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Policy & Strategy Committee Meeting Agenda

Tuesday, April 15, 2025 – 9:00 a.m.

MODL Council Chambers, 10 Allée Champlain Drive Cookville NS

1. Call to Order

1.1. Mi'kma'ki Territorial Acknowledgement

2. Announcements, Acknowledgements, Recognition

3. Public Input (15 Minutes)

4. Changes/Approval of Agenda (as circulated)

5. Approval of Minutes – February 18, 2025 and March 18, 2025 (as circulated)

6. Business Arising from Minutes

7. Presentations/Scheduled Times

7.1 Lunenburg County Pride – Pride & Allyship – Kai Skinner 9:15 a.m. 1-3

8. Referral from Committees/Council - Nil

9. Staff Reports

9.1 Administration Department

9.1.1 Neighbourhood Nuisance By-law 050 4-10

9.1.2 Strategic Priorities Work Planning 11-23

9.2 Planning & Development

9.2.1 Recommendation to Dissolve Internal Transportation Committee 24-28

10. Mayor's/Deputy Mayor's/Councillors' Matters - Nil

11. Added Items - Nil

12. In Camera - Nil

13. Adjournment



Pride & Allyship

LAND ACKNOWLEDGEMENT

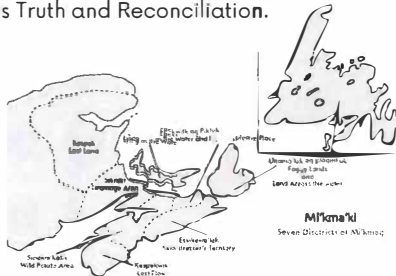
We are doing this learning and event in Sipekne'katik (Seh-bey-gah-nay' gah-deek) one of the seven Mi'kmaq Districts in Mi'kma'ki. This is unceded, unsundered territory of the Mi'kmaq Nation.

This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1725.

We are all responsible under these treaties. I encourage all folks to learn more about their roles as treaty people, and supporting work towards Truth and Reconciliation.

RESOURCE FOR FURTHER LEARNING:

- <https://native-land.ca/>
- <https://nctr.ca/about/history-of-the-trc/truth-and-reconciliation-commission-of-canada/>
- <https://isans.ca/equity-diversity-inclusion/truth-and-reconciliation/>
- <https://plfn.ca/truth-and-reconciliation/>



Map from Native Land Canada
<https://native-land.ca/maps/territories/mikmaq>
A map of the different Districts of Mi'kma'ki named in Mi'kmaq and English.

COMMUNITY RECOGNITION

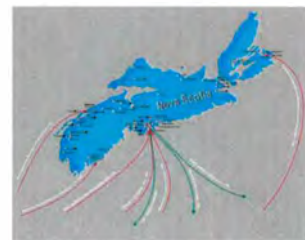
African Nova Scotians have had rich histories, contributions, and legacies in Mi'kma'ki. With over 50 founding African Nova Communities throughout the province.

In many communities, like the one which we are learning in today, African Descendants contributed to infrastructure and economic wealth which they helped build but could not benefit from.

I encourage all folks to learn more how our communities were shaped by these valuable contributions by African Nova Scotians.

RESOURCE FOR FURTHER LEARNING:

- <https://dbdli.ca/resource-materials/times-of-african-nova-scotians-volume-one/>
- <https://bccns.com/our-history/>
- <https://ansa.novascotia.ca/content/resources-and-links>

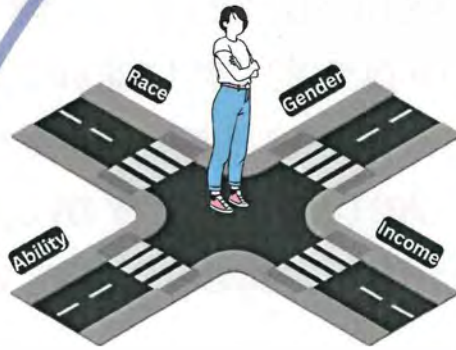


Map from Black Cultural Centre of Nova Scotia
<https://bccns.com/our-history/>
A map of Nova Scotia with arrows showing the Black Migration from Nova Scotia.

Current Climate & Lived Experiences



Intersectionality



Kimberlé Crenshaw

Heinrich-Böll-Stiftung from Berlin, Deutschland, CC BYSA 4.0 <https://creativecommons.org/licenses/by-sa/4.0/>, via Wikimedia Commons

Highlighting Local Issues



Discrimination & Harrassment



Vandalization & Hate Symbols



Safety Planning



Bullying in Schools

Being a good ally



Listen



Challenge
Discrimination



Educate
Yourself and
Others



Advocate
for Equity



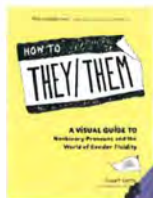
Create Safe
Spaces



Overcoming Barriers to Allyship

Further Learning

Suggested Reading



Suggested Listening



GENDER REVEAL
Gender Reveal is a podcast that features nonbinary, genderqueer, transgender, and queer artists, activists, and educators.



Outward
Expanding the LGBTQ conversation.

Suggested Watching





Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee
Submitted by: Tom MacEwan, CAO
Date: April 15, 2025
Re: Neighbourhood Nuisance Bylaw

Recommendation

“That Policy and Strategy Committee recommends that municipal council approve the proposed Neighbourhood Nuisance By-law, 050 and conduct first reading at the April 22, 2025, Council meeting.”

Executive Summary

This report provides an overview of the provisions for what constitutes a nuisance, by-law exemptions, penalties and enforcement.

Background

In early 2024, Council gave direction to staff to bring forward a Nuisance By-law that would address concerns related to excessive noise during the summer months. Staff were then directed to discuss enforcement with the Police Advisory Board and to engage the forestry industry stakeholders before bringing a revised Bylaw forward for Councils consideration.

Discussion

Authority - Pursuant to section 172(1)(a) of the **Municipal Government Act** (MGA), Council has the general authority to make bylaws respecting the “health, well-being, safety and protection of persons”.

More specifically, section 172(1)(d) of the MGA provides Council with the authority to make bylaws respecting “nuisances, activities and things that, in the opinion of Council, may be or cause nuisances”.

Nuisance - While not defined in the MGA, “nuisance” is generally defined as interference with the use and enjoyment of land belonging to another.

The draft Bylaw prohibits people from engaging in activity that unreasonably disturbs the peace of the neighbourhood and makes it an offence for any person to engage in an activity that unreasonably disturbs the peace of the neighbourhood.

“Neighbourhood” is defined to mean in the same area or nearby including but not limited to the area within sight and/or sound of the subject property and/or the activity.

In considering whether the peace of the neighbourhood has been unreasonably disturbed, the Bylaw provides that in a prosecution for a violation of the Bylaw, evidence that 2 or more residents occupying at least 2 different properties are disturbed by the activity is proof that the activity has unreasonably disturbed the peace of the neighbourhood.

Exemptions - The draft Bylaw provides for a number of exemptions including disturbances caused by emergency vehicles as well as forestry, secondary wood processing, agricultural, and business operations, along with normal farm practices and recreation activities and community events that are taking place in a manner that is appropriate to the nature of the business enterprise, activity or event.

The draft Bylaw defines “appropriate” to mean being reasonable in the circumstances considering the intensity, frequency, duration and timing of the activity.

Penalty - Any person who is convicted of an offence under the Bylaw would be subject to a penalty ranging from \$300 (for the first offence) to \$700 (for a second offence) and \$1000 (for a third or subsequent offence) and, in default of payment, to imprisonment for a period not exceeding 60 days.

Summary Offence Ticket - The draft Bylaw also provides for the designation of the Bylaw under the Summary Offences Ticket Regulations to permit the use of summary offence tickets (SOTs) for prosecuting offences which can permit automatic convictions.

Strategic Focus

The development of a nuisance by-law aligns with Council’s strategic priority “Quality of Life”, by providing a tool for ensuring that residence can peacefully and without undue disturbance use and enjoy their property.

Budget/Financial Implications

There is no budget impacts as existing resources would be used to administer and enforce the by-law.

Climate Change/sustainability

Not applicable

Inclusion Diversity Equity and Accessibility

Not applicable

Strategic Communications

Council has been discussing this matter since 2024 at both Policy and Strategy and at the Police Advisory Board. In addition, engagement with forest industry stakeholders has taken place. This engagement ensures the by-law has met the needs of industry stakeholders and the municipality’s policing agency.

By-laws require a first and second reading, with advertising of when and where Council will be considering the by-law. This is an opportunity for public engagement. If Council wishes to have public engagement outside of this mechanism, then direction would be required.

Work Plan

The by-law will be registered with the Provincial Justice Department, so that summary offence tickets can be issued by the administrator. Calls of complaints will be sent to the appropriate agency for investigation.

Alternative

Council can choose not to conduct first reading and not move forward with the proposed by-law.

Conclusion

Direction from Council was given to staff to investigate options for noise related concerns. The tool available for council is the creation of a by-law, as it is the mechanism that would allow enforcement.

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

Municipality of the District of Lunenburg

By-law Details	
Name	Neighbourhood Nuisance By-law
Number	050
Legislative Authority	Section 172(1)(a) and (d) of the Municipal Government Act
Effective Date	

Title

- 1 This By-Law is entitled the “Neighbourhood Nuisance By-Law”.

Preamble

- 2 Residents of the Municipality of the District of Lunenburg are encouraged to be good neighbours by exercising courtesy, consideration, and tolerance. Anyone that engages in behaviour that does not demonstrate common courtesy or consideration of others and causes frequent or persistent annoyance to the neighbourhood may be in contravention of this By-law.

Authority

- 3 (1) Section 172(1)(a) of the **Municipal Government Act** empowers Municipalities to make by-laws respecting “the health, well-being, safety and protection of persons.”

(2) Section 172(1)(d) of the **Municipal Government Act** empowers Municipalities to make by-laws respecting “nuisances, activities, and things that, in the opinion of Council, may be or may cause nuisances.”

Definitions

- 4 (1) In this By-law, the following means:
 - (a) **Agriculture Operation** has the same meaning as contained in the N.S. Farm Practices Act, 2000. C. 3;
 - (b) **Appropriate** means as being reasonable in the circumstances considering the intensity, frequency, duration, and timing of the activity;
 - (c) **Council** means the Council for the Municipality of the District of Lunenburg;
 - (d) **Forestry Operation** has the same meaning as contained in the N.S. Forests Act, 1989 R.S. c. 179;

- (e) **Municipality** means the Municipality of the District of Lunenburg;
- (f) **Neighborhood** means in the same area or nearby including but not limited to the area within sight and/or sound of the subject property and/or the activity;
- (g) **Normal Farm Practices** has the same meaning as contained in the N.S. Farm Practices Act, 2000. C. 3.
- (h) **Secondary Wood Processing Operations** means transforming primary wood products into semi-finished or finished products encompassing various techniques like sawing, planing, sanding, gluing, and surface finishing as well as assembly.

Prohibitions

- 5 (1) No person will engage in activity that unreasonably disturbs the peace of the neighbourhood.
- (2) Any person who engages in an activity that unreasonably disturbs the peace of the neighborhood is guilty of an offence.
- (3) In a prosecution for a violation of the Bylaw, evidence that 2 or more residents occupying at least 2 different properties are disturbed by the activity is evidence that the activity has unreasonably disturbed the peace of the neighbourhood.

Exemptions

- 6 (1) This By-Law does not apply to:
 - (a) Disturbances that may result from a response to an emergency, including the parking or standing of emergency vehicles by police, fire, or ambulance services while engaged in the discharge of their duties.
 - (b) Forestry operations.
 - (c) Secondary wood processing operations.
 - (d) Agricultural operations.
 - (e) Normal farm practices.
 - (f) Businesses operating lawfully and in a manner that is appropriate to the nature of the business enterprise.

- (g) Recreation activity carried out lawfully and in a manner that is appropriate to the nature of the activity.
- (h) Community events carried out lawfully and in a manner that is appropriate to the nature of the event.

Penalty

- 7 (1) Any person who violates any of the provisions of this By-law may be guilty of an offence and may, on summary conviction, be liable
 - (a) for the first offence to a penalty of not less than \$300 and, in default of payment, to imprisonment for a period not exceeding 60 days;
 - (b) for the second offence to a penalty of \$700 and, in default of payment, to imprisonment for a period not exceeding 60 days;
 - (c) for the third offence or any subsequent offence to a penalty of \$1000 and, in default of payment, to imprisonment for a period not exceeding 60 days.

Summary Offence Ticket

- 8 Municipal Staff will apply to the Governor in Council under the **Summary Proceedings Act**, RSNS 1989, c. 450 as amended, to have the offences under this by-law designated by the Summary Offences Ticket Regulations to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

By-law Adoption	
Effective date of original by-law	
Date of first reading	
Date of advertisement of notice of intent to consider	
Date of second reading	
Date of advertisement of passage of by-law Effective date of the by-law unless otherwise specified in the text of this by-law.	
Date of mailing a certified copy of by-law to Minister	
Date of Ministerial Approval	

I certify that this “Neighbourhood Nuisance By-law 050” was adopted by Municipal Council and published as indicated above.

Signature of Municipal Clerk	Date
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Version	Amendment Description	Approval Date
Original	Neighbourhood Nuisance By-law	

Proposed



The Municipality of the District of Lunenburg Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Alex Dumaresq, Deputy CAO

Date: April 15, 2025

Re: Strategic Priorities Work-planning 2025-26

Recommendation

That the Policy And Strategy Committee direct staff to proceed with the workplan based on the discussion.

Background

Following the 2024 Elections Council engaged in a strategic priority setting exercise and established 5 priority areas, illustrated in the graphic below:

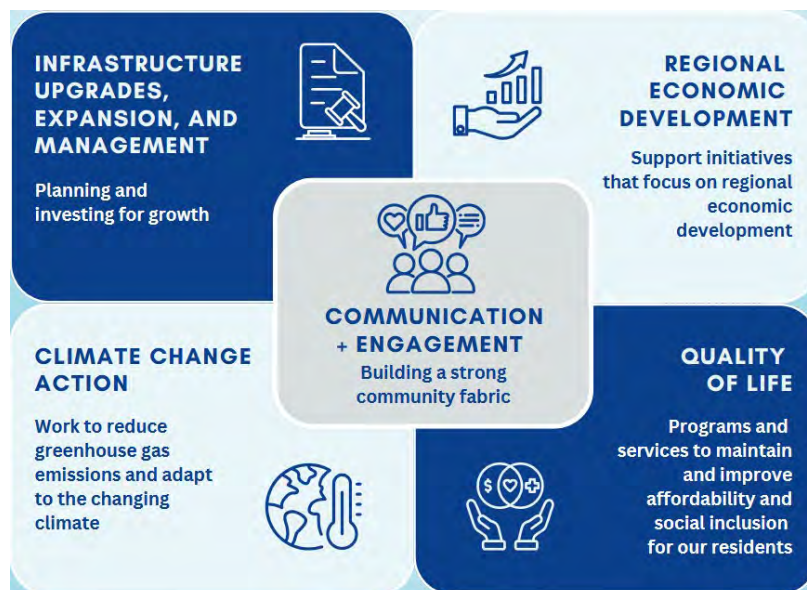


Figure 1: Council's Strategic Priorities

During budget deliberations additional topics for research and analysis were identified. In addition, some work was ongoing or was prompted by community presentations to Council and public input. Direction on adjustments or confirmation of prioritization is being sought from the committee in order to ensure that department workplans reflect council's priorities.

Discussion

Staff have developed a proposed workplan to assist in scheduling internal resources. The project are organized based first on their inclusion and alignment with Council's Strategic Priorities, other factors considered include the length of time required to complete the scope of work, the resources required (and how those resources are needed to achieve competing priorities) and other factors that might impact the timing of the work such as budget cycles, construction seasons and collaboration with other partners.

If Council is in agreement with the proposed prioritization staff will proceed with the scope and timelines as presented.

If there are projects that Council would like to see raised or lowered in the prioritization process, discussion on the individual items should occur at the committee meeting.

Resources for the 2025/26 year have been set via the budget. Increasing the prioritization of an item will necessarily mean extending the timeline for completing other projects assigned to those staff. Follow-up reporting would be required to more completely identify the impacts of increasing a project's ranking.

Strategic Focus

The proposed chart provides clarity to staff and Council on where the resources of the municipality will be focused and in what order, in order to achieve the Strategic Priorities.

Budget/Financial Implications

The proposed workplan is based on the 2025/26 budget.

Climate Change/sustainability

Climate Change has been identified as a Strategic Priority; projects within the chart include initiatives identified in the LCAAP.

Inclusion Diversity equity and Accessibility (IDEA@MODL)

Specific projects address greater social inclusion, in particular items associated with quality of life such as the Housing Strategy and Public Transit. No specific consultation was completed with historically marginalized groups.

Strategic Communications

Public engagement (in person and via Engage.modl.ca) was conducted before Council finalized the strategic priorities.

Work plan

At minimum, semi-annual reporting will be provided to update council on progress, and any required adjustments to timelines.

Alternatives

Staff are seeking input and confirmation from the Committee to ensure that the workplan matches council's preferences.

Conclusion

Council has established an ambitious set of priorities to provide high quality public services and facilities and improve citizens' quality of life and economic opportunities while protecting our natural environment. With the Approval of the 2025/26 budget, staff are seeking direction from council to confirm the workplan for the special projects generated through the priority- and budget-setting process.

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

Rank	Initiative	Scope	Lead Dept	Support depts	Effort	Priority	Rationale	Time to complete (months)	Completion target (FY & Quarter)
1	Comprehensive Land-Use Planning (MODL 2040)	<ul style="list-style-type: none"> •Draft a comprehensive Municipal Planning Strategy and Land-use Bylaw for the entire geography of the Municipality. •Conduct rigorous public engagement •Council adoption of MPS/LUB 	Planning	CAO, Admin, Comms	Very High	Very High	<ul style="list-style-type: none"> •Strategic priority •High impact on residents •High Impact on Economic activity •High impact on council decision-making •Mandatory provincial requirement 	18	2026 Q3
2	Transit Service	<ul style="list-style-type: none"> •Work with TOB on the expansion of service into MODL •Seek funding for pilot •Secure Vehicle(s) required •Launch service in 2026 	CAO	Planning	High	Very High	<ul style="list-style-type: none"> •Strategic Priority •High impact on residents •Complexity requires action immediately in order to launch in a reasonable timeframe 	12	2026 Q1
3	Housing Strategy	<ul style="list-style-type: none"> • Prepare a draft housing strategy for Council consideration • complete public engagement on content of draft 	Admin	Planning, Ec. Dev	High	Very High	<ul style="list-style-type: none"> •Strategic priority •High impact on residents •High impact on council decision-making 	7	2025 Q3
4	Regional Growth Collaboration	<ul style="list-style-type: none"> •Develop & approve TOR for the JRGM Committee •Committee to Begin work on collaboration (Planning, Transit, Regional industrial park exploration, master water agreement) 	CAO	Ec. Dev, Planning	High	Very High	<ul style="list-style-type: none"> •Strategic priority •High impact on other priorities 	4	2025 Q3

5	Collaborative Health Centre/Community Space	<ul style="list-style-type: none"> •Construction of collaborative Health Centre •Consultation on & Development & management of Community space on ground floor 	Ec Dev	CAO, Comms	High	Very High	<ul style="list-style-type: none"> •Strategic Priority •High impact on Residents •Partners require decisions from MODL 	24	2026 Q3
6	Cell Service Advocacy	<ul style="list-style-type: none"> •Follow up on BuildNS advocacy for more detail analysis of the current Cell coverage •Develop advocacy plan •Support & amplify NSFAM advocacy on the issue. 	CAO	Ec Dev, Comms	Low	Very High	<ul style="list-style-type: none"> •Strategic Priority •High impact residents •High impact on business •Not municipal jurisdiction 	3	2025 Q4
7	Implement lenses into staff approach & report templates	<ul style="list-style-type: none"> •Revise RFD template •Develop guide for staff in applying lenses 	Admin	Planning, Finance, Comms	Low	Very High	<ul style="list-style-type: none"> •High impact on council decision-making •Quick implementation 	1	2025 Q1
8	Municipal App development	<ul style="list-style-type: none"> •Procure app developer •Manage development & integration with website •Train staff on use •Promo plan for launch & use 	Comms	Rec	High	High	<ul style="list-style-type: none"> •Strategic Priority •High impact on residents 	9	2025 Q4
9	Revised Comms strategy	<ul style="list-style-type: none"> •Standard criteria for when to do public engagement •Increased tactic use for engagement events •Enhanced civic engagement at Council (Livestream, evening mtgs., in community mtgs.) •Representative polling on MM & Engagement 	Comms	Admin	High	High	<ul style="list-style-type: none"> •Strategic priority •High impact on council decision-making 	12	2025 Q4

10	Local Accessible Temporary Washroom Options/Analysis	<ul style="list-style-type: none"> •Research and report to council on local procurement and accessibility considerations for washroom facilities 	Rec	Eng	Medium	High	<ul style="list-style-type: none"> •Relates to strategic priorities (infrastructure, QoL) •High impact on council decision-making & 25/26 Capital Budget 	1	2025 Q1
11	Establish Formal Regional Economic Development Platforms	<ul style="list-style-type: none"> •Initiate regional discussions on enhanced formal collaboration •Pursue immediate opportunities for joint work •Staff report to stimulate Council discussion and clarification of the municipal role in catalysing economic activity. •Develop joint report for Councils evaluating formal structures & funding opportunities 	Ec Dev	CAO	High	High	<ul style="list-style-type: none"> •Strategic priority •Potential for high impact on economic activity 	24	2026 Q4
12	QoL - Volunteer Sector Support	<ul style="list-style-type: none"> •Report to Council on Project Volunteer, current initiatives, and options on supporting community connections 	Rec		High	High	<ul style="list-style-type: none"> •Strategic priority •High impact on residents •Grants applied for •potential high impact on Council decision-making 	4	2025 Q2
13	Cluster Development Regs	<ul style="list-style-type: none"> •Revisions to draft bylaw based on Council direction 	Planning		High	High	<ul style="list-style-type: none"> •Impacts Strategic priorities •Significant resources already committed 	2	2025 Q1

14	E-Permitting for Building Services	<ul style="list-style-type: none"> •Purchase, install and launch an online platform for applying and issuing building permits 	Planning	Admin, Finance	High	High	<ul style="list-style-type: none"> •Committed to implement along with regional partners •High impact on residents & developers •Grant received, •efficiency improvements for staff 	12	2025 Q4
15	Investigate a Food Hub for the Region	<ul style="list-style-type: none"> •Complete a feasibility study for a food hub, including public engagement •Council discussion and decision on whether & how to proceed 	Ec Dev	Planning	Medium	High	<ul style="list-style-type: none"> •Strategic alignment (infrastructure; Ec. Dev. Climate) •Potential for economic growth 	6	2025 Q1
16	Fire Governance Issue re: Incident in Cumberland County	<ul style="list-style-type: none"> •Collaborative discussion with Fire service on appropriate system of accountability for Dept. officers, members, Drivers 	Admin	CAO	High	High	<ul style="list-style-type: none"> •Risk to Departments and MODL if unaddressed •Complex matter requiring cooperation from Fire service 	8	2025 Q3
17	Analysis of Small Wastewater Systems	<ul style="list-style-type: none"> •Staff report exploring cost comparison, environmental outcomes, benefits and issues with small centralized systems vs. onsite wastewater treatment 	Eng	Finance	Medium	Medium	<ul style="list-style-type: none"> •No impact on 25/26 budget •Impacts long-term capital investments 	6	2025 Q4
18	Gender Based Violence Report	<ul style="list-style-type: none"> •Staff report on Municipal role in addressing the gender-based violence epidemic 	Admin	Planning	Medium	Medium	<ul style="list-style-type: none"> •Relevant to council priorities (Housing, Transit) •Not solely municipal jurisdiction •Response to public presentation required 	1	2025 Q2

19	Criteria for evaluating Recreation investments	•Staff report providing options for Council on developing criteria for assessing proposed investments in Recreation assets.	Rec	Eng	High	Medium	<ul style="list-style-type: none"> •No impact on 25/26 capital budget •Strategic priority •High impact on council decision-making 	2	2025 Q4
20	Refresh Open Space Strategy	•Using enhanced public engagement & new criteria, establish a refreshed open space strategy	Rec	CAO	High	Medium	<ul style="list-style-type: none"> •No impact on 25/26 capital budget •Strategic priority 	6	2026 Q3
21	Tax Portal	•Purchase, install and launch online portal to access tax account information	Finance	Admin	High	Medium	<ul style="list-style-type: none"> •Improve service level to residents •Grant received, •efficiency improvement for staff 	12	2025 Q4
22	Investigate a Regional Industrial Park	•Included in TOR of the JRGM Committee	Ec Dev	CAO	Medium	Medium	<ul style="list-style-type: none"> •Strategic priority •Lower priority than other topics at the JRGM 	unknown	N/A
23	Neighbourhood Nuisance Bylaw	adopt a bylaw to address nuisances	CAO	Admin	Low	Medium	<ul style="list-style-type: none"> •strategic Alignment (QoL) •Largely complete 	1	2025 Q2
24	Bioeconomy Development Opportunity (BDO) Zone	•Work to promote the zone and attract business & investment in forestry byproduct development	Ec Dev		Medium	Medium	•Strategic alignment (regional ec. dev.)	Ongoing	Ongoing
25	Dog Bylaw	•Complete an evaluation and update of the Dog bylaw	Admin		Medium	Medium	•Current bylaw is out of date	4	2025 Q4
26	Personnel Policy Review	•Complete an evaluation and update of the Personnel Policy	HR	Admin	High	Medium	•Current policy mandates a review	6	2026 Q4

27	Reduce Wildfire Risk	<ul style="list-style-type: none"> •Work to eliminate tipping fees on residential brush •Explore options for increasing adoption of Fire Smart program in our communities 	Admin	CAO, REMO			<ul style="list-style-type: none"> •Strategic alignment (climate change) 	12	2026 Q2
28	Local Immigration Partnership	<ul style="list-style-type: none"> •Collaborate with South Shore Multicultural Association & municipalities to support the attraction integration and retention of newcomers into the labour market and broader community 	Ec Dev		Medium	Medium	<ul style="list-style-type: none"> •Strategic alignment (Reg. Ec. Dev.; QoL) 	unknown	N/A
29	E-bike Loan Program	<ul style="list-style-type: none"> •Acquire equipment required for an e-bike loan program •Launch pilot service 	Rec		Medium	Medium	<ul style="list-style-type: none"> •LCAAP action item •Received Grants funds •Issued RFQ, received 7 proposals 	8	2025 Q2
30	Fire Service Training Strategy	<ul style="list-style-type: none"> •Collaborative development and implementation of a strategy to increase training for the volunteer fire service 	Admin		Medium	Medium	<ul style="list-style-type: none"> •Strategic Alignment (QoL) •Identified as priority by the FESC 	6	2025 Q4
31	Cape Lahave Conservation Easement	<ul style="list-style-type: none"> •wwh report to council, recommend 1 final public information session; •Enter into agreement with conservation group for the management of the public asset. 	Rec	CAO	Medium	Medium	<ul style="list-style-type: none"> •Aligns with Council's new Conservation policy •Aligns with motions made by Council 	4	2025 Q4
32	Marketing Levy Decision	<ul style="list-style-type: none"> •Evaluation and adoption or dismissal of levy on room stays to fund tourism initiatives 	Rec	Admin, Finance	Low	Medium	<ul style="list-style-type: none"> •Strategic alignment (Reg. Ec. Dev.) •Can align with attracting events, marketing the area and tourism. 	12	2026 Q1

33	Dry Hydrants	<ul style="list-style-type: none"> •Collaborative discussion with the Fire service on location and gaps in network of dry hydrants •Explore options to expand network 	Admin	Planning	Medium	Low	<ul style="list-style-type: none"> •LCCAP Item •Lower priority than governance issue & training strategy 	6	2026 Q2
34	Analysis of Vehicle Types: Costs & Emissions	<ul style="list-style-type: none"> •Tracking & Analysis on existing fleet 	Finance	Planning	Medium	Low	<ul style="list-style-type: none"> •Supports Council's increasing focus on evaluation 	2	2025 Q4
35	Pine Grove Park Engagement	<ul style="list-style-type: none"> •Complete an engagement process with community on neighbourhood park in Pine Grove & report to Council 	Rec	Coms	Medium	Low	<ul style="list-style-type: none"> •Engagement with residents completed in February. •Park improvements should follow the Parks & Open Space Guidelines document •Park improvement should follow criteria of a refreshed open space strategy 	2	2025 Q2
36	Evaluation of the CES Lease	<ul style="list-style-type: none"> •Report to Council on the history, current lease terms, issues and benefits of relationship with Reserves 	Eng	Ec Dev, Finance	Medium	Low	<ul style="list-style-type: none"> •No impact on 25/26 capital budget 	2	2026 Q4
37	Evaluation of Climate Initiatives	<ul style="list-style-type: none"> •Review of projects identified in the LCAAP •Identify evaluation measures for projects 	Planning		Medium	Low	<ul style="list-style-type: none"> •25/26 budget commits Council to specific items in the Climate action plan •Analysis will inform future fiscal years. 	2	2025 Q3
38	Updated AT Plan for Council Consideration	<ul style="list-style-type: none"> •Report to Council summarizing the drafted (not adopted) AT plan •Options for proceeding with implementation 	Rec		Medium	Low	<ul style="list-style-type: none"> •High strategic alignment (Climate, Quality of life & Infrastructure) •Analysis will inform future fiscal years. 	2	2025 Q4
39	Development of an Arts and Culture Policy	<ul style="list-style-type: none"> •Report outlining benefits of and effort required for the development of an Arts and Culture policy 	Rec	Admin, Planning, Ec Dev	Medium	Low	<ul style="list-style-type: none"> •Strategic alignment (QoL & Reg. Ec. Dev.) •Not identified in strategic priorities •Not currently assigned 	8	2027 Q2

40	Paved Shoulders Wileville	<ul style="list-style-type: none"> Investigate current TPW plans for capital work on 325 connecting Wileville to Town Options for improving AT in area 	CAO	Rec	Low	Low	<ul style="list-style-type: none"> Aligns with strategic priority (QoL) Partially complete: reconstruction ont in current TPW plans, hampering municipal ability to advance the project. 	1	2025 Q2
41	Mobile VIC Evaluation	<ul style="list-style-type: none"> Establish output and outcome measures for VIC services Report to Council on same 	Rec		Low	Low		3	2025 Q4
42	Fire Service Governance - Oakland/Clearland Issue	<ul style="list-style-type: none"> Evaluate options to provide appropriate fire tax governance mechanism in place for Clearland 	Admin		Medium	Low	<ul style="list-style-type: none"> Fire Service is in place, gap is on the governance side Requires agreement from stakeholders 	8	2026Q4
43	Discussion re: Regional Fire Training Facility	<ul style="list-style-type: none"> Introduction of concept to Council begin regional discussions on components & feasibility 	Admin		High	Low	<ul style="list-style-type: none"> Lower priority than local training program & Cumberland governance issue 	12	2026Q4
44	Evaluation of Old Code of Conduct	<ul style="list-style-type: none"> Report to Council identifying any items omitted during adoption of provincial code of conduct and analysis on inclusion in other Council policies 	Admin		Low	Low	<ul style="list-style-type: none"> Request of Council Lower impact on council processes and decision-making 	1	2025 Q4
45	Review Criminal Record Check Fees	<ul style="list-style-type: none"> Report to Council on criminal record check fees 	Admin	Finance	Low	Low	<ul style="list-style-type: none"> Not a strategic priority Lower resident impact 	2	2026 Q1
46	Extension of Central Services Surrounding Mahone Bay	<ul style="list-style-type: none"> Work with the town on identifying growth areas Extension of underground services to permit high density residential development 	CAO	Ec Dev	Medium	Low	<ul style="list-style-type: none"> Currently in preliminary discussions 	24	2027 Q4
47	Solar Garden	<ul style="list-style-type: none"> Awaiting Provincial decision on Bid 	Planning	CAO	N/A	N/A	<ul style="list-style-type: none"> Strategic Priority If bid is successful, new set of decisions and work required 	N/A	

48	Dangerous and Unsightly Hardship Issue	<ul style="list-style-type: none"> •RFD for Council on D&U policies & their impact; options for reducing hardship for lower income/health complications 	Planning		High	Low	Lower priority than Land-use planning + regional building service improvements	8	2026 Q3
49	Floodplain Data Collection	<ul style="list-style-type: none"> •Address data gaps and mapping of floodplains to meet provincial requirements around floodplain protections 	Planning		High	Low	<ul style="list-style-type: none"> •100% funding received from Province •Data not available until fall 2025 •Province will require land use controls relating to floodplains •Work beyond data collection not planned until MODL 2040 completed 	18	2028 Q1
50	Enhanced Comms Strategy Implementation	<ul style="list-style-type: none"> •Increased storytelling •Weekly council reporting 	Comms		Medium	N/A	Not Resourced	N/A	N/A
51	Review of Policing Service and Alternatives	<ul style="list-style-type: none"> •Comprehensive review of policing governance, costs, and outcomes considering existing provider or a local force. 	Admin		Very high	Low	Not recommended	24	N/A
52	Municipal Road Condition and Prioritization	<ul style="list-style-type: none"> •Report to council identifying service levels, condition of municipal roads •Outlining costs, recommendation, and options for capital upgrades 	Eng		Medium	Low	<ul style="list-style-type: none"> •Not recommended; •Municipal road condition, maintenance, and service level exceeds provincial road conditions. •Annual maintenance and inspection programs prevent deterioration of assets. •Capital improvements on roads should be directed towards provincial J-class roads to increase service levels in higher need areas. 	1	2026 Q3

53	Council Discussion re: Re-establishing a Sustainability Committee	•Report to Council outlining costs, benefits and issues, and potential evaluation parameters for establishment of new community committee focused on the local climate change action plan	Planning		Low	N/A	Not recommended at this time; no decision until annual report for 2025 completed.	N/A	N/A
54	Procurement Evaluation Tool for Vehicle Purchases	•Report to Council on financial and emission analysis for future fleet purchases based on municipal lifecycle costs	Planning	Eng, Rec	complete	N/A	tool prepared - will be applied for future vehicle procurements	N/A	N/A
55	Information on Osprey Village Marketing	•marketing includes, business directory, updated area map, community hub promotion and awareness & attraction campaigns	Ec Dev		complete	N/A	complete	N/A	N/A



The Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee

Submitted by: Jeff Merrill, LPP, MCIP Director of Planning & Development Services

Date: April 15, 2025

Re: Recommendation to Dissolve the Internal Transportation Committee

Recommendation

That the Policy and Strategy Committee recommends to Council that the Council dissolve the Internal Transportation Committee.

Executive summary

The Regional Planning and Economic Development Collaboration Committee will replace the role of the municipality's Internal Transportation Committee.

Background

The Internal Transportation Committee (ITC) was established by Municipal Council under Section 24 of the Municipal Government Act. Its primary purpose was to advise Council on matters related to transit services within the Municipality. This included recommendations about the types of vehicles to be used, the operation of transit services, and providing financial assistance to individuals or organizations undertaking transit services.

The Committee also had specific duties, such as developing transit initiatives to support residents and businesses, coordinating public communication and collaboration with other municipalities, updating Council on transit services, and carrying out other transit-related activities as directed by Council.

Attached to this memo are the Terms of Reference for the Internal Transportation Committee (TOR-045).

Discussion

The mandate of the Internal Transportation Committee (ITC) will be superseded by the establishment of the Regional Planning and Economic Development Collaboration Committee. The new committee being formed will have representation from both the Municipality of the District of Lunenburg (MODL) and the Town of Bridgewater (TOB) and have the mandate to discuss how to provide fixed route transit services in the region.

Strategic Focus

Regional economic development is a strategic priority of Council which includes the establishment of a joint committee for regional collaboration.

Budget/Financial Implications

N/A

Climate Change/sustainability

Climate action is a strategic priority of Council including the development of a fixed transit route to Osprey Village.

Inclusion Diversity equity and Accessibility (IDEA@MODL)

N/A

Strategic Communications

N/A

Work plan

Department's work will shift to support the new regional committee.

Alternatives

N/A

Conclusion

Given the pending establishment of a regional planning and economic development collaboration committee, the work of the ITC will move to the regional level. As such, it is recommended that Council dissolve the Internal Transportation Committee.

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Jeff Merrill, LPP, MCIP, Director
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Terms of reference

Committee: Internal Transportation Committee	
Effective date: December 14, 2021	Amended date: N/A

Title

- 1 This terms of reference is titled the **Internal Transportation Committee Terms of Reference.**

Definition

- 2 In this terms of reference,
 - (a) “Committee” means the Internal Transportation Committee of the Municipality; and
 - (b) “transit service” means a public transportation service as stated in Section 55 of the **Municipal Government Act.**

Administration

- 3
 - (1) Municipal Council establishes a standing committee under the authority of Section 24 of the **Municipal Government Act.**
 - (2) The purpose of this Committee is to advise Municipal Council respecting a transit service in the Municipality, such as
 - (a) the type of vehicles to provide the transit service;
 - (b) the operation of the transit service; or
 - (c) providing financial assistance to a person who undertakes to provide the service.
 - (3) The duties of this Committee is to recommend Municipal Council on
 - (a) developing transit initiatives that support the residents and businesses of the Municipality;
 - (b) coordinating communications to the public and to other municipalities;
 - (c) updating the Municipal Council on the transit service; and
 - (d) fulfilling other transit-related activities as the Municipal Council directs.

Membership

- 4 The membership of the Committee must consist of 4 councillors and the mayor as an ex officio member as defined in Section 5 of Policy 002.

Appointment

- 5 (1) The terms of Committee members are one year.
- (2) Under subsection 2.3 of Policy 002, the Nominating Committee appoints the members of this Committee.

Officer

- 6 (1) The Committee members must, at their first meeting after an annual appointment by Council, elect a chair and vice chair.
- (2) The chair shall preside at all Committee meetings, and the vice chair must act in the absence, inability, or vacancy of the chair.
- (3) The maximum number of consecutive terms that an officer holds is unlimited.

Meeting procedure

- 7 (1) A Committee meeting occurs every third Wednesday of a month.
- (2) A Committee meeting must be governed in accordance with Policy 001.

Staff support

- 8 The Director of Planning & Development or their delegate is the primary contact for the Municipality, and may assign a staff member to
 - (a) circulate an agenda and minutes of the Committee meetings;
 - (b) conduct research related to an item on the agenda;
 - (c) implement and report on identified transit projects; and
 - (d) present on behalf of, and as requested by, the Committee.