

AGENDA
SPECIAL MEETING OF MUNICIPAL COUNCIL
Via TELE & VIDEO CONFERENCE

Tuesday, June 23, 2020 – 9:00 a.m.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITIONS**
- 4. RECOMMENDATIONS FROM COMMITTEES & BOARDS**
 - 4.1 Finance Committee**
 - 4.1.1 Community Facility Grant Policy.....1-5
- 5. STAFF REPORTS**
 - 5.1 Engineering Department**
 - 5.1.1 LaHave River Straight Pipe Program Update..... 6-12
 - 5.2 Administration Department**
 - 5.2.1 Second Reading – Repeal & Replacement of Electronic Voting By-law 13-24
 - 5.2.2 2020 Council Summer Meeting Schedule 25-26
 - 5.2.3 Proposed Amendments to Policy MDL-01 Proceedings of Council
re Conduct Meetings Electronically..... 27-44
 - 5.2.4 Funding Award – Comfort Centre Policy..... 45-47
 - 5.2.5 Funding Recommendation – Black Lives Matter
Nova Scotia Solidarity Fund..... 48-49
 - 5.2.6 Funding Request - PVEC Community Graduation..... (To be Circulated)
 - 5.2.7 Funding Request - New Germany High Community
Graduation Event..... (To be Circulated)
 - 5.2.8 Funding Request – CSAP..... (To be Circulated)
 - 5.2.9 Emergency Assistance Fund (To be Circulated)
 - 5.3 Planning Department**
 - 5.3.1 Planning Policy Review 50-85
 - 5.4 Recreation Department**
 - 5.4.1 Annual Community Grant Awards..... 86-103
- 6. ADJOURNMENT**



Municipality of the District of Lunenburg

REQUEST FOR A DECISION

REPORT TO: Finance Committee
SUBMITTED BY: Elana Wentzell
DATE: June 2, 2020
RE: Community Facility Grant Policy

RECOMMENDATION

It is recommended that the Finance Committee direct staff to develop a Community Facility Grant Policy based on the Municipality of the District of Chester's Emergency Assistance Fund for Community Facilities Policy with changes as determined by the Committee.

BACKGROUND

Municipal Council has budgeted \$150,000 for a Community Facility Grant to help community facilities that have been negatively impacted due to the COVID-19 situation. The Municipality of the District of Chester has developed a similar policy – Emergency Assistance Fund for Community Facilities. It is attached for your information.

OPTIONS

There are a few issues to address if a policy similar to Chester's was adopted.

1. Should Fire Departments be included?

Fire Departments could be excluded from this funding stream and request financial aid through the Finance Committee by demonstrating financial need.

2. Can organizations that serve MODL residents but are not located in MODL apply for the grant?

These organizations could be permitted to apply but limit their funding to a percentage of the total amount normally available on the premise that they can apply to the unit in which they are located.

CONCLUSION

The Committee should make a determination of which organizations can apply and what limits, if any, should be placed on the funding requests.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date: May 28, 2020

Report Approved By: _____

Date _____

Reviewed By CAO: _____

Date _____



MUNICIPALITY OF THE DISTRICT OF CHESTER GRANT APPLICATION

Emergency Assistance Fund for Community Facilities

Background

The Municipality of Chester recognizes that the coronavirus has had a direct negative impact on the operation of local community facilities. Following the advice of provincial officials, fundraising events and activities such as suppers, concerts and bingos have been cancelled in an attempt to prevent the spread of the virus.

The closure of community facilities has resulted in a financial loss for many. This emergency fund has been established to assist community facilities cover their basic operating costs during the coronavirus closures. This is a one-time fund and will not be available annually.

Guidelines

- Only groups located within the Municipality of Chester and who own and operate a community facility are eligible.
- The applicant must demonstrate the negative financial impact the facility has experienced since closing in March 2020.
- Churches that have halls or multi-purpose space and who can clearly demonstrate a financial loss during the closure, are eligible to apply (places of worship are not eligible).
- Legions and clubs are eligible.
- Fire Departments are NOT eligible.
- If a community facility has not been negatively affected by the coronavirus closures, they should not apply for emergency funding.
- Groups may not request funding above and beyond the funds lost as a direct result of the coronavirus closures.
- Groups approved for emergency assistance funding and who qualify are still eligible to apply for regular Municipal grants in the 2020-21 fiscal year.
- There is no application deadline date. Council will review applications as they are submitted.
- Council reserves the right to approve funding amounts lower than requested. Council also reserves the right to reject any grant application, regardless of whether the criteria have been met.

Funding

- Maximum eligible funding is \$1,000 per month to a maximum of \$5,000.
- It is not known how long the coronavirus closure will last and since each group has different financial circumstances, groups may submit one application that covers anticipated financial losses. Depending on the timing of the application and the timing of the group's financial losses, funds may be dispersed in a lump sum or multiple payments. Staff will work with each applicant to determine payment schedule.

Emergency Assistance Fund for Community Facilities

Name of Organization / Facility:	
Contact Person:	
Mailing Address:	
Email:	Phone:
Date:	

1. Please provide a brief description of the events and activities that have been cancelled at your facility as a direct result of the coronavirus closure. For example, community breakfasts, facility rentals, dances, etc.

2. Please provide an overview of the financial loss that your organization has suffered as a result of the recent closure:

Date	Event / Activity / Facility Rentals Cancelled	Financial Loss
TOTAL		\$

3. Based on information provided above, what is the total amount of emergency funding requested?

\$ _____

4. Is your emergency funding request time sensitive? _____ Yes _____ No

Please Explain: (For example, some facilities may have cash flow constraints by a specific date)

5. Any additional comments about your application?

(Please attach a separate page if insufficient space to respond to questions)

If funding is approved, who should the cheque be made payable to: _____

(Cheque must be made payable to a group not an individual)

Please forward applications to the following: recreation@chester.ca Or

Or

Recreation & Parks Services
"Emergency Assistance Fund Request"
Municipality of the District of Chester
151 King St PO Box 369
Chester, NS B0J 1J0

Or

Municipal Office Drop-box
151 King St Chester



PROGRAM UPDATE

June 23, 2020

Maria Butts

LaHave River Project Manager

OUTLINE

- Program Participants
- Installation Progress and 2020 Targets
- Inspection Program



PROGRAM PARTICIPANTS:

- 257 Eligible Properties
- 234 Signed Agreements
- 234 Design Assessments
- 232 Completed and Approved On-Site Sewage Disposal System Designs
- 160 Installations



INSTALLATION PROGRESS AND 2020 TARGETS

- 77 Systems installed in 2018
- 73 Systems installed in 2019
- 10 Systems installed in 2020

Targeting 70-80 installations this construction season



INSPECTION PROGRAM

- 976 confirmed systems in the program area
- 421 properties still require an inspection
 - Targeting 400 inspections this year
 - 435 completed to date
 - 79 systems required

We have heard from all but 54 property owners within the WWMD



MOVING FORWARD

- Continue installations through fall with Dennis Lively Construction and Backhoe Services
- Continue weekly inspection day until target achieved
- Resume site assessments for design late summer





Questions?



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Mayor Bolivar-Getson and Councillors

SUBMITTED BY: Sherry Conrad, Municipal

DATE: Clerk June 23, 2020

RE: Second Reading re Repeal of Electronic Voting By-law and Replacing it with a By-law Respecting Alternative Voting

RECOMMENDATION

“that Municipal Council conduct Second Reading to repeal the existing Electronic Voting By-law that was adopted by Council on May 24, 2016 and approve and adopt the new by-law A By-law Respecting Alternative Voting”.

EXECUTIVE SUMMARY

On May 26, 2020, Municipal Council gave notice of its intention to repeal the existing Electronic Voting By-law that was adopted by Council on May 24, 2016 and to replace it with a new By-law Respecting Alternative Voting and conducted and approved First Reading.

BACKGROUND

The existing By-law included the 2016 Municipal Election dates for alternate voting. The By-law needed to be amended specifying that Council would, by resolution, set the alternative polling days for each election. The existing By-law outlines the authorization and methods for alternative voting but did not include information on the alternative voting procedure. The new proposed by-law outlines, in more detail, the methods for alternative voting, the process and regulations for same, allows for Council to set the Alternative Polling Days by resolution for each election, and sets the offences and penalties for violating the By-law.

DISCUSSION

Notice was given through the local media that Municipal Council would be conducting Second Reading to repeal the existing By-law and to consider adoption of the new By-law at their meeting of Council on June 23, 2020 via telephone and video conference and that Council would receive written submissions from interested persons concerning the above By-law up until 12:00 noon on Tuesday, June 16, 2020. No written submissions were received.

BUDGET IMPLICATIONS

None

STRATEGIC PLAN

N/A

WORK PLAN

Needs to be completed.

ALTERNATIVES

Do not do Second Reading and make changes to the proposed By-law.

CONCLUSION

As the current Electronic Voting By-law needs to be amended and does not detail the alternative voting process, staff is recommending that Council conduct Second Reading to approve the repeal of the current Electronic Voting By-law and adopt the new "A By-law Respecting Alternative Voting".

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: June 12, 2020

Report Approved By: Alex Dumaresq, Deputy CAO

Date: June 22, 2020

Reviewed By CAO: Tom MacEwan, CAO

Date: June 22, 2020

BY-LAW TO BE REPEALED

**MUNICIPALITY OF THE DISTRICT OF
LUNENBURG BY-LAW
ELECTRONIC VOTING**

**A BY-LAW TO AUTHORIZE THE VOTING BY TELEPHONE AND INTERNET FOR
THE 2016 MUNICIPAL ELECTIONS**

WHEREAS Subsection 146A (1) of the *Municipal Elections Act*, 1989 R.S.N.S. c300, as amended, states that the Council of a local municipality may pass by-laws to authorize voters to vote by mail, electronically or by another voting method; and

WHEREAS Subsection 146 (3) (ca) of the *Municipal Elections Act*, states that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, such as voting by Telephone, via the Internet, or by any other electronic means, including a combination of different electronic means that does not require electors to attend at a voting place in order to vote; and

WHEREAS The Council of the Municipality of the District of Lunenburg wishes to adopt the process of voting by Telephone/Internet to ensure greater accessibility for all voters to exercise their individual and democratic right to vote;

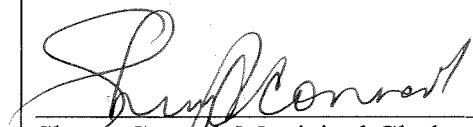
**NOW, THEREFORE, THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG,
BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:**

1. That the Municipal Election process for the October 2016 elections utilize the alternative voting method known as "Voting by Telephone/Internet" for the advance vote.
2. That the advance vote be done by voting by telephone and internet, and shall be for a term of eight (8) days, commencing on Thursday, October 6, 2016 at 8:00 a.m. (Daylight Savings Time) and that the voting period be terminated on Thursday, October 13, 2016, at 7:00 p.m. (Daylight Savings Time).
3. That for clarity, telephone and internet voting will close on Thursday, October 13, 2016 at 7:00 p.m. (Daylight Savings Time), but that the traditional method paper ballots only will be available during Regular Polling Day on October 15, 2016 from 8:00 a.m. to 7:00 p.m. (Daylight Savings Time).
4. That the Mayor and the Clerk be authorized to execute all and any documents to give effect to these presents.

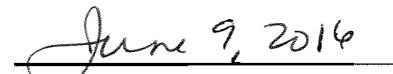
Annotation for Official By-law Book

Date of First Reading	April 26, 2016
Date of Advertisement of Notice of Intent to Consider	May 4 & 5, 2016
Date of Second Reading	May 24, 2016
Date of Advertisement of Passage of By-law*	June 9, 2016
Date of mailing to Minister a certified copy of By-law	June 9, 2016

I certify that this *Electronic Voting By-law* was adopted by Council and published as indicated above.



Sherry Conrad, Municipal Clerk



Date

* Effective Date of the by-law unless otherwise specified in the text of the By-law.

THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG

A BY-LAW RESPECTING ALTERNATIVE VOTING

BE IT ENACTED by the Council of the Municipality of the District of Lunenburg, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended, as follows:

Short Title

1. This By-law shall be known as A By-law Respecting Alternative Voting and may be cited as the “Alternative Voting By-law”.

Definitions

2. In this by-law:
 - (a) “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
 - (b) “advance poll” means:
 - (i) the Tuesday immediately preceding ordinary polling day; and
 - (ii) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day;
 - (c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - (d) “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - (e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
 - (f) “candidate” means a person who has been nominated as a candidate pursuant to the Act;
 - (g) “Council” means the Council of the Municipality of the District of Lunenburg;
 - (h) “Education Act” means the *Education Act*, 1995-1996 S.N.S. c. 1, as amended;
 - (i) “election” means an election held pursuant to the Act, including a school board election, a special election and a plebiscite;
 - (j) “Election Officer” means an election official under the Act;
 - (k) “elector” means a person:
 - (i) qualified to vote pursuant to the Act and the *Education Act*; and
 - (ii) entitled to vote on advance polling days for an election pursuant to section 9 of this By-law, or entitled to vote on the ordinary polling day;

- (l) “final list of electors” means the final list of electors completed pursuant to Section 115 of the Act;
- (m) “friend voter” means a friend who votes for an elector pursuant to section 11 of this By- law;
- (n) “internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- (o) “municipality” means the Municipality of the District of Lunenburg;
- (p) “normal business hours” means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- (q) “ordinary polling day” means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (r) “PIN” means the Personal Identification Number issued to:
 - (i) an elector for alternative voting on alternative polling days; or
 - (ii) to a System Elections Officer;
- (s) “plebiscite” means a plebiscite directed to be held by the Council pursuant to section 56 of the Act;
- (t) “proxy voter” means an elector who votes by a proxy pursuant to the Act;
- (u) “regular election year” means 2012 and every fourth year thereafter;
- (v) “rejected ballot” means an internet ballot or telephone ballot that has not been marked for any candidate;
- (w) “Returning Officer” means a Returning Officer appointed pursuant to the Act;
- (x) “revised list of electors” means the list of electors that is compiled after all the revisions have been made to the preliminary list of electors and shall be the list of electors to be used for voting”
- (y) “seal” means to secure the ballot box and prevent internet and telephone ballots from being cast;
- (z) “special election” means a special election held pursuant to the Act, including a special election for a vacancy on a school board;
- (aa) “spoiled ballot” means an internet ballot or telephone ballot that is accepted by the elector that:
 - (i) is not marked for any candidate in a race; or
 - (ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- (bb) “system” means the technology, including software, that:
 - (i) records and counts votes; and

- (ii) processes and stores the results of alternative voting during alternative polling days and on the ordinary polling day;
- (cc) “System Elections Officer” means:
 - (i) a person who maintains, monitors, or audits the system; and
 - (ii) a person who has access to the system beyond the access necessary to vote by alternative voting;
- (cci) “telephone ballot” means:
 - (i) an audio set of instructions which describes the voting choices available to an elector; and
 - (ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

Alternative Voting Permitted

3. Subject to this By-law, alternative voting shall be permitted on alternative polling days.
4. The Municipality may elect to use alternative voting on the ordinary polling day and/or advanced polling days and/or make available the equipment to use alternative voting at any poll.
5. Not fewer than 60 days before the ordinary polling day, the Returning Officer is directed to establish procedures and forms for the conduct of voting in accordance with the By-law and to provide a copy of the procedures and forms to each candidate for election.

Notification of Electors

6. (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Municipality.
 - (2) The notice of alternative polling days shall:
 - (a) identify the alternative polling days for alternative voting; and
 - (b) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - (3) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

7. (1) A telephone ballot and internet ballot shall:
 - (a) identify by the title “Election for Mayor” or “Election for Councillor” or “Election for School Board Member”, as the case may be;
 - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - (c) warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates”, as the case may be.

(2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

Oath

8. Any oath that is authorized or required shall be made in the form required by the Act.

Electors

9. No person shall vote by alternative voting unless:
- (a) the person's name appears on the revised list of electors on the date chosen by Council for the revised list of electors to be completed pursuant to section 50A of the Act; or
 - (b) the person's name does not appear on the revised list of electors and:
 - (i) the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
 - (ii) the person swears an oath in the prescribed form to the Act.

Proxy Voting

10. A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

11. (1) A friend voter shall only vote for an elector by alternative voting if:
- (a) an elector is unable to vote because :
 - (i) the elector is blind;
 - (ii) the elector cannot read; or
 - (iii) the elector has a physical disability that prevents them from voting by alternative voting.
 - (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the prescribed form to the Act providing they are incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form to the Act that:
- (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
 - (b) the friend will mark the ballot as requested by the elector; and
 - (c) the friend will keep secret the choice of the elector.
- (5) The Returning Officer shall enter in the poll book:
- (a) the reason why the elector is unable to vote;
 - (b) the name of the friend; and
 - (c) the fact that the oaths were taken.

Voting

12. The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.

Seal

13. (1) At the close of the alternative polling days, the system shall seal the ballot box until after the close of the poll on ordinary polling day.

(2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

14. At the close of the alternative polling days, the system shall:

- (a) generate a list of all electors who voted by alternative voting; and
- (b) on the revised list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.

15. A printed and electronic copy of the lists under section 14 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

16. Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

17. (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.

(2) In counting the votes that were cast for each candidate during alternative polling days, the system shall not count rejected ballots.

Tallying of Spoiled Ballots

18. At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by System

19. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

20. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

21. (1) If the regenerated count and the initial count do not match, the Returning Officer shall:

- (a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
- (b) attend while the final count is being regenerated.

(2) The regenerated final count pursuant to subsection (1) shall be the final count of the votes cast by alternative voting.

Recount by Court

22. (1) For a recount, the judge shall only consider the final count by the system, as determined by section 20 or 21, of the total number of votes that were cast by alternative voting for each candidate.

(2) The final count by the system, as determined by section 20 or 21, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.

Secrecy

23. An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

24. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

25. If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

Appointment of Auditor

26. (1) **The Returning Officer may appoint a System Elections Officer for the purpose of auditing and monitoring the performance of the system of voting.**

(2) A System Elections Officer so appointed shall carry out the duties of auditor as outlined in the procedures and forms for the conduct of voting pursuant to Section 146A(3)(cd) of the Act.

(3) Before carrying out the duties outlined in the procedures and forms document, the System Elections Officer shall swear an oath in the form prescribed by the regulations.

Severability

27. If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

Prohibitions

28. No person shall:

- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
- (b) take, seize, or deprive an elector of their PIN; or
- (c) sell, gift, transfer, assign or purchase a PIN.

29. No person shall:

- (a) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;

- (b) interfere or attempt to interfere with alternative voting; or
- (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

30. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Offences and Penalty

31. (1) A person who:

- (a) violates any provision of this By-law; or
- (b) permits anything to be done in violation of any provision of this By-law; is guilty of an offence.

(2) A person who contravenes subsection (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand (\$5,000) dollars and not more than ten thousand (\$10,000) dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

(3) In determining a penalty under subsection (2), a judge shall take into account:

- (a) the number of votes attempted to be interfered with;
- (b) the number of votes interfered with; and
- (c) any potential interference with the outcome of an election.

(4) Pursuant to section 146A(8) & (9) of the Act:

- (a) *The Remission of Penalties Act*, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this By-law; and
- (b) the limitation period for the prosecution of an offence under this By-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed.

Repeal and Replace

32. The Electronic Voting By-law of the Municipality of the District of Lunenburg adopted by Municipal Council on May 24, 2016 is hereby repealed and replaced with this new By-law Respecting Alternative Voting.

Date of First Reading:

Date of Advertisement of Notice of Intent to Consider:

Date of Second Reading:

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

Date of mailing to Minister a Certified copy of By-law:

I certify that this “A By-law Respecting Alternative Voting” was adopted by Municipal Council and published as indicated above.

_ Sherry Conrad

Date: _____

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



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Municipal Council

SUBMITTED BY: Sherry Conrad

DATE: June 10, 2020

RE: 2020 Council Summer Meeting

ORIGIN: Schedule Staff

RECOMMENDATION

“that Municipal Council approves the summer break from Council and Council committee meetings from August 3 – 28, 2020.

EXECUTIVE SUMMARY

Council has agreed, over the last number of years, to take a break from Council and its committee meetings during a four-week period over the summer months. During this period, there has always been the option of holding a special meeting, if required, to deal with any issues that arise.

DISCUSSION

Council has, for the last few years, taken its summer break during the first four weeks in August. Council has the option of taking the four weeks off during any period in the months of July and August.

Council took its summer break in 2019 from July 29th to August 23rd. During this period, one Special Council meeting was called relating to a Personnel Matter.

Council took its summer break in 2018 from July 30th to August 24th. During this period, no Special Council meetings were required.

With the COVID-19 regulations prohibiting the gathering of more than 10 people, it is hard to determine which meetings will be held during the upcoming months. Council has been holding its Council meetings on the 2nd & 4th Tuesday via telephone and video conference, its Finance Committee meeting the first Tuesday of the month and Planning Advisory Committee meetings when required.

Staff is offering the following comparison of summer break date options:

August 3 – 28, 2020	July 20 – August 14
<p>Meetings not held – Finance Committee – August 4 Council – August 11 & 25 Planning Advisory – August 27</p> <p>Meetings still required as they are quarterly meetings or meetings of an outside committee/board: LCLC – August 20 MJSB – August 26</p>	<p>Meetings not held – Council – July 28 & August 11 Finance Committee – August 4 Planning Advisory – July 23</p> <p>Meetings still required as they are meetings of an outside committee/board: MJSB – July 23</p>

COMMUNICATION CONSIDERATIONS

Post a notice of the meeting summer schedule on the webpage and in the local newspaper.

CONCLUSION

Council will miss the same number of meetings under each scenario. With the estimated move into the new Municipal Services Building being set for the end of August, staff is recommending that Council take the first four weeks of August for its summer break from Council and Council committee meetings.

At this time, there are no issues that would require these meetings to be held during either period. If an emergency arises during that period, a Special Meeting could be held and the date of same advertised.

<p><u>Department:</u> Administration</p>
<p><u>Report Prepared By:</u> Sherry Conrad, Municipal Clerk <u>Date:</u> June 9, 2020 <u>Report Approved By:</u> Alex Dumaresq, Deputy CAO <u>Date:</u> June 10, 2020</p>



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Mayor Bolivar-Getson and Councillors

SUBMITTED BY: Tom MacEwan, CAO

DATE: June 23, 2020

RE: Proposed Amendments to Policy MDL-01 Proceedings of Council

RECOMMENDATION

“that Municipal Council gives seven (7) days’ notice that Council will be considering approving the proposed amendments to Section 3 “Meetings” of Policy MDL-01 Proceedings of Council, as presented, at the July 14, 2020 Council Meeting”.

EXECUTIVE SUMMARY

Declaration of the State of Emergency has allowed Council to conduct its council and committees of council meetings electronically. Council has been conducting its Council meetings and has started holding its Finance Committee meetings electronically by telephone and internet conference. Public hearings have been conducted using telephone, internet and live-streamed using Facebook.

BACKGROUND

Once the State of Emergency is over, the permission granted under it to conduct meetings electronically will end unless the Municipality has a by-law or policy that allows it to conduct its meetings electronically. As there could be a number of unforeseen circumstances that arise in the future, staff is recommending that Policy MDL-01 be amended to allow Council to have the option to conduct its meetings electronically when required.

DISCUSSION

The proposed amendments to Section 3 of Policy MDL-01 gives Council the ability to conduct its meetings electronically and outlines the criteria to permit a member of Council to attend at a meeting electronically.

BUDGET IMPLICATIONS

None

STRATEGIC PLAN

N/A

WORK PLAN

The amendment is necessary to provide Council the option to conduct its meetings by electronic means such as by telephone or internet conference and to permit members of Council to attend meetings electronically, when required.

ALTERNATIVES

- 1. Make changes to proposed amendments and bring back to next meeting.**
- 2. Do not amend Policy MDL-01.**

CONCLUSION

Once the State of Emergency is lifted, the permission granted to hold meetings electronically will no longer be in effect, and Council will not be able to conduct its meetings electronically unless it has a by-law or policy in place to allow for same. With the possibility of a second wave of the corona virus and other unforeseen circumstances that may arise, from time to time, there may be situations when Council may want to or have to conduct its meetings electronically or to permit a member of Council to attend a meeting electronically.

Staff is recommending that Council amend Section 3 of Policy MDL-01 Proceedings of Council to allow for meetings to be conducted by electronic means.

Department: Administration

Report Prepared By: Tom MacEwan, CAO

Date: June 16, 2020

Municipality of the District of Lunenburg

POLICY

Title: Proceedings of the Council	
Policy No. MDL-01	
Effective Date: November 9, 2010, February 10, 2016	Amended Date: Jan. 26, 2016; Oct. 11, 2016

1 Definitions

In this policy all words shall have their meanings as described in Standard English dictionaries except for the following:

- 1.1 "Ballot" means:
A written vote that assures the secrecy of an individual's election decision.
- 1.2 "Chair" means:
- (a) the Mayor; or
 - (b) in the absence of the Mayor, the Deputy Mayor; or
 - (c) in the absence of the Mayor and the Deputy Mayor, the Member appointed by Council to preside; or
 - (d) until a Mayor has been elected, the Clerk.
- 1.3 "Meeting" means a regular or special meeting of Council and covers the period of time in which Members are actually sitting, from the official opening of a meeting until the final adjournment thereof, regardless of the number or length of sessions which may be held and then terminated by temporary recesses or adjournments.
- 1.4 "Point of Order" means:
- (a) any breach of the rules of order of Council; or
 - (b) any defect in the constitution of any meetings of the Council; or
 - (c) the use of improper, offensive or abusive language; or
 - (d) any other informality or irregularity in the proceedings of Council.
- 1.5 "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to adopt an agenda, motions to approve minutes, motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone for a period of time or indefinitely, motions for points of order, motions to defer, motions to adjourn. (amended Jan. 26/16)

- 1.6 "Rescind a Motion" is a motion to nullify a vote taken at a previous meeting. It may be made by any Council member, but only if no action has been taken on the motion.
- 1.7 "Rules of Order" means the parliamentary rules followed by Council when conducting meetings of business, which are the practices under *Robert's Rules of Order*.
- 1.8 "Session" means the proceedings of Council held on any one day
- 1.9 "Substantive Motion" means any motion other than a procedural motion, a question of privilege or a point of order.

2 Elections

- 2.1 The Council shall elect a Deputy Mayor in accordance with municipal policy MDL-11.
- 2.2 The nomination of Deputy Mayor shall be by ballot.
- 2.3 Upon nomination, if a Council member does not wish to accept the nomination, he or she should decline at once, by stating "I respectfully decline the nomination".
- 2.4 Where only one person is nominated for an office and nominations have been closed by resolution, the chair shall declare that person elected to the office in question, by acclamation.
- 2.5 Where more than two persons are nominated for election of Deputy Mayor and no nominee receives, on the first vote or ballot, a majority of the votes of the Members present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council vote again.

The Council shall vote up to three times after the number of candidates still on the ballot has been reduced to two or until one of the nominees has a majority of the votes of the Members present.

In the event of a tie vote for two or more candidates for the office being voted upon and the addition of one vote would entitle one or more of the candidates to be declared elected and where Council has voted up to three times to break the tie vote, the Clerk shall determine the candidate to be declared elected by Lot.

“Lot” means the method of determining the successful candidate by placing the names of the candidates on equal size pieces of paper and placed in a box and one name being drawn by a person chosen by the Clerk.

3 Meetings

- 3.1 ~~Until otherwise decided by Council, Council shall meet at the Council Chamber located at 210 Aberdeen Road.~~ Except as otherwise provided in Subsection 22(2) of the MGA, all Council meetings and meetings of committees appointed by Council are open to the public.
- 3.2 Regular meetings of the Council shall be held on the second and fourth Tuesdays of each month, ~~unless Council decides otherwise and provides reasonable public notice of such change pursuant to the MGA.~~ Public notice of regular Council meetings is not required. (amended Jan. 26/16 & Oct. 11/16)
- 3.3 In addition to regular meetings, Council may hold such other meetings as may be necessary or expedient for the conduct of business provided that each member of Council is notified at least three (3) days in advance and the Clerk gives at least two (2) days notice to the public.
- 3.4 Council may meet without notice if the Mayor determines that there is an emergency.
- 3.5 A meeting of Council is not illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy, or a notice of meeting.
- 3.6 ~~Except as otherwise provided in Subsection 22(2) of the MGA, Council meetings and meetings of committees appointed by Council are open to the public.~~
Council meetings may be live-streamed using Facebook (B) Live Streaming facility. Public participation in live-streamed meetings is limited to Facebook messaging. Members of the public do not require a FB Account to watch live-streamed. Live-streamed Council meetings shall be recorded and the video recording shall be available on the MODL website.
- 3.7 As an alternative to in-person meetings, Council meetings may be conducted by electronic means such as telephone conferencing or internet conferencing provided that the following criteria are met:
- 3.7.1 notice of the alternative form of meeting is provided to the public at least two (2) days prior to the meeting;

3.7.2 the alternative form of meeting chosen permits all members of Council to effectively communicate with each other during the meeting;

3.7.3 all votes are taken as recorded votes; and,

3.7.4 the meeting is recorded and the recording is made available on the MODL website within 24 hours of the end of the meeting.

3.8 A member of Council may attend and participate in an in-person meeting of Council by electronic means provided that the following criteria are met:

3.8.1 the member has made a request to Council based on planned unavailability;

3.8.2 the member of Council is away due to work or family commitments;

3.8.3 there is inclement weather and business cannot be postponed;

3.8.4 the member is not on extended vacation or unexcused leave of absence;

3.8.5 the member is not able to attend in person for health reasons but is able to attend by electronic means; and,

3.8.6 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

3.8.6.1 a technology problem prevents participation; and

3.8.6.2 communication is lost and cannot be reconnected.

3.39 When a Council meeting falls upon a holiday or upon a day deemed to be inappropriate, Council shall set a new date by resolution.

3.410 The Mayor shall preside at all meetings of the Council or, in his their absence, by the Deputy Mayor. (See Section 15, MGA)

3.511 If both the Mayor and the Deputy Mayor are absent, the Council may appoint a chair from the Members present. (See Section 15, MGA)

3.712 Meetings shall convene at a time established by a resolution of Council.

4 Quorum of Council

- 4.1 A majority of the members of Council (Mayor or Chair is considered a member of Council) shall constitute a quorum for the transaction of business in accordance with *Section 20(1) of the MGA*.
- 4.2 At any meeting of the Council, if ten minutes elapse without a quorum being present, the Members present shall meet, and
 - (a) Adjourn the meeting; or
 - (b) Recess; or
 - (c) Extend the time for the meeting of the Council for one half hour from the hour fixed for such meetings, if a quorum is still not present, the meeting shall stand adjourned.
- 4.3 A Mayor or Member who, without leave of Council, is absent from three consecutive regular meetings of Council, shall there by vacate their office, and the office shall be declared vacant by the Council in accordance with *Section 17(4) of the MGA and Section 18(6) of the Municipal Elections Act*.
- 4.4 Council may excuse, by resolution, the absence of a Member if there is just cause.

5 Voting

- 5.1 No motion shall be voted upon unless seconded and any un-seconded motion shall not be made again during the session.
- 5.2 A motion may be withdrawn by the mover with the consent of the seconder at any time before the Council has voted on it.
- 5.3 When a division on any question is demanded, the chair shall call for the yeas and nays and the chair shall then declare the result.
- 5.4 All votes other than votes on procedural motions shall be recorded.
 - 5.4.1 Unanimous votes shall be recorded as Carried unanimously.
 - 5.4.2 Where vote results are not unanimous, only the names of the Councilors voting against the motion will be recorded. (amended Jan. 26/16)
- 5.5 Subject to the *Municipal Conflict of Interest Act* and *Sections 205(7) and 230(3) of the MGA*, all Members present including the person presiding, shall vote on a question.

- 5.6 Any Member who fails or refuses to vote and who is required to vote except in accordance with subsection 5.5, shall be deemed to have voted in the negative.
- 5.7 As to the proceedings of Council, unless otherwise prescribed by statute, all questions arising in the Council shall be decided by a majority of votes. In the event of a tie, the question voted on shall be deemed to be determined in the negative.

6 Minutes

- 6.1 Upon the opening of each meeting of the Council, regular or special, the minutes of the last preceding meeting shall be considered and after all necessary corrections and amendments have been made, and the minutes approved, a copy of the same shall be entered in the Minute Book and shall be deemed to be the original minutes of the Council.
- 6.2 The minutes shall:
- (a) record the date, time and place of the meeting, and the kind of meeting;
 - (b) record the time when any Council member joins or leaves a meeting which is in progress;
 - (c) contain all resolutions, and motions, with the name of the mover and seconders; and record outcome of the vote;
 - (d) all elections and results;
 - (e) mention reports, petitions and other papers submitted to the Council only by their respective titles, or a brief description of their purport, except verbal reports which shall be entered at length; and
 - (f) time of adjournment.

7 Agenda

- 7.1 The order of business shall be at the discretion of the Chairperson, unless majority of Members consent to a different order of business. Otherwise, at each regular meeting of Council, Council shall conduct its business in the following order:
- (a) Call to order and opening;

- (b) Announcements, Acknowledgements, Recognition;
- (c) Public Input;
- (d) Approval of agenda, including additions thereto or deletions there from;
- (e) Approval of minutes;
- (f) Business arising from the minutes;
- (g) Awarding of tenders;
- (h) Presentations;
- (i) Consideration of correspondence;
- (j) Recommendations/referrals from committees and boards;
- (k) Staff reports;
- (l) Mayor's/Deputy Mayor's/Councillors' Matters;
- (m) In camera;
- (n) Adjournment.

(amended Jan. 26/16)

7.2 Notwithstanding (7.1), the first meeting after an election the order shall be;

- (a) Call to order by the Clerk;
- (b) Declaration of results of election;
- (c) Administration of the Oaths of Office for Mayor and Members elect and/or acclaimed candidates;
- (d) Nomination and election by ballot for the Deputy Mayor.

7.3 Deadline for agenda items and accepting material for same is seven (7) days in advance of the meeting date. (amended Jan. 26/16)

7.4 Agendas shall be circulated four (4) days in advance of scheduled meeting dates. (amended Jan. 26/16)

- 7.5 In the case of urgent and/or pressing necessity, items may be added to a meeting agenda on the day of the meeting, without previous debate or notice being given, with a 2/3 majority vote of Council to add the item to the agenda. It must be demonstrated that the item is of an urgent nature (i.e. time sensitive). (amended Jan. 26/16)
- 7.6 Added items to an in-camera agenda shall be identified by the type of matter to be discussed, with additional information, where possible, to further identify the item but not as to disclose the confidential information and the reference under the *MGA* shall be stated. (amended Jan. 26/16)
- 7.7 No new items are permitted to be added or discussed at an in-camera meeting unless the matter has been previously added and approved as an addition prior to moving in-camera. (amended Jan. 26/16)

8 Rules of Debate

- 8.1 The rules and regulations contained in this policy shall be observed in all proceedings of Council and any of its committees; and in any case for which provision is not made herein the procedure to be followed shall be as set out in "*Robert's Rules of Order*" as revised from time to time.
- 8.2 The Council or a committee, by unanimous vote, may suspend any rule of order provided for in this policy and such suspension shall apply to all sessions of that particular meeting.
- 8.3 It shall be the duty of the chair to:
- (a) open the meeting of Council by taking the chair and calling the members to order;
 - (b) announce the business before the Council in the order in which it is to be acted upon;
 - (c) receive and submit, in the proper manner, motions presented by a member of Council;
 - (d) put to vote a question which is regularly moved and seconded or necessarily arises in the course of the proceedings and to announce the result of the vote;
 - (e) restrain the members, when engaged in debate, within the rules of order;

- (f) enforce on all occasions, the observance of order and decorum;
 - (g) call by name any member persisting in a breach of the rules of order of the Council thereby ordering them to vacate the Council Chamber;
 - (h) inform the Council when necessary, or when referred to, on a point of order;
 - (i) permit questions to be asked through the chair of any official of the Municipality to provide information to assist any debate when s/he deems it proper;
 - (j) provide information to members on any matter touching on the business of the Municipality; and
 - (k) adjourn the meeting when the business is concluded;
- 8.4 Every member, prior to speaking to any question or motion, shall raise their hand and wait to be recognized by the chair. When two or more Members have so indicated their desire to speak, the chair shall designate the Member who has the floor.
- 8.5 No Member shall speak more than twice on any motion, except in explanation of their remarks; however, the mover of a substantive motion shall have the right to speak a third time, if necessary, to reply and sum up in closing the debate.
- 8.6 No Member shall speak more than fifteen minutes upon any matter at any one time, without the leave of Chair.
- 8.7 No Member shall move about the chambers unnecessarily, nor speak or whisper so as to interrupt any member or delegate who has the floor.
- 8.8 If a Member wishes to explain a misunderstanding of a point they have made, they shall ask leave of the chair; if permitted, they shall explain only the misunderstanding of their words, without any further comment.
- 8.9 When a Member speaks they shall address their remarks to the chair, confine themselves to the matter in question, avoid mentioning personalities and avoid unbecoming language.
- 8.10 The chair may censure any Member who:
- (a) while speaking, questions the motives of another Member;

- (b) while speaking, treats another Member with personal disrespect;
- (c) passes between the chair and a Member who is speaking;
- (d) uses unbecoming language;
- (e) talks or acts so as to distract a Member who is speaking;
- (f) willfully violates any rule of order.

8.11 If a Member feels they have been personally aggrieved by a censure of the chair, they may appeal from such censure to the Council.

8.12 Any such Member may speak on their own behalf in relation to any such censure being appealed to Council, but shall withdraw from the Council Chambers before the Council proceeds to consider and vote on the matter.

9 Points of Order

9.1 The chair shall, and any Member may, call to order any Member who violates any rule of order. A Member raising a point of order shall verbally state "Point of Order".

9.2 When a Member speaks to a point of order, the question of order shall be decided before the matter under discussion is proceeded with, and when any Member is called to order the Member shall refrain from speaking until the point of order is determined.

9.3 The chair shall decide on points of order and the chair may make a decision immediately or may permit debate on the point of order before making a decision.

9.4 The decision of the chair may be challenged by a motion from the floor, which must be duly seconded, to dissent from the ruling of the chair. Such a motion is not debatable and the chair shall forthwith put the question in this manner "Shall the decision of the chair be upheld?"

9.5 If the question does not receive majority support, the ruling of the chair on the point is not sustained and is overturned.

10 Motions

- 10.1 When a motion is before the Council and under debate no other motion shall be entertained until the motion under debate is decided, except for the following:
- (a) a motion to amendment;
 - (b) a motion to refer;
 - (c) a motion to close debate at a specified time;
 - (d) a motion to call for the question;
 - (e) a motion to table;
 - (f) a motion to postpone;
 - (g) a point of order;
 - (h) a point of privilege;
 - (f) a motion to adjourn.
- 10.2 A motion to refer a matter for further information shall state to whom the matter is referred, what information is desired.
- 10.3 Motions used to suppress debate such as, referring, postponing to a certain time, or tabling motions shall be ruled out of order.
- 10.4 A motion to adjourn shall always be in order, except in the following cases:
- (a) When a Council member is in possession of the floor;
 - (b) While the Council members are voting;
- 10.5 No debate shall be allowed on the following motions:
- (a) a motion that the debate be closed at a specified time;
 - (b) a motion to adjourn;
 - (c) a motion to reconsider an earlier decision of Council; except as allowed in Section 13
 - (d) a motion for leave for any person, not a Member, to address the Council;

- (e) a motion to change or suspend the order of business;
- (i) a motion to allow a Member to speak more than the prescribed number of times; and
- (g) a motion to dissent from the ruling of the chair on a point of order.

10.6 Limited Debate shall be allowed on the following motions:

- (a) A motion to refer a matter to a committee, staff or Council members may be debated only as to whom the matter is to be referred, what specific information is desired, or when the matter shall be brought back to the floor of Council;
- (b) A motion calling for the question shall not be voted on until after every Member who has not spoken on the motion already, and who wishes to speak, has been heard.

10.7 Deleted (amended Oct. 11/16)

11 Amendments

11.1 An amendment shall be relevant to the subject matter of the motion under debate and no amendment shall be allowed which, in the opinion of the chair, has the effect of nullifying the motion under debate.

11.2 No more than one amendment and a sub-amendment shall be received by the chair or considered by Council at any one time;

11.3 The chair shall make all efforts to clarify the wording being voted on when Council is ready to vote on a sub-amendment, an amendment and then the main motion.

12 Resume Consideration

12.1 A motion to resume consideration shall be in order when a matter comes up on the agenda as a result of being earlier referred from the floor of Council to be studied by a board or committee or staff member or Councils.

13 Motion to Reconsider

13.1 After a question has been decided, either in the affirmative or negative, and after the decision has been announced from the chair, any member

who voted with the majority may at that meeting or the next regular scheduled meeting give notice of intention to move a reconsideration.

13.2 Unless reconsideration is moved at the meeting or the next regular meeting the right of reconsideration shall be lost.

13.3 The main or substantive motion to be reconsidered does not come back on the floor of Council for debate until the motion to reconsider has been moved, seconded and has received the majority vote of Council.

13.4 A motion to reconsider shall not be debatable except where the question to be reconsidered was debatable and that the Member who gave the notice of motion to reconsider has the privilege of stating new information on the motion.

13.5 No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.

13.6 No motion to reconsider shall be allowed in regard to a motion approving all or part of the annual budget.

14 Motion to Rescind or Repeal

14.1 Any Council member may make a motion to rescind a main motion, and voting requirements for rescinding or repealing are as follows:

(a) if notice given a majority vote is required;

(b) if notice not given a 2/3 vote is required.

14.2 Any action may be rescinded or repealed except where action has been taken that cannot be undone.

14.3 A motion to rescind may be used if the opportunity for reconsideration has lapsed. (See section 13.2)

15 Motion to Renew

15.1 After a motion has been rejected, the maker of the motion may renew his or her motion at a future meeting, only if the option for reconsideration has expired.

15.2 A motion to be renewed may not be made until a clear 6 month period has passed.

16 Petitions

- 16.1 Every ratepayer or resident of the Municipality, and every corporation doing business therein, shall have the right to be heard before Council by petition and every petitioner shall be entitled to be heard at the time of presentation of the petition.
- 16.2 Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Council. A total of 15 minutes shall be allotted to the petitioner and accompanying persons to speak to the petition at the Council meeting. (amended Jan. 26/16)
- 16.3 The petition must be addressed to the Council of the Municipality of the District of Lunenburg and request a particular action within the authority of Council. (amended Jan. 26/16)
- 16.4 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. (amended Jan. 26/16)
- 16.5** The filing of a petition with the Clerk shall be done at least one week before the first day of the meeting of Council at which it is to be considered. (amended Jan. 26/16)

17 Verbal Presentations

- 17.1 Any persons who are not Members or officers of the Municipality shall observe silence and order in the Council Chambers, unless given permission to speak on behalf of a petition or otherwise allowed in this policy. Any such persons disturbing the proceedings of Council shall be called to order by the chair and, if they fail to comply, shall be ordered, by the chair to leave the Council Chambers.
- 17.2 At the beginning of regular meetings of the council, fifteen (15) minutes for non-scheduled public input shall be available. (amended Oct. 11/6)
- 17.3 For scheduled presentations any delegation, wishing to address Council shall:
- (a) give notice of such request to the Clerk at least one week prior to the scheduled meeting at which such delegation is to appear;
 - (b) be provided fifteen (15) minutes to appear.

17.4 No motions shall be brought to the floor, until; such time as the delegation has ended and the matter has been placed on an agenda thus providing for the opportunity to debate and/or discuss the matter in question.

18 Repeal

18.1 Previous policy MDL-01 is hereby repealed and replaced with new policy MDL-01.
(amended Jan. 26/16)

Clerk's Annotation for Official Policy Book

Date of Adoption	<u>November 9, 2010</u>
Date of Notice to Council Members of Intent to Consider (7 days minimum):	<u>October 21, 2010</u>
Date of Passage of Amendments:	<u>November 9, 2010</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>January 19, 2016</u>
Date of Passage of Amendments:	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Consider:	<u>September 30, 2016</u>
Date of Passage of Amendments:	<u>October 11, 2016</u>

I certify that this MDL-01 "*Proceedings of Council*" was adopted by Council as indicated above.

Municipal Clerk

Date



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Council
SUBMITTED BY: Alex Dumaresq, Deputy CAO
DATE: June 23, 2020
RE: Funding Award – Comfort Centre Policy

RECOMMENDED MOTION

Move that Council award the 2020/21 Comfort Centre Generator Grant to the Martin's River Fire Dept. in the amount of \$7,000 and to the Tri-District Fire Rescue for \$7,000.

BACKGROUND

MODL has instituted a grant program to assist community centres and fire departments interested in acting as Comfort Centres during periods of power outage. Fire departments and other registered community organizations can apply to be a Comfort Centre and receive the grant to offset the cost of installing a generator.

Council Annually awards up to \$14,000 to applicants. The amount awarded is determined at the discretion of Council to a **maximum of 66% of eligible costs and cannot exceed \$8000** per project. In making the decision, Council can consider the number of applications received, the size of the projects, and the strategic importance of the addition or upgrade of the Comfort Centres.

Council's policy also limits what expenses are eligible for funding. Eligible expenses include:

- Power transfer switches;
- Disconnect switches;
- Portable and fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

For clarity the policy explicitly permits applications for upgrades and rebuilding of existing generator systems in Comfort Centres. Ineligible expenses include: General renovations to buildings; Pads for generators; Structures or buildings to house generators; and Projects already undertaken prior to application.

2020/21 APPLICATIONS

The annual deadline for applications is March 1st. two application were received this year prior to the deadline. Both are fire departments who are eligible, are seeking a refurbishment of existing comfort centres, and submitted completed applications. Given that the halls are currently serving as a Comfort Centre, there is strategic value from an emergency preparedness perspective to continue to support the Fire Department in maintaining the Centre.

Applicant	Project Budget	Recommendation
Martin's River Fire Dept.	23,580	\$7,000
Tri-District	18,830	\$7,000

A list of existing Comfort Centres who have confirmed they are currently in a position to provide service to their communities is attached as an appendix to the end of this report.

A third application from the Hebbville Fire Department, also for a refurbishment was received after the March 1 deadline. As with MODL's other grant programs, Staff do not recommend consideration of late applications unless the previously received applications have been addressed.

Both departments have been contacted since the pandemic impacted department operations. They have indicated they are interested in pursuing the projects, but cannot confirm at this point whether they will be able to proceed. Seventy-five% of the funds are normally provided upon Council award, with the remaining funding being released upon proof of completion of the work. For this fiscal year, staff would not release funds until the departments have been notified of the award amount and have made a final decision on whether to proceed.

ALTERNATIVES

Council does have some alternatives to this recommendation within the policy. MDL – 53 does not require the maximum eligible amount to be allocated, and Council retains discretion to vary the amount of funding available within the \$8000 maximum.

APPENDIX A

The list below represents all Comfort Centres who have signed a Memorandum of Understanding with the Municipality to serve as a Comfort Centre *and* have confirmed that they continue to have the capability to open as a Comfort Centre. A review in the Spring of 2018 was completed to remove halls who had completed an MOU, but are no longer able to operate as a Comfort Centre.

It is possible that some halls are currently providing the services of a Comfort Centre, without having a current MOU in place between MODL and the organization. If Council members are aware of a community group currently providing comfort centre services inform Staff so that they can be added to the list.

In addition, there are some organizations who have applied for funds in the past but did not complete the installation work. For example, the Riverport Community Centre in 2016/17 was not able to complete their projects within the fiscal year, and all funds were returned to the municipality.

MODL COMFORT CENTRES SUMMARY
District 1
Italy Cross Middlewood & Dist. FD
Petite Riviere Fire Dept.
United Communities Fire Dept.
District 2
Conquerall Bank Fire Dept.
Pleasantville & District Fire Dept.
District 3
Lapland & District Fire Dept.
District 4
Midville Branch Fire Hall
Tri-District Fire Rescue
District 5
Hemford & District Fire Department
North River Recreation Committee Society
District 6
Lun. Co. Ground Search & Rescue
Oakhill Fire Hall
Northfield & District Fire Department
District 7
Cornwall Fire Dept.
Walden Volunteer Fire Dept.
District 8
Blockhouse Fire Hall
Indian Point Fire Hall
Martin's River Volunteer Fire Dept. & Aux.
District 9
Dayspring Fire Hall
Riverport & District Fire Department
District 10
St. Paul's United Church Hall
Little Tancook Activity Centre



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Mayor & Municipal Council
SUBMITTED BY: Tom MacEwan, CAO
DATE: June 23, 2020
RE: Black Lives Matter Solidarity Fund Nova Scotia

RECOMMENDATION

Council approve the award of a grant in the amount of \$2,500 to the Black Lives Matter Solidarity Fund Nova Scotia with the funds to come from Council's Contingency Fee.

BACKGROUND

As you are aware, there has been a significant response to the issue of systemic racism in institutions across the United States and Canada. These recent events in Canada and internationally have highlighted that racism, hate and injustice still exist in our society. In addition, the impact of the COVID-19 pandemic has also taken a bigger toll on visible minorities (both in terms of health and finances).

Council has the opportunity to provide direct financial support for community networks that support visible minorities and engage meaningfully on these important issues.

FUND OVERVIEW

The **Black Lives Matter Solidarity Fund Nova Scotia** was initiated and facilitated by a group of community organizers, activists, and scholars located in Halifax, NS. The members include Lynn Jones, Twila Grosse, El Jones, and Rachel Zellars.

The fund was created on March 17, 2020 to serve Black community members in Nova Scotia impacted by COVID-19. This is a mutual aid fund for Black individuals living throughout Nova Scotia. Specifically, the intention is to support individuals whose lives are impacted by unexpected costs such as funds for basic necessities (food, childcare, rent, utilities); for loss of income for artists, freelancers, and gig economy workers; for seniors and the elderly, persons with disabilities; and for those already facing daily challenges of capitalism and precarious housing.

The Fund especially encourages African Nova Scotians living in rural areas to apply.

The Fund provides a one-time stipend of \$100 to Black community members in Nova Scotia through an online application process. Applicants are only permitted to apply once. The community funds raised will be withdrawn directly by Rachel Zellars into a separate account. The funds will be distributed via e-transfer after Lynn Jones, Twila Grosse, El Jones, and Rachel Zellars together review community applications and approve the e-transfers.

Due to a sudden increase in donations, the organizers now offer the option to choose whether a donation goes to the grants or to larger community projects for Black people in Nova Scotia.

The Fund will continually update community members and donors on the status of the funds on the GoFundMe page, as well as provide a regular accounting of all funds received and disbursed. After these applications have been received and fulfilled, the Fund will meet to discuss disbursements of the remaining funds.

To preserve each other's privacy and dignity, the Fund will never publish the names or personal details of recipients, but will give periodic updates to the community through the GoFundMe site on 1) the donations received, 2) the amounts disbursed, and 3) the number of individuals and organizations who have been served by the Fund.

RECOMMENDED MOTION

Council approve the award of a grant in the amount of \$2,500 to the Black Lives Matter Solidarity Fund Nova Scotia with the funds to come from Council's Contingency Fee.

Department: Administration	
Report Prepared By: Tom MacEwan, CAO	
Report Approved By: _____	Date: _____
Reviewed By CAO: _____	Date: _____



Municipality of the District of Lunenburg

REQUEST FOR DIRECTION

REPORT TO: Municipal Council
SUBMITTED BY: Byung Jun Kang, Planner
DATE: June 23, 2020
SUBJECT: PL190055: Planning Policy Review

ORIGIN

On October 9, 2018, Municipal Council directed staff to prepare a report to review possible revisions to Policy MDL-21 respecting the Establishment of Plan Areas.

On May 19, 2020, Municipal Council held a workshop to discuss a planning model for mandatory minimum planning. In the report, as attached in Appendix A, staff recommends moving towards the PAC-only model for the following reasons:

- Province has mandated minimum planning. The entire Municipality must be planned.
 - This is the biggest change in planning policy in Nova Scotia since 1999.
 - This will increase the staff workload up to 500%, based on permits issued.
- The AAC model is not scalable to the entire Municipality.
 - Planning application processes take about 5 times more of staff workload, compared to the PAC-only model.
 - Planning amendment processes also take 5-10 times more.
 - Developers may experience 20% faster processing time under PAC-only model.
- The PAC meets, on average, 3.5 hours a year.
 - An average meeting time for the PACs in Nova Scotia is 12 hours a year.
- The general rule is to have one planning advisory committee for each planning strategy.
 - Since we are drafting one municipal planning strategy instead of having 8 secondary planning strategies, the change in planning model is also needed.
- Alternative means of public engagement is available: new websites, Facebook live public meetings online engagement tools, PAC meetings in local communities, and so on.

LEGISLATIVE AUTHORITY

Subsection 201(1) of the **Municipal Government Act** states that a municipality may establish, by policy, one or more AAC on planning matters affecting a specific area.

RECOMMENDATIONS

If the Council would like to move towards the PAC-only model, staff recommends the following motions to be passed:

Motion 1

that Municipal Council gives seven (7) days notice of its intention to repeal Policy MDL-66 respecting the Public Participation Program in the Planning Process, and to adopt a new Policy MDL-66 respecting the Public Engagement as presented in Appendix B of staff report at the July 14, 2020 Council meeting.

Motion 2

that Municipal Council gives seven (7) days notice of its intention to repeal Policy MDL-21 respecting the Procedure for the Formation, Extension, and Abolishment of Plan Areas, at the July 14, 2020 Council meeting.

Motion 3

that Municipal Council gives seven (7) days notice of its intention to repeal Policy MDL-56 respecting the Membership Selection of Area Advisory Committee, at the July 14, 2020 Council meeting, effective October 1, 2020.

Motion 4

that Municipal Council give notice of intention to adopt the AAC Policy Amendment By-law, and conduct First Reading of the same; and further that Municipal Council give notice of Second Reading and Public Hearing at 8:30 a.m. on Tuesday, July 28, 2020.

Motion 5

that Municipal Council gives seven (7) days notice of its intention to amend Policy MDL-02 respecting the Committees of Council, by repealing Section 4, at the July 14, 2020 Council meeting.

Motion 6

that Municipal Council gives seven (7) days notice of its intention to adopt Policy MDL-90 respecting the Planning Advisory Committee, as presented in Appendix G of staff report, at the July 14, 2020 Council meeting.

Motion 7

that Municipal Council gives seven (7) days notice of its intention to amend Policy MDL-04 respecting the Non-Council Appointments and Honorarium, by striking out “(excluding Area Advisory Committee)” in Section 1, at the July 14, 2020 Council meeting.

BACKGROUND

A council workshop was held on May 19, 2020 to discuss about the future planning model of the Municipality. Appendix A compares different planning models, and recommends the PAC-only model as the best option for the Municipality, after the adoption of the new municipal-wide Planning Strategy and Land Use By-law. After a discussion, staff has prepared amendments, should Municipal Council decide to move forward with the PAC-only model.

Ad-Hoc Subcommittees of the PAC

There may be times when it would make sense to form an ad-hoc subcommittee to deal with a particular planning issues and report back to the PAC. For example, when a major development is proposed, or when a planning by-law – such as the Subdivision By-law – is being reviewed. In those cases, discussions amongst a smaller working group of members may be appropriate. Currently as of June 2020, subsection 4.5 of Policy MDL-02 (Committees of Council Policy) sets out the guidelines for establishing an ad-hoc subcommittee of the PAC, or an ad-hoc committee reporting directly to Council. Even after the repeal of Section 4 of Policy MDL-02, this clause will stay in the new Policy MDL-90 regarding the Planning Advisory Committee, so the PAC may create ad-hoc subcommittees at any time.

DISCUSSION

To implement the PAC-only model, some policy changes are required.

Policy MDL-66 (Public Participation Program on Planning Process)

Policy MDL-66 must be amended as presented in Appendix B from Appendix C, so that it

- reflects the current practice of public engagement in the planning process;
- refers to the new Municipal Planning Strategy for the general direction; and
- integrates best practices of online engagement.

This Policy only includes public engagement for proposed planning documents – the Municipal Planning Strategy, the Land Use By-law, the Subdivision By-law, and their amendments. A public engagement policy for a development agreement, a site-plan approval, their amendments, as well as an amendment to the Land Use By-law without a concurrent amendment to the Municipal Planning Strategy, including some rezoning applications, is written in the Land Use By-law, as directed by the **Municipal Government Act**.

Policy MDL-21 (Procedure for the Formation, Extension, and Abolishment of Plan Areas)

Policy MDL-21, shown in Appendix D, must be repealed as new Area Advisory Committees (AAC) would not be required as the Municipality implements municipal-wide planning.

Policy MDL-56 (Membership Selection of Area Advisory Committee)

Policy MDL-56, shown in Appendix E, must be repealed for the same reason as Policy MDL-21. Staff recommends this policy to lose its effectiveness starting October 1, 2020 to allow the current Council to decide if the appointment of AAC members for the one last term is needed. All terms of the AAC members will expire in November 2020 unless Council passes a resolution to appoint new or existing members beforehand.

AAC Policy Amendment By-law

The Secondary Planning Strategies in Hebbville, Riverport, Blockhouse, and Princes Inlet must be amended to remove policy statements on the AAC, as shown in Appendix F. The roles of local AAC stated in the secondary planning strategies will be transferred to the PAC.

Policies MDL-90 and MDL-02 (PAC New Terms of Reference)

Currently, the PAC receives its authority from Section 4 of Policy MDL-02. However, the Strategic Management Team has recommended to develop the terms of reference separately. Because the Municipal Government Act mandates the terms of reference of Planning Advisory Committee to be adopted by policy, it is recommended to adopt a new policy as shown in Appendix G. The amendment to Policy MDL-02 by striking out Section 4 is also required.

Policy MDL-04 (Non-Council Appointments and Honorarium)

Policy MDL-04, shown on Appendix I, needs to be amended by striking out the terms “Area Advisory Committee”, which was required to adopt Policy MDL-56.

ALTERNATIVES

Policy MDL-02 (Committees of Council)

In addition to the proposed changes, Council may choose to appoint members of the public in the PAC by the area representation – that is, selecting each PAC member to represent a certain area or a polling district. Currently, the Region of Queens County and the County of Kings implemented this method. While this may complement the public representation by AAC, it may also increase the number of PAC members. This requires a Council direction in the future.

Not Moving Forward with the Policy Changes

Council may decide to not to move forward with the proposed changes. In that case, if a plebiscite to form a new AAC is successful, then Municipality must establish an AAC by policy.

LEGAL IMPLICATIONS

Existing Area Advisory Committees

All 6 existing AAC – Hebbville, Riverport, Blockhouse, Princes Inlet, Oakland and Hemford Forest – will be grandfathered in even after repealing Policies MDL-21 and MDL-56. Dissolution of AAC requires a separate Council policy in the future.

Engagement with Neighbouring Municipalities

A new municipal policy needs to be adopted, according to Section 204A of the revised **Municipal Government Act**, regarding an engagement program with abutting municipalities. Staff recommends cooperating with other planning staff in the Lunenburg County to draft the policy that is consistent across our region, and then return to Council to amend Policy MDL-66.

ATTACHMENTS

- Appendix A: Exploring the New Planning Model for MODL
- Appendix B: Policy MDL-66 (Public Participation Process), Proposed in 2020
- Appendix C: Policy MDL-66 (Public Participation Process), Amended in 2015
- Appendix D: Policy MDL-21 (Formation of Area Advisory Committee)
- Appendix E: Policy MDL-56 (Selection of AAC Members)
- Appendix F: AAC Policy Amendment By-law
- Appendix G: Policy MDL-90 (Planning Advisory Committee Policy)
- Appendix H: Policy MDL-02 (Committees of Council)
- Appendix I: Policy MDL-04 (Non-Council Appointments and Honorariums)

Department: Planning & Development Services
Directory: 66500-20

Prepared by: Byung Jun Kang, Planner
Approved by: Jeff Merrill, Director of Planning & Development

Date: 2020.05.25
Date: 2020.06.18



Background Report No. 001

**Municipality of the District of Lunenburg
Planning & Development Services**

Registry No. 66500

Research Paper

Exploring the New Planning Model for the District of Lunenburg

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<p><i>Article history:</i></p> <p>Reviewed March 25, 2020 Commented April 17, 2020 Accepted April 29, 2020 Published May 12, 2020</p> <p><i>Keywords:</i></p> <p>Planning Model Planning Advisory Committee Municipal Planning Strategy Comprehensive Planning Official Community Plan</p>	<p>Mandatory minimum planning sparked a discussion on adopting a new planning model in the Municipality of the District of Lunenburg. Under the <i>Municipal Government Act</i>, a municipality may establish a Planning Advisory Committee (PAC), a joint PAC, an Area Planning Advisory Committee (AAC), or a combination of any three. Each planning has its pros and cons, but the factors influencing the choice of municipality of a planning model was unclear. This research reveals that a municipality tends to establish a PAC to advise on each Municipal Planning Strategy (MPS), and an AAC for each Secondary Planning Strategy (SPS). If the Municipality moves forward with drafting one MPS after consolidating the existing 8 SPS, then having one PAC for recommendations on MPS amendments and planning matters would promote social cohesion, reduce red tape, and foster consistent application of regulations.</p>
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INTRODUCTION

This January, Bill 58 mandated all municipalities in Nova Scotia to impose minimum planning in all their jurisdictions. By 2023, the Municipality of the District of Lunenburg (MODL) must increase the size of its plan areas from 12% to 100%. The proclamation of Bill 58 encourages MODL to reconsider the current model of planning – that is, a way of processing planning applications, such as development agreements and amendments to the Planning Strategies and the Land Use By-laws. This paper explores the existing and alternative models of planning and identifies the most optimal model for the future, once the minimum planning is imposed.

BACKGROUND

The purpose of a Planning Advisory Committee (PAC), as defined in Subsection 200(4) of the *Municipal Government Act (MGA)*, is to advise respecting the preparation or amendment of planning documents – planning strategies, land use by-laws and subdivision by-laws – and respecting planning matters generally.

Therefore, municipalities may adopt different planning models based on their plan areas, political structures, hierarchy of planning documents, and their ability to process such planning applications.

Possible Planning Models

In Nova Scotia, the *MGA* defines the planning models. Section 200 allows a municipality to establish a PAC, a joint PAC with other municipalities, and no PAC upon the wish of a municipal council. Section 201 also permits the establishment of an Area Planning Advisory Committee (AAC) under a PAC.

Considering that, 7 planning models are possible:

1. No PAC;
2. 1 PAC;
3. 1 PAC and AACs;
4. Multiple PACs;
5. Multiple PAC with AACs;
6. 1 joint PAC; and
7. 1 joint PAC and AACs.

Because there are no joint PAC or AACs under multiple PACs established in Nova Scotia, this paper only examines Planning Models (1) to (4).

Types of Planning Strategies

Pursuant to Sections 212, 215 and 216, a planning strategy may be written as a municipal, intermunicipal or secondary document. A municipality may also have multiple municipal planning strategies (MPS) for its different parts, agree to adopt a mutually binding intermunicipal planning strategy (IPS) with other municipal units, and adopt a secondary planning strategy (SPS) to a specific area within its jurisdiction. Similar structure is found in the types of planning model, and both structures may have a direct correlation to one another. For example, a PAC, an AAC and a joint PAC may be established to advise on the adoption and amendment to an MPS, IPS and SPS, respectively; the three types of advisory committees may also advise on general planning matters in the respective plan area of each planning document's jurisdiction.

Characteristic of Advisory Committees

While a municipal council makes ultimate decisions, committees may advise the council on certain issues. Due to the nature of providing advice, such committees should reflect public interest of their jurisdictions, rather than public opinion of certain groups.

An advisory committee of municipal Council is essentially a focus group, which is typically

between 4 and 8 participants making recommendations after discussion. This coincides with the average number of members serving in a PAC or an AAC in Nova Scotia. A focus group has an appropriate size for constructive interaction and encourage mutual learning among participants. This is different from a survey, poll or vote, because focus groups create an interactive social space for discussion.

Importance of Efficient Planning Model

Adopting an efficient planning model will become even more critical upon the implementation of the new municipal-wide plan. Based on the number of building permits processed last year, the number of development permit applications is estimated to increase from 100 to 500 per year, increasing the workload by approximately five times. Because of the enlargement of planned area, the number of applications for development agreement and by-law amendment is also expected to increase.

RESEARCH STATEMENT

The research objectives are:

1. to identify major factors influencing a municipality to choose a certain planning model; and
2. based on those factors, to identify the most suitable for the Municipality after the adoption of municipal-wide planning.

METHODOLOGY

This research adopts a case study method by comparing municipalities in Nova Scotia that are of similar sizes to the MODL (population of 24,863). Case study areas are chosen based on population: District of East Hants (population of 22,453), Colchester County (population of 36,091), Regional Municipality of Queens (population of 10,307), and Pictou County (population of 20,692). Halifax Regional Municipality (population of 403,131) is also included for comparing diverse information.

RESULTS

The population, planning models, planning documents, planning applications, and plan areas of the 5 case study areas are displayed for comparison to identify the factors influencing the choice of planning model.

Regional Municipality of Queens

Region of Queens has the population of 10,307, which is about 40% of the MODL. On average, Queens PAC spends 11 hours per year in meeting. Region of Queens used to have 3 MPS in Liverpool, Brooklyn, and Milton. Queens established its PAC in 2001, as well as 3 AACs to manage the 3 MPS, but abolished all AACs when it adopted its first municipal-wide planning strategy in 2009.

Pictou County

Municipality of the Pictou County, with the population of 20,692, has 1 MPS and LUB. However, the municipality has no PAC or land use planning; its MPS and LUB exist for wind turbine development. This planning model is no longer accepted under Bill 58.

In comparison, the 5 towns in Pictou County established an IPS; however, each municipal unit has its own PAC to manage its own SPS.

District of East Hants

East Hants, with the population of 22,453, has 1 PAC, MPS and LUB – although only southern part of the District is under the Plan Area. On average, East Hants PAC spends 12.5 hours per year in meeting.

Colchester County

Colchester County has the population of 36,091, about 1.5 times larger than the MODL. The County has two MPS and LUB – one in Central Colchester Area and another in Tatamagouche Village Area, and the rest of County unplanned, as well as an IPS with the Town of Truro for properties sharing jurisdictions. There are 2 PAC managing each Plan Area. The average time spent on PAC meetings are uncertain, as the County government holds all of its committee meetings in a same session.

When Tatamagouche Planning Strategy was written as an SPS, the Tatamagouche PAC was an AAC, prior to 2001. There used to be another PAC for Clifton area, which turned into an AAC then dissolved, when the plan area had its own MPS. The planning document is no longer in effect.

Halifax Regional Municipality

As the largest municipality in Nova Scotia with 403,131 people, Halifax Regional Municipality (HRM) has a rather complex planning model. HRM has the following 4 community councils, all reporting to the Regional Council:

1. Halifax and West (Clayton Park, Timberlea, Spryfield, Bedford West);
2. Harbour East – Marine Drive (Eastern Passage, Cole Harbour, Eastern Shore);
3. North West (Bedford, Lower Sackville, Fall River, Hammonds Plains); and
4. Regional Centre (Halifax Peninsula and Dartmouth), which is formed in 2019 after the adoption of Centre Plan SPS.

Each community council has a PAC as a sub-committee, with the average of 25 combined hours per year spent on meeting. PAC in Harbour East – Marine Drive and Regional Centre have not met for the past few years. There are also separate Heritage Advisory Committee, Community Design Advisory Committee, Community Planning & Economic Development Standing Committee and Active Transportation Advisory Committee, in which their roles would usually be assumed by a PAC.

In total, HRM spends 71 hours per year on average in meeting. In comparison, the MODL spends 8 hours per year, or 3.5 hours per year if the meetings on the Subdivision By-law review in 2018 are excluded.

ANALYSIS

A research on the planning models of other municipalities in Nova Scotia clarified that the selection of a planning model depends on the number of MPS and of planning applications.

Planning Document Advisory

A correlation is apparent between the planning documents and the planning model of a municipality: one PAC is established for each MPS, and one AAC is established for each SPS. This pattern is observed throughout the Province, as in the last decade, municipalities have been moving towards dissolving AAC while integrating SPS or multiple MPS into one municipal wide MPS, such as Kings County and Region of Queens.

There are some exceptions; for example, the 5 towns in Pictou County adopted 1 IPS and 5 SPS for each town, but instead of having 1 joint PAC and 5 AAC, each town has a PAC to advise each town council on its SPS. In HRM, each PAC advises on several MPS, as establishing PAC for each of the 22 MPS would be administratively challenging. The IPS in the towns in Pictou County and in Colchester-Truro are not advised by a joint PAC; they would be advised by each of the PAC of participating municipalities.

The core principle still stands: one advisory committee manages the minimum of 1 planning document within a same municipal jurisdiction. No MPS or SPS is advised by multiple PAC or AAC. This coincides with the purpose of a PAC as per the MGA; a PAC exists to advise on preparation or amendment of planning documents.

Workload of PAC

Because a PAC is a focus group, the number of PAC members are typically limited up to 8. Consequently, the processing time of planning applications is relatively constant for each PAC.

Most PAC in Nova Scotia spends on average of 12 hours per year – approximately a 1-hour meeting every month. HRM spends about 25 hours per year on planning applications, which justifies having 2 active PAC meeting every month, along with 4 other planning-related committees meeting 46 hours a year on average. The annual meeting time of the MODL PAC is relatively low at 3.5 hours a year on average, compared to the provincial average of 12 hours.

Table 1

Comparison of Staff Time Spent to Implement a General Provision under the PAC-only and the AAC Model

Item	PAC-only Model	AAC Model	
		Concurrent Amendment	8 Separate Amendment
Public info meeting	30 hours	180 hours	180 hours
Staff report	35 hours	40 hours	40 hours
AAC meeting notice	0 hours	112 hours	112 hours
AAC meeting	0 hours	32 hours	32 hours
PAC meeting notice	7 hours	7 hours	7 hours
PAC meeting	7 hours	10 hours	24 hours
Hearing meeting notice	12 hours	18 hours	96 hours
Hearing & 2 nd reading	14 hours	21 hours	112 hours
Provincial review	7 hours	14 hours	56 hours
Total	112 hours	434 hours	659 hours

Bureaucracy within Municipality

For both Municipality and residents, having to go through one PAC meeting is more efficient than also going through AAC meetings, in terms of staff time spent on applications.

Having one MPS and LUB is also beneficial when proposing amendments to the by-laws or conducting plan review process. Repeating the same process for each plan area to change general provisions would not be necessary under the plan written using comprehensive planning method.

This is evident during the implementation of the Prohibited Land Use provision, in which the discussion started in March 2014. The Blockhouse SPS was amended in July 2015 to implement the new policy; the amendment to the Princes Inlet SPS was completed in February 2016, followed by the amendment to the Oakland SPS in May 2019. Implementation is still not complete in other four Plan Areas. The policy would have been implemented to the entire jurisdiction by July 2015, if there were one MPS and without AAC.

Adopting the PAC-only model was found to be more efficient than the AAC model, in terms of saving staff time. Table 1 displays the number of hours spent on amending a clause in planning documents under the PAC-only model and under the AAC model. The AAC model uses 4-6 times more staff time compared to the PAC-only model.

DISCUSSION

Because the structure of planning documents influences the planning model, further discussion is required on the benefits and barriers to having a single or multiple MPS or SPS, as well as to having a single or multiple PAC or AAC.

Pocket Zoning

Some municipalities choose to adopt more than 1 MPS or SPS within their jurisdictions. Research reveals that such action is derived from so-called “pocket-zoning”: only parts of the municipalities, mostly urban areas, are zoned while the rest of municipalities remain without zoning. With the proclamation of Bill 58, all lands in Nova Scotia must be zoned by 2022, reducing the needs for multiple MPS or SPS. A rough scan of the municipal websites indicates that no municipality has adopted multiple planning strategies that covers 100% of its lands, except HRM. In fact, even HRM is moving towards the consolidation of existing MPS and SPS, as evident from the recently adopted Regional Centre MPS.

Public Interest and Opinion

Consideration of multiple aspects in planning also applies to planning process. By inviting councillors and members of the public from different areas of a municipality and with different backgrounds, the planning process is enriched from constructive interaction and mutual learning. Having multiple PAC based on geographical areas create homogeneous focus groups with similar opinions, hindering learning opportunities from different perspectives and offering situations where the interpretation of Council’s intention stated in the MPS may be different for each PAC, fostering inconsistency.

Provisions Affecting Parts of the Municipality

Every community is different. Planning should be considerate to the local context so that the planning documents provide appropriate regulations best suited for each community. Having said that, SPS is not the only tool to enhance community planning. Special districts may be formed, or separate parts may be allocated within an MPS to apply different provisions only applicable to certain areas of a municipality.

Public Engagement in Local Communities

Hosting an AAC meeting has been used as a way to collect the public opinion on planning matters, in a form of official recommendations from local communities to the Council. Naturally, it may be challenging to take advantage of AAC under the PAC-only model, since there aren’t any. However, having no AAC does not mean less public engagement for the Municipality. In fact, it could increase the flexibility for municipal staff to conduct other forms of public engagement.

One of the key elements of an AAC meeting was hosting an in-person meeting in the local community. This is still possible under the PAC-only model, in the forms of public information sessions, coffee houses, and community charrettes. This allows staff to allocate resources in different projects, as some planning matters require more than one local meetings, and other may not require such meetings due to an overwhelming public support. Under the AAC model, it is mandatory to host at least one local meeting.

One of the disadvantages of an in-person meeting is accessibility – both physically and temporally. Choosing a location and time where the majority of community members can appear in person can be a challenging task. To complement in-person meetings, online engagement tools can be used. Municipality already saw some successes by using the Facebook Page and the EngageMODL website.

For example, staff was able to collect more comments from local residents via Facebook comments in conducting a first reading for the amendment of the Development Agreement with Boulangerie la Vendienne in Blockhouse. In another case, a couple of hundreds of residents were informed through the new engagement website on planning matters such as the new Private Roads By-law and the Osprey Village By-law amendment for the development of Stonemont Retirement. With both the ability to host in-person local meetings and the online engagement tools, good public engagement can still be achieved.

If more discussion is required for bigger planning matters – i.e. the municipal-wide MPS or the Subdivision By-law review, the Council or the PAC can form ad-hoc subcommittee at any time.

Transitional Plan

If the Council is in favour of having one PAC only, Policies MDL-21: Procedure for Formation of a Planning Area and MDL-56: Area Advisory Committee Membership Selection may be repealed to prevent the formation of AAC in the Municipality.

Repealing of the policies does not indicate immediate dissolving of the existing AAC. However, the terms of all AAC members will expire in this November, following the municipal election in 2020. Since the Council must appoint members of AAC by resolution, the Council may choose not to pass resolutions to appoint new members, resulting in de facto dissolution.

The existing AAC then may be formally dissolved by Council resolution, pursuant to Subsection 201(1) of the *Municipal Government Act*. If the Council requires an advisory body on planning matters affecting a specific area in the future, the Council may form an ad-hoc committee.

CONCLUSION

The current planning model for the MODL – 1 PAC and 6 AAC – is appropriate for advising the municipal Council on the existing 8 SPS.

If the MODL moves towards adopting 1 MPS as mandated by the Province, having only one PAC is recommended for promoting social cohesion, reducing red tape on planning process, and planning for the future in a consistent, integrated manner as one municipal unit.

Municipality of the District of Lunenburg POLICY

Title Policy respecting Public Participation Program and Public Engagement on Planning Matters	
Policy No. MDL-66	Legislative Authority Municipal Government Act , Sections 203-207 and 214 Minimum Planning Requirements Regulations , Sections 3-4
Effective Date July 14, 2020	Amended Dates N/A

WHEREAS the public engagement is a critical part of the Municipality’s planning process;

AND WHEREAS the Municipality is responsible for seeking the public opinions about the proposed planning documents, such as the Municipal Planning Strategy, Land Use By-law, Subdivision By-law, and their amendments;

AND WHEREAS the **Municipal Government Act** mandates the Municipality to identify opportunities and to establish ways and means of seeking the public opinions, as well as to complete the public participation program before placing the first notice for a public hearing;

AND WHEREAS the **Municipal Government Act** further mandates the Municipality to engage with abutting municipalities when the Council is adopting or amending the Municipal Planning Strategy;

AND WHEREAS the **Minimum Planning Requirements Regulations** mandate the Municipal Planning Strategy to provide for public consultation and notice during its plan review;

AND WHEREAS the **Minimum Planning Requirements Regulations** allow the Municipal Planning Strategy to provide a general direction on engaging with provincial and federal departments, First Nations communities, and non-abutting municipalities:

Short title

- 1 This Policy may be cited as the **Public Engagement Policy**.

Definitions

- 2 In this Policy,
 - (a) “Act” means the **Municipal Government Act**; and

- (b) “planning document” means the Municipal Planning Strategy, Land Use By-laws, Subdivision By-law, and their amendments, including rezoning.

Inclusive engagement and exceptions

- 3** Municipality must facilitate the involvement of public to encourage public participation on a planning matter in a variety of formats as much as feasible, except when the public participation is
 - (a) excessively or intentionally delaying the process of approving a planning document after reasonable engagement; or
 - (b) placing a financial burden on the Municipality.

Access to information

- 4**
 - (1)** Except for the information on planning matters stated under subsection 203(1) of the Act, all available information related to a proposed planning document must be accessible by the public.
 - (2)** If feasible, public may obtain a paper copy of the information in subsection (1) at a fee set in Policy MDL-58.

Online engagement

- 5**
 - (1)** In addition to the public notice requirements under this Policy or the Act, the Municipality may post information in subsection 4(1) and a public notice related to a proposed planning document on the official website, online engagement website, or social media platform operated by the Municipality.
 - (2)** The online websites and platforms in subsection (1) are considered as conspicuous places under the Act.

Ad-hoc planning committees

- 6** Council may establish, by policy, the following ad-hoc committees to discuss about a planning matter that applies to a specified topic or area of the Municipality:
 - (a) a special or advisory committee of Council under Section 24 of the Act;
 - (b) a citizen advisory committee under Section 26 of the Act;
 - (c) a community committee under Section 27 of the Act;
 - (d) an ad-hoc subcommittee of the Planning Advisory Committee under Policy MDL-90.

Public opinion poll

- 7** Council may direct staff to seek public opinion on a planning matter before a proposed planning document is submitted to the Planning Advisory Committee, such as by conducting an opinion poll.

Public information session

- 8** (1) Council may hold, or direct staff or a committee of Council to hold, a public information session to discuss with the public about a planning matter.
- (2) When the Council directs staff to prepare a plan review by replacing an existing planning document, the Municipality must hold a public information session to discuss with the public about a plan adoption or review.
- (3) If a public information session is held under subsections (1) or (2), the Municipality must hold at least 1 session before the proposed planning document is submitted to the Planning Advisory Committee.

Public notice of plan reviews

- 9** (1) When the Council initiates a plan review process by resolution, public notice of the Council resolution must be posted on a newspaper circulating in the area, at least once a week for two successive weeks, in which the first notice must be posted at least 14 days before the first public information session.
- (2) Before the Municipality holds a public information session under subsection 8(2), the Municipality must provide a summary of proposed planning document available to the public.

Public notice of the Planning Advisory Committee

- 10** If the Planning Advisory Committee holds a public meeting to consider a proposed planning document, notice of the meeting must be posted on a newspaper circulating in the Municipality at least 5 days before the meeting by stating the following:
- (a) the date, time, and location of Planning Advisory Committee meeting;
 - (b) a brief summary or the purpose of proposed planning document;
 - (c) a method of obtaining information about the proposed planning document.

Municipality of the District of Lunenburg POLICY

Title: Public Participation Program on Planning Matters	
Policy No. MDL-66	Note: <i>date of original Council Resolution: April 1, 1999 amendments to original Resolution in 2002 & 2015.</i>
Effective Date: February 10, 2015	Amended Date:

Establishment.

The Municipality of the District of Lunenburg shall establish a public participation program on identified planning matters, pursuant to Section 204 of the Municipal Government Act, for the purpose of preparing a Municipal Planning Strategy, a Land Use By-law, or a Subdivision By-law, and their subsequent revision, or amendment.

1.0 SOLICITATION OF PUBLIC INPUT.

- 1.1 Council shall conduct opinion surveys, request written briefs or submissions, or use any other means that is available and appropriate, as deemed necessary, to solicit the views and opinions of residents and ratepayers of the affected area.
- 1.2 Time on the agenda of any meeting conducted by Council, a Committee of Council, or staff, that is relevant to any planning matter affecting the Municipality, shall be reserved for presentation, commentary, or questions from any interested resident or ratepayer of the Municipality.
- 1.3 Public meetings, as deemed by Council to be necessary and appropriate, shall be conducted by Council, a Committee of Council, or staff, for the purpose of discussing with residents and ratepayers, any matter that is relevant to planning in the Municipality.
- 1.4 Council shall make every reasonable effort to facilitate the involvement and participation of residents and ratepayers in all matters relevant to planning in the Municipality, to the extent that the planning process is not unduly or intentionally delayed or that the costs incurred do not place an undue financial burden on the Municipality.

2.0 NOTICE OF MEETINGS AND PLANNING ACTIVITIES.

2.1 New Planning Strategies and Land Use By-laws, Subdivision By-laws or Planning Strategy and Land Use By-law Reviews

2.1.1 Notice of Council's Intention - Plan Review

Where Council is initiating the preparation of a review of a Municipal Planning Strategy, a Land Use By-law, or a Subdivision By-law, a notice of Council's intention to undertake such activities shall be inserted in a newspaper circulating in the area, at least once a week for two successive weeks, the first notice to be inserted fourteen (14) clear days before:

- a) any scheduled public meeting respecting the activity is to be held
- b) any scheduled Planning Advisory Committee meeting, respecting the activity is to be held

2.1.2 Notice of Area Advisory Committee meeting - Plan Review

Notice of any Area Advisory Committee meeting in which the review of a Municipal Planning Strategy or Land Use By-law is to be discussed or considered, shall be posted on the municipality's website, or by use of the respective Plan Area's e-mail distribution list, or in conspicuous locations within the Plan Area, or by advertisement in a local newspaper seven (7) clear days before the meeting.

2.1.3 Notice of an AAC Public Information Meeting - Plan Review

Prior to an Area Advisory Committee recommending a new Planning Strategy and Land Use By-law, or amendments to an existing Planning Strategy and Land Use By-law resulting from a review, the Area Advisory Committee and Municipal Staff shall:

- a) Develop and circulate to all the assessed landowners an information brochure summarizing main highlights of the proposed or amended Planning Strategy and Land Use By-law;
- b) Upon circulation of the brochure, host a Public Meeting to present to the public the proposed new or amended Planning Strategy and Land Use By-law. Notice of this public meeting shall be inserted into a newspaper circulating in the area, at least once a week, for two successive weeks, the first notice to be inserted fourteen (14) clear days before the scheduled public meeting.

2.1.4 Notice of a Council Public Information Meeting - Plan Review

Prior to Municipal Council conducting a Public Hearing regarding a new Planning Strategy and Land Use By-law, a Subdivision By-law or amendments to an existing Planning Strategy and Land Use By-law resulting from a review, Municipal Council shall conduct a Public Information Meeting. The purpose of this meeting shall be to inform the public the proposed or amended Planning Documents.

2.2 Amendments to Planning Strategies, Land Use By-laws or Subdivision By-law

2.2.1 Public Notice - Planning Advisory Committee / Area Advisory Committee

Where Council is considering a proposal for an amendment to the text of a Municipal Planning Strategy, a Secondary Planning Strategy, the Subdivision By-law, a Land Use By-law, or an application for a re-zoning, public notice of any meeting of the Planning Advisory Committee, at which the matter is to be discussed, shall be given in a newspaper circulating in the area. The notice shall appear five (5) clear days before the date of the meeting and shall clearly identify the proposal, state where further information can be obtained, and include the date and time of the meeting at which the matter will next be considered.

Notice of any Area Advisory Committee meeting, at which such a proposal is to be discussed, shall be posted on the municipality's website, or by use of the respective Plan Area's e-mail distribution list, or in conspicuous locations within the Plan Area, or by advertisement in a local newspaper seven (7) clear days before the meeting.

2.2.2 Notice to Neighbouring Landowners re: Rezoning, following First Reading

Upon first reading of proposed amendments to a Land Use By-law to grant a re-zoning, Council shall notify, by regular mail, the assessed owners shown on the records of the Regional Assessment Office, of property within 100 feet of the property that is being re-zoned. This notice shall be mailed prior to placing the first notice for a public hearing in a newspaper circulating in the area.

2.2.3 Public Information Meetings regarding Amendments or Rezoning applications

Council shall, at their discretion, direct staff to conduct a public information meeting in regards to a particular development proposal, as a means to generate increased awareness of the implications of specific development applications. Information meetings may take place following Council's receipt of a development proposal, and/or prior to Council holding a Public Hearing on the specific application.

3.0 AVAILABILITY AND DISTRIBUTION OF INFORMATION

- 3.1 Where possible, Council shall allow public access to all available reports, studies, maps, aerial photographs, and other documents and materials that are relevant to planning in the affected area and where feasible, copies of all such material will be made available for purchase, distribution, inspections, or loan as appropriate.

Clerk's Annotation for Official Policy Book

Date of Adoption: February 10, 2015

Date of Notice to Council Members:
of Intent to Adopt Policy January 28, 2015

Date of Passage February 10, 2015

I certify that this "*Public Participation Program on Planning Matters Policy*" was adopted by Council as indicated above.

Municipal Clerk

Date

Municipality of the District of Lunenburg

POLICY

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

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

1 REQUEST INITIATED BY THE COMMUNITY

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

1.1 Request Made

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

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

1.2 Request Forwarded to Council

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

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

1.3 Public Meeting

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

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

1.4 Plebiscite

1.4.1 Plebiscite Held

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

1.4.2 Results of Plebiscite – Request for Planning

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

- ii) for an extension to an existing planning area, a minimum of 66.66 percent of the ballots cast are in favor of land use planning; **[Amended Jan.11, 2011]**
 - b) Where pursuant to subclause 1.4.2(a)(i) and 1.4.2(a)(ii), less than 66.66% of the ballots cast are in favor of land use planning, Council shall not proceed with the establishment of a planning area, except in accordance with Part 2 of this Policy. **[Amended Jan.11, 2011]**
- 1.4.3 Results of Plebiscite – Request to Abolish Planning
- a) Council shall proceed with the steps necessary to abolish a planning area, or in accordance with the Municipal Government Act where a minimum of 66.66 percent of the ballots cast are in favor of abolishing planning, except in accordance with Part 2 of this Policy. **[Amended Jan.11, 2011]**
 - b) Where pursuant to clause 1.4.3(a), less than 66.66% of the ballots cast are in favor of the abolishment of a planning area or portion thereof. Council shall not proceed with the establishment of a planning area. **[Amended Jan. 11, 2011]**

1.5 Formation of an Area Planning Advisory Committee

- 1.5.1 If the results of the Plebiscite are such that a minimum of 66.66% of the votes cast were in favor of planning, Council shall establish an Area Planning Advisory Committee, by policy. The policy shall define the geographical area to which the Area Planning Advisory Committee shall apply, the purpose of the Committee, and the conduct of the Committee; and **[Amended Jan. 11, 2011]**
- 1.5.2 Council shall appoint by resolution, members of the public to serve on the Area Planning Advisory Committee. Appointments shall be sought by public advertisement with a subsequent application made to Council; or
- 1.5.3 Council shall appoint members of the proposed expanded Planning Area to serve on the Area Planning Advisory Committee, and if necessary rescinds the former resolution and adopt a new resolution establishing the revised Area Planning Advisory Committee. Appointments shall be sought by public advertisement with a subsequent application made to Council.

1.6 Commencement of Planning Process

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

1.7 Adoption / Amendment Procedure; Public Participation Procedure

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

2.0 ACTION INITIATED BY MUNICIPAL COUNCIL

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

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

Municipality of the District of Lunenburg

POLICY

Title: Area Advisory Committee Membership Selection	
Policy No. MDL-56	
Effective Date: February 8, 2011	Amended Date: April 24, 2012

1.0 Title

The Municipality of the District of Lunenburg shall establish a procedural policy concerning Area Advisory Committee Member Selection.

2.0 Administration

The policy concerns all Area Advisory Committees established by Municipal Council involved with Plan Areas. This Policy will be identified in each of the Area Advisory Committee's Terms of Reference, regarding Appointment.

3.0 Purpose

The Municipality will undertake an effective and consistent selection process for any Area Advisory Committee appointments.

The mandate of Area Advisory Committees is to advise the Municipality's Planning Advisory Committee regarding land development decisions in defined local communities. Before any applicant is selected, it is in the Municipality's interests that all applicants demonstrate:

- an understanding of land use issues,
- a willingness to commit to a period of time on the Committee, and
- an ability to represent the interests of the local residents.

4.0 Application Procedure

For the purposes of consistency, all applicants will be asked to submit a letter that can respond to the selection criteria, so as to assist Council in this process, and Council's nominating committee asked to review applicants on the Council's behalf, and make recommendation thereto.

(Amended April 24, 2012)

5.0 Selection Criteria

The following conditions are considered mandatory in evaluation:

- The Applicant is a tenant or a property owner in the planning area. (includes commercial or residential tenants)

The following conditions are considered qualitative in any evaluation:

- The applicant has demonstrated their understanding of the community’s ongoing development, its history, and future opportunities and constraints regarding local land use issues. The applicant has cited their willingness to commit to the designated term, and is available to attend Committee meetings during that time.

5.1 All letters of interest will be treated as confidential documents and shall be forwarded to Council along with recommendation for appointment from Council’s nominating committee. **(Amended April 24, 2012)**

6.0 Discretion

The selection of any Committee members remains at the discretion of Municipal Council pursuant to the provisions of the Municipal Government Act.

Clerk’s Annotation for Official Policy Book	
Date of Adoption:	<u>February 8, 2011</u>
Date of Notice to Council Members: of Intent to Consider	<u>April 17, 2012</u>
Date of Passage of Amendments:	<u>April 24, 2012</u>
I certify that this “ <i>Area Advisory Committee Membership Selection Policy</i> ” was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
A BY-LAW AMENDING THE SECONDARY PLANNING STRATEGIES
IN THE PLAN AREAS OF PRINCES INLET, HEBBVILLE, RIVERPORT, AND BLOCKHOUSE
REGARDING AREA PLANNING ADVISORY COMMITTEES

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority vested in it by Section 205 of the **Municipal Government Act**, that the Princes Inlet Secondary Planning Strategy, Hebbville Secondary Planning Strategy, Riverport Secondary Planning Strategy, and Blockhouse Secondary Planning Strategy be amended as follows:

Short title

- 1 This by-law may be cited as the **AAC Policy Amendment By-law**.

Introduction of the Princes Inlet AAC repealed

- 2 Part 1 of the Princes Inlet Secondary Planning Strategy is amended by striking out the last paragraph, immediately after the phrase “enables the Strategy to be amended by a Council at any time during this period.”

Advisory role of the Princes Inlet AAC repealed

- 3 Section 1.5 of the Princes Inlet Secondary Planning Strategy is repealed.

Application review of the Princes Inlet AAC repealed

- 4 Subsection 7.2.8 of the Princes Inlet Secondary Planning Strategy is amended by striking out immediately after the sentence “The purpose of the Public Participation Program shall be to hear the opinions of the public”.

Introduction of the Hebbville AAC repealed

- 5 Part 1 of the Hebbville Secondary Planning Strategy is amended by striking out the last paragraph, immediately after the phrase “enables the Strategy to be amended by a Council at any time during this period.”

Advisory role of the Hebbville AAC repealed

- 6 Section 1.5 of the Hebbville Secondary Planning Strategy is repealed.

Application review of Hebbville AAC repealed

- 7 Subsection 7.2.8 of the Hebbville Secondary Planning Strategy is amended by striking out immediately after the sentence “The purpose of the Public Participation Program shall be to hear the opinions of the public”.

Advisory role of the Riverport AAC repealed

8 Subsection 7.1.2 of the Riverport Secondary Planning Strategy is repealed.

Application review of Riverport AAC repealed

9 Subsection 7.1.8 of the Riverport Secondary Planning Strategy is amended by striking out immediately after the sentence “The purpose of the Public Participation Program shall be to hear the opinions of the public”.

Advisory role of the Blockhouse AAC repealed

10 Subsection 8.1.1 of the Blockhouse Secondary Planning Strategy is repealed.

Application review of Blockhouse AAC repealed

11 Subsection 8.1.6 of the Blockhouse Secondary Planning Strategy is amended by striking out immediately after the sentence “The purpose of the Public Participation Program shall be to hear the opinions of the public”.

DRAFT

**A BY-LAW AMENDING THE SECONDARY PLANNING STRATEGIES
IN THE PLAN AREAS OF PRINCES INLET, HEBBVILLE, RIVERPORT, AND BLOCKHOUSE
REGARDING AREA PLANNING ADVISORY COMMITTEES**

I, Sherry Conrad, Municipal Clerk of the Municipality of the District of Lunenburg, do hereby certify that the foregoing is a true copy of **A BY-LAW AMENDING THE SECONDARY PLANNING STRATEGIES IN THE PLAN AREAS OF PRINCES INLET, HEBBVILLE, RIVERPORT, AND BLOCKHOUSE REGARDING AREA PLANNING ADVISORY COMMITTEES**, which is adopted by the Council of the Municipality of the District of Lunenburg at a duly called meeting on July 28, 2020.

DATED at Bridgewater, NS, the 31st day of July 2020.

Sherry Conrad, Municipal Clerk

Clerk's Annotation for Official By-law Book	
Date of First Reading	June 23, 2020
Date of Advertisement – Notice of Intention	July 8, 2020
Date of Second Reading	July 28, 2020
Date of mailing to Minister a Certified copy of By-law	July 31, 2020
Date of Advertisement of Adoption of By-law*	September 2, 2020
I certify that this “BY-LAW AMENDING THE SECONDARY PLANNING STRATEGIES IN THE PLAN AREAS OF PRINCES INLET, HEBBVILLE, RIVERPORT, AND BLOCKHOUSE REGARDING AREA PLANNING ADVISORY COMMITTEES” was adopted by Council and published as indicated above.	
_____	_____
Municipal Clerk	Date
*Effective Date of the By-law unless otherwise specified in the text of this By-law.	

Municipality of the District of Lunenburg POLICY

Title Planning Advisory Committee Policy	
Policy No. MDL-90	Legislative Authority Municipal Government Act, Section 202
Effective Date July 14, 2020	Amended Dates N/A

Short title

- 1 This Policy may be cited as the **Planning Advisory Committee Policy** and be referenced as the terms of reference of the Committee.

Definition

- 2 In this Policy,
 - (a) “Act” means the **Municipal Government Act**; and
 - (b) “Committee” means the Planning Advisory Committee of the Municipality.

Purpose

- 3
 - (1) The purpose of this Committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.
 - (2) The duties assigned to the Committee by the Act must only be carried out by the Committee.

Membership

- 4
 - (1) Membership of the Committee must consist of 5 Councilors and 3 public members appointed at-large.
 - (2) Public members have full membership in the Committee and are given the same rights as a Council member on the Committee.
 - (3) A member ex-officio of the Committee may be appointed and has the rights as defined in Section 5 of Policy MDL-02.

Appointment and reappointment

- 5 (1) Terms of public members are non-coincidental two-year terms so that no more than two public member positions expire in the same calendar year.
- (2) Public members must be sought by a publicly advertised Expression of Interest and recommended to Council for appointment by the Nominating Committee by following the procedure in Section 2 of Policy MDL-04.
- (3) Council must appoint members of the Committee by resolution.
- (4) Public members may re-offer for the Committee when their term expires.

Officers

- 6 (1) The committee members must, at their first meeting after an annual appointment by Council, elect a chair and vice-chair by secret ballot.
- (2) The chair must preside at all meetings of the Committee.
- (3) The vice-chair will act in the absence or inability of the chair or in the event of the office of chair being vacant.
- (4) The sitting chair and vice-chair may re-offer for the same position.

Procedures

- 7 (1) A meeting of the Committee may take place on an as-needed basis or at the call of the Chair.
- (2) A meeting is conducted by following the procedure on Policy MDL-01, unless otherwise stated in this Section or the Act.

Open meetings

- 8 (1) All meetings of the Committee are open to the public unless a meeting is private as determined by the procedure in subsection 203(1) of the Act.
- (2) All public meetings of the Committee must be notified to the public according to the procedure in Sections 9 and 10 of Policy MDL-66.
- (3) On each item on an agenda of the Committee, the Chair must seek public comments after a presentation by staff.

Public discussion

- 9 Committee may hold a meeting for public discussion on a planning topic in the manner decided by the Council or the Committee.

Ad-hoc subcommittees

- 10 (1)** Committee may create an ad-hoc subcommittee to deal with an issue in which the membership feels it would be better served by a smaller number of people.
- (2)** When an ad-hoc subcommittee is established, the subcommittee must have a declared start date, end date, and required recommendation.
- (3)** Any recommendation returned to the Committee by an ad-hoc subcommittee must be passed by the Committee before being referred to Council.

Staff support

- 11** The Director of Planning & Development Services is the primary contact for the Municipality, and may assign a staff member to
 - (a) develop and distribute an agenda, recording, and minutes of a meeting;
 - (b) conduct research related to an item on the agenda; and
 - (c) notify the Committee members of the result of their recommendations.

Remuneration

- 12** Remuneration paid to a public member is stated in Section 3 of Policy MDL-04.

Clerk's Annotation for Official Policy Book	
Date of notice to Council members	June 23, 2020
Date of passage of original Policy	July 14, 2020
Date of notice to Council members of intent to consider amendments	N/A
Date of passage of amendments	N/A
I certify that this Policy MDL-90 was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

Municipality of the District of Lunenburg POLICY

Title: Committees	
Policy No. MDL-02	
Effective Date: March 27, 2012, February 10, 2016	Amended Date: Jan. 22, 2013, Sept. 23, 2014, Jan. 26, 2016, Oct. 11, 2016, Nov. 8, 2016

1. Committees of Council

1.1 Council may, under Section 24 of the *Municipal Government Act*, establish standing, special and advisory committees. Each committee shall perform the duties conferred on it by the Act, any other Act of the Legislature, the by-laws or policies of the Municipality, or their Terms of Reference approved by Council.

(amended Jan. 26/16)

2. Nominating Committee

2.1 The first Committee to be appointed shall be the Nominating Committee, which shall consist of the Mayor and three members of Council appointed by the Mayor.

2.2 Each Committee member shall serve for a one year term and all Council members shall serve at least one term on the Nominating Committee. (amended Oct.11/16)

2.3 The Nominating Committee shall make all Council appointments to MODL Committees and Standing Committees.

2.4 The Nominating Committee shall also recommend appointments to all other Committees, Commissions and Boards to which the Council may appoint members, except the public members-at-large of the Fire Service Committee for which this Committee shall recommend appointments directly to Council. (amended Sept. 23, 2014)

2.5 The Nominating Committee shall receive letters of nomination for awards of Acts of Bravery and Substantial Achievement and shall recommend those deemed worthy of the award to Council as outlined in Policy MDL-42 "Acts of Bravery and Substantial Achievement Awards. (amended Jan. 26/16)

2.6 The Nominating Committee shall review nominations and make recommendations to Council for all Community Achievement Awards. (amended Jan. 26/16)

3. Policy and Strategy Committee

- 3.1 The purpose of the Policy and Strategy Committee is to hold debate and discussion on by-law and policy review, strategy, land and any other matters not dealt with by the Audit and Finance Committee.
- 3.2 The Committee shall meet monthly on the third Tuesday of the month. The Chair, in consultation with staff, may add or cancel meetings as required based on the volume and complexity of agenda items.
- 3.3 Membership of the Committee shall consist of the whole of Council.
- 3.4 The Deputy Mayor shall chair the Committee.
- 3.5 The Vice-Chair shall be selected annually at the November meeting of the Committee in accordance with the election procedures outlined in Policy MDL-01. The sitting Vice-Chair may re-offer for the same position.
- 3.6 All meetings shall be conducted in accordance with Policy MDL-01 unless otherwise stated in this section.

(amended Oct. 11/16)

4. Planning Advisory Committee

- ~~4.1 The Planning Advisory Committee shall be appointed as a Standing Committee of Council. (amended Jan. 26/16)~~
- ~~4.2 Membership of the Planning Advisory Committee shall consist of 5 Councillors and 3 members-at-large from the public. (amended Jan 22, 2013, Nov. 8, 2016)~~
- ~~4.3 Public member terms shall be non-coincidental two-year terms such that no more than two positions expire in the same year. Public members shall be sought by a publically advertised Expression of Interest and recommended to Council for appointment by the Nominating Committee. Public members may re-offer for the Committee when their term expires. (amended Jan 22, 2013, Sept. 23, 2014)~~
- ~~4.4 Public members have full membership in the Committee and as such are afforded the same rights as any member of Council on the Committee.~~
- ~~4.5 The Planning Advisory Committee may create an ad-hoc subcommittee to deal with an issue which the membership feels would be better served by a smaller number of people.~~
 - ~~4.5.1 A subcommittee may only be created following a seconded motion passed by a majority vote of the Committee Membership.~~

~~4.5.2 Any subcommittee that is created must have a declared start date, end date and required decision upon its creation.~~

~~4.5.3 Any decision brought back to the Planning Advisory Committee by a subcommittee must be passed by a majority vote of the Planning Advisory Committee before being referred to Council.~~

~~(amended Jan. 26/16)~~

~~4.6 On each matter on the Planning Advisory Committee's Agenda, the Chair will seek public comment upon the completion of staff's presentation. (amended Jan. 26/16)~~

~~4.7 All meetings should be conducted in accordance with Policy MDL-01 unless otherwise stated in this section. (amended Jan. 26/16)~~

5. Ex Officio

Except where the Mayor is specifically appointed to a Committee, the Mayor shall be a member "ex officio" of all committees, but as an "ex officio" member, the Mayor shall not vote, except in the absence of one or more members of the Committee.

6. Conflict of Interest

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of a Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate, remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.

7. Terms of Reference

7.1 The Municipal Clerk will maintain the Terms of Reference for all MODL committees.

7.2 Members of a committee may propose amendments to their Terms of Reference by majority vote. Council shall consider proposed amendments but retains final authority to amend or retain the existing Terms of Reference. (amended Jan. 26/16)

8. Repeal

Any previous version of policy MDL-02 is hereby repealed and replaced with new policy MDL-02.

Annotation for Official Policy Book

Date of Adoption:	<u>March 27, 2012</u>
Date of Notice to Council Members of Intent to Amend (7 days minimum)	<u>September 9, 2014</u>
Date of Passage of Amendments:	<u>September 23, 2014</u>
Date of Notice to Council Members of Intent to Amend (7 days minimum)	<u>January 19, 2016</u>
Date of Passage of Amendments	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Amend	<u>September 30, 2016</u>
Date of Passage of Amendments	<u>October 11, 2016</u>
Date of Notice to Council Members of Intent to Amend	<u>November 1, 2016</u>
Date of Passage of Amendments	<u>November 8, 2016</u>

I certify that policy MDL-02 "*Committees*" was adopted by Council as indicated above.

Municipal Clerk

Date

Municipality of the District of Lunenburg POLICY

Title: Non Council Appointments and Honorariums	
Policy No. MDL- 04	
Effective Date: October 9, 2007	Amended Date: April 9, 2013

1.0 Purpose

The purpose of this policy is to establish a procedure for the appointment of Non-Council Members to a standing, special or advisory committee (~~excluding Area Advisory Committees~~), and a method for calculation of an honorarium for such appointment.

2.0 Procedure for Appointment of Non-Council Members

The following procedure shall be followed for the appointment of Non-Council members:

- a) Councillors shall nominate non-council persons for members of Committees, Boards or Commissions in writing to the Nominating Committee.
- b) The Nominating Committee shall recommend Non-Council members for Committees, Boards or Commissions to the Council. If the Nominating Committee's recommendation is not accepted by Council, then nominations shall be made in writing to the Council who will accept nominations and appoint such members.

3.0 Annual Honorariums

Annual honorariums paid to Non-Council members appointed by Council shall be \$55 per meeting plus appropriate mileage. [Amended April 9, 2013]

4.0 Policy MDL-04 approved on April 1, 1999 is hereby repealed and replaced with this Policy MDL-04.

Clerk's Annotation for Official Policy Book	
Date of Adoption	<u>October 9, 2007</u>
Date of Notice to Council Members of intent to Consider Amendments:	<u>March 20, 2013</u>
Date of Passage of Amendments:	<u>April 9, 2013</u>
I certify that this " <i>Non Council Appointments and Honorariums Policy</i> " was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date



Municipality of the District of Lunenburg

Annual Operating and Major Recreation Capital Grants

June 23, 2020



Municipality of the District of Lunenburg

TO: Municipal Council

FROM: Tissy Bolivar, Acting Director of Recreation Services

RE: Annual Operating and Major Recreation Capital Grants

DATE: June 23, 2020

Recommendation:

That Municipal Council approve the applications for the 2020-2021 Annual Operating Grant Program in the amount of \$34,300, as presented; and further, that the grants awarded to the organizations who have not been able to provide their program because of COVID-19 restrictions be contingent upon them providing a satisfactory operational plan identifying costs.

That Municipal Council approve the applications for the 2020-2021 Major Recreation Capital Grant Program in the amount of \$36,500, as presented.

Background:

Each year, the Municipality of the District of Lunenburg offers an Annual Operating and Major Recreation Capital Grant program to its non-profit groups to support the many volunteers and volunteer groups that make our communities better places to live, work and play.

This year, the Municipality of the District of Lunenburg received applications by the deadline totaling \$78,278 in requests under the Major Recreation Capital Grant and \$86,450 in requests under the Annual Operating Grant, totaling \$164,728, with a budget for the two grants of \$80,000.

As with every year, there were more requests than funds available. After reviewing all the applications received by the deadline, it is being recommended that Council award \$70,800 of the \$80,000 allocated to support the projects and volunteers that enhance our communities.

Please note: Due to COVID-19, many organizations operations have been impacted.

Budget Implications:

Council has approved a combined budget of \$80,000 for 2020-2021 for these grant categories. If the recommendations are approved, this would leave \$9,200 in the budget. Under Policy MDL-43, Community Grants Program/Sponsorship Requests, the remaining funds could support late applications.



Tissy Bolivar

The following are the recommendations for the Annual Operating Grants for 2020-2021:

Organization/Facility	2020-2021
	Recommendation
Barss Corner Community Hall Association	\$1,500
Big Brothers Big Sisters of the South Shore	\$2,500
Blockhouse and Area Ratepayers Kinship (BARK)	\$500
Bluenose Coastal Action Foundation	\$3,000
Bridgewater Museum Commission (DesBrisay)	\$0
Elderfit - Lunenburg	\$1,000
Hinchinbrook Farm Society	\$500
Kinship Performing Art Centre Association	\$1,000
LaHave Islands Marine Museum Society	\$1,000
Lunenburg & District Swimming Pool Society	\$1,000
Lunenburg Art Gallery Society	\$1,500
Lunenburg County Citizens on Patrol	\$500
Lunenburg Doc Fest	\$1,200
Lunenburg County Historical Society	\$1,000
Mahone Bay & Area Swimming Pool	\$1,000
Mahone Bay Centre	\$5,000
Mahone Bay Founders Society	\$1,200
Nova Scotia Sea School	\$1,000
Parkdale-Maplewood Community Museum	\$1,000
Senior Wheels Association	\$2,000
South Shore Theatrical Players	\$1,500
Tancook Island Recreational Centre Association	\$1,000
The Society of St. Vincent de Paul	\$1,200
Upper Cornwall Community Hall	\$1,000
YMCA of Southwest Nova Scotia	\$2,200
Grant Total	\$34,300

Late Application:

Organization/Facility	2020-2021
	Recommendation
Lunenburg County 4-H Council	\$0

****Organizational Overviews on pages 6-15.**

The following are the recommendations for the Major Recreation Capital Grants for 2020-2021:

Organization/Facility	2020-2021
	Recommendation
Barss Corner Community Hall Association	\$3,000
Bridgewater Tennis Club	\$6,000
Hebbville Academy	\$0
Hinchinbrook Farm Society	\$7,500
Middlewood United Church	\$5,000
Nova Scotia Sea School	\$3,500
Riverport & District Fire Protection Commission	\$7,000
St. John's Anglican Church Hall	\$4,500
Wesley United Church	\$0
Grant Total	\$36,500

****Organization Project Overviews on pages 16-18.**

Annual Operating Grants

Organizational Overview

Barss Corner Community Hall Association

The hall is the centre of the small community. It holds many events including meetings for various organizations like snowmobile clubs, Christmas Tree Association and First Aid training. The hall is also used for wedding and funeral receptions throughout the year. The hall hosts suppers, women's teas, and breakfasts. The hall is also used as both a Federal and Provincial election polling station. The hall is equipped with a fully functioning kitchen and can accommodate approximately 200 people.

Operational expenses include fuel, electricity, insurance, and general building maintenance. Their main source of revenue are hall rentals and fundraising efforts.

They are also applying for a Major Recreation Capital Grant.

Big Brothers Big Sisters of the South Shore

Big Brothers Big Sisters offers a wide range of mentoring opportunities to meet the varied need of volunteers, children, and families. Serving as role models, our mentors teach by example the importance of giving back, of staying in school, and of having respect for family, peers, and community. Funding will directly impact youth and families in Lunenburg and Queens counties. These families are often low-income or experiencing multiple barriers and require additional support for their children who are at risk or need guidance and support.

Operational expenses include staff salaries and benefits, rent and office expenses, insurance, programming costs, and professional development. Their revenue sources include fundraising, donations, grants, and funding from Dept. of Community Services and United Way.

Blockhouse and Area Ratepayers Kinship (BARK)

The "Park" at the 4-way stop in Blockhouse is operated by BARK with a license from TIR to develop and operate the site. It is now considered complete and in its 2nd year of operation. Their focus is to provide a stopping point for locals and tourists, as well as a location for community events. The hope to be a community focal point to foster community spirit and provide outdoor entertainment opportunities such as musical concerts for the community at large.

Operational expenses include general park maintenance such as mowing, gardening, portable toilet rental as well as event/program related costs. Their revenue sources include vendor fees from parking area, fundraising events, donations (in kind and cash) as well as membership dues.

Bluenose Coastal Action Foundation

Coastal Action is a charitable organization on the South Shore of Nova Scotia that believes in safeguarding a healthy environment for future generations. For over 25 years, their goal has been to promote the restoration, enhancement, and conservation of our ecosystem through research, education, and action. This funding will support the water quality monitoring work under the LaHave River Watershed Project. Coastal Action initiated this project in 2007, in response to increasing public concern over the health of the river, with a goal of identifying and reducing environmental degradation in the watershed. Over the years, this project has involved water quality monitoring, habitat assessment and restoration, invasive species research and community outreach. This project is guided by an advisory committee comprised of government, academic, industry, non-profit, and citizen representatives. Now in its 13th year, the LaHave River Watershed Water Quality Monitoring Program has become one of the strongest, longest-running water quality datasets in Atlantic Canada.

Operational expenses include staff salaries and benefits, laboratory fees, field equipment, office space and equipment, insurance, communications, and training. Their revenue sources are primarily through partnerships with various organizations such as NSLC Adopt-A-Stream, Atlantic Salmon Conservation Foundation, Town of Bridgewater, NS Community College Natural Resources Program and MODL.

Bridgewater Museum Commission, DesBrisay Museum

The DesBrisay Museum is a community museum that houses the oldest history collection in Nova Scotia, and fifth oldest in Canada. It showcases the history of Lunenburg County, as well as highlighting its citizens, architecture, and culture. It is the only community museum in Lunenburg County which operates a year-round facility. They are an admission free facility which enables access for all residents and visitors year-round to attend a wide variety of events and programs on various topics. In 2019, 8,792 people visited the museum, more than double the previous years attendance of 3,888. This organization is not a non-profit, therefore does not comply with our grant policy. Funding has been granted in years past. The museum is a municipal unit under the Town of Bridgewater, and they have a business number. In 1989, An Act to Incorporate the Bridgewater Museum Commission was formed, and the Museum Commission manages the museum through a volunteer run board.

Their operational expenses include salaries and benefits, administration, professional development, and programming. Their revenue sources include grants from Town of Bridgewater, MODL, Province of NS, federal and provincial student grants, and donations.

Elderfit – Lunenburg

Elderfit is a water exercise program designed for seniors and the physically compromised. Elderfits mission is to raise awareness among seniors to the health and lifestyle benefits of remaining physically and mentally active. At present, they operate in 3 facilities in Lunenburg County with trained instructors. The currently run around 10 classes per week.

Their operational expenses include pool rentals (LCLC, Best Western, Oak Island), instructor training, administration, equipment, and group events. Their revenue sources include class fees, fundraising, and donations.

Hinchinbrook Farm Society

Hinchinbrook Farms operates a therapeutic riding program for families and young adults who are coping with mental challenges, mainly Autism Spectrum Disorder (ASD). Their programs are based on research that shows very close contact between client and horse can bring the autistic child into the exterior world as often as these children are very insular and removed from the outside environment. Therapeutic riding is shown to provide many benefits to education and cognitive development. Activities at the farm are all outdoors, surrounded by either farm buildings and corrals or in the woods. A walk or ride through the wooded paths leads to various play areas for the children to explore.

Their operational expenses include horse care (feed, bedding, vet care, grooming, etc.), facility maintenance and operations, staff salary and administration, equipment, and training. Their revenue sources include provincial and federal funding, MODL, donations, fundraising, and program fees.

They are also applying for a Major Recreation Capital Grant.

Kinship Performing Art Centre Association

Kinship Performing Arts Centre is a new non-profit singing, dancing, and acting school geared towards an inclusive environment with professional teachers and staff. We pride ourselves on small class sizes with individualized attention for each student ages 2-adult. They strive to follow through on their mandate which is bringing more performing arts opportunities to the South Shore.

Their operational expenses include rent, salaries, insurance, equipment and supplies, and utilities. Their main revenue sources are program registration, fundraising and donations, and grants.

Lahave Islands Marine Museum Society

The Lahave Islands Marine Museum Society is a not-for-profit organization which is managed by volunteers. It was established in 1978 to preserve, display, and be the depository of the history of the Lahave Islands and the areas inshore fisheries. The society owns the Museum building (which is a heritage property) and the Community Hall on Bells Island. The society is also responsible for the upkeep and insurance on St. John the Evangelist Anglican Church on Bells Island, also a registered heritage building. The museum is open between June and September which had 3129 visitors in 2019 and 546 people attended events at their site. In 2019, 1581 volunteer hours were contributed toward management, administration, maintenance, and fundraising activities.

Operational expenses include summer student wages and benefits, administration, facility maintenance, marketing, and programming. Their revenue sources include fundraising, donations, gift shop sales, grants, and membership dues.

The board of directors have indicated that the museum will not open to the public in 2020 due to COVID-19. They still have general operational expenses that will need to be accommodated with reduced revenue.

Lunenburg and District Swimming Pool Society

The Lunenburg and District Swimming Pool is a volunteer organization who believe that everyone growing up in a fishing town in an area which has lots of sailing, boating and swimming must have the opportunity to learn to swim and to receive basic water safety instruction. This group operates and maintains a public, seasonal outdoor swimming facility offering programs in instructional, recreational, and competitive swimming.

Their operational expenses include pool supplies and chemicals, salaries and benefits, repairs and maintenance, utilities, and insurance. Their revenue sources include donations, fundraising, grants, program fees, and memberships.

The organization is uncertain of opening amid COVID-19 restrictions.

Lunenburg Art Gallery Society

The Lunenburg Art Gallery is a not-for-profit organization which has been a prominent feature in the Lunenburg County area art scene for more than 46 years. It has given communities an exciting parade of fine art by Lunenburg County artists and distinguished professionals from across Canada and the United States. For eight months of the year, March to October, the Gallery is open to residents and visitors, providing quality exhibits and programs. The Gallery has established a reputation as a focus of our cultural life. The Lunenburg Art Gallery was initially established to provide a home and display area for a collection of paintings by the noted artist, Earl Bailly. It has evolved into an independent non-profit society with a membership of approximately 150. The gallery displays the works of approximately 150 member artists, and the works of visiting painters, sculptors, photographers, and artisans of other media. The shows are open free of charge to the public six days a week.

Their operational expenses include programming and events, rent and utilities, payroll, advertising, and insurance. Their revenue sources include gallery sales, donations, membership, grants, and program/event fees.

Lunenburg County Citizens on Patrol

Citizens on Patrol (COP) are the eyes and ears for the RCMP by helping control crime in the communities that surround the LaHave River. They do patrols around parking lots, schools, communities etc., in addition to attending RCMP advisory committee meetings, hand out pamphlets, and erect signage to deter criminal activity.

Their operational expenses include gas cards, signs, equipment (vests, flashlights, etc.). Their only identified source of income is an MODL grant.

Lunenburg Doc Fest

The Lunenburg Doc Fest is a not-for-profit charity dedicated to showcasing Canadian and International documentary films that entertain, educate, inspire, and enrich the lives of Lunenburg citizens and visitors. The 6th Annual Lunenburg Doc Fest will celebrate Canada's art form, documentary film, over four days, with filmmakers from Canada and around the world. The festival has grown to be an important cultural event, bringing many people to the town.

Their operational expenses include salary and benefits, advertising, insurance, equipment rentals, venue rental, honorariums, and administration. Their revenue sources include grants, sponsorship, film and festival passes, ticket sales, and submission fees.

Lunenburg County Historical Society

The Lunenburg County Historical Society maintain and operate the Fort Point Museum in LaHave. They conduct research, gather, compile, and preserve historic documents and artifacts, and provide historic education programs, events and celebrations.

Their operational expenses include staff salaries and benefits, facility maintenance, utilities, insurance, administration, and programming costs. Their revenue sources are donations, fundraising, government funding including grants, membership fees and gift shop sales.

Mahone Bay & Area Swimming Pool

The Mahone Bay Pool is owned by the Town of Mahone Bay and operated by a volunteer board of directors. This is an outdoor swimming pool that provides opportunities for residents of the Municipality to access a variety of programs throughout the summer. Programming includes daily public swims and family swims, full range of Red Cross swim instruction for all ages, aquatic leadership programming and leadership. They provide jobs for 6 local youth as lifeguards and operate in July and August. They average approximately 60 memberships, representing roughly 200 people (families) in addition to the many users who do not purchase memberships.

Their operational expenses include pool supplies and chemicals, salaries and benefits, repairs and maintenance, utilities, and insurance. Their revenue sources include donations, fundraising, grants, program fees, and memberships.

The organization is uncertain of opening amid COVID-19 restrictions.

Mahone Bay Centre

The Mahone Bay Centre was founded in 2001 as a not-for-profit, volunteer community association, “to develop the Mahone Bay Centre for the benefit of the greater Mahone Bay community for culture, recreation, life-long learning and community development. We maintain and manage the former Mahone Bay School building to fulfill our mission”. They offer affordable rental space, short term rental space for meetings and recreational facilities, a popular fitness centre, programming, and wide variety of community events and activities.

Their operational expenses include facility maintenance and cleaning, administration, staff salaries and benefits, insurance, utilities, and programming supplies. Their main revenue sources are rentals, donations, fundraising, grants, and fitness centre memberships.

Under our grant policy, the maximum that can be awarded is \$5,000. In years past, the organization has received up to \$12,000.

Mahone Bay Founders Society

The Mahone Bay Founders Society, founded in 1979, operates The Mahone Bay Museum serving the Mahone Bay and area. The museum protects and provides (on-site and on-line) access to the history of Mahone Bay area to prevent it from the being forgotten or lost. Dedicated volunteers plan and organize major events and campaigns as fundraisers. The museum has one professional curator/manager and hires 5 summer students when the museum is open. In 2019, the museum has 7433 visitors, with 400 volunteers assisting with events and programs.

Their operational expenses include salaries and benefits, administration, facility maintenance, utilities, programming, and event expenses. Their revenue sources include fundraising, program fees, donations, grants, and memberships.

Nova Scotia Sea School

The Nova Scotia Sea School is a not-for-profit charitable organization that offers multi-day sailing and wilderness programs for youth ages 12-19 in Lunenburg, NS and exploring the coastline between Chester and the LaHave Islands. Their mandate is to provide experiential and adventure opportunities to youth that transform how they see themselves, the world around them and their capacity to contribute to our society. Their programs are skill building and life training courses that provide an essential leadership opportunity for teenagers with the outcome of creating responsible citizens who contribute to society. Since 2012, their participation from the South Shore Region has increased from 20% to 50% with significant attendance from Lunenburg County.

The operational expenses include salaries and benefits, program costs, facility costs, and fleet costs. Their revenue sources include program fees, donations, government grants, and other charities.

They are also applying for a Major Recreation Capital Grant.

Parkdale-Maplewood Community Museum

This is one of three museums in the Municipality that fulfill the requirements for the Provincial Community Museums Assistance Program. It is dependent on all three levels of government as well as local volunteers to carry out their mission of preserving community history. In 2019, they had 1873 visitors to the museum, among which 123 children took part in their educational program. The museum is open from May to September, annually. There were 153 members and 2966 volunteer hours recorded.

The operational expenses include salaries and benefits, program costs, facility costs, insurance, administration, and property taxes. Their revenue sources include donations, operating grants, fundraising, and membership dues.

Senior Wheels

The Senior Wheels Association provides a free bus service to seniors 60 plus years of age and disabled persons regardless of age. The Association owns a nine-passenger bus that is wheelchair accessible. Area of operation is the Town of Bridgewater and a seven-kilometre radius from the Town boundary in the Municipality of the District of Lunenburg. From April 1, 2019 to December 31, 2019, they carried 4,375 passengers from the Town of Bridgewater and 946 from the Municipality of Lunenburg. Of these, 553 were wheelchair passengers.

Their operational expenses include fuel, repairs and maintenance, insurance, call centre, and advertising. Their revenue sources include on board donations, grants, advertising, and promotion.

South Shore Theatrical Players

South Shore Players was informally created late in 1993 as it was felt there was a desire for live theatre in Lunenburg County. 27 years later, they have been fortunate to have ongoing community support and have been able to expand their offerings to include workshops, annual productions, encouraging involvement in live theatre, and enhance the community.

Their operational expenses include rental space, equipment and supplies, insurance, advertising, student bursaries, and administration. Their revenue sources include advertising and sponsorships, ticket sales, and grants.

Tancook Island Recreational Centre Association

The Tancook Island Recreational Centre is an integral part of the community and, other than the post office, the Island's only public building. They hold almost all of the Island's extracurricular activities and events. The center holds bingos, card games, dances, serves as a meeting place for the local emergency response association, the harbour, and the fire committee, as well as all the recreation meetings. The building is used by the school for physical education, seasonal parties, and the Christmas concert. The centre also provides the school with its water supply. It is opened during the summer months as a tourism and comfort centre, providing information, snacks, and a public washroom.

Their operational expenses include repairs and maintenance, grounds care, insurance,

programming and event supplies, and utilities. Their revenue sources include fundraising, donations, memberships, canteen, and sales.

The Society of St. Vincent de Paul

of The Society of St. Vincent de Paul has been working in Lunenburg County for 30 years. The society's aim is to aid individuals and families who need immediate help to meet their basic needs. They aid with such things as power, rent, fuel, oil, firewood, medical supplies, eyeglasses, dental care, school supplies and a vast variety of other necessities. Their telephone help line is run by volunteers who handle calls 8 hours a day, 365 days a year. In 2019, their volunteers responded to 232 requests for assistance from residents of the Municipality of the District of Lunenburg.

Their operational expenses include paying request costs for fuel, power bills, medical supplies, food, and rent. Their revenue sources include donations, grants from MODL, Town of Bridgewater and Town of Lunenburg, United Way of Lunenburg County, and other charities.

Upper Cornwall Community Hall

The Upper Cornwall Hall has been in service for over 50 years and is run by a non-profit organization that rely on the support of the community and volunteers to stay in operation. The hall provides meeting space in the community to bring together residents in a common place. The hall provides weekly jam sessions which provides musical entertainment to the community; provides Good Friday supper which is the primary fund raiser for the hall; the hall is rented; and hold prize bingos. It is small community hall that foster community development and brings community members together.

Their operational expenses include utilities, maintenance, insurance, grounds care, and supplies. Their revenue sources include rental fees, fundraising, donations, and grants.

YMCA Lunenburg County

The YMCA of Southwest Nova Scotia is a registered charity dedicated to promoting growth of our people in Spirit, Mind, and Body. The YMCA invests all its resources provision of programs and services focused on wellness, health and fitness, childcare, and personal development needs of all people. The YMCA King Street Youth Centre affords an ideal space to implement unique programming for the youth of our communities. It assists youth in developing positive friendships and growing up healthy. The youth centre provides a place where youth can gather and be themselves. It is the YMCA's intention to continue to provide Youth Centre programming to all youth of Lunenburg County "free" of charge. Since October 2012, youth have accessed programming more than 12,302 times. At present the YMCA has 24 active youth

leaders. Since the first Youth Leader program in October 2009, the YMCA has graduated over 110 leaders. These youth leaders have combined to volunteer more than 16,834 hours for YMCA initiatives and a variety of community activities, with 1969 of these hours in 2019.

Their operational expenses include salaries and benefits, program supplies, lease and utilities, insurance, administration, and education. Their revenue sources include primarily youth grants, fundraising, and YMCA funding.

Late Application:

Lunenburg County 4-H Council

The Lunenburg County 4-H Council provides program support for 4-H members in Lunenburg County. There are five 4-H Clubs within the boundaries of the Municipality of the District of Lunenburg. 4-H is a youth leadership program for members aged 9 – 21. The Council organizes member and leader clinics and workshops, provide opportunities for members to display projects at exhibition and at the ND 4-H Provincial Show, sponsor fun activities and promote public speaking. There are approximately 200 4-H members and about 100 leaders in Lunenburg County. 4-H members develop excellent leadership and citizenship qualities.

Their operational expenses include wages, trophies, supplies, promotions, and administration. Their revenue sources include fundraising, registration fees, and grants.

Major Recreation Capital Grants

Organization Project Overview

Barss Corner Community Hall Association

The hall is the centre of the small community. It holds many events including meetings for various organizations like snowmobile clubs, Christmas Tree Association and First Aid training. The hall is also used for wedding and funeral receptions throughout the year. The hall hosts suppers, women's teas, and breakfasts. The hall is also used as both a Federal and Provincial election polling station. The hall is equipped with a fully functioning kitchen and can accommodate approximately 200 people.

The hall is planning to repair their leaking shingle roof with a steel roof. Their roof was last shingled with asphalt shingles in 2002.

They currently have approximately \$9,000 towards the total cost of this project.

They are also applying for an Annual Operating Grant.

Bridgewater Tennis Club

The Bridgewater Tennis Club is the second oldest club in Canada, established in 1890. They offer rally nights for beginners and intermediate players, advanced tennis, and lessons for all ages.

The club is planning to do minor repairs to 2 of their courts including patching cracks, paint, and gate repair. Their 3rd court requires repaving and painting. There are also repairs needed to their clubhouse including re-shingling the roof and add a wheelchair accessible ramp. Repairs are required along the fence as well.

The club presented their proposal to Municipal Council in February. Their original request was \$20,000, however under the current policy, applied for the \$10,000 maximum. The Town of Bridgewater has committed \$20,000 to their project, they have received a \$5,000 from the Province, and the club has \$6,000 towards their goal. Gow's Home Hardware is also partnering on their clubhouse repairs.

Hebville Academy

Under our current policy, schools are not eligible for funding.

Hinchinbrook Farm Society

Hinchinbrook Farms operates a therapeutic riding program for families and young adults who are coping with mental challenges, mainly Autism Spectrum Disorder (ASD). Their programs are based on research that shows very close contact between client and horse can bring the autistic child into the exterior world as often as these children are very insular and removed from the outside environment. Therapeutic riding is shown to provide many benefits to education and cognitive development. Activities at the farm are all outdoors, surrounded by either farm buildings and corrals or in the woods. A walk or ride through the wooded paths leads to various play areas for the children to explore.

The farms proposed capital project includes putting a cover over a new riding ring which is being constructed in the woodlot at the facility. The fencing for the riding ring was donated in 2019. The land has been cleared and the gravel footing materials ordered and have been covered by a foundation donation to increase the availability of riding hours to the clients.

They have received \$30,000 from a family donation, \$30,000 from a provincial grant, and are currently awaiting results of 2 other grant applications.

They are also applying for an Annual Operating Grant.

Middlewood United Church

The Church provides worship services, community suppers, organize take-out suppers, and provide space for a local fitness group to meet weekly. They have also been an election polling station.

They are planning to increase efficiency at their facility by adding new windows, upgrades to their electrical system, installing a heat pump, add blown in insulation in the attic, outside walls, and basement.

They currently have \$30,000 towards their project from the Faithful Footprints program.

Nova Scotia Sea School

The Nova Scotia Sea School is a not-for-profit charitable organization that offers multi-day sailing and wilderness programs for youth ages 12-19 in Lunenburg, NS and exploring the coastline between Chester and the LaHave Islands. Their mandate is to provide experiential and adventure opportunities to youth that transform how they see themselves, the world around them and their capacity to contribute to our society. Their programs are skill building and life training courses that provide an essential leadership opportunity for teenagers with the

outcome of creating responsible citizens who contribute to society. Since 2012, their participation from the South Shore Region has increased from 20% to 50% with significant attendance from Lunenburg County.

They are seeking capital funding to assist in the structural long-term repair and modification of 2 of their 30-foot wooden sailboat expedition vessels.

They are also applying for an Annual Operating Grant.

Riverport District Fire Protection Commission

In addition to providing fire services to their local area, they serve as a designated comfort centre, offer community events, and hall rental space for organizations and individuals.

Their capital improvement project includes installing an elevator and wheelchair accessible washroom. This is one component of their overall capital project for the fire hall.

They are seeking additional grant opportunities to support their project. The Fire Commission will be financially supporting the remaining costs of the project.

St. John's Anglican Church Hall

This Church Hall, originally built in 1915, is centrally located in the village of New Germany. It has been well used by the church community for meetings, worship, children's and youth events, fundraisers, etc. It is also used by the wider community for many programs and activities like fitness classes, farm markets, and training classes.

The Hall currently needs several improvements to make it more accessible, welcoming, more functional, and more energy efficient. Their primary focus will be on renovating the washrooms to provide a wheelchair accessible washroom and repair and improve the wheelchair from and front entrance doors.

The Church has committed to matching funds raise towards the project.

Wesley United Church

Due to the current COVID-19 pandemic, they are unable to carry out their proposed project this year.