

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, MARCH 8, 2022 AT 6:00 P.M.

COUNCIL CHAMBER

PRESENT: Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Susan Sanford

ALSO PRESENT: Ann Covey, Recording Secretary
Lisa Dagley, Finance Director
Lisa Kendall, Municipal Engineer/Project Manager
Arthur MacDonald, Heritage Manager
Kevin Malloy, Interim Chief Administrative Officer
Heather McCallum, Assistant Municipal Clerk

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

He then acknowledged International Women's Day.

3. Agenda

Motion: moved and seconded approval of the agenda. Motion carried.

4. February 22, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the February 22, 2022 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

a. Cpl. John Payne, RCMP, Cst. Sonja Upshaw - Quarterly Report

Cst. Upshaw, who serves the Town of Lunenburg, reviewed the report (Schedule A).

In response to a question Cpl. Payne said Public Works staff is encouraged to contact the RCMP regarding cars parked on the street and impeding the plow during snow events.

6. Correspondence, Petitions and Proclamations Consideration

The following correspondence is for information.

- a. Regional Housing Needs Assessment for Lunenburg County
- b. Order of Nova Scotia Call for Nominations – for information
- c. 2023 RCMP Collective Agreement

7. Business Arising from the Minutes/Unfinished Business

- a. Fire Hall Apron Replacement – Project Update

The Municipal Engineer summarized the report (**Schedule B**). The report was for information only.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

- a. Project Lunenburg Steering Team Meeting Notes of February 16, 2022

The minutes are for information.

- b. Low Income Property Tax Relief 2022

The Finance Director summarized the report (**Schedule C**).

Deputy Mayor Mosher gave notice of motion that at the March 22, 2022 Council Meeting, Procedural Policy #71 “Low Income Property Tax Relief” be amended as noted in Schedule A (**Schedule C**) to reflect increases in the household income thresholds and increases to the annual benefit.

- c. Town of Lunenburg Procedural Policy: Commemorative Flag Raising Requests

The Assistant Municipal Clerk summarized the report (**Schedule D**).

Councillor Ernst gave notice of motion that at the March 22, 2022 Council Meeting, the 2017 Procedural Policy #80 “Commemorative Flag Raising Requests” be repealed and replaced with the Draft Procedural Policy “Commemorative Flags and Proclamations” as presented (**Schedule D**).

9. New Business

- a. Study to Determine Average Housing Rental Rates in Lunenburg

The Interim CAO summarized the report (Schedule E).

Motion: moved and seconded that the decision to proceed with the housing/rental market study is deferred until after the Department of Housing and Municipal Affairs Provincial Housing Needs Assessments is completed (projected to be December 2022), at which time Council and staff can review the completed study before determining whether it is necessary for the Town to conduct their own study. The pre-approved \$20,000 for this study will stay in the draft budget. Motion carried.

10. Meet in camera

Motion: moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- Potential sale of land
- Lease termination
- CAO Update
- Economic Development

Motion carried.

Council recessed to meet in camera at 6:19 p.m.

11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 8:11 p.m. The following Council in camera meeting recommendation was considered by Council.

Councillor Sanford declared a conflict and removed herself from the meeting.

Motion: moved and seconded that the Nova Scotia Community College be requested to terminate their lease of the School Annex and adjacent property forthwith, [original Lease dated December 3, 2012, but effective as of October 15, 2012] and to execute documentation terminating the Lease, [and the Mayor and Manager / Clerk are authorized to execute any documentation on behalf of the Town related thereto and to affix the Municipal Seal]. Motion carried.

Councillor Sanford rejoined the meeting.

10. Adjournment

The meeting was adjourned at 8:11 p.m. by the Mayor.

Ann Covey, Recording Secretary
for Kevin Malloy, Interim CAO

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Town of Lunenburg Quarterly Policing Report

Cst. Sonia Upshaw

“H” Division RCMP
Lunenburg Detachment



LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 33 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (covers Southwest Nova, including Lunenburg District)
- Senior Safety Coordinator (jointly managed with BPS)
- Additional Resources Available: Major Crime Unit, Forensic Identification Services, Internet Child Exploitation Air Services, Critical Incident Program



SOUTHEAST TRAFFIC SERVICES

- Southeast Traffic Services is a six-member Provincial Unit that currently works out of the Lunenburg District Chester Detachment
- They provide dedicated traffic enforcement throughout the counties of Lunenburg and Queens.

The below statistics are a combination effort between Southeast Traffic Services and Lunenburg County District members:

- 390 Summary Offence Tickets
- 512 Written Warnings
- 130 Checkstops



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Canada 

LUNENBURG DISTRICT FLEET

- 15 Patrol Cars
- 4 Patrol Bicycles



- 5 Unmarked Police Vehicles
- 1 Four Seat UTV (Side x Side)

- 3 Patrol SUVs
- 1 Police Boat



Royal Canadian Mounted Police
Gendarmerie royale du Canada



LUNENBURG DISTRICT FACILITIES

Lilydale (Lunenburg) Detachment



Cookville (Bridgewater) Detachment

Chester Detachment



Hours of Operation:

Monday, Wednesday, Friday: 8:30am - 4pm

Services available:

- Criminal Record/Vulnerable Sector checks
- General information
- Non-emergency complaints
- Detachment exterior emergency phones
- Report a crime
- Fingerprints

District Commander:

S/Sgt. Victor WHALEN



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada 

DISTRICT RESOURCES

GENERAL INVESTIGATION SECTION

- Cst. Alexander Tucker is Lunenburg District's GIS Investigator. His role is to investigate resource intensive and more complicated files, such as Break & Enters.
- Often paired with SCEU, Lunenburg District benefits from a highly trained multi-member investigative team.

COMMUNITY POLICING OFFICER

- Cst. Sonia Upshaw is the Community Policing/Victim Services Officer for Lunenburg County. She works out of the Chester Detachment, and is responsible for maintaining and developing current and future community partnerships within the District.

SCHOOL SAFETY RESOURCE OFFICER

- Cst. Ted Bailey works with local schools to deliver programs concerning a range of topics including cyber bullying and other social media issues. He continues to face some restrictions due to COVID-19, however he attends schools and provides relevant materials where he can.



LUNENBURG CALLS FOR SERVICE

- Between October 1st and December 31st 2021, Lunenburg District RCMP received **2793 calls for service**.
- **194 of those calls for service** were in the Town of Lunenburg. They included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.
 - Check Stops - 7
 - False Alarms - 4
 - Wellbeing Checks - 6
 - Mental Health Calls - 8
 - Sudden Death - 1
 - Crime Prevention - 12
 - 911 Calls (including false) - 17
 - Assistance to General Public - 3



TOWN OF LUNENBURG



Notable Occurrences:

- **20211577787** - October 20th 2021: members received a report of Fraud exceeding \$10,000. An employee of the business is currently being investigated, and the investigation is still ongoing.
- **20211666402** - November 5th 2021: members received a report of a possible impaired driver on Dufferin Street at approximately 5:30 pm. Members attended, located suspect vehicle and driver. Investigation by members indicated driver was intoxicated. The driver was arrested and charged accordingly. The driver plead guilty and was sentenced.
- **20211859351** - December 15th 2021: members were called to a complaint of mischief at the MLA's office. The suspect was already on a valid Property Protections Act to not attend the MLA's office. The suspect was apprehended, arrested and charged. The matter is currently before the courts.



TOWN OF LUNENBURG



Notable Occurrences continued:

- **20211886305** - December 21st 2021: members responded to the Fishermens' Memorial Hospital for a complaint of an intoxicated female. The SOC was on conditions to not consume alcohol, so a single charge for fail to comply with conditions was laid. She was taken to cells to be lodged and remanded. The matter is currently before the courts.
- *Since the last reporting period, the Lilydale RCMP has not received any further complaints regarding the female who was going from door to door asking residents for money. Other external partners have been able to assist this female with her personal needs.*



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COMMUNITY ENGAGEMENT

On November 6th 2021, Cst. Sonia Upshaw organized a joint effort checkstop with Southeast Traffic Services, EHS, multiple Fire Departments, DNR, and Fisheries. During the two hour long checkstop, contact was made with approximately 500 vehicles to remind motorists of the slow down/move over law.



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COVID-19 ENFORCEMENT

- During the fourth quarter, Lunenburg District Members responded to four files related to the Quarantine Act or Health Protection Act.
- The majority of these files included in-person checks to individuals required to self-isolate after entering Canada from abroad.
- Currently, when travelers enter Canada they are required to register with CBSA and provide an isolation address. During the quarantine period, a file is generated with the local police of jurisdiction to monitor self-isolation compliance.
- No violations of local isolation requirements have been found.



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Town of Lunenburg

- To view the statistics for the 3rd and 4th quarters of 2021, along with the 2021 total, click [here](#).
- To view a comparison of the 4th quarter of 2021 and 4th quarter of 2020, along with a comparison of the yearly totals for 2021 and 2020, click [here](#).

Municipality of the District of Lunenburg

- To view the statistics for the 3rd and 4th quarters of 2021, along with the 2021 total, click [here](#).
- To view a comparison for the 4th quarter of 2021 and 4th quarter of 2020, along with a comparison of the yearly totals for 2021 and 2020 click [here](#).

Lunenburg County District

- To view the statistics for the 3rd and 4th quarters of 2021, along with the 2021 total, click [here](#).
- To view a comparison for the 4th quarter of 2021 and 4th quarter of 2020, along with a comparison of the yearly totals for 2021 and 2020 click [here](#).





Town of Lunenburg Statistics Comparison
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2021	2020	Amount of Change	Total For 2021	Total For 2020	Amount of Change
	Q4	Q4				
	Current	Previous				
Crimes Against Persons						
Offences Related to Death	0	0	0	0	0	0
Sexual Offences	1	0	1	3	1	2
Assault	1	5	-4	10	11	-1
Kidnapping/Hostage/Abduction	0	0	0	1	0	1
Robbery	0	0	0	0	1	-1
Extortion / Intimidation	0	0	0	0	0	0
Criminal Harassment	0	2	-2	2	3	-1
Indecent Harassing Comm.	0	0	0	5	2	3
Uttering Threats	0	4	-4	4	9	-5
Property Crime						
Arson	0	0	0	0	0	0
Break and Enter	2	1	1	6	3	3
Unlawfully in a Dwelling House	0	0	0	0	1	-1
Theft Over	1	0	1	1	1	0
Theft of Motor Vehicle	0	1	-1	0	1	-1
Theft of Other MV / Motorcycle	0	0	0	0	0	0
Take MV w/o Consent	0	0	0	0	0	0
Theft Under	4	3	1	15	18	-3
Shoplifting	1	0	1	10	1	9
Theft (mail, bicycle, et al)	0	0	0	2	1	1
Theft from Motor Vehicle	5	0	5	7	16	-9
Possession of Stolen Goods	0	0	0	0	0	0
Fraud	6	5	1	22	36	-14
Identity Theft	0	1	-1	0	4	-4
Mischief	12	9	3	39	38	1
Drug Enforcement						
Possession	1	0	1	1	1	0
Trafficking	0	0	0	5	0	5
Import/Export	0	0	0	0	0	0
Production	0	0	0	0	0	0
Other	0	0	0	0	0	0



Town of Lunenburg Statistics Comparison

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2021	2020	Amount of Change	Total For 2021	Total For 2020	Amount of Change
	Q4	Q4				
	Current	Previous				
Traffic						
Dangerous Op of MV	0	0	0	0	0	0
Impaired by Alcohol	4	4	0	13	9	4
Impaired by Drug	0	1	-1	0	2	-2
Failure/Refusal	0	0	0	0	0	0
Driving while Disqualified	1	1	0	2	4	-2
Fail to Stop or Remain	2	0	2	6	0	6
Seatbelt Violation	1	0	1	5	7	-2
Intersection Violation	2	1	1	9	4	5
Speeding Violation	12	1	11	53	6	47
Insurance Violation	3	1	2	5	4	1
Road Side Suspension (Alcohol)	0	0	0	1	0	1
Road Side Suspension (Drug)	0	0	0	0	0	0
Collision - Fatal	0	0	0	0	0	0
Collision - Non - Fatal Injury	1	0	1	4	1	3
Collision - Reportable	8	6	2	20	18	2
Collision - Non Reportable	4	2	2	14	9	5
Off-Road Vehicle Collision	0	0	0	0	0	0
Municipal By-laws	0	0	0	5	1	4
Other Traffic Offence/Violation	16	10	6	65	51	14
Other Traffic Related Duties	0	0	0	1	0	1
Checkstop	7	3	4	19	9	10
Other						
911 Call	13	8	5	34	43	-9
Breach of Court Order	1	3	-2	1	13	-12
Liquor Act	2	1	1	5	2	3
Mental Health Act	8	11	-3	37	32	5
Missing Person	1	1	0	9	1	8
Municipal Bylaw - Other	1	1	0	8	3	5
Other	42	37	5	161	143	18
Sudden Death	1	3	-2	6	4	2
Suspicious P V P	6	4	2	28	16	12
Trespass At Night	0	0	0	1	1	0
Wellbeing Check	6	3	3	14	14	0
HPA (COVID-19) - Offences only	2	4	-2	10	10	0
HPA (COVID-19) - Other activities	0	2	-2	3	2	1
QUA (COVID-19) - Offences Only	0	0	0	0	0	0
QUA (COVID-19) - Other Activities	2	29	-27	49	43	6
Total Founded & SUI Occurrences	180	168	12	721	600	121
Total Occurrences*	194	188	6	804	658	146

*Includes Unfounded and Unsubstantiated



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2021	2021	Amount of Change	Calendar Year to Date 2021
	Q4	Q3		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	1	0	1	3
Assault	1	2	-1	10
Kidnapping/Hostage/Abduction	0	1	-1	1
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	0	1	-1	2
Indecent Harassing Comm.	0	1	-1	5
Uttering Threats	0	1	-1	4
Property Crime				
Arson	0	0	0	0
Break and Enter	2	1	1	6
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	1	0	1	1
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	0	0	0
Take MV w/o Consent	0	0	0	0
Theft Under	4	7	-3	15
Shoplifting	1	5	-4	10
Theft (mail, bicycle, et al)	0	0	0	2
Theft from Motor Vehicle	5	2	3	7
Possession of Stolen Goods	0	0	0	0
Fraud	6	5	1	22
Identity Theft	0	0	0	0
Mischief	12	14	-2	39
Drug Enforcement				
Possession	1	0	1	1
Trafficking	0	1	-1	5
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2021	2021	Amount of Change	Calendar Year to Date 2021
	Q4	Q3		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	4	4	0	13
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	1	0	1	2
Fail to Stop or Remain	2	4	-2	6
Seatbelt Violation	1	0	1	5
Intersection Violation	2	1	1	9
Speeding Violation	12	33	-21	53
Insurance Violation	3	0	3	5
Road Side Suspension (Alcohol)	0	1	-1	1
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	1	0	1	4
Collision - Reportable	8	3	5	20
Collision - Non Reportable	4	7	-3	14
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	0	0	0	5
Other Traffic Offence/Violation	16	18	-2	65
Other Traffic Related Duties	0	0	0	1
Checkstop	7	5	2	19
Other				
911 Call	13	11	2	34
Breach of Court Order	1	0	1	1
Liquor Act	2	2	0	5
Mental Health Act	8	7	1	37
Missing Person	1	1	0	9
Municipal Bylaw - Other	1	5	-4	8
Other	42	60	-18	161
Sudden Death	1	0	1	6
Suspicious P V P	6	7	-1	28
Wellbeing Check	6	1	5	14
Trespass At Night	0	1	-1	1
HPA (COVID-19) - Offences only	2	0	2	10
HPA (COVID-19) - Other activities	0	0	0	3
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	2	8	-6	49
Total Founded & SUI Occurrences	180	220	-40	721
Total Occurrences*	194	251	-57	804

*Includes Unfounded and Unsubstantiated

Document No:
Meeting: Council: Mar. 8, 2022
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA KENDALL, MUNICIPAL ENGINEER / PROJECT MANAGER

DATE: FEBRUARY 10, 2022

RE: FIRE HALL APRON REPLACEMENT – PROJECT UPDATE

1. FACTS

Englobe Corp. completed the Tender Package in November 2021. The Tender Package was then advertised, and the Fire Hall Apron Replacement Tender closed on January 7, 2022. Staff will not be awarding this tender, to allow for higher priority items to be recommended in the upcoming Capital Budget. This report is provided for Council information only. No decision is required.

2. ISSUES AND OPTIONS ANALYSIS

The amount approved in the 2021/22 Capital Budget for this project is \$55,000. There has been a lot of other activity happening in 2021/22 which has stretched resources, so the project has fallen behind the original planned schedule.

After discussion with the Fire Chief and Fire Hall Superintendent, it was determined that the patch repair work that occurred on the apron in 2021/22 will be sufficient to extend the useful life for approximately two more years. Thus, the Fire Hall Apron Replacement project is no longer the top priority for the Fire Department. It is important to note that the Tender Package completed by Englobe Corp. will remain applicable once the Fire Hall Apron Replacement project is resumed.

The Tender for this project closed on January 7, 2022, and bids must remain open and available for acceptance by the Town for 60 days after the Closing Time. However, as staff are now recommending this project be deferred, we will notify the bidders of the decision to cancel the Tender.

Tender Results

Four Tender prices were submitted for this project; excluding HST they ranged from \$116,000 to \$237,000.

3. FINANCIAL IMPACT

The amount approved in the 2021/22 Capital Budget for the Town Hall Exterior Restoration tender package is \$55,000 (funded with Deed Transfer Taxes) including the net HST. The consulting work to prepare the Tender Package cost \$11,722.

4. STRATEGIC PLAN RELEVANCE

This project is part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

5. RECOMMENDATION AND DRAFT MOTION

For Council's information only.

Acknowledged only by:

Kevin Malloy
Interim CAO

Circulated: _____

Document No:

Meeting: Council March 8, 2022

Circulate To: Council, KM, LD, KR

File: Budget 2022-23

MEMORANDUM

TO: TOWN COUNCIL

**FROM: LISA DAGLEY, FINANCE DIRECTOR AND
KATHLEEN RAFUSE, ACCOUNTANT**

DATE: FEBRUARY 23, 2022

RE: LOW INCOME PROPERTY TAX RELIEF

1. FACTS

During the preparation phase of the annual budget, consideration should be given to a review of the Low Income Property Tax Relief income thresholds and exemption levels. The legislative authority to grant exemptions is located under Section 69 of the Municipal Government Act. Currently there is an application process whereby the property owner fills out an application form, provides proof of their household income and swears to an affidavit that the information is correct.

2. ISSUES AND OPTIONS ANALYSIS

The Municipal Government Act Section 69 provides two options regarding applying for the exemption:

1. The applicant shall make an affidavit, or
2. Provide other proof confirmation the person's income.

As we currently do not have any Commissioners of Oath on staff it is recommended that Policy #71-Low Income Property Tax Relief be amended to eliminate the requirement that applicants must swear to an affidavit as part of the application process.

The current Policy #71 adjusts the income amounts by the prior year's Nova Scotia Consumer Price Index. The amounts for fiscal 2021/22 are as follows:

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
\$19,180 or less	\$500
\$19,181 to \$20,246	\$400
\$20,247 to \$21,311	\$300
\$21,312 to \$22,377	\$200
Over \$22,377	NIL

Our current income levels are on the low range.

For 2022:

Maximum OAS	\$7,711
Maximum GIS	\$11,151
Average CPP	\$8,433
Total	\$27,295

The annual income for an individual working full-time and receiving minimum wage in Nova Scotia is \$27,768.

CRA net income level where the recipient is not eligible to receive the Canada Workers benefits (family with children) \$42,197.

In consideration of the above income information the following changes to exemption levels contained in Policy #71 are suggested:

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
\$19,180 or less \$30,000 or less	\$500 \$1,000
\$19,181 to \$20,246 \$30,001 to \$35,000	\$400 \$500
\$20,247 to \$21,311 \$35,001 to \$40,000	\$300 \$250
\$21,312 to \$22,377	\$200
Over \$22,377 \$40,001	NIL

The annual Property Tax Relief amounts were adjusted in consideration of increased property assessments. A survey of several other municipal units found exemptions ranging from \$250 to \$1,000.

3. FINANCIAL IMPACT

In fiscal 2021/22 there were nine exemptions approved which totaled \$3,000. It is anticipated that with the increase of the income ranges and annual relief amounts that the budget for Low Income Exemptions for fiscal 2022/23 should be \$40,000.

4. STRATEGIC PLAN RELEVANCE

Continue to offer the property tax exemption for low-income individuals. (Supports objective H2).

5. RECOMMENDATION AND DRAFT MOTION

That Council approve the following draft motion:

Draft Motion:

Moved and seconded that Procedural Policy #71-Low Income Property Tax Relief be amended as noted in Schedule A to reflect increases in the household income thresholds and increases to the annual benefit.

Acknowledged only by:

Kevin Malloy
Interim CAO

#71. TOWN OF LUNENBURG PROCEDURAL POLICY

LOW INCOME PROPERTY TAX RELIEF

1. This Policy is established pursuant to Section 69 of the Municipal Government Act and amendments thereto from time to time.
2. In this policy, "income" means a person's total annual income from all sources for the calendar year preceding the fiscal year for which an exemption is sought, and includes the income of all other members of the same family residing in the same household including all other pension or allowances. An allowance paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada) is not included in this calculation of income.
3. On application a person whose total annual household income is below the amount set out in the following table is entitled to a partial property tax in the amount set out in the right hand column.

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
\$19,123. or less \$30,000. or less	\$500.00 \$1,000.00
\$19,124. to \$20,185. \$30,001 to \$35,000	\$400.00 \$ 500.00
\$20,186. to \$21,247. \$35,001 to \$40,000	\$300.00 \$ 250.00
\$21,248. to \$22,310.	\$200.00
Over \$22,310. \$40,001	NIL

The household income amounts set forth in this policy shall be annually adjusted by the prior year's Nova Scotia Consumer Price Index (NS-CPI). **In the event that the NS-CPI is negative no adjustment will be made that year.**

4. A person applying for an exemption must file an application, provide proof of income including, but not limited to all applicable current income tax **notice of assessments** ~~returns and swear an affidavit~~ confirming household income and other relevant information. This application may be amended by Town staff and/or Council as required.
5. Property tax relief applies only to the principal residence of Town of Lunenburg residents. No person may receive property tax relief for more than one property in any fiscal year.
6. Where a property is assessed to more than one person, each assessed owner who qualifies for property tax relief may only receive the portion of the exemption equal to that person's share of the total assessment for the property. Their share will be to be determined from the share shown on the assessment roll. If their

share is not shown, it shall be determined by the Treasurer whose determination is final.

7. Applications for property tax relief must be received by September 30 of each year, after which no applications will be considered.

Clerk' Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider: ~~April 28, 2020~~
March 8, 2022

Date of Passage of Current Policy: ~~May 12, 2020~~

I certify that this Policy was revised by Council as indicated above

Municipal Clerk

Date

#80 TOWN OF LUNENBURG PROCEDURAL POLICY:**COMMEMORATIVE FLAG RAISING REQUESTS****I. PURPOSE**

This policy is designed to establish a consistent protocol for the flying of flags on Town of Lunenburg ("Town") flag poles on Town property.

II. POLICY

1. The Town will fly the official Canadian, Nova Scotian and Town of Lunenburg flags in this sequence on its flag poles as space permits.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council ("Council") or CAO, such as in the case of a visiting dignitary.
3. (a) Council may approve special requests made by organizations to fly a flag in recognition of a special event or cause.
 - (b) All requests to fly a special purpose flag must be received in writing (application form attached) and state: the significance of the flag; the requested duration to fly the flag; contact person information; and other relevant information as required.
 - (c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site flag pole opposite Cumberland Street.
 - (d) Council may withhold approval to fly a special purpose flag if the flag and/or its representative organization: propagates hate; advertises a for-profit corporate entity; and/or is in poor condition and detracts from the appearance of Town property.
 - (e) All approved requests will be considered on a first come, first serve basis.
 - (f) All necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.
 - (g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization after.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): October 10, 2017

Date of Passage of Current Policy: October 24, 2017

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

November 1, 2017
Date

TOWN OF LUNENBURG APPLICATION:
COMMEMORATIVE FLAG RAISING REQUEST

*Please review **Town of Lunenburg Procedural Policy #80 Commemorative Flag Raising Requests** for complete details.*

1.	Flag description (attach image please):	
2.	Relevance of flag to the Town of Lunenburg:	
3.	Requested date for flying flag:	
4.	<i>Contact Information</i>	
	a. Name:	
	b. Address:	
	c. E-mail address:	
	d. Telephone number:	
5.	Date request completed:	

Please note: applications will be considered on a first-come, first-served basis. Requests will be considered by Council at regular, open meetings of Council. Please submit your application four weeks in advance of the requested dates for flying of flag as Council submission deadlines will be observed in all cases. You will be advised by staff of Council's decision regarding your request.

**TOWN OF LUNENBURG PROCEDURAL POLICY
DRAFT: COMMEMORATIVE FLAGS AND PROCLAMATIONS**

PURPOSE

1. Enactment of the Policy is designed to establish a consistent protocol for the flying of commemorative flags on Town of Lunenburg ("Town") flag poles on Town property, as well as commemorative proclamations of Council.

PROCEDURE

1. The Town will fly the official Canadian, Nova Scotian, and Town of Lunenburg, and UNESCO flags in this sequence on its UNESCO World Heritage Site flagpoles as space permits. At no time shall any special purpose flag replace any standard flags, except when authorized by Council.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council ("Council") or CAO, such as in the case of a visiting dignitary.
3. During times of municipal, provincial, national or international mourning, flags shall be flown at half-mast when appropriate without pre-authorization by Council, at the discretion of the CAO.

The Town shall fly the Canadian flag at half-mast at the War Memorial flagpole on the below dates annually.

National Day of Mourning	April 28
Remembrance Day	November 11

4. Special Purpose Flag and Proclamation Requests
 - (a) Community groups and organizations can request to have a flag flown or a proclamation made in recognition of a special event or cause. All requests must be made by submitting an application form (attached).
 - (b) Applications must be submitted four (4) weeks in advance of the requested dates. Requests will be considered by Council at regular, open meetings of Council.
 - (c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site special purpose flagpole opposite Cumberland Street.
 - (d) Council may withhold approval if the flag or proclamation and/or its representative organization propagates hate; advertises a for-profit corporate entity; and/or if a flag is in poor condition and detracts from the appearance of Town property.
 - (e) All approved requests will be considered on a first come, first serve basis.

(f) The requested flag with all necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.

(g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization if appropriate.

5. The Town shall fly the below listed Special Purpose Flags annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

African Heritage Month	Month of February	28/29 days
Battle of the Atlantic (cenotaph flags)	1st Sunday in May	1 day
Pride	July (dates assigned annually)	10-12 days
Treaty Day/Mi'kmaq History Month	October 1/Month of October	31 days
Remembrance Day (cenotaph flags)	November 11	1 day
Transgender Day of Remembrance	November 20 (flag raised on November 13)	1 week

6. The Town shall issue the below Proclamations of Council annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

Day of Black Loyalist Exodus: 15 Ships to Sierra Leone	January 15
Wear Red Canada (Women's Heart Health)	February 13
Heritage Day	3rd Monday in February
Purple Day (Epilepsy Awareness)	March 26
Transgender Awareness Week	November 13-20

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum):

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date

**TOWN OF LUNENBURG APPLICATION:
COMMEMORATIVE FLAG RAISING/PROCLAMATION REQUEST**

Applications are to be submitted four (4) weeks in advance of the requested date(s). Requests will be considered by Council at regular, open meetings of Council. Completed applications can be submitted to: hmccallum@townoflunenburg.ca

1	Type of commemoration requested	<input type="checkbox"/> Flag <input type="checkbox"/> Proclamation
2	Name of Organization	
3	Contact Name Email Phone	
4	Name of Flag/Proclamation <i>- If flag, please include description or image of flag and background information - If proclamation, please include text and background information</i>	
5	Requested Date and/or Alternate Date <i>- If flag, what is requested duration for it to fly</i>	
7	Relevance of the Flag/Proclamation to the Town of Lunenburg	

Applications can request for the flag/proclamation to be repeated annually for up to five years. Please indicate below yearly dates, if desired:

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Please note: Applications will be considered on a first-come, first-served basis. You will be advised by staff of Council's decision regarding your request. Flags and necessary hardware to hang a special purpose flag must be provided by the requesting organization.

Document No:
Meeting: March 8
Circulate: Council
File:

MEMORANDUM

TO: Town Council

FROM: Devin Casario, Economic Development and Funding Manager

DATE: March 8, 2022

RE: Study to Determine Average Housing Rental Rates in Lunenburg - Update

1. FACTS

(a) On November 9, 2021, Council considered and passed the following Motion:

“Moved and Seconded that \$20,000 be pre-approved in the 2022/23 budget for a study that will provide current information on rental rates in the Town of Lunenburg. Study must include a determined median rental rate as well as the number of long-term and short-term rental units available in the Town. Staff will seek funding for this study.” (Attachment “A”)

(b) On February 9, 2022, the Province of Nova Scotia, through the Department of Housing and Municipal Affairs issued an RFP for **Provincial Housing Needs Assessments**. The following excerpt was taken from section 1.1 of the RFP (Attachment “B”):

DMAH seeks proposals from qualified proponents for the provision of a Nova Scotia Housing Needs Report that contains Housing Needs Assessments (“HNA”) for each of the Province’s 49 municipalities. The purpose of the Report, and the HNAs for each municipality within it, is to create a dataset of relevant demographic and socio-economic indicators of housing need and demand by income decile. Analysis of this data with an econometric approach will provide the Province and municipal governments with a robust and accurate assessment of historic, current, and projected housing need and demand. The dataset will be updated over time by DMAH, along with population and housing need projections, to provide a basis for more informed decisions about public investments and their outcomes. Root causes that influence the demand and supply of market rental and ownership, and their broader impacts on municipalities, will also be identified, along with recommendations for future work on the collection of housing data.

(c) Devin Casario contacted Stefan Richard, Executive Director, Housing Solutions and Development, and was assured that each municipality in the province would be covered in this study and was further encouraged to work with the selected consultant later in Spring 2022.

2. ISSUES AND OPTIONS ANALYSIS

Council has the following options available:

- (a) Direct municipal staff to issue an RFP to conduct a study as agreed upon on November 9, 2021
- (b) Rescind the original motion
- (c) Defer a final decision on whether to proceed with the study until after the Department of Housing and Municipal Affairs Provincial Housing Needs Assessments is completed (projected to be December 2022)

Risk Management

If Council chooses to either rescind the original motion or defer the timing of the proposed study, the Town will have minimal to no oversight of the province-led needs assessment. If the needs assessment does not meet the expectations of Council, the determination may be made to initiate a study in early 2023, which would mean losing a significant amount of valuable time, as this information is vital to informing other Town priorities and projects.

3. FINANCIAL IMPACT

- (a) The \$20,000 that has been preapproved for the study can be re-directed towards other Town priorities
- (b) At this stage, there does not appear to be additional funding (through government funding programs) available to the Town towards a study

4. STRATEGIC PLAN RELEVANCE

CCP Action Items:

#20 - Continue to Foster Relationships with Housing Stakeholders to Collaborate and Share Data

#33 - Continue to Monitor and Analyze Housing Demand and Supply, Demographic Indicators/Relevant Development Trends

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council pause the housing needs assessment (pre-approved for 2022/23), considering the recently announced comprehensive housing needs assessment that will be conducted by Department of Housing and Municipal Affairs. This will achieve cost savings for the Town as well as avoid duplicate assessments. Staff should be proactive in engaging with the chosen consultant for the project to ensure optimal conditions for capturing accurate data in Lunenburg.

Motion: Moved and Seconded that the decision to proceed with the housing/rental market study is deferred until after the Department of Housing and Municipal Affairs Provincial Housing Needs Assessments is completed (projected to be December 2022), at which time Council and staff can review the completed study before determining whether it is necessary for the Town to conduct their own study. The pre-approved \$20,000 for this study will stay in the draft budget.

Attachments:

Attachment "A" - Excerpt of November 9, 2022, Council Meeting in which the motion to pre-approve funding for a study was passed

Attachment "B" - REQUEST FOR PROPOSALS Provincial Housing Needs Assessments for the Department of Municipal Affairs and Housing (Request for Proposal Number: Doc863888007)

Acknowledged only by:

Kevin Malloy
Interim CAO

THEREFORE, BE IT RESOLVED THAT, I Mayor Matt Risser, on behalf of Lunenburg Town Council do hereby proclaim November 20th, 2021 as Transgender Day of Remembrance in the Town of Lunenburg. Motion carried.

7. Business Arising from the Minutes/Unfinished Business

- a. Budget 2021/22 Variance Report to August 31, 2021 – staff information report

The Finance Director presented the report (**Schedule B**) for Council information.

In response to a question the Finance Director said unexpended money can, by motion of Council, be re-allocated to underfunded projects.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

- a. Budget Request for a \$20,000 Study to Determine Average Housing Rental Rates in Lunenburg

Councillor Halverson gave an overview of the rationale for this study, which is to provide Canadian Mortgage and Housing Corporation with relevant housing rental rates information to support potential housing project funding.

Motion: moved and seconded that \$20,000 be pre-approved in the 2022/23 budget for a study that will provide current information on rental rates in the Town of Lunenburg. Study must include a determined median rental rate as well as the number of long-term and short-term rental units available in the Town (Schedule C). Staff will seek funding for this study.

Motion: moved and seconded to amend the original motion to replace “pre-approved” with “considered”. Councillors Duggan, Halverson, Sanford, Ernst and Mayor Risser voted in the negative. Motion defeated.

The main motion was put and passed. Deputy Mayor Mosher and Councillor Birtles voted in the negative.

9. New Business

- a. Harbour View Haven/Lunenburg Home for Special Care Corporation Board Recommendation to appoint Patrick Morris to the Board of Directors – draft motion

Motion: moved and seconded that Patrick Morris be appointed to the Harbour View Haven/Lunenburg Home for Special Care Corporation Board. Motion carried.

- b. Royal Canadian Legion Branch #23 Lunenburg Special Event Permit Application for Remembrance Day Activities and Town In-Kind Support

Motion: moved and seconded to approve the Royal Canadian Legion Branch #23 Lunenburg Special Event Permit Application for Remembrance Day activities and Town in-kind support (Schedule D). Motion carried.

REQUEST FOR PROPOSALS FOR

Provincial Housing Needs Assessments

For the Department of Municipal Affairs and Housing

Request for Proposal Number: Doc863888007



TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1 INVITATION TO PROPONENTS	3
1.2 RFP CONTACT	3
1.3 TYPE OF CONTRACT FOR DELIVERABLES.....	4
1.4 RFP TIMETABLE	4
1.5 SUBMISSION OF PROPOSALS	4
PART 2 – EVALUATION	6
2.1 STAGES OF EVALUATION.....	6
2.2 STAGE I – MANDATORY SUBMISSION REQUIREMENTS.....	6
2.3 STAGE II – EVALUATION	6
2.4 STAGE III – PRICING.....	7
2.5 SELECTION OF HIGHEST SCORING PROPONENT	8
2.6 NOTIFICATION TO OTHER PROPONENTS	8
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS.....	9
3.1 GENERAL INFORMATION AND INSTRUCTIONS	9
3.2 NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF CONTRACT.....	10
3.3 BUSINESS REGISTRATION.....	10
3.4 COMMUNICATION AFTER ISSUANCE OF RFP.....	11
3.5 NOTIFICATION AND DEBRIEFING	11
3.6 CONFLICT OF INTEREST AND PROHIBITED CONDUCT.....	12
3.7 CONFIDENTIAL INFORMATION	13
3.8 RESERVED RIGHTS, LIMITATION OF LIABILITY AND GOVERNING LAW.....	13
3.9 PARTICIPATION OF ELIGIBLE PUBLIC SECTOR ENTITIES.....	14
APPENDIX A – FORM OF AGREEMENT.....	15
APPENDIX B – SUBMISSION FORM.....	16
APPENDIX C – SUBMISSION PRICING FORM	19
APPENDIX D – RFP PARTICULARS.....	21
APPENDIX E - A HEALTHY NOVA SCOTIA: SOLUTIONS FOR HOUSING AND HOMELESSNESS.....	33
APPENDIX F - CHARTING A NEW COURSE FOR AFFORDABLE HOUSING IN NOVA SCOTIA.....	45

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Province of Nova Scotia (the “Province”) to prospective proponents to submit proposals for the provision of Provincial Housing Needs Assessments to the Department of Municipal Affairs and Housing (“DMAH”), as further described in the RFP Particulars (Appendix D) (the “Deliverables”). This RFP is being conducted pursuant to the Nova Scotia Sustainable Procurement Policy and Procurement Manual.

As part of the short-term Housing Plan announced by the Province in October 2021 (“Appendix E”), Government committed to provide more tools to municipalities to increase the supply of affordable housing. A long-term housing strategy will be released in Fall 2022, the development of which will require a better understanding of the dimensions of supply and demand for housing in communities across Nova Scotia.

To that end, DMAH seeks proposals from qualified proponents for the provision of a Nova Scotia Housing Needs Report that contains Housing Needs Assessments (“HNA”) for each of the Province’s 49 municipalities. The purpose of the Report, and the HNAs for each municipality within it, is to create a dataset of relevant demographic and socio-economic indicators of housing need and demand by income decile. Analysis of this data with an econometric approach will provide the Province and municipal governments with a robust and accurate assessment of historic, current and projected housing need and demand. The dataset will be updated over time by DMAH, along with population and housing need projections, to provide a basis for more informed decisions about public investments and their outcomes. Root causes that influence the demand and supply of market rental and ownership, and their broader impacts on municipalities, will also be identified, along with recommendations for future work on the collection of housing data.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” shall be:

Jennifer Cooper, Procurement Specialist

All communications must be directed through the Ariba Sourcing Event Message Board

The Ariba Sourcing Event Message Board is an area in Ariba where all system notifications and Government of Nova Scotia (GNS) created messages can be viewed. Suppliers can send messages directly to the GNS procurement team through the Ariba Event Message Board. Note: All messages sent from suppliers can only be viewed by the GNS Procurement team and not by other suppliers that are participating in the same sourcing event.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Province, other than the RFP Contact or their designate, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Type of Contract for Deliverables

The successful proponent will be requested to enter into an agreement with the Province for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Agreement”). The initial term of the agreement will be for a period of **twelve (12) months**. The Province, in its sole discretion, reserves the right to extend the agreement for **two (2) 3-month** extension(s) beyond the initial term, for an overall potential maximum of **18 months** in total. **Address price adjustments for extension years if applicable.**

1.4 RFP Timetable

Issue Date of RFP	February 9, 2022
Deadline for Questions	March 1, 2022
Submission Deadline Date and Time	March 7, 2022 @ 2:00 PM Atlantic Time
Anticipated Execution of Agreement	March 15, 2022

The RFP timetable is tentative only and may be changed by the Province at any time.

1.5 Submission of Proposals

1.5.1 Proposals must be submitted through Ariba

Proponents are responsible for ensuring bid submissions are submitted through Ariba. The Province will not be responsible for any delay or failure of the transmission or receipt of the bid including, but not limited to, the following:

- a) receipt of a garbled, corrupted or incomplete bid;
- b) availability or failure of any SAP Ariba system function or component;
- c) internet connectivity or availability issues;
- d) incompatibility between the sending and receiving equipment;
- e) delay in transmission or receipt of the bid;
- f) failure of the proponent to properly identify the bid;
- g) illegibility of the bid; or
- h) security of bid data.

The Province bears no responsibility to investigate any issue related to SAP Ariba system function or component. The Province recommends that proponents allow sufficient time to upload their bid and attachment(s) (if applicable) and to resolve any issues that may arise.

1.5.2 Proposals to be Submitted on Time

Proposals must be submitted on or before the Submission Deadline as indicated in the RFP Timetable section. Proposals submitted after the Submission Deadline will be rejected. The official logged time of bid submission will be set by Ariba, which will be assumed to be correct. If bid is submitted after the deadline an error message will be shown.

1.5.3 Proposals to be submitted in Prescribed Format

All proposals must be submitted through the Ariba Sourcing Event. The Province will not accept paper proposals submitted by hand delivery, facsimile transfer or proposals by email.

1.5.4 Amendment of Proposals Prior to Submission Deadline

Proponents may revise their proposal through the Ariba Sourcing Event any time prior to the Submission Deadline

1.5.5 Withdrawal of Proposals

Proponents may withdraw their proposals any time prior to the Submission Deadline. To withdraw a proposal, a proponent must send a notice of withdrawal to the RFP Contact through the Ariba Sourcing Event Message Board, as set out in RFP Contact section, declining to participate further.

1.5.6 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of Ninety (90) days from the Submission Deadline.

[End of Part 1]

PART 2 – EVALUATION

2.1 Stages of Evaluation

The Province will conduct the evaluation of proposals in the following three stages:

Stage I: Mandatory Submission Requirements

Stage II: Evaluation

Stage III: Pricing

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all the Mandatory Submission requirements. Proposals that do not comply with all the Mandatory Submission requirements as of the Submission Deadline will be disqualified and not evaluated further.

The mandatory submission requirements are as follows:

2.2.1 No Amendment to Forms

Other than inserting information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, will be disqualified.

2.2.2 Submission Form (Appendix B)

Each proposal must include a Submission Form ([Appendix B](#)) completed and signed by an authorized representative of the proponent. **Proponent must include all pages of Appendix B - Submission Form to be considered compliant.**

2.2.3 Submission Pricing Form (Appendix C)

Each proposal must include a Submission Pricing Form ([Appendix C](#)) completed according to the instructions contained in the form.

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Province will review the proposals to determine whether the Mandatory Technical requirements as set out in the Mandatory Technical Requirements Section of the RFP Particulars ([Appendix D](#)) have been met. Proponents that do not comply with all the Mandatory Technical requirements will be disqualified and not evaluated further.

2.3.2 Rated Criteria

The Province will evaluate each compliant proposal on the basis of the rated criteria as set out in the RFP Particulars section ([Appendix D](#)).

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed further in the evaluation process.

Rated Criteria Category	Weighting	Minimum Threshold
D.5.1 Experience and Qualifications	15 points	N/A
D.5.2 Proposed Approach and Methodology	25 points	14 points (70% of D.5.2)
D.5.3 Project Management Proposed Resources, Qualifications	20 points	14 points (70% of D.5.3)
D.5.4 References	10 points	N/A
D.5.5 Sustainability	5 points	N/A
D.5.6 Inclusive Initiatives	5 points	N/A
Subtotal A	80 points	56 points (70% of Subtotal A)
C.3.1 Pricing	20 points	
Total Weighting	100 points	

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of compliant proposals in accordance with the price evaluation method set out in the Submission Pricing Form ([Appendix C](#)). The evaluation of price will be undertaken after the evaluation of Mandatory Submission requirements, Mandatory Technical requirements, and rated criteria has been completed, and only for those proposals that have met all minimum threshold scores.

2.5 Stage IV – Condition of Award

After the completion of Stage III, all scores from Stage II and Stage III will be added together. As a condition of award, the proponent with the highest score will be required to complete and submit a Supplier Attestation Form as further described in section D.3.3 Material Disclosures.

Supplier Attestation Form can be located at the following link:
[COVID-19 Vaccination Requirement for Suppliers and Attestation Form.](#)

To be considered compliant, the proponent required to submit a Supplier Attestation Form, must do so within the required timeframe

2.6 Selection of Highest Scoring Proponent

The proponent with the highest score that meets the conditions of award will be selected to enter into the Agreement in accordance with Part 3. The proponent will thereafter be referred to as “Successful Proponent”.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in the RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

3.1.2 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section titles of this RFP.

3.1.3 Language

All proposals must be in English.

3.1.4 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.5 References and Past Performance

In the evaluation process, the Province may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the Province.

3.1.6 Information in RFP Only an Estimate

The Province makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP, received from the RFP Contact, or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.7 Proponents to Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or presentations.

3.1.8 Proposal to be retained by the Province

The Province will not return the proposal, or any accompanying documentation submitted within Ariba.

3.1.9 Third Party Assistance with Evaluation

The Province reserves the right to engage, as necessary, subject matter experts as advisors/consultants to assist with the evaluation of submissions and to provide technical guidance. The assignment by the Province of any one or more of these advisors/consultants will be at the Province's sole and absolute discretion. The Province may use any such advisors/consultants in any way it, in its discretion, considers necessary.

3.2 Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult:

<https://rjsc.novascotia.ca/>

The status of a proponent's business registration does not preclude the submission of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws.

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from their applicable jurisdiction.

3.3 Communication after Issuance of RFP

3.3.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

- a) report any errors, omissions, or ambiguities; and
- b) direct questions or seek additional information

through the Ariba Sourcing Event Message Board, to the RFP Contact, as set out in the RFP Contact section, on or before the Deadline for Questions. The Province is not obligated to respond to questions or comments received after this period has passed. No such communications are to be directed to anyone other than the RFP Contact. The Province is under no obligation to provide additional information, and the Province will not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Province will not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.3.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Province, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum through the Ariba Sourcing Event Message Board and listed on the Nova Scotia Procurement Web Portal. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for reviewing all addenda issued by the Province.

3.3.3 Verify and Clarify

During the evaluation process, the Province may request further information from the proponent or third parties to verify or clarify the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the Mandatory Technical requirements set out in the Mandatory Technical Requirements section of the RFP Particulars ([Appendix D](#)). The Province may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.4 Notification and Debriefing

3.4.1 Selection of Proponent and Execution of Agreement

The Province will notify the successful proponent in writing. The successful proponent shall execute the Agreement in the form attached as Appendix A to this RFP and satisfy any other applicable conditions of this RFP within fifteen (15) days of notice of selection, unless otherwise specified in the RFP.

3.4.2 Failure to Enter into Agreement

In addition to all of the Province's other remedies, if a successful proponent fails to execute the Agreement or satisfy any other applicable conditions within fifteen (15) days of notice of selection, the Province may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent or cancel the RFP Process.

3.4.3 Notification of Contract Award

Once an Agreement is executed by the Province with a proponent, notification of the outcome of the procurement process will be posted on the Nova Scotia Procurement Web Portal.

3.4.4 Debriefing

Proponents may request a debriefing after posting of the outcome of the procurement process. All requests must be made through the Ariba Sourcing Event Message Board, to the RFP Contact and must be made within thirty (30) days of posting of the outcome of the procurement process. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.4.5 Supplier Complaint Procedure

If a proponent wishes to file a complaint in regards to the RFP process, it must provide notice to the RFP Contact within sixty (60) days of posting of the outcome of the process and the Province will respond in accordance with its Supplier Complaint Protocol.

3.5 Conflict of Interest and Prohibited Conduct

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in the RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

3.5.1 Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict of Interest declaration set out in the Submission Form ([Appendix B](#)).

3.5.2 Proponent not to Communicate with Media

A proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFP or any Agreement entered into pursuant to this RFP without consent of the Province, and then only in coordination with the Province.

3.5.3 No Lobbying

A proponent shall not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the Successful Proponent.

3.5.4 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Province; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.5.5 Rejection of Bids

The Province may reject a bid based on past performance or based on inappropriate conduct, including but not limited to the following:

- a) illegal or unethical conduct as described above;
- b) the refusal of the proponent to honour its submitted pricing or other commitments;
- c) any conduct, situation or circumstance determined by the Province, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or
- d) the Province's past experience with the proponent within the last 18 months for similar or related services

3.6 Confidential Information

3.6.1 Confidential Information of the Province

All information provided by or obtained from the Province in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Province and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of the Agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Province; and
- (d) must be returned by the proponent to the Province immediately upon request of the Province.

3.6.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Province. The confidentiality of such information will be maintained by the Province, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential

basis, to advisers retained by the Province to advise or assist with the RFP process, including the evaluation of proposals.

3.6.3 **Personal Information International Disclosure Protection Act**

The '*Personal Information International Disclosure Protection Act*' (PIIDPA), creates obligations for the Government of Nova Scotia and its service providers when personal information is collected, used or disclosed. Provisions related to PIIDPA requirements are included in the agreement terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

3.7 Reserved Rights, Limitation of Liability and Governing Law

3.7.1 **Reserved Rights of the Province**

The Province reserves the right to:

- (a) make public the names of any or all proponents;
- (b) request written clarification in relation to a proponent's proposal;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any proponent or with a third party any information set out in a proposal;
- (e) check references other than those provided by any proponent;
- (f) disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP;
- (h) amend this RFP process without liability at any time prior to the execution of a written agreement between the Province and a proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- (i) cancel this RFP process without liability at any time prior to the execution of a written agreement between the Province and a proponent. A cancellation is communicated by way of addendum in the manner set out in this RFP. The Province may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- (j) reject any or all proposals

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.7.2 **Limitation of Liability**

By submitting a proposal, each proponent agrees that:

- (a) neither the Province nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason

of the Province's decision to not accept the proposal submitted by the proponent, to enter into an Agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.7.3 Governing Law and Interpretation

These Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Province; and
- (c) are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

3.8 Participation of Eligible Public Sector Entities

By submitting a proposal in response to this RFP, a proponent irrevocably undertakes and agrees that if successful, and following execution of an agreement with the Province, it will make the specified goods and/or services available, on the same terms and conditions as those agreed to with the Province, to any public sector entity eligible to participate in this procurement process, upon request by a public sector entity seeking access to those goods and/or services, provided however, that the proponent's obligation to allow participation by other public sector entities does not extend to circumstances in which the proponent would have to make capital or operational expenditures in order to accommodate subsequent requests for goods or services by public sector entities.

The proponent may only provide the goods and services specified under this RFP to additional entities by entering into a separate contract with the new entity ("Subsequent Contract"). The proponent acknowledges and agrees that the Province will not be a party to any Subsequent Contract, nor will the Province be liable in any respect for any obligation under, or act or omission by a party to, a Subsequent Contract.

The proponent acknowledges and agrees that notwithstanding any enactment or other obligation the Province may disclose the proponent's proposal, and any agreement between the proponent and the Province, to any public sector entity eligible to participate in this procurement process, and the Province is not liable for any loss or damage to any person arising from or otherwise in relation to such disclosure.

For the purposes of this section, a public sector entity means any provincial government or provincially funded entity in Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador, including municipalities, universities, community colleges, school boards, health authorities, housing authorities, agencies, boards, commissions, and crown corporations.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

The standard services agreement is available online at:

[Form of Agreement | Procurement | novascotia.ca](#)

APPENDIX B – SUBMISSION FORM

B.1 Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code / Zip Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	
Nova Scotia Registry of Joint Stock Number (Leave blank if NOT applicable):	
HST / GST Registration Number (Leave blank if NOT applicable):	
SIN # (only required if you do not have an HST/GST or NSRJST number):	

B.2 Offer

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. By submitting a proposal, the proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in the completed Pricing Form ([Appendix C](#)).

B.3 Pricing

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Pricing Form ([Appendix C](#)). The proponent confirms that it has factored all of the provisions of [Appendix A](#), including insurance and indemnity requirements, into its pricing assumptions and calculations.

B.4 Mandatory Submission Requirements

The Proponent encloses as part of the proposal the mandatory submission requirements set out below:

FORM	INITIAL BELOW TO CONFIRM ENCLOSURE
Appendix B - Submission Form	
Appendix C - Submission Pricing Form	

B.5 Addenda

The proponent is deemed to have read and taken into account all addenda issued by the Province.

B.6 No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

B.7 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the Province within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box YES.

- YES - The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above YES, the proponent must set out below details of the actual or potential Conflict of Interest:

B.8 Proposal Irrevocable

The proponent agrees that its proposal shall be irrevocable for a period of Ninety (90) days following the Submission Deadline

B.9 Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Province to the advisers retained by the Province to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

B.10 Execution of Agreement

The proponent agrees that in the event its proposal is selected by the Province, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP in accordance with the terms of this RFP.

Please enter your first and last name in the text box provided. By typing in your name, you are acknowledging that this is your signature and you have the authority to bind the proponent.

You agree you are signing this document electronically and agree that your electronic signature is the legal equivalent of your manual signature and that no further certification or third-party verification of your electronic signature is required in order to be legally binding. You also represent that you have the authority to bind the proponent.

Name of Proponent Representative

Title of Proponent Representative

Name of Organization

Date

APPENDIX C – SUBMISSION PRICING FORM

C.1 Instructions on How to Complete Submission Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (b) Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) Travel and living expenses while employed on projects must comply with Provincial Government standards. All such expenses must have prior approval from the client organization requesting the service. Travel expenses will be granted only for projects that require the successful proponent to travel away from the work location for project work. Expenses connected with travel of resources to the work location are the responsibility of the successful proponent.

NS Government Standards can be found at:

<https://novascotia.ca/treasuryboard/manuals/PDF/200/22601-07.pdf>

See Appendices:

Schedule 26-1: Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations

Schedule 26-2: Meal Allowances

C.2 Evaluation of Pricing

Pricing is worth points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated by dividing that proponent's price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for second-lowest rate}$$

Lowest rate
 ----- X Total available points = Score for third-lowest rate
 Third-lowest rate

And so on, for each proposal.

C.3 Pricing Form

C.3.1 Fixed Price per Deliverable

Prepare a fixed price per deliverable for your proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses.

Deliverable	Level of Effort	Fixed Price
Nova Scotia Housing Needs Report		
49 Housing Needs Assessments		
Econometric Model and Key Model Inputs		
Total Fixed Price		\$

APPENDIX D – RFP PARTICULARS

D.1 BACKGROUND

In May 2021, the Nova Scotia Affordable Housing Commission (“the Commission”) released Charting a New Course for Affordable Housing in Nova Scotia (“Appendix F”). The report contains 17 recommendations to government and 60 key actions to improve supply of and increase access to affordable housing. The Commission also recommended four “short-term” Quick Start investments to be initiated immediately and completed in one year. In the Minister of DMAH’s fall 2021 mandate letter, Government has committed to working with the Commission on implementing the recommendations.

Several recommendations call for governments at all levels and key stakeholders to develop a better understanding of the dimensions of housing need and demand across the province. Recommendation #4 calls for the Province to develop an evidence-informed long-term provincial housing strategy that sets a 10-year vision for affordable housing. Recommendation #5 identifies the need to empower municipalities to become key partners in affordable housing, which includes ensuring they have adequate support and resources to complete housing needs assessments.

While the provincial and federal governments share constitutional responsibility for housing, municipalities play a key role in where and how housing is developed. By providing them with access to sufficient data about local housing supply and demand, the Province can support municipalities in making evidence-informed decisions regarding land use, fees, taxes, infrastructure and provision of services that reduce the cost of construction. Empowering municipalities to become effective partners in affordable housing requires reliable data to identify what types of housing, and how much, may be required to meet current and future need and demand, and how to drive policy and investment to close that gap. In addition, reliable data on housing need and demand can empower communities by increasing awareness of affordable housing options, removing systemic barriers and providing planners, service providers, businesses and housing developers, as well as community members with the accurate information they need to undertake future housing work across Nova Scotia. It can also help the Province and the federal government implement better policies to support well-being and sustainable development goals.

D.2 THE DELIVERABLES

D.2.1 Housing Needs Assessment

The 49 Housing Needs Assessments created for each of Nova Scotia’s municipalities will be designed to help local governments, the Province and the federal government better understand and respond to the housing needs in communities throughout Nova Scotia. They will assist with identifying existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock and other factors that may help support the development of local or regional housing strategies or action plans.

It is expected that extensive stakeholder engagement and community surveys will be used, along with other information and datasets, to supplement, qualify and deepen understanding of local housing needs. Engagement and partnerships with community members and stakeholder groups including – but not limited to – community and private sector housing providers, business development agencies (e.g.,

Regional Enterprise Networks, Chambers of Commerce, Atlantic Canada Opportunities Agency, Greater Halifax Partnership), property managers, regional centres for education, post-secondary institutions, health authorities, local business owners, major employers and priority vulnerable groups – is required for each of the HNAs.

The NS Housing Needs Assessment Report will be comprised of the following:

- 1) Executive Summary, including:
 - a. Overview – by region (e.g., by Standard Geographical Classification, etc.) – of Nova Scotia’s social and economic issues and housing need and demand today;
 - b. Overview of Nova Scotia’s future housing demand and housing need (over the next 5 and 6-10 years);
 - c. Overview of Nova Scotia’s projected economic development (over the next 5 and 6 – 10 years and 10+ years);
 - d. Identification of Root Causes (e.g., those factors which influence the demand and supply of market rental and ownership that have helped create a housing crisis); and
 - e. Gaps and Recommendations.
- 2) Introduction, including:
 - a. Purpose of the Report;
 - b. Methodology; and
 - c. Sources of information and data limitations.
- 3) What We Heard
 - a. Summary of stakeholder engagement process and highlights of strong themes that emerged from input received
- 4) Housing Needs Assessments
 - a. Housing Needs Assessments for each of Nova Scotia’s 49 municipalities (required contents of which are outlined below)
- 5) Recommendations, including:
 - a. Root Causes, Gaps and Solutions
- 6) Conclusions
 - a. Suggested next steps for HNA project

As outlined above, Sec. 4a. of the NS Housing Needs Assessment Report will include Housing Needs Assessments for each of the province’s 49 municipalities. Each municipal Housing Needs Assessment will include the following:

- 1) Infographic of municipal housing highlights;
- 2) Municipal profiles, including:
- 3) An evidence-based analysis sourced from current and historical data that: 1) estimates current housing supply, need and demand; 2) projects future housing supply and demand and households; and 3) recognizes solutions will be different for rural and urban areas, should be categorized by community profile into urban, suburban and rural according to Standard Geographic Classification Code (“SGC”);
 - a. To do this, the proponent will:
 - i. Identify relevant sources of local data
 - ii. Collect and curate data from these sources
 - iii. Build documented tools and/or models as needed to process the collected data
 - iv. Fully describe the evidence, reasoning and modeling assumptions in the report

- v. Identify and define appropriate quantitative metrics of housing need and demand and calculate these metrics from an econometric model
 - vi. Design and conduct qualitative surveys of housing stakeholder groups including, but not limited to: developers, real-estate agents, real-estate appraisers, community and private sector housing providers, business development agencies (e.g., as identified in D.2.1), property managers, regional centres for education, post-secondary institutions, health authorities, local business owners, major employers and priority vulnerable groups (e.g., as identified in section 3b below)
 - vii. Assess differences in housing need and demand pertaining to rural communities, towns and urban areas within the municipality
- b. Historical and current qualitative and quantitative data related to the housing supply, need and demand for priority vulnerable groups (e.g., as identified in the NHS Glossary of Common Terms) that include, but are not limited to:
- i. Survivors fleeing domestic violence (especially women and children)
 - ii. Seniors
 - iii. People with developmental disabilities
 - iv. People with mental health and addiction issues
 - v. People with physical disabilities
 - vi. Racialized Persons or Communities
 - vii. Newcomers
 - viii. LGBTQ2+
 - ix. Veterans
 - x. Indigenous peoples
 - xi. Young adults
 - xii. Homeless
- c. For municipalities where there is at least one post-secondary institution, a Post-Secondary Student Housing Needs Assessment (current and future housing need):
- i. Identification of existing universities, community college campuses, private career colleges and/or any other higher learning institutions, such as language schools, that attract a student population that may influence student housing requirements in the respective community
 - ii. Inventory of existing student housing available through residences and other off campus accommodations
 - iii. Capture any expansion plans by a higher learning institution in the next five years in terms of plans to expand programs, grow international student populations, as well as plans by any university or college to expand or build additional on-campus residence accommodation;
 - iv. Estimates of current student population, including the number of students living off campus versus on campus
 - v. Projected student population growth including the need to assess and factor in the impacts of a post pandemic world, more robust online learning opportunities and the potential impacts of in-person learning.
 - 1. Identify the type of post-secondary student housing needed in each municipality (e.g., more residences versus more affordable housing which is also suitable for housing students and better responds to student population fluctuations).
 - 2. Identify the types of student housing most suitable to fill the demand, such as bachelor units or multi bedroom units.

3. Identify temporary housing options for hybrid learning, professors and clinical placements.
 - vi. Identification of student demographics, accessibility requirements and greening / energy efficiency opportunities to both advance provincial carbon reduction targets and to improve affordability for tenants;
 - vii. Additional considerations such as transportation availability in respective municipalities to support students living in affordable housing options off campus, as well as the ability to strategically leverage Federal funding available to support the creation of affordable housing; and;
 - viii. In completing its assessment of the current and future student housing need in the respective municipality, the selected proponent should ensure that it consults with the Department of Advanced Education, as well as post secondary institutions such as universities, colleges and private career colleges and other student led organizations that could inform the student housing assessment.
- 4) Evidence-based forecasts of future housing need and demand annually and over both the next 5 years, 6-10 years and 10+ years for the separate and distinct communities within each municipal boundary. This may be achieved by breaking down the municipal data into Statistics Canada census agglomerations (“CAs”);
- 5) Recommendations for each municipality that identify Root Causes (e.g., of housing need/demand), gaps and solutions based on best practice.
- 6) Digital copies in comma-separated values (“CSV”) or Microsoft Excel (“XLS”) format of the raw data to be used for future analysis;
- 7) Details on data sources and how the data was collected (e.g., ensure data is collected and used within permitted use allowances);
- 8) Presentations to Senior Leadership of DMAH, the Nova Scotia Federation of Municipalities (“NSFM”) and the Association of Municipal Administrators NS (“AMANS”) on key findings of Housing Need Assessments, recommendations and conclusions.

D.2.2 Econometric Model and Key Model Inputs

The successful proponent is required to provide an econometric model and a clear methodology to estimate this model. The final deliverable will include source/program codes, input data, estimation outputs and/or custom software tools. Source code will include adequate explanatory comments. The proponent will provide documentation to DMAH outlining how the model works and how it may be updated in the future. The econometric model and/or model use for forecasting will be subject to approval by the DMAH Steering Committee. Additionally, any software tools used to build the forecasting model will be subject to approval of the DMAH Steering Committee.

Key inputs for each of the HNAs must include the following metrics, including but not limited to, current profiles, Census 2021 data as well as the following data points:

- 1) Population (current and projected), average and median age (along with age groups), mobility and priority vulnerable groups;
- 2) Total number of households, average household size, head of the household, household breakdown by structural type (# & %), breakdown by structure size (Bach, 1, 2, 3+ beds);
- 3) Rental vacancy rate – overall and for each type of unit and by rent, number of primary and secondary rental units, number of short-term rentals,
- 4) Renter and owner households (# & %), renter households in subsidized housing (# & %);

- 5) Number of co-operative housing units, number of non-profit housing units, and number of shelter beds;
- 6) Number of Accessory Dwelling Units and rental rates;
- 7) Number of Rooming Houses and beds and rental rates;
- 8) Average and median household income, households by specified income brackets (# & %), renter household income – average and median, owner household income - average and median,
- 9) Unemployment, employment, labour force and participation rate; and work status
- 10) Shelter beds and housing units for people experiencing homelessness;
- 11) Sales price and sales volume distribution – breakdown by unit size (Bach, 1, 2, 3+ beds);
- 12) House price index and consumer price index;
- 13) Rental prices (Average and Median Market Rent) and rental vacancy – breakdown by unit size (Bach, 1, 2, 3+ beds) and by income deciles;
- 14) Affordability – fraction of household spending on shelter costs (# and % of renter and owner households);
- 15) Adequacy - households in dwellings requiring major repairs (# and % of renter and owner households);
- 16) Suitability – households in overcrowded dwellings - (# and % of renter and owner households); and
- 17) Point-in-Time (“PiT”) Count (e.g., of households who are homeless or at risk of homelessness): data collected during the PiT count will include non-identifiable demographics and descriptive information regarding an individual’s current housing situation, age and year of birth, marital status, First Nations status, immigrant status, visible minorities, level of education and barriers to housing.

DMAH expects proponents to include additional data points in their proposals that will improve the quality of the overall Report and HNAs.

D.2.3 Consultation

Project work will include consultation with stakeholders including municipal administrators and municipally elected officials, community and private sector housing providers, agencies/organizations that work with priority vulnerable populations and offer housing support programs, the development and construction sectors, relevant regulated professions, property managers, NS Health Authority, local business owners, major employers and other key stakeholders whose input will contribute to the Housing Needs Assessments. These discussions will provide insight into local and regional housing issues and trends and be crucial to filling gaps in quantitative data collection around the dimensions of housing need and demand and homelessness in municipalities across the province.

The successful proponent should also consult with the Department of Advanced Education (“DAE”), post secondary institutions such as universities, colleges and private career colleges and student unions or other student led organizations as part of the post-secondary student housing need assessment. Consultation should capture expansion plans by higher learning institutions in the next five years in terms of plans to expand programs, grow international student populations, as well as plans by any university or college to expand or build additional on campus residence accommodation.

D.2.4 Project Timeline

This schedule sets out the key dates by which work is to be completed by the successful proponent. For all major milestones, the DMAH Steering Committee will review progress and interim deliverables/outputs before approving transition to the next project phase.

Deliverable	Deadline	Review/Approval
Kick-off Meeting	March 2022	<ul style="list-style-type: none"> DMAH Steering Committee
Final work plan document based on initial proposal	March	<ul style="list-style-type: none"> DMAH Steering Committee Senior Executive Team NSFM/AMANS (review)
Status updates through bi-weekly meetings; a dashboard to be maintained by the proponent; risk register, issue and change control logs.	Bi-weekly	DMAH Steering Committee
Interim report describing sampling frame, variables description, model and econometric methodology for projection/forecasting	May	DMAH Steering Committee
Interim report describing qualitative/quantitative data collection tools (e.g., focus group discussion and structured interviews etc.)	May	DMAH Steering Committee
What We Heard [Sec. 3a. in NS Housing Needs Report] – Summary	August/September	DMAH Steering Committee
Digital copies of the econometric model input data	October	DMAH Steering Committee
Digital copies of stakeholder survey/focus group (etc.) responses/clean data used for the final model		DMAH Steering Committee
NS Housing Needs Assessment Draft Report including <ul style="list-style-type: none"> Assumptions, inputs and outputs of econometric model Summary of stakeholder responses Gap analysis and recommendations HNAs/community profiles for 49 municipalities		DMAH Steering Committee Senior Executive Team NSFM AMANS
Recorded Presentation:	November	DMAH Steering Committee

<p>45-minute detailed presentation slide deck for the Minister, Deputy Minister, Associated Deputy Minister and Senior Executive</p> <p>Recorded Presentation: 45-minute detailed presentation slide deck for the NSFM and AMANS</p> <p>Proponent to deliver presentation 2x</p>		<p>Senior Executive Team NSFM AMANS Associate Deputy Minister Deputy Minister Minister</p>
<p>Final Housing Needs Assessment Report</p>	<p>December</p>	<p>DMAH steering Committee Senior Executive Team NSFM AMANS Associate Deputy Minister Deputy Minister</p>
<p>Econometric model including any source code, input data and/or custom software tools</p>	<p>January 2023</p>	<p>DMAH Steering Committee</p>
<p>Project Close</p> <ul style="list-style-type: none"> • Transfer of all raw and summarized data • Transfer of all supporting material developed through the engagement process • Closing meeting with DMAH steering committee on lessons-learned through qualitative and quantitative data collection and analysis process 	<p>January with final payment subject to DMAH approval of work preformed</p>	<p>DMAH Steering Committee</p>

D.2.5 Consultant / Department Responsibilities

The successful proponent is required to:

- 1) Develop and implement a project charter approved by the DMAH. The project charter must take an iterative approach that includes the development of prototypes and monthly consultations with the departmental committee that will inform each deliverable.
- 2) Submit bi-weekly status updates to the client contact on the development and refinement of deliverables based on continuous feedback from the Province. Status updates will include a dashboard (s), risk register, issue and change control logs.
- 3) Attend monthly meetings with the DMAH Steering Committee to report on project status.
- 4) Present all project deliverables to the client contact (who will forward them to the DMAH Steering Committee) for review, approval and acceptance. Adequate time (at least 2 weeks) must be provided for feedback to ensure that final deliverables meet DMAH requirements.
- 5) Submit all deliverables in electronic format. Work may be carried out both on site and remotely, as appropriate and in line with current Public Health protocols and be performed to the

satisfaction of DMAH. All deliverables will be reviewed to ensure development standards and efficiencies are utilized. All work products are the property of DMAH.

- 6) Designate a Project Manager. The Project Manager is required to be available during all phases of the project and is responsible to;
 - a. Direct the project team;
 - b. Manage the project plan;
 - c. Maintain the risk register, issue and change control logs.
 - d. Coordinate activities with the DMAH Steering Committee to achieve successful project completion;
 - e. Coordinate and ensure necessary approvals are received from the DMAH Steering Committee (or via the client contact as required);
 - f. Report on progress, as required in section D.2.3 and D.2.5, to the client contact and DMAH Steering Committee; and
 - g. Meet and/or communicate via MS Teams, phone and email as necessary.

The DMAH Steering Committee will:

- 1) Provide timely feedback on status updates and attend monthly meetings with the successful proponent to provide feedback on the content and quality of deliverables;
- 2) Provide collective and unified project direction;
- 3) Help resolve potential issues among stakeholders if differences of opinion occur.

NSFM/AMANS are expected to:

- 1) Provide timely feedback on work products identified in D.2.4;
- 2) Support development of data collection tools and collection of qualitative and quantitative data;
- 3) Actively encourage stakeholder involvement in the project.

Municipalities are expected to:

- 1) Provide the proponent timely access to all existing current and historical housing supply and demand data;
- 2) Support development of data collection tools and collection of qualitative and quantitative data;
- 3) Actively encourage stakeholder involvement in the project.

D.2.6 Proponent and Project Manager Experience and Qualifications

The successful proponent will have the following demonstrable experience and qualifications:

- 1) Strong experience in housing needs assessments (and/or projects similar to housing needs assessments) and experience with econometric modeling (preferably related to housing);
- 2) Strong analytical and communication skills;
- 3) Extensive stakeholder consultation experience, including experience working with priority vulnerable groups;
- 4) Experience working with projects in jurisdictions with similar demographics as Nova Scotia; and
- 5) The successful proponent will be required to designate a Project Manager (see section D.2.5 for responsibilities).

The Project Manager will have the following demonstrable experience and qualifications:

- 1) A minimum of 5 years project management experience, and has overseen a project of similar size/scope; and
- 2) A Project Management Professional designation is considered an asset.

D.3 MATERIAL DISCLOSURES

D.3.1 MATERIAL RIGHTS

Per section 5 of the contract listed in Appendix A:

“All findings, data, surveys, research, working papers, drawings, spreadsheets, evaluations, databases and documents, regardless of storage format or whether in draft or final form that are collected, created or produced by the Supplier in the performance of this Agreement (collectively the “Materials”) are the exclusive property of the Province. All intellectual property rights, including patents, copyrights, trademark and industrial design in the Materials, with the exception of any pre-existing intellectual property rights of the Supplier therein, are the sole property of the Province, are hereby irrevocably assigned by the Supplier to the Province and the Supplier herewith waives all moral rights in those Materials.”

D.3.2 PAYMENT SCHEDULE

Installment	Timeline	Milestone Achieved
Installment #1 (30%)	March 2022	<ul style="list-style-type: none">• Kick-off• Finalized workplan
Installment #2 (15%)	May 2022	<ul style="list-style-type: none">• Interim report on econometric model/data collection tools
Installment #3 (15%)	October 2022	<ul style="list-style-type: none">• Digital copies of econometric model input data• Digital copies of stakeholder survey/focus group data• NS Housing Needs Assessment Draft Report
Installment #4 (20%)	December 2022	<ul style="list-style-type: none">• Final Housing Needs Assessment Report
Installment #5 (20%)	January 2023	<ul style="list-style-type: none">• Econometric model• Closeout

D.3.3 COVID-19 VACCINATION SUPPLIER ATTESTATION

Effective November 30, 2021, all suppliers working on behalf of the Nova Scotia Government and entering government facilities and/or interacting with provincial employees or the public, will be required to show proof of at least one dose of vaccine to work in or visit provincial workplaces or worksites. Before February 9, 2022, these suppliers will need to be fully vaccinated. As a condition of award, the Successful Proponent will be required to complete and submit a COVID-19 Vaccination Supplier Attestation Form, within two (2) business days of request by the Province or confirm that it has previously submitted a Supplier Attestation Form, subject to the exceptions set out in the form. To be considered compliant, the proponent to submit a Supplier Attestation Form must do so within the required timeframe.

D.3.4 COVID-19 PANDEMIC

The parties acknowledge that the obligations of each party from time to time to meet certain terms and conditions of this RFP may be impeded by the COVID-19 pandemic (the "Pandemic") and

related challenges. The successful proponent and the Province agree to act in good faith by making all reasonable accommodations as the circumstances of the Pandemic may require, and each party agrees to exercise reasonable efforts to comply with the terms of this RFP notwithstanding the effects of the Pandemic.

No party will require or encourage any person acting on its behalf to violate the terms of any order made pursuant to the Health Protection Act (Nova Scotia), the Emergency Management Act (Nova Scotia) or any other order or directive made pursuant to applicable provincial or Federal legislation in relation to the Pandemic (“Pandemic Orders”), or to perform any act which would place such person at a material risk of contracting the COVID-19 virus.

The Province and successful proponent acknowledge that any costs associated with compliance with any Pandemic Order for the duration of this agreement shall be included in the proposal response.

D.4 MANDATORY TECHNICAL REQUIREMENTS

Mandatory Technical Requirements	Pass/Fail
1) Proponent has demonstrated 5 years experience with Municipal Government Housing Needs Assessments, please outline adherence to this mandatory criteria in response to section D.5.1 (d)	
2) Proponent has demonstrated 5 years experience in quantitative and qualitative data collection and analysis and stakeholder consultation, please outline adherence to this mandatory criteria in response to section D.5.1 (d)	
3) Proponent has 5 years of expertise delivering econometrics and statistical techniques, please outline adherence to this mandatory criteria in response to section D.5.2	
4) The Project Manager – In their response to D.5.3 each proponent must clearly identify a Project Manager and must provide clear evidence that the resource proposed for the role of Project Manager meets the following requirement: The resource proposed for the role of <i>Project Manager</i> must : <ul style="list-style-type: none"> a. Have a minimum of 5 years of experience as a project manager undertaking projects of similar size and scope 	

D.5 RATED CRITERIA

D.5.1 Experience and Qualifications – 15 points

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of the services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;

- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise;
- (d) its knowledge, skills and expertise in the following areas:
 - a. Demonstrate experience in Municipal Government Housing Needs Assessments
 - b. Demonstrate expertise in econometrics and statistical techniques
 - c. Qualitative and quantitative data collection and analysis
 - d. Stakeholder consultation
- (e) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the Province.

D.5.2 Proposed Approach and Methodology – 25 points

A description of how the proponent will provide the deliverables listed in section D.2.

- (a) Describe the proposed approach for completing the project deliverables.
- (b) Describe the proposed methodology to be used to develop the econometric model and key inputs, including proposed sources of data.
- (c) Describe the proposed approach to stakeholder engagement

The proposal should include any notable methodologies, innovative solutions, tools and techniques, and the proponent’s respective suitability to this project. Each proponent should also provide a high-level workplan that reflects the proposed approach/process and demonstrates your ability to meet the schedule requirements for this Project, including any applicable milestones.

D.5.3 Project Management Proposed Resources, Qualifications – 20 points

The successful proponent will be required to provide all the necessary project management to ensure the provision of the services in accordance with the requirements of this RFP.

- (a) Identify the project manager proposed for this project and provide a detailed description of this individual’s relevant qualifications and project management experience in successfully managing projects of a similar size and scope to that required by this RFP.
- (b) The proponent should be able to demonstrate that its proposed team as a whole has the experience/skills to perform the services in accordance with the requirements. Prepare the table below to identify all personnel who will be assigned to the project and contribute to (i) the routine management and/or (ii) the performance of the required services. As shown, provide each person’s name, title, role on this project, experience in this role and his/her respective employment status.

Name	Title	Project Role	% of time assigned to the project	Role Experience (# months)	Employment Status (E = employee, C = contractor, P = partner)

If contractors or partners are to be used for this project, they must be identified in your table. If so, describe the general range of services that the respective contractors (companies or individuals) will provide.

- (c) Provide a detailed description of each individual’s relevant qualifications, including educational credentials, and project management experience in successfully managing projects of a similar size and scope to that required by this RFP.
- (d) Include at **least two project references** where the proposed individual served in a similar role, including:

Name of client organization; Name, title, telephone number and email of a client contact; brief description of the scope, complexity, dates and duration of the project; Role the proposed individual played in the referenced project

D.5.4 References – Total Points = 10 points

Each proponent is requested to provide three (3) project references from clients who have obtained services similar to those requested in this RFP from the proponent in the last three (3) years. Provide the name of a key client for each project reference, along with his/her phone number and email address. The project reference information provided should:

1. Identify the size of the projects conducted;
2. Demonstrate the extent of your previous experience;
3. Describe the clients’ overall satisfaction with your services and the results achieved; and
4. Demonstrate your adherence to interim and final deadlines.

The Province will only evaluate three (3) references. If more than three (3) references are provided by the proponent only the first three (3) listed in the proposal will be evaluated. Proponents are permitted to use the Province as a reference where appropriate; however, if using the Province as a reference, proponents are asked to name two (2) key client contacts in the event one of the client contacts cannot participate due to a conflict of interest.

D.5.5 D.3.5 Sustainability – 5 points

Provide a brief statement, to a maximum of one (1) page, describing how the services being proposed will be provided in a sustainable manner (e.g. considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety, and economic and workforce development).

D.5.6 Inclusive Initiatives – 5 points

Describe actions taken by your organization to support marginalized communities and promote anti-racism, and your proposed approach to supporting these communities as the Successful Proponent.

A Healthy Nova Scotia: Solutions for Housing and Homelessness

October 2021





A Healthy Nova Scotia: Solutions for Housing and Homelessness

Working with Partners to
Increase Housing Supply

Bridging the Gap

Working with Partners to
Help People Experiencing
Homelessness

Continuing Focused Efforts



A Healthy Nova Scotia: Solutions for Housing and Homelessness

Affordable, safe housing is crucial for a healthy society, quality of life, social equity, and, of course, attracting new residents and growing the economy.

Nova Scotia is facing a housing crisis. As one example, the Affordable Housing Commission said the cost of new houses went up 11.6% last year, more than twice the percentage increase from the year before. This disproportionately affects people who are trying to buy their first home and lower-income earners, many of whom are from marginalized or racialized communities.

The only real solution is to increase the supply of affordable housing, including rental stock.

This plan outlines comprehensive, integrated actions that will collectively increase the supply of affordable housing. This involves working with partners, in the short- and long-term, by:

- investing and building now,
- approving more projects more quickly,
- freeing up land for projects,
- providing more tools for municipalities,
- finding, attracting, and training more skilled tradespeople, and
- planning for transportation needs.

The plan includes protections for Nova Scotians to bridge the gap, created by years of government inaction, until the housing supply increases.

The plan recognizes the need to ensure that the Province's most vulnerable Nova Scotians have access

"The only 'silver bullet' there might be, in terms of the greatest possible impact, is for us to work across all our different organizations and points of view, breaking down silos, barriers and bureaucracy to create the future together."

– Nova Scotia Affordable Housing Commission

to safe housing options. Just as significantly, the plan commits to working with partners to help people experiencing homelessness obtain the supports and services they need in order to address the unique challenges they face.

This plan builds on the advice of the [Affordable Housing Commission](#), actions in federal-provincial housing agreements, Nova Scotia's Housing Action Plan, and conversations with stakeholders.


This crisis, however, did not develop overnight, and it can't be overcome that quickly either. It will require time and focused efforts to resolve through constant consultation, investment, and action. Nevertheless, now is the time to start.

This Government's commitment is simple: do what is needed to make sure all Nova Scotians can afford a safe place to call home.


Working with Partners to Increase Housing Supply

Investing and Building Now

Nova Scotians have waited too long for action. We will not wait.



With this investment, almost 4,500 individuals or families will get an average of \$327 to help with their rent each month.



- This year, the Government will invest almost \$35 million to support more than 1,100 new affordable housing units in communities across the province. Of these, 425 will be rent supplements available immediately, to help people and families stay where they are living now.
- Within the \$35 million investment, the Government is planning new construction projects across the province. Details will be announced once agreements have been finalized with partners.
- This year, the Government will make investments to increase affordable options for students and take pressure off the overall community housing shortage. The Province will build residences at three Nova Scotia Community College campuses. The Government will also create a province-wide


student housing strategy to respond to changing student housing needs. Discussions will begin soon about other traditional and creative options to increase student housing across the province.

- The Government will move forward with inclusionary zoning, which is a planning tool that provides incentives or requires developers to include affordable housing within new mixed-income developments. The Affordable Housing Commission and municipalities have asked for this tool, which can be used by all municipalities to increase affordable housing where it is needed most in their communities. It will be added to the Municipal Government Act and Halifax Regional Municipality Charter this legislative session.

Approving More Projects, More Quickly

Developers have told the Province that the amount of red tape and time it takes to get approvals discourages development, particularly in the Halifax Regional Municipality where government failures have created the greatest urgency.

- Legislation will soon be introduced to create a task force focused on analyzing and improving appropriate residential projects in the Halifax area. This planning task force will have membership from the Province and the municipality and will be chaired by an appointee of the Province. The task force will report to the Minister of Municipal Affairs and Housing.



“The mandate of the task force is clear. Act fast to increase the housing supply.”

– Premier Tim Houston



Freeing up Land for Projects

The Province has significant underused land which could be used for affordable housing, built in partnership with community housing groups and the private sector.

- The Government is identifying a list of provincially owned properties that can be better used for housing. Staff will work with community groups, municipalities, and others to get projects underway on these lands as quickly as possible. Land acquisition is often a significant barrier. Through this initiative, the Government will step up in support of being part of the solution.

Providing More Tools for Municipalities

Often, municipalities have said they need the flexibility to improve incentives and clear barriers to building affordable housing in their communities, where it is needed most. A key example is the need for inclusionary zoning in the Halifax Regional Municipality.

The Minister of Municipal Affairs and Housing will meet with municipalities across the Province to discuss possible measures that support affordable housing, such as better regulation for short-term rental units and flexibility in taxation that will encourage affordable housing development. Government will discuss this issue with municipalities over the fall and winter. The goal would be to introduce amendments to the Municipal Government Act and the Halifax Regional Municipality Charter in the spring session of the Legislature.

Short-term rentals are increasing across Nova Scotia. Clarity is needed around this growing industry, and we need to ensure it does not negatively impact affordable housing. Government will consult with stakeholders over the fall and winter, with the goal of introducing legislation in the spring of 2022.

Finding, Attracting, and Training More Skilled Tradespeople

Employers say they're having trouble finding enough skilled tradespeople.

- As part of the work to recruit and retain more apprentices, the Government will review the training ratio for apprentices with the goal of creating more opportunities while easing the skilled labour shortage.
- The Province will also introduce a waiver of the provincial portion of the provincial income tax on the first \$50,000 of income for any trades worker under the age of 30.

Planning for Transportation Needs

The Province plans to double its population by 2060. A transportation plan is needed to help ensure people can get to work and move around as the population grows in the Halifax Regional Municipality.

- The Province will create a joint regional transportation group. The group, including engineers and planners, will review roads, ferries, and public

transit to create a master transportation plan for Halifax Regional Municipality to be ready for rapid residential growth in the coming years.

Bridging the Gap

Permanent rent control discourages developers from building and works against efforts to increase the overall housing supply. However, renters in this province cannot pay the price for the many years of government inaction and deserve protection to bridge the gap until the housing supply grows. As such,

- Legislation will soon be introduced to create a 2% rent cap on residential rent increases. This will protect tenants for two years, while supply is being built.
- Legislation will be introduced to protect tenants against “renovictions” — when a landlord evicts a tenant related to plans for major renovations.

Working with Partners to Help People Experiencing Homelessness

Homelessness is a persistent and growing issue in Nova Scotia. Some of the current challenges include more people experiencing homelessness, growing homelessness in rural parts of the province, and people experiencing increasingly complex barriers to securing safe and stable housing.

The Government will take a series of actions to help ensure people who are experiencing homelessness, or at risk of homelessness, are supported to transition to stable housing. The investments will also provide additional supports for those most at-risk, while enhancing services for people outside of the Halifax Regional Municipality:

- Supports for families at risk of homelessness: New funding will be provided to deliver services to families who are homeless or at risk of homelessness and to explore a family support pilot for rural Nova Scotians.
- Indigenous Permanent Shelter and Supportive Housing supports for the Mi'kmaw Native Friendship Centre to continue providing emergency beds and to implement an Indigenous supportive housing initiative.


- Supports for people transitioning out of correctional facilities to help prevent them from becoming homeless. This includes: new funding to provide emergency beds for men being released from correctional facilities, continued funding to hire more outreach workers, and to continue operations of transitional housing supports serving criminalized and vulnerable Indigenous women, trans, and non-binary persons.
- Funding for Hotel Shelter Model: This includes 24/7 wrap-around supports to individuals temporarily residing in hotels and hotel accommodation for individuals who are ineligible for income assistance.
- Emergency Shelter Investments, including extension of some COVID measures: this could include allocating permanent funding for some temporary COVID-19 measures which have been successful and where needs remain high.
- Address Shelter Nova Scotia funding challenges.

Continuing Focused Efforts

The housing crisis was not created overnight. It will require continuing focused efforts to resolve. More consultation with more groups and continuing to implement recommendations from the Affordable Housing Commission will build on these first actions. For example:

- Ministers from across government (including Community Services, Mental Health, and Justice) will meet with community groups and partners who support people who are experiencing homelessness. The goal is to ensure the right supports and services are in place to help address their individual needs so they can more successfully transition from the streets to safe places to live.
- The Government is continuing to implement the 17 recommendations of the Affordable Housing Commission. These were created by a group of members from various sectors and regions across the province.

An updated plan will be released in Fall 2022 to be transparent and accountable to Nova Scotians on progress and to reflect new actions identified through continued consultations and research.



“The housing crisis is real, and it was not created overnight. We are acting now and into the future to do whatever needs to be done to make sure Nova Scotians can afford a place to call home.”

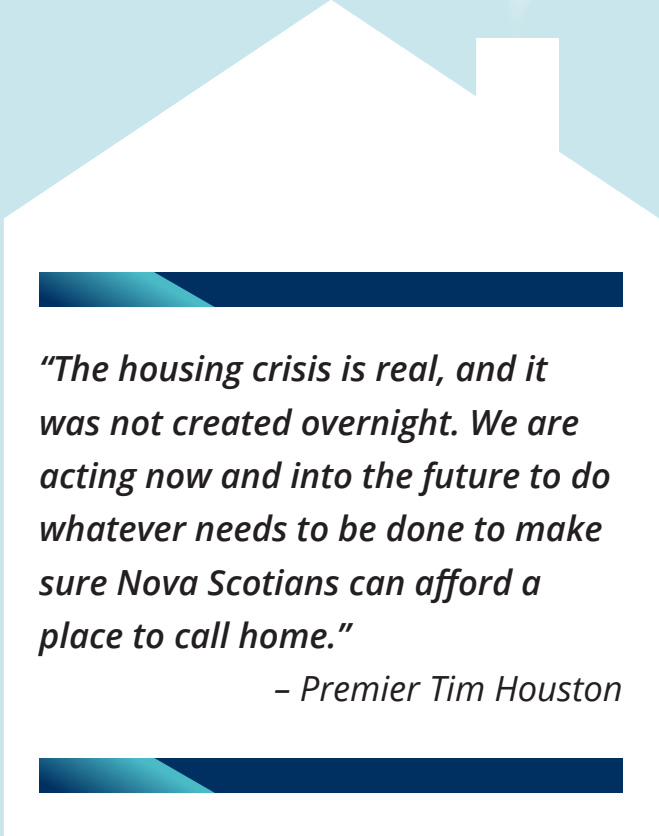
– Premier Tim Houston



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Solutions for Housing and Homelessness
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"The housing crisis is real, and it was not created overnight. We are acting now and into the future to do whatever needs to be done to make sure Nova Scotians can afford a place to call home."

- Premier Tim Houston

Nova Scotia Affordable Housing Commission Progress Report

JANUARY 2022

In May 2021, the Nova Scotia Affordable Housing Commission released **Charting a New Course for Affordable Housing in Nova Scotia**. Our report contains 17 recommendations to government and 60 key actions to improve supply of and increase access to affordable housing. For each recommendation, we proposed an implementation timeline. We also recommended four ‘short-term’ Quick Starts investments to be initiated immediately and completed within one year. We pledged to reconvene in six and twelve months to take stock of government’s progress and report our findings to the public.

At the six-month point, the Commission is pleased that government has committed in the Minister of Municipal Affairs and Housing’s mandate letter to work with the Commission to implement the recommendations. We are encouraged by several initiatives announced in recent weeks to address housing supply challenges. In particular, we note the introduction of legislative changes to improve renter protections and give municipalities more power to support affordable housing within their community.

The Commission has concerns about the impact of extending the cap on rental rate increases on affordable housing supply. It emphasizes the importance of this being a temporary measure that will be discontinued once the immediate housing crisis has eased. We look forward to seeing progress in the coming months on the foundational recommendations, such as the governance review of Housing Nova Scotia and the development of a long-term provincial housing strategy.

Since we released our report in May 2021, housing has become a polarizing issue in Nova Scotia, one that received special attention from all political parties during the 2021 provincial election. A successful response to the challenge our province is experiencing requires a whole-of-government approach and the cooperation of all partners and stakeholders. Overall, what we have observed over the last six months is positive and we feel government is on the right path to implement the Commission’s recommendations.

An update on each Commission recommendation, Quick Start Investment, and associated action is provided below. For more information, visit the Commission’s website at nsaffordablehousingcommission.ca





Dr. Ren Thomas and Dr. Paul LaFleche
Commission Co-Chairs, January 2022

Recommendations

1. Establish an arm’s length independent provincial housing entity
2. Recognize housing as a right and a key strategic sector for economic development, health, and social equity
3. Modernize provincial legislation and regulations
4. Develop a long-term provincial housing strategy
5. Empower municipalities to become key partners in affordable housing
6. Support the creation of more affordable housing, prioritizing a mixed-income, multi-partner approach
7. Reduce costs for new affordable housing
8. Reduce regulatory and non-cost barriers of new development
9. Prevent the loss of affordable homes
10. Build community housing capacity
11. Transform our public housing model
12. Expand housing options that meet the needs of seniors and vulnerable Nova Scotians
13. Provide targeted resources and supports to vulnerable and underrepresented communities
14. Enhance renter protections, equitable access, and better-functioning conditions for rental housing
15. Address the specific needs of rural and non-urban communities
16. Improve access to rental housing data
17. Support innovation and promote cross-sectoral partnerships


Recommendation/Action	Timeframe	Status	Progress Update
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Quick Start Investments
 The Commission recommended the Province make a one-time commitment of \$25M to initiate four Quick Start Investments within 100 days of submission of its report







Invest immediately in multi-partner, mixed-use, mixed-income demonstration projects that feature innovative construction techniques; target funding to support proponents that can leverage federal funding under the Rapid Housing Initiative; increase the number of rent supplements to support affordable housing projects that receive a government capital contribution, to achieve a deeper level of affordability for people living on very low income; and double current investments in the provincial Affordable Housing Program.	Quick Start initiate within 100 days		\$35M investment announced by government in October 2021, to create 714 new affordable housing units across the province and make 425 new rent supplements available immediately.
Support municipalities to complete a housing needs assessment to establish a baseline from which they must plan for sufficient amount and diversity of housing supply to meet projected needs.	Quick Start initiate within 100 days		Government, in consultation with the Nova Scotia Federation of Municipalities, is conducting a housing need assessment of all municipalities. Government commitment of \$500K in July 2021.
Create a Community Housing Growth Fund (CHGF) co-created with sector organizations.	Quick Start initiate within 100 days		CHGF Steering Committee has been established and program guidelines are in development. Government commitment of \$2.5M in July 2021.
Invest \$2M to modernize provincially-owned stock, including improvements to overall condition levels, energy efficiency projects to reduce operating costs, decrease greenhouse gases, and create jobs across the province.	Quick Start initiate within 100 days		Government will invest \$26M to complete more than 500 projects including repairs, maintenance, greening upgrades and improved accessibility across the province. Government commitment to investing \$2M in additional public housing repair and renewal in July 2021.

Progress Made by Government Implementing 17 Recommendations and Key Actions



1 Establish an arm's length independent provincial housing entity

Establish a new independent provincial housing entity.	Short-term 2021/22		Pending completion of broader government review of crown corporations.
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Recommendation/Action	Timeframe	Status	Progress Update
<h2>2 Recognize housing as a right and a key strategic sector for economic development, health, and social equity</h2>			
<p>Consult with stakeholders to better understand how government can design and implement effective human rights-based housing strategies.</p>	<p>Short-term 2021/22</p>		<p>As part of development of a long-term provincial housing strategy, government will engage with stakeholders to better understand the implications of recognizing housing as a human right.</p>
<p>Recognize housing is a right, a driver of inclusive economic growth, and a core component of health, well-being, and social equity.</p>	<p>Short-term 2021/22</p>		
<h2>3 Modernize provincial legislation and regulations</h2>			
<p>Review and amend relevant provincial legislation and regulations necessary to implement Commission recommendations.</p> <p>Address the unintended consequences of provincial laws and regulations which limit the ability of municipalities to partner with private sector to offer a wider range of incentives, as in other provinces.</p> <p>Ensure sufficient renter protections against evictions due to renovation (“renoviction”) are reflected in provincial legislation, by strengthening the <i>Residential Tenancies Act</i>.</p>	<p>Short-term 2021/22</p>		<p>Government amended the <i>Residential Tenancies Act</i>.</p> <p>Amendments were made to the <i>Municipal Government Act</i> (MGA) and HRM Charter in November 2021 to allow municipalities to use inclusionary zoning and provide incentives for private sector developers to increase affordable housing supply.</p> <p>These initiatives are part of a suite of actions designed to modernize and improve the <i>Residential Tenancies Act</i> and advance the Commission’s recommendations related to enhancing renter protections against evictions due to renovations.</p> <p>Additional items will be identified via consultation and MGA review.</p>
<h2>4 Develop a long-term provincial housing strategy</h2>			
<p>Mandate the new housing entity to develop a long-term provincial housing strategy for affordable housing.</p> <p>Engage the private sector, community housing partners, and key stakeholders in strategy development, and identification of targets and outcomes.</p>	<p>Mid-term 2022/23 to 2024/25</p>		<p>Government released its housing plan in October 2021, which outlines actions to make housing more available and protect existing affordable housing. The initial \$35M investment will create 714 new affordable housing units in our province, along with 425 rent supplements.</p> <p>Government is committed to completing a long-term provincial housing strategy by Fall 2022.</p>
<p>Recognize specific housing needs and address historic and systemic barriers faced by people of African descent and Indigenous communities to accessing affordable housing.</p>	<p>Mid-term 2022/23 to 2024/25</p>		<p>Government is working with Indigenous communities and African Nova Scotian leaders to develop strategies to improve access to affordable housing.</p>

Recommendation/Action	Timeframe	Status	Progress Update
<h2>5 Empower municipalities to become key partners in affordable housing</h2>			
<p>Recognize municipalities as key partners in affordable housing.</p> <p>Allow municipalities to use inclusionary zoning in private development in lieu of bonus zoning charges, with appropriate incentives to avoid additional development costs.</p> <p>Ensure municipalities have adequate support and resources to complete housing needs assessments.</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Government amended the <i>Municipal Government Act</i> (MGA) and HRM Charter to; enable municipalities to provide financial assistance to a business if the financial assistance is for the purpose of increasing the availability of affordable housing; allow municipalities to require and regulate affordable housing within developments through land-use by-laws; and permit municipal councils to accept money in lieu of affordable housing provision.</p> <p>Government is continuing to consult with municipalities as part of a review of the MGA and HRM Charter.</p> <p>Government is working with the Nova Scotia Federation of Municipalities to complete a housing needs assessment for all municipalities.</p>
<h2>6 Support the creation of more affordable housing, prioritizing a mixed-income, multi-partner approach</h2>			
<p>Immediate investment in multi-partner, mixed-income demonstration projects featuring innovative construction techniques.</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Affordable Housing Demonstration Projects Initiative (AHDPI) launched Aug 2021. \$25.5M committed.</p>
<p>Work with non-profit and private sectors on affordable housing 'pipeline' projects that can be initiated within 12 months.</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Increased investments in the Affordable Housing Program in 2021 to support increased supply of affordable housing.</p>
<p>Enhance provincial incentives to increase supply of new affordable rental housing through new construction or conversion of non-residential buildings.</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Government will invest more than \$35M to support over 1,100 new affordable housing units across the province. Part of this funding will support proponents to create new affordable units under the federal Rapid Housing Initiative.</p>
<p>Targeted funding to support proponents under Rapid Housing Initiative (RHI).</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Government will invest more than \$35M to support over 1,100 new affordable housing units across the province. Part of this funding will support proponents to create new affordable units under the federal Rapid Housing Initiative.</p>
<p>Double current investments in provincial Affordable Housing Program (AHP).</p>	<p>Short-term 2021/22</p>	<p></p>	<p>Government increased funding available under the Affordable Housing Program (AHP), and committed \$4.6M to create 96 units in 2021/22.</p>



 Initiated  Committed/Underway  To Be Initiated  Alternative Action Taken

Recommendation/Action	Timeframe	Status	Progress Update
Create new rent supplements to support affordable housing projects receiving government capital contributions, for a deeper level of affordability for people living on very low-income.	Short-term 2021/22		425 additional rent supplements announced in October 2021 as part of the short-term housing plan.
Leverage public assets through divestiture to community housing providers or Community Land Trusts (CLTs).	Short-term 2021/22		Government is creating a list of provincially-owned land that can be used for housing and brought to market via Partnership Opportunity Notices.

7 Reduce costs for new affordable housing




Create a program to identify and incentivize development of vacant/under-used public land suitable for residential use, or buildings for affordable housing.	Mid-term 2022/23 to 2024/25		Government is developing a database of provincially-owned land that is suitable for development of residential housing supply.
Explore benefits of transferring public lands to support creation of Community Land Trusts (CLTs).	Mid-term 2022/23 to 2024/25		Government is working with its partners in the community housing sector to explore creation of CLTs. Funding to create a new CLT in the African Nova Scotian community of Hammonds Plains was announced in November 2021.
Permit municipalities to waive, reduce, or defer payment of certain construction-related fees on new construction or preservation of market and non-market rental housing.	Mid-term 2022/23 to 2024/25		Government amended the <i>Municipal Government Act</i> (MGA) and HRM Charter to; enable municipalities to provide financial assistance to a business if the financial assistance is for the purpose of increasing the availability of affordable housing; allow municipalities to require and regulate affordable housing within developments through land-use by-laws; and permit municipal councils to accept money in lieu of affordable housing provision. Government will consult with municipalities as part of a review of the MGA and HRM Charter.
Offer provincial HST rebate on affordable housing new construction. Develop an affordable rental housing construction tax credit in exchange for minimum number of affordable units for a specific period.	Mid-term 2022/23 to 2024/25		Options development is underway.

 Initiated  Committed/Underway  To Be Initiated  Alternative Action Taken







Recommendation/Action	Timeframe	Status	Progress Update
Provide incentives for allocation of additional density to create more affordable housing in urban areas with high growth and demand.	Mid-term 2022/23 to 2024/25		Government amended the <i>Municipal Government Act</i> (MGA) and HRM Charter that: enables municipalities to provide financial assistance to a business if the financial assistance is for the purpose of increasing the availability of affordable housing; allows municipalities to require and regulate affordable housing within developments through land-use by-laws; and allows municipal councils to accept money in lieu of affordable housing provision.
Work with Property Valuation Services Corporation to create a new assessment classification for affordable housing.	Mid-term 2022/23 to 2024/25		Consultation and analysis of financial impacts will be completed in the coming months.









8

Reduce regulatory and non-cost barriers of new development





Initiate review of impact of existing regulations on the development process and identify innovative ideas/solutions for regulatory and service reforms.	Mid-term 2022/23 to 2024/25		<p>Government established a new Task Force in October 2021 to quickly increase housing supply in HRM.</p> <p>Government will consult with municipalities as part of a review of the MGA and HRM Charter.</p> <p>Office of Regulatory Affairs is reviewing all regulations that cause barriers or increase costs of affordable housing.</p>
Work with the NS Apprenticeship Agency and Department of Labour, Skills and Immigration to address the shortage in skilled trades required for residential construction.	Mid-term 2022/23 to 2024/25		<p>In October 2021, government announced that it will work to recruit and retain more apprentices and review the apprentice training ratio to create more opportunities and ease skilled labour shortages.</p> <p>In addition, government announced elimination of income tax on the first \$50K of yearly income for construction trade workers under 30 years of age.</p>
Attract, hire, and train more women, Indigenous people, people of African descent, and individuals from other marginalized groups into trades with a supply shortage.	Mid-term 2022/23 to 2024/25		Work underway in collaboration with Department of Labour, Skills and Immigration.









 Initiated  Committed/Underway  To Be Initiated  Alternative Action Taken


Recommendation/Action	Timeframe	Status	Progress Update
9 Prevent the loss of affordable homes			
Increase provincial funding for repair and renewal of existing affordable market and non-market rental housing.	Mid-term 2022/23 to 2024/25		Options analysis is underway for enhancements to existing programming.
Work with municipalities to create incentives for developers to retrofit existing units and make them affordable.	Mid-term 2022/23 to 2024/25		In October 2021, government made amendments to the MGA and HRM Charter enabling municipalities to provide financial assistance to private sector developers for the purpose of increasing affordable housing.
Create a provincial loan program to help non-profit housing providers finance acquisition of low-end of market rental properties at-risk of being converted to high-end development.	Mid-term 2022/23 to 2024/25		Assessing options for new program design. Anticipated program launch Winter 2022.
Collaborate with municipalities to ensure units at or below average market rent in buildings being redeveloped are preserved in the new development along with new density.	Mid-term 2022/23 to 2024/25		Government will work with municipalities to support and expand preservation of affordable housing.
10 Build community housing capacity			
Work with the community housing sector to develop a comprehensive baseline, identify gaps, and gather data to support planning and long-term strategies for sector stabilization, transformation, and growth.	Mid-term 2022/23 to 2024/25		<p>\$2.5M committed to create a Community Housing Growth Fund.</p> <p>Government also continues to support the work of the Build Together project, which will inform the development of program guidelines and ensure funding is strategically allocated to support growth of the sector.</p> <p>Work is underway with the Nova Scotia Federation of Municipalities to conduct housing need assessments for all municipalities.</p>
11 Transform our public housing model			
<p>Review the public housing operating model.</p> <p>Continue work underway to develop an asset management plan and identify opportunities for redevelopment in partnership with the community housing sector.</p>	Mid-term 2022/23 to 2024/25		Opportunities to advance public housing transformation activities, including asset transfer processes, continue to be explored.

Recommendation/Action	Timeframe	Status	Progress Update
12 Expand housing options that meet the needs of seniors and vulnerable Nova Scotians			
Increase rent supplements to help low-income households access market rental units in high-cost areas.	Mid-term 2022/23 to 2024/25		Government announced an additional 425 rent supplements in October 2021.
Create a dedicated budget for construction of new rooming houses, and for repair of existing ones.	Mid-term 2022/23 to 2024/25		Options for a new Rooming House Program have been developed and are under review.
Incentivize companion housing arrangements between seniors and younger people, particularly in rural areas.	Mid-term 2022/23 to 2024/25		Government is developing options to further support seniors to remain in their homes. Consultation on companion housing arrangements will be part of this process.
Work with stakeholders to support development of a voluntary online rental housing registry operated by landlords, to attract and connect prospective tenants seeking affordable housing.	Mid-term 2022/23 to 2024/25		Options are being assessed regarding development of a voluntary online database.
Adopt a multi-disciplinary supportive housing approach to help keep people housed long-term and participate in the community in a meaningful way, both socially and economically.	Mid-term 2022/23 to 2024/25		In October 2021, government announced \$10.1M investment (over 2 years) to provide wrap-around supports, shelter and culturally relevant housing across Nova Scotia.
13 Provide targeted resources and supports to vulnerable and underrepresented communities			
Target investments through dedicated program streams to preserve and expand affordable, energy-efficient, and accessible housing options for underrepresented communities.	Mid-term 2022/23 to 2024/25		Work is underway to enhance existing programs.
Fund culturally responsive initiatives to build capacity within communities to leverage available funding to preserve and build more affordable housing that meets their needs.	Mid-term 2022/23 to 2024/25		Government is engaging with African Nova Scotian and off-reserve Indigenous communities to better meet their housing needs and to support specific initiatives.
Partner with underrepresented communities to set targets and outcomes (Rec# 4) for removal of systemic barriers to affordable rental housing and homeownership.	Mid-term 2022/23 to 2024/25		Government is working with CMHC and the African Nova Scotian community to complete a housing needs assessment and develop a housing strategy that addresses systemic barriers.

 *Initiated*  *Committed/Underway*  *To Be Initiated*  *Alternative Action Taken*

Recommendation/Action	Timeframe	Status	Progress Update
14 Enhance renter protections, equitable access, and better-functioning conditions for rental housing			
<p>Maintain current temporary measures under <i>Emergency Management Act</i> until February 1, 2022, or until Provincial State of Emergency is lifted, whichever comes first. Discontinue these measures once time limit is reached.</p>	<p>Mid-term 2022/23 to 2024/25</p>		<p>Government enacted legislation in November 2021 to extend the existing 2% rent cap on rental rate increases. This will take effect on February 1, 2022 or when the State of Emergency is lifted (whichever comes first), and will end on December 31, 2023.</p> <p>The Commission is concerned about the impact that the cap on rental rate increases will have on access to and supply of affordable housing and emphasizes the importance of this being a temporary measure that will be discontinued once the immediate housing crisis has eased.</p>
<p>Review <i>Residential Tenancies Act</i> for opportunities to improve renter protections and strengthen landlord-tenant relations. Look for options to minimize impact of tenant evictions due to renovation and improve overall efficiency of the application process and program administration.</p>	<p>Mid-term 2022/23 to 2024/25</p>		<p>Government amended legislation to increase renter protections under the <i>Residential Tenancies Act</i>, including compensating tenants impacted by renovation evictions.</p>
<p>Collaborate with municipalities, tenants, landlords, and other stakeholders, explore opportunities for eviction prevention, provide temporary assistance to low-income households facing evictions due to planned renovations, improve access to legal aid services, and develop retention plans to prevent loss of long-term renters at risk of being priced out of their neighbourhood.</p>	<p>Mid-term 2022/23 to 2024/25</p>		
<p>Work with other government bodies, such as the Human Rights Commission, to address discrimination related concerns, especially during renter application processes.</p>	<p>Mid-term 2022/23 to 2024/25</p>		<p>Government will work across departments and with affected stakeholders to identify and address discrimination related concerns and develop strategies to improve equity.</p>

Recommendation/Action	Timeframe	Status	Progress Update
15 Address the specific needs of rural and non-urban communities			
Work with stakeholders to address concerns about conversion of rental stock into short-term rentals.	Long-term 2024/25 to 2025/26		Government will consult with stakeholders during fall and winter 2021/22, with the goal of introducing legislation in the spring of 2022.
Provide financial incentives to non-urban and rural municipalities to develop regional housing strategies. Create Regional Housing Networks to lead and implement housing plans.	Long-term 2024/25 to 2025/26		Government is supporting the work of the Build Together project, which is developing options to better support the community housing sector through a new provincial body and regional housing hubs.
Work with industry, the community housing sector, and municipalities to modernize provincial programs and ensure funding/ requirements are responsive to the dynamics of the rural housing market.	Long-term 2024/25 to 2025/26		Work is underway to review and modernize provincial programs to ensure they are responsive to the dynamics of the current housing market.
Target funding for new development and preservation of affordable rental units to non-urban and rural areas with demonstrated housing need.	Long-term 2024/25 to 2025/26		New and enhanced programs will build on work underway in HRM and other municipalities and provide targeted supports to the community housing sector.
Create education and awareness campaigns to reduce opposition to affordable housing.	Long-term 2024/25 to 2025/26		Government will work with municipalities to increase public awareness and help developers and municipal councils overcome and address negative perceptions about affordable housing developments.
16 Improve access to rental housing data			
Create an online provincial housing data portal.	Mid-term 2022/23 to 2024/25		
Develop a rental housing database.	Mid-term 2022/23 to 2024/25		Government acknowledges the importance of housing data and is developing options for data collection and information sharing.
Work with other levels of government, the private sector, and non-profits to develop shared understanding, methodologies, and data on dimensions of housing need.	Mid-term 2022/23 to 2024/25		

Recommendation/Action	Timeframe	Status	Progress Update
17 Support innovation and promote cross-sectoral partnerships			
<p>Establish a provincial or regional Housing Research Network in collaboration with other Atlantic provinces and post-secondary institutions, to undertake targeted and larger-scale research, share information, and transfer knowledge from research findings to housing providers, stakeholders, and policy practitioners.</p>	<p>Long-term 2024/25 to 2025/26</p>		<p>Government will develop options for collaboration with provincial research institutions and key partners to identify new and innovative approaches to increasing supply of and access to affordable housing.</p>