

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

Conquerall Bank Fire Department, NS  
Tuesday, November 19, 2019 - 7:00 p.m.

Time & Page

1. CALL TO ORDER
  - 1.1 Mi'kma'ki Territorial Acknowledgement
2. NOMINATION & ELECTION BY BALLOT – VICE-CHAIR  
[MDL-02 – Committee Policy, Section 3.5]
3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
  - 3.1 Proclamation – Municipal Awareness Week – November 18 – 22, 2019 .....1
4. PUBLIC INPUT (15 Minutes)
5. APPROVAL OF AGENDA – Added Items
6. APPROVAL OF MINUTES – October 15, 2019 (as circulated)
7. BUSINESS ARISING FROM MINUTES - NIL
8. PRESENTATIONS
  - 8.1 Lyme Project Update ..... 2-10
9. REFERRAL FROM COUNCIL - NIL
10. STAFF REPORTS
  - 10.1 Finance Department
    - 10.1.1 Establishment of a Video Surveillance Policy MDL-89..... 11-25
  - 10.2 Administration Department
    - 10.2.1 Your Government Your Ideas Engagement Summary..... 26-41
  - 10.3 Recreation Department
    - 10.3.1 Nature Trust re Exploring Conservation Options for Cape LaHave..... 42-53
  - 10.4 Economic Development
    - 10.4.1 Investment Attraction Strategy Update (to be circulated at meeting)
11. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS
  - 11.1 Report of Provincial Library Conference (Deputy Mayor Hustvedt).....54
  - 11.2 Point of Sale Straight Pipe Legislation (Councillor Ernst) ..... 55-56
12. ADDED ITEMS - NIL
13. IN CAMERA - NIL
14. NEXT MEETING – December 17, 2019 – 9:00 a.m.
15. ADJOURNMENT



Policy & Strategy Committee  
November 19, 2019  
Item: 3.1  
Authorization: Alex Dumaresq



**Municipal Awareness Week  
Proclamation**

WHEREAS municipal government is responsible for the provision of services that enhance the quality of life of its citizens;

and

WHEREAS dedicated mayors, wardens, councillors and staff are essential for the effective governance of their municipalities;

and

WHEREAS citizen involvement is essential for an active community;

and


WHEREAS it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of municipalities;

**THEREFORE BE IT PROCLAIMED:**

that the week of November 17<sup>th</sup> to the 23<sup>th</sup>, 2019 be known as Municipal Awareness Week in the Municipality of the District of Lunenburg in recognition of the vital role of municipal government and in recognition of all whose efforts support it.

Dated the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
Mayor Carolyn Bolivar-Getson



**COASTAL  
ACTION**  
CONSERVATION AT WORK


**Deer Bait Station Maintenance**

Coastal Action  
Shanna Fredericks, Assistant Director  
Lunenburg, NS

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## Outline

- Project background and timeline.
- Deer bait stations – how they work.
- Restocking and maintenance in the field – Garden Lots and Blue Rocks.
- Common issues and challenges.
- Update from Public Health Agency of Canada.



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## Project Background

- Coastal Action contracted by MODL to maintain bait stations for 3-year project.
- Stations active from September – December 2018; inactive from January – March 2019; active from April – present 2019.
- Stations visited weekly to restock corn, reapply permethrin, and conduct repairs/maintenance.
- As of Oct. 19, 2019:
  - 38 Visits
  - 34,975 lbs of Corn
  - 21.7 L of Permethrin



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## 4-Poster Deer Bait Station



Wong et al. n.d. <https://www.cdc.gov/climateandhealth/docs/4postertickborneDisease.pdf>

- Host-targeted passive feeding station.
- Topical application of acaricide (permethrin).
- Treated rollers apply permethrin to head, neck, and ears during feeding.
- Deer, racoons, birds, rodents.



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## Data Collection

- Date, weather, time, field staff, etc.
- Amount of corn consumed.
- Amount of corn added.
- Amount of permethrin applied (per post and per station).
- Damage, maintenance needs, repairs made.
- Notes/comments (e.g., rodents, hunters, landowner issues).



Formula for permethrin application:

$$\frac{\text{Amount of Corn Consumed}}{1.5 \text{ lbs}} \times 0.25 \text{ mL} = \text{Amount of permethrin per post}$$

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## Common Issues/Challenges

- Rodents and other wildlife
- Broken rollers
- Clogging from dusty/rotting corn
- Landowners and hunters



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## Update from Public Health Agency of Canada Dr. Robbin Lindsay

- No official update – still processing samples.
- Downward trend in # of ticks on animals from 2018 to 2019.
- Predicting they will start to see greatest reduction of the tick population starting in 2020.

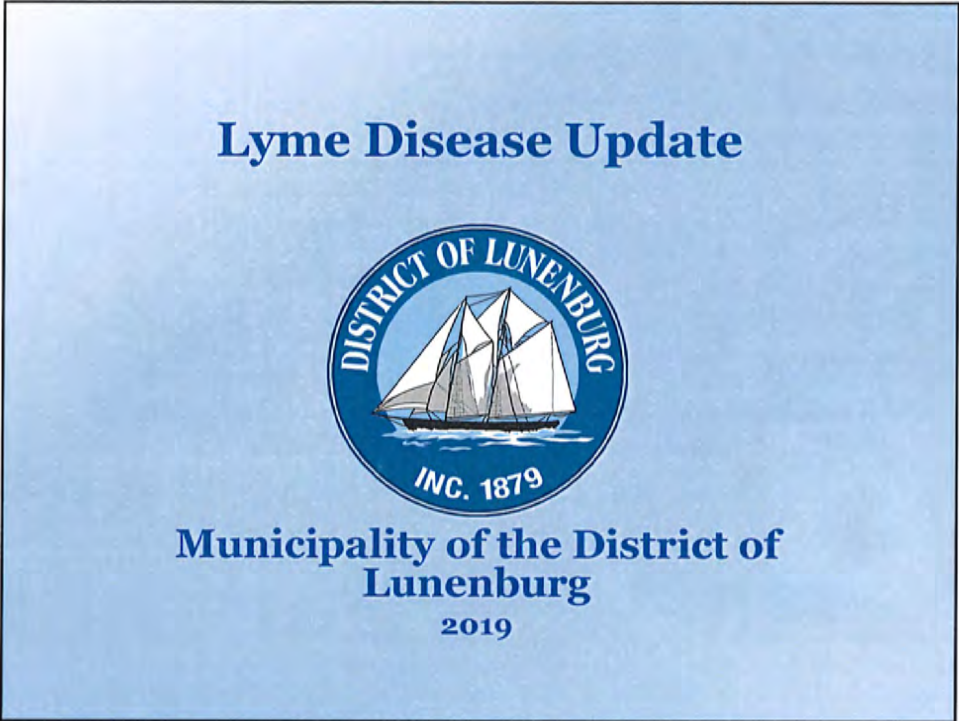
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## Summary

- Currently in year 2 of 3-year project.
- Some stations are becoming an issue with landowners and hunters.
- Typical maintenance and repairs for deer bait station projects.
- 18 stations operational throughout Garden Lots and Blue Rocks.
- 38 weekly visits.
- 21.7 L of permethrin applied.
- 34, 975 lbs of corn stocked.

Thank you. Questions?



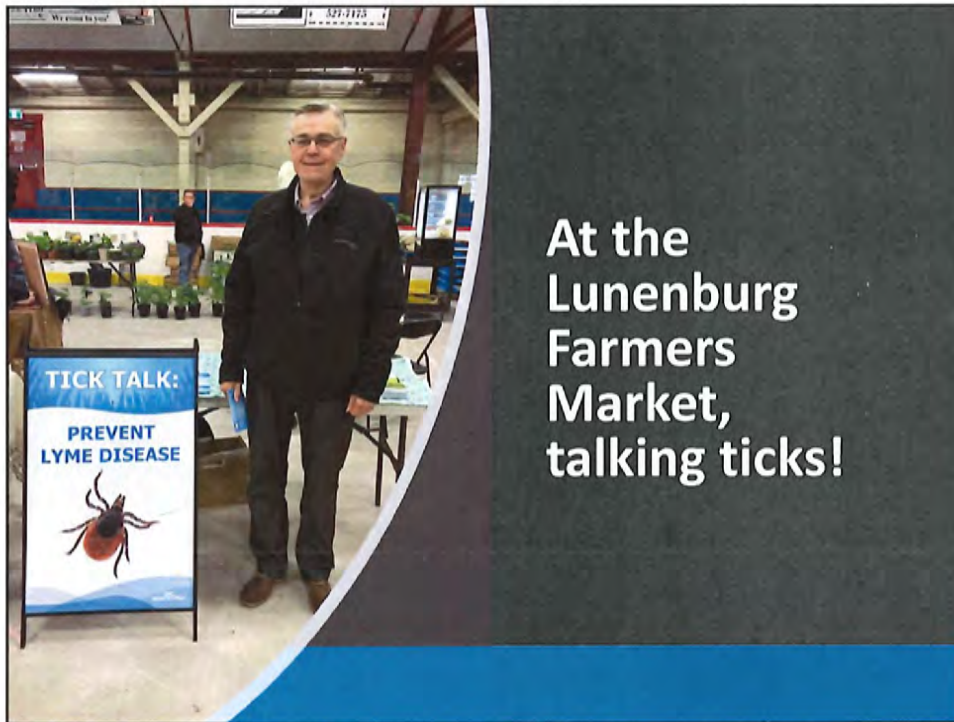


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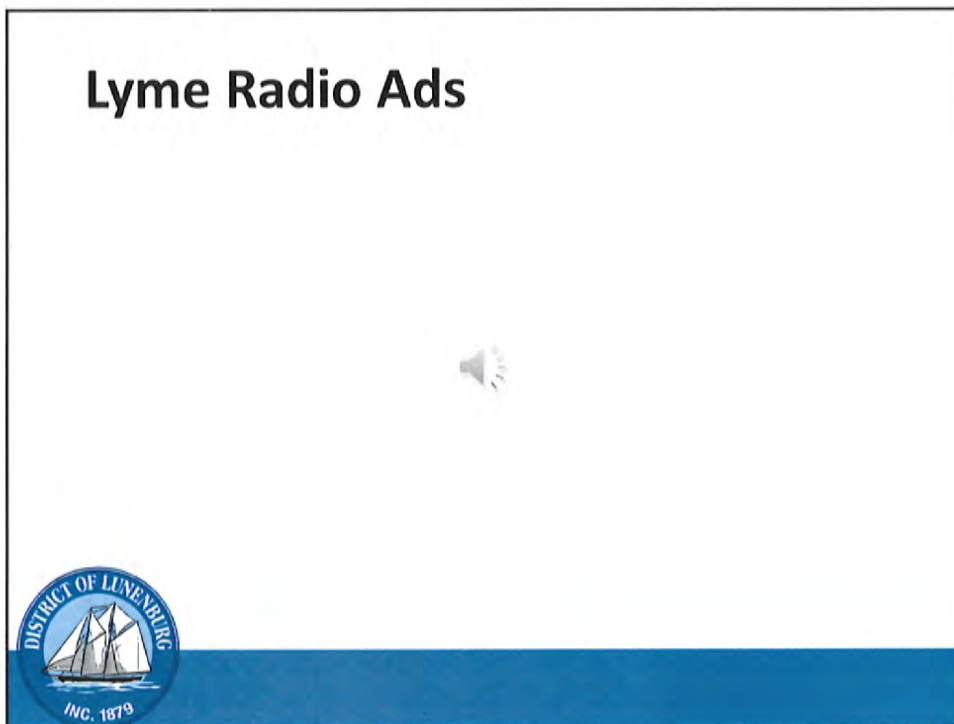
Public Health Agency of Canada display at the LCLC

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At the  
Lunenburg  
Farmers  
Market,  
talking ticks!

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# Sponsored conference

The Lunenburg Lyme Assoc. is holding a free Lyme Disease Conference at the Bridgewater Cineplex on the weekend of November 16 - 17, 2019

**LYME SOS**  
**SATURDAY, NOVEMBER 16**  
 9:00am - 1:00pm  
 This session will offer a learning opportunity for medical/health professionals to listen and respond to Lyme disease physicians and researchers.




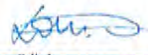

**LYME 101**  
**SUNDAY, NOVEMBER 17**  
 9:00am - 1:00pm  
 This session for the public will offer an opportunity to hear from experts with diverse perspectives on prevention, symptoms, diagnosis and treatment of Lyme disease.

For information, please contact [info Lyme conference@gmail.com](mailto:info Lyme conference@gmail.com)

Registration will open October 1, 2019



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 <p>Health Canada          Health Products and Food Branch</p>	<p>Santa Catalina          Direction générale des produits de santé et des aliments</p>	<p>Biologics and Genetic Therapies Directorate          100 Eglantine Drive          LCDC Building,          Tunney's Pasture, A.L. 0601A          Ottawa, Ontario          K1A 0K9</p>	<p>- 2 -</p> <p>A drug company or clinical investigator seeking authorization to use a new vaccine for the purposes of a Phase I, 2 or 3 clinical trial in Canada may also file a Clinical Trial Application (CTA) to the BGTD. Prior to filing an NDS or CTA, the BGTD encourages drug manufacturers to meet with our clinical, quality and regulatory experts to discuss the scientific contents of their submission, and to discuss any issues or concerns regarding the development of their vaccine. The standard review timelines is 300 calendar days for an NDS and 30 days for a CTA. The current regulatory framework also allows for expedited review of an NDS for serious, life-threatening or severely debilitating diseases or conditions, for which no drug therapy is presently marketed in Canada. Eligibility for this pathway is assessed by BGTD on a case-by-case basis and qualifying submissions undergo shortened review timelines of 180 calendar days.</p> <p>At this time, Valneva has not contacted BGTD to discuss the clinical and/or quality development of a vaccine for Lyme disease. Should Valneva wish to meet with the BGTD to discuss the development program of their vaccine for Canadians, we would be pleased to do so and provide guidance.</p> <p>As you may be aware, the Public Health Agency of Canada has developed a federal framework for Lyme disease which includes the establishment of a Lyme disease research network. We encourage you to contact them and we have provided a link to their report: <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/lyme-disease-canada-federal-framework.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/lyme-disease-canada-federal-framework.html</a>.</p> <p>In 2015, the federal government endorsed a list of vaccine research and development priorities for Canada. A vaccine for Lyme disease is among these priorities. For more information, you may wish to refer to: <a href="https://www.canada.ca/en/public-health/services/vaccine-research-development-priorities.html#2">https://www.canada.ca/en/public-health/services/vaccine-research-development-priorities.html#2</a></p> <p>Again, thank you for taking the time to correspond with us.</p>
<p>Municipality of Lunenburg          4411 208          RECEIVED 19-004164 - 386</p>			
<p>Carolya Bolivar-Gieson          Mayor, District of Lunenburg          210 Aberdeen Rd          Bridgewater, Nova Scotia B4V 4G8</p>			<p>AUG 08 2019</p> <p>Yours sincerely</p> 
<p>Dear Ms. Bolivar-Gieson:</p> <p>On behalf of the Minister of Health, the Honourable Ginette Pelipas Taylor, the Biologics and Genetic Therapies Directorate (BGTD) is responding to your May 28, 2019 correspondence regarding availability of a vaccine for Lyme disease in Canada. The BGTD is Health Canada's regulatory authority responsible for the review and authorization of new biological drugs and radiopharmaceutical medicines for the Canadian market. Thank you for taking the time to write to us.</p> <p>I would like to commend the Municipality of the District of Lunenburg on their commitment to resolving the issues surrounding Lyme disease, including local research efforts and educational campaign promoting preventative measures against this disease.</p> <p>BGTD recognizes there are no vaccine products on the Canadian market for Lyme disease. Before a new vaccine can be authorized for sale in Canada, a drug company must file a New Drug Submission (NDS) to BGTD for review and approval. The NDS must contain scientific evidence of its safety, efficacy and quality as defined by the <i>Food and Drug Regulations</i>. A drug submission typically includes preclinical studies (animal), clinical studies (human), and details regarding the production of the drug, packaging and labelling. The BGTD's role is to review the evidence provided and to determine whether the risks associated with the product are acceptable in light of its potential benefit.</p>			<p>...2</p> 

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## Municipality of the District of Lunenburg

### REQUEST FOR A DECISION

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**REPORT TO:** Policy & Strategy Committee

**SUBMITTED BY:** Elana Wentzell, CPA, CMA

**DATE:** November 19, 2019

**RE:** Establishment of a Video Surveillance Policy MDL -89

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#### RECOMMENDATION

***“that the Policy and Strategy Committee recommends to Municipal Council that Municipal Council approves the proposed Policy MDL-89 Video Surveillance Policy;***

***And***

***hereby gives seven (7) days’ notice of its intention to approve the proposed Policy MDL-89 at the November 26, 2019 Council meeting.”***

#### BACKGROUND

The new Municipal Services Building will be equipped with video surveillance as one of its security measures. In order to ensure consistency of corporate surveillance and compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP), the enclosed policy has been written based on guidelines from the Office of the Information and Privacy Commissioner of Nova Scotia.

The Policy outlines the responsible use of video surveillance as it is used for recording, monitoring, and storing video on all properties owned or occupied by the Municipality and its affiliates for the express purposes of enhancing safety and security, preventing and deterring crime, identifying suspects, and gathering evidence.

**OPTIONS**

In order for video surveillance to be installed on any municipal property, Council should establish a policy that meets the legislative requirements as set out in FOIPOP.

**BUDGET IMPLICATIONS**


Video surveillance has been included as a security measure in the construction of the new Municipal Services Building. The operational surveillance costs will be minimal as information will be stored on existing servers and only accessed per the policy guidelines.

**STRATEGIC PRIORITIES**

N/A

**CONCLUSION**

Staff recommend that a Video Surveillance Policy be established to meet legislative requirements of FOIPOP.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date: Nov 5, 2019
Report Approved By: _____	Date _____
Reviewed By CAO:  _____	Date _____

## Municipality of the District of Lunenburg POLICY

Title: Video Surveillance	
Policy No. MDL-89	
Effective Date:	Amended Date:

### 1. Purpose:

- 1.1. Develop a Video Surveillance System Policy that complies with the *Freedom of Information and Protection of Privacy Act*.
- 1.2. Ensure consistency of corporate surveillance.
- 1.3. Outline the responsible use of Video Surveillance System as it is used for recording, monitoring and storing video on all properties owned or occupied by the Municipality of the District of Lunenburg (the "Municipality") and its affiliates for the express purposes of enhancing safety and security, preventing and deterring crime, identifying suspects, and gathering evidence.

### 2. Scope:

- 2.1. This Policy applies to the Video Surveillance System and video records administered by the Municipality; it does not apply to video recordings gathered in other circumstances (e.g., recordings of Council Meetings).
- 2.2. For the purpose of this Policy, the Municipality's environment includes all streets, public places, land and buildings that are owned or leased by the Municipality.

### 3. Definitions:

- 3.1. **Authorized Personnel** – means personnel authorized by the Chief Administrative Officer to operate surveillance equipment and access live or recorded material.
- 3.2. **Chief Administrative Officer** – means the Chief Administrative Officer of the Municipality of the District of Lunenburg.
- 3.3. **Clerk** – means the Clerk of the Municipality of the District of Lunenburg.
- 3.4. **Covert Surveillance** - refers to the secretive continuous or periodic observation of person, vehicles, and places or objects to obtain information concerning the activities of individuals.
- 3.5. **Director** – means director or department head of the Municipality of the District of Lunenburg.
- 3.6. **FOIPOP** - means the *Freedom of Information and Protection of Privacy Act*. 1993, c. 5, s.
- 3.7. **MGA** – means *Municipal Government Act of Nova Scotia*
- 3.8. **Overt Surveillance** - refers to the non-secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals.

- 3.9. **Personal Information** – means recorded information about an identifiable individual including the individual's name, address or telephone number, the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations, the individual's age, sex, sexual orientation, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, blood type or inheritable characteristics, information about the individual's health-care history, including a physical or mental disability, information about the individual's educational, financial, criminal or employment history, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.
- 3.10. **Privacy Impact Assessment (PIA)** - is a process that can be applied to any public body for the purpose of determining the level of protection and security afforded to personal information that is collected, used or disclosed in a new modified information system. The security of information refers to the technical, physical and procedural measures taken to protect personal information from the time it is collected until a public body disposes of it.
- 3.11. **Reception Equipment** - refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including monitor.
- 3.12. **Record** - a record of information in any form and includes books, letters, vouchers, and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
- 3.13. **Storage Device** - refers to a videotape, computer disk or drive, CD or DVD or computer chip used to store the recorded visual images captured by a surveillance system.
- 3.14. **Surveillance Equipment** – means any closed circuit television cameras and any other video/image monitoring and recording equipment systems used to monitor and record public, and restricted areas of property owned or leased by the Municipality.
- 3.15. **Municipality** – means the Municipality of the District of Lunenburg, and as referred to in this policy shall include all departments and offices which make up the Municipality's administration, as well as any agency of the Municipality which has agreed to be bound by this policy.
- 3.16. **Video Surveillance System (CCTV)** - refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings or public transportation, and includes all recorded records collected by same.

#### 4. **Policy Statement:**

- 4.1. Subject to this policy, the Chief Administrative Officer has the sole authority to oversee and coordinate the use of all Video Surveillance Systems on Municipality Property.
- 4.2. The Municipality recognizes the needs to balance an individual's right to protection of privacy against the Municipality's duty to promote a safe environment for all citizens, and to protect municipal property.
- 4.3. Video Surveillance Systems under this policy will be designed and operated in a manner that minimizes privacy intrusion and that is reasonably necessary to achieve the lawful goals of the

Municipality.

- 4.4. Video Surveillance Systems are to be used by the Municipality to record unlawful acts and breaches of Municipality security, and public health and safety, to prevent or deter such activities; information obtained from Video Surveillance Systems are also used to aid law enforcement investigations.
- 4.5. Personal information obtained through the Municipality's Video Surveillance Systems will be used for security, health and safety and law enforcement purposes only. For greater clarity, Video Surveillance Systems will not be used for employee performance purposes, except as specifically authorized pursuant to Section 6.5.
- 4.6. All personal information obtained through the Video Surveillance System is confidential and will only be viewed or released as per Sections 6.6 & 6.7 of this policy.
- 4.7. This Policy is intended to assist the Municipality in deciding whether collection of personal information by means of surveillance camera is both lawful and justifiable, and if so, in understanding how privacy protection measures can be built into the use of a surveillance system.
- 4.8. It is recognized that each situation has unique needs and practices. While these requirements will remain, it is necessary to standardize Municipality procedure in the order that all citizens have an expectation of consistency, regardless where the equipment is installed.
- 4.9. Authorized Personnel involved in the use of the Video Surveillance System will be appropriately trained and supervised in the responsible use of the System.
- 4.10. All existing uses of Video Surveillance Systems will be brought into compliance with this policy within twelve months of the approval of this policy.

## 5. Responsibilities:

### 5.1. **Municipal Council is responsible for:**

- 5.1.1. Approval of this Policy and any subsequent amendments.

### 5.2. **Chief Administrative Officer is responsible for:**

- 5.2.1. Oversee and coordinate the use of all Video Surveillance Systems on Municipality Property.
- 5.2.2. Ensuring the requirements of this Policy are adhered to.
- 5.2.3. The approval of the installation of video cameras on all Municipality owned and leased properties.
- 5.2.4. Monitoring the effectiveness of the Policy, and to recommend changes to the policy where considered appropriate.

### 5.3. **Authorized Personnel are responsible for:**

- 5.3.1. Establish and maintain an internal reporting network relating to control mechanisms and advise the Chief Administrative Officer;
- 5.3.2. Budget for the cost of the video surveillance requirements;
- 5.3.3. Ensure Privacy Impact Assessments are conducted on new surveillance initiatives and on

significant upgrades to existing surveillance systems;

5.3.4. Inform the Chief Administrative Officer of:

5.3.4.1. Proposed changes to authorized video surveillance which may affect Municipality Security;

5.3.4.2. Proposed changes in internal reporting network relating to proposed installation of new surveillance system equipment that may be affected by this Policy.

5.3.4.3. Any new legislation pertaining to the use of video surveillance that requires to be incorporated into this policy.

5.3.5. Review all proposed changes to existing Video Surveillance systems and newly proposed systems to ensure that they meet all the requirements of this Policy.

5.4. **Employees are responsible for:**

5.4.1. Review and comply with this Policy in performing their duties and functions related to the operation of a surveillance system;

5.4.2. Attend training relating to this Policy, where available.

6. **Procedures:**

6.1. **Privacy Impact Assessment (PIA):**

6.1.1. A PIA shall be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated;

6.1.2. The following steps must be considered:

6.1.2.1. A Security Threat Assessment (Schedule 1) shall be completed.

6.1.2.2. The use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;

6.1.2.3. A video surveillance system should only be considered after other measures of deterrence or detection have been considered and rejected as workable;

6.1.2.4. The proposed design and operation of the video surveillance system should minimize privacy intrusion.

6.2. **Public Consultation:**

6.2.1. The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for Municipality owned buildings and properties. The extent of public consultation may vary depending on the extent of public access.

6.2.2. When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance are being considered for Municipality owned or operated building to which the public are invited, such as a library, art gallery, or Municipal Office, notice shall be provided at the site with an opportunity for public feedback. When new or

additional systems are contemplated inside municipal buildings or parking lots where there may be a high security risk to staff or clients, consultation shall not be required.

### **6.3. Designing and Installing Surveillance Equipment:**

- 6.3.1. Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this Policy are met.
- 6.3.2. Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees, clients and the general public who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24 hour period.
- 6.3.3. Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
- 6.3.4. Reception equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
- 6.3.5. Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy e.g. showers, restrooms.
- 6.3.6. Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance. Only authorized personnel shall have access to the system's controls and to its reception equipment.
- 6.3.7. Reception equipment should be in a controlled access area. Only the authorized personnel shall have access to the reception equipment. Video monitors shall not be located in a position that enables public viewing.

### **6.4. Public Awareness of Cameras:**

- 6.4.1. The public must be notified, using clearly written signs prominently displayed at the entrance to and the perimeters of surveillance areas, so the public has ample warning that surveillance is or may be in operation before entering any area under surveillance.
  - 6.4.1.1. The notification requirements of the signs must inform individuals of the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection. (Schedule 2)
- 6.4.2. In addition, the notice may also be provided via the Municipality's Website.

### **6.5. Covert Surveillance:**

- 6.5.1. Covert surveillance will be used only in exceptional cases and only with the approval of the Chief Administrative Officer.

- 6.5.2. Where it appears that a covert surveillance may be required the Director will first conduct an assessment of the specific circumstances of the situation and make a recommendation to the Chief Administrative Officer.
- 6.5.3. The Director's assessment must demonstrate that covert surveillance is the only available option in the circumstances, that the benefits derived from the information obtained far outweigh the violation of privacy of the individuals observed and that the covert surveillance is not otherwise in violation of the law.
- 6.5.4. Surveillance equipment will be positioned in a way that minimizes unnecessary surveillance (e.g. in the case of ongoing computer theft problem, the camera will be positioned so that individuals will be recorded only if they approach the equipment of concern).
- 6.5.5. In all cases, covert surveillance will be time-limited.
- 6.6. **Request to View Live or Recorded Information:**
  - 6.6.1. Only authorized personnel are permitted to operate surveillance equipment and access live or recorded material. However in exceptional circumstances the Chief Administrative Officer may designate other individuals (RCMP members) to operate surveillance equipment and access live or recorded material.
  - 6.6.2. Notwithstanding section 6.6.1 all requests by Municipality staff or law enforcement agencies to view live or recorded information must be made to and are subject to the approval of the Chief Administrative Officer. Where the permission is granted to view live or recorded information, that information must be viewed in the presence of authorized personnel.
  - 6.6.3. All other requests to view recorded information must be made as a FOIPOP application to the Clerk.
  - 6.6.4. The Chief Administrative Officer and /or Clerk can be contacted by Email: [info@modl.ca](mailto:info@modl.ca), Phone: 902-543-8181, or Mail: 210 Aberdeen Road, Bridgewater, NS B4V 4G8.
- 6.7. **Personal Access to Information Request Process:**
  - 6.7.1. The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIPOP.
  - 6.7.2. All inquiries related to or requests for video surveillance records shall be directed to the Clerk. A person requesting access shall follow the procedure for obtaining access as per Section 6 of FOIPOP or Section 466 of the MGA. Processing of the request will be in accordance with the provisions of FOIPOP and the MGA.
  - 6.7.3. If the access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Request Form and forward it to the Clerk.
- 6.8. **Custody, Control, of Video Records/Recordings**
  - 6.8.1. The Municipality retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIPOP and the MGA, which includes but is not limited to the prohibition of all Municipal Staff from access or use of information from the video surveillance system, its components, files, or data base for personal reasons.

- 6.8.2. Short retention periods minimize risk of improper use and disclosure. The Municipality's video recorders continually record for a period of up to 30 days depending on the recording device and technology before recording over data.
- 6.8.3. A record of incident will only be retained on an external storage device where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. The record of incident shall be copied from the hard drive onto an external storage device that cannot be over written and stored securely in a locked receptacle located in a controlled access area.
- 6.8.4. All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.
- 6.8.5. Access to storage devices shall only be by authorized personnel.
- 6.8.6. A logbook will be kept with regard to the use of each external storage device. The authorized personnel will take control of the external storage device in question and secure it in a sealed envelope with the time and date of the seizure and initials of the authorized personnel on the seal of the envelope.
- 6.8.7. A logbook shall be kept by Authorized Personnel with regards to the use of Surveillance Equipment. The logbook shall reflect all instances where:
  - 6.8.7.1. Authorized Personnel or person designated under Section 6.6.1 views a recording.
  - 6.8.7.2. A request is made to view a video record/recording,
  - 6.8.7.3. The Chief Administrative Officer denies a request to view a video record/recording and the reasons for the denial,
  - 6.8.7.4. The Chief Administrative Officer permits an individual to view a recording (this will include the reasons the request was granted, who viewed the recording, when, and identify the Authorized Personnel who was present during the viewing), and
  - 6.8.7.5. A request for Release of Record to Law Enforcement Agency (Schedule 3)
  - 6.8.7.6. The Chief Administrative Officer releases a record to a Law Enforcement Agency.
- 6.8.8. Personal information stored on an external storage device used for law enforcement, safety, or security investigation or for evidentiary purposes shall be retained for one year after its use.
- 6.8.9. Video records requested by the RCMP for investigation purposes shall be copied on an external storage device and kept secure by the Authorized Personnel until it is retrieved by the RCMP. Following the investigation and any corresponding legal action the RCMP shall be required to destroy the video record.

**6.9. Unauthorized/Inadvertent Disclosure:**

- 6.9.1. A person who becomes aware of any unauthorized or inadvertent disclosure of a video record in contravention of this Policy should immediately notify the Chief Administrative Officer.
- 6.9.2. After this disclosure is reported the Chief Administrative Officer shall confirm the existence of the disclosure.

- 6.9.3. Upon confirmation of the existence of the disclosure, the Chief Administrative Officer will make reasonable efforts to mitigate the extent of the disclosure, take all reasonable actions to recover the video record, review the adequacy of privacy protection with the existing Policy, and, where required, notify the affected parties whose personal information was inappropriately disclosed.
- 6.9.4. Intentional unauthorized disclosure, or disclosure caused by negligence, by employees of the Municipality may result in disciplinary action up to and including dismissal. Intentional unauthorized disclosure, or disclosure caused by negligence, by service providers to the Municipality, may result in termination of their contract.

6.10. **Retention and Disposal of Video surveillance record:**

- 6.10.1. The Municipality's Video Surveillance System(s) continually record for a period of up to (30) days depending on the recording device and technology before recording over data. Video records shall not be retained on an external storage device unless in accordance with Section 6.8.3.
- 6.10.2. A record retained on an external storage device in accordance to Section 6.8.3 shall be retained for a period of (1) one year.
- 6.10.3. The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal.
  - 6.10.3.1. Storage devices must be securely disposed of by shredding, burning or magnetically erasing the information.

Schedule 1 – Surveillance Video Security Threat Assessment  
To Determine the Requirements for a Video Surveillance System

Site Name:

Location:

Proposed Video Location:

Requestor:

Department:

Date:

1. Is there already a video surveillance and/or camera on site? If so, please describe and advise if their setup adheres to Municipality of the District of Lunenburg's Video Surveillance Policy. (use separate page if required).

2. Video surveillance should only be considered after other measure of deterrence or detection have been considered and rejected as unworkable. Have the following security counter measures been considered and rejected as unworkable?

<u>Security Counter Measure</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
a. Security Procedures	<input type="checkbox"/>	<input type="checkbox"/>	
b. Duress Buttons	<input type="checkbox"/>	<input type="checkbox"/>	
c. Door Locking Hardware	<input type="checkbox"/>	<input type="checkbox"/>	
d. Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	
e. Access Control Panel	<input type="checkbox"/>	<input type="checkbox"/>	
f. Signage	<input type="checkbox"/>	<input type="checkbox"/>	
g. Security Guard/Officer Patrols	<input type="checkbox"/>	<input type="checkbox"/>	
h. Lighting	<input type="checkbox"/>	<input type="checkbox"/>	
i. Other	<input type="checkbox"/>	<input type="checkbox"/>	

3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime of significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

<u>Documentation Formats</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
a. Security Occurrence Reports	<input type="checkbox"/>	<input type="checkbox"/>	
b. Police Reports	<input type="checkbox"/>	<input type="checkbox"/>	
c. JOH&S Committee	<input type="checkbox"/>	<input type="checkbox"/>	
d. Internal Memos	<input type="checkbox"/>	<input type="checkbox"/>	
e. Other	<input type="checkbox"/>	<input type="checkbox"/>	

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

<u>Effects &amp; Mitigation Strategies</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
a. The location of the proposed camera is situated in an area that will minimize privacy intrusion?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in washroom or change room, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is the location of the proposed video camera visible?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Can the video surveillance be restricted to the recognized problem area?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is space allocated for proper video surveillance signage?	<input type="checkbox"/>	<input type="checkbox"/>	
f. Has a drawing been attached showing the camera location?	<input type="checkbox"/>	<input type="checkbox"/>	
g. Other	<input type="checkbox"/>	<input type="checkbox"/>	

5. The proposed design and operation of the video surveillance system should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

<u>Measure to Mitigate Effects</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
a. Can the proposed camera be restricted through hardware or software to ensure that operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the reception equipment going to be located in a strictly controlled access area?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Can Video Surveillance Monitor be installed in such a way that it will be hidden from public view?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Other	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Completed By (Print)

Signature

Position Title

Date



This area may be monitored by Video Surveillance Camera (CCTV)

The personal information collected by the use of the CCTV is collected under the authority of the *Municipal Government Act*, 1998. This information is used for the purpose of security, promoting public safety and the reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the Chief Administrative Officer of the Municipality of the District of Lunenburg, 210 Aberdeen Road, Bridgewater, NS B4V 4G8  
Phone (902) 541-1320

Schedule 3 – Law Enforcement Officer Request Form



Release of Record to Law Enforcement Agency

(Under Section 27(m) of the Freedom of Information and Protection of Privacy Act)

To: Municipality of the District of Lunenburg

I, \_\_\_\_\_, of the \_\_\_\_\_  
Print Name of Officer Print Name of Police Force

Request a copy of the following record(s):

Date: \_\_\_\_\_ Time Period: \_\_\_\_\_ to \_\_\_\_\_

Municipal Facility: \_\_\_\_\_

To aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

I confirm that the record will be destroyed by the RCMP after use by the agency.

Signature of Officer \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

Return completed original forms to the Clerk at the Municipality of the District of Lunenburg, 210 Aberdeen Road, Bridgewater, NS B4V 4G8

I, \_\_\_\_\_  consent to; OR  refuse; this release of record.  
Chief Administrative Officer

Signature \_\_\_\_\_

Personal information is collected under the authority of the *Municipal Government Act* for the purpose of creating a record relating to the release of video surveillance record to a law enforcement agency. Questions about the collection of personal information may be addressed to the Chief Administrative Officer of the Municipality of the District of Lunenburg, 210 Aberdeen Road, Bridgewater, NS B4V 4G8 Phone: 902-543-8181.



1

## 2019 Summary

Six Your Government, Your Ideas meetings held across the Municipality in October and November of 2019.



2

## Advertising

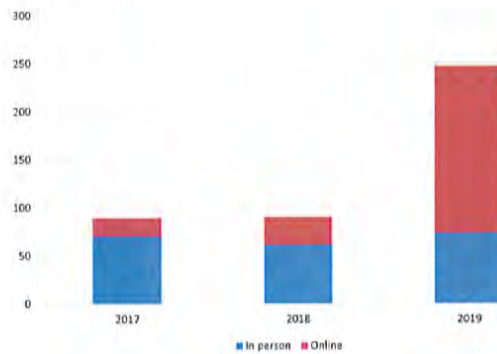
- Media release
- Local newspaper ads
- Radio ads
- Posters to Councillors
- modl.ca website
- Facebook ads
- Municipal Matters ad

To hold and advertise the series of events cost roughly \$8,000, plus staff time.



3

## Attendance



2019: 73 in person, 174 online survey respondents  
2018: 61 in person, 29 online survey respondents  
2017: 70 in person, 17 online survey respondents



4

# Key Themes

housing<sup>help</sup> business<sup>better</sup> environment<sup>Taxation</sup>  
 Lyme disease<sup>Health Care</sup> Climate change  
 Fiscal responsibility Roads<sup>people</sup>  
 High speed internet<sup>Doctors</sup> Internet  
 Transparency accountability Affordable housing<sup>Transparency</sup>  
 Environmental protection<sup>green</sup> Economic growth



# 2019 Your Government, Your Ideas Engagement Report

## Introduction

Staff organized six Your Government, Your Ideas meetings that were held across the Municipality in October and November of 2019. This report provides a summary of the community engagement process and results.

## Engagement approach

The engagement strategy was designed to involve the public in the municipal decision-making process. The Municipality sought resident input to inform Council's strategic priority setting. The Municipality held six evening meetings at various fire halls and recreation centres in the community. At each of the meetings, attendees heard a short presentation from the Mayor followed by a Q&A session. After a short break, attendees split into small groups to discuss what they felt the Municipality's strategic priorities should be.

## Advertising and costs

The Municipality distributed a media release, placed advertisements in local newspapers and radio, gave posters to Councillors for distribution, added content to the modl.ca website, paid for Facebook advertising, and placed a notice in the most recent issue of Municipal Matters. To hold and advertise the series of events cost roughly \$8,000, plus staff time.

## Engagement results

2019 attendance: 73 (plus 174 online)

2018 attendance: 61 (plus 29 online)

2017 attendance: 70 (plus 17 online)

Seventy-three members of the public attended the events. Big Tancook (21), Lunenburg (7), Newcombville (8), West Dublin (16), Blockhouse (9), Barss Corner (12). A further 174 people completed an online survey asked them to identify their preference for the Municipality's strategic priorities or suggest their own.

## Going forward

Each year, the number of residents responding to the survey online has increased, with this year's number of respondents increasing dramatically. However, a limitation of using a survey-specific tool like Survey Monkey is that it doesn't allow for residents not attending the in-person meetings to have the opportunity to see the entire presentation available to meeting attendees.

As more and more municipalities, even rural ones, move to adopt online engagement platforms, staff plan to review online engagement platforms for the next budget year. This would not replace in person meetings, but supplement them. Though we know internet access can be a challenge for many in our community, there are still thousands of residents who do have access to the internet who want to engage with their Council online. Specialised engagement platforms offer the opportunity to give residents one place to find facts, project timelines, important documents and conduct surveys, polls and use ideation tools. Hundreds of municipalities across Canada are now using online engagement platforms.

## **Key themes**

A number of key themes were identified through the table discussions, online survey, and Q&A sessions. Specific table notes, comment form feedback and survey results are included in the appendix.

## **Internet**

Improving access to high speed Internet continues to be the primary concern for residents. They want better access to stay connected with the world, and to improve their ability to participate in work from home opportunities.

## **Roads**

Residents feel strongly about the condition of the roads in their communities. Concerns raised were primarily about provincial roads.

## **Climate Change**

Issues surrounding climate change were prominent in the discussions. Many residents want to see the Municipality be a leader in climate change action and create regulations to protect the coastline.

## **Lyme Disease**

The bait station program was well understood. Residents believe MODL should continue to pressure the Health Authority to improve diagnosis tools.

## **Doctor Recruitment**

The problem of doctor recruitment was discussed at nearly every meeting. Residents predominately want MODL to advocate for better pay for doctors from the province.

## **Appendix A: Table Notes**

### **Big Tancook Island**

- Assess generator situation
- Seawall damage – we'll work with the province
- NTIR promises to come and doesn't
- Internet, new project questions.
- Road clearing and maintenance, not acceptable
- Lyme Disease, questions about the bait station project
- Accessibility for businesses. Too expensive to upgrade.
- Ocean break, erosion of shore, wharf damage

### **Lunenburg**

- Blue Rocks – can MODL extend bow hunting season to reduce deer population?
- The Point & the Pond need armour rock.
- Internet – concerns around 5G technology.

- Health care – needs more money. Doctor recruitment.
- MODL should check on building inspections.
- Public roads are not maintained – don't force restrictions on private road owners until public roads meet standards.
- Lyme Disease - bait stations – 12-14 deer waiting for it to be filled. It's working! Diagnosis for humans is still slow.
- Seat belts on buses are needed.

## **Newcombinville**

- Internet – questions about projects and towers.
- Questions about specific roads – all provincial.
- Recreation infrastructure – River Ridge Common is great. Trail connectivity at Best Western/town
- Bird noises/Noise Bylaw at Haskap Berry Farm. Staff have talked to owner.
- Doctor recruitment, what can MODL do?
- Lyme Disease – questions about the project.

## **West Dublin**

- More access to the coast. MODL should have fought harder in Kingsburg. MODL should advocate for freedom to roam legislation with the province.
- Climate change – please pursue wind and solar farms. MODL should be producing green energy (wind). Reduce dependence on oil/coal.
- New building should have solar. Needs political leadership.
- Land use planning bylaw – ensure public input.
- Internet – fundamental to economic development.
- Rural doctor recruitment. Support community efforts, focus on quality of life. Use existing buildings for walk in clinics.
- Keep schools open.
- Recreation infrastructure, active transportation should be supported as much as possible.
- Roads – Old Voglers Cove Road (provincial). Mount Pleasant to Huey Lake Road, needs road lines, can't tell where you are in the fog. Chip sealed with no lines. Damaged road conditions. Artie's Pound need armour rock.
- Broad Cove Beach – community association put in a porta potty. Who owns the property adjacent to the beach?
- Food production, local and grow your own. Self sufficiency. Education for youth. Petite School is an example.
- Financial situation – tax assessment issues. Errors on tax bills. Non-residents increase on taxes.
- Dump truck issues in Mount Pleasant
- Lyme Disease – issues with medical community still not accepting that this is an issue.
- LCLC new management

## **Blockhouse**

- Coastal flooding – need of resources/information, engineering, preventative maintenance, road erosion, province - coastal protection legislation.
- MODL declared climate emergency – committee could be a source to gather research re: coastal flooding.

- Waste Management – can construction materials be put out with garbage pick up under new contract?
- Sherbrooke Lake Park – want to see priority given. Design is done – start working on it.
- Lyme Disease Conference - is it open to anyone?
- Accommodations – AirBnBs taking over. Province recognizes that there is a problem. Competing with industry.
- Fire Recruitment/Retention – need younger members. Article by Peter Simpson in Canadian Firefighters Magazine re: Dayspring Fire. Potential Workers Compensation for firefighters (provincial).
- Fire Service in general - too many departments, understand the need for more firefighters, but there are too many departments and the fire rate is too high. Should be forced to amalgamate and provide more equitable taxation and equitable service.
- Municipal amalgamation – why are there so many Councillors and duplication of service for such a small county population. Should be amalgamated, MODL should lead and advocate for this issue.
- Stop duplicating services in the municipalities – work together on services.
- Audited financial statements might be too costly, but there should be more oversight.
- Flood mitigation – coastal flooding. Expand straight pipe program.
- Rural Internet.
- Roads – MODL should contribute to upgrading provincial roads if MODL has placed a park at the end of a provincial road.
- Stiffer penalties needed for littering.
- Municipal taxpayers shouldn't fund programming that competes with private business, and absolutely not things like shopping trips outside of the Municipality. Why are taxpayers subsidizing taking money away from local businesses?
- Invest more in recreation infrastructure, keep what we have well maintained, then allow private business to use the infrastructure and provide subsidies to low income families.
- LCLC – Electric vehicle parking should also be wheelchair accessible parking. Needs enforcement.

## Barss Corner

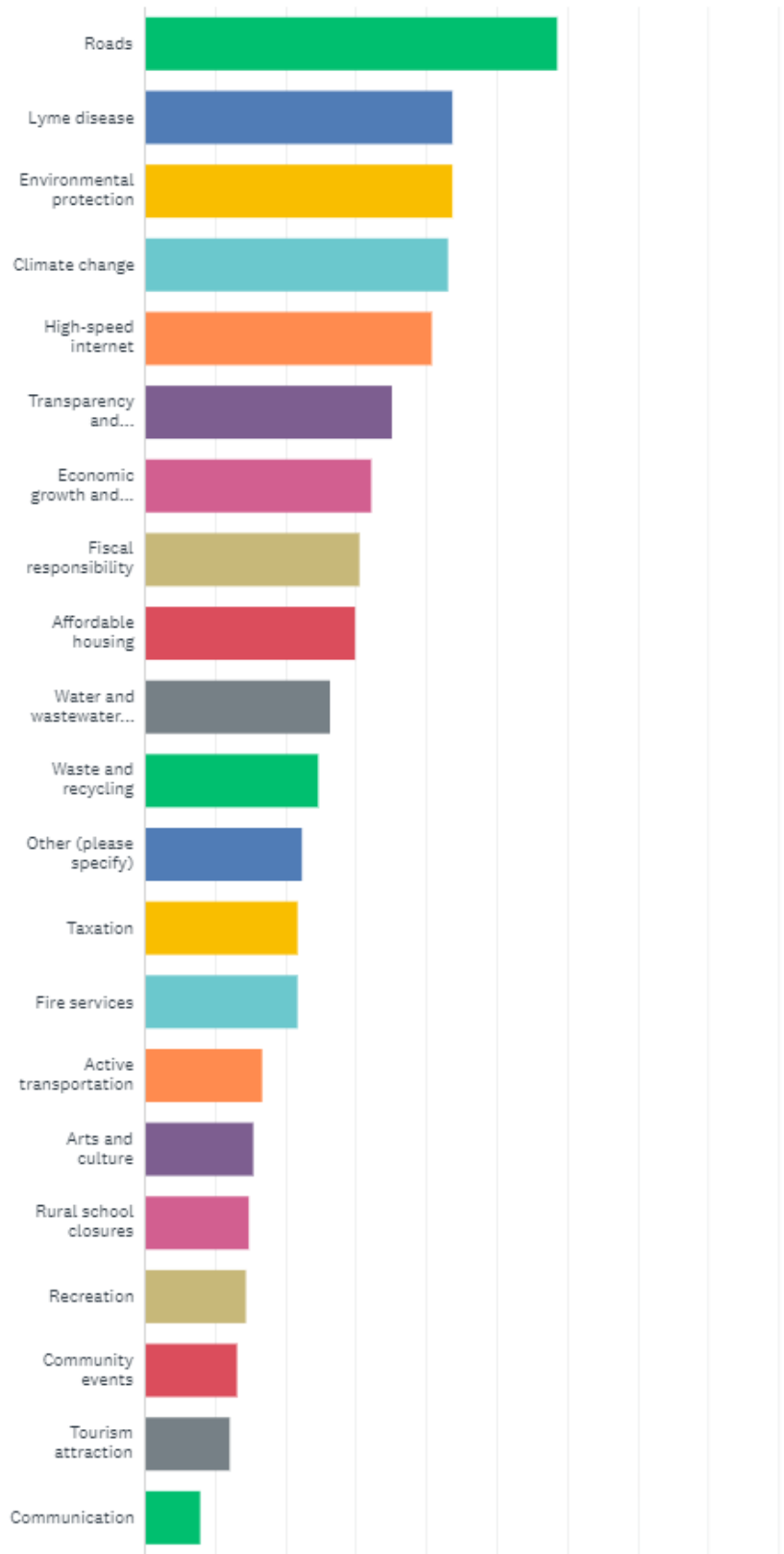
- Progress at Sherbrooke. Will be developed, but takes time.
- Annual debt servicing – million dollar range. 1 cent = 271,000. 4 cents = million to satisfy annual debt servicing. Mun debt free 2021. Can residents expect 4 cent reduction after debt requirement. Still need to replenish reserves.
- Recreation – more programming north of the 103. Would River Ridge Common start hosting programs? Swimming lessons – Lake Williams? Last two years hard to get swimming instructors. Looking at recreation and regionalizing – bigger picture. Don't want to lose sr. socials, and other outreach programs. Council feels very important. Programming grants available to see if there's interest for programs.
- Northern pulp closure.
- 1700's ross brook is eisener brook.
- Speed for high speed internet – download
- New building
- Garbage collection – what does it cost per year. Very expensive.
- Advertise about illegal dumping. In fall when people leave cabins – drive down back roads to pits and throw out garbage. Hoping regular pick up of bulky items will relieve. Have a dedicated person at waste site to investigate illegal dumping.

- LIDAR testing. LaHave river watershed – adamant no. do all Lunenburg County – very beneficial and happy to see done all over.
- Climate crisis – differing opinions. Climate has been changing. Proposal for actions toward climate change – keep land in natural state. Now selling lake shore, river frontage, no setback, fertilize lawns – getting green algae – Sherbrooke has it. Improper sewer systems. Site water testing – not acceptable sites. Have one by proposed public access – not much happen there. All subdivisions – where green algae coming from. MODL measuring to see if our site is causing issue. Why not test where subdivisions are? There is independent testing, but we are going through BCAF – these are sites that were recommended. Are we going to continue with LIDAR testing – continue selling lake shore with no set back. provincial gov is implementing mandatory planning – see what they are looking at. There will be coastal setbacks – it is coming. What it will be and whether it will be prov or mun rules. Don't have that info yet. Know it is coming. Did LIDAR for that reason. Sherbrooke lake – west site – wall to wall cottages. No visible cottages on east side/northern side. Different subdivisions, different regs. Those right on lake are causing issues. Folks from Sherbrooke lake – passionate about protecting quality of water. Lack of setbacks were brought up then. Took trips up lake – number of new developments – natural growth chopped off. Boathouses are built on waters edge. Concern for water quality. Caribou lake – excavator dug out shore line – put in wall and boat launch – in spring everything ran into lake – loom in water – environment – concern re who is authorizing. Does happen on other lakes as well. Some areas residents police residents. Some call environment. Have to replenish damage done. Need to protect the lakes. Environment is an issue – need to have consistency for rules.
- School street in new Germany – need shoulder – trees go in road – kid have to walk in road. Unsafe when kids are coming and going to/from school or lunch time. Lots of buses and kids walking on road.
- Bushes/trees – transportation should be doing – put those complaints in. call through 1-800 number and get ticket number so tracked. Get fire department involved to say safety issue – get them to send letter or RCMP. Have Police Advisory Board. Signage (speed ex). Board sends through to RCMP and get done. Who is obligated to use paved shoulder. Are pedestrians obligated to use. See point in paying for but want to see enforcement to stay on shoulder. we promote through AT to get people to stay on the shoulder. TIR has ability to use their 33 foot right of way.
- Roads, high speed internet, bigger provincial problems – mill. Originally proposed first nations wasn't acceptable. New proposal should be better. Dealing with many partners. Concern – people who own mill, means nothing to them. Need to have some leniency or will lose that too. Effluent was on crown land – they were supposed to look after – but now making mills problem. On provincial agenda for many years.
- FF volunteers – call several departments at once. Doesn't need fire department. Only need the one rescue unit. Call 911 depends on type of emergency – chest pain, shortness of breath – higher degree of needing attention – will send FD, other cases don't. local fire department can decide whether they respond or not. If participate and call referred to scotia business – no response from scotia – then go to next department. Does fire department get money. Car accident – 2 ambulance and three fire trucks – dispatch ambulance based on info received. Sometimes don't have enough info, or lack of info. Better to send and not need it than not have it and need it.
- Stop taking on provincial and federal responsibilities with municipal tax dollars.
- Assessment cap removed – what will replace those dollars? Municipal tax dollars should be income based not property value based. Doesn't accommodate for ability to pay.
- Unsightly properties – doesn't seem fair that the inspector will drive by properties just as bad or worse than the one being complained about, but won't make anyone else clean up because there's no complaint. Should require more than one complaint.

## **Appendix B: Online Survey Results**

Completed by 174 residents.

**Please select your top 6 priorities for the Municipality.**



Other:

- My highest priority isn't listed: MORE DOCTORS!!! None of the other stuff matters if you don't have your health! Please push the province to get more doctors. And to pay them better. NS doctors are the worst paid in the country!
- Regulations on Air B&B
- Regulating Air B&B Attracting more physicians to our municipality
- Tancook Island Ferry
- Help for the families and seniors that are in need.
- Fiscal responsibility
- Taxation --sewage costs- high fire taxes- all good reasons for moving elsewhere. A Municipal building is another high cost- no one with a right mind believes that it is not going to cost taxpayers any thing. That is a fairy tale.
- Taxation and management of private rentals - it's not fair that fixed roof accommodation providers who play by rules - pay commercial taxes/ commercial electrical rates/ fees/ water monitoring costs etc..... and the municipality does not regulate or tax these properties - which are operating as a business
- Bylaws to protect homeowners against the type of businesses that are built next to them
- Health, i.e doctors
- Almost all of the above, I can't pick only six. They all need urgent attention. A daily bus link from Liverpool to Chester and to New Germany/ active transportation
- School breakfast programs
- Access to medical services, e.g. family doctors.
- Doctors
- Healthcare including doctor shortage. Seniors housing....including nursing homes.
- Attracting Doctors
- Great work on the "Answer the Call" program. I do question why we have so many volunteer fire departments in this region. Love the volunteers and their hard work but I think there are too many departments within such a small region. I believe you as the municipal government need to address this fact.
- Preserve King Street as a shopping and business district, rather than a residential area. Try to bring more merchants back to King Street. Perhaps some free downtown parking could be offered, like it used to be.
- Sustainability
- Healthcare - closed walk in clinics, ambulance delays, lack of Mfr's in fire services, lots of drs retiring soon, etc.
- Please, please consider Lyme as a priority. It has devastated so many families and children are getting severely effected. Either by getting Lyme or if their parents get Lyme.
- Bringing new businesses to the area.
- We have too many fire departments in this area. I like the volunteers but the modl model is wrong
- Health Care, lobby and fight for reduction and elimination of rules, regulations, and unfair fees and taxation of Doctors
- Childcare, healthcare
- Rails to Trails.....up graded and improved to accommodate tourists....little spurs just for walkers like at the Rivers Edge... Payment to Volunteer Fire Fighters....they are expected to do way too much

for free. More windmills... Clean up the LaHave River Straighten our road in Union Square where many accidents happen .....very tight curve.... Stop clear cutting! We have so many beautiful spots and tourism is so important here Offer grants to young people to get in to farming. Stop Big Corporations from setting up big AquAculture sites

- If we are in a Climate emergency we should be reducing store hours, that have stores open seven days and nights a week that burn fossil fuels. Lights too contribute to climate change, just like plastics. The municipality needs to lobby the province to take action on this.  
<http://saveoursundays.blogspot.com/2019/10/climate-change-sunday-shopping.html> . We need to treat people like people, then we might actually care about our planet.
- Public transportation - I.e. a bus system.
- Food security for rural, low-income individuals & families.
- Medical care- family doctors and shorter wait times at emergency
- Commuter service to Halifax
- Bringing doctors to Lunenburg county
- Having the Trail safe.....in Cookville we have to ride a long side of the road due to one home owner who has claimed the ditch as his own personal business property. You allow this to continue and set precedence....please hear the people and stand up to the bully.....
- Amalgamation of the towns and municipality would be a major contribution to more economic prosperity from expense consolidation and associated reduction while also supporting a more integrated and focussed approach to the things which make us grow. ie.Tourism, Investment, etc
- Agriculture
- Consistent development bylaws across the municipality: These need to take into consideration environmental issues including emissions, noise, & other types of factors which can affect residents' health & enjoyment of their property. New businesses near existing homes should be subject to consultation with residents to address any potential issues.
- Encourage people who live in rural areas to turn out their lights at night for the sake of very important night pollinators and creatures. Encourage discontinuing street lights in small rural communities. Consider advantages to being a relatively dark space as a tourist and new residents attraction. Encourage people who move to rural communities to embrace the country and to not essentially clear cut their properties. Encourage ideas such as having a vegetable garden and other activities that embrace country living instead of land scarring like a city lot.
- I would like to see a discussion by our Municipal Councillors regarding open pen salmon farming and the current “eyeballing of our pristine waters” by domestic and foreign companies.
- Please let us know if oakridge lane with lines running from West clifford will receive high speed Internet with the new lines through bakers settlement

**If you had to select one priority for the Municipality – what would it be? Open-ended.**

- Transparency by senior officials in their other paid for positions, that may be a conflict of interest
- Doctors
- More doctors!!
- Natural Environment Climate change
- Lyme disease
- Economic growth

- roads; but these surveys are not really useful if I have to pick a top priority
- Environment
- Changing zoning bylaws which allow livestock in residential areas. At present it is a free for all!
- Addressing the climate crisis and meeting IPCC guidelines for green house gas emissions.
- Roads
- Eradication of ticks and Lyme prevention
- Roads
- Maximize interest in the area via a clear communication and publicity strategy.
- Keeping the unesco désignation, which requires new buildings to comply with present historical guidelines; a working harbour with no infill; no large scale or high cost housing developments directly on the harbour and extending the historical area to include the whole of the harbour (including shoreline of golf course) and not just pockets, as it does presently. There should be no carte blanche exemptions to the historical guidelines. There should be encouragement to work within the guidelines, and the guideline committee should be a collaborative part of the process.
- Affordable housing
- Accountability
- Affordable Housing
- Fiscal responsibility
- Roads
- Waste and recycling
- Snow clearing -hiring sub contractors for side roads and hwy for main roads so roads are clear first thing in the morning. As in many other provinces
- Jobs
- Climate change preparedness and economic development; they're very connected.
- Climate change
- Preventing the wasted spending on the new highway exit that is being built in Bridgewater.
- Internet
- Better jobs above min. Wage
- Roads
- Lime disease
- Number 1-- why on earth would a municipality spend millions on a park to entertain a few people?It is a big waste of someone's else money.
- Lyme disease
- roads
- Economic Growth and Investment
- Roads
- Economic growth
- transportation
- Bylaws to protect home owners
- Recreation
- Transparency and accountability
- Lyme disease and roads
- Water and waste management
- Climate change

- Aging infrastructure including old pipes washing into the lahave river followed by having quailty roads to drive and walk on in town bringing these services up to a modern standard would increase how visitors see our small town
- Health Care
- Climate change
- Affordable housing
- communication
- High speed internet
- Roads
- Help more with families. I cant get no help with my home. I been living here and supporting this town. I get nothing in return. Bring down the cost it has on the limiy for help. I'm not rich. And I get told to go to another province where it's better.
- Roads
- Access to medical care
- Doctors
- Roads
- High speed internet
- Fiscal responsibility
- Doctor shortage.
- Infrastructure updates in order to attract more business and people in genera.
- Doctors
- Fiscal responsible budgets. I like that we are building a new municipal building with no mortgage. Shows we got smart people running the show.
- Wastewater management
- Environmental protection
- High Speed Internet
- Lyme disease is making people very sick,doctors have to be asked for a test and the tests are often false,we need better tests and a prevention.
- high speed internet
- Roads
- Helping people make their homes more energy efficient. It would help the environment and help people to cut their costs.
- Fiscal responsibility
- Environmental protection
- Emergency Services,
- protecting the environment
- High speed internet
- Attract employment ( industrial)
- Taxation
- Water mgmt
- High speed internet to everyone. Not just the mayor in bakers settlement
- Roads
- Environmental
- Improved transparency in government

- Sustainability
- Healthcare
- Fire service
- Lyme disease
- Employment Opportunities
- Internet. This was promised a decade ago and those of us in the very rural areas have seen half assed solutions that are comparable to dial up, but for more \$\$.
- Competent management of projects.
- Affordable housing
- Economic Growth
- Economic growth
- Clean it up
- Wise utilization of my tax dollars.
- Transparency and accountability
- Climate crisis adaptation
- Climate change
- Environmental Protection
- Lyme disease
- Attracting & investing in progressive & innovative environmentally responsible business. For instance, reinvesting in a local, responsible waste management program. Transportation alternatives, innovative affordable housing, tax breaks for small business operations under \$500,000.
- Addressing and being VERY proactive about the climate emergency.

## **Appendix C: Feedback Forms**

**Do you have any additional comment about the Municipality's strategic priorities that you'd like to note here?**

- Excellent work and it is obvious that MODL has put a lot of work not developing these very important strategic priorities. Thank you.
- Provincial bylaws need public input!
- Roads (Blue Rocks)

**What did you like most about this event?**

- Very good
- Freedom of civilized discussion
- Good discussion on priorities
- Subjects that I am already dealing with
- Informed provided
- Community participation
- Learning more about the important work that is being done in our municipality
- Presentation and open format
- It was very informative. I learned a lot about Council's priorities and about how it works

- The discussion on Lyme disease
- Had a chance to state views
- Answer all the questions that were asked

**How could we have improved this event?**

- No improvement needed
- Not much I think it went well
- I don't think you can it was very well thought out and simple to understand
- Not sure at the moment, my first time
- Possibly more notification? Attendance was lower than I expected



# Municipality of the District of Lunenburg

## Recreation Services

### MEMORANDUM

**TO:** Municipality of the District of Lunenburg Council – Policy and Strategy Committee  
**FROM:** Trudy Payne, Director of Recreation Services  
**DATE:** November 19, 2019  
**RE:** Cape LaHave Island Conservation Agreement – Nova Scotia Nature Trust

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#### RECOMMENDED MOTION

**That the Policy and Strategy Committee recommend to Council to direct staff to develop a Conservation Agreement with the Nova Scotia Nature Trust for Cape LaHave Island and to bring the Agreement back to a Council meeting for consideration.**

**That the Policy and Strategy Committee recommend to Council to sign the letter of intent as presented to be sent to the Nova Scotia Nature Trust pertaining Cape LaHave Island and Council's intentions of donating a conservation easement.**

#### BACKGROUND

The Nova Scotia Nature Trust made a presentation to Council on September 24, 2019. The purpose of the presentation was request that the Municipality of the District of Lunenburg consider working in partnership with the Nature Trust to place a conservation easement on Cape LaHave Island to permanently protect its conservation values for current and future generations. The following motion was made at that meeting:

Moved by Councillor Hustvedt, seconded by Councillor Bell that Municipal Council refer the request of the Nova Scotia Nature Trust to a future Policy & Strategy Committee meeting. Carried unanimously

Planning and recreation staff met with representatives of the Nature Trust after the September 24<sup>th</sup> Council meeting to find out more about what would be required to enter into a conservation agreement, what the responsibilities of MODL would be and what would be the responsibilities of the Nature Trust.

A draft guide was provided by the Nature Trust to help explain what is involved. (attached).

A conservation easement is a written agreement between a landowner and the holder of the easement created to protect some or all of a property's conservation value.

The Nova Scotia Nature Trust are designated under the Nova Scotia legislation as eligible to hold Conservation Agreements. Legislation may also enable municipalities and the provincial government to hold Conservation Agreements.

Conservation Agreements create a structured and legally enforceable relationship between the Owner (MODL) of the land and the Land Trust (Nature Trust). In such an agreement the Owner gives up some of his/her rights to use the land. The rights given up will be determined by the landowner and the Land Trust. The owner gives the Land Trust access to the land in order to monitor and enforce the conditions established in the Conservation Agreement, and to address any damage that might happen to the land if a condition of the Agreement is broken. The land Trust commits to monitor and enforce the conditions in the Agreement. Also, the agreement stays with the land, the conservation agreement in most cases is granted in perpetuity.

The first step the Nature Trust would undertake is to do an inventory which is called a baseline documentation report. This report is a description of the property's natural and human-made features, and includes maps, photographs and possibly coordinates of certain features. This information would be recorded with the deed.

The owner would need to maintain property liability insurance and name the Land Trust as an insured party, keep the property free of claims and liens and inform the Land Trust of any damage to the property or breach of the Agreement. The owner must also let the Land Trust know if he/she intends to sell or otherwise transfer the property or an interest in the property to a new owner.

Permitted and restricted uses must be carefully thought-through by the Owner and the Land Trust. The Owner and future Owners of the land must live by these provisions, and the Land Trust must monitor and enforce these provisions in perpetuity.

An owner is not responsible for actions of a third party done without the Owner's knowledge that damage the conservation values of the property. However, the Agreement may require the Owner to work with the Land Trust to find a mutually agreeable course of action to address the damage. The Agreement may also require the Owner to put any proceeds of insurance benefits or other compensation resulting from damage towards the repair of the damaged conservation values.

The Owner is not liable for damage to the conservation values of the property resulting from causes beyond his/her control such as fires and floods. The Owner is also not responsible for damages caused by actions taken under emergency conditions to prevent damage to the property. The Land Trust likewise is not responsible to the Owner for damages occurring under these circumstances.

The Nature Trust would be looking to conduct public consultation to understand current uses, concerns and to find out more about the Island.

If Council proceeds with a conservation easement agreement, a separate agreement called a Stewardship Plan would be created which is a stand-alone document from the easement agreement. The Nature Trust would also look at establishing a property guardians volunteer

program who would help monitor and steward the Island. These volunteers would fall under the Nature Trust's insurance.

The Nature Trust also sent a letter of intent they are seeking Council to approve (attached). In an email from Ross Firth, Director of Conservation with the Nature Trust, "The letter is a non-binding document intended to be used in funding applications and as a helpful aid as part of the property acquisition process."

## **BUDGET IMPLICATIONS**

If Council provides direction to staff to proceed to work with the Nova Scotia Nature Trust to develop a conservation easement for Cape LaHave Island there would be legal and staff resources required which would have financial implications.

## **ALTERNATIVES**

The alternative is not to proceed with a conservation agreement.

## **CONCLUSION**

Cape LaHave Island is a natural gem owned by the Municipality. The Nova Scotia Nature Trust has been a registered charity since 1994 and has over 14,000 acres of outstanding lands protected, forever. They now protect and steward 43 conservation lands in the region. This would be a great partnership for the Municipality who will help investigate, monitor, develop a management plan and steward the Island to conserve it for not only for today but for tomorrow.

Nova Scotia Nature Trust  
Box 284  
Station Main  
Dartmouth, NS  
B2Y 3Y3

**Re: Cape LaHave Island**

Dear Nature Trust Board of Directors:

We, the Municipality of the District of Lunenburg, the beneficial and registered owner of Cape LaHave Island, located in the County of Lunenburg, Nova Scotia, and having Property Identification Number 60358793 intend to work with the Nova Scotia Nature Trust to conserve this land.

We intend to donate a conservation easement at Cape LaHave Island to the Nature Trust.

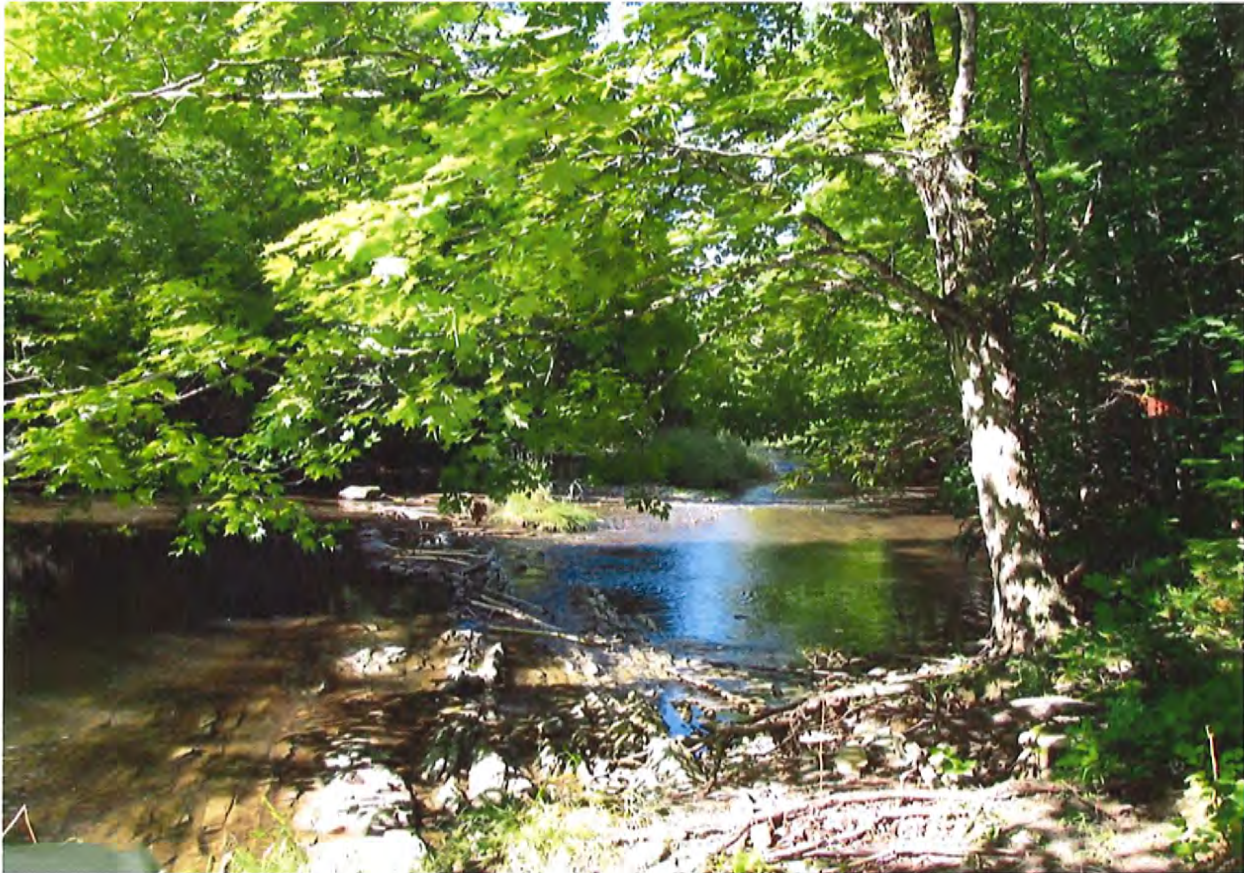
We confirm that this decision has been freely and voluntarily made and that we will seek independent legal and financial advice in making this land conveyance.

Our intent in this undertaking is that this land be conserved in perpetuity in a natural and undeveloped state. We value the ecological significance of this property and look forward to working with the Nature Trust to ensure our mutual goal of land preservation is reached.

\_\_\_\_\_  
*Name(s) of donor(s)*

\_\_\_\_\_  
*(Date)*

# CONSERVATION EASEMENTS IN ATLANTIC CANADA – AN INTRODUCTION



2017

A guidance document for those interested in  
establishing conservation easements in Atlantic  
Canada

# Conservation Easements in Atlantic Canada – an introduction

**A GUIDANCE DOCUMENT FOR THOSE INTERESTED IN ESTABLISHING  
CONSERVATION EASEMENTS IN ATLANTIC CANADA**

## PREFACE

This document's intended audience are those seeking general information on conservation easements in Atlantic Canada, whereas the more technical and larger version, *Conserving your Title*, is for those at the implementation stage. A conservation easement is a legal tool property owners can use to conserve ecologically significant land. The landowner still retains title and, depending on the terms of the easement, can keep a residence on the land. Conservation easements remain on title when the land is transferred. They are eligible for tax incentives through Environment and Climate Change Canada's Ecological Gifts Program.

It is important to note that this document is intended for educational purposes and not as a substitute for legal or tax advice, for which all parties are urged to seek their own professional advice.

## ACKNOWLEDGMENTS

This document is a collaboration between Jamie Simpson, Juniper Law & Consulting, Halifax, Nova Scotia; the Nova Scotia Nature Trust, Dartmouth, Nova Scotia; the Nature Trust of New Brunswick, Fredericton, New Brunswick; the Island Nature Trust, Charlottetown, Prince Edwards Island; Environment and Climate Change Canada's Canadian Wildlife Service, Sackville, New Brunswick.

*Cover Photo: Meander River, Nova Scotia.  
Courtesy Nova Scotia Nature Trust*

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## 1. WHAT IS A CONSERVATION EASEMENT?

A conservation easement is a written agreement between a landowner and the holder of the easement created to protect some or all of a property's conservation value. Across Canada, these sorts of agreements are variously known as conservation easements, conservation covenants or servitudes. In PEI, they are called restrictive covenants; these are a unique form of restrictive covenants created by legislation in PEI, and are different from the restrictive covenants generally known to lawyers. For sake of simplicity, this guide refers to all of these as 'Conservation Agreements.'

Conservation Agreements exist thanks to legislation enacted by individual provinces (the *Conservation Easements Acts* of New Brunswick and Nova Scotia, the *Natural Areas Protection Act* of PEI). Without this legislation, Conservation Agreements would not be legally enforceable. Newfoundland and Labrador does not have Conservation Agreement legislation.

## 2. WHO CAN ENTER INTO A CONSERVATION AGREEMENT?

Any landowner can enter into a Conservation Agreement with any organization (or person in some provinces) that the enabling legislation allows, which often is a land trust or government body. In Nova Scotia, for example, specific conservation organizations, such as the Nova Scotia Nature Trust, are designated under the legislation as eligible to hold Conservation Agreements. Legislation may also enable municipalities and the provincial government to hold Conservation Agreements. In this Guide, we assume the holder of a Conservation Agreement is a Land Trust organization.

## 3. HOW DO CONSERVATION AGREEMENTS WORK?

Conservation Agreements create a structured and legally enforceable relationship between the Owner of the land and the Land Trust. Each relationship is unique; each should reflect the particular circumstances of the Owner, the land and the Land Trust. However, there are common elements to all Conservation Agreement relationships.

First, the Owner gives up some of his or her rights to use the land. For example, the Owner might give up her right to subdivide the land, or her right to clearcut the forest on the land, or her right to build houses on the land. The rights given up will be determined by the landowner and the Land Trust on a case-by-case basis. Second, the Owner gives the Land Trust access to the land in order to monitor and enforce the conditions established in the Conservation Agreement, and to address any damage that might happen to the land if a condition of the Agreement is broken. Third, the Land Trust commits to monitor and enforce the conditions in the Agreement. Finally, the Agreement 'runs with the land.' That is, anyone who owns the land in the future is bound by the conditions of the Agreement. Conservation Agreements are usually granted in perpetuity, although some may be created to exist for a fixed period of time.

There may be tax incentives available to homeowners who place a conservation easement on their property through Environment and Climate Change Canada's (ECCC) Ecological Gifts Program. These incentives can be a motivating factor for property owners who are unsure whether a conservation easement is right for them.

There may be additional legal obligations, other than those set out in the legislation, depending on the specifics of the particular conservation agreement. For example, there are legally binding conditions and

## **Conservation Easements in Atlantic Canada – an introduction**

requirements that must be followed when an owner is proposing to dispose of conservation lands acquired using ECCC funding from programs like the Habitat Stewardship Program for Species at Risk.

With all its legalese, a Conservation Agreement can seem daunting. At its core, though, a Conservation Agreement is reflection of the desires of the Owner and the Land Trust to protect the conservation value of the property in the long term. Of course, anyone considering entering into a Conservation Agreement should seek the assistance of a lawyer and a tax professional.

## **4. WHEREAS RECITAL, BASELINE DOCUMENTATION & PURPOSE**

Within the document the Background or 'Whereas Recitals' section sets up the legal rationale for the Agreement. The section establishes who the parties are, why they are entering into the Agreement, and how the Agreement is legally possible. This section includes a statement of the Owner's intent for entering into the Agreement, a brief recognition of the conservation values of the property that the Owner and the Land Trust wish to protect through the Agreement, and an acknowledgement of the enabling legislation.

This section also includes a reference to the Baseline Documentation Report (the 'Report'). This Report is a description of the property's natural and human-made features, and includes maps, photographs and possibly coordinates of certain features. The Report is the record of the property's condition at the time the Conservation Agreement is registered, and thereby provides a reference point against which to assess changes in the property and to monitor for violations of any conditions of the Agreement. Landowners entering into a Conservation Agreement must review the Report carefully to ensure it accurately reflects the property's conditions.

The Purpose section is a critical part of a Conservation Agreement because it establishes the landowner's and the Land Trust's reasons for entering into the Agreement. Should the Agreement ever be challenged someday, for example a new owner of the land wants to do something that was not covered in the Agreement, the parties will turn to the Purpose section to help interpret the intentions of the original parties to the Agreement.

## **5. RIGHTS AND RESPONSIBILITIES OF THE LAND OWNER**

It is important to remember that when entering into a Conservation Agreement, the landowner remains the owner of the land. The landowner retains all of the rights of ownership except for those that are specifically restricted in the Agreement or inconsistent with the purpose of the Agreement. Land transfer can occur at any time, that is the owner can sell, rent or lease the land, or pass it on to whomever he or she wishes. The landowner can live on, visit and use the land as she has always done, save for those uses excluded by the Agreement. The Owner also still has to pay taxes on the property, although property taxes may be waived in PEI for those properties designated as natural areas under the *Natural Areas Protection Act*, and in NS for non-residential portions of a Conservation Agreement property.

An Owner can mortgage a property, provided that the Conservation Agreement has priority over the mortgage. Banks and other mortgage providers may not be familiar with Conservation Agreements, so an owner should be sure to discuss the Agreement when inquiring about a mortgage.

The Conservation Agreement may place certain responsibilities on the Owner. These can include maintaining property liability insurance and naming the Land Trust as an insured party, keeping the property free of claims and liens (that is, financial charges against the property), and informing the Land Trust of any damage to the property or breach of the Agreement. The Owner must also let the Land Trust know if he or she intends to sell or otherwise transfer the property or an interest in the property to a new owner.

## **6. RIGHTS AND RESPONSIBILITIES OF THE LAND TRUST**

The Owner gives the Land Trust the right to access the property for purposes of monitoring, enforcement and restoration of damage. The Owner may require in the Agreement that the Land Trust must give notice before entering the property, save for emergency situations.

Beyond having a right to enter the property, the Agreement will require the Land Trust to enter the property to ensure that the conditions of the Agreement are upheld and to clean-up or fix the property if necessary. The Agreement may also require the Land Trust to give the landowner reports on its monitoring visits.

The Agreement will contain a provision stating that the Land Trust does not waive its right to enforce a provision of the Agreement through failure to enforce that provision or any other provision of the Agreement.

## **7. PERMITTED AND RESTRICTED USES**

An Owner maintains all of her or his rights to use the land, save for those specifically restricted, and any uses that violate the overarching purpose of the Agreement. An Owner may also wish to identify specific uses of the land that will be permitted on the property, such as a right to build a cabin or a tent platform within a specific area on the property.

Conservation Agreements will contain a number of restricted uses, many of which are common to most conservation agreements. A Land Trust must ensure that it can monitor and enforce any restricted use contained in a Conservation Agreement. Some Owners might be tempted to restrict activities on the property that do not relate to the property's conservation values, or to include restrictions that are impractical for a Land Trust to monitor and enforce. However, restrictions that do not relate to the property's conservation values (as identified in the Purpose section of the Agreement), or which are not enforceable, could put the Agreement at risk of a legal challenge. Such restrictions also reduce the Land Trust's ability to focus on restrictions that relate to the property's primary conservation values.

Permitted and restricted uses must be carefully thought-through by the Owner and the Land Trust. The Owner and all future Owners of the land must live by these provisions, and the Land Trust must monitor and enforce these provisions in perpetuity.

## 8. WHAT HAPPENS IF THE AGREEMENT IS VIOLATED?

The first step in any potential dispute is for the Owner and the Land Trust to discuss the issue. If discussion does not lead to a resolution, the Owner and the Land Trust may wish to hire a mediator to help them resolve the problem. A mediator will facilitate the resolution process, but will not tell the parties how to resolve the issue. A next step could be to hire an arbitrator, who will be asked to resolve the issue. An arbitrator's decision can be binding on the parties, or non-binding. Finally, the Owner or the Land Trust may wish to ask a Court to resolve the issue. A Court could order an Owner to stop doing a certain action on the land, or could decide on a certain interpretation of the Conservation Agreement. A Court could also order an Owner to pay for certain damages that an Owner caused to the conservation values of the property.

An Owner is not responsible for actions of a third party done without the Owner's knowledge that damage the conservation values of the property. However, the Agreement may require the Owner to work with the Land Trust to find a mutually agreeable course of action to address the damage. The Agreement may also require the Owner to put any proceeds of insurance benefits or other compensation resulting from damage towards the repair of the damaged conservation values.

Any violation of the Agreement that occurs after the property is transferred to a new owner is not the responsibility of the previous owner. However, any violation that happened before the transfer to the new owner may remain the responsibility of the owner who caused it. For this reason, an owner may wish to ensure that the Land Trust inspects the property prior to the transfer and confirm that there are no unaccounted for violations.

## 9. WHO IS LIABLE FOR WHAT AND WHEN?

If the Owner damages the conservation values of the property, and does nothing to remedy, then the Owner may be required to reimburse the Land Trust's expenses for doing so. As mentioned above, the Owner is usually not responsible for costs to remedy unauthorized damages caused by a third party.

If there is more than one owner of the property, then each owner will be liable for up to 100% of any money owned due to a violation of the Agreement. In other words, in the event that the Owners are found liable for damage they caused, it does not matter how much each owner pays so long as the Land Trust is fully compensated. (This is the 'joint and several' provision in the Agreement.)

The Owner is not liable for damage to the conservation values of the property resulting from causes beyond her or his control. This includes accidental fires, floods, storms, insect plagues and disease. The Owner is also not responsible for damages caused by actions he or she takes under emergency conditions to prevent damage to the property. The Land Trust is likewise not responsible to the Owner for damages occurring under these circumstances.

However, the Owner is required to reimburse (indemnify) the Land Trust for any costs or other liability that arises against the Land Trust resulting from a negligent act by the Owner or a breach of the Agreement by the Owner (or someone acting on the Owners behalf). This requirement applies whether the claim against the landowner originates from the Owner or from a third party. The Land Trust is required to do the same for the Owner if the situation is reversed.

If the property is designated under the Ecological Gifts Program for the purposes of the Agreement, then the Owner may be required to reimburse the Land Trust should the Land Trust be subjected to a penalty or tax imposed due to a change in the use of the property. Under the *Income Tax Act*, a Land Trust that holds a Conservation Easement on a property that has been designated under the Ecological Gifts Program may be liable for a penalty equal to 50% of the property's value should the property's conservation values be damaged.

## 10. AMENDING, ASSIGNING OR TERMINATING THE AGREEMENT

Once created, a Conservation Agreement is rarely amended or changed. Reasons for amending an Agreement might include a need to correct an error in the Agreement or to rewrite a provision in light of significantly changed circumstances of the property. In any event, amendments must be agreed to by both the Owner and the Land Trust, be in writing, and be registered on the title to the Property.

In rare circumstances, a Land Trust may decide it must assign the Agreement to another entity. This could occur due to extenuating circumstances within the Land Trust, if the Land Trust ceases to be eligible to hold the Agreement under provincial legislation, or if the Land Trust ceases to exist as an organization. The Conservation Agreement should specify that the Agreement can only be assigned to an organization with similar conservation purposes.

Conservation Agreements are very rarely terminated. An Agreement might be terminated if, for example, the Property's conservation values were irreparably lost. A decision to terminate an Agreement must follow any requirements under the applicable legislation.

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

**Policy & Strategy Committee**  
November 19, 2019  
Item: 11.1  
Authorization: Alex Dumaresq

TO: Chief Administrative Officer  
FROM: Eric Hustvedt  
DATE: November 12

1. Agenda Item  
Report of 2019 Provincial Library Conference, October 18-20 at White Point

2. On what agenda do you want the item placed?  
PSC November 19, 2019

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.

I wasn't able to do a good job of creating agenda pages from the conference website - which included a schedule and a link to background re: speakers. I will report highlights. Perhaps we can circulate the URL: <https://nsla-lbans2019.ca/programme/>

4. What is its relevance to Council or the committee?  
As Council rep to the Library Board I thought an update in library news and trends would be appropriate.

5. What outcome(s) are you seeking?  
Inform Council of the changing role(s) of libraries.

*Eric O. Hustvedt*

November 12, 2019

Councillor's Signature

Date

Approval for agenda: Yes  No

Reason for Denial:

  
Mayor or Chair of Committee

Nov. 14/19  
Date

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

TO: Chief Administrative Officer

FROM: Michael Ernst

DATE: November 12, 2019

1. Agenda Item  
Point of Sail Straight Pipe Legislation

2. On what agenda do you want the item placed?  
Policy Strategy – Nov 19, 2019

3. Do you have written material to circulate with the agenda? Yes X

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

4. What is its relevance to Council or the committee?  
During the recent cycle of Your Government Your Ideas meetings it was stated that the Municipality is working on Point of Sale legislation for operating septic systems be proclaimed by the Province.

This information gives the perspective of one real estate agent and may be useful in those discussions.

5. What outcome(s) are you seeking?  
For the information to be discussed at the November 19, 2019 PSC meeting

Councillor's Signature  Date Nov 12, 2019

Approval for agenda: Yes  No

Reason for Denial:

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

Nov 14, 2019  
\_\_\_\_\_  
Date

Point of Sale Septic – Notes prepared by M.Ernst after discussion with a local real estate agent  
Prepared Nov 28-018

1. Point of Sale will pose a hardship when lower income individuals are selling their property
  - a. They will be forced to install a septic system.
  - b. Some may not have the means to take out a mortgage/loan to do so.
  - c. Lenders are reluctant to loan to properties with a straight pipe.
  - d. They could end up in a situation where:
    - i. Dept. of Environment is forces them to leave their home.
    - ii. They can't sell their home because there is a straight pipe.
2. The property could sell for lower than just the cost of the straight pipe replacement.
3. Lenders are increasingly not giving loans to those purchasing properties with straight pipes, and properties with straight pipes are cash sales.
4. Above results in only those with ready cash being able to afford- this may preclude younger purchasers.
5. This real estate agent is very diligent in making potential purchasers and sellers aware that there is a straight pipe.
6. Generally Lenders and Real Estate companies are becoming more diligent identifying properties with straight pipes as they want to avoid potential liability issues.
7. He felt low cost loans through government agencies could be a solution.