

Municipal Council Meeting AGENDA

Tuesday, September 8, 2020 – 9:00 a.m.

Via Audio and Teleconferencing

1. CALL TO ORDER

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION

3. APPROVAL OF AGENDA (as circulated)

4. APPROVAL OF MINUTES of Special Council – May 26, 2020; June 2, 9, 23, 30, 2020; July 14 & 28, 2020; Public Hearings – May 26 and July 28, 2020

5. BUSINESS ARISING FROM MINUTES - Nil

6. AWARDING OF TENDERS/RFPs

6.1 Award of RFP 2020-05-403 Wayfinding Strategy & Design..... 1-3

7. CONSIDERATION OF CORRESPONDENCE - Nil

8. RECOMMENDATIONS FROM COMMITTEES & BOARDS

8.1. Finance Committee

8.1.1. Sponsorship Ad Grant – Walk Your Way for Autism NS (4) 5-6

8.1.2. Sponsorship Ad Grant – The Annual Oregon’s Subaru Riverport Duathlon (4) 7-8

8.1.3. Annual Operating Grant – The DesBrisay Museum (4) 9-10

8.1.4. Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program (4) 11-15

8.1.5. Proposed Water Assistance Program (4)

9. STAFF REPORTS

9.1. Administration Department

9.1.1. Adoption of Interpretation By-law – Second Reading 16-38

9.1.2. Proposed Fire Tax Rates for 2020-2021..... 39-40

9.1.3. Fire & Emergency Committee – Extension of Length of Service 41-42

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

10.1. MJSB Update

10.2. LCLC Update

10.3. Deputy Mayor’s Update

10.4. Mayor’s Update

11. ADDED ITEMS

12. IN CAMERA

12.1. Land Negotiations re Oakland Properties under Section 22(2)(a) of the MGA

12.2. Contract Negotiations re Sweetland Internet Tower under Section 22(2)(e) of the MGA

13. ADJOURNMENT



Municipality of the District of Lunenburg

Request for Decision

Report To: Municipal Council
Submitted By: Dave Waters, Director of Business Development, Tourism & Infrastructure
Date: September 8, 2020
Re: Wayfinding Strategy and Design RFP 2020-05-403

RECOMMENDATION

“Municipal Council awards RFP 2020-05-403 to Fathom Studio to complete the municipality’s phase one Wayfinding Strategy and Design work.”

BACKGROUND

During the 2020/21 municipal budget process council approved moving forward on a five-year municipal wayfinding strategy. The strategy will be broken up in a number of phases with phase one being the base strategy and design for wayfinding signage to direct visitors and residence to key municipal assets.

Staff has worked over the past 6 months to identify 49 key municipal assets that will be incorporated in phase one of the strategy. To facilitate moving forward on the strategy staff released the Wayfinding Strategy and Design RFP 2020-05-403.

Note: a final list of assets will be identified during the strategy development.

SCOPE OF WORK

The successful Proponent will design a District-wide wayfinding system that addresses the needs of visitors and residents using all modes of transportation.

The minimum deliverables for the Wayfinding Strategy and Design project are:

1. Completed assessment of existing wayfinding signs and feedback on established designs, placements, and routes.

2. A strategic system for connecting key assets that directs visitors and residents using all modes of transportation (walking, cycling, and driving) towards cultural, historic and recreational amenities, including:
 - i. Municipal parking and other and other public parking facilities.
 - ii. Key facilities and attractions.
 - iii. Walkways.
 - iv. Public washroom facilities.
 - v. Tourism Information facilities.
 - vi. Municipal entrances. Municipal entrance signs will provide an option for promoting upcoming events and celebrations.
 - vii. Trail routes (Key entrances only); and
 - viii. Parks and outdoor facility entrances.
3. The strategy will provide recommended route locations, and include elements such as advance route signage, directions, and distance/time.
4. A location map and templates for all signage in PDF and work/source files.
5. A practical and phased 5-year implementation plan.
6. Preliminary cost estimates.
7. Future recommendations including:
 - i. Location of additional infrastructure such as kiosks and interpretative panels.
 - ii. Signage control mechanisms such as a by-law.
 - iii. A digital strategy that incorporates the District's new online mapping system, which may include digital kiosk locations in the District.
 - iv. Incorporation of businesses and amenities into the strategy. The deliverables provided as part of this project will:

Note:

- Have consideration for accessibility, culture and heritage, as well as the unique features of the District.
- Improve navigability.
- Increase visitation to specific features and areas.

The RFP was released earlier this summer with two excellent submissions received. Staff was disappointed that there were not more submissions but were very pleased with the two submissions that were received.

One submission was from Fathom Studios and one from Cygnus. Staff reviewed the submissions and provided the following scoring.

Wayfinding Strategy			
Category	Maximum Points Awarded	Fathom	Cygnus
Methodology and Workplan	25	20.3	21.3
Project Schedule	15	13.7	14
Previous Work Experience	30	23.7	22.3
References	10	9.7	8.7
Costing	20	20	19.6
	100	87.4	85.9
Budget less HST		\$43,990	\$44,855

BUDGET IMPLICATIONS

In the 2020/21 budget council set an amount for the phase one of the Wayfinding Strategy at \$60,000. To help facilitate the strategy development staff also applied to the Beautification and Streetscape 2020 program and was awarded \$12,500 to go toward the project.

Note: Staff’s only concern is Covid has slowed down progress to date and it will be difficult to finish phase one by March 31, 2021. Staff will likely request a small carry over to the 2021/22 budget.

CONCLUSION

After reviewing the two submissions received, staff is recommending awarding Wayfinding Strategy and Design RFP 2020-05-403 to Fathom Studios in the amount of \$43,990.

Department: Economic Development

Report Prepared By: Dave Waters

Date: September 8, 2020

Report Approved By:

Date:

Reviewed By CAO:

Date:



Municipality of the District of Lunenburg

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September 1, 2020

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

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, September 1, 2020, made the following
recommendations to Council:

1. that Municipal Council approve the sponsorship ad request of Autism Nova Scotia for \$500 for the "Leader" level sponsorship for the Walk YOUR Way annual event on September 26, 2020.
2. that Municipal Council approve the sponsorship ad request of the Annual Oregon's Subaru Riverport Duathlon for \$250 for the "Classic" level sponsorship for their community fundraising event taking place October 4, 2020.
3. that Municipal Council approve the application for the DesBrisay Museum for an Annual Operating Grant in the amount of \$1,000.
4. that Municipal Council endorse the design and construction of an active transportation corridor from Bridgewater to Osprey Village along Trunk 10 as the funding priority for the Investing in Canada Infrastructure Program – Climate Change Mitigation Sub Stream.
5. that staff bring forward a proposed water assistance program based on previous programs offered by MODL at the earliest Council meeting; and further, that such a program be funded through the Council Contingency Fund.

Respectfully submitted,

Chairman and Members
Finance Committee

/rh

Attachments



Municipality of the District of Lunenburg

Report to Council

Report To: The Finance Committee
Submitted By: Tissy Bolivar, Program Coordinator
Date: September 1, 2020
Re: Sponsorship Ad Grant: Walk YOUR Way for Autism NS –
September 26, 2020

Recommendation

That *the Finance Committee* recommend to Council, that Municipal Council approve the sponsorship ad request of **Autism Nova Scotia** for **\$500**, for the “Leader” level sponsorship for the **Walk YOUR Way annual event on September 26, 2020**.

Executive Summary

The Walk is an annual event to raise awareness and funds for much-needed autism programs and services in communities around Nova Scotia.

The Municipality has never supported this event in the past and the local event in Bridgewater will support our immediate communities.

Background

As an organization, Autism Nova Scotia is committed to creating a world where all people on the autism spectrum can live their lives fully.

Walk YOUR Way is an opportunity for autistic families and caregivers to gather as a community and support the 14,000+ individuals on the autism spectrum in Nova Scotia. Funds raised through Walk YOUR Way empowers Autism Nova Scotia to help individuals find gainful employment, learn crucial life skills, build support networks, and so much more.

Because of social distancing recommendations for this year, their walk has been changed to a virtual event. Walk, run, skip, ride your bike – do it YOUR way!

With nine Walk YOUR Way events taking place across Nova Scotia, all funds raised stay in the community in which they are raised. This means our sponsorship makes a meaningful difference to our local communities.

As a **Leader Sponsor at \$500**, you will receive:

1. Inclusion in all social media and other announcements
2. Name placement on Walk YOUR Way website
3. Recognition in post event "Thank You" material
4. A solo Sponsorship Spotlight on Facebook
5. Logo placement on Walk YOUR Way website and additional materials
6. 1 complimentary registration/t-shirt

We have never sponsored this event in the past.

Budget Implication

The Sponsorship Ad Grant budget is \$6,000. There is one additional request from this budget for \$250. There are sufficient funds to cover this request.

Alternatives

Not to award a Sponsorship Ad Grant to Autism Nova Scotia Walk YOUR Way event.

Conclusion

Autism Nova Scotia meet the requirements under the Sponsorship Ad Grant for the Walk YOUR Way event being held in Bridgewater on September 26, 2020. This is the only regional walk in our area in which staff recommends providing sponsorship for.

Department: Recreation

Report Prepared By: Tissy Bolivar

Date: August 24, 2020

Report Approved By: Bill Schurman

Date: August 24, 2020

Reviewed By CAO:

Date:



Municipality of the District of Lunenburg

Report to Council

Report To: The Finance Committee
Submitted By: Tissy Bolivar, Program Coordinator
Date: September 1, 2020
Re: Sponsorship Ad Grant: The Annual Oregan's Subaru Riverport Duathlon: October 4, 2020

Recommendation

That *the Finance Committee* recommend to Council, that Municipal Council approve the sponsorship ad request of **The Annual Oregan's Subaru Riverport Duathlon** for **\$250**, for the "Classic" level sponsorship for their community fundraising event taking place **October 4, 2020**.

Executive Summary

Amid a year of unpredictability, the Bridgewater Triathlon Club has met required guidelines and approval to offer the only in-person multisport program in Nova Scotia this year. This is the 16th annual event which allows them to raise funds for local charities.

Background

This has been a vastly different year for everyone. Organizing a community-based sporting event under the cloud of a global pandemic and evolving public health orders has been as challenging for many local organizations. However, updated guidelines from their partners at Triathlon Canada, Triathlon Nova Scotia and with approval from the Health Authority, they are extremely pleased that plans are underway to host the 16th Annual *O'Regan's Subaru Riverport Duathlon Classic* on October 4th, 2020! Race participants, their supporters and spectators will converge on the streets of Riverport and the surrounding communities for this year's annual family friendly run/bike/run multisport event.

The Bridgewater Triathlon Club has as its principle objective to support and promote healthy lifestyles for all ages through recreational and competitive multisport. They partner with many Lunenburg and Queens County agencies, such as the Lunenburg County Lifestyle Centre, Bridgewater Parks and Recreation Department, Municipality of the District of Lunenburg, and various of the region's Rails to Trails community groups, to advance this objective. This year,

they are pleased to partner once again with the local kids Jumpstart Program. As a volunteer organization, the Bridgewater Triathlon Club is proud to donate a large portion of the after-expenses budget from the *O'Regan's Subaru Riverport Duathlon*. They hope to raise \$1,000 again 2020 for this important charity supporting kids' sports programs in our community.

2020 will once again include the *Do-a-Du* event for beginners and youth!

As a **Classic Sponsor at \$250**, you will be going the distance as:

1. A named Partner Sponsor of the event
2. Have your Logo and/or company name on event T-shirts
3. Hyperlink to your website from ours; Facebook and Twitter recognition
4. Banner space and signage at the start/finish line

We have sponsored this event the past 2 years for \$250.

Budget Implication

The Sponsorship Ad Grant budget is \$6,000. There is one additional request from this budget for \$500. There are sufficient funds to cover this request.

Alternatives

Not to award a Sponsorship Ad Grant to the Bridgewater Triathlon Club for The Annual Oregon's Subaru Riverport Duathlon.

Conclusion

The application put forward by the Bridgewater Triathlon Club meets required criteria for the Sponsorship Ad Grant and it is recommended by staff to approve the request of \$250 towards their Annual Oregon's Subaru Riverport Duathlon.

Department: Recreation

Report Prepared By: Tissy Bolivar

Date: August 24, 2020

Report Approved By: Bill Schurman

Date: August 24, 2020

Reviewed By CAO:

Date:



Municipality of the District of Lunenburg

Report to Council

Report To: Finance Committee
Submitted By: Tissy Bolivar, Program Coordinator
Date: September 1, 2020
Re: Annual Operating Grant: The DesBrisay Museum

Recommendation

*That the Finance Committee recommend to Council that Municipal Council approve the application for the **DesBrisay Museum** for an Annual Operating Grant in the amount of **\$1,000**.*

Executive Summary

The DesBrisay Museum applied for an Annual Operating Grant. Their application was identified as non-compliant with the grant criteria, however, upon further communication, they have shown they have a society with non-profit status which would allow them to fit within the confines of the grant criteria.

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.

When reviewing the original grant requests, Council denied funding to the DesBrisay Museum as their organization did not fall under non-profit status, as per the grant requirements. After staff discussions with the museum, it was identified that they do have a non-profit society, Friends of the DesBrisay Museum Society, in which they are permitted to apply for funding under. This information was not disclosed in their original grant application.

The Museum's original budget request was \$3,000. They were awarded \$3,500 in 2019-2020.

Budget Implication

Council has approved a combined budget of \$80,000 for 2020-2021 for these grant categories. There is currently \$1,000 remaining in this budget that was allocated for the Mahone Bay Pool but were unable to offer programming due to COVID-19.

Alternatives

Not to award the Annual Operating Grant to the DesBrisay Museum.

Conclusion

The DesBrisay Museum is eligible for the Annual Operating Grant under The Friends of the DesBrisay Museum Society. For that reason, staff recommend Council award them with a \$1,000 grant.

Department: Recreation

Report Prepared By: Tissy Bolivar

Date: August 24, 2020

Report Approved By: Bill Schurman

Date: August 24, 2020

Reviewed By CAO:

Date:



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Finance Committee

SUBMITTED BY: Amy Wamboldt, Grant Coordinator

DATE: August 25, 2020

RE: Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program – Priority Project

RECOMMENDATION

“That Municipal Council endorse the design and construction of an active transportation corridor from Bridgewater to Osprey Village along Trunk 10 as the funding priority for the Investing in Canada Infrastructure Program — Climate Change Mitigation Sub Stream.

EXECUTIVE SUMMARY

The provincial government is seeking applications for potential new infrastructure projects that reduce greenhouse emissions. Selected projects will be submitted to the Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program. The funding ratio for the program is 40% from the Federal government and 33.33% from the province of Nova Scotia.

Municipalities are invited to submit proposals for a new infrastructure project, or a grouping of projects, that reduces greenhouse gases. Projects should be mainly for public use and benefit.

Projects should have a total cost of \$1 million or more. They can be multi-year, with a completion date by October 2027. They can be ready to start in 2020 or later.

Applications will be accepted in these categories:

1. **Buildings**

Projects focused on net zero (or equivalent), deep energy retrofits, and district heating and cooling systems.

2. **Electricity**

Projects focused on electric and water heating, First Nations, community and shared solar, and grid technologies and advanced storage

3. **Transportation**

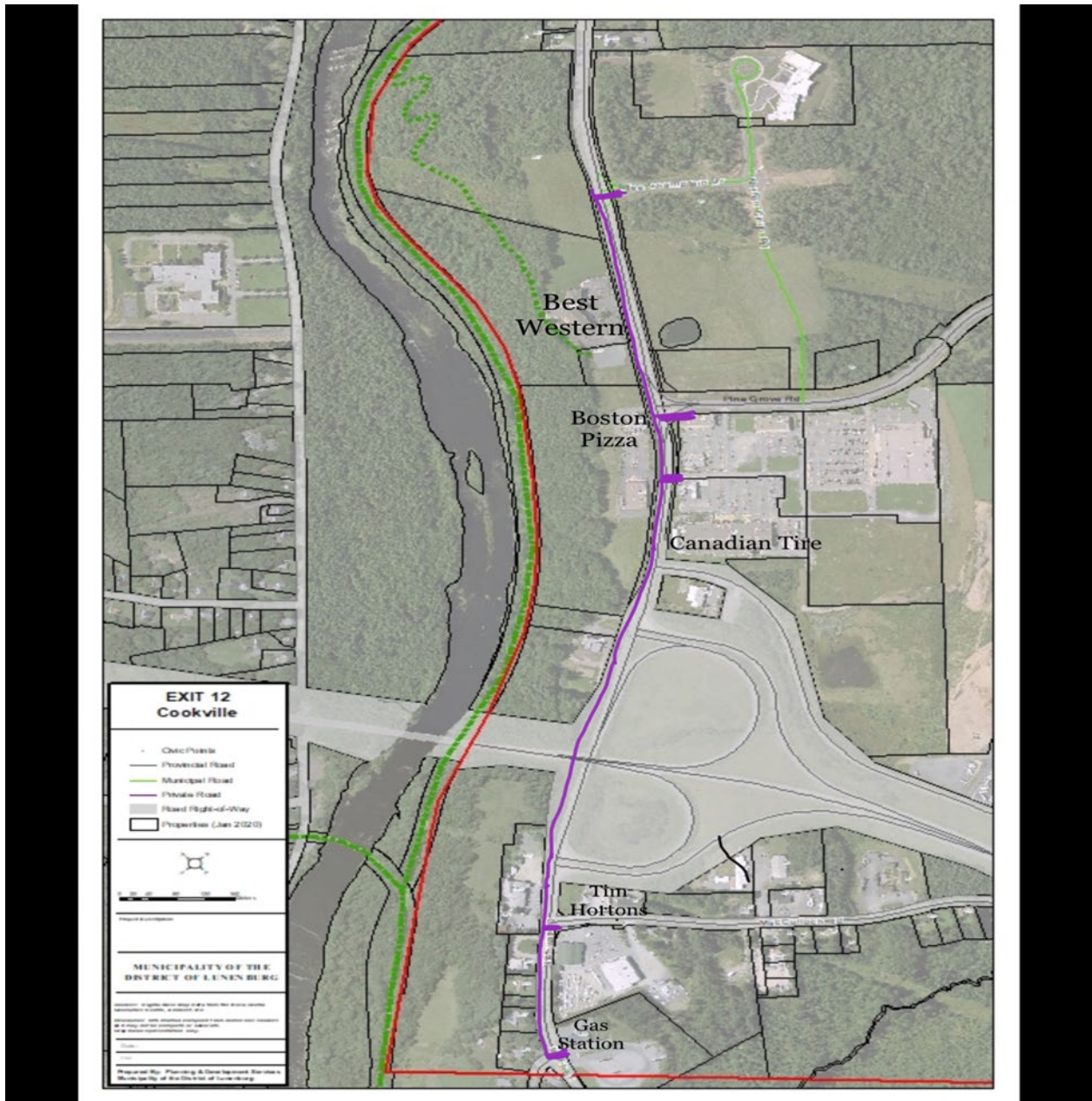
Projects focused on clean energy transportation and active transportation networks.

The deadline for applications is September 9, 2020.

Staff have identified one project that meets the criteria for Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program.

The project proposed by staff for this funding program is the preliminary and detailed design and construction of an active transportation route and pedestrian crossing over Highway 103 near the Exit 12 overpass structure on the provincial Trunk 10. The trail is estimated to be 1.2km length and will begin at North Street and end at Champlain Drive.

As an illustration, the possible route could be:



The project is envisioned to span over two years:

- 2020-2021 - Complete the necessary design documents for tendering and construction of the multipurpose pathway and pedestrian bridge crossing. The design would conform to the Canadian Highway Bridge Design Code, the applicable Transportation Association of Canada publications, Blue Route Design standards, Nova Scotia Transportation and Infrastructure Renewal guidelines and all other relevant codes, guidelines, standards, and specifications.
- 2021-2022 – Construction of the new active transportation route and pedestrian crossing.

DISCUSSION

Osprey Village has been a centre of significant growth over the past decade. In addition to the commercial development, the area has seen the addition of a school and an increase in residential development. The popularity of this destination has caused an increase in vehicular and pedestrian traffic along the Trunk 10 corridor. The most recent traffic counts have estimated that 11,000 vehicles per day are crossing the overpass bridge located along this route. This poses a safety concern as the overpass and highway were not designed for pedestrian travel. The Investing in Canada funding program has created an opportunity to design and construct a multiuse pathway and pedestrian bridge to safely accommodate active transportation travel and promote greater connectivity.

BUDGET IMPLICATIONS

Without a project design, it is difficult to estimate total project costs. Based on similar construction in other municipalities, staff are anticipating a potential project cost of \$4 million. The direct expense to MODL will be reduced through the funding program (40% Federal, 33.33% Provincial) and NS TIR contributions. MODL will cover its portion of the expense through a combination of Gas Tax and Municipal Operating Reserves.

STRATEGIC PLAN

Based on MODL's Active Transportation Plan, this project will support the recommendation to develop an active transportation corridor from Bridgewater to Osprey Village/Pine Grove along Trunk 10. Additionally, this project will support the recommendation that MODL should consider working with the NS TIR and the Town of Bridgewater to provide active transportation infrastructure to connect with Bridgewater's active transportation infrastructure..

WORK PLAN

As this project would require more engineering-based resources than are currently available, staff will develop solutions to overcome such challenges and ensure any additional costs are included in the funding application.

ALTERNATIVES

The project proposed to Municipal Council is the best available fit for this funding stream at this time. Council can decide to forgo an application for this stream of the Investing in Canada Infrastructure Program if this project is not supported.

CONCLUSION

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



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Municipal Council
SUBMITTED BY: Byung Jun Kang, Planner
DATE: September 8, 2020
RE: Adoption of the Interpretation By-law, Second Reading

Recommendation

That Municipal Council conduct Second Reading of the Interpretation By-law, as presented in the staff report, and hereby adopt the by-law.

Discussion

A notice of Council's intention to adopt the Interpretation By-law was posted on local newspapers and the EngageMODL website. No public feedback was received by September 1.

Work Plan

If adopted, the Interpretation By-law (By-law 042) will be effective as of September 16, 2020.

Alternatives

Council may decide not to adopt the Interpretation By-law, as the numbering of municipal by-laws and policies are not mandatory under the legislation. However, referencing the enactments would remain challenging for municipal staff.

Attachments

Appendix A: Adoption of the Interpretation By-law, First Reading

Department: Planning & Development Services

Report prepared by: Byung Jun Kang, Planner

Date: 2020-08-31

Report approved by: Jeff Merrill, Director

Date: 2020-08-31

Reviewed by CAO: Tom MacEwan, CAO

Date: 2020-09-03



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Municipal Council
SUBMITTED BY: Byung Jun Kang, Planner
DATE: July 28, 2020
RE: Adoption of the Interpretation By-law

RECOMMENDATION

That Municipal Council give notice of its intention to adopt the Interpretation By-law, as presented in Appendix A of a staff report, and conduct First Reading of the same; and further that Municipal Council give notice of Second Reading on September 8, 2020.

EXECUTIVE SUMMARY

When staff implements Council decisions, numbers are used to identify specific enactments. Convenient referencing reduces ambiguity, length of citations, and time spent on administrative work. Currently, only municipal policies are being numbered.

This proposed Interpretation By-law enables staff to number and cite by-laws and policies in a simple and consistent manner. An operational procedure and the list of by-law numbers are also provided for convenience.

ORIGIN

At a Strategic Management Team meeting on July 8, 2020.

LEGISLATIVE AUTHORITY

Subsection 48(3) of the [Municipal Government Act](#) states the following:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

BACKGROUND

Municipal Council makes decisions in the exercise of its powers and duties by resolution, by policy, or by by-law (subsection 47(1) of the [Municipal Government Act](#)). For staff, references to the existing enactment are made often while implementing, enforcing, and suggesting changes to those decisions. References are also used for amending enactments to their consolidated versions.

The numbering of enactment makes referencing easier. However, only some Council policies are numbered in the Municipality. While the practice of numbering by-laws occurred in the Municipality before 1999, the reasoning for its disappearance remains unknown.

Different Methods of Indexing

The 3 common methods used to index regulations are a long title, short title, and number ([House of Commons, 2017](#)). Because each method has a different advantage over another, a variety of indexing methods may be implemented to complement one another.

The long title sets out the purpose of the by-law, in general terms, and must accurately reflect its content. While long titles provide details of what by-laws cover, it is difficult to use them as references due to its lengthiness, both in writing and in speaking.

The short title is used mainly for purposes of citation, and does not necessarily cover all aspects of the proposed by-law. They summarize the topic of by-laws with 7 or less words on average. A confusion may occur as individuals may have different thoughts on proper short titles for each by-law or policy. For example, “a By-law respecting the Improvement and Maintenance of Private Streets” may be shortened as the “Private Roads By-law” or “Private Streets Maintenance By-law” or in any other variation – despite designating an official short title. There is also a need to distinguish multiple by-laws that cover the same topic.

The number is assigned to facilitate filing and reference. Numbers reduce ambiguity and the need for extensive search in database like Laserfiche. A good example is our policy number, where a user only needs to type in “MDL-66” to find all related-information on the Public Participation Program in the Municipality. In summary, short titles are useful for speaking, while numbers are useful for writing and filing.

Principles of Numbering

The philosophy of numbering is clear: it should be concise. Long, complicated numbers and letters defeat the purpose of numbering. This is supported by the Miller’s Law, which states on average, a human can process up to 7 ± 2 items using their working memory. In choosing the method of numbering, the following principles are recommended in the order of priority:

1. to increase its findability, numbers must be concise;
2. to summarize its content, numbers must be meaningful;
3. to classify its category, numbers must be distinguishable.

Conciseness. When the number of digits goes over 7, the probability of retaining information decreases exponentially. Similar principle applies to other information, such as phone numbers and postal codes. In any cases, the digits are seldom over 9, like the Social Insurance Numbers.

To be concise, the numbering method should be chosen based on the number of enactments passed in a given time. Numbering by-laws chronologically from 1 may be more suitable for those municipalities that passes less than 10 by-laws a year (i.e. Bridgewater, “By-law 192”). Numbering by-laws in an alphabetical order may be more appropriate for medium-size municipalities (i.e. Halifax, “By-law A-100”). Numbering by-laws by including the year of adoption may be more suitable for those municipalities that passes hundreds of by-laws in a year (i.e. Toronto, “By-law 569-2013”). After a certain point, numbering by-laws chronologically becomes more appropriate when the number of enactments made is varied significantly by year (i.e. all municipalities in the Republic of Korea, “By-law No. 19340”).

Meaningfulness. While numbers can identify the sequential order of adoption, they do not indicate the content of enactments. Typically, the approval date can be used as numbers. Letters may also used for coding by-laws. For example, in Bathurst, NB, where a zoning by-law amendment requires a concurrent amendment to its municipal plan, a by-law amending the zoning by-law receives the letter “Z”, and a by-law amending the municipal plan receives the letter “M” at the end of their identical by-law numbers (i.e. “By-laws 2013-01M and 2013-01Z”).

Distinguishableness. If the type of enactments and documents can be distinguished by numbering, that method is considered an asset. Typically, a municipality would assign different numbering system for each type of enactments, or distinguish them by inserting words like “By-law” and “Policy” in front of their identifying numbers. Both can be used simultaneously.

Each enactment must also be distinguishable. A by-law number cannot be too concise to cause duplication. For example, only the last couple of digits of adoption year may be used in the by-law numbering (i.e. “By-law 20-102” for the 102nd by-law adopted in 2020). However, the risk of duplication increases when a new century begins.

Evaluating the Existing Practice of Policy Numbering

A consideration should be given to the existing practice of numbering Council policies in the Municipality. If the new method of by-law numbering is similar to numbering policies, it may reduce confusion after the implementation of this proposed By-law.

Some of the characteristics of policy numbering in the Municipality include the following:

- A policy is numbered chronologically to the order of adoption.
- Only a policy adopted by Council is numbered.
 - Amending and repealing policies are not numbered.
 - Replacing policies use the same number as the policies they are replacing.
- A number is followed by the prefix “MDL” and a dash.

Chronological Numbering. As discussed in the Conciseness subsection, in the Municipality, the chronological numbering system is used instead of the alphabetical numbering system. Considering the low number of enactments passed each year, as well as the high variation in the number of enactments passed in each year, maintaining the chronological system is recommended. In Nova Scotia, municipalities such as the Town of Bridgewater, the District of Chester, and the County of Kings have chosen this method.

A new series may be commenced in each calendar year; however, it is not recommended because inserting the year of adopted will actually increase the digits in the enactment number, based on the low number of enactments passed in the Municipality.

Selective Numbering. The selective numbering system runs counter to the holistic numbering system. The holistic numbering system assigns numbers to all enactments – including the ones amending and repealing existing enactments. The federal and provincial governments around the world, as well as some municipal governments, have adopted holistic numbering, as the system is useful to number enactments that amend multiple enactments.

The selective numbering, which assigns numbers to only the newly adopted enactments, is used in some municipalities to reduce the number count. Because not all enactments are numbered, its major disadvantage is inconsistency. Referencing to the amending or repealing enactments would be also challenging under this system. This could be improved by assigning a suffix for amending and repealing enactments, which is further discussed in the next section.

Prefix. The prefix “MDL” is used to identify that the number is assigned to a municipal policy. Similar practices are done at the provincial level, where regulations have the prefix “Nova Scotia Regulations” or “N.S. Reg.” (Section 19 of the [Regulations Act](#)). It is recommended to follow the provincial method by using the prefixes “MODL By-law” or “MODL Policy”. As the prefix has occasionally caused confusion in Council meetings, “MODL” part may, and recommended to, be omitted for internal use (Section 21 of the [Interpretation Act](#)).

Amending and Repealing Enactments

A by-law can only be amended, substituted, or repealed by another by-law – unless it is otherwise authorized by a provincial act or regulations. For consistency, all municipal enactments should be numbered.

This is different from the current practice of numbering municipal policies, as only those policies creating new rules or merging multiple policies have been numbered. This includes by-laws, and amendments to planning strategies and land use by-laws, since each planning document is adopted by by-law.

Instead of assigning a whole number to amending and repealing enactments, a letter or decimal suffix may be added to the original enactment. This practice is done in municipalities like the City of Moncton, NB, where 73rd amendment to the Zoning By-law is numbered “Z-213.73”.

Repeal-and-Substituting Enactments

An enactment may be amended by repealing the enactment and adopting a substituting enactment. While the purpose and the topic of enactment may remain similar, sections within the substituted enactment may state completely different provisions, so that the references made before the repeal-and-substitution unfunctional. This also applies to plan reviews.

In the previous example of the City of Moncton, a substituting enactment receives a unique two-digit number following the number assigned to the enactment it is substituting. To clarify, the Zoning By-law (Z-200) that is reviewed for the 13th time is assigned the number “Z-213”. This way, the public knows that any enactment starting with the number “Z-2” is the Zoning By-law, and the last two digits indicate its version. Using the two-digit system, however, increases the overall number of digits.

Alternatively, a new number may be assigned. For example, a new Solid Waste By-law in Bridgewater is numbered “Chapter 203”, replacing the former by-law of “Chapter 127”. This method would suit more to the Municipality with the chronological numbering system. Either way, a new number should be assigned to an enactment that repeals and substitutes another enactment to avoid confusion on the references made previously to the repeal.

Consolidated Enactments

A consolidated enactment incorporates all the amendments into the original text of enactment. While consolidated enactments do not exist on paper, they are available as a convenient way for the public to view the state of the law, without having to carry out research and put together the various amended provisions ([Canada Department of Justice, 2020](#)).

The consolidated enactments may be assigned the same number as the original enactment – the practice that is already implemented for our municipal policies. Only when a reference to the original enactment is desired, the reference specifies so.

Citation of Enactments

In Nova Scotia, federal and provincial acts may be cited by reference to its long or short title, along with number. A citation to an enactment is deemed a citation to the enactment as amended (Section 20 of the [Interpretation Act](#)). If the Municipality implements similar rules, the new numbering system may reduce the length of Council resolutions. For example, the following motion: “that Municipal Council conduct Second Reading to repeal the By-law Respecting the Maintenance and Improvement of Private Streets, approved by Council on April 12, 2005 and amended on February 14, 2006, October 9, 2007 and February 17, 2009, and replace with the Private Roads By-law, as presented and hereby adopt the By-law”, may instead be cited as “that Municipal Council conduct Second Reading to repeal By-law 14, and substitute with By-law 15 as presented and hereby adopt By-law 15”.

DISCUSSION

Numbering and Citation of By-law

“A by-law must be numbered in the order in which it is filed. If a by-law contains only those provisions that amend or repeal other provisions in an existing by-law, the by-law must be numbered with the same number as the existing by-law, followed by a capital letter in the order in which they are adopted by Council. A by-law when adopted may be cited as ‘MODL By-law’, followed by the number thereof.”

For a greater certainty, a new series will not be commenced in each calendar year because Council, on average, passes no more than 5 by-laws in a year.

Amending or Repealing Multiple Enactments. Multiple by-laws need to be amended or repealed at the same time when a change is made to a general Council intention. For example, when a new by-law is adopted, redundant or obsolete by-laws may be repealed, and related by-laws may be amended so all enactments stay up-to-date – like how the [Municipal Government Act](#) is laid out from Sections 545 to 583. In this case, since the amending and repealing clauses are part of the new by-law, a new number would be assigned. Similarly, a by-law amending one existing by-law may contain multiple clauses amending or repealing other by-laws. In this case, the number of the existing by-law and the letter suffix would be assigned.

Some by-laws require a concurrent amendment to another by-law or policies, such as an amendment to a municipal planning strategy and a concurrent amendment to a land use by-law. In this case, amendments may be adopted as separate enactments and be assigned a letter suffix. This method can also be used if only a few by-laws are being amended or repealed.

Numbering and Citation of Policy

“A policy must be numbered in the order in which it is passed by Council. A policy amended or repealed by Council does not receive a number. A policy when adopted may be cited as ‘MODL Policy’, followed by the number thereof.”

This is different from the current practice of citing as “MDL” followed by a dash and the number thereof. The new section does not require the numbers of existing policies to be renumbered, but it is recommended to be updated at a time when each policy requires an amendment.

Different types of Policy. Under the [Municipal Government Act](#), policy is defined as a resolution of the council that is required to be recorded in the by-law records of a municipality. Because of that, some policies are similar to by-law while the rest are similar to resolution. While all enactments should be numbered to be consistent, it may not be feasible to number some policies, such as a development agreement or its amendment. The authority to exempt some policies from numbering should be delegated to a subordinate policy to this By-law. At the moment, the Interpretation Policy is not proposed.

Numbering and Citation of Other Documents

Some of the administrative documents are already numbered by staff, such as operational procedures, permits, tenders, and projects. To respect the existing practice, each department of municipal administration should define the rule as operational procedure or as policy, should they wish, instead of as provisions in this By-law.

Definitions and Interpretation

This By-law may also contain the definitions and the interpretation rules that apply to all other by-laws in the Municipality. This would reduce the need to define commonly-used terms, like “Municipality”, as well as the need to define common interpretation rules.

Citation of Enactment

“In an enactment or document, an enactment of the Municipality or any other municipality and province of Canada or of Canada may be cited by reference to its title, its short title, or its number. A citation of or reference to an enactment is deemed to be a citation or reference to the enactment as amended.”

This provision, a direct reference to Section 20 of the [Interpretation Act](#), can shorten council resolutions as described in the Background part.

LEGAL IMPLICATIONS

Municipal Solicitor determined that the enactment numbers exist for convenience and indexing purposes only, like how section titles and numbers are not considered part of the enactment. Therefore, an omnibus by-law may be adopted to number all of the existing and future enactments (Section 12 of the [Interpretation Act](#)).

WORK PLAN IMPLICATIONS

A standard process for adopting a by-law is to be followed as stated in Sections 168 and 169 of the **Municipal Government Act**: two readings without a public hearing. Table 1 contains the detailed schedule of the adoption process.

Table 1 Work Plan Implications for the Adoption of the Interpretation By-law	
Proposal submitted	May 13, 2020
Strategic Management Team meeting	July 8, 2020
Council first reading	July 28, 2020
Council second reading	September 8, 2020
Notice of adoption	September 16, 2020
Total duration	126 days

ALTERNATIVES

Numbering of municipal by-laws and policies are not mandatory under the legislation. However, referencing the enactments would remain challenging for municipal staff.

ATTACHMENTS

Schedule "A": MODL By-law List

Schedule "B": MODL Policy List

Appendix A: Interpretation By-law

Department: Planning

Report Prepared By: Byung Jun Kang, Planner

Date: 2020-06-19

Report Approved By: Sherry Conrad, Municipal Clerk

Date: 2020-06-30

Report Approved By: Jeff Merrill, Director

Date: 2020-07-02

Report Reviewed By: Tom MacEwan, Chief Administrative Officer

Date: 2020-07-24

**Municipality of the District of Lunenburg
MODL By-Law 042**

**A By-Law respecting Interpretation,
Definitions, and Indexing of Enactments**

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority vested in it by subsection 48(3) and Section 187 of the **Municipal Government Act**, that a By-Law respecting Interpretation, Definitions, and Indexing of Enactments be adopted as follows:

Short title

1 This By-law may be cited as the **Interpretation By-law**.

Definitions

2 In this By-law and in any other enactments of the Municipality, unless the context otherwise requires,

- (a) “Council” means the council of the Municipality;
- (b) “enactment” includes a municipal resolution, policy, and by-law;
- (c) “Municipality” means the Municipality of the District of Lunenburg; and
- (d) all definitions in the **Municipal Government Act** applies.

Application of this By-law

3 Except where a contrary intention appears, every provision of this By-law applies to every enactment made at the time, before or after this By-law comes into force.

Interpretation

4 In this By-law and in any other enactments of the Municipality, unless the context otherwise requires, the rules for interpretation of enactments as stated in the **Interpretation Act** of Nova Scotia applies.

Reference of enactments

- 5**
- (1)** In an enactment or document, an enactment of the Municipality or any other municipality and province of Canada or of Canada may be cited by reference to its title, its short title, or its number.
 - (2)** A citation of or reference to an enactment is deemed to be a citation or reference to the enactment as amended.

Numbering of by-laws

6 **(1)** A by-law must be numbered in the order in which it is filed.

- (2) If a by-law contains only those provisions that amend or repeal other provisions in an existing by-law, the by-law must be numbered with the same number as the existing by-law, followed by a capital letter in the order in which it is filed.

Citation of by-laws

- 7 A by-law when adopted by Council may be cited as “MODL By-law”, followed by the three digits of the number thereof.

Numbering of policies

- 8 (1) A policy must be numbered in the order in which it is passed by Council.
- (2) A policy amended or repealed by Council is not numbered.
- (3) Notwithstanding subsection (1), a certain type of policies prescribed by the Policy may be exempted from numbering.

Citation of policies

- 9 A policy when passed by Council may be cited as “MODL Policy”, followed by the three digits of the number thereof.

Numbering and citation of other documents

- 10 A provision for the numbering and citation of documents created by the municipal staff, such as operational procedures, guidelines, permits, tenders, notices, and terms of reference, may be prescribed in the Policy or in an operational procedure of a department of municipal administration.

Numbering of existing enactments

- 11 (1) Notwithstanding subsection 6(1), the by-laws repealed before this By-law comes into force are not numbered.
- (2) Notwithstanding subsection 8(1), the policies adopted before this By-law comes into force are numbered using the existing practice of policy numbering.



Municipality of the District of Lunenburg By-law List

Updated 2020-08-31

By-law No.	By-law Title	Effective Date
001	Street Improvement By-Law	1988-03-24
001A	Amendments to the Street Improvement By-Law (2007)	2007-10-16
001B	Amendments to the Street Improvement By-Law (2008)	2008-11-08
001C	Amendments to the Street Improvement By-Law (2014)	2014-06-18
001D	Amendments to the Street Improvement By-Law (2015)	2015-05-20
002	Dog By-Law	1995-05-03
002A	Amendments to the Dog By-Law (1995)	1995-10-25
002B	Amendments to the Dog By-Law (1997)	1997-05-27
002C	Amendments to the Dog By-Law (2002)	2002-06-09
002D	Amendments to the Dog By-Law (2006)	2006-12-18
003	Relief from Liability By-Law	1995-06-28
004	Heritage Property By-law	1996-10-11
005	Lunenburg Municipal Industrial Secondary Planning Strategy	1999-05-04
005A	Amendments to Lunenburg Municipal Industrial SPS (2015)	2015-04-01
005B	Amendments to Lunenburg Municipal Industrial SPS (2018)	2018-10-11
006	Lunenburg Municipal Industrial Land Use By-law	1999-05-04
006A	Amendments to Lunenburg Municipal Industrial LUB (2011)	2011-05-10
006B	Amendments to Lunenburg Municipal Industrial LUB (2018)	2018-10-11
007	Domestic Animal By-law	1999-08-11
007A	Amendments to the Domestic Animal By-law	2006-01-16

008	Fire Department Tax Exemption By-Law	1999-12-13
009	Full Tax Exemption By-Law	2001-09-25
010	Partial Tax Exemption By-law	2001-09-25
011	Municipal Sewer By-law	2002-11-01
011A	Amendments to the Municipal Sewer By-law (2006)	2006-12-20
011B	Amendments to the Municipal Sewer By-law (2009)	2009-04-21
012	Shore Drive Wastewater Management District By-law	2003-10-08
012A	Amendments to the Shore Drive Wastewater Management District By-law (2009)	2009-04-21
012B	Amendments to the Shore Drive Wastewater Management District By-law (2014)	2014-07-30
013	Capital Cost Recovery By-Law for Water Systems	2004-12-20
013A	Amendments to the Capital Cost Recovery By-Law for Water Systems (2011)	2011-01-25
014	Riverport Secondary Planning Strategy	2005-08-10
014A	Amendments to the Riverport SPS (2009)	2009-02-10
014B	Amendments to the Riverport SPS (2015)	2015-04-01
014C	Amendments to the Riverport SPS (2016)	2016-03-09
014D	Amendments to the Riverport SPS (2019)	2019-10-30
014E	Amendments to the Riverport SPS (2020)	Proposed
015	Riverport Land Use By-law	2005-08-10
015A	Amendments to the Riverport LUB (2009)	2009-02-10
015B	Amendments to the Riverport LUB (2011)	2011-05-10
015C	Amendments to the Riverport LUB (2016)	2016-03-09
015D	Amendments to the Riverport LUB (2019)	2019-10-30
016	Deed Transfer Tax By-law	2005-09-01
016A	Amendments to the Deed Transfer Tax By-law (2008)	2008-07-08
016B	Amendments to the Deed Transfer Tax By-law (2009)	2009-06-16
016C	Amendments to the Deed Transfer Tax By-law (2010)	2010-07-06

017	Police Clearance Certificate Application Fees By-Law	2005-12-21
017A	Amendments to the Police Clearance Certificate Application Fees By-Law (2008)	2008-11-18
018	Building Code By-law	2006-04-03
018A	Amendments to the Building Code By-law (2009)	2009-07-21
018B	Amendments to the Building Code By-law (2009a)	2009-08-18
018C	Amendments to the Building Code By-law (2011)	2011-03-18
019	Motor Vehicle Transient Vendors By-law	2006-09-18
019A	Amendments to the Motor Vehicle Transient Vendors By-law	2007-12-18
020	Osprey Village Secondary Planning Strategy	2007-01-24
020A	Amendments to the Osprey Village SPS (2007)	2007-05-30
020B	Amendments to the Osprey Village SPS (2015)	2015-04-01
020C	Amendments to the Osprey Village SPS (2019)	2019-05-26
020D	Amendments to the Osprey Village SPS (2020)	2020-05-15
021	Osprey Village Land Use By-law	2007-01-24
021A	Amendments to the Osprey Village LUB (2007)	2007-05-30
021B	Amendments to the Osprey Village LUB (2010)	2010-08-11
021C	Amendments to the Osprey Village LUB (2011)	2011-05-10
021D	Amendments to the Osprey Village LUB (2016)	2016-03-09
021E	Amendments to the Osprey Village LUB (2019)	2019-05-26
021F	Amendments to the Osprey Village LUB (2020)	2020-05-15
022	Regional EMO By-law (not approved by Province)	2008-06-03
023	Blockhouse Secondary Planning Strategy	2008-10-14
023A	Amendments to the Blockhouse SPS (2015)	2015-04-01
023B	Amendments to the Blockhouse SPS (2015a)	2015-07-01
023C	Amendments to the Blockhouse SPS (2016)	2016-06-08
023D	Amendments to the Blockhouse SPS (2020)	Proposed
024	Blockhouse Land Use By-law	2008-10-14

024A	Amendments to the Blockhouse LUB (2011)	2011-05-10
024B	Amendments to the Blockhouse LUB (2015)	2015-07-01
024C	Amendments to the Blockhouse LUB (2016)	2016-06-08
025	Police Advisory Board By-law (not approved by Province)	2009-05-12
026	Vendors in Municipal Parks By-law	2010-07-06
027	Hebbsville Secondary Planning Strategy	2012-02-14
027A	Amendments to the Hebbsville SPS (2014)	2014-11-05
027B	Amendments to the Hebbsville SPS (2014a)	2014-12-03
027C	Amendments to the Hebbsville SPS (2015)	2015-04-01
027D	Amendments to the Hebbsville SPS (2016)	2016-03-09
027E	Amendments to the Hebbsville SPS (2017)	2017-02-22
027F	Amendments to the Hebbsville SPS (2020)	Proposed
028	Hebbsville Land Use By-law	2012-02-14
028A	Amendments to the Hebbsville LUB (2013)	2013-05-14
028B	Amendments to the Hebbsville LUB (2014)	2014-11-05
028C	Amendments to the Hebbsville LUB (2014a)	2014-12-03
028D	Amendments to the Hebbsville LUB (2016)	2016-03-09
028E	Amendments to the Hebbsville LUB (2017)	2017-02-22
029	Saw Pit Wharf By-Law	2013-05-17
029A	Amendments to the Saw Pit Wharf By-Law (2014)	2014-07-30
030	Civic Address By-Law	2013-09-01
031	Property Assessed Clean Energy Program By-Law	2015-09-02
032	Princes Inlet Secondary Planning Strategy	2016-02-17
032A	Amendments to the Princes Inlet SPS (2020)	Proposed
033	Princes Inlet Land Use By-law	2016-02-17
033A	Amendments to the Princes Inlet Land Use By-law (2016)	2016-06-02
034	LaHave River Wastewater Management District By-law	2017-08-31

034A	Amendments to the LaHave River Wastewater Management District By-law (2019)	2019-02-20
035	Municipal Planning Strategy	2018-10-31
036	Subdivision By-law	2018-10-31
037	Oakland Secondary Planning Strategy	2019-05-01
038	Oakland Land Use By-law	2019-05-01
039	Solid Waste Collection & Disposal By-Law	2020-03-04
040	Private Roads By-law	2020-06-17
041	Electronic Voting By-Law	2020-07-08
042	Interpretation By-law	2020-09-16
	Hemford Forest Secondary Planning Strategy	Proposed
	Hemford Forest Land Use By-law	Proposed



Municipality of the District of Lunenburg Policy List

Updated 2020-07-15

Policy No.	Policy Title	Effective Date	Amended Date
001	Proceedings of the Council Policy	2010-11-09 (Repealed & Replaced)	2016-01-26 2016-10-11
002	Committees of the Council Policy	2012-03-27 (Repealed & Replaced)	2013-01-22 2014-09-23 2016-01-26 2016-10-11 2016-11-08 2020-07-14
003	Councillor Remuneration & Expenses Policy	2011-05-10 (Repealed & Replaced)	2018-10-23
004	Non-Councillor Committee, Board or Commission Members Policy	2007-10-09 (Repealed & Replaced)	2013-04-09 2020-07-14
005	Administration Policy	1999-04-01	
006	Loan Guarantees for Community Organizations Policy	1999-04-01	
007	Dangerous and Unsightly Property Policy	1999-04-01	2003-02-11 2004-09-14 2009-02-10 2009-07-14 2010-09-14 2015-10-13

008	Records Management and Destruction Policy	1999-10-19	
009	Payment of Taxes by Installments Policy	2000-02-01	2009-04-14
010	Request for Capital Expenditure Policy	2000-06-06	
011	Deputy Mayor Policy	2008-11-06 (Repealed & Replaced)	
012	Tax Exemption/Reduction Policy (for Properties Destroyed by Fire)	2001-08-14	2017-07-11
013	Community Capital Grant Program Policy	2001-10-09	2008-06-10 (Repealed and Consolidated into Policy 043)
014	Community Program Grant Policy	2001-10-09	2008-06-10 (Repealed and Consolidated into Policy 043)
015	Land Use By-law Violations Policy	2002-02-12	
016	Development Agreement Inspections & Violations Policy	2002-02-12	
017	Promotional Ads Policy	2002-02-12	
018	Civic Addressing Policy & Guidelines Policy	2002-03-12	2002-04-09 2004-01-13 2013-04-23 (Repealed)
019	Reimbursement of Educational and Training Expenses of Council Members Policy	2002-04-09	2017-01-10
020	Investment Policy	2002-05-14	(Pending approval from the Province)
021	Procedure for Formation of a Planning Area Policy	2001-10-09	2002-08-13 2004-06-11 2005-11-08

			2011-01-11 2020-07-14 (Repealed)
022	Tax Relief Provisions for Fiscal Year 2002/2003 Policy	2002-08-13	
023	Flag Protocol Policy	2002-07-09	2005-12-13 2006-04-26 2008-07-08 2009-01-15 2010-04-13 2016-06-28
024	Subdivision By Law Policy Amendment Policy	2003-11-12	2020-05-26 (Repealed)
025	Public Highway Engineering Specification Amendment Policy	2004-06-01	2020-05-26 (Repealed)
026	System of Municipal Fire Inspections Policy	2004-05-11	
027	Alteration Review Procedure to Municipal Heritage Properties Policy	2004-05-11	
028	Funeral Protocol Policy	2005-04-12	
029	Petition Procedures for Provincial Roads Policy	2005-10-11	2014-06-10 2015-05-12 2017-08-22 (Repealed)
030	Youth Subsidy Policy	2005-12-13	2008-06-10 (Repealed and Consolidated into Policy 043)
031	Intersection Street Light Policy	2006-08-08	
032	Enforcement Policy	2006-08-08	
033	Purchasing and Tendering Policy	2013-12-10 (Repealed & Replaced)	2016-01-12

034	Pro-Ration of Sewer Area Rates Policy	2007-02-13	
035	Streetlights Policy	2007-03-13	2009-09-08 2011-01-11 2012-03-13 2015-01-13
036	Fire and Emergency Services Policy	2007-09-11	2008-02-12 2009-10-13 2011-02-08 2014-01-28 2017-05-09 2018-02-27
037	Code of Conduct Policy	2007-10-09	
038	Public Presentations to Council & Finance Committee Policy	2007-10-09	2016-01-26
039	Petition Procedures for Municipal Roads Policy	2007-10-09	2017-08-22 (Repealed)
040	Street Improvements Reserve Fund Policy	2007-10-09	2017-08-22 (Repealed)
041	Payment from Street Light Areas Policy	2008-02-12	2008-07-08 2010-06-08
042	Criteria for Acts of Bravery and Achievement Awards Policy	2008-03-11	2009-02-10 2016-01-26
043	Community Grants Program / Sponsorship Request Policy	2008-06-10	2008-09-09 2008-10-09 2009-01-13 2009-11-10 2010-04-13 2013-04-09 2014-09-23 2015-09-22 2016-01-26 2017-07-25

			2018-10-23
044	Distribution of Compost Carts Policy	2008-11-12	
045	Salary Administration Policy	2019-06-11 (Repealed & Replaced)	
046	Credit Card Policy	2010-06-08	2020-05-26
047	Tangible Capital Assets Policy	2013-02-12	
048	Designated Community Project Fund Policy	2009-04-14	2019-07-23
049	Property Tax Rebate Policy	2009-07-14	2015-04-14 2015-11-10 2019-01-22 2019-10-22
050	Business Continuity Plan Policy	2009-10-13	2013-10-08
051	Personnel Policy	2009-11-10	2018-09-25 2019-06-25
052	Occupational Health & Safety Policy	2020-02-25 (Repealed & Replaced)	
053	Comfort Centre Generator Fund Policy	2015-03-24 (Repealed & Replaced)	
054	Baby & Family Friendly Policy	2010-02-09	
055	Use & Receipt of Government Facilities & Land Policy	2010-10-12	2015-03-24 (Repealed)
056	Membership Selection Area Advisory Committee Policy	2011-02-08	2012-04-24 2020-10-01 (Repealed)
057	Acceptance of Donated Land Policy	2011-06-14	
058	Municipal Fee Policy	2011-01-11	2011-05-10 2019-02-12 2020-02-25

059	Smoke Free Places Policy	2012-07-10	2018-09-25
060	Social Media Policy	Proposed	
061	Healthy Eating Policy	2012-09-25	
062	Capital Debt Policy	2013-02-12	
063	Osprey Ridge Fee Policy	2013-01-22	2018-03-27 (Repealed)
064	Private Road Signage Program Policy	Proposed	
065	Divesture of Surplus Land Policy	2015-03-24	
066	Public Engagement Policy	2020-07-14 (Repealed & Replaced)	
067	PACE Program Clean Energy Upgrade Standards Policy	2016-07-12 (Repealed & Replaced)	
068	PACE Program Lending Rate Policy	2015-08-25	2017-05-23
069	Antenna Siting Protocol Policy	2015-01-13	
070	Certificate of Recognition Supporting Emergency Services Policy	2017-04-25	
071	Revenue Collection Policy	2017-06-13	
072	LaHave River Wastewater Management District Cost Recovery Policy	2017-09-12	2019-02-12
073	LaHave River Straight Pipe Replacement Program Policy	2017-08-22	2019-02-12
074	Unsightly Premises Clean-Up Assistance Program Policy	2017-10-10	
075	Road Improvement Policy	2017-10-24	
076	Signing Authority Policy	2017-12-12	
077	Gifts and Hospitality Policy	2019-06-25	
078	Subdivision Application Form (part of By-law 036)	2018-09-24	
079	Existing Private Schedule "B" Roads (part of By-law 036)	2018-09-24	

080	Minimum Lot Sizes for Lots with Central Sewer (part of By-law 036)	2018-09-24	
081	Subdivision Approval Notice Form (part of By-law 036)	2018-09-24	
082	Application Form for Repeal of Subdivision (part of By-law 036)	2018-09-24	
083	Repeal of Subdivision Notification Form (part of By-law 036)	2018-09-24	
084	Design Requirements for Water and Sewer Systems (part of By-law 036)	2018-09-24	
085	Municipal Road Design Standards (part of By-law 036)	2018-09-24	
086	Stopping Sight Distance Chart (part of By-law 036)	2018-09-24	
087	Standard Details for Public Roads and Private Designed Roads (part of By-law 036)	2018-09-24	
088	Areas Where New Public Roads Are Permitted (part of By-law 036)	2020-05-26	
089	Video Surveillance Policy	Proposed	
090	Planning Advisory Committee Policy	2020-07-14	



Municipality of the District of Lunenburg
Fire & Emergency Services

Special Council
Item: #9.1.2
Date: September 8, 2020
Authorization: T. MacEwan

MEMORANDUM

Date: August 17, 2020
To: Mayor Carolyn Bolivar-Getson and Municipal Council
From: Chris Kennedy, Fire Services Coordinator
Subject: Proposed Fire Tax Rates for 2020-2021

Attached are the requested fire tax rates from Municipal Fire and Emergency Services providers for the fiscal year 2020-2021

The areas that have been highlighted denote those departments that have requested a change to their rates for this fiscal year.

These rates are being recommended to Council for approval for the 2020-2021 fiscal year and, if the Council is in agreement the following motion would be necessary:

Motion:

“Municipal Council approves the fire tax rates per \$100 of assessment for the year ending March 31, 2021 as attached”.

Chris Kennedy, Fire Service Coordinator



Municipality of the District of Lunenburg

Fire & Emergency Services

Municipality of the District of Lunenburg
Fire Tax Rates per \$100 of Assessment
For the year ending March 31, 2021

Fire Department	2018/2019	2019/2020	2020/2021
Name	Rate	Rate	Proposed
Big Tancook Island ERA	0.10	0.10	0.15
Blockhouse FD	0.143	0.142	0.142
Clearland Fire Protection (MAB)	0.10	0.11	0.11
Conquerall Bank FD	0.15	0.15	0.15
Cornwall and District FD	0.10	0.10	0.10
Dayspring & District Fire Protection	0.15	0.15	0.15
District 1 and 2 Fire Commission	0.065	0.07	0.07
Hebbs Cross FD	0.15	0.15	0.15
Hebbsville FD	0.113	0.11	0.11
Hemford & District FD	0.15	0.16	0.17
Indian Point FD	0.10	0.10	0.10
Italy Cross/Middlewood FD	0.12	0.12	0.12
Lahave FD	0.11	0.13	0.13
Lapland and District FD	0.12	0.12	0.12
Maders Cove Fire Protection (MAB)	0.10	0.11	0.11
Martins River FD	0.15	0.20	0.20
Midville and District FD	0.17	0.17	0.17
New Germany Volunteer FD	0.10	0.15	0.15
Northfield and District FD	0.14	0.14	0.14
Oakhill and District FD	0.17	0.17	0.17
Oakland Fire Protection (MAB)	0.10	0.11	0.11
Petite Riviere FD	0.20	0.17	0.17
Pleasantville and District FD	0.13	0.13	0.13
Riverport FD	0.12	0.12	0.12
Tri District Fire/Rescue	0.15	0.15	0.15
United Communities FD	0.12	0.12	0.12
Walden FD	0.15	0.15	0.15
Wileville FD	0.12	0.134	0.134

Shaded area denotes a change in fire tax rate.

In addition to the above noted rates all Fire Departments have a rate of .01 per acre for forestry land assessment class code 06 and 07.

Chris Kennedy, Fire Service Coordinator



Municipality of the District of Lunenburg

Report to Council

Report To: Mayor Carolyn Bolivar-Getson & Municipal Council
Submitted By: Chris Kennedy, Fire Services Coordinator
Date: September 8, 2020
Re: Extension of the Length of Service of the current Fire and
Emergency services Committee (FESC)

RECOMMENDATION

“That Municipal Council approves an extension to time served by the current fire and emergency services representatives serving on the Fire and Emergency Service Committee until April of 2021, at which time the Annual General Meeting will take place for nominations of committee members”.

BACKGROUND

The Annual General Meeting (AGM) of the FESC scheduled for April 08, 2020, was postponed due to the Covid-19 restrictions that shut down MODL committees and other aspects of the Municipal government where face to face meetings normally would have occurred. Staff, in discussion with the current members of the FESC, is recommending that the current fire and emergency services representatives serving on the Fire & Emergency Services Committee continue to serve on the Committee until April of 2021 when an Annual Meeting will be held. This will allow the Committee to operate for an extended period, enabling them to work on fire service projects with the Fire Services Coordinator and see them through to a solution.

Below is Section 6, of the Terms of Reference for the FESC

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

6.1. Nominations can be submitted in the following ways: (Amended Sept. 24, 2019)

6.1.1. In writing to the Fire Service Coordinator seven days prior to the meeting date;

6.1.2. Currently serving members of the committee may be included in the re-election by advising of their intention to the Fire Services Coordinator, in writing seven days prior to the meeting date; or

6.1.3. Verbally from the floor when nominations are asked for. The person must be present at the meeting to accept the nomination or provide written confirmation from the person if not present accepting the nomination.

6.1.4. A report with any names received prior to the meeting night will be presented by the Fire Services Coordinator at the AGM prior to the voting process.

6.2. Members who let their name stand will be included in the voting process.

6.3. Voting will be done by way of ballot, one vote per fire department present at the AGM.

6.4. If a tie occurs after three consecutive votes, those names will be put into a hat or similar vessel, the required number of names to fill the remaining committee positions will be picked by a person appointed by the Chair of the meeting.

Chris Kennedy
Fire Services Coordinator