



# AGENDA

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## Town of Lunenburg Council Meeting

Tuesday, April 14, 2020 at 2:00 p.m. – 4:00 p.m.

Via Audio/Video Conference

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**(Note: priority items are bolded to be dealt within two hours if possible.)**

1. Agenda - *motion to approve.*
  2. March 10 and 31, 2020 Council meeting minutes - *motion to approve.*
  3. Public Hearings and Presentations
  4. Correspondence
    - a. Accessibility Planning Toolkit for Municipalities – Ministers of Justice and Municipal Affairs; and
    - b. Letter from the Town of Mahone Bay to Mayor Bailey enclosing a copy of their 100<sup>th</sup> Anniversary memorial book and commemorative stamp.
  5. Committee Meeting Minutes and Recommendations
    - a. Project Lunenburg Steering Team meeting minutes March 11, 2020 and April 8, 2020;
    - b. Waste Reduction Strategy Working Group meeting notes March 5, 2020;
    - c. Joint Occupational Health and Safety meeting minutes of March 5, 2020;
    - d. Lunenburg War Memorial Community Centre Committee meeting minutes March 11, 2020 - *2 x recommendations regarding 2020/21 fees and budget approvals/Councillor Bachman;*
    - e. Protective Services Committee meeting minutes March 12, 2020 - *1 x recommendation regarding budget approval/Councillor Croft, and*
    - f. Lunenburg Academy Foundation meeting minutes 2019/2020.
- Recess -
6. Unfinished Business
    - a. Corporate Services
      - i. **Draft revised Town 2020/21 budget operating and capital budget review**

**– staff report regarding COVID-19 pandemic interim impact analysis and proposed Water Utility capital project priorities;**

- ii. 2019/20 Town budget variance to February 29, 2020 – *staff information report;*
- iii. **Municipal Election 2020 – Returning Officer reports regarding Municipal Elections Act changes to qualifications and 3 x draft Council motions**
  - **Town use of Provincial List of Electors**
  - **Execution of Provincial Information Sharing Agreement**
  - **Appointment of Assistant Returning Officers – Bea Renton, CAO and Heather McCallum, Assistant Municipal Clerk**
- iv. Cermaq salmon farming in Lunenburg and area coastal waters – *copies of Town of Mahone Bay and Municipality of the District of Chester motions in opposition;*
- v. Notice of proposed Provincial amendments to the NS Building Code Regulations regarding public accessible washrooms in restaurants – *proposed additional staff report regarding Lunenburg impact;* and
- vi. LDFD requested expense claim Policies amendments to allow variances from pre-set kilometres limits – *LDFD is in agreement with same and at the January 16 Council meeting it was agreed that confirmed Councillor Mosher would give notice of motion of these proposed Policy amendments for approval at the next Council meeting (April 28).*

b. Public Works

- i. Proposed award of Wastewater Treatment aeration tank upgrades – *staff report;*
- ii. Falkland Street/Victoria Road crosswalk information – *staff report;* and
- iii. Tannery Road sidewalk project – *staff report.*

7. New Business

a. Corporate Services

- i. Planning Advisory Committee resignation of Dr. Will Brooks – *proposed letter of appreciation and applicant advertisement;*
- ii. **Next public Council meeting dates – Tuesdays at 2:00 p.m. on April 28 to consider the draft 2020/21 Town budget and May 5 for the ABCO public hearing planning amendment application, May 12 for Council to consider these submissions and potentially decide, May 19 for the Amero public hearing planning amendment application and May 26 for**

***Council to consider these submissions and potentially decide.***

**8. Consideration of any Council in camera meeting recommendation**

- ***Proposed award of Town insurance contract tender to Gallagher/Frank Cowan exceeding staff authorization level of \$100,000***

**9. Motion to recess and resume the meeting in camera on April 21 at 2:00 p.m. and rise and report any recommendations at the April 28 public Council meeting – consideration of Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act.**

*Agenda items awaiting staff reports, etc. for further consideration*

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Proposed amendments to Hack and Trolley Bylaw #56 and #65 Street Encroachment for Building Access Bylaw	Council and Corporate Services	May 28, 2019	Awaiting additional Bylaw housekeeping amendments, e.g., Solid Waste Bylaw bulky waste definition change before advertising second reading and public submissions
Source Water Protection Plan update	Public Works Engineering Consultant	November 26, 2019	Consultant has requested additional time to complete his review due to other Water Utility regulatory items
Solar initiatives and water meters update	Corporate Services/Public Works	January 7 and 14, 2020	Staff reports will be prepared following Budget 2020/21
Tannery Road Front Harbour Trail upgrade update	Public Works	January 7, 2020	BCAF asked to consider landscaping suggestions
"Share the Road" signage for cycling	Recreation	January 14, 2020	Staff report will be prepared about signage options
Disappearance of bees action plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
Climate crisis action motion and plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
CPT Joint Transit Plan response	Corporate Services	February 11, 2020	Staff preparing a report
Blockhouse Hill land development proposal	Planning, Electric and Public Works	February 13, 2020	Staff preparing a report
Proposed review of policing services	Councillor Carnevale	February 25, 2020	Deferred for Councillor Carnevale to address
ABCO planning amendment application	Council	February 25, 2020	May 5 Public Hearing and May 12 Council deliberation
Amero planning amendment application	Council	February 25, 2020	May 19 Public Hearing and May 26 Council deliberation
Staff recommendations regarding CBCL Engineering Lunenburg Wastewater Treatment Plant upgrades reports	Public Works	March 10, 2020	PW preparing a report regarding a recommended plan pre-engineering study scope of work Provincially funded

**COUNCIL MEETING MINUTES**

**TUESDAY, MARCH 10, 2020 AT 5:15 P.M.**

**(LUNENBURG TOWN HALL)**

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**PRESENT:** Mayor Rachel Bailey  
Deputy Mayor John McGee  
Councillor Ronnie Bachman  
Councillor Danny Croft  
Councillor Peter Mosher  
Councillor Matt Risser

**ALSO PRESENT:** Paul Bracken, Facilities Superintendent  
Patrick Burke, Q.C., Town Solicitor  
Lisa Dagley, CPA, CGA, Finance Director  
Heather McCallum, Assistant Municipal Clerk  
Kathleen Rafuse, Accountant  
Bea Renton, Chief Administrative Officer  
Ian Tillard, Town Engineer Consultant

**ABSENT:** Councillor Joseph Carnevale

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The Mayor called the meeting to order at 5:16 p.m.

1. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Bachman to approve the agenda. Motion carried.

2. February 25, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Deputy Mayor McGee to approve the February 25, 2020 minutes. Motion carried.

3. Public Hearings and Presentations

a. RCMP Lunenburg quarterly report October to December 2019

Constable Tim Lynch presented the RCMP report (**Schedule "A"**).

b. Twin Bays Coalition of residents and organizations from Peggy's Cove to Cherry Hill concerning application of Cermaq to place open net fish farm pens in coastal waters

Sid Dumaresq and Geoff LeBoutillier presented their organization's concerns regarding open net pen aquaculture vs. aquaculture on land (**Schedule "B"**). They reported that resolutions directed to the Province opposing open pen licenses have been passed by the Municipality of

the District of Lunenburg and the Town of Mahone Bay. An academic paper “Industrial aquaculture and the politics of resignation” was circulated for additional information (Schedule “C”).

c. Splash Pad project funding update and location comments

Melissa Duggan and Marc Breough of the Lunenburg Community Development Group expressed concern with the relocation of the Splash Pad project from their recommended 250<sup>th</sup> Anniversary Park to the Community Centre and asked that it be reconsidered. Their group is charged with the bulk of the project fundraising for which they have raised \$15,000 thus far.

4. Correspondence

The correspondence was provided for information.

- a. Notice of Cermaq salmon farming March 5 information open house in Hubbards
- b. Notice of April 3 NSFM spring regional meeting for the South Shore and HRM in the Municipality of the District of Shelburne

The Mayor has registered to attend the conference and encouraged other members of Council to consider join her.

- c. Canadian Heritage letter advising of \$700 Canada Day funding approval
- d. West Nova Fuels Curl for a Cause Bonspiel letter of thanks for Town Support

5. Committee Meeting Minutes and Recommendations

- a. Lunenburg County Senior Safety Committee February 2020 report

The monthly report was received for information.

- b. Comprehensive Community Plan Project Steering Team public meeting March 26 about draft Comprehensive Community Plan and March 30 and 31 Open Office Drop-ins

The meeting notices were received for information. The upcoming sessions feature a first look at the draft Comprehensive Community Plan.

- c. Waste Reduction Strategy Working Group January 30 and February 13 and 20, 2020 meeting notes

Meeting notes were provided for information. Mayor Bailey, Chair of the working group, reviewed a precis of the group’s activities (Schedule “D”). She highlighted a planned appearance at the Lunenburg Farmer’s Market on March 12 and a possible recommendation to restrict plastic campaign lawn signs for the 2020 Municipal election.

6:19 p.m. - 6:28 p.m. – Council recessed and resumed their meeting.

6. Unfinished Business

a. Corporate Services

i. Draft 2020/21 budget operating and capital budget review

The Finance Director reviewed follow-up items requested by Council in the draft 2020/21 Town Budget (**Schedule “E”**) summarized below.

- Sewer rates

The FD reviewed several sewer rate scenarios incorporating different levels of reserve transfer (see: page 32 draft budget, **Schedule “E”**).

In response to a question from Council regarding whether stresses to the wastewater system primarily come from residential or commercial customers, the Town Engineer agreed to investigate and respond at a future meeting.

**Motion:** moved by Councillor Mosher, seconded by Councillor Risser that Council approve the proposed sewer rates incorporating a reserve transfer level of \$100,000. **Motion defeated.** Mayor Bailey, Deputy Mayor McGee, and Councillor Croft voted in the negative.

Council deferred further discussion on this item to the next budget meeting.

- Paving versus chipsealing cost estimates

The FD reviewed the costs for paving vs. chipsealing of Kissing Bridge Road (see: page 88 draft budget, **Schedule “E”**), and noted that paving would require capital borrowing.

**Motion:** moved by Councillor Mosher, seconded by Councillor Croft that the Town proceed with chipsealing Kissing Bridge Road as per the draft 2020/21 budget and source a third party to provide more information on the criteria for paving vs. chipsealing roads going forward. **Motion carried.**

- Town reserves

The FD reviewed her staff report on general reserve funds (**Schedule “F”**).

Council deferred further discussion on this item to the next budget meeting.

Council agreed to address agenda item #6.b.i on CBCL’s report next, and continue the budget discussion afterwards.

b. Public Works

i. CBCL Limited Consulting Engineers response to the Lunenburg Wastewater Treatment Plant Report Peer Review by Dillon Consulting

Mike Abbott, P. Eng., CBCL Vice President, Water Treatment, reviewed his response to the Dillon Consulting peer review (**Schedule "G"**). He noted that CBCL continues to recommend wastewater treatment plant (WWTP) upgrade Option 2 from their original WWTP study report, which substantially upgrades the existing moving bed bioreactor (MBBR) system.

Council questions were responded to by Mr. Abbott as follows in summary:

- Mr. Abbott recommends that WWTP upgrade Option 2 is the preferred solution. This should be done in conjunction with any outfall extension and collection system repairs.
- Preventing salt water intrusion into the collection system is a high priority. The TE commented that Council approved work to determine a solution in the 2019/20 budget.
- The TE commented that the next step is a pre-design for the entire system, whether implemented as one large project or several smaller ones, to reduce the Town's risk. An implementation plan is part of the pre-design.
- Mr. Abbott commented that a de-centralized wastewater system instead of a centralized system is not an option in Lunenburg's case.
- The TE confirmed that having a dissolved air flotation (DAF) supplier review the Town's DAF units to recommend optimization is currently underway.
- Mr. Abbott explained that the length of the outfall extension would depend on multiple factors to get the correct dispersion of effluent. The extension is part of the solution, not the sole solution.

## 6. Unfinished Business

### a. Corporate Services

#### i. Draft 2020/21 budget operating and capital budget review – continued

- Notice of new Provincial Library funding implementation for South Shore Public Libraries at +\$3950/ +27% in 2020/21 to be held at current rates for the Town of Lunenburg because Town pays for Sunday Lunenburg Library staffing and SSPL is not seeking a 2020/21 increase

The FD confirmed that a budget increase is not required for the Lunenburg Library this year, as the Town already subsidizes it at a higher than average rate.

- Notice of Property Value Services Corporation 1.0% 2020/21 budget increase = \$48,101 total for the Town of Lunenburg

The FD noted that this level is what is included in the draft budget.

- March 24 Council meeting – public submissions and presentation of draft operating and capital budget

The public presentation of the Draft 2020/21 Budgets will take place in the “Public Hearings and Presentations” section at the top of the agenda. Written submissions in advance are preferred, but live comments from residents can be heard at the meeting, or residents can submit comments afterwards.

ii. 2019/20 Town budget variance report to January 31, 2020

The FD presented the report for information (Schedule “H”).

7. New Business

Nil.

8. Motion to meet in camera

Motion: moved by Councillor Risser, seconded by Councillor Bachman to meet in camera to consider Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act. Motion carried.

8:11 p.m. – 9:23 p.m. – Council recessed to meet in camera.

9. Consideration of any Council in camera meeting recommendations

Council reconvened in public session at 9:23 p.m. with no recommendations to make.

10. Adjournment

Motion: moved by Councillor Risser, seconded by Councillor Mosher to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:24 p.m.

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Bea Renton, CAO and  
Heather McCallum, Assistant Municipal Clerk

# LUNENBURG TOWN COUNCIL MEETING MINUTES

TUESDAY, MARCH 31, 2019 AT 2:00 P.M.

(VIA VIDEO CONFERENCE DUE TO COVID-19 PANDEMIC)

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**PRESENT:** Mayor Rachel Bailey  
Deputy Mayor John McGee  
Councillor Ronnie Bachman  
Councillor Danny Croft  
Councillor Peter Mosher  
Councillor Matt Risser

**ALSO PRESENT:** Pat Burke, Q.C., Town Solicitor  
Lisa Dagley, Finance Director  
Bea Renton, CAO

**ABSENT:** Councillor Joseph Carnevale

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The Mayor called the meeting to order at 2:19 p.m.

The Mayor and Council expressed sympathy to the families of former Councillor Barbara Zwicker and Harold Pearse, President of the Lunenburg Folk Harbour Festival, who both recently passed away. Their many contributions to the community were noted.

1. Agenda

Motion: moved by Councillor Bachman, seconded by Councillor Risser to approve the agenda as circulated. Motion carried.

2. Proposed next regular Council meeting on Tuesday, April 14, 2020 at 2:00 p.m. via video conference and public live stream

Council agreed that the next regular Council meeting will be on Tuesday, April 14 at 2:00 p.m.

Council also agreed to hold weekly virtual check-ins to ensure effective telecommunication technical services.

Mayor Bailey advised that the Planning/Development Manager is determining when the two public hearings, ABCO and Amero, can be rescheduled to and will advise Council.

3. Meet in camera

Motion: moved by Councillor Risser, seconded by Councillor Croft to meet in camera to consider the sale and lease of Town properties, contractual negotiations and legal information pursuant to section 22 of the NS Municipal Government Act. Motion carried.

Council recessed at 2:28 p.m. to meet in camera.

4. Resumption of Council meeting in public session

5:33 p.m. - Council resumed their public meeting portion.

There were no Council in camera meeting recommendations to consider.

5. Adjournment

The meeting was adjourned at 5:33 p.m.

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Bea Renton, CAO



**Attorney General  
Justice  
Office of the Minister**

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MAR 09 2020

Mayor Rachel Bailey  
Town of Lunenburg  
PO Box 129, 119 Cumberland ST  
Lunenburg NS B0J 2C0

Mayor Bailey, 

The Accessibility Act was proclaimed in 2017, demonstrating the Nova Scotia government's commitment to a more equitable and barrier free province. The Act recognizes accessibility as a human right, and sets a goal of an accessible Nova Scotia by 2030.

Since the Act was proclaimed, the Accessibility Directorate has been working closely with the municipal sector to keep you informed of your obligations under the Act and to provide you with the support you need.

On December 3, 2019, the Government of Nova Scotia announced that the Town of Lunenburg will be prescribed as a public sector body under the Act as of April 1, 2020. This means that the Town of Lunenburg must form an accessibility advisory committee and have an accessibility plan in place by April 1, 2021.

Note that prescribed bodies are permitted to form a joint accessibility advisory committee and develop a joint accessibility plan with other prescribed public sector bodies that share similar interests.

We are pleased to share with you the Accessibility Planning Toolkit for Municipalities. This resource offers a recommended approach to forming an accessibility advisory committee and developing an accessibility plan. We have also enclosed *Wolfville: Access By Design*. The Accessibility Directorate worked closely with the Town of Wolfville to pilot the development of Nova Scotia's first municipal accessibility plan under the Accessibility Act. Both these resources are also available on our website at [novascotia.ca/accessibility](http://novascotia.ca/accessibility).

We look forward to working together to achieve our ambitious goal of an accessible province by 2030. For assistance or further information, please contact Gerry Post, Executive Director, Accessibility Directorate at 902-424-6975, or [gerry.post@novascotia.ca](mailto:gerry.post@novascotia.ca).

Thank you for your commitment to accessibility and creating an inclusive province for all Nova Scotians.

Yours truly,



Mark Furey  
Minister of Justice



Chuck Porter  
Minister of Municipal Affairs



# The Accessibility Planning Toolkit for Municipalities

Nova Scotia Accessibility Directorate

December 2019

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ISBN 978-1-989654-10-1

This toolkit is available at <https://novascotia.ca/accessibility/>

**Questions? Comments?** Please contact  
the Nova Scotia Accessibility Directorate

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## Welcome

Nova Scotia is on a journey to become an accessible province by 2030. This includes working with our municipal counterparts, and others, to remove the barriers to inclusion that people with disabilities continue to face every day.

Our collective efforts will help ensure all Nova Scotians can participate fully in society.

In September 2018, the province released the Government of Nova Scotia Accessibility Plan. This plan outlines specific actions for achieving an inclusive, responsive, and accessible workplace for Nova Scotia public servants, and ensuring our services are accessible to all.

This toolkit was developed in partnership with Nova Scotia municipalities. It offers a recommended approach to forming an Accessibility Advisory Committee and developing an accessibility plan. I encourage you to use this resource as you involve community members in the development of a plan for your municipality or village.

I commend the many municipalities and villages across the province that have already undertaken efforts to improve accessibility. We need to build on this work and continue to drive the changes needed to create a more equitable and inclusive province. These changes will have significant economic and social impacts on people with disabilities, their families, and the province.

By working together, we are solidifying our shared commitment to accessibility and helping to build a welcoming province that includes everyone.

Sincerely,



**Mark Furey**  
Minister of Justice

## ▶ An overview of accessibility

### Disability in Nova Scotia

According to Statistics Canada, 30 per cent of Nova Scotians aged 15 years and older identify as having at least one disability. That is nearly 230,000 Nova Scotians. This is the largest percentage of any Canadian province. Nova Scotia also has among the highest percentage of adults older than 65—currently 20 per cent, or 1 in 5. This percentage will increase to about 25 per cent of the population, or 1 in 4, by 2030. Because older adults are more likely to have disabilities than younger people, the number of Nova Scotians with disabilities will rise as our population ages. (Learn more at [novascotia.ca/accessibility/stats-on-disability-in-Nova-Scotia.pdf](http://novascotia.ca/accessibility/stats-on-disability-in-Nova-Scotia.pdf).)



**of Nova Scotians 15 years and older have at least one disability**

— The Canadian average is 22.3%.



This represents 229,430 people in Nova Scotia as of 2017.

*(Source: Canadian Survey on Disability 2017, Statistics Canada)*

### Nova Scotia's Accessibility Act

In 2017, Nova Scotia became the third province in Canada to pass accessibility legislation, committing to a more equitable and accessible province. The Accessibility Act recognizes accessibility as a human right, and sets a goal to make Nova Scotia an accessible province by 2030. The goal of the act is to prevent and remove barriers that restrict people with disabilities from fully participating in society. It enables the government to develop standards for accessibility, and outlines responsibilities for some public sector bodies, including municipalities. You can read the full text of the act at [nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf](http://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf).

In the Accessibility Act:

- ▶ A **disability** is defined as “a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual’s full and effective participation in society.”
- ▶ A **barrier** is defined as “anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.”

The government’s strategy for achieving an accessible province by 2030 is described in **Access by Design 2030**, available at [novascotia.ca/accessibility/access-by-design/](https://novascotia.ca/accessibility/access-by-design/). This strategy outlines how the government will work with municipalities and other partners and stakeholders to implement the Accessibility Act and improve accessibility for all Nova Scotians.



**Note:** In June 2019, the Government of Canada adopted the Accessible Canada Act, which will apply to organizations that fall under federal jurisdiction. This includes the federally regulated private sector, such as organizations in the transportation sectors, broadcasting and telecommunications services, and the banking and financial sectors. Learn more at [www.canada.ca/en/employment-social-development/programs/accessible-people-disabilities.html](https://www.canada.ca/en/employment-social-development/programs/accessible-people-disabilities.html).

## Provincial accessibility standards

Provincial standards will be developed for the following areas outlined in Nova Scotia’s Accessibility Act:

- ▶ **Goods and Services** – ensuring that people with disabilities have equitable access to goods and services
- ▶ **Information and Communication** – ensuring all people can receive, understand, and share the information they need
- ▶ **Transportation** – making it easier for everyone to get where they need to go
- ▶ **Employment** – making workplaces accessible, and supporting people with disabilities in finding meaningful employment
- ▶ **Built Environment** – making public buildings, streets, sidewalks, and shared spaces accessible to all
- ▶ **Education** – making the education system accessible to all students, from early childhood to post-secondary

As described in *Access by Design 2030*, a plan is in place to develop and implement these standards over several years. Municipalities and other affected sectors will be consulted before each standard is enacted. These standards will first apply to the Government of Nova Scotia, then to municipalities and other prescribed public sector bodies, and later to other organizations. The standards for the Built Environment and for Education are currently under development. Other standards will be implemented in subsequent years, in an order to be determined.

For an overview of the implementation plan, refer to *Access by Design 2030*, page 19, available at [novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf](http://novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf).

## Goods & Services

### Education



### Information & Communication



### Built Environment



### Employment



### Transportation

## Key requirements for your municipality

Under the Accessibility Act, municipalities, universities, and other organizations—including villages, regional libraries, and government agencies—may be prescribed as public sector bodies. (Prescribed means identified in the Accessibility Act General Regulations.) Once prescribed, these organizations—including municipalities and villages—must do the following:

- ▶ Establish an Accessibility Advisory Committee.
- ▶ Develop an accessibility plan within one year.

The act states that accessibility plans must be updated every three years. As accessibility standards are implemented, those standards should be integrated into your plan.



### *Success Story*

The Lunenburg/Queens Recreation Co-ordinators/Directors Association, the Yarmouth Shelburne Municipal Recreation Association, and the Department of Communities, Culture & Heritage have joined together to produce audits and reports that will be used to remove barriers to recreation facilities. This partnership also produced a comprehensive Recreation Accessibility Guidelines Resource that can be accessed at [southshoreconnect.ca/project/guidelines-for-accessible-recreation-report-and-lclc-audit](https://southshoreconnect.ca/project/guidelines-for-accessible-recreation-report-and-lclc-audit).

## Share your insights

Thank you to the organizations that contributed success stories for this toolkit.

What policies and actions are helping to make your municipality more accessible? Email your insights, and photos if you have them, to [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca).



# Establish your Accessibility Advisory Committee

The role of the Accessibility Advisory Committee is to advise the municipal council on identifying, preventing, and eliminating accessibility barriers to municipal programs, services, and infrastructure. The mandate of the committee is up to each municipality to determine, but the committee should play a key role in developing your accessibility plan and helping your municipality become an accessible community. Appendix A offers sample terms of reference for the committee.

## Questions to consider

These are some factors to consider before forming your committee and appointing an Accessibility Coordinator (a staff person to support the work of the committee).

### **Will you develop your own committee or a joint committee in partnership with other municipalities or prescribed public sector bodies?**

While all prescribed municipalities and villages are required to establish an Accessibility Advisory Committee, you may choose to form a joint committee with other municipalities or prescribed public sector bodies (such as a regional library) that have common interests. In that case, each member must be approved separately by each municipality or public sector body represented on the committee.

### **Who should be represented on the committee?**

Under the Accessibility Act, *at least half* of the committee members must have a disability or represent an organization that represents people with disabilities.

Committee members may be staff, members of council, community members, partners, or others.

Don't assume that you know who does or does not have a disability.

Remember that advisory committee members will be your on-the-ground experts on accessibility.

### **How many members will the committee have?**

The act does not state a minimum or maximum number of committee members, but the Accessibility Directorate recommends that your committee include people with a variety of disabilities and expertise to bring diverse perspectives to your planning.

### **How will you recruit committee members?**

Communicate with your various stakeholder groups about opportunities to participate on the Accessibility Advisory Committee, and the impact the work will have on advancing accessibility within the municipality.

Consider advertising in alternative formats (such as large print) to accommodate diverse candidates.

Consider accepting applications in diverse formats to accommodate diverse candidates.

Appendix B shows a sample Call for Applicants.

Appendix C shows a sample member application form.

**TIP.** 211 Nova Scotia is a free, confidential information and referral service that can connect you to local community groups, nonprofits, and government departments across Nova Scotia. Dial 2-1-1 or visit [ns.211.ca](http://ns.211.ca) for help finding organizations that might recommend community members to serve on your Accessibility Advisory Committee. At the website, click on the “Disability Support and Services” icon and enter your location.

### **What resources will you need to establish the Accessibility Advisory Committee, to engage stakeholders, and to develop the accessibility plan? And what funding sources are available?**

Appendix D lists some funding opportunities. It includes programs that are specifically aimed at municipalities, as well as programs aimed at helping businesses, community organizations, and individuals to improve accessibility.

## **Appoint an Accessibility Coordinator (recommended)**

While not required under the act, the Accessibility Directorate recommends that you appoint a staff member to support the work of the Accessibility Advisory Committee, including the development and implementation of the plan. Since accessibility impacts all aspects of municipal government, ideally the Accessibility Coordinator would work in a central department, such as the office of the Chief Administrative Officer. If you opt for a joint committee, each municipality could appoint a separate coordinator, or the municipalities that are working together may choose to appoint a single coordinator who works across municipalities. The choice is yours.



### ***Success Story***

The Town of Truro, the Municipality of the County of Cumberland, and the Town of Pictou are collaborating with the Department of Communities, Culture & Heritage and Sport Nova Scotia to develop policies that support a comprehensive approach to inclusive recreation and sport.

Here are some responsibilities that could be assigned to the Accessibility Coordinator:

- ▶ Working with the Accessibility Advisory Committee, lead the development of an accessibility plan.
- ▶ When new policies and programs are introduced, work with the committee to identify accessibility needs, and provide advice on removing barriers.
- ▶ Monitor progress in implementing the accessibility plan, and ensure the plan's priorities and actions are reflected in the municipality's budget cycle and other planning documents.
- ▶ Receive and respond to stakeholder concerns, complaints, and suggestions about the plan.

## Launch the committee

★ *Required steps are marked with a star.*

- ★ Recruit committee members. For municipalities, this includes issuing a public call. Refer to the "Questions to consider" on page 6 for tips and pointers to sample tools.
- ★ Approve committee members through municipal council.
- ★ Confirm a Chair and Vice Chair for the committee.
- Provide an orientation to the committee on the Accessibility Act, the municipality's obligations under the act, and the committee's mandate.
- Agree on a Statement of Commitment. The Statement of Commitment outlines your municipality's commitment to improving accessibility. It summarizes the accessibility message the municipality wishes to convey to the public.

You may want to consider the following when developing your Statement of Commitment:

- ▶ ensuring equal access and participation for all people, regardless of their abilities
- ▶ treating all people in a way that allows them to maintain their dignity and independence
- ▶ meeting the needs of people who face accessibility barriers
- ▶ identifying, removing, and preventing these barriers by meeting the requirements of Nova Scotia's Accessibility Act

## ▶ Learn together

Ongoing learning and collaboration are vital qualities in an accessible municipality. It is important to provide learning opportunities for staff, your Accessibility Advisory Committee, and senior leadership, on accessibility as a human right, barriers to accessibility, and your municipality's obligations under the Accessibility Act. You may also choose to provide education on an area of accessibility that is of particular interest or high need for your municipality.

How you approach ongoing learning will depend on local needs. Everything offered in this section on learning together is a recommendation, not a requirement under the act.

Some suggestions include:

- ▶ guest speakers
- ▶ experiential learning
- ▶ the Rick Hansen Foundation Accessibility Certification (RHFAC) assessor training program
- ▶ online learning

### Guest speakers

At least half the members of your Accessibility Advisory Committee will be either people with disabilities or represent organizations representing people with disabilities. Consider inviting committee members or other stakeholders who have a disability to present to the committee on the barriers they face accessing programs or services from your municipality. This will ensure that the voices of people with disabilities are at the table, providing a perspective from lived experience.

In addition, you may consider inviting guest speakers from local organizations that provide services to people with disabilities.

**TIP.** Dial 2-1-1 or visit [ns.211.ca](https://ns.211.ca) for help finding organizations that might provide a guest speaker.



### *Success Story*

The Town of Kentville has developed a “Recreation for All” policy and a plan for inclusive recreation. The plan provides a lens for decisions about program implementation and infrastructure investment.

## Experiential learning

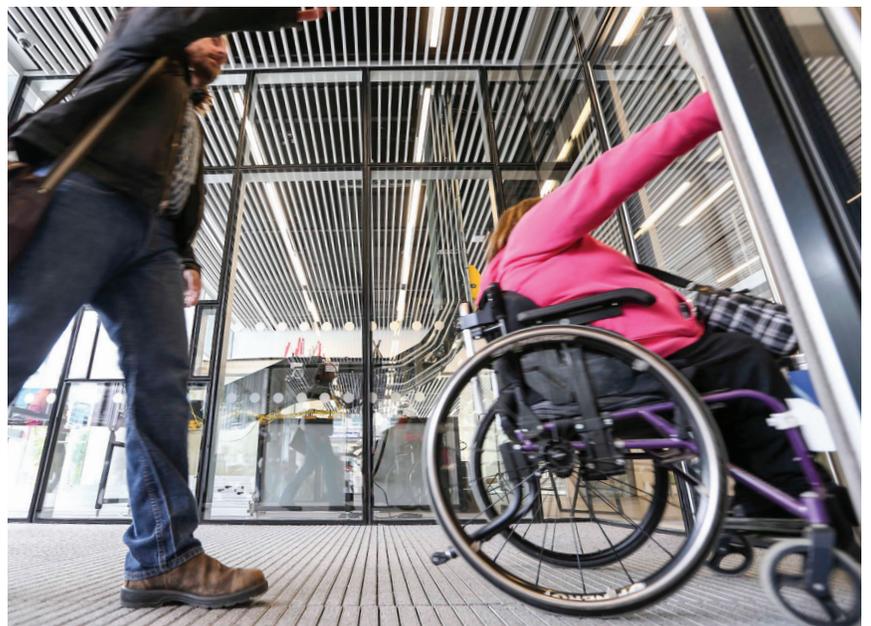
Consider giving decision makers a direct experience of barriers in the community. For example, a Walk and Roll About, using a wheelchair or walker, can give participants a better sense of the physical barriers in public spaces, such as:

- ▶ doorways that are too narrow
- ▶ a dangerous curb cut
- ▶ no curb cut next to an accessible parking spot
- ▶ a ramp that is too steep
- ▶ a ramp leading to a swing-out door with no platform at the top
- ▶ gravel or an unstable surface area
- ▶ a bathroom stall not designed to an accessible standard

Appendix G offers a sample waiver for participants in a Walk and Roll About.

**Important note:** There are conflicting opinions about the impact of disability simulations. Some advocates argue strongly against them, noting that an intense experience can reinforce negative stereotypes about people with disabilities. Others argue strongly in favour of simulations and point to positive outcomes. Your Accessibility Advisory Committee can help to weigh the pros and cons of different simulation approaches. If you choose to offer experiential learning, the Accessibility Directorate recommends that you ensure the activity is thoughtfully planned and facilitated. Be sure to ask a disabled person (or people) in your community to identify barriers and then focus the simulation exercise around those issues.

**TIP.** Dial 2-1-1 or visit [ns.211.ca](https://ns.211.ca) for help finding organizations in your region that might lend wheelchairs or walkers.



## **Rick Hansen Foundation Accessibility Certification (RHFAC) assessor training**

The RHFAC program is a LEED-style (Leadership in Energy and Environmental Design) rating system that trains individuals on how to help owners, tenants, and municipalities measure the accessibility of their buildings and sites. The foundation also promotes universal design principles to improve accessibility, and encourages developers, owners, and others to adopt them. ([www.rickhansen.com/become-accessible/rating-certification](http://www.rickhansen.com/become-accessible/rating-certification))

An RHFAC audit will identify assets that provide meaningful access, and those that require more work. According to the Rick Hansen Foundation, meaningful access refers to:

- ▶ the ability to independently and safely access the built environment based on planned inclusion
- ▶ the level of access for the facility as a whole

Your municipality may want an RHFAC professional to audit some of your assets to the RHFAC standard—for example, buildings that are heavily used by the public. Other assets might be audited to The Interim Accessibility Guidelines for Indoor and Outdoor Spaces (Appendix F), which are less detailed.

The RHFAC assessor training program trains assessors to evaluate the accessibility of a building or site. The Nova Scotia Community College (NSCC) offers the assessor training program, with support from the Government of Nova through the Business ACCESS-Ability grant program ([cch.novascotia.ca/business-access-ability-grant-program](http://cch.novascotia.ca/business-access-ability-grant-program)). Enrolling at least one staff person in the RHFAC assessor training program will help your municipality to audit the built environment.

For more information about the program, contact the NSCC School of Access at [RHFAC@nsc.ca](mailto:RHFAC@nsc.ca) or 902-491-3557.

## **Online learning**

There are many online resources—including webinars, courses, online tools, and more—that staff and committee members can use. For example, Working With Abilities is a free online course offered by the Nova Scotia Human Rights Commission. This course gives practical information and advice to help employers in accommodating people with disabilities, and in building inclusion and respect in all workplaces in Nova Scotia. Visit [humanrights.novascotia.ca/education-training/working-abilities](http://humanrights.novascotia.ca/education-training/working-abilities).

For more suggestions about online learning, contact the Accessibility Directorate at 902-424-8280 or [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca).

# ▶ Develop your municipal accessibility plan

## Scope it out

In accordance with the act, your municipality must develop an accessibility plan, in consultation with people with disabilities and organizations representing people with disabilities. The plan must be updated every three years.

Your accessibility plan must be publicly available online. If you are asked to provide the plan in an accessible format (such as large print or braille), you must do so at no charge within a reasonable period of time.

★ *Required steps are marked with a star.*

Your plan must include the following:

- ★ achievements to date in identifying, removing, and preventing barriers in policies, programs, practices, and services
- ★ how you will identify, remove, and prevent barriers in policies, programs, practices, and services
- ★ processes in place to assess the effect of your policies, programs, practices, and services on accessibility

Consider all areas of accessibility when developing your accessibility plan, such as:

- ▶ **Awareness** – promoting awareness throughout your municipality about the importance of accessibility
- ▶ **Goods and Services** – ensuring that people with disabilities have equitable access to the goods and services provided by your municipality
- ▶ **Information and Communication** – ensuring all people can receive, understand, and share the information provided by your municipality
- ▶ **Transportation** – making it easier for everyone in your municipality to get where they need to go
- ▶ **Employment** – making your municipality an accessible workplace, and supporting people with disabilities in finding and maintaining meaningful employment
- ▶ **Built Environment** – making buildings, streets, sidewalks, and shared spaces accessible to all

Also consider including an Implementation section, outlining who has responsibility for the plan (council, staff, and the Accessibility Advisory Committee); a timeline for implementation; how the plan will be monitored and evaluated; and a mechanism to respond to questions and complaints.



The Town of Wolfville piloted Nova Scotia's first municipal accessibility plan, beginning in April 2018. Check it out at [www.wolfville.ca/accessibility-advisory-committee.html](http://www.wolfville.ca/accessibility-advisory-committee.html), under Reference.

Figure 1 shows a sample outline (page 14). This is adapted from the structure that the Town of Wolfville used for its accessibility plan. For each area of focus (e.g., Built Environment, Employment, etc.), consider:

- ▶ What is the vision or **commitment**?
- ▶ What is the **starting point**—the current situation?
- ▶ What **policies** are already in place or under development? These are the rules that outline how your municipality interacts with employees and stakeholders. An example of a policy could be that all employees have access to assistive devices so they can succeed at their job.
- ▶ What **actions** will your municipality take to remove accessibility barriers? An example of an action could be to establish a centralized accommodation fund to pay for assistive devices.



### **Success Story**

The Town of Pictou and the Nova Scotia Community College are working together to enhance accessibility at the community pool. Initiatives include the installation of an accessible change room, upgrades to current change room facilities, policy development, and aquatic staff training.

**Figure 1. Sample outline for an accessibility plan**

	<p><b>Welcome message</b></p> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>▶ What We Believe</li> <li>▶ Promoting accessibility awareness</li> <li>▶ Glossary of Terms</li> </ul>	
Areas of Focus	<p><b>Goods and Services</b> [ensuring that people with disabilities have equitable access to the goods and services provided by your municipality]</p> <p><b>Information and Communications</b> [ensuring all people can receive, understand, and share the information provided by your municipality]</p> <p><b>Transportation</b> [making it easier for everyone to get where they need to go]</p> <p><b>Employment</b> [making your municipality an accessible workplace, and supporting people with disabilities in finding and maintaining meaningful employment]</p> <p><b>Built Environment</b> [making buildings and shared spaces accessible to all]</p>	<p>For each area of focus, consider:</p> <ul style="list-style-type: none"> <li>▶ The Commitment</li> <li>▶ The Starting Point             <ul style="list-style-type: none"> <li>- Overview</li> <li>- Achievements</li> <li>- Barriers</li> </ul> </li> <li>▶ Policies</li> <li>▶ Actions</li> <li>▶ Top Priorities</li> <li>▶ Other Priorities</li> </ul>
	<p><b>Implementing the Plan</b></p> <ul style="list-style-type: none"> <li>▶ Responsibilities (for example: council, staff, Accessibility Advisory Committee)</li> <li>▶ Schedule or timeline</li> <li>▶ Monitoring</li> <li>▶ Evaluating</li> <li>▶ Responding to Questions and Complaints</li> <li>▶ Appendices             <ul style="list-style-type: none"> <li>- Accessibility Advisory Committee Members</li> <li>- Community Barrier Mapping Results</li> <li>- Community Meeting Results</li> </ul> </li> </ul>	

Figure 2 provides an overview of the planning process. ☆ All of the steps in Figure 2 are required. Each step is described in more detail on the following pages. As long as you comply with the required steps, you are free to adapt the details and sample tools to suit local needs.

## Figure 2. Highlights of the planning process

### Gather information:

- ☆ Consult with people with disabilities—for example by hosting an in-person consultation or conducting a survey.
- ☆ Review your municipality's accessibility achievements, barriers, and opportunities, to help identify priorities for your plan.

### Draft and approve the plan:

- ☆ Develop the draft plan and seek feedback from the community, especially those with disabilities.
- ☆ Approve the plan within one year of being prescribed as a public sector body.

### Implement and maintain the plan:

- ☆ Make the plan publicly available online. If requested, also provide the plan in an accessible format.
- ☆ Implement the plan. This includes complying with provincial accessibility standards when they apply to public sector bodies. (Refer to Figure 1 for implementation timelines.)
- ☆ Monitor and evaluate progress on the plan.
- ☆ Review and update the plan every three years. **Note:** In addition, the Accessibility Directorate recommends that you update your plan as new provincial accessibility standards are implemented (refer to Figure 1).

## Gather information

★ *Required steps are marked with a star.*

### ★ **Consult with the disability community.**

This is required under the act and it is essential groundwork for a successful accessibility plan.

Including the community early on will allow you to collect important information from people who are directly affected by accessibility barriers in your municipality—including information about specific areas of concern and priorities for action. It will be important to provide meeting participants with information on why the municipality is doing this work, and what its responsibilities are under the act.

Consider what questions you are seeking input on. For example:

- ▶ What are the barriers to accessibility in your municipality? (Remember to ask about all areas of accessibility—not just buildings or public spaces.)
- ▶ What are the top priorities for improving accessibility in your municipality?
- ▶ What is already working well to make your municipality accessible?
- ▶ Who is doing accessibility work in your municipality? What can your municipality learn from them? Who can your municipality partner with on the work?

Appendix E suggests some consultation activities, including a brainstorming exercise to capture accessibility barriers, and a sample map exercise to identify barriers within the built environment.

For tips on hosting a welcoming meeting for people of all abilities, refer to the *Guide to Planning Accessible Meetings and Events* ([novascotia.ca/accessibility/Accessible\\_Events\\_Guide.pdf](http://novascotia.ca/accessibility/Accessible_Events_Guide.pdf)), prepared by the Nova Scotia Accessibility Directorate. This resource is described briefly in Appendix F.

### ★ **Review all areas of accessibility in your municipality to identify strengths, weaknesses, and opportunities.**

For example, consider how your municipality communicates with the public, delivers services, and hires employees. Involve people with disabilities in this work.

#### ***Identify strengths and achievements***

Chances are, your municipality has already taken steps to remove barriers for people with disabilities. Here are some questions to help highlight accessibility achievements:

- ▶ What experience does your municipality have in reaching out to and including persons with disabilities?
- ▶ What policies, if any, promote accessibility in your municipality by the public and by staff affected by accessibility barriers?

- ▶ What partnerships have been formed with people with disabilities or organizations representing people with disabilities?

### ***Identify weaknesses and barriers***

Here are some questions to consider when identifying barriers within your municipality:

- ▶ List barriers people with disabilities have identified in accessing your programs, facilities, and services. Highlight the ones that are most significant or urgent to the public.
- ▶ What municipal policies may create barriers for people with disabilities? Consider policies affecting council, staff, advisory committee members, and people in the community.
- ▶ What temporary barriers have been created by renovations, computer software upgrades, pathways that are blocked, or chemicals used that might affect people with sensitivities?

### **Consider an accessibility audit of the built environment**

One part of your review should be an accessibility audit of the built environment, including buildings and public spaces. For help in planning a preliminary accessibility audit of the built environment, you can refer to Appendix H, Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These guidelines are “interim”. They will be replaced by a standard for the built environment, once the standard has been adopted.



### ***Success Story***

Halifax Regional Council approved a motion declaring the Cogswell District Redevelopment Project—one of the largest building projects in the history of Halifax—to be designated a Rick Hansen Foundation Gold Zone, meaning that all public and private lands within the Cogswell District would have to achieve the RHFAC Gold Standard.

## Draft and approve the plan

★ *Required steps are marked with a star.*

- ★ Draft the accessibility plan, using information collected from the Accessibility Advisory Committee, consultations, and the accessibility review, along with an understanding of your municipality's budget. Develop policies and actions to support outcomes identified by the community.

Remember: The plan should be accessible, too. Use plain language and clear design (Figure 3).

- Invite community feedback on the draft plan—for example, by posting it online or by holding an in-person meeting.
- Revise the plan based on consultation feedback. Prioritize the actions and identify any gaps in the plan.
- Ensure that the Accessibility Advisory Committee approves the revised plan before it is presented to council for a vote.
- ★ Approve the plan.

### Figure 3. Use plain language

An important step in reviewing the municipal accessibility plan is to ensure that the information is as accessible as possible for everyone. A best practice is to have a professional plain language editor review your plan. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information ([plainlanguagenetwork.org/](http://plainlanguagenetwork.org/)).

Following is an example of text before it was reviewed by a plain language editor, and after:

#### Before

Partial funding for retrofitting of residential properties is available to qualified residents, with priority given to improving entrance and egress, bathroom accessibility, and mobility in the kitchen/food preparation area for older adults. Applications may be submitted in writing to this office.

#### After

If you are 70 years or older, you can apply for a grant to help pay for home improvements that make these areas of your home safer and more accessible:

- ▶ the entrance
- ▶ the bathroom
- ▶ the space where you prepare food

Application forms are available online or at our office. If you need help to complete the form, please call. We're here to help.

## Implement and maintain the plan

### Involve the community

Once council adopts the plan, it is important to communicate it through a variety of channels, both to celebrate the plan and to raise awareness about accessibility and your committed actions. Some examples include:

- ▶ Hosting a town hall meeting
- ▶ Setting up a booth at a community event (ensure the event is held in an accessible location)
- ▶ Posting the plan on your municipality's official social media accounts
- ▶ Emailing information about the plan to residents and stakeholders
- ▶ Issuing a media release

Remember, according to the Accessibility Act, the plan must be posted online, and be provided in an accessible format, upon request.

The plan must also be updated every three years, so it's important that the community continue to be given opportunities to provide input. Consider working with the Accessibility Advisory Committee to develop a process for responding to questions, suggestions, or complaints related to the plan.

### Involve staff and council

Staff will recommend to council specific budget requirements to implement the plan, and will ensure priority action items are reflected in the municipal budget. Staff may wish to present budget proposals to the Accessibility Advisory Committee, along with other documents that could affect the implementation of the plan, such as transportation and planning strategies.

Your accessibility plan should be considered a living document. It's important for staff to work closely with the Accessibility Advisory Committee as the plan is implemented and evolves. As well, to keep the public engaged, the committee may consider preparing an annual report card to measure performance in implementing the plan.



### *Success Story*

Several municipalities, including the Municipality of the County of Antigonish and the Municipality of the County of Inverness, have partnered to create accessible beaches in their communities. Accessible features include special mats that lead to the water's edge, beach-friendly wheelchairs and walkers with oversized tires for travelling on sand, and floating chairs that allow visitors to go into the water.

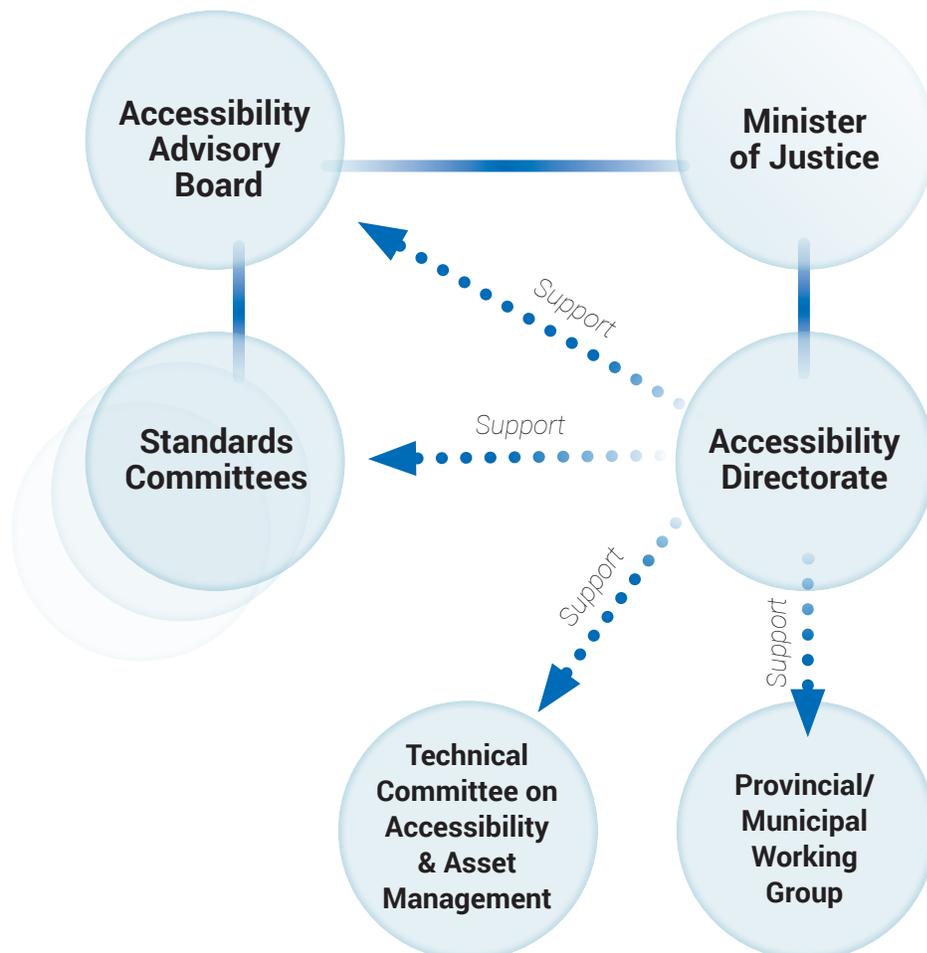
## ▶ Your provincial partners

The province's Accessibility Directorate has responsibility for administering the Accessibility Act and advancing disability issues within the government. An Accessibility Advisory Board advises the Government of Nova Scotia on accessibility. The majority of members are people with disabilities.

This municipal toolkit was developed by the Accessibility Directorate and overseen by the Provincial/Municipal Accessibility Working Group, which is made up of municipal staff and elected officials from across Nova Scotia, and representatives from the Nova Scotia Federation of Municipalities, Association of Municipal Administrators Nova Scotia, the Department of Municipal Affairs and Housing, and the Accessibility Directorate.

The Interim Accessibility Guidelines for Indoor and Outdoor Spaces (Appendix H) were developed under the guidance of a technical working group of municipal representatives, and finalized by a researcher at Dalhousie University.

### Who is working on municipal accessibility issues?



## Appendices / planning tools

- A. Sample terms of reference for an Accessibility Advisory Committee
- B. Sample call for applicants for an Accessibility Advisory Committee
- C. Sample application for Accessibility Advisory Committee members
- D. Funding opportunities
- E. Suggested consultation activities
- F. *Guide to Planning Accessible Meetings and Events* (available online)
- G. Sample waiver for participants in a Walk and Roll About
- H. *The Interim Accessibility Guidelines for Indoor and Outdoor Spaces* (available online)

# Appendix A.

## Sample terms of reference for an Accessibility Advisory Committee

### ***Purpose***

The Accessibility Advisory Committee provides advice to council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of \_\_\_\_\_ become an accessible community and meet its obligations under Nova Scotia's Accessibility Act.

### ***Role***

The Accessibility Advisory Committee shall:

- 1) Advise council on the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include
  - a) a report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers
  - b) information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
    - ▶ any proposed policies, programs, practices, and services
    - ▶ any proposed enactments or by-laws
  - (c) any other prescribed information
- 2) Review and update its accessibility plan at least every three years, in accordance with the act.
- 3) Consult with the community on accessibility in the municipality.
- 4) Advise council on the impact of municipal policies, programs, and services on people with disabilities.
- 5) Review and monitor existing and proposed municipal bylaws to promote full participation of people with disabilities, in accordance with the act.
- 6) Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 7) Advise and make recommendations about strategies designed to achieve the objectives of the municipality's accessibility plan.

- 8) Receive and review information from council and its committees, and make recommendations, as requested.
- 9) Assist in monitoring compliance with federal and provincial government directives and regulations.

### ***Composition and Terms of Appointment***

The Accessibility Advisory Committee shall have \_x\_ members. At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the act.

The members of the Accessibility Advisory Committee shall be appointed by Council for a term of \_x\_ years, and in accordance with the \_\_\_\_\_ Policy.

The Committee shall elect a Chair and Vice-Chair every year.

### ***Meetings***

The committee shall meet at least \_\_\_\_\_ times per year, or as needed to fulfill its duties. Meetings of the Accessibility Advisory Committee shall be open to the public. Quorum shall be determined by the \_\_\_\_\_ Policy.

The committee may establish working groups to explore specific issues related to the accessibility plan and/or to other responsibilities. A working group may include additional members from the community who are not Advisory Committee members. The chair of a working group must be a member of the Accessibility Advisory Committee.

# Appendix B.

## Sample call for applicants for an Accessibility Advisory Committee

### Volunteer Opportunity: Accessibility Advisory Committee

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Name of municipality/municipalities \_\_\_\_\_

Are you looking to make a difference in your community? Why not consider serving as a volunteer member of the newly formed Accessibility Advisory Committee?

The Accessibility Advisory Committee provides advice to the municipal council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping [name the municipality] to become an accessible community that complies with Nova Scotia's Accessibility Act (2017).

**At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.**

**Disability** includes a physical, mental, intellectual, learning, or sensory impairment—including an episodic disability—that, in interaction with a barrier, hinders an individual's full and effective participation in society.

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Applications are available online or can be picked up at Town Hall. The deadline for applications is [date]. Your completed application may be submitted by mail, in person, or by email to:

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Subject line: Accessibility Advisory Committee Volunteer

For more information about the Accessibility Advisory Committee, refer to the terms of reference at [link]. Or contact [name] at [phone number] or [e-mail].

# Appendix C.

## Sample application for Accessibility Advisory Committee members

### Committee Application Form

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Applicant Name

---

Street Address

---

Postal Code

---

Home Telephone

---

Work/Cell Telephone

---

E-mail Address

---

Occupation

---

Application for appointment to (Committee Name)

Describe how your lived experience, community involvement, education, or work might be helpful to this committee.

Why are you interested in serving on this committee?

What contribution do you believe you can make to this committee?

What past contributions have you made on a similar committee or organization?

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

Are you a person with a disability, or do you represent an organization representing people with disabilities?

Yes       No

**Note:** At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

**Organization/sector you are representing (if applicable):** If you are a person with a disability or represent an organization representing people with disabilities, what disability/disabilities do you or your organization represent?

**Note:** Members with a variety of disabilities will bring diverse perspectives to this committee. We will strive to accommodate all members to ensure they are able to fully participate.

Are you interested in an interview?

Yes       No

The final approval of appointments is given by the council. If you would like more information about the approval process, or if you have questions about any of the bodies to which appointments are to be made, please contact the municipal Clerk's Office at [insert phone number]. The personal information on this form will be used to assist the council in selecting appointees for various committees. Questions about this collection may be referred to the municipal Clerk, [insert address].

[insert a consent to collect and disclose personal information, if required]

---

Applicant Signature

---

Date

# Appendix D.

## Funding opportunities

The following are some provincial and federal funding programs that directly or indirectly support accessibility for people with disabilities. The information was current as of September 2019.

### Federal funding for municipalities, businesses, and community groups

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#### Capital projects\*

**\*Note:** Capital projects could relate to the Built Environment; Transportation; Employment; or Information and Communication.

The Enabling Accessibility Fund (EAF) provides funding for eligible capital projects that increase accessibility for people with disabilities in Canadian communities and workplaces, creating more opportunities for people with disabilities to participate in community activities, programs and services, or access employment opportunities. Eligible recipients can apply for funding through periodic funding processes.

Learn more at [www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html](http://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html)

### Provincial funding for municipalities, businesses, and community groups

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*M means this funding is for municipalities*

#### Accessibility planning

**M** The **Community Works Program** helps municipalities to pay summer students and others to work on community projects, including active community involvement in accessibility planning (i.e., audits of municipal infrastructure such as buildings, sidewalks, trails, and signal lights). The program will consider up to 50% to a maximum of \$25,000 of eligible costs for each employment project, with the balance coming from the applicant or other potential sources. Learn more from the NS Department of Municipal Affairs and Housing at [CommunityWorks@novascotia.ca](mailto:CommunityWorks@novascotia.ca)

#### Transportation

**M** The **Accessible Transportation Assistance Program** (ATAP) helps community-based organizations\* and municipal accessible transit organizations to buy accessible vehicles or modify existing vehicles. The program will provide up to 75% of the total capital cost to a maximum of \$75,000.

(\*To be eligible, the community-based organizations must also be receiving funding from the Community Transportation Assistance Program (CTAP), described below.) Learn more from the Department of Communities Culture and Heritage at [beta.novascotia.ca/apply-funding-buy-or-modify-accessible-vehicles-accessible-transportation-assistance-program](https://beta.novascotia.ca/apply-funding-buy-or-modify-accessible-vehicles-accessible-transportation-assistance-program)

The **Community Transportation Assistance Program (CTAP)** covers a portion of the operating costs of a community-based inclusive transportation service for disabled, elderly, and low-income people in rural Nova Scotia who need transportation to and from medical appointments, education, and recreation opportunities. Services are developed and provided by non-profit organizations through partnerships with public, private, non-profit, and volunteer resources and services. Learn more from the Department of Communities Culture and Heritage at [beta.novascotia.ca/apply-funding-operating-costs-community-based-transportation-service-community-transportation-assistance-program](https://beta.novascotia.ca/apply-funding-operating-costs-community-based-transportation-service-community-transportation-assistance-program)

**M** The **Nova Scotia Transit Research Incentive Program (NS-TRIP)** provides funding for projects that generate new and improved public transit services in rural areas and underserved urban areas of the province. Projects must enhance the service capacity of new or existing public transit organizations. The program provides cost sharing at various funding levels, depending on the scope of the project. Funding is available for one project per year per organization. The program includes but is not limited to projects that focus on accessibility. Learn more from the Department of Communities Culture and Heritage at [beta.novascotia.ca/apply-funding-help-assess-need-and-develop-transit-service-rural-or-underserved-urban-area-nova-scotia-transit-research-incentive-program](https://beta.novascotia.ca/apply-funding-help-assess-need-and-develop-transit-service-rural-or-underserved-urban-area-nova-scotia-transit-research-incentive-program)

**Built  
Environment**

**M** The **Community ACCESS-Ability Program** offers cost-shared grants to non-profit organizations, Nova Scotian Mi'kmaq Band Councils, and municipalities, for accessibility-related capital improvements to community facilities. Learn more from the NS Department of Communities, Culture and Heritage at [cch.novascotia.ca/investing-our-future/community-funding-and-awards/community-access-ability-program](https://cch.novascotia.ca/investing-our-future/community-funding-and-awards/community-access-ability-program)

The **Business ACCESS-Ability Grant Program** is a cost-shared grant for businesses to make accessibility-related improvements. Improvements can be for clients and customers, for employees, or both. Learn more from the NS Department of Communities, Culture and Heritage at [cch.novascotia.ca/business-access-ability-grant-program](http://cch.novascotia.ca/business-access-ability-grant-program)

**Disabled Residential Rehabilitation Assistance Program** for Landlords provides financial assistance for landlords to modify homes to be more accessible for residents with disabilities. Learn more from the Department of Municipal Affairs and Housing at [housing.novascotia.ca/programs/housing-programs-persons-disabilities/disabled-residential-rehabilitation-assistance#landlords](http://housing.novascotia.ca/programs/housing-programs-persons-disabilities/disabled-residential-rehabilitation-assistance#landlords)

## Provincial funding for individuals

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### Transportation

Individuals can apply for a rebate on the sales tax they paid when buying a vehicle for use by or to transport someone who has lost the complete use of their legs (referred to on the applications as a physiologically challenged person). There are two application forms available from Service Nova Scotia:

- ▶ For a rebate of the Nova Scotia Sales Tax (NSST), go to [beta.novascotia.ca/apply-nova-scotia-sales-tax-nsst-rebate-vehicle-person-without-complete-use-their-legs](http://beta.novascotia.ca/apply-nova-scotia-sales-tax-nsst-rebate-vehicle-person-without-complete-use-their-legs)
- ▶ For a rebate of the Harmonized Sales Tax (HST), go to [beta.novascotia.ca/apply-hst-rebate-vehicle-person-without-complete-use-their-legs](http://beta.novascotia.ca/apply-hst-rebate-vehicle-person-without-complete-use-their-legs)

### Communication

Individuals can apply for a rebate on the HST they paid to modify a computer for use by a person with physical, vision, or hearing impairments, or mental challenges. Learn more from Service Nova Scotia at [beta.novascotia.ca/apply-hst-rebate-computer-person-disabilities](http://beta.novascotia.ca/apply-hst-rebate-computer-person-disabilities)

### Built Environment (Housing)

**Access-A-Home Program** offers funding to help people adapt their homes to become wheelchair accessible. The amount of the grant depends on income. The maximum amount is \$7,000. Learn more from the Department of Municipal Affairs and Housing at [housing.novascotia.ca/programs/housing-programs-persons-disabilities/access-home-program](http://housing.novascotia.ca/programs/housing-programs-persons-disabilities/access-home-program)

**Disabled Residential Rehabilitation Assistance Program**

for Homeowners offers funding to help homeowners make their homes more accessible for people with disabilities.

The amount of the grant depends on the value of the home and the total household income. The maximum amount

is \$16,000. Learn more from the Department of Municipal

Affairs and Housing at [housing.novascotia.ca/programs/housing-programs-persons-disabilities/disabled-residential-rehabilitation-assistance#homeowners](https://housing.novascotia.ca/programs/housing-programs-persons-disabilities/disabled-residential-rehabilitation-assistance#homeowners)

# Appendix E.

## Suggested consultation activities

The Accessibility Act states that public sector bodies, when they are preparing their accessibility plans, must seek input from people with disabilities and representatives of organizations representing people with disabilities.

Remember to design all consultation activities to be accessible. For example, ensure that people with a variety of disabilities are able to access the information and are able to give their input. Refer to Appendix F for a *Guide to Planning Accessible Meetings and Events*.

Here are some ways to kick-start your consultation:

- ▶ Create an Accessibility Advisory Committee working group focused on consultation.
- ▶ Gather information from stakeholders, either in person (for example, at pop-up events) or online.
- ▶ Ask for suggestions to improve the accessibility of your municipality.
- ▶ Ask for help in identifying accessibility priorities and possible examples, such as a hiring practice or a registration process.

Following are some sample exercises.

### Brainstorming and ideation

Here are some questions that could spark discussion at a stakeholder meeting:

- ▶ What's your current experience of accessibility in [name of municipality]? (what's working; what's not)
- ▶ How can [name of municipality] contribute to an accessible Nova Scotia by 2030?
- ▶ What does an accessible [name of municipality] mean to you?
- ▶ What are some ways to remove accessibility barriers in [name of municipality] that could be done right away and that wouldn't cost a lot?
- ▶ What accessibility improvements would you make to [name of municipality] in the long term that would have the biggest impact?
- ▶ What local partnerships can you identify that could help implement some of your proposed improvements? Please be as specific as possible.

Ask participants to identify accessibility priorities—such as employment, information and communication, and delivery of goods and services—and invite them to write their ideas under each category. *Wolfville: Access By Design* contains policies and actions in several categories that could be a useful starting point for a brainstorming session.

## Mapping

One way to identify priorities in the built environment is to provide maps of key corridors in the community, or floor plans of buildings, and ask participants to mark the following hotspots, using coloured pencils or markers:

- ▶ **Red:** circle any accessibility barriers that represent a public safety hazard for people with disabilities within the municipal public domain (in public spaces for which the municipality has some responsibility or authority)
- ▶ **Orange:** circle any accessibility barriers that represent an access/equity issue for people with disabilities within the municipal public domain.
- ▶ **Green:** circle any areas in which the municipality has excelled at removing accessibility barriers.

For the first planning cycle, you may consider focusing on the streets and public spaces that have the most pedestrian traffic—for example, the commercial district and adjacent streets.

This exercise should be modified for participants with visual impairments—for example, by inviting oral feedback.

**Here is a sample map from a community meeting in Wolfville.**



# Appendix F.

## Guide to Planning Accessible Meetings and Events

(available online)

Ensuring that all Nova Scotians are able to participate in meetings and events is one important aspect of accessibility. All resources and events you plan for stakeholder consultations and for your Accessibility Advisory Committee **must** be accessible.

The *Guide to Planning Accessible Meetings and Events* offers tips and checklists on these topics:

- ▶ Scheduling
- ▶ Selecting a venue
- ▶ Promotions and registration
- ▶ Communications and accommodations
- ▶ Room set up
- ▶ Chairing or moderating events
- ▶ Effective, respectful communication

The guide encourages organizers to be flexible, creative, and open to alternative arrangements.

Download the printable pdf at  
[novascotia.ca/accessibility/Accessible\\_Events\\_Guide.pdf](https://novascotia.ca/accessibility/Accessible_Events_Guide.pdf)

# Appendix G.

## Sample waiver for participants in a Walk and Roll About

### WAIVER AND RELEASE OF LIABILITY FOR [EVENT AND DATE]

I \_\_\_\_\_ want to participate in the Municipality of [\_\_\_\_\_] Accessibility Walk and Roll-About event. In order to participate in the event, I am signing this Waiver and Release of Liability. I understand this document creates a contract between me and the Event Organizers. The Event Organizers including The Province of Nova Scotia, the Municipality of [\_\_\_\_\_] , sponsors, promoters, [\_\_\_\_\_] , and any of their directors, officers, employees, volunteers, representatives, or agents.

By signing this Waiver and Release of Liability, I confirm all of the following:

- ▶ I am at least 19 years old.
- ▶ I have no health-related reasons or problems that prevent me from participating in this event.
- ▶ I assume all risks that may arise from participating in the event. I understand it is impossible to list or anticipate all the risks, but some include, for example: risks arising from my own negligence or carelessness; risks as a result of the terrain; equipment breakdown or misuse; weather; traffic; the actions or carelessness of others (for example, other participants, volunteers, monitors, and Event Organizers); and so on.
- ▶ I understand that by participating in this event I may suffer physical injury, property damage, or loss.
- ▶ I accept the consequences of any physical injury, property damage, or loss that I may suffer by participating.
- ▶ I agree that if I do suffer any physical injury, property damage, or loss I will not sue any Event Organizer.
- ▶ I agree to receive any medical treatment that may be considered advisable if I am injured or become ill during the event.
- ▶ I agree to allow others to photograph and record me (for example, on video or film). I also agree the Event Organizers may use the photos or recordings for purposes related to the event and future similar events.
- ▶ I agree that this Waiver and Release will apply to my next of kin and anyone representing them, as well as to my executor or administrator, and that no one will be able to sue any Event Organizer on my behalf.
- ▶ I understand the Event Organizers will rely on my Waiver and Release of Liability and that the terms of the Waiver and Release of Liability will be interpreted broadly.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant's Name \_\_\_\_\_

# Appendix H.

## The Interim Accessibility Guidelines for Indoor and Outdoor Spaces (available online)

The Interim Accessibility Guidelines for Indoor and Outdoor Spaces offer a way to begin identifying barriers to accessibility in the built environment. They are “interim” because they will be replaced by a provincial accessibility standard for the built environment, which was under development when this toolkit was prepared.

The guidelines are rooted in three core principles: a whole journey approach; universal design; and seasonal maintenance.

The guidelines focus on four common elements in indoor and outdoor spaces: signage and wayfinding; ramps; stairs; and handrails.

Aspects of **indoor public spaces** that are addressed include

- ▶ building entrances and approaches
- ▶ doors and doorways
- ▶ circulation
- ▶ public washrooms
- ▶ interior and exterior emergency services

Aspects of **outdoor public spaces** that are addressed include

- ▶ streets
- ▶ transit stops
- ▶ parking
- ▶ recreation and leisure, such as parks, playgrounds, and trails
- ▶ outdoor fixtures, such as waste receptacles, picnic tables, and seating

The interim guidelines reflect the highest standard set by either the Nova Scotia Building Code Regulations or the most recent Canadian Standards Association’s Accessible Design for the Built Environment standard (B651-18). They also include recommendations from nationally recognized accessibility guides, such as the Rick Hansen Foundation’s RHFAC Ratings Professional Handbook and the Ottawa Accessibility Design Standards.

Your municipality may want to audit some of its assets to the RHFAC standard—for example, buildings that are heavily used by the public. Other assets might be audited to the Interim Accessibility Guidelines for Indoor and Outdoor Spaces, which are less detailed.

You can download the Interim Accessibility Guidelines for Indoor and Outdoor Spaces at [novascotia.ca/accessibility](http://novascotia.ca/accessibility).

## Glossary of terms

### **Access by Design 2030 (2018)**

The provincial strategy for implementing the Accessibility Act. Access by Design 2030 provides a roadmap for government, businesses, and communities to work together to eliminate barriers to accessibility and make Nova Scotia accessible by 2030. ([novascotia.ca/accessibility/access-by-design/](http://novascotia.ca/accessibility/access-by-design/))

Also see the Government of Nova Scotia Accessibility Plan (2018-2021).

### **Accessibility Act (2017)**

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

### **Accessibility Advisory Committee**

A volunteer committee established by a municipality to advise municipal council about identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with Nova Scotia's Accessibility Act (2017). At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

### **Accessibility Advisory Board**

A 12-member provincial board appointed by the provincial government to advise the Minister of Justice on accessibility and make recommendations on accessibility standards. The majority of board members are people with disabilities. ([novascotia.ca/accessibility/advisory-board/](http://novascotia.ca/accessibility/advisory-board/))

### **Accessibility Coordinator**

A person appointed by municipal staff to support the work of the Accessibility Advisory Committee in developing and implementing the municipal accessibility plan. The Accessibility Coordinator also liaises with the municipality's senior management and provides consultation services to staff, from frontline workers to website developers.

### **Accessibility Directorate**

The provincial body that is responsible for implementing and administering the Accessibility Act, supporting accessibility initiatives and advancing broader disability-related issues. ([novascotia.ca/accessibility/](http://novascotia.ca/accessibility/))

**Barrier**

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

**Disability**

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

**Equitable/equity**

A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities.

**Government of Nova Scotia Accessibility Plan**

A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia. The first plan was published in 2018 and covers the years 2018-2021. ([novascotia.ca/accessibility/plan](http://novascotia.ca/accessibility/plan))

**Plain language**

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

**Prescribed**

Means "prescribed in the Accessibility Act General Regulations." The Accessibility Act enables the government to use the regulations to identify which organizations must comply with certain requirements. These requirements include forming an Accessibility Advisory Committee and developing an accessibility plan within one year. The use of the word "prescribed" in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

**RHF / RHFAC**

Rick Hansen Foundation Accessibility Certification. ([www.rickhansen.com/become-accessible/rating-certification](http://www.rickhansen.com/become-accessible/rating-certification))









PO Box 530, 493 Main Street  
Mahone Bay NS, B0J 2E0  
Phone 902-624-8327 | Fax 902-624-8069  
[townofmahonebay.ca](http://townofmahonebay.ca)

March 3, 2020

Mayor Rachel Bailey  
Town of Lunenburg  
119 Cumberland Street  
Lunenburg NS B0J 2C0

Dear Mayor Bailey, *Rachel.*

The celebration of Mahone Bay's Centennial as an incorporated Town is drawing to a close. The year has been marked by a series of projects and events to share that celebration with our citizens. And our citizens are responsible for most of those special projects.

One of the most successful activities was the creation of a memorial book to commemorate the first 100 years of our incorporated Town. The book provides insights and anecdotes into the colourful past of the town and just a few of citizens who have contributed to it.

This past year has also seen the release of the Canada Post commemorative stamp featuring a photo of our town by noted local photographer, Betty Meredith. Please accept this copy of *100 Years and Counting* as well as a first edition cover of the Meredith stamp.

Please join us in wishing our town continued success in the next 100 years.

Yours sincerely,

A handwritten signature in black ink, appearing to read "David W. Devenne".

David W. Devenne  
Mayor

Encl.

## MEETING NOTES



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Comprehensive Community Plan Project

Steering Team Meeting

Wednesday, March 11, 2020 at 3:00 p.m.

Lunenburg Town Hall, 2<sup>nd</sup> Floor, 120 Cumberland Street

---

**PRESENT: Voting members of the Steering Team:**

Councillor Matt Risser, Chair  
Deputy Mayor John McGee  
Councillor Peter Mosher  
Peter Goforth, Qualified Expert  
Bill Rice, Citizen Representative  
Susan Sanford, Qualified Expert

**Non-voting, ex-officio members:**

Mayor Rachel Bailey (3:40 p.m. left)  
Terry Drisdelle, Senior Planner, Develop Nova Scotia  
Dawn Sutherland, Planning/Development Manager (PDM),  
Project Manager

**ALSO PRESENT:** Erica Brook, UPLAND Urban Design  
Ann Covey, Recording Secretary  
Steffen Käubler, UPLAND Urban Designer

**REGRETS:** Cheryl Lamerson, Citizen Representative  
Arthur MacDonald, Heritage Manager  
Gerry Rolfsen, Qualified Expert  
Norma Schiefer, Development Officer, Municipality of the District of  
Lunenburg

---

The Chair called the meeting to order at 3:04 pm.

1. Agenda

Motion: moved and seconded that the agenda be approved, as presented. Motion carried.

2. Review of notes from previous meeting

Motion: moved and seconded that the February 12, 2020 meeting notes be approved, as presented. Motion carried.

3. Unfinished Business

a. Stakeholder Interview list, updated to 4 March 2020

Ms. Brook reviewed the list (Schedule "A") noting that all stakeholders have been interviewed with the exception of hospitals, as it she has so far been unable to determine an appropriate on-site contact, HB Studios who did not respond, and Tina Hennigar.

Ms. Sanford emphasized the importance of interviews with Fishermen's Memorial Hospital and Lunenburg Home for Special Care. Ms. Brook will follow up.

4. New Business

a. Review of Progress Report

The PDM reported that the project is on time and on budget (Schedule "B").

b. Next steps

i. Next Steps Draft Plan Meeting Schedule

Ms. Brook circulated an outline for the next public input meeting (Schedule "C").

There will be a Plan Preparation Community Workshop on March 26 where parts of the plan will be presented. A draft CCP will be available for the Steering Team and Council review and feedback on April 9. The review period will end on April 22. Final edits will be made based on feedback and then the final draft plan will be presented to the public April 30, after which the plan will be finalized and presented for acceptance/approval in principal.

It was suggested that a dedicated Council meeting should be held to review the draft Comprehensive Community Plan before final edits are made.

Ms. Brook discussed with the Steering Team what will be incorporated into the plan. Although not all points that were heard in public consultation will be included, the points that follow recurring themes and are compatible with the purpose of the Plan will be.

Ms. Brook reviewed the workshop format, adding that a short discussion period between sessions will be provided to aid with transition to the next topic. There will be no Q & A.

- ii. Plan Preparation Poster
- iii. Plan Preparation Flyer for March

5. Correspondence

Nil.

6. Next Meeting Dates

- Plan Preparation Community Workshop, Thursday, 26 March 2020, 6-8 pm, Fire Hall
- Steering Team meeting: Wednesday, 8 April 2020, 3 pm, Council Chambers
- Draft Comprehensive Community Plan Community Presentation and Open House, Thursday, 30 April 2020, 6-8 pm, Fire Hall

7. Adjournment

Motion: moved and seconded that the meeting be adjourned. Motion carried.

The meeting adjourned at 4:03 pm.

**Stakeholder Type**  
Commercial/Industrial

- Organization**
- ABCO Industries Inc.
  - Stelia
  - Highliner
  - Lunenburg Industrial Foundry & Engineering
  - Adams and Kinkle
  - Clearwater
  - HB Studios
  - Lunenburg Board of Trade
  - Lunenburg Hardware
  - Lunenburg Harbour Authority
  - Lunenburg Harbour Authority
  - MODL Economic Development

Cultural Organizations

- Lunenburg Heritage Society
- Fisheries Museum of the Atlantic
- Foundation for the Arts
- Academy Foundation
- LAMP
- Public Library
- Folk Harbour Society
- Many others also participated, per Cultural Sector Survey

Institutional Organizations

- Bluenose Academy
- Lunenburg Waterfront Association
- MODL Planning
- Lunenburg Heritage Society

health and wellbeing

- Fishermen's Memorial Hospital/Management
- Community Health Board
- Health Services Foundation of the South Shore (Lunenburg)
- Second Story Women's centre
- Harbour View Haven Nursing Home

Other

- Now Lunenburg County
- Bluenose Coastal Action Foundation
- Chief Robertson

Hospitality and developer sectors were consulted through online surveys

**Contact Name**

Jason Huskilson, Development Coordinator

Claude Baril

Ed Snook

John Kinley, Director of Marketing

Jane Adams Ritcey

James Seaboyer, CEO

Tim Lekhi

Heather Towndrow

Bill Towndrow, Harbour Master

Donna Knickle

Dave Waters

Angela Saunders

Scott Burke

Sandy Marshall, Chair (and other members)

Jeff Merrill

Meeting with 5 members

CHB Chair: Anne Gavey

Arleen Stevens

Rhonda Lemire

CEO -Tim McAuley

Tina Hennigar

Brooke Nodding, Executive Director

Acadia First Nation

**Email Address**

Jason@ABCO.ca

c.baril@videotron.ca

[ed.snook@highlinerfoods.com](mailto:ed.snook@highlinerfoods.com)

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[tmcauley@hvh.ca](mailto:tmcauley@hvh.ca)

[tina@nowlunenburgcounty.com](mailto:tina@nowlunenburgcounty.com)

[brooke@coastalaction.org](mailto:brooke@coastalaction.org)

Interview Complete  
 Interview Complete  
 Interview Complete  
 Interview Complete  
 Participated in Harbour Authority Meeting  
 Interview Complete  
 No reply  
 Interview Complete  
 Interview Complete  
 Not required by him  
 Interview Complete  
 Interview Complete

Cultural Plan interviews Barlow  
 Cultural Plan interviews Barlow  
 Cultural Plan interviews Barlow  
 Cultural Plan interviews Upland  
 Cultural Plan interviews Barlow  
 Cultural Plan interviews Barlow  
 Cultural Plan interviews Barlow  
 Cultural Sector Survey

Not yet complete	0.5	42.5
Interview Complete	0.5	42.5
Not yet; during MPS review phase	0.5	42.5
Interview Complete		

No reply	2	200
No reply	<a href="mailto:elisabeth.bailey@nshealth.ca">elisabeth.bailey@nshealth.ca</a> , CHB Coordonator	
No reply		
Interview Complete		
No reply		

Not complete	0.5	42.5
Interview Complete	0.5	42.5
Not required by Band	0.5	42.5

**UPLAND****Planning +  
Design Studio**63 King Street  
Dartmouth, Nova Scotia B2Y 2R7  
+1 (902) 423 0649  
info@uplandstudio.ca**PROGRESS REPORT****PROJECT:** Town of Lunenburg Comprehensive Plan  
**REPORTING PERIOD:** February 1 - February 29, 2020**1. Targets Achieved in Period**

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.10. Draft Plan Preparation (in progress)

**2. Outputs of Project**

- Economic Development What We Heard Report
- Governance and Collaboration What We Heard Report

**3. Project Related Issues**

- No issues were identified

**4. Risk Analysis**

- No risks were identified

**5. What to Achieve in Next Period**

- Community Workshop
- Interactive Map and/or Survey
- Youth Engagement
- Community Open Office Hours
- Strategic Level Staff Workshop
- Public Works Drop-in
- Steering Team Workshop

## 4.b.i Next Steps

### NEXT STEPS – Draft Plan Meeting Schedule

**6 March 2020**

<b>Plan Preparation</b>		
Community Workshop	March 26, 6:00-8:00	Erica, Steffen, Jason, Juniper
Interactive Map and/or Survey	March 26 - April 9	Angharad, Emily, Erica
Youth Engagement	March 30, time TBD	Jason and Juniper
Community Open Office Hours	March 30, 2:00-8:00	Jason, Juniper
Community Open Office Hours	March 31, 10:00-4:00	Jason, ST support
Strategic Level Staff Workshop	March 30, 9:30-11:30	Erica, Steffen
Public Works Drop-in	March 30, 1:00-3:00	Erica, Steffen
Steering Team Workshop	March 30, 4:00-6:00	Erica, Steffen
<b>Final Draft Review</b>		
Submit Draft CCP to ST, Staff, Council?	April 9	All
Staff + Council Information Presentation	April 22 12:00-2:00	Erica, Steffen, Ian
Steering Team Review Workshop	April 22, 3:00-5:00	Erica, Steffen, Ian
Community Presentation + Open House	April 30, 6:00-8:00	Erica, Steffen, Jason, Juniper
Interactive Map and/or Survey	April 30 - May 15	Angharad, Emily, Erica
Kitchen Table Conversations Toolkit	April 30 - May 15	Erica
Community Open Office Hours	May 2, 10:00-4:00	?

Project Lunenburg is a process for creating and implementing a comprehensive community plan, initiated by the Town of Lunenburg. It's about bringing people together to set our direction for the years to come.

Please join us for a community workshop. You will be invited to explore options, provide ideas, and share input on key directions that will help guide the Draft Comprehensive Community Plan.

Everyone is welcome at this family-friendly event. The space is wheelchair accessible at ground level with gendered accessible washrooms. If you require any accommodations please do not hesitate to contact the project team.

For more information about the event, please contact:  
hello@projectlunenburg.ca  
902 634 4410 Ext. 255  
www.projectlunenburg.ca

# Navigating the Future, Together.

## Plan Preparation

Community Workshop Consultation  
Lunenburg Fire Hall, 25 Medway Street  
**Thursday, March 26<sup>th</sup> from 6:00 pm to 8:00 pm**





# Navigating the Future, Together.

## PLAN PREPARATION COMMUNITY WORKSHOP

March 26, 6:00–8:00  
Lunenburg Fire Hall, 25 Medway Street

## TOWN HALL OPEN OFFICE DROP-IN

March 30, 2:00–8:00  
March 31, 10:00–4:00

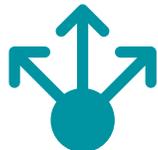
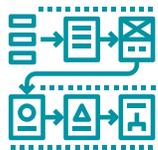
## INTERACTIVE ONLINE MAP

March 26 - April 17  
[www.projectlunenburg.ca](http://www.projectlunenburg.ca)

Building on community input gathered over the past year, the draft Comprehensive Community Plan is currently underway. Come learn more and let us know if we're heading in the right direction!

Share your input on:

- » Proposed "Big Moves"
- » Goals and Objectives
- » Key directions for spatial planning



Contact us at:

[hello@projectlunenburg.ca](mailto:hello@projectlunenburg.ca)  
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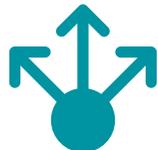
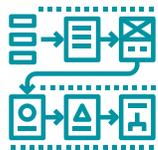
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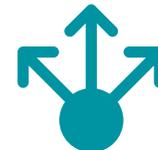
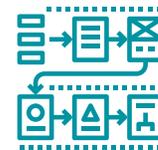
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March 26 - April 17  
[www.projectlunenburg.ca](http://www.projectlunenburg.ca)

Building on community input gathered over the past year, the draft Comprehensive Community Plan is currently underway. Come learn more and let us know if we're heading in the right direction!

Share your input on:

- » Proposed "Big Moves"
- » Goals and Objectives
- » Key directions for spatial planning



Contact us at:

[hello@projectlunenburg.ca](mailto:hello@projectlunenburg.ca)  
902 634 4410 Ext. 255

## MEETING NOTES

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### PROJECT LUNENBURG

#### Steering Team Meeting

Wednesday, 8 April 2020 at 3:00 p.m.

Zoom Webinar meeting

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#### **PRESENT:**

##### **Voting members of the Steering Team:**

Councillor Matt Risser, Chair

Councillor Peter Mosher

Peter Goforth, Qualified Expert

Cheryl Lamerson, Citizen Representative

Bill Rice, Citizen Representative

Gerry Rolfsen, Qualified Expert

Susan Sanford, Qualified Expert

##### **Non-voting. ex-officio members:**

Mayor Rachel Bailey

Dawn Sutherland, Planning and Development Manager (PDM), CCP Project Manager,  
Recorder

Terry Drisdelle, Senior Planner, Develop Nova Scotia

Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

Arthur MacDonald, Heritage Manager

**ALSO PRESENT:** Erica Brook, Upland Planning and Design Studio  
Steffen Käubler, Upland Planning and Design Studio  
Heather McCallum, Assistant Municipal Clerk

**REGRETS:** Deputy Mayor John McGee  
Ian Tillard, Consulting Engineer

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The Chair called the meeting to order at 3:18 pm.

#### 1. Agenda

On a motion of Peter Mosher and Bill Rice, that the agenda be approved, as presented.  
Motion carried.

## 2. Review of notes from previous meetings

On a motion of Bill Rice and Cheryl Lamerson, that the notes of 11 March 2020 be approved, as presented. Motion carried.

## 3. Unfinished Business

- a. Deliverables: no online engagement for Governance and Collaboration

In response to why there was not an on-line component for the Governance and Collaboration theme, which included Regionalism, Erica Brook related that she had recalled a discussion with the Steering Team where she had explained that the data that Upland was looking for had been received in the initial survey. In addition, the public was experiencing fatigue after five (5) sequential on-line engagement surveys. The resources were allocated to other more impactful engagement activities.

## 4. New Business

- a. Review of Progress Report

Dawn Sutherland reviewed the status report noting that the Covid-19 pandemic had caused delays although the engagement activities to date have been adapted to enable the project to proceed via an online format. (Schedule A).

- b. Next Steps

Erica Brook and Steffen Käubler reviewed the recent on-line video presentation and Q & A session. The Steering Team was very pleased with how this engagement activity was carried out and congratulated the Upland team and Town staff on their work in making it a success. There were 51 people online for the video presentation with over 100 views on YouTube. It was noted that people are much more likely to watch a video than open a pdf and read a document. The results of the Q & A will be summarized, much like a What We Heard report. Erica Brook noted that the online map (social pinpoint) and survey have not had much activity yet. There was only one person who participated in the open call in on 6 April 2020.

Erica Brook gave an overview of the Tool Kit. The Tool Kit is designed to be a method to get input from those who have not or were unable to participate online. Also distribution will be targeted to youth as a gap in youth participation had been identified. A Tool Kit can be requested on the Project Lunenburg website or by contacting Dawn Sutherland or Erica Brook. In this time of global pandemic, usual methods of reaching the targets groups are not possible. As a result, Upland will deliver Tool Kits to the Steering Team for targeted distribution. Responses are to be mailed back to Upland in a stamped envelope that will be provided with the Tool Kit. It was noted that this distribution method will be relying on the social connectivity of the Steering Team.

Heather McCallum will contact Saltwire to enquire about further distribution, if feasible.

Erica Brook noted that Upland is exploring additional youth engagement methods and felt that two webinars, one for 13-18 year olds and another for 18-35 year olds, may help fill the gap in youth participation. The Steering Team felt that those on our mailing lists, such as minor hockey and other sports teams, may help in getting input from youth. It was noted that these lists contain people that live in as well as outside of the Town of Lunenburg.

An online presentation and review for functionality for senior staff and Council members will be arranged. A method for gaining input from staff in Public Works will be determined.

The Steering Team were pleased with Upland's efforts in adapting the engagement activities to an online format so quickly. They felt that the video presentation and Q & A went well. Erica Brook noted that it is a work in progress and welcomed the Steering Team's feedback. An idea for the future includes break out rooms in a webinar where participants can see and talk to one another on specific topics.

5. Correspondence

None

6. In camera portion

There were no in camera items.

7. Resumption of Council meeting in public session

Not applicable.

8. Next Meeting Dates

- a. Steering Team meeting: Wednesday, 13 May 2020, 3 pm, Zoom webinar

9. Adjournment

On a motion of Susan Sanford and Cheryl Lamerson, there being no further business, that the meeting be adjourned. Motion carried.

The meeting adjourned at 4:02 p.m.

**PROJECT:** Town of Lunenburg Comprehensive Plan  
**REPORTING PERIOD:** March 1 - March 31, 2020

### 1. Targets Achieved in Period

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.10. Draft Plan Preparation (in progress)

### 2. Outputs of Project

- Revised Engagement Plan

### 3. Project Related Issues

- Delays related to Covid-19.

### 4. Risk Analysis

- The sudden emergence of Covid-19 and the ensuing social distancing measures have meant that we all - the steering team, Upland team and Lunenburg residents - have had to adapt to uncharted ways of continuing our day-to-day lives.
- There are indications that many weeks of social distancing will make it impossible to publicly gather until later this spring or even summer.
- Together with the steering team, we decided to slow and adapt the process, but still keep up the opportunities to hear from the community, and keep working toward a draft. As a result, the Plan Preparation workshop and drop-in office hours have been replaced with on-line and at-home engagements. While the pace of the process will slow, we believe it is important to stay on track.
- We appreciate the steering team's flexibility to adapt with us and are fully committed to stay as close to the project timeline as possible.

### 5. What to Achieve in Next Period

- Digital presentation video outlining key directions of the CCP (April 2 - April 23)
- Digital presentation followed by a live Q+A session (April 2, 6:00p.m. - 8:00p.m.)
- Online interactive map, survey, and discussion forum (April 2 - April 23)
- Kitchen table toolkit (April 2 - April 23)
- Open call-in times (Monday, April 6 and April 20, 10:00a.m. - 1:00p.m.)
- Strategic Level Staff Workshop (March 30)
- Steering Team Workshop (March 30)

## WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

THURSDAY, MARCH 5, 2020 AT 9:00 A.M.

(TOWN HALL)

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**PRESENT:** Mayor Rachel Bailey, Chair  
Councillor Ronnie Bachman  
Kandace Forward, Campground Manager, Lunenburg Board of Trade  
Sue Kelly, Organizing Team, Plastic Free Lunenburg  
Jamie Myra, Vice President, Lunenburg Board of Trade Council

**ALSO PRESENT:** Heather McCallum, Assistant Municipal Clerk

**ABSENT:** Peter Baker, Public Works Superintendent  
Ariel Smith, Team Lead, Coastal and Marine, Coastal Action  
Kirk Symonds, Regional Educator, Region 6 Solid Waste Management and Divert Nova Scotia

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<b>Agenda Item</b>	<b>Discussion &amp; Consensus</b>	<b>Action Items (follow up)</b>
1. Agenda	<ul style="list-style-type: none"><li>• The meeting was called to order at 9:03 a.m. It was noted that Mr. Symonds is leaving his role at Region 6 to take a new position with HRM as the Team Lead Education and Promotion with their Solid Waste department. His last day is March 18<sup>th</sup>. A replacement should be in place in April. Congratulations to Kirk, and we will miss you!</li><li>• The agenda was approved as circulated.</li></ul>	
2. Meeting Notes	<ul style="list-style-type: none"><li>• The notes were approved as circulated.</li></ul>	
3. Unfinished Business	<ul style="list-style-type: none"><li>• In the absence of Ms. Smith, this item was <b>deferred to the next meeting.</b></li></ul>	
a. Ocean Friendly NS Status		
b. Stakeholder Consultation	<ul style="list-style-type: none"><li>• Survey distribution: The survey will be circulated to LBOT membership, and a list of non-members will be compiled by the Town with assistance from the LBOT.</li><li>• Survey questions: The questions were reviewed by the group and revisions identified (<b>Attachment "A"</b>).</li></ul>	<ul style="list-style-type: none"><li>• <b>Staff to compile a business list, as well as update survey and circulate to the group for approval to send out.</b></li></ul>

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Agenda Item	Discussion & Consensus	Action Items (follow up)
c. Other Business Arising	<ul style="list-style-type: none"> <li>• Municipal election signage: The group discussed the Yarmouth example (<b>Attachment “B”</b>) and agreed that the restriction of plastic campaign lawn signs for the municipal election will be a recommendation in the group’s March 31 report to Council.</li> <li>• Council update March 10: A reminder to the group that this will be a brief update on initiatives under discussion from the Chair, Mayor Bailey.</li> <li>• Farmer’s Market March 12: Waste reduction and diversion information to be discussed with members of the public at the market was reviewed, including: <ul style="list-style-type: none"> <li>○ Lunenburg’s waste management processes (Mr. Symond’s slides);</li> <li>○ Waste reduction and diversion;</li> <li>○ Awareness of strategy development in progress and membership; and</li> <li>○ Efforts at the campground and from local businesses.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff to prepare a one-page précis of initiatives being discussed for Council, including the proposed Farmer’s Market display.</li> </ul>
4. New Business a. Policy vs. Bylaw	<ul style="list-style-type: none"> <li>• An excerpt from the province’s Municipal Councillor Training Guide on resolutions, policies and bylaws was shared for information (<b>Attachment “C”</b>).</li> </ul>	
b. Strategy Objectives	<ul style="list-style-type: none"> <li>• Discussion of the final three proposed strategy objectives was deferred to the next meeting.</li> </ul>	
c. Pitch-in Week Canada (April 19-26)	<ul style="list-style-type: none"> <li>• Discussion of the Town’s possible participation in this event (<a href="http://www.pitch-in.ca">www.pitch-in.ca</a>) was deferred to the next meeting.</li> </ul>	
d. Next Steps	<ul style="list-style-type: none"> <li>• March 10<sup>th</sup>: Council brief update.</li> <li>• March 12<sup>th</sup>: Members of the group will join Mr. Symonds at the Farmers’ Market.</li> <li>• Business survey to be circulated ASAP.</li> <li>• Remaining strategy objectives and other deferred items.</li> </ul>	
5. Next Meeting	<ul style="list-style-type: none"> <li>• The next meeting is scheduled for: March 19 at 9:00 a.m.</li> </ul>	
6. Adjournment	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 11:00 a.m.</li> </ul>	

## Waste Reduction Strategy Working Group – March 5, 2020

### Business Survey REVISED

*\*To be built in Survey Monkey for e-distribution*

The Town of Lunenburg is currently developing a Waste Reduction Strategy with assistance from community stakeholders: the Lunenburg Board of Trade, Region 6 Solid Waste Management/Divert Nova Scotia, Coastal Action, and Plastic Free Lunenburg.

We need input from our business community to understand your situation with solid waste management. Thank you for taking the time to complete this survey.

Garbage collection in the Town is currently regulated by Bylaw #38 Solid Waste Management.

1. What type of business are you? How many employees and/or contractors does your business have?
  - Type \_\_\_\_\_
  - Number of staff: 1-5, 5-10, 11-50, 50-100, 100+
2. How does your business handle garbage disposal? Check all that apply.
  - Town curbside collection
  - Private hauling
  - Self-haul
  - Share waste bins/hauling with another business
  - Comment \_\_\_\_\_
3. For curbside garbage collection, are you aware that:
  - a. There is a maximum number of one (1) black/green and five (5) clear bags permitted per collection day? Y/N
  - b. That if a business has a waste container for mixed waste brought in by customers (and not generated on the premises), the business can make an application to Public Works for additional black/green bag(s) for collection? Y/N
  - Comment \_\_\_\_\_
4. If you are in the food & beverage or hospitality business, are you aware that oil and grease, liquid residues with high organic concentration, and food scraps should not be disposed of down your sink or sewer? How do you dispose of this material?
  - Yes/No
  - Comment \_\_\_\_\_
5. Within your premises, does your business:
  - a. Offer the opportunity to your customers to sort waste into garbage, recycling and compost? Y/N
  - b. Offer the opportunity to your staff to sort waste into garbage, recycling and compost? Y/N
  - Comment \_\_\_\_\_
6. Does your business reduce waste, by methods such as:
  - a. Providing real dishes and utensils to customers and employees Y/N

- b. Re-using items/supplies/materials Y/N
  - c. Making it your policy to buy supplies with less packaging Y/N
  - d. Other/comment \_\_\_\_\_
  - e. If yes, how long has your business been practicing waste reduction? Under 6 months, 6 mos-1 yr, 1-2 yr, 3-5 yr, 5+ yr
7. Nova Scotia: Will the October 2020 provincial single-use plastic bag ban affect you? Please explain.
- Scale of 1-5
  - Comment \_\_\_\_\_
8. Should the Town continue to lobby the province:
- a. To expand their single-use plastic bag ban to include other single-use items? Y/N
  - b. Bring in extended producer responsibility that would require manufacturers to pay for the disposal of their products, and rethink the type and quantity of materials in their products and packaging? Y/N
  - Other/Comment \_\_\_\_\_
9. Education: Have you ever attended or hosted a workshop or session on waste management for your business?
- Yes/No
  - Comment \_\_\_\_\_
10. Is there anything else that you think we should know? Is there anything else our Waste Reduction Strategy should include?
- Comment \_\_\_\_\_

*If you have questions about this survey, please contact Heather McCallum, Assistant Municipal Clerk, at [hmccallum@explorelunenburg.ca](mailto:hmccallum@explorelunenburg.ca) or 902-634-4410, ext. 240.*

*If you have questions about disposal of any waste materials, please refer to the following:*

- *Download the “R6RECYCLES” app for a searchable database of what goes where, available for Apple and Android.*
- *Visit the Town website pages <https://explorelunenburg.ca/garbage-collection.html> and <https://explorelunenburg.ca/wastewater-treatment.html>*
- *Contact Town of Lunenburg Public Works at 902-634-8992.*

## **Business Survey reply**

*Note: We'll have to see if I can include this much in the reply template.*

Thank you for taking the time to respond to this survey – your input is appreciated and valuable to the Town of Lunenburg's Waste Reduction Strategy Working Group.

Did you know that...

- Certain materials are banned from Nova Scotia landfills – paper, recyclables, organics, electronics, and hazardous waste?
- Nova Scotia is a leader in waste management, yet garbage collection increased by 20kg/person last year?
- Nova Scotia currently diverts 47% of its solid waste, and that all garbage, recyclables, and compost generated in Nova Scotia is handled within Nova Scotia?

Reduced and diverted garbage volume means reduced costs.

*If you have questions about disposal of any waste materials, please refer to the following:*

- *Download the “R6RECYCLES” app for a searchable database of what goes where, available for Apple and Android.*
- *Visit the Town website pages <https://explorelunenburg.ca/garbage-collection.html> and <https://explorelunenburg.ca/wastewater-treatment.html>*
- *Contact Town of Lunenburg Public Works at 902-634-8992.*

# Election sign ban: Town of Yarmouth wants to end 'sign war' and level the playing field

Tina Comeau (tina.comeau@tricityvanguard.ca)

**Published:** Jan 14 at 6:11 p.m.

**Updated:** Feb 19 at 1:50 p.m.



Election signs during a former provincial election in Yarmouth. FILE PHOTO



YARMOUTH, N.S. — Will a ban on election signs be a sign of the times in the Town of Yarmouth?

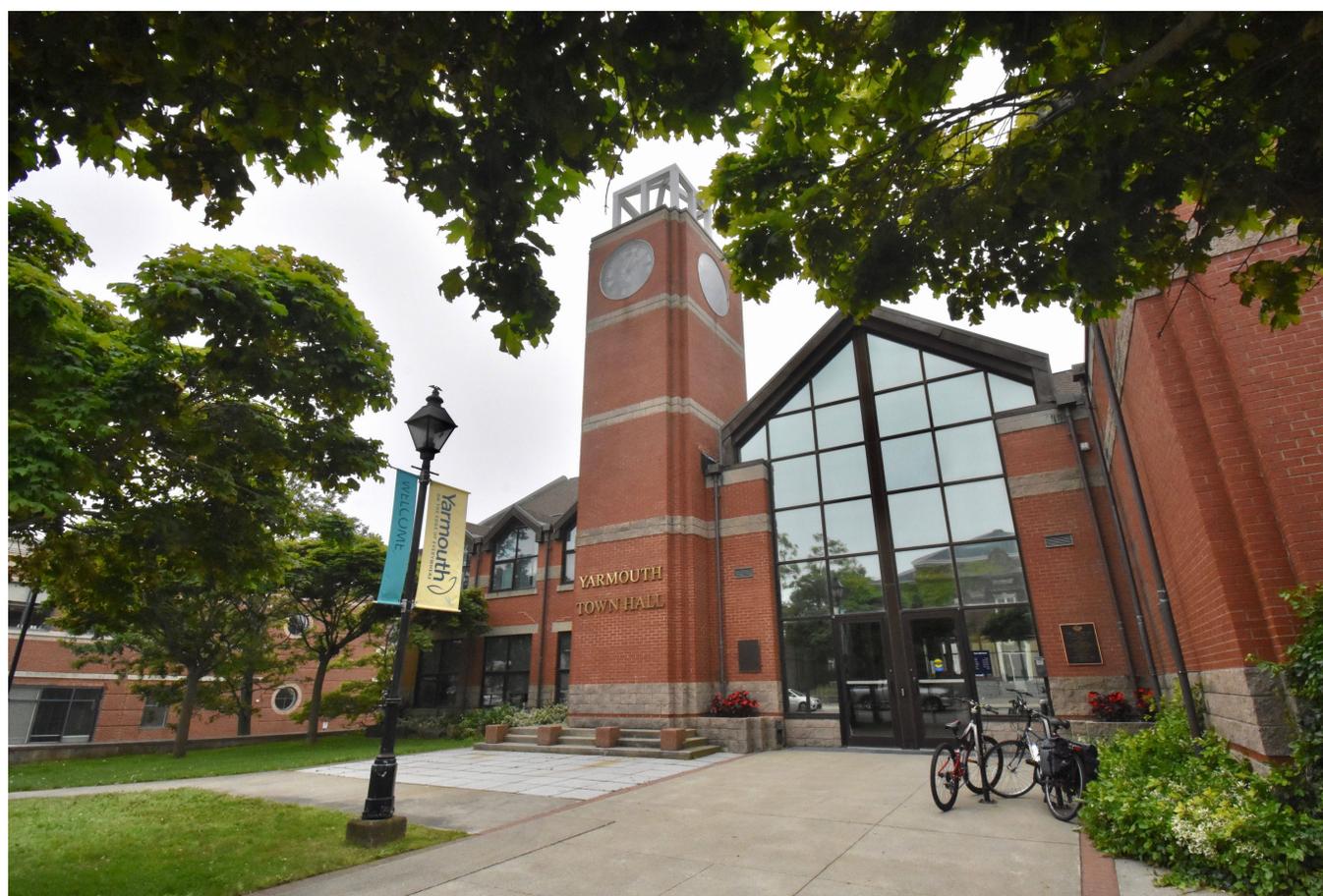
It looks that way.

A discussion took place at council's Jan. 9 meeting on the issue of banning campaign lawn signs during this year's upcoming municipal election in October, but also extending that ban to

provincial and federal elections as well.

A resolution to ban election signs was brought to the table by Deputy Mayor Phil Mooney, who noted that, particularly in municipal elections, lawn signs are produced at great personal expense to candidates. In if parties are paying for signs, some political parties are still at a disadvantage because they don't have access to the same level of funds.

After elections many signs get stored in barns and garages for the next kick at the election can by some candidates. Other times signs are never used again and end up in the waste stream. During the discussion, Mooney and some others around the council table noted some candidates may not have the financial means to have a lot of signs made and that may deter some people from getting involved in elections because they worry reduced visibility will put them at a disadvantage.



Yarmouth town hall. TINA COMEAU PHOTO

Said Mooney said banning election signs, it would put "an end to the election 'sign war' and would help level the playing field for all candidates regardless of financial means, and help voters and candidates focus on real issues, not who has the most signs."

Very importantly, he said, banning election signs would be better for the environment since at some point election signs are discarded. He noted there are other municipal units in Canada where election signs have been banned or bans are being considered.

And although election signs are an important source of revenue for local sign-making

businesses, Mooney said many signs during elections aren't necessarily made within the local area.

The issue led to some interesting discussion and debate. Coun. Jim MacLeod said he's offered for election four times and doesn't use signs. Still, he wasn't sure how to react to the motion. "Everybody has their own way of becoming known," he said.

Mooney noted in a 2019 byelection in the town, Coun. Steve Berry ran a successful campaign, largely on social media.

"He probably ran the most effective, digital, people-focused campaign that I've seen in Yarmouth in the last 20 years," Mooney said. "He did most of that on social media, plus friends, plus neighbours, he got those people involved in a different way." Berry did note that he also had about 35 election signs made, but they were made of a recycled, biodegradable material that had a very short shelf life.

Coun. Don Berry, meanwhile, said he was on the fence about a sign ban. He said he's not on Facebook and not tech savvy when it comes to different methods of social media. And he said he's not alone in that. He also said not everyone has computers or access to the internet – whether it's the public or candidates.

"In my opinion I believe there has to be some other method," he said about getting known during an election, saying for him, election signs are the option that works best. "From my perspective, to eliminate it means that the person who is now the internet/Facebook type of person (now has) an advantage. So you've taken away equal opportunity. . . There's two ways to look at this."

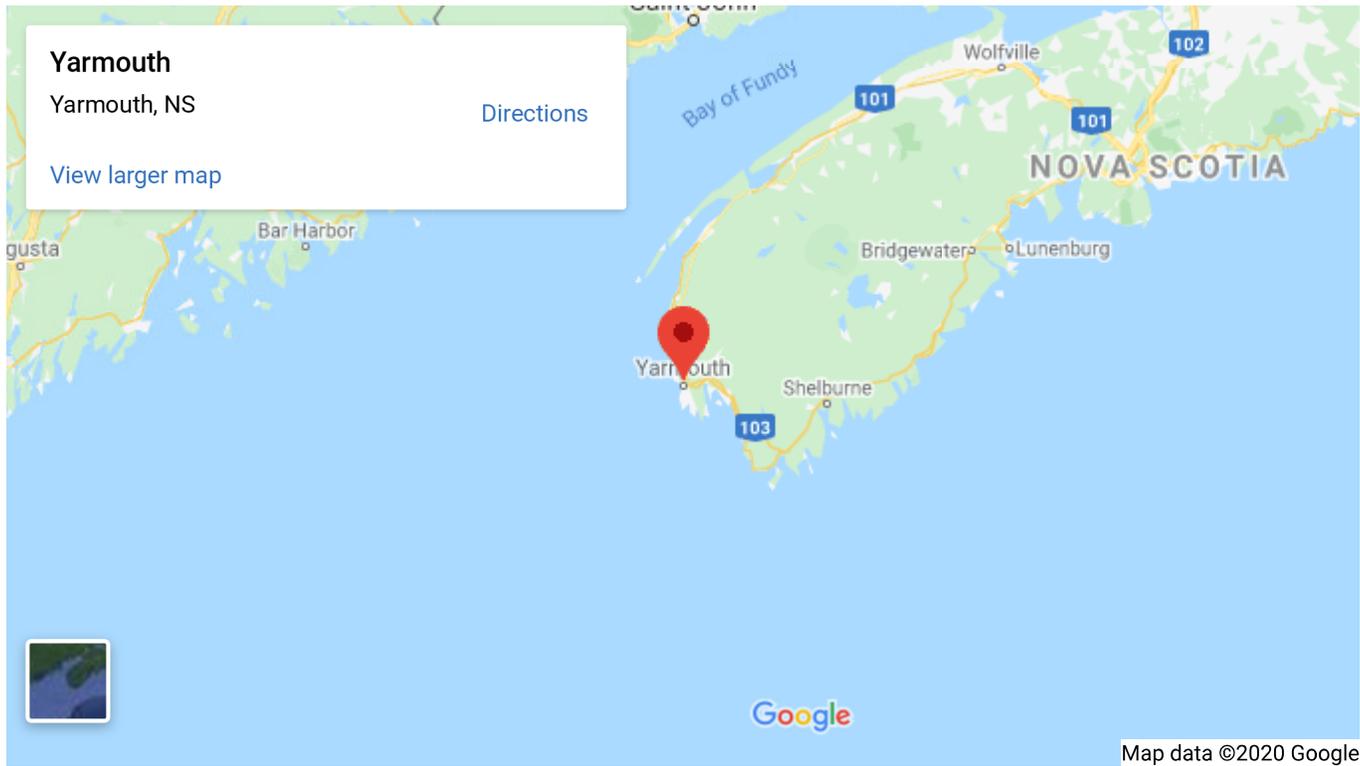
A question arose about the implications of a ban for town staff when it comes to enforcement. Town CAO Jeff Gushue didn't see any issues, as candidates would be notified from the get-go that a ban is in place. He also said it would require the drafting of a bylaw.

Mayor Pam Mood, meanwhile, summed things up this way: "I would hate to think that you win an election simply because you had the most signs out," she said. "That's really sad and it goes right back to we really want everybody to have an equal opportunity to be able to put their name in the hat and not have to worry about funds."

"There are, I believe, many ways, besides social media (to reach the voter)," said Mood, who favours a sign ban. "We're still knocking on doors and we're still talking to people. There's many, many ways to meet people face to face and have an opportunity to talk to people without littering a town with thousands of signs that either get stuffed somewhere or thrown in the garbage."

At the end of the discussion the motion to ban election signs did pass, although not unanimously. Coun. Don Berry voted nay when the vote was taken.

[What do you think of the issue? Join the conversation on this article at SaltWire.com.](#)



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On a scale of 1-10, how likely are you to recommend The Chronicle Herald?

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## To: Town Council

**Request:** For the municipality/town to set a resolution/policy eliminating all plastic election campaign signs.

### Background

Political election signs are used in municipal, provincial, and federal elections. This October 17, 2020 (and every four years), Nova Scotia will hold elections across all 50 municipalities. As early as 2020 we will face a provincial election, and then a Federal one. And so on.

Most candidates each produce dozens, hundreds or thousands of plastic signs that are used once (or, at most, a few times) before being thrown out. They are not recyclable, many end up blown or washed away, and all remain a liability in the environment for future generations to deal with.

We must do better. Starting now.

### Why plastic election signs no longer make sense

- **Signs don't win elections.** While they are a familiar sight and candidates may take comfort in having bigger or more signs than the competition, [research](#) shows signage has very little impact on voting decisions.
- **Signs do not enhance democracy.** Eliminating signs would help put an end to election "sign wars." Traditionally, signage is the single largest expense (by far!) for the vast majority of candidates. Municipal regulation would help level the playing field for all candidates regardless of financial means and open the door to more people who are considering running for office.

A plastic free election policy would also help voters and candidates focus on real issues including candidate quality and competence. Cape Breton University political scientist [Tom Urbaniak says](#) more interest could be generated if candidates were forced to use different means of getting out their message. "That means more door to door, that means more excitement on social media, that means more public events and assemblies."

- **Plastic signs are costly to the environment:** Most candidates each produce dozens, hundreds or thousands of plastic signs that are used once (or, at most, a few times) before being [discarded](#) into municipal landfills. They are not recyclable, many end up blown or washed away, and all remain a liability in the environment for future generations to deal with. We simply cannot continue to practice this kind of wasteful linear production.

Whether or not municipalities have formally declared it yet, we are in a **climate emergency**. Linear economies, single use plastic signs made from fossil fuels and other high

environmental impact practices just need to stop - now! Election campaigns are only weeks long - the environmental impact shouldn't last hundreds of years.

- **Political signs are costly to the community and municipality:** During elections, more and more signs compete with each other, disturbing views, reducing traffic visibility, being vandalized and blowing away. Municipal staff must respond to complaints regarding sign safety, illegal placement, etc. and must deal with signs not properly disposed of post-election. Plastic signs place a burden on municipal waste facilities - which is a significant toll on taxpayers.
- **There are many effective alternatives to plastic signs and wasteful swag.** So many things candidates could and should do more of, like: communicate through social media, news events and releases, public all-candidates debates, open houses, door-to-door canvassing, getting out and meeting your community, indoor paper window signs, radio interviews and advertising... really, a campaign is a chance to stand out by showing leadership and [creativity](#).

### **Precedent for municipal elimination of election signs**

Plastic Free Elections Nova Scotia is calling on all NS municipalities to eliminate ALL plastic campaign signs **through policy or resolution**. Municipalities may choose to set such a policy or resolution for municipal elections. By deciding centrally, the sign wars are over and the playing field is level - the community wins!

The **Town of Yarmouth** has led the way for the rest of us in N.S.. below is the [resolution](#) they passed on January 9, 2020 and some of the [media attention](#) they gained.

### **Implementation**

Additionally, there are many ways a municipality can enhance democracy and ensure high election day visibility. Municipalities have access to many communication vehicles including permanent/portable outdoor signage, website, social media, mailers, email lists, flyers, etc. to:

- Remind residents to vote on election day/early ballot
- List the names of all candidates in a neutral way
- Facilitate the hosting of all-candidates open houses and/or debates

**Proposed motion for Council consideration (Note: this is adapted from the Town of Yarmouth resolution and may be adapted by a municipality, as a Resolution or a Policy)**

Whereas, 2020 is a Municipal election year, which will be followed by a Provincial election, and yet another, inevitable, Federal election;

And whereas, this means thousands of plastic lawn signs will be produced at great personal expense to the candidates and their supporters, with the majority being discarded following the election;

And whereas, while election signs are a source of revenue for some local sign-making businesses, it should be noted that many signs are produced elsewhere, and discarded signs are a risk for adding dangerous plastics to our oceans from which many more local citizens make a living;

Whereas, putting an end to the election “sign war” would help level the playing field for all candidates regardless of financial means, and help voters and candidates focus on real issues, not who has the most signs, all with the added benefit of preventing more plastics from entering our environment, waterways and oceans;

Therefore OUR MUNICIPALITY/TOWN Resolves/Wishes to set a Policy to eliminate the display of plastic campaign signs during elections.

MOTION options:

Council may make a MOTION to vote/accept the above as a resolution.

OR

Council may direct staff to draft a Policy to eliminate the display of plastic campaign signs during elections.

**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

**THURSDAY, MARCH 5, 2020 AT 11:00 A.M.**

**(LUNENBURG TOWN HALL)**

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**PRESENT:** Paul Bracken, Facilities Superintendent/Safety Officer, Public Works (Co-Chair)  
Malcolm Smith, Facilities Attendant, Recreation  
Cali Beck, Finance Officer/Electric Utility Coordinator, Corporate Services  
Heather McCallum, Assistant Municipal Clerk, Corporate Services  
Gary Mossman, Fire Hall Superintendent, Fire Department  
Taylor Rombaut, Water Resource Operator, Public Works

**ALSO PRESENT:** Laura Langille, Construction Safety Nova Scotia  
Bea Renton, CAO

**ABSENT:** Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)  
Kelly Cunningham, Recreation Director  
Trevor Lohnes, Operator, Public Works

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The Co-Chair, Paul Bracken, called the meeting to order at 11:03 a.m.

1. Agenda

The agenda was approved by consensus.

2. January 9, 2020 Joint Occupational Health and Safety Committee meeting minutes

The January 9, 2020 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from January 9, 2020 meeting minutes

<b>Outstanding Items Jan 9 Meeting</b>	<b>Update</b>
<u>Water and Wastewater Treatment</u> ➤ H2S Training	Completed on February 4 <sup>th</sup> .

<p><u>Recreation</u></p> <ul style="list-style-type: none"> <li>➤ Surplus bleachers stored outside.</li> <li>➤ Ice resurfacers replacement</li> </ul>	<p>Recreation is coordinating with BMI Ltd. (Bridgewater) for them to take the bleachers as scrap metal for recycling. Update: BMI has provided a quote of \$1,300 to dismantle the bleachers. <b>The RD has asked for Public Works assistance to dismantle.</b></p> <p>The RD provided an update and report for the Committee about why a replacement propane (vs. electric) ice resurfacers is being purchased. <b>(Schedule "A")</b>. The ice resurfacers has been pre-approved in the 2020/21 Capital budget by Council. The RD expects that a new propane edger will be part of the ice resurfacers purchase package.</p>
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- b. Construction Safety Nova Scotia "Safety Culture" staff survey – presentation to be scheduled for upcoming meeting

Ms. Langille will be presenting the survey report at the next meeting on May 7, 2020. Town managers will be invited to attend this presentation as well.

4. New Business

- a. Department bi-monthly safety inspections

The Co-Chair handed out a printout of the current deficiencies spreadsheet from the most recent safety inspections, including some remaining follow-up items for the FS and/or TE **(Schedule "B")**. He will provide the spreadsheet to the Committee at each meeting.

- b. Incident Reports

- What is a recordable incident?

The FS read the definitions from the recent "Leadership for Safety Excellence" course from Construction Safety Nova Scotia attended by Town Managers:

**Accident/Incident:** *An unwanted, unplanned event which disrupts the orderly flow of the work process and involves injury or illness to people or damage to property.*

**Near Miss:** *An unwanted, unplanned event that had the **potential** to involve injury or illness to people or damage to property had the circumstances been different.*

The FS confirmed that all recordable incidents must be reported for internal investigation. Depending on the specifics, an incident may also be required to be reported to the Department of Labour and/or the Workers Compensation Board.

- Incidents to be discussed – *Arena December 19, 2019; WWTP January 9, Lift Station January 23, WWTP January 30, and Fire Hall February 6, 2020*

Incident reports reviewed since the last Committee meeting as follows, in summary:

- Arena, December 19, 2019: Facilities Attendant slipped and fell on ice; no injuries. The FS will follow up with the RD on acquiring sets of ice creepers for Recreation staff to be kept in the Arena. It was noted though that it may be difficult to operate the ice resurfer and other functions while wearing these, so this will first be assessed.
- WWTP, January 9, 2020: Hydrogen sulphide build up in the pressed sludge storage bin room due to Hurricane Dorian and possible construction deficiencies. The investigation is complete.
- Lift Station – January 23, 2020: The investigation is complete. The Town will be meeting with the supplier to review their hazard assessment controls for upcoming work.
- WWTP, January 30, 2020: Minor damage to a vehicle door has been repaired.
- Fire Hall, February 6, 2020: A procedure change was instituted to keep charging cabinets open when a truck battery is being charged.

c. Project pre-planning checklists

The FS reviewed his new draft safety pre-planning documents for use with contractors and internally (**Schedule “C”**).

- Construction Kickoff Meeting Sample Agenda: This is for use with contractors, with the expectation that a kickoff meeting will take place in advance of the beginning of work.
- Public Works Project checklist: This is for use by Public Works for their own projects. The permits box will be expanded.
- Safety Package Contractor: This is a comprehensive tool to use in advance of work with contractors who do not have their own, which many smaller suppliers would not. Site visits will continue to be provided for many capital projects as part of the bidding process.

d. Annual Safety Inspections

The FS will attend all inspections as part of the team of three inspecting each facility. Each member of the Committee will participate in the inspection of their own building and two others. **Inspection dates to follow.**

e. Bi-annual Fire Drills – *scheduling to take place as weather improves*

The FS will notify each building when their fire drill **will be scheduled**. The Town's Fire Inspector would like these to take place twice a year.

f. Safety and Wellness Training schedule

Recently completed:

- H2S training course for WWTP operators, Public Works staff, Recreation rep, and Fire Department reps – *February 4*
- Leadership for Safety Excellence – *February 25 & March 3*  
Ms. Langille confirmed that there is an online version available for managers who missed parts of the course; **an access code will be provided**.
- NSP Electrical Safety Awareness repeat – *March 2*.

Pending:

- Transportation of Dangerous Goods – *May 4*
- **Emergency First Aid to be scheduled for staff due for renewal and/or have not taken – date TBA by FS**
- **The FS will conduct a WHMIS refresher for staff in each Town building – date TBA**

There was a request for fit testing of the WWTP respirators; **the FS will source from safety equipment supplier**.

Ms. Langille presented a number of items from Construction Safety Nova Scotia including:

- Her organization would like have the Town of Lunenburg host a special topic session on water and wastewater for regional municipalities. **It was agreed to do so; date to be coordinated with the CAO and FS.**
- The National Day of Mourning is April 28, 2020. **RD is organizing and will let Council and staff know more as the date approaches so they can attend the Town's ceremony.**
- National Health and Safety Week takes place from May 4-8, 2020.
- Ms. Langille noted that Lunenburg is close to completing requirements for COR certification, and would like to do a gap assessment audit towards certification. **It was agreed that the audit will be scheduled in May.**

5. Next Committee meeting date – *Thursday: May 7, July 2, September 3 & November 5, 2020 at 11:00 a.m. at Lunenburg Town Hall.*

6. Adjournment

The meeting was adjourned at 12:26 p.m.

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Heather McCallum, Asst. Municipal Clerk

**From:** [Kelly Cunningham](#)  
**To:** [Paul Bracken](#)  
**Cc:** [Heather McCallum](#); [Bea Renton](#)  
**Subject:** RE: JOHSC Agenda  
**Date:** March 2, 2020 1:54:26 PM  
**Attachments:** [Lunenburg Arena- Ice Resurfacer Purchase 2020-21 \(Updated January 17, 20....docx](#)  
[image001.png](#)

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Hi Paul,

At the November 7, 2019 Safety Committee meeting, the following motion was made: **Motion: Moved and seconded that the Committee recommend that the Arena's aging propane ice resurfacer and edger be replaced with a new electric resurfacer and edger, and that Arena ventilation be reviewed for potential repairs. Motion carried.**

As Recreation Director, please see my response below:

Thank you to the Safety Committee members for assisting to make a positive step forward in a new ice resurfacer machine at the Lunenburg Arena. This purchase is currently in the Town's 2020/21 capital budget and staff have been working hard to make this become a reality. The decision between a propane vs. electric machine can be quite complex and has many layers to determine what is the best avenue. I would encourage all members to review the attached staff report "Lunenburg War Memorial Arena: Ice Resurfacer Capital Purchase 2020/21" written on December 6, 2019 (updated January 17, 2020).

For the Arena ventilation, in the 2020/21 capital budget, staff have included that the roof exhaust fans on the Arena roof be replaced and in working condition.

As for the bleachers, the metal recycler initially agreed to take them and we followed up numerous times since December, but recently were told that it would involve more work for which they would bill \$1,300 to dismantle and remove the scrap metal. Because this has not been budgeted for and we would like to remove the bleachers, could Public Works help Recreation staff to dismantle them?

I will also be unable to attend the Safety Meeting this Thursday due to an online Arena Refrigeration Course that I am enrolled in at that same time.

Thanks,

Kelly

**Kelly Cunningham**  
Recreation Director

**MEMORANDUM**

**TO: LWMCC RECREATION COMMITTEE**

**FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR**

**DATE: DECEMBER 6, 2019**  
**UPDATED: JANUARY 17, 2020**

**RE: LUNENBURG WAR MEMORIAL ARENA: ICE RESURFACER**  
**CAPITAL PURCHASE 2020/21**

1. **FACTS**

In the Town of Lunenburg 10 year Capital Budget for the Recreation Department, the Lunenburg War Memorial Arena Ice Resurfacer is anticipated to be replaced in the 2020/21 budget for \$125,000. The following information is referenced in the 2019/20 budget:

*Ice Resurfacer (89) (2020/21)*

*The existing ice resurfacer is a 1989 Olympia. It has given us good service over the past twenty nine years but we have had issues over that time with the transmission, the hydraulic system, the starter motor (replaced four times), and the fuel carburetion system. The conditioner, the blade and auger system mounted at the rear of the machine, have also been replaced. We are fortunate that our staff are well versed in mechanical repairs plus we have had the benefit of hydraulic/automotive technicians in the local area to call upon when the problem is beyond the scope of our own staff. We are reaching the point where nursing the machine along from year to year is becoming more challenging.*

In the Ice Resurfacer reserve fund, there is currently \$50,000, plus interest of \$1,100, for a total of \$51,100. In the 2019/20 fee schedule, a "resurfacer surcharge" has been added onto the hourly rental rate of \$4.00/hour, which was anticipated to gain approximately \$4,200 in the 2019/20 fiscal year. The Arena closes for the season on Monday, March 30, 2020.

2. **ISSUES AND OPTIONS**

**MONETARY**

As noted in the Capital Expenditures Description, the current ice resurfacer has provided us good service but we have had recent mechanical issues. We are fortunate that our staff are well versed in mechanical repairs; however, the machine is near the

end of its lifespan. Staff are concerned that a major parts failure could put the ice resurfacer out of service for an extended period of time during the next ice season.

There is currently \$51,100 in the ice resurfacer reserve fund plus an anticipated \$4,200 from the Arena rental surcharge. This approximates a total of **\$55,300** reserved for this capital purchase. Based on the predicted \$125,000 capital amount, we are in need of approximately **\$70,000**.

Options:

Staff were anticipating on applying for the province's "Recreation Facility Development Capital Grant", which could support up to one-third of the total capital project up to a maximum of \$150,000. Since, Council included the installation of a Splash Pad in the 2020/21 budget at \$200,000 under Recreation Infrastructure. The Lunenburg Community Development Group, on behalf of the Town, is currently in the process of applying for the same grant in the 2020/21. Only one application is accepted per municipal unit and it is highly anticipated that the Splash Pad would receive the funding over an Ice Resurfacer Replacement.

A funding request was sent to the Municipality of the District of Lunenburg (MODL) in March 2019 to provide funding for the replacement of the Ice Resurfacer in the amount of \$40,000. MODL decided to wait until next fiscal year to make a decision as the purchase was to be made in 2020. It should also be noted that MODL provides the Town with an operating grant to assist with operational funding; however, this amount was reduced in 2019/20 when MODL supported the Community Centre structural roof repairs with a \$40,000 grant payable over 4 years (\$10,000 per year). The operating grant offsets is important annual funding.

An option is to inquire for corporate sponsorship(s) from businesses.

There is a potential resale value of \$3,000 to \$5,000 for the current 1989 Olympia at an auction. However, it was recommended by Monarch Enterprise (the local Olympia dealer) that the Town keeps the older machine as a backup.

The Sportsnet "Kraft Hockeyville" contest begins in January 2020 with applications due February 10, 2020. The Canadian winner receives \$250,000 in arena upgrades and the second place winner receives \$25,000 in arena upgrades. An application form could be considered for this.

#### TYPE OF MACHINE

Ice resurfacers are powered by either propane or electric, with the top two brands being Olympia and Zamboni. The cost of a propane machine is significantly cheaper in the initial purchase in comparison to an electric machine; however, it is anticipated that over a 12 year duration, the cost could be comparable. The Zamboni life cycle for both electric vs. propane are relatively the same and, for a rink similar in size to Lunenburg, is approximately 15-20 years. The Olympia life cycle is said to be approximately 20-30 years. There are also natural gas powered machines; however, professionals have said

this would not be an option in Lunenburg. Please see APENDIX A for an “Electric vs. Propane” financial review compiled by Saunders Equipment Ltd (Zamboni suppliers).

The decision between a propane and electric machine is a significant choice. Staff compiled an internal propane vs. electric pros and cons list for reference:

<b>PROPANE MACHINE</b>	
<b>PROS</b>	<b>CONS</b>
Cheaper in initial purchase.	Potential for emissions/odor.
Town Staff are highly experienced with a propane machine.	Propane fuels are on site at Arena which could be a potential hazard.
If there is an issue with a machine, there is a local (Bridgewater) professional that is dependable to look at our issue the day of. There are more experienced professionals that work with propane, and many do not like to work on the electric machines as they are new.	Increase staff safety when handling propane.
Propane has been dependable on hand to run the machine and does not require charging (i.e. if the cord is not plugged in correctly or is forgotten overnight, the machine might not operate properly).	Possibility of propane shortage.
Would not need to install a charging station in the Ice Resurfacer room, which could require electrical upgrades and room renovations.	
Consistent and predictable annual cost for propane.	
New machine should have minimal to zero smell or odor.	

<b>ELECTRIC MACHINE</b>	
<b>PROS</b>	<b>CONS</b>
Considered to be eco-friendly and no emissions.	New batteries (3-4) required every 8-10 years, approximately \$27,000.
Claims to have less maintenance due to not having to do service on engine or fuels.	Ice resurfacer room will likely require electrical upgrades to withhold charging station and installation of new exhaust fan from gases produced by recharging.
Potential to be safer due to not requiring propane on site.	Room renovations would be required to install the charging station. Requirements include: mount charger off the floor (4ft in height), a safety zone of 4 ft where all equipment or other matter cannot be

	kept, and charger must be close to the breaker.
Technology for electric machines has come a long way in recent years.	Uncertain how the old batteries are recycled.
The machine itself is quieter when running.	Maintenance professionals are currently trained in Halifax. No local service provider.
Olympia Supplier has said per flood the electric costs \$0.50 and the propane is \$3.00/flood.	Town Staff would not be as familiar and fixing/repairs could take longer to complete.
	Charging is critical and machine would not run if plugged in incorrectly or forgotten.
	Lower re-sale value in compared to propane.
	A single ice cleaning takes longer (approximately 3-5 minutes longer) compared to propane.

I have consulted with many other Arena Managers in Nova Scotia who have recently purchased new ice resurfacers. Please see the chart below:

<u>MUNICIPALITY</u>	<u>NEW MACHINE PURCHASED</u>
Town of Trenton	Zamboni propane (~2018)
Municipality of Barrington	Olympia propane (2018)
Town of Kentville	Zamboni propane ( <i>currently being shipped</i> )
Acadia University	Zamboni propane (2019)
Halifax: BMO and RBC Centres	6x Zamboni propane ( <i>purchased 4 new in 2017</i> )
Town of Berwick	Olympia electric ( <i>purchased when new facility was built</i> )
Lunenburg County Lifestyle Centre	Olympia electric ( <i>purchased when new facility was built</i> )

The Recreation Staff have agreed that a propane ice resurfacer is the preferred purchase for a new machine.

OTHER IMPORTATION INFORMATION

A few important notes from the Ontario Recreation Facilities Association Inc. document titled “Safe Ice Resurfacer Room Battery Charging Unit Installation and Use Guidelines” (June 2014):

“Often, the primary shift toward battery powered equipment is based on indoor air quality issues caused by fossil fuels. Shifting to battery technology may in fact significantly reduce the potential for poor indoor air, however, it is important to

understand that hazardous gases can be generated during the charging process, and as such, must be properly controlled” (page 1).

“Facilities that are considering switching from fossil fuels to battery powered equipment must consider a variety of construction and operational issues beyond equipment selection” (page 4). These requirements for the ice resurfacer room includes the ceilings, lightings, fixtures, and other equipment close in proximity. As well as electrical upgrades to withhold the charging station.

UPDATED: The battery on a Zamboni machine is located ahead of the driver on the left side (driver’s side). The cable from the charge unit is approximately 10’ long. This would need to be install in a dry area (not wet floor) near where Zamboni parks. You will require 3 phase 220 volt to power charger. In the current Lunenburg Arena ice resurfacer room, there is zero space on the left side of the machine, which would require room reconstruction in order to install a charging station.

UPDATED: According to the Zamboni providers, there are no rebates in Nova Scotia for electric ice resurfacer purchases.

It should also be noted that a new ice resurfacer typically takes approximately 5 to 6 months, or in some cases up to a year, for a new machine to be delivered.

### 3. **FINANCIAL IMPACT (prepared by the Finance Director)**

Based on a capital purchase of \$125,000, approximately \$70,000 is required to fund a new ice resurfacer in fiscal 2020/21. If an electric ice resurfacer is selected to be purchased, additional funds will be required for renovations and electrical upgrades to the ice resurfacer room to meet regulations. If external funding is not received, Council will need to consider a capital borrowing for this important piece of equipment.

### 4. **STRATEGIC PLAN RELEVANCE**

Goal 5B: Continually and strategically maintaining and upgrading community infrastructure.

Goal 3B: Facilitating and encouraging healthy lifestyles.

Goal 5A: Making best use of Town-owned buildings and land.

### 5. **RECOMMENDATION**

It is recommended the LWMCC Recreation Committee discuss ways to raise additional funds for the capital ice resurfacer.

***Draft motion:*** Motion: moved and seconded to recommend to the Lunenburg Town Council to pre-approve a propane ice resurfacer purchase in fiscal 2020/21 estimated to be approximately \$125,000, and to be funded through a fundraising campaign and the ice resurfacer reserve fund. Motion carried.

Acknowledged only by:

Bea Renton  
Town Manager/Clerk

## APPENDIX A:

Electric vs. Propane Financial Review by Saunders Equipment Ltd (Zamboni suppliers)

Electric vs Propane  
Lithium Battery

Propane Zamboni 446 - \$110,000.00

Cost of interest over a 7 year term at an interest rate of 6.00% is \$23,850.00

Total cost of the Zamboni plus interest - \$133,850.00

Propane cost over a 12 year period – 5 tanks per week – 7 months/yr. @

\$50.00/tank.  $\$50.00 \times 5 = \$250.00/\text{week} \times 4 = \$1,000.00/\text{month} \times 7 \text{ months} =$   
 $\$7000.00 \times 12 \text{ years} = \underline{\$84,000.00}$

Tune up on propane portion only -  $\$1,000.00/\text{year} \times 12 \text{ years} = \underline{\$12,000.00}$

**Total Cost over 12 years = \$229,850.00**

**Electric Zamboni 450 - \$165,000.00**

Cost of interest over 7 yr. term at an interest rate of 6.00% is \$38,610.00

Total cost of the Electric Zamboni plus interest - \$203,610.00

New battery after 8 - 10 years is \$27,000.00. (Can municipal arenas budget or save in an account \$2,700.00 - \$2,800.00 per year for a new battery? Operating budget vs capital budget)

Fuel cost - \$0.00

Extra electricity cost to charge the battery/month for 12 years - ?

Extra cost for 3 phase wiring for the charger - ?

Extra cost for explosion proof ventilation in Zamboni room - ?

**Total cost over 12 years - \$230,610.00**

**Difference in cost over 12 years - \$760.00 more for the electric Zamboni**

**Cost difference would be higher if the above 3 (?) costs were known.**

**The resale value, today, of a propane Zamboni is higher than the resale value of an electric Zamboni.**

Status	Building	Room/Area	Item Category	Date Found	Details	Follow-up Responsibility	Item Repaired
Completed	Arena		Emergency Lighting			Facilities Superintendent	Repaired
Completed	Arena		Exit Lights			Facilities Superintendent	Repaired
Pending	Blue Storage Building		Exit Lights			Facilities Superintendent	
Pending	Blue Storage Building		Emergency Lighting			Facilities Superintendent	
Completed	Old Fire Hall	2nd Floor	Emergency Lighting		Low Batt Showing	Facilities Superintendent	Repaired
Completed	Old Fire Hall	1st Floor	Fire Exits		Dryer Blocking Exit	Facilities Superintendent	Repaired
Completed	Town Hall	2nd Floor	Emergency Lighting		Courtroom Needs Batt	Facilities Superintendent	Repaired
Pending	Town Hall	Basement	Exit Lights		Need to be mounted better	Facilities Superintendent	
Pending	Waste Water Treatment Plant		Exit Lights		2 out in headworks, Gas proof?	Town Engineer	
Pending	Waste Water Treatment Plant		Exit Lights		Light out above press	Town Engineer	
Completed	Water Treatment Plant		Smoke Detectors			Town Engineer	Sorted out
Completed	Cemetery Upper Building	1st Floor	Eye Wash Station	April 4th 2019	Sterile fluid needs replacing	Facilities Superintendent	Fixed
Completed	Cemetery Upper Building	1st Floor	Bathroom Fan	April 4th 2019	Fan not working	Facilities Superintendent	Fixed
Completed	Cemetery Upper Building	1st Floor	First Aid Items	April 4th 2019	See checklist	Facilities Superintendent	Repaired
Completed	Town Hall	2nd Floor	Emergency Lighting	Jan 9th 2020	2nd Floor Public Washroom not wo	Facilities Superintendent	Repaired
Pending	New Fire Hall	1st Floor		Jan 3rd 2020	SDS Sheets updating in progress	Facilities Superintendent	

# Construction Kickoff Meeting Sample Agenda TOL

## Introductions/Roles

- Welcome by Town of Lunenburg
- Introductions and roles of each person involved in project
- Objectives of the meeting

## Organization and Communications

- Function and authority of key personnel (identify name of individuals)
- Roles and responsibilities
  - Emergency notification process
  - Communication protocols
  - subcontractor oversight expectations

## Reporting Requirements/Post Award Deliverables (Contractors Only)

- Ensure mutual understanding of TOL requirements and deliverables
- Deliverables
  - Updated organizational chart
  - Updated construction schedule
  - Notification of utility interruption
  - O&M manuals and spare parts lists
  - As-built drawings
  - Training

## Site Specific, Facility Access & Security Requirements

- Project office/siting approval and notification
- Contractor personnel site and/or building access requirements
- Restrictions/allowable equipment
- Vehicle access approval requirements
- Working Hours
- Keys (If applicable)
- Staging/lay-down yard and/or office space allocations

## Construction

- Construction schedule
- Schedule for construction update meetings
- Project status reports
- Plan of the Day (POD)/Plan of the Week (POW) meetings during construction
- Equipment data sheets
- Submittal schedule, coordination of submittal reviews, and approval process
- Weekly meetings (include subcontractors when beneficial)
- Changes and contract modifications (plan and implications)

## Safety & Environmental Planning

- Site-specific safety plan, worker licensing and certifications (see attached)
- Safety training
- Hazardous materials

- Either stored or as a part of the facility, have been located and identified
  - Site specific requirements for hazardous material handling identified
  - Asbestos, MSDS, PCB's, lead based paint, etc.
- Site injury reporting and response requirements
- Environmental permits prior to construction
- Site characterization testing, mitigation of adverse conditions, hazard monitoring (e.g., asbestos)

**Permits required before work starts**

- Electric Utility Notification
- Electrical Permit
- Building Permit
- Environmental
- Service interruption scheduling
- Lock-out/tag-out procedures
- Excavation (include indication of digging equipment) and marking boundaries

## Public Works Project Checklist

Item	Required Y or N	Description	Responsible Person
<b>Comprehensive hazard Assessment</b>	Y or N		
<b>Daily Hazard Assessment</b>	Y or N		
<b>Relevant crew training and orientation</b>	Y or N		
<b>Town policy and/or procedures to follow</b>	Y or N		
<b>Equipment inspection up to date</b>	Y or N		
<b>Estimated project Length</b>	Y or N		
<b>Materials on hand or ordered</b>	Y or N		
<b>Notification needed</b>	Y or N		
<b>Permits required</b>	Y or N		
<b>Number of Crew involved</b>	Y or N		
<b>Equipment needed</b>	Y or N		
<b>Job Supervisor</b>	Y or N		

# PROJECT SITE SAFETY PLAN

(To be completed by Successful Bidder prior to starting work on site)



Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractors Project Manager: \_\_\_\_\_

## 1. Description of Work

<b>Project Description</b>	
<b>Project Location</b> (Provide as much detail as possible)	
<b>Dates of Work</b>	
<b>Contractors Project Site Safety Phone Number</b>	
<b>Subcontractors and their scope of work</b>	
<b>Equipment involved</b>	
<b>List Major Work</b>	



**PROJECT SITE SAFETY PLAN**

(To be completed by Successful Bidder prior to starting work on site)

**2. Training Requirements and Qualifications**

<b>All personnel</b>	
<b>Subcontractors</b>	
<b>Task/Area Specific Requirements</b>	

**3. Emergency Contacts**

	<b>Name:</b>	<b>Phone Number:</b>
<b>Fire</b>		
<b>Police</b>		
<b>Medical</b>		
<b>Nearest Hospital</b>		
<b>Directions to Nearest Hospital</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Map Attached? YES              NO)		
<b>Project Manager</b>		
<b>Workplace Safety and Health Branch</b>		
<b>Environmental Accident Reporting</b>		
<b>Information Inquires</b>		





**PROJECT SITE SAFETY PLAN**  
**(To be completed by Successful Bidder prior to starting work on site)**  
**Work Site Orientation Checklist**

**Implemented by** (print) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Yes      No      N/A**

Explanation of the workplace site & work to be performed

Emergency Procedures:

- Emergency Exits
- Muster Point
- Reporting of ALL Incidents

Shown Location Of:

- First Aid Kit
- Fire Extinguishers
- Emergency Telephone and Phone Numbers
- Material Safety Data Sheets
- Washroom
- Lunchroom

List & Review of Site Specific Hazards

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List of Required Personal Protective Equipment

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Explanation of Safety Rules

Tool Handling / Storage / Tag-Out System

Explanation of Employee Rights and Duties

Disciplinary Procedures



**PROJECT SITE SAFETY PLAN**

**(To be completed by Successful Bidder prior to starting work on site)**

**Note: Please forward all orientation checklists to the Town of Lunenburg Safety Officer.**

**Person drafting this  
Project Site Safety Plan:**

\_\_\_\_\_

Name

Title

Date

**Contractors Project  
Manager Approval:**

\_\_\_\_\_

Name

Title

Date

**Contractors Project  
Site Safety  
Representative**

\_\_\_\_\_

Name

Title

Date

***This Project Site Safety Plan does not in any way replace the Contractors responsibilities under the Occupational Health and Safety Act and other Regulations to ensure Workplace Health and Safety Programs are in place to protect workers and members of the public from potential hazardous conditions on the job.***

***This Project Site Safety Plan shall be posted at the project site and made available to the Town of Lunenburg Safety Officer upon request.***

# PROJECT SITE SAFETY PLAN

(To be completed by Successful Bidder prior to starting work on site)

## MANAGING PROJECT SITE SAFETY

### Pre-Construction Meeting Safety Agenda

(Contracted Employer is the designated Contractor)

Project: \_\_\_\_\_

Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_ # of Workers: \_\_\_\_\_

TOL Project Manager: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project Site Safety Representative: \_\_\_\_\_

WCB Account #: \_\_\_\_\_

Subcontractor(s): \_\_\_\_\_

## PART 1 CONTRACTOR RESPONSIBILITIES:

**As the designated Contractor for this construction project site you are responsible:**

- To review Town of Lunenburg Managing Project Site Safety Workplace Health and Safety Information Package.
- To co-ordinate, organize and oversee the safety performance of all work at the construction project site and conduct your own activities in such a way as to ensure, so far as is reasonably practicable, that no person is exposed to risks to his or her health and safety arising out of, or in connection with activities at the construction project site.
- To obtain Job Hazard Analysis from all trades prior to the commencement of any work and made readily available for review by all workers on site.**
- To ensure, so far as is reasonably practicable, that every person involved in work on the project site complies with the Nova Scotia Occupational Health and Safety Act and all relevant regulations.
- To provide the Town of Lunenburg Project Manager with a copy of the Monthly Project Site Safety Summary Report.

## PROJECT SITE SAFETY PLAN

(To be completed by Successful Bidder prior to starting work on site)

### PART 2 CONTRACTED EMPLOYER RESPONSIBILITIES

**All employers, their supervisors and all self-employed persons working on this project site are directly responsible:**

- To be knowledgeable of and comply with Nova Scotia Health and Safety Act and applicable standards, practices and codes applicable to the work being performed on the project site.
- To provide and maintain safe equipment and tools and ensure the work is being performed by your workers and/or any of your subcontracted workers in a safe and responsible manner at all times.
- To ensure your workers and/or any of your subcontracted workers are trained to perform the work in a safe manner.
- To ensure your workers and/or any of your subcontracted workers are supervised by a person who is deemed competent, because of knowledge, training or experience, to ensure that work is performed in a safe manner.
- For taking direct and complete control and responsibility for identifying and rectifying hazards and ensuring that every work process or procedure performed by your workers and/or any of your subcontracted workers on the project site does not create a risk to the safety or health of any person working on the project site.
- For providing the Contractors Site Safety Representative with a copy of the SDS for all controlled products brought onto the project and ensuring your workers and/or any of your subcontracted workers are trained in the correct usage of all required personal protective equipment.
- For conducting accident investigations, toolbox meetings and worksite safety inspections of your work area in accordance with the Occupational Health and Safety Act and providing copies to the project site designated Contractor.

### PART 3 - COMMUNICATING UNSAFE WORK PRACTICES AND CONDITIONS

**If an unsafe practice or condition is observed by the Department's representative while monitoring the quality or progress of the work, the Department's representative will communicate the concern to the Contractors Site Safety Representative and/or contracted employer's Job Superintendent and/or on-site supervisor.**

**The document "Communicating Unsafe Work Practices and Conditions on the Project outlines the process that will be followed by the Department's representative to communicate and resolve observed unsafe practices or conditions. This process will be discussed at the Project Pre-Construction Meeting.**

### PART 4 - PROJECT SPECIFIC ISSUES DISCUSSED

**PROJECT SITE SAFETY PLAN**

**(To be completed by Successful Bidder prior to starting work on site)**

**TOL Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Employer/Self Employed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Employer/Self Employed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**PROJECT SITE SAFETY PLAN**  
(To be completed by Successful Bidder prior to starting work on site)

**MANAGING PROJECT SITE SAFETY**  
**MONTHLY PROJECT SITE SAFETY SUMMARY**

**PROJECT:** \_\_\_\_\_ **MONTH OF:** \_\_\_\_\_

**TYPE OF WORK** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR SITE REPRESENTATIVE:** \_\_\_\_\_

**TOL PROJECT MANAGER:** \_\_\_\_\_

1. **Number of Workers Hired:** \_\_\_\_\_

**Number who completed Orientation:** \_\_\_\_\_

2. **Number of Tool Box Meeting Conducted:** \_\_\_\_\_

3. **Number of Inspections Completed:** \_\_\_\_\_

**Total Unsafe Acts/Conditions Identified:** \_\_\_\_\_

**Number Outstanding** \_\_\_\_\_

4. **Number of Incidents/Accidents Reported** \_\_\_\_\_

**Property Damage:** \_\_\_\_\_

**Injury: First Aid** \_\_\_\_\_

**Medical Aid** \_\_\_\_\_

**Loss Time** \_\_\_\_\_

**Injury and Damage:** \_\_\_\_\_

**Near Miss:** \_\_\_\_\_

**Number of Incident/Accident Investigations Completed:** \_\_\_\_\_

**Were corrective measures required?** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contractor's Site Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copy to:** Town of Lunenburg Project Manager

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/  
RECREATION COMMITTEE RECOMMENDATIONS**

**WEDNESDAY, MARCH 11, 2020**

1. That Council approve the proposed Recreation 2020/21 fee schedule as presented in the draft budget (Schedule "A").
2. That Council approve the draft 2020/21 Lunenburg War Memorial Community Centre and Arena capital and operating budgets as presented (Schedule "A").

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION  
COMMITTEE MEETING MINUTES**

**WEDNESDAY, MARCH 11, 2020 AT 5:15 P.M.**

**(LUNENBURG TOWN HALL)**

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**PRESENT:** Councillor Ronnie Bachman, Chair  
Councillor Danny Croft  
Debbie Dauphinee  
Kimberly Hanlon  
Councillor Errol Knickle, Municipality of the District of Lunenburg  
Councillor Matt Risser  
Kristi Tibbo

**ALSO PRESENT:** Kelly Cunningham, Recreation Director  
Lisa Dagley, Finance Director  
Heather McCallum, Assistant Municipal Clerk  
Kathleen Rafuse, Accountant

**ABSENT:** Councillor Joseph Carnevale

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The Chair called the meeting to order at 5:14 p.m. He welcomed the Committee's new resident representative, Kristi Tibbo.

1. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

2. February 12, 2019 Meeting Minutes

Motion: moved and seconded to approve the February 12, 2019 meeting minutes. Motion carried.

Councillor Bachman provided a verbal update from the Ice Resurfacers Fundraising Committee. The Town has submitted an application for funding to the Municipality of the District of Lunenburg (MODL) and the fundraising committee is planning to approach two potential grant sources first, then will determine next steps. The fundraising committee's next meeting is April 16, 2020.

3. Public Presentations

Nil.

4. Unfinished Business

a. Draft 2020/21 Lunenburg War Memorial Community Centre and Arena Capital and Operating Budgets

The FD and RD reviewed the draft 2020/21 Recreation budgets (Schedule "A"). In response to a question, the FD reported that the expenditure increase is projected to be 3.98%, and the fee schedule was adjusted by the 2019 NS CPI of 1.6%.

An "Arena Rental Rates Comparison" handout was distributed for discussion (Schedule "B").

Motion: moved and seconded that the proposed Recreation 2020/21 fee schedule as presented in the draft budget (Schedule "A") be recommend to Council for adoption. Motion carried. Councillor Croft and Ms. Hanlon voted in the negative.

In response to a question about building maintenance, the RD explained that water heaters require replacement. The technology design is aged and it is difficult to get replacement parts for repairs. Of the four water heaters, one is not operational and a second is only semi-operational.

In response to a question about utilities, the RD noted that thermostats are budgeted for replacement in the front part of the Community Centre for heating energy efficiency. The Arena currently has fluorescent lights but has been looking into LED lighting replacement. Finance staff will investigate the possibility of Efficiency Nova Scotia grants to convert the remaining fixtures.

In response to a question, the RD confirmed that the old equipment (ice resurfacers and lawn mower) could be auctioned as surplus and, if sold, proceeds would go to the equipment reserve.

Motion: moved and seconded to recommend the draft 2020/21 Lunenburg War Memorial Community Centre & Arena capital and operating budgets to Council for approval. Motion carried. Councillor Croft voted in the negative.

5. Next Meeting Dates

- *LWMCC Committee – Wednesdays: May 13, August 12 and November 18, 2020 at 5:15 p.m.*
- *Active Transportation Sub-Committee – Wednesdays: May 20, August 26, and November 25, 2020 at 12:00 p.m.*

6. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 6:04 p.m.

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Heather McCallum, Assistant Municipal Clerk

TOWN GENERAL - OPERATING REVENUE							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
<b>LUNENBURG WAR MEMORIAL COMMUNITY CENTRE &amp; ARENA</b>							
<b>ADMISSIONS</b>							
<b>ARENA</b>							
\$ -	01-1-47-1030	8	PUBLIC SKATING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,462
<b>COMMUNITY CENTRE</b>							
	01-1-47-1110	9	PROGRAM FEES				
\$ -			Drop-in Sport Programs	6,000	6,000	6,000	6,057
\$ -			Weight Room Fees	3,300	3,300	3,000	3,149
\$ -			Fitness Classes	9,800	9,800	9,800	8,505
				<b>25,100</b>	<b>25,100</b>	<b>24,800</b>	<b>23,173</b>
<b>RENTALS</b>							
<b>ARENA</b>							
\$ -	01-1-47-2020	10	SKATE SHARPENING	1,000	1,000	\$ 1,000	965
	01-1-47-2030	11	CANTEEN CONCESSION	-	-		-
\$ 3,600	01-1-47-2040	12	MINOR HOCKEY	78,100	74,500	74,500	72,321
\$ 3,600	01-1-47-2050	13	HOCKEY, OTHER & PRACTICES	59,100	55,500	55,500	50,446
	01-1-47-2060	14	FIGURE SKATING	-	-	-	-
\$ -	01-1-47-2070	15	SCHOOL SKATING	2,800	2,800	2,800	5,415
\$ -	01-1-47-2080	16	OTHER SKATING	2,000	2,000	2,000	1,343
\$ -	01-1-47-2090	17	SUMMER RENTALS	5,000	5,000	4,300	4,958
\$ -	01-1-47-2091	17b	FARMER'S MARKET (SPRING/SUMMER)	5,000	5,000	4,800	4,630
\$ -	01-1-47-2095	18	SIGN RENTALS	6,000	6,000	6,400	5,364
	01-1-47-3050		BEVERAGE MACHINE SALES		-		-
\$ -	01-1-47-3060	19	VENDING MACHINE-GUMBALL	200	200	200	36
<b>COMMUNITY CENTRE</b>							
\$ (5,000)	01-1-47-3020	20	AUDITORIUM RENTALS	25,000	30,000	24,800	29,297
\$ -	01-1-47-3021	20b	FARMER'S MARKET (FALL/WINTER)	7,500	7,500	7,500	8,763
\$ -	01-1-47-3030	21	MEETING ROOM/FITNESS STUDIO RENTALS	7,000	7,000	7,000	8,003
\$ -	01-1-47-3040	22	GROUND RENTAL	2,000	2,000	1,000	1,556
\$ -	01-1-47-3070	23	CHRISTMAS CRAFT SHOW	-	-		-
				<b>200,700</b>	<b>198,500</b>	<b>191,800</b>	<b>193,097</b>
<b>RENTAL - DISTRICT SCHOOL BOARD</b>							
\$ 200	01-1-47-4010	24	SCHOOL BD. RENTAL OF AUDITORIUM/GROUNDS	32,600	32,400	32,400	31,371
<b>GRANTS - MUNICIPALITIES</b>							
\$ (10,000)	01-1-47-5050	26	OPERATING GRANT - MODL	30,000	40,000	30,000	40,000
\$ -			CAPITAL GRANT - MODL (Community Centre Roof)	10,000	10,000	10,000	-
				<b>40,000</b>	<b>50,000</b>	<b>40,000</b>	<b>40,000</b>
<b>GRANTS - FEDERAL</b>							
\$ -	01-1-47-6010	27	EMPLOYMENT PROGRAM GRANT	-	-	-	-
<b>GRANTS - NS SPORT COMM.</b>							
\$ (8,500)	01-1-47-7010	28	PROGRAM GRANTS (After the Bell)	-	8,500	8,500	3,473
<b>GRANTS - OTHER</b>							
\$ -			JUMP START	-	-	-	-
<b>MISCELLANEOUS REVENUE</b>							
\$ -	01-1-47-8010		INTEREST		-	-	364
\$ -	01-1-47-8015		MISCELLANEOUS	400	400	400	-
\$ -			DONATIONS	-	-		-
				<b>400</b>	<b>400</b>	<b>400</b>	<b>364</b>
<b>TOTAL REVENUE - LWMCC &amp; ARENA</b>				<b>\$ 298,800</b>	<b>\$ 314,900</b>	<b>\$ 297,900</b>	<b>\$ 291,478</b>

## **LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA**

Rates will change in 2020/21 based on 2019 CPI of 1.6% and rate comparisons with similar facilities including public skating, soccer field rentals, sign rentals and program fees (see: rate schedule at the end of this note section).

8. #01-1-47-1030 Public Skating

Reflects revenues from public skating, adult skating and family skating.

9. #01-1-47-1110 Program Fees

Fees generated from registration for our fall, winter and spring programs. Revenues have been estimated to reflect participation in our fitness programs and weight room.

10. #01-1-47-2020 Skate Sharpening

The Arena purchased its own machine in 1998/99. Skate sharpening rates are \$5/pr. based on rates charged at other arenas.

11. #01-1-47-2030 Canteen Concession

We have currently been renting the canteen area on a per day rate.

12. #01-1-47-2040 Minor Hockey

Estimate based on previous year actuals and based on 2020/21 approved rates.

13. #01-1-47-2050 Hockey, Other & Practices

Revenues from various gentlemen hockey leagues and teams. Estimate based on previous year actuals and based on 2020/21 approved rates.

14. #01-1-47-2060 Figure Skating

A Figure Skating program has not been offered by the provider since the 2017/18 season and to date no one has taken over the delivery of the program.

15. #01-1-47-2070 School Skating

Estimate for skating rentals by local schools.

16. #01-1-47-2080 Other Skating

Occasionally we rent ice time to other groups such as Sunday Schools, Cadets, Guides, Scouts, etc.

17. #01-1-47-2090 Summer Rentals

Rent received from various festivals and events.

17b. #01-1-47-2091 Farmer's Market Rental (Spring/Summer)

This is the estimated rental fees at the Arena for the Farmer's Market.

18. #01-1-47-2095 Sign Rentals

Advertising signs in the arena. For 2020/21 the fees will change to \$246 per sign and \$263 for in-ice ad (incl. HST). In 2018/19 this also included an amount for Tim Horton's sponsorship of the Olympia, it is hoped that this sponsorship will be able to be secured again for next season.

19. #01-1-47-3060 Vending Machine Sales

The gumball machine in the arena produces a small amount of revenue.

20. #01-1-47-3020 Auditorium/Kitchen Rentals

Rentals generated by various festivals, dances, receptions and banquets.

20b. #01-1-47-3021 Farmer's Market Rental (Fall/Winter)

This is the estimated rental fees at the Community Centre for the Farmer's Market.

21. #01-1-47-3030 Meeting Room/Fitness Studio Rentals

The rental rate per hour is \$29.00. These rooms are often rented for karate and other classes.

22. #01-1-47-3040 Grounds Rental (Parking Lot/Fields)

Estimate for Caravans, movie vehicles plus soccer field and ball field fees.

23. #01-1-47-3070 Christmas Craft Show

The Christmas Craft Show is being organized by an external organization since 2018/19, who pays a rental fee for the Lunenburg Community Centre.

24. #01-1-47-4010 School Board Rental

The SSRCE leases from the Town, for the Bluenose Academy, soccer field, track and field, softball field and 50 unreserved parking spaces. Original lease period was July 1, 2013 to June 30, 2018. In process of renewing for July 1, 2018 to June 30, 2023 at a rate of \$30,330 + annual CPI adjustments.

25. Town Grant

This figure makes up the difference between the revenue and expenditures at the Community Centre and Arena.

Analysis of Town Operating Grant (Actuals) – covered in the general tax rate.

Year	Amount	
2011/12	\$146,468	
2012/13	\$166,571	
2013/14	\$209,800	
2014/15	\$225,832	
2015/16	\$190,504	
2016/17	\$205,229	
2017/18	\$204,095	
2018/19	\$221,149	
2019/20	\$197,100	Budget
2020/21	\$234,800	Budget

26. #01-1-47-5050 Operating Grant - Municipality

Each year the Municipality of the District of Lunenburg provides a grant to help offset operating deficits of the Arena. We have budgeted \$30,000 for this fiscal year, the same amount received in fiscal 2019/20 plus a capital grant in the amount of \$10,000 for the Community Centre Roof.

28. #01-1-47-7010 Provincial Grants

After the Bell Program has been cancelled due to grant funding challenges.

29. All rates charged at the Community Centre and Arena are subject to HST with the exception of children's programs which are non-taxable if operated by the Town itself.

30. The Lunenburg War Memorial Community Centre and Arena Fee Schedule is found at the end of this note section.

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA FEE SCHEDULE**

FACILITY	2019/20 Approved Rates			2020/21 Proposed Rates		
		Tax incl RATE		Tax incl RATE		
Meeting/Fitness rooms /hr		29.00		<b>29.00</b>		
Auditorium only - full day*		341.00		<b>346.00</b>		
New Year's Eve*		661.00		<b>672.00</b>		
Recreational Use - auditorium only /hr		35.00		<b>36.00</b>		
Recreational Use - auditorium & kitchen /hr		45.00		<b>46.00</b>		
Kitchen - full day		174.00		<b>177.00</b>		
<b>Arena Ice Time</b>			<b>Resurfacersurcharge</b>		<b>Resurfacersurcharge</b>	<b>Base Rate</b>
Prime /hr		176.00	4.00	172.00	<b>179.00</b>	4.00 175.00
Non Prime /hr		149.00	4.00	145.00	<b>151.00</b>	4.00 147.00
Youth & Schools /hr		149.00	4.00	145.00	<b>151.00</b>	4.00 147.00
Mornings - not including March Break (8:00am to 12:00pm M-F) /hr		114.00	4.00	110.00	<b>116.00</b>	4.00 112.00
<b>Arena Summer Rentals</b>						
Per Hour		68.00			<b>69.00</b>	
Per Day		651.00			<b>661.00</b>	
<b>Arena Sign Rentals</b>						
Display Signs (4'x8')		246.00			<b>250.00</b>	
In Ice Ads		263.00			<b>267.00</b>	
<b>Public Skating</b>						
Youth		3.00			<b>3.00</b>	
Youth Season Pass		82.00			<b>83.00</b>	
Adult		4.00			<b>4.00</b>	
Adult Season Pass		105.00			<b>107.00</b>	
Family Season Pass		142.00			<b>144.00</b>	
Skate Sharpening		5.00			<b>5.00</b>	
<b>Caravans</b>						
With electrical hook-up /day		27.00			<b>27.00</b>	
Without hook-up /day		22.00			<b>22.00</b>	
Commercial hook-ups /day		32.00			<b>33.00</b>	
<b>Field Rentals</b>						
<i>Softball Field</i>						
Per season (per team)		204.00			<b>207.00</b>	
Per game		13.00			<b>13.00</b>	
Per season - Youth (per team)		95.00			<b>97.00</b>	
<i>Soccer Field</i>						
Per Game		31.00			<b>32.00</b>	
Per Season (per team)		276.00			<b>280.00</b>	
Per Season - Youth (per team)		169.00			<b>172.00</b>	
<i>Track</i>						
Full Day		174.00			<b>177.00</b>	
Fitness Program /mo		42.00			<b>43.00</b>	
Weight Room /mo		42.00			<b>43.00</b>	
Weight Room - purchased in 4 month block		148.00			<b>150.00</b>	
Weight Room - youth rate per month		10.00			<b>10.00</b>	
Weight Room Key Deposit		40.00			<b>40.00</b>	
Sr. Fitness /session (15 weeks)		74.00			<b>75.00</b>	
Drop in fee - badminton		5.00			<b>5.00</b>	
Drop in fee - pickle ball		3.00			<b>3.00</b>	

**N.B. - NS 2019 CPI = 1.6%.**

\*Plus Socan Fees if applicable including HST = \$73.01

**Effective April 1, 2019 - For Fitness instructors who book the Fitness Room and run classes open to the public of 5 hours or more per week receive a 25% discount on rental rates, providing there is a minimum 6 month rental commitment.**

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
			<b>RECREATION FACILITIES</b>				
\$ 2,000	01-2-71-8002	1.1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ -	\$ -	\$ -
\$ 500	01-2-71-8001	1.11	FACILITY SUPERINTENDENT (salary & benefits)	18,900	18,400	18,400	3,135
\$ 3,500	01-2-71-8003	1.12	REPAIRS/MAINTENANCE - 2008 Van (Facilities & Rec)	3,500	-	-	-
				\$ 24,400	\$ 18,400	\$ 18,400	\$ 3,135
			<b>PARKS AND PLAYGROUNDS</b>				
\$ -	01-2-71-8010	1	LABOUR - PARKS & PLAYGROUNDS	\$ 26,000	\$ 26,000	\$ 20,000	\$ 19,600
\$ 4,500	01-2-71-8020	2	MOWING CONTRACT	20,000	15,500	18,000	15,539
\$ -	01-2-71-8030	3	LIGHTING - PARKS	3,000	3,000	2,800	2,734
\$ -	01-2-71-8040	4	REPAIRS TO EQUIPMENT/PARK	3,000	3,000	2,500	2,261
\$ 2,000	01-2-71-8050	5	SUPPLIES	15,500	13,500	13,500	9,944
\$ -	01-2-71-8060	6	LEGAL FEES	1,500	1,500	1,000	3,009
\$ 500	01-2-71-8070	7	INSURANCE	1,400	900	1,400	843
\$ 6,000	01-2-71-8071	7.1	SPLASH PAD OPERATIONS	6,000	-	-	-
\$ (1,800)	01-2-70-5100	8	INTEREST ON CAPITAL LOAN - LWMCC	3,300	5,100	2,000	1,503
\$ (600)	01-2-70-5101	8	INTEREST ON CAPITAL LOAN - BOAT LAUNCH	7,600	8,200	8,200	5,159
				87,300	76,700	69,400	60,592
			<b>ARENA &amp; COMMUNITY CENTRE</b>				
			<b>SALARIES</b>				
\$ 4,800	01-2-70-1010	9	SALARIES AND WAGES - ARENA	\$ 121,600	\$ 116,800	\$ 116,800	\$ 125,197
\$ 5,600	01-2-70-1015	9	SALARIES & WAGES - COMMUNITY CENTRE	89,600	84,000	84,000	75,339
\$ 700	01-2-70-1017	9	SALARIES & WAGES - FIELDS	17,500	16,800	16,800	15,965
\$ 700	01-2-70-1020	9	SALARIES - PORTION TOWN HALL	30,800	30,100	30,100	30,889
\$ -	01-2-70-1050	10	HONORARIUMS & STAFF MEETING PAY	2,100	2,100	2,100	1,661
				261,600	249,800	249,800	249,051
\$ -			<b>FRINGE BENEFITS</b>				
\$ 700	01-2-70-2010	11	EI AND CPP	16,200	15,500	15,500	14,005
\$ 600	01-2-70-2015		TOWN PENSION	13,600	13,000	13,000	9,459
\$ 500	01-2-70-2020	12	GROUP INSURANCE	13,300	12,800	12,800	14,303
\$ 1,300	01-2-70-2025	13	WORKERS COMPENSATION	5,100	3,800	3,800	4,262
\$ -	01-2-70-2030	14	CLOTHING	800	800	800	670
\$ -	01-2-70-2040	15	MEMBERSHIP FEES	400	400	400	449
\$ -	01-2-70-2050	16	OTHER BENEFITS	10,000	10,000	10,000	20,564
				59,400	56,300	56,300	63,712
\$ -			<b>TRAVEL/TRAINING</b>				
\$ -	01-2-70-3010	17	REC DIRECTOR/STAFF -TRAVEL	800	800	800	725
\$ -	01-2-70-3015		REC DIRECTOR - CONVENTION	-	-	-	-
\$ (900)	01-2-70-3016	18	REC DIRECTOR - TRAINING	1,000	1,900	1,900	575
\$ -	01-2-70-3020		STAFF TRAINING	700	700	500	664
\$ -				2,500	3,400	3,200	1,964
\$ -			<b>ADMINISTRATION</b>				
\$ -	01-2-70-4010	19	OFFICE SUPPLIES & COMPUTER MTCE	1,500	1,500	1,500	1,246
\$ -	01-2-70-4015	20	TELEPHONE	3,400	3,400	3,400	3,382
\$ -	01-2-70-4025	21	SOCAN FEES/AMUSEMENT LICENSES	300	300	300	112
\$ 1,500	01-2-70-4030	22	AUDIT & LEGAL FEES	5,000	3,500	7,000	8,852
				10,200	8,700	12,200	13,592
\$ -			<b>ARENA - (FACILITY COSTS)</b>				
\$ -	01-2-70-5015	23	JANITOR SUPPLIES	1,500	1,500	1,500	2,003
\$ 6,100	01-2-70-5020	24	REPAIRS & MAINT. - BUILDING	31,600	25,500	26,000	20,168
\$ -	01-2-70-5025	25	REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	3,500	2,664
\$ 3,000	01-2-70-5030	26	ELECTRICITY	65,000	62,000	59,000	58,593
\$ -	01-2-70-5035	27	PROPANE	5,300	5,300	5,300	5,378
\$ -	01-2-70-5040	28	WATER	7,500	7,500	7,000	7,043
\$ 500	01-2-70-5045	29	SEWER	2,600	2,100	2,000	2,102
\$ 100	01-2-70-5050	30	TELEPHONE + ALARM LINE + WIFI	2,600	2,500	2,500	2,543
\$ -	01-2-70-5055		INSURANCE	9,300	9,300	9,300	9,025
\$ -	01-2-70-6000		BEVERAGE MACHINE EXPENDITURES	-	-	-	-

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
			<b><u>AUDITORIUM - (FACILITY COSTS)</u></b>				
\$ -	01-2-70-5510	31	JANITOR SUPPLIES	2,200	2,200	2,200	2,003
\$ -	01-2-70-5515	32	REPAIRS & MAINTENANCE	12,200	12,200	10,000	9,865
\$ -	01-2-70-5520	33	ELECTRICITY	7,200	7,200	6,500	6,544
\$ 3,000	01-2-70-5525	34	FUEL OIL	13,500	10,500	13,300	12,931
\$ -	01-2-70-5530	35	WATER	1,300	1,300	1,300	1,260
\$ 500	01-2-70-5535	36	SEWER	2,600	2,100	2,000	2,102
\$ -	01-2-70-5540	37	INSURANCE	5,900	5,900	5,900	5,689
\$ -			<b><u>GROUNDS</u></b>				
\$ -	01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,500	1,500	1,381
\$ -	01-2-70-5615	39	FIELD MAINTENANCE	4,000	4,000	2,000	3,321
\$ -	01-2-70-5620	40	PARKING LOT MAINTENANCE	1,500	1,500	-	-
				<b>180,800</b>	<b>167,600</b>	<b>160,800</b>	<b>154,615</b>
			<b><u>PROGRAMS</u></b>				
\$ -	01-2-70-6010	41	INSTRUCTOR FEES	6,500	6,500	6,500	7,160
\$ -	01-2-70-6015	42	SUPPLIES/ADVERTISING	3,500	3,500	3,500	3,895
\$ (8,500)	01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	-	8,500	8,500	3,473
\$ -	01-2-70-6033	45	PRO KIDS	1,000	1,000	1,000	1,000
				<b>11,000</b>	<b>19,500</b>	<b>19,500</b>	<b>15,528</b>
\$ -			<b><u>SMALL FURNITURE &amp; EQUIPMENT</u></b>				
\$ -	01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	1,600	1,600	1,600	1,546
				<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,546</b>
			<b>TOTAL EXPENDITURES ARENA &amp; LWMCC</b>	<b>\$ 527,100</b>	<b>\$ 506,900</b>	<b>\$ 503,400</b>	<b>\$ 500,008</b>

**NOTES TO RECREATION AND CULTURE SERVICES BUDGET**

1.1 #01-2-71-8002 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

1.11 #01-2-71-8001 Facility Superintendent

Approximately 25% of the proposed Facility Superintendent's salary is budgeted in Recreation & Culture based on projected time allocations.

1.12 #01-2-71-8003 Repairs & Maintenance-2008 Van (Facilities & Recreation)

As part of the recommended Vehicle Replacement Plan this van will be a shared vehicle between the Facility Superintendent and the Recreation department.

**Parks & Playgrounds**

The Town of Lunenburg maintains the following parks:

- M T & T Mini Park
- Rous' Brook Park
- Town Hall Park
- Jubilee Square
- Victoria Park
- Blockhouse Hill
- Berringer Park - Maple Avenue
- 2 Parks - Bluenose Drive
- 250th Anniversary Park
- Skate Park

1. #01-2-71-8010 Labour - Parks and Playgrounds

Labour – Grounds Maintenance	\$24,500
Labour - Trail maintenance and Playground area (Recreation staff labour)	<u>1,500</u>
	<u>\$26,000</u>

2. #01-2-71-8020 - Mowing Contract

Mowing contract awarded in fiscal 19/20 for a two year period ending in fiscal 2020/21, with a further two year option to renew. .

3. #01-2-71-8030 Lighting Parks

The cost associated with lighting Town parks. Estimate based on current consumption rates.

4. #01-2-71-8040 Repairs to Equipment/Parks

Repairs to Whipper Snippers, Lawn Mowers. Estimate based on actual cost.

5. #01-2-71-8050 Supplies

Includes:

- wood, grass seed, rakes, top soil, signs, Christmas trees
- installation of Boat Launch –crane rental
- purchase of plantings, etc.
- portable toilet at walking trail
- 50% cost-share of portable toilet at Tennis Court
- shrub replacement
- gravel for Back Harbour Trail, \$5,000- Supplies and labour to regravell half of the Back Harbour Trail (second half to be completed in 2021/2022), recommended by the LWMCC Recreation Committee on October 9, 2019

6. #01-2-71-8060 Legal Fees

Estimate for legal work associated with recreation leases like Dog Park, Community Garden, etc.

7. #01-2-71-8070 Insurance

Included in this budget is the cost of insurance for the various parks and monuments within the Town.

7.1 #01-2-71-8071 Splash Pad Operations

Included in this budget is an estimated operational cost for the splash pad including water use, power, start up and shut down costs, insurance and associated labour:

- Water (Seasonally 1,086,912 gallons/year) \$4,900
- Power (approximately \$100/month-four months) \$ 400
- Weekly checks (June, July, August and September) \$ 700

There will also be insurance costs associated with this site and in future years start up and shut down costs will also be charged.

8. #01-2-70-5100, #01-2-70-5101 Interest on Capital Loans

Capital loan interest relating to Recreation Facilities including Arena and Community Centre projects and Boat Launch. This loan interest is included in this section for financial statement reporting.

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA**

9. Staff Salaries

	ARENA (01-2-70-1010)	AUDITORIUM (01-2-70-1015)	FIELDS (01-2-70-1017)	TOTAL
Recreation Director (25%/70%/5%)	\$18,177	\$50,896	\$3,635	\$72,708
Recreation Seasonal (90%/10%)**	2,420	269		\$2,689
Recreation Staff (65%/25%/10%)	100,995	38,475	15,390	\$154,860
Trail Maintenance*			-1,500	-\$1,500
	<b>\$121,592</b>	<b>\$89,640</b>	<b>\$17,525</b>	<b>\$228,757</b>
Town Office (01-2-70-1020)				30,800
				<b>\$259,557</b>

\*Salaries are charged out to Parks (01-2-71-8010) when Arena/Community Centre employees help with trail maintenance.

\*\* Part-time Facilities Attendant provides facilities back up coverage.

10. #01-2-70-1050 - Honorarium & Staff Meeting Pay

Based on a portion of Council honorariums, citizen honorariums and staff meeting pay.

Council Honorariums	\$400
Citizen Honorariums	\$900
Staff Meeting Pay	\$800

11. #01-2-70-2010 EI/ CPP

Employer costs as required by statute.

12. #01-2-70-2020 Group Insurance

Based on current rates.

13. #01-2-70-2025 Workers' Compensation

Based on current rates.

14. #01-2-70-2030 Clothing

Staff requires appropriate attire for working in the Arena and Community Centre including coveralls and safety boots as required.

15. #01-2-70-2040 Membership Fees

Minister of Finance – Refrigeration Plant Operators	\$200
RNS	70
Lunenburg/Queens Recreation Directors Association	50
Miscellaneous	<u>80</u>
	<u>\$400</u>

16. #01-2-70-2050 Other Benefits

Includes holiday allowance and for Employee Assistance Program fees. Employment benefits include an accrual for retirement benefits based on the Town’s personnel policy.

17. #01-2-70-3010 Recreation Director/Staff - Travel

Travel out of town to meetings, seminars, etc.

18. #01-2-70-3016 Recreation Director – Training

Budget for Recreation Director’s professional development.

19. #01-2-70-4010 Office Supplies/Computer Maintenance

Office supplies as well as computer maintenance costs.

20. #01-2-70-4015 Telephone

Covers cost of phone lines, cell phones, and Fibre-Op internet service at the Community Centre.

21. #01-2-70-4025 Socan Fees/Amusement License

These are annual fees paid so our facilities may use copyright music for public skating and fitness programs.

22. #01-2-70-4030 Audit and Legal fees

Estimate for audit and legal fees, as required.

**ARENA - FACILITY COSTS**

23. #01-2-70-5015 Janitor Supplies

Supply of paper towels, toilet paper, cleaning products, etc.

24. #01-2-70-5020 Repairs and Maintenance - Building

Start-up/Shut down	\$3,000
Fire Extinguisher Inspections	200
Sprinkler System Test & Mtce	1,500
First Aid and AED Supplies	200
Fire Alarm Maintenance & Monitoring	1,000
Small Tools	500
Refrigeration System Maintenance	3,000
Computer Maintenance	500
Brine Analysis	300
Ice Paint	1,000
Plumbing Repairs	500
Electrical Supplies	1,000
Water Heaters	7,500
Interior/Exterior Paint & Supplies	500
Ice Resurfacer Room Maintenance	500
Garbage Dumpster	1,600
Bathroom refresh (counters, paint)	1,000
Dressing Room 1 – Shower Installation	2,000
Emergency Exit Stairs-Upgrade	500
Emergency Lights	3,000
Miscellaneous	<u>2,300</u>
	<u>\$31,600</u>

25. #01-2-70-5025 Repairs and Maintenance - Ice Machine

Estimate for regular maintenance and propane costs.

26. #01-2-70-5030 Electricity

Estimate based on actual consumption and current rates.

27. #01-2-70-5035 Propane

Estimate based on actual cost.

28. #01-2-70-5040 Water

Estimate based on water rates approved by NSUARB and average consumption.

29. #01-2-70-5045 Sewer

Budgeted at 2019/20 approved rates at 41.20¢ per \$100 assessment and 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

30. #01-2-70-5050 Telephone, Alarm and Wi-Fi

Includes line charges and annual fee for monitoring fire alarm line.

**COMMUNITY CENTRE - FACILITY COSTS**

31. #01-2-70-5510 Janitor Supplies

Covers sanitary cleaning products, paper towel, etc.

32. #01-2-70-5515 Repairs and Maintenance

Alarm Service	\$800
Pest Control	\$500
First Aid and AED Supplies	\$300
Garbage Disposal/Dumpster	\$1,600
New thermostats	\$1,500
Paint Gym Walls	\$1,000
Basement gutter and drainage repairs	\$1,000
General Maintenance & Repairs of Facility *	\$5,500
Total	\$12,200

\*Costs for paint, lumber, small tools, nuts, bolts, nails, plumbing supplies and other materials required for necessary repairs.

33. #01-2-70-5520 Electricity

Estimate based on actual consumption and current rates.

34. #01-2-70-5525 Fuel Oil

Estimate based on actual consumption and projected pricing. Furnace replacements were completed in fiscal 2016/17.

35. #01-2-70-5530 Water

Estimate based on approved NSUARB rates and average consumption.

36. #01-2-70-5535 Sewer

Budgeted at current approved rates at 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

37. #01-2-70-5540 Insurance

Based on estimated rates.

**GROUNDS (FIELDS / PARKING LOT)**

38. #01-2-70-5610 Repair and Maintenance - Mower

Oil, gas, repairs, etc. for ride-on mower and small tractor used for grounds maintenance. Also includes fuel and oil for whipper snippers and insurance on mowing equipment.

39. #01-2-70-5615 Field Maintenance

Estimate includes fertilizing, seeding, aerating and top dressing of the soccer field. Equipment will be borrowed from other municipal units. The cost of 2/3 of the portable toilet summer rental at the soccer field is included in this account.

40. #01-2-70-5620 Parking Lot Maintenance

Includes parking lot upkeep and re-application of painted lines when required.

Planned Maintenance	2020/2021
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**PROGRAMS**

41. #01-2-70-6010 Honorariums and Instructor's Fees

Pays for various instructors who lead our recreation activities offered through our fall, winter, and spring programs. **Fees paid to fitness instructors adjusted by CPI for 2019 of 1.6% to \$26.25 per hour.**

42. #01-2-70-6015 Supplies/Advertising

Program supplies such as fitness equipment, basketballs, volleyballs, program advertising, flyers, etc. The philosophy of the Town is that Recreation programming be self-sufficient on a user pay basis. The costs for programs will be recovered through program fees/program grants. Includes seasonal promotions in the South Shore Recreation Guide and cost-sharing for distribution with other municipalities.

44. #01-2-70-6030 After the Bell Program

This program has been eliminated due to grant funding challenges.

45. #01-2-70-6033 Pro Kids Program

Administrative costs associated with the implementation of this program would be equivalent to 2 hours of staff time per week. The allocation for the 2020/21 fiscal year is \$1000.

46. #01-2-70-7010 Furniture and Equipment

The \$1,600 estimate is for chairs and table replacements.

**TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - RECREATION DEPARTMENT**

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
<b>DESCRIPTION</b>											
<b>BUILDING &amp; STRUCTURES</b>											
<b>ARENA</b>											
Chiller				Chiller - 20 years (2045)							
Bathroom Renovations				\$25,000							
Siding - Arena				\$75,000							
Roof Exhaust Replacements	1	\$10,000									
<b>COMMUNITY CENTRE</b>											
Window Replacement/Repair					\$35,000						
Siding - CC						\$100,000					
Bathroom Renovations											
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs	3	\$30,000									
Tarps				Tarps - 10 years (2026)							
		\$40,000	\$0	\$100,000	\$35,000	\$100,000	\$0	\$0	\$0	\$0	\$0
<b>GROUNDS/FIELDS</b>											
Baseball Field Fence											
Drywell Baseball Field (3rd Base & Home Plate)											
Skate Park			\$40,000								
		\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PARKING LOT</b>											
Parking Lot Improvements				\$100,000							
		\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>FURNITURE AND EQUIPMENT</b>											
Compressor Overhaul - Arena (every 5 years)					\$15,000						
Ice Resurfacer (89)	1	\$125,000									
Lawn Tractor (07)				\$14,000							
Ride-on Mower (12)	2	\$25,000									
		\$150,000	\$0	\$14,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>PARKS /PLAYGROUNDS</b>											
Back Harbour Trail - Kinley Drive Access				\$18,000							
		\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>**TOTALS**</b>		\$190,000	\$40,000	\$232,000	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Please note - Bike Report has not been incorporated into the capital budget											

# LUNENBURG WAR MEMORIAL COMMUNITY CENTRE COMMITTEE

## CAPITAL EXPENDITURES DESCRIPTIONS

### Building & Structures

#### Arena

##### Roof Exhaust Replacements (2020/21)

The three roof exhaust fans are currently not operational and are over 35 years old. New roof exhausts are necessary to improve ventilation in the building.

#### Community Centre

##### Gym Floor Refinish (2020/21)

The gymnasium floor was last refinished 15 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again.

#### Furniture and Equipment

##### Ice Resurfacers (89) (2020/21)

The existing ice resurfacers are 1989 Olympia. It has given us good service over the past thirty one years but we have had issues over that time with the transmission, the hydraulic system, the starter motor (replaced four times), and the fuel carburetion system. The conditioner, the blade and auger system mounted at the rear of the machine, have also been replaced. We are fortunate that our staff are well versed in mechanical repairs plus we have had the benefit of hydraulic/automotive technicians in the local area to call upon when the problem is beyond the scope of our own staff. We are reaching the point where the condition of the machine makes repairs very challenging.

At the Council meeting held on January 28, 2020 Council passed a motion to pre-approve a propane ice resurfacers purchase in the fiscal year 2020/2021 estimated to be approximately \$125,000.

##### Ride-on Lawn Mower (2020/21)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail. Our current mower was acquired in 2012 and to maintain efficient service replacement is suggested in 2020/21.

### Future Capital Considerations

#### Arena

##### Bathroom Renovations (2022/23)

To update the painting, flooring, toilets, sinks and countertops, where required.

##### Siding (2022/23)

The siding is in poor condition and requires replacement

#### Community Centre

##### Window Replacement Repair (2023/24)

There are four locations where the windows are needing to be replaced due to deterioration. The areas have been prioritized based on current condition. The fitness studio and meeting room on the second floor are budgeted for the 2023/24 year due to water damage that is currently an issue from external leakage coming into the building. The kitchen windows and recreation office are also in need of replacing; however, the priority is required for upstairs windows.

##### Siding (2024/25)

The siding is in poor condition and requires replacement.

### **Parking Lot Improvements (2022/23)**

The Community Centre parking lot is a well-used and critical parking space for the Town of Lunenburg. This parking lot requires large areas of patch work to keep it in good shape and prevent further deterioration.

### **Furniture and Equipment**

#### **Compressor Overhaul (2023/24)**

As the arena operates with just one compressor, it is critical that it be maintained on a regular basis to minimize the likelihood of a breakdown during the ice season. One important component of the maintenance routine is a complete overhaul carried out by a refrigeration technician every five years. This task normally takes about five days and done during the summer months.

#### **Ride-on Lawn Tractor (2022/23)**

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

### **Parks/Playgrounds**

#### **Skate Park (2021/22)**

For a concrete new half pipe, estimated cost of \$40,000 for a 40 ft wide mini ramp with similar dimensions of the current setup. Currently a community group is actively fundraising, if their efforts warrant this project may be brought forward sooner for Council's approval.

#### **Back Harbour Trail access from Kinley Drive (2022/23)**

The Active Transportation Committee is recommending the creation of a new access point to the Back Harbour Trail from the base of Kinley Drive. A large apartment complex is situated close to this location and a lot of seniors reside in this neighbourhood. Therefore, having a safe, easily negotiated access point to the trail will encourage greater use by residents in this area. They are seeking a safe route to travel and walk for leisure or to provide access to the downtown and shopping area without having to deal with steep hills and vehicular traffic.

TOWN	Project	Budget Cost		Funding	Source
<b>Community Centre/Arena</b>					
	Arena - Roof Exhaust Replacements	\$10,000		\$10,000	Deed Transfer Tax
	Gym Floor Refinish	\$30,000		\$30,000	Deed Transfer Tax
	Ice Resurfacers	\$125,000		\$125,000	Reserve \$52,000 + external sources \$73,000
	Ride on Mower	\$25,000		\$25,000	Capital Borrowing

**Arena Rental Rates Comparison- March 2020**  
**(All rates include HST)**

	<b>Lunenburg Arena (proposed 20/21)</b>	<b>LCLC (June 2019)</b>	<b>Chester Arena (June 2019)</b>
Prime Rate/hr	\$175 + \$4 SC = \$179	\$184	\$190.33
Non-prime /hr	\$147 + \$4 SC = \$151	\$161 (week days before 3:00pm)	\$117.88
Youth and Schools /hr	\$147 + \$4 SC= \$151	\$172.50	\$165.03
Mornings /hr	\$112 = \$4 SC = \$116 (weekdays 8:00am- 12:00pm, not including March Break)	-----	\$117.88 (weekdays 6:00am – 4:00pm)
	<i>For 60 minute time slot</i>	<i>For 50 minute time slot</i>	<i>For 60 minute time slot</i>
			<b>Additional</b> On school storm days, teacher in- service days, and weekday holidays ice is available at \$97.75/hr for first 2 hours of rental, then \$86.25/hr

SC = Ice Resurfacer Surcharge

**LCLC 2019/20 Ice Rental Rates:** <https://www.lclc.ca/arena/clearwater-seafoods-arena/ice-rentals>

**Chester Arena Rental Rates:** <https://the-park.ca/facilities-and-services/arena-rentals-skating/#.XQD084hKg2w>

**PROTECTIVE SERVICES COMMITTEE**

**MEETING RECOMMENDATIONS – MARCH 12, 2020**

1. To recommend approval of the draft Protective Services operating and capital 2020/21 budgets (Schedule “C”) to Lunenburg Town Council and Districts 1 and 2 Fire Commission.

**PROTECTIVE SERVICES COMMITTEE MEETING MINUTES**

**THURSDAY, MARCH 12, 2020 AT 4:30 P.M.**

**(LUNENBURG AND DISTRICT FIRE HALL)**

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- PRESENT:** Councillor Danny Croft, Chair  
Deputy Mayor John McGee  
Councillor Peter Mosher  
David Afford, Districts 1 & 2 Fire Commission member  
David Baugil, Districts 1 & 2 Fire Commission member  
Brian Keizer, Districts 1 & 2 Fire Commission Chair
- ALSO PRESENT:** Lisa Dagley, Finance Director  
Corey Hodder, LDFD Assistant Deputy Fire Chief and Truck  
Committee member  
Kathleen Rafuse, Accountant  
Bea Renton, CAO  
Dave Robb, Deputy LDFD Fire Chief and Truck Committee  
member  
Darren Romkey, LDFD Fire Chief and Truck Committee member
- ABSENT:** Councillor Joseph Carnevale
- 

The Chair called the meeting to order at 4:30 p.m.

1. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

2. Protective Services Committee September 12, 2019 meeting minutes

Motion: moved and seconded to approve the September 12, 2019 meeting minutes. Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

a. New fire truck fabrication – LDFD update

The Fire Chief advised that fabrication is on schedule. Additional hose, nozzles and a decontamination unit, plus helmets are being provided for free so the company can display it at trade shows and conferences before July 2020. He agreed to this in exchange for approximately \$30,000 of equipment value.

- b. LDFD fire truck replacement schedule – ongoing agenda item from September 12, 2019 Committee meeting

Mr. Keizer advised that some of the proposed purchase dates (Schedule “A”) may need to be revisited with the Fire Department to accommodate future financing requirements.

5. New Business

- a. Fire Chief’s monthly reports September 2019 – February 2020

The LDFD Fire Chief’s monthly reports September 2019 – February 2020 were received for information (Schedule “B”).

Motion: moved and seconded to accept the Fire Chief’s reports for the period September 2019 - February 2020 (Schedule “B”). Motion carried.

- b. Surplus bunker gear donation to Martins River Fire Department

Chief Darren Romkey reported for information that the surplus LDFD bunker gear has been donated to the Martins River Fire Department.

- c. Draft 2020/21 budget – including an overview of Workers Compensation Board coverage for LDFD volunteer Firefighters

The FD and Accountant reviewed the draft 2020/21 budget (Schedule “C”) with Committee members. Added to the capital budget is a \$3,800 metal garbage storage unit which is needed to deter rodents. It will be a locked unit to avoid public access.

Motion: moved and seconded to recommend approval of the draft Protective Services operating and capital 2020/21 budgets (Schedule “C”) to Lunenburg Town Council and Districts 1 and 2 Fire Commission. Motion carried.

Mr. Keizer will provide information about additional Firefighters insurance there may be for Municipality of the District of Lunenburg firefighters. A presentation by a WCB official will be arranged with the assistance of Mr. Keizer at the next meeting if possible.

6. Next Meeting Dates – Thursdays, June 11, September 10 and December 10, 2020 at 4:30 p.m.

7. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting adjourned was at 4:57 p.m.

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Bea Renton, CAO





# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax –634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for September 2019**

### Training

- September 11<sup>th</sup>-Monthly truck checks and general meeting
- continuing drone training
- Sept 15<sup>th</sup>-Pump operator practice
- September 11<sup>th</sup>-Monthly general practice consisting of vehicle extrication, ladders, and boat operators.
- September 18<sup>th</sup>-In house Medical First Responder training
- 5 of the 6 members currently being trained in the use of the drone have obtained their Beginners Drone license. This will allow us to set down the guidelines and get it in service.
- Sept 21<sup>st</sup>-#1 Ladder and crew participated in a large training exercise hosted by the Mahone Bay Fire Dept.

### Misc

- September 7/8<sup>th</sup>- Hurricane Dorian hit.  
We had a stand-by crew on from Sept 7 6pm to Sept 8 6am  
A full report was sent to Brian, Danny and Bea for distribution..
- Sept 11<sup>th</sup>-1 minute of silence prior to our monthly meeting, in memory of the lives lost on September 11<sup>th</sup>, 2001
- Sept 12<sup>th</sup>-Protective Services meeting
- Companies were at the station measuring members for their new Personal Protective Equipment.
- Sept 15<sup>th</sup>-The department color party participated in the annual Fishermen Memorial service.
- Sept 21<sup>st</sup> -4 LDFD teams participated in the Annual Lunenburg Regional Fire and Emergency Services golf tournament at the Osprey Golf course
- Sept 22<sup>nd</sup>-#6 Tanker and member participated in the Annual Big Brothers Touch a Truck Show and Shine event at the Exhibition Grounds in Bridgewater.
- Sept 23<sup>rd</sup>- The Truck Committee met with reps from Mic Mac and spent the entire day pre building and finalizing the new truck. This truck is due to be delivered in following the Chiefs Convention in July of 2020.
- Sept 28-MFRs did medical coverage for a skateboarding event



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## **Chief Report for October 2019**

### Training

- October 4-6<sup>th</sup>-6 members attended an Emergency Vehicle Technician course in Dayspring. This will allow members to troubleshoot potential problems and perform preventive maintenance on the trucks.
- October 7<sup>th</sup>-2 of the members who attended the weekend EVT course wrote the exam.
- Oct 23<sup>rd</sup>-Monthly practice consisting of MFR skills, and equipment familiarization. Outdoor training was not done due to the weather.
- Oct 25 and 26<sup>th</sup>-Chief Engineer Heckman and Superintendent Mossman traveled to Centerville New Brunswick to attend a Foam Pro course

### Misc

- The LDFD will be hosting the Fire Fighetr Provincial Curling Championship on Jan 31 to Feb 2<sup>nd</sup> 2020.
- Oct 6<sup>th</sup>-12 was Fire Prevention week
- Several pre school visits to the station through the week
- Oct 6<sup>th</sup>- The Memorial Church service was held at the St Norberts Catholic Church
- The Monument memorial service followed.
- 26 Active and 4 Honorary members attended this event.
- Oct 7<sup>th</sup>-Fire Drills at Blockhouse Hill and Cornwallis Seniors apartments.
- 17 members attended these events
- Oct 8<sup>th</sup>-Fire drill at Blunose Academy
- 12 members along with 6 members from Dayspring Fire Department attended this event.
- Oct 9<sup>th</sup>-I attended a post Hurricane Dorian meeting
- Oct 9<sup>th</sup>-Mutual Aid parade in Bridgewater
- 14 Active and 2 Honorary members attended.
- Our color party, #1 Ladder and #5 Tanker also participated.
- Oct 10<sup>th</sup>-Annual open house. Approx 150 people attended
- Oct 11<sup>th</sup>-Wing night for firefighters and guest with 35-40 people attending.
- Oct 12<sup>th</sup>- A member took our #7 Light Utility to the Berwick Fire Department Show and Shine and won an award for the attendee who traveled the furthest.
- Oct 12<sup>th</sup>- The golf tournament was cancelled due to rain.
- A social in the evening was attended by 40-45 people

The Town Crier arrived with a message of thank you and appreciation from town council for our dedication and service to the community. This was very much appreciated by myself and all those there. Oct 31th-Approx 15 members did stand by coverage at the hall. No incidents reported.



# *Lunenburg & District Fire Department*

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*Lunenburg, Nova Scotia*

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*Chief Darren Romkey*

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## **Chief Report for November 2019**

### Training

-November 17-Several members attended a Coaching the Emergency Vehicle Operators course put on by Chief Engineer Heckman. Members of the Mahone Bay Fire Department also attended.

This course is required by any members wishing to drive any of the fire trucks.

Nov 23-24-4 members attended a 2 day Fire Safety Officer course in Italy Cross

Nov 27-Monthly general practice consisting of Live fire, Vehicle extrication and ladder operations

### Misc

Nov 2-Myself and 5 other members, along with our aerial truck attended the funeral service of Grant Payne.

Grant was a 47 year active members of the Chester Volunteer fire department.

Nov 10-Members of the Oakhill Fire department came in and Chief Engineer Heckman and myself answered any questions they had regarding our aerial truck as they are looking at purchasing one.

Nov 11-19 members attended the Remembrance Day service.

Nov 13-Our new turn out gear was distributed to those members receiving it.

We accepted Kevin Taylor into the department as a probationary fire fighter

Nov 15<sup>th</sup>-Honorary Fire fighter Aubrey Zinck Jr passed away after a brief illness

Nov 16-D/C Robb and a crew took our aerial truck out to Oakhill so they could position it at various locations throughout their area.

Nov 17-I had a Critical Incident Stress Debriefing session for several of our MFRs who attended an incident on November 15<sup>th</sup>.

Nov 21-Funeral service for Honorary member Aubrey Zinck Jr

Nov 22- I attended a meeting for the Christmas events coming up in the town

Nov 24-Bartenders spent the afternoon giving the bar a good deep cleaning

Nov 30-3 truck crews plus members at the station provided coverage during the Annual Christmas parade

-Our 1933 Antique Hose truck participated in the parade.

-Our Ladder truck and hose truck participated in the Bridgewater Christmas parade



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax -634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for December 2019**

### Training

- Dec 11-truck checks and basic fire fighter training
- Regular monthly training not held due to Christmas

### Misc

- the Officers and members provided a Christmas Dinner for the Honorary, Auxilary, and Junior members
- Dec 6-7<sup>th</sup>-Provided coverage for the town Christmas events. Parade, Lighting of the trees, fire works and Christmas events at the waterfront.
- Dec 11-th-I was unopposed and entering my 8<sup>th</sup> year as Fire Chief
- Dec 20<sup>th</sup>-Ladder truck and crew participated in the annual Foodland Customer appreciation night



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## **Chief Report for January 2020**

### Training

Jan 6-Junior fire fighter practice

Jan 11- Several members and our ladder truck participated in various training in Mahone Bay with their members

Jan 13-Pump operators met to discuss the upcoming years goals

Jan 15-in house MFR training

Jan 20-24<sup>th</sup>-Noah Romkey attended an advanced Medical First Responder course at the fire school

Jan 23,20 and 27<sup>th</sup>-2 members attended MFR recerts at the Blockhouse fire hall

Jan 29<sup>th</sup>-General monthly practice. Critical Incident Stress relaxation exercises and Life flight helicopter landing training

### Misc

Jan 1 -Hosted the 2019 New Years day Levee with the town and district.  
-Approx 75 people attended

Jan 5-Storm stand by crew was put on for the day

Jan 8-Storm stand by crew was put on for the day

Jan 16-Honorary fire fighter Reggie Steen passed away

Jan 22-Myself and the superintendent met with town staff to go over the 2020 operating and capital budgets

Jan 22-Annual meeting with elections of Officers for 2020

-Chief; Darren Romkey-unopposed (this was done at the December meeting)

-Deputy Chief; Dave Robb

-Asst Deputy Chief ; Cory Hodder  
Captains Re-elected; Raymond Francis  
Trevor Lohnes  
Mark Feener  
Sheena Conrad  
Martin Walton  
Dave Birtles  
Shawn Lilly  
Dennis LeBlanc

Appointments;Treasurer	Raymond Francis
Secretary	Robin Jackson
Chief Engineer	Donnie Heckman
Sr Pump Operators	Brian Church Donnie Parks
Lt of Communications	Tony Hunt
Bar Manager	Robert Fox

Jan 25- Members spent the morning moving equipment to the exercise room.

Jan 28-Myself and D/C Robb met with the new head of REMO to discuss such things as the role of REMO, comfort stations and shelter at the hall

Jan 30-Feb 2-We hosted the 2020 Nova Scotia Provincial Fire Fighter Curling Championship  
Chester won the competitive division and will represent Nova Scotia at the nationals held in  
Charlottetown PEI the end of March.

Jan 29-Public works employees laid the new floor in the communications room



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## **Chief Report for February 2020**

### Training

Feb 3-Junior fire fighter practice. Group traveled to Bridgewater to train with members from Hebbville and Bridgewater on rope rescue and ladder operations

Feb 4-Myself and D/C Robb attended a H2S course with members of public works.

Feb 17-Medical First Responder training

Feb 20-Orientastion session for all members with less than 5 years on varios GOGs, policies and beneral operation of the fire department.

Feb 22,23-3 members attended a Rapid Intervention Team course in Mahone Bay

Feb 23- Pump operator practice

Feb 25-Ice Rescue practice theory

Feb 26-General monthly practice consisting of Ice Rescue practical, and hose operations

3 members attended a Level 1 Fire Fighter course orientation at the Martyines River Fire station.

### Misc

Communications room has been painted and new floor put down by the Public Works department. All Red Tag members ( those trained in SCBA) were given the bi- annual mask fit testing.

Feb 3- The Club Room and Auditorium floors are being stripped and re waxed.

Feb 4-Fred Collicutt and Susan Stone have been taken in as a probationary fire fighter  
Fred is a graduate of our Junior Fire Fighter program.

We currently have 12 active members who were Juniors.

Feb 8-Comfort station set up due to parts of the area having a power outage

Feb 24-Our ladder truck assisted Bridgewater and other mutual aid departments for a fire in the attic at Drumlind Hills senior apartments. The fire was discovered in the attic and our ladder played an important role in containing it from the roof.

FIRE PROTECTION EXPENDITURE BUDGET							
	ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
			<b>ADMINISTRATION</b>				
\$ -	01-2-24-1100	1	FIRE PREVENTION & ADVERTISING	\$ 2,000	\$ 2,000	\$ 1,600	\$ 1,818
\$ -	01-2-24-1200	2	COUNCIL HONORARIUMS & STAFF MEETING PAY *	5,000	5,000	4,800	4,057
\$ -	01-2-24-1300	3	LIABILITY INSURANCE	9,600	9,600	9,600	9,275
\$ 600	01-2-24-1350	4	LEGAL SERVICES *	1,000	400	2,100	661
\$ -	01-2-24-1510	5	ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530
\$ -	01-2-24-1520	6	CONVENTIONS - CHIEF	1,800	1,800	1,500	1,737
\$ 1,500	01-2-24-1620		EMPLOYMENT BENEFITS	5,000	3,500	3,500	-
\$ (2,100)	01-2-24-1640		TOWN PENSION/RRSP	-	2,100	-	-
\$ (2,800)	01-2-24-1650		MEDICAL PLAN	1,100	3,900	800	-
\$ -	01-2-24-1700	7	OFFICE SUPPLIES & IT SERVICES	1,500	1,500	1,700	1,676
			<b>FIRE FIGHTING FORCE</b>				
\$ 1,000	01-2-24-1400	8	WORKERS COMP. (Super, Substitutes & Standby)	1,500	500	1,000	-
\$ -	01-2-24-1420	8	WORKERS COMP. - FIREFIGHTERS	7,600	7,600	7,600	6,722
\$ 2,400	01-2-24-2010	9	SUPERINTENDENT	51,000	48,600	44,400	17,642
\$ 100	01-2-24-2015		CAR ALLOWANCE - SUPERINTENDENT	600	500	600	-
\$ -	01-2-24-2020	10	STORM STAND-BY	2,100	2,100	2,000	2,652
\$ 1,000	01-2-24-2030	11	HONORARIUMS - FIREFIGHTERS	50,400	49,400	49,400	48,290
			<b>WATER SUPPLY AND HYDRANTS</b>				
\$ 15,400	01-2-24-5100	12	FIRE PROTECTION RATES *	340,800	325,400	325,400	325,360
			<b>TRAINING</b>				
\$ -	01-2-24-6020	13	TRAINING	20,000	20,000	20,000	12,441
			<b>FIRE STATIONS &amp; BUILDINGS</b>				
\$ -	01-2-24-3010	14	TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,700	1,462
\$ 200	01-2-24-7010	15	ANSWERING SERVICE	8,700	8,500	8,600	8,469
\$ 500	01-2-24-7020	16	TELEPHONE	5,000	4,500	5,000	4,508
\$ -	01-2-24-7025	17	DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,937
\$ -	01-2-24-7030	18	HEATING FUEL	19,000	19,000	18,300	17,940
\$ (200)	01-2-24-7040	19	INSURANCE - BUILDING	7,900	8,100	7,900	7,805
\$ -	01-2-24-7050	20	ELECTRICITY	15,000	15,000	13,000	13,028
\$ -	01-2-24-7060	21	WATER	2,300	2,300	2,100	2,152
\$ 1,000	01-2-24-7065	22	SEWER	8,700	7,700	7,300	8,178
\$ 100	01-2-24-7070	23	JANITOR SUPPLIES	2,000	1,900	1,900	2,295
\$ (8,500)	01-2-24-7080	24	REPAIRS TO BUILDING	10,000	18,500	11,100	12,036
			<b>FIRE FIGHTING EQUIPMENT</b>				
\$ (1,300)	01-2-24-7090	25	INTEREST ON CAPITAL LOAN *	8,800	10,100	10,700	10,905
\$ 5,000	01-2-24-8010	26	VEHICLE/EQUIP. MAINT. CONTRACT	13,600	8,600	7,600	6,562
\$ -	01-2-24-8020	27	GAS AND SUPPLIES	7,500	7,500	6,000	5,810
\$ -	01-2-24-8031	28	REPAIRS #1 2015	5,000	5,000	5,400	6,775
\$ -	01-2-24-8032	28	REPAIRS #2 '98 PUMPER/TANKER	4,000	4,000	400	6,848
\$ -	01-2-24-8033	28	REPAIRS #3 '10 PUMPER	3,500	3,500	5,200	4,241
\$ -	01-2-24-8034	28	REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	400	1,305
\$ (1,500)	01-2-24-8035	28	REPAIRS #5 '00 TANKER	500	2,000	900	2,260
\$ -	01-2-24-8036	28	REPAIRS #6 '02 TANKER	4,000	4,000	2,700	5,525
\$ -	01-2-24-8037	28	REPAIRS #7 '99 UTILITY	2,000	2,000	2,400	893
\$ -	01-2-24-8038	28	REPAIRS #8 BOAT & TRAILER	2,000	2,000	3,200	1,977
\$ 500	01-2-24-8040	29	INSURANCE ON TRUCKS/EQUIPMENT	9,400	8,900	9,400	8,576
\$ -	01-2-24-8050	30	HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	26,567
\$ 10,000	01-2-24-8051	31	PPE - PERSONAL PROTECTIVE EQUIPMENT (TURNOUT GEAR)	12,000	2,000	-	11,012
\$ -	01-2-24-8060	32	GENERAL EQUIPMENT REPAIR	7,000	7,000	5,800	6,551
\$ -	01-2-24-8080	33	REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	2,500	5,931
\$ -	01-2-24-8090	34	RADIO AND PAGING REPAIRS	1,000	1,000	600	230
			<b>OTHER</b>				
\$ 500	01-2-24-9040	35	MEDICAL EXPENSES	1,500	1,000	1,200	175
\$ -	01-2-24-9045	36	FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	2,500	2,540
\$ -	01-2-24-9050	37	RENTAL - BLUE STORAGE BUILDING	600	600	600	600
			<b>DEPARTMENT TOTAL</b>	<b>\$ 694,300</b>	<b>\$ 670,900</b>	<b>\$ 641,800</b>	<b>\$ 628,954</b>
			<b>Budget Increase</b>	<b>\$ 23,400</b>			
				<b>3.5%</b>			
* Non-shareable expense							
	*Non-shareable expense						
			<b>BUDGET REVENUE</b>	<b>2020/21</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2018/19</b>
			Dist 1&2 Cost Sharing				
			Dept Total	\$ 694,300	\$ 670,900	\$ 641,800	\$ 628,954
			Less: Honorariums & Meeting Pay	(5,000)	(5,000)	(4,800)	(4,057)
			Legal	(1,000)	(400)	(2,100)	(661)
			Fire Protection Rates	(340,800)	(325,400)	(325,400)	(325,360)
			Interest	(8,800)	(10,100)	(10,700)	(10,905)
				338,700	330,000	298,800	287,971
			Dist Share @ 50%	169,350	165,000	149,400	143,986
			Add: 6.5% Administration	11,008	10,725	9,711	9,359
				<b>\$ 180,360</b>	<b>\$ 175,730</b>	<b>\$ 159,110</b>	<b>\$ 153,350</b>

**NOTES TO FIRE PROTECTION BUDGET**

The Town and the Municipal District 1 & 2 have a cost-sharing agreement for the Lunenburg Fire Department. This 20-year agreement renewed in February of 2016 for an additional 5-year term. The agreement automatically renews every 5 years unless one party gives a 1 year termination notice. District 1 & 2 pays 50% of the operating budget of shareable expenditures only. In addition, District 1 & 2 pays a 6.5% administration charge based on shareable expenditures less any revenue received by the Town for billable fire expenditures. The 2020/21 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$180,360.

As per the cost-sharing agreement, each parties' interest in Capital expenditures is determined by mutual agreement at the time the Capital Budget is set.

1. #01-2-24-1100 Fire Protection & Advertising

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$1,200
Fire Prevention radio advertisements	\$ 500
Sign advertisements in the bowling alley	\$ 180
Sign advertisement in the curling rink	\$ 220
Sign advertisement in the arena	\$ 240

***The Fire Department will reimburse any costs over \$2,000.***

2. #01-2-24-1200 Council Honorarium & Staff Meeting Pay

Based on a portion of Council Honorariums and staff meeting attendance. This item is not cost shareable with Districts #1 & #2 Fire Commission.

3. #01-2-24-1300 Liability Insurance

Insurance costs are budgeted based on the estimated rates for the upcoming fiscal year.

4. #01-2-24-1350 Legal Services

This is for possible legal costs associated with the fire services.

5. #01-2-24-1510 Association Dues – Chief & Deputy Chiefs

- The cost of annual dues for the Fire Chief and Deputy Chiefs (2)
- Canadian Association of Fire Chiefs
- Canadian Volunteer Fire-fighter's Association
- Maritime Fire Chief's Association
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Fighter's School
- Lunenburg Regional Fire & Emergency Services
- Canadian Fallen Fire-fighter's Foundation
- Public Fire Marshall Safety Council

*In 2018/19 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared following this practise.*

6. #01-2-24-1520 Conventions - Chief

Convention expenses for the Chief or other representative to attend the Fire Chief's Convention and the Fire Service Association of Nova Scotia Conference. The Fire Chief's Convention is being held in Halifax, NS in July 2020 and the Fire Services Association Conference will be held in Truro, NS in May 2020. The Chief has requested Council's consideration for his attendance at both conferences this fiscal year.

The Town has a \$1,200 limit per individual for convention expenditures annually. In fiscal 2017/18 Council agreed to increase the chief's convention expenditures to \$1,800 to offset his attendance at both conferences, the 2018/19 and 2019/20 budgets were held at that same amount, the 2020/21 is also budgeted to hold at the same amount. **Any expenditures over the \$1,800 will need to be covered by the Fire Department.**

7. #01-2-24-1700 Office Supplies & IT Services

This account includes copy paper and office supplies.

***In prior years the Fire Department reimbursed any costs over \$1,500, however in fiscal 2019/20 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared on this basis.***

8. #01-2-24-1400; #01-2-24-1420 Workers Compensation

<b>2020 Workers Compensation rates:</b>	
Superintendent, Substitutes & Stand-by	\$2.28/\$100
Volunteer Fire Fighters	\$0.56/\$100

Based on \$25,000/annum per member for 50 members as approved by the Protective Services Committee. Actual WCB claims are based on income from all sources.

9. #01-2-24-2010 Superintendent, Contracted Superintendent & Substitutes

The budget includes salary and benefits for the full-time Fire Hall Superintendent for the full fiscal year.

Substitutes are to be paid at the following rates:

\$13.00/hour (was minimum wage, \$12.55/hour as of April 1, 2020)

- Delivery and pick-up of vehicles
- Attendant role at the Fire Department for deliveries, maintenance and other services
- Cleaning

\$18.00/hour (was \$15/hour)

- Repair and maintenance of trucks and equipment

\$20.00/hour (no change)

- Repair and maintenance of trucks by Licensed Automotive Service Technician

10. #01-2-24-2020 Storm Stand-by

Also included is an amount for Standby Crews for storms. This labour is paid at minimum wage rate of \$12.55 per hour, effective April 1, 2020.

11. #01-2-24-2030 Honorariums - Firefighters

The Honorariums have been budgeted at \$50,400 distributed as follows:

Fire Department:	\$45,703	(\$43,824 + HST = \$50,398) CPI increase 2.2%
Fire Chief:	4,736	(\$4,541 + HST = \$5,222) CPI increase 2.2%
	<u>\$50,439</u>	

The Fire Department Honorariums are distributed among the members at the discretion of the Department.

12. #01-2-24-5100 Fire Protection Rates

The water rate is \$340,800 as approved by the NSURB on June 21, 2016. This item is not cost shareable with Municipal Districts #1 and #2 Fire Commission as per the written agreement we have with them.

13. #01-2-24-6020 Training

The Town and Districts will cost share \$20,000 for training costs in 2020/21. The Fire Department Training Officer sets up training courses and sends information to Superintendent (FT or Contracted) to do up purchase orders for payment through this budget item. The Fire Department may change courses as required to train firefighters. *The Fire Department will reimburse any cost over \$20,000.*

Course may include the following:

Level I Fire Fighter Course (per member)	\$ 2,500
Officer Training Tactics	1,000
FDIC (per member)	400
D/C Chief Conference*	1,400
Thermal Imaging Camera	1,000
Rapid Intervention Team	1,000
Medical First Responders (per member)	300
Vehicle Extrication	1,000
Ice Rescue	1,000
First Aid/CPR (per member)	50
Aerial Operations	1,000
EHS Symposium (per member)	100
Safety Officer	1,000
South Shore Mutual Aid (per member)	20
Books/Videos	500
Mobile Burn Unit (per member)	300
Fall Arrest (per member)	50
Sim-U-Share Program	600
Class 3/Air Brake (per member)	100
Exercise Equipment	1,000
Small Vessel Operator Proficiency (per member)	1,000
Miscellaneous (new courses)	2,000

\*The Town has a \$1,200 limit per individual for convention expenditures annually

14. #01-2-24-3010 Telephone Line

Estimate based on 2019/20 actuals. This includes the paging system at Lunenburg Academy (634-9405) and alarm security line.

15. #01-2-24-7010 Answering Service

Estimate based on the following, dispatch services contracted with Scotia Business (\$620/month), monitoring charges (\$35/month), and line charges (\$73/month).

16. #01-2-24-7020 Telephone

Includes 634-8343 (office), 634-4145 (fax), 634-4112 (club room), three cellular phones for in the trucks, cell phone for Superintendent, circuit line and TMR radio.

17. #01-2-24-7025 Data Information

Radio & Repeater License	\$2,200
Computer Maintenance	700
I am Responding (previously Fire Q) License	1,000
	<u>\$3,900</u>

18. #01-2-24-7030 Fuel

Fuel estimate based on average actual usage at projected pricing. The furnace was upgraded in fiscal 2015/16.

19. #01-2-24-7040 Insurance - Building

Budget based on 2020/21 estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and prior year usage.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted at 2019/20 approved rate of 41.20¢ per \$100 assessment, based on an assessment of \$2,097,200 (AAN 08204233).

23. #01-2-24-7070 Janitor Supplies

Covers the cost for cleaning products and supplies.

24. #01-2-24-7080 Repairs to Building

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$10,000</u>

\*Includes items such as paint, floor repair, door service, grease traps, etc.

25. #01-2-74-7090 Interest on Capital Loan

Interest estimates on capital loans are as follows:

Project	Year	Loan Amount	2020/21 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,573
Aerial Ladder Truck	2015/16	\$448,887	\$7,156

26. #01-2-24-8010 Vehicle/Equipment Maintenance Contracts

Vehicle pump maintenance contract	\$ 2,200
Breathing apparatus contract	2,100
Cascade compressor contract	2,300
Lifepak (AED) maintenance contract	1,400
Ladder Truck Inspection	5,000
Hurst jaws & cutters maintenance contract	600
	<u>\$13,600</u>

27. #01-2-24-8020 Gas and Supplies

Based on actual and projected litres consumed at projected pricing. This budget amount also includes the oil, grease, filter and fluids to do two in-house services of each vehicle yearly and materials to do monthly service on Ladder Truck in-house.

28. #01-2-24-8031-#2-24-8038 Repairs to Trucks

These accounts are budgeted separately for each vehicle as well as a general equipment repair account. Budgeted costs for each vehicle are estimated based on vehicle age and actual repair costs.

Includes in-house labour when working on vehicles at \$18/\$20 per hour as per note 9.

29. #01-2-24-8040 Insurance on Trucks/Equipment

Budget based on estimated 2020/21 rates.

30. #01-2-24-8050 Hose, Clothing and Equipment

As required by the Fire Department, any amount over \$16,700 will be covered by the Fire Department.

31. #01-2-24-8051 PPE – Personal Protective Equipment (Turnout Gear)

Firefighter turnout gear (bunker pants & coat, gloves, helmet, boot, etc.) are all to be replaced every 10 years or when it does not pass NFPA 1953 test (done by Atlantic Bunker Gear). The 10

year replacement is only done for Interior Fighting Force (Level 1 Breathing Apparatus Personal), Exterior Firefighters keep the same gear until it does not pass NFPA testing.

In fiscal 2017/18 a reserve fund was established to offset future turnout gear replacement.. As the turnout gear was replaced in 2019/20 this reserve transfers will be continued over the next 10 years until the bunker gear requires replacement again.

32. #01-2-24-8060 General Equipment Repair

Budget reflects requirements to clean bunker gear, gloves and other equipment after major fires as per Occupational Health and Safety standards. Also includes portable pumps, saws, rescue tools and other equipment related to fire-fighting.

Clean, Inspect, Service and Repair Firefighter Personal Protective Equipment	\$4,000
General maintenance contract (in-house)	200
Repair and service small firefighting equipment (in-house)	2,500
BA Mask fit testing (in-house)	200
Misc. equipment repair	100
	<u>\$7,000</u>

33. #01-2-24-8080 Repairs - Recharging Equipment

The Department will do hydrostatic testing, repair and refill air bottles, fire extinguishers and medical oxygen bottles as required. Estimate based on actual cost.

*Every five years the cascade air bottles and breathing bottles require hydro-testing and inspection which was included in the 2018/19 budget.*

34. #01-2-24-8090 Radio & Paging Repairs

To repair radio and pager equipment as required. The Pagers & Radios were replaced in fiscal 2016/17.

35. #01-2-24-9040 Medical and Other Expenses

Hepatitis "B" shots, medicals and other miscellaneous expenses as required.

36. #01-2-24-9045 Firefighter Recognition Dinner

Annual banquet meal for Firefighters.

37. #01-2-24-9050 Rental - Blue Storage Building

Included in this budget is the Fire Department's rental cost for the portion of space used at the Blue Storage building.

**It is noted that the rental revenue for rentals the Town oversees at the Fire Hall are placed in an Equipment Reserve Fund. The revenue received for LDFD organized rentals are retained by LDFD for their use.**

**TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT**

DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
<b>FIRE FLEET</b>															
Aerial Ladder Truck (15) #1															\$2,078,900
Freightliner Pumper (98) #2															replacement in 2041
Pierce Pumper (10) #3										\$1,197,200					
Freightliner Rescue (02) #4 - order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order			\$694,600												
GMC Tanker (00) #5															
GMC Tanker (02) #6 **					\$638,200										
Ford Utility (99) #7 ***				\$110,300											
Rescue Boat & Trailer (12) #8								\$193,900							
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
Combined Replacement of #2&#5 - pre-approved item, has been order for delivery in 2020/21. Jun.25/19 Council approval	\$755,100														
<b>TOTAL FIRE FLEET</b>	<b>\$755,100</b>	<b>\$0</b>	<b>\$694,600</b>	<b>\$110,300</b>	<b>\$638,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$193,900</b>	<b>\$0</b>	<b>\$1,197,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,078,900</b>
<b>OTHER FIRE EQUIPMENT</b>															
Turn Out Gear										\$150,000					
21 Breathing Packs				\$170,170											
Turnout Gear Washer ***	\$5,100														
Turnout Gear Dryer ***	\$9,700														
Floor Scrubber	\$5,100														
Aluminum Garbage Bin	\$3,800														
Auditorium/Clubroom/Office Floor Replacement		\$53,200													
Apparatus Bay Floor Replacement						\$90,100									
Vehicle Exhaust Extration System		\$100,000													
<b>TOTAL OTHER FIRE EQUIPMENT</b>	<b>\$23,700</b>	<b>\$153,200</b>	<b>\$0</b>	<b>\$170,170</b>	<b>\$0</b>	<b>\$90,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE CAPITAL BUDGET</b>	<b>\$778,800</b>	<b>\$153,200</b>	<b>\$694,600</b>	<b>\$280,470</b>	<b>\$638,200</b>	<b>\$90,100</b>	<b>\$0</b>	<b>\$193,900</b>	<b>\$0</b>	<b>\$1,347,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,078,900</b>
**District1&2 Funded															
***Fire Dept Funded															

**DRAFT**

## **FIRE DEPARTMENT CAPITAL BUDGET NOTES**

### **Truck Replacements**

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

#### **Long Term Capital Replacement Plan**

Schedule for long-term replacements is included in the budget document.

##### **#1 Aerial**

This vehicle was replaced in 2015/16.

##### **#2 Pumper / Tanker**

This vehicle was expected to be replaced in 2018/19. However, this replacement is going to be combined with the #5 Tanker which was ordered in 2019/20 and will be delivered in fiscal 2020/21.

##### **#3 Pumper (10)**

This vehicle was replaced 2010/11, next replacement 2029/30.

##### **#4 Heavy Rescue (02)**

This vehicle is scheduled for replacement in 2022/23, requires pre-approval in fiscal 2021/22 to proceed with order.

##### **#5 Tanker (00)**

This vehicle will be replaced with #2 pumper/tanker.

##### **#6 Tanker (02)**

This vehicle is expected to be replaced in 2024/25.

##### **#7 Utility (99)**

This vehicle is expected to be replaced by LDFD in 2023/24.

##### **#8 Boat (12)**

This unit is expected to be replaced in 2027/28.

### **Other Fire Equipment**

#### **Turn Out Gear Washer/Dryer**

The purchase of the washer and dryer will be made by the Fire Department to allow for on site washing and drying of the Turn Out Gear.

#### **Floor Scrubber**

The floor scrubber would be utilized to clean floors in the apparatus bay as well as the rest of the fire station by the use of different grade scrubbing pads. This device would greatly reduce the time required to currently clean the apparatus bay at the station using the hose/pressure washer/squeegee method currently used. It would also make for cleaning and drying the tiled floors in the rest of the station less time consuming.

#### **Aluminum Garbage Bin**

The wooden garbage bin on the Foundry side of the Fire Station requires replacement. Vermin have gained access to the current garbage bin by chewing through the wooden frame. The vermin are using the garbage in the bin as a food source and have a nest under the garbage bin. A neighboring business had their garbage collection refused due to the infestation of vermin until they had a purpose built metal garbage bin constructed. Shortly after this new bin was installed at the neighboring business, it was noted that the garbage at the Fire Station was subjected to a much higher vermin infiltration. The presence of vermin in and around our current garbage bin is a health and safety issue. By replacing the wooden garbage bin with a metal bin, access by chewing through the garbage bin would be denied. Staff are recommending a garbage bin be constructed rather than rented from a garbage collection company. By having a bin constructed, the cost for building versus renting would be covered over a period between 2 to 3 years. By having a metal garbage bin located at the Fire Station, this would counter the current vermin issue that is being dealt with and the garbage collection company will supply locks to keep lids secure which will stop the drop off cycle of garbage from persons outside of the Fire Department who use the current bins to drop off their personal garbage.

### **Future Capital**

#### **Turn Out Gear**

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

#### **Fire Service Breathing Air Packs (2022/23)**

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

TOWN	Project	Budget Cost	Funding	Source
<b>Fire Department</b>				
	Pumper # 2 Replacement (#5 removed from fleet) <i>pre-approved June 25, 2019</i>	\$755,100	\$755,100	District 1 & 2 = \$377,550 and Town funding \$50,000 Water Dividend & Borrowing \$327,550
	Turnout Gear Washer	\$5,100	\$5,100	Fire Dept. - 100% funding
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% funding
	Floor Scrubber	\$5,100	\$5,100	Capital from Revenue & 50% funding requested from Fire District 1 & 2
	Aluminum Garbage Bin	\$3,800	\$3,800	Capital from Revenue & 50% funding requested from Fire District 1 & 2

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
January 14, 2019, 2:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      John Harker                      Graham Eisenhauer                      Melanie Comstock  
                    Tom Hayes                                  Allan Richards                              Jane Ritcey Moore  
                    Roxie Smith

Guests:        Mayor Rachel Bailey  
                    Scott Burke

Regrets:        Ronnie Bachman

Recorder:      Felicia Knock

1. Welcome and Call to Order  
The meeting was called to order at 2:05 pm by Chair John Harker.
2. Approval of Agenda  
Moved by Melanie, seconded by Graham to approve the Agenda. Motion passed.
3. Approval of Minutes from December 17, 2018  
Moved by Roxie, seconded by Allan that the minutes be approved. Motion passed.
4. Business Arising from the Minutes
  - a. Trademark/Copyright – Due to Melanie’s work schedule, the files have not yet been reviewed. Allan volunteered to review the files and to work with Felicia to compile any questions.
  - b. *Scribbler* - There have been 132 memberships received from the mailing, with donations totally \$10,919.63. Roxie was thanked for her continued efforts of handwriting notes to those people who donate \$100 or more. It was suggested that the next issue would be to encourage people to reach out to other students in their class, possibly through Facebook.
5. Correspondence  
There was no correspondence.

## 6. Reports

- a. Treasurer's Report – Graham highlighted his report (attached) and the Financial Statements, for the period ending December 31, 2018. Belliveau Veinotte will be completing the year-end financial review over the coming months and any adjusting entries will be done at that time.
  - i. 2019 Budget – Graham presented the proposed operating budget (attached) for 2019. The amounts for Provincial and Municipal Grants are based on what we received in 2018. He indicated that this budget does not include a fundraising campaign which would require a separate budget. Graham moved to approve the budget, seconded by Allan. Motion passed.
- b. Administrator's Report – Felicia presented and highlighted her report (attached). Her work in December was primarily updating the Academy database, participating in meetings and processing memberships and donations.
- c. Finance Committee Report (attached) – Graham highlighted his meeting with National Bank and indicated that the finance committee will be drafting an "Investment Policy Statement". He hopes to have this completed and presented to the board by the end of March 2019.
- d. Human Resources Report – There was no report, however, Allan indicated that he spoke with Felicia regarding an informal performance evaluation.
- e. Property Committee Report – No report
- f. Fundraising Committee Report – Tom is looking for local volunteer(s) to research Foundations who may be willing to contribute to the upcoming fundraising campaign. Allan volunteered to look at the list of Foundations and research their criteria.
- g. Governance Committee Report
  - i. Draft Policies/Manual - Melanie indicated she met with Scott and Allan to review the governance documents that were drafted by Scott. The goal is to have them approved at the next Board meeting in February.
  - ii. Nominating Committee – Melanie indicated that she will meet with each Board member individually, prior to the AGM. Anyone who is not interested in reoffering, or being on the Executive, should tell Melanie as soon as possible so that potential candidates can be found. In order to be a committee member, it is not necessary that you be a member of the Board.

- h. Alumni Committee Report – Roxie reported that she has started to collect information for the next edition of the *Scribbler*. Again, it was suggested that a Class Champion be established to address their class during the fundraising campaign.

## 7. Planning

- a. RFP - First Floor Planning Discussion Paper – Scott reviewed the discussion paper (attached) which highlighted various possibilities for the design and uses for the remaining three classrooms on the first floor.

Instead of an art gallery or craft/retail space in Room 105, the Foundation recommends that the SSGS relocate to this room on the first floor. It was agreed that Scott correspond with them since in the original Future Use Business Plan, they were expected to occupy a room on the first floor.

There continues to be full support in creating a Heritage Interpretive Classroom in Room 106.

Options for Room 101 include a combination café/reading room/Foundation gift shop. After lots of discussion, it was thought that the Foundation is not in the position of operating a café. The concept of a café in that location is liked by everyone but it is unclear at the moment the financial benefit to the café operator, the Foundation, and the Town. The recommendation that was put forward from the discussions was that it would be best for an existing café in Lunenburg to operate a satellite location. It was agreed that Scott gather advice, suggestions and interest from café operators in the Town, like the meeting that he and Allan had with Kate Cocks of Kate's Sweet Indulgence.

It was agreed that Scott could meet with Ekistics to look at their proposal for the Heritage Interpretive Classroom. A final proposal must be submitted to the Board for approval.

## 8. New Business

- a. AGM Planning
  - i. Planning Committee - comprised of the Executive and Allan.
  - ii. Melanie has agreed to be the Nominating Committee Chair.
  - iii. Date set is Thursday, March 28, 2019 at 6:30 pm. Full Board meeting prior, to commence at 4:00 pm.
  - iv. Written reports are required from the Chair and Treasurer, all committee chairs, in advance to prepare the Annual Report
  - v. There will be a Board meeting following the AGM to elect officers.

9. In-Camera Session – There was no need for an in-camera session.

10. Next Meeting – February 25th, 2:00 pm.

11. Adjournment – the meeting was adjourned at 4:09 pm. Moved by Tom.

Respectfully submitted,

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Felicia Knock, Recorder

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Board Member

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
February 25, 2019, 2:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      John Harker                      Graham Eisenhauer                      Ronnie Bachman  
                 Tom Hayes                                  Allan Richards                                  Jane Ritcey Moore  
                 Roxie Smith

Guests:       Mayor Rachel Bailey  
                 Scott Burke

Regrets:      Melanie Comstock

Recorder:    Felicia Knock

1. Welcome and Call to Order  
The meeting was called to order at 2:10 pm by Chair John Harker.
2. Approval of Agenda  
Moved by Roxie, seconded by Ronnie to approve the Agenda. Motion passed.
3. Approval of Minutes from January 14, 2019  
Moved by Graham, seconded by Tom that the minutes be approved. Motion passed.
4. Business Arising from the Minutes
  - a. Trademark/Copyright – Allan highlighted his review of the files. He indicated that the current list of trademarked business items in the trademark documents needs to be expanded. He also suggested that the Foundation should investigate securing the Official Marque for the name “Lunenburg Academy” and possibly trademarks for outside of Canada.
  - b. AGM Planning – Due to schedule conflicts, the AGM has been rescheduled to April 4<sup>th</sup>, 2019 at 6:30 pm. All Committee Chairs are reminded to submit their reports to Felicia for inclusion in the Annual Report.
5. Correspondence
  - a. Lunenburg Library Statistical Comparison – Allan highlighted the comparison that the Lunenburg Library presented to Town Council. The numbers show their

increased growth since moving to their location in the Lunenburg Academy. Felicia will send a note congratulating them on their growth in their new location.

- b. Letter from McInnis Cooper – Scott highlighted the letter that he received over the week-end regarding a future donation/endowment. Felicia will forward the letter to Melanie for her opinion and ask if the Foundation should have any specific questions or concerns.
6. Reports
- a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board that Belliveau Veinotte will be completing the year-end financial review over the coming month. The Foundation has registered with CRA for a Payroll Deductions number so that T4a slips can be generated for any fees for services.
  - b. Administrator’s Report – Felicia presented and highlighted her report (attached). Reviewing, updating and maintaining the files in the LAF office will be an ongoing process.
  - c. Finance Committee Report (attached) – Graham highlighted his report and that the finance committee will be drafting an “Investment Policy Statement”. He hopes to have this completed and presented to the board by the end of Q1/2019.
  - d. Human Resources Report
    - i. Scott Burke Consulting Proposal – Scott has prepared a proposal for April 1, 2019 to March 31, 2020. Included are three parts of planning: Implementation Phase of 2.0 Plan; Implementation of the Revised Proposal for the Heritage Classroom; Implementation of Governance Policies. An application is ready to be sent to the Department of Communities, Culture and Heritage for a One-Time Emerging Culture and Heritage Initiatives Program Grant. This application will be sent once the Foundation receives a letter of support from the Town of Lunenburg.
    - ii. Administrator’s Performance Report – Allan asked that Felicia submit an Administrator Performance Report (attached) so that board members could see the duties that she does on a regular basis. Any fundraising administration would require additional time to Felicia’s two day per week contract. This will be discussed further during an in-camera session.
  - e. Property Committee Report – Allan indicated that the amounts reported in the Lunenburg Academy Lot Development Plan (attached) were just a draft funding proposal and not a commitment made by the Foundation.

- f. Fundraising Committee Report – Tom indicated that firmer numbers are needed so that the goals of the campaign can be established soon.
  - g. Governance Committee Report
    - i. By-Law Amendment – In Melanie’s absence, Scott and Allan reviewed that the By-Laws need to be ready for the AGM so that they can be passed by special resolution. After discussion a few edits were made to the draft by-laws.
    - ii. Draft Policies/Manual – There were no questions regarding the circulated draft policies/manual. The committee is hoping to implement these policies after April 1, 2019.
    - iii. Nominating Committee – Allan, in Melanie’s absence, indicated that all current directors of the Foundation are willing to reoffer for 2019.
  - h. Alumni Committee Report – Roxie reported that she has two individuals, Lois MacInnis and Peggy Rudolf White, who have volunteered to be Class Champions. Roxie and Felicia will start a list so that we know which classes still need a representative.
7. Planning
- a. RFP – Revised Proposal – Scott advised that the Foundation has received a revised proposal. The selection committee will meet within the next seven to ten days to discuss the revisions.
8. New Business
- a. 2019 Heritage House Tour Planning – Roxie read the email which she received from Nathalie Irving regarding the upcoming house tour. Last year the tour used the Heritage Classroom as their starting point. It was agreed that Roxie contact Nathalie and tell her that they can again use the Heritage Classroom.
  - b. Town Council Meeting – The next Town Council meeting will be held on February 26, 2019 at 5:15 pm. John Harker has sent a letter to Town Council requesting a grant of \$30,000 to carry on the implementation of our planning efforts, in support of the proposal submitted by Scott Burke. John and other board members have been invited to represent at this Council meeting.
9. In-Camera Session – The Board met in-camera to discuss human resources in further detail. The meeting resumed with nothing to add to the meeting minutes.
10. Next Meeting – April 4, 2019 at 4:00 pm.

11. Adjournment – the meeting was adjourned at 3:35 pm. Moved by Allan.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
April 4, 2019, 4:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      John Harker              Melanie Comstock      Graham Eisenhauer  
                 Ronnie Bachman          Tom Hayes              Allan Richards  
                 Jane Ritcey                  Roxie Smith

Guests:        Mayor Rachel Bailey  
                 Lisa Mutch  
                 Scott Burke

Recorder:     Felicia Knock

1. Welcome and Call to Order  
The meeting was called to order at 4:05 pm by Chair John Harker.
2. Approval of Agenda  
It was moved and seconded to approve the Agenda. Motion passed.
3. Approval of Minutes from February 25, 2019  
It was moved and seconded that the minutes be approved. Motion passed.
4. Business Arising from the Minutes
  - a. Trademark/Copyright – A review of the files has been completed. No further action has been taken to date.
  - b. Letter from McInnes Cooper – It was decided that the Foundation will not be participating in these court proceedings. Confirmation that the Foundation takes no position will be communicated to McInnes Cooper.
5. Correspondence – There was no correspondence.
6. Reports
  - a. Treasurer's Report – Graham highlighted his report (attached) and informed the Board that Belliveau Veinotte will be presenting the 2018 year-end financial review later in the meeting.

- b. Finance Committee Report (attached) – Graham highlighted his report and advised that Suzanne Sheaves has resigned from NBF. Greg Glynn remains the manager of the account.
- c. Administrator’s Report – Felicia presented and highlighted her report (attached). Preparing for the Annual General Meeting has been the priority in the past month.
- d. Human Resources Report – There was nothing to report.
- e. Property Committee Report – Allan indicated that the Foundation should be expecting invoices from the Town of Lunenburg towards the end of April. These invoices will be for security upgrades and tower repairs.
- f. Fundraising Committee Report – There was nothing to report.
- g. Governance Committee Report – Melanie highlighted that over the coming year the committee will be focusing on implementation of the governance manual. The policies will be divided into sections for easier review. Draft copies of the proposed by-laws were circulated and discussed.
- h. Alumni Committee Report – Roxie reported that she been compiling names for possible Class Representatives for the upcoming fundraising campaign. An ad hoc committee will be formed when we get closer to launching the campaign.

## 7. Planning

- a. Heritage Interpretive Classroom – Pre-planning  
Scott highlighted the proposal for the pre-planning stage of the Heritage Interpretive Classroom. It was decided to move forward with this phase of planning.
- b. Heritage Interpretive Classroom – Design  
Scott highlighted the full design proposal for the Heritage Interpretive Classroom. There was a discussion regarding the naming of the facility and the policy of the Town of Lunenburg.

## 8. New Business

- a. Future Use Business Plan 2.0 – This plan will be presented for approval at the Town Council meeting on April 9<sup>th</sup>, 2019. The Foundation will also need to approve the plan at the next Board meeting.
- b. Request from Town Council – The Town of Lunenburg has requested that a copy of the Foundation’s meeting minutes be provided to Town Council. It was decided that these will be shared with Town Council along with being made available on the Foundation’s website.

- c. Financial Statement Approval – Lisa Mutch, from Belliveau Veinotte, was introduced to the Board and she presented the financial statements to the Board.

The Financial Statements that were presented are comprised of the statement of financial position, the statements of revenues and expenditures, changes in net assets and cash flow for the year ending December 31, 2018. There is also a summary of significant accounting policies and other explanatory information.

It was moved to approve the Financial Statements and request that the President and Secretary/Treasurer sign the statements on behalf of the Board. This motion was seconded. Motion passed.

9. In-Camera Session – The Board met in-camera to discuss fully audited financial statements. The meeting resumed with nothing to add to the meeting minutes.

10. Next Meeting – April 4, 2019 at 7:30 pm.

11. Adjournment – the meeting was adjourned at 5:49 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
May 27, 2019, 2:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      Melanie Comstock      Graham Eisenhauer      Ronnie Bachman  
                 Tom Hayes                      Allan Richards              Jane Ritcey  
                 Roxie Smith

Guests:        Scott Burke

Regrets:       John Harker  
                 Mayor Rachel Bailey

Recorder:     Felicia Knock

1. Welcome and Call to Order

The meeting was called to order at 2:05 pm by Acting Chair Melanie Comstock.

2. Approval of Agenda

It was moved and seconded to approve the Agenda. Motion passed.

3. Approval of Minutes from April 4, 2019

It was moved and seconded that the minutes be approved. Motion passed.

4. Business Arising from the Minutes

- a. Trademark/Copyright – A review of the files has been completed. No further action has been taken to date. Allan will speak with Mayor Bailey regarding obtaining the official marque of “Lunenburg Academy”.

5. Correspondence – There was no correspondence.

6. Reports

- a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board that all HST Receivables have been received for 2017 and 2018. The bank account has been reconciled and reviewed to confirm accuracy.
- b. Finance Committee Report (attached) – Graham highlighted his report and advised that Christine Wilson has joined Greg Glynn in the management and oversight of the Foundation’s account. NFB has lowered the fees to 1.0%

effective May 1, 2019. They have also provided a draft template for any donors wishing to donate equities, instead of cash, directly to the Foundation. Graham is still developing a draft “Investment Policy Statement”.

- c. Administrator’s Report – Felicia presented and highlighted her report (attached). Felicia has prepared and submitted an application to the Culture Innovation Fund.
  - d. Human Resources Report – There was nothing to report.
  - e. Property Committee Report – Allan indicated that the Foundation is still waiting for the invoices from the Town. These invoices will be for security upgrades and tower repairs. There will be some funds left over which will be used towards acquiring a new scan card system for access to the building. The access door on the south side of the building will be replaced in the coming months to bring it up to code. Allan also highlighted the beautification of the lot that took place on the south side of the building.
  - f. Fundraising Committee Report – Tom and Scott highlighted the Draft Case of Support. Lisa Wright has been contracted to help work on the design. Form:Media will be providing some visuals to be included in this document. Further discussion took place amongst the board members including identifying the need to update the entire website, having a condensed version of the Case of Support and ideas for a Campaign Name. It was suggested that board members should submit their feedback via email to Scott so that changes can be made to the document. Another suggestion was that a possible Alumni Reunion could be planned as part of the Capital Campaign and the 125<sup>th</sup> Anniversary.
  - g. Governance Committee Report – Melanie introduced the draft Charter of Board Roles and Responsibilities and had Scott highlight the policy. It was suggested that board members provide Melanie with suggested changes and she will update the document so that this policy can be approved at the next board meeting.
  - h. Alumni Committee Report – Roxie reported that she been compiling names for possible Class Representatives for the upcoming fundraising campaign. It will be necessary to ascertain the role of the Class Representative. She also mentioned that the registration for the Heritage House Tour on June 8<sup>th</sup> will take place in the Heritage Interpretive Classroom.
7. Planning
- a. RFEOI – Café – Scott shared that a Request for Expressions of Interest has been advertised by the Town. An Open House was held on May 24<sup>th</sup> so that interested parties could view the space. It is anticipated that at least a couple of proposals will be submitted.

- b. Funding – Scott highlighted the response from various funding sources. Nothing has been officially confirmed so further details will be given at a later date.
  - c. Heritage Interpretive Classroom – Pre-planning - Scott highlighted that Elizabeth Jowarski, Conservator, has visited the Academy and has taken a preliminary look at the artifacts in the collection. Elizabeth will be providing a written report about her findings. Form: Media will be meeting with Board members at 1:00 pm on June 24<sup>th</sup>, 2019 to present three potential options for layouts of the Heritage Interpretive Classroom.
  - d. Update Future Use Business Plan 2.0 - Scott highlighted that the Future Use Business Plan 2.0 will be discussed by Town Council during their meeting on May 28<sup>th</sup>, 2019. Scott will circulate the updated version to the Foundation's board members.
8. New Business
- a. Wright Now Designs – The Board approved the quote that was submitted by Lisa Wright to provide graphic design for the Capital Campaign and Website Update.
9. In-Camera Session – No in-camera session was needed.
10. Next Meeting – **June 24, 2019 at 1:00 pm.**
11. Adjournment – Prior to the adjournment of the meeting, Melanie suggested that the potential of having a class reunion in 2020 should be added to the next agenda. The meeting was adjourned at 4:05 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
June 24, 2019, 2:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      John Harker                  Graham Eisenhauer      Ronnie Bachman  
                 Tom Hayes                          Allan Richards              Jane Ritcey  
                 Roxie Smith

Guests:        Scott Burke  
                 Mayor Rachel Bailey

Regrets:        Melanie Comstock

Recorder:      Felicia Knock

1. Welcome and Call to Order

The meeting was called to order at 2:40 pm by Chair John Harker.

2. Approval of Agenda

It was moved and seconded to approve the Agenda. Motion passed.

3. Approval of Minutes from May 27, 2019

It was moved and seconded that the minutes be approved. Motion passed.

4. Business Arising from the Minutes

- a. Trademark/Copyright – A review of the file has again been completed. The trademark that the Foundation has is on the “Building Design” only and not the official marque of “Lunenburg Academy”. Allan is going to approach Melanie to consult with the Trademark lawyer so that the Foundation is clear on its legal position and rights.

5. Correspondence

- a. Lunenburg Heritage House Tour – Allan reported that a thank you note was received from the Committee thanking the Foundation for the use of the Heritage Classroom during the House Tour.
- b. Data Loggers – The email from Adam Fine, Project Manager, Ekistics Form:Media outlined the specifics on data loggers for the Heritage Classroom. After discussion it was approved that two data loggers should be purchased to

monitor the current conditions in the Heritage Classroom. This will assist Form:Media in providing the best options for exhibit cases and artifact storage.

- c. Communities, Culture and Heritage Letter – In response to this letter, the Foundation will be requesting the Town’s contribution toward the Lunenburg Academy Comprehensive Planning Implementation project.
6. In-Camera Session – It was decided that the In-Camera Session be moved to this point in the meeting to review the Fundraising Campaign and Heritage Classroom Assistant Proposal, submitted by Felicia Knock, Administrator.
7. Reports
    - a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board that he has reviewed cash flow forecasts with Felicia. Several minor naming changes have been made to the Chart of Accounts as outlined in Graham’s report. The bank account has been reconciled and reviewed to confirm accuracy.
    - b. Finance Committee Report (attached) – Graham highlighted his report and advised the Board of the market value of the Investments. He has reviewed the draft Donation of Equities and is in the process of making some edits. Graham is still developing a draft “Investment Policy Statement”.
    - c. Administrator’s Report – Felicia presented and highlighted her report (attached).
    - d. Human Resources Report – Allan reported that the Board approved the Fundraising Campaign and Heritage Classroom Assistant Proposal that was submitted by Felicia Knock, Administrator. An additional two days per week as outlined in the proposal has been approved with an end date of March 31, 2020.
    - e. Property Committee Report
      - i. Conservator’s Report – Allan highlighted the Conservator’s Report and indicated that the inventory that is required will take time to complete.
      - ii. Minister’s Visit – Mayor Bailey advised the Board that the Minister of Canadian Heritage and Multiculturalism, Pablo Rodriguez, was very impressed with the Academy. He spoke highly of the building and the Town of Lunenburg.
    - f. Fundraising Committee Report – Tom highlighted that he has been working with Scott on the Case for Support which will hopefully be finalized soon. Tom has been prospecting and exploring the idea of obtaining a matching donor. Tom continues his evaluation of having a naming opportunity.

- g. Governance Committee Report – Allan indicated that the Updated Charter of Roles and Responsibilities should be deferred until Melanie is in attendance.
- h. Alumni Committee Report – Roxie reported that she has been compiling names for possible Class Representatives for the upcoming fundraising campaign. She has also been working on compiling information for the 2019 newsletter.

8. Planning

- a. Future Use Business Plan 2.0 – Scott highlighted that on May 23, 2019 Town Council approved the Plan. This plan should also be approved by the Foundation. Felicia will again send out the Future Use Business Plan 2.0 for Board members to review. An email poll will be taken to approve this Plan by Friday, June 28, 2019.
- b. Funding Update – Scott highlighted the response from various funding sources.
- c. Heritage Classroom, ACOA – Scott indicated that ACOA has requested that the Foundation provide a letter outlining their commitment to the Heritage Classroom. After discussion, a motion was passed to provide the letter as required.

9. New Business

- a. Authorized Signature on Donation Receipts – A motion was passed to have Felicia Knock, Administrator, be the Authorized Signature on Donation Receipts up to the amount of \$2,500. A Signing Officer will be required to sign receipts above this amount.
- b. Potential Class Reunion 2020 – It was briefly discussed that further investigation should be done to see if Alumni would like to have a Class Reunion in 2020. A separate organizing committee would be required.

10. Next Meeting – **Monday, July 22, 2019 at 1:00 pm.**

11. Adjournment – The meeting was adjourned at 4:05 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
July 22, 2019, 1:00 pm  
Room 206, Lunenburg Academy  
Minutes**

Present:      John Harker              Graham Eisenhauer      Melanie Comstock  
                 Ronnie Bachman              Tom Hayes              Allan Richards  
                 Jane Ritcey                      Roxie Smith

Guests:        Scott Burke  
                 Mayor Rachel Bailey

Recorder:     Felicia Knock

1. Welcome and Call to Order  
The meeting was called to order at 1:10 pm by Chair John Harker.
2. Approval of Agenda  
It was moved and seconded to approve the Agenda. Motion passed.
3. Approval of Minutes from June 24, 2019  
It was moved and seconded that the minutes be approved. Motion passed.
4. Business Arising from the Minutes
  - a. Trademark/Copyright – Allan highlighted his review of the trademark file and indicated that clarity is needed regarding what exactly is trademarked. Allan is going to email Melanie with specific questions for consultation with the Trademark lawyer so that the Foundation is clear on its legal position and rights.
  - b. Potential Class Reunion 2020 – It has been suggested that a Class Reunion in 2020 is an excellent idea to help celebrate the grand opening of the Heritage Interpretive Classroom and the 125<sup>th</sup> Anniversary of the Lunenburg Academy. The reunion is not something that the Board wants to take on. During the search for Class Representatives, perhaps an individual may be identified to lead the Class Reunion. It was also suggested that a local event planner could also be considered to take on the lead role.
5. Correspondence
  - a. Rachel Bailey, Mayor, Town of Lunenburg, re PrePrimary – There was a discussion that arose regarding the selection of building tenants. Mayor Bailey outlined the Town's commitment to confidentiality during lease negotiations.

- b. Communities, Culture and Heritage Culture Innovation Fund – Felicia highlighted the letter from Communities, Culture and Heritage. She has spoken with the Program Officer for feedback and will be resubmitting the application before the August deadline. In order to make the proposed project a success, the requested funding was \$4,839 for the purchase of a flatbed scanner and external hard drive.
6. Reports
- a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board that the National Bank Investment Account balances will be updated monthly starting in July. The bank account has been reconciled and reviewed to confirm accuracy.
  - b. Finance Committee Report (attached) – Graham highlighted his report and advised the Board of the market value of the Investments. Felicia has updated the Donation of Equities form for Graham’s final review. Graham is still developing a draft “Investment Policy Statement”.
  - c. Administrator’s Report – Felicia presented and highlighted her report (attached), outlining her recent research and compilation of potential prospects for the upcoming Capital Campaign.
  - d. Human Resources Report – Allan reported Felicia has started to help with the Fundraising Campaign and that an inventory of artifacts in the Heritage Interpretive Classroom will soon commence.
  - e. Property Committee Report – Allan will continue to supply building updates from Paul Bracken, Facilities Superintendent. Allan highlighted that a better scanning system has been identified for the elevator entrance door. Installation will be coordinated with the replacement of the door expected this fall.
  - f. Fundraising Committee Report – Tom highlighted that the Case for Support has been finalized and a printed copy is available. Tom continues to evaluate potential targets for a naming opportunity. Felicia will be working with Wright Now Designs on updating the website, prior to the launch of the campaign. The Fundraising Committee will be working together to identify potential Class Representatives for each class. Tom continues to work on details of a matching program.
  - g. Governance Committee Report – Some board members have identified the need to have simplified versions of the Governance Policies. Scott will work with Melanie to identify the most important policies to have in place.

- h. Alumni Committee Report – Roxie reported that she has been compiling names for possible Class Representatives for the upcoming fundraising campaign. Felicia will email the Suggested Role of Class Representatives to the Board. Board members are encouraged to email Felicia with any additional suggestions as well as names of potential Class Representatives.
7. Planning
- a. Future Use Business Plan 2.0 – John and Melanie will identify any qualifiers that may be needed to be put in place in order to support this plan.
  - b. Heritage Classroom – Scott highlighted the presentation that Form:Media made on June 24, 2019. The options presented are a good place to start when thinking about the future design of the Heritage Interpretive Classroom. A basic inventory of artifacts will be compiled by Felicia, but the design will define what is used.
8. New Business – There was none to report.
9. In-Camera Session – There was no need for this session.
10. Next Meeting – **Friday, September 20, 2019 at 1:00 pm.**
11. Adjournment – The meeting was adjourned at 3:03 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
September 20, 2019, 1:00 pm  
Council Chambers, Town of Lunenburg  
Minutes**

Present:      John Harker              Graham Eisenhauer      Melanie Comstock  
                 Ronnie Bachman              Tom Hayes              Allan Richards  
                 Jane Ritcey                      Roxie Smith

Guests:        Scott Burke

Regrets:       Mayor Rachel Bailey

Recorder:     Felicia Knock

1. Welcome and Call to Order

The meeting was called to order at 1:10 pm by Chair John Harker.

2. Approval of Agenda

It was moved and seconded to approve the Agenda. Motion passed.

3. Approval of Minutes from July 22, 2019

It was moved and seconded that the minutes be approved. Motion passed.

4. Business Arising from the Minutes

- a. Trademark/Copyright – Jane highlighted the review of the Trademark/Copyright file that was done. There should be a public notice placed in the newspaper as well as the Foundation should continue to use the symbols below the Foundation’s logo. It was also suggested the either the Town or the Foundation apply for the official marque of Lunenburg Academy.
- b. Potential Class Reunion 2020 – It was suggested that a specific item be put on the Agenda to discuss the 125<sup>th</sup> Anniversary in more detail. Melanie suggested that she could contact a local event planner who may be interested in taking the lead role on the reunion. Jane and Roxie will provide a detailed list of what was planned for the 100<sup>th</sup> anniversary to Felicia, with indications as to what worked and what didn’t work so well.
- c. Office Cleaning – It was agreed that the Foundation’s office should be cleaned once a month by Pat Lohnes.

- d. Future Use Business Plan 2.0 – John will write a letter to Bea Renton, Town of Lunenburg, outlining that the plan is a useful document and a means of guidance for the Foundation.

5. Correspondence

- a. Letter from Bea Renton, Town of Lunenburg – Lunenburg Academy Management and Operation Draft Agreement Revision – After an In-Session, the Board agreed that John will write a letter thanking her for her letter regarding the draft agreement. Each member will be expected to review the draft and share their reaction at the next Board meeting.

6. Reports

- a. Treasurer's Report – Graham highlighted his report (attached) and informed the Board that the National Bank Investment Account balances were up to date. The bank account has been reconciled and reviewed to confirm accuracy.
- b. Finance Committee Report (attached) – Graham highlighted his report and advised the Board of the market value of the Investments. Graham has finalized the Donation of Equities form. Graham is still developing a draft "Investment Policy Statement".
- c. Administrator's Report – Felicia presented and highlighted her report (attached), outlining her participation in the fundraising campaign as well as her regular office duties.
- d. Human Resources Report – Nothing to report.
- e. Property Committee Report – Allan highlighted that a basic inventory will be done in the classroom. Phase II of the exterior restoration is anticipated to start this fall. Discussions regarding a Café are still ongoing with a potential prospect.
- f. Fundraising Committee Report – Tom updated the progress of the Next Century Capital Campaign. There have been some confirmed donations. He is still deciding on the best individual to contact local businesses. Tom has instructed Felicia to use the trademark logo on all correspondence with the symbols being added under the image. A press conference will launch the beginning of the public campaign. Speakers will be identified and special guests, alumni and the public will be invited to attend. This launch will take place during the week of October 7<sup>th</sup>.
- g. Governance Committee Report – A simplified version of the Governance Policies have been written. The Governance Committee will meet before the next meeting.

- h. Alumni Committee Report – Roxie reported that she has been soliciting alumni for news and *The Scribbler* is being complied.
7. Planning
- a. Heritage Classroom – Scott highlighted that the Town of Lunenburg has signed an agreement with ACOA. The Foundation will be signing a contract directly with Fathom Studio for the Heritage Classroom and submitting invoices to the Town. Graham has requested that Scott email him a schedule of the project phases.
8. New Business
- a. *The Scribbler* – Felicia highlighted the quotes that were received for the printing of *The Scribbler*. Graham will review these with Felicia and a final decision will be made on a printer.
  - b. Green Sheet for Newsletter, Next Century Capital Campaign Pledge Form – Tom and Graham will help Felicia compile a green sheet that is suitable for this edition of the newsletter mailing. The former green sheet and the pledge form will be compiled into one document.
  - c. Scanning of Yearbooks from 1975-2010 – Felicia will ask Advocate Printing for a quote to have these yearbooks scanned.
9. In-Camera Session – There was no need for a further in-camera session.
10. Next Meeting – **Tuesday, October 15, 2019 at 1:00 pm.**
11. Adjournment – The meeting was adjourned at 3:13 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
October 15, 2019, 1:00 pm  
Room 101, Lunenburg Academy  
Minutes**

Present:      John Harker                  Graham Eisenhauer  
                 Tom Hayes                      Allan Richards              Roxie Smith

Guests:       Scott Burke  
                 Mayor Rachel Bailey

Regrets:      Melanie Comstock      Ronnie Bachman              Jane Ritcey

Recorder:    Felicia Knock

1. Welcome and Call to Order

The meeting was called to order at 1:06 pm by Chair John Harker.

2. Approval of Agenda

It was moved and seconded to approve the Agenda. Motion passed.

3. Approval of Minutes from September 20, 2019

It was moved and seconded that the minutes be approved. Motion passed.

4. Business Arising from the Minutes

- a. Potential Class Reunion 2020 – Allan provided an updated that the construction of the Heritage Interpretive Classroom and the restoration of the front façade would not be completed by the proposed date in August 2020. The Board discussed the possibility of having some form of 125<sup>th</sup> celebration, but a larger alumni celebration may need to be delayed until 2021 due to the construction schedules of the Heritage Interpretive Classroom and exterior restoration.

Allan also highlighted that there will be no scaffolding going up this fall. The front façade will be worked on from the ground only until Spring. All the windows will be taken out this fall and rebuilt.

- b. Town of Lunenburg – Lunenburg Academy Management and Operation Draft Agreement Revision – After discussion it was agreed that John will take the lead on this matter with support from Scott, Melanie, and Allan. They will meet to write a redraft of this Agreement.

- c. Scanning of Yearbooks – Allan highlighted that he had compiled the rest of the Yearbooks that need to be scanned. Next step is to get a quote for scanning.
5. Correspondence – There was no correspondence.
6. Reports
- a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board of the bank balance. The bank account has been reconciled and reviewed to confirm accuracy.
  - b. Finance Committee Report (attached) – Graham highlighted his report and advised the Board of the market value of the Investments. Graham is still developing a draft “Investment Policy Statement”.
  - c. Administrator’s Report – Felicia highlighted her report (attached), outlining her participation in the fundraising campaign as well as her regular office duties.
  - d. Human Resources Report – Allan advised that he will be sending out a discussion paper prior to the next meeting. He is looking for comments and feedback since contract agreements expire on March 31, 2020.
  - e. Property Committee Report – Allan highlighted that he is organizing the Classroom so that a basic inventory can be completed. The Classroom is no longer available to be shown to the public. Allan also updated the Board that the Café proposal is still ongoing.
  - f. Fundraising Committee Report – Tom updated the progress of the Next Century Capital Campaign as well as highlighted the press conference that took place on October 8<sup>th</sup>. More donations have been received and the anonymous donor intends to match donations regardless of the timeframe of the pledge. Tom is still deciding on the best individual to contact local businesses. It was briefly discussed that there has been an idea to possibly move the bell from the bell tower to the grounds which could provide a potential naming opportunity.
  - g. Governance Committee Report – A simplified version of the Governance Policies have been written. This version will be sent out prior to the next meeting for comments.
  - h. Alumni Committee Report – Roxie reported that she has been compiling names to specifically contact regarding the Next Century Capital Campaign. *The Scribbler* is currently being edited.

7. Planning

- a. Heritage Classroom – Scott highlighted that he has been speaking with John DeWolfe and that a signature is needed for the design phase contract. The Board authorized Graham to sign the contract as per the quote that the Board approved in June 2019.

8. New Business – There was no New Business.

9. In-Camera Session – There was no need for an in-camera session.

10. Next Meeting – **Monday, November 18, 2019 at 1:00 pm.**

11. Adjournment – The meeting was adjourned at 2:28 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
November 18, 2019, 1:00 pm  
Room 101, Lunenburg Academy  
Minutes**

Present:      John Harker              Melanie Comstock      Graham Eisenhauer  
                 Ronnie Bachman              Tom Hayes              Allan Richards  
                 Jane Ritcey

Guests:        Scott Burke

Regrets:       Ronnie Bachman      Roxie Smith              Mayor Rachel Bailey

Recorder:     Felicia Knock

1. Welcome and Call to Order

The meeting was called to order at 1:00 pm by Chair John Harker.

2. Approval of Agenda

It was moved and seconded to approve the Agenda. Motion passed.

3. Approval of Minutes from October 15, 2019

It was moved and seconded that the minutes be approved. Motion passed.

4. Business Arising from the Minutes

a. Town of Lunenburg – Lunenburg Academy Management and Operation Draft Agreement Revision – After discussion it was moved that the Agreement would be signed as presented.

b. Scanning of Yearbooks – Felicia highlighted that Advocate Printing would like to scan a copy of one of the yearbooks for the Foundation’s review. A quote would then be supplied if the results were suitable. Allan will drop off a copy of the yearbook to Advocate Printing in Bridgewater. Felicia will also contact Printer’s Corner to see if they are able to scan yearbooks as well.

5. Correspondence – There was no correspondence.

6. Reports

a. Treasurer’s Report – Graham highlighted his report (attached) and informed the Board of the bank balance. The bank account has been reconciled and reviewed

to confirm accuracy. Graham is going to start working on the 2020 Budget process over the next month or two. In the future, there may be two budgets required. One for operations and one for the classroom.

- b. Finance Committee Report (attached) – Graham highlighted his report and advised the Board of the market value of the Investments. Graham has developed a draft “Investment Policy Statement” and plans to meet with National Bank Financial on November 21<sup>st</sup> to get their input. There may also be a requirement to disburse a certain percentage of funds to the operations of the Foundation, within the IPS, to maintain charitable status. Graham has asked for clarification from Belliveau Veinotte Chartered Accountants.
- c. Administrator’s Report – Felicia highlighted her report (attached), outlining her participation in the fundraising campaign, the mailout of *The Scribbler*, the promotion of the Foundation in the community space at the Lunenburg Farmers’ Market on November 14<sup>th</sup>, as well as her regular office duties.
- d. Human Resources Report – Allan deferred human resources until the in-camera session later on in the meeting.
- e. Property Committee Report – Allan highlighted that new brass plates have been made for the benches in the garden area. These will be replaced in the Spring.

Allan, Scott and Felicia participated in a conference call on November 14<sup>th</sup> with Fathom Studio to review the Heritage Classroom Project Initiation Document. This document outlines the work plan for the classroom. Allan indicated that every effort should be made to buy local but, if required, the Foundation would have to follow the procurement policy of Canadian Heritage.

Allan and Felicia have completed a basic inventory of the artifacts in the Heritage Classroom. A more detailed inventory will be done once Fathom Studio has an opportunity to view the artifacts. In order to make sure that we follow proper gift and loan procedures, an agreement will need to be compiled. Graham indicated that he had signed the contract, as per the Board’s authorization on October 15<sup>th</sup>, so that Fathom Studio could start on the design phase of the project.

- f. Fundraising Committee Report – Tom highlighted the progress of the Next Century Capital Campaign, including details of recent donations and the mailout of *The Scribbler*. Tom is working on a Donor Recognition Plan.
- g. Governance Committee Report – A simplified version of the Governance Policies was compiled and circulated via email prior to this meeting. A motion was

moved and passed to accept the Governance Policies. Melanie thanked Scott for making the revisions to the document.

- h. Alumni Committee Report – In Roxie’s absence, Felicia presented the Alumni Report. There was a brief discussion about an endowment account but it was felt that none should be set up at this time.
7. Planning
- a. Heritage Classroom – Scott highlighted that the contract has been signed with Fathom Studio. The Project Initiation Document has been reviewed and will be updated by John DeWolfe. A revised timeline has also been developed with the design phase projected to be completed in the Fall of 2020 and opening in February/March 2021. Scott has spoken with Canadian Heritage and there is no obligation for the Foundation to submit an application for March 31, 2020. This will be done once the design phase is completed. Schooner Construction has started the exterior restoration by the library. An assessment of the windows will be taking place on Tuesday, November 19<sup>th</sup>, 2019.
8. New Business – There was no New Business.
9. In-Camera Session – Allan highlighted upcoming human resource issues and they were discussed.
10. Next Meeting – **Monday, January 20<sup>th</sup>, 2020 at 1:00 pm.**
11. Adjournment – The meeting was adjourned at 2:30 pm. Moved.

Respectfully submitted,

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Felicia Knock, Recorder

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Secretary-Treasurer

**Lunenburg Academy Foundation  
Meeting of the Board of Directors  
January 17, 2020, 1:00 pm  
Room 101, Lunenburg Academy  
Minutes**

**Present:** Ronnie Bachman    Melanie Comstock  
              John Harker        Tom Hayes                Allan Richards  
              Jane Ritcey Moore    Roxie Smith

**Guests:**        Mayor Rachel Bailey

**Regrets:**        Graham Eisenhauer

**Recorder:**     Scott Burke

1. Welcome and Call to Order  
The meeting was called to order at 1:04 pm by Chair John Harker.
2. Approval of Agenda  
The agenda was approved by consensus.
3. Approval of Minutes from July 16, 2018  
Approved by consensus.
4. Business Arising from the Minutes
  - a. Town or Lunenburg – Lunenburg Academy Management and Operation Draft Agreement Revision: John suggested a follow up meeting between himself, the Mayor and Bea Renton should be the next course of action.
  - b. Scanning of Yearbooks from 1975 -2010: Allan is hoping this scanning can be done in time to assist Class Champions. These yearbooks will cost more than the last round as they need to have bindings removed. We have one quote for Advocate Printing and Jane suggested we get a second from Printers Corner.
5. Correspondence: Scott shared an email from David Mawhinney seeking graduation years for four former alumni. Roxie has agreed to phone the family to inquire.
6. Reports:
  - a. Fundraising Committee Report – Tom reviewed his written report (attached) Tom requested the board's approval for him to complete the Capital Campaign's anonymous matching donor's Charitable Tax receipt and deliver the Foundation's copy directly to our auditor to protect their

identity. Moved by Melanie, seconded by Roxie. Motion passed. The campaign still requires \$500,000 going forward to meet our goal and this from smaller donors requiring creativity and awareness.

- b. Treasurer's Report – In Graham's absence the Financial Statements were presented to the board and Graham's written report received (attached). Tom indicated that there should be a balance between how much of our donations should be transferred to investment accounts and how much should be used for cash flow.
- c. Finance Committee – In Graham's absence his Investment Committee Report was presented to the board. Tom spoke of the importance of the Investment Policy and how it represented good governance practice for the board. Tom moved the adoption of the Investment Policy, seconded by Jane. Motion passed. Tom suggested to the board the funds are raised to be expended on capital, not to be kept as a nest egg for a long period of time.
- d. Administrator's Report – Attached. Allan highlighted that this was Felicia's final report. Many thanks expressed to Felicia
- e. Human Resources Committee Report: Allan reviewed his written report for the board (attached).
  - i. Future Administrator Role: job posted and interviews to be set.
  - ii. Project Manager: Scott will prepare a proposal for him to continue in this position for the period April 1, 2020 to March 31, 2021.
- f. Property Committee Report – Allan provided a written report (attached). Suggested we commit \$8,000 of our remaining previous anonymous donor to the improvements the Town is undertaking to the Elevator Entrance. There was a discussion regarding the placement of the Bell in the plaza for interpretation and donor and heritage recognitions, and whether it should be able to be rung. The front façade will be complete in 2020. Landscaping Plan to be done in 2021 and 2022. Heritage Classroom going ahead as reported. There may be some excess artifacts. Foundation should be moving forward with a lease from the Town. An operational plan would be developed. Trademarks were discussed. Jane mentioned that Senator Moore was working with a gentleman on another project and recommended the Foundation consult with him. Jane will follow up.
- g. Governance Committee Report – Melanie reported as the Nominating Committee. All current board members with the exception of John will be re-offering. The board discussed desirable skills in new board recruits: Event Management for a class reunion, Administration, Planned Giving experience.

- h. Alumni Committee – Tom and Felicia have been sending the thank you letters for donations. Roxie is doing some database work with Felicia. Membership dues of \$10.00 for board members are due.
- 7. Planning:
  - a. Update on Heritage Classroom: covered in Property Committee Report.
- 8. New Business:
  - a. Upcoming Board Meeting Dates: deferred to new board.
  - b. Donation of Folk Art Painting by Calvin Woodworth: The Foundation is not able to accept at this time and a thank you will be sent.
  - c. Date for AGM: Thursday, April 23, late afternoon following the business day.
- 9. In-Camera Session – not required at this time.
- 10. Next Meeting – March 20, 1:00 pm, room 101.
- 11. Adjournment – the meeting was adjourned.

Respectfully submitted,

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Scott Burke, Recorder

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Board Member

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR**

**DATE: APRIL 7, 2020**

**RE: DRAFT 2020/21 BUDGET AND COVID-19 PANDEMIC**

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**1. FACTS**

A lot has changed since we last reviewed the Draft 2020/21 Operating and Capital Budgets at Council on March 10, 2020. The COVID-19 crisis has expanded across the country and the Province of Nova Scotia has been under a State of Emergency since March 22<sup>nd</sup>. As such, all Town Managers are reviewing their Draft 2020/21 Departmental Budgets to determine what impact COVID-19 may have on the 2020/21 Budget. Once this has been completed a revised Draft 2020/21 Budget will be brought forward for Council's review and consideration. Obviously this impacts the 2020/21 Budget schedule and approval together with re-scheduling of the March 24<sup>th</sup> Public Presentation should Council wish to still proceed with same.

**2. ISSUES AND OPTIONS ANALYSIS**

Under the MGA municipalities have the authority to set the due date for taxes and establish interest rates to charge on overdue accounts. They also have the authority to establish low-income tax relief programs, including the deferral of taxes for low income individuals. Municipalities do not have the authority to defer taxes for business under the MGA. The NSF/M/AMANS is looking to develop a province wide tax deferral program that all municipalities would follow to ensure a program that is equitable for all Nova Scotians however details have yet to be released and taxpayers are seeking some immediate relief measures. Locally both MODC and MODL have provided interest free periods and extended due dates.

The Town issues Interim Tax bills under Policy #66 (copy attached). Per Policy #66 the Interim bills for 2020/21 are to be issued and due May 1, interest is applied on May 31 if they remain unpaid.

Options:

1. Issue Interim bills on May 1 and not change the due date.

2. Issue Interim bills on May 1 and either change the due date or interest application. If interest was deferred to June 30<sup>th</sup> the estimated cost would be approximately \$16,000.
3. Issue Interim bills on May 1 and have an application for interest relief. This option places a high administrative burden on Finance staff and therefore is not recommended.

***Recommendation: Issue Interim bills on and due May 1<sup>st</sup>, approve an interest deferral period to June 30<sup>th</sup>.***

Per Policy #66 the interest on overdue taxes is currently 2% per month. Staff have completed a survey across the province including all neighbouring municipal units (chart attached)

Options:

1. Keep interest rate same.
2. Lower interest rate, either
  - a. permanently (based on previous collection history it is estimated to reduce interest on taxes revenue by \$20,000/yr.), or
  - b. for a limited time frame

***Recommendation: Interest on overdue taxes be changed to 1.5% per month, effective June 30, 2020.***

Income levels for the Low Income Exemptions included in the Draft 2020/21 budget have CPI adjustments. The Town's Low Income Policy #71 (attached – with changes noted). As per policy applications will be received until September 30, 2020 and the requirement of an affidavit on the application to a Commissioners of Oaths should be waived for fiscal 2020/21 due to physical distancing requirements.

Options:

1. Update Policy #71 to incorporate Draft 2020-21 budget changes and to reflect an annual CPI adjustment. The cost of same should not impact budgeted amounts.
2. Do not make any changes to Policy #71
3. Should Council wish to make additional changes to Policy #71 due to COVID-19 staff would require time to determine the budgetary impact.

***Recommendation: Update Policy #71 to increase income levels for Low Income Exemptions by CPI adjustments.***

Interest has been waived for the month of April for both the Water and Electric Utility. The impact to the Water Utility is approximately \$500 and the impact to the Electric Utility is approximately \$3,000.

***Recommendation: To also waive interest for the month of May and seek NSUARB approval for same.***

Until such time as the 2020/21 Budget is approved, staff will be reminded that they are only to expend those funds that are necessary to provide essential municipal services due to the impact of COVID-19.

**3. FINANCIAL IMPACT**

As noted above.

**4. STRATEGIC PLAN RELEVANCE**

5) Operate the Town efficiently and effectively by:  
C. Developing and updating Town bylaws, policies, procedures and plans.

**5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

- 1. *That Interim bills be issued on and due May 1<sup>st</sup> and approve an interest deferral period to June 30<sup>th</sup>. That Interest on overdue taxes be changed to 1.5% per month, effective June 30, 2020.***
- 2. *Update Policy #71 to increase income levels for Low Income Exemptions by CPI adjustments.***
- 3. *That the Water and Electric Utilities waive over-due interest charges for the month of April and May and seek NSUARB approval for same.***

Acknowledged only by:

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Bea Renton  
CAO

**#66. TOWN OF LUNENBURG PROCEDURAL POLICY:**

**INTERIM & FINAL TAX BILLING; INTEREST ON ASSESSMENT APPEAL REDUCTIONS; AND TAX COLLECTION/TAX SALE POLICY AS IT RELATES TO REAL PROPERTY**

**I. PURPOSE**

This Policy responds to the requirements of Part VI of the Municipal Government Act as it relates to tax collection. It provides direction for dealing with properties with tax arrears and subject to tax sale proceedings. It sets by policy, interest rates on overdue taxes. It also prescribes dates and methods for interim and final tax billings.

**II. POLICY PROCEDURE**

**1. Interest Rates on Overdue Taxes**

The interest rate charged for non-payment of taxes when due is set at 2% per month for each full month that payment is in arrears. Interest is calculated on outstanding principal amounts at the end of each month, not compounded.

**2. Interim Tax Billing**

Interim tax bills are issued in April of each year. Billings are based on 50% of the current property assessment multiplied by the previous year's tax rate with a due date of May 1. Interest will be charged on the unpaid interim taxes after that date as provided in paragraph 1 hereof.

**3. Final Tax Billing**

Final tax bills are issued in August of each year with a due date of September 1. Billings are based on the balance of the property taxes owing after the current year's tax rate is set. Interest will be charged on the unpaid final taxes after that date as provided in paragraph 1 hereof.

**4. Interest on Assessment Appeal Reductions**

If after final tax bills are issued and paid an assessment appeal court reduces the assessment, resulting in a credit on the account, the account shall also be credited with interest at the Town's banker's prime interest rate less 2% calculated daily, not compounded from the latter of the due date or date payment was made. This overpayment, including interest, will be refunded to the customer.

**5. Tax Collection and Tax Sale Policy**

Tax sale procedures should commence in November of each year. All properties that have taxes outstanding for three years will be subject to tax sale. The following process shall be followed:

- (1) November 1<sup>st</sup> - letter sent to all accounts outstanding for the prior fiscal year (one and two years in arrears) advising them that tax sale proceedings will be commenced in the future if satisfactory arrangements are not made for the payment of the account;
- (2) December 1<sup>st</sup> - list prepared in accordance with Section 137 of the Municipal Government Act and certified by the Treasurer;
- (3) Following preparation of the tax sale list (#2 above), a "preliminary notice" is sent to those properties on the list giving them thirty (30) days to make acceptable payment arrangements; and
- (4) Tax sale proceedings will commence on all properties who fail to make payment or acceptable payment arrangements. Tax sale procedures will then continue as required under the Municipal Government Act Section 139 and sections following as they relate to tax sales.

**Revised: November 27, 2012**



**Town of Lunenburg Procedural Policy # 71.**  
**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.

<b><u>Total Annual Household Income</u></b>	<b><u>Annual Property Tax Relief*</u></b>
<del>\$18,000.</del> <b>\$19,123.</b> or less	\$500.00
<del>\$18,001. to \$19,000.</del> <b>\$19,124. to \$20,185.</b>	\$400.00
<del>\$19,001. to \$20,000.</del> <b>\$20,186. to \$21,247.</b>	\$300.00
<del>\$20,001. to \$21,000.</del> <b>\$21,248. to \$22,310.</b>	\$200.00
over <del>\$21,000.</del> <b>\$22,310.</b>	NIL

The amounts set forth in this table may be amended by motion of Town Council from time to time. (\*Revised by motion of Council June 17, 2010.)

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 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's Annotation For Official Policy Book**

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**Date of Notice to Council Members of Intent to Consider  
[7 days minimum]:** \_\_\_\_\_

Date of Passage of Current Policy: January 12, 2010

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

**Revised:** June 17, 2010, Section #3. Annual Property Tax Relief  
by Council motion.

Peter J. Haughn  
Deputy Clerk

January 15, 2010  
Date

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**Water Utility - 2020-21 Draft Capital Budget Funding**

Project	Budget Cost	Funding	Source
New Services	\$7,000	\$7,000	Depreciation Funds
Replacement Hydrants	\$10,000	\$10,000	Depreciation Funds
Replacement Meters	\$5,000	\$5,000	Depreciation Funds
Cost Share on Water System Survey & GIS Development (includes all underground infrastructure)	\$40,000	\$40,000	Reduced roll out, \$40,000 budgeted for fiscal 20-21 with 100% funding from the Water Utility Depreciation Funds.
Chlorinator	\$70,000	\$70,000	Depreciation Funds
<b>Road Improvement - Intake House</b> <b>** Requesting pre-approval April 14, 2020</b>	\$10,000	\$10,000	Depreciation Funds
<b>Pump House - Dares Lake Interior Steel Repair/Gutters</b> <b>** Requesting pre-approval April 14, 2020</b>	\$4,000	\$4,000	Depreciation Funds
WTP - Paint and Reseal 2 Roof Vents	\$5,000	\$5,000	Depreciation Funds
Geotechnical Investigation (Dam/Spillway)	\$15,000	\$15,000	Depreciation Funds
Downstream channel assessment, hydrologic/hydraulic modelling, field surveys	\$17,500	\$17,500	Depreciation Funds
Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$30,000	Depreciation Funds
Half Ton Trucks (2)	\$50,000	\$50,000	Depreciation Funds
	\$263,500	\$263,500	
<b>Water Utility Capital Funding Summary</b>			
Depreciation Funds	\$263,500		
	\$263,500		

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - WATER UTILITY											
DESCRIPTION	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
<b>LAND PURCHASE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GENERAL</b>											
New Services	1	\$7,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Hydrants	1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Meters	1	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		\$22,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>DISTRIBUTION MAINS</b>											
Cost Share on Water System Survey & GIS Development (includes all underground infrastructure)		\$40,000									
Broad-Falkland to MacDonald									\$420,000		
Cumberland-Kempt to Blockhouse Hill					\$180,000						
Kaulbach-Bluenose to Lawrence											
McDonald-Green to Brook			\$255,000								
Kempt-Lincoln to Lawrence				\$400,000							
Kempt-Lincoln to Lawrence (design & tender documents)			\$50,000								
Masons Beach (Topmast to 1000' west)								\$480,000			
Montague-Rum Row to Shipyard							\$630,000				
Pelham-Kaulbach to Duke						\$330,000					
		\$40,000	\$305,000	\$400,000	\$180,000	\$330,000	\$630,000	\$480,000	\$420,000	\$0	\$0
<b>BUILDING IMPROVEMENTS</b>											
Chlorinator	1	\$70,000									
Road Improvement -Intake House ** <i>Requesting pre-approval April 14, 2020</i>	1	\$10,000									
Pump House - Dares Lake-Interior Steel Repair/Gutters ** <i>Requesting pre-approval April 14, 2020</i>	1	\$4,000	\$18,000								
WTP -Paint and Reseal 2 Roof Vents	1	\$5,000									
Dam Safety Inspection	1	\$12,000							\$12,000		
Geotechnical Investigation (Dam/Spillway)		\$15,000									
Downstream channel assessment, hydrologic/hydraulic modelling, field surveys		\$17,500									
Design of Dam and downstream channel rehabilitation, approvals		\$30,000									
Repair Spillway Dares Lake	1	\$150,000	\$275,000								
		\$151,500	\$293,000	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0
<b>FURNITURE AND EQUIPMENT</b>											
Chlorine Detectors				\$6,000							
Diesel Fuel Tank											
Half Ton Trucks (2) - used	1	\$50,000									
Membrane Replacement			\$154,300	\$154,300							
Pump #1 (small)			\$10,000								
Pump #2 (medium)				\$12,000							
Pump #3 (large)					\$14,000						
Pneumatic Cleaning System on Intake Screen				\$35,000							
		\$50,000	\$164,300	\$207,300	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>**TOTALS**</b>		\$263,500	\$792,300	\$637,300	\$224,000	\$360,000	\$660,000	\$510,000	\$462,000	\$30,000	\$30,000

## WATER UTILITY

### CAPITAL BUDGET DESCRIPTIONS

#### General

##### New Services

If a new water service is required, the cost of the service installation is allocated to this account. This item is placed in the budget yearly in the event that a new installation is required.

##### Hydrants

New hydrants are installed as required and funds placed in the budget yearly in the event a new hydrant is required.

##### Meters

If a new water meter is required, the cost of the meter is allocated to this account. This item is placed in the budget yearly in the event that a new meter is required for a new water service. Also, meters can slow down or stop working. This is identified during the billing cycle when consumption variances are monitored.

#### Building/Infrastructure Improvements

##### Chlorinator

This project will disconnect pressurized lines that are no longer required for transmission from the main water transmission line. This project will eliminate the possibility of a major leak from the water system.

##### Road Improvement to Intake House Road **\*\* Requesting pre-approval April 14, 2020**

Improvements are required to the access road to the Water Intake House. These repairs will include a new cross culvert and ditching on both sides of the road. The work will be done by PW forces and is high on their priority list. The purpose of the work is to prevent water ingress into the pump house.

##### Pump House Dares Lake-Steel Beam Repair and Gutter Installation

**\*\* Requesting pre-approval April 14, 2020**

The steel columns at the pump house require repairs due to water infiltration, this project will make the building water tight. There will also be gutters installed on this building in order to direct water disbursement. This project and the Road Improvement project are related, PW to complete the road work first to get water diverted and then fix the building.

#### Water Treatment Plant

The air intakes at the Water Treatment Plant require painting and flashing repairs.

#### Dam and Spillway

Staff are seeking pre-approval of the following projects for investigations, survey, modelling design, construction and administration as part of the 2020/21 and 2021/22 budgets.

##### 2020

Geotechnical Investigation - \$15,000

Downstream channel assessment, hydrologic/hydraulic modelling, field surveys - \$17,500

Design of Dam and downstream channel rehabilitation, approvals - \$30,000

##### 2021

Repairs to Dam and Spillway - \$250,000

Construction Administration - \$25,000

#### **Project timeline:**

##### **2020**

*February 13th* – Council pre-approves project to move forward.

*February to June* – Design development, geotechnical investigation, survey, detailed hydrologic modelling.

*June to July* – Consult with NSE to confirm requirements for future water withdrawal permit, construction permit, and flora and fauna assessments.

*July to September* - Modelling and document preparation for water withdrawal permit.

*August to October* – Detailed design for spillway, dam, downstream channel, site grading at pumphouse, tender documentation preparation with Class A estimate.

*November to December* – Issue for tender, review submissions, make recommendation

##### **2021**

**DRAFT**

*January* - Award construction project, execute contract with contractor

*March to October* – site preparation, contract mobilization, materials stockpile, complete in channel works, complete dam works, downstream channel improvements

*June to October* – complete water withdrawal documentation, consolidate, submit application, obtain permit

*November*– Town receives dam, operates and monitors

### **Furniture and Equipment**

#### **Half Ton Truck**

This will replace the Chev 2005 Truck which is utilized by department staff.

### ***Future Capital***

#### **Distribution Mains**

##### **Kempt – Lincoln to Lawrence (design & tender documents)**

The 6 inch waterline that services Kempt Street is an old cast iron line that has had issues in the past and should be replaced

Circulated: \_\_\_\_\_

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Document No:  
Meeting: April 14, 2020 Council  
Circulate To: Council, BR, DH's, KR,  
Dist's 1&2, LFD, JG-Audit Committee  
File: Budget 2019/20

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR**

**DATE: APRIL 7, 2020**

**RE: 2019/20 CAPITAL AND OPERATING VARIANCE REPORT –  
TO FEBRUARY 29, 2020**

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Please find enclosed the variance report to **February 29, 2020**. The period ending February 29th represents 91.66% (11 months) of the fiscal year. Town General expenditures are currently on budget at 91.2%.

**Index to Reports**

Capital Budget Status Report	Page 1
Operating Financial Statements Summary	Page 7
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow Control	Page 8
Grants to Organizations Information Update	Page 9

Acknowledged only by:

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Bea Renton  
Town Manager/Clerk

Encls.

**Capital Status Report to February 29, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Buildings &amp; Structures</b>					
Town Hall	Town Hall - Snow Load Assessment	\$15,000	\$12,941	\$2,059	PW
<i>Comment:</i> <b>Project is complete with final report being received on March 31</b>					
Lunenburg Academy	Lunenburg Academy Interpretive Panels	\$6,000	\$4,333	\$1,667	AM
<i>Comment:</i> Carry-forward project from 17-18. Completed in early spring.					
Lunenburg Academy	Lunenburg Academy Beautification Project	\$40,000	\$32,107	\$7,893	AM
<i>Comment:</i> Carry-forward project from 18-19. Completed in early spring.					
Lunenburg Academy	Lunenburg Academy Exterior Capital Repairs Phase II	\$1,500,000	\$263,786	\$1,236,214	AM
<i>Comment:</i> <b>The project is progressing with approximately 30% of the roof shingles replaced and approximately 50% of the window sash rehabilitation work completed. The watertable board along the Easte Façade has been replaced. The widening of the accessible lobby area and entrance way is progressing.</b>					
Captain Angus Walters House	Capital Maintenance Repairs	\$11,000	\$0	\$11,000	PW
<i>Comment:</i> Staff re-evaluated the project, work is going to be carried out under operating repairs and maintenance.					
<b>Environmental Development</b>					
	Comprehensive Community Plan	\$229,300	\$152,825	\$76,475	DS
<i>Comment:</i> Project began in fiscal 18-19. Total budget of \$229,300 approved Dec. 11, 2018.					
<b>Equipment</b>					
	Parking Meters	\$14,100	\$14,075	\$25	BR
<i>Comment:</i> Order received and installed by PW staff in September. Budget was increased from \$5,000 to \$14,100 at the Aug.27/19 Council Meeting					
	Coin Roller	\$5,000	\$4,599	\$401	BR
<i>Comment:</i> New roller received and in use. Complete.					
<b>Public Works Infrastructure</b>					
Wastewater Treatment	Brook Street Storm/Sanitary separation infrastructure finalization	\$150,000	\$20,499	\$129,501	PW
<i>Comment:</i> Council Motion: Dec.19/19 for project to move forward with over flow.					
Wastewater Treatment	Brook Street Overflow prevention equipment	\$119,000	\$31,420	\$87,580	PW
<i>Comment:</i> Pump purchased in spring.					

**Capital Status Report to February 29, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Improve Treatment Process-Pre-Design <i>Comment:</i> PCAP Funding approval received in September 2019, <b>approval has been received from the Province to carry project forward to the 2020/21 fiscal year.</b>	\$270,000	\$0	\$270,000	PW
	<i>Wastewater Treatment</i> Spare Ultra Violet Bank <i>Comment:</i> Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Had been awaiting insurance approval to re-purchase this item. Insurance approval has been received and item is being purchased.	\$18,000	\$0	\$18,000	PW
	<i>Wastewater Treatment</i> Additional UV Bank (Jan. 15/19) <i>Comment:</i> As noted at the Oct.22/19 Council meeting we have advised by Municipal Affairs that we were not successful in our funding application.	\$250,000	\$0	\$250,000	PW
	<i>Wastewater Treatment</i> Variable Frequency Drive <i>Comment:</i> <b>Complete.</b>	\$8,000	\$8,614	(\$614)	PW
	<i>Wastewater Treatment</i> New Complete Recycling Pump <i>Comment:</i> Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Had been awaiting insurance approval to re-purchase this item. Insurance approval has been received and item is being purchased.	\$31,500	\$0	\$31,500	PW
	<i>Wastewater Treatment</i> Voltage Reading Monitor at Pumping Station <i>Comment:</i> Deferred while other Pump Station repairs were carried out.	\$6,500	\$0	\$6,500	PW
	<i>Wastewater Treatment</i> Upgrade to SCADA System-Biofilter/Micro-cool <i>Comment:</i> Projected completed in October.	\$5,500	\$3,621	\$1,879	PW
	<i>Wastewater Treatment</i> Cell Enhancement Booster <i>Comment:</i> Projected completed in October.	\$3,600	\$3,635	(\$35)	PW
	<i>Wastewater Treatment</i> Upgrade Rails and Catwalks in Aeration Building <i>Comment:</i> On-going capital maintenance program of aeration building rails and catwalks. Remaining fiscal <b>2019/20 work carried out in late March.</b>	\$10,000	\$2,086	\$7,914	PW
	<i>Wastewater Treatment</i> Macerator <i>Comment:</i> Relocation installation had to be deferred due to Hurricane Dorian repairs, however work was completed in December.	\$17,500	\$18,043	(\$543)	PW

## Capital Status Report to February 29, 2020

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<b>Wastewater Treatment</b> Replace Lines and Diffusers in Aeration Tanks <i>Comment:</i> Approved an increase to the budget of \$80,000 to \$200,000 and that the total capital project will be financed with Gas Tax funding, at the August 27, 2019 Council meeting. Equipment PO issued in December. Project is ongoing and will carry forward to fiscal 20/21. <b>Memo regarding the award construction tender to be considered at April 14, 2020 Council meeting.</b>	\$200,000	\$16,712	\$183,288	PW
	<b>Wastewater Treatment</b> Biofilter <i>Comment:</i> Carry forward project from 18/19. Original total budget \$1,147,000. Project costs in 18/19 = \$753,815. Finalizing outstanding deficiencies and fencing. <b>Project is complete, final invoicing is being verified.</b>	\$393,185	\$265,164	\$128,021	PW
	<b>Wastewater Treatment</b> Scada Packs <i>Comment:</i> <b>Project is complete.</b>	\$5,000	\$5,358	(\$358)	PW
	<b>Wastewater Treatment</b> WWTP and Collection System Study <i>Comment:</i> Carry forward of 2018-19. Peer review received in December, awaiting CBCL response. <b>Project is complete.</b>	\$75,000	\$72,284	\$2,716	PW
	<b>Renewals - Sidewalks/Curbs</b> Tannery Road Seawall <i>Comment:</i> <b>Federal and Provincial Permits have been obtained to proceed with this project and the remaining work will be undertaken in the 2020/21 fiscal year.</b>	\$50,000	\$11,999	\$38,001	PW
	<b>New Sidewalks/Curbing</b> Tannery Road-Knickle Rd. to 97 Tannery Road (E) - (Legal & Prep work carry forward from 17/18 & 18/19) <i>Comment:</i> Council has requested a progress report.	\$115,000	\$0	\$115,000	PW
	<b>Chip sealing</b> Kissing Bridge 332 to 332 N/Bypass <i>Comment:</i> Completed in late September.	\$81,000	\$72,583	\$8,417	PW
	<b>Recreation Infrastructure</b> Boat Launch Site <i>Comment:</i> Beautification grant received. Work completed.	\$12,300	\$11,281	\$1,019	PW
	Splash Pad (Detailed Design - Tender) <i>Comment:</i> Council approved location at Jan.14/20. RFP issued in March.	\$20,000	\$0	\$20,000	PW
	<b>Equipment</b> <b>Public Works - Equipment</b> Asphalt Roller (Ride-on) <i>Comment:</i> Received. Complete.	\$40,000	\$40,288	(\$288)	PW

**Capital Status Report to February 29, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Public Works - Equipment</i> Sewer Camera <i>Comment:</i> Complete.	\$18,000	\$9,716	\$8,284	PW
	<i>Public Works - Equipment</i> Chev Truck (93) & Plow <i>Comment:</i> Tender awarded Nov.12/19 Council meeting. Delivery is anticipated in May 2020.	\$183,000	\$0	\$183,000	PW
	<i>Public Works - Parks/Playgrounds</i> Welcome Signs <i>Comment:</i> Signs have been received, <b>installation is currently taking place.</b>	\$20,000	\$3,754	\$16,246	BR
	<i>Fire Department</i> Turnout Gear <i>Comment:</i> <b>Complete.</b>	\$120,000	\$120,205	(\$205)	GM
	<i>Community Centre/Arena</i> Bathroom Renovations at Community Centre <i>Comment:</i> <b>The project is 85% complete, floor refinishing is ongonig and some minor work has to be completed in the female washroom. The anticipated completion date is April 30, 2020, some delays due to Covid 19.</b>	\$55,000	\$0	\$55,000	KC/PBR
	<i>Community Centre/Arena</i> Gym Floor Refinish <i>Comment:</i> Project Deferred to another year, funding used for Brine Repairs.	\$0	\$0	\$0	KC
	<i>Community Centre/Arena</i> Roof Structural Repairs <i>Comment:</i> Carry forward from 18/19. Completed in early spring.	\$130,000	\$121,325	\$8,675	KC
	<i>Community Centre/Arena</i> Arena Brine Repairs <i>Comment:</i> These repairs are complete.	\$15,000	\$14,432	\$568	KC

**Capital Status Report to February 29, 2020**

\*\*Any comments in **BOLD** are changes from the previous report\*\*

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>General</b>					
	New Services <i>Comment:</i> As required.	\$5,000	\$4,903	\$97	PW
	Armouries-Replace Oil Tank <i>Comment:</i> Project is complete.	\$10,650	\$11,283	-\$633	PW
	Replacement Hydrants <i>Comment:</i> As required.	\$10,000	\$0	\$10,000	PW
	Replacement Meters <i>Comment:</i> As required.	\$30,000	\$0	\$30,000	PW
<b>Building Improvements &amp; Construction</b>					
	Prepare and Paint Water Storage Tank-Garden Lots <i>Comment:</i> Project is complete.	\$145,000	\$124,424	\$20,576	PW
	Repair Spillway Dares Lake <i>Comment:</i> This was the background study for the larger project, the background study has now been completed. Capital repair work to be carried out in 2020/21.	\$12,600	\$11,037	\$1,563	PW

**Capital Status Report to February 29, 2020**

\*\*Any comments in **BOLD** are changes from the previous report\*\*

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Structures</b>					
	Feeder Transfer Bus	\$82,000	\$0	\$82,000	LD
<i>Comment:</i> <b>Project did not move forward as planned due to Hurricane Dorian in the fall, to be carried forward to 2020/21.</b>					
	Capacitor Bank at Substation	\$480,000	\$0	\$480,000	LD
<i>Comment:</i> <b>Engineering Consultant has been engaged to prepare the RFP for this project. Kick off meeting scheduled for early April.</b>					
<b>Utility Line Work</b>					
	Meters	\$25,000	\$2,504	\$22,496	LD
<i>Comment:</i> As required.					
	Overhead Conductors	\$75,000	\$70,689	\$4,311	LD
<i>Comment:</i> As required.					
	Poles & Fixtures	\$50,000	\$30,389	\$19,611	LD
<i>Comment:</i> As required.					
	Services	\$10,000	\$24,538	(\$14,538)	LD
<i>Comment:</i> As required. Higher need than anticipated. Cost overages to be offset by savings on meters and street lighting.					
	Street Lighting	\$30,000	\$5,375	\$24,625	LD
<i>Comment:</i> As required.					
	Transformers - Line	\$70,000	\$70,561	(\$561)	LD
<i>Comment:</i> As required. Higher need than anticipated.					
	Sectionalizing Circuits to Improve Reliability (pre-approved Mar. 12/19)	\$120,000	\$0	\$120,000	LD
<i>Comment:</i> <b>Work began in late summer, was then delayed because of Hurricane Dorian. Approximately 25% has been completed to date, to be carried forward to 2020/21.</b>					
	Spare Reclosure and Reclosure Control	\$38,000		\$38,000	LD
<i>Comment:</i> Reviewing project with NSP.					
	Pothead Replacement at Substation	\$22,000	\$0	\$22,000	LD
<i>Comment:</i> <b>Majority of work has been completed, an outage needs to be scheduled for final installation.</b>					
	Substation - Switch Replacements	\$10,000	\$0	\$10,000	LD
<i>Comment:</i> Reviewing project with NSP.					

**Town of Lunenburg Operating Financial Statements**  
**February 29, 2020**  
**Summary Information**  
(YTD Pro-rated Budget = 91.67%)

**TOWN GENERAL**

	YTD Actual	Budget	%	Balance	Year End Projection	% of Budget
<b>Revenue</b>						
Taxes	\$5,704,791	\$5,642,300	101.1%	1. (\$62,491)	\$5,700,100	101.02%
Grants In Lieu Of Taxes	237,200	237,300	100.0%	2. 100	237,300	100.00%
Sale of Services	161,991	228,500	70.9%	66,509	187,400	82.01%
Sale of Service Arena/Community Centre	248,475	314,900	78.9%	3. 66,425	263,300	83.61%
Other Revenue/Own Sources	359,699	354,600	101.4%	(5,099)	399,900	112.77%
Unconditional Transfers/Other Gov'ts	37,613	50,100	75.1%	12,487	50,100	100.00%
Conditional Transfers/Fed or Prov Gov'ts	1,000	1,500	66.7%	500	1,000	66.67%
Conditional Transfers/Other Local Gov'ts	175,725	176,000	99.8%	275	159,100	90.40%
	<u>\$6,926,494</u>	<u>\$7,005,200</u>	<u>98.9%</u>	<u>\$78,706</u>	<u>\$6,998,200</u>	<u>99.90%</u>
<b>Expenditures</b>						
General Government Services	\$435,187	\$454,400	95.8%	4. \$19,213	\$455,700	100.29%
Protective Services	1,396,715	1,576,300	88.6%	179,585	1,540,400	97.72%
Transportation Services	905,594	972,300	93.1%	5. 66,706	920,600	94.68%
Environmental Health Services	1,244,141	1,193,800	104.2%	6. (50,341)	1,289,800	108.04%
Public Health Services - Cemetery	41,234	43,300	95.2%	7. 2,066	45,800	105.77%
Environmental Development	355,983	433,500	82.1%	8. 77,517	437,400	100.90%
Recreation & Cultural Services	239,743	301,100	79.6%	61,357	273,000	90.67%
Arena/Community Centre	438,310	506,900	86.5%	68,590	503,400	99.31%
Fiscal Services	1,329,705	1,523,600	87.3%	193,895	1,532,100	100.56%
	<u>\$6,386,612</u>	<u>\$7,005,200</u>	<u>91.2%</u>	<u>\$618,588</u>	<u>\$6,998,200</u>	<u>99.90%</u>
<b>TOWN SURPLUS (DEFICIT) **</b>	<u><b>\$539,882</b></u>	<u><b>\$ -</b></u>			<u><b>\$ -</b></u>	

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 98.9% and 91.2% of expenditures have occurred as of February 28, 2020.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued.
- Received from Province in January 2020.
- Arena revenues are seasonal, to February 29th is 91.6% of the Arena season, heavily impacted by COVID-19 in March.
- Insurance and Section 71 Tax Exemptions paid for the year.
- Dorian expenses for Storm OT & General Town storm clean-up = \$29,661, an application for Provincial Disaster Assistance will be submitted.

Equipment maintenance for Trackless, '93 & '02 GMC Topkicks, '02 F150 1/2 ton, Loader and backhoe have been higher than anticipated for repairs to be offset by other departmental savings.

- Expenses for WWTP restoration due to Dorian damage = \$150,700. was submitted and payment has been received.
- Cemetery operational expenditures are seasonal.
- Insurances paid on all buildings for the year.

	YTD Actual	Budget	%	Balance	Year End Projection	% of Budget
<b>WATER UTILITY</b>						
Revenue	\$1,216,531	\$1,512,000	80.5%	1. \$295,469	\$ 1,545,800.00	102.24%
Expenditures	\$1,159,428	\$1,512,000	76.7%	\$352,572	\$ 1,545,800.00	102.24%
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>\$57,103</b></u>	<u><b>\$ -</b></u>			<u><b>\$ -</b></u>	

**Legend:**

- Three quarterly billings issued. Next billing at March 31, 2020.

	YTD Actual	Budget	%	Balance	Year End Projection	% of Budget
<b>ELECTRIC UTILITY</b>						
Revenue	\$6,006,460	\$6,533,200	91.9%	1. \$526,740	\$ 6,627,900.00	101.45%
Expenditures	\$5,895,633	\$6,585,700	89.5%	\$690,067	\$ 6,627,900.00	100.64%
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>\$110,827</b></u>	<u><b>\$ (52,500)</b></u>			<u><b>\$ -</b></u>	

**Legend:**

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION**  
**February 29, 2020**

**DEED TRANSFER TAX REPORT**

	Budget	This Month		Year to Date		Variance to Budget
		(#)	Amount	(#)	Amount	
Revenue this year	\$150,000	(1)	\$4,200	(53)	\$180,906	(\$30,906)
2018/19 Reserve Fund (Balance Carried Forward)	\$387,395				\$387,395	
Reserve Fund Balance	<u>\$537,395</u>				<u>\$568,301</u>	<u>120.60%</u>

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

	Balance 31-Mar-19	2019/20 Tax Billings	Collected To Date	Balance
2018/19 Taxes & Sewer and Prior	270,367	-	187,221	83,146
2019/20 Tax & Sewer billings	(117,971)	5,477,976	5,162,073	197,932
	152,396	5,477,976	5,349,294	281,078
Interest				34,805
Total Outstanding				<u>315,883</u>

Prepayments for 2020/21 Tax & Sewer \$ 110,887

**PARKING METER REVENUE AND FINES**

	Budget 2019/20	Actual to 29-Feb-20	Variance to Budget	% of Budget
Parking Meter Revenue	\$179,000	\$134,333	\$44,667	75.05%
Parking Meter Fines	6,500	6,895	(395)	106.08%
Court Fines	7,000	7,438	(438)	106.26%
Total	<u>\$192,500</u>	<u>\$148,666</u>	<u>\$43,834</u>	<u>77.23%</u>

**SNOW AND ICE CONTROL**

**Public Works Labour & Salt Purchases**

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 31-Mar-20
April to October	1,130	2,091	1,132	724	1,858		3,085
November					1,050		27
December	1,382	409	6,793	3,418	3,789		4,212
January	4,568	13,062	6,613	6,215	4,359		9,224
February	31,837	12,005	17,514	7,410	15,631		8,854
March	32,011	4,132	11,383	7,430	15,217		1,415
Labour Cost	70,928	31,699	43,435	25,197	41,904	53,500	26,817
Salt Purchases	98,879	60,173	81,815	59,886	101,187	83,000	71,083
Contractors/Rentals/ Electric (Salt Shed)	1,784	1,707	223	204	233	500	230
	<u>171,591</u>	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>137,000</u>	<u>98,130</u>
% Budget Used							71.63%
<b>BUDGET VARIANCE UNDER (OVER)</b>							<b>\$38,870</b>

Town of Lunenburg		
Grants to Organizations Information Updated February 29, 2020		
Account #01-2-19-5100	2019/20	
	Approved Grants	2019/20 Request Notes
Boxwood Festival Society	\$500	Funds Support Boxwood's Big Ceilidh Dance and Bar-B-Que to be held at the Lunenburg Waterfront on July 26, 2019, free event in cooperation with Fisheries Museum and <b>in-kind request</b> for use of bleachers, including movement and set up at Fisheries Museum.
Bridgewater Baseball Association	\$190	In-kind request to utilize the baseball field for up to 2 teams for the upcoming season.
Burg Classic	\$250	For 2020 Event - annual local community-based recreation hockey tournament and dance fundraising event
Canadian Dory Racing Association	\$750	Grant will be used to host the elimination and International Dory Race Events.
Curl for a Cause	\$125	Annual events (20th year) which supports Fishermen's Memorial Hospital
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual events which supports Fishermen's Memorial Hospital
Lunenburg & District Fire Dept.-Rusty Blades Event	\$336	Free rental of the arena for this event, approx. 2hrs
Lunenburg & District Music Festival	\$100	Funds will be used to offset hotel expenses to accommodate Festival Adjudicators.
Lunenburg & District Swimming Pool Society	\$1,500	Operate and maintain the outdoor pool, which offers, instructional, recreational & competitive swimming for the residents of the Town of Lunenburg and surrounding areas.
Lunenburg Art Gallery	\$736	Defer costs of Paint Sea on Site - to be applied to the community Centre 2 day rental & set up fee (2 hours) which equals \$736
Lunenburg Board of Trade	\$3,000	For LBOT initiatives such as: Lunenburg Map, Digital Map, Kiosk Panels, Waterfront VIC, RV Route Signs, Tourism Website, Event Support (Street Fest & Yuletide).
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg Doc Fest	\$1,000	The financial contribution will provide assistance in running the 6th annual festival (Sept.19-22, 2019). <b>In-kind</b> request hanging of street banner - <i>no banner hanging support available from TOL.</i>
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. <b>In-kind</b> garbage collection.
Lunenburg Folk Harbour Society-2018 Festival Sponsorship	\$1,000	Sponsorship of 2019 Festival & <b>In-kind</b> for preparation of main stage tent grounds , placement of road barriers (parking control).
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 13 Sundays, starting on June 15th and ending on September 15th.
Lunenburg Foundation for the Arts	\$100	<b>In-kind</b> request for the use of one classroom at the Lunenburg Academy for up to 10 days during the fiscal year. The purpose of the use will be that the community will be invited to attend various consultation meetings held as part of the development of the Lunenburg Cultural Plan. <b>TOL to work with group to try to accommodate space for their meetings but not necessarily at the Lunenburg Academy.</b>
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg Lyme Group	\$500	Grant will be used to offset costs of a national expert on Lyme Disease who will be presenting at the South Shore Lyme Conference being held October 26, 2019 and November 19,2019. <b>In-kind request</b> promote the event in Town Publications, attend the event and photocopying.
Now Lunenburg County	\$500	Funds will be utilized for the development of Doctor Attraction and Retention Strategy.
Safe Communities Lunenburg County	\$1,275	To help fund their program through the next year. There has been a growing need for this program.
Second Story Women's Centre	\$250	Funds will be utilized in the provision of the "Girl Talk" Summer Day Camp Series.
Society of St. Vincent de Paul	\$750	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
South Shore Theatrical Players	\$750	To offset a portion of the rental costs for their Christmas Production. Requesting 50% discount for the cost using the Community Centre and use of the wheeled scaffolding.
South Shore Tourism Co-operative Ltd.	\$500	The funding will support the tourism sector and incremental small business operators by increasing visitors of our region year-round. Currently this organization is developing a 3 year winter tourism plan to grow off season regional tourism experiences.
Special Olympics Lunenburg Queens	\$300	The funding will support the development of a golf program in Bridgewater and White Point, and a Boccee Program and in Queens. This funding will be utilized to offset transportation costs and coach training.
	<b>\$18,627</b>	
<b>Summary of Additional Grant Approvals/Changes since 19-20 Budget approved</b>		
<b>Bridgewater Baseball Association</b>	<b>(\$190)</b>	Did not have program.
<b>Lunenburg Foundation for the Arts</b>	<b>(\$100)</b>	Did not use classrooms.
<b>Lunenburg Art Gallery Grant</b>	<b>\$1,000</b>	<b>approved January 14, 2020</b>
<b>Budget for Additional Grant Requests if Required</b>	<b>\$663</b>	
	<b>\$20,000</b>	



**Burke,  
Macdonald  
& Luczak**  
Barristers & Solicitors

Patrick A. Burke, QC  
David K. Macdonald, BSc, LLB( Retired)  
Piotr Luczak, BA, LLB

February 27, 2020

Bea Renton  
CAO  
Town of Lunenburg

Via Email: [Brenton@explorelunenburg.ca](mailto:Brenton@explorelunenburg.ca)

Dear Bea:

**Re: Municipal Election 2020**

Enclosed herewith for your reference is section 17 and 18 of the Municipal Elections Act as amended. You will note the changes with respect to addressing the issues of volunteer board or committee members having to resign or seek a leave of absence. For your reference, I am enclosing herewith a copy of my letter sent to you earlier in the fall concerning the changes in the legislation.

Yours very truly,

**BURKE, MACDONALD & LUCZAK**

Patrick A. Burke, Q.C.  
PAB/js

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**Ordinarily resident**

**16 (1)** A person is ordinarily resident in the place where the person lives and to which, whenever absent, the person intends to return.

**(2)** A person may be ordinarily resident in only one place at a time.

**(3)** A person does not cease to be ordinarily resident in a place by leaving the place for a temporary purpose only.

**(4)** Where a person usually sleeps in one place and has meals or is employed in another place, the person is ordinarily resident in the place where the person sleeps.

**(5)** Where a person has temporary residential quarters, those quarters are considered to be the place in which the person is ordinarily resident only if the person has no other place the person considers as that person's ordinary place of residence.

**(6)** Where a person is being provided with food, lodging or other social services by a shelter, hostel or similar institution, the person is ordinarily resident in the shelter, hostel or institution.

**(7)** Where the rules set out in subsections (1) to (6) are not sufficient to determine the place where a person is ordinarily resident, the place where the person is ordinarily resident must be determined by the appropriate election officer with reference to all the facts of the case.

**(8)** A person who, on the first advance polling day,

**(a)** is a student;

**(b)** is ordinarily resident in a polling district or polling division other than that of the person's family home; and

**(c)** is qualified as an elector,

may elect to be included on the list of electors in one or the other of the polling divisions, but not both, and is deemed to be ordinarily resident in that polling division.

**(9)** A person is not ordinarily resident in a residence that is generally occupied by the person only between the beginning of May and the end of October but that is generally unoccupied between the beginning of November and the end of April unless the person does not have another residence in the Province where the person resides between the beginning of November and the end of April.  
2011, c. 68, s. 4; 2015, c. 47, s. 2.

**Eligibility as councillor**

**17 (1)** Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who

(a) is a Canadian citizen of the full age of eighteen years at the time of nomination;

(b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;

(c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and

(d) is not disqualified under this Act.

(2) A councillor who is otherwise qualified shall be eligible for re-election. R.S., c. 300, s. 17; 1998, c. 18, s. 568; 2003, c. 9, s. 7; 2003 (2nd Sess.), c. 5, s. 1; 2011, c. 68, s. 5.

#### Interpretation of Sections 17B and 17C

**17A (1)** A person who accepts or holds office or employment in the service of a municipality or any utility, board, commission, committee or official of the municipality is, for the purpose of Sections 17B and 17C, an employee of the municipality.

(1A) For the purpose of subsection (1), volunteer service as a member of a board or committee of the municipality does not constitute accepting or holding office or employment in the service of a municipality.

(2) A reference to the chief administrative officer of a municipality is, for the purpose of Sections 17B and 17C, a reference to the clerk of the municipality if there is no chief administrative officer of the municipality. 2000, c. 9, s. 20; 2019, c. 35, s. 1.

#### Nomination and service of employee as councillor

**17B** Notwithstanding Section 18 of the *Municipal Government Act*, an employee of a municipality, other than the chief administrative officer, may be nominated and serve as a councillor if the person is on a leave of absence pursuant to Section 17C. 2000, c. 9, s. 20; 2003, c. 9, s. 8.

#### Leave of absence

**17C (1)** A person who is an employee of a municipality, other than the chief administrative officer, and who intends to become a candidate shall take a leave of absence beginning not later than the day the person becomes a candidate.

(2) A person who

(a) is required by subsection (1) to take a leave of absence;

or

(b) intends to become a candidate and wishes a leave of absence beginning sooner than required by the required leave of absence,

shall apply for a leave of absence to the chief administrative officer of the municipality and the leave of absence shall be granted.

(3) Where the person withdraws as a candidate and, before the election, notifies the chief administrative officer of the municipality of the person's intention to return to work, the person may return to the position the person held immediately before the leave of absence commenced two weeks after the notice is given, or at such other time as is agreed to by the person and the chief administrative officer.

(4) A leave of absence granted to a person pursuant to subsection (2) terminates on the day the successful candidate in the election is declared elected unless, on or before the day immediately before ordinary polling day, the person notifies the chief administrative officer of the municipality that the person wishes the leave of absence to be extended for such number of days, not exceeding ninety, as the person states in the notice and in such case the leave of absence terminates as stated in the notice.

(5) A person on a leave of absence granted pursuant to subsection (2) to be a candidate in an election and who is an unsuccessful candidate in the election may return to the position in the employment of the municipality that the person held immediately before the leave of absence commenced.

(6) The leave of absence of a person who is a successful candidate is extended from ordinary polling day of the election at which the person was elected until two weeks after the latest of

(a) the resignation of the person from council, if the resignation occurs before the next election;

(b) the date nominations close for the next election, where the person is not officially nominated as a candidate in the next election; or

(c) declaration day for the next election, if the person is not declared elected in the next election.

(7) Where the person is elected for the second time, the leave of absence granted to that person pursuant to subsection (2) terminates on the day the person is declared elected for the second time and the person ceases to be an employee of the municipality or to hold office for all purposes, including entitlement to all employee or office-related benefits.

(8) Notwithstanding Section 18 of the *Municipal Government Act*, a person who is not re-elected at the second election held during the leave of absence granted to that person pursuant to subsection (2) may, when the leave of absence expires pursuant to subsection (6), return to the position in the employment

of the municipality that the person held immediately before the leave of absence commenced or, where that position has been filled or eliminated, to an equivalent position.

(9) Where a leave of absence is granted pursuant to subsection (2), the person to whom the leave of absence is granted shall not be paid but the person, upon application to the chief administrative officer of the municipality at any time before the leave of absence commences, is entitled to pension credit for service as if the person were not on a leave of absence and to medical and health benefits, long-term disability coverage and life insurance coverage, or any one or more of them, if the person pays both that person's and the municipality's, utility's, board's, commission's, committee's or official's share of the cost. 2000, c. 9, s. 20.

#### Disqualified persons

18 (1) No person is qualified to be nominated or to serve as councillor who

(a) is a member of the House of Commons or Senate of Canada;

(b) is a member of the Legislative Assembly;

(ba) is a village commissioner;

(c) is a member of the council of another municipality;

(ca) is a judge of the Nova Scotia Court of Appeal, the Supreme Court or the Provincial Court;

(d) accepts or holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long as he holds or is engaged in the office or employment unless the person is on a leave of absence granted pursuant to subsection 17C(2), but this disqualification does not apply in respect of an office or employment

(i) as a volunteer fireman with a municipal fire fighting organization,

(ia) as a volunteer member of a board or committee of the municipality,

(ii) with a school board, or

(iii) with a joint body of two or more municipalities to which the municipality appoints at least one representative and to which the municipality provides funding; or

(e) *repealed 1994, c. 26, s. 9.*

(f) has been convicted of any corrupt practice or bribery contrary to this Act within five years preceding nomination day.

(1A) *repealed 2003, c. 9, s. 9.*

(1B) Where a person who is a councillor is convicted of an indictable offence that is punishable by imprisonment for a maximum of more than five years, the person ceases to be a councillor.

(2) During a special election, no person is qualified to be nominated as councillor who is a member of a school board.

(3) *repealed 1991, c. 6, s. 41.*

(4) Notwithstanding subsection (1), a councillor who is elected to the Legislative Assembly or the House of Commons or who is appointed to the Senate of Canada or as a judge of the Supreme Court or a judge of the Provincial Court shall resign his office as councillor within thirty days of such election or appointment.

(5) A councillor who ceases to be ordinarily resident in the municipality shall cease to be qualified to serve as a councillor.

(5A) Notwithstanding subsection (5), where a councillor has the approval of council, a councillor may be ordinarily resident outside the municipality but within the Province for one period of not more than six months in a term.

(6) A councillor who, without leave of the council, is absent from three consecutive regular meetings of the council shall thereby vacate his office, and the office shall be declared vacant by the council, whether or not the councillor has vacated his office.

(6A) Subsection (6) does not apply where the councillor is absent for fifty-two or fewer consecutive weeks due to parental accommodation during a pregnancy or commenced within one year of a birth or adoption.

(7) A councillor who is nominated to fill a vacancy in the office of mayor where a special election is required shall thereby vacate his office as councillor.

(8) Any person who acts or sits as a councillor after becoming disqualified shall be liable to a penalty of not more than five hundred dollars for each day that he so acts or sits.

(9) This Section does not apply to a school board. R.S., c. 300, s. 18; 1991, c. 6, s. 41; 1994, c. 26, s. 9; 1998, c. 18, s. 568; 1999 (2nd Sess.), c. 13, s. 1; 2000, c. 9, s. 21; 2003, c. 9, s. 9; 2004, c. 7, s. 21; 2011, c. 68, s. 6; 2018, c. 17, s. 12; 2019, c. 35, s. 2.

19 *repealed 2003, c. 9, s. 10.*



**Burke,  
Macdonald  
& Luczak**  
Barristers & Solicitors

Patrick A. Burke, QC  
David K. Macdonald, BSc, LLB( Retired)  
Piotr Luczak, BA, LLB

November 18, 2019

Bea Renton  
CAO  
Town of Lunenburg

Via Email: [Brenton@explorelunenburg.ca](mailto:Brenton@explorelunenburg.ca)

Dear Bea:

**Re: Municipal Election 2020**

Enclosed herewith is a report to Council on the Bill 192 as requested in your email of November 7, 2019.

Yours very truly,

**BURKE, MACDONALD & LUCZAK**

Patrick A. Burke, Q.C.  
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## **Report to Council**

**To: Town of Lunenburg  
From: Patrick A. Burke, Q.C.  
Re: Municipal Election 2020  
Date: November 14, 2019**

**Council has already determined that it will proceed by paper ballot and will not introduce electronic voting.**

**The Town should appoint a Municipal Returning Officer and one or more Assistant Returning Officers for the forthcoming election. These must be appointed on or before March 15, 2020 but due to the various decisions that must be made shortly thereafter, I would advise that the appointment should be made no later than January 31, 2020.**

**In the most recent session of the legislature, Chapter 35 of the Acts of 2019 (an Act to amend the Municipal Elections Act) was passed and received royal assent. The primary changes are as follows:**

- 1. Section 17A(1) currently states that a person who accepts or holds office or employment in the service of a Municipality or any Utility, Board, Commission, Committee or Official of the Municipality is for the purpose of section 17B and 17C, an employee of the Municipality. (i.e. they must take a leave of absence in order to be nominated and serve as Councillor). The new section states that volunteer service as a member of a board or committee does not constitute accepting or holding office or being an employee in the service of a Municipality.**
  
- 2. Section 18(1) of the Act states that no person is qualified to be nominated or to serve as Councillor who:**
  - D. accepts or holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long as he holds or is engaged in the office or employment unless the person is on a leave of absence granted pursuant to subsection 17C(2), but this disqualification does not apply in respect of an office or Employment:**
    - (i) as a volunteer fireman with a municipal fire fighting organization,**
    - (ii) with a school board, or**
    - (iii) with a joint body of two or more municipalities to which the municipality appoints at least one representative and to which the municipality provides funding;**

**A volunteer member of a board of committee is now included in this category of persons to whom the disqualification does not apply.**

- 3. Under section 44 of the Act, a nomination shall be filed with the office of the Returning Officer between the hours of 9:00 am and 5:00 pm on the second Tuesday in September. Section 9 previously stated that notwithstanding subsection 2, a nomination could be filed by**

**appointment with a returning officer during the 5 business days immediately preceding nomination day. It has now been changed to 7 business days.**

- 4. Under section 50B(1) of the Act, it previously stated where the revised list of electors for a polling division contained the names of more than 700 electors, the Returning Officer shall provide 2 or more polling stations and divide the list into as many separate lists as required. The number has been changed from 700 to 1000. This amendment will not materially affect the Town as we traditionally have approximately 300-400 persons per poll.**
- 5. Section 57 of the Act states that the poll shall be open between 8:00 am and 7:00 pm. The new subsection has the effect of providing that where voting is interrupted by an emergency and the Returning Officer is satisfied that a substantial number of electors will not be able to vote if the hours are not extended, the Returning Officer may extend the voting hours at the polling station for the period necessary to give the electors a reasonable opportunity to vote, (provided that it does not close any later than mid-night on the same day). The Returning Officer must give notice of the extended polling hours in such manner as the Returning Officer considers appropriate. For example, one might do an advertisement on the radio station and post it on the Town website and possibly Facebook.**
- 6. Section 114 of the Act provides for an advance poll. Section 60 of the Act provides that the Returning Officer shall secure for each polling division one or more polling stations within the polling division but if he is unable to secure suitable premises for a polling station within the polling division, then within an adjacent polling division, (or if there is a central polling place where the polling stations of some or all of the polling divisions may be conveniently centralized, then within the centralized polling place). The amended provisions 1A, 1B, 1C essentially make the same provisions for an advance poll. It also clarifies that an elector may vote at the centralized polling place). The new provision also states (although I would have thought that this is self-evident) that an elector may not vote at more than one polling station on advance polling day.**

**Accordingly, there are no major changes which will significantly impact upon the Municipal Election in the Town of Lunenburg for 2020.**

**All of which is respectfully submitted.**

**Patrick A. Burke, Q.C.**

**Town Solicitor**



**Burke,  
Macdonald  
& Luczak**  
Barristers & Solicitors

Patrick A. Burke, QC  
David K. Macdonald, BSc, LLB( Retired)  
Piotr Luczak, BA, LLB

April 8, 2020

Bea Renton  
CAO  
Town of Lunenburg

Via Email: [Brenton@explorelunenburg.ca](mailto:Brenton@explorelunenburg.ca)

Dear Bea:

**Re: Municipal Election 2020**

Enclosed herewith are 3 separate Election Resolutions which were forwarded to you previously, but two of them contained typo's. Accordingly, I am enclosing herewith 3 resolutions to be dealt with by Council on April 14, 2020 in open session.

They must be dealt with in the order in which they are numbered on top:

1. Resolution to Appoint Assistant Returning Officers
2. Resolution to use register of Electors
3. Resolution to enter into an Agreement

If you have any questions, please do not hesitate to contact me.

Yours very truly,

**BURKE, MACDONALD & LUCZAK**

Patrick A. Burke, Q.C.  
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**RESOLUTION OF COUNCIL  
OF THE TOWN OF LUNENBURG**

**BE IT RESOLVED THAT** pursuant to section 4(1)(A) of the Municipal Elections Act RSNS 1989 Chapter 300 as amended that Bea Renton and Heather McCallum be appointed as Assistant Returning Officers for the Town of Lunenburg.

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RESOLUTION OF COUNCIL  
OF THE TOWN OF LUNENBURG

WHEREAS Section 30(1) of the *Municipal Elections Act* RS 1989 c. 300 as amended provides that:

- "30 (1) By the fifteenth day of April in a regular election year, the council may, by resolution, provide that the returning officer conduct an enumeration;
- (a) use the lists of electors used in the most recent federal or provincial election, or in an election held pursuant to this Act; or
  - (b) use any permanent register of electors established and maintained for use in a federal or provincial election,
- as the basis for the preliminary list of electors for all or part of the municipality."

NOW THEREFORE BE IT RESOLVED THAT the Town of Lunenburg shall use the permanent register of electors established and maintained for use in a federal or provincial election (referred to by the Chief Electoral Officer of Nova Scotia as the Provincial List of Electors) for the purposes of the 2020 Municipal Election.

## **Resolution**

**WHEREAS** a municipality choosing to use the Provincial List of Electors for the municipal preliminary List of Electors in any upcoming general or special municipal election must first enter into an agreement with the Chief Electoral Officer that sets out the conditions for sharing information and data with the municipality, maintaining the security and privacy of personal information contained therein, and the methodology and timing for providing back to Elections Nova Scotia (ENS) all changes and additions to the municipal final list of electors.

**BE IT RESOLVED** that the Town shall enter into the Information Sharing Agreement with Her Majesty The Queen in right of the Province of Nova Scotia as represented by the Chief Electoral Officer of Nova Scotia, a copy of which is attached hereto as "ISA", and Bea Renton, the Chief Administrative Officer is authorized to execute the document on behalf of the Town.

**INFORMATION SHARING AGREEMENT**

**BETWEEN:**

**HER MAJESTY THE QUEEN** in right of the **PROVINCE OF NOVA SCOTIA**,  
as represented by the Chief Electoral Officer of Nova Scotia

(hereinafter referred to as "ENS")

**OF THE FIRST PART**

-and-

**TOWN OF LUNENBURG**, a body corporate, as represented by the  
Chief Administrative Officer

(hereinafter referred to as the "Municipality")

**OF THE SECOND PART**

(each a "Party" and collectively, the "Parties")

**WHEREAS** clause 5(c) of the *Elections Act* allows the Chief Electoral Officer of Nova Scotia to enter into agreements with municipalities providing for the sharing of lists of electors for electoral purposes;

**AND WHEREAS** the Town of Lunenburg is a body corporate and the Chief Administrative Officer is authorized to enter into agreements on behalf of the Municipality under section 31 of the *Municipal Government Act*, S.N.S., 1998, c.18;

**AND WHEREAS** subsection 30B(4) of the *Municipal Elections Act* prohibits the Chief Electoral Officer of Nova Scotia from providing a list of electors prepared from the Nova Scotia register of electors to a returning officer until the council of the municipality has entered into an agreement with the Chief Electoral Officer of Nova Scotia that protects the privacy and security of the information supplied and section 30 authorizes the returning officer to use that information to create a municipal list of electors;

**AND WHEREAS** section 115A of the *Municipal Elections Act* requires that a list of electors be used for election purposes only and for no other purpose;

**AND WHEREAS** section 333 of the *Elections Act* prohibits the use of information contained in a list of electors for any purpose other than an electoral purpose;

**AND WHEREAS** clause 62(3)(a) of the *Elections Act* permits the Chief Electoral Officer to disclose to municipalities, for electoral purposes, an elector's residential address, mailing address, legal name, sex, contact information, day, month and year of birth, and a unique identification number assigned by the Chief Electoral Officer, notwithstanding the *Freedom of Information and Protection of Privacy Act*;

**AND WHEREAS** the Parties agree that mutual sharing of data by each Party, for electoral purposes only, in accordance with their respective governing legislation, and in keeping with the relevant privacy and personal information legislation, is in the best interests of Nova Scotia electors;

**NOW THEREFORE** in consideration of the promises and mutual undertakings, covenants and agreements hereinafter contained and subject to the terms and conditions hereof, the Parties agree as follows:

## **1.0 PREAMBLE**

The preamble to this Agreement is deemed to be an integral part of this Agreement.

## **2.0 INTERPRETATION**

In this Information Sharing Agreement, the following terms have the following meanings:

“Agreement” means this Information Sharing Agreement;

“destroy” means to shred all hard copies and to purge all accessible data files;

“candidate” means a candidate officially nominated in an election for the Municipality under the *Municipal Elections Act*;

“*Elections Act*” refers to the *Nova Scotia Elections Act*, R.S.N.S., 1989, c 5, as amended;

“electoral purpose(s)” means those purposes directly related to an election under the *Elections Act*, and including purposes directly related to the administration of an election under the *Municipal Elections Act*;

“ENS Information” means all information provided to the Municipality by ENS pursuant to this Agreement including, but not limited to, the following:

- (i) a list of electors; and
- (ii) all individual data components contained in a list of electors that pertain to the electors and their residential and mailing addresses;

“Final List of Electors” means the list of electors prepared by the Municipality and made up of the Preliminary List of Electors in addition to all revisions made to the electors’ information prior to an election as described in section 115 of the *Municipal Elections Act*;

“Geographical Information” means all information exchanged between the Parties pursuant to this Agreement including, but not limited to, relevant civic address information contained in the Nova Scotia Register of Electors;

“Information” means the ENS Information and the Municipality Information;

“*Municipal Elections Act*” refers to the *Municipal Elections Act*, R.S.N.S., 1989 c 300, as amended;

**"Municipality Information"** means all information provided to ENS by the Municipality pursuant to this Agreement including, but not limited to, the following:

- (i) a list of electors; and
- (ii) all individual data components contained in a list of electors that pertain to the electors and their residential and mailing addresses;

**"Preliminary List of Electors"** means a list of electors prepared in accordance with section 21 of the *Municipal Elections Act*;

**"Returning Officer"** means a returning officer as appointed by municipality council under the *Municipal Elections Act*; and

**"Revised List of Electors"** means the list of electors completed and certified pursuant to section 50A of the *Municipal Elections Act*.

### **3.0 PURPOSE**

#### **3.1 The purpose of this Agreement is:**

- (i) to provide a secure, efficient, and predictable method for the transfer of the Information between the Parties;
- (ii) to ensure that the Information exchanged between the Parties is only used for electoral purposes; and
- (iii) to ensure continuous synchronization and update of Geographical Information and the individual components of data within the Information that may be exchanged between the Parties.

### **4.0 SHARING OF INFORMATION**

**4.1 The ENS Information shall include that of all active electors whose residence is identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.**

**4.2 The ENS Information is prepared on the basis of geographic boundaries of municipal polling districts and/or civic address information, as specified by the Municipality.**

**4.3 The Information shall be exchanged in accordance with Schedules "A" of this Agreement.**

**4.4 To ensure that the Information remains current, the Municipality agrees to provide to ENS, any and all revisions/changes and additions made to the ENS provided list of electors and addresses as well as the particulars of electors who were added to the Municipal Final List of Electors on ordinary polling day and on advance polling days, pursuant to sections 98 and 123 of the *Municipal Elections Act*, in digital format, within 45 days following any municipal election, in accordance with subsection 30B(5) of the *Municipal Elections Act*.**

**4.5 The revisions/changes and additions to the ENS provided information and Final List of Electors, referred to in subsection 4.4 herein, shall also include all revisions/changes and additions made by any**

third party who is directly involved in the provision of services related to the administration of the election on behalf of the Municipality.

4.6 ENS agrees that the ENS Information it provides to the Municipality shall be provided to a Returning Officer.

## 5.0 USE OF INFORMATION

5.1 The ENS Information transmitted to the Municipality by ENS shall be used for electoral purposes only.

5.2 Unless the election is contested, the Municipality must certify that any ENS Information that the Municipality has received during this Agreement has been destroyed by the Municipality within ten (10) days of the close of polls on election day, by completing the "Attestation of Destruction", attached hereto as Schedule "B".

5.3 If the election is contested, the Municipality must certify that any ENS Information that the Municipality has received during this Agreement has been destroyed within ten (10) days from the issuance of a final decision issued in accordance with the *Controverted Elections Act*, R.S.N.S. 1989, c. 96, as amended.

5.4 The Municipality must also certify in writing, in accordance with subsection 62(5) of the *Elections Act* that the ENS Information received during an election and any copies of the ENS Information provided to candidates and others by or on behalf of a candidate:

- (a) will only be used for electoral purposes,
- (b) where the information is provided in electronic form, it shall be distributed in encrypted form with the password to the encryption provided separately, and
- (c) all candidates and others who received the ENS Information on behalf of a candidate must also certify that this information has been destroyed within ten (10) days of the close of the polls on election day by completing the "Attestation of Destruction" attached hereto as Schedule "C";

5.5 The Municipality must maintain copies of the Attestation of Destruction forms cited in subsections 5.2 and 5.4 herein for a period of one (1) year from the date of the election.

5.6 The Municipality may, in accordance with the *Municipal Elections Act*:

- (a) proceed with the revision of the Preliminary List of Electors as based on the information provided by ENS;
- (b) distribute to the candidates the List of Electors; and
- (c) fulfill any other requirements prescribed by ENS and applicable legislation.

## 6.0 DISCLOSURE OF INFORMATION

6.1 Except where authorized by this Agreement or by-law, the Municipality may not disclose information which is otherwise only available from ENS, to any third party.

- 6.2 The Municipality may disclose the ENS Information to candidates in a municipal election pursuant to section 62(4) of the *Elections Act*. For clarity, the Municipality is only authorized to disclose an elector's residential address, mailing address and legal name to a village or candidate.
- 6.3 Where the Municipality is legally obliged to disclose to a third party personal information obtained from ENS which is otherwise only available from ENS, other than for an electoral purpose, whether pursuant to a statute or a court order, and the Municipality intends to comply with that obligation, the Municipality shall notify ENS at the earliest opportunity prior to taking any action to comply with the request.
- 7.0 **TRANSMISSION OF INFORMATION TO THIRD PARTY SERVICE PROVIDERS AND THEIR SUBCONTRACTORS ("Third Party")**
- 7.1 The transmission by the Municipality of the ENS Information to a third party who is directly involved in the provision of services related to the administration of the election on behalf of the Municipality is permitted, including a third party for the provision of voting by mail, electronically or by another voting method in accordance with section 146A of the *Municipal Elections Act*, subject to the conditions of this Agreement.
- 7.2 The Municipality must give fifteen (15) days written notice to ENS before the ENS Information is shared with a third party on behalf of the Municipality.
- 7.3 The Municipality must certify in writing that the third party is contractually obligated to:
- (a) maintain the confidentiality of the ENS Information throughout the course of the third party's work on behalf of the Municipality;
  - (b) acknowledge ENS' ownership of the ENS Information;
  - (c) use the ENS Information received for electoral purposes only;
  - (d) destroy all copies, digital and hardcopy of ENS Information by each third party completing and returning the Attestation of Destruction, attached hereto as Schedule "C";
  - (e) certify, in writing, as required by the *Personal Information International Disclosure Protection Act*, S.N.S., 2006, c.3, that all copies of the data are stored in Canada and are not stored outside of Canada at any time during or after the Term of this Agreement; and
  - (f) keep, in digital format, all changes/revisions made to the Preliminary List of Electors as based on ENS provided information indicating type of applied change, as well as information of all added electors to the Final List of Electors, as specified within Schedules "A" of this Agreement.
- 7.4 The Municipality must maintain copies of the Attestation of Destruction forms cited in clause 7.3(d) for a period of one (1) year from the date of the election.
- 7.5 The Municipality must provide ENS with a copy of the certification and of the Attestation of Destruction forms completed by the third party pursuant to clauses 7.3(d) and 7.3(e).

**8.0 MUNICIPALITY RESPONSIBILITIES**

**8.1 The Municipality agrees that the Municipality Information it provides to ENS shall be provided to the ENS Assistant Chief Electoral Officer at the address provided under section 16.0 of this Agreement.**

**8.2 The Municipality shall certify in writing to ENS that:**

- (a) the Municipality has received certificates of destruction regarding ENS Information provided to candidates, and others as described in section 5.3; and**
- (b) all of the terms of Section 7.0 regarding provision of information to third parties have been met.**

**8.3 The Municipality agrees that ENS retains the right to conduct audits to ensure that the Municipality has fulfilled its obligations set forth in Sections 5.0 and 7.0 and, during such an audit the Municipality shall provide any requested documentation to ENS, including, but not limited to:**

- (a) contracts between the Municipality and third parties;**
- (b) maintained copies of the Attestation of Destruction; and**
- (c) evidence that the Municipality has destroyed all copies of the ENS Information provided to the Municipality under the terms of this Agreement.**

**8.4 The Municipality shall report any privacy breach of ENS Information to ENS within 24 hours and the Municipality shall take appropriate action to mitigate any privacy breach of ENS Information in accordance with Schedule "D" attached hereto.**

**9.0 COSTS**

**9.1 The Parties agree that should either of them require any Information from the other Party in excess of that contemplated by this Agreement, the requesting party shall pay the other Party a cost recovery charge for the preparation of that additional information.**

**9.2 ENS agrees to provide the ENS Information to the Municipality, in accordance with section 4.0 herein, and the Municipality shall pay ENS a cost recovery charge for the preparation of the ENS Information.**

**10.0 SECURITY**

**10.1 The Parties recognize the confidential character of the Information.**

**10.2 The Parties shall make best efforts to ensure that the Information received from the other Party is held in strict confidence and shall treat the Information received with at least the same degree of care that the recipient, acting reasonably, should exercise with regard to its own highly confidential or proprietary personal information.**

**10.3 The Parties warrant that they have sufficient procedures and protections in place and shall continue to keep such procedures and protections in place, in order to enforce and maintain the confidentiality and to prevent unauthorized use or unauthorized disclosure of the Information.**

**11.0 TERM OF AGREEMENT AND RENEWAL**

11.1 This Agreement shall come into effect on April 1, 2020 (the "Commencement Date") and shall continue until April 1, 2024 (the "Term").

**12.0 MISCELLANEOUS PROVISIONS**

12.1 The Municipality acknowledges that ENS makes no warranty, express or implied, with respect to the accuracy or completeness of the ENS Information it transmits under the terms of, or in the application of, this Agreement.

12.2 The Municipality agrees that ENS cannot, under any circumstances, under this Agreement, be held responsible for any damage resulting from the transmission or use of incomplete or inaccurate information or for any unauthorized disclosure of the ENS Information by the Municipality.

12.3 The Parties mutually agree to exchange, without delay, any information relating to any situation, real or apprehended, likely to affect the application of this Agreement in any way.

**13.0 INDEMNITY**

13.1 The Municipality shall indemnify and hold ENS harmless from and against any and all claims, demands, suits and causes of action ("Claim(s)") made or brought against ENS at any time hereafter, and all damages, losses, expenses, legal fees (on a solicitor and client basis), costs and liabilities suffered or incurred by ENS, its servants, agents or employees, or any third party in respect of such Claim, as a result of or arising out of the Municipality's negligence or wilful misconduct in its use of the ENS Information provided to the Municipality hereunder, except to the extent that such Claim is attributable to ENS's negligence, wilful misconduct or failure to undertake its obligations under this Agreement. A Claim includes, without limitation, any claim or cause of action resulting or arising, directly or indirectly, from:

- (a) a material breach or material non-performance by the Municipality, or by any of its servants, agents or employees, of any covenant or obligation of the Municipality contained herein;
- (b) any modifications or enhancements made to the ENS Information by the Municipality not in compliance with this Agreement; and
- (c) the use of the ENS Information by or on behalf of the Municipality not in compliance with this Agreement, where such use results in a claim of infringement of any copyright, trade secret or other intellectual property right of a third party that could have been avoided by the Municipality.

13.2 The obligations set out in section 13.1 shall survive the termination of this Agreement.

**14.0 CONSEQUENCES OF NON-COMPLIANCE**

14.1 If any obligations set out in this Agreement have not been met, ENS may initiate the following consequences:

- (a) the candidate, village, third party, or Municipality will be named on the ENS website identifying the non-compliance; and
- (b) the candidate, village, third party, or Municipality will provide ENS with a mutually agreeable mitigation plan to the non-compliance before ENS may provide further information to the Municipality.

**15.0 ENTIRE AGREEMENT**

- 15.1 This Agreement and Schedules "A", "B", "C" and "D", attached to this Agreement, set forth the entire agreement and understanding between the Parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and understandings of any kind and every nature between them as to that subject matter.

**16.0 NOTICE**

- 16.1 Any notice herein required or permitted to be given by either Party to the other shall be sufficiently given if delivered personally or sent by mail, postage prepaid, to the Parties, as follows:

For ENS:

The Assistant Chief Electoral Officer  
PO Box 2246  
Halifax, Nova Scotia B3J 3C8

For the Municipality:

Chief Administrative Officer  
Town of Lunenburg  
PO Box 129  
Lunenburg, NS B0J 2C0

**17.0 AMENDMENTS**

- 17.1 No amendment may be made to this Agreement without the written consent of both Parties.

**18.0 APPLICABLE LAWS**

- 18.1 This Agreement shall be governed by and construed in accordance with the applicable laws of the Province of Nova Scotia.

**19.0 SCHEDULES**

- 19.1 Schedules "A", "B", "C" and "D" attached to this Agreement form an integral part of this Agreement.



## **SCHEDULE "A"**

### **EXCHANGED INFORMATION**

#### **1. Information Exchange**

- 1.1 The Municipality shall provide ENS with the most current digital spatial boundary for the municipality or part of it, the municipal electoral districts or the list of the communities within the municipality. This boundary may then be used to generate an accurate list of electors involved in the municipal election event .**
- 1.2 The Municipality shall have access to ENS' tabular civic address information identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.**
- 1.3 The Municipality shall have access to the information of all active electors listed in the Register of Electors whose residence is identified as being within the boundaries of the Municipality or within the boundaries of any portion of the Municipality.**
- 1.4 ENS shall compile the list of active electors based on the geographic municipal boundaries provided by the Municipality.**
- 1.5 ENS shall have access to the Final List of Electors, including any revisions and additions to the electors' information on the municipal Preliminary List of Electors and the Final List of Electors, to analyze and update the Nova Scotia Register of Electors, where required.**
- 1.6 The ENS Information shall be in a digital format and shall include the following information:**
  - Full Name (*last name, first name, middle name*)**
  - Date of Birth (*YYYY/MM/DD*)**
  - Sex (*M or F or U-unknown*)**
  - Full Civic Address (*unit/apartment, street number, building suffix, street name, street type, street direction, community/town, postal code*)**
  - County**
  - Mailing Address**
  - ENS Civic Address ID**
  - ENS Elector ID**
  - Status of the elector:**
    - o ENS provides the Municipality with all records of active electors only. This field will have a value of "A" which corresponds to "Active Elector" status.**

- ENS will provide spatial information as follows:
  - o The unique civic address identifier specified by Nova Scotia Civic Address (NSCAF)
  - o The Easting and Northing values for the civic address point
  - o Geographic Point ID of the civic address

1.7 The Municipality shall return the updated and added information of the electors on its Final List of Electors, including those of electors added on election day, in a digital format and shall include the following information, updated where needed, as mentioned below:

- Full Name (*last name, first name, middle name*)
  - o No initials should be used whenever possible.
- Date of Birth (*YYYY/MM/DD*)
  - o Date should keep its format of *YYYY/MM/DD*.
  - o Correct date of birth should be provided for all added electors.
- Sex (*M or F or U-unknown*)
- ENS Civic Address ID
  - o Should not be changed by the Municipality even when electors change their residence address
  - o If an address is added (new) by the Municipality, then this field should contain a zero value
- Full Civic Address information where the Elector is currently residing
  - o If the elector changed his/her residential address (including change of unit/apartments) or has been added to the list of electors, then those address fields should reflect the residential civic address information that the elector has been moved to or has been registered at.
  - o Complete address information should be recorded including (*unit/apartment, street number, building suffix, street name, street type, street direction, community/town, postal code*).
  - o If the elector did not change his/her residential address then the address information should remain the same as originally provided.
- County
  - o Should reflect the county of the elector's current address
- Mailing Address
  - o The Municipality is responsible for maintaining the mailing address of the elector once that elector changes his/her residential civic address or has provided a new mailing address. Both residential and mailing addresses should be maintained at the same time, whenever needed.

- Mailing address should always have a community/town and Postal Code specified.
- ENS Elector ID
    - The Municipality should not change this information for all elector records provided by ENS.
    - If an elector is added to the List of Electors by the Municipality, then this field should contain a zero or blank value
  - Status of the elector:
    - The Municipality is responsible for keeping this field updated upon revising the elector's status with the following values:
      - *A =Active elector*
      - *D =Deceased*
      - *M =Moved to an unknown address*
      - *P =Moved out of province (no longer a resident of Nova Scotia)*
      - *Q = not qualified as an elector (i.e not a Canadian citizen or 18+ years old)*
      - *T =Duplicate elector record*
- 1.8 None of the provided electors' records should be deleted (purged/dropped). All records of electors that should not be on the Municipal List of Electors, for whatever reason, should have their status changed as mentioned above.
- 1.9 None of the provided elector and address information fields should be dropped or deleted. Municipality should update their values when required.
- 1.10 The Municipality shall update the Final List of Electors with all revisions and additions to the electors' information, as mentioned above, whether performed by the Municipality or by any other third party contracted by the Municipality.
- 1.11 Added electors should have complete information, correctly recorded, in all data fields; especially those of name, date of birth and residential civic address.
- 1.12 The revised list provided to ENS shall include the information of:
- all revisions made to the electors during the revision period, and
  - all additions (certificates to vote) and corrections uplifted from poll books on advance voting days and on ordinary polling day.
- 1.13 To preserve the timeliness and currency of the List of Electors' information, the Municipality shall provide the revised Final List of Electors to ENS, including all the additions and revisions done on the electors' information throughout the election event, and on ordinary polling day in digital format, within one month following any election or election related activity. A paper copy List of Elector's are not acceptable and will be considered as a breach of this agreement if not provided digitally.

**2. Frequency/Period**

- 2.1 ENS shall transmit the compiled Nova Scotia list of electors digital data set, with prior approval of the Chief Electoral Officer, to the Municipality, once requested in writing.**
- 2.2 The Municipality shall deliver the digital data set of the revised list of electors, one month post-election, at the most.**

**SCHEDULE "B"**

**ATTESTATION OF DESTRUCTION OF DATA BY THE MUNICIPALITY**

**WHEREAS** Elections Nova Scotia has provided the List of Electors extracted from the NS Register of Electors to [Name of the Municipality] \_\_\_\_\_ for electoral purposes;

**AND WHEREAS**, the terms of use of the ENS Information, the disclosure and the transmission of the ENS Information to third parties, and the municipal responsibilities have been agreed to by the Municipality;

**NOW THEREFORE**, on behalf of the Municipality, I, \_\_\_\_\_, certify that:

- (a) the List of Electors has only been used for electoral purposes;
- (b) all copies of the List of Electors provided to third party suppliers have been certified as destroyed by each third party service provider and their subcontractors and that the Municipality has received a Attestation of Destruction from each; and
- (c) all copies of the List of Electors provided to candidates have been certified as destroyed by each candidate and that the Municipality has received a Attestation of Destruction from each.

\_\_\_\_\_  
(Chief Administrative Officer Signature)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Name of Chief Administrative Officer)

\_\_\_\_\_  
(Name of Witness Signatory)

\_\_\_\_\_  
Date (year – month – day)

\_\_\_\_\_  
Date (year – month – day)

**SCHEDULE "C"**

**ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD PARTY  
SERVICE PROVIDER OR SUBCONTRACTOR**

**WHEREAS** [Name of the Municipality] \_\_\_\_\_ provided a copy  
of the List of Electors to [Name of the Candidate/ Third Party Service Provider/Subcontractor/Other]  
\_\_\_\_\_ for electoral purposes

**NOW THEREFORE I,** \_\_\_\_\_, **certify that:**

- (a) the List of Electors provided was only used for electoral purposes;
- (b) all copies of the List of Electors provided have been destroyed;
- (c) all copies of the List of Electors and any back-up copy have been removed from all computers;  
and
- (d) all copies of the List of Electors that have been provided to any and all third party service  
providers, their subcontractors or other persons have been destroyed.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Name of Authorized Signatory)

\_\_\_\_\_  
(Name of Witness Signatory)

\_\_\_\_\_  
(Title of Authorized Signatory)

\_\_\_\_\_  
Date (year – month – day)

**SCHEDULE "D"**  
**Privacy Breach Protocol**

**Part 1 - Privacy Breach Protocol**

- 1. Identify the privacy breach**
- 2. Immediate remedial action**
- 3. Internal notification**
- 4. Investigation and documentation**
- 5. External notification**

When personal privacy is breached, it is necessary to determine what stakeholders (e.g. public bodies or municipalities, general public, individuals etc.) should be notified, under what circumstances, and when. Outline external notification requirements. For consideration:

After reporting the privacy breach to Elections Nova Scotia, the Municipality must consider whether one or more of the following need to be notified:

Individual(s) whose privacy has been breached;  
Department of Municipal Affairs;  
and/or  
Other individuals who may have been affected by the breach.

- 6. Follow-up and long term remedial action**

## **PART 2 - Privacy Complaint Procedure**

### **1. Receive and Document the Complaint**

When a complaint is received, it is critical that the municipality discuss the details of the alleged breach and document what the complainant believes has happened. This should be completed in writing so that it can form part of the record of the Municipality's response to the complaint. It is recommended that a consistent format be used for this purpose within the Municipality.

### **2. Follow Steps 2 through 6 of the Privacy Breach Protocol**

At this point, all of the steps required for a self-identified or suspected privacy breach are the same as described in the previous template. Containment, internal and external notifications, full investigation and follow-up are all required.

### **3. Complainant Communication**

A complaint obviously differs from an internal discovery in the fact that there is an external complainant. Communication throughout the process and at the end of the process with this individual (or individuals) is a unique requirement in this regard.

Governed, of course, by the complexity of the breach scenario and the length of time the investigation ensues, the following steps should be incorporated into the Municipality's complaint procedure:

- 3.1 Send written acknowledgement to the complainant, restating the details presented by the complainant to the municipality, an indication of who is internally accountable for the investigation (first formal correspondence).**
- 3.2 Send written update of progress of the investigation (stage of investigation, follow-up activities, expected or updated time frames, etc.). This step should be triggered by time elapsed since initial acknowledgement of the complaint. It is suggested that a written update be required at a point no more than two months (preferably less) from the acknowledgement. The updates would continue on the schedule set out in Municipality's procedure.**
- 3.3 Generate report of the results of the investigation, to include as a minimum: verification of the breach, mitigating/follow-up activities taken, and so on.**
- 3.4 Consider sharing the de-identified details of the breach investigation with the Chief Information Access and Privacy Officer for incorporation into training and communication.**



PO Box 530, 493 Main Street  
Mahone Bay NS, B0J 2E0  
Phone 902-624-8327 | Fax 902-624-8069  
[townofmahonebay.ca](http://townofmahonebay.ca)

Hon. Keith Colwell, Minister  
Department of Fisheries and Aquaculture  
6<sup>th</sup> Floor (Suite 605), WTCC  
1800 Argyle Street  
Halifax, NS B3J 3N8

March 4, 2020

Dear Minister Colwell,

As the Province of Nova Scotia is the sole authority to issue permits for aquaculture installations of our shores, please be advised that the topic of open-pen aquaculture has been much discussed by the citizens of the Town of Mahone Bay and at the Council table. Having met with representatives from Cermaq Canada and with concerned citizens, Mahone Bay Council has identified concerns with open-pen aquaculture.

Concerns include excessive amounts of growth hormone, antibiotics and chlorine baths, which taint the fish intended for human consumption; reports of captive fish spreading infectious diseases to wild stock; and documented incidences of equipment failure which result in captive stock escaping to impact the genetic profile of the wild salmon population. Further, concerns about the impact of abandoned gear on navigation and information from the Nova Scotia Department of Fisheries and Aquaculture that the Department has a response for open-pen failures to be activated only after accidents occur, are unsettling to Mahone Bay Council.

Environmental concerns surrounding open-pen fish farming, also include the amount of raw sewage, which equates to waste from thousands of homes, being dumped in a concentrated area at the aquaculture farm site each year and that the resulting fecal contamination has been shown to desecrate fishing areas and to destroy or seriously reduce lobster fishing in areas adjacent to such fish farms, especially where natural lobster larvae 'nurseries' are located. The suggested open-pen fish farms are also considered to be a threat to the Nova Scotia tourism industry, worth potentially four billion dollars and employing thousands of Nova Scotians.

Council also has concerns about the apparent lack of transparency and accountability in the aquaculture industry in addressing the scientifically demonstrated, destructive results of open-pen fish farms on the environment.

With the above noted concerns and the current review of open-pen fish farms by the federal government with a plan for the elimination of open net fish farms on Canada's west coasts required by 2025 because of untenable environmental impact of such farms, the Council of the Town of Mahone Bay passed the following resolution at its regular Council meeting on February 11, 2020:

**BE IT RESOLVED that the Town of Mahone Bay unequivocally declares its opposition to the development of any open-pen fish farms in or around the waters of Mahone Bay and that the rationale for same be communicated as soon as possible to the Federal and Provincial Ministers of Fisheries and Aquaculture, as well as to local MLAs, and to parties who have made presentations to Council on this topic.**

Mahone Bay Town Council unanimously supported this motion as determined by a recorded vote of 6-0 with one member of Council absent.

Yours sincerely,



David W. Devenne  
Mayor

cc. Hon. Bernadette Jordan, Minister of Fisheries, Oceans & the Canadian Coast Guard  
Premier Stephen McNeil  
Suzanne Lohnes-Croft, MLA Lunenburg  
Hon. Mark Furey, MLA Lunenburg West  
Mayor Rachel Bailey, Town of Lunenburg ✓  
Mayor Carolyn Bolivar-Getson, Municipality of the District of Lunenburg  
Mayor David Mitchell, Town of Bridgewater  
Warden Allen Webber, Municipality of the District of Chester  
David Kiemele, Managing Director Cermaq Canada  
Glen Cooke, CEO Cooke Aquaculture



## Municipality of Chester



18 hrs · 

This morning, Council expressed their position on a proposed open pen salmon farming operation being considered for our area in a letter to The Honourable Keith Colwell, Minister of Fisheries & Aquaculture and copied to Premier Stephen McNeil and Hugh MacKay, MLA for Chester-St. Margarets.

Based on a number of concerns, including conflicts this project has with local commercial activities, residential use in the area, and environmental issues, Council for the Municipality of Chester has stated that, "At this point in the process for a marine aquaculture licence and lease for open pen salmon farming by CERMAQ; and, based on the information provided to Council to date, and the consistent and substantial public concern expressed, Council believes the potential risks outweigh the potential benefits to our community's long-term interests. Therefore, Council wishes to express our opposition to the expansion of open pen salmon farming in the coastal waters surrounding the community."

Reed  
March 9  
20

Attention: Chief Administrative Officers

March 9, 2020

Re: Proposed Amendments to the *Nova Scotia Building Code Regulations*

I am writing to give you formal notice of proposed amendments to the *Nova Scotia Building Code Regulations* pursuant to the *Building Code Act*, R.S. N.S. 1989, Chapter 46.

The proposed amendments will require all new restaurants and spaces within existing buildings that are converted to restaurants (as defined within the Food Safety Regulations made under Section 105 of the *Health Protection Act*) to be constructed completely barrier-free in accordance with the *Nova Scotia Building Code Regulations*, including an accessible path of entry from the street level into and throughout the restaurant, and accessible washroom facilities. This change would align the *Nova Scotia Building Code Regulations* with the September 6, 2018 decision by the Nova Scotia Human Rights Tribunal requiring washrooms located within restaurants to be accessible to persons in wheelchairs.

The Office of the Fire Marshal is engaging in a 46-day public notice period beginning March 9, 2020 and finishing on April 24, 2020.

Please find enclosed three copies of the proposed amendments to the Regulations, a questions and answers information document, and a copy of the notice to be published in newspapers within Nova Scotia.

The *Building Code Act* requires that the proposed amendments be circulated to each municipality and be made available to the public. You are being asked to make a copy of the attached documents available at your offices during the public notice period.

Written comments on the proposed amendments to the regulations are welcome and should be forwarded on or before April 24, 2020 to:

Joe Rogers  
Building Code Coordinator  
Office of the Fire Marshal  
P.O. Box 231  
Halifax Central,  
Halifax, Nova Scotia B3J 2M4

Questions or comments may also be sent via e-mail to [ofm@novascotia.ca](mailto:ofm@novascotia.ca) or by phone at 902 424 5721.

Sincerely,

Joe Rogers  
Building Code Coordinator

Schedule "A"

**Amendment to the *Nova Scotia Building Code Regulations*  
made by the Minister of Municipal Affairs and Housing under Section 4  
of Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the *Building Code Act***

- 1 The *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made by the Minister of Municipal Affairs and Housing by Order dated February 28, 2017, is amended by adding immediately after Sentence 1.2.1.1.(10) the following sentences:
- (11) Except as provided in Sentences (8), (9), and (10), if a *building* or part thereof has a change of the *occupancy* classification in Sentence (1) or under Sentence 1.2.1.4.(2), the accessibility requirements in Section 3.8. of Schedule "C" of the regulations, including for *barrier-free* entrances, apply to the construction of the *building* or part thereof undergoing the change.
  - (12) Where a Group A Division 2 *assembly occupancy building* or part thereof is constructed or altered for use as a restaurant, as defined in Sentence 1.2.1.4.(1), the exemptions in Sentences 3.8.2.3.(1), 3.8.2.7.(2) and 3.8.2.7.(3) under Schedule "C" of the regulations do not apply to the construction of the restaurant part of the *building*.
- 2 The regulations are amended by adding immediately after Article 1.2.1.3. the following article:
- 1.2.1.4. Restaurants**
- (1) For the purposes of this Article and Sentence 1.2.1.1.(12), a restaurant means a restaurant as defined in the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*.
  - (2) If a Group A Division 2 *assembly occupancy building* or part thereof changes from a non-restaurant use to a restaurant use, the change shall be considered equivalent to a change of *occupancy* classification for the purpose of Sentences (3), or 1.2.1.1.(11).

- (3) The exemptions set out in Sentences 3.8.2.3.(1), 3.8.2.7.(2), and 3.8.2.7.(3) under Schedule “C” of the regulations, do not apply to a *building* or part thereof with a change of *occupancy* classification under Sentence (2).

Schedule "A"

**Amendment to the *Nova Scotia Building Code Regulations*  
made by the Minister of Municipal Affairs and Housing under Section 4  
of Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the *Building Code Act***

- 1 The *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made by the Minister of Municipal Affairs and Housing by Order dated February 28, 2017, is amended by adding immediately after Sentence 1.2.1.1.(10) the following sentences:
- (11) Except as provided in Sentences (8), (9), and (10), if a *building* or part thereof has a change of the *occupancy* classification in Sentence (1) or under Sentence 1.2.1.4.(2), the accessibility requirements in Section 3.8. of Schedule "C" of the regulations, including for *barrier-free* entrances, apply to the construction of the *building* or part thereof undergoing the change.
  - (12) Where a Group A Division 2 *assembly occupancy building* or part thereof is constructed or altered for use as a restaurant, as defined in Sentence 1.2.1.4.(1), the exemptions in Sentences 3.8.2.3.(1), 3.8.2.7.(2) and 3.8.2.7.(3) under Schedule "C" of the regulations do not apply to the construction of the restaurant part of the *building*.
- 2 The regulations are amended by adding immediately after Article 1.2.1.3. the following article:
- 1.2.1.4. Restaurants**
- (1) For the purposes of this Article and Sentence 1.2.1.1.(12), a restaurant means a restaurant as defined in the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*.
  - (2) If a Group A Division 2 *assembly occupancy building* or part thereof changes from a non-restaurant use to a restaurant use, the change shall be considered equivalent to a change of *occupancy* classification for the purpose of Sentences (3), or 1.2.1.1.(11).

- (3) The exemptions set out in Sentences 3.8.2.3.(1), 3.8.2.7.(2), and 3.8.2.7.(3) under Schedule “C” of the regulations, do not apply to a *building* or part thereof with a change of *occupancy* classification under Sentence (2).

Schedule "A"

**Amendment to the *Nova Scotia Building Code Regulations*  
made by the Minister of Municipal Affairs and Housing under Section 4  
of Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the *Building Code Act***

- 1 The *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made by the Minister of Municipal Affairs and Housing by Order dated February 28, 2017, is amended by adding immediately after Sentence 1.2.1.1.(10) the following sentences:
  - (11) Except as provided in Sentences (8), (9), and (10), if a *building* or part thereof has a change of the *occupancy* classification in Sentence (1) or under Sentence 1.2.1.4.(2), the accessibility requirements in Section 3.8. of Schedule "C" of the regulations, including for *barrier-free* entrances, apply to the construction of the *building* or part thereof undergoing the change.
  - (12) Where a Group A Division 2 *assembly occupancy building* or part thereof is constructed or altered for use as a restaurant, as defined in Sentence 1.2.1.4.(1), the exemptions in Sentences 3.8.2.3.(1), 3.8.2.7.(2) and 3.8.2.7.(3) under Schedule "C" of the regulations do not apply to the construction of the restaurant part of the *building*.
  
- 2 The regulations are amended by adding immediately after Article 1.2.1.3. the following article:

**1.2.1.4. Restaurants**

  - (1) For the purposes of this Article and Sentence 1.2.1.1.(12), a restaurant means a restaurant as defined in the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*.
  - (2) If a Group A Division 2 *assembly occupancy building* or part thereof changes from a non-restaurant use to a restaurant use, the change shall be considered equivalent to a change of *occupancy* classification for the purpose of Sentences (3), or 1.2.1.1.(11).

- (3) The exemptions set out in Sentences 3.8.2.3.(1), 3.8.2.7.(2), and 3.8.2.7.(3) under Schedule “C” of the regulations, do not apply to a *building* or part thereof with a change of *occupancy* classification under Sentence (2).

## **Restaurants and proposed changes to the Building Code**

### **Questions and Answers Guide**

#### **Why is the Building Code changing?**

The Building Code is changing to align with the Human Rights Tribunal decision that interpreted Section 20 of the Food Safety Regulations to include that washrooms within restaurants are to be accessible to persons in wheelchairs. As the Building Code deals with construction of buildings, including spaces used as restaurants, it is important that all newly constructed spaces that include restaurants comply with this decision.

#### **What is considered a restaurant?**

In this context, a restaurant is not currently defined within either the Food Safety Regulations or the Building Code. Amendments to the Food Safety Regulations are required to define restaurant. The Building Code Regulations will use that definition as well. The definition will reference any establishment that serves food to customers and offers space (i.e. seating and tables/counters) for the food to be eaten onsite.

The definition will apply to any traditional restaurants, fast food restaurants, cafe, deli, lunch counter, grocery store, sports facility (such as hockey rinks and bowling alleys), that serve food and seating on site to eat. Establishments that do not offer space for food to be eaten on the premises will not be captured by the definition. Using the same definition is important to ensure that a restaurant under the Food Safety Regulations, and subject to the Human Rights Tribunal decision, is captured in the Building Code.

#### **What about take-out restaurants?**

If there is no seating on the premises to eat and the expectation is to pay, pick up your food and take it with you to eat at another location, it would not be considered a restaurant under the proposed definition.

#### **If I want to build a new restaurant what would I need to do?**

The new restaurant would be required to comply with the current Nova Scotia Building Code. This would include providing a barrier-free path of travel from the exterior of the building, into the building and through the public portion of the restaurant to a washroom facility. This would apply to new construction or a renovated portion of an existing building where the use is a restaurant.

#### **When do these requirements start?**

The expected in-effect date for these requirements is on or after September 30, 2020.

### **What about existing restaurants?**

These Building Code changes apply to the design, construction, and occupancy of new buildings, and the alteration, reconstruction, removal, relocation, occupancy and change of occupancy classification of existing buildings. As explained above, where a space within an existing building is converted for use as a restaurant, the new requirements within the Building Code would be applicable to the construction of that restaurant.

A process is currently underway to develop a plan to help existing restaurants comply with the Human Rights Tribunal decision – more information on that process will be shared in the next few months.

*Office of the Fire Marshal March 9, 2020*

## Building Code Regulations

NOTICE is hereby given that amendments to the *Nova Scotia Building Code Regulations* (the Building Code) made pursuant to the *Building Code Act*, Chapter 46, of the Acts of 1989 are anticipated to be prescribed by the Minister of Municipal Affairs and Housing to come into effect throughout the Province of Nova Scotia on or after September 30, 2020.

The proposed amendments will require any new restaurants (as defined within the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*), including spaces within existing buildings, to be completely constructed in accordance with the barrier-free requirements contained in the *Nova Scotia Building Code*, including an accessible path of entry into the restaurant from the exterior of the building and access to barrier-free washroom facilities. This will align the *Nova Scotia Building Code Regulations* with the decision by the Nova Scotia Human Rights Tribunal regarding accessibility within restaurants.

Written comments on the proposed amendments to the Regulations are welcome on or before April 24, 2020 and should be forwarded to:

Joe Rogers,  
Building Code Coordinator  
Office of the Fire Marshal  
P.O. Box 231  
Halifax Central  
Halifax, Nova Scotia B3J 2M4

Copies of the proposed amendments to the *regulations* are available for inspection at offices of Municipal Clerks or Building Officials. Copies are available from the Department of Municipal Affairs and Housing by writing to the above address, emailing [OFM@novascotia.ca](mailto:OFM@novascotia.ca) or by phoning (902) 424-5721.

Honourable Chuck Porter  
Minister of Municipal Affairs  
and Housing

## TOWN OF LUNENBURG PROCEDURAL POLICY #86 - COUNCIL AND MANAGEMENT EXPENSE AND HOSPITALITY CLAIMS

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### PURPOSE

1. This Policy provides a process and criteria by which Lunenburg Town Council (“Council”) and management staff expense and hospitality claims may be considered for approval. These provisions were previously included in the Town’s Personnel Policy, but are now stated in this Policy for ease of reference and inclusion of the following 2017 amendments to the Municipal Government Act (“Act”).

#### *Section 23 (3)*

*(3) Each municipality shall adopt an expense policy and a hospitality policy.*

*(4) An expense policy must*

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;*
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;*
- (c) where applicable, set out rules respecting the use of corporate credit cards;*
- (d) apply to every reportable individual in the municipality; and*
- (e) comply with the regulations.*

*(5) A hospitality policy must*

- (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;*
- (b) establish the approval process for authorizing hospitality expenses;*
- (c) establish the scope and applicability of the policy; and*
- (d) comply with the regulations.*

*(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.*

*(7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.*

2. Reference should also be made to the Town’s Council Professional Development and Conference Attendance Procedural Policy for information regarding the approval

procedure for same.

3. Expenses considered under this Policy are for attendance at conferences, training, meetings or other business events (“event”) representing the Town that are in compliance with this Policy and the Act, have been pre-approved by Council in the Town’s annual budget and/or by specific request, or by the CAO or designate for management staff.

**PROCEDURE**

4. Expenses for attendance at approved events representing the Town will be reimbursed as follows within approved Council budget amounts.
  - (a) Transportation: the actual cost of the most economical mode of travel, typically by personal vehicle. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following are pre-determined maximum allowable travel claim distances to:

- Bridgewater	40 kilometres
- Chester	80 kilometres
- Dartmouth	220 kilometres
- Halifax Airport	250 kilometres
- Halifax	200 kilometres
- Liverpool	130 kilometres
- Mahone Bay	25 kilometres
- Sydney	1100 kilometres
- Wolfville	200 kilometres

Variations from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor as set out in Section 4 (g) herein.

If more than one Council and/or management staff member are attending the same event they are expected, when reasonable, to travel together in one vehicle.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to pay for event attendance.

Air travel reservations may be made by authorized Corporate Services staff following the Town’s Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (b) Accommodations: actual cost for the authorized Town Council or management

staff member, plus approved parking and internet fees as applicable.

Accommodation reservations and payment will be made by Corporate Services staff following the Town's Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (c) Meals: out of Town events - \$15.00 breakfast (departure from Lunenburg required before 6:30 a.m.), \$20.00 lunch (unable to return to Lunenburg before 1:00 p.m.), and \$35.00 dinner (unable to return to Lunenburg before 6:30 p.m.), to a daily maximum of \$70.00 with no receipts required. If a meal is provided as part of the event, an additional meal claim shall not be made. Reimbursement for alcohol purchases is not permitted.

A \$15.00 meal expense may also be claimed if attendance at an in-Town event occurs during these meal periods and the event does not provide a meal and it is not possible for the Council or management staff member to leave to have their regular meal. Corporate Services staff will generally make prior catering arrangements for a meal to be provided in such circumstances through the use of a Town Purchase Order. Reimbursement for alcohol purchases is also not permitted.

Council may also budget for a maximum of \$1000./year, plus HST to provide for the attendance of Council members and/or senior management staff at relevant special event dinners, e.g., Lunenburg Board of Trade AGM, Habitat for Humanity and MICA annual dinners, etc.

- (d) Registration Fees: actual cost to be paid in advance by Corporate Services staff in compliance with the Town's Purchasing Policy, Municipal Credit Card Use Administrative Policy and/or other relevant Town Procedural Policies.
- (e) Miscellaneous Expenses – Council and management staff members may also claim up to \$15.00/day for each overnight stay for an approved out of Town event to a maximum of \$75.00/week without receipts for expenses for which receipts are generally unavailable when attending same which exceed one day and require an overnight stay outside Town (other than their own residence). Miscellaneous expenses may include tips, parking meters, taxis, bridge and ferry fares, buses, etc., but cannot be used to increase meal allowances noted above or purchase alcohol. Receipts should be presented for all miscellaneous expenses whenever possible.
- (f) Hospitality Expenses - the Mayor, Chief Administrative Officer (CAO) and/or their designate(s) may use the per person meal allowances listed above in subsection (c) for hospitality purposes with visiting officials while conducting Town business.

A Town Purchase Order should be used in such instances in accordance with the Town Purchasing Policy or detailed receipts provided for subsequent reimbursement. Council must approve the reimbursement of expense claims that exceed these limits or for any alcohol purchases.

- (g) Expense Claim Form - all claimants must submit a completed Town Expense Claim Form when seeking reimbursement for expenses listed above. This shall be submitted within thirty days of expenses being incurred to the CAO and Finance Director for approval. The Town Finance Director and Mayor shall determine if expenses claimed by the CAO may be approved for payment. The CAO, Finance Director and Mayor may request of the claimant additional verification of the expense prior to approving payment.
- (h) Spousal Expenses - expenses for the spouses of Council and management staff members will not be reimbursed.
- (i) HST - all maximum expense amounts stated herein do not include HST which may be claimed as an additional expense for payment on proof of HST payment.

- 5. No reimbursement will be made for Council and/or management staff attendance at partisan political events.
- 6. No advances for expenses will be paid unless pre-approved by the CAO and Finance Director. All advances shall follow the same reporting format as outlined in this Policy and a final Expense Claim Form shall be submitted to determine if repayment of any advance is required or additional reimbursement is due.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members  
of Intent to Consider (7 days minimum): May 8, 2018

Date of Passage of Current Policy: May 22, 2018

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

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

## **STAFF TRAINING AND DEVELOPMENT**

### **I. General Statement of Policy and Objectives**

It is the policy of the Town of Lunenburg to encourage employees to attend training courses, seminars, conventions and meetings ("courses, etc.") which will upgrade their qualifications and job-related skills.

The objectives of this policy are:

1. to increase employees' competence in their present jobs, thereby increasing their contribution to the Town; and
2. to provide employees with an opportunity to receive increased benefits from their work through future advancement.

### **Statement of Procedures**

1. Each Department Head will submit estimates of expenditures for courses, etc., when preparing their budget. Council shall approve a training and development program for each department as part of the budget. Each Department Head will correspond with relevant training and educational institutions to obtain current information on available courses, etc., and keep staff informed of training and development opportunities.
2. When requesting approval to take a course, etc., with or without pay the employees must satisfactorily demonstrate that it will increase their effectiveness in their present jobs.
3. When requesting approval to take a course, etc., the employee should complete the application form (Schedule "A") and submit it to their Department Head at least thirty days before the commencement of the course, seminar or convention. Upon approval by the Department Head, the request will be forwarded to the CAO for final approval. A copy of the completed application form shall be placed on the employee's Personnel File whether it is approved or not, and a copy shall be given to the employee. If the request is one which cannot be approved within the current budget, then a special request for approval may be made by the CAO to Council.
4. If the course, etc., is not directly related to the employee's present work, on recommendation of the CAO, the CAO may decide that the Town will benefit nonetheless, and the employee may be granted a leave of absence without pay. A leave of absence without pay may also be granted for courses, etc., which cannot be covered by Council's budget. If Council feels that it can bear part of the expense, arrangements may be made for the employee to pay the balance. This clause applies only to those courses, seminars and conventions which are requested by the employee.

5. The Town of Lunenburg has a \$1,200. limit per individual for convention expenditures annually. Department Heads will identify conventions that they wish to attend in their relevant budget estimates for the upcoming fiscal year. Conventions are generally considered to be the annual general meeting of a professional type association of which the staff person is a member. All other training courses, seminars and meetings will be considered under a separate budget category for staff training. When considering an employee's application for a convention, the Department Head and CAO will bear these budgetary restraints in mind. The Town Council may approve the attendance and payment of full costs of staff at conventions over the \$1,200. limit, if, it is felt that it would be an advantage to the individual and the Town. Such a request should be made and determined by Council at the time of setting the Town's budget.
6. The Department Head and CAO shall also base their approval or disapproval of a request pursuant to this policy on other relevant factors such as the staffing needs of their department at the time the employee has requested to be absent.
7. When two employees apply for a course, etc., and only one of them can attend due to the restrictions referred to above, the Department Head should decide between them on the basis of these considerations:
  - a. which of the employees is in the greatest need of the training or education; and
  - b. which of the employees has had an opportunity to attend a similar event most recently.

If these factors do not assist in arriving at a decision, then the senior employee shall be chosen to attend the course, etc.

9. Department Heads, the CAO and/or Council may require employees to attend courses, etc., which will upgrade their qualifications and job-related skills.
10. Expenses for attendance at courses, etc., will be reimbursed as follows within approved budget levels:
  - a. Transportation: the actual cost of the most economical mode of travel. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following kilometer amounts are established for travel to the below noted places:

- Bridgewater      40 Kilometers
- Chester          80 Kilometers
- Halifax Airport 250 Kilometers
- Halifax          200 Kilometers
- Liverpool       130 Kilometers
- Mahone Bay     25 Kilometers
- Dartmouth       220 Kilometers
- Sydney          1100 Kilometers
- Wolfville        200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to fund the seminar, etc.

- b. Hotel or Motel: actual cost.
- c. Meals:
  - i. courses, etc., exceeding more than one (1) day: \$30. flat maximum cost per day. 1 day course, etc.,: \$12.00 for lunch; if, however, a one (1) day course, etc., runs over two (2) meal periods, because it is not possible to return home before 6:00 p.m. or the employee must leave home prior to 6:30 a.m., an additional \$12.00 may be claimed; and, if, three (3) meals are required, the \$30.00 daily amount may be claimed. These are set rates and no receipts are required for reimbursement.
  - ii. maximum for only Council, senior management and Lunenburg and District Fire Department out of Town training, conferences or other businesses representing the Town - \$15.00 breakfast, \$20.00 lunch, and \$35.00 dinner (evening), to a daily maximum of \$70.00 (no receipts required). And further, increase to incidental allowance to \$15.00/day with a \$75.00 maximum.
- d. Registration Fees: actual cost.
- e. Miscellaneous Expenses - employees may also claim up to \$10. per day for each overnight stay to a maximum of \$30. per week without receipts for those expenses for which receipts are unavailable when attending a course, etc., that exceeds one day and requires an overnight stay outside the Town (other than their own residence). Receipts should be presented for all miscellaneous expenses whenever possible. Miscellaneous expenses may include tips, parking, taxis, buses, etc., but cannot be used to increase meal allowances.
- f. The Mayor, CAO and/or their designate(s) may use the per person expenses listed above in subsection (c) to entertain officials if it is in the interest of the Town to do so. If possible, a Town purchase order should be used in such instances. Receipts should be kept for reimbursement of these expenses. Council must approve the reimbursement of expense claims that exceed these limits.
- g. Claimants must submit an Expense Claim Form as attached hereto as Schedule "B" when seeking reimbursement for the expenses listed above and such form will be submitted within sixty (60) days of the expenses being incurred to the relevant Department Head and CAO for approval.

Original receipts should be attached to the completed claim form as required.

- h. Expenses of spouses will not be reimbursed, unless the spouse is invited by Council to attend.
11. If more than one staff member is attending the same course, etc., they are expected to travel in one vehicle, and, where reasonable, share accommodations.
  12. All accommodation and travel bookings are to be made by the Town Office secretaries to ensure utilization of government discounts and Town purchase orders.
  13. If a non-management/non-unionized employee is required and approved by their Department Head and CAO to attend a course, etc., which is partly or entirely outside their regular work hours, excluding travel time, they shall be compensated with straight hourly pay or straight time off in lieu of pay as determined by the Department Head and CAO.
  14. If a non-management/non-unionized employee personally requests to attend a course, etc., no additional remuneration will be given to them for any portion of time in attendance at or travel to and from the course, etc., outside their regular work day.
  15. Advances for expenses may be made to the employee for those expenses which are known when the employee so requests. An expense claim form (showing deductions for advance monies received) and receipts, as required, must still be completed on the employee's return from the course, etc.
  16. Upon completion of the course, etc., the employee shall forward a written report regarding the course, etc., to the relevant Committee or Council at their earliest opportunity. Progress reports and course marks for courses, etc., longer than one (1) year must be reported to the relevant Committee or Council annually. These reports shall be retained in the employee's personnel file.

**Draft revised section 6 (2) – GG Jan 16/20****EMPLOYEE EXPENSES****I. General Statement of Policy and Objectives**

It is the policy of the Town of Lunenburg to provide for certain expenses which employees incur in the course of their work. The purposes of this policy is to specify which expenses will be paid for by the Town.

**II. Statements of Procedures****1. Reimbursement for Mileage**

There is no reimbursement of mileage within Town limits. However, any employee who uses his/her own vehicle for Town purposes as approved by the CAO outside the Town limits shall be reimbursed for distance travelled at a rate set annually by the Town.

Further, the CAO, Recreation Director, Public Works Superintendent and other employees determined by the CAO or Finance Director shall receive a car allowance of \$40.00 per month for the use of their car within Town limits for Town purposes. The Building/Fire Inspector shall be paid \$80.00 per month for mileage costs within Town limits for Town purposes.

And further, the Superintendent of the Public Works Department or employees in their Department shall be reimbursed at a rate of \$17.00 per day or \$9.50 per half day for the use of their own vehicles if departmental vehicles are not working and a replacement vehicle is required to carry out the necessary departmental work. It shall be the responsibility of the Department Head to request a purchase order from the Town Purchasing Agent for use of their vehicle in advance verifying that it is required. Departmental vehicles shall mean the van and half (½) ton trucks in the Public Works Department.

For out of Town trips Council shall establish set mileage distances for reimbursement purposes. Current mileage distance from the Town of Lunenburg and return to various communities are as follows:

- Bridgewater                      40 Kilometers
- Chester                            80 Kilometers
- Halifax Airport                250 Kilometers
- Halifax City                      200 Kilometers
- Liverpool                        130 Kilometers
- Mahone Bay                      25 Kilometers
- Dartmouth                        220 Kilometers

- Sydney 1100 Kilometers
- Wolfville 200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

## 2. Special Use of Town Vehicles Outside Regular Work Hours

The following staff are permitted to use a Town vehicle as described below outside regular work hours: Town Engineer and Public Works Superintendent; to go home for lunch (12:00 noon approximately); and to go home for dinner (after work 4:30 p.m. or 5:00 p.m. approximately), if, they are required to return to work in the evening or to check on emergency situations (e.g., check streets during snow storms), or will be attending an out-of-Town evening meeting on behalf of the Town of Lunenburg, returning to work in the evenings for emergency situations such as weekend snow storms, the Town Engineer and Public Works Superintendent are also permitted to take the vehicle home on the weekend when it is expected that the vehicle will be needed to check streets during snow storms. The vehicles that may be used for this purpose are as follows: Public Works Department van or half (1/2) ton trucks.

This benefit is provided because these employees are on call and may need to attend emergency situations, meetings, etc. outside regular work hours and directly from their homes.

## 3. Reimbursement for Other Expenses

Any employee who is required to leave the Town on business shall be reimbursed for expenses incurred as a result of the trip, including transportation, lodging, meals and parking. Employees will be required to verify expense claims with receipts. Any employee who attends a conference, convention, seminar or training session, or who takes a course, shall be covered by the provisions of the Town's policy regarding staff training and development.

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: IAN TILLARD, ENGINEERING CONSULTANT AND  
LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR**

**DATE: APRIL 9, 2020**

**RE: PROPOSED BUDGET INCREASE TO WASTEWATER TREATMENT  
PLANT AERATION UPGRADES PROJECT**

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### **1. FACTS**

On August 27, 2019 Town Council approved a budget of \$200,000 for this project with funding for the entire project from Gas Tax Funds. At the close of tenders, the revised project budget is now \$388,000 including net HST costs. Further Council approval is required to exceed the original project budget, approve a \$188,000 capital borrowing and award the project tender because it is over the \$100,000 plus HST limit staff are permitted to award in the Town's Purchasing Policy.

### **2. ISSUES AND OPTIONS ANALYSIS**

As Council will recall, the Wastewater Treatment Plant's aeration system is original to the facility's construction in 2003. Typically, the aerators in an aeration system require replacing every 7-10 years. The original aerators are now well beyond their design life and are in need of urgent replacement. Replacement aerators were purchased by the Town this winter, and arrived the week of April 6, 2020.

The condition of the aeration pipework was assessed and found to be in poor condition. The materials chosen have not kept up well, and the pipework has leaks in it which waste the air and decrease the effectiveness of the aeration system. The pipework requires replacement with corrosion resistant materials, and the new aerators require installation.

Plastic media are located in many of the tanks to provide a surface for the microorganisms to grow on in order to carry out biological treatment. The microorganisms are indispensable to one of the main treatment processes in the WWTP. These media are original to the plant as well, and have worn down significantly over the years. Additional media are required to top up the supply.

The tender for the replacement of the pipework and the installation of the pre-purchased aerators closed on March 26, 2020. The low bid exceeded the identified project budget,

so possible cost reduction measures were discussed with the low bidder. Reductions were selected that did not affect the quality of the work to be installed. A summary of the tender bids is attached for reference. CBCL has reviewed the bids and they see no reason not to award to the low bidder.

Changed conditions can occur on construction sites. A contingency budget of approximately 15% of the awarded price is recommended as industry good practice, in order to cover changes should they arise during the construction period.

Approximately 2,800 m<sup>2</sup> (surface area) of additional media is required to top up the existing supply. This will provide more area for treatment-critical microorganisms to grow on and remove pollutants, and so improve the effluent quality to more often meet the Regulatory standards in the summer, which have been periodically exceeded in the last two years. This additional media would have a volume of 4.4 m<sup>3</sup> in Cell 1A, compared to the original volume of 24.5 m<sup>3</sup>. The required amount is an estimate based on an assessment of the existing media condition without being able to drain down the tank and measure the remaining volume.

Federal and Provincial approvals have been granted to divert sewage which will only be screened and partially disinfected to the Inshore Fishermen Wharf location for a period of approximately 8 days while this work is being done. The overall project will take two months to complete and recommission the aeration tanks. It is important to do this work by the end of June 2020 in preparation for warmer months with no sewage diversions in May.

### **3. FINANCIAL IMPACT**

The additional construction costs has a significant impact on the original budget estimate for this project. On August 27, 2019 Council approved a budget of \$200,000 with funding for the entire project from Gas Tax Funds. The revised project budget is now \$388,000, including net HST costs. To fund the additional project costs of \$188,000, a capital borrowing will have to be secured as there is no additional Gas Tax Funds available. Deferral of the project is not recommended.

An updated cost breakdown for the project follows.

- a. Installation of aeration equipment
  - i. Tendered installation cost for the aeration equipment minus confirmed deductions: \$237,000 plus net HST (\$247,158).
- b. Contingency budget for installation tender
  - i. Allowance for contingency budget: \$35,550 plus net HST (\$37,074).
- c. Purchase of additional media
  - i. Quote for the purchase of the media: \$24,000 plus net HST (\$25,029). It is anticipated that the installation of media will be completed by Public Works staff, however before this work is undertaken a review of the specific protocol/safety procedures will be undertaken.

#### **4. STRATEGIC PLAN RELEVANCE**

- 5) Operate the Town efficiently and effectively by:  
B. Continually and strategically maintaining and upgrading community infrastructure

#### **5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

*Approval of the award of a construction tender for the replacement of the pipework and the installation of the pre-purchased aerators to Western Plumbing & Heating Limited in the amount of \$237,000 plus HST. And further, approve a budget increase for the WWTP – Aeration Upgrade Project from \$200,000 to \$388,000 including net HST with funding of \$200,000 from Gas Tax and \$188,000 in a Capital Borrowing.*

Attachments:

- tender submission price comparisons
- project budget summary

Town of Lunenburg  
Upgrade to Aeration System TOL2020003  
Tender Submissions

<b>Company</b>	<b>Price</b>	<b>HST</b>	<b>Total</b>
Black & MacDonald Limited	\$ 277,200.00	\$ 41,580.00	<b>\$ 318,780.00</b>
Gil-Son Construction Limited	\$ 399,960.00	\$ 59,995.00	<b>\$ 459,955.00</b>
Mid Valley Construction (1997) Limited	\$ 283,800.00	\$ 42,570.00	<b>\$ 326,370.00</b>
Western Plumbing & Heating Limited	\$ 248,238.00	\$ 37,235.70	<b>\$ 285,473.70</b>
Western Plumbing & Heating Limited - Revised	\$ 237,000.00	\$ 35,550.00	<b>\$ 272,550.00</b>

**TOWN OF LUNENBURG**  
**LUNENBURG WWTP**  
**UPGRADE TO AERATION SYSTEM**  
**CONTRACT NO. 190805.03**  
**POST TENDER ADDENDUM NO 1**

**April 7, 2020**

(To be added to and made part of the Tender Documents)  
The following changes or modifications shall be made to the Tender Documents:

**TO THE SPECIFICATIONS**

**SECTION 01 00 00 – GENERAL REQUIREMENTS**

**Page 3, delete subsection 1.8.2.3 and replace with the following:**

- .3 Train "A" and Train "B" may be taken out of service for no longer than 240 hours each. The Equalization Tank may be taken out of service for not longer than 120 hours. The plant will be in partial bypass during these times and is regulated by Fisheries and Oceans Canada and Environment Canada; installation time is critical to minimize partially treated discharges.

**Provide the following by 3pm on Monday April 13, 2020:**

**Provide revised contract price (excluding HST) based on the changes above: \$ 237,000.00**

**Provide a revised completion time based on the changes above. If there is no change to the time to complete provided with the original tender, put "No Change":**

**COMPLETION TIME**

1. Tenderer agrees to complete Substantial Performance of the Work within No Change weeks from written notification of Award.

CBCL Limited  
April 7, 2020

WWTP - Aeration Replacement Project

Date: April 9, 2020

	Price before		
	HST	Net HST	Total
<i>Engineering</i>			
Design	\$ 7,900.00	\$ 338.59	\$ 8,238.59
Tender	\$ 4,100.00	\$ 175.73	\$ 4,275.73
Construction admin	\$ 4,300.00	\$ 184.30	\$ 4,484.30
	<u>\$ 16,300.00</u>	<u>\$ 698.62</u>	<u>\$ 16,998.62</u>

<i>Equipment</i>			
Fine Bubble Aeration	\$ 46,644.00	\$ 1,999.16	\$ 48,643.16
Coarse Bubble Aeration	\$ 12,576.00	\$ 539.01	\$ 13,115.01
	<u>\$ 59,220.00</u>	<u>\$ 2,538.17</u>	<u>\$ 61,758.17</u>

Construction	\$ 237,000.00	\$ 10,157.82	\$ 247,157.82
Construction Contingency 15%	\$ 35,550.00	\$ 1,523.67	\$ 37,073.67
	<u>\$ 272,550.00</u>	<u>\$ 11,681.49</u>	<u>\$ 284,231.49</u>

Media	<u>\$ 24,000.00</u>	<u>\$ 1,028.64</u>	<u>\$ 25,028.64</u>
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<b>Total Revised Project Budget</b>	<u><b>\$ 372,070.00</b></u>	<u><b>\$ 15,946.92</b></u>	<u><b>\$ 388,016.92</b></u>
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Budget approved by Council Aug.27/19	<u>\$ 200,000.00</u>
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<b>Additional Budget requirement</b>	<u><b>\$ 188,000.00</b></u>
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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT AND IAN TILLARD,  
TOWN ENGINEER CONSULTANT**

**DATE: MARCH 25, 2020**

**RE: FALKLAND STREET/VICTORIA ROAD CROSSWALK QUESTION**

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1. **FACTS**

At the June 25, 2019 Council meeting the following motion was approved

*Motion: moved by Councillor Bachman, seconded by Councillor Mosher that a staff report on pedestrian access along Falkland Street (Lunenburg industrial Foundry and Engineering side) with options for public safety and connectivity be prepared by the Town Engineer. Motion carried.*

2. **ISSUES AND OPTIONS**

The pedestrian travel on the east side of Falkland Street was suggested to be a safety concern by a Town citizen. While there is no complete sidewalk on the east side of the street pedestrians still use this as a travel path.

Consultation has taken place with the Lunenburg Daycare, and Lunenburg Foundry. The Lunenburg Daycare does not see this as a safety concern and has tried using both sides of Falkland Street for travel to Bluenose Academy and back and finds the east side of the street much better so they can avoid the wider and more heavily trafficked Victoria Road intersection. They have staff who guide the children across the sidewalk with signs and safety vests. They did note that long term a sidewalk on the east side of the street would be ideal.

The Lunenburg Foundry was consulted and did not see this as a safety concern and also noted that long term a sidewalk on the east side of Falkland street would benefit tourism and the local business in this area.

3. **FINANCIAL IMPACT**

No financial impact at this time if status quo remains.

4. **STRATEGIC PLAN RELEVANCE**

The review of crosswalk safety addresses the following Town Strategic Plan Goals:

#3. C. Maintaining and enhancing our status as a safe community.

#5. B. Continually and strategically maintaining and upgrading community infrastructure.

5. **RECOMMENDATION AND DRAFT MOTION**

It is staff's recommendation that council take the following steps:

Short term – no change. We do not see this as an immediate safety concern and would recommend that no steps be taken at this time other than the long term recommendation.

Long term – possible budgeting for implementation of improved sidewalks and potential bike lane on Falkland Street as suggested by Bicycle Nova Scotia. (See attachment “C” concept drawing).

Long term / Ongoing – continue to follow guidelines set out by the “Pedestrian Crossing Control Guide” produced by the Transportation Association of Canada. Continue to review our sidewalks and crosswalks to ensure that they are safe and up to current standards.

*Draft motion: moved and seconded that no further action be taken at this time regarding the Falkland Street/Victoria Road crosswalk.*

Attachments

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Bea Renton  
Town Manager/Clerk

## Attachment "A"

### **Pedestrian Safety Concern / Parking at 35 Falkland Street**

Aug. 16, 2017

Hi Bea,

The owners are re-developing this property and it looks like multiple businesses will be utilizing the space. Along with the existing upholstery business, two new businesses have moved in and the remaining half of the space is still under construction. My reason for writing is that the front of the building is now used for vehicle parking which is creating a dangerous situation for pedestrians. Cars are parked in front of the building which makes pedestrians walk out literally next to the road. In particular, the daycare walks their kids to Academy along this side of the street as it's the best route.

It would seem this land in front of the building is town land - unfortunately no defined sidewalk is in place. It would seem best to advise the owners that parking will not be permitted in front of the building and town signage installed {there is a vacant lot next door with ample parking spaces available for their customers}. Ideally a sidewalk would be best but at least a defined one, with say painted lines, would identify the pedestrian space. Better it's dealt with now before the "habit" is difficult to correct.

Any questions let me know.

Allan Richards

## Attachment "B"



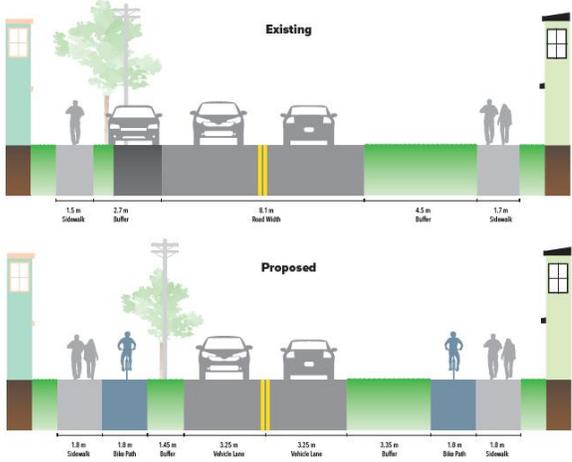
# Attachment "C"

## Cross-Town Connector / North - South Link Concept: Long-Term



- LEGEND**
- Bike Lane
  - Conflict Marking
  - Asphalt
  - Sidewalk/Concrete
  - Grass Buffer
  - Property Line

Section A | Looking North: Typical Cross Section



## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: IAN TILLARD, P. ENG., TOWN ENGINEER CONSULTANT**

**DATE: APRIL 9, 2020**

**RE: PROPOSED NEW SIDEWALK ALONG NORTH SIDE TANNERY ROAD**

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### **1. FACTS**

The proposed sidewalk for the north side of Tannery Road has been in the planning stage for a number of years. In 2018 ABLE Engineering created a survey, layout sketch and costs estimates for this project. The sidewalk would require new easements from the properties as well as a revised power pole layout for the three power poles. There are additional project logistics which are addressed in this report for Council's consideration.

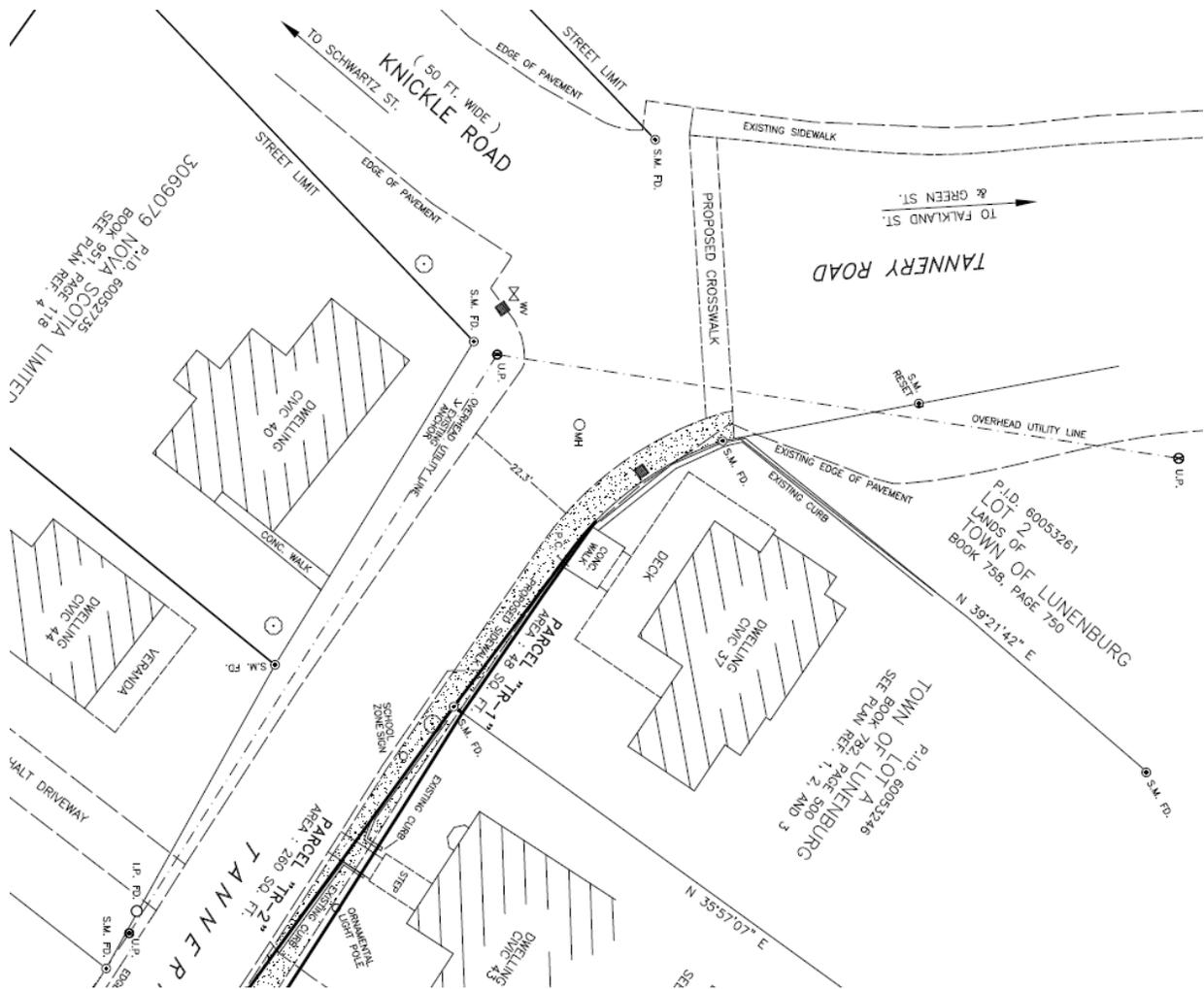
### **2. ISSUES AND OPTIONS ANALYSIS**

The sidewalk design runs along the north side of Tannery Road from the parking lot on the north side of the Captain Angus Walters house at #37 Tannery Road to the park area by the seawall. Access to the sidewalk from the south side of Tannery Road would require a new crosswalk from the south west corner of the intersection of Tannery Road and Knickle Road. Access from the north side is across the parking lot in front of the old School Annex. Revised costs are estimated at \$255,000 for this project.

Aside from the high costs there are some logistical concerns with this project:

- The proposed sidewalk in front of the Walters house and house beside it actually has to be laid directly into what is now the street, thereby reducing the street width at this point for a length across both properties and a bit beyond.
- The proposed sidewalk in front of these two houses will butt directly up to their front exit stairs and requires a retaining wall in front of one of the houses.
- To keep the intrusion into the street to a minimum, the sidewalk width must also be kept to a minimum, so along this constricted section there is traffic immediately against it on one side and stairs and a short retaining wall on the other side. The width has not been finalized, but it would be six feet or less and the street width at this pinch point with house on the opposite side will be reduced by this amount. The minimum width for a sidewalk in Lunenburg is 5 feet to accommodate the sidewalk plow. There is no option in terms of alternate

location of a sidewalk because there is even less space on the north side of the street to place a sidewalk. So while technically feasible, it is not a very elegant solution and it is costly. See below for an excerpt from the engineering layout showing the pinch point.



For the case of moving the project forward as originally planned the steps are:

- (1) Negotiate and sign new land agreements.
- (2) Do the detailed design.
- (3) Tender the construction.
- (4) Contract with NSPI to have poles moved.
- (5) Contract to have trees removed.
- (6) Sidewalk construction.
- (7) Landscape re-instatement construction.

Due to the traffic engineering and cost concerns, consideration of an alternative less expensive approach is warranted that would allow for shared use of the existing roadway through traffic calming and awareness/safety measures. To pursue this option, staff could propose acceptable and affordable measures that would be installed by Town forces. These type of measures were generally discussed in the Bicycle Nova

Scotia report issued to Lunenburg in Fall 2019 so this report is a good overview of this approach. As an example, some of the techniques that could be considered are:

- Gateway treatment.
- Introduce pinch points.
- Lane shifts.
- Speed humps.
- Speed tables.
- Materials and appearance.
- Shared streets.
- Speed reduction.

## **FINANCIAL IMPACT**

For the original plan the 2018 estimates provided by ABLE Engineering are:

Final plan and layout plan	\$3,500
Engineering	\$7,500 (updated in 2020)
Construction	\$125,000
Power poles x 5 relocate	\$20,000
Construction contingency of 15%	\$23,000
Tree removals and various property restitutions	\$26,000
Private property land purchase costs	\$30,000
Town legal costs for property purchases and street realignment	\$15,000
Legal cost reimbursement for private property owners	\$5,000
<b>Total Project Budget</b>	<b>\$255,000</b>

Note that this is not based on detail design, but in preliminary layouts only.

For the proposed alternate, costs would be determined only when calming measures have been assessed and preferred options chosen. Regardless, the measures will be considerably cheaper than the current plan. Potential that Town staff could execute most of the work.

Council approval is required to continue with this project and there are two options:

- (1) Continue with the existing plan at an estimated cost of \$255,000.
- (2) Cancel the original planned project and direct Town staff to pursue an alternate plan of designing and installing traffic calming measures. Reduce the current budget request amount to \$7,500 to engage a consultant to assist staff in developing a detailed plan. Construction costs TBA, but they will be substantially less than for the current plan.

Staff are recommending option #2.

### **3. STRATEGIC PLAN RELEVANCE**

- 1) Promote High Quality of Life by: A. Beautifying the community.
- 2) Celebrate our Community by: B. Cultivating a positive visitor experience.
- 3) Champion opportunities for our community's health and well-being by: B. Facilitating and encouraging healthy lifestyles; and C. Maintaining and enhancing our status as a safe community.

### **4. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

Draft Motion:

*To cancel the existing planned project for the Tannery Road sidewalk and instruct Town staff to develop an alternate plan of traffic calming, to be presented to Council at a future date. Reduce the current budget request for 2020/21 to \$7,500 to engage a traffic designer to assist staff in developing the traffic calming plan.*

Council in camera Meeting Recommendation – April 14, 2020 Council Meeting

February 25, 2020

It is recommended that Town Council award the Town insurance contract to Arthur J. Gallagher Canada Limited in the approximate amount of \$149,547 plus HST with the final amount and coverage levels to be finalized by Town staff.