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## **Municipal Council Meeting Agenda**

**Tuesday, April 23, 2024 – 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 - Heart Failure Awareness Week – May 5-11, 2024..... 1
  - 2.2 Acknowledgement – National Day of Mourning
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - March 26, 2024, Special Council of April 2, 2024, and Council of April 9, 2024**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs – Nil**
- 8. Presentations/Scheduled Times**
  - 8.1 Housing Needs Assessment, Provincial Representatives ..... 9:15 a.m. 2-39
  - 8.2 Region 6 – Kahoot, Angela Taylor, Education Coordinator .....10:15 a.m. 40
  - 8.3 Department of Public Works, Mitchel Conrad ..... 10:30 a.m.
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
  - 10.1 Policy & Strategy Committee** **41**
    - 10.1.1 Food Vibes Riverport Pilot Project – Operating Grant ..... 42-48
    - 10.1.2 Kingsburg Protected Beach..... 49-50
  - 10.2 Fire & Emergency Services Committee**
    - 10.2.1 Notice of Repeal & Replace - MODL Policy 036 Fire & Emergency Services ..... 51-60
- 11. Staff Reports**
  - 11.1 Planning & Development**
    - 11.1.1 Coastal Protection Regulations and Provincial Hazard Mapping ..... 61-66

11.1.2 Proposed Amendments to Area Advisory Committee Terms of Reference..... 67-88

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

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

**15. Adjournment**

**Proclamation – Heart Failure Awareness Week**

**Whereas** over 750, 000 people of all ages in Canada are living with heart failure, and heart failure is expected to cost the Canadian economy \$2.8 billion per year by 2030, and

**Whereas** people with heart failure experience debilitating symptoms such as shortness of breath, swelling and exhaustion, and people who care for those with heart failure are often overwhelmed and stressed, and

**Whereas** the Canadian Heart Failure Society is an organization of volunteer cardiovascular professionals and patients who work hard to improve care for patients with heart failure in close collaboration with the Heart & Stroke Foundation of Canada, the Canadian Cardiovascular Society, the Canadian Council of Cardiovascular Nurses, the Canadian Association of Cardiovascular Prevention and Rehabilitation, the HeartLife Foundation, and the Québec Heart Failure Society, and

**Whereas** initiated by the Canadian Heart Failure Society and its partner organizations, Canadian Heart Failure Awareness Week is now celebrated across Canada to improve awareness of and education on heart failure, and

**Whereas** Heart Failure Awareness Week is an opportunity to raise awareness of the causes of heart failure and the impact it has on individuals living with heart failure and on their caregivers;

**Therefore**, I, Carolyn Bolivar-Getson, Mayor of the Municipality of the District of Lunenburg, do hereby proclaim May 5 to 11, 2024 be “Heart Failure Awareness Week.”

April 23, 2024

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Mayor Carolyn Bolivar-Getson

Council  
Item: 8.1  
Date: April 23, 2024  
Authorization: T. MacEwan

# Municipality of the District of Lunenburg

## Municipal Housing Needs Report

2023



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# 1 Introduction

The purpose of a housing needs assessment is to understand the current and anticipated housing conditions across a given geography, in the case of this and accompanying reports, the conditions across the province of Nova Scotia and its municipalities. Generally, this work strengthens the ability of local stakeholders and governments to:

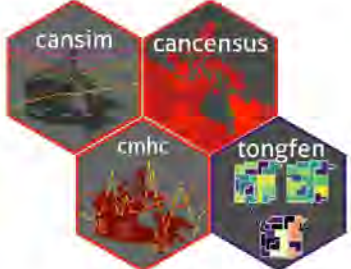
- Identify current and future housing needs and
- Identify existing and projected gaps in housing supply

Empowering municipalities and the province to become effective partners in housing provision requires reliable data to identify the stock necessary to meet current and future needs and how to drive related policy and investment. The insights generated by a needs assessment can help to inform ongoing land use and social planning initiatives at the local level, as well as provide hard evidence in support of advocacy to more senior levels of government.

The goal of this municipal report is to share appropriate, available, and accurate data to municipal governments so that they further understand their current housing situation and what they might anticipate. It is important to note that the same data methodologies and calculations are applied across each municipality, based on available data. This means that reports cannot consider all the nuanced conditions of individual communities that would be known best by municipal staff, stakeholders, and residents.

The report should be considered a form of base knowledge, intended for local review and discussion. Municipalities should use local information to provide additional context and information for discussion and decision-making as they see fit. For more details about methodologies, provincial trends, and definitions, please refer to the **Provincial Report**.

Note that all data references the municipality unless noted otherwise.



## 2 Key Findings

### Housing shortage

As of the end of 2022, there was a gap between housing demand and available supply of about 645 units, including both market and non-market housing.

Projections suggest that to keep pace with population growth, the municipality will need 1,195 new units by 2027 (including the existing shortage of 645) and 1,665 by 2032. Status quo construction will not be enough to meet this projected demand. About 150 new units could be completed annually based on historical construction trends. If that pace continues, it will leave a remaining gap of 445 units by 2027 and 165 by 2032.

### Population

Between 2016 and 2021, the municipality's population increased by 3%, while the province's population rose by 5%, with noticeably strong growth among the 65- to 84-year-old age cohort. Marginal gains occurred for the 25- to 44-year-old cohort, with a corresponding increase among youth.

Finance & Treasury Board (FTB) estimates suggest that the 2022 total population was 25,970, with a projected increase of 4% between 2022 and 2027. Senior populations should continue to increase during that time. Decreases should occur among most non-senior populations except the 25- to 44-year-olds cohort may expand 3% over the next five years.

### Households

Between 2016 and 2021, there was an overall 5% increase in households, with non-census families (i.e., single persons or roommate households) and other families (i.e., multi-family household like those that are multi-generational) have seen the largest increase - a 14% rise since 2016. Households in the municipality are generally getting smaller, with a 13% increase in 1-person and a 3% increase in 2-person households.

Estimates suggest that total households reached 11,700 in 2022, with a potential increase of 5% from 2022 to 2027 (585 total). Household losses should predominantly occur among young adult households (led by 15- to 24-year-olds) and older working professional led households (45- to 64-year-olds). The greatest rate of growth should be among senior-led households.

### Non-market housing

As of January 2023, the District of Lunenburg had a public-housing inventory of 35 units, of which 5 are for families and 30 for seniors.

### Short-term rentals (STRs)

About 1.5% of the municipality's housing inventory may have been used as a short-term commercial rental in 2021 (the last full year of data). This means that upwards of 239 units might have been removed from the long-term market in 2022, though it is uncertain exactly how many would have been long-term rentals or purchased for permanent occupancy if not used as a STR.

### Shelter costs

Average rents reported by the Property Valuation Services Corporation (PVSC) increased 2% from 2020 to 2021, the same change as between 2019 and 2020. The recent lack of change reflects the consistency in vacancy among the rental market - the municipality has had an overall vacancy rate around 7.0% since 2018, falling above the healthy vacancy range of 3% to 5% reported by PVSC across Nova Scotia.



*Municipality's public survey responses*

Median District home prices increased 69% from 2019 to 2022, compared to 24% between 2016 and 2019. The rapid rise in prices is a combination of low interest rates (until recently) and other factors driving increased demand.

### **Affordability**

At least 67% of all couples, 89% of all lone-parent households, and 96% of all single person households earned below the estimated income required to afford the 2022 median sale price of a local dwelling. For rentals, at least 5% of **renting** couples, 27% of **renting** lone-parents, and 66% of **renting** single persons earned below the estimated income required to afford the 2021 average local rents.

### **Housing need**

When a household lives in a dwelling that requires more than 30% of its before-tax household income, is overcrowded, and needs major repairs - and no alternative exists - it is in Core Housing Need. In 2021, about 9% (990 total) of the Municipality's households lived in Core Housing Need. Need is particularly prevalent among:

- 27% of renter households (300);
- 13% of Indigenous households (70);
- 20% of lone-parent households (150); and
- 19% of single persons / roommate households (610).

Generally, the number of people in and rates of Core Housing Need across segments has decreased since 2016. However, comparing this 2016 rate (particularly for affordability) is difficult given the influence of the Canada Emergency Response Benefit (CERB) on incomes. Overall, the municipality reported a lower rate of core housing need than that of Nova Scotia overall (10%).

*"[92%] of our housing is single family dwellings and only 3% of the municipality has central service coverage."*

*"It's not just about housing, but also about where students are going to school. [The District of Lunenburg doesn't] have enough doctors or public transit [...]"*

### 3 Housing Supply

#### 3.1 Market Housing

As of the 2021 Census, there were 14,233 private dwellings across the District of Lunenburg, 81% of which were occupied by usual residents (those who live in the District permanently). The rest of the inventory may either be occupied solely by foreign residents and/or by temporarily present persons, unoccupied dwellings, or dwellings used as vacation homes (e.g., short-term rentals). For those dwellings occupied by usual residents, Table 3-1 summarizes the totals and distribution by structure type for the municipality. The greatest share of the current supply is currently held by single-detached homes at 92%.

Table 3-1: Total & Share of Dwellings Occupied by a Usual Resident by Structure Type

Total	Single-detached	Semi-detached	Row house	Duplex apt	Apt (< 5 storeys)	Apt (5+ storeys)	Movable	Other
11,500	10,590	80	20	55	175	0	570	10
100%	92%	1%	0%	0%	2%	0%	5%	0%

Source: 2021 Census



Municipality's public survey responses

*"Having infrastructure in place for developments is a big barrier to [the District of Lunenburg]."*

*"We have developers interested. The demand is there. But we're held back by the lack of services needed to meet current requirements."*

#### 3.1.1 Construction Activity

The pace of construction is represented by the annual total units permitted, units started, and units completed - these are separate but related phases of the same unit construction process.

A permit signifies the anticipated future housing to be built, a start reflects how many permits led to a shovel in the ground, and a completion represents how many units were actually added to the occupiable supply. Construction takes time and its pace varies depending on building type. Consequently, the number of units permitted in one year cannot be directly linked to starts or completions in another. The **Provincial Report** offers a detailed explanation of each element.

Permit activity refers to the total units permitted by a municipality. Table 3-2 shows the number units permitted, started, and completed in the District of Lunenburg between 2010 to 2022 (note that 2022 data reflects an extrapolated September 2022 total). Recent construction data shows a notable increase in activity - i.e., a high of 371 units permitted in 2021.

Table 3-2: Construction Activity by Dwelling Type

Units permitted							
	2010	2017	2018	2019	2020	2021	2022*
Total	100	84	112	94	124	371	263
Single	82	64	94	80	110	172	207
Semi	0	0	0	0	0	0	13
Row	0	0	0	0	0	0	1
Apartment	1	0	0	4	3	168	8
Other	17	20	18	10	11	31	33

\* 2022 data extrapolated from September 2022 data to end of year 2022.

Units started							
	2010	2017	2018	2019	2020	2021	2022
Total	96	58	157	100	94	138	138
Single	96	58	157	100	92	132	136
Semi	0	0	0	0	2	6	0
Row	0	0	0	0	0	0	0
Apartment	0	0	0	0	0	0	2
Owned	100%	100%	100%	100%	100%	100%	100%
Rented	0%	0%	0%	0%	0%	0%	0%

Units completed							
	2010	2017	2018	2019	2020	2021	2022
Total	92	73	107	125	84	155	110
Single	90	73	107	123	84	149	108
Semi	2	0	0	0	0	6	2
Row	0	0	0	0	0	0	0
Apartment	0	0	0	2	0	0	0
Owned	100%	99%	99%	98%	99%	100%	100%
Rented	0%	1%	1%	2%	1%	0%	0%

Source: CMHC Starts and Completions Survey, Statistics Canada Custom CSD Tables 34-10-0001, 34-10-0066

Table 3-3 summarizes the change in unit size and tenure between the 2016 and 2021 Censuses. The distribution of new units shows what sizes are most occupied by renter and owner households. These Census results indicate that the long-term rental supply is growing at a slower pace than ownership relative to percent change - owned dwellings increased 5% and rented dwellings did not change.

Table 3-3: Change in Units by Size & Tenure between Census Periods

	Total	Studio / 1-bedroom	2-bedroom	3+ bedroom
<b>Owned dwellings</b>				
Owned (2016) - 89% of total HHs	9,850	345	2,420	7,085
Owned (2021) - 90% of total HHs	10,345	485	2,585	7,270
Change in units	495	140	165	185
Share of change	100%	29%	34%	38%
<b>Rented dwellings</b>				
Rented (2016) - 11% of total HHs	1,160	175	460	525
Rented (2021) - 10% of total HHs	1,160	230	390	530
Change in units	0	55	-70	5
Share of change	100%	42%	54%	4%

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

Note that not all additional units in the table necessarily reflect a new unit, and some may represent conversions from rental to ownership or vice versa. Between 2016 and 2021, total dwellings (not only occupied by a usual resident) increased from 14,038 to 14,233 - a 195-unit increase (39 units annually). This suggests a higher share of the

existing inventory transitioned to long-term permanent tenancy compared what was added to the inventory during that time.

Table 3-4: Change in Total Dwellings versus Dwellings Occupied by Usual Residents

Dwellings	2016	2021	% change
Total dwellings (a)	14,038	14,233	1%
Dwelling occupied by a usual resident (b)	11,010	11,500	4%
Share (b / a)	78%	81%	

Source: Statistics Canada 2016 & 2021 Census

### 3.1.2 Housing Accelerator Fund Considerations

The Housing Accelerator Fund (HAF) is a program introduced by the Canada Mortgage & Housing Corporation (CMHC) with the objective to bolster the housing supply at an accelerated pace. Local governments within Canada – including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals – are eligible to apply to the HAF. Interested municipalities can find the HAF’s pre-application reference material [here](#). Note that a Housing Needs Assessment (such as this one) is required as part of a complete application (though not needed immediately for the initial submission).

An applicant is required to provide two projections to CMHC. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026. The two projections are:

- The total permitted housing units projected without program funding.
- The total number of permitted housing units projected with program funding. This second projection is known as the “housing supply growth target.”

The data shared in this overall section (e.g., permits, starts, completions, and historical changes in dwelling sizes) can be used to inform local decisions related to projected permits by September 2026.

For additional guidance, Table 3-5 summarizes the growth by unit type (more closely defined by the HAF application requirements) and tenure between 2016 and 2021.

CMHC does not prescribe a formula for projections, leaving this decision up to the municipality who would know best about on-the-ground construction activity (not only by the numbers but also through discussions with local builders/developers).

Table 3-5: Unit Change by Estimated HAF Dwelling Type & Tenure, 2016 & 2021 Census

	Total	Single <sup>a</sup>	Missing middle <sup>b</sup>	Multi-unit <sup>c</sup>
<b>Total dwellings</b>				
Total (2016)	11,010	10,145	865	0
Total (2021)	11,505	10,595	905	0
Change in units	495	450	40	0
Share of change	100%	92%	8%	0%
<b>Owned dwellings</b>				
Owned (2016)	9,850	9,315	530	0
Owned (2021)	10,345	9,775	570	0
Change in units	495	460	40	0
Share of change	100%	92%	8%	0%
<b>Rented dwellings</b>				
Rented (2016)	1,160	830	335	0
Rented (2021)	1,160	820	335	0
Change in units	0	-10	0	0
Share of change	100%	100%	0%	0%

*a Single means single-detached homes, which are buildings containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure.*

*b Missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 storeys). Note that this definition for low-rise does not match the Statistics Canada cut off of less than 5 storeys.*

*c Multi-unit refers to apartments that are 4-or-more storeys. The HAF further defines these by whether they are in close proximity to rapid transit or not, which is not possible to summarize based on the data available.*

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

A simple example includes using most recent permitting data (the annual average between 2017 and 2021), applying the historical shares of new construction between 2016 and 2021, and comparing the potential units permitted to the estimated total demand over the three years (based on Housing Shortage data - Section 4). The results, shown in Table 3-6, are for discussion purposes and not a prescribed logic - the municipality can form its own approach based on other data provided and internal resources.

Note that the final column provides the straight-lined shortage anticipated by the end of the HAF. This may not represent the total possible intervention by the HAF, as this depends on the choices made by the municipality. Rather, it highlights the total shortage the HAF can help reduce.

Table 3-6: Example of Simple HAF Permit Projection

	Historical share of new housing	Possible annual units permitted	Estimated 3-year units permitted <sup>a</sup>	Estimated 3-year unit demand <sup>a</sup>	Gap that HAF can help reduce
Total	100%	155	465 (A)	975 (B)	510
Single	92%	140	420	895	475
Missing middle	8%	15	45	80	35
Multi-unit	0%	0	0	0	0

Relationship between units permitted and shortage	
C: Estimated September 2023 housing stock: <sup>b</sup>	14,415
Projected permitted unit growth over 3 years without HAF (A / C x 100):	3.2%
Projected permitted unit growth over 3 years needed to meet demand (B / C x 100):	6.8%
% increase in units permitted to meet shortage (B / A - 1) x 100:	110%

Relationship between units permitted and HAF requirements (rounded up to nearest 5)	
D: Estimated September 2023 housing stock: <sup>b</sup>	14,415
E: Projected annual units permitted (based on '16-'21 average - see Table 3-2)	155
Required units permitted over 3 years to meet minimum 1.1% average annual growth rate <sup>c</sup> (D x 1.1% x 3 years)	480
Required additional units permitted over 3 years to meet minimum 10% increase <sup>d</sup> over historical average (E x 10% x 3 years)	50

<sup>a</sup> Units permitted between September 2023 and September 2026; 3-year unit demand includes 2022 shortage

<sup>b</sup> 2021 Census (Statistics Canada) + 2022 completions + 2022 completions x 2/3 (September 2023 estimate)

<sup>c</sup> Average annual units permitted (min. 1.1%) = Total number of units permitted with HAF support / 3 years / Total dwelling stock (results rounded up to nearest 5)

<sup>d</sup> Increase in units permitted (min. 10%) = (Projected average housing supply growth rate with HAF) / Projected average housing supply growth rate without HAF - 1 (results rounded up to nearest 5)

## 3.2 Non-Market Housing

### 3.2.1 Public Housing

Of the 11,200 total inventory of publicly owned dwelling units (as administered by the Nova Scotia Provincial Housing Authority), 35 are located in the District of Lunenburg - 5 of these units are family-specific while 30 are for senior-specific. Most units are 1-bedroom apartments, due to the high volume of seniors - 86% of all units and 100% of these 1-bedroom units are reserved for seniors.

About 51% of the District’s public housing tenants have lived in public housing for more than 5 years - most having lived there for 10+ years.

Table 3-7: Public Housing Inventory, January 2023

		Total	Family	Senior
Total unit inventory		35	5	30
Inventory by unit size	Studio	0	0	0
	1-bedroom	30	0	30
	2-bedroom	0	0	0
	3+ bedroom	5	5	0
	Not reported	0	0	0
Inventory by dwelling type	Single family	5	5	0
	Row	0	0	0
	Apartment	30	0	30
	Not reported	0	0	0
Length of tenure in public housing	Less than 1 year	9%	0%	10%
	1 to 5 years	40%	20%	43%
	5 to 10 years	20%	20%	20%
	10+ years	31%	60%	27%
Household income	Median income (mth)	\$1,770	\$2,210	\$1,700
	Median income (ann)	\$21,240	\$26,520	\$20,400

Source: Derived from Ministry of Municipal Affairs & Housing data

### 3.2.2 Rent Supplements

As of March 2023, 213 households in **entire** Lunenburg Census Division (no data is specifically available for the District of Lunenburg) were receiving rent supplement support, equivalent to 328 total people. About 25% were families, 49% were seniors, and 26% were classified as non-elderly households. Table 3-8 further details the percentage share of rent supplements that served a specific vulnerable population.

Table 3-8: Rent Supplement Demographics, Lunenburg Census Division, March 2023

	Total	Family	Senior	Non-elderly
Total rent supplements	213	53	104	56
People benefiting	328	152	110	66
Average HH size	1.5	2.9	1.1	1.2
Average dependents	0.4	1.7	0.0	0.0
Share of supplements serving a vulnerable group:				
Indigenous person(s)	2%	4%	1%	2%
Person(s) w/ a disability	19%	26%	13%	25%
At risk of homelessness	13%	26%	6%	14%
Homeless	0%	0%	0%	0%
Newcomer(s)	0%	0%	0%	2%
Mental health / addictions	11%	15%	3%	23%
Racialized person(s)	1%	4%	0%	2%
Veteran(s)	1%	2%	1%	0%
Fleeing domestic violence	3%	9%	0%	2%
Young adults	3%	8%	0%	4%

Source: Derived from Ministry of Municipal Affairs & Housing data

### 3.2.3 Non-Profit & Co-operative Housing and Shelters

Formal datasets related to third-party affordable housing organizations and their unit inventories are limited. The **Provincial Report** offers some discussion about what shelters exist provincially, with some detail by Economic Region.

The South Shore Open Doors Association (SSODA)<sup>1</sup> performed a point-in-time count of persons and households experiencing homelessness across the South Shore in Fall 2022.<sup>2</sup> Statistics demonstrated that at least 230 households and 208 individuals (including 93 children) were living in situations of homelessness at that time. For those households who shared information:

- 49 were families
- 19 were senior-led
- 17 were youth-led

<sup>1</sup> South Shore Open Doors Association. (2022). Current Statistics: As of Fall 2022. <https://www.ssoda.org/current-homeslessness-statistics>

<sup>2</sup> Results were mostly presented at a regional level; thus, this section will be similar across municipal reports within the South Shore area, with some variation where possible.

- 12 were Indigenous
- 55 were from the District of Lunenburg

The above demonstrates that homelessness is not solely an issue within large municipalities but is a challenge across Nova Scotia - particularly related to hidden homelessness which is incredibly difficult to identify or quantify.

### 3.3 Short-Term Rentals (STRs)

Between 2018 and 2022, there has been an increase of 137 dwellings used as an STR. In 2022, 90% were entire homes or apartments, of which 239 were potentially<sup>3</sup> "commercial" units - meaning they were available or reserved more than half of the year.

If 2021 commercial units are compared to the 2021 dwelling stock (14,233 - as per the Census), about 1.5% of the municipality's housing inventory may have been used as a short-term commercial rental.

Table 3-9: Short-Term Rental Activity & Inventory

	Data by year				Percent change		
	2018	2020	2021	2022	'18-'20	'20-'22	18-'22**
Total unique STRs	365	471	484	502	+29%	+7%	+38%
Entire home/apt	314	424	437	452	+35%	+7%	+44%
Hotel room	4	5	5	5	+25%	0%	+25%
Private room	43	40	41	44	-7%	+10%	+2%
Shared room	4	2	1	1	-50%	-50%	-75%
Avg annual revenue	\$7,746	\$6,001	\$9,052	\$12,461	-23%	+108%	+61%
Total market ('000s)	\$2,827	\$2,827	\$4,381	\$6,255	0%	+121%	+121%
Commercial STRs*	199	227	233	239	+14%	+5%	+20%

\* A commercial STR is one that was listed as available and/or has been reserved more than 50% of the days in a calendar year.

\*\* 2022 data reflects as of September 2022. Commercial STRs use 9 months for their calculations versus a full year.

Source: derived from AirDNA data

*"It should come as no surprise that short-term rentals are a big issue for [the District of Lunenburg]. We've lost a huge amount of long-term rental."*

<sup>3</sup>Noted as "potentially" since 2022 data is only up to September.

## 4 Housing Shortage

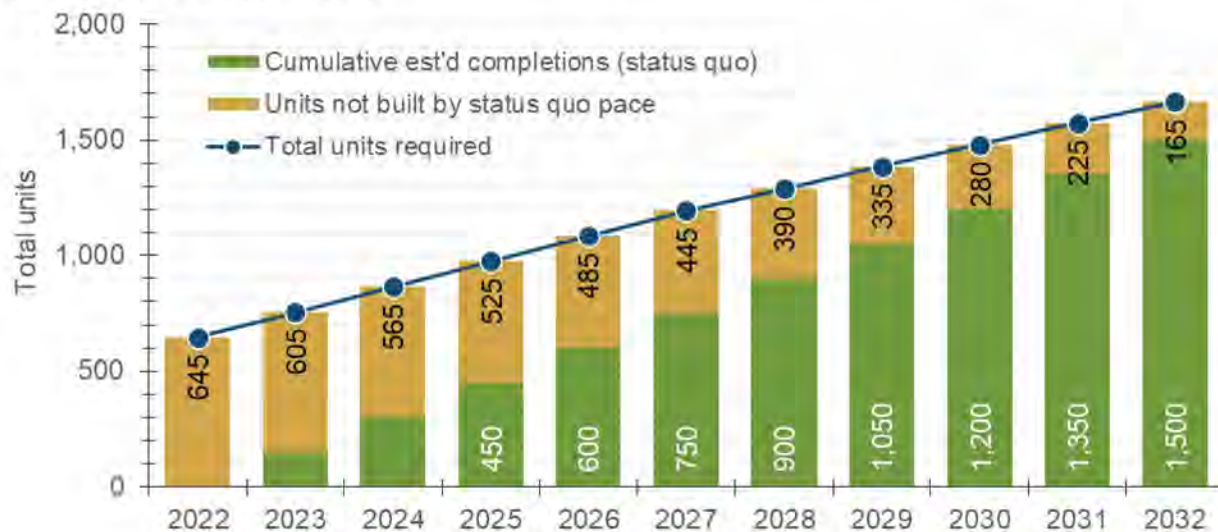
Based on demographic modeling results (see **Provincial Report** for details), the municipality’s potential housing shortage (as of the end of 2022) may be 645 units.<sup>4</sup> Note that this estimate represents the sum of all units, be they rented or owned in terms of their tenure, or market or non-market housing.

Figure 4.1 offers a summary of the trajectory of the housing shortage over the next decade under a base population growth scenario provided by Nova Scotia’s Department of Finance and Treasury Board in February 2023.

In five years, the municipality may have a total dwelling demand (existing shortfall plus anticipated demand) of about 1,195 units, which could grow to 1,665 by 2032.

Based on the recent construction trends, supply could outpace new demand. About 150 new units could be completed annually over the next decade. That leaves a remaining gap of 445 units by 2027. By 2032 that gap could reduce further to 165, if trends remain consistent. Note that status quo construction follows the method used in the provincial report, being average historical permits adjusted by 5% to account for permit withdrawals or cancellations. Results are rounded to the nearest 5.<sup>5</sup>

Figure 4.1: Anticipated Unit Gap based on Total Units Required and Estimated Completions, Demographic Model Results



<sup>4</sup> The allocation of unit shortages is based on results for the Census Division, apportioned to its respective municipalities based on their share of local household change between 2016 and 2021.

<sup>5</sup> All municipalities use the same approach for consistency. However, for smaller municipalities, the combination of fewer units permitted and rounding practices can under or over represent anticipated construction activity. As such, greater attention should be directed to the projected demand, instead of anticipated supply, which can be later cross-reference with internal municipal data.

Table 4-1 summarizes possible guides for constructing unit sizes over the next half-decade. As previously described, the municipality may need to build 1,195 new units to meet demand by 2027. Based on historical preferences,<sup>6</sup> about 30% could be studio/1-bedroom dwellings (360 units), 40% 2-bedroom dwellings (485), and 30% 3+ bedroom dwellings (350). This includes the existing unit shortfall.

If forecasting until 2032, the District of Lunenburg may need to build about 1,665 units (cumulative demand plus existing shortfall), which would follow the same unit size distribution.

Table 4-1: Estimated Current & Anticipated Unit Shortfall by Unit Size, 2022-2027

	Total	Studio + 1-bedroom	2-bedroom	3+ bedroom
<b>A:</b> Current shortfall (end of 2022)	645	195	260	190
<b>B:</b> Anticipated demand by <b>2027</b>	550	165	225	160
<b>C:</b> Total units required by <b>2027</b> (A + B)	1,195	360	485	350
<b>D:</b> Anticipated 5-year supply (status quo pace*)	750	225	305	220
<b>E:</b> Total shortfall	445	135	180	130
<b>F:</b> Total extra units required annually (E / 5 years)	90	30	35	25

\* The distribution of supply is based on household preferences, not actual anticipated build out.

<sup>6</sup> In this case, unit sizes reflect the preference for unit size, not the historical distribution of unit sizes in the existing inventory. Briefly, historical distributions of household sizes by household family types are used to estimate required bedrooms. The estimated share of unit sizes is then distributed into forecasted demand calculations. More explanation about how preference distributes can be found in the Housing Shortage section of the Provincial report.

# 5 Housing Affordability



Municipality's public survey responses

## 5.1 Homeownership

Housing is becoming more expensive. This is not simply a claim for observing the appreciation of property as a commodity but also as an increase relative to other periods, levels of income, and availability.

### 5.1.1 Market Activity

Median sale prices across Nova Scotia have seen increases since 2016, with significant increases since 2019. The District of Lunenburg's median sale price has increased from \$150,000 to \$315,000 between 2016 and 2022. This represents a 110% change in median sale price.

Table 5-1: Median Sale Prices by Dwelling Type & Select Years

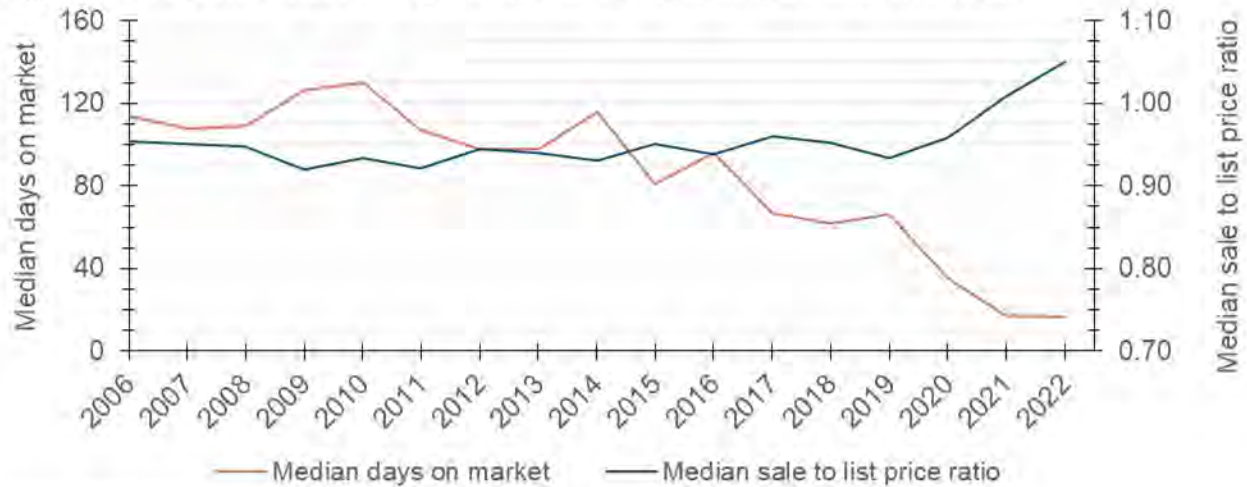
	Price				Percent Change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Total	\$154,000	\$150,000	\$186,530	\$315,000	-3%	+24%	+69%
Single	\$160,000	\$160,000	\$200,000	\$335,000	0%	+25%	+68%
Semi	-	-	\$360,000	-	-	-	-
Row	\$167,500	-	-	-	-	-	-

Source: NSAR MLS®

The increase in price can, at least in part, be attributed to an increase in demand. Figure 5.1 illustrates the sale-to-list-price ratio compared to the median days a dwelling was on the market. The number of days on market is a general indicator of market demand (fewer days means more interest and more days means less interest). As the number of days on market decreases, there is generally a rise in sale prices (and sale to list price ratios).

As of 2021, the median sale price about equalled its listing price, diverging from the historical trend of homes normally being sold for slightly less than what they were asking. The number of days a dwelling was on the market dropped to below 20 days, but the real sale price exceeded the list price from 2021 to 2022.

Figure 5.1: Historical Median Days on Market vs. Median Sales-List Price Ratio



Source: NSAR MLS®

### 5.1.2 Homeownership Affordability

Table 5-2 details the percentage share of households, separated by household types, that could afford a home based on their respective income levels versus the median sale prices from 2022. The affordability threshold is the same used by Statistics Canada and CMHC – 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and in direct costs related to shelter. More detail is provided in the **Provincial Report**. Note that income bracket distributions are based on Census Division data.<sup>7</sup>

Lone parents and single persons are least likely to have income levels necessary to afford to own a home. Single-detached homes are the only available types of dwellings based on available data, but 89% of lone-parent households and 96% of single-person households fall below the income levels necessary to afford a single detached local home.

<sup>7</sup> Since Census Division data is used, readers will notice estimate similarities between municipalities belonging to the same Census Division.

Table 5-2: Estimate of Sales Affordability by Income Level (All Households)

		2022 median sale price:			\$335,000
		% of HHs below income level			Single Detached Dwelling
Income level	Attainable sales price	Couples	Lone parents	Single persons	
\$70,000	\$209,500	36%	65%	87%	no
\$75,000	\$224,000	41%	69%	89%	no
\$80,000	\$239,000	45%	74%	90%	no
\$85,000	\$254,000	49%	78%	92%	no
\$90,000	\$269,000	53%	81%	93%	no
\$95,000	\$284,000	57%	84%	94%	no
\$100,000	\$299,000	61%	87%	95%	no
\$105,000	\$314,000	64%	89%	96%	no
\$110,000	\$329,000	67%	89%	96%	no
\$115,000	\$344,000	70%	90%	97%	yes
\$120,000	\$359,000	73%	90%	98%	yes
\$125,000	\$373,500	76%	92%	98%	yes
\$130,000	\$388,500	78%	92%	98%	yes

Homeownership	Total Dwelling	Single Detached Dwelling
Est'd income needed to buy median home	\$105,400	\$112,000
<b>% of total households below income</b>	<b>76%</b>	<b>78%</b>

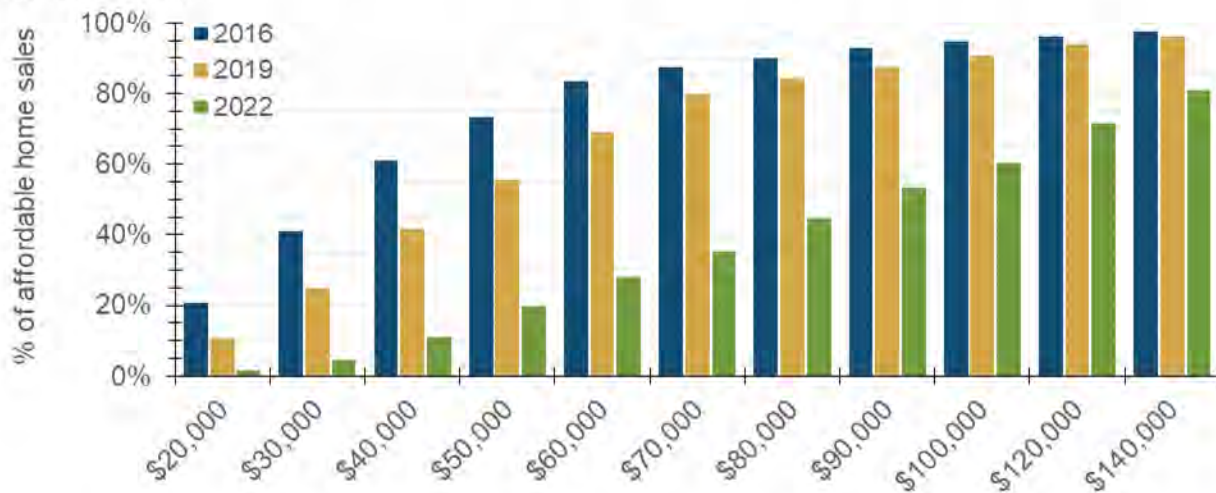
Source: Derived from Statistics Canada tables (see Provincial Report), Bank of Canada, NSAR MLS®

About 76% of all local households earned an income below what would be needed (around \$105,400) to purchase the median home in 2022. This highlights the importance of housing interventions to address the shortage identified above in order to reduce typical housing prices to reasonably affordable levels.

Figure 5.2 presents the levels of affordability for respective household income levels for 2016, 2019, and 2022. It illustrates the percentage of home sales in each year that would be affordable (30% of household income) at a given income level.

While there were already signs of decreasing affordability from 2016 to 2019, the municipality suffered a significant shock from 2019 to 2022 for Lunenburg Census Division (no data is specifically available for the MOD of Lunenburg). For instance, a \$70,000 income could afford 80% of home sales in 2019. In 2022, this fell to 35%.

Figure 5.2: Estimated % of Households that Can / Cannot Afford Typical Sale Prices, Lunenburg Census Division



Source: Derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS®

## 5.2 Rental Market

### 5.2.1 Market Activity

Table 5-3 reports the rental data for the District of Lunenburg (based on aggregate data of Lunenburg, Mahone Bay, and Chester from PVSC). The overall average rent in 2021, per PVSC data, was \$640. This is an increase of 2% from 2018. There has been a 3% decrease in studio units, a 10% increase in 1-bedroom units, a 7.5% increase in 2-bedroom units, and a 6% increase in 3-bedroom units.

Table 5-3: Average Rents by Unit Size and Select Years

	Price				Percent Change		
	2018	2019	2020	2021	'18-'19	19-'20	20-'21
Total	\$629	\$619	\$630	\$640	-2%	+2%	+2%
Studio	\$568	\$568	\$547	\$549	0%	-4%	+0%
1-bed	\$621	\$621	\$665	\$682	0%	+7%	+3%
2-bed	\$706	\$706	\$742	\$759	0%	+5%	+2%
3-bed	\$796	\$796	\$793	\$841	0%	0%	+6%
Vacancy	7.0%	7.0%	7.0%	7.0%			

Source: PVSC Custom Tables

The municipality's vacancy rate has remained consistent at 7% between 2018 and 2021. While Nova Scotia has seen province-wide declines in vacancy, the MOD of

Lunenburg has not followed the same trend. This vacancy rate falls above the healthy vacancy range of 3% to 5%, based on PVSC data.

### 5.2.2 Rental Affordability

Table 5-4 details the percentage share of **renter** households, divided by household type and income levels, that can afford 2021 average rent for various unit types. As with ownership, lone-parent and single person households face the highest income barrier to affordability. About 19% of lone-parent households and 57% of single person households fall below the income level required to afford the average rent for a studio apartment in 2021.

Table 5-4: Estimated Rent Affordability by Income Level (Renter Households)

		2021 average rent:			\$549	\$682	\$759	\$841
		% of HHs below income level			Studio	1-bed	2-bed	3+ bed
Income level	Attainable rent	Couples	Lone parents	Single persons				
\$20,000	\$330	2%	4%	19%	no	no	no	no
\$25,000	\$420	2%	10%	45%	no	no	no	no
\$30,000	\$500	2%	19%	57%	no	no	no	no
\$35,000	\$590	5%	27%	66%	yes	no	no	no
\$40,000	\$670	9%	40%	73%	yes	no	no	no
\$45,000	\$750	16%	50%	79%	yes	yes	no	no
\$50,000	\$840	21%	63%	84%	yes	yes	yes	no
\$55,000	\$920	27%	68%	87%	yes	yes	yes	yes
\$60,000	\$1,000	34%	74%	89%	yes	yes	yes	yes
\$65,000	\$1,090	40%	79%	91%	yes	yes	yes	yes
\$70,000	\$1,170	49%	83%	92%	yes	yes	yes	yes
\$75,000	\$1,260	53%	83%	93%	yes	yes	yes	yes
\$80,000	\$1,340	59%	88%	95%	yes	yes	yes	yes

Renting	Average	Studio	1-bed	2-bed	3+ bed
Est'd income needed to rent average unit	\$38,200	\$32,800	\$40,700	\$45,300	\$50,200
<b>% of renter households below income</b>	<b>40%</b>	<b>33%</b>	<b>46%</b>	<b>54%</b>	<b>59%</b>

Source: Derived from Statistics Canada Custom Census 2021 tables, PVSC

It should be noted that the affordability is reported based on the ability to afford the rent for the entire unit, not split between tenants. Furthermore, the affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**.

Approximately 40% of local renter households earned an income below what would be needed (about \$38,200) to afford the average rental unit. Readers will notice that the financial barriers to own appear to be significantly higher than to rent. While this may be the case, it is important to recognize the data source impacts to this discussion.

Sales data for homeownership only considers asking prices, not the existing mortgages held by homeowners at the same time. Rental data includes both asking and occupied rents, meaning that the rents reported underrepresent what households would pay changing units.

## 6 Housing Need

Three housing indicators are used to evaluate housing need: adequacy (housing condition), suitability (enough space), and affordability. Core housing need is a specific condition of housing where a household falls under one of the aforementioned indicators and cannot find reasonable housing without spending 30% or more of their before-tax income.

Deep unaffordability (also known as “severe” unaffordability) is when a household is spending 50% or more of their before-tax income on housing.

Generally, housing indicators and Core Housing Need data demonstrate the number and share of households particularly impacted by precarious living conditions. These are the households that increased supply or non-market interventions would positively impact most, as many might not have the means or supports to escape these conditions without intervention.

### 6.1 Housing Need by Tenure & Indigenous Identity

Table 6-1 shows the share of households currently living in conditions that meet the three housing criteria, separated by tenure and Indigenous identity.<sup>8</sup>

Table 6-1: Housing Need Criteria by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		11,265	10,140	1,120	555
Households living in <b>inadequate</b> conditions	Total households	1,070	935	135	100
	Change since 2016	-7%	-5%	-23%	+82%
	Share of households	9%	9%	12%	18%
Households living in <b>unsuitable</b> conditions	Total households	175	125	50	-
	Change since 2016	-10%	-17%	+11%	-
	Share of households	2%	1%	4%	-
Households living in <b>unaffordable</b> conditions	Total households	1,015	700	315	90
	Change since 2016	-22%	-29%	-2%	+38%
	Share of households	9%	7%	28%	16%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

<sup>8</sup> Note that numbers expressed in the housing need tables may differ from those reported by Statistics Canada on individual community Census Profiles. This is because the custom data table applies a different universe than the Census Profile. More information can be found in the Provincial Report.

In the District of Lunenburg, overall households living in unaffordable dwellings decreased by 22% between 2016 and 2021. Those living in unsuitable dwellings decreased by 10%, and those living in inadequate dwellings decreased by 7% between 2016 and 2021. Notwithstanding a 2% decrease between census periods, 28% of all renter households lived in unaffordable dwellings as of 2021. Further, 16% of Indigenous households lived in unaffordable dwellings - a 38% increase.

Table 6-2 shows the municipality's households currently meeting the conditions of Core Housing Need and those in deep unaffordability, as well as the changes in those categories between 2016 and 2021. Since 2016, there has been a 18% decrease in overall Core Housing Need, with decreases across the tenure but increases for Indigenous Identity. Notwithstanding, 9% of all households and 13% of Indigenous households faced core need in 2021.

Since 2016 there has been an overall decrease of 50% to households living in deep unaffordability, but 7% of all renters remain in these conditions.

Table 6-2: Core Housing Need & Deep Unaffordability by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		11,265	10,140	1,120	555
Households living in <b>Core Housing Need</b>	Total households	990	695	300	70
	Change since 2016	-18%	-20%	-10%	75%
	Share of households	9%	7%	27%	13%
Households living in <b>deep unaffordability</b>	Total households	200	120	75	-
	Change since 2016	-50%	-56%	-40%	-
	Share of households	2%	1%	7%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

## 6.2 Housing Need by Household Type

Table 6-3 and Table 6-4 present information related to housing indicators and Core Housing Need, respectively, by household type.

Generally, renter and single person / roommate households experience parallel issues when it comes to housing. About 17% of these households faced financial challenges related to shelter in 2021.

Lone parents also faced considerable housing challenges, reporting the highest rate of unsuitability (4%) and inadequacy (18%) and the second highest rate of unaffordability (14%).

Table 6-3: Housing Need Criteria by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		4,570	2,275	760	3,145
Households living in <b>inadequate</b> conditions	Total households	295	220	135	360
	Change since 2016	-8%	-19%	0%	-4%
	Share of households	6%	10%	18%	11%
Households living in <b>unsuitable</b> conditions	Total households	-	55	30	20
	Change since 2016	-	+10%	-14%	-
	Share of households	-	2%	4%	1%
Households living in <b>unaffordable</b> conditions	Total households	245	105	110	535
	Change since 2016	-23%	-30%	-39%	-16%
	Share of households	5%	5%	14%	17%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Since 2016, single persons / roommate households living in Core Housing Need decreased 10%, reaching a 19% share of all related households in 2021. Lone parents reported the most prevalent core need (20%), despite a 3% decrease between census periods. Further, 4% of single persons lived in deeply unaffordable conditions as of 2021, despite a 38% decrease.

Table 6-4: Core Housing Need & Deep Unaffordability by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		4,570	2,275	760	3,145
Households living in <b>Core Housing Need</b>	Total households	175	45	150	610
	Change since 2016	-34%	-53%	-3%	-10%
	Share of households	4%	2%	20%	19%
Households living in <b>deep unaffordability</b>	Total households	45	-	-	130
	Change since 2016	-50%	-	-	-38%
	Share of households	1%	-	-	4%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

## 7 Demographic Profile

### 7.1 Population

#### 7.1.1 Current Population

Between 2016 and 2021, the municipality's population increased by 3%, shy of the provincial growth rate of 5%. Table 7-1 below illustrates the municipality's population change compared to provincial changes.

The municipality grew across most of the defined age cohorts between 2016 and 2021, with particularly strong growth among the 65- to 84-year-old age cohort. Marginal gains occurred for the 25- to 44-year-old cohort, with a corresponding increase among youth.

Table 7-1: Total Population by Age Cohort (2021) & Five-Year Percentage Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Nova Scotia	Total	136,710	106,185	234,180	276,990	192,285	23,035	969,380
	Share	14%	11%	24%	29%	20%	2%	100%
	5yr %Δ	+2%	-1%	+9%	-2%	+19%	+6%	+5%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Municipality of the District of Lunenburg	Total	3,100	1,995	4,800	8,365	6,725	570	25,545
	Share	12%	8%	19%	33%	26%	2%	100%
	5yr %Δ	+3%	-11%	+0%	-5%	+23%	+8%	+3%

Source: Statistics Canada Census 2016 and 2021

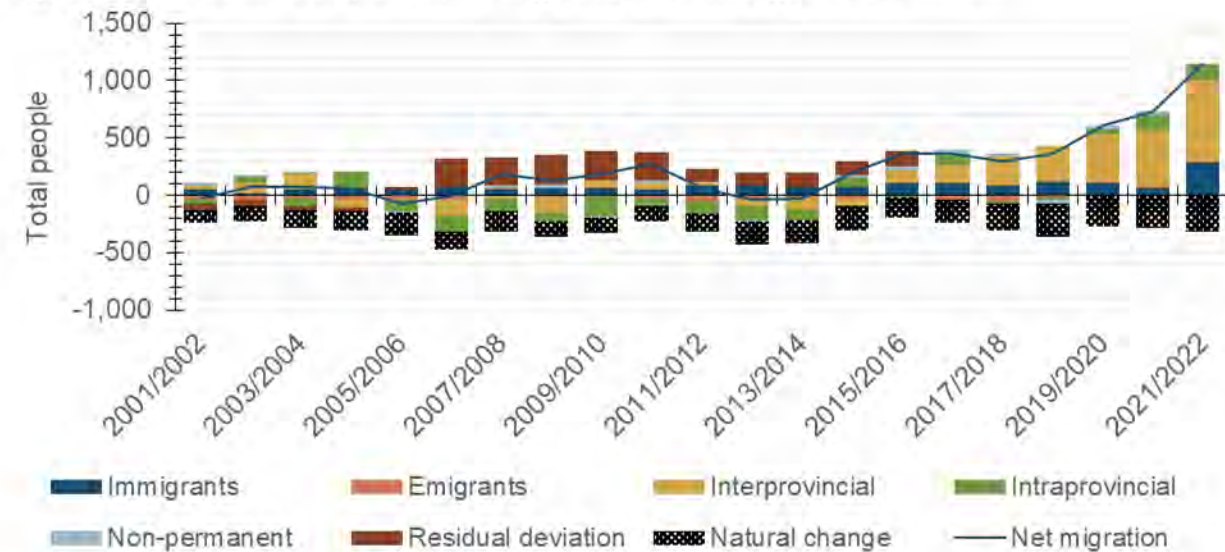
*"It's an aging population and people don't have anywhere to move where they can age in place."*

#### 7.1.2 Migration

Shown in Table 7-1 is the net-migration for the **entire** Lunenburg Census Division (data is not available at the municipal level - the entire Census Division includes all related urban and rural municipalities) between 2001/02 and 2021/22, inclusive of totals for intra-provincial and international migration, as well as emigration.

Between 2016 and 2021, the Lunenburg Census Division's net-migration steadily increased to a two-decade high in 2021/2022 with a total of 1,147 newcomers. Not all newcomers will move to one place and could distribute across the region.

Figure 7.1: Historical Components of Migration, Lunenburg Census Division



Source: Statistics Canada Table 17-10-0140

### 7.1.3 Anticipated Population

The municipality's anticipated population is derived from applying the historical share of local total populations by age cohort to the regional projections by age cohort produced by the Department of Finance & Treasury Board (FTB) in February 2023. In other words, results assume that the municipality will represent the same share of the region's population over the projection horizon.<sup>9</sup> This does not consider nuanced population changes by community.

Table 7-2: Anticipated Total Population by Age Cohort and Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	3,235	1,935	5,075	7,900	8,120	740	27,005
	Share	12%	7%	19%	29%	30%	3%	100%
	5yr %Δ	+3%	-5%	+3%	-5%	+17%	+24%	+4%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	3,335	1,895	4,975	7,770	8,890	1,000	27,865
	Share	12%	7%	18%	28%	32%	4%	100%
	5yr %Δ	+3%	-2%	-2%	-2%	+9%	+35%	+3%

Source: derived from Department of Finance & Treasury Board February 2023

<sup>9</sup> Since a municipality represents the same share of its region (i.e., Census Division) over time for projections (population and households), similar rates of growth will exist for each of the municipalities within the region. Therefore, readers reviewing multiple reports may notice a likeness between them.

FTB estimates suggest that the 2022 total population was 25,970, with a projected increase of 4% between 2022 and 2027. Senior populations should continue to increase during that time. Decreases should occur among most non-senior populations except total 25- to 44-year-olds may expand 3% over the next five years.

Growth from 2027 to 2032 may be of a similar magnitude compared to the last five years prior, with growth largely coming from senior populations yet again. The 25- to 44-year-old cohort may change trajectory and decline over the five-year period, even while there is a corresponding slight increase in youth (0- to 14-year-olds) population. Senior cohorts should continue to be the main contributor to growth. This demonstrates a short-term need to house families, but a long-term need to meet the needs of an expanding senior cohort.

## 7.2 Households

### 7.2.1 Current Households

Table 7.3 illustrates the various characteristics of households in the District of Lunenburg. The tables show tenure splits for maintainer by age cohort, household types, and household sizes respectively, as well as the 5-year percent change in those populations. The primary household maintainer is the person within a household who pays the rent, mortgage, taxes, or other major expenses for the dwelling. For households in which multiple incomes are present, the first name listed on a census questionnaire is taken to be the primary maintainer.

Between 2016 and 2021, there was an overall 5% increase in households, with tenures split into 90% owners and 10% renters.

Non-census families (i.e., single person or roommate households) and other families (i.e., multi-family household like those that are multi-generational) have seen the largest increase, with a 14% rise since 2016. Households in the municipality are generally getting smaller, with a 13% increase in 1-person households and a 3% increase in 2-person households. Notwithstanding, 5+ person households experienced an increase between 2016 and 2021.

Table 7-3: Households by Tenure & Characteristics (2021) & Five-Year Percentage Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Household Maintainer Age	Total	120	2,230	4,555	4,130	465	11,490
	Owner	63%	81%	90%	94%	100%	90%
	Renter	38%	19%	10%	6%	0%	10%
	5yr %Δ	-29%	-2%	-4%	+20%	+33%	+5%

		Couple w/o Child	Couple w/ Child	Lone Parent	Non-census*	Other**	Total
Household Type	Total	4,645	2,295	765	3,270	520	11,490
	Owner	96%	91%	77%	83%	91%	90%
	Renter	4%	9%	23%	17%	9%	10%
	5yr %Δ	+3%	-5%	+1%	+14%	+14%	+5%

		1-person	2-person	3-person	4-person	5+ person	Total
Household Size	Total	2,985	5,385	1,545	1,075	495	11,490
	Owner	84%	94%	90%	90%	82%	90%
	Renter	16%	6%	10%	10%	18%	10%
	5yr %Δ	+13%	+4%	-6%	-3%	+13%	+5%

\* Non-census means single persons or persons living with a roommate

\*\* Other households are one-census-family households with additional persons or multiple-family households

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Note that the percent change of households can increase faster than population (or even if there is population decline). As residents age, their likelihood of forming or leading a household increase. For instance, a child growing up and moving out of their family home turns one household into two. This can also occur if there is notable growth among smaller household sizes.

### 7.2.2 Anticipated Households

A similar apportionment as for the anticipated population is performed for anticipated households. Note that anticipated households are a major input to housing demand calculations, but do not equate exactly to demand. Housing demand projections incorporated adjustments to reflect total dwellings (not only those occupied by a usual resident which projections would solely consider).

Estimates suggests total households reached 11,700 in 2022, with a potential increase of 5% from 2022 to 2027 (585 total). Household losses should predominantly occur among young adult households (led by 15- to 24-year-olds) and older working professional led households (45- to 64-year-olds). The greatest rate of growth should be among senior-led households.

Table 7-4: Anticipated Households by Maintainer Age and Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	110	2,360	4,295	4,870	650	12,285
	Share	1%	19%	35%	40%	5%	100%
	5yr %Δ	-12%	+3%	-5%	+14%	+31%	+5%

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	110	2,335	4,215	5,215	910	12,785
	Share	1%	18%	33%	41%	7%	100%
	5yr %Δ	+0%	-1%	-2%	+7%	+40%	+4%

Source: derived from Statistics Canada 2016 Census, Department of Finance & Treasury Board February 2023

Similar magnitudes of growth may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should remain the cohort with greatest relative growth. From 2022 to 2032, about 1,360 new senior-led households might choose to live in the municipality, again reinforcing the need for senior appropriate or generally accessible housing over the foreseeable future.

## 8 Conclusion

The above information provides context for the District of Lunenburg's housing conditions. Significantly increased demand - brought on by a surge of recent immigration that is expected to continue only somewhat abated - has resulted in higher-than-expected local housing prices, for both rental and ownership markets.

The current estimated unit shortage for the municipality is 645 units. Demand, which includes the shortage, is estimated to increase to 1,195 by 2027. Using current construction trends (based on adjusted historical permit data), approximately 150 new units are estimated to be introduced into the market annually over the next 5 years, leaving a remaining gap of 445 units by 2027. Unless completions exceed the estimated annual rate of construction, ongoing trends within both rental and ownership markets can be expected to continue.

# Municipal Housing Needs Assessments

**Municipality of the District of Lunenburg**

April 23, 2024


1

# Housing Needs Project Overview

2

## Project Overview


- ▶ First of its kind in Nova Scotia
- ▶ Stemmed from Key recommendation (2022) of NS Affordable Housing Commission set up in 2020
- ▶ Part of the Commission's 17 recommendations and 60 actions
- ▶ Turner Drake contracted to deliver provincial housing needs assessment & 49 Municipal Reports
- ▶ Report was released Monday, Oct 23, 2023



3

## Context

- ▶ Needs Assessment data is a tool to support municipal decision-making.
- ▶ Estimates housing need and supply *if all conditions continue and assumptions remain valid.*
- ▶ Based on several data sources (e.g. custom Statistics Canada data extracts; Census information; PVSC data; FTB growth scenarios) that is collected at a point in time.
  - ▶ Has its limitations – period, local geographical availability
  - ▶ From secondary data sources
  - ▶ Public survey for some context
- ▶ We recognize that municipal context may change
  - ▶ E.g. future migration patterns are unpredictable and may change due to economic situations
- ▶ Engagement with municipalities will start in coming weeks to inform planned updates to housing needs assessment data
  - ▶ Will include opportunities for local-level data collection



4

## Housing Market Environment

5

5

## MOD Lunenburg Population Growth

6

### Between 2016 and 2021 (Census)

- ▶ Pop. increased by 3%, vs provincial growth rate of 5%
  - Strong growth among 65 to 84-year-olds (23%)

### Recent – From 2021 to 2022

- ▶ Lunenburg population increased by **1.7%** from 2021 to 2022 (25,545 to 25,970)
- ▶ Projected 4.0% increase between 2022 and 2027
- ▶ Nova Scotia had a population growth of **2.9%**
  - between 2021 and 2022, from 991,117 to 1,019,725.



6

## Provincial Housing Market Change Factors

7

### NS

- ▶ **Population growth** of about 5% (2016 – 2021)
- ▶ **Vacancy rates** very low at 1.0 %
- ▶ **Rapid inflation is reducing individual / household purchasing power**  
CPI rose 7.6% in NS (Dec. 2021 and 2022) - Faster than avg hourly wage.
- ▶ **Cost of materials and labour is reducing the viability of development**
  - Material costs rising since 2017 and construction trades projected to be at risk over the next decade
- ▶ **Pace of construction is rising, not quickly enough to offset the Population growth**



7

## Local Housing Market Change Factors

8

### MOD of Lunenburg

- ▶ Population increase of 1.7% between 2021 and 2022,
- ▶ 5% increase in Households (2016 – 2021)
  - ▶ Between 2021 and 2022, number of households increased by 1.8% (11,700)
  - ▶ From 2022 to 2027, there will be a 5% increase in Households (12,285 households).
- ▶ Vacancy rate stayed consistent at 7% from 2018 to 2021.
- ▶ Permits trend (2022) higher than historical levels



8



9

### 10

## Census Data – Core Housing Need

Those in Core Housing Need are

- Those that do not have alternatives.
- They are faced with unaffordability, suitability (overcrowded housing), inadequacy (housing in bad conditions)

Household Characteristic	Total Households (HH)	In Core Housing Need (CHN)	CHN as Proportion of Total HH	%Δ in Core Housing Need
	2021	2021	2021	'16-'21
<b>Total-NS</b>	<b>413,315</b>	<b>41,470</b>	<b>10%</b>	<b>-16%</b>
Owner	280,050	13,885	5%	-18%
Renter	133,260	27,585	21%	-15%
<b>Total- Lunenburg</b>	<b>11,265</b>	<b>990</b>	<b>9%</b>	<b>-18%</b>
Owner	10,140	695	7%	-20%
Renter	1,120	300	27%	-10%

10

### 11

## Affordability

- Lunenburg Census Division data - No MOD Lunenburg data
- In 2022, 76% of all local households earned incomes below \$105,400, the income needed to purchase a median home.

**Shelter costs are rising faster than income**

Median home sale prices are \$315,000 (a 110% increase between 2016 and 2022).

- \$70,000 income could afford 80% of homes sold in 2019.
- In 2022, this fell to 35%.

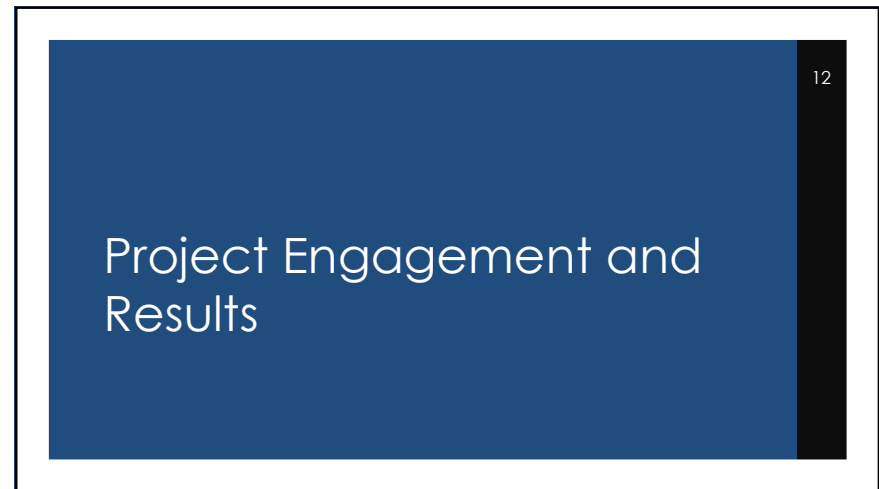
Average rent was \$640 in 2021 (increased 2% from 2018)

- About 40% of local renters earning below \$38,200 could not afford the average rental unit.

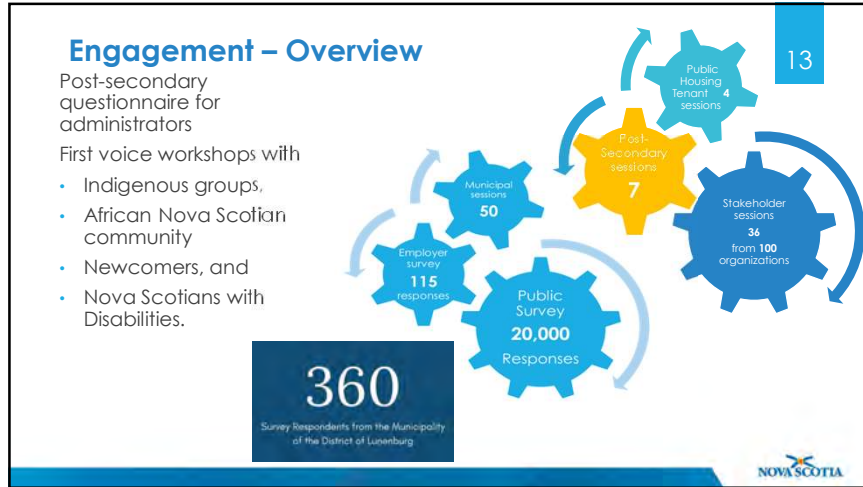
Figure 5.2: Estimated % of Households that can / cannot Afford Sale Prices, Lunenburg Census Division

Source: derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS\*

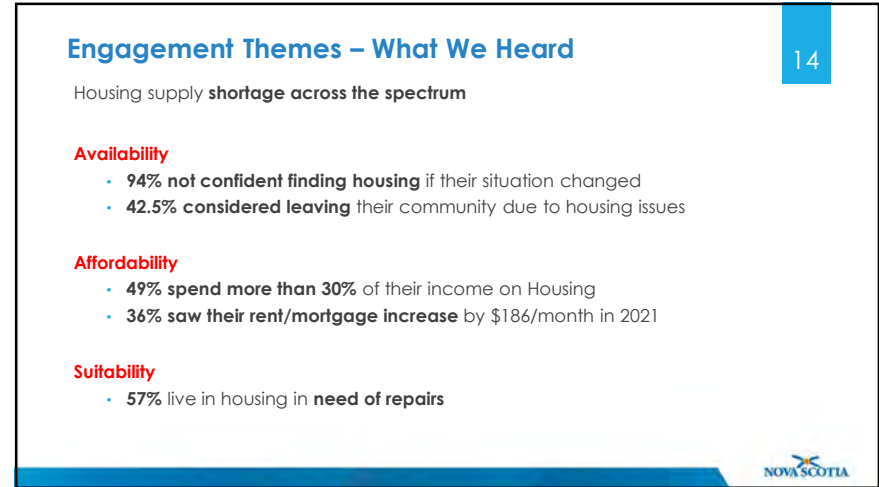
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12



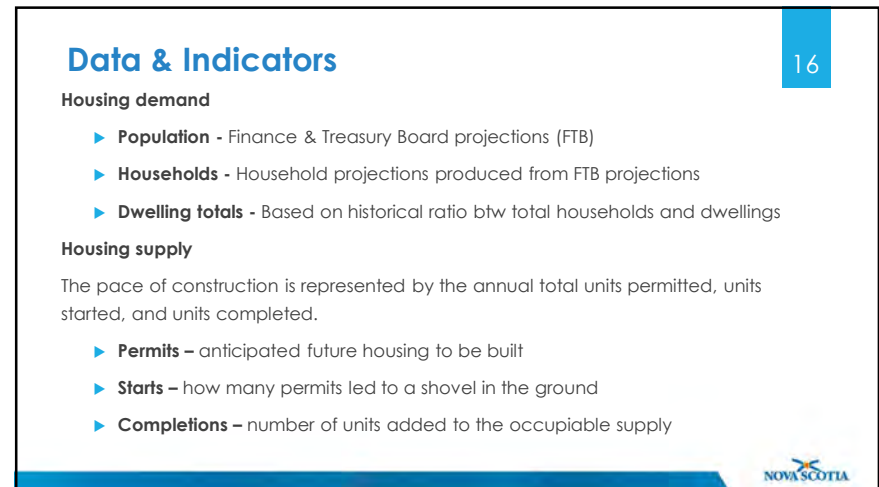
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15



16

## Projected Demand- 2023-27


Current & Anticipated Unit Shortfall\* by 2027 and Additional Units Required Above Status Quo Unit Production, Demographic Model (Base Scenario) Results

17

**What We know**

- Existing shortage of 645 units in MOD Lunenburg (end of 2022).
- Population growth scenario suggests there may be a total demand of 1,195 units by 2027 and 1,665 units by 2032.
- If recent permitting trends continue, 150 new units could be completed annually, leaving the remaining gap of 445 units by 2027.
- If population growth is higher than projected, housing demand would be higher.

	Nova Scotia	Lunenburg
<b>A:</b> Current shortfall (end of 2022)	<b>27,300</b>	<b>645</b>
<b>B:</b> Total units required by <b>2027</b> (incl. current shortfall)	71,600	1,195
<b>C:</b> Estimated annual pace of construction (status quo)	6,080	150
<b>D:</b> Estimated total units to be build by <b>2027</b> at status quo pace (Cx5 years)	30,400	750
<b>E:</b> Remaining units not build based on status quo pace (B-D)	41,200	445
<b>F:</b> Estimated annual units needed to meet 2027 shortage (E/5 years)	<b>8,240</b>	<b>90</b>



17

# Next Steps

18

18


## Data Collection Plan - Municipal Level

19

- For future updates we plan to engage with municipalities to obtain more detailed local information such as housing starts, completions and demolitions.

**Next steps:**

- Engage with municipalities to:
  - help guide discussions about what information is available and in what form before formal update process launches.
  - Understand what format for data updates would be most useful for municipalities
  - Planned information session to discuss proposed data collection template/document
  - Provide input on the data collection process.



19

## Final Check in

- Are there any forms of support we can provide to facilitate use of the HNA
- Let us know of any other ideas around local-level data collection
- Any other housing data analysis support we can help with?

# Thank you

Nova Scotia's  
Provincial Housing Needs  
Assessment Report

Questions &  
Comments





20

21

## Supplementary Material



21

22

## Methodology

**Projection model** - Based on annual population estimates for Census Divisions

**Current shortages** are derived using:

- ▶ Headship rates using population estimates and household maintainers
- ▶ The ratio between total households and total dwellings.
- ▶ Subtract actual 2022 dwelling stock from 2022 estimated dwelling demand.

**Anticipated shortages** are calculated by:

- ▶ Applying the headship rates to projected populations.
- ▶ Assigning Census Division demand for 5- and 10-year projections using a similar method.
- ▶ Comparing historical completion rates to demand to see how status-quo construction trends match up against anticipated demand.



22



## Region 6 Solid Waste Management – Education Tool Kahoot!

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### Executive Summary

Conducted by: Angela Taylor, Region 6 Education Coordinator

Region 6 Solid Waste Management provides education and awareness for 12 municipalities, including the Municipality of the District of Lunenburg, to encourage reducing, reuse, recycle and compost. We work with schools, institutions, commercial, industrial (ICI), community groups and residents to assist with proper waste management.

In 2023, Divert NS purchased a subscription to Kahoot! and allowed Region 6 to join one of their licenses. Divert NS is a not-for-profit corporation that operates the beverage container and tire recycling program in Nova Scotia which helps to support education programs.

Kahoot! is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes. We create Kahoot! games for targeted audiences, including high schools, community groups and the Region 6 Inter-Municipal Committee. Now, we have created one just for the council of the Municipality of the District of Lunenburg. Don't worry, this game will strictly be related to your curbside separation practices, with a few questions about provincial waste programs. To keep the competition fun, there may be a prize for the winner!

### **How to Play**

1. Go to [www.kahoot.com](http://www.kahoot.com) on your mobile device, computer, laptop or iPad.
2. Enter the Game Pin (this will be provided at the time).
3. Add your player identifier (name, nickname)
4. Press Go.

Questions will be a range of True or False, a sliding scale and multiple-choice using shapes and colours:

- **Red** triangle = Garbage
- **Blue** diamond = Recycling
- **Yellow** circle = Paper
- **Green** square = Compost

### **Let's Play!**



## 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](http://www.modl.ca)

April 16, 2024

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, April 16, 2024, made the following recommendations to Council:

1. That Municipal Council approve \$5,000 from the annual operating grant fund and \$5,000 from the Recreation, Parks, and Tourism operating budget to financially support and collaborate with Food Vibes Riverport on an innovative pilot project aimed to enhance community leadership, volunteerism, and social innovation.
2. That Municipal Council write to the Provincial Minister of Natural Resources and Renewable and request the Minister reconsider issuing permits in the protected beach areas.

Respectfully submitted,

Chairperson and Members  
Policy & Strategy Committee

/jp

**Council**  
Item: #10.1.1  
Date: April 23, 2024  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Policy & Strategy Committee

**Submitted by:** Trudy Payne, Director of Recreation, Parks, & Tourism

**Date:** April 16, 2024

**Re:** Food Vibes Riverport – Funding and Partnership Request

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### **Recommendation**

That the Municipality of the District of Lunenburg approve \$5,000 from the annual operating grant fund and \$5,000 from the Recreation, Parks and Tourism operating budget to financially support and collaborate with Food Vibes Riverport on an innovative pilot project aimed to enhance community leadership, volunteerism and social innovation.

### **Executive summary**

At the March 5, 2024, Finance meeting Dr. Marc Langlois, founder of Food Vibes Riverport made a presentation to the committee seeking a partnership with the Municipality on a pilot project with the ultimate outcome being enhancing community leadership, volunteerism, and social innovation. Dr. Langlois requested that MODL collaborate on the pilot so we could learn together with the goal of this pilot possibly being replicated in other communities across the Municipality. On that note, the financial request of \$17,900 was to fund a part-time Volunteer Support Manager for 8 hours a week for 8 months; and fund a Partnership and Evaluation Manager for 12 hours a week for 8 months.

Dr. Langlois has over 40 years of field work which involves being a social entrepreneur, an Executive Director, educator, youth worker, community researcher, innovator, and a developmental evaluator. The non-profit organization Food Vibes was created out of his experience and research as an evidence-based approach to effective community development.

Dr. Langlois stated in his presentation that in his conversations with a number of volunteer groups, a consistent message came through that volunteers would like administrative support for their organizations such as recruiting new volunteers, organizing online, seeking out insurance and applying for funding, so they could spend their volunteer time on doing what they love doing – which is volunteering

their time to provide needed services to the community and building stronger and more resilient communities. This statement is reinforced by the Project Volunteer surveys administered by the six municipal units in Lunenburg and Queens counties. For those organizations that responded in MODL providing Board member support was the third ranked workshop listed just behind volunteer recruitment and funding.

Volunteer recruitment and Board support are very much reflective of the core values of Food Vibes. Their core values are:

1. Inclusivity
2. Nourishing communities
3. Sustainable environment
4. People centric approach
5. The Power of Collaboration

To quote Dr. Langlois “We believe that building stronger community connections and volunteer spirit is the wisest investment to catalyzing a vibrant sustainable future.”

Food Vibes provides wraparound support for community volunteers. They host local residents looking for good ways to get involved in their community. They gather individual residents and representatives of local community groups around food to connect, inspire and organize projects together. Within their means they provide whatever support helps a community project succeed. Practically speaking, they coach, share resources, create social media, evaluate, facilitate, help with grant applications or whatever else is called for.

Food Vibes believes, and compelling evidence supports, that every community has a deeper pool of hidden gifts ready to be offered, than what is currently being tapped. They view the volunteer as the customer and ask the ‘What would be life giving for you?’ They are creating welcoming cultures of engagement. They listen, learn about their ideas and needs, and adapt to support their work. The response has been impressive. The numbers and frequency of those they are attracting and supporting is growing quickly. That growth will soon be beyond their capacity to support.

Within a minimal budget and significant volunteer hours over the last twenty-months Food Vibes has achieved a number of outcomes which include:

1. Asset mapping - 12 months of mapping and learning about the local community activity and leadership.
2. Supporting 4 Board chairpersons during organizational transitions.
3. Recruited 5 new Board and Advisory members for community organizations.
4. Coaching and supporting 5 residents to launch new community projects.
5. Repurposed 3 public spaces at the Riverport Community Centre.
6. 35 new volunteer engagements.
7. 9 community groups meeting together to create a collective agenda.
8. Initiating growing public use of the commercial kitchen in the community centre.
9. Published 10 short videos to celebrate local volunteerism.

10. Launched a Community Pantry at the community centre, soon including a new food bank service.
11. Support for the launching of a monthly free big screen movie night at Trinity United Hall.
12. Curating a conservation-oriented art show with locally produced art.
13. Provided free food service at 12 community events.

Some of the goals of Food Vibes for 2024 are:

1. To host a weekly drop-in day at the Riverport Community Centre to gather around food to provide a welcoming and practical time for volunteer support.
2. Provide volunteer management for 5+ community groups.
3. Provide support for new resident led community initiatives.
4. Share valuable lessons learned with sponsors and partners (which would include MODL).
5. Establish community collective goals.
6. Establish financial security for Food Vibes backbone services for Riverport area.
7. Animate the community centre with resident led activity.

Food Vibes have engaged with other partners and investors such as the Founders themselves investing \$40,000 since 2017 and has been and continues to work with volunteer organizations and residents as they believe community building has the power to change the world!; \$52,000 from NS donors since 2019; \$5,400 from the Lunenburg County Community Fund and the donation of 2,700+ volunteer hours from 2021 and continues to work with volunteer organizations and residents as they are witnessing the outcomes and impact of growing community involvement. Other request is process include the Rural Communities Foundations of Nova Scotia, Volunteer Canada and individual donors.

The work of Food Vibes, their core values and their vision of “vibrant communities where intergenerational relationships thrive” marry well with Project Volunteer – Putting the buzz back into volunteering! Project Volunteer was born as a result of MODL staff recognizing that there was a decrease in the number of volunteers being nominated to be recognized at the Provincial and Municipal volunteer recognition events and the startling statistic outlining that since COVID-19 Nova Scotia has lost 37,000 volunteers, as many did not return to volunteering after the pandemic. Volunteers are truly the heart of a community – so with a rising decline in volunteers – it makes one stop and ask what impact is this having on our communities?

In February 2000 an article was released by Dr. Ronald Colman, of GPI Atlantic titled “Measuring Sustainable Development, The Nova Scotia Genuine Progress Index, The Economic Value of Civic and Voluntary Work in Canada and Nova Scotia” which outlines the need to appropriately measure the value that volunteers bring to our economy and how they contribute to a country’s well-being and prosperity. In this article Dr. Colman states “Volunteers contribute directly to our well-being, -- in fact, that’s why they do what they do, -- but their contributions is completely ignored in our measures of progress because it’s not paid. In the Genuine Progress Index, we do

measure and count the economic value of voluntary work as a way of drawing attention to this tremendous community asset that's invisible in the economic growth statistics normally used to assess our well-being and prosperity." He goes on to state "When we don't count voluntary work, it doesn't get attention or priority in the policy arena." He also states, "we need to support our volunteers more and give them the resources they need to do their work properly." This is what Food Vibes is proposing to provide more time and tools for volunteers to do their work with more enjoyment and impact. Dr. Colman goes on to state, "If voluntary services disappeared either our standard of living and quality of life would decline dramatically, or the services would have to be replaced for pay."

A statement that Dr. Colman made in this article should be startling which was "Voluntary work declined by 8.7% in the 1990s and no one blinked. If paid work and GDP dropped by 8.7%, we'd have a crisis and a national emergency." With the significant decline in volunteerism since COVID-19 it would be an educated guess that the state of volunteerism may be in a national emergency. Putting the buzz back into volunteering is crucial to our community's well-being. The pilot Food Vibes is proposing is aiming to do just that by engaging residents and asking them "What would be life giving for you?" Working besides Food Vibes on the pilot and looking at offering workshops and a Volunteer expo through Project Volunteer, are projects looking at enhancing the volunteer experience, and tapping into people's talents.

Food Vibes has been in the community of Riverport since 2017 and has been and continuous to work with volunteer organizations and residents as they believe community building has the power to change the world! The following are some quotes from those impacted by Community Vibes work in the Riverport area:

"It's a pleasure working with you Marc. I am very excited about the dance we are organizing. I can really feel the energy. Your support has made a lot of difference for me." Kevin Creaser, Local resident and community organizer.

"I don't think we would be at this wonderful place in our development without the help you have provided." Janet Peace, Kingsburg Coastal Conservancy, Chair.

"Excellent! I think it helped a lot to get the word out as a group (Stuff the Truck Campaign!). Please make sure to pass along our thanks for the teamwork. It is much appreciated." Candice, Deputy Fire Chief and part of the emerging collective.

"We see some important elements of this work that might help inform our work developing leaders and fostering the volunteer sector." Elspeth McLean-Wile, Chairperson, Lunenburg County Community Fund.

"Food Vibes has been a catalyst for change in how we think about volunteering and community-wide co-operation and organization." Gabe Gusmini Chair (now past Chair) of the Riverport Community Centre.

By collaborating together, sharing resources and learning together we are more likely to realize the return (impact) of our investments which Dr. Langlois outlined in his presentation:

1. Community connections have significantly increased.
2. Volunteerism numbers, retention and support significantly increased.
3. Decreased social isolation.
4. Increased food security and food literacy.
5. Collective community vision building.
6. New resident-led community enterprises.
7. In the case of Riverport area, the community centre activity significantly increased.

The Municipality of the District of Lunenburg already supports a community development model by supporting community groups through grants, board development, offering training and workshops, developing strategic plans with community groups, and facilitating sessions to help community groups become stronger. Community groups need both financial and volunteer sustainability. Working with, investing in, and learning from Food Vibes on this pilot may enhance the organizations in the Riverport community. This model will be evaluated to determine what parts of the pilot have been successful and to look at ways to transfer this knowledge into other communities to build up volunteerism in MODL.

### **Discussion**

The proposal put forth by Food Vibes is to provide administrative support to volunteer organizations in the Riverport area. It is recommended by staff to allocate \$5,000 from the annual operating grant fund and \$5,000 from Recreation, Parks and Tourism 2024-2025 budget. This would allocate \$10,000 towards the pilot, not the \$17,900 as requested. The \$10,000 being recommended is achievable within the department's budget. Recreation staff would work with Food Vibes to source the remaining \$7,900 requested. Staff believes this pilot supports the goals and objectives of Project Volunteer and aligns with MODL's mandate of community development, being sustainable community builders and collaborative engagers. The funds being sought only represent a portion of the support community groups have and will continue to receive from Food Vibes. The founder and others have secured support through grants and donations. Dr. Langlois has a passion for community development which is evident in his own volunteer work in retirement.

### **Budget implications**

The amount being recommended is achievable within the 2024-2025 Recreation, Parks and Tourism budget, if approved.

## Strategic plan

The Vision of the Municipality is “The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents’ passion for the place they call home.

With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.”

**We are:**        *Wise Financial Managers*  
                      *Strategic Planners*  
                      *Sustainable Community Builders*  
                      *Collaborative Engagers*

The proposed pilot aligns with the Municipality’s vision as volunteers contribute to thriving communities, helps to build a strong economy and helps to create places we can live, work and raise families. This pilot also reenforces that we are wise financial managers, strategic planner, sustainable community builders and collaborative engagers.

## Work Plan

Staff would continue to support this group as they would any other community group.

## Alternatives

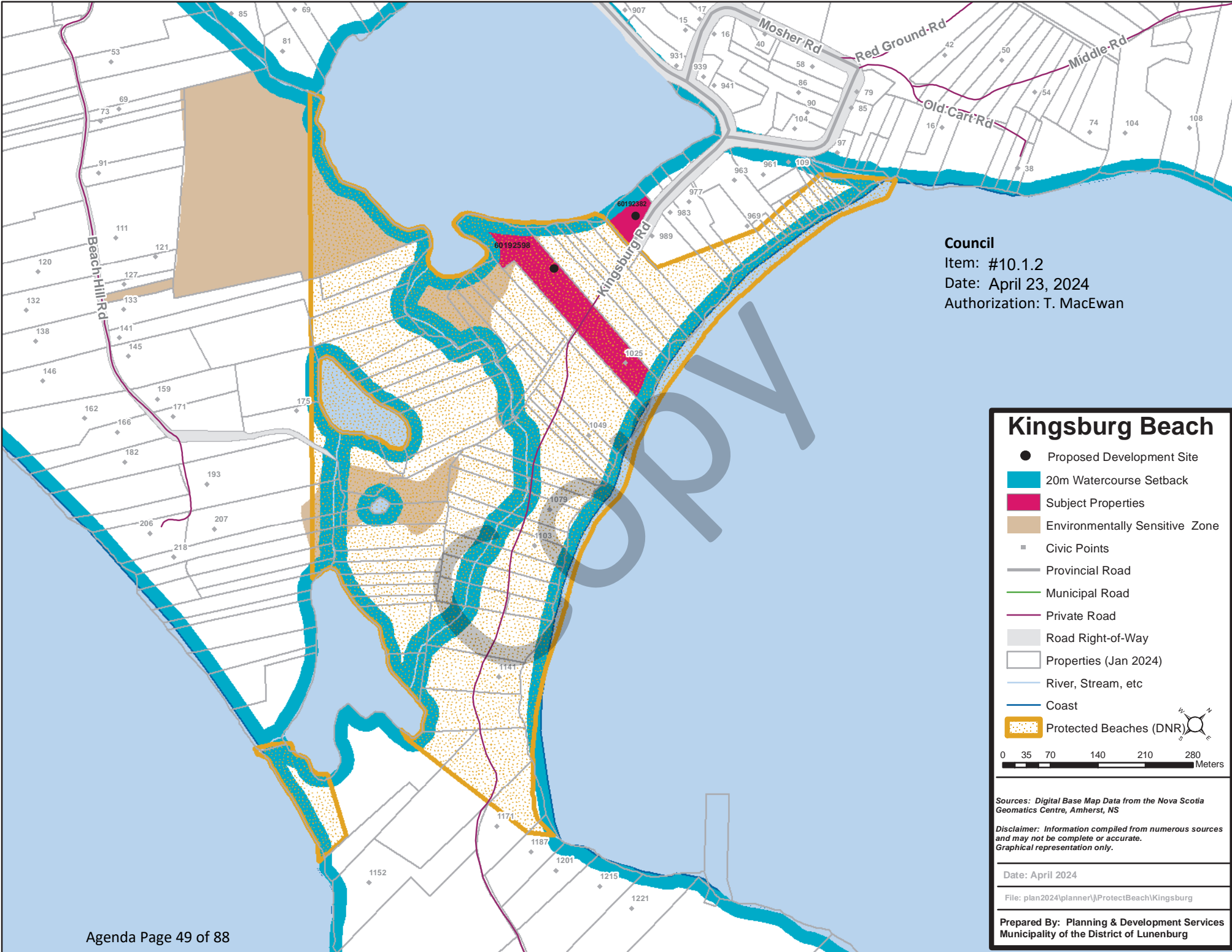
1. To not financially support Food Vibes on the proposed pilot.
2. To financially support Food Vibes on the proposed pilot providing a higher amount of funding than being recommended by staff.
3. To financially support Food Vibes on the proposed pilot at a lesser amount of funding than being recommended by staff.

## Conclusion

Supporting volunteer organizations is and continues to be part of the Municipality’s mandate. Investing in the proposed pilot presented by Food Vibes could be a model that is used in other communities helping to enhance volunteerism and the volunteer experience in MODL.

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

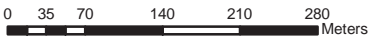
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**Council**  
 Item: #10.1.2  
 Date: April 23, 2024  
 Authorization: T. MacEwan

**Kingsburg Beach**

- Proposed Development Site
- 20m Watercourse Setback
- Subject Properties
- Environmentally Sensitive Zone
- Civic Points
- Provincial Road
- Municipal Road
- Private Road
- Road Right-of-Way
- Properties (Jan 2024)
- River, Stream, etc
- Coast
- Protected Beaches (DNR)



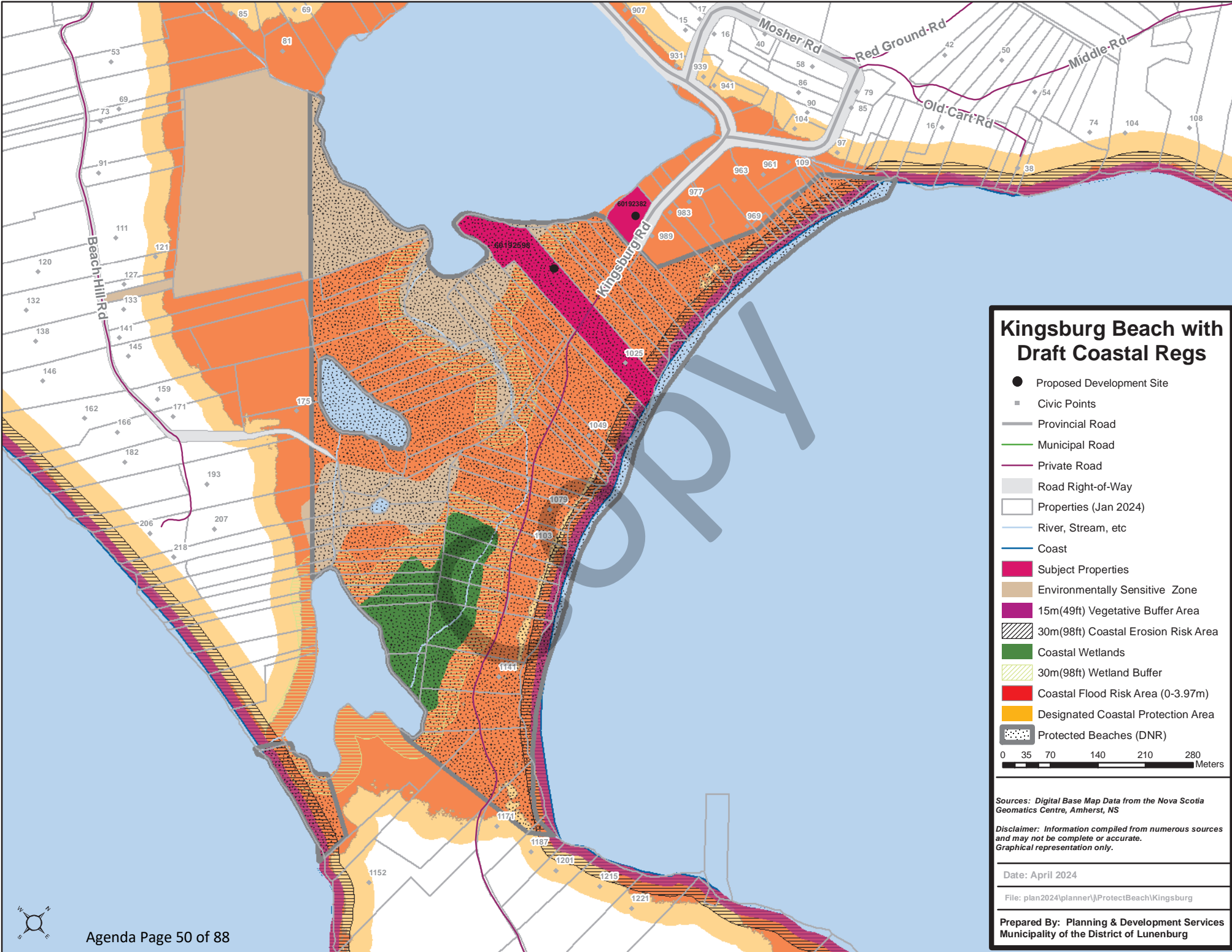
Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS

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

Date: April 2024

File: plan2024\planner\ProtectBeach\Kingsburg

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



## Kingsburg Beach with Draft Coastal Regs

- Proposed Development Site
- Civic Points
- Provincial Road
- Municipal Road
- Private Road
- ▭ Road Right-of-Way
- ▭ Properties (Jan 2024)
- River, Stream, etc
- Coast
- Subject Properties
- Environmentally Sensitive Zone
- 15m(49ft) Vegetative Buffer Area
- ▨ 30m(98ft) Coastal Erosion Risk Area
- Coastal Wetlands
- ▨ 30m(98ft) Wetland Buffer
- Coastal Flood Risk Area (0-3.97m)
- Designated Coastal Protection Area
- ▨ Protected Beaches (DNR)

0 35 70 140 210 280 Meters

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

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

Date: April 2024  
 File: plan2024\planner\ProtectBeach\Kingsburg

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



**Council**  
Item: #10.2.1  
Date: April 23, 2024  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Mayor Carolyn Bolivar-Getson and Municipal Council

**Submitted by:** Chris Kennedy, Fire Services Coordinator

**Date:** April 23, 2024

**Re:** Request for Decision to Repeal and Replace MODL Policy 036  
Fire and Emergency Services

---

### **Recommendation**

At the March 14, 2024, meeting of the Fire and Emergency Service Committee they recommended to Municipal Council a request for decision, with the following motion,

**“that Municipal Council Repeal and Replace MODL Policy 036 Fire and Emergency Services, as presented, and hereby give 7 days notice of Council’s intention to adopt the Policy at the May 14, 2024 Council meeting”.**

### **Background**

At the January 11, 2024 meeting of the FESC MODL Policy 036 Fire and Emergency Services was reviewed. Staff was directed to make changes to the Policy and bring it back to the next meeting of the FESC on March 14, 2024 for a final review. At the March 14, 2024 meeting of the FESC a final review of the Policy was completed and approved with recommended changes.

Due to a new definition and section being added, a repeal and replace was thought to be the best way to have the policy updated with the requested changes, as well as update the policy for accessibility and plain language.

### **Discussion**

Functional SCBA testing was highlighted as a safety item from a survey conducted by the FESC to fire and emergency service providers within the municipality, with 100% of respondents agreeing this should be a mandatory requirement of registration. Since all fire and emergency

providers already perform SCBA functional testing on a regular basis the decision was made to add it as a part of the registration cycle.

While in the process of reviewing, changes to address plain language, accessibility, and general housekeeping items were made. The following are where new elements were added to the Policy:

- Section 2(h) Section 5 (2) reference added for ULc/NFPA.
- Section 2 (i) definition added for Self Contained Breathing Apparatus.
- Section 4 reworded for clarity.
- Section 4(3) reworded for insurance premiums clarity.
- Section 5 reworded for clarity.
- Section 5 (2) reference to imperial gallons and ULc/NFPA.
- Section 6 addition of Self-Contained Breathing Apparatus mandatory annual functional testing for registration starting in June 2025.
- Sect 9(11) reworded for clarity.
- Section 10, WCB moved for clarity.
- Section 11 added Firefighter Service Recognition.
- Plain language changes & renumbering

### **Budget Requirements**

N/A

Respectfully submitted,

Chris Kennedy  
Fire Services Coordinator

<b>Report Preparation</b>	
<b>Department</b>	Administration
<b>Report Prepared by</b>	Chris Kennedy, Fire Services Coordinator
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

# Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Fire and Emergency Services
<b>Number</b>	036
<b>Legislative Authority</b>	MGA Part X, sec. 296
<b>Effective Date</b>	

## Preamble

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg.

## Title

1 This Policy is titled the **Fire and Emergency Services**.

## Definitions

2 In this Policy,

- (a) **Fire Department** means the incorporated entity that provides the service, assists others in providing the service or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- (b) **Municipality** means the Municipality of the District of Lunenburg.
- (c) **Rate Payer** means the name(s) of the person assessed for the property.
- (d) **Registration** means the acceptance of the Municipality to permit a Fire Department to provide fire and emergency services to a prescribed area within the Municipality.
- (e) **Body Corporate** refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- (f) **Incorporated Organization** refers to those organizations that are set up to provide Fire Protection and are incorporated by way of an Act of Legislature, **The Rural District Fire Act**, or the **Societies Act**.
- (g) **Acts of Incorporation** refer to the organization's Memorandum of Association and/or articles of incorporation and/or by-laws.

- (h) **Pump Testing** means testing to assess that apparatus pump pressures and flows meet the NFPA/ULC Certification plate affixed to the pump panel or manufacturers requirement for the pump or system type being tested.
- (i) **Self-Contained Breathing Apparatus (SCBA) Functional Testing** means testing performed as per NFPA 1852 (chapter 7.1 User maintenance) and manufacturer's requirements, to ensure all SCBA units in service in the department meet all operational specifications and performance parameters.

### Form of Request

- 3 (1) Requests for registration as a fire and/or emergency services provider ~~shall~~ will be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be ~~found on the Municipality's website~~, obtained from the municipality upon request.
- (2) Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

### ~~Consideration for Approval~~ Organization Requirements

- 4 (1) ~~Municipality must be satisfied that the body corporate is capable of providing~~ can provide the services it has applied to provide ~~for~~ and has to meet the requirements outlined in Sections 19 to 24 ~~8 to 9~~ of this Policy.  
An organization applying to be a registered fire and/or emergency services provider must meet the following requirements:
  - ~~(2) The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.~~
  - (a)(3) Body Corporate does not provide the fire and/or emergency services for profit;
  - (b)(4) The Municipality does not provide the same service for the same area;
  - (c)(5) The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000.
  - 2(6) The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.

3(7) The premiums covered in sections 4(1)(c) and (2) are to be deducted from the November fire payments.

## Department Fire Protection Requirements

### Pump Testing

- 5 (1) Fire Apparatus pump testing results are required starting on the June 15, 2021, registration cycle and continuing each fiscal year after.
- (2) Apparatus pumps required to produce fire flows of ~~625~~ 250 imp.gal (imperial gallons) per minute and greater, as per ULC/NFPA 1921 sec 5.1, 5.2, 6.1, 6.2. and will also include Compressed Air Foam Systems (CAFS) or high-pressure system types shall ~~shall~~ must meet their pumping requirements as per section 2(h) and shall ~~shall~~ must be tested annually. ~~Portable pumps may be tested although not a requirement for registration.~~
- (3) Portable pumps may be tested although not a requirement for registration.
- 4(3) Pump maintenance and testing shall ~~shall~~ must be performed by a certified Emergency Vehicle Technician (EVT).
- 5(4) The Fire Services Coordinator will ~~assist work with any~~ Fire Departments in ~~developing a towards a~~ plan if issues arise from pump testing.
- 6(5) In the event a pump fails its annual pump testing, registration may remain in effect if the registered fire department does the following:
- (a) The Department provides the Fire Services Coordinator with a written plan for repairs required to the pump(s); or
  - (b) A temporary replacement apparatus in good standing can be found and is in place.
- 7(6) If repairs are extensive and the Fire Department is unable to afford repairs or, on the advice of the EVT, repairs are not cost justifiable due to the condition of ~~said the~~ apparatus pump, the Fire Department shall ~~shall~~ must ~~put~~ have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use of a pumper/pumpertanker including, but not limited to, structure fires of any kind, motor vehicle fires, wildland fires, and other emergencies as required. ~~etc.~~
- 8(7) Failure to complete a pump test in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful pump test is completed.

9(8) Where a total disregard for pump testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

10(9) Council may de-register the department on recommendation of the Fire Services Coordinator. Council ~~shall~~ will not consider re-registration of the department until the department re-applies for registration with a satisfactory pump test.

### **Self-Contained Breathing Apparatus (SCBA) Functional Testing**

- 6 (1) The SCBA function test results will be required starting on June 15, 2025, registration cycle and continuing each fiscal year after.
- (2) The test must be performed by certified technician trained in the maintenance of the SCBA type being tested.
- (3) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from SCBA functional testing.
- (4) In the event that an SCBA fails or needs repairs during testing, resulting in the inability to perform the required fire firefighting activities, registration may stay in place if the registered fire department does the following:
- (a) The Department provides the Fire Services Coordinator with a written plan for repairs / replacement required to the affected SCBA.
  - (b) Temporary replacement SCBA in good standing can be found and is in place.
- (5) If repairs are extensive and the Fire Department is unable to afford repairs or on the advice of the certified technician, repairs are not cost justifiable due to the condition of the SCBA, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use SCBA.
- (6) Failure to complete the SCBA functional testing in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful SCBA functional test is completed.
- (7) Where a total disregard for SCBA functional testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

(8) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with satisfactory SCBA functional testing.

## Registration

- 7 8** (1) The Municipality, if satisfied by all categories of Sections 4 to 6, ~~shall~~ **must** register the Body Corporate as a fire and emergency services provider. This registration ~~shall~~ **must** continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.
- (2) Annual updates of the registration form ~~shall~~ **will** be submitted to the Municipality no later than June 15<sup>th</sup> ~~of each year~~ **annually**.
- (3) Any changes to the services provided by the Body Corporate ~~shall~~ **must** be filed immediately with the Municipality throughout the year.
- (4) All other required forms and documentation, including the annual registration form, financial statements, officer information, rate and grant forms ~~shall~~ **must** be submitted to the Municipality no later than June 15<sup>th</sup> ~~of each~~ **annually**, in order to receive collected fire taxes and grant monies.
- (5) All fire tax payments ~~shall~~ **must** be made available to approved fire and emergency service providers 30 days from the due date of municipal taxes ~~upon meeting~~ **is-section 7(4) above**.

## Notification

- 8 9** The Municipality ~~shall~~ **must** advise **in writing of any new Body Corporate, by providing a letter stating Council's approval as a to registered as a new Body Corporate for Fire and Emergency Services provider as per sections 19-23 7** of this Policy.

## Rate Payers Meeting

- 9 10** (1) Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained **and available upon request. in the minutebooks of the organization.**
- (2) Fire Service providers ~~shall~~ **must** have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget ~~shall~~ **must** be linked to the service levels being provided.
- (3) Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in

understanding the fire service levels being provided and any costs associated with providing such service.

(4) All proposed fire tax rates ~~shall~~ **must** be supported by the service provider's budget, which is ~~to be~~ presented to the ratepayers at the annual ratepayers meeting.

(5) Ratepayers ~~shall~~ **must** have the opportunity to discuss service level expectations during ratepayer meeting.

(6) Ratepayers ~~shall~~ **cannot** request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision.

(7) The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement ~~shall~~ **must** include the following:

- (a) fire service provider name
- (b) date of meeting
- (c) location of meeting
- (d) contact name and phone number; and
- (e) where proposed budget documents may be viewed.

(8) For the departments that are required to have an annual ratepayer's meeting to set their **fire tax rate, this information** ~~that must be specified as well~~ **clearly identified in the notice.**

(9) All annual ratepayer's meetings must be conducted before June 15<sup>th</sup> of the following fiscal year.

(10) Requests ~~shall~~ **must** be made to the Municipality for appropriate rate payer's list a minimum of **two** (2) weeks prior to the meeting date.

- (a) This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting.
- (b) The Municipality will also provide upon request a property civic report to help the department locate properties.
- (c) ~~Since F~~ **Since** fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions, but the seconder ~~shall~~ **must** be a ratepayer.

- (d) Once the question has been called, only ratepayers can vote on the motion.  
50% + one of the ratepayers **in attendance** at the meeting in favor of the motion ~~shall~~ **will** be required to pass a motion.
- (e) Voting may be done by secret ballot.

(11) All fire tax requests by a registered fire and emergency services provider ~~shall~~ **must** be provided to the Municipality on the approved registration package forms ~~found on the Municipal website~~ **received at the Annual Fire Services meeting held in April of the current year or can be requested electronically following the Annual meeting.**

(12) For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality ~~shall~~ **will** approve the rates.

(13) For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

### **WCB**

**10** The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.

### **Recognition**

**11** The Municipality recognizes the value and commitment of the fire services and will provide recognition for both individual departments and members for years of service to the Municipality.

### **Repeal & Replace**

**12** Policy MDL-036 approved on September 11, 2007, and amended in subsequent years from 2008 to 2021 is hereby repealed and replaced with new policy MODL 036.

Policy Adoption	
Date of Original Passage	September 11, 2007
Date of Notice of Intent to Repeal and Replace	
Date of Council Approval	
Date of Effective Date	
I certify that this Policy 036 Fire and Emergency Services was repealed and replaced by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
<b>Original V1</b>	<b>Fire and Emergency Services Policy</b>	Sep 11, 2007
<b>V2</b>	Amended Annual Registration Form, Schedule A	Feb 12, 2008
<b>V3</b>	To allow option for secret ballot at rate payers meeting	Oct 13, 2009
<b>V4</b>	Require Accident and sickness insurance or workers compensation	Feb 8, 2011
<b>V5</b>	Added deadline for registration forms to be submitted, and for cheques to be distributed, added SCBA and pump testing to annual form, along with clarity of service levels, and procedure for public transparency and accountability at rate payer meetings.	Jan 28, 2014
<b>V6</b>	Amendments to the Annual Registration Form	May 9, 2017
<b>V7</b>	Removed Schedules and reference to schedules (registration application form)	Feb 27, 2018
<b>V8</b>	Added definition of “pump testing” and new section for requirements of conducting pump tests, premiums for WCB covered by municipality, and clarified accident and sickness insurance coverage for activities that are non-firefighting related, renumbering.	Apr 13, 2021
<b>V9</b>	Addition of flow rate for pump apparatus	Oct 12, 2021
<b>Repeal &amp; Replace</b>	Added definition of “SCBA” and new requirements for testing, new WCB and Recognition section, updated pump requirements, plain language and accessible formatting.	

**Council**  
Item: #11.1.1  
Date: April 24, 2024  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report To:** Municipal Council  
**Submitted By:** Ella R. Gindi, Planner I  
**Date:** April 23, 2024  
**Re:** Coastal Protection Regulations and Provincial Hazard Maps

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### **Recommendation**

**That Municipal Council endorse the coastal flood risk elevation number of 3.97m (2013 CGVD) previously recommended by staff to calculate the MODL coastal flood map and the proposed coastal protection regulations and further, that Council conduct first reading on May 14, 2024.**

### **Background**

On February 27, 2024, proposed coastal protection regulations were scheduled to go before Council for first reading. However, the day before the council meeting, the province released a document called *The Future of Nova Scotia's Coastline*, containing measures aimed at protecting the coast. One of these measures includes a flooding hazard information map that is intended to educate coastal property owners of the hazards associated with coastal flooding. The document and website also contain links to existing resources, such as reports on climate change and an adaptation toolkit prepared by an organization called CLIMAtlantic. Finally, the province also committed to supporting municipalities to draft their own coastal protection regulations, as is the case here in MODL.

When the provincial map was released, it was evident that the elevations and geographic extent used to show flood risk on the provincial map were different from what had been prepared in the MODL regulations and mapping for first reading. Due to a lack of background data explaining the rationale and data used as the basis for these provincial numbers, it was

unclear how the two differed. As a result, Council postponed first reading in order to get clarification from the province on what data was used to inform the provincial mapping tool.

Staff has since communicated with provincial counterparts, as well as federal government, scientific and academic contacts to gain a better understanding of the differences between the province's information map and MODL's regulatory map. This report briefly outlines the differences between these maps. Firstly, the overall difference in flood risk area elevation calculations is as follows:

1. MODL Map: **3.97 m** (CGVD 2013)
2. Provincial Map: **3.2 m** (CGVD 2013)

## Discussion

As is the case with established best practices in coastal flood risk mapping, both the province and MODL calculated coastal flood risk areas utilizing the same three elements:

1. Sea level rise (SLR) projection by the year 2100
2. High tide
3. Storm surge

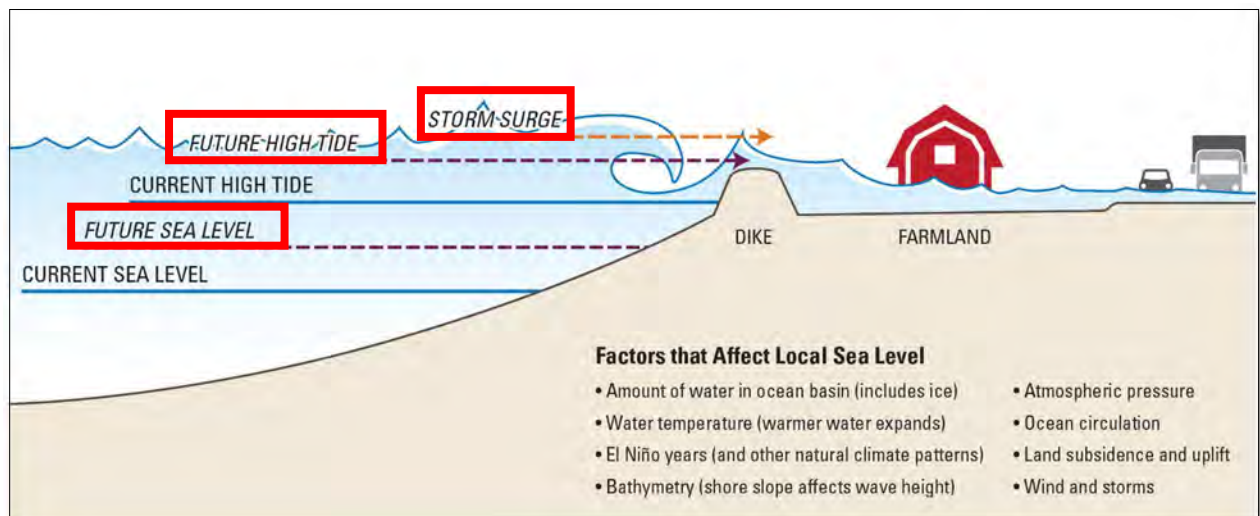


Figure 1: <http://www.skagitclimatescience.org/skagit-impacts/sea-level-rise/>

Although the elements remain the same, the differences between the maps relate to the specific numbers, calculations and geographic extent behind each. The following sections break down each element and outline differences in the approaches.

**Sea Level Rise**

	<b>Province</b>	<b>MODL</b>
<b>Total Projection</b>	1.2 metres	1.57 metres
<b>Time Frame</b>	2100	2100
<b>Percentile</b>	95 <sup>th</sup> Percentile	95 <sup>th</sup> Percentile
<b>Climate Change Model</b>	CMIP5 (2013)	CMIP6 (2021)
<b>Emissions Scenario</b>	RCP 8.5	SSP5 8.5

The difference in sea level rise data between the province and MODL stems from using different climate modelling scenarios. The province's map, that has been in development for several years, relies on scenarios from the International Panel on Climate Change's (IPCC) 5<sup>th</sup> assessment report, based on CMIP5 models and RCPs 8.5 (see Appendix I for further info on the models). The province's 1.2 metre sea level rise projection for 2100 is derived from greenhouse gas emission scenarios tested in 2005 and published in 2013, which was the most up-to-date information at the time the map was initially conceived. This data can be seen on sources such as the ClimateData mapping tool, published by Environment and Climate Change Canada.

In contrast, the MODL regulatory map utilizes a more recent model derived from the IPCC's 6<sup>th</sup> assessment report, based on CMIP6 models associated with the SSP5 8.5 emission scenario. The data was provided by CLIMAtlantic, who sourced the values from the scientist at Natural Resources Canada who is preparing the new, updated national sea level rise mapping.

The 1.57m sea level rise by 2100 is the most accurate number to use as it is based on CMIP6 models, which offer a more enhanced complexity and spatial resolution compared to CMIP5, providing more accurate representations of atmospheric, oceanic, and small-scale processes, which improves temperature and precipitation forecasts. Additionally, CMIP6 introduces updated emissions scenarios known as Shared Socio-Economic Pathways (SSPs) 5, supplementing the previous Representative Concentration Pathways (RCPs) used in CMIP5.

Natural Resources Canada is incorporating the latest CMIP6 values for sea level rise based on the SSP5 8.5 emission scenario and has confirmed this newer and higher sea level rise value of 1.57m. The federal mapping has not yet been released through public sites such as the ClimateData website.

**Storm Surge**

	<b>Province</b>	<b>MODL</b>
<b>Storm Surge Allowance</b>	1 metre	1.63 metres
<b>Reference Study</b>	Richard and Daigle (2011)	Richard and Daigle (2011)
<b>Precautionary Principle (Benchmark Storm Event)</b>	No	Yes

The storm surge figure of 1.63 metres which has been used in the MODL coastal flood map was obtained from CLIMAtlantic, who based this on a study commissioned by the province to provide climate change and sea-level rise adaptation guidance. This figure aligns with the maximum storm surge recorded at the Halifax tide gauge on 29 September 2003 during Hurricane Juan. This storm event, which could have easily hit MODL more directly, has been used as a reference given the close proximity of these municipalities. The study suggested that municipalities use the precautionary principal approach to risk management, evaluating the potential impact of the most extreme scenarios (such as benchmark storms) to ensure preparedness for potential risks or challenges.

The province also collaborated with CLIMAtlantic and referenced the same study for storm surge analysis. However, it did not adopt the precautionary approach advised by the study's authors. Instead, it used the study's 1 in 100-year storm prediction that does not account for potential impacts from an extremely rare event such as a hurricane direct hit, as was the case with Hurricane Juan in September 2003, which produced a storm surge of 1.63 m in Halifax Harbour.

Using locally based and relevant historical storm events is a common approach for coastal flooding, as was seen in a jurisdictional scan done previously by MODL planning staff. Historical storm events have been used in coastal flood mapping and regulations contained in the Region of Queens, the Town of Lunenburg, and the Town of Mahone Bay in their recent municipal planning strategy and land use bylaw documents.

**Higher High Water Large Tide (HHWLT)**

<b>Province</b>	<b>MODL</b>
1 metre	0.77 metres

The reported Higher High Water Large Tide (HHWLT) measurement of 0.77 metres used in the MODL coastal flood map was obtained from the Department of Fisheries and Oceans (DFO). Staff consulted with DFO and obtained high water information for all local small craft harbours within the area. The high tide totals differ slightly, and the highest of these (0.77m) which is based in Riverport, has been used in the MODL map. This information is considered very accurate and is locally-based.

The province's HHWLT of 1 metre was derived from DFO's 20-year high tide window and generalized across the province's coastline. Although the figure used by the province is higher than that in the MODL map, this difference is understandable given that tidal information from all parts of the province would be difficult to put into one map.

### Conclusion

As outlined in the discussion above, the MODL coastal flood risk regulatory map and provincial hazard information map differ in some aspects, though both have a scientific basis and methodology. It's essential to note that neither map is incorrect, but instead both serve different functions: the MODL map is intended to provide regulations, while the provincial map is a communications tool intended to help educate the public.

As noted above, planning staff are recommending that Council proceed with the flood elevation number and regulations that were previously brought forward and prepared by staff, as these have been prepared with the most localized and up to date information, and have been verified by experts. Upon direction from Council, staff will once again bring forward draft municipal planning strategy amendments, a new land use by-law and associated documentation for First Reading of the coastal protection regulations next month.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Ella R. Gindi, Planner I
Report Approved by	Reid Shepherd, Manager of Planning
Date Reviewed by C.A.O.	

## **APPENDIX I**

### **What is the difference between CMIP5 and CMIP6?**

CMIP6 models boast enhanced complexity and spatial resolution compared to CMIP5. They offer detailed representations of atmospheric, oceanic, and small-scale processes, resulting in better accuracy for temperature and precipitation forecasts. CMIP6 also introduces updated emissions scenarios called Shared Socio-Economic Pathways (SSPs), supplementing the previous Representative Concentration Pathways (RCPs) used in CMIP5. While some pathways exhibit similar radiative forcing trends, differences in greenhouse gas emissions exist between CMIP6 and CMIP5. Additionally, certain CMIP6 models show higher equilibrium climate sensitivity than their CMIP5 counterparts.

CMIP5 models formed the foundation for the IPCC's Fifth Assessment Report (AR5) published in 2013. However, these model experiments began several years before the report's publication. In contrast, modeling efforts for CMIP6 started shortly after AR5 was published and were included in the Sixth Assessment Report (AR6) in 2021. Consequently, CMIP5 experiments followed observed GHG emissions until 2005, while CMIP6 experiments extended until 2014, reflecting more recent data.

For existing projects, CMIP5 data remains valid and valuable. However, for new projects needing future climate projections such as MODL's Coastal Protection Regulations, it's advisable to utilize CMIP6 and compare its outcomes with those of CMIP5.

### **How are SSPs different/ similar to RCPs?**

Both Shared Socioeconomic Pathways (SSPs) and Representative Concentration Pathways (RCPs) aim to depict greenhouse gas emissions over the coming century.

RCPs were created explicitly for climate modeling to investigate the impacts of different emissions trajectories or concentrations on radiative forcing values. However, they lacked standardized socio-economic characteristics, making it challenging to align societal changes such as population growth, education levels, and government policies with climate targets like limiting global warming to below 2°C.

SSPs improve upon this by refining the previous greenhouse gas concentration scenarios provided by RCPs. They define how societal choices influence greenhouse gas emissions, atmospheric concentrations, and ultimately, radiative forcing by the end of the century (2100). SSPs offer a standardized framework for comparing how different societal decisions can affect emissions levels, enabling a clearer understanding of the relationship between human activities and climate change.

**Council**  
Item: #11.1.2  
Date: April 23, 2024  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Mayor and Municipal Council

**Submitted by:** April Whynot-Lohnes, Municipal Clerk and Ella R. Gindi, Planner I

**Date:** April 23, 2024

**Re:** Terms of Reference Amendments - Blockhouse, Hemford Forest, Oakland, Princes Inlet & Area, and Riverport and District Area Advisory Committees

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#### **Recommendation**

**“That Municipal Council approve the proposed amendments to the Blockhouse, Hemford Forest, Oakland, Princes Inlet & Area, and Riverport and District Area Advisory Committees Terms of Reference as presented”.**

#### **Background**

On January 23, 2024, the Municipal Council approved the proposed amendments to the Village of Hebbville's terms of reference and directed staff to update all the Area Advisory Committee terms of reference to reflect the same revisions as Hebbville's.

Following Council's endorsement and direction, staff conducted a comprehensive review and revised all planned areas' Area Advisory Committees' terms of reference to ensure they were current and aligned with existing policies and procedures.

These revisions are compiled into a consolidated package for presentation purposes.

#### **Discussion**

The following elements were revised:

- All AAC terms of reference documents are in the same accessibility format.
- All AAC terms of reference align with existing policies and procedures.

- All AAC terms of reference documents now have a clause regarding Council motion to that all AACs will be dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

Upon approval, staff will circulate the revised terms of references to all committee members as information.

**Conclusion**

Having all terms of reference updated for consistency ensures that members understand their role on the committee, how the committee is structured, and who they are accountable to.

<b>Report Preparation</b>	
<b>Department</b>	Administration and Planning & Development Services
<b>Report Prepared by</b>	April Whynot-Lohnes, Municipal Clerk, and Ella R. Gindi, Planner I
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

## Municipality of the District of Lunenburg

Terms of Reference	
Name	Blockhouse Area Advisory Committee
Number	038
Effective Date	May 16, 2001
Amendment Date(s)	2016, April 23 2024

### Committee Type

- 1 Advisory. See Section 201-204 of the **Municipal Government Act (MGA)**.

### Formation/Duration

- 2 (1) Municipal Council Resolution to form an Area Advisory Committee for the Blockhouse Plan Area, dated 16 May 2001.  
  
(2) The Committee's duration is indefinite, based on:
  - i) Council's continued support of the 2001 resolution.
  - ii) The existence of a secondary planning strategy and land use bylaw for the defined Blockhouse Plan Area.

### Dissolution of Area Advisory Committee

- 3 The area Advisory Committee is dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

### Membership

- 4 (1) The Committee consists of a minimum of three and maximum of eight members.
  - i) One [1] Municipal Councillor for the area.
  - ii) Up to seven [7] members of the public.

### Appointment

- 5 (1) All members of the Committee are appointed by Council resolution as stated in Policy 002 - Committees. The Councillor for the area is deemed a member on the AAC.  
  
(2) The selection process of all other Committee members [1-7 public representatives] is determined on the basis of an evaluation process, and a recommendation of the Nominating Committee to Council.  
  
(3) Each member appointed by Council serves the Committee for a designate term.  
  
(4) All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designate term is over.

## **Blockhouse Area Advisory Committee**

### **TOR # 038**

April 23, 2024

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(5) In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

### **Officers**

- 6 (1) The Chair, the Vice-Chair, and the Secretary of the Committee are elected by a majority of the members at the annual meeting. Those persons elected hold office until the next annual meeting, when such officers are again to be elected/re-elected.
- (2) The Chair of the Committee acts as the liaison in providing recommendations to the Planning Advisory Committee, as required from time to time.

### **Mandate**

- 7 The Committee advises the Municipality's Planning Advisory Committee on matters pertaining to the Blockhouse Secondary Planning Strategy and Land Use Bylaw.

### **Responsibilities**

- 8 (1) Committee Duties are as follows:
- a) Development of the SPS/LUB
    - i) The Committee works with staff to develop draft land use policy and regulations for the Blockhouse Plan Area, for recommendation to the Planning Advisory Committee.
    - ii) The Committee makes recommendation to the Planning Advisory Committee concerning any rezoning applications, development agreement applications, and Planning Strategy amendments specific to the Blockhouse Plan Area.
  - b) General
    - iii) The Committee may advise staff and Planning Advisory Committee regarding any public engagement respecting planning matters in the Blockhouse Plan Area.
    - iv) Committee members may generally serve to act as a communications conduit to residents of the Blockhouse Plan Area.
    - v) The Area Advisory Committee may jointly meet with the Planning Advisory Committee once a year to discuss any local planning issues or related concerns.

### **Code of Conduct**

- 9 (1) The Committee conducts business in accordance with the Municipality's Code of Conduct, following Municipal Policy MODL-037.

## **Blockhouse Area Advisory Committee**

### **TOR # 038**

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(2) Recommendations of the Committee reflect the best interests of both the Municipality of the District of Lunenburg and the Blockhouse Plan Area, as interpreted in the Blockhouse Secondary Planning Strategy and Land Use By-law.

(3) On appointment, Committee members are provided an introductory workshop: "What is Planning?" to be organized by staff, to assist them in their duties.

### **Dismissal of Members**

10 (1) Committee members who fail to attend three [3] consecutive meetings, without good reason accepted by the Committee Chair, may be dismissed from the Committee.

(2) Committee members can only be dismissed by Council, on recommendation of the Planning Advisory Committee. If it is considered that they have breached the Municipal Code of Conduct or have failed to fulfill adequately the identified responsibilities/mandate of the Committee.

### **Remuneration**

11 Area Advisory Committee members are, by both Council resolution and municipal policy 004, Non-Council Appointments and Honorariums, ineligible to be paid for their services to the Committee.

### **Meetings**

12 (1) Committee Meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an Agenda by planning staff, prior to the scheduled meeting date.

(2) A quorum will be constituted as being a majority of number of appointed members at the time of the meeting.

(3) Orders (how you conduct meeting) and rules of conduct for debate for Committee meetings will be the same as those for Municipal Council, following Municipal Policy MODL-001

### **Communications**

13 (1) Meeting Notes of any Committee meetings are available to the public, upon request, through municipal planning staff.

(2) All Committee meetings are open to the public, except where it may be defined in the Municipal Government Act, Section 203.

**Blockhouse Area Advisory Committee**

**TOR # 038**

April 23, 2024

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Public notice of meetings follows the Municipality's Public Engagement Policy MODL 066

(3) Committee Agendas may follow, at their discretion, Policy MODL-038, Public Presentations to Council and Committees of Council, which allows committees of the Municipality to set aside a period of time at the meeting's commencement, for public presentation.

**Resources**

- 14 (1) Municipal planning staff provides ongoing support to the Committee. In particular:
- a) Arranges meeting times and venues.
  - b) Circulates meeting agendas and notes.
  - c) Provides reports or status updates on identified projects/applications.
  - d) Makes public presentations, on behalf of the Committee, as may be required from time to time.

Council Approval Date

**April 23, 2024**

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Municipal Clerk

## Municipality of the District of Lunenburg

Terms of Reference	
Name	Hemford Forest Area Advisory Committee
Number	040
Effective Date	October 9, 2018
Amendment Date(s)	April 23 2024

### Committee Type

- 1 Advisory. See Section 201-204 of the **Municipal Government Act (MGA)**.

### Formation/Duration

- 2 (1) Municipal Council Resolution to form an Area Advisory Committee for the Hemford Forest Plan Area, dated 9 October 2018.  
  
(2) The Committee's duration is indefinite, based on:
  - i) Council's continued support of the 2018 resolution.
  - ii) The existence of a secondary planning strategy and land use bylaw for the defined Hemford Forest Plan Area.

### Dissolution of Area Advisory Committee

- 3 The area Advisory Committee is dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

### Membership

- 4 (1) The Committee consists of a minimum of three and maximum of five members.
  - i) One [1] Municipal Councillor for the area.
  - ii) Up to four [4] members of the public.

### Appointment

- 5 (1) All members of the Committee are appointed by Council resolution as stated in Policy 002 - Committees. The Councillor for the area is deemed a member on the AAC.  
  
(2) The selection process of all other Committee members [1-4 public representatives] is determined on the basis of an evaluation process, and a recommendation of the Nominating Committee to Council.  
  
(3) Each member appointed by Council serves the Committee for a designate term.  
  
(4) All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designate term is over.

## **Hemford Forest Area Advisory Committee**

**TOR # 040**

April 23, 2024

Page 2 of 4

(5) In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

### **Officers**

6 (1) The Chair, the Vice-Chair, and the Secretary of the Committee are elected by a majority of the members at the annual meeting. Those persons elected hold office until the next annual meeting, when such officers are again to be elected/re-elected.

(2) The Chair of the Committee acts as the liaison in providing recommendations to the Planning Advisory Committee, as required from time to time.

### **Mandate**

7 The Committee advises the Municipality's Planning Advisory Committee on matters pertaining to the Hemford Forest Secondary Planning Strategy and Land Use Bylaw.

### **Responsibilities**

- 8 (1) Committee Duties are as follows:
- a) Development of the SPS/LUB
    - i) The Committee works with staff to develop draft land use policy and regulations for the Hemford Forest Plan Area, for recommendation to the Planning Advisory Committee.
    - ii) The Committee makes recommendation to the Planning Advisory Committee concerning any rezoning applications, development agreement applications, and Planning Strategy amendments specific to the Hemford Forest Plan Area.
  - b) General
    - iii) The Committee may advise staff and Planning Advisory Committee regarding any public engagement respecting planning matters in the Hemford Forest Plan Area.
    - iv) Committee members may generally serve to act as a communications conduit to residents of the Hemford Forest Plan Area.
    - v) The Area Advisory Committee may jointly meet with the Planning Advisory Committee once a year to discuss any local planning issues or related concerns.

### **Code of Conduct**

9 (1) The Committee conducts business in accordance with the Municipality's Code of Conduct, following Municipal Policy MODL-037.

## **Hemford Forest Area Advisory Committee**

**TOR # 040**

April 23, 2024

Page 3 of 4

(2) Recommendations of the Committee reflect the best interests of both the Municipality of the District of Lunenburg and the Hemford Forest Plan Area, as interpreted in the Hemford Forest Secondary Planning Strategy and Land Use By-law.

(3) On appointment, Committee members are provided an introductory workshop: "What is Planning?" to be organized by staff, to assist them in their duties.

### **Dismissal of Members**

10 (1) Committee members who fail to attend three [3] consecutive meetings, without good reason accepted by the Committee Chair, may be dismissed from the Committee.

(2) Committee members can only be dismissed by Council, on recommendation of the Planning Advisory Committee. If it is considered that they have breached the Municipal Code of Conduct or have failed to fulfill adequately the identified responsibilities/mandate of the Committee.

### **Remuneration**

11 Area Advisory Committee members are, by both Council resolution and municipal policy 004, Non-Council Appointments and Honorariums, ineligible to be paid for their services to the Committee.

### **Meetings**

12 (1) Committee Meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an Agenda by planning staff, prior to the scheduled meeting date.

(2) A quorum will be constituted as being a majority of number of appointed members at the time of the meeting.

(3) Orders (how you conduct meeting) and rules of conduct for debate for Committee meetings will be the same as those for Municipal Council, following Municipal Policy MODL-001

### **Communications**

13 (1) Meeting Notes of any Committee meetings are available to the public, upon request, through municipal planning staff.

(2) All Committee meetings are open to the public, except where it may be defined in the Municipal Government Act, Section 203.

**Hemford Forest Area Advisory Committee**

**TOR # 040**

April 23, 2024

Page 4 of 4

Public notice of meetings follows the Municipality's Public Engagement Policy MODL 066

(3) Committee Agendas may follow, at their discretion, Policy MODL-038, Public Presentations to Council and Committees of Council, which allows committees of the Municipality to set aside a period of time at the meeting's commencement, for public presentation.

**Resources**

- 14 (1) Municipal planning staff provides ongoing support to the Committee. In particular:
- a) Arranges meeting times and venues.
  - b) Circulates meeting agendas and notes.
  - c) Provides reports or status updates on identified projects/applications.
  - d) Makes public presentations, on behalf of the Committee, as may be required from time to time.

Council Approval Date

**April 23, 2024**

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Municipal Clerk

## Municipality of the District of Lunenburg

Terms of Reference	
Name	Oakland Area Advisory Committee
Number	011
Effective Date	May 29, 2012
Amendment Date(s)	2020, April 23, 2024

### Committee Type

- 1 Advisory. See Section 201-204 of the **Municipal Government Act (MGA)**.

### Formation/Duration

- 2 (1) Municipal Council Resolution to form an Area Advisory Committee for the Oakland Plan Area, dated 29 May 2012.  
  
(2) The Committee's duration is indefinite, based on:
  - i) Council's continued support of the 2001 resolution.
  - ii) The existence of a secondary planning strategy and land use bylaw for the defined Oakland Plan Area.

### Dissolution of Area Advisory Committee

- 3 The area Advisory Committee is dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

### Membership

- 4 (1) The Committee consists of a minimum of three and maximum of eight members.
  - i) One [1] Municipal Councillor for the area.
  - ii) Up to seven [7] members of the public.

### Appointment

- 5 (1) All members of the Committee are appointed by Council resolution as stated in Policy 002 - Committees. The Councillor for the area is deemed a member on the AAC.  
  
(2) The selection process of all other Committee members [1-7 public representatives] is determined on the basis of an evaluation process, and a recommendation of the Nominating Committee to Council.  
  
(3) Each member appointed by Council serves the Committee for a designate term.  
  
(4) All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designate term is over.

## **Oakland Area Advisory Committee**

### **TOR # 011**

April 23, 2024

Page 2 of 4

(5) In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

### **Officers**

6 (1) The Chair, the Vice-Chair, and the Secretary of the Committee are elected by a majority of the members at the annual meeting. Those persons elected hold office until the next annual meeting, when such officers are again to be elected/re-elected.

(2) The Chair of the Committee acts as the liaison in providing recommendations to the Planning Advisory Committee, as required from time to time.

### **Mandate**

7 The Committee advises the Municipality's Planning Advisory Committee on matters pertaining to the Oakland Secondary Planning Strategy and Land Use Bylaw.

### **Responsibilities**

- 8 (1) Committee Duties are as follows:
- a) Development of the SPS/LUB
    - i) The Committee works with staff to develop draft land use policy and regulations for the Oakland Plan Area, for recommendation to the Planning Advisory Committee.
    - ii) The Committee makes recommendation to the Planning Advisory Committee concerning any rezoning applications, development agreement applications, and Planning Strategy amendments specific to the Oakland Plan Area.
  - b) General
    - iii) The Committee may advise staff and Planning Advisory Committee regarding any public engagement respecting planning matters in the Oakland Plan Area.
    - iv) Committee members may generally serve to act as a communications conduit to residents of the Oakland Plan Area.
    - v) The Area Advisory Committee may jointly meet with the Planning Advisory Committee once a year to discuss any local planning issues or related concerns.

### **Code of Conduct**

9 (1) The Committee conducts business in accordance with the Municipality's Code of Conduct, following Municipal Policy MODL-037.

## **Oakland Area Advisory Committee**

### **TOR # 011**

April 23, 2024

Page 3 of 4

(2) Recommendations of the Committee reflect the best interests of both the Municipality of the District of Lunenburg and the Oakland Plan Area, as interpreted in the Oakland Secondary Planning Strategy and Land Use By-law.

(3) On appointment, Committee members are provided an introductory workshop: "What is Planning?" to be organized by staff, to assist them in their duties.

### **Dismissal of Members**

10 (1) Committee members who fail to attend three [3] consecutive meetings, without good reason accepted by the Committee Chair, may be dismissed from the Committee.

(2) Committee members can only be dismissed by Council, on recommendation of the Planning Advisory Committee. If it is considered that they have breached the Municipal Code of Conduct or have failed to fulfill adequately the identified responsibilities/mandate of the Committee.

### **Remuneration**

11 Area Advisory Committee members are, by both Council resolution and municipal policy 004, Non-Council Appointments and Honorariums, ineligible to be paid for their services to the Committee.

### **Meetings**

12 (1) Committee Meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an Agenda by planning staff, prior to the scheduled meeting date.

(2) A quorum will be constituted as being a majority of number of appointed members at the time of the meeting.

(3) Orders (how you conduct meeting) and rules of conduct for debate for Committee meetings will be the same as those for Municipal Council, following Municipal Policy MODL-001

### **Communications**

13 (1) Meeting Notes of any Committee meetings are available to the public, upon request, through municipal planning staff.

(2) All Committee meetings are open to the public, except where it may be defined in the Municipal Government Act, Section 203.

**Oakland Area Advisory Committee**

**TOR # 011**

April 23, 2024

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Public notice of meetings follows the Municipality's Public Engagement Policy MODL 066

(3) Committee Agendas may follow, at their discretion, Policy MODL-038, Public Presentations to Council and Committees of Council, which allows committees of the Municipality to set aside a period of time at the meeting's commencement, for public presentation.

**Resources**

- 14 (1) Municipal planning staff provides ongoing support to the Committee. In particular:
- a) Arranges meeting times and venues.
  - b) Circulates meeting agendas and notes.
  - c) Provides reports or status updates on identified projects/applications.
  - d) Makes public presentations, on behalf of the Committee, as may be required from time to time.

Council Approval Date

**April 23, 2024**

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Municipal Clerk

## Municipality of the District of Lunenburg

Terms of Reference	
Name	Princes Inlet Area Advisory Committee
Number	041
Effective Date	May 16, 2001
Amendment Date(s)	2014, April 23 2024

### Committee Type

- 1 Advisory. See Section 201-204 of the **Municipal Government Act (MGA)**.

### Formation/Duration

- 2 (1) Municipal Council Resolution to form an Area Advisory Committee for the Princes Inlet Plan Area, dated 16 May 2001.  
  
(2) The Committee's duration is indefinite, based on:
  - i) Council's continued support of the 2001 resolution.
  - ii) The existence of a secondary planning strategy and land use bylaw for the defined Princes Inlet Plan Area.

### Dissolution of Area Advisory Committee

- 3 The area Advisory Committee is dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

### Membership

- 4 (1) The Committee consists of a minimum of three and maximum of eight members.
  - i) One [1] Municipal Councillor for the area.
  - ii) Up to seven [7] members of the public.

### Appointment

- 5 (1) All members of the Committee are appointed by Council resolution as stated in Policy 002 - Committees. The Councillor for the area is deemed a member on the AAC.  
  
(2) The selection process of all other Committee members [1-7 public representatives] is determined on the basis of an evaluation process, and a recommendation of the Nominating Committee to Council.  
  
(3) Each member appointed by Council serves the Committee for a designate term.  
  
(4) All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designate term is over.

## **Princes Inlet Area Advisory Committee**

**TOR # 041**

April 23, 2024

Page 2 of 4

(5) In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

### **Officers**

- 6 (1) The Chair, the Vice-Chair, and the Secretary of the Committee are elected by a majority of the members at the annual meeting. Those persons elected hold office until the next annual meeting, when such officers are again to be elected/re-elected.
- (2) The Chair of the Committee acts as the liaison in providing recommendations to the Planning Advisory Committee, as required from time to time.

### **Mandate**

- 7 The Committee advises the Municipality's Planning Advisory Committee on matters pertaining to the Princes Inlet Secondary Planning Strategy and Land Use Bylaw.

### **Responsibilities**

- 8 (1) Committee Duties are as follows:
- a) Development of the SPS/LUB
    - i) The Committee works with staff to develop draft land use policy and regulations for the Princes Inlet Plan Area, for recommendation to the Planning Advisory Committee.
    - ii) The Committee makes recommendation to the Planning Advisory Committee concerning any rezoning applications, development agreement applications, and Planning Strategy amendments specific to the Princes Inlet Plan Area.
  - b) General
    - iii) The Committee may advise staff and Planning Advisory Committee regarding any public engagement respecting planning matters in the Princes Inlet Plan Area.
    - iv) Committee members may generally serve to act as a communications conduit to residents of the Princes Inlet Plan Area.
    - v) The Area Advisory Committee may jointly meet with the Planning Advisory Committee once a year to discuss any local planning issues or related concerns.

### **Code of Conduct**

- 9 (1) The Committee conducts business in accordance with the Municipality's Code of Conduct, following Municipal Policy MODL-037.

## **Princes Inlet Area Advisory Committee**

**TOR # 041**

April 23, 2024

Page 3 of 4

(2) Recommendations of the Committee reflect the best interests of both the Municipality of the District of Lunenburg and the Princes Inlet Plan Area, as interpreted in the Princes Inlet Secondary Planning Strategy and Land Use By-law.

(3) On appointment, Committee members are provided an introductory workshop: "What is Planning?" to be organized by staff, to assist them in their duties.

### **Dismissal of Members**

10 (1) Committee members who fail to attend three [3] consecutive meetings, without good reason accepted by the Committee Chair, may be dismissed from the Committee.

(2) Committee members can only be dismissed by Council, on recommendation of the Planning Advisory Committee. If it is considered that they have breached the Municipal Code of Conduct or have failed to fulfill adequately the identified responsibilities/mandate of the Committee.

### **Remuneration**

11 Area Advisory Committee members are, by both Council resolution and municipal policy 004, Non-Council Appointments and Honorariums, ineligible to be paid for their services to the Committee.

### **Meetings**

12 (1) Committee Meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an Agenda by planning staff, prior to the scheduled meeting date.

(2) A quorum will be constituted as being a majority of number of appointed members at the time of the meeting.

(3) Orders (how you conduct meeting) and rules of conduct for debate for Committee meetings will be the same as those for Municipal Council, following Municipal Policy MODL-001

### **Communications**

13 (1) Meeting Notes of any Committee meetings are available to the public, upon request, through municipal planning staff.

(2) All Committee meetings are open to the public, except where it may be defined in the Municipal Government Act, Section 203.

**Princes Inlet Area Advisory Committee**

**TOR # 041**

April 23, 2024

Page 4 of 4

Public notice of meetings follows the Municipality's Public Engagement Policy MODL 066

(3) Committee Agendas may follow, at their discretion, Policy MODL-038, Public Presentations to Council and Committees of Council, which allows committees of the Municipality to set aside a period of time at the meeting's commencement, for public presentation.

**Resources**

- 14 (1) Municipal planning staff provides ongoing support to the Committee. In particular:
- a) Arranges meeting times and venues.
  - b) Circulates meeting agendas and notes.
  - c) Provides reports or status updates on identified projects/applications.
  - d) Makes public presentations, on behalf of the Committee, as may be required from time to time.

Council Approval Date

**April 23, 2024**

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Municipal Clerk

## Municipality of the District of Lunenburg

Terms of Reference	
Name	Riverport and District Area Advisory Committee
Number	042
Effective Date	May 16, 2001
Amendment Date(s)	2013, January 23 2024

### Committee Type

- 1 Advisory. See Section 201-204 of the **Municipal Government Act (MGA)**.

### Formation/Duration

- 2 (1) Municipal Council Resolution to form an Area Advisory Committee for the Riverport and District Plan Area, dated 16 May 2001.  
  
(2) The Committee's duration is indefinite, based on:
  - i) Council's continued support of the 2001 resolution.
  - ii) The existence of a secondary planning strategy and land use bylaw for the defined Riverport and District Plan Area.

### Dissolution of Area Advisory Committee

- 3 The area Advisory Committee is dissolved on the effective date of the MODL 2040 Municipal Planning Strategy and/or Land Use Bylaw per the 2010-12-08 motion of Council.

### Membership

- 4 (1) The Committee consists of a minimum of three and maximum of eight members.
  - i) One [1] Municipal Councillor for the area.
  - ii) Up to seven [7] members of the public.

### Appointment

- 5 (1) All members of the Committee are appointed by Council resolution as stated in Policy 002 - Committees. The Councillor for the area is deemed a member on the AAC.  
  
(2) The selection process of all other Committee members [1-7 public representatives] is determined on the basis of an evaluation process, and a recommendation of the Nominating Committee to Council.  
  
(3) Each member appointed by Council serves the Committee for a designate term.  
  
(4) All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designate term is over.

## **Riverport and District Area Advisory Committee**

### **TOR # 042**

April 23, 2024

Page 2 of 4

(5) In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

### **Officers**

6 (1) The Chair, the Vice-Chair, and the Secretary of the Committee are elected by a majority of the members at the annual meeting. Those persons elected hold office until the next annual meeting, when such officers are again to be elected/re-elected.

(2) The Chair of the Committee acts as the liaison in providing recommendations to the Planning Advisory Committee, as required from time to time.

### **Mandate**

7 The Committee advises the Municipality's Planning Advisory Committee on matters pertaining to the Riverport and District Secondary Planning Strategy and Land Use Bylaw.

### **Responsibilities**

- 8 (1) Committee Duties are as follows:
- a) Development of the SPS/LUB
    - i) The Committee works with staff to develop draft land use policy and regulations for the Riverport and District Plan Area, for recommendation to the Planning Advisory Committee.
    - ii) The Committee makes recommendation to the Planning Advisory Committee concerning any rezoning applications, development agreement applications, and Planning Strategy amendments specific to the Riverport and District Plan Area.
  - b) General
    - iii) The Committee may advise staff and Planning Advisory Committee regarding any public engagement respecting planning matters in the Riverport and District Plan Area.
    - iv) Committee members may generally serve to act as a communications conduit to residents of the Riverport and District Plan Area.
    - v) The Area Advisory Committee may jointly meet with the Planning Advisory Committee once a year to discuss any local planning issues or related concerns.

### **Code of Conduct**

9 (1) The Committee conducts business in accordance with the Municipality's Code of Conduct, following Municipal Policy MODL-037.

## **Riverport and District Area Advisory Committee**

### **TOR # 042**

April 23, 2024

Page 3 of 4

(2) Recommendations of the Committee reflect the best interests of both the Municipality of the District of Lunenburg and the Riverport and District Plan Area, as interpreted in the Riverport and District Secondary Planning Strategy and Land Use By-law.

(3) On appointment, Committee members are provided an introductory workshop: "What is Planning?" to be organized by staff, to assist them in their duties.

### **Dismissal of Members**

10 (1) Committee members who fail to attend three [3] consecutive meetings, without good reason accepted by the Committee Chair, may be dismissed from the Committee.

(2) Committee members can only be dismissed by Council, on recommendation of the Planning Advisory Committee. If it is considered that they have breached the Municipal Code of Conduct or have failed to fulfill adequately the identified responsibilities/mandate of the Committee.

### **Remuneration**

11 Area Advisory Committee members are, by both Council resolution and municipal policy 004, Non-Council Appointments and Honorariums, ineligible to be paid for their services to the Committee.

### **Meetings**

12 (1) Committee Meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an Agenda by planning staff, prior to the scheduled meeting date.

(2) A quorum will be constituted as being a majority of number of appointed members at the time of the meeting.

(3) Orders (how you conduct meeting) and rules of conduct for debate for Committee meetings will be the same as those for Municipal Council, following Municipal Policy MODL-001

### **Communications**

13 (1) Meeting Notes of any Committee meetings are available to the public, upon request, through municipal planning staff.

**Riverport and District Area Advisory Committee**

**TOR # 042**

April 23, 2024

Page 4 of 4

(2) All Committee meetings are open to the public, except where it may be defined in the Municipal Government Act, Section 203.

Public notice of meetings follows the Municipality's Public Engagement Policy MODL 066

(3) Committee Agendas may follow, at their discretion, Policy MODL-038, Public Presentations to Council and Committees of Council, which allows committees of the Municipality to set aside a period of time at the meeting's commencement, for public presentation.

**Resources**

- 14 (1) Municipal planning staff provides ongoing support to the Committee. In particular:
- a) Arranges meeting times and venues.
  - b) Circulates meeting agendas and notes.
  - c) Provides reports or status updates on identified projects/applications.
  - d) Makes public presentations, on behalf of the Committee, as may be required from time to time.

Council Approval Date

**April 23, 2024**

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Municipal Clerk