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## **Municipal Council Meeting Agenda**

**Tuesday, July 23, 2024 – 9:00 a.m.**

**MODL Council Chambers – 10 Allée Champlain Drive, Cookville**

- 1. Call to Order**
  - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda** (as circulated)
- 5. Approval of Minutes – June 25, 2024 and July 9, 2024**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times**
  - 8.1 The Human Rights Remedy, Lora Church, NSRAA ..... 9:15 a.m. 1-3
  - 8.2 South Shore Housing Action Coalition  
Nancy Green, NS Health Authority ..... 10:15 a.m. 4-9
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
  - 10.1 Policy & Strategy Committee ..... 10**
    - 10.1.1 Repeal & Replace Policy 008 Records Management ..... 11-26
    - 10.1.2 Comfort Centre Grant Award - Lunenburg County Ground Search and Rescue ..... 27-29
    - 10.1.3 Comfort Centre Grant Award - Midville District Fire Department ..... 27-29
- 11. Staff Reports**
  - 11.1 Recreation, Parks & Tourism**
    - 11.1.1 Designated Communities Fund Project – Lunenburg Yacht Club..... 30-
  - 11.2 Administration Department**
    - 11.2.1 Proposed Fire Tax Rates for 2024-2025..... 31-32

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

12.1 Deputy Mayor's Update

12.2 Mayor's Update

**13. Added Items**

**14. In Camera**

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

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


**15. Adjournment**



# NSRAA & The Human Rights Remedy



NSRAA is a non-profit organization that is a coalition of community-based service providers across Nova Scotia who provide support to people with disabilities and/or mental health support needs



NSRAA currently has 53 member organizations

As the ED, I sit on provincial advisory groups & represent the sector on several committees & working groups

## Who is NSRAA?

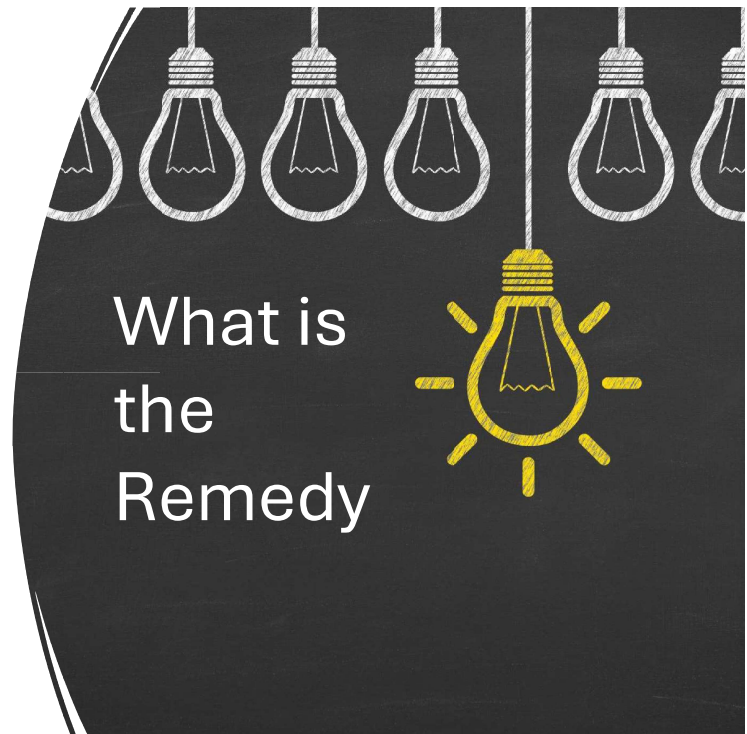


# Background

2021 Human Rights Court Case concluded four areas of systemic discrimination:

- Unnecessary Institutionalization
- Right to Assistance
- Denial of Community of Choice
- Delays in Assistance

\*This is not the first time the province has committed to closing institutions, it is the first time it has been court mandated




## Remedy Report

DRC & Province jointly hired 2 experts – Human Rights Remedy Report

- The report lays out a 5 year timeline. We are 1 year into it.
- All large institutions will be closed in ~ the next 3 years. All small option homes will be reduced to a 4 person maximum. People inappropriately placed in other institutional settings (LTC, hospital) will move into community
- Several new support programs and ways of people accessing support are being created





# What is our role?

Make sure our communities are inclusive

Educate ourselves & other on the rights of people with disabilities

Encourage businesses & landlords to be inclusive

Talk about the remedy and the positive impacts it will have in our community

Engage with self-advocacy groups





## Why Non-Market Housing Options Matter... *and what municipalities can do*

- Importance of non-market housing options
- Housing realities
- Opportunities
- Considerations for council

## South Shore Housing Action Coalition

[sshousingaction@gmail.com](mailto:sshousingaction@gmail.com) | <http://sshac.ca>

“Building awareness and facilitating action on the need for improved access to healthy, safe, and affordable housing options for all in Lunenburg and Queens Counties”

South Shore Housing Action Coalition

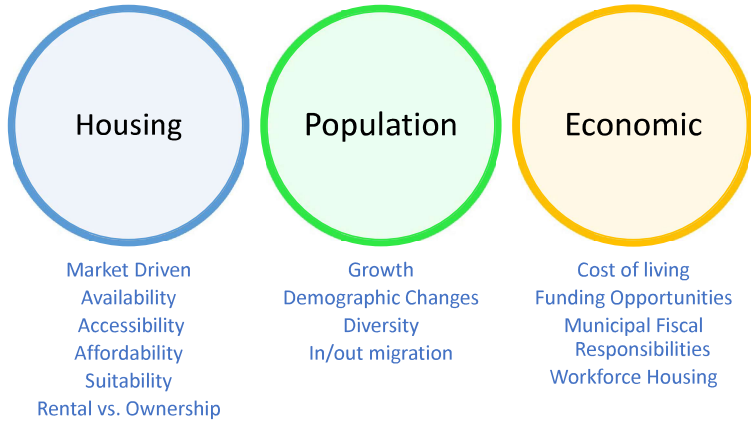
# Housing...

- *IS A HUMAN RIGHT*
- *Is essential to the health and sustainability of a community*
- *Options across housing spectrum are needed*
- *Needs are fluid and dynamic throughout the lifespan*

Why Non-Market Housing Options Matter



# Community Dynamics



Poverty Rate for NS  
**13.1%**  
(+52% from 2021)  
Highest In Canada

Child Poverty  
Lunenburg County  
**21.2%**  
(+9.8% since 2020)

Food Insecurity  
**28.9%**  
40.5% of children (+29% since 2021)  
Highest in Canada

Housing  
Low Income Families (NS)  
**69.4%** spending 30%+  
**37.6%** spending 50%+  
of household income on housing

Sources: CCPA: 2023 Report Card on Child and Family Poverty in Nova Scotia; NS Department of Finance: Canada Income Survey 2022.

**"89% of rental housing stock is privately owned and operated in Nova Scotia"**  
- Dr. Levitan-Reid, extrapolated data from Statistics Canada



**NON-MARKET HOUSING OPTIONS**

## The Housing Spectrum in Bridgewater

# Affordability: 30% of Income or Less

Description	Tenant Households	Homeowner Households
Average Monthly Shelter Costs	\$838	\$814
Monthly Income Required	\$2,793	\$2,713
Yearly Income Required	\$33,520	\$32,560
Hourly Wage Required	\$17.46	\$16.96

**\$730/mo**

**Affordable Housing Costs**  
*Single Earner Household*  
 (40hr/wk at 2023/24 min wage, \$15.20/hr)

Affordable Shelter Costs, Based on Median Household Income	One Person Households: \$850	Lone Parent Households: \$1,510	All Households: \$1,725
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Data Source: 2021 Census of Canada: Community Profile Municipality of the District of Lunenburg

## Resident Voices & Experiences

94% do not feel they could find a suitable alternative	49% are spending more than 30% of their income on housing
36% saw their rent or mortgage increase by an average of \$186/month in 2021	42.5% have considered leaving due to housing issues
28% have faced discrimination when trying to access housing	12% do not feel safe in their housing situation
57% live in housing in need of repairs	

*“It should come as no surprise that short-term rentals are a big issue for MODL. We’ve lost a huge amount of long-term rental.”*

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

Source: Nova Scotia Housing Need Report for the Municipality of the District of Lunenburg

## OPPORTUNITIES

- ❖ Building Options Across the Continuum Through Non-Market Housing
- ❖ Intentional Focus on Affordability, Accessibility, Suitability

## FORWARD MOMENTUM

The Municipality of the District of Lunenburg is taking steps in the right direction to identify, and prioritize actions to address housing need

- ✓ Waiving of Development Fees for Non-Profit Housing
- ✓ Housing Accelerator Fund Application identified initiatives
- ✓ Community Engagement



### Implementing HAF initiatives, regardless of funding

#### Looking beyond the numbers to understand the experience

[SSODA's monthly reports](#)

#### Evidence-Informed Decision Making

Using available information and best practices for developing options along the housing spectrum

#### Community Capacity for Non-Market Housing Development

Explore opportunities to partner with, or provide land to, non-market housing developers

Continued engagement with community

[New Ross Community Care](#)

[Mahone Bay Community Housing Co-Op](#)

[Atlantic Sea Change Cooperative Housing](#)

[Nova Scotia Housing Trust – Wheelhouse Motel Development](#)

#### Learn more about Non-Market Housing Types

[Connect with Nova Scotia Non-Profit Housing Association](#)

Consider becoming a member!

Continued participation in SSHAC

## Considerations

# References/More Information

**Nova Scotia Non-Profit Housing Association:** <http://nsnonprofithousing.ca>

**Local Non-Profit Housing:**

Liverpool: <https://chfcanada.coop/new-co-op-to-build-affordable-homes-in-rural-nova-scotia/>

New Ross Care Society: <https://newrosscare.com/>

Mahone Bay co-op

Atlantic Sea Change Cooperative Housing (Lunenburg):

<https://www.facebook.com/profile.php?id=100094184426448>

**South Shore Open Doors Association:** <https://www.ssoda.org/>

**South Shore Housing Action Coalition:** <http://sshac.ca>

**Census Profile, 2021 Census of Population:** <https://www12.statcan.gc.ca>

**Canadian Centre for Policy Alternatives:** [2023 report card on child and family poverty in Nova Scotia: Families deserve action, not excuses \(policyalternatives.ca\)](#)

**Statistics Canada:** <https://www.statcan.gc.ca/en/topics-start/poverty>

**Nova Scotia Department of Finance – Canadian Income Survey Poverty Data for NS:**

[https://novascotia.ca/finance/statistics/topic\\_news.asp?id=19865&fto=24x&rdval=2024-04#:~:text=The%20largest%20number%20of%20Nova,in%20Nova%20Scotia%20in%202022](https://novascotia.ca/finance/statistics/topic_news.asp?id=19865&fto=24x&rdval=2024-04#:~:text=The%20largest%20number%20of%20Nova,in%20Nova%20Scotia%20in%202022)



## Municipality of the District of Lunenburg

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Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

July 16, 2024

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

Dear Mayor and Councillors:

The Policy & Strategy Committee, in session on Tuesday, July 16, 2024, made the following  
recommendations to Council:

1. That the Policy & Strategy Committee recommends to Council the repeal of Policy 008, Records Management and replace with new Policy 008, Records Management and Routine Access, and gives 7 days' notice of Council's intention to adopt the new policy on July 23, 2024.
2. That the Policy & Strategy Committee recommends to Council that Municipal Council award a Comfort Centre grant to the Lunenburg County Ground Search and Rescue in the amount of \$3,795.
3. That the Policy & Strategy Committee recommends to Council that Municipal Council award a Comfort Centre grant to the Midville and District Fire Department to a maximum of \$8,000 depending on receipt of provincial funding.

Respectfully submitted,

Chairperson and Members  
Policy & Strategy Committee

/jp

**Council**  
Item #: 10 1.1  
Date: July 23, 2024  
Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Chair and Members of the Policy & Strategy Committee  
**Submitted by:** April Whynot-Lohnes, Municipal Clerk  
**Date:** July 16, 2024  
**Re:** Repeal & Replace Policy 008, Records Management

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#### **Recommendation**

**“That the Policy and Strategy Committee recommend to Council the repeal of Policy 008, Records Management and Replace with new Policy 008, Records Management and Routine Access, and further, gives 7-day notice of Council’s intention to adopt on July 23, 2024.”**

#### **Executive summary**

The existing records management policy was created in 1999 and has not been reviewed or updated in the last 25 years. With the changes to how we create, store and access, as well as how we destroy or archive municipal records it was felt that a review was required.

#### **Discussion**

Under the MGA, municipalities must maintain records that support their mandated functions and operations, and no person may destroy, except in accordance with an approved records management policy.

Therefore, good management of records is a critical function as it helps with the efficient storage, retrieval, and destruction of records, and provides for an efficient means to provide routine access for the public. It also reduces the risk of records being lost or misplaced.

A records management policy is important because it helps organize and keep track of documents. It also helps in the creation of new documents or archive old ones.

There are several reasons why organizations need records management policy, including:

- To ensure that records are created, maintained, and disposed of in a consistent and efficient manner;
- To ensure that records are accessible and usable by those who need them;
- To ensure that records are protected from unauthorized access, use, or destruction;
- To ensure that the organization complies with applicable laws and regulations;
- To minimize the cost and risk of litigation;
- To improve the efficiency and effectiveness of operations; and
- To ensure public access to records.

Now that the Municipality has moved away from a paper office and has a robust electronic records management system the review of the policy is more important. There are two main types of records management policies:

- Mandatory Records Management Policies - These are set by law (MGA) and apply to all municipalities.
- Voluntary Records Management Policies - These are set by the municipality and can be tailored to suit specific needs.

The Municipality has a combination of both.

There are a few key elements that should also be included in a records management policy:

- Clear definitions.
- An identified system for classifying and categorizing records.
- A schedule that outlines how long records should be kept and when they can be destroyed.
- A process for handling records that are no longer needed.

The components of this proposed records policy are as follows:

- a) Purpose - The purpose of the policy is to define the municipality's records management strategy. This includes identifying the goals and objectives a records management policy should have.
- b) Scope - The scope which defines which records are managed by the plan.
- c) Definitions – Clear definitions for commonly used terms, including what a record is.
- d) Policy Statement(s) – Outlines council directions as it relates to managing information, use, set efficiencies for retrieval, and disclosure.

- e) Responsibilities - Describes who is responsible for implementing and enforcing the policy. It also includes who is responsible for maintaining an inventory of all records.
- f) Municipal Classification and Retention Manual - Describes briefly the manual purpose and who is responsible for maintaining it.
- g) Mandatory and Voluntary Retention - As set in the MGA, provides a list of records the municipality must and may wish to retain (i.e. building permits, infrastructure designs, documents of historical nature) and records that have legislative retention requirements outside of the MGA, (i.e. Labour Standards Code)
- h) Destruction of Records - Sets out the retention schedule for when records that have exceeded the retention schedules are destroyed, recording of those records, security provisions and limitations on destruction.
- i) Management of Emails - Filing of pertinent emails in Laserfiche, and storage limitations and destruction of non-pertinent emails.
- k) Routine Access (New) - Outlining the process for requests, responsibility, exemptions and development of a list of records that fall within the routine access category

### **Work plan**

Once the new policy is in place, education for staff will be provided. The records management team will work with each municipal department to begin setting retention schedules to the electronic records. This will identify records that are not required to be kept, those that should be archived and those that are ready for destruction.

This will be an ongoing process and has no end date as new records enter the system daily.

### **Alternatives**

Council may decide to not accept new Policy 008 and have staff continue to use the existing policy.

### **Conclusion**

A quality records management policy is important to every organization. It ensures a clear understanding of what records need to be kept and for how long. Good management of records is critical function as it helps with the efficient storage, retrieval, destruction of records and provides for an efficient means to provide routine access for the public.

<b>Report Preparation</b>	
<b>Department</b>	Administration
<b>Report Prepared by</b>	April Whynot-Lohnes
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

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## Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Records Management and Routine Access
<b>Number</b>	008
<b>Legislative Authority</b>	Section 34 Municipal Government Act (MGA)
<b>Effective Date</b>	

### Purpose

- 1 (1) The Municipality is committed to managing, retaining, and preserving the Municipality's records in a secure and accessible manner.
- (2) The Municipality recognizes that these resources are valuable corporate assets needed to support effective decision making, meet operational requirements, and to protect the legal, fiscal, historical, and other interests of the Municipality.
- (3) The Municipality recognizes the importance of a standard and consistent approach to the classification and retention of records and information resources under the custody and control of the Municipality.
- (4) The purpose of this policy is to:
  - a) To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and ultimate disposition of all information, regardless of format, and to do so in a flexible manner that is user-friendly and tailored to meet user needs.
  - b) To provide greater certainty of access for those requesting information and to also reflect the spirit of openness and accountability of the FOIPOP legislation.
  - c) To provide greater certainty to staff and the public regarding records that can be routinely accessed by the public, without additional administrative time.
  - d) To support compliance with the (MGA), Part XX (FOIPOP), and any other relevant legislation.
  - e) To designate responsibilities and accountability for the management of municipal records.

## Scope

- 2 (1) This Policy applies to all employees, activities, and records of the Municipality falling under the authority of the Chief Administrative Officer, and throughout all of Council's committees.
- (2) Records of authorities, boards, committees, and agencies external to the Municipality to which Members of Council or Staff may be appointed are not subject to this Policy.

## Definitions

- 3 (a) **Access** under this policy may mean either providing a copy of the records requested or providing a means and opportunity for the applicant to view the records, whichever is administratively most efficient as determined by the Department.
- (b) **Active Dissemination** is the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc.
- (c) **FOIPOP Access** is the release of a record in response to a formal FOIPOP application made under Part XX of the MGA.
- (d) **Municipality** means the Municipality of the District of Lunenburg.
- (e) **Record** as described in Part XX – MGA (Section 461[h]) includes books, documents, maps, drawings, photographs, letters, vouchers, paper, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.
- (f) **Records Manager (RM)** means the person appointed and authorized by the Chief Administrative Officer (CAO) to act on behalf of the municipality to manage and keep the Records Management System;
- (g) **Records Management Assistant-(RMA)** – means the designated person within a department that assists in the implementation and administration of the record systems and related information services to support efficient access, movement, updating, storage, retention, and disposal of organizational records.
- (h) **Records Management System** means an electronic system used by the Municipality which assists in the management, sharing, and searching of documents in secure setting.

(i) **Retention and Disposition** means a systematic listing that prescribes the classification of all records of the Municipality with a plan governing the life cycle of the records which may include, but is not limited to, transfer, destruction, or permanent preservation. The Schedule will follow the operational, legal, regulatory, financial, or other requirements of the Municipality.

(j) **Routine Access** the routine or automatic release, in full or in part, of certain types of administrative and/or operational records as a matter of course in response to a request without the need for an application under Part XX of the MGA.

### **Policy Statement(s)**

- 4 (1) It is the policy of the Municipality to manage information resources as an asset for the following purposes:
  - a) Supporting effective decision making.
  - b) Meeting operational requirements.
  - c) Providing appropriate access to records for the public.
  - d) Protecting the legal, financial, and other interests of the Municipality, and the public; and,
  - e) Restricting access according to the MGA, Part XX FOIPOP, and other relevant policies and legislation.
- (2) It is the policy of the Municipality to ensure that records management functions are incorporated into existing and future information technology applications.
- (3) To facilitate an efficient records management and retrieval system, it is the policy of the Municipality to eliminate the unnecessary collection of information by maintaining only records that are pertinent to the operational requirements of the municipality, coordinating information collection to avoid duplication, and to ensure that collection of personal information is in accordance with the MGA, Part XX, FOIPOP.
- (4) It is the policy of the Municipality to ensure that all information resources, regardless of format, are subject to timely public access according to the provisions and limitations of the MGA, Part XX, FOIPOP.

### **Responsibilities**

#### **5 Council**

- (1) Ensure the Municipality has a current and comprehensive policy to address the management of records and information resources.
- (2) Periodically review this Policy when presented by the Records Manager or CAO.

### **Chief Administrative Officer**

- (3) Appoint a records manager to administer the Records and Information Management Policy.
- (4) Champion the protection of personal information and the accessibility of appropriate municipal records as they relate to the MGA, Part XX, FOIPOP.
- (5) Propose amendments to the Policy as needed.

### **Records Manager**

- (6) Responsible for the administering of this Policy and will oversee the management and maintenance of the records management program.
- (7) Champion the protection of personal information and the accessibility of appropriate municipal records as they relate to the MGA, Part XX, FOIPOP.
- (8) Authorized to amend the classification and retention schedules outlined in the manual to best address the specific needs of the Municipality.
- (9) Set guidelines for electronic storage of records to ensure adequate DPI resolution, based on record type and Optical Character Recognition Mode (searchable text).

### **Employees**

- (10) Know and understand their obligations under this Policy and act in accordance with their obligations.
- (11) Ensure all records they create or receive that are used to support a municipal function or conduct municipal business are managed following this policy.
- (12) Respect the confidentiality of personal or private information and report any breaches of privacy to their immediate supervisor. Employees will make reasonable efforts to ensure personal information is protected.
- (13) Responsible for reasonable security arrangements for personal information in the custody of their department, ensuring that privacy awareness training, and ensuring that service providers are compliant with this policy.
- (13) Propose amendments to the Policy as needed.

### **Compliance with Records Management System**

6 All records in the custody and/or control of the employees are the property of the municipality and must follow this policy.

### **Municipal Classification and Retention Schedule Manual**

7 The Municipality's records manual assists in the classification, naming and retention schedules for municipal records that are kept for operational, legal, regulatory, financial, or other requirements of the Municipality and may be revised from time to time.

### **Maintenance of the Manual**

- 8 (1) The Records Manager is authorized to maintain the Manual as part of the Records Management System and to amend the Manual and will consult with departmental RMA's where such amendments impact or change the records schedule.
- (2) Records of the Municipality must be created, accessed, maintained, and disposed of as provided by the Manual.

### **Mandatory Retention of Records**

- 9 (1) Following s.34(2) MGA, nothing in this policy will authorize the destruction of records that are required by an enactment to be kept and minutes, by-laws, policies and resolutions of Council.
- a) For greater clarity minutes include minutes of Council Executive Committees, and Committees of Council, but does not include Ad Hoc Committees appointed by Council; or committees that are external and not in the control of the municipality;
- (2) Additionally, as required by s.34(3) of the MGA, the following further records are not permitted to be destroyed:

Planning & Development	Municipal Planning Strategy & Land Use Bylaw (includes maps); approved subdivision plans and approval letters from other agencies, final engineering plans and construction certifications; historical lot configuration references relevant to subdivision, site plan approvals, site location plan and supporting stormwater management plans, development permits and supporting site location plan; Heritage Registry (includes application, photographs, notification of registration)
Building Records	Building Permits; Occupancy Permits; septic approval or certificate of installation; Location Certificate or site sketch;

	commercial or multi-unit (4 or more) residential plans; applications received; orders issued; inspection reports with deficiencies
Municipal Structures	Plans (Survey/Engineering/Architectural) and specifications for any municipal structure; building; utility; road, sewer, waterline; permits and other approvals by regulator authorities
Contracts/Agreements	Kept until expired/replaced or in accordance with disposal plan
Agendas (Final)	Committees of Council, and Committees
Miscellaneous	Documents historical in nature, summary sheet confirming destruction of documents with date of destruction; legal opinions and supporting correspondence; cemetery documentation

(3) The following records may have retention schedules that are mandated to be retained through other legislation that may differ from the standard 7 year retention as set in this policy and must be retained accordingly.

Election Records	Nomination Papers, Election Results as set in the Municipal Elections Act (1 year)
Tax Account Records	Assessment Account records related to <b>tax sale surplus</b> . Municipal Government Act (20 years)
Employment Records	list of the names of all employees, showing age and home address, rates of wages, hours of work, vacation periods, leaves of absence, pay, and vacation pay received, record of the date employment began and the last day of employment, record of when lay offs or termination and the dates when notice received for the end of employment, and record of pay as set in the Labour Standards Code (3 years after end of employment date)

(4) Other records may be considered for permanent retention or extended retentions above the standard 7 years at the discretion of the Records Manager.

Planning & Development	Development Agreements, Site plan application details
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### Unnecessary Collection of Records

10 (1) To facilitate an efficient records management and retrieval system, the Municipality will make every effort to end the unnecessary collection of information by:

- a) Maintaining only records which are pertinent to the operational, legal, financial, strategic, and archival needs of the Municipality;
  - b) Coordinating information collection to avoid duplication; and,
  - c) Ensuring that the collection of personal information is following the MGA, Part XX, FOIPOP.
- (2) The Municipality will ensure that records management functions are incorporated into existing and future information technology applications to the best of the Municipality's abilities.

### **Routine Access**

- 11 (1) The Municipality is committed to being open and accountable to the residents of the Municipality, providing the public with access to government information and to providing individuals with an opportunity to obtain certain types of records without having to make a request under Part XX, MGA.

### **Objective**

- 12 (1) Routine access will improve public access to the records of the Municipality which are not released through active publication.
- (2) This policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.

### **Application**

- 13 (1) Requests for routine access information may be made in person, by telephone, or in writing (via email) to the Director of the department having custody of the records.
- (2) Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totaling a large volume will not be subject to the policy as the application of the Policy is to not unreasonably interfere with the daily operations of the Municipality as determined by the Director.
- (3) Departments having custody of the requested record will copy and release the information within a reasonable period of time, but no later than ten business days from receipt of the request. If unable to provide records within that time frame, contact will be made within five business days advising when the applicant can expect the records.

- (4) If the policy does not apply to the requested records, a response to the applicant will be provided promptly and will indicate to the applicant other means that may be available to the applicant to obtain the information (for example, by filing a FOIPOP application)
- (5) Individuals who apply under FOIPOP for records available under the Routine Access Policy will have their application fee returned and the records provided.
- (6) Departments having custody of the requested record, which is not clearly listed in Appendix "A", will not release the requested record and will refer the matter to the Responsible Officer under Part XX of the MGA.
- (7) All Routine Access requests will be kept for compliance and auditing in the Municipality's Laserfiche Records Management system and filed under 5200-40 Routine Access Request Case Files.  
The documents to file consist of:
  - a) the original request,
  - b) any emails pertaining to the request.
- (8) All records will be provided electronically to the applicant unless otherwise requested.

### **Destruction of Records**

- 14 (1) When the RM decides that the retention period for a given record has ended, as described in the Manual, the RM will start the steps for disposition of the record following the requirements of the manual.
- (2) Records which have been authorized for disposition will be destroyed or transferred in a manner that preserves the confidentiality and security of any confidential information that they may have, including the privacy of information about individuals.
- (3) Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation, or legal claim should not be destroyed until action is complete. In these circumstances, a "legal hold" process will supersede the disposition schedule in the Manual.
- (4) Records about current requests made under the FOIPOP will not be destroyed until the limitation period for requesting a review or appealing the decision has expired.

(5) All copies of records that are authorized for destruction, including security, preservation, and backup copies, will be destroyed as soon as reasonably possible in consultation with the municipalities IT provider.

(6) Record documenting the disposition actions taken as per the manual will be retained permanently. At minimum, the record of disposition will include information about the record's series title, date range, and method of disposition.

(7) For greater clarity the standard retention schedule for records set by the manual other than those stated will be retained for 7 years unless otherwise stated in this policy and will be recorded and destroyed as stated in s. 12(6) upon the approval of the RM

**Electronic Emails**

15 (1) Emails that are pertinent to the organizations operations are to be filed in the records management system and will be retained in accordance with the established retention schedules.

(2) Emails that are not filed will be permanently deleted according to the 7 year retention schedule.

**Repeal and Replace**

16 Policy MDL-08 approved on October 19, 1999, is hereby repealed and replaced with new policy MODL 008.

<b>Policy Adoption</b>	
<b>Date of Original Passage</b>	<b>October 19, 1999</b>
<b>Date of Notice of Intent to Repeal</b>	
<b>Date of Council Approval</b>	
<b>Date of Effective Date</b>	
<b>I certify that this Policy 008 was repealed and replaced by the Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b>

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	Records Management and Destruction	October 19, 1999

<b>Repeal &amp; Replace</b>	Complete review of standards, addition of routine access, accessibility and formatting	<<date>
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DRAFT 19

## **APPENDIX “A”**

### **Routine Access Documentation Listing**

- 1 All Policies and By-laws approved by Council.
- 2 Any document received by Council or any Committee of Council at a meeting which is not a “closed session” (in camera) under Sections 22 or 203 of the MGA. For greater certainty, this includes all financial statements and reports; including all council approved and/or received studies and reports.
- 3 All approved minutes of any meeting of Council or any Committee of Council which is not associated with a “closed session” (in camera) under Sections 22 or 203 of the MGA. For greater clarity, draft minutes that have not been approved are not considered to be routine access.
- 4 All agendas of any meeting of Council or any Committee of Council which is not a “closed session” (in camera) under Sections 22 or 203 of the MGA.
- 5 Any approved permit or approval issued by an employee of the Municipality except that any mailing address, e-mail address or phone number of the permit holder will be redacted. This does not include the application for the permit or approval and any documents referenced by the permit or approval.
- 6 Any finished map created and published by the Municipality subject to the Fees Policy 058. This specifically does not include:
  - a) Raw data such as shape files or data tables required to produce the map; and
  - b) Printed copies of map images or other information pages produced by Property Online.Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of maps.
- 7 Any newsletter, advertisement or other document publicly distributed by the Municipality.
- 8 Any document published by the Municipality on its website.
- 9 Civic address, Property Identification Number, Assessment Account Number, and assessed value (market and capped) of any property within the Municipality. This does not include any information that would identify the owner and includes the owner’s mailing address.

- 10 The amount of taxes or other debts owed to the Municipality subject to the Fees Policy 058 with respect to Tax Certificates.
- 11 Position, job description and salary scale of any employee or Council member of the Municipality.
- 12 Organization Charts with position titles.
- 13 The expense claim of any Council member or employee of the Municipality, including any associated receipts and documentation.
- 14 Contracts for goods and services, excluding personal information and service product or trade secrets.
- 15 General operating procedures, including standards and guidelines.

**Council**

Item #: 10 1.2 & 10.1.3

Date: July 23, 2024

Authorization: T. MacEwan



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

### **Request for Decision**

**Report to:** Policy & Strategy Committee

**Submitted by:** Alex Dumaresq, Deputy CAO

**Date:** July 16, 2024

**Re:** Comfort Centre Grant Awards

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### **Recommendation**

Council award a Comfort Centre grant to:

- The Lunenburg County Ground Search and Rescue in the amount of \$3,795, and to
- The Midville and District Fire Department to a maximum of \$8,000 depending on receipt of provincial funding

### **Background**

MODL has instituted a grant program to assist community centres and fire departments interested in acting as Comfort Centres during periods of power outage. Fire departments and other registered community organizations can apply to be a Comfort Centre and receive the grant to offset the cost of installing a generator.

Council annually budgets \$14,000 to award to applicants. The amount awarded is determined at the discretion of Council to a maximum of 66% of eligible costs and cannot exceed \$8,000 per project. In making the decision, Council can consider the number of applications received, the size of the projects, and the strategic importance of the addition or upgrade of the Comfort Centres.

Council's policy also limits eligible expenses to:

- Power transfer switches;
- Disconnect switches;

- Portable and fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

For clarity, the policy explicitly permits applications for upgrades and rebuilding of existing generator systems in Comfort Centres. The policy excludes projects already undertaken prior to application.

**Applications**

Two applications were received from community groups for the 2024/25 fiscal year: the Lunenburg County Ground Search and Rescue applied for a small refurbishment project, and the Midville Fire Department and applied for a large project to create alternative power supply to establish itself as a new comfort centre.

Applicant	New Comfort Centre/ Refurbishment	Project Budget	Maximum Eligibility	Provincial Funding	Nearest Existing Registered Comfort Centre
Lunenburg County Ground Search and Rescue	Refurbishment	\$5,750	\$3,795	N/A	LCLC/Michelin Social Club
Midville and District Fire Department	New	\$57,827	\$8,000	\$50,000	Newcombville, Northfield

Of note, Midville has applied to the provincial government for the maximum funding amount of \$50,000, however the provincial grant decision has not been made. Should the department receive the full provincial amount, the maximum municipal grant they would be eligible for is \$7,827. If the Province were to provide significant funding but not to the maximum amount, then Midville could be eligible for the full \$8,000 available under Council policy, provided there were unfunded costs exceeding \$8,000. Should the Province decline to award any funding, Midville may cancel or significantly reconfigure their project; in this case Midville would be eligible for the greater of 66% of total project costs or \$8,000, if they proceeded with a smaller generator project. Because of the range of possible awards, staff recommend Council award up to the maximum amount of \$8,000 depending on the provincial funding outcome.

**Budget implications**

Council annually allocates funds towards the comfort centre grant program. The total value of applications this year will allow for the maximum amount to be awarded while remaining within the budgeted amount.

## Strategic plan

Council annually plans to support community facilities in building or maintaining backup power supply for comfort centres. The program aligns with Council’s values of supporting thriving communities and being collaborative partners.

## Alternatives

Council could choose to delay the award of the Midville grant until the provincials funding decisions have been made.

## Conclusion

Comfort Centres play an important role in creating community resiliency in the face of emergencies. Council’s grant program strategically supports the creation and capital maintenance of these important facilities. The recommended awards will bolster the network of Comfort Centres and emergency shelters in Lunenburg County.

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



## Municipality of the District of Lunenburg

### Request for Decision

**Report To:** Municipality of the District of Lunenburg Council  
**Submitted By:** Trudy Payne, Director of Recreation, Parks & Tourism  
**Date:** July 23, 2024  
**Re:** Designated Community Fund Project  
Lunenburg Yacht Club

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#### Recommended Motion

That the Municipality of the District of Lunenburg grant the Lunenburg Yacht Club \$47,620.00 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

#### Background

Lunenburg Yacht Club is raising \$65,000 in capital funds to rebuild the clubhouse deck in preparation for the hosting of the 2024 Mobility Cup. Recently, there were six donations totaling \$47,650.00. The amount of \$47,620.00 is being recommended as \$30.00 (\$5.00 per contribution) will be retained by MODL for administrative charges as per Policy MDL-48.

#### Budget Implications

There would be no implications to the budget.

#### Alternatives

The alternative would be to not issue the Lunenburg Yacht Club this grant.

#### Conclusion

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects.

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



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Mayor Bolivar-Getson and Council  
**Submitted by:** Chris Kennedy, Fire Services Coordinator  
**Date:** July 23, 2024  
**Re:** Proposed Fire Tax Rates for 2024-2025

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#### Fire Tax Rates for 2024-2025

Attached are the requested fire tax rates from Municipal Fire and Emergency Services providers for the fiscal year 2024-2025. The areas that have been highlighted denote those departments that have requested a change in their rates for this fiscal year.

The Italy Cross Middlewood & District F.D. proposed a rate increase from 0.12 to 0.15 with a supporting budget. After the department's budget presentation and lengthy discussion, the ratepayers voted against the increase at the annual ratepayers meeting for a third year in a row. Therefore, the rate will remain at 0.12 for the 2024-25 fiscal year. One department's area rate has decreased and five others have increased for this fiscal year.

These rates are being recommended to Council for approval for the 2023-2024 fiscal year and, if council agrees the following motion would be necessary:

#### Motion

**“That Municipal Council approves the fire tax rates per \$100 of assessment for the fiscal year ending March 31, 2025, as presented”.**

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



**Municipality of the District of  
Lunenburg Fire Tax Rates per \$100 of  
Assessment For the year ending  
March 31, 2025**

<b>Fire Department</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Name</b>	<b>Rate</b>	<b>Proposed</b>	<b>Proposed</b>
Big Tancook Island ERA	0.15	0.17	0.17
Blockhouse FD	0.142	0.142	0.152
Clearland Fire Protection (MAB)	0.11	0.11	0.115
Conquerall Bank FD	0.15	0.15	0.15
Cornwall and District FD	0.10	0.10	0.10
Dayspring & District Fire Protection	0.20	0.20	0.20
District 1 and 2 Fire Commission	0.07	0.07	0.07
Hebbs Cross FD	0.15	0.15	0.15
Hebbsville FD	0.11	0.11	0.11
Hemford & District FD	0.17	0.17	0.17
Indian Point FD	0.12	0.12	0.15
Italy Cross/Middlewood FD	0.12	0.12	0.12
Lahave FD	0.13	0.13	0.13
Lapland and District FD	0.12	0.12	0.12
Maders Cove Fire Protection (MAB)	0.11	0.11	0.115
Martins River FD	0.20	0.18	0.16
Midville and District FD	0.17	0.17	0.17
New Germany Volunteer FD	0.15	0.15	0.15
Northfield and District FD	0.14	0.14	0.14
Oakhill and District FD	0.17	0.17	0.17
Oakland Fire Protection (MAB)	0.11	0.11	0.115
Petite Riviere FD	0.17	0.17	0.17
Pleasantville and District FD	0.13	0.13	0.13
Riverport FD	0.12	0.12	0.12
Tri District Fire/Rescue	0.134	0.134	0.134
United Communities FD	0.12	0.12	0.12
Walden FD	0.15	0.15	0.15

**Shaded area denotes a change in fire tax rate.**

In addition to the above noted rates all Fire Departments have a rate of .01 per acre for forestry land assessment class code 06 and 07.