

AGENDA
MUNICIPAL COUNCIL
Bridgewater, NS
Tuesday, October 9, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – Public Hearing & Special Council – September 24, 2018 and
Regular Council - September 25, 2018
6. BUSINESS ARISING FROM MINUTES (Nil)
7. AWARDING OF TENDERS/RFPs
 - 7.1 Tender Award Revision On Site Sewage Disposal System Project Group #161-4
8. PRESENTATIONS/SCHEDULED TIMES
 - 8.1 Darren Nauss, Business Development, GoRural Transportation Network.....9:15 a.m. 5-10
9. CONSIDERATION OF CORRESPONDENCE
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 10.1 Finance Committee
 - 10.1.1 Funding Request – HB Studios Sports Centre(11) 12-22
 - 10.1.2 Designated Community Project Fund – Lunenburg Yacht Club..... (11) 23
 - 10.1.3 Municipal Celebrations – Christmas on the LaHave.....(11) 24-26
 - 10.1.4 River Ridge Common Trail Development(11) 27-28
 - 10.1.5 Staff Resources Committee Terms of Reference(11) 29-32
 - 10.1.6 Approval of Salary Scale..... (11) 33
11. STAFF REPORTS
 - 11.1 Recreation Department
 - 11.1.1 Sherbrooke Lake Park Draft Report 11:00 a.m. 34-93
 - 11.2 Planning Department
 - 11.2.1 Hemford Forest Plebiscite Results94-102
 - 11.2.2 Acceptance of Deed for New Municipal Roads103-114
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
 - 12.1 MJSB Update
 - 12.2 Deputy Mayor’s Update
 - 12.3 Nominating Committee Appointment by Mayor
 - 12.4 Mayor’s Update
13. IN CAMERA
 - 13.1 Contract Negotiations re Management Agreement under Section 22(2)(3) of the MGA
 - 13.2 Contract Negotiations re Lease under Section 22(2)(3) of the MGA
 - 13.3 Land Negotiations re Land Acquisition under Section 22(2)(a) of the MGA
 - 13.4 Land Negotiations re Indian Oaks under Section 22(2)(a) of the MGA
14. ADJOURNMENT



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Maria Butts, LaHave River Project Manager

DATE: October 9, 2018

RE: Tender Award Revision: On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #16

RECOMMENDATIONS

As Town and Country has chosen not to accept the award of Tender 2018-05-016, it is recommended that Council authorize staff to award tender 2018-05-016 to CK Earthworks Ltd, the next lowest bidder, in the amount of \$84,919.00 plus HST.

EXECUTIVE SUMMARY

Three bids were received for *Tender 2018-05-016 On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #16*. On September 11, 2018, Council authorized staff to award the tender to Town and Country Property Improvement Ltd, the lowest bidder. Since that time, Town and Country has elected not to accept the award, recognizing the high number of system installations they have been previously awarded and must install prior to the end of the 2018 construction season.

The scope of work consists of the supply and installation of five septic systems located on private property belonging to homeowners who have applied to participate in the LaHave River Straight Pipe Replacement Program (SPRP), administered by the Municipality of the District of Lunenburg (MODL).

Tender 2018-05-016 is a bundle of five traditional on-site septic systems.

BACKGROUND

In the Spring of 2016, *Our Living Future* campaign was launched to bring awareness and education around the issue of straight pipes and their impact on the LaHave River and Council authorized staff to make an application to the New Build Canada Fund for a SPRP. Staff were directed to prepare a Wastewater Management District (WWMD) By-Law and policies to implement such a program. The drafted By-Law and policies have since been adopted by Council.

On June 29, 2017, federal and provincial authorities announced joint funding along with the Municipality for the replacement of straight pipes with on-site sewage disposal systems along the LaHave River.

Replacement of straight pipes with functioning septic systems required the services of a qualified engineer to select, design, and oversee the installation of approved septic systems. As such, council authorized staff to award of *RFP 2017-05-400 On-Site Sewage Disposal System Design for Lahave River properties* to ABLE Engineering Services Inc (ABLE) on August 22, 2017.

To date, MODL has received 138 applications for replacement from property owners within the WWMD.

Over the past number of months, MODL has been working with ABLE to produce sewage disposal designs for each property owner enrolled in the SPRP. Five designs were selected from those completed to date for inclusion in tender 2018-05-016.

No Municipal dollars are being spent on this program as the federal and provincial grants cover up to two thirds of the cost and all eligible homeowners are required to pay the remaining one third.

DISCUSSION

Tender 2018-05-016 was posted on Tuesday, August 21, 2018 and closed on Tuesday, September 4, 2018.

Three bids were received by the deadline. Town and Country Property Improvement Ltd has chosen not to accept the award of Tender 2018-05-016 as previously approved by Council on September 11, 2018.

Following the removal of Town and Country Property Improvements bid, the following two bids still stand:

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Dennis Lively Construction and Backhoe Services Ltd	\$96,000.00
CK Earthworks Ltd	\$84,919.00

Table 1: Accepted Bids for Tender 2018-05-016

Under the scope of work for this tender, the successful bidder is required to complete all excavation, bedding, pipe laying, backfill and compactions. They are to supply all septic tanks, miscellaneous fittings, filter sand, stone and concrete. The successful bidder is also required to complete leakage testing, and all surface restoration and any other work as specified and shown on the design drawings.

CONCLUSION

Tender 2018-05-016: Lowest bid still standing was submitted by CK Earthworks Ltd of Bedford, NS.

Tender Award Recommendation

Tender: 2018-05-016 On-Site Sewage Disposal System Installation for LaHave River Properties. Project Group #16.

Scope of Work: Install five On-Site Sewage Disposal Systems on five properties along the LaHave River.

Closing Date: September 4, 2018

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Funding	Total Bid (w/o HST)
Dennis Lively Construction and Backhoe Services Ltd	\$96,000.00
CK Earthworks Ltd	\$84,919.00

Table 1: Standing Bids for Tender 2018-05-016

Tenderers	
Town and Country Property Improvement Ltd	\$74,246.21

Table 2: Bids Withdrawn from Tender 2018-05-016

Tender Award Recommendation:

As a result of the removal of Town and Country Property Improvements bid, it is recommended that Council award Tender 2018-05-016 to the next lowest bidder, CK Earthworks Ltd for the cost of \$84,919.00 plus HST.



Rural Public Transit for all is a core component of a sustainable community. GoRural Transportation Network proposes a Transit Solution built on traditional values and modern technology

Rural Transit Solution

Transportation as a Service

Darren Nauss & Steve Lumb
GoRural Transportation Network

Rural Transit Solution – Transportation as a Service (TaaS)

Lunenburg County Pilot Proposal

Benefits of Public Transit

“Transportation is a core component of a sustainable community”

Economic Growth

- Increases access to employment opportunities
- Promotes local retail spending
- Offers a more affordable alternative for getting to work and/or education/training programs
- Provides jobs for those operating the system
- Reduces cost of delivering social services by municipal Community Services Departments; as clients can now use transit rather than relying solely on Department funded taxi services to get around

Social Well-Being

- Access social services
- Visit family members and friends
- Conduct shopping
- Engage in recreation, leisure and entertainment activities
 - Social outings
 - Farmers markets
 - Swimming pool
 - Provincial Park
 - The beach
- Provide “a vital lifeline” for a community.
- Access child and adult day care programs
- Connect to other forms of transportation

Healthcare

According to the American Public Health Association:

- “Research increasingly indicates that current transportation investments can have a profound impact on public health for the poor, the elderly, people with disabilities and other vulnerable populations... The public health community is strongly supportive of transportation investments that support the growth and establishment of health and equity in all communities...”

Being able to attend appointments is critical to

- Preventing health problems
- Managing health conditions effectively
- Avoiding relapses following treatment

It has been demonstrated that those with access to transportation are more likely to attend health appointments than those without access, and that missing a trip for routine care or preventive services

can often result in a medical trip that is more costly than the trip that was missed, including emergency transfer and hospitalization

Accessing social and recreational programs not only offers increased opportunities for physical activity but also for social interaction, further reducing the likelihood of social isolation and negative mental health.

People who have increased mobility are more likely to be able to live independent, healthier lives as a result.

Environmental

- Reduces the number of vehicles on the roads
- Reduces greenhouse gas emissions
- Promotes multimodal mobility - walking, biking, rolling, etc...

On-Demand Transportation Network

Definitions:

- **On-demand** - available when a citizen wants or asks for something
- **On-demand transportation Network** – aka:
 - Demand-responsive service
 - Flexible transport services
 - Demand-responsive transit (DRT)
 - Micro transit
- An advanced, user-oriented form of public transport characterized by flexible routing and scheduling of small/medium sized vehicles operating in shared-ride mode between pick-up and drop-off locations, adjusting to passenger demands
- Systems typically provide a public transport service for areas of low passenger demand, such as rural areas, where a regular bus service would not be viable.

Rural Transit Solution – Concept

Utilize technology and automation to coordinate a fleet of vehicles and drivers, providing on-demand and reserve Public Transit to citizens.

“Let me break that down...”

Technology and automation - Cloud and application based computing, which provides dynamic real-time scheduling and routing to effectively and efficiently accommodate public demand

Fleet of vehicles and drivers – Private, Public, and Community Assets. (Depending on business model and service area)

On-demand and reserve Public Transit - Citizens engage the service through a smartphone, smart device, or by calling a Centralized Dispatch Center

Rural Transit Solution - Service Scenarios

Bridgewater Public Transit – Complementary Service

1. Support fixed-route bus pilot by providing a solution for in-town ‘first & last mile’ service gaps

MODL - Rural Transit Solution

2. A “spoke” to the “hub” of the fixed route/ fixed schedule Bridgewater Public Transit & Maritime Bus Pilots
3. A Rural Transit Solution for Lunenburg County (District of Lunenburg)

Business Models for Providing Service to all 3 Scenarios

Model 1: On-demand, **non-dedicated** fleet of vehicles (**Ride Share**)

- Contracted vehicles and drivers
 - GoRural Transportation Network Contract Drivers
 - Cooperating Taxi Companies
- Volunteer/Paid vehicles and drivers
 - Community Assets/Associations

Model 2: On-demand, **dedicated** fleet of vehicles (**Micro Transit**)

- Dedicated vehicles and drivers
 - GoRural Transportation Network vehicles & salaried drivers
- Non-dedicated vehicles and drivers to service irregular spikes in demand
 - GoRural Transportation Network Contract Drivers
 - Cooperating Taxi Companies

Model 1: (Ride Share) Advantages/Disadvantages

Advantages	Disadvantages
Low cost of start up	More drivers to manage
Short start up time	More vehicles to manage
	Greater risk to Quality of Service
	Increased risk of pilot failure
	Issues of scalability

Model 2: (Micro Transit) Advantages/Disadvantages

Advantages	Disadvantages
Less drivers to manage	High cost of start up
Less vehicles to manage	Long start up time
More efficient use of Assets	
Dedicated salaried drivers	
High Quality of Service	
Decreased risk of pilot failure	
High degree of scalability	

Benefits of Transit as a Service (TaaS)

(Micro Transit, Demand Responsive Transit)

Grow Ridership - Promote use of existing fixed-route services by solving the first and last mile problem.

Upgrade existing services - Make legacy community group dial-a-ride and paratransit services on-demand and use vehicles more efficiently.

Optimize Assets - Replace underperforming fixed-route service with real-time demand response and use the savings to increase the frequency of fixed-route service in high-demand corridors.

Aggregation of Riders - Dynamically routing vehicles that are going from different origins to different destinations in real time — creates operational possibilities that were unimaginable only five years ago

On-demand and dynamic - The most successful micro transit services are on-demand — customers get rides when they want them — and fully dynamic, meaning there are no static routes or schedules.

Data Collection and Actionable Intelligence - Millions of data points can be generated from even a small service. Deriving actionable intelligence from data sets in real time will create a more efficient service the longer the service is deployed

TaaS – Micro Transit - Next Steps

1. Pre-pilot service planning and modeling for Lunenburg County
2. Define the service model, determine costing and provide rides according to a service level agreement (SLA)
 - a. SLA is based on the following criteria:
 - Number of vehicles required to achieve a compelling Quality of Service (QoS) (*QoS is measured in terms of pickup and trip times*)
 - Amount riders pay per trip
 - Maximum number of riders in each vehicle
 - Definition of success in terms of:
 - Total ride volume (*ridership*)
 - Service productivity (*passengers/vehicle/hour*)
 - Cost-effectiveness
 - QoS

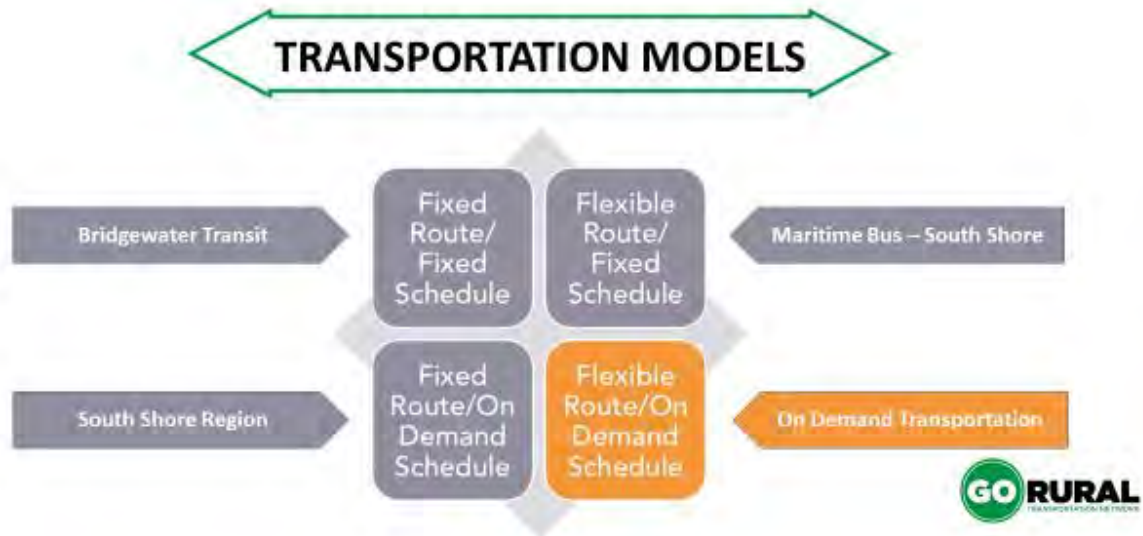
TaaS – Ride Share - Next Steps

1. Secure ride share purveyors
 - a. GoRural Transportation Network Contract Drivers
 - b. Cooperating Taxi Companies
2. Establish relationships to provide Paratransit for Pilot

Our Ask of You

1. Determine best business model for pilot and/or full deployment
2. Investigate and determine funding programs for TaaS business models

Local Public Transportation Plus GoRural Proposal



Traditional Taxis



On Demand Transportation





Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

October 3, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, October 2, 2018, made the following recommendations to Council:

1. that Municipal Council approves the funding request of HB Studios Sports Centre and provides a grant for \$31,000 based on receipt of a positive cash flow projection to March 31, 2019 that includes the Municipality of the District of Lunenburg's contribution.
2. that Municipal Council grant \$6,690.06 to the Lunenburg Yacht Club as per the criteria outlined in the Designated Community Project Fund Policy MDL-48.
3. that Municipal Council provides a grant to the Christmas on the LaHave event in the amount of \$1,000 from the Municipal Celebrations Account.
4. that Municipal Council approves \$26,820.04 to be allocated to the 2018-19 River Ridge Common Capital Budget for trail development work that was approved in 2017-18 and completed in 2018-2019 with the funds coming from the gas tax funds that were allocated in the 2017-2018 Capital Budget for this project.
5. that Municipal Council approves the draft Terms of Reference for the Staff Resources Committee as presented.
6. that Municipal Council approves the revised salary scales as presented, effective October 1, 2018.

Respectfully submitted,

Chairman and Members
Finance Committee

/re
Attachments



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell, CPA, CMA
DATE: October 2, 2018
RE: HB Studios Sports Centre Request

RECOMMENDATION

It is recommended that the Finance Committee recommend to Council to approve granting the request for \$31,000 based on receipt of a positive cash flow projection to March 31, 2019 that includes MODL's contribution.

BACKGROUND

A presentation was made at the September 4, 2018 Finance Committee Meeting. The facility is projecting a shortfall of \$45,249 in the current fiscal year. As well, the facility is currently at the top of its line of credit offered by the Bank of Montreal.

The Municipality has budgeted \$30,000 in this fiscal year as a placeholder in the event that Council approves the funding request.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: October 2, 2018

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____

What HBSSC Has to Offer

- We offer our community:
 - 49,000 square foot facility
 - indoor turf,
 - sprint track,
 - oval track,
 - multi-purpose room,
 - matted fitness area,
 - numerous change rooms and washrooms, and
 - rentable space for recreation related groups.

Operations & Management

- Board of Directors oversee overall financial management of the facility
- Facility manager oversees operations management of the facility (staffing, payroll, scheduling, cleaning & maintenance, etc)
- Part-time front desk staff to greet visitors, take payment and are tasked with day to day cleaning
- Staff will soon include program coordinator, being hired by facility manager, to plan and implement HBSSC programs in the facility

HBSSC Rates

- Track
 - Drop in use - \$2
 - 30 day pass- \$20
 - Annual Pass - \$200
- Field
 - Sept 1 – May 31 (8am-4pm) - \$95 per hour
 - Sept 1 – May 31 (4pm-close) - \$130 per hour
 - June 1 – Aug 31 - \$65 per hour
- Exercise area - \$25 per hour
- Multi-purpose room - \$20 per hour
- Shuffleboard - \$2 drop in
- The field cost has risen multiple times over the past 10 years, usually to match cost of living or other facilities raising their fees. Currently our turf rates are in close range of the Valley and Halifax indoor facilities.
- The Track rates have stayed the same since opening day in an effort to keep the fee affordable for all, any income loss from not raising the cost has been offset by yearly donations from private donor.
- Many sport/recreation groups on the South Shore are small, unable to cover costs of expensive facility rentals.

Market Strategies

Market	Rationale
Children & Youth	An early start at healthy, active living is important. Developing strong, diverse recreational repertoire at young age increases the chance they are active for life.
Inactive adults	Most recreation programming is targeted as younger children or seniors, but rarely are adults targeted. We believe that with our facility we can offer fun, affordable programming for this group.
Seniors	We have a large population of seniors that we believe we can better serve through this facility.

Market strategies cont.

- How do we provide access to these groups currently?
 - Young children & youth are provided access through community sport organizations. We have also developed a pre-school drop in program and have partnered with Active EVENTure to offer more programming opportunities. This summer we brought a dance studio in to one of our rentable spaces.
 - We provide affordable walking and meeting areas for adults and seniors, and have worked with local recreation departments to bring programming to HBSSC for them.

Market strategies cont.

- How do we improve?
 - Facility manager will be hiring a program coordinator so we can offer more programs than ever before. The focus for this position will be access – how to provide more opportunities for more user groups, specifically young children, inactive adults and seniors. This position will be created by reducing current staff hours so there is no cost but potential for revenue from sources HBSSC hasn't accessed before.

Marketing & Partnerships

- The naming rights for the track will be available
- Multiple locker rooms will be available to name and decorate for local businesses.
- Signage opportunities, which have long been part of what HB Studios has offered, will again be shopped to local groups.
- Through doing this we hope to not only bring in significant revenue but also develop partnerships with people and groups throughout the South Shore to better position the facility going forward.

Competitive Analysis

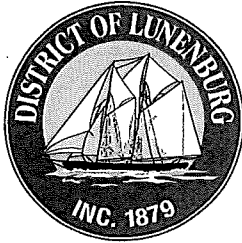
- Local Gyms (YMCA, Lyons Den, 902 Athletics, etc)
 - Offer fitness programs, personal training and exercise space that we cannot. Able to rely on membership programs rather than outside groups.
 - Cost is higher at these facilities. Cushioned track is superior to machine training. Offer a larger surface that they cannot.
- Lunenburg County Lifestyle Centre
 - Offers indoor walking and meeting rooms as well as a rink, pool and library. Offers more programming (skate, swim, library) than we are able to.
 - Prices for meeting spaces are lower. Walking on cushion track vs concrete. Offer more leasable space and therefore have more diverse recreational uses.
- Outdoor Fields
 - Low cost & outdoors
 - We are indoors, field maintenance is not an issue for users, have clean washroom facilities.

Financial Considerations

Budget	Revenue
Main Items	Main Items
<ul style="list-style-type: none">• <u>Insurance</u>• \$10,785• <u>Interest on long term debt</u>• \$20,000• <u>Cleaning & Maintenance</u>• \$10,000• <u>Salaries & Wages</u>• \$80,000• <u>Utilities</u>• \$45,000	<ul style="list-style-type: none">• <u>Field fees</u>• \$80,000• <u>Track fees</u>• \$32,000• <u>Multi-purpose room fees</u>• \$2,000• <u>Tenant rental</u>• \$23,650
• Total for all items - \$182,899	• Total for all items - \$137,650

Financial Considerations cont.

- In addition to needing outside funding to cover the cost of expenses, HBSSC is currently at the top of a \$70,000 overdraft offered by the Bank of Montreal
- Will need Town and Municipal units to lend support over a longer term period similar to the start of the building plus go after other potential funders to cover cash flow/long term debt
- Sell sponsorship and partnership opportunities
- Create own programming to pave way for a membership structure so outside groups aren't only revenue stream



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee
FROM: Tissy Bolivar, Acting Director of Recreation Services
DATE: October 2, 2018
RE: Designated Community Project Fund – Lunenburg Yacht Club

RECOMMENDED MOTION

That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the Lunenburg Yacht Club \$6,690.06 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

At the February 21, 2017 Council Meeting, Council approved an application submitted by the Lunenburg Yacht Club under the Designated Community Project Fund, Policy MDL-48 to assist them in raising \$450,000 in capital funds for capital projects for the Club.

Recently, there were four donations totalling \$6,710.06. The amount of \$6,690.06 is being recommended to be approved as \$20 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Lunenburg Yacht Club this grant, money in which they have raised on behalf of capital projects to be undertaken to the Club.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects. In fact, it was a capital project of the Lunenburg Yacht Club originally that was the motivator for MODL to consider the possibility of establishing such a policy.



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Acting Director of Recreation Services

DATE: October 2, 2018

RE: Christmas On the LaHave

RECOMMENDATION

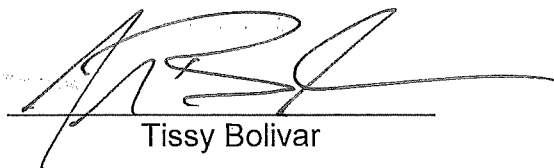
That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the **Christmas on the LaHave** event with \$2,000 from the Municipal Celebrations account.

BACKGROUND

Christmas on the LaHave is a Municipal Christmas Celebration, in which many Municipal residents participate. The Municipality has funded this event since 2010. \$2,000 was granted in 2017. There is staff representation on committee. The proposed expenses for 2018 are \$20,000, with a projected \$3,000 in revenue from grants and donations. Budget attached.

BUDGET IMPLICATIONS

\$2,000 has been budgeted in the Municipal Celebrations account for this event in the 2018-2019 fiscal year. There are sufficient funds in the account.


Tissy Bolivar



September 20, 2018

Via e-mail: Tissy.Bolivar@modl.ca

Ms. Tissy Bolivar
Acting Director of Recreation Services
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS, B4V 4G8

Re: Christmas on the LaHave

Dear Tissy,

For several years now, the Town of Bridgewater and the Municipality of the District of Lunenburg have successfully partnered together to bring Christmas on the LaHave to residents of Lunenburg County and beyond. This is a great event that brings thousands of people and local communities together in the spirit of Christmas.

In the past the Municipality of the District of Lunenburg has generously contributed \$2,000 to the success of this event. Your financial support is appreciated. Some of the positive outcomes associated with the event and your investment is the community comradery and goodwill as well as the Hay Bale Snowmen, Community Forest and CD's of the parade and fireworks which are given to nursing homes in Bridgewater (4), Mahone Bay (1) and New Germany (2).

Tissy thanks again to the Municipality of the District of Lunenburg for your valued support.

Sincerely,

Michael Graves
Committee Chair
902-521-4704 (cell)
Michael.Graves@Bridgewater.ca

Town of Bridgewater

Fiscal Year Period April 01, 2018 To August 31, 2018
 FUND01 - Town - Operating

Income & Expense Statement

Printed: 3:25:04PM 08/31/2018

Account	AcctName	Fiscal YTD	Commitment	Annual Budget	Variance	% Used	Forecast
INCM REVENUE							
I103 Sales of Services							
I112 Recreation & Cultural Services							
I138 Christmas on the Lahave							
I 01-14780-440	Grants Municipality of the District of Lunenburg	\$0.00	\$0.00	\$2,000.00	\$ 2,000.00	0.00	\$0.00
I 01-14780-887	Donations	0.00	0.00	500.00	500.00	0.00	0.00
I 01-14780-965	Provincial Grants	0.00	0.00	500.00	500.00	0.00	0.00
I138 Christmas on the Lahave		\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00	\$ 0.00
I112 Recreation & Cultural Services		\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00	\$ 0.00
I103 Sales of Services		\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00	\$ 0.00
INCM REVENUE		\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00	\$ 0.00
EXPN EXPENSES							
E213 Recreation & Cultural Services							
E797 Christmas on the Lahave							
E 01-27520-173	Fireworks	\$0.00	\$0.00	\$6,500.00	\$ 6,500.00	0.00	\$0.00
E 01-27520-174	Advertising	0.00	0.00	1,600.00	1,600.00	0.00	0.00
E 01-27520-195	Entertainment	0.00	0.00	400.00	400.00	0.00	0.00
E 01-27520-200	Materials/Rentals	0.00	0.00	1,000.00	1,000.00	0.00	0.00
E 01-27520-420	Filming & camera Supplies	0.00	0.00	700.00	700.00	0.00	0.00
E 01-27520-543	Lights	0.00	0.00	300.00	300.00	0.00	0.00
E 01-27520-587	Trees & Wreaths	0.00	0.00	600.00	600.00	0.00	0.00
E 01-27520-592	PW Labour Charges	0.00	0.00	4,000.00	4,000.00	0.00	0.00
E 01-27520-593	PRC Labour Charges	0.00	0.00	2,000.00	2,000.00	0.00	0.00
E 01-27520-594	Police Labour Charges	0.00	0.00	1,500.00	1,500.00	0.00	0.00
E 01-27520-867	Whimsical Children's Store	0.00	0.00	200.00	200.00	0.00	0.00
E 01-27520-888	Installation/removal of Wreaths & Lights	410.28	0.00	1,000.00	589.72	41.03	0.00
E 01-27520-899	Other	0.00	0.00	200.00	200.00	0.00	0.00
E797 Christmas on the Lahave		\$ 410.28	\$ 0.00	\$ 20,000.00	\$ 19,589.72	2.05	\$ 0.00
E213 Recreation & Cultural Services		\$ 410.28	\$ 0.00	\$ 20,000.00	\$ 19,589.72	2.05	\$ 0.00
EXPN EXPENSES		\$ 410.28	\$ 0.00	\$ 20,000.00	\$ 19,589.72	2.05	\$ 0.00
Total Income:		\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	0.00	\$ 0.00
Total Expenses:		410.28	\$0.00	\$ 20,000.00	19,589.72	2.05	\$0.00
Totals:		<u>\$ (410.28)</u>	<u>\$ 0.00</u>	<u>\$ (17,000.00)</u>	<u>\$ (16,589.72)</u>	<u>-2.05</u>	<u>\$ 0.00</u>



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee
FROM: Trudy Payne, Acting Deputy CAO
DATE: October 2, 2018
RE: River Ridge Common Capital Budget

RECOMMENDATION

That the Finance Committee recommend to the Municipality of the District of Lunenburg Council to approve \$26, 820.04 be allocated to the 2018-2019 River Ridge Common capital budget for trail development work that was approved in 2017-2018 and completed in 2018-2019 with the funds coming from the gas tax funds that were allocated in the 2017-2018 capital budget for this project.

EXECUTIVE SUMMARY

The River Ridge Common is a multi-year, phased development of various park components on a 115-acre property owned by MODL. It is divided by the South Shore Annapolis Valley Trail into 2 distinct parcels. The 15-acre Lower Park is a former gravel pit, situated between Highway 10 and the rail trail. The 100-acre Upper Park area is a former woodlot, to the north of the rail trail.

The work completed to date includes accessible trails in the upper park area, securing of the overall site with access gates and significant stockpiling of materials to be used for additional trails and features throughout the site. Development is proceeding as planned for 2018-2019, which includes a natural playground, accessible trails, and landscape features in the lower park.

BACKGROUND

In the 2017-2018 capital budget, the Municipality awarded an RFP to Trailflow to complete earthworks for the accessible trail system in the Upper Park at River Ridge Common for a price of \$36,550.55 plus HST. This work was carried over into the 2018-2019 construction season, with approval, to be completed by May 18, 2018. The amount of \$26,820.04 represents the work that was completed in May 2018. During the budget process an oversight was made and

these funds were not carried over to the 2018-2019 capital budget. Funds were budgeted for this project in 2017-2018 to come from gas tax funds.

As this project was not completed until the 2018-2019 budget year, monies were not carried forward, therefore a total cost of \$26,820.04 have been used to cover the cost of this project in our 2018-2019 approved budget of \$243,000. This is impacting the work in which we had planned for this year.

BUDGET IMPLICATIONS

If we move forward with all projects expected to be completed this year, the total budget for River Ridge Common in the 2018-2019 budget year, will show an overage of roughly \$26,820.04, as monies were not carried forward from 2017-2018 to complete the awarded earthwork by Trailflow.

CONCLUSION

Municipal staff are working diligently to oversee this project and ensure the completion of all components, as planned. Trailflow has completed the earthwork portion, as per the RFP issued in 2017-2018, in addition to trail surfacing which was awarded in 2018-2019. The capital budget for 2018-2019 did not reflect the carry-forward for this project, in the amount of \$26,820.04. Staff are not requesting that additional funds be allocated just to enable funding that was budgeted in 2017-2018 be reallocated to the 2018-2019 capital budget for River Ridge Common.

Department: Recreation	
Report Prepared By: Trudy Payne, Acting Deputy CAO	Date Sept. 26, 2018
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Chairman and Members of the Finance Committee
SUBMITTED BY: Sherry Conrad, Municipal Clerk
DATE: September 17, 2018
RE: **Approval of Draft Terms of Reference – Staff Resources Committee**

RECOMMENDATION

“that the Finance Committee recommends to Council that Municipal Council approves the draft Terms of Reference for the Staff Resources Committee as presented.

EXECUTIVE SUMMARY

Municipal Council approved amendments to the MDL-51 Personnel Policy at the September 11, 2018 Council meeting. Article 2 of the Policy requires that a Staff Resources Committee be established.

Attached is a draft Terms of Reference for the Staff Resources Committee for the Finance Committee's review and recommendation to Council.

DISCUSSION

The draft Terms of Reference is reflective of Article 2 of the Personnel Policy, which is as follows:

“ARTICLE 2 - STAFF RESOURCES COMMITTEE

- 2.01 The Staff Resources Committee is responsible for the oversight and administration of the Personnel Policy. The Committee shall be comprised of the Chief Administrative Officer (“CAO”), the Municipal Clerk, the Payroll and Benefits Administrator, one Manager/Director, and one staff person.
- 2.02 The Staff Resources Committee shall meet quarterly to discuss issues related to the Personnel Policy. The Policy should be reviewed, in its entirety, every four years. The Municipal Clerk shall periodically request staff to submit information, in writing, suggesting changes to the Personnel Policy. Recommendations from the Staff Resources Committee will be reviewed by management with final recommendations taken to the Finance Committee for review and recommendation to Council.
- 2.03 The Staff Resources Committee can utilize internal or external resources as required to fulfill the Terms of Reference.”

BUDGET IMPLICATIONS

None

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

Amend the draft Terms of Reference.

CONCLUSION

As a Terms of Reference is required under Article 2 of the approved Personnel Policy MDL-51, the Committee needs to forward the draft Terms of Reference to Council for approval as presented or as amended, if amendments are proposed.

Department: Administration

Report Prepared By: Sherry Conrad

Date Sept. 17, 2018

Report Approved By: _____ Date _____

Reviewed By CAO: _____ Date _____

Terms of Reference
Staff Resources Committee

1. The Staff Resources Committee is established under Article 2 of the Municipality of the District of Lunenburg's Personnel Policy MDL-51. The objective of the Committee is to provide oversight and administration of the Municipality's Personnel Policy MDL-51.

2. Composition of the Committee

The Committee shall consist of five members being the Chief Administrative Officer (CAO), the Municipal Clerk, the Payroll and Benefits Administrator, one Manager/Director and one staff person. The Chief Administrative Officer, the Municipal Clerk and the Payroll and Benefits Administrator positions are automatically appointed to the Committee.

3. Terms of Service

The one Manager/Director position and the one staff position will be appointed for a two-year term.

4. Appointment of Manager/Director Member

The CAO will appoint the representative to fill the Manager/Director position on the Committee.

5. Election of Staff Member

The Municipal Clerk will call for nominations to fill the staff person position on the Committee and arrange for the election of same.

6. Meetings

6.1 The Committee shall meet quarterly and, at other times, at the call of the CAO.

6.2 Every attempt will be made to schedule meetings at least seven (7) days in advance.

6.3 The CAO shall Chair the meetings.

6.4 Official Minutes will not be taken at the meetings.

7. Responsibilities

7.1 To provide oversight and administration of the Municipality's Personnel Policy MDL-51.

7.2 To review the Personnel Policy in its entirety every four years.

7.3 To discuss issues related to the Personnel Policy.

7.4 To consult with staff periodically by requesting them to submit information, in writing, suggesting changes to the Personnel Policy.

8. Reporting

- 8.1 Recommendations from the Committee will be reviewed by the Strategic Management Team prior to going to the Finance Committee for review and recommendation.
- 8.2 Final recommendations/reports from the Committee regarding any proposed changes or issues arising with regard to the Personnel Policy will be presented to the Finance Committee for review and recommendation to Council.

9. Resources

The Committee can utilize internal or external resources as required to fulfill its responsibilities.

Approved by Council:

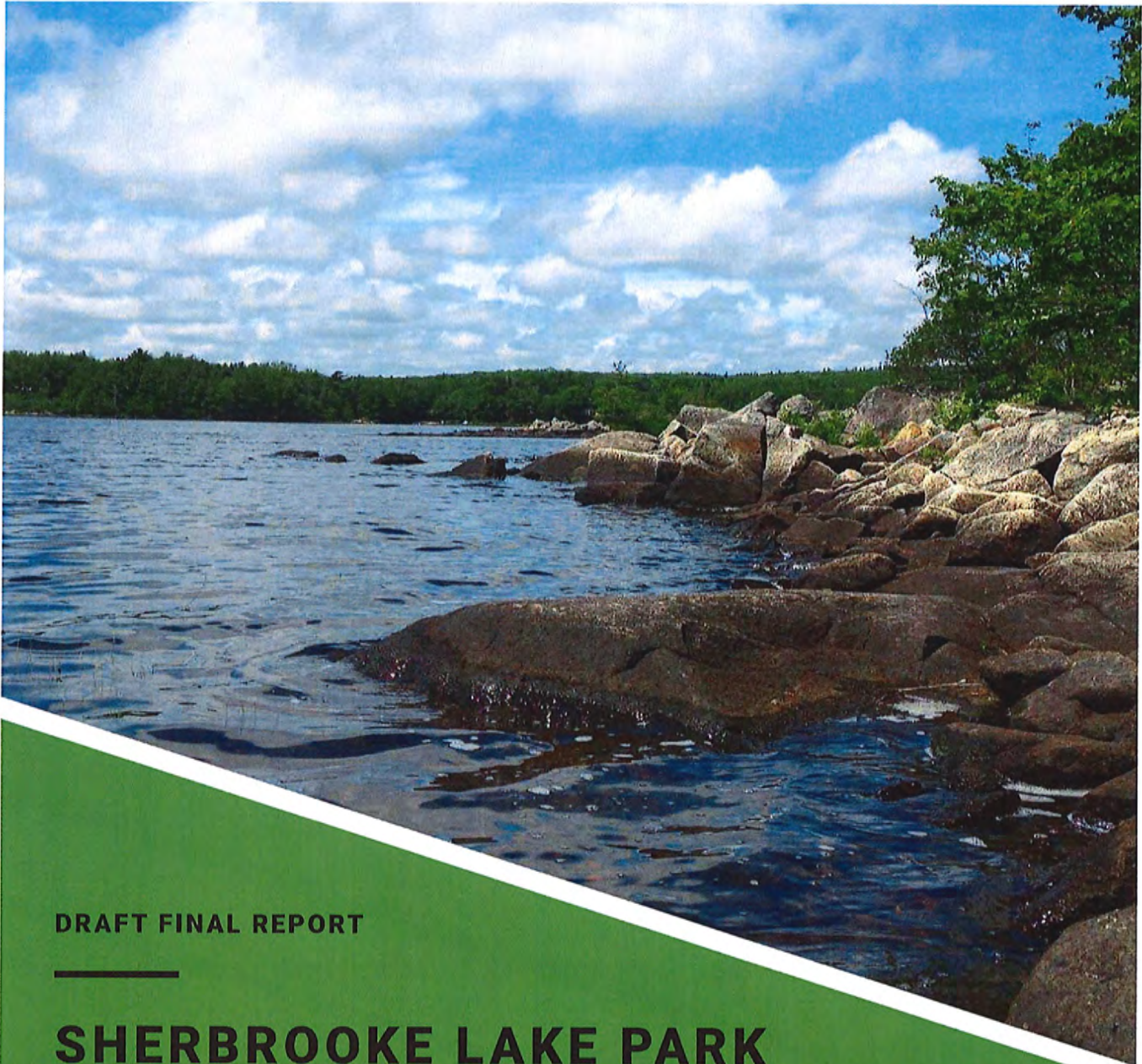
Recommended Pay Scale Based on Market Study

Group	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
20	\$ 26,400	\$ 27,720	\$ 29,040	\$ 30,360	\$ 31,680	\$ 33,000
30	\$ 29,470	\$ 30,943	\$ 32,417	\$ 33,890	\$ 35,364	\$ 36,837
40	\$ 40,547	\$ 42,575	\$ 44,602	\$ 46,629	\$ 48,657	\$ 50,684
50	\$ 45,525	\$ 47,801	\$ 50,077	\$ 52,354	\$ 54,630	\$ 56,906
60	\$ 51,747	\$ 54,335	\$ 56,922	\$ 59,509	\$ 62,097	\$ 64,684
70	\$ 60,458	\$ 63,481	\$ 66,504	\$ 69,527	\$ 72,550	\$ 75,573
80	\$ 71,658	\$ 75,241	\$ 78,824	\$ 82,407	\$ 85,990	\$ 89,573
90	\$ 84,103	\$ 88,308	\$ 92,513	\$ 96,718	\$ 100,923	\$ 105,128

Recommended Pay Scale Based on Market Study **less 6%**

Group	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
20	\$ 24,816	\$ 26,057	\$ 27,298	\$ 28,539	\$ 29,780	\$ 31,020
30	\$ 27,702	\$ 29,087	\$ 30,472	\$ 31,857	\$ 33,242	\$ 34,627
40	\$ 38,115	\$ 40,021	\$ 41,926	\$ 43,832	\$ 45,738	\$ 47,643
50	\$ 42,794	\$ 44,934	\$ 47,073	\$ 49,213	\$ 51,353	\$ 53,492
60	\$ 48,643	\$ 51,075	\$ 53,507	\$ 55,939	\$ 58,371	\$ 60,803
70	\$ 56,831	\$ 59,673	\$ 62,514	\$ 65,356	\$ 68,197	\$ 71,039
80	\$ 67,359	\$ 70,727	\$ 74,095	\$ 77,463	\$ 80,831	\$ 84,199
90	\$ 79,057	\$ 83,010	\$ 86,963	\$ 90,915	\$ 94,868	\$ 98,821

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902 425 7900



DRAFT FINAL REPORT

SHERBROOKE LAKE PARK FINAL PLAN

Prepared by **EDM Planning Services Ltd.**

In Association With
Viridis Design Studio Ltd. and SNC Lavalin Inc.

Prepared for **Sherbrooke Lake Park Advisory Committee**

September 2018

SHERBROOKE LAKE PARK PLAN

Final Report

September 26, 2018

Prepared for:
Sherbrooke Lake Park Advisory Committee

Prepared by:
EDM Planning Services Ltd.

in association with
Viridis Design Studio Ltd.
SNC Lavalin Inc.



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DRAFT

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INTRODUCTION

Sherbrooke Lake or “Nine Mile Lake” is one of the largest natural freshwater lakes in the province. While the lake has a rich history of use in the area, it has not been accessible to the public for quite some time. The issue of public access to Sherbrooke Lake has been discussed for over thirty years. It is exciting that the Municipality of the District of Lunenburg (MODL) has acquired lands (the site) necessary to make Sherbrooke Lake accessible to the public. While access to the lands is through MODL, the park property is within the Municipality of the District of Chester (MODC). A memorandum of understanding between the municipalities has been established and defines the joint interest in the park as well as the key terms, principals and decision making structure to use for design and operation of the park, including the establishment of the Park Advisory Committee (the Committee) and the Sherbrooke Lake Stewardship Committee.

The MOU establishes the key design principles for the park:

- Public Access should have an environmental focus
- Public Access should be safe, clean and secure
- Public Access should be accessible for the general public.

EDM is pleased to present the draft Sherbrooke Lake Park design. The vision for Sherbrooke Lake Park comes from the values of the park stakeholders. Many values and desires for the park have been identified and documented in a memorandum of understanding (MOU) between MODL and MODC, the Final Report (*Sherbrooke Lake Access Advisory Committee, 2016*) and the Sherbrooke Lake Public Consultation Report (*UPLAND, 2016*). This report includes a description of the methodology, the park design, suggested phasing with cost estimate, safety considerations and a description of an adaptive management approach for the development of the park. The report is brief and additional details can be found in the series of appendices.

METHODOLOGY

To gain an understanding of the park property, EDM has produced a series of maps and conducted an in the field inventory of the site on land and in Deep Cove. An account of each site visit, import meetings as well as a description of the digital mapping and analysis using Geographic Information Systems (GIS) can all be found in **Appendix A**.

MAPS

The results of the site visits and GIS analyses are a series of maps. These maps can be found in **Appendix B**, and are as follows:

- A watershed map with streams, lakes, roads and property parcels.
- A bathymetry map of Deep Cove identifying deep and shallow zones.
- A detailed topography map generated from the LiDAR data including calculated streams and ephemeral drainage patterns, and catchments generated using ArcHydro.
- A slope map of the site.
- A site map with important features.

SHERBROOKE LAKE PARK DESIGN

The Sherbrooke Lake Park site is nestled within the rustic, rural environment and highlights the natural features of the landscape, such as the well established forest with a high canopy, streams, wetlands and of course, Sherbrooke Lake. The design aims to have a low impact on the surrounding environment, especially the water quality of the lake, be aesthetically pleasing, and offer a safe user experience. It is a family-friendly place where community members and visitors of all ages and abilities can come and swim, relax and develop relationships with each other and the natural environment.

The master plan of the park shows the layout of the park and the locations of park elements (**Appendix C**). A description of each park element and how it fits within the overall plan, information about materials, permitting considerations, and a class D estimate, has been prepared as a project sheet (**Appendix D**) for the following elements:

- Shoreline Swimming;
- Floating Walkway to Island;
- Floating swimming raft;
- Washroom Pavilion;
- Gate(s);
- Boat Launch;
- Picnic area;
- Hiking trails;
- Natural Playground; and,
- Pit Restoration and Wetland Creation.

Road upgrades, parking areas and garbage/recycling bins do not have project sheets but are addressed in later sections of the report, followed by additional details regarding the implementation of the swimming elements, washroom pavilion, and boat launch.

WOODSTOCK ROAD

Sherbrooke Lake Park is accessed via a 2 km section of the Woodstock Road. The Woodstock Road is a non-maintained, 66 ft public highway owned by Nova Scotia Transportation and Infrastructure Renewal (TIR) and was recently surveyed at the request of the MODL (*Berrigan Surveys, 2018*). The existing condition of the road and the intended vehicle use of park users warrants upgrades to the road. The current travel surface is approximately 3 m wide and many of the existing culverts require repair or replacement. There is no intention of winter use of the park and as such, winter maintenance for the road is not required to accommodate park users.

The concept design for the Woodstock Road (**Appendix E**) enables traffic and vehicles with trailers transporting boats up to 14 ft. The concept design retains the country character of the road by maintaining its current travel width. The road surface is upgraded and pull-off areas, sized appropriately and located to provide sufficient seeing distance to safely pull over (approximately every 200 m), are located within the highway right of way. The design makes use of existing pull-off areas where possible and indicates which side of the road pull-offs are to be placed to minimize impact on existing drainage.

Prior to construction, an engineering design is required, as well as a “Work Within Highway Right-of-Way” Permit from TIR. Several culverts in the existing road need to be repaired or replaced and will require watercourse notification or approval with Nova Scotia Environment.



Woodstock Road, rural character. (Source: EDM)



Woodstock Road existing pull off area. (Source: EDM)



Woodstock Road exposed culvert. (Source: EDM)

PRIVATE PARK ROADS

Roads within the park are considered private and are wholly located in MODC. The two private properties to the north of the park site have a deeded right of way to use the upper portion of the park driveway to access their properties. Where possible, the existing road/driveway network has been used in the concept design. MODC does not have a standard road specifications for the general basic zone in which the park site lies. However, they (H. Archibald, personal communication) have indicated they are concerned with slope and access for emergency vehicles. Concept road designs will be circulated to MODC prior to issuing the final report.

Private roads have been designed to have a maximum slope of 12%. For one-way and two-way roads, a travel width of 3.7 m and 7.3 m have been specified, respectively (**Appendix E**). Sufficient turning area(s) have been included for emergency vehicles. Auto-turn, vehicle sweep path analysis software, was used to test various vehicles' ability to navigate the site. A school bus and a motor-home with boat trailer were used to size turning areas (**Appendix E**).

Upper Shared Driveway

The upper portion of the driveway is widened along the west side to work with the existing drainage. One provincially mapped watercourse crosses the upper driveway. A wetland has formed on the upstream side of the road, as well as a pond. There is obvious beaver activity in and around the pond. During site visits, EDM was unable to locate a culvert through the driveway. A culvert should be installed, if one does not exist, through this road which will require a permit from NSE (Watercourse Application). The entrance two-way road veers from the existing driveway alignment near the intersection with the other driveways. This intersection has been redesigned to direct park users to the park and away from the private properties. A turning circle and parking area are located at this area before the gated entrance to the lower shoreline park.



Private park upper driveway in need of widening. (Source: EDM)

Lower Driveway to Shoreline Park

Past the gate, the two way road continues down slope to the shoreline park. The existing driveway in this area reaches a 19% slope. The slope of this road was reduced to 12% by realigning the upper portion and grading the lower sections of this driveway. Regular drainage off-takes should be included in the detailed engineering design of this portion of the road to ensure runoff is regularly dispersed into vegetated areas to prevent direct runoff from the road surface running into the lake.



Private park road - lower driveway in need of widening. Large trees to be kept. (Source: EDM).

Implementation Considerations

Where existing roads will no longer be used, they should be restored. This involves blocking entrances with boulders and transplanting vegetation to these areas from places that require clearing. The intent is to fill in the gaps and for users to not be drawn along historical routes. Where new roads are required, geotechnical investigations will be needed as part of the detailed engineering design. Both neighbouring properties will need to have continued access during construction and should be notified in advance of planned construction.

PARKING

The master plan includes 4 kinds of parking areas which are developed in phases in conjunction with road work. All parking areas to have a gravel finish to match the roads.

Parking Type	Details
School Bus	<ul style="list-style-type: none"> • Located with the Pit restoration project and constructed during private road widening. • Sized to accommodate a 40 ft school bus. • 1 stall.
Car	<ul style="list-style-type: none"> • Located at the entrance intersection, 6 stalls • Shoreline park, 6 stalls • 3 m by 6 m
Accessible	<ul style="list-style-type: none"> • Located in front of the Washroom Pavilion • 2 stalls
Boat Trailers	<ul style="list-style-type: none"> • Located on the one-way loop • 5 stalls • 3.25 m by 12 m



Example Parking Lot (Source: https://www.tripadvisor.com/LocationPhotoDirectLink-g35223-d560997-i97325360-Cloudland_Canyon_State_Park-Rising_Fawn_Georgia.html)

GARBAGE/RECYCLING BINS

Waste disposal bins should be located so that they are of most use, namely associated with the washroom pavilion, picnic area, and along the paved section of the trail in the shoreline park. Bins are to be serviced by MODL staff.

SWIMMING

Swimming was identified as the number one desired activity to be included in the park. Locating the designated swimming area was perhaps the most challenging and important aspects of the park design. The following constraints were identified:

- The proximity of the existing beach area at the most northern edge of the shoreline, to the neighbouring property;
- The need for swimming areas and the boat launch to be separate;
- The presence of boulders in the shallow water along the shoreline; and
- The location of the boat launch.

Taking all of these factors into consideration, a few options for swimming to accommodate different abilities are included in the design. The first is the floating walkway to the island (**Appendix F**). This walkway, made up of sections on posts and floating sections depending on the depth, creates access to the water for swimming, and places for people to lie on a towel and watch the water. People can swim off the side or walk out to the island and swim in the deeper waters of the lake and over to the swimming raft. For those wanting to wade in shallow waters, typically families with small children, the design includes shoreline swim areas. To make these areas, boulders along the shoreline and in the shallow waters need to be moved using an excavator. Boulders are moved to make an obvious pathway to the shoreline and cleared areas are filled with sand from the site (pit area). Boulders will also need to be moved within the water in order to clear hazards from the swimming area.

WASHROOM PAVILION

The washroom is a key element of the park and is important to keeping nutrients out of Sherbrooke Lake. In order to elevate the look and feel of the park, a contemporary pavilion has been designed (**Appendix F**) and includes 3 toilets stalls with sinks. Without adequate facilities, park users will find a way to relieve themselves, be it on land or in the lake. Composting toilets are vented to the air but are otherwise a closed system. Human wastes are treated by the composting system which is located in the basement. The height of the basement, 1.9 m or 76 inches, has been sized to accommodate the composting units as outlined in the Clivus Multrum Planning Manual (<http://www.clivusmultrum.com/>). This manual and representatives from Clivus Multrum should be contacted during detailed design. The composting units require periodic maintenance to ensure they are efficiently treating wastes through the addition of bulking material and physical mixing/raking. This will be a bit of a learning experience for park maintenance crews and the level of maintenance is correlated with usage. Hand washing sinks and an outdoor shower are drained to a grey water treatment system that is built using recycled materials from the existing septic system. Opposite of the shower, there is an outdoor faucet where a hose could be attached.

The pavilion includes a communications board and has interpretative panels and signage which outlines the park facilities and expectations of users. A storage building is opposite the washroom and is designed to store wharf and other materials/infrastructure for short term and during the winter.

PIT RESTORATION/WETLAND ENHANCEMENT

The first element encountered in the park is school bus parking at the gravel pit restoration/wetland creation area. Interpretative panels offer a description of the Sherbrooke Lake Watershed, including soils and bedrocks, trees and birds that could be seen throughout the park, as well as a brief description of the restoration/wetland creation project. The establishment of moss and other wetland plants and the presence of wet areas shows that drainage through the pit is currently forming a wetland. The wetland creation plan includes enhancement by transplanting vegetation during construction of other park elements.

BOAT LAUNCH

The boat launch has been designed to limit the size of boats to 14 feet through means similar to the Church Lake launch. A moveable winch is used to lower the boat down a rail line to the lake. The rail line is installed along a ramp excavated into the foreshore, creating a calm, sheltered area in which to safely launch a smaller vessel. The ramp bottom is natural loose gravel and a parallel gangway provides access to the floating wharf for boaters to dock and load/unload supplies. An accessible kayak launch could be included at the end of the wharf to help those in need easily into and out of their boats (**Appendix F**). Construction of the boat launch will require an excavator and a boulder beneath the ordinary high water mark will need to be moved to ensure safe navigation. It will also require a watercourse application with NSE.

PHASING

The Park Advisory Committee has identified that a phased approach to building the park is desired. The intention is to ease the development of the park to ensure minimal impact to the surround environment. The sequence of phasing offers opportunities for the park to be used prior to its entire completion. It seeks to break up the road work and stage it with development of recreational activities. This is anticipated to slowly and steadily increase park usage. An illustrated version of the park phasing has been prepared (**Appendix C**) and a summary table of the phases, including a cost estimate per item subtalled per phase is presented in the table below. For each element, materials, construction costs, and any cost for permitting has been considered and are presented as a lump sum.

Phase	Elements and Description	Estimate	With Contingency
Phase 0 – Risk Management	“Use at your own risk” signage, Information about the park and contact information, Block access to lower driveways with consideration for neighbouring property		
Phase 1 – Woodstock Road	Upgrades to Woodstock Road	\$90,000	
	Subtotal	\$90,000	\$103,500
Phase 2 – Private Park Roads	Upper driveway and entrance intersection including parking, turning circle, and gate	\$120,405	
	Bus parking	\$2,700	
	Gated lower south drive to prevent usage	\$4,000	
	North beach decommission and vegetative buffer planting	\$1,000	
	West shoreline improvement start	\$2,250	
	Picnic area start	\$2,150	
	Floating walkway phase 1	\$19,645	
	Subtotal	\$152,150	\$174,973
Phase 3 – Washroom Pavilion	Construction of washroom pavilion	\$82,900	
	Composting treatment system	\$20,000	
	Septic system removal and grey water system construction	\$6,000	
	Storage Shed	\$18,000	
	Picnic area completion	\$2,150	
	Subtotal	\$129,050	\$148,408
Phase 4 – Lower Road	Lower drive way widened for two-way traffic	\$40,000	
	First lower parking area		
	Lower south driveway convert to trail and move gate to bottom	\$10,000	
	Floating walkway phase 2	\$21,600	
	Shoreline improvements completion	\$2,250	
	Natural play area	\$40,000	
	Subtotal	\$113,850	\$130,928
Phase 5 – One-way Loop	One-way loop to complete road network	\$67,500	
	Shoreline paved trails	\$16,000	
	Floating walkway phase 3	\$19,645	
	Floating swimming raft	\$2,800	
	Subtotal	\$105,945	\$121,837
Phase 6 – Pit Restoration/ Wetland Creation	Pit restoration/wetland creation including trail in pit	\$6,400	
	Backwoods trail system	\$4,300	
	Subtotal	\$10,700	\$12,305
Phase 7 – Boat Launch	Boat launch	\$82,875	
	Boat trailer parking area	\$8,500	
	Subtotal	\$91,375	\$105,081
	Total	\$693,070	\$797,032

Phase 0 takes place prior to formal park development and includes activities to be implemented in response to the reported increase in traffic to the park site. While in the field, EDM witnessed area residents drive up to the site and use the north driveway to gain access to the lake. It has also been reported that people are launching canoes and kayaks from the existing northern beach. Park visitation is encouraging for the project, however there are some risks in visiting the property before the park has been developed. These could include:

- Increased traffic on the Woodstock and private thin, and in some areas steep, roads;
- Navigation of Deep Cove and Sherbrooke Lake without guidance in general; and,
- Nuisance to neighbouring properties.

MODL may consider posting “Use at your own risk” signage and/or informing the public about the park to help direct people visiting the site. Blocking access to the northern driveway would prevent people from driving the road but it would also block the emergency access for the neighbouring property — this is not desired. Navigation of Deep Cove and Sherbrooke Lake in general can be difficult and the Deep Cove buoys, which are deployed and maintained by Wil-Dor Park, are typically removed from the lake in mid-September. Over the course of the summer of 2018, EDM observed vegetation encroaching on both lower driveways. MODL may consider keeping growth trimmed to maintain general and emergency access to the shoreline portion of the property.

SAFETY

In order to facilitate the safety of the park, several risks have been identified by various stakeholders and have been addressed in the park plan. These include:

- Park Access - The park entrance road is gated and will be opened daily at 8am and closed at 9pm by MODL staff.
- Fire - The park is not designed to accommodate fires. “No Open Fires” signage is recommended. The park should consider having fire fighting equipment (hose, etc.) stored on site which could draw water from the lake in the event of an emergency.
- Dogs - Dogs are permitted in the park but must be on leash. This should be addressed in park signage.
- Ticks - Information about ticks should be posted.
- Park Navigation - Park maps will help users stay oriented and prevent users from getting lost. The trail system crosses the road network, obvious places for maps, which provides the opportunity to rescue trail users should the need arise.
- Lake Navigation - Navigating Deep Cove and Sherbrooke Lake can be difficult. This needs to be addressed in signage in the park and specifically at the boat launch. In regards to the buoys in Deep Cove, the Wil-Dor Park website warns that there is not a straight forward convention for hazard identification. Some mark object hazards, some outline a hazard area, some indicate a passage between, while others denote a no-go zone. Wil-Dor Park also warns that without some explanation and experience, the buoys could be easily misinterpreted and recommends taking the time to talk with those who know the lake and ideally accompany someone who understands the lake prior to navigating alone. The visibility of hazards changes with lake water levels. Ideally the buoys would remain in the lake when the park is open and it is recommended that the Committee consult with Mike Morrisson, president of Wil-Dor Park Association, to figure out how best this could happen and how the park can support Wil-Dor Park in maintaining the buoys.

ADAPTIVE MANAGEMENT PLAN

An adaptive management approach, as put forward by the Committee, essentially means starting off slow, monitoring use and evaluating elements to aid in decisions about the park. The intent of the approach, as stated in the MOU, is to ease the development into the surroundings and ensure minimal impact. Adaptive management is an evolving process that includes learning and sets up a framework for evidence-based decision making (*William and Brown, 2014*). It is an iterative process that acknowledges that there is much to learn from observation. The figure below shows the adaptive management process as laid out in the Komoka Provincial Park Management Plan (2010). Starting at the top of the circle, a management plan is made and is then implemented. While the management plan is being implemented, monitoring takes place. What exactly is monitored depends on what is being managed and what is known or suspected to affect the resource of interest. Monitoring results are evaluated and are used to adapt management plans.

The process starts from assumptions and research about how development of the park affects the environment (including human). The monitoring results are used to deepen/broaden/expand the understanding of how the environment functions. This understanding is used to better manage development and on-going use of the park.

When implementing adaptive management, it is important to remember that the environment is a complex system that is constantly and unpredictably changing and there is no such thing as complete information (*Salafsky et al., 2001*). While these statements may feel intimidating, they open our perspective to learning and improving how to manage the world around us. Adaptive management does not work if we think we already know all the answers. It also does not work without a long standing dedicated group committed to the cause. The Park Advisory Committee is currently the obvious body to undertake and house this form of management for the park. It involves identifying what questions or resources are important for that year (or development phase). On an annual basis, planning could take place in the winter, monitoring deployed in the spring, data/observations compiled and evaluated in the fall and management adaptations and next years plans drafted in the winter. The Sherbrooke Lake Stewardship Committee's inclusion of monitoring sites at the park provides a unique opportunity to include their observations and results into park management decisions.



Adaptive Management Process (Ontario Ministry of Natural Resources, 2010).

The table on the following page outlines a preliminary list of environmental factors which could change as a result of park development, and is by no means exhaustive. This list should change and be added to as more is learned about the park environment and Sherbrooke Lake. The table also includes park design considerations, as well as potential monitoring and evaluations tools and other considerations. The Committee should formalize what factors matter for each development phase, prepare a management plan, identify what to monitoring and means for evaluation.

While this is not a complete formula for when to proceed to the next phase, it does outline a framework for learning from each phase. Prior to the development of the next phase, the Committee should identify risks to the environment and measures (based on what was learned from previous phases) to be put in place to limit negative impacts. This could take the form of a brief report and serve as a record for what is important at the time.

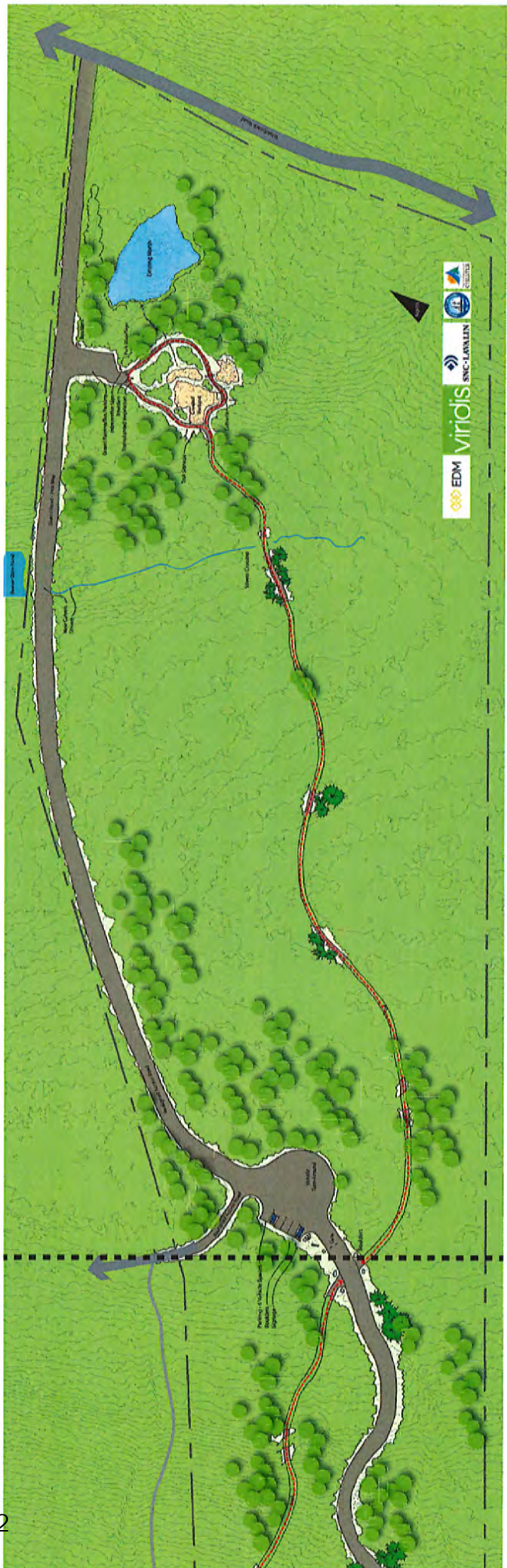
DRAFT

What could change?	How its been considered in the design	Monitoring and evaluation tools	Other considerations
Lake Water Quality Bacteria (E.coli) Nutrients (Phosphorus and Nitrogen)	Composting toilet; Limited shoreline vegetation clearing; Road runoff off takes; Boat size limited by launch design.	Stewardship Committee water and sediment monitoring results. Guidelines for Canadian Recreational Water Quality outline acceptable E. coli concentrations for recreational water quality. Nutrient guidelines are presented as ranges associated with lake trophic status. An increase in nutrient load can be linked to algal blooms. The Stewardship Committee should be consulted on an annual basis to assess changes to nutrient concentrations and whether changes can be linked to park land uses.	Baseline data is very important in assessing change. Anecdotal observations can also be useful. These could include observations of algal masses within the lake and growing on rocks. Clarke (2015) outlines how to make the most out of recording a suspected algae bloom.
Fish	Use of floating docks to limit lake bottom disturbance.	Consider participating in/funding fauna inventory of Sherbrooke Lake.	Small-mouthed bass and chain pickerel are already in the lake (Clarke, 2013).
Ducks	No grass at the shoreline Signage to include no feeding animals.	Visual inspection by park maintenance.	Duck were observed by EDM in Deep Cove, but not at the Park Shoreline.
Invasive Species Aquatic	Boat size limited by launch design.	Annual aquatic vegetation survey along the shoreline.	Photos are useful taken around the same time every year from the same location.
Invasive Species Terrestrial	Plans make use/reuse of materials already on the site. No open fires, limits risk of important species to the park via fire wood.	Annual land vegetation survey on the property. Enforcement of no open fires.	Japanese Knotweed was not observed on property in 2018. Any earth moving machines should be clean before coming to the site. Any remnants of Knotweed can cause spread.
Visual Nuisance	Limited shoreline clearing.	Before/during after photos of the shoreline for the purpose of assessing change.	Photos are useful taken around the same time every year from the same location.
Noise Nuisance	Park gate closed during the evening.	Formalized process for neighbours to provide their observations. Summary report of incidences from RCMP.	Assessment of change likely limited to anecdotal accounts.
Road Traffic	Upgrades to accommodate access.	Traffic counters, before and after development of park phases.	Park usage is linked to the recreational amenities provided. While usage may warrant proceeding to the next park development phase, the phrase "if you build it, they will come" should also be considered.
Boat Traffic	Boat size limited by launch design. Buoys to aid navigation.	Motion activated cameras to track use. Formalized process to comment on launch. Summary report of incidences from RCMP, boater accidents/ deaths.	There are many boats on Sherbrooke Lake already and baseline stats on boating accidents would be useful.

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MP.01 Sherbrooke Lake Park Master Plan





53



APPENDIX A: FIELDWORK AND GIS METHODOLOGY

SITE VISITS

The initial visit (*May 14, 2018*) was the mandatory site visit required in the Request for Proposals. This site visit was in the spring before the majority of the leaves had come out. The tour of the site was guided by Municipality of the District of Lunenburg (MODL) staff who pointed out important features such as the gravel pit, wells, on site system, power, etc..

Upon award of the contract, EDM visited the site (*July 16, 2018*) to conduct an initial inventory with Margot Young. Stands of important trees were noted as well as views from the existing roads. EDM also attended the project kick-off meeting with the Committee to outline our approach and to accept feedback, set lines of communication, and expectations around deliverables.

Depth soundings were collected in Deep Cove (*July 26-27, 2018*) using a Garmin EchoMap 50dv. EDM swam the shoreline and on land mapped the location of large trees, wells, power poles and other features. Larry Haggel gave EDM a boat tour of Sherbrooke Lake in his boat in order to view the entire lake as well as informed the team of high water levels. By chance, EDM also met with Heather Dymont and discussed access and privacy concerns.

On August 16, 2018, EDM presented results of the Deep Cove Bathymetry mapping and the draft park program.

EDM met with inspectors from Nova Scotia Environment (Jesse Mclean, Inspector Specialist, NSE) on August 23, 2018 to discuss the boat launch and swimming areas as part of a client request. Wetlands and a watercourses were identified and delineated during this visit and culverts in the Woodstock Road were identified. EDM swam the shoreline again during this visit to confirm the general location of shallow and deeper zones. We are currently waiting for a client request report from NSE.

EDM presented the draft park plan to the Committee and the Sherbrooke Lake Stewardship Committee on September 13, 2018. Both committee provided EDM with comments which have been incorporated into the final report.

EDM consulted with Mike Morrisson (*September 21, 2018*) representative of Wil-Dor Park. A meeting with Uwe and Petra Graemer is scheduled for September 27, 2018, representatives of the Deep Cove residents. Heather Dymont and the Fanceys were also consulted with as adjacent land owners.

DIGITAL MAPPING AND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEMS (GIS)

A large amount of digital mapping exists for the study area, and one of the first tasks completed was to assemble this data from publicly available sources, as well as the two municipalities. This also included a recent survey of the Woodstock Road, which we had access to through MODL. The following table is a list of the data layers used for this project.

Digital Mapping Layer	Source
NS Civic Address File	GeoNova
Geographic Names (Places and Features)	GeoNova
NS Topographic Database (1:10,000): <ul style="list-style-type: none"> • Buildings • Roads • Elevation Contours • Waterbodies and Streams 	GeoNova
GSA (Community) Boundries	GeoNova
NS Forest Inventory	NS Lands and Forestry
NS Old Forest Stands	NS Lands and Forestry
Municipal Boundaries	GeoNova
NS Surficial Geology	NS Department of Energy and Mines
NS Bedrock Geology	NS Department of Energy and Mines
Soil Survey	Canadian Soil Information Service
NS Watersheds	GeoNova
Property Records Database	MODL and MODC
2016 LiDAR Point Cloud (LAS)	NS Geomatics Centre

Derived Data

There are five datasets that were produced by EDM for this project which provide important insight and context for the Park Plan:

1. A Digital Elevation Model (DEM) from the LiDAR point cloud;
2. Elevation Contours from the DEM;
3. Catchments and Drainage modelled from the DEM;
4. Depth mapping (Bathymetry) extrapolated from a sounding survey of Deep Cove;
5. GPS locations of large trees and site features, such as wells, power poles, culverts, wetlands, and watercourses.

1. DEM

LiDAR, which stands for *Light Detection and Ranging*, works much like radar or sonar, only using light instead to radio waves or sound. Laser light is beamed at the ground from an aircraft, and the light that bounces back to the sensor is collected. Each reflected pulse is recorded and becomes a point in the point cloud. Millions of pulses are recorded, and the cloud file is processed by special software that can

determine if the point is from a leaf, part way down a tree trunk, or the ground. It can also differentiate houses and built structures from trees and the ground surface.

The LiDAR point cloud was processed to construct a “bare earth” DEM, as it is possible to extract just those pulses recorded in the file that correspond to the ground surface.

2. Elevation Contours

Contour elevations were available for the study area from the 1:10,000 Provincial mapping, but these show detail appropriate for an overview, and do not provide topographic details on the shape of the land sufficient for the Park Plan. The Provincial contours show the land shape using a five metre spacing (vertically) between contours. This means that any ground feature that is less than five metres in height or depth will not show up on the map. Using the DEM constructed from the LiDAR data, we generated elevation contours a 0.5 metre vertical spacing, which is a vast improvement and shows the terrain in great detail. It is this data that was used in Park Planning.

3. Catchments and Drainage

Also created from the LiDAR DEM was mapping showing drainage channels and streams, along with their associated catchments. We used an extension the ArcGIS called ArcHydro to process the DEM and extract drainage patterns and catchments. As the provincially mapped streams and water bodies are created from aerial photography at a 1:10,000 scale, and similar to the elevation contours, this mapping lacks the detail on smaller streams and drainage sufficient for the project. Using ArcHydro, we were able to map, and in many cases field verify, drainage on the site.

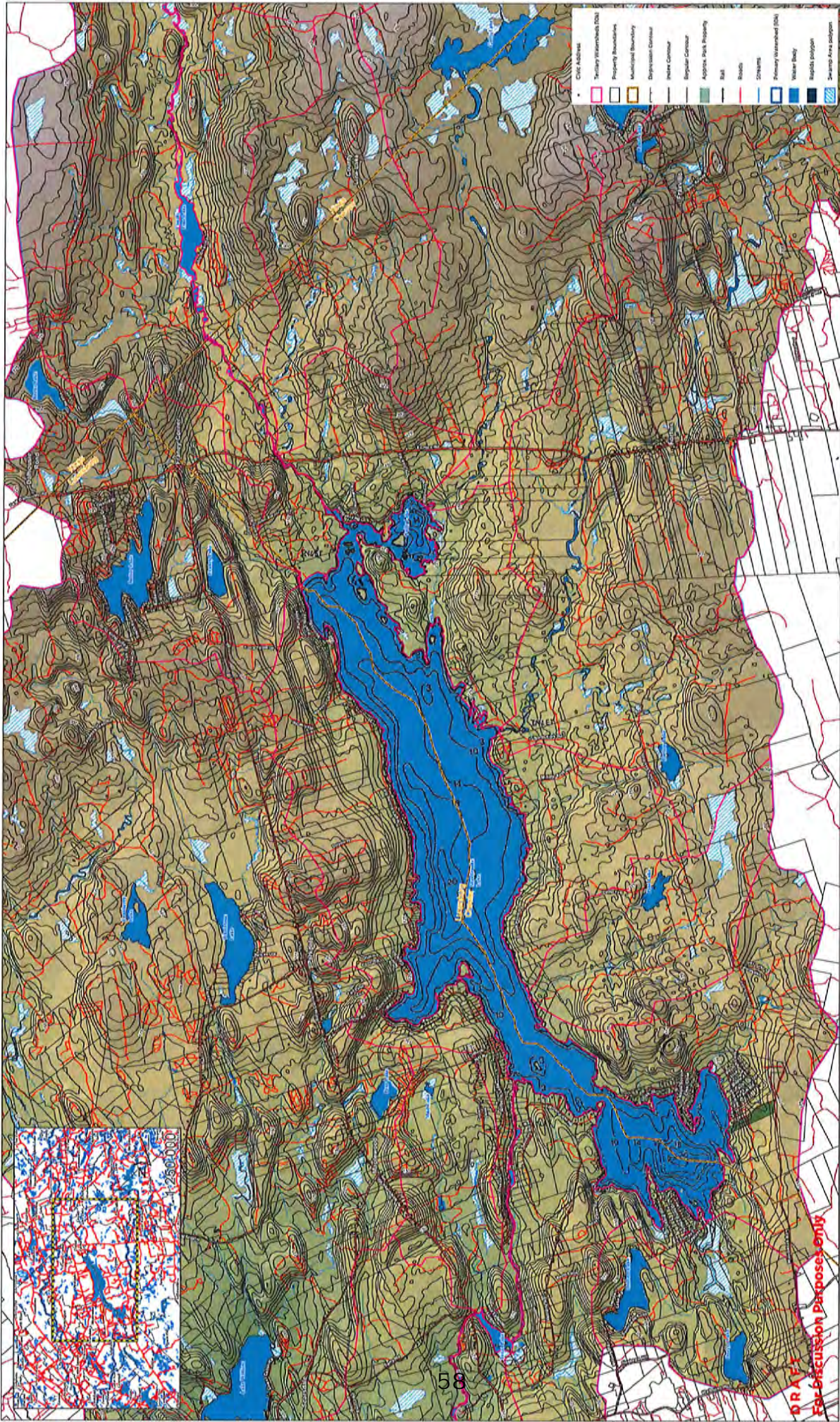
4. Depth mapping (Bathymetry)

One of the deliverables that was of particular interest to the Project Committee was the creation of a more detailed bathymetric map of Deep Cove. The Nova Scotia Department of Fisheries & Aquaculture had completed a bathymetric map for Sherbrooke Lake many years ago, but it is generalized and does not show Deep Cove in the required detail, and therefore could be misleading to someone using the mapping for a better understanding of the lake prior to boating. We completed a survey of deep dove using a *Garmin EchoMap 50dv* mounted on a small boat equipped with an electric trolling motor. Over two days in July, over 23,400 soundings were collected, and a three dimensional model of the lake depths was created. Using this model, one metre depth contours were interpolated. These contours show Deep Cove in much greater detail. Caution should be used when using this mapping, as the bottom of Deep Cove has many un-mapped, large boulders that do not show up in the mapping, and are a hazard to even canoes. We mapped a number of these boulders, but there are large sections of Deep Cove that we were not able to access as it was too shallow or dangerous to survey. A number of marker buoys (general location) were collected in Deep Cove as part of the data collection.

5. GPS Location of Site Trees and Features

Locations of large trees and important site features (wells, culverts, existing pull-offs, etc.) were collected using a Magellan MobileMapper. A total of 176 GPS points were collected as part of this exercise.

APPENDIX B: MAPS



The following is a graphical representation and although care has been taken to ensure the best possible quality, EDM does not guarantee the accuracy of this document.

Data Source: EDM, MOOC, MOOC, Services NS
 Coordinate System: NAD 1983 CSRS UTM Zone 20N
 Projection: Transverse Mercator
 Datum: North American 1983 CSRS
 Date of Issue: September 2018

4
 Kilometres
 1:25,000

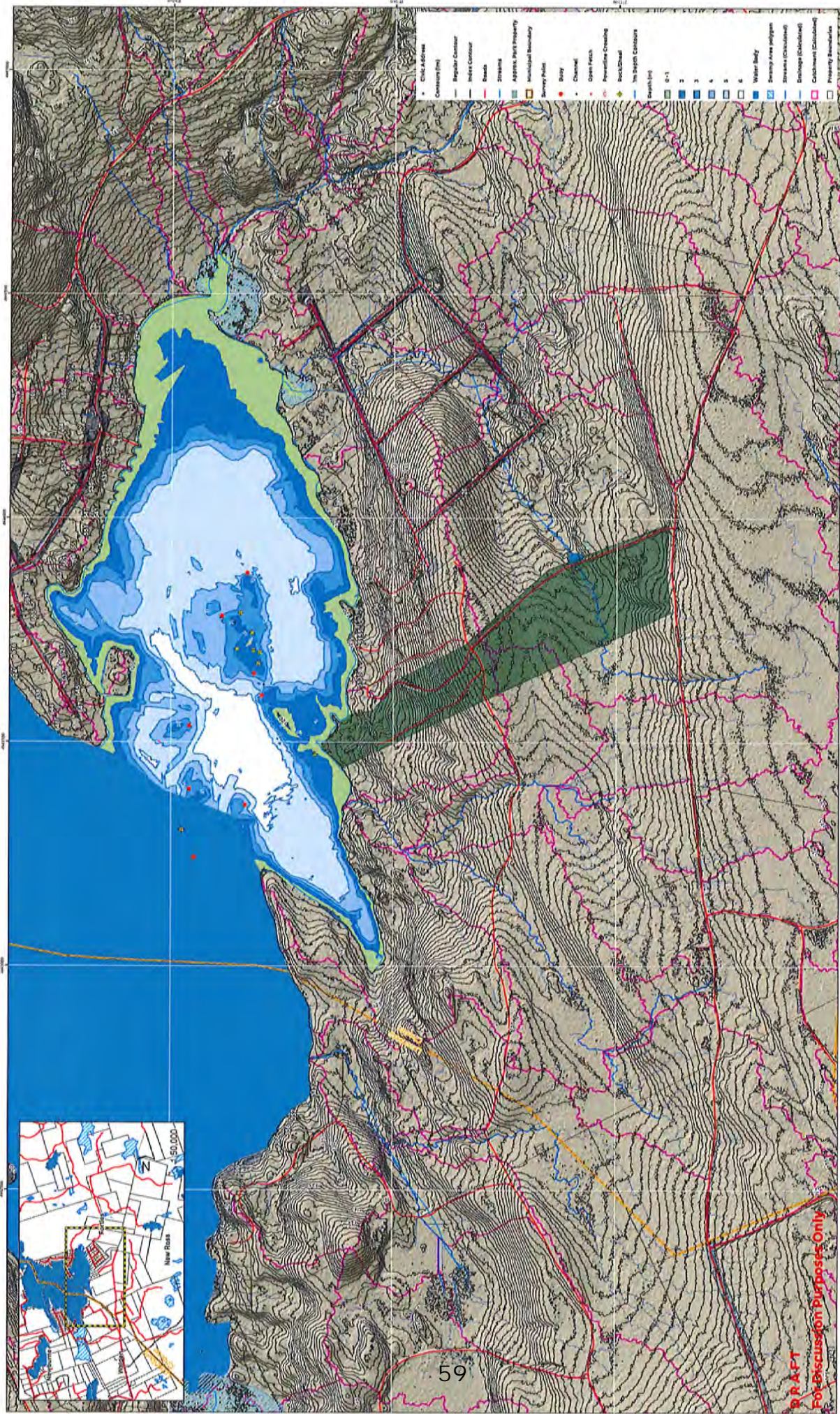
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 For Discussion Purposes Only

SHERBROOKE LAKE PARK
 WATERSHED MAPPING
 July 2018



UNIVERSITY OF
 CHESTER

EDM
 PLANNING SERVICES LTD
 viridis
 SNC-LANGLIN



**SHERBROOKE LAKE PARK
DRAINAGE AND CATCHMENTS**
September 2018



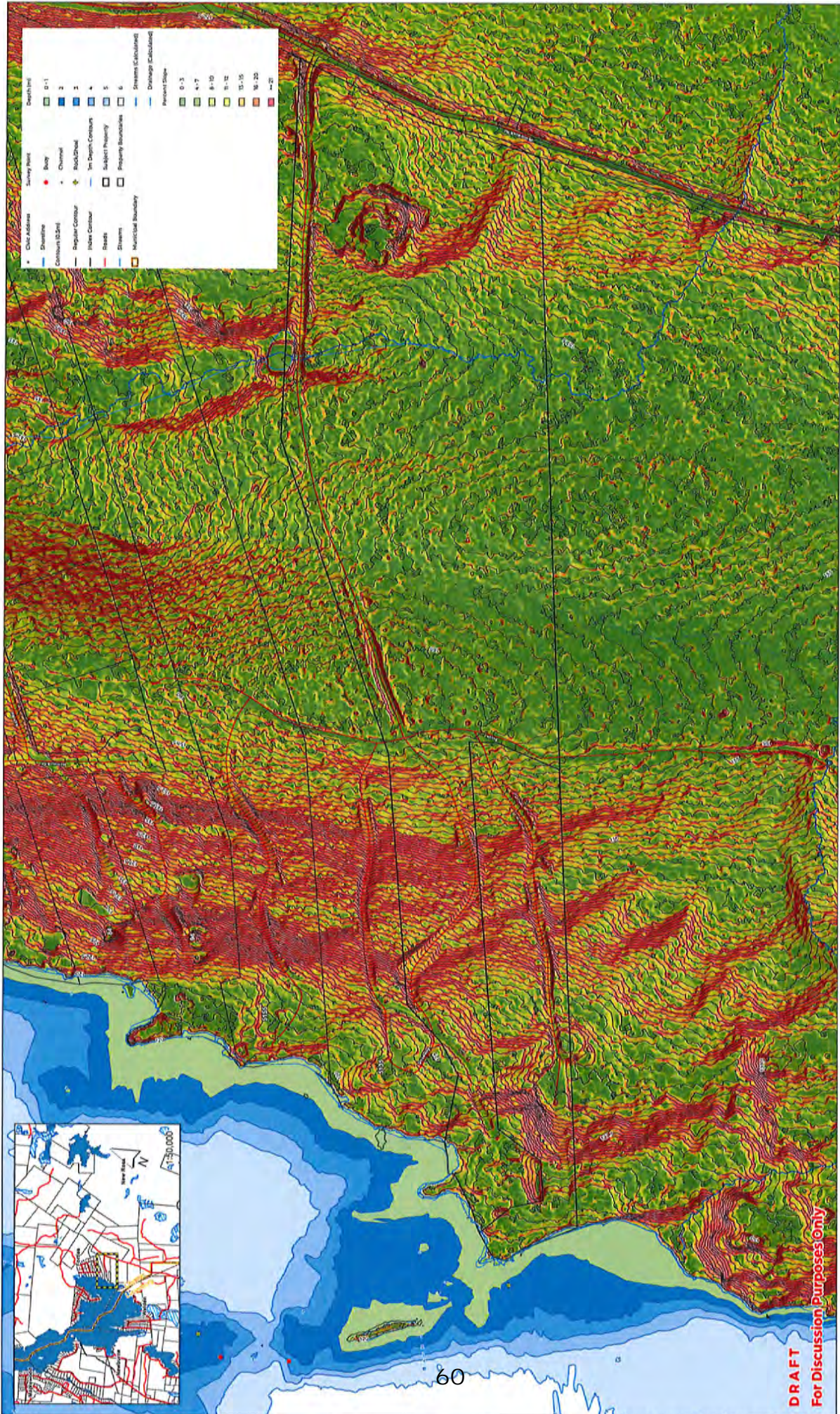
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Data Source: EDM, MOU, MOOC, Service NS
 Coordinates: British NAD 83 CSRS UTM Zone 20N
 Projection: Transverse Mercator
 Datum: North American 1983 CSRS
 Zone: NAD 83
 Expiration: 2018

540
 Metres
 1:3,500



DRAFT
 For Discussion Purposes Only



Survey Lines		Depth Int.	
Circle Address	Downline	0'-1'	1
Contour (10 Feet)	Regular Contour	2	2
Index Contour	Irregular Contour	3	3
Roads	Proposed Right-of-Way	4	4
Streams	Proposed Right-of-Way	5	5
Municipal Boundary	Proposed Right-of-Way	6	6
	Stream (Calculated)	Drainage (Calculated)	Present Slope
			0'-3'
			4'-7'
			8'-10'
			11'-12'
			13'-15'
			16'-20'
			> 20'

SHERBROOKE LAKE PARK
SLOPE
September 2018



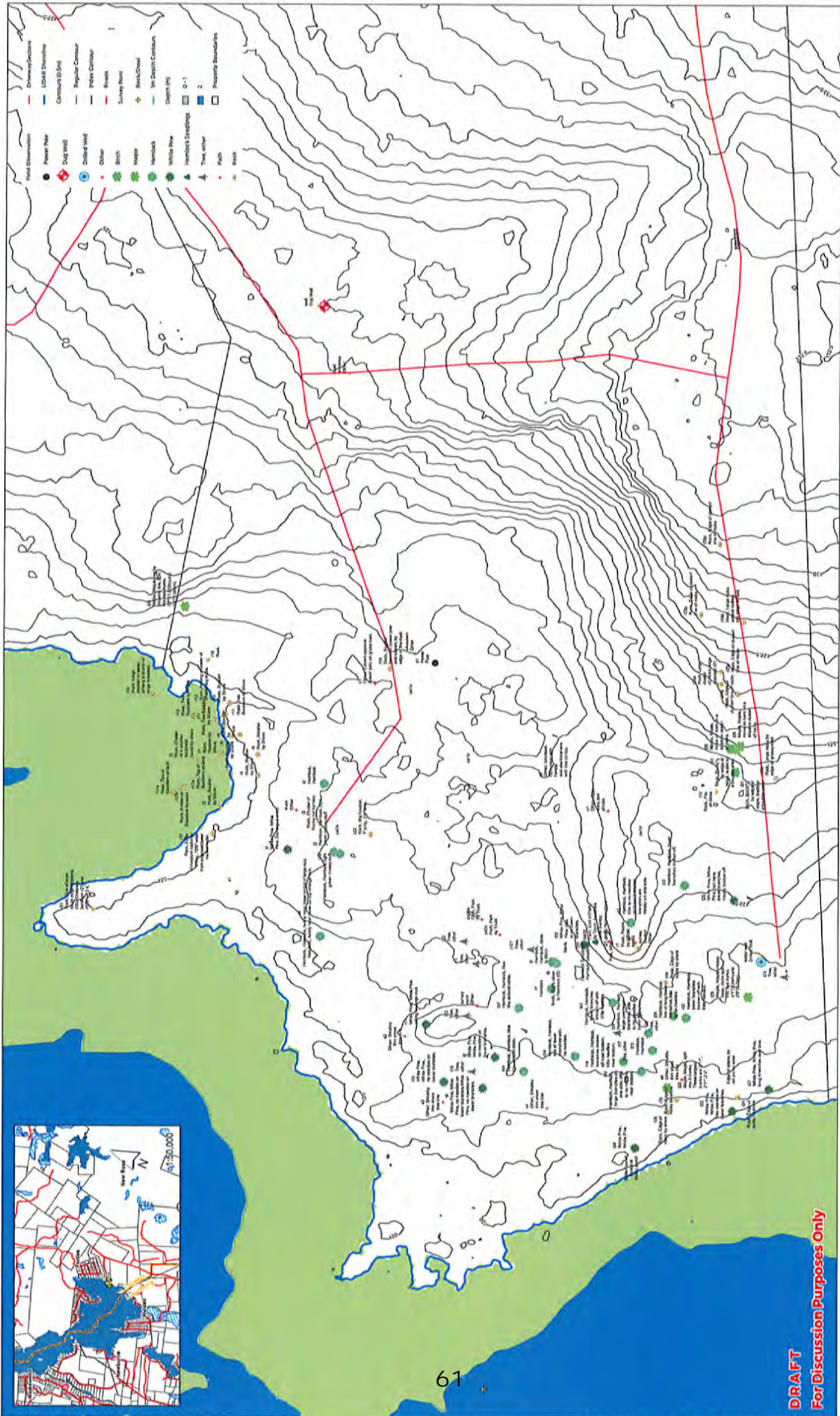
The following is a graphical representation and although care has been taken to review the best possible quality, EDM does not guarantee the accuracy of this document.
NOT FOR NAVIGATION
DRAFT

Data Source: EDM, MOOG, Service NS
Coordinates: British NAD 1983 CSRS UTM Zone 20N
Projection: Transverse Mercator
Datum: North American 1983 CSRS
September 2018

DRAFT
For Discussion Purposes Only

610
Feet

1 inch equals 100 feet



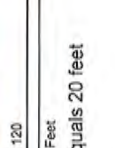
- Field Observations**
- Power Pole
- Dug Well
- Utility Well
- Other
- Blotch
- Water
- Handicap
- White Pine
- Handicap Signage
- Tree Center
- Path
- Road
- Utility Locations
- UDAB Structure
- Concrete ED Sign
- Regular Contour
- Water Contour
- Stream
- Survey Point
- Block/Channel
- Iron Depth Contours
- Depth Sign
- D-1
- D-2
- Property Boundaries

Data Source: EDM, MOU, MOOC, Service NS
 Coordinate System: NAD 1983 CSRS UTM Zone 20N
 Projection: Transverse Mercator
 Datum: North American 1983 CSRS
 Units: Meter
 September 2018

The following is a graphical representation and although care has been taken to ensure the best possible quality, EDM does not guarantee the accuracy of this document.
 NOT FOR NAVIGATION
 DRAFT

120
 Feet
 1 inch equals 20 feet

DRAFT
 For Discussion Purposes Only

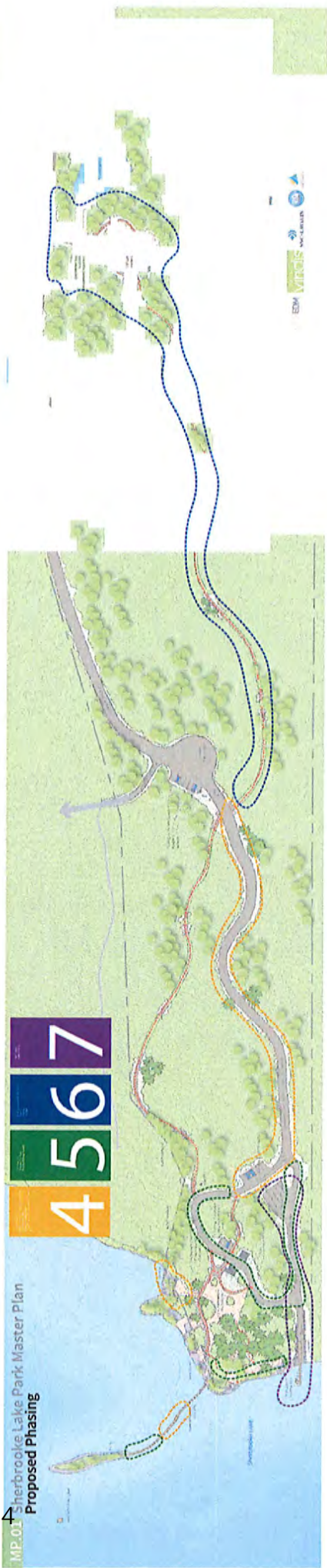


SHERBROOKE LAKE PARK
 FIELD WORK POINTS OF INTEREST
 September 2018

APPENDIX C: MASTER PLAN AND PHASING

MP.01 Sherbrooke Lake Park Master Plan





APPENDIX D: PROJECT SHEETS

1.0

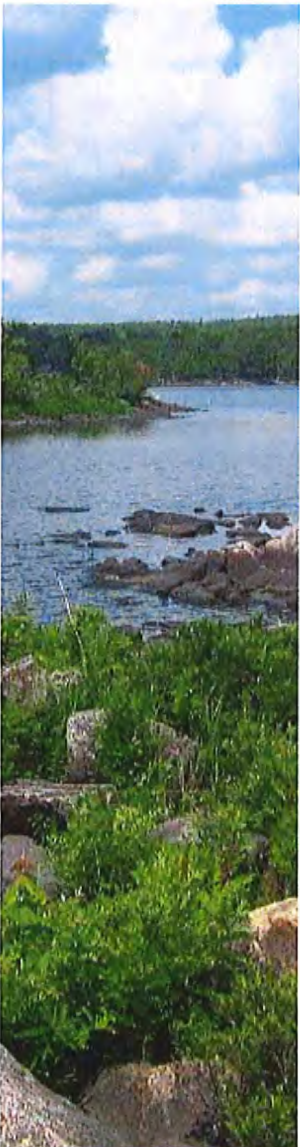
Shoreline Swimming



Project Description and Budget Estimate

- Areas to wade in shallow water.
- Trails lead to a pathway made through the shoreline boulders. Pathways are lined with sand and transition to the lake.
- Provide access to the water without clearing the entire length of the shoreline.
- Two areas along the western shore.
- Additional areas built in phases.
- Require heavy equipment to rearrange boulders above and below the shoreline.
- Reuse sand from the pit area.
- Permitting Consideration: Watercourse Application with Nova Scotia Environment for moving rocks/materials below the ordinary high water mark.

Estimated Value: \$6,000



TBeers



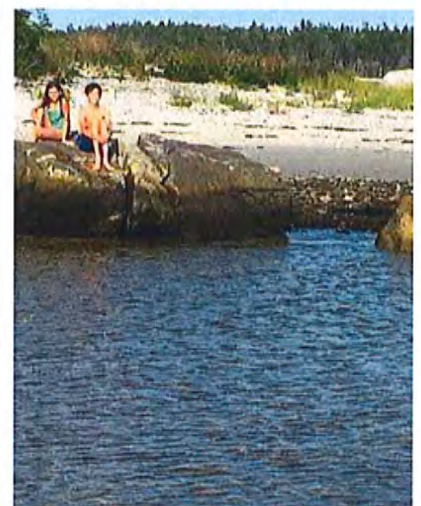
EDM



TBeers



TBeers



TBeers

1.0

Shoreline Swimming



2.0

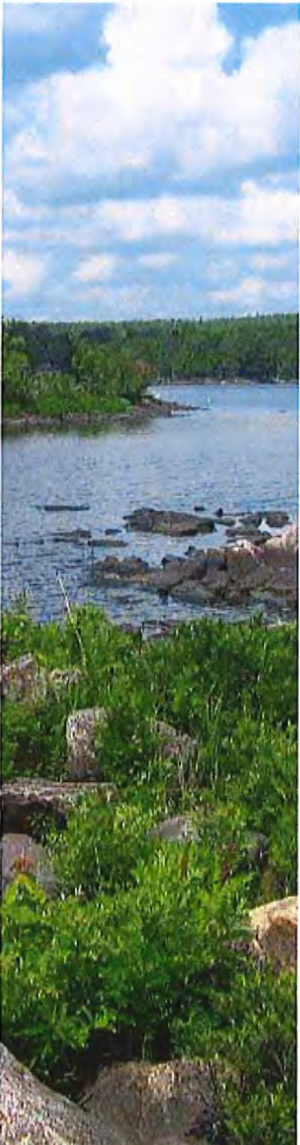
Floating Walkway



Project Description and Budget Estimate

- Safe access to deeper water for swimming.
- Access to the island for swimmers and non swimmers.
- 70 meter long dock made up of anchored and floating section depending on depth (Concept design in Appendix X).
- Wood or composite
- Phased in sections, moving from the shoreline to the island.
- Serves as canoe and kayak launch site before the boat launch is built.
- Heavy equipment likely needed to move boulders.
- Permitting Consideration: Watercourse Application with Nova Scotia Environment for floating walkway attachment points to shoreline and to island and for any alteration to rocks below the ordinary high water mark.

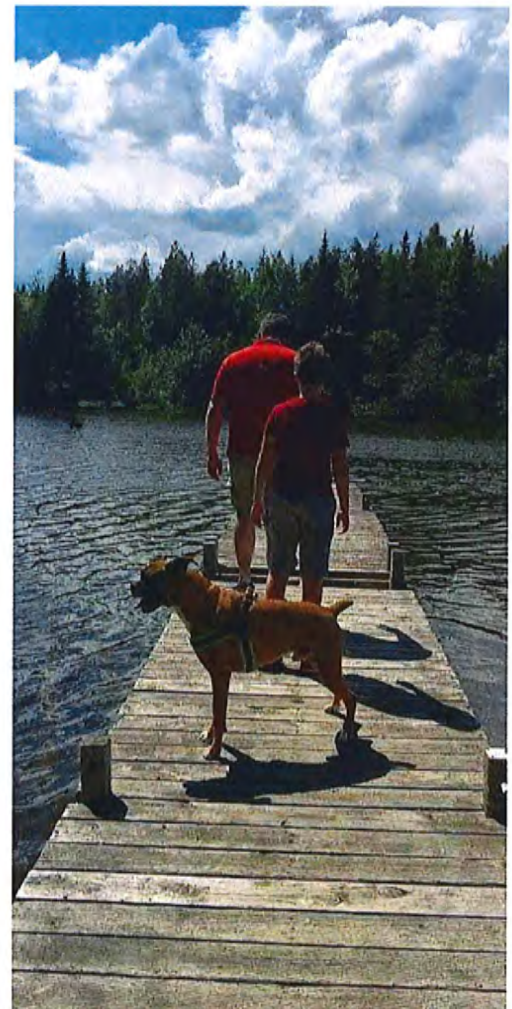
Estimated Value - \$75,000



https://www.google.ca/search?biw=2133&bih=1027&tbm=isch&sa=1&ei=sD-JW7GcOaq0ggfaraGgDw&q=people+on+boardwalk+with+feet+in+water&oeq=people+on+boardwalk+with+feet+in+water&gs_l=img_3...107147,117961.0,118115.58,45.9,4.5,0.105,3495.42j2,44.0...0...1c.1.64,img_1.36,2033.0,0j35i39k1j0i67k1j0i30k1j0i5i30k1j0i8i30k1.0.s43UfyCEuko#imgcr=12yyylv0f_oAqM:



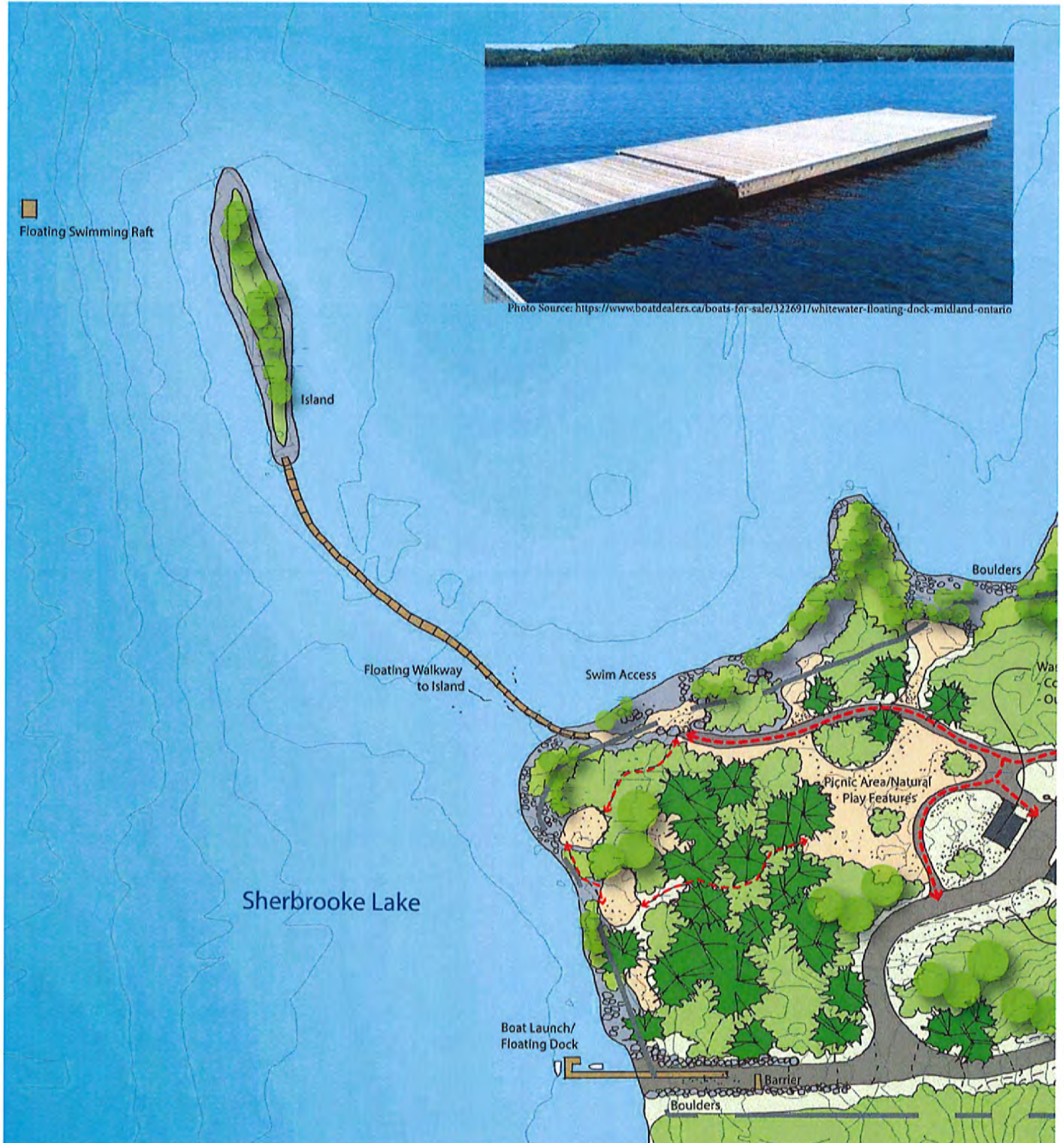
https://www.google.ca/search?biw=2133&bih=1027&tbm=isch&sa=1&ei=sD-JW7GcOaq0ggfaraGgDw&q=people+on+boardwalk+with+feet+in+water&oeq=people+on+boardwalk+with+feet+in+water&gs_l=img_3...107147,117961.0,118115.58,45.9,4.5,0.105,3495.42j2,44.0...0...1c.1.64,img_1.36,2033.0,0j35i39k1j0i67k1j0i30k1j0i5i30k1j0i8i30k1.0.s43UfyCEuko#imgdli=BDpzNRcuN-rp-M:imgcr=nX0Ij2f-C9P69M:



TBeers

2.0

Floating Walkway



3.0

Swimming Raft



Project Description and Budget Estimate

- Swimming destination.
- Raft located in deeper waters off the west side of the island.
- Materials wood or composite.
- Anchored to the bottom of the lake and removed for the winter.
- Permit Consideration: Raft anchor to be included in the floating walkway application.

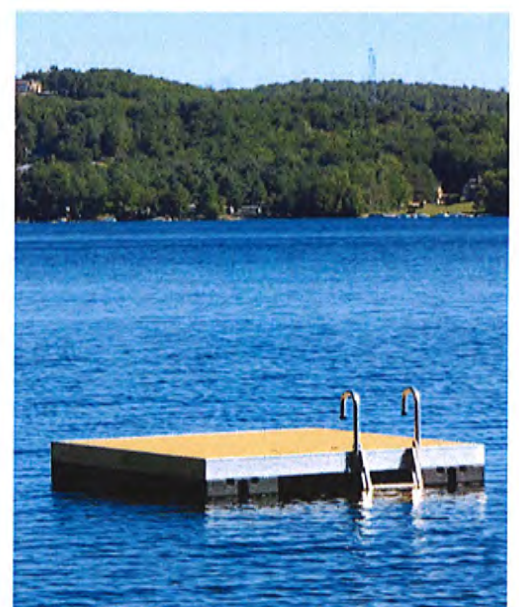
Estimated Value: \$3,000



http://vermilionbaylodge.com/gallery/vermilion-bay-lodge-images/attachment/tn_swimming-raft-at-vbl/



<https://thedockdoctors.com/aluminum-swim-floats.html>



<https://greatnortherndocks.com/swim-rafts-3/>

3.0

Swimming Raft



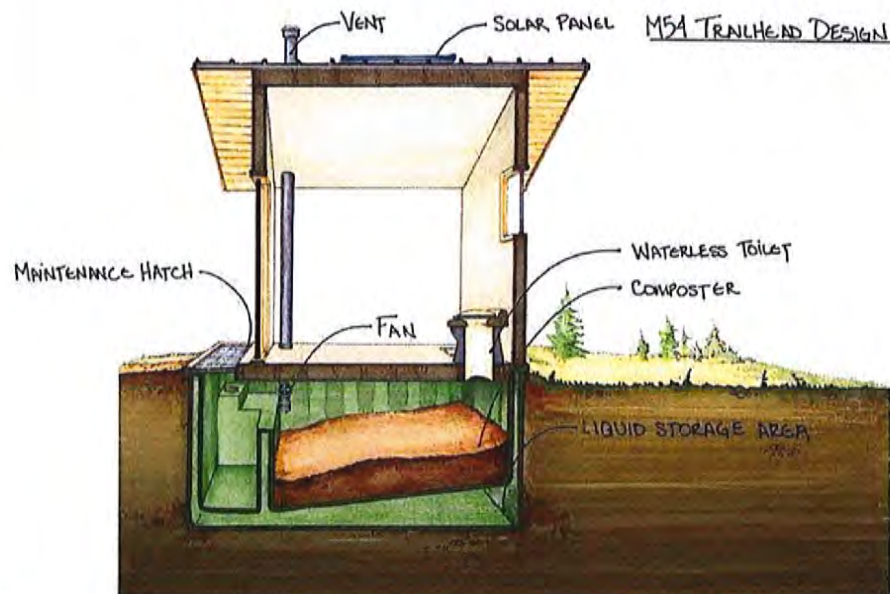
4.0

Washroom Pavilion



Project Description and Budget Estimate

- Central location in the Shoreline Park.
 - Accessible ramp.
 - Outdoor shower and tap.
 - 3 Washroom stalls.
 - Clivus Multrum composting toilet treatment technology.
 - One M12 (to service 2 toilets) and one M10 (service one toilet).
 - Power and water both needed and located nearby.
 - Treatment system can be closed and unheated for the winter.
 - Does require periodic maintenance to optimize composting.
 - Hand washing sinks and shower serviced with non potable water from existing dug well (first choice) or drilled well (second choice). Wells require testing for volume and quality prior to use.
 - Wastewater from sinks and shower treated by grey water system built using materials from the unused, existing septic system.
 - Change rooms could be added to the building in the future on the south end.
 - Permitting Consideration: Composting toilets and the grey water systems require an on-site approval from Nova Scotia Environment.
 - Building Permit required by MODC.
- Estimated Value: \$125,000



<http://www.clivusmultrum.com/index.php>

4.0

Washroom Pavilion



5.0

Gate(s)



Project Description and Budget Estimate

- The property will be gated.
- Gate keeper employed by MODL
- Park open from 8 am to 9 pm, May to October.
- Additional gate to block entrance to neighbouring driveway, moved according to phasing.
- Gate access (keys or code) to be provided to neighbouring property owner for emergency access.

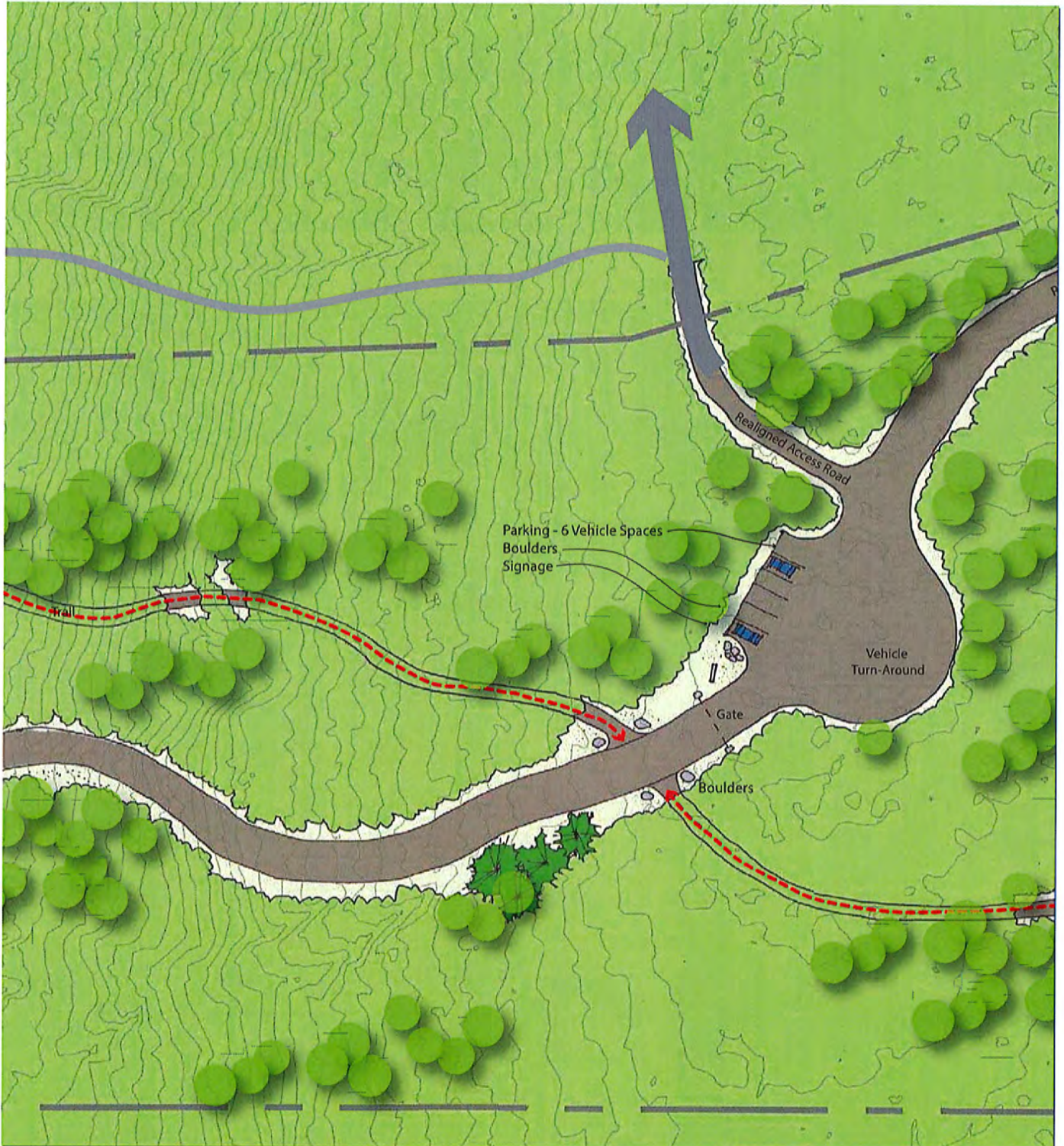
Estimated Value: \$6,000



TBeers



<https://highpeaksalliance.org/people-and-wildlife-2/wildlife-refuge/people-and-wildlife-the-basics/>



6.0

Boat Launch



Project Description and Budget Estimate

- Launch for canoes, kayaks and small motor boats.
- Design prevents launch of larger boats based on concrete barrier which prevents trailers driving into the lake and through the use of a winch with a weight restriction of 600 lbs.
- Foreshore excavation needed to create calm sheltered area to launch boat and desired approach/slope.
- Fixed and floating dock to load/unload supplies which will be removed in October.
- Accessible kayak launch.
- Signage and buoys needed safely direct boaters into Deep Cove and warning of hazards in the lake.
- Concept engineering design prepared by SNC Lavalin.
- Permit Consideration: NSE Watercourse Application required. Application will be circulated by NSE to DFO if required.

Estimated Value: \$95,000



Photo: MDNR, <https://howardmeyerson.com/2013/05/23/state-recreation-areas-add-handicap-canoe-kayak-launches/>



Photo: EDM



Photo: EDM

7.0

Picnic Area



Project Description and Budget Estimate

- Area to share meals and congregate.
- Picnic tables nested in the large trees along the shoreline.
- Large trees to be retained and sand to be used where needed to create sites for tables.
- Shoreline swimming, natural play and washroom pavilion visible from picnic areas and connected by shoreline trail.

Estimated Value: \$5,000



https://www.google.ca/search?q=picnic+tables+in+forest&tbm=isch&source=iu&ictx=1&fir=NvcvwQu6O78oMM%253A%252CJR-r1qQe6Gr50tM%252C_susg=AFrqEzeKVUPXTgHOqVM6JA1a2m-P1IGcHDA&sa=X&ved=2ahUKewi43YbKrJfdAhXuV98KHa0TB-gIQ9QEwAHoECAYQBA#imgc=RhAavElozfHY9M:

https://www.google.ca/search?q=picnic+tables+in+forest&tbm=isch&source=iu&ictx=1&fir=NvcvwQu6O78oMM%253A%252CJR-r1qQe6Gr50tM%252C_susg=AFrqEzeKVUPXTgHOqVM6JA1a2m-P1IGcHDA&sa=X&ved=2ahUKewi43YbKrJfdAhXuV98KHa0TB-gIQ9QEwAHoECAYQBA#imgc=NvcvwQu6O78oMM:

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7.0

Picnic Area



8.0

Hiking Trails



Project Description and Budget Estimate

- Trails connect park features, guide user's through the forest and span the entire property.
- Includes a range of types from foot paths to paved accessible trails.
- Trailhead signage at entrance points.
- Convert a portion of existing north driveway to lower trail.
- Boulders used to limit access of ATVs.
- Hiking trails
 - Backwoods trail (400 m): \$4,300
 - Road conversion (150 m) and trail construction (100 m): \$8,500
 - Pave trail in shoreline park (100 m): \$16,000

Estimated Value: \$28,800



TBeers



TBeers



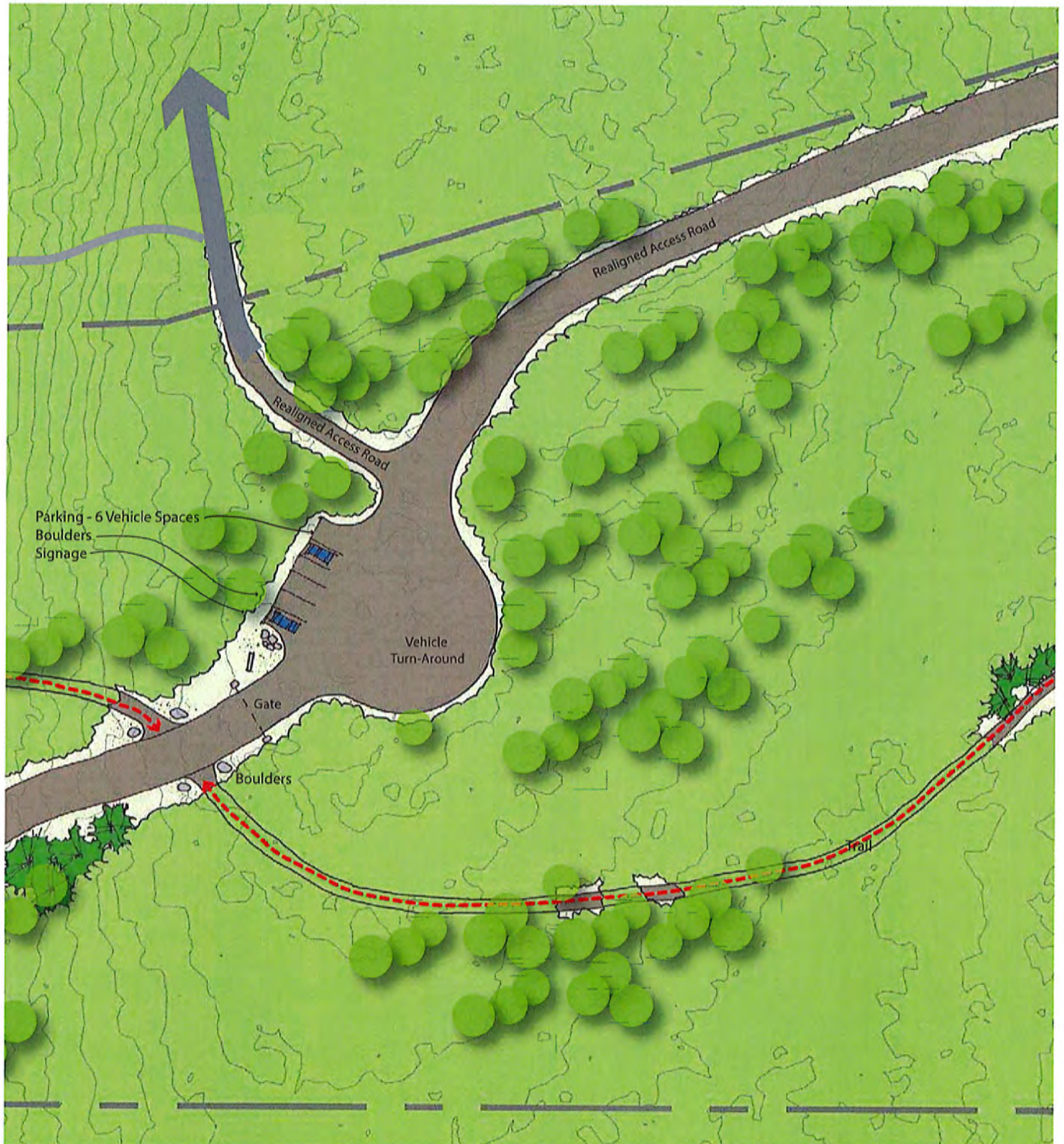
TBeers



TBeers

8.0

Hiking Trails



9.0

Natural Play Features



Project Description and Budget Estimate

- Area for children to play.
- Play structure made of natural materials (wood/boulders/mulch/sand).
- Located within view of the picnic area, shoreline swim and the washroom pavilion.
- Features and protective surfacing in compliance with CSA standards and guidelines

Estimated Value: \$40,000

Images Source: TBeers



9.0

Natural Play Features



10.0

Pit Restoration & Wetland Creation



Project Description and Budget Estimate

- Restore the sand/gravel pit area by enhancing a wet area to a wetland.
- Bus Parking at the entrance to the restoration area.
- Interpretive signage and map of the park.
- Trail system loops through the restoration area and serves as the start of the backwoods trail.
- Area to be used as a source of sand/gravel during construction of picnic areas, shoreline swim and other park elements.
- During construction any wetland and upland vegetation to be cleared can be transplanted to the restoration/wetland area.
- Opportunity for children's/community groups to participate in planting vegetation.
- Trails to include culverts to ensure drainage to wetland.

Estimated Value : \$7,000



TBeers



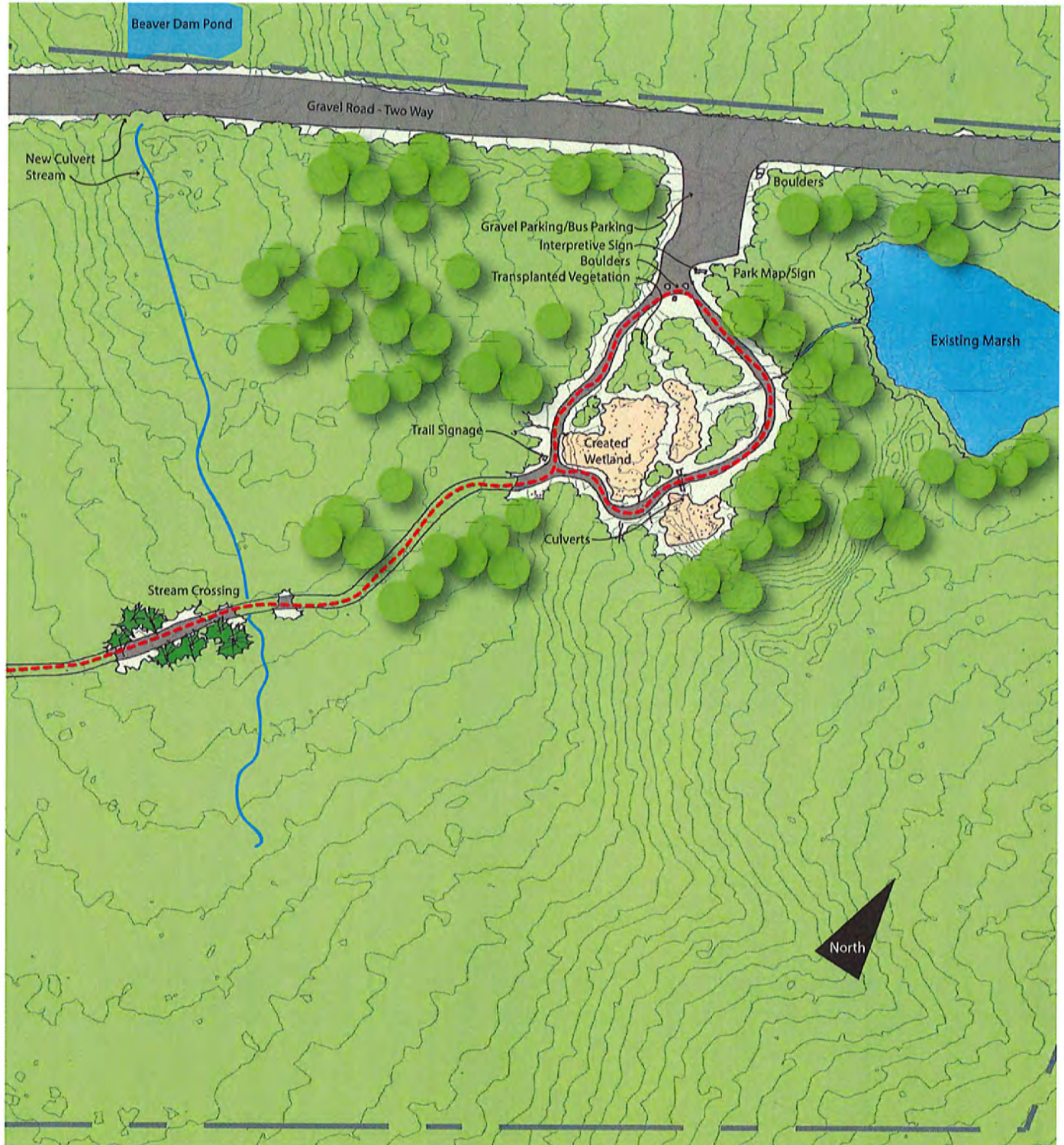
TBeers



<http://hopemountain.org/education/wetlands/>

10.0

Pit Restoration & Wetland Creation



APPENDIX E: CONCEPT ROAD DESIGN

APPENDIX F: CONCEPTUAL DETAILS

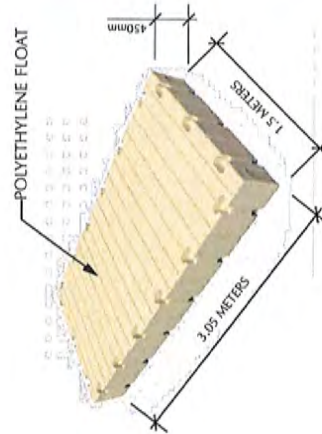
- FLOATING WALKWAY
- WASHROOM PAVILION
- BOAT LAUNCH

- FEATURES:
- ALUMINUM FRAME AND HARDWARE
 - GALVANIZED STEEL POSTS 1-11/16" DIAMETER
 - CEDAR PLANKS

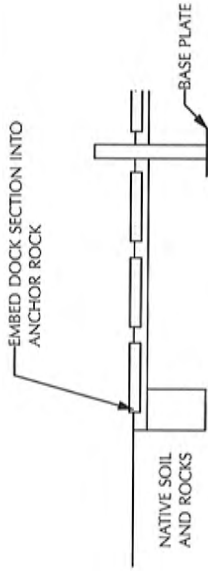


A TYPICAL DOCK SECTION

90



C TYPICAL FLOATING DOCK SECTION



B TYPICAL BOARDWALK ABUTMENT



D LOCATION OF PROPOSED FLOATING DOCK



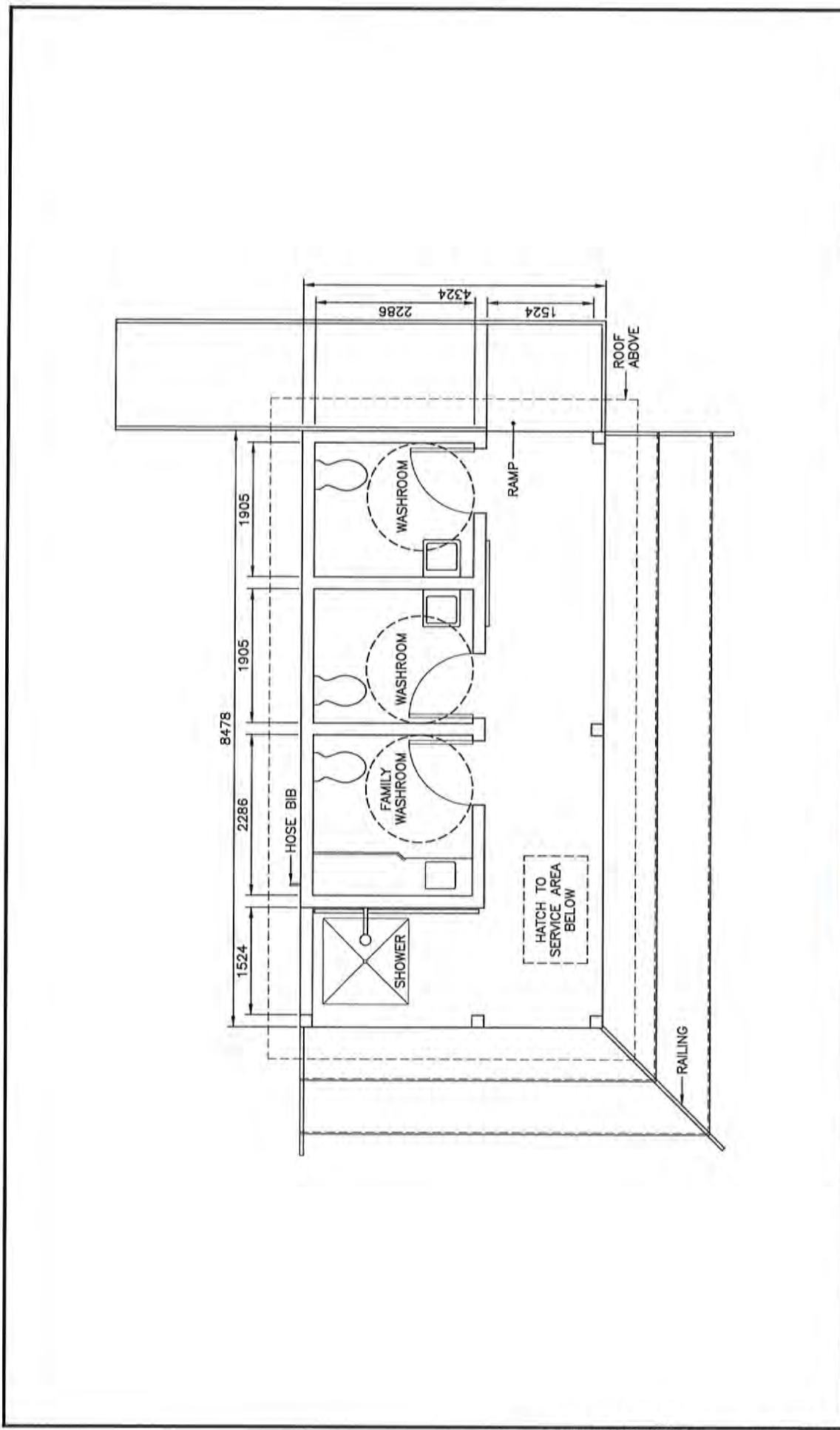
SHERBROOKE LAKE

FLOATING WALKWAY
DETAILS

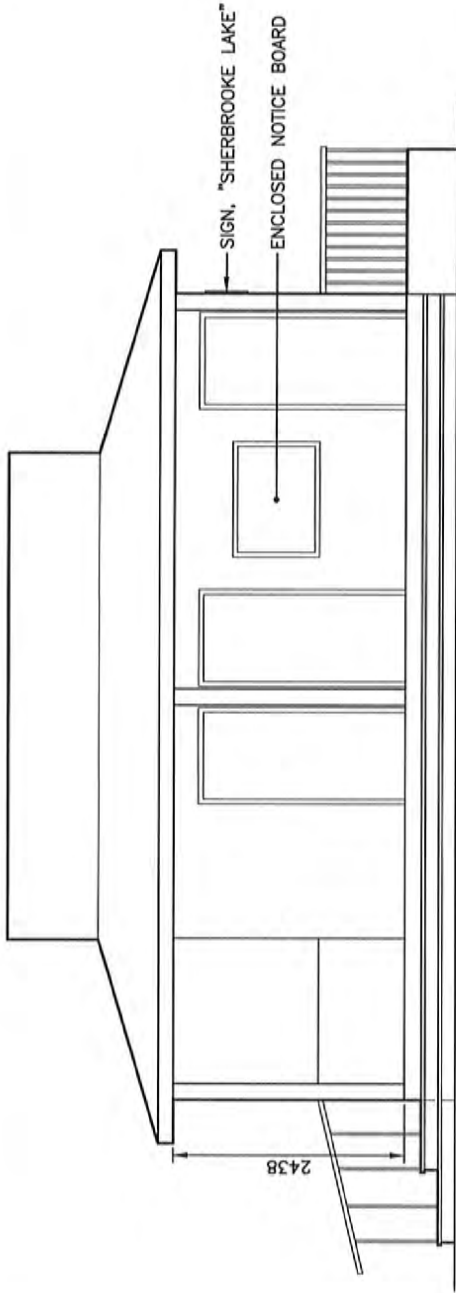
Date: 18-9-24
File name: Cross Sections.vwx

SCALE: NTS
DATE: 2018-09-24





REV.	DATE	DESCRIPTION	BY
001	2018-09-01	Issued For Concept Review	
<p>SNC-LAVALLIN SNC-LAVALLIN Inc. 4100 North Street, Omaha NE 68131-3225 Fax: 402.542.3225 www.snc-lavalin.com</p>			
		<p>CLIENT</p>	
		<p>PROJECT TITLE</p>	
		<p>SHERBROOKE LAKE PARK LUNEBURG COUNTY, NS</p>	
DESIGNED:	MM	PROJECT MANAGER:	RL
DRAWN:	MM	CHECKED:	GH
SCALE:	N/T	DATE:	2018-09-01
		DRAWING TITLE:	CONCEPT PLAN
		DRAWING NO:	6590038 ASK-01



RENDERING INTENDED FOR MATERIALS ONLY.
COLOURS AS SELECTED BY OWNER

REV.	DATE	DESCRIPTION	BY
B01	2018-09-20	Issued For Concept Review	

 SNC-LAVALIN SNC-LAVALIN Inc. Antigonish, Nova Scotia, Canada Tel: 902-853-2226 Fax: 902-853-2225 www.snc-lavalin.com		CLIENT  	PROJECT TITLE SHERBROOKE LAKE PARK LUNenburg COUNTY, NS	DESIGNED: <i>MM</i> MM DRAWN: MM SCALE: NTS	PROJECT MANAGER: <i>R-RL</i> CHECKED: GH DATE: 2018-09-20	DRAWING TITLE CONCEPT ELEVATION, RENDERING DRAWING NO: 659039 ASK-02
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Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Mayor Bolivar-Getson & members of Municipal Council
FROM: Douglas Reid.
DATE: October 1st 2018.
RE: Results of Plebiscite on Land Use Planning (Hemford Forest)
ORIGIN: Council decision to conduct a Plebiscite, February 27th 2018.

BACKGROUND.

In February, Council received a petition from residents of the Hemford Forest subdivision, asking that the Municipality conduct a plebiscite on land use planning in their identified community. At the direction of Council, and in keeping with the Municipality's Policy on Formation of Planning Areas (*MDL-21, attached*), staff held two information meetings and subsequently carried out a Plebiscite specific to recording the opinion of eligible voters. (*full-time residents*)

Information meetings took place June 13th & September 5th. The plebiscite was conducted per the requirements identified in the *Municipal Elections Act*. Starting in June, advertisements were placed in the local newspaper on three separate occasions. Mailouts were sent to property owners in June and in late August. The Plebiscite was held on Saturday September 22nd, with advance polls on September 13th & September 18th. The key numbers:

- 34 ballots were cast.
- The Revised List of Electors had 48 electors. (*when polls were opened*)
- 11 individuals affirmed themselves as eligible voters and were added at the polls.
- 23 ballots were in favour ("Yes") and 11 ballots were not in favour ("No")
- This result means 67.6% of those who voted in the Plebiscite voted in favour of land use planning.

The results of the plebiscite meet the 66.6% threshold identified in Council Policy **MDL-21 s.1.4.2**. Council can direct staff to work with the community toward implementation of a local land use plan. It is noted that this is the first time since the applicable Policy was adopted in 2001, where Plebiscite results met the Policy's threshold.

DISCUSSION

Staff has outlined several considerations in Council's discussion and determination of a decision. Council may wish to consider these matters, prior to providing direction to staff. Some of these matters were first included in the report to Council in February, when the resident petition was received.

Hemford Forest Subdivision: other numbers

Geographic size of Hemford Forest subdivision: Approximately 115 acres.
Initiation of subdivision development: 1972.

- 120 Identified number of lots in Hemford Forest.
- 49 Developed Lots.
- 56 Undeveloped Lots.
- 15 Lots owned by HF Property Owner Association (access, recreation, etc)
- **50 Civic Addresses.**
- 33 Addresses identified with Plebiscite.

Geographic context.

The Hemford Forest subdivision is part of the community of Hemford, located in the northwest part of the Municipality, in an area identified as having low population density, large resource holdings, and a (*comparatively*) small number of commercial establishments. The subdivision may be considered a representative sample of the type of residential development that has occurred over the last seventy years. That is: with substantive change in personal mobility patterns, it has allowed for local lot development tied with either seasonal residency or associated with employment opportunities located outside of the immediate area. This outcome is certainly not isolated to this rural municipality - rather, it is noted here to acknowledge the local-regional dynamic in defining any distinct "community."

Specificity of interests / Integration of a concentrated residential subdivision in municipal-wide planning framework.

In the previous report, staff noted the *assumption* - based on the predominance of existing residential uses - that a proportion of Hemford Forest residents are likely interested in planning at this time because they perceive where a Land Use By-law might restrict future development considered inconsistent with what residential development has occurred since the subdivision was first developed forty years ago.

The assumed objective would be to adopt regulation that identified this specific part of the Municipality as having a "restrictive-residential" -styled Zoning designation, such as what exists in parts of Hebbville and Maders Cove. This *assumption* also recognizes where, chronologically speaking, the lot owners who originally acquired a Hemford Forest property in the 1970s may be selling such lots over the next decade.

Pursuing development of land use plans at a very "localized" level, based on clearly-identified local interests, has advantages and drawbacks. The Municipality's current policy framework encourages interested citizens to be substantively involved in the preparation and review of planning documents specific to their community. The debate over issues then also becomes very "localized" (i.e. *debates between individuals*), which not all citizens are prepared to undertake. The Municipality's preference towards deferring to a community-based policy-making framework can require more time and resources be allocated towards addressing issues identified at the most local level.

The current "localized" policy framework can also generate heightened expectations of regulatory protectionism in areas with land use planning, especially where most of the Municipality has remained unregulated since the last new community Plan Area was created in 1997. As stated in the previous Report:

Zoning can be critiqued as a way to fragment communities. In this Municipality, this "fragmentation" can also refer to the lack of integration between those areas where there are heavily-regulated interests, and those areas with no regulation.

Public opinions not identified via the Plebiscite process.

As with the 2016 Wileville plebiscite, staff heard and received written correspondence from individuals who question the fairness of the current Plebiscite process. Certain property owners do not have a say in a Plebiscite, where they are not full-time residents, despite their interests in the effects of potential regulation, and their payment of property tax. This group includes owners of undeveloped property and seasonal residents in Hemford Forest. (*In Wileville, it was associated with commercial landownership.*) It is also noted where, in the case of Hemford Forest, there is one citizen / company who owns a large number of the remaining undeveloped properties.

Staff committed to voice this concern to Council. It is therefore recommended that the potential formation of any area advisory committee be inclusive of the variety of interests that are found in the community. It is also recommended that the Municipality consider reviewing Policy MDL-21, following the experiences of conducting Plebiscites in 2016 & 2018. A timely review of MDL-21 can also consider where certain elements identified with running official Plebiscites (*per the Municipal Elections Act*) may be re-evaluated for its effectiveness.

STRATEGIC PLAN / POLICY RELEVANCE.

Citizens presented a petition consistent with the process identified in Municipal Policy MDL-21. A Plebiscite was held, per MDL-21, to gauge the input of eligible voters. The results of the Plebiscite were sufficient for Council to direct staff to work with the community to form a new planning area. Per **MDL-21 section 1.4.2(a)**:

Council shall proceed with the steps necessary to form a planning area where for a Municipal Polling District or a community a minimum of 66.66% of the ballots cast are in favor of land use planning.

PROPOSED MOTIONS

Staff is seeking Council's direction on this work order.

Where results of the Plebiscite met the requirements of Policy MDL-21, Council can direct staff to work with the community through a (newly-formed) local Area Advisory Committee and draft an initial Planning Strategy and Land Use By-law specific to the Hemford Forest subdivision.

- Formation of an Area Advisory Committee **by Council Resolution.**

(Resolution similar to that of existing Area Advisory Committees, 2001)

MOTION #1.

WHEREAS by section 201 of the Municipal Government Act, it is enacted that Area Advisory Committees may be established to advise the Planning Advisory Committee on planning matters affecting a specific area of the municipality

AND WHEREAS the Municipality conducted a Plebiscite in September 2018, to record the opinion of residents of the Hemford Forest subdivision, to determine the level of support for or against the development of land use planning controls in their identified community.

AND WHEREAS the results of the Plebiscite, being votes cast in favor of land use planning, exceeded the 66.6% threshold, established by Council Policy MDL-21.

AND WHEREAS Council Policy MDL-21 outlines where Council shall proceed with the steps necessary to form a planning area in which 66.6% of the ballots were cast in favor.

BE IT RESOLVED that an Area Advisory Committee be established for the Hemford Forest subdivision, for the proposed plan area identified in the Report to Council dated October 1st, 2018. (by Map)

FURTHER RESOLVED that an Area Advisory Committee so established shall include one Councillor and a maximum of four members of the public, with the members of the public being appointed for a term of two years.

FURTHER RESOLVED that no remuneration be paid to members of the Committee.

FURTHER RESOLVED that the Committee shall elect a Chair and a Vice Chair-Secretary, each of whom shall be elected by a majority of committee members at the first general meeting, with future elections being held for such positions at subsequent annual general meetings, and

FURTHER RESOLVED that the procedures of the committee shall be consistent with terms established by existing area advisory committees found in the Municipality.

- Direction to staff to draft a Plan & Land Use By-law for the identified community.

MOTION #2.

That Council direct staff to engage with the Hemford Forest Area Advisory Committee and commence a Plan Development process, in drafting the first Secondary Planning Strategy and Land Use By-law for Hemford Forest.

In addition to the previous two motions, specific to matters in Hemford Forest, staff is recommending to Council that the Municipality consider potential changes to Policy MDL-21. Proposed changes can be discussed and identified via a staff report and accompanying presentation at a Planning Advisory Committee meeting.

Policy MDL-21 was established in 2001, shortly before the Dayspring plebiscite conducted in 2002. Municipal Council has then only referred to this Policy in response to recent petitions in Wileville (2016) and Hemford Forest (2018).

As with all policy matters, conditions associated with its application, and the perspectives of current Council members and citizens, change over time. Motion #3 would set out to review and update the Policy, following further work and discussion undertaken via the Planning Advisory Committee.

MOTION #3.

That staff prepare a Report to Planning Advisory Committee, to review possible revisions to current Policy MDL-21, regarding the Municipality's role in the determination of petitions, plebiscites, and identified matters affecting the introduction or elimination of land use plans in local communities.

WORK PROGRAM IMPLICATIONS / BUDGET IMPLICATIONS.

At Council's direction, the advertisement of positions on a local Area Advisory Committee for Hemford Forest can proceed prior to January 2019. Following (*possible*) appointment, the Committee would meet with planning staff in open meetings held in the community to develop an initial Draft Planning Strategy & Land Use By-law.

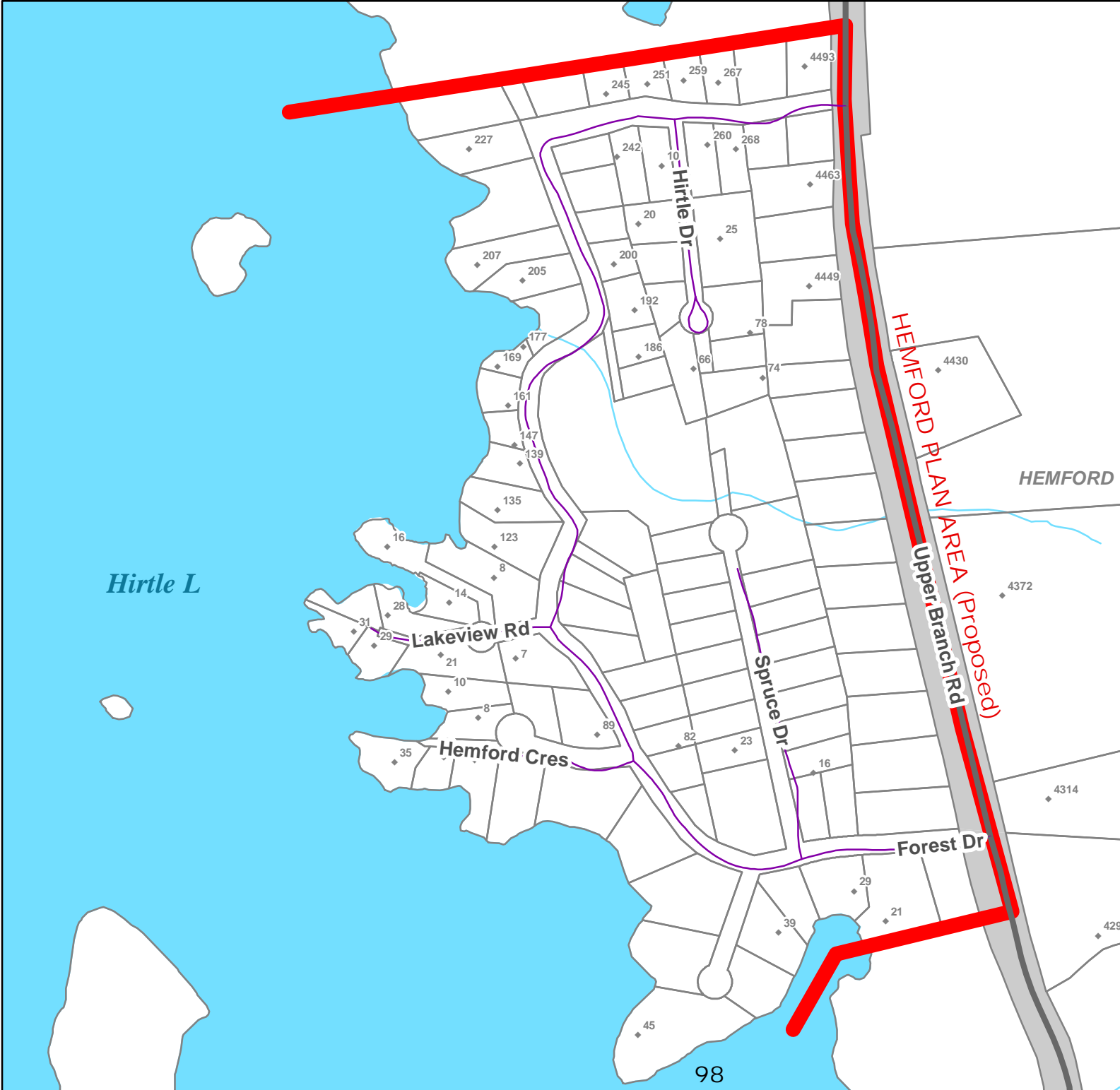
The time required for undertaking an initial plan's development at this scale is an unknown. Given the very small scale of the geographic area, staff would estimate it would be a 6 to 8-month process. At Council's direction, the work item can be identified on the strategic priorities chart for FY 2019.

Staff recognizes that part of any Plan Review / Development process would be to work sufficiently in the community prior to proceeding back to Council with draft documents for adoption. That said: not all citizens will view favorably whatever policies & regulations are drafted, where it is impossible to reconcile all perspectives into a single Plan.

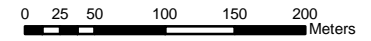
Any proposed staff report and possible changes to MDL-21, following discussion at Planning Advisory Committee, can also be estimated to occur in 2019.

ATTACHMENTS to this MEMO.

1. Location Map, noting the proposed geographic area to be identified as the Hemford Forest Plan Area.
2. Policy MDL-21



HEMFORD FOREST PLAN AREA (Proposed)



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date: October 1, 2018

File:

Prepared By: Planning & Development Services
Municipality of the District of Lunenburg

Hirtle L

Lakeview Rd

Hemford Cres

Spruce Dr

Forest Dr

HEMFORD PLAN AREA (Proposed)
Upper Branch Rd

HEMFORD

98

Municipality of the District of Lunenburg

POLICY

Title: PROCEDURE FOR FORMATION OF A PLANNING AREA, THE EXTENSION OF AN EXISTING PLANNING AREA, OR THE ABOLISHMENT OF ALL OR A PORTION OF A PLANNING AREA	
Policy No. MDL-21	
Effective Date: October 9, 2001	Amended Date: Aug. 13, 2002, June 11, 2004, Nov. 8, 2005, Jan. 11, 2011

Council of the Municipality of the District of Lunenburg hereby adopts the following procedure for the formation of new planning areas, the extension of existing planning areas or the abolishment of a planning area or portion thereof:

1 REQUEST INITIATED BY THE COMMUNITY

The following are the steps that shall be followed, in order of occurrence.

1.1 Request Made

Request for a new Planning Area, the extension of an existing planning area or the abolishment of a planning area or portion thereof is forwarded to the Council representative for the area in which the request is being made. The request shall be in written form, and bear the signature of:

- a) where the request is for the establishment of a new planning area for a Municipal Polling District or a community within the Municipality, a minimum of 5% of the eligible voters, as defined in the Municipal Elections Act, in each Municipal Polling District or community for which the request is being made;
- b) where the request is for an extension to the boundaries of an existing planning area, a minimum of 5% of the eligible voters, as defined in the Municipal Elections Act, in the area in which the expansion is requested;
or
- c) where the request is for the abolishment of a planning area or a portion thereof, a minimum of 5% of the eligible voters, as defined in the Municipal Elections Act, in the area for which the request is made.

1.2 Request Forwarded to Council

The Council representative forwards this request to Municipal Council for consideration, within 30 days of receipt of the request.

If a request for planning or the abolishment of planning in the same area was previously received, and a plebiscite was held within 24 months prior to the receipt of the new request, it is at discretion of Municipal Council to accept the new request and proceed in accordance with this policy. After a period of 24 months has elapsed since the date of the plebiscite any new request received must follow this procedure.

1.3 Public Meeting

Council shall authorize the conducting of two (2) public meetings including associated costs. The public meetings shall be the forum through which the concept of planning is introduced to the community. **[Amended Jan.11, 2011]**

The public meetings shall be advertised in the local papers, for two consecutive weeks prior to the date of the meeting and notices of the public meetings shall be posted in conspicuous places throughout the community. Staff shall conduct the public meetings.

1.4 Plebiscite

1.4.1 Plebiscite Held

To gauge the community's opinion respecting planning, Council shall conduct a plebiscite for the area in which planning or the abolishment of planning is requested. If the request for land use planning or the abolishment of planning is made within 12 months prior to the date of a Municipal Election, Council shall conduct the plebiscite in conjunction with the Municipal Election.

1.4.2 Results of Plebiscite – Request for Planning

- (a) Council shall proceed with the steps necessary to form a planning area where:
 - i) for a Municipal Polling District or community a minimum of 66.66 percent of the ballots cast are in favor of land use planning. For greater clarity where the request is for planning in more than one Municipal Polling District or community, Council shall only proceed with the steps necessary to form a planning area in the Municipal Polling Districts or communities in which 66.66 percent of the ballots cast are in favor of land use planning; **[Amended Jan.11, 2011]**

ii) for an extension to an existing planning area, a minimum of 66.66 percent of the ballots cast are in favor of land use planning; **[Amended Jan.11, 2011]**

b) where pursuant to subclause 1.4.2(a)(i) and 1.4.2(a)(ii), less than 66.66% of the ballots cast are in favor of land use planning, Council shall not proceed with the establishment of a planning area, except in accordance with Part 2 of this Policy. **[Amended Jan.11, 2011]**

1.4.3 Results of Plebiscite – Request to Abolish Planning

a) Council shall proceed with the steps necessary to abolish a planning area, or in accordance with the Municipal Government Act where a minimum of 66.66 percent of the ballots cast are in favor of abolishing planning, except in accordance with Part 2 of this Policy. **[Amended Jan.11, 2011]**

b) Where pursuant to clause 1.4.3(a), less than 66.66% of the ballots cast are in favor of the abolishment of a planning area or portion thereof. Council shall not proceed with the establishment of a planning area. **[Amended Jan. 11, 2011]**

1.5 **Formation of an Area Planning Advisory Committee**

1.5.1 If the results of the Plebiscite are such that a minimum of 66.66% of the votes cast were in favor of planning, Council shall establish an Area Planning Advisory Committee, by policy. The policy shall define the geographical area to which the Area Planning Advisory Committee shall apply, the purpose of the Committee, and the conduct of the Committee; and **[Amended Jan. 11, 2011]**

1.5.2 Council shall appoint by resolution, members of the public to serve on the Area Planning Advisory Committee. Appointments shall be sought by public advertisement with a subsequent application made to Council; or

1.5.3 Council shall appoint members of the proposed expanded Planning Area to serve on the Area Planning Advisory Committee, and if necessary rescinds the former resolution and adopt a new resolution establishing the revised Area Planning Advisory Committee. Appointments shall be sought by public advertisement with a subsequent application made to Council.

1.6 **Commencement of Planning Process**

Staff and the Area Planning Advisory Committee work together to draft proposed land use policy and regulations.

1.7 **Adoption / Amendment Procedure; Public Participation Procedure**

Previously established procedures for the adoption or amendment of Planning Documents, and the Public Participation Program shall be subsequently followed.

2.0 ACTION INITIATED BY MUNICIPAL COUNCIL

In the event that Municipal Council deems it necessary, for the betterment of a community, to implement land use planning within a community, or to not abolish a planning area or portion thereof, Municipal Council is exempt from satisfying the requirements of Subsections 1.1 to 1.4, inclusive, as listed above.

Clerk's Annotation for Official Policy Book	
Date of Adoption	<u>October 9, 2001</u>
Date of Notice to Council Members of Intent to Consider Amendments (7 days minimum)	<u>December 29, 2010</u>
Date of Passage of Amendments	<u>January 11, 2011</u>
I certify that this MDL-21 " PROCEDURE FOR FORMATION OF A PLANNING AREA, THE EXTENSION OF AN EXISTING PLANNING AREA, OR THE ABOLISHMENT OF ALL OR A PORTION OF A PLANNING AREA " was adopted by Council as indicated above.	
<u><i>April Wynne Johns</i></u> Municipal Clerk	Date <u><i>January 19, 2011</i></u>



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: MAYOR BOLIVAR-GETSON AND MUNICIPAL COUNCIL

SUBMITTED BY: Norma Schiefer, Municipal Development Officer

DATE: October 2, 2018

RE: 3310107 Nova Scotia Limited – Municipal Public Roads and Acceptable Security

RECOMMENDATION

That Municipal Council accept the deed for Lot 22, Orchard Point Road, Soleil Crescent and Daybreak Crescent, a total of 0.574 km – new Municipal Roads, in Conquerall Mills

BACKGROUND

Mr. Steve MacIsaac, landowner, submitted an application in October 2017 outlining a 26-lot development with new roads being identified as Municipal Roads. The roads have been designed, constructed and approved with all inspections and monitoring by the Municipal Engineering Department. The roads are now ready for conveyance to the Municipality.

DISCUSSION

Attached you will find the following letters of confirmation:

1. Memorandum dated October 1, 2018 from the Engineering department stating that the roads have been designed and constructed to engineering standards, as per the Municipal Subdivision By-law. The memo also confirms the applicable amount of security required as per Section 10.3 of the Subdivision By-law. The security has been received.
2. Confirmation from the Municipal Solicitor confirming clear/marketable title.

The new roads are in Council District 1, along Fancy Lake in Conquerall Mills. A map is attached.

CONCLUSION

As per the Municipal Subdivision By-law, in effect at the time of complete application, the new Municipal Roads have been constructed to Municipal Standard and are ready to be conveyed to the Municipality.

ORCHARD POINT

■ ■ ■ Proposed Municipal Roads

Length: 0.574km (approx)



Project Description:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

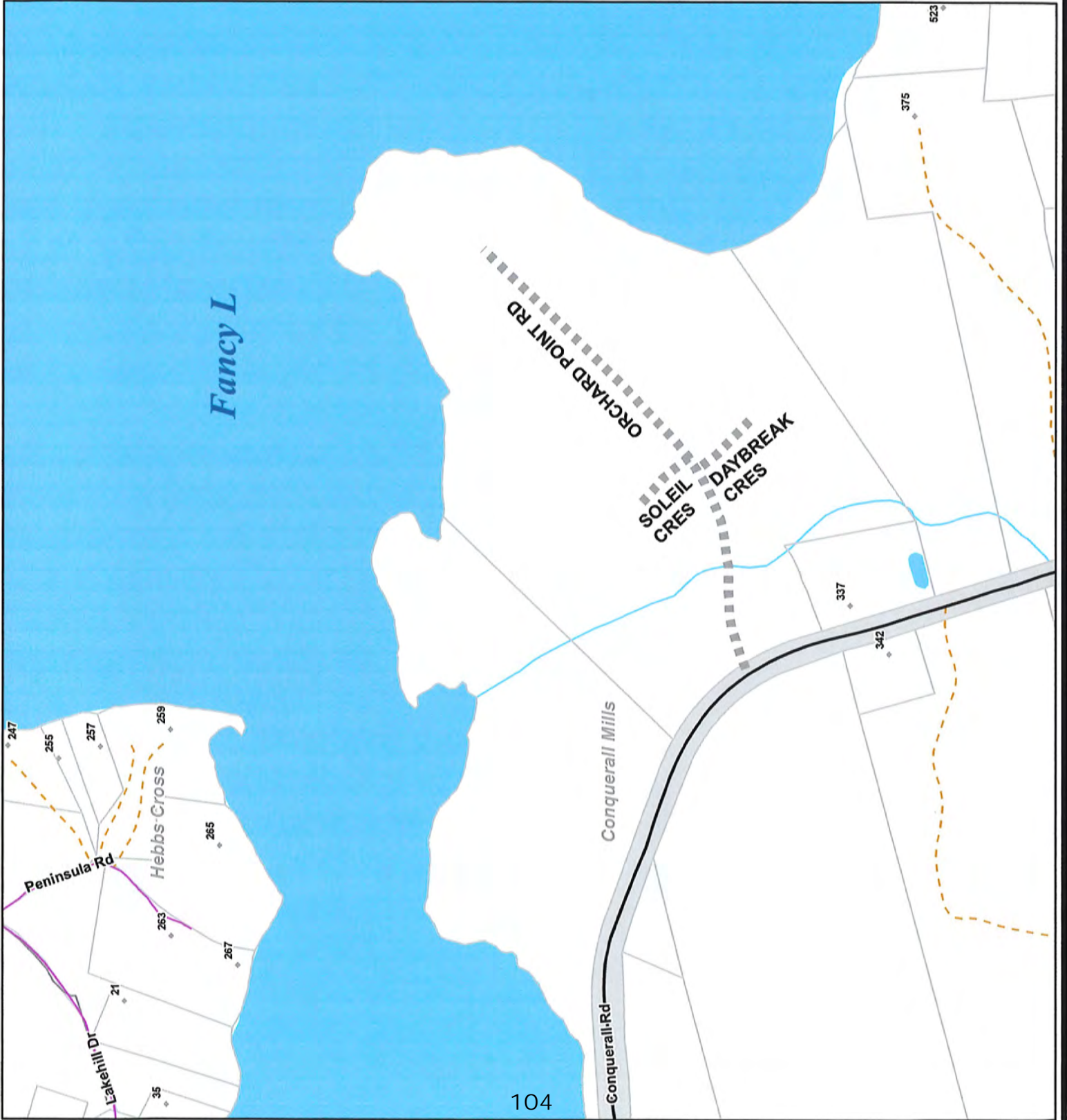
Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

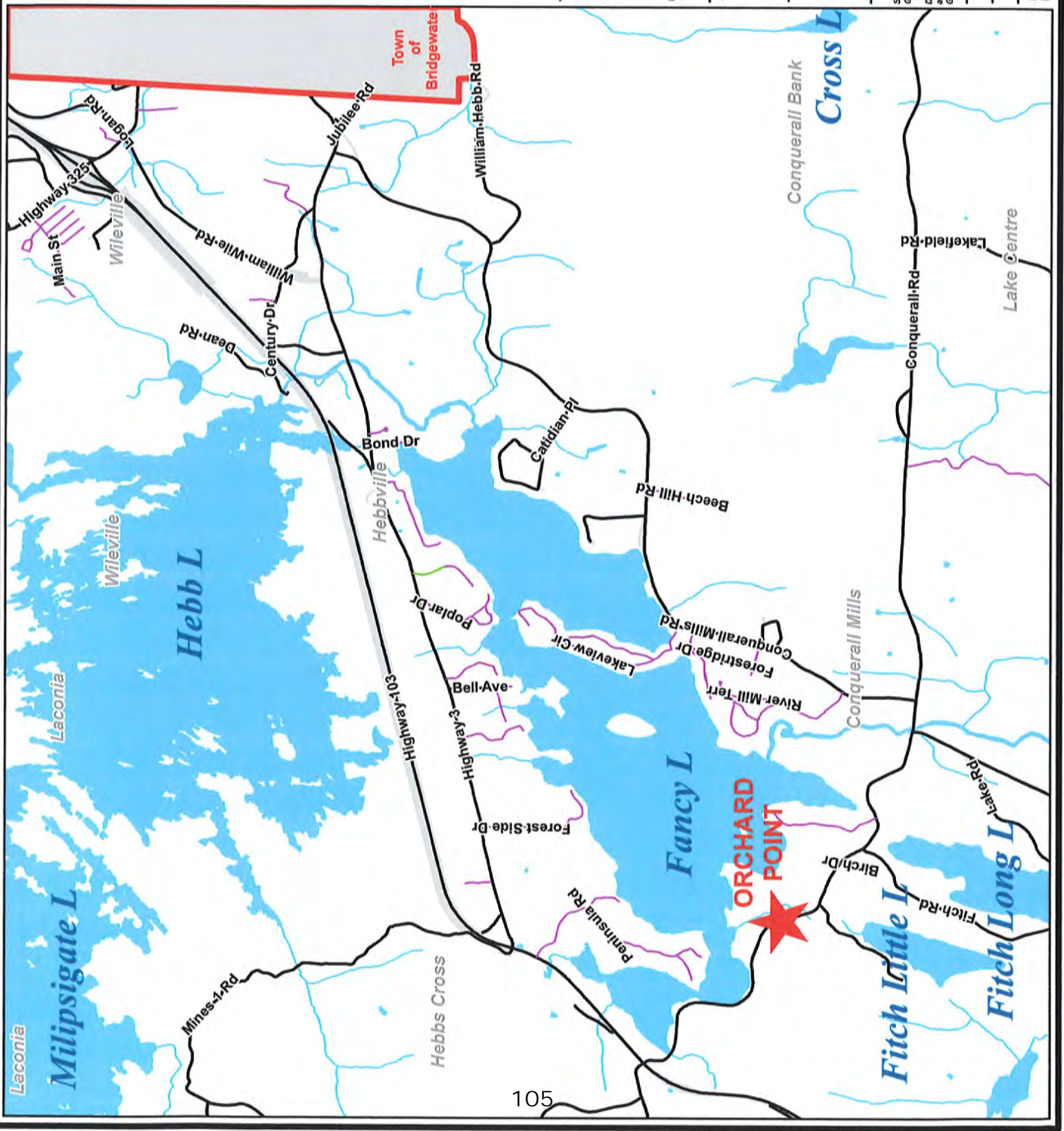
Date: October 2, 2018

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Prepared By: Planning & Development Services
Municipality of the District of Lunenburg



ORCHARD POINT



Project Description:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date: October 2, 2018

Filepath: 2018\humal\orchardPoint

Prepared By: Planning & Development Services
Municipality of the District of Lunenburg



Municipality of the District of Lunenburg

Engineering & Public Works

MEMORANDUM

TO: NORMA SHEIFER, DEVELOPMENT OFFICER

FROM: MATT APPLEBY, CET, ENGINEERING TECHNOLOGIST

DATE: October 1, 2018

RE: LM180036, ORCHARD POINT SUBDIVISION – ACTUAL COST OF CONSTRUCTION

As per the Subdivision By-Law under section 10.3, the subdivider is required to post for one (1) year, a maintenance bond or other security acceptable to Council in the amount equal to ten percent (10%) of the actual cost of construction.

This memorandum is to inform the Development Officer that:

1. The subdivider has provided the actual cost of construction figure of \$106,267.99 for Lot 22 (Orchard Point Road, Soleil Crescent, and Daybreak Crescent) making the maintenance bond or other acceptable security amount equal to \$10,626.80.
2. The roads have been constructed and approved by Engineering & Public Works to meet the requirements of the subdivision By-Laws.

The subdivider has thirty (30) days from the notification date of construction acceptance to submit this bond or security.

Sincerely,

Matt Appleby, CET
Engineering Technologist

Enclosure

ma

Norma Schiefer

From: JC Reddy <jc@lawpower.ca>
Sent: October 1, 2018 4:21 PM
To: Norma Schiefer
Subject: RE: LM180036 Orchard Point subdivision and road

Hi Norma,

To answer your first question, you are correct that the minor discrepancy in the description is a non-issue, especially after MoDL takes over the road.

As to your second question, I confirm that, as a several minutes ago, I double checked PID 60683224 and performed a LRO search on the owner, 3310107 Nova Scotia Limited. The PID is land registered and the title is clear and marketable.

Can you advise when the plan is approved and/or when the road PID is created in due course? Also, if you need anything further from me, please advise.

Best regards,

J.C. Reddy
Barrister & Solicitor
Power, Leefe, Reddy & Rafuse
84 Dufferin Street
Bridgewater, Nova Scotia
B4V 2G3

Tel +1 (902) 543-7815
Fax +1 (902) 543-3196

Legal Assistant/Commissioner of Oaths: Nicole Ling

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-----Original Message-----

From: Norma Schiefer [mailto:Norma.Schiefer@modl.ca]
Sent: September-28-18 2:38 PM
To: 'jc@lawpower.ca'
Subject: LM180036 Orchard Point subdivision and road

Hi JC,

As per our conversation, I have done the review of the deed description and compared it to the subdivision plan. There is only one discrepancy, which I'm sure is a non issue, with one of the tie line co-ordinates. In the written description it refers to the bearing as South 24 degrees 25 minutes 06 seconds West, and on the plan the same line is North 24 degrees 25 minutes 06 seconds East. After speaking with the surveyor, he indicates it is the same they just tend to flip back and forth sometimes in the north/south reference. All else is exact.

Also, I would like to confirm that the landowner has clear and marketable title for the property prior to the conveyance of the road.

I am preparing a report to appear on the next Council agenda and hoping to have all confirmations from you and the Engineering department. We have received the Bond (a Scotiabank draft).

Thanks

Norma

Norma Schiefer
Municipal Development Officer
Municipality of the District of Lunenburg
902-541-1334
902-527-1135 (fax)
norma.schiefer@modl.ca<mailto:norma.schiefer@modl.ca>

THIS WARRANTY DEED made this *11* day of *September*, A.D., 2018.

BETWEEN:

3310107 NOVA SCOTIA LIMITED, a body corporate incorporated pursuant to the Companies Act of the Province of Nova Scotia with registered office in Hebbville, in the County of Lunenburg and Province of Nova Scotia;

(Hereinafter called the "GRANTOR")

- and -

THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate, with its offices in the Town of Bridgewater, in the County of Lunenburg and Province of Nova Scotia;

(Hereinafter called the "GRANTEE")

WITNESSETH THAT in consideration of One Dollar and other good and valuable consideration:

THE GRANTOR hereby conveys to the GRANTEE, the lands described in Schedule "A" to this Warranty Deed and hereby consents to this disposition, pursuant to the Matrimonial Property Act of Nova Scotia.

THE GRANTOR covenants with the GRANTEE that the GRANTEE shall have quiet enjoyment of the lands, that the has good title in fee simple to the lands and the right to convey them as hereby conveyed that the lands are free from encumbrances, and that the GRANTOR will procure such further assurances as may be reasonably required.

IN THIS WARRANTY DEED the singular includes the plural and the masculine includes the feminine, with the intent that this WARRANTY DEED shall be read with all appropriate changes of number and gender.

IN WITNESS WHEREOF the Grantor has hereunto set his hand and affixed his seal the day and year first above written

SIGNED, SEALED AND DELIVERED
in the presence of:



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)

3310107 NOVA SCOTIA LIMITED

x 

Per: Stephen MacIsaac

I CERTIFY that on the 11 day of September, A.D., 2018, 3310107 Nova Scotia Limited, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officer and I have signed as a witness to such execution.



A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

J.C. REDDY
A Barrister of the Supreme Court
of Nova Scotia

SCHEDULE "A"

ALL that certain lot, piece or parcel of land situate lying and being on the northern side Conquerall Road (authority No. 644), shown as **Lot 22 (Orchard Point Road, Soleil Crescent, and Daybreak Crescent)** on Plan of Subdivision showing Lot 22 (Orchard Point Road, Soleil Crescent, and Daybreak Crescent), Lot 4, 5, 6, & 7, Lands of 3310107 Nova Scotia Limited, on Conquerall Road (Auth. No. 644), at Conquerall Mills, Lunenburg County, Nova Scotia, dated 18th April, 2018, by Brandon J. Crouse, and revised June 4th, 2018, and August 13th, 2018, and being more particularly described as follows:

BEGINNING at a point marked by a survey marker (iron bar and identification cap) at the most western corner of Remainder Lot B-300 as shown on said plan, and being the most southerly corner of the lot herein described; said point located South 64 degrees 11 minutes 16.6 seconds West a distance of 2618.376 metres (grid distance) from Nova Scotia High Precision Network Monument No. 227465;

THENCE following a curve to the left having a radius of 191.271 metres for an arc distance of 31.213 metres, along said road to a survey marker; a tie-line between the two aforesaid points being North 79 degrees 10 minutes 31 seconds West a distance of 31.178 metres;

THENCE following a curve to the right having a radius of 108.50 metres for an arc distance of 48.815 metres, to a point of curvature; a tie-line between the two aforesaid points being North 28 degrees 53 minutes 38 seconds East a distance of 48.404 metres;

THENCE following a curve to the left having a radius of 200.599 metres for an arc distance of 38.376 metres, to a survey marker; a tie-line between the two aforesaid points being North 43 degrees 06 minutes 02 seconds East a distance of 38.317 metres;

THENCE South 89 degrees 39 minutes 03 seconds East a distance of 6.313 metres, to a survey marker;

THENCE following a curve to the left having a radius of 211.439 metres for an arc distance of 91.132 metres, to a survey marker; a tie-line between the two aforesaid points being North 24 degrees 16 minutes 39 seconds East a distance of 90.428 metres;

THENCE South 89 degrees 05 minutes 44 seconds West a distance of 21.580 metres, to point of curvature;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of reverse curvature;

THENCE following a curve to the right having a radius of 20.073 metres for an arc distance of 97.852 metres, to a point of reverse curvature;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of curvature;

THENCE North 89 degrees 05 minutes 44 seconds East a distance of 25.135 metres, to a survey marker;

THENCE following a curve to the left having a radius of 211.439 metres for an arc distance of 30.038 metres, to a point of curvature and survey marker; a tie-line between the two aforesaid points being North 02 degrees 21 minutes 13 seconds East a distance of 30.011 metres;

THENCE North 01 degrees 42 minutes 57 seconds West a distance of 172.238 metres, to a survey marker;

THENCE North 01 degrees 42 minutes 58 seconds West a distance of 13.320 metres, to a point of curvature and survey marker;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of reverse curvature;

THENCE following a curve to the right having a radius of 20.073 metres for an arc distance of 97.850 metres, to a point of reverse curvature;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of curvature;

THENCE South 01 degrees 42 minutes 57 seconds East a distance of 185.558 metres, to a point of curvature and survey marker;

THENCE following a curve to the right having a radius of 231.439 metres for an arc distance of 48.928 metres, to a survey marker;

THENCE North 87 degrees 54 minutes 28 seconds East a distance of 20.879 metres, to a point of curvature;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of reverse curvature;

THENCE following a curve to the right having a radius of 20.073 metres for an arc distance of 38.455 metres, to a survey marker;

THENCE North 87 degrees 54 minutes 28 seconds East a distance of 65.009 metres, to a survey marker at on the eastern boundary of lands of Harold Porteous;

THENCE South 09 degrees 40 minutes 39 seconds West a distance of 20.431 metres, along the eastern boundary of lands of Harold Porteous, to a survey marker;

THENCE South 87 degrees 54 minutes 28 seconds West a distance of 60.833 metres, to a point of curvature and survey marker;

THENCE following a curve to the right having a radius of 20.073 metres for an arc distance of 38.458 metres, to a point of reverse curvature; a tie-line between the two aforesaid points being South 82 degrees 40 minutes 12 seconds West a distance of 32.840 metres;

THENCE following a curve to the left having a radius of 8.500 metres for an arc distance of 7.366 metres, to a point of curvature;

THENCE South 87 degrees 54 minutes 28 seconds West a distance of 26.258 metres, a survey marker;

THENCE following a curve to the right having a radius of 231.439 metres for an arc distance of 71.855 metres, to a survey marker; a tie-line between the two aforesaid points being South 24 degrees 25 minutes 06 seconds West a distance of 71.566 metres;

THENCE South 56 degrees 46 minutes 42 seconds East a distance of 5.916 metres, to a survey marker;

THENCE following a curve to the right having a radius of 231.599 metres for an arc distance of 60.243 metres, to a point of reverse curvature; a tie-line between the two aforesaid points being South 40 degrees 37 minutes 09 seconds West a distance of 60.073 metres;

THENCE following a curve to the left having a radius of 77.500 metres for an arc distance of 30.430 metres, to a survey marker and the POINT OF BEGINNING. A tie-line between the two aforesaid points being South 29 degrees 20 minutes 08 seconds West a distance of 30.235 metres;

BEARINGS shown being based on the Nova Scotia Grid system Zone 5, Central Meridian 64 degrees, 30 minutes West Longitude.

THE above described lot contains an area of 15,504 square metres more or less.

BEING AND INTENDING TO BE a portion of those lands conveyed from James Wade Bollivar and Paul Sinclair Bollivar to 3310107 Nova Scotia Limited dated 30th day of August, 2017, and registered the 31st day of August under document No. 111336807