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Municipal Council Meeting Agenda

Tuesday, May 23, 2023 – 9:00 a.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

- 1. Call to Order**
 - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
 - 2.1 Proclamation – Access Awareness Week
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes – May 9, 2023**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs**
 - 7.1 Award of Parks Accessibility Audit..... 1-2
 - 7.2 Award of RFQ #2023-05-300 Indian Falls Culvert Replacement..... 3-4
 - 7.3 Award of Tender #2023-05-002 Osprey Village Off Highway Connector Trail..... 5-6
 - 7.4 Award of Tender #2023-05-001-Sanitary Sewer Repairs,
New Germany I&I Mitigation..... 7-9
- 8. Presentations/Scheduled Times**
 - 8.1 Community Accountability Transparency Council (CATCs) 9:15 a.m. 10-11
 - 8.2 Protect Broad Cove Beach Lands, Mary Frier 10:15 a.m. 12-16
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
 - 10.1 Policy & Strategy Committee** **17**
 - 10.1.1 Clean Energy Financing Program Contract Renewal 18-22
 - 10.1.2 Dissolution of the Sustainability Committee 23-34
 - 10.2 Nominating Committee**
 - 10.2.1 2023 MODL Volunteer Representative – Lisa Tanner 35
- 11. Staff Reports**
 - 11.1 Recreation, Parks & Trails**
 - 11.1.1 Designated Community Fund – Friends of Cherry Hill Old Community Cemetery .. 36-37

11.2 Administration

11.2.1 Letter of Support to LCLC re Fall 2025 55+ Games 38

11.3 Planning Services

11.3.1 2023 South Shore Climate Summit: Regional project 39-52

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

12.1 Region 6 Update

12.2 Deputy Mayor's Update

12.3 Mayor's Update

13. Added Items

14. In Camera

14.1 Contract Negotiations under Section 22(2)(e) of the MGA

14.2 Land Negotiations under Section 22(2)(a) of the MGA

14.3 Land Negotiations under Section 22(2)(a) of the MGA

14.4 Land Negotiations under Section 22(2)(a) of the MGA

15. Adjournment

Council
Item: #7.1
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: Trudy Payne, Director of Recreation, Parks, & Tourism
Stephen Pace, Director of Engineering and Public Works

Date: May 23, 2023

Re: Awarding of Park Accessibility Audits

Recommendation

To award the Park Accessibility Audits contract to EXP Services Incorporated in the amount of \$71,827 + HST (including expense).

Executive Summary

An RFP was issued in January 2023 seeking qualified firms to undertake accessibility audits for the following parks: Mushamush Beach; Miller Point Peace Park; Hirtle's Beach, Indian Falls and River Ridge Common. Unfortunately, the Municipality did not receive any proposals. Staff then utilized the Standing Offer for Engineering, Design and Construction Oversight services and selected EXP Services Incorporated to provide a proposal to undertake the work. This work will involve conducting site visits to determine existing conditions and inventory; a review of applicable strategies of the Municipality such as the Active Living Strategy and the Climate Change Action Plan; developing concept plans for each site providing Class D budgets and a final presentation to Council.

The team EXP would provide consists of a Landscape Architect, a Project Manager and Client Liaison, engineers, GIS support, surveyor and a Registered Architect with Rick Hansen certification.

The work would begin in June and be completed in September in time to inform the 2023-2024 capital budget. It is anticipated that some improvements could begin this fiscal year as funds have been allocated in the capital budget for accessibility improvements.

The Recreation, Parks & Tourism Department, along with the Engineering staff would work with EXP to ensure the audits are completed and to carry out any recommendations adopted by Council.

Budget Implications

Funds have been allocated in the capital budget to improve accessibility of our parks. The Municipality has received a \$19,000 grant from the Community Access-Ability grant program for this work.

Strategic Plan

The Municipality has an Accessibility Plan and has deemed “Re-Create Parks” as one of the four strategic priorities.

Work Plan

This aligns with both the Accessibility Plan and the “Re-Create Parks” priority.

Alternatives

The alternative is to not to award to EXP and issue another RFP.

Conclusion

Reaching out to firms on the standing offer complies with MODL’s procurement policy. EXP can deliver on the scope of work, bring a diverse and strong team to complete the work and within the timeframe MODL is requesting.

Report Preparation	
Department	Recreation, Parks, & Tourism and Department of Engineering & Public Works
Report Prepared by	Trudy Payne, Director of Recreation, Parks & Tourism and Stephen W. Pace, Director of Engineering and Public Works
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item: #7.2
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Jamie Burgess P.Eng., Municipal Engineer
Date: May 23, 2023
Re: RFQ Award 2023-05-300 Indian Falls Culvert Replacement

Recommendation

That Council authorize staff to award RFQ 2023-05-300 Indian Falls Culvert Replacement to Dexter Construction Company Ltd. in the amount of \$33,900.00, excluding HST.

Executive Summary

The Municipality of the District of Lunenburg (MODL) is committed to investing in upgrades for existing park and facility infrastructure. This project supports this initiative by providing improved access to the Indian Falls Park and reduced maintenance costs by preventing gravel wash out of the road surface.

Discussion

A Request for Quotations (RFQ) was issued April 27, 2023, and closed May 15, 2023. The RFQ required quotations to be submitted for the work that included culvert replacement complete with fish baffles and reinstatement/stabilization of the work area. The RFQ sent to five (5) contractors three (3) Contractors responded by email they were too busy to take on new work one (1) other did not submit a quotation and one (1) quotation was received and accepted before the deadline. Quotations that were accepted are summarized in the following table:

Contractor	Cost Excluding HST	Cost Including Net HST
Dexter Construction Company Ltd.	\$33,900.00	\$35,352.95

Budget Implications

This project was identified in the 2023/24 Capital Budget with a value of \$30,000. The only compliant bid received is a total cost of \$35,352.95 including net HST, which exceeds the budget amount. The difference between the submitted bid and budget figure will be made up from the General Operating Reserve.

Strategic Plan

Investment in parks (Re-Create! Parks) is one of the Strategic Priorities set by Council for 2023-2025.

Work Plan

The Indian Falls Culvert Replacement Project is included in the 2023-2024 Capital Budget. The work will be complete by September 30, 2023.

Conclusion

That Council authorize staff to award RFQ 2023-05-300 Indian Falls Culvert Replacement to Dexter Construction Company Ltd. in the amount of \$33,900.00, excluding HST.

Report Preparation	
Department	Engineering & Public Works
Report Prepared by	Jamie Burgess, Municipal Engineer, Tyler Richardson, EIT
Report Approved by	Stephen W. Pace, Director of Engineering & Public Works
Date Reviewed by C.A.O.	May 23, 2023

Council
Item: #7.3
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: Jamie Burgess, P.Eng., Municipal Engineer

Date: May 23, 2023

Re: Tender Award 2023-05-002 Osprey Village Off Highway Connector Trail

Recommendation

Council authorize staff to award Tender 2023-05-002 Osprey Village Off Highway Connector Trail to Dexter Construction Company Ltd. in the amount of \$948,115.00, excluding HST.

Executive summary

There has been considerable investment in recent years with new enterprises and proposed expansion within Osprey Village. New services and amenities have been proposed to further support residents both inside Osprey Village and those in the Municipality as a whole. One of these proposed projects is the Osprey Village Trail Connector which will serve as a multi-use trail, linking the previously separate trail systems of the rails to trails network along the LaHave River and the Central Nova/Adventure Trail in the Oakhill area. This connection will allow both pedestrians and Off Highway Vehicles (OHVs) a viable route through Osprey Village and allow for improved access to services in a safe manner. This trail has been a priority for both MODL and trail associations and is supported by current Osprey Village occupants.

Discussion

A Tender for the Osprey Village OFF-Highway Vehicle Connector Trail was issued April 28, 2023, and closed May 15, 2023. Two (2) submissions were received before the 2pm May 15, 2023, deadline. One submission met the mandatory criteria to be accepted by the Municipality. The one accepted tender was submitted by Dexter Construction Company Ltd. This submission has been summarized in the table below:

Contractor	Cost Excluding HST	Cost with Net HST
Dexter Construction Company Ltd.	\$948,115.00	\$988,751.20

Budget implications

The Osprey Village Off Highway Vehicle Connector Trail was included in the 2023/24 Capital Budget at \$800,000.00. The price including net HST for the compliant bid exceeds the budget. The cost exceeding the budgeted \$800,000 can be funded from both General Operating Reserves and an \$80,000 grant contribution is expected.

Strategic plan

Investing in Infrastructure (Expanding Recreation Infrastructure) is one of Council’s 2022/23 Strategic Priorities.

Opportunities to include or improve accessibility will be considered during the various phases of the project.

Work plan

The Osprey Village Connector Trail project is included in the 5-year Capital Budget plan for 2023/24. This project will be completed by October 31, 2023.

Conclusion

That Council authorize staff to award Tender 2023-05-002 Osprey Village Off Highway Connector Trail to Dexter Construction Company Ltd. in the amount of \$948,115.00, excluding HST.

Report Preparation	
Department	Engineering Department
Report Prepared by	Jamie Burgess and Tyler Richardson
Report Approved by	Stephen Pace
Date Reviewed by C.A.O.	May 23, 2023

Council
Item: #7.4
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: Larry Feener, P.Eng., Municipal Engineer

Date: May 23, 2023

Re: Tender Award 2023-05-001
Sanitary Sewer Repairs – New Germany I&I Mitigation

Recommendation

Council authorize staff to award tender 2023-05-001 Sanitary Sewer Repairs – New Germany I&I Mitigation to Dexter’s Construction Company Ltd for \$987,840.00 plus HST with the over budget amount being funded from Sustainable Services Growth Fund Capital Reserve and to further make application for funding.

Executive summary

Approximately 247 properties are connected to the New Germany wastewater system. During storm events and continuous wet weather conditions, the inflow and infiltration (I&I) to the sanitary sewer causes sanitary sewer flows to exceed the design capacity of the New Germany Wastewater Treatment Plant (WWTP). When the design capacity of the WWTP is exceeded, proper treatment of wastewater becomes more challenging resulting in poor quality effluent that may not meet conditions required in Nova Scotia Environment Approval to Operate. Reducing the I&I that enters the sanitary sewer system is a valuable investment in ensuring the Municipality continues to meet provincial and federal regulations.

The scope of work for this phase of the project includes repairs to Municipally owned infrastructure including sewer mains, manholes, and pump station wet wells. One (1) bid was received for Tender 2023-05-001 from Dexter’s Construction Company Ltd.

Discussion

Tender 2023-05-001 Sanitary Sewer Repairs – New Germany I&I Mitigation was issued on April 27, 2023, and closed May 11, 2023. One (1) tender was received from Dexter’s Construction

Company Ltd. before the closing date and time, a summary of the pricing is shown in the table below:

Financial Proposal Submitted By	Dexter’s Construction Company Ltd.
Estimated Contract Price	\$987,840.00
HST (15%)	\$148,176.00
TOTAL (including Full HST)	\$1,136,016.00
TOTAL (including Net HST)	\$1,030,178.82

Budget Implications

The approved 2023/24 Capital Budget document included \$800,000 net HST for the repairs and Engineering services during construction with the assumption that \$400,000 would be funded from grants and \$400,000 from sewer reserves. In 2021, an estimate of \$564,500 (net HST) was prepared by the consultant, Design Point Engineering, including 15% contingency and 15 % engineering. Staff increased the budget to \$800,000 to adjust for recent market increases. This is a unit price tender, the actual cost will be based on actual quantities measured. Design Point Engineering provided a proposal for \$14,100 plus HST for the Construction Phase Project Management Services.

This project has not received any approved funding to date, an application is being prepared with an expected funding announcement taking place in July. According to the funding partners, PCAP funding could be capped at \$100,000 per project this year.

The anticipated over budget amount including construction and Engineering with no funding will be \$645,000 net HST.

In March 2023, MODL received \$1.136M from the Sustainable Services Growth Fund. These funds were placed in a Capital Reserve and utilized in the 5-year plan in 2025/26 to offset the cost of eligible capital projects. It was not, however, allocated to a specific project. Wastewater capital projects are eligible under the funding agreement.

Strategic Plan

This project is part of the ongoing Capital Requirement per the 2023/24 budget document.

Work Plan

The New Germany Inflow and Infiltration project was part of the approved 2023/24 Capital Budget.

Alternatives

Some other alternatives that Council may wish to consider:

- 1) Delay other capital projects to help fund the over expenditure.
- 2) Reject the tender as it is over budget and reintroduce it in the 2024/25 capital budget process. There is no indication pricing is going to be lower next year and continuing to delay the project can increase the risk of infrastructure failure causing sewer backups. Staff do not recommend this alternative.

Conclusion

One (1) submission was received for Tender 2023-05-001 Sanitary Sewer Repairs – New Germany I&I Mitigation from Dexter’s Construction Company Ltd. in the amount of \$987,840.00 plus HST.

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

WELCOME TO THE CATCs NETWORK!

“Community Accountability Transparency Councils”

CATCs is a volunteer initiative focused on bringing accountability and transparency to public institutions at all levels of government. Councils will re-examine the course of fundamental and proposed policies, laws, permits, decrees, amendments and such.

CATCs operate as an oversight body to ensure honest, ethical, and moral stance of elected officials, in all branches serving in all levels of Government and in association therefrom including NGO's (Non Government Organisations).

Our goal is to entrust individuals to establish grassroots CATCs in all 338 Federal Ridings and throughout each of our municipalities across the country. We invite and encourage groups and organizations to join our initiative. Building this framework from coast to coast to coast is our number one priority.

Your voice matters.

We welcome people from all walks of life and experience to join a CATCs. Participate with us today in repairing our broken democracy.

The Call to Action

Launching a Local CATC / Joining an existing Local CATC

Three steps to starting a CATC or joining an existing Local CATC in your area:

1. Meet with the National Council
2. Sign the Guiding Principles and Pledge of the CATC network
3. Learn the CATC way

Step One: Meet With the National Council

The first step in launching or joining a CATC in your area is to participate in an online meeting with the National Council. At this meeting you will discover those individuals working to develop the CATCs network, share your own story, and learn about the many strategies to help with your own engagement.

Step Two: Sign the Guiding Principles and Pledge of the CATC Network

This Guiding Principles and Pledge is the core document outlining our commitments, principles and expectations.

Step Three: Learn the CATC Way

Become familiar with the process, meet other CATC members, begin your engagement.

Thank you for your interest. We look forward to hearing from you. www.catcs.org

Community Accountability Transparency Council (CATCs)

Our Model

CATCs is a citizen's network that will ensure elected representatives and institutions in all levels of Government are accountable, responsive, and transparent and recognize the aspirations, needs, and will of those who elected them.

We will reverse the decades-long effort to detach and isolate us from engagement in our institutional and political systems. They exist to serve the public interest at large, not to make governance and social changes without our consent.

Our Vision

By uniting and engaging in civics from local neighbourhoods to the halls of parliament, we will ensure the survival of our great country and set in motion the necessary conditions for a country where future generations are free to innovate and thrive.

Overview

Canada has 338 federal constituencies, 751 provincial and territorial constituencies and thousands of municipal councils, school boards and planning districts.

CATC is structured to have Councils in each of the 338 federal constituencies. Each Council will form sub-councils at the provincial, municipal and community levels as needed.

Where provincial, municipal or community sub-councils overlap federal constituencies, a sub-council can choose which level above to affiliate with. That allows sub-councils to be faithful to trading areas which do not follow arbitrary political boundaries.

Large metropolitan areas will have hundreds of sub-councils to engage and involve the people at every level of governance, from the local community and up.

Our objective is to respectfully engage with our elected officials to establish mutual agreed engagement guidelines.

www.catcs.org



Protect Broad Cove Beach Lands a coastal asset in MODL

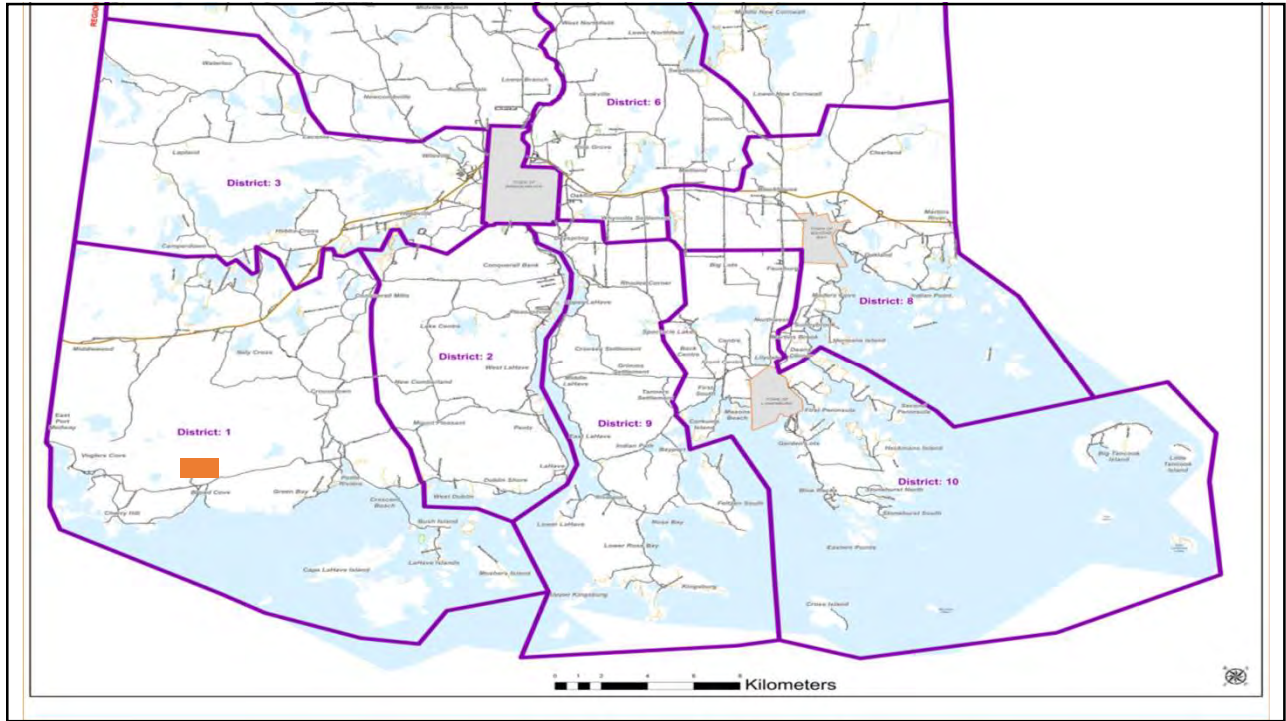
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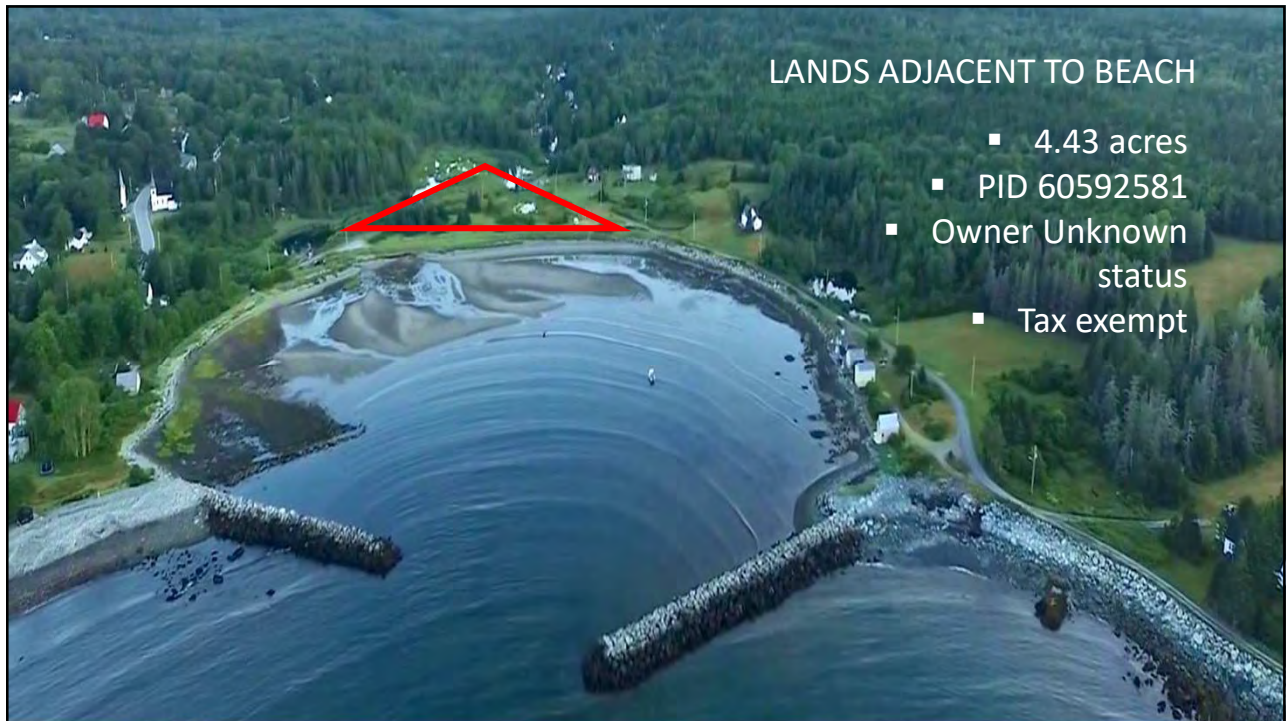
Broad Cove Community Association

- 1. The mandate of our association is:
 - (a) To provide hall facilities for the residents and various organizations of the community of Broad Cove and for other persons or organizations as may wish to rent said facilities.
 - (b) To protect and preserve the Broad Cove beach and adjacent lands in their natural state for the enjoyment of the residents of Broad Cove and any such persons who share this Objective.

2



3



4

Important Coastal Asset

- Mix of woodland, ponds and dunes
- **Buffers effect of sea level rise**
- **Recreational Use:** walking, swimming, photography, clamming, picnicking, relaxing and other healthy outdoor activities.
- Popular with **birders** including NS birding expert James Hirtle who has recorded 157 species here.
- Provides **room for parking and** access to the beach.

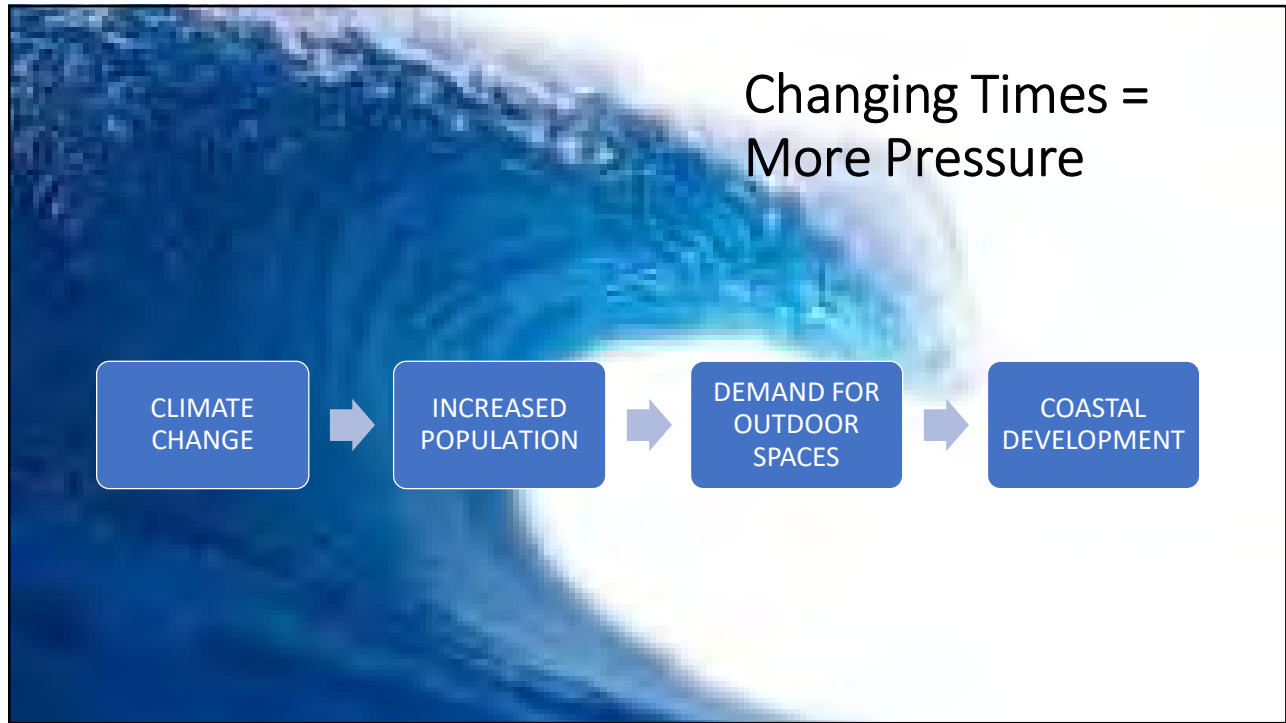


5

HISTORY OF STEWARDSHIP AND ADVOCACY



6



7

Escalating Concerns

- Unregulated camping ● Destruction of Dunes ● Mowing and crushing of Beach Grasses ● Inordinate amounts of garbage
- Illegal Fires ● Human Excrement and other Sanitation Issues ● Public Intoxication ● Threatening Behavior
- Increased use of emergency services including Police, 911 and Fire Departments ● Access to beach blocked ● No room for Parking
- Increased Conflict ● Security Concerns ● Community more vulnerable to flooding

8



Our Vision

- conserve this property's sensitive geographical, biological and environmental features from further deterioration
- ensure this property remains accessible to the public for regulated day use
- have a means to prohibit overnight camping and other abuses to protect the security of the community.

9

Requesting MODL help in bringing this coastal asset into the public domain



BCCA is ready and willing to continue to act as stewards of this coastal treasure, but we need a legal framework to help us prevent unwanted overnight camping and other threats

We request that MODL explore timely measures for the acquisition and protection of this parcel of land in Broad Cove.

We also hope that MODL can consult with the appropriate provincial agencies regarding this opportunity.

10

Council
Item: #10.1
Date: May 23, 2023
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

May 16, 2023

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

Dear Mayor and Councillors:

The Policy & Strategy Committee, in session on Tuesday, May 16, 2023, made the following
recommendations to Council:

1. That Municipal Council award a 5-year contract to Clean Foundation from 2023-24 to 2027-28 fiscal year for the continued delivery of the Clean Energy Financing Program to MODL homeowners.
2. That Municipal Council dissolve the Sustainability Committee effective May 23, 2023, and further, assigns the Finance Committee, and the Policy and Strategy Committee the role of working with staff and making recommendations to Council on the implementation of the Local Climate Change Action Plan 2030.

Respectfully submitted,

Chairperson and Members
Policy & Strategy Committee

/jp

Council
Item: #10.1.1
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee
Submitted by: Abhimanyu Jain, Climate Change and Sustainability Manager
Date: May 16, 2023
Re: Clean Energy Financing Program Contract Renewal

RECOMMENDATION

THAT the Policy and Strategy Committee recommend the Municipal Council to:

“Award a 5-Year Contract to Clean Foundation from 2023-24 to 2027-28 fiscal year for the continued delivery of the Clean Energy Financing Program to MODL homeowners.”

BACKGROUND

The Municipal Council has been partnering with the Clean Foundation for the past seven years to deliver the Clean Energy Financing program. This program aims to provide financing options to homeowners for energy-efficient retrofits in their homes, which aligns with the Council's Local Climate Change Action Plan 2030. After seven years of renewing a one-year contract with Clean Foundation, staff recommend awarding a five-year contract to the foundation for the Clean Energy Financing program from 2023-24 to 2027-28 fiscal year. The Municipal Council has already approved \$500,000 for the program in its 2023-24 fiscal year budget. Since the Council has also set a target to retrofit 1400 homes by 2030 as part of its 'Local Climate Change Action Plan 2030', it is recommended to sign a five-year contract with the Clean Foundation for the continued delivery of the Clean Energy Financing Program to MODL homeowners.

DISCUSSION

The Clean Energy Financing program is an important part of the Municipal Council's Local Climate Change Action Plan 2030, which aims to reduce greenhouse gas emissions by retrofitting 1400 homes in the Municipality by 2030. The program provides financing options to homeowners for energy-efficient retrofits, such as insulation, energy-efficient appliances, and renewable energy systems. By making these retrofits more accessible, the program encourages homeowners to reduce their energy consumption and reduce their carbon footprint. After seven years of renewing a one-year contract with Clean Foundation, staff recommend awarding a five-year contract to the foundation for the Clean Energy Financing program from 2023-24 to 2027-28 fiscal year.

The recommendation is based on several factors: Firstly, the program has been included in the Council's 5-year financial plan, which demonstrates the Council's long-term commitment to the program and its goals. A five-year contract will provide stability to Clean Foundation, enabling them to plan and execute the program with more efficiency. This stability will benefit the homeowners in the Municipality, who will have greater access to financing options for energy-efficient retrofits.

Secondly, the Council has set a target to retrofit 1400 homes by 2030 as part of its Local Climate Change Action Plan 2030. By signing a five-year contract, the Council can ensure that the program is executed consistently and effectively over a longer period, which will contribute towards achieving this target. This will also enable the Council to measure the program's success over time and make any necessary adjustments to achieve its goals.

Furthermore, a five-year contract will provide Clean Foundation with the necessary resources to invest in the program's infrastructure and staff training, leading to a higher quality of service delivery. This will also result in cost savings for participants, as a longer-term contract is likely to be more cost-effective than renewing a one-year contract annually.

Clean Energy Financing Program's Annual Performance Analysis

The Clean Energy Financing program's annual performance analysis shows a significant improvement in the program's performance after undergoing changes to improve its effectiveness. The program had been experiencing a decline in performance in the past, prompting the municipality to make several changes to the program last year. These changes included increasing the per-customer financing cap from \$10,000 to \$20,000, reducing the annual lending rate from 4% to 2%, increasing the amortization period from 10 years to 15 years, and removing credit checks. The changes led to a significant increase in new sign-ups for the program, with 78 new people signing up last year, compared to only one person registered for the program in the previous year. The current statistics show that there are 18 active participants, 2 have successfully completed their upgrades, and 37 participants are on the waitlist. The table-1 below provides a summary of the current program statistics.

While the program has made great strides, staff has identified room for further improvement. They have recognized that Clean Foundation, which manages the program, has been giving customers long lead times to sign customer agreements or complete upgrades, resulting in only 2 customers completing their upgrades last year despite a long waitlist. To improve upon this, staff have communicated to Clean Foundation that homeowners should be allowed a period of only 3-4 weeks to sign their customer agreement and must commence their energy-efficient upgrades within six months of signing the agreement. This will be rigorously enforced, and those who do not sign the agreement within the given timeframe will be placed at the end of the waitlist. By implementing these changes, delays will be prevented, and financing money will be utilized more efficiently, ensuring the program continues to improve and provide homeowners with accessible energy-efficient upgrades.

Table-1
Clean Energy Financing Program Current Statistics

	Program Years						
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Participants Registered	13	22	10	15	3	1	78
In Progress/Active	-	-	-	-	-	-	18
Waitlist	-	-	-	-	-	-	37
On Hold	-	-	-	-	-	-	2 (on homeowner's request)
Exited Early	5	7 (2 back on wait list)	10 (1 went to Home Warming Program; 2 into year 4)	10	1 (moved to year 6)	-	12
Rejected – Credit Check	n/a	8	-	1	-	-	-
Rejected – Other	0	2	-	2 (arrears check)	1 (arrears check)	-	7 (arrears check/other reasons)
Upgrades Completed	8	5	0	2	1	1	2
Total Invoices (with program fees)	\$73,734.3	\$42,553.0	\$0.00	\$14,955.5	\$10,000.0	\$3,930.0	\$39,917.44

BUDGET IMPLICATIONS

The Clean Energy Financing program is included in Council’s 5-year financial plan. Table-2 below encapsulates the Municipality’s financing budget and total invoices from the completed upgrades over the past 7 years. The Municipal Council has already approved \$500,000 for the Clean Energy Financing program in its 2023-24 fiscal year budget. This funding will support the program's continued operation, including the implementation of the recommended changes to streamline the customer agreement process and encourage timely upgrades.

If the council chooses to enter into a five-year contract with the Clean Foundation, staff will conduct an evaluation of the Clean Energy Financing program's performance and expenditure during the 2023-24 fiscal year. A report will be provided to the Council, which will outline if there is a requirement for additional funding to cover the program's expenses for the remaining four years. The 5-year contract will also help to ensure stability in the program's budget and operations, allowing for better planning and implementation of the council's Local Climate Change Action Plan 2030.

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Annual Financing Budget	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$200,000	\$500,000
Total Invoices (with program fees)	\$73,734.3	\$42,553.0	\$0.00	\$14,955.5	\$10,000.0	\$3,930.00	\$39,917.44	

ALTERNATIVES

Alternatively, the Committee may recommend one of the following two options to Municipal Council:

- a) The Council can choose to sign another one-year contract for the 2023-24 fiscal year, evaluate the program's annual progress, and then sign a five-year contract in the 2024-25 fiscal year if satisfied with the program's performance. This approach will give the council more time to evaluate the program's performance and ensure that it is meeting the set targets before committing to a longer-term contract.
- b) The Council may provide direction to staff as they deem appropriate.

CONCLUSION

The Clean Energy Financing program has played a crucial role in the Council's Local Climate Action Plan 2030. While signing a 5-year contract with Clean Foundation would provide stability in terms of budget and operations, it's important to note that the Council would still need to allocate funds for the program

each fiscal year. This contract would enable better planning and implementation, demonstrating the Council's commitment to combating climate change and providing financial assistance to homeowners seeking to make energy-efficient upgrades. Therefore, the Policy and Strategy Committee is recommended to advise the Municipal Council to award a 5-year contract to Clean Foundation from 2023-24 to 2027-28 fiscal year for the continued delivery of the Clean Energy Financing Program to MODL homeowners.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Abhimanyu Jain, Climate Change and Sustainability Manager
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

Council
Item: #10.1.2
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg Request for Decision

Report to: Policy and Strategy Committee
Submitted by: Abhimanyu Jain, Climate Change and Sustainability Manager
Date: May 16, 2023
Re: Dissolution of the Sustainability Committee

RECOMMENDATION

That the Policy and Strategy Committee recommend the Municipal Council:

1. **"THAT Municipal Council dissolves the Sustainability Committee effective from its May 23, 2023 Council meeting." and**
2. **"THAT Municipal Council assigns the Finance Committee, and the Policy and Strategy Committee to provide advice to staff and the Council on the implementation of the Local Climate Change Action Plan 2030."**

BACKGROUND

The Municipal Council established the Sustainability Committee on November 24, 2020, to guide the development and implementation of the community emissions reduction plan. The Committee's terms of reference (TOR) mandated the Council to review the Committee's mandate upon completion and approval of Milestone 3 of the Partners for Climate Protection (PCP) program. The TOR of the Sustainability Committee is attached at the end of this report.

The Council officially adopted the Local Climate Change Action Plan 2030 (LCCAP2030) on November 8, 2022, marking the achievement of Milestone 3 of the PCP program and the completion of the Committee's mandate. Based on staff analysis, it is now recommended that the Council dissolve the Sustainability Committee effective from its May 23, 2023, Council meeting.

Staff recommends the Policy and Strategy Committee to recommend Municipal Council to assign the Finance Committee and the Policy and Strategy Committee to provide advice and recommendations to staff and the Council on the implementation of the LCCAP2030. With the adoption of LCCAP2030, the Municipal Council has demonstrated its commitment to taking bold actions towards mitigating the

impacts of climate change in the community. The transition to the new committee structure will ensure continued progress towards achieving the sustainability goals set forth in the LCCAP2030.

DISCUSSION

On October 22, 2019, the Council declared a climate emergency and passed a resolution to join the PCP program and work through its five milestones framework for both the corporate and the community stream. The 'community stream' focuses on reducing greenhouse gas (GHG) emissions that are generated within the Municipal boundary from residential buildings, industrial, commercial, and institutional buildings, community vehicles, and community solid waste. And the 'corporate stream' focuses on reducing GHG emission from Municipal buildings, fleet vehicles, streetlights, water and wastewater treatment plants, and Municipal solid waste.

The five milestones of the PCP program are:

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

On November 24, 2020, the Municipal Council passed two resolutions. With the first resolution, the Council assigned the Policy and Strategy Committee to provide advice to staff and Council on the development and implementation of a corporate emission reduction plan; And with the second resolution, the Council created the Sustainability Committee and approved its terms of reference (TOR). The Sustainability Committee was created to guide the development and implementation of a community emissions reduction plan. Subsection 7.4 of the TOR of the Sustainability Committee states that, *"The Committee and its mandate will be reviewed (by council) upon completion and approval of Milestone 3 of the PCP Program."* The Council officially adopted the Local Climate Change Action Plan 2030 on November 8, 2022, marking the achievement of Milestone 3 of the PCP program and the completion of the Committee's mandate.

Staff Analysis

Local Climate Change Action Plan 2030 is a critical plan that outlines a roadmap for the municipality to reduce greenhouse gas emissions and address climate change. The successful implementation of this plan requires the support and collaboration of all stakeholders, including council members, staff, and the community. However, the current structure of the Sustainability Committee, which meets every month, has been found to pose several challenges for staff in implementing LCCAP2030. Challenges posed by the current structure of the Sustainability Committee:

- Inefficiencies and delays in decision-making:

The current structure of the Sustainability Committee, with its limited composition of only four council members, has been found to create inefficiencies and delays in the decision-making process, leading to longer implementation times. Because the Committee only consists of four members, matters that are discussed within the committee often need to be revisited in the full council meetings, which can be time-consuming and prolong the implementation process. This process

inevitably leads to delays in moving projects forward and achieving the emission reduction targets set forth in LCCAP2030. The need for multiple rounds of discussion and decision-making can be particularly challenging when time is of the essence and immediate action is required to address urgent environmental concerns.

- Additional burden on staff:

Implementing LCCAP2030 requires a significant amount of staff time and resources, and the current structure of the Sustainability Committee adds to this burden. The staff has to prepare reports and presentations for follow-up council meetings, which requires additional time and resources. For example, during the development phase of LCCAP2030, staff had to go back to the Sustainability Committee for revision of the community engagement plan, emission reduction targets, and the final list of action items, which required additional staff time to prepare the revised information. This additional burden on staff slows down the implementation process and increases the workload.

- Additional burden on staff to identify and prepare new items:

The current structure of the Sustainability Committee also puts an additional strain on staff to identify and prepare new items to present at the committee meetings. Staff may not have items to present every month, and staff have to identify and prepare new items to present at the committee meetings. For instance, staff may have to prepare a report on the status of the implementation of a project or identify potential projects that align with LCCAP2030. This situation slows down the implementation process of LCCAP2030. The additional burden on staff to identify and prepare new items also diverts resources and time from other critical activities required for successful implementation of LCCAP2030.

Benefits of the Committee of Whole structure:

The Committee of Whole structure, which includes the Finance Committee and the Policy and Strategy Committee, can make a huge difference in improving operational efficiencies by moving projects forward at a faster pace without undue pressure on staff resources. It provides a more comprehensive approach to decision-making as it includes all council members. This results in a better representation of the community's views and concerns, ultimately leading to more informed decisions. This structure allows for better decision-making and eliminates the need for staff to prepare additional reports or presentations for follow-up council meetings. Additionally, the Committee of Whole structure can help to achieve emission reduction targets faster, as it eliminates the inefficiencies and delays caused by the current structure of the Sustainability Committee. To better support the implementation of LCCAP2030, the Finance Committee can provide valuable advice and recommendations on funding and financing solutions for the projects under the plan. This includes identifying potential sources of funding, evaluating financial feasibility, and making recommendations for cost-effective solutions. On the other hand, the Policy and Strategy Committee can provide guidance on policy and program development, implementation, and communications strategies for the plan. This committee can provide valuable insights into effective communication strategies to engage the community and stakeholders, as well as developing policies that can drive the successful implementation of the plan. By involving these committees in the process, the Municipal Council can ensure a more comprehensive and effective approach to achieving the emission reduction targets set out in LCCAP2030.

Province-wide Jurisdictional Scan

To gain a better understanding of how other municipalities in the province manage their Climate Action Plans, the staff conducted a province-wide jurisdictional scan. Table-1 below shows Province-wide jurisdictional scan of Climate Action Plan Associated Committees.

Comparison with Other Municipalities:

Out of total 49 municipalities, 12 municipalities have achieved Milestone 3 or higher in the PCP program. Among these 12 municipalities, only 6 have established a committee associated with their Climate Action Plan. The municipalities with Climate Action Committees are the District of West Hants, Halifax Regional Municipality, Town of Annapolis Royal, Town of Bridgewater, Town of Mahone Bay, and Town of New Glasgow.

Frequency of Committee Meetings:

To ensure efficient and effective implementation of LCCAP2030, the Sustainability Committee of the municipality meets every month. However, the staff's scan of other municipalities reveals that most of them do not meet as frequently as our municipality's Sustainability Committee. Of the 6 municipalities with a Climate Action Committee, four of them hold quarterly meetings. These municipalities include the District of West Hants, Halifax Regional Municipality, Town of Annapolis Royal, and Town of Mahone Bay. On the other hand, the Town of Bridgewater's committee meets every two months, and the meeting schedule of the Town of New Glasgow is unknown. Given this finding, our municipality's Sustainability Committee may not need to meet as frequently as it does. Reducing the frequency of meetings may provide opportunities to improve the efficiency of the committee's operations and reduce the additional burden on staff.

While meeting every month may provide regular updates on the progress of LCCAP2030, it can pose several challenges to successful implementation. Monthly meetings can lead to delays in decision-making, especially if members need more time to research and discuss complex issues. Meeting less frequently can allow members to have a deeper understanding of the issues, more time to engage with the community, collaborate with other departments, and work on projects related to LCCAP2030.

This finding suggests that there may be opportunities to improve the efficiency of the committee's operations and reduce the additional burden on staff. The Council may consider reducing the frequency of Sustainability Committee meetings to quarterly meetings. This approach may strike a balance between providing regular updates and avoiding potential challenges to implementation. It would also align the frequency of committee meetings with the practices of other municipalities in the province.

Composition of Committee Members:

The District of West Hants has a relatively more favorable composition with three Councilors, two resident members, Chief Administrative Officer or designate, Director of Public Works or designate, Director of Planning and Development or designate, Director of Community Development or designate, Protective Services Manager or designate. In contrast, the current composition of the Sustainability Committee is small, consisting of only four Council members. In addition to the smaller size of the Sustainability Committee, another factor affecting the committee's effectiveness is the lack of departmental representation. Unlike the District of West Hants, where the Committee includes members from various departments, the Sustainability Committee in our municipality does not have

representation from any departments. As a result, the department heads are not even aware of the developments and discussions happening in the committee, which creates a significant disconnect with the LCCAP2030 plan.

This lack of representation can lead to delays in decision-making, as the lead departments may not be informed about the projects' progress, and resources may not be allocated efficiently. For example, a project may require the assistance of the Public Works and Engineering Department, but without a representative from the department on the committee, there may be no one to provide updates or offer advice on the project's feasibility. This disconnect could potentially lead to inefficient project management and prevent the municipality from achieving its goals.

The province-wide jurisdictional scan has provided valuable insights into the Climate Action Plan Associated Committees' structures, composition, and meeting frequencies in other municipalities in the province. The findings reveal that the current composition and meeting frequency of our municipality's Sustainability Committee are not ideal, compared to the other municipalities with Climate Action Committees. Specifically, the Sustainability Committee's small size, inadequate departmental representation, and more frequent meeting schedules can lead to inefficiencies and delays in decision-making, preventing our municipality from achieving its climate action goals effectively.

To overcome these challenges, it is recommended to dissolve the Sustainability Committee and assign the Committee of the Whole, including the Finance Committee and the Policy and Strategy Committee, to oversee the implementation of LCCAP2030. This would enable the Council to provide a more comprehensive representation of the municipality's resources, expertise, and perspectives, leading to more efficient and effective implementation of LCCAP2030.

Table 1 – Province-wide Jurisdictional Scan of Climate Action Plan Associated Committees

S. No.	Municipality	PCP Milestones Achieved (3 to 5)	Climate Action Plan Associated Committee	Composition of the Committee	Meeting Cadence
1	District of Guysborough	3 – both community and corporate	-	-	-
2	District of Shelburne	3 – both community and corporate	-	-	-
3	District of West Hants	3 – both community and corporate	Municipal Climate Change Action Plan Committee	<ul style="list-style-type: none"> • Three (3) Councillors • Two (2) resident members • Chief Administrative Officer or designate • Director of Public Works or designate • Director of Planning and Development or designate • Director of Community Development or designate • Protective Services Manager or designate 	Every second Wednesday of the month in February, April, September, and November but additional meetings may be called by the Chair on an as-needed basis or as directed by Council
4	Halifax Regional Municipality	3 – community 5 – corporate	Environment and Sustainability Standing Committee	<ul style="list-style-type: none"> • Six (6) members of the Council • One (1) member appointed from each Community Council • Three (3) members appointed at large 	Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee
5	Municipality of Clare	4 – both community and corporate	-	-	-

6	Town of Annapolis Royal	5 – community 4 – corporate	Environment Advisory Committee	<ul style="list-style-type: none"> • One (1) Council member resident members • One (1) member from the Clean Annapolis River Project • Three (3) public members 	The Committee will meet a minimum of four times of a year as decided by the Committee and Chair availability
7	Town of Bridgewater	3 – community 4 – corporate	Energize Bridgewater Advisory Committee	<ul style="list-style-type: none"> • Four (4) to six (6) members of Stakeholder Organizations • One (1) member of Bridgewater Town Council • Two (2) Residents of the Town of Bridgewater 	The Committee meets once every two months
8	Town of Lockeport	3 – both community and corporate	-	-	-
9	Town of Mahone Bay	3 – community 0 – corporate	Climate & Environment Advisory Committee	<ul style="list-style-type: none"> • Two (2) members of the Town Council; • The Climate and Energy Program Manager (non-voting); • The CAO (non-voting); • Up to five (5) public members as appointed by Council. 	The Committee shall meet quarterly
11	Town of New Glasgow	3 – both community and corporate	Community Climate Change Committee	<ul style="list-style-type: none"> • Three (3) Ward Representatives • Youth Representative • Business Representative • Two (2) New Glasgow Council Representatives 	Unknown
12	Town of Shelburne	3 – both community and corporate	-	-	-

BUDGET IMPLICATIONS

Dissolving the Sustainability Committee will not result in any budget implications since it is a volunteer committee.

ALTERNATIVES

If the Council decides not to dissolve the Sustainability Committee, it may consider one of the two below options:

- a) The council can consider restructuring and expanding the membership of the Sustainability Committee to include all council members as well as department heads. This approach can bring diverse perspectives to the table and provide a comprehensive representation of the municipality's resources and expertise. The entire council would be more informed about climate change and sustainability issues and progress towards achieving the targets under LCCAP2030. Additionally, including department heads on the Committee would enable them to better understand and contribute to the projects and initiatives that fall under their responsibility. This would result in a more coordinated approach to the implementation of the LCCAP2030.
- b) The council can direct staff to revise the terms of reference for the Sustainability Committee to better align with the goals and objectives of LCCAP2030. For example, the terms of reference could be revised to specify the role of the Committee in overseeing the implementation of specific actions in the plan, such as community outreach and education programs or energy efficiency retrofits for homes and buildings. The revised terms of reference could also include regular reporting requirements for the Committee to provide updates to Council on the progress of LCCAP2030 implementation.

CONCLUSION

Based on the analysis conducted by staff and the best practices followed by other municipalities, it is recommended that the Policy and Strategy Committee recommend the Municipal Council to dissolve the Sustainability Committee effective from its May 23, 2023, Council meeting. Staff further recommend that the Finance Committee and the Policy and Strategy Committee be assigned to provide advice and recommendations to staff and the Council on the implementation of LCCAP2030. This will improve operational efficiencies and allow for a wider representation of the community's interests. This change will also reduce the burden on staff to prepare reports or presentations for follow-up council meetings, thus speeding up the implementation process.

If the Council decides to continue with the current Sustainability Committee structure, staff recommends restructuring the committee's composition and terms of reference to ensure it supports the implementation of LCCAP2030 effectively. The restructured committee can potentially include broader representation from the Council, and municipal departments, ensuring diverse perspectives and expertise are brought to the table. In conclusion, dissolving the Sustainability Committee and assigning the Finance Committee and the Policy and Strategy Committee to oversee the implementation of LCCAP2030 is the best option for the Municipality.

Next steps

If the Council passes the resolution to dissolve the Sustainability Committee, the dissolution will take effect immediately after its Council meeting on May 23, 2023, and all of the Committee's members will be released from their responsibilities. Additionally, the staff will undertake the following actions:

- a) Remove the Sustainability Committee from the list of active committees
- b) Extend the Council's gratitude to the Sustainability Committee members by sending thank-you letters
- c) Archive all records of the Committee, including Minutes and Notes of Proceedings, and make them publicly accessible.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Abhimanyu Jain, Climate Change and Sustainability Manager
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

Attachment 1: Sustainability Committee Terms of Reference

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

1.0 Purpose

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

2.0 Scope

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

3.0 References

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

4.0 Definitions

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

5.0 Membership

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

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

6.0 Qualifications

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

7.0 Rules of Engagement

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

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

8.0 Mandate and Responsibilities

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

9. Resources

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

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

Approved by Council:

November 24, 2020

Tina Robichaud-Bond

From: Pam Hubley
Sent: May 16, 2023 11:41 AM
To: Tina Robichaud-Bond; Tissy Bolivar
Subject: Provincial Volunteer Representative

Hi Tina & Tissy,

Can the following be added to the next Council meeting? (05/23/23)

The nomination committee met on May 17, 2023.

The following motion was moved by Councillor Whynot and seconded by Councillor Statton.

That the Nominating Committee recommend Council appoint Lisa Tanner for the Provincial volunteer representative for the Municipality of the District of Lunenburg for 2023.

Thanks!

Pam Hubley
District 4 Councillor
Municipality of the District of Lunenburg
10 Allée Champlain Drive
Cookville NS B4V 9E4



Council
Item: #11.1.1
Date: May 23, 2023
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 and Tourism

Date: May 23, 2023

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 \$488.00 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 \$493.00. The amount of \$488.00 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
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item: #11.2.1
Date: May 23, 2023
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report to Council

Report To: Municipal Council
Submitted By: Zander Zwicker, Records Management & Policy Assistant (Co-op)
Date: May 23, 2023
Re: Endorsement of the Lunenburg County Lifestyle Centre Bid on 55+ Games

Recommended Motion

Move that Municipal Council authorize the Mayor to write a letter of endorsement for the Lunenburg County Lifestyle Centre's (LCLC) bid on the 2025 Nova Scotia 55+ Games.

Background

Since 2003, the bi-annual Nova Scotia 55+ Games have been an opportunity for older adults from across the province to participate in a variety of games of both physical and mental challenges. The games are intended to encourage more active lifestyles for those 55 and older.

Issue

The LCLC has identified the games as an excellent opportunity to host a large-scale event and is preparing a bid. Previous games have reported over 700 participants, and the event would draw in tourism from around Nova Scotia. The influx of people during the games would have a great impact on the community and the local economy, especially as they take place during the shoulder season. The bid requires support from the hosting municipalities. Both the Town of Bridgewater and the Municipality have been requested to provide a letter of endorsement.

Report Preparation	
Department	Administration
Report Prepared by	Zander Zwicker, Records Management & Policy Assistant (Co-op)
Report Approved by	Alex Dumaresq, Deputy CAO
Date Reviewed by C.A.O.	

2023 South Shore Climate Summit: Regional Project

Abhimanyu Jain

Climate Change and Sustainability Manager

May 23, 2023

Council

Item: #11.3.1

Date: May 23, 2023

Authorization: T. MacEwan



Regional Project Options

Four options to pick one from

1. Advance REMO Efforts
2. Electric Vehicle Infrastructure
3. Public Transport
4. Natural Assets



1. Advance REMO Efforts

Mandate

- Measurably reduce the number of people impacted by climate-related hazards, and
- Enable communities to have emergency response plans that are readily accessible to everyone in the event of a disaster

Scope

- Working group will be formed
- Emergency response plans will be updated
- Revised plan will be presented to the Community at Climate Summit in the fall

Benefits

- A comprehensive ERP will minimize risk and disruption to residents
- Enhanced regional ability to respond to disasters

Challenges

- The scope of the project will be limited to impacts from hurricanes and tropical storms, not other hazards such as heat, drought, fire, etc.



2. Electric Vehicle (EV) Infrastructure

Mandate

- Expand EV chargers' network to support EV charging in the region

Scope

- Develop a plan for an EV charging network across the region
- The plan will include capital requirements and funding plans

Benefits

- Regional approach to providing EV charging stations
- Support economic development across the region
- Regional strategy may leverage greater funding through joint applications for the infrastructure work

Challenges

- A larger share of capital investment may be borne by local government
- Require coordination with many third parties that will have the charging stations on-site
- Project delivery will be multi-year and will require a roadmap for delivery including consistent municipal staff participation and council mandates



3. Public Transport

Mandate

- Accelerate plans to establish a public transportation network to Halifax

Scope

- Established provincial working group looking at providing public transportation options within a one-hour radius of Halifax
- Extend this radius slightly for this cohort's participating municipalities

Benefits

- The AIM Network team can aid with any tasks that have not progressed because of resource limitations on behalf of the participating municipalities
- Existing momentum for the project

Challenges

- Project delivery will be multi-year and will require a roadmap for delivery including consistent municipal staff participation and council mandates
- Since progress already being made on this project, the value added through AIM network cohort will be limited



4. Natural Assets

Mandate

- Integrate natural assets into asset management planning
- Detailed valuation of these assets and their contribution to municipal services and health and well-being

Scope

- Collect and synthesize existing standards for Natural Asset planning
- Develop a regional standard that would consider how to incorporate natural assets in asset management policy, service levels, risk assessments and project prioritization
- Develop a natural asset management plan with individual participants

Benefits

- Standardization in applying natural asset priorities to AM plans
- Community will gain better understanding of the services provided by natural assets and the need to protect them

Challenges

- Relatively a new field in asset management planning
- Uncertainty in outcome. Existing standards are relatively untested and fewer examples of successful integration with complete asset management plans



Town of Bridgewater and Town of Mahone Bay's Preferences

Town of Bridgewater's top 2 picks in the order of preference:

1. Natural Assets
2. EV Infrastructure

Town of Mahone Bay's top 2 picks in the order of preference:

1. Natural Assets
2. Public Transport



Staff Recommendation

MODL Council pick the following projects as their top 2 in this order of preference:

1. Natural Assets
2. EV Infrastructure

Recommended motion

“The Municipal Council prioritize “Natural Assets” and “Electric Vehicle infrastructure” as their top two projects, in that specific order of preference, for the 2023 AIM Network South Shore Climate Cohort Regional Project.”





NOVA SCOTIA SOUTH SHORE CLIMATE COHORT REGIONAL PROJECT

This initiative is delivered through the municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities and funded by the government of Canada.



Infrastructure
Canada

FCM



INTRODUCTION

The following document is intended to provide a summary of regional projects that are potential candidates for adoption in the South Shore municipalities participating in the AIM Network climate cohort. All potential projects will assist participating municipalities in efforts to include a climate lens on asset management planning. This program is meant to ensure that elements of your asset management programs begin to consider the future impacts and uncertainties related to climate change. As part of this program, along with the joint project, participants will have the opportunity to review their asset management policies to ensure they consider climate planning. AIM Network will also provide updated level of service definitions based on the outcomes of the selected project to define desired service levels related to climate adaptation in the selected project area.

The intent of this summary is to allow the cohort members to determine one project that will provide the most benefit to the region for future work toward climate mitigation or climate adaptation projects. Four projects were identified as options for this program by cohort members at an in-person group meeting held in January 2023.

The project selected from these options will be a trial of regional cooperative efforts. The descriptions will show how the project will unfold in 2023, what the proposed deliverables and outcomes are, and how the project will allow the region to continue cooperating after completion of the trial project.

AIM Network has assessed the scope, delivery, benefit and challenges required for all four projects, and is recommending that either advancing the REMO efforts or Natural Asset Management are the most feasible projects with the most useful outcomes in the short term and applicability to infrastructure management over the long term.

ADVANCE REMO EFFORTS

The National Adaptation Strategy recognizes that all adaptation projects may not be feasible or able to be constructed before major climate events impact Canadians. It contains a mandate to:

- Measurably reduce the number of people impacted by climate-related hazards, and
- Enable communities to have emergency response plans that are readily accessible to everyone in the event of a disaster.

This project would involve a risk assessment for wind damage, storm surge, wave erosion and flooding to assess the potential types and extents of damage. Working with the County of Lunenburg Regional Emergency Management Organization (REMO), the project team will update the response plans for climate adjusted impacts based on coastal flood mapping and latest reports on potential wind damage.

SCOPE

The cohort will form a working group with representation from the current REMO to review current plans in the context of up to date coastal flood and erosion risk mapping for 2023, 2050 and 2100. Emergency response plans will be updated to address possible disruption to emergency response plans such as the high number of impassable roads experience during Hurricane Fiona in PEI and eastern Nova Scotia, as well as catastrophic coastal impacts as seen in Port Aux Basque, Newfoundland. The revised plan will be presented to the community at the August / September Climate Summit.

DELIVERY

AIM Network will:

- Develop climate risk assessments for each climate event in the scope.
- Produce new hard copy and digital documents for the REMO website
- Develop a presentation of REMO updates for the Climate Summit

Participants will:

- Attend a one-day workshop to review existing plans and comment on required updates
- Periodically review drafts of updated plans.
- Attend a half-day workshop to review and comment on a presentation of the emergency response plan (ERP)

BENEFITS

While there is a great focus on adapting municipal infrastructure to increasing climate hazards, there is no question that most coastal and low lying communities in Canada will experience increased climate damage, service disruption and risk to the public in the coming decades. A comprehensive ERP will minimize risk and disruption to residents, provide public confidence in the regional ability to respond to disasters and will reduce the stress of responding to events when they occur. Mapping of coastal flood areas is a good visual tool for residents.

CHALLENGES

The cohort comprises three of the five communities that are involved in the emergency response planning. Feedback and consensus may be difficult to obtain from other communities. The scope of the project will be limited to impacts from hurricanes and tropical storms, not other hazards such as heat, drought, fire, etc.

EV INFRASTRUCTURE

The cohort has identified the need for an expanded network to support electric vehicle (EV) charging in the region.

SCOPE

The cohort will develop a plan for an EV charging network across the region that considers proximity to travel routes, economic development and projections of EV use in the coming decades. The plan will include capital requirements and funding plans to support developing the charging network.

DELIVERY

AIM Network will:

- Retain a transportation planner to assist in determining the best locations and priority for EV charging stations.
- Work with the cohort group to review the network and ensure that local concerns about proximity to travel routes and key economic centres are addressed.
- Assist in developing a capital investment strategy and schedule for construction of the charging stations, including available funding and potential partners such as gas stations and local businesses.
- Develop a roadmap and schedule for project delivery.
- Produce maps of locations and forecasted timelines for network development.

Participants will:

- Participate in a one-day workshop to identify key concerns related to location and timelines for development.
- Review draft documents.
- Participate in a one-day workshop to review potential capital financing strategies and timelines.
- Form a working group to continue with the project to build the stations in the future.

BENEFITS

A regional approach to providing EV charging stations will use resources more efficiently and provide a more comprehensive charging network over the region to support adopting EVs and to support economic development across the region.

By sharing a strategy there is potential to leverage greater funding through joint applications for infrastructure work.

CHALLENGES

Funding for EV projects is uncertain with the federal shift from funding mitigation activities to adaptation activities. A larger share of capital investment may be borne by local government.

The project will require coordination with many third parties that will have the charging stations on-site. This will be a complex and multi-year process beyond the timeline of this cohort.

Project delivery will be multi-year and will require a roadmap for delivery, which will need consistency for municipal staff participation and council mandates.

PUBLIC TRANSPORT

The cohort has identified the need to accelerate plans to expand connect a public transportation network to Halifax.

SCOPE

There is already a provincial working group established to look at providing better public transportation options within a one hour radius of Halifax. Extending this radius slightly would reach **this cohort's participating municipalities**. An alternate solution would be to develop a regional transportation strategy to connect to the provincial hub(s). This project would track participation in the provincial working group for public transport and develop a strategy and schedule to develop a regional public transportation system.

DELIVERY

AIM Network will:

- Review work to date on regional transportation strategies and develop an overview of potential options (car-share, ride-share, scheduled route bus, on-call multi-passenger, etc.)
- Conduct a workshop to review the key concerns and constraints around a regional transit strategy.
- Assist in developing a memorandum of understanding and common policy document to guide future work.
- Assist in developing material to take to the provincial working group in support of expanding the scope of the provincial project outside the one-hour radius
- Develop a workplan and schedule to build a future transit strategy document.

Participants will:

- Attend a workshop on current state of play to identify progress so far, roadblocks, actions to address the challenges and build consensus on the desired outcome.
- Review and comment on memo of understanding and roadmap top build strategic documents.
- Continue to participate in the provincial working group.

BENEFITS

The AIM Network team can provide assistance with any tasks that have not progressed because of resource limitations on behalf of the participating municipalities.

There is already work being completed on this effort so there is momentum for the project.

CHALLENGES

Project delivery will be multi-year and will require a roadmap for delivery, which will need consistency for municipal staff participation and council mandates.

There are already project efforts with participants outside this cohort. Including it under this initiative may disrupt work already underway.

If there is already progress on this file then the value added under this project delivery may be limited.

NATURAL ASSETS

There has been a great deal of work in the past few years on integrating natural assets into asset management planning. However, there is no consistent approach in how to conduct detailed valuation of these assets and their contribution to municipal services and health and well-being, nor is there a standard way to incorporate natural asset prioritization into classic asset management planning for engineered assets.

SCOPE

AIM Network would collect and synthesize existing standards for Natural Asset planning from Municipal Natural Assets Initiative (MNAI), Engineers and Geoscientists BC (EGBC) and the upcoming natural asset standard to be released by the Canadian Standards Association (CSA) in June 2023. We would assist in developing a regional standard that would consider how to incorporate natural assets in asset management policy, service levels, risk assessments and project prioritization. Using any existing natural asset data, AIM will assist in developing a natural asset management plan with individual participants.

DELIVERY

AIM Network will:

- Provide a summary of current guidance documents.
- Develop a standard operating procedure for integrating natural assets into asset management planning.
- Assist in updating asset management policies to include natural assets
- Conduct a one-day training workshop

on integrating natural assets into asset management planning.

Participants will:

- Attend a half-day workshop to provide AIM Network with your current state of play with natural assets and develop policy updates (all attend).
- Provide AIM Network with any natural asset inventories, policy documents, studies or any other information related to natural assets in your community.
- Review and comment on draft standard operating procedure, asset classification and methods for assessing natural assets alongside engineered infrastructure.
- Attend a one-day training workshop (for staff only) on integrating natural assets into existing asset management and capital plans.

BENEFITS

There is a need in the industry for standardization in applying natural asset priorities to AM plans. Natural assets are of great interest to the community. The AIM Network team is working with a cohort in New Brunswick with similar goals so there will be greater input into outcomes. Participants and the public will gain better understanding of the services provided by natural assets and the need to protect them.

CHALLENGES

Natural assets are a relatively new field in asset management planning. Existing standards are relatively untested and there are few existing examples of successful integration with complete asset management plans. Uncertainty in outcome.