

Policy & Strategy Committee Meeting Agenda

Tuesday, July 18, 2023– 9:00 a.m.

MODL Council Chambers, 10 Allée Champlain Drive Cookville NS

1. **Call to Order**
 - 1.1. Mi'kma'ki Territorial Acknowledgement
2. **Announcements, Acknowledgements, Recognition**
3. **Public Input (15 Minutes)**
4. **Changes/Approval of Agenda (as circulated)**
5. **Approval of Minutes – Nil**
6. **Business Arising from Minutes**
7. **Presentations/Scheduled Times – Nil**
8. **Referral from Council – Nil**
9. **Staff Reports**
 - 9.1. **Administration Department**
 - 9.1.1 Amendments MODL Policy 058 Fees 1-5
 - 9.2. **Planning and Development Services**
 - 9.2.1 Public Survey on Local Food Security 6-8
10. **Mayor's/Deputy Mayor's/Councillors' Matters**
 - 10.1. Student Safety along Highway 208, New Germany (Councillor Moore) 9-11
 - 10.2. Pedestrian Safety along Highway 325, Wileville (Councillor Oickle) 12
11. **Added Items**
12. **In Camera – Nil**
13. **Adjournment**



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: April Whynot-Lohnes, Municipal Clerk

Date: July 18, 2023

Re: Amendments to the Fees Policy – MODL 058

Recommendation

That the Policy and Strategy Committee recommend that Municipal Council accept the proposed amendments to Policy 058, Fees as presented and hereby gives seven (7) days' notice of its intention to approve the proposed amendments at the July 25, 2023, Council Meeting.

Executive summary

At the June 13, 2023 meeting Council reviewed a proposed new bylaw for a loan lending program for potable water supply and made the following motion:

“that Municipal Council give notice of its intention to approve new By-law 047 Potable Water Supply Upgrade Lending Program, as presented, and conduct First Reading of same and give notice of intention to Second Reading on July 11, 2023”.

Council is scheduled to conduct second reading at their July 11, 2023 meeting and notice of publication will be posted July 19, 2023 indicating its effective date.

As there is an administrative fee associated with this new bylaw staff is also recommending an amendment to the Fees policy 058. The amendment is to add the fee which is administered by the Clean Foundation to table 3, Administration and Finance Service Fees.

In addition, staff would like to add the administrative fee associated with the Clean Energy Financing Program as it was not added at the time of the bylaw was amended. This program is also, administered by the Clean Foundation. The proposed policy revisions are attached for the committee's consideration.

Section 48(1) of the **Municipal Government Act** (MGA) states, “Before a policy is passed, **amended** or repealed, the Council will give at least seven days’ notice to all council members.” If the Policy and Strategy Committee accepts the recommendation, they will have met the requirements of Section 48(1) of the MGA.

Conclusion

The council may set fees under the Municipal Government Act, and to ensure transparency of what those fees are the fees policy was established. This provides clarity to both the public and staff in the administration of municipal related bylaws and programs.

Report Preparation	
Department	Administration
Report Prepared by	April Whynot-Lohnes
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Fees Policy
Number	058
Legislative Authority	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
Effective Date	January 11, 2011

Title

1 This Policy is titled the Fees Policy.

Administration

2 This Policy must be referenced in related By-laws concerning the service identified.

Purpose

3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

Fees

- 4 (1) The fees for Planning and Development Services are as set out in Table 1.
- (2) The fees for Recreation Services are as set out in Table 2.
- (3) The fees for Administration and Finance Services are as set out in Table 3.
- (4) The fees for Engineering Services are as set out in Table 4.

Exempted Organizations

5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

Table 1 Planning and Development Services Fees

Services	Fees
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square foot
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 + \$26.00
Variance	\$79.00
Zoning Certificate	\$53.00

Table 2 Recreation Services Fees

Services	Fees
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST
MARC Rental	\$11.00 per hour + HST
Sawpit Floating Docks	\$125.00/season

Table 3 Administration and Finance Services Fees

Services	Fees
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	\$250.00
Clean Energy Financing Administration Fee	\$250.00

Table 4 Engineering Services Fees

Services	Fees
Electric Vehicle Charging Station	\$1.05 per hour
Sewer Permit	\$120.00

Policy Adoption	
Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend/Repeal	July 18, 2023
Date of Council Approval	July XX, 2023
Effective Date (if different from Approval Date)	July XX, 2023
I certify that this Policy 058 Fees was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019
V4	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
V5	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
V6	CPI fees increase of 6% to all fees except EV, remove dog tags, MARC housings, and fax/photocopying	February 8, 2022
	Effective date of V6	April 1, 2022
V7	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
V8	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees	July XX, 2023



Memorandum

To: Policy and Strategy Committee

From: Abhimanyu Jain, Climate Change and Sustainability Manager
Mark Strickland, Economic Development Officer

Date: July 18, 2023

Re: Public Survey on Local Food Security

This memorandum serves to inform the Council about an upcoming survey on local food security that will be conducted by our staff from July 18th to August 8th. The purpose of this survey is to gather essential information and provide support for local food security initiatives in line with the Local Climate Change Action Plan 2030 and the recently approved Economic Development Strategic Action Plan 2023-2028.

Background

Local Climate Change Action Plan 2030

In November 2022, MODL adopted the Local Climate Change Action Plan 2030, which includes supporting local food security as one of its 27 Community Climate Actions. The goal is to develop strategies and programs that improve access to and increase the production of local food. By 2030, we aim to have 20% of the food consumed locally, recognizing the significance of providing safe, nutritious, and ample food for everyone.

Economic Development Strategic Action Plan 2023-2028

During the Council meeting on June 27, 2023, the Economic Development Strategic Action Plan 2023-2028 was approved. One of the key strategies outlined in the Plan is to support the agriculture sector. As part of this strategy, we will explore the potential for establishing a Food Hub for the District of Lunenburg. The Food Hub can play a crucial role in addressing food security challenges within our Municipality while simultaneously enhancing local food production and distribution.

The Food Hub acts as a centralized facility that connects local farmers, producers, and consumers. It can provide a platform for farmers to collaborate and share resources, leading to increased production and offer a diverse range of local food options. By streamlining the distribution process, the Food Hub can ensure efficient delivery of fresh, locally sourced food to various outlets, including healthcare facilities, schools, restaurants, and retail stores. Figure 1 below illustrates a general model of the Food Hub.

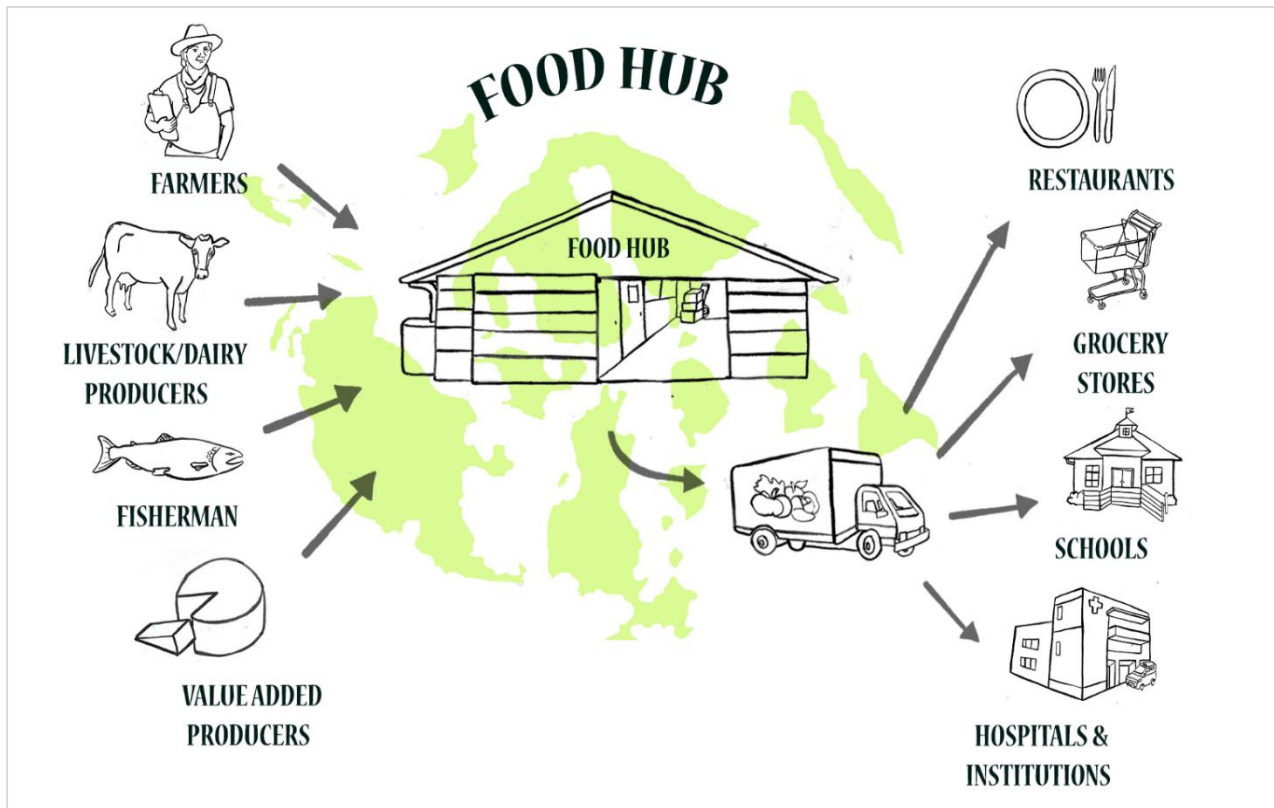


Figure 1: Illustration of a general model of the Food Hub

The research project will be divided into two distinct phases.

Phase-1: Consumer Insights: Baseline Assessment of Local Food Consumption

To commence the project, we need to understand how much local food people currently consume in the region. In this initial phase, our staff will conduct surveys from July 18th to August 8th to gather this valuable information. Two online surveys will be administered—one targeting the general public and the other focusing on businesses, including schools, restaurants, grocers, retailers, and institutions. By targeting both consumers and suppliers, we can obtain a comprehensive view of local food consumption patterns.

Engagement Plan

To ensure that many people participate, we have developed an engagement plan with various activities, including:

- Conducting 2 online surveys
- Setting up four (4) pop-up stations at local farmer markets
- Promoting the survey through the Municipal website, MODL Messenger, and Facebook

The insights obtained from the surveys and the information gathered will serve as a fundamental groundwork for the upcoming phase-2 of the project.

Phase-2: Producer Focus: Enhancing Local Food Production and Distribution

Once we have completed phase-1 in August, we will transition to phase-2 in September. In this phase, we will focus on understanding the current levels of local food production and conducting a comprehensive analysis of all aspects of food production, supply chains, and delivery to consumers. We will identify any existing challenges and explore opportunities to establish a sustainable and dependable supply of local food to essential establishments, including healthcare facilities, schools, and various outlets. Additionally, by sourcing food locally, we can contribute to the reduction of greenhouse gas emissions associated with long-distance transportation.

During phase-2, staff will:

- Explore opportunities to increase food production
- Collaborate with farmers
- Assess the feasibility of establishing efficient distribution channels, such as the proposed Food Hub
- Develop strategies and programs to improve access to and increase the production of local food
- Collaborate with the Department of Agriculture to enhance local food accessibility and production, fostering agricultural sector growth in MODL.

More details regarding phase-2, including specific strategies and public engagement plans, will be provided to the Council as we progress further and approach the implementation of this phase.

In conclusion, the Council will be regularly updated on the progress and outcomes of the surveys, enabling the shaping of strategies and programs that strengthen local food security, reduce carbon emissions, and contribute to local economic growth.

Memorandum Preparation	
Department	Planning & Development Services; and Economic Development
Prepared by	Abhimanyu Jain, Climate Change and Sustainability Manager Mark Strickland, Economic Development Officer
Approved by	Tom MacEwan, CAO
Date Reviewed by C.A.O.	

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

TO: Chief Administrative Officer
FROM: Cathy Moore
DATE: July 9/23

1. Agenda Item
Request from parents, crosswalk + flashing light
2. On what agenda do you want the item placed?
July 18th Policy + Strategy School Street N.C.
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.

Just a picture.

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

5. What outcome(s) are you seeking?
Crosswalk on School Street and flashing light on corner of Hwy 208 and school street

Cathy Moore
Councillor's Signature

July 9th/23
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date





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

TO: Chief Administrative Officer

FROM: Councillor W. Dickle

DATE: July 11/23

1. Agenda Item

Pedestrian Safety along Hwy 325

2. On what agenda do you want the item placed?

PSC

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.

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

Safety of Pedestrians walking, using modernized wheel chairs, scooters + walkers along Hwy 325 towards Bridgewater crossing at the intersection of 325 and

5. What outcome(s) are you seeking? Logan + William Wile Rd at the Traffic lights

To have Council approve a motion to have the Mayor or Councils behave (residents behave) to the Prov. Public Works and/or Minister to request that Pedestrian lights be put on the traffic lights presently installed along Hwy 325 at the intersection of Logan + William Wile Rd.

W. Dickle
Councillor's Signature

July 11/23
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date