

AGENDA
POLICY & STRATEGY COMMITTEE MEETING

Bridgewater, NS

Tuesday, September 17, 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 – July 16, 2019 (as circulated)
6. BUSINESS ARISING FROM MINUTES
 - 6.1 MDL-48 Policy Designated Community Project Fund 1-9
7. PRESENTATIONS
 - 7.1 Immigrant Services Association of Nova Scotia (ISANS)..... 9:15 a.m. 10
Fay Patey, Onboarding Employer Engager South Shore Region
8. REFERRAL FROM COUNCIL
 - 8.1 Clean Ocean Action Committee..... 11-15
9. STAFF REPORTS
 - 9.1 Planning Department
 - 9.1.1 Land-Leased Community By-Law Review 16-29
 - 9.2 Administration Department
 - 9.2.1 Municipal Awareness Week – November 18-22, 201930
 - 9.2.2 Strategic Priorities Update September 2019..... 31-34
 - 9.3 Recreation Department
 - 9.3.1 PRO Kids Administration Support for Mahone Bay..... 35-37
10. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
11. ADDED ITEMS - NIL
12. IN CAMERA
 - 12.1 Legal Advice under Section 22(2)(g) of the MGA
 - 12.2 Contract Negotiations re Lumberjacks Contract under Section 22(2)(e) of the MGA
13. NEXT MEETING – October 15, 2019 – 9:00 a.m.
14. ADJOURNMENT

PLEASE NOTE: AUDIT COMMITTEE MEETING WILL FOLLOW THIS MEETING



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Municipality of the District of Lunenburg, Policy and Strategy Committee

FROM: Trudy Payne, Director of Recreation Services

DATE: September 17, 2019

RE: Designated Community Project Fund

On April 14, 2009, the Municipality of the District of Lunenburg Council adopted the Designated Community Project Fund Policy, MDL-48, which in essence enables donations to be made to the Municipality on behalf of a community project, enabling the donor to receive a tax receipt. The Municipality may then, by resolution, make a grant contribution from this fund to the group that is undertaking the community capital project. The first approved Designated Community Project Fund was with the Lunenburg Yacht Club (Policy attached).

On July 23, 2019 Council amended the Policy taking out Section 12.0 entitled, "Administration Charge". Council made the decision not to charge an administration charge and to grant all the funds, through a resolution of Council, to the non-profit group.

Under Section 8.0 entitled, "Application", it states "a grant or contribution would be paid either after completion of the capital project, or by the discretion of the Council, through progress payments after satisfactory proof of completed work." The questions that have been raised are: are we awarding the funds before the project is complete, and are staff ensuring the projects are completed if progress payments are being made before issuing the final contribution?

For many of these capital projects the groups require progress payments to be made as the capital work is being done and bills need to be paid. Unlike grants that are awarded by the Municipality, as part of the budget and the Municipality's grant policy, where staff seek a financial statement and receipts before final payment is issued, staff have not requested this level of proof from the groups with Designated Community Project Funds. These are funds that the non-profit groups are raising, with individuals or companies making donations to the Municipality, specifically to support the non-profit groups and their projects. A great deal of the

.../2

Designated Community Project Fund

Page 2

accountability comes from the non-profit groups who are answerable to their donors. The evidence is in the infrastructure the groups are raising funds for, such as the splash pad at Pine Grove or the boat lift at the Yacht Club.

Staff can begin to request financial statements with receipts from groups with Designated Community Project Funds to further ensure that there is "satisfactory proof of completed work." This will take extra administration time but would bring the level of accountability to the level of the grant program offered by the Municipality. This has not been done in the past as essentially these funds have been viewed as funds raised by the non-profit group for their capital project and that the Municipality on behalf of the organization who "is unable to issue a tax deductible receipt under the Income Tax Act" would collect the funds on behalf of the group and "may by resolution make a grant or contribution from this Fund."

Municipality of the District of Lunenburg POLICY

Title: Designated Community Project Fund	
Policy No. MDL-48	
Effective Date: April 14, 2009	Amended Date: July 23, 2019

1.0 Title

The Municipality of the District of Lunenburg shall establish a procedural policy known as the Designated Community Project Fund (D.C.P.F).

2.0 Administration

The fund shall be a segregated fund administered by the Municipality of the District of Lunenburg,

3.0 Eligibility

The intention of the fund is to assist eligible organizations who do not place restrictions on membership (save for minimal restrictions such as membership fees). Any expenditure from the D.C.P.F. is at the sole discretion of Municipal Council.

Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Municipality of the District of Lunenburg with a direction that the donation(s) be added to the D.C.P.F. The following wording must be included in D.C.P.F. solicitations by any individual organization:

The (name of organization) is unable to issue a tax deductible receipt under the Income Tax Act. However, the Municipality of the District of Lunenburg has established a Fund entitled the Designated Community Project Fund (D.C.P.F.). Municipal Council may by Resolution make a grant or contribution from this Fund pursuant to Section 65(au) of the Municipal Government Act, for facilities located within the Municipality of the District of Lunenburg.

The (name of organization) may make an application to the Municipality of the District of Lunenburg for a grant, equivalent to the money collected from their campaign (less applicable administrative charges) for capital expenditures on facilities from this Fund.

If individuals wish to receive a tax deductible receipt, acknowledging that any grant to the (name of organization) from the Municipality of the District of Lunenburg is at the discretion of Municipal Council, then they should make the cheque payable to "Municipality of the District of Lunenburg" with a notation on the "memo" portion of the cheque that it is for the D.C.P.F.

4.0 Deposit of Funds

The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Municipality of the District of Lunenburg.

5.0 Receipts

A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to donors, for donations of \$100.00 dollars or more.

6.0 Grants or Contributions

Council may by Resolution:

- 6.1. Make a grant or contribution from the D.C.P.F. pursuant to Section 65(au) of the Municipal Government Act, for facilities located within the Municipality of the District of Lunenburg; or
- 6.2. Expend money from the D.C.P.F. on any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social facilities owned by the Municipality of the District of Lunenburg.

7.0 Capital Expenditures

Grants or contributions to an organization (or utilization of funds by the Municipality of the District of Lunenburg on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Notwithstanding the foregoing, fencing, playgrounds, playground equipment and the purchase of land shall be deemed to be qualified expenditures.

8.0 Application

Pursuant to clause 6.0, a written application to the Municipality of the District of Lunenburg for a grant or contribution must be made and include, an explicit description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and confirmation that the organization meets the criteria of Section 65(au) of the Municipal Government Act (see Schedule "A" attached).

A grant or contribution would be paid either after completion of the capital project, or by the discretion of the Council, through progress payments after satisfactory proof of completed work.

9.0. Decision

The Recreation Department will receive, review, report upon and make recommendations to Council for grants to qualified organizations. (amended July 23/19)

The Recreation Department will also make recommendations to Council for capital expenditures by the Municipality of the District of Lunenburg on facilities owned by the Municipality of the District of Lunenburg that are to be funded by the D.C.P.F. (amended July 23/19)

10.0 Advertisement

Pursuant to Section 65(au) of the Municipal Government Act, Council shall annually publish in a newspaper circulating within the Municipality of the District of Lunenburg a list of the organizations and the amounts each received as a grant or contribution from this Fund.

11.0 Records

Receipts and receipt books shall be under the supervision and control of the Municipal Treasurer or designate of the Municipality of the District of Lunenburg.

12.0 Administration Charge

The Municipality of the District of Lunenburg will charge a 5% administrative fee up to a maximum of \$5.00 per contribution, and this amount will be deducted from the initial contribution with the exception of non-profit organizations that have a management agreement with the Municipality. (amended July 23/19)

For greater clarity: \$100.00 contribution x 5% admin fee = \$5.00, \$95.00 would be deposited into the D.C.P.F.

Clerk's Annotation for Official Policy Book

Date of Adoption: April 14, 2009
Date of Notice to Council Members
off Intent to Consider: March 19, 2009

Date of Notice to Council Members of Intent to Amend: July 16, 2019
Date of Passage of Amendment: July 23, 2019

I certify that this "Designated Community Project Fund Policy" was adopted and amended by Council as indicated above.


Municipal Clerk

July 23, 2019
Date

Schedule "A"

MGA Part 4 (IV): (As Amended)
April 2006 Finance
PART IV
FINANCE

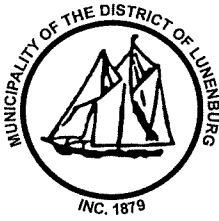
Power to expend money

65 The council may expend money required by the municipality for

(au) a grant or contribution to

- (i) a society within the meaning of the *Children and Family Services Act*,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, *fraternal, recreational, religious, sporting* (change effective April 1, 2006) or social organization within the Province,
- (va) *a day care licensed under the Day Care Act* (change effective April 1, 2006),
- (vi) a registered Canadian charitable organization,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality;



DESIGNATED COMMUNITY PROJECT FUND

APPLICATION FORM

Name of Organization

Applicant/Contact Person

Mailing Address

Business telephone

Home telephone

Email

Organization Details

Is Organization a Registered Society under the NS Society Act? Yes No Registration #

Is the Organization a Registered Charity under Federal authority? Yes No Registration #

Public

Private

Membership Driven

Do you have a Junior Program? Yes No

Do you have a Subsidy Program? Yes No

Please attach a copy of your Memorandum of Association and a list of your current Executive Board Members.

Financial Details

What is the date of your Fiscal Year End? _____

Please attach a copy of your latest Financial Statement

Facility Information

Civic Address

Please provide an overview of the Property and Buildings

Are there Assets Owned or Leased? Yes No Itemize

Please describe the services provided by the Association _____

Please describe the benefits to the Residents of Lunenburg Municipality _____

Insurance Details

Does your Association have Insurance on its structures and on its liability coverage? Yes No

Please include insurance provider name and coverage limits

Project Details and Financing

Please provide a project overview

How will this benefit the Association and Residents? _____

Please provide details on the cost of the project (include expenses and revenue sources).

Total amount desired to collect with this Campaign? _____

Please provide a start and end date for your campaign. _____

What is the Strategy to raise the money? (ie members only, public capital campaign, corporate campaign)

Have you used this community project fund before? Yes No If yes, please explain?

PLEASE NOTE: Funds received by D.C.P.F. will be dispersed at the discretion of Council. Any organization that fundraised on behalf of D.C.P.F. will not be guaranteed that they will receive a grant from this fund.

Date of application: _____

Signature: _____

Print name and Position: _____

Representatives from your organization may be requested to supply additional information or to make an appearance before Council to present your request.

Advertisement: Council will publish a list of the grants approved from the Designated Community Project Fund in accordance with Section 65(AU) of the Municipal Government Act.

This Application Includes:

- | | |
|---|--|
| <input type="checkbox"/> Completed Signed Application | <input type="checkbox"/> Copy of Memorandum of Association |
| <input type="checkbox"/> Copy of Latest Financial Statement | <input type="checkbox"/> List of Executive Board Members |
| <input type="checkbox"/> Insurance Provider name and coverage | <input type="checkbox"/> Signed Letter of Understanding |

**** Attach any additional supportive information****

Return to: Lunenburg Municipal Recreation
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8
Fax: (902)527-1135

For information: (902) 541-1343 email recreation@modl.ca

From: [Fay Patey](#)
To: [Joanne Powers](#)
Cc: [Ritu Ganju](#)
Subject: MODL Presentation
Date: September 11, 2019 11:58:37 AM

CAUTION: This email originated from an external sender.

Good morning Joanne

It was a pleasure meeting you today. Please let me know if you think we will need more materials for the attendees.

As requested here is a brief overview:

Fay Patey works with employers with the nonprofit organization; Immigrant Services Association of Nova Scotia (ISANS). She will be speaking to Councilors as their constituent groups may be employers as well as MODL as an employer. ISANS provides a multitude of services to rural communities that is aimed at enhancing economic growth and cultural diversity with recruiting and retaining immigrant skilled workers when employers are unable to fill positions they need to continue to operate and grow their businesses.

ISANS can assist employers in recruiting and retaining international talent, supporting immigrant employees, improve cross-cultural skills for employers and staff and build an inclusive workplace. There is always a need for Nova Scotian's to share their expertise and talent as a mentor or in practice interviews should you have some time to give back to your community by volunteering.

I look forward to meeting you again next week!

Regards

Fay

Fay PATEY

ONBOARDING EMPLOYER ENGAGER SOUTHSHORE REGION
902-406-4166 | fpatey@isans.ca | ISANS Southshore Region

CLEAN OCEAN ACTION COMMITTEE

PO Box 363
Clark's Harbour, Nova Scotia
Canada B0W 1P0

July 29, 2019

Carolyn Bolivar-Getson, Mayor
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater Nova Scotia, B4V 4G8



Re: Your letter of July 26, 2019

Dear Mayor Bolivar-Getson,

I am in receipt of your letter of July 26th in which you request further information on the call for a full public inquiry into the risks and impacts of offshore oil and gas exploration and extraction and express council's concern not to be included in any press material that has negative implications towards other levels of government.

Our work to date clearly indicates that a spot light on the regulatory process which is now in place is required and that an inquiry will lead to a better informed public, a more concise assessment of the recent science on the subject of offshore oil and gas activities, a better and more inclusive process of regulatory oversight and will provide the information required to make good, fully informed decisions on the risks and impacts we face as coastal communities. Our fishing industry and tourism industry are being asked to shoulder 100% of the risk of offshore oil and gas activities. These are critically import facets of our local economies. We both require and deserve more information and a greater role in decision making. A full public inquiry will move us in that direction. The recent inquiries on hydraulic fracturing, fracking, and on the extension of the Georges Bank Moratorium are good examples of the type of enquiry that we are requesting. We need all the relevant information, we need a platform to make our views known and we need an enlarged role in decision making. A full public inquiry can provide all three.

As for your council's concerns about negativity toward other government levels, please be assured that the local citizens who make up both COAC and C-PONS fully understand the basis of your request and we share this concern. Our effort in calling for this full inquiry is to create light not to create heat. Our work is to respectfully request this inquiry not to create friction or animosity. As we stated in our initial letter announcing plans for the press release and conference, we will keep separate our committees' concerns with the actions of our Provincial and Federal governments and hold those issues separate from the municipal and community requests for a full public inquiry. We firmly believe that this inquiry is a separate and critically important issue and we are committed to approach it as such.

In 1985 I was a founding member and was the first Director of NORIG the group which successfully fought for the first moratorium for oil and gas exploration on Georges Bank. The active efforts of the municipal units on our South and Southwestern Shores in protecting our economic and social interests was a critically important factor in successfully protecting the health of our ocean, our fishing and spawning grounds and our economic wellbeing. We are in a similar position today. We have both a right and a responsibility to have more

Clean Ocean Action Committee Member Organizations

Lobstermen's Association, Area 33 • Lobstermen's Association, Area 34 • Shelburne County Quota Group
Scotia Fundy Inshore Fisherman's Association • Nova Scotia Fish Packers Association • Cold Water Lobster Association
Maritime Fisherman's Union, Local 9 • Maritime Fisherman's Union, Local 6 • Maritime Fisherman's Union, Local 4

information. We are thankful for all the municipal involvement to date. Lunenburg Municipality has already played an important leadership role in this process. Your council was one of the first to formally request a public inquiry and to take responsible actions in the best interests of your constituents. Both COAC and C-PONS fervently hope that MODL will, with the other municipalities, designate a representative to attend the press conference in September. We would be happy to attend a future council meeting to respond to any existing questions that council members might have.

Thank you again for your work on behalf of your community.

Very Best Regards

A handwritten signature in black ink, appearing to read "John Davis". The signature is fluid and cursive, with a prominent initial "J" and a long, sweeping underline.

John Davis, Director
Clean Ocean Action Committee



210 Aberdeen Rd.
Bridgewater NS B4V 4G8

Phone 902-543-8181
Fax 902-543-7123

OFFICE OF THE MAYOR

July 26, 2019

Via Email southshore.cpons@gmail.com

John Davis
Clean Ocean Action Committee (COAC)
PO Box 363
Clark's Harbour NS B0W 1P0

Dear Mr. Davis:

Re: Impacts of Offshore Oil and Gas Exploration and Extraction

Council for the Municipality of the District of Lunenburg ("MODL Council"), on July 23, 2019, reviewed your email of June 24, 2019 calling for a full public inquiry into the risks and impacts of offshore oil and gas exploration and extraction. The matter has been referred to the September 2019 Policy & Strategy Committee meeting for further discussion.

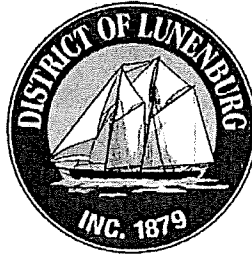
We would ask that you forward any information you may have on the scope of the inquiry which would provide clarification for our Council for further discussion.

Please be advised that MODL Council maintains the same position from its Resolution of September 25, 2018 calling for an inquiry into the regulations of offshore oil. Further, Council does not want to be included in any press material that has negative implications towards other levels of government.

Sincerely,

Carolyn Bolivar-Getson, E.C.N.S.
Mayor

/trb



210 Aberdeen Rd.
Bridgewater NS B4V 4G8

Phone 902-543-8181
Fax 902-543-7123

OFFICE OF THE MAYOR

October 3, 2018

Via Email

Suzanne Lohnes-Croft, M.L.A. lunenburgmla@eastlink.ca
Lunenburg
PO Box 136
Blockhouse NS B0J 1E0

The Honourable Mark Furey, M.L.A. markfurey.mla@eastlink.ca
Lunenburg West
425 King St.
Bridgewater NS B4V 1B1

Hugh MacKay, M.L.A. info@hughmackay.ca
Chester-St. Margaret's
209-9977 St. Margaret's Bay Road
Hubbards NS B0J 1T0

Bernadette Jordan, M.P. Bernadette.jordan@parl.gc.ca
129 Aberdeen Road #106
Bridgewater NS B4V 2S7

Dear Dignitaries:

Re: **Offshore Drilling Resolution**

At a recent Municipal Council meeting, Council for the Municipality of the District of Lunenburg passed a motion approving the attached Resolution.

Sincerely,

Carolyn Bolivar-Getson, E.C.N.S.
Mayor

/trb
Attachment
cc: Nova Scotia Coastal Municipalities

Municipal Council Resolution on Offshore Drilling

September 25, 2018

A healthy marine environment is critical to industries, like fishing and tourism, that are the primary lifeblood of Nova Scotia coastal communities.

It is our responsibility to protect and nurture our local economies. It is also our right, and the right of our citizens to be consulted on all major developments that might impact those economies.

The catastrophic effect of a major oil spill at an offshore drill site is unthinkable, yet public knowledge of the risk and potential consequences of such a spill remains inadequate.

We, hereby, call for a full and independent public inquiry into the pros and cons of oil industry exploration in offshore Nova Scotia to provide our communities, who bear the lion's share of risk of a disaster in the offshore, a full appreciation of the extent of that risk and the steps we can take to minimize it.

We also call for a moratorium on all further oil and gas exploration in offshore Nova Scotia pending the completion of that inquiry.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee
SUBMITTED BY: Byung Jun Kang, Planner
DATE: September 17, 2019
SUBJECT: PL190052: Land-Leased Community By-law Review

ORIGIN

On October 10, 2017, Municipal Council passed the following resolution after a discussion on Item 11.2.1: "that Municipal Council directs staff to communicate to interested parties that any amendments to the current Land-Leased Community By-law will not be undertaken until the Subdivision By-law review process has been completed, and that Council's consideration of any future review does not affirm that any particular revisions will be made, or result in changes to current regulations."

As a revised Subdivision By-law was adopted by Council in September 24, 2018, staff has proceeded with the review of Land-Leased Community By-law.

LEGISLATIVE AUTHORITY

Land-Leased Community By-law was adopted under the authority of *Municipal Government Act*, Subclause 172(2)(e)(ii): "A council may, in any by-law, provide for a system of licences, permits or approvals, including prohibiting any development, activity, industry, business, or thing until a license, permit or approval is granted."

RECOMMENDATION

Staff suggests that the Policy & Strategy Committee make a recommendation to Council to give notice of their intention to repeal the Land-Leased Community By-law by adopting the following:

that Policy & Strategy Committee recommend Municipal Council to conduct first reading and hereby give notice of their intention to repeal the Land-Leased Community By-law.

EXECUTIVE SUMMARY

A land-leased community, referred to as a mobile home park, is a lot with three or more manufactured homes located on a lot for dwelling purposes. A manufactured home means mobile homes, mini homes, and modular homes.

The purpose of the By-law is to ensure public health and safety from high density development in a rural area; therefore, higher standards on infrastructures are imposed. In 2001, the By-law which only regulated mobile homes was amended to include mini homes and modular homes.

While the intention was to promote affordable housing by allowing higher density, those wanting to use manufactured homes as a cheaper alternative to site-built homes were also restricted. The By-law fails to reflect the current real estate market, as no application was received since 1977 and rental units became a popular form of affordable housing.

Staff recommends repealing this By-law as it is not meeting its intention.

BACKGROUND

A request from a resident in 2016 initiated the review process of the Land-Leased Community By-law (“the By-law”). The request was to increase the limit of a land-leased community from having 3 or more to 5 or more manufactured homes on a single lot. Municipal Council passed a motion on October 10, 2017, stating that the review of Land-Leased Community By-law will not be initiated until the Subdivision By-law review has been completed.

Definitions

A land-leased community, commonly referred to as a mobile home park in the past, is a lot in which three or more manufactured homes are located on for dwelling purposes. In contrast to purchasing both a building and the land upon which it is built, this type of community allows a tenant to purchase the building and lease the associated land from the landlord – hence the term “land-leased”. A major advantage of such homeownership is the affordability. However, homeowner association fees may be steep, a higher down-payment may be required for mortgages, and the home tends to depreciate over time like a vehicle rather than appreciate over time like a house.

A manufactured home is a single- or two-unit dwelling built in an enclosed factory environment. Colloquially, a manufactured home includes mobile homes (trailers), mini homes (single section homes), and modular homes (multi-section homes), either delivered as a self-contained dwelling or assembled on site.

History of Manufactured Homes

The concept of a manufactured home was derived from trailer coaches, which were often used for camping or extended travel, made possible by automobilization in the early 20th century. Early manufactured homes were initially marketed primarily to people whose lifestyle required mobility. In 1950s, these homes gained appeal as an inexpensive form of housing, rather than as a mobile home. In 1956, three-metre wide homes started to appear, along with the new term “mobile home”. By the time the Municipality adopted its first Mobile Home Parks By-law in 1967, mobile homes became longer and wider, making the mobility of the units more difficult.

As a result of post-war baby boom, relatively higher rates of immigration, and prolonged growth in incomes, house prices in Canada rose sharply in 1972, pushing the possibility of homeownership permanently beyond the reach of many new households. By 1975, mortgage interest rates climbed to over 12%, then 16% in 1980. There were fears that many would end up on the waiting lists for public housing units. Due to its affordability, the Canadian manufactured housing industry reached its highest in 1974 with a record shipment of 32,506 homes.

In 1973, the Government of Canada officially introduced the Assisted Home Ownership Program. Its approach was to reduce the monthly mortgage payments to an affordable level for middle class home purchasers. About 250,000 households directly benefited from this subsidy; as a result, the number of shipments fell to 3,838 homes by 1982. The number never exceeded 10,000 homes in any given year afterward. Households who could not afford mortgage payments, even with these subsidies, have either remained in land-leased communities or moved to rooming houses.

A regulatory change occurred concurrently. In 1976, a revised version of the National Building Code of Canada including building requirements for mobile homes, then legally referred to as “manufactured homes”. Nowadays, when a factory-built home is moved to a location, it is usually kept there permanently. As 98% of the existing manufactured homes have remained in their spaces after their initial move, the mobility of these units has considerably decreased. Designs have also changed such that homes become hardly distinguishable from typical single-family dwellings.

History of the By-law

The Land-Leased Community By-law was first adopted as the Mobile Home Parks By-law, or commonly referred to as the City Trailer By-law, in 1967. The By-law was replaced in 1976 and subsequently amended in 1997 to increase the maximum length of a dead-end cul-de-sac from 350 feet to 750 feet. The By-law was eventually replaced in 2001 with the current version.

The purpose of adopting the By-law in 1976 was to promote affordable housing within the Municipality. Concurrently, Municipal Council desired standards for mobile homes to ensure public safety, which was the intention of the By-law. Records from Council minutes show that developers were opposed of the By-law due to its impracticality, referring to the standards as “unnecessary expenses that increase rent”. While staff agreed that the standards may increase costs, public safety and health were of higher priority than economic benefits. Two issues regarding substandard sewage treatment were investigated in one of the land-leased communities in 1976 and in 1997.

A major change to the By-law in 2001 was redefining the terms “land-leased community” and “manufactured home”. The 1976 by-law defined a mobile home park as a lot with two or more single section manufactured homes, instead of three or more manufactured homes in the current By-law. Therefore, a collection of multi-section manufactured homes were not regulated prior to 2001.

The definition of a manufactured home changed after a developer submitted a request to include multi-section manufactured homes as part of the definition. The developer was concerned with discrete segregation of residents living in mobile parks, and that the

developer “feels the municipality treat these people differently than other residents.” Some of the major provisions that were debated include architecture, screening, and density control.

Single-Section and Multi-Section. The developer requested to delete the word “single-section” from the definition to include all types of manufactured homes. At a Council meeting, he stated that the By-law is clearly being selective on the older style manufactured housing. He also suggested that all manufactured homes should have equal consideration.

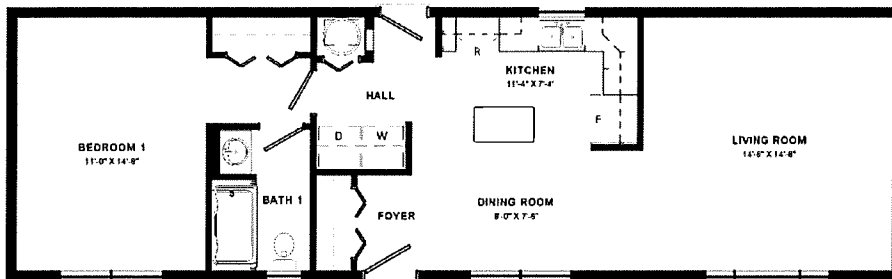


Figure 1. A typical floor plan of a single section home. Single section manufactured homes are structurally complete when they leave the factory. © Kent Homes (2019).

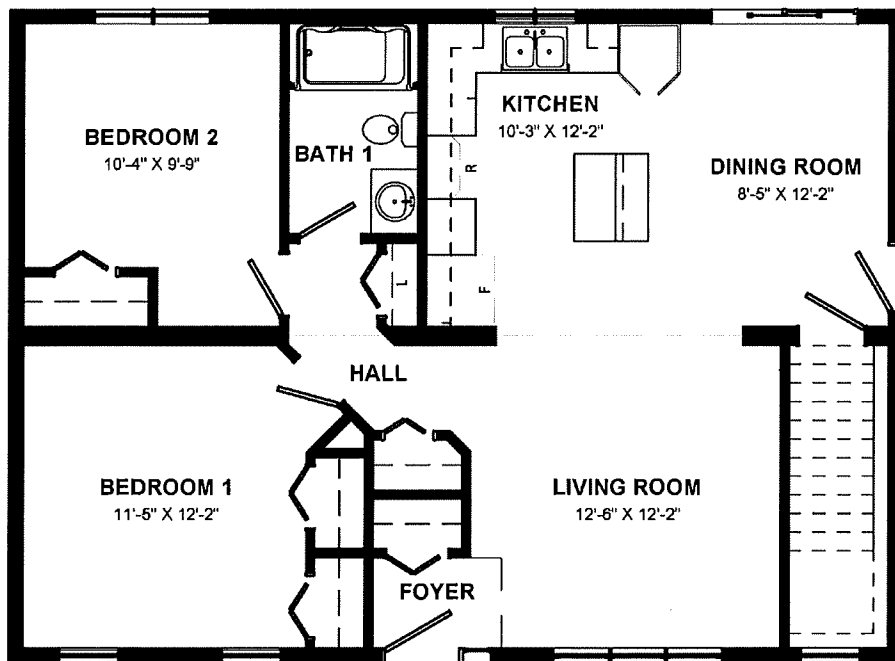


Figure 2. A typical floor plan of a multi-section home. Multi-section homes consist of two or more components, each with three walls attached to a roof and floor section, then are joined at the site. © Kent Homes (2019).

Staff justified such distinction by stating that “multi-section homes are usually more permanent in nature, and its dimensions are close to bungalows. To further clarify, multi-section homes are visually the same as any other dwelling [in a rural subdivision] when they leave the factory, and because they are more expensive, it is naturally more difficult to have many of them on a lot.” As such, staff recommended that multi-section homes should be treated like a typical one- or two-unit house.

Staff cited the existing development trend in Lunenburg County as a reason for their recommendation. Building a couple of double-section homes on a lot, either for additional income or to live in close proximity to relatives, is popular within the Municipality. This by-law evidently has significant power; it has limited the possibility of placing 2 or more single-section homes on a lot since 1967. As a result, direct or indirect, no license application was received since 1977, and staff wanted to avoid imposing hardship on the existing development trend.

Staff prepared three options for a new definition: (1) two or more single-section homes, (2) two or more homes, and (3) three or more homes. To accommodate both the developer and the existing development pattern, the Council chose Option 3.

Screening. A section of the By-law requires buffering of land-leased communities from existing residential communities by mandating minimum fencing or vegetation of 5 feet. The development sector challenged the validity of this section since, outside of plan areas, denser structures like multiunit apartments were not subject to screening. Staff’s response at the time was that screening requirement would have been in place for other denser structures if a municipal-wide land use by-law were to exist.

The development community also raised concerns regarding Section 16.1 of the By-law regarding the responsibility of homeowners for keeping homes tidy. They claimed that orderliness can be addressed with the Dangerous and Unsightly Property Policy, and by stating such requirement in an explicit manner, it may feel like those residents are treated differently from the rest of rural dwellers. A counter argument was formed by stating that, with this Section, a landowner of the land-leased community can enforce the clean-up provision instead of municipal staff with the Dangerous and Unsightly Property Policy. The result of the meeting was to sustain the section in the 2001 By-law.

Density Control. Land-leased communities are treated differently from a typical rural subdivision due to their higher density. This has justified mandating central water and sewer systems to be installed within the land-leased communities, but in return, has imposed higher cost for developers. Without this By-law and the central sewer systems, the minimum size per space increases from 465 sq. metres to 2,787 sq. metres – difference of 6 times the density due to the Provincial Subdivision Regulation.

As staff noted in 2000, without reaching a certain amount of density, it is more practical to subdivide a lot than to build a land-leased community. Staff also noted a difference between land-leased communities in urban areas and those in rural areas. Because land-leased communities have higher density, the need for such by-law is also higher in rural municipalities without land use planning.

Local Land-Leased Communities

In Nova Scotia, manufactured homes accounted over 20% of all homes in 1997 – the highest rate in Canada – compared to 10% in western Canada and 2% in Ontario. Surveys from municipal staff in Ontario suggest that one of the primary reasons for low growth was due to the municipalities simply not receiving any applications from the industry. This also seems to be the case in our municipality, as no application to build or to expand as a land-leased community was received under the By-law since 1977.

As of July 2019, 3 land-leased communities are within the Municipality: Fraser Park in Dayspring with 17 spaces built prior to 1965, Nauss Court in Centre with 3 spaces built prior to 1973, and Victoria Ridge in Wileville with 126 spaces built prior to 1971. Another community existed in First South between 1977 and 2004 with 8 spaces.

The perception of land-leased communities in Municipality may be reflected from a petition letter received from New Germany in 1985. Residents were opposed to a proposed development of a land-leased community in their neighbourhood because of their concern around decreasing property values with the introduction of non-aesthetically pleasing land-leased communities.

Municipal Planning Strategy

An amendment to the Municipal Planning Strategy was proposed in 1995 to include the following policy statement: “Council is prepared to treat factory-produced housing the same as site-built housing for all regulatory purposes. The only exceptions to this approach are Mobile Home Parks where the density of development requires central sewage collection and disposal systems, and the requirements set out in the National Building Code.” However, a motion to adopt the amendment was defeated, and the current Municipal Planning Strategy has no policy on land-leased communities.

Subdivision By-law

The Land-Leased Community By-law refers to the Subdivision By-law regarding road standards. Part 8 of the By-law lists specifications for internal streets, and Clause 8.2(b) mandates such streets to be constructed in accordance with the specifications for municipal public highways contained in Schedule I of the Subdivision By-law – although as pointed out by the Development Officer, it should refer to Schedule H.

The Land-Leased Community By-law also mandates requirements not set in the new Subdivision By-law, including (1) a central water supply system; (2) a central sewage collection system; (3) minimum parking requirement of 2.25 spaces per home, including visitor parking spaces; and (4) screening buffer requirement of 1.5-metre in height if a nearby residential use exists. More stringent requirements are in place because typical land-leased community has higher density than a one-unit dwelling on an individual lot.

Provincial Legislations

Section 4 of the *Statement of Provincial Interest regarding Housing* directs all municipal planning documents to provide for manufactured housing. Description of manufactured housing may be found under the *Residential Tenancies Act*, where the Province started enforcing a new definition in June 26, 2019, which states that “manufactured home means any trailer that is (i) designed for or intended to be equipped with wheels, whether or not it is so equipped, and (ii) constructed or manufactured to provide a residence for one or more persons, but does not include a travel trailer or tent trailer otherwise designated.” The phrase “any trailer intended to be equipped with wheels” is interpreted to exclude single-section and multi-section manufactured homes.

Other Municipalities

One of the reasons that staff suggested in the 2001 by-law review to sustain the definition of manufactured homes as “single section” only, was to stay consistent with other municipalities in Nova Scotia. In the 20th century, most municipalities also limited the By-law application to single section homes. Other municipalities like Bridgewater focused on its architectural characteristics by only restricting manufactured homes with bow-truss roof. Municipalities that included all manufactured homes as part of the by-law definition set a higher limit on as-of-right developments – such as Colchester and Amherst that allow up to 9 and 19 as-of-right developments, respectively. Others removed the limit by replacing numbers with the words “primarily composed of manufactured homes”.

Cape Breton Regional Municipality (CBRM) is currently reviewing its Municipal Planning Strategy to end the prohibition of mini homes in certain urban areas. CBRM Planning Director, Malcolm Gillis (2018), stated the following:

“The construction specifications for a mobile home and a mini home are now significantly improved in comparison to what people often called ‘trailers’ and are inspected for compliance with the building code of Nova Scotia. Although it wasn’t articulated in the land use policy, there was an assumption that the occupants were of a relatively lower social status, that the homes were a comparatively inexpensive form of housing and that there was a fear they would reduce real estate values if placed within a streetscape of conventional housing.”

A common pattern throughout Nova Scotia is that, at least until 2001, municipalities desired to restrict manufactured homes with long, narrow proportions and other architectural characteristics. Due to their incompatibility with established residential characteristics that traditional single-detached dwelling units obtain, the public feared that manufactured homes would have a negative effect on property values. Despite this, the municipalities recognized the effectiveness of manufactured homes in terms of providing affordable housing and newer forms of modular housing that are still compatible with existing residential areas.

DISCUSSION

Policies and by-laws must be up to date to reflect current situations within the Municipality. A review process will allow the Municipality to evaluate the relevance of this By-law to the current housing market and infrastructure standards, as well as its consistency with other provincial and municipal regulations.

Intention of the By-law

The purpose of the Land-Leased Community By-law is to allow denser development in a form of land-leased communities to foster affordable housing within the Municipality. Without this By-law, such dense development in rural areas would not be possible under the Subdivision By-law or other provincial regulations.

The By-law was also intended to mitigate side effects of dense development. Examples of density control include mandatory central water and sewer systems, screening requirement, and higher road construction standards.

A question still remains as to either regulating manufactured homes or the placement of high-density residential structures. Currently, the construction of an apartment building in a rural area without zoning is permitted – offering higher density than a typical land-leased community without regulations found in the By-law. The construction of multiple homes on a single lot without zoning is also permitted, so building a visually identical community is also possible without this By-law, if the homes are not prefabricated.

In this case, similar reasoning would apply to apartment buildings as it did to multi-section homes prior to 2001: they are more permanent in nature, they are visually the same as any other dwelling, and they are more expensive, thereby naturally being more difficult to have many of them on a lot. However, housing situations have changed in recent decades, as manufactured homes are used as substitutes for one-unit dwellings, as opposed to densely packed homes.

By-products of the By-law

As the result of the By-law, those who wanted to use manufactured homes as a cheaper alternative to site-built homes were restricted. If the By-law's intention is to regulate denser development of manufactured homes, the designated minimum number of homes on a lot should not be as low as 3.

A likely reason for restricting relatively small groups of manufactured homes is their incompatibility to existing developments. Simply put, manufactured homes do not "fit" with traditional rural subdivisions because of its elongated form and its social stigma. Such claims can be countered as the designs of current manufactured homes are undistinguishable to typical single-family dwellings.

Canada Mortgage and Housing Corporation (2001) supports the counterclaim since "manufactured housing is simply a form of housing and should be treated like any other housing form. Rather than restrict it, based on where and how it is constructed, architectural guidelines and neighbourhood characteristics should be utilized that would be applicable to all homes, manufactured or site-built."

The purpose of allowing low number of manufactured homes as-of-right cannot be explained other than to control 'trailer-looking' housing. In the past, such design controls were initiated by restricting the definition of manufactured homes to single-section, bow-truss, or non-modular homes. After receiving complaints about the By-law, the definition broadened to include all types of manufactured homes. By doing so, residents were prohibited from living in a more affordable, factory-built home.

Relevancy of the By-law

Discussion of a major review or a repeal of this By-law has been conducted since the late 1990s. Staff raised concerns that certain requirements are out of date and perhaps more suited to the time period for which it was created, and manufactured homes have evolved since the 1960s. Consideration should be given that no land-leased communities have been constructed since 1977, and that all existing communities are therefore grandfathered. The By-law's intention of managing dense development but fostering affordable housing has not been achieved, and with the current real estate market trend, it may be inconsistent with the current direction of Council.

Housing Market. CBRM (2019) suggests land-leased communities as a new way of urban infill development. Other reports expect the demand for such communities may rise in the next decade as the numbers of people in both Boomer and Echo generations increase – most residents of manufactured homes consist of population under 35 and over 65 years of age. However, both the Province and the housing market have shifted to rental units as a means of providing affordable housing. Proportions of households

who rent are 10.5% in the Municipality, 39.9% in Halifax Regional Municipality, and 30.7% in Nova Scotia. Lower vacancy rates in the regions coupled with higher monthly rent provide some evidence of high demand for rental units.

Affordable Housing. South Shore Housing Action Coalition produced a report titled Housing Needs Assessment for the Municipality in 2017. The report recommends flexibility in zoning rules and regulatory changes to embrace mobile homes as a promotional tool for affordable housing in the region. Site plan approval processes are recommended to regulate land-leased communities, which are different from the current model of licensing processes.

Council Direction. Pursuant to Section 6.2 of the Subdivision By-law, Council's policy is to prohibit new public roads to lower maintenance cost. Subsection 8.2 b) of the Land-Leased Community By-law states that the park streets must be designed and constructed in accordance with the specifications for municipal public highways contained in the Subdivision By-law. Road construction standards in land-leased communities are much higher than the new standards established for private roads.

Alternative Regulations

Land leased communities may be regulated when a municipal-wide Land Use By-law is introduced in the future. A separate zone under a residential land use designation may be installed, or a development agreement process may be imposed for the construction of land-leased communities with a certain number of spaces.

Existing Density & Sewage Regulation

Without the By-law, the density of land-leased communities would be indirectly controlled by the *On-site Sewage Disposal Standard* – unless landowners volunteer to install central systems. The standard would dictate the minimum lot size per manufactured home space to ensure adequate sewage disposal. This way, the density will not be high enough to justify the need to mandate screening, central water and sewer systems, and subdivision road standards.

BUDGET IMPLICATIONS

The annual licensing fee in 1967 was \$2 per space and increased to \$4 per space in 1997. As a reference, \$2 in 1967 would be worth around \$15 in 2019. In 2018, total licensing fees collected was \$584, but upon repealing the By-law, the revenue would be reduced to \$0. Considering wages and fuel charges required for annual inspection, the financial impact on the Municipality is miniscule.

ALTERNATIVES

Staff prepared the following three options to proceed with the review process:

Option 1: Repeal the By-law

Policy & Strategy Committee may recommend Council to repeal the Land Leased Community By-law. The three existing land leased communities in the Municipality will become as-of-right, instead of being grandfathered from the Land Leased Community By-law, as none of the communities are located in a zoned area. Landowners may build a new community or expand current spaces, subject to the municipal building code and the provincial regulations on sewage control. If a new community is to be found in a zoned area, however, the maximum building per lot requirement must be met.

Licensing requirement for the construction and the operation of three or more manufactured homes on a lot will no longer be effective. After the repeal of the By-law, a standard building permit process will be followed, and additional requirements may be inserted in the future using the municipal-wide Land Use By-law.

A maximum limit of the number of manufactured homes on a lot will no longer be regulated as long as the density stated in the *Provincial Subdivision Regulation*, the *On-site Sewage Disposal Standard*, and other provincial regulations are observed. Existing private central water and sewage systems will remain private.

Option 2: Revise the By-law

Policy & Strategy Committee may recommend Council to revise the By-law. Changing the definition of a land-leased community to 5 or more manufactured homes, as suggested by a resident, will allow the existing development pattern to continue and residents to use manufactured homes like any other type of housing.

If Council wishes to revise the By-law instead of repealing, staff recommends Council to direct staff to further work on revising the technical component, so that the Land Leased Community By-law will be consistent with the current Subdivision By-law.

Option 3: Sustain the By-law

Policy & Strategy Committee may recommend Council to sustain the Land-Leased Community By-law and close the By-law review process.

COMMUNICATION CONSIDERATIONS

Although this by-law review process is not subject to Policy MDL-66 regarding the Public Participation Program, staff recommends following the policy guideline to engage with the public regarding land leased communities within the Municipality. Upon given notice of intention to repeal, staff intends to engage residents and stakeholders of land-leased communities in the Municipality before a second reading is conducted. Some of the potential stakeholders include:

- Landowners of the existing land-leased communities;
- South Shore Housing Action Coalition;
- Manufactured Housing Association of Atlantic Canada;
- Home manufacturers; and
- Manufactured housing consultants.

CONCLUSION

The Land-Leased Community By-law was drafted for the three main reasons: to provide affordable housing and to accommodate those with high mobility; to control high density development in rural areas, and to regulate homes with certain designs that may stand out amongst existing developments. The principle of affordable housing is beneficial to the community; however, the market trend has shifted to apartment rental units for those seeking affordable units or temporary living spaces. Controlling high-density development is also beneficial, but it is inconsistent with other regulations as other types of multi-unit housing are not regulated in rural areas without zoning. As for mitigating fear that manufacturing homes are incompatible with existing rural subdivisions, current manufacturing homes are designed so that their visuals are indistinguishable to a single-family dwelling. From staff's point of view, the By-law is not meeting any of its goals.

The By-law resulted in an unintended consequence that residents are unable to build their home in a certain way, simply because it was prefabricated. As staff determined that regulating the source of housing was not the intention of the By-law, staff suggests that the Policy & Strategy Committee recommends Municipal Council to repeal the By-law by recommending Option 1 in this staff report.

Department: Planning & Development Services

Directory: 66320-35

Prepared by: Byung Jun Kang, Planner

Date: 2019.07.12

Reviewed by: Norma Schiefer, Development Officer

Date: 2019.08.22

Approved by: Jeff Merrill, Director of Planning & Development

Date: 2019.09.09

DRAFT

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

A By-law Respecting the Repeal of the Land-Leased Community By-law

Be It Enacted by the Council of the Municipality of the District of Lunenburg that the Land-Leased Community By-law adopted on April 17, 2001 is hereby repealed.

Municipal Clerks Annotation for Official By-law Book

Date of First Reading:

Date of Advertisement – Notice of Intention:

Date of Second Reading:

Date of Advertisement of Passage of By-law*:

I certify that the **“By-law Respecting the Repeal of the Land-Leased Community By-law was approved** as indicated above.

Municipal Clerk

Date

***Effective Date of the By-law unless otherwise specified in the By-law**



Municipal Awareness Week 2019 November 18-22, 2019



Municipal Awareness week is a public awareness campaign aimed at:

- Promoting the importance of municipal government in peoples' daily lives;
- Encouraging citizens to participate in municipal government; and
- Increasing voter turnout rates during municipal elections.

Actions for 2019

Community Council Meeting

The Municipality will go into the community to hold a Council meeting at a community centre. The agenda would be focused to include items of interest to the community.

Tuesday, November 19 7 p.m. – 9 p.m. TBD

Proclamation

Council will proclaim November 18-22, 2019 as Municipal Awareness Week.

Social Media

The MODL Facebook page will share surprising facts and interesting information about our Municipality all week.

Print Ads

Ads promoting specific initiatives (parks and open spaces, active transportation, tick awareness) will be placed in the local newspapers.

Signage

Branded signage will be posted on the lawn at 210 Aberdeen.

MODL.ca

The front page of modl.ca will feature an image that will link to a page where residents can learn more about MODL initiatives.

MEMORANDUM

TO: Policy and Strategy Committee

FROM: Alex Dumaresq, Deputy CAO

DATE: September 10, 2019

RE: Strategic Priorities Update – September 2019

Background

Council approved the 2019/20 Strategic Priorities Chart on January 22, 2019. The chart reflects input received by Council members during the 2016 election and the feedback received during the 2018 Your Government Your Ideas meeting series. The Chart identifies major initiatives for the Municipality in this fiscal year and Council term.

Strategic Priorities Chart 2019/20

Project Highlights

Rural High-Speed Internet:

- Council passed a multi-year connectivity strategy for the Municipality; the strategy focuses on expanding coverage of reliable high-speed internet by leverage funding from private sector and other governments, while limiting risks to the Municipality.
- Based on this strategic direction Council is pursuing multiple avenues for expanding internet service:
 - Pursuing the execution of Federal Connect To Innovate Projects:
 - Contracts and funding agreements are in place for Eastlink backhaul and full-wired service to Hemford, construction is ongoing with residents already receiving connections. Expected to be fully operational by Fall of 2019;
 - Service Level Agreement now signed for TNC Fixed Wireless Project north of the 103, siting for first towers complete and construction has begun, connections expected in Fall of 2019;
 - Directly procuring private sector partnerships to install fixed wireless service in Whynotts Settlement and Tancook Islands (Contract awarded to TNC; siting approval process complete; construction to occur in summer 2019); and
 - Continuing to develop relationships with Funders (e.g. NS internet Trust) and possible ISPs who have interest in expanding in Lunenburg County. Results of the most recent Develop Nova Scotia RFP process are not announced to date; MODL supported several proposals for increased service.

Five-Year Financial Strategy

- Council has completed and adopted the Five-year Financial Strategy. The Strategy documents have now been used in the development of the 2018/19 & 2019/20 Municipal Budgets. The model underlying the strategy is updated regularly and will continue to be a valuable tool for Council when making decisions on capital projects, reserves and tax policy. Council is on track to achieve the goals of the strategy; namely, to be debt free by 2021 while maintaining stable tax rates and contributions to reserves.

LaHave River Straight Pipes

- MODL has been successfully reducing the number of non-responding property owners, of more than 1700 properties, all but 70 property owners have been in contact with program staff to confirm the existence of a system, enroll in the program or are identified for the inspection program.
- Owners for 214 properties have signed agreements enrolling them in the replacement program. Designs have been completed for 165 of those properties and 132 systems have been installed. Pricing for system installations remains below project estimates, due in part to the design of the procurement program and the ability to increase early season tenders in the second year of the program.
- Inspections are underway with over 200 inspections complete to date. Current rate of inspections should allow for up to half of all required inspections during 2019.

Expand Recreational Infrastructure

- Council continues to aggressively pursue expansions to the network of public parks and trails. The proposed 2019/20 budget includes funding for trails and active transportation, as well as \$320,000 for construction in the lower portion of River Ridge Common. A grand opening for the park was held in July of 2019, and further construction of bike trails and park features will be completed this fall. The Sherbrooke Lake Water Quality report has been received from the Committee and testing on the lake will continue in 2019/20.

Roads Strategy

- The 2019/20 budget includes over \$1 million in funding for paving of approved cost-shared provincial roads in Stonehurst, LaHave and Pentz. The contract for the paving has been awarded by NSTIR and is scheduled for the fall.
- Council has reviewed the existing petition bylaws and staff are preparing an options report on revisions that will make passing petitions easier for residents. In conjunction with this policy work, engineering staff are completing assessments and preparing pre-design work for possible upgrade and paving projects on existing municipal roads in the 2020 construction season.

Fire Services Recruitment and Retention

- Council has approved the final draft of the Recruitment and Retention Strategy, completing an exhaustive development and consultation process.
- Council has included \$58,800 in funding for the implementation of recruiting and retention tactics, which will be led by individual departments, as well as fire services and communications staff of the Municipality.
- Implementation activities to date have included newspaper and print advertisement, information booths at public events, and the preparation of a fire service newsletter.

Accessibility Plan

- The Province has passed accessibility legislation which will create higher standards for accessibility for all public facilities, websites and other services. The legislation requires municipalities to establish Accessibility Committees with expertise and at large members representing communities with different accessibility requirements. MODL spearheaded the creation of a county-wide Committee, to make best use of resources and ensure we are able to adequately populate and support the committee.
- The Committee has held their inaugural meeting and Councils have now appointed the community representatives to the committee.
- Provincial Training on the work of the committee is happening across the province in September.

LCLC Governance

- The LCLC Board and both partner Councils have approved a revised short-term strategic plan for the facility. The first priority of the plan is to secure an independent review of the

operations, recommendations on regionalizing programming, and short-term operations oversight.

- An RFP requesting submissions for these tasks was issued and the board awarded the work to Nustadia. The firm is now overseeing the day-to-day operations of the facility and are working with the board and staff on the deliverables in the RFP.

Lyme Disease Response

- MODL continues to work with the Public Health Agency of Canada on the deer bait station research project: Year 2 of the 3-year data collection project is currently underway. A report to Council on the project will be presented at the conclusion of Year 2.
- The second year of the public education component of the project is underway as well. This year will see the continuation of outreach booths, print and radio ads, and educational posters and material, all designed to raise awareness of how to protect against the contraction of Lyme disease.
- Staff coordinated an educational exhibit this summer at the LCLC. Created by the Federal public health agency, the exhibit provided information on ticks and health protection strategies.
- The 2019/20 budget also includes funding to support a proposed conference on Lyme disease in the fall of 2019. The conference is being planned by community members who have requested financial and in-kind support from the Municipality. The Municipality has committed financial support to the conference, which will be held on November 16 & 17 at the Bridgewater Cineplex.

Municipal Services Building

- Design and sitework for the project have been completed.
- The general construction tender was awarded by Council in June to Roscoe Construction.
- Foundation work is now nearing completion; A full project update is expected from Catalyst, MODL's Project Manager, in early October.

Flood Mitigation

- MODL now has completed LIDAR data for the entire Municipality. The conversion of the data into floodplain mapping is complete and a joint presentation to Chester and MODL Councils on the results is scheduled for September.
- This data is already being used for multiple applications by MODL and stakeholders. For example, this information is assisting in the planning and completion of the flood mitigation study of the Petite Riviere Watershed being completed in partnership with the Village of Hebbville.
- The Province has indicated that municipalities will be required to have land-use planning in place across the entire Municipality in the near future, though specific requirements with respect to what must be included in the bylaw is not currently available.
- The floodplain mapping will be necessary to have an informed discussion on the type of development controls in a new municipal-wide land-use bylaw, and what is an appropriate level of planning for Lunenburg County.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy and Strategy Committee

SUBMITTED BY: Tissy Bolivar, Program Coordinator

DATE: September 17, 2019

RE: PRO Kids Administration Support for Mahone Bay

RECOMMENDATION

Staff recommends:

That the Policy and Strategy Committee recommend to Municipal Council that Council enter into an agreement with the Town of Mahone Bay to administer the PRO Kids program on their behalf with funding from the Town of Mahone Bay to support applications for their residents. The Town of Mahone Bay will also pay a 10% administration fee, to the Municipality of the District of Lunenburg.

Motion required.

EXECUTIVE SUMMARY

PRO Kids is a financial assistance program administered by MODL to support children and youth of the Municipality of the District of Lunenburg who otherwise could not participate in sport, recreation, and cultural activities due to financial limitations.

The Municipality of the District of Lunenburg has been approached by the Town of Mahone Bay to assist them in the implementation of the PRO Kids program for Town residents. The Town of Mahone Bay is the only Municipal unit in Lunenburg County that does not currently offer the PRO Kids program.

The Town of Mahone Bay would supply the Municipality of the District of Lunenburg with a lump sum (to be determined by the Town of Mahone Bay) to support applications from their residents specifically. MODL funds would not be administered for applications within the Town of Mahone Bay. Once the funding provided by Town of Mahone Bay was depleted, no further applications would be approved until more funding is provided from the Town or their fundraising pursuits.

BACKGROUND

Positive Recreation Opportunities for Kids (PRO Kids) is a unique community program that is implemented across Canada, including in the Municipality of the District of Lunenburg (MODL). This program provides financial assistance to children and youth from the Municipality who are not able to participate in sport, recreation or cultural activities due to a lack of funds. PRO Kids

strives to remove financial barriers to ensure every child and youth has an opportunity to participate in recreational activities.

Children and youth 18 years of age or under who live within the Municipality of the District of Lunenburg and are experiencing financial limitation to cover the costs associated with organized, registered recreation and cultural activities. The PRO Kids program uses a reference system to identify the need of the family, as opposed to financial statements like Kid Sport and Canadian Tire Jumpstart. In addition, PRO Kids is the only financial assistance program in our area that offers funding for non-physical activity and sport related activities, such as art, music, camp, etc. There is no capped fee on the amount you can apply for through PRO Kids. Applications can be accepted year-round, but each applicant is only considered once per season.

PRO Kids relies on the support of Municipal funding, community agencies such as the United Way of Lunenburg County, organizations, schools, businesses and individuals for continued support. We offer income tax receipts for any donation over \$10.

Placing children and youth in activities through the PRO Kids program will not only affect these children; it will also positively affect their families and friends, those who are involved in the activity in which they participate, and the community at large. The children placed through the program will be encouraged to achieve their full potential and uncover their unique talents. They will feel a sense of belonging and community, will have an increase in self-esteem, and will have a chance to live a healthy, active life.

In addition, there are numerous benefits to the community when children get involved in recreation activities, instead of watching from the sidelines include:

- Builds healthy communities and a healthy lifestyle
- Is an investment in the future of our young people
- Develops friendships and social networks
- Fosters cooperation and good citizenship
- Promotes positive behaviours
- Builds confidence and self-esteem
- Encourages community involvement
- Provides an opportunity to be part of a team
- Provides fun and enjoyment
- Develops leadership skills
- Is an important tool in crime prevention
- Strengthens families
- Promotes healthy development
- Builds social skills
- Lowers rates of illness and associated costs
- Results in higher grade

BUDGET IMPLICATIONS

By providing administrative support to the Town of Mahone Bay for PRO Kids, it would not directly impact our budgeted funds for our own PRO Kids program. MODL funds will solely be used for MODL residents, not Town of Mahone Bay residents. Once funding provided by the Town of Mahone Bay was used, no further applications could be processed until we received additional funding.

There would be costs associated with staff support, administration support (copies, phone calls, financial, etc.), however, it is to be expected these charges would be recuperated from the administration fee. Currently, it takes approximately 1.5 hours to process one PRO Kids application between various staff in Recreation, Administration, and Finance departments.

Any funds remaining at the end of the fiscal year from the Town of Mahone Bay will be carried over to the next fiscal year. This is the current practice for MODL PRO Kids.

ALTERNATIVES

Below is a chart of other percentage options based on different amounts provided by the Town of Mahone Bay to support residents in the Town.

Admin. % →	1%	2%	3%	4%	5%	10%
Pot of \$ ↓						
\$500	\$5	\$10	\$15	\$20	\$25	\$50
\$1,000	\$10	\$20	\$30	\$40	\$50	\$100
\$2,000	\$20	\$40	\$60	\$80	\$100	\$200
\$2,500	\$25	\$50	\$75	\$100	\$125	\$250

Another option would be to charge a flat rate per application received.

CONCLUSION

To support the Town of Mahone Bay to offer PRO Kids to their residents, it is our recommendation that we charge a 10% administration fee to offset our staffing costs as a result of increased applications for Town of Mahone Bay residents. This will allow all residents in Lunenburg County to access the PRO Kids program through their respective Municipal units.

Department:	
Report Prepared By: Tissy Bolivar	Date: Sept. 10, 2019
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____