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Policy & Strategy Committee Meeting Agenda

Tuesday, July 16, 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 (as circulated)**
- 5. Approval of Minutes – June 18, 2024**
- 6. Business Arising from Minutes - Nil**
- 7. Presentations/Scheduled Times**
 - 7.1 Wetland Ecosystem and Carbon Investigation in the Shaubac 10:15 a.m. 1-5
- 8. Referral from Council - Nil**
- 9. Staff Reports**
 - 9.1 Administration Department**
 - 9.1.1 Repeal & Replace Policy 008, Records Management 6-21
 - 9.1.2 Comfort Centre Grant Awards 22-24
- 10. Mayor's/Deputy Mayor's/Councillors' Matters**
 - 10.1 Molega Lake Park/Boat Launch (Councillor Hubley) 25-27
 - 10.2 Education re: Disposal of Japanese Knotweed (Councillor Haysom) 28-30
- 11. Added Items**
- 12. In Camera - Nil**
- 13. Adjournment**

July 09, 2024

Wetland ecosystem and carbon investigation in the Shaubac

Lauren Somers, PhD (she/her)
Civil and Resource Engineering



1

Why do we care about wetlands?

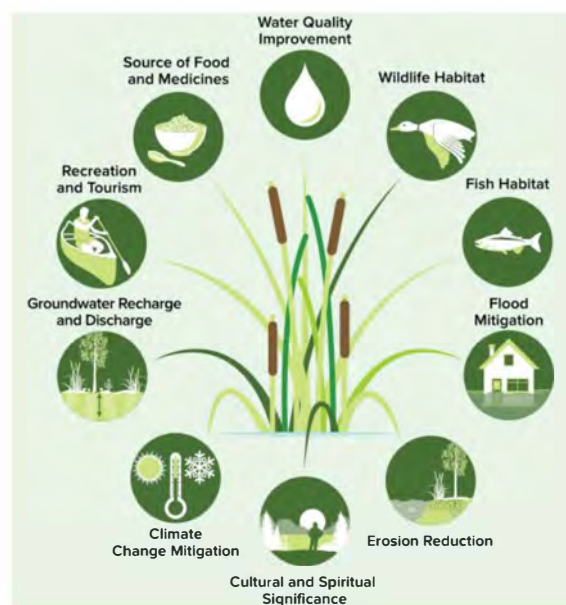


Wetlands provide important “ecosystem services” including:

- Carbon sequestration
- Flood mitigation, water storage and water quality improvement
- Biodiversity and wildlife habitat
- Cultural and recreational activities

We didn't always!

- Humans have converted ~21% of global freshwater wetlands to other land uses (mostly cropland) in the last three centuries (Fluet-Chouinard et al., 2023).



<https://gvf.usask.ca/prairiewater/news-events/researchhighlight1/managing-ecosystem-services-in-agricultural-landscapes.php>

2

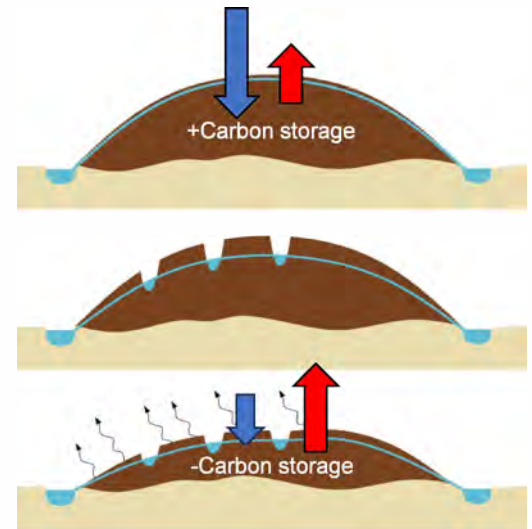


Wetland carbon balance and disruption

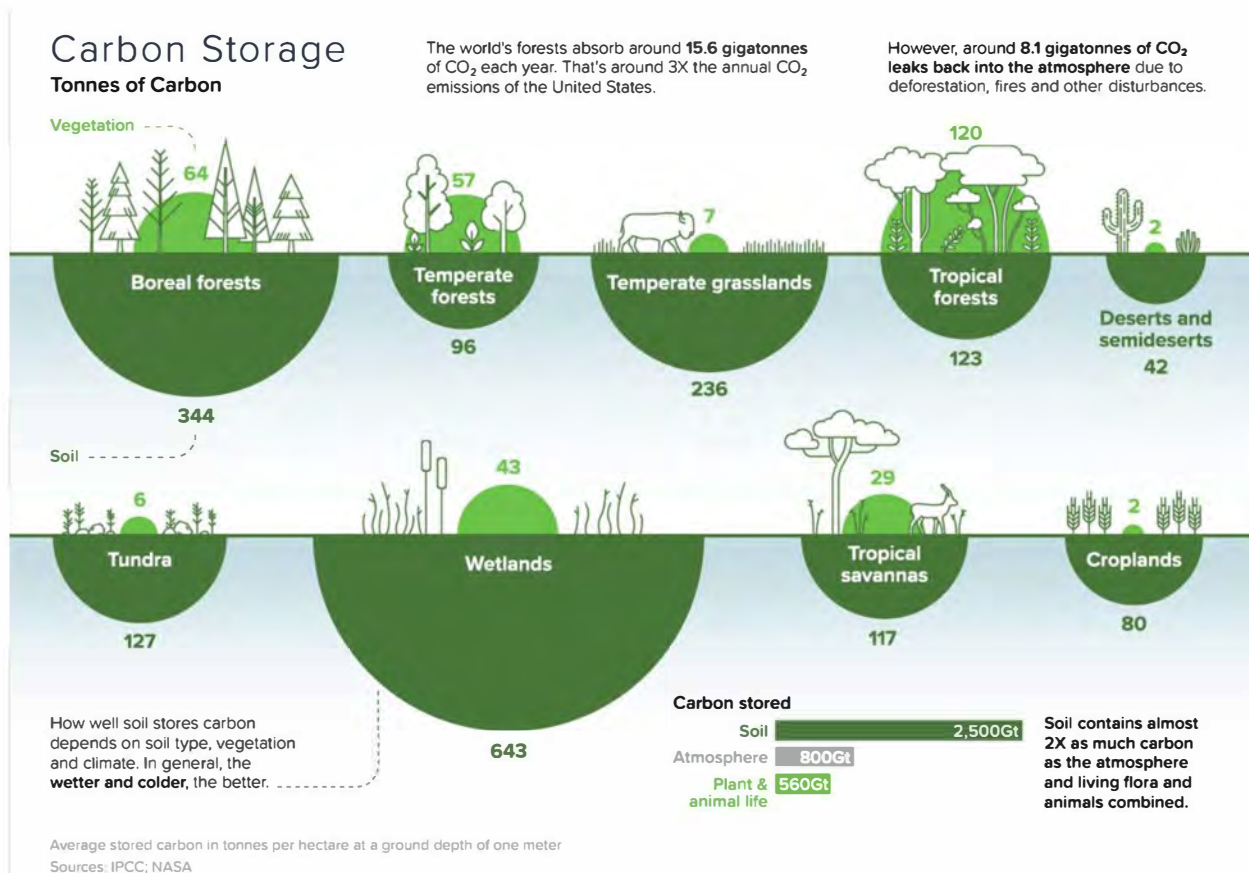
- Carbon accumulates in wetlands over thousands of years.
- Saturated soils inhibit organic matter breakdown
- The peat and water table surface rise in tandem

When disturbed/drained:

- Water table is lowered
- CO₂ emissions increase
- Fire risk increases



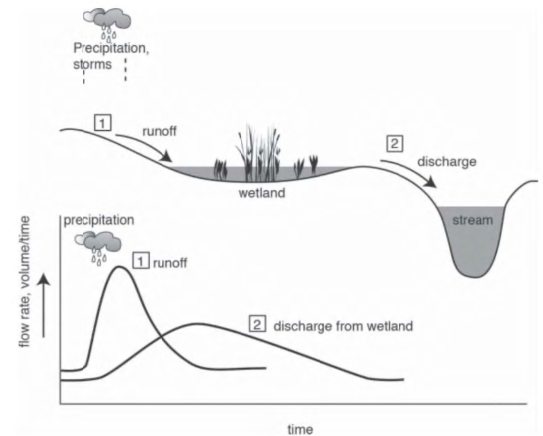
3



4

Wetland hydrologic function

- Wetlands can reduce flood peaks.
- Wetlands also slowly drain to rivers, supporting streamflow during dry periods.
- Wetlands can improve water quality by filtering out/burying certain contaminants: e.g., TSS, nutrients, metals.
- Engineered wetlands are used for water treatment.



Wetland habitat and biodiversity

- An estimated 40% of the earth's species live in wetlands (wetlands are 6% of land area)
- 80% of America's breeding bird population rely on wetlands (Mitsch, 2015).
- >95% of the fish and shellfish species harvested commercially in the US are wetland dependent (Feierabend and Zelazny, 1987).

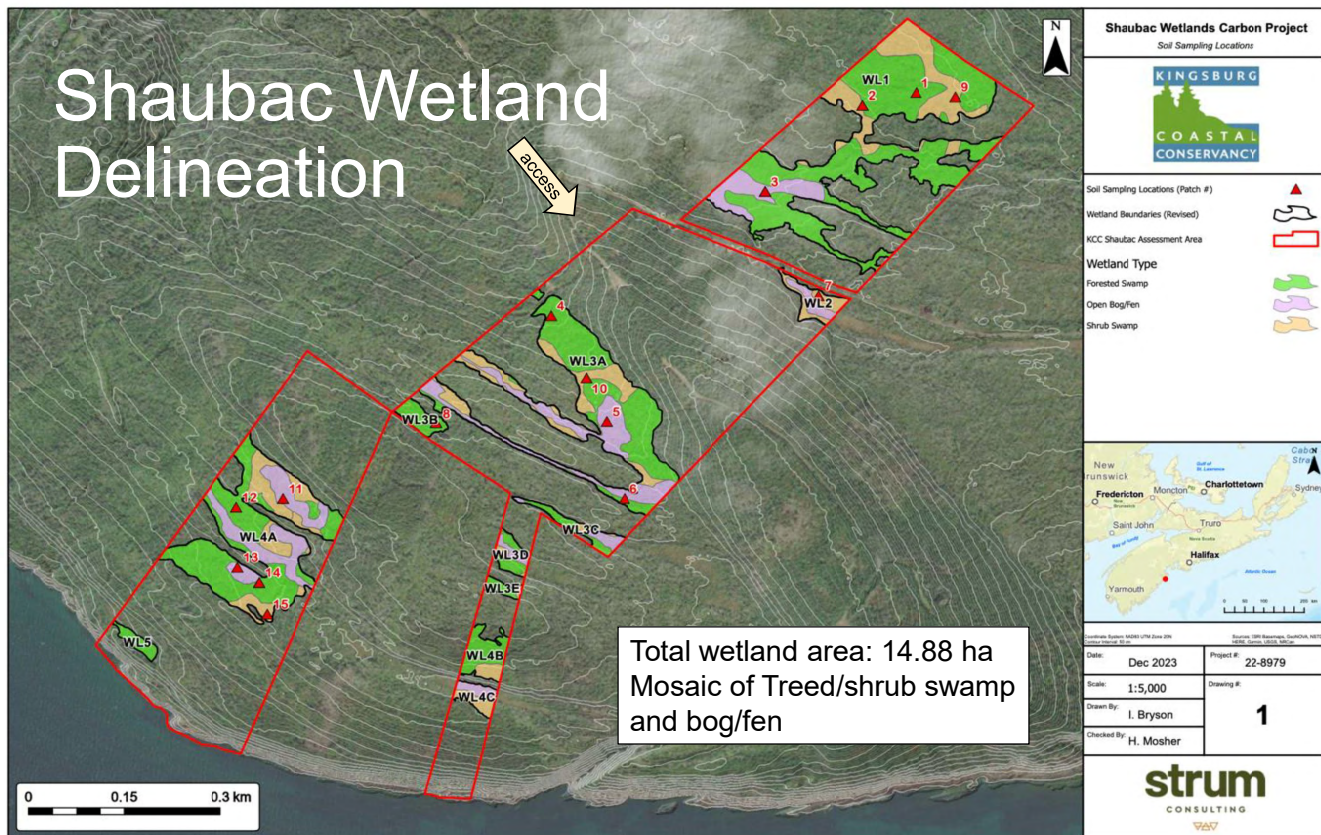
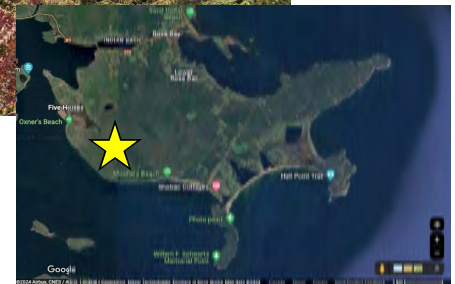
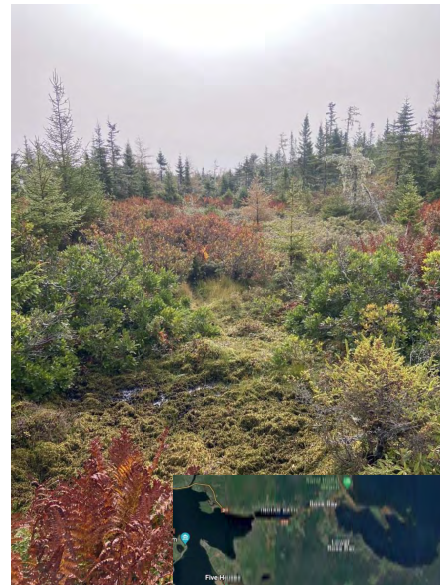


Miner's Marsh in Kentville. Photo credit: Warren Hoeg via Saltwire



Shaubac Wetlands

- Acquired jointly by KCC & MODL
- SCCF project aims to characterize ecosystem services provided by these wetlands, particularly carbon dynamics
- STRUM Environmental Ltd. performed
 - Wetland delineation
 - WESP Assessment
 - Soil carbon sampling





Carbon storage in the Shaubac

peat depth * bulk density * carbon content * area = carbon storage

Wetland type	Average carbon density of organic soil (gC/cm ³)	Carbon storage per hectare (tonnes C/ha)	Wetland area (ha)	Carbon storage (tonnes C)
Open fen	0.294	2,490	2.9766	7,410
Shrub swamp	0.303	1,090	3.2882	3,580
Treed swamp	0.368	1,490	8.6190	12,900
Total			14.8838	23,900

So, what does that mean?



This amount of carbon is equivalent to the carbon emitted as CO₂ by approximately 19,000 passenger vehicles driven for 1 year.

(Population of MODL: 24,800, ~0.7 vehicles per person, 17,360 vehicles)

9

Thank you! Questions?

Lauren Somers: Lauren.Somers@dal.ca



DALHOUSIE
UNIVERSITY



10



Municipality of the District of Lunenburg Request for Decision

Report to: Chair and Members of the Policy & Strategy Committee
Submitted by: April Whynot-Lohnes, Municipal Clerk
Date: July 16, 2024
Re: Repeal & Replace Policy 008, Records Management

Recommendation

“That the Policy and Strategy Committee recommend to Council the repeal of Policy 008, Records Management and Replace with new Policy 008, Records Management and Routine Access, and further, gives 7-day notice of Council’s intention to adopt on July 23, 2024.”

Executive summary

The existing records management policy was created in 1999 and has not been reviewed or updated in the last 25 years. With the changes to how we create, store and access, as well as how we destroy or archive municipal records it was felt that a review was required.

Discussion

Under the MGA, municipalities must maintain records that support their mandated functions and operations, and no person may destroy, except in accordance with an approved records management policy.

Therefore, good management of records is a critical function as it helps with the efficient storage, retrieval, and destruction of records, and provides for an efficient means to provide routine access for the public. It also reduces the risk of records being lost or misplaced.

A records management policy is important because it helps organize and keep track of documents. It also helps in the creation of new documents or archive old ones.

There are several reasons why organizations need records management policy, including:

- To ensure that records are created, maintained, and disposed of in a consistent and efficient manner;
- To ensure that records are accessible and usable by those who need them;
- To ensure that records are protected from unauthorized access, use, or destruction;
- To ensure that the organization complies with applicable laws and regulations;
- To minimize the cost and risk of litigation;
- To improve the efficiency and effectiveness of operations; and
- To ensure public access to records.

Now that the Municipality has moved away from a paper office and has a robust electronic records management system the review of the policy is more important. There are two main types of records management policies:

- Mandatory Records Management Policies - These are set by law (MGA) and apply to all municipalities.
- Voluntary Records Management Policies - These are set by the municipality and can be tailored to suit specific needs.

The Municipality has a combination of both.

There are a few key elements that should also be included in a records management policy:

- Clear definitions.
- An identified system for classifying and categorizing records.
- A schedule that outlines how long records should be kept and when they can be destroyed.
- A process for handling records that are no longer needed.

The components of this proposed records policy are as follows:

- a) Purpose - The purpose of the policy is to define the municipality's records management strategy. This includes identifying the goals and objectives a records management policy should have.
- b) Scope - The scope which defines which records are managed by the plan.
- c) Definitions – Clear definitions for commonly used terms, including what a record is.
- d) Policy Statement(s) – Outlines council directions as it relates to managing information, use, set efficiencies for retrieval, and disclosure.

- e) Responsibilities - Describes who is responsible for implementing and enforcing the policy. It also includes who is responsible for maintaining an inventory of all records.
- f) Municipal Classification and Retention Manual - Describes briefly the manual purpose and who is responsible for maintaining it.
- g) Mandatory and Voluntary Retention - As set in the MGA, provides a list of records the municipality must and may wish to retain (i.e. building permits, infrastructure designs, documents of historical nature) and records that have legislative retention requirements outside of the MGA, (i.e. Labour Standards Code)
- h) Destruction of Records - Sets out the retention schedule for when records that have exceeded the retention schedules are destroyed, recording of those records, security provisions and limitations on destruction.
- i) Management of Emails - Filing of pertinent emails in Laserfiche, and storage limitations and destruction of non-pertinent emails.
- k) Routine Access (New) - Outlining the process for requests, responsibility, exemptions and development of a list of records that fall within the routine access category

Work plan

Once the new policy is in place, education for staff will be provided. The records management team will work with each municipal department to begin setting retention schedules to the electronic records. This will identify records that are not required to be kept, those that should be archived and those that are ready for destruction.

This will be an ongoing process and has no end date as new records enter the system daily.

Alternatives

Council may decide to not accept new Policy 008 and have staff continue to use the existing policy.

Conclusion

A quality records management policy is important to every organization. It ensures a clear understanding of what records need to be kept and for how long. Good management of records is critical function as it helps with the efficient storage, retrieval, destruction of records and provides for an efficient means to provide routine access for the public.

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

Municipality of the District of Lunenburg

Policy Details	
Name	Records Management and Routine Access
Number	008
Legislative Authority	Section 34 Municipal Government Act (MGA)
Effective Date	

Purpose

- 1 (1) The Municipality is committed to managing, retaining, and preserving the Municipality's records in a secure and accessible manner.
- (2) The Municipality recognizes that these resources are valuable corporate assets needed to support effective decision making, meet operational requirements, and to protect the legal, fiscal, historical, and other interests of the Municipality.
- (3) The Municipality recognizes the importance of a standard and consistent approach to the classification and retention of records and information resources under the custody and control of the Municipality.
- (4) The purpose of this policy is to:
 - a) To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and ultimate disposition of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs.
 - b) To provide greater certainty of access for those requesting information and to also reflect the spirit of openness and accountability of the FOIPOP legislation.
 - c) To provide greater certainty to staff and the public regarding records that can be routinely accessed by the public, without additional administrative time.
 - d) To support compliance with the (MGA), Part XX (FOIPOP), and any other relevant legislation.
 - e) To designate responsibilities and accountability for the management of municipal records.

Scope

- 2 (1) This Policy applies to all employees, activities, and records of the Municipality falling under the authority of the Chief Administrative Officer, and throughout all of Council's committees.
- (2) Records of authorities, boards, committees, and agencies external to the Municipality to which Members of Council or Staff may be appointed are not subject to this Policy.

Definitions

- 3 (a) **Access** under this policy may mean either providing a copy of the records requested or providing a means and opportunity for the applicant to view the records, whichever is administratively most efficient as determined by the Department.
- (b) **Active Dissemination** is the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc.
- (c) **FOIPOP Access** is the release of a record in response to a formal FOIPOP application made under Part XX of the MGA.
- (d) **Municipality** means the Municipality of the District of Lunenburg.
- (e) **Record** as described in Part XX – MGA (Section 461[h]) includes books, documents, maps, drawings, photographs, letters, vouchers, paper, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.
- (f) **Records Manager (RM)** means the person appointed and authorized by the Chief Administrative Officer (CAO) to act on behalf of the municipality to manage and keep the Records Management System;
- (g) **Records Management Assistant-(RMA)** – means the designated person within a department that assists in the implementation and administration of the record systems and related information services to support efficient access, movement, updating, storage, retention, and disposal of organizational records.
- (h) **Records Management System** means an electronic system used by the Municipality which assists in the management, sharing, and searching of documents in secure setting.

(i) **Retention and Disposition** means a systematic listing that prescribes the classification of all records of the Municipality with a plan governing the life cycle of the records which may include, but is not limited to, transfer, destruction, or permanent preservation. The Schedule will follow the operational, legal, regulatory, financial, or other requirements of the Municipality.

(j) **Routine Access** the routine or automatic release, in full or in part, of certain types of administrative and/or operational records as a matter of course in response to a request without the need for an application under Part XX of the MGA.

Policy Statement(s)

- 4 (1) It is the policy of the Municipality to manage information resources as an asset for the following purposes:
 - a) Supporting effective decision making.
 - b) Meeting operational requirements.
 - c) Providing appropriate access to records for the public.
 - d) Protecting the legal, financial, and other interests of the Municipality, and the public; and,
 - e) Restricting access according to the MGA, Part XX FOIPOP, and other relevant policies and legislation.
- (2) It is the policy of the Municipality to ensure that records management functions are incorporated into existing and future information technology applications.
- (3) To facilitate an efficient records management and retrieval system, it is the policy of the Municipality to eliminate the unnecessary collection of information by maintaining only records that are pertinent to the operational requirements of the municipality, coordinating information collection to avoid duplication, and to ensure that collection of personal information is in accordance with the MGA, Part XX, FOIPOP.
- (4) It is the policy of the Municipality to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the MGA, Part XX, FOIPOP.

Responsibilities

5 Council

- (1) Ensure the Municipality has a current and comprehensive policy to address the management of records and information resources.
- (2) Periodically review this Policy when presented by the Records Manager or CAO.

Chief Administrative Officer

- (3) Appoint a records manager to administer the Records and Information Management Policy.
- (4) Champion the protection of personal information and the accessibility of appropriate municipal records as they relate to the MGA, Part XX, FOIPOP.
- (5) Propose amendments to the Policy as needed.

Records Manager

- (6) Responsible for the administering of this Policy and will oversee the management and maintenance of the records management program.
- (7) Champion the protection of personal information and the accessibility of appropriate municipal records as they relate to the MGA, Part XX, FOIPOP.
- (8) Authorized to amend the classification and retention schedules outlined in the manual to best address the specific needs of the Municipality.
- (9) Set guidelines for electronic storage of records to ensure adequate DPI resolution, based on record type and Optical Character Recognition Mode (searchable text).

Employees

- (10) Know and understand their obligations under this Policy and act in accordance with their obligations.
- (11) Ensure all records they create or receive that are used to support a municipal function or conduct municipal business are managed following this policy.
- (12) Respect the confidentiality of personal or private information and report any breaches of privacy to their immediate supervisor. Employees will make reasonable efforts to ensure personal information is protected.
- (13) Responsible for reasonable security arrangements for personal information in the custody of their department, ensuring that privacy awareness training, and ensuring that service providers are compliant with this policy.
- (13) Propose amendments to the Policy as needed.

Compliance with Records Management System

- 6 All records in the custody and/or control of the employees are the property of the municipality and must follow this policy.

Municipal Classification and Retention Schedule Manual

- 7 The Municipality's records manual assists in the classification, naming and retention schedules for municipal records that are kept for operational, legal, regulatory, financial, or other requirements of the Municipality and may be revised from time to time.

Maintenance of the Manual

- 8 (1) The Records Manager is authorized to maintain the Manual as part of the Records Management System and to amend the Manual and will consult with departmental RMA's where such amendments impact or change the records schedule.
- (2) Records of the Municipality must be created, accessed, maintained, and disposed of as provided by the Manual.

Mandatory Retention of Records

- 9 (1) Following s.34(2) MGA, nothing in this policy will authorize the destruction of records that are required by an enactment to be kept and minutes, by-laws, policies and resolutions of Council.
 - a) For greater clarity minutes include minutes of Council Executive Committees, and Committees of Council, but does not include Ad Hoc Committees appointed by Council; or committees that are external and not in the control of the municipality;
- (2) Additionally, as required by s.34(3) of the MGA, the following further records are not permitted to be destroyed:

Planning & Development	Municipal Planning Strategy & Land Use Bylaw (includes maps); approved subdivision plans and approval letters from other agencies, final engineering plans and construction certifications; historical lot configuration references relevant to subdivision, site plan approvals, site location plan and supporting stormwater management plans, development permits and supporting site location plan; Heritage Registry (includes application, photographs, notification of registration)
Building Records	Building Permits; Occupancy Permits; septic approval or certificate of installation; Location Certificate or site sketch;

	commercial or multi-unit (4 or more) residential plans; applications received; orders issued; inspection reports with deficiencies
Municipal Structures	Plans (Survey/Engineering/Architectural) and specifications for any municipal structure; building; utility; road, sewer, waterline; permits and other approvals by regulator authorities
Contracts/Agreements	Kept until expired/replaced or in accordance with disposal plan
Agendas (Final)	Committees of Council, and Committees
Miscellaneous	Documents historical in nature, summary sheet confirming destruction of documents with date of destruction; legal opinions and supporting correspondence; cemetery documentation

(3) The following records may have retention schedules that are mandated to be retained through other legislation that may differ from the standard 7 year retention as set in this policy and must be retained accordingly.

Election Records	Nomination Papers, Election Results as set in the Municipal Elections Act (1 year)
Tax Account Records	Assessment Account records related to tax sale surplus . Municipal Government Act (20 years)
Employment Records	list of the names of all employees, showing age and home address, rates of wages, hours of work, vacation periods, leaves of absence, pay, and vacation pay received, record of the date employment began and the last day of employment, record of when lay offs or termination and the dates when notice received for the end of employment, and record of pay as set in the Labour Standards Code (3 years after end of employment date)

(4) Other records may be considered for permanent retention or extended retentions above the standard 7 years at the discretion of the Records Manager.

Planning & Development	Development Agreements, Site plan application details
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Unnecessary Collection of Records

10 (1) To facilitate an efficient records management and retrieval system, the Municipality will make every effort to end the unnecessary collection of information by:

- a) Maintaining only records which are pertinent to the operational, legal, financial, strategic, and archival needs of the Municipality;
 - b) Coordinating information collection to avoid duplication; and,
 - c) Ensuring that the collection of personal information is following the MGA, Part XX, FOIPOP.
- (2) The Municipality will ensure that records management functions are incorporated into existing and future information technology applications to the best of the Municipality's abilities.

Routine Access

- 11 (1) The Municipality is committed to being open and accountable to the residents of the Municipality, providing the public with access to government information and to providing individuals with an opportunity to obtain certain types of records without having to make a request under Part XX, MGA.

Objective

- 12 (1) Routine access will improve public access to the records of the Municipality which are not released through active publication.
- (2) This policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.

Application

- 13 (1) Requests for routine access information may be made in person, by telephone, or in writing (via email) to the Director of the department having custody of the records.
- (2) Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totaling a large volume will not be subject to the policy as the application of the Policy is to not unreasonably interfere with the daily operations of the Municipality as determined by the Director.
- (3) Departments having custody of the requested record will copy and release the information within a reasonable period of time, but no later than ten business days from receipt of the request. If unable to provide records within that time frame, contact will be made within five business days advising when the applicant can expect the records.

- (4) If the policy does not apply to the requested records, a response to the applicant will be provided promptly and will indicate to the applicant other means that may be available to the applicant to obtain the information (for example, by filing a FOIPOP application)
- (5) Individuals who apply under FOIPOP for records available under the Routine Access Policy will have their application fee returned and the records provided.
- (6) Departments having custody of the requested record, which is not clearly listed in Appendix "A", will not release the requested record and will refer the matter to the Responsible Officer under Part XX of the MGA.
- (7) All Routine Access requests will be kept for compliance and auditing in the Municipality's Laserfiche Records Management system and filed under 5200-40 Routine Access Request Case Files.
The documents to file consist of:
 - a) the original request,
 - b) any emails pertaining to the request.
- (8) All records will be provided electronically to the applicant unless otherwise requested.

Destruction of Records

- 14 (1) When the RM decides that the retention period for a given record has ended, as described in the Manual, the RM will start the steps for disposition of the record following the requirements of the manual.
- (2) Records which have been authorized for disposition will be destroyed or transferred in a manner that preserves the confidentiality and security of any confidential information that they may have, including the privacy of information about individuals.
- (3) Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation, or legal claim should not be destroyed until action is complete. In these circumstances, a "legal hold" process will supersede the disposition schedule in the Manual.
- (4) Records about current requests made under the FOIPOP will not be destroyed until the limitation period for requesting a review or appealing the decision has expired.

(5) All copies of records that are authorized for destruction, including security, preservation, and backup copies, will be destroyed as soon as reasonably possible in consultation with the municipalities IT provider.

(6) Record documenting the disposition actions taken as per the manual will be retained permanently. At minimum, the record of disposition will include information about the record's series title, date range, and method of disposition.

(7) For greater clarity the standard retention schedule for records set by the manual other than those stated will be retained for 7 years unless otherwise stated in this policy and will be recorded and destroyed as stated in s. 12(6) upon the approval of the RM

Electronic Emails

15 (1) Emails that are pertinent to the organizations operations are to be filed in the records management system and will be retained in accordance with the established retention schedules.

(2) Emails that are not filed will be permanently deleted according to the 7 year retention schedule.

Repeal and Replace

16 Policy MDL-08 approved on October 19, 1999, is hereby repealed and replaced with new policy MODL 008.

Policy Adoption	
Date of Original Passage	October 19, 1999
Date of Notice of Intent to Repeal	
Date of Council Approval	
Date of Effective Date	
I certify that this Policy 008 was repealed and replaced by the Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Records Management and Destruction	October 19, 1999

Repeal & Replace	Complete review of standards, addition of routine access, accessibility and formatting	<<date>
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DRAFT 19

APPENDIX “A”

Routine Access Documentation Listing

- 1 All Policies and By-laws approved by Council.
- 2 Any document received by Council or any Committee of Council at a meeting which is not a “closed session” (in camera) under Sections 22 or 203 of the MGA. For greater certainty, this includes all financial statements and reports; including all council approved and/or received studies and reports.
- 3 All approved minutes of any meeting of Council or any Committee of Council which is not associated with a “closed session” (in camera) under Sections 22 or 203 of the MGA. For greater clarity, draft minutes that have not been approved are not considered to be routine access.
- 4 All agendas of any meeting of Council or any Committee of Council which is not a “closed session” (in camera) under Sections 22 or 203 of the MGA.
- 5 Any approved permit or approval issued by an employee of the Municipality except that any mailing address, e-mail address or phone number of the permit holder will be redacted. This does not include the application for the permit or approval and any documents referenced by the permit or approval.
- 6 Any finished map created and published by the Municipality subject to the Fees Policy 058. This specifically does not include:
 - a) Raw data such as shape files or data tables required to produce the map; and
 - b) Printed copies of map images or other information pages produced by Property Online.Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of maps.
- 7 Any newsletter, advertisement or other document publicly distributed by the Municipality.
- 8 Any document published by the Municipality on its website.
- 9 Civic address, Property Identification Number, Assessment Account Number, and assessed value (market and capped) of any property within the Municipality. This does not include any information that would identify the owner and includes the owner’s mailing address.

- 10 The amount of taxes or other debts owed to the Municipality subject to the Fees Policy 058 with respect to Tax Certificates.
- 11 Position, job description and salary scale of any employee or Council member of the Municipality.
- 12 Organization Charts with position titles.
- 13 The expense claim of any Council member or employee of the Municipality, including any associated receipts and documentation.
- 14 Contracts for goods and services, excluding personal information and service product or trade secrets.
- 15 General operating procedures, including standards and guidelines.



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Alex Dumaresq, Deputy CAO

Date: July 16, 2024

Re: Comfort Centre Grant Awards

Recommendation

Council award a Comfort Centre grant to:

- The Lunenburg County Ground Search and Rescue in the amount of \$3,795, and to
- The Midville and District Fire Department to a maximum of \$8,000 depending on receipt of provincial funding

Background

MODL has instituted a grant program to assist community centres and fire departments interested in acting as Comfort Centres during periods of power outage. Fire departments and other registered community organizations can apply to be a Comfort Centre and receive the grant to offset the cost of installing a generator.

Council annually budgets \$14,000 to award to applicants. The amount awarded is determined at the discretion of Council to a maximum of 66% of eligible costs and cannot exceed \$8,000 per project. In making the decision, Council can consider the number of applications received, the size of the projects, and the strategic importance of the addition or upgrade of the Comfort Centres.

Council's policy also limits eligible expenses to:

- Power transfer switches;
- Disconnect switches;

- Portable and fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

For clarity, the policy explicitly permits applications for upgrades and rebuilding of existing generator systems in Comfort Centres. The policy excludes projects already undertaken prior to application.

Applications

Two applications were received from community groups for the 2024/25 fiscal year: the Lunenburg County Ground Search and Rescue applied for a small refurbishment project, and the Midville Fire Department and applied for a large project to create alternative power supply to establish itself as a new comfort centre.

Applicant	New Comfort Centre/ Refurbishment	Project Budget	Maximum Eligibility	Provincial Funding	Nearest Existing Registered Comfort Centre
Lunenburg County Ground Search and Rescue	Refurbishment	\$5,750	\$3,795	N/A	LCLC/Michelin Social Club
Midville and District Fire Department	New	\$57,827	\$8,000	\$50,000	Newcombville, Northfield

Of note, Midville has applied to the provincial government for the maximum funding amount of \$50,000, however the provincial grant decision has not been made. Should the department receive the full provincial amount, the maximum municipal grant they would be eligible for is \$7,827. If the Province were to provide significant funding but not to the maximum amount, then Midville could be eligible for the full \$8,000 available under Council policy, provided there were unfunded costs exceeding \$8,000. Should the Province decline to award any funding, Midville may cancel or significantly reconfigure their project; in this case Midville would be eligible for the greater of 66% of total project costs or \$8,000, if they proceeded with a smaller generator project. Because of the range of possible awards, staff recommend Council award up to the maximum amount of \$8,000 depending on the provincial funding outcome.

Budget implications

Council annually allocates funds towards the comfort centre grant program. The total value of applications this year will allow for the maximum amount to be awarded while remaining within the budgeted amount.

Strategic plan

Council annually plans to support community facilities in building or maintaining backup power supply for comfort centres. The program aligns with Council’s values of supporting thriving communities and being collaborative partners.

Alternatives

Council could choose to delay the award of the Midville grant until the provincials funding decisions have been made.

Conclusion

Comfort Centres play an important role in creating community resiliency in the face of emergencies. Council’s grant program strategically supports the creation and capital maintenance of these important facilities. The recommended awards will bolster the network of Comfort Centres and emergency shelters in Lunenburg County.

Report Preparation	
Department	
Report Prepared by	
Report Approved by	
Date Reviewed by C.A.O.	

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

TO: Chief Administrative Officer
FROM: Pam Hubley
DATE: June 24, 2024

1. Agenda Item
Molega lake Park/Boat Launch

2. On what agenda do you want the item placed?
Policy & Strategy July 16, 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.

Photos of the private boat launch and map of MoDL area of Molega Lake

4. What is its relevance to Council or the committee?
To discuss the situation at Molega Lake and the possibility of a public boat launch at the existing park.

5. What outcome(s) are you seeking?
A motion for staff to explore the possibility of a public boat launch at the Molega Lake Park.

Pam Hubley
Councillor's Signature

June 24, 2024
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date





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

TO: Chief Administrative Officer
FROM: Leitha Hayson
DATE: July 2nd

1. Agenda Item Education re: Disposal of Japanese Knotweed.

2. On what agenda do you want the item placed? Policy + Strategy July 16th

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?
- MODL and waste sites should provide education re: disposal of Japanese Knotweed - a highly invasive species.

5. What outcome(s) are you seeking?
Current methods could potentially further spread the plant. Comprehensive education and messaging on safe disposal methods is necessary.

Councillor's Signature L Hayson Date July 2nd / 24

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee _____ Date _____

or near a stream, knotweed can move by floodwaters to colonize an entire watershed. It chokes drainage ditches and can break up pavement with its expanding network of roots. Shoots have been observed growing up through two inches of asphalt.

Knotweed spreads quickly, forming dense stands that prevent regeneration of native vegetation and suppresses the growth of existing vegetation. Wildlife that depends on native vegetation for food and shelter are displaced. Furthermore, organisms within the stream are deprived of the insects and native plant material that fuel the aquatic "food chain," ultimately reducing habitat quality for juvenile salmonids.

Guidelines for Control of Knotweeds

Knotweed eradication can be expensive and difficult. Small stands may be killed by repeated cutting, but this treatment must be repeated six times or more per season, for many years (Figure 4). Removing plant material from the site is not recommended unless all plant parts can be incinerated, buried deeper than five feet, or chopped into pieces smaller than 1/2 inch and composted. Pulling up the plants increases the risk of spreading knotweed because small pieces of root left in the soil can start a new colony. Another strategy is to smother the plants with heavy plastic or other material heavy enough to prevent the plants from growing through. Weight the barrier to keep the cover in place for 3–5 years. Continue to monitor the site after this is removed.

Knotweed plants may be controlled by application of a systemic herbicide containing glyphosate or triclopyr to the actively growing plants. Cut or break stems in early summer, then apply herbicide spray to the regrowing shoots in late summer. Cutting should be timed so that plants do not exceed three feet in height when sprayed. Use a bulk handheld or backpack-type tank sprayer. Dispense the product at the lowest pressure and largest droplet size possible to reduce the risk of exposure and drift. Stem injection is another technique for killing knotweeds (for example <http://www.jkinjectiontools.com/>). The advantage of these devices is that plants that are too tall to spray easily may be treated by injecting herbicide directly into the hollow stems. Injection methods reduce injury to desirable vegetation. Injection is also thought to lead to more immediate death of knotweed plants. Injection is more costly and labor intensive than foliar spray application. It also requires greater quantities of herbicide than foliar spray application, as each stem must be treated separately. Supplemental herbicide labels that give specific instructions for stem injection are available from the manufacturers.

Any weed management activity should include a plan to reintroduce native or desirable landscape or crop plants. This allows the area to recover and resist future invasions. Monitor the site for at least two years following treatment to ensure that the knotweed has been completely killed. Small stunted plants are often observed resprouting on site the year following treatment. These

may be removed with a repeat application of the treatment. Wait for one year after herbicide application before restoring the site to ensure that eradication is complete, so that replanted vegetation is not damaged by further herbicide treatment.



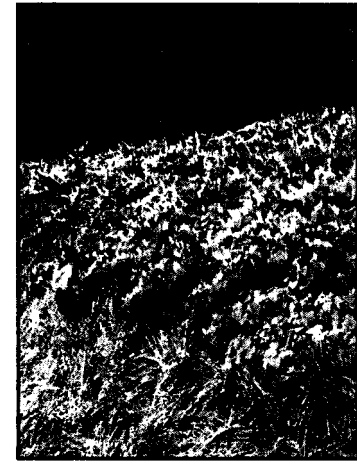
Figure 4. Mowing knotweed patches does not kill them. Top photo: patch immediately after mowing. Bottom photo: Same patch two months later.

Caution: Herbicides can be dangerous to the user and the environment unless used according to the label directions. Federal law requires that the user read, understand, and follow all label directions. Consult with a UAF Cooperative Extension Service office near you for more information on use of herbicides. Mention of a herbicide in this publication does not constitute a recommendation for use by the USDA, nor does it imply registration of a product under Federal Insecticide, Fungicide, and Rodenticide Act, as amended. Mention of a proprietary product does not constitute an endorsement by the USDA.

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Invasive Plant

Japanese Knotweed



USDA United States Department of Agriculture Prepared By R10-TP-133 Forest Service Revised August 2007



Knotweeds (*Polygonum* spp.) are recognized as a significant invasive plant problem throughout much of the northern United States, British Columbia in Canada, and the United Kingdom. Escaped knotweeds have become established in many communities throughout southeast Alaska. Three species of particular concern in Alaska are: Japanese knotweed (*Polygonum cuspidatum*), giant knotweed (*P. sachalinense*), and a hybrid cross of Japanese and giant knotweed known as Bohemian knotweed (*P. x bohemica*). The three are often collectively referred to as "Japanese knotweed."

Knotweeds were originally imported from Asia to North America as ornamentals and for use in stabilizing disturbed sites. Today these plants are propagated by unwary gardeners because they are easily established and form a dense hedge with attractive flowers. However, many gardeners regret their decision to plant it after it takes over the yard, spreading beyond where it was originally wanted. Due to its invasive characteristics, many states prohibit its use in landscaping. State and federal agencies, environmental groups, and private landowners are working to control Japanese knotweed in the Pacific Northwest, where it is now spreading into riparian areas throughout the western side of the Cascade Mountains.

Description

Invasive knotweeds are easily identified. They are herbaceous perennials with stems up to ten feet tall. Leaves are broadly oval to somewhat triangular, with a satiny texture. The hollow stems with their thickened nodes

resemble bamboo, but lack the long grass-like leaves characteristic of bamboos. Stems are also angled slightly at each node. In late summer plants produce branched sprays of tiny white flowers (Figure 1). In late fall the stems die back, but the underground stems, called rhizomes, survive the winter in a dormant state. In early spring, the rhizomes produce new rapidly growing shoots, which can quickly dominate the site. The roots and rhizomes of a knotweed plant form an extensive underground network, growing up to 45 feet in length (Figure 2).

Of about 80 species of the genus *Polygonum* that occur in North America, many are non-native species.

To differentiate the three species of particular concern for the maritime portion of Alaska use

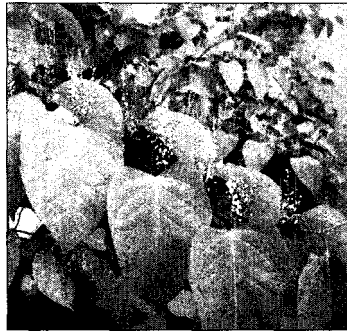


Figure 1. Bohemian knotweed flowers and foliage detail.



Figure 2. Knotweeds form dense colonies

the following: Look at leaves from the middle of a stem, not the shoot tip leaves, which are highly variable. Hairs on the midvein on the underside of the leaf are diagnostic of the species. Use a 10X lens to view the backlit leaf bent over a finger.

- ▲ *P. cuspidatum*: Leaves are flat-based, with an acutely tapering (cuspidate) tip. Hairs are reduced to bumps.
- ▲ *P. sachalinense*: Leaves have a deeply notched base with a short, untapered tip. Hairs are multicellular, kinky, and long.
- ▲ *P. bohemica*: Leaves are intermediate between the other two species. Hairs are shorter, unicellular, with a broad base.

Life History

In North America, knotweed is primarily spread by root expansion and vegetative regeneration of rhizomes and stems. Very small fragments of root and stem can

produce new plants. Therefore, the spread of this plant is exacerbated by flood events and the movement of soil from knotweed infested areas. Pieces of root or stem moved with soil from excavation, landscaping, or roadside ditching might quickly establish new colonies where the soil is deposited (Figure 3). Fragments have also been spread by disposal of contaminated yard clippings. Reproduction by seed is less typical, but has been documented on many occasions.

Impacts

Knotweed is a concern for several reasons. Most notably it can grow along streambanks and even within streams where it restricts or blocks streamflow and degrades salmon spawning grounds. Once established in

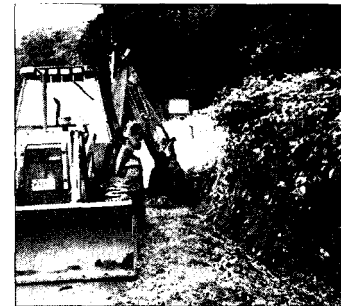


Figure 3. Knotweed is commonly spread by movement of soil.

Japanese Knotweed

By Tom Heutte, Michael Shephard, and Cyndi Snder, USDA Forest Service, Alaska Region, State and Private Forestry and Jamie Snyder, UAF Cooperative Extension Service. Revised by Jamie Nielsen, UAF Cooperative Extension Service, Invasive Plants Program, August 2007.

Additional information about this plant can be obtained from your local UAF Cooperative Extension Service office, Alaska State Forestry office, Forest Service District office, or from:

USDA Forest Service State & Private Forestry Forest Health Protection

3301 "C" Street, Suite 202
Anchorage, Alaska 99503
Phone: (907) 743-9455

2770 Sherwood Lane, Suite 2A
Juneau, Alaska 99801-8545
Phone: (907) 586-8811, ext 283

3700 Airport Way
Fairbanks, Alaska 99709
Phone: (907) 451-2799

Or:
www.fs.fed.us/r10/spf
<http://akweeds.uaa.alaska.edu>
www.dec.state.ak.us/eh/pest/index.htm

Photography Credits

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Cover Photo. This knotweed colony on a beach south of Juneau is over 400 feet long.