

**Municipal Council Meeting AGENDA**  
**Tuesday, November 24, 2020 – 9:00 a.m.**  
**Cookville, NS**

Time & Page

- 1. CALL TO ORDER**
- 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES – November 3, 2020 and November 10, 2020 (as circulated)**
- 5. BUSINESS ARISING FROM MINUTES - Nil**
- 6. AWARDING OF TENDERS/RFPs**
- 6.1 Award of RFP 2020-05-404 Pedestrian Bridge – Design Services..... 1-4
- 7. PRESENTATIONS/SCHEDULED TIMES - Nil**
- 8. CONSIDERATION OF CORRESPONDENCE - Nil**
- 9. RECOMMENDATIONS FROM COMMITTEES & BOARDS**
- 9.1 Policy & Strategy Committee**
- 9.1.1 Development & Implementation of Corporate Emission Reduction Plan..... (5) 6-13
- 9.1.2 Sustainability Committee – Terms of Reference ..... (5) 6-13
- 9.1.3 Approval of Draft MODL Policy 089 – Video Surveillance ..... (5) 14-29
- 10. STAFF REPORTS**
- 10.1 Administration Department**
- 10.1.1 Fire & Emergency Services Committee – Update to Council..... 30-50
- 10.2 Planning Department**
- 10.2.1 Composition Change of PAC & AACs..... 51-56
- 10.2.2 Deregistration of St. Matthew's Church ..... 57-78
- 10.2.3 Request for Establishment of Rocky Lake Charge Area - Update ..... 79
- 10.3 Engineering Department**
- 10.3.1 J. Class Paving Submissions ..... 80-81
- 11. MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS**
- 11.1 Deputy Mayor's Update
- 11.2 Mayor's Update
- 12. ADDED ITEMS**
- 13. IN CAMERA - Nil**
- 14. ADJOURNMENT**



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Council  
**SUBMITTED BY:** Jamie Burgess, Municipal Engineer  
**DATE:** November 24, 2020  
**RE:** RFP Award 2020-05-404: Highway 10 Pedestrian Bridge –  
Design Services

---

#### RECOMMENDATION

That Council authorize staff to award RFP 2020-05-404 Pedestrian Bridge Design Services to exp Services Inc. in the amount of \$107,365.00, excluding HST.

#### EXECUTIVE SUMMARY

Osprey Village, located along Highway 10 in Cookville, is a growing commercial development that continues to draw increased traffic from the surrounding area. The main connection point to Osprey Village from the Bridgewater area is Highway 10 which is estimated to see approximately 9,000 -11,000 vehicles per day. Pedestrian access to the Osprey Village development is challenging due to the large volume of automobile traffic and lack of safe pedestrian crossings. Construction of infrastructure that will encourage pedestrian access from the Bridgewater area to Osprey Village is an attractive and safe option for continuing growth and offering services to the residents of Lunenburg County.

#### DISCUSSION

A Request for Proposals (RFP) was issued October 22, 2020 and closed November 13, 2020. The RFP asked for Proposals from qualified consultants to complete a design and cost estimating for a pedestrian bridge structure; sidewalk and trail options; design of the selected option, including stormwater infrastructure along the proposed route. Members of the RFP Evaluation Committee are Stephen Pace, Director of Engineering and Public Works; Jamie Burgess,

Municipal Engineer; Kelsey Green, TEAK Engineering; Tyler Richardson, Engineer-in-Training and Amy Wamboldt, Grant Coordinator.

The RFP asked for Proponents for the following deliverables as part of the Proposal:

- Prepare preliminary designs for both a 1.5-meter-wide sidewalk and 3-meter-wide trail with cost estimates taking into account constructability issues.
- Detailed Design of a 3-meter-wide Pedestrian Bridge to cross Highway 103 at Highway 10.
- Detailed Design of the selected 1.5-meter sidewalk or 3-meter trail.
- Preparation of Tender Documents for construction of the project.
- Construction Oversight and Contract administration

Six (6) proposals were received before the closing date and specified time, two (2) were rejected for not including Mandatory Criteria, Harbourside Engineering and WSP Canada Inc. as they did not include a Letter of Good Standing from the Nova Scotia Workers Compensation Board. Proposals were accepted from the following four Engineering firms:

- Stantec Consulting Ltd.
- CBCL Ltd.
- **exp** Services Inc.
- Englobe Corp.

Each of these Proposals were evaluated based on the quality of the following criteria:

- design team experience and qualifications;
- key personnel to be assigned;
- management of services; and
- approach and methodology.

These parameters form the basis of the Technical score, which forms 80 percent of the Total score. The cost associated with each Proposal forms the Financial score which is the final 20 percent of the proponent's Total score. The overall Proposal scoring is as follows:

Criteria/ Element	Value	CBCL	Stantec	EXP	Englobe
<b>Technical Proposal</b>					
Section 1- Design Team Experience and Qualifications	20%	15.5	16	17.5	15.5
Section 2- Key Personnel to be assigned	25%	18.25	19.25	21.5	18.25
Section 3- Management of Services	15%	11.88	11.25	13.75	10.75
Section 4 - Approach and Methodology	20%	15.50	13.75	18.5	16.50
Sub-Total:		<b>61.13</b>	<b>60.25</b>	<b>71.25</b>	<b>61</b>
<b>Financial Proposal</b>	20%	14.64	8.48	20	19.07
<b>Total</b>	100%	<b>75.76</b>	<b>68.73</b>	<b>91.25</b>	<b>80.07</b>

Component	EXP Inc.	CBCL Ltd.	Stantec Ltd.	Englobe Corp.
1. Project Management/Administration	\$22,500.00	\$19,032.00	\$24,436.00	\$24,750.00
2. Detailed Design	\$81,279.00	\$144,765.00	\$259,992.00	\$109,720.00
3. Tender Phase Services	\$3,498.00	\$5,668.00	\$7,676.00	\$3,350.00
<b>Sub-Total</b>	<b>\$107,365.00</b>	<b>\$169,465.00</b>	<b>\$292,104.00</b>	<b>\$137,820.00</b>
4. Construction Oversight/Contract Administration	\$120,500.00	\$141,833.00	\$245,279.00	\$101,130.00
<b>Total</b>	<b>\$227,865.00</b>	<b>\$311,298.00</b>	<b>\$537,383.00</b>	<b>\$238,950.00</b>

## BUDGET IMPLICATIONS

Although this particular project was not identified at the time the 2020/21 Capital Budget was approved, a placeholder for active transportation projects was approved. Some of those funds were allocated to J Class road paving project opportunities, taking advantage of 50 cent dollars to pave these roads in partnership with the Province.

There is \$165,600 remaining in the AT project fund that can be used to cover the \$107,365.00, plus HST cost associated with the project management/administration; detailed design and tender phases of the project.

## CONCLUSION

The Evaluation Committee is recommending that Council award RFP 2020-05-404 Pedestrian Bridge Design Services to **exp** Services Inc. in the amount of \$107,365.00, excluding HST.

---

Department: Engineering and Public Works

Report Prepared By: Jamie Burgess, Tyler Richardson

Date: November 24, 2020

Report Approved By: Stephen W. Pace

Date: November 24, 2020

Reviewed By CAO: Tom MacEwan

Date: November 24, 2020



**Council**

Item: #9.1

Date: November 24, 2020

Authorization: T. MacEwan

# Municipality of the District of Lunenburg

November 17, 2020

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

Dear Mayor and Councillors:

The Policy & Strategy Committee in session on Tuesday, November 17, 2020, made the following recommendations to Council:

1. That Municipal Council assign the Policy & Strategy Committee to provide advice on the development and implementation of a corporate emission reduction plan.
2. That Municipal Council approve the Terms of Reference for the Sustainability Committee as discussed.
3. That Municipal Council approve the proposed Policy MODL-089 Video Surveillance as presented.

Respectfully submitted,

Chairman and Members  
Policy & Strategy Committee

/j  
Attachments



# Municipality of the District of Lunenburg

---

## REQUEST FOR DECISION

**REPORT TO:** Council

**SUBMITTED BY:** Jeff Merrill, Director of Planning & Development Services and  
Sherry Conrad, Municipal Clerk

**DATE:** September 17, 2020

**RE:** Terms of Reference - Sustainability Committee

**ORIGIN:** Council October 22, 2019

---

## RECOMMENDATION

### *That Council:*

- 1. Assign the Policy and Strategy Committee to provide advice on the development and implementation of a corporate emission reduction plan;***
- 2. Approve the terms of reference for the Sustainability Committee as presented.***

## BACKGROUND

On October 22, 2019 Council declared a climate emergency; added "climate emergency" as a priority in its strategic plan; passed a resolution to join the Partners for Climate Protection (PCP) program and work through the five milestones at the corporate and community level; and passed a motion to form a Sustainability Committee.

The PCP program aims to provide municipal governments with the support they require to identify and address local sources of greenhouse gas emissions (GHG). Guided by a five-milestone framework, participants work to develop local GHG inventories, set GHG

reduction targets, develop and carry out local climate change action plans, and monitor results. PCP recommends engaging with a range of municipal and community stakeholders in every step of the milestone framework.

The five milestones are:

- 1: Create a Baseline Emissions Inventory and Forecast
- 2: Set Emissions Reduction Targets
- 3: Develop a Local Action Plan
- 4: Implement the Local Action Plan
- 5: Monitor Progress and Report Results

There are two streams to work through the five-milestone framework: **Corporate**, and **Community**.

## DISCUSSION

The PCP program recommends involving a range of municipal and community stakeholders in every step of the milestone framework. The two streams (Corporate and Community) will have different stakeholder involvement. For example, the Corporate stream will involve greater engagement of Municipal Staff, the Strategic Management Team and Council while the Community stream will include more engagement with the public. Because the corporate and community stakeholders are different staff recommends that Council appoint an existing committee to provide input on leading the municipality through the corporate milestones and that Council creates a new sustainability committee to lead the municipality and public through the community milestones.

*There is overlap between corporate and community emissions however for action planning these boundaries are generally used.*

**Corporate** emissions = municipal fleet vehicles, wastewater infrastructure, municipally owned buildings and any other emissions under control of municipal operations.

**Community** emissions = all other energy use within the municipality including utilities, solid waste management, transportation, space heating and cooling in all homes and buildings, as well as all energy use from appliances like generators and refrigerators.

## **Corporate**

To lead the municipality through the corporate milestones Council can appoint an existing committee such as the Policy & Strategy Committee, Finance committee, or the Planning Advisory Committee.

During the development of the municipality's Integrated Community Sustainability Plan (ICSP) the municipality had appointed a Sustainability Committee. The municipality's Planning Advisory Committee (PAC) served double duty as the members of PAC were all appointed as members of the Sustainability Committee.

Staff recommends that the Policy & Strategy Committee be tasked with providing advice to staff and Council on the development and implementation of a **corporate** action plan to reduce corporate greenhouse gas emissions.

## **Community**

Stakeholder engagement will be crucial in the development and implementation of community emission reduction targets. For the action plan to be successful the community needs to be deeply engaged in the process. The municipality can take a leadership role by engaging its residents and stakeholders to take action to reduce their emissions. However, the community needs to have ownership in the action plan for it to be successful.

On the public participation spectrum, staff recommends that the community engagement be *collaboration*. With public participation being collaborate Council will look to the public for advice and innovation in formulating solutions and will incorporate the advice and recommendations into the decisions to the maximum extent possible.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Developed by the International Association for Public Participation

Staff has prepared a draft terms of reference for a Sustainability Committee for Council's consideration, see attached.

Section 8 outlines the proposed mandate and responsibilities of the Sustainability Committee.

- 1 *To provide advice to staff and council on the development and implementation of an action plan to reduce community greenhouse gas emissions.*
- 2 *To serve as a conduit for interested stakeholders passionate about sustainability issues to ensure efforts are maximized and not duplicated.*
- 3 *To serve in an ambassador role for promoting sustainability issues and initiatives.*
- 4 *To advise and promote communication of the Action Plan to the community.*
- 5 *To provide advice to staff and council on continued success with the FCM Partners for Climate Protection Program.*

Staff recommends that the majority of the committee members be members-at-large with at least one member-at-large being a youth (18-25 years old.) The ideal

candidates for the sustainability committee are those passionate about sustainability topics that can be ambassadors for promoting the issues and initiatives.

## **BUDGET IMPLICATIONS**

Member-at-large positions are volunteer positions. Travel costs for members will be based on Council's established per kilometre rate.

## **STRATEGIC PLAN**

Climate Emergency is a strategic priority of Council.

## **WORK PROGRAM IMPLICATIONS**

The CAO, or designate, and Director of Planning and Development Services, or designate, will sit as staff resources on the Committee.

## **ALTERNATIVES**

1. Appoint one committee to deal with both the Corporate and Community milestones.
2. Edit the draft Sustainability Committee terms of reference as necessary.

## **CONCLUSION**

The development and implementation of corporate and community emission reduction plans include different stakeholder groups with different challenges. Therefore, staff recommends that Council use an existing committee to deal with the corporate plan and create a community sustainability committee, with half of the members being members-at-large, to guide the development and implementation of a community emission reduction plan.

**Municipality of the District of Lunenburg  
Sustainability Committee  
Terms of Reference**

## **1.0 Purpose**

The primary purposes of the Sustainability Committee are to guide the development of projects and initiatives in an environmentally, sustainable manner and to provide a venue for the Committee to educate, promote and provide feedback on issues related to sustainability, advocacy and stewardship within the Municipality of the District of Lunenburg.

## **2.0 Scope**

This Policy covers activities of the Council of the Municipality of the District of Lunenburg.

## **3.0 References**

- 3.1 *Nova Scotia Municipal Government Act*
- 3.2 Policy MDL-02 Committees
- 3.3 Policy MDL-01 Proceedings of the Council
- 3.4 Municipality of the District of Lunenburg Integrated Community Sustainability Plan
- 3.5 Municipality of the District of Lunenburg Municipal Climate Change Adaptation Plan
- 3.6 MDL Code of Conduct Policy - 37

## **4.0 Definitions**

- 4.1 **Committee** – a group of people appointed for a specific function, typically consisting of members of a larger group.
- 4.2 **Council** – means the Council for the Municipality of the District of Lunenburg
- 4.3 **Sustainability** – a state at which the demands placed on the biological environment can be met without reducing its capacity to allow all people to live well, now and in the future.

## **5.0 Membership**

- 5.1 The Sustainability Committee will consist eight (8) members, four (4) members of Council and four (4) members of the public, with one (1) member of the public being a youth (under the age of 25) and one (1) member being a business representative, who shall be appointed by Council.

- 5.2 All Committee members shall serve in a volunteer capacity without remuneration, other than travel costs which will be based on Council's established per kilometre rate.
- 5.3 Committee members will serve two (2) year terms to maintain the knowledge base. The four (4) members at large will rotate off in opposite years to maintain continuity. In the first year, two members will sit for a one (1) year term.
- 5.4 If a member vacates the Committee for any reason at any time before that member's term would normally expire, council shall appoint a new member to the Committee to hold office for the unexpired term.
- 5.5 Applications for member at large appointments to the Committee shall be invited by public advertisement.

## **6.0 Qualifications**

- 6.1 Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Forestry, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practiced or community involvement activities.
- 6.2 All applications for the member at large positions will be reviewed by the Nominating Committee. The Nominating Committee will recommend appointment(s) to Council and Council will have final approval.
- 6.3 Any member at large may re-offer for a second two-year term when their term expires, however, the member will have to apply through the recruitment process undertaken for that position.
- 6.4 Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

## **7.0 Rules of Engagement**

- 7.1 The Committee shall meet on an as needed basis at the call of the Chair or as directed by Council.
- 7.2 All Committee meetings will be open to the public.

- 7.3 The Committee shall select a Chair and Vice Chair by secret ballot at their first meeting following Council's November appointments. The sitting Chair and Vice Chair may re-offer for the same position.
- 7.2 All meetings shall be conducted in accordance with Policy MDL-01 Proceedings of the Council; Policy MDL-37 "Code of Conduct" and the Government of Nova Scotia's *Municipal Conflict of Interest Act* unless otherwise stated in this Terms of Reference.
- 7.3 The Committee may receive presentations from the public upon approval of the Chair.
- 7.4 The Committee and its mandate will be reviewed (by council) upon completion and approval of Milestone 3 of the PCP Program.

## **8.0 Mandate and Responsibilities**

- 8.1 To provide advice to staff and council on the development and implementation of an action plan to reduce community greenhouse gas emissions.
- 8.2 To serve as a conduit for interested stakeholders passionate about sustainability issues to ensure efforts are maximized and not duplicated.
- 8.3 To serve in an ambassador role for promoting sustainability issues and initiatives.
- 8.4 To advise and promote communication of the Action Plan to the community.
- 8.5 To provide advice to staff on continued success with the FCM Partners for Climate Protection Program.

## **9. Resources**

The CAO, or designate, and Director of Planning and Development Services, or designate, will sit as staff resources on the Committee.

The Committee may invite resource people to the Committee meetings as needed.

---

**Approved by Council:**



## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

### Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

**Report To:** Mayor Bolivar-Getson and Municipal Council Members  
**Submitted By:** Sherry Conrad, Municipal Clerk  
**Date:** November 17, 2020  
**Re:** **Approval of Draft MODL Policy 089 – Video Surveillance**

---

The Policy & Strategy Committee, in session on November 17, 2020, reviewed proposed MODL Policy 089 Video Surveillance.

The Committee made a motion to recommend the proposed MODL Policy 089 to Council for approval and gave notice to Council of its intention to approve the proposed Policy at the November 24, 2020 Council meeting.

Section 48(1) of the *Municipal Government Act* states, "Before a policy is **passed**, amended or repealed, the Council shall give at least seven days notice to all council members." Therefore, in accordance with Section 48(1), the attached proposed MODL Policy 089, will be presented for Council's approval at the November 24, 2020 Council session. The Policy & Strategy Committee meeting of November 17, 2020 was hereby considered as Council's notice.

If Council approves of the attached Policy, the following motion would be necessary.

**"That Municipal Council approve proposed MODL Policy 089 as presented".**

A handwritten signature in black ink, appearing to read "Sherry Conrad", is written over a horizontal line.

Sherry Conrad



# Municipality of the District of Lunenburg

## REQUEST FOR A DECISION

---

**REPORT TO:** Policy & Strategy Committee

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

**DATE:** November 17, 2020

**RE:** Establishment of a Video Surveillance Policy MDL -89

---

### RECOMMENDATION

*“that the Policy and Strategy Committee recommends to Municipal Council that Municipal Council approves the proposed Policy MDL-89 Video Surveillance Policy;*

*And*

*hereby gives seven (7) days’ notice of its intention to approve the proposed Policy MDL-89 at the November 24, 2020 Council meeting.”*

### BACKGROUND

The Video Surveillance Policy was initially presented to the Policy and Strategy Committee on November 19, 2019. Some typographical changes were made at the suggestion of the Committee: changing “Municipality” to “Municipal” in section 5.2.1 and changing “his or her” to “their” throughout the policy. These changes were made, and the policy was sent for legal review to McInnes Cooper. The reviewed document was received recently and the attached policy reflects the changes made.

### EXECUTIVE SUMMARY

The new Municipal Services Building is equipped with video surveillance as one of its security measures. In order to ensure consistency of corporate surveillance and compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP), the enclosed policy has been written based on guidelines from the Office of the Information and Privacy Commissioner of Nova Scotia.

The Policy outlines the responsible use of video surveillance as it is used for recording, monitoring, and storing video on all properties owned or occupied by the Municipality and its affiliates for the express purposes of enhancing safety and security, preventing and deterring crime, identifying suspects, and gathering evidence.

**OPTIONS**

In order for video surveillance to be installed on any municipal property, Council should establish a policy that meets the legislative requirements as set out in FOIPOP.

**BUDGET IMPLICATIONS**

Video surveillance has been included as a security measure in the construction of the new Municipal Services Building. The operational surveillance costs will be minimal as information will be stored on existing servers and only accessed per the policy guidelines.

**STRATEGIC PRIORITIES**

N/A

**CONCLUSION**

Staff recommend that a Video Surveillance Policy be established to meet legislative requirements of FOIPOP.

Department: Finance and Administration	
Report Prepared By: Elana Wentzell	Date: Nov 9, 2020
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____

# Municipality of the District of Lunenburg POLICY

Title: Video Surveillance	
Policy No. MDL-89	
Effective Date:	Amended Date:

## 1. Purpose:

- 1.1. The purpose of this Policy is to assist the Municipality in deciding whether collection of Personal Information by means of surveillance cameras is both lawful and justifiable, to assist the Municipality in understanding how privacy protection measures can be built into the use of a Video Surveillance System, and to ensure clarity for the public and employees of the Municipality with respect to the purposes for which a Video Surveillance System may be used. This Policy is also meant to:
  - 1.1.1. Ensure that any Video Surveillance System complies with the Municipal Government Act and the *Freedom of Information and Protection of Privacy Act*, as applicable.
  - 1.1.2. Ensure consistency of corporate surveillance undertaken by and within the Municipality.
  - 1.1.3. Outline the responsible and acceptable use of a Video Surveillance System as it is used for recording, monitoring and storing video on all properties owned or occupied by the Municipality of the District of Lunenburg (the "Municipality") and its affiliates for the express purposes of enhancing safety and security, preventing and deterring crime, identifying suspects, and gathering evidence.

## 2. Scope:

- 2.1. This Policy applies to the Video Surveillance System and video records administered by the Municipality; it does not apply to video recordings gathered in other circumstances (e.g., recordings of Council Meetings).
- 2.2. For the purpose of this Policy, the Municipality's environment includes all streets, public places, land and buildings that are owned or leased by the Municipality.

## 3. Definitions:

- 3.1. **Authorized Personnel** – means personnel authorized by the Chief Administrative Officer to operate surveillance equipment and access live or recorded material.
- 3.2. **CCTV** – means Closed Circuit TV, referring to the self-contained Video Surveillance System described in this Policy.
- 3.3. **Chief Administrative Officer** – means the Chief Administrative Officer of the Municipality of the District of Lunenburg.
- 3.4. **Clerk** – means the Clerk of the Municipality of the District of Lunenburg.

- 3.5. **Covert Surveillance** - refers to the secretive continuous or periodic observation of person, vehicles, and places or objects to obtain information concerning the activities of individuals.
- 3.6. **Director** – means director or department head of the Municipality of the District of Lunenburg.
- 3.7. **FOIPOP** - means the *Freedom of Information and Protection of Privacy Act*, SNS 1993, c. 5.
- 3.8. **MGA** – means *Municipal Government Act of Nova Scotia*, SNS 1998, c 18.
- 3.9. **Overt Surveillance** - refers to the non-secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals.
- 3.10. **Personal Information** – means recorded information about an identifiable individual including the individual's name, address or telephone number, the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations, the individual's age, sex, sexual orientation, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, blood type or inheritable characteristics, information about the individual's health-care history, including a physical or mental disability, information about the individual's educational, financial, criminal or employment history, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.
- 3.11. **Privacy Impact Assessment (PIA)** - is a process that can be applied to any public body for the purpose of determining the level of protection and security afforded to personal information that is collected, used or disclosed in a new modified information system. The security of information refers to the technical, physical and procedural measures taken to protect personal information from the time it is collected until a public body disposes of it.
- 3.12. **Reception Equipment** - refers to the equipment or device used to receive or record Personal Information collected through a surveillance system, including a video monitor.
- 3.13. **Record** - a record of information in any form and includes books, letters, vouchers, and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
- 3.14. **Storage Device** - refers to a videotape, computer disk or drive, CD or DVD or computer chip used to store the recorded visual images captured by a surveillance system.
- 3.15. **Surveillance Equipment** – means any closed circuit television (CCTV) cameras and any other video/image monitoring and recording equipment systems used to monitor and record public, and restricted areas of property owned or leased by the Municipality.
- 3.16. **Municipality** – means the Municipality of the District of Lunenburg, and as referred to in this Policy shall include all departments and offices which make up the Municipality's administration, as well as any agency of the Municipality which has agreed to be bound by this Policy.
- 3.17. **Video Surveillance System** - refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings or public transportation, and includes all recorded records collected by same.

#### 4. Policy Statement:

- 4.1. Subject to this Policy, the Chief Administrative Officer has the sole authority to oversee and coordinate the use of any Video Surveillance System on Municipality Property.
- 4.2. The Municipality recognizes the need to balance an individual's right to protection of privacy against the Municipality's duty to promote a safe environment for all citizens, and to protect municipal property.
- 4.3. Any Video Surveillance System implemented under this Policy will be designed and operated in a manner that minimizes privacy intrusion and that is reasonably necessary to achieve the lawful goals of the Municipality.
- 4.4. The Municipality shall only use a Video Surveillance System for the following purposes:
  - 4.4.1. to record unlawful acts and breaches of Municipality security;
  - 4.4.2. to ensure public health and safety;
  - 4.4.3. to prevent or deter unlawful acts and breaches of Municipality security; and
  - 4.4.4. to aid law enforcement investigations.
- 4.5. Personal Information obtained by the Municipality through its Video Surveillance System will be used for security, health and safety and law enforcement purposes only. For greater clarity, a Video Surveillance System will not be used by the Municipality to monitor or evaluate Municipality employees, except as specifically authorized pursuant to Section 6.5.
- 4.6. All Personal Information obtained through the Video Surveillance System is confidential and will only be viewed or released as per Sections 6.6 & 6.7 of this Policy.
- 4.7. Authorized Personnel involved in the use of the Video Surveillance System will be appropriately trained and supervised in the responsible use of the Video Surveillance System.
- 4.8. All existing uses of a Video Surveillance System will be brought into compliance with this Policy within twelve months of the approval of this Policy.

#### 5. Responsibilities:

- 5.1. **Municipal Council is responsible for:**
  - 5.1.1. Approval of this Policy and any subsequent amendments.
- 5.2. **Chief Administrative Officer is responsible for:**
  - 5.2.1. Overseeing and coordinating the use of any Video Surveillance System on Municipal Property.
  - 5.2.2. Overseeing consistent adherence to this Policy.
  - 5.2.3. The approval of the installation of Surveillance Equipment, including video cameras, on all Municipality owned and leased properties.
  - 5.2.4. Monitoring the effectiveness of the Policy, and recommending changes to the Policy where considered appropriate.
- 5.3. **Authorized Personnel are responsible for:**
  - 5.3.1. Establishing and maintaining an internal reporting network relating to control mechanisms

and advising the Chief Administrative Officer;

5.3.2. Budgeting for the cost of the Video Surveillance System requirements;

5.3.3. Ensuring Privacy Impact Assessments are conducted on new surveillance initiatives and on significant upgrades to existing surveillance systems;

5.3.4. Informing the Chief Administrative Officer of:

5.3.4.1. Proposed changes to authorized video surveillance which may affect the security of the Municipality;

5.3.4.2. Proposed changes in internal reporting network relating to proposed installation of new Surveillance Equipment that may be affected by this Policy.

5.3.4.3. Any new legislation pertaining to the use of video surveillance that must be incorporated into this Policy.

5.3.5. Reviewing all proposed changes to existing any Video Surveillance System and newly proposed systems to ensure that they meet all the requirements of this Policy.

**5.4. Employees are responsible for:**

5.4.1. Reviewing and complying with this Policy in performing their duties and functions related to the operation of a Video Surveillance System;

5.4.2. Attending training relating to this Policy, where available.

**6. Procedures:**

**6.1. Privacy Risk Assessment:**

6.1.1. The following steps/factors must be considered before a Video Surveillance System is implemented:

6.1.1.1. A Privacy Risk Assessment shall be conducted on the effects that a proposed Video Surveillance System may have on personal privacy and the ways in which any adverse or disproportionate effects can be mitigated;

6.1.1.2. A Security Threat Assessment (Schedule 1) shall be completed;

6.1.1.3. The use of the Video Surveillance System must be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;

6.1.1.4. A Video Surveillance System should only be considered after other measures of deterrence or detection have been considered and rejected as not workable;

6.1.1.5. The proposed design and operation of the Video Surveillance System should minimize privacy intrusion.

**6.2. Public Consultation:**

6.2.1. The Municipality acknowledges the importance of public consultation when a new or additional Video Surveillance System is considered for in public areas of Municipality-owned buildings and properties. The extent of public consultation may vary depending on the extent of public access to the building or property in question.

6.2.2. When a new or additional Video Surveillance System is being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When a new or additional Video Surveillance System is being considered for Municipality owned or operated building to which the public are invited, such as a library, art gallery, or Municipal Office, notice shall be provided at the site with an opportunity for public feedback. When a new or additional Video Surveillance System is contemplated inside municipal buildings or parking lots where there may be a high security risk to staff or clients (or their property), consultation shall not be required.

**6.3. Design and Installation and Acceptable Use of Surveillance Equipment:**

- 6.3.1. Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this Policy are met.
- 6.3.2. Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and the general public who may be present at all hours of the day, a Video Surveillance System may operate at any time in a 24 hour period.
- 6.3.3. Reception Equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
- 6.3.4. Reception Equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
- 6.3.5. Reception Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy e.g. showers, restrooms, change-rooms.
- 6.3.6. Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance, such as when a building is ordinarily not occupied. Only Authorized Personnel shall have access to the Video Surveillance System's controls and to its Reception Equipment.
- 6.3.7. Reception Equipment should be in a controlled access area. Only Authorized Personnel shall have access to the Reception Equipment. Video monitors shall not be located in a position that enables public viewing.

**6.4. Public Awareness of Cameras:**

- 6.4.1. The public/individuals must be notified, using clearly written signs prominently displayed at the entrance to and the perimeters of surveillance areas, so the public has ample warning that surveillance is or may be in operation before entering any area under surveillance.
- 6.4.2. The notification signs must inform individuals of the legal authority for the collection of Personal Information; the principal purpose(s) for which the Personal Information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection. (Notices should conform with the example in Schedule 2)

6.4.3. In addition, the notice may also be provided via the Municipality's Website, but will not be a substitute for signage in the areas captured by cameras.

**6.5. Covert Surveillance:**

6.5.1. Covert Surveillance will be used only in exceptional cases and only with the approval of the Chief Administrative Officer.

6.5.2. Where it appears that Covert Surveillance may be required, the Director will first conduct an assessment of the specific circumstances of the situation and make a recommendation to the Chief Administrative Officer.

6.5.3. The Director's assessment must demonstrate that Covert Surveillance is the only reasonable option in the circumstances, that the benefits derived from the information obtained outweigh the violation of privacy of the individuals observed and that the Covert Surveillance is consistent with the law.

6.5.4. Surveillance Equipment will be positioned in a way that minimizes unnecessary or collateral surveillance (e.g. in the case of ongoing computer theft problem, the camera will be positioned so that individuals will be recorded only if they approach the equipment of concern).

6.5.5. In all cases, Covert Surveillance will be time-limited.

**6.6. Request to View Live or Recorded Information:**

6.6.1. Only Authorized Personnel are permitted to operate Surveillance Equipment and access live or recorded material. However, in exceptional circumstances, the Chief Administrative Officer may designate other individuals to operate Surveillance Equipment and access live or recorded material on behalf of the Municipality.

6.6.2. Notwithstanding section 6.6.1, all requests by Municipality staff or law enforcement agencies to view live or recorded information must be made to and are subject to the approval of the Chief Administrative Officer. Where the permission is granted to view live or recorded information, that information must be viewed in the presence of Authorized Personnel.

6.6.3. All other requests to view recorded information must be made as a FOIPOP application to the Clerk or a production order under the *Criminal Code*.

6.6.4. The Municipality may, on its own initiative, in connection with reporting a suspected breach of any law, statute or ordinance disclose recordings to an applicable law enforcement agency, with the approval of the Chief Administrative Officer.

6.6.5. Access may be provided to live or recorded content from the Video Surveillance System in the event of an imminent or significant risk of harm to any individual, provided that such access would reasonably be expected to reduce, mitigate or investigate the risk of harm.

6.6.6. The Chief Administrative Officer and /or Clerk can be contacted by Email: [info@modl.ca](mailto:info@modl.ca), Phone: 902-543-8181, or Mail: 10 Allée Champlain Drive, Cookville, NS B4V 9E4.

**6.7. Personal Access to Information Request Process:**

6.7.1. The Municipality recognizes that an individual whose Personal Information has been collected by a Video Surveillance System has a right to access their Personal Information under FOIPOP.

- 6.7.2. All inquiries related to or requests for video surveillance Records shall be directed to the Clerk. A person requesting access shall follow the procedure for obtaining access as per Section 6 of FOIPOP or Section 466 of the MGA. Processing of the request will be in accordance with the provisions of FOIPOP and the MGA, and take into consideration the protection of the privacy of third parties.
- 6.7.3. If the access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Request Form and forward it to the Clerk.

**6.8. Custody, Control, of Video Records/Recordings**

- 6.8.1. The Municipality retains custody and control of all original video surveillance Records. Video Records are subject to the access and privacy requirements of FOIPOP and the MGA, which includes but is not limited to the prohibition of all Municipal Staff from access or use of information from the Video Surveillance System, its components, files, or data base for personal reasons.
- 6.8.2. Short retention periods minimize risk of improper use and disclosure. The Municipality's video recorders continually record for a period of up to 30 days depending on the recording device and technology before recording over data.
- 6.8.3. A Record of an incident will only be retained on an external storage device where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Such Record shall be copied from the hard drive onto an external storage device that cannot be over written and stored securely in a locked receptacle located in a controlled access area.
- 6.8.4. All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.
- 6.8.5. Access to storage devices shall only be by Authorized Personnel.
- 6.8.6. A logbook will be kept with regard to the use of each external storage device. The Authorized Personnel will take control of the external storage device in question and secure it in a sealed envelope with the time and date of the seizure and initials of the Authorized Personnel on the seal of the envelope.
- 6.8.7. A logbook shall be kept by Authorized Personnel with regards to the use of Surveillance Equipment. The logbook shall reflect all instances where:
  - 6.8.7.1. Authorized Personnel or person designated under Section 6.6.1 views a recording;
  - 6.8.7.2. A request is made to view a video Record/recording;
  - 6.8.7.3. The Chief Administrative Officer denies a request to view a video Record/recording and the reasons for the denial;
  - 6.8.7.4. The Chief Administrative Officer permits an individual to view a recording (this will include the reasons the request was granted, who viewed the recording, when, and identify the Authorized Personnel who was present during the viewing);
  - 6.8.7.5. A request for Release of Record to Law Enforcement Agency (Schedule 3); and
  - 6.8.7.6. The Chief Administrative Officer releases a Record to a Law Enforcement Agency.

- 6.8.8. Personal Information stored on an external storage device used for law enforcement, safety, or security investigation or for evidentiary purposes shall be retained for one year after its use.
- 6.8.9. Video Records requested by the RCMP for investigation purposes must be accompanied by a warrant or production order and shall be copied on an external storage device and kept secure by the Authorized Personnel until it is retrieved by the RCMP. Following the investigation and any corresponding legal action the RCMP shall be required to destroy the video record.
- 6.9. **Unauthorized/Inadvertent Disclosure:**
  - 6.9.1. A person who becomes aware of any unauthorized or inadvertent disclosure of a video Record in contravention of this Policy should immediately notify the Chief Administrative Officer.
  - 6.9.2. After this disclosure is reported the Chief Administrative Officer shall confirm the existence of the disclosure.
  - 6.9.3. Upon confirmation of the existence of the disclosure, the Chief Administrative Officer will make reasonable efforts to mitigate the extent of the disclosure, take all reasonable actions to recover the video record, review the adequacy of privacy protection with the existing Policy, and, where required, notify the affected parties whose personal information was inappropriately disclosed.
  - 6.9.4. Intentional unauthorized disclosure, or disclosure caused by negligence, by employees of the Municipality may result in disciplinary action up to and including dismissal. Intentional unauthorized disclosure, or disclosure caused by negligence, by service providers to the Municipality, may result in termination of their contract.
- 6.10. **Retention and Disposal of Video surveillance record:**
  - 6.10.1. The Municipality's Video Surveillance System(s) continually record for a period of up to thirty (30) days depending on the recording device and technology, before recording over data. Video records shall not be retained on an external storage device unless in accordance with Section 6.8.3.
  - 6.10.2. A Record retained on an external storage device in accordance to Section 6.8.3 shall be retained for a period of one (1) year.
  - 6.10.3. The Municipality will take all reasonable efforts to ensure the security of Records in its control/custody and ensure their safe and secure disposal.
    - 6.10.3.1. Storage devices must be securely disposed of by shredding, burning or magnetically erasing the information.

Schedule 1 – Surveillance Video Security Threat Assessment  
To Determine the Requirements for a Video Surveillance System

Site Name:

Location:

Proposed Video Location:

Requestor:

Department:

Date:

1. Is there already a video surveillance and/or camera on site? If so, please describe and advise if their setup adheres to Municipality of the District of Lunenburg's Video Surveillance Policy. (use separate page if required).

2. Video surveillance must only be considered after other measures of deterrence or detection have been considered and rejected as unworkable.

**Have the following security counter measures been reviewed and rejected as unworkable?**

Security Counter Measure	Reviewed (Y/N)	Rejected (Y/N)	Comments
a. Security Procedures	<input type="checkbox"/>	<input type="checkbox"/>	
b. Duress Buttons	<input type="checkbox"/>	<input type="checkbox"/>	
c. Door Locking Hardware	<input type="checkbox"/>	<input type="checkbox"/>	
d. Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	
e. Access Control Panel	<input type="checkbox"/>	<input type="checkbox"/>	
f. Signage	<input type="checkbox"/>	<input type="checkbox"/>	
g. Security Guard/Officer Patrols	<input type="checkbox"/>	<input type="checkbox"/>	
h. Lighting	<input type="checkbox"/>	<input type="checkbox"/>	
i. Other	<input type="checkbox"/>	<input type="checkbox"/>	

3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime of significant safety concerns.

**Are there any documented incidents of crime or significant safety concerns in any of the following formats?**

Documentation Formats	Yes	No	Comments
a. Security Occurrence Reports	<input type="checkbox"/>	<input type="checkbox"/>	
b. Police Reports	<input type="checkbox"/>	<input type="checkbox"/>	
c. JOH&S Committee	<input type="checkbox"/>	<input type="checkbox"/>	
d. Internal Memos	<input type="checkbox"/>	<input type="checkbox"/>	
e. Other	<input type="checkbox"/>	<input type="checkbox"/>	

4. An assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which adverse effects can be mitigated.

**Have the following effects and mitigation strategies been considered?**

Effects & Mitigation Strategies	Yes	No	Comments
a. Is proposed camera situated in an area that will minimize privacy intrusion?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in washroom or change room, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is the location of the proposed video camera visible?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Can the video surveillance be restricted to the recognized problem area?	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is space allocated for proper video surveillance signage?	<input type="checkbox"/>	<input type="checkbox"/>	
f. Has a drawing been attached showing the camera location?	<input type="checkbox"/>	<input type="checkbox"/>	
g. Have any other effects/mitigation strategies been considered?	<input type="checkbox"/>	<input type="checkbox"/>	

5. The proposed design and operation of the video surveillance system should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Measure to Mitigate Effects	Yes	No	Comments
a. Can the proposed camera be restricted through hardware or software to ensure that operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will the reception equipment be located in a strictly-controlled access area?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Can the video surveillance monitor be installed in such a way that it will be hidden from public view?	<input type="checkbox"/>	<input type="checkbox"/>	
d. Other	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Completed By (Print)

Signature

Position Title

Date



This area may be monitored by (Closed Circuit TV Video Surveillance - CCTV)

The personal information collected by the use of the CCTV is collected under the authority of the *Municipal Government Act*, 1998. This information is used for the purpose of security, promoting public safety and the reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the Chief Administrative Officer of the Municipality of the District of Lunenburg, 10 Allée Champlain Drive, Cookville, NS B4V 9E4.

Phone (902) 541-1320





**Council**  
Item: #10.1.1  
Date: November 24, 2020  
Authorization: T. MacEwan



# November 2020 Fire Service Coordinators Update to FESC & Council

# Information for New Councillors

Fire Service  
Coordinator  
Role

Fire  
Departments  
in MDOL

# Service Awards



*Continuing to work with FD's on a regular basis on Award database*

*Fire service awards last year up to April 30, 2020.*

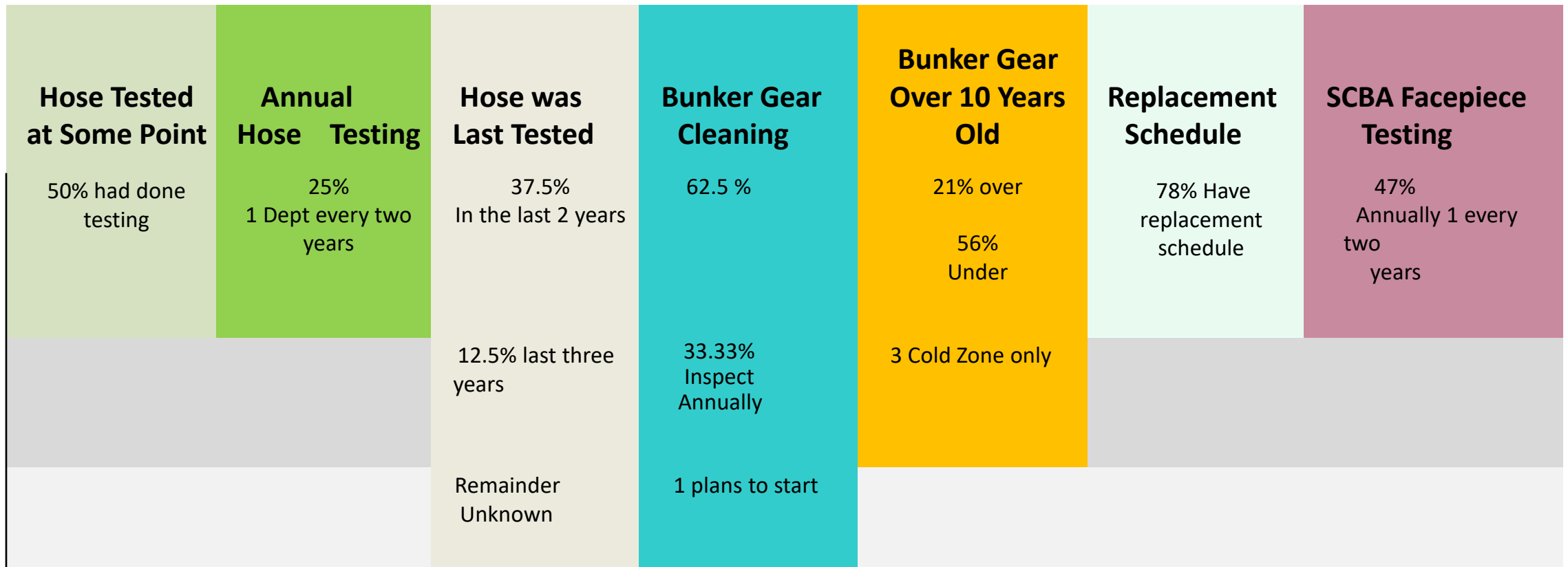
*3 -50 yr. 4- 45 yr. 3- 40 yr. 2-35 yr. 11-20yr. Station years of service were given also 1-55yr. 2- 65 yr.*

Topic	RANK
Maintenance & Testing Standards	1
Training	2
Mental Health	3
Bulk Purchasing	4
Coordination with REMO	5
Financial Capacity	6
Governance	7
Assessment Coding	8



# From FESC Workshop on Priorities

# New Information from 2020 Registration





# Group Personnel Insurance

Insurance Subcommittee working on group personnel insurance (Brian Keizer, Chief Lockwood, Councilors Whynot, Bell, Moore, Member at large David Fancy)

Group Personnel Insurance results surpassed what was thought possible

Savings to all departments, but three, who saw small increases. (MODL funding of just over \$10,000.00 to lower premiums)

All but two depts. saw increased coverage

FESC Insurance Subcommittee success

# Just Chilin



# WCB for Volunteer Firefighters

WCB in affect since October 01, 2020

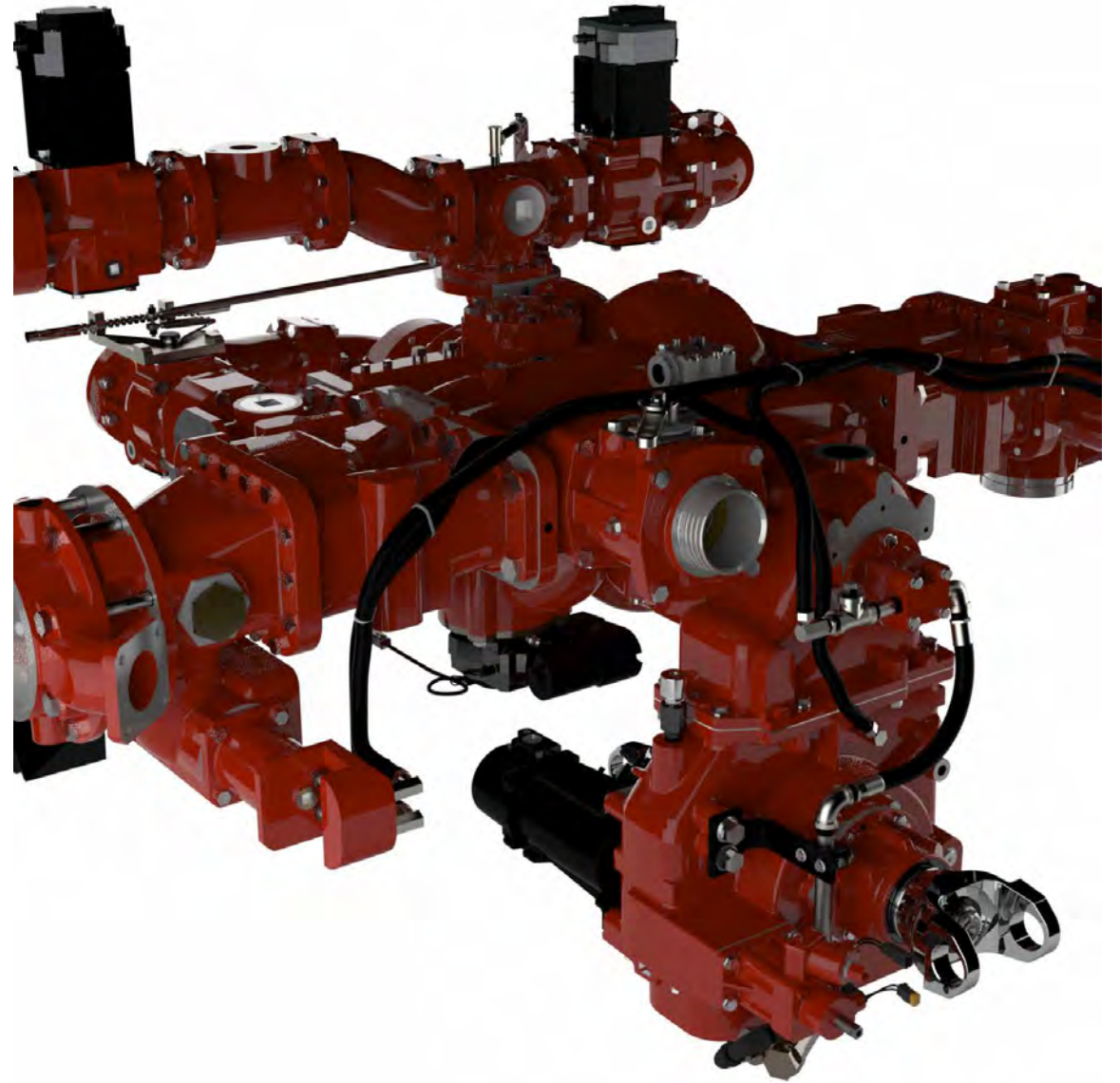
All volunteer firefighters and juniors included in program

Cost to MODL is almost \$30,000.00

Information sent to all MODL fire departments on program

Firefighter numbers to be reported quarterly to WCB

# Mandatory Pump Testing Standard & Compliance





Pump testing is done to ensure Apparatus components, equipment involved with the pump and the pump itself perform to specifications.



Pumps have a Ulc certification to meet parameters using, Engine RPM, Pump capacity at required pressure over a given time.



Pump testing gives a history of performance capabilities and can indicate a possible issue with a pump if lower than normal results are attained.



Pumps outside of the ULC date will still require testing to ensure they are capable of performing required fire flows



Pump maintenance and the pump performance test to be performed by an Emergency Vehicle Technician(EVT)

# What is Pump Testing



# Timeline



Decision was voted in at the September 19, 2019 LRFES and then approved by FESC and then Council



*More than 1 full year to complete the test*



*Registration package in June 2021 must have documentation showing pump testing was done*

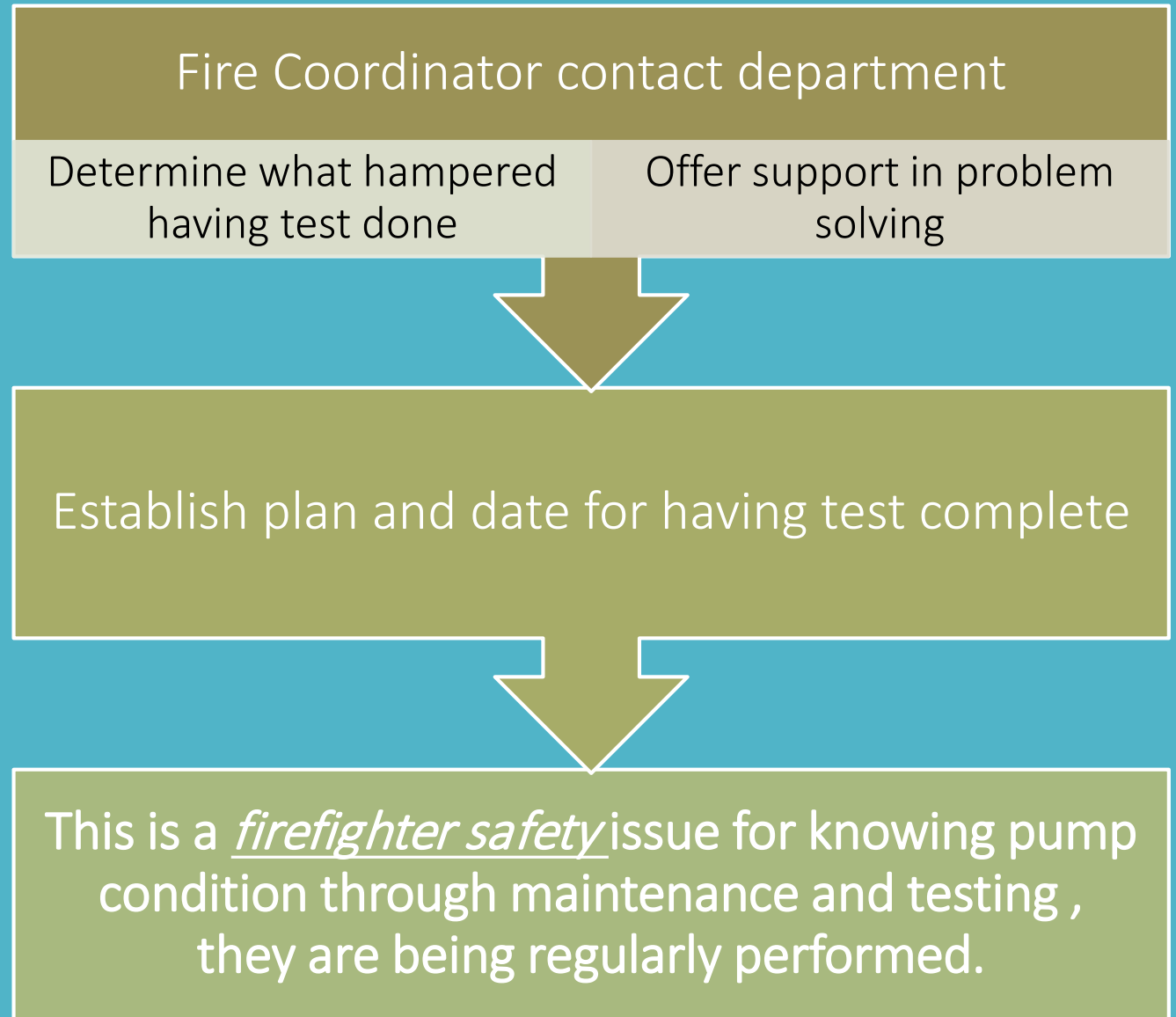




# New Joint Pump Testing Facility



If pump test  
results are  
not provided



# Possible Ways to Achieve Compliance

At discretion of Council, & on advice from Fire Service Coordinator MODL may

Withhold Municipal funding (Grants provided outside of Fire Dept's area tax rate for funding)

Suspend registration ( Use a neighboring Dept. automatic mutual aid for pumper, Borrowed unit, registration for certain activities could be suspended)

Revoke registration (Last Resort if a dept. refuses to do Pump Testing)



Co-operative approach to  
ensure safety of firefighters

# 2020 Registration Information Update

Registered Medical First Responders – 214 2018 was 198

Structural Firefighters- 349 2018 was 376

Active Firefighters- 645 2018 was 658

Junior Firefighters- 34 2018 was 50

Auxiliary members- 191 2018 was 185

Honorary and Other members- 182 2018 was 174

Firefighter insurance costs last year Around the \$60,000.00

Self-contained Breathing Apparatus(SCBA) Functional Testing All but 2

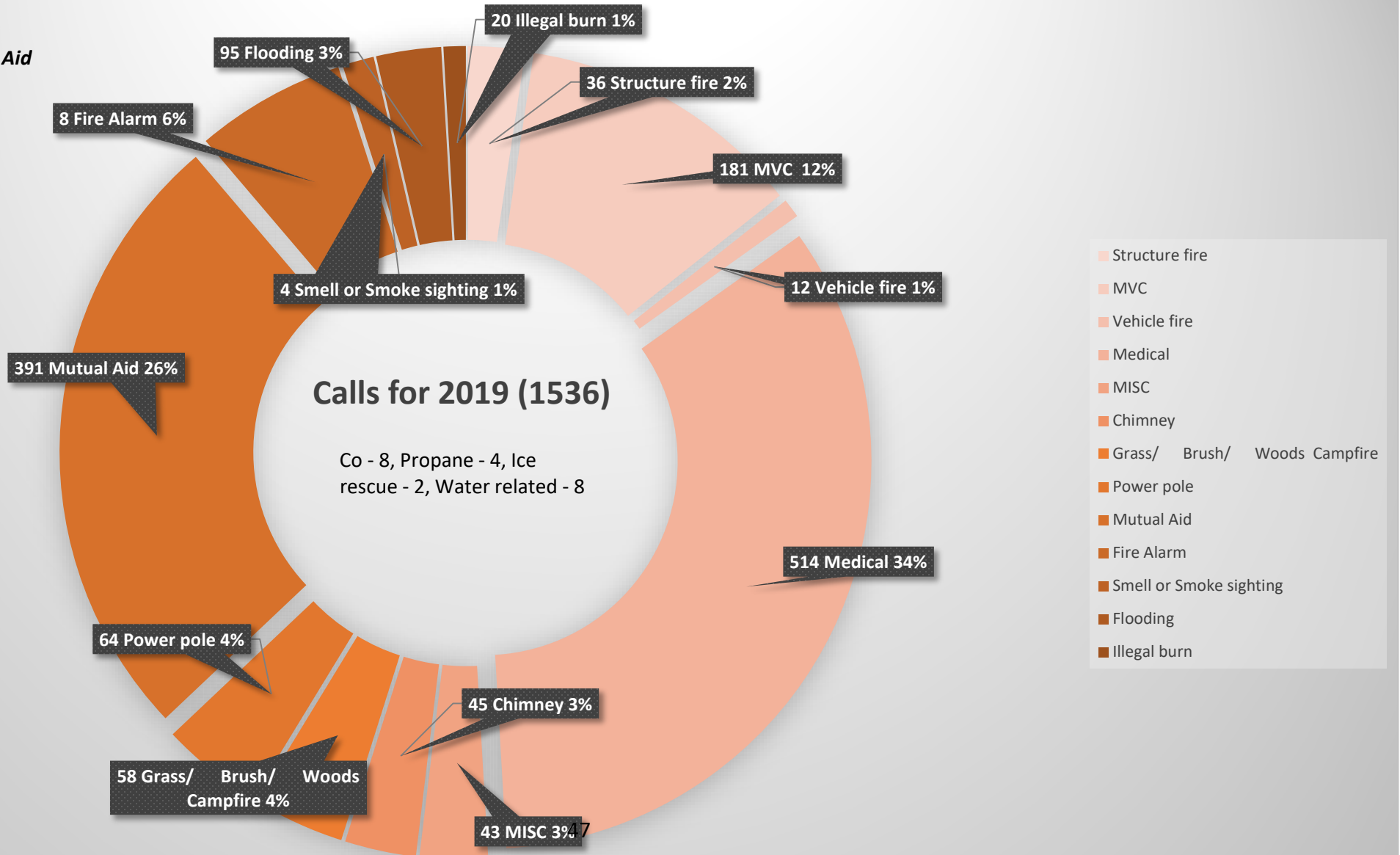
Pump Testing- all but 3 2018 not done 5

Fire Department Fund Raising -\$691,053.40 2018 was 648,773.43

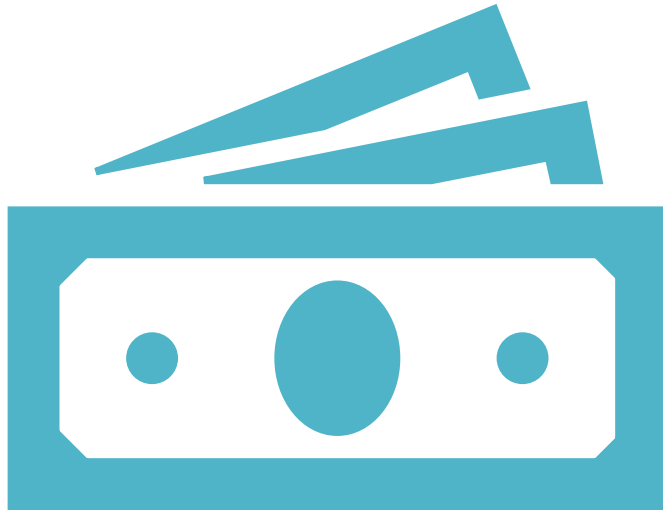
# Calls By types 2019

**FD's Requesting Mutual Aid was 195**

**TOB had 56 MA calls outside of town and called it into town 6 times.  
48 active members  
3 juniors  
33 non active  
honorary members  
14 honorary active**



# Funding to fire services outside of FD Area Rates



Recruitment and Retention	\$40,000.00	
WCB Premiums	<u>\$30,000.00</u>	New
<i>Total Non-grants</i>	<i>\$ 70,000.00</i>	
<b><u>Municipal Grants ;</u></b>		
Matching Grant	\$42,400.00	
Municipal Grant	\$64,100.00	
Training Grant	\$10,900.00	
Insurance Grant	\$54,100.00	
Group Personnel Insurance	<u>\$10,900.00</u>	New
	<b>\$182,400.00</b>	
<b>Total MODL Funding</b>	<b><u>\$252,400.00</u></b>	



## RECRUITMENT & RETENTION

Recruitment and retention is in place and moving forward

MODL funding in place to help with Recruitment and Retention

Have heard from some dept's this has helped with recruitment

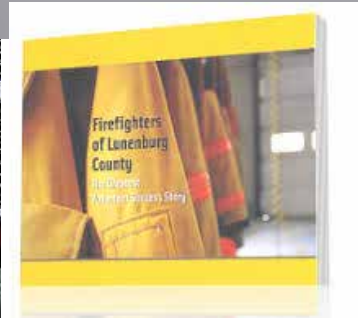
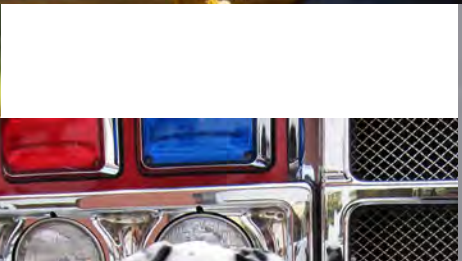
### Cost to Outfit a Firefighter!

Helmet	\$350
Hood	\$100
Mask	\$300
SCBA	\$7000
Coat	\$1300
Radio	\$600
Pager	\$350
Gloves	\$80
Pants	\$1000
Boots	\$350

**Total \$11,430**

**Thank You for your Continued Support!!**







## **Municipality of the District of Lunenburg**

### **Request for Decision**

**REPORT TO:** Municipal Council  
**SUBMITTED BY:** Byung Jun Kang, Planner  
**DATE:** November 24, 2020  
**RE:** Composition Change of the Planning Advisory Committee  
& Area Advisory Committees

---

#### **RECOMMENDATION**

That Municipal Council give seven (7) days' notice of its intention to amend Policy 090, the Planning Advisory Committee Policy, as stated in Appendix A of the staff report dated November 24, 2020, at the December 8, 2020 Council meeting.

That Municipal Council give seven (7) days' notice of its intention to dissolve the Area Advisory Committees in the Plan Areas of Hebbville, Oakland, Blockhouse, Riverport, and Princes Inlet, at the December 8, 2020 Council meeting.

That Municipal Council give seven (7) days' notice of its intention to dissolve the Area Advisory Committee in the Plan Area of Hemford Forest; and further, that the dissolution becomes effective on the date when the Hemford Forest Secondary Planning Strategy and Land Use By-law take effect.

That Municipal Council reappoint the existing members of the Hemford Forest Area Advisory Committee, immediately after their terms expire in November 2020, for indefinite terms until the scheduled dissolution of the Area Advisory Committee.

## LEGISLATIVE AUTHORITY

Subsection 201(1) of the **Municipal Government Act** states that a municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee on planning matters affecting a specific area. The same procedure is followed to dissolve area planning advisory committees.

Subsection 201(4) of the **Municipal Government Act** states that the council shall appoint members of an area planning advisory committee by resolution.

## DISCUSSION

On June 23, 2020, Municipal Council passed a series of motions to amend 6 municipal policies and 4 secondary planning strategies to move references of the Area Advisory Committees (AAC) to the Planning Advisory Committee (PAC). Council also passed a resolution to direct staff to communicate with the AAC members.

On July 23, 2020, staff organized an information session with the current members of the AAC. In summary, the members were concerned about the possibility of losing one of the platforms to offer public inputs on planning matters. The members highlighted that Council should be able to hear the local opinions clearly, which can be achieved by either keeping all the AACs until the final draft of the new Municipal Planning Strategy is adopted, or increase the public membership of the PAC.

Staff would like to emphasize that the Municipality values public inputs on planning matters. Public information sessions, drop-in events, and engagement meetings will be followed planning issues, along with online surveys. To address the concern, the following 3 options are suggested:

**Option A:** Change the membership composition of the PAC to allow more public members and dissolve the AAC as all terms expire in November 2020, except for the Hemford Forest AAC until the Hemford Forest Land Use By-law is adopted by Council. Specifically:

1. to increase the number of public members serving on the PAC from 3 to 4;
2. to increase the minimum number of Committee members who may be appointed in the same calendar year from 2 to 4;
3. to dissolve the Area Advisory Committees in the Plan Areas of Hebbville, Oakland, Blockhouse, Riverport, and Princes Inlet;
4. to dissolve the Area Advisory Committees in the Plan Area of Hemford Forest once the Hemford Forest Secondary Planning Strategy and Land Use By-law take effect; and
5. to reappoint the existing members of the Hemford Forest Area Advisory Committee until the scheduled dissolution.

**Option B:** Dissolve all the AAC once the new Municipal Planning Strategy is adopted by 2022. If so, staff also recommends extending the terms of all existing members, rather than seeking for new public members in November 2020. Specifically,

1. to dissolve all Area Advisory Committees on the date when the new Municipal Planning Strategy and Land Use By-law takes effect; and
2. to reappoint the existing members of all the Area Advisory Committees, immediately after their terms expire in November 2020, for indefinite terms until the scheduled dissolution of all Area Advisory Committees.

**Option C:** Mix Options A and B by changing the PAC membership composition and sustaining all the existing AACs until the new Municipal Planning Strategy is adopted. Specifically,

1. to increase the number of public members serving on the PAC from 3 to 6;
2. to increase the minimum number of Committee members who may be appointed in the same calendar year from 2 to 4;
3. to dissolve all Area Advisory Committees on the date when the new Municipal Planning Strategy and Land Use By-law takes effect; and
4. to reappoint the existing members of all the Area Advisory Committees, immediately after their terms expire in November 2020, for indefinite terms until the scheduled dissolution of all Area Advisory Committees.

Staff recommends pursuing Option A, as this option enables the holistic discussion regarding municipal-wide policies with the residents and stakeholders from all parts of the Municipality.

### **ALTERNATIVE**

Council may revert all the policy changes made on July 14, 2020, including 6 policies and 4 secondary planning strategies.

### **APPENDIX**

Appendix A: the proposed Planning Advisory Committee Policy (2020a)

---

Department:	Planning & Development Services	
Report Prepared By:	Byung Jun Kang, Planner	Date: 2020-06-26
Report Approved By:	Jeff Merrill, Director	Date: 2020-09-15
Reviewed By CAO:	Tom MacEwan, Chief Administrative Officer	Date: 2020-11-20

# Municipality of the District of Lunenburg

## POLICY

<b>Title:</b> Planning Advisory Committee Policy	
<b>By-Law No.</b> 090	<b>Legislative Authority:</b> <b>Municipal Government Act, Section 202</b>
<b>Effective Date:</b> July 14, 2020	<b>Amended Date:</b> December 8, 2020

### 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.

### Definitions

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

### Administration

- 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~~ 4 Councillors and 4 public members appointed at-large. **[amended December 8, 2020]**
- (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-02 002~~. **[amended December 8, 2020]**

## Appointment and reappointment

- 5 (1) Terms of ~~public~~ **Committee** members are non-coincidental ~~two~~ 2-year terms so that no more than ~~two~~ **public 4 Committee** member positions expire in the same calendar year. **[amended December 8, 2020]**
- (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~~ 004. **[amended December 8, 2020]**
- (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~~ **shall** preside at all meetings of the Committee. **[amended December 8, 2020]**
- (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~~ 001, unless otherwise stated in this Section or the Act. **[amended December 8, 2020]**

## 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~~ 066. **[amended December 8, 2020]**
- (3) On each item on an agenda of the Committee, the Chair ~~must~~ **shall** seek public comments after a presentation by staff. **[amended December 8, 2020]**

**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-04 004](#). [amended December 8, 2020]

<b>Annotation for Official By-law Book</b>	
<b>Date of notice to Council members</b>	<b>June 23, 2020</b>
<b>Date of Adoption</b>	<b>July 14, 2020</b>
<b>Date of notice to Council members to consider amendments</b>	<b>November 24, 2020</b>
<b>Date of passage of amendments</b>	<b>December 8, 2020</b>
<b>I certify that Policy 90, the “Planning Advisory Committee Policy”, was adopted by Council as indicated above.</b>	
_____	_____
<b>Sherry Conrad, Municipal Clerk</b>	<b>Date</b>



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Municipal Council  
**SUBMITTED BY:** Byung Jun Kang, Planner  
**DATE:** November 24, 2020  
**RE:** Deregistration of St. Matthew's Evangelical Lutheran Church  
as a Municipal Heritage Property

---

#### RECOMMENDATION

That Municipal Council give notice of intention to approve the deregistration of St. Matthew's Evangelical Lutheran Church as a Municipal Heritage Property, and hold a Public Hearing on Tuesday, January 12, 2021 at 8:30 a.m.

#### ORIGIN

St. Matthew's Evangelical Lutheran Church Council submitted a deregistration application on October 7, 2020, as shown in Appendix A.

#### LEGISLATIVE AUTHORITY

Section 16 of the **Heritage Property Act**.

#### BACKGROUND

St. Matthew's Evangelical Lutheran Church is a municipal heritage property located on 3472 Highway 332, Rose Bay (PID 60666591). The Church was built in 1897 and became a heritage property on July 14, 1998.

#### PROCESS

Section 6 of the Heritage Property By-law states that "the Council may de-register a municipal heritage property in accordance with the Act." Therefore, the legislative authority for deregistering a heritage property comes from Section 16 of the **Heritage Property Act (2010)**. Although the new **Heritage Property Act (2015)** will be proclaimed in the near future, this case followed the deregistration process in the existing **Act (2010)**.

To deregister a municipal heritage property, the conditions in subsection 16(1) of the Act must be met as stated below.

1. Either of the following:
  - a. an owner of a municipal heritage property applies to deregister, or
  - b. Council passes a resolution to issue a notice of intention to deregister; and
2. Either of the following:
  - a. the property has been destroyed or damaged, or
  - b. the property has lost the heritage value, unless the loss was caused by neglect, abandonment or other action or inaction of the owner.

## **DISCUSSION**

The first condition has been met as the Church Council applied to deregister. To meet the second condition, since the Church is still in good shape, the lost of heritage value must be proven and the owner did not intentionally cause such loss. The heritage value can be measured with the evaluation form, as attached in Appendices B and C, in which a proposed property must reach at least 75 points to be registered as a heritage property. Points were assigned in 1998 based on the following criteria:

- Built between 1841 and 1913: 10 points
- Historical significance & landmark at a regional level: 10 points
- Structure has not been moved: 15 points
- A rare example of construction: 10 points
- A rare example of architectural style: 10 points
- A few minor exterior alterations: 10 points
- Additional information: 10 points
- Total points: 75/100 points

Staff reviewed the aforementioned criteria in 2020 assuming that the Church is no longer used as a religious institutional use.

- Built between 1841 and 1935: 10 points
- Historical significance & landmark at a local level: 5 points **[altered]**
- Structure has not been moved: 15 points
- A common example of construction: 5 points **[altered]**
- A common example of architectural style: 5 points **[altered]**
- A few minor exterior alterations: 10 points
- Additional information: 0 points **[altered]**
- Total points: 50/100 points **[altered]**

## **Historical Significance and Landmark**

The Church was awarded 10 points because its historical significance and landmark feature were important at a regional or municipal level. The Church Council stated in the original application that the Church “is used as a point of reference in giving directions, [and] it is also a part of the community in which it was erected.” Staff in 1998 noted that the congregation which formed this Church originated from the Lunenburg Parish, and it was necessary to construct a church due to the size of the congregation from Rose Bay. It may be interpreted that the historical significance was derived from the Church’s symbolism of the prosperity of the Rose Bay area.

The Church may still be considered as a point of reference in Rose Bay as the Church is on a crossroads of the two major roads – Highway 332 and Kingsburg Road, and the Church stands out against the surrounding flat landscape, as noted in the Statement of Significance. However, it is difficult to justify that its historical significance is of importance at a regional level. Points should be adjusted from 10 to 5 points.

## **Architectural Style and Construction**

The Church was awarded 10 points because its method of construction and built technology used were rare to the area, based on the number of similar buildings nearby. The Church was awarded another 10 points because its Gothic Revival style, which is reminiscent of the Victorian Era between 1837 and 1901, is rare within the area. Notable examples of the Gothic Revival styled buildings include the Canadian Parliament Buildings and St. Mary’s Basilica in downtown Halifax.

There are 2 other churches in Rose Bay: St. Andrews Presbyterian Church (1890), also a municipal heritage property, and Trinity United Church (1897), as shown on Figures 1 and 2. While the Lunenburg Vernacular style is common in the area, all 3 churches in Rose Bay were built in the Gothic Revival style, possibly from being built on the same decade. Both heritage-designated churches were built by Boehner in West LaHave, and have the original foundation in granite rocks possibly from Kingsburg.

The application from the Church Council in 1998 also states that “the large white church is common to the area”, and staff also noted that “the architectural style of the building is rare but not very rare in the area”. While each church has its own unique tweak, it is difficult to justify its architectural style and construction to be at a rare level, especially when all 3 churches have the same dominant style of architecture. Points should be adjusted from 10 to 5 points for each criterion.



**Figure 1.** The front view of St. Matthew's Evangelical Lutheran Church built in 1897.



**Figure 2.** The views of Trinity United Church built in 1897 (left) and St. Andrews Presbyterian Church built in 1890 (right).

## Additional Information

In the original application, the Church Council highlighted that the Church “is a beautiful and well-looked-after structure. It shows signs of stability and morality to the casual and not-so-casual passerby. The Church also shows a unity of people and community. It is an important factor to resident and prospective homeowners.” While 10 points were assigned, the reasoning for scoring was not justified in staff evaluation.

Parks Canada defines the heritage value as the aesthetic, historic, scientific, cultural, social, or spiritual importance or significance for past, present or future generations, which is embodied in the character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. In other words, part of the reasons why the Church has the heritage value – hence the additional 10 points – is because the Church is actively used as a public space and a place of gathering for the community members. When the Church closes in December 2020, it no longer provides the same cultural associations or meanings to the Rose Bay area. Therefore, points should be adjusted from 10 to 0 points.

## Result

Because the Church could not meet the minimum of 75 points under the recent evaluation, staff determines that the Church will lose its heritage value after the closure in December 2020. Staff recommends Municipal Council to accept the application from the Church Council to deregister its status of heritage property.

## WORK PLAN

Should Municipal Council wish to proceed with the deregistration of St. Matthew’s Church, Municipal Council may follow the deregistration process listed in Table 1.

**Table 1**

Process to deregister a municipal heritage property under the **Heritage Property Act**.

<b>Legislative Authority</b>	<b>Requirement</b>	<b>Expected Timeline</b>
<b>Heritage Property Act (2010), s. 16(1)</b>	All eligibility requirements for deregistration are met.	October 7, 2020
<b>Heritage Property Act (2010), s. 16(1)</b>	Municipal Council issues a public hearing notice.	November 24, 2020

<b>Heritage Property Act (2010), s. 16(2)</b>	The owner is notified of the public hearing at least 30 days before the public hearing.	November 25, 2020
<b>Heritage Property Act (2010), s. 16(2)</b>	Newspaper advertisement is circulated at least 30 days before the public hearing.	December 2, 2020
<b>Heritage Property Act (2010), s. 16(2)</b>	Public hearing is held, and Municipal Council passes a resolution after determining that the deregistration is justified.	January 12, 2021
<b>Heritage Property Act (2010), s. 16(3)</b>	Notice of deregistration is sent to the owner.	January 13, 2021
<b>Heritage Property Act (2010), s. 16(3)</b>	A copy of the notice of deregistration is sent to the Bridgewater Regional Land Registration Office.	January 14, 2021

**ALTERNATIVE**

Municipal Council may choose not to proceed with the deregistration process. However, staff recommends Council to make a final decision after a public hearing.

**CONCLUSION**

Staff acknowledges that the differences in the number of points for the Historical Significance and Landmark, and Architectural Construction and Style may be derived from different interpretation. However, the points from the Additional Information criterion is no longer justified since the points were awarded for its religious service to the community.

**APPENDICES**

- Appendix A: Application for the Deregistration of St. Matthew’s Church, 2020-10-05
- Appendix B: Application for the Registration of St. Matthew’s Church, 1998-02-16
- Appendix C: Staff evaluation of St. Matthew’s Church, 1998-04-15

Department: Planning & Development Services

Report Prepared By: Byung Jun Kang, Planner Date: 2020-10-14  
 Report Approved By: Jeff Merrill, Director Date: 2020-11-14  
 Reviewed By CAO: Tom MacEwan, Chief Administrative Officer Date: 2020-11-20

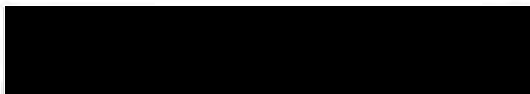
October 5, 2020.

Jeff Merrill  
Director of Planning and Development Services  
Municipality of the District of Lunenburg, NS

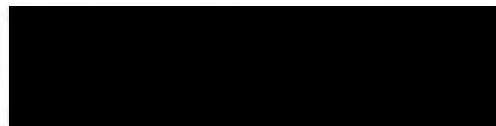
St. Matthew's Evangelical Lutheran Church in Rose Bay will be closing at the end of December 2020 and will be put up for sale.

The decision has been made to have the church deregistered as a municipal heritage property.

Would you please begin the process of deregistration for us?



David Conrad  
Church Council Chair



Valerie Meisner  
Church Treasurer

MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
APPLICATION TO REGISTER A HERITAGE PROPERTY

Application Number \_\_\_\_\_

Name of Property: ST. MATTHEW'S EVANGELICAL LUTHERAN CHURCH

Civic Address: #3472 - ROUTE 332 - ROSE BAY

Assessment Account Number: 02623226

Present Owner: ST. MATTHEW'S EVANGELICAL LUTHERAN CONGREGATION

Action Requested By: ST. MATTHEW'S EVANGELICAL LUTHERAN  
CHURCH COUNCIL

**EVALUATION CRITERIA**

(Note: A building constructed less than 100 years ago will not be considered for registration)

**1. Date of Erection / Age**

A) Age of Property? 1889-LAND PURCHASED (attachment #1)  
1897-CHURCH BUILDING CONSTRUCTED

B) How was age determined (attach Documentation)? MINUTES OF CONGREGATION  
(attachment #4) - (ANNUAL MEETING)

C) Association with Individuals (i.e. has it belonged to a particular family for a long period of time)

This building has housed Lutherans (as a place of  
worship and fellowship) since its' construction.

D) Association with an Organization, Group or Business? \_\_\_\_\_

E) Association with a Historic Event? \_\_\_\_\_

## 2. Architecture

A) Architect (if known) HENRY BUSCH - HALIFAX

B) Builder (if known) BOEHNER BROTHERS - WEST LAHAVE

C) Does the structure have a design which is unique to the local area? YES.  
The large white church is common to the area, but the  
design and layout seems to be one of a kind. It has  
its' own unique characteristics. (pictures enclosed)

D) Is the building on the original site of first construction, if not how close to the original site is it? YES.

E) Has the building ever been structurally altered from its original appearance? NO.

In September of 1919 an Organ Chamber was  
added to the back of the church building.

F) Has the structure ever burnt down? If yes when.(approximate date)? NO.

G) Describe any unique features on the building. (i.e. windows, trim, widows walk, decorative shingling)

The windows are stained glass and the steeple reaches  
high over the membership. (pictures included)

H) Is the building reminiscent of a particular architectural style (i.e. Gothic Revival)?

(pictures included)

## 3. Landmark

A) Do you consider this property to be a land mark? If yes why? YES.

It is used as a point of reference in giving  
directions. It is also a part of the community in  
which it was erected.

**4. Additional Information**

A) Is there any additional information that you feel is important and should be included?

The Church is many things. It is a beautiful and well  
looked after structure. It shows signs of stability and  
morality to the casual and not so casual passerby. The  
Church also shows a unity of people and community. It  
is an important factor to resident and prospective  
home-owners.

B) Do you know of any other source i.e. book, report, newspaper article or individual that has additional information about this property? NO.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Photographs**      --((included))--

Must show total building, plus doors, windows and details.

Application prepared by: Donnas E. Smith Beeler (Church Council Member

Address: [REDACTED]

Phone: [REDACTED] (w) same (h)

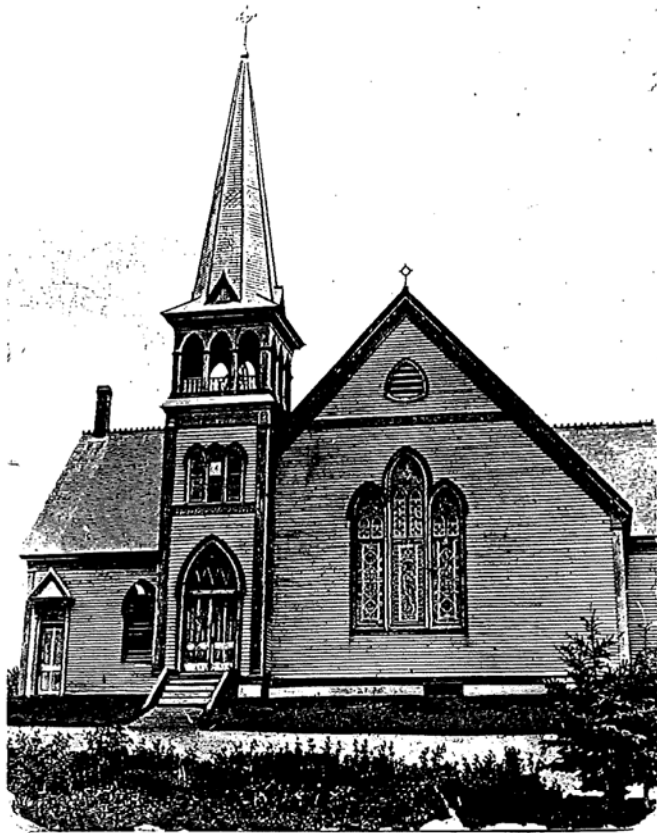
Date: Monday, February 16, 1998.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

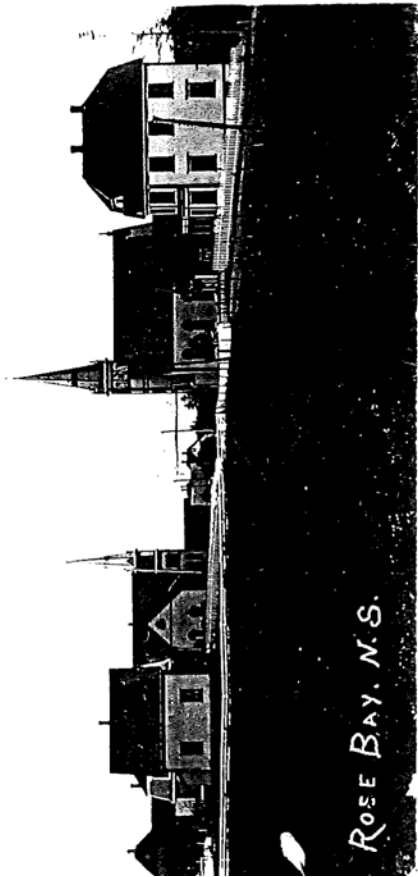
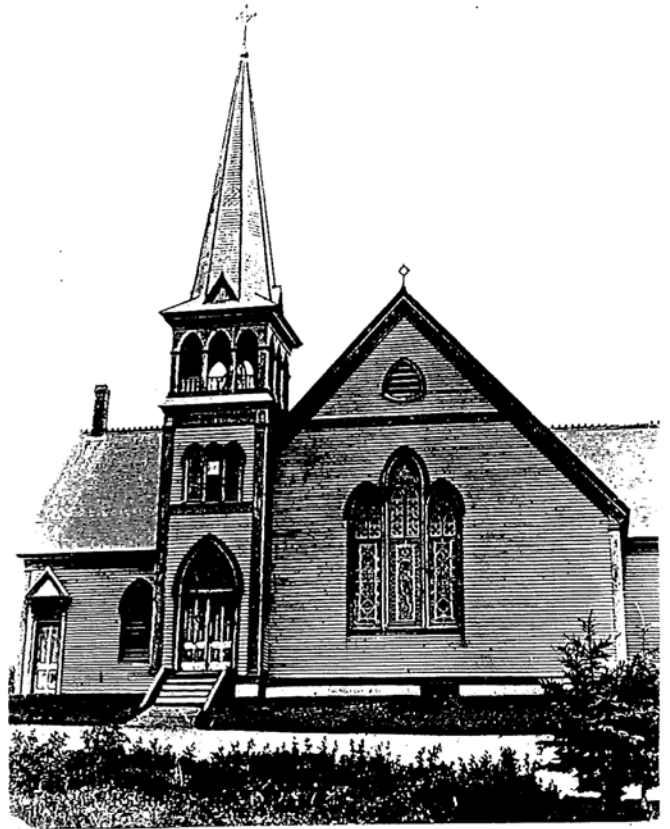
For further information please contact the Lunenburg Municipal Office at 210 Aberdeen Road, P.O. Box 200, Bridgewater Nova Scotia, B4V 2W8. Phone: (902) 543-8181

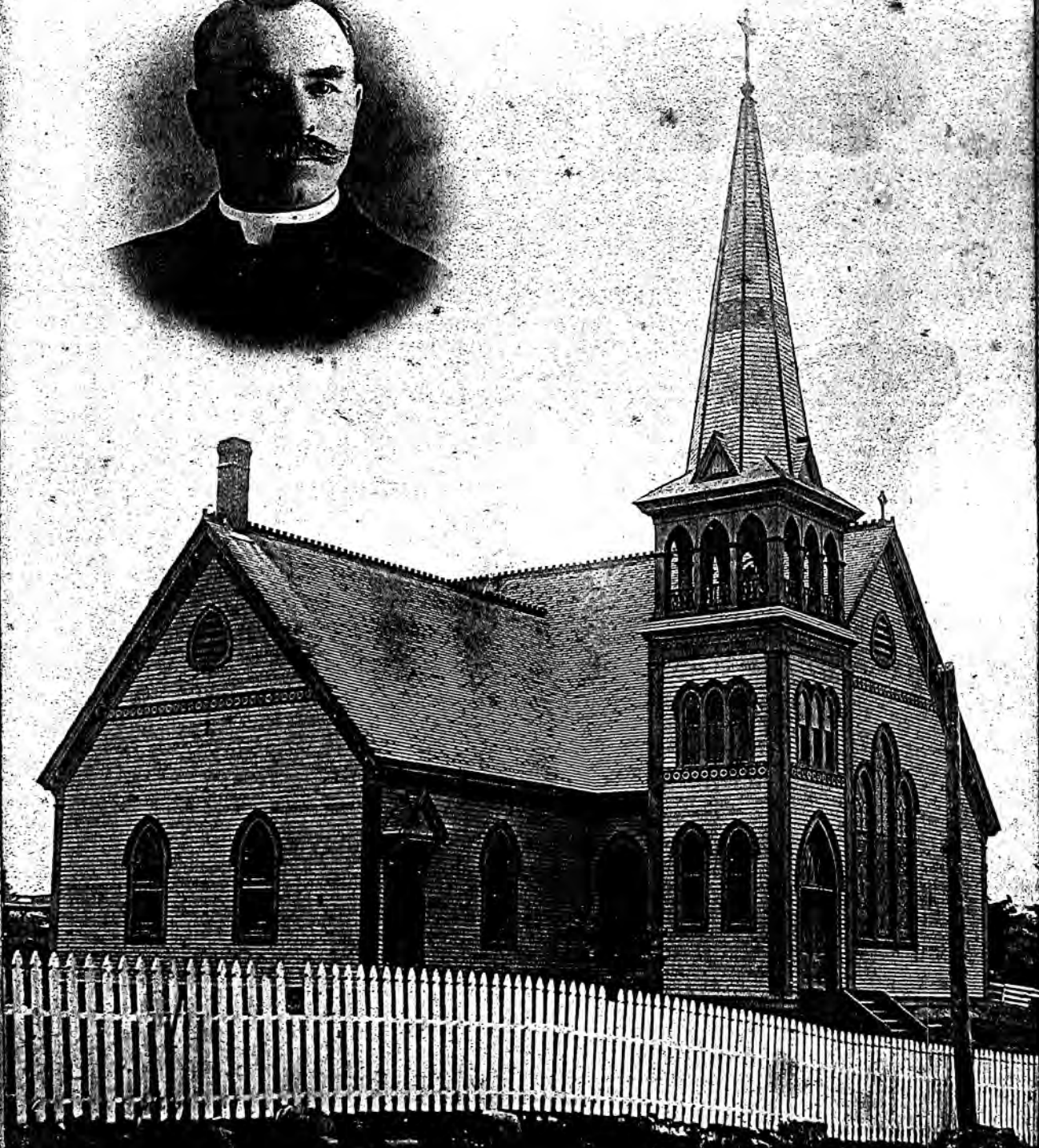


LUTHERAN CHURCH, RIVERPORT, N. S.



<sup>1888-1890</sup>  
LUTHERAN CHURCH, RIVERPORT, N. S.





**MUNICIPALITY OF THE DISTRICT OF LUNENBURG  
HERITAGE PROPERTY EVALUATION FORM**

Owners Name St. Matthew's Evangelical Lutheran Congregation  
 Civic Address 3472, Hwy 332 Rose Bay  
 Assessment Account Number 026 23226  
 Applicants Name St. Matthew's Evangelical Lutheran Church Council  
 Phone Number (applicant) [REDACTED]

**Evaluation Criteria.**

(Note A building constructed less than 100 years ago will not be considered for registration).

**1. Age :**

Pre 1840	15 points	
1841 to 85 years ago	10 points	<u>10</u>
		<b>15 points</b>

Comments Building was constructed in 1897.

**2. Historical Significance & Landmark:**

Provincial Level	5	
Regional Level	5	<u>10</u>
Local Level	5	<b>15 points</b>
None	0	

Comments \_\_\_\_\_

**3. Architecture**

A) Site

Structure has not been moved	<u>15 points</u>
Structure has been place on new foundation on the original site	10 points
Structure has been relocated, but in close proximity to the original site	5 points
Structure has been moved to a new site	0 points

Comments Structure is on original congregation

B) Construction

A very rare example	<u>15 points</u>
A rare example	<u>10 points</u>
A common example	5 points

A very common example 0 points  
Comments \_\_\_\_\_

C) Style

- A very rare example 15 points
- A rare example 10 points
- A common example 5 points
- A very common example 0 points.

Comments Gothic Revival / Bracketted style  
Lunenburg Vernacular common style in this area.

D) Alterations

- No exterior alterations 15 points
- A few minor exterior alterations 10 points
- Several minor alterations 5 points
- Building has lost its character 0 points

Comments Steel door, organ chamber addition in 1919

Architecture Score

45  
60 points

**4. Additional Information.**

(Important Information that does not fit into the previous categories \_\_\_\_\_)

10  
10 points

<b>TOTAL POINTS</b>	<u>75</u> 100 Points
---------------------	-------------------------

**\*\*75 POINTS (OR 75 %) ARE REQUIRED TO BE DESIGNATED\*\***

## INTRODUCTION

The following is a system designed to provide a framework for the Heritage Advisory Committee when assessing the individual significance and character of potential heritage properties. It is anticipated that the criteria recommended will allow for a objective and rational grading and selection of heritage properties. The criteria enclosed was compiled using various Heritage Advisory Committee's selection criteria (Housing & Municipal Affairs, Annapolis County, and the Town of Lunenburg).

The accompanying Evaluation Form encompasses the evaluation criteria and scoring points. A property can be registered as a heritage property based upon its ability to achieve a score which exceeds a set level. This will allow for a fair evaluation a property, as a property that scores low on one set of criteria, (i.e. historical significance) may be able to obtain a higher score in some other criteria to compensate.

## EVALUATION CRITERIA

### 1. Age

Building materials, deeds, newspaper clippings, and architectural styles can be useful in determining the age of a structure. The following are the following recommended age groupings and the respective points.

Pre 1840	15 points
<u>1840- 85 years ago</u>	<u>10 points</u>
Potential Points	15 points

### 2 Historical Association & Land Mark

Age alone, is not a good determining factor. The historical significance of a building in relation to a person, event, group or organization, on a local, provincial or national level, is also an important factor in determining the historical significance of a potential property. In addition to this is the significance of the building as a land mark. This criteria should be of reasonable age, dating back at least two generations.

Importance at a Provincial Level	5 points
Importance at a Regional (Municipal Level)	5 points
Importance at a Local (Community) Level	5 points
<u>Of no special merit</u>	<u>0 points</u>
Potential Points	15 points

### 3. Architecture

The second set of criteria deals with the architectural merits of the property. The evaluation form breaks this set of criteria into Site, Construction, Alterations and Style.

Site. Of important consideration is whether the property occupies the original site of construction. The points awarded are based on 4 possible ranges

1. Structure has not been moved	15 points
2. Structure has been placed on new foundation on the original site	10 points
3. Structure has been relocated, but is in close proximity to its original site	5 points
<u>4. Structure has been moved to a new site</u>	<u>0 points</u>

Potential Points 15 points

Construction. Is the method of construction and build technology used, rare and unique to the area. (i.e. materials used ) It is important to make assessment based upon the number of existing buildings in the area of this type.

1. A very rare example	15 points
2. A rare example	10 points
3. A common example, or	5 points
<u>4. A very common example</u>	<u>0 points</u>
Potential Points	15 points

Style. Is the property reminiscent of an unique or notable architectural style in history (. Refer to Appendix A for Architectural styles). Once again, it is important to make an assessment based upon the rarity of the style within the area.

1. A very rare example	15 points
2. A rare example	10 points
3. A common example	5 points
<u>4. A very common example</u>	<u>0 points</u>
Potential Points	15 points

Alterations. The extent to which the property has been visibly altered from its original construction on the exterior.. This will range from a structure which has not been altered in any way, to one which has totally lost its character. Several things can be considered alterations, such as additions to the exterior, any change in the exterior surface materials etc. Obviously the number and type of alterations will affect the score.

No exterior alterations	15 points
A few minor exterior alterations	10 points
Several minor to major exterior alterations	5 points
<u>Building has lost its character</u>	<u>0 points</u>
Potential Points	15 points

The evaluation form provides a framework for the Municipal Heritage Advisory Committee when evaluation potential Heritage Properties such as buildings or structures. The Heritage Property Act, does however, also empower Council with the ability to register an Area. The Department of Municipal Affairs defines an Area as "visibly physical and human-made features as old burial grounds with visible gravemarkers, historic gardens, or statues and monuments where they are of architectural, historical, or cultural- as opposed to archaeological or ecological - value" ( Dept. of Municipal Affairs: Registering Properties). When application is made for consideration by HAC, as to the registering of an Area, certain sections. of the Evaluation form will not be applicable. It is recommended that the total score required be reduced to reflect this.

Report to: Planning / Heritage Advisory Committee

**RE: HERITAGE EVALUATION REPORT: ST. MATTHEWS LUTHERAN CHURCH, ROSE BAY.**

Report Submitted By: Tammy Wilson, Municipal Planner / Development Officer

Date: April 15, 1998

---

**1.0 INTRODUCTION**

On February 16, 1998 an application was made to the Municipal Office to Register a Municipal Heritage Property. On March 26, 1998 this application was forwarded to the Planning/ Heritage Advisory Committee. Staff, Councilor Kaulback (PAC Chairman), Councilor Tanner (Vice-Chairman), Councilor Zwicker (Councilor for Rose Bay area) and the Mike Bevis (Building Inspector) were instructed by the Planning / Heritage Advisory Committee to conduct a heritage evaluation on the subject property and to report back with a recommendation.

On March 30, 1998 staff along with Councilor Kaulback, Councilor Tanner, and Mike Bevis, conducted an evaluation on the property. On April 15, 1998, staff and Councilor Zwicker conducted an evaluation.

The following is a report and recommendation regarding the registering of the subject property as a Municipal Heritage.

**2.0 AGE**

The land, on which the church is situated, was purchased in November of 1889. In January 1890, a building committee was appointed to oversee the construction of a new church. The architect that designed the church was Henry Busch of Halifax. The builders were the Boehner Brothers for West Lahave.

**3.0 HISTORICAL ASSOCIATION**

The congregation, which formed this church, originated from the Lunenburg Parish. Due to the size of the congregation from the Rose bay area, it was necessary to construct a church.

**4.0 ARCHITECTURAL SIGNIFICANCE**

When the church was constructed in 1887, it had an ell form (L-Shape). In 1919, an organ chamber was added to back of the building. This resulted in the building having an incretion form (several different parts)

The building's architecture is characteristic of the Victorian Era, with two dominant styles as follows:

<b>STYLE</b>	<b>BUILDING ELEMENTS</b>
Gothic Revival	<ul style="list-style-type: none"><li>- Pointed windows, with a decorative cap</li><li>- Wooden clapboard siding</li><li>- Steeply Pitched Gable Roof</li><li>- Horizontal (long side of building being focal point) and asymmetrical composition</li><li>- Decoratively carved bardgeboard</li><li>- Corner Boards</li></ul>
Bracketted	<ul style="list-style-type: none"><li>- paired brackets under eaves</li></ul>

The architectural style of the building is rare but not very rare in the area the building is located. The construction is also rare but not very rare. The architect who designed the building was Henry Busch from Halifax.

A few minor alterations have been made to this building. These include, steel storm doors, and the addition in 1910, and the replacement of a window in the bell tower.

#### **5.0 CONSTRUCTION**

The building was constructed by local builders and is therefore a good indicator of construction methods used in this region in the late 1800's.

The foundation is made of granite and sandstone. The exterior of the building consists of wooden clapboard siding and trim. The building has several applied decorations including paired brackets, decorative wooden singles, and ornamentally carved bargeboard. Steel storm doors have replaced the original doors

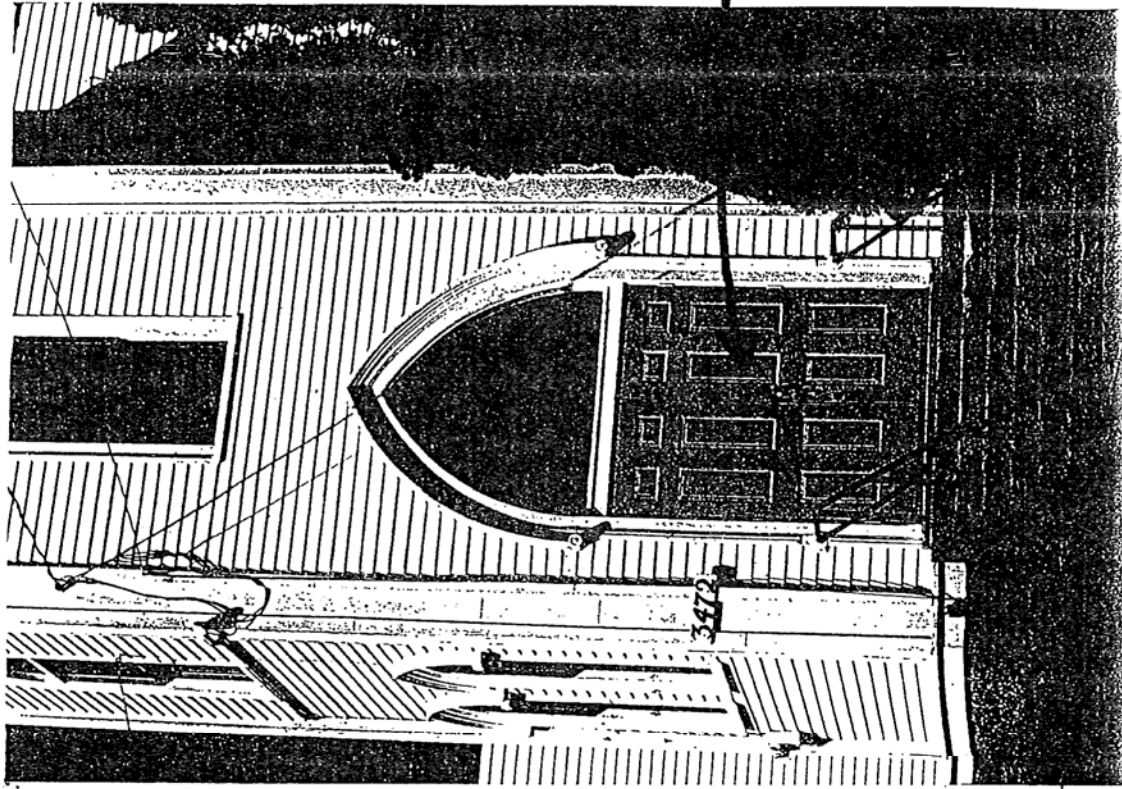
#### **6.0 EVALUATION**

Attached is an evaluation form that was completed following the site site visit.

#### **5.0 RECOMMENDATION**

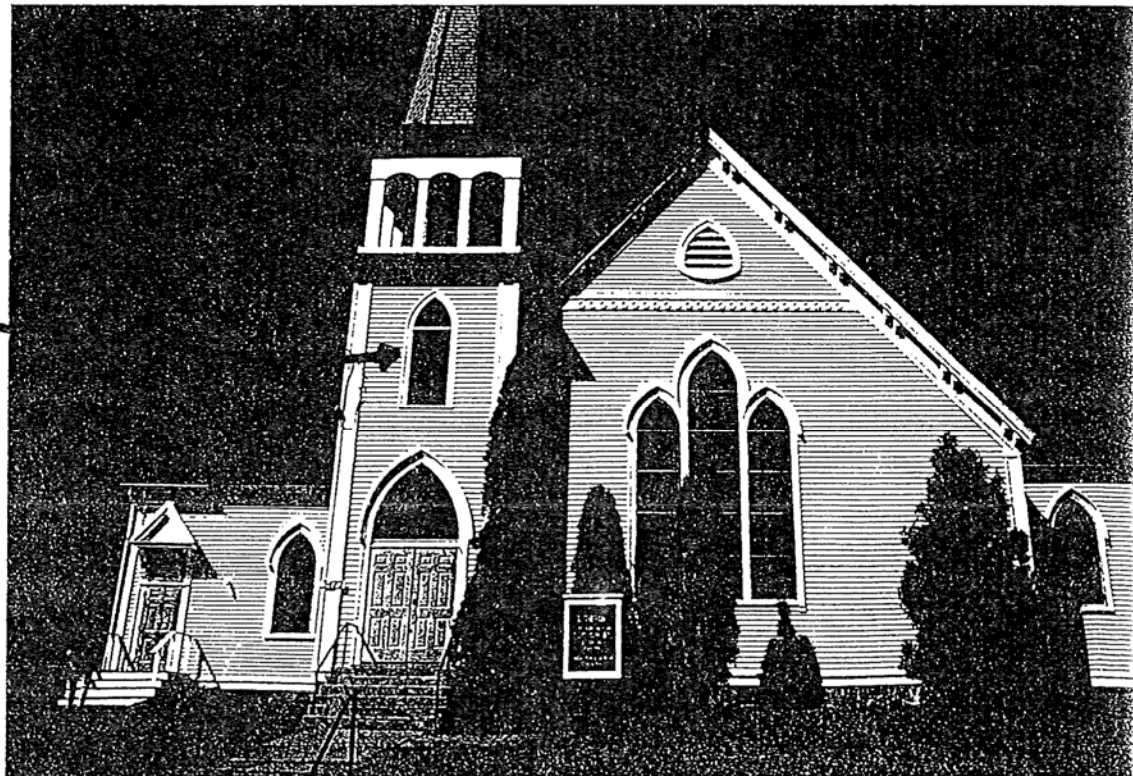
**Staff respectfully recommends that Municipal Council register the Saint Matthew's Evangelical Lutheran Church, 3479, Highway 332, RoseBay as a Municipal Heritage Property.**

Steel Storm Doors

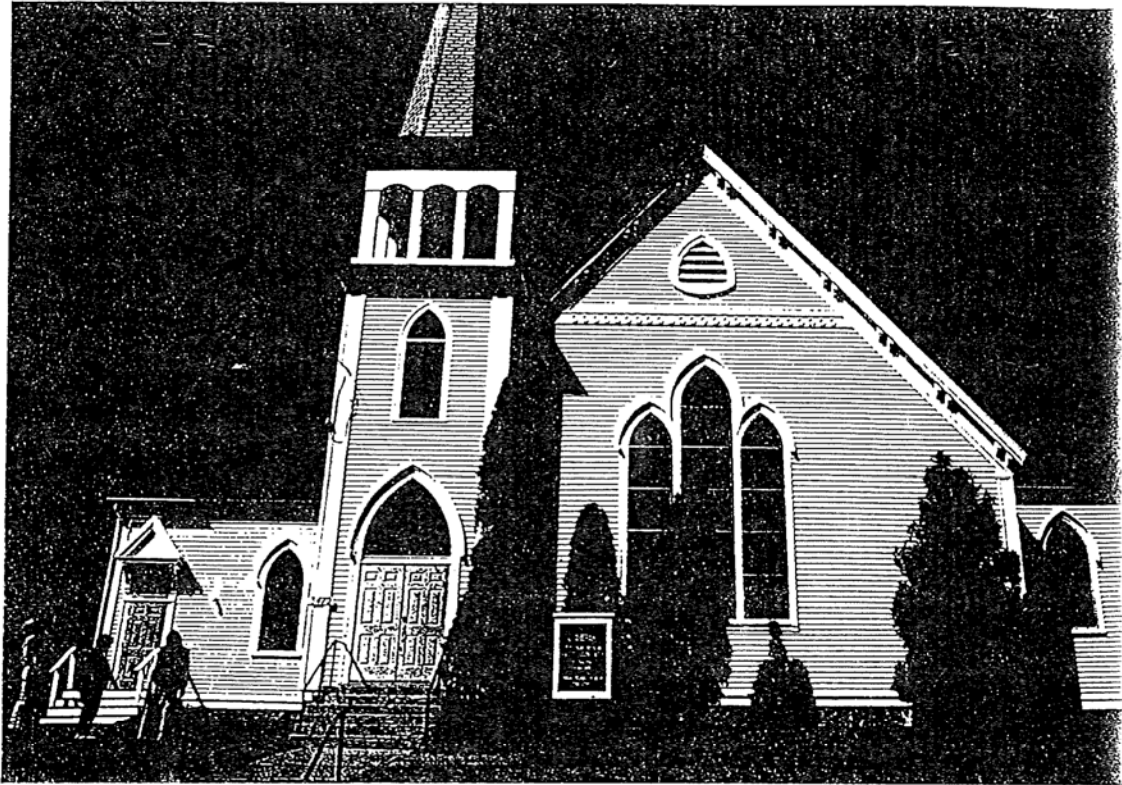


Steeply Pitched Gable Roof

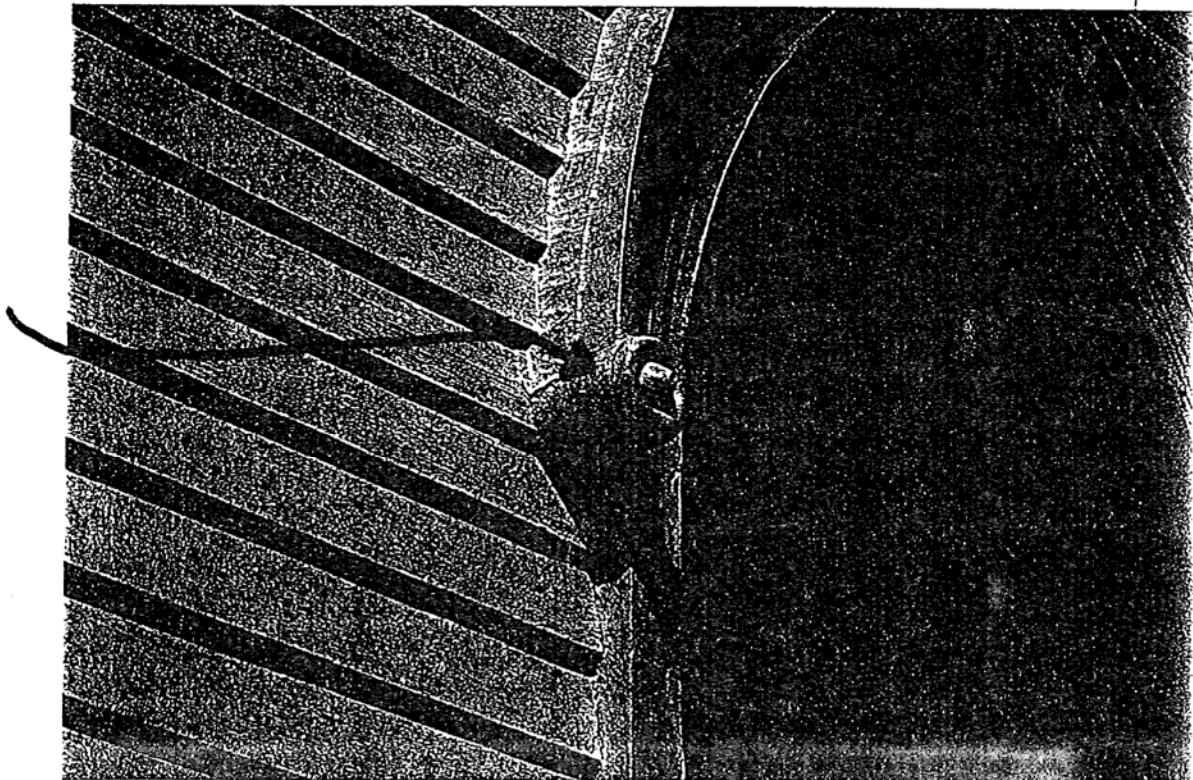
Arched Windows

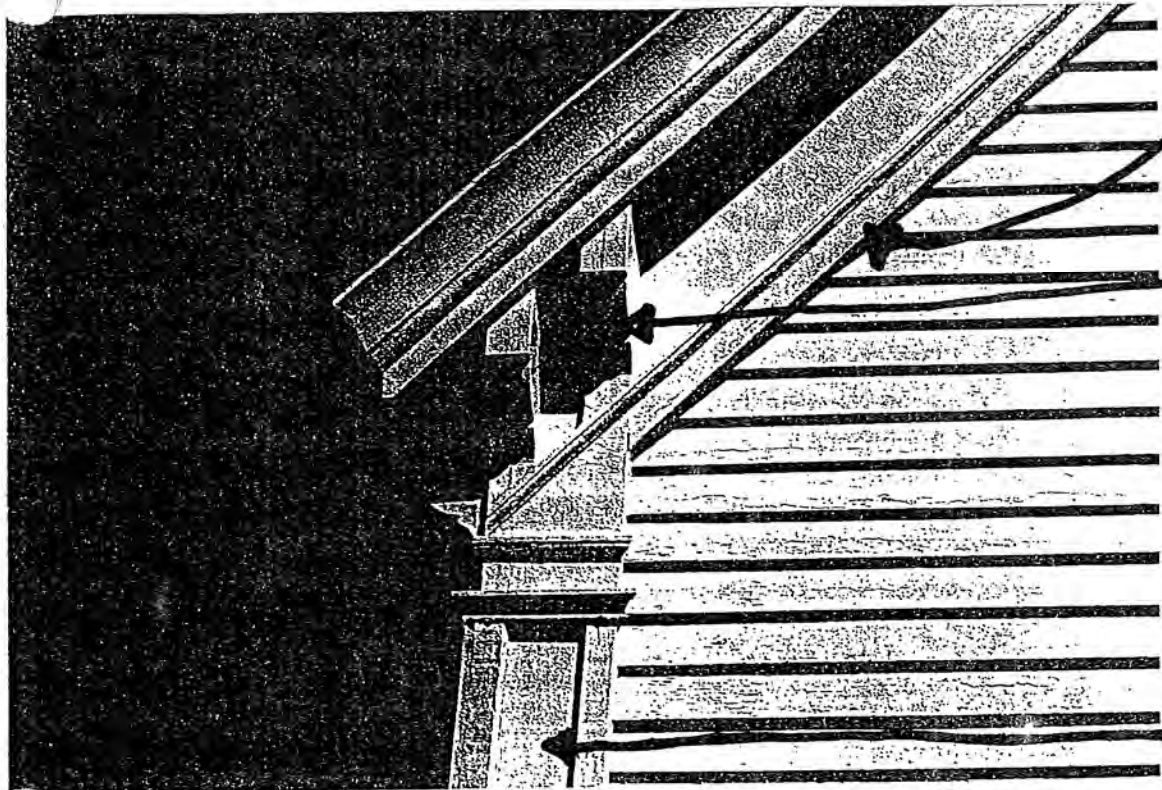


Horizontal and Asymmetrical Composition



Decorative Window Trim

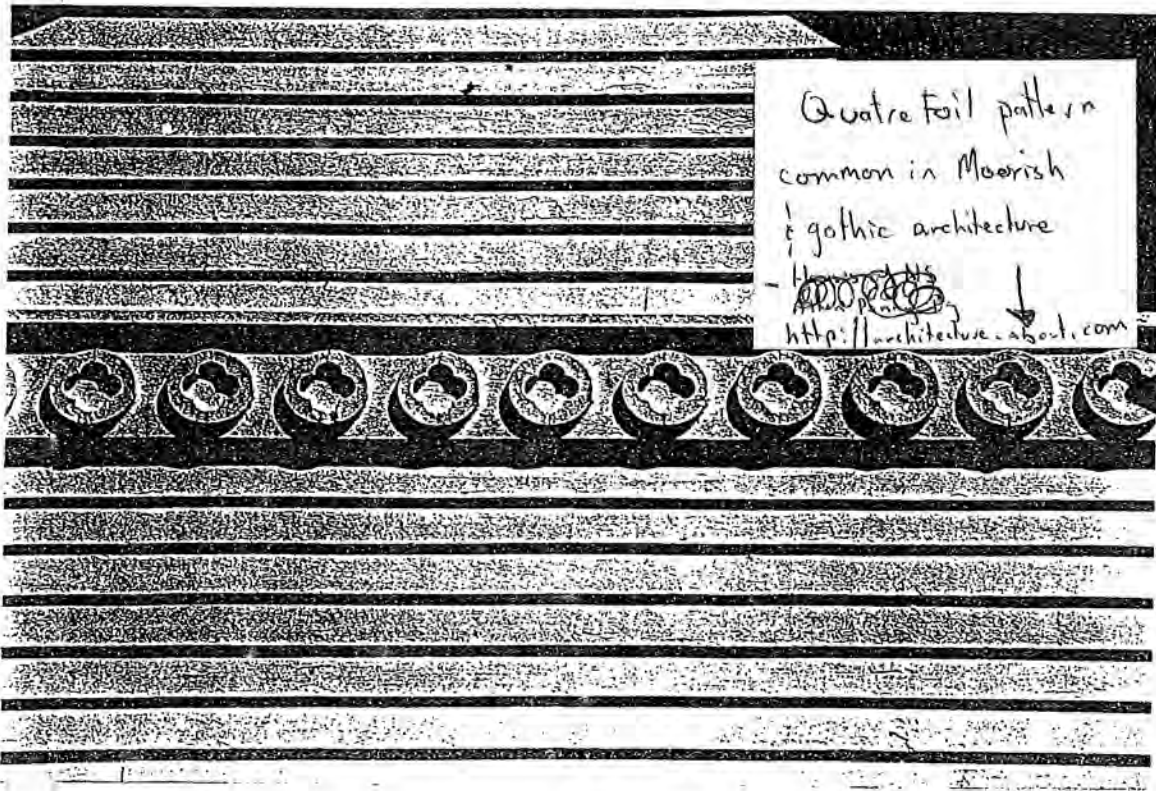


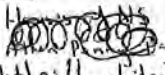


Carved Bargeboards

Brackets under the eaves

Corner Boards



Quatrefoil pattern  
common in Moorish  
& gothic architecture  
-   
<http://architecture.about.com>

Decorative Shingles

Wood Clapboard

**Council**  
Item: #10.2.3  
Date: November 24, 2020  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Report to Council**

**Report To: MUNICIPAL COUNCIL**

**Submitted By: Norma Schiefer, Municipal Development Officer**

**Date: November 17, 2020**

**Re: Request for the establishment of the "Rocky Lake Charge Area"**

---

A request has been received from Dave Sutherland for the establishment of a charge area for the purpose of collecting private road maintenance fees.

The application was submitted to Council at the September 22, 2020 meeting with Council providing the following motion:

"that Municipal Council forward the request for the establishment of the "Rocky Lake Charge Area" to staff for review, report and recommendation back to Council".

Landowners of the proposed charge area have been provided notice of the application indicating it would be presented at the November 24, 2020 Council meeting for discussion.

The matter is with the Municipal Solicitor and will be presented at a future Council meeting.

---

Department: Planning & Development Services

Report Prepared By: Norma Schiefer, Development Officer

Date: November 17, 2020

Report Approved By: Jeff Merrill, Director

Date:

Reviewed By CAO:

Date:



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Council  
**SUBMITTED BY:** Stephen W. Pace, MBA, P.Eng.  
Director of Engineering and Public Works  
**DATE:** November 25, 2020  
**RE:** J Class Road Paving Priorities

---

#### RECOMMENDATION

That Council authorize staff to submit to the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) the following roads as J Class road paving priorities, in this order:

1. The Point Road
2. Orphans Home Road
3. Lester Getson Road
4. Forest View Drive
5. Darby's Head Road
6. St. Augustine Road

#### EXECUTIVE SUMMARY

As part of the Municipal Service Exchange Agreement the Province (NSTIR) will cost share 50% of the expense to upgrade (pave) "J Class" roads within the Municipality. NSTIR is asking the Municipality to submit its paving priorities for the 2021/2022 fiscal year. As per the agreement those roads that did not get paved this year will be carried forward to the next year. All the J class roads submitted for paving in the 2020/2021 period were addressed; therefore, no roads were carried forward.

The Road Improvement Policy, MDL-75, Section 4, was used to select the following roads that meet the criteria for road improvement: The Point Road, Orphans Home Road, Lester Getson Road, Forest View Drive, Darby's Head Road, and St. Augustine Road.

## **DISCUSSION**

NSTIR has given MODL a deadline of November 30, 2020 to make submissions for J Class road paving priorities. The criteria outlined in MDL-75, Section 4 provided guidance in evaluating and prioritizing J Class roads to be upgraded.

## **BUDGET IMPLICATIONS**

The MODL five-year financial strategy includes \$550,000, including net HST, for the year 2021/2022 capital budget for both J Class road improvements and municipally- owned road improvements.

## **CONCLUSION**

Council authorize staff to submit to the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) the following roads as J Class paving priorities, in this order:

1. The Point Road
2. Orphans Home Road
3. Lester Getson Road
4. Forest View Drive
5. Darby's Head Road
6. St. Augustine Road

---

Department:

Report Prepared By:

Date:

Report Approved By:

Date:

Reviewed By CAO:

Date: