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Municipal Council Meeting Agenda

Tuesday, June 11, 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 50 Year Fire Service Award to Wayne Wentzell, Midville & District Fire Department
 - 2.2 Proclamation re World Ocean Day 1
 - 2.3 Proclamation re International Day of Play..... 2
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - May 28, 2024**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs**
 - 7.1 Award of Tender 2024-05-300 Indian Falls Stair Replacement 3-4
 - 7.2 Award of RFP 2024-01-401 Electronic Voting Services 5-7
- 8. Presentations/Scheduled Times**
 - 8.1 Apitamkiejitt Wind Energy Project, SWEB Development 9:15 a.m. 8-13
 - 8.2 Old Growth Forest, Westfor Management Inc. 10:15 a.m. 14-18
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
 - 10.1 Municipal Joint Services Board**
 - 10.1.1 MJSB Service Agreement Review..... 19-60
 - 10.1.2 Motion of Support re Provincial Capital Assistance Program (PCAP) 61-65
- 11. Staff Reports**
 - 11.1 Recreation, Parks & Tourism**
 - 11.1.1 Park Accessibility Audit Report 11:00 a.m. 66-131
 - 11.1.2 Hillside Cemetery at the MARC..... 132-138
 - 11.1.3 Major Event Grant – New Germany Canada Day 139-140
 - 11.1.4 Major Event Grant – International Christmas Tree Conference..... 141-143
 - 11.1.5 Major Event Grant – Lunenburg Pride – Pride Week 144-146

11.1.6	Major Event Grant – Town of Bridgewater Canada Day on the LaHave	147-149
11.1.7	Central Nova ATV Funding Reallocation	150-151
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11.2.1	2023-24 Proposed Capital Funding & Canada Community-Building Fund (CCBF).....	152-156
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11.3.1	Provincial Capital Assistance Program and Municipal Innovation Program Approvals.....	157-158
12.	Mayor’s/Deputy Mayor’s/Councillors’ Matters	
12.1	MJSB Update	
12.2	Deputy Mayor’s Update	
12.3	Mayor’s Update	
13.	Added Items	
14.	In Camera	
14.1	Contract Negotiations under Section 22(2)(e) of the MGA	
15.	Adjournment	



Proclamation - World Ocean Day 2024

A proclamation in support of the Municipality of the District of Lunenburg recognizing and celebrating World Ocean Day 2024 and the advancement of ocean conservation in Canada.

Whereas, Saturday, June 8, 2024, was the 32nd annual World Ocean Day. World Ocean Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

Whereas, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

Whereas, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

Whereas, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

Whereas, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

Whereas, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

Whereas, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the Municipality of the District of Lunenburg recognizes the 32nd anniversary of World Ocean Day on June 8, 2024 and supports national and international efforts to protect 30% of the ocean by 2030.



United Nations (UN) International Day of Play Proclamation

Whereas The Municipality of the District of Lunenburg joins municipalities around the world in celebrating the first United Nations (UN) International Day of Play to be celebrated annually on June 11, and

Whereas the insights and perspectives of children from around the world in the Global South and North informed and inspired the decision to proceed with the UN's designation; and

Whereas play is a fundamental right, and Canada ratified the United Nations Convention on the Rights of the Child in 1991, which recognizes the right of the child to rest and leisure, to engage in play and age-appropriate recreational activities and to participate freely in cultural life and the arts; and

Whereas research clearly demonstrates the importance of play in cultivating health, happiness and resilience while contributing to children's social, physical and cognitive development and well-being. Play is a vehicle that supports inclusion and mental health wellness for the youngest members of our society; and

Whereas the Municipality of the District of Lunenburg's recreation facilities, programs, and staff offer opportunities of discovery, exploration and friendship for children and leadership development for staff. Local governments have a significant responsibility to plan and provide equitable, safe, accessible, and healthy public environments for children's play and recreation free from financial barriers in their own communities.

Therefore, be it resolved that I, Mayor Carolyn Bolivar-Getson, on behalf of Municipality of the District of Lunenburg Council, do hereby proclaim June 11, 2024 as **United Nations (UN) International Day of Play** in the Municipality of the District of Lunenburg.

Council
Item: #7.1
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Jamie Burgess P.Eng., Municipal Engineer
Date: June 11, 2024
Re: Award of Tender 2024-05-300 Indian Falls Stairs Replacement Project

Recommendation

Council authorize staff to award Tender 2024-05-300 Indian Falls Stairs Replacement Project to Valley Precision Welding for the amount of \$62,561.17 including net HST.

Executive summary

The Indian Falls Park is a recreational facility located in the area of Newburne. This park offers walking trails through woodlands and access to the waterfalls on the LaHave River. The only access to the river below the falls was by a set of wooden stairs. These stairs have fallen into disrepair and were closed due to safety concerns in the Summer of 2023, eliminating the ability to access the water. This project is to address the safety concerns of the current staircase by constructing a galvanized steel staircase to allow for safe access for residents.

Discussion

The tender document was issued on May 9, 2024, and closed at 2:00pm on May 23, 2024. Four (4) bids were received and accepted by the tender deadline. The accepted bids are summarized in the table below:

Contractor	Bid Price	Net HST	Estimated Total (Net HST)
Valley Precision Welding	\$59,990.00	\$2,571.17	\$62,561.17
RKO Steel	\$68,672.00	\$2,943.28	\$71,615.28
Greendale Resources	\$73,400.00	\$3,145.92	\$76,545.92
Ocean Gear Inc.	\$81,850.02	\$3,508.10	\$85,358.11

These tender submissions were evaluated based on the following categories:

1. References & experience
2. Team & Certifications

3. Cost

Each category for each submission is given a score based on the highest possible score being 25 points. The highest possible combined total score is 75 points.

Contractor	References & Experience	Team & Certification	Cost	Total Score
Valley Precision Welding	23	23	25.0	71.0
RKO	23	23	21.8	67.8
Greendale	20	15	20.4	55.4
Ocean Gear	20	18	18.3	56.3

Valley Precision Welding has the highest evaluation with 71 points out of a possible 75points.

Budget implications

The Indian Falls Stairs Replacement Project was included in the 2024-2025 Capital Budget. The price submitted by Valley Precision Welding is within MODL’s allocated budget of \$330,000 for the design, foundation construction, fabrication, and installation of this project.

Strategic plan

This project aligns with the strategic priority of Re-Create Parks by addressing infrastructure in need of upgrade within a recreational facility.

The stairs will improve safety and assist those with mobility issues to access the shoreline below the falls.

Work plan

The work will be completed during the 2024 construction season.

Alternatives

N/A

Conclusion

Council authorize staff to award Tender 2024-05-300 Indian Falls Stairs Replacement Project to Valley Precision Welding for the amount of \$62,651.17, including net HST.

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

Council
Item: #7.2
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: April Whynot-Lohnes, Municipal Clerk
Date: June 11, 2024
Re: Award of Electronic Voting Services - RFP 2024-01-401

Recommendation

“that Municipal Council award the Request for Proposal 2024-01-401 Electronic Voting Services to Intelivote Systems Inc. for \$58,800.00, plus HST for the 2024 Municipal and CSAP Elections.

Executive Summary

Municipal Council on April 9, 2024, passed a motion to conduct the 2024 Municipal and CSAP elections using electronic voting methods (phone and internet). Staff prepared an RFP in accordance with Policy 033 and posted the RFP on the Nova Scotia Procurement website. The closing date was May 24, 2024 and 3 submissions were received.

Discussion

The Municipality issued the RFP seeking experienced and qualified proponents to submit proposals for electronic voting services for the 2024 elections and any unforeseen special elections between April 2024 and October 2028.

The selected solution must be available to voters during the election period and comply with the Municipal Elections Act of Nova Scotia; adhere to necessary security requirements; and offer technical support before, during and after the election as required.

The solution must also include the design and facilitation of a smooth mailout process to all eligible electors containing instructions for casting their vote.

Three proposals were received by the deadline. The evaluation team included Leah Zinck, Returning Officer and April Whynot-Lohnes, Municipal Clerk.

Proponent names and quotes are described in the table below:

Proponent	Technical Score	Cost Proposal		Total Score	Overall
		Price	Price Score		Rank
Intelivote Systems Inc.	64	\$58,800	27	91	1
Simply Voting Inc.	29	\$84,830	19	48	3
Sequent Tech. Inc.	34	\$52,960	30	64	2

Note that the price excludes HST.

The top proposal overall was from Intelivote Systems Inc. with an overall score of 91 followed by Sequent Tech. Inc. and Simply Voting Inc. in second and third, respectively. The Intelivote Systems Inc. proposal received the highest technical score, being 64 followed by 34 for Sequent Tech. Inc. and 29 for Simply Voting Inc.

Sequent Tech. Inc. had the lowest price; however, they also had a very low technical score. Their proposal submission did not provide detailed descriptions on the methodology, communication plan and appeared to lack experience within Nova Scotia and Canada.

The evaluation committee reached a consensus that the Intelivote Systems Inc. proposal offered the best value to the municipality. The proposal described in detail the methodology, experience, communication plan and quality controls. They have provided the service of electronic voting to the Municipal sector in Nova Scotia since 2008, with over 114 NS Municipal Elections indicating their strong understanding of the NS Municipal Elections Act which is critical. In addition, they were successful proponents for the municipality in 2016 and 2020 elections.

Budget implications

Staff had budgeted \$60,000 for e-voting services for the 2024 Election. The recommended proponent is within the budget set by staff.

Communication

A communication plan for both voters and candidates would be launched as part of the process.

Alternative

Council can decide not to accept the recommendation as presented and select another proponent.

Conclusion

The committee is recommending that the RFP 2024-01-401 be awarded to Intelivote Systems Inc who received the highest technical score for their proposal and the highest overall score to provide integrated internet and telephone voting services for the 2024 Municipal, CSAP and any by-elections between October 2024 and October 2028 as per the proposal received from Intelivote Systems Inc.

Report Preparation	
Department	Administration
Report Prepared by	April Whynot-Lohnes, Municipal Clerk
Report Approved by	
Date Reviewed by C.A.O.	



Proposed Apitamkiejit Wind Energy Project

SWEB Development



Contents

- 01** Company Overview
Presentation of SWEB Development and its parent company
- 02** Green Choice Program & Future Procurements
Learn about the program
- 03** Overview of Project & Typical Timeline
Overview of SWEB's Proposed Apitamkiejit Wind Energy Project
- 04** Proposed Project Partnership & Next Steps
Overview of Partnership Structure & Next Steps for Partnership

SWEB Development

Renewable Energy for Nova Scotia



Renewable Energy Developer & Operator

- ⚡ We plan, we build, we operate. A reliable partner over the lifetime of the project
- ⚡ Selling projects is not part of our regular business model



Experienced in Community Partnerships

- ⚡ Existing Community Partnerships in
 - Nova Scotia
 - New Brunswick
 - Maine



North American Headquarters in Halifax

- ⚡ Halifax staff manages projects in Atlantic Canada & US
- ⚡ Every successful project sustains and creates jobs in Nova Scotia



Strong Financial Backing

- ⚡ SWEB's Parent company, W.E.B, is Austria's biggest community-owned renewable energy company
- ⚡ No majority shareholder

W.E.B Group at a glance



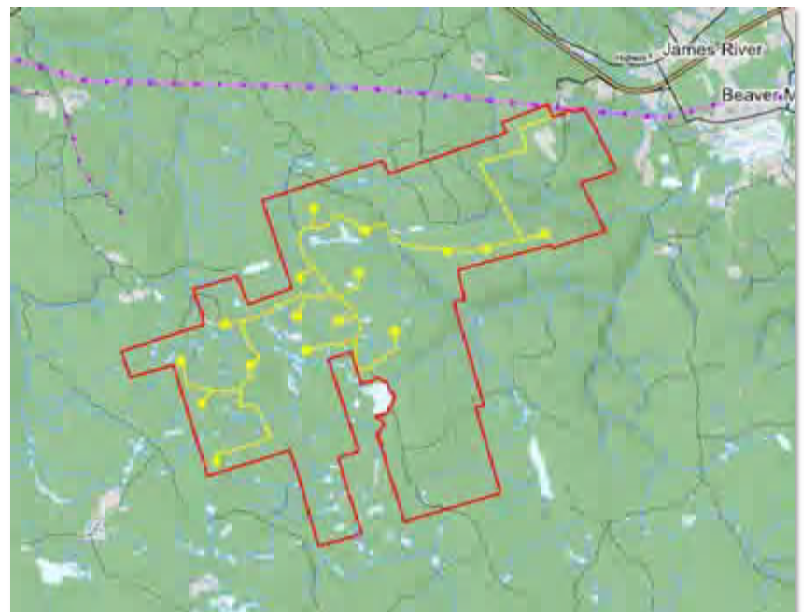
Operational Projects in the Maritimes

- ▀ Participated in COMFIT program with largest proportion of COMFIT wind projects in the province
- ▀ Participated in NB Power’s LORESS program with projects throughout New Brunswick and three different community partners
- ▀ Continued development of wind and solar energy projects throughout the region
- ▀ Partnership with Woodstock First Nation on Wisokolamson Project that includes bursary program and solar PV project install within community
- ▀ COMFIT projects include partnerships with local partners (i.e. Scotian Wind Inc. and Scotian Windfields Inc.), with Scotian Wind Inc. representing local community investment



Weavers Mountain Wind Energy Project

- ▀ 94.4 MW / 16 wind turbine project in Pictou and Antigonish Counties, Nova Scotia
- ▀ Partnership with Glooscap First Nation
- ▀ Capacity building initiatives established
- ▀ Community Liaison Committee (CLC) established for the project
- ▀ One of five wind energy projects awarded under the Nova Scotia Rate-base Procurement in 2022
- ▀ Awarded SREP funding in September 2023



Green Choice Program

Green Choice Program

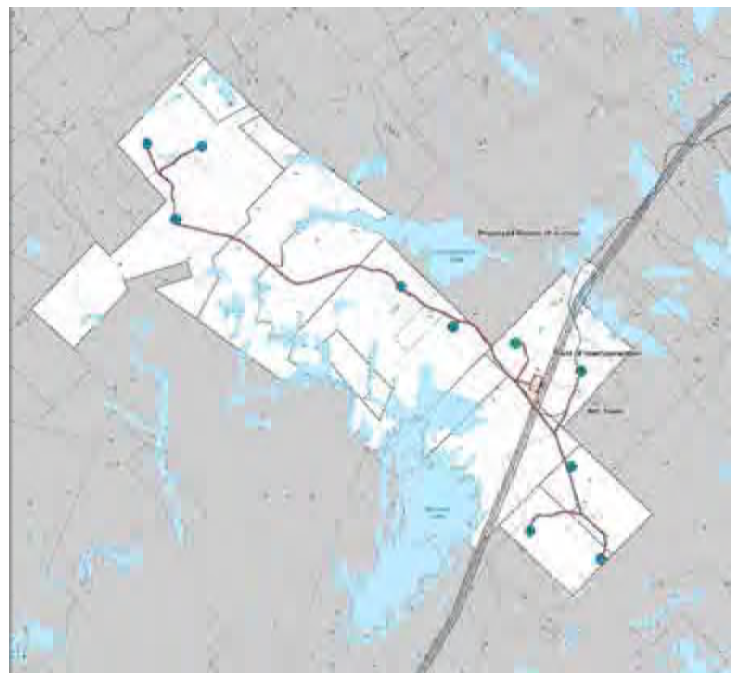
- Capacity in 2024 RFP is 350+ MW based on subscription results in 2023/2024.
- Focus on moving NS towards its 80% renewable energy by 2030 goal.
- Focus on benefits and capacity building for underrepresented communities in Nova Scotia.
- Additional scoring points to be given to equity initiatives with Mi'kmaq communities.
- Expect 1-2 subsequent procurements towards 2030.

Timeline

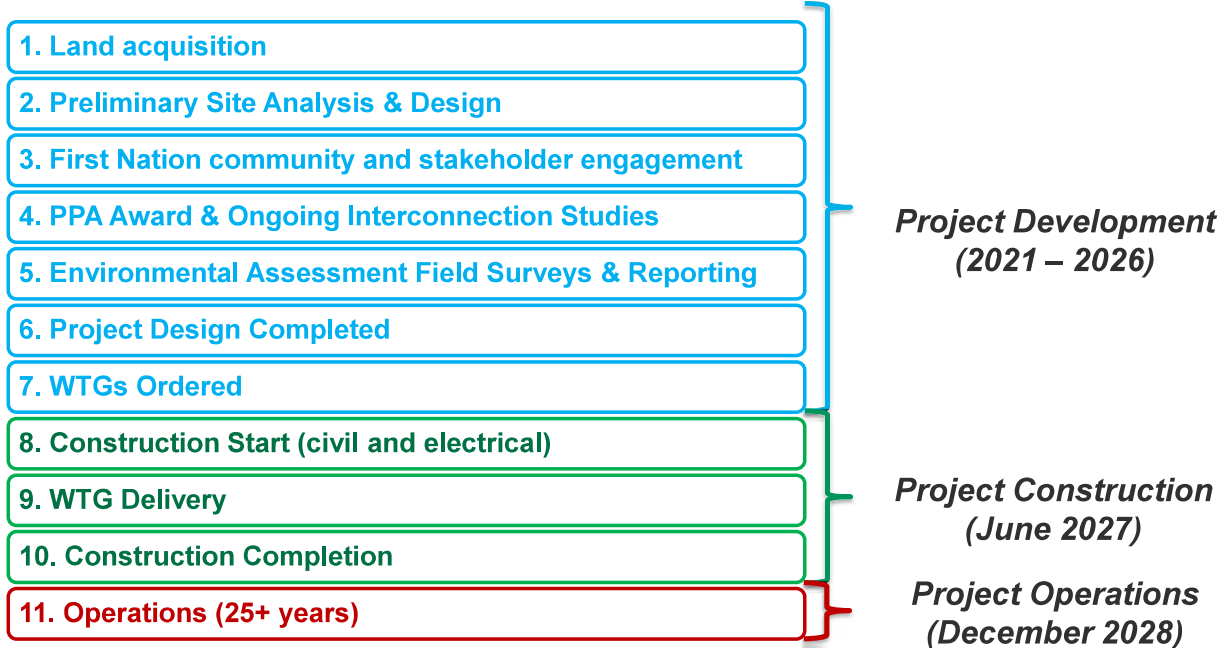
- NSPI Feasibility Study Results: May 31
- Notice of Intent to Bid: June 7
- Inquiries Deadline: June 14
- Proposal Submission Deadline: June 28
- RFP Evaluation Period: June 28 – August 23
- Shortlist Portfolio Notification: August 23
- Shortlist Portfolio Interviews: August/September
- GCP Portfolio Notification Date: September 20
- Target PPA Execution Date: December 20

Proposed Apitamkiejit Wind Energy Project

- Located West of Greenfield, Southwest of Lapland, Queens County – close to the MODL border
- Total project capacity of up to 68 MW, comprised of up to 10 turbines with nameplate capacity between 5.9 MW to 7.2 MW
- Located entirely on Private land
- Site selection based on several factors such as:
 - Proximity to transmission lines
 - Wind resource
 - Minimal receptors in the area
 - Existing infrastructure (such as forestry roads)
- EA filing planned for Q4 2024
- Anticipated start of construction (June 2027)
- Anticipated COD (Dec 2028)



Typical Project Tasks & Timeline



Proposed Project Partnership and Benefits

- SWEB is currently working with First Nation communities to establish partnerships and a partnership structure for its Green Choice Program project portfolio which will be **majority-owned** by one or more First Nation communities.
- Further details pertaining to the partnership will be released in the coming months.
- Percentage of project revenues allocated to a community liaison committee (CLC) annually and administered by this community organization with support from SWEB as desired. A CLC for this project has been formed.
- Positive impact on local businesses and will result in employment opportunities in addition to tax revenue for municipal, provincial, and federal governments.
- Significant offset of carbon dioxide emissions from Nova Scotia's current electricity production.



Continuing Discussions

Project Contact Information

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Senior Development Manager

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6080 Young St, Suite 403
Halifax, NS
B3K 5L2

Office: (902) 431-0564

Toll Free: +1 (844) 468 3134

contact@sweb.energy

www.sweb.energy

All project information is available for review in our Halifax office at
6080 Young Street, Suite 403 and can be mail upon request



Thank you for your time

MODL Old Growth Presentation

WestFor Management Inc



What is Old Growth Forest?

- Old-growth forest is defined conceptually as late- successional forest ecosystems that evolve through long periods of forest development
- Involves fluctuating levels of low to moderate disturbances that allow understory trees to develop and grow into mature trees to create uneven-aged forests
- Acadian old- growth forests can be characterized by attributes that include a patchy, multi-layered, multi-species canopy with trees of several age classes dominated by relatively large trees, occasional large snags, and the presence of abundant large woody material on the ground at different stages of decay
- Shade-tolerant, long-lived species (LIT) of red spruce, eastern hemlock, white pine, yellow birch, sugar maple and American beech dominate forests located on climatic zonal sites, while red maple, black spruce, and red oak occupy more edaphic sites
- An old-growth forest area is defined as an area (Minimum 1 ha) where 20% or more of the basal area is in trees greater than or equal to the reference age for that forest type
- Any old growth forest is protected if its identified or not

FEC Forest Group	Old Growth Minimum Age
Tolerant Hardwood	140
Spruce-Hemlock (rS Dominat)	125
Spruce-Hemlock (eH Dominat)	140
Mixedwood	125
Spruce-Pine	125
Wet Coniferous *	100
Wet Deciduous *	115
Floodplain *	125



Example of wind disturbance in old growth forest near East River NS

An Old-Growth Forest Policy for Nova Scotia pg. 7

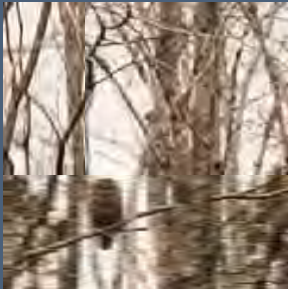
* Non Operable Forest Groups

WestFor and Old Forest

- WestFor is committed to the protection and restoration of Nova Scotia's old growth forest
- WestFor screens harvest plans during planning process for potential old growth forest
- Plans with overlap are then surveyed for old growth forest
- 100m area of interest are put on existing old growth forest to ensure integrity of old growth forest is maintained
- WestFor has a goal in 2024 to set aside 3% (~150ha) of area for old growth or old growth restoration opportunity, YTD we have identified 85ha

What is Ecological Forestry?

- "approach for managing forests, including trees, associated organisms, and ecological functions, based on emulation of natural models of development" (Palik, B., & D'Amato, A. W. (2024). Ecological Silvicultural Systems: Exemplary models for sustainable forest management. John Wiley & Sons, Inc.)



WestFor's Ecological Forestry

- As of June 1st 2022 all WestFor harvest treatments have been compliant with the Silviculture Guide to The Ecological Matrix (SGEM)
- Objectives of SGEM treatments are the following:
 - Increase or maintain percentage of LIT species
 - Create vertical and horizontal forest structure / create heterogeneity
 - Retain standing deadwood and downed woody debris
 - Retain 15 to 20 trees per hectare of permanent reserve trees
- Treatments move stands forward in session



Table 2: Treating Sites for Live Permanent Reserve Trees

Category	Description
1. Heavy trees	Low standing trees are cut and removed or left in the bank or down in the stream bed or along the bank.
2. Trees with large dead snags	High snags are left standing until they are no longer a hazard to the stream. In a situation of the bank being eroded by a large snag, a large snag is cut and removed.
3. Overhanging trees	Trees overhanging the stream are cut and removed or left standing for a period of time to allow the stream to erode the bank.
4. Small canopy trees	Trees overhanging the stream are cut and removed or left standing for a period of time to allow the stream to erode the bank.
5. Small trees	Trees overhanging the stream are cut and removed or left standing for a period of time to allow the stream to erode the bank.
6. Small trees	Trees overhanging the stream are cut and removed or left standing for a period of time to allow the stream to erode the bank.



MODL Crown Working Forest Breakdown

Forest Group	Area (ha)	Percentage
Tolerant Hardwood	1090	3%
Intolerant Hardwood	2626	8%
Spruce-Hemlock	4571	14%
Spruce-Pine	6054	18%
Old Field	445	1%
Mixedwood	11118	34%
Wet Coniferous	2137	6%
Wet Deciduous	1537	5%
Floodplain	9	0.03%
Planted Forest	252	1%
Regenerating Forest	3039	9%
Grand Total	32879	

~6000 ha of MODL Crown land is protected

~3600 ha of MODL Crown land is sensitive forest group

~18 ha of MODL Crown land is policy protected old growth



~ 4000ha of MODL working Crown Land is potential old growth

If these areas were overlapped with WestFor harvest plan they would be scored



~45,000 ha of potential old forest on private land in MODL

WestFor / Crown management should be the “role model” to private land owners when working around and with old growth forests

Conclusion

- “There is a middle ground in between clear-cut logging and just shutting our eyes and hoping. Chainsaws can be tools of intelligent forestry.” - Daniel Mathews
- Questions?





Municipal Joint Services Board, Lunenburg Region

131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

To: Councils of the Town of Bridgewater, Town of Mahone Bay and Municipality of the District of Lunenburg

From: Lesley McFarlane, COO

Date: May 24, 2024

Subject: Request for Council Approval - MJSB Agreement and Schedules

Recommendations

That Council approve the following documents:

1. MJSB Agreement
2. Schedule 1, Waste Management Shared Service
3. Schedule 2, Information Technology Shared Service
4. Schedule 3, Human Resources Shared Service
5. Schedule 4, Occupational Health and Safety Shared Service

Background

Originally signed in 2013, the MJSB agreement was reviewed, amended and renewed by the three partner municipalities in October 2018. Under the terms of the agreement, Section 25.a, the agreement is subject to a formal review every four years. The approved 2023/24 MJSB business plan included a review of the MJSB agreement.

Councils were consulted in fall of 2023 regarding any requested changes to the MJSB agreement. Changes identified by the partner organizations were implemented and the documents were also updated for consistent format, current terminology, and accessibility standards. See attached Summary of Changes.

On January 24, 2024, the Board approved the revised MJSB Agreement. On March 27, 2024, the Board approved revisions to each of the four Schedules to the Agreement, and directed staff to refer the Agreement and Schedules for legal review.

Discussion

The legal review was completed in May 2024. There were no significant findings that would impact on the Agreement or Schedules. The only substantive change identified was to remove language regarding service termination from Schedules 2, 3, and 4, as this language is already included in the body of the Agreement. The attached copies of the MJSB Agreement and Schedules have been updated as required by the legal review.

At the May 22, 2024, meeting of the Municipal Joint Services Board, a motion was approved to refer the attached finalized MJSB Agreement and Schedules to the respective Councils for approval.

Financial

The cost allocation model for Waste Management Shared Services has not been changed.

Revisions to cost allocation models for HR and IT Shared Services were approved by the Board on January 24, 2024. The revised cost allocation models for IT and HR shared services were approved by each of the Municipal Councils on the following dates:

- Town of Bridgewater Council - February 26, 2024
- Town of Mahone Bay Council - March 12, 2024
- The Municipality of the District of Lunenburg Council - April 9, 2024

On January 24, 2024, the new OH&S Shared Service including the cost allocation model was approved by the Board to begin on October 1, 2024, subject to Councils' approval. The cost allocation model was presented to and approved by each of the Municipal Councils, on the following dates:

- Town of Bridgewater Council - December 11, 2023
- Town of Mahone Bay Council - December 12, 2023
- The Municipality of the District of Lunenburg Council - February 13, 2024

Attachments:

Summary of Changes

MJSB Agreement

Schedule 1, Waste Management Shared Service

Schedule 2, Information Technology Shared Service

Schedule 3, Human Resources Shared Service

Schedule 4, Occupational Health and Safety Shared Service

Summary of Changes

MJSB Agreement

- Updated financial limits for Board approval of supplementary budgets from \$100,000 to \$250,000.
- Updated financial limit for Board approval for disposal of assets other than land, from \$100,000 to \$250,000.
- Neither of these two limits had been changed since the agreement was written in 2013. These revisions reflect current economic conditions, and achieve the intended purpose of the Board to govern the joint services on behalf of the participating municipalities, while continuing to refer more significant decisions to Councils for deliberation.

Schedule 1, Waste Management Shared Service

- No substantive changes.
- Site description changed to reflect the current footprint of the Waste Site, including current Property Identifying Numbers and acreage.
- Costing model unchanged.

Schedule 2, Information Technology Shared Service

- Business Goals and Objectives were removed, as these are revised annually and are now included in the annual multi-year IT Workplan
- Service Scope and Exclusions have been updated to reflect services currently being delivered
- Responsibilities of the partners has been updated as requested, for example, computer peripherals such as external keyboards, webcams, etc are now purchased by the partners directly
- Updated the document to reflect the existence of the IT Steering Committee
- Cost allocation model revised to reflect User Count and Complexity as well as capture Special Project time for billing
- Centralized Equipment Procurement and Equipment Pool section updated to simplify process and eliminate the PC Recapitalization Fund which was previously established to support MJSB cashflow, but was cumbersome to administer and is no longer required.

Schedule 3, Human Resources Shared Service

- No longer a pilot, but an ongoing shared service.
- Cost allocation updated from a time-consuming process requiring detailed time reporting, to a model that ensures the Town of Bridgewater and the Municipality of the District of Lunenburg each receive 90% of a full time HR resource.
- HR Shared Services can also be provided to Lunenburg County Lifestyle Centre (LCLC) or the Town of Mahone Bay, at a defined hourly rate which is set by the Board.

Schedule 4, Occupational Health and Safety Shared Service

- This schedule was newly prepared for 2024, following similar format as the other Schedules. Like the other Schedules, this Schedule defines the goals and scope of the service as well as service exclusions.
- Cost allocation model distributes 50% of costs on an equal share basis, with the remaining 50% of costs allocated based upon proportion of total staff in each participating organization.

THIS AGREEMENT is made this _____, 2024.

AMONG: THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG
(hereafter "MODL")

and

THE TOWN OF BRIDGEWATER
(hereafter "TOB")

and

THE TOWN OF MAHONE BAY
(hereafter "TOMB")

The parties to this agreement are each responsible for the provision of municipal services. They are entering into this agreement to establish a mechanism to allow them to act jointly in the provision of municipal services, and to report to Councils regularly on progress towards greater sharing of services.

Notwithstanding the above, it should be noted that the purpose of the Municipal Joint Services Board (MJSB) established herein is not to achieve the amalgamation of the municipal unit parties into a single municipal unit. The parties hereto acknowledge that pursuit of shared services to increase capacity and/or efficiency is a valuable pursuit in and of itself, and nothing in this agreement should be construed as either encouraging or discouraging amalgamation.

1. Definitions

- 1.1. "Act" means Municipal Government Act, S.N.S, as amended
- 1.2. "Parties" means collectively the Town of Mahone Bay, Town of Bridgewater and the Municipality of the District of Lunenburg
- 1.3. "Shared Municipal Services" means those municipal services provided by the MJSB and as defined in the numbered Schedules of this Agreement
- 1.4. "Board" means the Board of Directors of the Municipal Joint Services Board, Lunenburg Region (MJSB)

2. Establishment of Authority

Pursuant to Section 60 of the Act, the parties have established an inter-municipal body corporate to provide shared municipal services to the parties and their residents, to be known as the Municipal Joint Services Board, Lunenburg Region (MJSB).

3. Body Corporate

The MJSB is a body corporate pursuant to the provisions of Section 60 of the Act with the corporate powers set out in this agreement.

4. Members

4.1. The members of the MJSB are the parties.

4.2. Additional member municipalities may join the MJSB by amendment to this Agreement, as consented to by the Council of each of the parties.

5. Board of Directors

5.1. The MJSB shall be governed by a Board of Directors, which shall consist of:

- 3 members and an alternate, appointed by the Town of Bridgewater
- 3 members and an alternate appointed by the Town of Mahone Bay
- 3 members and an alternate appointed by the Municipality of the District of Lunenburg

5.2. Each participating municipality shall appoint members (who may, but need not, be members of the council) to be that municipality's voting Directors on the Board.

5.2.1. Directors shall be appointed to the Board for a term as set by each participating/appointing municipality with said term not to be less than one year and not more than four years.

5.2.2. Any Director appointed by a municipal council serves at the pleasure of that Council and may be replaced by the council at any time.

5.2.3. Notwithstanding the foregoing, in the event of any vacancy that occurs with respect to a Director, the Council appointing such member shall appoint a replacement within six weeks after receipt of notice of vacancy from the Board.

5.3. A quorum of the Board shall be a majority of its serving Directors

5.4. No Director shall vote on any question relating to the provision of services which his or her Municipality is not receiving, subject to the proviso that the delivery of such services may impact the Shared Services Authority's ability to deliver other services, or that such question may or will impact that Director's Municipality, in which case the Director shall notify the Board of his or her intention to participate in the vote, state the reasons behind such intention,

after which the Director shall be permitted to vote on such question or questions.

6. Objects of the Board

- 6.1. The prime objective of the Board is to administer on behalf of the participating municipality the joint services assigned to the MJSB as per each schedule attached to the agreement. The object of the Board is also to identify opportunities for increased sharing of services among the partner municipalities, and at the request of the partners, develop joint service agreements with the partners, and operate the services as agreed.
 - o To make the most out of every municipal tax dollar raised;
 - o To create a more sustainable local government organization;
- 6.2. Services to be shared through the MJSB will be established through individual Schedules to this Agreement, which will outline the service requirements, reporting and financial conditions of the transfer of assets and liabilities from the partner municipal units.
- 6.3. The MJSB will communicate regularly with the partner Councils on its progress in identifying shared services, on its operating performance and future plans.
- 6.4. The MJSB will liaise with other organizations as required to further the shared service goals.
- 6.5. The MJSB may enter into agreements with other organizations to provide municipal services transferred to it through this agreement.

7. Area of Jurisdiction

The jurisdiction of the MJSB is the geographic area of the parties, and the MJSB may also, by contract, provide services in additional municipalities.

8. Chief Operating Officer

- 8.1. The Board of Directors shall appoint a Chief Operating Officer to manage the operations of the MJSB. The Board of Directors shall provide directions for an annual performance assessment of the Chief Operating Officer.
- 8.2. Notwithstanding subsection 8.1, the Board may appoint an alternate position(s) in lieu of a Chief Operating Officer to manage the specified operations of the MJSB. The Board of Directors shall provide directions for an annual performance assessment of this alternate position(s).
- 8.3. The Chief Operating Officer, or alternate, shall report directly and be accountable to the Board of Directors, through the Chair.

8.4. The parties agree that the MJSB shall adopt the Chief Administrative Officer model of governance in compliance with Sections 28 to 31 of the Act for the Chief Operating Officer's role.

8.5. Not less than annually, the Chief Operating Officer shall meet with each Chief Administrative Officer, or alternate, of the parties to assess overall service delivery in the preceding 12 months and to plan for the anticipated needs, costs, and delivery of services for the ensuing 12 months and beyond.

9. Annual Business Plan

9.1. The Chief Operating Officer, or alternate, shall be responsible to present to the Board and the Board shall in each year adopt an annual business plan for the coming fiscal year and a long-range business plan, each of which are subject to the approval of the Councils. The annual business plan and the long-range business plan shall promote improvement and efficiency in service delivery, asset management and cost allocation, based upon generally accepted best practices, Municipal Financial Indicators, and benchmarks.

9.2. Subsections 10.2, 10.3 and 10.5 apply to the annual business plan and the long-range business plan. Further to these requirements, and not less than 45 days in advance of presentation to the Board, the Chief Operating Officer, or alternate, shall confer with the Chief Administrative Officer of each party, with respects to both requested future levels of service to be provided and with respect to the estimated budgetary consequences arising therefrom.

10. Operating Budget

10.1. Following the consultation process required in subsection 9.2 the Chief Operating Officer, or alternate, shall prepare a recommended operating budget in accordance with the best available financial information, in accordance with the applicable accounting standards. Such budget shall contain the recommended operating expenditures required to provide the services provided for in this Agreement.

10.2. The Annual Operating Budget, after approval by the Board, is subject to the approval of the Councils.

10.3. Councils are deemed to have approved the annual operating budget pursuant to this section where at least two parties (or a majority if there are more than three parties) representing at least 51% of the municipal operating contributions have approved the budget. (Reference may be made to Section 20 for an explanation of Operating Contributions).

10.4. The Annual Operating Budget shall be submitted by the MJSB to the Chief Administrative Officer of each party on or before January 15 in the fiscal year preceding

the fiscal year for which it is to have effect. Pending Budget Approval pursuant to subsection 10.3 the MJSB shall not expend funds in excess of the prior year's budget on a monthly pro rata basis.

10.5. If a party fails to approve the Annual Operating Budget but does not notify the MJSB that it has refused to approve the Annual Operating Budget within sixty days after it was received, that party is deemed to have approved the Annual Operating Budget as submitted.

10.6. If the Annual Operating Budget is not approved at the start of a fiscal year, the MJSB may borrow to cover the operating costs of the MJSB for the budget approved by the Board, provided that the amount so borrowed does not exceed fifty per cent of the gross operating revenue of the MJSB for the preceding fiscal year.

10.7. Any surplus or deficit from a prior year is to be included in the operating budget for the subsequent fiscal year. For greater certainty, parties will not be required to make separate payments to the MJSB to cover their share of any deficit, nor are they entitled to a distribution of any surplus.

11. Supplementary Budgets

11.1. The MJSB may not expend money in excess of that budgeted in the Annual Operating Budget and any supplementary budget.

11.2. The MJSB may from time to time adopt supplementary budgets with respect to expenditures not included in the annual operating budget provided that the total of all such supplementary budgets does not exceed \$250,000 and is required to provide the services provided for in this Agreement.

11.3. The MJSB may, with the approval of the Councils, adopt a supplementary budget for expenditures that exceed \$250,000.

11.4. Councils are deemed to have approved a supplementary budget pursuant to this section where at least two parties (or a majority if there are more than three parties) representing at least 51% of the municipal operating contributions have approved the supplementary budget.

12. Annual Capital Budget

12.1. Following the consultation process required in subsection 9.2 the Chief Operating Officer, or alternate, shall prepare and recommend a capital budget in accordance with the best available financial information, in accordance with accepted accounting standards. Such budget shall include all proposed expenditures and funding sources required to provide the services provided for in this Agreement.

12.2. The Annual Capital Budget, after approval by the Board, is subject to the approval of the Councils.

12.3. Subsections 10.2, 10.3 and 10.5 apply to the Annual Capital Budget.

12.4. The MJSB shall be responsible for any capital borrowing required to implement the Annual Capital Budget.

12.5. The Council of each party undertakes to guarantee any capital borrowings required to implement the Annual Capital Budget, with each unit guaranteeing an amount equal to their unit's percentage of the total municipal unit's contribution to the capital budget.

12.6. The Annual Capital Budget shall be submitted by the MJSB to the Chief Administrative Officer of each party on or before January 15 in the fiscal year preceding the fiscal year for which it is to have effect.

13. Five-year Capital Plan

13.1. Following the consultation process required in subsection 9.2 the Chief Operating Officer, or alternate, shall, in each year, present to the Board and the Board shall adopt a Five-Year Capital Plan, subject to the approval of the councils.

13.2. Subsections 10.2, 10.3 and 10.5 apply to the Five Year Capital Plan.

14. Addition of Services

14.1. In accordance with the objects of the Board, the goal of the Board is to work to outline and explore new opportunities for shared services.

14.2. Recommendations on potential services to consider may originate from the Board or one of the partner Councils.

14.3. A proposal to evaluate a new shared service must be approved by at least two parties (or a majority if there are more than three parties) prior to beginning a review. Any professional service provider costs associated with the review to be payable to third parties must be borne solely by the party Council(s) undertaking the review, with each party Council's operating contributions to the Board to be used as a guide in determining the proportionate costs of each party Council, although the party Councils may negotiate among themselves to contribute in any other proportion.

14.4. The review proposal to partners must include:

14.4.1. The activities and authorities to be considered;

14.4.2. Related policy or strategic decisions that will remain with partner Councils;

- 14.4.3. The benefit hoped to be achieved by entering into a shared service arrangement;
and
 - 14.4.4. An estimated cost to complete the evaluation.
- 14.5. An evaluation shall consider different service delivery models, for example:
- 14.5.1. Provision of the service by the MJSB;
 - 14.5.2. Joint contracting with a 3rd party for provision of the service; or
 - 14.5.3. Provision of service by one of the partners.
- 14.6. If, after completing an evaluation, the Board is supportive of creating a new shared service, the Board may provide a recommendation to partner Councils which shall include:
- 14.6.1. Service delivery model;
 - 14.6.2. The base level of service proposed to be provided partners, as well as any additional services that may be provided to individual units;
 - 14.6.3. A proposed cost model for the service;
- 14.7. Each partner shall have the opportunity to consider the proposed shared service arrangement and come to a decision based on the best interests of each respective partner municipality.
- 14.8. For greater clarity, Sections 14.1 through 14.7 do not exclude any of the participating units from exploring other service sharing arrangements outside of this agreement.

15. Contracting

- 15.1. The MJSB may contract with other municipalities to provide municipal services to them or to utilize their services, facilities, or expertise.
- 15.2. The MJSB may contract with municipal units that are parties to this Agreement to provide additional services to them or to utilize their facilities or expertise.
- 15.3. The MJSB may contract with other persons to provide services to them or to obtain services from them, either on or off the MJSB sites, and whether the service is expressly one of the MJSB objectives pursuant to Section 6 or otherwise.
- 15.4. When the MJSB contracts with a municipality or other person to provide a service or an addition to service, the contract must not impose any additional net cost on the MJSB and/or parties to this Agreement.
- 15.5. Notwithstanding Section 15.4, the MJSB may absorb part of the cost of the service with the approval of the Councils of the parties to this Agreement.

15.6. Councils are deemed to have approved any matter pursuant to Section 15.5, where at least two parties (or a majority if there are more than three parties) representing at least 51% of the total municipal operating contributions have approved the matter.

16. Disposal of Assets

16.1. The MJSB may dispose of any of its assets valued up to and including \$250,000, but the disposal of any real property asset valued at over \$100,000 is subject to the approval of the Councils.

16.2. Councils are deemed to have approved any disposition pursuant to this section where at least two parties (or a majority if there are more than three parties) representing at least 51% of the municipal operating contributions have approved the disposition.

17. Fiscal Year

The fiscal year of the MJSB is the fiscal year of a municipality.

18. Powers

18.1. The MJSB has, for the purpose of carrying out its responsibilities pursuant to this agreement,

18.1.1. the exclusive authority to manage, operate and maintain any facility operated by it (whether owned by it or not) within the approved budgets;

18.1.2. the authority to enter into contracts authorized by this agreement;

18.1.3. the authority to generate revenue by charging for the services provided by the MJSB, including the establishment of fees of all kinds;

18.1.4. the ability to establish:

18.1.4.1. rules and procedures governing meetings of the MJSB;

18.1.4.2. internal policies respecting the operation and management of the MJSB including signing officers and auditors;

18.1.4.3. internal policies respecting conditions of employment, purchasing policies, disposal of assets policies, records management and like matters;

18.1.4.4. generally all necessary rules, regulations and policies needed to achieve the objectives of the MJSB.

- 18.1.5. the power to borrow pursuant to the provisions of the Municipal Government Act and with the approval of the council of each party for any capital borrowing;
 - 18.1.6. the power to establish operating and capital reserve funds;
 - 18.1.7. the power to make provision for the use of equipment, facilities and services;
 - 18.1.8. the power to retain personnel;
 - 18.1.9. the power to establish rates, charges and fees for services provided by the MJSB;
 - 18.1.10. the power to hold, acquire and, subject to the terms of this agreement, dispose of real property;
 - 18.1.11. the power to acquire assets, provided that the acquisition of any asset valued at over \$100,000 not included in the year's approved Annual Capital Budget requires the approval of the councils;
 - 18.1.12. the power to dispose of assets as provided in this agreement;
 - 18.1.13. the authority to apply for grants, rebates and other revenues that will reduce the net cost of the services provided;
 - 18.1.14. commence and/or defend legal causes of action and/or any other legal thing or proceeding; and
 - 18.1.15. such other powers as may be necessary or incidental to the achievement of its objectives.
- 18.2. Councils are deemed to have approved any matter pursuant to clause 18.1.11 where at least two parties (or a majority if there are more than three parties) representing at least 51% of the municipal operating contributions have approved the matter.

19. Financial and Performance Reporting

- 19.1. The MJSB shall report on its operational performance and financial position to each of the parties at least monthly. In addition, the MJSB will provide quarterly billing adjustment reports by service to the partners that would reflect the extent of use of each service and variance from the budget.

- 19.2. The MJSB shall provide the parties with audited financial statements as soon after the end of its fiscal year as is feasible, and in no event later than September 1 in the subsequent fiscal year.
- 19.3. The MJSB shall provide the parties with unaudited financial statements as soon after the end of its fiscal year as possible, and in no event later than May 30 in the subsequent fiscal year.
- 19.4. Unless specified differently in the service schedule, each service shall be reviewed once every 4 years to assess the extent to which the shared service is meeting its objective(s).

20. Financing

- 20.1. The MJSB shall deliver the Shared Services to the Parties on a user pay/unit costs basis or an alternate basis and as more specifically defined in the Schedules hereto for each Joint Service provided.
- 20.2. All parties will pay their costs of the approved joint services budget on a monthly basis, in a manner that minimizes the need for short-term borrowing by the Board for operating expenses.
- 20.3. User fees will generally be set at a level to recover the costs of the MJSB including overhead and debt charges.

21. Limitations

- 21.1. The MJSB is bound by
- 21.1.1. the Municipal Government Act, including Part XX (freedom of information and protection of privacy);
 - 21.1.2. the Privacy Act (Canada);
 - 21.1.3. the agreement on interprovincial trade and applicable provincial government procurement policies; and
 - 21.1.4. any general municipal agreements to which all of the parties to this agreement have consented.

22. Alterations

This agreement may only be altered by agreement in writing approved by the Council of each party.

23. Termination

- 23.1. The parties may, if approved by the Council of each party, terminate this agreement on such terms as to the distribution of the assets and liabilities of the MJSB as may be agreed.

23.2. If the parties are unable to agree on the division of the assets and liabilities of the MJSB, those assets, liabilities and future liabilities shall be divided according to the respective shares of each party in the equity of the MJSB as determined by a Certified Business Valuator, as of the date of termination.

23.3. The share of a party in the equity of the MJSB is determined by their proportional share of the costs of the services for which that unit has received as is evidenced in the Schedules to this Agreement.

23.4. In the event a party or parties cannot agree to the determination of the equity as provided for in subsection 23.3, the equity shall be as determined by a Certified Business Valuator, as of the date of termination.

24. Termination by One Party and/or Curtailment/Withdrawal of Shared Services by One Party

24.1. Subject to subsections 23.2, 24.3, 24.4, 24.5 and 24.6 a participating party is entitled to request a curtailment of or withdrawal from any Shared Service being provided to it by Shared Services Authority. The manner and timing of such curtailment or withdrawal shall be negotiated between the Municipality and the Board of Directors, following the analysis and recommendation of the Chief Operating Officer.

24.2. Any party may terminate its participation in this agreement by providing each of the other parties with notice to that effect, whereupon the party opting to withdraw must provide a minimum of five (5) years' notice of the effective date of that party's withdrawal in order to cease to be a party to this Agreement. Notwithstanding the foregoing, notice periods for Schedules to this Agreement subsequent to Schedule 1 may vary, and reference must be had to those particular Schedules.

24.3. A party that withdraws from this agreement or from a provision of a service is not entitled to receive any assets of the MJSB without unanimous agreement of the remaining participating parties and shall be responsible for severance and other costs imposed by its withdrawal, and

24.4. A party continues to be liable after termination of its participation in this agreement or from a provision of a service for its proportionate share, equal to its share as shown on the books of the MJSB as of the termination date, of;

24.4.1. any outstanding borrowings of the MJSB.

24.4.2. any outstanding closure or clean-up costs with respect to facilities operated by the MJSB in the provision of a service, whether closed or yet to be closed, excluding only any costs imposed by actions at the site after the withdrawal;

24.4.3. any termination costs for employees of the MJSB made redundant because the party ceased to be a party to this agreement, or its withdrawal from a service; and

24.4.4. any liabilities of the MJSB existing at the time of its withdrawal

24.5. A party that has terminated its participation in this agreement or withdraws from the provision of a service is not entitled to any share in the assets of the MJSB.

24.6. A party that has terminated its participation in this agreement or from the provision of a service under this Agreement may be liable for future contributions to the MJSB. Any such future contributions shall be ultimately determined by a competent mediator or arbitrator appointed by the Municipal Units.

25. Whole Agreement

This agreement, together with any amendments in writing, constitutes the whole agreement among the parties on this subject notwithstanding any other allegations or alleged agreements or undertakings.

26. Review

The parties agree to conduct a formal review of this agreement

26.1. every four years; and

26.2. whenever the membership changes, either by the agreed addition of a new party or by the dissolution, merger or termination of any party.

27. Service Levels

Should a municipality experience a service issue with a service outlined in a schedule to this agreement:

27.1. The Chief Administrative Officer shall put the concern in writing to the Chief Operating Officer.

27.2. The Chief Operating Officer and Chief Administrative Officer will strive to resolve the matter within 60 calendar days.

27.3. If the matter is not resolved the issue will be placed on the next Board meeting agenda following the 60-day period.

27.4. After considering the matter, if the Board is not able to identify a resolution to the issue, notice of the unresolved matter will be given to the partner Council.

27.5. The Council may initiate the dispute resolution process as identified in Section 28 of this agreement.

28. Dispute Resolution

28.1. In the event the parties cannot agree on any matter not specified in this agreement or on the interpretation of this agreement, they agree to refer the matter of disagreement to a single arbitrator pursuant to the provisions of the Commercial Arbitration Act of Nova Scotia, and more particularly as follows:

28.1.1. The single arbitrator shall be such as the parties may agree to on or before thirty (30) days from submission by either party of the dispute to arbitration; in default of agreement on or before the expiration of such thirty (30) days, then within ten (10) days thereafter each party shall appoint an arbitrator, and the two so chosen shall appoint a third arbitrator. If either party defaults in such appointment within the said ten (10) days, the arbitrator appointed by the other party shall act as sole arbitrator as if appointed by both parties.

28.1.2. The costs of such arbitration shall be born equally by the parties unless otherwise ordered by the arbitrator.

29. Governing Law

The law governing this agreement is the law of Nova Scotia.

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day of
_____, 2024.

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Per: _____

Witness

Carolyn Bolivar-Getson, Mayor

Per: _____

Witness

April Whynot-Lohnes, Municipal Clerk

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF BRIDGEWATER

Per: _____

Witness

David Mitchell, Mayor

Per: _____

Witness

Amanda Shupe, Town Clerk

Per: _____

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF MAHONE BAY

Per: _____

Witness

David Devenne, Mayor

Per: _____

Witness

Kelly Munroe, Town Clerk

Per: _____

SCHEDULE 1 - WASTE MANAGEMENT SHARED SERVICE

1. Definitions

- 1.1 Full Costs - All costs associated with the provision of a service, including operating, capital, borrowing costs and principal payments, but does not include amortization
- 1.2 Waste Disposal Agreement - the Inter-Municipal Agreement executed on June 29, 2000 between the Municipality of the District of Lunenburg, the Town of Bridgewater, the Town of Mahone Bay and the Town of Lunenburg
- 1.3 Waste Site - approximately 270 acres of land at Whynott' s Settlement, Lunenburg County on which there are presently solid recovery and disposal systems, and septic waste treatment systems and which is comprised of Property Identification Numbers (PID's) 60245347, 60245289, and 60245206.

2. General

The parties to the Board Agreement hereby agree through this Schedule to manage municipal waste management resources at the Waste Disposal Site, and in particular to authorize the Board to:

- 2.1 operate, maintain and further develop an integrated waste management system for the parties which is environmentally sound, socially acceptable and financially feasible;
- 2.2 strive for the optimum balance between maximizing long term benefits with regard to waste-resource diversions from disposal and minimizing the capital and operating costs of implementing the solid waste resource management system;
- 2.3 strive for economic self-sufficiency;
- 2.4 maintain and improve programs aimed at waste reduction, reuse, recycling, composting, household hazardous waste, construction and demolition debris, and residential waste management that will achieve provincial targets and that will comply with the disposal bans imposed by the Solid Waste Resource Management Regulations; make regulations establishing what waste may be disposed of, and where;
- 2.5 maintain the Solid Waste Collection System(s) for the parties;
- 2.6 exceed the provincially mandated diversion targets where it is deemed environmentally, socially or financially beneficial to do so;
- 2.7 increase public awareness and participation in the waste management system;
- 2.8 ensure consultation with the public to ensure decisions made by the Board are sensitive to the needs and desires of the population;

- 2.9 operate the waste resource management system in a financially responsible and equitable manner on behalf of the municipal partners; and
- 2.10 adopt a business model for the provision of services.

3. Financial

- 3.1 In formulating the operating budget, the Chief Operating Officer or alternate shall ensure that the full costs of the Waste Management Shared Service are recovered through user fees.
- 3.2 The Board may generate revenue by charging for the services provided by the Board, including the establishment of tipping or dumping or disposal fees and other fees of all kinds;
- 3.3 The Board will establish reserves for closure costs of any facility operated by the Board for which adequate closure funds are not otherwise provided.
- 3.4 Subject to subsection 19(1) and 19(2), all parties will pay tipping fees for all curbside waste collected and brought to the site operated by the Board. Upon demonstration of the need of funds for cash flow, each party shall, at the commencement of a fiscal year, advance to the Board one-twelfth of each parties estimated contribution to the fiscal years operating budget. At the close of the fiscal year the Board shall reconcile the actual contribution for the advance payment to the estimated amount and invoice or refund the parties as appropriate.
- 3.5 All tipping fees will be set at a level sufficient to recover all of the costs of the Board related to waste management at the Waste Disposal Site, including overhead and debt charges.
- 3.6 Subject to subsection 20.1, Tipping fees for persons who are not parties to this agreement (including private collectors and ICI waste) shall be at least as high as those charged to the parties. Notwithstanding 3.6 a party or parties to this Agreement may choose to have a lower tipping fee for non-curbside waste generated within their respective unit(s), which shall be at no additional net costs to the Board.

4. Previous Agreement

- 4.1 The agreement among the parties entered into June 29, 2000, and referred to as the Waste Disposal Agreement, as from time to time amended, is terminated as of March 31, 2013, being the effective date of the commencement of operation pursuant to Schedule 1, clause 4.4.
- 4.2 Notwithstanding subsection 4(a), Section 4 of the Waste Disposal Agreement respecting ownership and disposition of the site, and Section 13 respecting site closure costs, continue in force.
- 4.3 Any vested interest held by a municipality shall not be paid out on the termination of the Waste Disposal Agreement but shall be paid out on the termination of participation in this agreement pursuant to sections 22 or 23 of the MJSB Agreement, notwithstanding the provisions of MJSB Agreement subsections 23.2 and 23.3.
- 4.4 The Joint Services Board shall, effective the first day of April 2013, (the "Effective Date") commence operation and maintenance of the lands, equipment, fixtures and facilities used in the provision of the solid waste management services.

4.5 The Parties shall take such actions including without limitation, pass such resolutions of Council, issue such Notices, make such applications, and agree on the transfer of assets as may be required to dissolve the "Waste Disposal Agreement."

5. Assets and Liabilities

5.1 The Board shall assume all assets, including lands and fixtures thereon, on or before the effective date.

5.2 All obligations of the Parties established in the Waste Disposal Agreement shall continue unabated, except as otherwise specifically noted herein.

5.3 The Parties shall jointly and severally take such steps, execute such deeds or other documents, pass such resolutions and grant such consents as necessary or required to effect the transfer of assets to the Board.

5.4 Notwithstanding anything contained herein, the Parties, acknowledge and agree that the Board shall be a successor employer as contemplated in s. 31 and 32 of the Trade Union Act, R.S.N.S. 1989, c.475 as amended, in relation to those employees who have rights under existing collective agreements, or who have certain rights under the Trade Union Act by virtue of having established a collective recognized under the Trade Union Act with rights to bargain on behalf of such employees.

5.5 Furthermore, the Parties acknowledge and agree that employees not covered by the preceding paragraph shall be deemed to be serving the Board with the continuity of their employment unbroken from the predecessor employer as contemplated in s. 12 of the Labour Standards Code R.S.N.S. 1989, c. 246, as amended.

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day of
_____, 2024.

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Per: _____

Witness

Carolyn Bolivar-Getson, Mayor

Per: _____

Witness

April Whynot-Lohnes, Municipal Clerk

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF BRIDGEWATER

Per: _____

Witness

David Mitchell, Mayor

Per: _____

Witness

Amanda Shupe, Town Clerk

Per: _____

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF MAHONE BAY

Per: _____

Witness

David Devenne, Mayor

Per: _____

Witness

Kelly Munroe, Town Clerk

Per: _____

Schedule 2 – Information Technology Shared Services

1. Definitions

- 1.1. Service request – A formal request by a user for assistance or resources, including but not limited to information provision, password changes, permission modifications, and new software installations.
- 1.2. Incident break/fix - An unexpected event that disrupts service quality or functionality, necessitating an immediate response to restore normal operations.
- 1.3. Special Projects are activities that are attributable to one specific Partner, take longer than five (5) hours to complete, make a significant change to the current environment and will later transition to regular operations. They could also include participation in ongoing program activities.
- 1.4. Peripherals – equipment that is used to transfer information into and out of a computer such as a monitor, headset, external keyboard, mouse, wrist support, webcam, scanner, USB key, etc.

2. General

- 2.1. The parties to the Municipal Joint Services Board (MJSB) agreement hereby agree through this Schedule to provide Information Technology Shared Services (ITSS or the services) to the parties.
- 2.2. The parties authorize MJSB to employ one or more positions as reflected in the budget.
- 2.3. The ITSS will be subject to annual review by the parties.

3. Mission, Objective, Values and Guiding Principles

3.1. Mission

- 3.1.1 The ITSS will employ strong leadership, financial stewardship, and adopt industry current practices to ensure the confidentiality, integrity, availability, and security of information systems for the Partners.

3.2. Values

- 3.2.1. Respect for the Partners and their Cultures while implementing consistent and effective solutions for services.
- 3.2.2. Respect for the taxpayer through finding low cost and innovative solutions that are effective in meeting the minimum functional, security and reliability requirements, while recognizing that these solutions are not necessarily at the lowest cost.

3.3. Guiding Principles

- 3.3.1. Identify elements of the service which can be provided most efficiently and cost effectively by others, contract for the provision of such services and manage the performance of the service providers.
- 3.3.2. Maintain a core internal staff capability and knowledge to ensure the Partners can operate their business.
- 3.3.3. Manage the technology risks of the Partners, and ensure appropriate systems and procedures are in place to effect disaster recovery and business continuity.
- 3.3.4. Optimize the lifecycle of all technology assets, ensuring hardware and software meet the needs of the end user while minimizing waste.
- 3.3.5. Ensure services are provided with appropriate security controls, and are compliant with relevant legislation regarding security, privacy, and data sovereignty.
- 3.3.6. To the extent possible, minimize the technology footprint through consolidation and sharing of resources.
- 3.3.7. Eliminate redundancy and see opportunities to enhance efficiency and effectiveness through standardization of hardware and software amongst the Partners.
- 3.3.8. Document the technology environment and provide stewardship of such documentation, including administrative credentials.

4. Service Scope

Below is a list of components that typically comprise the services provided to Partners. Please note that while these components are commonly included, the actual scope of services delivered may vary depending on operational requirements:

- 4.1. Consulting on IT related issues** such as strategic digital transformation direction, data governance, business process improvement, cloud solutions, online collaboration, etc.
- 4.2. Data hosting, backup, and recovery**
 - 4.2.1. Server provisioning, and patch management.
 - 4.2.2. Proactive analysis of usage, performance trends, availability, disk volume capacity, high CPU or memory and system reboots, all captured by the monitoring platform.
 - 4.2.3. Setup, monitoring and management of backup scopes and schedules for all servers.
 - 4.2.4. MJSB will perform semi-annual file restoration tests to ensure files can be restored accordingly. The tests will be scheduled and executed by MJSB's ITSS team.
- 4.3. Endpoint Management**
 - 4.3.1. Centralized procurement of computers.

- 4.3.2. Create, deploy, maintain, and update a standard and consistent configuration baseline for managed end-user devices.
- 4.3.3. New device setup and deployment for desktops, laptops, smartphones, and tablets.
- 4.3.4. Application support for devices:
 - Deployment – installation of the pre-approved version of the application.
 - Updates – patching and improvement of the already installed version of the application.
 - Upgrades – replacement of the application due to major version upgrade.
- 4.3.5. Compliant decommissioning/destruction of endpoint devices at the end of their lifecycle.
- 4.3.6. Inventory tracking of supported endpoint devices.

4.4. End User Support

- 4.4.1. The Support Desk will provide end user support during core business hours of 8am to 4pm.
- 4.4.2. Registering, management, and renewals of existing domain name accounts.
- 4.4.3. Unlimited incident resolution and service requests such as:
 - Configuration, usage, troubleshooting and problem resolution of Operating Systems,
 - Support of applications on desktop, mobile and online formats. Support includes all Microsoft 365 tenant applications and most non-Microsoft applications being used by the Partners. For the limited applications not supported by MJSB, the Support Desk will first try to resolve the issue and if unsuccessful, will assist in engaging with the application's vendor support.
 - Management and support of the lifecycle of the user's digital identity in on-premises Microsoft Active Directory and Cloud Microsoft Azure Active Directory.
 - Management and support of security measures and baselines to better protect the user's digital identity including Multi-Factor Authentication (MFA) management, Conditional Access Policy management.
 - Network and desktop printer support.
 - General support for centrally procured endpoint devices (i.e. computer and mobile devices) to ensure the readiness, stability, and security of such devices for day-to-day business operations.

4.5. Information Security Services

- 4.5.1. Cyber security awareness training (KnowBe4).
- 4.5.2. Cyber insurance application support.

4.5.3. Anti-virus and spam filtering.

4.6. Network Management

4.6.1. Supplier relationship management, including pricing negotiations, addition of new services and contract management.

4.6.2. Setup, monitoring, and management of Partner office networks (Local Area Network).

4.6.3. Monitoring and management of all network routers, switches, wireless network controllers and wireless network access points at each Partner location.

4.6.4. Preventative maintenance, implemented through network firmware and operating system upgrades, patching and alert remediation.

4.6.5. Site-to-site Virtual Private Network (VPN) tunnel from Partner locations to data centre.

4.6.6. Client VPN and VPN pass through capabilities.

4.6.7. Network endpoint management licensing.

4.7. Project Management

4.8. Voice Communications (desktop and cellular)

4.8.1. Centralized procurement of cellular phones.

4.8.2. Ordering of new phone lines.

4.8.3. Setup and configuration of new phones.

4.8.4. Management of operational service issues and changes with Supplier(s).

4.9. Non-partners

4.9.1. In addition to the Partners that are signatories to this Schedule, the ITSS can also provide services to other organizations, as outlined in para 14 (Contracting) of the MJSB Agreement, if serving them does not interfere with the Partner's Service Level Agreements. The priority of effort will always be to serve the Partners first.

5. Service Exclusions

5.1. Building security systems including CCTV and door card access.

5.2. Break/fix support for Council Chambers audio-visual conference systems for which an existing support contract with the vendor is in place.

5.3. Break/fix support for websites and domains.

- 5.4. Centralized procurement of computer peripherals.
- 5.5. Website hosting, design, and content management.
- 5.6. Wastewater SCADA systems.
- 5.7. Town of Bridgewater Police.
- 5.8. Riverport Electric network services.
- 5.9. Town of Mahone Bay Voice Communications.

6. Responsibilities of ITSS

- 6.1. Provide the services outlined in this Schedule.
- 6.2. Ensure all employees undergo appropriate security clearance checks and sign applicable disclosure agreement (Appendix A).
- 6.3. Respond to requests for support during regular business hours within 24 hours of being received.
- 6.4. Respond to critical service requests at the earliest availability of staff.
- 6.5. Respond to emergency and after-hours service requests on a best effort basis.
- 6.6. Manage the access, activities, and performance of all third-party service providers.
- 6.7. Maintain and improve documentation of Partners' systems, including configuration, administrative credentials, and software licensing particulars. Such documentation shall be held in a secure location.
- 6.8. Establish policies relating to the usage and security of supported systems and disseminate to both Partners and end users.
- 6.9. Establish and maintain standards for computer equipment and related peripherals.
- 6.10. Deploy, maintain, dispose of, and otherwise manage the hardware and software assets collectively on behalf of the Partners in accordance with ITSS policies, relevant data protection regulations, and environmental responsibilities.

7. Responsibilities of the Partners

- 7.1. Identify an IT Steering Committee (ITSC) representative.
- 7.2. Promote the adherence to ITSS policies relating to computer usage and security within their organisation to both staff and elected officials.

- 7.3. Authorize the ITSS to communicate directly with end users in the provision of information regarding system changes, outages, maintenance activities, and other IT related matters.
- 7.4. Advise existing service providers of this support agreement and explicitly identify ITSS as being authorized to provide direction on behalf of the Partners.
- 7.5. Provide copies of documentation relating to the services, such as warranty information, purchase orders, invoices, software licenses, and contracts with service providers on an “as required” basis.
- 7.6. Refrain from entering into new third-party agreements for new IT services without the knowledge and consent of ITSS.
- 7.7. Agree to comply with ITSS equipment standards in purchasing hardware or peripherals or seek guidance where no standard exists prior to purchasing.
- 7.8. Provide sufficient notice for activities impacting ITSS (i.e., office moves new software).
- 7.9. Identify their future year(s) IT requirements and participate in discussions regarding projects that benefit multiple users or the entire partnership, as part of the annual process of building the ITSS multi-year workplan.

8. Dispute Resolution and Governance

- 8.1. MJSB will endeavor to resolve disputes at the staff level. Disputes relating to the provision of services should be addressed to the Director of ITSS, then to the MJSB COO.
- 8.2. ITSS will be governed by the Board. The approved Schedule 2 herein forms part of the Municipal Joint Services Agreement. Should a dispute arise, that cannot be resolved at the staff or COO level, the dispute resolution process outlined in Section 26 of the MJSB agreement shall be used.
- 8.3. A detailed inventory of ITSS’ assets will be made available to all Partners for the purpose of dispute resolution.
- 8.4. The ITSC oversees the development of the annual multi-year ITSS workplan and provides the governance structure regarding changes to the workplan throughout the year.
- 8.5. As the governance structure, the ITSS ensures the ITSS workplan is aligned with, and supports, Partner organisation objectives. To ensure successful implementation of the workplan, the Director of ITSS will monitor the workplan and provide information to the ITSC and Board on the progress and seek input and advice as needed.
- 8.6. The ITSC will be accountable to the MJSB COO and Partner CAO’s through the Chair of the committee and its Partner representatives.
- 8.7. The committee is composed of one (assigned) representative, plus an alternate, from each of the Partner municipalities and MJSB, plus the Director of ITSS. The Partners choose their own representatives.

9. ITSS Funding and Budget

9.1. Partner costs are based on two elements - direct costs and indirect costs.

9.1.1. Direct costs are those costs that are directly attributable to one of the Partners. Examples of these costs include per user software licencing, provision of network services by site (connectivity, network management and security services). All direct costs will be estimated during budget preparation and billed to the Partner who incurs them.

9.1.2. Indirect costs consist of the IT personnel, office, and support costs. This includes but is not limited to wages and benefits, professional development training and travel, office lease, utilities, and supplies for the ITSS office.

9.1.3. Non-partner revenue reduces the total indirect cost to be allocated to the Partners.

9.2. Cost Allocation Model to Distribute Indirect Costs.

9.2.1. There are two categories for distribution of indirect costs, 'special projects' and 'user count and complexity.'

9.2.2. Special Projects are activities that are attributable to one specific Partner, take longer than five (5) hours to complete, make a significant change to the current environment and will later transition to regular operations. They could also include participation in ongoing program activities. Special Project time is tracked and billed to the requesting Partner, by project.

9.2.3. User count and complexity is the basis for allocating costs for such activities as responding to incidents, break/fixes and other support requests submitted to the help desk by the user community. It also includes costs to work on projects that benefit the entire partnership including, but not limited to, updates and patches of the technical equipment and software that provide the MJSB network and data storage capabilities, cyber security tasks, digital transformation strategy, administrative tasks, creation and implementation of policy and procedure, performance management of the team and costs associated with non-working time.

9.2.4. Due to varying degrees of complexity, not all users cost the same amount to serve therefore, they should not be billed the same way. Cost allocation consider the relative proportions of these types of users. There are two types:

- Field staff – these users do not require as much time to serve as office staff. Typically, they do not spend much time sitting at a desk, they use one or two computer programs, they don't have many devices, they submit very few, if any, tickets to the help desk.
- Office staff – these users require much more time to serve. They spend most of their time working on their computers, they use many computer programs, they have multiple devices, and they typically submit more tickets than Field staff.

9.2.5. Calculation of User Count and Complexity is based on an analysis of the time to service Field users versus Office users. The ratio of serving field staff to office staff is 0.5:1.

- User counts are updated annually to reflect active Microsoft 365 user licenses.
- The budget is built using the actual number of users as of September 30th of the prior fiscal year. All users are categorized as Field or Office users.
- Totals are multiplied by their relative weight (e.g., 0.5 or 1) and added together to calculate the total weight for each Partner and then a proportionate share of the whole is calculated.

For illustration purposes, this is the User Count and Complexity calculation included in the 2024/25 budget:

	Weight	MODL	TOB	TOMB	MJSB	Total
# of users						
Field	0.5	19	34	17	2	72
Office	1	63	62	16	15	156
Total		82	96	33	17	228
Total Weight		72.50	79.00	24.50	15.00	191.00
% Share		37.76%	41.15%	12.76%	8.33%	100%

9.3. Centralized equipment procurement and pool

- 9.3.1. To ensure availability and interoperability of endpoint devices and end user support for these devices, MJSB will centrally procure computer and mobile devices on behalf of the Partners.
- 9.3.2. The number of computers to budget for the next fiscal year will be based on the previous year's inventory plus projected new hires and a 10% contingency for break/fixes. ITSS will collaborate with the Partners to estimate this number at budget time.
- 9.3.3. All other peripherals are excluded. ITSS has provided a list of recommended brands and models for all other equipment. It is the sole responsibility of the Partner to purchase and track these items.
- 9.3.4. Devices procured on behalf of the Partners will be added to a shared pool and allocated to any employee within the participating organisations, as requested, ensuring the equipment can be in use as much as possible, while maintaining a minimum reserve of spare equipment.
- 9.3.5. ITSS owns the computer equipment and mobile devices that are procured on behalf of the Partner organizations.
- 9.3.6. ITSS maintains an inventory of all computer and mobile devices.
- 9.3.7. It is the responsibility of ITSS to ensure that computer equipment and mobile devices are wiped clean of data during decommissioning in accordance with relevant data protection regulations before donation or properly destroyed.

9.4. Budget and Billing Process

9.4.1. The ITSS budget is a component of the overall MJSB budget and subject to the MJSB budget process as outlined in Sections 10 through 12 of the Joint Services Agreement.

9.4.2. Given the need for the ITSS annual workplan to adapt throughout the year to meet Partners’ changing needs and other factors, the budget is not based on estimates of project time. For budget purposes, 100% of ITSS’ indirect costs will be distributed using user count and complexity proportionate share.

9.4.3. Actual project time proportionate share is calculated and billed at the end of each quarter using the model described above.

The following table demonstrates how actual costs would be allocated, based on the fictitious scenario shown.

	Total	MODL	TOB	TOMB	MJSB	Notes
Total IT hours	9100					1
Allocation of total IT hours						
Special Project hours	1800	684	738	234	144	2
User Count and Complexity hours	7300	2774	2993	949	584	3
Total IT hours	9100	3458	3731	1183	728	4
Proportionate share of indirect costs	100%	38%	41%	13%	8%	5
Total Indirect Costs	\$573,496	\$217,928	\$235,133	\$74,554	\$45,880	6

- Note 1: Total IT hours = # FTE x 1820 hours annually per Full-Time Equivalent (FTE).
- Note 2: IT will track actual Special Project hours worked, by partner and by project. Project hours in the table above are for illustration purposes only, and in this scenario have been set to a percentage of total Special Project hours, based on User count and complexity %.
- Note 3: (Total IT hours – Total Special Project hours) x Partner’s User Count and Complexity % as of September 30th of the prior year.
- Note 4: Sum of Special Project hours and User Count and Complexity hours by Partner.
- Note 5: Allocation of Total hours by Partner divided by Total IT hours.
- Note 6: Total Indirect Costs less Non-partner revenue.

10. Quarterly Report and Review

10.1. The ITSS will be subject to annual review by the parties.

10.2. Quarterly reporting on the progress of the service will be provided as part of the MJSB's quarterly business plan updates to the Board, and to Councils as required.

11. Duration

This Schedule shall become effective upon signature by the partners and will remain in effect until modified or terminated as per the Joint Services Agreement and subject to the requirements of Appendix B.

12. Communication and Help Desk

12.1. Requests for new IT services or additional support will be directed to the MJSB COO.

12.2. Routine requests for service/support will be made via method communicated by MJSB ITSS staff.

Appendix A

Confidentiality Agreement

I, (**First and Last Name**), in consideration of my contract for the provision of Information Technology Consulting Services and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, agree to the following:

1. In the course of my relationship with Municipal Joint Services Board (MJSB), I will hear, see and/or otherwise come to know, possess or have access to confidential information about and/or belonging to MJSB, its clients and/or third parties interacting with MJSB, including but not limited to IT information system information, trade secrets, security information, firewall information, network or host configurations, passwords, electronic data, information about MJSB's clients, methods, processes, or business plans (the Confidential Information).
2. I agree not to use, disclose, reproduce, or otherwise make available, Confidential Information to any person, firm, or enterprise (other than to MJSB's employees or agents who have a need to know such information for the purposes of this Agreement) unless specifically authorized in writing to do so by the MJSB Director Information Technology Shared Services (ITSS).
3. I agree to exercise all due care and diligence and take all reasonable precautions to prevent any unauthorized collection, use, disclosure, retention, destruction, or disposal of any Confidential Information.
4. I agree to keep confidential all data and other Confidential Information which comes into my possession pursuant to, or as a result of, or in performance of this Agreement and will not divulge such information to any third party without prior written consent of the MJSB Director of ITSS, during the term of this Agreement and after termination.
5. At no time, during or after I provide services to MJSB, will I use that Confidential Information for my own benefit or the benefit of others.
6. Upon termination of my relationship with MJSB, I will return to MJSB any and all documents and electronic information in my possession relating to MJSB's business including, but not limited to IT information system information, firewall information, network or host configurations, reports, manuals, correspondence, customer lists, computer programs, data files, passwords and all other materials and all copies of such materials, that I obtained while working and/or providing services to MJSB.
7. I recognize that if I violate this Agreement, MJSB is entitled to an injunction to prevent me from disclosing any Confidential Information and/or using it for any purpose. I further recognize that MJSB would be entitled to other legal remedies, including legal fees and costs.
8. If any part of this Agreement is found to be invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.
9. This Agreement is binding on the parties, their heirs, executors, personal representatives, administrators, and assignees. No person shall have a right or cause of action arising out of or resulting from this Agreement except the parties to it and their successors in interest.
10. This document constitutes the entire agreement between the parties with respect to confidentiality. No representation or promises have been made except those that are set out in this Agreement. This Agreement may not be modified except in writing signed by both parties.
11. This Agreement shall be governed by the laws of Nova Scotia.

Appendix B

Effect of Termination of this Schedule on ITSS Equipment

1. Shared Infrastructure and Networking Equipment – Section 24.3 of the Joint Services Agreement applies to all shared infrastructures and networking equipment.
2. Desktops and laptops - All in-service desktop/laptop equipment will be retained by the withdrawing Partner.
3. Software licenses - Those solely in use for the exiting Partner will be transferred to the Partner where practical. Server licenses for shared infrastructure will be retained by the Board.
4. Third Party contract(s) - it will be the responsibility of the withdrawing Partner to negotiate their exit strategy with the existing third party contractor(s), with the assurance that all costs and damages of any type whatsoever, including solicitor-client costs, associated with the departure (for example, specialist consulting services, re-deployment of equipment and new system setup fees) are paid by the withdrawal Partner as per section 24.6 of the Joint Services Agreement.
5. Partner data – data files will be provided to the withdrawing Partner. The Partner must supply sufficient media. The withdrawing Partner must sign a non-disclosure agreement in the form provided by the Board.

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ___ day)
of _____, 2024.)
)
)

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Per: _____

Witness)

Carolyn Bolivar-Getson, Mayor)
)
)

Per: _____

Witness)

April Whynot-Lohnes, Municipal Clerk)

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ___ day)
of _____, 2024.)
)
)

TOWN OF BRIDGEWATER

Per: _____

Witness)

David Mitchell, Mayor)
)
)

Per: _____

Witness)

Amanda Shupe, Town Clerk)
)
)

Per: _____

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ___ day)
of _____, 2024.)
)
)

TOWN OF MAHONE BAY

Per: _____

Witness)

David Devenne, Mayor)
)
)

Per: _____

Witness)

Kelly Munroe, Town Clerk)
)
)

Per: _____

Schedule 3 – Human Resources Shared Service

1. General

- 1.1 The parties to the Municipal Joint Services Board (MJSB) Agreement hereby agree through this Schedule to provide Human Resources Shared Services (HRSS or the “service”) to the parties.

- 1.2 The parties authorize the MJSB to employ one or more positions as reflected in the budget. All HRSS employees are available to support the needs of the parties. For greater clarity, employees are not dedicated to support any of the parties to the service.

- 1.3 The HRSS will be subject to annual review by the parties.

2. Scope of Service

- 2.1 The scope of the HRSS employees’ work shall include, but not be limited to the following responsibilities, which are further described in Human Resources Position Descriptions attached to this Schedule:
 - 2.1.1 Employee recruitment and hiring.

 - 2.2.2 Employee training and development.

 - 2.2.3 Policy and procedure development and renewal.

 - 2.2.4 Labour Relations management.

 - 2.2.5 Negotiation with respective labour unions.

 - 2.2.6 Staffing matters including performance management, discipline, and termination.

 - 2.2.7 Disability case management, workplace accommodation and return to work.

 - 2.2.8 Organizational design and workforce planning

 - 2.2.9 Leadership coaching and development.

 - 2.2.10 Coordination of partner collaboration and synergies.

 - 2.2.11 Human Resources strategic planning to support partners.

3. Cost Allocation Model

- 3.1 Member units will be billed quarterly.
- 3.2 The MJSB is authorized to contract the Services to the Town of Mahone Bay and the Lunenburg County Lifestyle Centre (LCLC) at an hourly rate defined by the board, provided that the MJSB can maintain the service level expected by the Parties. The hourly rate is set sufficient to recover costs as well as all overhead.
- 3.3 The goal of the cost allocation model is to ensure that the Town of Bridgewater and the Municipality of the District of Lunenburg, as the two primary parties to the HRSS, each receive a minimum of 90% of a Full Time Equivalent HR resource. As the third party to the HRSS, the MJSB will utilize the remaining resource time available. Costs will be allocated as follows:
 - 3.3.1 Any revenue received from the Town of Mahone Bay or LCLC reduces the total costs for the quarter.
 - 3.3.2 Remaining costs for the quarter are allocated and billed as follows:
 - Town of Bridgewater – 45%
 - Municipality of the District of Lunenburg – 45%
 - MJSB – 10%

4. Status Reporting

Quarterly Reporting on the progress of the service will be provided as part of the MJSB's quarterly business plan updates to the Board, and to Councils as required.

5. Communication and Contact

All requests for new HR services or additional support will be directed to the MJSB COO.

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ____ day of)
_____, 2024.)

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

)
)
)
)
) Per:

Witness)

Carolyn Bolivar-Getson, Mayor

Witness)

) Per: _____
) April Whynot-Lohnes, Municipal Clerk

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ____ day)
of _____, 2024.)

TOWN OF BRIDGEWATER

)
)
)
) Per:

Witness)

David Mitchell, Mayor

Witness)

) Per:

Amanda Shupe, Town Clerk

APPROVED BY A Motion of Council on ____)
day of _____ and executed this ____ day)
of _____, 2024.)

TOWN OF MAHONE BAY

)
)
)
) Per: _____

Witness)

David Devenne, Mayor

Witness)

) Per:

Kelly Munroe, Town Clerk

) Per:

Schedule 4 – Occupational Health and Safety Shared Service

1. General

- 1.1 The parties to the Municipal Joint Services Board (MJSB) Agreement hereby agree through this Schedule to provide Occupational Health and Safety (OH&S) Shared Services (OHSSS or the “service”), to the parties.
- 1.2 The parties authorize the MJSB to employ one or more positions as reflected in the budget.
- 1.3 The service will be subject to annual review by the parties.

2. Purpose

- 2.1 The service will produce the following benefits:
 - 2.1.1 Reduced risk of injury and incidents such as near misses, medical aid and lost time;
 - 2.1.2 Reduced legal risk for non-compliance with legislation and regulations;
 - 2.1.3 Increased awareness of safe work practices;
 - 2.1.4 Increased awareness and adoption of emerging Occupational Health and Safety best practices;
 - 2.1.5 Defined Occupational Health and Safety programs for each of the parties;
And;
 - 2.1.6 Synergies between parties’ Occupational Health and Safety programs.
- 2.2 The intention is that this service will also work toward reducing the parties’ Workers’ Compensation Board costs by achieving the above benefits.

3 Scope

- 3.1 The scope of the role includes but is not limited to the following:
 - 3.1.1 Member of partner and MJSB OH&S Committees;
 - 3.1.2 In consultation with each party’s Health and Safety Committees and Directors, define/update the Occupational Health and Safety program for each of the parties, including but not limited to:
 - 3.1.3 Incident investigations
 - 3.1.4 Compliance audits and investigations
 - 3.1.5 Department of Labour inspections, investigations, orders

- 3.1.6 Provide strategic advice on OH&S to ensure compliance with relevant legislation and regulations, including achieving environmental safety Key Performance Indicators;
- 3.1.7 Act as an advisor for joint OH&S initiatives for each party, under direction of the COO/CAOs;
- 3.1.8 Support compliance review of partner and MJSB Standard Operating Procedures to ensure alignment with safety standards;
- 3.1.9 Support disability management through assisting with Early and Safe Return to Work Programs where required;
- 3.1.10 Analyze OH&S trends, recommend OH&S best practices and policy improvements to parties; and
- 3.1.11 Lead the development and implementation of appropriate OH&S training programs.
- 3.1.12 Other duties as defined in the OH&S Specialist's position description.

4 Out of Scope

- 4.1 The parties will maintain control and accountability for their respective Occupational Health and Safety policies and programs.
- 4.2 Tracking of safety training and other compliance tracking will not be in scope of this service, however guidance on appropriate tracking/reporting will be provided by this service.

5 Cost Allocation Model

- 5.1 The cost allocation model consists of two factors:
 - 5.1.1 Half the total budget is allocated between the four parties on an equal share basis, recognizing that all parties to benefit from the existence of the service.
 - 5.1.2 The remaining half of the total budget is allocated based on the proportion of total staff served across the four organizations. This portion of the budget will be revised annually based upon headcount in each organization as of September 30 of the prior fiscal year.
- 5.2 The following is a scenario for demonstration purposes, for a full year of the service for each party:

Factor	MODL	TOB	TOMB	MJSB	Total
Equal Share (50%)	\$13,750	\$13,750	\$13,750	\$13,750	\$55,000
Proportion of Total Staff (50%)	\$14,681	\$31,554	\$3,287	\$5,478	\$55,000
Total Budget	\$28,431	\$45,304	\$17,037	\$19,228	\$110,000
	MODL	TOB	TOMB	MJSB	Total
Number of Staff	67 (26.7%)	144 (57.4%)	15 (6.0%)	25 (10.0%)	251

Member units will be billed quarterly. Actual costs will be based upon actual headcount as of September 30 of the prior fiscal year, as well as actual loaded salary rate for the OH&S staff, travel, training, office expenses and any other costs as budgeted.

6 Status Reporting

Quarterly reporting on the progress of the service will be provided as part of the MJSB's quarterly business plan updates to the Board, and to Councils as required.

7 Communication and Contact

Requests for new OH&S services or additional support will be directed to the MJSB COO.

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day of
_____, 2024.

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Per: _____

Witness

Carolyn Bolivar-Getson, Mayor

Per: _____

Witness

April Whynot-Lohnes, Municipal Clerk

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF BRIDGEWATER

Per: _____

Witness

David Mitchell, Mayor

Per: _____

Witness

Amanda Shupe, Town Clerk

Per: _____

APPROVED BY A Motion of Council on ____
day of _____ and executed this ____ day
of _____, 2024.

TOWN OF MAHONE BAY

Per: _____

Witness

David Devenne, Mayor

Per: _____

Witness

Kelly Munroe, Town Clerk

Per: _____



Council

Item: #10.1.2

Date: June 11, 2024

Authorization: T. MacEwan

Municipal Joint Services Board, Lunenburg Region

131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

To: Municipal Joint Services Board (MJSB)
From: Gabe Welsh - Director WMSS
Date: May 22, 2024
Subject: Agenda Item 4.3 – Capital Funding Expenditure Approval and Grant Funding Application

Decision [X] Direction [] Information []

Recommendations

1. That the Board approve an increase of \$20,000 in capital funding expenditure for the septic treatment plant Fournier Press channel replacement project for a total project cost of up to \$140,000, with the increase in cost being absorbed by cost reductions in other capital expenditures.
2. That the Board provide a resolution supporting the submission of a Provincial Capital Assistance Program (PCAP) funding application for the Fournier Press channel replacement project at a cost of \$140,000.

Background

PCAP supports investment in high priority municipal infrastructure projects to help reduce the cost of infrastructure projects.

Septic waste volume has increased considerably in recent years. The septic treatment plant processed 8,006 metric tonnes in 2015-16; the plant processed 13,033 metric tonnes in 2022-23, a 63% increase in volume. A third channel was installed in 2023 to keep pace with the volume increase. During the installation process, the vendor identified significant wear on the two existing channels.

A project for \$120,000 to replace the two existing channels was approved as part of the MJSB 2024-25 Capital Projects Budget. Replacement of these existing channels will ensure continued capacity to process septic waste volume.

Under the MJSB Agreement, the Board has the power to apply for grants that will reduce the net cost of the services provided.

Discussion

PCAP supports projects which include sewage disposal operations, providing the potential to offset up to 50% of the channel replacement costs. One of the program's objectives is to address critical capacity issues, which the treatment plant will face if the older channels cannot operate efficiently.

The application must be accompanied by a resolution of the Board. Applications are due by June 13, 2024. Work must be completed and a Statement of Expenditures must be submitted by March 31, 2025.

Financial Implications

The Board approved \$120,000 in the MJSB 24-25 Capital Project Budget for the channel replacements. Updated vendor estimates indicate that this project will cost up to \$140,000. If the PCAP application is not approved, the additional \$20,000 in project cost will be offset by reduced costs in other capital expenditures.

If the PCAP application is approved, MJSB's costs for this project will be reduced by \$50,000 compared with the budget.

RECOMMENDATION FOR CAPITAL EXPENDITURE – REFERENCE H

Section A Proposed Capital Program

Project Name: Fournier Press Channel Replacements

Expected useful life: 25 years

Project Description:

Replacement of two channels within existing Fournier septic treatment press to continue processing septic waste volume. Channels to be replaced have been in use since installation in 2011.

Needs Assessment: Urgent: X Potential Health & Safety Concerns: _____
Compliance: X

a. Explain why this project is required and what public needs it meets or public benefits it provides. Be specific.

Replacement of two original channels necessary for uninterrupted septic waste processing.

b. What are the service expectations for this acquisition? (e.g. population served, gallons per day treated, labour hours saved)

The volume of septic waste received by the treatment plant has increased considerably during past few years: 8,006 metric tonnes (2015-16) increased to 13,033 metric tonnes (2022-23).

c. The proposed capital program is specifically for which functional area (Admin, Recycling, C&D etc)

Septic Treatment Plant

Section B Capital Program Funding

If it is a new acquisition, please provide cost/ benefit analysis. Costs must include all project-related items such as design fees, engineering services, transportation, etc. Please list of other funding opportunities, if applicable.

Cost - \$120,000.

Replacement of two channels for processing septic waste. Two original channels have been inspected and the supplier has recommended replacement due to wear.

Labour, equipment, supply and installation of presses provided by Contractor.
Single-source supplier: Fournier only company to supply and warranty equipment.

Benefits – Continued septic waste processing capacity; volumes increase yearly.

Section C Procurement and Quality Assurance Program

a. Briefly provide the method of purchasing (See Procurement Policy):

Tender RFP EOI **Written Quote**

Fournier is the sole source for these channels. A specialized design is used.

b. Who will be responsible for the:

Specification development: **Gabe Welsh**

Applicable warranty: **1 year**

Project Lead Person: **Gabe Welsh**

c. Description of construction and design, if applicable (if applicable, attached related documents):

As per manufacturers design & specifications

d. Project review:

Expected date to replace this asset or equipment by year: 2034



Council
Item: #11.1.1
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Trudy Payne, Director of Recreation, Parks & Tourism
Date: June 11, 2024
Re: Park Accessibility Audits Report

Recommendations

That Council for the Municipality of the District of Lunenburg accept the Park Accessibility Audit conducted by EXP at Hirtles Beach, Mushamush Beach Park, Miller Point Peace Park, River Ridge Common and Indian Falls as presented.

Discussion

On May 5, 2023, Council awarded the Park Accessibility Audit project to EXP. The scope of work involved conducting park accessibility audits on five of the municipal parks using the Rick Hansen certification system that measures and certifies the level of meaningful access to buildings and spaces. The five parks in which accessibility audits were conducted included Hirtles Beach, Mushamush Beach Park, Miller Point Peace Park, River Ridge Common and Indian Falls. The MARC was not included as the five-year capital plan involves Reimagining the MARC and Sawpit Wharf had in the 2023-2024 budget the development of a Community Plan which includes using an accessibility lens in developing a vision for that park. Public consultation has recently concluded for the Sawpit Wharf Park plan with a concept plan to be soon presented to Council. Wiles Lake is one of the designated regional parks and it is envisioned that a reimagining of that space will take place. The Municipality has an extensive park and conservation space system which will take time, human and financial resources to complete accessibility audits on all MODL outdoor spaces.

Executive Summary

Stacy Muise with EXP was the Project Manager and engaged the services of Gordon Ratcliffe Landscape Architects and Joy Elliott Design to develop the concept plans that are included in the final report. The report outlines low/medium costs and high costs options to help make each

space more accessible and inclusive. The report is to help guide Council in decision making when considering making accessible upgrades at the five parks.

Budget implications

Some of the recommendations in the report are being implemented within this fiscal year such park furnishings, a Mobi mat and an accessible washroom/change room at Mushamush Beach Park. Funding has been allocated within the five-year capital budget to implement some of the recommendations outlined in the report.

Work Plan

Re-Create Parks is a Council priority.

Alternatives

To not accept the Park Accessibility Audit report as presented.

Conclusion

The Municipality of the District of Lunenburg has adopted a Lunenburg County Accessibility Plan which made a commitment as follows: “Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.” More specifically, 5.2 of the plan states, “Public Spaces – Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation equipment, and creating accessible parks, playgrounds and trails.” The park accessibility audits conducted on the five parks provide options and recommendations that will help the Municipality become more inclusive and accessible which aligns with the commitment made when approving the Lunenburg Accessibility Plan.

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



Parks Accessibility Audit

Hirtle's Beach
Mushamush Beach Park
Miller Point
River Ridge Common
Indian Falls

Municipality of the District of Lunenburg

April 16, 2024

FINAL REPORT

Submitted by

EXP
90 Lovett Lake Court, Suite 401
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April 16th, 2024

Trudy Payne
Director Recreation, Parks & Tourism
Municipality of the District of Lunenburg
10 Allee Champlain Drive
Cookville, Nova Scotia, B4V 9E4

**Re: MODL – Parks Accessibility Audit
Final Report – Revision #2**

Dear Trudy:

We are pleased to provide the final report summarizing existing conditions, results of the Rick Hansen Audit, and improvement Recommendations for:

- Hirtle’s Beach
- Mushamush Beach Park
- Miller Point Peace Park
- River Ridge Common
- Indian Falls Park

The associated costs for the improvements are considered Class’D’ level, given that this exercise was to determine where these parks lacked in accessibility standards and not detailed design. These costs are indicative of the 2023 construction season, based on other tendered projects throughout the year and research from local contractors. There could be some economy of scale with some items such as larger orders typically incur lower unit rates and a dual structure could easily placed on one tank in the case of vault toilets.

This report is intended to be a planning tool for the Municipality, to determine short and long term improvements that could be made, in an effort to improve the facilities to approach a more certifiable solution, from an accessibility standpoint.

The sites have been visited, both with and without the Municipality present, and much of the improvements stem from the audit, site visits and from feedback from the Municipality.

Should the Municipality have questions, please feel free to reach out to EXP.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stacy Muise". The signature is fluid and cursive, written over a light blue background.

Stacy Muise, P.Eng.
Infrastructure Practice Manager | EXP

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1. INTRODUCTION

EXP, in conjunction with Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA were asked to complete an accessibility audit for 5 parks within the Municipality of the District of Lunenburg (MODL). They conducted site inspections of the sites with members of the MODL staff reviewing the existing conditions and determining potential improvements. These sites included Hirtle's Beach, Mushamush Beach Park, Miller Point Peace Park, River Ridge Commons and Indian Falls Park.

2. BACKGROUND INFORMATION

The initial site visit was followed up with an accessibility audit for each site where parking, paths, site furnishings, toilets, and signage were assessed from an accessibility point of view. The CSA/ASC B651-23 standard (Accessible Design for the Built Environment) was followed while evaluating the parks.

The accessibility potential and best accessible opportunities for each site were noted. Existing conditions drawings were completed for each park to highlight the accessible opportunities and constraints in a diagram form. In addition, Potential Site Improvement drawings were completed and attached in Appendix A.

2.1. HIRTLE'S BEACH

Hirtle's Beach is a world class destination beach. It has a high accessibility potential.

The assessment revealed:

- The June 2023 site visit noted significant boardwalk and guardrail damage
- No designated accessible parking
- The boardwalk to the beach is inaccessible
- The benches and picnic tables are inaccessible.
- The interpretive signage is inaccessible.
- The vault toilets are inaccessible

An existing condition drawing and a concept sketch of potential site improvements have been attached – see Appendix A

2.2. MUSHAMUSH BEACH PARK

Mushamush Beach Park as a high potential for accessibility. This park is a very popular destination for families to spend a summer day at the lake.

The assessment revealed:

- No designated accessible parking.
- Many pathways are inaccessible
- The beach is not accessible.
- The picnic area and the playground are not accessible.
- The vault toilets are not accessible.

An existing condition drawing and a concept sketch of potential site improvements have been attached – see Appendix A

2.3. MILLER POINT PEACE PARK

The Miller Point Peace Park has a high potential for accessibility. The park is very well used by local residents who walk the trails through the woods and along the river.

The assessment revealed:

- No designated accessible parking in either of the two parking areas.
- There is no pedestrian trail between the two parking areas – the route follows the park road.
- There is one existing accessible loop trail through the woods in the park.
- Many trails are not built to an accessible standard.
- The picnic table at the second parking lot is not CSA/ASC B 651-23 compliant.
- The vault toilets within the park are not CSA/ASC B651-23 compliant.
- The portable toilet in the first parking lot is not accessible (but labelled as such).
- The park lacks wayfinding signage to identify accessible pathways.

An existing condition drawing and a concept sketch has been attached – see Appendix A

2.4. RIVER RIDGE COMMON

River Ridge Commons has a low potential for accessibility. This site is a Regional Park featuring mountain bike trails, a natural playground and a view point at Indian Brook Falls.

The assessment revealed:

- No designated accessible parking.
- The steep and sandy entry trails are not compliant with CSA/ASC B651:23.
- There is currently no accessible access to the upper area of the site.
- The current portable toilets, although labelled as such, are not accessible.
- The playground is not currently CSA/ASC B651-23 compliant, due to the ground treatment.
- The existing signage is insufficient to help visitors understand the distances and level of effort of the various trails.
- There is an accessible picnic table at the Indian Brook Falls.

An existing condition drawing and a concept sketch has been attached – see appendix A

2.5. INDIAN FALLS PARK

Indian Falls Park has a high potential to become an accessible park. This is a destination park used by groups who go for a hike, a picnic or make their way to the river for a swim.

The assessment revealed:

- No designated accessible parking.
- There is no accessible path between the parking lot and the lookout.
- There is no accessible path between the lookout and the main trail loop.
- The picnic area and the benches are not accessible.
- The portable toilets are not accessible.
- There is no wayfinding signage to direct visitors.

An existing condition drawing and a concept sketch has been attached – see appendix A

3. RICK HANSEN AUDIT

The Rick Hansen audit process is designed to identify physical barriers in public spaces and places and improve accessibility in communities across Canada.

3.1. HIRTLE’S BEACH

As can be seen from the summarized Rick Hansen Audit Score card, it illustrates the opportunity to improve the Hirtle’s Beach Park, in an effort to get as close as possible to Accessibility Certified (AC). To achieve AC, the rating must equate to 60% of the available points that are applicable to the park, which translates to a required score of 251 of the available 418 points. Hirtle’s Beach earned a rating score of 107, which falls short by 144 (251 points required less 107 earned).

Rating Scorecard					
		Final Rating Score	26%	MCR/MGCR not completed	
Accessibility Certified (AC), Accessibility Certified Gold (ACG)				AC	ACG
Final Rating Score Required				60%	80%
Total Earned Points Required				251	334
		Total Points	107	418	1971
			Earned	Available	Max. Points
Categories and Elements					
1.0	Vehicular Access	2	55	65	3.6%
1.1	Parking	2	35	45	5.7%
1.2	General Vehicular Access	0	20	20	0.0%
2.0	Exterior Approach and Entrance	0	0	194	n/a
3.0	Interior Circulation	0	0	312	n/a
4.0	Interior Services and Environment	0	0	167	n/a
5.0	Sanitary Facilities	21	82	82	25.6%
5.1	Washrooms	21	82	82	25.6%
6.0	Wayfinding and Signage	25	55	84	45.5%
6.1	General Wayfinding and Signage	25	39	42	64.1%
6.3	Directory Boards and Interactive Information Kiosks	0	16	24	0.0%
7.0	Emergency Systems	0	0	70	n/a
8.0	Additional Use of Space	5	85	517	5.9%
8.5	Outdoor Recreation Areas	1	13	16	7.7%
8.7	Retail Outlets	0	10	36	0.0%
8.15	Garbage Rooms	2	5	13	40.0%
8.16	Viewpoints	2	34	34	5.9%
8.18	Picnic Areas	0	23	26	0.0%
9.0	Residential Units	0	0	330	n/a
10.0	Trails and Pathways	54	141	150	38.3%
10.1	Trail and Pathway Features	14	42	45	33.3%
10.2	Trail and Pathway Ramps	8	29	32	27.6%

10.3	Trail and Pathway Stairs	10	35	38	28.6%
10.4	Trail and Pathway Wayfinding and Signage	22	35	35	62.9%

Based on this scorecard, the opportunities can be summarized as follows:

- 53 points for improved Vehicular Access,
- 61 points for improved washroom facilities,
- 80 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 87 points for improved trails and pathways

So from this list, we will develop improvement recommendations, and associated Class ‘D’ costs, that will serve to gain as many of these opportune points as possible, that can assist the Municipality in achieving AC at the very least.

3.2. MUSHAMUSH BEACH PARK

As can be seen from the summarized Rick Hansen Audit Score card, it illustrates the opportunity to improve the Mushamush Beach Park, in an effort to get as close as possible to Accessibility Certified (AC). To achieve AC, the rating must equate to 60% of the available points that are applicable to the park, which translates to a required score of 197 of the available 328 points. Mushamush Beach Park earned a rating score of 105, which falls short by 92 (197 points required less 105 earned).

Rating Scorecard					
		Final Rating Score	32%	MCR/MGCR not completed	
Accessibility Certified (AC), Accessibility Certified Gold (ACG)				AC	ACG
Final Rating Score Required				60%	80%
Total Earned Points Required				197	262
		Total Points	105	328	1996
Categories and Elements		Earned	Available	Max. Points	
1.0	Vehicular Access	4	28	65	14.3%
1.1	Parking	4	28	45	14.3%
1.2	General Vehicular Access	0	0	20	n/a
2.0	Exterior Approach and Entrance	0	0	194	n/a
3.0	Interior Circulation	0	0	312	n/a
4.0	Interior Services and Environment	0	0	167	n/a
5.0	Sanitary Facilities	28	65	107	43.1%
5.1	Washrooms	28	65	65	43.1%
5.2	Showers	0	0	42	n/a
6.0	Wayfinding and Signage	34	63	84	54.0%
6.1	General Wayfinding and Signage	34	39	42	87.2%
6.3	Directory Boards and Interactive Information Kiosks	0	24	24	0.0%
7.0	Emergency Systems	0	0	70	n/a
8.0	Additional Use of Space	3	80	517	3.8%
8.5	Outdoor Recreation Areas	0	9	16	0.0%

8.8	Playgrounds	0	20	20	0.0%
8.16	Viewpoints	3	28	34	10.7%
8.18	Picnic Areas	0	23	26	0.0%
9.0	Residential Units	0	0	330	n/a
10.0	Trails and Pathways	36	92	150	39.1%
10.1	Trail and Pathway Features	7	39	45	17.9%
10.2	Trail and Pathway Ramps	7	21	32	33.3%
10.4	Trail and Pathway Wayfinding and Signage	22	32	35	68.8%

Based on this scorecard, the opportunities can be summarized as follows:

- 24 points for improved Vehicular Access,
- 37 points for improved washroom facilities,
- 77 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 56 points for improved trails and pathways

So from this list, we will develop improvement recommendations, and associated Class ‘D’ costs, that will serve to gain as many of these opportune points as possible, that can assist the Municipality in achieving AC at the very least.

3.3. MILLER POINT PEACE PARK

As can be seen from the summarized Rick Hansen Audit Score card, it illustrates the opportunity to improve the Miller Point Park, in an effort to get as close as possible to Accessibility Certified (AC). To achieve AC, the rating must equate to 60% of the available points that are applicable to the park, which translates to a required score of 215 of the available 358 points. Miller Point Park earned a rating score of 69, which falls short by 146 (215 points required less 69 earned).

Rating Scorecard					
		Final Rating Score	19%	MCR/MGCR not completed	
Accessibility Certified (AC), Accessibility Certified Gold (ACG)				AC	ACG
Final Rating Score Required				60%	80%
Total Earned Points Required				215	286
		Total Points	69	358	2004
Categories and Elements		Earned	Available	Max. Points	
1.0	Vehicular Access	0	49	65	0.0%
1.1	Parking	0	29	45	0.0%
1.2	General Vehicular Access	0	20	20	0.0%
2.0	Exterior Approach and Entrance	0	0	194	n/a
3.0	Interior Circulation	0	0	312	n/a
4.0	Interior Services and Environment	0	0	167	n/a
5.0	Sanitary Facilities	20	73	115	27.4%
5.1	Washrooms	20	73	73	27.4%

5.2	Showers	0	0	42	n/a
6.0	Wayfinding and Signage	11	63	84	17.5%
6.1	General Wayfinding and Signage	11	39	42	28.2%
6.3	Directory Boards and Interactive Information Kiosks	0	24	24	0.0%
7.0	Emergency Systems	0	0	70	n/a
8.0	Additional Use of Space	5	80	517	6.3%
8.5	Outdoor Recreation Areas	0	13	16	0.0%
8.7	Retail Outlets	0	10	36	0.0%
8.16	Viewpoints	3	34	34	8.8%
8.18	Picnic Areas	2	23	26	8.7%
9.0	Residential Units	0	0	330	n/a
10.0	Trails and Pathways	33	93	150	35.5%
10.1	Trail and Pathway Features	12	42	45	28.6%
10.2	Trail and Pathway Ramps	13	16	32	81.3%
10.4	Trail and Pathway Wayfinding and Signage	8	35	35	22.9%

Based on this scorecard, the opportunities can be summarized as follows:

- 49 points for improved Vehicular Access,
- 53 points for improved washroom facilities,
- 75 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 60 points for improved trails and pathways

So from this list, we will develop improvement recommendations, and associated Class ‘D’ costs, that will serve to gain as many of these opportune points as possible, that can assist the Municipality in achieving AC at the very least.

3.4. RIVER RIDGE COMMON

As can be seen from the summarized Rick Hansen Audit Score card, it illustrates the opportunity to improve the River Ridge Common Park, in an effort to get as close as possible to Accessibility Certified (AC). To achieve AC, the rating must equate to 60% of the available points that are applicable to the park, which translates to a required score of 204 of the available 340 points. River Ridge Common Park earned a rating score of 91, which falls short by 113 (204 points required less 91 earned).

Rating Scorecard										
		Final Rating Score	27%	MCR/MGCR not completed						
Accessibility Certified (AC), Accessibility Certified Gold (ACG)				<table border="1"> <tr> <th>AC</th> <th>ACG</th> </tr> <tr> <td>60%</td> <td>80%</td> </tr> <tr> <td>204</td> <td>272</td> </tr> </table>	AC	ACG	60%	80%	204	272
AC	ACG									
60%	80%									
204	272									
Final Rating Score Required										
Total Earned Points Required										
		Total Points								
		91	340	2024						
		Earned	Available	Max. Points						
Categories and Elements										
1.0	Vehicular Access	0	36	65	0.0%					
1.1	Parking	0	26	45	0.0%					

1.2	General Vehicular Access	0	10	20	0.0%
2.0	Exterior Approach and Entrance	0	0	194	n/a
3.0	Interior Circulation	0	0	312	n/a
4.0	Interior Services and Environment	0	0	167	n/a
5.0	Sanitary Facilities	0	93	135	0.0%
5.1	Washrooms	0	93	93	0.0%
5.2	Showers	0	0	42	n/a
6.0	Wayfinding and Signage	25	39	84	64.1%
6.1	General Wayfinding and Signage	25	39	42	64.1%
7.0	Emergency Systems	0	0	70	n/a
8.0	Additional Use of Space	27	66	517	40.9%
8.8	Playgrounds	0	20	20	0.0%
8.16	Viewpoints	16	23	34	69.6%
8.18	Picnic Areas	11	23	26	47.8%
8.1	Innovation	0			
9.0	Residential Units	0	0	330	n/a
10.0	Trails and Pathways	39	106	150	36.8%
10.1	Trail and Pathway Features	10	42	45	23.8%
10.2	Trail and Pathway Ramps	2	29	32	6.9%
10.4	Trail and Pathway Wayfinding and Signage	27	35	35	77.1%

Based on this scorecard, the opportunities can be summarized as follows:

- 36 points for improved Vehicular Access,
- 93 points for improved washroom facilities,
- 39 points for improved additional space (playgrounds, viewpoints and picnic areas), and
- 67 points for improved trails and pathways

So from this list, we will develop improvement recommendations, and associated Class ‘D’ costs, that will serve to gain as many of these opportune points as possible, that can assist the Municipality in achieving AC at the very least.

3.5. INDIAN FALLS PARK

As can be seen from the summarized Rick Hansen Audit Score card, it illustrates the opportunity to improve the Indian Falls Park, in an effort to get as close as possible to Accessibility Certified (AC). To achieve AC, the rating must equate to 60% of the available points that are applicable to the park, which translates to a required score of 191 of the available 318 points. Indian Falls Park earned a rating score of 109, which falls short by 82 (191 points required less 109 earned).

Rating Scorecard					
<p>Final Rating Score 34%</p> <p>Accessibility Certified (AC), Accessibility Certified Gold (ACG)</p> <p>Final Rating Score Required</p>	<p>MCR/MGCR not completed</p> <table border="1"> <tr> <td style="text-align: center;">AC</td> <td style="text-align: center;">ACG</td> </tr> <tr> <td style="text-align: center;">60%</td> <td style="text-align: center;">80%</td> </tr> </table>	AC	ACG	60%	80%
AC	ACG				
60%	80%				

Categories and Elements		Total Earned Points Required		191	254
		Total Points			
		109	318	1996	
		Earned	Available	Max. Points	
1.0	Vehicular Access	1	41	65	2.4%
1.1	Parking	1	21	45	4.8%
1.2	General Vehicular Access	0	20	20	0.0%
2.0	Exterior Approach and Entrance	0	0	194	n/a
3.0	Interior Circulation	0	0	312	n/a
4.0	Interior Services and Environment	0	0	167	n/a
5.0	Sanitary Facilities	16	65	107	24.6%
5.1	Washrooms	16	65	65	24.6%
6.0	Wayfinding and Signage	27	60	84	45.0%
6.1	General Wayfinding and Signage	27	39	42	69.2%
6.3	Directory Boards and Interactive Information Kiosks	0	21	24	0.0%
7.0	Emergency Systems	0	0	70	n/a
8.0	Additional Use of Space	11	63	517	17.5%
8.5	Outdoor Recreation Areas	0	9	16	0.0%
8.16	Viewpoints	11	31	34	35.5%
8.18	Picnic Areas	0	23	26	0.0%
9.0	Residential Units	0	0	330	n/a
10.0	Trails and Pathways	54	89	150	60.7%
10.1	Trail and Pathway Features	18	39	45	46.2%
10.2	Trail and Pathway Ramps	12	21	32	57.1%
10.4	Trail and Pathway Wayfinding and Signage	24	29	35	82.8%

Based on this scorecard, the opportunities can be summarized as follows:

- 40 points for improved Vehicular Access,
- 49 points for improved washroom facilities,
- 52 points for improved additional space (playgrounds, viewpoints and picnic areas), and
- 35 points for improved trails and pathways

So from this list, we will develop improvement recommendations, and associated Class 'D' costs, that will serve to gain as many of these opportune points as possible, that can assist the Municipality in achieving AC at the very least.

4. RECOMMENDATIONS AND COSTS

Combining the knowledge gained through the audit process, a number of recommendations have been made for each of the sites. These have been divided into low medium and high-cost projects. Important to note that these are construction cost estimates and “soft costs” are excluded such as environmental assessments, geotechnical investigations, detailed topographical surveys, design, tendering and construction services.

4.1. HIRTLE’S BEACH

Project recommendations are:

Low/Medium Cost Projects

- Create designated accessible parking (hard surface x 3) = \$10,000
- Create an accessible picnic area (pad and roof shelter) = \$30,000
- Redesign and install accessible interpretive signage = \$5,000 to \$15,000
- Replace existing boardwalk to the toilets with compacted gravel walkway = \$15,000
- Create wayfinding signage for the site (allow for wayfinding design \$10,000) = \$500/sign = \$5,000
- Waste Receptacles = \$5,000 each set
- Addition of bike racks = \$7,000 per trio set
- Expand on Vault Toilet Footprint and Install all Accessible Amenities = \$25,000 per Washroom
- Gravel parking lot delineation (guardrails and Boulders) = \$30,000
- Explore design and construction options to create CSA/ASC B651-23 compliant beach overlook = \$15,000

High Cost Projects

- Rebuild the beach boardwalk to be accessible (new supports and decking) = \$80,000
- Paved parking lot complete with line painting = \$350,000
- New beach look-off = \$40,000 to \$80,000 (depends on size and extents)
- Accessible Ramp to beach (depends on further design and soil characteristics) = \$50,000 to \$100,000

4.2. MUSHAMUSH BEACH PARK

Project recommendations are:

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- Resurface parking areas to drain = \$15,000
- Upgrade pathways to drain and to have smooth surfaces, consistent widths and gentle gradients = \$10,000
- Add accessible picnic tables and benches = \$20,000
- Regrade entry paths at existing portable toilets to be accessible = \$10,000
- Create level landings in front of waste receptacles = \$3,000
- Block motorized access to beach at all times. Block motorized access to the site while the park is closed = \$8,000
- Provide limited mobility beach access = \$12,000
- Create a wayfinding signage system highlighting all the site features = \$5,000

High Cost Projects

- Redesign the park layout to improve accessibility, parking and circulation = \$200,000 (extra \$100,000 to pave)
- Consider replacing vault toilets with full washrooms (includes dug well, septic system and power supply) = \$500,000 or
- Construct 2 to 3 accessible vault toilets = \$50,000 each (sized proper to have change rooms integral with washrooms)
- Consider adding changerooms and viewing decks above the beach = \$80,000

4.3. MILLER POINT PEACE PARK

Project recommendations are:

Low/Medium Cost Projects

- Create designated accessible parking in both parking lots = \$10,000
- Improve parking lot gravel surfacing, drainage and layout = \$20,000

- Upgrade pathways to have smooth surfaces, consistent widths and gentle gradients = \$30,000
- Add benches along popular trails = \$5,000 each
- Upgrade existing picnic area to meet CSA/ASC B651-23 standards = \$10,000
- Install accessible vault toilet structures to replace non-accessible washroom (increase the footprint over the tank) = \$15,000
- Create and install a wayfinding signage system that identifies where visitors are within the park, trail distances, level of difficulty as well as the locations of benches, toilets, waste receptacles and view points = \$20,000
- Create interpretive signage to an accessible standard = \$5,000 to \$15,000
- Potential accessible kayak/canoe launch = \$50,000

High Cost Projects

- Add accessible vault toilet at entry parking area (say 2) = \$100,000 (\$50,000 each)
- Create a CSA/ASC B651-23 compliant Point Loop Trail = \$90,000
- Add a trail along the route from the upper parking lot to the lower parking lot = \$90,000
- Pave parking lots with line paintings = \$250,000

4.4. RIVER RIDGE COMMON

Project recommendations are:

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- The entry trail is steep and with many switchbacks. Provision of benches at many of these corners will allow limited mobility visitors an opportunity to climb the trail at their own pace and resting as required = \$5,000 each
- Add MODL signage at the Highway 10 parking lot site entry area = \$5,000
- Have a certified playground installer complete an assessment of the existing equipment = \$10,000
- The upper toilet location is recommended to be relocated near to the playground / limited mobility parking lot. An additional toilet is required at the lower parking lot = \$5,000 (maintained porta-potties that can be relocated with relocated structure/enclosure.
- Assess and potentially upgrade the site wayfinding signage system throughout this large site ensuring it clearly shows visitors where they are as well as identifying the distance, gradient, elevation gain between features; the level of trail difficulty; benches locations; waste receptacles and toilets sites = \$10,000 to \$20,000 (assessment and upgrades)

High Cost Projects

- Convert the access/maintenance road into an entry and access to the upper playground area (13% gradient on the road and it should be paved due to excessive slopes...gravel will spin due to low friction with tires) = \$250,000
- Create an accessible trail between the new parking area and the Indian Brook Falls lookout = \$100,000
- New vault toilets (two above and one below) = \$150,000

4.5. INDIAN FALLS

Project recommendations are:

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- The parking lot surface needs to be re-levelled to remove puddles = \$10,000
- Accessible path construction is required to make the lookout, lawn area and picnic table CSA/ASC B651:23 compliant = \$5,000
- The park requires an accessible picnic area and accessible benches throughout the park = \$25,000
- The connection between the lookout and the main trail requires upgrading to be CSA/ASC B 1-23 compliant = \$12,000
- Wayfinding signage is required to orient visitors and identify the site features. The signage must be clear how accessible the park is by identifying the distance, level of effort, rest opportunities and features on the map = \$20,000
- Add accessible picnic area at the furthest outreach of the new trail system = \$15,000

High Cost Projects

- Explore options to create a limited mobility access to the river's edge at the end of the new trail = \$60,000
- Upgrade entry road and parking lots to allow emergency response vehicle access = \$100,000
- Pave parking lot with line painting = \$130,000

5. PARK IDENTITY

It is our understanding that the municipality was interested in developing a common feature to all of their parks that becomes an identifier of a Municipality of the District of Lunenburg Park. This would be a feature of all parks that the public would always identify it as a common element to the parks of the region. Much akin to the “Big Red Chair” at federal parks. By example, it is a feature that the public has come to recognize as a common element to all federal parks.

EXP recommends the following be implemented, and it is known as a “Birds Nest Swing”. The following outlines a sample of one fabricated here in Nova Scotia as well as the existing one at River Ridge Common:



Cobequid Bird's Nest Swing



River Ridge Common Bird's Nest Swing

Product Name: Cobequid Bird's Nest Swing

Manufacturer / Supplier: Cobequid Consulting, Economy, NS

Supply and Installation: \$ 28,000.00 plus HST and safety surfacing

Material: logs, hardware and swing

Product information: <https://www.cobequid.ca/swings/cobequid-robin's-nest-on-single-post-log-frame>

This feature would be very identifiable and useful as it serves as a functional element versus simply a monument. It could be easily customizable with a sign of sorts, mounted to the running beam supporting the swing, it the MODL logo. If selected as the “show-piece” for MODL parks, they should be situated on sites in areas that provide full accessibility to and from them including properly graded, sized and surfaced routes and connectivity with parking facilities.

These could easily be incorporated into any detailed design of any of MODL's parks and EXP would encourage the municipality to coordinate with this manufacturer/supplier if and when the decision is made to take these parks to the design and construction stages.



Other means to obtain park identity would be via customized consistent signage (wayfinding and information) and low impact simple features such as trail markers, much like the one shown in the photo below, that could also be altered to have MODL logo.

These would only apply to the parks that are trail based and they would not identify geolocation or distance travelled, however they could simply be fastened to the vegetation at key intervals along any of the trails. Trail markers with distance identifiers are more suited to long range trails such as the Rail to Trail TransCanada system.

Wayfinding signs are always beneficial to assisting the park users in navigating any of the facilities with directions to beaches, washrooms, parking, and trails. It is a recommendation throughout this report to have wayfinding implemented and this could be consistently carried throughout all parks that help in becoming MODL parks identifiers.

6. CONCLUSION

The MODL has a rich resource of parks within the municipality. Through attention to the provision of designated accessible parking, accessible path construction and provision of toilet, bench and picnic table design to support accessibility, the municipality will much better support all park visitors.

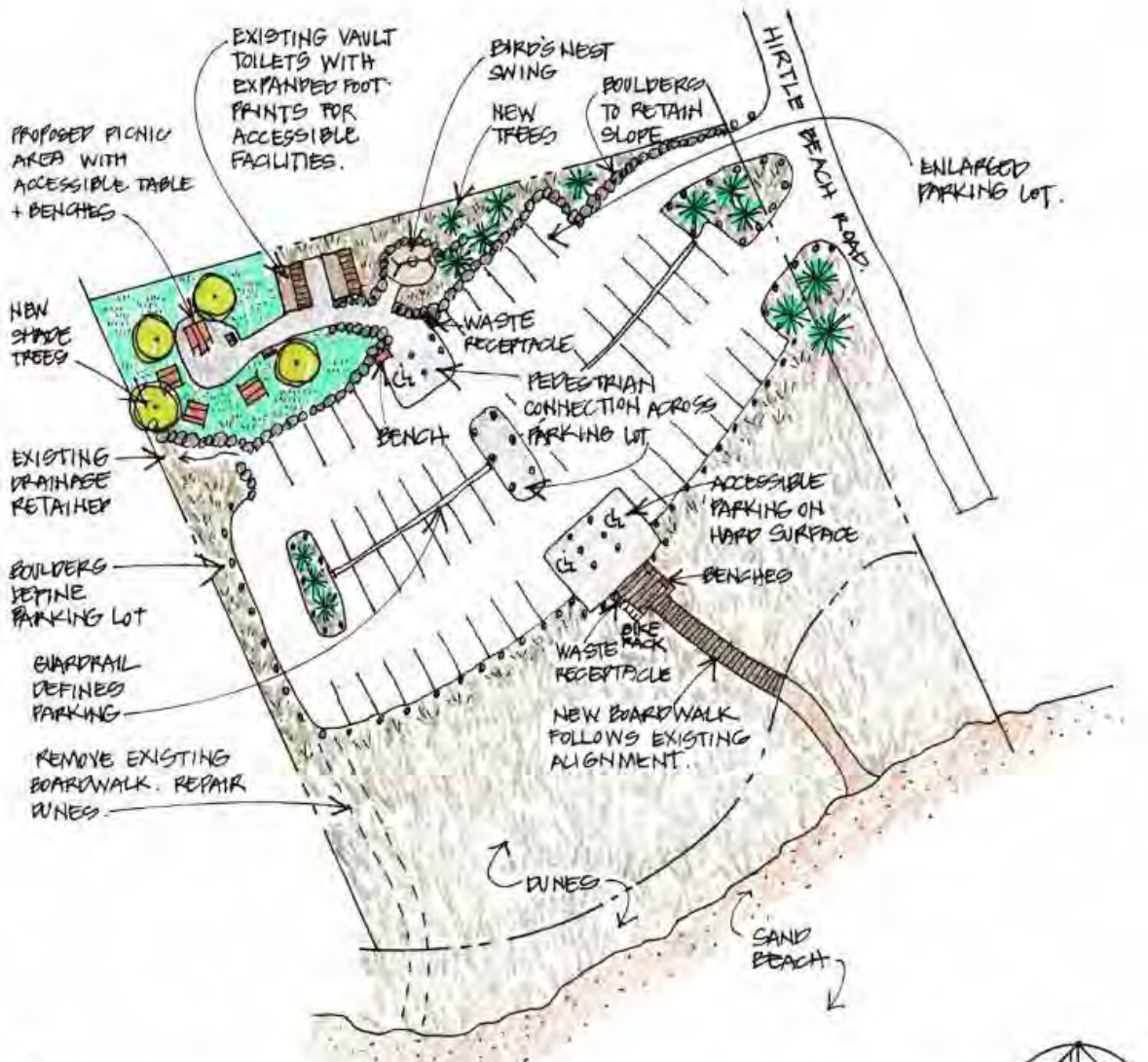
In addition, it is critical that the MODL provide wayfinding information to visitors. A successful park visit involves visitors being able to tailor their visit to the site best suited to their physical capability. If visitors can understand the distance, gradient, elevation gain between features and the level of trail difficulty, they will be able to determine if a visit is right for them. Presenting the wayfinding information at the entry at every park is critical. By presenting this information on the MODL website will allow visitors to select appropriate parks suited to their individual activity level before they even leave home.

Attached in Appendix B is a products list that can help give the municipality guidance when considering furniture and items that could become features of any of the regional municipal parks.



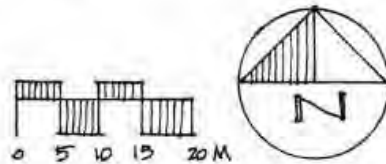
Appendix A –Existing Conditions and Potential Site Improvements

Hirtle's Beach - Potential Site Improvements



NOTES:

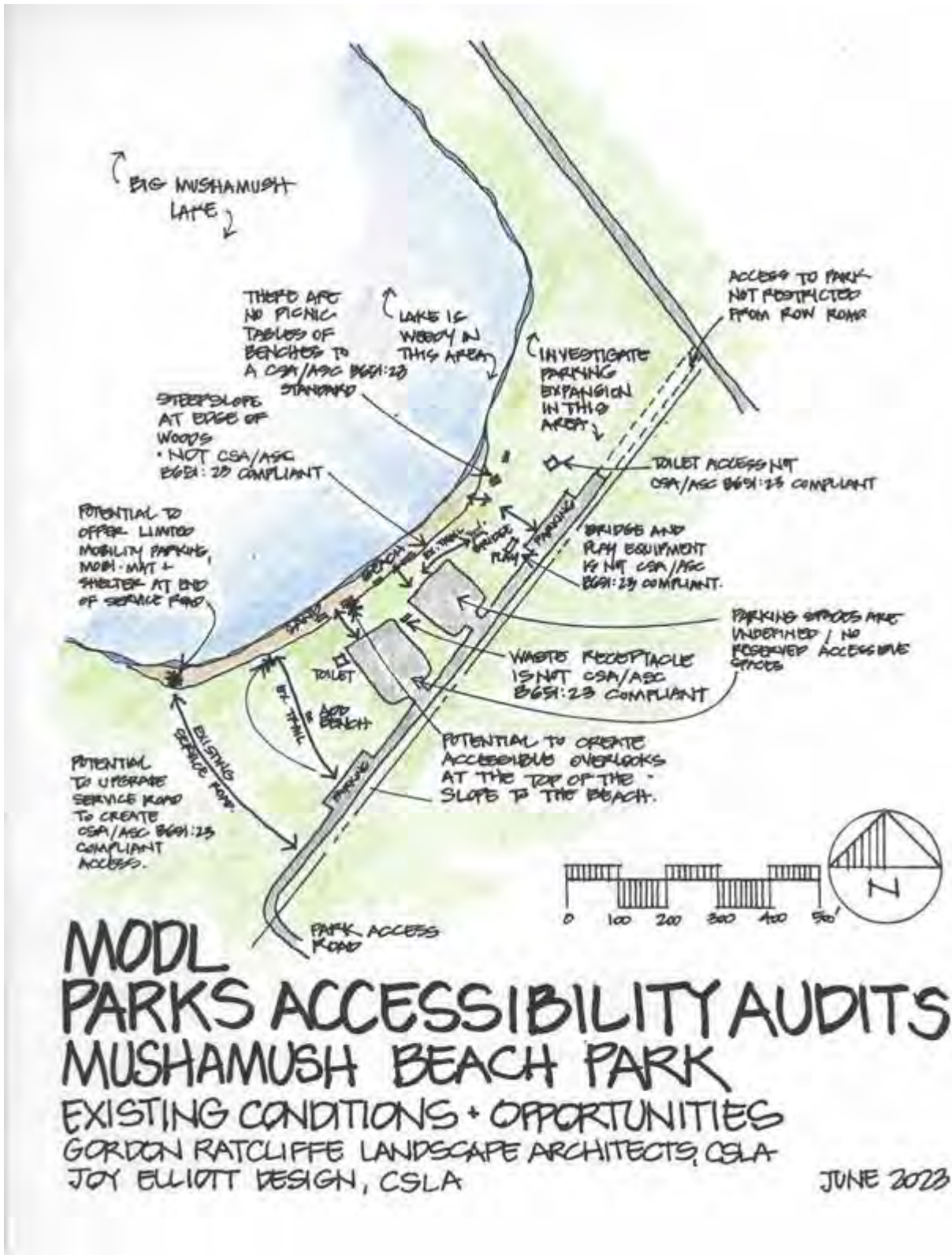
- ① ALL LOCATIONS ARE APPROXIMATE
- ② ALL UPGRADES MUST BE CSA/ASC B651:23 COMPLIANT
- ③ ENSURE SITE CONFORMS TO EMERGENCY RESPONSE REQUIREMENTS.



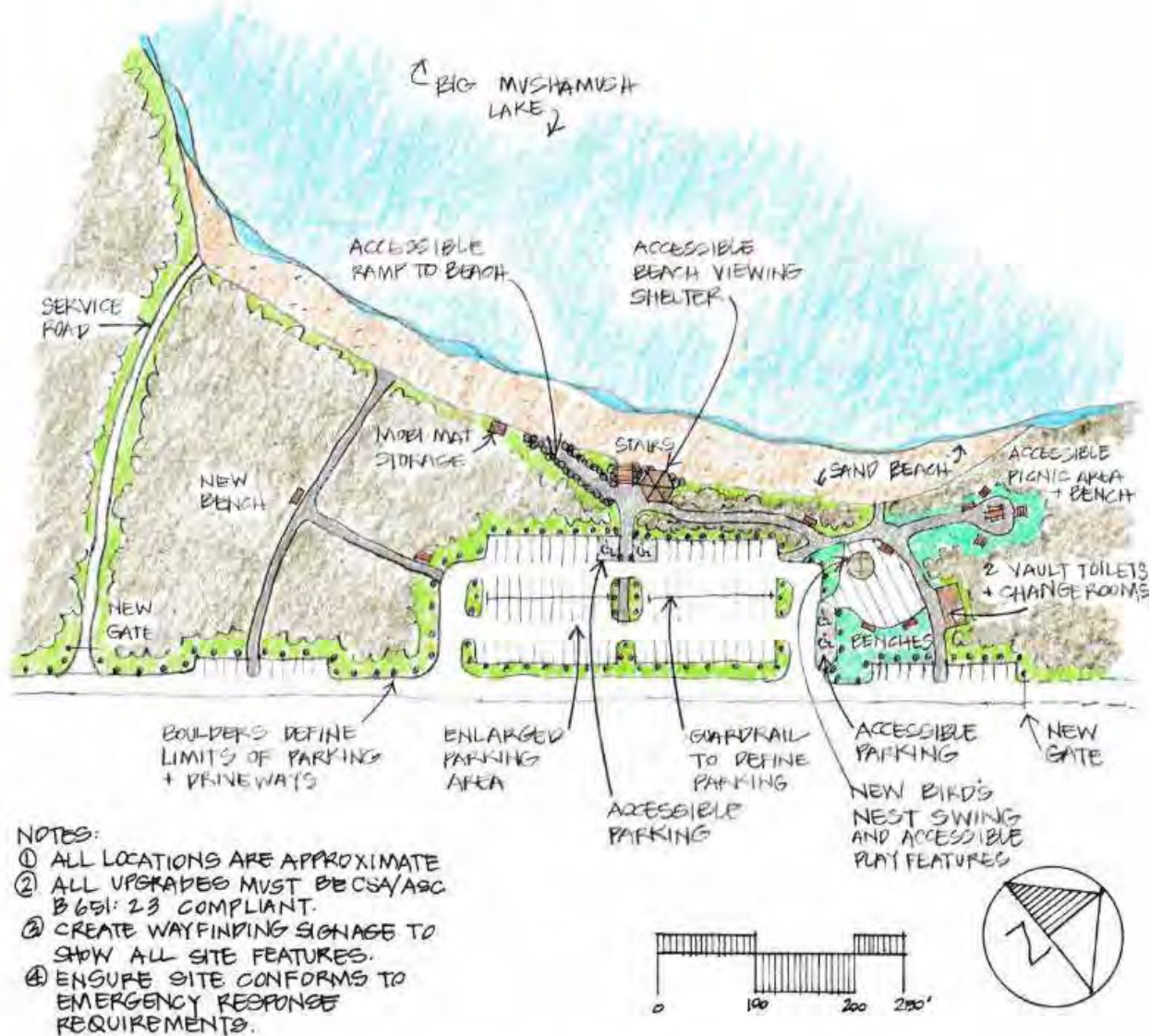
HIRTLE'S BEACH
PARK IMPROVEMENT CONCEPT
 GORDON RATCLIFFE LANDSCAPE ARCHITECTS, OSLA
 JOY ELLIOTT DESIGN, OSLA

APRIL 2024

- Mushamush Beach Park - Existing Conditions



• Mushamush Beach Park - Potential Site Improvements

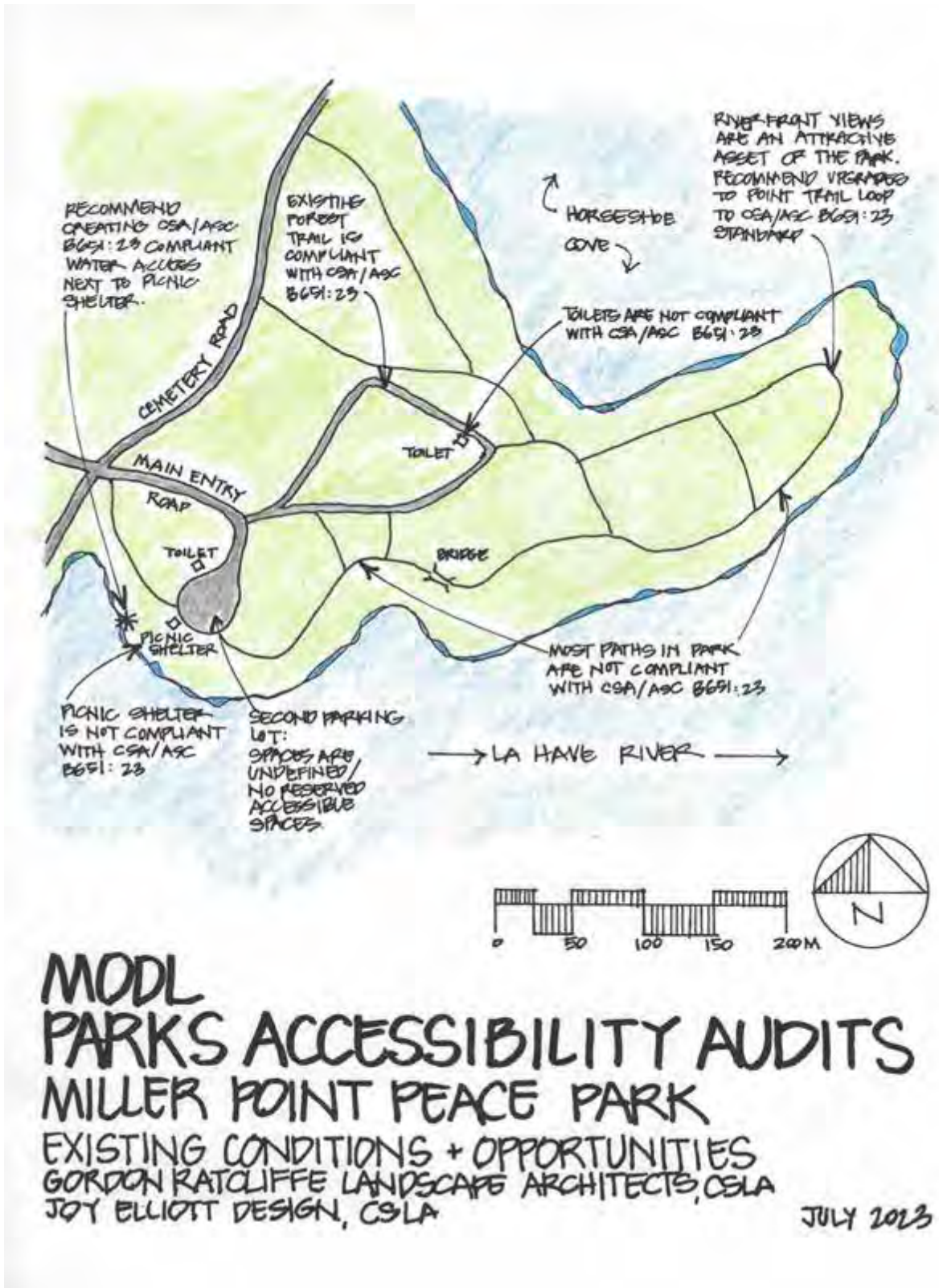


MUSHAMUSH BEACH PARK PARK IMPROVEMENT CONCEPT

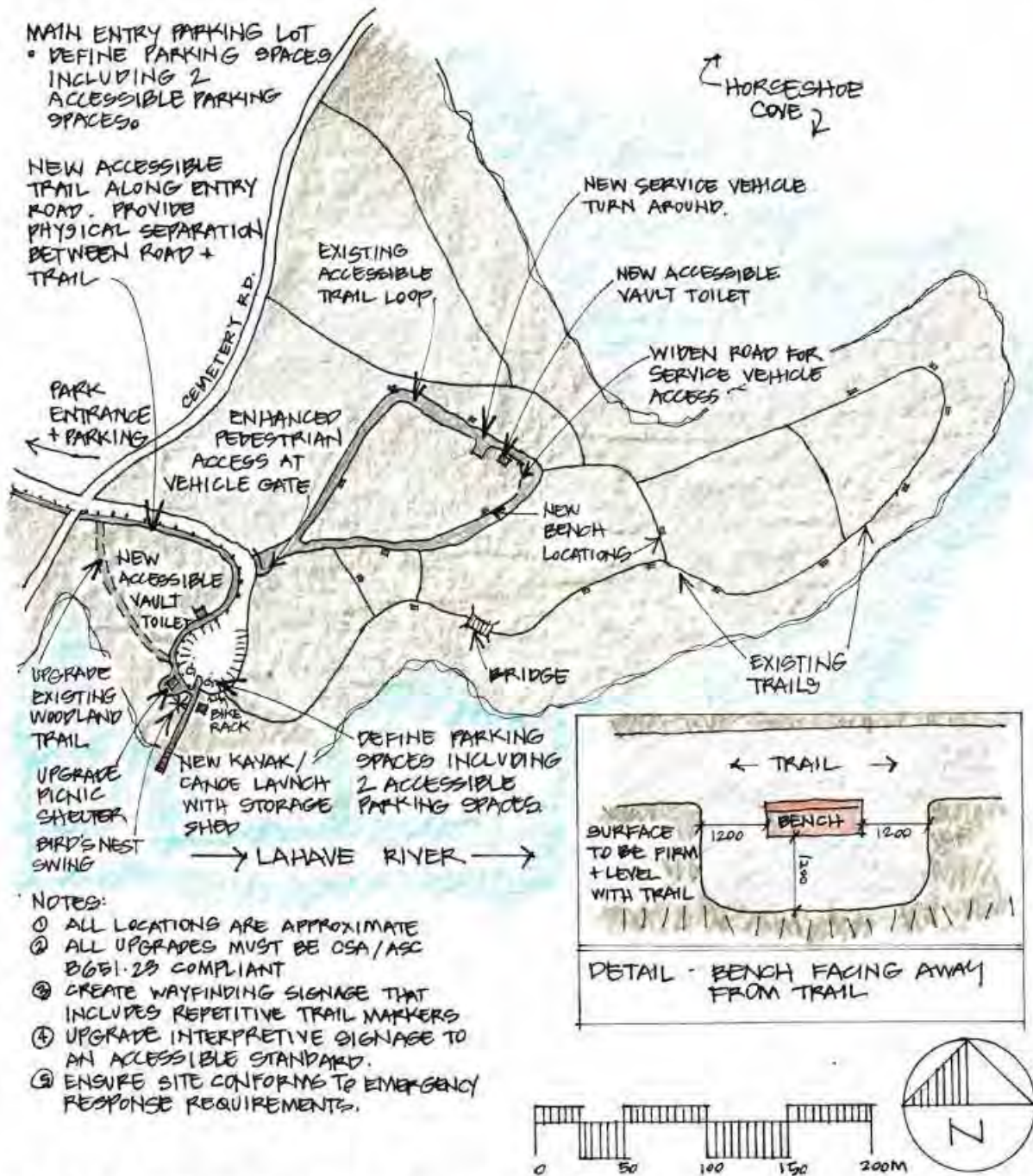
GORDON RATCLIFFE LANDSCAPE ARCHITECTS, OSLA
 JOY ELLIOTT DESIGN, OSLA

16 APRIL 2024

- Miller Point Peace Park - Existing Conditions



• Miller Point Peace Park - Potential Site Improvements

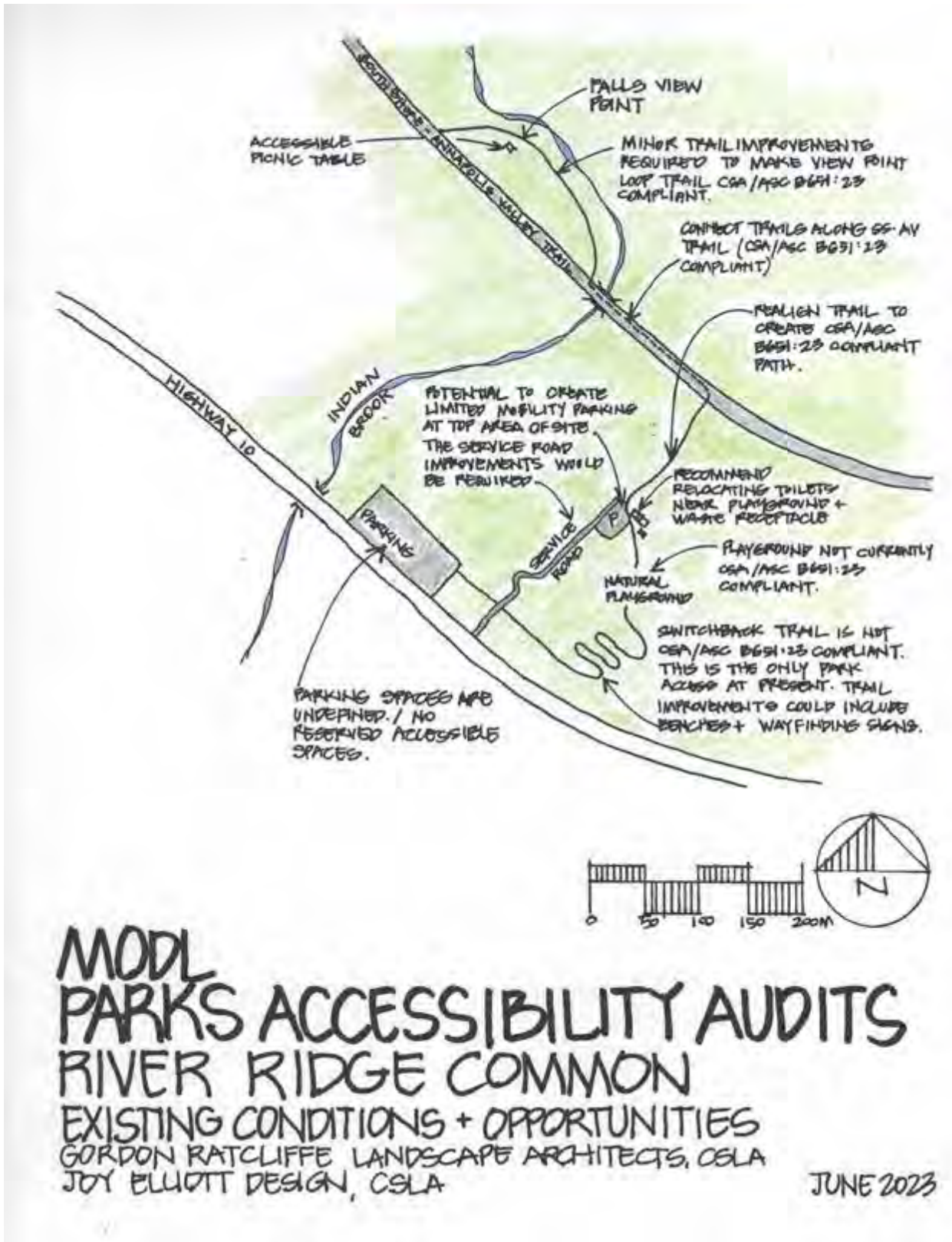


MILLER POINT PEACE PARK PARK IMPROVEMENT CONCEPT

GORDON RATCLIFFE LANDSCAPE ARCHITECTS, CSLA
 JOY ELLIOTT DESIGN, CSLA

APRIL 2024

- River Ridge Common - Existing Conditions



• River Ridge Common - Potential Site Improvements



NOTES:

- ① ALL LOCATIONS ARE APPROXIMATE.
- ② ALL UPGRADES MUST BE CSA/ASC B051.23 COMPLIANT WHERE POSSIBLE.
- ③ ALL DESIGNATED ACCESSIBLE TRAILS TO BE RE SURFACED WITH SUITABLE GRAVEL.
- ④ ENSURE SITE CONFORMS TO EMERGENCY RESPONSE REQUIREMENTS.

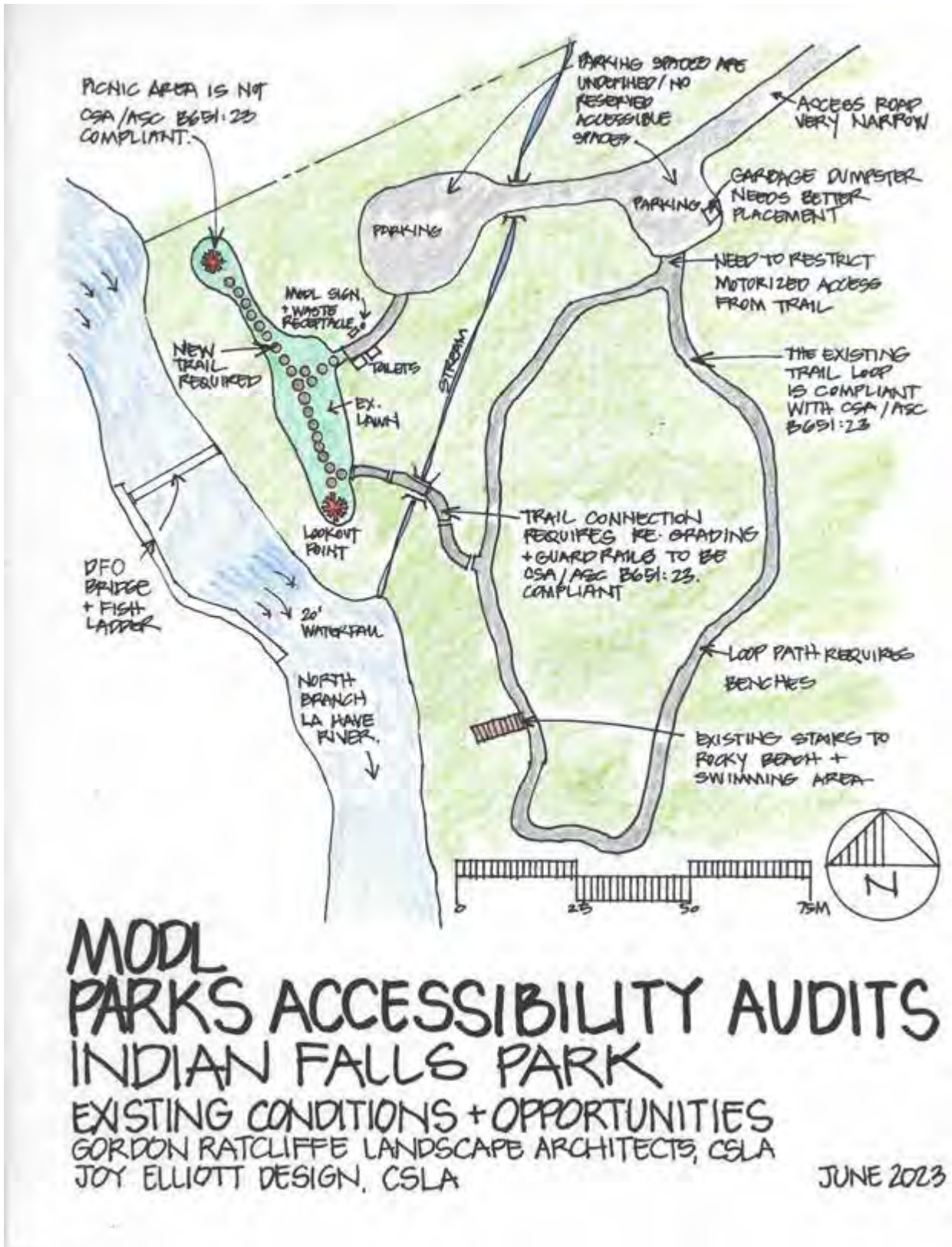


RIVER RIDGE COMMON PARK IMPROVEMENT CONCEPT

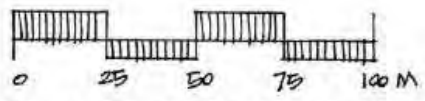
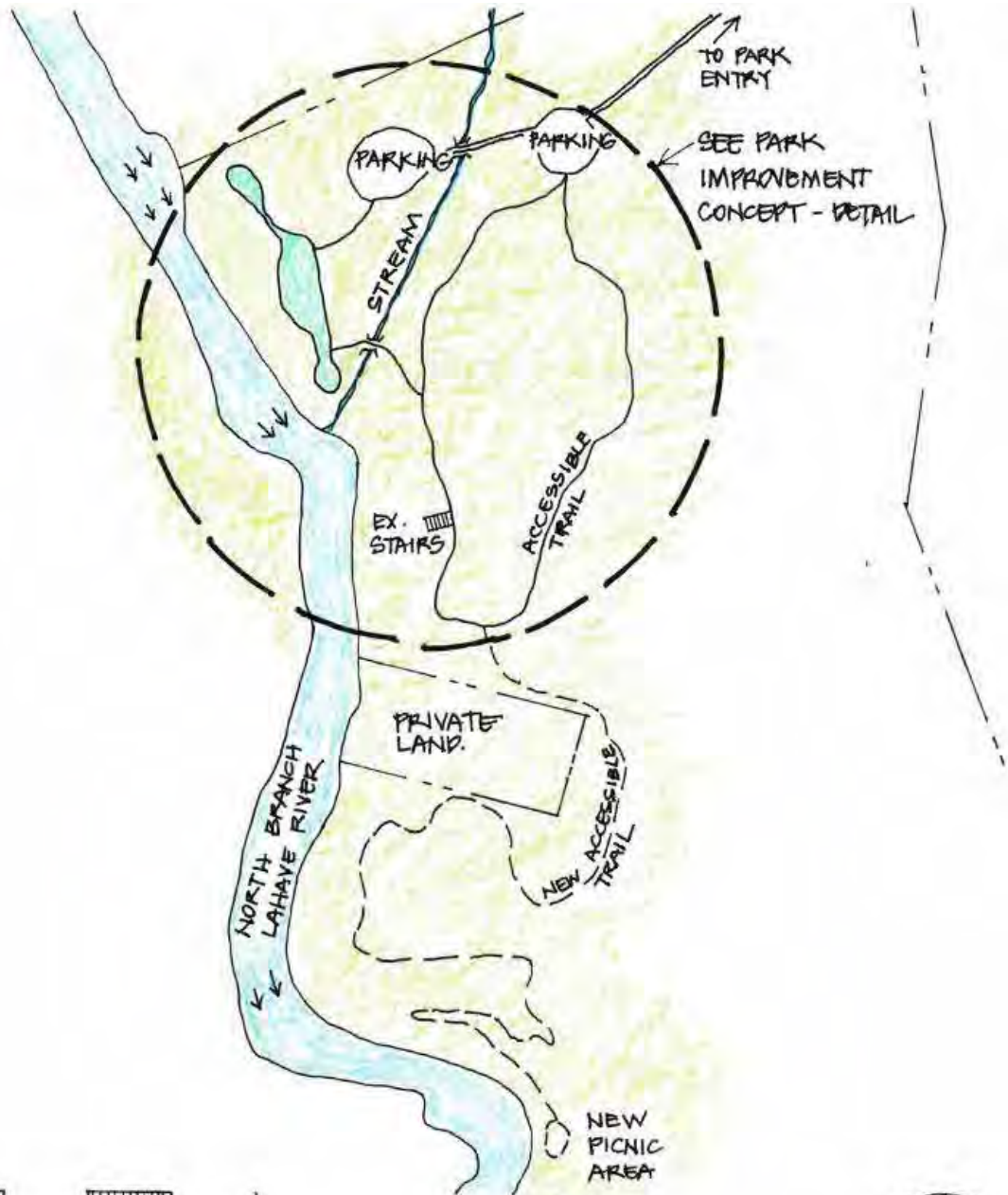
GORDON RATCLIFFE LANDSCAPE ARCHITECTS, CSLA
 JOY ELLIOTT DESIGN, CSLA

APRIL 2024

- Indian Falls Park- Existing Conditions



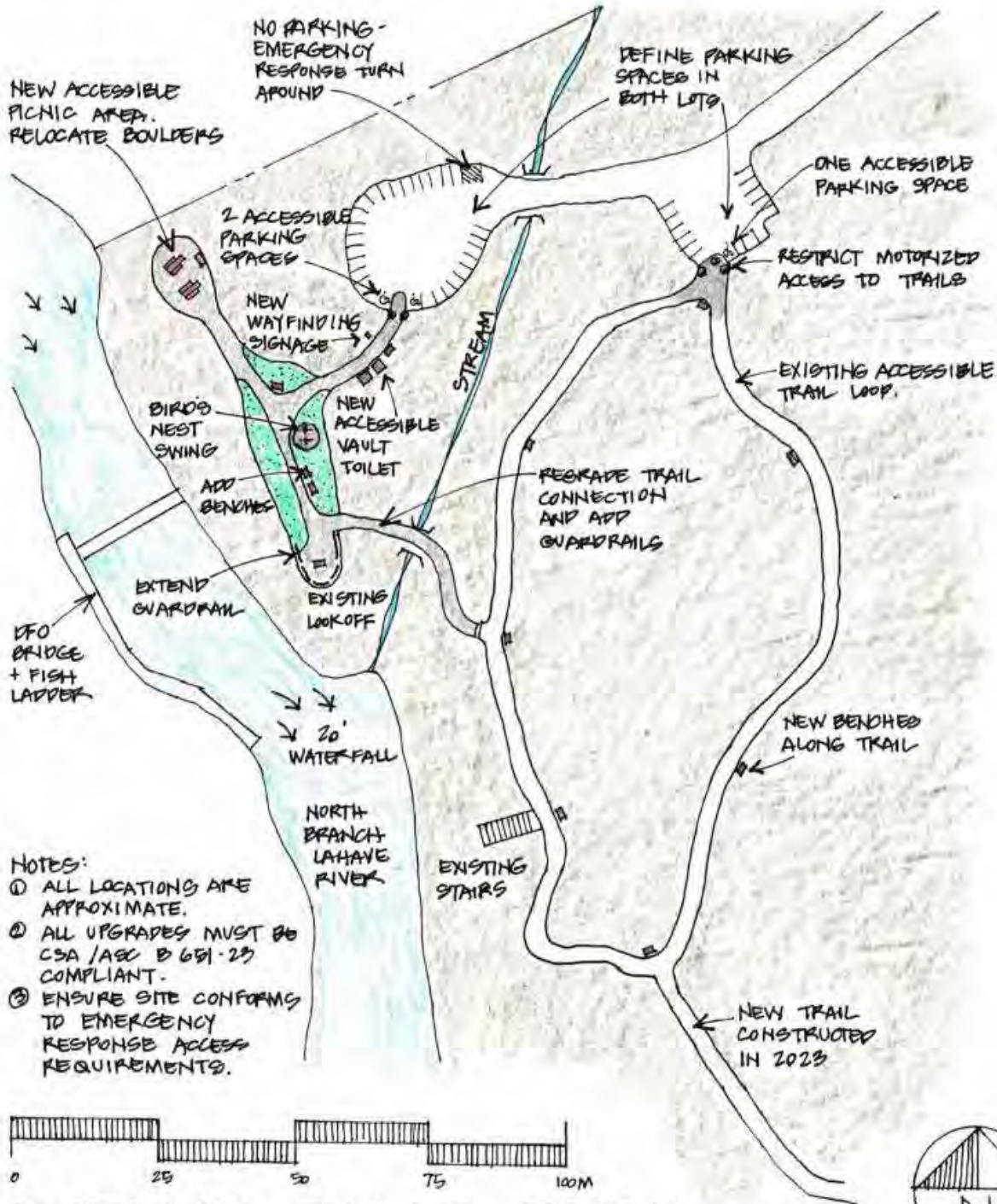
- Indian Falls Park- Potential Site Improvements (1 of 2)



INDIAN FALLS PARK
PARK IMPROVEMENT OVERVIEW
GORDON RATCLIFFE LANDSCAPE ARCHITECTS, CSLA
JOY ELLIOTT DESIGN, CSLA

APRIL 2024

• Indian Falls Park- Potential Site Improvements (2 of 2)



INDIAN FALLS PARK
PARK IMPROVEMENT CONCEPT-DETAIL
 GORDON RATCLIFFE LANDSCAPE ARCHITECTS, CSLA
 JOY ELLIOTT DESIGN, CSLA
 APRIL 2024



Appendix B – Accessible Furniture/Items

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

Gordon Ratcliffe Landscape Architects and Joy Elliott Design have completed accessibility audits for five parks within the Municipality of the District of Lunenburg including: Hirtle’s Beach, Indian Falls Park, Miller Point Peace Park, Mushamush Beach Park and River Ridge Commons.

Based on this thorough understanding of the needs for each park, the project now makes suggestions for products suited to the MODL parks and displays design solutions for situations encountered within the park system.

The best method of achieving local content is to buy a locally manufactured product. If this is unavailable, the next best method is to have the product manufactured locally (see below for recommendations). Alternatively, purchasing products from elsewhere in Canada is an option – some product information is included. Where no Canadian manufacturer is available for specialty items, the US products are listed.

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The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

I. PRODUCT RECOMMENDATIONS:

The product selection is based on a number of criteria:

- Functionality – the product must meet accessibility requirements
- Durability – the product must have a long life, resistance to environmental factors and vandalism
- Affordability – the product must fit with (modest) project budget
- Available Locally - the product must be available from NS suppliers where possible
- Manufactured Locally – if possible (this supports the community)
- A Good Fit – the product must fit well with MODL parks (rural aesthetic)

a. BENCHES



Product Name: Park/Trail Bench with Concrete End Frames

Manufacturer: Lake City Works, 386 Windmill Rd, Dartmouth, NS B3A 1J5

Regular price: \$749.00 plus shipping and HST

Size: 36"H x 68"W x 20"D

Colours: available in gray & brown

Material: Recycled Plastic Lumber and Concrete Frame

Product information: <https://shop.lakecityworks.ca/collections/benches/products/park-trail-bench-with-concrete-end-frames>

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024



Product Name: Park/Trail Bench with Galvanized Frames

Manufacturer: Lake City Works, 386 Windmill Rd, Dartmouth, NS B3A 1J5

Regular price: \$1,199.00 plus shipping and HST

Size: 36"H x 68"W x 20"D

Colours: available in gray & brown

Material: Recycled Plastic Lumber and Galvanized Metal Frame

Product information: <https://shop.lakecityworks.ca/collections/benches/products/park-trail-bench-with-galvanized-frames>



Product Name: 450 Bench

Manufacturer: Maglin, Woodstock, Ontario

Regular price: \$1,990.00 plus shipping and HST

Size: ±36"H x 25.5"D x 72"L

Colours: quote is for wood grain finish in cedar or dark brown, multiple options available

Material: steel and recycled plastic lumber

Product information: See cut sheet in appendix

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024



Product Name: 100 Bench

Manufacturer: Maglin, Woodstock, Ontario

Regular price: \$1,525.00 plus shipping and HST

Size: ±30"H x 30"D x 70"L

Colours: quote is for wood grain finish in cedar or dark brown, multiple options available

Material: steel and recycled plastic lumber

Product information: See cut sheet in appendix

b. ACCESSIBLE PICNIC TABLES



Product Name: 7' Accessible Picnic Table

Manufacturer: Lake City Works, 386 Windmill Rd, Dartmouth, NS B3A 1J5

Regular price: \$1,029 plus shipping and HST

Size: 30"H x 67"W x 84"L

Colours: available in gray & brown

Material: Recycled Plastic Lumber

Product information: <https://shop.lakecityworks.ca/collections/tables/products/7-accessible-picnic-table>

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024



Product Name: 8' Mid-Accessible Picnic Table

Manufacturer: Lake City Works, 386 Windmill Rd, Dartmouth, NS B3A 1J5

Regular price: \$1,299 plus shipping and HST

Size: 30"H x 67"W x 96"L

Colours: available in gray & brown

Material: Recycled Plastic Lumber

Product information: <https://shop.lakecityworks.ca/collections/tables/products/8-mid-accessible-picnic-table>



Product Name: 210 Accessible Picnic Table Bench

Manufacturer: Maglin, Woodstock, Ontario

Regular price: \$3,485.00 plus shipping and HST

Size: ±30"H x 66.5"D x 70"L

Colours: quote is for wood grain finish in cedar or dark brown, multiple options available

Material: steel and recycled plastic lumber

Product information: See cut sheet in appendix

The Municipality of the District of Lunenburg Parks – Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

c. WASTE RECEPTACLES



Product Name: I400 Series – I400 Recycle Receptacle

Manufacturer: Maglin, Woodstock, Ontario

Regular price: \$3,175.00 plus shipping and HST

Size: ±44H x 27"D x 44"L

Colours: powder coat, multiple colour options available

Material: aluminum: aluminum frame, metal sides, stainless steel lid, polyethylene liners

Product information: See cut sheet in appendix

d. SHELTERS



Notes:

A source for locally or Canadian made shelters is unknown.

The following method is recommended to ensure local content and a cost-effective product:

1. Prefabricated structures are the most cost effective when manufactured in quantity.
2. Prepare design criteria (e.g. dimensions, materials, structural details, anchoring requirements, concrete pad)
 - a. engage a local architectural drafts person to prepare drawings and specification for quotation
3. solicit quotations for the fabrication of the structures from local tradesperson / artisans
4. prefabricate structure off site
5. solicit quotations for site preparation – prepare concrete pad; deliver, assemble, install structures

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

e. ACCESSIBLE BEACH PRODUCTS



Product Name: AccessMat

Manufacturer: AccessRec, 67 Sand Dollar Park, Suite A, Cedar Grove, New Jersey, 07009, USA

Canadian Supplier: Epical Solutions, Canada

Regular price: \$2,935.97 plus HST and shipping

Size: 5' width mat x 50' length weighs 114 lb

Colours: blue, brown or sand

Material: Polyester roll, permeable wire mat weave provides good traction. Surface does not get hot

In Use at: Cabot Park, PEI

Product information: <https://www.epicalsolutions.com/accessrec-products>



Product Name: Water Wheels (floating beach and pool chair)

Manufacturer: AccessRec, 67 Sand Dollar Park, Suite A, Cedar Grove, New Jersey, 07009, USA

Canadian Supplier: Epical Solutions, Canada

Regular price: \$3,262.40 plus HST and shipping

Size: 300-pound maximum capacity

Colours: blue and yellow

Material: aluminum and stainless steel

In Use at: Cabot Park, PEI

Product information: <https://www.epicalsolutions.com/accessrec-products>

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024



Product Name: Wet Mat (Grade 2)

Manufacturer: AccessRec, 67 Sand Dollar Park, Suite A, Cedar Grove, New Jersey, 07009, USA

Canadian Supplier: Epical Solutions, Canada

Regular price: \$2,935.97 plus HST and shipping

Size: 4' width x 33' length

Colours: brown, beige, black and blue

Material: non-porous PVC applied on a dock)

Product information: <https://www.epicalsolutions.com/accessrec-products>

Note: this product is suited to placing over a dock to keep it from becoming slippery when wet.

**The Municipality of the District of Lunenburg Parks
- Product and Design Recommendations**

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

f. ACCESSIBLE PLAYGROUND EQUIPMENT



Product Name: Cobequid Bird's Nest Swing

Manufacturer / Supplier: Cobequid Consulting, Economy, NS

Supply and Installation: \$ 28,000.00 plus HST and safety surfacing

Material: logs

Product information: <https://www.cobequid.ca/swings/cobequid-robin's-nest-on-single-post-log-frame>

Note:

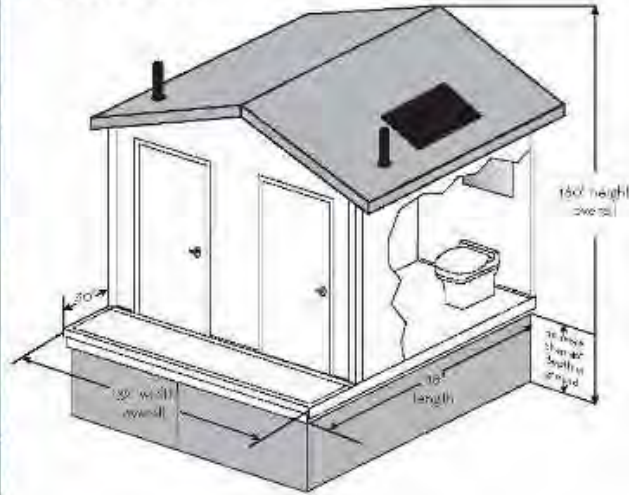
This swing is planned to become the signature piece in all MODL Parks

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

g. ACCESSIBLE VAULT TOILETS



Product: Prefabricated Accessible Vault Toilet

Notes:

A source for locally or Canadian made vault toilets is unknown.

The following method is recommended to ensure local content and a cost-effective product:

1. Prefabricated structures are the most cost effective when manufactured in quantity.
2. Prepare design criteria (e.g. dimensions, materials, structural details, anchoring requirements and siting design considerations for efficient service access.)
 - a. engage a local architectural drafts person to prepare drawings and specification for quotation
 - b. solicit quotations for the fabrication of the structures from local tradesperson / artisans.
3. Prefabricate both toilet structure and concrete vault off site
4. SAolicit quotations for site preparation - deliver, assemble, install structures

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

h. RECYCLED PLASTIC LUMBER

Here are a few reasons to consider composite timber for MODL projects:

Unlike timber (unless carefully looked after), composite timber can last 20-30 years with almost no maintenance.

- There is no need to treat or stain it to prevent moisture and its consequences.
- Composites come in a variety of colors.
- Some composite companies are using recycled materials. This means your synthetic deck can be environmentally friendly.
- The technology is improving. Some manufacturers now produce decking with a hard plastic shell bonded to composite boards to improve durability. This makes the surface less prone to staining, fading, scratching and mold.

Cons of using composite timber:

- Composite timber can cost 10-15% more than pressure treated pine.
- Composite timber does not look like wood.
- Composite decking maintenance involves sweeping up leaves and other debris, as well as conducting a periodic wash down.
- Many composites now come with stain and fade warranties; it is important to check that the material you select has a warranty.

Home Hardware (Annapolis Royal) recommends the Decorators brand of recycled plastic lumber which retails for \$50.05 / 12' length of decking. (price quoted – December 2023)

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

2. DESIGN RECOMMENDATIONS

a. INTERPRETIVE SIGNAGE



Siting considerations:

1. Make sure the sign is easily accessible to wheelchairs and people walking.
 - a. This includes a firm and gently sloped walking surface within a short distance from accessible parking
 - b. Ensure that there are curb cuts to allow access
2. For low-profile exhibits, make sure a wheelchair can pull under while also not confusing cane-using visitors (i.e., use 27" of clearance).



3. Refer to CSA/ASC B651-23 Standard to ensure compliance.

Presentation considerations:

1. Aim for sixth to eighth grade reading level using plain language and active voice.
2. If you want to include more than one language, engage a translator.
3. Use explanatory images with short concise paragraphs of descriptive text.
4. Engage a graphic designer to ensure there is sufficient text size, good contrast and non-reflective surfaces.
5. Consider adding an audio component.
6. Tactile elements help peak visitor interest as well.

Source: <https://106group.com/how-to-create-accessible-wayside-exhibits/>

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

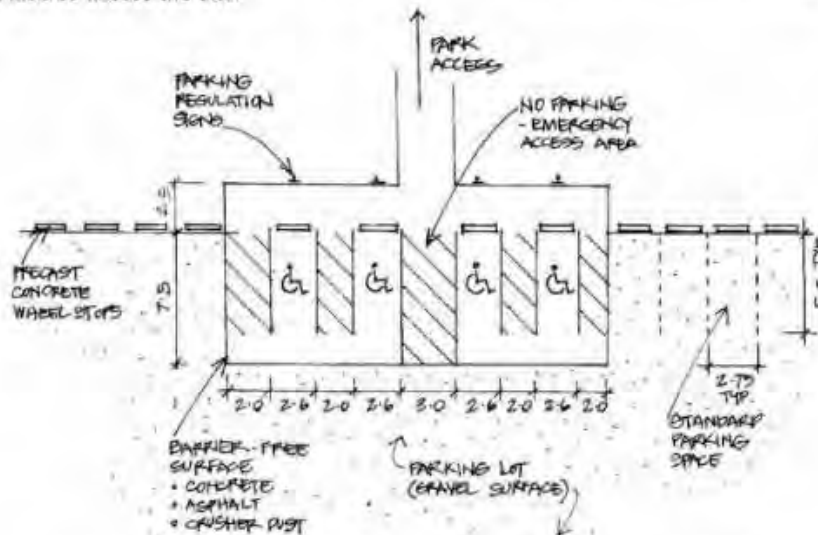
15 February 2024

b. ACCESSIBLE PARKING

We suggest the following parking design be implemented into the MODL parks with gravel parking lots.



The photo above shows a gravel parking lot with an accessible concrete parking space connected to the hard surfaced entry walkway. Visitors with limited mobility do not need to navigate over a gravel surface to access the site.



ACCESSIBLE PARKING DESIGN FOR GRAVEL PARKING LOTS

This detail is compliant with the CSA B651:23 – Accessible Design for the Built Environment

The Municipality of the District of Lunenburg Parks - Product and Design Recommendations

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

3. Appendix – Product Cut Sheets

- Maglin Products
 - 400 Series Bench
 - 100 Series Bench
 - 200 Series Accessible Picnic Table
 - 1400 Series Three Stream Waste Receptacle

**The Municipality of the District of Lunenburg Parks
 - Product and Design Recommendations**

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

MBE-0450-00006



400 SERIES

MATERIALS:	<ul style="list-style-type: none"> - Bench frame is made from H.S. steel and flat bar. The backrest and armrests are constructed using recycled plastic slats - Cedar color.
FINISH:	<ul style="list-style-type: none"> - All steel components are protected with E-Coat rust proofing. - The Maglin Powdercoat System providing a durable finish in oil metal finishes.
INSTALLATION:	<ul style="list-style-type: none"> - The bench is delivered pre-assembled, holes (U.B.) are provided (i) each end for securing to post.
COMPACT:	<ul style="list-style-type: none"> - Bench MBE-0450-00006 - Green - Powdercoat Color

HEIGHT: 36" (914mm)

LENGTH: 52" (1321mm)

DEPTH: 25 1/2" (647mm)

WEIGHT: 116.6 lbs (53 kg)






© 2019 Maglin Furniture
 1000 10th Street
 Suite 100
 Grand Rapids, MI 49503
 (616) 941-1111
 www.maglin.com

All drawings, specifications, images and material are subject to the approval of the manufacturer. The user must be aware of the product's limitations and use it in accordance with the manufacturer's instructions.

The Municipality of the District of Lunenburg Parks
- Product and Design Recommendations
 Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

MBE-0100-00007
Legacy # MLB100-RC-A

100 SERIES



DESCRIPTION:	100 Series - 100 Backed Bench: 70in L Cast Aluminum Ends, Wood Grain Texture High Density Polyethylene Seat and Back - Cedar Color, Two End Arms
FINISH:	All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.
INSTALLATION:	This bench is delivered pre-assembled. Holes (Ø5") are provided in each foot for securing to bolts.
TC SPECIFY:	Select MBE-0100-00007 Choose: - Powdercoat Color

HEIGHT: 30" (762mm)	LENGTH: 30" (762mm)	DEPTH: 18" (457mm)	WEIGHT: 60 lbs (27kg)
---------------------	---------------------	--------------------	-----------------------









1-800-850-8888
 9072 20th Street
 www.maglin.com
 sales@maglin.com

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**The Municipality of the District of Lunenburg Parks
 - Product and Design Recommendations**

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

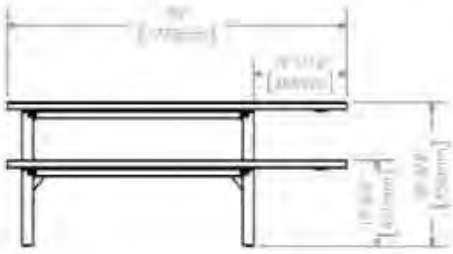
200 SERIES

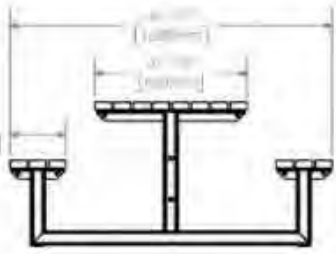
MTB-0210-00029
Legacy #MLPT210-S-RC-WCA




MATERIALS:	Table frame is made from 3" x 2-5/8" structural I-beams with mitered corners. Horizontal support beams are used for superior stability and structural integrity. Seating material is recycled plastic. - Cedar planks.
FINISH:	All steel components are protected with E-Coat hot dipping. The Maglin Powdercoat system provides a durable finish on all metal surfaces.
INSTALLATION:	The table is delivered pre-assembled. Holes (U.S.) are provided for securing to base.
UNITS/SPECIFY:	Select MTB-0210-00029 1 Person - Recycled Plastic

TABLE: 48" (1219mm)	LEG: 27" (686mm)	LEG: 22" (559mm)	SEAT: 18 x 50" (457 x 1270mm)
---------------------	------------------	------------------	-------------------------------







1 Person
 18" x 50" (457 x 1270mm)

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**The Municipality of the District of Lunenburg Parks
 - Product and Design Recommendations**

Gordon Ratcliffe Landscape Architects, CSLA and Joy Elliott Design, CSLA

15 February 2024

1400 SERIES

MRR-1400-00008
Legacy # MRCW03-MS-FB-VG

DESCRIPTION:	1400 Series - 1400 Recycle Bin (top) Aluminum Frame, Field, Sides, Stainless Steel (rd. Top) Opening, 3.0liters, 3 x 23 Carbon Recycle/ethylene Liners, Black Face Plate, Vinyl Graphics
FINISH:	All steel components are protected with E-Coat anti-rusting. The Maglin Powdercoat System provides a durable finish on all metal surfaces.
INSTALLATION:	The recycling station is delivered pre-assembled. Holes (H&A) are provided in each mounting foot for securing to base.
TO ORDER:	select MRR-1400-00008 Colors: - Powdercoat color - Vinyl Graphics (FH and approval form)

HEIGHT (mm)	LENGTH (mm)	DEPTH (mm)	WEIGHT (kg)
1400	440	270	12.5

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 Tel: 902-639-1234
 Fax: 902-639-1235
 Email: info@maglin.com



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Table of Contents

- Introduction
- Background Information/Parks Assessed
- Rick Hansen Audit
- Recommendations/Costs
- Park Identity
- Closing
- Q&A



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Accessibility Audit

INTRODUCTION

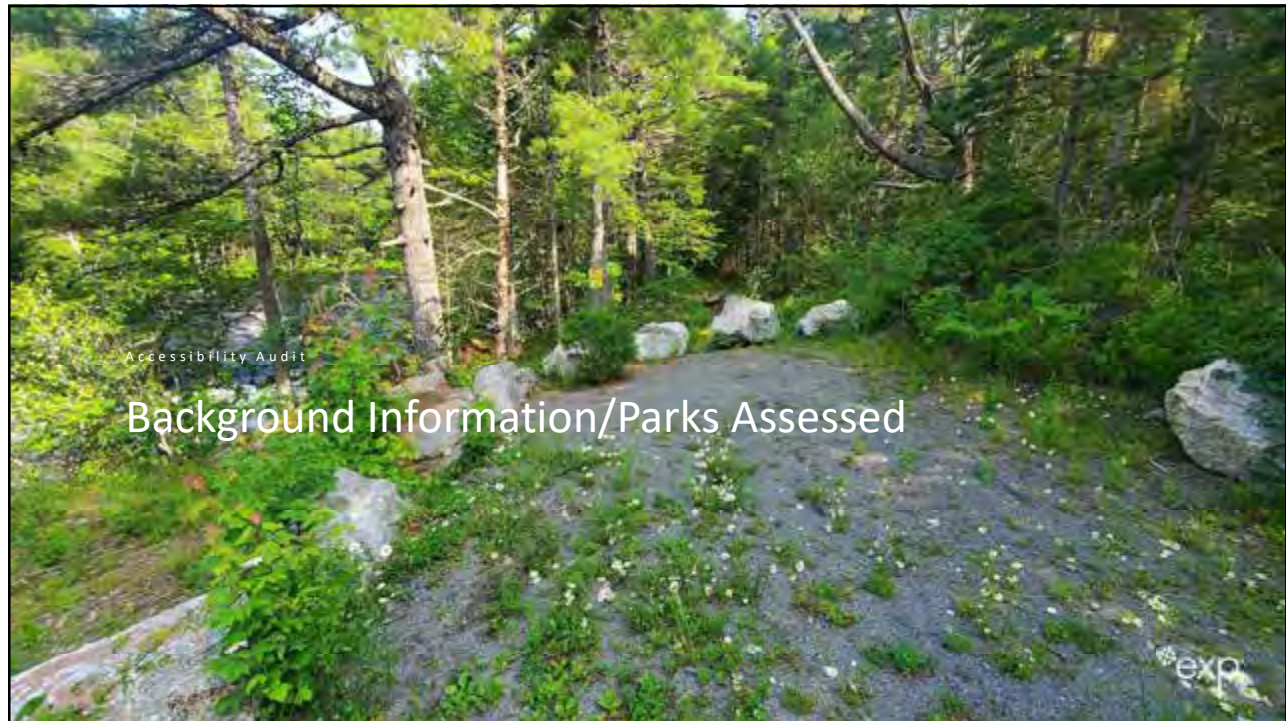
3

MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Introduction

Stacy Muise, P.Eng. – EXP Services Inc.
Accessibility Audit for 5 Parks
Audit Activities
Planning Tool for Future
Overview Presentation Sections
Questions Before Beginning

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Background Information/Parks Assessed

5 Parks In MODL Assessed:

1. Hirtle's Beach
2. Mushamush Beach Park
3. Miller Point Peace Park
4. River Ridge Common
5. Indian Falls Park

Quick Overview of Existing Conditions

6

Miller Point Peace Park



9

River Ridge Common



10

Rick Hansen Audit

Description of the Process

Sample Score Card:

Rating Scorecard			
	Final Rating Score	26%	MCR/MGCR not completed
Accessibility Certified (AC), Accessibility Certified Gold (ACG)	46	408	
Final Rating Score Required	60%	330%	
Total Earned Points Required	251	334	
Total Points	107	418	1971
Categories and Elements	Earned	Available	Max. Points
1.0 Vehicular Access	2	55	3.0%
1.1 Parking	2	35	5.7%
1.2 General Vehicular Access	0	20	0.0%
2.0 Exterior Approach and Entrance	0	0	n/a
3.0 Interior Circulation	0	0	312
4.0 Interior Services and Environment	0	0	167
5.0 Sanitary Facilities	21	82	25.6%
5.1 Washrooms	21	82	25.6%
6.0 Wayfinding and Signage	25	55	45.5%
6.1 General Wayfinding and Signage	25	39	42
6.2 Directory Boards and Interactive Information Kiosks	0	16	24
7.0 Emergency Systems	0	0	79
8.0 Additional Use of Space	5	85	5.9%
8.5 Outdoor Recreation Areas	1	13	16
8.7 Retail Outlets	0	10	36
8.15 Garbage Rooms	2	5	13
8.16 Viewpoints	2	34	34
8.18 Picnic Areas	0	23	26
9.0 Residential Units	0	0	330
10. Trails and Pathways	54	141	38.3%
10.1 Trail and Pathway Features	14	42	45
10.2 Trail and Pathway Ramps	6	29	32
10.3 Trail and Pathway Stairs	10	35	38
10.4 Trail and Pathway Wayfinding and Signage	24	35	35

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Hirtle's Beach Results Summary

Hirtle's Beach earned a rating score of 107, which falls short by 144 (251 points required less 107 earned).

Based on this scorecard, the opportunities can be summarized as follows:

- 53 points for improved Vehicular Access,
- 61 points for improved washroom facilities,
- 80 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 87 points for improved trails and pathways.

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Mushamush Beach Park Results Summary

Mushamush Beach Park earned a rating score of 105, which falls short by 92 (197 points required less 105 earned).

Based on this scorecard, the opportunities can be summarized as follows:

- 24 points for improved Vehicular Access,
- 37 points for improved washroom facilities,
- 77 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 56 points for improved trails and pathways.

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Miller Point Peace Park Results Summary

Miller Point Park earned a rating score of 69, which falls short by 146 (215 points required less 69 earned).

Based on this scorecard, the opportunities can be summarized as follows:

- 49 points for improved Vehicular Access,
- 53 points for improved washroom facilities,
- 75 points for improved additional space (outdoor rec, garbage, viewpoints and picnic areas), and
- 60 points for improved trails and pathways.

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

River Ridge Common Results Summary

River Ridge Common Park earned a rating score of 91, which falls short by 113 (204 points required less 91 earned).

Based on this scorecard, the opportunities can be summarized as follows:

- 36 points for improved Vehicular Access,
- 93 points for improved washroom facilities,
- 39 points for improved additional space (playgrounds, viewpoints and picnic areas), and
- 67 points for improved trails and pathways.

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Indian Falls Park Results Summary

Indian Falls Park earned a rating score of 109, which falls short by 82 (191 points required less 109 earned).

Based on this scorecard, the opportunities can be summarized as follows:

- 40 points for improved Vehicular Access,
- 49 points for improved washroom facilities,
- 52 points for improved additional space (playgrounds, viewpoints and picnic areas), and
- 35 points for improved trails and pathways.

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Hirtle's Beach Recommendations and Costs Summary

Low/Medium Cost Projects

- Create designated accessible parking (hard surface x 3) = \$10,000
- Create an accessible picnic area (pad and roof shelter) = \$30,000
- Redesign and install accessible interpretive signage = \$5,000 to \$15,000
- Replace existing boardwalk to the toilets with compacted gravel walkway = \$15,000
- Create wayfinding signage for the site (allow for wayfinding design \$10,000) = \$500/sign = \$5,000
- Waste Receptacles = \$5,000 each set
- Addition of bike racks = \$7,000 per trio set
- Expand on Vault Toilet Footprint and Install all Accessible Amenities = \$25,000 per Washroom
- Gravel parking lot delineation (guardrails and Boulders) = \$30,000
- Explore design and construction options to create CSA/ASC B651-23 compliant beach overlook = \$15,000

High Cost Projects

- Rebuild the beach boardwalk to be accessible (new supports and decking) = \$80,000
- Paved parking lot complete with line painting = \$350,000
- New beach look-off = \$40,000 to \$80,000 (depends on size and extents)
- Accessible Ramp to beach (depends on further design and soil characteristics) = \$50,000 to \$100,000



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Mushamush Beach Park Improvements



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Mushamush Beach Park Recommendations and Costs Summary

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- Resurface parking areas to drain = \$15,000
- Upgrade pathways to drain and to have smooth surfaces, consistent widths and gentle gradients = \$10,000
- Add accessible picnic tables and benches = \$20,000
- Regrade entry paths at existing portable toilets to be accessible = \$10,000
- Create level landings in front of waste receptacles = \$3,000
- Block motorized access to beach at all times. Block motorized access to the site while the park is closed = \$8,000
- Provide limited mobility beach access = \$12,000
- Create a wayfinding signage system highlighting all the site features = \$5,000

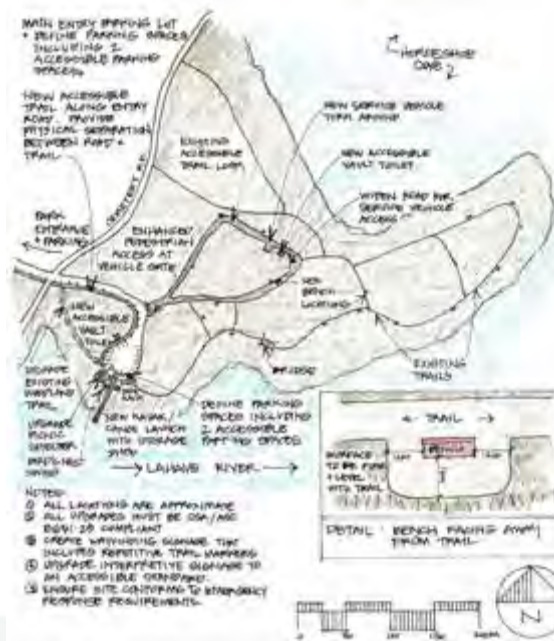
High Cost Projects

- Redesign the park layout to improve accessibility, parking and circulation = \$200,000 (extra \$100,000 to pave)
- Consider replacing vault toilets with full washrooms (includes dug well, septic system and power supply) = \$500,000 **or**
- Construct 2 to 3 accessible vault toilets = \$50,000 each (sized proper to have change rooms integral with washrooms)
- Consider adding changerooms and viewing decks above the beach = \$80,000



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Miller Point Peace Park Improvements



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

River Ridge Common Recommendations and Costs Summary

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- The entry trail is steep and with many switchbacks. Provision of benches at many of these corners will allow limited mobility visitors an opportunity to climb the trail at their own pace and resting as required = \$5,000 each
- Add MODL signage at the Highway 10 parking lot site entry area = \$5,000
- Have a certified playground installer complete an assessment of the existing equipment = \$10,000
- The upper toilet location is recommended to be relocated near to the playground / limited mobility parking lot. An additional toilet is required at the lower parking lot = \$5,000 (maintained porta-potties that can be relocated with relocated structure/enclosure.
- Assess and potentially upgrade the site wayfinding signage system throughout this large site ensuring it clearly shows visitors where they are as well as identifying the distance, gradient, elevation gain between features; the level of trail difficulty; benches locations; waste receptacles and toilets sites = \$10,000 to \$20,000 (assessment and upgrades)

High Cost Projects

- Convert the access/maintenance road into an entry and access to the upper playground area (13% gradient on the road and it should be paved due to excessive slopes...gravel will spin due to low friction with tires) = \$250,000
- Create an accessible trail between the new parking area and the Indian Brook Falls lookout = \$100,000
- New vault toilets (two above and one below) = \$150,000



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Indian Falls Park Improvements 1 of 2



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Indian Falls Park Improvements 2 of 2



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Indian Falls Park Recommendations and Costs Summary

Low/Medium Cost Projects

- Create designated accessible parking = \$10,000
- The parking lot surface needs to be re-levelled to remove puddles = \$10,000
- Accessible path construction is required to make the lookout, lawn area and picnic table CSA/ASC B651:23 compliant = \$5,000
- The park requires an accessible picnic area and accessible benches throughout the park = \$25,000
- The connection between the lookout and the main trail requires upgrading to be CSA/ASC B 1-23 compliant = \$12,000
- Wayfinding signage is required to orient visitors and identify the site features. The signage must be clear how accessible the park is by identifying the distance, level of effort, rest opportunities and features on the map = \$20,000
- Add accessible picnic area at the furthest outreach of the new trail system = \$15,000

High Cost Projects

- Explore options to create a limited mobility access to the river's edge at the end of the new trail = \$60,000
- Upgrade entry road and parking lots to allow emergency response vehicle access = \$100,000
- Pave parking lot with line painting = \$130,000

exp.

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Park Identity



Municipality of the District of Lunenburg

Park Identity/Symbol

Birds Nest Swing

\$30,000

Incorporate MODL Logo

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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Park Identity

Wayfinding

Simplistic Solutions

Customized to MODL Look

Easily Incorporated Everywhere

Helps in Park Identification



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Accessibility Audit

Closing



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MODL PARKS ACCESSIBILITY AUDIT | JUNE 2024

Closing Remarks

- The MODL has a rich resource of parks within the municipality.
- Rick Hansen has been a valuable tool to assess current conditions.
- Parks Assessed, did not fair that bad but with improvements to washrooms, pathways, parking and wayfinding, Accreditation can be achieved.

THANK YOU



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Council
Item: #11.1.2
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council

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

Date: June 11, 2024

Re: Hillside Cemetery at the MARC

Recommendations

To reach out to the South Shore Genealogical Society to review the research conducted by the presenters at the January 23, 2024 Council meeting, and if adopted by the Society as part of their records, the Municipality will do the same.

If the records submitted are adopted by the South Shore Genealogical Society and the Municipality of the District of Lunenburg, that the Municipality of the District of Lunenburg change the brass plaque and the interpretive sign to reflect the newly presented information.

That the Municipality establish a grave maker program outlining the size and dimensions of the markers, enabling family members to replace the current number grave marker with a personalized grave marker.

Background

At the January 23, 2024, Council meeting two municipal residents made a presentation to Council pertaining to the Hillside Cemetery located at the MARC. They requested that the Municipality verify that the site currently referred to as the MARC, was indeed called the Lunenburg Municipal Hospital. They could not find reference to it being called this in their research. The second request was to change the information and the interpretive sign located at the site referencing that 188 individuals are buried at the cemetery to 207 individuals and to change the year from 1959 to 1960 as the last year a person was buried there. Through their research they determined that the number of individuals buried is 207, the first burial in 1895, and the last interment in 1960. The final request to Council is to erect a monument at the site

listing the 207 individual names they have found through their research. Currently grave sites have numbers, not the names of the individuals buried there. (picture attached)

Discussion about the MARC Cemetery has been on previous Committee of Councils and Council agendas for some time. Looking back in the files there is evidence of this being discussed in 2007. At that time a legal opinion was sought to help determine if any permission was needed to place names on a monument. The response provided by MODL's legal counsel at the time is that death records are public domain and as such permission is not required. Veteran Affairs however suggested putting a notice in the paper stating the Municipality's intent. It was recommended to reach out to the public to seek suggestions. In the November 15, 2007, Committee of the Whole meeting the minutes state the "Committee members spoke in favour of recognizing the people buried in the cemetery and seeking input in the development of an improvement plan for the cemetery." An ad requesting public input was placed in the Bulletin Progress in 2008 which drew interest primarily in the death records. In 2007 Council considered various types of monuments including one that listed all the names and the estimated cost for such a monument was \$4,500. Funds were not allocated to proceed with any type of monument in the 2008-2009 budget.

In 2018 Council did respond to community members that resulted in the numbered grave markers being repositioned and aligned to address the issues caused due to ground upheaval and a monument was erected (picture attached) that states:

HILLSIDE CEMETERY
THIS MEMORIAL IS DEDICATED TO
THE RESIDENTS WHO LIVED AND PASSED
AT THE
LUNENBURG MUNICIPAL HOSPITAL,
AND WERE BURIED HERE
BETWEEN 1904 AND 1959.
REMEMBRANCE PLACED 2019 BY THE
MUNICIPALITY OF THE DISTRICT OF LUNENBURG

A weather resistant interpretive sign was also erected providing information about the site (attached). The monument and the interpretive sign were installed to honor and remember those who lived and passed away at the Lunenburg Municipal Hospital.

Executive Summary

Staff did look into the name of the facility and through municipal records found evidence that the facility was called the Lunenburg Municipal Hospital (pictures attached). The 207 names that were identified through the residents' research have been sent to staff. It would be staff's recommendation to request that the South Shore Genealogical Society review the research conducted by the two residents and if the Society adopts this list of names as part of their official record, the Municipality will do the same. If the research was to be adopted, the Municipality should consider installing a new brass plaque on the rock replacing the dates to 1895 and 1960. In 2018 the plaque cost approximately \$2,000. The interpretive sign would also need to be changed to reflect the new documented number of burials from 188 to 207 and the first burial and last burial dates would need to be changed.

The final request from the residents was for council to erect a monument listing the 207 names of the individuals they determined to have been buried at the cemetery. Staff did reach out to get a ballpark number of how much such a monument would cost but have not heard back as of the time of this report.

During the presentation given at the June 23, 2024, council meeting one of the speakers made the following statement about someone who has an ancestor buried at a similar cemetery that has the graves marked by numbers, "When she does find her great-grandmother, she wants to mark her grave with a headstone and maintain the site." It is staff's recommendation that the Municipality promote a program that enables family members to purchase and install a grave marker for their family member(s) that aligns with the specifications determined by the Municipality. Specifications on sizes would be required in order to ensure room availability for all grave markers. This recommendation would enable family members to make the decision on having a personalized grave marker for their relative(s). This would be following the practice of other cemeteries.

Budget implications

Funding has not been allocated in the 2024-2025 budget. If updates are required to the current monument and the interpretive sign these updates can be completed through the operating budget of the Recreation, Parks and Tourism Department. If a new monument listing all the names funding would need to come from reserves if to be completed and erected this year or it could be completed in the 2025-2026 budget year in which funds could be allocated in that fiscal year.

Work Plan

This project is not in the current workplan.

Alternatives

To not request the South Shore Genealogical Society to review the research conducted by the residents who presented, leaving the monument and the interpretive sign located at the cemetery the same.

Conclusion

At the January 23, 2024, Council meeting two residents made several requests concerning the Hillside Cemetery located at the MARC, primarily erecting a monument listing the 207 names that based on their research are buried at the cemetery. In 2019 Council did erect a monument and interpretive sign outlining some of the history of the site to honor and remember those who lived and passed away at the Lunenburg Municipal Hospital. Staff are recommending that Council provide direction to staff to reach out to the South Shore Genealogical Society to review the research conducted by the residents, make changes if required to the current monument and interpretive sign and to establish a grave marker program in which family members can make the decision to mark the graves of their family members.

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





BY-LAWS
of the
Municipality of Lunenburg
and
**By-Laws for the Government of
Lunenburg Municipal Hospital**
1928



REVISED 1954

Council
Item: #11.1.3
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipality of the District of Lunenburg Council
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: June 11, 2024
Re: Major Events Grant Application New Germany Canada Day Committee
New Germany Canada Day

Recommendation

That Municipal Council approve the New Germany Canada Day Committee's application for funding through the Major Event Grant in the amount of \$2,500 for Canada Day in New Germany.

Executive summary

The application satisfies the Major Events Grant's purpose of growing large-scale events that create a positive economic impact for the Municipality.

As per the Approval Process and Procedures of the Community Grant Program/Sponsorship Request Policy MODL043, applications requesting more than \$2,500 require Council's approval. It is the recommendation of staff to approve the New Germany Canada Day Committee's grant application in the amount of \$2,500 for Canada Day.

Discussion

Canada Day in New Germany attracts a large crowd to enjoy the Children's Parade, ox pull, Grand Street Parade, Garden Party, games, musical entertainment, and fireworks. This day-long event has a significant positive economic impact, boosting sales for local businesses due to the influx of visitors. The New Germany Canada Day Committee prioritizes local shopping when sourcing prizes and other products for the event, further supporting the local economy. This year, the committee has enhanced the celebrations by adding a magician to the entertainment lineup. Events like Canada Day in New Germany not only draw people together but also foster a strong sense of community among residents.

The Major Event Grant application filed by the New Germany Canada Day Committee requested \$6,600 in funding, to ensure sufficient budget remains for other grant applications this fiscal year and to support this important community event, the recommended funding amount to approve for this event is \$2,500.

Budget implications

The approved amount is within budget.

Strategic plan

Approving this grant application is in alignment with MODL’s mission of being sustainable community builders by fostering a sense of community among residents. In addition, funding this event aligns with the Municipalities’ Values of Thriving Communities.

Alternatives

- 1) Approve the recommended amount of \$2,500.
- 2) Approve an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by the New Germany Canada Day Committee meets the eligibility requirements for the Major Events Grant as laid out in Community Grant Program/Sponsorship Request Policy MODL043. It is the recommendation of staff to approve the New Germany Canada Day Committee’s grant application in the amount of \$2,500 for Canada Day in New Germany.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Ruth Wawin, Tourism & Event Development Officer
Report Approved by	Trudy Payne, Director Recreation Parks & Tourism
Date Reviewed by C.A.O.	

Council
Item: #11.1.4
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipality of the District of Lunenburg Council
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: June 11, 2024
Re: Major Events Grant Christmas Tree Council of Nova Scotia
3rd International Christmas Tree Conference

Recommendation

That Municipal Council approves the Christmas Tree Council of Nova Scotia for funding through the Major Event Grant in the amount of \$2,000.

Executive summary

The application submitted satisfies the Major Events Grant's purpose of supporting large-scale events that create a positive economic impact for the Municipality.

As per the Approval Process and Procedures of the Community Grant Program/Sponsorship Request Policy MODL043, applications requesting more than \$2,500 require Council's approval. It is the recommendation of staff to approve the Christmas Tree Council of Nova Scotia's grant application in the amount of \$2,000 for the 3rd International Christmas Tree Conference taking place August 1-3, 2024.

Discussion

Annually, the National Christmas Tree Association (NCTA) holds a summer meeting in conjunction with one of its associations. The NCTA, in collaboration with the Christmas Tree Council of Nova Scotia (CTCNS), has chosen to host the International Christmas Tree Conference in Lunenburg County, the Balsam Fir Christmas Tree Capital of the World.

The conference will take place at the Oak Island Resort and Conference Centre from August 1-3, 2024. Attendees benefit from promotion, advocacy, programs, and services provided by the CTCNS and the other regional associations involved in the conference. Through workshops,

panel presentations, and networking opportunities attendees will share their insights, experiences and resources to address common challenges and capitalize on opportunities for sector development.

During the conference, attendees participate in farm tours, including visits to DeLong Farms in Barss Corner and Blackadar's Forestry Products in New Germany, both within the Municipality of the District of Lunenburg. This international event brings together Christmas Tree Farmers, industry professionals, researchers, government representatives, and community members from around the world. The local communities benefit economically from increased spending by attendees at hotels, restaurants, and shops. Moreover, the funding provided by this major event grant demonstrates support for the Christmas tree industry, a significant economic driver in Lunenburg County.

The Major Event Grant application filed by the CTCNS requested \$5,000 in funding, to ensure sufficient budget remains for other grant applications this fiscal year and to support this conference, given its anticipated economic impact on our area, the recommended funding amount to approve for this event is \$2,000.

Budget implications

The approved amount is within budget.

Strategic plan

Supporting this conference is in line with the Municipalities' value "Ready for Action!: We are innovators, economic leaders, and collaborative partners." By supporting this conference that brings stakeholders in the Christmas Tree industry together to learn and network, the municipality is demonstrating support as a collaborative partner for a key industry within our municipality. Additionally, approving this grant application is in alignment with MODL's mission of being sustainable community builders.

Alternatives

- 1) Approve the recommended amount of \$2,000.
- 2) Approve an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by the Christmas Tree Council of Nova Scotia meets the eligibility requirements for the Major Events Grant as laid out in Community Grant Program/Sponsorship Request Policy MODL043. It is the recommendation of staff to approve the Christmas Tree Council of Nova Scotia's grant application in the amount of \$2,000.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Ruth Wawin, Tourism & Event Development Officer
Report Approved by	Trudy Payne, Director Recreation Parks & Tourism
Date Reviewed by C.A.O.	

Council
Item: #11.1.5
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipality of the District of Lunenburg Council
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: June 11, 2024
Re: Major Events Grant Application Lunenburg Pride – Pride Week

Recommendation

That Municipal Council approves the Lunenburg Pride’s application for funding through the Major Event Grant in the amount of \$3,000 for Pride Week.

Executive summary

The application satisfies the Major Events Grant’s purpose of growing large-scale events that create a positive economic impact for the Municipality.

As per the Approval Process and Procedures of the Community Grant Program/Sponsorship Request Policy MODL043, applications requesting more than \$2,500 require Council’s approval. It is the recommendation of staff to approve the Lunenburg Pride’s grant application in the amount of \$3,000 for Pride Week.

Discussion

Pride Week is hosted annually by Lunenburg Pride and this year, Lunenburg Pride is working to expand their event offerings to be more responsive to the 2SLGBTQIA+ communities’ wants within the South Shore. Pride week is a time for 2SLGBTQIA+ groups to honour the past challenges the community has overcome, celebrate their success, and encourage more work for equity.

Lunenburg Pride has worked to organize a series of events that take place from Sunday, July 7th through to the end of day Saturday, July 13th, with events scheduled to take place every day during this week. The week’s events begin with a kick-off parade and include several events for a variety of demographics within the 2SLGBTQIA+ community. Some events from the week

include a Senior's social, youth drop-in, family events, flag raisings, a hike, a comedy show, a dance, and much more.

2SLGBTQIA+ events play a crucial role in fostering a sense of community by providing safe spaces where individuals can express themselves authentically and connect with others who share similar experiences and identities. These events often offer support, validation, and a sense of belonging, contributing to the creation of a vibrant and inclusive community where diversity is celebrated and embraced.

This weeklong event will attract members of the 2SLGBTQIA+ from Lunenburg County and beyond, resulting in an increase in spending locally. During this week, several events are hosted in collaboration with local businesses and organizations, offering an excellent platform to showcase and endorse these community-based entities.

The Major Event Grant application filed by Lunenburg Pride requested \$20,000 in funding, to ensure sufficient budget remains for other grant applications this fiscal year and to support Pride Week and its weeklong series of events, the recommended funding amount to approve for this event is \$3,000.

Budget implications

The approved amount is within budget.

Strategic plan

Approving this grant application is in alignment with MODL's values of Thriving Communities, Respect and Kindness, and Equity and Inclusion. Pride Week creates opportunities for connections to foster among community groups. These events demonstrate respect for the 2SLGBTQIA+ community and promote equity and inclusion by supporting individuals within this equity-seeking population.

In addition, funding this weeklong event aligns with the Municipalities' Values of being sustainable community builders and collaborative engagers.

Alternatives

- 1) Approve the recommended amount of \$3,000.
- 2) Approve an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by Lunenburg Pride meets the eligibility requirements for the Major Events Grant as laid out in Community Grant Program/Sponsorship Request Policy MODL043. It

is the recommendation of staff to approve Lunenburg Pride’s grant application in the amount of \$3,000 for Pride Week.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Ruth Wawin, Tourism & Event Development Officer
Report Approved by	Trudy Payne, Director Recreation Parks & Tourism
Date Reviewed by C.A.O.	

Council
Item: #11.1.6
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipality of the District of Lunenburg Council
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: June 11, 2024
Re: Major Events Grant Application -Town of Bridgewater
Canada Day on the LaHave

Recommendation

That Municipal Council approve Town of Bridgewater's application for funding through the Major Event Grant in the amount of \$2,000 for Canada Day on the LaHave.

Executive summary

The application satisfies the Major Events Grant's purpose of growing large-scale events that create a positive economic impact for the Municipality. As per the Approval Process and Procedures of the Community Grant Program/Sponsorship Request Policy MODL043, applications requesting more than \$2,500 require Council's approval. It is the recommendation of staff to approve the Town of Bridgewater's grant application in the amount of \$2,000 for Canada Day on the LaHave.

Discussion

The Town of Bridgewater has applied for funding through the Major Events Grant to support their Canada Day on the LaHave celebration. This day-long event, hosted by the Canada Day on the LaHave Committee in partnership with the South Shore Multicultural Association, attracts around 10,000 people from across Lunenburg County and beyond.

The Canada Day on the LaHave performances incorporating multicultural elements run from 11:00am to 4:00pm at the DesBrisay Museum and Woodland Gardens. The King Street Kitchen Party takes place from 4:00pm-11:00pm in downtown Bridgewater and includes live music, food trucks, a fresh air film screening, entertainment for people of all ages, and concludes with fireworks.

Canada Day on the LaHave provides both direct and indirect economic benefits to the local economy. The Town of Bridgewater integrates, supports, and co-promotes Canada Day events organized by local businesses and non-profits in Bridgewater and the surrounding area. These events attract visitors from Lunenburg County and beyond, boosting local business activity. This inclusive celebration aims to involve those historically excluded or marginalized by traditional Canada Day festivities. Such events help build and strengthen a sense of community among residents.

The original application included a funding request for \$3,000, to ensure we maintain funds in the budget for future Major Event Grant Applications during this fiscal the recommended amount of funding to approve for this event is \$2,000. Canada Day on the LaHave has direct and indirect economic benefits to businesses within our municipality.

Budget implications

The approved amount is within budget.

Strategic plan

Approving this grant application is in alignment with MODL's mission of being sustainable community builders by fostering a sense of community among residents.

In addition, funding this event aligns with the Municipalities' Values of Thriving Communities, Respect and Kindness, and Equity and Inclusion. Canada Day on the LaHave provides an opportunity for residents to come together, fostering a sense of unity and belonging. The day's events take place in partnership with the South Shore Multicultural Association which focuses on inclusion and diversity by hosting events supporting a variety of cultures and ensuring everyone feels comfortable participating.

Alternatives

- 1) Approve the recommended amount of \$2,000.
- 2) Approve an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by the Town of Bridgewater meets the eligibility requirements for the Major Events Grant as laid out in Community Grant Program/Sponsorship Request Policy MODL043. It is the recommendation of staff to approve the Town of Bridgewater's grant application in the amount of \$2,000 for the Canada Day on the LaHave event.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Ruth Wawin, Tourism & Event Development Officer
Report Approved by	Trudy Payne, Director Recreation Parks & Tourism
Date Reviewed by C.A.O.	

Council
Item: #11.1.7
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Trails & Open Space Coordinator, Marta Selassie
Date: June 11, 2024
Re: Central Nova Trail Funding Reallocation

Recommended Motion

That Council for the Municipality of the District of Lunenburg allow Central Nova ATV Club to reallocate the \$10,000 of the 2024/2025 funding for dust control, culverts and ditching in place of the resurfacing project originally planned for the 2024/2025 season.

Background

The Central Nova ATV Club (CNATV) is an organization that promotes the safe and responsible use of ATVs. In 2022, Central Nova completed construction of a 4 km trail that connects the Adventure Trail at Naugler road to the recently constructed Osprey Connector Trail. The completion of these two trails closes a significant gap in the rail trail network in this region.

The Municipality annually supports trail groups with funding for capital upgrades calculated on a per-kilometer basis. Additionally, groups can request extra support for specific projects beyond the annual grant.

The Central Nova trail was originally constructed primarily for OHV use so compacted surface material was not applied during construction. With the opening of the Connector Trail, there has been a notable increase of use/traffic on the Central Nova Trail from all users. It has become evident that a topcoat is required to create a smoother trail for active transportation use.

A request from CNATV was submitted to MODL for an additional \$10,000 in the 2024/2025 budget towards a project to upgrade the trail surface from Cooks Lane to the MODL property line of the Osprey Trail. CNATV also applied to the OHV Infrastructure Fund (OHVIF) for the remainder of money needed to complete the surface upgrade project.

Discussion

Central Nova’s OHVIF application was denied, and they will not be able to proceed with the trail surface upgrade project as hoped this year. Central Nova is requesting to reallocate the trail surface project MODL funding to another project that includes dust control, culvert replacement and ditching. As this varies from the original intention of the funding, administration is seeking council approval.

Budget Implications

The request is for a reallocation of funding that has already been approved in the 2024/2025 budget.

Strategic Plan

Aligns with MODL Strategic Priorities Osprey Village Growth Centre and RE-Create Parks.

Work Plan

This does not impact MODL staff’s workload, the trail group is responsible for the project management.

Alternatives

1. Do not allow Central Nova ATV to reallocate the trail surface funding for dust control, culverts and ditching and have them return the funds.
2. Provide Central Nova ATV the option to keep the funding in a reserve until additional funding can be secured for the trail surfacing project.

Summary

Staff recommend that Central Nova ATV Club be permitted to use \$10,000 for dust control, culvert replacement and ditching.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Marta Selassie, Trails and Open Space Coordinator
Report Approved by	Trudy Payne, Director Recreation, Parks & Tourism
Date Reviewed by C.A.O.	

Council
Item: #11.2.1
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council

Submitted by: Elana Wentzell, Director of Finance

Date: June 11, 2024

Re: 2023-24 Proposed Capital Funding, Canada Community-Building Fund (CCBF) Investment and 4th Quarter Capital Variance Report

Recommendations

That Municipal Council approve the funding of 2023/24 completed capital projects and CCBF investment as noted in this report and as summarized on the enclosed 2023/24 Capital Project & CCBF Investment Plan.

Executive Summary

Financing of the completed 2023/24 capital projects has been allocated as per the approved budget with exceptions that are noted in the attached report. Changes in financing can occur when a project is completed over budget or new sources of financing are found. A summary of all completed projects compared to budget is enclosed. This summary serves as the 4th quarter variance report for the Capital Fund and outlines proposed funding of Capital and CCBF projects.

Discussion

Many of the 2023/24 capital projects were budgeted to be funded from Reserve funds. Under Section 99 (4) of the Municipal Government Act, Council approval is required for all withdrawals from capital reserves. As well, Council must approve all CCBF expenditures. Compliance occurs when Council approves the capital budget that shows withdrawals from reserves to fund capital expenditures. When funding changes are made at year end, Council should be made aware of them, and approval should be sought.

Budget implications

Several projects were completed under budget, some were over budget, re-evaluated or deferred to a future year. Of the \$9,420,024 approved 2023/24 Capital Budget, projects in the amount of \$3,813,276 were completed.

Financing of these projects included, \$512,749 in Provincial and Federal Grants, \$1,850,508 from General Operating Reserves, \$256,241 from Depreciation Reserves, \$109,660 from Sewer Reserves, \$16,657 from Open Space Reserves, \$456 from the sale of green compost carts, and \$20,000 from MICA for public moorings.

CCBF spending for 2023/24 totals \$1,047,007 consisting of capital projects of \$784,099 contributions to non-owned trails \$62,658, and Rural Broadband Project Costs \$200,250 in the Operating Fund.

Conclusion

Staff has made this recommendation to ensure compliance with the Municipal Government Act and the Federal CCBF Agreement.

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

5 Year Capital Investment and Canada Community-Building Fund Plan		APPROVED BUDGET	ACTUAL COST	Proposed Funding					
				2023/24	2023-24	Grants	CCBF	Depreciation reserve	Gen Op reserve
<i>Proposed Funding Notes (actual vs budgeted)</i>									
Corporate Infrastructure & Accessibility Projects									
<i>Facilities</i>									
Accessibility Legislation Placeholder		125,000	-						
Accessibility Plan Improve Rec Assets, beaches etc.	Used CCBF to fund accessibility plan after grant received (instead of Operating Reserves)	125,000	74,906	19,000	55,906				
Park Standards Upgrades	Grant received to offset municipal cost	340,000	120,274	30,533			89,740		
MARC Ballfields	Used CCBF to fund instead of Operating Reserves	400,000	93,049		93,049				
Municipal Services Building Final Costs	As budgeted - continue to fund through municipal operating reserves until warranty claim is made	450,000	68,662				68,662		
Office reconfiguration	As budgeted	100,000	28,242				28,242		
Public Mooring Installations		40,000	34,884				14,884		20,000
Vehicles									
Engineering & Bldg Dept Vehicles (EV)	Used CCBF to fund instead of Depreciation Reserves	120,000	225,491		225,491				
Other									
Tax Bill Portal		15,000	-						
Subtotal Corporate Infrastructure & Accessibility Projects		1,715,000	645,506	49,533	374,445	-	201,528	-	20,000

5 Year Capital Investment and Canada Community-Building Fund Plan		APPROVED BUDGET	ACTUAL COST	Proposed Funding					
				2023/24	2023-24	Grants	CCBF	Depreciation reserve	Gen Op reserve
<i>Proposed Funding Notes (actual vs budgeted)</i>									
Climate Change Mitigation & Adaptation Projects									
Facility & Energy Assessment CES & Building Upgrades		75,000	19,668	14,751			4,917		
Solar Panels - Municipal Building	Used CCBF to fund instead of Operating reserve	200,000	62,980		62,980				
Solar Panels - Conquerall Bank WWTP	Used CCBF to fund instead of Operating reserve	100,000	26,161		26,161				
Community Solar Garden	Low Carbon Community grant received	220,000	55,581	55,581					
Petite Riviere Watershed Flood Mitigation		20,000	-						
Public Transit - Osprey Village	As budgeted	250,000	46,931	46,931					
EV Chargers Study		25,000	-						
EV Fleet Chargers	Per Council tender award - used CCBF for all costs	120,000	160,359		160,359				
Subtotal Climate Change Mitigation & Adaptation Projects		1,010,000	371,680	117,263	249,500	-	4,917	-	-

5 Year Capital Investment and Canada Community-Building Fund Plan		APPROVED BUDGET	ACTUAL COST	Proposed Funding					
				2023/24	2023-24	Grants	CCBF	Depreciation reserve	Gen Op reserve
<i>Proposed Funding Notes (actual vs budgeted)</i>									
Economic Development Projects									
Internet	As budgeted	450,000	200,250		200,250				
Wayfinding (Directional/Visual Signage to MODL Assets)	Grant received, CCBF used for balance per budget	225,000	17,057	12,500	4,557				
Subtotal Economic Development Projects		675,000	217,307	12,500	204,807	-	-	-	-
Trail Development Projects									
Annual contribution to Trail Groups	As budgeted	68,024	62,658		62,658				
Art on the Trail/in the Parks	No grant available - general operating reserve as budgeted	33,000	7,952				7,952		
Osprey Village AT Connection Pedestrian Bridge	Costs for work completed before project suspended	700,000	47,698				47,698		
Indian Falls Trail upgrade	Balance of grant and CCBF for remainder	90,000	91,384	17,877	73,507				
MARC existing Trail Upgrade	Used CCBF instead of Operating reserve	30,000	26,387		26,387				
Osprey Village Trail Connector	As budgeted	800,000	895,434	80,000			815,434		
Subtotal Trail Development Projects		1,721,024	1,131,513	97,877	162,552	-	871,084	-	-

5 Year Capital Investment and Canada Community-Building Fund Plan		APPROVED BUDGET	ACTUAL COST	Proposed Funding					
				2023/24	2023-24	Grants	CCBF	Depreciation reserve	Gen Op reserve
<i>Proposed Funding Notes (actual vs budgeted)</i>									
Parks & Open Space Projects									
Future Land Purchases	Required for land sales - Open space reserve used for this cost as that is where the sales are deposited	50,000	-						
Land Development fees for land sales		-	16,657					16,657	
Park Roads - Indian Falls	Used CCBF instead of Operating reserve	30,000	39,817		39,817				
Sawpit Park	As budgeted	29,000	9,031				9,031		
Wharf Assessment/Upgrades - Sawpit	As budgeted	15,000	18,282				18,282		
Pickleball Courts	Site preparation costs - used municipal reserves which will be paid back when land sold	800,000	76,672				76,672		
Subtotal Parks & Open Space Projects		924,000	160,460	-	39,817	-	103,985	16,657	-
Paving Projects - Roads & Shoulders									
AT Paved Shoulders (paid overage \$7,461 Baker's Settlement 2019 project + Martin's River Sign)	Used municipal reserves for cost overage of Baker Settlement 2019 Pave shoulders - invoice received March 2024	150,000	7,904				7,904		
AT Plan - upgrade existing plan	Council approved budget overage with tender award - balance of funding municipal operating reserve	50,000	69,281	50,000			19,281		
J Class Roads (NSPW paving Partnership)		350,000	-						
Subtotal Paving Projects - Roads & Shoulders		550,000	77,185	50,000	-	-	27,185	-	-

5 Year Capital Investment and Canada Community-Building Fund Plan		APPROVED BUDGET	ACTUAL COST	Proposed Funding						
				2023/24	2023-24	Grants	CCBF	Depreciation reserve	Gen Op reserve	OpenSpace/Swr Reserves
<i>Proposed Funding Notes (actual vs budgeted)</i>										
<i>Water, Wastewater & Environmental Protection Projects</i>										
Green Compost Carts	As budgeted	60,000	56,697				56,241			456
Osprey Village Water Tower	As budgeted	925,000	22,615					22,615		
WWTP - Annual Large Pump Rebuilding/Replacement Program	As budgeted	10,000	15,082						15,082	
WWTP Cookville Plant Expansion	As budgeted	750,000	207,044	151,825					55,219	
WWTP Cookville I&I	As budgeted	50,000	1,538						1,538	
Conquerall Bank - I&I Study	As budgeted	40,000	27,651						27,651	
Conq Bank - caustic soda system improvements	CCBF as budgeted	50,000	15,885		15,885					
WWTP NG Inflow & Infiltration Mitigation	No grants for this project - as budgeted municipal reserves	800,000	767,235			200,000		567,235		
WWTP Cookville Equipment Replacement	Carry over for final payment		4,364						4,364	
WWTP NG Equipment	Carry over for final payment - PCAP Grant		9,556	3,750						5,806
WWTP NG Pump Stn 6 Electrical Upgrade	Carry over upgrades to Pump Stn 6 - PCAP \$30K	90,000	81,959	30,000					51,959	
Water Resiliency/Dry Wells		50,000	-							
<i>Subtotal Water, Wastewater, Environmental Protection Projects</i>		2,825,000	1,209,625	185,575	15,885	256,241		641,809	109,660	456
TOTAL PROJECT COST		\$ 9,420,024	\$ 3,813,276	\$ 512,749	\$ 1,047,007	\$ 256,241	\$ 1,850,508	\$ 126,317	\$ 20,456	

Council
Item: #11.3.1
Date: June 11, 2024
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report To: Municipal Council
Submitted By: Amy Wamboldt, Grant Coordinator
Date: June 11, 2024
Re: PCAP and MIP Approvals

Recommended Motions:

“that Municipal Council endorses the following project as the funding priority for the Provincial Capital Assistance Program:

Caustic Soda project at the Conquerall Bank Wastewater Treatment Plant;

and also

“that Municipal Council endorses the following project as the funding priority for the Municipal Innovation Program:

Regional Building Services”

Background

The Provincial Capital Assistance Program (PCAP) supports investment in high priority municipal infrastructure projects. This program is available exclusively to Nova Scotia municipalities and Villages. The amount of funding available for distribution on an annual basis is limited and calculated at maximum of 50% of eligible expenses. Funding priority is given to projects designed to eliminate serious environmental and health problems (actual and potential) and projects that address critical capacity issues. The application deadline is June 13, 2024. The project from the Capital Budget that best fits the funding criteria is the Conquerall Bank Caustic Soda System Improvements. To address ongoing pH concerns, a temporary caustic soda injection system was installed in October 2021. This temporary and manual system served

as a pilot project prior to the investment in a more expensive automated system. After a few years of data and support from NSE, Municipal Council supported this project in the 2024/2025 Capital Budget. The cost estimate for this project is \$350,000 including the municipal portion of HST. The PCAP application will request \$175,000 in funding.

Staff has also identified an eligible project for the Municipal Innovation Program (MIP), which also closes on June 13, 2024. This program can provide funding of up to 75% for projects where municipalities partner to achieve mutually beneficial outcomes. The Regional Building Services project was submitted for funding under this program during last year's MIP program but was unsuccessful. Staff, with the support of the Department of Municipal Affairs, wish to resubmit an updated application for the approved 2024/2025 project implementation expenses. The project costs for the application consist of \$150,000 towards software expenses and approximately \$80,000 towards salary expenses. If MODL is successful with the grant program, all project partners will benefit in a reduction of year 1 expenses.

Recommendations

Staff recommends that Council approve the recommended motions so applications can be submitted.

Report Preparation	
Department	Administration
Report Prepared by	Amy Wamboldt, Grant Coordinator
Report Approved by	Alex Dumaresq, Deputy CAO
Date Reviewed by C.A.O.	