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Municipal Council Meeting Agenda

Tuesday, March 25, 2025 – 9:00 a.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

1.	Call to Order	
1.1	Mi'kma'ki Territorial Acknowledgement	
2.	Announcements, Acknowledgements, Recognition	
2.1	Proclamation Purple Day 2025	1
3.	Public Input (15 Minutes)	
4.	Changes/Approval of Agenda (as circulated)	
5.	Approval of Minutes - Council February 25, 2025, Special Council March 6, 2025, Public Hearing March 11, 2025 & Council March 11, 2025	
6.	Business Arising from Minutes	
7.	Awarding of Tenders/RFPs	
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7.2	Award of RFP 2024-01-404 Water System Master Plan Study (Exit 12).....	5-8
8.	Presentations/Scheduled Times - Nil	
9.	Consideration of Correspondence - Nil	
10.	Recommendations from Committees & Boards	
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10.1.4	South Shore ICE Storm Association Grant Approval.....	48-50
10.1.5	Hike Nova Scotia Major Event Grant Pre-Budget Approval.....	51-53
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11.3	Finance Department	
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11.3.3	Council Deliberation & Direction	
12.	Mayor's/Deputy Mayor's/Councillors' Matters	
12.1	LCLC Update	
12.2	Sustainability Conference Update (Councillor DeLong)	
12.3	Deputy Mayor's Update	
12.4	Mayor's Update	
13.	Added Items	
14.	In Camera	
14.1	Contract Negotiations under Section 22(2)(e) of the MGA	
15.	Adjournment	

Purple Day Proclamation 2025

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I do hereby proclaim March 26, 2024, “Purple Day”, in an effort to raise awareness of epilepsy in Canada.

Signed _____



Council
Item: #7.1
Date: March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report to Council

Report To: Council
Submitted By: Housing Market Data Study Review Committee
Date: March 25, 2025
Re: Award of Housing Market Data Collection Study RFP – RFP 2024-01-405

Recommendation

“That Municipal Council award the Request for Proposal 2024-01-405 Lunenburg County Housing Market Data Collection to Turner Drake and Partners Limited, for \$49,400.00 plus HST for the completion of the Lunenburg County Housing Market Data Collection Project.”

Executive Summary

The Canada Mortgage and Housing Corporation (CMHC) and other agencies rely on local housing market data to verify that needs exist and to ensure projects can remain viable when determining whether to fund affordable housing projects. Due to major gaps in local housing data, current and future affordable housing projects are potentially at risk.

Existing housing market data within the region is either insufficient, outdated or non-existent. CMHC does not have any current statistics on rental rates within the region, and when reviewing funding proposals, uses aggregated data from a few select parts of the province where sufficient data exists.

Successful affordable housing requires participation and contribution from all levels of government. Addressing data gaps is an urgent issue that needs to be addressed to help projects obtain funding from other levels of government that have the means to provide meaningful loans and grants. Helping to fill gaps in local housing market data is one small piece of the puzzle that can be addressed by MODL and other municipal partners in our region.

Discussion

The Request for Proposals (RFP) document was issued on January 3, 2025 and closed at 2:00 p.m. on February 13, 2025. Three proposals were received and accepted by the deadline. The evaluation team included Garth Sturtevant, Senior Planner with the Municipality of the District of Chester, Trevor Hume, Planner-Development Officer with the Town of Lunenburg, and Reid Shepherd, Deputy Director of Planning and Development Services with MODL. Proponent names and quotes are described in the table below:

Proponent	Technical Score	Cost Proposal		Total Score	Overall
		Price	Price Score		Rank
Turner Drake	75	\$49,400 + HST	9.49	84	1
Urban Matters	63	\$49,648 + HST	9.54	72	2
Best There Is	34	\$47,138.05 + HST (includes 5% buy local reduction)	10	44	3

The top proposal overall was from Turner Drake and Partners Limited, with an overall score of 84 points out of a total of 100, followed by Urban Matters and Best There Is Property Management in second and third respectively. The Turner Drake proposal received the highest technical score, being 75, followed by 63 for Urban Matters and 34 for Best There Is Property Management.

Best There Is Property Management had the lowest price, including a 5% discount from their cost proposal which was applied due to being a local company based in Bridgewater. However, their proposal lacked a clear methodology and did not appear to address the deliverables in a comprehensive manner. The proponent also appears to have no direct and relevant experience in housing market data collection, analysis or needs assessments, which are critical to undertaking the requirements of this project.

The evaluation committee reached a consensus that the Turner Drake and Partners Limited proposal offered the best value for the Municipality. Their proposal included the most comprehensive and detailed work plan, that includes making use of valuable internal

databases, along with a realistic plan to reach out directly to housing providers to obtain data. Turner Drake also had the most experience in conducting similar and locally relevant research, having completed the existing housing needs assessments in Lunenburg County, along with supplementary work in communities around Nova Scotia and Atlantic Canada.

Budget Implications

A total cost of \$50,000 plus HST has been budgeted for this work, which was approved by Council on November 26, 2025, and which has been included in the draft operating budget. Staff have now confirmed participation from all municipalities within Lunenburg County, which reduces the contribution from MODL to just over 50% of that total cost, as the remainder will be cost-shared amongst the other partners.

Communication

The data collection project involves stakeholder engagement that will be targeted to groups, organizations and government agencies who are involved in affordable housing, though no general public engagement is part of the scope of work. Staff will work with the successful proponent to provide direction on local contacts who are best suited to be involved as stakeholders.

Alternatives

Council can decide not to accept the recommendation as presented and select another proponent, or could choose to not proceed with the project.

Conclusion

The Evaluation Team is recommending that the RFP 2024-01-405 be awarded to Turner Drake and Partners Limited who received the highest technical score for their proposal and the highest overall score to complete the Lunenburg County Housing Market Data Collection Project, as per the proposal received.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Reid Shepherd, LPP, MCIP, Deputy Director of Planning and Development Services
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item 7.2
March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor and Council
Submitted by: Larry Feener, P.Eng., Municipal Engineer
Date: March 25, 2025
Re: RFP 2024-01-404 Water System Master Plan Study

Recommendation

Council authorize staff to award RFP 2024-01-404 Water System Master Plan Study to DesignPoint Engineering in the amount of \$ 92,610 including a 10% contingency and net HST; with approximately 75% of the cost being funded by the Public Service Commission of Bridgewater.

Executive Summary

The Municipality of the District of Lunenburg (MODL) is in the process of amending the existing water service agreement(s) with the Public Service Commission of Bridgewater (PSCB) to supply water for the Exit 12 development area. The amendment is to consider expanding the service area and increasing the allowable permitted water usage limit. As part of this process, the PSCB requested that the 2009 Town of Bridgewater – Water System Master Plan and 2020 Exit 12 Water System Review be updated to reflect current conditions and future development considerations for Exit 12 area. The PSCB also recognized the importance of considering areas within Town at the same time and requested to jointly have this work completed with MODL taking the lead by procuring engineering services. The project will be cost shared based on the level of effort defined by the consultant for each partner, estimated to be 25% MODL and 75% PSCB.

A Request for Proposal (RFP) was issued to three qualified consultants from our Standing Offer on January 10, 2025 and closed January 24, 2025. Two (2) proposals were received from EXP Services and DesignPoint Engineering before the closing date and time. Proposals were evaluated

by both PSCB and MODL staff. Although EXP Services had the lowest overall base cost, DesignPoint Engineering had the highest total score.

Staff are recommending Council award the work to DesignPoint Engineering in the amount of \$ 92,610 including a 10% contingency and net HST. MODL will be responsible for approximately 25% of the cost (\$23,150) and the PSCB will be responsible for 75% (\$69,460). MODL would only proceed with the work once the PSCB awards their portion of the project tentatively planned for the April 10 PSCB meeting and MODL receives a commitment from PSCB for the expenditure.

Discussion

Both MODL and the Town of Bridgewater (TOB) are experiencing rapid growth rates. To ensure the PSCBs water system can provide for this rapid growth in both municipalities in the short term and long term, an updated Water System Master Plan Study is necessary to ensure there will be adequate infrastructure in place to supply both domestic flow and fire protection.

The Municipality of the District of Lunenburg (MODL) and the Public Service Commission of Bridgewater (PSCB) requires engineering services to study the PSCB's regional water system. Over the years, multiple studies have been conducted on the PSCB water system, though they were carried out in a fragmented, piecemeal manner. Instead of following a cohesive, comprehensive approach, these studies were often disconnected from one another, addressing only specific issues or segments of the system at a time. As a result, a holistic understanding of the PSCB water system's overall performance and needs was not fully achieved. Each study contributed valuable insights, but the lack of integration between them limited their ability to provide a unified assessment of the system's long-term sustainability and operational challenges. MODL and PSCB would like to update and bring these studies together in a comprehensive master plan encompassing the entire system from the water treatment facility clearwell to the outer limits of the distribution system. This Master Study will guide MODL and PSCB for future development as well as provide valuable information regarding the size of the Exit 12 Water Storage Tank.

A Request for Proposal (RFP) was issued January 10, 2025 and closed January 24, 2025. The RFP requested Proposals from three qualified consultants from our Standing Offer list to complete a comprehensive review encompassing the entire water system from the treatment plant to the extremities of the distribution system. The study will include a planning review, storage capacity evaluation, water quality evaluation, data collection and modelling, gap analysis, costs estimates, and a final report. Members of the RFP Evaluation Committee included three staff from MODL Engineering Department and two staff members from the Public Service Commission of Bridgewater's Engineering Department.

Two (2) proposals were received from EXP Services and DesignPoint Engineering before the closing date and time. CBCL Ltd. did not submit a proposal. Technical proposals were evaluated based on Design Team Experience & Qualifications, Key Personnel assigned,

Management of Services, and Approach and Methodology for a total available score of 80 percent. Financial proposals were evaluated based on lowest cost of the base price and had an available score of 20 percent. Results of the scoring are shown in the table below:

Criteria/Element	% of Score Available	% Achieved	% Achieved	% Achieved
Proposal Submitted By	NA	Exp	CBCL	Design Point
Average Technical Score	80	68	No Bid	70
Financial Score	20	20	No Bid	19
TOTAL	100	88	No Bid	89

Financial details were as follows:

Financial Proposal Submitted By	Base Price	Hydrant Test Allowance	Total
EXP Services	\$72,350.00	Not Provided	\$72,350.00*
DesignPoint Engineering	\$76,730.00	\$4,000.00	\$80,730.00
CBCL Ltd.	No Bid	No Bid	No Bid

Note: Prices exclusive of HST.
 *Hydrant Flow tests are extra.

EXP Services had the lowest overall base cost, however DesignPoint Engineering had the highest total score.

Budget Implications

The cost will be shared between MODL and PSCB based on the level of effort required in each municipal unit. Estimates for the level of effort are as follows: 25% MODL (\$23,150) and 75% PSCB 75% (\$69,460) including 10% contingency and net HST. The Municipality’s portion of the project will be funded from the approved capital budget for the Osprey Village Water Tower.

Strategic Priority

Infrastructure Upgrades, Expansion, and Management and Regional Economic Development are two 2025 Strategic Priorities set by Council.

Work Plan

The 2024 Water System Master Plan will be part of the Osprey Village Water Storage project and is included in the 2024/25 capital budget work.

Alternatives

N/A

Conclusion

Updating the 2009 Water System Master Plan (Terrain Group Inc.) as well as the 2020 Exit 12 Water System Review (Englobe) are key components in the infrastructure planning for Osprey Village and surrounding area. This will help ensure there is adequate water services for both domestic supply and fire protection, not only in the short term but over the longer term (20-25 years).

Report Preparation	
Department	Engineering & Public Works
Report Prepared by	Larry Feener, P.Eng.
Report Approved by	Stephen W. Pace, MBA, P.Eng.
Date Reviewed by C.A.O.	



Municipality of the District of Lunenburg

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March 18, 2025

To Her Worship, Mayor McLean-Wile, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Policy & Strategy Committee, in session on Tuesday, March 18, 2025, made the following recommendations to Council:

1. That that Municipal Council consider an amendment to MODL Policy 074 – Unsightly Premises Clean Up Assistance Policy to increase the assistance amount to \$1,500 and that the assistance not be limited to equipment or machinery and hereby gives 7 days' notice of Council's intention to adopt.
2. That Municipal Council approve the Lunenburg County Accessibility Plan 2025-2028 as presented.
3. That Municipal Council authorize the execution of the Inter-Municipal Agreement for a Joint Police Advisory Board, as presented.
4. That Municipal Council provide a grant to South Shore ICE Storm Association in the amount of \$18,000 funded from the 2024-25 Council Approved Contingency Fund for the Canadian National Para Hockey Championship being held at the LCLC from May 14 to 18, 2025.
5. That Municipal Council provide pre-budget approval for the Hike Nova Scotia's application for funding through the Major Event Grant in the amount of \$3,000 for the Hiking Summit.
6. That Municipal Council approve the list of tax exemptions for non-profit organizations as per Policy 012 Tax Exemption/Reduction for a 3-year renewal term as presented.

Respectfully submitted,

Chairperson and Members
Policy & Strategy Committee

/jp

Council
Item #10.1.1
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg Report to Council

Report To: Mayor and Municipal Council
Submitted By: April Whynot-Lohnes, Municipal Clerk
Date: March 25, 2025
Re: Amendments to Policy 074 Unsightly Premises Clean Up Assistance Program

On March 18, 2025, the Policy & Strategy Committee reviewed the proposed amendments to Policy 074 Unsightly Premises Clean Up Assistance Program. The Committee recommended further amendments and gave 7 days' notice of Council's intent to adopt.

The additional amendments included:

- Removal of reference regarding minimum amount of waste that would qualify;
- Clarification of new section 5 and what financial assistance can be used for under section 8.

Section 48(1) of the Municipal Government Act states, "Before a policy is passed, **amended** or repealed, the Council must give at least seven days' notice to all council members." Therefore, in accordance with Section 48(1), the Policy & Strategy Committee meeting of March 18, 2025 was hereby considered as Council's notice.

Attached for consideration is Policy 074 Unsightly Premises Clean Up Assistance Program. If Council approves of the amendments to Policy 074 Unsightly Premises Clean Up Assistance Program, the following motion would be necessary.

"that Municipal Council approve the amendments to Policy 074 Unsightly Premises Clean Up Assistance Program, as presented".

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

Municipality of the District of Lunenburg

Policy Details	
Name	Unsightly Premises Clean-up Assistance Program
Number	074
Legislative Authority	MGA 47, 48(3)
Effective Date	

Purpose

- (1) The following will be the Policy of the Municipality of the District of Lunenburg as it relates to clean up assistance of unsightly premises, such as, regular and special collections of waste found upon premises determined to be unsightly.
- (2) For this policy, defined terms will have the same meaning as those defined within Bylaw 039, Solid Waste Collection and Disposal.

Eligibility for Assistance

- An owner of a premise determined to be unsightly under Policy 007, Dangerous and Unsightly Property by the Administrator, may apply to the Municipality for collection of **Special Waste** (not eligible for curbside pickup) located upon those premises under this policy.
- (1) The owner, in an application, must document to the satisfaction of the Administrator that there is a financial need on the part of the owner(s) to qualify for Municipal assistance.
 - (2) The income thresholds for financial assistance will be the thresholds set by Council in Policy 049 Property Tax Rebate Policy;
 - (3) For clarity, financial assistance under this policy is not limited to the owner's principal residence.
- Where the remedy of the unsightly condition can't be achieved-through curbside collection, a property owner may apply for financial assistance for conditions specified in section 8.

Conditions for Approval

- (1) As a condition of approval for collection of Special Waste, the owner may be required to:
 - a) Agree to supply whatever labour and machinery may be required to gather up the Special Waste.

- b) Agree to meet with the Community Recycling Centre's Outreach & Communications department to discuss waste separation, construction and demolition disposal and the collectable waste programs.
- c) Agree to have Special Waste gathered up within specified time period determined by the Administrator.
- d) Agree not to allow Special Waste to accumulate again on the premises.

Review of Applications

- 6. All applications for assistance under this Policy will be presented to the Dangerous & Unightly Property Committee (the Committee) by either the Administrator or the local Councillor for consideration.
- 7. Upon review by the Committee, the degree, manner and the financial aid of assistance will be determined and recommended to Council.
- 8. The value of the assistance provided will not exceed Fifteen Hundred Dollars (\$1500.00) and may be in the form of one or more of the following:
 - a) Providing and removal of containers from the premises;
 - b) Providing a truck or other machinery;
 - c) Providing a purchase order, for all or a portion of the tipping fees, to a waste management facility;
 - d) Other means necessary to remedy the unightly premises.

Owner Responsibilities

- 9. The owner will be responsible for having the waste gathered up from the premises and deposited into the container or truck. Sufficient waste must be removed from the premises so that it is no longer deemed to be unightly.
- 10. Unless there are extraordinary circumstances, once an owner has received assistance under this Policy, that owner will not be eligible to receive further assistance. If the premises become unightly again, then the owner would be subject to the normal procedures under Policy 007, Dangerous and Unightly Property.

Policy Adoption	
Date of Original Passage	October 10, 2017
Date of Notice of Intent to Amend	March 11, 2025
Date of Council Approval	March XX, 2025
Date of Effective Date (if different from approval date)	
I certify that this Policy 074 Unsightly Premise Clean-up Assistance Program was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Unsightly Premise Clean-up Assistance Program	Oct 10, 2017
V2	Updates to assistance dollar amount and expanded the category for cleanup; re-formatted for accessibility and clarity of language.	



Municipality of the District of Lunenburg
Planning & Development Services

Policy & Strategy Committee

Item #: 8.1

Date: March 18, 2025

January 29, 2025

To Her Worship, Mayor McLean-Wile and Councillors
of The District of Lunenburg

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on January 29, 2025, made the following recommendation to Municipal Council:

“that Council consider an amendment to MDL Policy 74 Unsightly Premises Clean Up Assistance Policy to increase the assistance amount to \$1500.00 and that the assistance not be limited to equipment or machinery”.

Respectfully submitted,

The Chair and Members
of the D&UPC

/sb

Attachments



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Graham Hopkins, Inspection Services Manager
Date: March 18, 2025
Re: Unsightly Premises Clean-up Assistance Program Policy - Amendment

Recommendation

Staff recommends that the Committee approves the amendment to Policy 074 Unsightly Premises Clean Up Assistance Program as presented in the staff report.

Motion

The Dangerous & Unsightly Property Committee, in session on January 29, 2025, made the following recommendation to Municipal Council:

“that Council consider an amendment to MODL Policy 074 Unsightly Premises Clean Up Assistance Policy to increase the assistance amount to \$1500.00 and that the assistance not be limited to equipment or machinery”.

Discussion

The Dangerous & Unsightly Property Committee requested staff review Policy MDL-74 regarding the dollar value of the clean-up as well as how the money can be used.

Policy MDL-74 was created 10 October 2017. Currently the policy provides funding for up to five hundred dollars (\$500) to be used to provide a container, trucking or other machinery, and tipping fees for clean-up.

Staff have obtained pricing from a local disposal company, the cost to have a dumpster delivered to a property in Bridgewater, hauled to the waste site and dumped, and container returned was approximately \$1300 including tax. Depending on the location of the clean-up the prices may increase, as a result staff recommend the Committee increase the available funding

up to \$1500.00. The base cost of renting a roll off container for residents to conduct their own cleanup has increased over the years, the \$500.00 allowance will no longer cover the cost of the use of a container preventing some residents from being able to clean up their property.

The Committee also would like to expand how the assistance can be provided, as the accumulation of garbage/debris is not the only reason for a property to be deemed unsightly. Recently we had a resident with a plumbing issue that resulted in an unsightly complaint. Allowing the fund to be used to correct the plumbing issue would have resolved at least part of the unsightly complaint.

Alternatives

- a) Do nothing and keep policy as written
- b) Make other recommendations of value of financial assistance.
- c) Make other recommendations for allowable uses for financial assistance.

Conclusion

Clean-up of unsightly properties can be hindered by the inability of the property owner to afford the cost of clean-up. Enhancing the Policy by increasing the maximum dollar amount and the types of work permitted will make the program more accessible to residents.

To date we are unaware of any applications made to access this funding.

The Dangerous & Unsightly Property Committee is recommending increasing the maximum amount of assistance and broadening the types of work permitted.

Report Preparation	
Department	Planning & Development
Report Prepared by	Graham Hopkins, Inspection Services Manager
Report Approved by	Jeff Merrill, Director of Planning & Development Services
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Unightly Premises Clean Up Assistance Program
Number	074
Legislative Authority	
Effective Date	October 17, 2017

1. The following ~~shall~~ will be the Policy of the Municipality of the District of Lunenburg as it relates to **clean up assistance of unsightly premises, including but not limited to**, regular and special collections of waste found upon premises deemed to be unsightly. For this policy, defined terms ~~shall~~ will have the same meaning as those defined within the Solid Waste Collection and Disposal By-Law.
2. An owner of a premise deemed to be unsightly may apply to the Municipality for collection of Special Waste located upon those premises pursuant to this policy.
3.
 - (1) The owner, in an application, must document to the satisfaction of the Municipality, that there is a financial need on the part of the owner(s) to qualify for Municipal assistance ~~in the collection of Special Waste~~.
 - (2) The income thresholds for financial assistance ~~shall~~ will be the thresholds set by Council in ~~the Policy 049~~ Property Tax Rebate Policy ~~MDL-49~~;
 - (3) For clarity, financial assistance (grant) under this policy is not limited to the owner's principal residence.
4. There must be sufficient quantity of waste upon the premises to justify a collection and the minimum amount that would qualify would be approximately that amount that exceeds the capacity of two-ton truck loads.
5. **Where the remedy of the unsightly condition can be achieved by means other than waste collection, a property owner may apply for financial assistance to repair or replace equipment; or other services as required.**
6.
 - (1) As a condition of approval **for collection of special waste**, the owner may be required to:
 - a) Agree to supply whatever labour and machinery may be required to gather up the Special Waste.

- b) Agree to meet with the Community Recycling Centre's Outreach & Communications department to discuss waste separation, construction and demolition disposal and the collectable waste programs.
 - c) Agree to have Special Waste gathered up within specified time period as set out by the Municipality at the time.
 - d) Agree not to allow Special Waste to accumulate again upon the premises so that it becomes unsightly.
7. All applications for ~~collection~~ assistance ~~of Special Waste~~ under this Policy ~~shall~~ will be presented to the Dangerous & Unightly Property Committee (the Committee) by either ~~a~~ Dangerous and Unightly Property Administrator or the local Councillor for consideration.
8. Upon review by the Committee, the degree and manner of assistance will be determined and recommended to Council.
9. Normally the value of the assistance provided will not exceed ~~Five Hundred Dollars (\$500.00)~~ Fifteen Hundred Dollars (\$1500.00) and may be in the form of one or more of the following:
- a) Providing and removal of containers from the premises;
 - b) Providing a truck or other machinery;
 - c) Providing a purchase order, for all or a portion of the tipping fees, to a waste management facility.
 - d) Other means necessary to remedy the unsightly premises.
10. The owner will be responsible to have the waste gathered up from the premises and deposited into the container or truck. Sufficient waste must be removed from the premises so that it is no longer deemed to be unsightly.
11. Unless there are extraordinary circumstances, once an owner has received ~~collection~~ assistance under this Policy, then that owner ~~shall~~ will not be eligible to receive further ~~collection~~ assistance. If the premises should become unsightly again, then the owner would be subject to the normal procedures that deal with unsightly premises as set out in the Municipal Government Act.

Policy Adoption	
Date of Original Passage	October 10, 2017
Date of Notice of Intent to Amend	March 11, 2025
Date of Council Approval	
Date of Effective Date (if different from approval date)	
I certify that this Policy 074 Unsightly Premise Clean-up Assistance Program was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Unsightly Premise Clean-up Assistance Program	Oct 10, 2017
V2	Updates to value and type of assistance; re-formatted to follow accessible guidelines.	

Subject: Lunenburg County Accessibility Plan 2025-2028

Prepared by: Ellen Johnson, Regional Accessibility Coordinator

Date: March 18, 2025

Submitting to: Municipality of the District of Lunenburg

Recommendation

Policy & Strategy Committee

Item #: 9.2.1

Date: March 18, 2025

To approve the Lunenburg County Accessibility Plan 2025-2028 as recommended by the Lunenburg County Accessibility Advisory Committee.

Alternatives

1. Request modifications to the plan and refer it back to the LCAAC for feedback.
2. Request additional information and defer the decision.
3. Deny this request.

Background

Nova Scotia's Accessibility Act was passed in 2017 and provides the framework for how the province intends to create an accessible province by 2030. Under the Act, municipalities are required to have an Accessibility Advisory Committee and to create an Accessibility Plan. The five municipalities in Lunenburg County agreed to approach these obligations as a region. They created the Lunenburg County Accessibility Advisory Committee (LCAAC) in 2019 and the Lunenburg County Accessibility Plan in 2021. It is also required under the Act to update the Accessibility Plan. The update is due on April 1, 2025.

Discussion

The Lunenburg County Accessibility Plan 2025-2028 is an update of the original 2021 accessibility plan and is the result of consultation with municipal staff, the LCAAC, and the public as well as research into promising and best practices related to accessibility and equity, diversity and inclusion.

The plan updates the previous plan content and adds specific actions that the five municipalities will address collaboratively over the next three years. It also indicates several next steps, one of which is for each municipal unit to create and make public an individual plan with actions intended to address barriers to accessibility.

This plan has been reviewed by the LCAAC. The LCAAC's role is to provide advice to the municipalities on matters related to accessibility and is made up of a minimum of 50% persons with disabilities or representatives of organizations representing persons with disabilities in Lunenburg County. At their March 5, 2025, meeting, the LCAAC recommended that the five municipalities in Lunenburg County adopt the Lunenburg County Accessibility Plan 2025-2028.

This will fulfill the obligation to produce an updated accessibility plan under the Act and guide work related to accessibility across the region.

It is relevant to note that Nova Scotia's Dismantling Racism and Hate Act (2022) also requires a municipal plan, which is in progress. This Act is relevant to all people in Nova Scotia who are members of underserved and underrepresented groups, including persons with disabilities. There are opportunities to combine efforts to support achieving goals under both Acts, which is reflected in some of the regional actions in the accessibility plan.

Responsibilities to complete the actions in this plan will ultimately lie with the municipalities and be supported by the Regional Accessibility Coordinator and, in some cases where actions overlap with broader EDIA efforts, the Regional Anti-Racism and Diversity Coordinator.

Relevant Legislation

Accessibility Act (2017)

Dismantling Racism and Hate Act (2022)

Human Rights Act (2014)

Financial

The joint accessibility budget draft has been submitted to the five municipal units for review as part of the 2025-2026 fiscal year and consideration for future years will be developed collaboratively.

Communications

Consultation with the community to support development of the accessibility plan took place between September 2024 and February 2025. A survey was conducted online with 28 respondents and 11 in-person drop-in sessions took place, most of them jointly exploring EDI issues in the community. There were more than 80 people engaged during these sessions.

Communication with the public in future is indicated in the plan and will include:

- Public sharing of this plan and the resulting individual municipal accessibility actions
- An annual progress report to the public
- Ongoing public engagement sessions throughout each year to ensure consistent feedback to and from community is maintained

Attachments

- Lunenburg County Accessibility Plan 2025-2028

Lunenburg County Accessibility Plan

~~Perfection~~
↑
progress

2025-2028

Submitted to the Province of Nova Scotia on April 1, 2025



Acknowledgements

First, we acknowledge the Mi'kmaq, the First People of this land they've nurtured, that experienced the first and continuous inequities. As we acknowledge the Peace and Friendship Treaties signed, we recognize that as we do this work as Treaty People, we have a responsibility to intentionally, thoughtfully, and deeply engage to move forward this work of truth, reconciliation, diversity, equity and inclusion.

Often in the presence of inequity lies resilience. We acknowledge the resilient African Nova Scotian community we also serve, that has been in Nova Scotia for over 400 years. We not only honor and offer gratitude to those ancestors of African descent who came before us to this land but also continue to work to dismantle the centuries long hate and racism that has shaped present day inequities. We acknowledge that, to do this work and move forward, one must acknowledge true history, which is often unwritten. So, we continuously work towards respectfully engaging with and hearing the experiences of the descendants of these communities.

We acknowledge that we work in affirmation that accessibility is a human right. We also recognize that barriers to accessibility are greater for people who are typically marginalized in our society.

Introduction

The five municipalities in Lunenburg County are working together to improve and develop equity within our region. The five municipalities include: Municipality of Chester (including the Village of Chester), Municipality of the District of Lunenburg (including the Village of Hebbville), Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

Background

In 2021, we worked with the Lunenburg County Accessibility Advisory Committee to develop the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments.

Objective

We know that inclusive communities are stronger communities and we are committed to working individually and as a region to make our municipal programs, services, initiatives and facilities more accessible, equitable and inclusive.

This plan looks ahead to the next three years (April 2025-March 2028). The Accessibility Plan updates information from the first plan and outlines specific actions we will take to help us reach our long-term goals.

Provincial Legislation

Under the Accessibility Act (2017), we must update the Lunenburg County Accessibility Plan. The focus is development of a plan that will identify and address barriers to access in public policies, programs and services.

Key strategies

We commit to taking actions to encourage a culture of equity in our organizations and communities. We believe in supporting staff, Councils, and the people in our communities to not only become aware of inequities but become educated and equipped on how to remove and prevent barriers, while creating a culture of continuous learning.

Note: We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.

What We Believe

The first Lunenburg County Accessibility Plan was created using some key principles. We have continued to use and add to the list of these principles as we do our work around equity development. We plan to use them as we implement the 2025-2028 Lunenburg County Accessibility Plan.

1

Equitable Access

Working towards equitable access for everyone in our community means that every person has access to opportunities and is treated fairly. Equitable access means understanding that a person's individual circumstances will impact what barriers they might face and what we can do to remove those barriers. Creating equity doesn't mean treating everyone the same.

2

First Voice

It is essential to include first voice perspectives of people who have lived experience in our work. That means hearing first voice perspectives on our plans, the work we have already done, and our decision-making processes.

It also means working to make our processes more accessible and equitable so we hear from persons from equity deserving groups about all our work, not only related to Equity, Diversity, Inclusion and Accessibility (EDIA). This work is a lens to all the work, not its own separate project.

3

Flexibility

We know that things change and that we need to be flexible to respond to changes. Various Acts and Standards will come into effect and legislation may change in the coming years. Things like technology and world occurrences will also change. We understand that this plan must be flexible to make sure we can respond to these changes, take advantage of opportunities and respond to the emerging needs of community. We consider this plan to be a living document.

4

Collaboration

It is essential to continue to collaborate with other municipal units, the regional committees, organizations at the provincial level, and community partners to advance this plan and work towards a community of belonging.

5

Intersectionality

We know that people have multiple identities and that can mean they face multiple barriers to feeling belonging in our communities. These might be related to cultural or ethnic background, gender, disability, sexuality, or other identities people may have. When these identities overlap, it can magnify the impact of the barriers that person faces overall. We must consider intersectionality and align our plans with broader equity, diversity and inclusion work.

Lunenburg County Accessibility Plan

Glossary of Terms

We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.



Glossary of Terms

Accessibility Act (2017): The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board, and addresses standards, compliance, and enforcement.
(nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)

Accessibility Lens: An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to access and address the impact of all initiatives (policies, programs or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities.

Accessibility Standard: Under the Accessibility Act (2017), standards are the laws that will be developed to increase accessibility in Nova Scotia. Standards will be developed in six areas; Built Environment, Education, Employment, Goods and Services, Public Transportation, and Information and Communications. As standards are enacted into law, they will include who needs to comply with them.

Barrier: Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

Disability: As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Diversity: Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. Differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different opinions, backgrounds (degrees and social experience), heritage and life experience.

Equitable/equity: A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Equity Deserving Groups: A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes (Canada.ca)

Glossary of Terms

Intersectionality: How a person's identities, such as their gender, ethnicity, and sexuality, affect their access to opportunities and privileges.

Lunenburg County Accessibility Advisory Committee (LCAAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The LCAAC is made up of one elected official from each of the five municipalities and the Village of Chester and six community members. At least half of LCAAC members must be persons with disabilities or represent an organization that represents persons with disabilities.

Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people from underserved and underrepresented groups in municipal programs, services, initiatives, and facilities. The ARADAC is made up of one elected official from each of the five municipalities, six community members and two indigenous members (1 each from Acadia and Sipekne'katik First Nation). A matrix is used to have wide diversity of representation from equity deserving groups.

Meaningful: In the context of our work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

Plain language: Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information (plainlanguagenetwork.org/).

Prescribed: The Accessibility Act and Dismantling Racism and Hate Act enables the government to use the regulations to identify which organizations must comply with certain requirements. The use of the word "prescribed" in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

Letter from Mayors & Warden

Dear

Signature

Evaluation

In the Lunenburg County Accessibility Plan, we have identified 17 actions we will take to increase accessibility within our community. We will track our progress on these actions and update on progress to the community every year.

We will continue to connect with the community, especially persons from equity deserving communities, to learn about their experiences and if what we are doing is making a meaningful difference. We will do this through community engagement sessions, surveys, and monitoring complaints and comments from the public.

We will also ask municipal staff, volunteers and elected officials about equity in our organizations to make sure we are increasing understanding over time.

As this work is both change focused and human-centred, we will continue to partner with organizations that specialize in data and evaluation. This makes sure we are not duplicating efforts and we engage with organizations that specialize in this area.

Disability in our Community

Based on the Canadian Survey on Disability (2022), Nova Scotia has the highest disability rate in Canada at 37.9%. The Canadian disability rate is 27%. This survey asks people to report on their disability and function. The data includes people 15 years and older and does not include people living on First Nations reserves,

Armed Forces bases, or in institutional settings such as long-term care facilities. The disability rate goes up with age. For Nova Scotians aged 65 and older, 43.2% reported having one or more disabilities. That rate decreases to 35.4% for those aged 25 to 64 years, and again to 28.8% for youth aged 15 to 24 years.

Disabilities

Of persons with disabilities in Nova Scotia, 65.7% reported having a pain related disability. This was the most common answer, followed by flexibility at 44.1% and mobility at 42.3%. Mental health related disabilities were reported by 41.0% of Nova Scotians with disabilities. The remaining types of disabilities reported include seeing (25.9%), hearing (24.4%), learning (22.5%), dexterity (20.5%), memory (17.0%), and developmental (4.7%). Many people reported having more than one type of disability.

Barriers

We know that creating accessible communities means identifying, removing, and preventing barriers. Nova Scotians who reported having disabilities also reported which types of barriers were most common in their lives.

The most common answer was physical barriers (58.6%). Next, 49.4% reported experiencing barriers to communication, while 38.2% reported experiencing barriers related to attitudes from others.

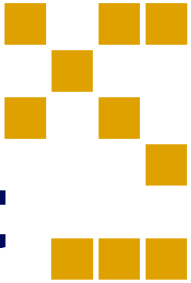
Progress

Since 2021, many things have changed in the way we incorporate accessibility into our work. Using the first plan as a guide, we have made changes to policies, processes, bylaws and spaces to improve accessibility. As a region we continue to build and support processes that help ensure these improvements continue.



Public Engagement

As we prepared this updated plan, we reached out to the community. We created an online survey, hosted public drop in sessions, and had individual conversations with community members and organizations concerned with disability and accessibility..



Regional Progress

Regional Committee

The Lunenburg County Accessibility Advisory Committee (LCAAC) continued meeting following the completion of the first plan and has provided accessibility advice to municipalities on multiple projects. They currently meet 10 times per year.

Regional Collaboration

Following the first plan, we hired a Regional Accessibility Coordinator to support accessibility work. Since August 2021, the coordinator has worked to support accessibility in each municipality and across the region. This contract position became permanent in fall 2024, showing a commitment by our region to continue to prioritize accessibility improvements. Starting in 2024, we created a group that meets regularly to focus on equity, diversity, inclusion and accessibility issues. This group includes senior staff from each municipality, the Regional Accessibility Coordinator, Regional Anti-Racism and Diversity Coordinator, and additional staff who are responsible for equity, diversity, inclusion and accessibility work within their own organizations. By meeting regularly, we can make sure we are sharing updates, concerns, and successes, working together where we can, and keeping issues of equity, diversity, inclusion, and accessibility a priority.

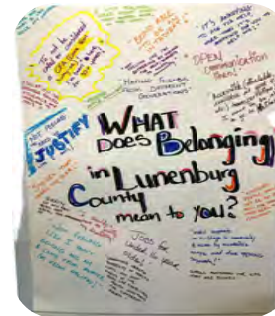
All five municipalities have been working to increase accessibility guided by the first accessibility plan. You can read a summary of progress from each municipality in the appendix at the end of this plan.

Community Engagement

Survey

We created a survey asking about the accessibility of municipal services, programs, and spaces. The survey ran for 17 days in December 2024 and received 28 responses.

Everyone who took the survey reported having a disability, Deaf or Neurodivergent, having a close relationship with disability (such as a family member, friend), or working or volunteering with an organization that supports or represents persons with disabilities. More than half (57%) reported having a disability themselves.



Community Drop-in Sessions and Events

The Regional Accessibility Coordinator participated in 11 public drop-in sessions and events between September 2024 and February 2025. Eight of these sessions were joint sessions with the Regional Anti-Racism and Diversity Coordinator. More than 70 people engaged with the coordinators at these sessions.

No one was asked about disability status, but many people disclosed that they live with one or more disabilities and shared their experiences.

At each session, people were asked to tell or write their answer to the question, "What does belonging mean in Lunenburg County?"

Key Findings

The first plan organized information into five categories that were taken from the Standard areas in the Accessibility Act. We continued to use these categories to guide our questions to community and to help organize what we heard. However, we found there was a sixth idea that people consistently mentioned. We have called this "Awareness" and it is woven through the other five categories.



Goods & Services

People told us the goods and services they receive from us do not consistently meet their accessibility needs. This includes interactions with us (for example, paying a bill, getting a permit), meetings and events, and recreation programming.

People said that they may not participate in recreation programs because the programs and facilities are too far away, they don't know if their accessibility needs will be met, don't feel safe trying something new with unfamiliar staff, or they have had experiences in the past when their accessibility needs were not met.

Although the accessibility of businesses is not a municipal responsibility, we heard that people continue to face barriers to accessing businesses in our region.

Information & Communications



Many people said they can find, access, and understand information from their municipalities. For others who faced barriers accessing information, finding what they need when visiting the website, knowing where to find information about the accessibility of municipal spaces and events, and knowing how to share a concern or complaint about accessibility were all mentioned as problems. Many people also said they cannot always access and understand emergency communications from their municipality, or that there is a lack of information shared with the public about urgent and non-urgent issues.

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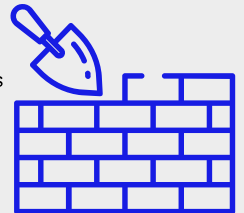
Key Findings

Employment



People told us that negative attitudes of employers and others toward disability is a major barrier to getting a job. Difficulty learning about job opportunities, lack of flexibility in working hours, accommodations, and other supports are also barriers to getting and keeping a job. Of those who described positive employment situations, they said it was because their employer provided flexibility or they are self-employed and can make decisions to support their own needs.

Built Environment



Although some people told us they can access municipal facilities without encountering accessibility barriers, many are still encountering barriers in these spaces. This tells us that, although we have been working to increase accessibility in our buildings, we still have work to do. In particular, access to accessible washrooms is a challenge, with more than half of people in our survey saying that these facilities sometimes or rarely meet their needs.

Several people mentioned the improvements that are happening in parks and outdoor spaces. For example, LaHave Sunset Park and Mushamush Beach Park in MODL and Wild Rose Park in MOC, which have each had significant improvements to accessibility in the past year.

continued ->

Key Findings



Transportation

People identified getting to where they need or want to go as a challenge. Public transportation is limited in Lunenburg County and does not meet the needs of many people with disabilities. People described being grateful for accessible transportation services but that they still have trouble getting everywhere they want or need to go, especially on evenings and weekends.

People told us that getting around using sidewalks and road shoulders can be challenging or impossible, especially with a mobility disability. They also said that events like snow and construction can create barriers to getting around and that we don't always manage these situations in ways that meet their accessibility needs.

Accessible parking is also a concern. People said there is not always enough accessible parking and when they are available, they are sometimes too far from destinations, making them less accessible. The design of the existing accessible parking spaces only works for some people and not others. In particular, people who use accessible vans described having difficulty finding appropriate places to park.

Feedback

Wins

People also had positive things to share about accessibility in Lunenburg County. Some examples are:

- Interactions with municipal staff who really listen and follow up when there is a problem
- Asking persons with disabilities for input and having it taken seriously
- Improvements to the physical spaces in municipal buildings (Municipality of Chester, District of Lunenburg)
- The DesBrisay Museum in Bridgewater
- Improvements to outdoor spaces accessibility
- Wheelchair basketball in Town of Lunenburg

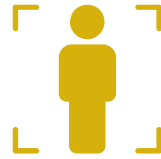
Areas of Growth

We know we can never hear from everyone in the community but we want to make sure we are hearing from people with different experiences so we can make good decisions about accessibility. We recognize that our public engagement did not include enough diversity of experience and that this means we may be missing important information about the barriers people are facing.

We need to hear more from people and organizations with experiences related to:

- Youth with disabilities
- Persons who are blind or low vision
- Persons who are Deaf or Hard of Hearing
- Persons with intellectual disabilities
- Persons with episodic disabilities
- Persons from the 2SLGBTQAI+ community
- Persons who are Black, Indigenous, or persons of colour

Areas of Focus



The findings from community engagement tell us that the five areas we used to organize our actions in the first Lunenburg County Accessibility Plan are still areas where people with disabilities are facing barriers and where we can focus our efforts. In addition, we have added Awareness as a sixth area of focus. This is a way to acknowledge we have a role to play in raising awareness both in our own organizations and in the broader community about accessibility and disability. This is also an area that can overlap with our regional Anti-Racism and Diversity Plan.

Each of the six areas of focus are shown here with their long term goal.

Goods & Services

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

Information & Communications

People with disabilities can equitably access information and communications provided by our municipalities.

Transportation

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

Employment

Our municipalities are accessible and equitable employers and support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities.

Built Environment

Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

Awareness

Municipal staff, volunteers, and elected officials consider accessibility in decision making and encourage a culture of accessibility and equity in their organizations and in the community.

Priorities

To help us reach these goals, we have 28 priorities. We have used these to help select actions we will take as a region. We will also use them to select actions we will take in our individual municipalities.



List of priorities by category :

Goods and Services	
Services	Enhance services provided by municipal units by making municipal services and events more accessible to persons with disabilities
Physical Space	The entrance areas of our municipal buildings should support positive accessible customer service experiences.
Programs	Deliver programming to people of all ages and abilities.
Meetings and Events	Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Procurement	Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and including accessibility into the scoring process for procurement.
Policy	Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Emergency Management	Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.

Priorities

Information and Communications	
Communications Delivery	Improve communications about existing municipal programs, services, and events by delivering communications in a wide range of accessible formats.
Advertising/Marketing	Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.
Wayfinding	Improve signage and wayfinding for municipal buildings and public facilities by having new signage and wayfinding projects designed using best practice in accessibility.

Transportation	
Pedestrian Infrastructure	Make it easier for people to move around our communities while walking, cycling, and using mobility devices. This may include building and improving sidewalks, improving lighting, adding seating where people can rest, and including tactile attention indicators, curb ramps, and accessible pedestrian signals at pedestrian crossings.
Snow Removal	Ensure snow clearance of transit stops, public buildings, and municipally managed parking areas is timely and thorough.
Parking	Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).
Transit Connectivity	Where possible, support improving transit connectivity by expanding public transportation systems.
Transit Infrastructure	Improve existing transit infrastructure and ensure transit vehicles, transit stops, and signage are accessible to people with disabilities.

Priorities

Employment	
Job Opportunities	Improve opportunities for persons with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to persons with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.
Hiring	Improve processes, policies, and practices to remove accessibility barriers and encourage the recruitment, selection, transition, and advancement of persons with disabilities in their employment at the municipalities. Update job standards to make sure they reflect the actual standards of the job.
Flexibility	Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to assistive technology, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.
Culture of Inclusion	Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Representation	Actively recruit persons with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

Priorities

Built Environment	
Buildings	Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.
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. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
Washrooms	Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.
Temporary Disruptions	Put processes in place to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, and special events.
Emergencies	Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
Construction Mitigation	Municipalities should ensure accessible detours are available and communicated to the public when a sidewalk is affected by construction.

Awareness	
Internally (Organizationally)	Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.
Externally (In Community)	Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.

Regional Actions

To work toward meeting the priorities in this plan, we will work together on 17 actions.

Goods and Services	
Action	Priorities
Create or adopt a guide to be used by staff that provides guidance on how to plan a meeting or event using equitable best practices, including accessibility.	Meetings and Events - Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Provide support to community members who face barriers to participating in municipal meetings and events to enable engagement. We will explore how to do this within the scope of our role as municipalities.	Meetings and Events - Improve accessibility of public meetings and events planned and delivered by a municipal unit by using an accessibility lens including location, event delivery, and participation.
Develop a guide for staff and council members of municipal units on how to review and update policies, by-laws, procedures, and practices with an equitable best practices lens.	Policy- Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Develop an Anti-Hate & Anti-Discrimination Policy to support regional municipal units for anti-hate and anti-discriminatory efforts until all policies can be reviewed with an equity, diversity, inclusion and accessibility lens.	Policy- Apply an accessibility lens to all policy, by-laws, procedures, and practices.
Ensure that emergency information from the Lunenburg County Regional Emergency Management Organization (REMO) is communicated using Plain Language.	Emergency Management - Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.
Schedule regular meetings between REMO staff and the Regional Accessibility Coordinator to support considering accessibility in emergency management.	Emergency Management - Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.
Look for opportunities to provide emergency preparedness information to persons with disabilities through digital and written materials and presentations.	Emergency Management - Municipal planning for emergencies will consider the needs of persons with disabilities. This means considering accessibility barriers in how we prepare for and respond to emergencies.

Information and Communication

Action	Priorities
Collect and share information about the accessibility of municipal facilities and outdoor spaces using a standardized symbol system.	Advertising/Marketing – Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.
Create a website dedicated to equity, diversity, inclusion and accessibility work in Lunenburg County to create a consistent space for people to find information about accessibility in the region.	Advertising/Marketing – Create and use a standardized symbol system when we communicate about public programs and events. This will let people know what accessibility features and barriers they can expect.

Transportation

Action	Priorities
Collaborate regionally to learn more about what barriers people face related to transportation access as they move within, between, and beyond our municipalities.	Transit Connectivity – Where possible, support improving transit connectivity by expanding public transportation systems.

Employment

Action	Priorities
Explore the development of a safe space for municipal employees who belong to equity deserving groups. This could be in the form of an affinity group or employee resource group where employees can explore shared experiences, barriers, and solutions.	Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Assess Municipal/Town physical spaces for opportunities to display signs of inclusion and belonging.	Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to persons with disabilities.
Create opportunities for youth with disabilities to provide feedback to municipalities on accessibility matters.	Representation – Actively recruit persons with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

Awareness

Action	Priorities
Review our governance processes related to equity, diversity, inclusion and accessibility. This includes determining responsibilities for decision making, accountability and how we interact with other organizations doing similar work in the community.	Building Awareness in our organizations) – Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.
Create an awareness plan to support our organizations to learn about and comply with the Built Environment Accessibility Standard when it is released.	Building Awareness in our organizations) – Support new and existing municipal staff and Councils to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community by providing ongoing awareness and training programs.
Create a community awareness plan outlining how to engage the community on equity, diversity, inclusion, and accessibility.	Building Awareness in Community – Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.
Encourage awareness about accessibility and disability through participating in Access Awareness Week and the United Nations International Day of Persons with Disabilities.	Building Awareness in Community – Build an understanding and awareness of disability and accessibility within our community by supporting development of programming and awareness materials and events that highlight the experiences of people with disabilities in our community.

Community Collaboration

As we conducted engagement and continue to do so, we have partnered with many community organizations to implement actions and have wider community impact. Some of these partners are:

PARTNERS



We understand as this is community work, we need to grow in collaboration. We anticipate tracking the additional partners we engage with over the years to capture larger community ownership and awareness of equity work

If you are interested in working with us, please connect with the regional coordinator: ejohnson@chester.ca.

Next Steps & Conclusion

As we have identified opportunities to begin this work, it is only the start...



- Each municipality in Lunenburg County will prepare and make public an implementation plan showing what they will do to meet the commitments in this plan.
- We will work to support addressing gaps in local data available about persons with disabilities in Lunenburg County to help us make good decisions about accessibility.
- We will continue to ask the community for feedback as part of our evaluation process.
- We will support the LCAAC, ARADAC, Regional Accessibility Coordinator and Regional Anti-Racism and Diversity Coordinator to work together to make sure we learn more about barriers faced by persons with disabilities who are also Black, Indigenous, persons of colour, and part of the 2SLGBTQAI+ community.
- We will seek opportunities to connect with people and organizations who have experience and knowledge of barriers faced by people with experiences of disability that we did not hear enough from in our public engagement (people who are blind or low vision, Deaf or Hard of Hearing, have intellectual disabilities, or experience episodic disabilities).

Appendix

Summaries

Summary of Progress: Town of Lunenburg

The Town of Lunenburg has been working to improve accessibility in a variety of ways.

Our town is a unique, historic community with a built heritage dating back more than 270 years. This, along with our location on a steep hill, means there are barriers to accessibility in our built environment. We have been working hard to identify, prevent and remove barriers where it is possible. Examples of some of our efforts include:

- Applying an accessibility lens to our updated Heritage Conservation Policy and Bylaw
- Working with the business community to support accessibility improvements
- Working with the Province of Nova Scotia to support the development of education materials about new accessibility requirements for restaurants.
- Incorporating accessibility reviews into key community development and engineering projects
- Including tactile attention indicators and curb ramps in new and redesigned sidewalks and crosswalks
- Completing accessibility audits of the arena and community centre
- Adding a ramp to the arena entrance
- Adopting an accessible housing unit incentive policy

We also took steps to make parking more accessible. We incorporated accessibility into our parking and traffic study in 2024. The study mapped all existing accessible parking spaces and gave recommendations on how to improve parking and access. New designated accessible parking spaces have been placed on Bluenose Drive and meet a higher standard of accessible design than we have used in the past. We also hired a full-time bylaw enforcement officer, who monitors and enforces accessible parking use, making it easier for people who need accessible parking to find it.

To make sure more people can access and participate in our council meetings, committee meetings, and public engagement, we have made several improvements. Some examples include:

- Adding an accommodation request process to the planning and public input policy
- Hosting our first focus group specifically to hear from persons with disabilities about a major project
- Recording and livestreaming all council, committee and working group meetings so they can be accessed in different ways

We know there are challenges to increasing accessibility in our historic town and are committed to taking steps to ensure that all residents and visitors can access and enjoy our community.

Summary of Progress: Municipality of Chester

The Municipality of Chester made a commitment to improving accessibility in 2018. Since then, we have worked on how we can translate that commitment into action. We have paid particular attention to our public spaces, our municipal buildings, and delivery of services.

Facilities and public spaces

In 2022, we completed an accessibility audit of our municipal buildings, where the public comes to attend meetings, pay taxes, apply for permits, and access other services. As expected, the audit showed that we have a lot of work to do. We used (and continue to use) the recommendations from the report to plan and implement improvements. Some examples of our improvements include:

- Added accessible signage and automatic soap and paper towel dispensers to washrooms.
- Repaved an outdoor pathway to improve the surface quality.
- Improved signage for accessible parking spaces.

We are also making efforts to increase the accessibility of the physical environment of trails and outdoor spaces and to share information about accessibility of these spaces so people can decide for themselves if they want to visit. Some examples include:

- Reviewed wayfinding and information signage using an accessibility lens.
- Adopted consistent, high colour contrast and intuitive pictograms to communicate information about parks and trails such as difficulty level.
- Incorporated information about a trail's level of difficulty in the communication on signs, websites, etc. so people can make decisions about where to go.
- Purchased trail rider adaptive equipment to facilitate access to trails for persons with disabilities.
- Upgraded Wild Rose Park to include universal washrooms, adult change table, and improved walking paths with additional improvements to come.



Communicating

We identified large gaps in the way that we share information and invite feedback. Recognizing that we still have quite a bit of work to do (as outlined in our Action Plan), these are some examples of what we have put in place so far:

- Upgraded Council Chambers technology to improve audio and visual quality for in-person and virtual meetings, including an assistive listening system and arranging equipment to provide an optimal location for ASL interpreters when needed.
- Added speech transfer systems/hearing loops to reception desks and our two meeting rooms.
- Livestream and record council meetings so people can view remotely or at a later date.
- Use more accessible online platforms when we do community engagement.
- Had a number of staff participate in plain language training.
- Supported three staff to complete Presentation Skills training which included an accessibility component.
- Apply Braille to 20% of business cards printed.

Governance

In terms of governance, we continue to create avenues and support for services that provide accessible options. Leading up to 2025, we have already implemented some actions, such as:

- Support for Chester Community Wheels through an annual financial contribution.
- Developed an Outdoor Dining By-Law using an accessibility lens.
- Reviewed our Village of Chester Land Use By-Law and Secondary Planning Strategy with an accessibility lens. After approval, we have made a commitment to create the lengthy document as an accessible pdf.
- Added medical, dental, and life insurance benefits for Councillors and regional employees, which removes some barriers for people and encourages retention.
- Created a draft policy to minimize scents in the workplace and will implement a plan to educate employees, Councillors, and the public.
- Revised our Human Resources Policy to include accessibility language and provisions.
- Improved the municipal website to meet the public's needs as well as applied accessibility practices to social media posts, such as contrast, language, and alt text, etc.

Summary of Progress: Municipality of the District of Lunenburg

Since 2020, the District of Lunenburg has made significant strides in accessibility, ensuring that all residents can participate fully in community life. It began with the construction and opening of the new Municipal Services Building, a transformative milestone. The old facility lacked wheelchair access at one of the customer service entrances or an elevator, and visitors with mobility challenges had no access to public washrooms. Today, the new building features fully accessible doors, assisted hearing technology, bariatric seating, and more, welcoming everyone with fully accessible amenities and services under one roof.

The District also adopted a proactive approach by integrating an accessibility lens into the development of proposed capital projects. Accessibility audits for five park facilities uncovered barriers and opportunities for improvement, guiding thoughtful changes. For example, Mushamush Beach now features a Mobi-mat, providing all users seamless access to the water. At Church Lake, visitors can enjoy accessible picnic tables, promoting inclusive outdoor recreation.

Digital accessibility has also been a priority. In 2020, the District's website, modl.ca, achieved 99% accessibility. Collaborating with the Association of Municipal Administrators' Municipal Website Venture and digital accessibility experts Access Changes Everything, the District ensured the site met Web Content Accessibility Guidelines (WCAG) standards. The result is a platform where residents can access vital information with ease, regardless of ability.

Council operations have also embraced inclusivity. Meetings are now livestreamed, enabling residents with mobility or transportation challenges to participate remotely. Council agendas include contact information for accessibility inquiries, and all reports, bylaws, and policies are prepared using accessible templates. Training in accessible social media practices has further enhanced the reach and inclusivity of District communications.

Inclusivity extends beyond infrastructure and digital spaces. Expanded recreation programs cater to diverse abilities, reflecting the District's commitment to providing opportunities for all. Advocacy and funding efforts have also transformed Senior Wheels into Lunenburg County Wheels, a dial-a-ride service now available across the entire municipality. This door-to-door service has become a lifeline for residents with mobility challenges, fostering independence and community connection.

Each improvement reflects the District of Lunenburg's dedication to breaking down barriers and building a more inclusive community. We look forward to more opportunities to consider accessibility in major capital spending plans and everyday operational decisions.

Summary of Progress: Town of Bridgewater

In 2017, the Province of Nova Scotia passed the Accessibility Act with the goal of creating an accessible province by 2030. The Town partnered with the Municipal Districts of Lunenburg and Chester, Village of Chester, and the Towns of Lunenburg and Mahone Bay to create the Lunenburg County Accessibility Advisory Committee (LCAAC) in 2019 and the Lunenburg County Accessibility Plan in 2021.

The Province is developing standards in six areas, including education. The other five areas of accessibility standards are:

1. Goods and Services
2. Information and Communications
3. Transportation
4. Employment
5. Built Environment

As part of the regional effort, since 2020 the Town of Bridgewater has been focused on these five areas and has made significant progress.

Goods & Services

There have been several modifications made to the Council Chambers and Committee room to improve public accessibility. There has been accessibility awareness training delivered to the new Council and some planning staff have undergone specialized accessibility training. When people come to the main counter in Town Hall, there is a Speech Transfer system for staff to better hear people and there is technology available to which people can connect certain personal hearing devices. When purchasing significant software systems, accessibility requirements were included as part of the procurement process.

Information and Communication

Some staff have had further training in using plain language when writing. We have changed our communications standards to ensure website and social media posts include either alt text or that all information embedded in image files is also included in postings in screen-reader compatible format. We have also made some changes to the printed Recreation Guide to improve accessibility.

Transportation

In 2020 we purchased two low-floor buses with accessible ramps, and we are now installing an accessible bus shelter near the Regional Hospital and on North Street. When designing bridges, sidewalks and other aspects of active transportation, accessibility considerations have been incorporated. In 2022, we installed our first rectangular rapid flashing beacon at a crosswalk on Jubilee Avenue and we now include Tactile Walking Indicator Surfaces (TWIS) at crosswalks. From a planning perspective, we have incorporated accessibility design requirements into the Sidewalk Café By-law. The Traffic Operations study, that included accessibility review, is foundational work for future projects.

Employment

As part of our attraction and retention strategy we have embraced a flexible work policy that enables our people with different life needs to contribute effectively to delivering our services. We have incorporated our communications standards into our onboarding guide for new staff. Recognizing that sometimes people just need a little extra support, we now provide menstrual products in all washrooms. We have also added automatic door openers.

Built Environment

While it is challenging to change what has already been built, we have taken advantage of certain renovation opportunities. At the Bridgewater Memorial Arena, we have included an exterior ramp, an accessible door and an elevator. There are now accessible, gender-neutral, washrooms at Town Hall. We have conducted an accessibility audit of the Town's outdoor pool and improvements to signage, contrast painting and pool accessibility modifications are ongoing. At Shipyard's Landing, cobble-type pavers have been replaced with accessible-standard concrete sidewalks. Finally, Shipyard's Landing Public Washrooms will soon be open to the public!

While there is still lots of work to do to improve the life of our residents, accessibility thinking will continue to be integrated into our everyday work.

Summary of Progress: Town of Mahone Bay

The Town of Mahone Bay is a place for people to live, work, and play, and with that the Town recognizes the importance of having accessible spaces and services. Since the passage of the *Accessibility Act*, the Town has worked diligently to improve access for those living in or visiting Mahone Bay. The following is a broad overview of accomplishments made since 2020 in this vein.

Built Environment

The Town has had a large focus on accessibility in its built environment via the upgrading of facilities and adoption of regulations including:

- Built a new, accessible fire station
- Town Hall Upgrades
 - Barrier free entrance
 - Accessible washroom
 - Painted door frames for greater contrast
 - Replaced/added colour contrast strips on stairs
 - Added colour contrast strips on glass gates
 - Removed plexi glass barriers in the public section of Town Hall
 - Replaced the debit machine with a more accessible one
 - Added a building directory at all public entrances
 - Added room identifying signage in consistent places in relation to doors for intuitive location
 - Replaced all door knobs with lever handles
 - Purchased lamps for staff to have better control over lighting in work spaces (as requested)
 - Purchased adjustable height desk additions (as requested)
- Added RRFBs at trail/road intersections
- Upgraded pathway along waterfront
- Upgraded field track surface
- Audited nine (9) outdoor spaces for accessibility
- Upgraded Aquatic Garden Park bridge
- Community Orchard Design
 - Benches and picnic tables on concrete pads
 - Paths have gentle slopes and crushed gravel surface with planned paving
 - Currently addressing concerns about drop off areas and visibility of tree guards.
- Added accessible picnic table at the Visitor Information Centre
- Painted slopes on curb ramps

- Upgraded tennis court parking lot by paving and designing accessible parking
- Revised all road side accessible parking spaces to align with the CSA B-651 standard
- Assessed and plan to renovate public washrooms on Edgewater Street to increase accessibility and include an adult change table
- Incorporate accessibility standards into all new built infrastructure projects
- Ordered various styles of chairs for Council Chambers and front entrance

Education

- Provided social media accessibility training to community groups to increase accessibility of posts shared by the Town

Information and Communication

- Adopted in-house communication standards for print communications internally and externally
- Livestream and record Council meetings with ability to add auto-generated captioning if needed

Transportation

- Provided financial support to Lunenburg County Wheels

Governance

- Update Human Resources Policies and procedures and use CAN/ASC-1.1:2024 National Standard of Canada- Employment as a reference guide
- Adopted the Accessibility Implementation Plan
- Adopted CSA/ASC B651:23 Accessible Design for the Build Environment to inform design of accessible parking spaces

Lunenburg County Accessibility Advisory Committee

Name	Role
Louise Hopper	Community Member
Peggy McCalla	Community Member
Teresa Alexander-Arab	Community Member
Scott Lutes	Community Member
Vacancy	Community Member
Vacancy	Community Member
Kacy DeLong	Councillor, Municipality of the District of Lunenburg
Abdella Assaff	Deputy Warden, Municipality of Chester
Jennifer McDonald	Deputy Mayor, Town of Bridgewater
Gale Fullerton	Councillor, Town of Lunenburg
Penny Carver	Councillor, Town of Mahone Bay
Geraldine Pauley	Chair, Village of Chester Commission

Council
Item 10.1.3
Date: March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg Request for Decision

Policy & Strategy Committee
Item #: 9.2.2
Date: March 18, 2025

Report to: Municipal Councils of the District of Lunenburg and the Town of Lunenburg
Submitted by: Alex Dumaresq, Deputy CAO, MODL
Date: March 18, 2025
Re: Proposed Agreement for Joint Police Advisory Board

Recommendation

Move that Council authorize the execution of the intermunicipal agreement for a joint police advisory board

Background

The Royal Canadian Mounted Police (RCMP) provide police services to four of the five municipalities in Lunenburg County. Under the Police Act, all municipalities contracting with the RCMP must have an advisory board. Section 57A permits municipalities to create a joint advisory board. The composition of a joint board includes 2 members from each partner council, two resident members from each partner unit and one member appointed by the Minister. Police Board meetings are required to be held quarterly.

In 2024, The Town of Lunenburg approached MODL about creating a Joint board. After review and recommendation by MODL's existing board, Council supported the concept and wrote to the Minister seeking approval to proceed with a joint board, noting the inter-jurisdictional nature of policing and the reduction in administrative burden. The minister responded positively in September of 2024.

Discussion

The draft agreement is required between the units to satisfy the requirements of the police act for a police board. The provisions follow the same committee functions as set out in the existing bylaw governing the police board for the Municipality of the district of Lunenburg. The primary change is to the membership, which reflects the requirements for a joint board in section 57(A) of the police Act. A revised bylaw will follow for councils consideration to formally adopt the joint board approach, once the agreement is in place.

Alternatives

If Council has concerns with an element of the agreement, direction to staff to conduct further research or to prepare revisions could be made.

Conclusion

The RCMP provide policing services to both the Town and the District. A joint board would provide a more cohesive view for the local governance of policing, better aligning with the jurisdictional scope of the police force. Switching to a joint Board would address the Town of Lunenburg's lack of a committee, reduce the administrative burden, and free up more of the RCMP's time for other policing duties.

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



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902-424-4044 Fax 902-424-0510 • novascotia.ca

September 16, 2024

Via Email: Tina.Bond@modl.ca, mayor@modl.ca

Mayor Carolyn Bolivar-Getson
Office of the Mayor
Municipality of the District of Lunenburg
10 Allee Champlain Drive,
Cookville, NS B4V 9E4

Dear Mayor Bolivar-Getson,

Re: Joint Police Board

Thank you for letter on August 1, 2024, requesting the creation of a joint Police Advisory Board for the Municipality of the District of Lunenburg and the Town of Lunenburg, both policed by the Nova Scotia ('H' Division) Royal Canadian Mounted Police (RCMP).

Police Advisory Boards are an important element of police governance and function to assist in ensuring police are responsive to the needs and priorities of local communities, especially as the nature of crime continues to evolve across Nova Scotia.

As you know, criminal activity does not remain restricted to a single jurisdiction, and can affect several neighbouring communities at once. There is a need for all police services in Nova Scotia to work closely together when crime trends affect multiple jurisdictions.

I am pleased that both the Municipality and the Town understand the importance of working together to ensure the safety and security of your citizens, and all Nova Scotians. I am supportive of the creation of a joint Police Advisory Board for the Municipality of the District of Lunenburg and the Town of Lunenburg.

If you have any questions regarding governance or the functionality of a joint police advisory board, please contact our Director of Public Safety, Charcy Marchand, by email Charcy.Marchand@novascotia.ca or by phone at 902-424-3178.

I look forward to engaging further with municipal and police partners in exploring the future of Police Advisory Boards in Nova Scotia and ensuring that Nova Scotians receive the most effective and efficient police services.

Sincerely,



Barbara Adams
Minister of Justice and Attorney General

cc: Mayor Jamie Myra, Town of Lunenburg (Via email: jmyra@townoflunenburg.ca)

Copy

An Inter-Municipal Agreement Joint Policy Advisory Board

This Inter-Municipal Agreement is made in two copies this ____ day of _____, 20XX,
between

The **Municipality of the District of Lunenburg**, a municipal body corporate pursuant to the
Municipal Government Act;

-and-

The **Town of Lunenburg**, a municipal body corporate pursuant to the **Municipal Government
Act**.

Whereas the parties have agreed to the creation of a Joint Police Advisory Board (Board) pursuant
to section 57(5A) of the **Police Act**;

And whereas the Minister responsible provided support for the creation of a joint Board in a letter
dated September 16, 2024;

Now therefore witness in consideration of the mutual promises and covenants contained herein,
the parties agree as follows:

Purpose

1. The purpose of this Inter-Municipal Agreement, hereafter called (Agreement) is to provide
for a Joint Police Advisory Board, including the Municipality of the District of Lunenburg
(Municipality) and the Town of Lunenburg (Town).

Structure

2. (1) The Joint Police Advisory Board will consist of:
 - a) Two members of the Council of the Municipality, appointed by Municipal Council;
 - b) Two members appointed by Municipal Council, who are residents of the Municipality
but are not members of Council nor employees of the Municipality;
 - c) Two members of the Council of the Town appointed by Town Council;
 - d) Two members appointed by Town Council, who are residents of the Town but are not
members of Council nor employees of the Town; and

- e) One member appointed by the Minister.
- (2) The Chief Administration Officers (CAO)s of the respective municipalities, or their designates, will receive invitations to attend all Board meetings.
- (3) The Municipality will designate a staff person to serve as support and liaison for the Board chair, the Chief Officer of the police force and the administrative support provided by the Town.
- (4) The Town will designate a staff person to provide administrative support to the Board, including the preparation of agendas and minutes.
- (5) Each Municipality is responsible for any administration and associated costs related to public membership recruitment for the municipal unit.
- (6) The respective municipalities will pass a complementary by-law respecting the governance and responsibilities of the Joint Police Advisory Board, pursuant to the **Police Act** requirements.
- (7) A new Terms of Reference will be approved by the respective municipal councils.

Termination of Agreement

- 3. (1) This Agreement has effect commencing [DATE],
- (2) This Agreement has effect from year to year until terminated by the Council of at least one of the parties.
- (3) This Agreement continues in force until notice of termination is given by the Council of any party not less than one (1) year prior to the intended termination date.

Indemnification

- 4. Each party will indemnify its representatives from any liability that may arise as a result of that member acting as a member of the Board.

Dispute Resolution

- 5. If any disagreement arises among the parties as to the proper interpretation of this Agreement that cannot be resolved, the parties will submit the area of disagreement to an arbitrator as provided by the **Arbitration Act**.

General

- 6. (1) The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the Agreement.

- (2) This Agreement is governed by the laws of Nova Scotia.

In witness whereof, the parties have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written.

Signed, sealed and delivered in the presence of;

Municipality of the District of Lunenburg

Witness Elspeth MacLean-Wile, Mayor

Witness April Whynot-Lohnes, Municipal Clerk

Town of Lunenburg (Host Municipality)

Witness Jamie Myra, Mayor

Witness Kayla Byrne, Municipal Clerk

Council
Item 10.1.4
Date: March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Policy & Strategy Committee
Item #: 9.4.1
Date: March 18, 2025

Report to: Policy & Strategy Committee
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: March 18, 2025
Re: Major Events Grant Application Canadian National Para Hockey Championship

Recommendation

That Municipal Council provides pre-budget approval for the South Shore ICE Storm Association's application for funding through the Major Event Grant in the amount of \$5,000.

Executive summary

The application satisfies the Major Events Grant's purpose of encouraging new 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 provide pre-budget approval for the South Shore ICE Storm's grant application in the amount of \$5,000 for the Canadian National Para Hockey Championship.

Discussion

Para hockey creates opportunities for individuals with lower extremity disabilities to participate and excel in the game of hockey. The South Shore ICE Storm welcomes athletes of all ages, genders, and abilities, fostering an inclusive and supportive environment for para hockey.

The Canadian National Para Hockey Championship is an annual event that brings together para-athletes from across the country to compete at a national level. It also provides Hockey Canada with a valuable opportunity to scout players who may represent Canada in future international competitions. The event is expected to attract approximately 200 attendees, including athletes, coaches, trainers, and families from across the country. Teams will represent British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and a combined team will represent the four Atlantic provinces. To enhance the event's reach and impact, the South Shore ICE Storm is seeking support from Halifax CTV to help promote the event.

This 5-day event, taking place from May 14th to 18th, 2025, will draw an influx of visitors, supporting local businesses including hotels, restaurants, and retail shops while contributing to the area's economic vitality and showcasing the community on a national stage.

The application includes a funding request for \$18,000. Based on factors such as the event's national significance, its overall budget, and the number of overnight stays it will generate, the recommended funding amount for approval is \$5,000, ensuring sufficient funds remain in the budget for future events.

Budget implications

We are seeking pre-budget approval for the recommended amount of \$5,000. In the 2024-2025 fiscal year the budget for the Major Events Grant was \$20,000. For the 2025-2026 fiscal year the proposed budget for the Major Event Grant is \$35,000.

Strategic plan

The Canadian National Para Hockey Championship aligns closely with the Municipality of the District of Lunenburg's Mission. It supports sustainable community building by boosting local businesses, promoting sports tourism, and inspiring future athletes. The event fosters collaboration by uniting athletes, volunteers, and local organizations, strengthening community bonds.

The Championship also reflects the Municipality's Values. It encourages meaningful connections, supporting the value of Thriving Communities. Most importantly, it embodies equity and inclusion, showcasing accessibility in sports and reinforcing the municipality's commitment to creating an inclusive community.

Work plan

Alternatives

- 1) Provide pre-budget approval for the recommended amount of \$5,000.
- 2) Provide pre-budget approval for an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by the South Shore ICE Storm Association 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 provide pre-budget approval for the South Shore ICE Storm's grant application in the amount of \$5,000 for the Canadian National Para Hockey Championship.

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

Council
Item 10.1.5
Date: March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Policy & Strategy Committee
Item #: 9.4.2
Date: March 18, 2025

Report to: Policy & Strategy Committee
Submitted by: Ruth Wawin, Tourism & Event Development Officer
Date: March 18, 2025
Re: Major Events Grant Application Hiking Summit

Recommendation

That Municipal Council provides pre-budget approval for Hike Nova Scotia's application for funding through the Major Event Grant in the amount of \$3,000 for the Hiking Summit.

Executive summary

The application satisfies the Major Events Grant's purpose of attracting 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 provide pre-budget approval for Hike Nova Scotia's grant application in the amount of \$3,000 for the Hiking Summit.

Discussion

The Hiking Summit is hosted annually by Hike Nova Scotia, a not-for-profit society that encourages and promotes a growing hiking culture throughout the province.

The 2025 Summit, co-hosted by the Lunenburg County Hikers, takes place May 30th to June 1st, 2025. The schedule includes hikes of varying difficulties taking place all around Lunenburg County. Approximately 200 participants, including trail groups and hiking leaders, are expected to attend the Summit to enjoy hikes, share best practices and stories, and network throughout the event.

As part of the upcoming Hiking Summit, hikes will be offered throughout the Municipality highlighting our area's trails and natural landscapes. The schedule includes a variety of hikes for

different skill levels, such as Miller Point Peace Park, River Ridge Common, Indian Path Common, Indian Falls, Gaff Point, the M.A.R.C trails, Arthur Young Trail, Blue Rocks Common Trail, and the Dynamite Trail. The summit also includes hikes on the properties of local businesses including the Lunenburg County Winery and Indian Garden Farms.

With a variety of trails and stunning landscapes, the event will boost local businesses such as accommodations, restaurants, and shops while highlighting the region as a prime outdoor tourism destination. The Summit not only fosters community engagement but also strengthens the area's reputation for eco-tourism and adventure travel.

Hike Nova Scotia submitted a Major Event Grant application requesting \$5,000. Based on factors such as the event's size, overnight stays generated, expected attendance, and overall economic impact, the recommended funding amount for approval is \$3,000. This recommendation also considers the anticipation of multiple Major Events Grant applications throughout the year, aiming to ensure funds remain available in the budget for other events.

Budget implications

We are seeking pre-budget approval for the recommended amount of \$3,000. In the 2024-2025 fiscal year the budget for the Major Events Grant was \$20,000. For the 2025-2026 fiscal year the proposed budget for the Major Event Grant is \$35,000.

Strategic plan

The Hiking Summit aligns closely with the Municipality of the District of Lunenburg's Mission. It supports sustainable community building by promoting eco-tourism, attracting visitors, and boosting local businesses. The event also fosters collaboration by bringing together hikers, community members, and organizations, strengthening community connections and partnerships.

The Summit reflects the Municipality's Values by encouraging meaningful connections, reinforcing the value of Thriving Communities. It celebrates diversity and promotes respect and kindness by welcoming participants from all backgrounds. Additionally, the Summit embodies equity and inclusion by offering accessible outdoor experiences, reflecting the municipality's commitment to building a truly inclusive community.

Alternatives

- 1) Provide pre-budget approval for the recommended amount of \$3,000.
- 2) Provide pre-budget approval for an alternative amount of funding.
- 3) Do not approve funding request.

Conclusion

The application submitted by Hike 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 provide pre-budget approval for Hike Nova Scotia's grant application in the amount of \$3,000 for the Hike Summit.

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

Council
Item 10.1.6
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Policy & Strategy Committee
Item #: 9.5.1
Date: March 18, 2025

Report to: Policy & Strategy Committee
Submitted by: Elana Wentzell, CPA, CMA, Director of Finance & Municipal Treasurer
Date: March 18, 2025
Re: Tax Exemption for Non-Profit Organizations Policy 012 Renewals

Recommendation

That the Policy & Strategy Committee recommend that Municipal Council approve the tax exemption for non-profit organizations as per Policy 012 for a 3-year renewal term and as presented on the attached list.

Executive summary

Policy 012 provides a partial or full tax exemption to certain qualifying non-profit organizations demonstrating service to the community at Council's discretion as per Section 71 of the Municipal Government Act.

A major consideration for qualification of tax exemption is the service the organization provides to the community. The policy sets the qualification parameters; tax exemptions are required to be renewed every three years. The upcoming fiscal 2025/26 marks the 3-year renewal date.

Discussion

Please see the attached list of qualifying organizations, as well as the amount and type of the tax exemption. For many qualifying organizations, a full tax exemption is provided. The list of organizations on the partial tax exemption list have a commercial tax assessment, and a rebate is provided to reduce the tax that would otherwise be payable if the property were residential property.

Alternatives & Budget implications

Council may choose to remove any organization on the list or approve the list as presented. The annual amount of the tax exemption be \$104,223 based on the 2025 assessment roll.

Conclusion

Staff recommend that Municipal Council approve the tax exemptions as presented.

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

COPY

**PROPERTY TAX EXEMPTION RENEWAL APPLICATIONS
FOR THE FISCAL YEAR 2025/2026 to 2027/2028 (3 year renewal)**

APPLICANT	LOCATION	ASSESSMENT NUMBER	2025 ESTIMATE	NOTATIONS
(FULL EXEMPTION)				
Baptist Camp Grounds	Farmington	#00208922	\$ 286.74	
Trustees Barss Corner Community Hall	Barss Corner	#00231827	\$ 1,172.24	
Barss Corner Recreational Society	Barss Corner	#00231851	\$ 127.98	
Camperdown Community Hall	Camperdown	#00635847	\$ 1,097.88	
Community Hall Upper Cornwall Society	Upper New Cornwall	#00889407	\$ 2,786.77	
Simpson's Corner Hall Society	Simpsons Corner	#00889415	\$ 573.40	
Pinehurst Community Hall	Pinehurst	#00889423	\$ 2,045.07	
Branch LaHave Community Hall	Branch LaHave	#00889431	\$ 1,565.60	
Community Hall	Upper Northfield	#00889458	\$ 1,015.68	
Broad Cove Community Association	Broad Cove	#00889474	\$ 4,559.81	
Community Hall Association	Vogler's Cove	#00889636	\$ 1,955.04	
Trustees of the Lake Centre & New Cumberland Community Hall	Lake Centre	#02410249	\$ 385.53	
Parkdale Maplewood Community Centre Association	Maplewood	#03016722	\$ 2,371.88	
Hillcrest Lodge No. 93	New Germany	#03075788	\$ 1,780.87	
Vogler's Cove Community Hall	Vogler's Cove	#03185036	\$ 147.42	
New Germany Amateur Athletic Association	New Germany	#03490807	\$ 146.78	
Riverport Community Centre	Riverport	#03971252	\$ 4,344.54	
Tancook Island Recreation Centre Association	Big Tancook Island	#04524764	\$ 2,726.10	
Trustees Conquerall Mills Community Society	Conquerall Mills	#04682092	\$ 2,602.81	
Trustees West Northfield Community Centre	West Northfield	#04684842	\$ 1,767.17	
Union Square Community Hall Association	Union Square	#04710126	\$ 497.08	
West Dublin Hall Company	West Dublin	#04873513	\$ 4,064.69	
Home Heirlooms Cooperative Ltd.	Walden	#05059356	\$ 81.00	
Parkdale Maplewood Community Museum	Maplewood	#05404584	\$ 3,732.00	
Municipality of Lunenburg S.H.A.I.D	Whynotts Settlement	#08171777	\$ 2,767.20	
New Germany and Area Medical Centre Association	New Germany	#08193592	\$ 2,802.42	
Lunenburg Co. Ground Search & Rescue Team	Pine Grove	#08218293	\$ 4,362.15	
Vogler's Cove Community Hall	Vogler's Cove	#09741933	\$ 10.53	
New Germany Amateur Athletic Association	New Germany	#10033438	\$ 146.78	
Kingsburg Coastal Conservancy Association	LaHave Island	#10350026	\$ 277.83	
LaHave River Trail Association	Pinehurst	#10698634	\$ 68.04	
Tancook Island Recreation Centre Association	Big Tancook Island	#10896142	\$ 97.85	new
LaHave Coastal Conservation Association	Bell Island	#00173274	\$ 270.54	
LaHave Coastal Conservation Association	West Dublin	#00942618	\$ 2.50	new
LaHave Coastal Conservation Association	West Dublin	#00994189	\$ 35.64	
LaHave Coastal Conservation Association	West Dublin	#00994197	\$ 27.54	
LaHave Coastal Conservation Association	West Dublin	#00994219	\$ 142.56	
LaHave Coastal Conservation Association	West Dublin	#00994227	\$ 32.40	
LaHave Coastal Conservation Association	West Dublin	#01811576	\$ 44.55	
LaHave Coastal Conservation Association	West Dublin	#02306603	\$ 40.50	new
LaHave Coastal Conservation Association	Dublin Shore	#03835448	\$ 10.00	new
LaHave Coastal Conservation Association	Dublin Shore	#03835464	\$ 8.75	new
LaHave Coastal Conservation Association	Dublin Shore	#03835472	\$ 89.10	new
LaHave Coastal Conservation Association	West Dublin	#09677356	\$ 37.26	new
LaHave Coastal Conservation Association	West Dublin	#09941541	\$ 10.53	new
LaHave Coastal Conservation Association	Dublin Shore	#10007704	\$ 9.72	
LaHave Coastal Conservation Association	West Dublin	#10044995	\$ 44.55	
LaHave Coastal Conservation Association	Bush Island	#10071445	\$ 1,406.16	
LaHave Coastal Conservation Association	West Dublin	#10093775	\$ 35.64	new
LaHave Coastal Conservation Association	West Dublin	#10310903	\$ 291.60	new
LaHave Coastal Conservation Association	West Dublin	#10314593	\$ 25.92	new
LaHave Coastal Conservation Association	Dublin Shore	#10314607	\$ 17.82	new

**PROPERTY TAX EXEMPTION RENEWAL APPLICATIONS
FOR THE FISCAL YEAR 2025/2026 to 2027/2028 (3 year renewal)**

APPLICANT	LOCATION	ASSESSMENT NUMBER	2025 ESTIMATE	NOTATIONS
LaHave Coastal Conservation Association	Dublin Shore	#10314615	\$ 17.82	new
LaHave Coastal Conservation Association	Dublin Shore	#10323592	\$ 106.92	new
LaHave Coastal Conservation Association	Dublin Shore	#10327164	\$ 62.37	new
LaHave Coastal Conservation Association	Dublin Shore	#10327172	\$ 44.55	new
LaHave Coastal Conservation Association	Dublin Shore	#10357871	\$ 11.00	new
LaHave Coastal Conservation Association	Dublin Shore	#10357888	\$ 4.00	new
LaHave Coastal Conservation Association	Dublin Shore	#10357901	\$ 4.00	new
LaHave Coastal Conservation Association	West Dublin	#10803950	\$ 53.46	
LaHave Coastal Conservation Association	West Dublin	#11007880	\$ 2.43	
LaHave Coastal Conservation Association	West Dublin	#11031994	\$ 70.47	
LaHave Coastal Conservation Association	West Dublin	#11036562	\$ 26.73	
LaHave Coastal Conservation Association	West Dublin	#11038212	\$ 22.68	
LaHave Coastal Conservation Association	West Dublin	#11041541	\$ 26.73	
LaHave Coastal Conservation Association	Bell Island	#11042937	\$ 251.91	
LaHave Coastal Conservation Association	West Dublin	#11048676	\$ 32.40	
LaHave Coastal Conservation Association	West Dublin	#11048684	\$ 22.68	
LaHave Coastal Conservation Association	West Dublin	#11048692	\$ 10.53	
LaHave Coastal Conservation Association	West Dublin	#11048706	\$ 32.40	
LaHave Coastal Conservation Association	West Dublin	#11048714	\$ 17.82	
LaHave Coastal Conservation Association	West Dublin	#11048722	\$ 22.68	
LaHave Coastal Conservation Association	Dublin Shore	#11071902	\$ 9.72	new
LaHave Coastal Conservation Association	West Dublin	#11077064	\$ 182.25	new
LaHave Coastal Conservation Association	Dublin Shore	#11083684	\$ 8.91	new
LaHave Coastal Conservation Association	Dublin Shore	#11085563	\$ 23.49	new
LaHave Coastal Conservation Association	Dublin Shore	#11085571	\$ 15.39	new
LaHave Coastal Conservation Association	Dublin Shore	#11085581	\$ 16.20	new
LaHave Coastal Conservation Association	Dublin Shore	#11085598	\$ 15.39	new
LaHave Coastal Conservation Association	Dublin Shore	#11097014	\$ 8.00	new
LaHave Coastal Conservation Association	West Dublin	#11107060	\$ 26.73	new
LaHave Coastal Conservation Association	West Dublin	#11107702	\$ 26.73	new
LaHave Coastal Conservation Association	West Dublin	#11107729	\$ 24.30	new
Other - Special Council Motion 2006: Veteran's Memorial Park as long as it is maintained as a public open space area by the LaHave River Watershed Foundation				
Irving Oil	5741 Hwy 10 New Germany	2155605	\$ 72.90	
Full Tax Exemption 2025			\$ 56,223.75	
(PARTIAL EXEMPTION)				
The Atlantic Jewish Council	Scarsdale	#00645648	\$ 20,394.81	
LaHave River Yacht Club	West LaHave	#02407523	\$ 5,972.43	
Lunenburg Co. Christmas Tree Producers Association	New Germany	#02588455	\$ 360.16	
Lunenburg Yacht Club	Herman's Island	#02620588	\$ 8,218.26	
Kathleen Noblet Trust	Blockhouse	#02770229	\$ 2,909.94	
Mic-Mac Rod Gun club	Wentzell's Lake	#03223272	\$ 761.61	
The Lunenburg Rod and Gun Club	Indian Path	#04746775	\$ 1,617.27	
Lunenburg Yacht Club	Herman's Island	#08154147	\$ 4,889.66	
South Shore Bluegrass Association	New Canada	#08211213	\$ 2,875.53	
Partial Tax Exemption 2025			\$ 47,999.67	
Total Tax Exemption 2025			\$ 104,223.42	



LaHave Coastal

Conservation Association

711 Mount Pleasant Road
LaHave, Nova Scotia B0R 1G0
Charitable Registration: 78331 8546 RR0001
support@lahavecoastal.ca
www.lahavecoastal.ca

February 25, 2025

Council of the Municipality of the District of Lunenburg
10 Allee Champlain Drive
Cookville, NS 84V 9E4

Dear MODL Council,

LaHave Coastal Conservation Association would like to apply for tax exemption as a non-profit organization as provided by Section 71 (1) of the Municipal Government Act (1998).

In 2024, LaHave Coastal was designated an Eligible Body and acquired East Spectacle Island with support from the Crown Share. As you may have seen in our recent newsletter, we are planting trees on the island and monitoring its habitats for birds.

East Spectacle Island is now designated as "Resource Exempt" under the Conservation Property Tax Exemption. This is great news! We are working to have more properties recognized under this exemption.

We are managing and using these lands solely to support LaHave Coastal's charitable purposes, which are all for the benefit of the public:

- (1) To protect the environment for the benefit of the public by conserving or restoring ecosystems and biodiversity on a long-term basis; and
- (2) To advance education by providing programs on best practices for environmental stewardship, habitat restoration, and biodiversity planning.

In 2024, in partnership with the Southwest Nova Scotia Biosphere Reserve and Canada's Two Billion Trees Program, we planted more than 7,800 trees in West Dublin and Dublin Shore.

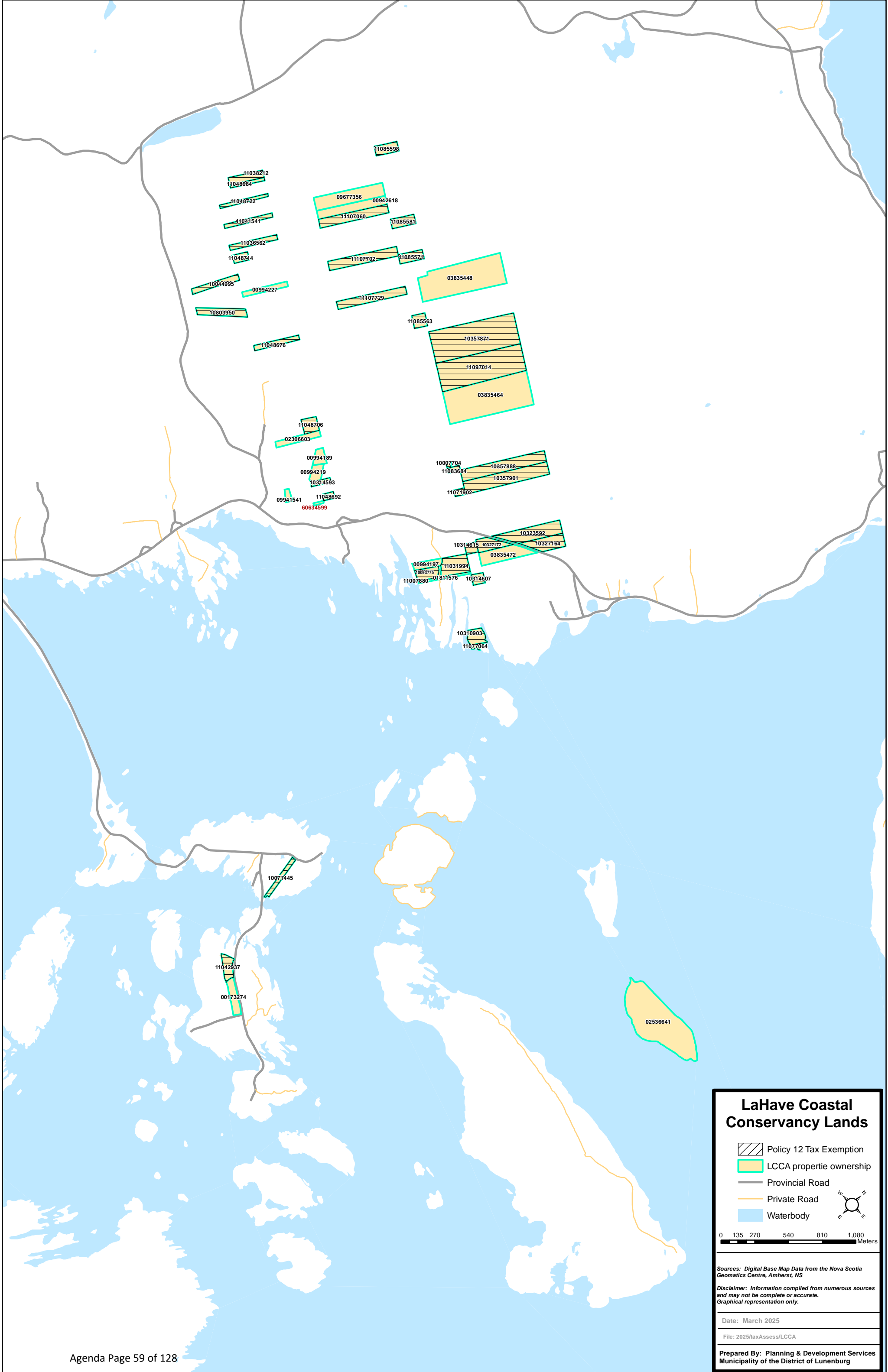
In 2025, we'll plant more than 20,000 trees this year. Most of these trees are already at our greenhouse in Mount Pleasant. We're planting species that have been slower to reseed in these beautiful and unique Acadian forests. This will accelerate the recovery of the forests by boosting biodiversity.

Our activities provide several benefits to the community. By protecting habitat and restoring ecosystems, we are helping to ensure that LaHave's natural heritage is protected and robust. This is especially important as climate change impacts our region. Climate change is likely to "deborealize" our forests much faster than natural reseedling. Scientists anticipate that areas with greater biodiversity will survive these changes better, so we have been undertaking species censuses to determine what to plant.

Our work brings people together in stewardship of our shared environment. Everyone can help expand LaHave's presence in iNaturalist by taking photos of the amazing plants and animals around us:
<https://www.inaturalist.org/projects/lahave-coastal>

Sincerely,

Jim Sunderland, President



LaHave Coastal Conservancy Lands

- Policy 12 Tax Exemption
- LCCA proprie ownership
- Provincial Road
- Private Road
- Waterbody

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

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

Date: March 2025

File: 2025/taxAssess/LCCA

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

Council
Item #10.2
Date: March 25, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

March 17, 2025

Mayor Elspeth McLean-Wile & Council
10 Allée Champlain Drive
Cookville, NS B4V 9E4

Dear Mayor McLean-Wile:

RE: 2025/26 REMO Operating Budget

At the March 12, 2025, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“that the Regional Emergency Management Advisory Committee recommends a total 2025/26 representing Option 3 of the budget of \$405,417.06 to partner Municipal Units for approval.”

Please find attached the recommended Operating Budget for REMO for the fiscal year 2025/26, indicating the Municipality of Lunenburg’s share of \$201,202.13. Please note there is no Capital Budget for the fiscal year 2025/26.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council’s motion approving the budget to Angela Henhoeffler, REMO Manager to angela.henhoeffler@LunenburgREMO.ca.

Sincerely,

A handwritten signature in blue ink, appearing to be "Tom MacEwan".

Tom MacEwan
Chief Administrative Officer

Attachment

cc: Angela Henhoeffler, REMO

2025-26 REMO Budget DRAFT

		Option 1: Status Quo Enhanced - Manager in MODL, EMC in Chester Working Regionally		Option 2: 1 Manager, 3 EMCs (Chester, MODL, shared with Towns)	
		Total	Change from Last Year Core Budget	Total	Change from Last Year Core Budget
TRAINING/ TRAVEL					
01-2250000-140	TRAVEL	7,000.00	1,000.00	12,000.00	6,000.00
01-2250000-141	STAFF CONFERENCE/TRAINING/PROFESSIONAL DEVELOP ECC TRAINING (ICS, ECC, 2 Be Ready, Evacuation, SOLE, Scribe, section specific) (EST \$1,000/COURSE)	8,000.00	0.00	13,000.00	5,000.00
		9,000.00	(1,000.00)	9,000.00	(1,000.00)
01-2250000-249	MOCK EXERCISES	6,500.00	1,500.00	6,500.00	1,500.00
01-2250001-201	SUPPLIES - FIELD SUPPLIES (ECC)	3,000.00	(2,000.00)	3,000.00	(2,000.00)
	TOTAL TRAINING/ TRAVEL	33,500.00	(500.00)	43,500.00	9,500.00
ADMINISTRATION					
01-2250000-119	REMO-HONORARIUM	197,482.00	(3,918.00)	336,646.00	135,246.00
01-2250000-129	REMO-BENEFITS	43,500.00	4,762.00	85,300.00	46,562.00
01-2250000-201	OFFICE EXPENSES (REMO)	7,200.00	(6,800.00)	21,200.00	7,200.00
01-2250000-210	ADMINISTRATION-INSURANCE	1,700.00	0.00	1,700.00	0.00
01-2250000-225	RADIO EQUIPMENT	3,400.00	0.00	3,400.00	0.00
01-2250000-226	OTHER EQUIPMENT	5,000.00	(16,500.00)	5,000.00	(16,500.00)
01-2250000-230	TELEPHONE-LOCAL SERVICE	4,520.00	4,520.00	4,520.00	4,520.00
01-2250000-231	CELLULAR PHONE (REMO)	4,000.00	(3,180.00)	7,000.00	(180.00)
01-2250000-239	TELEPHONE-INTERNET SERVICES	5,400.00	2,000.00	5,400.00	2,000.00
01-225-0005-230	TELEPHONE-EMO INFO LINE	156.00	156.00	156.00	156.00
01-2250000-235	ADVERTISING-GENERAL	10,000.00	(6,000.00)	10,000.00	(6,000.00)
01-2250000-236	ADMINISTRATION-ACCOUNTING	1,000.00	0.00	1,000.00	0.00
01-2250000-248	ADMINISTRATION-RENTAL	1,300.00	0.00	1,300.00	0.00
01-2250000-254	LICENSE FEES	5,200.00	3,400.00	5,200.00	3,400.00
01-2250001-236	ADMINISTRATION-CLERICAL	3,500.00	0.00	3,500.00	0.00
	TOTAL ADMINISTRATION	293,358.00	(21,560.00)	491,322.00	176,404.00
PROJECTS					
01-2250000-272	WEBSITE	2,700.00	200.00	2,700.00	200.00
01-2250000-290	SPECIAL PROJECTS	5,000.00	(20,000.00)	5,000.00	(20,000.00)
01-2250001-235	ADVERTISING-SPECIAL	15,000.00	5,000.00	8,000.00	(2,000.00)
	TOTAL PROJECTS	22,700.00	(14,800.00)	15,700.00	(21,800.00)
GRANTS & CONTINGENCY					
01-2250006-295	GROUND SEARCH & RESCUE GRANT	10,000.00	0.00	10,000.00	0.00
01-2250000-299	CONTINGENCY	16,000.00	2,000.00	16,000.00	2,000.00
	TOTAL GRANTS & CONTINGENCY	26,000.00	2,000.00	26,000.00	2,000.00
	TOTAL REMO BUDGET	375,558.00	(34,860.00)	576,522.00	166,104.00

Council
Item #10.2.1
Date: March 25, 2025
Authorization: T. MacEwan

REMO 2025-26 Budget

Regarding the Chester EMC position and 0.33 allocation to REMO

- This scenario would involve the Municipality of Chester hiring a full-time Local Emergency Coordinator, who would be housed within the Municipality of Chester.
- 33% of the cost for this position (equivalent to 12 hours per week) would be billed back to REMO. The responsibilities during these 12 hours would be directed by Angela and would align with the duties of the Emergency Management Coordinator position.
- The remaining 23 hours per week would be directed by the MOC CAO/Deputy CAO and would be a member of the Corporate & Strategic Management Department team.
- In the event of an emergency, this staff member would be required to participate as part of the REMO activation team. If the staff person is called upon to be part of the REMO activation team and, for example, works 35 hours in a week during a prolonged emergency, REMO would not be required to pay MOC for the hours above the 12 hours per week that are assigned to REMO (in a non-emergency capacity). REMO would take the lead during emergencies within the Municipality of Chester, just as it does for emergencies in the other participating units. This position would serve as an additional Emergency Management Coordinator, reporting to REMO during an event and providing extra support. During activations, the role would function in the same manner as the Emergency Management Coordinator, following the same structure.
- This position is in addition to the staff commitments outlined in the current inter-municipal emergency services agreement and is not intended to replace the Assistant Emergency Coordinator position or the Chief Administrative Officer/Manager's role for the Municipality of Chester.



Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC)

To: MODL Municipal Council

From: Gem Roberts, Regional Anti Racism and Diversity Coordinator

Date: March 25, 2025

Subject: Request for Decision - Draft Anti-Racism & Diversity Plan

Recommendation

Motion to approve Draft Anti-Racism & Diversity Plan for submission to the Province of Nova Scotia, with understanding that the final Anti-Racism & Diversity Plan will be developed and submitted to Council for approval at a later date.

Background

In 2021, we worked with the Lunenburg County Accessibility Advisory Committee to develop the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments. In 2024, we expanded the efforts and created an intermunicipal agreement to develop a Lunenburg County Anti-racism and Diversity Plan. This is the first submission of this plan.

Under Nova Scotia's Dismantling Racism and Hate Act (2022), there is a provincial requirement for the government to create and support an anti-racism strategy.

Discussion

The draft Lunenburg County Anti-Racism & Diversity Action Plan (2025-2028) represents a collaborative effort among the five municipalities within Lunenburg County.

This draft plan was developed in response to provincial priorities under the Dismantling Racism and Hate Act (2022). It outlines guiding principles, and proposed approaches to promote equity, diversity, inclusion, and accessibility (EDIA) within municipal services, policies, and community

engagement efforts. Significant work has already been done to develop action items, and those are ready for the committee's review. However, because the committee's input and leadership are essential in shaping those actions, it would not be appropriate to present them to council at this stage. Once the regional committee has been formed and formal recommendations can be given, a final plan with action items can then be presented to Councils.

As part of the plan development process, each of the five partner municipalities is asked to review the draft document and provide feedback on its recommendations and overall content.

Attachment

Draft Lunenburg County Anti-Racism & Diversity Action Plan (2025-2028)

Lunenburg County Strategy for Belonging Anti-Racism & Diversity Action Plan

Council
Item #10.3.1
Date: March 25, 2025
Authorization: T. MacEwan

DRAFT

~~Perfection~~
progress

April 2025-28



Agenda Page 66 of 128



Acknowledgements

We want to recognize this work is both a multigenerational journey and community effort, which drives us to deliver some heartfelt acknowledgments:

To be included in final approved version.

Introduction

The five municipalities in Lunenburg County are working together to improve and develop equity within our region. The five municipalities include: Municipality of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

Background

In 2021, we developed the Lunenburg County Accessibility Plan. The plan outlined the overarching commitments for improving accessibility in all of Lunenburg County and some of the actions we would take to reach those commitments. In 2024, we expanded the efforts and created an intermunicipal agreement to develop a Lunenburg County Anti-racism and Diversity Plan.

Objective

We know that inclusive communities are stronger communities and we are committed to working individually and as a region to make our municipal programs, services, initiatives and facilities more accessible, equitable and inclusive.

The focus of this document looks ahead to the next three years (April 2025-March 2028), in which the first Anti-Racism & Diversity Plan is developed to increase Belonging in Lunenburg County. The Anti-racism & Diversity Plan outlines the commitments and approach for continuous community centred plan development.

Provincial Legislation

Similarly, under the *Accessibility Act (2017)*, we had to develop and now must update the Lunenburg County Accessibility Plan. Similarly, under the *Dismantling Racism and Hate Act (2022)*, requires government to create and support an anti-racism strategy that will identify and address racism in public policies, programs and services.

Key strategies

We commit to taking actions to encourage a culture of equity in our organizations and communities. We believe in supporting staff, Councils, and the people in our communities to not only become aware of inequities but become educated and equipped on how to remove and prevent barriers, while creating a culture of continuous learning.

Note: We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone.

If you have feedback about our choices, please let us know.

What We Believe

The first Lunenburg County Accessibility Plan was created using some key principles. We have continued to use and add to the list of these principles as we do our work around equity development. We plan to use them as we implement the 2025-2028 Lunenburg County Anti-Racism and Diversity Action Plan

1

Equitable Access

Working towards equitable access for everyone in our community means that every person has access to opportunities and is treated fairly. Equitable access means understanding that a person's individual circumstances will impact what barriers they might face and what we can do to remove those barriers. Creating equity doesn't mean treating everyone the same.

2

First Voice

It is essential to include first voice perspectives of people who have lived experience in our work. That means hearing first voice perspectives on our plans, the work we have already done, and our decision-making processes.

It also means working to make our processes more accessible and equitable so we hear from persons from equity deserving groups about all our work, not only related to Equity, Diversity, Inclusion and Accessibility (EDIA). This work is a lens to all the work, not its own separate project.

3

Flexibility

We know that things change and that we need to be flexible to respond to changes. Various Acts and Standards will come into effect and legislation may change in the coming years. Things like technology and world occurrences will also change. We understand that this plan must be flexible to make sure we can respond to these changes, take advantage of opportunities and respond to the emerging needs of community. We consider this strategy to be a living document.

4

Collaboration

It is essential to continue to collaborate with other municipal units, the regional committees, organizations at the provincial level, and community partners to advance this plan and work towards a community of belonging.

5

Intersectionality

We know that people have multiple identities and that can mean they face multiple barriers to feeling belonging in our communities. These might be related to cultural or ethnic background, gender, disability, sexuality, or other identities people may have. When these identities overlap, it can magnify the impact of the barriers that person faces overall. We must consider intersectionality and align our plans for broader equity, diversity

Lunenburg County Strategy for Belonging

Glossary of

Terms

We recognize that language around equity work is always evolving and that people have different preferences about how to describe themselves. Although we intend to be respectful and inclusive, we know our language choices may not fit for everyone. If you have feedback about our choices, please let us know.



Glossary of Terms

Anti-Discrimination: Non-discrimination is an integral part of the principle of equality. It ensures that no one is denied their rights because of factors such as race, colour, sex, language, religion, political or other opinion, national or social origin, property or birth. (ag.gov.au)

Anti-Racism: the practice of actively identifying and opposing racism. The goal of anti-racism is to actively change policies, behaviors, and beliefs that perpetuate racist ideas and actions. (Boston University)

Barrier: Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

Disability: As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

Dismantling Racism and Hate Act: The Dismantling Racism and Hate Act, developed by an all-party committee following extensive engagement with Nova Scotians, outlines the government's approach to addressing systemic racism, hate and inequity. The Act's focus is on a commitment to work with underrepresented and underserved communities to create a community network and develop data standards to monitor and address systemic hate, inequity and racism. ([Dismantling Racism and Hate Act](#))

Diversity: Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. Differences in racial and ethnic, socioeconomic, geographic, and academic/professional backgrounds. People with different opinions, backgrounds (degrees and social experience), heritage and life experience.

Equitable/equity: A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

Equity Deserving Groups: A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes (Canada.ca)

Glossary of Terms

Intersectionality: How a person's identities, such as their gender, ethnicity, and sexuality, affect their access to opportunities and privileges.

Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC): The committee established by the five municipalities in Lunenburg County that is responsible for advising the municipal councils on identifying, preventing, and removing barriers to people underserved and underrepresented groups in municipal programs, services, initiatives, and facilities. The ARADAC is made up of one elected official from each of the five municipalities, six community members and two indigenous members (1 each from Acadia and Sipekne'katik First Nation). A matrix is used to have wide diversity of representation from equity deserving groups.

Meaningful: In the context of our work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

Plain language: Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information (plainlanguagenetwork.org/).

Prescribed: The *Accessibility Act* and *Dismantling Racism and Hate Act* enables the government to use the regulations to identify which organizations must comply with certain requirements. The use of the word "prescribed" in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

Safe Brave Space: A safe space is meant to be comfortable, supportive, and non-threatening where all participants can feel comfortable to express themselves and share experiences without fear of discrimination. Whereas, a brave space encourages dialogue, curiosity, and accountability. In a brave space, we can explore controversial issues by growing and learning together, with people being rewarded for their courage and for taking accountability for their words and actions. Safe spaces and brave spaces are often confused for one another, and while they are similar and can exist at the same time, they are both unique in how they hold space for people to authentically share and be themselves. We aim to create spaces where they co-exist. (Cloudinary.ca)

We also recognize there may be additional terms we may have missed, so we suggest also checking out EDIA Glossaries, for example, the Canadian Centre for Diversity and Inclusion's Glossary of Terms: <https://ccdi.ca/media/3150/ccdi-glossary-of-terms-eng.pdf>

Letter from Mayors & Warden

-

Evaluation

In our approach, each of our municipalities will take action towards increasing accessibility and combatting hate and racism within our community. We will track our progress on these actions and update on progress to the community every year.

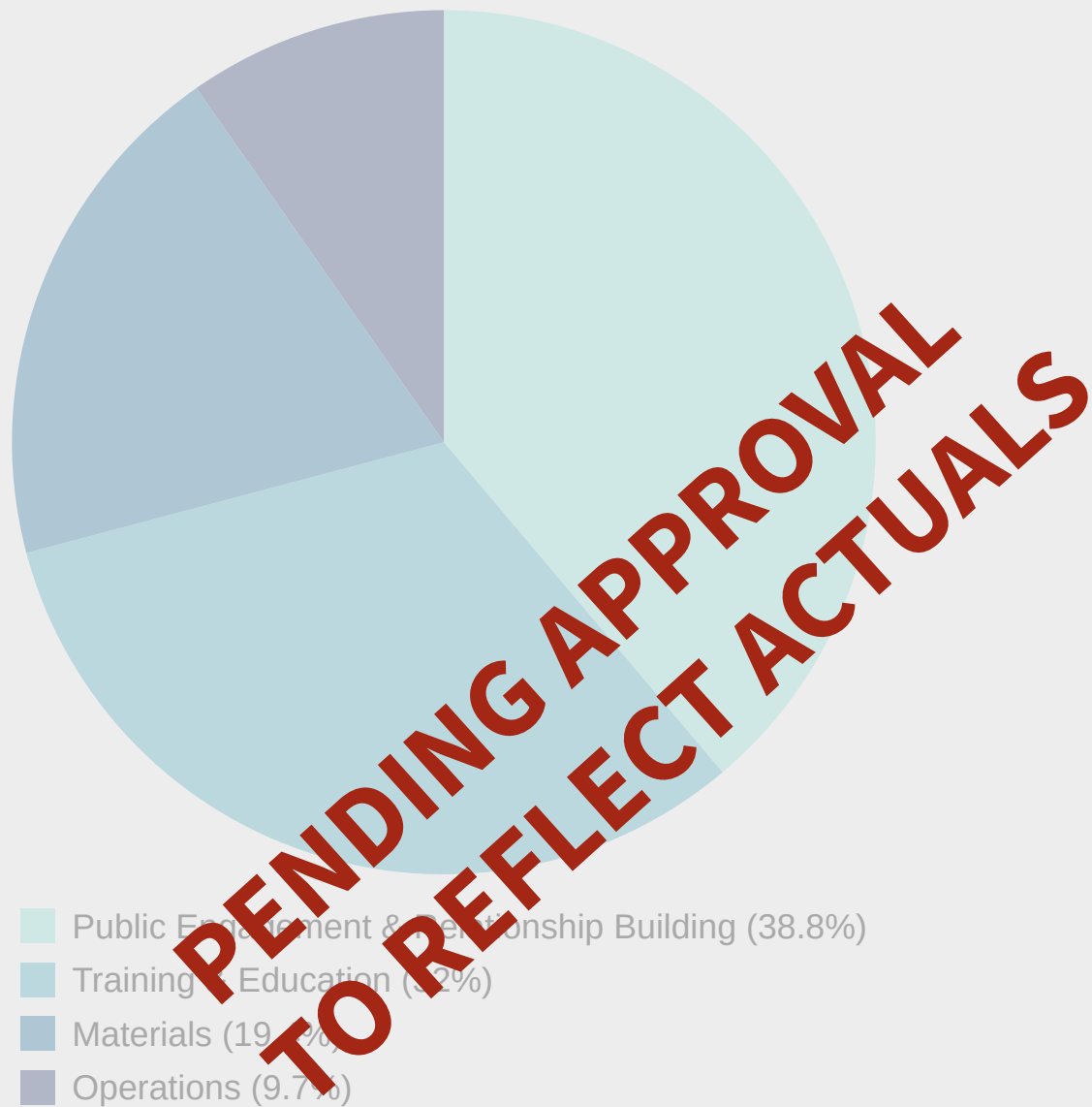
We will continue to connect with the community, especially persons from equity deserving communities, to learn about their experiences and if what we are doing is making a meaningful difference. We will do this through community engagement sessions, surveys, and monitoring complaints and comments from the public.

We will also ask municipal staff, volunteers and elected officials about equity in our organizations to make sure we are increasing understanding over time.

As this work is both change focused and human-centred, we will continue to partner with organizations that specialize in data and evaluation. This makes sure we are not duplicating efforts and we engage with organizations that specialize in this area.



Budget Breakdown



As this work is focused on developing equity in the spaces they currently are not, along with ensuring first voice is amplified. This approach is also reflected in how we distribute our budget, to ensure we prioritize engagement and education financially.

Diversity in our Community

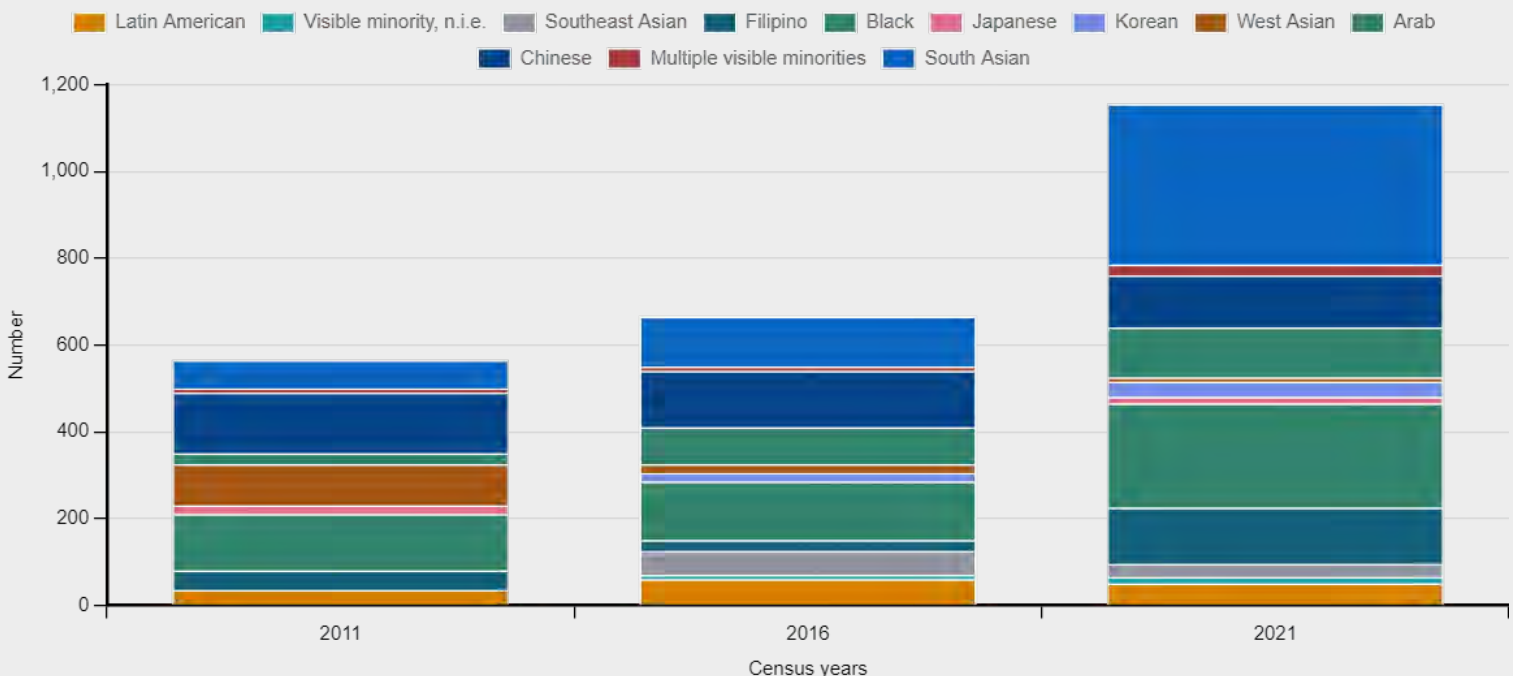
Trends in the past 5 Years

This will encompass stats around current diversity in our community along with emerging trends. We are working with organizations to get updated data since 2021.

Our current community

Diversity is so much more than just where you're from or visible traits, but the below chart is just an example of a way our community has begun to diversify over the years. (Note: In 2021 Census analytical and communications products, the term "visible minority" has been replaced by the terms "racialized population" or "racialized groups", reflecting the increased use of these terms in the public sphere.)

Counts of visible minority groups[2], Lunenburg (County), 2011, 2016, 2021



Target audience

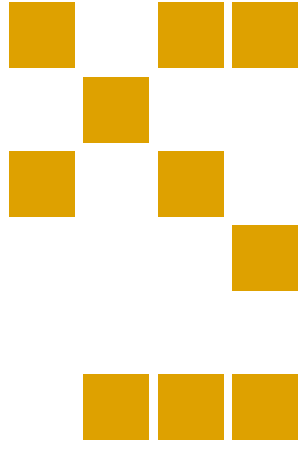
As our community grows and diversifies, our target is not one specific group. This work is for all of us so that our neighbours feel included, safe and like they belong.

Lunenburg County Anti-Racism and Diversity Committee

Name	Relationship to Community
Person 1	Community Member
Person 2	Community Member
Person 3	Community Member
Person 4	Community Member
Person 5	Community Member
Person 6	Community Member
Person 7	Community Member from Acadia First Nation
Person 8	Community Member from Sipekne'katik First Nation
Person 9	Councillor, Municipality of the District of Lunenburg
Person 10	Councillor, District of Chester
Person 11	Councillor, Town of Mahone Bay
Person 12	Town of Lunenburg
Person 13	Town of Bridgewater

Committee Development in Progress

To ensure we had a diversity of demographics, with prioritization of equity deserving groups, we developed a matrix to anonymize applicants and to ensure members were selected unbiasedly. Additional factors we took into consideration are service sectors important to have representation from (eg. Public Health and the regional School Board)



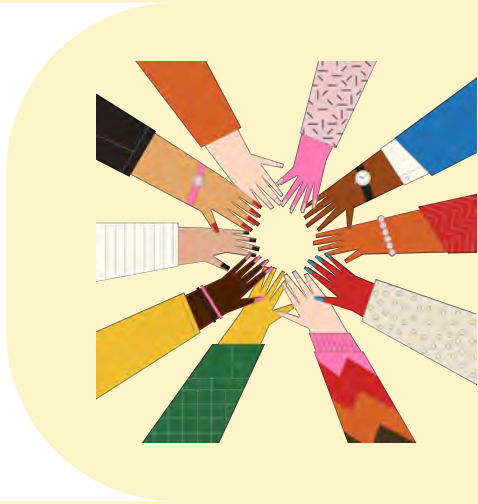
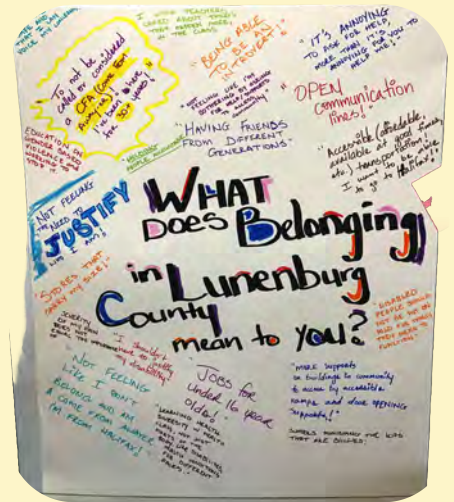
Progress

Current Status and Insights

We have been working towards development of an action plan guided by community voices, our regional committee and our Anti-Racism and Diversity Coordinator. As work towards an equitable community starts from not only hearing from equity deserving groups, but also developing trust, this is just the start of the journey together.

COMMUNITY ENGAGEMENT

To guide us during plan development, we went out into community at accessible community spaces such as cafes, libraries, schools and community centres to hear directly the needs, wants and experiences of members within our County. This was done through the main question of "What does belonging in Lunenburg County mean to you?", where we were able to hear from over 40 members of community. This engagement will continue to capture first voice and trends.



INTERNAL MUNICIPAL ENGAGEMENT

Work has been on the go.

As we have agreed, this work is both out in community, but also within our own municipalities. Through initial conversations with departments, council members and staff, possible action items have been identified for further review. This has helped to inform the key areas of focus within the plan.

COMMITTEE DEVELOPMENT

For diverse voices and municipal decision makers to be in constant conversation with each other, the Lunenburg County Anti-Racism and Diversity Coordinator has been developed with representation from each municipal council, members from sectors that serve community regularly (eg. Public Health and the School Board) and members from equity deserving groups (eg. 2SLGBTQIA+ and newcomers).

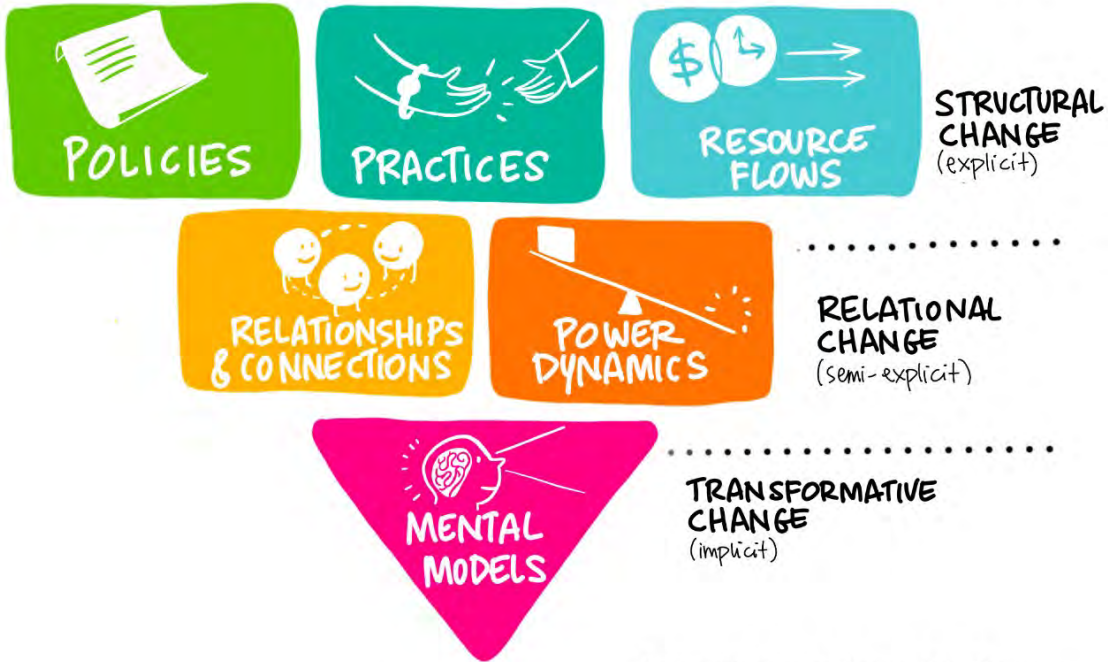




Our Approach

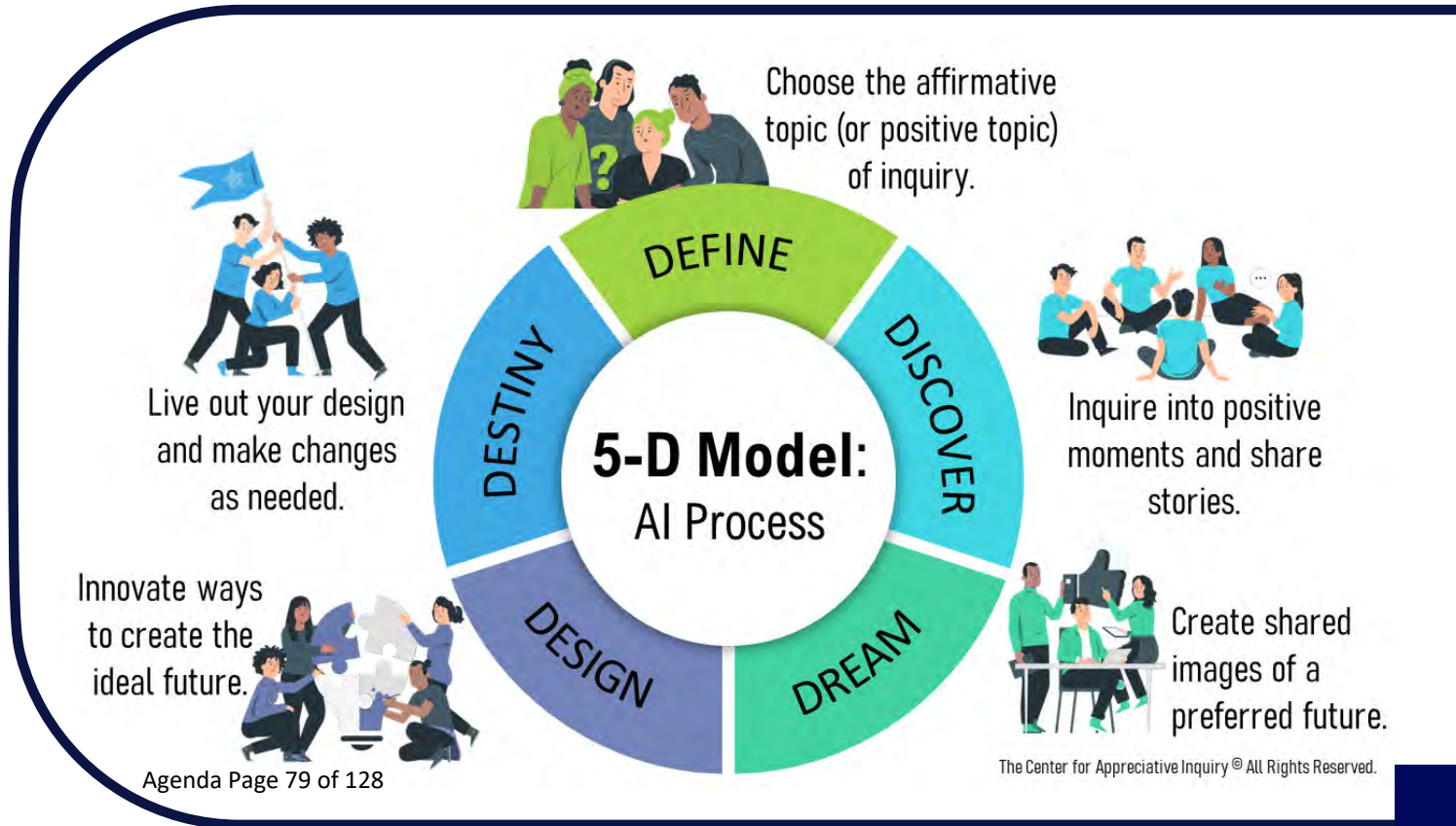
As we determine specific actions in this work, we recognize to develop a strategy of change, it should be focused and informed by first-voice, but also with an understanding of foundational frameworks. **Our Areas of Focus are built upon the Six Conditions of Systems Change and the design of how and when actions are presented is based on the 5D's of Appreciative Inquiry.**

SIX CONDITIONS OF SYSTEMS CHANGE

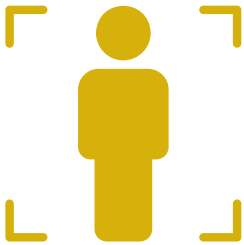


By John Kania, Mark Kramer, Peter Senge

Frameworks Collection by finegood@sfu.ca | Illustrated by sam@drawingchange.com | © CC BY-NC-ND



Areas of Focus



Through both initial public engagement and internal staff and council conversation, the main areas we plan to develop actions within and set goals for ensure we are moving towards creation of equitable practices. These areas also capture the various layers needed to continuously create and track meaningful change.



Areas of Focus



Recruitment & HR

Focus on actions to create working environments and cultures where every individual can feel safe, experience a sense of belonging, and is empowered to achieve their full potential.

Core Themes

- **Person-Centred Processes & Procedures**
As there is so much diversity between each of us, using a person-centred approach helps to identify desired personal outcomes based on the individual's life goals, interests, strengths, abilities, desires, and preferences. as opposed to adhering to systems with inequitable practices.
- **Recruitment and Retention Strategies that focuses on equity and inclusion**
With history of systemic barriers, representation is often limited across levels of organizations. ensuring we are developing recruitment and advancement that supports underserved and underrepresented groups is key.
- **Solutions informed by barriers**
Continuous engagement with community and staff to ensure any responses and change decided on is also not introducing new barriers or not responding to the root issues.
- **Creation of practices to foster a work culture of belonging**
Focus on the unseen elements in the workspaces, so employees feel they belong and are encouraged to not only be themselves but encourage colleagues to also fully be themselves.
- **Awareness of representation, experiences and gaps present**
To ensure we are creating goals that are feasible and first-voice focused, being aware of current representation, the experiences of various groups and the gaps present to inform next steps is crucial in initial years.

Areas of Focus



Awareness

Equality and diversity awareness plays a crucial role in shaping societies and creating culture shift. This area focuses on actions that aims to promote and encourage a general understanding of barriers and challenges people within our community face.

Education & Training

Focus on actions that work towards ensuring community members and staff understand the importance and foundations of equity and inclusivity. Learning is continuous, so actions will always include ways for growth in understanding. Understanding diverse perspectives, cultures, and backgrounds through education and training increases cultural competence.

Core Themes

- **Learning and Growing Together**
People and organizations need opportunities to learn about equity and inclusion. This means sharing information in ways that are easy to understand, offering space for reflection, helping people see how these issues affect their community, and understanding we are continuously learning.
- **Listening to and Sharing Local Diverse Voices**
Everyone's experiences matter, and awareness grows when we hear directly from people in our community who face barriers. By sharing stories and perspectives, we can build empathy, understanding, and a stronger sense of belonging for all.
- **Making Inclusion Visible**
It's important for communities and workplaces to show their commitment to inclusion in clear ways. This could mean using welcoming signs and symbols, making spaces more accessible, or ensuring policies and practices reflect a dedication to equity.
- **Preventing Performativity and Tokenism**
With many approaches being focused on numbers and representation, without true understanding increase or perspective widening, ensuring we develop solutions or make decisions that don't tokenize individuals or are solely performative is a priority.
- **Creating Space for Conversation and Connection**
Awareness and education isn't just about information—it's also about bringing people together. Open discussions, community gatherings, and opportunities to ask questions all help build understanding and encourage people to take action.



Areas of Focus



Policies & Procedures

Focus on actions around current policies, practices and procedures through an EDI and intersectional lens to identify potential gaps, areas for improvement and areas of strength in the recruitment and retention of underrepresented groups.

Core Themes

- **Policy Exploration**
Identification of where barriers may already be present, the trends, and groups affected allows for us to plan and create actions based on our current state.
- **Shared Lense and Approaches**
With learnt behaviours from systemic barriers and possible biases, creation of approaches and practices to introduce equity in policy and procedure review supports and increases staff capacity.
- **Continuous Learning**
Creation of practices to continuously shift policy based on the change in need of the community, instead of shaping community based on policy.
- **Understanding the True Impact of Systems**
Identification of the decision making processes and power distribution. Efforts around understanding "how" we may not take into account the diverse needs, perspectives, and experiences of all individuals and groups in our community helps us to understand how to avoid and not repeat the same mistakes.

Areas of Focus



Safe Brave Space

Focus on developing environments as change occurs for individuals involved, especially those that are equity deserving, throughout engagements, programming, in community and internally organizationally. Ensuring we dedicate a focus to safe space creation for emotion regulation to be fully present for the community we serve to minimize/mitigate further harm, rest from possible discrimination or trauma, and supporting individual and community well-being while still addressing and having needed difficult (and brave) conversation.

Core Themes

- Welcoming Difficult Conversations

In order to move forward in shared understanding, we must invite discomfort and curiosity to create a space that encourages learning. Development of efforts for sharing honestly and equally, and growing individually supports us in learning how to face change as a community.

- Safety of Underrepresented and Underserved Communities

Although change is needed and there will be discomfort, we have a responsibility to minimize further harm to those who have continuously faced inequity. Designing with autonomy and risk mitigation for these groups, moves us closer to justice within our community.

- A Community of Care

So that everyone benefits, everyone contributes, and everyone feels they belong, designing with a community of care is essential. A Community of Care is a living, breathing, virtual gathering place where every relationship is built on intention, trust, and deep care. This is where people commit to showing up for each other in meaningful ways. It's not just about working on projects together —it's about building relationships where care is the priority. (Community of Care Organization)

Areas of Focus



Data, Evaluation & Reporting

In order to improve and ensure work is effective, this area focuses on actions that informs us of the diversity of community and the varied experiences, identify barriers to inclusion, development and evaluation of inclusive programs, supports, and services, and track progress.

Core Themes

- People over Performance

Setting one standard of achievement often doesn't capture the whole picture of the impact. As there large differences between us in community, setting metrics that are focused around people and individual experience to report on, makes sure we are not focusing on numbers and singular perspectives.

- Progress over Perfection

Equity work is always evolving. Achieving perfection on the first, second or third attempt, is not possible. Making sure we develop and monitor efforts focused on the shifts closer to a more equitable society is important. With each step, we learn and are able to apply those learnings to next steps.

- Adapting to Changing Needs

Equity work is always evolving. As communities grow and challenges shift, efforts to stay aware should continue to respond to new issues, reflect emerging voices, and encourages ongoing learning.

Proposed Actions

Through initial engagement we have developed some draft action items, but are subject to committee review and submission to council for final reviews.

As we conducted engagement and continue to do so, we have partnered with many community organizations to implement actions and have wider community impact. Some of these partners are:

PARTNERS



We understand as this is community work, we need to grow in collaboration. We anticipate tracking the additional partners we engage with over the years to capture larger community ownership and awareness of equity work

If you are interested in working with us, please connect with the regional coordinator: groberts@chester.ca.

Next Steps & Action Items

As we have identified opportunities to begin this work, it is only the start...



- ➔ Continue community engagement to inform further plan development.
- ➔ Conduct committee review of draft action items for final plan development, then submit final plan for Council approval.
- ➔ Develop regional stance for equity efforts.
- ➔ Develop implementation plans for each municipal unit based on agreed upon action items.
- ➔ Begin action, do the work!

Council
Item #10.4
Date: March 25, 2025
Authorization: T. MacEwan



Memorandum

To: Her Worship, Mayor McLean-Wile and Councillors

From: Chairperson & Members of the Fire & Emergency Services Committee

Date: March 12, 2025

Re: Recommendations of the Fire & Emergency Services Committee

The Fire & Emergency Services Committee, in session on Wednesday March 12, 2025, made the following recommendations to Council:

“that Municipal Council approves continued funding for a regional training facility, in the amount of \$100,000.00 be placed into the reserve fund in the 2025/2026 budget”.

“that the FESC recommend that the Draft Discussion Paper for Lunenburg Regional Training Strategy be taken to Council”.

Respectfully submitted,

Chairman and Members
Fire & Emergency Services Committee

1/ck
Attachments

Council
Item #10.4.1
Date: March 25, 2025
Authorization: T MacEwan



The Municipality of the District of Lunenburg

Report to Council

Report To: Mayor & Municipal Council
Submitted By: Chris Kennedy, Fire & Emergency Services Coordinator
Date: March 25, 2025
Re: Regional Training Facility – Continued Funding

Recommendation

“That Municipal Council approves continued funding for a regional training facility, in the amount of \$100,000 be placed into the reserve fund in the 2025/2026 budget.”

Background

In early 2023, the Fire & Emergency Services Committee (FESC) discussed the development of a regional fire facility that would focus on increasing safety and training for volunteers, and could address other issues in the future, such as lack of coverage when volunteer resources are scarce. Such a facility would be located centrally and would feature modern live fire training ground props and classrooms facilities. There could also be truck bays for apparatus, possible sleeping quarters for on-call volunteers who may be provided with a stipend. Other concepts included the possibility of a hazmat team, leased space for dispatch and/or police joint operations, and partnerships with other organizations.

A regional facility would require much discussion with local partners and municipalities and would be a long-range project. Establishing an annual contribution to reserves for such a project would signal the Municipality’s intent to work with potential partners to develop the concept.

The FESC recommended that Council consider making a financial contribution to a reserve fund for a possible regional training facility. On March 28, 2023, Council passed the following resolutions:

“that Municipal Council accept the recommendation of the Fire & Emergency Services

Committee and explore a regional fire training station with the Town of Bridgewater and other regional municipal units for the local area;

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and establish a reserve fund separate from other fire service grants and funds for the purpose of constructing a regional fire training facility”.

Summary

Attached is a Draft Training Strategy that was developed by combined efforts of the Lunenburg Regional Fire & Emergency Services (LRFES) Training Committee and the Fire & Emergency Services Committee. It gives a high-level overview of the draft discussion paper for a Lunenburg County Training Strategy. There were several workshops held discussing training needs and challenges of volunteer Fire & Emergency Services within the Municipality of the District of Lunenburg.

Next Steps

Deliberation with Fire & Emergency Services and possible partners to determine what a facility like this may include.

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

Draft Discussion Paper for Lunenburg Regional Training Strategy

Prepared By: Chris Kennedy, Fire Services Coordinator,
Alex Dumaresq, Deputy CAO

Based on discussions with: LRFES Training Committee,
MODL's Fire & Emergency Services Committee (FESC)

Date: Fall 2024

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Executive Summary

The development of a training strategy was highlighted in the Fire and Emergency Services Committee's workplan. Staff met with LRFES & FESC to identify issues, priorities and recommendations for a joint strategy. This paper was created to summarize their work and share more widely in the fire service before finalizing the strategy.

Key issues identified included the changing nature of volunteerism and the demands on volunteers' time and the need for expanded training opportunities and facilities locally. Ideally the strategy will improve training in the region resulting in:

- Increased Level 1 trained firefighters in the Volunteer Fire Service
- Increased trained officers in the Volunteer Fire Service
- Increased drivers/operators in the Volunteer Fire Service; and
- Increased opportunities for specialized training.

Recommendations for achieving the above goals centred on the following areas:

1. Establish Baselines and Set Measurable Goals
2. Enhanced Local Level 1 Training
3. Develop Program to Develop and Retain Local Trainers
4. Promote Training for Fire Service Members
5. Support Driver/Operator Training
6. Support Specialized Training
7. Support Regional Facilities
8. Ensure a Regional Approach is Maintained

Background

Volunteer Fire Service

Lunenburg County is fortunate to have a large and strong volunteer fire service. With over 600 volunteers, the community benefits from a large and dedicated group of first responders who are incredibly dedicated to their community. This strategic document is a collaboration between the Lunenburg County Fire and Emergency Services group (LRFES) and the Municipality of the District of Lunenburg's (MODL) Fire and Emergency Services Committee.

Origin of the Strategy

The Fire and Emergency Services Committee plays an important role connecting the municipality with its fire services providers. In addition, the committee explores opportunities for strategic advancements for the fire service. In November of 2023 the committee completed a strategic work plan focussing on safety, capacity & governance, and recruitment & retention. A key outcome of the work plan was to collaboratively develop a training strategy for the fire service.

MODL staff met with LRFES training committee members in the spring of 2024 to explore concepts and then prepared draft versions of this report to stimulate discussion among the LRFES and the Fire and Emergency Services Committee. It is the experience knowledge and ideas of those members summarized in this report.

Existing Training Opportunities

Local Level 1 Firefighter Training

LRFES has a training committee and have been making incredible strides. This devoted group has put together a local Level 1 training program using volunteer resources. It is designed to be as inexpensive and as flexible as possible, to maximize the number of volunteers who can participate. The courses started in started in 2022 with 8 completing the program; in 2023 another 10 volunteers completed the training. This year there are 19 enrolled in the local, volunteer-run Level 1 training. Currently the demand for the training exceeds the volunteers' capacity to put on the program.

Nova Scotia Fire School

There is also a teaching institution in Halifax which provides a range of courses and learning opportunities. In addition to offering level I (both training and certification options) there are also more advanced programs such as: level II firefighter training, hazmat, extraction, pumper/operator training, fire service instructor training, and officer training, among others.

While the range of training options is much larger than what is available in Lunenburg County, there is a higher cost for level 1 training, while also being less flexible and requiring travel time compared to the local option.

Online Training (Vector)

Currently some local departments buy a subscription for online sessions from Vector Solutions. These courses follow NFPA scope of training, and are a useful tool, though they cannot provide the same quality of education as in person instruction.

Other

Most departments host regular training nights to practice firefighting skills. These meetings sometimes involve training on specialized techniques and/or involve cross-training with other departments.

The LRFES receives a \$10,000 grant from MODL for training, which has been used in the past to bring in guest speakers and provide specialized training.

There are additional opportunities for training that are relevant to the fire services including Provincial training on emergency management (ie. Incident Command System training; wildland fire interface).

MODL also offers a leadership training grant to departments seeking to improve human resources skills in their organization.

Issues:

General

Like most volunteer groups in Nova Scotia, our fire service is facing some demographic challenges. The average age in the province has increased and this is reflected in our fire service. Long serving, highly experienced firefighters are aging out of active service across our departments. Fortunately, there has been new interest in volunteering, buoyed in part by an influx of new residents because of the covid pandemic.

New volunteers require training in order to be effective members of the fire service. The nature of volunteerism is also changing in a way that has challenged the fire service. New volunteers are now more likely to place limits on their volunteer time in face of increased economic pressure and family commitments. When considering training options, flexibility is a must to help volunteers complete programs while balancing other life commitments.

Local Level 1

The local program has been highly successful, providing good training that is offered free to firefighters. There are some challenges to the sustainability and scope of the training. The local training program provides complete instruction of written and practical skills expected of Level 1 firefighters, but does not provide certification. Trainees seeking certification must take the additional step of pro-board testing (consisting of a written and practical exam), normally through the Nova Scotia Fire School.

The current arrangement is highly reliant on a core group of volunteers who are already committed members of local departments. In addition to volunteering to provide instruction, these individuals are also completing administrative tasks to manage enrollment, track attendance, evaluate trainees, record completion and provide certificates.

Trainers for the local program are recruited by word of mouth using local knowledge. There are no set pre-qualifications in order to be a volunteer instructor. The working groups discussed some minimum qualifications that would be worthwhile establishing, including: Level 1 certification, and techniques of instruction as well as some combination of fire service experience and/or Level 2 certification.

Officer Training

As long-serving volunteers retire from officer positions, new volunteers are required to step into these leadership roles. Officer training includes several components beyond Level 1 firefighter training including:

- Firefighting Level 2 training,
- Human Resources management training,
- Interpersonal skills,
- ICS 100 & 200, and
- Strategy & Tactics training.

Officers are responsible for many responsibilities beyond training and emergency response including: Human Resources issues, department safety, organizational management and administrative duties. While beyond the scope of this document, there is a heavy burden on these critical volunteers and departments must be careful not to burn out their core members.

There are different options for formal officer training: the Nova Scotia Fire School provides officer training. The Halifax Regional Municipality has also developed an in-house officer training program.

Driver/Operator Training

Similar to officer roles, retirements in the Lunenburg County volunteer service are limiting pools of trained drivers and pump operators. More opportunity to train volunteers for these critical positions is needed. Currently there are limited opportunities for training for drivers and operators. To be a trained driver, it is recommended that individuals possess a Class 3 Nova Scotia driver's license. Scheduling these exams from the Registry of Motor Vehicles in Nova Scotia has been an issue; the Fire Services Association of Nova Scotia has been working on some measures to reduce this barrier including mobile testing for the Class 3 exam and a shorter waitlist for exam scheduling for members of the Fire Service. LRFES is currently observing to see if these efforts are effective.

Specialized Training

Continuous learning is a central component of adult education. In addition to maintaining and expanding the technical skills of our volunteers, specialized training put on in the region can encourage cross-department communication and relationships. Firefighters in Lunenburg County have expressed a continuous desire for specialized training but there are limited opportunities. Some examples of specialized training that has taken place or would be of value for the volunteer fire service include:

- Extrication work;
- Junior training day;
- Incident command system (ICS);
- Managing a Maday; and
- Responding to Electric vehicle accidents and structure fires with solar/batteries.

Facilities

Training in the Fire Services requires specialized facilities. Some training facilities exist in local departments in Western Lunenburg County that are available for departments to use (e.g. Bridgewater, Northfield, and LaHave). Currently there is no live-fire training facility in the County. In addition, not all departments are aware of and make use of these facilities.

Regional facilities are valuable as they provides different learning opportunities, and the opportunity for training and collaboration with other departments. If training facilities are not in Lunenburg County it creates a travel barrier, increasing the time commitment for volunteers who participate in training.

As part of the development of this strategy, other regional facilities were reviewed to see what components were included. Example facilities reviewed were:

- Lesser Slave Lake Regional Fire Service training facility;
- Comox Fire Training Facility;
- Hants County Fire Training Ground; and
- Pugwash Fire Training Ground.

Different components identified included:

- Live fire facility;
- Training tower;
- Minimum of 2 classrooms;
- Cold smoke building;
- Confined space trailer;
- Apparatus bays;
- Possible colocation with other first responders and/or future specialized functions (e.g. EMS, Police Services, dispatch centre, hazmat unit);
- Fitness/gym facility;
- Dormitory & showers;
- SCBA workstation & air compression.

Training Goals For our Volunteer Fire Service

Through discussions at the working group level, we propose the following goals for the training strategy:

- Increase number of Level 1 trained firefighters in the Volunteer Fire Service,
- Increase the number of trained officers in the Volunteer Fire Service,
- Increase the number of driver/operators in the Volunteer Fire Service; and
- Increase opportunities for specialized training.

Options & Preliminary Recommendations

Based on the issues and opportunities identified above, the working groups has developed the following recommendations. In general, these recommendations rely on LRFES continuing and enhancing its role in delivering training, with enhanced municipal funding to support these initiatives.

Establish Baselines and Set Measurable Goals

1. MODL Establish a baseline for level of training in the County for key metrics, including:
 - Level 1 trained;
 - Officers trained;
 - Drivers/operators trained;
 - Trained and class 3;
 - Trained and class 5; and
 - Pump operator trained.
2. In 2025 the FESC set measurable goals for a 5-year window for each priority.

Enhanced Local Level 1 Training

3. LRFES Focus on Training over Certification:
 - Training is the critical part, certification can be encouraged.
4. LRFES Maintain and enhance the local Level 1 Training Program:
 - standardize a formal training curriculum;
 - pay an honorarium to volunteers who complete training; and
 - increase the number of Level 1 course seats offered per year.
5. Consider a central coordination role for registration, documentation.
 - note: No staff capacity in MODL exists for taking on these administrative responsibilities; other jurisdictions who have a similar function also have a centralized capital purchasing and fire tax system.
 - An alternative approach could be a grant paid to LRFES to provide an honorarium to a volunteer providing the administrative function.

Develop Program to Develop and Retain Local Trainers

6. LRFES Establish qualifications for instructors:
 - Provide funding to fully cover the cost of completing courses to achieve the recommended qualifications.

Promote Training for Fire Service Members

7. MODL, LRFES, and individual departments promote training among the fire service:
 - During orientation;
 - At monthly meetings;
 - At the fire services AGM & LRFES meetings;
 - Through LRFES website and social media; and
 - Recommend that every department assign a lead training officer, all communication on training would be provided both to chief and lead training officer.
8. To ensure that the training is accessible to more volunteers, LRFES should promote the flexibility of the training while ensuring that training options have maximum flexibility including:
 - Using online & do at your own pace as options; and
 - Allowing volunteers to attend make-up session if their schedule doesn't permit them to follow the initial schedule.

Support Driver/Operator Training

9. LRFES Promote the provincial government's prioritization of volunteers seeking class 3 drivers license testing.
10. Provide an honorarium for volunteers who complete driver/operator training.

Specialized Training

11. LRFES re-invigorate specialized, regional training:
 - as LRFES had been doing pre-covid, using the existing MODL training grant;
 - Grant paid out based on actual expenditures;

11

- consider organizing a symposium similar to the successful forum hosted in Colchester.

12. MODL continue to provide soft skills/interpersonal/leadership training for departments.

Regional Facilities & Approach

13. MODL Fire Services Coordinator create and annually promote a central list of training facilities and opportunities here in Lunenburg County.

14. MODL Council continue to build reserve for a regional facility through annual budget allocation.

15. MODL Share concepts identified in this report with the fire service and regional partners to further discussion on potential components of a regional facility.

16. Continued regular and proactive dialogue between MODL Fire Services Coordinator, LRFES and FESC.

17. Share information with Towns; ensuring they are included in the strategy development, training opportunities and funding.

Non-report Recommendation

(important topic of discussion in working group – doesn't fit in a training strategy):

Communication within LRFES

- There is a need for a better avenue for disseminating information out through the whole fire service.
 - E.g. it's difficult to advertise training to all LRFES members, the info usually only goes to chiefs
 - There is a LRFES email list, you can sign up as a member



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: Council of the Municipality of the District of Lunenburg
From: Municipal Joint Services Board (MJSB)
Date: March 3, 2025
Subject: Brush Tipping Fees for Residents

Decision **Direction** **Information**

Recommendation/Motions:

That the council approve covering the associated costs for a 2025-26 municipal tipping fee for brush of \$55/mt to allow residents to dispose of brush year-round under the FireSmart Program.

Background:

At the February 26, 2025, Municipal Joint Services Board meeting the Board approved a 2025/26 municipal tipping fee for brush of \$55/metric tonne to allow residents to dispose of brush year-round, under the FireSmart Program and recommend to the Councils that the municipalities cover the associated costs.

The Municipality of the District of Lunenburg (MODL) had been approached by the Riverport Fire Department about removing the tipping fees for brush during fire season (March 15 to October 15). MODL already covers the tipping fees for fire departments and would like to expand that to residents.

Discussion:

A unified approach from the partner organizations would allow for the most consistent client service experience and efficient operations for the waste site, and best opportunity to achieve the desired reduction in risk of fire.

Increasing inspections of brush loads will ensure that only brush and not wood is able to be delivered free of charge. This will ensure that waiving brush tipping fees does not create an incentive for residents to remove trees from their property.

Budget Implication:

The below table shows the projected total volumes of clean wood for fiscal year 2024-25 with an estimated MT of brush based on up to 30% of the total weight.

MJSB Partner	Forecast Clean Wood MT	Estimated Brush MT	Total Brush Cost @ \$55/MT
District of Lunenburg	780	234	\$12,870

Council
Item 10.5.1
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor and Municipal Council
Submitted by: Tom MacEwan, CAO
Date: March 25, 2025
Re: Waive Tipping Fees

Recommendation

That Municipal Council approves the recommendation from the MJSB and agrees to cover the costs associated with the waiving of tipping fees for residents and to include \$15,000 in our operating budget to account for same.

Background

The Municipality was approached by the Riverport Fire Department with a request that Council, as a Fire Smart measure, explore the removal of tipping fees for brush for residents during the fire season.

The Municipality requested that the MJSB Board have Staff explore the operational and financial impacts of waiving fees on brush and bring a recommendation back to the Board. On January 22, 2025, the MJSB Board passed a motion to direct Staff to assess the operational and financial impacts of waiving tipping fees on brush.

On February 26, 2025, Staff presented a Report and Recommendation to the MJSB Board regarding the removal of tipping fees on brush for residents. A copy of the Staff Report is attached.

As outlined in the Staff Report, brush is not currently tracked as a separate waste stream (as it is included with all clean wood). In order to determine the anticipated cost of waiving the tipping fee on brush, a tipping fee for brush had to be determined.

The MJSB Board accepted the recommendation from Staff and approved a 2025-2026 tipping fee for brush at \$55 per metric tonne.

As part of the analysis, Staff projected the anticipated volume of brush that the Municipality would be responsible at 234 metric tonnes which would equate to approximately \$12,870 in costs (rounded to \$15,000 for the Municipality's Operating Budget purposes).

It is noteworthy that this approach would remove the brush tipping fees for residents for the year (and not limit it to the fire season).

Report Preparation	
Department	Administration
Report Prepared by	Tom MacEwan, CAO
Report Approved by	
Date Reviewed by C.A.O.	



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 Waste Management Shared Service
Date: Feb 26, 2025
Subject: Agenda Item 4.4 – Brush Tipping Fees

Decision [] Direction [] Information []

Recommendation/Motions:

That the Board approve a 2025/26 municipal tipping fee for brush of \$55/metric tonne to allow residents to dispose of brush year-round, and recommend that Councils cover the associated costs.

Background:

The Municipality of the District of Lunenburg (MODL) has been approached by the Riverport Fire Department about removing the tipping fees for brush during fire season (March 15 to October 15). MODL already covers the tipping fees for fire departments and would like to expand that to residents.

At the January 22, 2025 MJSB Board Meeting, the Board passed a motion to direct staff to assess the operational and financial impacts of waiving tipping fees on brush as a FireSmart measure and return to the Board with recommendations.

Discussion:

Brush is not currently tracked as a separate waste stream. Volumes are included with all clean wood, which has a tipping fee of \$44/metric tonne (MT).

Enabling residential brush tipping fees to be waived would introduce some operational complexity to ensure that the municipality is only covering the cost for brush disposal and not other clean wood materials such as untreated lumber. This includes creating a new code to bill for brush and increasing inspections of brush loads to ensure compliance.

Increasing inspections of brush loads will ensure that only brush and not wood is able to be delivered free of charge. This will ensure that waiving brush tipping fees does not create an incentive for residents to remove trees from their property.

In 2023-24, approximately 74% of the annual volume of clean wood was brought in during fire season. Although some clean wood and brush is brought in at other times of the year, to minimize complexity of messaging to residents and avoid encouraging stockpiling brush, tipping fees for brush would be required to be waived year-round.

An alternative, which is not recommended, is for some partner organizations to proceed with covering the cost of brush for residents and not all. Operational and client service concerns are anticipated if each of the partner organizations wishes to make independent decisions whether to proceed with waiving brush tipping fees. This could lead to confusion at the scalehouse, public perception issues, customers giving false information or miscoding of incoming material, and not optimizing the intended fire risk reduction. A unified approach from the partner organizations would allow for the most consistent client service experience and efficient operations for the waste site, and best opportunity to achieve the desired reduction in risk of fire.

Financial Implication:

Clean wood has a tipping fee of \$44/MT. This is one of the lowest tipping fees as it is material that is diverted from landfill and encourages residents/contractors to pre-sort before arriving to site.

With increased operational workload, the municipal tipping fee for brush would be \$55/MT.

The below table shows the projected total volumes of clean wood for fiscal year 2024-25 with an estimated MT of brush based on up to 30% of the total weight.

MJSB Partner	Forecast Clean Wood MT	Estimated Brush MT	Total Brush Cost @ \$55/MT
District of Lunenburg	780	234	\$12,870
Town of Bridgewater	315	96	\$5,280
Town of Mahone Bay	50	15	\$825
Totals -	1150	345	\$18,975

Council
Item #11.1.1
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor and Municipal Council

Submitted by: Ella R. Gindi, Planner II

Date: March 25, 2025

Re: Cluster Development Regulations – Second Reading

Recommendation from Planning Staff

“That Municipal Council conduct Second Reading and adopt:

- **By-law 035C --Amendments to the Municipal Planning Strategy; and,**
- **By-law 049A --Amendments to the Municipal Wide Land Use By-law**

which include new sections containing the regulations related to cluster development, as presented at the March 11, 2025, Public Hearing.”

Executive summary

The proposed cluster development regulations aim to ensure that residential developments with multiple units on the same property meet proper standards for size, layout, and location. The process began in 2023, with public engagement and input from residents, the Planning Advisory Committee, and legal experts. The regulations passed First Reading on January 28, 2025, temporarily putting them in place, and they are now awaiting Second Reading to become official.

The public information sessions on March 3 and 11, 2025, provided an opportunity for attendees to ask questions and receive information. Council decided to defer the proposed regulations to consider exemptions for certain developments, specifically on William Hebb Road (PID 60711116) and Trunk 10 (PID 60197944). As per the Council motion, planning staff have prepared options and analysis for further consideration.

Discussion

Cluster developments are residential developments where multiple detached or multi-unit dwellings are built on the same property. The goal of the proposed cluster development regulations is to ensure new developments align with appropriate standards based on size, layout, and location. The proposed amendments to these regulations can be found in Appendices A and B.

The regulations were drafted following public engagement in July 2023. Throughout the process, revisions were made in consultation with residents, the Planning Advisory Committee, and legal experts. Key considerations included the development agreement approval process, criteria for defining cluster developments, and specific development standards.

As a part of the process of drafting the original regulations, concerns were raised by developers of bare land condominiums that had already been issued condominium numbers and were conducting site work such as roads and servicing infrastructure that would be required to be completed prior to the final approval from the Registrar of Condominiums. Council then obtained legal advice with options on how to deal with these ongoing developments. Advice given to Council suggested that they could choose from options ranging from granting no special treatment to these developments, to the ability to extend the in-effect date for specific kinds of developments.

Ultimately, Council chose to include an extended in-effect date that would apply to bare land-style developments that had already obtained a condo number (proof they were already significantly underway) to recognize that these developments were quite advanced in their site work and that there could be challenges meeting, for example, road standards for roads that were already built. This “grandfathering” also placed a timeline for completion so that the new regulations would come into effect as of December 31, 2025. All ongoing projects would have to be completed, as evidenced by being fully registered with the Land Registry Office by that time.

The proposed regulations passed First Reading on July 30, 2024. As per Section 246(4) of the Municipal Government Act, First Reading temporarily put the regulations into effect for 150 days. However, this period expired before final approval, rendering the regulations inactive as of December 27, 2024.

To address this, the proposed amendments were reintroduced on January 28, 2025, when Council passed First Reading to amend the Municipal Planning Strategy and Land Use Bylaw to formally include cluster development regulations. Council then directed the planning staff to hold a public information session and a public hearing.

The public information session took place on March 3, 2025, where planning staff gave a brief presentation on the proposed amendments and provided an opportunity for public questions and feedback. Most feedback from the public information session and subsequent written submissions supported the amendment, with some concerns about density and the legal non-conforming clause.

A Public Hearing was held on March 11, 2025, providing members of the public an opportunity to share feedback on the proposed amendment both written and in-person. Some community members were in favour of the amendments, while others requested extensions or exemptions from the proposed regulations, for specific development proposals.

Following the hearing and during the subsequent Council meeting, a decision was made to defer the proposed regulations. Council passed the following motion:

“that Municipal Council defer Second Reading of the new cluster development regulations amendments to the Municipal Planning Strategy and Municipal Wide land Use By-law 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.”

As per Council’s direction, planning staff have prepared five options for consideration, offering a range of approaches from fully implementing the originally proposed cluster development regulations without exemptions to granting targeted exemptions or delaying implementation. The options include enforcing the regulations as initially proposed, exempting specific developments based on their approval status or integrating cluster development regulations into the broader municipal wide land use planning project.

The following five options for Council to consider are:

Option 1 Original Unchanged Regulations

For cluster developments of six-units or more on the same lot, a development agreement process would be mandatory. The following considerations would be made during this review process:

- Adequacy of street networks, site access, and emergency access
- Availability of essential services such as water and sewer systems
- Environmental impact

The development agreement process does not prohibit development but rather helps ensure that large-scale developments remain viable over the long term without placing undue strain

on the community and the environment. Planning staff recommends this option, as it would allow the municipality to maintain a level of control and ensure a public process during the review of cluster developments while allowing development to continue in a timely manner.

If Council chooses to proceed with Option 1, they may immediately proceed to Second Reading, as this would not alter the regulations as they were presented during First Reading. Therefore, the following motion is recommended:

“That Municipal Council conduct Second Reading and adopt:

- **By-law 035C --Amendments to the Municipal Planning Strategy; and,**
- **By-law 049A --Amendments to the Municipal Wide Land Use By-law**

which include new sections containing the regulations related to cluster development, as presented at the March 11, 2025, Public Hearing.

Option 2 Exemption for William Hebb Road Development

Council could proceed to approve the regulations in their current form but include an exemption for the William Hebb Road (Hebbville) development property (PID 60711116) as was requested at the Public Hearing. This would allow this development to move forward without being subjected to the new regulations but require all other similar developments to be subject to the new regulations.

The proposed development on Lot 4 of William Hebb Road includes over 200 units. The developer has stated that the project will feature various housing types including townhouses and multi-unit buildings. The servicing (water and sewer), site access, stormwater management and other specific details are not yet confirmed.

There are five alternative exemptions Council may consider for this development include:

1. Complete Exemption for PID 60711116
2. Time-Limited Exemption for PID 60711116 (until Dec 31, 2027)
3. Time-Limited Exemption for PID 60711116 (until Dec 31, 2026)
4. Partial Project Exemption for PID 60711116:
 - a. Phase 1 – 8-unit buildings are exempt
 - b. Phase 2 – 84-unit multi-residential building/apartment is subject to bylaw requiring a Development Agreement
 - c. Phase 3+ – 84-unit multi-residential building/apartment is subject to bylaw requiring a Development Agreement
5. No Exemption – Subject to bylaw requiring a Development Agreement (recommended by planning staff)

These alternative options are not recommended by Planning Staff for the following reasons:

- **Lack of Policy Framework:** There are currently no municipal policies in place to regulate this development in the absence of cluster development regulations. Without clear guidelines, this project could proceed without proper planning for infrastructure, road access, servicing, or environmental impacts, potentially leading to long-term issues for the municipality.
- **Inequality in Development Approvals:** Granting exemptions to specific developments while requiring others to adhere to regulations creates an inconsistent and unfair approval process.
- **Precedent for Further Exemptions:** If exemptions are granted in this case, additional developers may request a similar process. This could undermine the purpose of establishing cluster development regulations and weaken the municipality's ability to enforce planning policies effectively.

For these reasons, planning staff do not recommend this option as it may lead to unregulated development, inequitable decision-making, and increased challenges in managing future growth.

If Council chooses to proceed with Option 2, then the First Reading and Public Hearing must be held again prior to passing Second Reading, as this change in the regulation (from that passed at First Reading) would be considered as substantive change. The motion below would direct staff to prepare the revised amendments to be brought forward at an upcoming Council meeting for First Reading. The following motion is therefore recommended:

“That Municipal Council direct staff to provide an optional draft amendment to the cluster development Bylaw 035C Municipal Planning Strategy and Bylaw 049A Land Use By-law amending by-laws to provide [insert exemption option here as mentioned above] for Lot 4 William Hebb Road (PID 60711116).”

Option 3 Second Reading & Exemption for Trunk 10, Cookville

Council could proceed to approve the regulations in their current form but include an exemption for the Trunk 10, Cookville development (PID 60197944) as was requested at the Public Hearing. This would allow this development to move forward without being subjected to the new regulations but require all other similar developments to be subject to the new regulations.

The proposed development at Trunk 10, Cookville, involves nearly 600 units in a bare-land condominium project. Provided that the developer met the original cut-off date of having a

proper condo number registered in line with the intent of the by-law, they have already secured an extension until the end of 2025 in line with other similar developments.

Similar to Option 2 above, there are several alternative exemptions Council may consider for this development including the following:

1. Complete Exemption
2. Exemption for PID 60197944 with Conditions (modified site plan approval – see below for particulars)
3. Extended Deadline – Increase from Dec 31, 2025, to Dec 31, 2027 (2-year extension)
4. Extended Deadline – Increase from Dec 31, 2025, to Dec 31, 2026 (1-year extension)
5. No Exemption Beyond Dec 31, 2025 (status quo recommended by Planning Staff)

The alternative options are not recommended by Planning Staff for several reasons:

- **Lack of Policy Framework:** There are currently no municipal policies in place to regulate this development in the absence of cluster development regulations. Without clear guidelines, this project could proceed without proper planning for infrastructure, road access, servicing, or environmental impacts, potentially leading to long-term issues for the municipality.
- **Inequality in Development Approvals:** All development applications should be treated equally. Granting exemptions to specific developments while requiring others to adhere to regulations creates an inconsistent and unfair approval process.
- **Precedent for Further Exemptions:** If exemptions are granted in this case, it is likely that additional developers will request similar treatment. This could undermine the purpose of establishing cluster development regulations and weaken the municipality's ability to enforce planning policies effectively.

For these reasons, planning staff do not recommend this option as it may lead to unregulated development, inequitable decision-making, and increased challenges in managing future growth.

If Council chooses to proceed with Option 3, then the First Reading and Public Hearing must be held again prior to passing Second Reading, as this change in the regulation (from that passed at First Reading) would be considered as substantive change.

The motion below would direct staff to prepare the revised amendments to be brought forward at an upcoming Council meeting for First Reading. The following motion is therefore recommended:

“That Municipal Council direct staff to provide an optional draft amendment to the cluster development Bylaw 035C Municipal Planning Strategy and Bylaw 049A Land Use By-law amending by-laws to provide [insert exemption option here as mentioned above] for Trunk 10, Cookville development (PID 60197944).

Option 4 Integrate cluster development into the Municipal Wide Land Use Planning Project

This option would delay the implementation of cluster development regulations by incorporating them into the Municipal Wide Land Use Planning Project, which is required to be completed by the end of 2025. Under this approach, the proposed amendments to the Municipal Planning Strategy and Land Use Bylaw would not go through a Second Reading at this time, and cluster development regulations would instead be included within the broader Municipal Wide Land Use Planning Project framework.

While this approach allows for a more comprehensive long-term planning process, it would also mean that developers remain exempt from following cluster development regulations until the Municipal-Wide Land Use Planning Project in the form of a new Land Use By-law and Municipal Planning Strategy are formally adopted. Council has already indicated a desire to act on cluster development now, rather than wait, so this would not align with that objective.

This option is not recommended by Planning Staff for several reasons:

- **Unregulated Growth & Environmental Risks:** In rural municipalities, it is common for developments to rely on private wells and septic systems due to the lack of municipal water and sewer services. However, large-scale developments may deplete groundwater resources, potentially impacting adjacent properties’ water supply. Furthermore, without a groundwater assessment, there is no way to determine whether the development itself will have enough water to be sustainable. Poorly managed septic systems also pose risks of soil contamination and environmental degradation.
- **Traffic & Emergency Access Concerns:** Increased large-scale development can strain rural roads not designed for higher traffic volumes, leading to safety hazards. Unplanned growth may also hinder emergency response times if access routes are inadequate or poorly maintained.
- **Infrastructure & Service Strain:** Without proper planning, unregulated development can lead to unsustainable land use, overburdened infrastructure, and long-term challenges for municipal services.

Planning staff previously presented that option for Council's consideration, but Council decided to move forward with a different approach.

If Council chooses to proceed with Option 4 the following motion is recommended:

“That Municipal Council reject the proposed amendments to the Bylaw 035C Municipal Planning Strategy and Bylaw 049A Land Use Bylaw at this stage and instead direct staff to incorporate cluster development regulations into the Municipal Wide Land Use Planning Project.”

Option 5 Exemption Date for All Cluster Developments

Council may consider approving cluster development regulations that include a future date for the regulations to come into effect. This would have the effect of delaying the implementation of the regulations to allow any types of cluster development (not just bare land condominiums) to continue to be developed without a development agreement process in place until that later date.

Choosing Option 4 would provide developers with additional time to finalize their registration with the Bare Land Condo Registrar or secure a building permit, among other work, ensuring their development is considered legal non-conforming once the regulations do come into effect.

Planning Staff do not recommend this option, as it would leave significant concerns unaddressed, including road construction, servicing, and environmental impacts. As outlined above, failing to regulate this type of development poses serious potential risks, such as inadequate infrastructure, water supply issues, environmental degradation, and challenges with emergency access. This approach would also involve no formal community input or involvement in the process, which has been a consistent challenge as evidenced by earlier proposals which led to these regulations in the first place.

Without proper regulations, development could proceed in ways that conflict with municipal planning objectives, leading to long-term community and environmental issues.

If Council chooses to proceed with Option 5, then the First Reading and Public Hearing must be held again prior to passing Second Reading, as this change in the regulation (from that passed at First Reading) would be considered as substantive. The motion below would direct staff to prepare the revised amendments to be brought forward at an upcoming Council meeting for First Reading. The following motion is therefore recommended:

“That Municipal Council direct Planning staff to revise the cluster development regulations outlined in Appendix A and B to the Municipal Planning Strategy and Land Use Bylaw as presented at the March 11, 2025, Public Hearing and set [INSERT FUTURE DATE] as the date

on which the regulations will come into effect and to bring forward updated amendments to the Municipal Planning Strategy and Land Use By-law.”

Next Steps

If Council deems it advisable to proceed with the Municipal Planning Strategy and Land Use By-law related to cluster development **in their current form**, as outlined in Appendices A and B, Council may move forward with Second Reading. As noted above, changes to the regulations in the form of exemptions for specific developments or more generally, would be considered as substantive and would require First Reading to be completed once again, along with an additional Public Hearing, and finally Second Reading.

Following approval, the amended documents will be forwarded to the Department of Municipal Affairs for review. Once the Department confirms that the documents do not conflict with any provincial interests, a Notice of Approval will be published in the local newspaper to inform the public of the adoption. The date the Public Notice appears in the newspaper will serve as the effective date for the adoption of the documents.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Ella R. Gindi, Planner II
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item #11.2.1
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor & Municipal Council
Submitted by: Tom MacEwan, CAO
Date: March 25, 2025
Re: CAO Response to Cluster Development Options Report

Recommendation

Council direct Staff to draft an amendment to the Cluster Development Regulations to include a section (i.e., 5.3.2) that would permit developers a specified time period to get a building permit for a cluster development (that is not a phased development condominium) and, provided that construction commences within 12 months after the date of the permit, said development will be recognized by Council as non-conforming (and therefore not subject to the regulations).

Council direct Staff to draft an amendment to the Cluster Development Regulations at section 5.3.1 to change the date from December 31, 2025 to December 31, 2026.

Council direct Staff to set the 'grandfathering clause' at section 5.3.1 (be it the current December 31, 2025 or the recommended December 31, 2026) to also be the date set for the proposed 'grandfathering clause' for cluster developments.

Summary

The above recommendations, if accepted by Council, would serve to resolve the issue related to the William Hebb Road Development by providing the Developer a time frame within which they can get Building Permits approved and be considered a non-conforming use. This would also provide the requested extension for the Trunk 10 Development to permit the Developer time to create a better Project.

Role of the Chief Administrative Officer

It is important to note that, as the Chief Administrative Officer, I have the legislated authority under the **Municipal Government Act** to attend all meetings of Council and make observations and suggestions/recommendations on any subject under discussions.

It is also noteworthy that the **Municipal Government Act** contemplates situations where a Director and the CAO disagree on an item, and it provides for both points of view to be brought forward to Council for consideration.

While it does not happen very often, this is a situation where the CAO and the Director of Planning & Development have a difference of opinion on their respective recommendations to Council regarding the Cluster Development Regulations.

In the interests of transparency and to ensure that Council is presented with all relevant information for consideration, the Council Agenda includes a Report from the Planning Department and a separate Report from the CAO.

As is always the case, the final decision rests with Council.

Discussion

As directed, Planning Staff have provided Council with an Options Report regarding the issues that were identified during the Public Hearing and Council Meeting held on March 11, 2025.

With all due respect to the Planning Department Staff, I disagree with their position regarding Option 1 – Original Unchanged Regulations, Option 2 - the William Hebb Road Development, Option 3 – Trunk 10 Development, and Option 5 - Exemption Date for All Cluster Developments.

With respect to Option 4 – Integrate Cluster Development into the Municipal Wide Land Use Planning Project, Council will recall that this was the Staff Recommendation at the Policy and Strategy Committee held on January 21, 2025. While I continue to support Option 4, I recognize that Council exercised its discretion to not accept the recommendation of Staff and proceeded to First Reading of the Cluster Regulations on January 28, 2025.

It is open to Council to decide to integrate Cluster Development into the Municipal Wide Land Use Planning Project but this option is not being recommended at this time.

Non-Conforming Uses

At the Public Hearing held on March 11, 2025 and the subsequent Council meeting, the discussion, to a great extent, focused on the issue of non-conforming uses/grandfathering clauses/exemptions.

What does Non-Conforming Use mean?

Generally, a non-conforming use is a legal status given to a land use recognizing that its current legal use may continue notwithstanding the fact that the new bylaw may prohibit that use.

The **MGA** provides, at section 238(2), that a non-conforming use is deemed to exist at the date of first reading of a land use bylaw if the

(1) structure was lawfully under construction and was completed within a reasonable time;
or

(2) the permit for its construction was in force and effect, the construction was commenced within 12 months after the date of the issuance of the permit and the construction was completed in conformity with the permit in a reasonable time.

Allowance for non-conforming uses or 'grandfathering clauses' are permitted tools available for Council in land use planning.

Council has flexibility to determine how and to what extent non-conforming uses or 'grandfathering clauses' are incorporated into land use planning.

Cluster Development Regulations & Non-Conforming Uses

An issue that was identified at both the Public Hearing and the Council Meeting held on March 11, 2025 was that section 5.3 of the current Cluster Development Regulations provides for a non-conforming allowance for phased and bare land condominiums but there is no similar allowance for cluster developments (6 or more dwelling units contained in 2 or more dwellings on a single lot) that are not phased development condominiums.

While the current Cluster Development Regulations contain a 'grandfathering clause' for phased development condominiums, in the interest of providing a level playing field, Council may want to consider adopting a similar provision for non-phased development cluster developments.

Recommendation

I am recommending that Council direct Staff to draft an amendment to the Cluster Development Regulations to include a section (i.e., 5.3.2) that would permit developers a specified time period to get a building permit for a cluster development (that is not a phased development condominium) and, provided that construction commences within 12 months after the date of the permit, it will be recognized by Council as non-conforming (and therefore not subject to the regulations).

The inclusion of this additional non-conforming allowance would mean that developers of both phased development condominiums and non-phased development condominiums that are cluster developments would receive the benefit of the 'grandfathering clause' and not just the developers of the phased development condominiums as is presently the case.

If Council were to adopt this type of amendment which provides a non-conforming allowance for cluster developments that are not phased development condominiums then the development at William Hebb Road as well as the development on MacCulloch Road would both get the benefit of allowance. This would permit the projects to move forward without the approximate 6 months delay it would take to negotiate a Development Agreement.

Non-Conforming Use Deadline – Extension Request

The current Cluster Development Regulations include a 'grandfathering clause' which is time limited to December 31, 2025 and, as indicated above, only applies to phased development condominium projects.

At the Public Hearing, there was a request that Council consider extending the 'grandfathering clause' timeline beyond the December 31, 2025 deadline.

The Presenter, Matthew Oickle, who is planning a phased development condominium on Trunk 10 which could include up to 600 units next to the French School, indicated that additional time would permit them to create a better project supported by increased consultation and discussion with regard to possible community aspects of the Project.

Mr. Oickle also pointed out that some aspects of the project are out of his control, such as power pole installation, which is done by NSPI on its own timeline. It is important to note that Mr. Oickle did indicate that if the present deadline of December 31, 2025 is not changed, he could still proceed but on a smaller scope and without any increased consultation and discussion regarding possible community aspects of the Project.

Conclusion

I suggest that there is merit in granting the requested extension of the deadline to permit the Developer the additional time required to create a better project supported by consultation and discussion with regard to possible community aspects of the Project.

I am recommending that Council direct Staff to draft an amendment to the Cluster Development Regulations at section 5.3.1 to change the date from December 31, 2025 to December 31, 2026.

I am also recommending that date set for the 'grandfathering clause' at section 5.3.1 (be it the current December 31, 2025 or the recommended December 31, 2026) also be the date set for the proposed 'grandfathering clause' for cluster developments (provided that Council accepts the recommendation to create that clause).

Report Preparation	
Department	Administration Department
Report Prepared by	Tom MacEwan, CAO
Report Approved by	
Date Reviewed by C.A.O.	

Council
Item #11.2.2
Date: March 25, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Report to Council

Report To: Mayor & Municipal Council
Submitted By: Tom MacEwan, CAO
Date: March 25, 2025
Re: Resolution to Expropriate

Council has provided direction to Staff to proceed with the expropriation of the lands at Broad Cove Beach bearing PID Number 60592581 and registered as owned by “Owners Unknown” on the Property On-line database.

In order to proceed with the expropriation, Council must pass a Resolution to Expropriate in the form attached to this report as Schedule “A”.

Following the passing of the Resolution to Expropriate, we will draft and file the expropriation document; and appended to the expropriation document will be: (1) the description of the land; (2) the passed Resolution to Expropriate; and (3) a survey plan of the land.

Following the filing of the expropriation documents, we must advertise the expropriation three times in a local newspaper, and, upon the third publication, we may take possession of the land.

Report Preparation	
Department	Administration
Report Prepared by	Tom MacEwan, CAO
Report Approved by	
Date Reviewed by C.A.O.	

Schedule “A”

Resolution of Council: Municipality of the District of Lunenburg

Whereas the Council of the Municipality of the District of Lunenburg held a duly constituted Meeting of Council on March 25, 2025 to consider the expropriation of the parcel of land located on Beach Road, Broad Cove, Lunenburg County, Nova Scotia bearing Nova Scotia Property Identification Number 60592581 and registered as owned by “Owners Unknown” for the purpose of protecting its oceanic coasts and conserving the land;

And Whereas pursuant to the **Expropriation Act**, RSNS 1989, c 156 and the **Municipal Government Act**, SNS 1998, c 18, the Municipality of the District of Lunenburg has statutory authority to expropriate real property for a valid public purpose;

And Whereas the Municipality of the District of Lunenburg deems the protection of its oceanic coasts and conservation of lands to be a valid public purpose within the meaning of the **Expropriation Act** and the **Municipal Government Act**;

And Whereas the expropriation of the lands located on Beach Road, Broad Cove, Lunenburg County, Nova Scotia bearing Nova Scotia Property Identification Number 60592581 and registered as owned by “Owners Unknown” is required to further the protection of its oceanic coasts and conservation of the land;

Be It Therefore Resolved that the Municipality of the District of Lunenburg is hereby empowered and instructed to forthwith affect the expropriation of the fee simple interest of the parcel of land located on Beach Road, Broad Cove, Lunenburg County, Nova Scotia bearing Nova Scotia Property Identification Number 60592581 and registered as owned by “Owners Unknown” for the purpose of furthering the protection of its oceanic coasts and conservation of the land.

Moved By:

Seconded By:

Motion Carried:

This is to certify that the forgoing is a true and exact copy a resolution duly passed at the meeting of Council of the Municipality of the District of Lunenburg duly called and held on March 25, 2025.

Thomas MacEwan, LLB
Chief Administrative Officer



The Municipality of the District of Lunenburg

Report to Council

Report To: Municipal Council
Submitted By: Elana Wentzell, CPA, CMA, Director of Finance
Date: March 25, 2025
Re: 2025-26 Draft Operating Budget Update

Executive Summary & Discussion

Council reviewed the Draft Operating & Capital Budgets at the March 11th Council Meeting. At that time, Council directed staff to adjust the Draft Operating Budget based on a list of suggested options. The Draft Surplus of \$34,000 was revised to \$71,400 based on that direction.

Three more adjustments are recommended to finalize the Draft Operating Budget for the next budget review on April 2nd. These adjustments include increasing the Cookville sewer revenue budget by \$66,000 based on new development in the service area, adopting Option 3 of the REMO budget, and adjusting the Town of Lunenburg annual grant from \$30,000 to \$45,000.

The attached schedule summarizes these changes with a revised operating budget surplus of \$107,600.

Alternatives

Council may direct staff to make the recommended adjustments, or direct staff to make other adjustments. The updated draft Operating and Capital budgets will be reviewed in detail at the April 2nd Finance Committee meeting.

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

2025/26 DRAFT OPERATING BUDGET

Update March 25, 2025

Draft Surplus First Round **\$ 34,000**

Adjustments based on March 11 Council Meeting

Administration

Poll Sampling Survey (add back) (13,000)

Remove added FTE, contract the work out 30,000

Legislative

Council Contingency reduction 40,000

Engineering & Public Works

CES Building rent revenue adjustment 2,600

Hebbville Sewer Capacity Review (18,000)

Planning & Development

Regional Building Service Revenue Adjustment 2,300

Private Road Adjustments (1,500)

Recreation & Tourism

Sunset Park Tree Assessment & Re-planting (5,000)

Revised Draft Surplus **71,400**

Updated Information & Recommended Adjustments

Cookville Sewer Revenue adjustment 66,000

REMO Option 3 adjustment (14,800)

Town of Lunenburg Grant adjustment (15,000)

Surplus based on updated information **\$ 107,600**