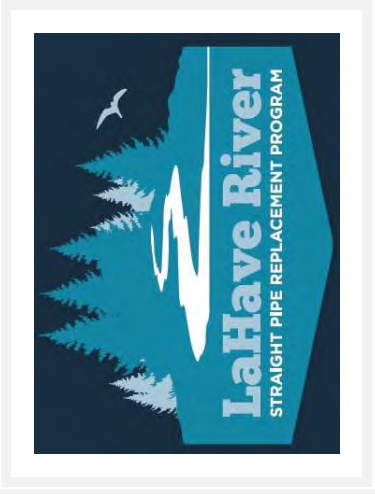


AGENDA
MEETING OF MUNICIPAL COUNCIL
 Bridgewater, NS
Tuesday, June 25, 2019 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – May 28, 2019; Special Council June 5, 2019; and June 11, 2019
6. BUSINESS ARISING FROM MINUTES
7. AWARDING OF TENDERS/RFPs
 - 7.1 LaHave Straight Pipe Replacement Program - Update1-3
 - 7.2 Award of Tender #2019-05-005 LaHave River On Site Disposal System Installations4-6
Project Group #25
 - 7.3 Award of RFQ #2019-01-301 Municipal Properties Mowing & Trimming7-8
8. PRESENTATIONS/SCHEDULED TIMES
 - 8.1 Stephanie Mailman-Crouse re Pinegrove Outdoor Play Association – Update ...9:15 a.m. 9-11
 - 8.2 MARC Summer Staff Introduction 10:15 a.m.
 - 8.3 Jason McCarthy re MARC Ballfields – Update 10:20 a.m.
9. CONSIDERATION OF CORRESPONDENCE
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 10.1 Finance Committee
 - 10.1.1 Amendment of MOU between TOB & MODL.....(12) 14-23
 - 10.1.2 Sponsorship Ad – Mahone Bay Founders Society (12) 24-26
 - 10.1.3 Sponsorship Ad – Osprey Ridge Golf Course..... (12) 27
 - 10.1.4 Fee Waiver – Bridgewater Photographic Society..... (12) 28
 - 10.1.5 Community Event Grant – Cherry Hill Fun Run.....(12) 29-30
 - 10.1.6 Sponsorship Ad – Lunenburg Folk Harbour Society (12) 31
 - 10.1.7 Sponsorship Ad – 4-H Nova Scotia..... (12) 32
 - 10.2 Planning Advisory Committee
 - 10.2.1 Minimum Planning Requirements.....33-50
 - 10.2.2 Blockhouse-Oakland-Princes Inlet Consolidation.....51-59
 - 10.3 Policy & Strategy Committee
 - 10.3.1 Draft Policy MDL-77 Gifts and Hospitality(60) 61-73
 - 10.3.2 Proposed Amendments MDL-51 Personnel Policy(60) 74-79
11. STAFF REPORTS
 - 11.1 Administration Department
 - 11.1.1 Appointment of Interim CAO.....80-81
 - 11.1.2 New Municipal Building – Cost Reduction Items.....82-85
 - 11.1.3 Identification of Possible Revisions to the 2019/20 Capital Budget86-88
 - 11.1.4 Municipal Building – Builders Risk Insurance89-90

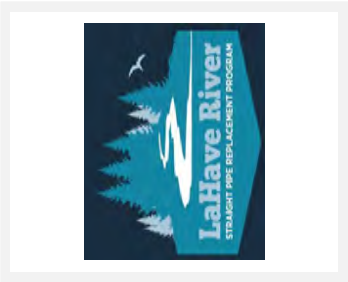
11.2	<u>Recreation Department</u>	
11.2.1	Designated Community Project Fund.....	91
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11.3	<u>Planning Department</u>	
11.3.1	Riverport Fire Department Expansion.....	93-97
12.	<u>MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS</u>	
12.1	Delegation Mission Invitation Norway & AquaNor (C. Garland)	98-104
12.2	Deputy Mayor’s Update	
12.3	Mayor’s Update	
13.	<u>ADDED ITEMS</u>	
14.	<u>IN CAMERA</u>	
14.1	Contract Negotiations re Develop NS under Section 22(2)(e) of the MGA	
15.	<u>ADJOURNMENT</u>	



PROGRAM UPDATE

June 25, 2019
Maria Burts
LaHave River Project Manager

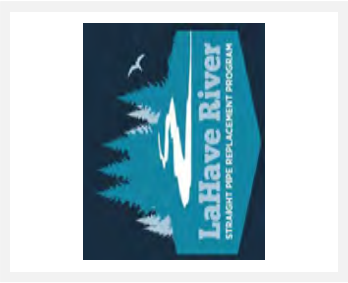
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OUTLINE

- o Program Participants
- o Installation Progress and 2019 Targets
- o Inspection Program

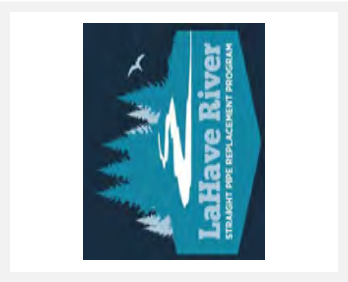
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PROGRAM PARTICIPANTS:

- o 188 Eligible Properties
- o 164 Signed Agreements
- o 164 Design Assessments
- o 157 Completed and Approved On-Site Sewage Disposal System Designs
- o 114 Installations

3



INSTALLATION PROGRESS AND 2019 TARGETS

- o 77 Systems installed in 2018
- o 81 tendered and awarded
- o 4 outstanding for 2019
- o 37 Systems installed to date in 2019:
- o 57 tendered and awarded
- o 7 posted and closing on July 2, 2019
- o Actively working on two additional installations this week


Targeting 75-100 installations this construction season

4

INSPECTION PROGRAM

- 685 confirmed systems in the program area
- 784 properties require an inspection
- Targeting 450 inspections this year
- 92 completed to date
- 22 systems required

We have heard from over 96% of the property owners within the WWMID



5

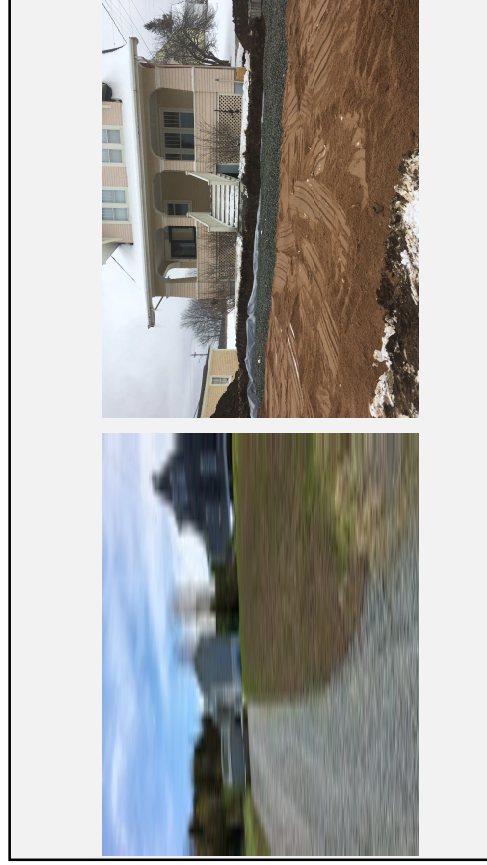


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2




7



8

MOVING FORWARD

- Tender package preparation – on track to exceeding 75 installations this year
- Installation oversight and property restoration
- Design site assessments for next construction season late summer



9



Questions?

10



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Maria Butts, LaHave River Project Manager

DATE: June 25, 2019

RE: Tender Award: On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #25

RECOMMENDATIONS

Authorize staff to award tender 2019-05-005 to Dennis Lively Construction & Backhoe Services in the amount of \$77,000 plus HST.

EXECUTIVE SUMMARY

Two (2) bids were received and accepted for *Tender 2019-05-005 On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #25.*

The scope of work consists of the supply and installation of seven 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 2019-05-005 is a bundle of seven traditional 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 188 applications for replacement from property owners within the WWMD and has installed 114 new On-Site Sewage Disposal Systems.

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. Seven designs were selected from those completed to date for inclusion in tender 2019-05-005.

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 2019-05-005 was posted on Tuesday, June 4, 2019 and closed on Tuesday, June 18, 2019.

Two (2) bids were received and accepted by the deadline. Accepted tenderer names and bids are described in Table 1 below:

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Town & Country Property Improvements Ltd.	\$101,525.10
Dennis Lively Construction & Backhoe Services	\$77,000.00

Table 1: Accepted Bids for Tender 2019-05-005

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 2019-05-005: Two (2) bids were submitted and accepted. Of the two accepted bids, the lowest bid was received by Dennis Lively Construction & Backhoe Services of Beaver Bank, NS.

Tender Award Recommendation

Tender: 2019-05-005 On-Site Sewage Disposal System Installation for LaHave River Properties. Project Group #25.

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

Closing Date: June 18, 2019

Funding	Total Bid (w/o HST)
Provincial/Federal Grants	2/3
Property Owner	1/3
Tenderers	
Town & Country Property Improvements Ltd.	\$101,525.10
Dennis Lively Construction & Backhoe Services	\$77,000.00

Table 1: Accepted Bids for Tender 2019-05-005

Tender Award Recommendation:

Council award Tender 2019-05-005 to Dennis Lively Construction & Backhoe Services in the amount of \$77,000 plus HST.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Matt Appleby, CET, Civil Engineering Technologist

DATE: June 19, 2019

RE: Mowing and Trimming of Municipal Properties and Roads

RECOMMENDATION

That Council authorize staff to award Municipal Properties Mowing and Trimming RFQ 2019-01-301 to FancyGreen Property Maintenance for \$15,800 plus HST per year for the next three years.

BACKGROUND

MODL owns multiple sites within the Municipality requiring regular lawn care. These sites are in multiple communities and vary in usage from wastewater treatment facilities to former school properties and Municipally owned Public Roads.

DISCUSSION

The RFQ document was issued on May 13, 2019 and closed at 2:00pm on June 3, 2019. Three (3) bids were received and accepted by the RFQ deadline. These bids are summarized in the table on the next page:

Term	Estimated Contract Price for Gerhardts Property Improvement	Estimated Contract Price for Nature's Reflection	Estimated Contract Price for FancyGreen Property Maintenance
Year 1: 2019	\$22,745.00	\$22,690.00	\$15,800.00
Year 2: 2020	\$22,745.00	\$22,690.00	\$15,800.00
Year 3: 2021	\$22,745.00	\$22,690.00	\$15,800.00
Sub Total	\$68,235.00	\$68,070.00	\$47,400.00
Net HST	\$10,235.25	\$10,210.50	\$7,110.00
Total	\$78,470.25	\$78,280.50	\$54,510.00

There is a significant difference in price (\$6,890.00) between the highest and lowest contractor's bids.

FancyGreen, a local company, is a new contractor with MODL. They have conducted work for Cobequid Housing Authority in Truro, and Conseil Scolaire Acadia Provincial based in Meteghan, NS. Their office is located on Glen Alan Drive Bridgewater.

BUDGET IMPLICATIONS

Last year's provider supplied the same services for a quoted price of \$22,076 plus HST. This should allow us to maintain the same level of service with an approximate savings of \$6,276.60 plus HST per year for the duration of the contract.

CONCLUSION

Recommendation: *That Council authorize staff to award Municipal Properties Mowing and Trimming RFQ 2019-01-301 to FancyGreen Property Maintenance for \$15,800 plus HST per year for the next three years.*



Pine Grove Outdoor Play Association (POPA)

2018 - 2019 Update

1

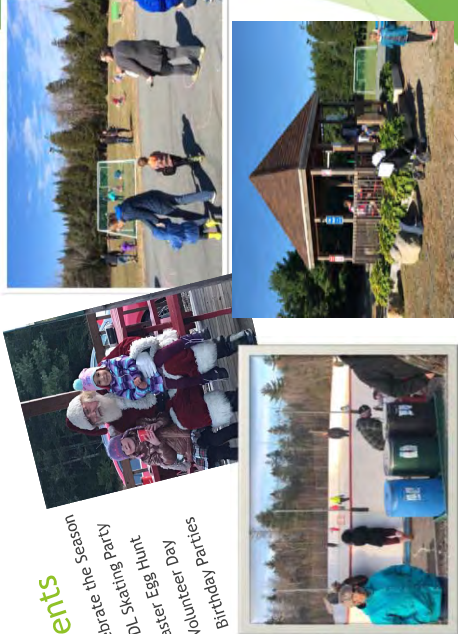
2018 - 2019 Park Improvements



2

Events

- Celebrate the Season
- Halloween Spooking Party
- Easter Egg Hunt
- Volunteer
- Birthday Party



3


Physical Activity in the Outdoors



4

The Future

- ▶ Increase four season usage of the park.
- ▶ Increase physical activity by providing more variety of recreation options and promotes outdoor play.
- ▶ Help attract young professionals to the area.
- ▶ Brings people together in a safe, clean environment.



5

Our Dream Became Real...



6

Our Financial Plan


Current Funds for Splash Pad
All Funds Received
Part of funding received but more to go

2019-2020 Capital Budget for Splash Pad Project

REVENUE	Notes	Total	Current Amount Received
MISC		\$22,000.00	\$22,000.00
		\$24,915.17	\$24,915.17
		\$1,000.00	
		\$12,000.00	\$2,261.00
		\$1,000.00	\$1,000.00
		\$1,000.00	\$1,000.00
		\$1,000.00	\$1,000.00
		\$1,000.00	\$1,000.00
		\$1,004.13	\$2,270.00
		\$71,437.56	\$28,927.17
EXPENSES			
Splash Pad	Notes	Total	\$28,960.00
	Equipment		\$28,000.00
	Labor		\$8,917.50
	IST		\$1,000.00
	Safety Signs and Instructions		\$1,000.00
	Meeting with Contractors, Fundraising Planning, Grant Applications (10k Hours)		\$1,000.00

7

Preparing for Installation



8

Our Mission Continues
Building a healthier community by creating all year-round recreational opportunities for everyone



Our Next Project...



9

Thank you!

10



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

June 11, 2019

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, June 11, 2019, made the following
recommendations to Council:

1. that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

“6. LCMPPC Capital Project – The TOB agrees to contribute \$5 million to the LCMPPC capital project. The MODL agrees to contribute \$3.85 million to the LCMPPC capital project.

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.”

2. that Municipal Council approve the Sponsorship Ad request of the Mahone Bay Founders Society for \$250, to support their Home and Garden Tour on July 6 & 7, 2019, to be held in Mahone Bay and MODL.
3. that Municipal Council approve the Sponsorship Ad request of the Osprey Ridge Golf Course for \$250, to support the Hit It for Health Golf Tournament in support of the Health Services Foundation of the South Shore on July 3, 2019.
4. that Municipal Council support the Bridgewater Photographic Society by waiving the fee for a ½ page ad in the Fall Recreation Guide in the amount of \$200.

5. that Municipal Council approve the Community Event Grant request of the United Communities Fire Department for \$300, to support their Cherry Hill Fun Run on Saturday, August 3, 2019.
6. that Municipal Council approve the Sponsorship Ad request of the Lunenburg Folk Harbour Society for \$300, to support the Folk Harbour Festival from August 8-11, 2019.
7. that Municipal Council approve the Sponsorship Ad request of 4-H Nova Scotia for \$40, to support the 42nd Annual 4-H Nova Scotia Provincial Show from September 27-29, 2019 in Bible Hill.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh
Attachments



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Kevin Malloy, CAO
DATE: June 11, 2019
RE: Renew Motion re LCLC Fundraising Agreement

RECOMMENDATION

"that Councillor Bell put forward the following motion:

"that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

"6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPCC capital project. The MODL agrees to contribute \$3.85 million to the LCMPCC capital project.

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns."

EXECUTIVE SUMMARY

The LCMPCC Board is asking MODL to reconsider the request to amend Section 6 of the MOU between the Town of Bridgewater and the Municipality of the District of Lunenburg (MODL) dated April 19, 2010 as fundraising still remains a challenge. It was felt that with the restructuring of the Board and because the municipal units now have

total control of the spending, that MODL Council may reconsider its decision and approve the amendments.

The Town of Bridgewater approved the amendments to the MOU, but without MODL agreeing to the amendments, the current MOU remains in effect.

BACKGROUND

At the November 7, 2017, the Audit & Finance Committee was asked to consider amendments to Article 6 of the current MOU between the Town of Bridgewater and the Municipality of the District of Lunenburg with regard to the LCLC. The Board had expressed concern with regard to fundraising for capital projects and asked that the MOU be revisited and Article 6 be amended to allow the Board to retain the fundraising dollars on a go-forward basis. Article 6 of the current MOU states that any fundraising be returned to the municipalities to repay any cost overruns or funding shortfalls that were experienced during the construction period of the facility.

At that meeting, Ms. Wentzell reported that the Municipality of Lunenburg's share of the capital overrun was \$1,819,978 and, in the last three fiscal years, a total of \$148,500 was collected in fundraising, leaving a balance due to the reserve fund of \$1,671,478. The \$1,819,978 was paid out of the reserve fund to cover capital costs and is being tracked to be paid back based on the MOU.

During the discussion at the meeting, it was noted that fundraising is a challenge for the Board now that the building is finished as residents feel they have paid the capital costs through their tax bills and would most likely not contribute more if they knew the money was going to the municipalities to pay for original construction costs.

After discussion of the request, the following motions were made and defeated:

Moved by Councillor Bell, seconded by Councillor Moore that the Audit & Finance Committee recommends to Council that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

- “6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPCC capital project. The MODL agrees to contribute \$3.85 million to the LCMPCC capital project.**

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present

fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.’’

Moved by Councillor Moore, seconded by Councillor Whynot that the motion on the floor be amended to include “and further, that it is understood, with this amendment, that MODL’s balance due to the reserve fund, which currently stands at \$1,671,478, will be eliminated”.

Opposed – Deputy Mayor Garland, Councillors Knickle, Ernst, Carver, and Nauss. Motion on the amendment defeated.

The original motion on the floor was voted on.

Opposed – Deputy Mayor Garland, Councillors Knickle, Ernst, Carver, Nauss and Bell.

Motion defeated.

DISCUSSION

If Council wishes to reconsider the motion, based on the new structure of the Board and management, Section 15 of Policy MDL-1 “Proceedings of the Council” allows for a motion to be renewed. After a motion has been rejected, the maker of the motion may renew their motion at a future meeting if the option for reconsideration has passed and it has been six months since the motion was made. Both these criteria have passed.

BUDGET IMPLICATIONS

The funds expended by MODL to pay off its share of the capital shortfall from the construction of the Lunenburg County Lifestyle Centre will not be refunded.

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

Do not renew the motion.

CONCLUSION

The issue of the capital funding shortfall from the construction of the building having to be paid back from the community fundraising has impacted fundraising initiatives for the LCLC. It is difficult to get people to fundraise to repay a debt versus funding a special project that the contributors can see after their project is completed. Staff is recommending that Council proceed with the amendment to allow for fundraising for future capital projects. This, in turn, should lessen the amount of capital that the municipal units have to pay for upcoming capital projects.

Department: Administration

Report Approved By: Kevin Malloy

Date May 22, 2019

raised with regard to giving more authority for capital expenditures to a Board that has members-at-large serving on it and making decisions on the spending of tax payers' money.

Opposed – Deputy Mayor Garland, Councillors Knickle, Ernst, Carver and Nauss. Motion defeated.

6.1.2 LCLC Fundraising Agreement Issues

Mr. Malloy recalled a Joint Council meeting with the Town of Bridgewater some months ago regarding concerns expressed by the LCLC Board around fundraising. Article 6 of the current MOU states that any fundraising be returned to the municipalities to repay any cost overruns or funding shortfalls that were experienced during the construction period of the facility.

Correspondence has been received from the LCLC Board asking that the MOU be revisited and Article 6 be amended.

It was noted that fundraising is a challenge for the Board now that the building is finished as residents feel they have paid the capital costs through their tax bills and would most likely not contribute more if they knew the money was going to the municipalities.

Ms. Wentzell reported that the Municipality of Lunenburg's share of the capital overrun was \$1,819,978 and, in the last three fiscal years, a total of \$148,500 was collected in fundraising, leaving a balance due to the reserve fund of \$1,671,478. The \$1,819,978 was paid out of the reserve fund to cover capital costs and is being tracked to be paid back based on the MOU.

The Committee discussed the outstanding capital overrun and various fundraising options for the Board (i.e. naming of the building, rooms etc.)

Moved by Councillor Bell, seconded by Councillor Moore that the Audit & Finance Committee recommends to Council that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

“6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPCC capital project. The MODL agrees to contribute \$3.85 million to the LCMPCC capital project.

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.”

Moved by Councillor Moore, seconded by Councillor Whynot that the motion on the floor be amended to include “and further, that it is understood, with this amendment, that MODL’s balance due to the reserve fund, which currently stands at \$1,671,478, will be eliminated”.

**Opposed – Deputy Mayor Garland, Councillors Knickle, Ernst, Carver, and Nauss.
Motion on the amendment defeated.**

The original motion on the floor was voted on.

**Opposed – Deputy Mayor Garland, Councillors Knickle, Ernst, Carver, Nauss and Bell.
Motion defeated.**

6.1.3 Engage NS Donation Request

Sarah Kucharski, Communications Officer, explained that the Chief Administrative Officer, three Council members, and two staff members attended a workshop offered by Engage Nova Scotia, a not-for-profit organization predominantly funded by the private/public sector. There is no charge for these workshops, but Engage Nova Scotia does ask for donations.

Engage Nova Scotia has asked for a \$500 donation, which the Provincial government will then match.

Moved by Councillor Moore, seconded by Mayor Bolivar-Getson that the Audit & Finance Committee recommends to Council that Municipal Council approve a \$500.00 donation to Engage Nova Scotia in support of the excellent work they have done leading a workshop attended by the Mayor, three Council members and two staff members; and further, that the funding come from the Council Training Budget.

Several members of Council who participated in the workshop shared information they took away from the session.

Motion carried unanimously.

6.1.4 Twelve-Month Notice Letter – WCB Costs

Mr. Dumaresq noted that subsection 519(1) of the *Municipal Government Act* SNS 1998, c. 18, requires that twelve-month notice be given to members of the Union of Nova Scotia Municipalities (UNSM), if there will be a change in provincial policy, legislation or regulation that could increase municipal costs or decrease revenues. A twelve-month notice letter was received from the Minister of Municipal Affairs regarding Worker Compensation Costs.

Mr. Dumaresq explained that this letter notifies of changes to the *Workers' Compensation Act*, that will allow first responders across the province a better opportunity to access insurance where they are experiencing symptoms of Post Traumatic Stress Disorder. This could result in financial impact to some municipalities; but, in Lunenburg County, fire departments do not receive personal insurance through the Workers' Compensation Board (WCB), so there won't be a direct impact to the Municipality of Lunenburg. Depending on how the costs are recouped for WCB, there may be a general increase in the municipal class of insurance.

Mr. Dumaresq added that it is unknown how this will impact RCMP costs, but staff will be in communication with them to understand whether this will have an impact on the Municipality's budget for 2018/19.

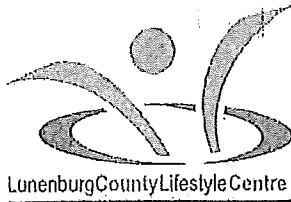
6.2 Finance Department

Current Article 6 of April 19, 2010 MOU

6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPPC capital project. The MODL agrees to contribute \$3.85 million to the LCMPPC capital project.

~~It is the expectation of both UNITS that their respective contributions as noted above are the maximum contributions to be made by the UNITS. Any shortfall is to be made up by community fundraising. Notwithstanding the above, the UNITS will equally fund the carrying costs of the shortfall until such time as the funds are raised by community fundraising.~~

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.



LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
135 North Park St
Bridgewater NS B4V 9B3
Ph: (902) 530-4100. Fx: (902) 530-3733
www.lclc.ca

December 16, 2016

VIA EMAIL

Mr. Kevin Malloy
CAO
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater NS B4V 2S9

Mr. Ken Smith
CAO
Town of Bridgewater
60 Pleasant Street
Bridgewater NS B4V 3X9

Dear Sirs:

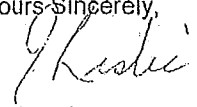
Re: Memorandum of Understanding (MOU)

Further to the meeting of the Lunenburg County Multi-Purpose Centre Corporation (LCMPCC) Board of Directors, the Board discussed the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010. The LCMPCC Board is asking that the MOU be revisited and possibly amended; specifically, Clause 6 which speaks directly to the capital fundraising project and the shortfall of funds raised by community fundraising.

The LCMPCC Board is asking the municipal units to consider sharing the project shortfall 50/50 after factoring in the collected commitments.

As the capital campaign is long over with the full facility open since 2014, the environment and intent by which the MOU was created has changed. The LCMPCC Board requests that any fundraising dollars collected on a go forward basis be retained by the LCMPCC and used towards the annual capital or operating plan thus reducing the amount of funds each municipal partner would be providing on an annual basis by way of their operating grants.

Yours Sincerely,

for

Andrew Tanner
Chairperson

c: Board of Directors, LCMPCC

the majority of their initiatives are related to start-up requirements and initial infrastructure requirements for the organization.

Mr. Tanner then answered Councillors' questions regarding this newly-formed organization. There was some discussion regarding the purpose of the organization and how it will benefit Lunenburg County. It is hoped that after one or two years, the businesses will see the benefit of it and take over the Events Lunenburg County initiative themselves.

Moved by Councillor Bolivar-Getson, seconded by Councillor Garland that we refer the requests of Events Lunenburg County to the Infrastructure, Environment and Economic Development Standing Committee for consideration and recommendation back to Council. Carried.

7. AWARDING OF TENDERS/RFPs (nil)

8. CORRESPONDENCE

8.1) DAVID ADLER – THANKS AND CORRECT SOME MISINFORMATION

For information, circulated with the agenda was a letter from Mr. David Adler thanking Council for responding to their community's concern regarding the public wharf at Rose Bay. He also wanted to clarify what he feels was some misinformation and factual mistakes that was in an article in the local newspaper earlier this month regarding Council's decision on the wharf. As requested by Mr. Adler, his letter was read at the meeting.

9. RECOMMENDATIONS/REFERRALS FROM COMMITTEES & BOARDS

9.1 COMMITTEE OF THE WHOLE – RECOMMENDATIONS

9.1.1 – LCMPCC re Funding

Moved by Councillor Zwicker, seconded by Councillor Nauss that Council accepts the recommendation of the Committee of the Whole to defray interest costs associated with borrowing for the Municipality's capital commitment to the Lunenburg County Multi-Purpose Centre Corporation, Municipal Council approves a grant to the Lunenburg County Multi-Purpose Centre Corporation in an amount of up to \$1,325,000 to be reconciled to the actual amount owing from the Municipality as the remainder of the \$3,850,000 contribution; and further, that this be funded from reserves, with the reserves being paid back from the Special Recreation Tax until such time as the amount granted is refunded. Carried.

9.1.2 – LCMPCC re Funding of Capital Project Shortfall

Moved by Councillor Dorey, seconded by Councillor Zwicker that Council accepts the recommendation of the Committee of the Whole that, in recognition that MODL and the Town of Bridgewater have signed a Memorandum of Understanding in which each part agreed to fund any shortfall from the construction of the Lunenburg County Lifestyle Centre on a 50/50 basis until such time as fundraising can fund the same; and in the interest of avoiding any interest costs associated with borrowing for the same, that Council directs staff to develop the necessary agreements to enable the Municipality to grant its share of the LCLC capital project shortfall, estimated to be up to \$1,800,000,

provided a suitable arrangement can be made for repayment to the Municipality for the same as fundraising proceeds. Carried.

9.1.3 – 2013/14 Generator Grant Fund

Moved by Councillor Knickle, seconded by Councillor Bolivar-Getson that Council accepts the recommendation of the Committee of the Whole and approves an increase in the 2013/14 Generator Grant Fund of \$7,000 from the contingency fund to bring the budget amount to \$14,000 to enable the two (2) applications received to be funded up to 50% of the project cost. Carried.

9.1.4 – Establishment of Reserve for Access to Sherbrooke Lake

Moved by Councillor Veinot, seconded by Councillor Bell that Council accepts the recommendation of the Committee of the Whole and approves the establishment of a reserve for access to Sherbrooke Lake via the old Veinot Road (PID 60569670) with the 2014/15 fiscal year to be established at \$40,000 and with contributions each subsequent year, up to four years, to be established during budget deliberations each year.

Councillor Dorey informed Council of his reasons why he would not be supporting the motion. He feels the motion ties the funding to the Veinot Road; and if the Veinot Road is not the access road, he believes the funding would not automatically transfer to another access point. He asked about a meeting, which he was not aware of, that was held recently between staff and our legal counsel on this subject. Ms. Wilson reported that the meeting was directed by Council back in the fall. However, at the meeting when the direction was given, Councillor Dorey had declared a conflict of interest on the particular agenda item researching this matter; and he was, therefore, not aware of the meeting that Council directed be held. An update on the outcome of that meeting will be provided to Council by legal counsel in mid April.

Moved by Councillor Dorey, seconded by Councillor Knickle that the vote on the motion to accept the recommendation be deferred until the point arrives when everyone at the table has the opportunity to be updated on the results of the meeting that has occurred.

Councillors Fawson and Moore requested a recorded vote by name on the motion to defer.

IN FAVOUR – Councillors Knickle, Fawson, Ernst and Dorey

OPPOSED – Councillors Zwicker, Garland, Moore, Veinot, Bolivar-Getson, Nauss, Bell, Deputy Mayor Hustvedt and Mayor Downe.

The motion to defer the recommendation was defeated.

The motion to accept the recommendation regarding the establishment of a reserve re access to Sherbrooke Lake was then considered.

Councillors Fawson and Moore requested a recorded vote by name.

IN FAVOUR – Councillors Zwicker, Garland, Moore, Veinot, Bolivar-Getson, Nauss, Bell, Deputy Mayor Hustvedt and Mayor Downe.

OPPOSED – Councillors Knickle, Fawson, Ernst and Dorey.



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
Program Coordinator

DATE: June 4, 2019

RE: Mahone Bay Founders Society: Home and Garden Tour, Sponsorship Ad Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve the Sponsorship Ad request of the **Mahone Bay Founders Society** for **\$250**, to support their Home and Garden Tour on July 6 & 7, 2019, to be held in Mahone Bay and MODL.

Motion Required

BACKGROUND

In 2019, there are plans to have a full-page ad with supporters' logos in the Progress Bulletin. All other print will have MODL logo.

MODL granted a sponsorship ad for this event in 2018 for \$250. The event includes sites in Mader's Cove and Blockhouse.

BUDGET IMPLICATIONS

Sufficient funds are available to meet this request.


Tissy Bolivar

/tb

Mahone Bay Home & Garden Tour
 A Summer Festival Celebrating our Heritage
 Presented by The Mahone Bay Museum
 July 6,7 2019

budget May 2019

Description	Revenue 2018	Expenses 2018	Net	Budget 2019
Revenue				
Ticket revenue	5,905.80			4,250.00
Corporate Sponsorship	3,200.00			3200.00
H&G grants and donations	750.00			750.00
H& G advertising	380.00			500.00
Total H & G			10,235.00	8700.00
Expenses				
H&G Marketing		727.31		2000.00
H & G Printing		879.23		0
H & G other		430.82		0
			2,037.36	2000.00



Mahone Bay Home and Garden Tour

July 7 - 8, 2018

A Summer Celebration of Our Heritage

In support of the Mahone Bay Museum

The Roof

LIGHTHOUSE
NOW

The Front Door



The Garden Gate



The Garden



AMOS PEWTER
EST. 1974



M.A.D.E.
FOR MAHONE BAY

A Taste of Summer



*Proud
Supporters*



www.mahonebaymuseum.com



Municipality of the District of Lunenburg

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Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: June 4, 2019

RE: Osprey Ridge Golf Course, Sponsorship Ad Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve the Sponsorship Ad request of the **Osprey Ridge Golf Course** for **\$250**, to support the Hit it for Health Golf Tournament in support of the Health services Foundation of the South Shore on July 3, 2019.

Motion Required

BACKGROUND

Proceeds directed to the Health Services Foundation will help with new equipment, patient comfort and care items.

Included in the sponsorship is a 24"x24" sign by the tee blocks and greenside to promote your support.

BUDGET IMPLICATIONS

There are enough funds available to meet this request.



Tissy Bolivar

/tb



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MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: June 4, 2019

RE: Bridgewater Photographic Society, Sponsorship Ad Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council support the **Bridgewater Photographic Society** by waiving the fee for a ½ page ad in the Fall Recreation Guide in the amount of **\$200**.

Motion Required

BACKGROUND

The cost of a ½ page ad in the Recreation Guide is \$250+tax. This support would cover most of the cost to the society.

The Bridgewater Photographic Society has not advertised in the Recreation Guide in the past. A sample ad is attached.

BUDGET IMPLICATIONS

Funding in the Sponsorship Ad Grant is low.

Tissy Bolivar

/tb



Municipality of the District of Lunenburg

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MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: June 4, 2019

RE: Cherry Hill Fun Run, Community Event Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve the Community Event Grant request of the **United Communities Fire Department** for **\$300**, to support their Cherry Hill Fun Run on Saturday, August 3, 2019.

Motion Required

BACKGROUND

The Cherry Hill Fun Run is a 10km walk/run through the communities of Broad Cove and Cherry Hill. The Municipality has sponsored this event for 3 years now. This sponsorship provides placement on their website, brochure, and the firemen's newsletter, plus a few options for onsite promotion on event day. The Recreation Department offers a 1.2km Beach and Back Youth Run in conjunction with this event.

BUDGET IMPLICATIONS

There are enough funds in the Community Event Grant account to cover this request.



Tissy Bolivar

/tb

MODL Sponsorship Request for the Cherry Hill Fun Run

Income:

Registration and Pledges	\$4100.00
Major Sponsorship	\$2650.00

Expenses:

Copying cost for Flyer	\$120.00
Postage:	\$65.00
Finisher Medals:	\$120.00
T-shirts	\$1700.00
Refreshments:	\$400.00

Donation to UCFD: \$4345.00

Note: These income and expenses are estimates based on previous years. Actual income and costs depend on number of participants

Cost are distributed among several supports and Major Sponsors

Some Major Sponsors donate services, not cash



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MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: June 4, 2019

RE: Lunenburg Folk Harbour Society, Sponsorship Ad Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve the Sponsorship Ad request of the **Lunenburg Folk Harbour Society** for **\$300**, to support the Folk Harbour Festival from August 8-11, 2019.

Motion Required

BACKGROUND

The 2019 Lunenburg Folk Harbour Society is celebrating 34 years of hosting one of Canada's longest running and most popular music festivals. Folk Harbour Festival attracts music lovers from across the country and around the world. The festival creates an influx of tourists that help to stimulate the economy of the region.

Festival attendees and those visiting the area are presented with a "guidebook" which not only contains information about the festival but also showcases a vast array of opportunity and information on the South Shore. This guidebook is a souvenir item that is kept as a memory of Folk Harbour by many attendees. Not only is the guidebook a weekend-long advertising opportunity, it is a year-long advertising opportunity.

A \$300 sponsorship will receive a ¼ page ad in their guidebook.

BUDGET IMPLICATIONS

Sufficient funds are available to meet this request.



Tissy Bolivar



Municipality of the District of Lunenburg

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MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar
Program Coordinator

DATE: June 4, 2019

RE: 4-H Nova Scotia, Sponsorship Ad Grant
c.c. Trudy Payne, Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve the Sponsorship Ad request of **4-H Nova Scotia** for **\$40**, to support the 42nd Annual 4-H Nova Scotia Provincial Show from September 27-29, 2019 in Bible Hill.

Motion Required

BACKGROUND

Last year, MODL sponsored the Floriculture Project Junior, Championship Award for \$40. If sponsored again, our name will be printed in the program and on the award certificate. We will receive verbal recognition during the Award Presentations. We will also be invited to present the award in person during the event.

BUDGET IMPLICATIONS

There are enough funds available to meet this request.

Tissy Bolivar

/tb



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902.541.1325 Fax: 902.527.1135 www.modl.ca

June 18, 2019

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

Dear Mayor and Councillors:

During the Planning Advisory Committee (PAC) in session June 13, 2019 the Committee reviewed and discussed *Provincial Minimum Planning Requirements*. The Province passed Bill 58 which; once proclaimed, will make planning mandatory in all areas of the Municipality. While there was no motion passed by PAC, the staff report and letter from the Province has been forward to Council for their review.

Respectfully submitted,

Chairperson and Members,
Planning Advisory Committee

/jh

Attachments

Municipality of the District of Lunenburg



REQUEST FOR DECISION

REPORT TO: Planning Advisory Committee

SUBMITTED BY: Jeff Merrill, MCIP, LPP, Director of Planning & Development Services

DATE: June 4, 2019

RE: Provincial Minimum Planning Requirements

ORIGIN: Nova Scotia Department of Municipal Affairs

RECOMMENDATION

If PAC or Council wishes to provide any additional feedback to the province on the draft provincial regulations the following motion can provide direction to staff in preparing a response.

Motion

That Planning Advisory Committee recommends to Council that Staff draft a letter to the Provincial Director of Planning for the Mayor to sign that addresses the following comments/concerns:

- **[Insert comments/concerns discussed during PAC/ Council meeting here]**

BACKGROUND

The Province passed Bill 58 on October 1, 2018. Bill 58 amends the Municipal Government Act (MGA). Once Bill 58 is proclaimed it will make planning mandatory in all areas of the municipality, set minimum planning requirements, and require engagement with abutting municipalities on planning matters. Prior to Bill 58 being proclaimed the Province is developing regulations which will provide additional details

on the planning requirements. The Provincial Planning Director met with Council on December 4, 2018 to present Bill 58 and to discuss possible regulations.

On April 26, 2019 the Provincial Director of Planning sent two draft regulations (Minimum Planning Regulations and Engagement Program Regulations) to all Mayors & Wardens, CAOs & Clerks for review and feedback, *correspondence attached*. The feedback deadline is June 28, 2019.

On May 28, 2019, Planners in Lunenburg County met with the Provincial Director of Planning to discuss the draft regulations.

DISCUSSION

Minimum Planning Regulations

Regarding the minimum planning regulations Bill 58, once proclaimed, will:

- Require all land in the municipality to be subject to a municipal planning strategy (MPS);
- Will require a MPS to be reasonably consistent with every statement of provincial interest; and
- The MPS must fulfill the minimum planning requirements.

The 5 statements of provincial interest are outlined in the Schedule B of the MGA. The 5 provincial interests that must be addressed in a MPS are:

Statements of Provincial Interest Regarding	Goal
Drinking Water	To protect the quality of drinking water within municipal water supply watersheds
Flood Risk Areas	To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.
Agricultural Land	To protect agricultural land for the development of a viable and sustainable agriculture and food industry.
Infrastructure	To make efficient use of municipal water supply and municipal wastewater disposal systems.

Housing	To provide housing opportunities to meet the needs of all Nova Scotians.
---------	--------------------------------------------------------------------------

Staff are currently working with CBCL to identify all inland floodplains in MODL. The information will be used to inform Council’s policies to address the Flood Risk Areas statement of provincial interest.

Section 3 of the draft regulations outline the mandatory content of a municipal planning strategy.

Section 3

(a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy; and

(b) a Generalized Future Land Use Map.

(c) statements of policy with respect to the lands subject to a municipal planning strategy in relation to:

- (i) residential uses,*
- (ii) commercial and industrial uses,*
- (iii) institutional uses,*
- (iv) recreational facilities and public open spaces,*
- (v) where applicable, resource uses.*

The Minimum Planning Regulations include a reorganized version of the current Section 214, attached, of the MGA with a few additions. Section 214 includes a list of policy topics that Council has the discretion to include in a MPS.

Once Bill 58 and the regulations are effective the amended MGA and the regulations will need to be read together when interpreting.

During the meeting with the Provincial Planning Director a few areas were noted, under the discretionary statements of policy, that require further clarification from the Province and will be addressed in a Staff response to the Provincial Planning Director, these included:

1. Bill 58 Section 10¹ will repeal and replace Section 214 of the MGA which the new Section 214(2) states "*In addition to the statements of policy required under subsection (1), a municipal planning strategy may include statements of policy respecting any matter permitted by the regulations.*"
 - a. Section 5(a)(ii)(B) allows for the "expanded variance authority"; However, the regulations as drafted are limited by Section 235, attached, of the MGA. **Is the intent to permit the expansion of the variance provisions?**
 - b. The draft regulations wording in various subsections in Section 5 use the words "In relation to..." Subsection 5(b) states "In relation to the natural environment"
 - Clause (ii) "the protection of the natural environment," and
 - Clause (vii) "the excavation or filling in of land..."**Is it the intent of the Province to expand the powers of a Council to control activities before a "development" occurs?** For example, the current MGA Section 220(5)(g) states "*in relation to a development, regulate or prohibit the altering of land levels, the excavation or filling in of land...*" The words "In relation to a development" currently limits the municipality's ability to protect a riparian zone if a property owner removes the vegetation and alters the land levels prior to applying for a building or development permit. Until the activity is "in relation to a development" the land use by-law cannot enforce the riparian provision. Does the new Section 214(2) [In Bill 58] apply or will the current unaltered Section 220(5)(g) of the MGA?

Engagement Program Regulations

The draft Engagement Program Regulations, *attached*, will require Council to adopt an engagement program to solicit and consider comments from abutting municipalities concerning the proposed adoption or amendment of a municipal planning strategy (MPS).

The Engagement Program will outline when the municipality will engage abutting municipalities. Council's engagement program would not need to require engagement with all municipalities for all amendments to the MPS. The District of Lunenburg (MODL) abuts 6 other municipalities. An amendment specific to a property in Garden Lots may be relevant to the Town of Lunenburg but not relevant to other municipalities

¹ https://nslegislature.ca/legc/bills/63rd_2nd/3rd_read/b058.htm

further away such as the Region of Queens, the County of Annapolis, Kings County, District of Chester, Mahone Bay, or Bridgewater.

The Engagement Program will need to have timelines, so the amendment process is not unnecessarily delayed by the non-response of an abutting municipality.

Planning Staff has discussed developing a draft Engagement Program jointly with our neighbouring Planning Staff.

Resource Guide

In addition to the draft regulations the Province is also working on updating the relevant sections in the MGA resource handbook.

Timeline

The Province is anticipates that Bill 58 and the two accompanying regulations will be proclaimed in late summer or early fall.

Once the Bill and regulations are in place municipalities will have 3 years to meet the minimum requirements.

Once the Municipal Planning Strategy and Land Use By-law has been adopted by Council the documents will be required to be reviewed every 10 years. The municipality will need to determine what needs to be amended or replaced to ensure that the MPS is consistent with every statement of provincial interest, fulfills the minimum planning requirements and reflects the current situation in the municipality.

BUDGET IMPLICATIONS

Once Bill 58 is proclaimed and the regulations are in place Staff will bring forward a workplan including the resources required to develop and implement the planning documents to meet the minimum planning requirements. The development of a municipal wide MPS may be eligible for Gas Tax funding under the capacity building project category.

STRATEGIC PLAN

Council's current Strategic Plan includes the identification of all inland floodplains. The floodplain data will be the basis for the development of MPS policies to address the Flood Risk statement of provincial interest.

POLICY RELEVANCE

The Municipality has 7 Secondary Planning Strategies and Land Use By-laws, covering approximately 12% of MODL.

Staff is currently working with Hemford Forest on developing an 8th Secondary Planning Strategies and Land Use By-law.

There are currently 6 Area Advisory Committees. The Area Advisory Committee planning model will need to be reviewed by Council.

Staff is currently in the process of consolidating 3 Secondary Planning Strategies and Land Use By-laws into one planning document.

Council's current policy (MDL-21) for the formation or abolishment of a planning area will become obsolete, once Bill 58 is proclaimed.

WORK PROGRAM IMPLICATIONS

A workplan will be developed shortly after the regulations are finalized outlining the timeline and resources required to develop and implement the planning documents required to meet the minimum planning requirements.

CONCLUSION

After a review of the draft regulations Council may choose to provide additional feedback to the Province regarding mandatory planning, the minimum planning regulations, or the engagement program regulations.



Department of Municipal Affairs

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April 26, 2019

Dear Mayors & Wardens, CAOs & Clerks:

Following the commitments made by the Department during engagement sessions held in December 2018 and January 2019, the Department of Municipal Affairs is seeking your municipality's input to help shape regulations related to Bill 58.

Bill 58 was passed last Fall on October 1, 2018, and it amends the *Municipal Government Act* and the *Halifax Regional Municipality Charter*. This request for input is the latest step in municipal engagement relating to legislative and regulatory changes establishing a framework for mandatory planning, minimum planning requirements, and engagement with abutting municipalities.

The move towards mandatory minimum planning in Nova Scotia is in response to numerous calls from municipal governments in recent years, including in a Statement of Municipal Concern from the Nova Scotia Federation of Municipalities, as well as input from over a dozen municipalities during the input process of the *Municipal Government Act* review.

Municipal land use planning documents take the form of a Municipal Planning Strategy and Land Use By-law. A Municipal Planning Strategy's purpose is to provide statements of policy to guide the development and management of the municipality. This policy is implemented through a municipality's Land Use By-law.

It is by way of the *Municipal Government Act's* [sections 212 to 214, 217, 219 and 220](#) that the intent and contents of a Municipal Planning Strategy and Land Use By-law are authorized. [Bill 58](#) amends some of these and other clauses to establish the framework for requirements related to planning for all areas within your municipality, the contents of your planning documents, and the need to establish a policy for engaging with abutting municipalities on planning related matters where necessary. The regulations will provide additional detail on these requirements

Feedback received during the sessions last December and January have helped to shape the enclosed draft regulations, which are provided for a more detailed review and comment by your municipality. Please note that the documents provided are a plain language draft of the proposed regulations. Edits will be made based on the responses received and while the aim will be to maintain the intent of the regulations, changes in wording may be required to reflect legislative requirements.

It is anticipated, once Bill 58 is proclaimed and the regulations are declared, that the Minister of Municipal Affairs will provide three (3) years for municipalities to come into compliance with these new requirements.

.../2

Please provide your input to the Department of Municipal Affairs by June 28, 2019.

Should you have any questions, please feel free to contact me. During my absence from the office from April 29 to May 10, 2019, you may connect with Andrew Paton, Senior Planner, who will be Acting Director during this time. Andrew can be reached at andrew.paton@novascotia.ca or (902) 424-7492. Alternatively, you may contact your Municipal Advisor.

We look forward to hearing from you.

Yours truly,



Gordon Smith
Provincial Director of Planning

c: Janice Wentzell, Executive Director, AMANS
Juanita Spencer, CEO, NSFM
Mark Peck, Executive Director, Policy, Planning & Advisory Services, DMA
Andrew Paton, Senior Planner, DMA
Ron Dauphinee, A/Director of Governance & Advisory Services, DMA
Ahmad Shahwan, Municipal Advisor, DMA
Jason Haughn, Municipal Advisor, DMA

Encl.
/kz

**Regulations Respecting Statements of Policy in Municipal Planning Strategies
made by the Minister of Municipal Affairs under Subsection 214(4)
of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Citation

1 These regulations may be cited as the *Minimum Planning Regulations*.

Definitions

2 In these regulations,

“Act” means the *Municipal Government Act*,

“Generalized Future Land Use Map” means a map of the lands within a municipality that depicts the intended uses of the lands as contemplated by a municipal planning strategy; and

“Review” with respect to a municipal planning strategy, means a consideration of the content of a municipal planning strategy by a municipality to determine if it should be amended or replaced to ensure that it is reasonably consistent with every statement of provincial interest, fulfills the minimum planning requirements, and reflects the current situation within the municipality.

Municipal planning strategy mandatory content

- 3 (1) In addition to the requirements prescribed in the Act [Charter], a municipal planning strategy must contain:
- (a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy; and
 - (b) a Generalized Future Land Use Map.
 - (c) statements of policy with respect to the lands subject to a municipal planning strategy in relation to:
 - (i) residential uses,
 - (ii) commercial and industrial uses,
 - (iii) institutional uses,
 - (iv) recreational facilities and public open spaces,
 - (v) where applicable, resource uses.

Planning document review

4 A municipal planning strategy and its implementing land use by-law must be reviewed within 10 years of the later of its adoption or its last review, or the effective date of these regulations, as the case may be.

Discretionary statements of policy

5 Unless these matters are subject to another enactment of the Province, municipalities may include statements of policy in their municipal planning strategy on land use relating to any of the following:

(a) In relation to development

- (i) studies to be carried out before undertaking specified developments or developments in specified areas, and
- (ii) the use, content, development and administration of planning tools, including:
 - (A) development agreements,
 - (B) expanded variance authority,
 - (C) site-plan approval areas,
 - (D) the acceptance and use of cash-in-lieu of required parking,
 - (E) the establishment of comprehensive development districts,
 - (F) the staging of development,
 - (G) the subdivision of land,
 - (H) non-conforming uses and structures,
 - (I) density bonusing;

(b) In relation to the natural environment

- (i) climate change,
- (ii) the protection of the natural environment,
- (iii) the protection of the coast,
- (iv) protection of water supplies,
- (v) the identification, preservation and protection of landscape features,
- (vi) stormwater management and erosion control,
- (vii) the excavation or filling in of land, the placement of fill or the removal of soil, and
- (viii) the identification, protection, use and development of lands subject to flooding, steep slopes, lands susceptible to subsidence, erosion or other geological hazards, swamps, marshes or other environmentally sensitive areas;

(c) In relation to social aspects

- (i) the means by which to incorporate the consideration of social issues into decision making,
- (ii) the promotion of social well-being,

- (iii) housing opportunities for a range of social and economic needs and promote aging in place,
 - (iv) promotion of community food security,
 - (v) accessibility standards to help prevent and remove barriers that disable people,
 - (vi) walkability, and
 - (vii) healthy built environments;
- (d) In relation to economic development,
- (i) the establishment of comprehensive development districts,
 - (ii) the protection and use of resource lands,
 - (iii) home occupations and home-based businesses;
- (e) In relation to financial matters
- (i) municipal investment for public and private development and the coordination of public programs relating to the economic, social and physical development of the municipality, and
 - (ii) the eligibility criteria for the establishment of a commercial development district including, without limiting the generality of the foregoing, the percentage increase in the taxable assessed value of the eligible properties, as defined in subsection 71C(1) of the Act [subsection 92C(1) of the Charter], within the proposed commercial development district and the period over which the increase in the taxable assessed value of the properties occurs;
- (f) In relation to engagement
- (i) measures for informing, or securing, the views of the public regarding contemplated planning policies and actions or bylaws arising from such policies, and
 - (ii) policy on engaging with provincial and federal departments, first nations and non-adjacent municipalities;
- (g) In relation to infrastructure
- (i) the provision of municipal services and facilities,
 - (ii) the use of infrastructure charges,

- (iii) the generation, use, and conservation of energy, and
 - (iv) transportation services and networks including the establishment of transportation reserves;
- (h) In relation to culture and heritage
- (i) heritage property protection and heritage buildings, and
 - (ii) sites of historical or archeological interest;
- (i) In relation to general matters
- (i) public health and safety,
 - (ii) significant features including mapping of same, and
 - (iii) any other land use matter relating to the physical, economic or social environment of the municipality.

**Regulations Respecting an Engagement Program
made by the Minister of Municipal Affairs under Section 204A
of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Citation

1 These regulations may be cited as the *Engagement Program Regulations*.

Mandatory content of an engagement program

2 An engagement program adopted by a council under subsection 204A(1) of the Act shall:

- (a) contain a requirement that council solicit comments from abutting municipalities concerning the proposed adoption or amendment of a municipal planning strategy;
- (b) ensure engagement deals with topics associated with the Statements of Provincial Interest;
- (c) provide a means by which council considers any comments received from abutting municipalities in response to a solicitation under clause (a); and
- (d) provide that engagement with abutting municipalities be complete before the first notice for a public hearing at which the adoption or amendment of a municipal planning strategy will be considered.

Permissive content of an engagement program

3 An engagement program adopted by council under subsection 204A(1) of the Act may provide that engagement with an abutting municipality be limited to the geographical area or areas or topics that are likely to be impacted by the adoption or amendment of the municipal planning strategy in question.

Certain amendments by policy

- 211 (1)** A council may, by policy, adopt amendments to
- (a) the engineering specifications in a subdivision by-law;
 - (b) the processing fees set out in a land-use by-law or in a subdivision by-law;
 - (c) a subdivision by-law resulting from an amendment to the provincial subdivision regulations.

(2) An amendment referred to in subsection (1) is not subject to the review of the Director or the approval of the Minister. 1998, c. 18, s. 211.

Municipal planning strategy

212 A council may adopt a municipal planning strategy for all, or part, of the municipality and there may be separate strategies for different parts of the municipality. 1998, c. 18, s. 212.

Purpose of municipal planning strategy

213 The purpose of a municipal planning strategy is to provide statements of policy to guide the development and management of the municipality and, to further this purpose, to establish

- (a) policies which address problems and opportunities concerning the development of land and the effects of the development;
- (b) policies to provide a framework for the environmental, social and economic development within a municipality;
- (c) policies that are reasonably consistent with the intent of statements of provincial interest; and
- (d) specify programs and actions necessary for implementing the municipal planning strategy. 1998, c. 18, s. 213.

Statements of policy in planning strategy

214 (1) A municipal planning strategy **may** include statements of policy with respect to any or all of the following:

- (a) the goals and objectives of the municipality for its future;
- (b) the physical, economic and social environment of the municipality;
- (c) the protection, use and development of lands within the municipality, including the identification, protection, use and development of lands subject to flooding, steep slopes, lands susceptible to subsidence, erosion or other geological hazards, swamps, marshes or other environmentally sensitive areas;
- (d) stormwater management and erosion control;

(e) in connection with a development, the excavation or filling in of land, the placement of fill or the removal of soil, unless these matters are subject to another enactment of the Province;

(f) in connection with a development, retention of trees and vegetation for the purposes of landscaping, buffering, sedimentation or erosion control;

(g) studies to be carried out prior to undertaking specified developments or developments in specified areas;

(h) the staging of development;

(i) the provision of municipal services and facilities;

(j) municipal investment for public and private development and the coordination of public programs relating to the economic, social and physical development of the municipality;

(k) non-conforming uses and structures;

(l) the subdivision of land;

(m) the use and conservation of energy, including the height and siting of developments;

(n) measures for informing, or securing, the views of the public regarding contemplated planning policies and actions or by-laws arising from such policies;

(o) policies governing

(i) land-use by-law matters,

(ii) amendment of the land-use by-law,

(iii) the acceptance and use of cash-in-lieu of required parking,

(iv) the use of development agreements,

(v) the establishment of comprehensive development districts,

(vi) the use of site-plan approval areas, including whether notice must be given to owners and tenants of property that is thirty metres or more from the applicant's property,

(vii) the establishment of transportation reserves,

(viii) the use of infrastructure charges,

(ix) the eligibility criteria for the establishment of a commercial development district including, without limiting the generality of the foregoing, the percentage increase in the taxable assessed value of the eligible properties, as defined in subsection 71C(1), within the proposed commercial development district and the period over which the increase in the taxable assessed value of the properties occurs;

(p) the regulation or prohibition of development in areas near airports with a noise exposure forecast or noise exposure projections in excess of thirty, as set out on maps produced by an airport authority, as revised from time to time, and reviewed by the Department of Transport (Canada);

(q) any other matter relating to the physical, social or economic environment of the municipality.

(2) A council shall include policies in the municipal planning strategy on how it intends to review the municipal planning strategy and land-use by-law. 1998, c. 18, s. 214; 2003, c. 9, s. 57; 2014, c. 16, s. 12; 2016, c. 13, s. 2.

Intermunicipal planning strategy

215 (1) Councils of two or more municipalities may agree to adopt a mutually binding intermunicipal planning strategy.

(2) The provisions of this Act that apply to a municipal planning strategy apply to an intermunicipal planning strategy. 1998, c. 18, s. 215.

Secondary planning strategy

216 (1) A municipal planning strategy may provide for the preparation and adoption of a secondary planning strategy which applies, as part of the municipal planning strategy, to a specific area or areas of the municipality.

(2) The purpose of a secondary planning strategy is to address issues with respect to a particular part of the planning area, which may not, in the opinion of the council, be adequately addressed in the municipal planning strategy alone. 1998, c. 18, s. 216.

No action inconsistent with planning strategy

217 (1) A municipality shall not act in a manner that is inconsistent with a municipal planning strategy.

(2) The adoption of a municipal planning strategy does not commit the council to undertake any of the projects suggested in it. 1998, c. 18, s. 217.

Acquisition of land for development

218 (1) A municipality may

(a) acquire and assemble land for the purpose of carrying out a development consistent with the municipal planning strategy, whether the development is to be undertaken by the municipality or not; or

(b) by agreement with the owners of the land, acquire the right to impose easements or other development restrictions on the lands as if it had acquired the title.

development agreement or site plan, the development agreement or the site plan continues to apply to the property until, in the case of a development agreement, it is discharged by council and, in the case of a site-plan, it is discharged by the development officer. 1998, c. 18, s. 234; 2006, c. 40, s. 9.

Variance

235 (1) A development officer may grant a variance in one or more of the following terms in a development agreement, if provided for in the development agreement, or land-use by-law requirements:

- (a) percentage of land that may be built upon;
- (b) size or other requirements relating to yards;
- (c) lot frontage or lot area, or both, if
 - (i) the lot existed on the effective date of the by-law, or
 - (ii) a variance was granted for the lot at the time of subdivision approval.

(2) Where a municipal planning strategy and land-use by-law so provide, a development officer may grant a variance in one or more of the following terms in a development agreement, if provided for in the development agreement, or land-use by-law requirements:

- (a) number of parking spaces and loading spaces required;
- (b) ground area and height of a structure;
- (c) floor area occupied by a home-based business;
- (d) height and area of a sign.

(3) A variance may not be granted where the

- (a) variance violates the intent of the development agreement or land-use by-law;
- (b) difficulty experienced is general to properties in the area; or
- (c) difficulty experienced results from an intentional disregard for the requirements of the development agreement or land-use by-law. 1998, c. 18, s. 235; 2003, c. 9, s. 63.

Variance procedures

236 (1) Within seven days after granting a variance, the development officer shall give notice in writing of the variance granted to every assessed owner whose property is within the greater of thirty metres and the distance set by the land-use by-law or by policy of the applicant's property.



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902.541.1325 Fax: 902.527.1135 www.modl.ca

June 14, 2019

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

Dear Mayor and Councillors:

The Planning Advisory Committee (PAC) in session June 13, 2019 made the following recommendations to Municipal Council:

That the Planning Advisory Committee recommend to Council; 1) the Municipality advertise for members to be appointed to the Prince's Inlet Area Advisory Committee, 2) invite the area advisory members and residents from all three plan areas effected (Blockhouse-Oakland-Prince's Inlet) to meet and proceed with discussion on the consolidation of the planning documents.

Respectfully submitted,

Chairperson and Members,
Planning Advisory Committee

/jh

Attachments



Municipality of the District of Lunenburg

REQUEST FOR DIRECTION

REPORT TO: Planning Advisory Committee
SUBMITTED BY: Byung Jun Kang, Planner
CC: Jeff Merrill, Director of Planning & Development Services
DATE: June 13, 2019
RE: Consolidation of Blockhouse-Oakland-Princes Inlet Plan Areas
ORIGIN: Municipal Council meeting, November 27, 2018, Resolution 10.2.1

RECOMMENDATION

Staff is seeking direction from the Planning Advisory Committee (PAC) regarding the consolidation of Blockhouse, Oakland, and Princes Inlet Plan Areas, as directed by Municipal Council on November 27, 2018. Staff recommends the following directions with alternative options available in this staff report:

Name for the Consolidated Plan Area

Option 3 “Greater Mahone Bay Plan Area” for the name of the Consolidated Plan Area;

Restructured Area Advisory Committee

Option 1 “Interim Committee” for the restructuring of the Consolidated AAC;

Adoption Process

Option 3 “Joint AAC Recommendations” for the planning documents consolidation process; and

Staff to also recommend the direct invitation of current AAC members in the three Plan Areas to the next PAC meeting regarding the final recommendation on the consolidated Plan Area.

BACKGROUND

At the Municipal Council meeting held on November 27, 2018, a motion was passed to “direct staff to work towards the integration of area advisory committees identified in District 8, being the Oakland, Blockhouse & Princes Inlet Area Advisory Committees, with a report to the Planning Advisory Committee by May 2019.” Staff report written in April 2017 also stated that the Council has already identified the potential restructuring of Area Planning Advisory Committees in District 8 following the Oakland Plan Review in March 2019.

Action Plan

Consolidation of plan areas requires three decisions: the new name of the consolidated plan area, the new planning documents, and the structure of the new Area Advisory Committee (AAC). As drafting the new Secondary Planning Strategy and the Land Use By-law has the most extensive process, staff has inserted the proposed planning documents in Appendix A. Staff discusses about the name of the consolidated Plan Area and the restructured AAC under Discussion section.

DISCUSSION

This section states the list of options that the PAC may pursue in determining the new name of the Plan Area and the structure of the consolidated Area Advisory Committee. The summary of major changes in the consolidated Secondary Planning Strategy and Land Use By-law is also stated in this section.

Name for the Consolidated Plan Area

The purpose of having a community name is for the identification of the Plan Area within the Municipality. The new name should reflect all parts of the community, have distinguishable characteristics, and be easy-to-identify. Based on the criteria, staff has determined a few options for the new name:

- Option 1: PAC to choose **Blockhouse-Oakland-Princes Inlet Plan Area**
- Option 2: PAC to choose **Oakland, Blockhouse & Princes Inlet Plan Area**
- Option 3: PAC to choose **Greater Mahone Bay Plan Area**
- Option 4: PAC to create a new name
- Option 5: Each AAC to hold its meeting and forward its recommendation
- Option 6: PAC to invite all three AAC for a decision in the next meeting

Restructured Area Advisory Committee

Policy MDL-56 governs the selection of membership in Area Advisory Committees (AAC). There are no provisions on the maximum number of committee members, unless specified in each AAC's terms of reference. The recommended maximum for the new AAC is 8 members, since all three Plan Areas state their maximum number of members as eight, including a local Councillor. As well, all existing members' terms expire in November 2020, as shown in Table 1.

There are several considerations in determining a transitional process for forming a new AAC, such as remaining terms of the existing members, and representation of each Plan Area. Based on the criteria, a few options are available:

Table 1: Current Members of the three Area Advisory Committees

Jurisdiction	Name	Term Expiring
Municipal Council	Councillor Michael Ernst	-
Oakland AAC (4)	Thomas Lockwood	November 2020
	Geoff MacDonald	November 2020
	Ron Myers	November 2020
	William Scott	November 2020
Princes Inlet AAC (0)	(none)	N/A
Blockhouse AAC (6)	Milton Countway	November 2020
	John Croft	November 2020
	Jason Martell	November 2020
	Paul Young	November 2020
	William Young	November 2020
	Paula MacDonald	November 2020

- Option 1 (**Interim Committee**): Allow remaining of all existing members until November 2020 and to nominate up to seven new members from the public with an eligibility for reappointment in December 2020.
- Option 2 (**Equal Representation**): Appoint two members of the public from each Plan Area, with a recommendation of new appointment in Princes Inlet.
- Option 3 (**New Appointment**): Receive applications for the appointment of seven members of the new AAC. Terms may last until the remaining term of November 2020 (Option A) or commencement of a new 2-year term (Option B).
- Option 4 (**Large Committee**): Create an 18-member AAC, with two new nominations from Oakland and six new nominations from Princes Inlet, as well as all existing members remaining in the new AAC.
- Option 5 (**Direct Planning**): Direct PAC to assume the role of current AACs.
- Option 6: PAC to create a new process.
- Option 7: Each AAC may hold its meeting and forward its recommendation.
- Option 8: PAC may invite all three AAC for a decision in the next meeting.

Consolidated Secondary Planning Strategy & Land Use By-law

A consolidated planning document has been prepared to combine the three existing planning documents, while the same provisions are applied throughout different parts of the consolidated Plan Areas. Draft planning documents can be found in Appendix A.

Guiding Principles

The vision is to have one Secondary Planning Strategy and one Land Use By-law that govern the consolidated Plan Area while sustaining the uniqueness of each community. Although similar policies and provisions were consolidated for conciseness, staff ensured that the new planning documents would not alter the intention of existing policies for respective Plan Areas.

Consolidated provisions are then stated in the order of that found in Oakland planning documents. For interpretation, informative text is provided following each section in a sky-blue text, which does not form part of the planning documents.

Three principles of drafting the proposed provisions are as follow: (1) if wordings are different but the intentions are the same, then the wording of the Oakland planning documents prevail; (2) if the intentions are different on the same provision, separate clauses are written in different zones or in a part regarding specific provisions, thereby sustaining community identity; and (3) none of the existing provisions are removed from the consolidated planning documents, but some provisions may have been shifted to the part regarding General Provisions, which is applicable to all three Plan Areas.

To elaborate on (2), those provisions applicable in all three current Plan Areas are written in Part III (General Provisions); those provisions applicable in only one Plan Area are written in Part VI (Specific Provisions); and those provisions applicable in two Plan Areas are written in Part III with an exemption clause stated in Part VI.

Structural Revision

Part VI (Specific Provisions) is added after Part V (Amendment) of the Secondary Planning Strategy. Part VI consists of policies that are only applicable within the geographical boundary of the former Plan Area, now referred to as a Community Area.

As shown in Table 2, staff has renamed some of the land use designations and zones to distinguish them from similarly named zones in other Plan Areas. Zonal boundaries and provisions remain the same.

Table 2: Proposed Land Use Designations and Zones

Designation	Zone	Code	Previous Zone Name
Rural (RUR)	Rural Oakland	R-O	Rural (Oakland)
	Rural Highway	R-H	Rural Highway (Princes Inlet)
	Rural Princes Inlet	R-P	Rural Coastal (Princes Inlet)
	Rural Blockhouse	R-B	Rural (Blockhouse)
	Institutional	I	Institutional (All three)
Residential (RES)	Two-Unit Residential	R-2	Two-Unit Residential (Princes Inlet)
Environmental (ENV)	Environmentally Sensitive	ES	Environmentally Sensitive (Princes Inlet)
	Protected Water Area	PW	Protected Water Area (Oakland)
	Oakland Commons	OC	Commons (Oakland)
	Ocean Shoreline	OS	Ocean Shoreline (Oakland)

Housekeeping Revision

While staff has attempted to include all of the existing provisions in the three Plan Areas, some provisions may have been shifted to the part on General Provisions, which is applicable to all three Plan Areas rather than to one specific Plan Area. Staff recommends the following revisions to be part of the consolidation process:

- Policies A-1, A-2, A-6, B-27, C-8, C-10, C-13, D-1, E-10 apply to all Plan Areas (subject to revision and detail investigation)
- Policy B-5: Cemeteries may be built as-of-right in Princes Inlet
- Policy D-17: Blockhouse to have subdivision requirement for an island
- Policy D-20: Blockhouse to have a policy on expansion of non-conforming uses
- Policy E-1: Blockhouse and Princes Inlet may amend SPS for inconsistent LUB

Adoption Process

A consolidated Secondary Planning Strategy and Land Use By-law will be presented at a future PAC meeting. As the Department are consolidating the planning documents, staff would like to seek a direction on the preferred process for recommending the revised planning documents to Municipal Council. A few options are available in reviewing of the new documents:

- Option 1 (**PAC Recommendation**): PAC may recommend the approval of the new Secondary Planning Strategy and the new Land Use By-law for the consolidated AAC.
- Option 2 (**Separate AAC Recommendation**): Each AAC may hold its meeting and forward its recommendation to the PAC.
- Option 3 (**Joint AAC Recommendation**): PAC may invite all three AAC for a decision in the next PAC meeting.
- Option 4 (**Public Information Session**): PAC may hold an information session for receiving public feedback.

ALTERNATIVES

PAC may choose not to consolidate the three Plan Areas and forward such recommendation to the Municipal Council.

COMMUNICATION CONSIDERATIONS

Consolidation of plan areas require some considerations on public engagement, subject to Section 2.1 of the Policy MDL-66 (Public Participation Program). Depending on the options chosen by the PAC, staff may initiate public engagement with the residents of three Plan Areas.

From: Milton Countway

Sent: June 8, 2019 8:08 AM

To: Jeff Merrill

Cc: John Croft

Subject: Amalgamation

Good day Jeff;

As a member of the Blockhouse Area Advisory Committee I feel compelled to send my letter of displeasure regarding the amalgamation of the BAAC, OAAC and PIAAC. These are three very distinct communities. Sure all three are part of MODL where I might add do not border on each other. Blockhouse in my opinion is more open to business, has no water frontage therefore I cannot see how someone from this area can honestly sit on a committee with the understanding of waterfront properties and vice versa. Maybe if amalgamation is the way to go why not amalgamate all area advisory committees in MODL. That would surely lessen the work load.

Why do we not go one step further MODL **BORDERS** on Chester, Mahone Bay, Lunenburg, and Bridgewater (with this way of thinking) surely amalgamation with all the municipal units in Lunenburg County would be very beneficial with work loads and cost savings. Surely someone could talk to the province and with a stroke of a pen this could happen no questions asked as the Province has the power to do this.

I am very displeased with the way this is being handled. I just received the document with this agenda on and it was not from MODL staff or my Councillor. It appears to me someone is trying to hide a secret agenda. Although I do know if this is the wish of Council there really is nothing the committees can do about it. It looks like staff put a lot of time in this and at the very same time working on updating OAAC policy. I am left wondering why so much time was being spent on both at the same time. With this amalgamation in the works it seems like a lot of wasted staff time and energy

Jeff would you please forward this to Councillors, PAC members and members of the three area advisory committees affected. As it stands I will not be able to come to the meeting Thursday as of a prior commitment but I hope others show up to show their displeasure.

Sincerely;

Milton Countway

From: Tom Lockwood

Sent: June 10, 2019 2:19 PM

To: Jeff Merrill

Subject: Correspondence re June 13, 2019 PAC agenda

Good Afternoon Jeff:

I share Milton's views.

After two years of work and over 25 public meetings Oakland secured a Planning Strategy and Land Use By-Law which has very recently been approved by the Province.

Now we find that MODL wants to consolidate these documents with those of Blockhouse and Princes Inlet. This, in my view, could open up those documents for further public scrutiny and discussion if you seek to change one comma or period. Our two years of work could, potentially, go down the drain.

This could expose MODL to legal action by the citizens of Oakland who thought that things had been settled for the next number of years. I would like to know what gives MODL the right to unilaterally alter documents which have received Provincial approval.

This matter is then put on a PAC Agenda with less than a week's notice. Like Milton, I am not available this Thursday.

I would strongly urge you to remove this from PAC until there has been further thought and discussion.

Please forward these comments to all interested parties.

Tom Lockwood,

Chair

Oakland Area Advisory Committee



Municipality of the District of Lunenburg

June 18, 2019

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

Dear Mayor and Councillors:

The Policy & Strategy Committee in session on Tuesday, June 18, 2019, made the following
recommendations to Council:

1. That Municipal Council adopt Policy MDL-77 Gifts and Hospitality, as presented.
2. That Municipal Council approve the proposed amendments to Sections 10 and 12 of the
Personnel Policy MDL-51, as presented.

Respectfully submitted,

Chairman and Members
Policy & Strategy Committee

/jp
Attachments



Municipality of the District of Lunenburg

MEMORANDUM

TO: Municipal Council
FROM: Sherry Conrad, Municipal Clerk
DATE: June 18, 2019
RE: **Draft Policy MDL-77 Gifts and Hospitality**

The Policy & Strategy Committee, in session on June 18, 2019, reviewed a draft policy, MDL-77 Gifts and Hospitality and made a motion to recommend to Council that Municipal Council adopt Policy MDL-77 Gifts and Hospitality, as presented, and, gave 7 days' notice of its intention to adopt Policy MDL-77 at the June 25, 2019 Council Meeting

Section 48(1) of the *Municipal Government Act* states, "Before a policy is passed, amended or repealed, the Council shall give at least seven days notice to all council members." Therefore, in accordance with Section 48(1), the attached policy will be presented for Council's approval at the June 25, 2019 Council session. The Policy & Strategy Committee meeting of June 18, 2019 was hereby considered as Council's notice.

If Council approves of the draft Policy MDL-77 Gifts and Hospitality, the following motion would be necessary:

"That Municipal Council adopt Policy MDL-77 Gifts and Hospitality as presented".

Sherry Conrad
Municipal Clerk

/sac
Attachments

MUNICIPALITY OF THE DISTRICT OF LUNENBURG POLICY

Title: Gifts and Hospitality	
Policy No. MDL-77	
Effective Date:	Amended Date:

Preamble

The Municipality of the District of Lunenburg (MODL) recognizes that gifts and hospitality-related activities are, at times, appropriate and legitimate expenses supporting the effective conduct of municipal business. The offering of gifts and hospitality will be done in such a manner to reflect the prudent stewardship of public funds and should be a reasonable expense based on the circumstances.

1.0 DEFINITIONS

Gifts:

Items to be given on behalf of MODL to both individuals and groups from outside the organization. Gifts should be appropriate and reflect the communities, culture and heritage of MODL and be readily identifiable as being from MODL. This can include items such as craft items, locally produced alcohol beverages and other items as per the Municipal Gifts & Promotional Items Operational Policy. MODL will purchase and manage a stock of items to be used as Municipal gifts and promotional purposes.

Hospitality:

Expenses incurred while hosting individuals from outside of municipal government and for municipal purposes that support the effective conduct of municipal business including receptions, ceremonies, conferences, business meetings, performances or other group events. Allowable expenses may include meals, non-alcoholic beverages or other event-related items.

2.0 PURPOSE

- 2.1 To provide direction and guidance to the Chief Administrative Officer (CAO) or designate with respect to the appropriate expenditure of hospitality expenses that support MODL's objectives.
- 2.2 To ensure gifts and hospitality are offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, recognition, business development or promotional advocacy.

- 2.3 To provide guidelines for the distribution of items to be used as municipal gifts and for promotional purposes.
- 2.4 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

3.0 APPLICATION

This policy applies to Council members and staff who incur hospitality expenses while conducting government business or giving of a gift on behalf of MODL.

4.0 POLICY DIRECTIVES

Offering of Gifts and Hospitality

Gifts are most often given by the Mayor, a Councillor or a senior staff member, however, any staff member can submit a request for an item. The procedure for requesting a gift and the guidelines to be used when selecting an appropriate gift are outlined in the Municipal Gifts and Promotional Items Operational Procedure.

Hospitality may be offered under the following circumstances in accordance with this Policy:

- Hosting dignitaries;
- Engaging in official public matters with representatives from other governments, business, industry/labour leaders or other community leaders;
- Sponsoring conferences;
- Hosting ceremonies / recognition events; or
- Other official functions, as approved by the Council or the CAO or designate.

Acceptance of Gifts, Hospitality and Other Benefits

No Council member or municipal employee shall show favouritism or bias toward any vendor, contractor, or others doing business with MODL and shall not accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties and responsibilities or that may place them under obligation to the donor.

The acceptance of gifts, hospitality and other benefits is permissible if they are infrequent and of minimal value, within the normal standards of courtesy or protocol, arise out of activities or events related to their official duties, and do not compromise or appear to compromise their integrity or the integrity of MODL.

Gifts, tokens of hospitality or other benefits that are accepted shall be declared in a register kept indicating the gift, date and the name of the recipient and donor. This register will be maintained by the Clerk's office.

Authorization

All hospitality events require prior authorization by Council or the CAO or their designate and require that a "Request and Approval to Incur Hospitality Expenses" Form be completed and submitted to the CAO or designate for approval. In authorizing the hospitality event, the request should be reviewed in consideration of the value and benefit of the proposed event in relation to its cost. Any request for prior authorization for hospitality events requires the following detail:

- Rationale / purpose of event
- Estimated numbers of attendees and their respective affiliations; and,
- Estimated itemized costs including gratuities and supplementary expenses.

A copy of the signed prior authorization must accompany the claim for reimbursement.

In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

Business Meetings

Under this Policy, the Mayor, CAO, Deputy CAO and Director of Business Development, Tourism and Infrastructure will have the authority to expend funds in a municipally-beneficial prudent manner; and, from time to time, other Department Managers approved by the CAO or designate and the Deputy Mayor or a Councillor as approved by Council.

Serving of Alcohol and Cannabis Products

No alcoholic beverages or cannabis products will be provided at municipal hospitality events.

5.0 ACCOUNTABILITIES

Mayor and Councillors are responsible for:

- Overseeing hospitality-related expenses for the CAO or designate, hospitality expenses that are approved by the CAO or designate, and, approving hospitality events that Council sees as warranted under this Policy.
- Ensuring compliance with the requirements established by this Policy with respect to hospitality expenses.
- Consistent application of this Policy.

CAO or designate is responsible for:

- Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this Policy. When exercising discretion, the following factors must be considered:
 - Ensuring all appropriate hospitality events and related expenses that are initiated or incurred by a Department Manager are approved; and,
 - Approving appropriate requests and claims for hospitality-related expenses for Department Managers and in instances where the actual cost of the hospitality event exceeds the estimated cost.
- When a situation arises and discretion needs to be exercised, the CAO or designate should consider whether the request is:
 - Able to stand up to scrutiny by auditors and members of the public;
 - Properly explained and documented;
 - Fair and equitable;
 - Reasonable; and,
 - Appropriate

Employees are responsible for:

- Acting in accordance with this Policy.

The Finance Department is responsible for:

- Providing advice and assistance to Council, CAO or designate regarding the application of this Policy;
- Monitoring hospitality expenses for appropriate usage and consistency with Policy directives; and,
- Processing hospitality-related claims.

6.0 CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

Claims for reimbursement of hospitality expenses must be submitted on the form provided and shall be signed by the Claimant.

Hospitality expense claims must include the following:

- A copy of the signed prior authorization form for the hospitality event for which the expense was incurred; and,
- A detailed itemized receipt for the expense.

In instances where prior approval of the hospitality event was not possible, the expense claim must provide the information requested on the Request and Approval to Incur Hospitality Expenses Form and an explanation of why prior approval was not possible.

If no receipt is available for a hospitality expense, a written attestation signed by the claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for who those expenses were incurred.

No hospitality expense claim shall be paid unless the claim is approved for payment by the CAO or their designate. Before approving an expense claim, the CAO or their designate must ensure that:

- The claim is consistent with this Policy;
- The expenses claimed were necessarily incurred in the performance of municipal business;
- Appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed; and,
- The expenses claimed have appropriate justification.

In considering a hospitality expense claim for payment, the CAO or their designate may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the CAO or their designate decides is unreasonable or not in compliance with this Policy.

The use of petty cash to pay a hospitality expense claim is prohibited.

7.0 MONITORING

The Finance Department shall monitor the effectiveness and consistent application of this Policy including coordinating periodic reviews of hospitality expenses to ensure compliance. The CAO or designate shall provide documentation deemed necessary to conduct any reviews of this Policy.

8.0 REPORTING OF EXPENSES

Gift Expenses

Gift expenses are tracked through the budget process.

Hospitality Expenses

In accordance with Section 65A of the *Municipal Government Act*, Hospitality Expense Reports must be completed within 90 days of the end of each fiscal quarter and shall be posted on the Municipal Website quarterly and an annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30th of each year.

9.0 REVIEW REQUIREMENTS

The Municipality's Audit Committee shall review the hospitality annual summary report by October 31st of each year.

Council shall review this Policy by January 31st immediately following a regular election held under the *Municipal Elections Act* and make a motion to re-adopt or amend the policy.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members: June 18, 2019

Date of Passage of Current Policy:

Date of Notice to Council Members of Intent to Consider Amendments:

Date of Passage of Amendments:

I certify that this "Policy MDL-____" was adopted by Council as indicated above.

Municipal Clerk

Date



Municipality of the District of Lunenburg

Request and Approval to Incur Hospitality Expenses

All hospitality-related expenses require prior authorization and must be supported by itemized receipts. Refer to Policy MDL-77 Gifts and Hospitality for further information.

Destination & Purpose

Date of Request	
Department	
Name of Applicant	
Title	
Destination	
Date of Event	
Purpose of Event or Activity	

Cost Assignment

Assignment of Costs	
Account Number	

Estimated Hospitality Expense Details

Number of Attendees & Affiliations	
Meal & Non-alcoholic Beverage Costs	
Meeting Space Costs	
Gratuities	
Gift Costs	
Other Expenses	

Applicant:

Name & Title

Date

Approval:

Council or CAO/Designate

Date

Please include this document as part of the reimbursement process and forward to Accounts Payable.

Municipality of the District of Lunenburg OPERATIONAL PROCEDURE

Municipal Gifts and Promotional Items	
Policy No. REC-01	
Effective Date: April 7, 2015	Amended Date: June 18, 2019

Statement: There are many occasions in which it is appropriate for a gift to be given on behalf of the Municipality of the District of Lunenburg to both individuals and groups from outside the organization. These gifts should be appropriate and reflect the communities, cultural and heritage of the Municipality and be readily identifiable as being from the Municipality of the District of Lunenburg.

Purpose: To provide guidelines for the distribution or give away of items to be used as municipal gifts and for promotional purposes. The Municipality of the District of Lunenburg will purchase and manage a stock of items to be used as Municipal gifts and for promotional purposes.

1.0 Funding

1.1 \$2,500.00 will be budgeted annually for this purpose.

2.0 Procedure

- 2.1 Gifts are most often given by the Mayor, a Councillor or a senior staff member, however, any staff member can submit a request for an item. Staff and Councillors are to request an item or items for an occasion or an event by emailing the Recreation Secretary at recreation@modl.ca a few weeks prior to the date for which the item is needed.
- 2.2 Recreation Department staff will source and purchase items for the three value categories (up to \$30; \$30 - \$60; and \$60 - \$150).^[amended June 18, 2019] The items should be locally made and produced products reflecting the character, cultural or heritage of the Municipality. Items may include the Municipal logo and/or website address. If no logo or name is printed on the item, a label, tag or cards should be added stating "with compliments of the District of Lunenburg" or similar note.
- 2.3 The Recreation Department will manage the storage and distribution of the stock.

The following are general guidelines to be used when selecting a gift.


Category 1 – value up to \$30.00 [amended June 18, 2019]– smaller items for conferences, tournaments, possibly small token for an individual

Category 2 - value \$30.00 - \$60.00 [amended June 18, 2019] – items for special recognition gifts

Category 3 - value \$60.00 - \$150.00 [amended June 18, 2019] – items for dignitaries, elite athletes, Outstanding Achievement, conferences/professional associations, etc.

2.4 The items are not intended for general community fundraisers.

Amended: June 18, 2019 Policy & Strategy Committee meeting



Kevin Malloy, CAO

June 18/19

Date



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee
SUBMITTED BY: Sherry Conrad, Municipal Clerk
DATE: June 18, 2019
RE: **Draft Gifts and Hospitality Policy MDL-77**

RECOMMENDATION

“that the Policy & Strategy Committee recommends to Council that Municipal Council adopt Policy MDL-77 Gifts and Hospitality, as presented, and, hereby, gives 7 days’ notice of its intention to adopt Policy MDL-77 at the June 25, 2019 Council Meeting”.

EXECUTIVE SUMMARY

Subsection 23(3) of the *Municipal Government Act* was repealed and new subsections added. Subsection 23(3) was amended to require that each municipality shall adopt an expense policy and a hospitality policy. New Subsection 23(5) was added to require that a hospitality policy must: a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense; b) establish the approval process for authorizing hospitality expenses; c) establish the scope and applicability of the policy; and, d) comply with the regulations”. A new Subsection (6) specified that “An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy. Subsection (7) requires that by January 31st immediately following a regular election, the council shall review the expense and hospitality policies and, by motion, either re-adopt the policies or amend the policies and adopt them as amended.

The issue of giving and receiving gifts has been brought up at meetings in the past. Staff felt that including gifts in the hospitality policy was appropriate.

DISCUSSION

With the requirement that a municipality shall adopt a hospitality policy, staff drafted a Gifts and Hospitality Policy for the Committee's review and comment. The Draft policy considers each new subsection of the amendments to the *Municipal Government Act*.

The draft policy outlines the definitions of gifts and hospitality, the purpose of the policy, the application of who the policy applies, policy directives, accountabilities, monitoring, reporting of expenses and a review of the policy.

BUDGET IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

Amend draft policy.

CONCLUSION

The *Municipal Government Act* requires the Municipality to adopt a hospitality policy. The Committee needs to review the policy and approve as presented, make amendments or direct staff to redraft after discussion at the meeting.

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: May 28, 2019

Report Approved By: Alex Dumaresq, Deputy CAO

Date:

Reviewed By CAO: Kevin Malloy, CAO

Date: June 11, 2019



Council

Date: June 25, 2019

Item: #10.3.2

Authorization: K. Malloy

Municipality of the District of Lunenburg

MEMORANDUM

TO: Municipal Council

FROM: Sherry Conrad, Municipal Clerk

DATE: June 18, 2019

RE: **Proposed Amendments MDL-51 Personnel Policy**

The Policy & Strategy Committee, in session on June 18, 2019, reviewed proposed amendments to Sections 10 and 12 of the Personnel Policy and made a motion to recommend to Council that Municipal Council approve the proposed amendments to Sections 10 and 12 of the Personnel Policy MDL-51, as presented, and gave seven days' notice that Council will be considering the proposed amendments at the June 25, 2019 Council meeting.

Section 48(1) of the *Municipal Government Act* states, "Before a policy is passed, **amended** or repealed, the Council shall give at least seven days notice to all council members." Therefore, in accordance with Section 48(1), the attached amended policy sections will be presented for Council's approval at the June 25, 2019 Council session. The Policy & Strategy Committee meeting of June 18, 2019 was hereby considered as Council's notice.

If Council approves of the proposed amendments to Policy MDL-51, the following motion would be necessary:

"That Municipal Council approve the proposed amendments to Sections 10 and 12 of the Personnel Policy MDL-51 as presented".

Sherry Conrad
Municipal Clerk

/sac
Attachments



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Policy & Strategy Committee
SUBMITTED BY: Kevin Malloy, CAO
DATE: June 18, 2019
RE: Proposed Amendments to Policy MDL-51 Personnel Policy

RECOMMENDATION

“that the Policy & Strategy Committee recommend to Council that Municipal Council approve the proposed amendments to Sections 10 and 12 of the Personnel Policy MDL-51, as presented, and hereby gives seven days’ notice that Council will be considering the proposed amendments at the June 25, 2019 Council meeting”.

EXECUTIVE SUMMARY

Two amendments are required to the Personnel Policy. Section 10.1 would amend the kilometrage allowance to be the same as was approved for Council in Policy MDL-03 Council Members’ Remuneration and Expenses.

The second amendment is the addition of 12.09 which relates to on-call remuneration for Wastewater Operators.

BACKGROUND

Policy MDL-03 specifies “The rate per kilometer as a travelling allowance for all elected officials shall be approved at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees”. The proposed amendment to the Policy MDL-51 is to keep the kilometrage rate the same for elected officials and staff.

At present, the Wastewater Operators are on-call but do not receive any compensation for same.

DISCUSSION

The proposed amendment to Section 12 for an on-call compensation of \$200 per week is comparable to the on-call compensation that is received for the position at other municipalities.

At present, there is no compensation for being on-call. There has to be someone on-call

BUDGET IMPLICATIONS

There was \$10,000 added to the current year budget to address the possible compensation changes for Wastewater Operators.

STRATEGIC PLAN

N/A

WORK PLAN

N/A

ALTERNATIVES

- 1. Approve another rate.
- 2. Do not provide compensation for being on-call.

CONCLUSION

The proposed amendment to Subsection 10.1 is to bring the staff kilometrage rate to par with the rate paid to elected officials.

It is necessary for one Wastewater Operator to be on-call after normal working hours at all times in order to answer any issues that arise at the Wastewater Treatment Plants. There are responsibilities that must be committed to when on call and, therefore, compensation should be provided above their normal salary. The proposed rates identified in the proposed amendments are reflective of the current market.

Department: _____	
Report Prepared By: _____	Date
Report Approved By: _____	Date
Reviewed By CAO: _____	Date

ARTICLE 10 - TRAVEL AND MEAL ALLOWANCE

- 10.01 Any employee authorized to use their own vehicle for employment purposes shall be paid a kilometrage allowance ~~of \$0.44 per kilometre, or as may be approved by motion of Council.~~ at the rate stipulated, from time to time, by the Province of Nova Scotia as the maximum kilometrage rate for its employees.
- 10.02 Kilometrage is paid from a staff person's residence or normal place of employment, whichever is less, if travelling on municipal business.
- 10.03 An employee must request authorization from the CAO or Department Manager, in order to use their private vehicle and claim kilometrage amounts for business outside of the Province. In determining whether that authorization will be granted, the Municipality shall take into account the nature of the function performed by the employee and whether travel can be effected more economically without substantial impairment of efficiency by such other means as rental vehicle, public transportation, or employee carpooling.
- 10.04 Travel and meal allowances that qualify as taxable benefits under the *Income Tax Act* will be shown on the employee's T4.
- 10.05 Where the CAO or Department Manager determines that it is more cost effective to use a rental vehicle or public transportation, an employee shall be required to do so.
- 10.06 Where practical and available, the CAO or Department Manager may require its employees to carpool if more than one employee is required to travel for the same employment purpose.
- 10.07 Where a Municipal-owned vehicle is provided to an employee, primarily for business use, there is a Travel Allowance Benefit to that employee and this benefit shall be shown on that employee's T4 as a taxable benefit as required by the *Income Tax Act*.
- 10.08 Any employee who is required to attend any program shall be reimbursed for transportation, lodging and meals, in accordance with rates approved by Council.
- 10.09 An employee required to travel on business for the Municipality may claim reimbursement for meals, plus gratuity of a maximum of 15% and delivery charges in respect of meals that are not otherwise provided, in accordance with the following:
- (a) **Breakfast:** Maximum \$15.00 per day may be claimed when the employee has been traveling on the Municipality's business for more than one hour before the recognized time for the start of the day's work.
 - (b) **Lunch:** Maximum \$15.00 per day
 - (c) **Dinner:** Maximum \$25.00 per day may be claimed when the employee is not expected to return to their residence before 6:30 p.m.
- Itemized receipts must be submitted for reimbursement.
- 10.10 Reimbursement of amounts in excess of the amounts set out in this article will be solely at the discretion of the CAO or Department Manager.
- 10.11 Employees required to work overtime shall be compensated for meals as noted in Article 12.03.

ARTICLE 12 - OVERTIME

- 12.01 Overtime shall be all hours worked in excess of the employee's ordinary work week, as determined pursuant to Article 11, and authorized in advance by the Department Manager, or their designate, prior to the scheduled overtime shift.
- 12.02 Employees may choose to be compensated for overtime worked in the following ways:
- (a) All employees shall be paid at the rate of one and one-half times the employee's normal rate of pay expressed as an hourly rate. When an employee works on a holiday as defined in this policy, the employee shall be paid at a rate of two times the employee's regular hourly rate;
 - (b) The employee may opt to bank all overtime as straight time, up to a maximum of five (5) working days. As banked overtime is utilized, it may be replenished;
 - (c) Banked overtime used as time off shall be scheduled with the mutual agreement of the employee and Department Manager or supervisor;
 - (d) When an employee takes banked overtime off, the employee can only take time off in a minimum of half-hour increments;
 - (e) If an employee chooses to bank overtime as straight time, as opposed to being paid at one and one-half or two times their hourly rate, the employee must decide to do so when the overtime is worked.
- 12.03 When an employee is required to work three or more consecutive hours before or after their regular shift, the employee shall be entitled to reimbursement for meals as outlined in Article 10.09 (a), (b) and (c).
- 12.04 All employees who are called back to work shall be paid for kilometrage or a meal except on Saturdays, Sundays and holidays, at which time employees shall be entitled to receive both kilometrage and reimbursement for meals, subject to the terms set out in this policy.
- 12.05 When an employee is called back to work or required to respond to a security alarm or wastewater alarm and required to attend municipal facilities outside the employee's scheduled working hours, the employer shall pay the employee the greater of:
- a) three (3) hours at the employee's regular rate, three (3) hours banked time or time actually worked at 1.5 times the employee's actual wage rate; or
 - b) when the call back is on a Sunday or Holiday, three (3) hours at the employee's regular rate or time actually worked at two (2) times the employee's actual wage rate.
- 12.06 Wastewater Treatment Plant Operators shall be paid one and one-half (1.5) hours at their regular rate when called to log-on after regular working hours to perform work necessary for the operation of the Wastewater Treatment Plant and collection systems. Any additional alarms or log-ons that occur during that 1.5 hours will constitute the same log-on call. If the problem cannot be resolved remotely and a call-out is warranted, the call-out commences at the time of the initial call and the compensation will then fall under Article 12.05.
- 12.07 All authorized overtime worked must be completed on the appropriate form and submitted to the employee's Department Manager or supervisor.
- 12.08 For the purpose of this Article the following definitions apply:
- a) Scheduled Overtime – Overtime approved in advance by the employee's immediate supervisor, which is required to meet a deadline and which cannot normally be accomplished within standard work hours.

- b) Unscheduled Overtime – Overtime required to remediate an existing emergency which cannot be accommodated within standard work hours. Approval is normally received after the overtime is incurred.
- c) Callback – A call-back occurs where an employee is required to report for work during a period outside scheduled working hours, which is not continuous to the beginning or ending of a regularly scheduled workday. If an employee has been given notice of the need to report for work at least 24-hours in advance or by the end of the previous shift, then the time worked outside the normal working hours is considered overtime.

12.09 The Municipality will pay an employee of the Wastewater Operation two-hundred dollars (\$200) per week for performing on-call.

On-call means assigned to be on standby and available to log in to the SCADA system and/or report to the worksite in response to alarms or emergencies as a part of the scheduled on-call rotation of the Wastewater Operation.

On-call compensation shall be based on a seven (7) calendar day schedule for coverage during non-working hours.

Compensation for on-call may be pro-rated to a daily rate in the event that the period of on-call performed by an employee is less than seven calendar days.

If, during the on-call shift, the employee must log-in using the SCADA system and/or report to the worksite, compensation will be in accordance with Article 12.06 of the Personnel Policy.

The rate of compensation for on-call shall be subject to an annual CPI adjustment in accordance with Municipality's Salary Administration Policy. The CAO may also direct staff to conduct a periodic market review for the purpose of determining whether an adjustment to the rate is warranted.



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Municipal Council
SUBMITTED BY: Kevin Malloy, CAO
DATE: June 25, 2019
RE: **Appointment of Interim Chief Administrative Officer**

RECOMMENDATION

“that Municipal Council appoint Alex Dumaresq as Acting Chief Administrative Officer in the interim from 4:30 p.m. on June 28, 2019 until a new Chief Administrative Officer is hired”.

EXECUTIVE SUMMARY

As Council is aware, I am retiring the end of June. My last day of work will be June 28, 2019. As it is not anticipated Council will have a new Chief Administrative Officer hired by that date, an Acting Chief Administrative Officer will have to be hired in the interim until a new one is hired.

DISCUSSION

Council needs to appoint an Acting Chief Administrative Officer from 4:30 p.m. on June 28, 2019 until a new Chief Administrative Officer is hired. As the Deputy CAO has filled this role on a number of occasions, staff is recommending that Alex Dumaresq be appointed as Acting Chief Administrative Officer until a new Chief Administrative Officer is hired.

BUDGET IMPLICATIONS

None

WORK PLAN

The Deputy CAO workload will be impacted as he will be managing the workload for both positions.

ALTERNATIVES

Appoint another staff person or individual as Acting Chief Administrative Officer from 4:30 p.m. on June 28, 2019 until a new Chief Administrative Officer is hired.

CONCLUSION

Council needs to appoint a person as Acting Chief Administrative Officer from 4:30 p.m. on June 28, 2019 until a new Chief Administrative Officer is hired. As the Deputy CAO has served in this capacity in the past, it is being recommended that he fill this position once again.

Department: Administration

Report Prepared By: Kevin Malloy, CAO

Date June 11, 2019

June 18, 2019

Municipality of the District of Lunenburg
210 Aberdeen Rd.
Bridgewater, Nova Scotia B4V 4G8

Attn: Stephen W. Pace, MBA, P. Eng.

**Re: New Municipal Building Project (Phase 2):
Vaule Engineering & Cost Reductions and Champlain Drive Curb, Sidewalk & Related Infrastructure**

Stephen,

Further to our recent discussions on the above captioned project, we request that staff proceed to make the following recommendation to Council:

Background

On May 30th we sought approval from Council to award the main Phase 2 – Municipal Building Construction package as follows:

That Municipal Council award tender #2019-05-002 Municipal Services Building, Cookville up to a maximum contract value of \$6,562,793.64 as submitted by Roscoe Construction plus a change order contingency of \$220,000 for a total maximum contract amount of \$6,782,793.64 plus HST; and, that Council authorize the Project Manager to negotiate on value engineering options to reduce the project total.

Discussion

Value Engineering & Cost Reductions

There was the option to further review and value engineer the project through a series of meetings with the low bidder and all sub-trades. This was permitted under our contract – we specifically included language in the tender allowing us to do same prior to formal award.

At this May 30th meeting we committed to presenting the full range of possible cost reduction / value engineering options to Council in 4 weeks time and then finalize the contract with Roscoe based on what was / was not accepted.



As a result of discussions held with Staff, the following items were discussed as potential / possible value engineering options to be considered:

- 1) Remove the requirement for AWMAC certification for the millwork for a credit value of \$75,000,
- 2) Remove requirement for performance bonds for a credit value of \$25,000,
- 3) Relocate heat pump condensers to minimize refrigerant piping, electrical runs and overall refrigerant charge for a credit value of \$16,640,
- 4) Remove concrete unit pavers and replace with sod around driveway circle for a credit value of \$34,400,
- 5) Delete type “E” exterior bollard fixtures for a credit value of \$11,000,
- 6) Delete owner’s electrical metering for a total credit value of \$6,120,
- 7) Remove automatic transfer switch and maintenance bypass from generator for a total credit value of \$21,000,
- 8) Allow alternate electrical suppliers / manufacturers which can provide equivalent products to those specified in the tender documents – specifically alternate light fixtures and access control system for a credit value of \$25,000,
- 9) Delete the redundant catch-basin already covered in the Phase 1 site development contract for a credit value of approximately \$7,000 (further negotiation on same required),
- 10) Delete humidifiers from air distribution system for a total credit value of \$24,500
- 11) Delete cameras and recording ability in Council Chambers for a credit value of \$24,800,
- 12) Change in flooring materials – vinyl plank in washrooms as opposed to tile for a credit value of \$8,300,
- 13) Reduce public art by 50% for a project cost reduction of \$25,000 and
- 14) Change HVAC system for the Council Chambers area to a stand alone heat pump – remove infloor heating and provide electric backup heat. Credit value TBD but estimated in the \$65,000 range.



Recommended Motion

Council wishes to accept the award recommendations noted previously herein than the following motion is in order:

That Municipal Council authorize the deletion of the requirement for AWWAC certification for the millwork, delete the redundant catch-basin identified and allow inclusion of equivalent light fixtures & access control systems into the project, thereby resulting in a cost reduction of approximately \$107,000.

Champlain Drive Curb, Sidewalk & Related Infrastructure

In addition, there was a discussion with Council regarding the financial benefit of installing a sidewalk (c/w curb and gutter) to Champlain Drive to facilitate pedestrian traffic in this area. The cost to install the required works now, as quoted by Dexter Construction Ltd. as an extension to their Nathan Cirillo Road works, is \$152,000, plus HST.

These works would include:

- Installing 2 catch-basins located on Champlain Drive complete with 85 m of 200mm SDR35 leads.
- Constructing curb and gutter, the entire length of Champlain Drive (210 m) in order to direct water to these catch- basins.
- To construct the curb, asphalt will be cut for the entire length of the street and reinstated after the curb is poured.
- Constructing sidewalk (210 lineal metres).
- Relocating one of the hydrants on Champlain Drive farther away from the road in order to maintain a reasonable sidewalk alignment.
- Placing fill material at the highway end of Champlain Drive in order to accommodate the sidewalk.

However, if this work is done at a later point (ie: once the Municipal Services Building project is complete) when access can only be achieved from the road with additional patching / repairing and traffic control required, Dexter Construction Ltd. has quoted \$249,700, plus HST – an increase of 78%. Funding for this curb, sidewalk and related infrastructure is to come from the Active Transportation Plan Implementation in MODL's approved 2019/2020 Capital Budget. This capital budget of \$415,000 was approved as a placeholder until projects were identified.



Recommended Motion

Council wishes to accept the award recommendations noted previously herein than the following motion is in order:

That Municipal Council authorize the Dexter Construction Ltd. contract on Nathan Cirillo to be amended by a total of \$152,000, plus HST for the inclusion of a 1,500 mm wide concrete sidewalk complete with required curbs, gutter, stormwater management and associated construction along the south edge of the entire length of Champlain Drive.

If you have any questions related to any aspect of this project, please feel free to contact the undersigned at your convenience.

Sincerely,

CATALYST CONSULTING ENGINEERS INC.

---original signed by Andrew Amos, P.Eng.---

Andrew Amos, P.Eng.
Senior Partner

ADA/lsm





Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Municipal Council

SUBMITTED BY: Elana Wentzell, CPA, CMA

DATE: June 25, 2019

RE: Identification of Possible Revisions to the 2019/20 Capital Budget

RECOMMENDATION

It is recommended that Municipal Council approve the 2019-20 Capital Budget revision to defer the Riverport School demolition and remediation project in the amount of \$1,069,000.

EXECUTIVE SUMMARY

At the June 5, 2019 Special Council meeting, staff were directed to identify possible revisions to the 2019/20 Capital Budget to fund the additional \$1,105,261 required to proceed with the Municipal Services building project within the current total capital allotment.

Staff have looked at all capital projects to determine which projects can be deferred to a future year and have adjusted budget forecasts for projects that are proceeding.

BUDGET IMPLICATIONS

The direction was to ensure that total capital expenditures in 2019/20 do not exceed the approved budget \$14,576,000.

OPTIONS

Staff have proposed Capital Project adjustments to ensure the 2019/20 Capital Budget total expenditure will remain unchanged. As well, the Project Coordinator for the Municipal Services Building has identified energy efficiency projects totaling \$1.18 M that qualify for Gas Tax, hence other Municipal Reserves can remain intact.

Projects have been identified that can be deferred to a future year, or where additional grants received have decreased the need to utilize existing reserves.

Recommended changes to the Municipal Services Building Project in the amount of \$107,000 for performance bond, millwork certification and duplicate catch basins reduces the budget overage to \$998,261.

The Riverport School demolition and remediation project will proceed when funding is approved. It is most likely that this will not happen until next fiscal year. Staff recommend that \$30,000 from the \$1,099,000 project total be retained in order to get the project tender ready. Savings from this deferral total \$1,069,000.

The Active Transportation budget of \$415,000 has been recommended to be applied to paved shoulders on Route 325 in the amount of \$167,000 and \$158,500 for the sidewalk on Champlain Drive. These costs include the municipal portion of HST. This results in a savings of \$89,500.

The River Ridge Common Project has received an un-budgeted grant in the amount of \$45,000 reducing Gas Tax spending on this project.

Staff have identified savings of more than the required amount to compensate for cost overages that may occur when the Municipal Road paving tenders are awarded by the Provincial Department of Transportation.

If the Municipal Road paving tenders put additional pressure on the capital budget, other project deferrals may be required. Staff have identified projects totaling \$410,000 that could be prioritized as follows:

1. Asset Management Plan	\$50,000
2. Riverport Playground	\$40,000
3. Land Purchases	\$225,000
4. New Germany Collection System Refurbishment	\$20,000
5. Hebbville Pump Station Renewals	\$50,000
6. Conquerall Bank WWTP Upgrades	\$25,000

These additional deferrals would be brought to Council for consideration in the event that they are required.

STRATEGIC PRIORITIES

Council continues to demonstrate its commitment to Sound Finances by ensuring the 2019-20 Capital Budget does not exceed the approved total of \$14,576,200. As well, there will be no impact on the debt-free strategy nor will this decision impact tax rates.

CONCLUSION

Staff are committed to ensuring that the Municipal Services Building construction cost overage does not negatively affect the approved capital budget.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: June 20, 2019

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Municipal Council

SUBMITTED BY: Stephen W. Pace, MBA, P. Eng.
Elana Wentzell, CPA, CMA

DATE: June 25, 2019

RE: New MODL Municipal Services Building - Award of Builder's Risk Insurance

RECOMMENDATION

It is recommended that Municipal Council approve the award of Builder's Risk and Liability Insurance in the amount of \$54,440 to A. J. Gallagher.

EXECUTIVE SUMMARY

Our Project Manager, Catalyst Consulting Engineers, recommended that we remove the requirement for the Builder's Risk Insurance from the building construction tender and self-insure. In these types of projects, it is now common to self-insure to reduce insurance costs. Our Insurance broker, AJ Gallagher, went to the market and sourced the required insurance. This meets our procurement policy requirements to find the best value for MODL and our insurance broker was in the best position to procure this on our behalf.

BUDGET IMPLICATIONS

The budget contained in the building project was \$65,000. This award is \$10,560 less than the budgeted amount.

OPTIONS

As per the MODL Procurement Policy, Council must award any contracts over \$25,000. This insurance is required in order to commence construction of the new building.

STRATEGIC PRIORITIES

N/A

CONCLUSION

To facilitate the construction of the new Municipal Services Building, and as per MODL’s Procurement Policy, staff recommend Council award this Builders Risk and Liability insurance coverage to Arthur J. Gallagher.

Department: Finance and Administration

Report Prepared By: Stephen W. Pace & Elana Wentzell

Date: June 20, 2019

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____



Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Municipal Council
FROM: Trudy Payne, Director of Recreation Services
DATE: June 25, 2019
RE: Designated Community Project Fund

RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$5,740 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 twelve donations totalling \$5,800. The amount of \$5,740 is being recommended to be approved as \$60 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.

MEMO

TO: Municipality of the District of Lunenburg Council
FROM: Trudy Payne, Director of Recreation Services
RE: Active Transportation Project – Highway 325
DATE: June 24, 2019

As Council is aware, it was brought to staffs' attention that major construction is happening on the 325 (by Haines Road and Monk Road) which presents an opportunity for paved shoulders. When the Active Transportation (AT) projects were presented, we understood this work to be an overlay and not major construction, therefore, Council agreed not to proceed with any of the AT projects as presented. However, when developing the budget, the decision was made by Council to keep the \$415,000 for AT in the budget in case any AT project opportunities presented themselves. One of those opportunities presented itself, which is paving approximately 1.5 km of shoulder, roughly from Fancy Road to the Monk Road – this is a residential area.

In conversations with Transportation and Infrastructure Renewal (TIR) sections of 325 are a 90 km zone, and as per TIR's AT Policy, they do not pave shoulders, for safety reasons, in 90 km zones. They will consider paving shoulders in zones 80 km or less. The section from approximately the Fancy Road to Monk Road is an 80 km zone.

Due to the urgency in having a decision made, Council was sent an email or telephone call seeking permission to proceed with the paved shoulders as the contractor was ready to begin laying asphalt immediately and required staff to seek approval of the project to a maximum of \$160,000 with the funds to come from the AT 2019-2020 capital budget. The decision to move forward was unanimously approved.

Recommended Motion:

That Municipal Council ratify the direction given to staff, through consensus by email or telephone, to authorize the expenditure of up to \$160,000 to come from the 2019-2020 Active Transportation Capital budget, to proceed with the installation of a paved shoulder, approximately from the Fancy Road to the Monk Road, Highway 325.



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Municipal Council

SUBMITTED BY: Byung Jun Kang, Planner

DATE: 12 June 2019

RE: Application from Riverport District Fire Commission regarding Amendment to the Riverport & District Secondary Planning Strategy and Land Use By-law (Riverport SPS & LUB Amendment)

ORIGIN: Council Meeting, May 14, 2019, Item 11.2.2

BACKGROUND

Council discussed about an application from Riverport District Fire Commission to amend the SPS & LUB on May 14, 2019. The application was to exempt emergency service facilities, like a fire hall, from the 20-metre horizontal watercourse setback requirement and oversized structure requirement in Riverport Plan Area.

The motion to approve a by-law regarding the amendment and to conduct First Reading of the same was defeated at the Council meeting. Instead, the following motions were passed:

that Municipal Council request that the Riverport & District Fire Department prepare a flood adaption plan for the proposed addition and for emergency operations in the event of a flood.

that Municipal Council offer municipal staff assistance to the Riverport & District Fire Department in exploring what resources might be accessed from other levels of governments to respond to the flooding risk at the current location.

DISCUSSION

On May 27, staff invited representatives from the fire commission to follow-up Council's new motions. After a discussion, the fire commission submitted a document as fulfilment of the Council's first motion, shown in Attachment A. The document consists of a cover letter, a flood adaptation plan, and an emergency operation plan.

RECOMMENDATION

If Council deems that the document in Appendix A is acceptable as a flood adaptation plan, and would like to proceed with the amendment to the Riverport SPS and LUB, then the following motion is in order:

that Municipal Council accepts the flood adaptation plan of Riverport District Fire Department and gives notice of their intention to approve the by-law amending the Riverport & District Secondary Planning Strategy and the Land Use By-law, dated May 7, 2019, and conducts First Reading of the same.

Further that,

Council set a Public Hearing date of Tuesday, July 23, 2019, at 8:30 a.m. in the Municipal Council Chamber.”



RIVERPORT & DISTRICT FIRE DEPARTMENT

Box 10 Riverport
Lunenburg Co., N.S.
B0J 2W0



BUILDING INSPECTION

JUN 17 2019

RECEIVED

June 13, 2018

To: Mr. Jeff Merrill, Director of Planning, and Development Services, Her Worship Mayor Carolyn Bolivar-Getson and Council for the Municipality of the District of Lunenburg (MODL).

Members of the Riverport and District fire department has met with MODL staff to discuss and work together for a flood adaptation and operational plan for the proposed addition to their existing fire station. This due to a request from council around concerns for emergency response and operations when a storm surge/rain event occurs. We appreciate the help by MODL staff and offer the following documentation as requested, regarding response/operations. An Operation Guideline is also attached for council's viewing. Things that could be include in building design to help lesson the affect of flooding in our station expansion are listed below:

- Include a 1 meter above finished floor foundation wall
- All electrical outlets etc. to be 1.5 meters above floor level
- All air outlets to be 1.5 meters above floor level
- Floor drain(s) will have "backflow" prevention installed
- Engineering/design will make the expansion as flood resistant as possible

We hope this will address the concerns council raised regarding this and will support the necessary requirements for the proposed addition for the Riverport and District FD

Norman Mossman

Treasurer

OG # _____ Operations - Response to Storm Surge /Rain Event Flooding

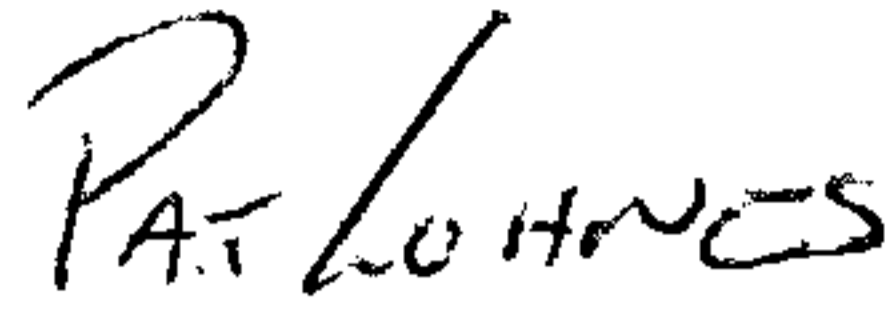
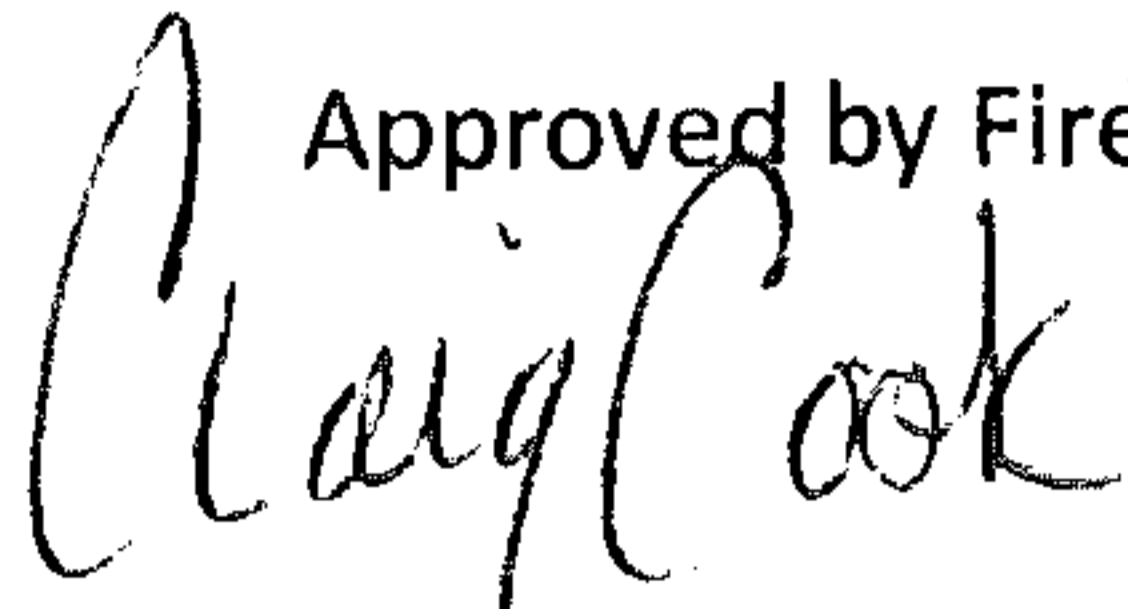
Effective Date: May 30, 2019

Last Rev: May 30, 2019

Approved by Fire Chief

Deputy Chief

~~Safety Officer~~



PURPOSE: To provide fire department members with procedures regarding responding to flooding due to damaging storm surge/rain events.

SCOPE: All fire department members

Definitions: **Incident Command System (ICS):** Command and control system known to all personnel
Incident Action Plan (IAP): A strategic plan developed by the incident commander based on the incident priorities, conditions and resources available.

Fire Boat: Boat operated by Fire department personnel for search and rescue.

Regional Emergency Management Organization (REMO): Regional (Lunenburg County) political authority to coordinate community-scale emergency events with first responders and emergency support partners.

Emergency Management Organization (EMO): Provincial political authority to coordinate provincial-scale events or events with the potential to impact provincial assets and organizations.

Emergency Communications Center (ECC): Safe structure where all responding agencies liaisons gather to be in contact with Incident Command or person in charge. This allows for clear picture of scene and what type of assistance if any is required to help mitigate the problems presently occurring.

Guideline: All fire department personnel will be aware knowledgeable and able to carry out the requirements of this procedure.

Procedure: The fire Chief or designate prior to an impending storm with a fifty or one hundred year damaging flooding/rain prediction, that is deemed will affect the fire station and its operational ability may direct the following.

- Additional resources should be requested if required.
- The incident commander's first responsibility is the safety of all fire department members.
- Move all trucks/pumps and necessary equipment to parking lot across from fire station
- Turn out gear to be moved to the second floor of the fire station or can be assigned to members

OG # _____ Operations - Response to Storm Surge /Rain Event Flooding

Effective Date: May 30, 2019

Last Rev: May 30, 2019

Approved by Fire Chief

Deputy Chief

Safety Officer

Procedure: (cont'd)

- Upon retreat of the flood waters will respond to emergencies as required and where able to access
- Work with Riverport Electric Light and Nova Scotia Power to ensure attendance at any emergency scene does not involve any electrical hazard
- Firefighters living in each major area of the fire departments district can request assistance in the event of a major flood event
- Other fire department with boats in the area can be easily reached if required
- Communications with the local REMO coordinator and ECC for assistance and resources i.e. RCMP, TIR and Red Cross etc.



June 12th 2019

Councillor Claudette Garland
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, Nova Scotia B4V 4G8

Dear Councillor Garland,

I am writing to invite you to participate in the 2019 AquaNor mission in Trondheim, Norway. Municipal interest in aquaculture development is key to the Nova Scotia Department of Fisheries and Aquaculture's aquaculture growth strategy. Your participation in this mission will allow you to learn more about the aquaculture industry, connect with experts in a variety of related fields, as well as liaise with other government representatives on this important issue.

The Centre for Marine Applied Research (CMAR) is supporting municipal leaders from a range of areas in Nova Scotia to participate in this mission. The Nova Scotia component of this mission includes three specific sessions with the Department of Fisheries and Aquaculture, one before the mission, a session while in Norway, and one upon return to Nova Scotia to allow for information to be exchanged among all parties and to gain the most from this experience. The broader mission organized and delivered by the Atlantic Canada Fish Farmers Association will allow our Nova Scotia participants to be part of a larger Atlantic Canadian delegation. Information on the mission including a draft itinerary can be found attached to this invitation. CMAR will liaise with the Atlantic Canadian mission organizers on your behalf should you agree to participate, so please disregard instructions to participants outlined in the information package.

As a Nova Scotia municipal delegate, CMAR can offer support for your participation in this mission. The registration fee (\$750.00) as well as \$3500.00 in funding is available towards your costs of travel for this mission. The anticipated total costs of the mission is estimated at \$5750.00 as outlined in the attached mission information, this can fluctuate however due to airfare and meal costs. I hope that you are interested in participating in this exciting opportunity to learn more about the aquaculture industry and its potential for your community. Please respond to this invitation by June 21, 2019 to secure your travel and accommodations. Should you have any questions, please don't hesitate to contact me at (902) 209-5871 or vsavoie@perennia.ca.

I look forward to your response.

Sincerely,

Victoria Savoie

Victoria Savoie, PhD
Managing Director
Centre for Marine Applied Research
Perennia Food and Agriculture Inc.
P: 902-209-5871
E: vsavoie@perennia.ca



The Atlantic Canada Fish Farmers Association (ACFFA)
with support from the
Atlantic Canada Opportunities Agency - Business Development Program (BDP)

are pleased to invite you to be a Delegate
on the

**2019 Pan Atlantic Aquaculture Mission to Norway and AquaNor
August 16 to 23, 2019**

24 January 2019

Dear Invited Mission Delegate:

The Atlantic Canada Fish Farmers Association, in partnership with the Atlantic Canada Business Development Program (BDP), invites you to participate in the 2019 Pan Atlantic Canada Aquaculture Mission August 16 to 23, 2019.

Recruitment is now officially underway for Atlantic Canadian companies with a concentration in aquaculture.

The agenda for this Mission will focus our activities in Norway. The onsite visits planned in Norway (during Aqua Nor), will support a range of objectives ultimately intended to support the Atlantic Growth Strategy and enhance Atlantic Canada's position as a globally competitive world leader in sustainable aquaculture. Tours and business networking events will be scheduled in Norway. Attendance at AquaNor 2019 in Trondheim, Norway August 20 – 22 is also included with a focus on supporting our participants with a Canada booth and one-on-one business meetings.

The goal is to have thirty (30) industry participants on this Mission from across the Atlantic region including finfish and feed producers, processors, and the service and support sectors. Interaction between all Mission participants will support key business relationship-building and knowledge transfer that will benefit everyone as we continue to build a vibrant and competitive aquaculture sector in Atlantic Canada.

Norway is the number one producer of salmon in the world. Ninety-five per cent of Norway's production in fish farming in 2015 was reared salmon. In total, 1.31 million tonnes of salmon were produced, corresponding to a first-hand value of NOK 44.3 billion. The average price per kilo of salmon was NOK 33.70 in 2015. Atlantic salmon is the overwhelming largest production component in Norway and Canadians continue to learn from their example in operations, husbandry and research in particular with developing offshore operation options. Norway also provides an excellent venue to study how intensive aquaculture coexists with working waterfronts that include oil and gas, tourism and fisheries. Additionally, Norway is producing 4.4 per cent more trout as the consumer demand for the species is increasing.

AquaNor, held in Norway every two years, has been an important international venue for the aquaculture industry for over 30 years. Here the industry is introduced to all the novelties, products, services, and research and development projects of relevance to the industry. Exhibitors emphasize the unique opportunities that AquaNor provides for interaction with decision-makers and buyers representing the international aquaculture industry. Visitors find that AquaNor offers the best overview of products and services provided by the principal suppliers of the trade, making it a key biannual event for businesses seeking to increase their exports or learn about new technologies that can be imported to enhance production in Atlantic Canada.

Eligibility Criteria:

Experience has shown that organizations/individuals best suited to fully benefit from attending possess the following characteristics:

- Own a for profit, incorporated Canadian company
- Responsible for management or senior operations
- Have business plans that allow for simultaneous multiple market approaches
- Have existing international export activity within the company, technology ready for export, readiness for uptake of new technologies and/or ready for international cooperation activities

Delegate Services:

As a delegate with this mission you will receive:

- A pre-attendance orientation – what to expect and how to benefit
- Logistical arrangement services including air travel and accommodations
- In-country ground transportation services
- Visitor status at the Aqua Nor 2019 tradeshow
- Access to the Canada Booth display and meeting rooms
- Access to numerous business networking events (currently being developed)
- Advance market intelligence, pre-attendance orientation
- Onsite business matchmaking services*
- Access to industry workshops and seminars
- Access to unique onsite visit opportunities in Norway (currently focusing on offshore and land-based technologies)

**Personalized requests to ACFFA are encouraged in advance of the mission.*

DRAFT ITINERARY

<u>NORWAY AND AQUA NOR 2019</u>	
16 August Friday	Depart Canada for Norway
17 August Saturday	Arrive Trondheim (Early Afternoon) – Private bus travel to Kristiansund (3 hours) Hotel – TBD
18 August Sunday	Tours: Cleaner Fish Land Based Operation and Marine Service Sector Facilities Travel to Trondheim – Clarion Hotel & Congress https://www.nordicchoicehotels.com/hotels/norway/trondheim/clarion-hotel-trondheim/
19 August Monday	Business/Technology Tours
20 August Tuesday	AquaNor Trade Show Atlantic Canada Business Reception
21 August Wednesday	AquaNor Trade Show Canada / Norway Innovation Session (2hr)
22 August Thursday	AquaNor Trade Show Delegate Networking Reception and Dinner – Clarion Congress Hotel
23 August Friday	Departure travel to Canada (Private bus to airport)

This will be further developed and finalized based on contact with the Canadian Consulates, mission delegates, and with the International Salmon Farmers and FHL Norway.

Estimated Delegate Costs:

A \$750 + HST non-refundable Mission registration fee per delegate – due upon receipt of application. In addition, delegates will be responsible for:

- 100% of airfare and accommodations, estimated at \$4,750. Airfare will be invoiced through your credit card upon booking.
- Meals and incidentals

In addition:

- Delegates need to provide a photocopy of a current passport with their application to support international flight bookings.
- Notification of your departing airport and any special requests you may have
- Your Aeroplan number (if you have one)

Mission Travel Funding:

As an industry participant, you MAY be eligible for support from federal/provincial programs. We encourage you to contact your provincial aquaculture association and/or government representatives for assistance in identifying programs that may be available. ACFFA and our Mission Consultants will work to identify sponsorship opportunities and where possible to offset some travel expenses, but these cannot be confirmed at this time.

Mission Support Services:

Mission support services will be provided by the Atlantic Canada Fish Farmers Association (ACFFA). ACFFA will provide matchmaking services and mission support. ACFFA will also conduct appropriate follow up activity at the end of the mission. ACFFA will coordinate the logistical requirements for the mission.

ACFFA has retained the services of an experienced consulting group to work with the participating companies and design an industry relevant and successful mission to Norway. For specific information related to this mission please contact:

Andy Walsh
Sapphire Sea Farms
Tel. (709)743-2639

Brian Rogers
Rogers Consulting Inc.
Tel. (902)497.5898

Registration Process and Deadline:

To register, please mail / fax / email your application with a non-refundable \$750 (+HST) mission registration fee, no later than **February 25, 2019 with a photocopy of your passport** to:

Primary ACFFA contacts for this Mission are:

Susan Farquharson, Executive Director
Atlantic Canada Fish Farmers Association
226 Limekiln Road
Letang, NB E5C 2A8
Email: s.farquharson@atlanticfishfarmers.com
Office: 506.755.3526 Cell: 506.663.0558

Tobi Taylor, Operations Manager
Atlantic Canada Fish Farmers Association
226 Limekiln Road
Letang, NB E5C 2A8
Email: t.taylor@atlanticfishfarmers.com
Office: 506.755.3526

We are looking forward to your participation in this aquaculture mission!

2019 PAN ATLANTIC AQUACULTURE MISSION TO NORWAY AND AQUANOR

AUGUST 16 – 23, 2019

REGISTRATION FORM

COMPANY NAME: _____

NAME/TITLE OF PARTICIPANT: _____

ADDITIONAL PERSONS ATTENDING: *please list any additional persons attending on a separate sheet*

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

PARTICIPANT RESPONSIBILITIES:

1. **FEE:** Each participant agrees to pay a non-refundable fee of \$ 750 + 15% HST (\$862.50).

\$750 + HST = \$862.50 x _____ Total Participant(s) Fee: _____

PAYMENT OPTIONS (PLEASE CHECK ONE)

___ Cheque (payable ACFFA) **OR**

___ Credit Card # _____ CVC: _____ Expires: _____

2. **PASSPORT:** Please provide a photocopy of your passport.

3. **AEROPLAN #:** _____

4. **DEPARTING AIRPORT:** Name city of your departing airport _____

Participants agree to remain with this program through the published Mission schedule and respect all scheduled activities where applicable. The participant, upon signing this agreement, releases the Atlantic Canada Fish Farmers Association, ACOA, Rogers Consulting, Inc. and/or Sapphire Sea Farms from all liability and does hereby waive, as against them, all injuries or property losses which he/she might suffer arising out of or connected to this program or activities by the sponsoring and managing partners.

Signed: _____ Date: _____

Please email completed application form to: t.taylor@atlanticfishfarmers.com or fax 506.755.6237



House of Assembly Assemblée législative
Nova Scotia Nouvelle-Écosse

June 17, 2019

To:
Carolyn Bolivar-Getson, Mayor
Members of Council
Kevin Malloy, Chief Administrative Officer

Dear Mayor, Members of Council and CAO,

I am writing to you to affirm my support for Councillor Garland to attend the 2019 Pan Atlantic Aquaculture Mission to Norway and AquaNor August 16 to 23, 2019 with mission partners, The Atlantic Canada Fish Farmers Association, and the Atlantic Canada Business Development Program (BDP).

Ms. Garland joined me with members of the Department of Fisheries and Aquaculture for a information meeting regarding aquaculture in Norway and possibilities here in Nova Scotia. Ms. Garland's knowledge and interest in the fisheries was impressive to all. For them to extend this invitation to join in the mission is quite an honour for your municipality. Ms. Garland would return and be able to share her new knowledge and affirmation that the fisheries and industry can thrive side by side. Ms. Garland will see this for herself, as Norway has been deemed the second most environmentally sound country in the world.

A portion of the trip's cost is covered by the department. It is hoped that the Municipality of the District of Lunenburg will support Ms. Garland by covering the remainder of the costs, as she was chosen as one of two elected municipal officials from Nova Scotia.

I hope your council will view this mission a valuable opportunity and support Councillor Garland's participation in this mission.

Best regards,

A handwritten signature in cursive script, reading "Suzanne Lohnes-Croft".

Suzanne Lohnes-Croft,
MLA, Lunenburg