

**AGENDA**  
**POLICY & STRATEGY COMMITTEE MEETING**

Bridgewater, NS  
Tuesday, October 16, 2018 - 9:00 a.m.

- |   | <u>Time &amp; Page</u> |
|---|------------------------|
| 1. <u>CALL TO ORDER</u>   |                        |
| 2. <u>ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION</u>                            |                        |
| 3. <u>PUBLIC INPUT</u> (15 Minutes)   |                        |
| 4. <u>APPROVAL OF AGENDA</u> – Added Items  |                        |
| 5. <u>APPROVAL OF MINUTES</u> – September 18, 2018 (as circulated)                |                        |
| 6. <u>BUSINESS ARISING FROM MINUTES</u> – NIL                                     |                        |
| 7. <u>PRESENTATIONS</u>   |                        |
| 7.1 Watch for Wildlife, Wanda Baxter .....  | 9:15 a.m. 1-22         |
| 8. <u>STAFF REPORTS</u>   |                        |
| 8.1 <u>Finance Department</u>   |                        |
| 8.1.1 Elimination of Non-taxable Allowance for Elected Officials .....            | 23-25                  |
| 8.1.2 MDL-03 Councillors' Remuneration Policy & Expenses .....                    | 26-33                  |
| 8.2 <u>Recreation Department</u>  |                        |
| 8.2.1 Grant Criteria Review .....   | 34-48                  |
| 8.3 <u>Administration Department</u>  |                        |
| 8.3.1 Provincial Cost-sharing for Roads .....                                     | 49-56                  |
| 9. <u>REFERRALS FROM COUNCIL</u>  |                        |
| 9.1 Letter to Department of Environment re Straight Pipe                          |                        |
| 9.2 GoRural Transportation Network .....  | 57-63                  |
| 10. <u>MAYOR'S/DEPUTY MAYOR'S/COUNCILLORS' MATTERS</u>                            |                        |
| 10.1 Protocol for Communicating District Projects to Councillors (M. Ernst) ..... | 64                     |
| 11. <u>ADDED ITEMS</u> - NIL  |                        |
| 12. <u>IN CAMERA</u> - NIL  |                        |
| 13. <u>NEXT MEETING</u> – November 20, 2018 – 9:00 A.M.                           |                        |
| 14. <u>ADJOURNMENT</u>  |                        |

## Wildlife Collision Prevention and Living with Wildlife - What can Municipalities do?



Wanda Baxter, M. Environmental Design (specialization policy and planning)  
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### 1 Preamble

Municipalities and municipal planners have a full slate of responsibilities for the management and maintenance of towns and the land, water and conditions within. The history of town management and transportation development in general has not done well over time to accommodate or consider wildlife as we build and plan and design communities, road systems and develop property.

With a growing awareness that our communities and our cultural and economic penchant for constant travel means more roads and more habitat fragmentation and an increase of collisions with wildlife.

The way we build and manage our towns and roads in the next decades will mean we can either support wildlife survival and habitat in our midst, or there will be a continued depletion of wild species. Wild species are indicators of a healthy ecosystem, and they support our natural environment. They are also key factors in why our region is such a wonderful place to live and visit. Tourists don't only come here to see beautiful towns and scarecrows. They come because this is a rare, relatively untarnished part of the world.

Wildlife-vehicle collisions were once and are still considered by many as unavoidable collateral damage of driving. Over time it has become obvious that collisions with wildlife have wide reaching impacts on our economy, insurance costs, injury and mortality of people and wildlife creatures.

Collisions with wildlife and the lack of responsibility we take for preventing or responding to them responsibly is connected directly to a lack of considering wildlife habitat needs or living with wildlife.

Many Nova Scotians seem to have a fear of, lack of tolerance for, and even antagonism for wildlife. Attitudes are visible in the press, in conversations and portrayals of wildlife, and our total intolerance of any wildlife-human interactions or conflicts. It may be the result of our history as hunters and fishermen and farmers. In other words, wildlife species in our region are seen as either a valuable resource, or useless. Others (e.g. bear, bobcat, cougar, coyote) are seen as threats.

Other areas in Canada and the world seem to have more appreciation of and tolerance wildlife living in their midst (B.C, Alberta, Quebec, Ontario for instance), and Nova Scotia needs to move in that direction if we are to sustain species and a green community. Whether we do will depend on our willingness to make changes and plan for accommodating wildlife, instead of making decisions and developing with only human needs in mind.

Lunenburg County has a wealth of nature and culture. We have both vibrant communities and a surplus of natural wealth and beauty in our midst. But we aren't protecting it sufficiently, and we aren't planning for how to build our communities to support wildlife over time.

We can, however. I am here to talk about some of what we can be doing to reduce collisions with wildlife, respond properly to hitting them, and manage our roads and communities so we are able to sustain wildlife and wildlife habitat over time.

## Looking to examples – who and where can we look to for good ideas?

### References:

Watch for Wildlife – Links Section <http://www.watchforwildlife.ca/#research-links>

Traffic Injury Research Foundation <http://wildliferoadsharing.tirf.ca>

Ontario DOT Environmental Wildlife Mitigation Guide

[http://www.raqsa.mto.gov.on.ca/techpubs/eps.nsf/0/450bcba9edd3a9a885257fdb004d9e07/\\$FILE/Environmental%20Guide%20for%20Wildlife%20Mitigation%20Final%202015%20-%20ENGLISH.pdf](http://www.raqsa.mto.gov.on.ca/techpubs/eps.nsf/0/450bcba9edd3a9a885257fdb004d9e07/$FILE/Environmental%20Guide%20for%20Wildlife%20Mitigation%20Final%202015%20-%20ENGLISH.pdf)

DOT NB Environmental Management

Manual <https://www2.gnb.ca/content/dam/gnb/Departments/trans/pdf/en/RoadsHighways/EnvironmentalManagementManual.pdf>

Guelph, Ontario, Natural Heritage Strategy <https://quelp.ca/plans-and-strategies/natural-heritage-strategy/>

## Guelph, Ontario

### Designing Guelph roads to protect local wildlife

Road ecology studies the interactions between our environment and roads including wildlife mortality rates and loss or fragmentation of wildlife habitat.

When planning and renewing roads, Guelph is taking steps to respect and provide for wildlife movement, and minimize the loss or fragmentation of wildlife habitat:

- recognize and protect important areas for wildlife habitat and wildlife movement (ecological linkages and wildlife crossing) as part of Guelph's **Natural Heritage System** as established in the City's **Guelph's Official Plan**;
- prevent roadways and major trails from intruding on sensitive areas when planning new neighbourhoods;
- plan new roads and neighbourhoods to include wildlife culverts to help smaller wildlife like racoons, turtles, snakes and frogs cross roadways safely; and
- add wildlife signs and culverts when road improvements are being completed.

### Living with local wildlife

<a href="#">Keep your distance</a>	▼
<a href="#">Please, don't feed the animals</a>	▼
<a href="#">Protect your pets</a>	▼
<a href="#">Protect your property</a>	▼
<a href="#">Please don't trap or relocate wild animals</a>	▼
<a href="#">How to help sick or injured wildlife</a>	▼
<a href="#">Wildlife-friendly roads and driving</a>	▼

#### For more information

Get more tips for protecting people, pets and property from the [Ontario Society for the Prevention of Cruelty to Animals \(OSPCA\)](#).

## The Watch for Wildlife Program, SCCF Atlantic

**WILDLIFE COLLISION CONTACTS**

**IN CASE OF COLLISION call one of the following:**

If you collide with wildlife always report it to:  
**DEPARTMENT OF NATURAL RESOURCES:**  
**1.800.565.2224** if injured. ALSO call wildlife rescue.

If a large animal is injured and is in distress after hours or on weekends, and/or wildlife is a safety hazard, contact:  
**RCMP DISPATCH Call 911**

For removal of a carcass from a road or highway, call the  
**DEPARTMENT OF TRANSPORTATION'S**  
road response hotline:  
**1.844.696.7737 (1 844 MYNSRDS)**

**WILDLIFE RESCUE**  
If you hit or see wildlife (animal, bird, turtle, etc.) and it is injured but **STILL ALIVE**, or if it has eggs or young animals with it. Call the nearest Wildlife Rescue:  
**Hope for Wildlife Seaforth, NS (east of Halifax): 902.407.WILD (9453)**  
**Cobequid Wildlife Rehabilitation Center**  
Hidden (below Truro) **902.893.0253**

[www.watchforwildlife.ca](http://www.watchforwildlife.ca)

Keep this brochure in your glove compartment for reference

**WATCH FOR WILDLIFE**

**NOVA SCOTIA**

**PREVENTION**

It is possible to **PREVENT** Colliding with Wildlife if you:

**DRIVE AWARE AT DAWN & DUSK:** Most collisions occur at dawn or dusk. Please be extra careful during these times.

**SCAN AHEAD:** You can often see an animal or their eyes reflecting the light of your headlights in time to brake and avoid a collision if you are scanning ahead. Scan both sides of the road and when you see eyes reflecting, slow down.

**WATCH YOUR SPEED:** Most collisions with wildlife happen when traveling over 80km/hour, though it is not safe or reasonable to drive much below the speed limit on highways. Driving at a manageable speed and giving attention is the best way to prevent collisions with wildlife. Observe wildlife crossing signs where you see them.

Printed on 100% recycled paper. Chlorine free and FSC certified.

**HONK!** Really? It is okay to honk your horn if you see wildlife on or near the road, as long as you honk through areas where you often see wildlife. Most animals will run away from a few short horn blasts (instead of freezing in place as some creatures do).

**BRAKE TO SLOW DOWN: BUT Never Stop Suddenly or Swerve on the Highway.** Just brake gently to give wildlife time to get out of the way (if it is safe to do so). Swerving can be dangerous to you and others and should only be considered when preventing collisions with large animals like deer, bear and moose.

**LOOK AROUND FOR OTHERS:** Wildlife often travel in groups or with babies. If you see an animal (on or near the road) keep an eye out for others – or many others (if frogs or amphibians) and proceed cautiously.

**DON'T THROW FOOD LITTER:** Food thrown on the road, including apple cores and banana peels, attracts animals to the road and can often mean their injury or death.

**SCAN + WATCH YOUR SPEED • HONK + BRAKE TO SLOW DOWN • LOOK AROUND FOR OTHERS**

**How to Prevent and Respond to Wildlife Vehicle Collisions**

## The Ontario Society for the Prevention of Cruelty to Animals via the Town of Surrey:

### Wildlife Friendly Driving

In an effort to coexist with wildlife, consider the enormous hardships these intelligent and fascinating wild species encounter because so much of their habitat has been destroyed. Each year they are forced into closer contact with humans and must compete with us for food, shelter and space. With a little understanding, patience and a few precautions and common sense steps, we can all enjoy the wonderfully interesting wild animals who share our backyards and cities.

Every year, thousands of wild animals are taken to Ontario SPCA Animal Centre's across the province because they require care for an injury. In many cases, it is impact with a vehicle on the roads that has caused the animal's injury. According to the Ontario Ministry of Transportation, there are over 10,000 collisions involving wildlife on the province's roads each year. This number reflects only those collisions that are reported and generally involve larger animals such as deer, moose and bear. There are, undoubtedly, countless other accidents involving smaller wild animals that go unreported. Collisions are often fatal for the animals involved and can also be hazardous for human drivers. In many cases, these accidents can be avoided if drivers are aware of potential for such collisions and take simple steps to avoid them.

## Take extra caution during high risk hours

The majority of wildlife-related vehicle accidents in Ontario occur at the beginning and end of the day. Many wild animals are most active in the hours of the early morning and the time following evening sunset. Unfortunately, this is also when visibility tends to be at its worst for drivers. When traveling at these times of day, it is important for drivers to remain alert and watch for wildlife who may venture onto the road. It is always best to drive with caution, but reducing your speed can also mean saving an animal's life since lower vehicle speed will make it easier to stop if an animal suddenly appears in front of you. It is also important to not overdrive the distance of your lights and to be prepared to use the vehicle's horn at all times. Be extra careful if you are driving in rural areas where there may be more wildlife activity. Exercise caution when rounding a curve, reaching the crest of a hill, or anywhere else that your visibility is limited. Finally, you may also want to consider taking a defensive driving course to learn techniques and emergency maneuvers that could help you avoid hitting an animal.

## Ensure you're not enticing animals onto the road

Throwing food or food wrappers out of car windows may endanger animals by attracting them onto the road. Household garbage is also a source of attraction for animals on roadsides. Putting garbage out the morning of collection, rather than the night before, and using wildlife-proof containers is a good way to prevent animals from lingering on the roadside.

## Watch for warning signs placed in common collision areas

The Ontario Ministry of Transportation places warning signs in areas where deer and moose collisions are common. Collisions with large animals such as these are especially dangerous and often result in suffering because the animal is often seriously injured, but not killed, by the vehicle. If you see a sign indicating that the area is an animal crossing, it means that at least four animals have probably been struck. Take extra caution in these areas. You may also wish to consider purchasing ultrasonic devices that emit a sound inaudible to humans, but which frightens large animals such as deer. Although their effectiveness with smaller animals is minimal, these devices cause deer to run away instead of remaining "frozen" in the middle of the roads. Ultrasonic devices are available at hardware stores and are a relatively inexpensive way to help prevent vehicle collisions with wildlife.

## Ask your municipality to plan wildlife-friendly roads

Urge your local government to plan roads with the interests of wildlife in mind. For example, many wildlife fatalities could be avoided through simple measures such as:

- **Lowering speed limits**, especially on highways that pass through parks and forests, and enforcing those limits.
- **Clearing grass and shrubs** from the shoulders of roads to deter wildlife from these areas.
- Planning highways **away from known areas of dense wildlife populations**.

Initiatives have been undertaken in many places in North America, Europe and Australia to protect wildlife from unnecessary motor vehicle collisions. In Canada, the highway that runs through **Banff National Park** is the best example. According to Parks Canada, proper fencing of the highway and the construction of wildlife underpasses and overpasses have greatly reduced roadkill deaths. Although initially expensive, these measures were put in place because the area public demonstrated that they valued wildlife protection. The 2006/07 expansion of the highway through Banff is also taking wildlife into consideration and special provisions are being made to protect animals in the area both during construction and once the larger highway is completed. This example proves that changes can occur to better protect wildlife and, hopefully, other communities will follow this trend.

### **Show compassion for injured animals**

**Often, concerned motorists do not know what to do when they pass injured animals on busy roads.** Sometimes it is impossible to interfere without risking your own safety, so it is important to use good judgment in these situations. If it seems unsafe to stop, find a telephone as soon as possible and call for help. If you do not know the phone number of your local Ontario SPCA Animal Centre, affiliated Humane Society or municipal animal control, dial the operator for assistance. If you have a cell phone, please remember not to use your phone while driving.

If you are able to stop and assist an injured animal, you will need to do so with caution. Wild animals do not understand that you are attempting to help them and they may bite in self-defense. You may want to have the following items in your car in case of emergency:

- Ventilated cardboard box or cardboard cat carrier
- Towel, blanket and pillow case
- Protective eyewear
- Rubber gloves
- Thick work gloves
- Thin board to use as a stretcher Flare or pylon
- Pool liner or rubber mat to handle porcupines

If you can safely do so, pull over to the shoulder and turn on your four-way flashing lights. If you do not feel comfortable handling the animal and you have a cell phone, call for assistance. If the animal cannot be moved, place a flare or pylon near the animal until help arrives. This will alert traffic and reduce the animal's chances of being hit again.

If the animal appears non-aggressive and is small enough to carry, carefully place her in a towel lined box and drive to a nearby Ontario SPCA Animal Centre, affiliated Humane Society or veterinary clinic. Otherwise, carefully place the animal on the stretcher board and drag him off the road. Moving dead animals to the side of the road can also prevent further accidents. An animal's mate or young are at risk if they venture out onto the road in an attempt to help their family member. Predators and domestic animals are also at risk if an animal's body remains on the road and serves as a source of interest to them.

Turtles, frogs and other slow-moving animals are frequent victims of vehicle collisions. Whenever possible, take time to help them cross the road, but do not pick up snapping turtles as they bite and can cause serious injury. Use a large stick or shovel to push snapping turtles across the road by gently pressing against the animal's shell. Always move the animal in the direction in which she was headed initially, otherwise, she will only turn around and go back across the road.

### **Give wildlife a voice**

Talk to your friends and family about wildlife friendly driving habits so that more people are taking steps to help protect wildlife!





**Wildlife-Vehicle Collisions and living  
with Wildlife**

**What Can Municipalities Do?**

**Wanda Baxter, M. Environmental Design  
Program Manager, Watch for Wildlife  
Presentation to the Municipality of the District of Lunenburg  
October 16<sup>th</sup>, 2018**

# Preamble



## **Watch for Wildlife -**

**What can we be doing to reduce collisions with wildlife, respond properly to hitting them, and manage our roads and communities so we are able to sustain wildlife and wildlife habitat over time?**

# Road Ecology

- **Our cultural and economic appetite for constant travel and development means :**  
**more roads and**  
**more habitat fragmentation =**  
**an increase of collisions (and conflicts) with**  
**wildlife.**

# Considering Habitat Connectivity: Municipal Planning with a 'Wildlife filter'



Connectivity is the degree to which landscapes and seascapes allow species movement and natural ecological processes.

**What does connectivity do?**  
Allows species to migrate or disperse to feed, breed, and respond to climate change. Allows natural communities to thrive by maintaining ecosystem functions like pollination and stream flows.

**What do we want?**  
Connected lands and waters: wildlife corridors, landscape linkage areas, free flowing and connected rivers, interconnected coastal and marine zones, and climate-resilient ecosystems.

**Why should you care?**  
Connected lands and waters benefit nature and people. As the climate changes and development increases, we must act now to save and restore natural connections across all lands and waters.

LEARN MORE: [conservationcorridor.org/ccsg](https://conservationcorridor.org/ccsg)

CONNECTIVITY CONSERVATION GROUP

# **Impacts of Wildlife-Vehicle Collisions**

**Wildlife-vehicle collisions were once and are still considered by many as unavoidable collateral damage of driving. Over time it has become obvious that collisions with wildlife have wide reaching impacts on our economy, insurance costs, injury and mortality of people and wildlife creatures.**

**\$280 million per year in Alberta alone. Stats in NS largely unreported and needed.**

**6.6 thousand average for a serious collision with deer (includes lost value of the deer)**

# **Bridgewater – Wildlife, Habitat and links to Planning**

## **Bridgewater Plans and Policies**

***– Are we considering habitat fragmentation, wildlife needs and collision prevention in development plans?***

***Are we identifying wildlife habitat, movement and tracking collisions?***

## **Looking to Planning Documents Re: Roads and Services (& Wildlife?)**

- **Integrated Community Sustainability Plan**
- **Final Subdivision Checklist** – including new proposed roads and central services.
- **the MODL Concept Plan Checklist**
- **Municipal Planning Strategy**



# Looking to the Integrated Community Sustainability Plan

10. Establish an ongoing communications process with respective provincial and federal authorities on matters impacting local community development.

Shared recognition of the impacts of any changes to services on community development and local sustainability.  
Effective decision-making by local and provincial governments through coordinated communications.

The standard methodology for municipal communications with any government counterparts remains focused on tackling single issues. For example, a committee was formed following the Oakhill Mill closure. Resulting from this has been the establishment of the Lunenburg / Queens Economic Action Team, consisting of municipal representatives, economic staff, provincial and federal departments (ACOA, NSBI, DNR, ERDT, InnovaCorp, Labour and Advanced Education) Other issues brought to the Province include school closures, and School Review process; Point of Sales regulations, and Highway 103 upgrades. In this respect, there are a number of ongoing working groups purposefully struck to deal with related community development issues. In 2013: one noted "joint organizational process" proceeded successfully, in that the transition of solid waste management responsibilities passed to a Joint Services Board (a partnership with neighbouring municipalities).

# Looking to the MODL : Integrated Community Sustainability Plan

## 13. Develop an active transportation plan. Deliver on identified AT priorities.

Infrastructure built to provide alternative mobility options for resident use. Residents can choose to live healthier lives through the use of AT infrastructure.

The Municipality completed its initial Active Transportation Plan in 2011 and continued in 2013 to resource the Plan's implementation through use of gas tax funding, as well as through the coordination of successful project grants. To-date, municipal projects have largely concentrated on infrastructure located in Osprey Village. Additionally, through a partnership with NS Health and Wellness, the Municipality recently introduced a resource dedicated to the promotion of Active Living programs and services. In this respect, a public education component is focused on integrating the benefits of local AT infrastructure for residents. MODL has also provided ongoing assistance to local Trail Groups and most recently, funded a trail routing study that will move the Lahave River Trail one step closer to having a full trail connection between Bridgewater and New Germany.

# Looking to the final Subdivision Checklist

- Once the application is complete the Development Officer forwards the Plan of Subdivision to:
  - Department of Environment:
    - a) Reviews lot for on-site septic suitability  
Exception: a) lot more than 9000 sq m; b) width of 75 m or more; and c) used for a purpose not requiring on-site sewage disposal.
    - b) Determines if any activities related to the proposed subdivision are subject to the “Activities Designation Regulations”, pursuant to the Environment Act.
  - If applicable: Authority having jurisdiction for central sewer.
  - Department of Transportation: reviews the “Stopping Sight Distance” of the access to a public road);
  - Department of Assessment: Market value for Public Open Space contribution;
  - If applicable: Nova Scotia Power & Aliant.
  - Land Information Centre: pre-approval of pending PID numbers
  - Any other agency of the Province or Municipality the Development Officer deems necessary.
  
- Build Roads and Central Services (Roads and central services must be constructed and inspected by the Municipal Engineer before approval or a “Construction Agreement and Bond” must be entered with the Municipality.)
  
- Upon receipt of a letter advising that a 2% cash Public Open Space contribution is required, submit Public Open Space Contribution as per the amount stated in your letter. Exemption: a) lots created that contain existing main buildings; b) remainder lots; c) the consolidation of two or more lots; or d) the alteration of lot boundaries in which no additional lots are created.

# Looking to the MUNICIPAL PLANNING STRATEGY

## Policy Statements:

Sections 213 and 214 of the Act allows a Municipal Planning Strategy to include policy statements on matters such as:

- b) the improvement of the physical and social environment;
- c) the use, protection, and development of lands;
- f) environmental protection;

# Where to look for for Good Ideas?

- **Guelph – Road design to Protect Local Wildlife**
- **Wildlife Friendly Driving**
- **Staying Connected Initiative - Wildlife and Roads portal**
- **Wildlife Road Sharing - Traffic Injury Research Foundation**
- **New Brunswick DOT Environmental Management Manual**
- **Ontario Wildlife Mitigation Guide**
- **Watch for Wildlife [www.watchforwildlife.ca](http://www.watchforwildlife.ca)**

# **Wildlife friendly Driving**

- **Take extra caution during high risk hours**
- **Ensure you're not enticing animals onto the road**
- **Watch for warning signs placed in common collision areas**
- **Ask your municipality to plan wildlife-friendly roads**
- **Show compassion for injured animals**

## References:

Watch for Wildlife – Links Section

<http://www.watchforwildlife.ca/#research-links>

Traffic Injury Research Foundation

<http://wildliferoadsharing.tirf.ca>

Ontario DOT Environmental Wildlife Mitigation Guide

[http://www.raqsa.mto.gov.on.ca/techpubs/eps.nsf/0/450bcba9edd3a9a885257fdb004d9e07/\\$FILE/Environmental%20Guide%20for%20Wildlife%20Mitigation%20Final%202015%20-%20ENGLISH.pdf](http://www.raqsa.mto.gov.on.ca/techpubs/eps.nsf/0/450bcba9edd3a9a885257fdb004d9e07/$FILE/Environmental%20Guide%20for%20Wildlife%20Mitigation%20Final%202015%20-%20ENGLISH.pdf)

DOT NB Environmental Management Manual

<https://www2.gnb.ca/content/dam/gnb/Departments/trans/pdf/en/RoadsHighways/EnvironmentalManagementManual.pdf>

Guelph, Ontario, Natural Heritage Strategy

<https://guelph.ca/plans-and-strategies/natural-heritage-strategy/>



# Municipality of the District of Lunenburg

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## REQUEST FOR A DECISION

**REPORT TO:** Policy and Strategy Committee  
**SUBMITTED BY:** Elana Wentzell, CPA, CMA  
**DATE:** October 16, 2018  
**RE:** Elimination of Non-Taxable Allowance for Elected Officials  
**ORIGIN:** Staff

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### RECOMMENDATION

It is recommended that the Policy and Strategy Committee recommend that Council approve the proposed salary increases for elected officials as per the enclosed proposal.

### EXECUTIVE SUMMARY

The non-taxable allowance for elected officials (1/3 of total remuneration) will be eliminated on January 1, 2019. Staff are proposing to adjust Council wages to counteract the effect of this change, ensuring that Council receives similar net pay.

### BACKGROUND

The Federal Government has passed legislation (Bill C 44) that eliminates the 1/3 non-taxable allowance paid to elected officials effective January 1, 2019. All remuneration will become taxable at that time.

Some Municipal units have decided to adjust Council remuneration as a result of this legislation, some have not, and some are undecided.

The NSFMM has sent a letter of objection to the Federal Minister of Finance. It appears that this legislation will proceed regardless.

### ALTERNATIVES

There are several alternatives available to Council:



1. Increase Council wages by an amount to keep net pay the same as outlined in the attached proposal;
2. Increase Council wages by another amount;
3. Make no changes to Council wages.

### **BUDGET IMPLICATIONS**

The annual effect of the proposed change is \$43,420. Council placed \$10,000 in the current year budget as a placeholder in case a decision was made to make the proposed adjustment.

### **CONCLUSION**

Staff have given Council one option for an increase to wages based on a Claim code of \$0 and no additional Federal tax. As everyone's personal tax situation is different, multiple scenarios could have been calculated. However, looking at the position only, Staff chose an option that they felt best reflected the nature of a Council position.

Department: Finance and Administration

Report Prepared By: Elana Wentzell

Date October 2, 2018

Report Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_

**Net Pay Examples for Elected Officials with Elimination of Non-Taxable Allowance  
(based on April 1/18 earnings)**

	Example of Current Salary						Example with Elimination of non-taxable allowance							Annual Remuneration	
	Bi-weekly taxable	Bi-weekly non-taxable	Total gross	Income tax deduction <sup>1</sup>	CPP deduction	Net Pay	Total gross	Income tax deduction <sup>1</sup>	CPP deduction	Net Pay	Difference in net pay	Bi-weekly Amount required to maintain current net pay	total for fiscal year	Current Salary	Proposed Salary
Mayor	1,227.24	613.54	1,840.78	277.68	54.09	1,509.01	1,840.78	456.88	84.46	1,299.44	(209.57)	350.00	9,100	47,860	56,960
Deputy Mayor	859.00	429.50	1,288.50	188.93	35.86	1,063.71	1,288.50	295.30	57.12	936.08	(127.63)	195.00	5,070	33,501	38,571
Councillor	643.85	321.89	965.74	140.28	25.21	800.25	965.74	213.07	41.14	711.53	(88.72)	125.00	3,250	25,109	28,359

**Total additional remuneration for full council, based on maximum tax and CPP: 43,420**

Budget estimate - 3 months 10,855

<sup>1</sup> Not reflective of personal income tax situations - based on claim code 0 and \$0 extra tax deduction



# Municipality of the District of Lunenburg

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## REQUEST FOR DECISION

**REPORT TO:** Policy & Strategy Committee

**SUBMITTED BY:** Sherry Conrad, Municipal Clerk

**DATE:** October 10, 2018

**RE:** Proposed Amendments to Policy MDL-03 Council Members' Remuneration and Expenses

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### RECOMMENDATION

"that the Policy & Strategy Committee recommends to Council that Municipal Council approve the amendments to Policy MDL-03 "Council Members' Remuneration and Expenses" as presented; and, hereby gives seven (7) days' notice that Council will be considering approving the amendments to the Policy at the October 23, 2018 Council meeting

### EXECUTIVE SUMMARY

The Province of Nova Scotia amended Sections 23 and 65 of the *Municipal Government Act* in regard to the reporting of expenses. As a result of these amendments, Council will need to amend Policy MDL-03 Council Members' Remuneration and Expenses and create a new hospitality policy to adhere to these requirements.

### BACKGROUND

Currently, MODL has Policy MDL-03 Council Members' Remuneration and Expenses Policy. This policy addresses Council's remuneration and expenses but does not deal with hospitality expenses as required by the *Municipal Government Act*.

### DISCUSSION

#### Amendments to the *Municipal Government Act*

The amendments to Section 23 of the *Municipal Government Act* were that Subsection 23(3) was repealed and replaced with the following subsections:

- (3) Each municipality shall adopt an expense policy and a hospitality policy.
- (4) An expense policy must:
  - (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;
  - (b) identify the persons who have signing authority to authorize reimbursement of an expense;
  - (c) where applicable, set out rules respecting the use of corporate credit cards;
  - (d) apply to every reportable individual in the municipality; and

- (e) comply with regulations.
- (5) A hospitality policy must:
  - (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;
  - (b) establish the approval process for authorizing hospitality expenses;
  - (c) establish the scope and applicability of the policy; and
  - (d) comply with the regulations.
- (6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.
- (7) By the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

As a note, the definition of a "reportable individual in the municipality" is the mayor or warden, councillor, CAO, including an employee of the municipality delegated any of the responsibilities or powers of the chief administrative officer pursuant to clause 29(b) or a position prescribed by regulations.

The amendment to Section 65 was the creation of a new Section 65A which requires:

- (1) A municipality shall prepare an expense report for each reportable individual within 90 days of the end of each fiscal quarter.
- (2) An expense report must: (a) be posted on a publicly available website for the municipality; and (b) comply with the regulations.
- (3) A municipality shall prepare a hospitality expense report within 90 days of the end of each fiscal quarter.
- (4) A hospitality expense report must: (a) comply with the hospitality policy of the municipality; (b) be posted on a publicly available website for the municipality; and (c) comply with the regulations.
- (5) A municipality shall prepare an annual summary report that complies with any requirements prescribed by the Minister.
- (6) A municipality shall file the annual summary report with the Minister by September 30<sup>th</sup> of each year.

#### Proposed Amendments to Policy MDL-03

- 1) Sections 1.1, 1.2, and 1.3 - deleting the text "in the Annual Budget Approval per schedule A, of which one third will be a tax free allowance for expenses incidental to the discharge of the position's duties. *This amendment was made because of the CRA changes with regard to the tax-free allowance. Allows Council to approve the salary by motion.*
- 2) Section 2.1 – delete the second paragraph as it refers to the 1/3 officer's allowance.
- 3) Section 2.4 – delete text and add new text to reflect Provincial Rate.
- 4) Section 3.1 – delete the second paragraph as it refers to the 1/3 officer's allowance.
- 5) Section 3.2 – add text to identify how expense claims will be submitted and recorded if made by a corporate credit card. The Municipality has a separate Credit Card Policy, MDL-46.
- 6) Renumber existing section 3.3 to 3.4 and add new Section 3.3 listing the ineligible expenses.
- 7) Add wording to renumbered section 3.4 clarifying authorization for payment of expenses.
- 8) Renumber existing Section 5 to Section 7 and add a new Section 5 and 6.
- 9) New Section 5 - Reporting of Expenses
- 10) New Section 6 - Review of Policy
- 11) Delete Schedule A

## BUDGET IMPLICATIONS

None

## STRATEGIC PLAN

N/A

## WORK PLAN

Staff time to track the expenses for publication on the website and preparing and sending the annual summary report to the Minister.

## ALTERNATIVES

The policies have to be amended and prepared to address the changes in the *Municipal Government Act*. The only alternative would be to have the expense and hospitality combined into one policy.

## CONCLUSION

The amendments to the *Municipal Government Act* must be adhered to by municipalities and policies requiring same put into place. Staff is recommending that Policy MDL-03 Council Members' Remuneration and Expenses be amended to reflect the requirements of the amendments regarding expenses and that a separate new hospitality policy be created. Attached to this report are the proposed amendments to Policy MDL-03 that reflect the required changes for Council's consideration.

Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: Oct. 10, 2018

Report Approved By: Trudy Payne, Acting Deputy CAO

Date: Oct. 11, 2018

Reviewed By CAO: Kevin Malloy, CAO

Date: Oct. 11, 2018

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**

**POLICY**

Title: <b>Council Members' Remuneration and Expenses</b>	
Policy No. <b>MDL-03</b>	
Effective Date: May 10, 2011	Amended Date:

**1.0 REMUNERATION**

**1.1 Mayor – MGA Section 23(1)(d)(i)**

The annual remuneration to be paid to the Mayor shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax-free allowance for expenses incidental to the discharge of the Mayor's duties.~~

**1.2 Deputy Mayor – MGA Section 23(1)(d)(ii)**

The annual remuneration to be paid to the Deputy Mayor shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax-free allowance for expenses incidental to the discharge of the Deputy Mayor's duties.~~

**1.3 Councillors – MGA Section 23(1)(d)(iii)**

The annual remuneration to be paid to Councillors shall be as approved by motion of Council ~~in the Annual Budget Approval per Schedule A, of which one third will be a tax-free allowance for expenses incidental to the discharge.~~

**2.0 TRAVEL EXPENSES WHILE ON MUNICIPAL BUSINESS**

**2.1 Annual Budget**

Council shall establish an annual Travel Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon experience and available budget. Each member of Council, including the Mayor and Deputy Mayor, shall be accountable for the usage of this funding and make travel decisions based upon their individual budget available.

~~Councillors, the Mayor and the Deputy Mayor are considered, through their 1/3 officers allowance, to have been compensated for travel to community events and any committee or board meeting that is non-Council or Committee of Council related, or for which they have not been appointed by Council and for which they may choose to attend.~~

## 2.2 Eligible Travel Expenses

Councillors, the Mayor and Deputy Mayor who utilize their personal vehicles on travel assignments, which shall include:

- Attendance at a meeting of the Council or a Committee or Board of Council or a Committee or Board in which an appointment of a Councillor, Mayor or Deputy Mayor has been made by Council;
- Council business outside of their District but within Lunenburg County;
- Council business outside of Lunenburg County but within Nova Scotia as approved by the Mayor; or,
- Council business outside of Nova Scotia, as approved by the Council.

## 2.3 Non-Local Travel

If travel to an event involves choice between vehicle travel and air or some other form of travel, the Councillor will be reimbursed for the lowest cost option, regardless of the option they have used.

All forms of transportation will be economy class.

If an elected official, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

## 2.4 Mileage Rate

The rate per kilometer as a travelling allowance for all elected officials shall be approved ~~by motion of Council as per Schedule "A"~~ at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.

## 3.0 EXPENSES – MGA, Section 23(3)

### 3.1 Annual Expense Budget

Council shall establish an annual Expense Budget for each Council Member, including the Mayor and Deputy Mayor. This amount shall be established based upon past experience and available budget. Each member of Council shall be accountable for the usage of this funding and make expense decisions based upon their individual budget available.

~~Councillors, including the Mayor and Deputy Mayor, are considered, through their 1/3 officers allowance to have been compensated for expenses incurred related to community events and any committee or board meeting that is non-Council or~~

~~Committee of Council related, or for which they have not been appointed by Council, and for which they may choose to attend.~~

### 3.2 Eligible Expenses

Council members, including the Mayor and Deputy Mayor, are entitled to reimbursement of expenses incurred which are incidental to the discharge of their duties, which shall include:

- Attending Council or a Committee or Board of Council meeting or other Council business within Lunenburg County.
- Council business outside Lunenburg County but within Nova Scotia as approved by the Mayor.
- Council business outside of the Province of Nova Scotia as approved by Council.

Expenses eligible for reimbursement include:

- Meals
- Accommodations for business outside of the Municipality.
- Registration fees for conferences, seminars or courses, which are incidental to or facilitate the discharge of a Council member's duties or Council business.

Seminars, courses and conferences shall meet the following criteria in order for reimbursement of expenses associated with the same:

- Request must be made in writing. The Councillor, Mayor or Deputy Mayor must provide a written brief outlining the benefits of the course, conference or seminar;
- The course, conference or seminar must be related to Municipal Government.
- The course must be completed prior to the next Municipal Election date.
- Budget funds must be sufficient to cover the costs of training.

**UNSM Nova Scotia Federation of Municipalities (NSFM) and Federation of Canadian Municipalities (FCM)** conferences or seminars are eligible for reimbursement.

Councillors who are required to attend more than one meeting a day at a meeting site and choose not to travel from the meeting site to their place of residence in between meetings are eligible for a meal reimbursement. For clarification, lunch time meals (noon) for Council and Committee of the Whole meetings are not eligible for reimbursement.

The Mayor, Deputy Mayor or Councillor whose eligible expenses are expensed on one individual corporate credit card must not be claimed by the Council member separately but will be expensed to their individual account.



### 3.3 Ineligible Expenses

- Personal expenses including, but not limited to, movies, other entertainment, personal calls, personal products, travel cost not related to the event and alcoholic beverages.
- Expenses for a spouse/partner

### 3.3 3.4 Expense Claim Procedure

Expenses shall be reimbursed in accordance with the Personnel Policy, Policy MDL-51, including claim forms and limits. For further clarification, expenses incurred and submitted for payment by the Mayor, Deputy Mayor or a Councillor shall be authorized for payment by the Chief Administrative Officer. Expenses incurred and submitted by the Chief Administrative Officer shall be authorized for payment by the Mayor or Deputy Mayor in the Mayor's absence.

## 4.0 OTHER EXPENSES

The Mayor and Deputy Mayor shall be provided with a Municipally-owned Electronic Device (i.e. BlackBerry, I-Phone, Smart Phone) during his or her term as Mayor and/or Deputy Mayor. The Municipality will absorb the capital and operating expense of the Electronic Device (i.e. BlackBerry, I-Phone, Smart Phone). If the Mayor or Deputy Mayor chooses to have a personal Electronic Device (i.e. BlackBerry, I-Phone, Smart Phone) and use it for municipal purposes, the Municipality will reimburse them an amount equivalent to the rate the Municipality would incur if the Electronic Device (i.e. BlackBerry, I-Phone, Smart Phone) were municipally owned.

## 5.0 REPORTING OF EXPENSES

An expense report, which includes remuneration for the Mayor, Deputy and Councillors, and expenses incurred by the Mayor, Deputy Mayor, a Councillor and the Chief Administrative Officer must be prepared within 90 days of the end of each fiscal quarter and shall be posted on the Municipal website quarterly.

An annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30<sup>th</sup> of each year.

## 6.0 REVIEW OF POLICY

Council shall review this policy by January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act* and make a motion to re-adopt the policy or amend the policy.

**57.0 REPEAL OF POLICY MDL-03 – REMUNERATION, EFFECTIVE NOVEMBER 6, 2008**

Policy MDL-03, Remuneration, effective November 6, 2008, is hereby repealed.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council Members off Intent Repeal and Consider	<u>April 27, 2011</u>
Date of Adoption	<u>May 10, 2011</u>
Date of Notice to Council Members of intent to consider amendments	
Date of Passage of Amendments	
I certify that this MDL-03 "Council Members' <i>Remuneration and Expenses</i> " policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

**SCHEDULE "A"**

~~1) Annual Councillor's Remuneration (November 2008)~~

<del>_____ Councillor</del>	<del>*\$21,489.00</del>
<del>_____ Deputy Mayor</del>	<del>*\$28,672.00</del>
<del>_____ Mayor</del>	<del>*\$40,960.00</del>

~~\*Remuneration includes tax free expenses and is adjusted accordingly for CPI~~

~~2) Travel Allowance 44 cents per kilometer~~



# Municipality of the District of Lunenburg

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## *REQUEST FOR DECISION*

**REPORT TO:** Policy and Strategy Committee  
**SUBMITTED BY:** Tissy Bolivar  
Acting Director of Recreation Services

**DATE:** October 16th, 2018  
**RE:** Municipal Grant Criteria Review

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### **RECOMMENDATION**

That the Policy and Strategy committee recommends to Council that Municipal Council approves the proposed amendments to Policy MDL-43 Community Grants Program/Sponsorship Request as presented; and, hereby gives seven (7) days' notice that Council will be considering approving the amendments to the Policy at the October 23, 2018 Council Meeting.

### **EXECUTIVE SUMMARY**

The Municipality has several grants for community groups to assist with the operations of their organization, through the Recreation Department and Economic Development. Each grant has varying criteria, including the amount they are eligible to apply for, how the grants are approved, and the scope of work.

At the July 3, 2018 Council meeting, Municipal Council requested staff to review the criteria of the National/Provincial Event Grant to include a ceiling amount which an organization can apply for, and to work in conjunction with the Economic Development department to ensure there is no duplication in grant criteria.

After consultation between the two departments, the attached recommendations have been suggested for the National/Provincial Event Grant and Events Promotion Grant.

### **DISCUSSION**

The Events Promotion Grant is intended for new, large scale, one-off events that increase the economic impact and attract new visitors to our communities. Applicants are eligible for up to one third (1/3) of the total cost of the events cost to a maximum of \$20,000.

The National/Provincial Event Grant is intended for Nationally/Provincially recognized events that will attract participants from beyond the District. Applicants are eligible for up to one third (1/3) of the total cost of the event costs.

We recommend making the attached amendments to the grant criteria, to better align with the goals of the Municipality.

**BUDGET IMPLICATIONS**

There are no budget implications to the proposed amendments to the grant criteria.

**ALTERNATIVES**

1. Not to revise the criteria, as presented.

**CONCLUSION**

As per Council's request, staff have reviewed the grant criteria to make appropriate recommendations for amending the criteria based on the goals of the Municipality and to ensure there are clear guidelines for applicants who are seeking funding for events in the District.

A housekeeping amendment is also being proposed to Schedules E, F, J K, L & N. The housekeeping amendment is to change the reference of the Audit and Finance Committee to Finance Committee.

Department: Recreation	
Report Prepared By: Tissy Bolivar Acting Director of Recreation Services	Date: October 9, 2018
Report Approved By: _____	Date _____
Reviewed By CAO: _____	Date _____

## Municipality of the District of Lunenburg POLICY

Title: <b>Community Grants Program/Sponsorship Request</b>	
Policy No. <b>MDL-43</b>	
Effective Date: June 10, 2008, February 10, 2016	Amended Date: Sept. 9/08, Oct. 9/08, Jan 13/09, Nov. 10/09, April 13/10, April 9/13, Sept. 23/14, Sept. 22/15, Jan. 26/16, July 25/17

1. This policy is entitled "Community Grants Program/Sponsorship Request" and applies to Members of Municipal Council and Municipal staff. (amended Sept. 23, 2014)
  
2. **Purpose**
  - 2.1 The purpose of this Policy is to establish equitable guidelines for Council Members and Municipal Staff for the distribution of funds to not-for-profit and charitable organizations in the community.
  
  - 2.2 The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.
  
3. **Authority**  
 Authority is provided under *Section 65, Municipal Government Act*, as amended.
  
4. **Eligibility**  
 The following types of organizations are eligible for funding:
  - 4.1 Charitable organizations (e.g. foundations and charities);
  
  - 4.2 Global community service organizations ( e.g. VON, United Way);
  
  - 4.3 Membership based not-for-profit organizations that have a junior program (e.g. sport clubs, associations). Programs or capital projects that benefit an organization's junior program may be supported through the grant program; (amended Sept. 23, 2014)
  
  - 4.4 Community based organizations (e.g. community halls, sport groups, recreation groups, social groups).
  
  - 4.5 Any funding requests from community groups who have management agreements with the Municipality and any adjacent municipal units requesting funding to support their municipally owned recreation facilities will be processed through the budget and not through the grant policy. (amended Sept. 23, 2014)
  
5. **Grant Categories**
  - 5.1 **Annual Operating** - See *Schedule A* for criteria  
 To provide assistance for annual operating costs. (amended Sept. 23, 2014)
  
  - 5.2 **Community Recreation Program** - See *Schedule B* for criteria

To provide assistance for the delivery of a new or expanded cultural, social, heritage and/or recreation program.

- 5.3 **Major Recreation Capital** – See *Schedule C* for criteria  
To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility and/or equipment for capital projects \$10,000 or more. (amended Sept. 23, 2014)
- 5.4 **Community Recreation Capital** – See *Schedule D* for criteria  
To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility and/or equipment for projects under \$10,000. (amended Sept. 23, 2014)
- 5.5 **National/Provincial Community Event** – See *Schedule E* for criteria  
To provide assistance for the hosting and/or the delivery of a National or Provincial event. (amended Sept. 23, 2014)
- 5.6 **Canada Day** – See *Schedule F* for criteria  
To provide assistance for the hosting of a community celebration on July 1<sup>st</sup> that recognizes Canada Day. (amended Sept. 23, 2014)
- 5.7 **Youth Travel** – See *Schedule G* for criteria  
To provide assistance to individuals, teams or groups of youth travelling to national competitions in sport or cultural events. (amended April 13, 2010, Sept. 23, 2014)
- 5.8 **Pro Kids Program** – See *Schedule H* for criteria  
To provide assistance to individuals, who reside in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport or cultural activities. (amended Sept. 23, 2014)
- 5.9 **Community Economic Development** – See *Schedule I* for criteria  
To provide assistance for the development of projects, events or initiatives that promote the area and foster community economic growth. (amended April 9, 2013, Sept. 23, 2014)
- 5.10 **Sponsorship Ad/Donation of Prizes Requests** – See *Schedule J* for criteria  
To provide assistance for advertising to local, not-for-profit organizations for projects, events, or initiatives that benefit residents of and are within the mandate of the Municipality. (amended Sept. 23, 2014)
- 5.11 **Remembrance Day Grant** – See *Schedule K* for criteria  
To provide assistance for hosting a community event on November 11<sup>th</sup> in recognition of our Veterans and those currently serving our country. (amended Sept. 23, 2014)
- 5.12 **Elite Athlete Travel Grant** – See *Schedule L* for criteria  
To provide assistance to elite athletes in Lunenburg County with their travel when competing at International events. (amended Sept. 23, 2014)
- 5.13 **Leadership Training Grant** – See *Schedule M* for criteria  
To provide assistance to volunteers seeking training that will continue to expand the programs, services and activities provided by community organizations. (amended Sept. 23, 2014)
- 5.14 **Events Promotion Grant** – See *Schedule N* for criteria  
To provide assistance for event promotions that will see participants and spectators attend from outside the District. (amended July 25, 2017)

## 6. General Information

- 6.1 Municipal Council sets funding limits and annual budget allotments for each grant category.
- 6.2 Applicants shall complete the appropriate Municipal application form and provide the requested documentation.
- 6.3 Application deadlines and expiry periods may apply.
- 6.4 Funding frequency is limited within each grant category.
- 6.5 All applications except for youth travel, P.R.O. Kids, community recreation program, community recreation capital, community economic development, leadership training and events promotion (not to exceed \$2,500) are approved by Council, and applicants will be notified by letter of approval or denial. This letter will state any terms and conditions that apply to the grant approvals, (amended Nov. 10, 2009, Sept. 23, 2014, July 25, 2017)
- 6.6 (amended April 9, 2013 and deleted Sept. 23, 2014)
- 6.7 Applications for youth travel, community recreation program, community recreation capital and leadership training are reviewed and approved by either the Recreation Director or Program Co-coordinator, with notification to all Councillors. Applications for community economic development and events promotion (under \$2,500) are reviewed and approved by the Economic Development Officer with notification to all Councillors. [amended Nov. 10/09, April 13/10, Sept. 23, 2014, July 25, 2017]
- 6.8 Applications for sponsorship ad requests are reviewed by staff for mandatory criteria. Only those applications that meet the mandatory criteria, as outlined in *Schedule J*, shall be forwarded to the Audit and Finance Committee for approval, within the allotted budget. Requests for \$100 or less are approved at the staff level [amended April 9/13, Sept. 23/14, Jan. 26/16].
- 6.9 Applications for P.R.O. Kids are reviewed by the P.R.O. Kids Administrator or alternate. (Amended Sept. 23, 2014)
- 6.10 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 6.11 A financial statement and pertinent documentation must be filed with the Municipality following the completion of the project.
- 6.12 The Municipality reserves the right to deny any application deemed not within its mandate.
- 6.13 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 6.14 The following are the evaluation criteria that will be applied when reviewing grant applications:
  - A. Project/program fits within the mandate (vision/mission) of the Municipality.
  - B. Organization is a not-for-profit group.
  - C. Program, event, facility is for a public community purpose.
  - D. A financial need is demonstrated.
  - E. The organization is sourcing other funding partners.
  - F. The grant proposal is economically viable.

- G. The project/program brings value to the residents of the Municipality.
- H. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
- I. The facility, program, event provides a good return on investment. The application has demonstrated that they will recognize the Municipality's contribution.
- J. The organization has demonstrated long-term sustainability.
- K. The applicant has demonstrated its own commitment to the project (i.e. financial, in-kind donations). (amended Sept. 23, 2014)

7. Policies MDL-13, approved October 9, 2001, MDL-14, approved October 9, 2001 and MDL-30, approved December 13, 2005 are hereby repealed and replaced with new Policy MDL-43.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Adoption:	<u>June 10, 2008</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>September 16, 2014</u>
Date of Passage of Amendments:	<u>September 23, 2014</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>September 15, 2015</u>
Date of Passage of Amendments:	<u>September 22, 2015</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>January 19, 2016</u>
Date of Passage of Amendments:	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Consider Amendment:	<u>July 18, 2017</u>
Date of Passage of Amendments:	<u>July 25, 2017</u>
<p>I certify that this "<i>Community Grants Program/Sponsorship Request</i>" was adopted by Council as indicated above.</p>	
_____	_____
Municipal Clerk	Date



## Schedule E

### NATIONAL/PROVINCIAL COMMUNITY EVENT

The Municipality of the District of Lunenburg offers a **National/Provincial Community Event Grant** to assist community organizations in hosting and/or delivery of **National/Provincial Community Events** within or in close proximity to the District.

#### Funding Use

- An event recognized Nationally/Provincially or that will attract participants from beyond the District.

#### Eligibility

- Only not-for-profit organizations are eligible for funding
- Applicants must demonstrate the need for financial assistance
- Council must deem the event to be within its mandate
- Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
- ~~The event must be endorsed by the national/provincial governing organization~~
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event
- Applicants are not eligible to receive additional Municipal funding for the same event.
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

#### Procedures

- A completed, signed application form is required
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Council will determine the number of **National/Provincial Community Events** it will support in a given year
- Applications not to exceed \$1,000 will be approved by the Director of Recreation Services and notification sent to Council.
- Applications greater than \$1,000 will be reviewed by the **Audit and Finance Committee** and a recommendation will be forwarded to Municipal Council for approval (amended Jan. 26/16)
- Applications will be handled on a first come, first serve basis.
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor ( e.g. brochures, programs, advertisements)  
(amended Sept. 23, 2014)

#### Funding

- To be determined by Council but not to exceed one third of the event costs, to a maximum of \$2,000
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget.
- The grant may be issued in advance with sufficient documentation

## **Schedule F** **CANADA DAY**

The Municipality of the District of Lunenburg offers a Canada Day Grant to assist community organizations in the delivery of a Canada Day Celebration.

### Funding Use

- A community celebration that recognizes Canada Day  
(amended Sept. 23, 2014)

### Eligibility

- Must be a not-for-profit organization that serves the residents of the Municipality of the District of Lunenburg
- A public event that contributes to the residents where the need for financial assistance is demonstrated
- Project must be completed within the time line indicated
- Municipality reserves the right to determine the number of Canada Day celebrations it will support throughout the Region

### Procedures

- A completed, signed application form is required
- Applications must be received by March 1, and may be granted annually
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Applications will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Municipal Council for approval (amended Jan. 26/16)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. brochures, programs, advertisements)  
(amended Sept. 23, 2014)

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$1,200.00  
(amended Sept. 22, 2015)
- The grant may be issued in advance with sufficient documentation

**SCHEDULE J**  
**SPONSORSHIP AD REQUESTS/DONATION OF PRIZES** [amended April 9, 2013]

The Municipality of the District of Lunenburg offers support for advertising or fundraising to local, not-for-profit organizations for the promotion of events, programs, or initiatives that are of direct benefit to residents of the Municipality and are within the general mandate of the Municipality as a whole.  
(amended Sept. 23, 2014)

Eligibility

- Any community group that wishes to apply for a Sponsorship Ad or Donation of prizes Request from the Municipality of the District of Lunenburg in an amount greater than \$100.00 shall complete the 'Sponsorship Ad/Donation of Prizes Request Application Form'.
- Requests in amounts of \$100.00 or less shall submit a written request to the Recreation Department in place of the Application Form. An e-mail is acceptable.
- To be successful, an application must meet the mandatory criteria as described in the 'Sponsorship Ad/Donation of Prizes Request Evaluation Form', regardless of the amount requested.
- Applications shall be received throughout the year, and approved as the Sponsorship Ad/Donation of Prizes Request budget allows and upon availability of prizes. Requests shall be approved on a first-come, first-serve basis.
- Organizations shall only be approved for a maximum of \$500.00 per year, which includes a combination of cash and prize value.
- Requests must be received by Staff at least one month prior to the date that funds are required.  
(amended Sept. 23, 2014)

Procedures

- The **Audit and** Finance Committee shall develop the mandatory criteria by which the applications shall be reviewed by staff.
- Upon receipt of an application for a Sponsorship Ad or Donation of Prizes for any amount, the Recreation Director or Program Co-ordinator shall review applications against the mandatory criteria.
- Staff will deny those applications that do not meet the mandatory criteria.
- Staff will approve grants or prize donations under the value of \$100.00.
- All other applications shall be referred to the **Audit and** Finance Committee.
- The **Audit and** Finance Committee has the authority to approve sponsorship ad grants or prize donation requests up to the maximum cash or prize value.
- Once a sponsorship ad request or donation of prize request has been approved, Recreation Staff will arrange for the pickup of either the cheque or prize(s).  
(amended Sept. 23, 2014, Jan. 26, 2016)

## **Schedule K** **REMEMBRANCE DAY**

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to provide assistance for the hosting of a community event on November 11<sup>th</sup> in recognition of our veterans and those currently serving our country.

### Funding Use

- A community celebration on November 11<sup>th</sup> that recognizes Remembrance Day

### Eligibility

- Must be a not-for-profit organization that serves the residents of the Municipality of the District of Lunenburg
- A public event that contributes to the residents where the need for financial assistance is demonstrated
- Project must be completed within the time line indicated
- Municipality reserves the right to determine the number of Remembrance Day events it will support throughout the Region

### Procedures

- A completed, signed application form is required
- Applications must be received by June 1, and may be granted annually
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)
- Applications are approved by the **Audit and** Finance Committee (amended Jan. 26/16)

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$250.00
- The grant may be issued in advance with sufficient documentation  
(amended Sept. 23, 2014)

## **Schedule L** **ELITE ATHLETE TRAVEL**

The Municipality of the District of Lunenburg offers an Elite Athlete Travel Grant to assist individuals, teams or groups with travel expenses when competing at International events. An elite athlete is defined as a person who commits significant time to training and competing in their sport as either an individual or team member, and is recognized by their National Sporting Association as a representative of Canada eligible to compete at the highest level internationally.

### Funding Use

- Funding can be used only towards travel costs (e.g. flight, accommodations, meals)
- Funds cannot be used to attend training
- Funds cannot be used towards travel that occurred before the application was submitted
- Funds cannot be used towards the travel costs for people accompanying the athlete

### Eligibility

- An elite athlete as defined above
- A resident within Lunenburg County
- A member of the National Sporting Association
- Travelling to compete at an International Event
- If an elite athlete is under suspension, sanction or investigation for an anti-doping rule violation they would not be eligible for funding
- Only one application can be submitted per athlete per fiscal year

### Procedures

- A completed, signed application form is required
- Applicants must submit a proposed budget, including total revenues from all sources
- Applicants must include a letter from their National Association confirming the eligibility of the athlete and how the proposed travel and competition will assist their progression through the elite pathway in their sport
- Applications will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Council for approval (amended Jan. 26/16)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. thank you letter)

### Funding

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$2,000
- Copies of receipts will be required to confirm the actual expenditure on travel and accommodations along with a list of revenue sources

(amended Sept. 23, 2014)

## **Schedule N** **EVENTS PROMOTION**

The Municipality of the District of Lunenburg offers an EVENTS PROMOTION GRANT to assist Not for Profit organizations in hosting and/or delivering Events within or in close proximity to the District.

### Grant Purpose:

- The primary purpose of the EVENTS PROMOTION GRANT is to attract new large-scale events to the area that demonstrate a net Economic Impact to the District of Lunenburg.
- Existing Events may apply to the EVENT PROMOTION GRANT but they must demonstrate how the funds will allow the event to expand, increase the economic impact to the area and attract new visitation to the area.

### Funding Use

- An event that will attract participants and spectators from the District and beyond.

### Eligibility

- Only not-for-profit organizations are eligible for funding.
- Events can be within or in close proximity to the District.
- New events must demonstrate true economic impact to the District.
- Existing events must demonstrate how the funds will allow the event to expand, increase the economic impact and attract new visitors.
- Applicants must demonstrate the need for financial assistance.
- Council must deem the event to be within its mandate.
- Applicants must demonstrate that the project contributes to the community and can be completed within the timeline indicated.
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event.
- Applicants must agree to recognize the Municipality of the District of Lunenburg for its contribution (e.g. logo, banner, public announcement, sign).
- Applicants are not eligible to receive additional Municipal funding for the same event.

### Procedures

- A completed, signed application form is required.
- Applicants must submit a proposed program budget, including total revenues from all sources.
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community.
- Applicants will need to include how the event provides economic impact to the District.
- Applications not to exceed \$2,500 will be approved by the Economic Development Officer and notification sent to Council.
- Applications greater than \$2,500 will be reviewed by the **Audit and** Finance Committee and a recommendation will be forwarded to Municipal Council for approval.
- Applications will be handled on a first come first serve basis.

- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. logos, brochures, programs, advertisements).

### Funding

- Applicants are eligible for up to one third (1/3) of the total cost of the project to a maximum of \$20,000.
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget.
- The grant may be issued in advance with sufficient documentation.

(amended July 25, 2017)



**NATIONAL/PROVINCIAL COMMUNITY EVENT GRANT**

**APPLICATION FORM**

Please complete and return to Lunenburg Municipal Recreation Department at least one year prior to event by April 30.

Name of Organization applying

Contact Person

Position

Mailing Address

Business telephone

Home telephone

Email

Website

Event name and date(s)

Geographic location of event and facilities to be used (please use civic address)

Expected number of participants \_\_\_\_\_ and spectators \_\_\_\_\_

Describe the event

Describe the benefits of the event to the local community

Describe any partnership with local organizations



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Attached proposed budget itemizing revenues and expenses.

Municipal funding requested

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**Total Amount Requested**

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The undersigned agree and understand that this event will be open to the general public.

**I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.**

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Name (Print)

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Signed

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Position

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(Chair, Vice Chair, Secretary or Treasurer)

Date

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Mailing Address

---

Telephone

---

E-mail Address (if applicable)

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**\*\* Attach any additional supportive information\*\***

Return to: Lunenburg Municipal Recreation  
210 Aberdeen Rd.  
Bridgewater, NS B4V 4G8

Fax: (902)527-1135

For information: (902) 541-1343 email [recreation@modl.ca](mailto:recreation@modl.ca)



# MUNICIPALITY OF THE DISTRICT OF LUNENBURG

## ***REQUEST FOR DIRECTION***

**REPORT TO:** Policy and Strategy Committee  
**SUBMITTED BY:** Trudy Payne, Deputy CAO  
**DATE:** October 9, 2018  
**RE:** Cost Share Agreement – Subdivision Streets  
  
**ORIGIN** Council

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### **RECOMMENDATION**

**that Municipal Council accepts the recommendation of the Policy & Strategy Committee and approves the following prioritized list of roads for the 2019/20 Cost-Sharing Program for Subdivision Streets: Stonehurst, Fort Point, and Pentz.**

### **EXECUTIVE SUMMARY**

The Municipality has received correspondence from Transportation & Infrastructure Renewal (TIR) pertaining to the cost sharing of Subdivision streets for the upcoming fiscal year. In the letter it states that “the Department of Transportation and Infrastructure Renewal (TIR) expects to fund, subject to budget approval, the paving, repaving and double chipping of Subdivision streets during the 2019-20 construction season.” They are looking for the Municipality to submit their list of eligible roads that the Municipality will cost share with the Province for the 2019-20 fiscal year, which must be submitted by October 31, 2018.

Following the 2016 Municipal Election, Municipal Council identified making improvements to roads a key priority for the Municipality. A report was submitted at the October 17, 2017 Policy and Strategy Committee meeting which discussed adopting a road policy and

prioritizing roads (attached). As a result, Policy MDL-75 was adopted on October 24, 2017 titled Road Improvement Policy (attached).

At the October 24, 2017 Council meeting, Council also made the following motion:

“that Municipal Council accepts the recommendation of the Policy & Strategy Committee and approves the following prioritized list of roads for the 2018/19 Cost-Sharing Program for Subdivision Streets: Stonehurst, LaHave Area (Fort Point/Pentz) and Dawson Heights.”

Under the section titled Prioritization of Policy MDL-75, it states “priorities for improvement will be set annually by Council based on the following criteria:

- 4.1 road Condition;
- 4.2 usage, as defined by the provincial Paving Priority Point System;
- 4.3 roads prioritized for funding the previous fiscal year where the improvement was not completed;
- 4.4 proximity to other high priority roads, so as to minimize disruption and achieve cost savings;
- 4.5 proximity to other planned road work by other public entities, so as to minimize disruption and achieve cost savings; and,
- 4.6 circumstances where it would be to the Municipality’s benefit for operational, economic development or other reasons.”

In the 2018/19 fiscal year, \$560,000 was budgeted as the Municipality of the District of Lunenburg’s share to pave the bundle of roads that was approved which involved the Stonehurst Bundle. The only road within this bundle TIR agreed to cost share this year was the South Side Road. The Municipality did make a motion to increase the cost sharing percentage up from the regular 50%, in order to progress the paving of the Stonehurst Road and the Tanner Road, which was included in this bundle. However, the Province was unable to commit to the funding required to complete the Stonehurst Bundle this fiscal year.

The tender for the South Side Road was issued in September 2018 by TIR. On October 1, 2018, the Municipality received correspondence from TIR stating the bids received for the South Side Road was about 45% higher than estimated. In the letter received from TIR it stated, “As per section 6.2 of the Cost Share Agreement 2018-015, the Province is required to notify the Municipality in writing of any cost overruns of more than 10% on approved projects for the current fiscal year.” The estimated cost was \$275,000 and the price came in at \$399,000, with MODL’s share now being \$199,500. At the October 2,

2018 Special Council meeting, Council agreed to pay the \$199,500, an additional \$62,000 more than expected. Council did budget \$560,000 for the entire bundle to be completed this year. This means there would be \$360,500 remaining in the road capital budget for 2018-19.

Following the current Policy, the roads that Council would be submitting as their priority for 2019-20 would be the completion of the remaining 2018/19 prioritized roads.

The concept of putting roads in bundles on the surface makes good sense, especially if the Province would agree to cost share the bundle of roads in one given fiscal year. However, this has not been happening. Part of the reasoning behind the bundling of roads was based on the assumption that the Province would indeed pay 50% of the cost to pave the roads in one fiscal year, which would minimize disruption and achieve cost savings. This would then see the next bundle of roads on the priority list being paved the following year.

It is the recommendation of staff for Council to submit roads to the Province on a road by road basis, and not as a bundle. This would enable the Municipality to look at the list of roads that have the greatest need to be paved and submit the road(s) most in need. Based on estimated costs, Council can plan appropriately.

## **BUDGET IMPLICATIONS**

There would be no impact to the 2018-2019 fiscal year. If Council decides to proceed on prioritizing roads based on the condition of the road and using the Provinces Paving Priority Point System, appropriate funding would need to be allocated each year to the capital budget to cover the Municipality's cost share of 50% for paving the road(s), if the Province decides to pave the road(s) and cost-share with the Municipality.

## **STRATEGIC PLAN**

Investing in the improvement of roads in the Municipality was identified as a strategic priority in 2017/18.

## **WORK PROGRAM IMPLICATIONS**

Council will need to look at the list of roads and submit their priorities to TIR for the 2019-20 year and budget appropriately to cover MODL's 50% of the cost.

**ALTERNATIVE**

To not submit any priorities.

**COMMUNICATION CONSIDERATIONS**

Staff will communicate road priorities to NSTIR in advance of the October 31, 2018 deadline. Once TIR identifies which projects have been accepted, MODL will use existing communication channels including the website, Facebook Page, and Municipal Matters to communicate these improvements to MODL citizens.

**CONCLUSION**

A high-quality road network is critical for economic development, tourism, emergency response and quality of life for residents. MODL Council has identified improving roads as a strategic priority. The provincial cost-sharing program for subdivision roads is Council's most direct option for affecting road conditions in the Municipality.

Department: Administration

Report Prepared By: Trudy Payne, Acting Deputy CAO

Report Approved By: \_\_\_\_\_ Date \_\_October 8, 2018

Reviewed By CAO: \_\_\_\_\_ Date \_\_\_\_\_

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Jubille	0.32	Lunenburg West	6.1	4	0	0	2	0	POOR
The Point	0.79	Lun East	4.5	18	2	0	0	0	POOR
Hirtle	0.89	Lun East		26	0	1	0	0	POOR
Charlie Lane	1.20	Lun East	6.3	37	0	0	0	0	POOR
Spruce St	0.75	Lun East	7	21	1	0	0	0	POOR
Darby's Head	0.45	Lun East	4.8	20	0	0	0	0	POOR
Edgemount	0.13	Lun East	6.2	3	0	0	0	0	POOR
Bell Ave	0.25	Lunenburg West	6.6	18	0	0	0	0	POOR
Orphans Home	0.42	Lun East	5.1	18	0	0	0	0	POOR
Stonehurst	1.61	Lun East	5	25	0	0	0	3	POOR
Awalt	0.32	Lun East	6.3	8	0	0	0	0	POOR
Shore DR	1.10	Lunenburg West	5	25	0	0	0	0	POOR
Herring Rock	0.44	Lun East	3.8	10	0	0	0	0	POOR
Pernette Dr	0.30	Lunenburg West	5	4	0	0	0	0	POOR
Century DR	1.45	Lunenburg West	6.2	22	0	0	2	0	POOR
Villa Oaks	0.298	Lun East		6	0	0	0	0	POOR
Pentz	1.38	Lunenburg West	5	28	0	0	0	0	POOR
Robart St	0.27	Lun East		7	0	0	0	0	POOR
Enslow	0.50	Lun East	5.8	16	0	0	0	0	POOR
River	0.16	Lunenburg West	3.2	7	0	0	0	0	POOR
Forest View Dr	0.29	Lunenburg West	6.7	10	0	0	0	0	POOR
Cove	0.44	Lunenburg West	5	13	0	0	0	0	POOR
Old Blue Rocks	0.33	Lun East	4.8	8	0	0	1	0	POOR
Windward Ave	0.84	Lun East	6.5	27	0	0	0	0	POOR
Birch Hill	0.44	Lunenburg West	10	12	0	0	0	0	POOR
Bayview DR	0.17	Lun East	4	7	0	0	0	0	POOR
Delcon Ave	0.33	Lun East	5.8	7	0	0	0	0	POOR
Robar	0.33	Lunenburg West	5	9	0	0	0	0	POOR
Back Harbour	0.09	Lun East	5.3	0	0	0	0	0	POOR
Birch St	0.16	Lun East	6	10	0	1	0	0	POOR
Shore	0.42	Lun East	4.5/3	13	0	0	0	0	POOR

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
St. Peter's Hall	0.32	Lunenburg West	5.1	7	0	0	0	0	POOR
Wiles Lake	1.23	Lunenburg West	5	12	0	2	0	0	POOR
Southside	2.37	Lun East	5	31	0	0	0	0	POOR
Mckeen Point	0.11	Lunenburg West	5.6	2	0	0	0	0	POOR
Fort Point	0.64	Lunenburg West	5.6/4.7	6	0	0	0	0	POOR
Levi Hebb	2.48	Lunenburg West	4.8	20	1	0	0	0	POOR
Dean	0.69	Lunenburg West	6	7	0	0	0	0	POOR
DeLong Ln	0.36	Lun East	6.2/9.8	1	1	0	0	0	P/F
Hospital	1.15	Lun East	5.9/4.9	25	0	0	0	0	F/P
William Hebb	1.96	Lunenburg West	6/5.5	5	0	0	0	0	F/P
Weagle Dr	0.54	Lunenburg West	4.4/3.6	6	0	0	0	0	G/P/F
MacCulloch	0.67	Lun East	6.2	6	1	5	3	0	FAIR
School St	0.97	Lun East		16	1	0	0	0	FAIR
David Wile	0.64	Lunenburg West	6	6	0	0	4	0	FAIR
Harold Whynot	1.80	Lun East	5	33	2	0	2	0	FAIR
Dawson Heights	1.12	Lun East	6.3	27	2	1	0	0	FAIR
St. Augustine	0.13	Lunenburg West	6	5	0	0	0	1	FAIR
Dorey Dr	0.35	Lun East	6	10	0	0	0	0	FAIR
Riverside Heights	0.10	Lunenburg West		7	0	0	0	0	FAIR
Lester Getson	0.56	Lunenburg West	6.5	16	0	0	0	0	FAIR
The Lane	0.29	Lun East	5.5	12	0	0	0	0	FAIR
Oak	0.31	Lun East	5.6	12	0	0	0	0	FAIR
Faulkenham LN	0.28	Lun East	8.3	4	0	0	0	1	FAIR
Freeman Cres	0.37	Lunenburg West	4	12	0	0	0	0	FAIR
Church	0.25	Lunenburg West	5	4	0	0	0	1	FAIR
Hillside Dr	0.27	Lunenburg West	6.5	10	0	0	0	0	FAIR
Pearl ST	0.23	Lunenburg West	5.1	6	1	0	0	0	FAIR
Spidle	0.27	Lun East	5.2	7	0	0	0	0	FAIR
Ridgeview Dr	0.20	Lun East	7.4	7	0	0	0	0	FAIR
Garden View	0.06	Lunenburg West	3	2	0	0	0	0	FAIR
Forest Dr	0.33	Lunenburg West	10.8	12	0	0	0	0	FAIR

Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Beech St	0.16	Lun East	6	7	0	0	0	0	FAIR
Whitman	0.13	Lunenburg West	4	4	0	0	0	0	FAIR
Joudrey Ave	0.33	Lun East	8.8	8	0	0	0	0	FAIR
Pilgrim Dr	0.18	Lunenburg West		4	0	0	0	0	FAIR
Bolivar Dr	0.45	Lun East	5	14	0	0	0	0	FAIR
Naugler's Div	0.20	Lun East	4.5	4	0	0	0	0	FAIR
Conrad	0.76	Lun East	4.8	14	0	0	0	0	FAIR
Mines 1 South	0.20	Lunenburg West		5	0	0	0	0	FAIR
Div 5	0.13	Lunenburg West	5	5	0	0	0	0	FAIR
Kaulback	0.09	Lun East	4.2	3	0	0	0	0	FAIR
Gail Ave	1.15	Lunenburg West	0.82/0.33	19	0	0	0	0	FAIR
Darius Wile	0.50	Lunenburg West	5	8	0	0	0	0	FAIR
Sea Fox	0.56	Lunenburg West	6	10	0	0	0	0	FAIR
Lakeview Haven	0.63	Lunenburg West	5	10	0	0	0	0	FAIR
Riverview Dr	0.18	Lunenburg West		3	0	0	0	0	FAIR
Harlow	0.33	Lunenburg West	4	5	0	0	0	0	FAIR
Old Mill	0.25	Lunenburg West	3.1	4	0	0	0	0	FAIR
Mercer Ave	0.20	Lun East	6	3	0	0	0	0	FAIR
Anglican Church Rd	0.24	Lun East		1	0	0	0	1	FAIR
Lohnes Dr	0.23	Lun East	5.5	3	0	0	0	0	FAIR
Shoreline Dr	0.49	Lun East	4.6	6	0	0	0	0	FAIR
Post	0.41	Lunenburg West	6.2	5	0	0	0	0	FAIR
Mill St	0.11	Lun East	5.6	1	0	0	0	0	FAIR
School House	0.82	Lunenburg West	3.5	6	0	0	0	0	FAIR
Tanner	0.22	Lun East		2	0	0	0	0	FAIR
Pulp Mill	0.54	Lun East	6.2	3	0	0	0	0	FAIR
Westside Dr	0.49	Lunenburg West	5.5	4	0	0	0	0	FAIR
Old Tk 3	0.77	Lun East	5	3	0	0	0	0	FAIR
Chesley Ln	0.32	Lun East	4.99	0	0	0	0	0	FAIR
Ross St	0.1	Lun East	8.8	0	0	0	0	0	FAIR
Conrad Div	0.08	Lun East		0	0	0	0	0	FAIR



Road Name	Total Road Length	Constituency	Road Width (Avg.)	Number of Houses	Number of Small Businesses	Number of Medium Businesses	Number of Large Businesses	Number of Churches	Existing Condition
Burma Rd	0.09	Lun East	3	0	0	0	0	0	FAIR
Zwicker Mill	0.75	Lun East	5.7/6.5	15	2	0	0	0	GOOD
Blue Rocks Rd	0.905	Lun East		16	0	0	0	0	GOOD
Glendale Ave	1.17	Lunenburg West	6.2/9	29	0	0	0	0	Good
Back Harbour	0.12	Lun East	4.2	0	0	0	0	0	GOOD
Northwind	0.62	Lunenburg West	6	21	0	0	0	0	GOOD
Catidian	1.49	Lunenburg West		51	0	0	0	0	GOOD
Cross	0.52	Lunenburg West		9	0	0	0	0	GOOD
Owen	0.14	Lunenburg West	6.2	6	0	0	0	0	Good
Varner	0.47	Lun East	6.9/6.6	19	1	3	0	0	GOOD
Bluenose	0.72	Lunenburg West		21	0	0	0	0	GOOD
Naugler 2	4.75	Lun East	5.5	39	1	0	0	0	GOOD
Fire Hall	0.20	Lun East	5.5	5	0	0	0	0	GOOD
Rye Hill	0.37	Lun East	5.5	9	0	0	0	0	GOOD
Karen Dr	0.14	Lunenburg West	6.8	6	0	0	0	0	Good
Harris	0.14	Lunenburg West	6.2	6	0	0	0	0	Good
Genevieve	0.14	Lunenburg West	7.1	5	0	0	0	0	Good
John Arnold Ave	0.90	Lunenburg West	6.4/9	17	0	0	0	0	Good
Silver Point 1	1.9	Lun East	5.6	25	0	0	0	0	GOOD
Heckmans Island	5.42	Lun East	5.6/5	43	0	0	0	0	GOOD
Monk Point	1.07	Lun East	4.8	7	0	0	1	0	GOOD
Olive Dr	0.14	Lunenburg West	7.2	2	0	0	0	0	Good
Blue Jacket	0.07	Lunenburg West	6	1	0	0	0	0	GOOD
Pine Grove	6.9	Lun East		0	0	0	5	0	GOOD



## Municipality of the District of Lunenburg

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### MEMORANDUM

TO: Policy & Strategy Committee  
Chair & Committee Members

FROM: Kevin Malloy, CPA CA, Chief Administrative Officer

DATE: October 9, 2018

RE: **Referrals to Policy & Strategy Committee**

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Please be advised that, Municipal Council, in session on Tuesday, October 9, 2018, made the following motions:

1. **“that Municipal Council refer to the Policy & Strategy Committee the matter of writing a letter to the Department of Environment to report a property that has a straight pipe going into a body of water and is being sold.”**
2. **“that Municipal Council refer the request from GoRural Transportation Network for Council’s assistance in determining the best business model for a project and to use the resources of our Grant Coordinator to investigate funding programs to the Policy & Strategy Committee for further discussion and recommendation to Council.”**

A handwritten signature in black ink, appearing to be "KM" followed by a stylized flourish.

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Kevin Malloy, CPA CA  
Chief Administrative Officer



Rural Public Transit for all is a core component of a sustainable community. GoRural Transportation Network proposes a Transit Solution built on traditional values and modern technology

# Rural Transit Solution

Transportation as a Service

Darren Nauss & Steve Lumb  
GoRural Transportation Network

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## Rural Transit Solution – Transportation as a Service (TaaS)

### Lunenburg County Pilot Proposal

#### Benefits of Public Transit

*“Transportation is a core component of a sustainable community”*

#### Economic Growth

- Increases access to employment opportunities
- Promotes local retail spending
- Offers a more affordable alternative for getting to work and/or education/training programs
- Provides jobs for those operating the system
- Reduces cost of delivering social services by municipal Community Services Departments; as clients can now use transit rather than relying solely on Department funded taxi services to get around

#### Social Well-Being

- Access social services
- Visit family members and friends
- Conduct shopping
- Engage in recreation, leisure and entertainment activities
  - Social outings
  - Farmers markets
  - Swimming pool
  - Provincial Park
  - The beach
- Provide “a vital lifeline” for a community.
- Access child and adult day care programs
- Connect to other forms of transportation

#### Healthcare

According to the American Public Health Association:

- “Research increasingly indicates that current transportation investments can have a profound impact on public health for the poor, the elderly, people with disabilities and other vulnerable populations... The public health community is strongly supportive of transportation investments that support the growth and establishment of health and equity in all communities...”

Being able to attend appointments is critical to

- Preventing health problems
- Managing health conditions effectively
- Avoiding relapses following treatment

It has been demonstrated that those with access to transportation are more likely to attend health appointments than those without access, and that missing a trip for routine care or preventive services



can often result in a medical trip that is more costly than the trip that was missed, including emergency transfer and hospitalization

Accessing social and recreational programs not only offers increased opportunities for physical activity but also for social interaction, further reducing the likelihood of social isolation and negative mental health.

People who have increased mobility are more likely to be able to live independent, healthier lives as a result.

### Environmental

- Reduces the number of vehicles on the roads
- Reduces greenhouse gas emissions
- Promotes multimodal mobility - walking, biking, rolling, etc...

## On-Demand Transportation Network

### Definitions:

- **On-demand** - available when a citizen wants or asks for something
- **On-demand transportation Network** – aka:
  - Demand-responsive service
  - Flexible transport services
  - Demand-responsive transit (DRT)
  - Micro transit
- An advanced, user-oriented form of public transport characterized by flexible routing and scheduling of small/medium sized vehicles operating in shared-ride mode between pick-up and drop-off locations, adjusting to passenger demands
- Systems typically provide a public transport service for areas of low passenger demand, such as rural areas, where a regular bus service would not be viable.

### Rural Transit Solution – Concept

Utilize technology and automation to coordinate a fleet of vehicles and drivers, providing on-demand and reserve Public Transit to citizens.

*“Let me break that down...”*

**Technology and automation** - Cloud and application based computing, which provides dynamic real-time scheduling and routing to effectively and efficiently accommodate public demand

**Fleet of vehicles and drivers** – Private, Public, and Community Assets. (Depending on business model and service area)

**On-demand and reserve Public Transit** - Citizens engage the service through a smartphone, smart device, or by calling a Centralized Dispatch Center



## Rural Transit Solution - Service Scenarios

### Bridgewater Public Transit – Complementary Service

1. Support fixed-route bus pilot by providing a solution for in-town ‘first & last mile’ service gaps

### MODL - Rural Transit Solution

2. A “spoke” to the “hub” of the fixed route/ fixed schedule Bridgewater Public Transit & Maritime Bus Pilots
3. A Rural Transit Solution for Lunenburg County (District of Lunenburg)

## Business Models for Providing Service to all 3 Scenarios

### Model 1: On-demand, non-dedicated fleet of vehicles (Ride Share)

- Contracted vehicles and drivers
  - GoRural Transportation Network Contract Drivers
  - Cooperating Taxi Companies
- Volunteer/Paid vehicles and drivers
  - Community Assets/Associations

### Model 2: On-demand, dedicated fleet of vehicles (Micro Transit)

- Dedicated vehicles and drivers
  - GoRural Transportation Network vehicles & salaried drivers
- Non-dedicated vehicles and drivers to service irregular spikes in demand
  - GoRural Transportation Network Contract Drivers
  - Cooperating Taxi Companies

### Model 1: (Ride Share) Advantages/Disadvantages

Advantages	Disadvantages
Low cost of start up	More drivers to manage
Short start up time	More vehicles to manage
	Greater risk to Quality of Service
	Increased risk of pilot failure
	Issues of scalability

### Model 2: (Micro Transit) Advantages/Disadvantages

Advantages	Disadvantages
Less drivers to manage	High cost of start up
Less vehicles to manage	Long start up time
More efficient use of Assets	
Dedicated salaried drivers	
High Quality of Service	
Decreased risk of pilot failure	
High degree of scalability	

## Benefits of Transit as a Service (TaaS)

### *(Micro Transit, Demand Responsive Transit)*

**Grow Ridership** - Promote use of existing fixed-route services by solving the first and last mile problem.

**Upgrade existing services** - Make legacy community group dial-a-ride and paratransit services on-demand and use vehicles more efficiently.

**Optimize Assets** - Replace underperforming fixed-route service with real-time demand response and use the savings to increase the frequency of fixed-route service in high-demand corridors.

**Aggregation of Riders** - Dynamically routing vehicles that are going from different origins to different destinations in real time — creates operational possibilities that were unimaginable only five years ago

**On-demand and dynamic** - The most successful micro transit services are on-demand — customers get rides when they want them — and fully dynamic, meaning there are no static routes or schedules.

**Data Collection and Actionable Intelligence** - Millions of data points can be generated from even a small service. Deriving actionable intelligence from data sets in real time will create a more efficient service the longer the service is deployed

## TaaS – Micro Transit - Next Steps

1. Pre-pilot service planning and modeling for Lunenburg County
2. Define the service model, determine costing and provide rides according to a service level agreement (SLA)
  - a. SLA is based on the following criteria:
    - Number of vehicles required to achieve a compelling Quality of Service (QoS) (*QoS is measured in terms of pickup and trip times*)
    - Amount riders pay per trip
    - Maximum number of riders in each vehicle
    - Definition of success in terms of:
      - Total ride volume (*ridership*)
      - Service productivity (*passengers/vehicle/hour*)
      - Cost-effectiveness
      - QoS

## TaaS – Ride Share - Next Steps

1. Secure ride share purveyors
  - a. GoRural Transportation Network Contract Drivers
  - b. Cooperating Taxi Companies
2. Establish relationships to provide Paratransit for Pilot

## Our Ask of You

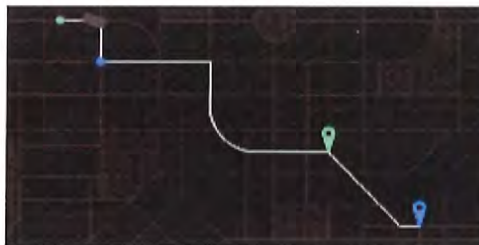
1. Determine best business model for pilot and/or full deployment
2. Investigate and determine funding programs for TaaS business models

Local Public Transportation Plus GoRural Proposal

**TRANSPORTATION MODELS**



**Traditional Taxis**



**On Demand Transportation**





### Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

TO: Chief Administrative Officer  
FROM: Michael Ernst  
DATE: October 8, 2018

1. Agenda Item – Protocol for Communicating District Projects to Councillors

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2. On what agenda do you want the item placed? PSC

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3. Do you have written material to circulate with the agenda? Yes \_\_\_\_\_ No X

If you do, please attach it to this form. If you do not, please explain.

I want to discuss this item without embarrassing any staff member.

(To avoid this I prefer to explain a recent instance in confidence by email or telephone.)

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4. What is its relevance to Council or the committee?

If staff are working on a project in a District, as a courtesy there should be a protocol notifying the Councillor on what actions are being taken.

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5. What outcome(s) are you seeking?

Improved communication between Staff and Municipal Councillors.



Councillor's Signature

Date October 8, 2018

Approval for agenda:

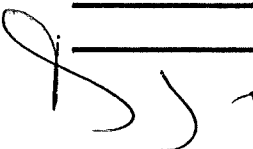
Yes

No

Reason for Denial:

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Mayor or Chair of Committee

Date

Oct 16/18