

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Minutes of a Meeting of
FINANCE COMMITTEE
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS
Tuesday, September 4, 2018 – 10:00 a.m.

ATTENDANCE

Councillor Claudette Garland, District 6, Chair (arrived at 10:40 a.m.)
Councillor Eric Hustvedt, District 1, Vice Chair
Mayor Carolyn Bolivar-Getson
Deputy Mayor Martin Bell, District 2
Councillor Lee Nauss, District 3
Councillor John Veinot, District 4
Councillor Cathy Moore, District 5
Councillor Wade Carver, District 7
Councillor Michael Ernst, District 8
Councillor Reid Whynot, District 9
Councillor Errol Knickle, District 10

Staff: Kevin Malloy, Chief Administrative Officer
Trudy Payne, Acting Deputy Chief Administrative Officer
Sherry Conrad, Municipal Clerk
Elana Wentzell, Director of Financial Services
Sarah Kucharski, Communications Officer
Dave Waters, Director of Business Development
Rachel Eisenhauer, Recording Secretary

1. CALL TO ORDER

Councillor Hustvedt called the meeting to order at 10:00 a.m.

2. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS: (Nil)

3. PUBLIC INPUT:

4. APPROVAL OF AGENDA:

Moved by Councillor Moore, seconded by Councillor Nauss that the Agenda be approved as circulated. Carried.

5. APPROVAL OF MINUTES – July 3, 2018:

Moved by Councillor Carver, seconded by Deputy Mayor Bell that the Minutes of the July 3, 2018 Finance Committee Meeting be approved as circulated. Carried.

6. BUSINESS ARISING FROM MINUTES (Nil):

7. PRESENTATIONS/SCHEDULED TIMES:

7.1 Josh Goode re HB Studios Sports Centre

Ken Smith, Treasurer; Josh Goode, Manager; and, Doug Quinn, Board Chair; HB Studios Sports Centre were in attendance at this time. Mr. Smith reviewed the presentation (circulated with Agenda) which outlined their business description, Operations & Management Plan,

Products and Services, Market Strategies, Competitive Analysis, Cash Flow for 2018-19 and 2018-19 Projected Revenues.

A discussion was held and the following points were noted:

- To offset costs, there have been some incremental fee increases for the use of the field. The Centre receives yearly donations. Fees for the use of the track will remain unchanged.
- The core business is field usage, and revenues come from community sport organizations. At peak times, track usage per month is over 100. It is difficult to track number usage for the field as the sport groups book the fields. If the Centre offered its own recreation programs, they could track the numbers.
- It is felt that user pay is at its limit. The Centre is trying to keep staff costs at a minimum and focus on some marketing initiatives. There are many athletes in the area that can make great, year-round use of the facility.
- A question arose if there were any concerns from the users regarding the lack of shower/washroom (amended Nov. 6/18) facilities. There have been no complaints.
- In the past there have been no home games, but there will be some this year so usage is expected to increase for practices.
- The Centre is trying to get new sports, such as rugby, and new activities, including senior activities at the facility to increase usage.
- The Centre is requesting funding from various municipal units to help pay down their debt. They are currently requesting \$31,000 from MODL. Overall, the request to each unit is \$660,000 over 10 years. \$300,000 of this will be set aside for capital improvements. Maintenance costs have also gone down.

Councillor Garland arrived at 10:40 a.m.

Ms. Smith, Mr. Goode and Mr. Quinn left the meeting at this time.

8. CONSIDERATION OF CORRESPONDENCE: (Nil)

9. RECOMMENDATIONS FROM COMMITTEES & BOARDS

9.1 Council

9.1.1 Lumberjacks Funding Request

Ms. Payne reviewed the report titled "Lumberjacks Corporate Sponsorship Request" (circulated with Agenda). A discussion was held and the following points were noted:

- The funding would allow the Municipality to advertise on the signage around the rink for things such as ProKids, Lyme Disease/Tick Checks, Internet, etc. These signs would be in place year round throughout various functions.
- The team provides economic benefits to the entire area and between 800-1000 people attend the games on Friday nights.
- Some Councillors found it difficult to fund a private business when there are other issues within the Municipality that could use that money. Also, this would set a precedent for other private corporations. There is concern regarding providing funding to a private corporation, as the *Municipal Government Act* (MGA) does not allow this, however, the Municipality would be purchasing advertising, which is allowed under the MGA.
- The majority of residents that Councillors have heard from do not support providing this funding.

Moved by Deputy Mayor Bell, seconded by Councillor Garland that the Finance Committee recommends to Council that Municipal Council denies the funding request to purchase advertising from the South Shore Lumberjacks (3260405 Nova Scotia Limited) in the amount of \$15,000.

Moved by Councillor Nauss, seconded by Councillor Garland that the motion be amended to add “and further, that Municipal Council not consider any further requests from the South Shore Lumberjacks for the remainder of the current hockey season.”. Carried. Those opposed: Mayor Bolivar-Getson and Councillor Hustvedt.

MOTION ON THE FLOOR AS AMENDED: that the Finance Committee recommends to Council that Municipal Council denies the funding request to purchase advertising from the South Shore Lumberjacks (3260405 Nova Scotia Limited) in the amount of \$15,000; and further, that Municipal Council not consider any further financial requests from the South Shore Lumberjacks for the remainder of the current hockey season. Carried. Those opposed: Councillor Hustvedt.

12. IN CAMERA:

12.1 Personnel Matter under Section 22(2)(c) of the *Municipal Government Act*

At 11:30 a.m., it was moved by Councillor Moore, seconded by Councillor Carver that Municipal Council go In Camera to discuss item 12.1 Personnel Matter under Section 22(2)(c) of the *Municipal Government Act*. Carried.

Municipal Council In Camera in session. Mayor Bolivar-Getson declared a Conflict of Interest and left the meeting.

At 12:45 p.m., it was moved by Councillor Moore, seconded by Councillor Nauss that Municipal Council rise and report. Carried.

Municipal Council in session.

12.1 Personnel Matter

Moved by Councillor Garland, seconded by Councillor Nauss that the Finance Committee recommends to Council that Municipal Council agrees to financially support the cost of options 1 and 2 pertaining to the Personnel Matter as discussed In Camera.

10. STAFF REPORTS

10.1 Staff Resource Committee

10.1.1 Personnel Policy Review

Mayor Bolivar-Getson was not present at this time.

Mr. Malloy and Sherry Darling, Payroll & Benefits Administrator, were present and reviewed the “Proposed Amendments to Personnel Policy MDL-51” (circulated with Agenda).

Angela Veinot, Accounting Manager, was also present.

Mayor Bolivar-Getson arrived at 1:50 p.m.

A discussion was held regarding the Christmas Gift Certificates. The value is currently \$50.00, however, this is a taxable benefit, so the net value is \$35.00. Staff were directed to increase the value of the gift certificates to \$75.00 before tax.

Mayor Bolivar-Getson declared a Conflict of Interest and left the table.

Moved by Councillor Garland, seconded by Councillor Moore that the Finance Committee recommends to Council that Municipal Council approve the proposed amendments to Personnel Policy MDL-51, as presented and amended, and hereby, gives 7 days' notice of its intention to approve the amendments to Policy MDL-51 at the September 11, 2018 Council Meeting. Carried unanimously.

Mayor Bolivar-Getson returned to the table. Ms. Darling left the meeting at this time.

10.2 Finance Department

10.2.1 Procurement Policy re Group Rate for Sewer Installation

Ms. Wentzell reviewed the report titled "Procurement Policy re: Group Rate for Sewer Installations" (circulated with Agenda) that she prepared as a result of Council direction at the September 24, 2018 meeting. She noted that in order for MODL to create the LaHave River program, a Wastewater Management District (WWMD) had to be created, in which MODL was able to help those residents. There are no staff resources available to create this type of project throughout the District.

A group of residents requested assistance, similar to that of the LaHave River Program. The Department of Environment has also been requiring people to replace straight pipes that are outside of the WWMD, so there is pressure among some of the residents. Residents could try pricing septic systems at this time, as the project has created competition within the market. The other option is to look into the *Municipal Government Act* as they recently allowed municipalities to dig wells and lend the homeowners money. A request could be made for a program similar to this, but for septic systems. Staff will research this option and bring it forward to a future Committee meeting.

10.2.2 Tax Relief – Damaged Property, Northfield Road

Moved by Councillor Garland, seconded by Councillor Whynot that the Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$318.97 as per the submitted application for the property located at 2027 Northfield Road, AA #02278898, and as per the Municipality's Damaged Property Relief Policy. Carried unanimously.

10.2.3 Group Accident Insurance

Ms. Wentzell reviewed the memo titled "Group Accident Insurance – While Engaged in On-Duty Activities of MODL" (circulated with Agenda) the memo included a copy of the current Policy. She noted Councillors and staff will get a copy of the insurance policy annually, as required per the policy.

10.2.4 Update on Property Tax Exemption Applications

Ms. Wentzell reviewed the memo titled "Update on Property Tax Exemption Applications" (circulated with Agenda).

10.3 Recreation Department

Tissy Bolivar, Acting Director of Recreation Services, and Sandy Mair-Dodman, Acting Program Coordinator were in attendance at this time.

10.3.1 Designated Community Project Fund – Petite Riviere Park

Moved by Councillor Nauss, seconded by Councillor Carver that the Finance Committee recommends to Council that Municipal Council grant \$285 to the Petite Riviere Community Park as per the criteria outlined in the Designated Community Project Fund Policy MDL-48. Carried unanimously.

10.3.2 Designated Community Project Fund – Lunenburg Yacht Club

Moved by Councillor Ernst, seconded by Deputy Mayor Bell that the Finance Committee recommends to Council that Municipal Council grant \$4,580 to the Lunenburg Yacht Club as per the criteria outlined in the Designated Community Project Fund Policy MDL-48. Carried unanimously.

10.3.3 National/Provincial Event Grant - Afterglow Art Festival

Ms. Mair-Dodman reviewed the grant request from Art Happening Bridgewater and advised that it met the requirements of the Policy.

Moved by Councillor Whynot, seconded by Councillor Ernst that the Finance Committee recommends to Council that Municipal Council approve \$1,000 from the National/Provincial Event Grant account for Art Happening Bridgewater for the 2018 Afterglow Art Festival scheduled to take place September 28 and 29, 2018. Carried. Those opposed: Deputy Mayor Bell, Councillors Nauss and Garland.

10.3.4 Remembrance Day Grant – RCL, New Germany

Moved by Councillor Moore, seconded by Mayor Bolivar-Getson that the Finance Committee recommends to Council that Municipal Council approve \$250 from the Remembrance Day Grant fund for the Royal Canadian Legion Branch 102, New Germany for a November 11, 2018 event. Carried unanimously.

10.3.5 Remembrance Day Grant – RCL, Bridgewater

Moved by Councillor Whynot, seconded by Councillor Nauss that the Finance Committee recommends to Council that Municipal Council approve \$250 from the Remembrance Day Grant fund for the Royal Canadian Legion Branch 24, Bridgewater for a November 11, 2018 event. Carried unanimously.

10.3.6 Remembrance Day Grant – RCL, Mahone Bay

Moved by Councillor Ernst, seconded by Councillor Whynot that the Finance Committee recommends to Council that Municipal Council approve \$250 from the Remembrance Day Grant fund for the Royal Canadian Legion Branch 49, Mahone Bay for a November 11, 2018 event. Carried unanimously.

10.3.7 Remembrance Day Grant – Emmanuel Baptist Church

Moved by Councillor Carver, seconded by Councillor Moore that the Finance Committee recommends to Council that Municipal Council approve \$250 from the Remembrance Day Grant fund for the Emmanuel Baptist Church Parkdale/Maplewood Remembrance Day Committee for a November 11, 2018 Remembrance Day Service. Carried unanimously.

10.3.8 Sponsorship Ad Grant – Bridgewater Curling Club

Moved by Councillor Nauss, seconded by Councillor Carver that the Finance Committee recommends to Council that Municipal Council approve a Lead Level Sponsorship from the Bridgewater Curling Club in the amount of \$143.75 for their annual promotional campaign. Carried unanimously.

Ms. Bolivar and Ms. Mair-Dodman left the meeting at this time.

10.4 Engineering Department

10.4.1 Proposed Removal of Section 3.5 from Policy MDL-72: LaHave River WWMD Cost Recovery

Maria Butts, LaHave River Project Manager, was in attendance at this time and reviewed the report titled "Proposed Removal of Section 3.5 from Policy MDL-72: LaHave River WWMD Cost Recovery" (circulated with Agenda). She noted that staff are recommending that the cap of \$19,667 for provincial and federal funding should be removed. Staff feel that the tenders have been coming in well below initially expected costs, and many of the homes do not need the more expensive systems. Therefore, there should be no need to cap properties to ensure there is enough money for all the properties in the Waste Water Management District. A clause will remain in the Policy that will allow the Project Manager to apply the cap on commercial properties.

Concern was raised that the project is still in its first year, and more properties may come up that need the expensive systems or competitive pricing may change. If it is found that the funds are running low at a later time, Council could not decide to reinstate the cap. However, if the cap remains, it would be unfair to the initial homeowners to remove the cap later.

Moved by Councillor Knickle that the Finance Committee recommends to Council that Municipal Council approve proposed amendments to Policy MDL-72 LaHave River Wastewater Management District Cost Recovery by deleting Subsection 3.5 in its entirety; and, hereby, gives seven (7) days' notice of its intention to approve the amendments to Policy MDL-72 at the September 11, 2018 Council Meeting. There was no seconder for the motion.

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

12. ADJOURNMENT

There being no further business at 3:10 p.m., it was moved by Councillor Garland, seconded by Deputy Mayor Bell that the meeting adjourn. Carried.