

Note: There is a Public Hearing scheduled for September 12, 2023 at 8:30 a.m.

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## **Municipal Council Meeting Agenda**

### **Tuesday, September 12, 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 Presentation of 50 Year Fire Service Awards
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - July 11, 2023 and July 25, 2023**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs**
  - 7.1 Award of RFP 2023-05-401 Conquerall Bank Caustic System & Building -  
Design and Construction Oversight Services ..... 1-4
  - 7.2 Award of Tender 2023-01-001 Snow Removal for Municipal Properties ..... 5-6
- 8. Presentations/Scheduled Times**
  - 8.1 Update on South Shore Sustainability Summit, Matt Delorme..... 9:15 a.m.
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards - Nil**
- 11. Staff Reports**
  - 11.1 Planning & Development**
    - 11.1.1 Second Reading re Proposed Amendments to Osprey Village Land Use By-law ..... 7-16
    - 11.1.2 Amendments to Riverport & District Secondary Planning Strategy &  
Land Use By-laws ..... 17-18
    - 11.1.3 Update re Joint Regional Transportation Agency  
Proposed Terms of Reference..... 19-27
    - 11.1.4 Letter of Concurrence – MDL 69 Antenna Siting Protocol ..... 28-31
  - 11.2 Administration**
    - 11.2.1 Fire & Emergency Services Annual Report ..... 32-46

- 12. Mayor's/Deputy Mayor's/Councillors' Matters - Nil**
- 13. Added Items**
- 14. In Camera**
  - 14.1 Contract Negotiations under Section 22(2)(e) of the MGA
- 15. Adjournment**

**Council**  
Item: #7.1  
Date: September 12, 2023  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Mayor and Council

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

**Date:** September 12, 2023

**Re:** RFP Award 2023-05-401  
Conquerall Bank Caustic System & Building – Design and Construction Oversight Services

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#### **Recommendation**

Council authorize staff to award RFP 2023-05-401 Conquerall Bank Caustic System & Building – Design and Construction Oversight Services to Exp Services Inc. for an amount of up to \$82,105 which includes a 15% contingency and net HST.

#### **Executive Summary**

MODL received two Proposals for engineering services by the closing date and time for the building expansion and automated caustic injection system for the Conquerall Bank Wastewater Treatment Facility. Proposals were evaluated based on the criteria outlined in the RFP document. The 2023/24 budget included \$50,000 for project design. EXP Services Inc. had the highest overall score and lowest cost of \$68,462 plus HST of which \$44,170 plus HST is for design services.

#### **Background**

The original Riverside private collection system was constructed around 1970. In 1984, residents requested MODL to take over the ownership and operation. The subdivision expanded in 1992 adding additional wastewater to the system and in 2004, the Shore Drive system was also added to the treatment facility. Shore Drive consists of 11 individual septic tanks and pump chambers that discharge via a force main to the treatment facility. Plant upgrades occurred in 2013 and 2015 with the addition of Orenco pods, recirculation and UV systems. The Riverside gravity collection system was replaced in 2013.

The Conquerall Bank system was challenged with meeting the pH requirements of the Approval to Operate for several years. In 2018 only 11% of the samples were complaint, 2019 had 46% compliance and 2020 only 48% compliant. In November 2020, a magnesium hydroxide trial was conducted and later replaced with a temporary caustic soda injection system in October 2021, improving pH compliance significantly. The Annual Reports for 2021 and 2022 indicated 92% and 100% compliance for pH exceeding the requirements in our Approval to Operate. Nova Scotia Environment and Climate Change acknowledged and supported the trial. After two consecutive years of exceeding the pH requirements of the Approval to Operate, MODL intends to change the temporary pilot system to a permanent automated system with design to take place in 2023/24 and construction in 2024/25.

**Discussion**

A Request for Proposal (RFP) was issued June 19, 2023 and closed July 20, 2023. The RFP requested Proposals from qualified consultants from MODL’s Standing Offer list to provide professional engineering services, including construction oversight, for the expansion of the existing building and permanent automated caustic soda injection system for the Conquerall Bank WWTP. Members of the RFP Evaluation Committee included staff from our Engineering Department.

The RFP requested Proponents provide the following deliverables as part of the Proposal:

- Preliminary and detailed design including architectural, structural, electrical, mechanical, and process equipment;
- Preparation of Tender Documents including Engineering drawings for the construction; and
- Construction Oversight.

Two (2) Proposals were received from Exp and WSP before the closing date and time. Technical Proposals were evaluated based on the criteria outlined in the RFP including Methodology, Qualifications and Experience for a total available score of 60 percent. Financial Proposals were evaluated based on lowest cost and had an available score of 40 percent. Results of the average scoring are shown in the table below:

<b>Criteria/Element</b>	<b>% of Score Available</b>	<b>% Achieved</b>	<b>% Achieved</b>
<b>Proposal Submitted By</b>		Exp	WSP
<b>Average Technical Score</b>	60	53.3	50.0
<b>Financial Score</b>	40	40	35
<b>TOTAL</b>	<b>100</b>	<b>93.3</b>	<b>85.0</b>

Financial details were as follows:

Financial Proposal Submitted By	Exp	WSP
Design	\$44,170	\$36,606
Construction Support Services	\$24,292	\$42,355
<b>TOTAL</b>	<b>\$68,462</b>	<b>\$78,961</b>

Note: Prices exclusive of HST.

Exp had the highest overall score and lowest overall cost.

### Budget Implications

The 2023/24 approved capital budget included \$50,000 for the design work and \$170,000 in the 2024/25 budget for construction and engineering construction support services. The proposed design fees are \$44,170 plus HST and is within this year’s budget. Construction support service fees will be included in the 2024/25 budget.

### Strategic Plan

Although this project is not part of Council’s four large group strategic priorities, it is needed in order to meet the requirements outlined in our Approval to Operate issued by Nova Scotia Environment and Climate Change.

### Work Plan

The Conquerall Bank Caustic Improvement project is included in five-year 2023/24 approved Capital Budget.

### Alternatives

N/A

### Conclusion

The upgrade of the caustic system and associated building expansion will help ensure MODL continues to be compliant with the requirements and conditions outlined in their Approval to Operate as issued by Nova Scotia Environment and Climate Change.

Report Preparation	
Department	Engineering & Public Works

<b>Report Prepared by</b>	Larry Feener, P.Eng.
<b>Report Approved by</b>	Stephen W. Pace, MBA, P.Eng.
<b>Date Reviewed by C.A.O.</b>	September 12, 2023

Council  
Item: #7.2  
Date: September 12, 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:** September 5, 2023

**Re:** Award of Tender 2023-01-001 Snow Removal Services for Municipal Properties

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#### Recommendation

Council authorize staff to award Tender 2023-01-001 Snow Removal Services for Municipal Properties to Gerhardt Property Improvement Ltd. for the **estimated** amount of \$346,974.87 including net HST.

#### Background

The Municipality of the District of Lunenburg (MODL) maintains numerous municipally owned facilities, outdoor spaces, and wastewater infrastructure. These spaces require routine maintenance during the winter months to ensure they can be used and enjoyed safely by both employees and staff. This work includes the clearing of snow by plowing operations on both paved and gravel surfaces in addition to the application of salt and traction sand, respectively. Ensuring this work is completed promptly following a storm event allows for the continued use of these spaces throughout the winter.

#### Discussion

The tender document was issued on August 14, 2023, and closed at 2:00 pm on August 28, 2023. One (1) bid was received and accepted by the tender deadline. The accepted bid is summarized in the table below:

Contractor	2023/2024	2024/2025	2025/2026	Estimated Total (Net HST)
Gerhardt Property Improvements Ltd.	\$103,584.10	\$110,618.40	\$118,512.30	\$332,714.72

Gerhardt Property Improvements has provided winter maintenance and snow removal services to MODL in the past, staff have been satisfied with both their promptness and the quality of their work. Gerhardt Property Improvements has been the contractor used for all the work included in this tender document for the past three years.

### **Budget implications**

The Snow Removal Services for Municipal is included in the 2023-2024 operating budget. The price Gerhardt Property Improvements Ltd. has submitted is within MODL's allocated operating budgets amount for this service.

### **Strategic plan**

Although this work is not part of Councils four large group strategic priorities, it is required to maintain Municipal properties in a safe condition during the winter months.

### **Work plan**

This work will be completed on an as needed basis from October 1, 2023, through May 31, 2026.

### **Alternatives**

N/A

### **Conclusion**

Council authorize staff to award Tender 2023-01-001 Snow Removal Services for Municipal Properties to Gerhardt Property Improvement Ltd. for the **estimated** amount of \$346,974.87 including net HST.

<b>Report Preparation</b>	
<b>Department</b>	Engineering and Public Works
<b>Report Prepared by</b>	Jamie Burgess P.Eng. and Tyler Richardson P.Eng.
<b>Report Approved by</b>	Stephen Pace, MBA, P. Eng.
<b>Date Reviewed by C.A.O.</b>	

**Council**  
Item: #11.1.1  
Date: September 12, 2023  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

### Report to Council

**Report To:** Council  
**Submitted By:** Jacob Macpherson, Planner I  
**Date:** September 12, 2023  
**Re:** Amendment Application: Lumia Care Centre Side Yard Parking – PID 60631009

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The Planning Advisory Committee (PAC), on its meeting of Thursday, June 22, 2023, made a recommendation to Municipal Council. Council, on its meeting of July 11, 2023, accepted the Planning Advisory Committees' Recommendation (see attached staff report dated July 11, 2023) and conducted First Reading of the proposed amendments.

If Council wishes to conduct Second Reading, the following motion is in order:

**That Municipal Council conduct Second Reading of By-law 021H, proposed amendments to the Osprey Village Land Use By-Law 2023 to allow side yard parking in the Institutional (IN) Zone, and further, to allow "Offices" and "Cafés" that are in support of a primary Institutional use.**

Report Preparation	
<b>Department</b>	Planning & Development Services
<b>Report Prepared by</b>	Jacob Macpherson, Planner I
<b>Report Approved by</b>	Jeff Merrill, Director of Planning & Development Services
<b>Date Reviewed by C.A.O.</b>	

## Municipality of the District of Lunenburg

Amending By-law Details	
<b>Name</b>	Amendments to the Osprey Village Land Use By-Law 2023
<b>Number</b>	021H
<b>Legislative Authority</b>	Municipal Government Act, Section 205
<b>Effective Date</b>	

**Be it enacted** by the Council of the Municipality of the District of Lunenburg, under the authority of Section 205 of the **Municipal Government Act**, as follows:

### Title

- 1 This By-law is titled the Amendments to the Osprey Village Land Use By-law and may be cited as the Lumia Collaborative Care Centre Amendment By-Law(2023).

### Amendments to the Land Use By-Law (By-law 021)

- 2 Part 1 of By-law 021 is amended by adding within section 7.2.7.2 a) i) the addition of the words “and side” before the word “yard”.
- 3 Section 7.2.5 Permitted Developments is amended by adding subsection (l) which permits “an office use that is accessory to a permitted use”.
- 4 Section 7.2.5 Permitted Developments is amended by adding subsection (m) which permits “a café use that is accessory to a permitted use”.

By-law Adoption	
<b>Date of first reading of amending by-law</b>	July 11 2023
<b>Date of second reading of amending by-law</b>	
<b>Date of advertisement of passage of amending by-law</b> Effective date of the by-law unless otherwise specified in the text of this by-law.	
<b>Date of mailing a certified copy of amending by-law to Minister</b>	
<b>I certify that this “Amendments to the Osprey Village Land Use By-Law (2023)” was adopted by Municipal Council and published as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b>



## Municipality of the District of Lunenburg

### Staff Report

**Report to:** Council  
**Submitted by:** Jacob Macpherson, Planner I  
**Date:** July 11, 2023  
**Re:** Amendment Application: Lumia Care Centre Side Yard Parking – PID 60631009

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#### Origin

The Planning Advisory Committee (PAC), on its meeting of Thursday, June 22, 2023, made the following recommendation to Municipal Council:

- 1. That Municipal Council approve the proposed amendments to the Osprey Village Land Use Bylaw to allow side yard parking in the Institutional (IN) Zone and,**
- 2. That Municipal Council approve the proposed amendments to the Osprey Village Land Use Bylaw to allow the following secondary uses so long as they are in support of a primary Institutional use:**

- a. Office**
- b. Café**

If Council wishes to conduct First Reading, the following motion is in order:

“That Council accept the recommendation of the Planning Advisory Committee and conduct first reading of the proposed amendments to the Osprey Village Land Use Bylaw and that Council sets September 12, 2023 at 8:30am for a public hearing.”

#### Background

The Lumia Care Centre amendment concerns if and how side yard parking should be permitted in Osprey Village’s Institutional (IN) Zone.

On November 1, 2022, The Municipality of the District of Lunenburg's Planning & Development Services department announced that they were partnering with Partners for Care, an independent service partner of Nova Scotia Health (NSH), on the creation of the Lumia Health Collaborative Health Centre and MODL's Community Hub in Osprey Village. The planned two-story, 45,000 square foot facility would feature a mixture of health-related businesses supported by a farmer's market, community kitchen, café, and office space. Open space and community activities such as the farmer's market would be located at the front of this development, which would require parking space to be relocated to the rear and side yard of the proposed development.

Policy 7.2.7.2, i) of the Osprey Village Land Use By-law states that "Where a lot has frontage on a street, parking and loading areas shall be located in the rear yard", but this policy does not currently permit side yard parking. Additionally, the Institutional Zone does not currently support the commercial and office uses that accompany a collaborative care centre. Appendix C considers all policies within Osprey Village and their conformity with this amendment. The Analysis section considers how the Osprey Village Land Use By-law can be altered to permit side yard parking in the Institutional Zone.

As the request for amendment is being made by the Municipality, and Osprey Village does not currently maintain an Area Advisory Committee, planning staff brought the application directly to the Planning Advisory Committee (PAC) on June 22nd, 2023. Notice of the amendment was sent on June 8th, 2023, public postings were also made on MODL's website, Facebook page, and engage website.

### **Site Profile**

The subject property is situated on PID 60631009 in Osprey Village at the intersection of Nathan Cirillo Road and Allée Champlain Drive, across from the Stonemont Retirement Lifestyle Community. It is currently zoned Institutional (IN).

A preliminary site map and rendering can be found in Appendix A and B respectively.

### **Primary Uses**

Medical uses make up the majority of uses within the care centre, including:

- Pharmacy
- Mental Health Services
- Optometrist
- Dietitian
- Physio
- Massage Therapy
- Chiropractor
- Orthopedics
- Naturopath
- Oxygen Therapy
- Sexual Health Clinic
- Cryotherapy/Medi-Spa
- Hearing Therapy
- Senior Health and Home Health Care

- Dentist

### **Supporting Uses**

In addition to the primary medical uses, the care centre will also include the following secondary uses which are intended to support the primary use:

- Farmers' market
- Café
- Offices

### **Analysis**

To accommodate the proposed parking configuration of the Lumia Collaborative Care Centre development, two options are available:

- Option 1: Amending the Osprey Village Land Use By-Law with the following changes:
  1. Permitting the use of side yard parking in the Institutional (IN) Zone.
  2. Allowing the following uses in the Institutional (IN) Zone so long as they are considered to be accessory to the main use:
    - a. Office
    - b. Café
- Option 2: Rezoning of the property from Institutional (IN) to General Commercial (GC) which would permit side yard parking and all proposed secondary uses, along with additional permissions associated with the General Commercial Zone.

Option 2 provides the most direct way of permitting the uses and parking standards of the Lumia Collaborative Care Centre but is also more permissive of uses that fall outside of the scope and identity of the proposed development like warehousing and car sales. A rezoning to General Commercial would also permit front yard parking that would reduce walkability and pedestrian access compared to a front yard dedicated to open space or community use. In comparison, Option 1 requires changes to both parking and land use regulations but maintains the overall intention of the Lumia Collaborative Care Centre as a primarily institutional service supported by light commercial and office use.

### **Summary of Planning Advisory Committee Meeting:**

On June 22<sup>nd</sup>, 2023, the MODL Planning Advisory Committee met in council chambers. Notice was sent seven days in advance including postings made on MODL's website, Facebook page, and engage website to encourage members of the public to attend and ask questions. Staff prepared a short slideshow presentation introducing the amendment, providing options, and giving a staff recommendation. The Planning Advisory Committee echoed staff's recommendations with the following motion:

The Planning Advisory Committee, in session on Thursday, June 22, 2023, made the following recommendation to Municipal Council:

1. That Municipal Council approve the proposed amendments to the Osprey Village Land Use Bylaw to allow side yard parking in the Institutional (IN) Zone and,
2. That Municipal Council approve the proposed amendments to the Osprey Village Land Use Bylaw to allow the following secondary uses so long s they are in support of a primary Institutional use:
  - a. Office
  - b. Café

### Relevant Municipal Policies (MPS)

A table of relevant municipal policies for consideration, and the status of not applicable, satisfied, or pending can be found in Appendix C.

### Conclusion

Staff’s recommendation to Council is to approve the proposed amendments to the Osprey village Land Use Bylaw to allow side yard parking in the Institutional (IN) Zone and approve the proposed amendments to allow office and café use so long as they are in support of a primary Institutional Zone use.

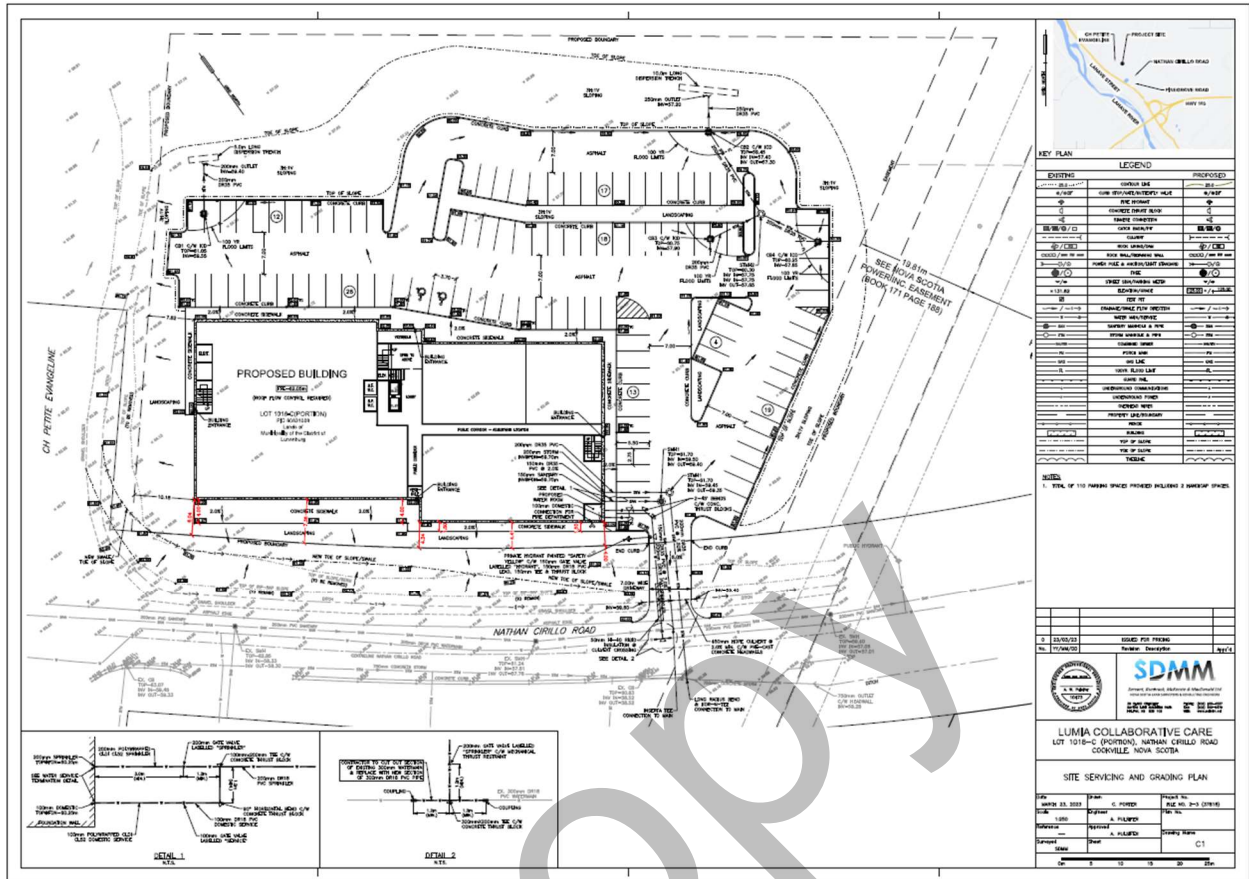
Report Preparation	
Department	Planning & Development
Report Prepared by	Jacob Macpherson, Planner I
Report Approved by	Jeff Merrill, MCIP, LPP, Director of Planning & Development Services

### References

Municipality of the District of Lunenburg. (2020). Osprey Village Secondary Planning Strategy & Land Use Bylaw. Retrieved from [https://www.modl.ca/index.php?option=com\\_docman&view=download&alias=6688-osprey-sps-lub&category\\_slug=osprey-village-planning-area&Itemid=102](https://www.modl.ca/index.php?option=com_docman&view=download&alias=6688-osprey-sps-lub&category_slug=osprey-village-planning-area&Itemid=102) Municipality of the District of Lunenburg. (2022).

Municipality of the District of Lunenburg. (2022). **MODL Policy 066 – Public Engagement Policy.**

# Appendix A: Preliminary Site Map



**Appendix B: Preliminary Rendering of the Lumia Collaborative Care Centre**



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## Appendix C: Table of Relevant Municipal Polices for Consideration

Table 1 <i>General Goals and Objectives of the Osprey Village Secondary Planning Strategy</i>			
<b>Legislative Authority</b>	<b>Considerations</b>	<b>Evaluation</b>	<b>Result</b>
<b>2.2.1</b>	establish land use designations and zones which will encourage economic development activity by providing for a variety of commercial and light industrial lands uses.	Allowing some secondary commercial uses, such as a café, encourages a variety of commercial uses.	<b>Satisfied.</b>
<b>2.2.3</b>	establish site layout and architectural requirements which will manage development in a manner that will promote a sense of community and civic pride, and which is reflective of unique culture and heritage of the Municipality.	The amendment intends to allow side yard parking to open up community-oriented space such as the farmer’s market along the front yard.	<b>Satisfied.</b>
<b>2.2.4</b>	provide for open space and passive recreational opportunities within the Planning Area.	Open space along the front yard necessitates that side-yard parking be used.	<b>Satisfied.</b>
<b>2.2.5</b>	manage land use and development in a manner that will minimize land use conflicts.	Offices and cafés which support primarily institutional uses are not expected to cause additional land use conflict.	<b>Not applicable.</b>
Table 2 <i>Policies of the Institutional (IN) Zone, Osprey Village Secondary Planning Strategy</i>			
<b>3.3.4</b>	permit cultural, educational, medical, recreational, and public institutional uses along with supporting residential institutional, and commercial uses.	Permitting “supportive commercial and institutional uses” supports the prospect of permitting office and café space.	<b>Satisfied.</b>
Table 3 <i>Implementation Policies of the Osprey Village Land Use By-Law</i>			
<b>4.0.7</b>	Council shall adopt no amendment unless the application is for a specific development proposal.	This amendment is attached to the Lumia Collaborative Care Centre proposal.	<b>Satisfied.</b>

	<p>a) the impact of the proposed use and uses permitted in the zone on traffic with respects to traffic hazards, congestion, and pedestrian hazards;</p>	<p>The facing of the parking lot would not pose additional traffic or pedestrian hazards.</p>	<p><b>Not applicable.</b></p>
<p><b>4.0.10</b></p>	<p>a Public Participation Program (MDL-66) shall be held prior to any proposed amendment to the Secondary Planning Strategy, as well as in conjunction with the review of this Planning Strategy and Land Use By-law.</p>	<p>This amendment would only apply to the Land Use By-law and so does not require this level of public participation.</p>	<p><b>Not applicable.</b></p>

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**Council**  
Item: #11.1.2  
Date: September 12, 2023  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Council  
**Submitted by:** Elizabeth Carr, Planner I  
**Date:** September 12, 2023  
**Re:** Amendments to the Riverport & District Secondary Planning Strategy and Land Use Bylaw

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#### **Recommendation**

**That Council direct staff to refer the proposed amendments to the Riverport & District Secondary Planning Strategy and Land Use Bylaw related to both the regulation of development in Environmentally Sensitive (ES) zones and the Accessory Structures policy to the Riverport & District Area Advisory Committee for recommendation to the Planning Advisory Committee, and further, that Council direct staff to hold a public information session prior to preparing a staff report for the Riverport & District Area Advisory Committee.**

#### **Discussion**

A situation has arisen that requires amendments to the Riverport & District Secondary Planning Strategy and Land Use Bylaw. The amendments include sections related to development regulations in Environmentally Sensitive (ES) zones as well as Accessory Structures. Proposed amendments include changing the way development is regulated in ES zones to align with Hebbville's policy for developing near wetlands as well as aligning the Accessory Structures policy in Riverport's SPS with the Miscellaneous Minor Accessory Structure policies in MODL's other SPS.

In planning areas with Area Advisory Committees, Council's policy is to refer the matter to the local Area Advisory Committee for review and recommendation to the municipality's Planning Advisory Committee. It is also recommended that Council direct staff to hold a public information session prior to preparing a report to the Riverport & District Area Advisory Committee.

<b>Report Preparation</b>	
<b>Department</b>	Planning & Development
<b>Report Prepared by</b>	Elizabeth Carr, Planner I
<b>Report Approved by</b>	Jeff Merrill, MCIP, LPP, Director of Planning & Development Services
<b>Date Reviewed by C.A.O.</b>	

# Municipal Working Group Terms of Reference

Date: August 22, 2023

## 1. Overview

The Government of Nova Scotia established the Joint Regional Transportation Agency (JRTA) in the fall of 2021 as a new crown corporation under [Bill No. 61](#) to address the challenges associated with a multi-jurisdictional transportation system. The primary mandate of the JRTA is to conduct long-range strategic transportation planning, including the development and implementation of a Regional Transportation Plan (RTP). The RTP will provide a coordinated strategic vision for the regional transportation system that guides transportation and land use decision making and associated infrastructure investments across jurisdictional boundaries.

The vision, mission, and mandate of the JRTA are summarized below:

### **Vision**

A safe, efficient, equitable and resilient regional transportation system that delivers sustainable economic growth by connecting communities.

### **Mission**

Championing regional collaboration to advance transportation solutions through joint planning, partnerships, data driven analysis, and strategic investments.

### **Mandate**

Plan for all modes of transportation consistent with the region's growth and development to ensure the safe, efficient, and coordinated movement of people and goods.

The Municipal Working Group is made up of representatives from the 15 municipalities within the [JRTA study area](#). This includes:

**Halifax Regional Municipality (HRM)**

**Municipality of the County of Colchester**

**Municipality of the County of Kings**

**Municipality of the District of Chester**

**Municipality of the District of Lunenburg**

**Municipality of the District of West Hants**

**Municipality of East Hants**

**Town of Berwick**

**Town of Bridgewater**

**Town of Kentville**

**Town of Lunenburg**

**Town of Mahone Bay**

**Town of Stewiacke**

**Town of Truro**

**Town of Wolfville**

## 2. Purpose

The primary focus of the Municipal Working Group is to work in collaboration with the JRTA staff and in parallel with other JRTA working groups to support the development of the RTP that will enable growth, and the safe, efficient, and coordinated movement of people and goods within the Halifax Regional Municipality and surrounding areas.

The Municipal Working Group Members are key representatives and liaisons between their Municipality and the JRTA and are required to:

- facilitate the sharing of information between their respective municipality and the JRTA;
- provide insight and expertise from their municipality and associated subject matter expertise throughout the development of the RTP;
- review key deliverables from the JRTA and its consultants;
- identify opportunities, and potential projects and policies that align with or relate to the JRTA mandate and RTP;
- help to strengthen the integration of long-term transportation and land use planning across the study area;
- work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions; and,
- share information with councils, staff, businesses and the public related to the communication and engagement process for the development of the RTP. Keep key stakeholders informed on the status and progress of various JRTA initiatives.

## 3. Membership

### 3.1 General Composition

The Municipal Working Group is made up of representatives from the 15 municipalities within the JRTA study area. Members are expected to provide technical input and expertise as it relates to the regional interests of their municipality within the RTP. It is understood that based on expertise required, additional members from the 15 municipalities may be brought in to provide insight. Additionally, depending on availability, members may designate a temporary proxy to serve as the representative from their organization if they are unable. It is expected that any designates be informed about the work prior to attending the meeting and come prepared to fully participate. This flexibility in membership is intended to allow for continuous communications between the JRTA and the municipalities within the JRTA study area.

### 3.2 Representatives & Alternates

The current Municipal Working Group representatives and alternates are listed below:

Municipality	Roles	Member Name	Title
Municipality of East Hants	Primary	John Woodford	Director of Planning & Development
	Alternate	Kim Ramsey	CAO
Municipality of the County of Colchester	Primary	Scott Fraser	CAO
Municipality of the County of Kings	Primary	Scott Conrod	CAO
Municipality of the District of Chester	Primary	Tara Maguire	CAO
	Alternate	Erin Lowe	DCAO
Municipality of the District of Lunenburg	Primary	Reid Shepherd	Manager of Planning
Town of Berwick	Primary	Jen Boyd	CAO
Town of Bridgewater	Primary	Tammy Crowder	CAO
	Alternate	Jessica McDonald	Director of Community Development and Energize Bridgewater
Town of Kentville	Primary	TBD	CAO
	Alternate	David Bell	
Town of Lunenburg	Primary	Jamie Doyle	CAO
Town of Mahone Bay	Primary	Dylan Heide	CAO
	Alternate	Eric Levy	DCAO
Town of Stewiacke	Primary	Greg Brown	CAO
	Alternate	Randi-Lynne Buchi	Manager of Finance & Operations Support
Town of Truro	Primary	Jason Fox	Director of Planning & Development
	Alternate	Michael Dolter	CAO
Town of Wolfville	Primate	Devin Lake	Director of Planning & Development
	Alternate	Erin Beaudin	CAO
West Hants Regional Municipality	Primary	Sara Poirier	Director of Planning & Development
Halifax Regional Municipality	Primary	Kate Greene	Director, Regional & Community Planning

### 3.3 Anticipated Commitment & Communication

The development of the RTP requires efficient and timely engagement. It is recognized that members of the Municipal Working Group will be providing support and insight in the development of the RTP in parallel to their core roles and responsibilities within their respective organizations.

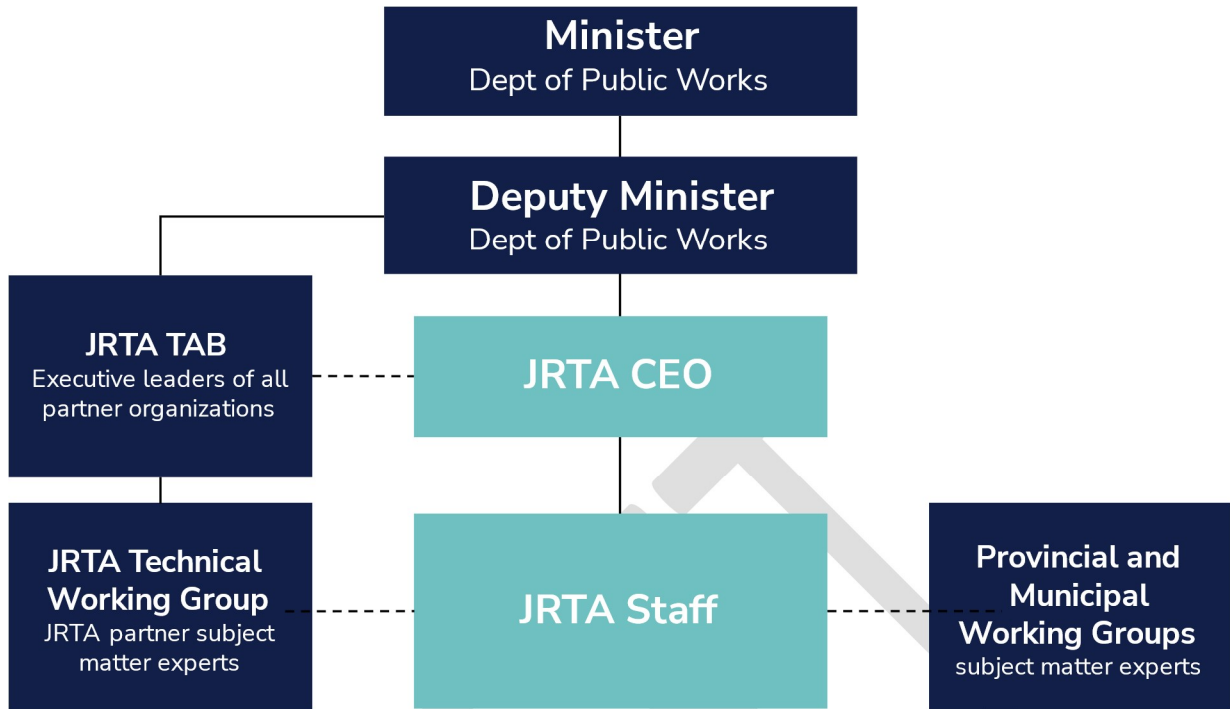
Based on the Communications and Engagement Request for Proposal, three stages of engagement have been identified thus far (during visioning, scenario planning, and finalization of RTP). Municipal Working Group meetings are anticipated to be held in conjunction with those three stages of engagement with the majority of the effort to be focused during the scenario planning phase (Fall-Winter 2023). The JRTA and its consultants will work to provide adequate notice of any additional meetings and periods that will require a greater amount of effort from the Municipal Working Group.

Meetings will be organized to have a clear purpose to efficiently use the time allotted. The circulation of materials for review will occur outside of the meetings, the meetings will primarily serve as workshops and time to present and discuss, consider, and evaluate ideas that will contribute to the development of the RTP. The JRTA will provide regular updates to ensure that the municipalities are aware of the current stage of the project.

In person attendance for meetings is encouraged and will typically occur when the consultant teams are in Nova Scotia for engagement initiatives. Other meetings may be held virtually with the option to attend in person.

## 4. Relationship to other Committees and Working Groups

The governance of the JRTA involves relationships with several key groups or committees. The figure below illustrates the current governance and associated relationship between the JRTA, TAB, and other working groups.



The table below identifies and further describes the other committees, key teams and working groups that the JRTA is engaging with in the development of the RTP.

Team / Working Group	Description
<b>Technical Advisory Board (TAB)</b>	<ul style="list-style-type: none"> <li>Executive leaders from the core JRTA Partners as identified in legislation.</li> <li>The TAB provides strategic guidance to JRTA.</li> <li>The TAB will make recommendations to the Deputy Minister of Public Works and the Minister of Public Works as necessary.</li> </ul>
<b>JRTA Technical Working Group (TWG)</b>	<ul style="list-style-type: none"> <li>Subject matter experts (SMEs) from each of the core partner organizations.</li> <li>Members provide technical input and expertise as it relates to the interests of each of their organizations.</li> <li>The TWG supports the development of strategic plans, such as the RTP.</li> <li>Members facilitate the sharing of information between respective organizations.</li> <li>The group helps identify opportunities, potential projects, and policies that align with or relate to the JRTA mandate, core partner projects and RTP.</li> </ul>

	<ul style="list-style-type: none"> <li>• Members will work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions.</li> <li>• Responsible to brief senior leaders within respective organizations to keep them informed on the status and progress of JRTA initiatives.</li> </ul>
<p><b>Province of Nova Scotia Network / Working Group</b></p>	<ul style="list-style-type: none"> <li>• The JRTA is working with provincial departments to establish a collaborative network that can be engaged to gain insight from diverse organizational perspectives.</li> <li>• The intent of this network is to create alignment across provincial departments beyond the JRTA partners to establish mutually supportive plans, strategies, and initiatives.</li> <li>• This network may influence areas that are outside the scope of the RTP but will contribute to or dictate the plan's success (e.g., institutional investments, infrastructure location and investment, etc.).</li> <li>• This network will also ensure the RTP accounts for and includes requirements or assumptions from other plans, strategies, and initiatives.</li> </ul>

## 5. Guiding Principles

The following key principles guide the function and duties of the Municipal Working Group:

### Align with the RTP Vision, Goals, and Principles

The Municipal Working Group and JRTA will consider opportunities, challenges, and solutions that support the vision, goals, and principles of the Regional Transportation Plan. It should be the group's priority to act collectively and in a manner that benefits the region as a whole.

### Clear and Transparent Communication

Open communication between Municipal Working Group members is critical as it relates to discussion around each municipality's strategies, projects and initiatives that influence the transportation system or impact other members. Any issues or concerns should be raised and discussed in a respectful manner to help the members and JRTA understand opposing viewpoints and find an appropriate path forward.

Municipalities are expected to openly share organizational data, project details, and other information that help support joint planning efforts.

**Advance Sustainability and Well-Being**

Members will approach transportation challenges with a commitment to climate mitigation / adaptation, system resiliency and in a manner that improves the quality of life for residents across the region.

**Be Pragmatic, Efficient, and Solutions Focused**

The Municipal Working Group will operate effectively, efficiently, and equitably in arriving at solutions that are practical and action oriented. This approach will be key to identifying opportunities and implementing solutions that address the challenges the region is facing now and into the future.

**Seek to Integrate and Collaborate**

Integration of transportation planning efforts is essential. This collaborative process will minimize overlap, duplication of effort or resources, and find solutions that can address multiple transportation issues the region is facing.

**6. Review**

The Terms of Reference will be reviewed annually and updated as needed.

**7. Endorsement**

The primary representative of the Municipal Working Group has reviewed the above and agrees to participate as per the Terms of Reference.

X

\_\_\_\_\_  
Halifax Regional Municipality

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Municipality of the County of Colchester

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Municipality of the County of Kings

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Date

X

Municipality of the District of Chester

Name

Date

X

Municipality of the District of Lunenburg

Name

Date

X

Municipality of the District of West Hants

Name

Date

X

Municipality of East Hants

Name

Date

X

Town of Berwick

Name

Date

X

Town of Bridgewater

Name

Date

X

Town of Kentville

Name

Date

X

Town of Lunenburg

Name

Date

X

Town of Mahone Bay

Name

Date

X

Town of Stewiacke

Name

Date

X

Town of Truro

Name

Date

X

Town of Wolfville

Name

Date

**Council**  
Item: #11.1.4  
Date: September 12, 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:** September 5, 2023  
**Re:** Letter of Concurrence – MDL 69 Antenna Siting Protocol

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#### **Recommendation**

That Municipal Council issue a letter of concurrence for a telecommunication tower at PID 60262714, Lower Branch Road, New Germany as the application has met the requirements of MDL-69 Antenna Siting Protocol.

#### **Background**

In July, the Municipality of Lunenburg received an information package from TEP Canada, on behalf of Eastlink, outlining the proposal to locate a telecommunication tower to provide additional cellular coverage for the residences, businesses, and emergency services of New Germany 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, as this area is currently underserved. This structure will provide cellular service to the residences, businesses, and emergency services of New Germany and the surrounding communities.

A 91m guyed telecommunications tower will be located at PID 60262714, Lower Branch Road, New Germany.

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. As a result of the consultation, there were no questions or concerns.

## Conclusion

TEP Canada, on behalf of 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.	

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

PID 60263670

PID 60262532

PID 60262672

**PARCEL  
NSB 479**  
PROPOSED  
EASEMENT

PID 60262714

**PARCEL ASE3-NSB 479**  
18,000m. WIDE ACCESS  
AND SERVICE EASEMENT

345.8m± NOTIFICATION  
RADIUS FROM  
PROPOSED TOWER

**PARCEL ASE2-NSB 479**  
18,000m. WIDE ACCESS  
AND SERVICE EASEMENT

CROWN LAND

**LOWER BRANCH ROAD**  
**PARCEL ASE1-NSB 479**  
PROPOSED 18,000m. WIDE  
ACCESS AND SERVICE EASEMENT

PID 60262938

PID 60269560

PID 60657269

MADER ROAD

PID 60721891

PID 60659190

PID 60721925

PID 60659208

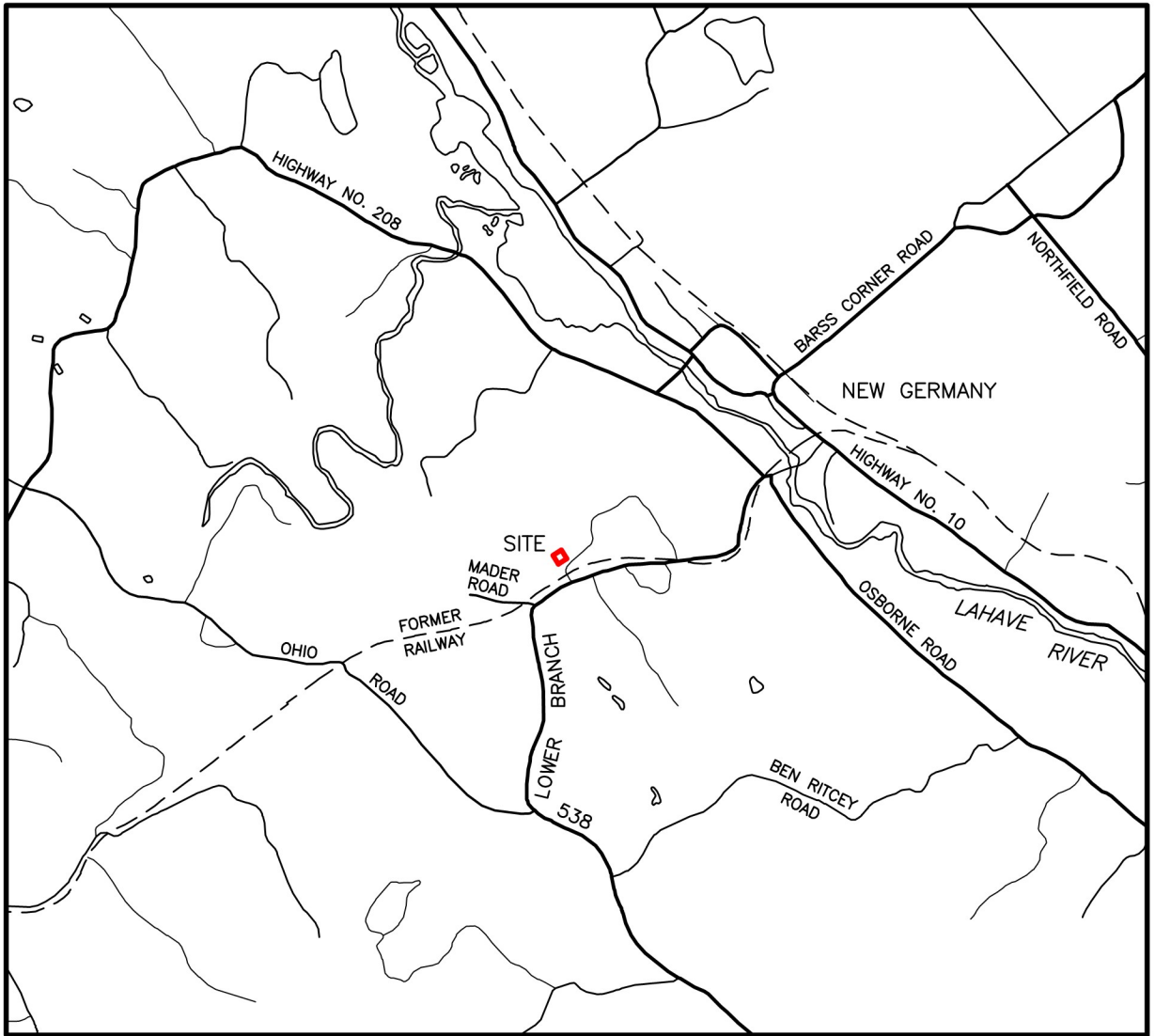
PID 60721909

PID 60269594

PID 60269552

Site Plan  
Scale: 1:5000

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: 4,000

# Fire Service Coordinator update

September  
2023 for  
FESC and  
Council



Council  
Item: #11.2.1  
Date: September 12, 2023  
Authorization: T. MacEwan

# Service Awards

## Fire Service Awards Past Year

### Firefighter Years of Service

4-50 yr. (Bruce Veinotte NDFD, Ed Mulock LDFD, Mike Mulock LDFD, James Wamboldt CBFD)

Today at the session of Council 5 additional 50 yr. service awards to NGVFD Chief Blair Lantz, Douglas Veinot, Michael Snyder, UCFD Cleveland Conrad, Harry Smith

7-45 yr. 5-40-Yr. 4-35yr. 7-30yr.

6- 20yr.

### Station years of service were also given

2-75 yr. (NGFD, RDFD), 1-55 yr. (DDFD).

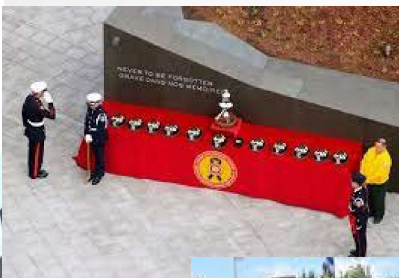
1-50yr. (HFD) 1-45yr. (UCFD) 1-30yr. (WFD)

# Leadership Training Grant



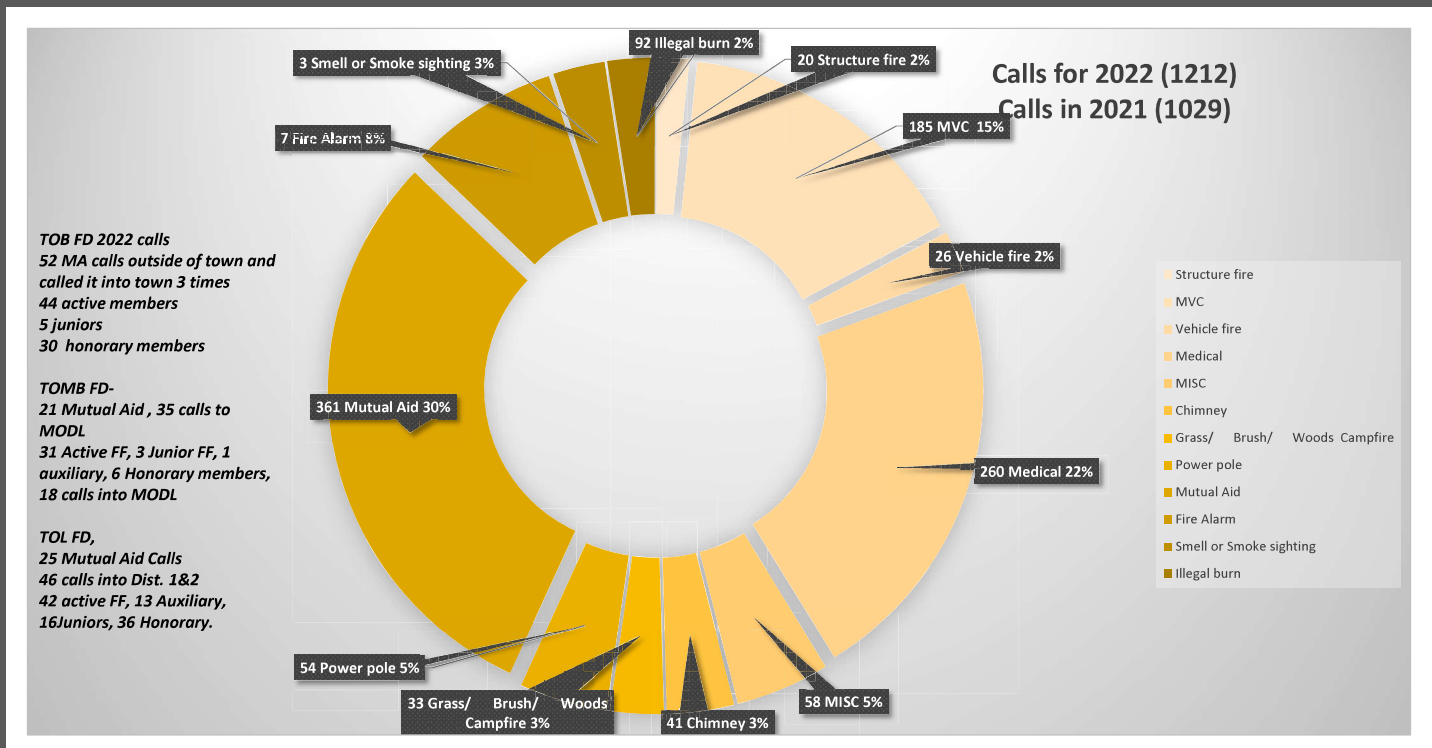
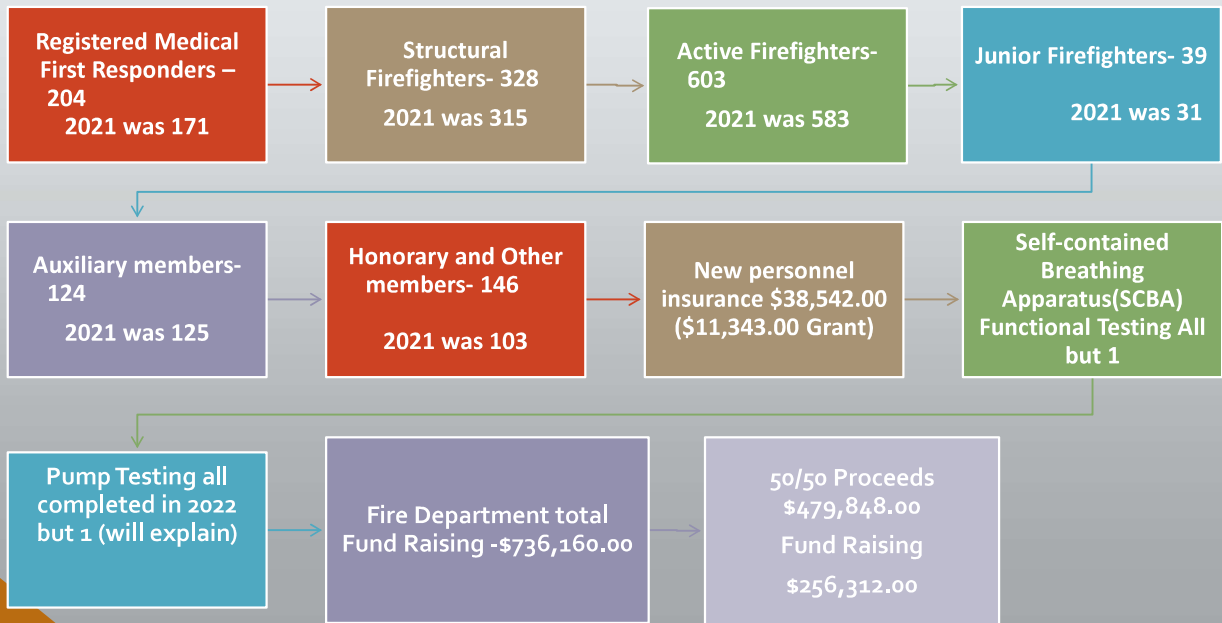


# Joint Pump Testing Facility being utilized by more departments



*Firefighter Memorial in Ottawa*

# Registration Information Update from 2021



## Past FESC Priorities

Topic
Maintenance & Testing Standards
Training (R&R) Standard/Best Practices
Mental Health ( R&R, EFAP)
Bulk Purchasing
Coordination with REMO
Financial Capacity
Governance

## FESC Workshops

### Information Review and Background, FESC, Fire & Emergency Services

- **Develop Themes**
- **Establish priority areas and possible projects**  
Goal: Establish a Draft strategy document to share with Fire & Emergency Services and Council
- **Items and discussion on several topics**
  - Safety, Mutual Aid, Collaborative training (Firefighter Level 1)
  - Standards- GOG's, OHS/ scene safety officer, interior/exterior attack
  - Leadership Training Grant
  - Possible Regional Training Facility
  - Capacity & Governance, explore changes to Municipal Grant system
  - Recruitment & Retention Initiatives ( New Family Assistance Program in 2023)
  - Foster Merger discussion with departments Showing Interest
  - Continued Respect for Fire Department **"Autonomy"**

# FESC Workshops

FESC designed a Fire And Emergency Services survey from the workshops that were held ( Deadline was Aug 21, 2023). This was to get a direction for items of interest for the FESC and Fire services coordinator to work on important and relevant issues from fire services.

## Funding to Fire Services Outside of FD Area Rates

- Recruitment and Retention \$44,500.00
- WCB Premiums est. \$40,600.00
- **Total Non-grants \$ 85,100.00**
  
- **Municipal Grants Approved for 2023/2024**
- Matching Grant \$44,998.00
- Municipal Grant \$68,032.00
- Training Grant \$11,570.00
- Insurance Grant \$57,570.00
- Group Personnel Insurance \$11,570.00
- **\$193,600.00**
- **Total MODL Funding \$278,700.00**

# Nova Scotia Firefighter 50/50 Draw

Funds raised by departments from the NS firefighter 50/50 draws can be claimed as fundraising and applied in the calculation of the MODL Matching Grant.

50/50 proceeds \$479,848.00

These funds have assisted many departments through the past year during Covid related restrictions who were unable to maintain traditional fund-raising activities.

Allowed some departments to apply these funds to purchase new equipment that may not have been otherwise possible.

Census 2022 from Canadian Association of Fire chiefs

126,000 total # FF's

90,000 Volunteer

36,000 Career

31,000 over 50

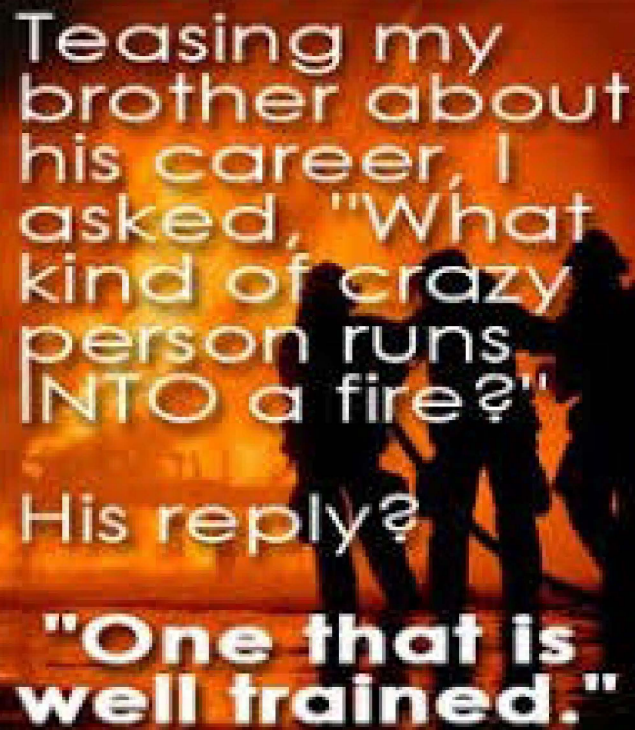
14,000 Women Firefighters

15,000 vacant positions



## RECRUITMENT & RETENTION

- Recruitment and retention moving forward
- MODL continued funding to help with Recruitment and Retention Advertising/Newsletters, Flyers
- Have heard from some dept's this has helped with recruitment
- FAP for firefighters/families
- Fire Service Coordinator offering sessions to fire services on grounding centering exercises



Teasing my brother about his career, I asked, "What kind of crazy person runs INTO a fire?"  
His reply?  
"One that is well trained."

## Cost to Outfit One Firefighter, Today's Pricing

- Standard helmet \$410.00
- Rubber boots \$ 199.99
- Leather boots \$ 599.99
- Gloves \$ 139.99
- Hood particulate blocking \$ 155.00    standard Nomex \$ 45.00
- Bunker gear 3800—4800.00
- SCBA \$ 9700.00 plus \$ 595.00 mask plus \$ 1895.00 for the bottle
- Basic cost \$4793.00
- Interior Firefighter with SCBA \$16,983.00
- Plus Training etc.



# Wildland Fire Pictures











