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Municipal Council Meeting Agenda

Tuesday, January 24, 2023

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

- 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 – Public Hearing, December 13, 2022; Council- January 10, 2023**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times - Nil**
- 9. Consideration of Correspondence**
 - 9.1 Draft Letter re Tourist Accommodation Act (To be circulated)
 - 9.2 Draft Letter to re Bare Land Condominiums (To be circulated)
- 10. Recommendations from Committees & Boards**
 - 10.1 Policy & Strategy Committee 1**
 - 10.1.1 2023 Property Tax Sale 2-3
 - 10.1.2 Visitor Information Centre, Lease..... 4-15
 - 10.2 Lunenburg County Accessibility Advisory Committee (LCAAC)**
 - 10.2.1 Appointment of Jeane Fay to LCAAC..... 16
- 11. Staff Reports**
 - 11.1 Planning & Development**
 - 11.1.1 Annual Budget of the Rocky Lake Charge Area 17-20
 - 11.1.2 Bruhm Lane Property Owners Association-Private Road Charges – Appeal 21-26
 - 11.1.3 Request to Levy Private Road Maintenance Charge – Lower Cabin Road Maintenance Association..... 27-41
 - 11.1.4 Letter of Concurrence – MDL 69 Antenna Siting Protocol 42-45
 - 11.1.5 Kingsburg Coastal Conservancy - Shaubac Wetlands Carbon Project 46-49
 - 11.1.6 Alternative Procurement Practices - Electric Vehicles 50-52

12. Mayor's/Deputy Mayor's/Councillors' Matters

- 12.1 LCLC Update
- 12.2 Region 6 Update
- 12.3 Deputy Mayor's Update
- 12.4 Mayor's Update

13. Added Items

14. In Camera

- 14.1 Land Negotiations re Sale of Property under Section 22(2)(a) of the MGA
- 14.2 Contract Negotiations re Osprey Village – Review under Section 22(2)(e) of the MGA

15. Adjournment

Council
Item: #10.1
Date: January 24, 2023
Authorization: T. MacEwan



Memorandum

To: Her Worship, Mayor Bolivar-Getson, and Councillors

From: Chairman & Members of the Finance Committee

Date: January 17, 2023

Re: Recommendations of the Policy & Strategy Committee

The Policy & Strategy Committee, in session on Tuesday, January 17, 2023, made the following recommendation(s) to Council:

1. That Municipal Council approve the tender call for March 6, 2023, and further, approve the use of tender call for all future tax sale proceedings.
2. That Municipal Council provide written notice that the Municipality of the District of Lunenburg will not be renewing the lease on the Visitor Information Centre located at 125 Cornwall Road, Blockhouse, N.S., when it expires on April 30, 2023.
3. That Municipal Council provide direction to staff to prepare a budget accordingly for the upcoming fiscal year to create improvements to the Municipality's online and mobile tourism presence.

Respectfully submitted,

Council
Item: #10.1.1
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Elana Wentzell, CPA
Date: 2023-01-17
Re: 2023 Tax Sale

Recommendation

It is recommended that Municipal Council approve that the Treasurer proceed with a tender call for the March 6, 2023, Tax Sale and further, approve using a tender call for all future tax sale proceedings.

Executive summary

The annual Tax Sale is scheduled for March 6, 2023. Prior to the COVID pandemic, all tax sales were held as a public auction per Section 141 (1) of the Municipal Government Act (MGA).

For the past two years, Council approved that the Treasurer proceed with the annual Tax Sale through a tender call as per section 141 (2) of the MGA. The tax sale in both 2021 and 2022 were successful. Most properties that went into these tax sales received bids and were sold.

Discussion

The Municipality's annual public auction tax sale has been historically well attended, with upwards of 90 people present. This can be cumbersome to manage, RCMP security is required, and it does not lend itself to be fully accessible to bidders who cannot attend in person on the tax sale day.

Because we have been successful with the tender tax sale process over the past 2 years, staff are suggesting that the upcoming tax sale in March 2023 and all future tax sales proceed in this manner.

Alternatives

1. Tax Sale by Public Auction - Council can decide to proceed instead with a public auction for the upcoming tax sale.

- Defer the Tax Sale - Council also has the authority to defer tax sales for up to two years. However, that could create a collections problem, where property owners could defer payment even longer. As well, it would become an administrative burden to let more property payments lapse.

The tax sale collection process is legislated by the MGA and includes preliminary and final tax sale notices, posting of properties in the tax sale as well as advertising in late January and again in February.

Staff make collection calls and payment arrangements to reduce the number of properties that are in the tax sale. Deferring the tax sale would mean additional resources would be required to manage a subsequent tax sale that would most likely include more properties.

Budget implications

There would be additional costs if the tax sale was deferred. These costs are passed on to the properties in the tax sale.

Conclusion

Staff recommend that due to two consecutive tax sales via a tender process, that the 2023 Tax Sale and all future tax sales be held by a tender call as legislated in the MGA.

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

Council
Item: #10.1.2
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Ruth Wawin, Tourism & Event Development Officer

Date: January 17, 2023

Re: Visitor Information Centre

Recommendation

As per the Visitor Information Centre Lease Report dated Oct 17th, 2022 staff recommended that the Municipality of the District of Lunenburg provide written notice that there is no intent to renew the lease for the location of the Visitor Information Centre (VIC) which is set to expire April 30, 2023. It is recommended that council provide direction to staff to explore a new model of providing visitor services including an improved digital presence, tourism brand refresh, mobile kiosks, and the exploration of having staff present at another Visitor Information Centre.

The revised recommendation is to provide written notice that there is no intent to renew the lease for the location of the Visitor Information Centre and create partnerships with the Mahone Bay Tourism and Chamber of Commerce (MBTCC) and the Lunenburg Board of Trade (LBOT). This option is more cost efficient than being the sole operator of a VIC, while providing exposure to a larger number of visitors.

Furthermore, it is recommended that council provides direction to staff to budget accordingly for the upcoming fiscal year to create improvements to the Municipality's online tourism presence.

Executive summary

On "November 8th, 2022" The Visitor Information Centre Lease Report (*See Appendix A*) was presented to council. It was the consensus of council to proceed with further investigation of extending the lease to complete the 2023 visitor season at the VIC located at 125 Cornwall Road, Blockhouse. In addition, initiate communication with the MBTCC and the LBOT to gauge interest in a potential partnership regarding their VIC locations.

Discussion

It was the consensus of council to proceed with further investigation regarding two of the options presented in relation to the current Visitor Information Centre located at 125 Cornwall Road, Blockhouse. The options that required further investigation were an extension of the Visitor Information Centre lease in order to complete the 2023 visitor season and potential partnerships with the established VICs located in the Town of Mahone Bay and the Town of Lunenburg.

Staff inquired with the landlord of 125 Cornwall Road, Blockhouse, to determine if he would be willing to extend the lease for an additional seven-months so that the Visitor Information Centre could operate for the 2023 visitor season. A seven-month extension would result in the lease expiring November 30, 2023. This extension would allow for the 2023 visitor season to run from mid-May through to mid-October while providing sufficient time to clean out the premises after the season concludes. The landlord confirmed that he would be willing to extend the lease for an additional seven-month period.

Currently, there is a sub-lease agreement with the Municipal Joint Services Board (MJSB) to rent unused office space, the revenue generated from this agreement offsets expenses incurred from the operations of the VIC. The revenue received from this agreement is approximately \$1,156.90 per month. Staff inquired with the Director of IT to determine if the IT department would be interested in continuing to rent the space after April of 2023. It was communicated that they are not interested in continuing to rent the space, therefore, there will be no revenue from renting the vacant office space. Since, the seven-month extended lease is from May-November there will be no plowing expenses incurred.

Below is the projected cost to MODL to operate the VIC an additional seven-months:

Projected Revenue & Expenses for Seven-Month Extension of Lease		
Revenue		
Canada Summer Jobs	\$3,740	
TIANS	\$6,500	
Total Revenue		\$10,240
Expenses		
Rent	\$23,440	
Staffing	\$35,000	
Electricity	\$ 1,500	
Internet & Phone	\$ 480	
Other Costs	\$ 4,600	
Landscaping	\$ 1,000	
Total Expenses		\$66,020
Total Projected Cost to MODL		\$55,780

The total projected cost to operate the VIC for an additional seven-months is \$55,780. For the 2022-2023 fiscal year MODL's cost to operate the VIC will be approximately \$31,000. A seven-month

extension of the lease would result in an increased cost of approximately \$24,780 for the 2023-2024 fiscal year. If MODL wanted to extend the lease beyond the seven-months, the estimated annual operating cost would be \$75,930. This cost would be without revenue generated from renting the vacant office space in the building. A longer-term lease provides more opportunity to rent the vacant office space for additional revenue.

Partnerships

Preliminary meetings were held with representatives from the Mahone Bay Chamber of Commerce and the Lunenburg Board of Trade to discuss potential partnerships with the Visitor Information Centres in their respective towns. Both groups were interested in further exploring what a partnership could entail. Each group came up with their own initial proposals for the partnership. It is important to note that for each group these are preliminary proposals and that there is the opportunity to discuss other options for what the partnership could include.

The Mahone Bay Tourism and Chamber of Commerce (MBTCC)

An initial meeting transpired between staff and members of the MBTCC. The MBTCC is responsible for the management and cost of operations for the Mahone Bay VIC located at 165 Edgewater Street, Mahone Bay. The services offered at this VIC are onsite travel counselling, public washrooms, Wi-fi, and outdoor seating for visitors. In 2022, The Mahone Bay VIC saw 9,914 Visitors. The 2022 visitor numbers were lower than what the MBTCC expected, this was partially due to the challenges of hiring staff, which resulted in the reduction of operational hours until a student was onboarded in July. For comparative purposes, the VIC located in Blockhouse counselled 5,388 visitors in 2022.

The initial partnership proposal includes the following:

- Participation in the interview process.
- Review, discuss and agree upon the VIC budget for the season.
- Provide approval for a 50% share of unfunded costs.
- Participation in development of year-end evaluation framework.

The MBTCC provided us with the 2022 budget for their VIC. Last season, the Mahone Bay VIC was open from June until roughly Oct 10th. They had one full-time VIC Manager, one full-time staff member and one part-time staff member. It was suggested in their proposal there may be a need to add an additional full-time staff member for the upcoming season due to the need to offer information to a larger geographical area and to allow for the flexibility to have a staff member operate the mobile kiosk for major events in the area.

The estimated cost of the partnership with the MBTCC is based on their 2022 budget while factoring in an increase in hourly wages for staff.

Cost: \$9,560 before the addition of another employee
\$15,980 if an additional full-time employee is added

The cost of \$15,980 includes a staff person that would be available to operate the mobile kiosk.

The Lunenburg Board of Trade (LBOT)

Representatives from the LBOT and staff met to discuss a potential partnership with their Visitor Information Centre. The Lunenburg VIC is located on top of Blockhouse Hill Road and is operational from mid-May through until October 31. This location is also a Campground Registration Centre for the campground that is adjacent to the building. Staff are responsible for travel counselling, campground reservations, and financial transactions. There is also a Satellite VIC located on the Lunenburg Waterfront which is operational from July-August. LBOT employs six to eight seasonal employees, four of which are full-time, to operate both VIC locations. The Lunenburg VIC experienced 15,074 visitors in 2019, and 18,524 visitors in 2022. For comparative purposes, the VIC in Blockhouse saw 8,894 visitors in 2019 and 5,388 visitors in 2022.

LBOT proposal:

- Cover the wages for two full-time staff members at \$15.50 per hour 40-hour weeks

Cost: \$27,820

\$22,820 + \$5,000 for additional staff to operate the mobile kiosk

This calculation is based on funding two full-time employees from May 08-August 28

The partnership with the LBOT does not include the availability of a staff member to work the mobile kiosk for events. This means that there would be an additional cost to hire a staff member which would be between \$5,000-\$9,000. The partnership with the LBOT itself would cost approximately \$22,820, however, with the additional cost of having a part-time staff member to operate the mobile kiosk it would be \$27,820. Furthermore, it is often challenging to hire part-time seasonal staff which may result in the need to create a full-time position.

Improvements to Brand and Online Tourism Presence

In addition to the decision relating to the VIC lease, staff are bringing forward an operating budget request for the 2023-2024 fiscal year to increase the tourism marketing budget from \$24,000 to \$38,000 to improve the online tourism presence of the municipality. The tourism marketing budget is used to cover the cost of brochure design and printing, the distribution of brochures across the province, advertising, professional photography, etc. The request to increase this budget is to cover the cost of a new website, update the tourism brand, and purchase a mobile kiosk. The tourism marketing budget is \$24,000 and it is projected that there will be a \$4,000 variance at the end of the current fiscal. Therefore, an increase of \$14,000 is what will be requested to facilitate the creation of a new website, updated tourism brand, and a mobile kiosk. The estimated costs of the improvements are listed below:

Cost For Online Tourism Presence Improvements & Mobile Kiosk	
Website	\$10,000
Brand Design	\$5,000
Mobile Kiosk (5ft tent)	\$3,000
Total Cost	\$18,000

Budget implications

The options relating to the decision ahead and their respective costs are outlined below:

Option 1: Extend the VIC lease for an additional seven-months

Cost: \$56,830

Option 2: Mahone Bay Tourism and Chamber of Commerce Partnership

Cost: \$15,980

Option 3: Lunenburg Board of Trade Partnership

Cost: \$27,820

Option 4: Partnerships with both the Mahone Bay Tourism and Chamber of Commerce and the Lunenburg Board of Trade

Cost: \$38,800

The MBTCC partnership includes the availability of a staff member to operate the mobile kiosk, therefore, there isn't a need to factor in the extra \$5,000 to the cost of the LBOT partnership.

A partnership with the MBTCC and LBOT VICs would be \$18,030 less than the option of extending the VIC lease seven-months. In 2022, The Lunenburg VIC and the Mahone Bay VIC combined had 28,438 visitors, a number that is only expected to grow as tourism in Nova Scotia continues to rebound from the pandemic. In the 2022-2023 fiscal year MODL's cost to operate the VIC is approximately \$31,000. As of April 2023, there would be a reduction in revenue from no longer having a cost sharing partner for the VIC and no rental income from the vacant office space. The annual operating cost of the VIC going forward would be \$75,930.

Strategic plan

The vision of the municipality is that we are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. By engaging in additional partnerships to provide visitor services we are enabling our tourism assets such as our parks, beaches, and trails to gain exposure to a significantly larger number of visitors.

The option to create partnerships with the MBTCC and LBOT is in alignment with the mission for the municipality of being strategic thinkers and collaborative engagers. Creating partnerships with other tourism organizations is an avenue that will fuel growth for tourism along the South Shore.

Alternatives

1. Extend the lease of the Visitor Information Centre located at 125 Cornwall Road, Blockhouse, for an additional seven-months.
2. Do not renew the lease for the current location of the Visitor Information Centre and proceed with a partnership with either the MBTCC, the LBOT, or both.
3. Let the lease at 125 Cornwall Road, Blockhouse expire and take no further action to offer a brick-and-mortar VIC.
4. Extend the lease for two years and seven months to maintain the VIC for three additional seasons (or longer if council provides such direction).

Conclusion

In conclusion, staff recommends providing written notice that there is no intent to renew the lease for the location of the Visitor Information Centre and create partnerships with the MBTCC and the LBOT. This option is more cost efficient than being the sole operator of a VIC and provides exposure to a larger number of visitors.

If the decision is made to extend the lease of the Visitor Information Centre for an additional seven-months, consideration should be given to a long-term plan for the lease at 125 Cornwall Road, Blockhouse. After the seven-months does MODL let the lease expire and pursue a partnership with another location? Or should the lease be renewed for a set term?

Report Preparation	
Department	Recreation, Parks, and Tourism
Report Prepared by	Ruth Wawin
Report Approved by	Trudy Payne
Date Reviewed by C.A.O.	



Municipality of the District of Lunenburg

Request for Decision

Report To: Municipal Council

Submitted By: Ruth Wawin, Tourism & Event Development Officer

Date: October 25, 2022

Re: Visitor Information Centre Lease

Recommendation

Staff recommends that the Municipality of the District of Lunenburg provide written notice that there is no intent to renew the lease for the location of the Visitor Information Centre which is set to expire April 30, 2023. It is recommended that council provide direction to staff to explore a new model of providing visitor services including an improved digital presence, tourism brand refresh, mobile kiosks, and the exploration of having staff present at another Visitor Information Centre.

Executive Summary

The lease for the Visitor Information Centre located at 125 Cornwall Road, Blockhouse, is set to expire April 30, 2023. Direction from council is required to notify the landlord of the Municipality's intent regarding the lease and to provide direction on the future of visitor services.

No formal notice for the lease expiration is required. However, it is good practice to notify the landlord in advance of the lease expiry date.

Background

The Municipality of the District of Lunenburg and the Town of Bridgewater jointly entered into a lease agreement with 3230928 Nova Scotia Limited in 2013 to rent the space available at 125 Cornwall Road, Blockhouse, for the purpose operating a Visitor Information Centre (VIC). The

commencement day of the lease was May 1, 2013 and was set for a term of 10 years. The Town of Bridgewater has indicated to the Municipality of the District of Lunenburg that they will cease their participation in the operation of the VIC once the lease expires on April 30, 2023.

With the lease of the building expiring April 30, 2023, and the indication from our cost-sharing partner that they will no longer be participating in the VIC operations, it is imperative to review the options available to the Municipality of the District of Lunenburg as they relate to visitor services.

Visitor numbers at the VIC peaked in 2017 at 11,707 and tallied 11,006 and 8,894 in 2018 and 2019, respectively. The pandemic brought a significant decline in visitor numbers in 2020 with 1,043 visitors counselled and in 2021 there was an increase to 2,263 visitors. As of September 30th, 2022, the VIC has welcomed 5,182 visitors and is slated to close for the season on Oct 21st.

The projected operational expenses for the 2022 VIC season total \$86,074.36. The expenses that are not offset by grants equal \$61,950, resulting in the financial contribution from MODL and Bridgewater projected to be \$30,975 each.

Cost per visitor is a metric used to determine the average cost per visitor during a season. The cost per visitor was calculated by combining the financial contribution from MODL and the Town of Bridgewater. For the 2022 season the VIC's cost per visitor is \$11.95. This was calculated using the VIC visitor numbers as of September 30th. It is expected that the cost per visitor will be slightly lower after factoring in the remaining visitors in October.

With the 2022 visitor season being the last full season before the building's lease expires, it was determined that it would be valuable to track what locations and activities visitors inquire about. The Town of Lunenburg has always been an area that visitors ask about frequently, and it was important to ascertain how many visitors were interested in information about the Town. In June 42.83% of visitors that came into the VIC inquired about the Town of Lunenburg, in July 42.07%, and in August 43.35%. From the information gathered it is evident that the number of visitors that are interested in the Town of Lunenburg is significantly higher than the inquiries regarding any other location. See below for the top four locations that were most commonly asked about in June, July, and August.

June	July	August
<ul style="list-style-type: none">• 42.83% - Town of Lunenburg• 9.68% - Mahone Bay• 8.92% - MODL• 8.37% - Peggy's Cove	<ul style="list-style-type: none">• 42.07% - Town of Lunenburg• 8.64% -MODL• 7.52% - Peggy's Cove• 6.80% - Mahone Bay	<ul style="list-style-type: none">• 43.35% - Town of Lunenburg• 6.08% - Peggy's Cove• 5.87% - MODL• 5.46% - Mahone Bay

Tourism Nova Scotia (TNS) has shifted resources to focus on a strong online presence for the province and on assisting individual tourism operators to do the same. Nova Scotia has reduced the number of provincial VICs. In 2019, the provincial literature distribution center closed permanently. Recently, TNS launched Digi Port, an online portal to assist tourism operators with improving their online presence. The Doers and Dreamers Guide, the provincial travel guide that was once printed and distributed across the province is now exclusively available online. Visitors use the internet as the primary source for gathering travel information which is why resources are being focused online.

The internet and smartphones have significantly changed the way people travel. Travellers use the internet to pre-plan trips, book accommodations, and use GPSs to navigate their journey. Despite the prevalence of the internet being used before and during a traveller's journey, it does not negate the importance of a face-to-face interaction. Face-to-face interaction provides the opportunity to create a memorable visitor experience, answer questions, or persuade a traveller to discover new activities or businesses. Other VICs that have transitioned away from the traditional brick-and-mortar locations still emphasize the importance of initiating face-to-face interaction during the traveller's visit.

In 2017, the South Shore Regional Enterprise Network (SSREN) completed an assessment on the Chester VIC to provide the Municipality of Chester evidence-based recommendations on how to proceed in delivering visitor information. The assessment evaluated national and international trends as they relate to how travellers plan and gather information during their trips.

Some of the key findings of this report are:

- The location of the VIC had geographic challenges, as the building was located in a low traffic area.
- There was a failure to adapt to technological changes, website presence was lackluster, businesses were not represented, and social media presence was limited.
- Chester village business community perceived no impact from the VIC.
- Face-to-face interactions are still very important.
- Visitor information should be provided where people gather.
- VIC funding was dependent on government which is not a sustainable funding model.
- National and international trends are showing VICs changing to models that combine digital and face-to-face visitor services.

Chester accepted the recommendations of the report and closed their brick-and-mortar VIC. They moved to the recommended decentralized framework by offering mobile kiosks that primarily focus on areas where people gather such as Ross Farm and Chester Race Week. In addition, specific businesses throughout Chester were designated as Tourism Ambassadors.

These ambassador locations have brochure displays at their store front and are designated on a map as a location where you can find travel information.

In May of 2022, the Town of Bridgewater's Economic Development Officer put forth a request for a council decision which included the recommendation to terminate the VIC lease and develop an alternative approach to how Bridgewater would offer visitor services in the future. The request for a decision included reference to the 2017, SSREN report commissioned by the Municipality of Chester and declining visitor numbers at the Blockhouse VIC as reasons to revamp how Bridgewater promotes itself to potential visitors. The options to offer visitor information presented in Bridgewater's report are:

- Leverage social media.
- Focus on their Explore Bridgewater website and position it as a source for visitor information.
- Locate a mobile kiosk to coincide with the placemaking activities on King Street.
- Promote LaHave River Valley Revival, a series of events created to bring residents and visitors to downtown Bridgewater during 2022-2023.

Discussion

The approaching expiration of the VIC lease and the Town of Bridgewater indicating that they will no longer cost share operations, presents the opportunity to reevaluate how the Municipality of the District of Lunenburg promotes itself to potential travellers and offers visitor information services. Considering the international, national, and local trends of a hybrid model of digital and face-to-face interaction, the Municipality could examine offering visitor information services with a hybrid approach.

Travellers are using websites and social media to plan trips, therefore, viewing MODL's tourism website as the primary source of travel information for the area is vital. Currently, the Municipality has two tourism related websites, lunenburgregion.ca and exploremodl.com. Lunenburgregion.ca is the original tourism website which offers business listings, an event calendar, day trip information, links to social media channels, and a link to exploremodl.com.

The exploremodl.com platform is an interactive map that shows where specific businesses or categories of business are located throughout the Municipality. The website enables a visitor to research what interests them and see where that location is on the map. Although the two sites were initially created for different purposes, they have subsequently created some unnecessary duplication. Each site has duplicate business listings, which is increasingly time-consuming to maintain.

In 2021, MODL commissioned Sky Sail Brand Marketing & Design to complete a website and social media audit. It was recommended that Lunenburgregion.ca be rebuilt and included a series of specific improvements, one of which was to embed the exploremodl map into the

website rather than linking it. Given the important role that websites play in accessing travel information, efforts could be made to update MODL's online presence to prioritize the user's experience and reduce the duplication between sites.

Lunenburg Region is designated as the Municipality's tourism brand. Branding is crucial, as a well-defined brand provides a clear message to consumers and can help guide marketing and advertising efforts. The logo is comprised of "Lunenburg Region" followed by an image of a birdhouse perched on a branch. In the Sky Sail website and social audit, it was recommended that the tourism brand should be more easily recognizable and should use either the MODL brand or a new brand. Such branding would be present on the website, brochures, and future mobile kiosks. Updated branding could assist in creating a renewed excitement surrounding tourism in the Municipality.

Similarly, as with the challenges noted for the Chester VIC regarding location, the VIC situated in Blockhouse also has geographical challenges when it comes to serving the entire municipality. The VIC is located off highway 103 at exit 11 and although some years it has experienced a high volume of visitors due to this location, many of these visitors are using the VIC as a stopping point on their way through to the Town of Lunenburg. The Municipality of the District of Lunenburg covers a large geographic territory which results in some challenges in providing visitor information and services that are relevant to the Municipality.

Bringing visitor information to where people gather using staffed mobile kiosks is an option MODL can explore further. MODL is comprised of numerous communities that each offer unique visitor experiences and draw in large numbers of visitors. The Municipality can investigate having mobile kiosks at high traffic locations including festivals and events or in communities that are seeing high volumes of traffic throughout the summer. In addition, the Municipality can have a presence at relevant trade shows either independently or in collaboration with other tourism partners such as the South Shore Tourism Co-op.

If the VIC lease is not renewed it will be important to consider that there will be a need for a physical location for seasonal staff to work as well as a storage area for promotional materials.

Budget Implications

It is not anticipated that the recommended hybrid model would cost more than what is currently budgeted.

If the brick-and-mortar VIC is the chosen option for visitor services, the Municipality would assume the cost of Bridgewater's financial contribution which would be an additional \$31,000.

Alternatives

- 1) Let the lease expire and take no further option to offer visitor services.

- 2) Renew lease for 5 years (as set as an option in the lease) and pursue an alternative funding partner
- 3) Continue to operate with no funding partner.
- 4) Partially fund another Visitor Information Centre.
- 5) Inquire about the option to extend the lease an additional 6 months to operate until the end of the 2023 visitor season and re-evaluate next steps during that time.
- 6) Explore a new model of providing visitor services including an improved online presence, updated branding, and mobile kiosks prioritizing locations where people gather.

Conclusion

With the prevalence of smart phones and the use of the internet to gather travel information it is vital to have an online presence that highlights the tourism industry within the Municipality of the District of Lunenburg. A hybrid model of approaching visitor services that consists of face-to-face interaction through mobile kiosks in addition to an improved online presence is recommended by staff as the approach to take for the offering of visitor services. As well, partially funding another VIC may also warrant consideration.

It is the recommendation of staff to notify the landlord that there is no intent to renew the lease for 125 Cornwall Road, Blockhouse after the April 30, 2023, expiration date.

Report Preparation		
Department	Recreation	
Report Prepared by	Ruth Wawin	October 17, 2022
Report Approved by	Trudy Payne	October 18, 2022
Date Reviewed by C.A.O.		



Lunenburg County Accessibility Advisory Committee (LCAAC)

January 18, 2023

Municipal Councils of:

Town of Mahone Bay

Town of Bridgewater

Town of Lunenburg

Municipality of the District of Chester

Municipality of the District of Lunenburg

RE: Appointment of Lunenburg County Accessibility Advisory Committee Community Member

Dear Members of Council,

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has one vacancy for a community member as one of the appointees has recently passed away.

On January 18, 2023, the Lunenburg County Accessibility Nominating Committee comprised of the Mayors and Wardens of the five Lunenburg County municipalities (or their designates) reviewed the remaining applications received from the previous call for volunteers and makes the following recommendation to the five Municipal Councils in Lunenburg County:

To appoint Jeane Fay to the Lunenburg County Accessibility Advisory Committee for a term of three years.

With regards



Ellen Johnson, MSc(OT), OT Reg(NS)

Accessibility Coordinator

ejohnson@chester.ca

902-277-0456

Council
Item: #11.1.1
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council

Submitted by: Norma Schiefer, Municipal Development Officer

Date: January 24, 2023

Re: Approve Annual Budget of the "Rocky Lake Charge Area"

Recommendation

That Municipal Council approve the annual budget for Rocky Lake Charge Area. As per the Agreement dated March 25, 2021, between the Municipality and Mr. David Sutherland, as Applicant.

With the 2023-24 charge being set at:

- \$300.00 per lot – fulltime resident
- \$200.00 per lot – seasonal resident
- \$100.00 per lot – vacant lot

Executive summary

Municipal Council has an agreement with Mr. David Sutherland for the Rocky Lake Charge Area to collect road maintenance fees as per the Private Roads By-law. As stated in Section 10 (3) of the Private Roads By-law, if the Municipality enters into an agreement with an applicant, the applicant must submit an operating budget for each fiscal year which must be approved by a resolution of the Council.

Discussion

Mr. David Sutherland has submitted a budget for the 2023 – 2024 fiscal year. He has indicated in his submission that fee structure remains the same and that the fees collected for the 2022 year were sufficient.

Budget implications

The amount of \$2700.00 will need to be added to the budget as revenue and \$2571.43 added as an expense. [\$2571.43 plus \$128.57 admin fee = \$2700.00]

Conclusion

As indicated in the Private Roads By-law and the Signed Agreement, Municipal Council is required to approve the annual budget for this Charge Area while the agreement is in effect. The agreement is in effect for an initial 3-year period. This is the 3rd year for the agreement.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Norma Schiefer, Development Officer
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

Dave Sutherland
87 Kitpu Lane
Camperdown, NS B4V 9A1

22 November, 2022

Municipality of the District of Lunenburg
Attn: Norma Schiefer
210 Aberdeen Rd
Bridgewater, NS B4V 4G8

Subject: 2023 Road Maintenance Fee Collection - Rocky Lake Charge Area
Reference: A. Road Maintenance Agreement dated 25 March, 2021
B. Conv. Dave Sutherland Norma Schiefer 25 March 2021

In accordance with paragraph 7 of the Agreement at Reference A that was approved for a three year period, I am hereby making a request to continue with the assessments for the Rocky Lake Charge Area as per the Agreement for the third and final year in accordance with the Agreement timelines.

As requested by Norma Schiefer at Reference B, I am forwarding this letter to clarify the 2023 Assessments and satisfy the requirements of the Private Roads By-law (specifically paragraph 10). It is requested that the assessments for 2023 be collected by the MODL during the tax collection, subject to the associated administration fee. Given the current state of development, assessments remain:

- a. 15 lots at \$100/year (Lots 1,2,4,6,7,9,11, and 13 to 20 inclusive)
- b. 3 lots at \$200/year (Lots 3, 5 and 12)
- c. 2 lots at \$300/year (Lots 8 and 10)

The fee structure has not changed as no further residential development has been completed to alter the assessment. An attempt was made to initiate an association, but not enough support has been garnered to date.

The budget for 2023 is as follows:

- a. 5 tandem loads of gravel at \$355/load plus tax (\$2040.25) to continue covering the road surface; and
- b. Expenses for a tractor related to its use for seasonal resurfacing and winter plowing covering, as a minimum, and routine maintenance for this use. This cost is approx. \$500 per year.

The total fixed budget is \$2540 with the remainder being used to cover cost of fuel. Last year that expense was \$130, however it is expected to increase significantly this year.

I can report that the 2022 fees were sufficient to purchase five (5) loads of class 'A' gravel for the road surface and that the remainder was utilized for machinery repairs. This number changed from the initial budget as the cost for gravel increased \$55.00 per load in 2022.

It is requested that when the cheque is issued that it is correctly made out to me (Dave Sutherland) and not "the Rocky Lake Charge Area" as was done for the past two years as this simply requires it to be returned and reissued. The Charge Area is a physical area, but there is no legal association established to receive funds in that name.

Thank you for your continued support.

Respectfully submitted by,

Dave Sutherland
RockyLakeChargeArea@outlook.com

Council
Item: #11.1.2
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor Bolivar-Getson and Municipal Council
Submitted by: Norma Schiefer, Municipal Development Officer
Date: January 24, 2023
Re: Appeal letter – Bruhm Lane Property Owners Association - Private Road charges, PID 60432143

Recommendation

That Municipal Council does not grant the exemption as requested as the residents appear to use the Private Roads and wait for the Association to discuss at their annual general meeting prior to agreeing to a partial exemption.

Executive summary

The Municipality has received a letter requesting an exemption for ½ of the private road charges set by the Association for property owned by Monty and Judith Wolfe.

Discussion

In January 2022, the Municipality of Lunenburg passed a motion to enter into a Private Road agreement with the Bruhm Lane Property Owners Association. The Association had passed their budget setting the rate at a uniform charge of \$250.00 per property.

The Association has their annual meeting in June of each year at which time they approve the budget and resolution for the road charges for the upcoming year.

In November, the Municipality has received a letter on behalf of one of the residents asking for an exemption for ½ of the set rate as they indicate they don't have deeded access to all of the roads within the charge area. The landowners are agreeing to pay a portion of the fee as it would apply to the access to their property but feel their rate should be adjusted as they don't have legal deeded access to the remainder of the roads.

Normally, a request such as this is referred to the Association for their discussion. The Association sets the rates annually and identify the properties to receive the charges. The Municipality is not involved in setting the fees. I had suggested Ms. Randall, on behalf of her clients, contact the Association to discuss. She indicates a conflict with the landowners and the Association and have not spoken to the Association about a reduction. Ms. Randall suggests the Municipality has the ability to exempt charges as per Section 13 (1) of the Private Roads By-law.

Section 13 Municipality of Lunenburg Private Roads By-law:

Charge exemptions

- 13 (1) Notwithstanding this By-law and subject to subsection (2), the Municipality may, upon request in writing, exempt a charge from any landowners within a Charge Area whose property
 - (a) abuts and has access to a public road;
 - (b) does not use the private road; or
 - (c) does not have access to the private road.
- (2) The Municipality may later assess those exempted landowners in subsection (1) if they appear to be using the private road.
- (3) For greater certainty, the Municipality and the Province of Nova Scotia are exempt from a charge levied under this By-law.

I have spoken to the Association president and they have indicated that the request would be taken to their annual meeting in June 2023 for discussion. Rates for this year have been set. They also indicate that the landowners do use the roads for their personal enjoyment with ATV's, to access the lake to launch their boat, as well as visiting other residents who live on the road.

Budget implications

If a reduction is made it would reduce the annual charges by the proportionate amount effecting the 5% administration fee and amount returned to the association. As they are asking for a ½ reduction, the road charge would reduce by \$119.05 and admin fee \$5.95.

Alternatives

Municipal Council could reduce the fee as requested.

Conclusion

The Private Roads By-law outlines the purpose and requirements for both the Municipality and an Association. A decision is required from Municipal Council regarding the requested exemption.

Report Preparation	
Department	Planning and Development
Report Prepared by	Norma Schiefer, Development Officer
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

DELIVERY VIA:

E-mail: nschiefer@modl.ca

FILE REFERENCE:

165803

Lauren M. Randall

Direct Dial: (902) 460-3421

Facsimile: (902) 463-7500

E-mail: lrandall@boyneclarke.ca

November 18, 2022

Halifax Regional
Municipality

Ms. Norma Schiefer
Municipality of the District of Lunenburg
10 Allee Champlain Drive
Cookville, NS B4V 9E4

99 Wyse Road, Suite 600
Dartmouth
NS Canada B3A 4S5

Dear Ms. Schiefer:

Correspondence:
P.O. Box 876
Dartmouth Main
NS Canada B2Y 3Z5

Re: Bruhm Lane / Monty and Judith Wolfe / AAN 08209189

T 902.469.9500
F 902.463.7500
www.boyneclarke.ca

We had some discussions on these lands earlier this year and my clients have asked that I write a formal appeal letter.

As a summary of the situation, my clients received correspondence on February 4, 2022 which indicated they were being assessed as part of the Bruhm Lane Property Owners Road Association charge area. You and I spoke about 2 months later and you indicated the process to for a private road association to have their fees assessed with taxes was directed by the private road association. The private road association would indicate what properties should be covered under the charge area and also provide the budget in order to determine the amount of the assessment. You noted at that time, that it was up to the private road association to indicate if some property owners in the charge area would be subject to different assessment amounts.

I would draw your attention to Section 13 of the Private Roads By-law for the Municipality of the District of Lunenburg. It indicates:

13 (1) Notwithstanding this By-law and subject to subsection (2), the Municipality may, upon request in writing, exempt a charge from any landowners within a Charge Area whose property

- (a) abuts and has access to a public road;
- (b) does not use the private road; or
- (c) does not have access to the private road.

While the Wolfe property is not migrated, I can confirm that it has only ever been granted access to Bruhm Road across PID 60213659 and 60432150. This comprises approximately ½ of the roads that are a part of the private road association. The owners of the Wolfe property do not have the right to access PID 60213279 which contains the remainder of Bruhm Lane, Charlie Drive and Clara Lane.

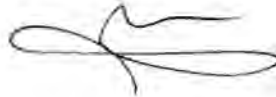
I would argue that in accordance with Section 13 of the Private Roads By-law noted above, you have the authority to alter the submission of the Bruhm Lane Property Owners Road Association in this case. The Wolfe's agree that they should pay their proportionate share of the fees that relate to the portion of the road they are legally allowed to use. But it would be unfair for them to pay fees for roads they have no right to access.

We are asking that you exempt the above noted property from ½ of the standard assessment for the Bruhm Lane Property Owners Road Association in accordance with your authority in Section 13 of the Private Roads By-law.

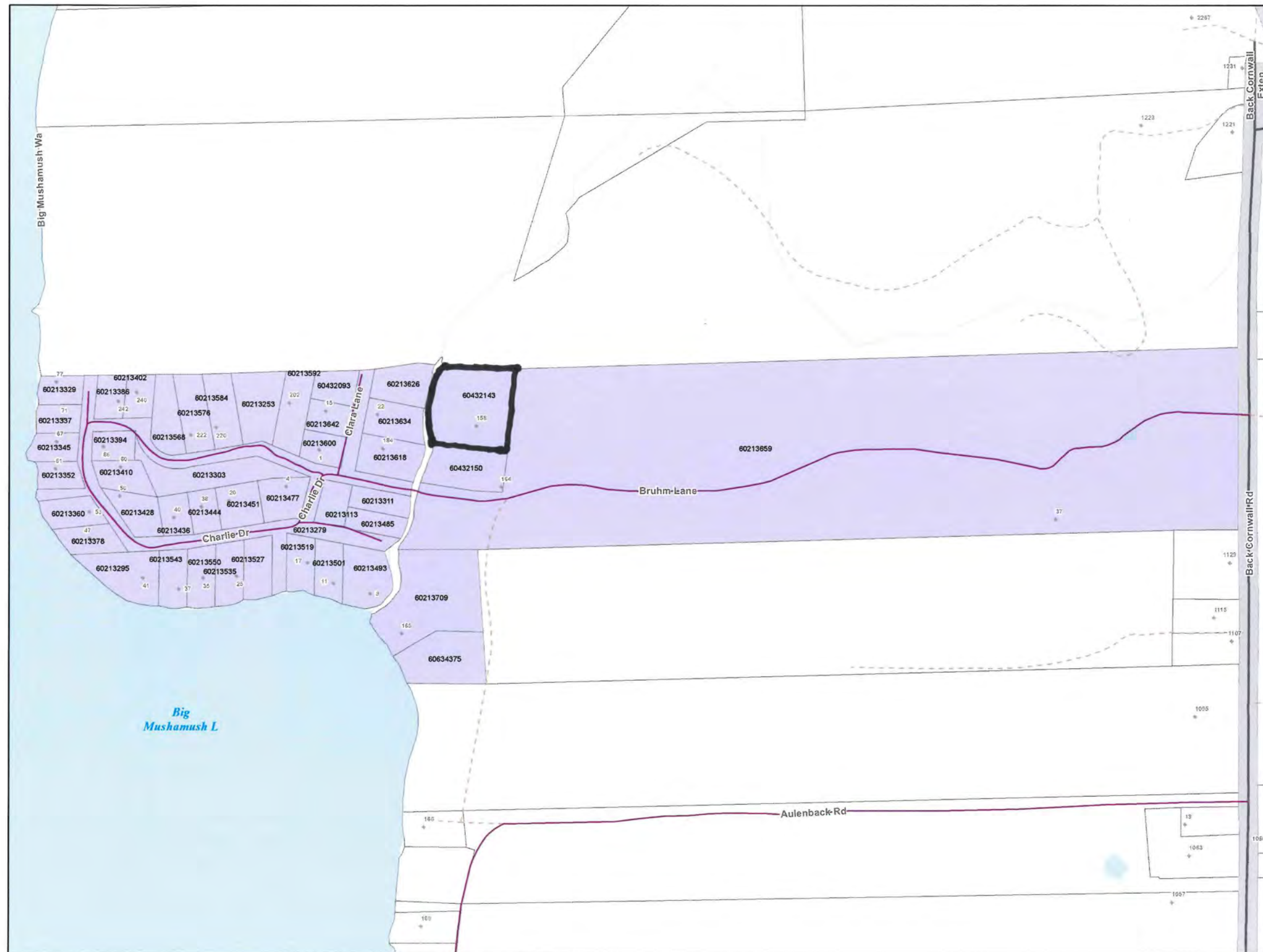
I look forward to hearing from you on this manner.

Yours truly,

BOYNECLARKE LLP

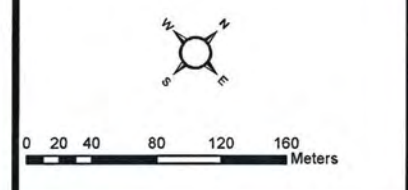


Lauren M. Randall



**Bruhm Lane
Charge Area 2022
(PropDate: Jan 2022)**

- Civic Points
- Provincial Road
- Municipal Road
- Private Road
- - - Tracks, Trails
- ▭ Road Right-of-Way
- ▭ properties_jan2022
- ▭ BruhmLn_2022chargeProps
- Coast
- Watercourse
- Waterbody



Project Description:

**MUNICIPALITY OF THE
DISTRICT OF LUNENBURG**

Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.

Date:

File:

Prepared By: Planning & Development Services
Municipality of the District of Lunenburg

Council
Item: #11.1.3
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor Bolivar-Getson and Municipal Council
Submitted by: Norma Schiefer, Municipal Development Officer
Date: January 24, 2023
Re: Request to Levy Private Road Maintenance Charge – Lower Cabin Road Maintenance Association

Recommendation

That Municipal Council levy a maintenance charge within the Charge Area identified by the Lower Cabin Road Maintenance Association as follows:

- A uniform amount per lot based on occupancy.

With the 2023-24 charge being set at:

- \$250.00 per lot – full time
- \$125.00 per lot – seasonal
- \$0 - vacant

Subject to an Agreement being entered into between the Municipality and the Lower Cabin Road Maintenance Association that satisfies the requirements of Section 9 of the Private Roads By-law.

Executive summary

A request has been received, from the Lower Cabin Road Maintenance Association, for Council to levy a charge pursuant to the Private Roads By-law for road maintenance fees. The road maintenance fees are for the maintenance of Lower Cabin Road, as identified in their charge area map, located in Scarsdale.

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

Discussion

The request received from the Lower Cabin Road Maintenance Association is for Council to levy a charge to the lots within the identified Charge Area. The maintenance budget, submitted by the Association, indicates a uniform charge based on occupancy. Properties that are full time will receive a charge of \$250 per lot, seasonal properties \$125.00 per lot and vacant lots \$0. As per the Private Roads By-law the Municipality has a 5% administration fee which is included in the charges.

[\$2381.00 Budget, plus 5% Administration fee of \$119.00 = \$2,500.00 total charge amount]

[\$238.10 + \$11.90 = \$250.00 per lot full time]

[\$119.05 + \$5.95 = \$125.00 per lot seasonal]

The Private Roads By-law requires that this request be accompanied by:

Requirements	Submitted Yes /No	Comment
Petition bearing the signature of more than half of lot owners	Yes	Complies with By-law Petition submitted bears the signatures of 67% of the lot owners in the Charge Area (16 out of 24 lots).
Yearly Maintenance Budget, approved by Resolution	Yes	Maintenance Budget Complies (attached)
Copy of Resolution approving Maintenance Budget	Yes	Complies (attached)
Copy of the Associations MOU and By-law which clearly states that the object or purpose of the Assoc. is to carry out the road maintenance and/or improvement and the Assoc. was formed to represent the owners within the Charge Area.	Yes	Complies
Plan showing Charge Area	Yes	Complies (attached)

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

As per clause 9 of the Private Roads By-law, prior to approving the levying of a charge the Association must enter into an Agreement with the Municipality which:

- a) Requires that the association must be responsible for performing, or contracting the work in relation to the maintenance or improvement of the private road in a Charge Area;
- b) Indemnifies the Municipality from all liability or responsibility with the work in relation to the maintenance or improvement of the private road in a Charge Area;
- c) Identifies the method of collecting a charge that the person indicated in the application;
- d) Contains any other clauses that the Council may require.

Budget implications

The amount of \$2,500.00 will need to be added to the budget as revenue and \$2,381.00 added as an expense. [\$2,500.00 less \$119.00 admin fee = \$2,381.00]

Conclusion

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

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Norma Schiefer, Development Officer
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

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

That Municipal Council levy a maintenance charge within the Charge Area identified by the Lower Cabin Road Maintenance Association as follows:

- ***A uniform amount per lot based on occupancy.***

With the 2023-24 charge being set at:

- ***\$250.00 per lot – full time***
- ***\$125.00 per lot – seasonal***
- ***\$0 - vacant***

Subject to an Agreement being entered into between the Municipality and the Lower Cabin Road Maintenance Association that satisfies the requirements of Section 9 of the Private Roads By-law.

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

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

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

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

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2023, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that LOWER CABIN ROAD MAINTENANCE ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2023, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that LOWER CABIN ROAD MAINTENANCE ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

AFFIDAVIT OF STATUS

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

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

1. THAT I am a Director of LOWER CABIN ROAD MAINTENANCE ASSOCIATION, "the Society". Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.

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

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

4. THAT I have authority to execute this instrument on behalf of the LOWER CABIN ROAD MAINTENANCE ASSOCIATION, and thereby bind the LOWER CABIN ROAD MAINTENANCE ASSOCIATION.

SWORN TO at _____)
in the County of Lunenburg,)
Province of Nova Scotia,)
this _____ day of _____)
A.D. 2023)

_____)
A COMMISSIONER OF THE)
SUPREME COURT NOVA SCOTIA)

Schedule A

LOWER CABIN ROAD MAINTENANCE Association Petition

The petition will form part of the
signed agreement

Schedule B

LOWER CABIN ROAD MAINTENANCE Association
Map showing the Charge Area

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

LOWER CABIN ROAD MAINTENANCE ASSOCIATION

Registry no. 4402584

**Annual Maintenance Budget
for the period
April 1, 2023 to March 31, 2024**

2023 Road Maintenance

based on 2022 pricing; subject to change; rounded up

10 loads Class A Gravel, Raking, Delivery \$ 1,500.00

additional 2 loads 300.00

added to raise where Lower Cabin Rd. meets Barss Corner Rd.

additional funds to replace culvert near Paul LeBlanc/Ryan Veinot 500.00

2023 Association Fees

Annual Fee, Registry of Joint Stocks, estimate \$ 50.00

2023 Estimated Required Budget \$ 2,350.00

2023 Approved Required Budget \$2,500.00

LOWER CABIN ROAD MAINTENANCE ASSOCIATION

Registry no. 4402584

RECORDED RESOLUTION

BE IT RESLOVED THAT the LOWER CABIN ROAD MAINTENANCE ASSOCIATION hereby approve the Annual Maintenance Budget for April 1, 2023 to March 31, 2024, as attached, and that this Budget form the basis for the lot charges for Private Road maintenance.

I certify that the above is a true and correct copy of the Resolution which was duly passed by the Lower Cabin Road Maintenance Association at a meeting duly called and held for that purpose on the 27th day of October, 2022.

Kim Blinn

.....



60281409

60492857

60490505

LAKE WILLIAM

60281466

60281474

60281482

60281508

60281516

60281524

60281532

60281540

60281573

60281581

60281599

111

109

LOT 100

LEGEND

full time

seasonal

vacant

portion to be maintained

excluded from charge area

Lower Cabin Rd

Lower Cabin Rd

Lower Cabin Rd

Lower Cabin Rd

Lower Cabin Rd

Mossman Lake Rd

Barss Corner Rd

Barss Corner Rd

1965

60281391

60281441

60379153

60379161

60281490

60379179

60655750

60281557

60281565

60490489

172

162

139

137

135

127

LOT 2

113

97

242

238

159

155

159

155

Council
Item: #11.1.4
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor Bolivar-Getson and Municipal Council
Submitted by: Norma Schiefer, Municipal Development Officer
Date: January 24, 2023
Re: Letter of Concurrence – MDL 69 Antenna Siting Protocol

Recommendation

That Municipal Council issue a letter of concurrence for a telecommunication tower at PID 60248341, 569 Oakhill Road, Oakhill as the application has met the requirements of MDL-69 Antenna Siting Protocol.

Background

At the end of September, the Municipality of Lunenburg received an information package from Eastlink outlining the proposal to locate a telecommunication tower to provide additional Eastlink cellular coverage for the residences, businesses, and emergency services of Oakhill, Dayspring, Bridgewater, and the surrounding areas.

The Municipality has a policy on the siting of telecommunication towers outlining submission requirements and to ensure adequate public consultation is given. Municipal Council is required to issue a letter of concurrence if the proponent has fulfilled the requirements of MDL-69 Antenna Siting Protocol.

Discussion

Eastlink is proposing to locate a tower to boost cellular coverage in the area. This structure will provide cellular service to the residences, businesses, and emergency services of the surrounding communities. The area is currently in need of additional coverage, and this infrastructure will provide service to residents of Oakhill, Dayspring, Bridgewater and the surrounding areas.

A 61m self-supporting telecommunications tower will be located at PID 60248341, 569 Oakhill Road, Oakhill.

All proposals must comply with Innovation, Science and Economic Development Canada's requirements and include certification or attestation of compliance from other government agencies, including NavCanada, Health Canada, Transport Canada and Environment Canada.

As part of any proposal, public consultation is a requirement. Eastlink has provided notification letters to properties located within the required consultation area to provide details of the proposal. Also, a public information session was held at the Oakhill Firehall on December 7, 2022, to provide residents an opportunity to hear about the project and ask questions. As a result of the consultation, all questions and concerns were addressed.

Conclusion

Eastlink has fulfilled the requirements of MDL-69, Antenna Siting Protocol and ensured communication of the project was provided to the public. Public consultation has been effective in providing details to residents who will benefit from this service. A letter of concurrence is required to be prepared and forwarded to Innovation, Science and Economic Development Canada.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Norma Schiefer, Development Officer
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

HIGHWAY NO. 325

NOVA SCOTIA GRID NORTH
REFERRED TO MERIDIAN 64°30'W

PID 60248382

PID 60412582

PID 60248374

PID 60248358

PID 60615663

PID 60248366

OAKHILL ROAD

PID 60248309

PID 60248333

183.0m± NOTIFICATION
RADIUS FROM
PROPOSED TOWER

PARCEL
ASE2-NSB 480
PROPOSED ACCESS AND
SERVICE EASEMENT

PARCEL
NSB 480
PROPOSED
EASEMENT

PID 60248325

PID 60241544

PARCEL ASE1-NSB 480
PROPOSED ACCESS AND
SERVICE EASEMENT

PID 60248317

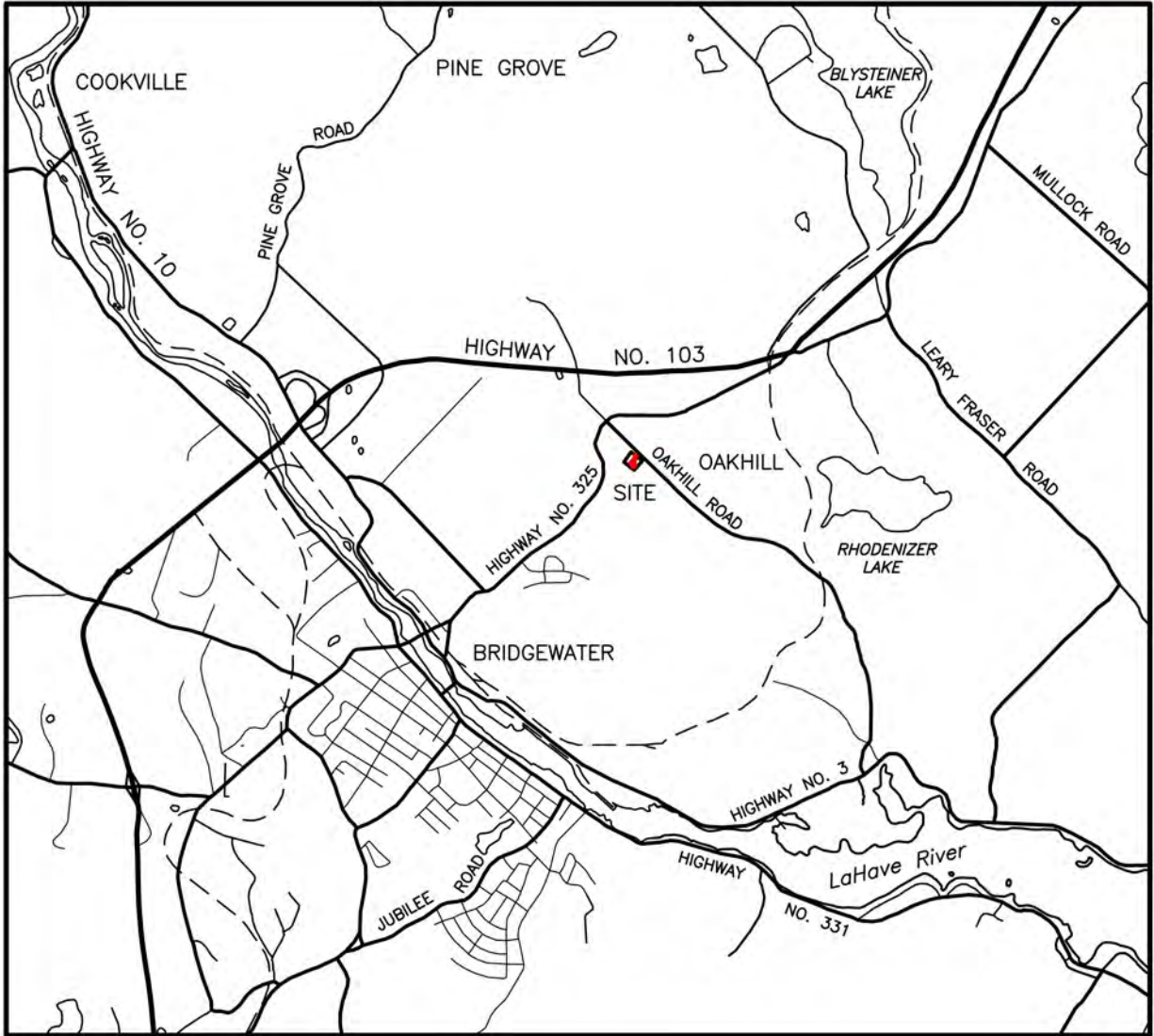
PID 60248341

PID 60248424

PID 60412525

Site Plan
Scale: 1:2000

NOVA SCOTIA GRID NORTH
REFERRED TO MERIDIAN 64°30'W



Key Plan
Scale: 1: 50,000

NOVA SCOTIA GRID NORTH
REFERRED TO MERIDIAN 64°30'W



Aerial Photo
Scale: 1: 2,000



Municipality of the District of Lunenburg Report to Council

Report To: Municipal Council
Submitted By: Abhi Jain, Sustainability Planner
Trudy Payne, Director of Recreation, Parks & Tourism
Date: January 24, 2023
Re: Kingsburg Coastal Conservancy's Shaubac Wetlands Carbon Project

Through this memorandum, the staff would like to endorse its support to Kingsburg Coastal Conservancy's (KCC) project presented to the Council at its Finance Committee meeting held on December 6, 2022, and recommend that Council:

“approve the funding of \$60,000 to the Kingsburg Coastal Conservancy's Shaubac wetlands carbon project budgeting \$30,000 in fiscal 2023-2024 and \$30,000 in fiscal 2024-2025 and, furthermore release of this funding is dependent on the KCC's application being approved by the Sustainable Communities Challenge Fund administered by the Nova Scotia Federation of Municipalities.”

Background

In 2019, MODL declared a Climate Emergency, and developed a 10-year, Local Climate Change Action Plan 2030 (LCCAP2030) to guide the Municipality to achieve net-zero greenhouse gas (GHG) emissions by 2050 and support a climate-resilient, healthier, and sustainable future. The LCCAP2030, has set a target to reduce "Community emissions by 30% below 2019 baseline emissions level by 2030, 65% below 2019 levels by 2040, and achieve net-zero community emissions by 2050." Further, the LCCAP2030 has set a target "to protect and/or conserve up to 20% of the identified land and water mass in the Municipality by 2030."

Discussion

Wetlands are one of the highest stores of soil carbon on earth, however, there is little understanding of the actual quantity and distribution of carbon stored in them. The proposed project by KCC will contribute significantly in assessing the wetlands' carbon storage capacity, determining ways to further enhance their performance as carbon sinks, and evaluating the ecological services provided by these wetlands. In particular, the project will contribute significantly towards MODL's emission reduction and land conservation targets and make a stronger business case for MODL to protect/preserve these carbon sinks from getting destroyed, drained or encroached upon by development. Besides safeguarding our important

carbon sinks and natural assets, the project will also protect and enhance biodiversity in these areas while improving the community's climate resilience.

Carbon Offset Credit System

With this project, staff would also like to draw Council's attention towards Canada's 'Greenhouse Gas Offset Credit System' launched in 2022.¹ The federal government has established a national GHG offset credit system that allows proponents to generate credits if they register and implement projects that reduce GHGs using a published federal GHG offset protocol. Offset credits can be sold and used for compliance by facilities covered in the federal Output Based Pricing System. The Environment and Climate Change Canada is currently developing the following federal offset protocols:

- Reducing Greenhouse Gas Emissions from Refrigeration Systems
- Improved Forest Management on Private Lands
- Enhanced Soil Organic Carbon
- Livestock Feed Management
- Direct Air Carbon Dioxide Capture and Sequestration

Wetlands fall under 'Enhanced Soil Organic Carbon'. Regarding pricing under Canada's Greenhouse Gas Offset Credit System, one credit will be created for every tonne of emissions reduced by approved projects. The earned credits can be sold to big emitters across Canada by the federal carbon price (currently \$50/tonne and will go up to \$170/tonne by 2030²). It means if wetlands on Shaubac Lands sequester 10 tonnes of carbon emissions per year, it can generate revenue of \$1,700 per year by 2030 for the property owner.

On October 18, 2022, Nova Scotia government announced that it will move away from its current provincial cap and trade program to federal Output-Based Pricing System³ and the new output-based pricing system will begin on January 1, 2023.

¹ Canada's Greenhouse Gas Offset Credit System. Retrieved from: <https://www.canada.ca/en/environment-climate-change/services/climate-change/pricing-pollution-how-it-will-work/output-based-pricing-system/federal-greenhouse-gas-offset-system.html>

² 2030 emissions reduction plan: Canada's next steps to clean air and a strong economy. Pg. 27. Retrieved from: <https://publications.gc.ca/site/eng/9.909338/publication.html>

³ Nova Scotia News Release. October 18, 2022. Legislation to Reduce Industrial Carbon Pollution. Retrieved from: <https://novascotia.ca/news/release/?id=20221018002>

Benefits of Carbon Offset Credit System to MODL

As carbon offset credits from wetlands become eligible to trade in greenhouse gas national market, the property owners who have wetlands on their sites can determine their wetlands' ability to sequester carbon, and once verified, property owners can sell the certified credits to interested buyers nationwide. Property owners will be incentivized to protect these natural assets as it will then become a revenue stream for them, which will also reduce the burden on MODL to acquire these assets to protect them. However, in situations where the Municipality must acquire these wetlands or other carbon offsetting natural assets, these assets will become a revenue stream for the Municipality in the future.

KCC's 5-Phase Project

The KCC has summarized the proposed project into 5 phases which are:

“Phase 1: Form meaningful partnerships with academic institutions, local stakeholders, other NGO's, government and indigenous groups. Create a plan to identify and map wetlands within the Shaubac lands with the intent to assess their functions and capacity to store carbon.

Phase 2: Research and document the wetland carbon absorption process, quantify the storage they currently provide and research measures to potentially increase carbon absorption capacity.

Phase 3: Develop a carbon storage capacity plan, including gathering Indigenous Ecological Knowledge from the Acadia First Nations Community, for use in phase 4; contract professional services to provide the aerial and field mapping of the Shaubac and perform field wetland assessments and inventory.

Phase 4: Develop a research plan based on Phase 3 results. This will include measuring and evaluating results and providing recommendations for the Municipality of the District of Lunenburg's (MODL) Local Climate Change Plan 20230, KCC Land Stewardship Program, and ecosystem values with indigenous Traditional Ecological Knowledge. The project will develop a field research and monitoring plan for the wetlands and create a framework for investigating other wetlands within Lunenburg County for carbon sinks. The outcome of the project will be to provide guidance and a tangible toolkit for other municipalities to assess wetlands within their jurisdictions, if they so choose.

Phase 5: Conduct a meaningful public engagement campaign to raise awareness, gather and present community responses and encourage local communities to support and implement the proposed measures.”

Budget Implications

The estimated cost of this two-year project is \$382,000. The KCC has requested \$267,400 from the Sustainable Communities Challenge Fund; \$60,000 from MODL, \$20,000 from Nova Scotia Liquor Commission (NSLC) Community Leadership Fund; \$15,000 from MITACS which is a student granting agency and the remaining to come from the KCC as a result of an awareness-raising fund campaign.

The \$20,000 from the NSLC, if successful in receiving, will be allocated specifically to facilitate First Nation Project Guidance and ground-truthing resources. The MITACS funding is to cover half of the cost of student involvement in the project with Dalhousie University. A Dalhousie professor will be volunteering his research expertise.

Funds have been allocated this year for climate change actions. All of the funding allocated this year will not be spent; therefore, it is being recommended that \$30,000 come from this year's budget and the remaining \$30,000 be included in the climate change budget for 2023-2024 fiscal. The project lead is the KCC with the MODL's Sustainability Planner and Director of Recreation, Parks and Tourism acting support resources. The First Nations Acadia Band Ecology Manager will also be providing overall project guidance. The day-to-day project management will be the KCC.

Conclusion

To protect and restore wetlands is critical to both reducing greenhouse gas emissions and adapting to a changing climate. These valuable ecosystems provide multiple other benefits in terms of filtering pollution, recharging groundwater, providing species habitat, and recreational and commercial opportunities. Furthermore, in order to prepare our assets to become eligible for carbon offset credit system, the first requirement is to measure the carbon reduction from them, and the proposed project by KCC to quantify carbon sequestration capacity of wetlands on Shaubac Lands, is the right step towards that direction. Therefore, staff recommends that Council approve the funding to the organization.

Report Preparation	
Department	Planning & Development
Report Prepared by	Abhi Jain, Sustainability Planner Trudy Payne, Director of Recreation, Parks & Tourism
Report Approved by	Jeff Merrill, Director of Planning & Development
Date Reviewed by C.A.O.	

Council
Item: #11.1.6
Date: January 24, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Graham Hopkins
Date: January 24, 2023
Re: Alternative Procurement Practices – Electric Vehicle(s)

Recommended Motions

- Council grant pre-approval for the purchase of three (3) electric vehicles. An electric truck for the Engineering Department for \$115,000 + HST, and 2 (two) electric SUVs for Planning Services at \$100,000 + HST each.
- Council authorize staff to use section 19 of the Purchasing and Tendering Policy - Alternative Procurement Practice and secure quotes from vendors.
- Council authorizes the CAO under section 10 – Procurement Value of more than \$25,000, to make the procurement decision in the purchase of electric vehicles for the Planning Services and Engineering Department, up to \$115,000 + HST each.
- Council grant pre-approval for the purchase of three (3) dual charging stations (6 charging ports) in the amount of \$120,000.

Discussion

Planning Services and the Engineering Department are in the process of procuring vehicles to replace one (1) aging vehicle (2016 Ford Escape) and to add two (2) new vehicles to the fleet. These three vehicles are being requested using funds from the proposed 2023/24 capital budget and will provide a vehicle for our newest Building Official. With the shortage of electric vehicles in the marketplace and long delivery dates when ordering them, it is very difficult for staff to purchase new vehicles. Staff would typically purchase vehicles through provincial standing offers however dealerships have not been providing pricing for these requests. The time it takes to purchase through the Purchasing and Tendering Policy, available vehicles would

likely be sold prior to the completion of the process. Planning Services is currently down one vehicle due to a recent hire, and the 2016 Escape has been out of service several times this year for repairs requiring staff to drive their personal vehicles to job sites to perform inspections.

Staff would like to expedite the process of buying the vehicles by submitting a specification sheet to dealers who currently have electric type vehicles on their lot or are currently in transit. We used this process to purchase the Volvo and Ford electric vehicles which worked very well. Preference will be given to new or used (2021 or newer) electric all-wheel drive SUV or pickup truck type vehicles. Two of the vehicles would be used for Inspection Services, which require all-wheel drive and suitable ground clearance. The third vehicle is for the use of the Engineer Department which requires all-wheel drive, ground clearance, and a cargo box.

EV Chargers

Currently, there are two charge ports in the fleet parking area. If MODL purchases additional electric vehicles for the municipal fleet additional EV chargers will be required to be installed in the fleet parking lot.

To install an additional three dual chargers (6 charging ports) in the municipal fleet parking lot staff is budgeting \$120,000 in the 2023-24 fiscal year. The EV chargers would be designated for use by the municipal fleet vehicles only. For any public or staff needing to charge a vehicle they would need to use the EV chargers in the public parking lot.

Staff recommends giving pre-budget approval for the additional fleet EV chargers so Engineering can get started on the project.

Budget implications

\$115,000 pre-budget approval from the 2023-2024 capital budget for the Engineering Department electric truck

\$200,000 pre-budget approval from the 2023-2024 capital budget for two Planning Services electric SUVs. (To replace the 2016 Ford Escape and to provide the new Building Official a vehicle)

\$120,000 pre-budget approval from the 2023-2024 capital budget for three dual (6 ports) EV chargers in the fleet parking lot.

Alternatives

A vehicle could be rented (if available) until the beginning of this coming fiscal year when Council approves their budget and hopefully more electric vehicles become available to purchase.

Conclusion

Planning Services and Engineering are proposing to purchase three (3) vehicles using the alternative procurement practice and pre-budget approval.

Report Preparation	
Department	Planning & Development
Report Prepared by	Graham Hopkins, Inspection Services Manager
Report Approved by	Jeff Merrill, Director of Planning and Development Services
Date Reviewed by C.A.O.	