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Policy & Strategy Committee Meeting Agenda

Tuesday, June 18, 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

3. Public Input (15 Minutes)

4. Changes/Approval of Agenda

5. Approval of Minutes – May 21, 2024 (as circulated)

6. Business Arising from Minutes - Nil

7. Presentations/Scheduled Times

7.1 Preserving the Ecosystem and Infrastructure of Artie's Cove and Pond..... 9:15 a.m. 1-7

8. Referral from Council - Nil

9. Staff Reports

9.1 Administration Department

9.1.1 Amendments – MODL Policy 011, Deputy Mayor 8-11

9.1.2 New Proposed Policy – 099, Grant Disclosure Policy 12-17

9.1.3 Bridgewater & Area Chamber of Commerce Term Amendments..... 18-19

9.2 Planning Development

9.2.1 Administrative Fee Increases for Clean Energy Financing Program and 20-22
Water Supply Upgrade Program

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

11. Added Items

12. In Camera

12.1 Contract Negotiations under Section 22(2)(e) of the MGA

13. Adjournment

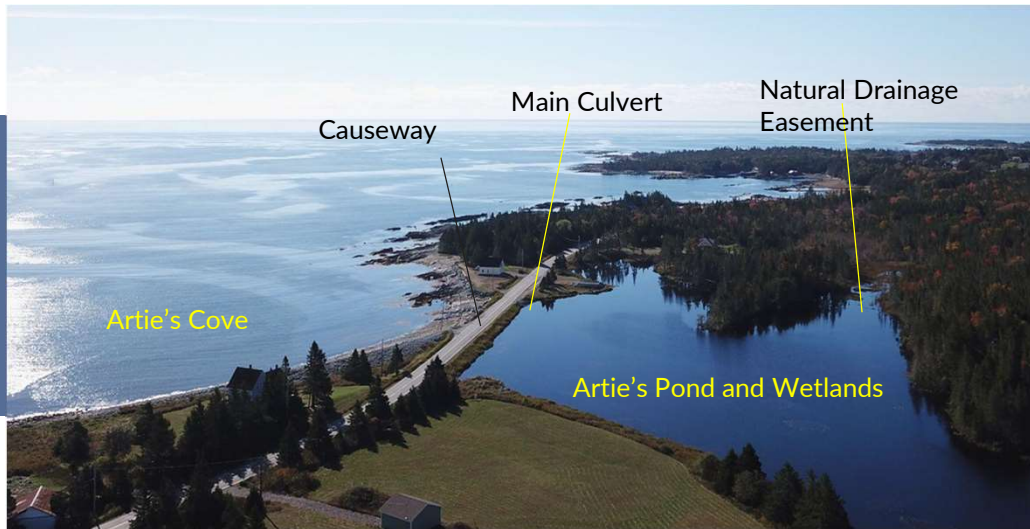
Preserving the Ecosystem and Infrastructure of Artie's Cove and Pond

Presented by the Artie's Cove and Pond Development Committee



1

Artie's Cove and Pond: At a Glance



2

- Over 40 species of plants
- Numerous animal habitats
- Recreational Fishing Area
- Large water reservoir during dry periods



Artie's Pond and Wetlands



3



Artie's Cove and the Causeway

- Efficient access between Broad Cove and Cherry Hill for Emergency services.
- Scenic views of the ocean and the coastline from North to South.
- Public Access to the Coastline
- Popular Surfing Area on the South Shore

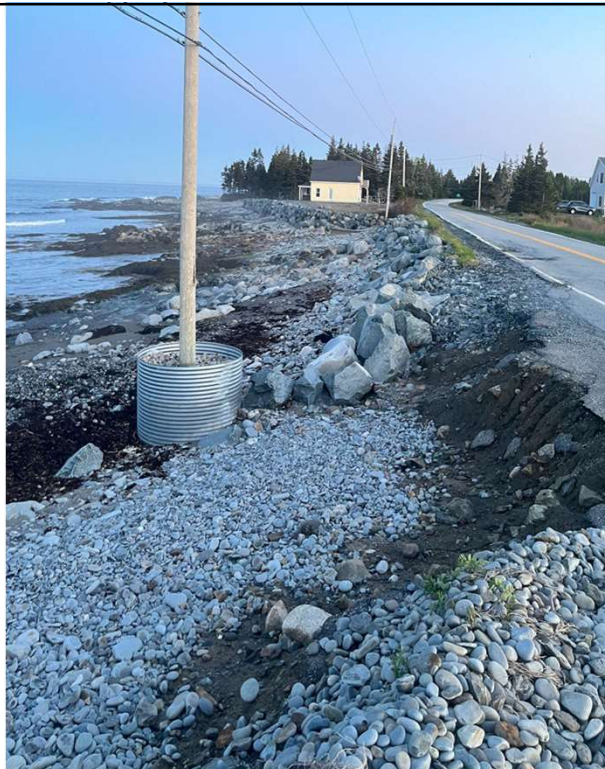
4

**Current Condition of
the Causeway**



5

**Current Condition of
the Causeway**



6

Damage and Safety



Storm damage and erosion

Parking for visitors creates hazards



7

Conditions in Artie's Pond

Obstruction of culvert leads to fluctuating water levels in the pond

Consequences for wildlife and vegetation



8



**Repair the Causeway
and Preserve the
Wetland**

9



Where we are



Where we need to be

**PROJECT
GOALS**

10

What needs to be done:



1. Repair and strengthen the armour rock barrier
2. Rebuild the shoulder of the causeway
3. Infill public land to provide additional parking
4. Install a proper boat ramp and interpretive signage
5. Install vertical drain for wetland culvert

11

Repair and Preserve Artie's Cove and Pond

- Project is relatively low-cost compared to infrastructure projects in Lunenburg/Queens (ie: Western Head Seawall and Causeway)
- Requested improvements are small, our committee is mostly asking for repairs to what is already in place
- Repairing infrastructure and preserving wetlands have both been stated as priorities by our provincial government
- Make the area safer and more welcoming to visitors

12

Our asks:

1. Letter of advocacy on behalf of municipal council in supporting proposal to applicable provincial departments
1. Funding for additional wetland research to emphasize environmental impacts
1. Co-funding for tourism and recreational resources

13

Thank you! Arties Cove and Pond Development Committee

A Coalition of:

- Artie's Pond and Wetlands Community Stewardship Association
- United Communities Fire Department
- Broad Cove and Cherry Hill Surfer's Alliance

Supporting Groups/Organizations

- Coastal Action
- NS Fisheries and Aquaculture
- Kingsburg Coastal Conservancy
- Friends of Nature

14



Municipality of the District of Lunenburg

Report to Policy & Strategy Committee

Report To: Chair and Members of Policy & Strategy Committee

Submitted By: April Whynot-Lohnes, Municipal Clerk

Date: June 18, 2024

Re: Amendments – Policy 011, Deputy Mayor

Recommendation

“that Policy and Strategy Committee recommends to Council the amendment to Policy 011 Deputy Mayor, as presented, and hereby gives seven days’ notice of Council’s intention to Repeal and Replace Policy 011 at the June 25, 2024, Council meeting”.

Executive Summary

At the May 21, 2024, Policy and Strategy Committee meeting, the committee discussed amendments to the policy as it related to eligibility (reoffering), term (one versus two years) and nomination process (expression of interest versus secret ballot).

Direction was given to proceed with amendments to the Deputy Mayor policy that reflected the eligibility being amended to allow the reoffering after the term of one year expired. The committee chose to maintain the secret ballot process for nominations.

Discussion

Staff has amended the policy (attached) in accordance with the Committee’s direction and also updated the policy to meet the accessible format and concise language requirements.

Section 48(1) of the Municipal Government Act states, “Before a policy is passed, amended or **repealed & replaced**, the Council shall give at least seven days’ notice to all council members.” Therefore, in accordance with Section 48(1), this is to serve notice that the attached policy “Deputy Mayor” Policy - 011 will be presented for Council’s consideration and approval at the June 25, 2024, Council meeting.

Conclusion

The proposed amendments incorporate Council’s direction. The Committee can either approve the proposed amendments as presented or make additional changes to the policy and the proposed amendments to reflect Council’s discussion or intention.

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

Municipality of the District of Lunenburg

Policy Details	
Name	Deputy Mayor
Number	011
Legislative Authority	Sec. 16 MGA
Effective Date	

Purpose

- 1 To establish a policy on the appointment of Deputy Mayor as required under the Municipal Government Act (MGA).

Role

- 2 (1) The Deputy Mayor has all the power and authority, and will perform all the duties of Mayor when the Deputy Mayor is notified that:
 - (a) the Mayor is absent or unable to fulfil the duties of the Mayor,
 - (b) the office of the Mayor is vacant.

Selection Process

- 3 (1) Council will elect a Deputy Mayor yearly at the first regular Council meeting in November.
 - (2) The Deputy Mayor will be elected by ballot, as set in Policy 001 Proceedings of Council.
 - (2) If only one Councillor is nominated and they accept the nomination, they will be acclaimed to the position.
 - (3) If more than one Councillor is nominated, a vote will be conducted by ballot, as outlined in Policy 001 Proceedings of Council, and
 - (4) After the vote is tallied, the Mayor will declare the successful candidate to serve as Deputy Mayor.
 - (5) A Councillor may resign as the Deputy Mayor prior to the completion of the term, without resigning from Council.

Term

- 4 (1) The Deputy Mayor may serve until the end of the second regular monthly meeting in October, after the one-year (12 month) term has expired, with the exception of an election year, where the term expires at the end of the first regular monthly meeting in October.
- (2) Councillors are eligible to reoffer and serve more than one term in a four-year mandate.
- (3) If the Deputy Mayor resigns as member of Council, Council will elect a replacement for the balance of the term.

Effective Date

- 5 This Policy is effective on the first regular Council session or Special Council session, whichever event occurs first, following the general Municipal Election of October 19, 2024.

Repeal and Replace

- 6 Policy 011, approved on November 22, 2000 and amended May 13, 2008, is hereby repealed and replaced with new Policy 011.

Policy Adoption	
Date of Original Passage	November 22, 2000
Date of Notice of Intent to Repeal & Replace	June 18, 2024
Date of Council Approval	
Date Effective if different from Date of Approval	October 19, 2024
I certify that this Policy 011 Deputy Mayor was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Deputy Mayor Policy	Nov. 22, 2000
V2	Amended term from two years to one year	May 13, 2008
Repealed & Replaced	Amended to enable reoffering in 4 year mandate, updated to accessible format and language.	



Municipality of the District of Lunenburg

Request for Decision

Report to: Chair and Members, Policy & Strategy Committee

Submitted by: Sandra Challis, Administrative Assistant - Recreation, Parks & Tourism

Date: June 18th, 2024

Re: New Proposed Policy – 099, Grant Disclosure Policy

Recommendation

“The Policy & Strategy Committee recommend Municipal Council adopt Policy-099 Grant Disclosure Policy, as presented, and hereby give 7 days’ notice of Council’s intention to adopt the proposed policy at the June 18, 2024, Council Meeting.”

Executive summary

The Municipality has been publishing a list of grant recipients annually on the municipal website, in accordance with a subclause covering in the community grants policy (043).”

Under Section 65C of the Municipal Government Act, MGA, Municipalities are **required to adopt** a policy to publicly disclose a list of grant recipients, and the amounts of those grants. Because the municipality has grants awarded under other programs and policies, staff recommend adopting a more comprehensive policy relating to grant disclosure.

The proposed policy **must** include:

- Frequency & Timing of Disclosure
- Content of Disclosure
- Form of Disclosure

The proposed policy **may** include:

- Any other matter that Council considers necessary or advisable to effectively carry out the intent and purpose of the policy.

Discussion

The policy presented proposes the following for **mandatory** inclusions:

- The Grant Disclosure policy will be disclosed annually, on or before May 31st.
- The Grant Disclosure policy will include the following information:
 - Type of Grant
 - Name of Organization / Individual*
 - Full amount awarded**
 - * For individuals, no personal information will be released, and only aggregate information provided under the grant category.
 - **The total amount awarded will be disclosed even if the grant has only been partially disbursed at the end of the fiscal year.
- The Grant Disclosure will be published on the Municipal Website.

The policy presented proposes to include clear guidelines of what, and what is not, considered a grant for the purposes of the Annual Disclosure.

Grants to be included in Annual Disclosure:

- Any transfer of money to an organization or individual under a formal municipal grant program i.e. Policy 043, Policy -053, Policy 048, Policy 098 and Fire Service Grants under the Recruitment and Retention strategy, excluding payments in exchange for a service.
- Any transfer of money approved through motions of Council to provide a discretionary award to an organization or individual. i.e. Food Banks
- Any transfer of money to an organization approved through the budget process (excluding payments in exchange for a service) i.e. Lunenburg County Wheels, Lunenburg County Ground Search & Rescue and including Management Agreement and Trail Group Funding.

Awards excluded from the Annual Disclosure including, but not limited to:

- Any Municipal Subsidies i.e., Property tax rebates or relief
 - Recipients under Policy - 012 Tax Exemption Reduction
 - Recipients under Policy - 049 Property Tax Rebate
- Fire Service & Commission Grants, i.e. Fire Taxes distributed, WCB payments, Insurance grants and Matching Grants.

Budget implications

There are no budget implications.

Alternatives and Conclusion

The adoption of a Disclosure Policy is mandatory under the MGA.

As alternatives, Council may:

- 1 Change, or widen, the method in which the Annual Disclosure must be made public.

- 2 Change the definition of what is, and what is not, considered a grant, i.e. to widen or narrow the scope of what is included in the Annual Disclosure.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Sandra Challis, Administrative Assistant
Report Approved by	Alex Dumaresq
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Grant Disclosure
Number	099
Legislative Authority	Municipal Government Act - Section 65C
Effective Date	June XX, 2024

Purpose

- 1 In accordance with Section 65(C) of the Municipal Government Act, the purpose of the Grant Disclosure Policy is to determine the timing and method for public disclosure of a list of Municipal Grant recipients, and the amounts distributed from the previous fiscal year.

Definitions

- 2 In this policy:
 - a) **Municipal Grant** means any of the following:
 - i) a transfer of money to an organization, or individual, under a formal municipal grant program with established eligibility criteria; and/or
 - ii) a transfer of money to an organization, or individual, pursuant to a motion of Council outside an established municipal grant program; and/or
 - iii) a transfer of money to an organization, or individual, that was included in the budget process. This does not include payments in exchange for providing a service to the municipality.
 - b) **Municipal Subsidy** means a discretionary reduction or exemption from the following:
 - i) rebates for residential property owners providing property tax relief for low-income households; and/or
 - ii) property tax rebates awarded/exemptions for non-profit community organizations.
 - iii) reduction of the property taxes for a building that has been destroyed or partially destroyed by fire, storm or otherwise.
 - c) **Fire Service and Commission Grants** means any of the following, or a combination of:
 - i) Fire tax levies distributed; and/or
 - ii) Workers Compensation Board of Nova Scotia (WCB) payments; and/or
 - iii) Insurance Grants; and/or
 - iv) Matching Grants.

Applications

3 This policy applies to all recipients of **Municipal Grants**.

Exemptions

4 This policy does not apply to recipients of **Municipal Subsidy, Fire Service and Commission Grants awards**.

Responsibilities

5 The following are responsible for:

- a) **Municipal Council**
 - i) Reviewing, amending, and adopting the Grant Disclosure Policy; and
 - ii) Supporting CAO in implementation of policy.
- b) **CAO**
 - i) Implementing the grant disclosure policy; and
 - ii) Supporting staff in the annual disclosure.
- c) **Staff**
 - i) Producing a master list of grant recipients for disclosure; and
 - ii) Publishing the disclosure.

Frequency & Timing of Disclosure

6 The list of recipients from the previous fiscal year will be disclosed annually, on or before May 31st.

Content of Disclosure

7 The following information must be included in the disclosure:

- a) **For Municipal Grants to Organizations:**
 - i) Type of Grant; and
 - ii) Name of Organization; and
 - iii) Full amount awarded.
- b) **For Municipal Grants to Individuals:**
 - i) Type of Grant; and
 - ii) Total number of recipients under this grant category; and
 - iii) Total amount awarded under this grant category.

Form of Disclosure

8 The content included in the disclosure must be posted on the Municipality's official website.

Policy Adoption	
Date of Original Passage	
Date of Notice of Intent to Consider (7 day notice)	June 18, 2024
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy 099 was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 009, Grant Disclosure	June XX, 2024
V2		



Municipality of the District of Lunenburg

Request for Decision

Report to: Chair and Members, Policy and Strategy Committee
Submitted by: April Whynot-Lohnes, Municipal Clerk
Date: June 12, 2024
Re: Term of Membership – Bridgewater & Area Chamber Commerce

Recommendation

“that Policy and Strategy Committee recommend the Municipality of Lunenburg’s term of membership on the Bridgewater and Area Chamber Commerce be amended to two years, and further that this change take effect after the 2024 Municipal Elections”.

Executive summary

At the May 21, 2024, Policy and Strategy Committee meeting staff was directed to review the terms of reference for membership on the Bridgewater and Area Chamber of Commerce. The direction was to look at the term of membership and whether it could be revised from one year to two years.

Discussion

Staff has reviewed the by-law and terms of reference for the Bridgewater and Area Chamber of Commerce to ensure there would be no conflict with the by-law if Council changed the term length. Staff can confirm that the discretion is that of the municipal units.

It is also staff’s understanding that the Chamber supports this change in membership term and concurs that a two-year term would be better suited as it provides a level of consistency and understanding of the Boards objectives.

Alternatives

Council may:

- choose not to change the term and leave it at one year;
- choose a different term;
- choose to not appoint a member and remove this committee from the list.

Conclusion

With the support of this change from the Chamber Board, and that there are no evident conflicts with their by-laws staff therefore recommends that the term for the member be revised to two years and that this change come into effect after the 2024 Municipal elections.

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



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee

Submitted by: Abhimanyu Jain, Climate Change and Sustainability Manager

Date: June 18, 2024

Re: Administrative Fee Increases for Clean Energy Financing Program and Water Supply Upgrade Program

Recommendation

The Policy and Strategy Committee recommends:

“The Municipal Council approve the increase of administrative fees from \$650 to \$800 per participant for the Clean Energy Financing Program and Water Supply Upgrade Program, effective from July 1, 2024.”

Executive summary

In 2023, MODL entered into a five-year service agreement with Clean Foundation covering the fiscal years 2023-24 to 2027-28 for the continued delivery of the Clean Energy Financing Program and Water Supply Upgrade Program to the residents. MODL, along with all other municipalities receiving Clean’s services, has been notified by the organization of an increase in the cost of service delivery. To cover the rising service costs, Clean needs to adjust the administrative fees from \$650 (set in 2021) to \$800 per participant for both programs.

Discussion

Clean Energy Financing (CEF) Program: This program aims to provide financing options to homeowners for energy-efficient retrofits in their homes. The Council has set a target to retrofit 1400 homes to net-zero by 2030 as part of its 'Local Climate Change Action Plan 2030'.

For CEF participants, \$400 of that fee is subsidized by the FCM grant funding, meaning that CEF participants will see a change from \$250 to \$400. Increasing the administration fee from \$250 to \$400 means that the administration component of the participant's financing would increase from 1.25% to 2%. All existing clients would be locked in at the \$250 rate; the new rate would apply only to new clients who register on or after July 1, 2024. The \$400 paid by the homeowner will still be included in the homeowner's financing amounts, so they will not have to pay it upfront. In the case of an early exit, Clean will reduce its administration fee to \$300, which is typically recovered as a one-time payment from the participant to the Municipality. Administration fees are only applied to a file once the Customer Agreement has been signed.

Water Supply Upgrade (WSU) Program: The program offers low-interest financing for systems that can improve the supply of potable water for homes in the Municipality of the District of Lunenburg.

For WSU program clients, currently, there is no subsidy that applies. All existing clients would be locked in at the \$650 rate; the new rate would apply only to new clients who register on or after July 1, 2024. The \$800 paid by the homeowner will still be included in the homeowner's financing amounts, so they will not have to pay it upfront. Increasing the administration fee from \$650 to \$800 means that the administration component of the participant's financing would increase from 3.25% to 4%. In the case of an early exit, Clean will reduce its administration fee to \$300, which is typically recovered as a one-time payment from the participant to the Municipality. Administration fees are only applied to a file once the Customer Agreement has been signed.

Even with the fee increase, Clean's services remain heavily subsidized. Staff regularly reviews Clean's performance and service quality as per the current Agreement. All evaluations so far have been positive, indicating consistently high-quality services. Given these positive assessments, Clean's non-profit operating model, and ongoing scrutiny from multiple municipalities and funders, staff sees the fee increase request as reasonable and justified to meet the program's operational needs.

These proposed changes to the administrative fees would remain in effect until the expiry of the respective Agreements or until both parties agree to further modify them.

Budget implications

Administration fees are passed directly on to the client, meaning Clean's proposed fee increase has no net impact on the Municipality's budget. However, increased program fees may slightly reduce the financial resources available to clients for their home energy upgrades and water supply upgrades.

Alternatives

Alternatively, Council may direct staff not to execute the proposed amendment to the administrative fees in the respective service agreements and to return to Council with additional options for consideration.

Conclusion

To allow Clean Foundation to meet the current costs of program administration and delivery, staff recommends that the policy and strategy committee recommends to the municipal council to Council approve the increase of administrative fees from \$650 to \$800 per participant for the Clean Energy Financing Program and Water Supply Upgrade Program, effective from July 1, 2024.

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