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A Public Hearing is scheduled to begin at 8:30 a.m. regarding proposed amendments to various Secondary Planning Strategies and Land Use By-laws to Include Small Options Homes.

Municipal Council Meeting Agenda
Tuesday, December 13, 2022 – 9:00 a.m.
MODL Council Chambers – 10 Allée Champlain Drive, Cookville
Via Video/Audio Conferencing



- 1. Call to Order**
 - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda** (as circulated)
- 5. Approval of Minutes** – November 8, 2022, November 22, 2022 & Public Hearing of November 30, 2022
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs**
 - 7.1 Award of New Germany Wastewater Pump Station Upgrade..... 1-2
- 8. Presentations/Scheduled Times**
 - 8.1 Proposed RV Park, Cherry Hill - Susan Wood & Wendy Selling..... 10:15 a.m. 3-12
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
 - 10.1 Joint Building Committee**
 - 10.1.1 **Shared Regional Permit & Inspection Services, Phase 2 Implementation** 13-26
 - 10.2 Finance Committee**
 - 10.2.1 Community Solar Garden Collaboration with AREA..... 27-33
 - 10.3 Sawpit Wharf Committee**
 - 10.3.1 Recommendation re: Fees and Enforcement..... 34-40
- 11. Staff Reports**
 - 11.1 Planning & Development**
 - 11.1.1 Second Reading – Amendments to Secondary Planning Strategies & Land Use By-Laws re Small Options Homes 41-54

11.1.2	Boundary Review & Size of Council	55-74
11.1.3	Approval of Proposed Revisions to MODL 2040 Workplan.....	75-78
11.2	Recreation, Parks & Tourism Department	
11.2.1	Approval of Active Living Strategy Refresh	79-118
11.2.2	Designated Communities Fund – Friends of Cherry Hill Old Community Cemetery....	119
11.3	Administration Department	
11.3.1	Tiny Shelters Grant – Town of Bridgewater	120-121
12.	Mayor’s/Deputy Mayor’s/Councillors’ Matters	
12.1	MJSB Update	
12.2	Deputy Mayor’s Update	
12.3	Mayor’s Update	
13.	Added Items	
14.	In Camera	
14.1	Personnel Matter under section 22(2)(c) of the MGA	
15.	Adjournment	

Council
Item: #7.1
Date: December 13, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Larry Feener, P.Eng., Municipal Engineer
Date: December 13, 2022
Re: New Germany Wastewater Pump Station #6 - Electrical Upgrade

Recommendation

Municipal Council authorize staff to hire KRC Industrial Controls and Automation Limited as required to complete New Germany Pump Station #6 Upgrade for a maximum cost of \$75,000 plus HST.

Executive Summary

The Municipality of the District of Lunenburg (MODL) owns and maintains the New Germany wastewater system. As part of the 2022/23 capital budget, in efforts to meet current electrical standards, upgrades to Pumpstation #6 was approved by Council.

KRC Industrial Controls and Automation Limited (KRC) was selected for MODL's Standing Offer List to provide programming and automation services for the Municipal Wastewater Treatment systems. The terms and conditions of the Expression of Interest (EOI) included compensation on an hourly basis and provide supplies and equipment for various projects, both operating and capital, during the term of the contract. MODL will purchase and install two new pumps and there are no anticipated costs from Nova Scotia Power.

Council has approved \$60,000 in the capital budget and MODL's grant coordinator has secured another \$30,000 in PCAP funding after the approval of the capital budget. The anticipated total project cost is \$80,000 plus HST (\$75,000 KRC and \$5,000 MODL).

Discussion

Section 10.3 of the Municipalities Purchasing and Tendering Policy #033 allows the Municipality to procure goods and services through a standing offer for values more than \$25,000, however the procurement decision shall be made by Council unless Council has expressly authorized the

CAO to make the decision. The cost of the work through the standing offer to upgrade PS#6 is \$75,000 plus HST.

MODL issued a request for firms with Instrumentation and Process Control experience to provide an Expression of Interest (EOI) #2021-01-502. KRC Industrial Controls and Automation Limited has an overall lower rate and Exp Services Inc. were unable to commit to the work.

The proposal received from KRC includes: meetings, supply and install all associated equipment (supply and assemble certified stainless steel panel, generator plug/switch, panel stand, explosion proof conduits, antenna, mast, sensors, floats), programming, communications, SCADA, permits and inspections, design, CAD drawings, excavation, and expenses.

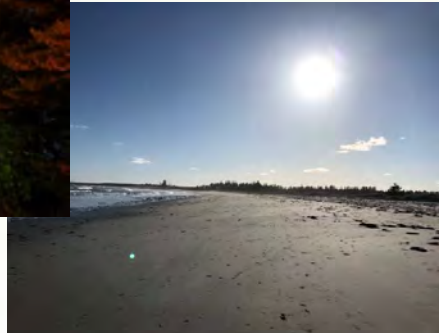
Budget implications

The 2022/23 approved capital budget includes \$60,000 funded by MODL from Depreciation Reserves. MODL received an additional \$30,000 in PCAP funding after the capital budget was approved providing a total of \$90,000 available funding for the project. KRC total cost is \$75,000 plus HST and MODL's cost to purchase two new pumps is \$5,000 plus HST for a total project cost of \$80,000 plus HST.

Conclusion

The proposed work will improve operations and reliability, utilize the PCAP funding, reduce electrical operating costs, and meet current electrical standards.

Report Preparation	
Department	Engineering & Public Works
Report Prepared by	Larry Feener, P. Eng. December 13, 2022
Report Approved by	Stephen W. Pace, MBA, P.Eng. December 6, 2022
Date Reviewed by C.A.O.	Tom MacEwan December 6, 2022



Cherry Hill

The community, the culture, the issue, the learnings, and the next steps

Cherry Hill - The Community/Culture

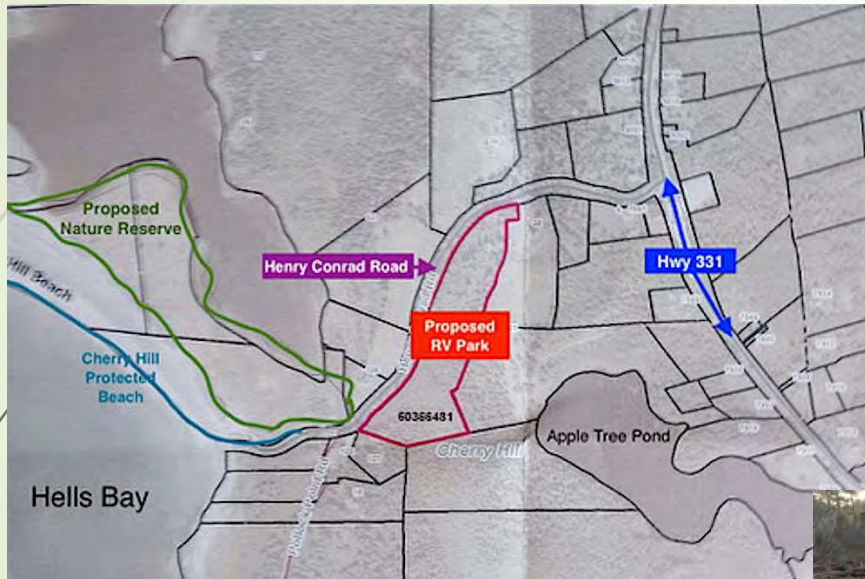


Photo credit – Jason Dain



- Cherry Hill – small coastal community between two others - Voglers Cove and Broad Cove
- Cherry Hill: 1306 hectares; 3227 acres
- Voter age population (registered voters \geq 18 years): **125**
- Dwellings: 114

The Issue of Proposed RV Park



The Issue and an attempt at a solution

- ▶ On Sept 2, 2022 a community rumour surfaced about a RV Park development
- ▶ A few neighbours approached the owners of the proposed property:
 - ▶ to validate the information and express concern about this proposed development
- ▶ The neighbours personally delivered a card, asking the owners to reconsider this project as it was not something the neighbours welcome
- ▶ Owners responded that:
 - ▶ They felt the project was in the best interested of the neighbourhood
 - ▶ It was their land and they could do what they wanted - correct
 - ▶ Neighbours could present them with an offer to buy property
- ▶ A buy-out option was offered, the initial offer was rejected and owners disengaged from buyout possibility
- ▶ Group met again to offer a “land lease” this offer was rejected, as well



The Concerns raised by community

- A “Green Bay” coming to the neighbourhood:
 - Commercialism not in keeping with rural residential culture of the community
 - Environmental damage in an ecologically sensitive area
- The probable increased traffic on Henry Conrad Road
 - increased parking on the road
 - Blockage of residents' driveways
 - Inability of emergency vehicles to respond to incidents on the beach and or residences on the road
- Significant increase in housing density so close to a protected beach and nature reserve including:
 - Light pollution
 - Noise pollution
 - Significant increase in garbage that draws predators closer to this ecologically sensitive areas

Community in Action: Highlighting the issue


- Community meeting
- Say "NO" Campaign directed at project developers and government at all levels to reconsider/ intervene in this proposed project:
 - Signs, T-Shirts
 - Petition (online and paper)
 - Letter writing, meetings, phone calls and emails to municipal and provincial governments
- *Friends of Cherry Hill Beach* Facebook page
- www.protectcherryhill.ca webpage
- Instagram
- Demonstartions



What we have learned: what is missing?

- **Consultation process** for engagement of key stakeholders – including **community members /government departments** in decision-making about **proposed commercial development** that significantly impacts the community
- **Campground/RV Park regulations**
- **Appropriate zoning/land use for residential communities and ecologically sensitive areas**
- Coordination by **MODL/province to support** the local community in seeking guidance and solutions as well as conflict resolution





What MODL can do in keeping with their Vision, Mission and Values

Vision:

- ▶ Speak to the “breathtaking natural beauty” of MODL
- ▶ “As leaders in sustainability, we passionately protect our natural environment”

Mission:

- ▶ Sustainable community builders
- ▶ Collaborative engagers

Values:

- ▶ Thriving communities and encouraging meaningful connections
- ▶ Act with Integrity: We are accountable and strive to provide exceptional leadership within our municipality
- ▶ “Ready for Action!” as innovators, economic leaders, and collaborative partners



Next steps: call to action Ask of the MODL Council

Present petition:

- ***We implore the Municipal District of Lunenburg and the Provincial government to stop the RV Park development from happening***
- **Be brave, be leaders, be innovative**
- **Coastal communities and shorelines do not have years to wait - need protection in place now, before it's too late !**

Next steps: call to action
Ask of the MODL Council (continued)

The ask is for MODL to:

- **put a stop to the development or expansion of any commercial campground - including RV Parks and tent projects,**
- **in coastal communities**
- **pending, the implementation of the MODL 2040 Zoning Regulations**



Photo credit – Jason Dain

**The Nature and residents
of Cherry Hill**

Thank You!

Council
Item: #10.1.1
Date: December 13, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg Joint Building Committee

November 9, 2022

To Your Worship, Mayor/Warden and Councillors of
Municipality of the District of Chester
Municipality of the District of Lunenburg
Town of Lunenburg
Town of Mahone Bay

Dear Mayor/Warden and Councillors:

The Joint Building Committee, in session on November 9, 2022, made the following recommendation to the partner Council(s):

“That the partner municipalities approve, the following twelve points:

- 1. Dangerous and unsightly property service should not be a mandatory service.**
- 2. Service standard response time goal of conducting a building inspection within three (3) business days of the request.**
- 3. Building permit applications deemed complete will be reviewed and a response within 14 days of the Building Official receiving the information.**
- 4. Quarterly reporting on service level performance.**
- 5. Two-part funding formula**
 - **Base charge – calculated from 50% uniform assessment and 50% equal share (Currently estimated at 10% of charge)**
 - **Based on number of inspections provided to each unit (Currently estimated at 90% or charge)**
- 6. Each unit would use a standard method of calculating building permit fees based on value of construction.**
- 7. Not to recommend a minimum fee recovery target.**
- 8. Keep the fee revenue in each municipal unit and not include in the funding formula.**
- 9. All new hires would become employees of the lead agency MODL.**

- 10. Staff not transferred to the lead agency should have their salaries adjusted to the lead agencies salary levels. These staff will report to the lead agencies' Inspection Services Manager.**
- 11. At least one (1) staff based at the municipal offices in the Municipality of the District of Chester, Town of Bridgewater and Region of Queens Municipality.**
- 12. Include Town of Bridgewater and Region of Queens Municipality.**

Respectfully submitted,

The Chair and Members
of the Joint Building Committee

/jh

Attachments

DRAFT REPORT – *Updated November 25, 2022*

Phase 2 Implementation: Shared Regional Permit and Inspection Services – Building and Fire for Local Governments in Lunenburg and Queens Counties

Background

Four of the municipal units¹ in Lunenburg County have entered into a Memorandum of Understanding for the joint delivery of building inspection and permit services, fire inspection, and dangerous and unsightly inspection. A steering committee was established to oversee the transition. The Town of Bridgewater and Region of Queens Municipality have also expressed an interest in participating in the shared service model and are included in the Phase 2 Implementation study. The goals of the shared service initiative are to improve service delivery, provide a sustainable service, promote training opportunities and capacity, and ensure the continuity of service delivery in the region.

The MOU includes an initial phase that is already underway where technology upgrades occur to develop the information technology (IT) framework necessary for providing the shared services. During the initial phase, the sharing of inspection services occurs on an ad hoc basis as support is needed. The MOU envisions a second phase where a new model is employed. The steering committee has decided to utilize a lead agency model with the Municipality of the District of Lunenburg (MODL) acting as the lead agency. The lead agency hired a consultant to assist in determining the next steps required to move the project into phase two. The scope of work includes the preparation of a report, which provides options and recommendations for service delivery and financing using a lead agency approach.

Reasons for moving to a shared service model

While there are many examples in Canada and other countries that demonstrate the potential benefits² of shared municipal services, there were two driving forces behind the Lunenburg County initiative. The primary one relates to a building inspector labour shortage. There is currently a lack of trained building inspectors and municipalities are concerned about service delivery capacity. The second one relates to an interest by the broader community to have a standard approach to inspection approvals and permits in the Lunenburg region. The phase two implementation report focuses on five areas – service delivery, service standards, costs and cost sharing, fees for services, and human resources. It also discusses the relationship between building inspection and development, and sharing financial risk.

¹ The municipal districts of Chester and Lunenburg and the towns of Lunenburg and Mahone Bay

² Potential benefits of shared municipal services include improved service levels, regional standardization of services, cost savings, and resolving capacity issues.

Service delivery

The five services covered in the report are building permit applications, building inspections, fire inspections, building compliance inspections, and dangerous and unsightly inspections. Appendix 1 provides statistics on the provisions of those services in the six municipal units for the last two fiscal years. A total of 4899 inspections were carried out in 2021-22 (4819 in 2020-21) and 1468 building permits (1406 in 2020-21) were issued. A comparison of the number of inspections for each of the two years shows they are consistent in some units and vary in others. The training required to carry out these services varies and the less experienced and partially certified inspectors cannot perform all of them. The majority (over 90%) of the inspections are in response to requests for building permits where the region averages three inspections per permit request. All of the municipal units charge a fee for issuing building permits. None of the municipal units charge for fire inspections. There has already been some regional consolidation in service delivery. The towns of Bridgewater, Lunenburg and Mahone Bay contract out building and fire inspection services to either MODL or MODC (Municipality of the District of Chester). The Region of Queens Municipality (RQM) currently uses an in-house delivery model.

Under the leading agency model the service would be administered and delivered by MODL using existing resources. Inspectors are currently based in the MODL, MODC and RQM municipal offices and that is not expected to change.

Service standards

Prior to the lead agency service delivery model, only MODL had formal (written) performance standards³ but most of the municipal units had informal response time targets⁴. The issue of response times was discussed at a stakeholders meeting on June 21, 2022 and it was agreed that there should be a standard response time set for all the municipal units (a common service standard applied equitably) and performance should be monitored.

The issues related to service standards are (1) setting a common minimum standard for service in all municipalities (agreed) (2) determining what the standard will be (48 hours?) and (3) the method of monitoring performance.

Costs and cost sharing

The cost of providing municipal permit and inspection services in Lunenburg – Queens was \$1,408,799 for the 2021-2022 fiscal year. Appendix 2 provides information on expenses, overheads, and cost recovery provided by each municipal

³ MODL performance indicators range from 4 days for conducting a building inspection to 14 days for issuing a permit or making unsightly property inspections. These indicators are also used when providing the service to TOL.

⁴ The TOB target was a response within 24-48 hours when it provided the services in-house. MODC and TOMB use an informal response time of 5 days to conduct a building inspection and 14 days to issue a building permit upon receipt of a completed application.

unit. TOL and TOMB did not report any related overhead costs. Both MODL and TOB reported significant budget increases between 2020-21 and 2021-22. This could be related to Covid19 and / or the transition to the lead agency model. Over ninety percent of the costs were direct costs with the remainder attributed to allocated overheads (mostly by MODL and TOB). Roughly one fifth of the costs were recovered through fees.

There are a number of options for municipal cost sharing. They include usage, ability to pay, a minimum fee, and a combination of two or more options. A Nova Scotia example of a shared building inspection service can be found in the eastern part of the province. The Eastern District Planning Commission provides building inspection services to six municipal units with a staff of six⁵. The 2021-2022 Annual Report shows the Commission issued 924 building permits valued at \$130 million and collected \$260,789 in related fees⁶. Fees were deducted from expenditure costs before the municipal contributions were calculated. The cost to each participating municipality is made up two parts. There is a fixed base rate of \$35,000 (the same for all units) with the remainder of the budget allocated in the same proportion as other objects of joint expenditure using uniform assessment.

The possibilities for cost sharing include base charges, charges based on usage and charges allocated on ability to pay. Allocated percentages under various options are provided in Appendix 3 and the dollar amounts in Appendix 5. If 'fire inspections only' are disregarded due to the volatility in year- to- year percentages, the following observation can be made. Using the average figures from the previous two fiscal years (2021-22 and 2020-21) a municipal share based on uniform assessment instead of usage (inspections / building permits issued) would be less costly MODL and RQM, and be neutral for TOMB. A municipal contribution based on usage from the past two fiscal years rather than uniform assessment would be less costly for MODC, TOB and TOL. As inspection services are demand driven and building permits contribute to municipal revenues (both through fees and increased taxable property assessments) a strong case can be made for the usage option.

Options for cost sharing in revenue requirements (before or after deducting fees):

- a fixed contribution for each unit with the remainder based on usage
- a fixed contribution with remainder based on uniform assessment
- a fixed contribution with the remainder based on usage and uniform assessment (50/50)
- no fixed contribution with cost sharing based 50% on usage and 50% on uniform assessment
- municipal contribution based on ability to pay as measured by uniform assessment
- municipal contribution based on ability to pay using other criteria
- municipal contribution based on usage (from prior year or prior years' average)

⁵ The staff positions are a manager inspection services, three building / fire inspectors, and two assistant inspectors

⁶ This compares with 1468 building permits valued at \$175 million with \$330,466 in revenues for Lunenburg/Queens in 2021-22

The key cost sharing issues are (1) the choice between payments made on service usage or on ability to pay, (2) the treatment of fee revenue in apportioning costs, and (3) the inclusion of a base charge for each municipal unit.

Fees and cost recovery

The municipal contribution from the annual operating budgets will be dependent on the amount of the inspection budget covered by building permit fees. These fees are similar to user fees, which is one of the two major sources of own source revenues for Canadian local governments. The literature on municipal finance⁷ favours the use of user fees for public utility type services (water with full cost recovery) and those with private good characteristics that are not utilized by all citizens such as transit, road usage pricing and recreation programs. The fees for the latter group of services often represent partial cost recovery as a way to balance the affordability of the fee, the contribution of the broader community through taxation, and municipal policy priorities. Services with public good characteristics such as police and fire protection, street lighting, and parks generate collective benefits that are enjoyed by all local residents. Benefits from these services cannot be assigned to individual beneficiaries and are funded mainly through the property tax.

The building inspection and permit service is recognized as one requiring a user fee, as is currently the case in Lunenburg / Queens. The question is what proportion of the cost of delivering the service should user fees cover?

The two issues concerning fees are the method of determining them and the fees charged based on these calculations. The municipal units covered in this report do not all use the same method to determine how the building permit fees are set. There are two approaches currently in use. One is based on construction value. The other is a hybrid approach with some of the fees based on construction value and others by calculating the area involved measured in square feet. Both include administration fees.

One of the two reasons for moving to a shared services model in the Lunenburg region relates to the broader community interest in a standard approach to fee setting. Municipal units are now working towards developing a standard approach for building permit fee calculation in the region.

Each municipality currently has its own permit fee schedule. The fee should reflect the need to balance affordability, general ratepayer contributions, and economic development priorities. Recovery percentages average twenty percent and range from a low of 12% to a high of 50%⁸. The fees cover a higher percent of inspection costs in the towns due to the type of buildings (more commercial and multi unit residential) and the fee schedule (based on construction value). A case can be made from an economic development, planning and policy perspective to permit municipal units to continue to set their own fee schedules using a

⁷ The general information here on the applicability of user fees is taken from IMFG Papers on Municipal Finance and Governance No. 27 2016 by Harry Kitchen and Enid Slack "More tax sources for Canada's largest cities: Why, What and How?"

⁸ Cost recovery percentages for each unit are shown in Appendix 2.

standardized method of calculation. If a policy decision is made to deduct unit fees generated from the unit's share of the cost of the service, each municipality would be able to determine the share of costs covered by user fees and the portion funded through property taxes (or general revenues).

The fee and cost recovery issues are (1) a standardized method for calculating fees, (2) setting the fee schedule – separate one for each municipal unit or one applicable to all, (3) adoption of a minimum target recovery rate and (4) the treatment of fee revenue in apportioning costs.

Human resources

The six municipal units collectively have eleven full time positions and seven part time position allocated to providing the inspection and permit services. A summary of staff positions is provided in Appendix 4. The staff are employed by MODL, MODC and RQM. Each municipality has its own compensation and benefits package so unless inspector salaries and benefits are standardized under the lead agency model, compensation levels would vary. New hires would become employees of the lead agency (MODL). Of the three municipal units currently employing inspection staff MODL has the most attractive salary and benefit package (confirm ??). To ensure equity and fairness is provided to all existing staff there are three options. One is for all inspection staff to become employees of MODL. Another is to arrange secondments by MODL for non MODL employees, and a third option is to adjust the compensation package for non MODL employees.

Impact on the relationship between building inspection and development

This issue was initially raised by MODC as one that should be discussed when implementing the lead agency model. Their planning, development and inspection staff all work out of the same office. MODC finds the physical proximity beneficial in developing good working relationships that contribute to information sharing and collaboration. MODC would welcome continuity in this area, which could be achieved by placing designated inspection staff in the Chester office. MODL has indicated that under the lead agency model it would base at least one inspector in each of the Chester, Bridgewater and Queen's municipal offices. The inclusion of a policy to designate individuals (subject to overall service priorities) to these locations would enable the current relationships among planning, development and inspection staff to continue.

Managing financial compensation risk for the lead agency

Under the lead agency model MODL will be responsible for the expenditures related to the delivery of the services. The cost sharing model should ensure that in the case of unforeseen circumstances, which could impact or curtail service delivery, that the lead agency is not left to shoulder a disproportionate share of the costs until budget adjustments are made.

Implementation timelines

Target date April 1, 2023

Summary of key issues to be decided

Related to service standards (1) setting a common minimum standard for service in all municipalities (agreed) (2) determining what the standard will be, and (3) method of monitoring performance

Related to cost sharing (1) the choice between payments made on service usage (number of inspections) or on ability to pay, (2) the treatment of fee revenue in apportioning costs, and (3) the inclusion of a base charge for each municipal unit.

Related to fee and cost recovery (1) a standardized method for calculating fees, (2) setting the fee schedule – separate one for each municipal unit or one applicable to all, (3) the adoption of a minimum target recovery rate and (4) the treatment of fee revenue in apportioning costs.

Related to human resources (1) employment status of new hires as MODL employees (2) method of ensuring equity and fairness is provided to all existing staff

Decisions reached on key issues at Joint Building Services Committee on November 9, 2022

Agreement was reached on the following eleven issues during the Joint Building Services Committee meeting on November 9, 2022.

Service delivery:

1. Dangerous and unsightly property service should not be a mandatory joint delivery service under the lead agency model

Service standards:

2. Service standards response time goal of conducting a building inspection within three business days after the request has been made.
3. Building permit applications deemed complete will be reviewed and a response given within 14 days of the building official receiving the information.
4. Quarterly reporting on service level performance.

Cost sharing:

5. Cost sharing will be based on a two- part funding formula. Part one is a base charge that will cover overhead costs which are currently estimated to be ten percent of total costs. The base charge for each unit will be calculated using uniform assessment for 50% of the amount and equal shares for the other 50%. The second part of the funding formula covers direct service delivery expenses (estimated at 90% of total costs) and is based on the number of inspections provided to each unit.

Fees and cost recovery:

6. Each unit will use a standard method of calculating building permit fees based on the value of construction.

7. A minimum fee cost recovery target will not be recommended.
8. Each municipal unit will retain the fee revenue collected and these revenues will not be included in the funding formula.

Human resources:

9. All new hires would become employees of the lead agency (MODL)
10. Staff not transferred to the lead agency should have their salaries adjusted to the lead agency salary levels. All staff will report to the lead agencies' inspection services manager.
11. At least one staff member to be based at the municipal offices in MODC, TOB, and Queens.

In addition to reaching consensus in the eleven areas included in the draft report, the committee agreed that the approval of all existing joint service delivery partners would be required prior to services being provided to other municipalities. April 1, 2023 was chosen as the target implementation date.

Attachments:

- Appendix 1: Building and fire services inspection and permit statistics
- Appendix 2: Expenses, overheads, and cost recovery
- Appendix 3: Cost allocation options beyond a base charge
- Appendix 4: Staff positions summary
- Appendix 5: Cost allocation for non -base charges and base charges in dollars (\$\$\$)

Revised November 25, 2022

Appendix 1

BUILDING & FIRE SERVICES INSPECTION & PERMIT STATISTICS

FISCAL YEARS 2021-2022 and 2020-2021

Category		MODC	%	MODL	%	TOB	%	TOL	%	TOMB	%	QUEENS	%	TOTAL
Building Permit inspections	2021-22	1078	23.9%	1981	43.8%	438	9.7%	126	2.8%	95	2.1%	800	17.7%	4518
	2020-21	982	22.4%	2036	46.4%	331	7.6%	141	3.2%	94	2.1%	800	18.2%	4384
Building permit revenues \$	2021-22	66805	22.0%	87755	28.9%	101934	33.6%	16095	5.3%	7877	2.6%	23000	7.6%	303466
	2020-21	39133	17.9%	79251	36.2%	53252	24.3%	14445	6.6%	13108	6.0%	20000	9.1%	219189
Building permits issued	2021-22	333	22.7%	634	43.2%	157	10.7%	51	3.5%	31	2.1%	262	17.8%	1468
	2020-21	322	22.9%	621	44.2%	137	9.7%	67	4.8%	34	2.4%	225	16.0%	1406
Building permit value \$millions	2021-22	42	23.9%	77.2	44.0%	30.9	17.6%		0.0%		0.0%	25.5	14.5%	175.6
	2020-21	34	23.0%	80.6	54.6%	16.6	11.2%		0.0%		0.0%	16.5	11.2%	147.7
Building compliance inspections	2021-22			30										30
	2020-21			61										61
Fire inspections (no charge)	2021-22	2	1.6%	20	16.3%	71	57.7%	13	10.6%	7	5.7%	10	8.1%	123
	2020-21	19	10.7%	71	39.9%	55	30.9%	13	7.3%	10	5.6%	10	5.6%	178
Dangerous and unsightly (no charge)	2021-22	26	11.4%	53	23.2%	48	21.1%	1	0.4%		0.0%	100	43.9%	228
	2020-21	21	10.7%	75	38.3%		0.0%	0	0.0%		0.0%	100	51.0%	196
All inspections	2021-22	1106		2084		557		140		102		910		4899

Notes: TOMB actual premit revenue in 20/21 was \$56,306. \$43,198 for a nursing home permit has been excuded as it is an anomaly
Notes: TOB has a nine category breakdown. Single detached account for over half of permits issued,the highest value category is apartments
Other units use two categories; residential and commercial
In MODL commercial permits account for less than five percent of number and value of permits issued
In MODC residential permits are 95% of total permits
In TOMB commercial permits accounted for 12% of the total prmits issued
In Queens a bylaw enforcement officer handles dangerous and unsightly premises

Appendix 2

LUNENBURG - QUEENS SHARED PERMIT AND INSPECTION SERVICES

EXPENSES, OVERHEADS AND COST RECOVERY

Municipal Unit	MODC	MODL	QUEENS	TOB	TOL	TOMB	TOTAL
Direct expenses							
2021-22	\$303,831	\$584,645	\$165,060	\$184,565	\$27,569	\$25,420	\$1,291,090
2020-21	\$306,029	\$470,726	\$166,791	\$159,527	\$31,010	\$25,308	\$1,159,391
Overhead costs allocated							
2021-22	\$16,275	\$60,220	\$1,809	\$39,405			\$117,709
2020-21	\$16,275	\$52,561	\$2,773	\$38,275			\$109,884
Total costs							
2021-22	\$320,106	\$644,865	\$166,869	\$223,970	\$27,569	\$25,420	\$1,408,799
2020-21	\$322,304	\$523,287	\$169,564	\$197,802	\$31,010	\$25,308	\$1,269,275
Revenues / recoveries							
2021-22	\$66,805	\$87,755	\$23,000	\$101,934	\$16,095	\$7,844	\$303,433
2020-21	\$39,133	\$79,251	\$20,000	\$53,252	\$14,445	\$13,108	\$219,189
% recovery - direct costs							
2021-22	22.0%	15.0%	13.9%	55.2%	58.4%	30.9%	23.5%
2020-21	12.8%	16.8%	12.0%	33.4%	46.6%	51.8%	18.9%
% recovery - total costs							
2021-22	20.9%	13.6%	13.8%	45.5%			21.5%
2020-21	12.1%	15.1%	11.8%	26.9%			17.3%

Appendix 3

LUNENBURG-QUEENS SHARED PERMIT AND INSPECTION SERVICES

COST ALLOCATION OPTIONS BEYOND A BASE CHARGE

Municipal Unit	MODC	%	MODL	%	QUEENS	%	TOB	%	TOL	%	TOMB	%	TOTAL %
Uniform Assessment													
(\$millions) 2021-22	1707	25.6%	2820	42.4%	992	14.9%	705	10.6%	290	4.4%	142	2.1%	6656 1
2020-21	1671	25.7%	2756	42.3%	980	15.0%	688	10.6%	279	4.3%	138	2.1%	6512 1
Building Permits Issued													
2021-22	333	22.7%	634	43.2%	262	17.8%	157	10.7%	51	3.5%	31	2.1%	1468 1
2020-21	322	22.9%	621	44.2%	225	16.0%	137	9.7%	67	4.8%	34	2.4%	1406 1
Building Inspections													
2021-22	1078	23.9%	1981	43.8%	800	17.7%	438	9.7%	126	2.8%	95	2.1%	4518 1
2020-21	982	22.4%	2036	46.4%	800	18.2%	331	7.6%	141	3.2%	94	2.1%	4384 1
Fire Inspections													
2021-22	2	1.6%	20	16.3%	10	8.1%	71	57.7%	13	10.6%	7	5.7%	123 1
2020-21	19	10.7%	71	39.9%	10	5.6%	55	30.9%	13	7.3%	10	5.6%	178 1
All Inspections													
(incl dan+uns 2021-22	1106	22.6%	2084	42.5%	910	18.6%	557	11.4%	140	2.9%	102	2.1%	4899 1
& compliance 2020-21	1022	21.2%	2243	46.5%	910	18.9%	386	8.0%	154	3.2%	104	2.2%	4819 1

Appendix 4

LUNENBURG – QUEENS SHARED PERMIT AND INSPECTION SERVICES

STAFF POSITIONS SUMMARY

Municipality of the District of Chester

- one full time (35 hours per week) building official
- one part time (14 hours) building official
- one part time (14 hours) fire inspector (completing certification)
- one part time (10,5 hours) fire inspector (7 hours for MODC 3.5 for MB)
- one part time (21 hours) bylaw officer who also covers danger / unsightly

Municipality of the District of Lunenburg

- one full time inspection services manager
- five full time building officials / fire inspectors (one currently vacant)
- one full time supervisor, corporate services and communications
- one director of planning and development services 50%

Region of Queens Municipality

- one full time building official (finalizing level 2 certification)
- one full time building official in training
- one-third position for administrative support

Town of Bridgewater

Starting February 2022 building and fire inspection services are contracted to MODL. The town retained one full time position (receptionist / admin support) and a part time (25%) position to provide back up for building, minimum standards, dangerous, and unsightly.

Town of Lunenburg

Contract services for building and fire inspection to MODL. Use own staff for planning, development, heritage and administration.

Town of Mahone Bay

Contract services to MODC and MODL

SUMMARY

- 7 Full time building and fire inspectors
- 1 Full time building inspector
- 1 Part time building inspector (14 hours)
- 2 Part time fire inspectors (14 and 10.5 hours)
- 2 Part time dangerous and unsightly premises inspectors (21 and 8 hours)
- 3 Full time admin positions
- 2 Part time admin positions (12 and 17 hours)
- A total of 18 positions (11 full time and 7 part time)

Appendix 5

LUNENBURG-QUEENS SHARED PERMIT AND INSPECTION SERVICES

COST ALLOCATION OPTIONS FOR NON BASE CHARGES + BASE CHARGE CALCULATION - \$\$\$

Municipal Unit		MODC	%	MODL	%	QUEENS	%	TOB	%	TOL	%	TOMB	%	TOTAL %	
Uniform Assessment															
(\$millions- excludes base charges)	2021-22	\$330,519	25.6%	\$547,422	42.4%	\$192,372	14.9%	\$136,856	10.6%	\$56,808	4.4%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$297,963	25.7%	\$490,422	42.3%	\$173,909	15.0%	\$122,895	10.6%	\$49,854	4.3%	\$24,347	2.1%	\$1,159,391	1
Building Inspections															
(millions - excuudes base charges)	2021-22	\$308,571	23.9%	\$565,497	43.8%	\$228,523	17.7%	\$125,236	9.7%	\$36,151	2.8%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$259,704	22.4%	\$537,957	46.4%	\$211,009	18.2%	\$88,114	7.6%	\$37,101	3.2%	\$24,347	2.1%	\$1,159,391	1
All Inspections															
(incl dan+uns & compliance)	2021-22	\$291,786	22.6%	\$548,713	42.5%	\$240,143	18.6%	\$147,184	11.4%	\$37,442	2.9%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$245,791	21.2%	\$539,117	46.5%	\$219,125	18.9%	\$92,751	8.0%	\$37,101	3.2%	\$25,507	2.2%	\$1,159,391	1
Base charges UA portion															
\$58,850	2021-22	\$14,976	25.60%	\$24,804	42.40%	\$8,717	14.90%	\$6,201	10.60%	\$2,574	4.40%	\$1,229	2.10%	\$58,500	
\$55,000	2020-21	\$14,135	25.70%	\$23,265	42.30%	\$8,250	15.00%	\$5,830	10.60%	\$2,365	4.30%	\$1,155	2.10%	\$55,000	
Base charge equal share															
\$58,850	2021-22	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$58,500	
\$55,000	2020-21	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$55,000	
Combined base charge share															
\$117,000	2021-22	\$24,728	21.14%	\$34,556	29.54%	\$18,468	15.79%	\$15,953	13.64%	\$12,326	10.54%	\$10,980	9.39%	\$117,000	
110,000	2020-21	\$23,304	21.19%	\$32,434	29.49%	\$17,419	15.84%	\$14,999	13.64%	\$11,534	10.49%	\$10,324	9.39%	\$110,000	
Total using Uniform Assessment															
	2021-22	\$355,247		\$581,978		\$210,841		\$152,808		\$69,134		\$38,093		\$1,408,090	
	2020-21	\$321,267		\$522,856		\$191,327		\$137,894		\$61,387		\$34,671		\$1,269,391	
Total using inspections															
	2021-22	\$333,298		\$600,053		\$246,991		\$141,189		\$48,476		\$38,093		\$1,408,090	
	2020-21	\$283,007		\$570,391		\$228,428		\$103,112		\$48,634		\$34,671		\$1,269,391	
Municipal budgets for services															
	2021-22	\$320,106		\$644,865		\$166,869		\$223,970		\$27,569 no OH		\$25,420 no OH		\$1,408,799	
	2020-21	\$322,304		\$523,287		\$169,564		\$197,802		\$31,010 no OH		\$25,308 no OH		\$1,269,275	

Council

Item: #10.2.1

Date: December 13, 2022

Authorization: T. MacEwan



Municipality of the District of Lunenburg

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

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

December 6, 2022

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

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, December 6, 2022, made the following recommendation to Council:

1. That the Finance Committee recommend to Council that Municipal Council enter a contract with the Alternative Resource Energy Authority for the application to the Provincial Shared Solar Program on behalf of the Municipality of the District of Lunenburg, and to develop and project manage the Community Solar Garden of 5MW capacity from its inception to commercial operations."

Respectfully submitted,

Chairman and Members
Finance Committee

/jer
Attachment



Municipality of the District of Lunenburg

Report to Finance Committee

Report to: Finance Committee
Submitted by: Abhi Jain, Sustainability Planner
Date: December 06, 2022
Re: Community Solar Garden of 5MW capacity in collaboration with Alternative Resource Energy Authority (AREA)

Recommendation

That the Finance Committee recommend the Municipal Council:

“THAT Municipal Council enter a contract with the Alternative Resource Energy Authority for the application to the Provincial Shared Solar Program on behalf of the Municipality of the District of Lunenburg, and to develop and project manage the Community Solar Garden of 5MW capacity from its inception to commercial operations.”

Executive Summary

The Government of Nova Scotia has announced its intention to launch a shared solar program that will award long-term power purchase agreements (PPA) with Nova Scotia Power to successful applicants including municipalities that propose to construct a community-scale solar garden. MODL adopted its Local Climate Change Action Plan 2030 (LCCAP2030) on November 8, 2022. One of the actions of the LCCAP2030 is to develop a community-scale renewable energy project of 5MW capacity. The expected Provincial shared solar program will be a wonderful opportunity for MODL to construct a community solar garden of 5MW capacity. For the application to the Provincial shared solar program, project development and achieve commercial operations of the community solar garden, staff seeks the services of Alternative Resource Energy Authority (AREA), and recommends the Finance Committee through this report to recommend the Municipal Council to enter a contract with the AREA for the same, using MODL Purchasing and Tendering Policy 033 *clause 19.1.18 (procurement from a public body or a non-profit organization)*.

Discussion

The Municipality adopted its LCCAP2030 on November 8, 2022. As part of the Plan, the Municipality committed to reduce its community greenhouse gas emissions by 30% below the 2019 baseline emissions level by 2030. One of the actions outlined in the LCCAP2030 is to develop a community-scale renewable energy project of 5MW capacity that will allow the Municipality to reduce its emissions by over 3,000 tCO₂e per year. Further, the project will give equitable access to clean renewable energy to the MODL homeowners who may be unable to install rooftop solar or renters.

The province of Nova Scotia has announced its intention to launch a shared solar program in the early 2023 that will award long-term PPA with Nova Scotia Power to successful applicants including municipalities that propose to construct a community-scale solar garden.

Community Solar Garden

A community solar garden is a shared solar energy system that allows multiple customers to participate in virtual net metering. A community solar garden export electricity to the utility grid and the customers receives solar credits on their electricity bills in proportion to their ownership or subscription stake in the system. While the size of a residential solar installation is measured in kilowatts (kW), community solar projects are measured in megawatts (MW), meaning that a single community solar project can power hundreds or even thousands of homes. Community solar is also often referred to as roofless solar, solar gardens, or shared solar. The structure of the community solar garden is shown in Figure 1.

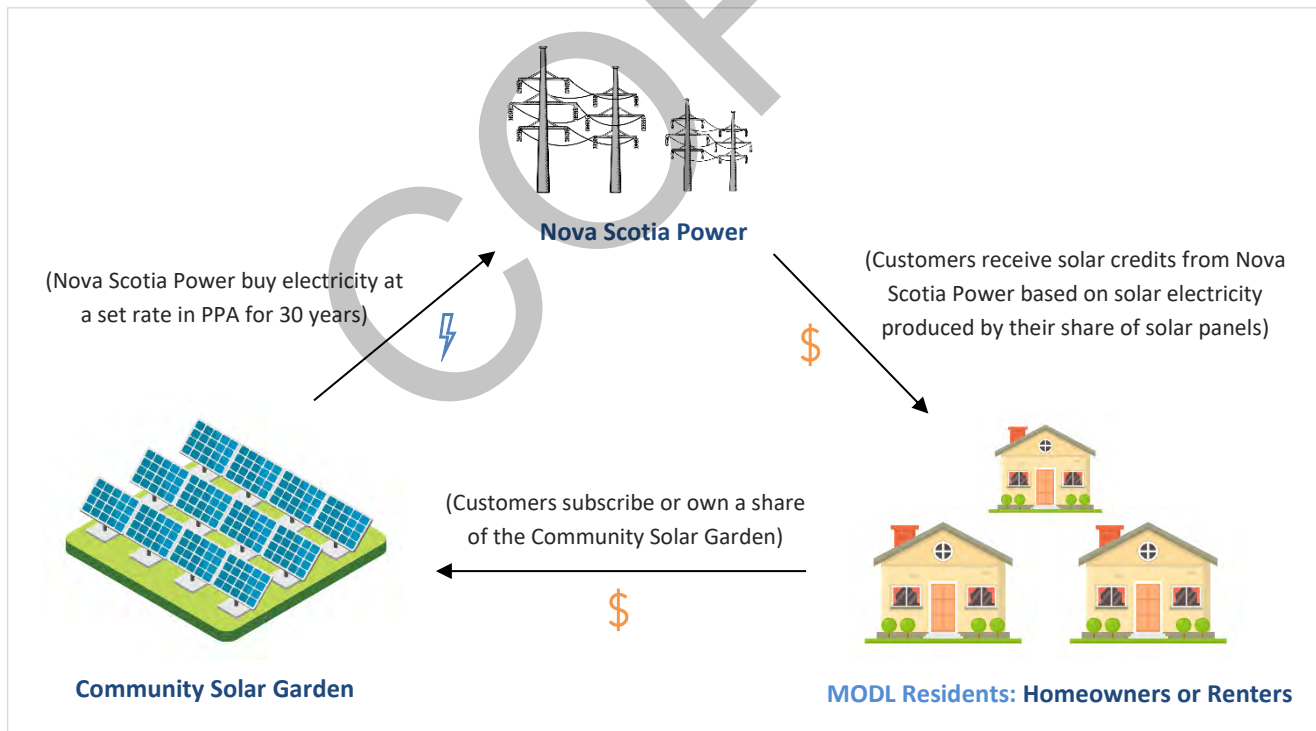


Figure 1 – Structure of Community Solar Garden

Since customers do not need to have a suitable rooftop for solar to participate in a community solar garden project, it is a great option for renters and people who may not have suitable rooftop that supports solar.

Community solar projects and programs are typically offered in two models:

Ownership-based model

The ownership-based model allows participants to purchase a select number of solar panels or a portion of the community solar garden project. When customers buy into a community solar project, they will get electric bill credits/savings from all of the electricity produced by the solar panels they own.

Ownership-based community solar models are similar to purchasing a rooftop system—except that no system will be installed on customer’s roof or property. Instead, customers own a set number of panels in the array or a certain number of kilowatts (e.g., 5kW) out of the solar project’s total capacity.

Subscription-based model

The subscription-based model is the most common. This model allows participants to become subscribers and pay a lower price on their electricity bill each month. Instead of owning panels or a share of the project, customers will just purchase electricity at a lower rate than it would pay to purchase electricity from the Utility or Nova Scotia Power in this case. Subscription-based models are easy to sign up for, and easy to cancel.

In both ownership and subscription models, participants will only purchase or subscribe enough shares to meet their annual electricity usage, and no more.

MODL approach

The Municipality aims to make both ownership and subscription models available to its residents. However, what type of model Municipality will be able to offer to its residents primarily depends on the terms that the Provincial new shared solar program will set out.

Benefits of community solar garden

The benefits of community solar garden include:

- Reducing MODL’s greenhouse gas emissions by over 3,000 tCO₂e per year.
- Providing access to renewable solar electricity to over 700 MODL residents who may not own a home, or does not have a suitable roof, or have a suitable roof but little sunshine, or cannot afford the initial cost of a full residential rooftop solar array
- No responsibility for the day-to-day maintenance of the panels
- The ability to maintain subscription or ownership in community solar garden even if one moves within the Municipality and the Nova Scotia Power’s service territory
- The ability to end their lease or sell or donate their shares in the community solar project (subject to certain terms and conditions)
- Greater stability for the cost of electricity
- Build revenue stream for the Municipality

About Alternative Resource Energy Authority (AREA)

AREA is a corporate body duly organized under the Municipal Government Act. It is a 100% municipally owned company formed in 2014 by the towns of Antigonish, Berwick and Mahone Bay. AREA has been developing solar PV projects in Nova Scotia since 2017, starting with 1.5MW of commercial solar for twenty (20) municipalities across the province through the Solar Energy for Community Buildings (SECB) Program. These twenty (20) projects deliver revenue to rural communities and allow them to participate in renewable energy.

AREA led the development of the Ellerhouse Windfarm of 23.5MW capacity consisting of 10 wind turbines. AREA has also won an RFP bid to expand the windfarm to add 66MW to the existing capacity. AREA is presently working on three utility-scale solar energy projects with 9MW combined capacity for the towns of Antigonish, Berwick and Mahone Bay

AREA has expertise, experience, and capacity available to assist MODL to realize benefits from developing and/or owning a community solar garden.

Land requirements and site selection for the project

The project requires at least 25 acres of land that is ideally within 3km range of an existing substation. In the preliminary assessment, 100 acres of land beside the LRCRC site was considered suitable for the construction of the community solar garden project. However, it has been discovered that the site can support only 3MW of the total 5MW project capacity due to the nearby wind turbines, that already consume 4MW of powerline capacity. So, the site selection work will continue until a suitable location has been found that is preferably municipally owned and can host 5MW solar electricity generation capacity. The site selection process may require purchasing of new land.

Project Timeline

The province has not officially launched its new shared solar program, but it is expected to be launched in the spring of 2023. To can increase the chances of getting selected for the program, it is recommended to initiate the project development including the suitable site selection, as early as possible, to demonstrate that the project is risk-managed and construction-ready in the program's application submission.

Budget Implications

The complete project will be delivered in three phases. The deliverables and the estimated cost for each phase are outlined in Table 1 below. AREA's fees of 5% of the total project cost are included in the cost estimates outlined in Table-1.

Table 1 - Cost Estimation for the Community Solar Garden Project

Project Phases	Deliverables	Estimated Cost (\$)
<p>Phase-1 (Project development until program application)</p>	<ul style="list-style-type: none"> • Site selection • Grid interconnection study • Geotechnical study • Budget and financial model development • Community & First Nations engagement • Program application drafting 	220,000
<p>Phase-2 (Project development after program review)</p>	<ul style="list-style-type: none"> • Grid system impact & facility study • Detailed engineering • Municipal permits • Procurement plan • Securing project funding 	350,000
<p>Phase-3 (Construction)</p>	<ul style="list-style-type: none"> • Site preparation • Civil work • Solar panels and electrical equipment installations • Inspections • Community & First Nations engagement 	13,130,000
Total (\$)		13,700,000

If for some reason, MODL’s application does not get selected after Phase-1, the contract with AREA will automatically be terminated. To cover the estimated cost of \$220,000 of Phase-1, staff will apply for ‘Nova Scotia Sustainable Communities Challenge Fund’ grant program, which if approved, can fund up to 80% of the eligible total project costs.

Cost recovery

The project can be funded through any combination of municipality’s own funds, loans, grants, or fundraising. The PPA agreement with Nova Scotia Power will ensure the Municipality recovers 100% of the total project costs. The payback period of ownership-based model is typically 2-3 years while for the subscription-based model, it is 9-10 years. The subscription-based model will also function as a revenue stream for the Municipality after the project cost is recovered.

Alternatives

Developing a community-scale renewable energy project of 5MW capacity by 2030 is a Municipal commitment to the MODL residents as part of its LCCAP2030. In terms of alternative options, Municipal Council can choose either of the below mentioned two options:

- a) The Municipal Council can choose not to pursue the project at this time and postpone it to a later time but before 2030.
- b) If there are any concerns regarding hiring AREA for the project, Municipal Council can choose to go through a tender process to hire another consultant for the project.

Conclusion

Establishing a community solar garden can be a wonderful opportunity to provide MODL residents equitable access to clean renewable energy, reduce community greenhouse gas emissions, create jobs and boost local economy, and build a revenue stream for the Municipality. Staff recommends the Finance Committee to recommend the Municipal Council to enter a contract with AREA for the application to the Provincial Shared Solar Program on behalf of the Municipality, and to develop and project manage the Community Solar Garden of 5MW capacity from its inception to commercial operations.

COPY

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Abhi Jain, Sustainability Planner
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item: #10.3.1
Date: December 13, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report to Council

Report To: Municipality of the District of Lunenburg Council
Submitted By: Trudy Payne, Director of Recreation, Parks & Tourism
Date: December 13, 2022
Re: Sawpit Wharf Committee Recommendations

Sawpit Wharf Advisory Committee Recommendations

At the Sawpit Wharf Advisory Committee meeting held on November 16, 2022, the following two motions were made:

“The Sawpit Wharf Advisory Committee recommends that Council consider removing the fee structure in the Sawpit By-Law.”

“The Sawpit Wharf Advisory Committee recommends to Municipal Council to explore options pertaining to enforcement of the by-law and rules at Sawpit Wharf Park.”

Discussion

At the meeting held on November 16, 2022, the topic of rental fees for tenders were discussed. The current seasonal rental is \$100. The Committee discussed that this should be raised to \$125. In order to make this change, upon review of the by-law, the by-law would not need to be changed, but the policy referred to as Appendix A would need to be changed. A change of policy requires Council be provided 7 days’ notice. Under section 11.0 of the By-law titled Fees 11.1 states “The Municipality of the District of Lunenburg may from time to time establish and alter such reasonable fees as it may in its sole discretion decide upon for the issuance of permits pursuant to this paragraph.” 11.2 goes on to state “Specified fees are defined by policy as outlined in Schedule A.” By-law and Schedule A are attached.

Staff would recommend that direction be given to staff to change Schedule A which outlines the fee from \$100 to \$125 and that Council be provided seven days’ notice with the intent of adopting the updated Schedule A policy at the January 10, 2023, Council meeting. This change

would be made in time to ensure advertising of the dock rental spaces, that takes place in February, reflects the new rental rate.

The Committee also discussed that they have seen an increase in the number of recreational vehicles (RV's) using the site, particularly the upper parking lot. This does cause havoc for those using the parking lot, especially for those leaving their trailers when they come to use the boat launch. Opening and closing the gate during the boating season was discussed but this would mean those launching their boats would need to be back before the gate closed to get their trailers and the committee felt this would defeat the purpose of enabling trailers to stay at the upper parking lot. During the off season the gate is closed. They are also experiencing people leaving their trucks and boat trailers in the lower parking lot which impedes people's ability to use the boat launch and parking in general. After much discussion the Committee is recommending that Council explore options pertaining to enforcement of the by-law and rules at Sawpit Wharf Park.

It should be noted that Council has a Fees Policy – Policy No. 058. It would be staffs' recommendation that the Sawpit Wharf rental fees eventually get included in this policy as opposed to the Schedule A policy. It is the intent of staff to add to the next Committee agenda a review of the Sawpit Wharf By-law to see if the Committee recommends any changes (especially around camping and RV's). Once all the recommended changes are captured staff would bring this to Council to consider making changes to the by-law which would require a first and second reading and provide public opportunity for input.

Staff Recommendations

Staff recommend that direction be given to staff to change Schedule A which outlines the fee from \$100 to \$125 and that Council be provided seven days' notice with the intent of adopting the updated Schedule A policy at the January 10, 2023, Council meeting. This change would be made in time to ensure advertising of the dock rental spaces, that takes place in February, reflects the new rental rate.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Trudy Payne, Director of Recreation, Parks & Tourism
Report Approved by	
Date Reviewed by C.A.O.	

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
A By-law Respecting
SAW PIT WHARF

First Reading: June 24, 2014
Second Reading: July 22, 2014

WHEREAS it is the intention of the Municipality of the District of Lunenburg, by this By-Law, to regulate and control the use of the Saw Pit Wharf, so called, located at, Garden Lots in the County of Lunenburg and the Province of Nova Scotia, and all lands owned or managed by the said Municipality of the District of Lunenburg contiguous thereto;

AND WHEREAS pursuant to an agreement between the Municipality of the District of Lunenburg and the Federal Department of Fisheries and Oceans the wharf will be made available as a fishing harbour to any commercial fisher wishing to use the wharf as his/her home port until December 17, 2006.

AND WHEREAS it is intended that the wharf will be used primarily, for "day use only" except for such portion of the wharf, if any, as may from time to time be designated by the Municipality of the District of Lunenburg, as being available for overnight or longer term use.

1.0 Short title

This By-law shall be known as a By-law Respecting Saw Pit Wharf and may be cited as "Saw Pit Wharf By-Law."

2.0 Definitions

In this By-Law unless the context otherwise indicate:

- 2.1 **"Agreement"** means the agreement dated July 10, 2001 between the Federal Department of Fisheries and Oceans and the Municipality of the District of Lunenburg respecting the operation and management of the Wharf by the Municipality of the District of Lunenburg.
- 2.2 **"C.A.O."** means Chief Administrative Officer of the Municipality of the District of Lunenburg.
- 2.3 **"Commercial Operator"** means a person(s) who operates a commercial endeavour with a permit issued under the Municipality's Vendor in Municipal Parks By-Law.
- 2.4 **"Municipality"** means the Municipality of the District of Lunenburg.
- 2.5 **"Municipal Staff"** means the C.A.O. of the Municipality or a person appointed in writing by the C.A.O. to act on the C.A.O.'s behalf for the purposes of this By-Law.

- 2.6 **“Owner”** means the owner of a vessel and includes any person or persons who has possession of, care of or control of the vessel or any part or parts thereof, and, if any such person is a minor, includes a person having custody of the minor.
- 2.7 **“Peace Officer”** means a police officer, police constable, or other person employed for the preservation and maintenance of the public peace.
- 2.8 **“Saw Pit Wharf”** includes:
 - i. the wharf, land and water lot lease granted to the Municipality of the District of Lunenburg and more particularly described in a Lease recorded at the Bridgewater Registry of Deeds in Book 821, Pages 28 to 30;
 - ii. two lots of land conveyed from the Town of Lunenburg to the Municipality of the District of Lunenburg more particularly described in a deed recorded at the said Registry of Deeds in Book 773, at Page 62 to 69; and,
 - iii. any other lands subsequently purchased, leased or managed by the Municipality of the District of Lunenburg and contiguous with the property or lands set out in clause h(i), h(ii) or h(iii) above.
- 2.9 **“Vessel”** means any boat, ship, punt or tender or vessel of any kind and includes all equipment, tools and accessories used or normally used in conjunction therewith, whether or not such equipment tools or accessories are attached to a vessel or located on or in a vessel.
- 2.10 **“Punt or tender”** specifically means any vessel that is 12 feet or under in length.
- 2.11 **“Day Use”** means using the Saw Pit Wharf facility between the hours of 6 a.m. and 11 p.m. Vessels can be unaccompanied during day use hours.
- 2.12 **“Wharf Structure”** means the permanent wooden structure

3.0 Administration

The C.A.O and the Municipal Staff will be responsible for the enforcement of this By-Law.

4.0 Vessels at Wharf

- 4.1 A vessel can be left at the wharf structure itself for 24 hours as long as it is accompanied by the owner.
- 4.2 After 24 hours the vessel shall be “moved off” the wharf.
- 4.3 If a vessel requires being at the wharf structure itself for more than 24 hours the owner must receive a permit from the Municipality, the length of stay to be at the discretion of the Municipality.

5.0 Vessel Trailers

- 5.1 The owner of a vessel trailer must have the trailer attached to a vehicle if leaving overnight; and
- 5.2 must be parked in the upper parking lot; and
- 5.3 must receive a permit from the Municipality if kept overnight for more than seven days.

6.0 Parking Lot Use

- 6.1 The lower parking lot is for vehicles only. If vehicles stay beyond 72 hours, the owners must receive a permit from the Municipality. [amended July xx, 2014]
- 6.2 Trailers can only be parked in the lower parking lot for loading/unloading. [amended July xx, 2014]

7.0 Permits

- 7.1 Permits issued by the Municipality only allow for the use of such part or parts of the wharf as designated by the Municipality, in its sole discretion and posted to indicate such use; and
- 7.2 such use shall come on a first come first serve basis.

8.0 Floating Wharf Use

- 8.1 The Municipality does provide floating wharves for punts and tenders. Those designated for seasonal use are to be used by the seasonal permit holder, with the permit being issued by the Municipality.
- 8.2 The areas along the floating wharves designated for "public use" are to be used by the general public and for day use only.
- 8.3 Overnight stays require a permit from the Municipality.
- 8.4 Only one punt/tender is allowed per designated spot.
- 8.5 Punts and tenders are not permitted to be attached to the rock wall.

9.0 Commercial Operations

- 9.1 A commercial operator may apply for a permit to operate a commercial endeavour at the wharf facilities under the Municipality's vendor in municipal parks By-Law.

10.0 Permit Issuance

- 10.1 No permit will be issued for any vessel in the water, which is not considered by the Municipality in its sole discretion to be seaworthy.

11.0 Fees

- 11.1 The Municipality of the District of Lunenburg may from time to time establish and alter such reasonable fees as it may in its sole discretion decide upon for the issuance of permits pursuant to this paragraph.

11.2 Specified fees are defined by policy as outlined in Schedule A.

12.0 Penalties

12.1 The owner of a vessel left at or on the wharf in contravention of the provisions in paragraph 4, 5, 6, 7, 8, 9, 10 or 11 of this By-Law commits an offence and is liable on summary conviction to a fine of One Hundred Dollars (\$100.00) and in default of payment to imprisonment for a period not exceeding seven (7) days.


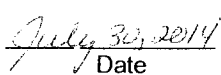
12.2 Every day that an offence pursuant to this paragraph continues shall be considered a new offence.

12.3 In addition to any penalties or charges, which may be imposed by this By-Law against an owner, the C.A.O. or the Municipality Staff may, without notice to or further complaint against the owner;

- i. impound any vessel left at or on the wharf in contravention of the provisions of paragraph 4, 5, 6, 7, 8, or 9 of this By-Law, and remove such vessel at its sole discretion and at the sole expense of the owner; and
- ii. the Municipality of the District of Lunenburg may at its sole discretion sell all or a portion of the vessel to recover all costs incurred by it in impounding and or removing such vessel.

13.0 Repeal

13.1 Saw Pit Wharf By-law, as approved by Municipal Council on February 11, 2003, is hereby repealed and replaced with new By-law of May 17, 2013.

Annotation for Official By-law Book		Date of Adoption – May 17/13, Amended Jul. 30/14
Date of First Reading:		<u>June 24, 2014</u>
Date of advertisement of Notice of Intent to Consider:		<u>July 2, 2014</u>
Date of Second Reading:		<u>July 22, 2014</u>
*Date of advertisement of Passage of By-law		<u>July 30, 2014</u>
Date of mailing to Minister a Certified copy of By-law:		<u>July 30, 2014</u>
I certify that this "Saw Pit Wharf By-law" was adopted by Council and published as indicated above.		
 April Whynot-Lohnes, Municipal Clerk		 Date
*Effective Date of the By-law unless otherwise specified in the text of this By-law		

SCHEDULE "A"
FEEES

Floating Dock Permit - \$100.00

Council
Item: #11.1.1
Date: December 13, 2022
Authorization: T. MacEwan



Memorandum

To: Municipal Council
From: Ella Gindi, Planner I
Date: December 13, 2022
Re: Proposed Housekeeping Amendments to include Small Option Homes: Second Reading

The province sent a letter to all Nova Scotian municipalities with a notice stating that the Statement of Provincial Interest (SPI) regarding Housing requires municipal planning documents to permit Small Option Homes licensed under the Homes for Special Care Act within all zones that permit residential uses.

Not all MODL's planned areas permit Small Option Homes as-of-right within zones that permit residential uses.

Staff reviewed MODL's Secondary Planning Strategies (SPS)/Land Use By-laws (LUB's) and prepared a report to the Planning Advisory Committee (PAC) that requested PAC to recommend that Council amend Secondary Planning Strategies and Land Use By-laws for Blockhouse, Village of Hebbville, Hemford Forest, Oakland, Osprey Village, Princes Inlet & Area, and Riverport & District to include and define Small Option Homes as a residential use.

Planning staff met with the PAC and Area Advisory Committee (AAC) members on September 22nd, 2022, to recommend amending the existing planning area documents to include Small Option Homes to be consistent with the Statement of Provincial Interest (SPI) regarding Housing.

The PAC passed the motion with the request that staff contact the province to clarify if Small Option Homes apply to all zones that permit residential uses.

Staff received a letter of clarification from the province on October 19th, 2022, stating that Small Option Homes should be permitted in all zones where residential uses are permitted.

A public information session was held on December 6, 2022, to provide an opportunity for the public to ask questions and get additional clarification regarding the proposed amendments.

Public hearing was held on December 13, 2022 at 8:30 am.

If council wishes to proceed to conduct second reading of the proposed housekeeping amendments the following motion is in order:

Motion

That Municipal Council conduct Second Reading to adopt the following By-laws, approving the housekeeping amendments to include small option homes, as presented at the November 8, 2022 Council meeting:

- Blockhouse Secondary Planning Strategy 023E,
- Blockhouse Land Use By-Law 024D,
- Village of Hebbville Secondary Planning Strategy 027H,
- Village of Hebbville Land Use By-Law 028F,
- Hemford Forest Secondary Planning Strategy 044A,
- Hemford Forest Land Use By-Law 045A,
- Oakland Secondary Planning Strategy 037A,
- Oakland Land Use By-Law 038A,
- Osprey Village Secondary Planning Strategy 020F,
- Osprey Village Land Use By-Law 021G,
- Princes Inlet & Area Secondary Planning Strategy 032B,
- Princes Inlet & Area Land Use By-Law 033B,
- Riverport and District Secondary Planning Strategy 014F and
- Riverport and District Land Use By-Law 015E

Council
Item: #12.1.4
Date: November 8, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Ella Gindi, Planner I
Date: November 8, 2022
Re: Housekeeping amendments to include Small Option Homes within MODL's existing Secondary Planning Strategies and Land Use By-Laws – First Reading

Recommendation

That Municipal Council give notice of its intention to adopt the housekeeping amendments to the Blockhouse, Village of Hebbville, Hemford Forest, Oakland, Osprey Village, Princess Inlet & Area, and Riverport and District Secondary Planning Strategies and Land Use By-laws (2022) and conduct First Reading of the proposed amendments.

That Municipal Council set a date and time for a Public Hearing for the amendments on December 13, 2022, at 8:30 a.m. in the Council Chambers.

Discussion

The province sent a letter (attached) to all Nova Scotian municipalities with a notice stating that the Statement of Provincial Interest (SPI) regarding Housing requires municipal planning documents to permit Small Option Homes licensed under the Homes for Special Care Act within all zones that permit residential uses.

MODL's planned areas do not all permit Small Option Homes as-of-right within zones that permit residential uses.

- Riverport, Oakland, and Blockhouse classify a Small Option Home as an institutional use, which is permitted as-of-right under a certain size or by development agreement in its rural zone.

- Hemford Forest classifies a Small Option Home as a special care home – separate from other institutional uses, which is permitted as-of-right in its residential zone.
- Princes Inlet classifies a Small Option Home as an institutional use, which is permitted as-of-right under a certain size or by development agreement in its two rural zones. However, it is not permitted in its residential zone.
- Osprey Village classifies a Small Option Home as an institutional use, which is permitted as-of-right only in its institutional zone.

Staff reviewed MODL's Secondary Planning Strategies (SPS)/Land Use By-laws (LUB's) and prepared a report to the Planning Advisory Committee (PAC) (attached) that requested the PAC to recommend that Council amend Secondary Planning Strategies and Land Use By-laws for Blockhouse, Village of Hebbville, Hemford Forest, Oakland, Osprey Village, Princes Inlet & Area, and Riverport & District to include and define Small Option Homes as a residential use.

Planning staff met with the PAC and Area Advisory Committee (AAC) members on September 22, 2022, to recommend amending the existing planning area documents to include Small Option Homes to be consistent with the Statement of Provincial Interest (SPI) regarding Housing. The PAC passed the motion with the request that staff contact the province to clarify if Small Option Homes apply to all zones that permit residential uses.

Staff received a letter of clarification from the province (attached) on October 19, 2022, stating that Small Option Homes should be permitted in all zones where residential uses are permitted.

The proposed housekeeping amendments are attached in the appendix section

Budget implications

There are no budget implications for amending the Secondary Planning Strategies and Land-Use By-Laws.

Strategic plan

Amendments to the existing planning area documents to include Small Option Homes will be an anti-discriminatory procedure that will increase accessibility and inclusivity of people with mental and physical disabilities to live in a house like any other person. The amendments will mitigate barriers to people with special needs being able to live independently and be part of a community. Hence, it will increase social sustainability by enabling people of all **ages** and **abilities** to receive access to housing. Finally, the existing planning area documents will stay consistent with the Statement of Provincial Interest regarding housing.

Conclusion

The province has provided a directive that Small Option Homes are to be treated the same as a residential use. The proposed amendments to the existing Secondary Planning Strategies and Land Use By-laws to include Small Option Homes as a residential use will align the documents with the Statements of Provincial Interest.

COPY

Report Preparation	
Department	Planning and Development
Report Prepared by	Ella R. Gindi, Planner I
Report Approved by	Jeff Merrill, Director of Planning & Development Services
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

By-law

Title: Amendments to the Blockhouse Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Village of Hebbville Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Hemford Forest Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Oakland Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Osprey Village Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Princess Inlet & Area Secondary Planning Strategy and the Land Use By-law (2022) and, Amendments to the Riverport and District Secondary Planning Strategy and the Land Use By-law (2022)	
By-law No. XXX	Legislative authority: Municipal Government Act, Section 219
Effective date: XXX	Amended date: N/A

Preamble

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority of Section 219 of the **Municipal Government Act**, as follows:

Title

- 1 This by-law is titled the Amendments to the Blockhouse Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Village of Hebbville Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Hemford Forest Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Oakland Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Osprey Village Secondary Planning Strategy and the Land Use By-law (2022), Amendments to the Princess Inlet & Area Secondary Planning Strategy and the Land Use By-law (2022) and, Amendments to the Riverport and District Secondary Planning Strategy and the Land Use By-law (2022).

BLOCKHOUSE

Blockhouse Secondary Planning Strategy amended

- 2 By-law 023, Blockhouse Secondary Planning Strategy Subsection 3.1.1 (b) is amended by adding “and needs” immediately **after** “ages”.
- 3 By-law 023, Blockhouse Secondary Planning Strategy Subsection 3.3 is amended by adding “and needs” **after** “ages”.
- 4 By-law 023, Blockhouse Secondary Planning Strategy amended by adding a new policy to Section 4.1 Rural Land Uses. (ADD) “4.1.1 (a) Council shall permit the operation and implementation of Small Options Homes within the rural zone under Blockhouse's Rural Land Uses”.

Blockhouse Land Use By-law amended

- 5 By-law 024, Blockhouse Land Use By-law is amended by adding a new Subsection to Section 5.2.3. Permitted Developments in the Rural Zone. (ADD) “xii. Small Option Homes”.
- 6 By-law 024, Blockhouse Land Use By-law is amended by adding a new Subsection to Section 8. Definitions. (ADD) 8.85b “Small option homes are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option Homes are permitted in a residential zone and treated consistent with their residential nature”.

VILLAGE OF HEBBVILLE

Village of Hebbville Secondary Planning Strategy amended

- 7 By-law 027, Village of Hebbville Secondary Planning Strategy is amended by adding a new policy to Section 3.1 Residential Land Use Designation. (ADD) “ 3.1.1a Council shall permit the operation and implementation of Small Options Homes within all residential zones under Village of Hebbville Residential land use designation”.
- 8 By-law 027, Village of Hebbville Secondary Planning Strategy is amended by adding a new policy to section 3.4., Rural Land Use Designation. (ADD) “3.4. 4 a Council shall permit the operation and implementation of Small Options Homes within the rural zone under Village of Hebbville Rural land use designation”.

Village of Hebbville Land Use By-law amended

- 9 By-law 028, Village of Hebbville Land Use By-law is amended by adding a new sub section to section 5.3.1., Permitted Uses in Two-Unit Residential (TR) Zone. (ADD) “(g) Small Option Homes”
- 10 By-law 028, Village of Hebbville Land Use By-law is amended by adding a new Subsection to Part 13., Definitions. (ADD) “SMALL OPTION HOMES are a type of community residential

placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option Homes are permitted in a residential zone and treated consistent with their residential nature”.

HEMFORD FOREST

Hemford Forest Secondary Planning Strategy amended

- 11** By-law 044, Hemford Forest Secondary Planning Strategy Part 1, Section 1-4., is amended by adding “and Small Option Homes” **after** Group homes.

Hemford Forest Land Use By-law amended

- 12** By-law 045, Hemford Forest Land Use By-law part 4. Low density R-1 zone Section 44 (1)., is amended by adding a new Subsection (ADD) “(d) Small Option Homes”
- 13** By-law 045, Hemford Forest Land Use By-Law is amended by adding a new Subsection to Part 1 Section 4., Definitions. (ADD) (bc-1) “Small option homes are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option Homes are permitted in a residential zone and treated consistent with their residential nature”.

OAKLAND

Oakland Secondary Planning Strategy amended

- 14** By-law 037, Oakland Secondary Planning Strategy Part 2 Section 2.1., Rural Zone is amended by adding a new Subsection. (ADD) “2.1.6 (a) Council shall permit the operation and implementation of Small Options Homes within all Rural Zones under Oakland's Rural Zone”.

Oakland Land Use By-law amended

- 15** By-law 038, Oakland Land Use By-law section 5.3.1., Permitted Development in the Rural Zone is amended by adding a new Subsection (ADD) “aa) Small Option Homes”
- 16** By-law 038, Oakland Land Use By-law is amended by adding a new Subsection to Part 10, Definitions. (ADD) **10.98 a** “SMALL OPTION HOMES are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option

Homes are permitted in a residential zone and treated consistent with their residential nature”.

OSPREY VILLAGE

Osprey Village Secondary Planning Strategy amended

- 17** By-law 020, Osprey Village Secondary Planning Strategy Part 3, Section 3.4., Residential Designation is amended by adding a new Subsection (ADD) “ 3.4.1 a Council shall permit the operation and implementation of Small Options Homes within all residential zones under Osprey village's Residential Designation”.

Osprey Village Land Use By-law amended

- 18** By-law 021, Osprey Village Land Use By-law is amended by adding a new Subsection to Section 8.3.1., Permitted Developments Medium Density Residential (R-2) Zone. (ADD) “(e) Small Option Homes”.
- 19** By-law 021, Osprey Village Land Use By-law is amended by adding a new Subsection to Section 8.3.2., Permitted Developments Medium Density Residential (R-3) Zone. (ADD) “(f) Small Option Homes”.
- 20** By-law 021, Osprey Village Land Use By-law is amended by adding a new Subsection to Part 11, Definitions. (ADD) “SMALL OPTION HOMES are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option Homes are permitted in a residential zone and treated consistent with their residential nature”.

PRINCES INLET & AREA

21

By-law 032, Princes Inlet & Area Secondary Planning Strategy Part 3 Section 3.1.6, Rural Highway Corridor Zone is amended by adding a new Subsection. (ADD) “3.1.6 (a) Council shall permit the operation and implementation of Small Options Homes within the Rural Highway Corridor (R-H) Zone” under Princes Inlet Rural Land Use Designation.”

By-law 032, Princes Inlet & Area Secondary Planning Strategy Part 3 Section 3.1.10, Rural Coastal Zone is amended by adding a new Subsection. (ADD) “3.1.10 (a) Council shall permit the operation and implementation of Small Options Homes within the Rural Coastal (R-CO) Zone under Princes Inlet Rural Land Use Designation.”

By-law 032, Princes Inlet & Area Secondary Planning Strategy Part 3.2 Section 3.2.2, Two-Unit Residential Zone is amended by adding a new Subsection. (ADD) “3.2.2 (a) Council shall

permit the operation and implementation of Small Options Homes within the Two-Unit Residential (TR) Zone under Princes Inlet Residential Land Use Designation.”

Princes Inlet & Area Land-use By-law amended

- 22** By-law 033, Princes Inlet & Area Land Use By-law is amended by adding a new Subsection to Section 5.3.1., Permitted Developments Rural Highway Corridor (R-H) Zone. (ADD) “(aa) Small Option Homes”.
- 23** By-law 033, Princes Inlet & Area Land Use By-law is amended by adding a new Subsection to Section 5.4.1., Permitted Developments Rural Coastal (R-CO) Zone. (ADD) “(aa) Small Option Homes”.
- 24** By-law 033, Princes Inlet & Area Land Use By-law is amended by adding a new Subsection to Section 6.3.1., Permitted Developments Two Unit Residential (TR) Zone. (ADD) “(aa) Small Option Homes”.
- 25** By-law 033, Princes Inlet & Area Land Use By-law is amended by adding a new Subsection to Part 11, Definitions. (ADD) 11.90a “SMALL OPTION HOMES are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option Homes are permitted in a residential zone and treated consistent with their residential nature”.

RIVERPORT AND DISTRICT

Riverport and District Secondary Planning Strategy amended

- 26** By-law 014, Riverport and District Secondary Planning Strategy is amended by adding a new Subsection to Section 4.1.3., Rural Three (R-3) Zone. (ADD) “(g) Small Option Homes”.

Riverport and District Land Use By-law amended

- 27** By-law 015, Riverport & District Land Use By-law is amended by adding a new Subsection to Section 5.2.3 (a)., Permitted Developments Rural Three (R-3) Zone. (ADD) “(xi) Small Option Homes”.
- 28** By-law 015, Riverport and District Land Use By-law is amended by adding a new Subsection to Part 9, Definitions. (ADD) 9.68-1 “SMALL OPTION HOMES are a type of community residential placement licensed under the Homes for Special Care Act. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff. Small Option

Homes are permitted in a residential zone and treated consistent with their residential nature”.

Annotation for Official By-law Book

Date of first reading	
Date of advertisement of notice of intent to consider	
Date of second reading	
*Date of advertisement of passage of by-law	
Date of mailing a certified copy of by-law to Minister	
I certify that this “<<name of by-law >>” was adopted by Municipal Council and published as indicated above.	
_____	_____
Municipal Clerk	Date

***Effective date of the by-law unless otherwise specified in the text of this by-law.**



Department of Municipal Affairs and Housing

INFORMATION BULLETIN

STATEMENT OF PROVINCIAL INTEREST REGARDING HOUSING AND APPLICATION TO SMALL OPTION HOMES

Summary:

The Statement of Provincial Interest regarding Housing requires that planning documents treat Small Option Homes licensed under the *Homes for Special Care Act* consistently with their residential nature.

Legislation:

Municipal Government Act (MGA) – Sections 198, 208, 212

Halifax Regional Municipality Charter (HRMC) – Sections 214, 223, 227

Statements of Provincial Interest, N.S. Reg 101/2001 – Statement of Provincial Interest regarding Housing

Discussion:

The Statement of Provincial Interest (SPI) regarding Housing states: “There are different types of group homes. Some are essentially single detached homes, and planning documents must treat these homes consistently with their residential nature. Other group homes providing specialized services may require more specific locational criteria.”

This means that when a group home retains the physical characteristics of a conventional residential dwelling and functions as a home-like environment, it must be treated as such. The definition or use of a term such as “family dwelling” cannot be used to exclude group homes from residential neighbourhoods.

Small option homes are a type of community residential placement licensed under the *Homes for Special Care Act*. They house three or four residents with developmental, mental health or physical disabilities. Residents live independently in community homes and receive support services from staff.

For the purposes of planning documents, the term “group home” is inclusive of small option homes as outlined in this Bulletin.

On this basis, small option homes are to be permitted in all residential zones where the building and lot meet the requirements of that zone. While municipalities may opt to provide for these group homes through a development agreement or site plan approval process, they cannot require any studies, design criteria or restrictions that would not also be applicable to a similar residential use. For clarity: if a single detached home that is owner occupied and one that functions as a small option home are not treated with the same development permit requirements, then this is an inconsistent application of policy and is inconsistent with the SPI regarding Housing.

Planning documents adopted after the adoption of a Statement of Provincial Interest must be consistent with the Statement. Ministerial approval of new planning documents may be refused on the basis that the planning documents are not reasonably consistent with a Statement of Provincial Interest. Additionally, the Minister may request that a council amend existing planning documents to be, or adopt new planning document that are, reasonably consistent with a Statement of Provincial Interest.

Resources: Implementing Statements of Provincial Interest: guide for municipalities

<https://beta.novascotia.ca/documents/implementing-statements-provincial-interest-guide-municipalities>

Date Produced: June 2, 2022

Note: The reader is cautioned that preparation of this and subsequent Information Bulletins containing practical suggestions or direct guidance must necessarily involve interpretation of legislation as it applies in general situations. Specific situations may require careful legal analysis and, therefore, reference should be made to the *Municipal Government Act*, the *Halifax Regional Municipality Charter*, other relevant legislation, and to legal advisors.

COPY



Department of Municipal Affairs and Housing

Floor 8 North, Maritime Centre
1505 Barrington Street
PO Box 216
Halifax, NS B3J 2M4

Telephone: 902.943.0408
Fax: 902.424.0821
E-mail: Christina.Lovitt@novascotia.ca

October 19, 2022 - *REVISED*

Ms. Ella Gindhi
Municipality of the District of Lunenburg
VIA EMAIL: Ella.Gindhi@modl.ca

Dear Ms. Gindi:

**RE: Statement of Provincial Interest regarding Housing and Small Option Homes
Bulletin of June 2022**

Thank you for reaching out to the Department of Municipal Affairs and Housing seeking clarification regarding the letter and Information Bulletin released on June 3, 2022, clarifying the Statement of Provincial Interest regarding Housing and the application to small options homes.

Small option homes are a type of home, licensed under the *Homes for Special Care Act*. They house three to four residents with developmental, mental health or physical disabilities. Residents live independently in community and receive services from staff. In land use matters, small option homes function in the same manner as other residential dwellings. Regulation that restricts access to classes of persons where the building use, land use, structure, and lot geometry are the same as any other dwelling within a zone are not appropriate and, in the case of small option homes, would be considered inconsistent with the Statement of Provincial Interest regarding Housing. Small option homes typically exist in single-unit dwellings, but can also exist within other types of dwellings such as duplexes or other conventional housing forms (triplexes, multi-unit residential, etc.). Based on this, where a type of dwelling is permitted, a small option home of that same type of dwelling is to also be permitted. This applies to all zones that permit residential uses and is not limited to zones named 'Residential.'

We commend the Municipality of the District of Lunenburg for reviewing its planning documents to remove possible exclusionary language or other barriers for small options homes that may currently exist within your Municipal Planning Strategy and/or Land Use Bylaw.

Kind regards,

A handwritten signature in blue ink, appearing to read "C. Lovitt".

Christina Lovitt, MCIP, LPP, PMP
Provincial Director of Planning

/kz

Council
Item: #11.1.2
Date: December 13, 2022
Authorization: T. MacEwan



Memorandum

To: Municipal Council
From: Jeff Merrill, MCIP, LPP, Director of Planning & Development Services
Date: December 13, 2022
Re: Boundary Review Motion – NSUARB Application

On November 30, 2022 Council held a Public Hearing on Council's intention to make an application to the Nova Scotia Utility and Review Board (NSUARB) to set the size of council to ten (10) councillors plus a mayor and to alter the polling district boundaries. One written submission was received in favor of the district boundaries and no public made oral presentations at the hearing.

If Council wishes to make an application to the NSUARB to set the size of council and alter the polling district boundaries the following resolution is in order:

BE IT RESOLVED that the Council of the Municipality of the District of Lunenburg hereby sets the size of council to ten (10) councillors plus a mayor and approves the District Boundaries as presented in Option 6, dated November 8, 2022 and further that staff be directed to submit an application, signed by the Mayor and Clerk, to the Nova Scotia Utility and Review Board respecting the same.



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Jeff Merrill, MCIP, LPP, Director of Planning & Development Services
Date: October 11, 2022
Re: RESULTS – Size of Council Survey

Recommendation

That based on the size of council survey results Staff recommends that Council set the size of council to 10 Councillors plus a mayor. Further that Council direct the Boundary Review Committee to work with staff on drafting revisions to the district boundaries that meet the boundary review requirements of the Municipal Government Act.

Discussion

Council at their April 12, 2022 meeting passed a motion to engage public opinion and feedback on the size of council remaining at ten elected officials and a Mayor by creating a page on the municipality's engagement site and holding a public meeting.

A survey was published on May 18, 2022 and closed on June 30, 2022. Residents were encouraged to provide input through the survey. A virtual public meeting was also held on Tuesday, June 21.

Public Meeting

A member of the public attended the virtual public meeting along with nine Councillors and the Mayor.

Staff gave a presentation on the boundary review process and spoke about what the Municipality does and how decisions are made by Council. After the Staff presentation the floor was opened to questions from the audience. Several questions were asked that sparked discussion with those in attendance. Questions included:

- Do you feel that MODL's current governance structure is accessible to residents?
- Does it allow for effective decision making?
- Does it allow for effective representation for you or your district?
- What are you looking for from your district councillor in representing you?
- What do you think should be the population/representation for MODL's districts?

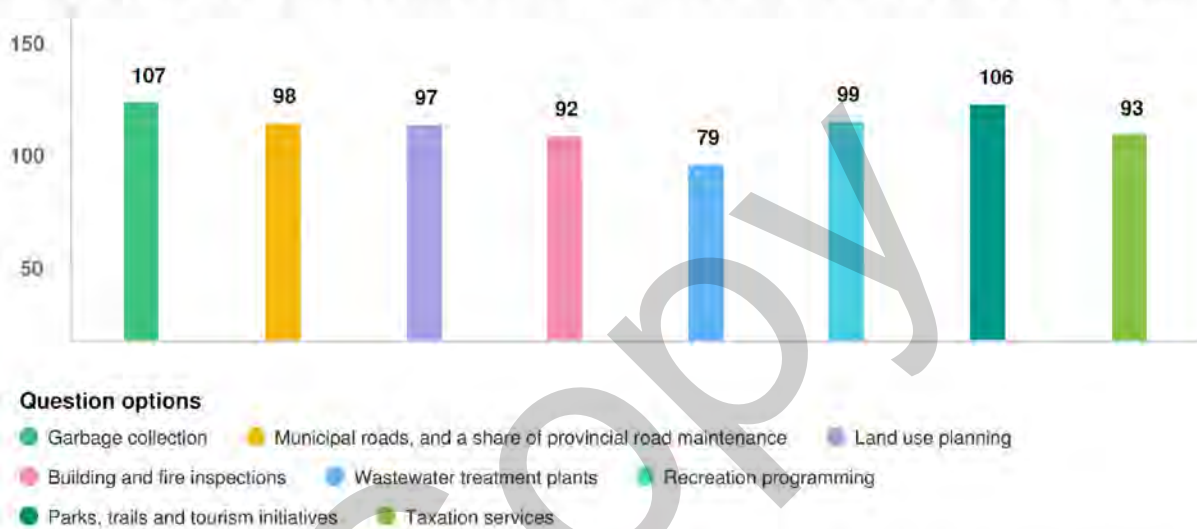
Public opinion was not gathered on the appropriate size of Council at the public meeting. The member of the public was encouraged to complete the survey.

Survey Results

Boundary review survey participation: There were 140 visitors to the survey, 114 contributors provided 117 responses. Hence, some participants (3) filled the survey out more than once.

There was a total of 8 questions on the survey (question 2 was a four-part question). The last question asked if they'd like to be entered for a chance to win a \$200 gift card to the Best Western and if so to enter their contact details. As the last question included personal information it was not included with the survey results.

Question 1 asked participants to check which responsibilities of the municipality they were aware of.



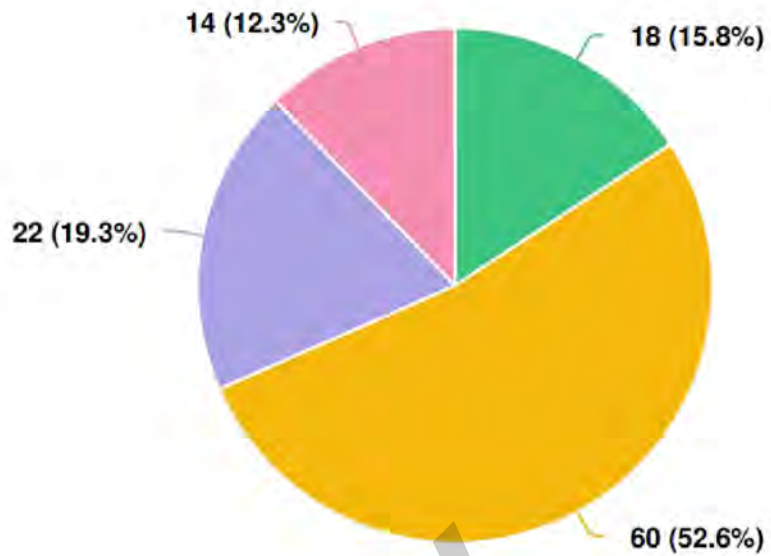
Question 2a: 94 respondents agreed to the statement: *I am aware that I can use modl.ca to access municipal services and information.*

Question 2b: 76 respondents agreed to the statement: *I am aware that information about Council and committee meetings can be accessed online at modl.ca.*

Question 2c: 53 respondents said that they have contacted their Councillor at some point in the past while 52 respondents have never contacted their Councillor.

Question 2d: 98 respondents agreed that they plan to vote in the next municipal election on October 24, 2022.

Question 3 asked: How knowledgeable do you personally feel about the role and responsibilities of the Municipality of the District of Lunenburg? 52.6% of respondents said they were somewhat knowledgeable about the roles and responsibilities of the municipality and 15.8% considered themselves very knowledgeable. 19.3% was unsure and 12.3% said they were not knowledgeable on the roles and responsibilities of the municipality.



Question options

- Not knowledgeable
- Unsure
- Somewhat knowledgeable
- Very knowledgeable

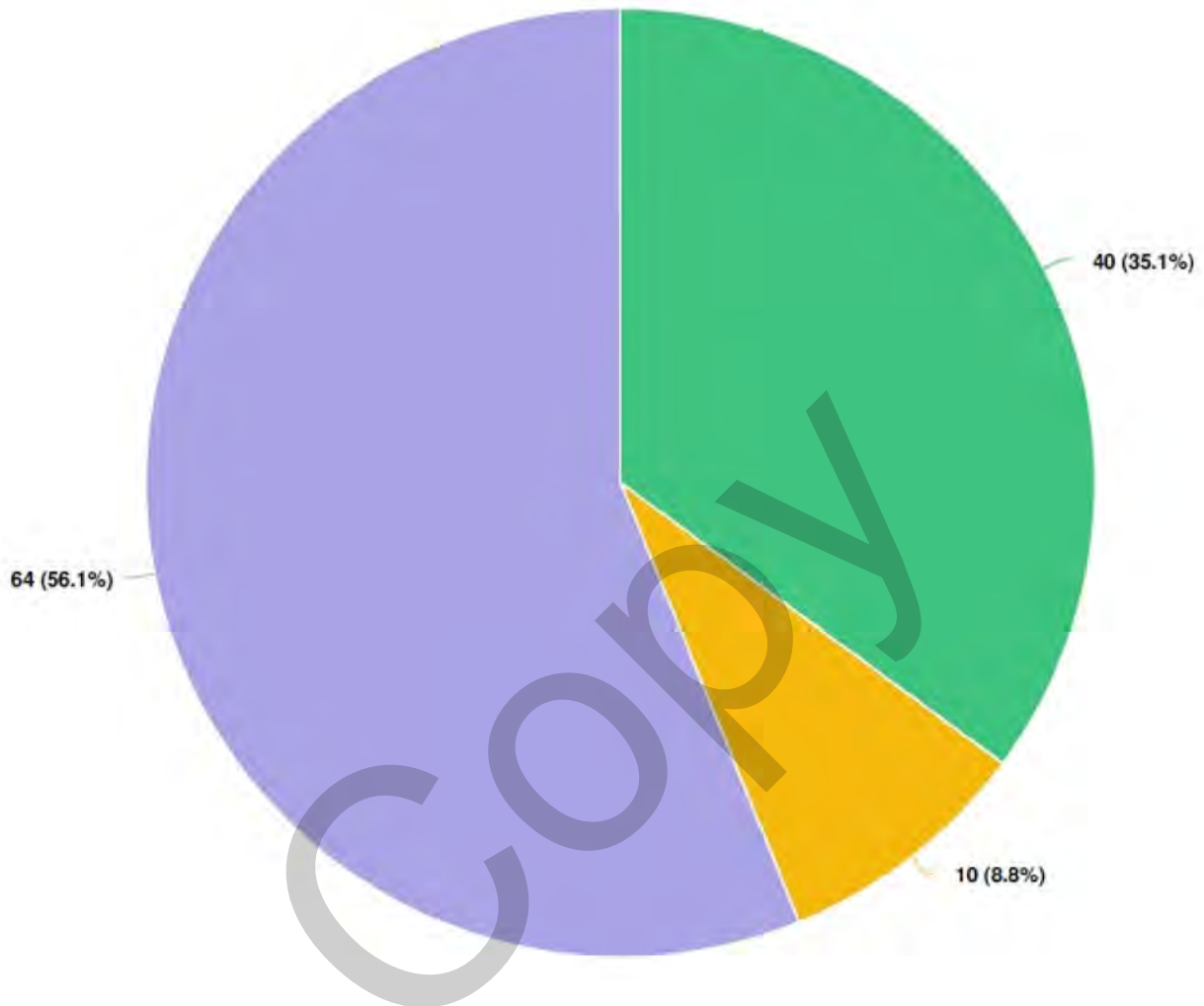
Question 4 Size of council question included the following text and table:

The Municipality of the District of Lunenburg has 25,525 residents and 10 Council members representing 10 districts. Here are some comparably sized municipalities in Nova Scotia, along with the number of Councillors they currently have.

Municipal Unit	Size (km ²)	Population (Oct. 2021)	# of Dwellings (occupied by usual residents)	# of Councillors + Mayor	Ration (Residents to Councillors)
MODC	1,120.61	10,693	5,028	7	1,528
Annapolis County	3,172.36	18,834	8,608	11	1,712
Pictou County	2,795.08	20,676	9,146	12	1,723
East Hants	1,786.53	22,892	9,387	11	2,081
Cumberland	4,253.04	19,964	9,126	8 + 1	2,496
MODL	1,757.79	25,545	11,502	10 + 1	2,555
Colchester	3,568.71	36,044	15,665	11 + 1	3,277
Kings	2,087.88	47,918	20,733	9 + 1	5,324

Question 4 then asked: Seeing these comparisons above, which best represents your view on ratio, or the number of councillors relative to residents in MODL?

56.1% (64) of survey responders replied that MODL has the right number of Councillors, being 10 Councillors plus a Mayor, 35.1% (40) replied that MODL has too many Councillors and 8.8% (10) replied that MODL does not have enough councillors. Attached is a survey results report.



Question options

- At 10 Council members plus a mayor, MODL has the right number of Councillors
- At 10 Council members plus a mayor, MODL does not have enough Councillors
- At 10 Council members plus a mayor, MODL has too many Councillors

Work plan

Once Council sets the desired size of Council for their application to the Nova Scotia Utility and Review Board (NSUARB) the next steps are:

1. The Boundary Review Committee to work with Staff to draft district boundary options;
2. Council to tentatively set district boundaries (Nov. 8)
3. Public hearing conducted on the tentative district boundaries (Nov. 30 at 6:30pm)
4. Council to set Council district boundaries (Nov. 30 or Dec. 13.)
5. Submit application to NSUARB (Dec. 31)

Conclusion

56.1% of survey responders replied that MODL has the right number of Councillors, being 10 Councillors plus a Mayor.

Report Preparation	
Department	
Report Prepared by	
Report Approved by	
Date Reviewed by C.A.O.	



Boundary Review Survey

SURVEY RESPONSE REPORT

12 April 2022 - 01 July 2022

PROJECT NAME:

Boundary Review 2022



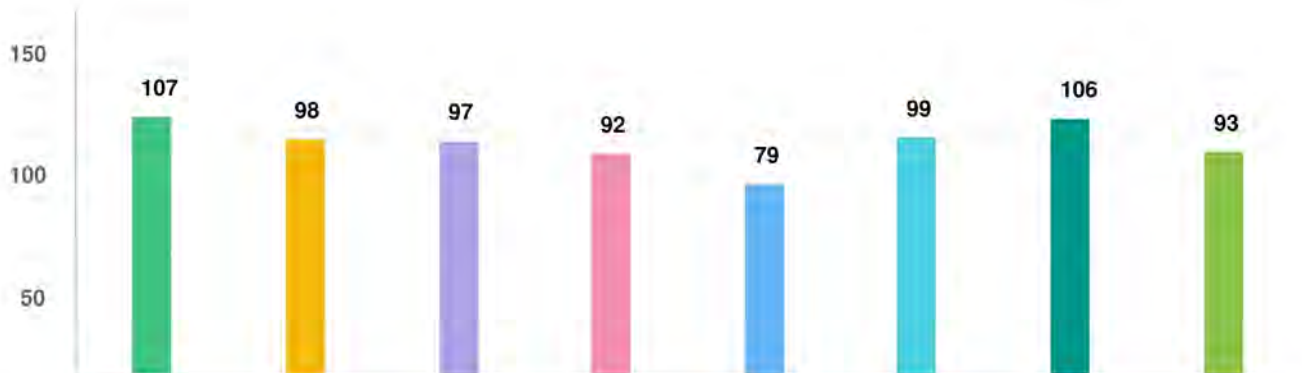


SURVEY QUESTIONS

Copy



Q1 Prior to today, were you aware that the Municipality of the District of Lunenburg's Council is responsible for the followin...

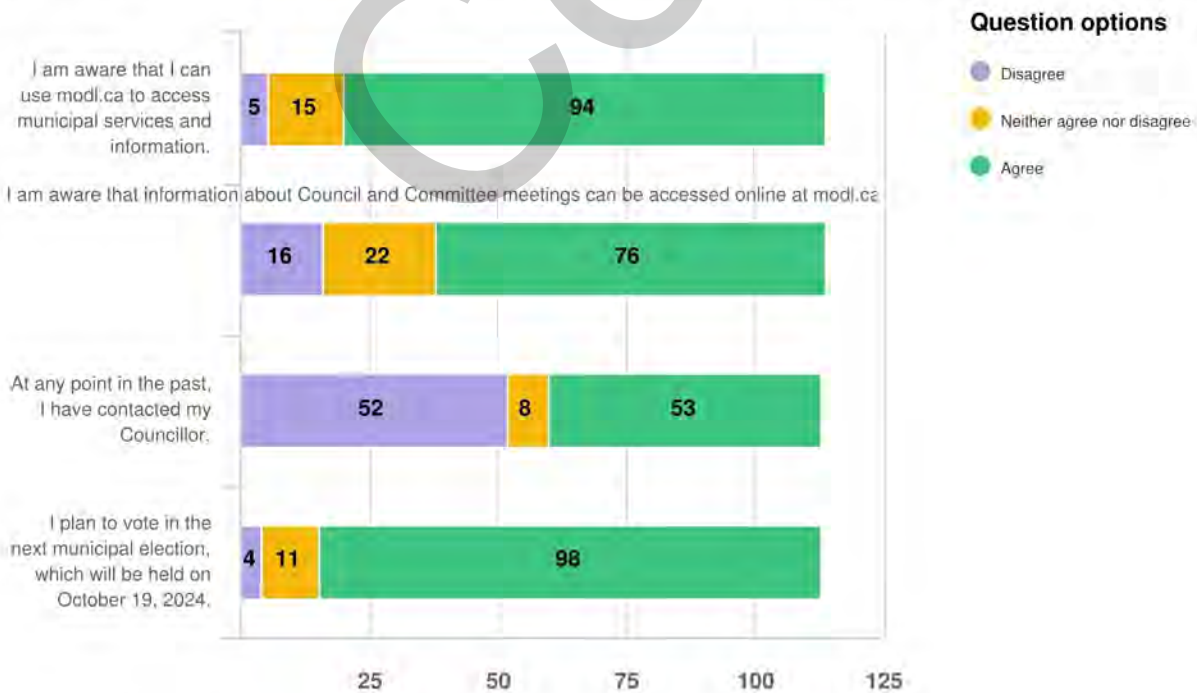


Question options

- Garbage collection
- Municipal roads, and a share of provincial road maintenance
- Land use planning
- Building and fire inspections
- Wastewater treatment plants
- Recreation programming
- Parks, trails and tourism initiatives
- Taxation services

Optional question (114 response(s), 3 skipped)
Question type: Checkbox Question

Q2 Please respond to each of the following statements with a 'yes' or a 'no' or 'unsure'



Optional question (114 response(s), 3 skipped)
Question type: Likert Question



Q2 Please respond to each of the following statements with a 'yes' or a 'no' or 'unsure'

I am aware that I can use modl.ca to access municipal services and information.

Disagree : 5



Neither agree nor disagree : 15



Agree : 94



10 20 30 40 50 60 70 80 90 100

Copy



I am aware that information about Council and Committee meetings can be accessed online at modl.ca.

Disagree : 16



Neither agree nor disagree : 22



Agree : 76



10 20 30 40 50 60 70 80

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At any point in the past, I have contacted my Councillor.

Disagree : 52



Neither agree nor disagree : 8



Agree : 53



5 10 15 20 25 30 35 40 45 50 55 60

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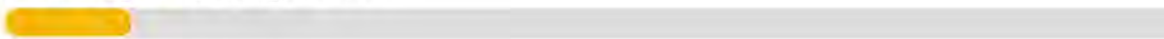


I plan to vote in the next municipal election, which will be held on October 19, 2024.

Disagree : 4



Neither agree nor disagree : 11

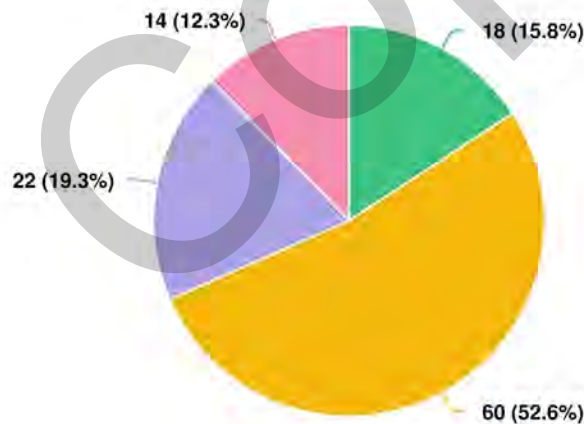


Agree : 98



10 20 30 40 50 60 70 80 90 100 110

Q3 How knowledgeable do you personally feel about the role and responsibilities of the Municipality of the District of Lunenburg...



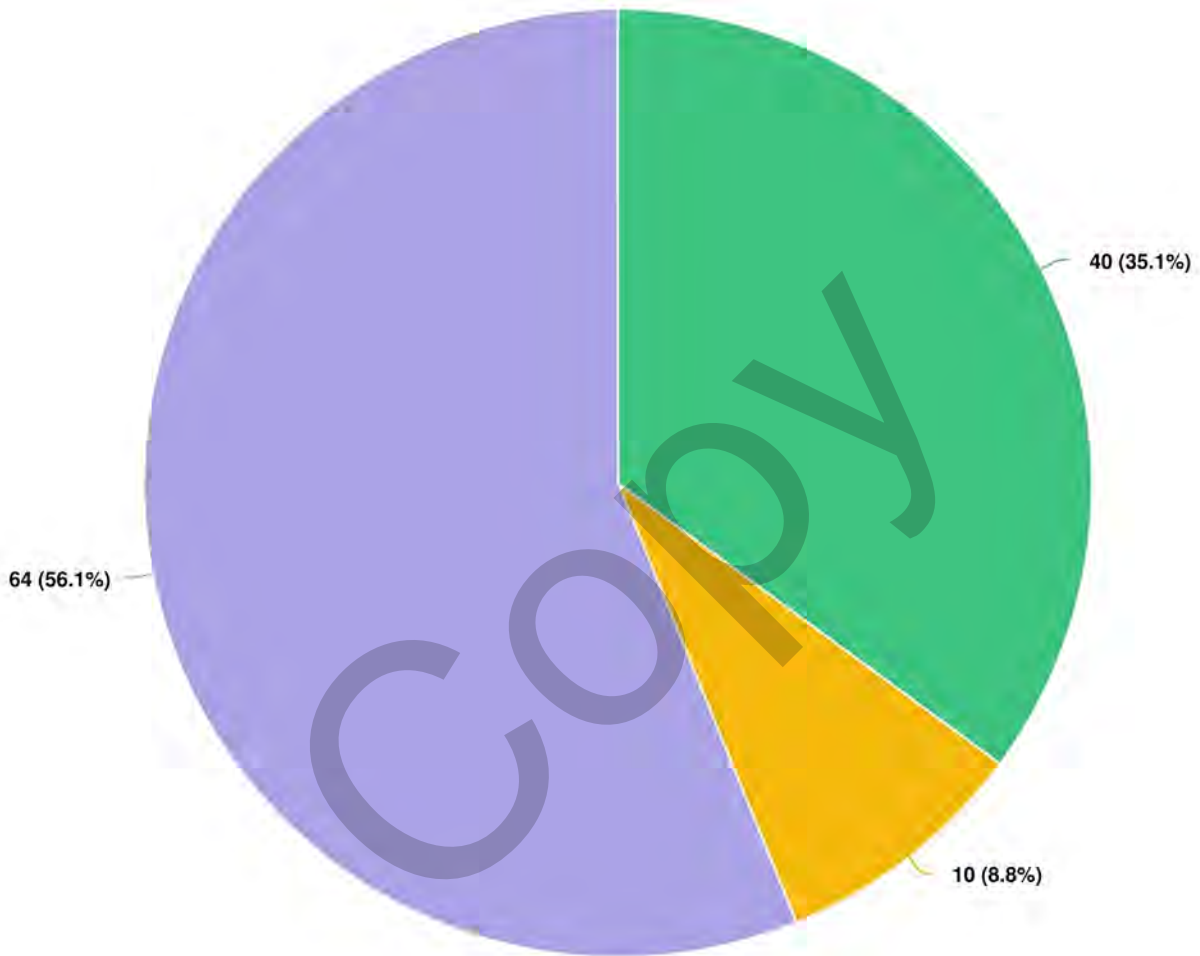
Question options

- Not knowledgeable
- Unsure
- Somewhat knowledgeable
- Very knowledgeable

Optional question (114 response(s), 3 skipped)
Question type: Radio Button Question



Q4 Seeing these comparisons above, which best represents your view on ratio, or the number of councillors relative to residents in MODL?



Question options

- At 10 Council members plus a mayor, MODL has the right number of Councillors
- At 10 Council members plus a mayor, MODL does not have enough Councillors
- At 10 Council members plus a mayor, MODL has too many Councillors

*Optional question (114 response(s), 3 skipped)
Question type: Radio Button Question*



Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: Jeff Merrill, MCIP, LPP, Director of Planning & Development Services

Date: November 8, 2022

Re: Electoral District Boundaries

Recommendation

That the Boundary Review Committee recommends that Council set the tentative electoral district boundaries to Option 6. Further that Council hold a public hearing on the tentative electoral district boundaries on Wednesday November 30, 2022 at 6:30pm at the Municipal Services Building.

Discussion

After seeking public feedback on the size of council, Council at their October 11, 2022, meeting passed a resolution setting the size of council to 10 councillors plus a mayor and directed the Boundary Review Committee to work with staff on drafting revisions to the district boundaries.

Motion 2022-166

“that Municipal Council set the size of council to ten (10) councillors plus a mayor; and further, that Council direct the Boundary Review Committee to work with staff on drafting revisions to the district boundaries that meet the boundary review requirements of the Municipal Government Act”.

In determining the electoral boundaries, the Municipal Government Act (MGA) Section 368.4 outlines the factors to consider, being: number of electors, relative parity of voting power, population density, community of interest and geographic size.

Community of Interest and Geography

After the last election, our Returning officer recommended that during the next boundary review that the electoral boundaries not split communities. Our Returning Officer found that

when council district boundaries divide a community, voters have a difficult time understanding which district they're in and which candidates are running to represent them.

Option 6 was developed with the goal of not dividing communities and to follow travel routes from the service centres. The first iteration of this map did not divide any communities. All boundaries followed the general service area boundaries in the Nova Scotia Civic Addressing File. However, the Committee received feedback from Councillors that there were some communities that it makes sense to split parts between council districts. In these cases, there were either geographic features or local travel routes that made better sense dividing small sections of the community with a council district boundary. Those portions of communities either identify more with the neighbouring community than the residents in their own community or it makes more sense to keep the travel routes continuous. Communities that were divided by a district boundary are as follows:

- The Northern part of the community of Camperdown at the intersection of Camperdown Road and Camperdown School Road (between districts 1 and 3) because of the lakes and travel routes to Lapland and Hebbs Cross;
- A small Southern section of Newcombville along the Lapland Road at the Garber Road intersection that fits better with the travel route from Laconia to Wileville;
- The Eastern section of Waterloo where the Highway 210 flows better being with Chelsea and Newcombville.

Relative parity of voting power

The NSUARB user guide states that the target variance for relative parity of voting power should be $\pm 10\%$ from the average number of electors per district. The municipality must justify any variance exceeding this target in its application to the NSUARB. The larger the proposed variance, the greater the burden on the municipality to justify the higher variance from the average number of electors. Factors that may support higher variances include the need to accommodate population density, community of interest or geographic size.

The relative voter parity for the district boundaries being recommended by the Boundary Review Committee is shown in Table 1 below. Eight of the ten districts fall within the $\pm 10\%$ from the average number of electors per district. There are two districts that exceed the $\pm 10\%$ voter parity. Those are District 5 (New Germany) at +11% and District 7 (Cookville) at -38.4%.

Table 1: Voter Statistics, Proposed Council Districts

District	Voter (2020)	Percent of the total electors (%)	Voter Parity	
			%	#
1	2,079	9.7	-3.2%	-68.6
2	2,119	9.9	-1.3%	-28.6
3	2,221	10.3	3.4%	73.4
4	2,226	10.4	3.7%	78.4
5	2,384	11.1	11.0%	236.4
6	2,195	10.2	2.2%	47.4
7	1,323	6.2	-38.4%	-824.6
8	2,274	10.6	5.9%	126.4
9	2,350	10.9	9.4%	202.4
10	2,305	10.7	7.3%	157.4
Total electors	21,476			
Average electors per district	2147.6			
Total # of Councillors	10			

Voter data: 2020 provincial voter list provided by Elections NS

The service area in Cookville known as “Osprey Village” is projected to increase significantly. Currently there is a 160-unit seniors living complex and a 90-unit apartment building under construction. These units will be completed prior to 2024. There will be another 42-unit apartment building constructed prior to the 2024 election. There are several other large residential developments (totaling 449 units) in the service area that are in the planning stage and will bring a significant number of residents to the community of Cookville. The additional 449 units are planned to be constructed after the 2024 election and before the 2028 election.

The 2020 provincial voters list has 1.98 voters per dwelling unit. The municipality’s housing stock is currently 93% single detached units. The 1.98 voters per dwelling unit in multi-unit buildings maybe not be the right multiplier for the type of housing stock being built in Osprey Village therefore staff used a 1.5 voters per unit multiplier to predict the number of voters coming to Osprey Village. Based on that assumption it’s predicted that by 2024 there will be 438 voters added to Osprey Village (292 units * 1.5 voters/unit = 438 voters). With that one change the voter parity in District 7 increases from -38.4% to -19.6, and District 5 decreases from +11% to +8.8%, Table 2. After 2024 it’s expected that an additional 673 voters (449 units * 1.5 voters/unit = 673 voters) will be added to Osprey Village for a total of 1,111 new voters which would further raise the voter parity in District 7 to +7.8%, see Table 3, bringing all districts within ±10% voter parity.

Table 2: Voter Parity impact of 438 voters added to Osprey Village prior to 2024.

District	Voter Impact of Osprey Village by 2024	Voter Parity	
		%	#
1	2,079	-5.10%	-112
2	2,119	-3.30%	-72
3	2,221	1.40%	30
4	2,226	1.60%	35
5	2,384	8.80%	193
6	2,195	0.20%	4
7	1,761	-19.60%	-430
8	2,274	3.80%	83
9	2,350	7.20%	159
10	2,305	5.20%	114
Total electors	21,914		
Average electors per district	2191.4		
Total # of Councillors	10		

Table 3: Voter Parity impact of 1,111 voters added to Osprey Village prior to 2028.

District	Voter Impact of Osprey Village by 2028	Voter Parity	
		%	#
1	2,079	-8.00%	-180
2	2,119	-6.20%	-140
3	2,221	-1.70%	-38
4	2,226	-1.40%	-33
5	2,384	5.50%	125
6	2,195	-2.80%	-64
7	2,434	7.80%	175
8	2,274	0.70%	15
9	2,350	4.00%	91
10	2,305	2.00%	46
Total electors	22,587		
Average electors per district	2258.7		
Total # of Councillors	10		

Work plan

1. Council to tentatively set district boundaries (Nov. 8)
2. Public hearing conducted on the tentative district boundaries (Nov. 30 at 6:30pm)
3. Council to set Council district boundaries (Nov. 30 or Dec. 13.)
4. Submit application to NSUARB (Dec. 31)

Conclusion

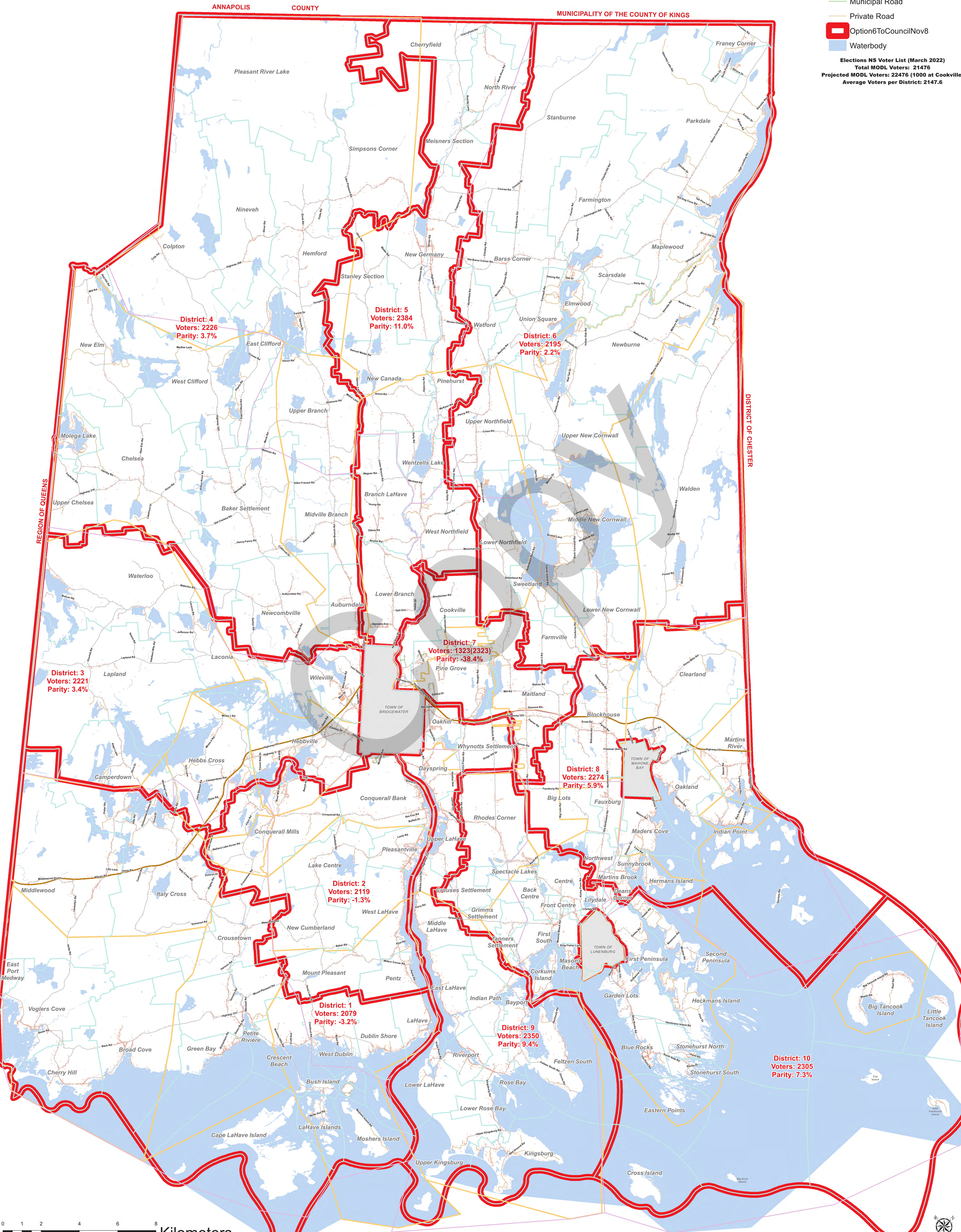
Although the recommended council district map (Option 6) currently exceeds voter parity in two districts, the dense residential growth occurring in Osprey Village will have a significant impact on voter parity during the next two election periods. If Council accepts the recommended district boundary map, Council should set the map as the tentative district boundaries and set a date and time for a public hearing to received feedback on the district boundaries prior to setting the final district boundaries for the NSUARB application.

Report Preparation	
Department	Planning & Development
Report Prepared by	Jeff Merrill, MCIP, LPP, Director of Planning & Development Services
Report Approved by	
Date Reviewed by C.A.O.	

Copy

Municipality of the District of Lunenburg TENTATIVE COUNCIL DISTRICT BOUNDARIES Option 6 - November 8, 2022

- ElectorsCivicsMODL
 - Approved Council Districts (2016)
 - Community Boundaries
 - fire_district_lines_wTriDistrict
 - Town Boundaries
 - Highway 103
 - Provincial Road
 - Municipal Road
 - Private Road
 - Option6ToCouncilNov8
 - Waterbody
- Elections NS Voter List (March 2022)**
Total MODL Voters: 21476
Projected MODL Voters: 22476 (1000 at Cookville)
Average Voters per District: 2147.6



0 1 2 4 6 8 Kilometers





Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Prepared by: Reid Shepherd, MCIP, LPP, Senior Planner
Date: December 13, 2022
Re: MODL 2040 Workplan

Recommendation

That Municipal Council endorse the proposed revised MODL 2040 workplan and timeline.

Background

On December 3, 2019, Bill 58 was proclaimed making planning mandatory in all areas of the municipality, setting minimum planning requirements, and requiring engagement with abutting municipalities on planning matters. On January 24, 2020 the Minister of Municipal Affairs and Housing informed municipalities that Bill 58 was proclaimed. At the time, the Minister clarified that the timeline for complying with the new requirements was the end of 2022.

In June 2020, the municipality hired a Senior Planner to lead the development process for new municipal-wide planning documents, consisting of a Municipal Planning Strategy (MPS), Land Use By-law (LUB) and associated land use maps. The project was branded MODL 2040. Over the following two years, staff completed the following:

- Reviewed existing plans and wrote a background report on key issues
- Council workshops to develop a Mission, Vision, and Values for MODL
- Public consultation process to review and improve the draft vision and goals
- Initial workshops with Council on affordable housing, flood risk and source water protection

In March 2022, a report (attached as Appendix A) was brought before Council that detailed work completed to date and raised concerns that the project could not be completed by the end of 2022, as required by the province. The report outlined that with the existing planning staff at that time (Senior Planner and Planner II), the project would have an estimated completion date of approximately February 2025. The municipal elections in 2024 were also raised as a concern that would slow down the process even further.

To speed up the process, Council granted approval to hire two additional Planner I positions on a term basis, with the objective of completing the work by March 2024. In addition, a formal request to the province for an extension to March 31, 2024, was submitted and subsequently approved by the Minister in April, 2022 (attached as Appendix B). Since that time, significant staff turnover in 2022 and issues with the original workplan have resulted in delays to the project. Furthermore, the public engagement process for the flood risk mapping, which required a significant contribution of staff time and effort, has not resulted in any additional progress in the plan, given the resulting pause on this work. Staff have since pivoted to focus on conducting research and preparing background information on a variety of topics in the absence of a revised workplan that has been approved and supported by Council. There is a need to obtain feedback on the revised workplan, as well as Council's direction and support.

Discussion

Given the context of the challenges outlined above, staff have worked over the past several months to prepare a revised workplan that attempts to provide more accurate timelines, while building in sufficient time and opportunities for meaningful engagement with Council, the public and various stakeholders on all topics. The new draft workplan has been organized into three phases: Pre-Election, Election Period and Post-Election.

The intention with this plan is to complete the bulk of the work prior to the election period while still allowing sufficient opportunities for the new Council, once elected, to have an opportunity to have input in the process and still have final say over the draft documents. The pre-election period is focused on engagement with Council, stakeholders, and the public. During this time, draft zoning and generalized future land use maps will be completed. What We Heard reports will be compiled after completion of each engagement component to ensure the accuracy of the input being received and to help inform staff's work.

Next, to avoid public meetings and Council-related engagement, the election period will be used for staff to focus on drafting the Land Use Bylaw and Municipal Planning Strategy documents. The time immediately following the election in 2024 would also involve various workshops with

the new Council to bring them up to speed with the larger concepts around land use planning, along with an overview of the 2040 project. Staff will ultimately have draft MPS and LUB documents completed by the end of the calendar year in 2024.

Finally, the last phase of work begins in early 2025 once the new Council has been oriented to concepts of land use planning and is fully up to speed with the 2040 project. Council will be presented with full draft MPS and LUB documents for their review and support. Should the new Council want to make changes to the directions provided in these documents, at this time they could instruct staff to complete further work or engagement. Provided that Council is generally supportive of the documents, a final, shorter engagement period will be held to share the full draft documents with the public and stakeholders. Following this task, a series of meetings and approvals would take place to finalize the documents and leading to the final adoption by Council at the end of 2025.

A summary of the workplan is as follows:

Phase 1: Pre-Election (Current – Mid 2024)

- Background research and reports
- Council workshops on policy directions and reporting back
- Stakeholder engagement on policy directions and reporting back
- Zoning and future land use mapping
- Public engagement preparation
- Public engagement on policy directions and reporting back

Phase 2: Election Period (Mid 2024 – Late 2024)

- Policy and regulation drafting (MPS and LUB documents)
- Council orientation on land use planning
- Council orientation of MODL 2040 project

Phase 3: Post-Election (Early 2025 – End of 2025)

- Council approval of draft MPS and LUB
- Public and stakeholder engagement on draft documents and maps
- Final approvals and adoption

The plan noted above makes some assumptions regarding timelines. First, as of the writing of this report, staff have not yet spoken with provincial planning staff to gauge their support for an

extension to the March 2024 deadline. A meeting is scheduled for December 7th, and staff expect to be able to provide a verbal update at the Council meeting on this discussion.

Secondly, the plan assumes that the current staff remain in place throughout the duration of the project. If staff were to leave partway through the project, or if contracts were not renewed, the timeline would be negatively impacted. A separate, in-camera item will provide further information regarding staffing.

Lastly, the workplan assumes that decisions and direction provided by Council, and to a lesser extent, the public and stakeholders, is made in a timely manner throughout the process and that topics do not need to be revisited to a significant extent. For example, the plan assumes that a maximum of three workshops per topic area (with four topic areas) will be sufficient to move forward. Perhaps more importantly, the workplan also assumes that the new Council will not want to make substantial changes to the draft MPS and LUB documents that are presented to them in 2025.

Budget Implications

A separate in-camera item will address staffing.

Conclusion

As required by legislation in Bill 58, new municipal wide MPS and LUB planning documents must be completed in a timely manner. The proposed workplan provides an achievable plan that includes meaningful engagement with Council, stakeholders and the public, while reflecting various constraints such as the upcoming municipal election in 2024. Staff recommend that Council support the proposed revised workplan, which will allow staff to begin planning for workshops and other key items in the new year.

Report Preparation	
Department	Planning and Development
Report Prepared by	Reid Shepherd, Senior Planner
Report Approved by	Jeff Merrill, Director of Planning and Development Services
Date Reviewed by C.A.O.	

Council
Item: #11.2.1
Date: December 13, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Trudy Payne
Submitted by: Andrew LeBlanc
Date: November 30, 2022
Re: Approval of Active Living Strategy Refresh

Recommendation

To approve the refresh (2022) of Municipality of the District of Lunenburg's (MODL) Active Living Strategy.

Executive summary

The original MODL Active Living Strategy was completed in 2014. Over the last eight years the landscape for recreation, specifically active living, has become more prominent in our communities. Therefore, it was imperative to update MODL's 2014 Active Living Strategy.

From March 2020 – April 2021, a survey was distributed within MODL, to gauge the activity levels and barriers to recreation and active living. The survey received over 950 responses. With the information from the survey, as well as several other informative documents and data that have been shared since the original document was made, it was evident that a refresh was needed.

In April 2021, the Active Living Coordinator at the time, applied for funding through the Active Community Fund to hire a consultant. A consultant was hired, with recommendation from the province, to help facilitate the Strategy refresh policy. The Active Living Coordinator and consultant correlated all data from survey, and other various documents, to create the 2022 MODL Active Living Strategy that will lead the municipality for improved overall health of its citizens.

Budget implications

There are no budget implications for the 2022-2023 budget. Funding to support the Active Living Strategy will be determined each year during the budget process.

Strategic plan

Equity, diversity, inclusion and access (EDIA) are principles that are referenced several times throughout the document, and are highlighted within the goals, objectives, and high-level actions of the Strategy. Also, with input from several EDIA experts, and data and feedback from marginalized populations (and/or stakeholders) within MODL, the Active Living Strategy addresses the many barriers to recreation and active living.

Work plan

A yearly work-plan will be created to illustrate the work expected to be done, and how it relates to the Active Living Strategy. The workplan will also hold the Active Living Coordinator and MODL accountable for the work to be done. The work plan will be within each fiscal year, to allow for budget considerations.

Alternatives

If Council does not wish to accept the Active Living Strategy refresh, there are several options that can be considered:

- Keep the current Active Living Strategy (2014)
- Send the Active Living Strategy (2022) back for further edits

Conclusion

The Active Living Coordinator role is partially funded by the department Communities, Culture, Tourism and Heritage. Therefore, the Active Living Strategy not only has to be approved at the municipal level, but also requires approval at the provincial level. To-date, the Strategy has been approved by the province.

Report Preparation	
Department	Recreation, Parks and Tourism
Report Prepared by	Andrew LeBlanc
Report Approved by	
Date Reviewed by C.A.O.	

Strategic Direction 1: Communication and Promotion

Goal: Community members who value active living and are motivated to move more everyday.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>1.1 Develop and implement communication strategies to promote opportunities for active living and daily movement</p>	<ul style="list-style-type: none"> • Use a variety of mechanisms and target communication to ensure different population groups and all communities in MODL are reached • Promote and showcase assets within MODL that support active living and daily movement, ensuring that the accessibility of facilities and outdoor spaces is communicated • Partner with community organizations and leaders in active living across the Municipality to support coordinated communication and education efforts • Recognize and celebrate community members to share success stories related to active living that profile a variety of experiences and identities • Review communication and promotional material with an equity lens to ensure inclusive language and images that reflect diversity
<p>1.2 Develop and implement communication strategies to promote the value and possibilities for active living and daily movement</p>	<ul style="list-style-type: none"> • Leverage provincial and national campaigns to support the promoting the value of active living and daily movement within MODL • Partner with the province and others to educate the public about the value of daily movement • Support municipal staff and Council to become role models and champions for active living and daily movement

Strategic Direction 2: Community Capacity and Leadership

Goal: A network of leaders and partners across MODL who support active living opportunities.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>2.1 Build leadership within communities and organizations across the Municipality to support active living and daily movement</p>	<ul style="list-style-type: none"> • Identify and support community champions as needed to facilitate their work in active living and daily movement, ensuring representation across diverse community demographics • Develop a recruitment plan/strategy to engage more community members as champions for active living and daily movement, with an emphasis on walking • Partner with stakeholders to provide leadership training and skill development to community champions that will help them support fellow residents in active living and daily movement
<p>2.2 Build youth leaders (11 to 25 years) within communities across the Municipality to support active living and daily movement</p>	<ul style="list-style-type: none"> • Partner with schools and community organizations including youth-serving organizations to support youth to become more physically active and develop youth leaders for active living and daily movement • Conduct a needs assessment on active living, daily movement and leadership and establish strategic relationships to better understand youth strengths and needs across their diverse identities • Provide and expand training opportunities and mentorship for youth to support the development of youth leaders for active living and daily movement • Continue to promote and support integration of physically active learning in schools across MODL through Active Smarter Kids (ASK)
<p>2.3 Engage communities across the Municipality to facilitate and enhance active living and daily movement opportunities</p>	<ul style="list-style-type: none"> • Continue to conduct outreach to communities in MODL to disseminate programs and initiatives and include targeted work for distinct demographics (e.g., Women on Wheels) • Build partnerships with businesses and employers to support simple movement in the workplace setting • Enhance partnerships with community organizations and businesses to support active living and daily movement in the community • Incorporate active living within community events, particularly those that may be more sedentary (e.g., firehall breakfast, bingo, rug-hooker get-togethers, etc.)

Strategic Direction 3: Natural and Built Environments

Goal: A sustainable, connected, and safe network of trails, parks, open spaces, waterways, and recreation facilities within MODL.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>3.1 Enhance community use of natural spaces such as trails, parks, open spaces, waterways, etc. across MODL</p>	<ul style="list-style-type: none"> • Identify potential improvements for walkability and access to trails and parks and support municipal implementation of changes (e.g., lighting, parking, grooming, signage, etc.) • Promote existing trails, parks, and open spaces in MODL to increase use of existing spaces and walking • Partner with community groups, neighbouring municipalities and towns, provincial organizations, and private landowners to support year-round maintenance and growth of natural spaces in MODL (e.g., hiking associations, Canoe/Kayak, Natural Resources, etc.) • Promote grants and funding opportunities to local communities to facilitate the development of natural spaces • Use an equity lens when developing or expanding parks, trails, and open spaces (e.g., reference adaptable equipment, equipment loan, and play boxes)
<p>3.2 Enhance opportunities for safe and active routes within communities across MODL</p>	<ul style="list-style-type: none"> • Collaborate with the other municipal departments to optimize plans, strategies, and policies to support the natural and built environment including enhancing connectivity of transportation routes for active transportation • Initiate innovative approaches to address barriers to access due to lack of transportation, and transportation infrastructure, in rural areas • Partner with local communities to support and enhance safe walking and wheeling options in rural areas across MODL • Support the development and implementation of a plan to improve trail etiquette and safety • Partner with stakeholders to optimize the use of provincial planning and funding to enhance walkability, wheeling, and safe routes within MODL
<p>3.3 Promote the use of indoor infrastructure for active living and daily movement</p>	<ul style="list-style-type: none"> • Promote the use of the Lunenburg County Lifestyle Centre (LCLC) for simple movement (i.e., standing to watch practice, walking around the indoor track) to both MODL residents and visitors who may be at the LCLC for other reasons (i.e., children's programming) • Advocate for and optimize community use of schools • Promote and encourage residents to use local indoor facilities for daily movement (HB Studios Sports Centre, LCLC, community halls, stores, office, etc.) where they live, work, learn, and play

Strategic Direction 4: Social Environments and Inclusion

Goal: Accessible and inclusive opportunities for active living that provide opportunities for social connection within MODL.

Objectives and High-level Actions

Objectives	High Level Actions
<p>4.1 Build supportive social environments to facilitate active living and daily movement</p>	<ul style="list-style-type: none"> • Include opportunity for social connection within active living opportunities, considering the need for targeted options • Continue to support and enhance walking groups in MODL • Develop and implement community initiatives that provide opportunities for social connection and provide incentives to be physically active (e.g., community challenges, workplace challenges, etc.)
<p>4.2 Reduce barriers to participation in active living and daily movement to help ensure equitable access</p>	<ul style="list-style-type: none"> • Partner with organizations that work with populations that face barriers to engaging in physical activity to facilitate opportunities for active living within programming and services (e.g., Family Resource Centres, VON, Community Services) • Identify and use an equity lens in consultation with stakeholders in planning and programming to support inclusion, diversity, and accessibility (i.e., the creation of safe spaces – anti-racist, gender and ability inclusive, etc.) • Support low-income populations by offering free and subsidized opportunities, and assist with funding opportunities (e.g. ProKids)
<p>4.3 Support the implementation of the provincial <i>Access by Design 2030: Achieving an Accessible Nova Scotian</i> plan for accessibility and the <i>Lunenburg County Accessibility Plan</i></p>	<ul style="list-style-type: none"> • Include universal design within new physical activity and recreation infrastructure • Use municipal toolkits for accessibility in active living planning • Support Lunenburg County Accessibility Advisory Committee
<p>4.4 Develop strategies to enhance values of inclusive attitudes among staff, council, and the community</p>	<ul style="list-style-type: none"> • Develop and implement policies and procedures, including an inclusion policy for the Municipality, which are non-discriminatory, gender and ability inclusive, etc. • Incorporate universal design in program planning, infrastructure development, etc. • Provide training opportunities on inclusion (e.g., non-discriminatory, gender, and ability inclusive, etc.)



MUNICIPALITY OF THE DISTRICT OF LUNENBURG: ACTIVE LIVING STRATEGIC PLAN

December 2022



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I. Introduction

The Need for an Active Living Strategic Plan

Physical activity, sport, and recreation have significant benefits for both individuals and communities such as:

- Improved individual health through chronic disease prevention and management, enhanced growth and development, improved sleep, and improved mental health.
- Improved education outcomes and academic performance.
- Improved social connection by bringing people together, reducing isolation and encouraging civic engagement through volunteering.
- Environmental support through fewer greenhouse gas (GHG) emissions as more people walk or bike as a mode of transportation.
- Economic development by creating walkable and bikeable communities as well as indoor and outdoor infrastructure which supports tourism and attracts new residents.

Despite these well-known benefits, one in two Canadian adults aged 18 to 79 do not meet the recommended 150 minutes of heart pumping physical activity a week.¹ Less than half of the children and youth aged 5 to 19 are meeting the recommended guidelines of 60 minutes a day of physical activity most days of the week.²

Challenges to being physically active include more sedentary work environments, community design focused on automobile use, busy lifestyles, and safety fears. Despite these challenges, there is good news and opportunity! There are many assets in communities across Nova Scotia, including in the Municipality of the District of Lunenburg (MODL). For example, there is an experienced sport, recreation, and physical activity sector with innovative leaders. We are a small province where communities can pool resources and learn from one another.

The time is right to renew the Municipality of the District of Lunenburg's strategic plan for active living by building on what we have accomplished over the last few years and identifying opportunities to help us achieve our vision *MODL: Where residents move and play every day.*

This report provides information on the strategy development process; background information including an overview of the Let's Get Moving (the provincial physical activity strategy), the importance of equity and inclusion, and the findings from the citizen survey; the strategic plan

¹ Statistics Canada. Canadian Health Measures Survey: Activity monitor data, 2018-2019. <https://www150.statcan.gc.ca/n1/daily-quotidien/210901/dq210901c-eng.htm>.

² Canadian Fitness and Lifestyle Research Institute. Physical activity levels of Canadian children and youth. <https://cflri.ca/physical-activity-levels/children-and-youth>.

vision, mission, and values; the strategic directions and associated goals, objectives, and actions; and next steps.



Glossary of Terms

Access

Understanding the ways people interact with their environment and recognizing the barriers that prevent equitable participation in active living.

Active Living

According to the World Health Organization (WHO), active living is a way of life in which physical, social, mental, emotional, and spiritual activities are valued and are integrated into daily living.

Barrier

Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

Disability

As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Diversity

As defined by the Government of Canada, individuals who have an array of identities, abilities, backgrounds, cultures, skills, perspectives, and experiences that are representative of Canada's current and evolving population.

Equity

A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Inclusion

As defined by Government of Canada, a fair, equitable, supportive, welcoming, and respectful space. It recognizes, values and leverages differences in identities, abilities, backgrounds, cultures, skills, experiences, and perspectives that support and reinforce Canada's evolving human rights framework.

Leisure

Leisure refers to the free time that people can spend away from their everyday responsibilities (e.g. work and domestic tasks) to rest, relax, and enjoy life.

Movement

A variety of types and intensities of physical activity and muscle strengthening activities that occur where we live, work, and play. For this strategy, the term movement encompasses movement as simple as breaking up sitting time by standing, to light activity (e.g. light household chores), to moderate to vigorous activity like brisk walking or more intense fitness or sport activities.

Simple Movement

Simple physical activity and movement that can be easily incorporated throughout the day in small amounts (at a minimum). It includes but is not limited to incidental physical activity that occurs as a by product of other activities in daily life. This movement does not necessarily require any learned skills, and the degree of difficulty can be adapted to suit an individual's available time and needs, such as lifestyle and ability. This simple movement can occur within the four domains of physical activity (home, transportation, workplace/school and leisure).

Strategy Development Process

The Municipality of the District of Lunenburg developed an Active Living Strategy in 2014 through the Municipal/Mi'kmaw Physical Activity Leadership (MPAL) program. MPAL is a cost-sharing agreement between the Province of Nova Scotia and participating municipalities or First Nation communities. The purpose of the MPAL program is to support the development, implementation and evaluation of community wide plans that will increase participation in physical activity and decrease sedentary behaviour.

The priority of the program is the integration of less structured movement in bouts throughout the day. There are five outcome areas for the MPAL program. These include:

1. Physical environment supports for walking
2. Social supports for walking
3. Physical environment supports for other less structured physical activity
4. Social supports for other less structured physical activity
5. Policies to support physical activity

Priority principles of MPAL are equity (eliminating disparities in access) and supporting inactive populations (moving from no or light activity to more activity).

Given that it has been some time since the Active Living Strategy was developed, coupled with the fact that most of the strategies within the plan have been completed, the Municipality embarked on a second strategic planning process, supported through Communities, Culture, Tourism and Heritage (CCTH).

A working group consisting of representatives from the Municipality of the District of Lunenburg, CCTH, and Public Health was formed to lead the development of the updated Active Living Strategic Plan. The strategic plan development process consisted of the following:

- A review of the previous strategic plan to identify strategies completed and opportunities for continued development.
- A review of other relevant strategies to identify opportunities for alignment/synergy including [Let's Get Moving Nova Scotia](#) (a provincial action plan for increasing physical activity in Nova Scotia); the [Shared Strategy for Advancing Recreation in Nova Scotia](#); and other plans and surveys (e.g., [Council Strategic Priorities](#), [Lunenburg County Accessibility Plan](#), [Open Spaces Plan](#), [NS Quality of Life Survey](#), [Culture Index Study Report](#)).
- A review of findings from the Active Living Refresh Strategy Survey completed from March 2020 to April 2021 and Physical Activity Community Survey (Citizen Survey) completed in 2021 for the Municipality.
- Development of draft strategic directions and associated objectives and actions for the active living strategic plan (2022 to 2027) by the working group based on the findings from the review of materials (bullets one to three).

- A consultation session with stakeholders to obtain feedback into the draft strategic directions and associated objectives and actions.
- The feedback from the consultation session was compiled and used to create a strategic plan report which was reviewed and finalized by the working group.

II. Background and Context

Let's Get Moving

Let's Get Moving Nova Scotia (LGMNS) is a plan to encourage Nova Scotians to include more movement in their daily lives. It is a five-year cross-departmental plan released in November 2018. As described in the plan, Let's Get Moving Nova Scotia supports programs in communities that:

- Help Nova Scotians find more ways to join in activities that fit their lifestyles, abilities, and interests, as well as those that are an important part of their culture
- Remove barriers that keep some people from participating
- Consider the needs of the less active, aging, and other priority groups



The plan has five goals:

- Goal 1: Redefine movement
- Goal 2: Reach Nova Scotians where they learn, work, and access health care
- Goal 3: Advance quality community leadership
- Goal 4: Enhance opportunities and address inclusion
- Goal 5: Measure progress

Each goal also has several actions which are outlined in the plan. The MPAL program is guided by Goal 3: *Advance quality community leadership*.

The aim of Let's Get Moving is to help Nova Scotians be more active in their everyday lives. This will be done by improving and increasing opportunities for Nova Scotians to be active in their communities, workplaces, schools, and through the healthcare setting; improving understanding of movement; and improving supports, and spaces, and policies that encourage movement. In the end, the goal of the strategy is to foster a culture where daily movement is the new normal for Nova Scotians of all ages, abilities, and backgrounds.³

³ Province of Nova Scotia. Let's Get Moving Nova Scotia. novascotia.ca/letsgetmoving. MODL Active Living Strategic Plan (2022-2027) October 2022

Equity, Diversity, Inclusion, and Access

Equity is a notion acknowledging that equal treatment and opportunities do not lead to equal outcomes and recognizes that some populations have diverse needs. Health inequities are differences in health status between groups and populations that are socially and systemically produced by unequal distribution across the population, often linked to the social determinants of health – where we live, grow, learn, work, play, and age.



Figure 1: Equality vs Equity (Robert Wood Johnson Foundation)

The unequal distribution of supports and resources make it more difficult for some individuals and populations to participate in physical activity and recreation opportunities. For this reason, it is important to apply an equity and inclusion lens when planning, implementing, and evaluating physical activity and recreation programs, resources, and policies. In order to ensure that equitable programs and services are offered, the following considerations are important to apply as necessary:

- Fair and just distribution of resources needed to participate
- Fair and just access to opportunities to participate
- Fair and appropriate supports and services offered for those with diverse needs

According to the [2021 ParticipACTION Report Card](#), new evidence supports that any movement throughout the day – light, moderate, or vigorous physical activity – even in short bouts (i.e., a few minutes at a time) is beneficial. This notion is particularly important when considering how to reach the less active population. When we support this population to move from low activity to more activity, there are significant outcome improvements for them. Policies and cross setting

actions will consider the needs of the less active and provide low-barrier opportunities for them to integrate more movement throughout the day.

Inclusive physical activity and recreation opportunities are a priority throughout Nova Scotia. The Shared Strategy for Advancing Recreation in NS and Let's Get Moving NS both have goals to address inclusion and access. All individuals deserve to have a fair chance to participate, regardless of their physical abilities, socioeconomic status or ethnic background, and municipalities can play a key leadership role to help break down barriers.

Equity, Diversity, Inclusion, and Access (EDIA) are recognized as key principles that steer all strategic directions in the MODL Active Living Strategic Plan. EDIA is specifically highlighted within two strategic directions: Natural and Built Environment, and Social Environments and Inclusion. The MODL Active Living Strategic Plan recognizes the need to apply an EDIA lens throughout all stages of strategic planning and implementation to ensure the strategic directions taken are safe and supportive to everybody.

Citizen Survey

The purpose of the Physical Activity Citizen's Survey was to inform the active living strategies in the Municipality of the District of Lunenburg. The full report is available through MODL's Active Living Coordinator in the Municipality with key findings and conclusions presented below.

The following graphic presents a summary of the top activities desired by respondents (wish list), most common challenges to participation in physical activity, potential opportunities, and motivators for active transportation (AT).

Factors influencing engagement in physical activity can vary across age groups and gender. It is important that opportunities, scheduling, and communications be designed with these differences in mind.

Top Activities on Wish List

Walking: Top of the wish list for future activity, especially for females.
Swimming: Second highest interest overall.

Most Common Challenges

Infrastructure: Condition and maintenance of bicycle lanes and roadsides for walking
Social barriers: Having someone to be active with.
Finding time: Working activity into daily life and around schedules

Physical Activity Opportunities

Non-competitive (recreational) activities (especially among females)
Drop-in sport and recreation activities
Female-only activities (especially swimming)
Rec office support to help make connections

AT Motivators

Two-in-five walk at least weekly. One-in-ten bicycle weekly.
More than half would like to **walk more often**, affected by sidewalk maintenance, trails, and condition of roads.
About two-in-five would like to **bicycle more often** with bicycle lanes, better road conditions, and off-road paths.

The following conclusions were presented within the report of the survey findings:

1. With walking as the most popular activity for future participation in general as well as for active transportation, there is a significant opportunity to increase activity by prioritizing support for walking.
2. Swimming is also mentioned as a wish list item for increased participation, but to a far lesser degree than walking.

3. Infrastructure for walking and cycling is a clear need based on identified physical activity challenges in general and active transportation facilitators.
4. Interventions to support social connections are important. They address significant barriers and garner significant interest among programming concepts (i.e., drop-in and female only options).
5. Time (availability of residents, scheduling of programs) is an important barrier to consider in planning interventions.
6. There may be a role for health care providers in supporting participation in physical activity given the proportion who perceive their current health status as a challenge.

More community members may be engaged by improving accessibility of community-based physical activity opportunities through offering flexible, non-competitive, and family-friendly activities that incorporate social interactions.



III. Vision, Mission, and Values

Vision

MODL: Where residents move and play every day.

Mission

The Municipality of the District of Lunenburg is committed to improving opportunities and creating supportive environments for physical activity and movement to foster healthy communities and citizens.

Values

The Municipality of the District of Lunenburg values the idea that recreation exists for everyone:

- A culture that supports healthy, active lifestyles throughout the lifespan.
- Removing barriers and providing necessary supports to decrease sedentary behaviours, specifically for the less active population.
- Strong working partnerships with the community in a spirit of collaboration with our regional partners.
- Access to the pristine natural beauty of our region's coastline, lakes, and forests.
- Healthy, active lifestyles are built on a strong volunteer base and social connection that enhances the quality of life in our region.
- Equitable opportunities for everyone to access recreation, through a mix of structured and unstructured play for all ages and demographics.
- Inclusive and welcoming access to places and spaces promotes social interaction and the pure joy of participation, with active recreation opportunities for all.

IV. Strategic Directions

The Framework

The figure below provides the framework for the strategic plan, with details including the strategic directions, goals, objectives, and high-level actions. The five outcome areas for the MPAL program are emphasized throughout each level of the framework.⁴



⁴ The five MPAL outcomes are as follows: 1. Physical environment supports for walking; 2. Social supports for walking; 3. Physical environment supports for other less structured physical activity; 4. Social supports for other less structured physical activity; 5. Policies to support physical activity

Strategic Direction 1: Communication and Promotion

Goal: Community members who value active living and are motivated to move more everyday.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>1.1 Develop and implement communication strategies to promote opportunities for active living and daily movement</p>	<ul style="list-style-type: none"> • Use a variety of mechanisms and target communication to ensure different population groups and all communities in MODL are reached • Promote and showcase assets within MODL that support active living and daily movement, ensuring that the accessibility of facilities and outdoor spaces is communicated • Partner with community organizations and leaders in active living across the Municipality to support coordinated communication and education efforts • Recognize and celebrate community members to share success stories related to active living that profile a variety of experiences and identities • Review communication and promotional material with an equity lens to ensure inclusive language and images that reflect diversity
<p>1.2 Develop and implement communication strategies to promote the value and possibilities for active living and daily movement</p>	<ul style="list-style-type: none"> • Leverage provincial and national campaigns to support the promoting the value of active living and daily movement within MODL • Partner with the province and others to educate the public about the value of daily movement • Support municipal staff and Council to become role models and champions for active living and daily movement

Strategic Direction 2: Community Capacity and Leadership

Goal: A network of leaders and partners across MODL who support active living opportunities.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>2.1 Build leadership within communities and organizations across the Municipality to support active living and daily movement</p>	<ul style="list-style-type: none"> • Identify and support community champions as needed to facilitate their work in active living and daily movement, ensuring representation across diverse community demographics • Develop a recruitment plan/strategy to engage more community members as champions for active living and daily movement, with an emphasis on walking • Partner with stakeholders to provide leadership training and skill development to community champions that will help them support fellow residents in active living and daily movement
<p>2.2 Build youth leaders (11 to 25 years) within communities across the Municipality to support active living and daily movement</p>	<ul style="list-style-type: none"> • Partner with schools and community organizations including youth-serving organizations to support youth to become more physically active and develop youth leaders for active living and daily movement • Conduct a needs assessment on active living, daily movement and leadership and establish strategic relationships to better understand youth strengths and needs across their diverse identities • Provide and expand training opportunities and mentorship for youth to support the development of youth leaders for active living and daily movement • Continue to promote and support integration of physically active learning in schools across MODL through Active Smarter Kids (ASK)
<p>2.3 Engage communities across the Municipality to facilitate and enhance active living and daily movement opportunities</p>	<ul style="list-style-type: none"> • Continue to conduct outreach to communities in MODL to disseminate programs and initiatives and include targeted work for distinct demographics (e.g., Women on Wheels) • Build partnerships with businesses and employers to support simple movement in the workplace setting • Enhance partnerships with community organizations and businesses to support active living and daily movement in the community • Incorporate active living within community events, particularly those that may be more sedentary (e.g., firehall breakfast, bingo, rug-hooker get-togethers, etc.)

Strategic Direction 3: Natural and Built Environments

Goal: A sustainable, connected, and safe network of trails, parks, open spaces, waterways, and recreation facilities within MODL.

Objectives and High-Level Actions

Objectives	High Level Actions
<p>3.1 Enhance community use of natural spaces such as trails, parks, open spaces, waterways, etc. across MODL</p>	<ul style="list-style-type: none"> • Identify potential improvements for walkability and access to trails and parks and support municipal implementation of changes (e.g., lighting, parking, grooming, signage, etc.) • Promote existing trails, parks, and open spaces in MODL to increase use of existing spaces and walking • Partner with community groups, neighbouring municipalities and towns, provincial organizations, and private landowners to support year-round maintenance and growth of natural spaces in MODL (e.g., hiking associations, Canoe/Kayak, Natural Resources, etc.) • Promote grants and funding opportunities to local communities to facilitate the development of natural spaces • Use an equity lens when developing or expanding parks, trails, and open spaces (e.g., reference adaptable equipment, equipment loan, and play boxes)
<p>3.2 Enhance opportunities for safe and active routes within communities across MODL</p>	<ul style="list-style-type: none"> • Collaborate with the other municipal departments to optimize plans, strategies, and policies to support the natural and built environment including enhancing connectivity of transportation routes for active transportation • Initiate innovative approaches to address barriers to access due to lack of transportation, and transportation infrastructure, in rural areas • Partner with local communities to support and enhance safe walking and wheeling options in rural areas across MODL • Support the development and implementation of a plan to improve trail etiquette and safety • Partner with stakeholders to optimize the use of provincial planning and funding to enhance walkability, wheeling, and safe routes within MODL
<p>3.3 Promote the use of indoor infrastructure for active living and daily movement</p>	<ul style="list-style-type: none"> • Promote the use of the Lunenburg County Lifestyle Centre (LCLC) for simple movement (i.e., standing to watch practice, walking around the indoor track) to both MODL residents and visitors who may be at the LCLC for other reasons (i.e., children's programming) • Advocate for and optimize community use of schools

	<ul style="list-style-type: none">• Promote and encourage residents to use local indoor facilities for daily movement (HB Studios Sports Centre, LCLC, community halls, stores, office, etc.) where they live, work, learn, and play
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Strategic Direction 4: Social Environments and Inclusion

Goal: Accessible and inclusive opportunities for active living that provide opportunities for social connection within MODL.

Objectives and High-level Actions

Objectives	High Level Actions
4.1 Build supportive social environments to facilitate active living and daily movement	<ul style="list-style-type: none"> • Include opportunity for social connection within active living opportunities, considering the need for targeted options • Continue to support and enhance walking groups in MODL • Develop and implement community initiatives that provide opportunities for social connection and provide incentives to be physically active (e.g., community challenges, workplace challenges, etc.)
4.2 Reduce barriers to participation in active living and daily movement to help ensure equitable access	<ul style="list-style-type: none"> • Partner with organizations that work with populations that face barriers to engaging in physical activity to facilitate opportunities for active living within programming and services (e.g., Family Resource Centres, VON, Community Services) • Identify and use an equity lens in consultation with stakeholders in planning and programming to support inclusion, diversity, and accessibility (i.e., the creation of safe spaces – anti-racist, gender and ability inclusive, etc.) • Support low-income populations by offering free and subsidized opportunities, and assist with funding opportunities (e.g. ProKids)
4.3 Support the implementation of the provincial <i>Access by Design 2030: Achieving an Accessible Nova Scotian</i> plan for accessibility and the <i>Lunenburg County Accessibility Plan</i>	<ul style="list-style-type: none"> • Include universal design within new physical activity and recreation infrastructure • Use municipal toolkits for accessibility in active living planning • Support Lunenburg County Accessibility Advisory Committee
4.4 Develop strategies to enhance values of inclusive attitudes among staff, council, and the community	<ul style="list-style-type: none"> • Develop and implement policies and procedures, including an inclusion policy for the Municipality, which are non-discriminatory, gender and ability inclusive, etc. • Incorporate universal design in program planning, infrastructure development, etc. • Provide training opportunities on inclusion (e.g., non-discriminatory, gender, and ability inclusive, etc.)

V. Moving Forward

Moving forward, the Municipality of the District of Lunenburg will continue to work with both new and established partners to support the implementation of the updated Active Living Strategic Plan. Where established partners exist, MODL will share this updated strategy and determine ways to continue or expand the work together. In some instances, MODL will pursue important new partnerships to advance these objectives. A more detailed operational plan will be developed to identify specific actions, timelines, accountability, responsibility, and indicators of success for the objectives and actions within the strategic plan.

To help ensure successful implementation of the strategic plan, key enablers have been identified including:

- **Leadership** from the Municipality and partner organizations. While the Active Living Coordinator has an important role to play in guiding the work, Council, fellow MODL colleagues, and partners need to champion the actions within the strategic plan. The strategic plan was developed through a collaborative process that engaged stakeholders from within the community and the actions reflect that shared work. Shared responsibility to support implementation of the strategic plan will help to ensure success.
- **Resources** including human, financial, and physical are key enablers for the implementation of the strategic plan. Based on the actions and priorities identified, resources will be sought out and dedicated to support implementation of the plan, including collaboration across departments within MODL.
- **Accountability** is another key enabler to support implementation of the strategic plan. As noted above, an operational plan will identify indicators of success, which are the foundation for monitoring implementation of the actions and success of the strategic plan. Through ongoing tracking of the actions, adjustments can be made to continually improve the implementation process. Annual reports will be produced to track progress and share success.
- **Communication** with our partners and community will be critical throughout the implementation of the strategic plan. Effective communication, including status updates, will help to build shared responsibility for the strategic plan and to celebrate and build on achievements.

Many people contributed to developing MODL's Active Living Strategic Plan. The contributions made by partners in the community have been invaluable. The ongoing support and dedication of all these individuals will be essential in helping to move the strategic directions and associated objectives of the strategic plan forward and to help to ensure the vision and goals are achieved.

MODL ACTIVE LIVING STRATEGY REFRESH

Andrew LeBlanc
Active Living Coordinator



AGENDA

Active Living Strategy

Highlights

Strategy Refresh

Summary

(NOT SO) FUN FACTS

- ParticipACTION Child and Youth Report Card
- Overall Physical Activity – Grade: D
- Sedentary Behaviours – Grade: F
- Active Transportation – Grade: C-
- Active Play – Grade: D-
- ParticipACTION Adult Report Card
- Active transportation – Grade: F
- Light Physical Activity – Grade: C+
- Sedentary Behaviours – Grade: F

ACTIVE LIVING (STRATEGY)

There are five outcome areas for the MPAL program. These include:

1. Physical environment supports for walking
2. Social supports for walking
3. Physical environment supports for other less structured physical activity
4. Social supports for other less structured physical activity
5. Policies to support physical activity



SUCCESSFUL INITIATIVES FROM PREVIOUS STRATEGY

- Walk NS group
- Hike badge
- Rural walking signs
- Women on Wheels
- Inclusive programming/events (MODL Pride Hike)
- Prescription pads
- Art on the Trail

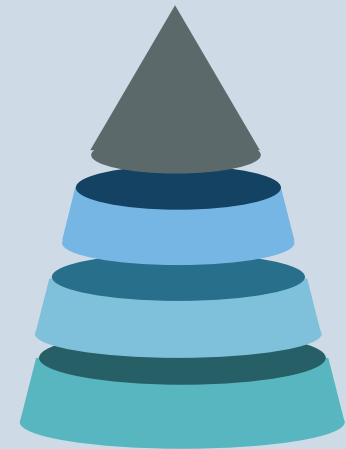


PLAN DEVELOPMENT PROCESS



THE FRAMEWORK

- **Directions:** The Municipality of the District of Lunenburg's priorities for active living
- **Goals:** The desired results related to each strategic direction
- **Objectives:** Strategies to achieve the goal
- **Actions:** High level activities to transform the objectives into outcomes and achieve the goal





Strategic Direction 1: Communication and Promotion

Goal: Community members who value active living and are motivated to move more everyday

Strategic Direction 2: Community Capacity and Leadership

Goal: A network of leaders and partners across MODL who support active living opportunities



Strategic Direction 3: Natural and Built Environments

Goal: A sustainable, connected, and safe network of trails, parks, open spaces, waterways, and recreation facilities within MODL.

Strategic Direction 4: Social Environments and Inclusion

Goal: Accessible and inclusive opportunities for active living that provide opportunities for social connection within MODL.

MOVING FORWARD



Detailed operational plan



Key Enablers

Leadership
Resources
Accountability
Communication



FUTURE INITIATIVES

FREE SWIMS

Free Drop-In Swims for Women

PLAYBOXES

Playboxes at River Ridge Common and the MARC

ADAPTIVE EQUIPMENT

Continue to build-up equipment loan program, with an emphasis on adaptive equipment

SOCIAL MEDIA CAMPAIGN

#HaveYouPlayedToday campaign, to normalize and encourage play

BIKES FOR ALL

Partnering with United Way to expand and build capacity for their bike program

1

Motion to Accept

"Pick me, pick me"

2

Motion to Revise

3

Motion to Reject

REQUEST FOR DECISION

THANK YOU

Andrew LeBlanc

Andrew.leblanc@modl.ca



Municipality of the District of Lunenburg

Report to Council

Report To: Municipality of the District of Lunenburg Council
Submitted By: Trudy Payne, Director of Recreation, Parks & Tourism
Date: December 13, 2022
Re: Designated Community Fund Project
Friends of Cherry Hill Old Community Cemetery

Recommended Motion

That the Municipality of the District of Lunenburg grant the Friends of Cherry Hill Old Community Cemetery \$120.00 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

Background

Friends of Cherry Hill Old Community Cemetery are raising capital funds to cover costs to restore, preserve and maintain the Cherry Hill Old Community Cemetery. Recently, there was one donation totalling \$125.00. The amount of \$120.00 is being recommended as \$5.00 (\$5.00 per contribution) will be retained by MODL for administrative charges as per Policy MDL-48.

Budget Implications

There would be no implications to the budget.

Alternatives

The alternative would be to not issue the Friends of Cherry Hill Old Community Cemetery this grant.

Conclusion

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

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Trudy Payne, Director of Recreation, Parks & Tourism
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item: #11.3.1
Date: December 13, 2022
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Tom MacEwan, Chief Administrative Officer
Date: December 13, 2022
Re: Tiny Shelters Grants – Town of Bridgewater

Recommendation

That Municipal Council support a partnership between the Municipality of the District of Lunenburg and the Town of Bridgewater with respect to the Tiny Shelter Grant Program and approve a grant to the Town of Bridgewater in the amount of \$15,000 from the Council Contingency Fund, and further that, Council request that the Town of Bridgewater Council double the maximum grants permitted to host organizations from \$1,000 to \$2,000 for one season and from \$3,000 to \$6,000 for three seasons.

Background

At its November 28, 2022 Council session, the TOB Council accepted the recommendation from Staff regarding the creation of a grant to support organizations that agree to acquire and host a tiny shelter on their or a parenting organization's property.

The estimated costs for a tiny shelter vary from \$10,000 to \$15,000 per unit (not including furnishings, utility hookups or site preparation).

The TOB has \$15,000 in funding available to support the Tiny Shelter Grant Program.

The Program operates seasonally from Nov 1 to May 1 and organizations are able to be awarded a maximum grant of \$1000 for one season (Nov 1, 2022 to May 1, 2023) and a maximum grant of \$3000 for three seasons (22-23, 23-24, 24-25).

Given the costs for a tiny shelter (\$10,000 to \$15,000) and the amount of the grant that is available (maximum of \$3000 for 3 seasons), the majority of the cost for the tiny shelter must be borne by the hosting organization.

Currently, there are two tiny shelters located at the Catholic Church on Pleasant Street. Town Staff advise that there are ongoing conversations for additional tiny shelters with the Catholic Church and other community partners. We also understand that local builders have expressed interest in constructing the tiny shelters.

Discussion

Staff propose that MODL partner with the TOB on the Tiny Shelter Grant Program and provide \$15,000 in funding to match the funding provided by the TOB for the Tiny Shelter Grant Program to double the funding available to host organizations.

The Program would be administered by the TOB through its Grants to Organizations Policy and, with the additional funding provided by MODL, we would request that the TOB amend its policy to increase the maximum grant amount from \$1,000 to \$2,000 (for one season) and from \$3,000 to \$6,000 (for 3 seasons).

Recommendation

It is recommended that Council support a partnership between MODL and the TOB with respect to the Tiny Shelter Grant Program (which will be administered by the TOB under its Grants to Organizations Policy) and that Council approve a grant to the TOB in the amount of \$15,000 (to be allocated from the Council Contingency Fund) to match the funding provided by the TOB for the Tiny Shelter Grant Program and, in consideration of the \$15,000 grant, Council requests that the TOB Council double the maximum grants permitted to host organizations from \$1,000 to \$2,000 (for one season) and from \$3,000 to \$6,000 (for three seasons).

Budget Implications

As there is no current budget allocated for this initiative, we would recommend that the \$15,000 in funding be taken from the Council Contingency Fund (which currently sits at \$69,658.83).

Report Preparation	
Department	Administration
Report Prepared by	Tom MacEwan, C.A.O.
Report Approved by	
Date Reviewed by C.A.O.	