

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, December 10, 2024 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. ADDITIONS/ DELETIONS TO AGENDA

3.1 Proposed Addition: Lunenburg Daycare Centre Presentation

Recommendation: That Council add 6.2 Lunenburg Daycare Centre to the December 10, 2024, agenda.

4. APPROVAL OF AGENDA

4.1 December 10, 2024 Council Meeting Agenda

Recommendation: That Council approve the agenda for the December 10, 2024 meeting as presented.

5. APPROVAL OF MINUTES

5.1 November 19, 2024 Meeting Minutes

Recommendation: That Council approve the November 19, 2024 meeting minutes as presented.

6. PRESENTATIONS

6.1 RCMP Quarterly Police Verbal Update – *Gordon Giffin, Lilydale Detachment*

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter

8. CORRESPONDENCE

Unless a recommendation has been provided, correspondence items are for information only. Should Council wish to act on something within a correspondence item, a motion of Council must be made.

8.1 Appointment of Building Officials

Recommendation: That Council appoint Myles Harlow and Tim Clattenburg, both from the Region of Queens Municipality, as Building Officials to administer and enforce the Nova Scotia Building Code Act for the Town of Lunenburg, in accordance with Section 5.2 of the Nova Scotia Building Code Act and as per the Regional Inspection Services Agreement.

8.2 Reimbursement Request: Attendance at the Canadian National Fallen Fire Fighters Memorial Service

Recommendation: That Council approve the reimbursement of up to \$1,300 to cover the travel and lodging expenses for Julie Lobb for attending the Canadian Fallen Firefighters ceremony in Ottawa on September 6 and 7, 2024

8.3 Affordable Housing Market Data Collection – MODL

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Year-End Operating and Capital Reserve Funding

Recommendation 1: That Council approve financing the following 2023/24 Capital projects as follows:

- **Tannery Road Land Acquisition:** \$56,472.04, to be financed from the Deed Transfer Tax Reserve.

- Victoria Road Street Reconstruction: \$140,918.38, originally budgeted as a long-term borrowing, to be financed from the General Capital Reserve.
- GIS Underground Infrastructure Master Plan: \$37,120.37, originally budgeted for cost-sharing with the Water Utility Depreciation Reserve, to be financed from the Deed Transfer Tax Reserve.

Recommendation 2: That Council approve total capital financing for fiscal 2023/24 in the amount of \$1,055,423.37, as detailed in Schedule 2.

Recommendation 3: That Council approve the allocation of \$505,000 from the operating fund surplus as follows:

- \$355,000 to the General Capital Reserve Fund.
- \$50,000 to the Public Works Equipment Reserve.
- \$100,000 to the General Operating Reserve.

Recommendation 4: That Council approve the transfer of funding for the following projects to the Operating Reserve to finance them in the 2024/25 fiscal year:

- \$50,000 for the Economic Impact Study.
- \$75,000 for the Parking & Traffic Study.

11.2 Water Utility Reserve Transfers and Year-End Financial Review

Recommendation 1: That Council approve the transfer of \$100,000 to the Water Utility's Future Capital Reserve for the fiscal year ended March 31, 2024.

Recommendation 2: That Council approve the transfer of \$26,500 to the Water Utility's Land Reserve for the fiscal year ended March 31, 2024.

11.3 Electric Utility Capital Expenditures Funding and Year-End Financial Review

Recommendation: That Council approve the Electric Utility's funding of capital expenditures totalling \$377,730 for the fiscal year ended March 31, 2024, with the funds to be drawn from depreciation funds.

11.4 Plow Purchase for New Salt Truck – *Budget Increase Request*

Recommendation: That Council approve a revised budget of \$35,000 for a carryover item from

the 2023/24 Capital Budget to purchase a plow for the new salt truck, with the additional funding to be allocated from the Public Works Reserves.

11.5 Flashing Beacon Lights – *RFP Award*

Recommendation 1: That Council increase the budget for the Flashing Beacon Lights to \$43,781.50 and that funding for the Project will be from the Operating Reserve.

Recommendation 2: That Council award the Request for Proposals (RFP) to Black & McDonald Limited for the supply and installation of Flashing Beacon Lights at four crosswalk locations for the amount of \$39,956.00 + HST based on their revised proposal dated September 18, 2024.

11.6 Growth and Renewal for Infrastructure Development Program – *Grant Application Request*

Recommendation: That Council approve an application to the Growth and Renewal for Infrastructure Development Program for the Wastewater Treatment Plant (WWTP) Upgrade and Expansion Project.

11.7 Water and Wastewater Modelling – *Expenditure Request*

Recommendation: That Council approve \$35,000 plus HST for Water and Wastewater modelling towards creating the Sustainable Infrastructure Fund Grant Program.

11.8 Appointment of Investigator for the Code of Conduct for Municipal Elected Officials

Recommendation: That Council appoint Kiersten Amos, McInnes Cooper and MC Advisory, under the Town's existing legal services agreement, as the Investigator for Code of Conduct complaints involving elected officials.

11.9 Citizen Appointments to Council Advisory Committees

Recommendations:

Heritage Advisory Committee: That Council reappoint Oliver Osmond and Nathalie Irving to the Heritage Advisory Committee as representatives of the Lunenburg Heritage Society starting immediately for a two-year term.

Heritage Advisory Committee: That Council reappoint Faune Creaser to the Heritage Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council reappoint Colin Whitcomb to the Planning Advisory Committee as a resident representative starting immediately for a one-year term.

Planning Advisory Committee: That Council appoint Paula Rennie to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council appoint Rachel Martin to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council appoint Bill Fleming to the Planning Advisory Committee as a resident representative starting immediately for a three-year term.

Source Water Protection Advisory Committee: That Council appoint Kathryn Josenhans to the Source Water Protection Advisory Committee as a resident representative starting immediately for a four-year term.

Audit Committee: That Council appoint Rachel Martin to the Audit Committee as a resident representative starting immediately for a two-year term.

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

12.1 Notice of Motion: Cease work on the renaming of Cornwallis Street – *Presented by Councillor Babineau at the Nov. 19, 2024 Council meeting*

Draft motion: That Council direct staff to cease work on the renaming of Cornwallis Street subject to Council re-evaluation.

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

13.1 Housing Accelerator Fund Update – *staff request*

13.2 Street Extension Policy Update – *staff request*

13.4 Affordable Housing Tax Forgiveness – *staff request*

13.5 Affordable Housing Grant Program – *staff request*

13.6 Accessible Unit Incentive – *staff request*

Recommendation: That Council refer agenda items 13.1 through 13.6 to a Committee of the Whole meeting for further discussion and that the Committee of the Whole meeting be scheduled for Jan. 7, 2025, at 6:00 p.m., or on a date and time that best suits Council's availability.

13.7 Public Input Policy – *staff request*

13.8 Expense and Hospitality Policy Review and Update – *legislative requirement*

13.9 Marketing Levy – *councillor request*

13.10 Short-Term Housing Report – *councillor request*

13.11 Parking and Traffic Study – *staff request*

Recommendation: That Council refer agenda items 13.7 through 13.11 to a Committee of the Whole meeting for further discussion and that the Committee of the Whole meeting be scheduled for Jan. 21, 2025, at 6:00 p.m., or on a date and time that best suits Council's availability.

14. CLOSED SESSION

14.1 Acquisition, sale, lease and security of municipal property (*two items*)

14.2 Personnel matter

Recommendation: That Council move in closed session at _____ to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

15. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

November 19, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



- | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present | Mayor Jamie Myra, Deputy Mayor Rachel Bailey, Councillors Renea Babineau, Debbie Dauphinee, Gale Fullerton, Alex Greek and Alison Strachan |
| Also present | Hilary Grant, Interim CAO
Tyson Joyce, Director of Public Works
Marc Kiely, Interim Director of Community Development
Trevor Hume, Planner
Kayla Byrne, Municipal Clerk |
| Call to Order | The meeting was called to order at 6:00 p.m. |
| Land acknowledgment | It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people. |
| Agenda amendment | Moved by Councillor Babineau, seconded by Councillor Strachan, that Council change the order of its closed session items as follows:
14.1 Personnel matters
14.2 Acquisition, sale, lease and security of municipal property (three items)

<p style="text-align: right;">Motion carried unanimously</p> |
| Approval of Agenda | Moved by Deputy Mayor Bailey, seconded by Councillor Fullerton, that Council approve the agenda for the November 19, 2024 Council meeting as amended.

<p style="text-align: right;">Motion carried unanimously</p> |
| Approval of Minutes | It was noted that a few motions documented within the November 12, 2024 minutes had incorrectly stated who moved and seconded some motions. Staff read out the corrections.

Moved by Councillor Babineau, seconded by Councillor Strachan, that Council approve the minutes from the November 12, 2024 Council Organizational meeting as amended.

<p style="text-align: right;">Motion carried unanimously</p> |

Correspondence Council received two letters regarding the renaming of Cornwallis Street.

In response to the letters, Council made the following motion:

Moved by Deputy Mayor Bailey, seconded by Councillor Strachan, that with respect to the renaming of Cornwallis Street, that Council direct staff to prepare a fulsome report reviewing the process beginning with the now defunct Town of Lunenburg Anti-Racism Committee and its recommendations, including all relevant actions taken since then for this Council's consideration and direction going forward.

Motion carried unanimously

Adoption of the Code of Conduct Moved by Deputy Mayor Bailey, seconded by Councillor Fullerton, that Council adopt the Regulations Respecting a Code of Conduct for Municipal Elected Officials, as prescribed by the Nova Scotia Municipal Government Act.

Motion carried unanimously

Appointments to Partner & External Committees Moved by Councillor Dauphinee, seconded by Councillor Babineau, that Council approve the appointment list for the Town of Lunenburg's Partner Committees and External Committees for 2024/2025 as follows:

- *Trustees of Lunenburg Common Lands*: Councillors Greek and Fullerton
- *Lunenburg County Seniors Safety Advisory Partnership*: Councillor Dauphinee
- *Lunenburg Cultural Collective*: Councillor Strachan
- *Lunenburg Fishermen's Memorial Society*: Deputy Mayor Bailey
- *Lunenburg Home for Special Care/Harbour View Haven Board*: Councillor Strachan and Mayor Myra
- *Lunenburg Waterfront Association*: Mayor Myra
- *South Shore Housing Action Coalition Committee*: Councillor Babineau

Motion carried unanimously

Councillors also inquired about possible additional alternates for these committees.

Notices of Motion Councillor Babineau provided the following notice of motion: That Council direct staff to cease work on the renaming of Cornwallis Street

subject to Council re-evaluation.

This motion will be presented at Council's next meeting for consideration.

Councillor Reports Councillor Dauphinee shared that she has adopted a tree for the "Light Up Lunenburg" event and is inviting young artists from Lunenburg to help decorate it.

Deputy Mayor Bailey noted that some Council members will attend additional training and orientation at the Nova Scotia Federation of Municipalities' Annual Conference during the last week of November. She also highlighted that many holiday activities will be happening in Lunenburg starting at the end of the month.

Mayor Myra noted how well the Council orientation and training have been over the last few weeks.

Closed session Moved by Councillor Strachan, seconded by Deputy Mayor Bailey, that Council move in closed session at 6:23 p.m. to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

Motion carried unanimously

Adjournment Council reverted to open session at 9:01 p.m.

There being no further business, the November 19, 2024 Council meeting adjourned at 9:02 p.m.

The minutes were read and approved.

From: [Angela Corkum](#)
To: [Kayla Byrne](#); [CAO Town of Lunenburg](#)
Cc: [Jeff Merrill](#); [Marc Kiely](#); [Trevor Hume](#)
Subject: Appointment of Building and Fire Officials
Date: November 28, 2024 4:40:17 PM
Attachments: [Outlook-MODL_Crest.png](#)
[Outlook-Clean - En.jpg](#)

CAUTION: THIS IS AN EXTERNAL MAIL

Hi Kayla and Hilary,

Now that the regional inspection services agreement is in place we would like to cross appoint all inspectors, as soon as possible. We have already appointed the inspectors from MODL to the TOL, can you please arrange for the following appointments in the Town of Lunenburg?

Legislation enables the **CAO** to appoint fire inspectors [FSA s. 19(1)(b)] . As such can you please appoint the following individuals as fire inspectors in The Town of Lunenburg:

Myles Harlow (Region of Queens Municipality)
Tim Clattenburg (Region of Queens Municipality)
Tyler Gaves (Town of Bridgewater)

Also, The Nova Scotia Building Code Act (s. 5.2) requires that **Council** appoint building officials to administer and enforce the Building Code Act Therefore can you please arrange for your council to appoint as building officials in the Town of Lunenburg:

Myles Harlow (Region of Queens Municipality)
Tim Clattenburg (Region of Queens Municipality)

Once completed, can you please send me the documentation for our files.

Please let me know if you need anything further.

Angela Corkum
Inspection Services Coordinator
Municipality of the District of Lunenburg
10 Allée Champlain Drive | Cookville, NS | B4V 9E4
902-930-4855 (cell)

Angela.Corkum@modl.ca

The Canadian National Fallen Fire Fighters monument located in Ottawa's LeBreton Flats, stands as a tribute to the brave fire fighters who have lost their lives in the line of duty across Canada.

Unveiled in 2004, the monument is a result in efforts of the Canadian Fallen Fire Fighters Foundation and serves as a solemn reminder of the sacrifices made by these public services.

Each September, a memorial service is held to honour the fallen, bringing together families, friends and colleagues who remember their loved ones dedication to safeguarding communities.

David John Lobb joined the Lunenburg and District Fire Department in June of 2018 and instantly fit in with members young and old.

David enjoyed his short time with the fire department and took part in everything he could,

Unfortunately in October of 2021, David John suffered a cardiac arrest and died at home.

Because his death occurred within 24 hours of our last emergency call, this made David John eligible to be considered a Line of Duty Death to be placed on the Canadian Fallen Fire Fighters monument.

This process took a couple years and in June of this year, his widow was informed that he has been accepted to be placed on the monument.

This year it was September 5th - 7th.

David's widow, Julie attended the service with me and other members and families of the department, as well as her good friend.

In a conversation with Mayor Myra, he asked to me if I felt the town should look at reimbursing some of her expenses. I agreed and asked her to send her expenses.

I am asking council to consider covering some or all of her costs to attend the ceremony.

Thank you

Darren Romkey
Fire Chief,
Lunenburg and Districts Fire Department



Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

Administration

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

December 2, 2024

Mayor Jamie Myra & Council
Town of Lunenburg
PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Myra:

RE: Affordable Housing Market Data Collection

I hope this letter finds you well. I am writing to you on behalf of the Municipality of the District of Lunenburg (MODL) to propose a collaborative initiative aimed at addressing the critical gaps in our regional housing market data. As you are aware, accurate and comprehensive housing data is essential for securing funding and support for affordable housing projects from agencies such as the Canada Mortgage and Housing Corporation (CMHC).

Over the past several years, our region has faced significant challenges related to housing affordability, including dramatic increases in housing prices, rental rates, homelessness, and energy poverty. These issues have underscored the urgent need for updated and accurate housing market data to support the development of affordable housing solutions.

To address these data gaps, MODL is proposing to commission a comprehensive housing market study. This study will provide updated information on rental rates, vacancy rates, and other key housing metrics that are crucial for planning and funding affordable housing projects. Given the regional nature of these challenges, we believe that a collaborative approach involving adjacent municipalities will be most effective.

We are inviting your municipality to partner with us in this important initiative. The estimated budget for the study is \$50,000, and we propose that the funding commitment be divided based on the percentage of the population of participating municipalities. This approach ensures a fair and equitable distribution of costs.

Your municipality's participation in this project will not only help fill the critical data gaps but also strengthen our collective ability to attract and support affordable housing developments in our region. We believe that by working together, we can create a more accurate and comprehensive picture of our housing needs and secure the necessary funding to address them.

Should you have any questions or require further information, please do not hesitate to contact Reid Shepherd, Deputy Director of Planning & Development Services at reid.shepherd@modl.ca or 902-530-3265. We look forward to your positive response and to working together on this important project.

Thank you for considering this important partnership opportunity.

Sincerely,



Elspeth McLean-Wile
Mayor
Municipality of the District of Lunenburg

cc: Marc Kiely, Interim Director of Community Development
Hilary Grant, Interim CAO

Subject: Year-End Operating and Capital Reserve Funding

Prepared by: Kathleen Rafuse, Accountant

Date: December 10, 2024



Recommendations

That Council approve financing the following 2023/24 Capital projects as follows:

- Tannery Road Land Acquisition: \$56,472.04, to be financed from the Deed Transfer Tax Reserve.
- Victoria Road Street Reconstruction: \$140,918.38, originally budgeted as a long-term borrowing, to be financed from the General Capital Reserve.
- GIS Underground Infrastructure Master Plan: \$37,120.37, originally budgeted for cost-sharing with the Water Utility Depreciation Reserve, to be financed from the Deed Transfer Tax Reserve.

That Council approve total capital financing for fiscal 2023/24 in the amount of \$1,055,423.37, as detailed in Schedule 2.

That Council approve the allocation of \$505,000 from the operating fund surplus as follows:

- \$355,000 to the General Capital Reserve Fund.
- \$50,000 to the Public Works Equipment Reserve.
- \$100,000 to the General Operating Reserve.

That Council approve the transfer of funding for the following projects to the Operating Reserve to finance them in the 2024/25 fiscal year:

- \$50,000 for the Economic Impact Study.
- \$75,000 for the Parking & Traffic Study.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Town's year-end and our auditors have completed their audit field work. The Town's draft financial statements have been completed and an Audit Committee meeting will be held in December.

Discussion

For the fiscal year ended March 31, 2024 the Town had a surplus after budgeted reserve transfers of \$505,000 and as a result staff are recommending some additional reserve transfers.

To reduce the borrowing requirement for Victoria Road Street Construction staff are recommending \$140,918.38 be funded from Special Capital Reserve.

In addition, staff are recommending:

- \$100,000 be transferred to the Town's General Operating Reserve;
- \$50,000 be transferred to the Public Works Equipment Reserve;
- \$355,000 be transferred to the General Capital Reserve Fund.

Funding of the Economic Impact Study \$50,000 and \$75,000 for the Parking & Traffic Study be transferred to the Operating Reserve to finance these projects in the 2024/25 fiscal year.

After the additional reserve transfer and capital funding the Town will have a modest surplus of \$5,300 for the year. (Schedule 1)

There were \$1,055,423 of capital projects completed in fiscal 2023/24. The funding for those projects is outlined in Schedule 2. Grants and other non-municipal sources of funding total \$307,040 or 29.1%. The 2023/24 Capital Budget included just over \$456,000 in capital borrowing; however, only the Victoria Road project will require financing, and it is recommended that this be funded from the Special Capital Reserve. Council is asked to approve the final proposed funding as there are changes to the budgeted funding which have been incorporated into the draft financial statements.

The year-end balances for both the Operating and Capital Reserves are included as schedules in this report.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 – Operating Reserve Statement of Financial Activities

Schedule 4 – Capital Reserve Statement of Financial Activities

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TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

Schedule 1

	2024		Variance
	Budget	Actual	
REVENUE			
Taxes	\$ 8,324,540	\$ 8,459,315	\$ (134,775)
Grants in lieu of taxes	327,980	327,925	55
Sales of services	520,600	512,565	8,035
Other revenue from own sources	428,800	534,947	-106,147
Unconditional transfers from other governments	74,100	68,823	5,277
Conditional transfers from Federal and Provincial governments and agencies	11,800	9,743	2,057
Conditional transfers from other local governments	214,800	224,633	-9,833
Other transfers	185,000	209,182	-24,182
	10,087,620	10,347,133	(259,513)
EXPENDITURE			
General government services	1,019,700	902,571	117,129
Protective services	1,864,600	1,894,885	(30,285)
Transportation services	1,392,100	1,269,985	122,115
Environmental health services	1,523,500	1,429,259	94,241
Public Health services	51,400	14,661	36,739
Environmental development services	1,025,000	835,689	189,311
Recreational and cultural services	969,500	838,114	131,386
Fiscal services	2,241,820	3,156,669	(914,849)
	10,087,620	10,341,833	(254,213)
EXCESS OF EXPENDITURE OVER REVENUE	-	5,300	5,300
Accumulated Surplus, Beginning of Year		2,389	
Transfer of Surplus to Operating Reserve		(2,389)	
SURPLUS, END OF YEAR		\$ 5,300	

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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

		2024
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1. Taxes		
Assessable property		
Residential	\$	4,292,114
Commercial		1,800,842
Resource		10,818
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		6,103,774
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Business property		
Based on Revenue (Aliant)		16,387
		<hr/>
		16,387
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Other		
Sewer annual charge		1,721,953
Deed Transfer tax		617,201
		<hr/>
		2,339,154
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		\$ 8,459,315
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2. Grants in lieu of taxes		
Provincial government (DNR)	\$	269,567
Property of supported institutions (TIR)		550
Sewer		52,789
Fire Protection (Museum)		5,019
		<hr/>
		\$ 327,925
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3. Sales of services		
Parking meters	\$	124,875
Transportation services		35,624
Miscellaneous		32,574
		<hr/>
		193,073
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Recreational services		
Admissions		42,719
Rentals and concessions		201,148
Rentals - School Board		34,732
Grants		40,000
Sundry		893
		<hr/>
		319,492
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		\$ 512,565
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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

	2024
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4. Other revenues from own sources	
Licenses and permits	\$ 18,258
Fines	8,264
Rentals	329,913
Interest on investments	95,416
Interest on taxes	81,070
Insurance Settlements	-
Miscellaneous including donations	2,026
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	\$ 534,947
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5. Unconditional transfers from other governments	
HST Offset Grant	\$ 18,701
Equalization Grant	50,000
Farm Acreage	122
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	\$ 68,823
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6. Conditional transfers from Federal and Provincial Government and Agencies	
Federal government	
Canada Day Grant	\$3,360
Mentorship Program Funding	-
Safe Restart Funds	-
Provincial governments and agencies	
Communities, Culture, Tourism and Heritage	500
NS Recreation Facilities of Nova Scotia	4,883
Emergency Measures Organization	1,000
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	\$ 9,743
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7. Conditional transfers from other local governments	
Municipal Fire District 1 and 2 Commission	
Fire protection reimbursements	\$ 224,633
SSRSB Election Costs	-
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	224,633
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8. OTHER TRANSFERS	
Prior Years Surplus	\$ 2,382
Transfer from Operating , Water & Capital Reserves	206,800
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	\$ 209,182
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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

	2024
9. General government services	
Legislative	
Mayor	
Stipend	\$ 23,220
Allocation to Utilities	(10,496)
Councillors	12,724
Stipend	107,000
Allocation to Utilities	(53,500)
	53,500
Travel	1,312
Other legislative services	21490
	(5,804)
Allocation to Utilities	15,686
	83,222
General administrative	
Salaries and benefits	403,149
Office buildings	86,548
Legal and other professional services	98,360
Financial management	40,848
Interest on Capital Loan	-
Tax rebates or exemptions (low income)	36,250
Tax exemptions (Section 71 MGA)	40,218
Transfer to Assessment Services	47,954
Valuation allowance uncollectible taxes and miscellaneous receivables	-
Other general administrative services	18,855
	772,182
Other general government	
Election costs	7,507
Insurance	9,982
Grants to organizations and individuals	28,034
Other general services	1,644
	47,167
	\$ 902,571
10. Protective services	
Police Protection	
RCMP	\$ 1,010,583
By-Law Enforcement	
Contracted Services	10,660
Legal	224
Supplies and expense	101
Transfer to Correction Service	42,158
	53,143

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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

	2024
9. General government services	
Legislative	
Mayor	
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TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

Schedule 1

	2024
10. Protective services (cont'd)	
Fire protection	
Fire fighting force	128,868
Water supply and hydrants	328,900
Training	18,748
Fire stations and buildings	93,025
Fire fighting equipment	171,601
Other	21,504
	762,646
Emergency Measures Organization	12,228
Other	
Other Protective Services	53,926
Stray Animals	128
Lunenburg County Senior's Safety	2,231
	56,285
	\$ 1,894,885
11. Transportation services	
Common services	
Administrative	\$ 234,943
Accessibility	-
General equipment	195,186
Small tools and equipment	11,052
Workshop, yards and other buildings	11,979
Workers' compensation	14,832
	467,992
Roads and streets	
Labour	382,808
Supplies	37,577
Street cleaning	-
Snow and ice control	111,519
Street and sidewalk maintenance	90,807
Interest on loans	17,108
Street lighting	127,380
Traffic services	15,247
Parking Meters	19,547
	801,993
	\$ 1,269,985

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TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

Schedule 1

	2024
<hr/>	
12. Environmental health services	
Transfer to Capital Reserve for Solid Waste	
Landfill Closure/post closure costs	\$ -
Solid Waste Landfill costs	162,739
	<hr/>
	162,739
	<hr/>
Sewage collection and disposal	
Labour, benefits and supplies	164,463
Sewer lift stations	111,460
Sewage treatment plant	721,884
Interest on sewer loans	18,068
	<hr/>
	1,015,875
	<hr/>
Garbage and waste collection and disposal	
Collection contract and other	250,645
Interest on waste disposal loans	-
	<hr/>
	250,645
	<hr/>
	\$ 1,429,259
	<hr/>
13 Public Health Services	
Public Health	
Cemetery	\$ (6,565)
Housing	
Deficit of Regional Housing Authority	21,226
	<hr/>
	\$ 14,661
	<hr/>
14. Environmental development services	
Environmental planning and zoning	
Salaries and benefits	\$ 321,459
Blockhouse Hill Planning	148,383
Advertising and other	21,609
Development Costs-Upper King/Blockhouse Development	20,480
Legal/Consulting Fees	-
	<hr/>
	511,931
	<hr/>
Community development	
Old Fire Hall	20,707
CNR station	27,802
Lunenburg Academy	209,786
Annex - 17 Tannery Road	2,021
Economic Development/Tourism - General	46,762
Communications	-
Visitors service centre	16,680
	<hr/>
	323,758
	<hr/>
	\$ 835,689
	<hr/>

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Town of Lunenburg - General Capital Funding 23-24														Schedule 2
			District 1 & 2		Deed	Capital	Fire Equip Res		General					
	Budget	Actual	Fire	PCAP Grant	Transfer	Reserve	Fire Dept.	Recreation Reserve	Operating Reserve	Sewer Reserve	Public Works Equip	Donations	Parks Canada	Provincial Rec Grant
TOWN GENERAL-VICTORIA ROAD BUILDING <i>Budgeted funding: General Operating Reserves</i>	10,000	7,323.16							7,323.16					
TOWN GENERAL- BEAUTIFICATION-TREE PLANTING <i>Budgeted funding: Deed Transfer Taxes</i>	40,000	23,328.78			11,664.39									11,664.39
TOWN GENERAL- TENDER PACKAGE TOWN HALL EXTERIOR RESTORATION <i>Budgeted funding: Deed Transfer Tax \$80,000; Parks Canada \$25,000</i>	108,412	107,783.76			85,773.16								22,010.60	
PUBLIC WORKS- TANNERY ROAD KNICKLE TO 97 LAND ACQUISITION <i>Budgeted funding: Deed Transfer Taxes</i>	115,000	171,472.04			171,472.04									
PUBLIC WORKS - STREET RECONSTRUCTION-VICTORIA ROAD <i>Budgeted funding: Long Term Borrowing</i>	230,000	140,918.38				140,918.38								-
PUBLIC WORKS- FLASHING BEACON LIGHTS <i>Budgeted funding: General Operating Reserves</i>	50,000	21,218.50							21,218.50					
PUBLIC WORKS-TOOLS <i>Budgeted funding: Equipment Reserve</i>	15,000	5,867.60									5,867.60			
WWTP-GIS UNDERGROUND INFRASTRUCTURE MASTER PLAN <i>Budgeted funding: Deed Transfer Taxes \$133,000, Water Depreciation Res. \$67,000</i>	200,000	170,120.37			170,120.37									
WWTP-IMPROVE TREATMENT PLANT-FORNIER CONSULTING <i>Budgeted funding: Sewer Reserve</i>	30,000	5,193.39								5,193.39				
WWTP-VARIOUS ITEMS, SCADA EQUIPMENT, METER SAMPLER, LAB EQUIPMENT <i>Budgeted funding: Sewer Reserve</i>	35,000	24,125.54								24,125.54				
SALT WATER INTRUSION -CHECK VALVE INSTALLATION <i>(22/23 CF PROJECT) Budgeted funding: Deed Transfer Tax \$27,500, PCAP \$27,500</i>	55,000	39,967.20		19,983.60	19,983.60									
COMMUNITY DEVELOPMENT - ARENA ACCESSIBLE EXTERIOR ENTRANCE <i>Budgeted funding: Deed Transfer Tax \$30,000</i>	30,000	30,281.00			16,277.60									14,003.40
COMMUNITY DEVELOPMENT-COMPRESSOR OVERHAUL <i>Budgeted funding: General Operating Reserves \$20,000</i>	20,000	15,968.97			-				15,968.97					
COMMUNITY DEVELOPMENT-SKATE PARK <i>Budgeted funding: Donation \$165,000</i>	165,000	130,011.88				13,668.88						106,343.00		10,000.00
FIRE DEPARMENT - FIRE UTILITY #7 REPLACEMENT <i>Budgeted: District 1 & 2 , Fire Equipment Reserve Fire Department</i>	141,500	155,342.80	93,035.00				62,307.80							
FIRE DEPARMENT - ZODIAC BOAT <i>Budgeted funding: Fire Department</i>	6,500	6,500.00					6,500.00							
	1,251,412.00	1,055,423.37	93,035.00	19,983.60	475,291.16	154,587.26	68,807.80	0.00	44,510.63	29,318.93	5,867.60	106,343.00	22,010.60	35,667.79

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Schedule 3

TOWN OF LUNENBURG
SUPPLEMENTRY FINANCIAL INFORMATION
STATEMENT OF OPERATING RESERVE FUNDS
YEAR ENDED MARCH 31, 2024

	Streets, Sewers & Others	Recreation	Safe Restart	LAFF	Housing Accelerator Fund	Pro Kids	Operating Surplus Reserve	Region 6 Diversion Spec. Projects	2024	2023
Balance, beginning	\$ 1,165,245	\$ 53,966	\$ 35,650	\$ 3,869	\$ -	\$ 27,758	\$ 184,119	\$ 2,473	\$ 1,473,080	\$ 1,181,834
Donations	-	-	-	94,372	-	4,991	-	-	99,363	13,303
Interest	55,739	2,715	1,698	3,408	2,221	-	8,769	118	74,668	33,063
Contributions, other	-	5,340	-	-	289,735	-	-	-	295,075	11,000
Transfer from Town General	899,322	-	-	-	-	1,000	2,382	-	902,704	550,595
Transfer (to) Town General	(229,719)	-	-	-	-	(2,965)	-	-	(232,684)	(316,716)
Transfer, other	-	-	-	-	-	-	-	-	-	-
	725,342	8,055	1,698	97,780	291,956	3,026	11,151	118	1,139,126	291,245
Balance, ending	\$ 1,890,587	\$ 62,021	\$ 37,348	\$ 101,649	\$ 291,956	\$ 30,784	\$ 195,270	\$ 2,591	\$ 2,612,206	\$ 1,473,079

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TOWN OF LUNENBURG
 SUPPLEMENTARY FINANCIAL INFORMATION
 STATEMENT OF CAPITAL RESERVE FUND
 YEAR ENDED MARCH 31, 2024

Schedule 4

	Solid Waste Site Closure	Other Equipment	Fire Equipment	Federal/Prov CCBF Funds	Provincial Capital Funds	Deed Transfer Tax	2023 Total	2022 Total
Balance, beginning	\$ 882	\$ 516,643	\$ 78,044	\$ 179,557	\$ 444,898	\$ 1,123,186	\$ 2,343,210	\$ 2,203,390
Donations	-	106,343	-	-	-	-	106,343	10,000
Interest	28	31,027	2,594	7,414	14,372	44,481	99,916	67,913
Sale of Lands and Equipment	-	428,314	-	-	-	-	428,314	94,952
Deed transfer tax	-	-	-	-	-	442,201	442,201	428,530
Conditional transfers from Provincial government	-	-	-	224,688	186,664	-	411,352	601,324
Transfer from Town General	-	428,500	50,000	-	-	-	478,500	56,057
Transfer to Town Capital	-	(266,797)	-	-	(29,984)	(475,291)	(772,072)	(1,062,824)
Transfer, other	(910)	-	-	-	-	-	(910)	(56,132)
	(882)	727,387	52,594	232,102	171,052	11,391	1,193,644	139,820
BALANCE, ENDING	\$ -	\$ 1,244,029	\$ 130,638	\$ 411,659	\$ 615,950	\$ 1,134,577	\$ 3,536,853	\$2,343,210

Subject: Water Utility Reserve Transfers and Year-End Financial Review

Prepared by: Kathleen Rafuse, Accountant

Date: December 10, 2024



Recommendation

That Council approve the transfer of \$100,000 to the Water Utility's Future Capital Reserve for the fiscal year ended March 31, 2024.

That Council approve the transfer of \$26,500 to the Water Utility's Land Reserve for the fiscal year ended March 31, 2024.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Water Utility's year-end and our auditors have completed their audit field work. The Water Utility's draft financial statements have been completed and an Audit Committee meeting will be held in December.

Discussion

For the fiscal year ended March 31, 2024, the Water Utility had a surplus after budgeted reserve transfers of \$30,000, and as a result, staff are recommending some additional reserve and dividend amounts.

The Land Reserve transfer was originally budgeted for \$5,000 and staff are recommending the amount be increased to \$26,500 for 2023/24. After the \$26,500 transfer in 2023/24, the balance of the Land Reserve will be \$188,469.

In addition, staff are recommending that \$100,000 be transferred to the Future Capital Reserve for 2023/24. After the \$100,000 transfer in 2023/24, the balance of the Future Capital Reserve will be \$564,864.

After the additional reserve transfers the Water Utility will have a modest surplus of \$590 for the year. (Schedule 1)

The Water Utility completed \$992,395 of capital expenditures (Schedule 2). The capital expenditures have been funded from Depreciation Reserves, as previously approved by Council.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 – Capital Reserve Statement of Financial Activities

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TOWN OF LUNENBURG
 SUPPLEMENTARY FINANCIAL INFORMATION
 WATER UTILITY OPERATING FUND
 STATEMENT OF FINANCIAL ACTIVITIES
 YEAR ENDED MARCH 31, 2024

Schedule 1

	2024		
	Budget	Actual	Variance
Operating Revenue			
Metered sales	\$ 628,400	\$ 574,066	\$ 54,334
Flat rate sales	720,000	740,025	-20,025
Public fire protection	329,000	328,900	100
Sprinkler service	7,000	7,400	-400
Other	12,700	18,539	-5,839
Total Operating Revenue	1,697,100	1,668,930	28,170
Operating Expenditure			
Source of supply	43,200	38,561	4,639
Pumping	71,200	51,221	19,979
Water treatment	386,300	381,813	4,487
Transmission and distribution	245,300	191,362	53,938
Administrative and general	499,900	452,186	47,714
Depreciation	293,300	285,642	7,658
Taxes	43,500	43,479	21
Total Operating Expenditure	1,582,700	1,444,264	138,436
Net Operating Revenue	114,400	224,666	(110,266)
Non-operating Revenue			
Interest earned	10,000	24,009	-14,009
Grants from Province of Nova Scotia	10,500	8,168	2,332
Miscellaneous	500	-	500
	21,000	32,177	(11,177)
Non-operating expenditure			
Interest charges - short term	-	-	0
Debt charges			0
Principal	40,750	40,750	0
Interest and discount	14,650	14,003	647
Transfer to capital fund	-	100,000	-100,000
Transfers to Reserve			0
Reserve for land purchases	5,000	26,500	-21,500
Reserve for Membrane Replacement	25,000	25,000	0
	85,400	206,253	(120,853)
Net Non Operating Revenue (Expenditure)	(64,400)	(174,076)	109,676
Excess of revenue over expenditure	\$ 50,000	50,590	(590)
Surplus, beginning of year		254,297	-
Transfer to Town General	(50,000)	(50,000)	(50,000)
Surplus, end of year	\$ -	\$ 254,887	\$ -

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Town Of Lunenburg
 Water Utility
 Capital Funding 2023/24

Schedule 2

	Budget	Expenditure	Funding		
			Depreciation Reserve	Capital Reserve	Total 23-24
Distribution System Assessment	\$ 15,645.00	\$ 15,121.47	\$ 15,121.47		
Water Treatment Plant Membrane Replacement	\$ 659,000.00	\$ 612,838.58	\$ 234,105.69	\$ 378,732.89	
Water Treatment Plant-Lighting-Process & Chemical Room	\$ 9,500.00	\$ 8,191.34	\$ 8,191.34		
Combination Analyzer-Garden Lots	\$ 9,000.00	\$ 7,504.42	\$ 7,504.42		
Chlorine Analyzer	\$ 6,500.00	\$ 5,552.19	\$ 5,552.19		
Replacement Hydrants	\$ 20,000.00	\$ 4,187.60	\$ 4,187.60		
Victoria Road-Water Main Renewal	\$ 430,000.00	\$ 338,999.72	\$ 338,999.72		
	\$ 1,149,645.00	\$ 992,395.32	\$ 613,662.43	\$ 378,732.89	\$ 992,395.32

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WATER UTILITY CAPITAL RESERVE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED MARCH 31, 2024

Schedule 3

	General and equipment	Land	Depreciation Funds	2024 Total	2023 Total
Balance, beginning	\$ 786,743	\$ 152,963	\$ 1,661,266	\$ 2,600,972	\$ 2,773,087
Other Contributions	10,400	42,500	-	52,900	-
Interest	46,455	9,005	97,793	153,253	88,791
Transfer from operations	125,000	26,500	285,642	437,142	331,695
Transfer to capital	(378,733)	-	(613,662)	(992,395)	(592,601)
	(196,878)	78,005	(230,227)	(349,100)	(172,115)
Balance, ending	\$ 589,865	\$ 230,968	\$ 1,431,039	\$ 2,251,872	\$ 2,600,972

Subject: Electric Utility Capital Expenditures Funding and
Year-End Financial Review

Prepared by: Kathleen Rafuse, Accountant

Date: December 10, 2024



Recommendation

That Council approve the Electric Utility's funding of capital expenditures totalling \$377,730 for the fiscal year ended March 31, 2024, with the funds to be drawn from depreciation funds.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Electric Utility's year-end and our auditors have completed their audit field work. The Electric Utility's draft financial statements have been completed and an Audit Committee meeting will be held in December.

Discussion

For the fiscal year ended March 31, 2024, the Electric Utility ended the year with a deficit of \$159,552. The largest contributing factor to this was due to the cost of power. (Schedule 1)

The capital expenditures completed cost \$377,730 this past fiscal year (Schedule 2). These will be funded from the depreciation funds as budgeted.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 – Capital Reserve Statement of Financial Activities

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Schedule 1

TOWN OF LUNENBURG
 SUPPLEMENTARY FINANCIAL INFORMATION
 ELECTRIC UTILITY
 STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2024

	2024		Variance
	Budget	Actual	
Operating Revenue			
Residential, commercial and Industrial electric energy sales	6,916,000	7,131,472	(215,472)
Street lighting - town and others	147,000	141,061	5,939
Customers' late charges	30,000	52,820	(22,820)
Miscellaneous	28,000	27,791	209
	<u>7,121,000</u>	<u>7,353,144</u>	<u>(232,144)</u>
Operating Expenditure			
Power purchased	5,761,000	6,066,397	(305,397)
Substations	57,900	38,853	19,047
Transmission and distribution	497,300	432,636	64,664
Administration and general	735,200	680,597	54,603
Depreciation	215,000	238,413	(23,413)
	<u>7,266,400</u>	<u>7,456,896</u>	<u>(190,496)</u>
Net Operating Revenue	(145,400)	(103,752)	(41,648)
Non-operating Revenue			
Interest earned	10,000	24,248	(14,248)
Miscellaneous	40,000	24,231	15,769
Expired Deposits & Other Settlements	-	-	-
	<u>50,000</u>	<u>48,479</u>	<u>1,521</u>
Non-operating Expenditure			
Interest on long-term debt	4,600	4,279	321
Principal repayments	100,000	100,000	-
Transfer to capital reserve	-	-	-
	<u>104,600</u>	<u>104,279</u>	<u>321</u>
Net Non-Operating Revenue (Expenditure)	(54,600)	(55,800)	1,200
Excess of revenue over expenditures	(200,000)	(159,552)	(40,448)
Surplus, beginning of year		447,156	
Surplus, end of year		\$ 287,604	

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Town Of Lunenburg
 Electric Utility
 Capital Funding 2023/24

Schedule 2

	Budget	Expenditure	Funding			
			Depreciation	Future Capital & Surplus Equipment	Customer Contributions	Total 23-24
Overheads	\$ 210,000.00	\$ 106,690.62	\$ 106,690.62		\$ -	
Poles & Fixtures	\$ 85,000.00	\$ 61,179.86	\$ 61,179.86			
Transformers	\$ 130,000.00	\$ 158,733.96	\$ 158,733.96			
New Services	\$ 45,000.00	\$ 51,125.62	\$ 51,125.62			
	<u>\$ 470,000.00</u>	<u>\$ 377,730.06</u>	<u>\$ 377,730.06</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 377,730.06</u>

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ELECTRIC UTILITY
STATEMENT OF CAPITAL RESERVE
YEAR ENDED MARCH 31, 2024

Schedule 3

	Depreciation			2024	2023
	Funds	Equipment	Substation	Total	Total
Balance, beginning	\$ 207,928	\$ -	\$ -	\$ 207,928	\$ 850,045
Interest	23,988	22	-	24,010	29,249
Contributions, other	-	1,391	-	1,391	-
Transfer (from)/ to Capital Fund	(379,978)	-	-	(379,978)	(852,594)
Transfer from operations	238,413	-	-	238,413	181,228
	(117,577)	1,413	-	(116,164)	(642,117)
Balance, ending	\$ 90,351	\$ 1,413	\$ -	\$ 91,764	\$ 207,928

Subject: Plow Purchase for New Salt Truck – *Budget Increase Request*
From: Tyson Joyce, Director of Public Works
Date: November 29, 2024



Recommendation

That Council approve a revised budget for a carryover item from the 2023/24 Capital Budget for the purchase of a plow for the new salt truck in the amount of \$35,000 with the additional funding from Public Works Reserves.

Alternatives

- Not approve the revised budget for a carryover item from the 2023/24 Capital Budget for the purchase of a plow for the new dump truck and instruct Staff to find funding from an alternate source.
- Not approve the revised budget for a carryover item from the 2023/24 Capital Budget for the purchase of a plow for the new dump truck and defer the purchase.

Background

The purchase of a new salt truck to replace our 2002 GMC Topkick truck was included as part of the Town Capital Budget for 2021/22. Following a Request for Proposal (RFP) process held in September 2021, the purchase of the salt truck was actioned by Staff back in December 2021. Since that time there have been significant delays to supply chain issues, but the Town has remained patient. The new salt truck is expected to be ready and available for use in the first quarter of 2025.

A new plow compatible with the new salt truck was included as part of the Town Capital Budget for 2022/23, in the amount of \$20,000 (including net HST), with funding from Public Works Reserves. At that time, it was considered premature to proceed with the plow purchase with unresolved issues relating to the supply of the new salt truck.

Discussion

A plow for the new salt truck is an integral tool to assist with Public Works with safe and efficient snow removal around the Town. The purchase of the plow is intended as a long-term equipment asset for Public Works.

An RFP for the supply and installation of the plow equipment was issued by Staff early in 2024. Following this process, further supply chain issues impacted the salt truck and again it was considered prudent to wait on actioning the purchase of the plow. With the supply of the salt truck nearing, Staff have confirmed with our preferred supplier from the RFP that their proposal from earlier this year is

still standing, in the amount of \$46,760 (HST exclusive). This includes the supply and installation of the 10 foot plow, tilt hitch, in cab controls and hydraulic pump for operation.

To be able to proceed with this purchase, the budget for the Plow for the New Truck would need to be increased from the \$20,000 (including net HST) carried in the 2023/24 Town Capital Budget, with an additional \$35,000 required.

Strategic Plan Relevance

This project is part of the servicing and facilities strategic direction of the Town Comprehensive Community Plan.

Financial

The amount approved in the 2023/24 Town Capital Budget for the New Snow Plow is \$20,000 (including net HST) with funding from Public Works Reserves.

The revised Budget based on the RFP submission for the New Snow Plow is \$55,000 (including net HST). If this Project is to proceed, it will require further budget funding of \$35,000 (including net HST). This additional funding can be accommodated with additional funds from the existing Public Works Reserves.

Subject: Flashing Beacon Lights – RFP Award
From: Tyson Joyce, Director of Public Works
Date: December 3, 2024



Recommendation

That Council increase the budget for the Flashing Beacon Lights to \$43,781.50 and that funding for the Project will be from the Operating Reserve.

That Council award the Request for Proposals (RFP) to Black & McDonald Limited for the supply and installation of Flashing Beacon Lights at four crosswalk locations for the amount of \$39,956.00 + HST based on their revised proposal dated September 18, 2024.

Alternatives

- That Council not approve the budget increase for the Flashing Beacon Lights Project.
- That Council request a further adjustment to the Project scope to reduce the number of crosswalks included in the Project.
- That Council not award the RFP to Black & McDonald and defer this work to a later time.

Background

This Project is intended to continue with the improvements to the Town's pedestrian network and prioritize safety at busy crosswalks. This work follows on from previous rapid flashing beacon crosswalks performed under the 2023/24 Town Capital Budget.

The amount approved in the 2024/25 Town Capital Budget for the Flashing Beacon Lights is \$15,000 including net HST. This budget includes the supply and installation of the flashing beacon light equipment, and the RFP included four (4) existing crosswalks within Lunenburg.

The crosswalk locations included within the RFP scope were the following:

- 1) Green Street at High Street
- 2) Dufferin Street at Churchill Street
- 3) Victoria Road at Hall Street
- 4) Victoria Road at Lunenburg BMR (mid-block)

Discussion

The RFP for the Flashing Beacons Lights closed on September 5, 2024.

RFP Results

Company	Tender Price (excluding HST)
Black & McDonald Limited	\$59,104

With the single RFP response coming in well over the approved budget, Staff have negotiated with the Proponent for a reduced scope of the supply and installation of flashing beacon lights at the four crosswalk locations to provide cost savings to the Project. Items such as supply and install of new signposts and signage were removed from the scope to reduce the cost to \$9,989.00 + HST per crossing, and \$39,956.00 + HST in total for the flashing beacons lights to go at all four crosswalk locations.

Flashing Beacon Lights were also included in the 2023/24 Town Capital Budget in the amount of \$50,000 (including net HST), with funding allocated from the Operating Reserve. Flashing beacon lights were also supplied and installed at four (4) locations as a trial for this type of technology. The cost at that time was \$21,218.50 (including net HST), leaving an unused amount of \$28,781.50 in this budgeted amount.

Staff are recommendation is to combine this unused portion from the 2023/24 Capital Budget for the Flashing Beacon Lights (\$28,781.50) with the 2024/25 approved amount (\$15,000) to provide the revised budget of \$43,781.50 to allow this work to proceed.

Council also has the option of further adjusting the scope to reduce the number of crosswalk installations to reduce risk and/or lessen any impacts to the Capital Budget and Operating Reserve. Any crosswalks removed from the scope at this time could be considered for future Town Capital Projects.

In addition, if any of the smaller items that were removed from the Proponent's scope are required, Public Works may be able to self-perform these tasks in order to offset some of the additional costs.

Strategic Plan Relevance

Capital Construction Projects are 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.

Financial

The amount approved in the 2024/25 Town Capital Budget for the Flashing Beacon Lights is \$15,000 with funding from the Operating Reserve.

Based on the revised Proposal received on September 18, the revised Project Budget is as follows

Item	Cost including Net HST
Proposal for S&I Beacon Lights (4 sets)	\$ 42,000.00

Contingency	\$ 1,781.50
Revised Budget	\$ 43,781.50

The total project budget in 2023/24 Town Capital Budget for the Flashing Beach Lights Project was not totally expended and \$28,781.50 was transferred to the Operating Reserve. Staff are recommending that we utilize these funds to allow for the purchase of these 4 additional lights.

Subject: Growth and Renewal for Infrastructure Development Program
– *Grant Application Request*



Prepared by: Tyson Joyce, Director of Public Works

Date: December 2, 2024

Recommendation

That Council approve an application to the Growth and Renewal for Infrastructure Development Program for the Wastewater Treatment Plant (WWTP) Upgrade and Expansion Project.

Alternative

- Direct Staff to apply for the Growth and Renewal Infrastructure Development Program for an alternative project or projects.
- Direct Staff to not apply for the Growth and Renewal Infrastructure Development Program.

Background

The Province has launched the Growth and Renewal for Infrastructure Development Program (GRID) to fund municipal infrastructure projects, including water, wastewater, stormwater, accessibility, and climate change adaptation. The program prioritizes shovel-ready projects that address critical capacity issues, health and safety, preserve and expand services for housing and build more accessible and adaptable communities. The GRID may fund up to 50% of eligible project costs. Municipalities must demonstrate their ability to fund the remaining project balance by themselves or other sources. Municipalities may submit up to two applications per year to the Growth and Renewal for Infrastructure Development (GRID) Program. However, only one application per municipality will be selected for funding annually. Costs must be incurred between October 18, 2024, and March 31, 2026, to be eligible for reimbursement. The application deadline is December 13, 2024.

Staff recommend applying for additional funding under the GRID Program to address an estimated \$6 million shortfall identified during the Wastewater Treatment Plant Upgrade and Expansion Project design process. This project aligns well with GRID funding criteria as it is a wastewater initiative that is nearly shovel-ready, enhances health and safety in wastewater processing, and preserves and expands housing-related services. Furthermore, as the Town's largest planned infrastructure project, prioritizing this application over a smaller-scale project would maximize the impact of provincial funding support.

Discussion

The WWTP Upgrade and Expansion Project is a critical long-term project to improve our existing wastewater treatment process and increase the capacity of the Town's system to support future population growth.

Key components for the WWTP Upgrades and Expansion include:

- Construction of new concrete SBR tanks.
- Modification of the existing bioreactor to serve as an aerobic sludge digester.
- Replacement of the fine screen, washer compactor, blowers, and UV disinfection system.
- Removal of the DAF units and auxiliary equipment.
- Expansion of the sludge dewatering by installing a third rotary press channel.
- Installation of a backup power supply generator to provide emergency power to key treatment equipment in the event of a power outage.

The amount approved in the 2024/25 Town Capital Budget for the WWTP Upgrades and Expansion Project is \$9.982M, including net HST, with the Town having already secured funding through the Investing in Canadian Infrastructure Plan (ICIP) with Federal (40%), Provincial (33%) and Town (27%) components. This budget was based on higher-level details from earlier in the project cycle and was compiled to accompany the ICIP Grant submission made early in 2022.

Since that time, the design and preparation of tender documents have progressed significantly. Staff expect these to be completed in December 2024, allowing the tender to be released early in the 2025 New Year, and then construction is expected to commence in Spring 2025. With the design reaching this more advanced stage, the Consultant has been able to reassess the likely costs for the project. The new estimated budget for the project has risen significantly to \$16.052M (including net HST). Based on this estimated cost, the project has a budget shortfall of over \$6M.

To be eligible for the GRID program funding, the Town must demonstrate the ability to cover the remaining project costs. Assuming a 50% split for the additional budget based on the latest cost estimate, the Town would require an additional \$3,035,000 above the value already committed in the ICIP funding (\$2,695,000) for a total of \$5,730,000.

Strategic Plan Relevance

Capital Construction Projects are 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.

Financial

The Town's Capital Budget for this project is \$9,982,000 (including net HST). Funding has already been confirmed through the Investing in Canada Infrastructure Program (ICIP), with \$7,287,000 from the federal and provincial government and the Town's share of \$2,695,000 to be covered through a capital borrowing.

The latest cost estimate for the project is \$16,052,000 (including net HST), leaving a funding gap of \$6,070,000 that must be secured to proceed. The potential additional town debt required for this project, assuming the GRID approved at 50/50 cost sharing could be \$3,035,000.

In anticipation of this capital project and the possibility for cost increases the sewer rates were adjusted in fiscal 2022/23 to include the projected debt payments under the ICIP grant approval in the amount of \$286,000 annually. These amounts have accumulated in reserves as follows:

Fiscal Year	Amount
2022/23 actual	\$286,000
2023/24 actual	\$286,000
2024/25 budget	\$286,000
Projected Total as of Mar.31, 2025	\$858,000

These reserves can be allocated to decrease the potential additional capital borrowing now required for this project. In addition, in the 2025/26 budget (subject to Council approval) another \$286K will be included for a total of \$1,144,000, which leaves potentially \$1,891,000 of additional debt to be secured.

The province has a 15% maximum threshold for debt in municipalities. The Town's 2024/25 debt servicing is 5%. Adding approximately \$4.6M (\$2,695,000 + \$1,891,000) in debt for the WWTP Expansion, while continuing to cap any additional capital borrowings at no more than \$500,000 annually, is anticipated to keep the Town within this threshold maximum.

The additional debt financing will have an impact on the sewer rates. The impact is anticipated to be approximately 10% for both residential and commercial customers based on the 2024/25 budget assessments and costs. For residential customers, this is approximately \$72 per year. Commercial customers are billed based on their property assessments.

If the Town does not apply or is unsuccessful in our GRID application, it will not be able to proceed with the WWTP Expansion Project without drastically impacting sewer rates and/or other capital projects.

Subject: Expenditure Request: Water and Wastewater Modelling
From: Hilary Grant, Interim Chief Administrative Officer
Date: December 10, 2024



Recommendation

That Council approve \$35,000 plus HST for Water and Wastewater modelling towards creating the Sustainable Infrastructure Fund Grant Program.

Alternatives

- Do not approve the expenditure (no vote needed)
- Refer the Housing Accelerator Fund to Committee of the Whole

Background

On April 23, 2024, Council directed staff to revise the Street Extension Policy and establish a Sustainable Infrastructure Fund. This new fund is designed to encourage cost-sharing between the public and private sectors, facilitating municipal infrastructure extensions and supporting high-quality servicing. The goal is to create a transparent, efficient, and well-funded program that attracts developers and expedites housing projects. The Sustainable Infrastructure Grant Program is one of six key initiatives the Town has committed to under the Housing Accelerator Fund.

CBCL has agreed to update the Town's Water and Wastewater Masterplan to better understand the impact additional housing in various areas of Town would have on our servicing systems.

This work is critical to achieving our Housing Accelerator Fund commitments and retaining the remaining \$1,158,943 in awarded funding. The work must be completed by January 30, 2025. Missing this milestone could jeopardize the funding and result in its forfeiture.

Discussion

On May 17, 2023, the federal government announced a \$4 billion Housing Accelerator Fund (HAF) for local authorities, administered by the Canada Mortgage and Housing Corporation. The goal is to develop innovative measures to unlock new housing supply and fast-track the creation of 100,000 net new housing units across Canada.

The Town of Lunenburg received \$1,158,943 under this program to complete six housing initiatives toward accelerating 135 new housing units in Lunenburg. If 135 housing units are not permitted by January 31, 2027, we will not receive the final grant payment worth \$289,735.75.

Rather than underwriting or cost-sharing specific projects, the HAF program provides incentive funding directly to municipalities for committing to a growth target and undertaking housing initiatives.

Municipalities will have four years to spend HAF funding and can choose to spend it on housing initiatives, as well as housing infrastructure and community infrastructure that supports housing. The funding is stackable and can be used for projects already covered by the Town's budget.

To secure full funding, the Town must meet key milestones, including Water & Wastewater modelling, by January 30, 2025. Failure to achieve these milestones could require the Town to return the funds.

The Town's Water & Wastewater Master Plan includes modelling for housing development in the following areas:

- Harbourview Drive (partial when compared to the area earmarked in the Town's Comprehensive Community Plan);
- Hirtle Road;
- Upper King Street Lands; and
- Blockhouse Hill.

The new modelling will study the following areas:

- The area adjacent to Tannery Road (as outlined in the Town's Comprehensive Community Plan).
- Densification of select portions of Old Town (up to a maximum of 10%).
- Densification and mixed-use development along Victoria Road.
- Residential densification of the Foundry Lands (in anticipation of a potential forthcoming development proposal).

Strategic Plan Relevance

Housing

- Direction to support different types of housing development, tenant structures, and affordability

Servicing and Facilities

- Direction to ensure efficient infrastructure

Environment and Sustainability

- Direction to foster environmental stewardship and adapt to climate change

Relevant Legislation

Town of Lunenburg *Land Use By-Law*

Town of Lunenburg *Old Town Lunenburg Heritage Conservation District Plan and By-law*

Town of Lunenburg *Street Services Extension Policy*

Financial

The \$35,000 plus HST will be covered using the \$1,158,943 won under the Housing Accelerator Fund and thus will have no impact on the Town's operating or capital budgets. Between \$1,118,693 and

\$828,957.25 will remain for HAF initiatives, housing infrastructure and community infrastructure that supports housing.

Communications

N/A

Attachments

N/A

Subject: Appointment of Investigator for the Code of Conduct for Municipal Elected Officials

From: Kayla Byrne, Municipal Clerk

Date: December 10, 2024



Recommendation

That Council appoint Kiersten Amos, McInnes Cooper and MC Advisory, under the Town's existing legal services agreement, as the Investigator for Code of Conduct complaints involving elected officials.

Alternatives

- That Council direct staff to issue a request for proposals (RFP) to identify and select an independent investigator with experience in municipal investigations, procedural fairness, and natural justice to handle Code of Conduct complaints.

Background

At its meeting on November 19, 2024, Council adopted the [*Code of Conduct for Municipal Elected Officials Regulations*](#) through a formal motion. This Code, as mandated by section 4(1) of the Regulations and section 23A of the Municipal Government Act (MGA), sets standards for ethical behaviour, confidentiality, conflict of interest, and other essential aspects of governance for elected officials. Its adoption fulfills a requirement under the MGA which mandates that municipalities must adopt the Code by December 19, 2024.

Municipalities must also appoint an investigator to manage complaints of potential Code breaches by elected officials. The investigator should have experience in investigations and demonstrate impartiality. Additionally, the municipality must confirm that the investigator has no conflicts of interest and must publish the investigator's contact information on the Town's website.

Municipalities should aim to appoint an investigator promptly after adopting the Code, ideally by December 19, to ensure they can effectively handle complaints and follow the investigation process outlined in the regulations.

Discussion

Staff recommend appointing Kiersten Amos, McInnis Cooper and MC Advisory as the Town's Investigator for Code of Conduct complaints. Already contracted as the Town's law firm, McInnis Cooper's familiarity with the Town provides consistency and simplifies complaint handling. Their and MC Advisory's expertise in municipal law and procedural fairness supports

an impartial and efficient investigation process, while their ongoing relationship with the Town helps maintain confidentiality and an understanding of Lunenburg's governance context. Any substantive complaints with potential legal implications, such as those requiring interpretation of the *Municipal Conflict of Interest Act*, will be referred to McInnis Cooper. All other valid complaints will be managed by MC Advisory. This approach ensures investigations are thorough, timely, and conducted in a cost-effective manner, tailored to the nature of each complaint.

Complaint Process Overview

1. **Submission:** Complaints must be submitted to the investigator within six months of the complainant discovering the alleged breach.
2. **Initial Review:** Upon receiving a complaint, the investigator will determine if it has merit. If deemed unmerited, the investigator dismisses it and notifies the Chief Administrative Officer (CAO). If the complaint has merit, the investigator proceeds to notify the council member involved and moves forward with the investigation.
3. **Confidentiality:** Throughout the investigation, the investigator must maintain confidentiality for all parties involved, balancing this with the principles of natural justice and procedural fairness.
4. **Investigation Report:** The investigator must present a report of findings to the council within six months of the complaint submission, although Council may extend this timeline in exceptional cases.
5. **Council Determination:** After reviewing the report and any submissions by the council member involved, Council will determine if a breach occurred and, if so, apply appropriate sanctions as outlined in the Code.

Possible next steps for the Code

Municipalities cannot significantly modify the content of the standardized Code of Conduct for elected officials; however, they are permitted to add additional prohibited behaviors. If Council were to consider this in the future, creating a supplementary policy to accompany the standardized Code is recommended to ensure clarity and alignment with local priorities.

For example, the Town of Wolfville is considering expanding its policy by prohibiting public criticism of staff, influencing employees outside approved council processes, and using municipal resources for personal tasks. Additionally, Wolfville emphasizes council preparedness, active engagement with the community, and inspiring public confidence.

Relevant Legislation

Municipal Government Act

Financial

There is no immediate impact on the Town's approved budget to adopt the Code of Conduct for Municipal Elected Officials. However, should an investigation arise, costs may affect the legal services budget.

Communications

In compliance with the *Code of Conduct for Municipal Elected Officials* Regulations, the Town will post the appointed investigator's contact information on its official website to inform the public on complaint submission procedures.

Attachments

- Regulations Respecting a Code of Conduct for Municipal Elected Officials made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal Government Act.

Subject: Citizen Appointments to Council Advisory Committees
From: Kayla Byrne, Municipal Clerk
Date: December 10, 2024



Recommendations

Heritage Advisory Committee: That Council reappoint Oliver Osmond and Nathalie Irving to the Heritage Advisory Committee as representatives of the Lunenburg Heritage Society starting immediately for a two-year term.

Heritage Advisory Committee: That Council reappoint Faune Creaser to the Heritage Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council reappoint Colin Whitcomb to the Planning Advisory Committee as a resident representative starting immediately for a one-year term.

Planning Advisory Committee: That Council appoint Paula Rennie to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council appoint Rachel Martin to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Planning Advisory Committee: That Council appoint Bill Fleming to the Planning Advisory Committee as a resident representative starting immediately for a three-year term.

Source Water Protection Advisory Committee: That Council appoint Kathryn Josenhans to the Source Water Protection Advisory Committee as a resident representative starting immediately for a four-year term.

Audit Committee: That Council appoint Rachel Martin to the Audit Committee as a resident representative starting immediately for a two-year term.

Alternatives

- Readvertise and seek additional applicants
- Suggest alternative term allocations to stagger member appointments for continuity.

Background

The Planning Advisory Committee, Source Water Protection Advisory Committee, and Audit Committee currently have vacancies, which have been advertised on the Town's website and social media channels. Additionally, the terms of three members of the Heritage Advisory Committee have recently expired. All three have expressed interest in continuing their service,

meaning there are no new vacancies on that committee. Similarly, Colin Whitcomb's term on the Planning Advisory Committee has expired, and he has indicated his willingness to serve another term. Council must formally reappoint these returning members to ensure their continued participation.

Discussion

According to [Council's Committee Policy](#), resident appointments to committees are typically for two years unless otherwise stated in the committee's terms of reference. For example, the terms of reference for the Planning Advisory Committee (PAC) and Dares Lake Committee allow for varying term lengths. Members who wish to continue serving are eligible for reappointment to a second term under the policy.

Staff recommend staggering term lengths to avoid all appointments expiring at the same time. This approach ensures continuity and retains valuable experience within the committee.

Based on the current applications, one vacancy remains on the Source Water Protection Advisory Committee. Following these appointments, staff can re-advertise to fill this remaining vacancy.

Strategic Plan Relevance

Local Engagement

Relevant Legislation

[Council's Committee Policy](#)

Financial

Committee and external Board citizen members may receive an annual honorarium as set out in Town Policy and/or budget.

Attachments

N/A