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## **Policy & Strategy Committee Meeting Agenda**

**Tuesday, April 21, 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 – March 17, 2026**
- 6. Business Arising from Minutes – Nil**
- 7. Presentations/Scheduled Times – Nil**
- 8. Referral from Council – Nil**
- 9. Staff Reports**
  - 9.1 Administration Department**
    - 9.1.1 Proposed Amendments Policy 058 Fees..... 1-5
    - 9.1.2 Update on Strategies Priorities Work ..... 6-13
- 10. Mayor's/Deputy Mayor's/Councillors' Matters – Nil**
- 11. Added Items**
- 12. In Camera**
  - 12.1 Land Negotiations under Section 22(2)(a) of the MGA
  - 12.2 Land Negotiations under Section 22(2)(a) of the MGA
  - 12.3 Contract Negotiations under Section 22(2)(e) of the MGA
  - 12.4 Personnel Item under Section 22(2)(c) of the MGA
- 13. Adjournment**



## The Municipality of the District of Lunenburg Report

**Report To:** Mayor McLean-Wile and Members of Council  
**Submitted By:** April Whynot-Lohnes, Municipal Clerk  
**Date:** April 21, 2026  
**Re:** Proposed Amendments to Policy 058 Fees

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Municipal Council, in session on March 10, 2025, received a report regarding the Clean Energy Financing and Potable Drinking Water program fees. Council approved the proposed changes and directed staff to proceed with amendments to the Fees Policy.

Attached are the proposed amendments to Policy 058, Fees.

Section 48(1) of the Municipal Government Act states, "Before a policy is passed, **amended** or repealed, the Council shall give at least seven days' notice to all council members." Therefore, in accordance with Section 48(1), the amended Policy 058 Fees will be presented for Council's consideration on March 24, 2026, Council session.

If Council approves of the proposed Policy amendments, the following motion would be necessary.

**"that Municipal Council approve the proposed amendments to Policy 058, Fees as presented and hereby gives 7 days' notice of its intention to adopt on April 28, 2026".**

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

# Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Fees Policy
<b>Number</b>	058
<b>Legislative Authority</b>	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
<b>Effective Date</b>	

## Title

- 1 This Policy is titled the Fees Policy.

## Administration

- 2 This Policy must be referenced in related By-laws concerning the service identified.

## Purpose

- 3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

## Fees

- 4
  - (1) The fees for Planning and Development Services are as set out in Table 1.
  - (2) The fees for Recreation Services are as set out in Table 2.
  - (3) The fees for Administration and Finance Services are as set out in Table 3.
  - (4) The fees for Engineering Services are as set out in Table 4.

## Exempted Organizations

- 5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

**Table 1 Planning and Development Services Fees**

<b>Services</b>	<b>Fees</b>
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square feet
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 +\$26.00
Variance	\$79.00
Zoning Certificate	\$53.00
Building Permit Fee – all types of construction	\$0.72 / \$1000 construction value + \$30 administration fee
Building Permit Renewal Fee	\$30.00 administration fee
Demolition Permit	\$22.00
Temporary Structures	\$30.00 administration fee
Temporary Change of Use	\$30.00 administration fee
Non -Profit Organizations	\$30.00 administration fee
Additional Fee that applies to all construction commenced without a Building Permit	\$55.00

**Table 2 Recreation Services Fees**

<b>Services</b>	<b>Fees</b>
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST (if paid by May 1)
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day +HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST

A “charitable cause” refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

**Table 3 Administration and Finance Services Fees**

Services	Fees
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	<del>\$250.00</del> *\$1,000.00 - **\$250.00
Clean Energy Financing Administration Fee	<del>\$250.00</del> *\$1,000.00 - **\$1400.00
Credit Card Processing Fee	2%
Potable Well Financing Lending Fee	2%

\*Effective Date April 1, 2026

\*\*Effective Date November 1, 2026

**Table 4 Engineering Services Fees**

Services	Fees
Electric Vehicle Charging Station	\$1.50 per hour
Sewer Permit	\$120.00

Policy Adoption	
Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend	
Date of Council Approval	
I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019

<b>V4</b>	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
<b>V5</b>	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
<b>V6</b>	Remove MARC housings, and fax/photocopying fees from tables	February 8, 2022
	Effective date of V6	April 1, 2022
<b>V7</b>	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
<b>V8</b>	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees to Table 3.	July 25, 2023
<b>V9</b>	Add new ballfield fees to Table 2 and defined "charitable cause"; amend EV charging station fee to \$1.50.	March 26, 2024
	Annual Review by Council - Re-adopted	February 25, 2025
<b>V10</b>	Add new credit card processing fee, effective immediately. Add Building related fees with an effective date of January 1, 2026	July 22, 2025
<b>V11</b>	Add potable well financing lending rate to Table 3	December 9, 2025
<b>V12</b>	Revised administrative fees for Clean Energy Financing and Water Supply Upgrade Programs, effective dates April 1, 2026 and Nov. 1, 2026	



## The Municipality of the District of Lunenburg Information update

**Report to:** Policy and Strategy Committee  
**Submitted by:** Alex Dumaresq  
**Date:** April 21, 2026  
**Re:** Update on Strategic Priorities Work

### Recommendation

Not Applicable – Information only

### Background

Following the 2024 election, Council engaged in a strategic priority setting exercise and established five priority areas. In the fall of 2025, these priorities were revisited and updated for the 2026/27 fiscal year as illustrated below:

Council Strategic Priorities (2026-2027)				
<b>Quality of Life, Affordability, &amp; Social Inclusion</b> Programs that support residents through rising costs and social challenges.	<b>Infrastructure Upgrades, Expansion &amp; Management</b> Supporting a growing municipality through planned investments and asset management.	<b>Regional Economic Development</b> Investing in initiatives that strengthen the regional economy and prepare for future growth.	<b>Climate Change Action</b> Helping residents improve efficiency and building long-term climate resilience.	<b>Communication &amp; Engagement</b> Strengthening engagement and improving resident access to services and information.

Based on the existing work of the Municipality and these revised priorities, a new project list for Council was developed and adopted. This report provides an update on projects that were slated for the final quarter of last fiscal year and the first quarter of the new 2026/27 budget year.

## **Discussion**

Overall, the workplan remains on track as outlined. Below is a brief summary of the projects completed to date, the projects ongoing in the first quarter of the fiscal year, and some notes on other high priority projects.

### **Completed Projects Q4 & Q1**

- The Housing Strategy was completed, including public engagement and Council's final approval.
- Criteria for assessing recreation assets completed and approved by Council. Rubric is now being applied to Municipal parks for council review.
- Evaluative report to Council on the Mobile VIC service presented to Council prior to budget approval.
- Fire training program in collaboration with LRFES is underway; Council included \$40,000 in the 2026/27 budget to support the programs planned for this year.
- Council reviewed and adopted a new Active Transportation policy to guide future planning, funding applications and investments in active transportation.
- E-permitting system is now live; staff are developing operating procedures and testing to ensure service delivery is smooth as we enter peak building season.
- Council received a report on criminal record check fees and have removed the cost to residents seeking this service.
- MODL completed a review of fire governance issues; Council approved amendments that provide a Code of Conduct for chief fire officers, and there are new reporting requirements for all registered fire department drivers.
- The tax portal has been developed; staff are developing operating procedures and testing to ensure a smooth launch for the spring tax billing season.

### **In Progress for the First Quarter**

- Staff are working with neighboring municipalities to advocate provincial officials for improved cell service.
- Land-use planning engagement on Draft 2 is complete. A special Council meeting has been scheduled for April 28 to review the input received and for Council to give direction. PAC recommendation and first reading of the By-law are planned for spring.
- A staff working group has been formed and is preparing a report to Council with options on how to embed community development into municipal decision-making and operations.

- A review of options for small wastewater systems is expected to be presented to Council before summer break.
- A request to the Province for an increase in the Seniors Safety Program was unsuccessful. Council's representative on the Senior Safety Committee is participating in discussions on securing regional support for the addition of another coordinator.

### **Update on Other High Priority Projects**

- The Joint Regional Growth Management Committee discussed a proposal on a collaboration between the Town of Bridgewater and MODL on fixed route transit service in Osprey Village, Hebbville and Wileville.
- Community Hub
  - Council recently authorized an MOU with the library service to manage the new community space at the WellTide building.
  - Building construction is underway and fit-up for the municipally leased space ongoing.

### **Strategic Focus**

The priorities chart (attached) provides clarity to staff on where to direct municipal resources. Regular progress reporting provides information to Council on how those resources are used and progress being made towards Council's goals.

### **Budget/Financial Implications**

The proposed workplan is based on the 2026/27 budget.

### **Climate Change/Sustainability**

Climate Change is identified as a Strategic Priority; projects within the chart include initiatives identified in the LCAAP.

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

Specific projects address greater social inclusion (i.e. the Housing Strategy and Public Transit).

### **Strategic Communications**

Public engagement was conducted before Council finalized the strategic priorities.

**Work plan**

Regular reporting is provided to council on any required adjustments to timelines.

**Alternatives**

Not applicable, report is for information only.

**Conclusion**

Council has established an ambitious set of priorities to provide high quality public services and facilities, and to improve citizens' quality of life and economic opportunities while protecting our natural environment. The work completed to date in the first quarter of the fiscal year is proceeding according to the prioritization and timeline approved by Council.

<b>Report Preparation</b>	
<b>Department</b>	
<b>Report Prepared by</b>	
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
1	Transit Service	<ul style="list-style-type: none"> <li>work with partners on creating fixed route transit in the District</li> <li>Seek funding for pilot</li> <li>Secure Vehicle(s) required</li> <li>Launch service in 2026</li> </ul>	CAO	Planning	2026 Q4
2	Housing Strategy	<ul style="list-style-type: none"> <li>Prepare a draft housing strategy for Council consideration</li> <li>complete public engagement on content of draft</li> <li>(Note - implementation work for staff and council required after adoption)</li> </ul>	Admin	Planning, Ec. Dev	2025 Q4
3	Community Hub in Osprey Village	<ul style="list-style-type: none"> <li>Development &amp; management of community space on ground floor of Welltide building</li> </ul>	Ec Dev	CAO, Comms, Rec	2026 Q2
4	Establish Formal Regional Economic Development Platforms	<ul style="list-style-type: none"> <li>Pursue immediate opportunities for joint work</li> <li>complete joint study on structure of platform</li> <li>Regional discussion on results of report</li> </ul>	Ec Dev	CAO	2026 Q2
5	Comprehensive Land-Use Planning	<ul style="list-style-type: none"> <li>As Mandated by the Province, Draft a comprehensive Municipal Planning Strategy and Land-use Bylaw for the entire Municipality.</li> <li>Conduct rigorous public engagement</li> <li>Council adoption of MPS/LUB</li> <li>Submit to minister for final review</li> </ul>	Planning	CAO, Admin, Comms	2026 Q1
6	Community Development	<ul style="list-style-type: none"> <li>Options report to Council on how to embed community development into municipal decision-making and operations</li> </ul>	CAO	Admin/ Rec/ Ec Dev.	2026 Q1
7	Cell Service Advocacy	<ul style="list-style-type: none"> <li>Continue with advocacy plan (Meeting w/ BNS &amp; Minister required)</li> <li>Support &amp; amplify NSFAM advocacy on the issue.</li> </ul>	CAO	Ec Dev, Comms	2025 Q4
8	Volunteer Sector Support	<ul style="list-style-type: none"> <li>Expand on success of the Volunteer summit and community grants; investigate approaches to foster a sustainable and growing volunteer sector</li> </ul>	Rec	Admin	2027 Q1
9	Criteria for evaluating Recreation investments	<ul style="list-style-type: none"> <li>Staff report providing options for Council on developing criteria for assessing proposed investments in Recreation assets.</li> </ul>	Rec	Eng	2025 Q4
10	Mobile VIC Evaluation	<ul style="list-style-type: none"> <li>Evaluative report to Council on the mobile VIC service</li> </ul>	Rec		2025 Q4

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
11	Fire Service Training Strategy	•Collaborative development and implementation of a strategy to increase training for the volunteer fire service	Admin		2025 Q4
12	Dangerous and Unsightly Policy Review	•RFD for Council on D&U policies & their impact; options for reducing hardship for lower income/health complications; •options for improving efficiency of the process	Planning		2026 Q3
13	Analysis of Small Wastewater Systems	•Staff report exploring cost comparison, environmental outcomes, benefits and issues with small centralized systems vs. onsite wastewater treatment	Eng	Finance	2026 Q1
14	Fire Governance Issue re: Incident in Cumberland County	•Collaborative discussion with Fire service on appropriate system of accountability for Dept. officers, members, Drivers	Admin	CAO	2026 Q1
15	Updated AT Plan for Council Consideration	•Report to Council summarizing the drafted (not adopted) AT plan •Options for proceeding with implementation	Rec		2025 Q4
16	Open Space Strategy Evaluation	•History and evaluation of the Open Space Strategy	Rec	CAO	2026 Q2
17	Municipal App development	•Procure app developer •Manage development & integration with website •Train staff on use •Promo plan for launch & use	Comms	Rec	COMPLETE
18	Public Art policy	•Staff report to council on elements of a public art policy • Council deliberation and approval of a policy governing public art	Rec	Admin	2026 Q3
19	Reduce Wildfire Risk	•Explore options for increasing adoption of Fire Smart program in our communities	Admin	CAO, REMO	2026 Q4
20	E-Permitting for Building Services	•Purchase, install and launch an online platform for applying and issuing building permits	Planning	Admin, Finance	2025 Q4
21	Tax Portal	•Purchase, install and launch online portal to access tax account information	Finance	Admin	2026 Q1
22	Review Criminal Record Check Fees	•Report to Council on criminal record check fees	Admin	Finance	2025 Q4

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
23	Fire Service Governance - Oakland/Clearland	<ul style="list-style-type: none"> <li>Evaluate options to provide appropriate fire tax governance mechanism in place for Clearland</li> </ul>	Admin		2027 Q1
24	Grants Review	<p>Will include</p> <ul style="list-style-type: none"> <li>discussion about community development focus,</li> <li>Pre-development housing grant, Cemeteries grant, IDEA grant/GBV-specific support, and Community Sustainability grants</li> </ul>	Rec	Admin, Planning, Ec Dev	2026 Q3
25	Senior Safety expansion	<ul style="list-style-type: none"> <li>Lead regional discussion on expanding the service</li> </ul>	Admin		2026 Q1
26	Dry Hydrants	<ul style="list-style-type: none"> <li>Collaborative discussion with the Fire service on location and gaps in network of dry hydrants</li> <li>Explore options to expand network</li> </ul>	Admin	Planning	2026 Q3
27	Investigate a partnership on a Regional Industrial Park	<ul style="list-style-type: none"> <li>Included in TOR of the JRGM Committee</li> </ul>	CAO	Ec Dev	N/A
28	Local Immigration Partnership	<ul style="list-style-type: none"> <li>Collaborate with South Shore Multicultural Association &amp; municipalities to support the attraction integration and retention of newcomers into the labour market and broader community</li> </ul>	Ec Dev		N/A
29	Lunenburg Common Lands	<ul style="list-style-type: none"> <li>options report on how to address land management/trustees governance model</li> </ul>	Admin	CAO/rec/planning	Future Years
30	Discussion re: Regional Fire Training Facility	<ul style="list-style-type: none"> <li>Introduction of concept to Councils</li> <li>begin regional discussions on components &amp; feasibility</li> </ul>	Admin		2026 Q4
31	Extension of Central Services Surrounding Mahone Bay	<ul style="list-style-type: none"> <li>Work with the town on identifying growth areas</li> <li>Extension of underground services to permit high density residential development</li> </ul>	CAO	Ec Dev, Eng./planning	N/A

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
32	Evaluation of the CES Lease	<ul style="list-style-type: none"> <li>•consider selling or remove from priority list, lease runs until 2029</li> <li>•Report to Council on the history, current lease terms, issues and benefits of relationship with Reserves</li> </ul>	Ec Dev	CAO Finance Eng	Future Years
33	Marketing Levy Decision	<ul style="list-style-type: none"> <li>•Evaluation and adoption or dismissal of levy on room stays to fund tourism initiatives</li> </ul>	Rec	Admin, Finance	Future years
34	Arts and Culture Policy/strategy	<ul style="list-style-type: none"> <li>•Report outlining benefits of and effort required for the development of an Arts and Culture policy; Council decision on whether to pursue</li> </ul>	Rec	Admin, Planning, Ec Dev	Future Years
35	Floodplain Mapping	<ul style="list-style-type: none"> <li>•Address data gaps and mapping of floodplains</li> <li>• Meet provincial requirements around floodplain protections</li> </ul>	Planning		Future Years
36	Dog Bylaw	<ul style="list-style-type: none"> <li>•Complete an evaluation and update of the Dog bylaw</li> </ul>	Admin		Future years
37	Personnel Policy Review	<ul style="list-style-type: none"> <li>•Complete an evaluation and update of the Personnel Policy</li> <li>•Remove procedural items;</li> <li>• Harmonize with changes to provincial legislation &amp; MISB partners</li> </ul>	HR	Admin	2026 Q3