

**AGENDA**  
**POLICY & STRATEGY COMMITTEE MEETING**

Bridgewater, NS  
Tuesday, January 15, 2019 - 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA – Added Items
5. APPROVAL OF MINUTES – November 20, 2018 (as circulated)
6. BUSINESS ARISING FROM MINUTES – NIL
7. PRESENTATIONS
  - 7.1 Coastal Protection Legislation – John Somers, NS Environment ..... 1-10
8. STAFF REPORTS
  - 8.1 Finance Department
    - 8.1.1 MDL-49 Property Tax Rebate Policy – Proposed Amendments ..... 11-20
  - 8.2 Administration Department
    - 8.2.1 GoRural Transportation Network .....21
    - 8.2.2 Draft In Camera Meetings Policy ..... 22-25
    - 8.2.3 Request for Street Lights – Exit 12 ..... 26-37
    - 8.2.4 2019/20 Strategic Priorities..... 38-47
9. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
  - 9.1 Update on Waste Issues (Councillor M. Ernst) ..... 48-52
  - 9.2 Notification to Local Residents & Landowners When MODL is .....53  
Developing a Park or Other Project (Councillor M. Ernst)
10. ADDED ITEMS - NIL
11. IN CAMERA - NIL
12. NEXT MEETING – February 19, 2019 – 9:00 A.M.
13. ADJOURNMENT

Nova Scotia Environment

# Developing Coastal Protection Legislation



December 2018

# Purpose of coastal protection legislation

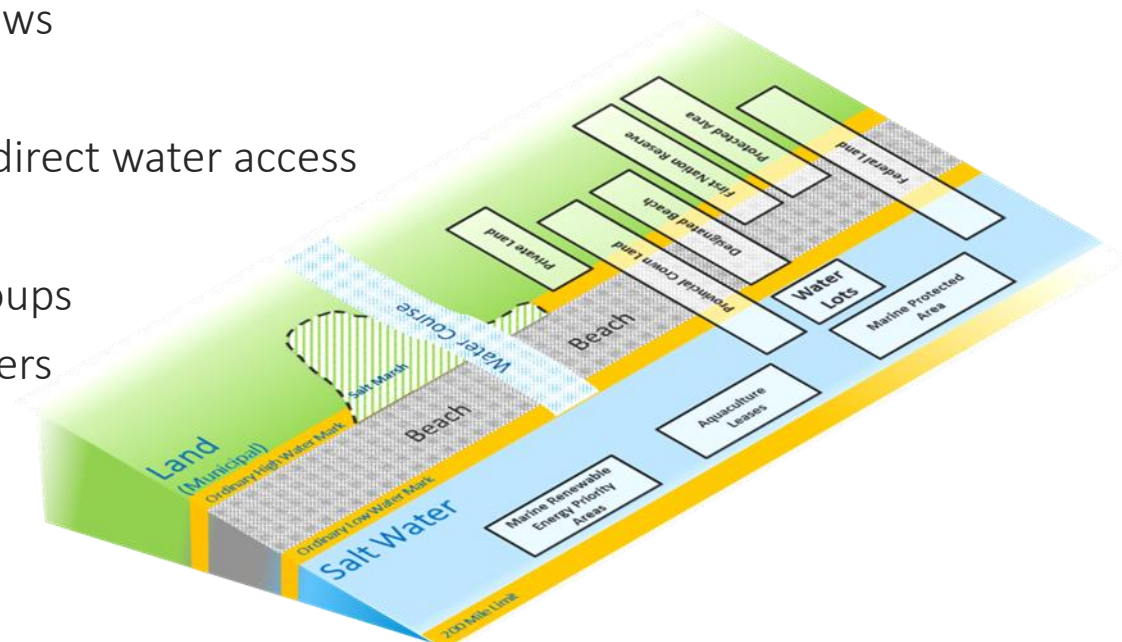
Prevent or restrict development and related activity in places where it will:

- ▶ Damage sensitive coastal ecosystems
- ▶ Put property at risk from:
  - ▶ Inundation (sea level rise, coastal flooding, storm surge)
  - ▶ Coastal erosion



# Many Interests Intersect in Coastal Areas

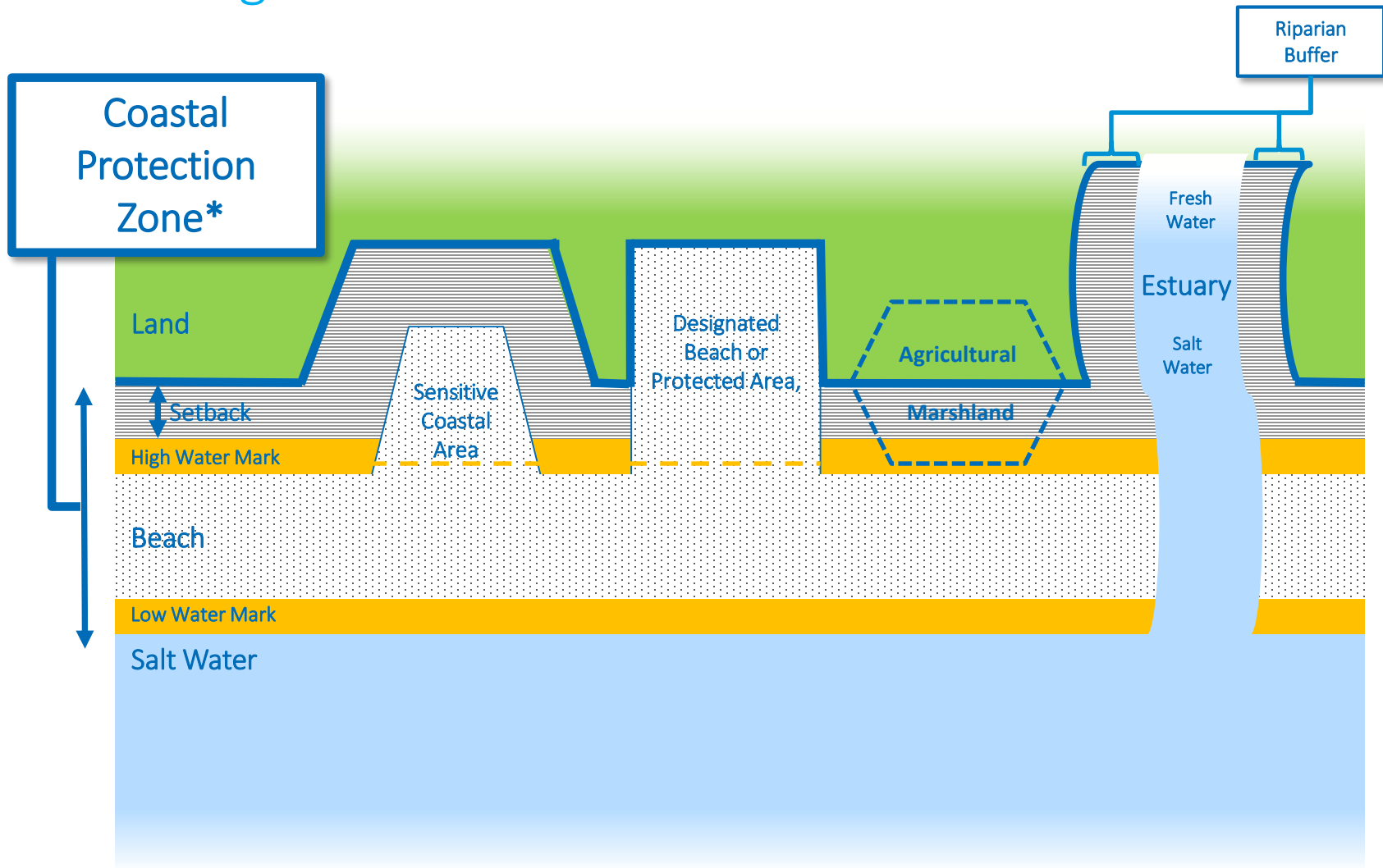
- Three levels of government all own, administer and regulate activity in coastal areas. A few examples:
  - Federal: Oceans Act; Fisheries Act; Canadian Environmental Protection Act
  - Provincial: Environment Act; Crown Lands Act; Beaches Act, Fisheries and Coastal Resources Act; Marine Renewable Energy Act; and others
  - Municipal: Land Use Bylaws
- First Nations interests
- Businesses dependent upon direct water access
- Professional groups
- Advocacy and community groups
- Private citizens and land owners



# Three key components of Coastal Protection Legislation

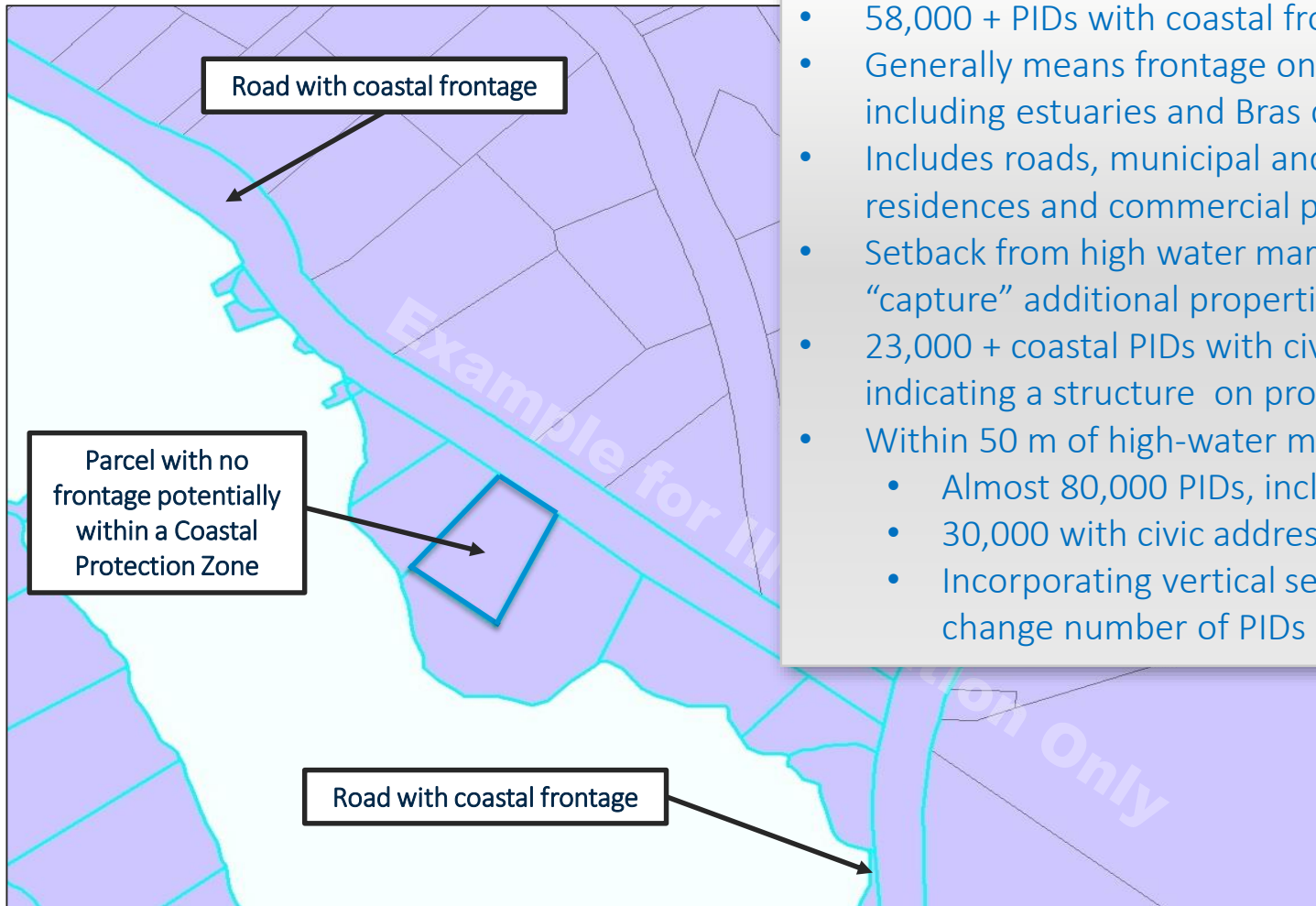
1. Provide authority to delineate a “coastal protection zone”
2. Provide authority to regulate specific activities and practices within the coastal protection zone
  - Prohibitions and restrictions
  - Exceptions
  - Standards for construction and siting of shoreline structures
3. Create provisions for administration, monitoring and compliance

# Defining a Coastal Zone



\* For illustration only. Approximate horizontal dimension only; does not include any vertical component that may apply

# How many coastal properties?



## For a horizontal setback:

- 58,000 + PIDs with coastal frontage.
- Generally means frontage on salt water, including estuaries and Bras d'Or Lakes.
- Includes roads, municipal and crown land, residences and commercial property.
- Setback from high water mark will "capture" additional properties.
- 23,000 + coastal PIDs with civic address indicating a structure on property.
- Within 50 m of high-water mark:
  - Almost 80,000 PIDs, including
  - 30,000 with civic addresses
  - Incorporating vertical setback will change number of PIDs in a CP zone

## 2. Regulate Activity within the Coastal Protection Zone

Examples of activity that could be restricted or prohibited within the coastal protection zone include but are not limited to:

- Constructing a new residence or installation (e.g., shoreline hardening)
- Additions to existing structures above a specified threshold
- Destruction of or damage to sensitive coastal ecosystems



## 2. Regulate Activity within the Coastal Protection Zone (continued)

- Act will avoid conflict /contradiction with approvals and permits issued under other legislation, including but not limited to:
  - Aquaculture and rockweed harvesting licensed under the Fisheries and Coastal Resources Act;
  - Approvals and permits issued under Crown Lands Act and Beaches Act;
  - Projects approved under the Marine Renewable Energy Act.
- Act will not impact provisions under other acts that govern activities within the coastal zone - proponents will still need to comply with legislation that governs these activities.
- Act will include provisions for existing legally permitted structures, commercial / industrial activity dependent on direct waterfront access (e.g., fish processing plants and ship yards), essential public infrastructure and existing developed waterfront areas.
- Act will provide for flexibility where local conditions warrant.

# Designing Coastal Protection Legislation with Implementation in Mind

- Three possible broad approaches, with many variations:
  1. Directly regulating land owners / users
  2. Regulating through municipalities
  3. Province and municipalities regulate land owners / users
- All options will require some level of program support and enforcement effort.



# Discussion



# Municipality of the District of Lunenburg

---

## REQUEST FOR A DECISION

**REPORT TO:** Policy & Strategy Committee

**SUBMITTED BY:** Elana Wentzell

**DATE:** December 18, 2018

**RE:** MDL-49 Property Tax Rebate Policy Proposed Amendments

---

### RECOMMENDATION

**“that the Policy and Strategy 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 1 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 January 8, 2019 Council meeting.”**

### BACKGROUND

On December 4, 2018, the Finance Committee discussed some options for updating this policy. Specifically, staff were asked to add an additional income threshold (\$25,000 to \$29,999) and to provide information on what income levels are used by the Federal Government.

The attached Schedule A gives statistical information on the number of households in low income thresholds in Lunenburg County and thresholds used to calculate the Guaranteed Income Supplement (GIS). According to the 2016 Census, twenty percent of households have an income level of less than \$30,000. The GIS is available to individuals with incomes between \$18,216 and \$43,680 depending on marital status and age.

The Municipality’s Property Tax Rebate is available to any property owner who meets the household income requirements, regardless of age.

**OPTIONS**

Schedule B includes two property rebate options and includes the new income threshold:

Income Level	Current	Option 1	Option 2
\$0 - \$9,999	up to \$400	up to \$500	up to \$500
\$10,000 - \$14,999	up to \$300	up to \$375	up to \$400
\$15,000 - \$19,999	up to \$200	up to \$250	up to \$250
\$20,000 - \$24,999	up to \$100	up to \$125	up to \$150
\$25,000 - \$29,999	n/a	up to \$100	up to \$100

Options 1 is a straight 25% increase for all rebates. Option 2 gives a higher increase to those who need it the most, households with incomes under \$15,000.

**BUDGET IMPLICATIONS**

Option 1 would require an estimated budget increase of \$10,600 from \$74,800 to \$85,400. It is the recommended option as it a consistent 25% increase to all categories.

Option 2 would require a budget increase of \$13,600 from \$74,800 to \$88,400.

The Committee always has the option to make no changes to the existing policy.

**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: Dec. 7, 2018
Report Approved By:  _____	Date _____
Reviewed By CAO: _____	Date _____

**2016 Census Information - District of Lunenburg**

**SCHEDULE A**

Total # Households		11,010
Average total Income	\$	37,742

	# of Households	% of Households
Under \$5,000	135	1%
\$5,000 - \$9,999	170	2%
\$10,000 - \$14,999	220	2%
\$15,000 - \$19,999	520	5%
\$20,000 - \$24,999	565	5%
\$25,000 - \$29,999	595	5%
<b>Total</b>	<b>2,205</b>	<b>20%</b>

**CRA Information**

	Max Annual Income	
Old Age Security	\$	123,386 individual
Guaranteed Income Supplement		
Single, widowed, or divorced	\$	18,216 individual
If spouse/partner receives full OAS	\$	24,048 combined
If spouse/partner does not receive OAS	\$	43,680 combined
If spouse/partner receives the Allowance	\$	43,680 combined
Allowance and Allowance for the Survivor Amounts		
If spouse/partner receives full OAS & GIS	\$	33,696 combined
If you are the surviving spouse/partner	\$	24,552 individual

**Policy Costing**

Income Level	Current Policy No Area Rates Tax Exemption	Current Policy Incl. Area Rates Tax Exemption	Actual # of Pptys	Census # of Pptys	% Used Policy	Budget # of Pptys
\$0 - \$9,999	16,347	16,728	44	305	14%	44
\$10,000 - \$14,999	11,619	11,700	39	220	18%	39
\$15,000 - \$19,999	23,982	24,048	121	520	23%	121
\$20,000 - \$24,999	8,600	8,600	86	565	15%	86
\$25,000 - \$29,999	-	-		595		100
<b>TOTAL</b>	<b>60,547</b>	<b>61,075</b>	<b>290</b>	<b>2,205</b>	<b>18%</b>	<b>390</b>

Average Utilization

**Policy Rebate Options**

Income Level	Current Policy	25% increase Option 1	Option 2	Budget Option 1	Budget Option 2
\$0 - \$9,999	up to \$400	up to \$500	up to \$500	\$20,257	\$20,257
\$10,000 - \$14,999	up to \$300	up to \$375	up to \$400	\$14,431	\$15,299
\$15,000 - \$19,999	up to \$200	up to \$250	up to \$250	\$29,967	\$29,967
\$20,000 - \$24,999	up to \$100	up to \$125	up to \$150	\$10,750	\$12,900
\$25,000 - \$29,999	n/a	up to \$100	up to \$100	\$10,000	\$10,000
				<b>\$85,405</b>	<b>\$88,423</b>

**Budget vs Actual History**

Fiscal Year	Budget	Actual	Difference
2018-19	74,800	60,547	14,253
2017-18	74,800	57,531	17,269
2016-17	74,800	63,666	11,134
2015-16	57,500	57,218	

## Municipality of the District of Lunenburg PROPOSED POLICY

Title: <b>Property Tax Rebate Policy</b>	
Policy No. <b>MDL-49</b>	
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	Maximum percentage of bill
under \$9,999	up to 400	up to \$500	up to \$500	100%
\$10,000 - \$14,999	up to 300	up to \$375	up to \$400	100%
\$15,000 - \$19,999	up to 200	up to \$250	up to \$250	100%
\$20,000 - \$24,999	up to 100	up to \$125	up to \$150	100%
\$25,000 - \$29,999	n/a	up to \$100	up to \$100	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]**

<b>Clerk's Annotation for Official Policy Book</b>	
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. <b>[amended Nov. 10, 2015]</b>	
_____	_____
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			
<b>Total Yearly Income</b>			

\* 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.

## MEMORANDUM

**TO:** Policy & Strategy Committee  
**FROM:** Amy Wamboldt, Grant Coordinator  
**DATE:** December 6, 2018  
**RE:** GoRural Transportation Network

---

On October 23, 2018, following a presentation by GoRural Transportation Network on October 9 and discussion by Policy & Strategy Committee on October 16, Municipal Council passed this motion:

*That Municipal Council give consideration to taking part in the GoRural Transportation Network Pilot Project pending provincial funding being available for the Project; and, that Council provide assistance of our Grant Coordinator in exploring potential funding for this project.*

This memo serves as an update on the GoRural project and the status of MODL's involvement with the initiative.

Following their October 9 appearance before Council, the GoRural team met with provincial officials and learned of their ineligibility for provincial funding due to the for-profit structure of the business. For that reason, the GoRural project is not launching a pilot project at this time.

Municipal staff have conversed with the GoRural team to learn of what assistance and supports are required to advance their rural transportation concept. Accordingly, municipal staff have suggested that GoRural contact non-profit transportation organizations to seek a partnership (i.e. Citizens for Public Transit and Nova Scotia Community Transportation Network). Additionally, staff provided the contact information for South Shore Opportunities to assist with business planning and the Community Foundation of Nova Scotia (Impact Investment Fund) as a potential funding partner.

As a municipal government, MODL does qualify as a potential partner organization for the GoRural Transportation project. Staff advised the GoRural team that if this relationship is desired, that a request of Council would be required. To date, MODL staff have not received any additional correspondence from the GoRural team.



# Municipality of the District of Lunenburg

---

## REQUEST FOR DECISION

**REPORT TO:** Policy & Strategy Committee  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** December 18, 2018  
**RE:** DRAFT In Camera Meetings Policy

---

### RECOMMENDATION

**“that staff be directed to prepare a final draft of an In Camera Meetings Policy, based on the decisions made at the meeting, for the Committee’s consideration and recommendation to Council”.**

### EXECUTIVE SUMMARY

The Policy & Strategy Committee reviewed a draft In Camera Meetings Policy at the last meeting. An example of a set of In Camera minutes was requested, which is attached. As well, staff was asked to bring back a list of points requiring the Committee’s decision to prepare a final draft of the proposed policy.

### DISCUSSION

During the review of the draft policy, the following points were raised and a decision is required on same:

1. Do we take minutes or notes? Copy of a sample of In Camera Minutes is attached. Committee needs to provide direction on whether notes or minutes are taken. Notes are not required to be approved. Minutes need to be approved and they could be approved by Council, the committee or Clerk / CAO.
2. Circulation of In Camera agendas and minutes – confidentiality a concern. Option to circulate via computer or circulate paper copy at meeting. Circulating a paper copy at meeting would not allow councillors or committee members time to review agenda and minutes in advance. Office 365 now offers a function which would allow only authorized people to view the files, make the files read-only, disable the copying of text, and prevent the printing of the file. As this is now a standard function, there is no cost for the program, however, the function only works with

MODL e-mail accounts. Non-councillor committee members would need to be set up with a MODL email address. The cost to do this is \$6.10/month per member. We have approximately 15 members that would fall under this category, therefore, the cost to implement this function would be approximately \$1,100 per year. Committee needs to decide.

The Committee's decision with regard to how the agenda and minutes are circulated will dictate the way the copies are disposed.

3. Rise and Report at closure of meeting. It was questioned using rise and report as there was no report if a decision was not made. Staff is recommending that unless a decision is made, no report be made at the conclusion of the meeting as there is the chance that the information may be reported in a manner which reveals too much information on the matter (i.e. identifies details or parties involved) or confidential information. The MGA of Nova Scotia does not require a report at the end of the meeting unless a motion is required to take action or a decision is made. The MGA requires that "A record which is open to the public shall be made, noting the fact that council met in private, the type of matter that was discussed, as set out in subsection (2) and the date, but no other information". This is already done in the public minutes. The draft policy specifies the motion would be to "move out of the in camera session and return to open session".
4. Access to In Camera minutes – if minutes are taken, all councillors or committee members would receive a copy, except for those who declared a "Conflict of Interest". Councillors or committee members not in attendance would be provided with a copy of the minutes, however, details of the discussion would have to be provided by another council or committee member in a confidential setting.
5. Personal notes at meetings – to retain expectation of confidentiality, staff is recommending personal notes not permitted to be taken. Notes become a municipal record, must be readily accessible to the Clerk and are subject to FOIPOP legislation.
6. Attendance of a Councillor at Committee In Camera meetings – can a councillor who is not on a committee attend an in camera committee meeting if there is an item relating to their District being discussed? In most cases when a committee is formed, the Nominating Committee considers if it is necessary or appropriate to appoint the Councillor for that District to the committee. Staff is not recommending that this be permitted as committees are advisory and make recommendations to Council. The Councillor can get information relating to the matter when it comes forward to Council through the recommendation process. A Councillor can attend any public portion of a committee's meeting.
7. Should mobile phones be left on desks during In Camera meetings as there may be the potential to record a meeting.

## CONCLUSION

The Committee needs to make decisions regarding the above so that a final draft of an In Camera Meetings policy can be presented to the Committee for recommendation to Council.

Department: Administration

Report Prepared By: Sherry Conrad

Date: Dec. 18, 2019

Report Approved By: Alex Dumaresq, Deputy CAO

Date: Dec. 18, 2019

Reviewed By CAO: Kevin Malloy

Date: Dec.

**CONFIDENTIAL**

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
Minutes of an IN CAMERA Meeting of  
**MUNICIPAL COUNCIL**  
Held in Council Chamber, 210 Aberdeen Road, Bridgewater, NS  
**Tuesday, XXXXX at 2:00 p.m.**

**ATTENDANCE**

Mayor Carolyn Bolivar-Getson  
Councillor Eric Hustvedt, District 1  
Councillor Martin Bell, District 2  
Councillor Lee Nauss, District 3  
Councillor John Veinot, District 4  
Councillor Cathy Moore, District 5  
Deputy Mayor Claudette Garland, District 6  
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  
Alex Dumaresq, Deputy Chief Administrative Officer  
Sherry Conrad, Municipal Clerk  
Tina Robichaud-Bond, Administrative Assistant

**13. IN CAMERA**

**13.1 Land Negotiations re Osprey Village**

**At 2:00 p.m., it was moved by Councillor XXXXXX, seconded by Councillor XXXXXX that Council go In Camera to discuss item 13.1 "Land Negotiations re Osprey Village under Section 22(2)(a) of the *Municipal Government Act*. Carried.**

Council In Camera in session.

Mr. Malloy presented an offer that was received for the purchase of parcel 2 at Osprey Village for a purchase price of \$18,000 with municipal water and sewer .

Staff advised that the appraised value of the parcel was \$15,000 for an unserviced lot. Council directed staff to present a counteroffer of \$15,000 with the condition that the purchaser pays the costs to have the water and sewer lines extended to the parcel.

**At 2:29 p.m. it was moved by Councillor XXXXX, seconded by Councillor XXXXX that Council come out of In Camera and return to open session. Carried.**

Council in session.



# Municipality of the District of Lunenburg

---

## REQUEST FOR DECISION

**REPORT TO:** Policy & Strategy Committee  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** January 8, 2019  
**RE:** Request for Street Lights – Exit 12

---

### EXECUTIVE SUMMARY

A request was received from a business owner with regard to the Municipality installing street lights along the Municipality's sidewalk on Highway 10 at the Municipality's cost for installation, maintenance and use charges.

### DISCUSSION

The Municipality of the District of Lunenburg has three policies relating to street lights.

- MDL-35 Street Light Policy
- MDL-31 Intersection Street Light Policy
- MDL-45 Policy Addressing Payment from General revenues for Street Light intersections in Street Light Areas

Policy MDL 35 – is a policy providing the protocol for the installation of street lights on a street or highway owned and maintained by the Province or MODL, when requested by a community or specific area. The installation of street lights is done by a request in the form of a petition and an accompanying map indicating the area to be defined as the charge area. The petition must be signed by a minimum of 75% of the rate payers within the proposed charge area in favour of the request. The costs for the installation, removal, operation and maintenance of street lights shall be paid by the Municipality but recovered through a uniform amount per lot or area rate per \$100 of assessment for each property in the charge area.

Policy MDL 31 – is a policy to provide a protocol for the handling of public requests for the installation of street light illumination at road intersections within MODL. Only road intersections that include at least one cross road that is a publicly-owned and maintained road will be considered for illumination. The cost of the installation and the on-going cost of maintaining the installed works will be borne by the general tax rate of the Municipality.

Policy MDL-41 – is a policy to address the payment, from the general revenue of the Municipality, of costs related to the installation and maintenance of illuminated intersections in street light areas.

MODL does not currently have a policy to install street lighting on provincial or municipal roads whereby the cost is covered through the general tax rate. The area to be requested to be luminated is the length of the Municipality's sidewalk on Highway 10.

The attached map identifies the area that includes the length of the sidewalk along Highway 10, the walking lane along Champlain Drive and a sidewalk into the French School. The walking lane along Champlain Drive is an extension of the road with the walking lane marked off by a white line (similar to that of a bike lane).

### **BUDGET IMPLICATIONS**

There are presently six (6) utility poles along Highway 10 and six (6) utility poles into the French School. Staff has been advised that if there is a pole on the property, there would be a connection fee of \$28.00 plus a monthly fee of the light. In reviewing the fees for the current street lights, it is estimated that the monthly fee for the lights would be approximately \$10.00. If poles are required, Nova Scotia Power would need to do a scope to determine the placement and the cost.

### **STRATEGIC PLAN**

N/A

### **WORK PLAN**

Minimal effect on staff resources.

### **OPTIONS**

- 1) No direction from Council required. Staff will advise property owner of petition process.
- 2) Council direction to have Engineering staff to draft a policy for street lights paid for from the general tax rate in commercial districts.

### **CONCLUSION**

The request is being made for the Municipality to pay for the costs of street lights for this section of Highway 10. This section of highway is a commercial / retail district where the businesses operate in the evening as well as daytime. There are also times when events are being held at the school during the evening hours when it is dark. The Municipality has installed a sidewalk for pedestrian use in this area and the installation of street lights along the sidewalk area would be seen as a positive safety measure.

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

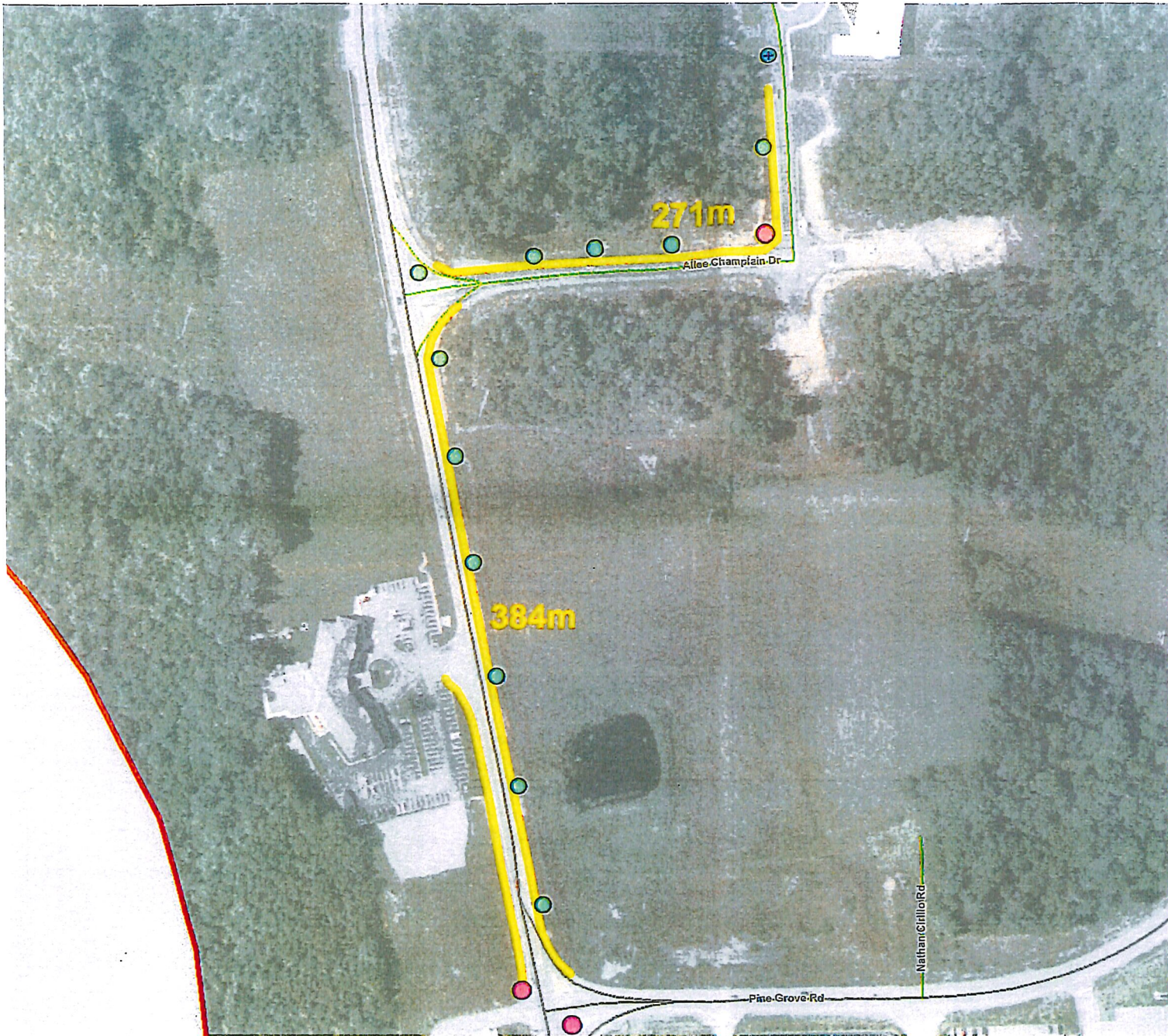
Date: Jan. 8, 2019

Report Approved By: Alex Dumaresq, Deputy CAO

Date: Jan. 9, 2019

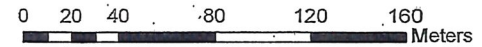
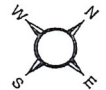
Reviewed By CAO: \_\_\_\_\_

Date:



# Cookville Infrastructure

- Utility Poles
- Streetlights
- Sidewalk
- Town Boundary
- Provincial Road
- Municipal Road
- Private Road



**Project Description:**

Existing streetlights collected Jan 2019

## MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate.

**Municipality of the District of Lunenburg  
POLICY**

Title: <b>Street Light Policy</b>	
Policy No. <b>MDL-35</b>	
Effective Date: March 13, 2007	Amended Date: Sept. 8/09, Jan. 11/11, Mar. 13/12, Jan. 13/15

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting street lights in the Municipality of the District of Lunenburg:

**1 IN THIS POLICY:**

**BUILDING** means a structure, whether permanent or temporary, which is used or intended for the supporting or sheltering of persons, animals, materials or equipment, except a structure where the use of which is accessory to the use of another building on the same lot. [amended Jan. 11, 2011]

**CHARGE AREA** means an area to which a charge is imposed and as more fully described in a petition for street light installation or removal submitted pursuant to this policy. Or has its boundaries identified on mapping as per Schedule "B". [amended Jan. 11, 2011]

**LOT LINE, FRONT** means the line dividing the lot from the street; and in the case of a corner lot, the shorter boundary line abutting the street shall be deemed to be the front lot line and the longer boundary line abutting the street shall be deemed to be the flankage lot line; and where such lot lines are of equal length, the lot line abutting the street providing the primary access shall be regarded as the front lot line. [amended Jan. 11, 2011]

**MUNICIPALITY** means the Municipality of the District of Lunenburg.

**OWNER** means the person controlling the property under consideration and; includes prima facie, the assessed owner of the property whose name appears on the assessment roll prepared in accordance with the Assessment Act. [amended Jan. 11, 2011]

**RATE PAYER** means the name(s) of the person assessed for the property.

**STREET** means the entire right-of-way of a street or highway owned and maintained by the Province of Nova Scotia or the Municipality of the District of Lunenburg. [amended Jan. 11, 2011]

STREET LIGHT means a light supplied and installed by Nova Scotia Power or Riverport Electric Light Commission on a pole on a street as described above. [amended Jan. 11, 2011]

## 2 FORM OF REQUEST

### 2.1 Installation of Street Lights

Where the request is for the installation of street lights, the request shall be in the form of a petition and as shown on Schedule A of this policy and be signed by a minimum of 75 percent of the rate payers within the charge area in favor of the request.

### 2.2 Removal of Street Lights

Where the request is for the removal of street lights, the request should be in the form of a petition and as shown on Schedule A of this policy and be signed by a minimum of 75 percent of the rate payers within the original charge area within which the street lights were installed.

### 2.3 The petition shall be accompanied by a map which:

- a) clearly outlines the charge area to which the request pertains outlined in red;
- b) indicates the properties that are located within the charge area; and,
- c) indicates the proposed location of the street lights to be installed or the street lights to be removed.

### 2.4 Upon receipt of a request that satisfies Section 2 of this Policy, the Municipality will request the appropriate authority to install, maintain or remove the street lights requested. [amended Jan. 11, 2011]

The Municipality will further pay the associated charge for the installation, removal, operation, and maintenance of the street light(s) and recover the same in accordance with Section 3. The rate will be approved by Council on a year to year basis as determined by Council. There shall not be an administrative fee charged for this service. [amended Jan. 11, 2011]

### **3 RECOVERING OF COST**

- 3.1 The Municipality shall recover the cost of installing, removing, operating and maintaining the street lights by one of the following methods, and as requested on the petition: [amended Jan. 11, 2011]
- a) uniform amount per lot
  - b) area rate per \$100.00 of assessment
- 3.2 This charge will be included on and become part of the total taxes due on the annual final tax billing.
- 3.3 Any costs associated with the removal of the street lights will be reflected on the next annual tax billing and become part of the total taxes due.
- 3.4 Street light rate payers within the Municipality, except within the Riverport charge area, shall be determined by the following:
- a) by successful petition as per Section 2; or
  - b) the owner of a property fronting a street with street lights; and
    - (i) the assessment code for the property is residential or commercial; or
    - (ii) a building is located on the property [amended Jan. 11, 2011]
- 3.5 Street light rate payers within the Riverport charge area shall be determined as all properties with an assessment code of residential or commercial that are within the charge area boundary [amended Jan. 11, 2011, Mar. 13, 2012]

### **4 NOTIFICATION**

The Municipality will be responsible to inform the appropriate authority of malfunctioning street lights when advised of the same. Any other matters will be provided to the Municipal Engineering Department by the Councillor representing the area. [amended Jan. 11, 2011]

### **5 PETITION DEADLINE**

Petitions referred to in Section 2 shall be in form as prescribed in Schedule A of this Policy. If the request is for the removal of street lights, the petition must be submitted no later than the 15<sup>th</sup> day of March in the fiscal year prior to the fiscal year in which the street lights are to be removed.

**6 PETITION EXEMPTION**

- 6.1 Notwithstanding Section 2 in this Policy, a petition will not be required for the addition or removal of street lights in an existing street light area where the number of street lights added or removed will not exceed 10% of the pre-existing number in any one fiscal year. [Amended Sept. 8/09, Jan. 13/15]
- 6.2 The request for the addition or removal of fewer than 10% of the street lights in a charge area will be made by the Councillor(s) for the District(s) in which the area exists. Requests shall be made to the Director of Engineering in writing, describing the location and identifying the lights to be added or removed. [Amended Jan. 13/15]
- 6.3 At least 7 days prior to approving the addition or removal of street lights, the Director of Engineering shall give notification of the pending change at a public meeting of Committee of the Whole or Council. [Amended Jan. 13/15]

**7 REQUESTS**

[Deleted Jan. 13/15]

<b>Clerks Annotation for Policy Book</b>	
Date of Adoption of Policy	<u>March 13, 2007</u>
<b>Date of Notice to Council Members of Intent To Consider Amendments:</b>	<u>January 6, 2015</u>
<b>Effective Date of Amendments:</b>	<u>January 13, 2015</u>
I certify that this <i>Street Light Policy (MDL-35)</i> was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

**SCHEDULE A**

**(A Policy Respecting Street Lights)**

**PETITION**

To the Council of the Municipality of the District of Lunenburg.

The Undersigned, being at least 75 percent of the rate payers in the charge area as shown on the attached map do hereby petition Municipal Council to accept this petition to (choose one by placing an 'X' beside the option chosen)

a) **Install Street Lights** \_\_\_\_\_

on the poles as specified on the attached map.

The cost (choose one by placing an 'X' beside the option chosen)

- i Uniform amount per lot \_\_\_\_\_
- ii Area rate per \$100.00 of assessment \_\_\_\_\_

b) **Remove Street Lights** \_\_\_\_\_

from the poles as specified on the attached map.

This rate if for new lights will be approved by Council on a year to year basis as determined by Council. If the petition is for the removal of the street lights the rate will be removed from the tax accounts currently being charged on the next annual tax bill.

Assessment Account #	Name	Signature	Civic Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Municipality of the District of Lunenburg POLICY

Title: <b>Intersection Street Light Policy</b>	
Policy No. <b>MDL-31</b>	
Effective Date: August 8, 2006	Amended Date:

This policy is to provide a protocol for the handling of public requests for the installation of street light illumination at road intersections within the Municipality of the District of Lunenburg (the Municipality). For the purpose of this policy, only road intersections that include at least one cross road that is a publicly-owned and maintained road will be considered for illumination. This policy will also be followed for internally-generated road intersection illumination requests.

1. Requests for illumination of a road intersection within the Municipality will be forwarded to the Municipal Engineer for his review and action. The Municipal Engineer will acknowledge receipt of the request to the requestor.
2. For the purposes of this Policy, an intersection is defined as "the area where two or more roads join or cross at-grade, including the roadway and roadside facilities for vehicular traffic and pedestrian movements... an entrance or an exit from a roadside property (i.e. driveway) is considered an access and not an intersection"<sup>1</sup>.
3. The Municipal Engineer is the Director of Engineering and Public Works for the Municipality, or his designate.
4. Where at least one of the intersection cross roads is a road owned and maintained by the Nova Scotia Department of Transportation and Public Works (NSDOT), the Municipal Engineer will forward the request to the NSDOT for its review and action. This request will be forwarded to NSDOT within 30 days of receipt of the request being received by the Municipal Engineer.
5. Where a request forwarded to NSDOT in Section 4, is either denied or a response is not received within 90 days of the date of the request being forwarded, the Municipal Engineer will prepare an intersection illumination warrant analysis using the Transportation Association of Canada "Warrant for Intersection Lighting" form<sup>2</sup>. (attached )
6. The Municipal Engineer will prepare an intersection illumination warrant analysis using the Transportation Association of Canada "Warrant for Intersection Lighting" form for roads which are solely within the jurisdiction of the Municipality.

<sup>1</sup> Subsection 2.3.1.2 in the *Geometric Design Guide for Canadian Roads* Transportation Association of Canada, Ottawa ON, September 1999

<sup>2</sup> The Warrant for Intersection Lighting form is Appendix B-5 in the *Guide for the Design of Roadway Lighting, Volume 2 – Design* Transportation Association of Canada, Ottawa ON, January 2006

7. The warrant analysis will be conducted according to techniques described in the *Guide for the Design of Roadway Lighting, Volumes 1 and 2* as published by the Transportation Association of Canada, January 2006 version. In determining the number of collisions at the subject intersection, both police-reported collisions, and unofficial collision reports from confirmed witnesses will be considered in the warrant analysis.
8. The Municipal Engineer will recommend installation of illumination at the requested intersection in accordance with the warrant analysis. Where the warrant analysis indicates that illumination is not required, the Municipal Engineer will deny the request. The result of the warrant analysis will be conveyed to the requestor by the Municipal Engineer.
9. Where intersection illumination is recommended,
  1. and the roadways are within the Municipality's jurisdiction, the Municipal Engineer will prepare the design for the luminaires, and obtain pricing for the installation using the standard purchasing methods of the Municipality. Design of the installation will be in accordance with the *Guide for the Design of Roadway Lighting* and related technical references and specifications. Where possible, energy efficient luminaires will be specified in the installation design;
  2. and the roadways are within the NSDOT's jurisdiction, the Municipal Engineer will request the NSDOT to design and install lighting works in accordance with the warrant, and to NSDOT standards, with the cost of the installation to the Municipality's account, subject to approval of the pricing of the works by the Municipality.
10. A work order for the installation of the luminaires and related works will be issued upon budget approval for the works, and receipt of all easements and jurisdictional permits including electrical work permits and NSDOT breaking of soil permits, as required.
11. The cost of the installation and the on-going cost of maintaining the installed works will be borne by the general tax rate of the Municipality. Maintenance of the installed works will be in accordance with relevant best management practices.

**Clerk's Annotation for Official Policy Book**

Date of Notice to Council Members  
Of Intent to Consider (7 days minimum)

July 7, 2006

Date of Passage of Current Policy:

August 8, 2006

I certify that this "*Intersection Street Light Policy*" was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

## Municipality of the District of Lunenburg POLICY

Title: <b>Addressing Payment from General Revenues for Street Light Intersections in Street Light Areas</b>	
Policy No. <b>MDL-41</b>	
Effective Date: February 12, 2008	Amended Date: July 8, 2008, June 8, 2010

The Council of the Municipality of the District of Lunenburg hereby adopts the following Policy addressing the payment, from the general revenue of the Municipality, of costs related to the installation and maintenance of illuminated intersections in street light areas.

1. In accordance with its powers under the Municipal Government Act, SNS, 1998, c.18, s.1., Council has established areas within the Municipality where properties within the area pay a special levy for the installation and maintenance of street lights located within the area.
2. Council has also established Policy MDL-31, *Intersection Street Light Policy*, which dictates that the cost of installation and maintenance of street lights, luminaires and other works required for illumination of an intersection, in conformance with the requirements of Policy MDL-31, be borne by the general revenues of the Municipality.
3. Where an intersection which conforms to the requirements of Policy MDL-31 exists in an area subject to a street light special levy, the cost of installation and maintenance of the intersection illumination works will be borne by the general revenues of the Municipality.
4. For the purposes of this Policy, street lights and luminaires for an intersection must be within a 15 metre radius of the centrepoint of the intersection. **[Amended June 8, 2010]**
  - 4.1 Existing street lights and luminaries that have been classified as intersections prior to June 8, 2010 and do not fall within the 15 metres radius provision shall continue to be considered as intersection street lights for the purpose of this policy. **[Amended June 8, 2010]**
5. This Policy applies to street light areas as they existed on August 8, 2006, the date of Council's approval of Policy MDL-31, and new and modified areas, subsequent to this date. However, installation costs for intersection illumination works in street light areas in existence prior to April 1, 2008, are not eligible for recovery from the general revenues

of the Municipality.[Amended July 8, 2008]

**Clerk's Annotation for Official Policy Book**

Date of Adoption: February 12, 2008

Date of Notice to Council Members  
off Intent to Consider Amendments: May 6, 2010

Date of Passage of Amendments: June 8, 2010

I certify that this "**Addressing Payment from General Revenues for Street Light Intersections in Street Light Areas**" was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

## MEMORANDUM

TO: Policy & Strategy Committee  
FROM: Alex Dumaresq, Deputy CAO  
DATE: January 15, 2019  
RE: Draft 2019-20 Strategic Priorities Chart

---

### Potential Motions

**Move that the Committee recommend the strategic priorities chart to Council as presented;**

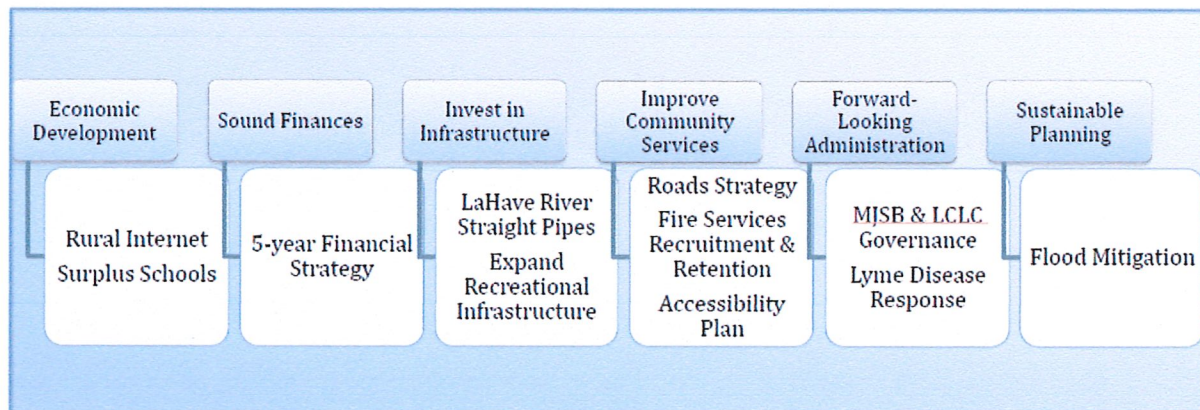
**OR**

**Move that the Committee direct staff to further investigate the impact of including the following projects in the strategic priorities chart: ...**

### Background

Council annually completes a strategic priority setting process, to help guide the budget preparation process and to assist in focussing the work of the Municipality on topics of strategic importance to our communities. The process normally involves input from citizens through the Your Government, Your Ideas meetings series, a review of existing projects and plans, identification of emerging issues, followed by Council identifying its top priorities for the coming 12-18 month period.

Below is the chart showing the priorities for the 2018/19 year. The chart groups priorities under the six broad goals identified in the municipality's Strategic Plan.



A notable trend in Council's Strategic Priorities for this term is the inclusion of a number of multi-year projects. While this is a positive development as it indicates Council is targeting significant projects that will have meaningful and direct improvement to citizens, there is reduced potential for the addition of new projects.

The chart below provides a status update for each project and identifies the extent to which current priorities are projected to extend into future years:

Project	Type	2018-19 Objective	Current Status
Rural Internet	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Evaluation of Sweetland project</li> <li>• Possible CTI project</li> <li>• Develop connectivity strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Sweetland Constructed &amp; Operational</li> <li>• Successful CTI funding (Hemford &amp; TNC Projects)</li> <li>• Developed connectivity strategy</li> </ul>
Surplus Schools	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Riverport Remediation</li> <li>• Centre demolition</li> <li>• Implement rural school strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Extension sought for Riverport remediation</li> <li>• Centre - sale efforts</li> <li>• Assisted in keeping Pentz &amp; Petite Schools open</li> </ul>
Financial Strategy	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Strategy adoption</li> </ul>	<ul style="list-style-type: none"> <li>• Model developed</li> <li>• Strategy developed &amp; employed in Council Decision-making</li> </ul>
Roads Strategy	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Select road investments per policy</li> <li>• Approve development standards (Subdivision Bylaw)</li> </ul>	<ul style="list-style-type: none"> <li>• Road policy adopted; investments made</li> <li>• Successful conclusion of the subdivision bylaw review</li> </ul>
LaHave Straight Pipes	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Voluntary installation program</li> <li>• Inspection program</li> </ul>	<ul style="list-style-type: none"> <li>• Funding approved</li> <li>• Designed install program</li> <li>• Year 1 Goal of 75+ systems achieved.</li> <li>• Inspection Program designed</li> </ul>
Park Development	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Sherbrooke: Prepare park design, operate water quality program</li> <li>• River Ridge: lower park surface work, playground construction</li> <li>• Connectivity - LaHave River Trail and Central Nova ATV project partnerships for trail connection</li> </ul>	<ul style="list-style-type: none"> <li>• Sherbrooke: committees established; concept design complete</li> <li>• River Ridge: Design complete, site prepwork, natural playground installation and some accessible trails complete.</li> <li>• Connectivity - Develop LaHave River Trail and Central Nova ATV project; RFP out for Cookville Trail connector.</li> </ul>

Fire Recruitment	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Strategy development</li> </ul>	<ul style="list-style-type: none"> <li>• Audience research &amp; strategy development</li> <li>• Council Decision on Strategy elements in 2019</li> </ul>
MJSB Governance	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• TOL withdrawal negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• MJSB agreement now revised.</li> <li>• TOL Withdrawal negotiations continue</li> </ul>
LCLC Governance	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Review of agreements with TOB</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to Corporation governance</li> <li>• MODL overseeing operations</li> </ul>
Flood Mitigation	Approved Priority (Year 1)	<ul style="list-style-type: none"> <li>• Planning discussion on floodplain protections (pending revision to Subdivision bylaw)</li> </ul>	<ul style="list-style-type: none"> <li>• Acquired LIDAR data</li> <li>• Floodplain mapping complete</li> <li>• Provincial requirements for planning may impact policy discussion</li> </ul>
Lyme Disease Response	Approved Priority (Year 2)	<ul style="list-style-type: none"> <li>• Conduct bait station project</li> <li>• Conduct public education program</li> </ul>	<ul style="list-style-type: none"> <li>• Developed project plan</li> <li>• Launched bait stations</li> <li>• Benchmarking research &amp; first year of public education complete.</li> </ul>
Accessibility Plan	Approved Priority (Year 2)	<ul style="list-style-type: none"> <li>• Establish committee</li> <li>• Begin admin upgrades</li> <li>• Assess facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Decision on admin building</li> <li>• Plan for regulation change</li> </ul>

## **Citizen Input**

Council undertook six engagement sessions as part of the Your Government, Your Ideas meeting series in 2018. Council's strategic priorities are a central feature of these meetings, providing residents with information on what Council is focussed on achieving, and providing an opportunity for citizens to discuss these topics and identify any new areas where they believe Council should focus its attention. Sixty-one residents attended the meetings, and MODL received a further 29 submissions from the online survey that residents were invited to complete. A full summary of these meetings was provided at the December 11, 2018 Council meeting. Of relevance to this report, below are the most common topics identified by residents as an important priority for the municipality:

- Internet;
- Roads;
- Municipal Responsibility (ie taking on too many provincial and federal responsibilities); and
- Lyme Disease.

In response to the online survey, the following five priorities were most common:

1. Roads;
2. Lyme Disease;
3. Internet;
4. Economic Growth; and
5. Recreation.

## **Potential Revisions to Priorities Chart**

Given the number of multi-year priorities already in the approved Council chart, and the concurrence between current priorities and the results of the Your Government Your Ideas engagement, there are fewer opportunities and rationale for replacing existing priorities with new initiatives, however, as the priorities grow and mature, there is a continued need for governance from Council. Below are some recommended revisions to the priorities chart and the objectives for these priorities in 2019-20.

### ***Rural Internet***

- This is a continuing project and should remain in the strategic priority chart; it remains one of the most discussed issues put forward by residents.
- The proposed outcome for 2019/2020 is: Continued implementation of the Connectivity Strategy including the Hemford Fibre Extension (CTI) Project, TNC Fixed Wireless (CTI) Project, Tancook & Whynott's Settlement Fixed Wireless Projects.

### ***Surplus Schools***

- With the changes in governance of schools in Nova Scotia, there is not sufficient clarity for Council to pursue advocacy work for rural schools. In addition, the efforts at repurposing current surplus schools have not provided sufficient return on investment.
- As a result, this priority should be removed from the chart. Work should continue on the demolition and remediation of properties as required for regulatory, insurance and operating costs purposes, but these efforts should not take precedence over higher priority projects.

### ***Sound Finances***

- Council successfully completed a 5-year financial strategy, and the tool is now effectively employed to help inform the budget and significant capital decisions of Council, such as land purchases.
- While no further work is required for the development of the plan, it should remain as a strategic priority to ensure key goals included in the strategy such as being debt free by 2021, and maintaining stable tax rates, continue to be reflected in Council's mandate-defining document.
- The proposed outcome for 2019/2020 is: Continued implementation of the strategy including maintaining stable tax rates and capital planning to be debt free by 2021.

### ***LaHave River Straight Pipes***

- Project continues as planned, with the goal of seeing the lower LaHave River Straight pipe free by 2023.
- The proposed outcome for 2019/2020 is: Installation of 75-100 more systems to replace straight pipes and the implementation of Inspection Program to identify straight pipes in the waste water management district.

### ***Expand Recreation Infrastructure***

- Council continues to invest in the improvement of MODL's network of recreation assets; this priority should remain on the chart in 2019/20.
- Council has completed some critical pre-construction work for the park at Sherbrooke Lake including establishing design and environmental stewardship committees, and completing a concept design for the park, with limited engineering resources to manage projects, staff is recommending that the ongoing construction in River Ridge take precedent over initiating site development at the Sherbrooke Lake site.
- The proposed outcome is: Continued trailwork and completion of lower park at River Ridge Common; continued water quality monitoring work on Sherbrooke Lake; continued development of Cookville connector trail.

### ***Roads Strategy***

- This is a continuing project and should remain in the strategic priority chart. This is one of the highest priority items raised at public meetings, and public input continues to support the need for improvement to public roads, some of which are in very poor condition and have not seen capital repairs in many years.
- The proposed outcome for 2019/2020 is: Continued road paving based on Road Improvement Policy.

### ***Fire Services Recruitment and Retention***

- This is a continuing project and should remain in the strategic priority chart.
- The Fire and Emergency Services Committee has completed background research and developed tactics and options for a Recruitment and Retention Strategy. The committee is also undertaking a review of personnel insurance, which may impact recruitment and retention. These projects should be considered jointly.
- The proposed outcome for 2019/2020 is: Development and approval of a recruitment and retention strategy.

### ***Accessibility Plan***

- This is a continuing project and should remain in the strategic priority chart. Provincial legislation will require the municipality to establish an accessibility committee, then prepare and implement a plan to significantly improve universal accessibility to municipal facilities.
- The need to make improvement to the administration building is the most pressing issue for the municipality. After completing a review of 210 Aberdeen Road facility, MODL's building project manager recommended constructing a new administration building. The administration building project was also highlighted and discussed at each of the Your Government Your Ideas meetings.
- The priority should be separated into two projects to reflect the magnitude of the admin building project for the 2019/20 priority chart, with the following proposed outcome:

Decision on tendering construction for administration facility, with project completion planned for March 31, 2020.

### ***MJSB Governance***

- With the agreement from MODL's partner Councils, the incorporating agreement for the Municipal Joint Services Board has been amended. While continued work is required to complete the Town of Lunenburg withdrawal negotiations, this is a longstanding matter that requires negotiation and buy-in from several other Councils. As a result, this priority can be removed from the Strategic Priorities Chart.

### ***LCLC Governance***

- With the agreement from the Town of Bridgewater, the management model for the Lunenburg County Lifestyle Centre has been changed. MODL is currently overseeing day-to-day operations under direction from the new management board. Further work is required to amend agreements between MODL and the town, and to establish a more permanent model for the operation of the facility. The LCLC management and cost has also been a frequent topic raised at Your Government, Your Ideas meetings, and the steps taken reflect public input asking for greater financial accountability for the facility's management.
- The proposed outcome for 2019/2020 is: LCLC agreements revised, and new management model established.

### ***Lyme Disease***

- The bait station and public education projects have both been launched in 2018, and Council has committed to the completion of these two components of the Lyme Disease Response Project. This topic remains one of the most important ones to residents participating in our public engagement.
- The proposed outcome for 2019/2020 is: Continued public education campaign and bait station research.

### ***Flood Mitigation***

- While MODL has made progress collecting LiDAR data and preparing floodplain maps, changes to provincial regulation will likely impact Council's discussion on an approach to address development in floodplains.
- As a result, the priority should remain, but the outcome should note the following: New Provincial requirement for land-use planning may require comprehensive changes to MODL's MPS/LUB.

## **Alternatives for Council Consideration**

In addition to the items identified on previous Council plans and charts, there are numerous existing projects and potential priorities that are competing for municipal resources. Below is a short summary of some of these topics.

### ***Garden Lots Water & Sewer***

- Issues remain with access to potable water, and proper disposal of wastewater in the community.
- The Town of Lunenburg has expressed some preliminary interest in pursuing a joint solution to these issues.

### ***Osprey Village Development***

- The development of the business park at Exit 12 has been an ongoing project for MODL Council and was included as the number one priority in the 2014-2019 action plan.
- The construction of Nathan Cirillo Road and the completion of the water loop from Pine Grove Road to Chemin Petite Evangeline will remove some recurring impediments to sales and development in the area.
- Additional requests for service improvements in the commercial area have been made, including the installation of streetlighting, and extending the Town transit service from the Town to Osprey Village.

### ***Unified Building Services***

- Four municipalities in Lunenburg County, including MODL, have committed to exploring shared services arrangements for building services.
- This initiative has the potential to provide better, more consistent service to residents and businesses, and improve efficiency in areas such as scheduling, but will require Council and staff time to develop and evaluate the model.

### ***Transit***

- MODL has worked collaboratively with neighbouring municipalities to explore possible transit initiatives.
- With a fixed route service now operating within the town of Bridgewater there has been increased discussion about possible options for getting people from the town boundary to Osprey Village.

### ***Village of Hebbville Flooding Concerns***

- In 2018/19 Council meet with stakeholders, including the Village commission, and agreed to establish a working committee and seek funding to assess flooding risks in the fancy lake watershed.
- MODL's Grant coordinator did prepare an application to the relevant federal program, and staff have been directed to work on the establishment of the committee.

### ***Combination of Planning Districts***

- MODL is working towards the consolidation of the area advisory committees surrounding the town of Mahone Bay.
- To date this work has taken a lower priority than floodplain mapping work, completing the Subdivision Bylaw Review, the Unified Building Services Project, and regular plan reviews established in the Municipal Planning Strategy/Land-Use Bylaw.

### ***Sewer Rates***

- Currently Council applies area rates in four communities to recoup costs of central sewer services. The area rate calculation includes funding for operations and maintenance, capital replacement, reserve contributions, and debt repayment. Additional funding is sourced from grants, gas tax and general tax rate revenues.
- In preparation for the 2014/15 budget Council completed a thorough review of sewer rates and established stable rates out to the 2019/20 fiscal year.
- Council has discussed the need for a review of sewer rates to ensure that the rates are accurate, fair, and align with Council's governance principles for area rates.

### ***District Projects***

This year it was also suggested that Councillors put forward district projects. The following suggestions were received:

- Developing a Litter Clean-up Incentive Plan; and
- Developing a wayside park in Indian Point.

### **Discussion**

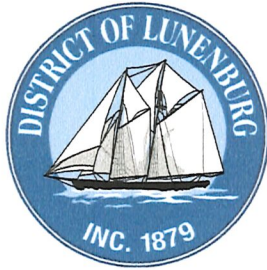
A draft chart with project outcomes for the upcoming year is appended to this report. This is provided in draft format to help visualize the possible changes. Direction is being sought from the Committee on whether the projects identified in the draft chart reflect Council's priorities as a whole, and whether the outcome descriptions are appropriate.

### **Conclusions**

With limited means, and the continued desire to maintain a conservative financial approach to the municipal budget, it is simply not possible to work on all the potential projects before Council.

The purpose of the Strategic Priorities Chart is to increase Council and staff's focus on the key initiatives Council wishes to achieve. Establishing the draft priorities is necessary to provide guidance to staff and the Finance Committee during the budget preparation process and in setting work programs through the year. Projects not identified on the priorities chart may proceed, however, where there is a conflict between resources required, staff and financial resources will be allocated to the prioritized project.

If the Committee is satisfied with the potential strategic priorities identified, then a recommendation to Council could be made to adopt the priorities as presented. If an alternative option is of higher importance to Council direction should be given to staff at the meeting. This information will be used to determine what projects would need to be removed in order to accommodate an alternative, which would form the basis for a revised report.



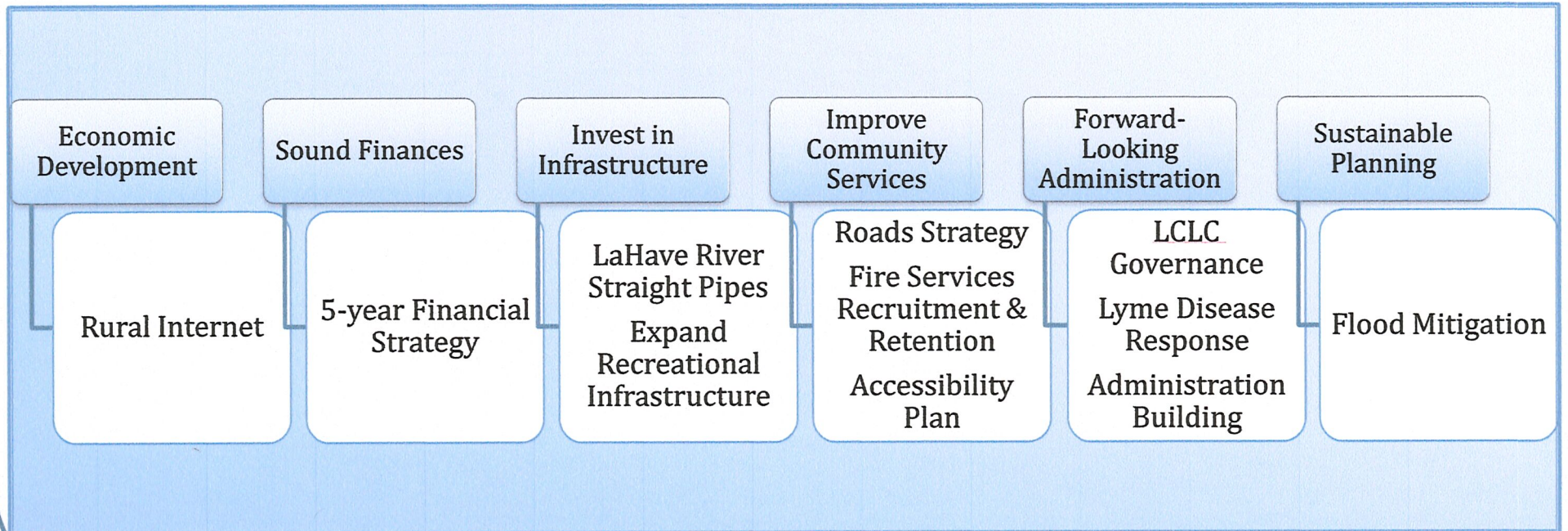
# DRAFT

## Municipality of the District of Lunenburg 2019-20 Strategic Priorities

### Council's Vision

The Municipality will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, the Municipality will strive to improve the quality of life for all residents living and working in the larger community.

### Council's 2019-20 Priorities



# DRAFT

Priority	Outcome 2019/20
Rural Internet	Continued implementation of the Connectivity Strategy including the Hemford Fibre Extension (CTI) Project, TNC Fixed Wireless (CTI) project, Tancook & Whynott's Settlement Fixed Wireless Projects.
5-year Financial Strategy	Continued implementation of the strategy including maintaining stable tax rates and capital planning to be debt free by 2021.
LaHave River Straight Pipes	Installation of 75-100 more systems to replace straight pipes and the implementation of Inspection program to identify straight pipes in the waste water management district.
Expand Recreational Infrastructure	Continued trailwork and completion of lower park at River Ridge Common; continued water quality monitoring work on Sherbrooke Lake; continued development of Cookville connector trail.
Roads Strategy	Continued road paving based on Road Improvement Policy.
Fire Services Recruitment & Retention	Development and approval of a recruitment and retention strategy.
Accessibility Plan	Meet regulatory requirements including establishing an accessibility Committee and beginning assessments of MODL services and facilities.
LCLC Governance	LCLC agreements revised, and new management model established.
Lyme Disease Response	Continued public education campaign and bait station research.
Administration Building	Decision on tendering construction for administration facility, with project completion planned for March 31, 2020.
Flood Mitigation	Planning policy discussion on floodplain protections <i>(Note: New Provincial requirement for land-use planning may require comprehensive changes to MODL's MPS/LUB).</i>

## Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer  
FROM: Michael Ernst  
DATE: Dec 4, 2018

1. Agenda Item – Update on Waste Issues
2. What agenda do you want the item placed? PSC Dec 18, 2018
3. Do you have written material to circulate with the agenda? Yes  No

If you do, please attach it to this form. If you do not, please explain.

In preparation to be sent by Dec 11

4. What is its relevance to Council or the committee?  
There has been some discussion about waste issues at Council over the past year. This will be a chance to give an update on such issues as single use plastic, EPR, and other waste management initiatives.  

---
5. What outcome(s) are you seeking?  
To provide information that may be useful to Council members. Waste management is a big cost to our Municipality.

PSC provides the best forum for discussion.



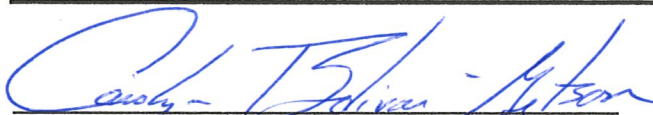
Dec 4, 2018

\_\_\_\_\_  
Councillor's Signature

\_\_\_\_\_  
Date

Approval for agenda: Yes  No

Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Mayor or Chair of Committee

\_\_\_\_\_  
Date

January 10/19

## Notes from WRANS litter session 'Life without litter'- March 2018

### Litter and the Bottom line (Amy Hilliard)

Approx. \$240,000 K is spent each year in NS for various litter cleans ups, Through Clean Foundation, Adopt a Highway, Municipal incentive programmes, Erath Day Challenges and Litter check points. This does not involve staff time and transfer fees. Getting people involved is key. Big question is 'Why do you litter?'

### Litter Abroad (Grace Proszyrtskia – bye law enforcement officer Region 5)

UK – grade system for town cleanliness

Germany – Citizens are proud of their towns, laws are strictly enforced.

Estonia – 2007 citizens cleaned the country in one day. 4% of population took part (50,000). 10,000 tonnes of garbage removed at cost of 800 K, Govt cost would have been \$36 million.

Ireland - municipalities responsible for keeping road sides clean.

Singapore -. One of the cleanest countries in the world. Repeat Offenders I'm a litter lout.

Rwanda – obligatory clean up monthly clean up, 18 to 65. Kagali declared cleanest world city.

General Notes – essential items of these programmes-

Involve all levels of govt.

Good education

Provide infrastructure

Strict enforcement

Involve the community – 'Community spirit and patriotic pride are strong enforcers'.

### Unplug the litter bug (Angela Taylor, bye law enforcement officer MJSB)

No. 1 litter product is tobacco related

Fines are a good level in NS, we need stricter enforcement.

Summary Offence – proof beyond reasonable doubt

Bye-law ticket – one piece of evidence needed, and its voluntary payment.

People have lost faith in the system if they make a report.

Dept. of Environment cannot issue Bye-law tickets.

Litters have two questions: Will anyone see me ?

Will anyone care ?

### What Motivates Litters ? (Christine McClare)

Waste generated is reflective of how we live our lives.

If it is embarrassing waste, then the driver may want to dispose of it quickly.

Time is a motivating factor-

Inconvenient to dispose of litter properly, my time is too important.

A use of down time while waiting in the car.

Not worth the effort to dispose of properly.

No one else care, why should I ?

Cleanliness is a reflection of your lifestyle-

Car cleanliness can motivate people to litter. Clean vehicle means its looked after by the owner.

Solutions

Make messages personal and focus on time.

Inform that litter can be harmful.

Ask people to show they care.

Use their judgement to motivate.

Myth Busting (Kirk Symonds Region 6 Education Cordinator)

Use facts, not opinions, to determine policy.

Fast food packaging is not the biggest litter problem, but is often the most visible. Don't blame the fast food industry, blame the litterer.

Perceived likelihood of getting caught is a stronger motivator than higher fines.

Current litter signs are not effective and the NS ones are inaccurate.

Litter does have an impact, clean up costs, can harm wildlife, causes automobile accidents.

Litter containers do not prevent litter. Bridgewater has 60 + containers but there is still litter.

Common opinion there is nothing we can do. Complacency is a great partner to litterers.

Support those who make the effort.

M.Ernst (Nov -018)

# Two Bags Free Program

The Two Bags Free program is offered to residents of the Municipality of the District of Lunenburg only. Residents in the Towns of Bridgewater and Mahone Bay are not eligible for the program.

The Two Bags Free Program allows residents to dispose of two garbage bags at the Community Recycling Centre for free. **Loads which consist of more than two garbage bags will be charged for the entire load.**

Residents may utilize this program if they have missed their regular scheduled collection or are leaving the area before collection. Cottagers owning property in the municipality are encouraged to use this program, rather than leaving waste curbside until scheduled collection.

Waste may only be accepted in bags no larger than 42 inches wide (107 cm) by 48 inches long (122 cm) and bags must be securely closed at the top.

Residents must provide a NS Drivers License or other identification bearing civic address to confirm residence within the Municipality of the District of Lunenburg at the weigh scales.

Waste being delivered under the Two Bags Free Program must be separated properly or it could be rejected.

For more information call 543-2991.

Region 6 Brief and Audit report  
Valda Walsh  
Wed 26/09, 11:03 Michael Ernst  
Good morning Michael,

I spoke with NSFM at a meeting yesterday regarding the EPR resolution and they feel there is a resounding positive response to make the EPR Resolution number 1. . .this is based on 2 out of the 3 resolution meetings held so far.

Agricultural plastics - Short answer – you are correct – too contaminated and goes to landfill in our area.

Long answer -

In Alberta the Minister for Environment and Parks announced going to consult on a regulation to divert Ag Plastics while I was there last week, so I am pretty sure the plan does not involve shredding it into the fields.

In NS – In our area, we broker to Scotia Recycling in the Valley and they have expressed that it is not a product they want – it is too dirty. Same story for marine wrap. . .the plastic wrap on boats that I am sure you would be more familiar with than I. Throughout the Truro area, farmers deliver it directly to the Colchester Recycling Facility for processing and marketing. It may not be every farm, only ones that have been approved to send it long by the recycling facility marketer.

Going forward- Divert NS is actually looking into developing the scope for a study to look at volumes and any pre-treatment to the Ag plastic so it can be recycled. I just spoke with the Business Development Officer and he is scoping out the work to likely get a university group looking at it in the new year. He will also be engaging industry. CleanFarms are involved in recycling Ag Plastics in other provinces (<https://cleanfarms.ca/programs/ag-film-twine-recycling-mb/>) as well as farm pesticides. They will be in the province in early November so Divert will engage with them then as well.

Regards,  
Valda Walsh

## Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer  
FROM: Michael Ernst  
DATE: Dec 4, 2018

1. Agenda Item

Notification to local residents and landowners when MoDL is developing a Park or other project.

---

2. On what agenda do you want the item placed? PSC Dec 18, 2018

3. Do you have written material to circulate with the agenda? Yes \_\_\_\_\_ No X

If you do, please attach it to this form. If you do not, please explain.

With the recent discussions regarding the development of the proposed Sherbrooke Lake Park, it appears that there is no policy to communicate with local residents and land owners when such a development is taking place.

Although consultation with three adjacent land owners appears to have happened, communication with the community at large has not.

4. What is its relevance to Council or the committee?

When the Municipality is carrying out such developments, being a 'good neighbour' and letting the community know what is happening should be an important part of the process. This may help avoid a potential negative response from the area as they are getting the correct information first hand.

5. What outcome(s) are you seeking?

Confirmation that such a policy exists. If not, consideration of the development of a proper communication strategy.



---

Councillor's Signature

Dec 4, 2018  
Date

Approval for agenda: Yes  No

Reason for Denial:

---

---



Mayor or Chair of Committee

Date

January 10/19