

**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, July 16, 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**

Elana Wentzell, Acting CAO  
Alex Dumaresq, Deputy CAO  
Tina Robichaud-Bond, Acting 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**

Mayor Bolivar-Getson extended congratulations and best wishes to Tyler Richardson, Municipal Engineer, and his wife Jessica, on their recent marriage. She also congratulated all the Lunenburg/Queens Special Olympians who participated in the summer games in New Minas.

Mayor Bolivar-Getson extended condolences to the family of the youth that died in the valley due to the flash flooding and a moment of silence was observed.

**3. Public Input - Nil**

**4. Changes/Approval of Agenda (as circulated)**

**Moved by Councillor Bell, seconded by Councillor Moore that the July 16, 2024, Policy & Strategy Committee agenda be approved. Carried unanimously.**

**5. Approval of Minutes – June 18, 2024**

**Moved by Mayor Bolivar-Getson, seconded by Councillor Haysom that the Minutes of June 18, 2024, Policy & Strategy Committee meeting be approved as circulated. Carried unanimously.**

**6. Business Arising from Minutes – Nil**

**8. Referral from Council – Nil**

**9. Staff Reports**

**9.1 Administration Department**

**9.1.1 Repeal & Replace Policy 008, Records Management**

A report from April Whynot-Lohnes, Municipal Clerk, titled “Repeal & Replace Policy 008, Records Management” was included with the agenda package.

Ms. Whynot-Lohnes gave a presentation on, “Records Management” (attached to the minutes). It included the following topics:

- Records Management Process
- Why Records Management is Important?
- Draft Records Management & Routine Access Policy
- Draft Records Management & Routine Access Policy
- Next Steps

The existing Records Management Policy was created in 1999 and had not been reviewed or updated since. Under the MGA, municipalities must maintain records that support their mandated functions and operations, and no person may dispose of records, except in accordance with an approved records management policy.

Ms. Whynot-Lohnes noted that a section titled “Routine Access” was added to the proposed policy and explained that records such as those accessible through the municipal website would be an example of records that fall under routine access records.

It was noted that the Municipality’s Information Technology (IT) department is responsible for the security of municipal records.

**Moved by Councillor Veinotte, seconded by Councillor Hubley that the Policy and Strategy Committee recommends to Council the repeal of Policy 008 Records Management and replace with new Policy 008 Records Management and Routine Access, and give 7 days’ notice of Council’s intention to adopt the new policy on July 23, 2024. Carried unanimously.**

Ms. Whynot-Lohnes left the meeting.

## **7. Presentations/Scheduled Times**

### **7.1 Wetland Ecosystem and Carbon Investigation in the Shaubac – Prof. Lauren Somers**

Professor Lauren Somers, Dalhousie University, gave a presentation on “Wetland ecosystem and carbon investigation in the Shaubac” (included in the agenda package). She noted that the presentation being provided at the meeting (attached to minutes) included updated numbers/calculations regarding carbon storage.

The topics discussed were:

- Why do we care about wetlands?
- Wetland carbon balance and disruption
- Carbon storage
- Shaubac Wetlands
- Shaubac Wetland Delineation
- WESP Assessment
- Soil Carbon Sampling
- Carbon storage in the Shaubac
- Ongoing research

Ms. Somers answered inquiries about their findings from the investigation in the Shaubac.

Janet Peace, Chair, Kingsburg Coastal Conservancy, was in attendance and spoke about getting the details of the investigation out into the community and to possibly offer wetland assessments.

Ms. Somers and Ms. Peace left the meeting.

### **9.1.2 Comfort Centre Grant Awards**

Alex Dumaresq, Deputy CAO, reviewed the report titled, “Comfort Centre Grant Awards” (included in the agenda package), providing details regarding the two comfort centre grant applications received from Lunenburg County Ground Search and Rescue and the Midville and District Fire Department.

**Moved by Councillor Statton, seconded by Councillor Moore that the Policy & Strategy Committee recommends to Council that Municipal Council award a Comfort Centre grant to the Lunenburg County Ground Search and Rescue in the amount of \$3,795. Carried unanimously.**

**Moved by Councillor Hubley, seconded by Mayor Bolivar-Getson that the Policy & Strategy Committee recommends to Council that Municipal Council award a Comfort Centre grant to**

**the Midville and District Fire Department to a maximum of \$8,000 depending on receipt of provincial funding. Carried unanimously.**

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

**10.1 Molega Lake Park/Boat Launch**

Councillor Hubley reported that a petition in favour of a public boat launch on Molega Lake had been started. She explained that the property owner of the private boat launch that had been available to the public had recently posted no trespassing signs and was no longer allowing public access to the lake from his property.

Councillor Hubley asked that staff be directed to investigate lands that may be available for a public boat launch site on Molega Lake.

It was noted that although public access to Molega Lake was an important matter, Council already had priorities around recreation project development. This potential project was not part of the 5-year financial plan, and a previously planned project would have to be bumped to accommodate this one. It was clarified that only the investigation of potential sites would be carried out at this time and that the project itself could only be undertaken at a future date.

**Moved by Councillor Hubley, seconded by Councillor Whynot that the Policy & Strategy Committee give direction to staff to investigate lands that may be available for a boat launch site on Molega Lake and bring back options for Council's consideration. Carried unanimously.**

**10.2 Education re: Disposal of Japanese Knotweed**

Councillor Haysom provided details about the Japanese Knotweed plant and how it is highly invasive and extremely difficult to get rid of. She requested that the matter be referred to MJSB and Region 6 to provide messaging and education to residents about proper disposal of the plant.

**Moved by Councillor Haysom, seconded by Councillor Bell to direct staff to refer to MJSB and Region 6 to review and provide information to residents regarding the Japanese Knotweed plant and education regarding the proper disposition of the plant. Carried unanimously.**

**11. Added Items - Nil**

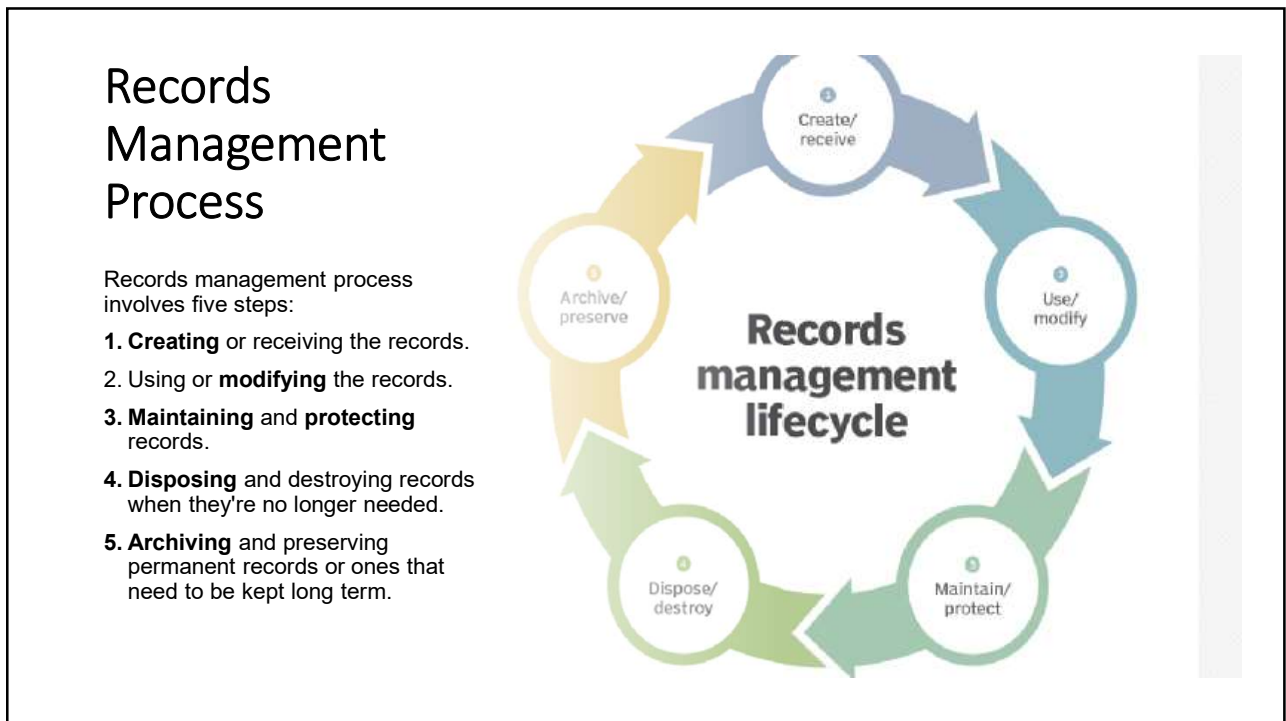
**12. In Camera - Nil**

**13. Adjournment**

**There being no further business, the meeting adjourned at 10:28 a.m.**



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## Why records management is important?

Ensures records are properly **stored, accessed and managed in a secure manner.**

Maintains - **Historical knowledge, Security, Compliance, Access control**

Regulatory compliance **and to do that policies are developed.**

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## Draft Records Management & Routine Access Policy

### Purpose

- Establish **controls** for receipt, creation, use, maintenance, storage & disposition of documents
- Establish better **access** to records
- Support **compliance** with MGA, FOIPOP and other legislation
- Establish **responsibilities** and **accountability**
- Establish **who** policy applies to

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## Draft Records Management & Routine Access Policy

**Scope** - Defines which records are managed – mandatory, voluntary, internal and external records

**Policy Statement(s)** - Outlines council directions for managing information, use, set efficiencies for retrieval, and disclosure

**Responsibilities** - Describes who is responsible for implementing and enforcing the policy

**Classification and Retention Manual** - Describes briefly the manual purpose and who is responsible for maintaining it

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## Draft Records Management & Routine Access Policy

**Mandatory and Voluntary Retention** - Set by MGA, a list of records that must be kept (minutes of Council) and lists records that may wish to retain (building permits) and records with legislative retention requirements (CRA)

**Destruction of Records** - Sets retention schedules, reporting of records destroyed, and security provisions and limitations on destruction

**Management of Emails** - Filing of pertinent emails in Laserfiche, and storage limitations and destruction of non-pertinent emails

**Routine Access (New)** - Process for requests, responsibility, exemptions and development of a list of records that fall within the routine access category

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## Draft Records Management & Routine Access Policy

### Responsibilities:

- **Council** – ensure policy in place, review
- **CAO** – appoint records manager and propose amendments
- **Records Manager**– administer policy, oversee program, amend classification/retention schedules, set guidelines for electronic storage
- **Employees** – know and understand policy, ensure all records created and kept follow policy, respect confidentiality, propose amendments

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## Next Steps

- Council repeals and replaces policy 008, with new policy July 25<sup>th</sup>
- Education for all staff to ensure understanding
- Upgrade Laserfiche
- Begin review of records and setting retention schedules
- Destroy and/or archive records accordingly

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## **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.”**

July 16, 2024

MODL Policy and Strategy Committee

## Wetland ecosystem and carbon investigation in the Shaubac

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



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## Why do we care about wetlands?

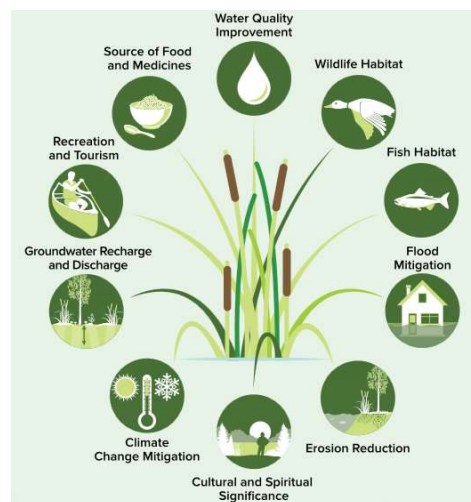


Wetlands provide important “ecosystem services” including:

- 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).



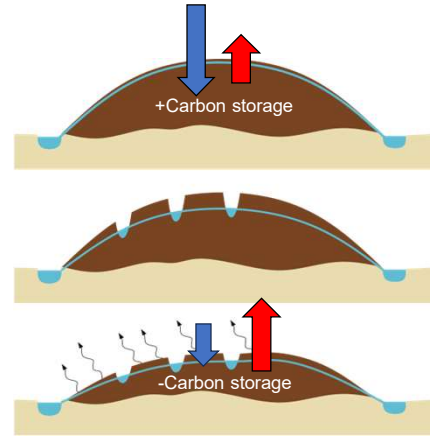
<https://gwf.usask.ca/prairiewater/news--events/researchhighlight1/managing-ecosystem-services-in-agricultural-landscapes.php>

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# Wetland carbon balance and disruption

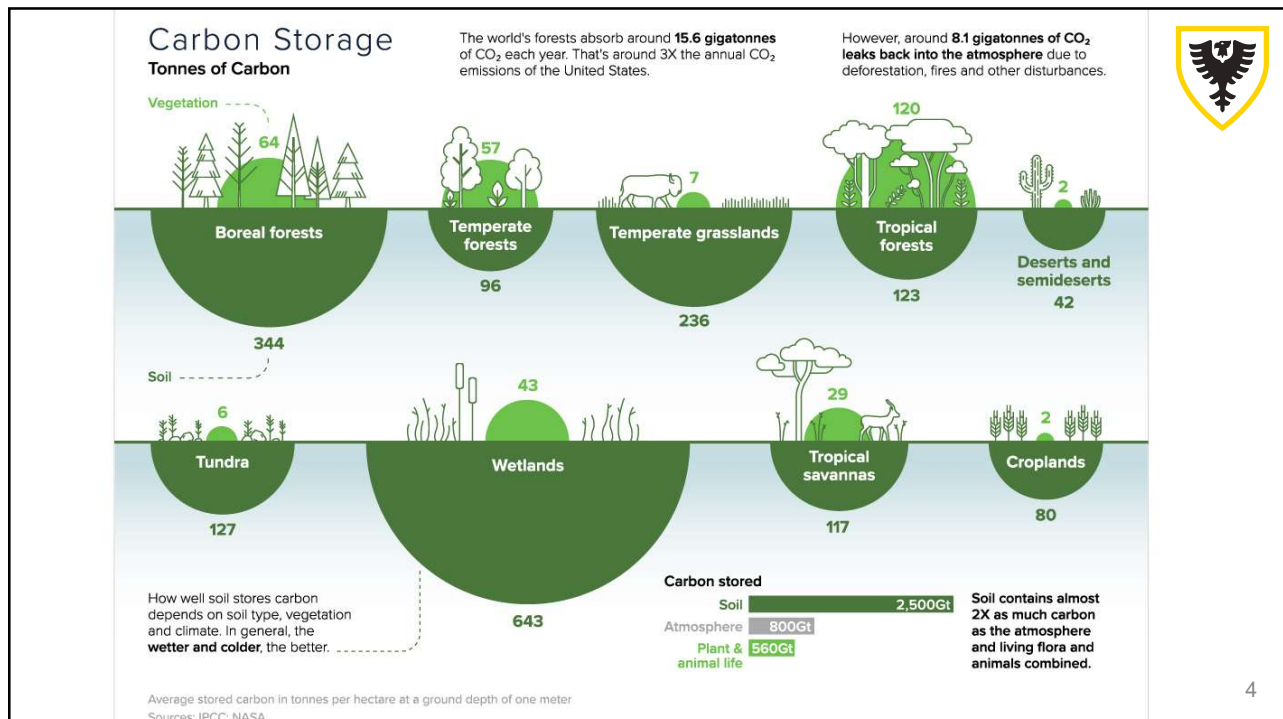


- Wetland plants take up CO<sub>2</sub> through photosynthesis
- Saturated soils inhibit organic matter breakdown. Wetlands emit some CO<sub>2</sub> and methane.
- Carbon accumulates in wetlands over thousands of years.



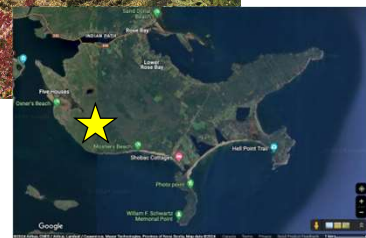
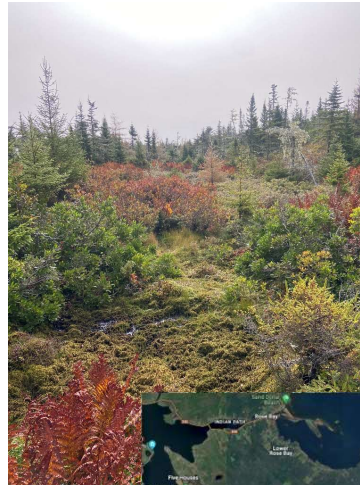
When disturbed/drained:

- Water table is lowered
- CO<sub>2</sub> emissions increase
- Fire risk increases

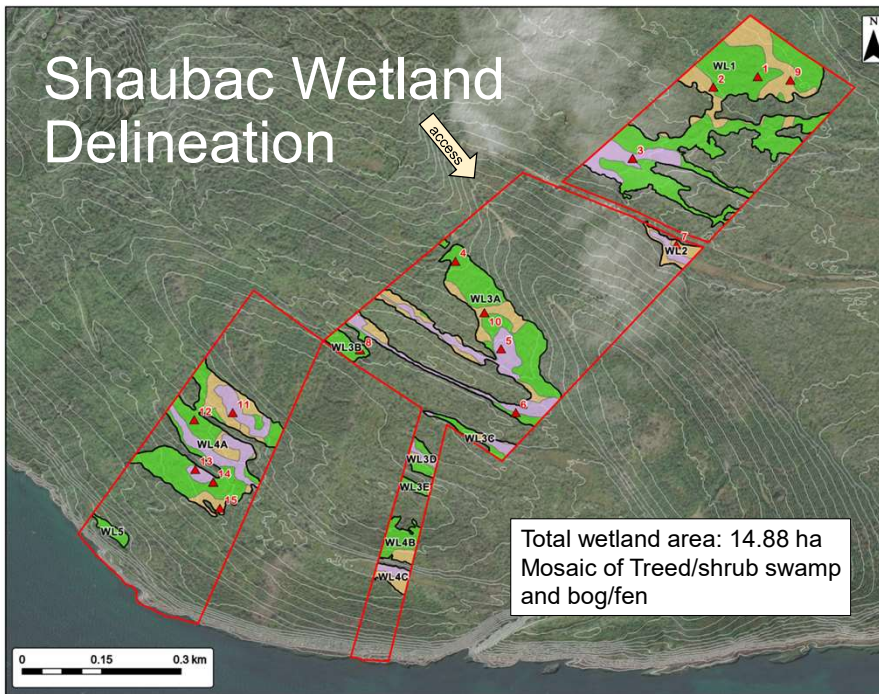


# Shaubac Wetlands

- Acquired by Kingsburg Coastal Conservancy and MODL
- KCC working with Dalhousie and AFN to characterize ecosystem services provided by these wetlands, particularly carbon dynamics
- STRUM Environmental Ltd. performed
  - Wetland delineation
  - WESP Assessment
  - Soil carbon sampling



# Shaubac Wetland Delineation



Total wetland area: 14.88 ha  
Mosaic of Treed/shrub swamp and bog/fen

**Shaubac Wetlands Carbon Project**  
Soil Sampling Locations

Soil Sampling Locations (Patch #)  
Wetland boundaries (Revised)  
KCC Shaubac Assessment Area

**Wetland Type**

- Forested Swamp
- Open Bog/Fen
- Shrub Swamp

|                     |                       |
|---------------------|-----------------------|
| Date: Dec 2023      | Project #: 22-8979    |
| Scale: 1:5,000      | Drawing #: 1          |
| Drawn By: I. Bryson | Checked By: H. Mosher |

**strum**  
CONSULTING



# WESP Assessment

(WESP = Wetland Ecosystem Services Protocol)



WESP rates different ecosystem functions as higher, moderate or lower relative to other wetlands in Nova Scotia.

## Highly functional in terms of:

- Nitrate removal and retention
- Organic nutrient export
- Aquatic invertebrate habitat.

## Moderate level of function in terms of:

- Water storage and delay
- Water cooling
- Carbon sequestration
- Waterbird feeding habitat
- Songbird, raptor and mammal habitat
- Pollinator habitat

## Lower level of function in terms of:

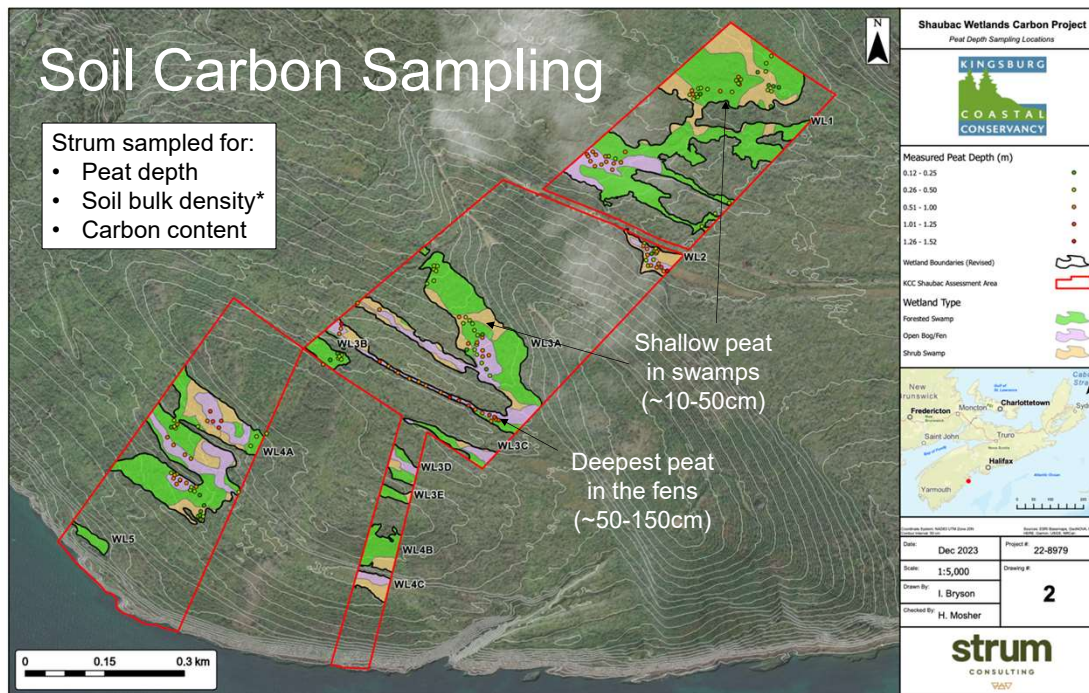
- Waterbird nesting habitat\*
- Amphibian and turtle habitat\*
- Fish habitat (resident and anadromous)\*
- Native plant habitat
- Stream flow support\*
- Sediment retention and stabilization
- Phosphorous retention

\*Wetlands 1 and 2 scored higher or moderate in these categories

# Soil Carbon Sampling

## Strum sampled for:

- Peat depth
- Soil bulk density\*
- Carbon content





# Carbon storage in the Shaubac

[peat depth] x [density\*] x [carbon content] x [area] = carbon storage

\*Bulk density analysis errors led us to rely on CaMP model estimates

| Wetland type | Average peat depth (cm) | Carbon storage per hectare (tonnes C/ha) | Wetland area (ha) | Carbon storage (tonnes C) |
|--------------|-------------------------|--|-------------------|---------------------------|
| Open fen     | 76                      | 341.65                                   | 2.98              | 1,017                     |
| Shrub swamp  | 35                      | 180.3                                    | 3.29              | 593                       |
| Treed swamp  | 39                      | 209.6                                    | 8.62              | 1,807                     |
| Total        |                         |  | 14.89             | <b>3,316</b>              |



This amount of carbon is equivalent to the carbon emitted as CO<sub>2</sub> by approximately 2,733 passenger vehicles driven for 1 year.

(Population of Town of Lunenburg: 2,396)

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## Ongoing research

**Research question:** How much carbon are the Shaubac wetlands *currently* (or recently) taking up?

- Chamber flux measurement
- Monitoring water levels
- Radiocarbon and/or other dating techniques (with ECCC)



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# Thank you! Questions?

Lauren Somers: [Lauren.Somers@dal.ca](mailto:Lauren.Somers@dal.ca)



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