
DATE: MARCH 3, 2020
RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$1,731.31 as per the submitted application for the property located at 5752 Hwy 331, Petite Riviere, AA# 03182436, and as per the Municipality's Damaged Property Relief Policy.

BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential and commercial property:

<u>NAME</u>	<u>PROPERTY TAX BILLING</u>	<u>Pro-rated Taxes on Remaining</u>
3281049 NS Ltd	2019/2020 \$ 4,532.47	\$1,731.31

DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of the Damaged Property Relief Policy.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Tissy Bolivar
Acting Director of Recreation Services

DATE: February 13, 2020

RE: River Ridge Common Budget - Carry Over

RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approve \$130,000 to be carried forward from the 2019/2020 River Ridge Common capital budget to complete phase 3 of the park development, as budgeted.

EXECUTIVE SUMMARY

The River Ridge Common is a multi-year, phased development of various park components on a 115-acre property owned by MODL. It is divided by the South Shore Annapolis Valley Trail into 2 distinct parcels. The 15-acre Lower Park is a former gravel pit, situated between Highway 10 and the rail trail. The 100-acre Upper Park area is a former woodlot, to the north of the rail trail.

The work completed to date includes accessible trails in the upper park area, securing of the overall site with access gates and significant stockpiling of materials to be used for additional trails and features throughout the site, an overall single track plan for mountain bikes, a much-enjoyed series of natural play structures, picnic areas, signage, 3.5 km of single-track trail, 4 kms of trail that is designed and constructed to current best practices for sustainable trails as well as a porta-potty enclosure for accessible washrooms. Phase 4, budgeted for 2020/2021, would include additional single-track trails, accessible play features and trail building partnerships with local youth.

BACKGROUND

In the 2019/2020 capital budget, the Municipality allocated \$320,000 to complete phase 3 of the proposed park system. Projects included a new 450 metre trail from the parking area along Highway 10, designed and constructed to current best practices for

sustainable trails; a master plan that outlines the overall single-track trail development for the park and the first 3.5 kms of mountain bike trail; accessible swing sets; shade awnings; upgrades to the rail trail through the park; an OHV pull off area; and additional lower park play/skills features. Due to time and weather constraints, a portion of this work was not completed. We are looking for remaining funds be carried over into the 2020/2021 construction season to be completed by May 30, 2020. The requested carryover amount of \$130,000 represents funds which were budgeted for this project in 2019/2020, through gas tax funds.

The proposed 2020/2021 projects planned for this year include: 5-6 km of single-track mountain bike trail connecting the upper and lower park; a pump track and bike skills area; additional wayfinding signage; and a number of other small improvements such as benches and tables that make the park welcoming for our visitors.

BUDGET IMPLICATIONS

If approved, we would have a carry-over of \$130,000 of the \$320,000 budgeted in 2019/2020. In 2020/2021, we are budgeting \$170,000 for Phase 4 of the project which would take us to park completion. The 2020/2021 capital budget for River Ridge Common would reflect \$300,000 with the carry-over and Phase 4 budget.

CONCLUSION

This project has proven to be a success within our Municipality and staff continue to oversee this project and ensure the completion of all components as planned. With the approval of the carry-over funds, we would be able to complete phase 3 of the park development, as originally budgeted.

Department: Recreation	
Report Prepared By: Tissy Bolivar, Acting Director of Recreation Services	Date Feb 13, 2020
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____