
Municipality of the District of Lunenburg
Minutes of a Meeting of the Policy & Strategy Committee
Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.
Tuesday, May 21, 2024 – 9:00 a.m.

Attendance

Deputy Mayor Wendy Oickle, District 3, Chair
Councillor Cathy Moore, District 5, Vice Chair
Mayor Carolyn Bolivar-Getson
Councillor Leitha Haysom, District 1
Councillor Martin Bell, District 2
Councillor Pam Hubley, District 4
Councillor Sandra Statton, District 6
Councillor Michelle Greek, District 7
Councillor Kacy DeLong, District 8
Councillor Reid Whynot, District 9
Councillor Chasidy Veinotte, District 10

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
April Whynot-Lohnes, Municipal Clerk
Joanne Powers, Executive Assistant

1. Call to Order

Deputy Mayor Oickle called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2. Acknowledgements/Recognition

2.1 50 Year Fire Service Award Presentation – Richard Nowe

Mayor Bolivar-Getson acknowledged Richard Nowe for 50 years of fire service and presented him with a plaque.

2.2 Proclamation – Access Awareness Week

Mayor Bolivar-Getson proclaimed that May 26 to June 1, 2024, was recognized as Access Awareness Week which aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education, and communication.

Councillor Haysom recognized President Doug Berrigan for his work at the LaHave Islands Museum. He was awarded the Excellence in Museum Practices Award for making a significant contribution to the museum field and for his remarkable efforts to increase knowledge about the heritage of the area.

3. Public Input

4. Changes/Approval of Agenda (as circulated)

Moved by Councillor Whynot, seconded by Councillor Moore that the May 21, 2024, Policy & Strategy Committee agenda be approved. Carried unanimously.

5. Approval of Minutes – March 19, 2024 and April 16, 2024

Moved by Councillor Haysom, seconded by Mayor Bolivar-Getson that the Minutes of March 19, 2024, Policy & Strategy Committee meeting be approved as circulated. Carried unanimously.

Moved by Councillor Haysom, seconded by Councillor DeLong that the Minutes of April 16, 2024, Policy & Strategy Committee meeting be approved as circulated. Carried unanimously.

6. Business Arising from Minutes – Nil

9. Staff Reports

9.1 Administration Department

9.1.1 MODL Policy 011 – Deputy Mayor Term Discussion

April Whynot-Lohnes, Municipal Clerk, reviewed the report titled, “Amendment - Policy 011 Deputy Mayor” (included in the agenda package) and gave a presentation titled “Policy 011 – Deputy Mayor” (included in the minutes). She explained that Council directed staff to review the term of office under the policy. It was suggested that having the term as a one-year term did not provide the individual with the time needed to understand and perform the role in a proficient manner.

Discussion included:

- Term of Appointment (one year versus two years)
- Eligibility to reoffer (severe more than one term in four- year mandate)
- Nomination Process (ballot versus expression of interest)

The consensus was that the term of office remains at one year, but the ability to reoffer throughout the four-year mandate be added. The desire was to continue with a secret ballot process for nomination of the Deputy Mayor.

Moved by Councillor Hubley, seconded by Councillor Bell that the Policy & Strategy Committee direct staff to proceed with amendments to Policy 011, Deputy Mayor that reflects the eligibility and nomination process as presented and bring back amendments for the Committee’s review. Carried unanimously.

7. Presentations/Scheduled Times

7.1 Riverport & Area Park Update – Natalie O’Mara

Natalie O’Mara, Chair, of the Riverport & District Community Park, reviewed the proposed Phase 1 Report (included in the agenda package) of development to be completed during the remainder of 2024. She reported that the Land Management Agreement had been signed between the Riverport Community Centre and MODL.

They plan to install one entrance driveway and parking area, maintain the grass areas that were in front and to the sides of the parking area, install two or three picnic tables, install small natural playground features, and install temporary signage.

The group requested MODL’s assistance with the removal of two test wells on the site, regular collection of garbage/recyclables/compost, and including provision of collection bins.

Ms. O’Mara left the meeting.

9.2.2 Sawpit Wharf Lease Renewal

Trudy Payne, Director of Recreation, Parks & Tourism, reviewed the report titled, “Sawpit Wharf Lease Renewal” (included in the agenda package). She recommended to renew the lease with the Province for 15 years.

Moved by Councillor Veinotte, seconded by Councillor Bell that the Policy & Strategy Committee recommends to Council that Municipal Council approve sending a letter to the Department of Natural Resources and Renewables, Land Services Branch, notifying them of the Municipality’s intent to renew Lease #4814 for an additional 15 years which pertains to lands owned by the Province of Nova Scotia that currently forms part of the Sawpit Wharf Park. Carried unanimously.

The meeting recessed at 9:56 a.m. and resumed at 10:11 a.m.

7.2 Infilling at Westhaver’s Lane & Mader’s Cove Road & Petition – Sarah Stevens & Ann Caverzan

Ann Caverzan and Sarah Stevens from Maders Cove, were present to review the presentation, “Westhaver Pond – An Important Environmental Asset” (included in the agenda package).

They discussed that it was located in an Environmentally Sensitive (EZ) zone and was purchased through a MODL tax sale in 2022. Vegetation was then cleared, and the head of the pond infilled with truckloads of gravel. In the summer of 2023, flooding occurred at the end of Westhaver Lane. More infill of gravel and stone was added in April 2024 and the property was put on the market.

Ms. Caverzan and Ms. Stevens suggested that MODL purchase the property and preserve it. Councillor DeLong advised that she would add this to a future agenda for further discussion.

9.1.2 Private Roads Discussion

Mr. MacEwan reviewed the “MODL Private Road Standards Policy” (included in the agenda package for discussion purposes). He also provided a presentation titled “Private Road Standards” (attached to the minutes) that outlined the difference between the current private road standards and the proposed private road standards. The following topics were included in the presentation:

- General – design, approval, construction oversight
- Technical References – 12 reduced to 2
- Road Classification – reduced from 2 categories to 1
- Alignment Controls
- Intersection with Existing Roads
- Intersection with New Roads
- Cul-de-sac & Timing Tees
- Road Reserve – extension location discretion
- Road and Driveway Layout – discretion authority
- Cross-Section Controls – Minimum ROW
- Cross-Section Controls – Minimum Road Surface Width (Compacted)
- Cross-Section Controls – Guard Rails – discretion authority
- Cross-Section Controls – Rock Slopes – discretion authority
- Cross-Section Controls – Retaining Walls – discretion authority
- Cross-Section Control – Roadway Surface Slope – discretion authority
- PDR – Base Course and Surface Course – 3 Options (No Change)
- PDR Base Course and Surface Course Erosion Control and Prevention
- Storm Water Drainage
- Storm Water Disposal
- Private Roads Standards Policy Purpose – Emergency access, road quality and costs
- Key Elements of the Proposal – Professional Engineer required
- Key Elements – construction certificate, retention of engineer, provincial permit responsibility

It was discussed that municipal engineers will be involved in the design of private roads but not the construction. Jamie Burgess, Municipal Engineer, provided details on curve radius.

The meeting recessed at 11:58 a.m. and resumed at 12:07 p.m.

8. Referral from Council – Nil

9. Staff Reports

9.2 Recreation Department

9.2.1 Annual Operating and Major Recreation Capital Grants

Trudy Payne, Director of Recreation, Parks & Tourism, reviewed the report titled, “Annual Operating and Major Recreation Capital Grants” (included in the agenda package).

A question was raised about the Lunenburg County Ground Search and Rescue grant application and why it was not approved. It was explained that they receive funding through the REMO budget and their facility has to be available for community use rental and theirs is not.

It was noted that due to the grant workshops there were multiple new applications received and there were not enough funds available, so this should be taken into consideration for next year’s budget. It was requested that Ground Search & Rescue be asked about their facility being available to the community, and that options for funding be determined.

Mayor Bolivar-Getson left the meeting a 12:38 p.m.

A question related to late submissions was discussed and whether they should be included in funding. The consensus was no.

Moved by Councillor Whynot, seconded by Councillor Haysom that the Policy & Strategy Committee recommends to Council that Municipal Council approve the applications for the 2024-2025 Annual Operating Grant program in the amount of \$80,064 as presented. Carried unanimously.

Moved by Councillor Moore, seconded by Councillor Bell that the Policy & Strategy Committee recommends to Council that Municipal Council approve the applications for the 2024-2025 Major Recreation Capital Grant program in the amount of \$67,861 as presented. Carried unanimously.

9.3 Economic Development

9.3.1 District of Lunenburg Logo

Dave Waters, Director of Economic Development, reviewed the presentation titled, “Making our Mark” (included in the agenda package). The topics covered in the presentation included:

- Our Objective
- Our Challenge #1 - Logo
- Our Challenge #2 – Name MODL

- Identified Challenges
- Proposed Solution
- The Benefits of Balance
- Potential Use Cases
- Name Positioning and Reinforcement
- Implementation Requirements
- Summary

There was discussion around the proposed colours and the various designs suggested. It was noted that it has been reviewed through the accessibility lens and it is not a rebranding exercise. Direction was given to bring back three or four more options based on the conversation held at the meeting.

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

10.1 Appointment to Bridgewater & Area Chamber of Commerce (Councillor Hubley)

Councillor Hubley brought forward a request from the Bridgewater and Area Chamber of Commerce to change the length of the term of MODL's appointment to the Board from a one-year term to a two-year term. It was suggested that a longer term would be of a benefit to both the Chamber and the appointee to provide continuity.

Moved by Councillor Hubley, seconded by Councillor Moore that direction be given to staff to bring back information on changing the term for the Bridgewater Area Chamber of Commerce from one year to two years. Carried unanimously.

11. Added Items - Nil

12. In Camera - Nil

13. Adjournment

There being no further business, the meeting adjourned at 1:22 p.m.



District of Lunenburg Municipal Council

Policy 011 – Deputy Mayor

1

Discussion

Term of Appointment

- One year versus two

Eligibility

- Serve more than one term in 4 years

Nomination Process

- Ballot versus Expression of Interest



2

Term of Appointment - ONE YEAR

Pros

- More opportunities for members to learn meeting procedures, role of mayor and interaction with executive administration team

Cons

- Not long enough to understand role capacity fully
- Level of comfort just established



Term of Appointment - TWO YEAR

Pros

- Better understanding of procedures, role of mayor
- Ability to assist mayor without retraining

Cons

- Limits number of members (2/4 YR mandate)
- Member may not wish to do a second term



Jurisdictional Scan

Terms	Number Mun. Units	Percentage
1 Year	9	64%
2 Year	3	21.5%
4 Year	2	14%



Eligibility

Existing

- One term throughout 4 year mandate

Option(s)

- Reoffer, anytime throughout 4 year mandate
- Reoffer, but limit how many times within 4 year mandate

(allows term to remain at one year and members vote if member puts their name forward for a second term).



Nomination Process

Existing

- Secret Ballot

Option(s)

- Request expression of Interest from the floor
- Nominations from the floor

(streamlining process and only those interested put their names forward)



Motions Proposed

- **That Policy and Strategy Committee directs staff to proceed with amendments to Policy 011, Deputy Mayor that reflects the eligibility and nomination process as presented and bring back proposed amendments for consideration.**



PRIVATE ROAD STANDARD

Current Private Roads v Proposed Private Road Standards

1

General

Current: PDRs must be designed by a qualified Professional Engineer licensed to practice in the Province of NS and holding valid errors and omissions insurance.

Proposed: remains the same

2

General

Current: All Private Road Designs are subject to the approval of the Municipal Engineer.

Proposed: All Private Roads will be designed by the Developer's Design Engineer and the Design Engineer will stamp and seal the design confirming that the Private Road was designed to the requirements of the Policy.

3

General

Current: The construction of PDRs shall be inspected and certified by a qualified Professional Engineer licensed to practice in NS and hired by the Subdivider at their expense.

Proposed: PDRs will be constructed as designed under the supervision of a Professional Engineer licensed to practice in the Province of NS and holding a valid errors and omissions insurance.

4

General

Current: Requirements in excess of the minimum standards may be required subject to the discretion of the Municipal Engineer.

Proposed: Municipal Engineer is no longer involved in the review or approval of the design of Private Roads (ie, the Municipal Engineer no longer has the discretion to require any standards).

5

Technical References

Current: 12 different technical references are listed.

Proposed: 2 will be listed:

1. Geometric Design for Canadian Roads (Transportation Association of Canada), and
2. NSRBA/CENS Structural Specifications for Municipal Services

6

Road Classification

Current: PDRs are classified as:

1. Rural Laneway (no more than 18 lots)
2. Low Volume Rural Road (more than 18 lots)

Proposed: 1 single classification of Private Designed Roads

7

Alignment Controls

	RLW	LVR	PDR
Posted Speed Limit	30 km/h	30 km/h	30 km/h
Design Speed	40 km/h	40 km/h	40 km/h
Max Gradient	12%	12%	12%
Horizontal Curve Radius	40 m	60 m	60 m
Stopping Sight Distance	45 m	45 m	45 m
Vertical Sag. Curve k	7 m	7m	7m
Vertical Crest Curve k	4 m	4m	4m

8

Intersection with Existing Roads

Horizontal Approach

Current: Roadway intersections with existing municipal roadways shall have intersection angles at no less than 70 degrees and no greater than 110 degrees to the existing municipal roadway.

Proposed: No change

9

Intersection with Existing Roads

Vertical Approach

Current: Roadway gradient adjustments for intersections with existing municipal roadways shall be designed in accordance with the Geometric Design Guide for Canadian Roads.

Proposed: No Change

10

Intersection with Existing Roads

Horizontal and Vertical Approaches

Current: Roadway intersections with existing Provincial roadways shall be subject to the approval of the NS Dept of PW.

Proposed: No Change

11

Intersection with New Roads

Current: New intersections shall be designed in accordance with the Geometric Design Guide for Canadian Roads.

Proposed: No Change

12

Cul-de-sac & Turning Tees

Current: Turning Tees or cul-de-sacs shall be placed at the end of all dead-end streets on PDRs.

Proposed: No Change

13

Road Reserve

Current: All subdivisions shall provide for a road reserve allowance for future extension of the public road to the boundaries of an adjacent lot or watercourse, at minimum intervals of 400 m, as determined to be feasible at the sole discretion of the Municipal Engineer.

Proposed: PDRs shall provide for a road reserve allowance for future expansion of the PDR to the boundaries of an adjacent lot or watercourse, at minimum intervals of 400 m or such other intervals as determined to be feasible by the Design Engineer, at their sole discretion.

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Road and Driveway Layout

- Current:** Residential driveway access design shall conform to the recommendations contained in the “Guidelines for Residential Subdivision Street Design” or the “Geometric Design Guide for Canadian Roads”. Where the road traffic will consist of a mix of residential, commercial and/or industrial traffic volumes, the Municipal Engineer may, at their sole discretion, specify other driveway drive requirements.
- Proposed:** Remove reference to the “Guidelines for Residential Subdivision Street Design” and place discretion to specify other driveway requirements to the Design Engineer.

15

Cross-Section Controls – Minimum ROW

- Current:** The minimum ROW width shall be 20 m for all PDRs except under exceptional circumstances, subject to the discretion of the Municipal Engineer and in accordance with accepted engineering practice. Under no circumstances shall the ROW width be less than 15.2 m.
- Proposed:** The minimum ROW width for a PDR shall be 15.2 m, assuming maximum drainage ditch back slopes can be accommodated. Where the maximum drainage ditch back slopes cannot be accommodated within the 15.2 m, the ROW width shall be determined by the Design Engineer, at their sole discretion.

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Cross-Section Control: Minimum Road Surface Width (Compacted)

Current:	Rural Laneway	- 5.5 m
	Low Volume Road	- 6.6 m
Proposed:	PRD	- 5.5 m

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Cross-Section Controls – Guard Rails

Current: Guard rails shall be placed where the drop from the road surface is greater than 3 m and the slope is less than 6:1 (H:V).

Proposed: The Design Engineer, at their sole discretion, shall determine whether guard rails are required.

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Cross-Section Controls – Rock Slopes

Current: Back slopes in rock are maximum 1:4 for all road classes.

Proposed: The Design Engineer, at their sole discretion, shall determine whether rock slopes are required.

19

Cross-Section Controls – Retaining Walls

Current: Other than undisturbed, or otherwise stable, naturally-occurring rock faces, all exposed vertical cuts of soil in the road ROW shall be stabilized and prevented from failure by a retaining wall of sufficient height and strength where a cut slope conforming to the requirements of Schedule “J” is uneconomic. The design and construction inspection of retaining walls will be prepared by and directed through a Professional Engineer, license in the Province of NS, and competent in the field of geotechnical engineering. The design will be subject to the review and approval of the Municipal Engineer, at their sole discretion.

Proposed: The Design Engineer, at their sole discretion, shall determine whether retaining walls are required.

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Cross-Section Control: Roadway Surface Slope

Current: Generally, the roadway surface is to be crowned in the centre, with a 3% slope towards each drainage ditch, for gravel surfaced roads. Exceptions can occur where superelevations are required to accommodate turning radii or intersection alignment, or where hydraulic analysis indicates a greater crown slope is required.

Proposed: The roadway surface is to be crowned in the centre, with a 3% slope towards each drainage ditch provided that the Design Engineer, at their sole discretion, may determine that a greater crown slope is required.

21

PDR – Base Course and Surface Course 3 Options (No Change)

- 1) Designed by a Professional Engineer licensed to practice in Nova Scotia based on site-specific conditions and using the AASHTO Guide for Design of Pavement Structures, or similar method as approved by the Municipal Engineer. The specified design shall be sufficient to accommodate a Category 1 motor vehicle with an axle weight of 18,000 kg and a spread range of 2.4 to 3.0 m.
- 2) A base course with a minimum thickness of 200 mm and a surface course with a minimum thickness of 100 mm.
- 3) A base course and surface course with thicknesses as specified in the following table in accordance with the subgrade type(s) present on-site, as determined by a Professional Engineer licensed to practice in Nova Scotia. Granular till shall be defined as material with less than 35 percent passing a 75 μ m sieve, while silt/clay shall include those materials with more than 35 percent passing a 75 μ m sieve.

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PDR Base Course and Surface Course Erosion Control and Prevention

Current: Minimum erosion control and prevention measures shall be as per the Standard Specifications for Municipal Services, and the Erosion and Control Handbook for Construction Sites, latest edition, or as per an approved design drawing submitted as part of the design, and sealed by a Professional Engineer licensed to practice in the Province of NS.

Proposed: Minimum erosion control and prevention measures shall be as per the Standard Specifications for Municipal Services or as per designed by the Design Engineer.

23

Storm Water Drainage

Current: All lands serviced by the proposed roadway system shall be serviced by a drainage system. This shall consist of such open ditches and closed conduits as required to collect and remove storm water from at least a one in 10 year storm event for RLW and LVR class roads. The Municipal Engineer may specify a greater return period storm event where infrastructure and/or property are at greater risk of damage due to flooding, or due to the critical service nature of the affected infrastructure and/or property.

Proposed: All lands serviced by the proposed PDR system shall be serviced by a drainage system. The drainage system shall consist of open ditches and closed conduits as required to collect and remove stormwater from at least a one in ten year storm event.

24

Storm Water Disposal

- Current:** No storm water drainage system shall be acceptable to the Municipal Engineer where, in their sole opinion, the disposal location of collected storm water negatively impacts the receiving environment or can create property damage.
- Proposal:** The Design Engineer shall ensure that the storm water drainage system does not negatively impact the receiving environment or create property damage.

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Private Roads Standards Policy Purpose

The Private Roads Standard Policy is intended to balance emergency vehicle access and road quality with the cost of construction of private roads.

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Key Elements of the Proposal

1. PDR will be designed by a Professional Engineer licensed to practice in the Province of Nova Scotia and holding valid errors and omissions insurance (the “Design Engineer”).
2. The Developer will provide the Development Officer with a certificate (in the form provided by the Municipality) stamped and signed by the Design Engineer confirming that the PDR has been designed in accordance with the Private Road Standards Policy (the Design Certificate).
3. PDRs will be constructed as designed under the supervision of a Professional Engineer licensed to practice in the Province of Nova Scotia and holding a valid errors and omissions insurance (the “Construction Engineer”).

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Key Elements

4. The Developer will provide the Development Officer with a certificate (in the form provided by the Municipality) stamped and signed by the Construction Engineer confirming that the PDR has been constructed in accordance with the Design Certificate (the Construction Certificate).
5. The Developer is responsible for retaining the services of the Design Engineer and the Construction Engineer and, for the purpose of this Policy, the Design Engineer and the Construction Engineer may be the same person or firm.
6. The Municipality will rely on the Design Certificate as stamped and signed by the Design Engineer as evidence of the fact that the PDR has been designed in the accordance with this Policy.

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Key Elements

7. The Municipality will rely on the Construction Certificate as stamped and signed by the Construction Engineer as evidence of the fact that the PDR has been constructed in accordance with the Design Certificate.
8. The Developer is responsible for ensuring that all applicable permits from the Province are in place and that all applicable Provincial standards are adhered to with respect to the design and construction of the PDR.