

**AGENDA**  
**MEETING OF MUNICIPAL COUNCIL**

Bridgewater, NS

**Tuesday, September 24, 2019 – 9:00 a.m.**

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
  - 2.1 Proclamation – Right to Know Week in Nova Scotia
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – September 10, 2019
6. BUSINESS ARISING FROM MINUTES
7. AWARDING OF TENDERS/RFPs
  - 7.1 Award of Tender 2019-05-008 On-Site Sewage Disposal System Installation, Project Group #28.....1-3
  - 7.2 Award of RFP 2018-004 General Insurance.....4-9
8. PRESENTATIONS/SCHEDULED TIMES
  - 8.1 David Clarke, District Manager, Department of Environment .....9:15 a.m. 10-20
  - 8.2 Nature Trust Lunenburg Municipality, Jessica Bradford & Ross Firth  
Re: Exploring Conservation Options for Cape LaHave Island.....10:15 a.m. 21-34
9. CONSIDERATION OF CORRESPONDENCE
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
  - 10.1 Policy & Strategy Committee
    - 10.1.1 Repeal of Land Leased-Community By-law ..... (35) 36-49
  - 10.2 Fire & Emergency Services Committee
    - 10.2.1 Fire Department General/Liability Insurance .....50-55
    - 10.2.2 Amended Terms of Reference .....56-61
    - 10.2.3 Pump Testing Cistern Proposal .....62-72
  - 10.3 Audit Committee
    - 10.3.1 Approval of Financial Statements for period ending March 31, 2019 ..... 73
  - 10.4 Dangerous & Unsightly Committee
    - 10.4.1 Award of Property Clean up – 597 Oakhill Road, Oakhill.....74-91
    - 10.4.2 Award of Property Clean up – 328 South Side Road, Stonehurst .....92-108
    - 10.4.3 Award of Property Clean up – 150 Ernst Road, Blockhouse .....109-122
    - 10.4.4 Approval of Application re Clean Up Assistance Program.....123-124
11. STAFF REPORTS
  - 11.1 Administration Department
    - 11.1.1 Strategic Priorities Update.....125-128
  - 11.2 Recreation Department
    - 11.2.1 Designated Community Project Fund – Petite Riviere Community Park ..... 129
    - 11.2.2 Designated Community Project Fund – Pinegrove Outdoor Play Association ..... 130
    - 11.2.3 Designated Community Project Fund – Lunenburg Yacht Club..... 131

11.3 Planning Department

- 11.3.1 Request to Levy Private Road Maintenance Charge – Gilbert’s Lane and Area Road Association .....132-146

12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS

- 12.1 Deputy Mayor’s Update
- 12.2 Mayor’s Update

13. ADDED ITEMS

14. IN CAMERA

- 14.1 Contract Negotiations re Lumberjacks Contract under Section 22(2)(e) of the MGA
- 14.2 Contract Negotiations re LaHave River Project under Section 22(2)(e) of the MGA

15. ADJOURNMENT



# Municipality of the District of Lunenburg

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## MEMORANDUM

**REPORT TO:** Council

**SUBMITTED BY:** Maria Butts, LaHave River Project Manager

**DATE:** September 24, 2019

**RE:** Tender 2019-05-008: On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #28

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### RECOMMENDATION

*That Municipal Council rescind Tender 2019-05-008, On-Site Sewage Disposal System Installations for LaHave River Properties, Project Group #28, and not award thereby rejecting all received tenders.*

### EXECUTIVE SUMMARY

Two (2) bids were received for *Tender 2019-05-008 On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #28.*

The scope of work consists of the supply and installation of four 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 2019-05-008 is a bundle of four 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 214 applications for replacement from property owners within the WWMD and has installed 140 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. Four designs were selected from those completed to date for inclusion in Tender 2019-05-008.

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 2019-05-008 was posted on Wednesday, August 28, 2019 and closed on Wednesday, September 11, 2019.

Two (2) bids were received by the deadline. 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
<b>Tenderers</b>	
Town & Country Property Improvements Ltd.	\$58,598.60
Dennis Lively Construction & Backhoe Services	\$75,000.00

Table 1: Accepted Bids for Tender 2019-05-008

The timelines associated with installation under this tender would result in the work being carried out late fall when the weather can become unpredictable. During the 2018 construction season we had numerous installations outstanding due to the early onset of winter weather. As well, many sites were left unrestored until late spring/early summer of 2019 due to the installations occurring during frozen conditions. Crossing over work between construction seasons creates a backlog which is challenging to manage effectively given the high volume of installations occurring under the LaHave River Project. Furthermore, there are eleven systems yet to be installed this constructions season under previously awarded contracts.

Delaying these four installations is not expected to impact the project completion deadline of March 31, 2023.

The Municipal solicitor has provided counsel on the matter and has stated that the Municipality is within their rights to elect to rescind Tender 2019-05-008.

## **CONCLUSION**

Due to above challenges noted with late fall installations and the fact that many installations are yet to be completed from previous awards, authorization is requested to rescind tender 2019-05-008.



# Municipality of the District of Lunenburg

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## REQUEST FOR A DECISION

**REPORT TO:** Municipal Council

**SUBMITTED BY:** Elana Wentzell, CPA, CMA

**DATE:** September 24, 2019

**RE:** Award of General Insurance RFP 2018-004

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### RECOMMENDATION

It is recommended that Municipal Council approve the award of the Insurance RFP 2018-004 to BFL Inc.

### EXECUTIVE SUMMARY

In October of 2018, MODL participated in a joint RFP for General Insurance led by the MJSB. Current insurance contracts have been in place for many years based on a UNSM insurance contract with AJ Gallagher Insurance Brokers (Cowan General Insurance). The premium costs have steadily increased with CPI over the years with no market testing.

The RFP closed in January 2019 with two submissions – BFL Inc. and AJ Gallagher. Sigma Risk Management Incorporated was hired to evaluate the proposals. The evaluation criteria included points for Company History and Expense, Proposed Approach to Risk Management Services, References, and Coverage Specification Rating. Both proposals were found to be of good quality with BFL scoring slightly higher than Gallagher (92 vs 90 points).

<b>Insurance RFP Overall Proposal Evaluation Scoring</b>			
Categories	Weight (points)	BFL Scoring	Gallagher Scoring
Company History and Expense	10	10	10
Risk Management Services	15	14	14
References	5	5	5
Coverage Specification	70	63	61
Maximum Score	100	92	90
Proposed Premiums		\$731,887	\$881,364

BFL's overall cost was significantly lower than Gallagher. However, for MODL individually, the costs were higher. Because BFL was the lowest overall cost proponent, MODL began negotiating with them.

	BFL Inc RFP <b>Revised</b>	Gallagher RFP <b>Actual 2019</b>	Premium paid 2018
Town of Bridgewater	\$253,171	\$319,571	\$302,400
Town of Mahone Bay	\$54,084	\$64,715	\$62,407
Mun of District of Lunenburg	\$129,704 <b>\$127,746</b>	\$111,122 <b>\$126,329 + \$3,100 est UNSM placement</b>	\$132,567
MODL – Fire Services	\$185,885	\$239,084	\$230,341
Mun Joint Services Board	\$58,413	\$83,481	\$71,440
Lunenburg Co Lifestyle Centre	\$50,630	\$63,392	\$45,000
<b>TOTAL</b>	<b>\$731,887</b>	<b>\$881,364</b>	<b>\$844,154</b>

## **BUDGET IMPLICATIONS**

Part of the negotiation process was to ask BFL to update their quotation. The new quotation is \$127,746 before Volunteer Accident and Staff/Council Accident on Duty insurance. The renewal with Gallagher was \$126,329 which includes Volunteer Accident but does not include Council/Staff Accident on Duty insurance and the NSFM placement fee which is estimated at \$3,100.

Because the RFP was not awarded, staff asked Gallagher for the same insurance coverage as in prior years to give time to evaluate proposals and negotiate with the low bidder. The 2019-20 costs reflect the normal cost of living adjustment over the prior year on the existing policies. MODL did not receive the pricing Gallagher offered in the RFP on the 2019-20 renewal.

The Council/Staff Accident on Duty insurance is not with Cowan. It is provided through AIG. BFL went to the market and determined that this policy is still the best value and thus does not recommend any changes to it. A change of broker letter would be all that is required.

The premium cost differential can be explained on the attached comparison of coverages and deductibles. BFL offers lower deductibles (\$10,000 vs \$50,000 Cowan) on almost all liability coverages except earthquake (BFL \$100,000 vs Cowan \$50,000) and equipment breakdown (BFL \$10,000 vs Cowan \$2,500). Staff believe that the lower deductibles add value to the contract and would be in the best interest of the taxpayer in the event of a claim.

A change in insurance companies would have a minimal effect on the current year's budget. There are penalties for changing companies in the middle of a contract period but only to the extent of minimum retained premiums. These retained premiums are equal to about four months' of coverage and the balance of premiums paid would be prorated and a refund issued.

There is no requirement to give advance notice to our current insurer, however, a new proponent would need approximately two weeks to ensure coverage is in place.

## **OPTIONS**

As per the MODL Procurement Policy, Council must award any contracts over \$25,000. The current insurance contract can be cancelled at any time. Premiums already paid would be prorated and returned.

## **STRATEGIC PRIORITIES**

N/A

**CONCLUSION**

As per MODL’s Procurement Policy, staff recommend Council award the General Insurance RFP to BFL Canada Ltd. based on providing the best value to the Municipality due to significantly lower deductibles on most coverages that BFL can provide.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: Sep 17, 2019

Report Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_

Date \_\_\_\_\_

Provider	Cowan	BFL	RFP
Coverage			
Municipal Liability	\$25,000,000	\$25,000,000	\$25,000,000
Municipal Liability Deductible	\$50,000	\$10,000	\$10,000
Errors and Omissions Liability	\$25,000,000	\$25,000,000	\$25,000,000
Errors and Omissions Liability Deductible	\$5,000	\$10,000	\$10,000
Non Owned Automobile Liability	\$25,000,000	\$25,000,000	\$25,000,000
Legal Liability for Damage to Hired Autos	\$250,000	\$500,000	\$250,000
Incidental Garage Liability	N/A	\$250,000	N/A
Environmental Liability	\$3,000,000	\$5,000,000	\$5,000,000
Environmental Liability Deductible	\$5,000	\$10,000	\$10,000
Forest Fire Fighting Expenses	\$1,000,000	\$1,000,000	\$1,000,000
Sewer Backup Deductible	\$50,000	\$10,000	\$10,000
Voluntary Medical Payments	\$50,000	\$25,000	\$50,000
Voluntary Compensation - Employees	\$50,000	\$50,000	\$50,000
Voluntary Property Damage	\$50,000	N/A	N/A
Wrongful Dismissal - Legal Expense	\$250,000	\$500,000	\$250,000
Wrongful Dismissal - Deductible	\$5,000	\$5,000	\$5,000
Conflict of Interest - Legal Expense	\$100,000	\$250,000	\$100,000
Conflict of Interest - Deductible	\$0	\$0	\$0
Legal Expense - Legal Defense Costs	\$100,000	\$250,000	\$100,000
Legal Expense Deductible	\$0	\$0	\$0
Municipal Marina Liability	\$25,000,000	\$25,000,000	\$25,000,000
Municipal Marina Liability Deductible	\$50,000	\$10,000	\$10,000
Employee and Councilor Accident	\$250,000	\$250,000	\$250,000
24 Hour or Off Duty	On Duty	On Duty	On Duty
Volunteer Accidental Death & Dismemberment	\$50,000	\$50,000	\$50,000
Crime Section			
Employee Dishonesty - Form A	\$1,000,000	\$1,000,000	\$1,000,000
Loss Inside Premises	\$300,000	\$200,000	\$300,000
Loss Outside Premises	\$300,000	\$200,000	\$300,000
Audit Expense	\$200,000	\$200,000	\$200,000
Money Orders and Counterfeit Paper Currency	\$200,000	\$200,000	\$200,000

Forgery or Alteration (Depositors Forgery)	\$1,000,000	\$1,000,000	\$1,000,000
Computer Transfer Fraud	\$200,000	\$200,000	\$200,000
Social Engineering Fraud	Optional	\$100,000	N/A
Social Engineering Fraud Deductible	N/A	\$25,000	N/A
Property - Blanket	Included	Included	Included
Property Deductible	\$50,000	\$10,000	\$10,000
Media and EDP Sub Limit	Not Included	\$500,000	Specified
Deductible	N/A	\$10,000	\$10,000
Business Interruption - Rental Value	\$500,000	\$600,000	\$500,000
Business Interruption Deductible	\$50,000	\$10,000	\$10,000
Earthquake - All Locations	No	Yes	Yes
Flood - All Locations	No	Yes	Yes
Earthquake Deductible	\$50,000	\$100,000	\$50,000
Flood Deductible	\$50,000	\$50,000	\$50,000
Sewer Backup - All Locations	Yes	Yes	Yes
Sewer Backup Deductible	\$50,000	\$10,000	\$10,000
Contractors Equipment	Scheduled	Scheduled	Scheduled
Contractors Equipment Deductible	\$50,000	\$10,000	\$10,000
Equipment Breakdown - Blanket Coverage	Included	Included	Included
Equipment Breakdown - Deductible	\$2,500	\$10,000	\$10,000
Owned Automobile			
Bodily Injury and Property Damage	\$25,000,000	\$25,000,000	\$25,000,000
Accident Benefits	Included	Included	Included
Uninsured Motorist	Included	Included	Included
Direct Compensation Property Damage	Included	Included	Included
All Perils	Included	Included	Included
All Perils Deductible - Varies (\$1,000 to \$2,500)	Varies	\$2,500	\$2,500

Limits shown include Excess Liability where applicable

Cells coloured in **Red** are deficiencies and/or negative variances from the RFP standard

Cells coloured in **Green** are positive variances from the RFP standard

Note - on review of the current insurance (Cowan), I was unable to find Blanket Flood and Earthquake. Our proposal includes both of these coverages.

Note - the current MODL program (Cowan) has liability and property deductibles of \$50,000. Further, the current program has liability limits of \$25M which are above the suggested alternative liability limits of \$15M.

# Inspection, Compliance & Enforcement Division



Nova Scotia Environment

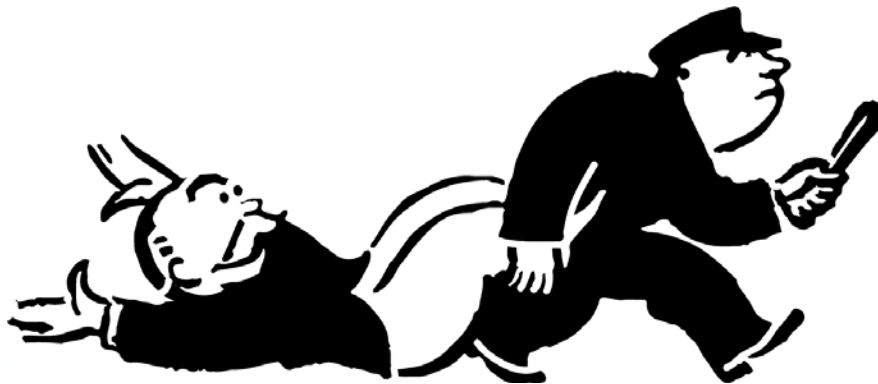


# In attendance:

- David Clarke, District Manager
- Barry Gillis, Regional Engineer
- Mike MacDonald, Inspector

# Determining the Compliance Path

- Consider all evidence and information collected, whether inculpatory or exculpatory.
- Guided by policies and procedures, Inspectors/Officers use their training, professional judgement, experience, and discretion to make decisions regarding the use of compliance and enforcement actions.



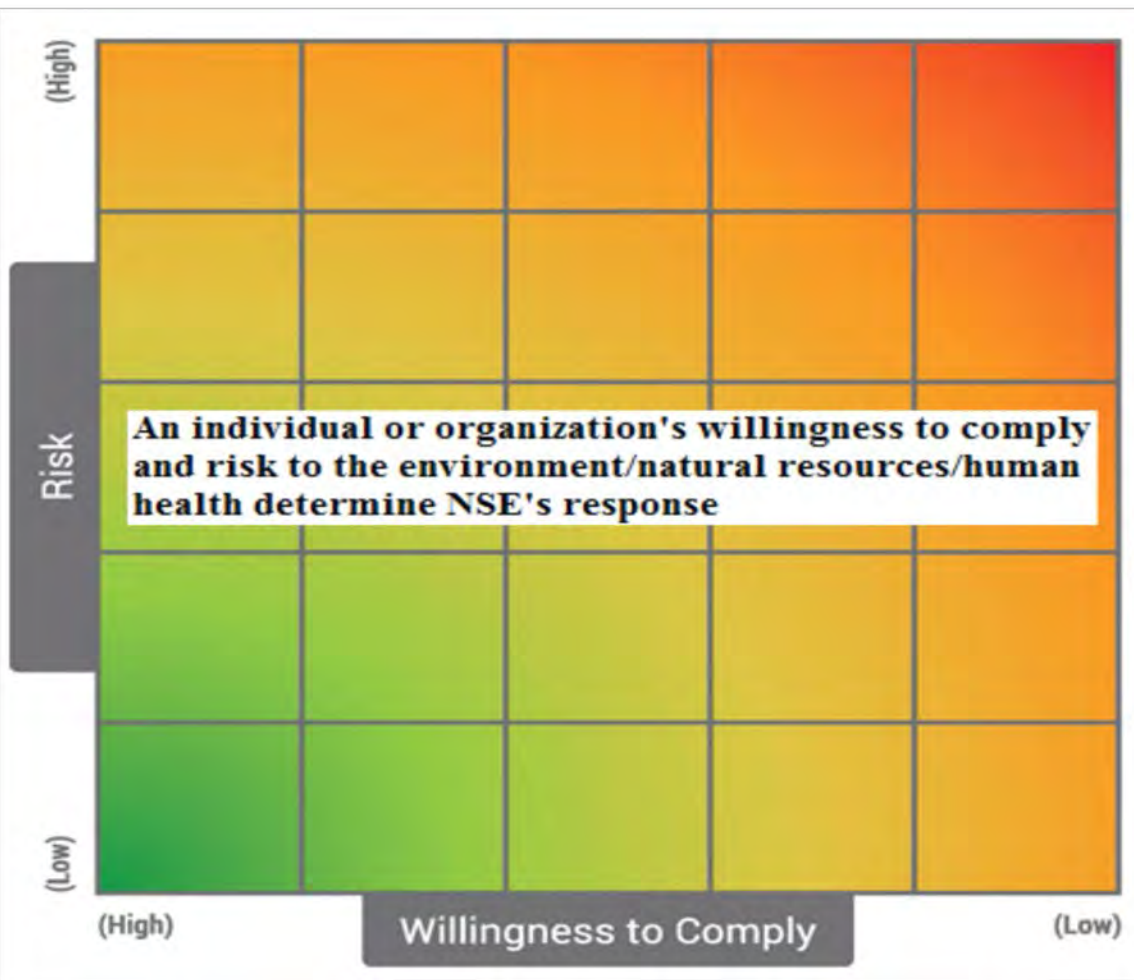
# Compliance Policy Objectives

- Delivering an effective, efficient and fair regulatory approach that is appropriate across various programs;
- Focusing more resources on the greatest risks;
- Evaluating the willingness to comply and risk to determine the level of response necessary to achieve compliance;
- Acknowledging and supporting the compliance continuum.



Education & Compliance Promotion	Approvals, Permits & Licensing	Inspection & Auditing	Investigation	Compliance & Enforcement	Judicial Action & Sanctions
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# Approach to Compliance



## Compel

Use regulatory and enforcement tools to increase compliance and discourage non-compliance.

## Encourage

Support and promote excellence and responsibility that goes beyond just complying with the law.

# Willingness to Comply

Refers to the an organization's or individual's demonstration of intent to adhere to Acts and Regulations

- Willingness to Comply
  - Exercising a high level of due diligence
  - Quickly reporting and addressing non compliance events
  - Cooperating with Officers
  - No compliance history
- Unwillingness to Comply
  - Repeated or past non compliance
  - Missing deadlines on Officer directives
  - No change in behavior or management of its operations
  - Deliberate attempt to hide information

# Risk

For ensuring compliance with regulatory requirements, the key components of risk can further be defined by:

- The probability of a non-compliance event occurring, and
- The impact of the non-compliance on the Department's objectives of protecting the environment, our provincial resources and public health.

# Approvals & Notifications Issued (for all on-site septic)

	2018	2019
Provincially	1721	1745
Bridgewater Dist.	358	307

# Bridgewater Dist. – Malfunction Applications and Notifications

For 2016-2018:

- 73 Malfunction **Applications** – installed
- 279 Malfunction **Notifications** – installed

# Bridgewater Dist. – Malfunction Applications and Notifications

Enforcement (2016-2018):

- 35 **Directives** issued;
- 7 **Warning Reports** issued;
- 4 **Summary Offence Tickets** issued; and
- 3 **Long Form Prosecutions**.



# Questions?



# Exploring Conservation Options for Cape LaHave Island

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Presentation for the Council of the Municipality of the District of Lunenburg  
Sept. 24, 2019 | 210 Aberdeen Rd, Bridgewater, Nova Scotia  
Jessica Bradford & Ross Firth, Nova Scotia Nature Trust

# OUTLINE

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- Who are we?
- How do we work?
- Regional context
- Our work within MODL
- Why we're here today
- Questions

NOVA SCOTIA  
**Nature  
Trust**

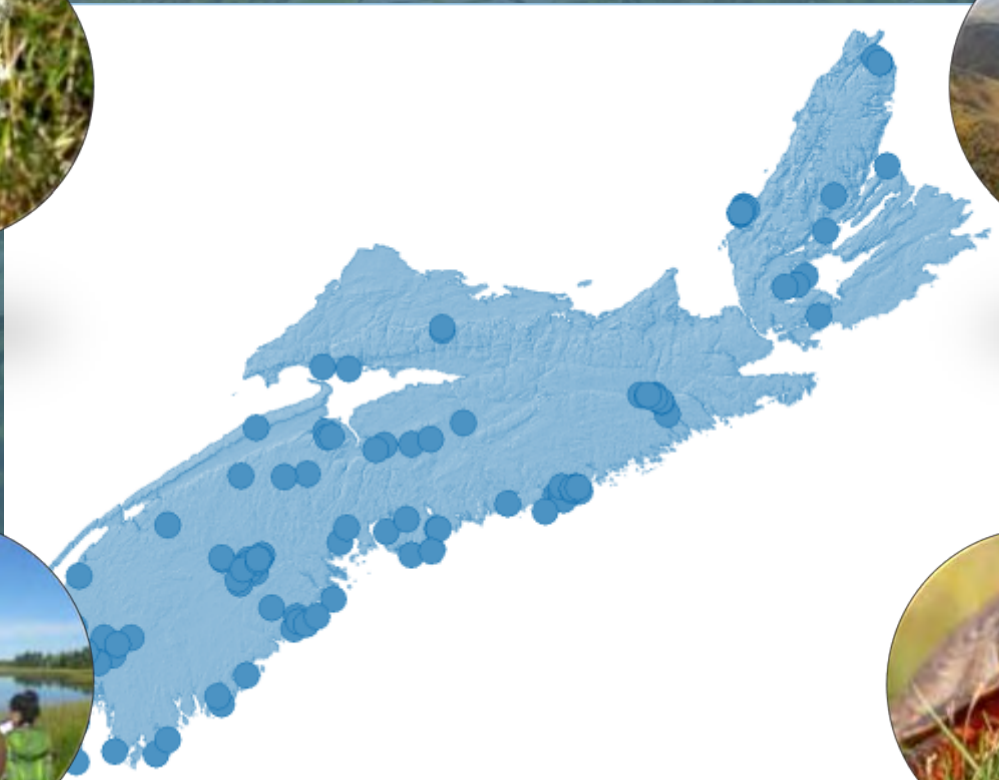


# WHO ARE WE?

NOVA SCOTIA  
**Nature  
Trust**

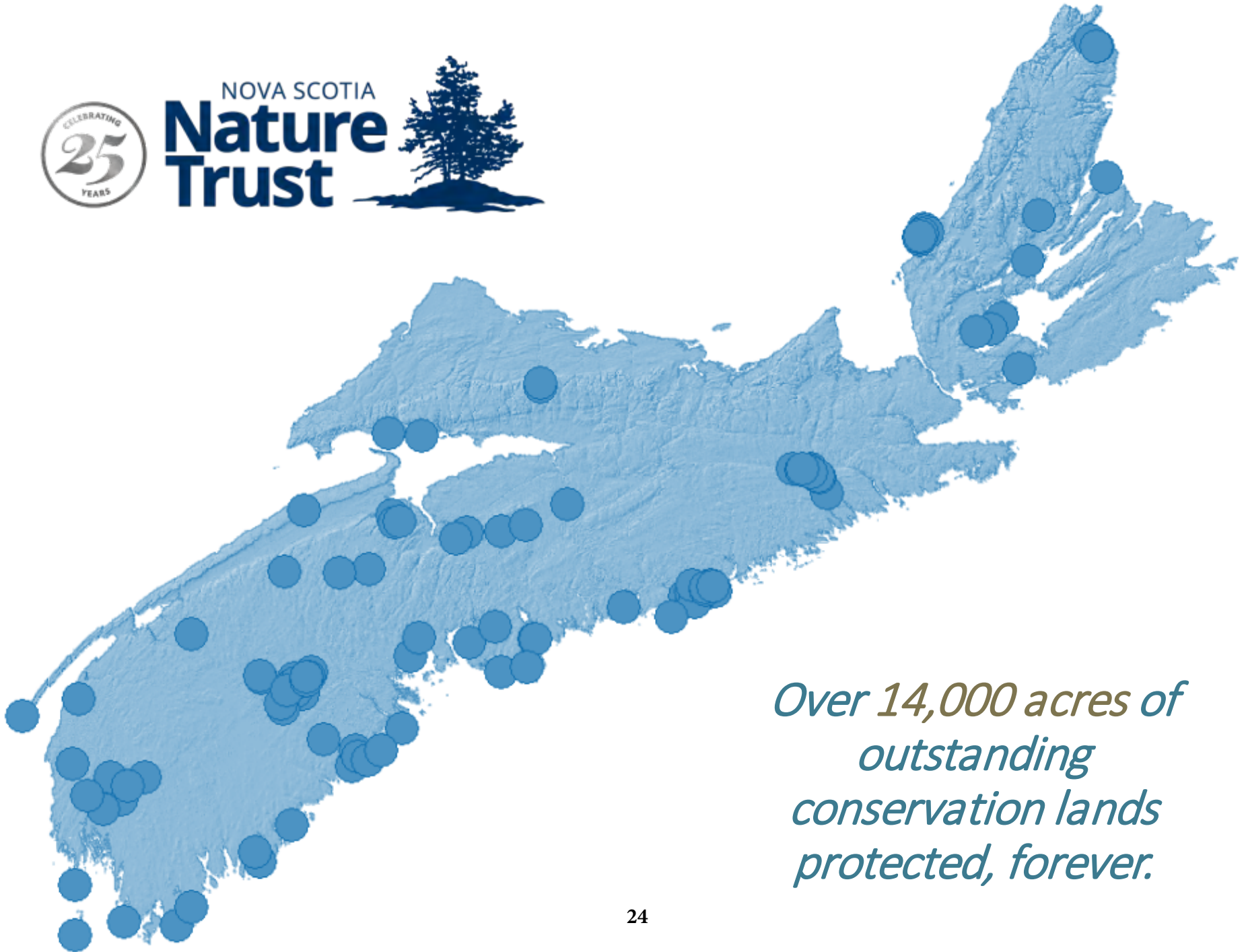


Founded in 1994, the Nova Scotia Nature Trust is a registered charity focused on the conservation of privately owned lands of ecological significance in Nova Scotia.



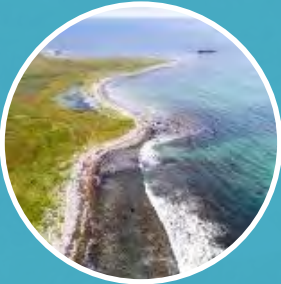


NOVA SCOTIA  
**Nature  
Trust**

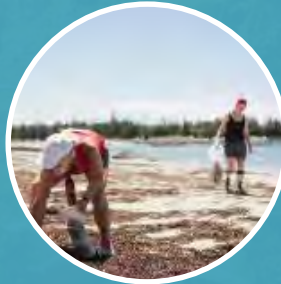


*Over 14,000 acres of  
outstanding  
conservation lands  
protected, forever.*

# HOW DO WE CONSERVE PRIVATE LANDS?



Donation



Split  
receipt



Purchase

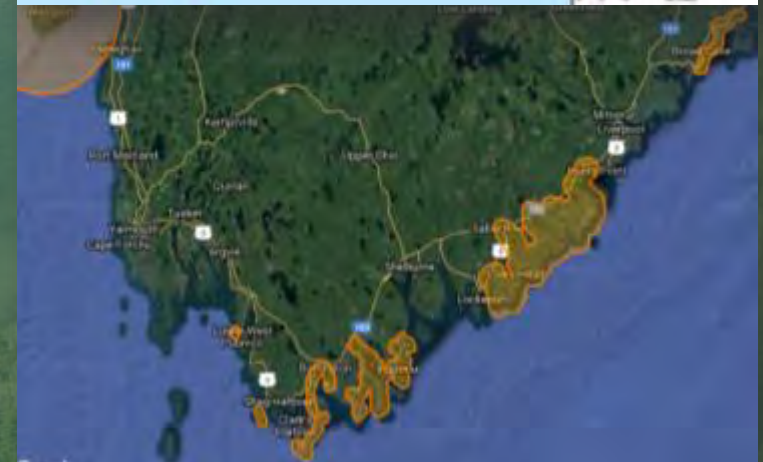


Conservation  
Easement



# REGIONAL CONTEXT

- SWNS region is a biodiversity hotspot and home to many rare/at-risk species (e.g. Atlantic Coastal Plain Flora (ACPF) such as Thread-leaved sundew, Blanding's Turtle, Eastern Ribbonsnake, Piping Plover & more)
- UNESCO Southwest Nova Biosphere Reserve
- Four federal Migratory Bird Sanctuaries and eight Important Bird Areas (IBAs)
- *Kespukwitk*, a Mi'kmaq district meaning 'lands' end', aligns with the bioregion
- Canada Nature Fund/Pathway to Target 1 - SWNS recently named 1 of 11 'Priority Places' for conservation across the country



# NATURE TRUST IN SWNS

- Active in private land conservation, stewardship, and education in SWNS since the 1990s
- Began with outreach to private landowners with ACPF species (e.g. Pink Coreopsis and Plymouth Gentian) habitat along their lakeshore properties
- Now protect and steward 43 conservation lands in the region



## N.S. landowner transfers land to trust to help protect snakes, wildflowers

HALIFAX (CP) — A landowner in southwestern Nova Scotia has transferred 14 hectares to a nature trust to provide wetland habitat for a rare wildflower and one of western Nova Scotia, and the eastern ribbon snake, an endangered species unique to Nova Scotia and parts of southern Ontario.

### Land donation a natural fit for actor

By BRIAN MEDEL  
Yarmouth Bureau

YARMOUTH — The Nova Scotia Nature Trust has acquired a 14.5-hectare wilderness property in a remote part of Yarmouth County, making it the first privately protected wetland in the province containing one of Canada's rarest wildflowers, the Plymouth gentian.

The property on Gillfillan Lake was owned until Friday by stage and television actor Jeanne Lange.

The land was transferred under a new land conservation tool called split receipting, which provides tax benefits for landowners who sell property to the nature trust at well below market value, said Duncan Bayne of the trust.

Such tax benefits are available



The Plymouth gentian, shown with a crab spider in residence, is one of the rarest flowers in Canada. The flower is among the valuable flora on a 14.5-hectare property in Yarmouth County that was recently donated to the Nova Scotia Nature Trust.

new split receipting method. "The principle is that the land would have a fair market value and if the owner sells it well below that value, then they get a tax benefit for the difference which is deemed a gift," said Mr. Bayne.

"It's not been used before in Nova Scotia. This is the first one," he said.

"It's only for land that will be protected forever by a body like the nature trust. This is our first permanent protection."

The unimproved property on Gillfillan Lake was purchased by Ms. Lange and her husband David Haskell in 1973 when both New York actors came to Nova Scotia after reading about the magazine.

"We saw this article and the pictures and said, 'We need to go home in Pacifica, Calif.,"

Ms. Lange has been out of the entertainment industry since 1998. She acted on Broadway as one of the original Godspell cast members and has worked in film and television, including the daytime soap Another World.

During the summer of 1973 the couple embarked on a Nova Scotia camping trip. Bought the lakefront land and spent many more happy summers and

autumn at the lake. Mr. Haskell died unexpectedly in 2000.

But the couple had learned a lot about the property early on.

"We found out that there were quite a number of endangered plants that were quite prolific along this quarter of a mile of lakefront," said Ms. Lange. That helped her make up her mind to sell to the nature trust.

"I'm very much an environmentalist... and I looked financially at what was possible for me," she said.

Ms. Lange said she wanted the land protected and was willing to sell it at a discounted price.

The Atlantic coastal plain flora are found along a small number of lakeshores and bogs only in southwestern Nova Scotia, the nature trust says.

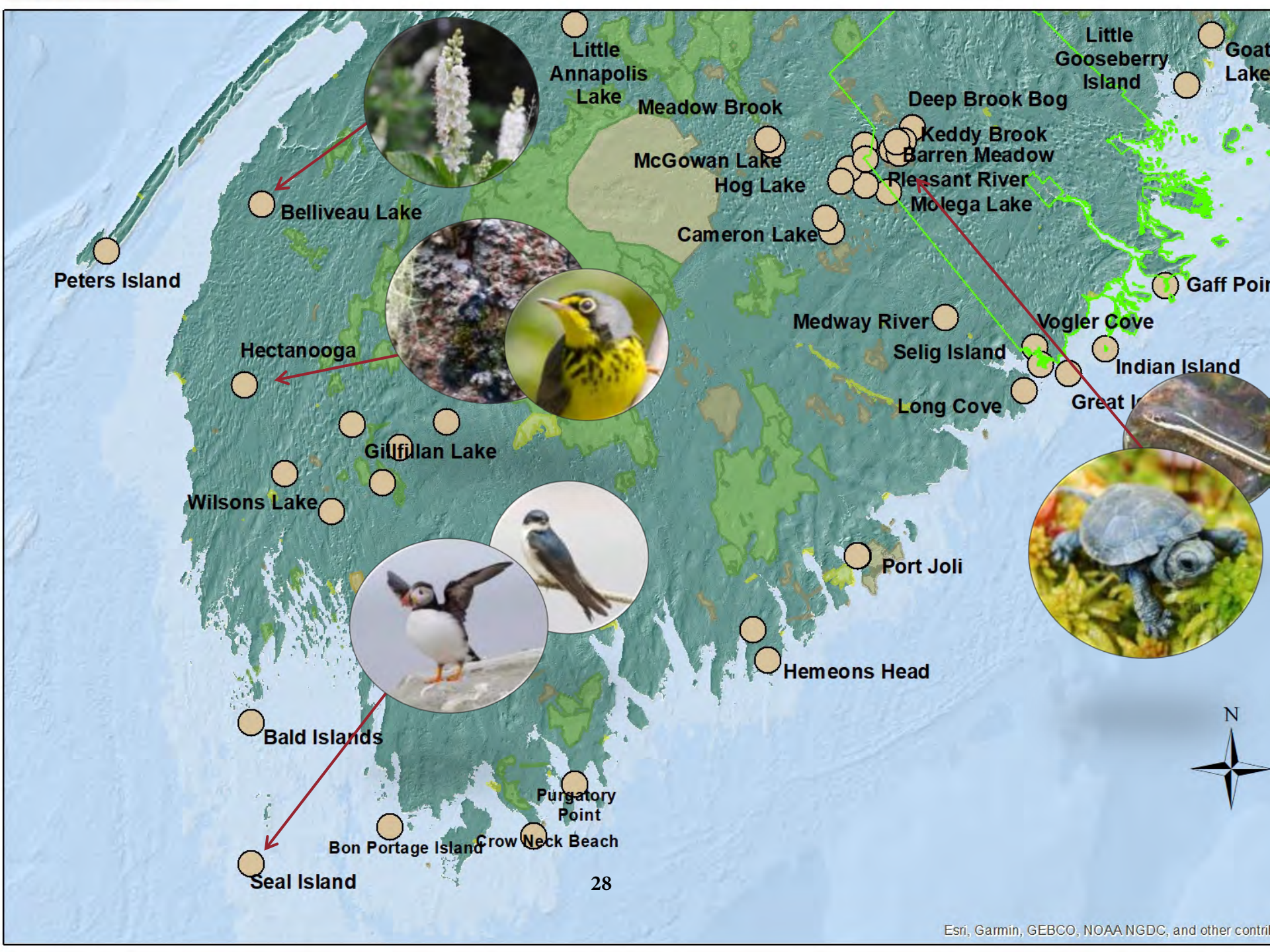
Eleven plant species are formally designated as species at risk in Canada.

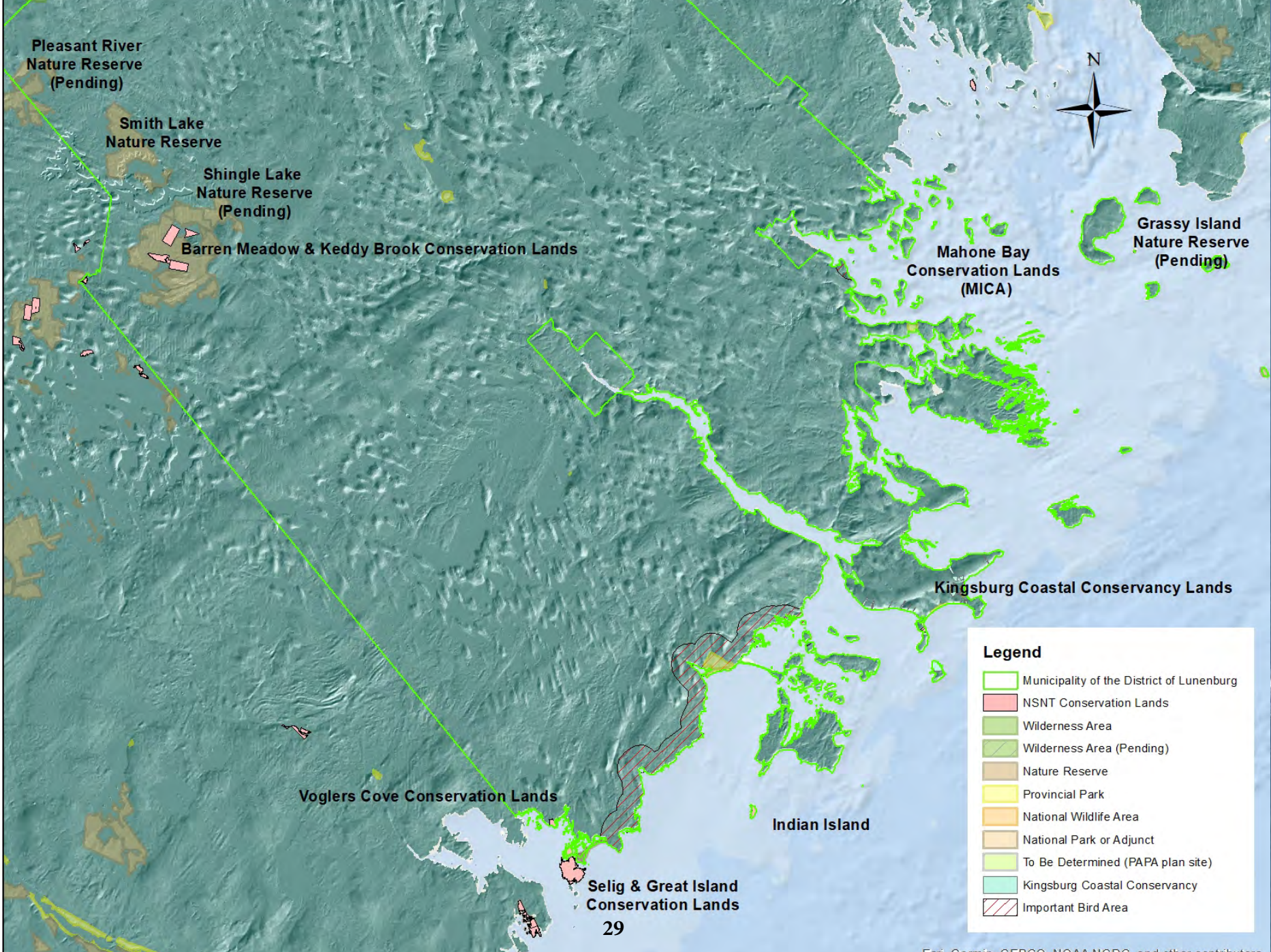
The greatest threat to Atlantic coastal plain habitat, says a nature trust backgrounder, is from human activity including lakeshore development, all-terrain vehicle use along lakeshores, water pollution, damming and improper logging and farming practices.

The Nova Scotia Nature Trust is the only province wide land conservation organization based in Nova Scotia.

NOVA SCOTIA  
Nature Trust  
6/12/05 (bmesdel@herald.ca)







Pleasant River  
Nature Reserve  
(Pending)

Smith Lake  
Nature Reserve

Shingle Lake  
Nature Reserve  
(Pending)

Barren Meadow & Keddy Brook Conservation Lands

Mahone Bay  
Conservation Lands  
(MICA)

Grassy Island  
Nature Reserve  
(Pending)

Kingsburg Coastal Conservancy Lands

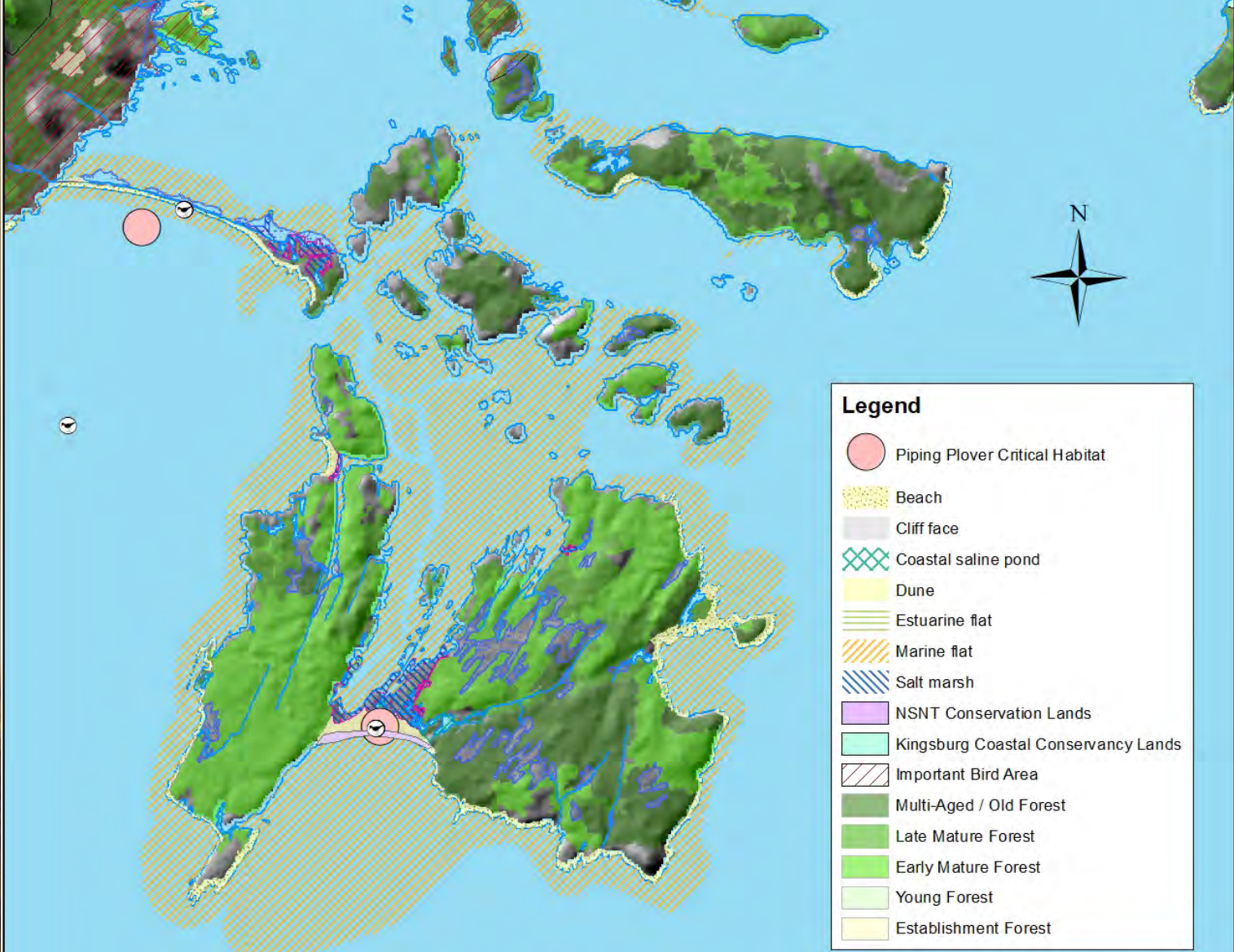
Voglers Cove Conservation Lands

Selig & Great Island  
Conservation Lands

Indian Island

**Legend**

- Municipality of the District of Lunenburg
- NSNT Conservation Lands
- Wilderness Area
- Wilderness Area (Pending)
- Nature Reserve
- Provincial Park
- National Wildlife Area
- National Park or Adjunct
- To Be Determined (PAPA plan site)
- Kingsburg Coastal Conservancy
- Important Bird Area



# CAPE LAHAVE ISLAND



# A LAHAVE ISLANDS LEGACY?


- Assures that Cape LaHave Island would remain in a natural state in perpetuity
- Contribute to Canada Target 1 in a significant way and be a municipal leader for conservation in the country
- Support endangered species conservation, stewardship and recovery, but also ensure people continued traditional use of land
- Aligned with Open Space Strategic Plan
- Partnership and collaboration to pool resources and expertise



# WORKING WITH THE NATURE TRUST

- 25 year track record in conservation and stewardship success
- Experience in both coastal island conservation campaigns (e.g. 100 Wild Islands) and working with municipal government (e.g. Town of Wolfville Watershed Nature Preserve)
- Scientific/ecological expertise, surveys, etc.
- Stewardship/management planning and ongoing monitoring of the island through stewardship/Property Guardians program



A coastal landscape featuring a rocky shore in the foreground with moss-covered rocks and a pebbly beach. In the background, there are bare trees and a bird perched on one of them. A large blue semi-transparent rectangle is overlaid on the center of the image, containing white text. The sky is overcast and the water is calm.

The *Nova Scotia Nature Trust* requests that the *Municipality of the District of Lunenburg* consider working in partnership to place a conservation easement on Cape LaHave Island to permanently protect its conservation values for current and future generations.

# THANK YOU.

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## QUESTIONS?

NOVA SCOTIA  
**Nature  
Trust**





# Municipality of the District of Lunenburg

September 17, 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, September 17, 2019, made the following recommendation to Council:

1. That Municipal Council give notice of their intention to adopt A By-law Respecting the Repeal of the Land-Leased Community By-law and Conduct First Reading of same and give Notice of Intent to conduct Second Reading.

Respectfully submitted,

Chairman and Members  
Policy & Strategy Committee

/jp  
Attachments



# Municipality of the District of Lunenburg

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## REQUEST FOR DECISION

**REPORT TO:** Policy & Strategy Committee  
**SUBMITTED BY:** Byung Jun Kang, Planner  
**DATE:** September 17, 2019  
**SUBJECT:** PL190052: Land-Leased Community By-law Review

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### ORIGIN

On October 10, 2017, Municipal Council passed the following resolution after a discussion on Item 11.2.1: “that Municipal Council directs staff to communicate to interested parties that any amendments to the current Land-Leased Community By-law will not be undertaken until the Subdivision By-law review process has been completed, and that Council’s consideration of any future review does not affirm that any particular revisions will be made, or result in changes to current regulations.”

As a revised Subdivision By-law was adopted by Council in September 24, 2018, staff has proceeded with the review of Land-Leased Community By-law.

### LEGISLATIVE AUTHORITY

Land-Leased Community By-law was adopted under the authority of *Municipal Government Act*, Subclause 172(2)(e)(ii): “A council may, in any by-law, provide for a system of licences, permits or approvals, including prohibiting any development, activity, industry, business, or thing until a license, permit or approval is granted.”

### RECOMMENDATION

Staff suggests that the Policy & Strategy Committee make a recommendation to Council to give notice of their intention to repeal the Land-Leased Community By-law by adopting the following:

***that Policy & Strategy Committee recommend Municipal Council to conduct first reading and hereby give notice of their intention to repeal the Land-Leased Community By-law.***

## **EXECUTIVE SUMMARY**

A land-leased community, referred to as a mobile home park, is a lot with three or more manufactured homes located on a lot for dwelling purposes. A manufactured home means mobile homes, mini homes, and modular homes.

The purpose of the By-law is to ensure public health and safety from high density development in a rural area; therefore, higher standards on infrastructures are imposed. In 2001, the By-law which only regulated mobile homes was amended to include mini homes and modular homes.

While the intention was to promote affordable housing by allowing higher density, those wanting to use manufactured homes as a cheaper alternative to site-built homes were also restricted. The By-law fails to reflect the current real estate market, as no application was received since 1977 and rental units became a popular form of affordable housing.

Staff recommends repealing this By-law as it is not meeting its intention.

## **BACKGROUND**

A request from a resident in 2016 initiated the review process of the Land-Leased Community By-law (“the By-law”). The request was to increase the limit of a land-leased community from having 3 or more to 5 or more manufactured homes on a single lot. Municipal Council passed a motion on October 10, 2017, stating that the review of Land-Leased Community By-law will not be initiated until the Subdivision By-law review has been completed.

### **Definitions**

A land-leased community, commonly referred to as a mobile home park in the past, is a lot in which three or more manufactured homes are located on for dwelling purposes. In contrast to purchasing both a building and the land upon which it is built, this type of community allows a tenant to purchase the building and lease the associated land from the landlord – hence the term “land-leased”. A major advantage of such homeownership is the affordability. However, homeowner association fees may be steep, a higher down-payment may be required for mortgages, and the home tends to depreciate over time like a vehicle rather than appreciate over time like a house.

A manufactured home is a single- or two-unit dwelling built in an enclosed factory environment. Colloquially, a manufactured home includes mobile homes (trailers), mini homes (single section homes), and modular homes (multi-section homes), either delivered as a self-contained dwelling or assembled on site.

### **History of Manufactured Homes**

The concept of a manufactured home was derived from trailer coaches, which were often used for camping or extended travel, made possible by automobilization in the early 20<sup>th</sup> century. Early manufactured homes were initially marketed primarily to people whose lifestyle required mobility. In 1950s, these homes gained appeal as an inexpensive form of housing, rather than as a mobile home. In 1956, three-metre wide homes started to appear, along with the new term “mobile home”. By the time the Municipality adopted its first Mobile Home Parks By-law in 1967, mobile homes became longer and wider, making the mobility of the units more difficult.

As a result of post-war baby boom, relatively higher rates of immigration, and prolonged growth in incomes, house prices in Canada rose sharply in 1972, pushing the possibility of homeownership permanently beyond the reach of many new households. By 1975, mortgage interest rates climbed to over 12%, then 16% in 1980. There were fears that many would end up on the waiting lists for public housing units. Due to its affordability, the Canadian manufactured housing industry reached its highest in 1974 with a record shipment of 32,506 homes.

In 1973, the Government of Canada officially introduced the Assisted Home Ownership Program. Its approach was to reduce the monthly mortgage payments to an affordable level for middle class home purchasers. About 250,000 households directly benefited from this subsidy; as a result, the number of shipments fell to 3,838 homes by 1982. The number never exceeded 10,000 homes in any given year afterward. Households who could not afford mortgage payments, even with these subsidies, have either remained in land-leased communities or moved to rooming houses.

A regulatory change occurred concurrently. In 1976, a revised version of the National Building Code of Canada including building requirements for mobile homes, then legally referred to as “manufactured homes”. Nowadays, when a factory-built home is moved to a location, it is usually kept there permanently. As 98% of the existing manufactured homes have remained in their spaces after their initial move, the mobility of these units has considerably decreased. Designs have also changed such that homes become hardly distinguishable from typical single-family dwellings.

### **History of the By-law**

The Land-Leased Community By-law was first adopted as the Mobile Home Parks By-law, or commonly referred to as the City Trailer By-law, in 1967. The By-law was replaced in 1976 and subsequently amended in 1997 to increase the maximum length of a dead-end cul-de-sac from 350 feet to 750 feet. The By-law was eventually replaced in 2001 with the current version.

The purpose of adopting the By-law in 1976 was to promote affordable housing within the Municipality. Concurrently, Municipal Council desired standards for mobile homes to ensure public safety, which was the intention of the By-law. Records from Council minutes show that developers were opposed of the By-law due to its impracticality, referring to the standards as “unnecessary expenses that increase rent”. While staff agreed that the standards may increase costs, public safety and health were of higher priority than economic benefits. Two issues regarding substandard sewage treatment were investigated in one of the land-leased communities in 1976 and in 1997.

A major change to the By-law in 2001 was redefining the terms “land-leased community” and “manufactured home”. The 1976 by-law defined a mobile home park as a lot with two or more single section manufactured homes, instead of three or more manufactured homes in the current By-law. Therefore, a collection of multi-section manufactured homes were not regulated prior to 2001.

The definition of a manufactured home changed after a developer submitted a request to include multi-section manufactured homes as part of the definition. The developer was concerned with discrete segregation of residents living in mobile parks, and that the

developer “feels the municipality treat these people differently than other residents.” Some of the major provisions that were debated include architecture, screening, and density control.

**Single-Section and Multi-Section.** The developer requested to delete the word “single-section” from the definition to include all types of manufactured homes. At a Council meeting, he stated that the By-law is clearly being selective on the older style manufactured housing. He also suggested that all manufactured homes should have equal consideration.

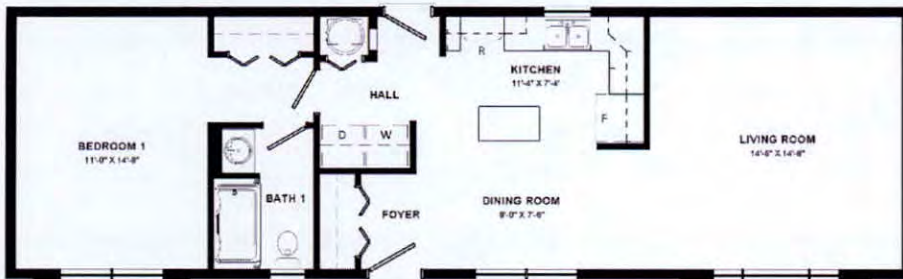


Figure 1. A typical floor plan of a single section home. Single section manufactured homes are structurally complete when they leave the factory. © Kent Homes (2019).

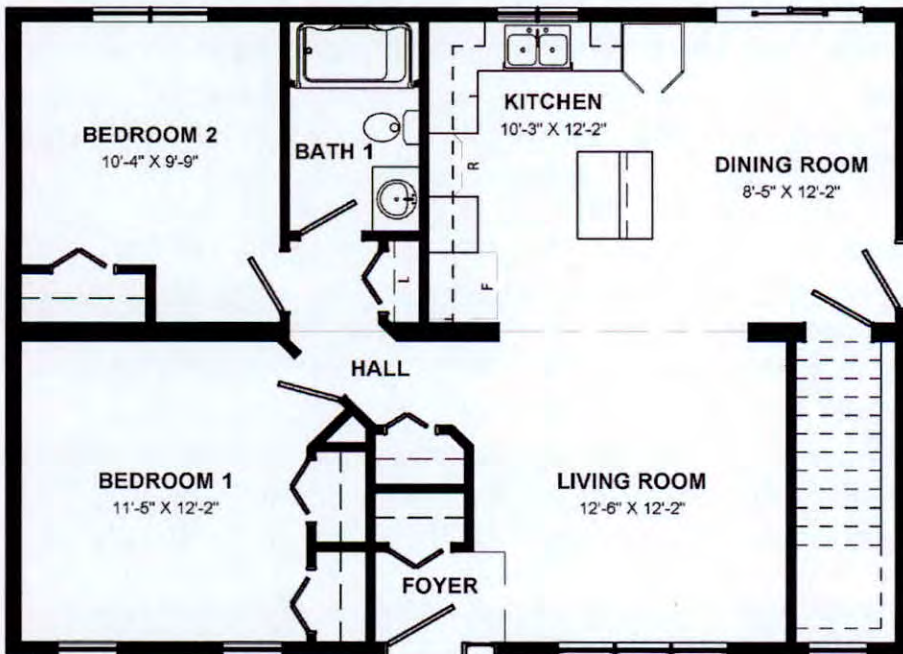


Figure 2. A typical floor plan of a multi-section home. Multi-section homes consist of two or more components, each with three walls attached to a roof and floor section, then are joined at the site. © Kent Homes (2019).

Staff justified such distinction by stating that “multi-section homes are usually more permanent in nature, and its dimensions are close to bungalows. To further clarify, multi-section homes are visually the same as any other dwelling [in a rural subdivision] when they leave the factory, and because they are more expensive, it is naturally more difficult to have many of them on a lot.” As such, staff recommended that multi-section homes should be treated like a typical one- or two-unit house.

Staff cited the existing development trend in Lunenburg County as a reason for their recommendation. Building a couple of double-section homes on a lot, either for additional income or to live in close proximity to relatives, is popular within the Municipality. This by-law evidently has significant power; it has limited the possibility of placing 2 or more single-section homes on a lot since 1967. As a result, direct or indirect, no license application was received since 1977, and staff wanted to avoid imposing hardship on the existing development trend.

Staff prepared three options for a new definition: (1) two or more single-section homes, (2) two or more homes, and (3) three or more homes. To accommodate both the developer and the existing development pattern, the Council chose Option 3.

**Screening.** A section of the By-law requires buffering of land-leased communities from existing residential communities by mandating minimum fencing or vegetation of 5 feet. The development sector challenged the validity of this section since, outside of plan areas, denser structures like multiunit apartments were not subject to screening. Staff’s response at the time was that screening requirement would have been in place for other denser structures if a municipal-wide land use by-law were to exist.

The development community also raised concerns regarding Section 16.1 of the By-law regarding the responsibility of homeowners for keeping homes tidy. They claimed that orderliness can be addressed with the Dangerous and Unsightly Property Policy, and by stating such requirement in an explicit manner, it may feel like those residents are treated differently from the rest of rural dwellers. A counter argument was formed by stating that, with this Section, a landowner of the land-leased community can enforce the clean-up provision instead of municipal staff with the Dangerous and Unsightly Property Policy. The result of the meeting was to sustain the section in the 2001 By-law.

**Density Control.** Land-leased communities are treated differently from a typical rural subdivision due to their higher density. This has justified mandating central water and sewer systems to be installed within the land-leased communities, but in return, has imposed higher cost for developers. Without this By-law and the central sewer systems, the minimum size per space increases from 465 sq. metres to 2,787 sq. metres – difference of 6 times the density due to the Provincial Subdivision Regulation.

As staff noted in 2000, without reaching a certain amount of density, it is more practical to subdivide a lot than to build a land-leased community. Staff also noted a difference between land-leased communities in urban areas and those in rural areas. Because land-leased communities have higher density, the need for such by-law is also higher in rural municipalities without land use planning.

### **Local Land-Leased Communities**

In Nova Scotia, manufactured homes accounted over 20% of all homes in 1997 – the highest rate in Canada – compared to 10% in western Canada and 2% in Ontario. Surveys from municipal staff in Ontario suggest that one of the primary reasons for low growth was due to the municipalities simply not receiving any applications from the industry. This also seems to be the case in our municipality, as no application to build or to expand as a land-leased community was received under the By-law since 1977.

As of July 2019, 3 land-leased communities are within the Municipality: Fraser Park in Dayspring with 17 spaces built prior to 1965, Nauss Court in Centre with 3 spaces built prior to 1973, and Victoria Ridge in Wileville with 126 spaces built prior to 1971. Another community existed in First South between 1977 and 2004 with 8 spaces.

The perception of land-leased communities in Municipality may be reflected from a petition letter received from New Germany in 1985. Residents were opposed to a proposed development of a land-leased community in their neighbourhood because of their concern around decreasing property values with the introduction of non-aesthetically pleasing land-leased communities.

### **Municipal Planning Strategy**

An amendment to the Municipal Planning Strategy was proposed in 1995 to include the following policy statement: “Council is prepared to treat factory-produced housing the same as site-built housing for all regulatory purposes. The only exceptions to this approach are Mobile Home Parks where the density of development requires central sewage collection and disposal systems, and the requirements set out in the National Building Code.” However, a motion to adopt the amendment was defeated, and the current Municipal Planning Strategy has no policy on land-leased communities.

### **Subdivision By-law**

The Land-Leased Community By-law refers to the Subdivision By-law regarding road standards. Part 8 of the By-law lists specifications for internal streets, and Clause 8.2(b) mandates such streets to be constructed in accordance with the specifications for municipal public highways contained in Schedule I of the Subdivision By-law – although as pointed out by the Development Officer, it should refer to Schedule H.

The Land-Leased Community By-law also mandates requirements not set in the new Subdivision By-law, including (1) a central water supply system; (2) a central sewage collection system; (3) minimum parking requirement of 2.25 spaces per home, including visitor parking spaces; and (4) screening buffer requirement of 1.5-metre in height if a nearby residential use exists. More stringent requirements are in place because typical land-leased community has higher density than a one-unit dwelling on an individual lot.

### **Provincial Legislations**

Section 4 of the *Statement of Provincial Interest regarding Housing* directs all municipal planning documents to provide for manufactured housing. Description of manufactured housing may be found under the *Residential Tenancies Act*, where the Province started enforcing a new definition in June 26, 2019, which states that “manufactured home means any trailer that is (i) designed for or intended to be equipped with wheels, whether or not it is so equipped, and (ii) constructed or manufactured to provide a residence for one or more persons, but does not include a travel trailer or tent trailer otherwise designated.” The phrase “any trailer intended to be equipped with wheels” is interpreted to exclude single-section and multi-section manufactured homes.

### **Other Municipalities**

One of the reasons that staff suggested in the 2001 by-law review to sustain the definition of manufactured homes as “single section” only, was to stay consistent with other municipalities in Nova Scotia. In the 20<sup>th</sup> century, most municipalities also limited the By-law application to single section homes. Other municipalities like Bridgewater focused on its architectural characteristics by only restricting manufactured homes with bow-truss roof. Municipalities that included all manufactured homes as part of the by-law definition set a higher limit on as-of-right developments – such as Colchester and Amherst that allow up to 9 and 19 as-of-right developments, respectively. Others removed the limit by replacing numbers with the words “primarily composed of manufactured homes”.

Cape Breton Regional Municipality (CBRM) is currently reviewing its Municipal Planning Strategy to end the prohibition of mini homes in certain urban areas. CBRM Planning Director, Malcolm Gillis (2018), stated the following:

“The construction specifications for a mobile home and a mini home are now significantly improved in comparison to what people often called ‘trailers’ and are inspected for compliance with the building code of Nova Scotia. Although it wasn’t articulated in the land use policy, there was an assumption that the occupants were of a relatively lower social status, that the homes were a comparatively inexpensive form of housing and that there was a fear they would reduce real estate values if placed within a streetscape of conventional housing.”

A common pattern throughout Nova Scotia is that, at least until 2001, municipalities desired to restrict manufactured homes with long, narrow proportions and other architectural characteristics. Due to their incompatibility with established residential characteristics that traditional single-detached dwelling units obtain, the public feared that manufactured homes would have a negative effect on property values. Despite this, the municipalities recognized the effectiveness of manufactured homes in terms of providing affordable housing and newer forms of modular housing that are still compatible with existing residential areas.

## **DISCUSSION**

Policies and by-laws must be up to date to reflect current situations within the Municipality. A review process will allow the Municipality to evaluate the relevance of this By-law to the current housing market and infrastructure standards, as well as its consistency with other provincial and municipal regulations.

### **Intention of the By-law**

The purpose of the Land-Leased Community By-law is to allow denser development in a form of land-leased communities to foster affordable housing within the Municipality. Without this By-law, such dense development in rural areas would not be possible under the Subdivision By-law or other provincial regulations.

The By-law was also intended to mitigate side effects of dense development. Examples of density control include mandatory central water and sewer systems, screening requirement, and higher road construction standards.

A question still remains as to either regulating manufactured homes or the placement of high-density residential structures. Currently, the construction of an apartment building in a rural area without zoning is permitted – offering higher density than a typical land-leased community without regulations found in the By-law. The construction of multiple homes on a single lot without zoning is also permitted, so building a visually identical community is also possible without this By-law, if the homes are not prefabricated.

In this case, similar reasoning would apply to apartment buildings as it did to multi-section homes prior to 2001: they are more permanent in nature, they are visually the same as any other dwelling, and they are more expensive, thereby naturally being more difficult to have many of them on a lot. However, housing situations have changed in recent decades, as manufactured homes are used as substitutes for one-unit dwellings, as opposed to densely packed homes.

## **By-products of the By-law**

As the result of the By-law, those who wanted to use manufactured homes as a cheaper alternative to site-built homes were restricted. If the By-law's intention is to regulate denser development of manufactured homes, the designated minimum number of homes on a lot should not be as low as 3.

A likely reason for restricting relatively small groups of manufactured homes is their incompatibility to existing developments. Simply put, manufactured homes do not "fit" with traditional rural subdivisions because of its elongated form and its social stigma. Such claims can be countered as the designs of current manufactured homes are undistinguishable to typical single-family dwellings.

Canada Mortgage and Housing Corporation (2001) supports the counterclaim since "manufactured housing is simply a form of housing and should be treated like any other housing form. Rather than restrict it, based on where and how it is constructed, architectural guidelines and neighbourhood characteristics should be utilized that would be applicable to all homes, manufactured or site-built."

The purpose of allowing low number of manufactured homes as-of-right cannot be explained other than to control 'trailer-looking' housing. In the past, such design controls were initiated by restricting the definition of manufactured homes to single-section, bow-truss, or non-modular homes. After receiving complaints about the By-law, the definition broadened to include all types of manufactured homes. By doing so, residents were prohibited from living in a more affordable, factory-built home.

## **Relevancy of the By-law**

Discussion of a major review or a repeal of this By-law has been conducted since the late 1990s. Staff raised concerns that certain requirements are out of date and perhaps more suited to the time period for which it was created, and manufactured homes have evolved since the 1960s. Consideration should be given that no land-leased communities have been constructed since 1977, and that all existing communities are therefore grandfathered. The By-law's intention of managing dense development but fostering affordable housing has not been achieved, and with the current real estate market trend, it may be inconsistent with the current direction of Council.

**Housing Market.** CBRM (2019) suggests land-leased communities as a new way of urban infill development. Other reports expect the demand for such communities may rise in the next decade as the numbers of people in both Boomer and Echo generations increase – most residents of manufactured homes consist of population under 35 and over 65 years of age. However, both the Province and the housing market have shifted to rental units as a means of providing affordable housing. Proportions of households

who rent are 10.5% in the Municipality, 39.9% in Halifax Regional Municipality, and 30.7% in Nova Scotia. Lower vacancy rates in the regions coupled with higher monthly rent provide some evidence of high demand for rental units.

**Affordable Housing.** South Shore Housing Action Coalition produced a report titled *Housing Needs Assessment for the Municipality in 2017*. The report recommends flexibility in zoning rules and regulatory changes to embrace mobile homes as a promotional tool for affordable housing in the region. Site plan approval processes are recommended to regulate land-leased communities, which are different from the current model of licensing processes.

**Council Direction.** Pursuant to Section 6.2 of the Subdivision By-law, Council's policy is to prohibit new public roads to lower maintenance cost. Subsection 8.2 b) of the Land-Leased Community By-law states that the park streets must be designed and constructed in accordance with the specifications for municipal public highways contained in the Subdivision By-law. Road construction standards in land-leased communities are much higher than the new standards established for private roads.

### **Alternative Regulations**

Land leased communities may be regulated when a municipal-wide Land Use By-law is introduced in the future. A separate zone under a residential land use designation may be installed, or a development agreement process may be imposed for the construction of land-leased communities with a certain number of spaces.

### **Existing Density & Sewage Regulation**

Without the By-law, the density of land-leased communities would be indirectly controlled by the *On-site Sewage Disposal Standard* – unless landowners volunteer to install central systems. The standard would dictate the minimum lot size per manufactured home space to ensure adequate sewage disposal. This way, the density will not be high enough to justify the need to mandate screening, central water and sewer systems, and subdivision road standards.

### **BUDGET IMPLICATIONS**

The annual licensing fee in 1967 was \$2 per space and increased to \$4 per space in 1997. As a reference, \$2 in 1967 would be worth around \$15 in 2019. In 2018, total licensing fees collected was \$584, but upon repealing the By-law, the revenue would be reduced to \$0. Considering wages and fuel charges required for annual inspection, the financial impact on the Municipality is miniscule.

## **ALTERNATIVES**

Staff prepared the following three options to proceed with the review process:

### **Option 1: Repeal the By-law**

Policy & Strategy Committee may recommend Council to repeal the Land Leased Community By-law. The three existing land leased communities in the Municipality will become as-of-right, instead of being grandfathered from the Land Leased Community By-law, as none of the communities are located in a zoned area. Landowners may build a new community or expand current spaces, subject to the municipal building code and the provincial regulations on sewage control. If a new community is to be found in a zoned area, however, the maximum building per lot requirement must be met.

Licensing requirement for the construction and the operation of three or more manufactured homes on a lot will no longer be effective. After the repeal of the By-law, a standard building permit process will be followed, and additional requirements may be inserted in the future using the municipal-wide Land Use By-law.

A maximum limit of the number of manufactured homes on a lot will no longer be regulated as long as the density stated in the *Provincial Subdivision Regulation*, the *On-site Sewage Disposal Standard*, and other provincial regulations are observed. Existing private central water and sewage systems will remain private.

### **Option 2: Revise the By-law**

Policy & Strategy Committee may recommend Council to revise the By-law. Changing the definition of a land-leased community to 5 or more manufactured homes, as suggested by a resident, will allow the existing development pattern to continue and residents to use manufactured homes like any other type of housing.

If Council wishes to revise the By-law instead of repealing, staff recommends Council to direct staff to further work on revising the technical component, so that the Land Leased Community By-law will be consistent with the current Subdivision By-law.

### **Option 3: Sustain the By-law**

Policy & Strategy Committee may recommend Council to sustain the Land-Leased Community By-law and close the By-law review process.

## COMMUNICATION CONSIDERATIONS

Although this by-law review process is not subject to Policy MDL-66 regarding the Public Participation Program, staff recommends following the policy guideline to engage with the public regarding land leased communities within the Municipality. Upon given notice of intention to repeal, staff intends to engage residents and stakeholders of land-leased communities in the Municipality before a second reading is conducted. Some of the potential stakeholders include:

- Landowners of the existing land-leased communities;
- South Shore Housing Action Coalition;
- Manufactured Housing Association of Atlantic Canada;
- Home manufacturers; and
- Manufactured housing consultants.

## CONCLUSION

The Land-Leased Community By-law was drafted for the three main reasons: to provide affordable housing and to accommodate those with high mobility; to control high density development in rural areas, and to regulate homes with certain designs that may stand out amongst existing developments. The principle of affordable housing is beneficial to the community; however, the market trend has shifted to apartment rental units for those seeking affordable units or temporary living spaces. Controlling high-density development is also beneficial, but it is inconsistent with other regulations as other types of multi-unit housing are not regulated in rural areas without zoning. As for mitigating fear that manufacturing homes are incompatible with existing rural subdivisions, current manufacturing homes are designed so that their visuals are indistinguishable to a single-family dwelling. From staff's point of view, the By-law is not meeting any of its goals.

The By-law resulted in an unintended consequence that residents are unable to build their home in a certain way, simply because it was prefabricated. As staff determined that regulating the source of housing was not the intention of the By-law, staff suggests that the Policy & Strategy Committee recommends Municipal Council to repeal the By-law by recommending Option 1 in this staff report.

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Department: Planning & Development Services  
Directory: 66320-35

Prepared by: Byung Jun Kang, Planner	Date: 2019.07.12
Reviewed by: Norma Schiefer, Development Officer	Date: 2019.08.22
Approved by: Jeff Merrill, Director of Planning & Development	Date: 2019.09.09

**DRAFT**

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**

**A By-law Respecting the Repeal of the Land-Leased Community By-law**

Be It Enacted by the Council of the Municipality of the District of Lunenburg that the Land-Leased Community By-law adopted on April 17, 2001 is hereby repealed.

Municipal Clerks Annotation for Official By-law Book

Date of First Reading:

Date of Advertisement – Notice of Intention:

Date of Second Reading:

**Date of Advertisement of Passage of By-law\*:**

I certify that the **“By-law Respecting the Repeal of the Land-Leased Community By-law was approved** as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**\*Effective Date of the By-law unless otherwise specified in the By-law**



# Municipality of the District of Lunenburg

## Fire & Emergency Services

### MEMORANDUM

Date: September 10, 2019

To: Chair and Committee Members of the FESC

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Fire Department General / Liability Insurance

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The Fire and Emergency Services Committee in session on Monday 09<sup>th</sup> September 2019, made the following recommendation to Council:

**“That Municipal Council approve BFL Canada as the New Insurance Provider for the Group Fire Department General / Liability Insurance Program as outlined in Option 2 of their proposal; and further the Municipal Council adopt the revised insurance grant distribution so that no department pays more in net premiums in this fiscal year (2019/2020)”.**

Respectfully submitted,

Chris Kennedy  
Fire Services Coordinator



# Municipality of the District of Lunenburg

## Fire & Emergency Services

### MEMORANDUM

Date: August 6, 2019

To: Fire Chief's & Lunenburg Regional Fire & Emergency Services (LRFES)

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: Request from FESC Regarding Group Insurance Proposal from BFL Canada

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As you all know the Fire & Emergency Services Committee's (FESC) Insurance Subcommittee has been working on insurance for a group personnel policy. During this process the Municipal Joint Services Board issued a Request for Proposals (RFP) for insurance on General Insurance and Liability. Two companies responded to the RFP, and BFL Canada's proposal was rated as the best value, based on their stronger qualitative evaluation and better pricing.

The RFP used a much higher deductible that would have made claims for many departments very challenging financially. In discussion with Ed Nix of BFL Canada, who has extensive knowledge of our fire services, the FESC reviewed three insurance program options to compare insurance costs with different deductibles. The FESC recommends option 2 because it:

- was closest to our present policy's deductibles,
- will result in cost savings; and
- includes other benefits not presently in our group policy.

Appendix "B" of this memo is an executive summary from BFL Canada on coverages included in Option 2. There was a good discussion and comments on the proposals, and the committee was supportive of the significant savings and coverage improvements using the option 2 proposal versus the other two options.

Due to the way the insurance industry standards and premiums are formulated, eight departments saw an increase in premiums in Option 2. The committee agreed that no single department should see an increase in their premiums going to a new insurance provider. In further discussion, FESC members directed MODL staff to look at the present insurance grant amount and formulate a plan to address this issue, so **no single department would pay more.**

The insurance cost summary (Appendix A) shows the current insurance premiums and compares them with the proposed Option 2 insurance program with a revised insurance grant. As directed, the proposed insurance program provides improved coverage, overall savings for the fire service on premiums, and no department will pay more for insurance.

Appendix A – Cost Comparison – Current vs. Proposed

MUNICIPALITY OF THE DISTRICT OF LUNENBURG - FIRE DEPARTMENTS  
INSURANCE COMPARISON

Fire Department	Fiscal 18/19 Premium	Existing Grant	Net insurance Premium (18/19)	Option 2 Premium (\$2500 deductible)	Proposed Grant	Net Insurance Premium (proposed, Option 2)	Savings
Big Tancook	5,246	1,184	4,062	5,709	1,647	4,062	0
Blockhouse	10,604	2,394	8,210	9,201	2,096	7,105	1,105
Conquerall Bank	9,659	2,181	7,478	9,004	2,051	6,953	526
Cornwall	7,314	1,651	5,663	7,004	1,596	5,408	254
Dayspring	11,394	2,572	8,822	9,700	2,210	7,490	1,332
District 1 & 2	1,654	373	1,281	1,840	559	1,281	0
Hebb's Cross	8,364	1,888	6,476	8,245	1,878	6,367	109
Hebbville	9,595	2,166	7,429	8,092	1,843	6,249	1,180
Hemford	8,275	1,868	6,407	7,723	1,759	5,964	443
Indian Point	4,046	913	3,133	5,736	2,603	3,133	0
Italy Cross	7,518	1,697	5,821	9,416	3,595	5,821	0
LaHave	11,173	2,522	8,651	10,102	2,301	7,801	850
Lapland	6,073	1,371	4,702	6,268	1,566	4,702	0
Maders Cove	1,430	323	1,107	1,818	711	1,107	0
Martins River	9,531	2,152	7,379	8,861	2,019	6,842	537
Midville	7,617	1,720	5,897	7,204	1,641	5,563	335
New Germany	14,085	3,180	10,905	12,706	2,895	9,811	1,094
Northfield	13,654	3,082	10,572	10,706	2,439	8,267	2,305
Oakhill	13,743	3,103	10,640	12,076	2,751	9,325	1,316
Petite Riviere	10,515	2,374	8,141	8,292	1,889	6,403	1,738
Pleasantville	10,563	2,385	8,178	8,420	1,918	6,502	1,677
Riverport	10,933	2,468	8,465	9,629	2,194	7,435	1,029
Tri-District	17,927	4,047	13,880	15,863	3,614	12,249	1,631
United Communities	7,733	1,746	5,987	8,069	2,082	5,987	0
Walden	5,425	1,225	4,200	4,989	1,137	3,852	348
Wileville	6,270	1,415	4,855	6,860	2,005	4,855	0
<b>Total</b>	<b>230,341</b>	<b>52,000</b>	<b>178,341</b>	<b>213,533</b>	<b>53,000</b>	<b>160,533</b>	<b>17,808</b>



## Appendix “B” Executive Summary BFL Coverage

July 22, 2019

District of Lunenburg Fire Commissions and Fire Departments  
 Program Summary with two alternative options and comparative summary to the current insurance program with Cowan.

### **RFP Specifications as submitted by BFL – Option 3 on the comparative premium summary**

#### **Coverage Values/Limits**

\$25,000,000 Auto, General Liability, Errors and Omissions Liability  
 \$25,000,000 Non Owned Automobile Liability  
 \$5,000,000 Environmental Liability  
 \$1,000,000 Forest Fire Fighting Expense  
 \$250,000 Legal Expense  
 \$500,000 Wrongful Dismissal Legal Expense  
 \$500,000 Legal Liability for Damage to Hired Automobiles  
 \$1,000,000 Employee Dishonesty  
 \$1,000,000 Depositors Forgery  
 \$200,000 Inside/Outside Robbery and Holdup  
 \$200,000 Computer and Funds Transfer Fraud  
 \$200,000 Audit Expenses  
 \$100,000 Social Engineering  
 Replacement Cost on Truck – no limit on age

Vehicle lists as provided and updated July 2019. **All vehicles** carry All Perils (Collision and Comprehensive combined)

Buildings and Equipment lists as provided. All locations on Broad Form coverage, Replacement Cost, including Flood, Earthquake and Sewer Backup. Equipment breakdown is included. Same as Cowan.

#### Deductibles (RFP response)

General Liability - \$10,000  
 Environmental Liability - \$5,000  
 Errors and Omissions Liability - \$5,000  
 Legal Expense - \$0 – nil  
 Wrongful Dismissal - \$5,000  
 Crime Coverages - \$0 – nil except Social Engineering Fraud is \$25,000  
 Trucks – All - \$2,500 regardless of size/value  
 Property - \$10,000

Flood - \$50,000  
 Earthquake – 3% or \$100,000 whichever is greater



### **Option 1 on Comparative Premium Summary**

The following are the variances from the RFP standard (Option 3)

- Property deductible reduced from \$10,000 to \$5,000
- General Liability deductible reduced \$10,000 to \$5,000

No other changes were made to the core RFP standard coverages/limits/deductibles

### **Option 2 on the Comparative Premium Summary**

The following are the variances from the RFP standard (Option 3)

- Property deductible reduced to \$10,000 to \$2,500
- General Liability deductible reduced from \$10,000 to \$5,000

No other changes were made to the core RFP standard coverages/limits/deductibles

Existing Cowan (2018 Renewal) v BFL Program variances (RFP responses to Cowan Program) – only differences/variances are provided for here

- BFL \$25M limits for Auto, General Liability, Errors and Omissions v \$10M for Cowan
- BFL \$100,000 Social Engineering Fraud v \$0 for Cowan
- BFL \$1M Forest Fire Fighting Expense v \$2M Cowan
- BFL \$200,000 Inside/Outside Robbery v \$1M Cowan
- BFL \$1M Depositors Forgery v \$250,000 Cowan
- BFL – Unlimited replacement cost on trucks (no age cap) v Cowan 25 years
- BFL Truck Deductibles - \$2,500 on ALL trucks regardless of size/value v Cowan is \$1,000 for light, \$2,500 medium, \$5,000 and \$10,000 on heavy/high value trucks.
- BFL provides All Perils on ALL trucks, Cowan has 4 units with no Physical Damage Coverage

Based on the deductible option selected for the property, the deductibles will vary when comparing Cowan to BFL. For example – if Option 2 is selected with the \$2,500 deductible, that compares favourably with Cowan who has a \$1,000 or \$2,500 deductible.

Deductibles on the trucks vary, with BFL's standard \$2,500 deductible, a significant number of trucks in the fleet would see a reduced deductible from \$10,000 or \$5,000 with Cowan to BFL's \$2,500.

Department/Commission	Option 1 - \$5000 deductible	Option 2 - \$2500 deductible	Option 3 - \$10,000 deductible	Current Premium	Comparison vs Option 1	Comparison vs Option 2
Big Tancook	\$5,685	\$5,709	\$5,163	\$5,246	439.00	463.00
Blockhouse	\$8,983	\$9,201	\$8,210	\$10,604	-1,621.00	-1,403.00
Conquerall Bank	\$8,701	\$9,004	\$7,829	\$9,659	-958.00	-655.00
Cornwall	\$6,891	\$7,004	\$6,269	\$7,314	-423.00	-310.00
Dayspring	\$9,501	\$9,700	\$8,779	\$11,394	-1,893.00	-1,694.00
District 1 & 2	\$1,835	\$1,840	\$1,612	\$1,654	181.00	186.00
Hebb's Cross	\$8,063	\$8,245	\$7,341	\$8,364	-301.00	-119.00
Hebbville	\$7,876	\$8,092	\$7,154	\$9,595	-1,719.00	-1,503.00
Hemford	\$7,543	\$7,723	\$6,821	\$8,275	-732.00	-552.00
Indian Point	\$5,649	\$5,736	\$5,077	\$4,046	1,603.00	1,690.00
Italy Cross	\$9,078	\$9,416	\$8,256	\$7,518	1,560.00	1,898.00
LaHave	\$9,815	\$10,102	\$8,993	\$11,173	-1,358.00	-1,071.00
Laplاند	\$6,178	\$6,268	\$5,606	\$6,073	105.00	195.00
Maders Cove	\$1,814	\$1,818	\$1,591	\$1,430	384.00	388.00
Martins River	\$8,669	\$8,861	\$7,947	\$9,531	-862.00	-670.00
Midville	\$7,073	\$7,204	\$6,451	\$7,617	-544.00	-413.00
New Germany	\$12,441	\$12,706	\$11,617	\$14,085	-1,644.00	-1,379.00
Northfield	\$10,466	\$10,706	\$9,642	\$13,654	-3,188.00	-2,948.00
Oakhill	\$11,600	\$12,076	\$10,628	\$13,743	-2,143.00	-1,667.00
Petite Riviere	\$7,876	\$8,292	\$7,286	\$10,515	-2,639.00	-2,223.00
Pleasantville	\$8,173	\$8,420	\$7,351	\$10,563	-2,390.00	-2,143.00
Riverport	\$9,412	\$9,629	\$8,690	\$10,933	-1,521.00	-1,304.00
Tri-District	\$15,406	\$15,863	\$14,483	\$17,927	-2,521.00	-2,064.00
United Communities	\$7,856	\$8,069	\$7,084	\$7,733	123.00	336.00
Walden	\$4,925	\$4,989	\$4,403	\$5,425	-500.00	-436.00
Willeville	\$6,714	\$6,860	\$5,992	\$6,270	444.00	590.00
	\$208,223	\$213,533	\$190,275	\$230,341	-22,118.00	-16,808.00
				Average Savings	-850.69	-646.46
				Maximum Savings	-3,188.00	-2,948.00
				Maximum Extra	1,603.00	1,898.00
If XS Removed (Per Dept)	Commission	FD	Total			
	-172	-381	10,000			



Municipality of the District of Lunenburg  
Fire & Emergency Services

## MEMORANDUM

Date: September 10, 2019  
To: Chair and Committee Members of the FESC  
From: Chris Kennedy, Fire & Emergency Services Coordinator  
Subject: Amended Terms of Reference for Fire and Emergency Services Committee

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The Fire and Emergency Services Committee in session on Monday 09<sup>th</sup> September 2019, made the following recommendation to Council:

**“That Municipal Council accept the proposed changes to Section 6 of the Terms of Reference as presented.”**

Respectfully submitted,  
Chris Kennedy  
Fire Services Coordinator

**Municipality of the District of Lunenburg  
Fire and Emergency Services Committee  
Terms of Reference**

The Fire and Emergency Service providers and Municipal Council for the Municipality of the District of Lunenburg formed the Fire and Emergency Services Committee in the summer of 1990. This committee was formed to improve communications between elected officials and Fire and Emergency Service Providers. [Amended Sept. 25, 2018]

**1. Mandate**

The Fire and Emergency Services Committee (FESC) advises Municipal Council on matters pertaining to Fire and Emergency Services. The Committee will report to Council through the Fire Services Coordinator. [Amended Sept.25, 2018]

**2. Goal**

The goal of the FESC is to provide an advisory and consultative role to Council, respecting Fire and Emergency Services and programs.

**3. Purpose**

The purpose of the FESC is to provide input on the following within the Municipality of the District of Lunenburg.

- 3.1. Recommend improvements to the delivery of Fire and Emergency Services;
- 3.2. To consider policies relating to Fire and Emergency Services and make appropriate recommendations to Council;
- 3.3. To review and make recommendations for funding principles;
- 3.4. Research and examine issues as directed by Council, and report findings to Council through the Committee;
- 3.5. Liaise between Fire and Emergency Service Providers and Municipal Council.

**4. Definitions**

“Council” means the Council for the Municipality of the District of Lunenburg

“Committee Members” means voting members appointed to the Committee by council

**5. Membership**

- 5.1. The Committee shall consist of ten (10) members and the Mayor will sit as an ex officio. [Amended Nov. 1, 2016]

- 5.1.1. Four fire representatives will be nominated, as per section 6 of the Terms of Reference, for Committee members at the Annual General meeting (AGM) for Fire & Emergency Services, then recommended to Council for appointment. **[Amended Nov. 1, 2016 & Sept. 25, 2018]**
- 5.1.2. Four members will be Council representatives and appointed by Municipal Council. **[Amended Nov. 1, 2016]**
- 5.1.3. Two members will be members at-large appointed by Council, on recommendation from the FESC. **[Amended July 22, 2014 & Nov. 1, 2016]**
- 5.2. At-large members shall be sought by a publically advertised expression of interest and may not be a member of or the spouse of a member of Council, a fire department, commission or auxiliary. Experience with non-profit boards, governance and finances would be considered assets. **[Amended July 22, 2014]**
- 5.3. All applications meeting the minimum requirements will be reviewed by a four-member subcommittee of the FESC, consisting of two Council representatives and two fire service representatives. If insufficient qualified applications are received, the subcommittee may recommend that the position(s) remain unfilled. **[Amended July 22, 2014]**
- 5.4. **Terms**
  - 5.4.1. Council and fire service members shall be appointed for a one-year term or until such time as their successor(s) are appointed.
  - 5.4.2. At-large members shall be appointed for three-year terms or until such time as their successor(s) are appointed. **[Amended July 22, 2014 & Sept.25, 2018]**
  - 5.4.3. Any member may re-offer for the Committee when their term expires. However, their application must be submitted by the deadline. **[Amended July 22, 2014 & Sept. 25, 2018]**
- 5.5. The Chief Administrative Officer shall designate staff resources to support this Committee and they will have no voting privileges.

## 6. Nominations for Committee Members at the Annual General Meeting [Amended Sept 25, 2018]

- 6.1. Nominations can be submitted *in the following ways:* ~~to the Fire Service Coordinator seven days prior to the final Agenda package going out to the fire services via email. Those names can be brought forward in writing, by ballot or verbally from the floor when nominations are asked for then read off.~~
  - 6.1.1. **In writing** to the fire Service Coordinator seven days prior to the **meeting date;**
  - 6.1.2. **Currently serving members of the committee may be included in the re-election by advising of their intention to the fire services coordinator, in writing seven days prior to the meeting date; or** ~~Final Agenda package going out to the fire services via email.~~
  - 6.1.3. ~~Those names can also be brought forward in writing or, by ballot or~~ Verbally from the floor when nominations are asked for. **The person must be present at the meeting to accept the nomination or provide written confirmation from the person if not present accepting the nomination.** ~~Then read off~~
  - 6.1.4. **A report with any names received prior to the meeting night will be presented by the Fire Service Coordinator at the AGM prior to the voting process.**
- 6.2. Members who let their name stand will be included in the voting process
- 6.3. Voting will be done by way of ballot, one vote per fire department present at the AGM.
- 6.4. If a tie occurs after three consecutive votes, those names will be put into a hat or similar vessel, the required number of names to fill the remaining committee positions will be picked by a person appointed by the Chair of the meeting.

## 7. Election of Chair and Vice Chair

- 7.1. The Committee will elect the Chair and Vice Chair at the first meeting following the Annual Fire Services Meeting for a term of one year. [Amended July 22, 2014]
- 7.2. Elections will be carried out in accordance with MDL-01 "*Council Proceedings Policy*". [Amended Sept.25 2018]

## **8. Quorum**

- 8.1. A quorum for the Committee is a majority of the number of voting members in attendance as per section 4.1 of MDL-01, "*Council Proceedings Policy*".
- 8.2. If a quorum for the Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, however, no voting/decision making shall take place.

## **9. Roles and Responsibilities**

- 9.1. The Chair shall preside over the meetings of the Committee and assist in searching consensus on fundamental policy issues of concern.
- 9.2. The Chair with respect to FESC meetings and the Annual General Meeting will:
  - a) Enforce on all occasions, the observance of order and decorum among members;
  - b) Receive and submit to vote all motions presented by members;
  - c) Announce results of votes;
  - d) Adjourn meeting when business is concluded;
  - e) Represent and support the Committee on decisions and recommendations made;
  - f) Chair the Annual Fire and Emergency Services Meeting.
- 9.3. The Vice Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.
- 9.4. Committee Members shall attend and actively participate in all meetings and work with other members to attempt to reach consensus.

## **10. Meetings**

- 10.1. The Committee shall establish regular meetings on a bi-monthly basis.
- 10.2. Additional meetings of the Committee or working groups will be determined on an as needed basis.
- 10.3. Members will be provided with a meeting agenda and information package prior to the meeting.

- 10.4. Administrative Assistant will record all meeting discussions and post minutes on the Municipality’s website upon approval.
- 10.5. The Committee may meet in closed sessions in accordance with the provisions under Section 22 of the *Municipal Government Act*.

**11. Code of Conduct**

- 11.1. The Committee will conduct business in accordance with the Municipality’s “Code of Conduct” MDL-37.
- 11.2. Recommendations of the Committee will reflect the best interests of both the Municipality of the District of Lunenburg and the Fire and Emergency Service Providers.

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Approved by Fire and Emergency Services Committee.....	November 14, 2011
Approved by Municipal Council .....	December 13, 2011
Amendments Approved by FESC .....	July 14, 2014
Amendments Approved Municipal Council .....	July 22, 2014
Amendments Approved by FESC .....	September 26, 2016
Amendments Approved by Municipal Council .....	November 1, 2016
Amendments Approved by FESC .....	September 10, 2018
Amendments Approved by Municipal Council .....	September 25, 2018
Amendments Approved by Municipal Council .....	



## Municipality of the District of Lunenburg Fire & Emergency Services

### MEMORANDUM

Date: September 24, 2019  
To: Mayor Carolyn Bolivar-Getson and MODL Council  
From: Chris Kennedy, Fire & Emergency Services Coordinator  
Subject: Test Cistern Project Request

---

The Fire & Emergency Services Committee (FESC), at their September 9, 2019 meeting, made the following recommendation to Council:

“that Municipal Council provide capital funding of \$25,000.00 to the Town of Bridgewater for the fire apparatus test cistern, and further that the Committee recommend that Municipal Council require proof of annual pump testing of fire apparatus as part of MODL’s annual Fire and Emergency Services Provider Registration process, beginning in June of 2021, subject to Lunenburg Regional Fire & Emergency Services (LRFES) endorsing mandatory pump testing as part of MODL’s annual registration process”.

The Lunenburg Regional Fire and Emergency Services, at their regular meeting held on September 19, 2019, passed a motion supporting the above recommendation from FESC asking MODL Council for funding and mandatory pump testing for fire services by June of 2021.

If Council is in agreeance with the FESC’s recommendation, the following motion is in order:

**“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and provide capital funding of \$25,000.00 to the Town of Bridgewater for the fire apparatus test cistern, and further that Municipal Council require proof of annual pump testing of fire apparatus as part of MODL’s annual Fire and Emergency Services Provider Registration process, beginning in June of 2021”.**

Chris Kennedy  
Fire Service Coordinator



Municipality of the District of Lunenburg  
Fire & Emergency Services

## MEMORANDUM

Date: September 9, 2019  
To: Chair and Members of the Fire & Emergency Service Committee  
From: Chris Kennedy, Fire & Emergency Services Coordinator  
Subject: Fire Service Apparatus Pump Testing

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### RECOMMENDATION

**That the Fire & Emergency Services Committee (FESC) recommends that Municipal Council provide capital funding of \$25,000.00 to the Town of Bridgewater for the fire apparatus test cistern, and further that the committee recommend that Municipal Council require proof of annual pump testing of fire apparatus as part of MODL's annual Fire and Emergency Services Provider Registration process, beginning in June of 2021.**

### Optional

**Move that FESC request Lunenburg Regional Fire & Emergency Services (LRFES) endorse mandatory pump testing as part of MODL's Annual Fire and Emergency Services Provider Registration process.**

### BACKGROUND

#### What is Pump testing?

Fire Apparatus pump testing has been a topic amongst fire services in our county for many years and has been discussed at the County level and FESC meetings. Currently it is not a mandatory requirement for the annual registration of fire departments. Some smaller department with limited budgets mention pump testing to be a burden financially while others just don't do it for other reasons.

Prior to pump testing a certified Emergency Vehicle Technician (EVT) will do pump and related maintenance to get all pump related parts ready for the pump test. The cost of this varies depending on the work required. Typically, if an apparatus is having this done annually the cost for this maintenance reduces. The first time an apparatus has this maintenance performed that has not been maintained on an annual basis usually has a higher cost, due to wear of parts and

lack of this type of regular maintenance. Cost estimate could be \$300 to \$1000.00 or higher depending on work done. A typical pump test can run between \$300- \$500.00 on average.

In the past the Wiles Lake Depot has been used for pump testing purposes and those departments using this MODL park have signed agreements for the use of the area. (OP-16 Wile's Lake Park – Fire Department Usage) The park is shut down during these activities to limit interaction with the general public and keep them safe allowing firefighters to conduct their testing unimpeded. Although they still need to be vigilant of their surroundings and anyone who may wander in to the park or test area. The area that is used for testing is small, and care needs to be taken when driving apparatus and setting up for the test. This is a very labour-intensive exercise getting out suction lines and putting them safely into the lake. Take off several discharge lines to an area where the testing equipment is located and when the test is done breakdown and reload the truck to ready for service. Then travel back to their respective station and repeat for the next apparatus until all have had their maintenance and pump testing completed. Water levels and debris (leaves etc.) can also affect the outcome of the test and add time to the volunteer firefighter's day. Testing at a site like Wiles Lake can easily take the best part of the day and are more time consuming than the portable or permanent tank tests. These allowing for much quicker set up and testing greatly reducing the time requirements for our volunteers. (Attachment "D")

### **Current Pump Testing Rates & Standards Estimates**

Presently this is not a requirement of the annual registration process. There have been several discussions on why some departments do not do annual pump testing. In 2018, nine departments failed to do pump testing and they break out in the following;

Departments that had no pump testing done in 2018;

- Three to be done this year (two-year rotation)
- One missed their window last year and will be done this year. Always had annual testing done previously
- Five departments just don't do any pump testing

Note: In 2015, 7 departments hadn't done pump testing

There are 3<sup>rd</sup> party standards for pump testing. NFPA 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles states that: "Pump tests **shall** be conducted at least **annually** or whenever repairs to major components or modifications are carried out to an emergency vehicle that is used in pumping operations."

The standard goes on to say all the other requirements are checked by a certified (EVT) who will put the apparatus through the required testing. Vacuum leak test, primer operation, verify pump panel plate showing ULC certification in Canada. pump pressure, flow and time to meet the ULC rating for any given apparatus etc. Any new apparatus in Canada must meet ULC S515-13. Attachment "E"

## **Cistern project**

- Town of Bridgewater and the Bridgewater FD is proposing an inground test cistern for performing annual pump testing.
- The total cost of the project is expected to be in the \$50,000.00 range.
- Speaking with the Fire Departments Deputy Chief who is lead on the project, they would like to have the system in and running before winter of 2019
- The funding if approved by MODL council would allow for the following
  - Would allow any MODL fire department to use the facility free of charge, if funding not approved there would be a user charge per apparatus tested
  - Cistern Maintenance would be the town of Bridgewater's responsibility
  - Allow for scheduling an EVT for multiple apparatus pump testing on a given day possibly reducing fees, dept's still pay for testing individually

## **DISCUSSION**

At the last Lunenburg Regional Fire and Emergency Services meeting held at the Hebbville Fire station on August 15, 2019 the proposal from the Bridgewater FD and the pump testing site was discussed. (See Attachment "D") President Zink asked for a show of hands who would use this site if built and approximately 66% of those present said they would. There were twenty out of 24 departments from MODL present. Letter of support and motion attached.(Page 11)

Note; Wiles lake is still a required water source for firefighting activities and practicing using the dry-hydrant on site.

There was also discussion around implementing mandatory pump testing as part of the registration process. Again, smaller departments noted difficulties due to budgetary constraints and lower than average funding generated by their tax rates.

The purpose of pump testing is to ensure that any given apparatus meets the ULC requirements and can operate at the different pressures and flow rates with all lighting/emergency lighting operating. The annual results can be compared year to year for consistency, if any of the data shows a downward trend in any of the pumping capacities during the test this could indicate issues with the pump or associated devices. This allows apparatus to be checked by a Certified EVT who can then troubleshoot cause, correct any deficiencies and bring the truck up to the necessary requirements or recommend required action and cost of repairs. Annual pump testing shows due diligence on behalf of the fire department and these records are very important to show historical data on pump and apparatus maintenance.

Apparatus not subjected to an annual pump test are in an unknown state as to ULC requirements and if the apparatus can still meet them. Even though the pumping capacity may seem normal to operators the pump may or may not perform as required when high demands are put on them at active fire scenes. Pump failure or reduced capacity could occur leaving interior or exterior firefighters on hose lines in danger due to loss of water flow and pressure.

### **OPTIONS**

1. MODL provide capital funding to the Town of Bridgewater, ensuring all departments have access to the testing cistern.
2. MODL provide capital funding to the Town of Bridgewater, ensuring all departments have access to the testing cistern **AND** MODL require annual pump testing as a component of department registration.
3. MODL decline to fund the cistern project; departments interested in using the facility have the option to contribute directly to capital cost (Continue with no annual pump testing requirements).

### **BUDGETARY IMPLICATIONS**

The project was not raised by the Town Fire Department During FESC budget deliberations; there are no funds allocated in the 2019/20 budget for the project. \$25,000 would have to be sourced from MODL general budget. Alternatively, MODL could indicate to the Town that it is willing to contribute \$25,000 in 2020/21 towards the project.

### **CONCLUSION**

Note that Pump testing is a basic part of ensuring that fire fighters are safe and can respond. Note that the facility proposed by the Town will assist in safe and efficient pump testing, and if MODL is to contribute to it, all departments should be completing annual testing.

This would ensure that pumpers meet the ULC) requirements and as stated in NFPA 1911 for pumping pressures and volume.

**ATTACHMENT "A"**



Pictures supplied by the Oakhill & District FD

Onsite at fire departments pump testing using porta tank(s) and Testers equipment attached to porta-tank



**ATTACMENT "B"**

(Pictures Supplied by Metal-Fab)

Picture 1 (All lighting also required to be on for electrical draw and alternator operation)

This was a new Tanker with a 420 IGPM two discharge lines used for enough for flow and one suction line. ULC certification done at this location with an inground cistern and one of the two discharges.



Picture 2

This shows one suction line the large dark coloured ribbed line and a second 2 1/2" discharge line.



Picture 3

This shows the two gauges installed by tester in upper left corner to verify accuracy of gauges.

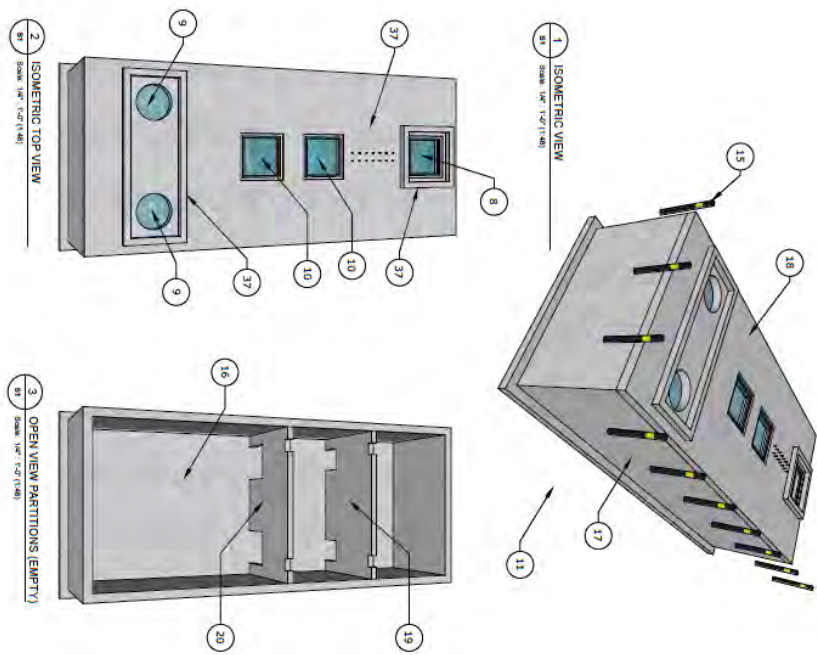


# ATTACHMANE "C"

Proposed Cistern by Bridgewater FD .

**NOTE: This is Engineered diagram and all contents are proprietary to the Town of Bridgewater and Bridgewater FD and can not be copied or reproduced for any purpose.**

- GENERAL NOTES:**
- 1 ALL CONSTRUCTION IS TO COMPLY WITH HEALTH, SAFETY & ENVIRONMENTAL PRACTICES. TYPICAL CONSTRUCTION SHALL BE AS SHOWN.
  - 2 MINIMUM CONCRETE STRENGTH REQUIRED IS 30 MPa (4000 PSI). MAXIMUM AGGREGATE SIZE 3/4" 2" TO 4" SLUMP AND 2% - 4% AIR ENTRAINMENT.
  - 3 FOR ALL HORIZONTAL STEEL REINFORCEMENT JOINTS MUST LAP BY 16" MINIMUM, INCLUDING AROUND CORNERS. WATER PUMP TEST PIT REINFORCEMENT BE-GROUND CONCRETE SHALL BE 16" MIN X 8" DEEP. SHOULD BE REINFORCED WITH 2# 10'S.
  - 4 MAXIMUM WATER STORAGE: 12'-2" X 32'-2" X 7'-6" LESS INTERIOR PARTITION VOLUMES.
  - 5 MAXIMUM WATER LEVEL ALLOWED IS 6" BELOW BOTTOM OF CONCRETE LID.
  - 6 DOORFRAME PORT IS 3' X 3' WITH A 6" X 6" PERIMETER CURB WITH ENERGY ABSORBING HOOD AND WIRE MESH.
  - 7 SUNCTION PORTS (LOCKABLE) ARE 32" IN DIAMETER (CIRCULAR TO AVOID COVERS FALLING INTO PIT).
  - 8 INSPECTION ACCESS HATCH (LOCKABLE) OPENINGS ARE 3' X 3'.
  - 9 ALL SOIL MUST BE UNDISTURBED AND WELL DRAINED. BUILT AND DECORATED (AS DETERMINED BY OTHERS).
  - 10 ALL HATCH COVERS (LOCKABLE) FOR LID OPENINGS, BUILT AND DECORATED (AS DETERMINED BY OTHERS).
  - 11 ADJACENT TRUCK/PARKING CONCRETE SLAB SHOULD BE PROVIDED.
  - 12 BOLLARDS TO BE POSITIONED AROUND TANK AS NEEDED TO PREVENT VEHICLE TRAFFIC ON TOP LID. REMOVABLE BOLLARDS AROUND SUNCTION PORT SIDE OF TANK, AND PERMANENT BOLLARDS ELSEWHERE (AS DETERMINED BY OTHERS).
- CONCRETE NOTES:**
- 16 SLAB FLOOR: 15'-4" WIDE X 35'-2" LONG X 8" THICK STEEL REINFORCED (SEE NOTES 23, 24, 25, 26). LEVEL WITH CURB EDGE. HINGE X 1-1/2" CONTINUOUS FORMED AND TANK ANCHOR PERIMETER WITH WATER SEAL GASKET.
  - 17 PERIMETER WALLS: 8" THICK STEEL REINFORCED (SEE NOTES 27, 28, 29). EXTERIOR COATED WITH FOUNDATION SEALANT. ALL JOINTS MUST BE CALKED WITH COMPATIBLE SEALANT.
  - 18 TOP LID: 14'-0" X 34'-0" LONG X 8" THICK STEEL REINFORCED (SEE NOTE 30). LEVEL WITH SLAB FLOOR. LID IS NOT REINFORCED FOR VEHICLE TRAFFIC. REINFORCED CONCRETE Baffle (SEE NOTE 31). TOP IS FLUSH WITH BOTTOM OF CONCRETE LID. PARTITION HAS TWO (2) 8" HIGH X 12" LONG OPENINGS AT TOP FOR AIR.
  - 19 PARTITION WALL: 8" THICK REINFORCED CONCRETE Baffle (SEE NOTE 32). TOP IS SAME ELEVATION AS WALL. PARTITION HAS TWO (2) 8" HIGH X 14" LONG (2) OPENINGS AT TOP FOR AIR.
  - 20 CURBS: LOCATED AROUND SUNCTION AND DISCHARGE PORTS 6" X 6" (SEE NOTE 33).
  - 21 OPENINGS: LEDGE-UP AROUND PERIMETER OF TOP LID OPENINGS, 2" VERTICAL AND 4" HORIZONTAL (SEE NOTE 34).
- STEEL REINFORCEMENT NOTES:**
- 23 SLAB FLOOR (UPPER MAT): 20# REBAR AT 8" CENTRES IN 14' PIT WIDTH DIRECTION, 10# REBAR AT 16" CENTRES IN 34' PIT LENGTH DIRECTION, 15# REBAR AT 16" CENTRES, VERTICAL & HORIZONTAL.
  - 24 SLAB FLOOR (UPPER PERIMETER): 10# REBAR.
  - 25 SLAB FLOOR (ANCHORS): 15# REBAR AT 16" CENTRES, 16" VERTICAL, 8" HORIZONTAL.
  - 26 PERIMETER WALL (INNER MAT): 10# REBAR AT 8" CENTRES, VERTICAL & HORIZONTAL.
  - 27 PERIMETER WALL (OUTER MAT): 10# REBAR AT 8" CENTRES, VERTICAL & HORIZONTAL.
  - 28 TOP LID: 2" ABOVE BOTTOM OF LID, 20# REBAR AT 8" CENTRES, IN 14' PIT WIDTH DIRECTION, 10# REBAR AT 16" CENTRES, IN 34' PIT LENGTH DIRECTION.
  - 29 PARTITION A: 10# REBAR AT 16" CENTRES, VERTICAL & HORIZONTAL, LOCATED IN MIDDLE OF WALL, 2" FROM ALL EDGES.
  - 30 PARTITION B: 10# REBAR AT 16" CENTRES, VERTICAL & HORIZONTAL, LOCATED IN MIDDLE OF WALL, 2" FROM ALL EDGES.
  - 31 PARTITION PINS: 15# REBAR (MINIMUM), 2" SPACING, 8" LONG WITH 4" EMBEDDED IN FLOOR AND PERIMETER WALLS (AS REQUIRED).
  - 32 OPENINGS (ROBES): ENSURE REBAR EXTENDS INTO LEDGE-UP BY 2". LINE EDGE WITH 1-1/2" X 1-1/2" STAINLESS OPENINGS (ADDITIONALLY FOR ALL OPENINGS, THREE (3) LENGTHS OF 20# REBAR AT 8" CENTRES, IN 14' PIT WIDTH DIRECTION, AND 34' PIT LENGTH DIRECTION, PLACED BETWEEN EXISTING TOP LID REBAR.
  - 33 STAINLESS STEEL BOLTS EMBEDDED IN RIM OF CURBS WITH TRENDS EXPOSED BY 2". TWO (2) PER SIDE OF CURB. TWO (2) ROWS OF FIVE (5) BOLTS GRID PATTERN, 8" SPACING. FOR ANCHORING BRACKET (AS DETERMINED BY OTHERS).



**ATTACHMENT “D”**

Provided by the Oakhill and District FD

Wiles Lake park shows limited space for apparatus on the outcrop and the hose and time required for preparation of testing.



Attachment "E" ULC Plate for Certification

		<b>AUTOMOBILE FIRE FIGHTING APPARATUS</b> <b>APPAREIL DE LUTTE CONTRE L'INCENDIE</b>			
		<b>LISTED</b> Standard: CAN/ULC-S515-04 NO. <input type="text"/>			
Vehicle Identification Number Numéro d'identification de véhicule		<input type="text"/>			
Water Tank Capacity Capacité du réservoir d'eau		<input type="text"/>	Gal	Date:	<input type="text"/>
<b>PUMP RATING / RENDEMENT DE LA POMPE</b>					
<input type="text"/>	ICPM	<input type="text"/>	150	psi @	<input type="text"/>
<input type="text"/>	ICPM	<input type="text"/>	200	psi @	<input type="text"/>
<input type="text"/>	ICPM	<input type="text"/>	250	psi @	<input type="text"/>
No load governed speed RPM sans charge					<input type="text"/>
		<b>HUB FIRE ENGINES &amp;</b> <b>EQUIPMENT LTD.,</b> <b>ABBOTSFORD, BRITISH COLUMBIA</b>			

## Letter of Support and Motion From LRFES



**Lunenburg Regional**  
**FES**  
Fire & Emergency Services

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Chief Corey Zinck  
President – Lunenburg Regional Fire & Emergency Services  
PO Box 263  
Bridgewater, NS B4V 2W9

August 22, 2019

Brian Keizer  
Chief Tom Lockwood  
Chief Steve Patterson  
Deputy Chief Dean Schmeisser

Fire Service Members – FESC

The Lunenburg Regional Fire & Emergency Services Association (LRFES) at our meeting on August 15<sup>th</sup>, 2019 passed the following motion:

*To request that MoDL cost share in the cost of the pump test tank in Bridgewater.*

There was discussion held among the Departments in attendance on who would use it if it was available as well as discussion on the topic of pump testing in general.

Please let me know if there are any questions.

Yours in the Fire Service

A handwritten signature in blue ink, appearing to read 'Corey Zinck', is written over the typed name and title.

Chief Corey Zinck  
President – LRFES  
(902) 523-0655  
corey.zinck@gmail.com



# Municipality of the District of Lunenburg

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

September 17, 2019

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

Dear Mayor and Councillors:

The Audit Committee, in session on Tuesday, September 17, 2019, made the following  
recommendations to Council:

1. That Municipal Council approves the Municipality of the District of Lunenburg's Consolidated Financial Statements for the year ended March 31, 2019.

Respectfully submitted,

Chairman and Members  
Audit Committee

/rh



# Municipality of the District of Lunenburg

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## Planning & Development Services

September 17, 2019

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Monday, September 16, 2019, made the following recommendation to Municipal Council:

*that Municipal Council approve the lowest bid from FancyGreen Property Maintenance for the clean up of the property located at 597Oakhill Road, Oakhill, PID 60248374; that is \$2050.00 + \$307.50 HST, for a total of \$2357.50*

Respectfully submitted,

The Chair and Members  
of the D&UPC

/sb

Attachments



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

*REQUEST FOR DECISION/DIRECTION*

**REPORT TO:** Dangerous & Unsightly Property Committee  
**SUBMITTED BY:** Kyle Whynot  
**DATE:** September 16, 2019  
**FILE No.** NC170001  
**RE:** **Quote Recommendation**  
Unsightly premise – Joyce Dubeau & Mae Pettipas  
Property – 597 Oakhill Road, Oakhill, NS  
PID # 60248374 Assessment # 02388936  
**ORIGIN:** Unsightly Property Complaint

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**RECOMMENDATION**

Staff recommends:

**That the Committee recommend to Council that the lowest quote from FancyGreen Property Maintenance. be accepted for the clean up of the property located at 597 Oakhill Road, Oakhill, PID 60248374; that is \$2,050.00 + \$307.50 HST, for a total of \$2,357.50.**

**BACKGROUND**

The Municipality received an unsightly property complaint on January 3, 2017 in reference to the above-noted property. An initial inspection was carried out on January 17, 2017 which concluded that the property is considered unsightly under the terms of the *Municipal Government Act* (the "Act"). As per Policy MDL-07, a letter dated January 20, 2017 was sent to the property owners advising of the unsightly condition of the property and the action required to remedy the conditions of the property.

A follow up inspection of the property was conducted on March 7, 2017 and found little to no change to the conditions of the property. A 30 day order dated March 8, 2017 was posted on the property and a copy sent to the property owner. That Order reads:

**IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:**

**ACTION “To remedy the unsightly condition, the household items, fridge, old lumber, dilapidated RV trailer, and assorted debris must be cleaned up and removed from the property”.**

A follow up inspection of the property was conducted on April 12, 2017 which found little to no change to the unsightly condition of the property. The matter was then sent for tenders.

The matter was brought to the Dangerous and Unsightly Properties Committee with a quote recommendation. The Committee granted the property owner a 60 day extension to remedy the unsightly property condition. A letter dated May 25, 2019 was sent to the property owner outlining the terms of the extension as directed by the committee.

On July 20, 2017 the property owner requested an additional 30 day extension to clean up the property. The extension was granted. A follow up inspection was conducted on October 23, 2017 and found improvements to the conditions of the property were made, however still clean up to be done. The matter was referred to the Dangerous and Unsightly Property Committee.

A Dangerous and Unsightly Property Committee meeting was held on February 23, 2018. The Committee directed Staff to communicate with the property owner to determine if the property owner was interested in making application for the MDL-74 Unsightly Premises Clean-up Assistance Program.

A letter dated March 28, 2018 was sent to the property owner advising of the assistance program. All mail correspondence to date have been returned mail. On October 3, 2018 Staff spoke to the property owner onsite. The assistance program was explained, and an application left onsite. No attempts were made by the property owner to apply for the assistance program.

A second order was posted to the property on May 14, 2019 and a copy sent to the property owner. A follow up inspection was conducted on June 11, 2019 that found no change to the unsightly condition. The matter was then sent for quotes for the clean up of the property.

Staff will be inspecting the property prior to the Dangerous & Unsightly Committee and will provide updated photos.

## **DISCUSSION**

- The Property Valuation Services Corporation (PVSC) records show the property as being assessed at \$33,500.00.
- The lot area is 21,527sq ft (0.49 acres)
- Property taxes owing since 2016 are \$1,194.24.

**QUOTES**

1. Envirobate Inc.  
\$6,500.00 + \$975.00 HST = \$7,475.00
2. FancyGreen Property Maintenance  
\$2,050.00 + \$307.50 HST = \$2,357.50
3. Verhagen Demolition Limited  
\$9,300.00 + \$1,395.00 HST = \$10,695.00
4. Good Mooring Limited  
\$8,650.00 + \$1,297.50 HST = \$9,947.50

**ALTERNATIVES**

- 1) Grant additional time to clean up.
- 2) Deem not to be unsightly and close the file.

**CONCLUSION**

It is my opinion that the property is unsightly as per the Municipal Government Act.

**ATTACHMENTS**

- Photos from last inspection
- Quotes

Report Prepared By: Kyle Whynot Date: September 16, 2019

Report Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_













Municipality of the District of Lunenburg  
RFQ 2019-01-307  
Unsightly Property Clean-up

August 20, 2019  
597 Oakhill Road, Oakhill, NS  
PID 60248374 AA 02388936



Please submit a quotation for the following:

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: garbage, junk, furniture, appliances and construction debris.
- Debris to be tipped at an approved landfill \*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME
- Following notification of award, Contractor must contact Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Fancy Green Property Maintenance

Civic Address: 480 Glen Allan Dr

City /Province/ Postal Code: Bridgewater NS B4V0B1

Telephone: 902 298-2406 Fax: \_\_\_\_\_

Email Address: fancygreenproperty@gmail.com

HST #: 72398 3524 RT0001

Name of Representative: Michael Green

Signature of Representative: Michael Green

Date: Sept 2nd 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 600.00

TRUCKING: \$ 250.00

DISPOSAL FEES\*: \$ 1200.00

SUB-TOTAL: \$ 2050.00

HST: \$ 307.50

TOTAL: \$ 2357.50

Expected Start Date: Sept 13<sup>th</sup> 2019

Expected Completion Date: Sept 15<sup>th</sup> 2019

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)

Municipality of the District of Lunenburg  
RFQ 2019-01-307  
Unightly Property Clean-up

August 20, 2019  
597 Oakhill Road, Oakhill, NS  
PID 60248374 AA 02388936



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: garbage, junk, furniture, appliances and construction debris.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, Contractor must contact Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Envirobate Inc.

Civic Address: 193 Susie Lake Crescent

City /Province/ Postal Code: Halifax . NS. B3S 1C3

Telephone: 902-832-0820 Fax: 902-832-0662

Email Address: Gordie.mathesow@Envirobate.ca

HST #: 82106 2148 RT0001

Name of Representative: Gordie Mathesow

Signature of Representative: [Signature]

Date: Sept 3/19

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 4,500.00

TRUCKING: \$ 1,000.00

DISPOSAL FEES\*: \$ 1,000.00

SUB-TOTAL: \$ 6,500.00

HST: \$ 975.00

TOTAL: \$ 7,475.00

Expected Start Date: Sept 9/19

Expected Completion Date: Sept 12/19

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)

Municipality of the District of Lunenburg  
RFQ 2019-01-307  
Unsightly Property Clean-up

August 20, 2019  
597 Oakhill Road, Oakhill, NS  
PID 60248374 AA 02388936



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: garbage, junk, furniture, appliances and construction debris.
- Debris to be tipped at an approved landfill \*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME
- Following notification of award, Contractor must contact Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: GOOD MOORING LTD

Civic Address: 6114 ST MARGARETS BAY RD

City /Province/ Postal Code: HD OF ST MARGARET'S BAY, N.S. B3Z 2C4

Telephone: 902-412-7307 Fax: \_\_\_\_\_

Email Address: GOODMOORINGLTD@GMAIL.COM

HST #: 802867192 0001

Name of Representative: STEVEN MARRIOTT

Signature of Representative: 

Date: AUG 29, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 5200.00

TRUCKING: \$ 2500.-

DISPOSAL FEES\*: \$ 950.00 (EST)

SUB-TOTAL: \$ 8650.00

HST: \$ 1297.50

TOTAL: \$ 9947.50

Expected Start Date: Sept 25, 2019 (OR AS REQUESTED)

Expected Completion Date: Sept 27, 2019

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: garbage, junk, furniture, appliances and construction debris.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, Contractor must contact Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Verhagen Demolition Limited

Civic Address: 6408 Highway #4

City/Province/Postal Code: Lunenburg Nova Scotia B2H5C4

Telephone: 902 252 6411 Fax: 902 928 0990

Email Address: marinus.verhagen@eastlink.ca

HST #: 8599 70170 RT

Name of Representative: Marinus Verhagen

Signature of Representative: Marinus Verhagen

Date: September 3, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 2,700.00

TRUCKING: \$ 3,800.00

DISPOSAL FEES\*: \$ 2,800.00

SUB-TOTAL: \$ 9,300.00

HST: \$ 1,395.00

TOTAL: \$ 10,695.00

Expected Start Date: one week after notification.

Expected Completion Date: 2 days to complete.

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



# Municipality of the District of Lunenburg

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## Planning & Development Services

September 17, 2019

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Monday, September 16, 2019, made the following recommendation to Municipal Council:

*that Municipal Council approve the lowest bid from FancyGreen Property Maintenance for the clean up of the property located at 328 South Side Road, Stonehurst, PID 60173796; that is \$1640.00 + \$246.00 HST, for a total of \$1886.00*

Respectfully submitted,

The Chair and Members  
of the D&UPC

/sb

Attachments



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

*REQUEST FOR DECISION/DIRECTION*

**REPORT TO:** Dangerous & Unsightly Property Committee  
**SUBMITTED BY:** Kyle Whynot  
**DATE:** September 16, 2019  
**FILE No.** NC180044  
**RE:** **Quote Recommendation**  
Unsightly premise – Jamie Selig, Bonnie Milton & Avery Lohnes  
Property – 328 South Side Road, Stonehurst, NS  
PID # 60173796 Assessment # 04965426  
**ORIGIN:** Unsightly Property Complaint

---

**RECOMMENDATION**

Staff recommends:

**That the Committee recommend to Council that the lowest quote from FancyGreen Property Maintenance. be accepted for the clean up of the property located at 328 South Side Road, Stonehurst, PID 60173796; that is \$1,640.00 + \$246.00 HST, for a total of \$1,886.00.**

**BACKGROUND**

The Municipality received an unsightly property complaint on May 18, 2018 in reference to the above-noted property. An initial inspection was carried out on May 24, 2018 which concluded that the property is considered unsightly under the terms of the *Municipal Government Act* (the “Act”). As per Policy MDL-07, a letter dated June 8, 2018 was sent to the property owners advising of the unsightly condition of the property and the action required to remedy the conditions of the property.

A follow up inspection was conducted on August 13, 2018 and found no change to the condition of the property. Staff spoke to the property owner on site and advised of the unsightly condition and how to remedy the conditions.

A further inspection of the property was conducted on November 29, 2018 and found little to no change to the conditions of the property. A 30 day order dated December 5, 2018 was posted on the property and a copy sent to the property owner. That Order reads:

**IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:**

**ACTION "To remedy the unsightly condition all garbage, junk, old trailers, old snowmobiles, old lawn tractors, wood and construction debris, old metal and auto parts must be cleaned up and removed from the property".**

A letter dated December 12, 2018 was sent to the property owners advising that the order deadline was extended until January 23, 2019.

A follow up inspection of the property was conducted on May 23, 2019 which found no change to the unsightly condition of the property. The matter was then sent for tenders.

Staff will be inspecting the property prior to the Dangerous & Unsightly Committee and will provide updated photos.

## **DISCUSSION**

- The Property Valuation Services Corporation (PVSC) records show the property as being assessed at \$46,000.00.
- The lot area is 0.4304 acres.
- Property taxes are paid.

## **QUOTES**

1. FancyGreen Property Maintenance  
\$1,640.00 + \$246.00 HST = \$1,886.00
2. Envirobate Inc.  
\$3,000.00 + \$450.00 HST = \$3,450.00
3. Verhagen Demolition Limited  
\$7,700.00 + \$1,155.00 HST = \$8,855.00
4. Sotiris Enterprises Limited

\$4,950.00 + \$742.50 HST = \$5,692.50

5. William A Gerhardt Property Improvement

\$1,920.00 + \$288.00 HST = \$2,208.00

**ALTERNATIVES**

- 1) Grant additional time to clean up.
- 2) Deem not to be unsightly and close the file.

**CONCLUSION**

It is my opinion that the property is unsightly as per the Municipal Government Act.

**ATTACHMENTS**

- Photos from last inspection
- Quotes

Report Prepared By: Kyle Whynot Date: September 16, 2019

Report Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_







Municipality of the District of Lunenburg  
RFQ 2019-01-309  
Unightly Property Clean-up

August 6, 2019  
328 South Side Road, Stonehurst South, NS  
PID 60173796 AA 04965426



Please submit a quotation for the following:

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: derelict vehicles, household garbage, motors and wood items. **\*\*Lobster traps and boats are NOT to be removed\*\***
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Contractor must call Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Farey Green Property Maintenance

Civic Address: 480 Glen Allan Dr

City /Province/ Postal Code: Bridgewater Nova Scotia B4V0B1

Telephone: 902 298-2406 Fax: \_\_\_\_\_

Email Address: fareygreenproperty@gmail.com

HST #: 72398 3524 RT0001

Name of Representative: Michael Greer

Signature of Representative: [Signature]

Date: 09/19/19

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 390.00

TRUCKING: \$ 60.00

DISPOSAL FEES\*: \$ 650.00

Municipality of the District of Lunenburg  
RFQ 2019-01-309  
Unightly Property Clean-up

Page | 2  
August 6, 2019  
328 South Side Road, Stonehurst South, NS  
PID 60173796 AA 04965426

SUB-TOTAL: \$ 1670.00

HST: \$ 216.00

TOTAL: \$ 1886.00

Expected Start Date: 09/09/19

Expected Completion Date: 09/10/19

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

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NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, August 20, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



Please submit a quotation for the following:

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: derelict vehicles, household garbage, motors and wood items. **\*\*Lobster traps and boats are NOT to be removed\*\***
- Debris to be tipped at an approved landfill **\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME**
- Contractor must call Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: William Gerhardt Property Improvement

Civic Address: 120 Schnares Crossing Road

City /Province/ Postal Code: Lunenburg NS Box 200

Telephone: 902-634-3354 Fax: 902-634-3683

Email Address: william@gerhardts.ca

HST #: 88881 1411 RT0001

Name of Representative: William Gerhardt

Signature of Representative: 

Date: August 12, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 1120.00

TRUCKING: \$ 350.00

DISPOSAL FEES\*: \$ 450.00

SUB-TOTAL: \$ 1920.00

HST: \$ 288.00

TOTAL: \$ 2208.00

Expected Start Date: September 3rd, 2019

Expected Completion Date: September 6th, 2019

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, August 20, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)

Municipality of the District of Lunenburg  
RFQ 2019-01-309  
Unightly Property Clean-up

General Annual Report  
Most recent

August 6, 2019

328 South Side Road, Stonehurst South, NS  
PID 60173796 AA 04965426



Please submit a quotation for the following:

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: derelict vehicles, household garbage, motors and wood items. **\*\*Lobster traps and boats are NOT to be removed\*\***
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Contractor must call Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: ENUIROBATE INC

Civic Address: 193 Susie Lake Crescent

City/Province/ Postal Code: Halifax NS B3S 1C3

Telephone: 902-832-0820 Fax: 902-832-0662

Email Address: Gordie.matheson@ENUIROBATE.CA

HST #: 82106 2148 RT0001

Name of Representative: Gordie Matheson

Signature of Representative: [Signature]

Date: Aug 20/19

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 2400.00

TRUCKING: \$ 400.00

DISPOSAL FEES\*: \$ 200.00

SUB-TOTAL: \$ 3,000.00

HST: \$ 450.00

TOTAL: \$ 3,450.00

Expected Start Date: Aug 30/19

Expected Completion Date: Sept 4/19

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, August 20, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: derelict vehicles, household garbage, motors and wood items. **\*\*Lobster traps and boats are NOT to be removed\*\***
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Contractor must call Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Verhagen Demolition Limited

Civic Address: 6408 Highway #4

City /Province/ Postal Code: Linacy Nova Scotia B2H5C4

Telephone: 902 752 6411 Fax: 902 928 0990

Email Address: marinus.verhagen@eastlink.ca

HST #: 859970170 R.T.

Name of Representative: Marinus Verhagen

Signature of Representative: *Marinus Verhagen*

Date: August 19, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 4,300.00

TRUCKING: \$ 2,000.00

DISPOSAL FEES\*: \$ 1,400.00

SUB-TOTAL: \$ 7,700.00

HST: \$ 1,155.00

TOTAL: \$ 8,855.00

Expected Start Date: one week after award notification

Expected Completion Date: 1 day to complete.

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

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NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, August 20, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



Please submit a quotation for the following:

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: derelict vehicles, household garbage, motors and wood items. **\*\*Lobster traps and boats are NOT to be removed\*\***
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Contractor must call Kyle Whynot, Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Sotiri's Enterprises Ltd

Civic Address: 410-429 Parkland Dr

City/Province/Postal Code: Halifax, NS, B3S 1L3

Telephone: 902 410 7200 Fax: \_\_\_\_\_

Email Address: sam@sotiri's.ca

HST #: 818 392 367 RT0001

Name of Representative: Samuel Edwards

Signature of Representative: [Signature]

Date: Aug 19th / 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 2,500.00

TRUCKING: \$ 1,400.00

DISPOSAL FEES\*: \$ 1,050.00

SUB-TOTAL: \$ 4,950.00

HST: \$ 742.5

TOTAL: \$ 5,692.50

Expected Start Date: Sept 18<sup>th</sup>/19

Expected Completion Date: Sept 20<sup>th</sup>/19

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, August 20, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



# Municipality of the District of Lunenburg

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## Planning & Development Services

September 17, 2019

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Monday, September 16, 2019, made the following recommendation to Municipal Council:

*that Municipal Council approve the lowest bid from FancyGreen Property Maintenance for the clean up of the property located at 150 Ernst Road, Blockhouse, PID 60219607; that is \$2080.00 + \$312.00 HST, for a total of \$2392.00.*

Respectfully submitted,

The Chair and Members  
of the D&UPC

/sb

Attachments



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

REQUEST FOR DECISION/DIRECTION

**REPORT TO:** Dangerous & Unsightly Property Committee

**SUBMITTED BY:** Ryan Whynot

**DATE:** September 16, 2019

**File No.** NC190006

**RE:** Unsightly premise – Lawrence & Dianne Keddy  
Property – 150 Ernst Road, Blockhouse  
PID # 60219607 Assessment # 01422332

**ORIGIN:** Unsightly Property Complaint

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**RECOMMENDATION**

Staff recommends:

**That the Committee recommend to Council that the lowest quote from FancyGreen Property Maintenance be accepted for the clean up of the property located at 150 Ernst Road, Blockhouse, PID 60219607; that is \$2080.00 + \$312.00 HST, for a total of \$2392.00.**

**BACKGROUND**

The Municipality received a complaint on January 28, 2019 in reference to the above-noted property. An initial inspection was carried out on February 1, 2019 which concluded that the property is considered dangerous under the terms of the *Municipal Government Act* (the “Act”). Before the letter could be sent the complainant called to advised that the barn had fallen down. A second inspection was carried out on February 26, 2019 which concluded that the property is considered unsightly under the terms of the *Municipal Government Act* (the “Act”). As per Policy MDL-07, a letter dated February 28, 2019 was sent to the property owners advising of the unsightly condition of the property and the remedy required to return the property to a sightly condition.

On May 23, 2019, a follow up inspection was conducted which found no change in the condition of the unsightly property. As a result of this inspection, an Order was issued on June 6, 2019 providing the property owner 30 days to clean up the property. That Order reads:

**IT IS HERBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:**

**ACTION "The junk, garbage and demolition debris must be cleaned up and removed from the property."**

There was communication from a family member of the property owners regarding a possible extension due to spring road closures, however no request with a plan or timeline was forthcoming.

A follow up inspection was carried out on July 5, 2019 which found no change to the unsightly condition of the property at which time it was referred for quotes to clean up the property.

Staff will be inspecting the site prior to the Dangerous & Unsightly Property Committee meeting and will present updated photos.

#### **DISCUSSION**

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$172 800 in 2019.
- The lot area is 2.13 acres.
- Property taxes are owing for the current invoice \$504.99

#### **QUOTES**

1. FancyGreen Property Maintenance  
 $\$2\,080.00 + \$312.00 \text{ HST} = \$2\,392.00$
2. Verhagen Demolition Ltd  
 $\$13\,300.00 + \$1\,995.00 \text{ HST} = \$15\,295.00$
3. Good Mooring Ltd  
 $\$12\,700.00 + \$1\,905.00 \text{ HST} = \$14\,605.00$
4. Envirobate Inc  
 $\$13\,500.00 + \$2\,025 \text{ HST} = \$15\,525.00$

**ALTERNATIVES**

- a) Deem not to be unsightly and close the file.
- b) Grant additional time.

**CONCLUSION**

It is my opinion that the property is *unsightly*.

**ATTACHMENTS**

- Quotes
- Photos from last inspection

Report Prepared By: \_\_\_\_\_ Ryan Whynot \_\_\_\_\_ Date: \_\_\_\_\_ September 16, 2019 \_\_\_\_\_

Report Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_ Date: \_\_\_\_\_







**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: demolition debris and contents of barn.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, the Contractor must contact Ryan Whynot, Assistant Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Fancygreen Property Maintenance

Civic Address: 480 Glen Allan Dr

City /Province/ Postal Code: Bridgewater NS B4V 0B1

Telephone: 902 298-2466 Fax: \_\_\_\_\_

Email Address: fancygreenproperty@gmail.com

HST #: 72398 3524 RT 0001

Name of Representative: Michael Greer

Signature of Representative: Michael Greer

Date: Sept 2nd 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 680.00

TRUCKING: \$ 200.00

DISPOSAL FEES\*: \$ 120.00

SUB-TOTAL: \$ 2080.00

HST: \$ 312.00

TOTAL: \$ 2392.00

Expected Start Date: Sept 19<sup>th</sup> / 19

Expected Completion Date: Sept 24<sup>th</sup> / 2019

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: demolition debris and contents of barn.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, the Contractor must contact Ryan Whynot, Assistant Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Verhagen Demolition Limited

Civic Address: 6408 Highway #4

City /Province/ Postal Code: Lunacy Nova Scotia B2H 5C4

Telephone: 902 752 6411 Fax: 902 928 0990

Email Address: marinus.verhagen@eastlink.ca

HST #: 8599 70170 RT

Name of Representative: Marinus Verhagen

Signature of Representative: *Marinus Verhagen*

Date: September 3, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 4,000.00

TRUCKING: \$ 4,500.00

DISPOSAL FEES\*: \$ 4,800.00

SUB-TOTAL: \$ 13,300.00

HST: \$ 1,995.00

TOTAL: \$ 15,295.00

Expected Start Date: one week after notification

Expected Completion Date: 2 days to complete

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

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NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)

Municipality of the District of Lunenburg  
RFQ 2019-01-311  
Unightly Property Clean-up

August 20, 2019  
150 Ernst Road, Blockhouse, NS  
PID 60219607 AA 01422332



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: demolition debris and contents of barn.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, the Contractor must contact Ryan Whynot, Assistant Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: GOOD MOORING LTD

Civic Address: 6114 ST MARGARETS BAY RD

City /Province/ Postal Code: HD OF ST MARGARETS BAY, NS B3Z 2C4

Telephone: 902-412-7307 Fax: \_\_\_\_\_

Email Address: GOODMOORINGLTD@GMAIL.COM

HST #: 802867192 0001

Name of Representative: STEVEN MARRIOTT

Signature of Representative: 

Date: AUG 29, 2019

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 6500.00

TRUCKING: \$ 4200.00

DISPOSAL FEES\*: \$ 2000.00 (EST)

SUB-TOTAL: \$ 12,700.00

HST: \$ 1905.00

TOTAL: \$ 14,605.00

Expected Start Date: SEPT 24 (OR AS REQUESTED)

Expected Completion Date: SEPT 26

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



**Please submit a quotation for the following:**

**Scope of Work:**

The Scope of Work shall include the following:

- Clean up of property, noted above: demolition debris and contents of barn.
- Debris to be tipped at an approved landfill *\*CONTRACTOR MUST SUPPLY RECEIPTS FOR SAME*
- Following notification of award, the Contractor must contact Ryan Whynot, Assistant Building Official at 902-541-1325 to meet on site to complete Hazard Assessment before start of work.

Contractor Quoting (print clearly):

Name of Company: Envirobate Inc

Civic Address: 193 Susie Lake Crescent

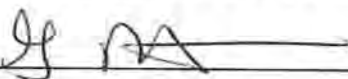
City /Province/ Postal Code: Halifax NS. B3S 1C3

Telephone: 902-832-0820 Fax: 902-832-6662

Email Address: Gordie.matheson@Envirobate.ca

HST #: 82106 2148 RT 0001

Name of Representative: Gordie Matheson

Signature of Representative: 

Date: Sept 3/19

**Item Description(s):**

LABOUR & EQUIPMENT: \$ 9,125.00

TRUCKING: \$ 2,500.00

DISPOSAL FEES\*: \$ 1,875.00

SUB-TOTAL: \$ 13,500.00

HST: \$ 2,025.00

TOTAL: \$ 15,525.00

Expected Start Date: Sept 13/19

Expected Completion Date: Sept 19/19

**Submit with Quotation:**

- WCB Clearance Letter
- Letter of Good Standing
- Proof of Insurance

The supplier agrees to comply with all of the Terms and Conditions.

**Attachments:**

- Property Photographs
- Property Location Map

---

NOTE: THIS IS NOT AUTHORITY TO PROCEED WITH THE WORK DESCRIBED.

Quotation Due Date: 2:00 p.m. local time **Tuesday, September 3, 2019** - emailed to: [Jennifer.Harrietha@modl.ca](mailto:Jennifer.Harrietha@modl.ca)



## Municipality of the District of Lunenburg

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210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8  
Phone: 902.541.1325 Fax: 902.527.1135 [www.modl.ca](http://www.modl.ca)

September 19, 2019

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

Dear Mayor and Councillors:

An application was received under the unsightly clean-up assistance program for two adjoining properties in Colpton owned by the same property owner. The properties are 3214 Highway 208, Colpton, PID 60319381 and Highway 208, Colpton, PID 60617347.

The Dangerous and Unsightly Property Committee passed a recommendation at their September 16<sup>th</sup> meeting. Copy of the motion is attached.

Staff has reviewed the application and it meets the criteria in Council's Unsightly Premises Clean-up Assistance Program Policy (MDL-74) to receive assistance.

Respectfully submitted,

Jeff Merrill, Director of Planning and Development Services

/jh

Attachments



# Municipality of the District of Lunenburg

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## Planning & Development Services

September 17, 2019

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

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on Monday, September 16, 2019, made the following recommendation to Municipal Council:

*that Municipal Council approve the application for the Clean Up Assistance Program (MDL-74) in the amount \$500.00 for the properties located at 3214 Highway 208, Colpton, PID 60319381 and Highway 208, Colpton, PID 60617347.*

Respectfully submitted,

The Chair and Members  
of the D&UPC

/sb

Attachments



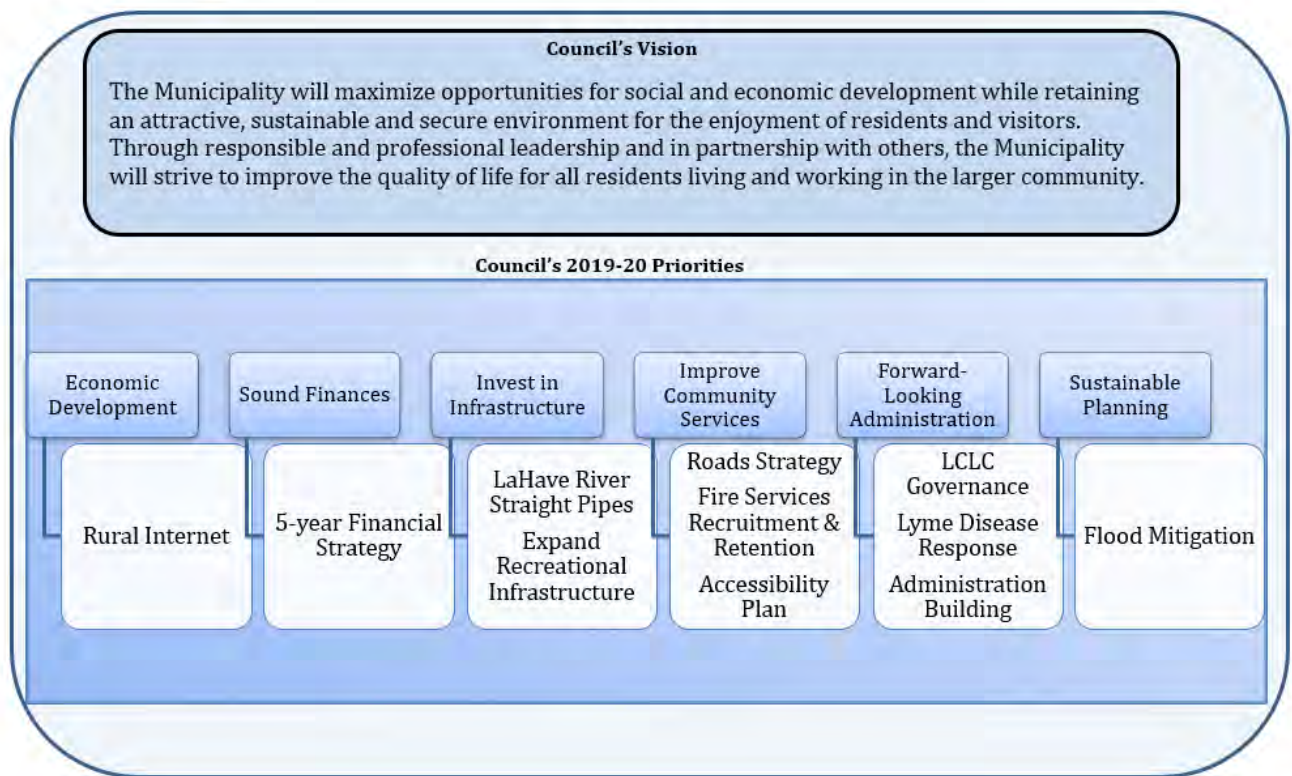
# MEMORANDUM

TO: Policy and Strategy Committee  
FROM: Alex Dumaresq, Deputy CAO  
DATE: September 10, 2019  
RE: Strategic Priorities Update – September 2019

## Background

Council approved the 2019/20 Strategic Priorities Chart on January 22, 2019. The chart reflects input received by Council members during the 2016 election and the feedback received during the 2018 Your Government Your Ideas meeting series. The Chart identifies major initiatives for the Municipality in this fiscal year and Council term.

### Strategic Priorities Chart 2019/20



## **Project Highlights**

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### **Rural High-Speed Internet:**

- Council passed a multi-year connectivity strategy for the Municipality; the strategy focuses on expanding coverage of reliable high-speed internet by leverage funding from private sector and other governments, while limiting risks to the Municipality.
- Based on this strategic direction Council is pursuing multiple avenues for expanding internet service:
  - Pursuing the execution of Federal Connect To Innovate Projects:
    - Contracts and funding agreements are in place for Eastlink backhaul and full-wired service to Hemford, construction is ongoing with residents already receiving connections. Expected to be fully operational by Fall of 2019;
    - Service Level Agreement now signed for TNC Fixed Wireless Project north of the 103, siting for first towers complete and construction has begun, connections expected in Fall of 2019;
  - Directly procuring private sector partnerships to install fixed wireless service in Whynotts Settlement and Tancook Islands (Contract awarded to TNC; siting approval process complete; construction to occur in summer 2019); and
  - Continuing to develop relationships with Funders (e.g. NS internet Trust) and possible ISPs who have interest in expanding in Lunenburg County. Results of the most recent Develop Nova Scotia RFP process are not announced to date; MODL supported several proposals for increased service.

### **Five-Year Financial Strategy**

- Council has completed and adopted the Five-year Financial Strategy. The Strategy documents have now been used in the development of the 2018/19 & 2019/20 Municipal Budgets. The model underlying the strategy is updated regularly and will continue to be a valuable tool for Council when making decisions on capital projects, reserves and tax policy. Council is on track to achieve the goals of the strategy; namely, to be debt free by 2021 while maintaining stable tax rates and contributions to reserves.

### **LaHave River Straight Pipes**

- MODL has been successfully reducing the number of non-responding property owners, of more than 1700 properties, all but 70 property owners have been in contact with program staff to confirm the existence of a system, enroll in the program or are identified for the inspection program.
- Owners for 214 properties have signed agreements enrolling them in the replacement program. Designs have been completed for 165 of those properties and 132 systems have been installed. Pricing for system installations remains below project estimates, due in part to the design of the procurement program and the ability to increase early season tenders in the second year of the program.
- Inspections are underway with over 200 inspections complete to date. Current rate of inspections should allow for up to half of all required inspections during 2019.

## **Expand Recreational Infrastructure**

- Council continues to aggressively pursue expansions to the network of public parks and trails. The proposed 2019/20 budget includes funding for trails and active transportation, as well as \$320,000 for construction in the lower portion of River Ridge Common. A grand opening for the park was held in July of 2019, and further construction of bike trails and park features will be completed this fall. The Sherbrooke Lake Water Quality report has been received from the Committee and testing on the lake will continue in 2019/20.

## **Roads Strategy**

- The 2019/20 budget includes over \$1 million in funding for paving of approved cost-shared provincial roads in Stonehurst, LaHave and Pentz. The contract for the paving has been awarded by NSTIR and is scheduled for the fall.
- Council has reviewed the existing petition bylaws and staff are preparing an options report on revisions that will make passing petitions easier for residents. In conjunction with this policy work, engineering staff are completing assessments and preparing pre-design work for possible upgrade and paving projects on existing municipal roads in the 2020 construction season.

## **Fire Services Recruitment and Retention**

- Council has approved the final draft of the Recruitment and Retention Strategy, completing an exhaustive development and consultation process.
- Council has included \$58,800 in funding for the implementation of recruiting and retention tactics, which will be led by individual departments, as well as fire services and communications staff of the Municipality.
- Implementation activities to date have included newspaper and print advertisement, information booths at public events, and the preparation of a fire service newsletter.

## **Accessibility Plan**

- The Province has passed accessibility legislation which will create higher standards for accessibility for all public facilities, websites and other services. The legislation requires municipalities to establish Accessibility Committees with expertise and at large members representing communities with different accessibility requirements. MODL spearheaded the creation of a county-wide Committee, to make best use of resources and ensure we are able to adequately populate and support the committee.
- The Committee has held their inaugural meeting and Councils have now appointed the community representatives to the committee.
- Provincial Training on the work of the committee is happening across the province in September.

## **LCLC Governance**

- The LCLC Board and both partner Councils have approved a revised short-term strategic plan for the facility. The first priority of the plan is to secure an independent review of the

operations, recommendations on regionalizing programming, and short-term operations oversight.

- An RFP requesting submissions for these tasks was issued and the board awarded the work to Nustadia. The firm is now overseeing the day-to-day operations of the facility and are working with the board and staff on the deliverables in the RFP.

### **Lyme Disease Response**

- MODL continues to work with the Public Health Agency of Canada on the deer bait station research project: Year 2 of the 3-year data collection project is currently underway. A report to Council on the project will be presented at the conclusion of Year 2.
- The second year of the public education component of the project is underway as well. This year will see the continuation of outreach booths, print and radio ads, and educational posters and material, all designed to raise awareness of how to protect against the contraction of Lyme disease.
- Staff coordinated an educational exhibit this summer at the LCLC. Created by the Federal public health agency, the exhibit provided information on ticks and health protection strategies.
- The 2019/20 budget also includes funding to support a proposed conference on Lyme disease in the fall of 2019. The conference is being planned by community members who have requested financial and in-kind support from the Municipality. The Municipality has committed financial support to the conference, which will be held on November 16 & 17 at the Bridgewater Cineplex.

### **Municipal Services Building**

- Design and sitework for the project have been completed.
- The general construction tender was awarded by Council in June to Roscoe Construction.
- Foundation work is now nearing completion; A full project update is expected from Catalyst, MODL's Project Manager, in early October.

### **Flood Mitigation**

- MODL now has completed LIDAR data for the entire Municipality. The conversion of the data into floodplain mapping is complete and a joint presentation to Chester and MODL Councils on the results is scheduled for September.
- This data is already being used for multiple applications by MODL and stakeholders. For example, this information is assisting in the planning and completion of the flood mitigation study of the Petite Riviere Watershed being completed in partnership with the Village of Hebbville.
- The Province has indicated that municipalities will be required to have land-use planning in place across the entire Municipality in the near future, though specific requirements with respect to what must be included in the bylaw is not currently available.
- The floodplain mapping will be necessary to have an informed discussion on the type of development controls in a new municipal-wide land-use bylaw, and what is an appropriate level of planning for Lunenburg County.



# Municipality of the District of Lunenburg

Recreation Services

## MEMORANDUM

TO: Municipality of the District of Lunenburg Council  
FROM: Trudy Payne, Director of Recreation Services  
DATE: September 24, 2019  
RE: Designated Community Project Fund

---

### RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Petite Riviere Community Park \$100.00 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

### BACKGROUND

Recently, there was one donation totalling \$100.

### BUDGET IMPLICATIONS

There would be no implications to the budget.

### ALTERNATIVES

The alternative would be to not issue the Petite Riviere Community Park this grant, money in which they have raised on behalf of capital projects to be undertaken at the Park.

### CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects.



# Municipality of the District of Lunenburg

Recreation Services

## MEMORANDUM

TO: Municipality of the District of Lunenburg Council  
FROM: Trudy Payne, Director of Recreation Services  
DATE: September 24, 2019  
RE: Designated Community Project Fund

---

### RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Pinegrove Outdoor Play Association \$2,410 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

### BACKGROUND

The Pinegrove Outdoor Play Association is raising capital funds to install a splash pad at the park. The \$2, 410 represents eight donations.

### BUDGET IMPLICATIONS

There would be no implications to the budget.

### ALTERNATIVES

The alternative would be to not issue the Pinegrove Outdoor Play Association this grant, money in which they have raised on behalf of the splash pad project.

### CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects.



# Municipality of the District of Lunenburg

Recreation Services

## MEMORANDUM

TO: Municipal Council  
FROM: Trudy Payne, Director of Recreation Services  
DATE: September 24, 2019  
RE: Designated Community Project Fund

### RECOMMENDED MOTION

That the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$10,810 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 eight donations totalling \$10,850. The amount of \$10,810 is being recommended as \$40 will be retained by MODL for administrative charges as per Policy MDL-48.

### BUDGET IMPLICATIONS

There would be no implications to the budget.

### ALTERNATIVES

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

### CONCLUSION

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



# Municipality of the District of Lunenburg

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## REQUEST FOR DECISION

**REPORT TO:** MAYOR BOLIVAR-GETSON AND MUNICIPAL COUNCIL

**SUBMITTED BY:** Norma Schiefer, Municipal Development Officer

**DATE:** September 17, 2019

**RE:** REQUEST TO LEVY PRIVATE ROAD MAINTENANCE CHARGE – GILBERT’S LANE AND AREA ROAD ASSOCIATION

**ORIGIN:** Petition

---

### RECOMMENDATION

*That Municipal Council levy a maintenance charge within the Charge Area identified by the Gilbert’s Lane and Area Road Association as follows:*

- *A uniform amount per lot*

*With the 2020-21 charge being set at:*

- *\$450.00 per lot*

*Subject to an Agreement being entered into between the Municipality and the Gilbert’s Lane and Area Road Association that satisfies the requirements of clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets.*

### BACKGROUND

A request has been received, from the Gilbert’s Lane and Area Road Association, for Council to levy a charge pursuant to the By-law respecting the Maintenance and Improvement of Private Streets for road maintenance fees. The road maintenance fees are for the maintenance of Gilbert’s Lane, Down River Lane, Crown Lane, Birch Hill Road and three lake access roads off Gilbert’s Lane, located in Maplewood.

This request is being forwarded to the Municipal Council for approval.

**DISCUSSION**

The request received from the Gilbert’s Lane and Area Road Association is for Council to levy a charge to the lots within the identified Charge Area. Based on the maintenance budget, submitted by the Association, plus the 5% administration fee, each lot owner within the charge area, would be charged \$472.50. This will be applied to 98 lots in the 2020-2021 fiscal year.

**[\$44,100.00 Budget, plus 5% Administration fee of \$2,205.00 = \$46,305.00 total charge amount]**

**[\$46,305.00 /98 lots = \$472.50 Charge per lot]**

The Private Road Maintenance and Improvement By-law requires that this request be accompanied by:

<b>Requirements</b>	<b>Submitted Yes /No</b>	<b>Comment</b>
Petition bearing the signature of 66.66% of the lot	Yes	Complies with By-law  Petition submitted bears the signatures of <b>82%</b> of the lot owners in the Charge Area (100 of 122 lots).
Yearly Maintenance Budget, approved by Special Resolution	Yes	Maintenance Budget \$44,100.00 - Complies (attached)
Copy of Special Resolution approving Maintenance Budget	Yes	Complies (attached)
Copy of the Associations MOU and By-law which clearly states that the object or purpose of the Assoc. is to carry out the road maintenance and/or improvement and the Assoc. was formed to represent the owners within the Charge Area.	Yes	Complies
Plan showing Charge Area	Yes	Complies (attached)

As is evident from the above noted chart the required information has been submitted. Staff has confirmed that a minimum of 66.66% of the lot owners have signed the petition in favor of the lot charge.

As per clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets, prior to approving the levying of a charge the Association must enter into an Agreement with the Municipality which:

- a) Requires that the Association shall be responsible for performing, or contracting the work associated with the improvement or maintenance of a street or streets in a Charge Area;
- b) Indemnifies and saves harmless the Municipality from any and all liability or responsibility with respects to the work associated with the improvement or maintenance of the street or streets in a Charge Area;
- c) Identifies that the petition forms the basis of the method of the Charge; and
- d) Contains any other clauses as deemed necessary by Municipal Council.

#### **BUDGET IMPLICATIONS**

The amount of \$46,305.00 will need to be added to the budget as revenue and \$44,100.00 added as an expense. [\$46,305.00 less \$2,205.00 admin fee = \$44,100.00]

#### **CONCLUSION**

The request submitted satisfies the requirements of the By-law Respecting the Maintenance and Improvement of Private Streets. Municipal Council is required to review this request for approval. A draft agreement is attached and is currently being reviewed by the Municipal Solicitor.

**Gilbert's Lane and Area Road Association**

**RECORDED RESOLUTION**

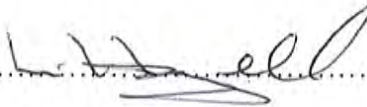
BE IT RESLOVED THAT THE: Gilbert's Lane and Area Road Association

Hereby approve the Annual Maintenance Budget for <sup>Apr. 1, 2020</sup> Nov. 1, 2019 to <sup>March 31,</sup> June 30, 2021, L-H

as attached, and that this Budget form the basis for the lot charges for

Private Road maintenance.

I certify that the above is a true and correct copy of the Resolution which was duly passed by the Gilbert's Lane and Area Road Association at a meeting duly called and held for that purpose on the 17 day of August, 2019

.....  


Gilbert's Lane and Area Road Association

Operational Budget










Nov1 / 2019 to June 30 /2021

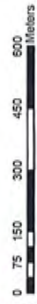
- A uniform payment for each lot – 1st (18 Months) - \$450.00 X 98  
= \$44,100:00 Plus \$20,000.00 (Bridge Financing) = \$64,100.00
  
- Snow removal / Sanding November 1 / 2019 – June 30 / 2020 \$ 8,500:00
  
- Upgrades to the road including gravel, culverts, grading, ditching and tree trimming  
November 1 / 2019 - July 1 / 2020 \$ 5,000:00
  
- Legal / Surveying / Start-up costs for the Association \$6,500:00
  
- Total Nov.1 / 2019 – June 30 / 2020 \$20,000:00**
  
- Snow removal / Sanding November 1 / 2020 – June 30 / 2021 \$ 9,000:00
  
- Upgrades to the road including gravel, culverts, grading, ditching and tree trimming July  
1 / 2020 to June 30 / 2021 \$ 8,750:00
  
- Budget for Reserve Fund or Additional Surveying \$ 6,350:00
  
- Repayment of Bridge Financing \$20,000:00
  
- Total July 1 / 2020 - June 30 / 2021 \$44,100:00**
  
- Grand Total \$64,100:00**

This budget was based on the experiences of the Kill Dog Cove, Highlanding and Salmon Tail Road Associations

# Road Charge Petition - PROPOSED

## Gilberts Lane & Area

-  Civic Points
-  MODL Boundary
-  Provincial Road
-  Municipal Road
-  Private Road
-  Tracks, Trails
-  Properties (May 2019)
-  Municipal Properties
-  Road Charge Properties



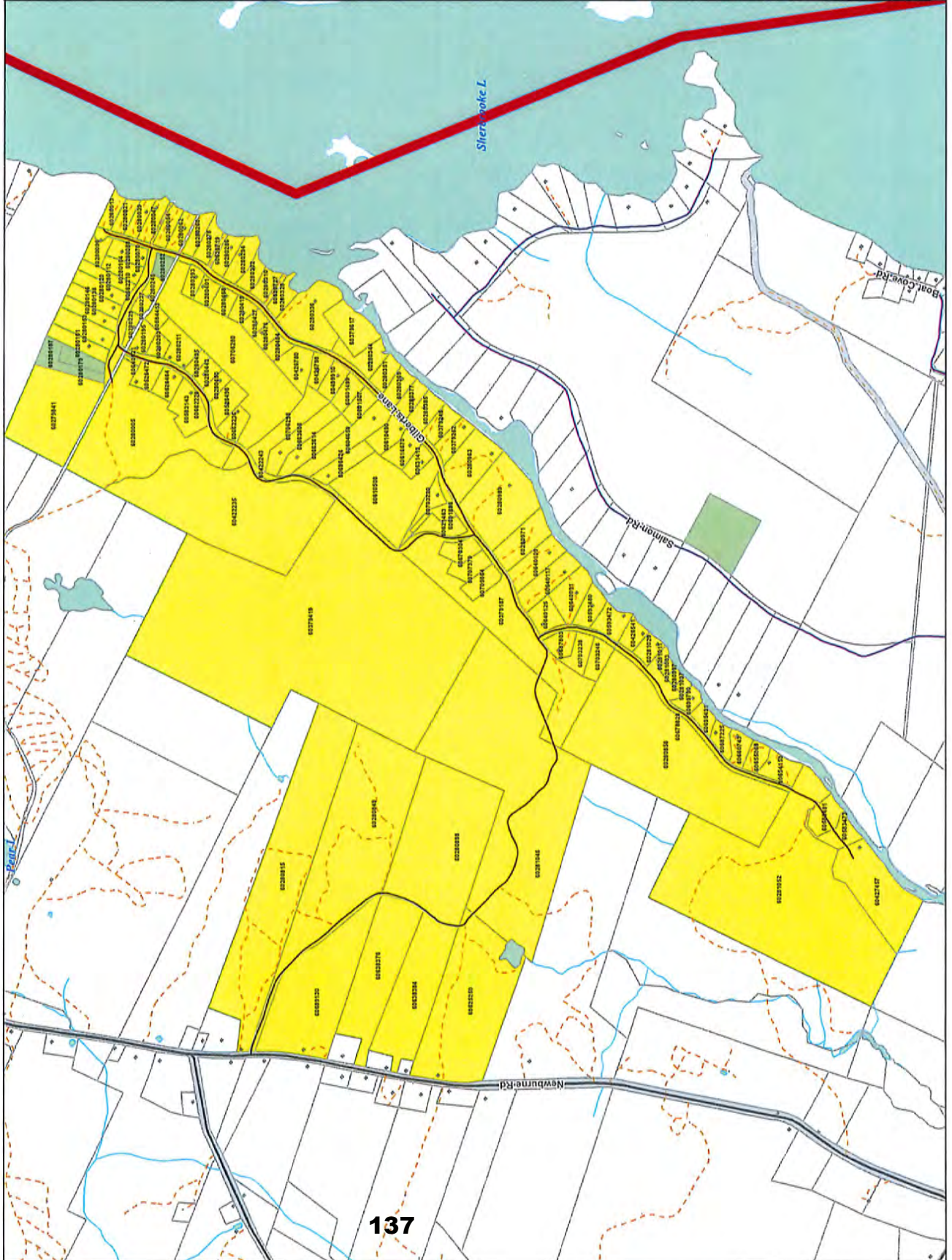
Project Description:

### MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS  
 Disclaimer: Information compiled from numerous sources and may not be 100% accurate.  
 Graphical representation only.

Date: August 2019

File: p:\m2019\roads\charge\Gilberts\_L-Areas\proposed  
 Prepared By: Planning & Development Services  
 Municipality of the District of Lunenburg





AND WHEREAS the Municipal Council, in session on \_\_\_\_\_, passed the following motion:

***That Municipal Council levy a maintenance charge within the Charge Area identified by the Gilbert's Lane and Area Road Association as follows:***

***A uniform amount per lot***

***With the 2020-21 charge being set at:***

***\$450.00 per lot***

***Subject to an Agreement being entered into between the Municipality and the Gilbert's Lane and Area Road Association that satisfies the requirements of clause 3.1(e) of the By-law Respecting the Maintenance and Improvement of Private Streets.***

AND WHEREAS the parties wish to enter into this agreement to give effect to their intentions with respect to the levy and collection of such charges, pursuant to the Bylaw.

WITNESSETH that in consideration of the mutual agreements set out herein, the parties agree as follows:

1. The parties agree the Petition of the residents of the Gilbert's Lane and Area Road Association, attached hereto as Schedule "A", shall form the basis of the charge created hereby, pursuant to the Bylaw. The Association confirms that all signatories to that petition are members of the Association.
2. The Charge Area to which this agreement shall apply is as shown in Schedule "B" attached hereto.
3. The Municipality shall levy and collect a charge of:
  - A uniform amount per lot within the charge area.
  - The said charge is to be adjusted annually, pursuant to the By-law Respecting the Maintenance and Improvement of Private Streets.
4. The Municipality shall turn over to the Association, the charges collected, for use in the improvement and maintenance of the Roads, in accordance with the Bylaw. The Municipality shall not be held responsible for relying on and shall be permitted to rely on any lot identification information provided by the Association.
5. The Association shall be responsible for performing or contracting, the work associated with the improvement or maintenance of the Roads.

6. The Municipality shall have no responsibility or liability of any kind with respect to the Roads or the condition of the Roads or for their improvement and/or maintenance, and the Association shall indemnify and save harmless the Municipality, its officers, servants, agents and employees, its and their heirs, executors, administrators, successors and assigns, or any of them, from and against all risk of loss, damage or injury and against all claims, demands, actions and causes of action whatsoever arising out of, or in any way attributable to the operation of this Agreement, including but not limited to any and all liability or responsibility with respect to the work associated with the improvement or maintenance of the Roads.

DRAFT

IN WITNESS WHEREOF the parties to these presents have signed, sealed and delivered the same the day and year first above written.

SIGNED, SEALED AND DELIVERED ) GILBERT'S LANE AND AREA ROAD  
 ) ASSOCIATION

In the presence of: )  
 )  
 )  
 ) Per: \_\_\_\_\_

Witness ) President

) Per: \_\_\_\_\_

Witness ) Vice President

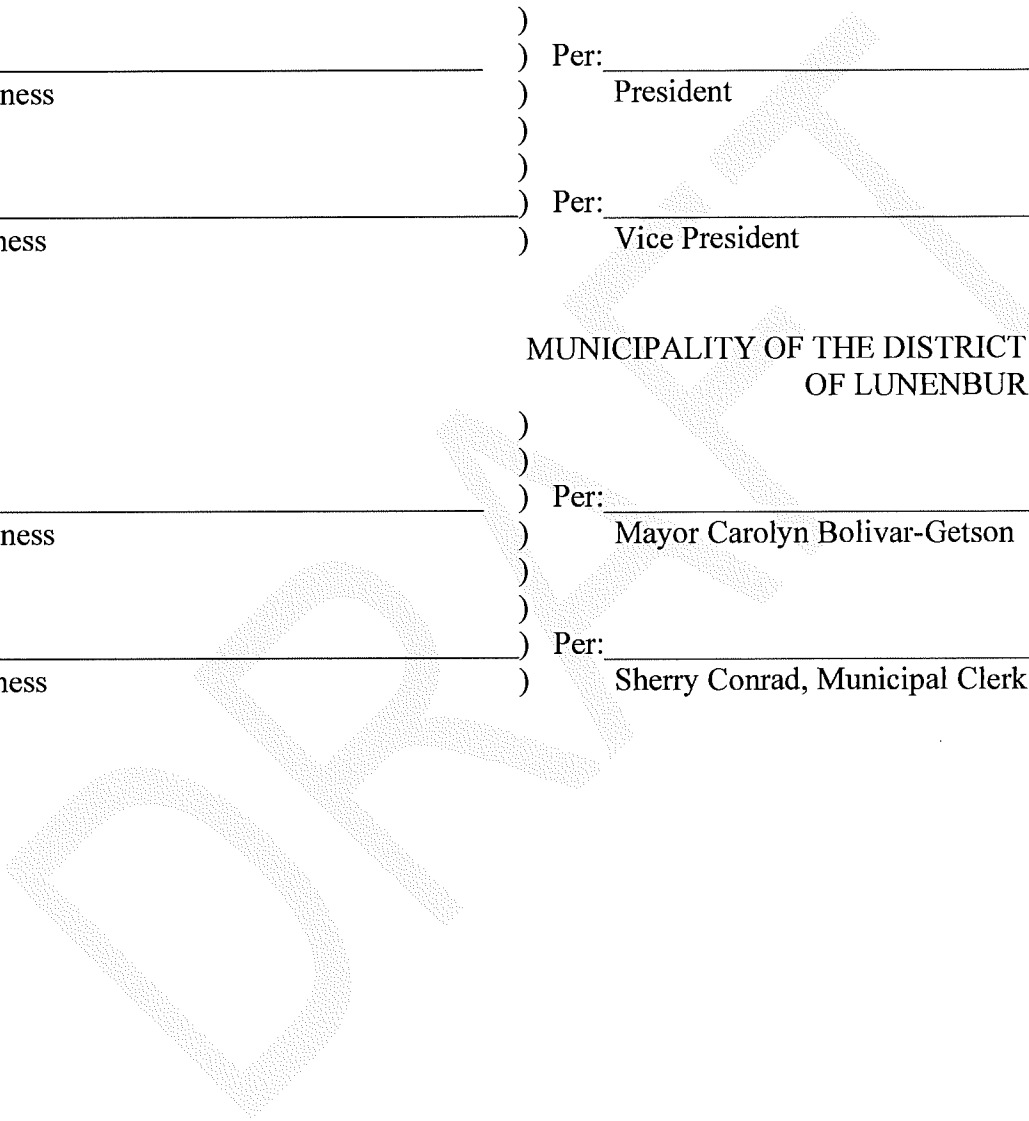
MUNICIPALITY OF THE DISTRICT  
OF LUNENBURG

)  
 )  
 ) Per: \_\_\_\_\_

Witness ) Mayor Carolyn Bolivar-Getson

) Per: \_\_\_\_\_

Witness ) Sherry Conrad, Municipal Clerk



PROVINCE OF NOVA SCOTIA )  
COUNTY OF LUNENBURG )

ON THIS day of , A.D., 2019, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that GILBERT'S LANE AND AREA ROAD ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME COURT  
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA )  
COUNTY OF LUNENBURG )

ON THIS day of , A.D., 2019, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that GILBERT'S LANE AND AREA ROAD ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME COURT  
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA )  
COUNTY OF LUNENBURG )

ON THIS day of , A.D., 2019, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that the MUNICIPALITY OF THE DISTRICT OF LUNENBURG, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME COURT  
NOVA SCOTIA

DRAFT

**AFFIDAVIT OF STATUS**

PROVINCE OF NOVA SCOTIA )  
COUNTY OF LUNENBURG )

I, \_\_\_\_\_, of \_\_\_\_\_, in the County of Lunenburg and Province of Nova Scotia, the "Deponent", make oath and swear that

1. THAT I am the President of Gilbert's Lane and Area Road Association, "the Society". Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.

2. I acknowledge that the Society executed the foregoing instrument by its proper officer[s] duly authorized in that regard under seal on the date of this affidavit; this acknowledgment is made for the purpose of registering such Instrument pursuant to S.31 (a) of the Registry Act, R.S.N.S. 1989, c.392. or s. 79(1)(a) of the Land Registration Act as the case may be, for the purpose of registering this instrument.

3. The Society is a resident of Canada under the Income Tax Act (Canada) and is incorporated pursuant to the Societies Act of Nova Scotia and is in good standing.

4. THAT I have authority to execute this instrument on behalf of the Gilbert's Lane and Area Road Association, and thereby bind the Gilbert's Lane and Area Road Association.

SWORN TO at )  
in the County of Lunenburg, )  
Province of Nova Scotia, )  
this \_\_\_\_ day of \_\_\_\_\_ )  
**A.D. 2019** )

\_\_\_\_\_) )  
A COMMISSIONER OF THE )  
SUPREME COURT NOVA SCOTIA )

\_\_\_\_\_)

## Schedule A

Gilbert's Lane and Area Road Association  
Petition

DRAFT

The petition will form part of the  
signed agreement

## Schedule B

Gilbert's Lane and Area Road Association  
Map showing the Charge Area

DRAFT

The map is not duplicated in this draft agreement; the document is currently located above in the report