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Policy & Strategy Committee Meeting Agenda

Tuesday, September 15, 2026 – 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 – July 21, 2026 (as circulated)**
- 6. Business Arising from Minutes – Nil**
- 7. Presentations/Scheduled Times – Nil**
- 8. Referral from Council – Nil**
- 9. Staff Reports**
 - 9.1 Finance Department**
 - 9.1.1 Repeal and Replace Policy 033 – Purchasing & Tendering Policy 1-24
 - 9.2 Parks, Recreation & Tourism Department**
 - 9.2.1 Proposed Policy 101 - Parks Memorial Fund & Commemorative Asset Program.... 25-38
 - 9.3 Administration Department**
 - 9.3.1 Proposed Policy 107 - Affordable Housing Pre-Construction Grant..... 39-47
 - 9.4 Planning & Development Department**
 - 9.4.1 Private Road Design & Construction Standards Referral to PAC..... 48-72
- 10. Mayor's/Deputy Mayor's/Councillors' Matters – Nil**
- 11. Added Items**

12. In Camera

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

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

13. Adjournment



The Municipality of the District of Lunenburg

Request for Decision

Report to: Deputy Mayor Veinotte & Members of the Policy & Strategy Committee

Submitted by: Elana Wentzell, Director of Finance
Renee Demone, MJSB Procurement Specialist

Date: September 15, 2026

Re: Policy 033- Purchasing and Tendering Policy

Recommendation

It is recommended that Council repeal Policy 033 Purchasing and Tendering and replace it with Policy 033 – Procurement Policy and hereby give 7-days' notice of the intention to revise the policy.

Executive summary

The proposed Procurement Policy replaces the Municipality's existing Purchasing and Tendering Policy and establishes a practical framework for the procurement of goods, services, and construction. The policy aligns municipal procurement practices with the Nova Scotia Public Procurement Act, Canada Free Trade Agreement thresholds (CFTA), and incorporates current best practices related to competition, transparency, sustainability, local preference, conflict of interest management, and delegated purchasing authority.

Discussion

The Municipality's current Purchasing and Tendering Policy has served the organization well; however, procurement practices, legislative requirements, and expectations around transparency and accountability have evolved significantly since its adoption. The proposed Procurement Policy is the result of a collaborative review undertaken by the Procurement Specialist and Senior Management Team to ensure the Municipality's purchasing practices

continue to meet operational needs while reflecting current procurement requirements and best practices. Key changes between the current and proposed policies include:

Area	Current Policy	Proposed Policy
Staff Purchasing Authority	Purchasing authority limits are referenced but not clearly defined in the policy.	Clear spending authority levels are established: Designated Staff up to \$5,000, Managers up to \$25,000, Directors up to \$100,000, and the CAO up to \$250,000.
Council Approval	Council required to award all purchases over \$25,000.	Regardless of the proposed approval limits, contracts that commit the Municipality to make capital expenditures in future fiscal years must be awarded by Council.
Low Value Procurement	Purchases under \$2,500 could be made directly. Different purchasing processes applied between \$2,500 and \$25,000.	Purchases under \$5,000 may be made directly where appropriate. Purchases above \$5,000 generally require quotes from multiple vendors before a purchase is made.
Competition Requirements (High Value Procurement)	Public tendering was generally required for purchases over \$25,000, unless otherwise authorized.	Open competition is required for Goods and Services valued at \$50,000 or more and Construction valued at \$100,000 or more.
Reporting to Council	Council was notified when Alternative Procurement purchases exceeded \$10,000.	Council will receive quarterly reports listing awards approved by the CAO and Alternative Procurement awards over \$50,000.
Local Preference	A 5% Buy Local preference applied to Goods under \$25,000 & Services under \$50,000.	A 5% Local Preference applies to Goods and Services under \$50,000, and Construction purchases under \$100,000.

The proposed policy updates delegation authority levels, procurement thresholds, and competitive procurement requirements to provide clearer direction to staff and greater consistency across departments. It also formalizes processes for alternative procurement, emergency purchases, supplier performance management, and conflict of interest situations.

The review provided an opportunity to better incorporate sustainable procurement and local preference provisions into the policy. These additions encourage consideration of local suppliers where appropriate and recognize that best value may include environmental, social, and economic considerations in addition to price.

Overall, the proposed policy provides a clear and practical approach to the procurement of goods, services, and construction on behalf of the Municipality. It is intended to support fair, consistent, and informed purchasing decisions while ensuring responsible stewardship of taxpayer dollars.

Strategic Focus

The proposed Procurement Policy aligns with Council's commitment to good governance and the responsible use of taxpayer dollars. The increased threshold for local purchasing preference will also contribute towards regional economic development. It provides a consistent approach to purchasing goods, services, and construction on behalf of the Municipality.

Budget/Financial Implications

There are no direct financial implications associated with the adoption of this policy. Any costs resulting from procurement activities will continue to be managed through approved operating and capital budgets.

Climate Change/sustainability

The proposed policy introduces sustainable procurement considerations into municipal purchasing decisions, allowing environmental, social, and economic factors to be considered alongside cost and other evaluation criteria where appropriate.

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

The policy includes provisions that support equitable access to procurement opportunities and recognizes opportunities to engage with businesses owned by under-represented and underserved communities where appropriate.

Strategic Communications

Following Council approval, the policy will be posted on the Municipality's website and communicated to staff through in-house training sessions. Annual refresher training and the development of a Procurement Procedures Manual will support consistent implementation of the policy across the organization. The Procurement Specialist in collaboration with MODL economic development staff are also engaging local businesses to determine how to increase local bidding on municipal work.

Work plan

Following adoption of the policy, staff will update procurement templates and related documentation as needed to support implementation. A Procurement Procedures Manual is also being developed to support staff responsible for conducting procurements and promote consistent application of the policy across the organization. In-house training sessions and annual refresher training will be delivered to support implementation of the policy.

Alternatives

1. Adopt the Procurement Policy as presented.
2. Refer the draft Procurement Policy back to staff for additional revisions and return it to Council at a future meeting.
3. Maintain the existing Purchasing and Tendering Policy; however, this would not address the updates made to reflect current procurement practices, legislative requirements, and organizational needs.

Conclusion

The proposed Procurement Policy provides a clear and practical framework for the procurement of goods, services, and construction on behalf of the Municipality. It is intended to support consistent purchasing practices and the responsible stewardship of taxpayer dollars.

Report Preparation	
Department	MJSB & Finance
Report Prepared by	Renee Demone & Elana Wentzell
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Procurement Policy
Number	033
Legislative Authority	Public Procurement Act, SNS 2011, c. 12, Freedom of Information and Protection of Privacy Act (FOIPOP), RSNS 1993, c. 5, Canadian Free Trade Agreement (CFTA), Comprehensive Economic and Trade Agreement (CETA), where applicable, MODL by-laws, policies, and delegated authority frameworks, as approved by council.
Effective Date	

Purpose

- 1 (1) This Policy establishes how the Municipality of the District of Lunenburg (“Municipality” or “MODL”) will meet its obligations under the Nova Scotia Public Procurement Act (Act) and the Nova Scotia Public Procurement Policy.

(2) This Policy provides direction for the expenditure of funds to complete the programs approved by Council in the annual Operating and Capital Budget (Budget) as well as outlining procurement approaches for Emergency expenditures of Goods, Services, and Construction which may be required, but were not identified in the Budget.

(3) This Policy achieves the Best Value for the expenditure of public funds by the Municipality for the acquisition of Goods, Services, and Construction by maximizing competition, adopting commercially reasonable business practices, promoting Sustainable Procurement practices, and utilizing open, fair, and transparent procurement processes.

Definitions

- 2 (1) In this Policy,
 - (a) **Alternative Procurement Practice** means the authorized purchase of goods, services or construction without a public tender or other competitive process, in the circumstances described in Section 18 of this Policy;
 - (b) **Best Value** means evaluating bids not only on purchase price and life cycle cost considerations, but also considering items such as environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in tender documents;

- (c) **Bid** means a supplier's response to a Solicitation Document. Bid is synonymous with the terms proposal, response, submission, tender submission, quotation, or offer, and may be identified as such in this Policy;
- (d) **Budget** means the Municipality's annual approved operating and capital budgets adopted in accordance with the Municipal Government Act;
- (e) **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipality or their designate appointed per s.28 Municipal Government Act;
- (f) **Competitive Procurement** means a procurement method whereby all interested suppliers may submit a bid;
- (g) **Construction** means the construction, reconstruction, demolition, repair or renovation of a building, structure, road or other engineering or architectural work, excluding professional consulting services related to the construction contract unless they are included in the procurement;
- (h) **Procurement Tool** means an online procurement service, system, or software, used by the Municipality that may support some or all the main processes involved in a procurement including, but not limited to: Goods, Services, or Construction sourcing, contract management, and spend analytics.
- (i) **Environmental Considerations** means factors associated with the purchase, manufacture, operation, or disposal of a product or asset that affect the environment, such as the degree to which the product or asset uses recycled materials, is energy efficient, or produces or reduces greenhouse gas emissions;
- (j) **Goods** means materials, furniture, merchandise, equipment, stationery and other supplies required by the Municipality for the transaction of its business and affairs, including services that are incidental to the provision of such supplies;
- (k) **Group Purchasing Organization** means an entity that helps public sector entities realize savings and efficiencies by aggregating purchasing volume and using that leverage to negotiate discounts with manufacturers, distributors, and other suppliers.
- (l) **High Value Procurement** means the procurement of Goods or Services with an estimated value greater than \$50,000 or Construction with an estimated value greater than \$100,000.
- (m) **Immediate Family Member** means spouse, common-law partner, parent(s), and child(ren), regardless of age or residence.

- (n) **Invitational Competition** means a competitive process in which a Request for Quotes, Request for Proposal, or an invitation to submit Bids is issued to at least three (3) suppliers.
- (o) **Life Cycle Costs** means the total costs associated with a product or asset over its life span, including the cost of acquisition, maintenance, repair, operation, and disposal.
- (p) **Local Business** means businesses whose primary office or operations are physically located within the boundaries of Lunenburg County;
- (q) **Low Value Procurement** means the procurement of Goods or Services with an estimated value of \$49,999 or less, or Construction with an estimated value of \$99,999 or less.
- (r) **Non-Competitive Procurement** means the procurement of Goods, Services, or Construction directly from a supplier, outside of a competitive procurement process.
- (s) **Nova Scotia Procurement Portal** means the official website for provincial and public sector procurements, operated and maintained by the Province of Nova Scotia.
- (t) **Open Competition** means the solicitation of Bids through publicly posted solicitation such as Requests for Proposals or Tenders.
- (u) **Public Tender** means publicly advertising as described in Section 18 of this Policy, the Municipality's intended procurement of certain goods, services or construction and inviting responses from interested suppliers. Public tenders include traditional tenders, requests for proposals, and two-phase bids, and are described in Section (17) of this Policy;
- (v) **Request for Proposals** means a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Municipality. Requests for proposals are described in Section 18 of this Policy;
- (w) **Request for Quotations** means informally obtaining price quotations from several different suppliers. Requests for quotations are described in Section 18 of this Policy;
- (x) **Services** means services required by the Municipality for the transaction of its business and affairs, excluding services provided by an employee of the Municipality through a Personal Services Contract;
- (y) **Social Considerations** means factors associated with the purchase or manufacture of a product or asset that relate to the rights or interests of the workers involved, such as working conditions, fair wages, and compliance with human rights legislation and conventions;

- (z) **Standing Offer** means a source of supply available to the Municipality either through a standing price agreement with a supplier or as a member of a larger group of purchasers. Standing offers are described in Section 18 of this Policy;
- (aa) **Supplier** means a person or entity conducting the business of providing Goods, Services, or Construction.
- (bb) **Sustainable Procurement** means a procurement process that considers the environmental, economic and social factors related to the Goods, Services and Construction that are procured.
- (cc) **Traditional Tender** means a formal invitation to suppliers to submit a bid to supply specified goods, services or construction. Traditional tenders are described in Section 18 of this Policy;
- (dd) **Two-Phase Bid** means a two-stage process in which suppliers submit proposals for evaluation and separately submit prices. Two phase bids are described in Section 18 of this Policy.

Scope

- 3 (1) This Policy applies to all departments of the Municipality, as well as all employees or third parties undertaking procurement on behalf of the Municipality.
- (2) This Policy applies to the procurement by the Municipality of all Goods, Services, and Construction except for those excluded procurement actions as stated in Section 4.
- (3) All amounts and thresholds referenced herein are inclusive of non-recoverable HST and are denominated in Canadian dollars.

Excluded Procurement Actions

- 4 (1) This Policy does not apply to:
 - (a) Buying or leasing land or buildings;
 - (b) Selling surplus lands or disposing of assets that are at end-of-life;
 - (c) Purchases which are made by a third party where MODL is providing grants or other funding which pays for or contributes to payment for the procurement. MODL may, however, make such funding contingent on meeting certain requirements with respect to procurement which are consistent with this Policy;
 - (d) Construction projects managed by a third party on behalf of MODL, in which case, the procurement for the project must be in accordance with the contract between MODL and the third party;

- (e) Insurance funding work where specific suppliers are required by the Insurance Company;
- (f) Purchases made by MODL from corporations owned or controlled, in whole or in part, by the Municipality;
- (g) Purchases pertaining to training and education for Employees and Members of Council, which includes, but is not limited to, conferences, conventions, tradeshow, seminars, and workshops.

Procurement Policy Principles

- 5 (1) All procurement conducted by the Municipality must be conducted with a view to:
- (a) Procuring goods, services, and construction in a fair, open, consistent and transparent manner, resulting in best value for the Municipality;
 - (b) Ensuring an equitable, open and transparent process for the acquisition of Goods, Services and Construction by the Municipality;
 - (c) Avoiding dishonesty, corruption, or favouritism in the procurement of Goods, Services or Construction;
 - (d) Identifying and using Suppliers who can be expected to provide satisfactory performance and best overall value to the Municipality;
 - (e) Encouraging competitive bidding wherever possible and, in any event, minimizing the Municipality's cost of acquiring goods and services where practicable;
 - (f) Complying with applicable regional, national and international trade agreements including the Agreements on International Trade and the Atlantic Procurement Agreement;
 - (g) Procuring Goods, Services, and Construction with due regard to the preservation of the natural environment and encouraging Suppliers to utilize goods incorporating recycled materials and sustainably sourced materials where practicable;
 - (h) Promoting Sustainable Procurement, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and employ under-represented populations;
 - (i) Complying with the Public Procurement Act and any Regulations made pursuant to that Act.
- (2) All employees involved in procurement on behalf of the Municipality must:

- (a) ensure procurement activities are conducted according to this Policy, Provincial and Federal legislation, trade agreements, and ethical business practices;
- (b) encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and regional centres for education;
- (c) follow leading procurement practices;
- (d) in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
- (e) strive to obtain the Best Value for each expenditure;
- (f) require suppliers provide accurate representations of Goods, Services, and Construction;
- (g) encourage suppliers to consider integrating environmental, economic, and social considerations in their product or service offerings;
- (h) encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises; and
- (i) request removal from a procurement process when a personal conflict of interest is perceived.

Obligations of the Municipality

- 6 (1) The Municipality must:
- (a) publicly tender for all Goods, Services, and Construction in accordance with any applicable domestic or international trade agreement;
 - (b) provide reasonable notice and opportunity to respond to public tenders and post notices of public tenders on the Nova Scotia Procurement Portal;
 - (c) post on the Nova Scotia Procurement Portal the name of the successful bidder and the contract amount awarded;
 - (d) post its procurement policies on the Municipality's website;
 - (e) abide by the acceptable alternative procurement exceptions and practises as set out in Section 19 and noted in the Procurement Act;
 - (f) incorporate contract and risk-management guidelines into procurement practices; and
 - (g) be accountable for its procurement decision.

Purchasing Authority

Chief Administrative Officer

- 7 (1) The CAO is authorized to make purchases for goods, services, or construction for the purposes of carrying on the business of the Municipality where the amount of the expenditure does not exceed \$250,000 (excluding HST), and such expenditure has been included in the approved budget.
- (2) Any purchase for goods, services or construction that exceeds the amounts \$250,000, or is outside of the approved budget, must be approved by Council.
- (3) Nothing in this Policy prevents that CAO from seeking advice or direction from Council in relation to the awarded of a competition or from recommending that Council itself award a competition.

Directors

- 8 Directors are authorized to make purchases for goods, services, or construction for the purposes of carrying on the business of the Department where the amount of the expenditure does not exceed \$100,000 (excluding HST), and such expenditure has been included in the approved budget.

Managers

- 9 Managers are authorized to make purchases for goods, services and construction for the purposes of carrying on the business of the Department where the amount of the expenditure does not exceed \$25,000 (excluding HST), and such expenditure has been included in the approved budget.

Designated Staff

- 10 Directors may delegate the purchasing authority to designated staff within their Department corresponding with each individual's duties and responsibilities where the amount of the expenditure does not exceed \$5,000, (excluding HST), such expenditure has been included in the approved budget and a formal designation of authority form has been completed (signed by the Designate, Director and CAO) and returned to the Manager of Accounting or Director of Finance.

Council Approval

- 11 Regardless of the approval limits listed above, a contract award must be forwarded to Council for approval if the award commits the Municipality to making capital expenditures in a future fiscal year.

Reporting to Council

- 12 The Director of Finance must provide a report to Council, at least quarterly, containing a list of all awards approved by the CAO and all awards exceeding \$50,000 resulting from Alternative Procurement.

Purchasing Thresholds

- 13 (1) Good, Services and Construction must be procured under a Standing Offer if one exists for the Goods, Services and Construction required, and if doing so will provide the Best Value. If no Standing Offer is available then the Municipality must procure Goods, Services and Construction in accordance with Section 15.
- (2) Thresholds for Low Value and High Value procurement and the thresholds for acceptable procurement methods must be:

	Low Value		High Value
	Quotes	Invitational Competition	Open Competition
Goods	Less than \$5,000	\$5,000 - \$49,999	\$50,000 & Above
Services	Less than \$5,000	\$5,000 - \$49,999	\$50,000 & Above
Construction	Less than \$5,000	\$5,000 - \$99,999	\$100,000 & Above
Public Procurement Required	No	No	Yes

- (3) The estimated total value of all anticipated expenditures required to fulfil requirements must be used to determine the appropriate procurement method.
- (4) Purchases must not be divided to reduce or keep a purchase value below any specific threshold.

Use of Purchase Orders

- 14 For any purchases greater than \$5,000, a Purchase Order is required before committing to a purchase.

Procurement of Goods, Services, and Construction

- 15 Where a Good, Service, or Construction is being procured, and no Standing Offer is in place or the specifications of the Standing Offer does not meet the requirements, procurement must be completed in accordance with the appropriate process defined in Section 16: Low Value Procurement and Section 17: High Value Procurement.

Low Value Procurement

- 16 (1) Goods, Services, and Construction with a value below the High Value Procurement Thresholds (as defined in Section 2) and without an available or appropriate Standing Offer, must be procured through an Invitational Competition, subject to Section 18(2), 18(3), and 18(4).
- (2) Invitational Competitions require the Purchasing Authority to obtain a minimum of three (3) quotes (if available) through the Request for Quotation Process.
- (3) Goods, Services, and Construction with a value below \$5,000, do not require the use of an Invitational Competition provided that the Purchasing Authority makes a reasonable effort to identify and select vendors to obtain Best Value for these purchases.
- (4) If an Invitational Competition results in the lowest-priced or Best Value respondent quoting above the applicable Low Value Threshold, but still within the allotted Budget, the Purchasing Authority may:
- (a) Accept the results, enacting an applicable Alternative Procurement Practice;
 - (b) Cancel the competition and re-issue an as Open Competition; or
 - (c) Cancel the competition and reevaluate the Project.

High Value Procurement

- 17 (1) Goods, Services or Construction with a value above the Low Value Threshold (Section 13(2)) and without an available or appropriate Standing Offer must be procured through an Open Competition, subject to Sections 18(5), 18(6), 18(7) and 18(8).
- (2) High Value procurements are to be completed with the assistance of the Procurement Officer.
- (3) Notice of all Open Competitions must be posted on the Nova Scotia Procurement Portal. Names of successful bidder(s) and the contract amount awarded must be posted to the Nova Scotia Procurement Portal within 60 days of the award.
- (4) Open Competitions must be conducted in accordance with the requirements of this Policy, the Nova Scotia Public Procurement Act, the Nova Scotia Procurement Policy, all

applicable trade agreements, and applicable Standard Operating Procedures of the Municipality.

(5) The submissions need not be opened in public but must be opened in the presence of at least three representatives of the Municipality and a list of the proponents will be available to the public and the proponents upon request.

Forms of Procurement

- 18 (1) The Municipality must utilize various forms or methods to procure Goods, Services, and Construction, including, but not limited to:

Standing Offers

- (2) It is mandatory for the Municipality to use existing Standing Offers, where applicable and appropriate, regardless of the procurement value, to achieve contracted benefits through the consolidation of purchases. This includes:
- (a) A Standing Agreement between the Municipality and a supplier in which the supplier commits to providing specified Goods, Services, or Construction at a specific price for a specific period of time provided that such Standing Agreements must themselves be the subject of an Open Competition;
 - (b) Nova Scotia Provincial Standing Offers administered by the Province of Nova Scotia;
 - (c) The use of a Group Purchasing Organization, or a procurement program administered or recommended by the Nova Scotia Federation of Municipalities or the Association of Municipal Administrators Nova Scotia.

Buy Direct

- (3) Buy Direct is a non-competitive procurement method permitted for Low Value Procurement with an estimated cost of less than \$5,000. Designated Staff may purchase directly from a Supplier when requirements are clear and a formal process is not warranted. Purchases must reflect fair pricing, responsible use of public funds and be documented in the procurement records.

Request for Quotations (RFQ)

- (4) Request for Quotations (RFQ) are typically a form of Limited Competition, used in Low Value Procurements and when the cost of the Goods, Service, or Construction does not warrant the time, effort and expense required for a formal Open Competition. Quotes are normally requested from at least three (3) Suppliers; if fewer are available, the reason must be recorded. Quotes should be in writing, and when verbal quotes are necessary, key

details must be documented in procurement records and retained in accordance with Policy 008 Records Management and Routine Access.

Public Tender:

- (5) Public tender means publicly advertising the municipalities intended procurement of certain goods, services or construction and inviting responses from interested suppliers.
- (a) Public tenders are used for higher value procurements, when the cost of the goods, services or construction warrants the time, effort and expense required for a public tender process.
- (b) Public tenders can be in the form of traditional tenders, requests for proposals, or two-phase bids. See Sections 18(6), 18(7) and 18(8).

Traditional Tender:

- (6) A traditional tender is a formal invitation to suppliers to submit a bid to supply specified goods, services or construction.
- (a) A traditional tender should be used when the procurement requirements of the Municipality can be clearly and completely specified.
- (b) The Municipality must not negotiate with any bidders but must award the procurement contract to the bidder that meets the tender requirements and provides best value.

Request for Proposals

- (7) Request for Proposals (RFP) are a form of Open Competition and may be used when the Municipality is unable to clearly or completely specify the Goods, Service, or Construction required, and Suppliers are therefore asked to provide a solution to the problem, requirement or objective.

Two Phase Bids:

- (8) A two-phase bid process invites suppliers to submit bids as follows:
 - (a) Phase OneOne or more steps in which bidders submit proposals for evaluation, either with or without prices in a separate submission;

(b) Phase Two

Only those bidders whose bids were determined to be acceptable will be entitled to submit priced bids for consideration or, where prices are submitted separately in Phase One, the prices are opened.

- (c) A two-phase bid process may be used when detailed specifications are not available, or it is impractical to prepare a specification based on price. This type of procurement has the advantages of a request for proposals in Phase One and a traditional tender in Phase Two.
- (d) The municipality must not negotiate with any bidders and must award the procurement contract to the supplier whose proposal is determined to provide best value to the Municipality based upon the evaluation criteria set out in the Phase One request for submissions equitably applied to all proposals, and the prices in Phase Two.

Alternative Procurement Practices (ALTP)

- 19 (1) To balance the need to be open and competitive with the demands of urgent, specialized, exceptional or exempt circumstances, ALTP may be used in accordance with this Policy.
- (2) ALTP must not be used to avoid competitions between suppliers or to discriminate against specific individuals or groups of suppliers.
- (3) An ALTP may be used in the following circumstances:
- (a) Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures;
- (b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters, through an open tendering process could be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- (c) Where compliance with the open tendering provisions set out in this Policy would interfere with the Municipality's ability to maintain security or order or to protect human, animal or plant life or health;
- (d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender;

- (e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- (f) Where there is an absence of competition for technical reasons and the goods, services or construction can be supplied only by a particular supplier and no alternative or substitute exists;
- (g) To support businesses owned by members of under-represented and underserved communities, including but not limited to, Mi'Kmaq and persons of Indigenous descent, African Nova Scotians and persons of African descent, persons of colour/racialized persons, newcomers (immigrants and refugees), 2SLGBTQIA+, persons with disabilities, minority faith-based groups, and persons who are neurodivergent;
- (h) For the procurement of goods, services or construction, the supply of which, is controlled by a supplier that is a statutory monopoly;
- (i) For the purchase of goods on a commodity market;
- (j) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- (k) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- (l) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
- (m) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy, receivership, or auctions but not for routine purchases;
- (n) For the procurement of original works of art;
- (o) For the procurement of subscriptions to newspapers, magazines or other periodicals;
- (p) For the procurement of real property;
- (q) For the procurement of goods intended for resale to the public;
- (r) For procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
- (s) For procurement from a public body or a non-profit organization;

- (t) For the procurement of Goods and Services financed primarily from donations that are subject to conditions that are inconsistent with this Policy;
 - (u) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation;
 - (v) For situations where the number of potential Suppliers who could be expected to provide the Goods, Services, or Construction are limited, such that it is more efficient to selectively invite quotations/proposals rather than issue an Open Competition;
 - (w) Insurance claims;
 - (x) Insurance through NSFM program.
- (4) The use of an ALTP must be recorded and the rationale must be documented in the procurement records and retained in accordance with Policy 008 Records Management and Routine Access.

Emergency Procurement

- 20 (1) Emergency Procurement occurs when an immediate and serious need is identified which may not be reasonably met by any other procurement and includes without limitation a condition where lack of suppliers or services may adversely affect: the functioning of civic government; threaten public and/or private property; the environment; or the health, safety, and/or security of the public.
- (2) Emergency Purchases must be completed using the most expedient method and will take Best Value into consideration.
- (3) Due to the serious and urgent nature, Emergency Purchases, including those in excess of Budget, may be awarded at the discretion of the CAO provided that Emergency Purchases in excess of Budget are reported to Council at the earliest opportunity.
- (4) Emergency Purchases which fall into the High Value Procurement threshold must be reported to Council at the earliest opportunity.

Expenditures in Emergency Situations

- 21 (1) An Emergency Situation includes, but is not limited to, a declared state of local emergency.
- (2) In an Emergency Situation, the CAO is authorized to make all reasonable and informed procurement decisions which, at their sole discretion, are determined necessary to: protect the legal interests of the Municipality or satisfy its legal obligations; prevent a situation where failure to act would reasonably be expected to compromise the

Municipality's confidence or security; cause economic disruption; or would otherwise be contrary to the public interest.

(3) Authorization in Emergency Situations extends to all necessary purchases including, but not limited to, expenditures in excess of budgeted amounts and non-budgeted expenditures. Any such expenditures must be reported to Council at the earliest opportunity.

Local Preference

- 22 (1) For purchases of Goods and Services greater than \$5,000 but less than \$50,000, and Construction greater than \$5,000 but less than \$100,000, the Purchasing Authority must give preference to local businesses in accordance with the following:
- (2) If the goods, services or construction available from a local business are equal in providing best value to those available from a non-local business, the goods, services or construction from the local business must be purchased.
- (3) In evaluating which goods, services or construction offer best value to the Municipality, the Municipality must apply a preference of 5% to the price offered by a local business as compared with non-local business, such that the price offered by the local business is adjusted lower by 5% for the purposes of evaluating which goods, services or construction offer best value.
- (4) All advertised requests for quotations and notices of public tender must state when local preference applies to the procurement.

Sustainable Procurement

- 23 (1) Under the Public Procurement Act, in evaluating which goods, services or construction offer best value to the Municipality, the Municipality may consider sustainability criteria, meaning environmental considerations, social considerations, and economic considerations.
- (2) All advertised requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement.

Conflict of Interest

- 24 (1) All procurement activity must be conducted with integrity to maintain the public's trust including identifying, mitigating, avoiding and addressing actual or perceived conflicts of interest in the procurement process.

Internal Conflict of Interest

- (2) If a staff member, otherwise authorized to award a contract, has a conflict of interest (that is, he/she stands to gain or lose financially from a contract award), the award must be made by the person to whom the conflicted staff member normally reports and the conflicted staff member must not participate in the procurement process related to the contract in any manner.
- (3) Where Council is awarding a contract, the Municipal Conflict of Interest Act applies to any elected official who has a conflict of interest as defined in the Act must act accordingly.

Supplier Conflict of Interest

- (4) Solicitation documents must be drafted to ensure Suppliers are aware they must declare and fully disclose any actual or potential conflict of interest or unfair advantage related to the preparation of their bid or where the Supplier foresees an actual or potential conflict of interest in the performance of the contract.
- (5) Potential Supplier conflicts of interest or unfair advantage may include, but are not limited to:
 - (a) Engaging an individual to take part in the preparation of the bid who was employed with the Municipality twelve (12) months prior to the solicitation closing date;
 - (b) Engaging with any Municipal employee or a family member of any Municipal employee which may have, or appear to have, any influence on the procurement process, or subsequent performance of the contract;
 - (c) Engaging in conduct that compromises or could be seen to compromise, the integrity of the open and competitive procurement process.

Duration of Contracts

- 25 Contracts for Goods, Services and Construction that are required to be procured by public tender under this Policy, including price agreements, must be re-tendered at least once every five years but may be re-tendered more frequently at the direction of Council or a Director.

Supplier Request for Debrief

- 26 (1) Bidders may request a debrief of their Bid once the related competition has closed provided that any requests for a debrief are made in writing within ten (10) business days of notification of the successful bidder.
- (2) The Departmental Director (or designate) must conduct the debriefing.

- (3) The debriefing must provide reasons for disqualification of the supplier (if applicable), or, in the case where evaluation scoring was used, provide an overview of the supplier's score in each category, reasoning for the score, and recommendations for improvement for future submissions.
- (4) The debriefing must not disclose any information regarding other bidders or their submissions.
- (5) If a Supplier is not satisfied with the results of the debriefing, they may file a formal complaint with the CAO who must commence an internal review of the process. The Supplier must request and attend a debriefing prior to the filing of the formal complaint.
- (6) If a Supplier is not satisfied with the results of the formal review conducted by the CAO, the Supplier may file a complaint with the Chief Procurement Officer under Section 18 of the Public Procurement Act.

Supplier Performance

- 27 (1) Establishing contact management practices and assessing supplier performance are both critical to successful procurement. Supplier performance may be evaluated periodically during, or at the end of the contracted period, unless otherwise stipulated in the contract documents.
- (2) Suppliers may be disqualified from participating in future procurement opportunities for one or any number of the following:
 - (a) Failure to honour a compliant bid;
 - (b) Failure to disclose a conflict of interest (real, potential, or perceived);
 - (c) False declarations;
 - (d) Where the Supplier has been found to be in violation of the Municipality's Bylaws;
 - (e) Conviction of unethical or illegal bidding practices, such as collusion, or fraud by a person, director or official employed by the Supplier relating to obtaining or attempting to obtain a contract or subcontract;
 - (f) Serious breach of contract indicating an unwillingness to perform a contract in accordance with the terms and conditions or specifications;
 - (g) The offer of a gratuity to an official or employee of the Municipality by a Supplier for consideration;
 - (h) Professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the supplier;

- (i) Significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contact or contracts may lead to the application of demerit points against a Supplier in scored Procurement Events; or outright disqualification in future Procurement Events.
- (3) Where one or more of the criteria for supplier disqualification has been established, the Municipality must provide reasonable notice in writing to the Supplier involved.
- (4) The Supplier must be given a reasonable opportunity to respond to the disqualification.
- (5) After considering the response from the Supplier (if any), the Municipality may formally disqualify a Supplier from bidding on any future Procurement Event offered by the Municipality for a period not exceeding three (3) years.
- (6) A written decision must be issued to all Suppliers disqualified, suspended or receiving demerits, outlining the occurrence(s) and the details pertaining to their disqualification, suspension, or demerits.
- (7) Disqualification, suspension, or demerits must be approved by the CAO.
- (8) A Supplier may request reinstatement after one (1) year by demonstrating significant, verifiable improvements addressing the issue(s) that led to the disqualification or suspension. Reinstatement is at the sole discretion of the CAO.

Insurance and Workplace Safety (WCB) on Jobsites

- 28 (1) Contractors and Suppliers must provide proof of valid insurance coverage and Workers' Compensation Board (WCB) clearance before starting any work on municipal sites.
- (2) Compliance with all health and safety legislation and municipal site rules is mandatory.
- (3) Non-compliance with these requirements can result in work stoppage or contract termination.

Safety Certification

- 29 (1) The Municipality can require contractors, subcontractors, or suppliers to provide valid and current safety certification as a condition of bidding, awarding, or performing work. Requirements will be based on the nature of the project and the applicable obligations under Nova Scotia's Occupational Health and Safety Act, which establishes shared responsibility for creating and maintaining safe workplaces.

- (2) Contractors are responsible for ensuring that all personnel maintain the necessary certifications and comply with provincial health and safety regulations throughout the duration of the contract.

Posting of Policy

- 30 The Municipality is responsible for ensuring that this Policy is posted on the Municipality's website.

Compliance with Policy

- 31 All municipal personnel and Council members must act in good faith to comply with this Policy; however, failure to comply with this Policy does not invalidate any procurement decision or act of the Municipality, nor is the Municipality liable to any Supplier or prospective Suppliers for failing to comply with this Policy.

Policy Review

- 32 This Policy will be reviewed at least once every five (5) years, or sooner if required by legislative, operational, or organizational changes.

Repeal & Replace

- 33 Policy 033, Purchasing and Tendering effective January 12, 2016, is repealed and replaced with the new Policy 033 Procurement.

Policy Adoption	
Date of Original Passage	January 1, 2014
Date of Notice of Intent to Repeal (7 Days)	
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy 033 Procurement Policy was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Effective Date
Original V1	Purchasing Policy	February 1, 2000
	Repealed and Replaced	November 14, 2006
V2	Policy 033 - Administration Purchasing Policy	November 14, 2006
	Repealed and Replaced	January 1, 2014
V3	Renamed policy to Purchasing and Tendering, clarified process used for procurement activity and changes to procurement legislation	January 1, 2014
V4	Clarified definition of Local Business and Value, added Buy Local Considerations, added notification process to council regarding the use of alternative procurement purchases exceeding \$10,000	January 12, 2016
	Repeal and Replace	
V5	Renamed policy to Procurement, plain language and accessible format	



The Municipality of the District of Lunenburg

Request for Direction

Report to: Deputy Mayor Veinotte and Members of the Policy & Strategy Committee

Submitted by: Sandra Challis, Tourism & Event Development Officer

Date: September 15, 2026

Re: Proposed Parks Memorial Fund & Commemorative Asset Program

Recommendation

That Council approve Policy 101 - Municipal Parks Legacy Fund and Commemorative Asset Program and gives seven (7) days' notice of council's intent to approve on September 22, 2026; and further, that Council authorize the establishment of a Municipal Parks Legacy Fund.

Executive summary

Following Council's consideration of cost recovery options for the proposed Commemorative Asset Policy in June 2026, staff were directed to explore alternatives to commemorative assets in municipal parks that would allow memorial recognition. Council expressed interest in establishing a Municipal Parks Legacy Fund and a centralized recognition feature, while retaining the option for individuals to sponsor commemorative park furnishings on a full cost-recovery basis.

Staff have since revised the draft policy to create a two-part program consisting of a Municipal Parks Legacy Fund and a Commemorative Asset Program. The Legacy Fund would provide an opportunity for individuals and families to make donations supporting park improvements while recognizing loved ones through a shared memorial feature. The Commemorative Asset

Program would remain available for those wishing to sponsor a bench, picnic table, or other approved furnishing at full cost recovery.

Background

The Municipality has historically received requests from the public to install commemorative assets in parks in memory of loved ones, or as recognition for a donation. Requests have been managed informally and without a formal policy framework. More recently, increased demand, limited available locations, and the higher costs associated with modern park furnishings have highlighted the need for a consistent and sustainable approach.

In June 2026, Council considered cost recovery options for a proposed Commemorative Asset Policy. During the discussion, Council expressed interest in a model that would focus on a shared memorial recognition feature supported through donations rather than relying solely on memorial benches and tables throughout municipal parks. Staff were directed to further develop this concept and incorporate it into the proposed policy.

The revised policy now establishes both a Municipal Parks Legacy Fund and a Commemorative Asset Program.

Discussion

The proposed Municipal Parks Legacy Fund and Commemorative Asset Program provides two opportunities for memorial recognition:

Municipal Parks Legacy Fund

The Municipal Parks Legacy Fund would allow individuals, families, organizations, and community groups to make donations to recognize and/or remember a person, group, or event. Donations would be held in a dedicated fund and used exclusively for park beautification, accessibility improvements, recreational amenities, and other municipal park capital projects. Funds would not be used for routine operating or maintenance expenses.

Donors contributing \$500.00 or more would be eligible for recognition on a municipal Legacy Recognition Feature, subject to available space.

Benefits of this approach include:

- Provides an affordable memorial option for residents and families.
- Creates a dedicated fund supporting future park improvements.
- Avoids proliferation of memorial benches throughout the park system.
- Provides a consistent and equitable recognition process.

- Allows recognition of many individuals within a single feature.
- Reduces long-term maintenance obligations associated with additional park furnishings.

Legacy Recognition Feature



AI Generated Design concept

Staff have considered an appropriate legacy recognition feature and are proposing the concept of a memorial tree-style recognition feature consisting of a metal structure and individual recognition “leaves” which could be installed at one or more of our municipal parks, or at the Municipal Administration Office location in Cookville.

This feature would provide a centralized location where multiple individuals can be recognized while minimizing impacts on park infrastructure, future maintenance requirements, and space limitations.

Staff have obtained preliminary quotations from several local fabricators based on this concept, with prices ranging from around \$16,000 to \$35,000. However, due to escalating U.S. trade tariffs, retaliatory measures and shifting cross-

border supply chains, these numbers are highly volatile.

Subject to Council approval, staff would proceed through the appropriate procurement channels to determine final costs and select a supplier for the fabrication and installation of the Legacy Recognition Feature.

Alternatively, the Municipality could issue an RFP seeking creative design proposals for a Legacy Recognition Feature that supports the goals of the Municipal Parks Legacy Fund. Proponents would be invited to submit design concepts, specifications, and pricing for consideration.

This report also seeks Council’s direction on the concept issue either:

- 1) Direct staff to proceed with procurement based on tree concept as the legacy recognition feature; or**

2) Direct staff to proceed with procurement for proponent-submitted design concept as the legacy recognition feature.

Commemorative Asset Program

The Commemorative Asset Program would remain available for individuals wishing to sponsor a specific park furnishing such as a bench or picnic table. Under the proposed policy, the donor would be responsible for all costs associated with the purchase, installation, and commemorative plaque.

Current estimated costs remain:

- Bench: approximately \$3,610
- Picnic Table: approximately \$6,020

This approach ensures that no municipal subsidy is associated with commemorative assets while preserving the opportunity for those who wish to leave a lasting physical memorial or recognition in a specific location.

The proposed policy also establishes clear expectations regarding ownership, maintenance, replacement, relocation, and lifespan of commemorative assets and recognition features. All commemorative assets become municipal property upon installation and are maintained in accordance with municipal practices.

Strategic Focus

This initiative supports several Council Strategic Priorities, including:

- **Quality of Life, Affordability and Social Inclusion** by providing meaningful and affordable opportunities for residents to recognize and/or remember a person, group or event.
- **Infrastructure Upgrades, Expansion and Management** by creating a sustainable framework for memorial recognition while supporting future park enhancements.
- **Communication and Engagement** through a clear and transparent policy and application process.
- **Financial Sustainability** through full cost recovery of commemorative assets and the establishment of a dedicated fund for future park improvements.

Budget/Financial Implications

The proposed Legacy Fund will be self-supporting through donor contributions. Funds collected will be held in a dedicated reserve or account and allocated to eligible park enhancement projects in accordance with municipal budgeting processes.

Implementation of a Legacy Recognition Feature will require an initial capital investment. Should Council approve the program, staff will include funding for the feature in the proposed 2027/2028 Capital Budget for Council's consideration during budget deliberations.

Commemorative benches and picnic tables will continue to operate on a full cost-recovery basis with no ongoing subsidy from municipal taxpayers.

Climate Change/Sustainability

The proposed program enhances sustainability by reducing the demand for additional commemorative furnishings throughout municipal parks. A centralized recognition feature provides a lower-maintenance alternative while allowing future donations to support park improvement projects with long-term community benefit.

Furniture approved under the Commemorative Asset Program continues to utilize durable materials designed to reduce maintenance requirements and extend asset lifespan.

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

The proposed program provides multiple recognition options at varying contribution levels, making participation more accessible to a broader range of residents and families.

A shared recognition feature also offers a more equitable approach by reducing the impact of limited park space and helping ensure consistent treatment of applicants regardless of location preferences.

Strategic Communications

If approved, staff will:

- Publish the policy and application forms on the Municipal website;
- Develop promotional materials outlining donation and sponsorship opportunities;
- Announce the establishment of the Municipal Parks Legacy Fund through municipal communication channels; and
- Provide information directly to residents and families making memorial inquiries.

Work plan

Implementation of the policy will require staff to:

- Establish and administer the Municipal Parks Legacy Fund;
- Finalize the design and installation of the Legacy Recognition Feature;
- Develop application and tracking processes;
- Maintain records of donations and commemorative assets;
- Coordinate installation and maintenance activities; and
- Periodically review fees associated with commemorative assets.

Alternatives

Council could choose to:

- 1) Commemorative Assets only - Approve a Commemorative Asset Program with full cost recovery but do not establish a Municipal Parks Legacy Fund or Legacy Recognition Feature; or
- 2) Municipal Parks Legacy Fund only – Approve a Municipal Parks Legacy Fund only and do not offer options for the public to donate commemorative assets; or
- 3) Establish a policy that MODL will not commemorate **any further** individuals in parks through commemorative park furnishings and plaques. This helps ensure fairness for everyone. Some parks have limited space, and once park features are installed, no more may be needed. This could mean some requests are denied simply because there is no space left, while similar requests in other parks might be approved. By not allowing commemorative plaques in any parks, MODL treats all applicants equally and avoids having to turn people away based on space limitations.

Conclusion

The proposed Municipal Parks Legacy Fund and Commemorative Asset Program provides a balanced approach to memorial recognition in municipal parks. The program responds to Council's previous direction by creating a centralized recognition feature and dedicated fund for park improvements while retaining the option for commemorative benches and other park furnishings on a full cost-recovery basis. Approval of the policy will provide a clear, consistent, and sustainable framework for future requests.

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

Municipality of the District of Lunenburg

Policy Details	
Name	Municipal Parks Legacy Fund and Commemorative Asset Program
Number	101
Legislative Authority	Municipal Government Act - Section 47, 48(3)
Effective Date	XXXXXX

Purpose

1. (1) The Municipal Parks Legacy Fund and Commemorative Asset Program provides opportunities for individuals, families, and organizations to recognize and/or remember an individual, group or event through contributions that enhance municipal parks and public spaces.

(2) Contributions made through either component of the Policy support the Municipality's commitment to creating attractive, accessible, and sustainable parks that improve the quality of life for residents and visitors.

Definitions

2. (a) **Asset** - Property owned by the Municipality of the District of Lunenburg that has value.
(b) **Commemorative Asset** – An object that serves as recognition and/or remembrance of a person, group or event, consisting of park furnishing and associated plaque.
(c) **Donor** - The individual, family, organization or community group that makes a Legacy Donation or sponsors a Commemorative Asset pursuant to this policy
(d) **Legacy Donation** – A monetary contribution made to the Municipal Parks Legacy Fund to recognize and/or remember a person, group or event.
(e) **Legacy Recognition Feature** – A municipal feature established by the Municipality for donor recognition, including memorial structures, plaques, or similar installations.
(f) **Municipal Park** – Land owned or managed by the Municipality and designated as a park in the Parks & Open Space Standards & Guidelines document.
(g) **Municipal Parks Legacy Fund** – A segregated fund established by the Municipality for the purpose of receiving donations to support beautification, enhancements and capital improvements within municipal parks.

- (h) **Municipal Staff** - The Director of Recreation, Parks & Tourism, or their designate.
- (i) **Park Furnishing** - Park infrastructure such as a bench, picnic table or other approved furnishing designed in accordance with the Park Furniture Style Guide.
- (j) **Plaque** - A commemorative marker installed on a specific park furnishing.

Policy Statement

- 3. The Municipality establishes and administers:
 - (a) a Municipal Parks Legacy Fund through which Donors may make contributions toward beautification, enhancement and capital improvements within municipal parks; in recognition and/or remembrance of a person, group or event and
 - (b) a Commemorative Asset Program through which Donors may sponsor approved park furnishings and associated plaques in recognition and/or remembrance of a person, group or event on a full cost-recovery basis.

Program Components

- 4. The Municipal Parks Legacy Fund and Commemorative Asset Program consists of two components:
 - (1) **Municipal Parks Legacy Fund**
 - (a) Provides an opportunity for individuals, families, organizations, and community groups to make donations in recognition and/or remembrance of a person, group or event.
 - (b) Legacy Donations are deposited into a separate municipal account and only used for the beautification, enhancement, and capital improvement of municipal parks and green spaces. They will not be used for routine operating or maintenance expenses.
 - (c) Funds donated to the Municipal Parks Legacy Fund must remain in the Fund until allocated to an eligible project approved by the Municipality.
 - (d) Expenditures from the Municipal Parks Legacy Fund must be authorized in accordance with the Municipality's budgeting and financial approval processes.
 - (e) Eligible projects may include:
 - (i) accessibility enhancements;
 - (ii) playgrounds, trails, and recreational amenities;
 - (iii) park beautification initiatives; and
 - (iv) other capital projects that improve the quality of life and visitor experience within municipal parks.

(f) The Municipality may establish Legacy Recognition features, which may include memorial structures, plaques, or similar installations, to recognize Donors who contribute to the Parks Legacy Fund.

(2) Commemorative Asset Program

(a) The Commemorative Asset component provides an opportunity for individuals, families, organizations, and community groups to sponsor a specific park furnishing in recognition and/or remembrance of a person, group or event.

(b) Approved commemorative assets may include park benches, picnic tables, or other park furnishings approved by the Municipality.

(c) Donors are responsible for all costs associated with the purchase, installation, and commemorative plaque, in accordance with the fees established by the Municipality.

(d) Commemorative assets become the property of the Municipality upon installation and must be maintained in accordance with this Policy.

(e) The location and installation of all commemorative assets are subject to municipal approval.

Donations and Associated Costs

5. (1) Minimum legacy donation to the Municipal Parks Legacy Fund is \$100.00; there is no maximum donation.

(2) Donations made to the Municipal Parks Legacy Fund are non-refundable once received by the Municipality.

(3) Donors who contribute \$500.00 or more to the Municipal Parks Legacy Fund may be recognized on the Legacy Recognition Feature, subject to available space and municipal approval.

- (4) Costs associated with the commemorative asset selected will be determined prior to application. Donors must pay the full fee at the time of application. The fee covers the purchase and installation of commemorative assets and plaque.
- (5) If a requested commemorative asset is not available, the Municipality will notify the Donor and offer a full refund. No refund will be issued once the asset has been ordered from the supplier.
- (6) A Donor may request an alternate commemorative asset. Approval of such requests will be at the discretion of Municipal Staff and may require Council approval.
- (7) Tax receipts may be issued for eligible donations in accordance with Canada Revenue Agency requirements and applicable legislation.

Location Selection

- 6. (1) Not all municipal parks are suitable for commemorative assets. The Municipality will maintain a list of approved locations and will make this list available to the Donor.
- (2) Legacy Recognition Feature locations are determined by the Municipality; and a list of locations will be available to Donors.
- (3) While the Donor may suggest a preferred location, the Municipality reserves the right to determine the final location.
- (4) The Municipality will try to accommodate the Donor's preferred location where appropriate and feasible.

Specifications

- 7. (1) **Park Furnishings** – A park bench or picnic table that meets the standards set out in the Municipality's Park Furniture Style Guide.
- (2) **Park Furnishing Plaque**
 - (a) One park furnishing plaque is included in the fee. The plaque will be provided by the Municipality in a standard 4"x6" copper bronze plastic design.
 - (b) The inscription must be no more than 25 words
 - (c) Inscriptions will not be permitted if they:
 - (i) Harm the image or reputation of the Municipality; or
 - (ii) Contain discriminatory, derogatory or offensive content.
 - (d) The inscription must be approved by both Municipal Staff and the Donor. Both parties must review and approve the final proof before production.

(3) **Legacy Recognition Feature Plaque -**

- (a) One recognition plaque will be provided by the Municipality.
- (b) The Municipality will provide the donor with the specifications and requirements for the plaque inscription.
- (c) The donor must submit the proposed inscription to Municipal Staff for review. An inscription will not be permitted if it:
 - (i) Harms the image or reputation of the Municipality; or
 - (ii) Contains discriminatory, derogatory or offensive content.
- (d) The final proof must be reviewed and approved by both Municipal Staff and the Donor before the plaque is produced.

Commemorative Asset Maintenance & Replacement

8. Commemorative assets are installed in public spaces and are subject to outdoor conditions. The following outlines responsibilities related to their maintenance, relocation, and removal.

- (1) Commemorative assets become the property of the Municipality and will be maintained in the same manner as other municipal park furnishings.
- (2) Replacement of stolen, damaged, or vandalized assets is not guaranteed. The Municipality will make reasonable efforts to notify the Donors if this occurs.
- (3) The Municipality may relocate, replace, modify, or remove a Commemorative Asset due to deterioration, redevelopment, operational requirements, safety concerns, or other municipal purposes.
- (4) The Municipality provides routine maintenance but does not guarantee permanent retention. Park furnishings are generally maintained for approximately ten years, unless site redevelopment or condition requires earlier removal.
- (5) Personal items such as flowers, notes, or other tributes are not permitted at commemorative sites and may be removed to maintain park integrity.
- (6) Commemorative assets installed outdoors have an expected lifespan of approximately ten (10) years, this is not guaranteed. After this period, replacement requires a new application and associated fees. Routine deterioration over time is expected and does not warrant replacement.
- (7) Routine deterioration may include, but is not limited to:
 - (a) Rust;

- (b) Chips or scratches;
- (c) Fading colour;
- (d) Dents or weather-related deterioration.

(8) Commemorative Asset Plaques are guaranteed for the reasonable lifespan of the park furnishing, up to a maximum of ten (10) years, whichever occurs first.

Legacy Recognition Feature & Plaques Maintenance and Replacement

9. Legacy Recognition Features are installed in public spaces and are subject to outdoor conditions. The following outlines responsibilities related to their maintenance, relocation, and removal.

- (1) The Municipality may relocate, replace, modify, or remove a Legacy Recognition Feature due to deterioration, redevelopment, operational requirements, safety concerns, or other municipal purposes.
- (2) Legacy Recognition Feature Plaques are not installed in perpetuity.
- (3) Legacy Recognition Feature Plaques are guaranteed for ten (10) years, after which they may be removed; continued recognition is not automatic and requires a new donation and application.

Donation Process to Municipal Parks Legacy Fund

10. (1) The process for making a Legacy Donation is as follows:
- (a) **Application** – Submit a complete Municipal Parks Legacy Fund application form with the donation.
 - (b) **General Donations** – Donations may be made to the Municipal Parks Legacy Fund without recognition on a Legacy Recognition Feature.
 - (c) **Review** – Municipal Staff will review applications to ensure they meet the requirements of this policy and that space is available- Applicants will be notified of the decision-
 - (d) **Approval and Installation** - Once approved, the Municipality will install the recognition on the Legacy Recognition Feature during the installation season, weather permitting.
 - (e) **Notification** - The Donor will be notified ~~once~~ when the installation is complete.

Application and Approval Process for Commemorative Asset

11. (1) The process for making a commemorative asset application is as follows:
- (a) **Application** – Submit a complete Commemorative Asset application form together with the required fee.
 - (b) **Review Process** – Municipal Staff will review applications to ensure they meet the requirements of this policy and that space is available. Applicants will be notified of the decision.
 - (c) **Approval and Installation** – Once approved, the Municipality will install the commemorative asset during the installation season, weather and ground conditions permitting.
 - (d) **Notification** - The Donor will be notified once the installation is complete.

Policy Adoption	
Date of Original Passage	
Date of Notice of Intent to Amend/Repeal/Consider	
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy 101 was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Effective Date
Original V1	Municipal Park Legacy Fund & Commemorative Asset Program	
V2		



The Municipality of the District of Lunenburg

Request for Decision

Report to: Deputy Mayor Veinotte and Members of the Policy & Strategy Committee

Submitted by: Shannon MacKay and Kwan Ki Tsoi

Date: September 15, 2026

Re: Proposed Policy - Affordable Housing Pre-Construction Grant

Recommendation

That the Finance Committee direct staff to amend the proposed Affordable Housing Pre-Construction Grant draft policy to include eligible projects in neighbouring municipalities, while favouring projects based in MODL as outlined in alternative two.

Executive summary

On July 7, 2026, Council directed staff to pursue the creation of a Pre-Construction Housing Grant in the amount of \$50,000 per project, to support non-profit housing developers with feasibility studies, technical assessments, business planning, and design work needed to advance affordable housing projects.

A policy has been drafted to direct the grant administration. The policy is heavily based on the Town of Bridgewater's similar pre-construction grant policy.

Staff recommend that Council amend the draft policy as outlined in alternative two, and recommend that Municipal Council adopt the policy. There are several alternative changes that could be made to the policy as outlined in this RFD, including allowing projects outside of MODL, or changing the funding format to be an interest-free loan.

Background

On July 7, 2026, Council directed staff to draft a Pre-Construction Grant Policy for affordable housing developers. This direction was in line with MODL's recently created Housing Strategy.

Council largely agreed on a desire to create a grant to support non-profit affordable housing providers. There was consensus among Council that applicants should be able to demonstrate a long-term plan for funding, in an effort to fund projects that have the highest chance of entering the construction phase.

Council had varying opinions on whether the grant should be applicable to only projects within MODL boundaries, or projects throughout Lunenburg County. There were also varying opinions on whether the format of the funding should be a grant, or a no-interest repayable loan.

A draft of the policy is included here, along with alternatives that were discussed on July 7.

Discussion

The proposed Affordable Housing Pre-Construction Grant Program policy includes guidance on purpose, definitions, eligibility, and administration of the grant. Staff will create operational processes to administer the grant, such as grant application and reporting templates.

Council showed a preference for a grant that supported projects within MODL. However, several other alternatives were discussed. Alternatives include:

1. Expand eligibility to include projects located anywhere in Lunenburg County.
 - a. This option recognizes that affordable housing pressures extend beyond municipal boundaries and are experienced throughout the region. Expanding eligibility would increase the number and diversity of potential applicants, including projects located on serviced land that may be better positioned to advance to construction.

As MODL has a limited supply of serviced land available for development, broadening geographic eligibility could improve program uptake and increase the likelihood that program funding contributes to completed housing projects. It may also enhance opportunities for non-profit and affordable housing providers to stack funding from multiple municipal sources, potentially increasing the overall value and impact of MODL's investment.

2. Expand eligibility to include projects located anywhere in Lunenburg County, with a preference for projects located within MODL.

- a. This option would broaden eligibility while maintaining a focus on achieving housing outcomes within MODL. Similar to Option 1, expanding geographic eligibility may increase program uptake and support projects located on serviced land that are better positioned to proceed to construction. Applications within MODL could receive priority, ensuring local projects remain the focus while allowing funding to support regional affordable housing initiatives when no comparable MODL applications are available.

Funding for projects located outside of MODL could be capped at \$25,000. As a condition of funding, applicants would also be required to secure financial support from the municipality in which the project is located.

3. Adopt a no-interest loan format for the pre-construction grant
 - a. This option would follow a model similar to the City of Toronto's approach to pre-development funding. Under this structure, funding would initially be provided as a no-interest loan. Recipients whose projects do not advance to the construction phase, regardless of the reason (e.g., environmental constraints, insufficient project feasibility, or organizational capacity challenges), would not be required to repay the funding.

Projects that successfully advance to construction and secure financing would repay the pre-construction funding as an interest-free loan. This approach reduces financial risk for applicants during the early stages of project development, while allowing the Municipality to recover funds from successful projects.

Over time, repaid funds could be reinvested into future projects, creating a more sustainable funding pool. However, this approach would require additional staff time to track project outcomes and manage loan repayments. It may also reduce program accessibility for some organizations, with a loan creating an additional financial barrier, especially for new organizations. Loan repayment obligations would increase overall project financing costs for non-profits, potentially reducing their ability to provide affordable housing.

Adopting a loan system also does not reduce risk to municipality because under this structure of program, loans to projects that do not become successful construction become non-repayable.

Strategic Focus

This grant is included in Council's Strategic Priorities under:

- Affordability, Quality of Life, and Social Inclusion
- Regional Economic Development

This grant directly supports the development of new affordable housing units, making affordable housing more accessible to residents, in turn improving quality of life and affordability. The pre-construction grant is a key action identified in the recent Housing Strategy.

The addition of new housing units also helps MODL prepare for future economic growth by relieving pressure on the housing supply as businesses grow and recruit more employees in the area.

Budget/Financial Implications

There is currently \$100K in the 2026-27 budget allotted for pre-construction grant recipients.

Climate Change/sustainability

The grant has an indirect but positive climate change and sustainability impact by enabling early planning and design for affordable housing projects. This provides an opportunity to consider energy efficiency, climate resilience, site servicing, and long-term operating costs before construction.

These considerations can help reduce future utility costs for residents and housing providers, while advancing more resilient and sustainable affordable housing in MODL.

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

Marginalized groups are disproportionately represented among those experiencing housing affordability challenges. This project advances IDEA principles by supporting inclusive access to affordable housing for all MODL residents, including those from marginalized communities.

Strategic Communications

Communications will support the rollout of the Affordable Housing Pre-Construction Grant, ensuring alignment with regional programs. Communication efforts will be timed with Council approval and program launch, and will use existing channels such as the website, social media, traditional media, brochures, and targeted outreach to key stakeholders.

While formal public engagement is not anticipated, program staff will engage directly with potential applicants to support awareness and understanding of the program.

Work plan

Staff time is required to meet with potential applicants, review and assess applications, and track outcomes for approved projects.

Housing is the 2nd ranked project on Council’s project prioritization list. Funding community organizations with capacity and passion for non-profit housing aligns with council’s community development philosophy. The grant provides a formal and informal vehicle for municipal support for community housing initiatives.

Alternatives

1. Expand eligibility to include projects located anywhere in Lunenburg County.
2. Expand eligibility to include projects located anywhere in Lunenburg County (with a reduced funding amount), with a preference for projects located within MODL.
3. Adopt a no-interest loan format for the pre-construction grant

Conclusion

The proposed policy outlines eligibility and directions for the Affordable Housing Pre-Construction Grant. This policy will support several of Council’s Strategic Priorities and advance a key action identified in the Housing Strategy. The program would help non-profit housing providers overcome pre-development barriers and improve their ability to access construction funding. The proposed policy is modeled on the Town of Bridgewater’s existing grant framework, with modifications to reflect MODL’s local context and best practices identified through a jurisdictional review.

Report Preparation	
Department	Administration
Report Prepared by	Shannon MacKay and Kwan Ki Tsoi
Report Approved by	Alex Dumaresq, Deputy CAO

Municipality of the District of Lunenburg

Policy Details	
Name	Affordable Housing Pre-Construction Grant
Number	107
Legislative Authority	
Effective Date	

Purpose

- 1 The Municipality of the District of Lunenburg's Affordable Housing Pre-Construction Grant Program provides financial assistance to registered non-profit organizations, co-operatives, charitable organizations, and Community Interest Corporations (CIC) to support pre-construction activities for the creation of new affordable housing units within the Municipality. This program aims to:
 - a) Increase the supply of affordable housing units in the Municipality of the District of Lunenburg.
 - b) Support non-market housing providers in accessing federal and provincial funding programs.
 - c) Remove barriers during the critical pre-construction phase.
 - d) Promote sustainable, long-term affordable housing solutions for the community.

Definitions

- 2 In this policy:
 - a) **Affordable Housing** is housing which costs less than 30% of before-tax household income or defined by CMHC or Province of Nova Scotia as affordable and as contained in a housing or financing agreement for a property party to a development agreement.
 - b) **Pre-construction Costs** is an eligible project cost incurred directly in connection with the design, planning, and feasibility assessment of a proposed affordable housing project prior to construction commencement.

Program Overview

- 3 The Affordable Housing Pre-Construction Grant is intended to increase the supply of affordable housing units by funding non-market developers and community focussed

organizations during the pre-construction phase of projects. The grant program provides up to \$50,000 in funding to eligible applicants.

a) Grant Structure

- i. Up to 66% of total project cost, to a maximum of \$50,000 per organization, per project, in the form of a non-repayable grant.
- ii. Applicants must commence proposed activities within three (3) months of receipt of funds, and the grant funding must be fully expended within twelve (12) months.

b) Program Duration

- i. This program operates on a fiscal yearly basis and is subject to yearly budget allocation and Council approval.
- ii. Applications are accepted on a rolling basis through the fiscal year (April 1 – March 31) until all funds are allocated.

Eligibility Requirements

- 4 Applicants must submit a completed application form and required accompanying materials and must meet the following requirements to be considered for funding.

a) Eligible Applicants

- i. Registered non-profit organizations under Nova Scotia or federal legislation
- ii. Charitable organizations with CRA charitable status
- iii. Co-operative organizations with a mandate to provide long-term affordable housing
- iv. Community Interest Corporation (CIC)

b) Eligible Projects

- i. Projects must create a minimum of four new affordable residential housing units. Units may be contained in a multi-unit building or spread across multiple buildings in a cluster development project.
- ii. Proposed development must be located within Municipality of the District of Lunenburg's boundaries.
- iii. Include at least 50% affordable housing units (for mixed-income developments)

- iv. Projects must provide long-term affordability commitments (minimum fifteen (15) years, with preference for projects demonstrating longer-term affordability).
- v. Projects must be new construction or major renovations that lead to creation of net new affordable units.

c) Eligible Organizations

- i. The applicant or their affiliate must be in good standing with the Municipality in terms of existing agreements, notices to comply, by-law violations, property taxes, or overdue fees or charges.
- ii. Provide audited financial statements (the Municipality may accept a Review Engagement at its sole discretion) for the past three (3) years (exemption may be granted for newly established organizations under three years old).
- iii. Demonstrate organizational capacity for housing development and management.
- iv. The applicant must be the registered owner, acting on behalf of the registered owner with written permission, or provide proof of an option agreement or purchase and sale agreement of the subject property.
- v. Organization must have a pre-application meeting with staff.
- vi. Organizations should seek additional funding partners for the pre-development portion, and be able to identify what future sources of funding are being pursued after the proposed pre-construction activities are completed.

Eligible Expenses

5 Eligible Costs for the grant include but are not limited to:

- a) **Professional Services:** architectural, engineering, accounting, and consulting fees
- b) **Technical Studies:** feasibility studies, market analysis, environmental site assessments, geotechnical reports, energy modeling, accessibility assessments
- c) **Design and planning:** preliminary designs, project drawings, specification, site surveys
- d) **Municipal Fees:** building permit fees, development application fees, planning fees
- e) **Financial Analysis:** financial feasibility studies, business plan development, construction funding application preparation

Ineligible Expenses

- 6 Ineligible Costs for the grant include but are not limited to:
- a) Costs incurred prior to April 1, 2026
 - b) Construction activities
 - c) Land acquisition costs
 - d) Operating expenses of the applicant organization including salaries, wages, dividends, and other compensation for employees and directors
 - e) Fundraising activities
 - f) Equipment Purchases

Application Process

- 7 Before submitting an application form, applicants must schedule a pre-application meeting. In addition to a completed application form, applicants are required to submit an organizational profile, project information, and pre-construction plans as outlined in the full grant guidelines.

Policy Adoption	
Date of Original Passage	
Date of Notice of Intent to Amend/Repeal/Consider	
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy 107 was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Effective Date
Original V1	Policy 107 Affordable Housing Pre-Construction Grant	
V2		



The Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Jeff Merrill, LPP, MCIP Director of Planning & Development Services

Date: September 15, 2026

Re: Proposed Private Road Design and Construction Standards (Policy 85)

Recommendation

That the Policy & Strategy Committee:

- 1. Refer the proposed Private Road Design and Construction Standards, contained in Draft Policy 85, Schedule H, to the Planning Advisory Committee for review and recommendation to Council; and**
- 2. Direct staff to conduct a public information session regarding the proposed standards and related amendments to the Subdivision By-law.**

Discussion

Council has considered the development of new private road design and construction standards on several occasions over the past two years. Draft standards were presented and discussed at the May 21, 2024, Policy & Strategy Committee; May 27, 2025, Council meeting and most recently the July 28, 2026, Council meeting.

The proposed Private Road Design and Construction Standards are intended to balance the need for safe and reliable emergency vehicle access, appropriate road design and construction practices, and the costs associated with developing private roads.

The proposed private road design and construction standards are contained within Draft Policy 85 – Schedule H – Road Design and Construction Standards.

Summary of Proposed Private Road Design and Construction Standards are as follows:

- Private roads must be designed by a Professional Engineer licensed to practice in Nova Scotia.
- Construction of private roads must be inspected and certified by a Professional Engineer as meeting the approved design.
- Introduces a deferred construction option for multi-lot subdivisions containing more than six lots:
 - no more than five lots are approved prior to road construction;
 - the subdivision is developed in phases;
 - construction of the private road commences within five years; and
 - Phase 2 includes construction of the road to serve the previously approved lots.
- For phased developments utilizing deferred road construction:
 - all lots relying on the private road for access, including flag lots and access-exempt lots, count toward the five-lot maximum.
- The minimum private road right-of-way width is 15.2 metres, with additional width required where site conditions warrant as determined by the Design Engineer.
- The minimum road surface width is 6.1 metres, consisting of a 5.5-metre travelled surface and 0.3m shoulder rounding (on each side).
- Sets road alignment parameters, including design speed, maximum grades, sight distances, and requirements for intersections and turning areas.
- Road surfaces must be crowned (minimum of 3%) to direct drainage toward roadside ditches.
- Road structure and materials must be designed by a Professional Engineer to accommodate emergency vehicles and other anticipated traffic loads.
- Minimum erosion control and prevention measures shall be as per the Standard Specifications for Municipal Services or as per designed by the Design Engineer.
- Private roads must include stormwater management systems capable of handling at least a 1-in-10-year storm event.
- The Design Engineer shall ensure that the storm water drainage system does not negatively impact the receiving environment or create property damage.
- Detailed engineering drawings, geotechnical reports, and as-built drawings are required before final acceptance.

Strategic Communications

The draft private road standards will be presented to the Planning Advisory Committee (PAC) for review. A public information session will be held prior to PAC's consideration of the proposed amendments to the Subdivision By-law. Notice of the PAC and public information session will be advertised in accordance with municipality's public participant policy.

Work plan

- Draft Policy 85 presented to PAC on September 24, 2026
- Public Information Session to be held in October 2026
- Policy and by-law amending the Subdivision By-law presented to PAC on October 22, 2026
- Council first reading of amending By-law on November 10, 2026
- Public Hearing December 8, 2026.

Alternatives

- Recommend Council not proceed with revisions to the private road design and construction standards.
- Request changes to the proposed private road design and construction standards.

Conclusion

The proposed Private Road Design and Construction Standards establish a clear and balanced framework for the design and construction of private roads. The standards are intended to support safe emergency vehicle access, ensure appropriate engineering and construction practices, and provide flexibility through a deferred road construction option. Referring the draft standards to the Planning Advisory Committee and conducting a public information session will provide opportunities for stakeholder input and help inform the final policy and related subdivision by-law amendments before Council considers adoption.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Jeff Merrill, LPP, MCIP, Director
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	~~Private~~ Road Design and Construction Standards
Number	85
Legislative Authority	Municipal Government Act s. 211(1)(a) and 271(3)(g)
Effective Date	

This policy forms Schedule "H" and "H-1" of the Subdivision By-law.

~~Schedule H~~ PRIVATE ROAD DESIGN AND CONSTRUCTION STANDARDS

1.0 GENERAL

The Private Road Design and Construction Standards is intended to balance emergency vehicle access and road quality with the cost of construction of private roads.

~~1.1 Notwithstanding the provisions of the Subdivision Bylaw as it relates to the design and construction of Private Designed Roads, including but not limited to Part 6, any conflict between the Subdivision Bylaw and this Policy will be resolved in favour of this Policy which takes precedence.~~

1.1 In every case, roadway designs will be prepared by a qualified Professional Engineer licensed to practice in the Province of Nova Scotia and holding valid errors and omissions insurance.

~~1.2 For greater certainty, all Private Designed Roads shall be designed in accordance with this Schedule and the design drawings shall be prepared and certified by a qualified Professional Engineer licensed to practice in Nova Scotia. Construction of the Private Designed Road shall be inspected and certified as conforming to the approved design by a qualified Professional Engineer licensed to practice in Nova Scotia and retained by the Subdivider at their expense. For clarification Private Designed Roads, following the outlined requirements, are to be designed and have the design drawings certified by a Professional Engineer to meet the standard. The construction of the Private Designed Road shall be inspected and certified that it meets the design standard by a qualified Professional Engineer licensed to practice in Nova Scotia and hired by the Subdivider at their expense.~~

2.0 COMPLIANCE

2.1 This policy does not exempt any person from complying with the requirements of other laws or regulation (Federal, Provincial or Municipal) within the Municipality of the District of Lunenburg, or from obtaining any license, permit, permission, authority or approval required thereunder.

2.2 The following are the minimum road standards for all Private Designed Roads in the Municipality. Private Designed Roads shall be designed and constructed to the standard outlined in the following Schedule H.

~~2.3 — A multi lot subdivision, containing more than 6 lots, can opt to delay construction and have a maximum of 5 lots approved with the certified Private Road design. Road construction can be delayed until Phase 2 of the development. The subdivision must have planned completion in Phases, with the development moving to Phase 2 within 5 years. In order to meet the 5-lot requirement for approval, the first 5 lots must start at the entrance of the new private road where it joins the public road. Included in the 5 lots are lots with full frontage on the private road, flag lots and access exempt lots. Phase 2 of the development is required to include the construction of the road for the previously approved lots.~~

2.3 Deferred Construction of Private Designed Roads

Where a proposed multi-lot subdivision contains more than six (6) lots and is served by a proposed Private Designed Road, the Subdivider may defer construction of the Private Designed Road provided that:

(a) the proposed Private Designed Road has been designed in accordance with the requirements of Schedule H, and the design drawings have been prepared and certified by a qualified Professional Engineer licensed to practice in Nova Scotia;

(b) no more than five (5) lots are approved prior to construction of the Private Designed Road;

(c) the subdivision plan identifies the development as a phased development and provides for completion in a minimum of two phases;

(d) Phase 2 of the development shall commence, with the commencement of construction of the private design road, within five (5) years of the approval of the initial subdivision plan;

(e) for the purpose of clause (b), the first five (5) approved lots shall be located commencing at the intersection of the proposed Private Designed Road with the Public Road and proceeding sequentially along the proposed Private Designed Road;

(f) for the purpose of determining the maximum of five (5) approved lots, all lots utilizing the proposed Private Designed Road for access shall be counted, including:

(i) lots with frontage on the proposed Private Designed Road;

(ii) flag lots; and

(iii) access exempt lots;

but excluding lots that have direct frontage on and direct access to a Public Road.

(g) Phase 2 of the development shall include construction of the Private Designed Road to serve the lots approved in Phase 1, in accordance with the approved design and the requirements of Schedule H.

(h) Where Phase 2 has not commenced within five (5) years of approval of the initial subdivision plan, no additional lots shall be approved unless the Private Designed Road has been constructed in accordance with Schedule H.

2.4 Submitted drawings will include:

(a) legal survey plans showing property boundaries, and proposed rights-of-way and easements;

(b) topographic contour drawings, to minimum 1 m intervals, within the project area, and to minimum 2 m within the contributing drainage area outside the project area;

(c) road and drainage design plans and profile drawings, with preferred metric scales at 1:100 or 1:250 – horizontal, and 1: 10 or 1: 25 – vertical, with each drawing stamped, signed and dated by the Professional Engineer responsible for its preparation; and

(d) all other details of the roadway project design and construction to meet requirements.

Submitted drawings will be clearly drawn and annotated, to scale, and include a title block with appropriate project information and location, and professional engineer and subdivision applicant identification.

Drawing sets will be submitted electronic. In this Standard, regulatory dimensions are stated in metric.

3.0 REQUIREMENTS FOR CONFIRMATION UPON ROAD CONSTRUCTION COMPLETION

To approve a Private Designed Road for the creation and development of lots fronting a Private Designed Road, the Municipality of Lunenburg must be in receipt of confirmation from the Developer's consulting Engineer that the Designed Private Road has been constructed as per the design. The Developer's Consulting Engineer "Design Engineer" confirmation of construction shall include a summary report with certification along with complete Geotechnical Report and an As-built drawing package.

3.1 The Geotechnical report will include but is not limited to the following:

- a. Post Grubbing Inspection report.
- b. Proof roll results prior to placing gravels.

- c. Representative compaction tests on both Type 2 and Type 1 Gravels.

3.2 The As-Built drawings will include but are not limited to the following information:

- a. Center line Elevations
- b. Shoulder Elevations
- c. Center of Ditch Elevations
- d. Road widths along road length
- e. The grade of backslopes
- f. Vertical Curve Data
- g. Horizontal Curve Data
- h. All stormwater infrastructure
- i. Culvert locations
- j. Culvert lengths
- k. Culvert invert in and invert out elevations
- l. All Signage locations
- m. Utility pole locations

4.0 TECHICNAL REFERENCES

Unless specified otherwise in this Policy, a Private Road will be designed to comply with the requirements of the Geometric Design Guide for Canadian Roads (Transportation Association of Canada) for a design speed of 40 km/h and the NSRBA/CENS Standard Specifications for Municipal Services.

5.0 ALIGNMENT CONTROLS

5.1 PDR Alignment Parameters are:

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

5.2 Private Design Road Intersections with Public Roads

Private Design Roads shall have intersection angles at no less than 70 degrees and no greater than 110 degrees to existing Public Roads or Existing Private Designed Roads.

Roadway gradient adjustments for intersections with existing Public Roads shall be designed in accordance with the Geometric Design Guide for Canadian Roads.

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

5.3 Cul-de-sac and Turning Tee

Cul-de-Sacs or Turning Tees shall be placed at the end of all dead-end streets on Private Roads, and the geometric layout shall be as designed by the Design Engineer.

5.4 Road and Driveway Layout

Residential driveway access design shall conform to the recommendations contained in the Geometric Design Guide for Canadian Roads provided that where the road traffic will consist of a mix of residential, commercial and/or industrial traffic volumes, the Design Engineer may, at their sole discretion, specify other driveway design requirements.

6.0 CROSS-SECTION CONTROLS

6.1 Minimum right-of-way Width

The minimum right-of-way width for a Private Designed Road shall be 15.2 m, assuming maximum drainage ditch back slopes can be accommodated. Where the maximum drainage ditch back slopes cannot be accommodated within the 15.2 m, the right-of-way width shall be determined by the Design Engineer, at their sole discretion.

While the Private Designed Road and related infrastructure must be constructed within the designated right-of-way, the Private Designed Road does not necessarily have to be designed and constructed in the centre of the designated right-of-way.

6.2 Minimum Road Surface Width

The minimum road surface width for a Private Designed Road shall be 6.1 m consisting of 5.5 m compacted travel surface and 0.3 m (on each side) for rounding shoulders.

6.3 Guard Rails, Rock Slopes, Retaining Walls

The Design Engineer, at their sole discretion, shall determine whether guard rails, ~~rock slopes~~ or retaining walls are required to be placed on the Private Designed Road.

6.4 Roadway Surface Slope

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

7.0 ROADBED CONSTRUCTION

7.1 Base Course and Surface Course

The base course and surface course of a Private Designed Road shall be Designed by a Professional Engineer licensed to practice in Nova Scotia based on site-specific conditions as determined by the Design Engineer, at their sole discretion, provided that the specified design shall be sufficient to accommodate a Category 1 motor vehicle with an axle weight of 18,000 kg.

7.2 Erosion Control and Prevention

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

8.0 STORM WATER DRAINAGE

8.1 General

All lands serviced by the proposed Private Designed Road system shall be serviced by a drainage system. The drainage system shall consist of open ditches and closed conduits as required to collect and remove stormwater from at least a one (1) in ten (10) storm event.

The type and placement of culverts, conduits and drainage ditches shall be designed by the Design Engineer provided that all ditches and conduits shall be placed in the road right-of-way or in a storm utility easement.

8.2 Hydrology and Hydraulic Design

The Design Engineer is responsible to determine what, if any, hydrology and hydraulic design calculations and design are required for the Private Designed Road.

8.3 Storm Water Disposal

The Design Engineer shall ensure that the storm water drainage system does not negatively impact the receiving environment or create property damage.

8.4 Construction Methods

Installation of culverts, conduits or ditches and related appurtenances shall be, at a minimum, as per the Standard Specifications for Municipal Services or as determined by the Design Engineer.

8.5 Road Names

All Private Designed Road names shall be subject to approval by the Civic Address Coordinator prior to final approval being given by the Development Officer.

8.6 Road Name Signage

All Private Design Roads are required to have road name signage placed on each road intersection.

MUNICIPAL ROAD DESIGN AND CONSTRUCTION STANDARDS

1.0 GENERAL

The following are the minimum road standards for proposed Public Roads in the Municipality. In every case, roadway designs will be prepared by a qualified Professional Engineer licensed to practice in the Province of Nova Scotia and holding valid errors and omissions insurance. All roadway design drawings will be subject to approval by the Municipal Engineer. No roadway will be considered a Public Road unless stamped engineered drawings, designed to standard, and related survey plans, are approved, and construction of the roadway is completed in accordance with such approved drawings.

Existing provincial public roadways transferred, by law, from the Province of Nova Scotia to the Municipality will not be subject to these road standards.

Requirements in excess of the minimum standards may be necessary for certain roadways, subject to the Municipal Engineer's discretion.

Submitted drawings will include:

- (a) legal survey plans showing property boundaries, and proposed rights-of-way and easements;
- (b) topographic contour drawings, to minimum 1 m intervals, within the project area, and to minimum 2 m within the contributing drainage area outside the project area;
- (c) road and drainage design plans and profile drawings, with preferred metric scales at 1:100 or 1:250 – horizontal, and 1: 10 or 1: 25 – vertical, with each drawing stamped, signed and dated by the Professional Engineer responsible for its preparation; and
- (d) all other details of structures, equipment and appurtenances, including manufacturer's and fabricator's shop drawings, and material and equipment test reports, necessary for the Municipal Engineer in their sole discretion to properly complete the review of the roadway project design and construction.

Submitted drawings will be clearly drawn and annotated, to scale, and include a title block with appropriate project information and location, and professional engineer and subdivision applicant identification. No drawing sheet in the drawing set will be larger than 1.0 m² (ANSI E size).

Drawing sets will be submitted in both paper form and electronic data, with electronic data in either the *.dwg, *.dxf or IGES file format, and will be on electronic data media that can be read by Municipality personal computer equipment.

In this Standard, regulatory dimensions are stated in metric. The use of metric (Système International – S.I.) units in engineering design submissions is required.

2.0 TECHNICAL REFERENCES

The following technical references are noted in these Standards:

- 2.1 “Geometric Design Guide for Canadian Roads”, June 2017, latest revision, issued by the Transportation Association of Canada.
- 2.2 “Manual of Uniform Traffic Control Devices for Canada”, January 2014, latest revision, issued by the Transportation Association of Canada.
- 2.3 “Standard Specifications for Municipal Services”, January 2017, Latest revision, issued by the Joint Committee on Contract Documents of the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association.
- 2.4 “Nova Scotia Department of Transportation Metric Standard Specification Book”, February 1997, Latest revision, issued by the Nova Scotia Department of Transportation and Infrastructure Renewal.
- 2.5 “Guidelines for Residential Subdivision Street Design”, recommended practice, 1997, Institute of Transportation Engineers.
- 2.6 “Erosion and Sedimentation Control Handbook for Construction Sites”, 1988, Nova Scotia Department of Environment and Labour.
- 2.7 “Canadian Highway Bridge Design Code”, CAN/CSA-S6-00, latest revision.
- 2.8 “Urban Hydrology for Small Watersheds, TR-55”, Technical Release 55, June 1986, United States Department of Agriculture, Natural Resources Conservation Service.
- 2.9 “Standards for Concrete Pipe”, CAN/CSA-A257-Series-M92, latest revision.
- 2.10 “Thermoplastic Pressure Piping Compendium”, CAN/CSA-B137-Series-02, latest revision.
- 2.11 “Corrugated Steel Pipe Products”, CAN/CSA-G401-01, latest revision.
- 2.12 “Guide for Design of Pavement Structures”, AASHTO, latest revision.

3.0 ROAD CLASS DESIGNATION

Municipal Public Roads shall be designed and built according to one of the following road design classes:

- Urban Streets - Laneways, Urban Local Undivided (ULU)
- Rural Local Undivided Road (RLU)
- Rural Collector Undivided (RCU)

3.1 Urban Streets, Urban Local Undivided (ULU)

A developer may desire to build roads or streets that are more urban in nature. If the nature of the proposed development is to create a dense cluster of urban, centrally-serviced buildings and streets, then those Public Roads will be classified as Urban Local Undivided (ULU) and be expected to conform to Urban category standards issued by the Transportation Association of Canada (TAC).

3.2 Rural Local Undivided Road – RLU

Except where a Public Road is classed as Urban Local Undivided (ULU), Public Roads will be classed as Rural Local Undivided (RLU) roads where the AADT is forecast to be fewer than 600 vehicles per day.

3.3 Rural Collector Undivided Road – RCU

Except where a Public Road is classed as Urban Local Undivided (ULU), Public Roads will be classed as Rural Collector Undivided (RCU) roads where the AADT exceeds 600 vehicles or more per day. For RCU roads, special design requirements, specific to each case, if any, will be established, by the Municipal Engineer.

3.4 Average Annual Daily Traffic Estimation

At the Municipal Engineer's sole discretion, submission of road design trip generation calculations will be required in order to support the AADT forecast necessary to determine road classification. In any case, the Municipal Engineer will determine and approve the road classification.

3.5 Design Speed

Unless lower design speeds are specified by the Municipal Engineer, based upon the projected use of the roadway, minimum design speeds for road classes will be as follows:

- RLU 50 km/hr
- RCU 70 km/hr

4.0 ALIGNMENT CONTROLS

Alignments for roads classed as ULU shall be in accordance with the Urban category of the Geometric Design Guide for Canadian Roads.

Design controls for horizontal and vertical road alignment will be for the design speeds as per the assigned rural road classes in Subsection 3.6 of this schedule, and will be in accordance with the Geometric Design Guide for Canadian Roads or as indicated in Table 4.1, below. Note that for the ranges of design speed, there are corresponding ranges of geometric design criteria.

4.1 Road Alignment Parameters

Table 4.1 Road Alignment Parameters

	RLU	RCU
Posted Speed Limit	70-50 km/h	70 km/h
Design Speed Range	70-50 km/h	80-70 km/h
Max Gradient	10 %	8 %
Horizontal Curve radius	190-90 m (with design speed)	250-190 m (with design speed)
Stopping Sight Distance	110-65 m (with design speed)	140-110 m (with design speed)
Vertical Sag Curve, k	25-11 m (with design speed)	30-25 m (with design speed)
Vertical Crest curve, k	22-7 m (with design speed)	35-22 m (with design speed)
Passing Sight	490-350 m	550-490 m

4.2 Intersections with Existing Roads

4.2.1 Horizontal Approach

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

Roadway intersections with existing provincial roadways shall be subject to the approval of the Nova Scotia Department of Transportation and Infrastructure Renewal.

4.2.2 Vertical Approach

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

Roadway intersections with existing provincial roadways shall be subject to the approval of the Nova Scotia Department of Transportation and Infrastructure Renewal.

4.3 Intersections for New Roads

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

4.4 Cul-de-Sac Design

Cul-de-sacs shall be placed at the end of all dead-end streets on Public Roads. The geometric layout shall be, at a minimum, as per attached drawing H – 1.

All culs-de-sacs shall be constructed to applicable minimum road standards.

4.5 Reserve Road Allowances

As required by this By-law, all subdivisions shall provide for a reserve road allowance for future extension of the public road to the boundaries of an adjacent lot or watercourse, at minimum intervals of 400 metres, as determined to be feasible at the sole discretion of the Municipal Engineer.

4.6 Road and Driveway Layout

Road layout design shall optimize use of materials and future maintenance without compromising safety, the surrounding natural environment, or the convenience of access to properties served by the road network. The Municipal Engineer will review submitted designs and assess the life-cycle economy provided by such designs. Generally, the Municipal Engineer will approve a road layout design that will result in optimal future maintenance costs and reduced environmental impact. Guidance in road layout design is available through several publications of the Transportation Association of Canada and the Institute of Transportation Engineers, including the documents referenced in Section 2 of this schedule.

Residential driveway access design shall conform to the recommendations contained in the “Guidelines for Residential Subdivision Street Design” and the “Geometric Design Guide for Canadian Roads”. Where the road traffic will consist of a mix of residential, commercial and/or industrial traffic volumes, the Municipal Engineer may, at their sole opinion, specify other driveway design requirements. Proposed and existing (if applicable) driveway locations shall be shown on the submitted plan drawings.

5.0 CROSS-SECTION CONTROLS

Cross-section controls refer to the cross-sectional geometry of the roadway. Except where varied in this Section, all Public Roads shall meet the cross-sectional geometry outlined in Schedule 'J' for the applicable road class, as determined by Section 3 of this Schedule.

5.1 Minimum Right-of-Way Width

The minimum right-of-way width for all municipal Public Roads, except public laneways in the ULU class of roads, shall be 20 m, assuming maximum drainage ditch back slopes can be accommodated. Where the maximum drainage ditch back slopes cannot be accommodated, the right-of-way width shall be determined by the Municipal Engineer at their sole discretion. The minimum right-of-way for public laneways in the ULU class of roads shall be the width of the road, as required by Schedule 'J', plus 3.6 m.

Where a road right-of-way was approved under a previous Subdivision By-law and is less than 20 metres wide and the road is a private road subject to a municipal takeover of ownership, the Municipal Engineer may specify special engineering criteria regarding the placement of the road and drainage infrastructure within the confined right-of-way, without requiring widening of the right-of-way to the standard width.

5.2 Guard Rails

Guard rails shall be placed where the drop from the road surface is greater than 3 m and the slope is less than 6:1 (H:V). If guard rails are placed, fill side slopes for RLU and RCU class may be reduced to 2:1. Where guard rails are placed, roadway width is to be increased by a minimum of 0.5 m, adjacent the guard rail. Guard rail installation shall be as per the Nova Scotia Department of Transportation and Infrastructure Renewal Standard Specification Book.

5.3 Rock Slopes

Back slopes in rock are maximum 1:4 for all road classes. Fill side slopes in rock are 1.5:1 with guard rail for all classes. Without guard rail, fill side slopes in rock are the same as for earth fill slopes as per road class.

5.4 Roadway Surface Slope

Generally, the roadway surface is to be crowned in the centre, with a 3% slope towards each drainage ditch, for gravel-surfaced roads, and a 2% slope towards each roadside drainage structure for asphalt concrete surfaced roads. Exceptions can occur where superelevations are required to accommodate turning radii or intersection alignment, or where hydraulic analysis indicates a greater crown slope is required.

5.5 Design for Wide-Turning Vehicles

Where it is expected that wide-turning vehicles (trucks) may be occasionally encountered on the road, adjustments to roadway width, particularly at turns, may be required, in conformance with the Geometric Design Guide for Canadian Roads.

5.6 Retaining Walls

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

6.0 ROADBED CONSTRUCTION

6.1 Earthwork, Grubbing, Excavation, Compacted Fills, Retaining Structures

Preparation of road sub-grade and related works shall be as per the Standard Specifications for Municipal Services. The Municipal Engineer may request geotechnical test reports regarding the bearing capacity of the in'situ subgrade material, as well as other relevant geotechnical information, at the Engineer's sole discretion.

6.2 Base Gravel Course

The base gravel course of all Public Roads shall consist of Type 2 material placed and compacted to approved grade, as per the Standard Specifications for Municipal Services. The material shall meet the specification of the Nova Scotia Department of Transportation and Infrastructure Renewal, as per the Standard Specification Manual, and shall meet the sulphide content limits of the Sulphide-Bearing Material Disposal Regulations of Nova Scotia Environment.

The minimum thickness of the base gravel course of Public Roads shall be as outlined in Schedule 'J' for the applicable road class, as determined by Section 3 of this Schedule. The required thickness of the base course may be reduced at the discretion of the Municipal Engineer where a site-specific road bed design has been provided by a Professional Engineer licensed to practice in Nova Scotia.

6.3 Surface Course

The surface course of all Public Roads shall consist of Type 1 or Type 1S material and/or asphalt. Type 1 and Type 1S material, where used, shall be compacted to approved grade and shall meet the specification of the Nova Scotia Department of Transportation and Infrastructure Renewal, as per the Standard Specification Manual, and shall meet the sulphide content limits of the Sulphide-Bearing Material Disposal Regulations of Nova Scotia Environment. Asphalt material and construction specification shall be as per the Nova Scotia Department of Transportation and Infrastructure Renewal Standard Specification Book, and the Standard Specifications for Municipal Services.

The minimum thickness of the surface course of Public Roads shall be as outlined in Schedule 'J' for the applicable road class, as determined by Section 3 of this Schedule. The required thickness of the surface course may be reduced at the discretion of the Municipal Engineer where a site-specific road bed design has been provided by a Professional Engineer licensed to practice in Nova Scotia.

6.4 Erosion Control and Prevention

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

6.5 Municipal Public Road Inspections and Approval of Construction

Municipal Public Road inspections shall occur, at a minimum, by appointment:

- i) prior to construction;
- ii) after clearing and grubbing;
- iii) during placement of drainage culverts and structures;
- iv) after placement of base gravel;
- v) after placement of surface gravel; and,
- vi) during placement of asphalt concrete pavement (where required).

Municipal inspections are not a substitute for the proponent's on-going quality control of the construction of the roadway. All proponents of roadway development and construction will require continuous, independent quality control inspection of the construction of the proposed works under the direct supervision of a named professional engineer, licensed to practice in the Province of Nova Scotia, and competent in the field of civil engineering.

Municipal Engineer's approval shall be given only for construction in accordance with approved plans.

Prior to Municipal acceptance and takeover of the road the Municipal Engineer must be in receipt of and have approved a certification by the design engineer, and their geotechnical

and materials engineering consultants, stating that the road was constructed to the approved design and standards of this by-law, or as modified in writing by the Municipal Engineer. No final approval of the constructed works will be given unless complete record drawings and satisfactory test results, at identified points of inspection have been submitted to and approved by, the Municipal Engineer.

7.0 STORM WATER DRAINAGE

General

All lands serviced by the proposed roadway system shall be serviced by a drainage system. This shall consist of such open ditches and closed conduits as required to collect and remove storm water from at least a 1 in 5 year storm event for urban areas and urban class roads and streets that have storm sewers; a one in 10 year storm event for RLU class roads; and at least a 1 in 100 year storm event for RCU class roads. The Municipal Engineer may specify a greater return period storm event where infrastructure and/or property are at greater risk of damage due to flooding, or due to the critical service nature of the affected infrastructure and/or property. Rainfall intensity curves to be used for specified return periods will be based on the most recent Environment Canada trending data available for Shearwater, Nova Scotia, adjusted for local meteorological conditions. The Culvert Sizing program sponsored by Nova Scotia Environment is not an acceptable substitute for this engineering work, and is not applicable to any culvert sizing in the Municipality. Only a Professional Engineer shall size culverts under a Public Road.

All ditches and conduits shall be placed in the municipal road right-of-way or in a storm utility easement, identified as such in the submitted plans. Storm utility easements are to be a minimum of 9.144 m, unless otherwise approved by the Municipal Engineer. In any case, easements must be of sufficient width to permit safe and efficient public works maintenance operations within the easement.

7.2 Nova Scotia Environment Approval; Other Agency Approvals

Design and construction of all storm water drainage systems shall comply with the Storm Drainage Works Approval issued by Nova Scotia Environment. No construction shall take place unless such approval is received in compliance with the Activities Designation Regulations of Nova Scotia Environment.

Depending on the nature of the works proposed, approvals may also be required from other public agencies and public and private utilities, including, but not limited, to the Nova Scotia Department of Transportation and Infrastructure Renewal, the Nova Scotia Department of Natural Resources, Fisheries and Oceans Canada, the Canadian Coast Guard (Navigable Waters Protection Act section), Nova Scotia Power Inc., applicable telecommunications companies and other municipal units. The obtention of these approvals is the responsibility of the subdivision applicant. No construction will take place unless all necessary approvals have been received.

7.3 Acceptable Drainage Structures

The type and placement of culverts, conduits and drainage ditches shall be clearly shown on all engineering drawings. Acceptable culvert and conduit materials include concrete Class III pipe to CAN/CSA-A257 Series-M92, PVC and HDPE pipe, complete with smooth interior surface and ribbed exterior, to CAN/CSA-B137 Series-02. Other culvert and conduit structures may be acceptable pending Municipal Engineer's approval of their appropriate structural and hydraulic characteristics, and their life-cycle economic maintenance.

7.4 Structural Design

All culvert and conduit structures shall be of sufficient design and strength to resist soil, hydraulic, earthquake, temperature, traffic, and other loads reasonably expected to be imposed upon them.

Structural design calculations and drawings shall be submitted for the Municipal Engineer's approval for all drainage structures spanning in excess of 1.5 m at their greatest cross-sectional extent (i.e. distance between supports or maximum distance between structure sidewalls). Such calculations and drawings shall be prepared by a Professional Engineer, licensed in the Province of Nova Scotia, and competent in the field of structural engineering. A geotechnical report regarding the soil conditions in the location of the proposed drainage structure(s) shall be submitted upon request of the Municipal Engineer. Such geotechnical report shall be prepared by a Professional Engineer, licensed in the Province of Nova Scotia, and competent in the field of geotechnical engineering.

Drainage structures with a span greater than 2.5 m and subject to traffic or pedestrian loading shall be designed and constructed in accordance with the Canadian Highway Bridge Design Code, CAN/CSA – S6-00. Such design and construction inspection and supervision shall be prepared by and directed through a Professional Engineer, licensed in the Province of Nova Scotia, and competent in the field of structural engineering.

7.5 Hydrology and Hydraulic Design

Hydraulic calculations may be based on the Rational Method, where the contributing drainage area for the designed drainage system is estimated to be 40 hectares or less, or storm water detention is not required. Otherwise, flow calculations must be developed from storm water management modeling using TR-55 hydrologic methods, or another equivalent method recognized in civil engineering practice. Empirical methods such as that used by the Nova Scotia Environment Culvert Sizing protocols are not acceptable.

Hydraulic calculations and designs shall include complete topographical information regarding structure inverts, crowns, head water and tail water elevations and, where applicable, backwater elevations, throughout the proposed system.

All drainage culverts, conduits and other structures shall be constructed with headwalls and tail walls of approved design, and of stable and durable material, including stone,

concrete, pressure-treated wood cribbing, and pre-manufactured plastic and metal assemblies. Where appropriate, security screening at culvert openings may be specified at the sole discretion the Municipal Engineer.

All culverts and drainage structures with a span greater than 1.5 m shall include bevelled edge entries, smooth inlet transition and smooth interior surface throughout the flow length.

Hydraulic calculations and designs shall be prepared by, and the construction inspection of structures directed through, a Professional Engineer, licensed in the Province of Nova Scotia, and competent in the field of civil engineering.

Hydraulic calculations shall be submitted for review and approval by the Municipal Engineer.

7.6 Watercourse Alterations, Detention Pond Design and Storm Water Disposal

All necessary watercourse alteration permits and approvals required from Nova Scotia Environment, and all other relevant agencies and departments, shall be obtained prior to construction and presented to the Municipal Engineer.

All detention pond designs shall clearly state the pond dimensions, the volume of water retained during the specified return storm period, the minimum freeboard available at the specified return storm period, the location of the outfall, the anticipated flow and impact on the receiving watercourse, and the security features of the structure to prevent unauthorized access.

All storm water drainage systems shall drain to a public watercourse with flow and water quality in compliance with the approval issued by Nova Scotia Environment.

No storm water drainage system shall be acceptable to the Municipal Engineer where, in their sole opinion the disposal location of collected storm water negatively impacts the receiving environment or can create property damage.

7.7 Construction Methods

Installation of culverts, conduits and ditches, and related appurtenances shall be, at a minimum, as per the Standard Specifications for Municipal Services. Other requirements shall be as determined at the sole discretion of the Municipal Engineer.

7.8 Stormwater Management

Wherever possible, roadside ditches shall be vegetated and designed to capture, treat, and infiltrate stormwater runoff as it moves downstream.

8.0 ROAD SIGNAGE

All road signage, signals and markings shall be in accordance with the Manual of Uniform Traffic Control Devices for Canada manual and the Nova Scotia Traffic Signs Regulations. All road signage shall be placed in the right-of-way, subject to approval by the Municipal Engineer. Signage shall not be placed in the municipal right-of-way without the prior approval of the Municipal Engineer.

8.1 Stop Signs

Stop signs shall be placed within 5 m of all intersections, at the minor leg approaches. Intersections with equal traffic for all approaches may be designated as a four way stop, subject to approval by the Municipal Engineer.

8.2 Traffic Signals

If traffic volumes indicate electrified traffic signals are necessary, a traffic signal warrant shall be submitted for approval by the Municipal Engineer.

8.3 Road Names

All Municipal Public Road names shall be subject to approval by the Civic Address Coordinator prior to final approval being given by the Development Officer.

8.4 Road Name Signage

All Public Roads are required to have road name signage placed on each road intersection.

8.5 Other Road Signage

Other directional, speed rating and cautionary signage shall be placed in the right-of-way, as warranted, in the sole discretion of the Municipal Engineer. Information or advertising signage shall only be placed in the right-of-way with the approval of the Municipal Engineer, and only to such specifications, and terms and conditions, as directed.

8.6 Signage Material

8.6.1 Signs

Signs shall be made of plate or extruded anodized aluminum, with high-intensity grade reflective vinyl markings. Signage shall be securely fixed to posts.

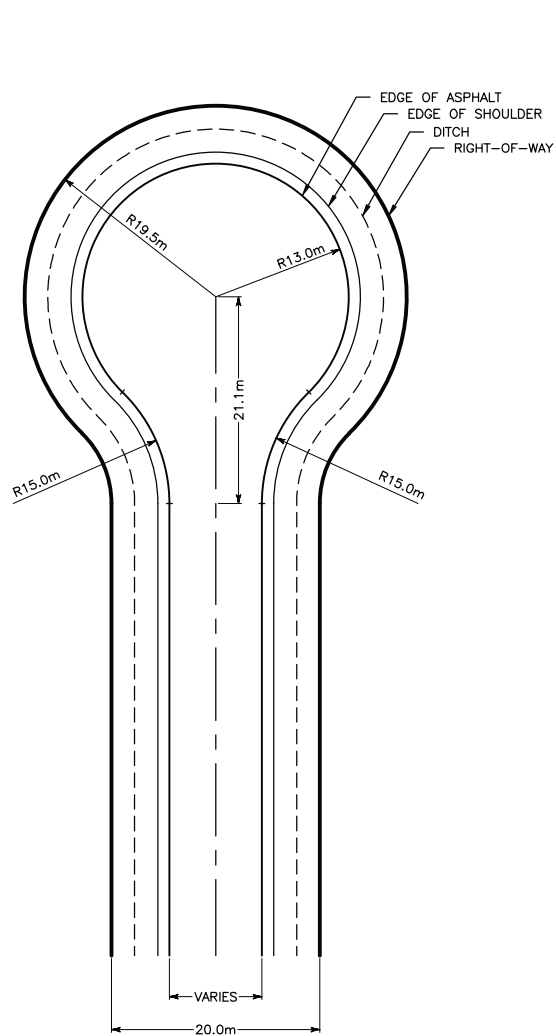
Street name signs shall generally consist of all the letters of the primary street name, with the letters made from 100 mm black vinyl marking stock, applied to extruded aluminum plate covered with white, high-intensity grade reflective vinyl material. All letters shall be capitalized.

Other highway signage shall generally be made from highway sign grade aluminum plate with high-intensity vinyl reflective markings. The minimum size of signs shall conform to the Uniform Traffic Control Devices for Canada manual, and the Nova Scotia Traffic Signs Regulations.

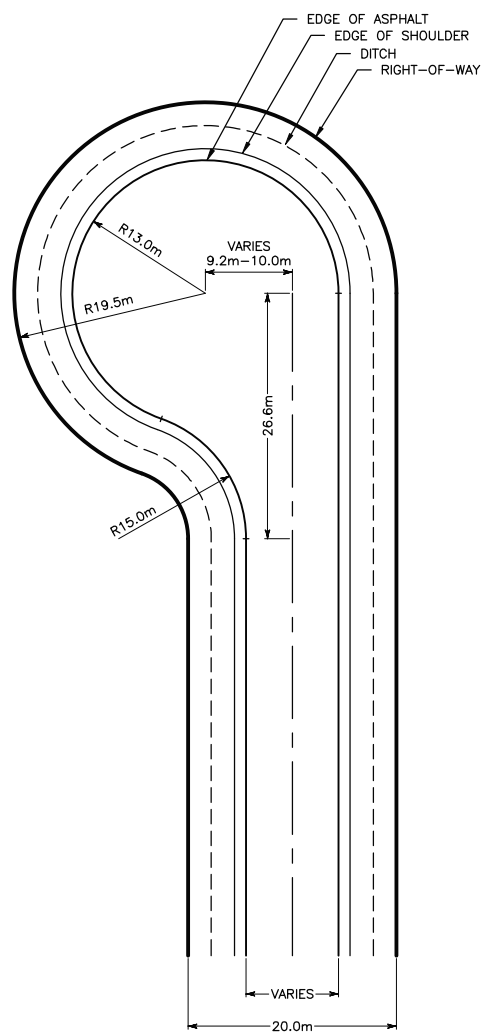
8.6.2 Posts

Generally, roadside marking posts shall be of galvanized, perforated steel, of nominal 51 mm X 51 mm members; including galvanized steel post anchors and sleeves. Posts shall be placed a minimum of 600 mm in firm ground and in all cases will be designed and constructed to securely hold all signs and signals upright, and resist loading due to wind, snow, temperature and other environmental factors. All sign anchors and fasteners will be of galvanized steel or anodized aluminum.

There will be special structural requirements for sign assemblies that have an exposed sign area of greater than 0.675 m², with approval of the assembly design and construction subject to approval by the Municipal Engineer.



7
J SYMMETRICAL CUL-DE-SAC
SCALE: N.T.S.



8
J OFFSET CUL-DE-SAC
SCALE: N.T.S.

DRAWING H-1

Policy Adoption	
Date of Original Passage	
Date of Notice of Intent to Amend/Repeal/Consider	
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy XXX was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Effective Date
Original V1	<<<Policy # and name>>>	<<date>>
V2	<<short description of amendments>	<<date>>