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Policy & Strategy Committee Meeting Agenda

Tuesday, November 19, 2024 – 9:00 a.m.

MODL Council Chambers, 10 Allée Champlain Drive Cookville NS

1. Call to Order

1.1. Mi'kma'ki Territorial Acknowledgement

2. Nominations and Election by Ballot for Vice-Chair

3. Announcements, Acknowledgements, Recognition

4. Public Input (15 Minutes)

5. Changes/Approval of Agenda (as circulated)

6. Approval of Minutes – September 17, 2024

7. Business Arising from Minutes - Nil

8. Presentations/Scheduled Times - Nil

9. Referral from Council - Nil

10. Staff Reports

10.1 Administration Department

10.1.1 Amendments to MODL Policy 037 and MODL Policy 004 1-21

10.2 Finance Development

10.2.1 Tax Relief – Damaged Property AAN 04635191 22-23

10.2.2 Tax Relief – Damaged Property AAN 03339793 24-25

10.2.3 2025 Tax Sale 26-27

10.3 Planning & Development Services

10.3.1 Housing Market Data to Support Affordable Housing Development..... 28-30

10.3.2 Improving Energy Efficiency in Homes 31-45

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

11.1 Reinstate Park View Bus Stop on Upper Branch Road 46-49

11.2 Councillor Attendance at FCM Sustainable Communities Conference 50

12. Added Items

13. In Camera - Nil

14. Adjournment



Municipality of the District of Lunenburg

Request for Decision

Report To: Policy & Strategy Committee

Submitted By: Tina Robichaud-Bond, Executive Assistant to the CAO
April Whynot-Lohnes, Municipal Clerk
Alex Dumaresq, Deputy CAO

Date: November 19, 2024

Re: MDL-37 Policy Respecting a Code of Conduct
MODL Policy 004 Non Council Appointments & Honorariums

Recommendations

“that Municipal Council repeal Policy MDL-037 A Policy Respecting a Code of Conduct and replace it with the new MODL Policy 037 Code of Conduct for Elected Officials, and hereby gives 7 days’ notice of its intention to repeal and replace Policy MDL-037 with the new MODL Policy 037 Code of Conduct for Elected Officials at the November 26, 2024 Council meeting”.

“that Municipal Council amend MODL Policy 004 Non-Council Appointments and Honorariums, as presented, to apply the code of conduct to committee members and give 7 days’ notice of its intention to amend same”.

“that notwithstanding Section 21(1) of the new Code of Conduct, whereas the provincial training on the Code of Conduct will not be available within 30 days of Council swearing-in, that Municipal Council members will complete training on the Code of Conduct within 30 days of the Province providing the training”.

Executive Summary

In August 2024, the Department of Municipal Affairs and Housing provided a model code of conduct and advised that this new legislation be adopted by all municipalities within 60 days of the October 2024 municipal election.

The current Policy MDL-037 Policy Respecting a Code of Conduct includes provisions for elected officials, municipal staff, and citizen appointments to committees. Due to the specific provincial requirements of the code of conduct for elected officials, staff is proposing that the current Policy be repealed and replaced with the new MODL Policy 037 Code of Conduct for Elected Officials, and that MODL Policy 004 Non Council Appointments and Honorariums be amended to include a Code of Conduct section for citizen appointments to standing, special or advisory committees, as well as updated to the accessible document format.

Background

In January 2022, a Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework. This Group is comprised of representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH). The framework included content for the code, sanctions that could be imposed should a breach occur, and options for an investigator model. In October of 2024 the regulations requiring the adoption of the model code were published. Municipal Councils across Nova Scotia have until December 19, 2024 to adopt the code.

Contents of the code

The code includes some guiding principles for council conduct, including: collegiality, respect, integrity, professionalism, transparency, and responsibility. The code then specifies prohibitions or requirements for behaviour in each of the following areas: general conduct, protecting confidential information, receiving gifts and benefits, improper use of municipal equipment and services, support from a building planning or procurement proponent, improper use of influence, improper business relations, improper influence on employment, improper consideration for a group, adherence to law/policy/procedure, respect for council decisions, improper direction of staff, harassment and discrimination, and reprisals.

The regulations requires that Council appoint an independent investigator and publicly post contact information for the investigator. The code lays out an investigative process that produces an independent report for Council to consider, along side a response, should the respondent wish to provide one. Council is then tasked with the responsibility of determining if a breach occurred. If Council determines a breach did occur, Council must then consider a set of criteria for sanctions before applying one or more of a prescribed list. The possible sanctions range from a letter of warning, to training, to removing a member from committees for up to 6 months, to financial penalties.

Analysis

There are significant advantages and improvements to the new model code of conduct over previous versions offered by the Province and the NSFM. The new code provides consistency across municipalities. More importantly, the code and regulations provide for independent

review along with a framework for sanctions, addressing major gaps in the previous system of governing Council behavior.

Codes of conduct can be challenging in their interpretation and application of codes to actual behaviors and incidents. The code provided by the Province attempts to strike a balance between transparency for the public and privacy for the individuals involved. It also sets out to create a respectful council environment while respecting the critical function of expressing dissenting opinions. In response to inquiries, the province confirmed that they conducted several legal reviews prior to finalizing the code of conduct, including their internal legal review and the legislative services review prior to the adoption of the regulations. The province will also be monitoring the results of the new code of conduct to determine its effectiveness.

While lacking in investigative and enforcement components, Council's previous code did apply to non-council members of committees as well as staff. The model code presented by the Province does not apply to either of these groups. Staff recommend this be addressed by revising MODL Policy 004 Non-Council Appointments and Honorariums. The addition of a new clause, stating that Non-Council members will be held to the same professional code of conduct standards as established in Policy 037 Code of Conduct for Elected Officials is sufficient. The Personnel Policy already provides for a system of investigation, performance management and enforcement for staff conduct. To ensure that the standards of behaviour are clearly expressed for staff, an operational procedure outlining the guiding principles and conduct (i.e. sections 5 through 17 of the model code) will be adopted for staff.

Budget Implications

Procurement of a third party to conduct investigations will be required and staff have been working with joint partners to determine if this could be a shared procurement initiative.

Strategic Plan

Not applicable.

Work Plan

The new and amended policies are required to be approved and implemented.

Alternatives

New Regulations to the **Municipal Government Act** require the adoption of the model code of conduct. Failing to adopt the model code or adopting a revised code of conduct is therefore not a legal alternative. If Council has a concern with an element of the code, then following adoption Council could direct staff to prepare an issue paper on the matter in preparation for advocacy with the province.

The model code does not explicitly extend to keeping the code of conduct requirements for elected officials, municipal staff, and citizen appointees as one document. Staff have

recommended applying the model code to non-council appointees through a policy amendment. Council could choose not to apply the code to at large members or adopt a modified code for this class of committee member.

Conclusion

The new model code represents an improvement over existing Council policy based on previous model codes. Staff is recommending that the current Code of Conduct be repealed and replaced and amend the current policy for non-council appointments and honorariums to include a section for the conduct expected of citizen appointees.

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

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

MODL POLICY 037

A POLICY RESPECTING A CODE OF CONDUCT

1. This policy is entitled “A Policy Respecting a Code of Conduct” and applies to Members of Municipal Council, citizens appointed by Council to serve on a Committee of Council and Municipal staff.

PURPOSE

2. The purpose of this Policy is to establish Council’s standards of professional conduct for Council Members, Municipal Staff and citizens appointed by Council to serve on a Committee of Council. The standards of professional conduct established in this Policy are built on the following Core Values of Municipal Council:
 - a) Customer Service
 - b) Community Participation and Consultation
 - c) Equality and Respect
 - d) Openness and Accountability
 - e) Integrity and Impartiality.

PROFESSIONAL CONDUCT STANDARDS - GENERAL

3. All Municipal Council members, citizen appointees to Committees of Council and Municipal staff shall adhere to the following Professional Conduct Standards in carrying out their respective duties:
 - a) Council members, citizen appointees and Municipal staff will act in good faith at all times, putting public interest above personal interest
 - b) Council members, citizen appointees and Municipal staff will be cognizant of issues involving Conflict of Interest (either direct or indirect) and will declare such Conflict of Interest when they occur.
 - c) No member of Municipal Council, citizen appointees or Municipal staff shall, without proper legal authorization, disclose confidential information of the Municipality, property of the Municipality or employees of the Municipality where such information was discussed in an In-Camera Session.
 - d) Council members, citizen appointees and Municipal staff shall not exceed their authority, breach the law or ask others to do so.

e) Council members, citizen appointees and municipal staff will recognize that the expenditure of municipal funds is a public trust and will endeavor to ensure that such funds are expended efficiently, economically and in the best interest of the Municipality of the District of Lunenburg.

PROFESSIONAL CONDUCT STANDARDS – MUNICIPAL COUNCIL MEMBERS

4. In addition to the Professional Conduct Standards in section 3, all Members of Municipal Council shall follow the Professional Conduct Standards in carrying out their duties as a Municipal Councillor of the Municipality of the District of Lunenburg, as follows:

a) Council members shall be able to seek information from Municipal Staff without receiving authorization from the Chief Administrative Officer. However, if the information being sought will impact on Municipal staff's workload or not enable Municipal staff to complete scheduled work, the request for information shall be made through the Chief Administrative Officer.

b) As per the Municipal Government Act, no member of Municipal Council or Committee member shall give direction to Municipal staff. All instructions shall be made by Council or the Committee of the Whole or other Committees of Council, through the Chief Administrative Officer.

c) Council members will avoid hostility and bitterness during meetings; will observe proper decorum and behavior; will encourage full and open discussions in all matters; and, will not withhold or conceal from Council members any information or matter in which they should be concerned.

d) Council members will make no disparaging remarks (in or out of Council) about other members of Council or their opinions, but will reserve the right to make respectful and honest criticism.

e) Council members will respect that the role of Municipal staff is to provide Council with the information deemed necessary for Council members to make decisions and carry out the duties of Council. Council members shall treat staff with respect and shall not display hostility or bitterness to Municipal staff while receiving Municipal staff's advice.

f) Council members will not pursue any procedure calculated to embarrass a fellow member of Council or a member of Municipal Staff.

g) Council members will abide by the majority decisions of Municipal Council.

PROFESSIONAL CONDUCT STANDARDS - CITIZEN APPOINTMENTS

5. Individuals appointed by Municipal Council as Members at Large (Citizen Appointments) on Committees of Municipal Council shall adhere to the professional conduct standards as established for Municipal Council Members

PROFESIONAL CONDUCT STANDARDS - MUNICIPAL EMPLOYEES

6. Municipal staff shall adhere to the following Professional Conduct Standards in carrying out their duties as employees of the Municipality of the District of Lunenburg:
 - a) Municipal staff will carry out their duties in accordance with their job descriptions and will do so with the utmost respect for each other, Council and for public which they serve.
 - b) No Municipal employee shall grant any special consideration, treatment or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
 - c) Municipal staff will make no disparaging remarks about other employees, Council members or members of the public in the carrying out of their duties.
 - d) Upon the request of a Council Member for information, a Municipal staff member shall provide the requested information within a reasonable time frame. If a Municipal staff member feels that in order to provide the requested information their respective workload and ability to meet specific deadlines will be impacted, the employee shall forward the request, on behalf of the Councillor, to the Chief Administrative Officer. The Chief Administrative Officer shall then make a determination as to whether the requested information can be provided and when.
 - e) Municipal staff shall not receive direction from a Municipal Council member, but rather shall receive direction from a Committee or Council, through the Chief Administrative Officer.
 - f) All recommendations/reports communicated to Council or a Committee of Council shall be in writing and shall be brought to Council through the Chief Administrative Officer, or to the applicable Committee through the Chief Administrative Officer, or the Committee Chair, as applicable. Verbal reports shall be used as a method of communicating advice to Council or a Committee only on the rare occasion, when time constraints provide no other option. Recommendations/Reports shall be based upon the best information available to Municipal Staff at the time of forwarding the same to Council.
 - g) Municipal staff shall respect that the role of Municipal staff is to advise Council on policy matters. Municipal staff shall further respect that the role of Municipal Council is to receive the advice and then make decisions respecting policy matters. Municipal staff shall

respect the decision of Council, and shall not make disparaging remarks (in or out of Council) about Councillors or individual Council Members opinions.

7. **REPORTING BREACHES OF THIS CODE**

Members of Municipal Council, citizen appointees on Committees of Council and Municipal staff shall act in accordance with this Code of Conduct. The following procedure shall be followed in reporting a breach of this Code:

Municipal Employees

- a) An employee who wishes to report a breach of this Code or seek clarification as to whether the Code of Conduct was breached shall consult with his/her supervisor.
- b) If a supervisor determines that a breach to this Code has occurred, the supervisor shall report the same to his/her Department Head. The Department Head, in consultation with the Chief Administrative Officer, shall determine what steps shall be taken to rectify the matter, including whether disciplinary action shall be taken.
- c) A Municipal Councillor who wishes to report a breach of this Code by a Municipal Employee, or seek clarification as to whether the Code of Conduct was breached shall do so by consulting with the Chief Administrative Officer.

Municipal Council Members / Citizen Appointees

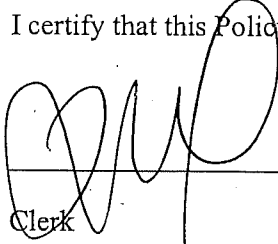
- d) A Municipal Council Member or Citizen Appointee, who wishes to report a breach of this Code by a Council Member or a Citizen Appointee, or seek clarification as to whether the Code of Conduct was breached, shall consult with the Head of Council.
- e) If the Head of Council determines that a breach of this Code has occurred, the Head of Council shall discuss the breach with the Councillor or Citizen Appointee whom made the breach to determine what steps will be taken to rectify the matter.
- f) A Municipal Employee who wishes to report a breach of this Code by a Municipal Councillor or Citizen Appointee, or seek clarification as to whether the Code of Conduct was breached shall do so by consulting with his/her supervisor. Upon receipt of the notice by the employee, the supervisor shall report the same to the Chief Administrative Officer, who, in turn shall refer the matter to the Head of Council.
- g) A Municipal Councillor who wishes to report a breach of this Code of Conduct by the Head of Council shall do so by bringing the matter to Council. The Head of Council shall grant the request to place the item on the Agenda. Council members shall discuss the concern with the Head of Council.

Clerks Annotation for Official Policy Book

Date of Notice of Council Members: September 11, 2007

Date of Passage of Current Policy: October 9, 2007

I certify that this Policy was adopted by Council as indicated above:



Clerk

October 17, 2007

Date

Municipality of the District of Lunenburg

Policy Details	
Name	Code of Conduct for Elected Officials
Number	037
Legislative Authority	
Effective Date	

Purpose

- 1 (1) The purpose of the Code of Conduct Policy is to establish standards of professional conduct for elected officials. The Code of Conduct operates together and as a supplement to other applicable laws, including the bylaws and policies of the Municipality.
- (2) This Policy applies to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the Municipality or tarnishes its reputation.
- (3) Nothing in this Policy is intended to silence elected officials from sharing or expressing dissenting opinions.
- (4) This Policy applies to elected officials from the time they are declared elected until:
 - a) their resignation;
 - b) their disqualification while in office;
 - c) their successor is sworn into office; or
 - d) if there is no successor, until the meeting at which the successor would have been sworn into office.

Guiding Principles

- 2 (1) Collegiality – Members of Council will work together to further the best interests of the Municipality in an honest and honourable way.
- (2) Respect – Members of Council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- (3) Integrity – Members of Council are expected to act lawfully and adhere to strong ethical principles by giving the Municipality's interests priority over private individual interests.
- (4) Professionalism – Members of Council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.

(5) Transparency – Members of Council will be truthful and open regarding their decisions and action and make every effort to accurately communicate information openly to the public.

(6) Responsibility – Members of Council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General Conduct

- 3 (1) Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- (2) Members of Council will respect the presiding officers, colleagues, staff, and members of the public that present during the Council meeting or other proceedings or meetings of the Municipality.
- (3) Members of Council will adhere to procedure and direction of presiding officers in respect of rules of procedure.
- (4) Members of Council must conduct Council business and all of the members' duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- (5) Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the Municipality.

Confidential Information

- 4 (1) Members of Council will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law, or authorized by the Council to do so.
- (2) Members of Council will not use confidential information for personal or private gain or for the gain of any other person or entity.
- (3) Members of Council should not access or attempt to access confidential information in the custody of the Municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.

(4) Members of Council must not discuss any matters relating to an active investigation under this Policy with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

- 5 (1) Members of Council will not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
- a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - b) a suitable memento of a function honouring the Member of Council;
 - c) sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a Member of Council;
 - d) compensation authorized by the Municipality.

Use of Municipal Property, Equipment, and Services

- 6 (1) Members of Council will not use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
- a) available for such use by the public generally and the member of Council is receiving no special preference in its use; or
 - b) made available to the Member of Council in the course of carrying out council activities and duties.
- (2) Members of Council will not use, or request the use of, for personal purposes, any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
- (3) Members of Council will not obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
- (4) Members of Council will not use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.
- (5) Members of Council, or person closely connected to a member, will not tender on items such as the sale of older and extra equipment.

Building, Development, Planning, or Procurement Proposals before Council

- 7 Members of Council will not solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

Improper Use of Influence

- 8 Members of Council will not use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- 9 (1) Members of Council will not allow the prospect of their future employment by a person or entity to affect the performance of their duties to the Municipality.
- (2) Members of Council will not borrow money from any person who regularly does business with the Municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) Members of Council will not act as an agent of a person or entity before Council or a Committee of Council or any agency, board or committee of the Municipality.

Employment of Persons Closely Connected to Members of Council

- 10 (1) Members of Council will not attempt to influence any municipal employee to hire or promote a person closely connected to the Member.
- (2) Members of Council will not make any decision or participate in the process to hire, transfer, promote, demote, discipline, or terminate any person closely connected to the Member.

Fairness

- 11 (1) Members of Council will not give special consideration, treatment, or advantage to any individual or entity beyond that which is accorded to all.
- (2) Members of Council will not give special consideration, treatment, or advantage to an organization or group due to the Member or person closely connected to the Member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws, and Other Laws

- 12 (1) Members of Council will adhere to the Code of Conduct and to the applicable national and provincial legislation.

(2) Members of Council will adhere to the procedures, policies, and bylaws of the Municipality.

(3) Members of Council will adhere to the expense and hospitality policy of the Municipality.

Respect for Council as a Decision-making Body

13 (1) Members of Council must abide by the Act in accordance with any decision made by Council, whether or not the Member voted in favour of the decision.

(2) Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy, or procedure.

Communicating on Behalf of Council

14 (1) A Member, other than the Mayor, must not claim to speak on behalf of Council unless the Member has been authorized to do so.

(2) The Mayor or designated individual may speak on behalf of Council and must make every effort to accurately convey the intent of Council's decision.

Interactions of Council with Staff and Service Providers

15 (1) Members of Council must respect the role of the CAO as head of the administrative branch of the government of the Municipality and must not involve themselves directing in the administration of the affairs of the Municipality, including, without limitation, the administration of contracts.

(2) Members of Council will not direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.

(3) Members of Council will be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or fraction of the Council.

(4) Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.

(5) Council cannot direct municipal employees except through the CAO.

(6) Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the Municipality.

(7) Members of Council will not require or request that a municipal employee undertake personal chores or tasks for the Council Member unrelated to municipal business.

(8) Members of Council will refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

Respectful Interactions

- 16 (1) Members of Council must not engage in discrimination or harassment on the grounds articulated in the **Human Rights Act** of Nova Scotia.
- (2) Members of Council must not sexually harass any person.
- (3) Members of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that create a poisoned environment.

Reprisal

- 17 Members of Council must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under the Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Sanctions Framework

- 18 (1) Council will consider all of the following criteria prior to imposing a sanction or sanctions:
- a) The nature of the contravention of the code.
 - b) The length or persistence of the contravention of the code.
 - c) Intentional contravention of the code.
 - d) Remediation of the contravention of the code.
 - e) Prior incidents of contravention of the code.
 - f) External factors that exist to the contravention of the code, i.e., family situation, mental health.
 - g) Resources that may be required for the Member to complete their job.

Breaching the Code of Conduct

- 19 (1) Possible sanctions to be imposed on a Member of Council for breaching the Code of Conduct are as follows:
- a) Member will receive a letter of formal reprimand or warning, as directed by Council.

- b) Member will issue a letter to include acknowledgement of breach of code and an apology withing 15 days.
 - c) Member will be required to attend training, appropriate to the incident, as directed by Council.
 - d) The Member will be censured publicly.
 - e) Limit the Member's access to certain local government facilities, equipment and/or property.
 - f) Suspend or remove the Member as Deputy Mayor and/or the Chair of a committee, if applicable.
 - g) Suspend or remove the Member for no longer than 6 months from some or all committees and/or boards.
 - h) Impose a limit on the Member's participation on behalf of the Municipality.
 - i) Impose a limit on the Member's travel and/or expense reimbursement on behalf of the Municipality.
 - j) Impose a fine on the Member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of Council and to be collected in the same manner as other taxes.
 - k) Impose an appropriate reduction in remuneration to the Member for no longer than 6 months.
 - l) Require that the Member repay any direct monetary loss realized by the Municipality as a result of the Member's action in any amounts determined by an investigator.
 - m) Require that the Member repay any direct monetary gain they obtained from their actions in any amounts determined by an investigator.
- (2) Failure to comply with a sanction imposed is considered to be a breach of the Code of Conduct and will go to Council with the investigator's recommendation only.

Complaint and Investigative Process

- 20 (1) The Municipality will appoint a person or entity with experience in conducting investigations and applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
- (2) The Investigator's contact information is available on the MODL website.
- (3) The complaint must be submitted to the Investigator no later than 6 months from discoverability.
- (4) A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, will not be investigated until the election has concluded. Investigations already in progress at the time of the nomination day will continue.

- (5) The Investigator will notify the CAO/Clerk of a complaint upon receipt.
- (6) The Investigator will determine the validity of the complaint. If not valid, the complaint will be dismissed. If valid, the Investigator will:
 - a) notify the Member that a complaint has been made against them and advise that an investigation is proceeding; and
 - b) notify Council through a confidential email or brought to an in camera session of Council of the fact that a complaint is proceeding to the investigation phase.
- (7) The Investigator will protect the confidentiality of the complainant, the subject of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
- (8) No later than 6 months after the receipt of the complaint, the Investigator will present a report to Council on the investigation, including a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.
- (9) Under extenuating circumstances, Council may grant an extension of the 6-month deadline of the report. These circumstances could include a delay due to a municipal election.
- (10) The report to Council falls under the criteria for In Camera.
- (11) The Member who is the subject of the complaint will have an opportunity to review and respond to the Investigator's report and make submissions to Council, prior to Council's decision.
- (12) Council determines the validity of the breach and the sanction(s) to be imposed.
- (13) The Member who is the subject of the complaint under this Code of Conduct will:
 - a) leave the room if the discussion is being held in camera;
 - b) leave the room or remove themselves from the table if the discussion is part of the regular public session;
 - c) refrain from voting on any question relating to the matter.
- (14) The Member who has made the complaint under this Code of Conduct will:

- a) leave the room if the discussion is being held in camera;
- b) leave the room or remove themselves from the table if the discussion is part of the regular public session;
- c) refrain from voting on any question relating to the matter.

(15) Any breach of this Code of Conduct will automatically retrigger the required Code of Conduct training.

(16) The section under the Code of Conduct under which the complaint was lodged and the Investigator's recommendations will be made public.

(17) Council's decision or penalty on a Code of Conduct matter is final and binding on all parties.

Code of Conduct Training

- 21 (1) Elected officials are required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the Code of Conduct. The matter of this breach may go to Council without investigation.
- (2) Any breach of this Code of Conduct will result in additional training for the Member who committed the breach.
- (3) The training will be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

Review of Code of Conduct Policy

- 22 A review and re-adoption of the Code of Conduct will take place every 4 years.

Repeal & Replace

- 23 Policy MDL-37 A Policy Respecting a Code of Conduct dated October 17, 2007 is repealed and replaced with the new Policy 037 Code of Conduct for Elected Officials.

Policy Adoption	
Date of Original Passage	October 9, 2007
Date of Notice of Intent to Repeal & Replace	November 19, 2024
Date of Council Approval	
Date of Effective Date (if different from approval date)	

I certify that this Policy 037 Code of Conduct for Elected Officials was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	A Policy Respecting a Code of Conduct	Oct 9, 2007
	Repeal & Replace with new provincial standards	
Original V1	Code of Conduct for Elected Officials. New version includes conduct standards for elected officials only.	

Municipality of the District of Lunenburg

Policy Details	
Name	Non-Council Appointments and Honorariums
Number	004
Legislative Authority	
Effective Date	

Purpose

- 1 The purpose of this policy is to establish a procedure for the appointment of Non-Council Members to a standing, special or advisory committee and a method for calculation of an honorarium for such appointment.

Procedure for Appointment of Non-Council Members

- 2 (1) The following procedure shall be followed for the appointment of Non-Council members:
 - a) Councillors shall nominate non-council persons for members of Committees, Boards or Commissions in writing to the Nominating Committee.
 - b) The Nominating Committee shall recommend Non-Council members for Committees, Boards or Commissions to the Council. If the Nominating Committee's recommendation is not accepted by Council, then nominations shall be made in writing to the Council who will accept nominations and appoint such members.

Annual Honorariums

- 3 Annual honorariums paid to Non-Council members appointed by Council shall be \$55 per meeting plus appropriate mileage.

Code of Conduct

- 4 Non-Council members will be held to the same professional code of conduct standards as established in Policy 037 Code of Conduct for Elected Officials.

Policy Adoption	
Date of Original Passage	October 9, 2007
Date of Notice of Intent to Amend	
Date of Council Approval	
Date of Effective Date (if different from approval date)	

I certify that this Policy 004 Non-Council Appointments and Honorariums was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Non-Council Appointments and Honorariums	Apr 1, 1999
V2	Amended to add Lunenburg/Queens R.D.A to list of annual honorariums paid to non councillors	Aug 3, 1999
V3	Amended to add Waste Water Management Committee to list of annual honorariums paid to non councillors	Feb 22, 2000
V1	Repealed & Replaced with new Policy 004 Non-Council Appointments and Honorariums	Oct 9, 2007
V2	Removed old fee structure and created a set meeting rate.	Apr 9, 2013
V3	Section 1 amended to remove “excluding Area Advisory Committee”	July 14, 2020
V4	Amended to add a section for Code of Conduct	



Municipality of the District of Lunenburg Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Elana Wentzell, CPA, CMA, Director of Financial Services
Date: November 19, 2024
Re: TAX RELIEF – DAMAGED PROPERTY

Recommendation

It is recommended that Municipal Council approve tax relief in the amount of \$734.21 as per the submitted application for the property located at 88 Lakeview Haven Drive, Hebbville, AAN 04635191 and as per MDL-12 Tax Exemption/Reduction Policy.

Executive Summary & Discussion

The following taxpayer has completed application for tax relief due to fire loss of residential property:

Name	Property Tax Billing		Re-assessment	Tax Relief Amount
Bennie & Anne Hargreaves AAN 04635191	2024-25	\$2,904.66	\$2,170.45	\$734.21

As per Policy MDL-12, a property destroyed by fire or other natural disaster is eligible for a reduction in property taxes if proof of claim is received and if the PVSC makes an assessment change based on the damage. Staff have reviewed the application and have received the re-assessment for the property. Property tax adjustments have been pro-rated based on the date of destruction. Because the adjustment is over \$500, staff must seek Council approval.

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



Municipality of the District of Lunenburg Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Elana Wentzell, CPA, CMA, Director of Financial Services
Date: November 19, 2024
Re: TAX RELIEF – DAMAGED PROPERTY

Recommendation

It is recommended that Municipal Council approve tax relief in the amount of \$786.11 as per the submitted application for the property located at 25 Barss Corner Rd AAN 03339793 and as per MDL-12 Tax Exemption/Reduction Policy.

Executive summary & Discussion

The following taxpayer has completed application for tax relief due to fire loss of residential property:

Name	Property Tax Billing		Re-assessment	Tax Relief Amount
Patrick Fudge AAN 03339793	2023-24	\$796.23	\$628.96	\$167.27
	2024-25	\$821.34	\$202.50	\$618.84

As per Policy MDL-12, a property destroyed by fire or other natural disaster is eligible for a reduction in property taxes if proof of claim is received and if the PVSC makes an assessment change based on the damage. Staff have reviewed the application and have received the re-assessment for the property. Property tax adjustments have been pro-rated based on the date of destruction. Because the adjustment is over \$500, staff must seek Council approval.

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



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Elana Wentzell, CPA, CMA, Director of Finance & Municipal Treasurer
Date: 2024-11-19
Re: 2025 Tax Sale

Recommendation

The Policy & Strategy Committee recommend that Municipal Council authorize the Treasurer to proceed with a tender call for the March 3, 2025 Tax Sale and all future tax sales.

Executive summary

The annual Tax Sale is scheduled for March 3, 2025. Prior to the COVID pandemic, all tax sales were held as a public auction per Section 141 (1) of the Municipal Government Act (MGA).

For the past four years, Council approved that the Treasurer proceed with the annual Tax Sale through a tender call as per section 141 (2) of the MGA. The use of a tender call was successful. Most properties that went into these tax sales received bids and were sold.

Discussion

The Municipality's annual public auction tax sale has been historically well attended, with upwards of 90 people present. This can be cumbersome to manage, RCMP security is required, and it does not lend itself to be fully accessible to bidders who cannot attend in person on the tax sale day.

Staff have discussed annual tax sales with other municipal units at the recent Tax Collectors Conference – many who used an auction prior to the pandemic are continuing to use a tender process – mainly for the safety of their staff.

Because we have been successful with the tender tax sale process over the past 4 years, staff are suggesting that the upcoming tax sale in March 2025 proceed in this manner.

Alternatives

1. Tax Sale by Public Auction - Council can decide to proceed instead with a public auction for the upcoming tax sale.
2. Defer the Tax Sale - Council also has the authority to defer tax sales for up to two years. However, that could create a collections problem, where property owners could defer payment even longer. As well, it would become an administrative burden to let more property payments lapse.

The tax sale collection process is legislated by the MGA and includes preliminary and final tax sale notices, posting of properties in the tax sale as well as advertising in late January and again in February.

Staff make collection calls and payment arrangements to reduce the number of properties that are in the tax sale. Deferring the tax sale would mean additional resources would be required to manage a subsequent tax sale that would most likely include more properties.

Budget implications

There would be additional costs if the tax sale was deferred. These costs are passed on to the properties in the tax sale.

Conclusion

Staff recommend that due to four consecutive tax sales via a tender process, that the 2025 Tax Sale be held by a tender call as legislated in the MGA. Staff also recommend that this becomes a permanent process so Council approval need not be sought in future years.

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



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee

Submitted by: Reid Shepherd, Deputy Director of Planning and Development Services

Date: November 19, 2024

Re: Housing Market Data to Support Affordable Housing Development

Recommendation

“That the Policy and Strategy Committee recommend that Council provide direction to staff to prepare a Request for Proposals for the completion of a study to provide updated housing market information and address known data gaps that will support affordable housing within the region, and further, that Council send a formal request to neighbouring municipalities within Lunenburg County to participate in the study.”

Executive summary

The Canada Mortgage and Housing Corporation (CMHC) and other agencies rely on local housing market data to verify that needs exist and to ensure projects can remain viable when determining whether to fund affordable housing projects. Due to major gaps in local housing data, current and future affordable housing projects are potentially at risk. A staff recommendation to hire a consultant to collect additional local housing data is proposed.

Discussion

Over the past several years, the South Shore Housing Action Coalition (SSHAC) has reported that residents have been experiencing dramatic housing price increases, rental rate increases, increased homelessness and energy poverty. These challenges have highlighted the need for new affordable housing in the region. As stated above, CMHC plays a significant role in meeting those needs. Through the financing of different types of affordable housing construction, CMHC offers different funding streams such as the Apartment Construction Loan Program (targeting private sector) and Affordable Housing Fund (targeting non-profit sector).

Housing market data, such as the average median rental rates or average vacancy rates are key factors that are considered by CMHC when determining whether to finance an affordable housing project. Low rental vacancy rates put upward pressure on rental rates, while high vacancy rates can ease pressures and drive down rates. Rental rates are reviewed when calculating the viability of an affordable housing project. These rates help funders (such as CMHC) determine what “affordable” looks like in the local context and how much below the Average Median Rent (AMR) units must be offered. They also help determine the viability of a housing project by ensuring that the proposed rental rates that will be charged once the building is complete are sufficient to pay back the cost of the financing and avoid default.

Existing housing market data within the region is either insufficient, outdated or non-existent. CMHC does not have any current statistics on rental rates within the region, and when reviewing funding proposals, uses aggregated data from a few select parts of the province where sufficient data exists. The housing needs assessment provided by the provincial government in 2023 (based on 2021 data) used the same CMHC data and some additional information from Property Valuation Services Corporation (PVSC). It stated that MODL had a rental vacancy rate of 7%, and that average rents had only risen by 2% since 2018. Anecdotally and through conversations with community members, staff are aware of very different realities being experienced, including very low rental vacancy rates and high rental rates. There appears to be a significant disconnect between the data being used and the experiences of community members, yet there is no local data to back this up.

Staff have consulted with several other rural municipalities across Nova Scotia and the Maritimes, and many are experiencing the same challenges with data gaps that are painting incomplete or inaccurate pictures of the housing needs in our communities. Staff have also spoken with CMHC representatives and planning consultants who have acknowledged this lack of data and pointed to major flaws in how surveys are carried out in rural communities. The South Shore Housing Action Coalition recently presented to MODL Council and called on the municipality to undertake additional data collection to help better understand our housing needs and to support affordable housing development in our region. Finally, staff are aware of a local housing project that was denied CMHC funding - a lack of local data was stated by CMHC as a reason for the denial.

Staff are recommending that additional housing market data be collected as soon as possible, to help attract new affordable housing developments, and ensure their viability in our local market. As these issues and the various organizations within the sector are regional in nature, staff are also proposing that the data be collected on a county-wide basis and include the District of Chester, Town of Mahone Bay, Town of Lunenburg and Town of Bridgewater. Staff have discussed the request with counterparts at all other municipalities. The Town of Bridgewater has confirmed their support and funding, while a formal request is included in the included motion to obtain support from the other municipal units.

Budget implications

Staff are estimating that a budget of \$50,000 would be sufficient to complete the necessary work, based on a high-level estimate provided by a consultant. This work was not considered during the normal budget process. However, given the urgent nature and need in this case, the Administration Department has funds within their budget that can accommodate the study. MODL’s costs would likely be lower once contributions from other municipal units are confirmed.

Work plan

Upon direction from the Policy and Strategy Committee and Council, staff would prepare an RFP to be posted in the coming weeks. Council would be required to award the work once proposals are evaluated. Staff recommend that the work be completed over the winter, with a report and data provided in the spring.

Alternatives

The Policy and Strategy Committee may choose not to recommend this data collection. This potentially puts current and future affordable housing projects at risk, due to denied funding requests or inadequate funding due to these data gaps.

Conclusion

Successful affordable housing requires participation and contribution from all levels of government. Addressing data gaps is an urgent issue that needs to be addressed to help projects obtain funding from other levels of government that have the means to provide meaningful loans and grants. Helping to fill gaps in local housing market data is one small piece of the puzzle that can be addressed by MODL and other municipal partners in our region.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Reid Shepherd, LPP, MCIP, Deputy Director of Planning and Development Services
Report Approved by	
Date Reviewed by C.A.O.	

Improving Energy Efficiency in Homes

Challenges and Best Approaches

Abhimanyu Jain (he/him)
Manager, Climate Change and Sustainability
November 19, 2024 – Policy and Strategy Committee



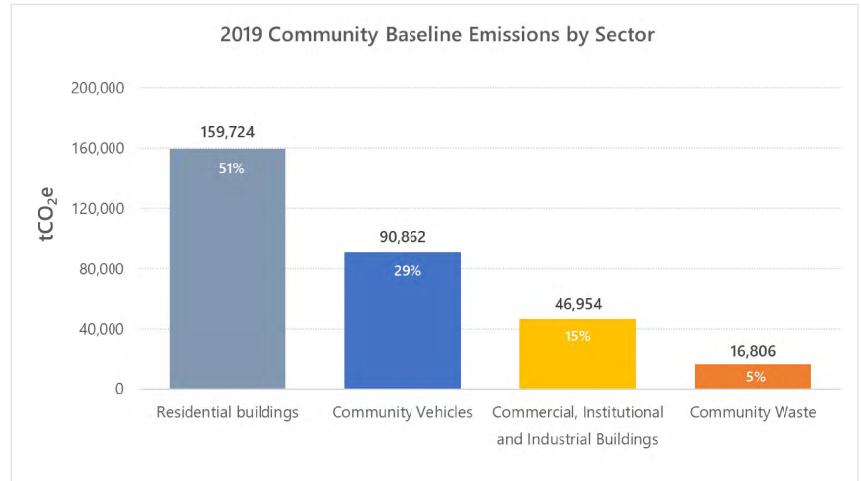
Contents

- Background
- Community Climate Action
- Role of Government
- MODL's Clean Energy Financing Program
- Current Program Statistics
- Current Challenges & Best Approaches
- Conclusion



Background

- Municipality declared a climate emergency in 2019
- Joined FCM’s Partners for Climate Protection Program
- Completed a baseline GHG emissions inventory
- Total community emissions in 2019 were 314,346 tCO₂e



Municipality of the District of Lunenburg
Planning and Development Services

Background

- **Local Climate Change Action Plan 2030**
- **10-year plan for net-zero GHG emissions by 2050**
- **Divided into two chapters:**
 - **Community Climate Action Plan:** Reducing GHG emissions within MODL
 - **Corporate Climate Action Plan:** Reducing GHG emissions controlled by MODL operations



LOCAL CLIMATE CHANGE ACTION PLAN 2030



Municipality of the District of Lunenburg
Planning and Development Services

Community Climate Action

Community Emission Reduction Targets:

- Achieve 30% reduction below 2019 levels by 2030
- Achieve 65% reduction below 2019 levels by 2040
- Achieve net-zero community emissions by 2050

Some of the 27 Key Climate Actions

- Retrofitting existing residential and ICI buildings
- Expanding electric vehicle charging infrastructure
- Enhancing public transit service
- Improving waste management and promoting a circular economy
- Establishing a community solar garden
- Implementing an annual tree planting program
- Managing natural assets and conserving land
- Supporting local food security
- Enhancing emergency preparedness and response capabilities



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Planning and Development Services

Community Climate Action

Action 1: Retrofit existing residential buildings

- Goal: Retrofit up to 1,400 homes by 2030 through Municipal CEF program, EfficiencyNS HomeWarming, as well as other available programs
- Benefits of improving home energy efficiency:
 - Reduces energy bills and increases affordability through long-term energy savings
 - Enhances indoor comfort and air quality
 - Lowers carbon emissions, contributing to environmental sustainability
 - Creates jobs and stimulates the local economy
 - Reduces reliance on fossil fuels, supporting energy independence



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Planning and Development Services

Role of Government

The Federal Government

- Oil to Heat Pump Affordability Program
- Canada Greener Homes Grant & Loan

The Provincial Government

- HomeWarming Program
- Home Energy Assessment Program

The Municipal Government

- Many municipalities across Canada are implementing retrofit programs
- Clean Foundation
- SwitchPACE



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District of Lunenburg Clean Energy Financing (CEF) Program

Administered by:



Municipality of the District of Lunenburg
Planning and Development Services

Program Eligible Upgrades

Eligible upgrades include, but are not limited to:

- Insulation
- Draft proofing
- Exterior doors and windows
- Heat pumps
- Balanced heat recovery ventilation
- Solar photovoltaic systems
- Electric vehicle charging station
- Electric thermal storage (ETS) systems



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Program Financing Terms

Terms:

- Maximum Financing Amount: Lesser of \$20,000 or 15% of the assessed property value.
- Financing Term: 15 years
- Interest Rate: 2%



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Program Eligibility Requirements

Who Qualifies Currently?

Homeowners may qualify for low interest financing if:

- They own a detached, semi-detached or row house (multi-unit buildings are not eligible for the program);
- All the property owners' consent to participation in the program;
- The property is in good standing with respect to municipal taxes, rates or charges;
- The residence is located within the Municipality of the District of Lunenburg;
- They meet the 1:1 debt-to-savings ratio



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Current Program Statistics

Fiscal Year	Number of Homes Retrofitted	Total Invoices
2016-17	8	\$73,734.30
2017-18	5	\$42,553.00
2018-19	0	\$0.00
2019-20	2	\$14,955.50
2020-21	1	\$10,000.00
2021-22	1	\$3,930.00
2022-23	1	\$19,917.00
2023-24	12	\$161,701.66
2024-25 (Apr-Sep)	10	\$143,987.18
Total	40	\$470,778.64
2024-25 (as of Sep)	37 (in progress)	\$715,605.00 (approved maximum financing)



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Planning and Development Services

Comparison with Clean Foundation Partner Municipalities

	Municipality	Number of Homes Retrofitted (2016 - Sep 2024)
1	Town of Bridgewater	69
2	Municipality of the District of Lunenburg	40
3	Town of New Glasgow	27
4	Municipality of the District of Digby	22
5	Municipality of Inverness County	12
6	Town of Amherst	4
7	Municipality of Cumberland County	3
8	Municipality of the District of Yarmouth	3
9	Municipality of the District of Barrington	2
	Total	183



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Planning and Development Services

Summer Research and Stakeholder Engagements

- Conducted a jurisdictional scan of PACE programs and completed a literature review
- Engaged with key stakeholders:
 - Natural Resources Canada and Federation of Canadian Municipalities (FCM)
 - EfficiencyNS and Nova Scotia Power
 - Private contractors, including Greenfoot Energy Solutions
 - PACE administrators like SwitchPACE
 - Clean Foundation partner municipalities
 - Other municipalities, including the City of Ottawa and City of Halifax
 - Homeowners who have completed or are currently undergoing retrofits through MODL's Clean Energy Financing (CEF) program



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Challenges and Best Approaches



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1. Current Terms of the Clean Energy Financing Program



**\$20,000 Loan
isn't Enough**



**Not Flexible
with Eligibility**



**Inefficient
Data Sharing
Structure**



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Best Approaches for Challenge 1

Current CEF Program Terms	Areas for Further Evaluation
Maximum Financing Amount: Lesser of \$20,000 or 15% of the assessed property value	Explore the possibility of raising the current financing limit
Must meet 1:1 debt-to-savings ratio	Assess the option to waiving the 1:1 debt-to-savings ratio for residents with good credit
Not required to submit pre and post EnerGuide labels, and home energy assessment data directly to MODL	Look into the feasibility of requiring homeowners to submit EnerGuide labels and energy assessment data to MODL as part of their customer service agreement



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Planning and Development Services

2. Financing Constraints



**Limited Internal Funding to Meet LCCAP2030
Goals of Retrofitting 1,400 Homes by 2030
and All Homes by 2050**



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Planning and Development Services

Best Approaches for Challenge 2

- Raising funds through property taxes has been a consideration in some municipalities
- Some have explored increasing the allocation of own funds to similar PACE programs
- Partnerships with private lenders have been examined by several municipalities
- Applying for funding from FCM is a widely used approach



3. Data Inaccessibility



Lack of Access to Data Outside the CEF Program



Best Approaches for Challenge 3



Explore formal partnerships with Natural Resources Canada, Efficiency Nova Scotia, and Nova Scotia Power



Municipality of the District of Lunenburg
Planning and Development Services

4. Inadequate Incentives & Awareness



**Incentives
Beyond Energy
Savings**



**Provide
Education and
Awareness**



**Limited by
Municipal
Government Act**



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Best Approaches for Challenge 4

To incentivize homeowners:

- Recognize homeowners (for example through a lawn sign campaign)
- Offer free educational sessions and increase promotion and awareness
- Free home energy assessments



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5. User Navigation



**Lack of a
Navigator**



**Overwhelming
Process**



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Best Approaches for Challenge 5

To improve user navigation and help homeowners:

- Create an online portal
- Provide a step-by-step guide for the CEF program
- Have a navigator that can help homeowners



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6. Maintaining Energy Efficient Homes in the Long-term



**Lack of Long-Term
Energy Efficiency
Tracking**



**Absence of
Net-Zero
Retrofit
Standard**



**Insufficient
Consideration
of Household
Energy Use**



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Best Approaches for Challenge 6

To maintain energy efficient homes in the long-term:

- Implement a data-tracking system to monitor long-term energy efficiency
- Develop clear retrofit criteria to support a path toward net-zero homes
- Assess energy usage impacts to design retrofits that meet residents' needs, ensuring affordability and reducing energy poverty



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Planning and Development Services

Conclusion: Overview of Best Approaches

1. Review the current terms of the CEF program
2. Explore a mixed approach to financing the CEF program
3. Increase data accessibility
4. Assess viable incentives and educational sessions
5. Explore developing a user-friendly guide and improved navigation
6. Conduct further research on how people use energy in their homes



Municipality of the District of Lunenburg
Planning and Development Services

Questions?



Municipality of the District of Lunenburg
Planning and Development Services

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

TO: Chief Administrative Officer

FROM: Councillor Cathy Moore Councillor Pam Hubley

DATE: Nov12/;24

1. Agenda Item

Reinstate Parkview bus stop on Upper Branch Rd

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

Nov 19/24 Policy and Strategy

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.

to follow

4. What is its relevance to Council or the committee?

Concern of constituent that is not getting a satisfactory answer.

5. What outcome(s) are you seeking?

Reinstate bus stop

Cathy Moore Pam Hubley
Councillor's Signature

Nov12/24
Date

Approval for agenda: Yes No

Reason for Denial:

Mayor or Chair of Committee

Date

From: Jacob Conrad <woodsman384@gmail.com>
Sent: July 9, 2024 9:58 PM
To: Cathy Moore <Cathy.Moore@modl.ca>
Cc: Lunenburg West MLA Office <info@beckydruhan.ca>; Carolyn Bolivar-Getson <CBG@modl.ca>
Subject: Re: FW: Transportation Review Committee Decision

I'm writing to you because there was a bus stop at my residence at 3646 Upper Branch road, which I have been notified that is being removed as an authorized bus stop for my daughter who will be going to Parkview this year.

As stated in the letter from the school board, they are indicating that the bus stop at my residence will be grandfathered in for my son who goes to Hebbville for the next 4 years. After the 4 years, the bus stop will be removed and my son will not be able to get pickup from at my residence when he goes to Parkview.

I am receiving mixed messages regarding the bus stop at my residence and the surrounding area that they are removing. From the Seamond Road to where the original cut off line was for New Germany at the hemford sign (3996 Upper Branch Road) there were 19 kids that were picked up on the bus route for Parkview and Hebbville over the years.

The first time I reached out to the school board about the stop being removed, I was told that all the parents of the 19 kids on that bus route must have made a special request to go to Parkview on this route. This is false, and I will be obtaining signatures from the involved parties.

The second time I spoke to the school board, I was informed that those 19 kids were picked up as a courtesy as the bus had to drive past those areas to safety turn around (see attached letter). This is not true as the places they are turning the bus currently have always been viable turning options.

My one daughter graduated in 2017 and my other daughter graduated in 2022. There were no issues with either of my daughters accessing the bus to go to Parkview, and there was a 5 year gap between both of my daughters going to Parkview.

I was told by Andy that where there was a 2 year gap between my last daughter going to Parkview and my daughter going this year, that the stop has been permanently removed and will not be readded.

The decision to remove the bus stop at my residence of 3646 Upper Branch Road, was made without any consideration for my children that would be enrolled in Parkview in the future. It is not my fault, or my children's fault, that this decision was made without thoughtful consideration given to the families involved or any form of communication notifying families of this change. I could understand if someone new had moved to the area that their request may be denied, but where my children were already enrolled in the school system and without any prior communication, this stop should not have been removed.

I'm requesting that the stop be grandfathered in so that my daughter and my son can continue with their current bus stop at 3646 Upper Branch Road.

Adding this stop back adds 3.2 kms from the seamond road, to the turning spot and back to the seamond road, and adds under 4 minutes to do the extra 3.2 kms that's allowing time for the turning spot and stopping at my house for a pickup of my kids.

Thanks Jacob

On Tue, Jul 9, 2024, 7:41 p.m. Cathy Moore <Cathy.Moore@modl.ca> wrote:

From: Cathy Moore <cathy.moore@modl.ca>

Sent: Tuesday, July 9, 2024 7:36 PM

To: beckydruhan.mla@eastlink.ca

Cc: Jacob Conrad <woodsman384@gmail.com>; Carolyn Bolivar-Getson <CBG@modl.ca>

Subject: FW: Transportation Review Committee Decision

Hello Becky

This is the issue I talked to you today about a bus stop that was acceptable and in place a few years back on the Upper Branch Rd and is no longer allowed for Park View students.

Apparently it was a jester of kindness back then and now is denied.

I have copied Jacob Conrad and the Mayor.

Jacob can you please fill in Becky and the Mayor on the history of this complaint in writing.



Thursday, July 4th, 2024

Dear Jacob,

Thank you for coming in to meet with us on June 24th to discuss your bus stop request for 3646 Upper Branch Road.

Based on the Nova Scotia Student Transportation Policy your request to create a new stop for your child is denied. As per the Provincial Transportation Policy, the region is required to provide transportation for students who reside within the schools designated catchment area. Your residence is outside of Park View's designated catchment area, the region is therefore not required to pick up your student and therefore denying the request.

In the Provincial Transportation policy, under section 5.1.2 it states the following

Transportation must be provided for students in middle and secondary grades who live more than 2.4 km from the school in their designated catchment area.

In the meeting you discussed how previous students were picked up in the area and asked when the boundaries changed. We reviewed our historical info and were not able to find any changes to the boundary lines in the last 23+ years. There were historical stops in that area to accommodate safe turnaround spots for the busses and because of the location of the turnaround spots we were able to pick up students in your area as a courtesy stop. When reviewing this request for a new stop, it was determined the bus does not travel that far anymore and turns around at the boundary line.

If you would like to have your student picked up at the closest stop to your location, please reach out to Colin at the Transportation Department and he can arrange that.

By way of this letter the Transportation Review Committee is denying the request and that decision is final.

Thanks,

Andy Selig

CC:

Angela Gladwin, Regional Executive Director – SSRCE

Carol Hughes, Equity Consultant – SSRCE

Denise Crouse, Transportation Coordinator - SSRCE

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

TO: Chief Administrative Officer

FROM: Wendy Oickle

DATE: Nov 5/24

1. Agenda Item

Councillors' Matters

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

PSC or Council

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.

Refer to FCM Emails

4. What is its relevance to Council or the committee?

Knowing that education, information + networking can help a Council with their initiatives in housing + climate attending a conference that is focusing on sustainability in these areas

5. What outcome(s) are you seeking? can be beneficial to council and our municipality

That the FCM Sustainable Communities Conference in Fredericton NB Feb 10-13 2025 be offered to any councillor who wishes to attend. I know that I would like to attend as does a few other councillors who are aware of the conference. Rather than each of us asking individually I propose that

Councillor's Signature

Date

Approval for agenda: Yes No

Reason for Denial:

there be a blanket motion for allay council who wish to attend can do so. Thank you.

Mayor or Chair of Committee

Date