

Municipality of the District of Lunenburg Minutes of a Meeting of Municipal Council

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.
Tuesday, March 11, 2025 – 9:28 a.m.

Attendance

Mayor Elspeth McLean-Wile
Deputy Mayor Chasidy Veinotte, District 10
Councillor Morgen Reinhardt, District 1
Councillor Martin Bell, District 2
Councillor Wendy Oickle, District 3
Councillor Pam Hubley, District 4
Councillor Cathy Moore, District 5
Councillor Alison Smith, District 6
Councillor Edgar Burns, District 7
Councillor Kacy DeLong, District 8 (via Teams)
Councillor Ben Brooks, District 9

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy CAO
April Whynot-Lohnes, Municipal Clerk
Tina Robichaud-Bond, Executive Assistant

1. Call to Order

Mayor McLean-Wile called the meeting to order at 9:28 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2. Announcements/Acknowledgements/Recognition

Councillor Oickle advised that she would be declaring a conflict of interest on agenda Item 11.2.1 Second Reading re Proposed Amendments to Municipal Planning Strategy & Land Use By-law re Cluster Developments.

Councillor DeLong acknowledged the work involved in organizing the recent International Women's Day event, and thanked the Second Storey Women's Centre, Harbour House, Be the Peace, and Transition House Association of Nova Scotia.

2.1 Proclamation – World Kidney Day

Mayor proclaimed March 13, 2025 as World Kidney Day in the Municipality of the District of Lunenburg.

3. Public Input - Nil

4. Approval of Agenda

It was requested that Item 11.2.1 Second Reading re Proposed Amendments to Municipal Planning Strategy & Land Use By-law re Cluster Developments be moved to follow Item 6.

Moved by Deputy Mayor Veinotte, seconded by Councillor Brooks that the Agenda be approved as amended by moving Item 11.2.1 Second Reading re Proposed Amendments to Municipal Planning Strategy & Land Use By-law re Cluster Developments be moved to after Item 6. Carried unanimously.

5. Approval of Minutes – Special Council February 27, 2025

The Minutes of the February 27, 2025 Special Council meeting were approved as circulated.

6. Business Arising from Minutes - Nil

11. Staff Reports

11.2 Planning & Development

11.2.1 Second Reading re Proposed Amendments to Municipal Planning Strategy & Land Use By-law re Cluster Development

Councillor Oickle removed herself from the table as she earlier declared a Conflict of Interest.

Reid Shepherd, Deputy Director of Planning and Development Services, gave opening remarks and explained that an overview of the amendments was provided at the Public Hearing. A copy of that presentation is attached to these Minutes.

Ella Gindi, Planner II, provided an overview of what Council's next steps were and the following four options to consider:

- 1) Conduct Second Reading;
- 2) make non-substantive changes and approve;
- 3) refuse the amendments; or
- 4) defer the decision.

Discussions followed regarding the possibility of providing site specific exemptions.

Councillors were advised that they were not to consider any information or comments other than those provided at the Public Hearing so as not to be influenced by external sources.

2025-045 Moved by Deputy Mayor Veinotte, seconded by Councillor Brooks that Municipal Council defer Second Reading of the new cluster development regulations amendments to the Municipal Planning Strategy and Municipal Wide Land Use Bylaw, to allow staff to bring back options to the March 25, 2025 Council meeting for exemptions to the regulations for

lands located on the William Hebb Road, Hebbville and Trunk 10, Cookville, that were discussed at the Public Hearing on March 11, 2025. Carried unanimously.

Council recessed at 10:00 a.m. and resumed at 10:04 a.m.

7. Awarding of Tenders/RFPs

7.1 Award of RFP 2024-004 General Insurance MJSB

Elana Wentzell, Director of Finance, reviewed the report, “Award of General Insurance MJSB RFP 2024-04” (circulated with the agenda), providing details on the submissions received for insurance coverage.

2025-046 Moved by Councillor Brooks, seconded by Councillor Burns that Municipal Council award the RFP 2024-004 General Insurance MJSB to Arthur J. Gallagher Canada, effective April 1, 2025, in the amount of \$587,498, with the exception of Cyber Insurance Policy which will remain with BFL Risk and Insurance Services Inc. Carried unanimously.

7.2 Award of RFP 2024-05-404 E-Permit System

Jeff Merrill, Director of Planning and Development Services, reviewed the report, “Award of RFP 2024-05-404 E-Permit System” (circulated with the agenda), providing details on the submissions received for an electronic permitting system that would standardize the permitting process across the four partnering units.

2025-047 Moved by Councillor Oickle, seconded by Councillor Brooks that Municipal Council award RFP 2024-05-404 E-Permit System to Camino by Clariti in the amount of \$71,900 plus HST.

It was noted that the cost would be shared between the municipal partners and that the timeframe for implementation would be approximately 8 to 12 months.

The Motion on the floor was voted on and carried unanimously.

8. Presentations/Scheduled Times

8.1 Kidney Foundation

Kim Hickman, Board Member, and Marlene Dorey, Major Gifts Officer, both with the Kidney Foundation of Canada gave a presentation on the Kidney Foundation of Canada – Atlantic Branch (circulated with the agenda) providing details on the following:

- The Kidney Foundation
- Statistics on kidney disease
- Programs & Services
- Camp Lots-a-Wata
- Farm to Table Event

- Advocacy

Ms. Hickman and Ms. Dorey left the meeting.

9. Consideration of Correspondence – Nil

10. Recommendations from Committees & Boards

10.1. Finance Committee

10.1.1 Investing in Canada Infrastructure Program (ICIP) Reallocation of Grant Funds

A recommendation from the Finance Committee, including a report titled “ICIP – Reallocation of Grant Funds”, was circulated with the agenda.

Alex Dumaresq, Deputy CAO, explained that funds received through the Investing in Canada Infrastructure Program for an infrastructure project that was cancelled were available for transfer to two projects in Osprey Village.

2025-048 Moved by Councillor Oickle, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Finance Committee and endorse the reallocation of ICIP funding of \$7,139,297 from the cancelled Active Transportation Multi-Use Pathway Project to the Osprey Village Sidewalk Project (\$1,814,204) and the Cookville Wastewater Treatment Plant Expansion Project (\$5,325,093). Carried unanimously.

10.1.2 Gender Based Violence Epidemic

A recommendation from the Finance Committee was circulated with the agenda

2025-049 Moved by Councillor Bell, seconded by Councillor Smith that Municipal Council accept the recommendation of the Finance Committee and write a letter to Premier Tim Houston, with copies to Leah Martin, Minister Responsible for the Advisory on the Status of Women and local MLAs, to support calls from the gender-based violence sector for epidemic-level investment and support, in light of the 8th femicide in our province since October 2024.

Councillor Smith reported that although the Province had announced funding for Transition House of Nova Scotia and that Harbour House, the local transition house, would receive some funding, other organizations were still struggling to meet the need.

The Motion on the floor was voted on and carried unanimously.

10.2 Nominating Committee

10.2.1 Councillor Appointment to Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee

2024-050 Moved by Councillor Oickle, seconded by Councillor Bell that Municipal Council accept the recommendation of the Nominating Committee and appoint Councillor Alison Smith as Council's representative on the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee for a two-year term, ending October 2026. Carried unanimously.

10.3 LCAAC AND LCARADAC

10.3.1 Member at large appointment to LCAAC

A recommendation from the Lunenburg County Accessibility Advisory Committee (LCAAC) titled "Appointment of Lunenburg County Anti-Racism and Anti Discrimination Advisory Committee and Lunenburg County Accessibility Advisory Committee Community Members" was circulated with the agenda.

2025-051 Moved by Councillor Hubley, seconded by Councillor Moore that Municipal Council accept the recommendation of the Lunenburg County Accessibility Advisory Committee (LCAAC) and appoint the following members at large to the Committee:

- **Lora Church - 3 year term ending September 30, 2027; and**
- **Amy Chrysler – 2 year term ending December 31, 2026.**

Carried unanimously.

10.3.2 Member at Large appointment to LCARADAC

A recommendation from the Lunenburg County Anti-Racism and Anti Discrimination Advisory Committee (LCARADAC) titled "Appointment of Lunenburg County Anti-Racism and Anti Discrimination Advisory Committee and Lunenburg County Accessibility Advisory Committee Community Members" was circulated with the agenda.

It was noted that the LCARADAC was a newly established committee.

2025-052 Moved by Councillor Moore, seconded by Councillor Reinhardt that Municipal Council accept the recommendation of the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (LCARADAC) and appoint the following members at large to the Committee:

- **Astrid Seidel and Darlene Higgins – 3 year terms beginning April 1, 2025, ending March 31, 2028;**
- **Vernon Simms and Caleb Paul Wheeldon – 2 year terms beginning April 1, 2025, ending March 31, 2027; and**
- **Violet Cai and Meagan MacDonald – 1 year terms beginning April 1, 2025, ending March 31, 2026.**

Carried unanimously.

Council recessed at 10:51 a.m. and resumed at 11:00 a.m.

11. Staff Reports

11.1 Finance Department

11.1.1 Draft Municipal Operating & Capital Budget Update

Elana Wentzell, Director of Finance, gave a presentation on the summary of Council's discussion and recommendations on the draft operating and capital budgets. The full presentation was circulated with the agenda.

Mr. Dumaresq gave an update on the requested information and/or revisions to the proposed operating budget for the Administration Department. It was decided that Council's professional development budget would not be amended.

Ms. Wentzell gave an update on the requested information and/or revisions to the proposed operating budget for the Engineering & Public Works Department, the Planning & Development Services Department, the Economic Development Department, the Recreation, Parks & Tourism Department, and the Financial Services Department.

Council recessed at 12:08 p.m. and resumed at 1:10 p.m.

Council reviewed the list of First Round Reduction Options of the draft Operating Budget (attached to Minutes) and made the following comments:

- It was requested that the market research to evaluate the newsletter not be removed from the budget.
- It was noted that the Staff Training, Travel & Conferences budget had been standardized for each department, allowing for a decrease in the budget.

Ms. Wentzell summarized the changes made to the Budget Change Options (attached to Minutes) from the February 25 and 27 meetings as follows:

- Council conference attendance will not be staggered
- Remove the LCCAP Committee budget line of \$10,000

Ms. Wentzell gave a presentation on the 2025-2026 Capital Budget for all departments summarizing the discussions from March 4 and 6, 2025 Council meetings (circulated with the agenda).

11.1.2 Expanded Public Input

There were no members of the public in attendance to provide public input on the updates to the draft Operating and Capital budgets.

11.1.3 Council Deliberations & Direction

Council discussed and provided direction during the presentation of the budget above.

11.2 Planning & Development Services

11.2.2 Levy Private Road Maintenance Charge – Herman’s Point Homeowners Assoc.

Jeff Merrill, Director of Planning and Development Services, reviewed the report, “Request to Levy Private Road Maintenance Charge – Herma’s Point Homeowners’ Association” (circulated with the agenda) providing details on the request from Herman’s Point Homeowners Association for road maintenance fees.

2024-053 Moved by Councillor Smith, seconded by Councillor DeLong that Municipal Council levy a maintenance charge within the Charge Area identified by the Herman’s Point Homeowners’ Association as follows:

- A uniform amount per lot
- Property owners owning more than one lot are to receive half rate for each lot

With the 2025-26 charge being set at:

- \$500.00 full rate
- \$250.00 half rate

Subject to an Agreement being entered into between the Municipality and the Herman’s Point Homeowners’ Association that satisfies the requirements of Section 9 of the Private Roads Bylaw. Carried unanimously.

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

12.1 MJSB

Councillor Oickle provided an update on the following matters of the Municipal Joint Services Board:

- 2024-2025 3rd Quarter Update Strategic Priorities
- Alternate board member policy
- Tipping fees
- Extended Producer Responsibility (EPR)
- Install of steel rolling doors
- Septic treatment contract extended
- MJSB general insurance contract
- Cyber Security insurance contract

12.2 Region 6 Update

Councillor DeLong provided an update on the following items from Region 6:

- Don’t be a Prick Campaign training (Needle Safety)
- Negotiations with Circular Materials
- Diversion credits

- Sub committee for staff evaluations

12.3 Deputy Mayor's Update

Deputy Mayor Veinotte advised that she attended the following:

- Pine Grove Public Information Session
- NSFM Board meeting
- Food Hub engagement session
- National Para Hockey event announcement
- Cluster development public information session
- Assigned meetings and agenda briefings

12.4 Mayor's Update

Mayor McLean-Wile's update is attached to the Minutes.

13. Added Items – Nil

14. In Camera

At 2:06 p.m., it was moved by Deputy Mayor Veinotte, seconded by Councillor Burns that Municipal Council go In Camera to discuss Item 14.1 Contract Negotiations under Section 22(2)(e) of the MGA. Carried

Municipal Council In Camera in session.

At 2:48 p.m., it was moved by Councillor Oickle, seconded by Councillor Moore that Municipal Council come out of In Camera and return to open session. Carried.

Municipal Council in session.

15. Adjournment

There being no further business, the meeting adjourned at 2:49 p.m.



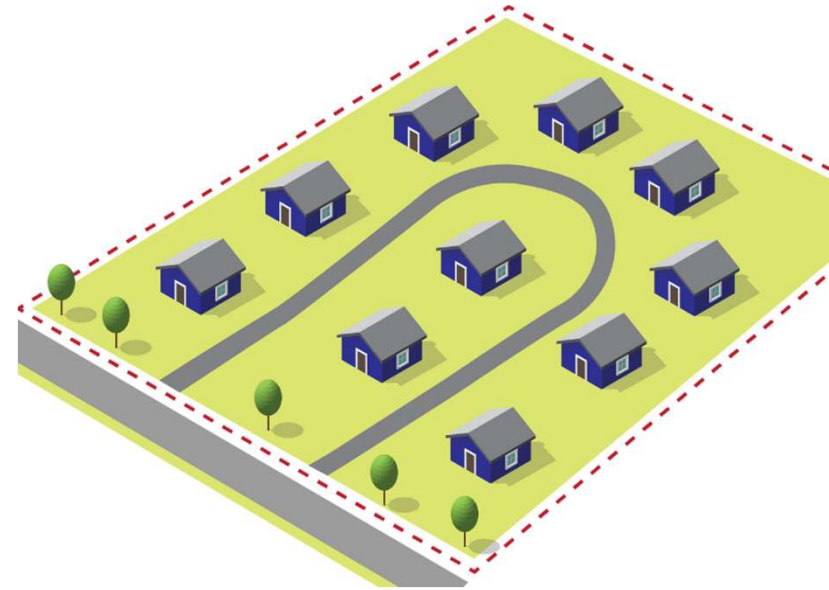
Public Hearing

Cluster Development


March 11, 2025

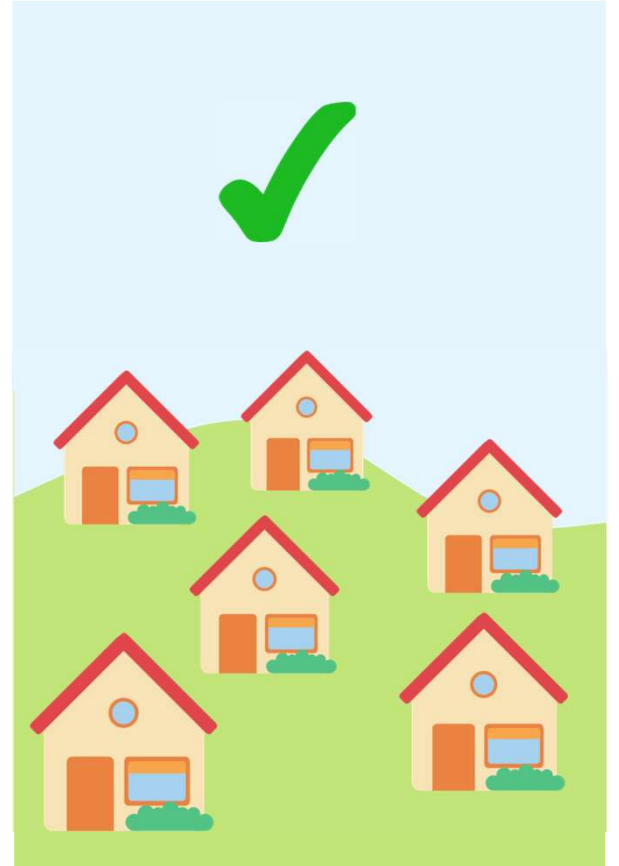
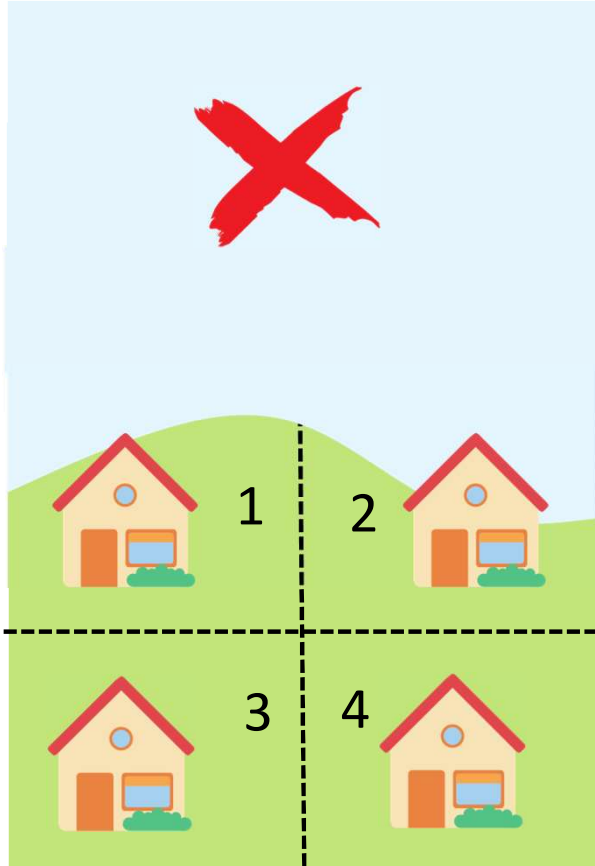
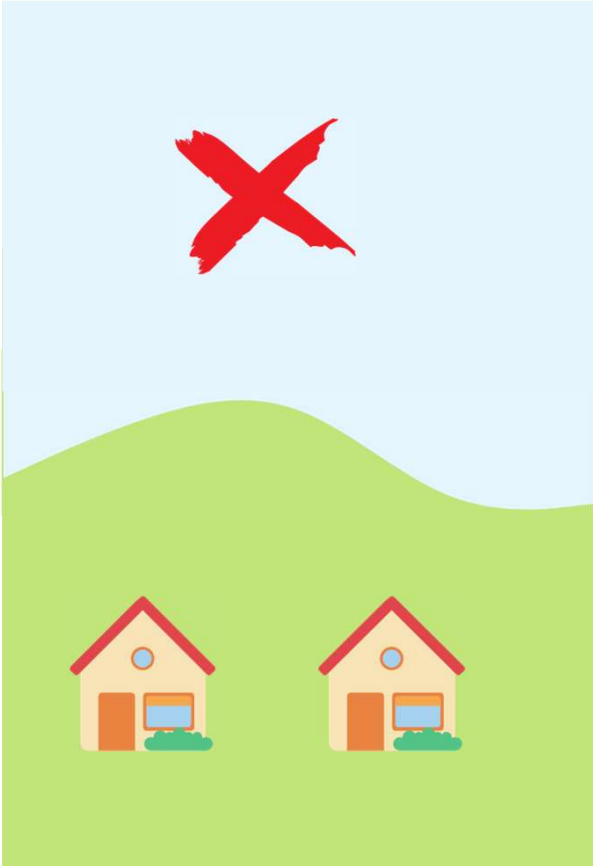
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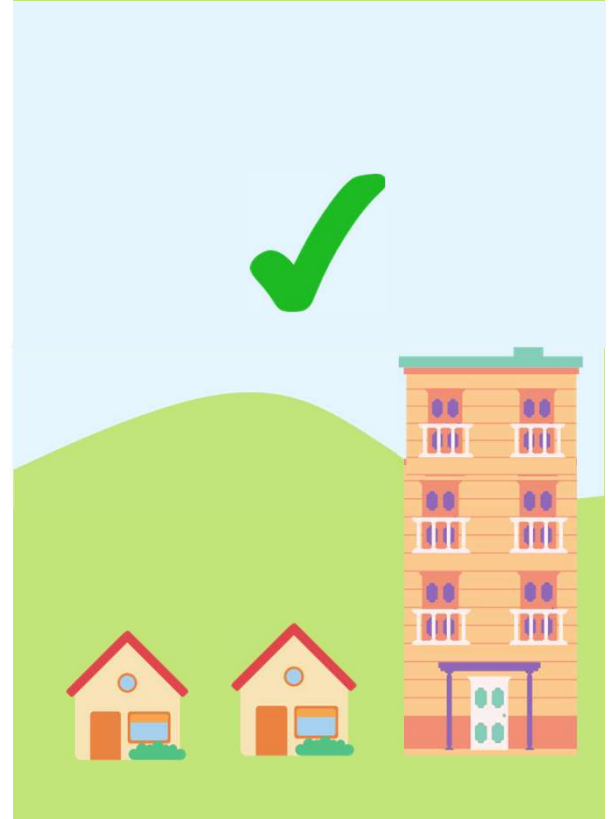
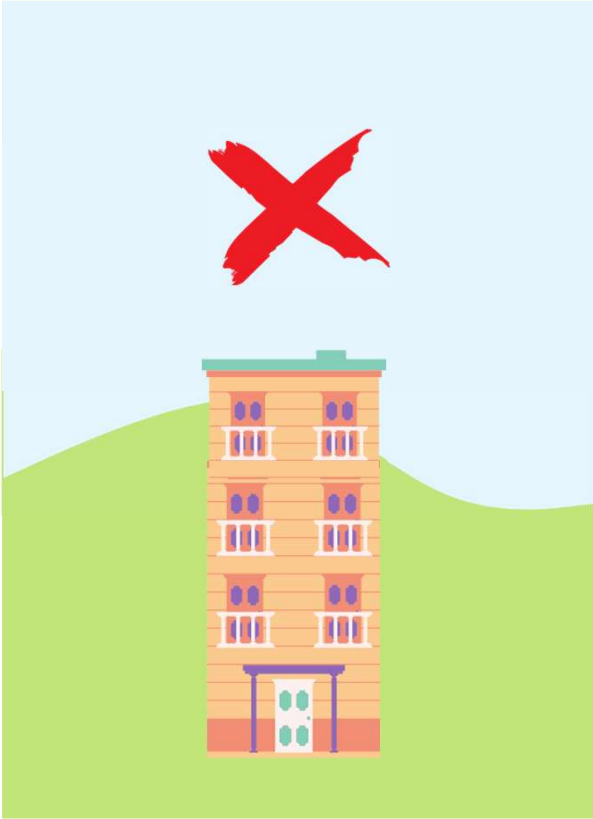
- Lack of existing development standards for this development style.
- Concerns over safety, environment, service capacity.
- First reading passed January 28, 2025
- Public Information Session March 3, 2025

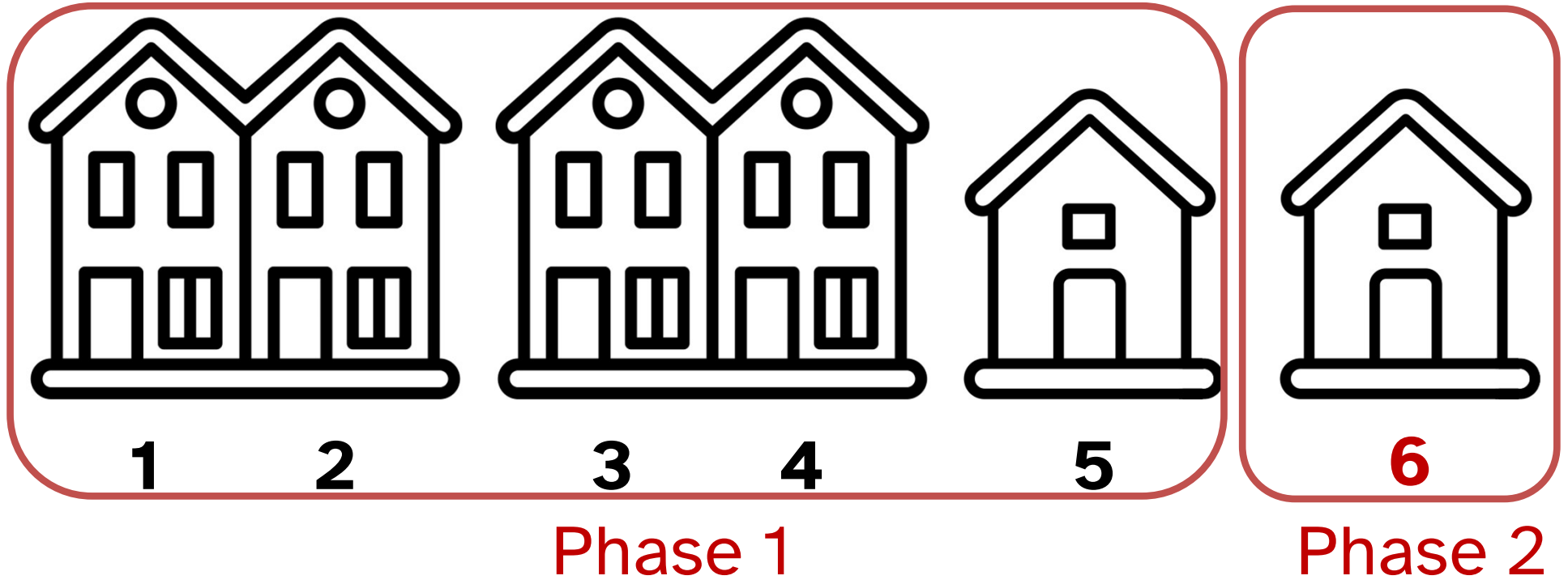


MODL's Cluster Development Definition

1. Six (6) or more Dwelling Units contained in two or more Dwellings on a single Lot
 2. that is partly or entirely un-serviced by municipal water and sewer,
 3. including new phases or units in a phased-development condominium with six (6) or more Dwelling Units overall.
 4. A Recreational Vehicle Parking Site is not considered a Cluster Development.
- 







Now it's a cluster development



Seven Lakes Community – Site Plan

A Recreational Vehicle Parking Site is not considered a Cluster Development.

- To provide distinction
- RVs are typically regulated separately



Regulations Summary

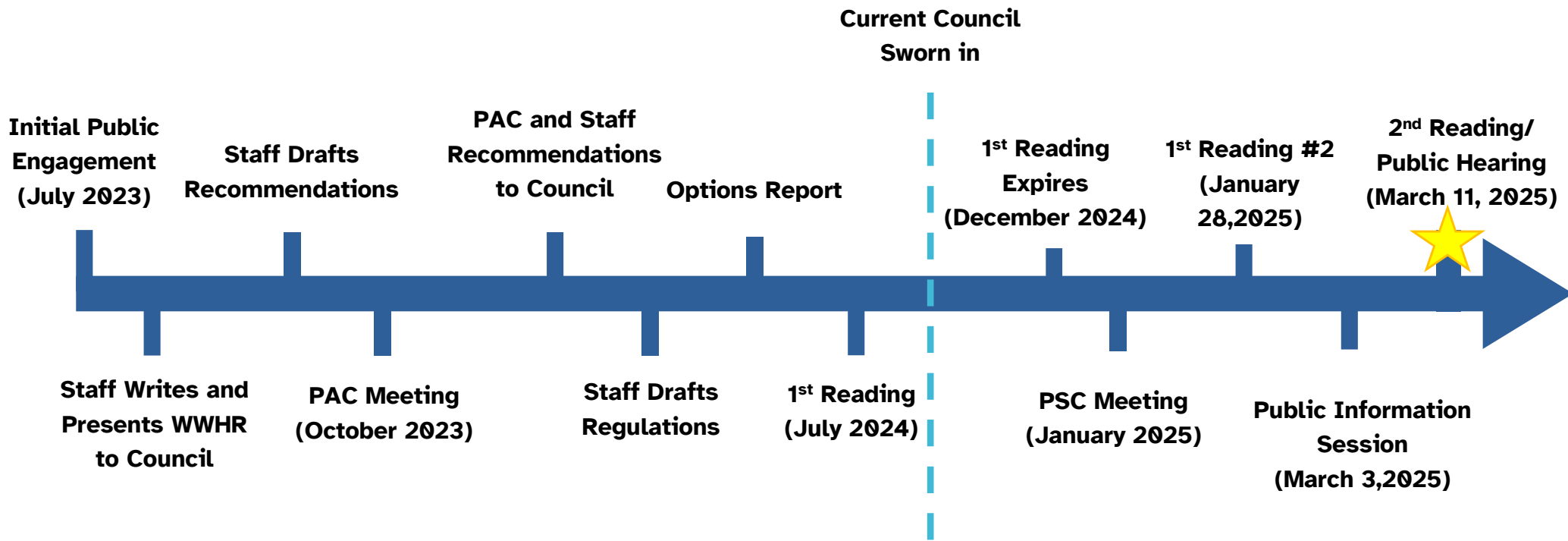
- Cluster developments: 6+ units over two structures on any single unserviced lot.
- Approved by development agreement.
- Non-conforming provision – condominium registration by December 31, 2025.
- Review every 5 years.

Development Agreement Summary

Council may consider individual proposals based on:

- Adequacy of street networks, site access, emergency access
- Adequacy of services such as water and sewer
- Availability of a safe water supply
- The suitability of the site in relation to environmental impact

Project Timeline



Questions?

Draft Operating Budget First Round Reduction Options

| | Amount | | Amount |
|---|----------|---|------------------|
| Staff Training, Travel & Conferences (Dept Standardization) | (31,700) | Planning & Development: Regional Bldg Service Branding | (5,000) |
| Administration: Representative market research | (13,000) | LCCAP Projects (Reduce Project List) | |
| Enhanced Municipal Matters | (16,900) | EV Education & Promotion | (1,000) |
| Engineering & Public Works: CES Reserve Transfer | (50,000) | Waste Management Awareness | (3,000) |
| Waste Cleanup Ads (MJSB now does this) | (5,000) | Community Climate Capacity Grant | (500) |
| Economic Development: Legal Costs | (12,000) | MODL Environmental & Resilience Champion Award | (1,900) |
| Regional Economic Development Platform Evaluation | (10,000) | Let it Grow May (\$3,700) & Community Pledges (\$300) | (4,000) |
| Recreation & Tourism: Town of Lunenburg Grant | (20,000) | Sustainability Student | (14,000) |
| AT Programming & Promotions | (5,000) | Housing Market Data Study carry-over (Council approved Nov 26/24) | 30,000 |
| Financial Services: Staff Ergonomics | (4,000) | Reserve Transfer for Housing Market Data Study | (30,000) |
| LCLC Budget Adjustment | (75,000) | TOTAL Reductions | (272,000) |
| | | 2025-26 Draft Budget deficit (\$238,000) + reductions = | 34,000 |
| | | Budget Surplus | |

Draft Operating Budget Change Options

| | Amount |
|---|-----------------|
| Possible Changes based on Feb 25 & 27 Meetings | |
| Housing Strategy - utilize Grad student instead of consultant | 40,000 |
| Reserves Transfer reduction (Housing Strategy) | (40,000) |
| Council Contingency Reduction | (40,000) |
| Stagger Council Conference attendance | (14,000) |
| Sunset Park Tree assessment & re-planting budget required | 5,000 |
| LCCAP Committee reinstatement budget required | 10,000 |
| Total possible changes based on February Meetings | (39,000) |

| | Amount |
|--|------------------|
| New Information – recommended changes | |
| Admin Dept - remove added position – enhance projects budget | (40,000) |
| CES Building 2.5% rent increase (\$100,734 to \$103,254) | (2,500) |
| Regional Building Service Revenue (\$282,700 to \$285,000) | (2,300) |
| Road Assoc adjustments (net revenue increase) | (4,100) |
| Hebbville Sewer Capacity review | 18,000 |
| Changes based on New Information | (30,900) |
| | |
| Draft Budget Surplus from Previous Slide | \$ 34,000 |
| Add February Meeting changes | 39,000 |
| Add New Information changes | 30,900 |
| 2025-26 Draft Budget Revised Surplus | \$103,900 |

Mayor's Report

Council Meeting - March 11, 2025

The last couple of weeks have had a series of complex discussions related to our operating and capital budget for the coming year. Today we started to make the necessary decisions around the key priorities and the necessary funds to complete those activities.

I encourage us all to think in terms of our strategic priorities, and the decisions we made around parks and the value of having plans for park development that were built with consideration for public engagement.

The Food Hub meeting was well attended. Clearly the interest in supporting further development of the food producing sector of our community existing. Many of the people in the room were the consumers whereas the number of producers was small. I look forward to receiving the report, assessing the viability of our municipal involvement and how this research can be most effectively used.

The Pine Grove Park public meeting was well attended and well appreciated by the residents living in the area along with the users of the park. The format for the event garnered a lot of useful information which will come back to council. It was very evident that most did not favor selling the land, rather the general consensus seemed to be that this needs to be maintained as green space. Given all the developments that are underway or proposed for the area council should ensure we have adequate green space to support the growth.

I met with Peter MacInnis of Blue Lantern Shellfish. Peter and his business partner are working on the development of a sustainable scallop farm in Mahone Bay. They are beginning their public communication and consultations with the expectation they are 5-8 years away from startup.

I attended the Cluster Development public information meeting along with a number of councillors.

I met with David Mitchell, the President of the Chamber of Commerce, Rae Bonneville and their Executive Director, Jennifer Naugler. They have an interest in advocating for improved cell phone service which aligns with some of our work.

I attended a public consultation on the nonmarket housing needs of the area. The meeting was lead by a consulting firm working on behalf of Balsam Care. Within two years the facility at Dayspring will be empty and the Board of Directors are considering what alternative uses could be made of the property. The needs assessment is an important step in the process and their

work aligns with our interest in a housing strategy and the need for nonmarket housing in the county.

I met with Kai Skinner regarding the creation of an Anti Hate Mural Project to be erected along Highway #103.

I attended the launch event for the 55+ Games announcement at the LCLC. There are many opportunities to volunteer.

On International Women's Day I participated on a panel with Susan Corkum Greek, Becky Druhan and Suzanne Lohnes Croft. I outlined the steps MODL has taken to follow up on the declaration of the gender-based violence as an epidemic (December 2023). This included the presentation made by Be the Peace Institute and the work our staff are currently doing to prepare a report for Council to consider on actions that we can take.