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Policy & Strategy Committee Meeting Agenda

Tuesday, March 19, 2024 – 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

2.1 Centre scolaire de la Rive-Sud Students – Pilot Project, Voix du Changement

3. Public Input (15 Minutes)

4. Changes/Approval of Agenda (as circulated)

5. Approval of Minutes – February 20, 2024 (as circulated)

6. Business Arising from Minutes – Nil

7. Presentations/Scheduled Times

7.1 99pt5 Biotreaters – Arthur Sager..... 9:15 a.m. 1-8

7.2 Property Tax Revenue– Barry Zwicker..... 10:15 a.m. 9-12

8. Referral from Council - Nil

9. Staff Reports

9.1. Recreation Department

9.1.1 Proposed Amendment to MODL 058 Fees Policy – Table 2 Recreation Services Fees 13-20

9.2 Planning Department

9.2.1 Municipal Public Charging Station Fee Review..... 21-25

9.3 Administration Department

9.3.1 Proposed Joint Police Advisory Board for Lunenburg County..... 26-28

10. Mayor's/Deputy Mayor's/Councillors' Matters

10.1 Resolution on Federal Infrastructure Spending (Councillor DeLong)..... 29-31

10.2 Renaming the Portion of Logan Road (Councillor Hubley)..... 32

11. Added Items

12. In Camera

13. Adjournment



1

Who is 99pt5? 

- A group of professionals with decades experience designing and building process equipment for the oil and gas industry, principally :
 - William Famulak
 - Arthur Sager
- Mission Statement:
 - At 99pt5 we are committed to revolutionizing waste management by harnessing the power of BioGas. We envision a world where waste is no longer a burden, rather a valuable resource.
- Markets Served:
 - North America (Canada, USA, Mexico)
 - South America (Peru, Colombia, Ecuador, Brazil)
 - Europe (Turkey, Italy, France, Germany, Romania)
 - Asia (Pakistan, India, Bangladesh)
 - Africa (Nigeria)

2

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Introduction



- Canada food waste > 35.5 million tonnes annually (*58% of all food produced in the country*).
- Waste management challenges include landfill overflow, greenhouse gas emissions and environmental pollution.
- Waste management solutions include composting and anaerobic digesters.
- Anaerobic Digestion advantages over Composting include:
 - BioGas production and subsequently BioMethane as a renewable fuel source (for CNG vehicles, power generation, injection into natural gas pipeline infrastructure).
 - Digestate is nutrient rich material that can be used as fertilizer or soil amendment in agricultural applications.
 - Produces fewer odors than composting making it more suitable for urban areas.
 - High temperature reaction destroys pathogens, reducing risk of contamination.

3

3

Key Numbers



- 99.5% Methane recovery from BioGas with:
 - 98% pure* BioMethane with less than 2% Carbon Dioxide
 - Less than 4ppm Hydrogen Sulfide in BioMethane
 - Less than 200ppm Nitrogen in BioMethane
 - Less than 10ppm Oxygen in BioMethane
 - Water dewpoints to as low as -40 °C
- Carbon Dioxide capture with:
 - Carbon Dioxide purity* of 99% with option to upgrade to Food, Medical, or Industrial Grade
 - Liquid delivered at bulk tanker and/or high-pressure cylinder pressure
 - Increased CO₂ offset by > 60%
- Organic Fertilizer
 - 98% conversion of organic waste (*in addition to BioGas generation*)
 - 1 tonne organic waste will produce 0.98 tonnes organic fertilizer

*Cited purities are on molecular basis

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BioGas Production



- **BioGas Composition (from organic waste):**
 - 50 to 70% Methane
 - 30 to 40% Carbon-Dioxide
 - Trace Gases
- **Anaerobic Digestion** is a natural biological process where micro-organisms break down organic matter such as food waste *(in the absence of oxygen)* to produce BioGas.
- **Products:**
 - BioMethane with > 98% methane content.
 - Digestate rich in nutrients and organic matter (liquid fertilizer).
 - Carbon-Dioxide can be captured as liquid CO₂ and resold as additional revenue stream.
- **By-Products:**
 - Trace gases: captured in adsorbent and disposed of as non-hazardous waste.

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Benefits



- **Decentralized Waste Management:**
 - Reduced waste transportation costs and emissions.
 - Reduced traffic congestion.
 - Odor control and improved air quality.
- **Environmental:**
 - Reduction of greenhouse gas emissions.
 - Nutrient recovery and soil health.
- **Revenue:**
 - Sale of Methane and/or Electricity.
 - Sale of liquid Carbon Dioxide.
 - Sale of organic Fertilizer.
- **Sustainability:**
 - Circular economy within the community.
 - Generation of renewable energy resource reduces fossil fuel reliance.

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Feasibility & Infrastructure



- **Feasibility:**
 - Modular, scalable and adaptable equipment.
 - **Primary Substrate:**
 - Organic waste separation already occurring at the household level.
 - > 3,250 tonnes per year organic household waste available.
 - **Secondary Substrates:**
 - Yard waste (grass clippings, leaves) separation already occurring at household level – seasonal supply.
 - Paper and cardboard waste separation already occurring at household level.
 - Sewage sludge disposal methods vary; could be revenue stream (charge pumpers to deliver to digester).
 - Possible access to local microbrewery residual grains and solids (draffs).
 - Regulatory approvals can (presumably) be expedited by the municipality.
- **Infrastructure:**
 - Digesters and BioGas Collection
 - Biogas Treatment / Upgrading
 - Power Generation and/or Renewable Natural Gas Compression
 - Filling / Offloading Station / Pipeline / Electrical Grid / CNG Trailers

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The *99pt5* BioTreater™ Advantage



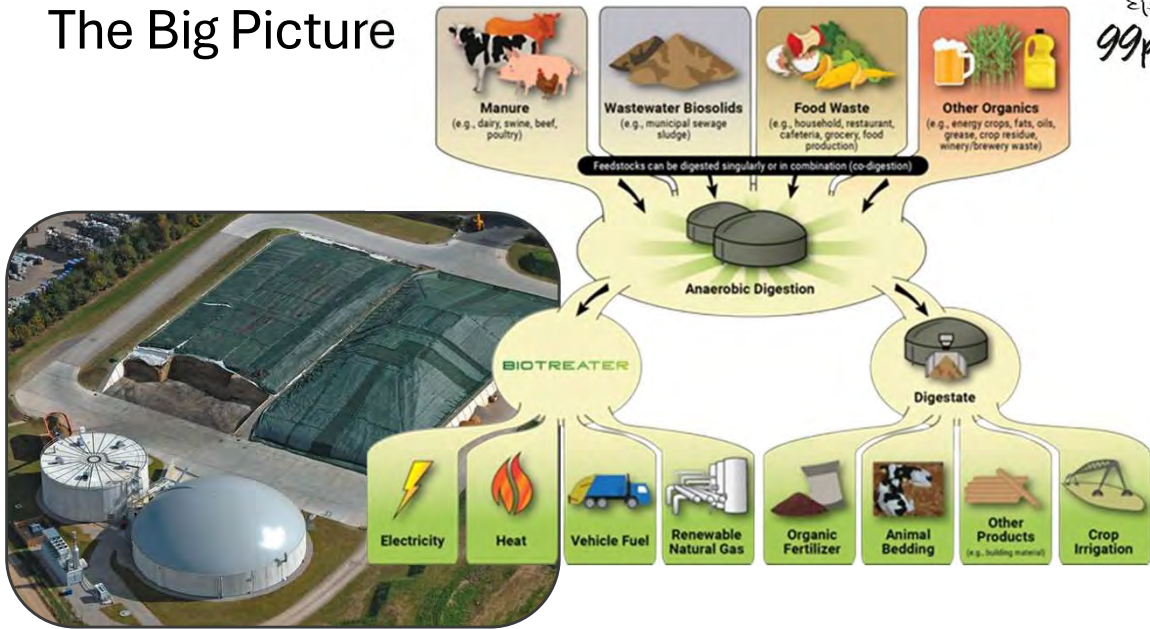
- **Modular Plug-n-Play:**
 - Built to petroleum industry standards including CSA B51, ASME, CEC (Class I, Zone 2)
 - Integrated & Automated with single source solution
 - Real time data on your smart device
- **Non-Hazardous Waste:**
 - The spent proprietary adsorbent (for H₂S removal) is nonpyrophoric. Recycling or disposal can be evaluated. Disposal network & personnel well established through Schlumberger.
- **Injection Air allows for:**
 - Controlled and more efficient Hydrogen-Sulfide removal
 - Catalytic Reactor to meet maximum Oxygen in BioMethane requirements (when applicable)
- **Dehydration:**
 - Performed at medium pressure (> 30% more efficient than low pressure = ↑ product)
- **Carbon Dioxide Capture:**
 - > 60% increase in Carbon offset

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The Big Picture

99pts

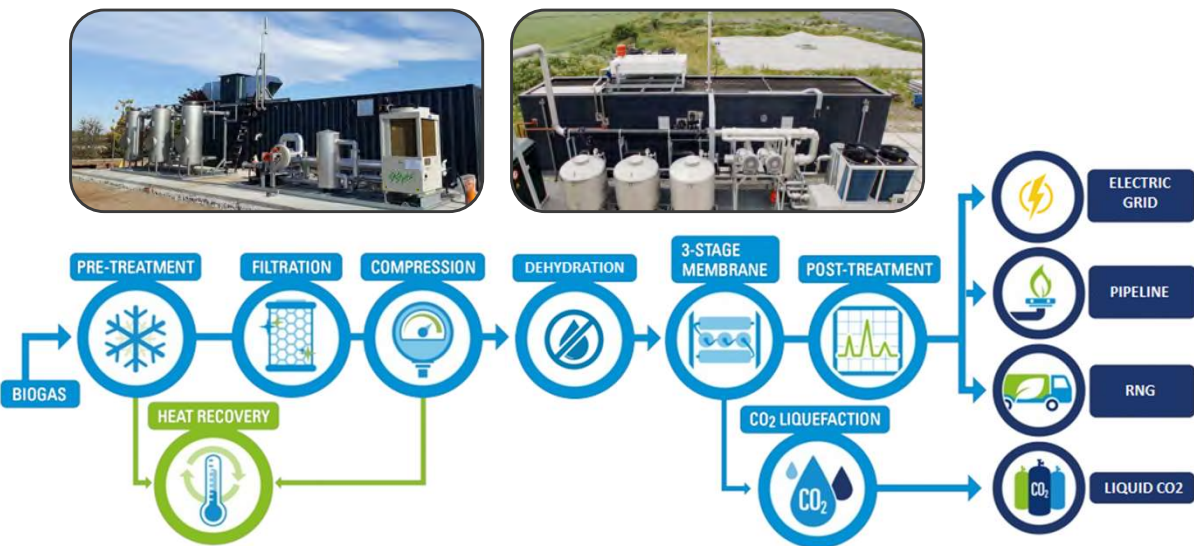


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The BioTreater

99pts



10

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Sample Numbers



Digester Input
3,250 t/yr Municipal Solid Waste
1,625 m3/yr Water (subject to MSW verification)

BioGas Generation
245,000 m3/yr BioGas

Gross Production
147,500 m3/yr BioMethane
98,000 m3/yr Carbon Dioxide
3,185 t/yr Liquid Fertilizer

Energy Output
Heating for up to 125 Households
or
Electricity for up to 200 Households
or
some combination thereof

Carbon Dioxide Offset > 500 t/yr
355 t/yr CO₂e (electricity)
or
300 t/yr CO₂e (gas)
or
some combination thereof
plus
185 t/yr CO₂e (CO₂ capture)

Potential Revenue Streams
100,000 kg/yr RNG
or
550,000 kWh/yr Electricity
or
some combination thereof
plus
190,000 kg/yr Liquid CO₂
and
3,185 t/yr Liquid Fertilizer

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Partnership | Collaboration



- **Total Investment**
 - To be determined | 2 to 3 year payback period (*depending on scale of facility*)
- **Purchase / Sale Agreement**
 - Typical milestone-based payments.
- **Build – Own – Operate**
 - 99pt5 Builds, Owns and Operates the facility.
 - MODL obtains all regulatory approvals.
 - MODL allocates real-estate for BioGas facility for > 10-year period.
 - MODL enters take or pay agreement with 99pt5, of the BioMethane product, for period of > 10 years.
 - 99pt5 responsible to identify buyer for fertilizer and carbon dioxide products.
- **Partnership | Collaboration**
 - Joint investment, ownership and responsibilities?

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Project Name: _____

Project Location: _____

Project Status (check all that apply):

- Market Research
- Projects Identified
- Feasibility Proven
- Funds Allocated
- Identifying Potential Projects
- Feasibility Under Review
- Budgets Established
- Project Approved
- Establishing Budgetary Costs
- Funds Being Sought
- Establishing Firm Costs
- Project Ready to Proceed

Are Carbon Credits Available? No Yes, at _____ \$US/tCO₂e

Local Power Cost: _____ \$US/kWh Generated Power Sale: _____ \$US/kWh BioMethane Sale: _____ \$US/mmbtu

Target BioGas Feed: _____ scfd and/or Target BioMethane Export : _____ scfd

BioGas Source: Agriculture Digester MSW Digester Landfill Waste-Water Treatment Plant

Is H₂S Concentration Controlled at Digester? (ie: FeCl₂ injection or some other similar manner) No Yes

Level of Processing:

- Basic Filtration (for local power generation only)
- 2-Stage Membrane (≥ 95% CH₄ recovery)
- 3-Stage Membrane (98% to ≥ 99.5% CH₄ recovery)

Operation Type: Batch or Continuous

Processing Options:

- CH₄ Recovery (through membranes) ≥ 95% ≥ 98% ≥ 99% ≥ 99.5%
- Export Pressure ≥ 175 psig ≥ 1,100 psig ≥ 3,600 psig ≥ _____ psig
- Allowable H₂O Content ≤ 0.5 ppm ≤ 4-7 lb/mmscf ≤ 40 lb/mmscf ≤ _____ lb/mmscf
- Allowable H₂S Content ≤ 4 ppm ≤ 10 ppm ≤ 20 ppm
- Allowable O₂ Content ≤ 10 ppm ≤ 0.1 mol% _____ mol% no spec
- CO₂ Capture No Yes
- If Yes, CO₂ Grade Medical Food Industrial Raw (upgraded by others)
- If Yes, Export Pressure _____ psig and Temperature _____ °F

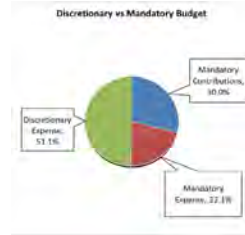
Options:

- Local BioGas Genset for Plant Electrical Load No Yes + _____ kW additional
- Local BioMethane Genset for Plant Electrical Load No Yes + _____ kW additional
- Local BioMethane Storage No Yes, _____ hours storage
- Local Genset BioGas/BioMethane Storage No Yes, _____ hours storage
- Local Fill Panel No Yes
- Heat Recovery (when local genset option taken) No Yes, _____ (description)
- Building(s) c/w HVAC No Yes
- Remote Monitoring APP w/ Reporting No Yes

Notes:

- 1) Basic filtration system suitable for power generation using BioGas genset. 100% of BioGas is consumed by genset with generated power being consumed locally and balance sold to grid.
- 2) O₂ contents below 1.5 mol% may require the integration of a catalytic reactor which consumes up to 2% of the gross CH₄ volume in the exothermic reaction, thereby reducing overall CH₄ recovery by equivalent amount.
- 3) CO₂ capture requires the addition of CO₂ compression and cooling. Raw grade, for further upgrading by others (ie: Linde, Praxair, Air Liquide, etc), is ≥ 99 mol% CO₂. Improving CO₂ grade at BioTreater™ location requires additional membranes and, accordingly, increases booster compression requirements (attributable to increased recycle rates).
- 4) 3-Stage Membrane system(s) have a ~ 20% increase in booster compression requirements (attributable to increased recycle rates).

MANDATORY EXPENSES VS DISCRETIONARY EXPENSES



Mandatory and required expenditures represent 52.1% of the net expenditure budget for 2023/2024.

Mandatory and required expenditures include items upon which the Municipality contributes funding for services provided; in which, the Municipality has no control over the budget amount as well as those services that are considered necessary.

The remainder of the expenditures are termed discretionary as the Municipality determines more directly the level of service necessary and whether the service will be provided.

	2023/24		RELATED TO PROPERTY ASSESSMENTS
	Gross Expenditure	Net of associated revenues	
Mandatory Contributions			
Education - schools	\$ 9,539,900	\$ 9,539,900	NO
Assessment Services X	690,300 X	690,300 X	
Corrections - courts and jails	456,500	388,100	NO
Public Housing	35,000	35,000	NO
Regional Library	199,700	199,700	NO
	<u>10,921,400</u>	<u>10,853,000</u>	
Mandatory Expenditures			
Policing - RCMP	4,173,600	4,113,600	NO
Roads & Streets			
Provincial Road Contribution	493,100	-	
Road Paving Partnerships	350,000	-	
Paved Shoulders	150,000	-	
	<u>993,100</u>	<u>-</u>	
Municipal Road Costs	350,000	-	
Total Roads & Streets	<u>1,343,100</u>	<u>-</u>	NO
Curbside Garbage Collection	1,334,100	1,334,100	NO
Waste Site - Joint Services Board - MODL Share	1,423,000	1,423,000	NO
	<u>10,610,000</u>	<u>6,870,700</u>	
Debt Repayment & Transfers	(65,100)	(65,100)	
	<u>\$ 21,466,300</u>	<u>\$ 17,658,600</u>	

PAGE 1

PROPERTY ASSESSMENT CAP

Summary of comments made on Jan 19, 2024
 by Jeff Cadell
 Assistant Director of PVSC.

The Consumer Price Index is provided by the Province to PVSC each year. This is used as a limit for assessment increases for eligible properties. New construction is not eligible. If there's been new construction occurred on a property during 2023, that portion of the value attributed to that new construction would not be capped so owners might see an increase, larger than the 3.2%. So each year, PVSC calculates both a market value assessment and a cap assessment for the eligible, residential properties. The lesser of the two is what the municipality will use to calculate taxes for that property.

A TANGLED WEB

PAGE 2

CRA MUNICIPAL REVENUE COLLECTION

- 1 Municipality would submit one number, their annual amount previously collected as property tax (M\$28.5 for 2024)

- 2 CRA would do a one time modification of their tax software to:
 - (a) Add a field to the address on the income tax T1 form for "Municipality".
 - (b) Total the NET INCOME within the municipality
 - (c) Divide the M\$28.5 by total NET INCOME (= 3.8% for example)
 - (d) Multiply (c) by the net income on each tax return to determine a "municipal surtax".
 - (e) Total the municipal surtaxes, which will mathematically equal the M\$28.5
 - (f) Transfer the total M\$28.5 back to the municipality.

- 3 Once the software was modified, the annual cost would be the provision of the one number (M\$28.5) to CRA (one email) and the same amount transferred to the municipality (one electronic transfer).

BENEFITS:

<p>A \$25 MILLION COST SAVINGS PER YEAR FOR NOVA SCOTIA \$18 million for assessments by PVSC and possibly \$8 million for municipal staff. PVSC produces 650,000 assessments and municipalities create and mail 1,300,000 bills every year..... all in separate envelopes.) There would be no setting of tax rates, no processing payments and no payment chasing.</p>
<p>B BETTER RELATION TO "ABILITY TO PAY" When was the last time a house went for a walk in the park? Buildings don't generate garbage, use the roads, take the bus, or skate at rinks. How are assessments related to road maintenance? Federal and Provincial governments use income as a reflection of "Ability to Pay". Why not municipalities?</p>
<p>C WIDER TAX BASE All incoming earners (which are the users of municipal services) would help pay, not just property owners.</p>
<p>D IMPROVEMENT TO PROVINCIAL ECONOMY Taxing property values is a disincentive for owners to improve properties hampering material sales and employment.</p>
<p>E NO RESOURCES WASTED ON ASSESSMENT CONFLICTS There would be no assessments, no caps, no appeals, no evictions due to property taxes.</p>

MUNICIPAL REVENUE SYSTEMS - MODL

EXISTING

BASED ON PROPERTY ASSESSEMTS

(a)

"A" ASSESSMENT =	\$211,042	\$400,000	\$500,000	\$600,000	\$700,000	\$800,000	\$900,000
"B" MILL RATE =	0.0081	0.0081	0.0081	0.0081	0.0081	0.0081	0.0081
"AxB" PTAX =	\$1,709	\$3,240	\$4,050	\$4,860	\$5,670	\$6,480	\$7,290

(a) Average based on page 16 of MODL 2023-24 Budget

PROPOSED

BASED ON MUNICIPAL SERVICE USERS

CURRENT PROPERTY TAX REVENUE (Page 40 MODL bgt 2024) **\$28,534,000** **Send this # to CRA(Email)**
 20000 NET INCOME RETURNS x \$40,000 AVERAGE = \$800,000,000 From CRA's modified software
 BUDGET TO INCOME RATIO = **3.57%** From CRA's modified software

INCOME TAX RETURN # =	1	2	3	4	5	6	7
"E" INDIVIDUAL NET INCOME =	\$20,000	\$40,000	\$70,000	\$100,000	\$140,000	\$170,000	\$200,000
"F" RATIO =	3.57%	3.57%	3.57%	3.57%	3.57%	3.57%	3.57%
"E"x"F" MUNICIPAL SURTAX =	\$713	\$1,427	\$2,497	\$3,567	\$4,993	\$6,063	\$7,134

Calculated by CRA's modified software

1-7 TOTALS	BALANCE OF RETURNS	FINAL TOTALS
\$740,000	\$27,794,000	\$28,534,000
3.57%	97.50%	100.00%
\$26,394	\$28,507,606	\$28,534,000

CRA transfers to MODL(ET?)

Barry Zwicker 240208

PAST CORRESPONDENCE:

DATE

- 1 150121 Presentation sent to CRA
- 2 180612 Letter Geoff Regan MP to Diane Leboutlier, Minister of National Revenue
- 3 180613 Letter Diane Leboutlier, Minister of National Revenue, to Geoff Regan MP on 180613 stating that municipal and provincial governments should make the proposal to CRA.
- 4 230104 Letter from Alan MacMaster, NS Minister of Finance and Treasury Board.

Questions or suggestions:

Barry Zwicker, P.Eng.
 Stillwater Lake, NS
 902-456-3018
 bz.gogreener@gmail.com



Finance and Treasury Board
Office of the Minister

PO Box 187, Halifax, Nova Scotia, Canada B3J 2N3 • Telephone 902-424-5720 • FinanceMinister@novascotia.ca

JAN 04 2023

REF: PNS-27036-P1P527

Barry Zwicker
Email: bz.greener@gmail.com

Dear Barry Zwicker:

RE: Property Tax Revenue Generation System

I am writing in response to your letter of February 22, 2022, regarding your proposal to replace the existing municipal property tax system with a system administered by the Canada Revenue Agency. I understand that your proposed system would be based on each municipality's annual budget amount along with the income and ability to pay of persons within each respective municipality.

As the federal Minister of National Revenue noted in a previous letter to you, property tax does not fall under federal jurisdiction. It is under provincial jurisdiction with delegated authority to municipalities.

Your proposed recommendation would require significant consultation including agreements between each municipality and the province as well as an administration agreement with the Canada Revenue Agency. I will share your proposal with the Minister of Municipal Affairs for further consideration.

Thank you for sharing your proposal with the province for consideration. It is important that our government receives input on tax policy and other government policy matters from Nova Scotians.

Sincerely,

Allan MacMaster
Minister of Finance and Treasury Board

c. Honourable John Lohr, Minister of Municipal Affairs

Barry, without question,
your idea is the most
interesting one to come
across my desk in 2022.
I will aim to explore
this further and reach
back out to you in the
coming months. - All

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Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Ruth Wawin, Tourism & Event Development Officer

Date: March 08, 2024

Re: Amend MODL 058 Fees Policy Table 2 Recreation Services Fees

Recommendation

That the Policy and Strategy Committee recommend Municipal Council amend 058 Fees Policy as presented and that this report serves as the seven days' notice required by the MGA.

Executive summary

Staff is seeking approval to amend MODL 058 Fees Policy **Table 2 Recreation Services Fees**. Amending this policy provides clarity on existing fees and introduces tournament rates for the Municipal Activity and Recreation Complex (M.A.R.C.) ballfields.

Discussion

Staff have received feedback from ballfields users who have expressed a desire for a tournament rate to be implemented, making it more affordable to host tournaments on the M.A.R.C. ballfields. This feedback prompted the review of MODL 058 Fees Policy-**Table 2 Recreation Services Fees**. After reviewing the policy, staff proposes the following changes:

- Add "if paid by May 1" to Ballfield League fee of \$19.00 per hour + HST

This change is to encourage ballfield leagues to book the field and pay their fees prior to May 1.

The leagues using the ballfields were already paying the fee of \$19.00 per hour + HST if they paid before the first day of play for their booking. The inclusion of the date in the fee table clarifies the rate and deadline for users. If ballfield users pay after May 1, they are charged a rate of \$21.00 per hour + HST.

The second proposed change to **Table 2 Recreation Services Fees** is as follows:

- Remove the MARC Rental fee from the table.

The removal of the MARC Rental fee is suggested because that is a service that is no longer available.

The following are proposed additions to **Table 2 Recreation Services Fees**:

- Add One-day ballfield tournament fee of \$135 per field per day + HST
- Add Two-day ballfield tournament fee of \$115 per field per day + HST
- Add Charitable Cause one-day ballfield tournament fee of \$65 per field per day +HST
- Add Charitable Cause two-day ballfield tournament fee of \$60 per field per day + HST
- Add Minor Sport ballfield rentals (18 & under) Free of Charge

Implementing a tournament rate enables us to be competitive with ballfields in neighbouring communities. Implementing a one-day and two-day rate for tournaments is likely to entice more users to host tournaments at the ballfields. Increasing the number of tournaments hosted will enhance the local economy, given that teams and spectators tend to spend money in restaurants, shops, and on local accommodations. Staff reviewed the fees of comparable fields in neighbouring communities to ensure that the suggested rates are competitive with those fields. The proposed tournament rate is a reduced rate compared to what ballfield users currently pay at the M.A.R.C. for a two-day rental period. The suggestion to introduce a one-day tournament rate of \$135 per field per day + HST, along with a two-day tournament rate of \$115 per field per day + HST, aims to incentivize groups to opt for the two-day tournament, benefiting from a reduced rate per field per day when booking the two-day option.

Current Rates:

- For tournaments, the ballfields are rented at a rate of \$21.00 per hour + HST.

One-Day Tournament:

- Current Fee:
 - \$21.00 per hour X 10 hours X 3 fields = \$630.00 + HST
- Proposed Change:
 - \$135.00 per field per day X 3 fields = \$405.00 + HST

Two-Day Tournament:

- Current Fee:
 - \$21.00 per hour X 10 hours X 3 fields X 2 days = \$1,260.00 + HST
- Proposed Change:
 - \$115.00 per field per day X 3 fields X 2 days = \$690.00 +HST

The addition of a Charitable Cause rate for tournaments is proposed to encourage users to host charitable tournaments to raise funds for individuals or organizations in need. For the purpose of this policy we are defining a Charitable Cause as the following:

“A charitable cause refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.”

In addition, the charitable rate applies to groups raising funds for individuals facing recent hardships, recognizing that tournaments are often organized for the purpose of supporting local community members experiencing difficulties.

The proposed addition of the Minor Sport ballfield rentals (18 & under) Free of Charge to **Table 2 Recreation Services Fees** is a formality as this is a rate already provided to Minor Sport users renting the field. The inclusion of the Minor Sport rental fee being free of charge is to increase public awareness that these users do not pay to rent the field.

An additional recommended amendment to **Table 2 Recreation Services Fees** is as follows:

- Add HST in **Table 2 Recreation Services Fees** to the fee for the sawpit floating docks.

This change is suggested because the charge of HST was not previously listed in the table.

Budget implications

The specific budget implications will depend on the number of tournaments hosted throughout the year. The suggested rates will reduce the expense for users renting the fields for tournaments, potentially lowering revenue from tournaments typically held at the M.A.R.C. . Nevertheless, the aim is for the tournament rate to stimulate an increase in the number of tournaments hosted at the M.A.R.C., thereby potentially increasing the overall revenue generated from the fields in addition to creating a positive economic impact for the area.

Strategic plan

MODL's mission highlights our role as sustainable community builders and collaborative engagers. By addressing the feedback from ballfield users and implementing a tournament rate, we are actively collaborating with the community. Our suggested tournament fees aim to lower expenses for users organizing tournaments, thus increasing the frequency of tournaments hosted at the M.A.R.C. and contributing to a positive economic impact in the area, in line with our mission of being community builders.

Work plan

The administration of MODL 058 Fees Policy is within staff's regular workplan.

Alternatives

1. Do not amend Policy 058 Fees.
2. Direct staff to make additional changes to the proposed 058 Fees Policy and bring it back to council seeking approval.

Conclusion

In conclusion, staff recommends implementing tournament rates to encourage more users to host tournaments. The other proposed changes noted in the report above are to offer clarity to the public.

Report Preparation	
Department	Recreation, Parks, and Tourism
Report Prepared by	Ruth Wawin
Report Approved by	Trudy Payne
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 feet
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 (if paid by May 1)
MARC Rental	\$11.00 per hour + HST
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day +HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST

A "charitable cause" refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

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	
Date of Council Approval	
Effective Date (if different from Approval Date)	
I certify that this Policy 058 Fees was amended 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 to Table 3.	July 25, 2023
V9	Add new ballfield fees to Table 2 and defined "charitable cause".	2024



Municipality of the District of Lunenburg

Request for Decision

Report To: Policy and Strategy Committee
Submitted By: Kayla Winsor, Climate Action Coordinator
Date: March 19, 2024
Re: Municipal Public Charging Station Fee – MODL Policy 058

RECOMMENDATION

It is recommended that:

"The Policy and Strategy Committee recommends the Municipal Council to maintain the current Municipal public charging station fee of \$1.05 per hour, as outlined in MODL Policy 058, and reassess it in the future."

DISCUSSION

In the fall of 2021, the Council set the Municipal Public electric vehicle (EV) charging station rate, allowing for adjustments based on actual usage. A recent review shows lower-than-projected charger usage in the years 2022 and 2023 but a sudden spike in usage since the beginning of 2024. In 2023, 554.18 kWh of electricity was used at the Municipal public charging station, and in 2024 until March 12th, 4,219.52 kWh of electricity was consumed. Starting in 2024, operating costs will decrease as staff opts out of the \$560/year cloud subscription, deeming it unnecessary. However, this decision can be revisited if needed in the future.

The staff recommends maintaining the charging fee at \$1.05 per hour. With the current utilization rates at the charging station, the revenue generated is sufficient to recoup operating and maintenance costs, as well as future capital costs for EV charger replacement.

MUNICIPAL PUBLIC CHARGING STATION COSTS ANALYSIS: 2021-2024

Table 1 illustrates changes in EV public charger usage and revenue from 2022 to 2024 (until March 12th). In 2022, there were 52 charging sessions, averaging 7 hours each, consuming a total of 627.70 kWh, and generating \$108.63 in net revenue. In 2023, charging sessions decreased to 28, with an average duration of 7 hours, resulting in a total energy consumption of 554.18 kWh and net revenue of \$78.99. In 2024, in a matter of less than 3 months, charging sessions jumped to 64 with an average duration of 16 hours each, and net revenue until March 12th was \$942.24. This data reveals a notable decline in charging sessions, energy consumption, and net revenue in 2023 compared to 2022 but a substantial increase since the beginning of 2024.

Table 1: MODL Public EV Charging Station Usage Analysis			
Parameters	2022	2023	2024 (Until March 12 th)
No. of charging sessions	52	28	64
Average Duration Per Session	7 Hours	7 Hours	16 Hours
Total Energy Consumption	627.70 kWh	554.18 kWh	4,219.52 kWh
Total Net Revenue	\$108.63	\$78.99	\$942.24

Table 2 provides a breakdown of the operating and replacement costs related to the Municipal public charging station for the period 2021 to 2024. In 2021, projections for operating costs were necessary as the EV charging station had not yet begun operations. These projections were based on estimations considering expected usage and industry standards. As the charging station commenced operations in subsequent years, actual data was utilized to refine and enhance the accuracy of cost calculations. This adjustment in calculations significantly adjusted the hourly charging rate for operating, maintenance, and future replacement costs, as shown in Table 2 below. In 2024, however, the trend has suddenly changed to align more with the original 2021 projections. Based on the utilization rate since the beginning of 2024, it is estimated that EV chargers will witness approximately 320 charging sessions this year. A forecast for 2024 has been included to provide the council with insights into future projections and anticipated costs.

Table 2: Public EV Charging Station Per Hour Fee Breakdown

	2021 (Projected)	2022 (Actual)	2023 (Actual)	2024 (Based on Actual usage until 12 th March)
Energy charge	\$0.09266/kWh	\$0.09541/kWh	\$0.10521/kWh	\$0.10990/kWh
Operating Cost – Electricity (Per hour)	\$0.7919/hour	\$0.1645/hour	\$0.2974/hour	\$0.4644/hour
Annual subscription fee (after Year 1)	\$560.00	\$560.00	\$560.00	\$0
Other annual maintenance fee	\$300.00	\$300.00 (Projected) \$0.00 (Actual)	\$300.00 (Projected) \$1000.00 (Actual)	\$300.00 (Projected) \$0.00 (Actual)
Maintenance Costs (Annual and Per Hour)	\$860.00 \$0.0982/hour	\$560.00 \$1.53/hour	\$1560.00 \$7.96/hour	\$300.00 \$0.0601/hour
Subtotal, Operating and Maintenance costs	\$0.89/hour	\$1.69/hour	\$8.26/hour	\$0.52/hour
EV charging station parts	\$11,086.72	\$11,086.72	\$11,086.72	\$11,086.72
Electricians & labor	\$2,502.96	\$2,502.96	\$2,502.96	\$2,502.96
Projected Capital Cost (10 years)	\$13,589.68 \$0.1551/hour	\$13,589.68 \$3.73/hour	\$13,589.68 \$6.93/hour	\$13,589.68 \$0.2722/hour
Total, Operating & Maintenance, and future replacement costs	\$1.05/hour	\$5.42/hour	\$15.19/hour	\$0.80/hour

JURISDICTIONAL SCAN

Table 3 serves as an inventory outlining the locations of charging stations in Lunenburg County and its surrounding areas. The data comprises places such as Best Western Plus, Mahone Bay Centre, Saltbox Brewery, the LCLC, Riverport Community Centre, Smuggler's Cove Inn, Bridgewater Volkswagen, and Gold Nugget. Some of the entities offer charging at \$1.50 per hour, while others offer it at no cost.

Location	Rate (Level 2)	Note
Best Western Plus, Cookville	\$1.50/hour	
Mahone Bay Centre	\$1.50/hour	
Saltbox Brewery	\$1.50/hour	
Mahone Bay Fire Hall	\$1.50/hour	
LCLC, Bridgewater	Free	Charge if possible
Riverport Community Centre, Riverport	Free	
Smuggler’s Cove Inn, Lunenburg	Free	Hotel guest only
Bridgewater Volkswagen, Hebbville	Free	Customer only
Gold Nugget AFN, Chester	Free	
Kejimikujik National Park	Free	Payment for park admission

Information collected from [PlugShare](#).

ALTERNATIVES

Alternatively, the Council may choose from one of the below options:

Option 1: Increase the rate to \$1.50 per hour.

While the current utilization rate since the beginning of 2024 is sufficient to recoup ongoing operating and maintenance costs, as well as future capital costs for EV charger replacement, the utilization rate is likely to fluctuate, especially in the summer season when heating needs reduce, thus affecting charging demand. Increasing the rate to \$1.50 per hour would allow for balancing off the reduced utilization rate-induced revenue loss. This adjustment would also put the rate in alignment with current market standards observed at entities such as Best Western Plus and Mahone Bay Centre, which are charging at a higher rate. However, staff advises against exceeding the \$1.50 per hour rate at this time to avoid discouraging EV drivers from using the municipal charging station, aligning with MODL's Local Climate Change Action Plan 2030 and its commitment to promoting and supporting the transition to electric vehicles.

Option 2: Council may direct staff to set another rate as deemed necessary or appropriate.

CONCLUSION

Based on the analysis, the staff recommends that the Municipal Council maintain the current rate of \$1.05/hour and review the charging rate in the future. This option allows the Council to recoup operating and maintenance costs, as well as future capital costs for EV charger replacement.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Kayla Winsor, Climate Action Coordinator
Report Approved by	Abhimanyu Jain, Climate Change and Sustainability Manager
Date Reviewed by C.A.O.	



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Councils of the District of Lunenburg, Town of Mahone Bay, District of Chester and Town of Lunenburg

Submitted by: Alex Dumaresq, Deputy CAO, MODL

Date: March 19, 2024

Re: Proposed Joint Police Advisory Board for Lunenburg County

Recommendation

Move that Council support the creation of a Joint Police Advisory Board comprising of the Municipality of the District of Chester, the Municipality of the District of Lunenburg, the Town of Mahone Bay and the Town of Lunenburg and authorize the Mayors/Warden to write a joint letter to the provincial Department of Justice requesting Ministerial Approval for a joint board.

Background

The Royal Canadian Mounted Police (RCMP) provide police services to four of the five municipalities in Lunenburg County including the Districts of Chester and Lunenburg, and the Towns of Mahone Bay and Lunenburg. Currently the District of Chester, the District of Lunenburg, and the Town of Mahone Bay have active boards. The Town of Lunenburg is in the process of activating an advisory board and inquired with municipal staff in neighbouring units if there would be interest in exploring a joint board.

Under the Police Act, all municipalities contracting with the RCMP must have an Advisory Board. The composition of a Police Advisory Board for an individual municipality consists of either five or seven members. One member of the committee is appointed by the Minister of Justice, and the remaining seats are filled half with council members and half with citizens.

Section 57A permits municipalities to create a Joint Advisory Board. The composition of a joint board includes 2 members from each partner council, two resident members from each partner unit and one member appointed by the Minister. Police Board meetings are required to be held quarterly.

Discussions with staff at the Department of Justice have confirmed that a joint board would not be inappropriate, and the process is relatively simple. Municipalities seeking a joint board must write a letter to the minister seeking approval and outlining the reasons for seeking a joint board.

Discussion

Requests to the Minister for joint boards require explicit rationale for the approach. The primary benefits of this proposal include better matching the inter-jurisdictional nature of policing; addressing the current gap in local police board governance in the Town of Lunenburg; and increased administrative efficiency.

Of note, discussion with senior RCMP staff in Lunenburg County has confirmed that the detachment is supportive of the request to merge the local boards. Below is a short explanation of each of these primary reasons for pursuing a joint board.

Interjurisdictional Nature of Policing

While each municipality holds a separate contract with the province to provide policing through the Provincial Policing Contract, the service is provided by the RCMP and is an integrated one, with the same officers and structure providing police services to all of the units.

The nature of criminal activity does not align with existing municipal boundaries, and therefore, police response must operate without regard to these political boundaries to provide an effective service. One of the primary functions of a police board is to provide input to the police service on “priorities, objectives and goals of the police force” (s. 68(3)(a)). A joint board will be able to provide improved perspective on the needs of the local community because the joint board will include the views and perspectives of the community as a whole, as opposed to operating in the silo of existing municipal boundaries.

A joint policing board may also gain synergies with other inter-municipal cooperation initiatives. The 4 partners currently share a regional Accessibility Coordinator and are in the process of hiring a regional Anti-racism Coordinator. The creation of a joint board will provide a streamlined avenue for input from the regional committees and coordinators focused on providing more inclusive services.

A joint regional board would provide a more cohesive view for the local governance of policing, better aligning with the jurisdictional scope of the police force and increase the potential for input from regional efforts to increase inclusion and equity.

Increased Governance

Currently the Town of Lunenburg does not have an active police board. By pursuing a regional board, this would address the gap in local governance of policing required in the Police Act. There have also been issues in recruiting members of the public to the citizen seats on the boards and even greater difficulty in recruiting a provincial representative. By creating a joint board, it reduces the need for provincial appointments from four to one, significantly reducing the likelihood that the board will be without a provincial representative.

Administrative Efficiency

Currently the RCMP prepares a report for policing in Lunenburg County which is then tailored for the 4 units and presented at each of the committees. The proposal would reduce the amount of time spent by the RCMP in tailoring the regular reports and would reduce the time spent by senior officers attending current advisory board meetings, without negatively impacting governance. There would also be a small reduction in municipal staff time by holding a single regional meeting as opposed to each unit managing individual committees. MODL has offered to provide program support to the committee in the form of the Fire Services Coordinator. MODC has indicated they would be prepared to provide administrative support including preparing of agendas and minutes from their clerk’s office.

Alternatives

While the Police Act requires all municipalities policed by the RCMP to have a Police Advisory Board, the decision to create a joint board for the region is a voluntary one. The municipal partners could choose to retain individual boards.

Conclusion

The RCMP provides policing services to four of the Municipalities in Lunenburg County. A joint regional board would provide a more cohesive view for the local governance of policing, better aligning with the jurisdictional scope of the police force. Switching to a Regional Police Advisory Board would address the Town of Lunenburg’s lack of a committee, reduce the administrative burden on the other units, and free up more of the RCMP’s time for other policing duties.

Report Preparation	
Department	
Report Prepared by	
Report Approved by	

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

TO: Chief Administrative Officer
FROM: Kacy DeLong
DATE: March 8, 2024

1. Agenda Item

Resolution on federal infrastructure spending

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

Policy and Strategy, March 19, 2024

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?

The FCM developed a municipal toolkit (see attached) to help municipalities articulate the need for consistent federal infrastructure spending. Infrastructure spending and a new infrastructure plan at the federal level should be updated and consistent with spending needs of municipalities.

5. What outcome(s) are you seeking?

The motion that is outlined in a supporting document

A letter written to The Honourable Sean Fraser Minister of Housing, Infrastructure and Communities

K. P. DeLong
Councillor's Signature

March 8, 2024
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date

FCM infrastructure toolkit: [Member-Toolkit-Municipal-growth-framework-Feb2024.docx \(live.com\)](#)

Motion:

Federal infrastructure funding not keeping pace with population growth

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade existing municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

RESOLVED, That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further

RESOLVED, That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further

RESOLVED, That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

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

TO: Chief Administrative Officer
FROM: Pam Hubley
DATE: March 12, 2024

1. Agenda Item
Renaming the portion of Logan Road

2. On what agenda do you want the item placed?
Council Agenda (March 26, 204)

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?
To discuss the possibilities of the renaming of the portion of Logan Rd. to Paul Davis Dr.

5. What outcome(s) are you seeking?
A motion to rename the portion of Logan Rd to Paul Davis Dr.

Pam Hubley
Councillor's Signature

March 12, 2024
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date