

AGENDA



Town of Lunenburg Council Meeting

Tuesday, July 28, 2020 at 2:00 p.m. – 4:00 p.m.

Zoom/YouTube Live Broadcast

- Call to order – *Mayor Rachel Bailey.*

- Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – *Mayor Rachel Bailey.*

- 1. Agenda - *motion to approve. (Note: priority agenda items are bolded below).*

- 2. June 23 and July 9 and 21, 2020 Council meeting minutes - *motion to approve.*

- 3. **Public Hearings, Presentations and Questions**
 - a. **Donna Kelly, President, Royal Canadian Legion Branch 23, regarding Parking Bylaw and Veteran plates parking provisions; and**

 - b. **Jessika Hepburn, Lunenburg, regarding response to petition to rename Cornwallis and Creighton Streets.**

- 4. Correspondence, Petitions and Proclamations consideration
 - a. Region 6 Solid Waste Management \$5400 approved funding for the purchase of three street litter sorting stations;

 - b. Nova Scotia Communities, Culture and Heritage letter requesting comments to their proposed Heritage Property Act amendments respecting removal of authority to demolish a Municipal heritage property after a three year period if initially disallowed by the municipality **and** development deferral authority for one year when a heritage conservation plan and bylaw are being prepared – *proposed staff reply for Council consideration before the Provincial September 30 submission deadline;*

 - c. Municipality of the District of Lunenburg notice of their public hearing to transfer the roles of their Area Advisory Committees to their Planning Advisory Committee for which they must advise abutting municipalities;

 - d. Provincial Volunteer Awards notice of September 28 virtual event;

- e. Organization of World Heritage Cities letter requesting the Town to join for \$2,127 US;
 - f. Department of Municipal Affairs and Housing 2019 Municipal Profile and Financial Condition Indicators Report for the Town of Lunenburg with nine “Low risk” and two “Moderate risk” and “High risk” indicators;
 - g. Lunenburg Academy Foundation letter of approval of Town Capital funding requests; and
 - h. **Petition to rename Cornwallis and Creighton Streets (see: above and item #7 a. i.).**
5. Business arising from the Minutes/Unfinished Business
- a. Corporate Services
 - i. **Municipal and CSAP elections 2020 proposed resolutions**
 - **Resolution #1 – amendment to the draft Alternative Voting Bylaw to address spoiled and rejected ballots**
 - **Resolution #2 - second and final reading of the draft revised Alternative Voting Bylaw to be effective on the date of public advertisement**
 - **Resolution #3 – date for Revising Officer to provide the List of Electors**
 - **Resolution #4 – determining the only means of voting by telephone and personal computing device**
 - **Resolution #5 – contract with Intelivote Systems Inc.**
 - **Resolution #6 – Information Sharing Agreement with Intelivote Systems Inc. to use information to protect the confidentiality of the election material and data**
 - **Resolution #7 – Returning Officer fee increase of \$2000 to conduct an alternative voting election**
 - **Resolution #8 – Advance Polls and Alternative Voting days**
 - ii. Proposed revised Parking Meter Bylaw – *consideration of public submission(s) and potential second/final reading and public advertisement of the revised Bylaw,*
 - iii. Proposed amendment to the Hack and Trolley Bylaw - *consideration of public submission(s) and potential second/final reading and public advertisement of the amended Bylaw,*
 - iv. Proposed amendment to Street Encroachment for Building Access Bylaw - *public submission(s) and potential second/final reading and public*

advertisement of the amended Bylaw; and

- v. **Blockhouse Hill development proposal Redmond Properties/3007464 Nova Scotia Inc. – *staff report.***

- b. Public Works Department

- i. **Archibald Street sewer main extension request installation cost comparisons and existing sewer main plan – *staff report;***
- ii. **May 2020 Water Utility and Wastewater treatment results and general information - *staff report;* and**
- iii. **Water Treatment Plant roof vent repainting Capital budget increase requirement – *staff report.***

- c. Recreation Department

- i. **Proposed award of Arena ice resurfacers tender award – *staff report.***

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

- a. **Waste Reduction Strategy Working Group June 3 and 17 minutes and report – *suggested elimination of plastic based municipal election signage and Susan Sanford submission;***
- b. Project Lunenburg Steering Team June 10 minutes;
- c. Joint Occupational Health and Safety Committee July 9 meeting minutes;
- d. General Government July 16 meeting minutes – *4 X notices of motion by Councillor Mosher and Deputy Mayor;* and
- e. **Heritage Advisory Committee meeting minutes – *2 X recommendations by Councillor Mosher.***

7. New Business

- a. Corporate Services

- i. **Response to petition to rename Cornwallis and Creighton Streets – *review.***

- b. Public Works Department

- i. **LGBTQ+ Pride crosswalk painting initiative – *discussion.***

8. Consideration of Council in camera meeting July 21, 2020 recommendations and

notices of motion (nil)

9. Adjournment – *motion to approve.*

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Solar initiatives and water meters update	Corporate Services and Public Works	January 7 and 14, 2020	Staff report will now be prepared since Budget 2020/21 approved
Tannery Road sidewalk project	Public Works	May 12, 2020	Public Works preparing a revised staff report
Nova Scotia Environment Department inquiry about process to expand the watershed boundary to include the full natural watershed	Public Works and Corporate Services	June 9, 2020	Staff meeting with NS Environment scheduled to obtain process information for a Council report

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, JUNE 23, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

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

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Pat Burke, Q.C., Town Solicitor/Returning Officer (2:31 p.m. left)
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, P. Eng., Town Engineer

The Mayor called the meeting to order at 2:00 p.m.

~ Welcome and Moment of Silence in recognition of Councillor Carnevale's passing – Mayor Rachel Bailey

The Mayor called for a moment of silence in honour of Councillor Joseph Carnevale, who passed away on June 17. His many civic accomplishments and contributions in his accomplished life were noted by Her Worship.

1. Agenda

Motion: moved by Deputy Mayor McGee, seconded by Councillor Mosher to approve the agenda.

Council discussed the possibility of meeting in person again, but it was noted that the Provincial directive requiring virtual meetings has not yet changed. The Department of Municipal Affairs and Housing and Nova Scotia Federation of Municipal Affairs are taking this matter under advisement.

The motion was put and passed.

2. June 9 and 16, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve the June 9 and 16, 2020 Council meeting minutes. Motion carried.

3. Public Hearings and Presentations

Nil.

4. Correspondence

- a. Housing Nova Scotia notice of Town of Lunenburg's \$15,710 subsidized housing contribution for 2019/20 vs. projected 2020/21 contribution of \$37,728 - 41,595 as opposed to actual approved 2020/21 Town budget of \$22,000 – suggested letter of concern to Housing Nova Scotia in response

Council expressed concern regarding the Province's recent notice of this increased Provincial amount notwithstanding that Council had earlier approved a significantly lower amount based on year over year averages. The Province appears to have recently compiled updated budget figures for maintaining their subsidized housing resources for which municipalities cost share in same.

Motion: moved by Councillor Croft, seconded by Councillor Risser to write a letter of concern to Housing Nova Scotia regarding their increased 2020/21 budget projection shortfalls municipalities are expected to pay (Schedule "A") and late notice provided of same after municipal budgets have been approved. This letter is to be copied to the Nova Scotia Federation of Municipalities, MLA and Department of Municipal Affairs and Housing. Motion carried.

5. Committee Meeting Minutes and Recommendations

- a. Waste Reduction Strategy Working Group March 5 and May 14 meeting minutes

The minutes were received for information. The Mayor advised that the Group is expected to present a report to Council in the next month. One of their recommendations will be support for no plastic campaign sign use in the fall municipal election.

6. Unfinished Business

- a. Corporate Services
 - i. Municipal and CSAP elections 2020 proposed motions to rescind Council's October 22, 2019 motion authorizing a paper-only election ballot system and first reading of the adoption of an Alternative Voting Bylaw for public advertisement and submissions before second/final reading

Motion: moved by Councillor Risser, seconded by Councillor Bachman to rescind the earlier Council motion:

WHEREAS

1. Town Council passed the following motion on October 22, 2019:

"Motion: moved by Councillor Risser, seconded by Councillor Carnevale that the Town of Lunenburg continue to use paper-only balloting for the 2020 municipal election. Motion carried.

2. The COVID-19 Pandemic has created potentially serious difficulties for holding a paper-balloting election (Schedule "B").

Motion carried.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee that:

WHEREAS the COVID-19 Pandemic will create significant challenges and risks associated with a paper-balloting election,

BE IT RESOLVED THAT:

- a) First Reading of the Alternative Voting Bylaw [attached hereto as Schedule AVB] is hereby given;
- b) at least 14 days before the Bylaw is read for a second and final time, notice of the Council's intent to consider the Bylaw shall be published in a newspaper circulating in the Town as provided in section 168(2) of the Municipal Government Act; and
- c) the second and final reading of the Bylaw shall take place at the Council meeting to be held on July 28, 2020 at 2:00 pm. (Schedule "B1").

Motion carried.

- i. Lunenburg Academy school bell, hand rail and signage project proposal

The Heritage Manager presented this report (Schedule "C"). He noted that the bell can stay where it is in the bell tower, but it is thought it would be better appreciated and can be used for fundraising opportunities if it is displayed on ground.

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee that Council approves the removal of the Lunenburg Academy bell with the full financial responsibility of same assumed by the Lunenburg Academy Foundation. The bell is to be stored until it can be refurbished and installed on the Academy grounds (Schedule "C"). Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Risser that staff write a letter of request to the Lunenburg Academy Foundation seeking their financial support

for the Lunenburg Academy Lot Development Plan as set out in the proposed funding table (Schedule "C"). Motion carried. Councillor Croft voted in the negative.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that staff write a letter of request to the Lunenburg Academy Foundation seeking their financial support for the wall sign and south entrance handrails projects as set out in the proposed funding table (Schedule "C"). Motion carried.

iii. Planning Advisory Committee 2020 citizen appointment application

The sole application from Jack Strowbridge, Municipality of the District of Lunenburg resident, to serve on the Committee (Schedule "D") was considered by Council. It was noted that Town Policy allows for the appointment on non-residents if there are no qualified resident Committee applicants.

Motion: moved by Councillor Bachman, seconded by Councillor Risser to appoint Jack Strowbridge to the Planning Advisory Committee as a 2020 citizen appointee (Schedule "D"). Motion carried.

iv. Bee population and climate crisis action initiatives

Deferred.

Council agreed to consider the Lunenburg Board of Trade Montague Street south side parking restriction request immediately after a recess. Councillor Mosher declared an interest in this matter because his daughter works for one of the restaurants for which the request is being made. Council recessed from 3:02 p.m. – 3:15 p.m.

At the resumption of the meeting, the Lunenburg Board of Trade presenter was unavailable so Council considered agenda item #6. b. i. next.

b. Public Works Department

i. Additional Waste Water Treatment Lift Station Pump Repair Budget

The Town Engineer summarized the additional repair monies required as set out in the staff report (Schedule "E"). He explained that the two main effluent pumps at the Wastewater Treatment Plant required repairs of over \$20,000 each which was higher than originally budgeted thereby requiring additional monies to repair the lift station pumps some of which are over twenty years old. He noted that two submersible pumps at Tannery Road and Young Street remain to be assessed because of pandemic occupational health and safety protocols to be put in place by the contractor. They are both working now, but repairs may be needed once assessed. Public Works staff have developed an enhanced operations, maintenance and assessment schedule for ongoing operations and future budgeting.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser to increase the 2020/21 capital budget for Lift Stations Capital Pump Repairs Project from \$55,000 to

\$146,000 with the financing to be the previously committed \$55,000 from Gas Tax Reserves plus \$91,000 from a new capital borrowing (Schedule "E"). Motion carried.

7. New Business

a. Public Works Department

i. Lunenburg Board of Trade Montague Street south side parking restriction request

Council reviewed the LBOT's request (Schedule "F"). Mr. Myra, LBOT President, responded to Council questions advising that the parking restriction would be for approximately three months to assist during busy summer months until the end of September 2020. It will provide for safer use of the sidewalk area. It will not be to use the street area for dining tables and chairs, although this may be explored in future. He thanked Town Council and staff for their cooperation during the pandemic to assist LBOT businesses. Staff advised that Town barricades can be installed to prohibit parking in this area. The accessible parking space could also be moved as requested subject to Council approval.

Staff are asked to follow up with commercial vehicle and trailer owners who park on a long term basis along this portion of Montague Street to ensure they obtain the necessary Town permits and/or compliance with other parking requirements.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee to approve the LBOT request for restricting parking on Montague Street until the end of September or October 2020 if needed and change the accessible parking location as requested (Schedule "F"). Motion carried.

8. Consideration of Council in camera meeting recommendation

a. Lunenburg Heritage Society transfer of Lunenburg Heritage Bandstand to the Town of Lunenburg - resolution to approve (April 21 Council in camera meeting)

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that:

WHEREAS

1. The Lunenburg Heritage Society constructed a bandstand on property of the Town of Lunenburg.
2. The Town of Lunenburg entered into a lease with the Lunenburg Heritage Society (LHS) dated December 29, 1988 for a period of five years commencing August 15, 1988 and the Lunenburg Heritage Society has been over holding under the terms of the lease.
3. The lease provides that the Bandstand shall remain the property of the Lunenburg Heritage Society and shall not be a fixture of the said land.
4. The parties wish to terminate the lease and transfer any interest in the Bandstand to the Town of Lunenburg.

5. The Lunenburg Heritage Society has made commitments to the Lunenburg Folk Harbour Festival Society for use of the Bandstand at various times in June, July, August, and September 2020 and for a private wedding on Saturday September 5, 2020 and the LHS wishes to ensure that these commitments are honored.

BE IT RESOLVED THAT:

- A. The Town shall enter into the indenture with the Lunenburg Heritage Society in the form attached hereto as Schedule "G";
- B. The Town shall honour the commitments to the Lunenburg Folk Harbour Festival Society and the private wedding attached hereto as Schedule "G"; and
- C. The Mayor and Manager/Clerk are authorized to execute the indenture on behalf of the Town and to affix the municipal seal thereto (Schedule "G").
Motion carried.

Council agreed to go back to agenda item #6. a. iv.

iv. Bee population and climate crisis action initiatives

The CAO provided an overview of the staff report (Schedule "H").

Motion: moved by Councillor Mosher, seconded by Councillor Croft that Council approves the pollinator action plan (Schedule "H"). Motion carried.

The second aspect of the report regarding climate crisis was discussed by Council. It was agreed to forward a copy of the report to the Project Lunenburg group for their review and possible incorporation in the Comprehensive Community Plan relating to environmental objectives.

9. Motion to recess and resume the meeting in camera on July 21, 2020 to consider Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act and rise and report any recommendations at the July 28, 2020 public Council meeting

Motion: moved by Councillor Risser, seconded by Councillor Croft to recess and resume the meeting in camera on July 21 at 2:00 p.m. and rise and report any recommendations at the July 28, 2020 public Council meeting. Motion carried.

The meeting was recessed at 4:02 p.m.

Bea Renton, CAO

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

THURSDAY, JULY 9, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

PRESENT: Mayor Rachel Bailey
Deputy Mayor John McGee
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Sarah Ensslin, P. Eng., Wastewater Consulting Engineer, CBCL Engineering
Katie MacMillan, Purchasing/Business Coordinator
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Ian Tillard, P. Eng., Town Engineer consultant

ABSENT: Councillor Danny Croft
Councillor Ronnie Bachman

The Mayor called the meeting to order at 2:00 p.m.

Welcome and acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Rachel Bailey

The Mayor gave introductory remarks regarding the unceded territory of the Mi'kmaq and welcomed everyone.

1. Agenda

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

2. Wastewater Treatment Plant retrofit preliminary engineering work process and call for proposals

The Town Engineer reviewed his report (**Schedule "A"**). He requested direction from Council regarding Project Lunenburg's recent proposed draft Comprehensive Community Plan recommendation to provide for 50% Wastewater Treatment Plant capacity expansion which has yet to be determined by Council and staff if this can be achieved. It is not within the scope of the current preliminary engineering design \$270,000 funding for the existing plant based on the earlier CBCL Engineering report. Instead, the proposed scope of work outlined in this staff report will determine how best to achieve operating efficiency improvements for the future within existing capacity as previously agreed. Salinity reduction in the wastewater stream, dissolved air flotation

and UV treatment optimization will be determined in the next phase of this work plan. The Town Engineer will be engaging Dalhousie University to do the testing and CBCL to draft terms of reference for the additional engineering components of the preliminary engineering design. He will potentially consider the feasibility of 50% design capacity increase and the treated effluent outfall extension to the extent this is possible within the limited \$270,000 project budget.

3. Adjournment

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

The meeting was adjourned at 3:15 p.m.

Bea Renton, CAO

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, JULY 21, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

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

ALSO PRESENT: Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Ian Tillard, P. Eng., Town Engineer Consultant

1. Call to order

The Mayor called the meeting to order at 2:00 p.m.

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

The Mayor offered introductory remarks regarding the unceded territory of the Mi'kmaq and welcomed everyone to the meeting.

3. Agenda

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

4. Brook Street pump station and related infrastructure proposed tender award

The TE summarized his report (**Schedule "A"**) for Council consideration. He explained that to reduce costs, some of the work will be done by Public Works, some by the proposed contractor with senior government funding and the balance deferred for future budget approval.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that Council approves the award of a contract to Dexter Construction for the Brook Street Drainage Improvements in the amount of \$144,900, plus applicable taxes (**Schedule "A"**).

The Town Engineer advised that Design Point Engineering will help supervise this tendered work.

The motion was put and passed.

5. Adjournment

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

The meeting was adjourned at 2:16 p.m.

Bea Renton, CAO

Kelly Jardine

From: Donna Kelly [<mailto:dmkelly@eastlink.ca>]
Sent: July-09-20 6:49 AM
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Re: Change To Parking Bylaw regarding Veteran plates

Good morning Bea,

I would like to see an exemption for veterans to enable them to park wherever they choose while visiting Lunenburg. There are very few. Most Legion members from other places park in our parking lot. Veterans who have veteran plates from other areas Who are not Legion members and don't know to ask to park in our lot should be able to park unrestricted by time limits. We are talking very, very few people who visit here. Their service to our country should give them that exemption.

Regards

Donna Kelly
President
Royal Canadian Legion Branch 23

From: Donna Kelly <dmkelly@eastlink.ca>
Date: June 21, 2020 at 8:57:12 AM ADT
To: Rachel Bailey <RBailey@explorelunenburg.ca>
Subject: Change To Parking Bylaw regarding Veteran plates

Good afternoon Mayor Bailey And Councillors

I was deeply disappointed and saddened to see that a change to the parking meter bylaw regarding the veteran exemption at parking meters was introduced, and passed first reading, without any consultation with Royal Canadian Legion Branch 23, Lunenburg.

In my three years as president of Branch 23, I have met many veterans from other areas of Lunenburg County, other parts of Nova Scotia and from other Provinces who were pleased to be informed that they did not need to feed the meters in the Town of Lunenburg if they had a veteran license plate. They were appreciative and left the area knowing that their service to Canada was recognized.

With the proposed amendment, I now will have to tell them that your years of service to Canada, although appreciated by the Town of Lunenburg, is not worth any more than two hours at a parking meter. I personally find this reprehensible and would be embarrassed to have to tell veterans this information.

We have very few veterans living here and visiting here. The loss of revenue to the Town is negligible. To minimize the veterans parking exemption will make our a Town look cheap and disrespectful towards our veteran community. I ask that this amendment be defeated on next reading so that our veteran community can continue to feel welcomed and respected in the Town of Lunenburg.

Thank you for your consideration of this email in your upcoming deliberations.

Sincerely,

Donna Kelly
President
Royal Canadian Legion Branch 23

Sent from my iPad

Presentation to The Town of Lunenburg Regarding Response to Petition to Rename Cornwallis & Creighton Streets

Jessika Hepburn
49 Townsend St, Lunenburg NS, B0J 2C0
902-448-1748

- On July 1, 2020 I created a petition <http://chnng.it/dnS4Wc29dq> to evaluate support for and opposition to renaming Cornwallis St and Creighton St to honour Lunenburg's Black and Mi'kmaq history and contributions to our community. Shortly afterwards an Indigenous person in Bridgewater created a similar petition in consultation with Mi'kmaq elders <http://chnng.it/5PLvpS79qT>. That petition is included as an appendix to this presentation.
- As a resident and homeowner in Lunenburg of Black and Jewish descent creating this petition was a personal response to the lack of local action or visibility regarding global Black Lives Matter protests or the movement to recognize Mi'kmaq title or Indigenous rights and the opportunity to address systemic racism in our own community. It was also a response to racialized community members, family, and friends sharing their experiences of racism and racial violence in Lunenburg, their feelings of being unsafe and unwelcome here; and the unwillingness of many within the community to have these uncomfortable conversations so that all residents and visitors can feel comfortable.
- There have been hundreds of signatures in support of the petition and in favour of wider discussions about racism in our communities. However of bigger concern and cause for immediate action is the reaction to starting a respectful discussion about changing a few signs and sharing research into Lunenburg's historical racism so we can talk about how it impacts people today, including visitors to our town.
- Myself and others have received hateful messages, threats, insults, and been banned from the Lunenburg Community Bulletin Board on Facebook for trying to post the petition (my posts were never published) or have conversations about the racism and segregation racialized people experience in our community. Supporters of the petition have also been banned from the Lunenburg Facebook board and received hatred or censorship online in response. This kind of censorship creates a culture of fear, silence, and oppression that is harmful.

- In light of the reaction to this petition I urge the Town of Lunenburg to do the following:

- Make a public statement on the town website, social media, and to the press condemning racism in our community, recognizing historic and current systemic racism and committing to building an anti-racist community.
- Create an anti-racism initiative in Lunenburg led by BIPOC that are compensated for their time and supported by BIPOC organizations or representatives. This initiative must have a timeline of immediate steps and measurable outcomes.
- Create staff report on incidents of systemic racism and racial violence in the Town of Lunenburg including a review of allocation of budget to equity seeking projects or initiatives led by BIPOC residents, whether BIPOC are represented in town marketing or social media, and systemic biases in elections, hiring, recruitment, and newcomer outreach. Make this report and council meetings to discuss it public.
- Close major gaps in the Project Lunenburg consultation process <https://www.explorelunenburg.ca/comprehensive-community-plan.html> and draft document by having the draft reviewed by BIPOC anti-racism professionals and members of the community, prior to finalization or implementation, to ensure final drafts are anti-racist, accurately represent history, and created opportunity for input from marginalized residents.
- Hire BIPOC anti-racism facilitators and consultants to provide training to council, administration, and town staff on identifying and addressing systemic racism and creating a town that welcomes everyone equally. If budget is a concern this training can be made available to members of the Chamber of Commerce and the local community to offset costs or there are funds available through various government agencies to cover the creation of these programs as well as anti-racist policy development.
- Include a timeline for reviewing and updating Cornwallis and Creighton Streets and all interpretive signage to include Mi'kmaq and Black history created in consultation with those communities as called for in the initial petition.
- Publicly recognize the colonial slaveholding past that led to violence against Mi'kmaq communities such as E'se'katik by people like Cornwallis and enslaved Black people such as Sylvia by Creighton or Lydia Jackson by Dr Buhlman.

Honouring these stories is important to helping the community learn that they are also part of Lunenburg's history.

- Create a culture of care and respect by taking these concerns seriously and acting with urgency.
- **Resources for Canadian municipalities to address and commit to anti-racism have been available for decades, some of these resources and toolkits include:**
 - African Nova Scotian Decade for People of African Descent Coalition <https://www.ansdpad.ca/>
 - African Nova Scotian Affairs <https://ansa.novascotia.ca/>
 - Canadian Coalition of Municipalities Against Racism and Discrimination: Toolkit for municipalities, organisations and citizens https://www.crrf-fcrr.ca/images/CCMARD_Toolkit.pdf launched 2005
 - Coalition of Inclusive Municipalities, <https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities>
 - Ontario Human Rights Commission, Anti-Racism and Anti-Discrimination for Municipalities http://www.ohrc.on.ca/sites/default/files/attachments/Anti-racism_and_anti-discrimination_for_municipalities:_Introductory_manual.pdf
 - Anti-Racism Action Program Funding (Federal) <https://www.canada.ca/en/canadian-heritage/services/funding/anti-racism-action-program.html>
 - Confronting Anti-Black Racism Initiative <https://www.toronto.ca/wp-content/uploads/2019/04/97d4-community-conversation-guide-participants.pdf>
- It is incumbent upon elected leaders, administrators, and community stakeholders in positions of power and privilege to educate themselves about the resources available, identify budgets and allocate funding to anti-racism initiatives and expertise of BIPOC when creating such projects.
- It is also the responsibility of municipalities to actively seek out anti-racism and anti-oppression training by respected BIPOC professionals in their fields of expertise and ensure this training is available to all levels of government and administration. At no time should unpaid, or inexperienced educators be called upon to do this work for established organizations.

Issues with Diversity and Inclusion Committees

- Sophie Williams (Millennial Black) writes about why these diversity or anti-racism initiatives can be performative and damaging to racialized people who participate in them:
 - Many organizations create diversity or inclusion committees just to be able to say that they have them
 - These initiatives are treated as a get out of jail free card so they don't have to take the real steps of changing the structural racism in their organization.
 - Instead of forces for changes these groups can become PR talking points for racist companies/organizations unwilling to make change.
 - These committees are usually set up and driven by people from marginalized communities.
 - This puts the burden of education and pushing for change onto the shoulders of already marginalized people, adding to their work loads, and their emotional labour.
 - This work is often being left to people without the seniority to make real, long term, structural change.
 - Team members usually do so on top of their existing workloads
 - This type of work is invisible, undervalued, under supported.
 - This time reduces people's time and capacity to take on 'glamour work' or higher profile projects
 - This work is often not quantified with real action, targets, and transparency to stay accountable and on track in making long term change.
 - Making change doesn't only take time, it takes money.
 - Organizations must invest in their anti-racism targets in the same way they would any other important area of development.
 - Training costs money. Resources cost money. Speakers cost money.
 - Pay people for their time and work and invest in the change you want to make.
 - Bringing in a wider range of people is good. But, not if you're bringing them into a hostile environment. Not if you don't pay them equally.

- Bringing in token marginalized people without giving them support, treating them as equals, or listening to their experiences does not make change. *Reference:* <http://sophiewilliamsofficial.com/>
- An effective anti-racism task force or committee must:
 - Have representation from impacted communities, stakeholders, politicians, administration
 - Define roles and responsibilities and decision making processes clearly
 - Define strategic objectives
 - Report and establish liaison relationship with municipal council
 - Provide progress reports to the community
- There is an inherent power imbalance when non-BIPOC elected representatives determine the terms of reference in anti-racism task forces or chair meetings without having participated in BIPOC led anti-oppression and anti-racism training.
- Marginalized people are then in an additionally vulnerable position of needing to interrupt to both educate about their experiences and participate. A culturally competent facilitator is required in order to address these power imbalances openly and ensure that marginalized voices are prioritized.

Petition to Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

This petition calls on the Town of Lunenburg to do the following:

- Rename "Cornwallis St." to "E'se'katik St."
- Rename "Creighton St." to "Sylvia St."
- Replace "Merligueche" interpretive panel located at the Old French Cemetery with accurate information in consultation with the Mi'kmaq community including that the village of Merligueche was ordered destroyed by Edward Cornwallis and the area was originally called E'se'katik by the Mi'kmaq.
- Install interpretive panel in consultation with the Black Nova Scotian community beside current plaque recognizing Colonel Creighton to honour Sylvia of Lunenburg and acknowledge Lunenburg's slaveholding past.

The above are small steps towards demonstrating a commitment to anti-racism by recognizing how Mi'kmaq and Black communities have been negatively impacted by Lunenburg's colonial history and racism in our community as well as an opportunity for educating both visitors and local residents.

Replace Cornwallis St. with E'se'katik St.

For over a hundred years, Lunenburg was a Mi'kmaq/Acadian village called Mirliguèche by the French but the region was originally known to the Mi'kmaq as E'se'katik, meaning 'at the place of clams'. In 1749 Governor Edward Cornwallis ordered Mirliguèche destroyed and sent troops led by Commander White to destroy the village. By 1753 one Mi'kmaq/Acadian family remained in the area, Paul Labrador (Guédry, dit LaVerdure), his wife Anne Mieuss who was half Mi'kmaq, and their children. Descendents of the Labrador family continue to live in the area and practice traditional ways of living passed on since time immemorial. Renaming Cornwallis St is a symbolic way for Lunenburg to recognize that all of Nova Scotia is in fact Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

In 2018 the City of Halifax removed the statue of Edward Cornwallis after more than thirty years of Mi'kmaq calling for the statue's removal on the grounds that a man

responsible for inciting genocide should not be publicly celebrated. Honouring Cornwallis with statues and streets is a constant reminder of the pain, suffering and colonization endured by Mi'kmaq to this day.

Replace Creighton St. with Sylvia St.

Colonel John Creighton is best known for his conduct during the American privateer raid of 1 July 1782 on Lunenburg, he was also a slave owner. Sylvia was enslaved by Creighton during Nova Scotia's period of slavery. When the town was invaded by American soldiers Sylvia bravely shuttled cartridges of ammunition hidden in her apron from Creighton's house to the fort where he and his soldiers were engaged in battle. When the house came under fire, Sylvia threw herself on top of the colonel's son to protect him with her own body. During the battle she concealed Creighton's valuables in a bag that she lowered into a well for safe keeping, and also protected the home and possessions of Major Jessen, according to one source "tradition has it that she helped to load the muskets in the blockhouse and even fire them." Sylvia died in Halifax on 12 March 1824 age 70 and is buried in the Old Burying Ground.

While Creighton has been recognized and rewarded, to this day Sylvia has never been honoured, or publicly acknowledged. Children who go to school in Lunenburg do not learn about Sylvia or Nova Scotia's period of slavery, there are no plaques, statues, or tributes to her anywhere in the Town of Lunenburg. In the absence of a visibly diverse town council or administration this small acknowledgement of Lunenburg's long history with racism is a step towards an equitable future where all histories are equal.

Signed,



Recipient: Town of Lunenburg Nova Scotia, Mayor Rachel Bailey, Deputy Mayor John McGee, Councillor Danny Croft, Councillor Ronnie Bachman, Councillor Peter Mosher, Councillor Matt Risser

Letter: Greetings,

Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

Signatures

Name	Location	Date
Jessika Hepburn	Lunenburg, NS, Nova Scotia, Canada	2020-07-02
Fallon Cunning	London, Ontario, Canada	2020-07-02
R. Zukiwski	Halifax, Canada	2020-07-02
Jen Binmore	Chester, Canada	2020-07-02
Melissa Wentzel	Nova Scotia, Canada	2020-07-02
Ryan Barry	New Germany, Canada	2020-07-02
mark klarenbach	Edmonton, Canada	2020-07-02
Kev Corbett	Halifax, Canada	2020-07-02
Hilary Mueller	Pleasantville, Canada	2020-07-02
Desiree Gordon	LaHave, Canada	2020-07-02
Bonnie Harmon	Dartmouth, Canada	2020-07-02
meghan cole	lunenburg, Canada	2020-07-02
Geneviève Dubois	East LaHave, Canada	2020-07-02
Joy Shand	Halifax, Canada	2020-07-02
Melissa Wright	Lunenburg, Canada	2020-07-02
Sarah Walker	Calgary, Canada	2020-07-02
Margaret Henry	Charlottetown, Canada	2020-07-02
Jody Zinner	Bridgewater, Canada	2020-07-02
Suezan Aikins	Halifax, Canada	2020-07-02
Allison Titus	Montreal, Canada	2020-07-02

Name	Location	Date
Leigh Heide	Bridgewater, Canada	2020-07-02
Cate de Vreede	Bridgewater, Canada	2020-07-02
emily mckearney	Bridgewater, Canada	2020-07-02
Kathleen Naylor	Chester Basin, Canada	2020-07-02
Melissa Bishop	Bridgewater, Canada	2020-07-02
kayla Mansfield - brown	Nova Scotia, Canada	2020-07-02
Heather Holm	Mahone Bay, NS, Canada	2020-07-02
Mady Frellick	Bridgewater, Canada	2020-07-02
Chelsea Eisener	Bridgewater, Canada	2020-07-02
Catherine Clute	Chester, Canada	2020-07-02
Jennifer bunt	Toronto, Canada	2020-07-02
Louise Gallant	Hubbards, Canada	2020-07-02
Emily Purcell	Halifax, Canada	2020-07-02
Cate MacPhee	Lunenburg, Canada	2020-07-02
Daniel Hill	Lunenburg, Canada	2020-07-02
Alessandro Haltom	Mahone Bay, Canada	2020-07-02
nora saulnier	halifax, Canada	2020-07-02
Bob Mertens	New Germany, Canada	2020-07-02
Dylan Haines	Rose Bay, NS, Canada	2020-07-02
Jillian Logee	Calgary, Canada	2020-07-02
Kristen porter	Canada	2020-07-02
Jamie Patterson	Gatineau, Canada	2020-07-02

Name	Location	Date
Taylor LaPorte	Lunenburg, Canada	2020-07-02
Hasta Colman	St. Margaret's Bay, Canada	2020-07-02
Lisa Gleave	Hantsport, Canada	2020-07-02
Glenda Weston	London, Canada	2020-07-02
Rita Crosbie	Shelburne, Canada	2020-07-02
Amy Lemoine	Oromocto, Canada	2020-07-02
Joan Bruneau	Lunenburg, Canada	2020-07-02
Colleen Reilly	Hubbards, Canada	2020-07-02
Lisa Avramenko	Front Centre, Canada	2020-07-02
Janet abraham	Toronto, Canada	2020-07-02
Marilyn Keddy	Stonehurst, Canada	2020-07-02
Siobhan Doyle	Bridgewater, Canada	2020-07-02
Joyce Bickerdike	Rose Bay, Canada	2020-07-02
Deborah McGhee	Halifax, Canada	2020-07-02
Tim Lekhi	Lunenburg, Canada	2020-07-02
Carol Morrow	Lunenburg, Canada	2020-07-02
Lori Keelty	Lunenburg, Canada	2020-07-02
Rebecca Martin	Kitchener, Canada	2020-07-02
Jonathan MacAlpine	Lunenburg, Canada	2020-07-02
Letisha McFall	Lunenburg, Canada	2020-07-02
Kate Matheson	Lower Branch, Canada	2020-07-02
Dianna Cunning	Halifax, Canada	2020-07-02

Name	Location	Date
Julia Mantelli	Lunenburg, Canada	2020-07-02
Angie MacLean	Halifax, Canada	2020-07-02
William Matheson	Pugwash, Canada	2020-07-02
Sydney Borton	Sudbury, Canada	2020-07-02
Alison Cornford-Matheson	Saint John, Canada	2020-07-02
Victoria Rubenstein	Toronto, Canada	2020-07-02
Jacob Roberts	Dunrobin, Ontario, Canada	2020-07-03
Paul Wartman	guelph, Canada	2020-07-03
Anne Amirault	Man, New York, US	2020-07-03
Francis Kangata	Mahone Bay, Canada	2020-07-03
kerry eady	Bridgewater NS, Canada	2020-07-03
Ms. Catherine Voysey Fourdraine	Bridgewater, Canada	2020-07-03
katie macdonald	Halifax, Canada	2020-07-03
Marni Gent	Lunenburg, Canada	2020-07-03
Carol Bruneau	Halifax, Canada	2020-07-03
Ivy Charles	Halifax, Canada	2020-07-03
Patricia Rosalind St-Jean	Lunenburg NS, Canada	2020-07-03
Taylor Hansen	Halifax, Canada	2020-07-03
Jamie Stearns	LrSackville NS, Canada	2020-07-03
aly drummond	Mahone Bay, Canada	2020-07-03
Philip Aulenbach	Lunenburg, Canada	2020-07-03

Name	Location	Date
Amy Alia	Lunenburg, Canada	2020-07-03
Elizabeth Gilarowski	Toronto, Canada	2020-07-03
Daina Tavenier	First South, Canada	2020-07-03
Aliyah Hakim	Brampton, Canada	2020-07-03
Vanessa Higgins	Toronto, Canada	2020-07-03
Patricia Snell	Lunenburg, NS, Canada	2020-07-03
Peggie Graham	Halifax, Canada	2020-07-03
Devlin MacKeigan	Burlington, Canada	2020-07-03
Karan Chatha	Brampton, Canada	2020-07-03
Diana Lobo	Toronto, Canada	2020-07-03
asia timm	Red Deer, Canada	2020-07-03
lauren baxter	oshawa, Canada	2020-07-03
Katherine Marsters	Halifax, Canada	2020-07-03
Janet Macdonald	rr#3 windsor, Canada	2020-07-03
Mallory Corkum	UK	2020-07-03
Elizabeth Fields	New Germany, Canada	2020-07-03
Trish Cartwright-Burdick	Wyoming, Canada	2020-07-03
Paula Rennie	Lunenburg, Canada	2020-07-03
David Fairn	Head of Jeddore, Nova Scotia, Canada	2020-07-03
karen wyatt	Rose Bay, Canada	2020-07-03
Valerie Corkum	Lucasville, Canada	2020-07-03
David Vogler	San Francisco, California, US	2020-07-03

Name	Location	Date
Emily Hoegg	Petite Riviere, Canada	2020-07-03
Erica Russell	Lunenburg, Canada	2020-07-03
Melanie Sora	Surrey, Canada	2020-07-03
Amanda Rhodenizer	Waterloo, Canada	2020-07-03
Sarah MacIsaac	Lunenburg, Canada	2020-07-03
Nancy MacDonald	Pictou Island, Canada	2020-07-03
Natashia Pysh	Calgary, Canada	2020-07-03
Carole Potter	Bridgewater, Canada	2020-07-03
Amy Adams	Conception Bay South, Canada	2020-07-03
Elisabeth Bailey	Lunenburg, Canada	2020-07-03
Barb Lawrence	Bridgewater, Canada	2020-07-03
whitney cruikshank	wentzell lake, Canada	2020-07-03
Darryl Leblanc	Wedgeport,, Canada	2020-07-03
Katie Finney	Bridgewater, Canada	2020-07-03
Calee Blanchard	Lunenburg, Canada	2020-07-03
Glenn Patscha	Mahone Bay, Canada	2020-07-03
George Greer	Halifax, Canada	2020-07-03
michael hermiston	Lunenburg, Canada	2020-07-03
Lisa Ryan	Lunenburg, Canada	2020-07-03
Shelley Myra	Halifax, Canada	2020-07-03
Leah Wagner	Lunenburg, Canada	2020-07-03
Shelley Rafuse	Halifax, Canada	2020-07-03

Name	Location	Date
Linda Schneidereit	Lunenburg, Canada	2020-07-03
Kilah Rolle	Halifax, Canada	2020-07-03
Judith Lawlor	Mahone Bay, Canada	2020-07-03
Nancy Price	East Dover, Canada	2020-07-03
Paula Levy	Yarmouth, Canada	2020-07-03
Emily Hughes-Ryan	Bridgewater, Canada	2020-07-03
Glenna Jenkins	Lunenburg, Canada	2020-07-03
Heather Campbell	Lunenburg, Canada	2020-07-03
Kelly Barker	Lunenburg, NS, Canada	2020-07-03
Alice Burdick	Bridgewater, Canada	2020-07-03
Anne Marie Lane Jonah	Cherry Hill, NS, Canada	2020-07-03
Alex Payne	Lunenburg, Canada	2020-07-03
Logan Tanner	Halifax, Canada	2020-07-03
Ruth Minnikin	Halifax, Canada	2020-07-03
Lily McAuley	Brookside, Canada	2020-07-03
Jordyn Knickle	Lunenburg, Canada	2020-07-03
Morgan Wolfe	Oakhill, Canada	2020-07-03
Paula Cheal	Blockhouse, Canada	2020-07-03
Sherry Trimper	Bridgewater, Canada	2020-07-03
haley mcintyre	Dartmouth, Canada	2020-07-03
Kara Highfield	Lunenburg, Canada	2020-07-03
Amber Corkum	Bridgewater, Canada	2020-07-03

Name	Location	Date
fiona lake	Denver, US	2020-07-03
Victoria Watkins	South Portland, Maine, US	2020-07-03
Abigail Sullivan	Stoney Creek, Canada	2020-07-03
Allie nazar	Hubbards, Canada	2020-07-03
Sarah Cornell	Portsmouth, New Hampshire, US	2020-07-03
P Kikic	Oshawa, Canada	2020-07-03
Julie Crouse	Bridgewater, Canada	2020-07-03
Sydney Morris	Grand Blanc, US	2020-07-03
Grace Thomas	Charlottetown, Canada	2020-07-03
Jesse Coffin	Saint John, Canada	2020-07-03
Stephanie Wallace	Bridgewater, Canada	2020-07-03
Emma Wagner	Canada	2020-07-03
Ray Kuszelewski	Halifax, Canada	2020-07-03
jaelyn ortega	Chicago, US	2020-07-03
Margie Knickle	nova scotia, Canada	2020-07-03
Owen Greenberg	Halifax, Canada	2020-07-03
Lia Pappas-Kemps	Toronto, Canada	2020-07-03
Belen Barajas	Tomball, US	2020-07-03
gustavo cocuyo	Brooklyn, US	2020-07-03
e a	Manassas, US	2020-07-03
Sarah Mack	Lunenburg, Canada	2020-07-03
Deborah d'Entremont	Lunenburg, Canada	2020-07-03

Name	Location	Date
tanya scholten	Halifax, Canada	2020-07-03
Remi Myers	Dartmouth, Canada	2020-07-03
Emma Sampson	Halifax, Canada	2020-07-03
Russell Brown	Dartmouth, Canada	2020-07-03
Cassandra Bruhm	Mahone Bay, Canada	2020-07-03
jayme s	Lunenburg, Canada	2020-07-03
Janet Price-KurtA	Tully, New York, US	2020-07-03
Kyla Johnson	Edinburgh, UK	2020-07-03
Hannah Bolivar	Blockhouse, Canada	2020-07-03
Emily Bagnald	MILL VILLAGE, Canada	2020-07-03
Nathalie Irving	Lunenburg, Canada	2020-07-03
Christopher Vee	Hamilton, Bermuda	2020-07-03
Anya Holloway	Mahone Bay, Canada	2020-07-03
Julia Case	Lunenburg, Canada	2020-07-03
Melanie Wagner	Creston, Canada	2020-07-03
Amy Cohoon	Wileville, Canada	2020-07-03
Susan Hall	Rose Bay, Canada	2020-07-03
meredith bell	Mahone Bay, Canada	2020-07-03
Paul McKenna	Mahone Bay, Canada	2020-07-03
Ritika Handa	Burnaby, Canada	2020-07-03
Nicole Cooper	Guelph, Canada	2020-07-03
Jordyn Wilson	Aldie, US	2020-07-03

Name	Location	Date
Phil Zard	Surrey, Canada	2020-07-03
Ash Fanjoy	Miramichi, Canada	2020-07-03
Valeria Herrejon	Oakland, US	2020-07-03
John van Gulp	Halifax, NS, Canada	2020-07-03
Winnie Li	Toronto, Canada	2020-07-03
Kathleen Linehan	East LaHave, Canada	2020-07-03
Bruno Barbosa	Montréal, Canada	2020-07-03
Leticia Taylor	Saltspring island, Canada	2020-07-03
Julia Money Penny	Charleston, US	2020-07-03
Chezca Vega	Surrey, Canada	2020-07-03
Gracie Smith	Muncie, US	2020-07-03
Kyndra Poddam	Akron, US	2020-07-03
Sarena Shokrani	Whistler, Canada	2020-07-03
Abrianna .栗◆♀# anderson	Dayton, US	2020-07-03
Lily Turnbull	Quispamsis, Canada	2020-07-03
Anastasia Pewarchuk	Lamont, Canada	2020-07-03
Evie Jones	Rosemead, US	2020-07-03
Megan Sturdivant	Alabaster, US	2020-07-03
Iana Dodson	Toronto, Canada	2020-07-03
Aayushee Gandhi	Mississauga, Canada	2020-07-03
Camille Laurendeau	Richmond Hill, Canada	2020-07-03
Audrey Wilson	Prince George, Canada	2020-07-03

Name	Location	Date
Gail Tricebock	Mahone Bay, Canada	2020-07-03
Anna Bald	LaHave, Canada	2020-07-03
Debbie Baxter	Moncton, Canada	2020-07-03
Alyce Wright	Boutilliers Point, Canada	2020-07-03
Eleanor Cowan	Calgary, Canada	2020-07-03
Kelly Campbell	Bridgewater, Canada	2020-07-03
Debra Schwartz	Bridgewater, Canada	2020-07-03
Dijana MacMillan	Bridgewater, Canada	2020-07-03
makaya constance	woodlawn,on, Canada	2020-07-03
Brienna Molyneaux	Halifax, Canada	2020-07-03
Meeya Anderson	Fort Worth, US	2020-07-03
Jenna Miles	Dartmouth, Canada	2020-07-03
Kayla Jackson	Oshawa, Canada	2020-07-03
Lidya Iscan	Halifax, Canada	2020-07-03
Angelina Pineda	Highland, US	2020-07-03
Ashley Carvajal	Phillipsburg, US	2020-07-03
Adam Campbell	Halifax, Canada	2020-07-03
felix moth	Maple, Canada	2020-07-03
Yadeal Girma	Saskatoon, Canada	2020-07-03
Raven Hillson	North Bay, Canada	2020-07-03
Jalayah G	Kennesaw, US	2020-07-03
Amanda Daigle	London, Canada	2020-07-03

Name	Location	Date
Araline Grace	US	2020-07-03
Anne Lévesque	Shubenacadie, Canada	2020-07-03
Samantha Green	Vancouver, Canada	2020-07-03
Maia Dueck	Delta, Canada	2020-07-03
Jessie Dudding	Toronto, Canada	2020-07-03
Rachel S	Brookline, US	2020-07-03
emma korthals	Canada	2020-07-03
Logan Corkum	St. John's, Canada	2020-07-03
calista malizia	Richmond Hill, Canada	2020-07-03
Callie Giffin	London, Canada	2020-07-03
Ana Perez	Elmwood Park, US	2020-07-03
Linh Linh	Scarborough, Canada	2020-07-03
Maria Rosa	Ottawa, Canada	2020-07-03
Anita Hoelzel	Bridgewater, Canada	2020-07-03
Kolin Davidson	Moncton, Canada	2020-07-03
Heather Guptill	Moncton, Canada	2020-07-03
Callen Singer	Mahone Bay, Canada	2020-07-03
Holly Riley	Bridgewater, Canada	2020-07-03
Claire Worthington	Toronto, Canada	2020-07-03
Noah Pom	Terrebonne, Canada	2020-07-03
Kaylee Anderson	Swift Current, Canada	2020-07-03
Nancy Grandy	Bridgewater, Canada	2020-07-03

Name	Location	Date
amiran buttar	Surrey, Canada	2020-07-03
Maria Parrella-ilaria	Sault Sainte Marie, Canada	2020-07-03
Emily Alexander	Temecula, US	2020-07-03
Jill Skinner	Mahone Bay, Canada	2020-07-03
Mary Scott	Halifax, Canada	2020-07-03
Jason C	New York, US	2020-07-03
Bracken Hanke	Vancouver, Canada	2020-07-03
Mary Knickle	Ottawa, Canada	2020-07-03
Veryan Haysom	Mahone Bay, Canada	2020-07-03
madison bassett	Urbana, US	2020-07-03
Shiloh Hernandez	Laveen, US	2020-07-03
Lee Simpson	Lunenburg, Canada	2020-07-04
Morgan Ratcliff	Willow Spring, US	2020-07-04
Parishta Masou	Toronto, Canada	2020-07-04
Emma Guidolin	Red Deer, Canada	2020-07-04
Justin Boudreau	Mahone Bay, Canada	2020-07-04
Feisal Beidas	Alexandria, US	2020-07-04
Debra McKelvie	Quesnel, Canada	2020-07-04
Laura Cosham	pine grove, Canada	2020-07-04
Grace Smiley	Port Medway, Canada	2020-07-04
Briana Fletcher	Bridgewater, Canada	2020-07-04
Kevin Corkum	Lunenburg, Canada	2020-07-04

Name	Location	Date
Alan Scott	Lunenburg, Canada	2020-07-04
Julie Veinot	Barss Corner, Canada	2020-07-04
Emily Terrasi	Gatineau, Canada	2020-07-04
Lajanthy Ramesh	Toronto, Canada	2020-07-04
Mario Taormina	San Jose, US	2020-07-04
Keyahna Tucker	Madison, US	2020-07-04
Clive Vernon	Port Saint Lucie, US	2020-07-04
Julia Cameron	Barrie, Canada	2020-07-04
Tia Mays	Mesa, US	2020-07-04
Max Casimir	Valley Stream, US	2020-07-04
Savannah Rosas	Waco, US	2020-07-04
Kevin Grandy	Hemford, Canada	2020-07-04
Lucas Benton	Van Nuys, US	2020-07-04
Arizona Johnson	Lubec, US	2020-07-04
Rick Martin	Brampton, Canada	2020-07-04
Louise Boilevin	Vancouver, Canada	2020-07-04
Andrea Alvarez	San Gabriel, US	2020-07-04
Chloe Pressley	San Francisco, US	2020-07-04
Salma Daoudi	Langley, Canada	2020-07-04
Lola Dowding	Ontario, Canada	2020-07-04
Mariko Paterson	Halifax, Canada	2020-07-04
Paityn Lusk	Lewisville, US	2020-07-04

Name	Location	Date
Jessica Lovejoy	Bend, Oregon, US	2020-07-04
Laurie Scott	Rose Bay, Canada	2020-07-04
Jenny Osburn	Berwick, Canada	2020-07-04
Wilashanay Dickson	York, US	2020-07-04
Monica Piskor	Eules, US	2020-07-04
Beth Bowers	Nova Scotia, Canada	2020-07-04
Chandler Lewis	Donaldsonville, US	2020-07-04
Lisa Baker	Middleton, Canada	2020-07-04
Marc Breagh	Lunenburg, Canada	2020-07-04
marke slipp	Port Williams, Canada	2020-07-04
Megan Williams	Nepean, Canada	2020-07-04
Fareeha Manar	Toronto, Canada	2020-07-04
Kathryn S	Silver Spring, US	2020-07-04
Antonia Bonomo	Etobicoke, Canada	2020-07-04
jane v	US	2020-07-04
Chaunyce Roberson	Bristol, US	2020-07-04
Dawn Sephton	Kingston, Canada	2020-07-04
Ashley Burrell	Allenton, US	2020-07-04
Sarah Wright	Mount Pleasant, US	2020-07-04
Emma Davis	Alexandria, US	2020-07-04
Caroline Walsh	St. John's, Canada	2020-07-04
kailey puddy	cobourg, Canada	2020-07-04

Name	Location	Date
Madyson Walker	Friendswood, US	2020-07-04
Shirin Baharlou	University Park, US	2020-07-04
Elliot Velez	Naugatuck, US	2020-07-04
Raul Castillo	Corpus Christi, US	2020-07-04
Mo Olufemi	Toronto, Canada	2020-07-04
Rachel Egbert	Mississauga, Canada	2020-07-04
Soso Pe	Gatineau, Canada	2020-07-04
Amy Jones	Temecula, US	2020-07-04
Nneka U	Markham, Canada	2020-07-04
Cortez Stewart	Evans, US	2020-07-04
Belinda Dalby	Beaverbank, Canada	2020-07-04
Astra Ace	Vancouver, Canada	2020-07-04
Avery Cobban	Bayfield, Canada	2020-07-04
David Davis	Los Angeles, US	2020-07-04
Rosie Vargas	Playa Del Rey, US	2020-07-04
Sarah Brooks-White	North Bay, Canada	2020-07-04
Francisco Burbano	London, Canada	2020-07-04
Mady Smith	Sudbury, Canada	2020-07-04
Sana Navale	Pacific Palisades, US	2020-07-04
Alicia Houle	Edmonton, Canada	2020-07-04
Athanasius Sylliboy	Canada	2020-07-04
Riley Saltzman	Toronto, Canada	2020-07-04

Name	Location	Date
cloe kuehl	Kitchener, Canada	2020-07-04
Daniel Fraser	Eskasoni, Canada	2020-07-04
kenna gould	Eskasoni, Canada	2020-07-04
Hope Battiste	Eskasoni, Canada	2020-07-04
max sylliboy	eskasomi, Canada	2020-07-04
Zoe Jeddore	Montréal, Canada	2020-07-04
Jessica Vasquez	Los Angeles, US	2020-07-04
Sandy Greenberg	Halifax, Canada	2020-07-04
Charity Fraser	Bridgewater, Canada	2020-07-04
Libin Adan	Toronto, Canada	2020-07-04
Erika Bielecki	Mississauga, Canada	2020-07-04
Elizabeth Ho	Ottawa, Canada	2020-07-04
Mardi Burton	Berwick, Canada	2020-07-04
Teaghan Campbell	Nashville, US	2020-07-04
Andrea Perez	Peachtree City, US	2020-07-04
Ben Woods	Saskatoon, Canada	2020-07-04
Ian Tan	Alameda, US	2020-07-04
Amanda Brindle	Oakville, Canada	2020-07-04
Stephanie Rossmeisl	Hooksett, US	2020-07-04
Alma Garcia	Fresno, US	2020-07-04
Arun Bala	Scarborough, Canada	2020-07-04
Alexandria Broering	Springfield, US	2020-07-04

Name	Location	Date
Daniela Arceo	Oakland, US	2020-07-04
Lily Gallegos	Arcadia, US	2020-07-04
Id Hassan	Reynoldsburg, US	2020-07-04
Andrew Braithwaite	Toronto, Canada	2020-07-04
Chloe Chin	Lahaina, US	2020-07-04
Francesca Derra	Vancouver, Canada	2020-07-04
Carol V. Francis	Eskasoni, Canada	2020-07-04
Audrey Setaih	Oakville, Canada	2020-07-04
Mela Berhe	St.Johns, Canada	2020-07-04
nikoletta p	Calgary, Canada	2020-07-04
Skeet then beat the wheat Kalifa wiz	Surrey, Canada	2020-07-04
Teddy Willson	Ottawa, Canada	2020-07-04
cray e	guh hh, US	2020-07-04
Janayha Mccrory	Cleveland, US	2020-07-04
Mawadi Franklin	Oshawa, Canada	2020-07-04
Gustavo Reis	Hyannis, US	2020-07-04
Myla Kaune	Welland, Canada	2020-07-04
Pamela Hineman	Lebanon, US	2020-07-04
Abigail Buckle	Toronto, Canada	2020-07-04
mckinley macchia	Winnipeg, Canada	2020-07-04
Lia Sheshbaradaran	Toronto, Canada	2020-07-04

Name	Location	Date
Juji Copyright Ikea	London, Canada	2020-07-05
Miranda Arnburg	Montréal, Canada	2020-07-05
Sarah Gerber	Pelham, US	2020-07-05
Marla Grant	Edmonton, Canada	2020-07-05
Tevian Perkins	US	2020-07-05
Bianca Hutchinson	London, Canada	2020-07-05
Maria Dominguez	Suffolk, US	2020-07-05
olivia uli	Vancouver, Canada	2020-07-05
Annelise Pohl	Edmonton, Canada	2020-07-05
Helena Jones	Omaha, US	2020-07-05
Kyra Yu	San Jose, US	2020-07-05
Jack Hutchings	Winnipeg, Canada	2020-07-05
Maddi Suelzle	Olympia, US	2020-07-05
laura paniccia	Toronto, Canada	2020-07-05
Grace Mercer	Victoria, Canada	2020-07-05
Chisimdi Sorochi	Concord, Canada	2020-07-05
Virginia Penney	Maple ridge, Canada	2020-07-05
Ariana Becerra	Bloomington, US	2020-07-05
Eshia Bungay	Mount Pearl, Canada	2020-07-05
Abi Anaman	Surrey, Canada	2020-07-05
Maddy Meyer	Chicago, US	2020-07-05
Sophia Chavez	US	2020-07-05

Name	Location	Date
Grace Tognotti	Port Moody, Canada	2020-07-05
sophie tapas	Timmins, Canada	2020-07-05
carly lindsey	Elkhart, US	2020-07-05
K W	Slidell, US	2020-07-05
Markus McBride	Yuba City, US	2020-07-05
ilon kaplan	Geneve, US	2020-07-05
Jasmyne Andre	Cornwall, Canada	2020-07-05
Ayesha De Jesus	Calgary, Canada	2020-07-05
Brianna Ellis	Brampton, Canada	2020-07-05
Haley Stewart	Cupertino, US	2020-07-05
Shaylene Froese	Yorkton, Canada	2020-07-05
Merrick Andrews	Saskatoon, Canada	2020-07-05
Gurleen Banger	Prince George, Canada	2020-07-05
Micah Jackson	Rochester, US	2020-07-05
Rida Imran	Toronto, Canada	2020-07-05
Panzo griff	Loganville, US	2020-07-05
1 2	Brampton, Canada	2020-07-05
Bryanna Chapeskie	Halifax, Canada	2020-07-05
Meg Sims	Lunenburg, Canada	2020-07-05
Ceili Sims	Hubbards, Canada	2020-07-05
Alicia Schrader	Collingwood, Canada	2020-07-05
Paige Hamerton	Wasaga Beach, Canada	2020-07-05

Name	Location	Date
Maria Lara	Dallas, US	2020-07-05
katherine corkum	Dartmouth, Canada	2020-07-05
Mary Nzengui	Montréal, Canada	2020-07-05
Victoria Tapia	Stanton, US	2020-07-05
Isiss Guce	Newmarket, Canada	2020-07-05
Darryl DeSousa	Mississauga, Canada	2020-07-05
Mariana Paredes	Kearney, US	2020-07-05
Eva Fulmer	Dawsonville, US	2020-07-05
Carly Friesen	Keewatin, Canada	2020-07-05
Abigail Heckbert	Ajax, Canada	2020-07-05
Bella Story-taku19	Toronto, Canada	2020-07-05
Adrian Hickey	Port Alberni, Canada	2020-07-05
Samantha Bourbeau	Iroquois Falls, Canada	2020-07-05
Patty Musgrave Quinn	Riverview, Canada	2020-07-05
Suzanne Borth	Tucson, Arizona, US	2020-07-05
Devena M	Richmond Hill, Canada	2020-07-05
Arshiyah S	Milton, Canada	2020-07-05
Leila Mize	Santa Ana, US	2020-07-05
Sara Ridley	Celina, US	2020-07-05
Alejandra Garcia	Frostproof, US	2020-07-05
Emilia Volz	Boulder, Colorado, US	2020-07-05
Lily'ana Nelson	San Bernardino, US	2020-07-05

Name	Location	Date
Marisa Wetzel	US	2020-07-05
Tresley Warkentin	Winnipeg, Canada	2020-07-05
Gregory Thompson III	West Palm Beach, US	2020-07-05
Noelani Rodriguez	Zion, US	2020-07-05
kaitlin bonazza	Beaver Falls, US	2020-07-05
Afreen Khan	Brandon, US	2020-07-05
kyleigh alexis	Louisville, US	2020-07-05
grace zhang	Oakville, Canada	2020-07-05
nana paez	Houston, US	2020-07-05
Gabe Ortega	Toronto, Canada	2020-07-05
stan looba	Pickering, Canada	2020-07-05
UP student	US	2020-07-05
eriona murati	London, Canada	2020-07-05
Kelly George	Winnipeg, Canada	2020-07-05
Jannah Barry	Mahone Bay, Canada	2020-07-05
Noémie Pelchat	Lévis, Canada	2020-07-05
Krianna Strowbridge	Yellowknife, Canada	2020-07-05
Ivy Nguyen	Mississauga, Canada	2020-07-05
Teresa Vu	Woodbridge, Canada	2020-07-05
Gaby Idk	Delray Beach, US	2020-07-05
Kathleen Belotti	San Francisco, US	2020-07-05
Xyona King	San antonio, US	2020-07-05

Name	Location	Date
megan ratkewicz	Wyandotte, US	2020-07-05
Alexa Fitch	Kingston, Ontario, Canada	2020-07-05
Callie Turpen	US	2020-07-05
monica danisor	Montréal, Canada	2020-07-05
Briesez Barnett	Reynoldsburg, US	2020-07-05
Karla Casillas	Mesa, US	2020-07-05
Amelia Hare	Seattle, US	2020-07-05
Corriene Martin	Kingston, Canada	2020-07-05
Caitlin Doucette (Greenham)	Bridgewater, Canada	2020-07-05
Brittany Omdal	Leamington, Canada	2020-07-05
Connor K.	Toronto, Canada	2020-07-05
Cassandra Zinck	St. John's, Canada	2020-07-05
Melissa Donciu	Montréal, Canada	2020-07-05
Mackenzie Devereux	Portland, US	2020-07-05
Lily Dicey	Nova scotia, Canada	2020-07-05
Campbell Ramsey	Wilmington, US	2020-07-05
Orianda Hill	Paramount, US	2020-07-05
Ella Janvier	Gatineau, Canada	2020-07-05
Martina Groeger	Lapland, Canada	2020-07-05
Anthony Whiting	Austin, Texas, US	2020-07-05
Caleb Wheeldon	Bridgewater, Canada	2020-07-05
Rebecca Zolkower	NS, Canada	2020-07-05

Name	Location	Date
EMily Smith	Mantua, US	2020-07-05
Kristina Beltran	Chicago, US	2020-07-05
Chloe R	Bradenton, US	2020-07-05
Jai-Len Richards	Thornhill, Canada	2020-07-05
adryan brooks	Houston, US	2020-07-05
Chantal Philippot	Winnipeg, Canada	2020-07-05
Madeleine Ashworth	Waterloo, Canada	2020-07-05
thea o	Winnipeg, Canada	2020-07-05
Imogen Pham	Savannah, US	2020-07-05
Charlotte Battigelli	Edmonton, Canada	2020-07-05
Justin Doyle	Nova Scotia, Canada	2020-07-05
Conor MacKeigan	Lunenburg, Canada	2020-07-05
Kathryn Wagner	Lunenburg, Canada	2020-07-05
Mikia Smith	Toronto, Canada	2020-07-05
Hailey Fralic	Mahone Bay, Canada	2020-07-06
sofia doan	Bridgewater, US	2020-07-06
Anna Patscha	Brooklyn, New York, US	2020-07-06
Makayla Lyoness	Ilderton, Canada	2020-07-06
Ollie Kriegbaum	Dayton, US	2020-07-06
Page Russell	Hillsdale, US	2020-07-06
Jennifer Moffat-Hallam	Toronto, Canada	2020-07-06
Luis Siles	Calgary, Canada	2020-07-06

Name	Location	Date
Summer W	Schaller, US	2020-07-06
Sophie Durnin	Windsor Junction, Canada	2020-07-06
Arabella Spence	Calgary, Canada	2020-07-06
shelbie wood	Douglas, US	2020-07-06
Sarah Marigsa	Lloydminster, Canada	2020-07-06
Katja Rudolph	Toronto, Canada	2020-07-06
Gabryel The DM	Canada	2020-07-06
Mareun Kim	Winnipeg, Canada	2020-07-06
Paula Oboh	Calgary, Canada	2020-07-06
Darren Arias	New York, US	2020-07-06
Cait Bellaviti	Toronto, Canada	2020-07-06
Yohalmo Velasquez	Winnipeg, Canada	2020-07-06
Danica Parker	Powell River, Canada	2020-07-06
Kyra Jones	Kamloops, Canada	2020-07-06
Mobina Esmi	Ottawa, Canada	2020-07-06
Emma Ragsdale	US	2020-07-06
Jasmin Ensink	Roden, Netherlands	2020-07-06
Jung Hoseok	Elkridge, US	2020-07-06
Pam Birdsall	Mahone Bay, Canada	2020-07-06
BEHEJXBDJ Behejxbdb	Edmonton, Canada	2020-07-06
Leslie Duncan Childs	Lower Sackville, Canada	2020-07-06
AyO Idyigdkydsqkjfskdggdk	Toronto, Canada	2020-07-06

Name	Location	Date
Jaimie Terpstra	Winnipeg, Canada	2020-07-06
Sophia Hopkins	Halifax, Canada	2020-07-06
Shani Inglis	Bridgewater, Canada	2020-07-06
Beth Knowles	Riverport, Canada	2020-07-06
Haani Hisham	Lunenburg, Canada	2020-07-06
Robert Gonzalez	Elkton, Maryland, US	2020-07-06
Ruby Niles	Sorel-tracy, Canada	2020-07-06
Jennifer Gaudet	Bridgewater, Canada	2020-07-06
Terrilee Bulger	Ingramport, Canada	2020-07-06
William W	Okotoks, Canada	2020-07-06
Scott MacInnis	Lunenburg, Canada	2020-07-06
alex Dumaresq	Cornwall NS, Canada	2020-07-06
Elizabeth Hiltz	Lunenburg, Canada	2020-07-06
Zsofi Koller	Lunenburg, Canada	2020-07-06
kate gionet	Canada	2020-07-06
Shawna Crocker	Trout River, Canada	2020-07-06
Rebecca Hill	Mahone Bay, Canada	2020-07-06
Alli Henriquez	Toronto, Canada	2020-07-06
S R	Toronto, Canada	2020-07-06
mac boden	Canada	2020-07-06
Jessica Ieleniewski	Canton, US	2020-07-06
Amy Diaz	Desert Hot Springs, US	2020-07-06

Name	Location	Date
William Kowalski	Mahone Bay, Canada	2020-07-06
Emma Curtis	Fpo, US	2020-07-06
jasmine s	Canada	2020-07-06
Beth Legacy	Mahone Bay, Canada	2020-07-06
Arian Amini	Toronto, Canada	2020-07-06
Carina Cutillo	Hamilton, Canada	2020-07-06
Maryna Sidelnyk	Edmonton, Canada	2020-07-06
Shomera Shamuel	Etobicoke, Canada	2020-07-06
Alison Norman	Toronto, Canada	2020-07-06
Ellen Hunt	Brooklyn, Canada	2020-07-06
Melanie Strong	Lunenburg, Canada	2020-07-06
Eric Pouliot	Montréal, Canada	2020-07-06
Lynn Feasey	Victoria, Canada	2020-07-06
Bonnie Foster	Rose Bay, Canada	2020-07-06
Hugo Lopez	Manson, US	2020-07-06
Abeke Malone	Hope, US	2020-07-06
Riley Delong	Nova Scotia, Canada	2020-07-06
Diane Staggs	Florence, US	2020-07-06
Irina Bardon	Bridgewater, Canada	2020-07-06
eryka gregorarz	US	2020-07-06
Devon Bechtel	Canada	2020-07-06
ximena pasillas	Huntley, US	2020-07-06

Name	Location	Date
Piotr Luczak	Lunenburg, Canada	2020-07-06
Adrienne Behning	Iowa City, US	2020-07-06
Jocelyn Garrido	Whitewater, US	2020-07-06
Heaven Silver	Owen Sound, Canada	2020-07-06
Trinity Wilkinson	Mechanicsburg, US	2020-07-06
Chelsea Cameron	Stafford, US	2020-07-06
Jacqueline Zhu	Calgary, Canada	2020-07-06
Yvonne Getson	Lunenburg, Canada	2020-07-06
Jonathan Rotsztain	Toronto, Canada	2020-07-06
David Thomson	Mahone Bay, Canada	2020-07-06
stacey godsoe	Petite Rivière Bridge, Canada	2020-07-06
Hope Svetlik	Tomball, US	2020-07-06
Ella Westover	Brampton, Canada	2020-07-06
Alicia Steeves	Lunenburg, Canada	2020-07-06
Claudia Ramsay	St. John's, Canada	2020-07-06
Brody Brubacher	Victoria, Canada	2020-07-06
kate caruth	Syracuse, US	2020-07-06
Gillian Petcoff	Ottawa, Canada	2020-07-06
Phyllis Price	Broad Cove, Canada	2020-07-06
aimen shaikh	Hamilton, Canada	2020-07-06
Alexa Sanders	Castro Valley, US	2020-07-06
Zorymar Santos	Manati, US	2020-07-06

Name	Location	Date
Du if cf Ssuinn	Nepean, Canada	2020-07-06
Julia Keeling	East Falmouth, US	2020-07-06
Pierre Boudreau	Moncton, Canada	2020-07-06
Clare Kellock	Halifax, Canada	2020-07-07
Rebecca Blanchard	Halifax, Canada	2020-07-07
KrisTa spurr	Annapolis Royal, Canada	2020-07-07
Samy Djessas	Toronto, Canada	2020-07-07
Sally Ng	Fredericton, Canada	2020-07-07
Sneha Dhiman	Surrey, Canada	2020-07-07
Heather M	Haisla, Canada	2020-07-07
Tracey Lothian	Centre, Canada	2020-07-07
Teyah Deschler	Roseville, US	2020-07-07
Nadine Shephard	Lunenburg, Canada	2020-07-07
Isabel Ghostkeeper	Port Coquitlam, Canada	2020-07-07
Bella Gouveia	Oakville, Canada	2020-07-07
Kristina Joseph	Beverly, US	2020-07-07
Tiffany Zinck	Vancouver, Canada	2020-07-07
Linkon Pultman	US	2020-07-07
Anna Pitstick	Athens, US	2020-07-07
Sophia Okafor	Burnaby, Canada	2020-07-07
Casey Meisel	Wilmington, US	2020-07-07
Emma Reyes	San Antonio, US	2020-07-07

Name	Location	Date
Angie Colendrino	Brampton, Canada	2020-07-07
Sonja Malanka	Middletown, US	2020-07-07
Samantha Gonzalez	Duluth, US	2020-07-07
Amanda Mosher	Halifax, Canada	2020-07-07
Jerry Aulenbach	Edmonton, Canada	2020-07-07
Jayda Lemmons	Tempe, US	2020-07-07
monika fahim	Ottawa, Canada	2020-07-07
Viktoria Jarner	North Vancouver, Canada	2020-07-07
Josh Scheja	Toronto, Canada	2020-07-07
Mieka Blokker	Airdrie, Canada	2020-07-07
Pierre Gagnon	Lunenburg, NS, Canada	2020-07-07
Emily Saenz	El Paso, Canada	2020-07-07
Clara MacKay	Halifax, Canada	2020-07-07
Azul Martinez	Las Vegas, US	2020-07-07
Abigail Mitchell	Los Angeles, US	2020-07-07
Ayan osman	Toronto, Canada	2020-07-07
Melanie Comstock	Lunenburg, Canada	2020-07-07
Theresa Appleby	Halifax, Canada	2020-07-07
Amy Bell	London, Canada	2020-07-07
Martha Smith	Lunenburg, Canada	2020-07-07
gretchen matzke	Chicago, US	2020-07-07
Christina Hill	Bridgewater, Canada	2020-07-07

Name	Location	Date
Kayla Davidson	Mildmay, Canada	2020-07-07
anna grace cummings	Lafayette, US	2020-07-07
Christine B	Toronto, Canada	2020-07-07
Vaishnavi Selvarajah	Montreal, Canada	2020-07-07
Reese Stewart	Windsor, Canada	2020-07-07
Eleanor Schlick	Sewickley, US	2020-07-07
Pieter Jordaan	North Vancouver, Canada	2020-07-07
John Holmes	Appleton, US	2020-07-07
Kamryn Barnette	Roxboro, US	2020-07-07
Julianna Huth	Chagrin Falls, US	2020-07-07
Hye-na Kim	Vaughan, Canada	2020-07-07
Richard Toney	Jamaica, US	2020-07-07
Maurice Mwiseneza	Lincoln, US	2020-07-07
Karen Langlois	Port Medway, Canada	2020-07-07
Bojan Micic	Sherman Oaks, US	2020-07-07
Lily D.	West Kelowna, Canada	2020-07-07
Molly Tracy	Caldwell, US	2020-07-07
Mariam Maali	Canada	2020-07-07
Alejandro Vargas	Los Angeles, US	2020-07-07
Hannah Flavelle	Barrie, Canada	2020-07-07
Lindsay Coulson	Norwalk, US	2020-07-07
Elisa Rovere	Las Vegas, US	2020-07-07

Name	Location	Date
Theresa Rivera	Anaheim, US	2020-07-07
Niamh MacDonagh	Minneapolis, US	2020-07-07
Tyler Huffman	Palm Harbor, US	2020-07-07
aafreen shahabuddin	Brossard, Canada	2020-07-07
Misty Whitten	Fort Worth, US	2020-07-07
Marisa Ng	Vaughan, Canada	2020-07-07
Chantelle Fontana	Vancouver, Canada	2020-07-07
Dilmira Tahir	Markham, Canada	2020-07-07
Charlotte Morelli	Hamilton, Canada	2020-07-07
Abby Power	Keene, US	2020-07-07
Julia Matheson	Winnipeg, Canada	2020-07-07
Nicole Jackson	Yukon, Canada	2020-07-07
Adeline Weber	No thank you, US	2020-07-07
Alize San Juan	Visalia, US	2020-07-07
Gratano Thomas	Etobicoke, Canada	2020-07-07
Monique Tillman	Tacoma, US	2020-07-07
Maximus Santos	Oshawa, Canada	2020-07-07
Tina Wang	Vaughan, Canada	2020-07-07
Schadawn Myers	Long Beach, US	2020-07-07
Sunita Khanal	Louisville, US	2020-07-07
Brittany Power	Halifax, Canada	2020-07-07
Amber Bischoff	Halifax, Canada	2020-07-07

Name	Location	Date
Paige Palamar	Ottawa, Canada	2020-07-07
big boyjim	Kamloops, Canada	2020-07-07
Holly Casey	Fairfield, US	2020-07-07
Mackenzie King Bennett	Calgary, Canada	2020-07-08
Emily Castellanos	Arlington, US	2020-07-08
rob eshelby	Halifax, Canada	2020-07-08
Maya Ambro	Missoula, US	2020-07-08
Maiya Reid	Oshawa, Canada	2020-07-08
Domina Eliahou-Cyrus	St. John's, Canada	2020-07-08
wilma dorey	Lunenburg, Canada	2020-07-08
Jose A.P	Toronto, Canada	2020-07-08
Britny Neuwirth	Dawson Creek, Canada	2020-07-08
Amrita Seochand	Brampton, Canada	2020-07-08
Daisy Martinez	Bronx, US	2020-07-08
Rosa Patricia Cugliari-Ibrahim	Toronto, Canada	2020-07-08
Amanda Nickless	Cobourg, Canada	2020-07-08
Jeremy Anderson	US	2020-07-08
Peyton Lickers	Hantsport, Canada	2020-07-08
Bedsaida Raymond	Georgetown, US	2020-07-08
Erin Lopes	Allentown, US	2020-07-08
Kiera Rooney	Chester, Canada	2020-07-08
Zachary alonzo	Naples, US	2020-07-08

Name	Location	Date
Audrey Gay	Chapel Hill, US	2020-07-08
Raquel Madrigal	San Bernardino, US	2020-07-08
Najja Jackson	Tampa, US	2020-07-08
Devin Hayden	Milwaukee, US	2020-07-08
Abigail Taggart	Surrey, Canada	2020-07-08
blisse joyce	Lunenburg, Canada	2020-07-08
Maatii Dinkessa	Duchess, Canada	2020-07-08
Kevin Marimbu	Gatineau, Canada	2020-07-08
Brandon Huynh	Houston, US	2020-07-08
Caraline Sommer	Pittsburgh, US	2020-07-08
dayami guerra	Zapata, US	2020-07-08
Margaret Nahas	Ottawa, Canada	2020-07-08
Shannon Green	Arthur, Canada	2020-07-08
Adrian Sterling	Palisades Park, US	2020-07-08
Riley Bruce	Hamilton, Canada	2020-07-08
Dakotah Clarke	Halifax, Canada	2020-07-08
hannah drew	Mechanicsville, US	2020-07-08
Kenzi Kawalilak	Holden, Canada	2020-07-08
Sivaye Jacobs	Dundalk, US	2020-07-08
Sharu B	Toronto, Canada	2020-07-08
Alicia Walicki	Oakville, Canada	2020-07-08
Cerridwen Heron	Bridgewater, Canada	2020-07-08

Name	Location	Date
Taryn Winter	Burnaby, Canada	2020-07-08
Tom Webb	Lunenburg, Canada	2020-07-08
maren Dietze	Lunenburg, Canada	2020-07-08
Nanci Lee	Halifax, Canada	2020-07-08
Katelyn Chang	Chino, US	2020-07-08
Charllynnetta Busby	Hillsboro, US	2020-07-08
kailey dodson	Riverside, US	2020-07-08
Roxanna Read	Miami, US	2020-07-08
valeria caridad	Huntington Beach, US	2020-07-08
Sho Min	Harwood Heights, US	2020-07-08
Ashley Marston	Temple Hills, US	2020-07-08
Skylar Wentz	Aledo, US	2020-07-08
Audrey Madron	Arvada, US	2020-07-08
Kylee Burks	Corvallis, US	2020-07-08
Amelia Masula	Far Rockaway, US	2020-07-08
Skylar Saron	SeaTac, US	2020-07-08
Mia Schroeder	Seattle, US	2020-07-08
John Stofko	Allentown, US	2020-07-08
Curtis Kent	Angola, US	2020-07-08
Isabel Vega	Stockton, US	2020-07-08
Cait White	Peterborough, Canada	2020-07-08
Reese Orwin	Abbotsford, Canada	2020-07-08

Name	Location	Date
purneet kular	Surrey, Canada	2020-07-08
Joan Hartley	Shelburne, Canada	2020-07-09
Heather Reed	Kentville, Canada	2020-07-09
Sawyer Chan	Westfield, US	2020-07-09
Florence Treboutte	France	2020-07-09
Sarah Horton	Milton, Canada	2020-07-09
Chelsea Fougere	Wilmot, Canada	2020-07-09
Lilian Barraclough	Halifax, Canada	2020-07-09
Russell Croker	Ilford, UK	2020-07-09
Rahel Huwiler	Halifax, Canada	2020-07-09
elizabeth kerschbaumer	New Westminster, Canada	2020-07-09
Eric Wiseberg	Tel Aviv, Israel	2020-07-09
sadie beaton	Halifax, Canada	2020-07-09
Ramneek Dhillon	Pickering, Canada	2020-07-11
Maryanne Ocampo	Calgary, Canada	2020-07-11
john louladakis	Thessaloníki, Greece	2020-07-11
Su Rogers	Lunenburg, Canada	2020-07-11
Nathan Agustin	Toronto, Canada	2020-07-11
Mariam Almeida	Toronto, Canada	2020-07-11
Sharon Kemble	Bradford West Gwillimbury, Canada	2020-07-11
Friedel Kungl	Lunenburg, Canada	2020-07-12
Hailey Audfroid	Halifax, Canada	2020-07-12

Name	Location	Date
Pam Macdonald	SMITHS FALLS, Canada	2020-07-12
Emma Booth	Earley, UK	2020-07-12
Mary Anne Donovan	Lunenburg, Canada	2020-07-13
Kelly Barker	Lunenburg, Canada	2020-07-13
Anneke van Bommel	Toronto, Canada	2020-07-13
julie Wells	hebbs cross, Canada	2020-07-13
William Wells	Bridgewater, Canada	2020-07-14
Stuart Boudreau	Enfield, Canada	2020-07-14
Debra Philpitt	Halifax, Canada	2020-07-14
Ashley Haugland	Rawdon, Canada	2020-07-15
Coco Harris	Kingston, Canada	2020-07-15
Lynn Aylward	Wolfville, Canada	2020-07-15
Jennifer Richard	Wolfville, Canada	2020-07-15
Sonia D'Angelo-Vibert	Wolfville, Canada	2020-07-15
Catherine Scott	Wolfville, Canada	2020-07-15
Chelsea Gardner	Vancouver, Canada	2020-07-15
Robert Seale	Wolfville, Canada	2020-07-16
Terry Aulenbach	New Minas, Canada	2020-07-16
Anna Wilks	Wolfville, Canada	2020-07-16
Maggie Neilson	Wolfville, Canada	2020-07-16
lance larocque	wolfville ns, Canada	2020-07-16
Joanna Treggiari	lunenburg, Canada	2020-07-17

Name	Location	Date
Sarah Toye	Halifax, Canada	2020-07-17
Bridget Graham	Halifax, Canada	2020-07-17
Catherine Hutt	Halifax, Canada	2020-07-17
Kirby Ross	Halifax, Canada	2020-07-17
Steven Hebb	Lunenburg, Canada	2020-07-17
Nancie Theakston	Halifax, Canada	2020-07-17
FAITH RICHARDS	Penetanguishene, ON, Canada	2020-07-18
Danielle Pierce	Wolfville, Canada	2020-07-21
Travis Woodworth	Chester Basin, Canada	2020-07-21
Susanna Thiessen	Lethbridge, Canada	2020-07-21
Olivia Vandevyvere	Tillsonburg, Canada	2020-07-21
Maritza Castillo	North Hills, US	2020-07-21
lily delgado	Panorama City, US	2020-07-21
Nayla Diaz	Deltona, US	2020-07-21
Yazmin Bustillo	Chicago, US	2020-07-21
Therese Bombardier	Halifax, Canada	2020-07-22
Mackenzie Goldsack	Langley, Canada	2020-07-23
Jessica Zhu	Calgary, Canada	2020-07-23
May Quitz	Kincardine, Canada	2020-07-23
Michelle Bremner	Charlotte, US	2020-07-23
Philip Gardiner	Tucson, US	2020-07-23
Ioanna Argitis	Brossard, Canada	2020-07-23

Name	Location	Date
Kimber McCoy	US	2020-07-23



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E-mail: Valda.Walsh@Region6SWM.ca

To: Mayor Rachel Bailey
From: Valda Walsh, Regional Coordinator
Subject: LETTER OF OFFER – Public Bins Program 2021
Date: June 19, 2020

Dear Mayor Bailey;

Enclosed please find the guidelines for the Public Bins Program 2021.

On behalf of the Region 6 Solid Waste Management committee, I am pleased to send you this letter of offer for financial support of \$5,400 toward the cost of three multi-sort units. The funds will supplement the projected cost of \$11,300 as outlined in your application dated January 24 and amended May 15, 2020.

To demonstrate acceptance of the offer, please sign and date this letter and return a copy to myself within 30 days of receipt. Please note this money is approved for expenditure in fiscal 2020-21 only. Should conditions prevent you from proceeding prior to March 31, 2021, a new request for funding will have to be tabled.

Respectfully,

A handwritten signature in green ink that reads "Valda Walsh".

Valda Walsh BSc, TME, EP
Regional Coordinator

By signing below, I indicate understanding and agreement of the terms stated in the letter of offer above and the program outline attached.

Region 6 Representative – Town of Lunenburg

Date



Public Bins Program F2021

1. **PROGRAM PURPOSE:** In an effort to reduce the number of ‘catch-all’ garbage containers and to improve public use and awareness of public sorting their waste, Region 6 has passed the following motion on June 12, 2020:

That Region 6 reinstitute the Public Sorting Bin Program of 2014 with the expressed purpose of reducing the number of “catch all” garbage containers and reinforcing the importance of streamed waste receptacles. This program would provide a 50% subsidy of sorting bin costs for member units to replace catch-all bins that may still exist in public spaces. Municipal units can access the subsidy by request following an assessment by Region 6 staff to determine the number of public sorting bins required. This Program would be funded through the Special Projects Reserve Fund and the expendable funds can be capped at \$30,000 or otherwise determined. M/C

2. **BIN APPROVAL:** The following will be conditions required to meet the requirements for funding the implementation or expansion of your public bin program.

Beginning June 12, 2020 and running until March 31, 2022 Region 6 will reimburse its member units for costs incurred up to 50% of the purchase value (minus HST) of an approved public sorting bin.

To ensure your program meets the requirement for approval; your intent to proceed must include details on each of the below and emailed to Valda (Valda.Walsh@Region6SWM.ca) prior to your purchase:

- a. State your bin of choice and the number you are planning to purchase.
 - i. It **MUST** be a source separation bin - a container used by your public to source separate their waste into the acceptable streams of RECYCLE, ORGANIC and GARBAGE (examples on page 3).
 - ii. The bin must contain colour coding coordinating each stream.
 - iii. Signage is to be the Divert NS signage. Make contact with Angela to obtain enough for your use. This is the chosen consistent signage throughout our member units (sample images on page 3).
- b. Total cost quoted (verbal quotes are fine – no need to send written quotes).
- c. A decommissioning plan to remove all free-standing catch-all bins under your control. State how and when you plan to remove (or cluster and colour code and sign) all catch-all garbage containers.

There are MANY more options for bins beyond the recommended list. In an attempt to maintain consistency and increase buying power, the enclosed list is representative of bins that Region 6 has subsidized in the past. If you wish to choose a bin beyond this selection, contact Valda for a broader example to suit your needs as well as the above requirements.



3. **EXPENSE CLAIM:** After you purchase your bins please fill out and email the following requisition

Make Cheque payable to:		Total cost:	
Person filing (mail cheque to the attention of):		Reimbursement requested:	

Status of Catch-all removal plan (attach if more space is needed):

Other:

4. **EXAMPLES AND CONTACTS:** of bins currently in use (and provided for by Region 6):

Techstar bin

(not for outdoor use
but good for
community centres/arenas)



R2 Excel slant top recycling station



Sissibo Easy Sorter



*South Shore Ready Mix
Strong Sorter*



ABCO Squad Pods



Descriptive	Source	Ph. #	Website
Techstar bin	Caster-Rack Systems Ltd.	902-468-1880	http://caster-rack.com/waste-resource-containers/
Easy Sorter	Tretan Trading Limited	902-837-5925	http://easy-sorter.com/
R2 Excel slant top recycling station	Clean River Solutions	888-646-4246	https://cleanriver.com/products/outdoor/
South Shore Ready Mix Strong Sorter	South Shore Concrete Products	902-543-4639	http://www.ssreadymix.ca/strongsorter.html
ABCO Squad Pods	ABCO	902-634-8821	https://abco.ca/environmental/
Divert NS Signs	Angela Taylor	902-624-1339	Angela.Taylor@Region6SWM.ca



Communities, Culture and Heritage
Culture and Heritage Development

1741 Brunswick Street, 3rd Floor
PO Box 456, STN Central
Halifax, NS B3J 2R5
902-424-6393

June 16, 2020

Dear Mayor/Warden:

Government is preparing to proclaim amendments made to the *Heritage Property Act (Act)* passed in 2015 following consultation. Since then, our staff have been working on the regulations for the Heritage Conservation Districts and the creation of the regulations for Cultural Landscapes.

I am writing to seek feedback from your municipality on two items that may better support registered municipal heritage properties and areas being considered for a municipal heritage conservation district or cultural landscapes under the Act. As explained in the attached overview, the items identified include:

1) Removal of Section 18 of the Act, Consideration by municipality of application to alter or demolish:

This section allows a registered municipal heritage property owner to complete an alteration or demolition which may be contrary to a decision of a municipal council provided that a three-year waiting period has passed since the formal application was made.

2) New provision proposed to provide authority to the municipality to put in place a pause for a period of time for specific types of development, site specific, while a conservation plan and conservation by-law documents are being prepared for a proposed heritage conservation district or cultural landscape. The municipality would be provided the authority to put the provision in place for up to one year.

We would appreciate receiving input on these proposed targeted amendments by September 30, 2020. Please forward all input to Ms. Mary-Louise Hartigan at 902-424-5647 or email to mary.hartigan@novascotia.ca

.../2

Page 2

Meanwhile, should you or your municipal staff have any questions regarding these two items, please contact Mr. Kevin Barrett, Coordinator, Heritage Property Program, directly at 902-424-6396 or kevin.barrett@novascotia.ca.

Sincerely,



Craig Beaton, Executive Director
Culture and Heritage Development

cc: Ms. Pam Mood, President, Nova Scotia Federation of Municipalities
Ms. Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities
Ms. Kathleen Trott, Executive Director, Policy and Corporate Services
Mr. Gordon Smith, Provincial Director of Planning
Mr. Kevin Barrett, Coordinator, Heritage Property Program

Attachment (1)

Attachment 1

Items identified for consideration:

1. Removal of Section 18 of the Act, Consideration by municipality of application to alter or demolish:

This section allows a registered municipal heritage property owner to complete an alteration or demolition which may be contrary to a decision of a municipal council provided that a three-year waiting period has passed since the formal application was made.

- Section 17 of the *Act* provides authority to municipal council to consider application to alter or demolish a registered municipal heritage property.
- Should municipal council not approve the application, Section 18 of the *Act* provides the property owner authority to alter or demolish their registered municipal heritage property without council's approval in accordance with Section 18(3).
- It has been suggested that the removal of Section 18 from the *Act* would better steward registered municipal heritage properties while maintaining the opportunity to consider applications to alter or demolish a registered municipal heritage property by its municipal council under Section 17.

2. New provision proposed to provide authority to the municipality to put in place a pause for a period of time for specific types of development, site specific, while a conservation plan and conservation by-law documents are being prepared for a proposed heritage conservation district (HCD) or cultural landscape (CL). The municipality would be provided the authority to put the provision in place for up to one year.

- Section 19 of the *Heritage Property Act (Act)* provides for the opportunity for a municipality to consider a proposed HCD for part of a municipality.
- Sections 6 and 7 of the *Heritage Conservation District Regulations* require the municipal council to adopt a public participation program and the development of background studies to support the rationale for heritage conservation measures and its specific boundaries for Minister's consideration.
 - Should Minister not require additional information, the municipality can then initiate the public process to prepare the conservation plan and conservation bylaw documents for the proposed HCD.
- While the municipality completes public participation to better support the preparation of the conservation plan and conservation bylaw documents for the proposed HCD, it has been suggested that municipalities may wish to have the authority to put in place a pause on specific types of development, site specific, for up to one year.

Page 2

Items identified for consideration

- It has been suggested that a new provision of the Act be developed that would allow, by bylaw, a municipality to suspend specific types of development for up to one year, while the conservation plan and conservation by-law documents for the proposed HCD or CL are being prepared.
 - Other jurisdictions, including Ontario, British Columbia, Manitoba, Quebec and the City of Winnipeg (by-law), provide through legislation similar provisions while an area is under consideration for a proposed HCD.



Municipality of the District of Lunenburg

210 Aberdeen Road, Bridgewater, Nova Scotia, Canada, B4V 4G8

Planning & Development Services

Phone: 902.541.1325 Email: planning@modl.ca Web Site: www.modl.ca

July 8, 2020

Bea Renton, Chief Administrative Officer
Municipality of the Town of Lunenburg
119 Cumberland Street
Lunenburg, Nova Scotia
B0J 2C0

[Sent by electronically: brenton@explorelunenburg.ca]

Dear Ms. Renton,

RE: Notice of Public Hearing re the AAC Policy Amendment By-law

The Municipality of the District of Lunenburg will be holding a public hearing on July 28, 2020 at 8:30 a.m. before Municipal Council conducts its second reading to adopt the Area Advisory Committee Policy Amendment By-law, to amend the Secondary Planning Strategies in Riverport, Hebbville, Princes Inlet, and Blockhouse Plan Areas to transfer the roles of the Area Advisory Committees to the Planning Advisory Committee.

Under subsection 206(5) of the **Municipal Government Act**, the Municipality is sending a copy of the public notice to the Town of Lunenburg, since the Town immediately abuts the Riverport and Princes Inlet Plan Areas, being affected by the proposed amendment.

I have enclosed a public hearing notice for your information. If you have any questions, please don't hesitate to contact Byung Jun Kang, Planner, at byungjun.kang@modl.ca.

Sincerely,

Sherry Conrad, Municipal Clerk



MUNICIPALITY OF THE DISTRICT OF LUNENBURG

NOTICE OF PUBLIC HEARING

Adoption of the Area Advisory Committee Policy Amendment By-law

Tuesday, July 28, 2020 at 8:30 a.m. (<https://www.facebook.com/MODLns/>)

On June 23, 2020, Municipal Council gave a notice of intention to adopt the Area Advisory Committee Policy Amendment By-law. This by-law amends the Secondary Planning Strategies in Riverport, Hebbville, Princes Inlet, and Blockhouse Plan Areas to transfer the roles of the Area Advisory Committees to the Planning Advisory Committee.

This decision was made by Council to prepare for the planning of our entire Municipality, which is mandated by the Province, so that planning discussions in the future can benefit from different perspectives of local communities. Please note that this does not change the existing Land Use By-laws.

A public hearing on the proposed By-law will be held on Tuesday, July 28, 2020, starting at 8:30 a.m. on Facebook Live at <https://www.facebook.com/MODLns/>.

Any members of the public may read the proposed by-law anytime by visiting our website at <https://engage.modl.ca/>. For more information, please contact the Planning & Development Services at planning@modl.ca.

Sherry Conrad
Municipal Clerk

Dear Friends,

I hope you all are keeping well. We want to keep you updated on plans for the Provincial Volunteer Awards celebration this year.

With the unpredictability of the pandemic status through-out the summer and fall, the Department of Communities, Culture and Heritage has decided to host a broadcast style, virtual Facebook live stream event on Monday, September 28th. Production plans are well underway with more details to follow over the next several weeks.

This year, First Nation and Municipal, Representative Volunteer Award recipients will not be required to attend in-person. Awards and event programs will also be shipped to each recipient. A hyper-link will be sent to you and all award recipients in advance, to view the live stream event. The event will also be advertised through social media to encourage all Nova Scotians to watch it live, or at a more convenient time.

This year will mark the 46th year for the Nova Scotia Provincial Volunteer Awards. Because volunteers are key to making this province and your communities so vibrant and resilient, we didn't want to cancel this very important annual opportunity to recognize their valuable contributions.

Please share this information with your councils and selected award recipients of this updated information. In the days ahead, our consultant, Zed Events, will also be reaching out to your staff with updated specific event information.

If you have any questions, please contact Nancy Sheppard, Manager of Community Engagement, nancy.sheppard@novascotia.ca or (902) 424-7642.

Sincerely,



Executive Director
Communities, Sport and Recreation Division
Communities, Culture and Heritage





JULY 6, 2020

MS. RACHEL BAILEY
MAYOR
TOWN OF LUNENBURG
119 CUMBERLAND STREET, P.O. BOX 129
LUNENBURG NOVA SCOTIA B0J 2C0
CANADA

Subject: Reminder – Renewal/new membership in the Organization of World Heritage Cities (2020)

Ms. Mayor,

Last January we invited you to become a member or renew your membership in the Organization of World Heritage Cities (OWHC) in 2020. We hope this reminder will serve to confirm your intentions. Although the world is in the throes of an unprecedented health and economic crisis, we believe strongly that solidarity and unity are more important than ever to deal with the challenges facing communities around the world.

Since the beginning of the COVID-19 pandemic, the OWHC has remained firmly committed to pursuing its mission and adapting to new realities. Banking on the full potential of digital technologies, we developed a series of projects to allow members to remain in contact, share their best practices and showcase their World Heritage – at a distance.

Although means to control the spread of the coronavirus will continue to be prioritized by public authorities in months to come, the OWHC is already focusing on the future and reflecting on recovery. Over and above the current crisis, we firmly believe that the post COVID-19 era will see the emergence of new opportunities for World Heritage Cities. We must seize the occasion to rethink our practices and, above all, reflect upon the means to guarantee the well-being of our communities in the long term.

In this respect, the theme of the 2021 World Congress seems more appropriate than ever. By sharing their ideas to *enhance livability in World Heritage Cities*, OWHC members will be called upon as a group to define the new urban character of heritage cities. As mayors, each of you will have a unique opportunity to express your opinions regarding the kind of city you would like to build and bequeath to future generations.

Of course, the pandemic is a stark reminder of the importance of immediately preparing our cities to face new challenges in the 21st century. From an environmental, touristic and security standpoint, projects that make our cities more resilient living environments will increase in numbers in years to come. We are convinced that joining forces with the OWHC will allow us to marshal a collective strength sure to have a positive impact on the future of our cities overall.

ORGANISATION
DES VILLES
DU PATRIMOINE
MONDIAL

ORGANIZATION
OF WORLD
HERITAGE
CITIES

ORGANIZACIÓN
DE LAS CIUDADES
DEL PATRIMONIO
MUNDIAL

ORGANIZAÇÃO
DAS CIDADES
DO PATRIMÓNIO
MUNDIAL

منظمة
مدن
التراث
العالمي

418.692.0000
SECRETARIAT@OVPM.ORG
OVPM.ORG

Finally, the OWHC is making a point of maintaining all its services and continuing to offer projects and regular programs throughout 2020, adapting them where necessary. Despite these difficult times, it is important that the OWHC propose concrete activities to members to achieve its mission and fully play its role of raising public awareness of heritage values and their protection, and encouraging cooperation and the exchange of information and knowledge among the historic cities of the world.

These are compelling reasons to join the OWHC and maintain active membership! Please refer to the following pages for information on your fee for 2020. Thanks to your continued trust, the OWHC can successfully pursue its mission year after year.

I look forward to the pleasure of counting you once again among our numbers.

Yours truly,

The President.

A handwritten signature in black ink, appearing to read 'J. Majchrowski', written in a cursive style.

Jacek Majchrowski
MAYOR OF KRAKOW



OVP . OWHC . OCPM

INVOICE

DATE: 2020-07-06

INVOICE NO: 202002

Billed to:

Ms. Rachel Bailey
Mayor
Town of Lunenburg
119 Cumberland Street, P.O. Box 129
Lunenburg Nova Scotia B0J 2C0
Canada

**MEMBERSHIP FEES PAYABLE TO
THE ORGANIZATION OF WORLD HERITAGE CITIES**

AMOUNT

2020 contribution from the city of LUNENBURG, CANADA to the OWHC

USD 2127,00

You can make your payment by cheque or by electronic transfer:

Please consult the next page for more complete bank contact information.

Beneficiary's account number (OWHC): 0815201008050841
Institution (4) Branch (5) Account (7)

Mention on the cheque or the electronic transfer document:

2020 contribution from the city of LUNENBURG, CANADA to the OWHC

TOTAL

USD 2127,00

For any question concerning this invoice, please contact:

Rachel Larouche
Finance Director
Email address: rlarouche@ovpm.org

THANK YOU FOR YOUR COLLABORATION

NOTICE OF CONTRIBUTION 2020
METHOD OF PAYMENT BY ELECTRONIC TRANSFER

IMPORTANT

In Canada, IBAN does not exist. Europe has set up the use of IBAN in order to decrease costs and to speed up payments. IBAN is a standard way to present ones' bank data. Number 0815201008050841 can correspond to the IBAN number. The SWIFT code is a universal code inherent to each financial institution that is a member of the SWIFT network throughout the world. It is the identification code of our financial institution. For our institution, the Desjardins SWIFT code is CCDQCAMM. The BIC code corresponds to our SWIFT code. NEC Number (equivalent of NIF number): 1142662825

Amount of contribution:

USD 2127,00

Beneficiary's name: OWHC - Organization of World Heritage Cities

Complete address of beneficiary:

5, rue Cul-de-Sac

Québec (Québec) G1K 4H6

CANADA

Beneficiary's account number (OWHC):

0815201008050841

Institution (4) Branch (5) Account (7)

Branch identification number (Bank):

CC 81520100

Institution (3) Branch (5)

Name and address of the OWHC bank:

Caisse Centrale Desjardins

Montréal (Québec) CANADA

Mention on the transfer document:

"2020 Contribution from the city of Lunenburg, Canada to the OWHC"

METHOD OF PAYMENT BY CHÈQUE

Amount of contribution:

USD 2127,00

Cheque to the order of:

Organization of World Heritage Cities

Address of the recipient:

Organization of World Heritage Cities

5, rue Cul-de-Sac

Québec (Québec) G1K 4H6

CANADA

Mention on the cheque:

"2020 Contribution from the city of Lunenburg, Canada to the OWHC"

Beneficiary's account number: 0815201008050841



Municipal Report

Town of Lunenburg

**Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2019


NOVA SCOTIA

Table of Contents

Introduction 4

Chapter 1 - Highlights 5

 Municipal Highlights 5

 About the Municipality 5

 Population Highlights 5

 Financial Highlights 6

 Revenue 6

 Expenses 6

 Annual Surplus 6

 Debt 6

 Financial Condition Indicators Highlights 7

Chapter 2 - Municipal Profile 9

 Municipal Composition 10

 Population Trends 10

 Economic Indicators 12

Chapter 3 - Financial Information 13

 General Overview: 13

 Financial Reporting Compliance: 13

 Revenue: 14

 Property Assessment Information 16

 Expenses: 17

 Accumulated Surplus (Deficit) 20

 Debt 21

Chapter 4 - Financial Condition Indicators: 22

House Model 22

 The Model: 22

 Lunenburg’s Overall Assessment 23

 Lunenburg’s House Model 24

 The Base FCI Indicators 26

 Reliance on a Single Business or Institution 26

 Three-Year Change in Tax Base 27

 Residential Tax Effort 28

FCI Indicators – Structure (Management) Indicators 29

 Debt Service 29

 Outstanding Operating Debt 30

 Operating Reserve 31

 Uncollected Taxes 32

 Undepreciated Assets 33

Town of Lunenburg

5-Year Budget Accuracy..... 34

FCI- Key Performance Indicators – 35

 Reliance on Government Transfers..... 35

 Number of Deficits in the Last 5 Years 36

 Liquidity..... 37

 Combined Reserves..... 38

Appendix I – Additional Resources 39



Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

The snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

Chapter 1 - Highlights

Municipal Highlights

About the Municipality

Name: Town of Lunenburg
County: Lunenburg County
Approximate size: 4 km²
Number of dwellings: 1,308



Figure 1- Location of Municipality

Population Highlights

Population 2016: 2,260
Population 5-year trend: -2.3%
County 5-year trend: -0.4%
Demographic trend: Aging

Up to 19 Yrs.	15%
20 to 59 Yrs.	42%
Over 60 Yrs.	43%

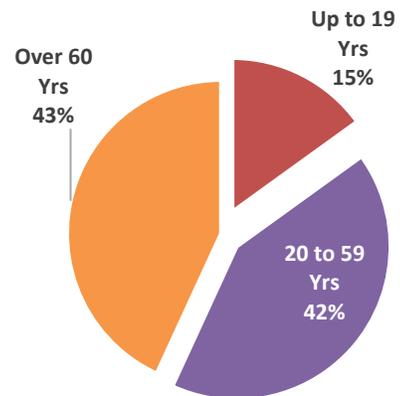


Figure 2 - Age Breakdown

Financial Highlights

Revenue

Total consolidated revenue:	\$15.2 million
Revenue generated from own revenue ¹ :	93%
Total operating revenue:	\$5.8 million
Largest operating revenue:	80%
	Property taxes and payments in lieu of Taxes

Expenses

Total consolidated expenses:	\$14.3 million
Total operating fund expenses:	\$5.1 million
Largest operating fund expense:	26%
	Protective services: police and fire

Annual Surplus

Annual consolidated surplus(deficit):	\$0.9 million
Consolidated accumulated surplus (deficit):	\$37.8 million
Annual operating surplus (deficit):	\$997

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Operating fund bank indebtedness:	0.0

¹ Consolidated revenue excluding government transfers

Financial Condition Indicators Highlights

Overall Assessment Yellow (Moderate risk)

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (Moderate risk). This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

As shown in the House model below, Lunenburg's FCIs are comprised of:

Low risk (green): 9 indicators

Moderate risk (yellow): 2 indicators

High risk (red): 2 indicators

Details on the individual FCI assessments and the Municipality's specific challenges are provided below. For more in-depth information, refer to Chapter 4.



Two-Year Comparison of Financial Condition Indicators

BASE	2019	2018	+/-
3-year Change in Tax Base	 5.9%	 6.0%	-0.1%
Reliance on a Single Business or Institution	 2.6%	 2.6%	0.0%
Residential Tax Effort	 5.1%	 4.9%	0.2%

STRUCTURE

Uncollected Taxes	 7.5%	 2.0%	5.5%
5 Year Budget Accuracy	 5/5	 5/5	0
Operating Reserves	 6.8%	 3.0%	3.8%
Debt Service	 6.0%	 4.8%	1.2%
Outstanding Operating Debt	 0.0%	 0.0%	0.0%
Undepreciated Assets	 58.6%	 59.3%	-0.7%

ROOF

Deficits in the Last 5 Years	 0/5	 0/5	0
Liquidity	 1.1	 1.1	0.0
Reliance on Government Transfers	 1.0%	 1.1%	-0.1%
Combined Reserve	 24.6%	 23.3%	1.3%



Chapter 2 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Composition

Name: Town of Lunenburg
County: Lunenburg County
Government: 7 elected councillors (including the Mayor)
Geographic area: 4 km²
Number of dwellings: 1,308

Population Trends

Population: 2,260
Provincial population: 0.3%
20-year trend: Declining [supported by Figure 3 below]
Age trend: Majority between 40-69 years of age [supported by Figure 4 below]

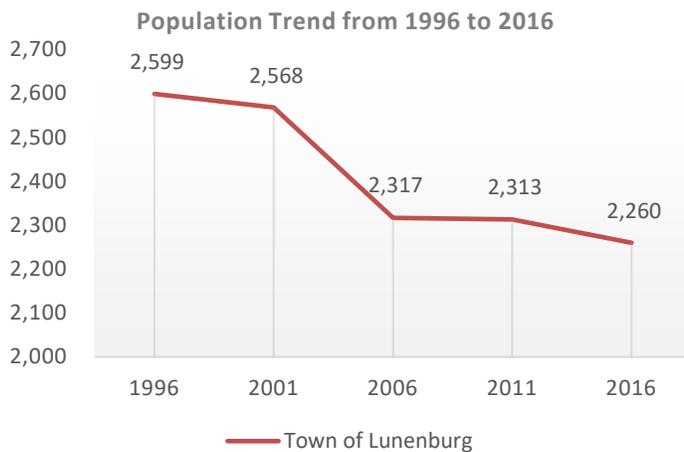


Figure 3-- Population from 1996–2016. Source: Statistics Canada

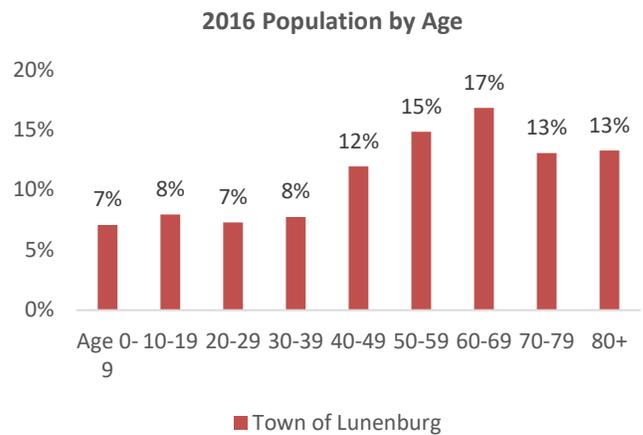


Figure 4- Population by Age, Source: Statistics Canada

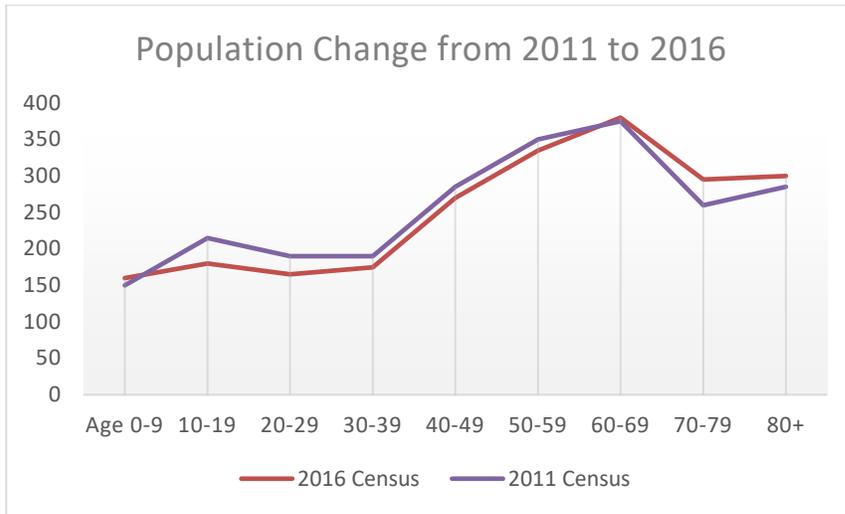


Figure 5 - Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most towns in Nova Scotia, the majority of Lunenburg’s citizens are between the ages of 40 and 69.

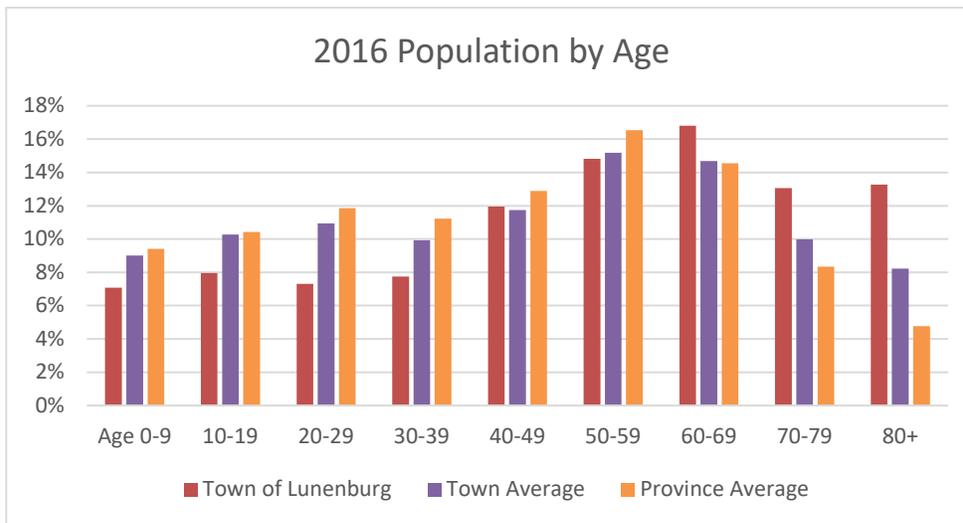


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	2016 Town Avg.
Median Household Income	\$51,968	\$39,529	\$12,439	\$48,934
Employment Rate	45.5%	50.8%	-5.3%	48.3%
Education Beyond High School	63.0%	62.6%	0.4%	52.0%

Source: 2011 and 2016 Statistics Canada Census

Median household income: Lunenburg's median household income is higher than the provincial town average and has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Lunenburg's employment rate is below the provincial town average and it has declined since 2011

Education level: Lunenburg's education level is higher than the provincial town average and it has increased since 2011.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Water Utility
 - Electric Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.²

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	Before deadline ³
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

Revenue:

\$15.2 M
2019 Consolidated Revenue

Total consolidated revenue:	\$15.2 million
Largest revenue:	42% Electric fund revenues
Revenue generated from own revenue ⁴ :	93%

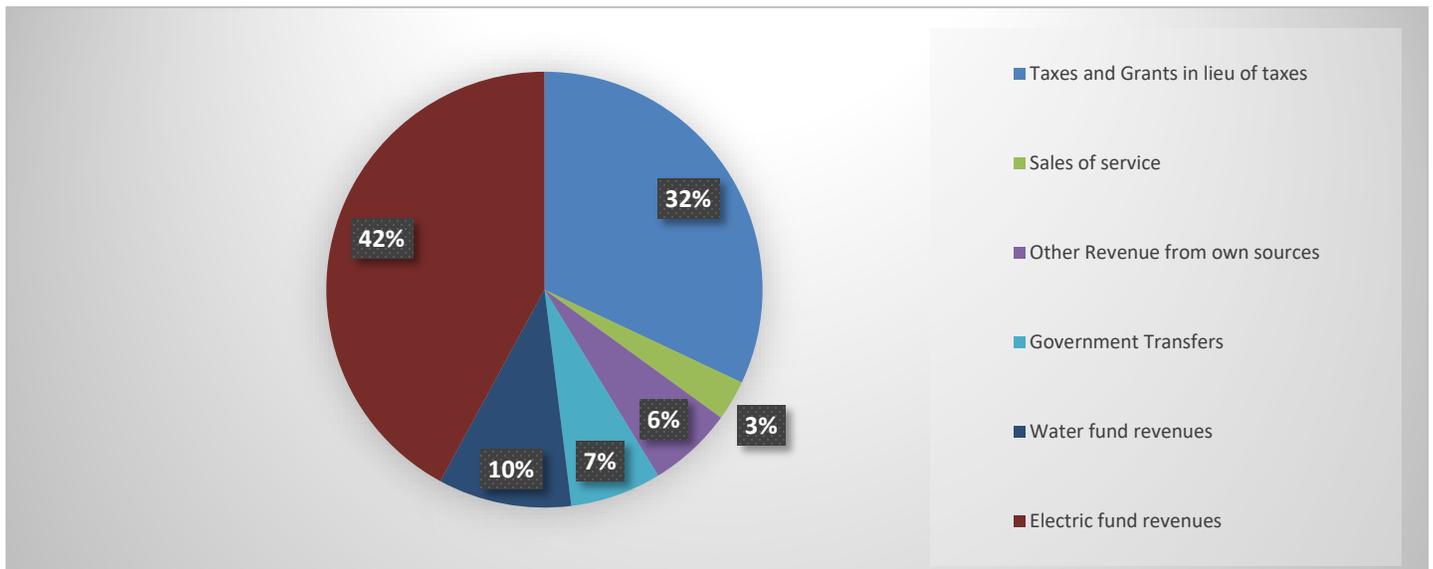


Figure 7- Consolidated Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's revenue divided into six categories on a consolidated basis.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	4.9 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other Revenue from own sources	1.0 million
Government Transfers	1.0 million
Net income from government business enterprises	n/a
Water fund revenues	1.5 million
Electric fund revenues	6.4 million

⁴ Consolidated revenue excluding government transfers

\$5.8 M

2019 General Operating Revenue

Total operating revenue:	\$5.8 million
Largest revenue:	80% Property taxes and payments in lieu of taxes
Uncollected Taxes:	7.5%
Reliance on Government transfers	1.0%

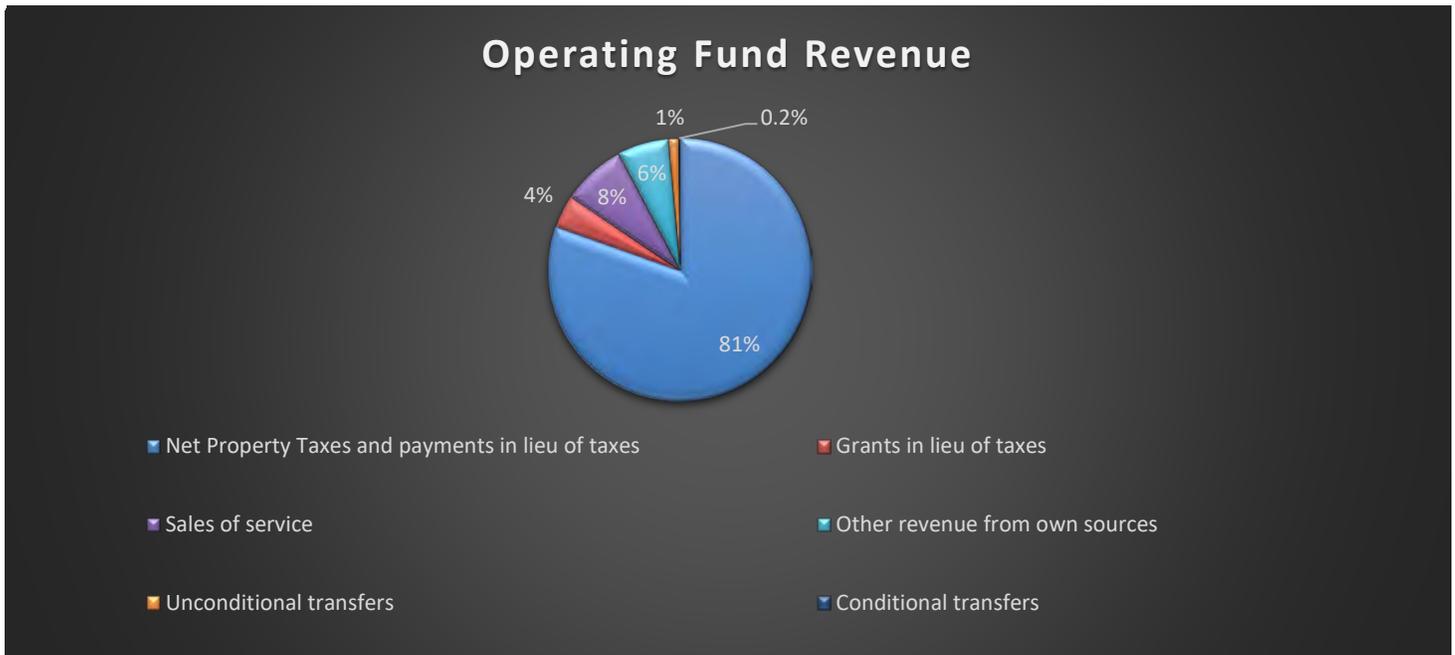


Figure 8 – General Operating Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality’s operating fund revenue divided into seven categories.

Net Property Taxes and payments in lieu of taxes	4.6 million
Grants in lieu of taxes	0.2 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other revenue from own sources	0.4 million
Unconditional transfers from other governments	69 thousand
Conditional transfers from other governments	10 thousand

Property Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in uniform assessment ⁵ :	5.9%	growth keeps pace with the cost of living
Highest reliance on a single business or institution:	2.6%	not dependent (low risk)
Residential Tax Effort:	5.1%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

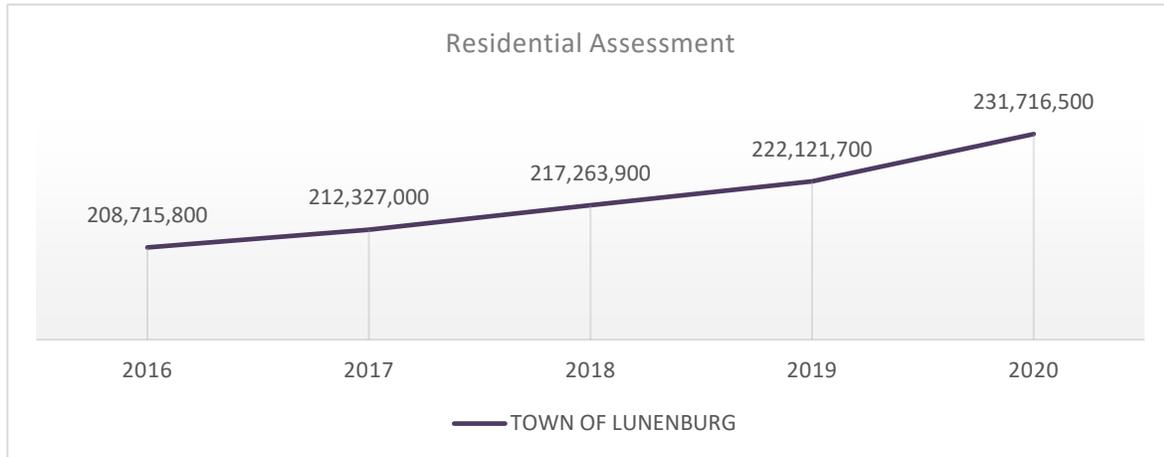


Figure 9- Residential assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

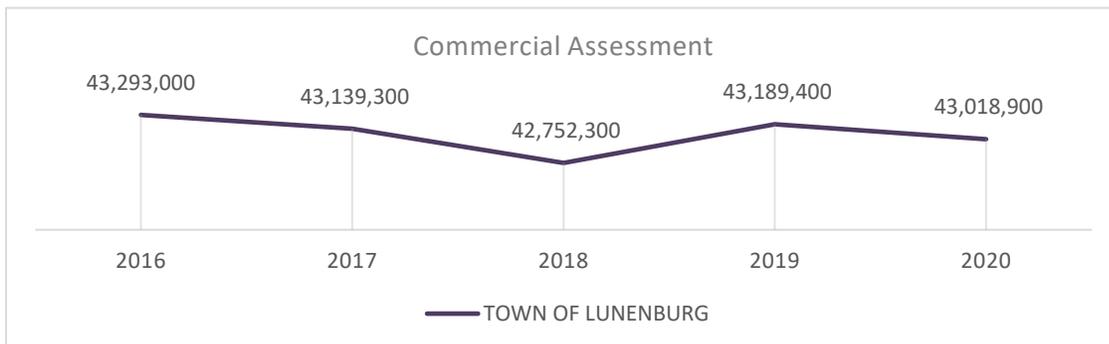


Figure 10- Commercial assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

⁵ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Expenses:

\$14.3 M
2019 Consolidated Expenses

Total consolidated expenses: \$14.3 million
 Largest expense: 46%
 Electric fund expense

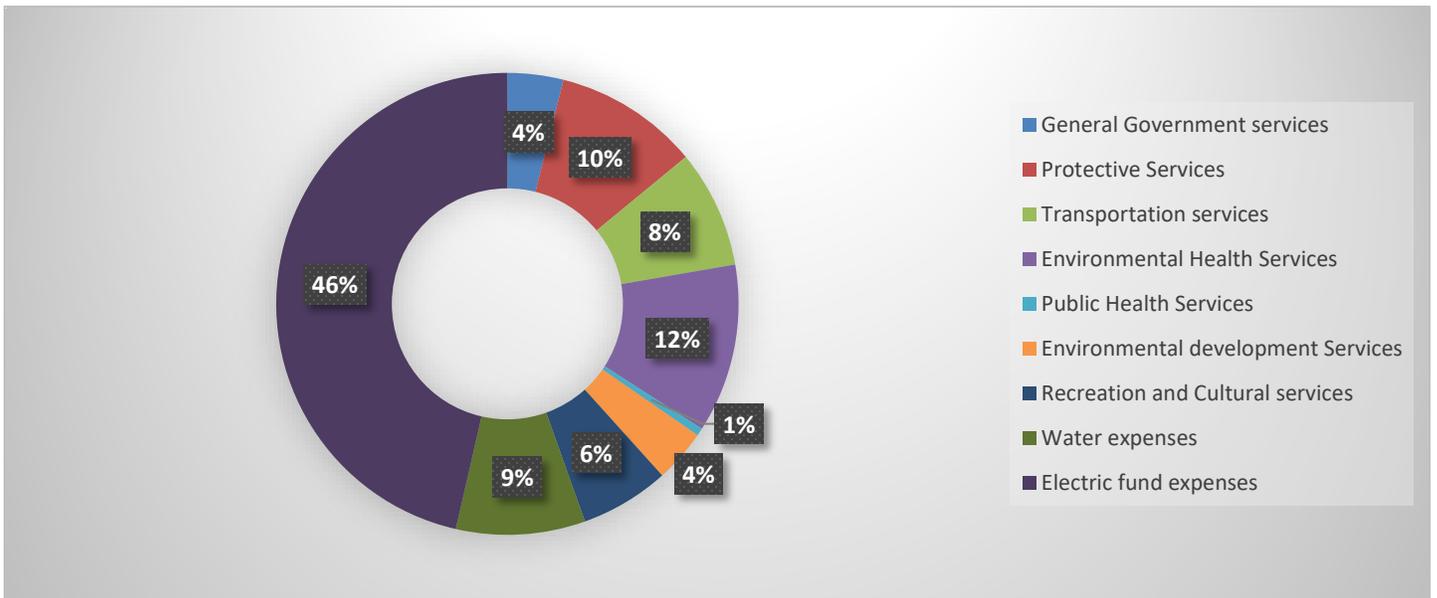


Figure 11- Consolidated Expenses Source: 2019 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into 9 functions.

	Consolidated Expenses
General Government services	0.6 million
Protective Services	1.5 million
Transportation services	1.2 million
Environmental Health Services	1.7 million
Public Health Services	77 thousand
Environmental development Services	0.5 million
Recreation and Cultural services	0.9 million
Extraordinary or special items	n/a
Water expenses	1.3 million
Electric fund expenses	6.6 million

\$5.1M 2019 General Expenses

Total operating fund expenses: \$5.1million
 Largest operating fund expense: 26%
 Protective services: police and fire
 Operating reserves as percentage of expenses: 6.8% (high risk)

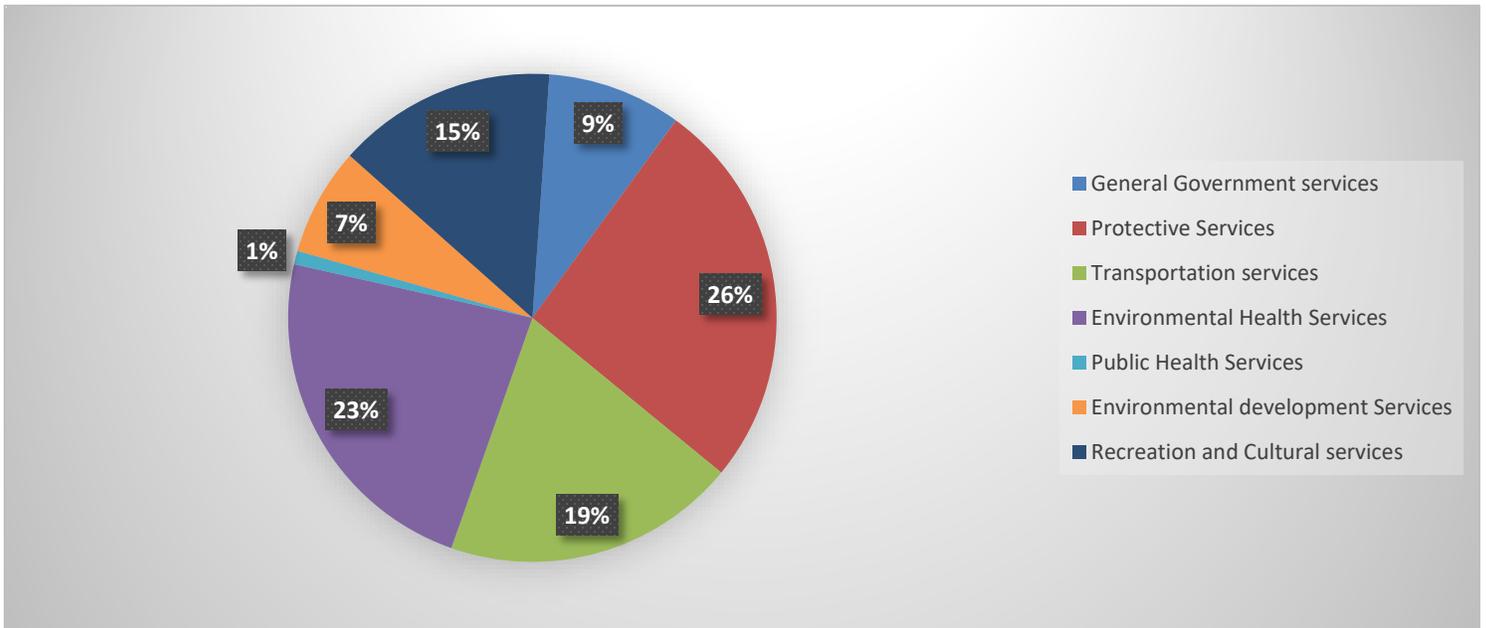


Figure 12- Operating General Fund Expenses. Source: 2019 Financial Information Return

As shown in the pie chart above, expenses for Lunenburg are comprised of:

General Government services	0.5 million
Protective Services	1.3 million
Transportation services	1.0 million
Environmental Health Services	1.2 million
Public Health Services	46 thousand
Environmental development Services	0.4 million
Recreation and Cultural services	0.7 million
Extraordinary or special items	n/a

The graph below shows the expenses by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

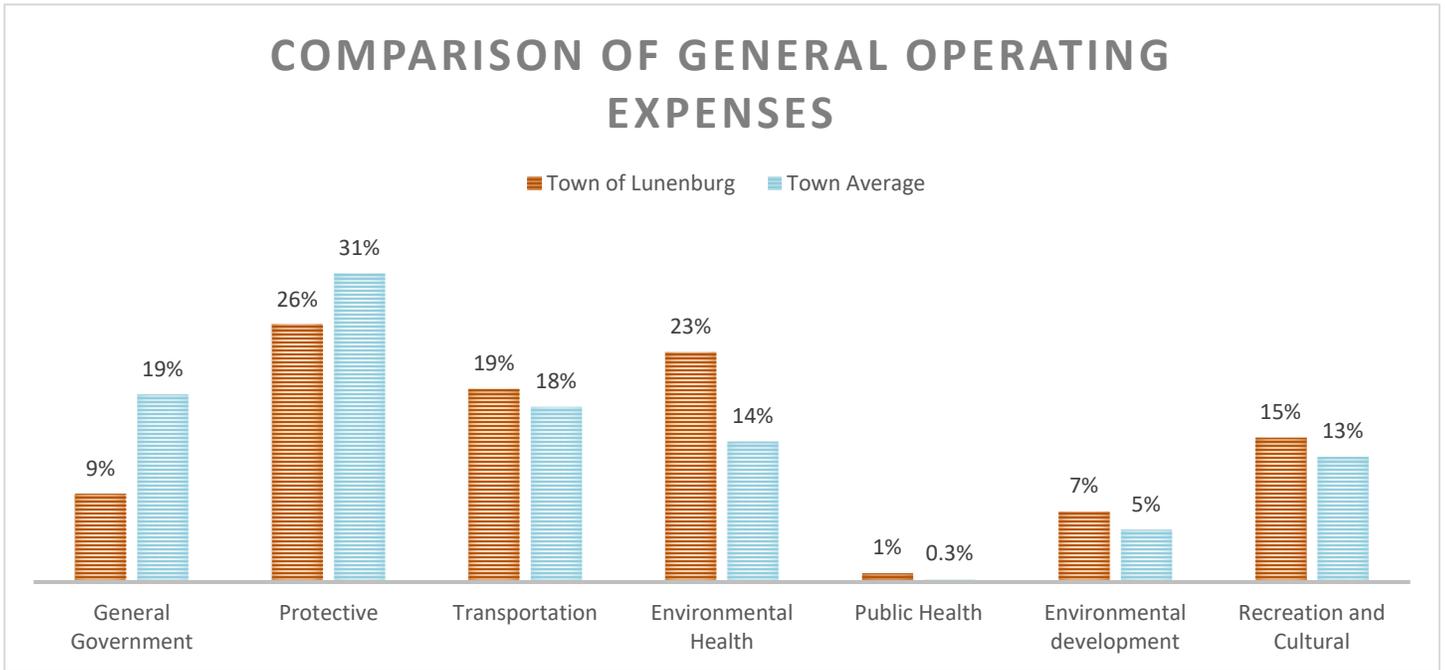


Figure 13 – Comparison of General Fund Expenses to Provincial Town Average. Source: 2019 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - expenses

Note: This amount is added to the accumulated surplus (deficit).

Total annual consolidated surplus(deficit): \$918 thousand

Total consolidated accumulated surplus (deficit): \$37.8 million

Total annual operating surplus (deficit): \$997

Number of operating deficits in the last 5 years: 0

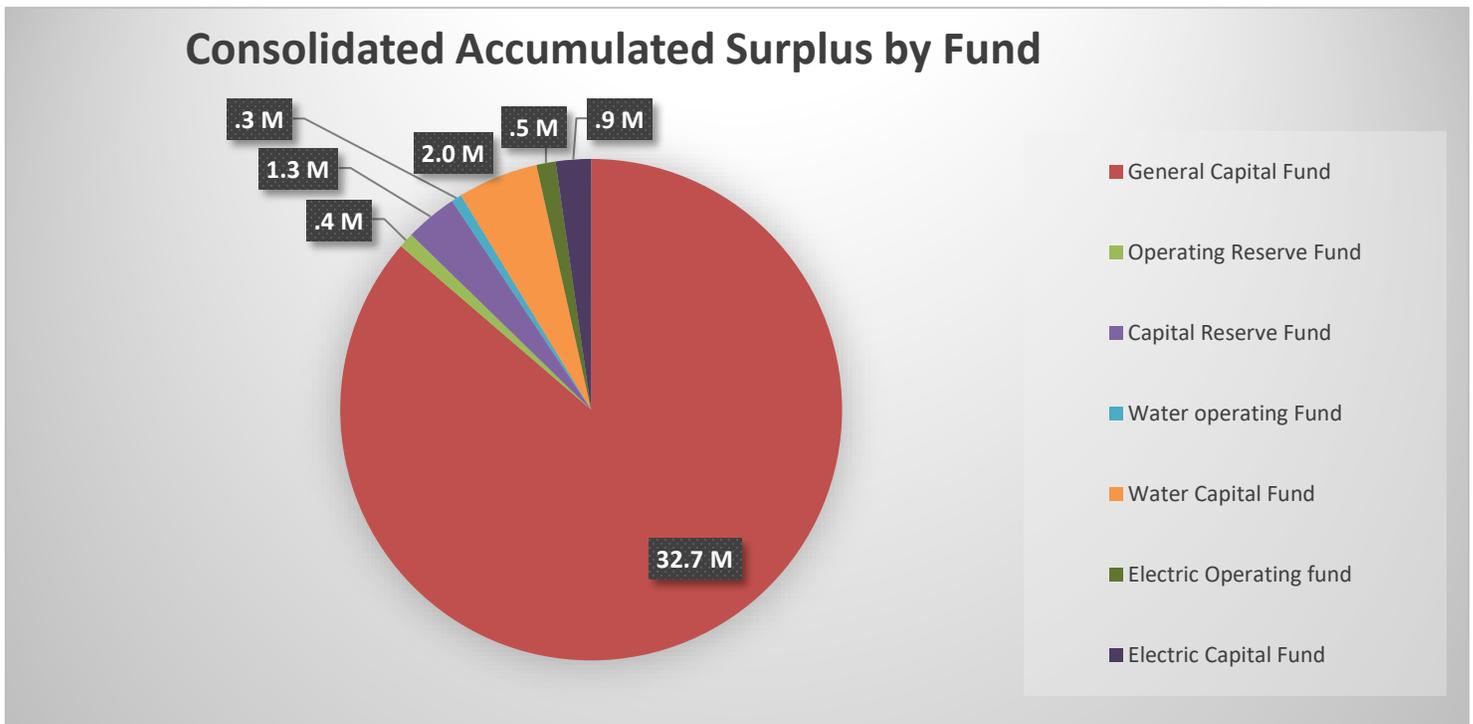


Figure 14- Consolidated Accumulated Surplus by Fund. Source: 2019 Financial Information Return

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Debt Service Ratio:	6.0%
Operating fund bank indebtedness:	0.0
Outstanding operating debt as percentage of: Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers	0.0%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs)⁶ condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10–13 FCIs meets low risk threshold;
- Moderate risk (**yellow**): 8–9 FCIs meets low risk threshold; and
- High risk (**red**): 7 or less FCIs meets low risk threshold.

Lunenburg's Overall Assessment

Overall Assessment for: Lunenburg

Financial Condition: **Moderate risk**

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (moderate risk).

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: Majority of towns are at moderate risk (see chart below).

Summary of Towns Overall Results for 2018-2019



Lunenburg’s House Model

As shown in the House model below, Lunenburg’s FCIs are comprised of:

Low risk: 9 indicators

Moderate risk: 2 indicators

High risk: 2 indicators

The House Model below provides details on the individual FCI assessments and the Municipality’s specific challenges.



Please note FCIs are based on non-consolidated data.

Town's Average House Model

The model below shows that, in general Nova Scotia's towns are experiencing challenges.



On average, the Towns' challenges are: Deficits;

Maintaining adequate reserves (combined and operating);

Budget accuracy; and

Three-year change in tax base is below the three-year change in the cost of living.

The Base FCI Indicators

Reliance on a Single Business or Institution

2019 Results: **Low risk: 2.6%**

The largest single commercial or institutional account is only 2.6% of the Municipality's total Uniform Assessment.

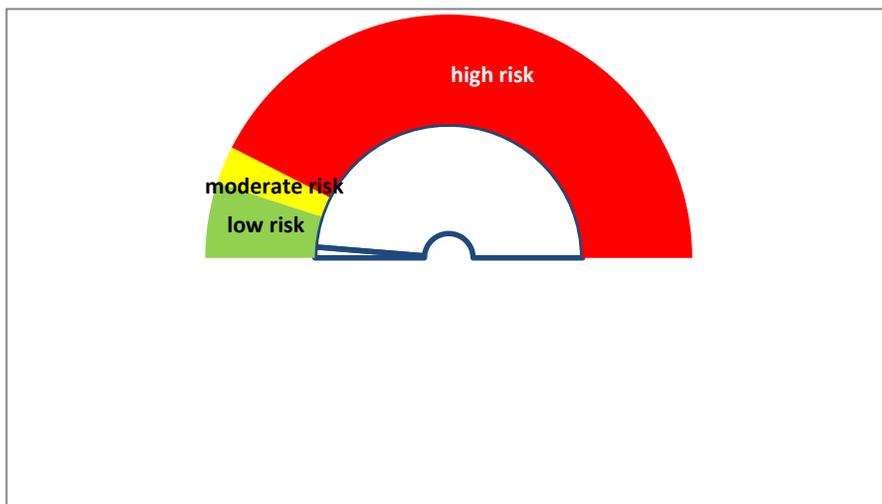
What does it mean? The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

Calculation:
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 2.6\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Lunenburg's tachometer indicates 2.6%

Residential Tax Effort

2019 Results: **Moderate risk:** 5.1% of median household income is required to pay the average tax bill.

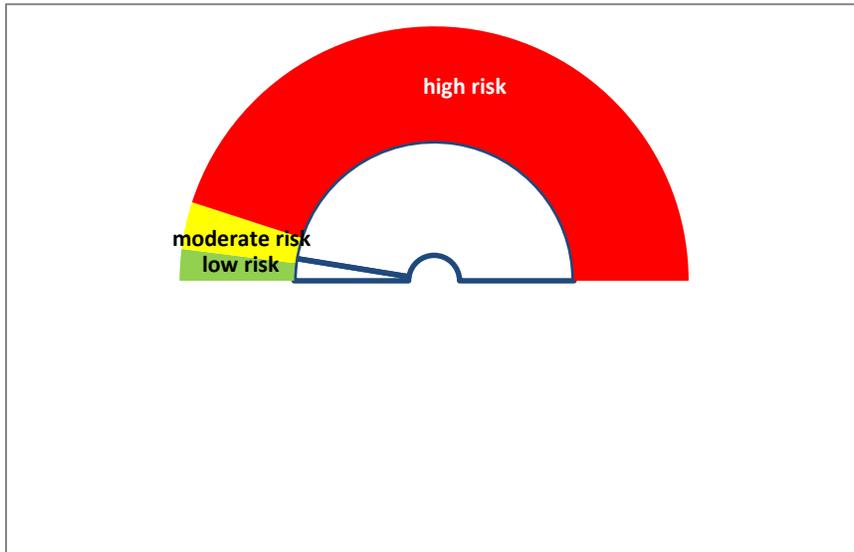
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation: Total residential tax revenue per dwelling unit = 5.1%
 Median Household Income

Risk Thresholds:

	Low risk: less than 4%
	Moderate risk: 4–6%
	High risk: greater than 6%



Lunenburg's tachometer indicates 5.1%.

Operating Reserve

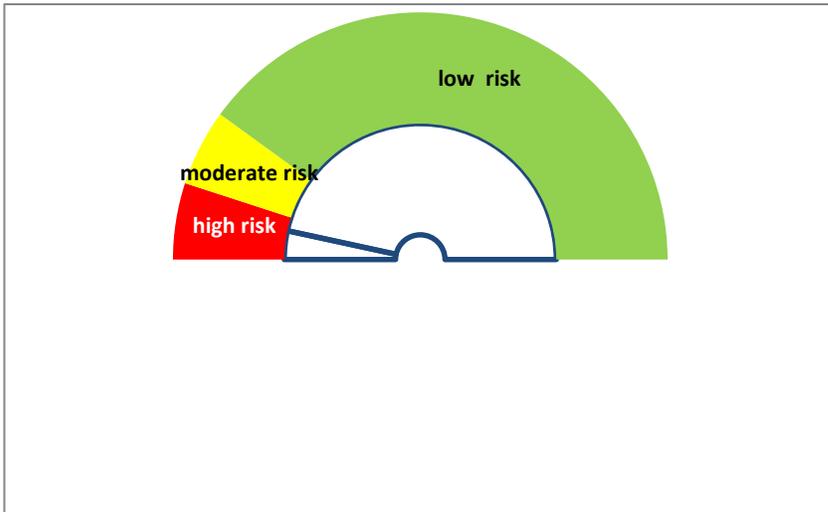
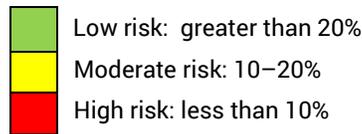
2019 Results: **High risk:** 6.8%

What does it mean? The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future need, to smooth expenses or for unexpected expenses.

Calculation: Total Operating Reserve Fund Balance = 6.8%
Total Operating Expenditures

Risk Thresholds:



Lunenburg's Tachometer indicates 6.8%

Uncollected Taxes

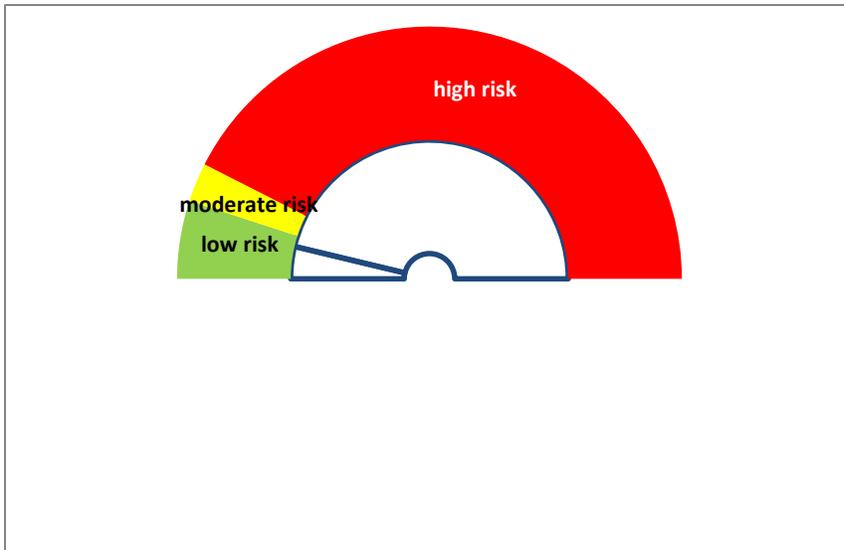
2019 Results: **Low risk: 7.5%**

What does it mean? The Municipality is managing tax revenue collection.

Calculation: Total Cumulative Uncollected Taxes = 7.5%
Total Taxes Billed in Current Fiscal Year

Risk Thresholds:

	Low risk: less than 10%
	Moderate risk: 10–15%
	High risk: greater than 15%



Lunenburg's tachometer indicates 7.5%.

Undepreciated Assets

2019 Results: **Low risk: 58.6%**

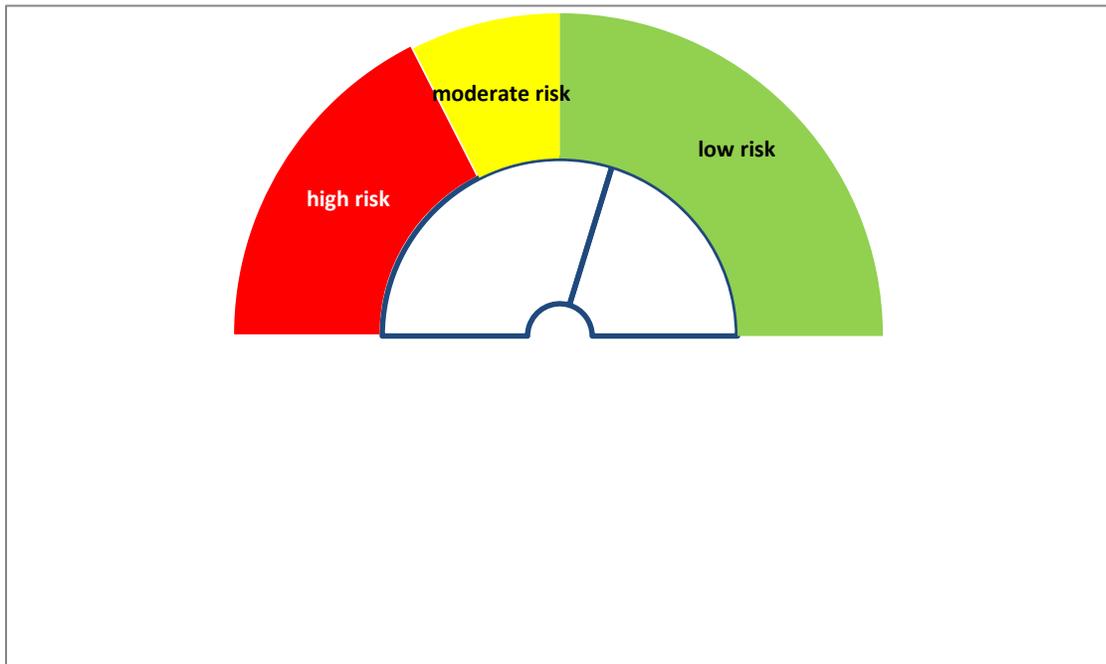
What does it mean? This indicator estimates that the Municipality's capital assets have 58.6% of useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation: Total Net Book Value of Capital Assets = 58.6%
Gross Costs of Capital Assets

Risk Thresholds:

-  Low risk: greater than 50%
-  Moderate risk: 35–50%
-  High risk: less than 35%



Lunenburg's tachometer indicates 58.6%.

5-Year Budget Accuracy

2019 Results: **Low risk:** 5 of the last 5 years,
actual expenditures were within +/- 5% of budget.

What does it mean? The Municipality did consistently maintain expenditure
spending within budget limits.

In 2017, actual expenses were 0.0% less than the budget.

In 2018, actual expenses were 0.6% less than the budget.

Calculation:
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}} = -1.4\%$$

Risk Thresholds:

- Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variances were within +/- 5% of each other
- Moderate: 4 out of 5 years, expenditures were within +/- 5%
- High: Less than 4 out of 5 years, expenditures were within +/- 5%

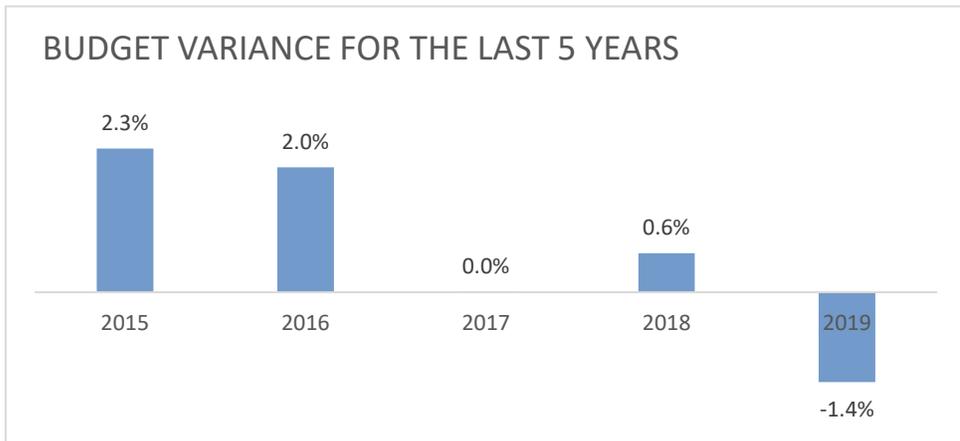


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates Budget.

FCI- Key Performance Indicators –

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

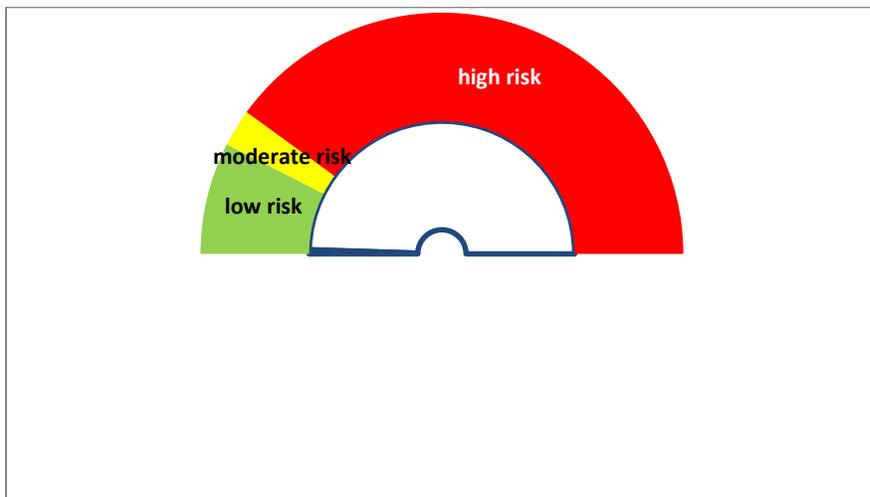
2019 Results: **Low risk: 1.0%**

What does it mean? The Municipality is not significantly dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 1.0\%$$

Risk Thresholds:

	Low risk: less than 15%
	Moderate risk: 15–20%
	High risk: greater than 20%



Lunenburg's tachometer indicates 1.0%.

Number of Deficits in the Last 5 Years

2019 Results: **Low risk:** 0 operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation: The number of non-consolidated operating deficits in the last five years = 0.

Risk Thresholds:

- Low risk: 0 in the last 5 years
- Moderate 1 or more in the last 5 years
- High risk: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

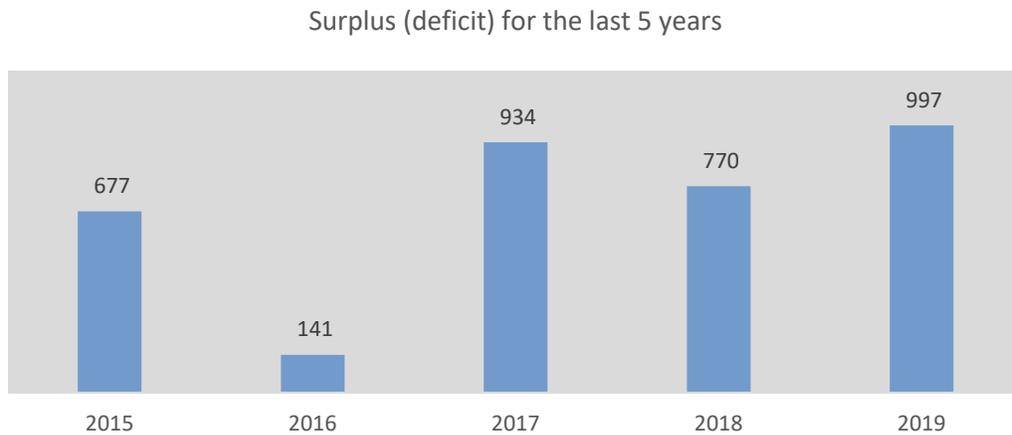


Figure 17- Annual operating fund surplus (deficits) for the last 5 years Source: Financial Information Return

Liquidity

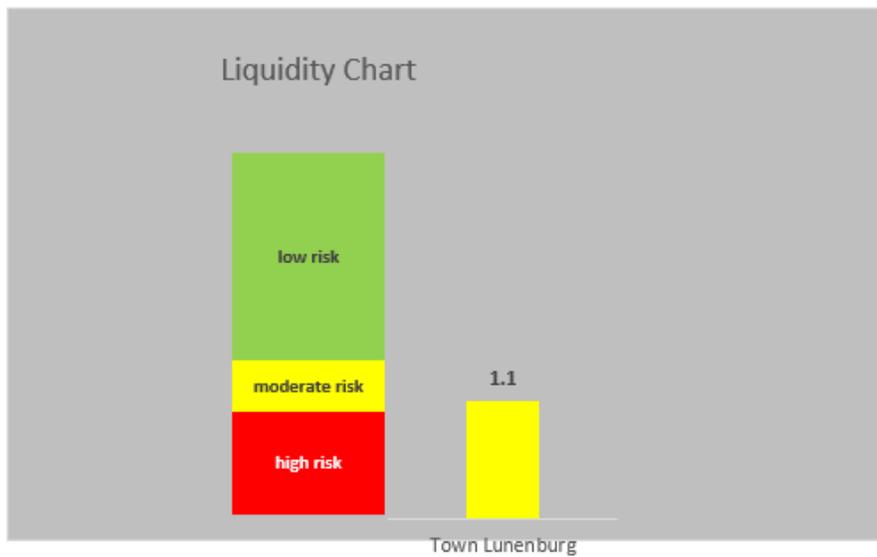
2019 Results: **Moderate risk: 1.1**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality may have a cash flow problem.

Calculation:
$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.1$$

Risk Thresholds:

-  Low risk: greater than 1.5
-  Moderate risk: 1 to 1.5
-  High risk: less than 1



Combined Reserves

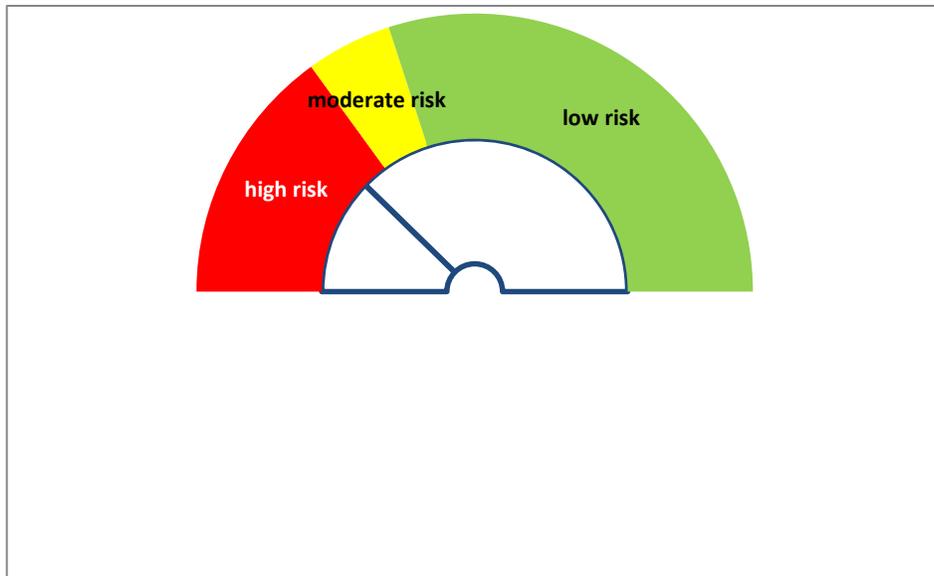
2019 Results: **High risk:** 24.6% combined reserves

What does it mean? This result indicates that the Municipality does not appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation: $\frac{\text{Total Operating and Capital Reserves.}}{\text{Total Operating Expenses plus Amortization Expense}} = 24.6\%$

Risk Thresholds:

-  Low risk: greater than 40%
-  Moderate risk: 30–40%
-  High risk: less than 30%



Lunenburg's tachometer indicates 24.6%.

Appendix I – Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Municipal website

exploreunenburg.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- audited Financial Statements
- approved Operating Budget
- quarterly municipal Expense Report
- quarterly municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

Katharine Cox-Brown
Director, Municipal Finance and Operating Grants
Katharine.Cox-Brown@novascotia.ca
902.424.4643



The Lunenburg Academy Foundation Inc. 1981

July 20, 2020

Arthur MacDonald
Heritage Manager, Town of Lunenburg
P.O. Box 129
Lunenburg, Nova Scotia, B0J 2C0

Dear Mr. MacDonald:

Thank you very much for your letter of July 13, 2020 requesting financial support from the Lunenburg Academy Foundation.

The Board of Directors had an opportunity to consider this request at its most recent board meeting. I am pleased to relate that the board passed a motion to approve the financial commitments to three projects as you described in your letter and which appear below.

Item:	Estimated Costs:	Foundation's Share:
1) LA Sign	\$ 4,000	\$ 2,000 (50%)
2) Handrail	\$10,000	\$ 5,000 (50%)
3) Lot Development Plan	\$1,000,000	\$100,000 (10%)
Total:	\$1,014,000	\$107,000

The Foundation thanks the Town for its leadership on these projects and we look forward to continuing to partner with the Town on projects that allow us opportunities to succeed in our mission to provide for the care, preservation and restoration of our iconic National Historic Site.

Please do include us as committed financial supporters in any grant applications the Town may undertake for these projects, in the amounts shown above. We would also be pleased to provide letters of support as appropriate.

In the case of the Lot Development Plan, the Foundation requests some advance notice as to when payment would be requested, as some liquidation of investment assets may be required.

Should you have any questions or concerns, please don't hesitate to let me know. Thank you once again for your efforts on behalf of the Lunenburg Academy.

Yours truly,

Melanie Comstock
President

cc: Mayor Rachel Bailey, Lisa Dagley – Financial Officer, Bea Renton – CAO Town of Lunenburg



**Burke,
Macdonald
& Luczak**
Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired)
Piotr Luczak, BA, LLB

*Delivered
July 17, 2020
11:25*

July 17, 2020

Bea Renton
CAO
Town of Lunenburg

Delivered

Dear Bea:

Re: Alternative Voting Bylaw and Election Resolutions

I am enclosing Resolutions for the July 28, 2020 Council Meeting which should be addressed **in the following order**:

1. Resolution #1 - Amendment to Bylaw

The amendment is related to spoiled ballots and rejected ballots.

2. Resolution #2 - Second and Final Reading of Bylaw (as amended by Resolution #1)

I trust that Council is satisfied that the motion on June 23, 2020 passed without any amendment to the proposed Bylaw as forwarded to you on June 16, 2020 (which was a revised version). There was a discussion about alternative polling days and the term "advance poll".

Also, there was discussion about the provisions of the statute referred to in the Bylaw which are normally not included in the Bylaw. I am enclosing those sections as an attachment to this letter (before the Resolutions). These sections of the Act do not form part of the Bylaw.

3. Resolution #3 – Date for Revising Officer to provide the List of Electors
4. Resolution #4 – Determining the only means of voting
5. Resolution # 5 – Contract with Intelivote

This is regarding the contract with Intelivote to provide the Election Services.

WOLFF HOUSE 28 KING STREET PO BOX 549 LUNENBURG, NOVA SCOTIA B0J 2C0
TELEPHONE (902) 634-8354 FACSIMILE (902) 634-4226 EMAIL BURKELAW@WOLFFHAUS.COM

6. Resolution #6 - Agreement to use information to protect the confidentiality of the Election material and data
7. Resolution #7 – Returning Officer's Fee

Should you have any questions, please do not hesitate to contact me.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.

PAB/js

Encl.

CC Kelly Jardine and Heather McCallum

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(2) No person shall be struck off the list of electors unless the applicant has given him notice of the application to strike off his name by personal service or by registered mail addressed to his last known mailing address, and either proof of service or proof of mailing is given to the revising officer, provided that where the person is present at the sitting of the revising officer, it shall not be necessary to prove that he was notified and his case shall be dealt with as if he had been properly notified whether he was or not and where the revising officer is satisfied that the person is dead, it is not necessary to provide notification to any person.

(3) Every revising officer shall dispose of all matters coming before him in a manner not inconsistent with this Act, and save as otherwise provided, may prescribe or confirm such procedure as to notice, evidence or otherwise as in his judgement is fair and reasonable, according to the circumstances, and in case any matter or thing respecting the revising of lists under this Act is not specifically provided for in this Act, the revising officer shall deal with the same on principles of equity and justice.

(4) A revising officer may require the attendance of a peace officer to keep order during the sittings. R.S., c. 300, s. 35; 1994, c. 26, s. 15.

Application for amendment of list of electors

36 (1) A person may apply for an amendment to the list of electors by telephone, in writing or in person.

(2) An application shall be sufficiently detailed to allow the revising officer to determine whether the information can be verified from other sources available to the revising officer and, if the revising officer determines that this is not possible, then the applicant shall be required to appear personally and make an application accompanied by a declaration under oath, administered by the revising officer, of the facts that support the application, and the application may be in the prescribed form or to like effect.

(3) Any person making a false statement in a declaration is guilty of an offence.

(4) Any person inducing or coercing a person to make a false statement in any declaration is guilty of a corrupt practice and is liable to a fine of not less than one thousand dollars nor more than ten thousand dollars, or to imprisonment for a term of not less than ninety days or more than twelve months, or to both. R.S., c. 300, s. 36; 1994, c. 26, s. 16.

Attendance of witness and correction of error

37 (1) A revising officer may require witnesses to attend before him to give evidence on behalf of any applicant, and failure to attend when so summoned shall be an offence against this Act.

(2) An error in the name and particulars of an elector appearing on a list of electors may be corrected by a revising officer at the sittings

council of the municipality or the school board, as the case may be, has entered into an agreement with the Chief Electoral Officer for the Province that protects the privacy and security of the information supplied and any required fee has been paid to the Chief Electoral Officer for the Province.

(5) An agreement entered into pursuant to subsection (4) may contain provisions that require the return to the Chief Electoral Officer for the Province of the revisions made to the preliminary list of electors by the revising officer for the municipality or school board, as well as information respecting electors who were added to the final list of electors pursuant to this Act.

(6) The Chief Electoral Officer for the Province may transfer the information received pursuant to subsection (5) to the Chief Electoral Officer for Canada for the purpose of updating information in the National Register of Electors with respect to the Province. 2000, c. 9, s. 24; 2003, c. 9, s. 13; 2015, c. 47, s. 4.

Checking of index book and printing of preliminary list

31 (1) Upon receipt of the enumerators' index book the returning officer or registrar of voters shall

(a) satisfy himself that the provisions of this Act respecting enumeration have been complied with; and

(b) where the provisions have not been complied with, either

(i) correct any mistakes of a clerical nature on the index sheets and initial the same, or

(ii) have the enumerators who prepared the index sheets, or any other persons appointed by him as enumerators, re-enumerate all or any of the electors in the polling division, or otherwise comply with the provisions of this Act respecting enumeration.

(2) *repealed 2003 (2nd Sess.), c. 5, s. 5.*

(3) The returning officer, or registrar of voters if one has been appointed, shall arrange the names of the persons shown on the index sheets as corrected in alphabetical order according to surname or by civic address, if that has not been done by the enumerators, and shall transmit a copy of the preliminary list of electors so prepared for each polling division to the printer. R.S., c. 300, s. 31; 1994, c. 26, s. 13; 2003, c. 9, s. 14; 2003 (2nd Sess.), c. 5, s. 5.

32 *repealed 2003 (2nd Sess.), c. 5, s. 6.*

Revising officer

33 (1) The returning officer shall appoint a revising officer for each polling district in the municipality to conduct the revision of the preliminary list of electors.

(2) The returning officer may appoint one revising officer to conduct the revision for more than one polling district, or for all polling districts.

(3) The registrar of voters may be appointed as a revising officer.

(4) Where the returning officer does not appoint a revising officer, he shall act as the revising officer. R.S., c. 300, s. 33.

Public notice of preparation of list

34 (1) After the preliminary lists of electors have been prepared, the returning officer or the registrar of voters shall give notice by at least two insertions in a newspaper circulating in the municipality that the preliminary lists of electors have been prepared.

(2) The notice shall set out the fact that the lists have been prepared, how a person can check if the person's name is on the list and how, when and where the revising officer will receive applications for amendments to the lists.

(3) It shall not be necessary to insert a separate notice with respect to the preliminary list of electors for each polling district or polling division provided the information required by subsection (2) is clearly set out with respect to each polling district or polling division.

(4) In addition to the notice referred to in subsection (1), the returning officer or the registrar of voters shall, if directed by the council, give additional notification that the preliminary lists of electors have been prepared by

- (a) distributing flyers to households;
- (b) mailing cards to voters;
- (c) providing for advertisements, as directed by the council.

(5) *repealed 1994, c. 26, s. 14.*

R.S., c. 300, s. 34; 1994, c. 26, s. 14; 2003 (2nd Sess.), c. 5, s. 7; 2007, c. 46, s. 7.

Duties of revising officer

35 (1) The revising officer shall

(a) add to the list of electors the name of every person where the revising officer is satisfied that the person is entitled to be registered on the list;

(b) strike off the list of electors the name of every person proved not to be entitled to be registered;

(ba) strike a person's name from the list of electors where that person requests the revising officer to do so; and

(c) correct errors of name or address on the list of electors.

- (a) on the application of the elector or his agent; or
- (b) by the revising officer on his own initiative,

and the revising officer shall enter the particulars of the correction in the record of revisions.

(3) Where the revising officer is made aware of the fact that one or more names on the list of electors for a polling district or polling division should properly be on the list of electors for another polling district or polling division, he may, on his own initiative, strike off the names of the electors on the first mentioned list of electors, enter them on the last mentioned list of electors and advise the returning officer or registrar of voters.

(4) The revising officer shall notify the elector of the particulars of a transfer made pursuant to subsection (3) by written notice sent by registered mail.

(5) The revising officer may strike the name of a person from a list of electors if the person applies in person during the sittings to have his own name struck off the list of electors. R.S., c. 300, s. 37.

Amended list

38 (1) On or before the date chosen by the council on the advice of the returning officer, the revising officers shall furnish the returning officer or registrar of voters with a list of electors consisting of the preliminary lists of electors together with the amendments that they have made to the lists as a result of their sittings.

(2) When the provisions of subsection (1) have been complied with, the returning officer shall

- (a) amend the list of electors furnished by the revising officers by removing the birthdate information and amending and correcting the list of electors in accordance with the returning officer's powers and duties pursuant to subsection (3);
- (b) transmit the list of electors as amended pursuant to clause (a) to the printer for printing; and
- (c) retain a copy of the amended list of electors for each polling division.

(3) Upon being furnished with the list of electors and continuing until the day on which the revised list of electors is completed and certified, the returning officer may exercise the same powers and has the same duties as a revising officer and Sections 35 to 37 apply *mutatis mutandis* to the amendment and correction of the list of electors or the amended list of electors by the returning officer in the same manner as they apply to the amendment and correction of the preliminary lists of electors by a revising officer. R.S., c. 300, s. 38; 2003, c. 9, s. 16; 2003 (2nd Sess.), c. 5, s. 8; 2015, c. 47, s. 5.

(3) Notwithstanding subsection (2) of Section 82, an elector resident in an institution in which a mobile polling station is established, may vote at the mobile polling station.

(4) A deputy returning officer for a mobile polling division shall be issued an official list of electors for each polling division in which the mobile polling station is to be located.

(5) The mobile polling station is deemed to be closed at seven o'clock in the afternoon, at which time the deputy returning officer shall return with the ballot box to a location chosen by the returning officer to perform the duties imposed on the deputy returning officer by Sections 106 to 113. 1994, c. 26, s. 19.

Poll officials

58 (1) Not later than the eighth day before ordinary polling day, the returning officer shall appoint a deputy returning officer and a poll clerk for each polling station in the municipality.

(2) The returning officer may

(a) dismiss and replace a deputy returning officer or poll clerk for cause;

(b) either

(i) require a substitute deputy returning officer or poll clerk to act in the place of one who resigns, dies or becomes incapacitated, or

(ii) appoint a deputy returning officer or poll clerk in the place of one who resigns, dies or becomes incapacitated.

(3) When a deputy returning officer dies, becomes incapacitated or fails to act and another person has not been appointed in his stead, the poll clerk shall act as the deputy returning officer and appoint a poll clerk. R.S., c. 300, s. 58.

Oath

59 (1) The deputy returning officers and poll clerks shall before entering upon the duties of their offices subscribe to the oath in prescribed form in the poll book.

(2) Where a deputy returning officer votes at the polling place to which he has been appointed to act, the poll clerk may administer to him any of the oaths required by law to be taken by an elector who intends to vote. R.S., c. 300, s. 59.

Polling places

60 (1) The returning officer shall secure for each polling division in the municipality suitable premises for one or more polling stations

(b) if no person is expressly required to administer it, then before the clerk, returning officer, registrar of voters, revising officer, deputy returning officer, a judge, barrister, notary public, justice of the peace or a commissioner for taking affidavits.

(2) The oath shall be administered without fee or reward. R.S., c. 300, s. 146.

Vote by mail or other voting method

146A (1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method.

(2) The by-law referred to in subsection (1) shall provide for the system of voting for any election that occurs after the date stated in the by-law or the date the by-law takes effect, including

- (a) the notification of electors;
- (b) the form of the ballots where applicable;
- (c) the swearing in and voting on election day;
- (d) the method of counting the ballots or votes; and
- (e) the rejection of ballots or votes.

(3) The by-law may provide for

- (a) the contents of voters kits;
- (b) the places where voting can occur or ballots can be delivered instead of mailing, if applicable;
- (c) the process for sorting, storing or cataloguing any ballots received;
- (ca) voting by telephone, via the Internet or by any other electronic means, including a combination of different electronic means;
- (cb) the method of recounting the ballots or votes;
- (cc) additional hours and dates for voting at an advance poll, including permitting voting twenty-four hours per day over a period of days;
- (cd) the appointment and duties of an auditor to audit and monitor the performance of the system of voting;
- (d) any matter or thing necessary to effectively conduct the election, including matters or things under Sections 75, 76, 77, 78, 79 and 86.

(3A) Where an auditor is appointed under the by-law, the auditor shall, before entering upon the duties of the office, take the oath in the form prescribed by the regulations.

(4) Not fewer than sixty days before ordinary polling day, the returning officer shall establish procedures and forms for the conduct of voting in accordance with the by-law and provide a copy of the procedures and forms to each candidate for election.

(5) Where a by-law under this Section is in effect, the provisions of this Act respecting the matters dealt with by the by-law apply only if the by-law so specifies.

(6) Notwithstanding subsection (5), where a by-law provides for voting via the Internet through the unsupervised use of a personal computing device, the by-law must also permit voting by some other means on each advance polling day and on ordinary polling day.

(7) A by-law made pursuant to this Section may provide for the creation of offences and may

(a) impose a fine not exceeding ten thousand dollars or imprisonment for a maximum term of two years less a day, or both;

(b) impose a minimum fine;

(c) provide for imprisonment, for not more than one year, for non-payment of a fine.

(8) The *Remission of Penalties Act* does not apply to a pecuniary penalty imposed under a by-law made pursuant to this Section.

(9) The limitation period for the prosecution of an offence under a by-law made pursuant to this Section is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed. 2003, c. 9, s. 41; 2007, c. 46, s. 24; 2008, c. 24, s. 2; 2011, c. 68, s. 23; 2015, c. 47, s. 25.

Oath of councillor

147 (1) A councillor shall, before entering upon the duties of his office, be sworn by taking the oath of allegiance and of office in prescribed form.

(2) The oath shall be administered by a judge, justice of the peace, the mayor or warden, or the clerk.

(3) The clerk shall enter a certificate of the taking of the oath in the minutes.

Resolution 1

Resolution #1
Resolution to Council
Town of Lunenburg

(July 28, 2020)

WHEREAS:

1. On the 23rd day of June, 2020, the Town Council gave first reading of the Alternative Voting Bylaw.
2. It is deemed prudent to amend the Bylaw which was given First Reading with respect to the provisions concerning rejected ballots and spoiled ballots.

BE IT RESOLVED THAT:

1. the Alternative Voting Bylaw which was given First Reading shall be amended by:
 - a. Deleting the words in clause 2(w) [definition of rejected ballot] after the word “means” and substituting the following words therefor: “the refusal by an elector to accept a ballot in a race”;
 - b. Inserting a definition for a spoiled ballot as clause 2(ab) after clause 2(aa) as follows: “spoiled ballot” means an internet ballot or telephone ballot that is accepted by the elector that:
 - i. is not marked for any candidate in a race; or
 - ii. is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
 - c. Clause 14(2) shall be amended by inserting the words “count spoiled ballots and shall” after the word “shall” in line two thereof.
 - d. In clause 15, the word “rejected” shall be deleted and the word “spoiled” shall be substituted therefor.

Resolution 2

Resolution #2

Resolution of Council of the Town of Lunenburg

Second Reading of Bylaw – July 28, 2020

WHEREAS:

- a) The COVID -19 Pandemic will create significant challenges and risks associated with a paper balloting election.
- b) First Reading of the Alternative Voting Bylaw took place at the Council Meeting on June 23, 2020.
- c) The proposed Alternative Voting Bylaw was amended earlier at this meeting with respect to spoiled ballots and rejected ballots.

BE IT RESOLVED THAT:

- i. Second Reading of the Alternative Voting Bylaw attached hereto as Schedule “AVB2” (as amended earlier at this meeting) is hereby given and the Bylaw is hereby passed.
- ii. The Bylaw shall have the force of law upon publication and the Manager/ Clerk is directed to publish a notice in the Progress Bulletin stating the object of the Bylaw, and where it may be read.

Schedule AVB 2

TOWN OF LUNENBURG
ALTERNATIVE VOTING BY-LAW

BE IT ENACTED by the Council of the Town of Lunenburg, under the authority of Section 146A of the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended, as follows:

Short Title

1. This By-law shall be known as the "Alternative Voting By-law".

Definitions

2. In this by-law:
 - (a) "Act" means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended;
 - (b) "advance poll" means the Tuesday immediately preceding ordinary polling day; and either
 - i. one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
 - ii. if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - (c) "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting;
 - (d) "alternative voting" means voting by telephone or via the internet and includes a combination of telephone and internet voting;
 - (e) "ballot box" means a computer database in the system where cast internet ballots and telephone ballots are put;
 - (f) "candidate" means a person who has been nominated as a candidate pursuant to the Act;
 - (g) "Council" means the Council of the municipality;
 - (h) "Deputy Returning Officer" means a person appointed under the Act to preside over a polling station;
 - (i) "Education Act" means the Education (CSAP) Act, S.N.S. 1995-1996 c. 1, as amended;

- (j) "election" means an election held pursuant to the Act, including a school board election, special election and a plebiscite;
- (k) "Election Officer" means an "election officer" under the Act;
- (l) "elector" means a person:
 - i. qualified to vote pursuant to the Act and the Education (CSAP) Act; and
 - ii. entitled to vote for an election pursuant to section 7 of this by-law;
- (m) "friend voter" means a friend who votes for an elector pursuant to section 9 of this by-law;
- (n) "internet ballot" means an image of a ballot on a personal computing device including all the choices available to an elector and the spaces in which an elector marks a vote;
- (o) "list of electors" means:
 - i. prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50A of the Act, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the Act; or
 - ii. the list of electors that has been completed and certified by the Returning Officer pursuant to section 50A of the Act;
- (p) "municipality" means the Town of Lunenburg;
- (q) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- (r) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (s) "PIN" means the Personal Identification Number issued to an elector for alternative voting on alternative polling days;
- (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to section 53 of the Municipal Government Act;
- (u) "proxy voter" means an elector who votes by a proxy pursuant to the Act;
- (v) "regular election year" means 2016 and every fourth year thereafter;
- (w) "rejected ballot" means the refusal by an elector to accept a ballot in a race;
- (x) "Returning Officer" means a Returning Officer appointed pursuant to the Act;

- (y) "school board" means the Conseil scolaire acadien provincial as referred to in the Education (CSAP) Act;
- (z) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;
- (aa) "special election" means a special election held pursuant to the Act, including a special election for a vacancy on a school board;
- (ab) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i. is not marked for any candidate in a race; or
 - ii. is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- (bb) "system" means the technology, including software, that:
 - i. records and counts votes; and
 - ii. processes and stores the results of alternative voting during alternative polling days;
- (cc) "System Elections Officer" means:
 - i. a person who maintains, monitors, or audits the system, and
 - ii. a person who has access to the system beyond the access necessary to vote by alternative voting.
- (dd) "telephone ballot" means:
 - i. an audio set of instructions which describes the voting choices available to an elector; and
 - ii. the marking of a selection by an elector by depressing the number on a touch tone keypad;

Alternative Voting Permitted

- 3.
 - (1) Subject to this by-law, alternative voting shall be permitted on alternative polling days.
 - (2) Council may, by resolution, provide that voting by telephone and by a personal computing device shall be the only means of voting for an election.

Notification of Electors

4.
 - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
 - (2) The notice of alternative polling days shall:
 - (a) identify the alternative polling days for alternative voting; and
 - (b) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - (3) The notice may include any other information the Returning Officer deems necessary.

Form of Telephone and Internet Ballots

5.
 - (1) A telephone ballot and internet ballot shall:
 - (a) identify the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member", as the case may be;
 - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and
 - (c) warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates" as the case may be.
 - (2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

Oath

6. Any oath that is authorized or required shall be made:
 - (a) In the form specified by the procedures and forms, or
 - (b) If the form is not specified by the procedures and forms, in the form required by the Act.

Electors

7. No person shall vote by alternative voting unless:
 - (a) the person's name appears on the applicable list of electors; or

(b) the person is added to the applicable list of electors pursuant to section 36 of the Act or section 7A of the by-law.

7A (1) Notwithstanding sections 33 and 38 of the Act, in addition to section 36 of the Act, a person may apply for an amendment to any list of electors by telephone after the first notice of the preliminary lists of electors is given pursuant to section 34 of the Act and before the end of alternative polling days and such amendment may be made by a revising officer or the Returning Officer in accordance with subsection 2.

(2) Notwithstanding subsection 36(2) of the Act, an application by telephone to be added to any list of electors shall be sufficiently detailed to allow the revising officer or Returning Officer to determine whether the information can be verified from other sources available to the revising officer or Returning Officer and, if the revising officer or Returning Officer determines that this is not possible, then the applicant shall be required to personally appear, at the location and time determined by the revising officer or Returning Officer, and make an application accompanied by a declaration under oath administered by the revising officer or the Returning Officer of the facts that support the application.

Polling Station for Alternative Voting

7B (1) If Council decides that voting by a telephone and by a personal computing device are the only means of voting for an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.

(2) Any polling station for alternative voting shall be:

(a) available for electors who are voting with friend voters and for any other electors; and

(b) open on each advance polling day, ordinary polling day and such other days and times as decided by the Returning Officer.

(3) Despite s. 58(1) of the Act, the Returning Officer may appoint a Deputy Returning Officer and Poll Clerk for each polling station for alternative voting, but is not required to do so.

Proxy Voting

8. A proxy voter shall not vote for an elector by alternative voting.

Friend Voting

9.

(1) A friend voter shall only vote for an elector by alternative voting if:

(a) an elector is unable to vote because :

- i. the elector is blind;
 - ii. the elector cannot read; or
 - iii. the elector has a physical disability that prevents him or her from voting by alternative voting.
- (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the form prescribed by the Act providing that he or she is incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form to this by-law that:
 - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
 - (b) the friend will mark the ballot as requested by the elector; and
 - (c) the friend will keep secret the choice of the elector.
- (5) Where the elector requests assistance, the Deputy Returning Officer or Returning Officer may act as a friend of the elector but shall not be required to take the oath referred to in subsections (1) and (4)
- (6) The Returning Officer or Deputy Returning Officer or Poll Clerk shall enter in the poll book:
 - (a) the reason why the elector is unable to vote;
 - (b) the name of the friend; and
 - (c) the fact that the oaths were taken.

System Elections Officer

- 9A (1) A System Elections Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.
- (2) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.

- 9B A System Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A (4) of the Act.

Voting

- 10.
- (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
 - (2) The system shall put spoiled ballots in the ballot box.

Seal

- 11.
- (1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
 - (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

List of persons who voted

12. Where alternative voting closes before the close of the polls on ordinary polling day, the system shall:
- (a) generate a list of all electors who voted by alternative voting; and
 - (b) on the applicable list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.
- 13.
- (1) A printed and electronic copy of the lists under section 12 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
 - (2) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Counting

- 14.
- (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
 - (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

15. At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Recount by System

16. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
17. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
18.
 - (1) If the regenerated count and the initial count do not match, the Returning Officer shall:
 - a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
 - b) attend while the final count is being regenerated.
 - (2) The regenerated final count pursuant to subsection (1) shall be the final count of the votes cast by alternative voting.

Recount by Court

19.
 - (1) For a recount, the judge shall only consider the final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate.
 - (2) The final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.
 - (3) For elections for which there is no voting by paper ballot, there shall be no recount by a judge.

Secrecy

20. An election officer and System Elections Officer shall maintain and aid in maintaining the secrecy of the voting.
21. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Other Methods of Voting

22.

- (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each alternative polling day.
- (2) Council may, by resolution, provide that voting by telephone and by personal computing device shall be the only means of voting for an election.

Severability

23. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

Prohibitions

24. No person shall:

- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
- (b) take, seize, or deprive an elector of his or her PIN; or
- (c) sell, gift, transfer, assign or purchase a PIN.

25. No person shall:

- (a) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- (b) interfere or attempt to interfere with alternative voting; or
- (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

26. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

26A No

- (a) candidate,
- (b) recognized agent, or
- (c) person acting on behalf of or in support of a candidate,

shall provide a person with a personal computing device or telephone for the purposes of casting an internet ballot or a telephone ballot.

Offences and Penalty

27. (1) A person who:

- (a) violates any provision of this by-law; or
- (b) makes a false statement in a declaration; or
- (c) permits anything to be done in violation of any provision of this by-law;

is guilty of an offence.

(2) A person who contravenes subsection (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

(3) In determining a penalty under subsection (2), a judge shall take into account:

- (a) the number of votes attempted to be interfered with;
- (b) the number of votes interfered with; and
- (c) any potential interference with the outcome of an election.

(4) Pursuant to section 146A of the Act:

- (a) the limitation period for the prosecution of an offence under this by-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
- (b) The Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this by-law.

Resolution 3

Resolution #3

RESOLUTION OF COUNCIL
OF THE TOWN OF LUNENBURG
(July 28, 2020)

WHEREAS Municipal and CSAP School Board Elections will be held on October 17, 2020.

AND WHEREAS pursuant to Section 38 of the Municipal Elections Act the Revising Officer shall furnish the Returning Officer with a list of Electors consisting of the Preliminary List of Electors together with the amendments made to the list as a result of the revision sittings on or before the date chosen by Council on the advice of the Returning Officer.

AND WHEREAS the Returning Officer, Patrick A. Burke, Q.C., has recommended the date of August 24, 2020,

BE IT RESOLVED THAT pursuant to Section 38(1) of the Municipal Elections Act, Heather McCallum as Revising Officer for the Town of Lunenburg shall, on or before August 24, 2020, furnish Patrick A. Burke, Q.C., the Returning Officer, with a list of Electors consisting of the Preliminary List of Electors together with the amendments made to the lists as a result of the revision sittings.

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Resolution 4

Resolution #4

Resolution of Council of the Town of Lunenburg

(July 28 Meeting – to be confirmed at August Council Meeting)

WHEREAS:

- a) The Town has passed an Alternative Voting Bylaw, which becomes effective upon publication; and
- b) Section 3(2) of the Bylaw provides that Council may, by resolution, provide that voting by telephone and by a personal computing device shall be the only means of voting for an election.

BE IT RESOLVED THAT for the 2020 Municipal and CSAP School Board Elections, voting by telephone and by a personal computing device (via the internet) shall be the only means of voting.

Resolution 5

Resolution #5

Resolution of Council of the Town of Lunenburg

(July 28, 2020 – to be confirmed at August Council Meeting)

WHEREAS:

- a) The Town has passed an Alternative Voting Bylaw, which becomes effective upon publication;
- b) Intelivote Systems Inc. has provided a quote for electronic voting services dated May 28, 2020 and attached hereto as Schedule ISinc1”); and
- c) It is proposed that the Town enter into a contract with Intelivote Systems Inc. for electronic voting services (in the form attached hereto as Schedule “ISinc2”).

BE IT RESOLVED THAT the Town enter into a contract with Intelivote Systems Inc. for electronic voting services for the 2020 Municipal and CSAP School Board Elections in the form attached hereto as Schedule “ISinc2”, and the Mayor and Manager/Clerk are authorized to execute the contract on behalf of the Town and affix the municipal seal thereto.

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intelivote systems inc

202 Brownlow Avenue, Suite 900, Dartmouth, NS, B3B 1T5 Phone 1(888) 481-1156

Mr. Patrick Burke
Returning Officer – 2020 Municipal Election
Town of Lunenburg
28 King Street
Lunenburg, NS, B0J 2C0

Via Email: burkelaw@wolffhaus.com

May 28, 2020

Re: eVoting Services – Intelivote Systems Inc.

Dear Pat,

Thank you for reaching out to us regarding your potential online voting requirements. As the Canadian leader of evoting services, I am pleased to provide you with this quote and description of our services for electronic voting services for your 2020 Municipal and CSAP School Board voting requirements.

This document is provided to you based on preliminary information I have received from our recent communication, the HRM RFP that was issued and awarded to us, as well as some assumptions we have made based on previously conducting over 45 online Municipal and School Board elections and by-elections in Nova Scotia, and over 215 online Municipal and School Board elections and by-elections in Ontario.

Intelivote has assumed that part of your mandate may be to increase eligible elector participation in your election, reduce and/or contain voting costs and manage administrative efforts and costs associated with the conducting of a local election. I know our solution can address all these issues.

It has also become abundantly clear to many of the election officials we have communicated with, that the current Covid-19 situation has added a further series of issues to the safety and willingness of election workers to work elections that require dealing in close proximity with eligible electors who may be looking to cast a paper ballot at a polling location. Added to this, the uncertainty of a potential second wave of the disease possibly becoming an issue in the fall, seems to be the impetus for many councils and election officials to consider evoting and allowing their citizens the option to vote from the comfort and safety of their homes.

I have attached an overview of our services and a detailed breakdown of the evoting services provided and a fee structure for your municipality, as well as the cost for Intelivote to manage the mail-out, by first class Canada Post mail, of the voter instruction letter including Personal Identification Numbers (PINs) to your eligible electors.

Please do not hesitate to contact me via email or call me at 1-888-481-1156 if you have any questions.

Yours truly,

Dean Smith
President and Founder

Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company, is the recognized Canadian leader in the successful implementation of eVoting; members casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes as a result of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, event officials' mandate includes containing event costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of eVoting options.

ISI's extensive subject matter expertise in Union, and Association Elections and voting events, Municipal Elections, and Political Party Leadership Elections, has resulted in a full suite of eVoting system modules that address the needs of both the event officials and members.

Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import member information from clients' membership or eligible Member Lists, export updated member information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on particular aspects of the eVoting event as it progresses (member participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a hosted data centre environment in Halifax through Bell Canada, which also hosts some of the most sensitive government and financial applications running in Atlantic Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scaleable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.



Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and secrecy not offered in traditional balloting at a polling location.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important social-economic issue often cited in Internet-only voting solutions. The fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service, has been defined as a form of "digital divide" between certain groups of citizens.

This demographic of electors who for various reasons, either are not comfortable with the technology, or cannot afford the technology (PC) and/or Internet service, or that the technology is not offered in their vicinity, are addressed by Intelivote's solution with the use of our telephone enabled voting. Typically, everyone has access to phone service, and this presents an equal opportunity to all electors. In municipal elections and union events conducted by Intelivote over the past several years, on average, up to 20% of eligible electors casting their ballot electronically used a phone to cast their vote, clearly confirming the value of this option. I expect this would be similar in your particular situation.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).

As traditional election costs continue to climb and municipal voting participation rates continue to drop, providing electors with choice in how they cast their ballot offers an opportunity to increase voter participation and selecting Intelivote as the service supplier provides our clients with the benefit of having one of Canada's most experienced providers

at your side during the entire voting period.

As noted earlier we are the Canadian leader in delivering eVoting services and we are the **only eVoting service organization with Federal Government security clearance for all our personnel, and our operations location.** This is in support of our selection as the supplier to the Federal Government of Canada for all the security clearance required eVoting performed by the Canadian Industrial Relations Board, and the Public Service Labour Relations Board.

In addition to having delivered the most Municipal Elections of all the service suppliers in Canada, our client list includes many of Canada's largest unions and associations and includes other organizations we have successfully delivered a variety of events that support their AGM's, executive and board elections, job action votes and agreement votes. A sample of our over 2,000 elections include services for these clients:

• Ontario Municipal & School Board Elections - 215 Events	• Nova Scotia Municipal & School Board Elections – 45 Events
• Canada Industrial Relations Board (CIRB) – over 30 events	• State of Washington - Public Employment Relations Commission
• Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)	• Nova Scotia Gov. Employees Union - NSGEU - over 25 events
• New Brunswick Union of Public and Private Employees (NBPEA)	• Public Service Alliance of Canada – (PSAC) - over 20 events
• Public Service Labour Relations Board	• Nova Scotia Paramedics (IUOE)
• Nova Scotia Nurses Union	• Telecommunications Workers Union
• Elementary Teachers of Toronto (ETT)	• Canadian Flight Attendant Union
• Toronto Secondary Unit Teachers -TSU	• Manitoba Health Authority
• Unifor (numerous locals)	• Association of Cdn. Financial Officers
• Nurses Association of NB	• Teamsters Canada Rail Conference
• CUPE (numerous locals)	• Teamsters (numerous locals)
• IBEW (numerous locals)	• Canadian Merchant Services Guild
• Customs and Immigration Union (CIU)	• ACTRA
• Union of BC Performers	• Canada Actors Equity Assoc. (CAEA)
• Professional Association of Foreign Service Officers (PAFSO)	• United Steelworkers – USW (numerous locals)
• Association of Academic Staff University of Alberta (AASUA)	• Telecommunications Employees Association of Manitoba (TEAM)
• Canadian Broadcasting Corporation	• Doctors Nova Scotia
• Association of Municipal Clerks and Treasurers of Ontario (AMCTO)	• Confédération des syndicats nationaux (CSN) – numerous events
• Canadian Aboriginal and First Nations - over 15 events	• Canadian Political Leadership Elections (14)
• Alberta Labour Relations Board	• Ontario Labour Relations Board

Intelivote Modules

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- **Auditor Module** – provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- **Ballot Review module** – provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- **Chief Electoral Officer (CEO) module** – provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting progresses.
- **Voter Help module** – provides assistance to electors who contact the HelpLine by allowing agents to review and query the status of a elector’s activity. It is important to note that the agent can never see how a voter has cast their ballot.
- **Voter Help Supervisor module** – provides supervisory administration and management of the Voter HelpLine agents and their activities.
- **Enumerator module** – provides the event officials the opportunity to add eligible elector to the Electors List during a defined enumeration period.
- **Deputy Returning Office (DRO) module** – provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- **Candidate module** – offers candidates the opportunity to review and track elector’s “attendance” whether they are using electronic voting or manual voting and assists them in “getting the vote out”.
- **Voter module** – facilitates electors casting their ballots using either a phone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of “Choice” in the method of casting their ballot in your election. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

Electronic Voting – Services Table

There is a significant amount of flexibility in both the system capability and the methods by which an electronic vote can occur. Listed below are some of the most common features/services:

1. Voting will be enabled by implementation of the eVoting solution, (phone and Internet) allowing voting over a 7-12 (typically) day period, 24 hours a day.
2. The municipality will provide Voter Help Line services staffed by their personnel. Hours of operation will be determined by the municipality. Intelivote will train your staff to perform the service at no additional cost.
3. Creation and mail-out of the Personal Identification Numbers and Voter Instruction Letters by Canada Post required for electors to vote, will be provided based upon the Electors List provided by the client, through Elections Nova Scotia.
4. Internet and telephone voting are in English and French (if required).
5. All training for election personnel required to assist with the event.

Services Pricing

Pricing ± to be adjusted based on Eligible Electors once the Final Voters List is produced.

Per Elector eVote Fee	Estimated # Eligible Members	Voter Letter Printing & Postage Rate
\$1.25	1,850	\$1.20
eVoting Costs Summary		
Intelivote eVoting Solution	Electronic voting using the Internet and telephone, provided to the list of eligible electors.	\$2,313
Voter Instruction Letter	Cost of creation, production, supplies for producing and mailing the Voter Instruction Letter. This is based on a single page letter with black & white print and includes the cost of Canada Post postage for the mail-out.	\$2,220
Total		\$4,533

Applicable taxes are additional

Notes:

1. An Intelivote eVoting consultant/project manager is included in the services pricing and assigned to your event to assist and direct all aspects of your vote.
2. Training and support during the event are included in the price of the service.

Base Services

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Voting event system setup	This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the owner of the list. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and association by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on geography or local for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.

Town of Lunenburg – 2020 Municipal & CSAP School Board Election

	Base Fee Services Included	Description	Not Included
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the Voter HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the eVoting event.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the eVoting event, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the voting event. These include vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via web training.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	

Electronic Voting Services Agreement

Agreement for eVoting Services effective as of this 28th day of July, 2020

BETWEEN:

TOWN OF LUNENBURG

Of 119 Cumberland Street, P.O. Box 129, Lunenburg, NS, B0J 2C0
(herein called "the Municipality")

- and -

INTELIVOTE SYSTEMS INC.

Of 202 Brownlow Avenue, Suite 900, Dartmouth, Nova Scotia, B3B 1T5
(herein called "ISI")

WHEREAS Intelivote has developed application software, procedures and expertise to provide an electronic voting system incorporating voting through secure wireless, telephone and internet connections, ("the ISI System");

AND WHEREAS the Municipality wishes to obtain from ISI the use of the ISI System to conduct its municipal election on the Election Date(s) defined in Article 1 below;

AND WHEREAS ISI and the Municipality wish to set forth the terms applicable to the use of the ISI System for the Municipality's Election on the Election Date(s);

NOW THEREFORE FOR the mutual consideration set forth herein, the adequacy of which is hereby acknowledged, ISI and the Municipality, intending to be legally bound, agree as follows:

1. Definitions

- 1.1 "Auditor" – means a third party or an individual assigned by the Municipality to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Event Officials.
- 1.2 "Consulting Services"- means the services described in Schedule "A" hereof which are to be rendered by ISI.
- 1.3 "Contract Administrator"- means the persons identified in Article 4 as primary Contract Administrators or other Contract Administrators.
- 1.4 "Control Centre"- means the location at which ISI sets up the control access and monitoring of the database and processing functions of the ISI Service.

Electronic Voting Services Agreement

- 1.5 "Eligible Elector"- means a person who the Municipality has determined is eligible to vote in the eVoting event and to whom a PIN has been provided.
- 1.6 "Election Officials"- means the persons who the Municipality designates in writing to ISI as the persons who have jurisdiction over the legal control and conduct of the Event, including the usual powers and authority of a Chief Electoral Officer (CEO) and/or returning officer (RO), whose rulings ISI shall be compelled to comply with.
- 1.7 "Election Date(s)"- means the following dates: October 10-17, 2020.
- 1.8 "Interactive Voice Response" and "IVR"- means the capability for an Eligible Elector to listen to voting options and to cast a vote(s) through a telephone system including cellular phones.
- 1.9 "Internet Enabled Connection Service"- means the capability for an Eligible Elector to connect through the internet to a website and to read the voting options and to cast a vote(s) through the internet connection.
- 1.10 "PIN"- means a unique personal identification number assigned to each Eligible Elector.
- 1.11 "Telephone Voting Number"- means the toll-free telephone number to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a telephone, including a cellular telephone, and cast their votes.
- 1.12 "Voting Decision"- means one or more slates of candidates or questions in which an Eligible Elector is entitled to vote in a predetermined manner.
- 1.13 "Voting Window"- means the hours designated by the Municipality during the Election Date(s) during which an Eligible Elector is entitled to cast their vote.
- 1.14 "Website Voting Address"- means an Internet Protocol address to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a web browser and cast their votes.

2. Provision of ISI Systems

- 2.1 ISI hereby agrees to provide the use of the ISI System to the Municipality and to its Eligible Electors during the Voting Period and to provide any required and agreed to Consulting Services and Technical Support Services to the Municipality for the municipal election and the Municipality shall pay the fee set out in article 7 to ISI in accordance with the payment terms set out in clause 7.1.4.

3. Specifications

Electronic Voting Services Agreement

- 3.1** The ISI System shall permit a person submitting a PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to access the ISI System and to cast the votes permitted by the Municipality on the Voting Decisions in respect of each PIN in any of the manners set out in clauses 3.2, 3.3, and 3.4, to record through verifiable records in what manner and when the votes of each PIN were cast, to ensure that votes may be cast in respect of the Voting Decisions only once for each PIN and to ensure that no record is kept or is recoverable which allows the identification of the candidates for whom votes were cast by a PIN, or how votes were cast in answer to questions by a PIN.
- 3.2** The ISI System shall enable IVR ports which will allow Eligible Electors to telephone the Telephone Voting Number and upon entering the elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Interactive Voice Response.
- 3.3** The ISI System shall enable an internet enabled application through a Website Voting Address that will enable each Eligible Elector to connect to the Website Voting Address and upon entering that elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Internet Enabled Connection Service.
- 3.4** Access to the ISI System via any voting telephone number and to the internet website address shall be restricted to only the times and dates set out in the Voting Window unless directed by the Election Officials to extend or reduce the Voting Window.
- 3.5** The ISI System shall, **if required**, enable the Polling Officials to securely enter in the ISI System the PIN or name of each Eligible Elector at the time they are given a paper ballot at a polling station to vote in person and to determine at such time if any vote has previously been cast using such PIN and to record on the ISI System that a vote has been cast in respect of that PIN;
- 3.6** The ISI System shall enable the Auditor to access the ISI System and cast auditing votes during the Voting Window which can be tracked as auditing votes and removed from any final vote tally so as to obtain assurance that the ISI System is functioning properly.
- 3.7** The ISI System shall enable Election Officials and/or the Auditor to have secure access to the tally of votes cast by Interactive Voice Response and Internet Enabled Connection Service after the close of the Voting Window.
- 3.8** The ISI System shall enable ISI personnel to shut down the ISI System and, in such case, the prescribed message shall be recorded on the

Electronic Voting Services Agreement
Interactive Voice Response and displayed on Internet Enabled Connection Service.

- 3.9 The ISI System shall enable the Candidates and/or Candidates' Agents to have access to the Candidate Module, if such service is requested to be enabled by the Election Officials.

4. Contract Administration

- 4.1 Each party shall designate the name, address, telephone, fax and email addresses of a primary Contract Administrator. The Contract Administrator shall be responsible for arranging all meetings, visits and consultations between the parties and for the transmission and receipt of all official notices and for all administrative matters such as invoices, payments and amendments.

The primary Contract Administrator for ISI shall be:

Name: Dean Smith
Telephone (902) 481-1156
:
Email: Dean.smith@intelivote.com

The primary Contract Administrator for the Municipality shall be:

Name: Bea Renton
Telephone 902-634-4110 ext 228/cell 902-527-7604
:
Email: brenton@explorelunenburg.ca

- 4.2 Any party may by notice in writing to the other party's primary Contract Administrator designate a different person as Contract Administrator for a specific aspect of the administration of the contract.
- 4.3 The Contract Administrators will be available Monday through Friday 8:30 a.m. to 4:30 p.m. Atlantic Time, excluding lunch hours and a reasonable number of days spent out of the office and shall respond within 1 business day of the receipt of any request for information or request for decisions that are communicated between the Contract Administrators.
- 4.4 Each party may change its Contract Administrators by notice to the other party's primary Contract Administrator.
- 4.5 Each of the Contract Administrators shall communicate with each other promptly as to the status of information, procedures and progress on each of their respective tasks as set out in this Agreement and to advise the other forthwith upon the occurrence of any material change in such plans.
- 4.6 If any party (first party) receives notice from the other party that the first party's Contract Administrator is not carrying out his or her duties to the

Electronic Voting Services Agreement
satisfaction of the other party, then the first party shall promptly designate another person as its Contract Administrator.

5. Obligations of the Municipality

5.1 The Municipality shall:

- 5.1.1. Ensure that at all times it has a Contract Administrator ready, willing and competent to communicate with ISI on any issue relevant to this contract.**
- 5.1.2. Allocate appropriate resources with the necessary knowledge and authorization to work with ISI in defining tasks for all stages of activity leading up to and including Election Day(s); establish mutually agreed upon timelines for these tasks; coordinate all tasks assigned to the Municipality; provide all information required to configure the ISI system as early as possible in the overall event schedule. A draft project plan detailing some of these tasks will be provided.**
- 5.1.3. Pay ISI for services such amounts as are outlined in Article 7 and pay to third parties such costs which pursuant to this contract and to Schedule "A" the Municipality is responsible to bear and to indemnify ISI in respect of such costs.**
- 5.1.4. Supply at its cost appropriate equipment, as required, such as computer hardware, internet access, telephone service at any, or all, assistance locations/polling locations.**
- 5.1.5. Engage a qualified individual to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.**

6. Obligations of ISI

6.1 ISI shall:

- 6.1.1. Arrange at its cost in consultation with the Municipality for a Telephone Voting Number capable of handling not less than such number of calls per minute as is specified by ISI based on the number of Eligible Electors;**
- 6.1.2. Arrange at its cost in consultation with the Municipality for a Website Voting Address capable of handling not less than such number of connections per minute as is specified by ISI based on the number of Eligible Electors;**

Electronic Voting Services Agreement

- 6.1.3. Provide the ISI System functioning in accordance with the Specifications set out in Section 3 connected to the Telephone Voting Number and Website Voting Address to the Eligible Electors during the Voting Window;
- 6.1.4. Perform with diligence in a timely manner in accordance with generally accepted professional standards and practices recognized in the Information Technology Industry the Consulting Services described in Schedule "A";
- 6.1.5. Abide by decisions of the Election Official and comply with instructions from the Auditor and Election Officials in respect to operations of the ISI system providing that such instructions and decisions do not adversely impact the operation or integrity of the ISI system;
- 6.1.6. Ensure that the voting instructions are available on the ISI System during the Voting Window;
- 6.1.7. Make available online to the Election Official and/or Auditor at the end of the Voting Window the results of votes cast for each candidate and question; and
- 6.1.8. Cause a duly qualified individual to meet with the Municipality at the offices of the Municipality in the event that any other communication is demonstrably ineffective to resolve any outstanding issues.

7. Fee and Payment Terms

7.1 The Municipality agrees to pay to ISI:

- 7.1.1. A base services fee equal to \$1.25 per Eligible Elector being the number of eligible and enumerated electors in the ISI System on Election Day(s);
- 7.1.2. A services and postage fee equal to \$1.20 per Eligible Elector for the creation, printing and distribution of voter instruction letters;
- 7.1.3. Any fees for additional consulting services described in Schedule "B";
- 7.1.4. The fees payable pursuant to clause 7.1.1 and 7.1.2 are payable as follows:
 - a) 30% of the base services fee of \$1.25 per Eligible Elector on execution of this Agreement, based on the number of Eligible Electors as determined by the previous list of electors used for the most recent election held in the Municipality;
 - b) The services and postage fee of \$1.20, for each voter

Electronic Voting Services Agreement

instruction letter to be sent to each Eligible Elector shall be due and payable when invoiced by ISI, typically two weeks prior to the printing and delivery of the letters, and,

c) the balance of the service fee immediately after the final Election Date, when invoiced by ISI.

7.1.5. The Municipality shall pay in addition to the fees stated above HST and any other taxes applicable to the provision of such services.

7.1.6. Any fee or portion thereof not paid on the date on which it is payable shall bear interest at the rate of 12% per annum calculated and applied monthly.

8. Ownership and Rights

8.1 ISI shall maintain ownership of all intellectual property rights associated with the ISI System and the Municipality is only entitled to the data concerning the election generated by the ISI System and the Municipality shall have no other rights in or further use of the ISI System.

9. Representations and Warranties

9.1 ISI represents and warrants that:

9.1.1. Use of the ISI System as described in this Agreement does not infringe the intellectual property rights of any person;

9.1.2. ISI has and will have full and sufficient right to supply the use of the ISI System during the Voting Window;

9.1.3. ISI shall engage a national service provider(s) to provide a very high level of reliability, security, scalability and performance for a high volume transaction, mission critical solution; and

9.1.4. ISI will destroy all formats of information relating to Voting Decisions upon receipt of instructions from the Election Official to do so.

9.1.5. The person(s) signing this contract are duly authorized to execute and deliver it on behalf of ISI and that it is a duly binding obligation of ISI.

9.1.6. If the Nova Scotia Minister of Municipal Affairs and Housing postpones the 2020 Municipal and CSAP Elections scheduled for October 17, 2020 as a result of Covid-19 pandemic, ISI will continue to provide the obligated services described in this Agreement, at the time to which the Election is rescheduled at no

Electronic Voting Services Agreement

additional cost other than those already described in Article 7 of this Agreement.

9.2 The Municipality represents and warrants that:

9.2.1. The Municipality has the authority and jurisdiction to engage ISI for the provision of the ISI System for its municipal election and that the person(s) signing this contract are duly authorized to execute and deliver it on behalf of the Municipality and that it is a duly binding obligation of the Municipality.

10. Remedies

- 10.1 If a party fails or refuses at any time to perform its obligations under this Agreement, then the other party may deliver the defaulting party notice of intent to terminate this Agreement, which notice shall specify the alleged failures or refusals and, if within three business days of receipt of the notice or such other reasonable period in relation to the default, the defaulting party shall not have cured all the defaults set out in the notice or presented a plan reasonably acceptable to the other party to cure these defaults, the other party may, at its option elect to terminate this Agreement.
- 10.2 If the Municipality terminates this Agreement as a result of all the positions up for election being acclaimed, then the Municipality shall reimburse ISI all out-of-pocket expenses incurred for the planning and delivery of the municipal election in addition to the installments payable pursuant to sub-section 7.1.4(a). To be clear, only the service fees for the eVoting service deposit defined in sub-section 7.1.4(a) are payable. The services and postage fee, for the voter information letter is not required as there will be no service or postage required and thus it will not be billed to the municipality.
- 10.3 If the Municipality terminates this Agreement for any reason other than the reason stated in clause 10.2 without material default by ISI, then the Municipality shall pay ISI fifty percent (50%) of the total fees that would be payable pursuant to Article 7 if the ISI System had been employed for the municipal election, except that a deduction shall be made of any fees payable under 7.1.2 that have not been incurred by ISI.
- 10.4 And any payments previously paid by the Municipality to ISI shall be deducted from amounts otherwise payable pursuant to Article 10.3.

11. Force Majeure

- 11.1 Either party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from an act of god, fires, floods, explosions, insurrection, war or riots, unusually severe weather, epidemics, pandemics, or quarantine restrictions,

Electronic Voting Services Agreement

governmental priorities or allocations regulations or any cause beyond the reasonable control of the party including without limiting the generality of the foregoing, a failure of communication facilities, labor trouble or strikes by employees of telecommunications providers including suppliers of application software to ISI, and restraint by Court or public authority. This clause is specifically subject to the provisions of Clause 9.1.6 hereof.

12. Limitation of Liability

- 12.1 ISI's liability for damages howsoever caused, whether in contract or in tort, including negligence, shall be limited to the actual direct damages suffered by the Municipality and in no event shall ISI be liable for any indirect, consequential or punitive damages of the Municipality or any other person. In any event, the liability of ISI for the breach of any representation, warranty or covenant shall not exceed the total fee payable to ISI by the Municipality pursuant to this Agreement regardless of the number of claims.

13. Miscellaneous

- 13.1 This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties.
- 13.2 The parties and their representatives signing this Agreement hereby acknowledge and represent that the representatives signing this Agreement are authorized and have full authority to enter into this Agreement on behalf of the parties for whom they have signed.
- 13.3 No delay or admission by either party to exercise any right or power occurring upon any noncompliance or default by other party shall impair any such right or power or to be construed as a waiver thereof, unless such waiver is in writing.
- 13.4 This Agreement, including the Schedules referred to in this Agreement, constitutes the entire agreement of the parties with regard to the subject matters addressed in this Agreement and this Agreement supersedes all prior or contemporaneous agreements or discussions or representations, whether oral or written with respect to the subject matter of this Agreement and this Agreement cannot be varied, amended, waived or discharged except in writing signed by all parties.
- 13.5 Time is of the essence to the performance of the party's obligations under this Agreement.
- 13.6 This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.
- 13.7 This Agreement may not be assigned to any other party without the written consent of the other party.

Electronic Voting Services Agreement

TOWN OF LUNENBURG

Per: _____

Per: _____

INTELIVOTE SYSTEMS INC.

Per: _____

Electronic Voting Services Agreement
SCHEDULE "A"
Base Services

ISI Base Services to be provided within the agreed upon fee identified in clause 7.1.1. These services include:

- a) Develop and manage a critical path plan for required activities in coordination with the Municipality;
- b) Management and coordination of telecommunications requirements designed to provide the elector with their choice of voting channel: internet, phone, mail-in, or polling station. Includes the activities associated with the telecommunications setup for electronic voting system; appropriate bandwidth; phone (IVR) ports; and website registration.
- c) Attending online (Zoom, Go-to-meeting, etc.) organizational committee meetings with the Municipality.
- d) Assist in the development by the Municipality of educational materials for electors including creation of the elector instruction letter providing specific instructions on how to successfully use the electronic voting process.
- e) Assistance in the management of the electors list;
- f) Assistance with the format, design and secure delivery methods of personal identification numbers (PIN). Intelivote Systems will generate the PINs using the Eligible Elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each Eligible Elector based on the initial eligible elector list provided by the Municipality. In addition to the PIN, an Eligible Elector category is created and a file is produced to be used for production of voter instruction letters.
- g) Provision of a media spokesperson to address technology questions. Development and/or assistance with a media plan and a voter education plan that addresses the most common questions from both the media and members of the public. An Intelivote representative can speak directly with the media on any questions related directly to the Intelivote application. The Municipality is responsible for all advertising and marketing costs of the municipal election, and if the Municipality is paying ISI pursuant to Article 7.1.2 to prepare and mail out voter instruction letters, then ISI will be responsible for the costs of preparing and mailing out the voter instruction letters.
- h) Technical consultation to address specialized system requirements;
- i) Development and recording of voice scripts for the election;
- j) Website development and design including generation of a customized webpage for electors to link from to vote;
- k) Assisting the Municipality in addressing legislative issues and by-laws relating to elector notification.
- l) Customization and development of all activity associated with configuring the election such as: district setup; candidate assignment; voice script recording; Elector List management; secure ID and password management; configuring and loading Voting Decisions (ie. type of race, sequence and presentation display), based on information to be provided by the Municipality.
- m) Assistance and guidance to Auditors, security personal and Election Officials. A document will be provided which will outline the requirements for a regional centre (if required) to be used by the Election Officials and Auditor, provided that

Electronic Voting Services Agreement

the Municipality shall provide any hardware and communication facilities required by the Auditors and Election Officials.

- n) Training for election HelpLine staff;
- o) Coordination for logistics for eVoting and assistance for the protocol to be followed for the voting event.

**Electronic Voting Services Agreement
SCHEDULE "B"
Consulting Services**

Additional consulting services that may be required by the municipality in addition to those services provided in Schedule "A" will be provided at the following rates:

**Intelivote Consultant - \$800/day plus applicable taxes
All travel and living expenses will be reimbursed to ISI at cost.**

Resolution # 6

Resolution #6

Resolution of Council of the Town of Lunenburg

(July 28, 2020 Meeting)

WHEREAS:

- a) The Town is engaging Intelivote Systems Inc. to provide services in relation to Electronic Voting; and
- b) The Town and the Chief Electoral Officer have entered into an Information Sharing Agreement that requires any other supplier, contract or consultant who may require use of the information to enter into an Agreement incorporating the provisions of the Information Sharing Agreement.

BE IT RESOLVED THAT the Town shall enter into the contract attached hereto as ISinc3 and Bea Renton, Manager/Clerk is authorized to execute the Agreement on behalf of the Town.

ISinc3

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

AGREEMENT TO USE INFORMATION

THIS AGREEMENT effective as of the 28th day of July 2020

BETWEEN

Town of Lunenburg

Of 119 Cumberland Street, Po Box 129, Lunenburg, NS, B0J 2C0

(herein called “the Municipality”) (herein the “Municipality”);

-and-

INTELIVOTE SYSTEMS INC., a corporation registered to do business in the Province of Nova Scotia and having its registered office at 900 - 202 Brownlow Avenue, Office 1, Dartmouth Nova Scotia B3B 1T5 (herein “INTELIVOTE”)

WHEREAS the Municipality and Chief Electoral Officer for Nova Scotia (“CEO”) have entered into an “Information Sharing Agreement” that requires any other supplier, contractor or consultant of the Municipality, who may require use of the information, to enter into an agreement incorporating the provisions of the Information Sharing Agreement;

AND WHEREAS under the Information Sharing Agreement the Municipality may transmit certain 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, including to 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*;

AND WHEREAS INTELIVOTE and the Municipality have an agreement for the management of electoral data and assign pins for the 2020 Municipal and Conseil scolaire acadien provincial Election (“Election”) which requires the use of the List of Electors from Elections Nova Scotia and other information pertaining to the election (“Product” or “ENS Information”) included in the Municipality’s Information Sharing Agreement with the CEO;

AND WHEREAS on July 28, 2020 Bea Renton, Town Manager/Clerk, was authorized to execute this Agreement on behalf of the Municipality;

THEREFORE be it agreed that INTELIVOTE will be provided the right to use the Product in accordance with the following terms and conditions:

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

- 1. INTELIVOTE will use the Product only for its own internal purposes in respect of its obligations to the Municipality under its contract for services for the 2020 Election and in accordance with the *Municipal Elections Act*.**
- 2. INTELIVOTE shall ensure that the Product is secure from unauthorized access.**
- 3. INTELIVOTE agrees:**
 - i. that the Municipality, the CEO, and Elections Nova Scotia shall not be liable to INTELIVOTE or any other person for any loss of revenue, profit or savings, lost or damaged data, or another commercial or economic loss or for any direct, indirect, incidental, special, consequential or other damages whatsoever, even if Municipality, the CEO, and Elections Nova Scotia have been advised of the possibility of such damages, or for claims of any nature by a third party;**
 - ii. that such limitation of liability shall apply whether or not liability results from a fundamental term or condition or a fundamental breach of this Agreement, arising from the use of the Product or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, this Agreement;**
 - iii. to indemnify and hold harmless the Municipality, its Mayor, Councillors, officers, employees and representatives, and the CEO and Elections Nova Scotia and their respective officers, directors employees and representatives from and against any and all claims, actions, damages or losses which may be alleged against Municipality, the CEO, and Elections Nova Scotia in respect of any breach of this Agreement and use of the Product by INTELIVOTE and any third party; and**
 - iv. to pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded.**
- 4. INTELIVOTE shall comply with:**
 - i. privacy guidelines set forth, from time to time, by the Municipality, the CEO, and Elections Nova Scotia pertaining to collection, use, storage and disclosure of personal information in conjunction with or relating to the Product; and**
 - ii. all applicable laws including those relating to privacy and access to information laws.**
- 5. The Municipality reserves the right to further restrict use or supply of the Product by INTELIVOTE or to terminate this Agreement immediately where INTELIVOTE is in breach of the Agreement or if the Product is used for**

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

deceptive, misleading, illegal or unethical purposes.

6. **INTELIVOTE acknowledges that the Product is owned by the Municipality, the CEO and Elections Nova Scotia and that it has no rights to the Product other than those set out in this agreement.**
7. **INTELIVOTE agrees that it will only use the Product received from the Municipality, CEO or Elections Nova Scotia for the administration of the Election.**
8. **INTELIVOTE agrees to maintain the confidentiality of the Product throughout the course of its work on behalf of the Municipality.**
9. **INTELIVOTE agrees to keep any Product received from Elections Nova Scotia unchanged.**
10. **INTELIVOTE agrees to provide to the Municipality, in digital format, all changes or revisions made to the Preliminary List of Electors indicating the type of applied change, as well as information of all added to the Revised List of Electors.**
11. **INTELIVOTE agrees that all copies of the Product are stored in Canada and are not stored outside of Canada at any time during or after the Term of this Agreement.**
12. **INTELIVOTE agrees to return to the Municipality all of the Product when the Product is no longer required for the purposes of the election. INTELIVOTE agrees to destroy any and all copies of the Product (including, if applicable, purging INTELIVOTE computer systems) that have not been returned to the Municipality**
13. **INTELIVOTE agrees to certify, in writing, to both the Municipality and Elections Nova Scotia at the end of its work for the Municipality, that the Product has been used only for election administration purposes and that all copies of the Product have been returned or destroyed. INTELIVOTE agrees to complete and provide to Municipality the Attestation of Destruction attached as Schedule 1 to this Agreement.**
14. **INTELIVOTE agrees that any privacy breach of the Product must be reported to the Municipality within twelve (12) hours and further agrees that it will take appropriate action and work with the Municipality to mitigate any privacy breach of the Product in accordance with industry best practice.**
- 14.a **Without limiting the foregoing, the provisions of the Information Sharing Agreement between the Chief Electoral Officer and the Town of Lunenburg are incorporated herein mutatis mutandis.**
15. **This Agreement is not assignable, either in whole or in part, by INTELIVOTE, without the prior written consent of the Municipality.**

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

- 16. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Nova Scotia and INTELIVOTE agrees to attorn to the courts of Nova Scotia for resolution of any dispute hereunder.
- 17. INTELIVOTE may provide Product to an agent, supplier, contractor or consultant of INTELIVOTE (“Consultant”) to assist INTELIVOTE under this Agreement provided, prior to release of the Product to the Consultant:
 - i. Municipality is notified of any Consultant to be engaged; and
 - ii. INTELIVOTE requires the Consultant to enter into an agreement incorporating the provisions of this Agreement.
- 18. Any notices required under this Agreement may be given:
 - i. for the Municipality to:

Bea Renton
Manager/Clerk
Town of Lunenburg
119 Cumberland Street, Lunenburg, NS, B0J 2C0
Fax: 902-634-4416
 - ii. for INTELIVOTE to:

Dean Smith
President and Founder
900-202 Brownlow Ave.
Dartmouth, NS, B3B 1T5
Fax: 902.481.0402

IN WITNESS WHEREOF the parties hereto have properly executed this Agreement to Use Information, to be effective as of the date first above written.

INTELIVOTE SYSTEMS INC

Town of Lunenburg

Per: _____

:

Per _____

Name: Dean Smith

Name: Name

Title: President and Founder

Title: Title

**2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information
(I have authority to bind INTELIVOTE)**

SCHEDULE "1"

ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD PARTY SERVICE PROVIDER OR SUBCONTRACTOR

Whereas the Town of Lunenburg provided a copy of the ENS Information to INTELIVOTE for electoral purposes

Now therefore I, _____, certify that:

- a) the ENS Information provided was only used for electoral purposes;
- b) all copies of the ENS Information provided have been destroyed;
- c) all copies of the ENS Information and any back-up copy have been removed from all computers; and
- d) all copies of the ENS Information 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)

Resolution #7

Resolution #7

Resolution of Council of the Town of Lunenburg

(July 28, 2020 Meeting)

WHEREAS:

1. The Town established the Returning Officer's fee at a time when it was assumed that the election would be conducted by in-person paper ballot voting.
2. The COVID-19 Pandemic has caused Council to pass an Alternative Voting Bylaw and to determine that the election would involve voting via the internet and telephone only.

BE IT RESOLVED THAT:

- a. The Returning Officer's fee, as established by Resolution dated November 26, 2019, shall be increased by \$2000.00 plus HST; and
- b. For clarification, the work by Patrick A. Burke, Q.C. in connection with the research, drafting, Council Meeting attendance, letters and associated work related to the drafting and passage of the Alternative Voting Bylaw, as well as legal opinions related to the election, shall be billed by him to the Town at his regular Town hourly rate [in his capacity as Town Solicitor and not as Returning Officer].



**Burke,
Macdonald
& Luczak**

Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired)
Piotr Luczak, BA, LLB

July 28, 2020

Bea Renton
CAO/Manager Clerk
Town of Lunenburg

Heather McCallum
Assistant Municipal Clerk
Town of Lunenburg

Kelly Jardine
Secretary
Town of Lunenburg

Ann Covey
Secretary
Town of Lunenburg

Via Email

Dear Bea, Heather, Kelly, and Ann:

Re: Alternative Voting Bylaw – Resolution #8

This is to confirm my conference with Bea and Heather on July 27, 2020, in which we discussed the change of the Advance Poll to Thursday October 8, 2020 and the extending of the Alternative Polling Days from Thursday October 8, 2020 at 12:00 pm to Saturday October 17, 2020 at 7:00 pm.

Accordingly, I am enclosing Resolution #8 to be addressed by Council after the passage of the Bylaw at today's meeting. I understand that the Mayor has agreed that this could be proposed as an addition to the Agenda at today's meeting.

Thanking you, I remain

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js
Encl.
Cc

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Resolution #8

Resolution of Council of the Town of Lunenburg

(July 28, 2020 Meeting)

WHEREAS Municipal and CSAP School Board Elections will be held on October 17, 2020.

AND WHEREAS Council, earlier on this date, has passed an Alternative Voting Bylaw which will become effective upon publication.

AND WHEREAS “advance poll” means the Tuesday immediately preceding ordinary polling day (Tuesday, October 13, 2020) as well as one other day that is fixed by Council, being either Thursday the 9th day before ordinary polling day (October 8, 2020) or Saturday the 7th day before ordinary polling day (October 10, 2020).

AND WHEREAS: “alternative polling days” in the Bylaw means any hours and dates fixed by a Resolution of Council for alternative voting.

BE IT THEREFORE RESOLVED THAT:

- a. The Advance Poll shall be on Thursday October 8, 2020 and Tuesday October 13, 2020; and
- b. The Alternative Polling Days shall commence on Thursday October 8, 2020 at 12:00 noon and end on Saturday October 17, 2020 at 7:00 pm.



**Burke,
Macdonald
& Luczak**
Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired)
Piotr Luczak, BA, LLB

July 3, 2020

Bea Renton
CAO
Town of Lunenburg

Via Email

Dear Bea:

Re: Municipal Election 2020 – Returning Officer Fee

Further to our discussion of June 9, 2020, Council previously set the compensation for my position as Returning Officer when I was appointed last Fall. At that time, no one anticipated the Pandemic and the change in relation to Electronic Voting. While there will be some savings for costs of the election officers (DRO's and Poll Clerks), we may incur more advertising costs.

We will have to buy additional iPad's as well. [It has occurred to me that if we are going to have a poll at Harbourview Haven and at the Hospital in addition to iPad's for me, you, Heather, and someone handling the Poll on Advance Polling Days and Election Day, we will accordingly need 6 iPad's].

Because this is a new process for the Town of Lunenburg, it will involve additional work for the Returning Officer, including such matters as developing Forms and Procedures for electronic voting, working with Intelivote, addressing a Systems Election Officer, and generally conducting an election by telephone/internet.

I would therefore propose that I bill my ordinary hourly rate for the work involved in the research, drafting, Council meeting attendance, and associated letters concerning the drafting and passage of the new Alternative Voting Bylaw and legal opinions related to the election (as this is in the nature of Legal Work and not Returning Officer's duties); and

That I also increase my previously established Returning Officers' fee by \$2000.00 plus HST due to this additional work for the Returning Officer.

WOLFF HOUSE 28 KING STREET PO BOX 549 LUNENBURG, NOVA SCOTIA B0J 2C0
TELEPHONE (902) 634-8354 FACSIMILE (902) 634-4226 EMAIL BURKELAW@WOLFFHAUS.COM

I trust that you will find that this is reasonable and if you have any questions, please do not hesitate to contact me before referring this matter to Council.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js

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May 12, 2020 Council Meeting

i. Draft Revised Parking Meter Bylaw

Motion: moved by Deputy Mayor McGee, seconded by Councillor Carnevale to give first reading and advertise the proposed revised Parking Meter Bylaw (Schedule "L"). Motion carried.

BY-LAW NO. 20

A BY-LAW RESPECTING PARKING METERS

Short title

1. This By-Law shall be known as and may be cited as the "Parking Meters By-Law". Interpretation.
2. In this By-Law:
 - i. "Commercial Motor Vehicle" means a commercial motor vehicle as defined in the Motor Vehicle Act;
 - ii. "Council" means the Town Council of the Town of Lunenburg;
 - iii. "Motor Vehicle" shall have the meaning assigned to motor vehicle by the definitions in the Motor Vehicle Act;
 - iv. "Motor Vehicle Act" means RSNS 1989 Chapter 293 as amended;
 - v. "Parking Meter" means a mechanical or electronic device that indicates a period of time shall be purchased by payment, during which parking is permitted in the parking space to which the meter relates;
 - vi. "parking space" means a space for parking a motor vehicle controlled and regulated by a parking meter;
 - vii. "Peace Officer" means a police officer, or a special constable appointed by the Police Act, SNS 2004 C. 31 as amended; and
 - viii. "Town" means the Town of Lunenburg.

Purchase or lease of meters

3. The Council is authorized to purchase or lease from any person or body corporate such number of parking meters as it may deem necessary, and for this purpose, the Council may enter into agreements with any person or body corporate for the purchase or lease thereof upon such terms of payment thereof as it may deem advisable.
4.
 - (1) **Placing of Parking Meters**

Parking Meters installed in the Town shall be placed on or adjacent to the sidewalk or near the curb or edge of the roadway, or in parking grounds.

(2) Relation of meters to spaces

An individual meter shall relate to the parking space within which or adjacent to which it is placed and a twin meter shall relate to the two parking spaces immediately adjacent to it and all meters shall relate to their respective parking spaces in accordance with this By-Law.

(3) A parking meter shall be identified by a number which shall be known as the meter number.

Enforcement and Administration:

5.

- (1) It shall be the duty of all members of the RCMP policing the Town of Lunenburg, [as well as all Special Constables whose powers and/or duties include the enforcement of this By-law] to enforce the provisions of this By-law.
- (2) The installation, operation, maintenance, location and removal of all parking meters in the Town shall be under the authority of the Town Council and under the management, supervision and direction of the Town Engineer of the Town.

Spaces to be marked

6. Parking spaces shall:

- (1) be of sufficient size to accommodate one passenger motor vehicle; and
- (2) be marked off by painted lines or other means, adjacent to the curb or sidewalk or edge of the roadway of the streets upon which parking meters are installed, and marked off by painted lines or other means in any parking ground upon which parking meters, are installed.

7.

- (1) Vehicles shall be parked within the bounds of the parking space.
- (2) Notwithstanding subsection (1), where the dimensions of a motor vehicle are such that it exceeds the size of the parking space, the motor vehicle may occupy more than one parking space, but coin deposit must be placed by the driver in all applicable meters.
- (3) it shall be an offence and a violation of the Bylaw for any driver to park or leave standing any motor vehicle beyond the lines or markings of the parking space except as provided for in subsection (2) of this section.
- (4) Not more than one motor vehicle shall be parked in any parking space.

Sign on meter

8.

- (1) Each parking meter installed shall have thereon an appropriate sign or device stating the parking time permitted in the individual parking space to which it relates.

Time indicator

- (2) When in operation, each parking meter shall indicate either by a dial and pointer or a digital display, the period of time acquired by coin deposit during which parking is permitted in the parking space to which such meter relates, and shall upon the expiration of the period of time permitted for parking indicate either that parking in such parking space is in violation of this By-Law or provide that the word "violation" or "expired" or "time expired" is visible in the observation window of the parking meter or where the meter has a digital display show a reading of "00:00".
- (3) Each parking meter shall bear thereon directions indicating the days and hours when the requirement to deposit coins therein shall apply, the value of the coins to be deposited, and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates.
- (4) Depositing excess coins in a parking meter shall not give credit for any additional time beyond the maximum time illustrated on the said parking meter.
- (5) Only coins which are lawful money of Canada shall be deposited in a Parking Meter.

Fees

9. The rate for parking meters within the Town of Lunenburg shall be set by the Town Council from time to time.

For convenience a meter may accept coins of larger denomination without giving additional time beyond the maximum time allotted for the meter.

Restriction

10. The parking or leaving standing of any motor vehicle in a parking space provided by this By-Law or by any By-Law of the Town, shall be restricted to the manner prescribed by the directions set forth on the parking meter relating to such parking space.

Offence

11.

- (1) It shall be an offence and a violation of this By-Law for the driver of any motor vehicle to park or leave the same standing in any parking space and fail to

immediately deposit in the parking meter relating to such parking space, a coin or coins of lawful money of Canada and of sufficient value to permit the parking or leaving standing of such motor vehicle in such parking space for any period of time permitted by this By-Law and as shown by directions set forth on such parking meter.

- (2) It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter for a period of time in excess of the maximum period allowed by the direction on the parking meter regardless of the payment deposited or whether the word "expired" or the digital display reading "00:00" is visible in the parking meter's observation window.

Commercial

12.

- (1) Notwithstanding any other provision of this By-law, the driver of a commercial motor vehicle, may park or leave such commercial motor vehicle standing in any parking space for the purpose of loading or unloading goods, wares, merchandise, materials or passengers for any period of time not exceeding thirty minutes, without depositing any coin or coins in the parking meter relating to such parking space.
- (2) It shall be an offence and a violation of this By-Law for the driver of a commercial motor vehicle:
 - (a) to park or leave same standing in any parking space for any period of time in excess of thirty minutes; and
 - (b) notwithstanding subsection (1) of this section, to fail to comply with the direction set forth on the parking meter relating to such parking space;

Maximum Time

13. When the driver of any motor vehicle has parked or left the motor vehicle standing in any parking space for a period of time in excess of the maximum period of time allowed by the directions set forth on such parking meter, it shall be a new and separate offence for each additional hour that an offence continues.

Offence

14.

- (1) It shall be an offence and a violation of this By-Law for a driver of a motor vehicle to permit the same to be parked or left standing in any parking space while the word "violation" or "expired" or "time expired" is visible in the observation window

of the parking meter relating to such parking space or where the meter has a digital display reading "00:00", unless such motor vehicle is parking pursuant to the provisions of section 12 herein.

- (2) It shall be an offence and a violation of this Bylaw for the driver of a motor vehicle to park or leave standing the motor vehicle in a parking space if a period of time has not been purchased from the parking meter.

Slugs prohibited

15. It shall be an offence and violation of this By-law for any person to deposit or cause to be deposited in any parking meter installed in the Town, any disc, slug, device, metallic substance or other substitute for the coins permitted to be deposited in accordance with this By-Law.

Penalty

16.
 - (1) Any person alleged to have violated this By-law [other than section 20 hereof] shall be given notice by a ticket left on the motor vehicle for each offence.
 - (2) A person who contravenes any section of this By-law [other than section 20 hereof] is liable upon summary conviction to a penalty of thirty dollars (\$30.00). A person who is alleged to have violated the Parking Meter By-law and is given notice of the alleged violation may pay a penalty in the amount of fifteen dollars (\$15.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of thirty dollars (\$30.00) for each offence (plus any applicable charge referred to in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).
 - (3) Each additional period of one hour that any person is found to be in violation of this By-Law shall constitute a new and separate offence.

Liability of Owner and Driver

17.
 - (1) It is an offence to be the registered owner of a motor vehicle that is parked or left standing in violation of this bylaw, whether or not the registered owner is the driver of the motor vehicle at the time of the violation.

- (2) The owner of a motor vehicle shall incur the fine provided for a violation of this By-law unless at the time of such violation the motor vehicle was in the possession of some person other than the owner without the owner's consent, either expressed or implied, and the driver of a motor vehicle not being the owner thereof shall also incur the fine, penalties and other consequences provided for such violation of this By-law.

No fees payable

18.

- (1) No fee shall be payable for parking meters from and including the last week of November of each year until and including the 31st day of December of the same year, provided nevertheless that the maximum parking time allowed on the parking meters shall still be enforced. It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter during the period from and including the last week of November of each year until and including the 31st day of December of the same year for a period in excess of the maximum parking time which can be purchased on that parking meter.
- (2) No fee shall be payable for parking meters during such additional day or days as shall be established by resolution of Town Council. It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter during said additional exempt day(s) for a period in excess of the applicable maximum parking time which can be purchased on that parking meter.
- (3) No fee shall be payable for parking meters on any statutory holiday, Sunday or between the hours of 5:00 p.m. on one day and 10:00 a.m. of the next day.

19.

- a. Notwithstanding the provisions of this By-law, the Finance Director or their designate may, upon being satisfied that the use of a parking space or spaces is reasonably necessary on a short term continuous basis, issue a temporary parking permit for a specific period of time authorizing the short-term usage of a parking space without depositing monies in the parking meter. The permit shall only be issued for motor vehicles or contractors' equipment trailers or construction dumpsters, and shall be displayed in the windshield of the motor vehicle or on an exterior side of the construction dumpster, or equipment trailer, as the case may be. Before a permit is issued, prepayment shall be made at the Town Office of an amount set by Council from time to time plus HST per parking space for each day of the period referred to in the permit.
- b. Notwithstanding the provisions of this By-law, the Finance Director or their designate may issue a permit for overnight parking in areas on Town property designated by the Treasurer for overnight parking, upon prepayment at the Town

Office of an amount set by Council from time to time per month plus HST for each month (or part thereof) of the period referred to in the permit.

- c. It shall be an offence and a violation of this By-law for any person:
 - i. to utilize a parking space for a motor vehicle or construction dumpster or contractor's equipment trailer as referred to in section 19(a) without a valid permit, or
 - ii. to park overnight in any area on Town property designated by the Treasurer for overnight parking without a valid permit.

20.

- i. It shall be an offence and a violation of this By-law for a person to block, impede or hinder the use of a parking space regulated by a parking meter, by placing a cone or cones or other object or objects in the parking space.
- ii. A person who contravenes this section of the By-law is liable upon summary conviction to a penalty of Fifty Dollars (\$50.00).

A person who is alleged to have violated this section of the By-law and is given notice of the alleged violation, may pay a penalty in the amount of Twenty-Five Dollars (\$25.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of Fifty Dollars (\$50.00) for each offence (plus any applicable charge referenced in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).

21. Notwithstanding the other provisions of the By-law, no parking ticket shall be issued to any registered owner of a vehicle lawfully displaying a veteran's number plate issued pursuant to the "Veteran's Number Plate Regulations" of Nova Scotia for a parking meter violation (but this exemption shall not apply to the maximum parking time displayed on the parking meter).

Enforcement

22. This Bylaw may be enforced by any Peace Officer.

Repeal

23. All former Parking Meters By-laws of the Town (and specifically the existing Parking Meter By-law No. 20 and any purported amendments thereto) are hereby repealed and this By-Law substituted therefor.

May 28, 2019 Council Meeting

- i. Proposed motion to give first reading to amend Bylaw #65 Encroachment Bylaw

Motion: moved by Councillor Carnevale, seconded by Councillor Mosher that first reading is hereby given of a proposed amendment to Bylaw #65, Encroachment Bylaw regarding legal fee contributions which will be advertised for second reading and public submissions at a future Council meeting (Schedule "F") along with other proposed Bylaw amendments. Motion carried.

Government General Committee
 April 18, 2019
 #5 New Business - draft revisions to A
 Bylaw Respecting Street Encroachment
 For Building Access Bylaw #65

- (b) For all purposes of this By-law, an Encroachment License shall constitute a license and a permit as referred to in Section 49(1)(d) of the Municipal Government Act which addresses the delegation of authority.
 - (c) When addressing the restoration of a pre-existing encroachment, the Heritage Officer, Development Officer and Engineer may use such evidence as they deem appropriate to determine the existence of, dimensions and details of any such encroachment.
 - (d) No Encroachment License shall be issued until the owner has executed and delivered to the Town an Indemnity in the form attached as part of Schedule "A" with such modifications in form as may be deemed appropriate by the Heritage Officer, Development Officer and Engineer in each case, or in such other form as may be adopted by Council by Resolution from time to time.
5. Notwithstanding anything in this By-law, no Encroachment License shall be issued except upon an approved Application pursuant to the provisions of this By-law, and the latitude provided in Sections 2.1(d) and 2.1(e) and 2.1(f) and 2.11 apply only in relation to an Application for the issuance of an Encroachment License.
- 2.3 The fees to be paid for an Encroachment License shall be an application fee of \$100.00 (HST included) or as determined by Council by Policy from time to time **to help offset Town staff time reviewing and processing the Encroachment License. If the Town must incur legal fees to prepare, review, etc. an Encroachment License renewal or assignment the Town shall provide a maximum \$500. legal fee credit or \$1,000. legal fee credit for the preparation of a new Encroachment License, the balance of which shall be paid by the Encroachment Licensee prior to the Encroachment License being executed by the Town. The amount of the legal fee credit shall be annually indexed effective January 2020 by the prior year's calendar consumer price index for Nova Scotia.**
- 2.4 Every Application for an Encroachment License shall:
- (a) unless waived by the Heritage Officer, Development Officer and Engineer, be based upon a Plan of Survey showing the location of any sidewalk and the roadway or paved portion of the street, if applicable, as well as the street line, together with any features within five (5) feet of the street line, and the proposed boundary of the encroachment;

May 28, 2019 Council Meeting

- i. Proposed motion to give first reading to amend Bylaw #56 Hack and Trolley Bylaw

Motion: moved by Councillor Carnevale, seconded by Councillor Croft that first reading is hereby given of a proposed amendment to Bylaw #56, Hack and Trolley Bylaw regarding insurance which will be advertised for second reading and public submissions at a future Council meeting (Schedule "G") along with other proposed Bylaw amendments. Motion carried.

CERTIFIED AMENDMENT TO THE TOWN OF LUNENBURG BY-LAW NO. 56

HACK AND TROLLEY BY-LAW

WHEREAS the liability insurance to be provided in order to obtain a Hack License should have the Town added as an "additional insured" and not an "additional named insured".

BE IT RESOLVED by the Town of Lunenburg that the Hack and Trolley By-law No. 56 be and is hereby amended as follows:

In section 4(a)(4) the term "additional named insured" shall be deleted and the words "additional insured" shall be substituted therefor.

Any reference to liability insurance in the Application and Renewal Form for a Hack License shall provide that the Town be added as an additional insured and not additional named insured.

Dated this _____ day of _____, 2019.

Bea Renton
Town Manager/Clerk

I, Bea Renton, Town Manager/Clerk for the Town of Lunenburg, do certify that the attached is a true copy of an Amendment to the Town of Lunenburg's Hack and Trolley By-law No. 56, duly approved by the Lunenburg Town Council on _____, 2019, with first reading having been given on _____, 2019, Second and Third readings on _____, and effective on _____, 2019, the date of advertisement in the Progress Enterprise Newspaper.

MEMORANDUM

TO: COUNCIL

FROM: DAWN SUTHERLAND, MANAGER OF PLANNING & DEVELOPMENT

DATE: JULY 23, 2020

RE: BLOCKHOUSE HILL DEVELOPMENT – INFORMATION ON TASKS

1. FACTS

The Blockhouse Hill lands have been considered, both formally and informally, over a number of years as a potential site for new residential development. In 2005 a number of smaller scale prototype house designs of Lunenburg vernacular architecture were created for a joint pilot project between the Town of Lunenburg and the Province. The issue of a lack of affordable housing had been identified as a barrier to younger families wishing to living in Lunenburg. For various reasons it was not developed at the time. The current Council has also discussed possible residential development Blockhouse Hill and more recently, a private developer has expressed an interest in building two multiunit buildings at the base of the hill.

On June 9, 2020, Council requested a report

“that will outline in it what tasks are needed to consider its potential sale and development, e.g., a survey, infrastructure analysis, etc.”

2. ISSUES AND OPTIONS ANALYSIS

A. Lot Information

Blockhouse Hill lands have been identified by Council as lands that could be potentially developed and thereby provide additional housing stock. Blockhouse Hill lands are owned by the Town of Lunenburg and are comprised of three separate lots. The large lot is 20.57 acres and is essentially the hill itself (PID 60056900). The second is a lot off Sawpitt Road with an area of 71, 679 sq.ft (PID 60671427). The third lot is at the top of the hill, behind 82 Kempt Street, with an area of 22,604 sq ft (PID 600566892). Aptly named, Blockhouse Hill has a Visitor Information Centre and Board of Trade offices in a replica blockhouse at

the top of the hill with the grade sloping down toward Back Harbour to the north. See Schedule A for satellite imagery and lot outline.

	ZONE	LOT NUMBER	PID	AREA
1 (large)	Residential/Recreation	I-1X	60056900	20.57 acres
2 (Sawpitt)	Residential	09-1B	60671427	71, 679 sq.ft
3 (behind 82 Kempt)	Recreation	-	60056892	22,604 sq ft

Please note that there is a 4th lot, PID 6038668, that appears as two parcels on Property Online, the provincial mapping system. Where part of this land is located between the trail and the highway, it has not been included as part of the subject properties. Should Council wish, it could be included. It is not in the land registry system and has no assessment date. Please see attachment B for locational maps.

B. Decision Points in Moving Forward

Council has not made a decision on whether to move forward in selling Blockhouse Hill. There are a number of decision points for Council in moving toward residential development of these lands.

Council may turn their minds to these questions not only to focus dialogue but to enable clear direction to staff in proceeding.

Questions to consider are:

- i. Does Council wish to make the development of these lands for residential purposes a priority? Are there other options to achieve new residential housing? What are the consequence of not developing these lands? What will be the impact on open space within the Town?
- ii. Does Council wish to sell these lands to a private developer or develop these lands themselves?
- iii. Does Council wish to approve the concept design and proceed via a Request for Proposals (RFP) or is compliance to the subdivision by-law sufficient? Is the RFP to cover lands currently occupied by the campground?
- iv. Do we have enough information on whether the Town can absorb any financial burden incurred in preparing for and supporting development? (e.g. infrastructure upgrades, surveying fees, etc.)
- v. Does Council wish to take the opportunity to address the need for affordable housing and ensure that some of these lands are used for affordable housing? Does Council wish to initiate a project which would see the Town keeping a lot(s) to sell for below market value or give to a not for profit organization such as Plan B Housing, housing cooperative, Habitat for Humanity, as enabled under Section 51(1) of the Municipal Government Act and subject to proper procurement procedures.
- vi. What information will Council be providing to the developers via a RFP process? Are we providing information on fire flows and water pressure or doing other such assessments?

- vii. Is there anything else that Council would like to see on the lands that would not be covered under planning and subdivision regulations? Does Council have any ideas of what they would like to do with any parkland - is there an opportunity for a recreation or commemoration project here? How does Council wish to incorporate public engagement into the development of the new public places?

These questions are not exhaustive but are aimed at being illustrative of the type of discussion that should occur prior to divestiture.

C. Issues and Considerations

- i. Draft Comprehensive Community Plan, Project Lunenburg. Development of Blockhouse Hill for residential development is in keeping with the draft Comprehensive Community Plan. Please note that this draft has not been approved by Council as it is still out for consultation. The planning documents (municipal planning strategy, land use by-law and subdivision by-law) are in the process of being drafted.

The lack of housing, and in particular housing that is affordable, was identified as an issue for Lunenburg. Project Lunenburg defines affordability is defined here as 30% of a household's before-tax income should cover the complete cost of shelter.

The large hill lot (PID 60056900) is shown to be in an area of Residential Expansion. Residential Expansion areas are intended to connect the existing residential neighbourhoods and land uses through new context-sensitive residential development providing a variety of housing options. Built form includes semi-detached dwellings, duplex dwellings, converted dwellings, townhouse dwellings, accessory suites, grouped dwellings.

The lot off of Sawpitt road (PID 60671427) is shown to be in an area of Gentle Density. Gentle Density is defined as a strategy through which additional growth can be accommodated in established residential neighbourhoods by adding housing forms such as garden suites and secondary suites, which do not change community appearance and built character. It is likely that if a street is able to be developed that accesses Sawpitt Road, it will be single loaded (houses on one side only) as the strip of land narrows. This area will be more expensive to develop as a result of the single load reducing profitability.

It is very likely that the new planning documents will approach development of these lands in a comprehensive way – perhaps through a residential comprehensive development district (CDD) or a specifically tailored zone. CDDs accommodate development on a site which has unique characteristics (e.g. a large tract of vacant land) and as such, has tailored regulation that is not available in other zones. They are enabled through Section 226 of the Municipal Government Act. If a district is enabled in policy, then development may proceed through the use of a

development agreement and/or uses specifically permitted in the CCD zone.

ii. Heritage

A portion of the lots that are at the top of the hill are in the Heritage Conservation District along with the home at 82 Kempt Street. Future development proposals will need to meet the requirements of the Heritage Conservation District Plan and By-law.

These lots are in the buffer area of designated World Heritage Site of Old Town Lunenburg. The buffer area is actually a patchwork of Town owned properties rather than an actual buffer area around the perimeter of the World Heritage Site. New residential development on these lots will need to be evaluated in terms of its impact on the Statement of Outstanding Universal Value (OUV).

The Draft Comprehensive Community Plan of Project Lunenburg suggests a transition area between established and any new proposed development, which will be beneficial in protecting the OUV.

iii. Land Valuation

All lands are currently assessed as “commercial exempt” as they are Town owned properties. Council may choose use the value assigned to the properties by Property Valuation Services Corporation (PVSC) or have a formal appraisal of the property carried out privately. See Attachment C for information on lot assessments.

iv. Survey and land migration in the Land Registration System.

Lots should be surveyed and in the land registration system. Lot 09-1B (off Sawpit Road) had been surveyed in 2009 and is in the land registration system. The other two lots need to be surveyed and migrated. Lot consolidation through the approval of a final plan of subdivision may be beneficial in terms of referring to one land parcel but not necessary for land sales transaction. Please note that all lots would be need to be migrated prior to subdivision plan approval.

v. Land Availability and Market Competition

There are vacant lands that are designated and zoned for residential development that are privately owned. These lands could be developed to provide for a range of housing options. As these lands are in private hands, the Town can only encourage but not force the development of these lands. Please note that there are also serviced vacant lots currently on the market, such those in the Salt Meadows subdivision off of Wolff Avenue.

There have been questions as to whether the development of these lands would have a negative impact on the viability of other developments. The Blockhouse Hill lands are highly desirable as they are in close proximity to the core, within walking distance of many amenities, and adjacent to the

Back Harbour Trail and the Bay to Bay Trail system. Regardless of who is selling the lots, it is likely that the development of Blockhouse Hill would negatively impact other proposed green field residential development elsewhere in Town. There is currently a developer working with Public Works on servicing issues with the intention of servicing a future residential subdivision.

There are other ways of accommodating additional housing such as through infilling vacant lots, adaptive reuse of existing buildings, increasing density in existing housing stock (additional units in an existing building or on the lot), as well as new subdivisions in other areas of town.

vi. Traffic Study

A traffic study would be required under the Subdivision Specifications. The Town is responsible for the costs of carrying out the study. The study would speak to the ability of the current street network to absorb additional traffic flows generated as a result of the new development. It should evaluate the road network and its condition. It is likely that access/egress points would be from Oxner Drive and Creighton Street and possibly Sawpitt Road. The viability of an entrance off of Sawpitt Road would need to be investigated as there is an industrial circuit (electricity) on Sawpitt Road.

The traffic study would speak to any needed upgrades to the street network such as widening or resurfacing. With respect to how pedestrian flow impacts the street, there may be recommendations for sidewalks given the increased number of pedestrians who will be using the streets. The Town would be responsible for installing new sidewalks such as along Kempt or Prince, for example. With new sidewalks comes curbing and most likely storm sewer as these areas are currently served by shallow ditches. New sidewalks would connect the new residential of Blockhouse Hill to the core.

vii. Costs associated with new infrastructure

Under the current subdivision by-law, costs for the installation of infrastructure associated with a new subdivision is the responsibility of the developer. The cost is significant so the developer must first determine the design and nature of development in order to ensure that the venture is profitable. The cost is associated with such things as installation of water mains, laterals, service to the property line, and hydrants; installation of storm and sanitary sewer lines; curb and pavement; installation of electricity poles; streetlighting, etc. The Town Engineer has to determine that the new public streets, central water systems, and central sewer systems have been constructed as required by the Subdivision By-law prior to approval. Titles to the streets are accepted by the Town afterward.

As construction costs are significant, developers may request that a cost sharing agreement with the municipal unit be entered into to facilitate new construction. There is no requirement to cost share. Cost sharing is at the

discretion of Council and would need to be considered in the budget process.

viii. Water Pressure and Fire Flows

It has been past practice for developers to be responsible for hiring an engineer to carry out fire flows and do an analysis of the water system to determine if pressure is sufficient for development. In order to facilitate a sale, this information could be provided to the developer in advance by the Town so that that are prospective developer would know if their proposal would be capable of being serviced by the Town without upgrades or the extent to which upgrades are necessary. Much depends upon the concept plans, however, water lines should be looped to ensure high water quality (as opposed to dead end water lines). A water line could come from Oxner Drive to the top of the hill and, if feasible and permitted, another to Sawpitt Road should development occur along any proposed new street extending to Sawpitt Road. The water line along Kempt Street has been upgraded and the one along Kaulbach Street is in the capital plan for renewal in the future. This would provide another header to feed the Old Town, which would be beneficial for fire flows. Please note that depending upon the results of the fire flows test, the Town may need to consider this upgrade.

The Town water supply has the capacity to service a residential subdivision.

ix. Sewer Services

Issues surrounding the capacity and functioning of the sewage treatment plant are currently being reviewed. Infiltration has been identified as having a negative impact on the ability of the plant to handle peak flows and future capacity. It is premature to comment on the ability of the plant to handle additional capacity, especially if there are two large subdivisions being planned at the same time. This issue has been made a priority of Council and further information will come before Council from Public Works as their project has been initiated.

x. Electricity

Once there is a concept plan, a scope would need to be requested by the developer to the Town of Lunenburg Electric Utility.

xi. Viewplane from Blockhouse Hill toward Back Harbour

During the pilot project circa 2006, a contour was developed that defined a viewplane where development could not interfere with the view of a person standing on Blockhouse Hill (near the current visitor information centre) and looking toward Back Harbour. More research is needed on the parameters of the view plane. Viewplane protection can be a consideration for future development.

xii. Other

Additional information for developers may be achieved through the Town carrying out a high level environmental impact assessment, a species at risk assessment, and archeological assessment. An asset management assessment for infrastructure would be beneficial for future budgeting.

D. Municipal Process (Tasks)

Below is an outline of the process that can be followed should Council wish to sell the lands to a private developer and approve of the concept plan. Please note that the development would still be subject to the land use and subdivision by-laws as well as any other applicable by-laws.

The municipal process is:

- i. Council decision to move forward with an RFP.
- ii. Gather internal documentation and begin drafting the RFP.
- iii. Prepare the property: carry out a valuation of the property, survey, migration, traffic study, etc.
- iv. Internal review of draft RFP (legal, procurement, adherence to internal policies and procedures).
- v. Council approval and release of RFP.
- vi. Acquire a real estate professional to handle any transactions, if necessary.
- vii. Decision on RFP and process for sale of municipal property under Section 51 of the Municipal Government Act. See Attachment D for MGA 51. (Please note that Council may not wish to sell the lands if there is not a suitable response to the RFP so the divesture process should not begin too early in this process.)
- viii. Transaction complete and subdivision process to begin.

3. FINANCIAL IMPACT

As discussed above.

4. STRATEGIC PLAN RELEVANCE

A proposal to develop Blockhouse Hill for residential development would be in keeping with all of the goals of the Strategic Plan, as set out below:

- Promote a high quality of life for residents
- Celebrate our community
- Champion opportunities for our community's health and well-being
- Foster an environment for business success
- Operate the Town efficiently and effectively

5. RECOMMENDATION AND DRAFT MOTION

This report is for information purposes only, as requested by Council.

Possible Next Steps:

A number of questions have been put forward in B. Decision Points in Moving Forward section of this report. **Staff will require specific instruction** regarding the terms of reference for it to be properly evaluated, e.g., how much land is included, what infrastructure is the developer expected to provide if cost sharing, what design concepts will be considered, will there be a buy back clause if no development within a certain time frame, etc.

Attachments -

Attachment A – Satellite view of subject properties

Attachment B – Maps: PID 60386687, 4th lot between trail and highway (not currently included as subject lands)

Attachment C – Information on assessment (from Property Online)

Attachment D – Section 51, MGA Sale or lease of municipal property

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Attachment A – Satellite view of subject properties

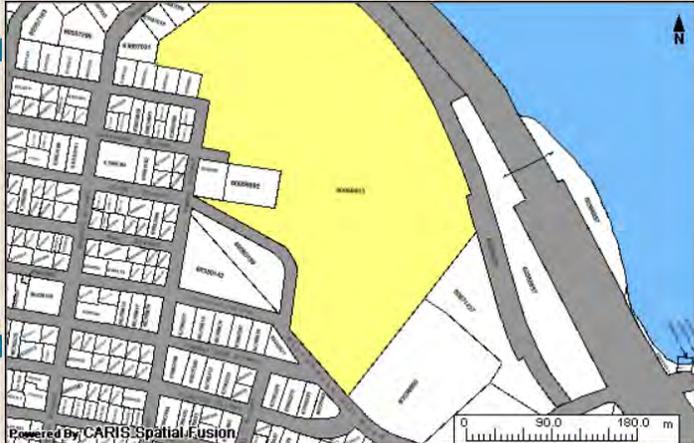


	ZONE	LOT NUMBER	PID	AREA
1 (large)	Residential/Recreation	I-1X	60056900	20.57 acres
2 (Sawpitt)	Residential	09-1B	60671427	71, 679 sq.ft
3 (behind 82 Kempf)	Recreation	-	60056892	22,604 sq ft

Attachment B – Maps: PID 60386687, 4th lot between trail and highway (not currently included as subject lands)



Attachment C – Information on assessment (from Property Online)



Powered By CARIS Spatial Fusion

Lat: 44-22-42N Long: 64-17-56W Scale: 4572 Zoom: 2

1 Property found

PID: **60056900** Details
 AAN: **04647009**
 Value: \$467,000 (2020 COMMERCIAL TAXABLE)
 \$86,800 (2020 COMMERCIAL EXEMPT)
 Address: 11 BLOCKHOUSE HILL ROAD
 LUNENBURG
 LOT L-1X
 County: LUNENBURG COUNTY
 Owner: TOWN OF LUNENBURG
 LR: NOT LAND REGISTRATION

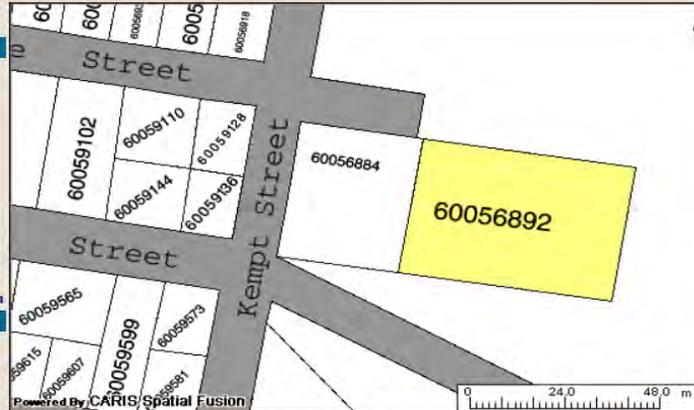


Powered By CARIS Spatial Fusion

Lat: 44-22-39N Long: 64-17-58W Scale: 2276 Zoom: 2

1 Property found

PID: **60671427** Details
 AAN: **10237823**
 Value: \$9,000 (2020 COMMERCIAL EXEMPT)
 Address: SAWPIT ROAD
 LUNENBURG
 LOT 09-1B
 County: LUNENBURG COUNTY
 Owner: TOWN OF LUNENBURG
 LR: LAND REGISTRATION



Powered By CARIS Spatial Fusion

Lat: 44-22-43N Long: 64-18-14W Scale: 1143 Zoom: 2

1 Property found

PID: **60056892** Details
 AAN: **03400107**
 Value: \$34,400 (2020 COMMERCIAL EXEMPT)
 Address: KEMPT STREET
 LUNENBURG
 County: LUNENBURG COUNTY
 Owner: TOWN OF LUNENBURG
 LR: NOT LAND REGISTRATION

Sale or lease of municipal property

51 (1) A municipality may sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.

(4) The council shall advertise the public hearing at least twice, in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing.

(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale. 1998, c. 18, s. 51

M E M O R A N D U M

TO: TOWN COUNCIL

FROM: IAN TILLARD, ENGINEERING CONSULTANT

DATE: JULY 17, 2020

RE: ARCHIBALD STREET SEWER INSTALLATION

1. FACTS

At the June 16, 2020 Council meeting the Public Works Department was asked if the Public Works Department could install a sewer main extension between a portion of Brook and Green Streets along Archibald Street to run in front of 58 and 66 Archibald Streets. The Town Engineer will advise if this work can be done by Public Works staff and if a preliminary estimate of \$50,000 to install the main by staff includes engineering design services if required. A comparison of the estimated cost for a private contractor to do the work would also be provided. The Finance Director advised that a capital borrowing would be required for the project regardless of the amount as the 2020/21 capital budget has been approved and there are currently no other external funding sources available at this time.

The current situation is that there are two residences along the street that connect to the sanitary line on Brook Street via long laterals from each residence. The laterals are very long (on the order of 80+ metres), are owned by the residents and are in poor condition. One resident has made a request to council to install a new sewer line along the street so that they can connect with a new short lateral.

A conceptual cost estimate for this work is \$130,000 as tendered work. Council requested PW to look at this as an in-house project.

Council also asked for a copy of a plan showing where sewer mains are located in relation to adjacent properties. This is attached for your information.

2. ISSUES AND OPTIONS ANALYSIS

An in-house estimate for this work is \$52,000 including tax. This includes all labour, equipment and material. The estimated duration for the work is one week and this would essentially involve the entire public works crew, except for one or two people.

During this COVID crises period, Public Works have been performing mostly individual tasks and only on an urgent basis have the crews worked jointly together – for things such as water leaks. Public Works recently did an in-house safety review for working together as a full crew and the general consensus is that there are adequate measures available that will allow closer contact type of work such as this. As a consequence PW has recently added additional PPE items to the crew kits. As the situation with COVID is fluid though, there is no guarantee that there may be an upset that will result in a change to the situation which may cause a disruption to the work.

There is another construction project ongoing for the seawall rebuild and this has been permitted for 2020 by Department of Fisheries. There is approximately one month of good weather work remaining on this project for 2 operators, although at the moment PW is waiting for delivery of rock.

Another pending in-house project is the installation of an overflow near the Brook Street Pump Station. This is expect to take a full crew approximately 3 days.

The concern is the impact new construction work has on other scheduled maintenance and repair work as per the PW work plan. Sidewalk and road repairs are about to commence. Generally the work plan that has been developed keeps the PW personnel fully busy for the entire year and then some so new construction work such as this potentially has a negative impact on other work.

3. FINANCIAL IMPACT

This is new unbudgeted work. A capital borrowing would be required for the project regardless of the amount as the 2020/21 capital budget has been approved and there are no other available funding sources at this time. And if the project is done in 2021/22 it is possible that a capital borrowing may still be required, however it is also possible that there may be Deed Transfer Taxes available to fund this project depending on the other Capital needs of the Town in fiscal 2021/22.

4. STRATEGIC PLAN RELEVANCE

5) Operate the Town efficiently and effectively by:

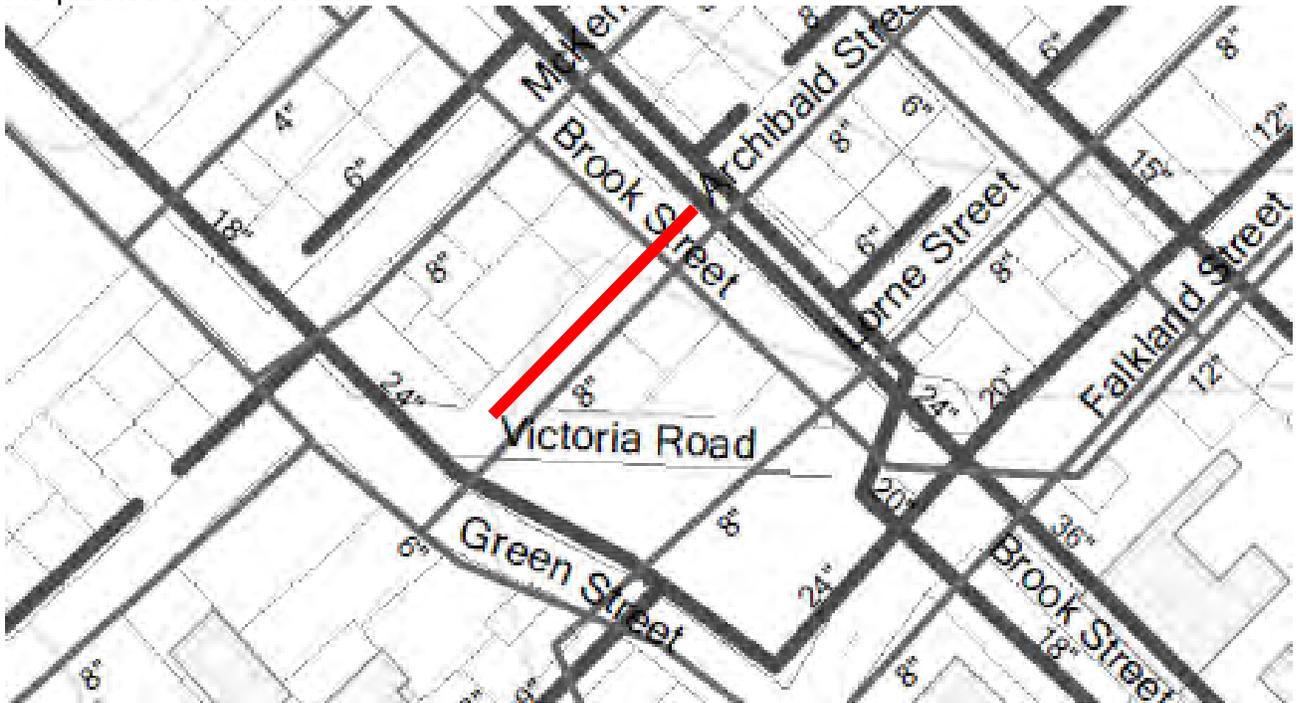
- A. Making best use of Town-owned buildings and land.
- B. Continually and strategically maintaining and upgrading community infrastructure

5. RECOMMENDATION AND DRAFT MOTION

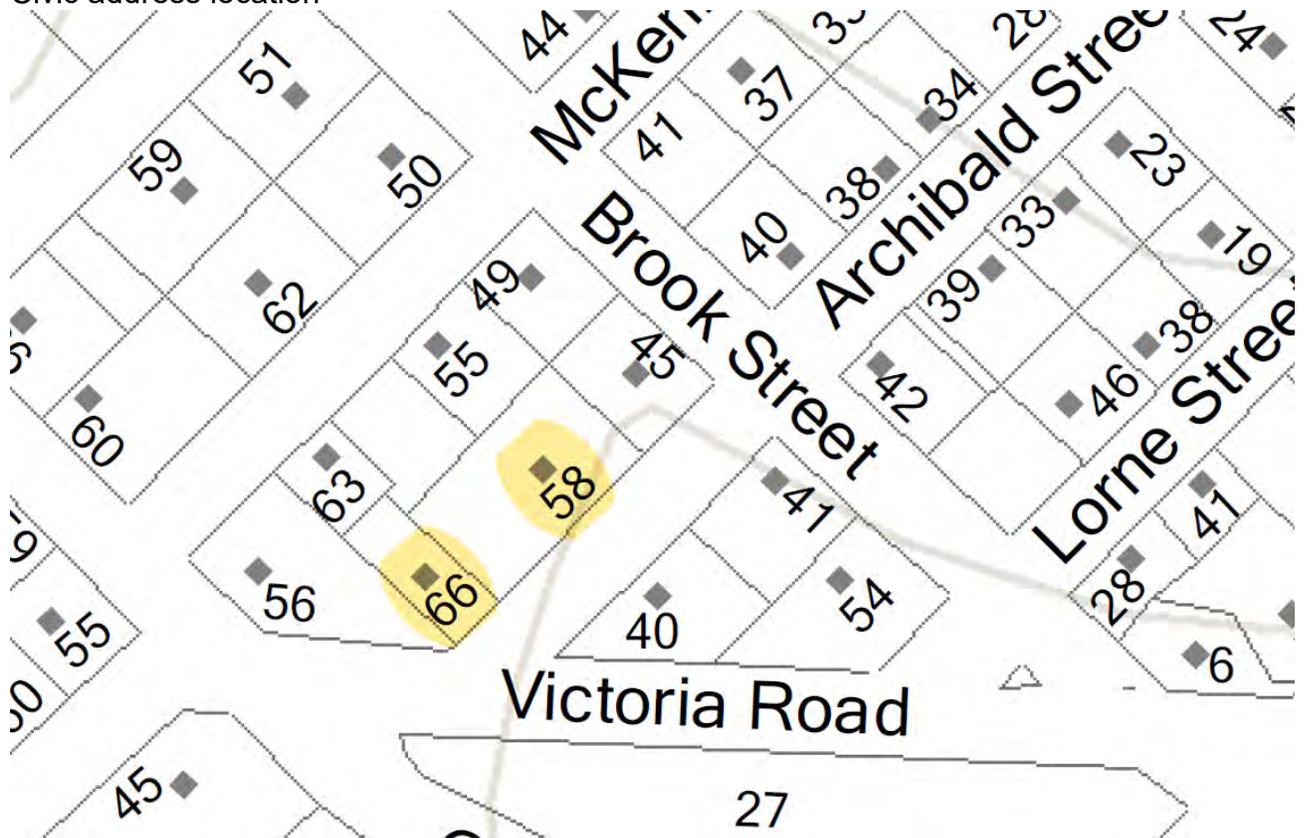
It is recommended that Council advise whether they want to budget for the requested Archibald Street sewer main extension from the intersection of Brook/Archibald Streets to 66 Archibald Street to service this property and 58 Archibald Street. If approved, Town staff could do this work in Spring/Summer 2021 when the frost comes out of the ground and Council has approved a budget for same.

Attachment (1)

Requested sewer installation



Civic address location



Sewer Map of the town is in the attached file; MPS LUB Map 3 Sewer and Water updated to 2007 _02-2011 (10)

TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 3

SEWER AND WATER SERVICES

2007 UPDATE

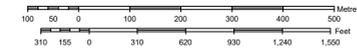
LEGEND

- Septic Tank and Disposal Bed
- Forcemain
- Water Main
- Sewer Main
- - - Private Sewer and Outfalls

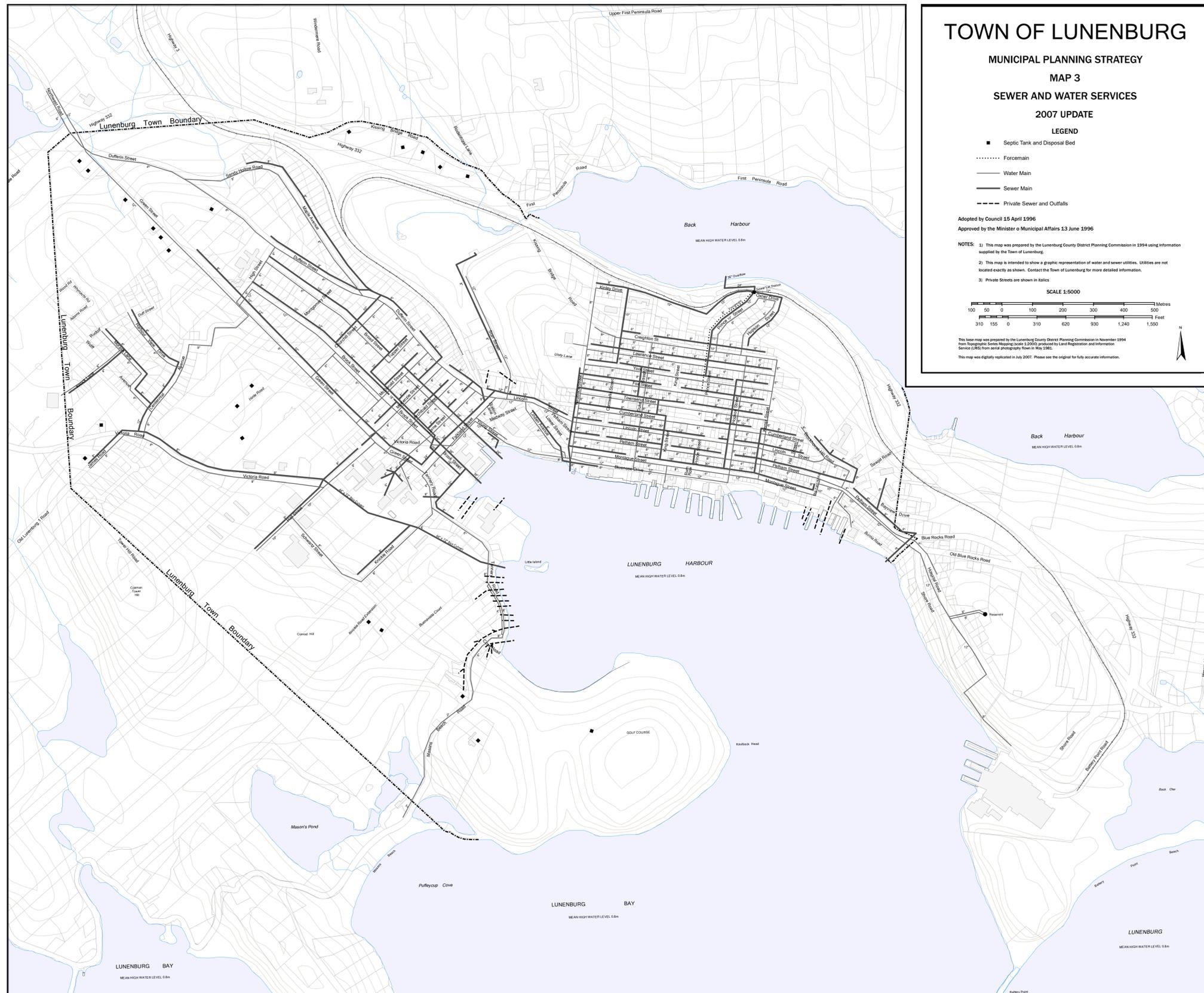
Adopted by Council 15 April 1996
Approved by the Minister of Municipal Affairs 13 June 1996

- NOTES:
- 1) This map was prepared by the Lunenburg County District Planning Commission in 1994 using information supplied by the Town of Lunenburg.
 - 2) This map is intended to show a graphic representation of water and sewer utilities. Utilities are not located exactly as shown. Contact the Town of Lunenburg for more detailed information.
 - 3) Private Streets are shown in italics.

SCALE 1:5000



This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapings (Scale 1:2500) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1982. This map was digitally replicated in July 2007. Please see the original for fully accurate information.



Circulated: _____

Document No: 5
Meeting: Council July 28, 2020
Circulate To: Council, BR, JL, JM, PB
File: Water/Wastewater - General

MEMORANDUM

TO: TOWN COUNCIL

FROM: PETER BAKER, PUBLIC WORKS SUPERINTENDENT, JOHN LOHNES, TAYLOR ROMBAUT AND JOHN MADER, WATER RESOURCE OPERATORS

DATE: JUNE 29, 2020

RE: MAY 2020 WATER AND WASTEWATER QUALITY TEST RESULTS

1. FACTS

The Nova Scotia Environment "Approval" documents to operate both for the Water Treatment Plant (Class II water treatment facility) and the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated water and wastewater at the respective plants. There are also Federal testing standards. Routine testing is conducted both in Town labs at each plant and independently certified labs to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards then explanations are provided. This report provides a monthly summary of these results.

At the end of each year an annual report is also prepared for both treatment plants and filed with the Provincial and Federal governments.

2. ISSUES AND OPTIONS

Wastewater Treatment Plant

The Provincial Approval to operate requires that treated wastewater be tested a minimum of five times per month (once per week) for:

- biochemical oxygen demand (BOD maximum 20 mg/L);
- suspended solids (SS maximum 20 mg/L); and
- fecal coliform (maximum 1000 counts/100 mls).

pH (between 6.5 - 9.0) is tested daily (five times per week).

Disinfection is required to be continuous with the use of UV lights.

The Approval document further states that the facility is considered to be “in compliance with effluent limitations if 80% of the sample test results, at the frequency and number specified...meet the specified limit(s)...No single test result can be greater than two times the limits”.

The Town is also required to comply with the Federal Environment Canada Wastewater Systems Effluent Regulations. We test treated water from the Wastewater Treatment Plant for Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L), Total Suspended Solids (TSS maximum 25 mg/L), un-ionized ammonia (maximum 1.25 mg/L) and pH (between 5.5 - 9.5) every two weeks. Acute lethality tests are conducted quarterly and in this test rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations if four consecutive acute lethality tests pass when taken quarterly (over a year) then the testing for acute lethality can be reduced to once per year.

Results

The following table identifies any test results which exceeded the Provincial Standards.

Parameter Tested (# of test)	Maximum Limit	Exceeded Maximum Limit
BOD (5)	20 mg/L	None
SS (5)	20 mg/L	None
Fecal Coliform (5)	1,000 counts/100 mls	2 tests at 2,500 counts/100 mls
pH (21)	6.5 – 9.0	None
Comment: As a result of the Covid-19 pandemic UV bulbs which disinfect the effluent were not cleaned as often as they are normally cleaned and this resulted in two Fecal Coliform tests exceeding Provincial limits. Under normal conditions the UV bulbs would be cleaned weekly. This could not always occur during the pandemic as two operators are required for this task and so is physical distancing.		

All May test results met the Federal Standards. No rainbow trout died in the last acute lethality test performed on December 3, 2019. According to the Environment and Climate Change Canada regulations we are now only required to test for acute lethality yearly as the last four consecutive samples passed the test requirements. The next acute lethality test will be performed in December 2020.

We have attached a table which provides a summary of the average monthly daily flow (US gallons per day) of wastewater which has been treated from 2009 to date.

Water Treatment Plant

The Provincial Approval document requires weekly total coliform and E. coli bacteria tests for water entering the distribution system and various water distribution system sample points. In addition, aluminum is tested monthly. Quarterly we test for: parameters for corrosion control; lead; trihalomethanes; bromodichloromethane; and

haloacetic acids. Annually, we test raw water and treated water for compliance with the Federal Guidelines for Monitoring Public Drinking Water Supplies and a fuller assessment every five years. The Province can also request viruses, Giardia and Cryptosporidium testing at any time.

Results

All May and quarterly test results were in compliance with the Provincial Approval requirements.

Additional information is attached with the line loss since January 2014 up to date and the location and cause of water leaks within the distribution system since January 2015 up to date.

3. FINANCIAL IMPACT

Funds are included in the Water Treatment Plant and Wastewater Treatment Plant operating budgets to pay for these water quality tests.

4. STRATEGIC PLAN RELEVANCE

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

5. RECOMMENDATION

This report is provided for Town Council's information.

Acknowledged only by:

Bea Renton, CAO

Encls. 3

Waste Water Treatment Plant

<u>Average Monthly Daily Flows (USGPD)</u>	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
January	940,294	767,857	840,324	990,669	798,500	821,333	1,228,376	797,289	963,316	906,324	636,808	681,049
February	959,648	592,263	978,915	822,827	902,320	632,291	1,171,563	804,590	969,710	974,459	693,503	689,140
March	903,731	726,059	915,953	916,966	1,083,288	949,220	965,278	1,043,356	965,597	998,449	802,902	914,341
April	1,153,251	1,107,593	1,113,196	736,749	933,020	1,602,759	965,278	764,799	632,395	985,934	569,976	1,070,959
May	874,164	974,489	792,349	855,584	728,810	485,225	573,635	887,125	654,174	1,157,628	477,666	702,156
June		914,011	678,713	884,103	626,112	991,863	639,974	989,508	656,993	840,575	559,765	678,842
July		601,530	643,826	580,779	615,238	628,417	526,474	834,703	605,139	629,526	686,258	547,631
August		577,504	504,183	617,797	508,015	627,702	509,224	601,246	559,871	834,769	582,341	577,263
September		273,878	520,990	601,488	524,950	462,222	550,710	662,096	996,792	588,082	571,014	502,385
October		649,833	884,682	491,703	773,368	728,372	851,612	716,092	714,657	1,188,019	578,492	944,224
November		942,787	1,067,517	554,340	735,231	625,240	1,053,808	889,923	774,717	1,028,785	948,721	636,926
December		906,862	770,823	939,003	930,390	831,210	1,207,248	1,128,674	1,117,587	1,050,063	1,109,152	1,006,181
Average Daily Volume/Year USG		752,889	745,054	749,334	763,270	782,155	853,598	843,283	800,912	931,884	684,717	745,925
Days per year		365	365	365	366	365	365	365	366	365	365	365
Total Yearly Volume USG		274,804,455	271,944,679	273,506,897	279,356,880	285,486,407	311,563,392	307,798,420	293,133,914	340,137,812	249,921,529	272,262,573
Year to Year Increase (Decrease) USG		2,859,776	-1,562,218	-5,849,983	-6,129,528	-26,076,984	3,764,972	14,664,506	-47,003,898	90,216,284	-22,341,045	

* Due to power outages these volumes may not be completely accurate

Town of Lunenburg Water Use

2014				
	Pumped	Sold *	Unaccounted Water Use/Loss	Percent
January to March	41,343,988	33,477,361	7,866,627	19.03%
April to June	41,683,941	34,045,724	7,638,217	18.32%
July to September	46,966,995	35,008,429	11,958,566	25.46%
October to December	38,523,608	33,039,285	5,484,323	14.24%
2015				
January to March	38,685,055	31,474,195	7,210,860	18.64%
April to June	41,053,551	33,846,179	7,207,372	17.56%
July to September	44,926,119	33,983,269	10,942,850	24.36%
October to December	38,532,914	35,139,044	3,393,871	8.81%
2016				
January to March	39,065,596	32,368,168	6,697,428	17.14%
April to June	38,905,020	34,990,883	3,914,137	10.06%
July to September	50,366,140	39,678,233	10,687,907	21.22%
October to December	40,464,380	37,443,578	3,020,802	7.47%
2017				
January to March	37,574,680	33,531,323	4,043,357	10.76%
April to June	39,237,440	36,096,612	3,140,828	8.00%
July to September	48,072,704	42,657,360	5,415,344	11.26%
October to December	40,528,840	35,983,255	4,545,585	11.22%
2018				
January to March	38,260,460	33,880,209	4,380,251	11.45%
April to June	39,117,100	33,951,871	5,165,229	13.20%
July to September	45,083,423	38,246,005	6,837,418	15.17%
October to December	37,931,817	33,208,199	4,723,618	12.45%
2019				
January to March	38,188,700	32,842,069	5,346,631	14.00%
April to June	41,667,340	34,992,919	6,674,421	16.02%

July to September	55,870,980	38,731,499	17,139,481	30.68%
October to December	41,662,060	37,768,735	3,893,325	9.35%

2020				
January to March	39,497,480	31,682,469	7,815,011	19.79%
April to June				
July to September				
October to December				

*Based on an average of 150/gallons/day residential use. This typically increases during warm month periods.

Water Leaks in Distribution System

2015				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	12	Victoria Road	Civic 80	3/4" water service with pin holes
January	22	Kemprt Street	Between Townsend and Cumberland	6" valve bonnet broke
January	26	Lincoln Street	Civic 187	3/4" water service brass connection
January	26	Falkland Street	Civic 71	6" valve bonnet broke
February	11	Blockhouse Hill Road	Between Civic 11 and Civic 24	6" watermain cracked
February	18	High Street	Civic 24 (Hospital)	6" sprinkler service leaking
February	20	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Victoria Road	Civic 167	8" watermain long split
May	1	Lorne Street	Civic 20	3/4" water service swedge curb stop
June	8	Pelham Street	Civic 178	3/4" water service brass connection
November	24	McDonald Street	Between Brook and Green	4" watermain cracked
December	3	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
2016				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	19	Falkland Street	Civic 71	6" sprinkler service cracked
February	18	Archibald Street	Intersection of Green Street	8" X 6" reducer loose fitting
February	25	Centennial	Intersection of Victoria Road	8" X 8" loose fitting (elbow)
March	11	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
March	29	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Falkland Street	Civic 32	3/4" water service brass connection
July	6	Mason's Beach Road	Between Civic 101 and 142	2" leak watermain
July	25	Bayview Drive	Behind 311 Pelham Street	1 1/2" leak water service
October	21	Dufferin Street	157 Dufferin Street	3/4 " leak water service
October	31	Pelham Street	106 Pelham Street	3/4 " leak water service
December	1	Blue Rocks Road	Civic 359	1" leak water service
2017				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	4	Montague	Civic 208	6" watermain cracked
September	7	MacDonald	Civic 59	3/4" Brass service leaking
September	21	Motague	Civic 257	3/4 Brass service leaking
2018				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	6	Brook	Civic 108	6" watermain cracked
February	15	Green	Civic 23	6" watermain cracked
March	19	Victoria Road	Civic 79	8" watermain cracked
May	15	Bayview Drive	Behind 305 Pelham	2" plastic line fitting
July	2	Victoria Road	Between 80 and 58	1" service holes in pipe
October	4	Dufferin Street	Civic 121	3/4 " leak water service
November	4	Young Street	End of Young Street in Park	12" AC water line coupling failed
2019				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
May	2	Kemprt Street & Lincoln	Civic 24 Kemprt Street	6" watermain cracked
June	10	Harbour View Drive	Civic 232	3/4 " leak water service
June	18	Bluenose Drive	Civic 179	12" watermain coupling failed
October	2	Blue Rocks Road	Civic 359	3/4" service hole in pipe
October	21	MacDonald Street	Civic 59	4" cast iron watermain cracked
2020				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	18	McKenzie	Civic 55	3/4 " leak water service
April	30	Falkland	Civic 29	3/4 " leak water service
No Leaks in May				

MEMORANDUM

TO: LUNENBURG TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: JULY 16, 2020

RE: CAPITAL PROJECT – WATER TREATMENT PLANT ROOF VENT PAINTING OVER BUDGET AUTHORIZATION

1. FACTS

Three roof vents at the WTP are planned to be painted this year as a capital project. The project has a budget of \$5,000. A tender has been issued and the bids came back slightly higher than budget, lowest bid was \$5,800 plus tax. There is a need for a contingency budget too. Council approval is required to exceed the approved capital budget.

2. ISSUES AND OPTIONS ANALYSIS

The Town's Purchasing Policy and financial requirements of managing a balanced budget does not allow projects to be over budget without Council's approval. We are asking Council to approve the increase of this capital budget to allow for the project to move forward in the 2020/2021 year.

3. FINANCIAL IMPACT

This project is paid for the by the Water Utility depreciation reserve. Approval is required to increase this Capital budget item from the original amount of \$5000 to \$7,431.25 as described below in part 5 of this report.

4. STRATEGIC PLAN RELEVANCE

5. B. – Continually and strategically maintaining and upgrading community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

It is staff's recommendation to approve an increase in the projects budget to allow for the project to be completed as follows:

Cost	\$5,875.00
Tax	\$881.25
Contingency 10%	\$675.00
Total	\$7,431.25

Draft motion: moved and seconded to increase the 2020/21 Capital budget for roof vent painting at the Water Treatment plan from \$5000 to \$7,500.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: JULY 22, 2020

RE: PROPOSED AWARD OF TENDER FOR RECREATION DEPARTMENT ICE RESURFACER REPLACEMENT

1. FACTS

The tender for a new, current model, propane ice resurfacer for use at the Lunenburg War Memorial Arena closed on June 12, 2020. The request is coming to Council for approval because the tender is over \$100,000, as per the Town Purchasing Policy. There were two submissions for this tender.

2. ISSUES AND OPTIONS

The purchase of the ice resurfacer was included in the 2020/21 Capital Budget. The budgeted amount is \$125,000. A summary table of the tender submissions is below and the machine specs are included at the end of this report.

Supplier	Monarch Enterprises Ltd.	Saunders Equipment Ltd.
Machine Make	Olympia	Zamboni
Year	2021	2020
Model	Millennium H	446
Tendered price (before HST)	\$102,100.	\$91,090.
Price including "standard equipment"	\$102,100.	\$104,128.
Delivery date	300 days	90 days
Warranty	2 years	2 years of 2000 hours

Below indicates the machine specific differences, as listed on the tender proposals:

Specifications	2021 Olympia	2020 Zamboni
Engine (<i>current machine has 5L</i>)	4.3 L	2.4 L
Ice shaving blades (<i>current machine has 84" x 5"x 1/2"</i>)	84" x 5"x 1/2" Could reuse old blades. Large blade cleans faster by 1 pass through.	77" x 5"x 1/2" Need to purchase additional blades.
Conditioner Paint	Galvanized steel (non-rusting), last longer.	Powder coated black
Service location	Dartmouth, NS	Fredericton, NB
Service Call Cost	No charge first 2 years. Labour: \$100/hr. Travel: no additional cost.	No charge first 2 years. Labour: \$130/hr. Travel: \$1.95/km from Amherst, NS
Engine Parts	Similar to a GM Motor. Easier to get parts locally.	Similar to Mitsubishi. Parts would need to be ordered.
Machine ergonomics	Step and handle access to get onto machine	Handle only, no step.
Axle Capacity	20,000 lbs front axle 20,000 lbs rear axle	4,300 lbs front axle 4,800 lbs rear axle
Brakes	Four wheel	Two wheel
Water Capacity	302 gal	224 gal

The tender included a list of "minimum specifications", as well as "optional equipment". There were several "optional equipment" that was at an added cost by Saunders Equipment Ltd for the 2020 Zamboni in the amount of \$13,038 plus HST. This would bring the 2020 Zamboni total cost to \$104,128 plus HST. These "optional equipment" was considered to be "standard equipment" by Monarch Enterprises Ltd for the 2021 Olympia which was included in their base tendered, which the exception of one item.

Below is a list of the "optional equipment" that has been included for the 2021 Olympia base price but at extra cost by 2020 Zamboni. These items add an additional \$13,038 plus HST to the 2020 Zamboni base cost.

- **Wash water system** consisting of an additional 218 L water tank for washing the ice surface, or flooding, by a rod operated manual valve.
 - *Note: Wash water is used to further improve the quality of the ice by removing debris and snow from deep skate-blade cuts. Located directly in front of the blade, nozzles forcefully spray water into the ice surface, loosening deep debris.*
- **Wash water transfer valve**, connecting the wash water tank to the main ice making water tank for additional ice making water capacity.
- **Wash water tank water level sight gauge.**
- **Four wheel tire wash system.**
- **Hydraulic oil cooler.**

- **Chrome wheels** (ILO standard painted steel)
- **Automatic snow breaker** provides a continually clear snow conveyance path, eliminating the need to manually break up the snow with a rod.
- **Galvanized conditioner** (ILO powder coded black)
- **Snow tank light** to provide the operator with better visibility while monitoring the snow tank capacity during resurfacing.
- **Driver's retractable seatbelt.**

There was one "optional equipment" that was included in 2020 Zamboni base price but at extra cost by 2021 Olympia. This would add an additional \$2,100 plus HST to 2021 Olympia, if chosen to add.

- **Stainless steel water distribution pipe** (ILO standard pipe)

In addition, staff recommend purchasing two (2) extra blades (\$400/each) to have as contingency for a total of \$800 plus HST and a new propane ice edger for \$5,400 plus HST as the current ice edger is in a service department requiring work.

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

There is funding of \$108,700 for an ice resurfer with the \$53,700 in reserves, a MODL grant of \$20,000, TOL capital from revenue via MODL operating grant of \$10,000 and an anonymous donation of \$25,000.

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 that a 2021 Olympia Ice Resurfer be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100 plus HST, two blades for \$800 plus HST and one propane ice edger for \$5,400 plus HST

Draft motion: Motion: moved and seconded that a 2021 Olympia Ice Resurfer be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100 plus HST, two blades for \$800 plus HST and one propane ice edger for \$5,400 plus HST with the capital funding of \$53,700 from reserves, \$20,000 MODL grant, \$25,000 anonymous donation and \$9,600 capital from revenue.

Acknowledged only by:
Bea Renton
Town Manager/Clerk



MILLENNIUM *H*

A quantum leap forward in performance, precision control and fuel efficiency.

The Olympia Millennium H is the result of 50 years of continuous innovation and manufacturing of OLYMPIA ice resurfacers.

A P.S.I. Tier 4 Engine

The Olympia Millennium H features an energy efficient Tier 4 P.S.I. 4.3 liter V6 EPA CARB (California Air Resources Board) certified propane or natural gas engine, powering a hydrostatic drive system providing a high percentage of engine power direct to the wheels without the mechanical losses of a conventional transfer case and differentials. A low engine speed of 1500-1600 rpm is all that is required for optimum on-ice machine performance.

B Drive Motors

The Olympia Millennium H joins the Olympia Millennium E and the Olympia Ice Bear as the only "true" 4 wheel drive ice resurfacers in the world. The high efficiency, heavy duty MCR Wheel Drive motors from Bosch Rexroth have a wheel load rating of 10,000 lbs. on each wheel.

C Hydrostatic Drive System

The Olympia Millennium H delivers full time positive traction to all 4 wheels from two perfectly matched Bosch Rexroth components. This hydrostatic drive system utilizing a single pumping element intelligently and efficiently balances the power to all wheels even when cornering.

D Dynamic Braking

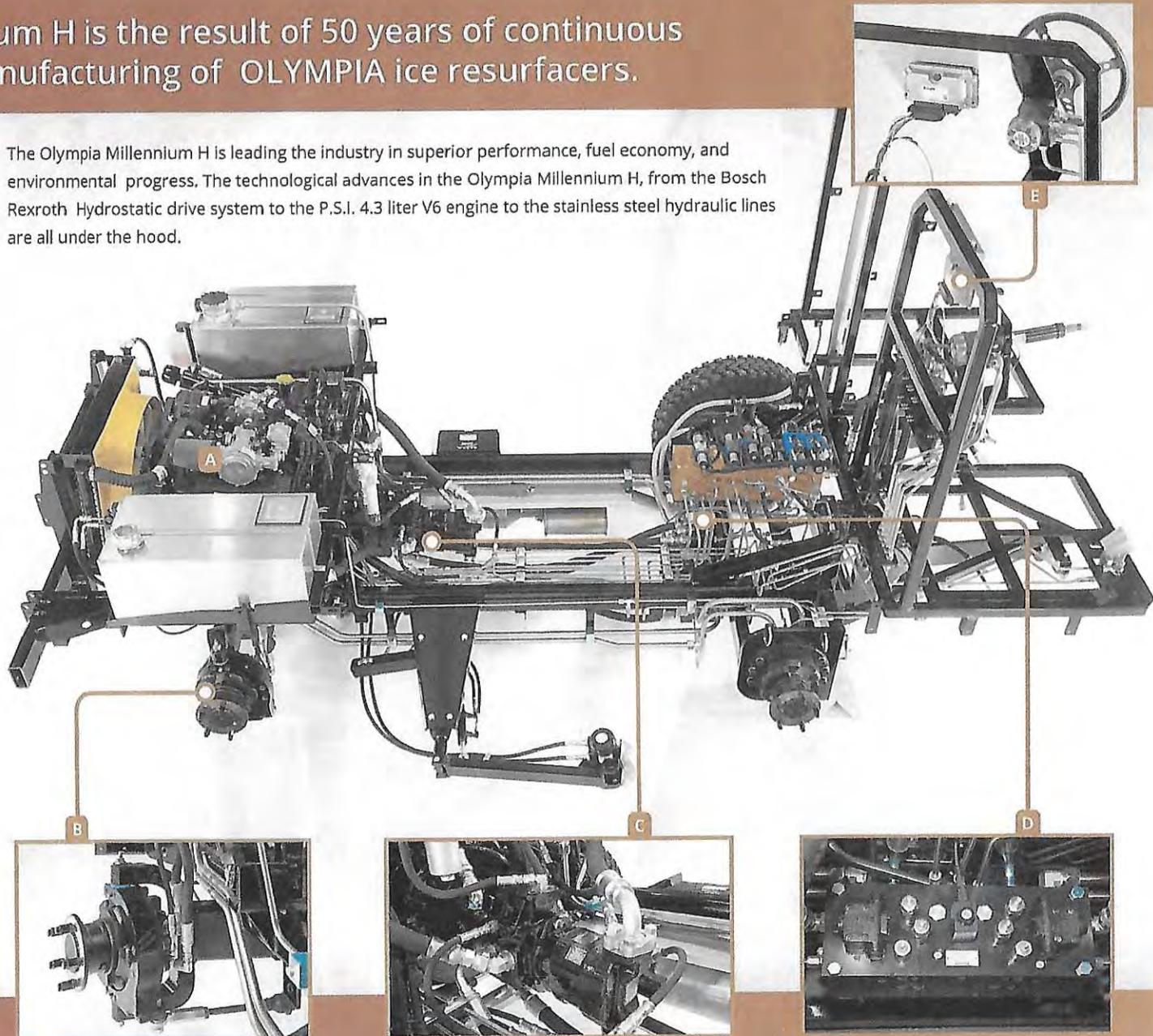
The Olympia Millennium H Dynamic Braking system is delivered via the transmission ECM (Electronic Control Module). Easing off the accelerator enables the ECM to regulate the deceleration. Putting the gear shift into the Park position engages the hydraulic parking brake.

The Olympia Millennium H includes a second auxiliary hydraulic system which, like the drive system, is driven directly off the engine and features stainless steel hydraulic lines which far exceed the durability of standard hydraulic hoses.

E CAN BUS Control

The Bosch Rexroth CAN BUS drive controller provides a very smooth communication between the operator's foot pedal and the hydrostatic pump resulting in a natural, intuitive feel. This technology has been time proven in the automotive industry.

The Olympia Millennium H is leading the industry in superior performance, fuel economy, and environmental progress. The technological advances in the Olympia Millennium H, from the Bosch Rexroth Hydrostatic drive system to the P.S.I. 4.3 liter V6 engine to the stainless steel hydraulic lines are all under the hood.



Olympia Millennium H Improved Power, Precision & Performance

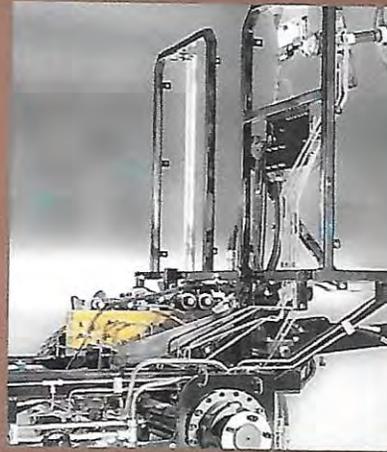
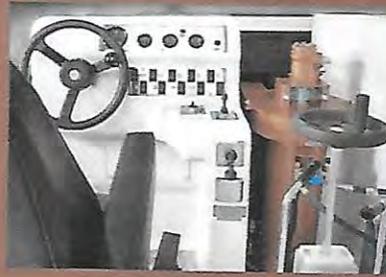
The Olympia Millennium H is leading the world in innovative dynamic ice resurfacing technology where performance, streamlined operation and precision ice resurfacing sets the new standard for the industry. The replacement of the mechanical drive system with the Bosch Rexroth Hydrostatic system has streamlined the Olympia Millennium H's maintenance, operation and performance profiles.

OLYMPIA MILLENNIUM H FEATURES:

- Over 50 Years Proven Technology
- True 4 Wheel Drive
- Tier 4 EPA CARB Engine
- Bosch Rexroth Hydrostatic Drive System
- Stainless Steel Hydraulic Lines
- Propane / Natural Gas
- Emission Control System
- Steel Construction
- Front Dump
- Aluminum Water Tanks
- Aluminum Alloy Wheels
- Safety Seat with 8 second delay shut off
- Board Brush
- Automatic Snow Breaker
- Automatic Towel Bar Lift
- Offset Galvanized Conditioner
- Replaceable Conditioner Runners
- Front and Rear Guide Wheels
- Full Instrumentation
- Complete Lighting Package includes Bin Light
- Parking Brake
- Reversible Auger System
- Adjustable Traction Control
- Load Sensing Hydraulic 4 wheel drive
- 4 Wheel Dynamic Braking
- Automatic Parking Brake
- Warranty on Machine 2 full years

OPTIONAL:

- Wash Water System
- Laser Automatic Blade Control System
- Automatic Flood Water Fill System
- Back-up Alarm
- Stainless Steel Water Tanks
- 80" Conditioner
- Side Dump



Superior Ergonomic Control System

The Olympia Millennium H is the most ergonomic resurfacer on the market. The operation control systems for the entire machine are located in front of the operator. There are two grab handles for safe and easy mounting by the operator.

Precision Control

The Olympia Millennium H is the most agile machine on the market with a tight turning radius of only 14 feet (4.267 m.) without compromising traction. Combined with the computerized load sensing hydraulic systems provides all operators with a comfortable and natural feel.

SPECIFICATIONS AND CAPACITIES

Overall Length	162"	411.48 cm
Length Bin Open	228"	579.12 cm
Height Bin Closed	77"	195.58 cm
Height Bin Open	150"	381.00 cm
Overall Width	88"	223.52 cm
Blade Width	84"	213.36 cm
Turning Radius	168"	4.267 m
Net Weight	7032 lbs	3190 kg
Gross Weight	8906 lbs	4040 kg
Snow Bin Capacity	103 cu ft	2.91 m ³
Ice Making Water Capacity	206/248 imp/US gal	9360 l
Wash Water Tank Capacity	45/54 imp/US gal	204.5 l
Hydraulic Oil Tank (2)	12/14 imp/US gal	52.996 l
Conditioner Clearance	10"	25.4 cm
Conditioner Width	88"	223.52 cm
Exhaust Height	84"	213.36 cm

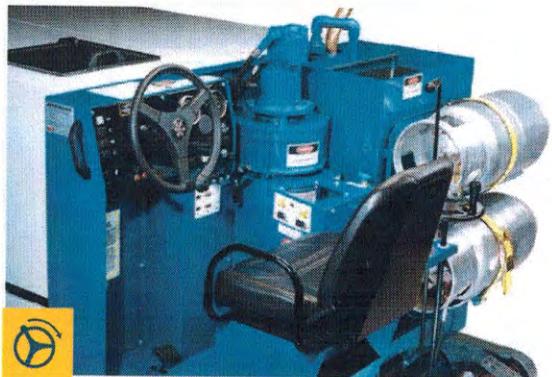




POWER WITH EXCEPTIONAL MANEUVERABILITY

The powerful high-output compact engine introduces a new era of fuel efficiency, providing significant savings and a cleaner arena environment.

MODEL
446



Reduced fuel consumption without compromise of performance



Ease of operation with familiar automobile style controls and gauges



Exceptional results from our unrivaled down pressure system

**MODEL
446**

Saunders Equipment Ltd.
Ph. 506-458-9460
www.saundersequipment.com
Email: sales@saundersequipment.com

This brochure has been prepared only as a general guide for the customer. Every effort has been made to assure that the information presented is correct. Some features described or shown may be optional at extra cost. Prices, colors, materials, specifications and models are subject to change. For current product information, please contact the Zamboni Company.



POWER AND EFFICIENCY

The compact 2.4 L engine can be configured for gasoline, propane or CNG. On-board diagnostics with programmed oil change and maintenance intervals.



TRANSMISSION

Continuously variable hydrostatic pump and motor are axial-piston type, providing superior on-ice power with maximum drawbar pull. Full hydrodynamic braking.



DRIVETRAIN

Four-wheel drive. Rugged Dana Spicer® axles combine with an innovative hydrostatic transmission, providing the most reliable drivetrain in the industry.



HYDRAULICS

Efficient double pump delivers full power and speed to the augers, even while the machine slows for corners. Easy access to high quality, low maintenance filters.



CONSTRUCTION

Robust hand-welded steel tubing chassis. Premium primer/paint and rust-free poly ice-making water tank for corrosion resistance in the harsh environment it will call home.



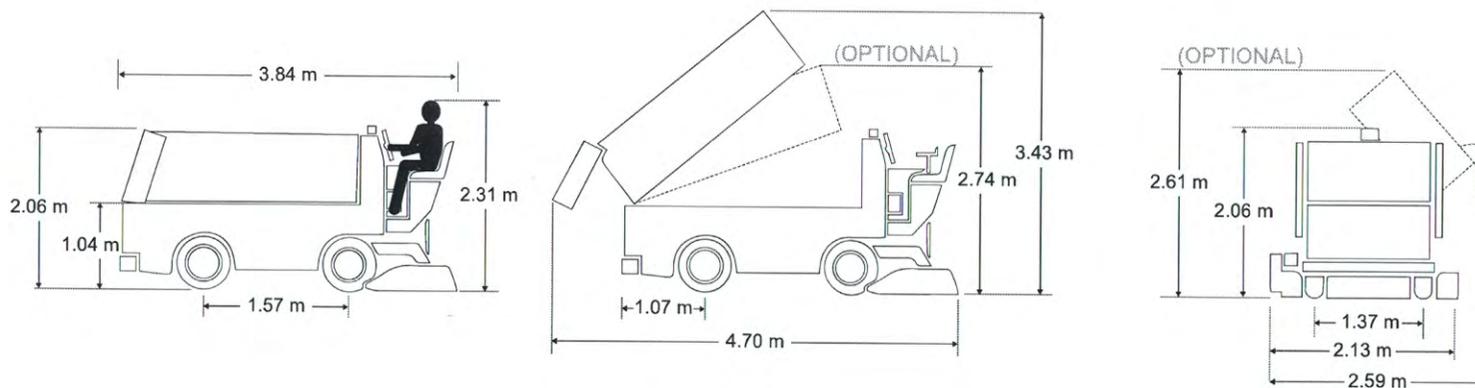
GLOBAL SERVICE AND SUPPORT

Zamboni Customer Service and a network of Zamboni Authorized Distributors provide exceptional and accessible service and support worldwide.

ZAMBONI
zamboni.com

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MODEL 446



CAPACITIES

Snow Tank

Actual Volume	2.66 m ³	94 cu. ft.
Compacted	3.17 m ³	122 cu. ft.

Water

Ice Making	627 L	166 gal.
Wash Water	218 L	58 gal.
Total	845 L	224 gal.

Hydraulic Oil	72 L	19 gal.
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POWERTRAIN

Four-Wheel Drive

Engine Mitsubishi® 2.4 L / 59 HP at 2500 RPM
Four Cylinder Liquid Cooled

Transmission Continuously variable hydrostatic pump and motor are axial-piston type.

Hydraulics Powerful single pump for the vertical and horizontal augers.
Hydraulic down pressure for optimal resurfacing results.

Axles

Front	1950 kg	4300 lb
Rear	2177 kg	4800 lb

Brakes Full Hydrodynamic Braking with Rear Drum Brakes

DIMENSIONS

Overall	L	W	H	L	W	H
Snow Tank Down	3.84 m	2.13 m	2.06 m	151 in.	84 in.	81 in.
Snow Tank Up	4.70 m	2.13 m	3.43 m	185 in.	84 in.	135 in.

Shaving Blade	L	W	H	L	W	H
	195.6 cm	12.7 cm	1.27 cm	77 in.	5 in.	0.5 in.

Clearance

Minimum Operator Height Clearance	2.31 m	91 in.
Snow Pit Clearance	104.1 cm	41 in.

Conveyor System

Horizontal Auger Diameter	25.4 cm	10 in.
Vertical Auger Diameter	25.4 cm	10 in.

Manueverability

Wheelbase	1.57 m	62 in.
Wheel Track	1.37 m	54 in.
Turning Radius at Conditioner	4.57 m	15 ft.

Weight

Empty	2660 kg	5860 lb
with Water	3502 kg	7720 lb

ZAMBONI®

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Automatic Snow Breaker

Eliminates the need for manual control of the snow breaker by the machine operator.

*optional equipment



Integrated Auger Washout System

Simplifies the vertical and horizontal auger washout task, from a single point on the conditioner. *optional equipment



Ergonomic Seat

Designed with the operator in mind, our premium seat has optimal adjustability.

*optional equipment

MODEL 446



Saunders Equipment Ltd.

Ph. 506-458-9460

www.saundersequipment.com

sales@saundersequipment.com

STANDARD FEATURES

2 Year Warranty
 Chassis: Strong All Welded Steel Tubing
 Conditioner Safety Guards
 Digital Training and Reference Materials
 Engine: CAN Bus System
 Engine: EPA and CARB Certified
 Familiar Automobile-Style Foot Controls
 Four-Wheel Drive
 Fuel Options: CNG, Gasoline, Propane
 Full Hydrodynamic Braking
 Guide Wheel
 Headlights and Tail Light (for Off Ice Travel)
 High Quality 10 and 25 Micron Filters
 High Speed Vertical Auger
 Hydraulic Oil Level Sight Gauge
 Load Sensing Engine Governor
 Multi-Function Display
 On-Dash Diagnostics
 Parking Brake

Power Steering
 Premium Polyester Felt Spreader Towel
 Replaceable Poly Conditioner Side Plates
 Rugged Dana Spicer® Axles
 Rust-Free Poly Ice Making Water Tank
 Snow Tank Safety Stand
 Spare Tire and Wheel
 Stainless Steel Hardware
 Steering Wheel Spinner Knob
 Touch-Up Paint Kit
 Tungsten Carbide Studded Tires
 Under Seat Storage
 Wide Spectrum of Premium Automotive Paint Colors

OPTIONS

400 Micron Wash Water Deep Filter Bag
 Automatic Snow Breaker
 Back Up Alarm
 Blade Change System
 Chrome Wheels
 Conditioner: Galvanized
 Electric Water Level Gauge
 Engine Diagnostic Computer Interface Tool
 Fire Extinguisher
 Heated Ergonomic Comfort Design Seat

- Armrest
- Seatbelt

 Hydraulic Oil Cooler Kit
 IceCaps® Wheel Advertising System
 Integrated Auger Washout System
 Low Fuel Light
 Rotating Beacon Light
 Side Snow Tank Dump
 Snow Melting Kit

Snow Tank Dump Height Restriction
 Snow Tank Light
 Snow Tank Non-Stick Liner
 Stainless Steel Water Distribution Pipe
 Tire Wash System
 Wash Water to Ice Making Water Transfer
 Water Level Sight Gauge
 Zamboni Connect™ System

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WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

WEDNESDAY, JUNE 3, 2020 AT 9:00 A.M.

(VIA VIDEO CONFERENCE)

PRESENT: Mayor Rachel Bailey, Chair
Councillor Ronnie Bachman
Kandace Forward, Campground Manager, Lunenburg Board of Trade
Sue Kelly, Organizing Team, Plastic Free Lunenburg
Ariel Smith, Team Lead, Coastal and Marine, Coastal Action
Valda Walsh, Region 6 Solid Waste Management

ALSO PRESENT: Heather McCallum, Assistant Municipal Clerk

ABSENT: Jamie Myra, Interim President, Lunenburg Board of Trade Council
Peter Baker, Public Works Superintendent

Agenda Item	Discussion & Consensus	Action Items (follow up)
1. Agenda	<ul style="list-style-type: none">• The meeting was called to order at 9:10 a.m.• The agenda was approved as circulated.	
2. Meeting Notes	<ul style="list-style-type: none">• The notes were approved as circulated. <p>CLARIFICATION: According to GE's black bag rejection sheets, on Apr 30 there were 45 addresses stickered on the New Town/ Centennial route and on May 12 there were 13 addresses stickered on the Lower Old Town/Mason's Beach route. The numbers are declining.</p>	

Agenda Item	Discussion & Consensus	Action Items (follow up)
<p>3. Unfinished Business</p> <p>a. Business Arising</p>	<ul style="list-style-type: none"> • Ms. Kelly noted that the LBOT is sponsoring a used item giveaway this weekend as part of Be a Tourist in Your Town this coming weekend. • Boat wraps – The Mayor raised the question with the Lunenburg Waterfront Association, who agreed to look further into it and possibly bring to Develop NS with the Town as a joint request. • Cigarette butts – Ms. Kelly will share a graphic about cigarette butt plastic pollution the Town may be able to use – she will forward. ✓ • Compost bin sizes – Counsellor Bachman noted that the local hardware store carries the standard 240L, they no longer have 120L, but they do have an 80L. Ms. Walsh explained that collection trucks are equipped with lifts, and the hauler would have to be asked if they can take an 80L bin. She noted that the small sizes have been reported as difficult for seniors as the wheels are not as sturdy and require more bending. More consideration should be taken re: the usefulness of the request. 	<p>-Councillor Bachman to get a spec sheet of the 80L containers. ✓ PW staff to ask GE if 80L containers can or cannot be accommodated by the truck lift.</p>
<p>b. Region 6 EPR materials – <i>for information</i></p>	<ul style="list-style-type: none"> • Ms. Walsh shared materials on extended producer responsibility (EPR) for information. She noted that these pieces were connected to a proposal for the Provincial government that was submitted last year. Link for information: https://legcat.gov.ns.ca/articles/1071668.2142/1.PDF <p>Ms. Walsh explained that since EPR is already in force in Ontario, BC, etc. Nova Scotia taxpayers are paying twice for recycling: through our taxes, and also to the manufacturers who have built the cost into their pricing structure.</p>	

Agenda Item	Discussion & Consensus	Action Items (follow up)
c. Strategy Report to Council – <i>draft for discussion</i>	<ul style="list-style-type: none"> • The AMC presented the draft strategy document for review and comment. Most feedback will be captured in the document itself. • Wreaths – Need to confirm Check with KC re what exactly is done now with – Mahone Bay has rental/reuse program – perhaps grape vine, fir bough options further down the road. UPDATE: Currently the Legion encourages a donation rather than wreath purchase. This topic was on the agenda for the 2020 National Legion Convention, now postponed to 2021. • Dish rental – PFL has a stock of 100 dishes available; they could run the bank, but would need storage and dishwashing (consider putting washing onus on renters)? 	Next steps: -Check with Legion re details of Remembrance Day wreath program. ✓ -Staff (AMC) to update Strategy document and circulate to working group for final comments. -An accompanying staff report to Council to be written.
4. New Business a. N/a	<ul style="list-style-type: none"> • N/a 	
5. Next Meeting(s)	<ul style="list-style-type: none"> • The next meeting is scheduled for: Wed June 17 at 9:00 a.m. 	-Strategy document to be sent in advance.
6. Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 11:24 a.m. 	

WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

WEDNESDAY, JUNE 17, 2020 AT 9:00 A.M.

(VIA VIDEO CONFERENCE)

PRESENT: Mayor Rachel Bailey, Chair
Kandace Forward, Campground Manager, Lunenburg Board of Trade
Sue Kelly, Organizing Team, Plastic Free Lunenburg
Ariel Smith, Team Lead, Coastal and Marine, Coastal Action
Valda Walsh, Region 6 Solid Waste Management

ALSO PRESENT: Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Ronnie Bachman
Jamie Myra, Interim President, Lunenburg Board of Trade Council
Peter Baker, Public Works Superintendent

Agenda Item	Discussion & Consensus	Action Items (follow up)
1. Agenda	<ul style="list-style-type: none">• The meeting was called to order at 9:02a.m.• The agenda was approved as circulated.	
2. Meeting Notes	<ul style="list-style-type: none">• The notes were approved as circulated.	
3. Unfinished Business a. Waste Reduction Strategy	<p>The revised document was provided for review.</p> <ul style="list-style-type: none">• Mayor Bailey, as Chair, commented that she believes that even after the Strategy development is completed, the group should meet at least annually to provide some oversight on progress and continue the collaboration. (Same organizations, even if representatives change.)• There was some discussion about whether the Action Items under Goals were too specific – perhaps another layer needed, similar to Town’s Strategic Plan of 2014.• Solid Waste Management Bylaw: UPDATE: The suggested lawn waste bag amendment has already been included with other amendments going before the General Government Committee.• Garbage bins: Ms. Walsh noted that audits conducted by Region 6 showed that if multi-sort is the only waste bin option,	<p>-Further revisions to the document to be made by staff (AMC) capturing feedback from meeting and emails.</p> <p>-Confirmation to come re: which Council Meeting the presentation will be held at.</p> <p>UPDATE: Anticipated to be presented at the July 28, 2020 meeting. Members of the working group are invited to attend and be available for questions, should they arise.</p>

Agenda Item	Discussion & Consensus	Action Items (follow up)
	<p>people sort better. A suggestion was made that the existing catch-all bins added to the waterfront due to the increased meal take-outs during the pandemic could be grouped to allow for sorting.</p> <ul style="list-style-type: none"> • Election signs: Noted to publicize existing restrictions about lawn signs under the Land Use Bylaw when the decision is made about a plastic election sign ban. • Ocean garbage “ship to shore”: Region 6 in the past had a program to educate recreational boaters and fishers on proper sorting on board, and marinas to be equipped for sorting upon return that could be revived and collaborated on? Coastal Action will be doing a fishing gear recovery program soon as well. • Revision notes were captured in the document as the review progressed. 	
<p>4. New Business a. N/a</p>	<ul style="list-style-type: none"> • N/a 	
<p>5. Next Meeting(s)</p>	<ul style="list-style-type: none"> • The next meeting is scheduled for: TBD 	<p>-Prior to July 28th Council meeting and/or closure is TBD.</p>
<p>6. Adjournment</p>	<ul style="list-style-type: none"> • The meeting was adjourned at 10:40 a.m. 	

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: JULY 24, 2020

RE: WASTE REDUCTION STRATEGY

1. FACTS

At the January 14, 2020 Council Meeting the following motions were passed to allow the Waste Reduction Strategy Working Group (WRSWG) to begin work.

Motion: moved and seconded to appoint Mayor Bailey as the Council representative and Chair of the Waste Reduction Strategy Working Group. Motion carried.

Councillor Bachman offered to serve on the Group as well which Council agreed with.

Motion: moved and seconded to approve of the Guidelines for the Waste Reduction Strategy Working Group which the Group may further refine (Schedule "E"). Motion carried.

2. ISSUES AND OPTIONS ANALYSIS

Nova Scotia's Our Path Forward report of 2011 set 300/kg/person/year as a target, but this target has largely fallen by the wayside. In 2020, with the Covid-19 pandemic, there is cause for concern about waste volumes with disposal of non-medical personal protective equipment and other single-use items like wipes.

The WRSWG held their inaugural meeting on January 30, 2020, using the approved Guidelines to direct their work. The Guidelines were revised on May 14, 2020 in response to the Covid-19 delay on timelines (**Schedule "A"**).

Membership

- Town elected official(s); chaired by a member of Council:
 - Mayor Rachel Bailey, Chair
 - Councillor Ronnie Bachman
- Staff as assigned by CAO:
 - Peter Baker, Public Works Superintendent
 - Heather McCallum, Assistant Municipal Clerk
- Invited community stakeholders:
 - Coastal Action (Ariel Smith)
 - Lunenburg Board of Trade (Jamie Myra/Kandace Fellows)
 - Plastic Free Lunenburg (Sue Kelly)
 - Region 6/Divert NS (Kirk Symonds/Valda Walsh)

Activities

- Meetings
 - In person: January 30, February 13, February 20, March 5
 - Interim activity report provided to Town Council on March 10
 - Hiatus due to Covid-19 pandemic
 - Online: May 14, June 3, June 18
- Lunenburg Farmer's Market
 - March 12: WRSWG member organizations participated in a public information session on waste reduction and diversion, wearing green "3Rs" t-shirts donated by Jamie Myra
- Community Consultation
 - Resident community consultation sourced from Project Lunenburg and Plastic Free Lunenburg
 - Business community survey in March (44 responses)

The result of the WRSWG's work is the enclosed **Town of Lunenburg Waste Reduction Strategy (Attachment "B")**, submitted for Council's review and approval.

Please note: There are no timelines suggested for the recommendations; public restrictions for the pandemic would necessitate some items to be addressed when the situation normalizes.

3. FINANCIAL IMPACT

Strategy Action Items:

- Goal 1: Lead

Note: Action has taken place on several of the recommendations:

- A.i) Bylaw #38 recommended revision has been included
- B.ii) Three more multi-stream waste containers have been ordered from ABCO for Old Town, and one concrete multi-stream container has been installed at the Skate Park.

Costs for these recommendations include additional multi-stream (4-stream) waste bins. The Town has a grant application outstanding for three new-build ABCO Industries units for use in Old Town. Purchase of these units 1-2 at a time is incorporated into the 10-year capital plan, and a suggestion to consider offering sponsorship of the units is included in the Strategy.

➤ Goal 2: Collaborate

Costs for these recommendations include Councillor and staff time for ongoing discussions with community stakeholders, staff time and production costs (image rights, printing) for promotional pieces on a per-project basis, and potentially in-kind support on a per-project basis.

➤ Goal 3: Educate

Costs for these recommendations would involve staff time to create and distribute educational promotion materials, social media boosted post costs, image rights, in-kind use of Town facilities, and possible honorariums for workshop facilitators.

➤ Goal 4: Advocate

Costs for these recommendations include only Councillor and staff time for calls, letters, etc.

4. **STRATEGIC PLAN RELEVANCE**

This project is in keeping with:

- Strategic Plan Goal #1: Promote a high quality of life for residents.
 - A. Beautifying the community.
- Strategic Plan Goal #3: Champion opportunities for our community's health and well-being.
 - A. Protecting our natural environment.
- Strategic Plan Goal #5: Operate the Town efficiently and effectively.
 - C. Developing and updating Town bylaws, policies, procedures and plans.
 - D. Developing partnerships and strengthening inter-municipal, provincial and federal relations.

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve Draft Motion a).

- a) Draft Motion: moved and seconded that Council adopt the Waste Reduction Strategy as presented OR with the following revisions: _____.

- b) Draft Motion: moved and seconded that Council adopt the Waste Reduction Strategy as presented in principal, and refer the Strategy to the General Government Committee to prioritize action items.
- c) Draft Motion: moved and seconded that Council refer the Waste Reduction Strategy to the General Government Committee for consideration.

Attachments:

- A. Waste Reduction Strategy Working Group-Guidelines REV_May 14 2020.pdf
- B. Town of Lunenburg Waste Reduction Strategy_June 31, 2020.pdf

Acknowledged only by:

Bea Renton
Town Manager/Clerk

TOWN OF LUNENBURG

WASTE AND PLASTICS REDUCTION WORKING GROUP GUIDELINES

Revised: May 14, 2020

1.0 DEFINITIONS

“Town” means the Town of Lunenburg.

“Council” means the Council of the Town of Lunenburg.

“Working Group” means the Waste and Plastics Reduction Working Group, an advisory body reporting to Council.

2.0 PURPOSE

The purpose of the Working Group is to coordinate stakeholder consultation, review consultation data, and develop a Waste Reduction Strategy with recommendations for action to Council. This may or may not include Town legislative or policy changes.

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Working Group include:

- a. Confirm or revise the draft Objectives of the Strategy, as below:
 - Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.
 - Develop and/or promote education programs
 - Encourage the Province to **regulate extended** producer responsibility for end-of-life management of products and **packaging**, lifting the burden from municipal taxpayers
 - **Encourage the Province to expand its Single-Use Plastic Bag Ban legislation to include more single-use items**
 - Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work
 - Support collaborative efforts for waste reduction with other organizations
- b. Stakeholder consultation via meetings, surveys or other means; stakeholders to be defined as:
 - Residents – permanent and seasonal

- Businesses – including tourism, grocery, restaurant, retail, and other affected businesses directly and via the Lunenburg Board of Trade
 - Advocacy groups – including Coastal Action’s Ocean Friendly Nova Scotia and Plastic Free Lunenburg
 - Intra-municipal – Region 6 Solid Waste Management, the Federation of Nova Scotia Municipalities (re: extended producer responsibility in NS)
 - Provincial – Environment NS, Divert NS, Develop NS – NS Bill #152 Plastic Bags Reduction Act (received royal assent on Oct. 30, 2019 and commences Oct. 30, 2020)
 - Federal – Environment Canada – July 2019 national plastics reduction strategy announcement, confirmed by Prime Minister’s Twitter December 30, 2019 (details to come)
- c. Review materials to include:
- The Town’s current bylaw and policies on waste management or reduction for potential amendment (Bylaw #38, Procedural Policy #90);
 - Existing public consultation data from Project Lunenburg and Plastic Free Lunenburg;
 - Conduct a survey of businesses’ waste reduction challenges and opportunities
 - Consultation meetings with stakeholders as required
 - Consider issuing an invitation for further comment via email
 - Region 6 audit of public waste units November 2019
- d. Provide a recommendation to Council for a Town-specific Waste Reduction Strategy and/or Action Plan, including estimated costs.
- 3.2 The Working Group may consult with Town staff, Council and stakeholders as necessary.
- 3.3 The Working Group may seek outside expertise as necessary.

4.0 MEMBERSHIP

- 4.1 The members of the Working Group shall consist of
- Town elected official(s): chaired by a member of Council;
 - Staff assigned by the CAO: Assistant Municipal Clerk and Public Works Superintendent;
 - An invited representative from stakeholder organizations: Region 6 Solid Waste Management, Divert NS, the Lunenburg Board of Trade, Coastal Action and Plastic Free Lunenburg.

- 4.2 Members of the Working Group are appointed until such time as the Working Group has fulfilled its mandate or has been terminated by motion of Council.

5.0 MEETINGS

- 5.1 The time and schedule of Working Group meetings shall be determined by the Chair in consultation with the Working Group members.
- 5.2 A quorum of the Working Group shall consist of a majority of its members.
- 5.3 All meetings of the Working Group shall be held in public.
- 5.4 The Working Group shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

6.0 FINAL REPORT

- 6.1 The Working Group shall submit a written report to Council outlining its findings and recommendations or progress report by **June 30, 2020**.
- 6.2 The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.



WASTE REDUCTION STRATEGY



Prepared by the Waste Reduction Strategy Working Group
Town of Lunenburg
June 31, 2020

INTRODUCTION

About Us

On November 12, 2019, the Lunenburg Town Council passed a motion to establish a working group of elected officials and stakeholders to develop a Town Waste Reduction Strategy and/or action plan.

The following organizations partnered with the Town of Lunenburg to create this strategy as the Waste Reduction Strategy Working Group (WRSWG):

- Coastal Action (Ocean Friendly Nova Scotia program)
- Lunenburg Board of Trade
- Plastic Free Lunenburg
- Region 6 Solid Waste Management / Divert NS

Why develop a strategy?

- Solid waste management: Garbage collection is a Municipal responsibility, and is a large cost in a municipal budget: waste collection in Lunenburg is a \$385,100 budget item for 2020/21, or 7% of a tax dollar. Waste reduction and diversion to recycling and composting has a tangible impact on the cost burden to municipalities.
- Environmental stewardship: Town Council recognized the importance of environmental protection in its Strategic Plan adopted in 2014 and renewed in 2016. In 2018 citizens asked that a renewed effort be made to reduce waste, particularly single-use plastic.

Note: A list of materials reviewed by the WRSWG to develop the Strategy are on page 11. Source documents are available upon request.

STRATEGIC MISSION

Reduce solid waste in the Town of Lunenburg.
Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.

STRATEGIC GOALS

1	LEAD
2	COLLABORATE
3	EDUCATE
4	ADVOCATE

STRATEGIC GOALS + ACTION ITEMS

LEAD

- 1 *Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work*

ACTION ITEMS:

- A. Review and revise Town bylaw and policies for greater waste reduction and diversion
- i) Bylaw #38 Solid Waste Management – recommended revision to Item 20: “Leaf and yard waste may also be deposited into **heavy kraft** paper; ~~clear, transparent or biodegradable plastic bags~~”
 - ii) Procedural Policy #90 – recommended that the Town introduce a requirement for renters (contracts) and tenants (leases) of Town facilities to follow the Town’s policy of avoiding the use of non-recyclable, non-compostable containers and other materials
 - iii) Consider requiring facility renters to be responsible for removing their own solid waste
- B. Install more public multi-sort waste bins and continue the process of removing catch-all bins with a target date for elimination
- i) Locations to be guided by Region 6’s waste container audit of November 2019. Standard Divert NS signage to be used on all Town waste containers (Region 6 recommended that both Organics and Paper go into the middle slot for existing three-slot bins)
 - ii) Future multi-sort container builds to have four slots, and reposition the Town logo down to better accommodate the sorting signs
 - iii) Group existing large catch-all bins to create labelled multi-sort stations
 - iv) Convert some of the pole-mounted catch-all bins with new labelled single-hole opening for recyclable drink containers only and/or labelled dog waste stations
 - v) Offer sponsorship opportunity of multi-sort bins by community groups or businesses (similar to that of public benches) to offset costs. Placement of sponsor recognition to be in line with the Town’s Land-Use Bylaw and Sponsorship Policy.

C. Restrict election campaign signs

- i) Ban election signs made from single-use, non-recyclable material (such as corrugated plastic).
- ii) Educate the public on the current signage bans included in the Land Use Bylaw.

COLLABORATE*Support collaborative efforts for waste reduction with other organizations*

The Town of Lunenburg currently has a shared waste management contract with the other Lunenburg County municipalities via Region 6 Solid Waste Management.

ACTION ITEMS:**A. Support community-based initiatives**

- i) Promotion and/or in-kind support of existing programs and encourage the development of new ones (e.g., [Ocean Friendly Nova Scotia](#), the [Blue W](#) program, [boomerang bags](#))
- ii) Promote PFL development of a dish/cutlery bank that people can borrow or rent at a nominal cost for backyard parties, etc.
- iii) Member organizations of the WRSWG are active in the community with workshops, in-person visits, Farmer's Market appearances, etc. – co-promotion and/or co-hosting by the other member organizations should be part of planning to expand the reach of each other's work
- iv) PFL to liaise with Royal Canadian Legion Branch 23 to encourage them to convert to a local rental/re-use program for existing plastic Remembrance Day wreaths and begin to offer alternative biodegradable wreath(s) such as grape vine or fir

B. Support business-based initiatives

- i) Liaise with businesses and professional associations in support of waste-reducing initiatives (e.g., Pharmacists Nova Scotia re: allowing patients to return their own bottles for refilling, or considering a change from plastic to glass medication dispensing bottles)
- ii) Ocean pollution/plastic – recommended the Town encourage stakeholders such as Develop NS, Region 6, and Coastal Action into a discussion to develop a ship-to-shore campaign that encourages boaters and fishers to bring waste back to shore

C. Participate in county-wide initiatives

- i) Curbside Giveaway Weekend – recommended that the Town join the other Lunenburg County municipalities planning to pilot this program in October 2020. (Reference: <https://www.communityrecycling.ca/538-uncategorised/1050-curbside-giveaway>)

- ii) Maintain communication with neighbouring municipalities on other such initiatives
- D. Representatives of the Waste Reduction Strategy Working Group partner organizations to meet annually at the beginning of each New Year to review accomplishments and refresh recommendations.

EDUCATE*Develop and/or promote education programs on waste reduction and diversion*

Educating residents and businesses on waste reduction and diversion is the single most important piece to achieving the strategic mission.

ACTION ITEMS:**A. Inform the public what happens to waste after it leaves their hands**

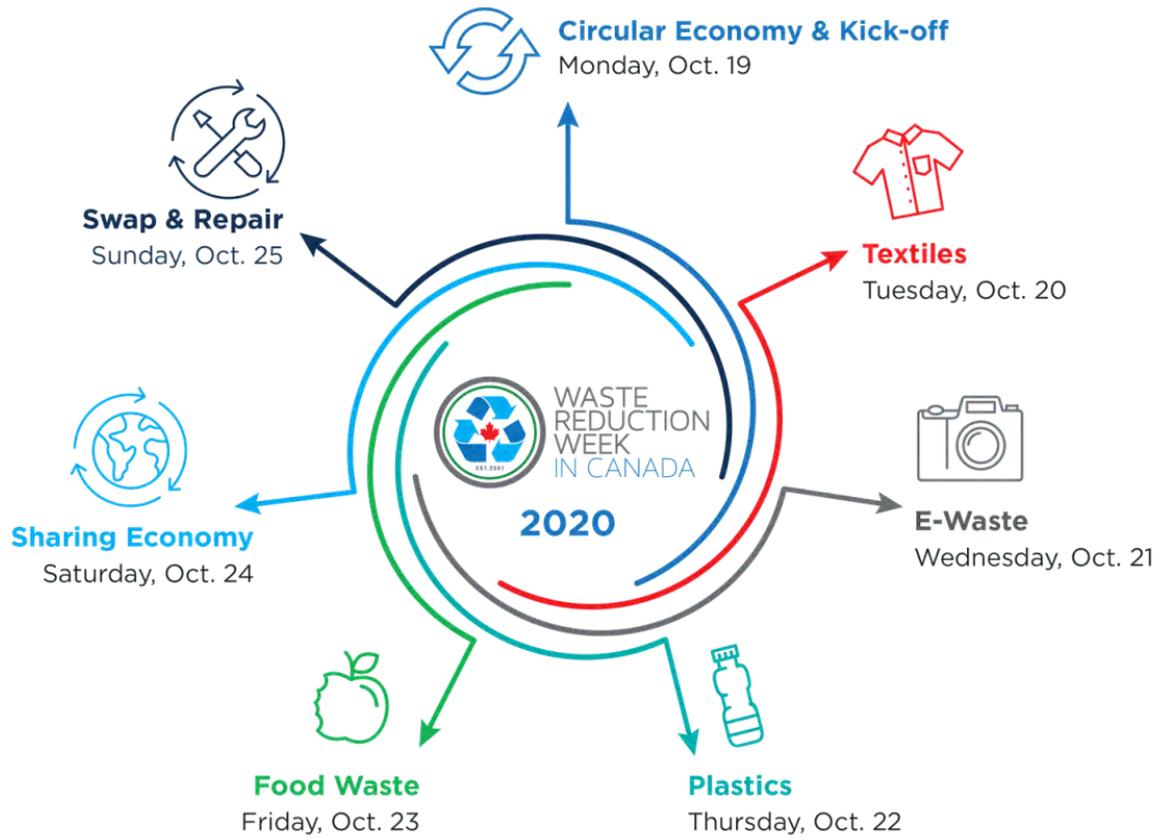
- i) Work with Region 6 to develop a new campaign – there are many myths to dispel (i.e., those who think recycling collection items go to landfill)
- ii) Re-run evergreen content such as the anti-pollution “Not Wanted in our Wastewater” campaign from 2019
- iii) Continue running posts in partnership with Public Works (e.g., wipes, fabric rags, and a hockey stick blocking catch basins)

B. How residents and businesses can improve their waste reduction and diversion

- i) A volunteer street team on selected weekend(s) during tourism seasons providing one-on-one education about correct waste sorting; volunteers to be sourced through the stakeholder organizations
- ii) Lunenburg Recreation to continue working with subject matter experts in our community to host or co-host eco-workshops through Lunenburg Recreation; move these to more user-friendly venues (i.e., the Fire Hall, Lunenburg Library, or Community Centre)
- iii) Co-promote information posts and campaigns, such as 2019’s “Join in Bring Your Own” campaign encouraging people to bring their own bags, mugs, etc. out with them and share a photo with the #JIBYO hashtag
- iv) Develop information promos around other initiatives in this report as they are addressed

C. How to reduce over-consumption of products that create waste

- i) Share information about seldom recognized sources of plastic pollution, such as cigarette butts and boat wrap
- ii) Waste Reduction Week is annually in October: this year is October 19-25, 2020 with theme days already assigned that provide a useful blueprint for the planning of educational pieces: <https://wrwcanada.com/en/2020-theme-days> (see graphic on next page)



ADVOCATE

Advocate for action on important Provincial or Federal waste reduction legislation that can effect change

ACTION ITEMS:

- A. Participate in the Nova Scotia Federation of Municipalities (NSFM) effort to convince the Province to regulate extended producer responsibility (EPR) for end-of-life management of products and packaging, lifting the burden from municipal taxpayers (Note: EPR was adopted as one of NSFM's policy priorities for 2020)
 - i) Help improve public understanding of EPR
 - ii) Encourage the public and businesses to express their support for EPR to business associations and Provincial elected representatives
 - iii) Encourage NSFM to take action to educate MLAs and caucuses
 - iv) As a municipal stakeholder, communicate with Ministers and Provincial staff (Municipal Affairs/Environment) as well as our own MLA to promote adoption of EPR

- B. Encourage the Province to expand its plastic bag ban legislation "An Act to Reduce the Use of Plastic Bags and Other Single-Use Products" to include restrictions on more single-use items
 - i) Work through NSFM to encourage the Province to continue their efforts to expand the Act
 - ii) Encourage community efforts to express support for amendments to the Act to their Provincial representatives

- C. Reduce the use of large plastic boat wraps on the Lunenburg Waterfront
 - i) With other stakeholder(s) such as the Lunenburg Waterfront Association, and Develop Nova Scotia, seek recycling centres for the plastic and/or alternative re-usable covers

SOURCES

Materials and resources reviewed by the WRSWG to develop the Strategy:

- Business consultation via a survey of businesses' waste reduction challenges and opportunities in March 2020 (see Appendix). *Many thanks to the businesses that responded, as your contributions were invaluable in drafting this Strategy.*
- Existing community consultation data:
 - Project Lunenburg ([Sustainability and the Environment, Lunenburg Individual Survey](#)); and
 - Plastic Free Lunenburg ([Consultation Report](#))
- The Town of Lunenburg's current policy:
 - [Bylaw #38 Waste Management Bylaw](#); and
 - Procedural Policy #90 on waste reduction for municipal activities and events
- The Province of Nova Scotia's strategy ([Solid Waste Resource Management Strategy](#)) and legislation ([An Act to Reduce the Use of Plastic Bags and Other Single-use Products](#))
- The Government of Canada's strategy ([Ocean Plastics Charter](#)) and announcement of anticipated legislation
- Region 6's audit of public waste disposal units completed in November 2019

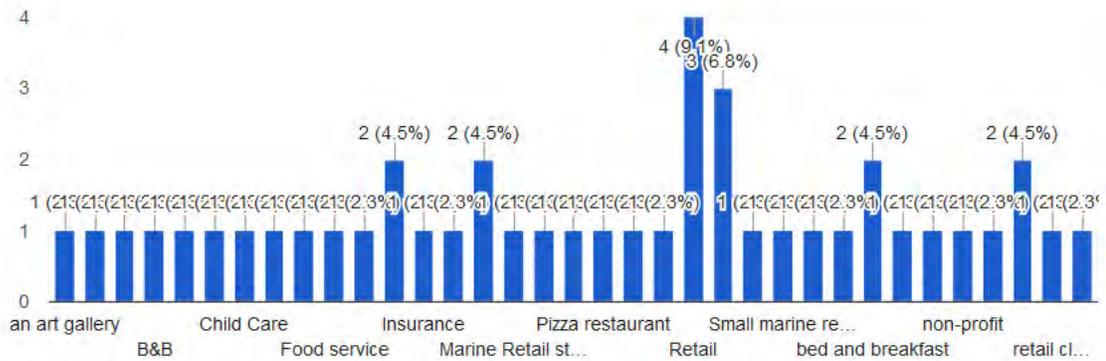


Lunenburg Waste Reduction - Business Survey Report

44 responses (March 2020)

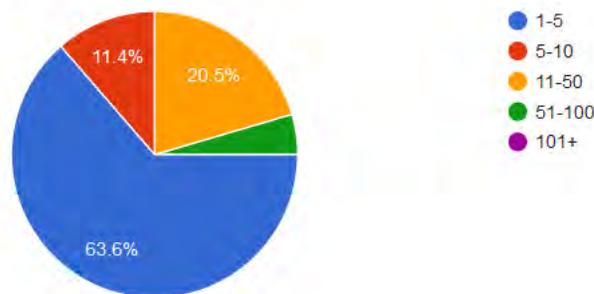
1.A What type of business are you? (See p. 6 for breakdown.)

44 responses



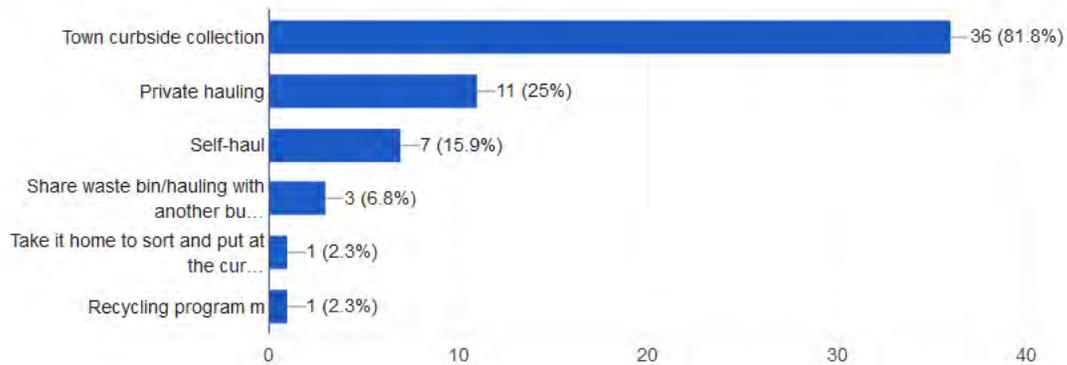
1.B How many employees and/or contractors does your business have?

44 responses



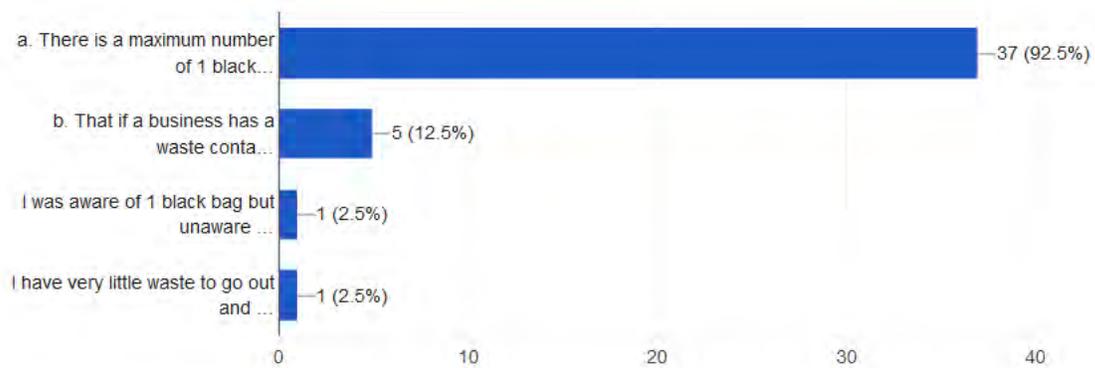
2. How does your business handle garbage disposal (check all that apply)?

44 responses



3. For curbside garbage collection, are you aware that (check all that apply):

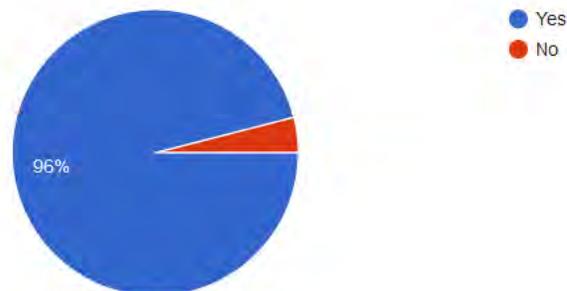
40 responses



Other: I was aware of 1 black bag but unaware of 5 clear bags permitted; I have very little waste to go out and sort whatever comes in

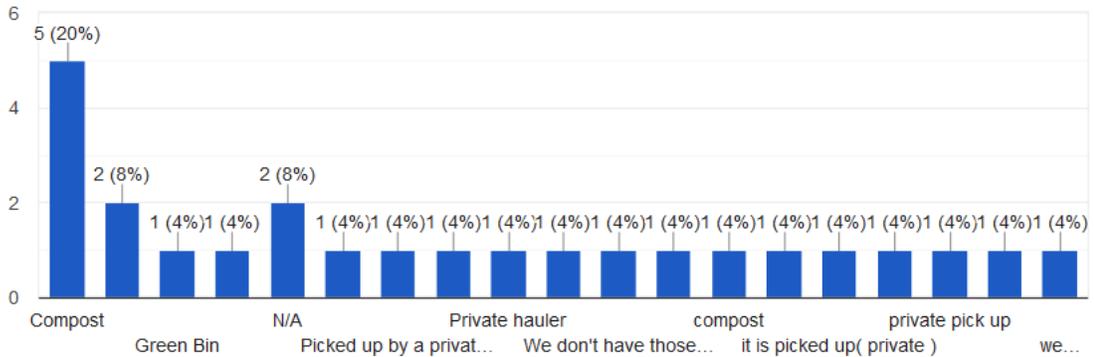
4.A If you are in the food & beverage or hospitality business, are you aware that oil and grease, liquid residues with high organic concentration, and food scraps should not be disposed of down your sink or sewer?

25 responses



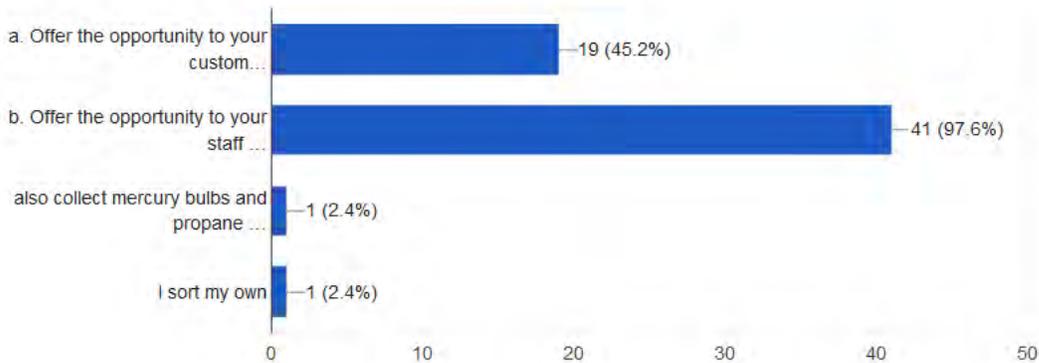
4.B How do you dispose of this material?

25 responses



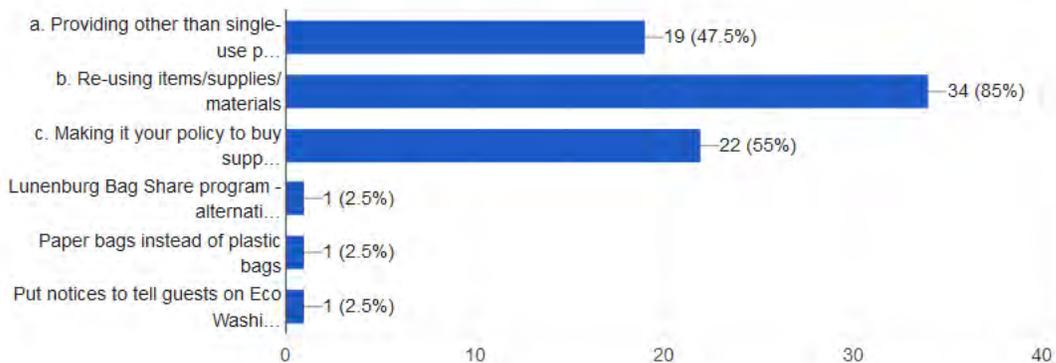
5. Within your premises, does your business (check all that apply):

42 responses



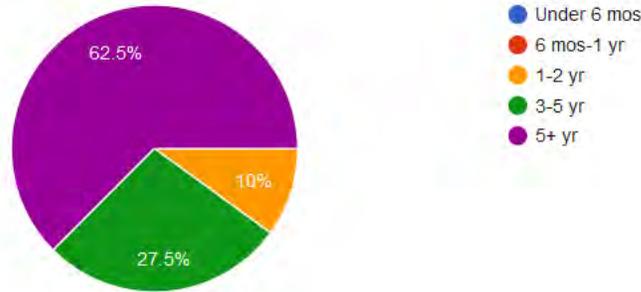
6.A Does your business reduce waste by methods such as (check all that apply):

40 responses



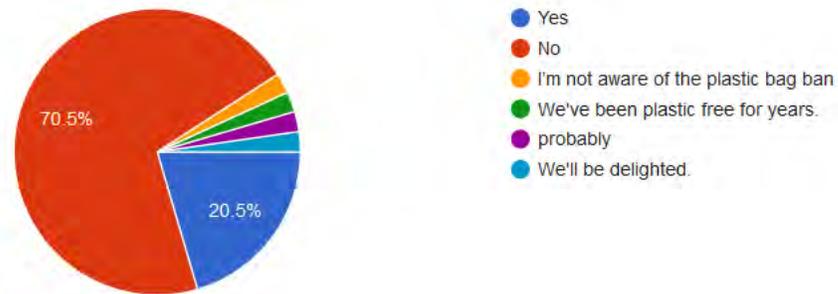
6.B If yes to above, how long has your business been practicing waste reduction?

40 responses



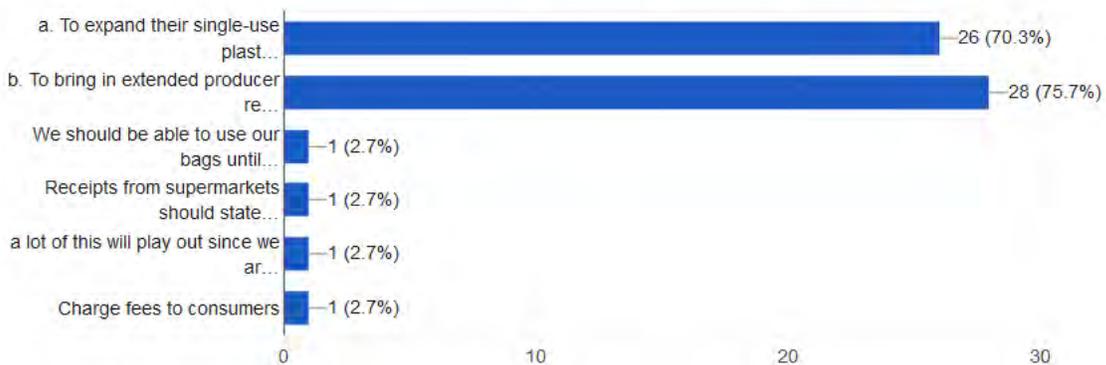
7. Will the October 2020 provincial single-use plastic bag ban affect you?

44 responses



8. Should the Town continue to lobby the Province (check all that apply):

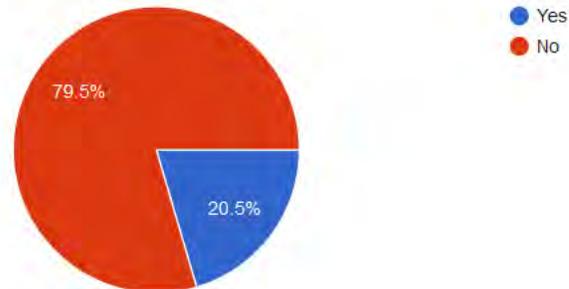
37 responses



Other: We should be able to use our bags until they are gone. Defeats the purpose to have to throw them out; Receipts from supermarkets should state how much packaging; A lot of this will play out since we are all moving this direction; Charge fees to consumers

9. Have you ever attended or hosted a workshop or session on waste management for your business?

44 responses



10. Is there anything else that you think we should know? Is there anything else our Waste Reduction Strategy should consider?

7 responses

Boat wraps

The current program is very much focused on restaurants and cafes. There are other business in town who are also keen to reduce waste and single use plastics.

Cleaning trash from public areas, ditches, along the trails, harbourfront.

Can we get smaller compost bins? https://images-na.ssl-images-amazon.com/images/I/71yxhpQv4WL_AC_SL1300_.jpg I will pay

that cigarette butts are a giant environmental hazard also, have MORE waste bins, not only for garbage but also for cigarette butts.

smoking and cigarette butts. They are a big problem and not just with visitors. We have outdoor tables and the butts everywhere. Signage and fines should be implemented!

No, looks like you have covered it all.

1.A What type of business are you?

- Motel
- Festival & Conference
- an art gallery
- Hotel
- Bed & Breakfast
- pub and eatery
- bed and breakfast
- Retail
- Retail
- Marine Retail store
- Manufacturing
- Manufacturing
- bed and breakfast
- Custom service
- Retail
- Trades
- Retail
- Retail
- Tours for tourists.
- Insurance
- retail clothing
- B&B
- Child Care
- Retail
- customer service
- Food service
- Retail
- Seasonal recreational facility
- cafe/retail
- retail
- Bowling alley
- retail
- ART GALLERY
- Restaurant
- Lunenburg Tennis Club
- Auto parts store
- non-profit
- Handweaving studio with retail space
- Pizza restaurant
- Small marine repair.
- retail&Art studio
- Museum
- Recreation and Restaurant
- Hotel

Summary	
Accommodations	7
Festival	1
Art Gallery/Studio/Museum	5
Restaurant/Food Service	6
Manufacturing	4
Retail	12
Recreation	3
Services	6
	44

Ann Covey

Subject: 6 (a) Coun Jul 28 20 Response to proposed prohibition of plastic based municipal election signage
Attachments: What We Know final.docx

From: Brian Richardson <brian.r@bellaliant.net>

Date: July 20, 2020 at 9:14:15 AM ADT

To: Rachel Bailey <RBailey@explorelunenburg.ca>

Cc: Bea Renton <brenton@explorelunenburg.ca>, Peter Mosher <PMosher@explorelunenburg.ca>, Matt Risser <MRisser@explorelunenburg.ca>, Danny Croft <DCroft@explorelunenburg.ca>, John McGee <JMcGee@explorelunenburg.ca>, Ronnie Bachman <RBachman@explorelunenburg.ca>

Subject: Council Meeting July 28th

Good morning Mayor Bailey,

I hope this email finds you and the Councillors well as this pandemic continues on. Please find attached a letter for review at the upcoming Town Council meeting scheduled for July 28th. It is relevant to the waste reduction report and specific to election signage. If you have any questions please let me know.

Warm regards,
Susan

Susan Sanford
40 Hopson Street,
Lunenburg

July 20, 2020

Good morning Mayor Bailey and Councillors,

I would like to begin by acknowledging the great work undertaken by council members, staff and volunteers of the Waste Reduction Strategy Working Group. Their work to raise public awareness and reduce waste is of great service to our community and our environment. I understand there is currently a waste reduction survey being implemented; data from this survey will provide valuable information for planning for the future of the Town of Lunenburg and its' residents. We are fortunate to have dedicated staff and committed volunteers for these initiatives.

In reviewing the Council Agenda package, I see in the update and recommendation reports that a recommendation from the Waste Reduction Strategy Working Group, to restrict plastic campaign signs in the upcoming Municipal Election, will be discussed at the July 28th Council meeting. I would like to raise for Council consideration that election signs are necessary, reusable and recyclable. After great thought on this topic I would like to focus on the facts in relation to statements made suggesting why we need such a policy or resolution. Please see below Table 1: What We Know.

Table 1: What We Know

Statements	The Facts Tell Us...
<p>Signs are not recyclable.</p>	<p>Signs are reused and recycled</p> <p>Now that Canada has voted, what happens with all the election signs?</p> <p>Many candidates save their signs to reuse in future campaigns, including Liberal Member of Parliament for South Shore-St. Margaret's, Bernadette Jordan. "Maybe 75 per cent of the signs I have are from the last election that I actually put re-elect on," she says. "I wanted to reuse them."</p> <p>"Here in the Chester area it's not as much of a problem," she says. "They have a plant here that is taking that plastic and converting it into biodiesel and in that sense, it is good here." On behalf of the federal government in 2017, Jordan announced a \$2.6 million investment to help build the facility, called Sustane Technologies. Halifax Today.ca (Online Oct. 23/2019) by Katie Hartai</p> <p>-----</p> <p>Designed to transform up to 70,000 tons of municipal solid waste (MSW) per year into biomass pellets, diesel fuel and recyclable metals, Sustane Chester increases landfill diversion rates to over 90% for the municipality and the surrounding region. https://sustanetech.com/our-facility/downloaded 4/10/20</p>
<p>Signs blow away or are washed away.</p>	<p>These would be exceptional circumstances that could happen to any type of sign; not just election signs. The Municipal Elections Act requires signs to be collected otherwise candidates are guilty of an offence. Collection</p>

of signs also impacts the return of a candidate's deposit. Municipal Elections Act requirements eliminate or reduces the numbers of missing signs.

Municipal Elections Act

CHAPTER 300 OF THE REVISED
STATUTES, 1989

as amended by

1990, c. 38; 1991, c. 6, s. 41; 1994, c. 26;
1995-96, c. 16, s. 211; 1995-96, c. 1, s. 150; 1997, c. 6;
1998, c. 18, s. 568; 1999 (2nd Sess.), c. 13; 2000, c. 9,
ss. 20-31;
2003, c. 9 ss. 2, 3, 5-43; 2003 (2nd Sess.), c. 5; 2004, c.
7, s. 21;
2007, c. 46; 2008, c. 24; 2008, c. 54, s. 13; 2011, c. 68,
ss. 1-28;
2015, c. 47; 2018, c. 1, Sch. A, s. 125; 2018, c. 17, ss.
11, 12; 2019, c. 35

Deposit

51 (1) Every nomination paper shall be accompanied by a deposit of two hundred dollars, provided that the council may by by-law specify that a lesser deposit, or no deposit, shall be required.

(3) Upon the removal of all advertising material within seven days after ordinary polling day and the filing of an affidavit of the candidate in prescribed form confirming the removal, or to the like effect, with the clerk, and upon return of all copies of the amended lists of electors in the candidate's possession, including any electronic copies of the list provided to the candidate, or the deletion or destruction of any electronic copies, the clerk shall

(a) refund the deposit to a candidate who was elected or who polled at least half of the number of votes polled by the successful candidate; or
(b) refund half of the deposit to a candidate who polled less than half of the number of votes polled by the successful candidate.

(7) Every candidate who fails to remove all advertising material from public places after ordinary polling day and within seven days after notice is served upon him by the clerk by registered mail is guilty of an offence. R.S., c. 300, s. 51; 2003, c. 9, s. 23; 2007, c. 46, s. 12; 2015, c. 47, s. 11.

<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20elections.pdf>
downloaded 4/10/20

Signs no longer make sense.

With the COVID 19 pandemic, election signs are more important than ever. Chuck Porter, Minister of Nova Scotia Municipal Affairs, offered this advice to candidates running in the municipal elections: "Use signs, printed materials, telephone, social media, or virtual options to engage with constituents rather than canvassing door-to-door". Chronicle Herald, Monday July 20,2020

As someone seeking election this Fall, I understand that the Town's residents are a unique combination of generational (known), newer 5+ years (some known) and new (not known). Not everyone knows everyone. Chuck Porter, Minister of Nova Scotia Municipal Affairs, offered that

	<p>“Incumbents have a distinct advantage over their challengers simply by virtue of name recognition. That advantage is amplified this time around by the coronavirus, constraints on campaigning, making it extremely difficult for new-comers to overcome the incumbents’ advantage”. Chronicle Herald, Monday July 20,2020</p> <p>Election signs are a traditional tool that forms part of our Town’s election communication culture. We use election signs to identify to voters who the election candidates are and to identify voter support for a specific candidate through display of a chosen candidate’s sign. Election signs are increasingly important to residents that are not online, for those that are limiting their travel to within the Town re COVID 19 and for those that rely on visual communication tools.</p> <p>Consideration should be given for the use of coroplast signs until such time that industry is able to provide a suitable alternative. I suspect Real Estate agents and advocates for “No to Open Pen Fish Farming” or “Off-Shore Oil Not Worth the Risk” would agree. Will these signs be restricted as well?</p>
<p>Signs do not enhance democracy.</p>	<p>Election signs are a tool used to identify to voters who the election candidates are and specifically, candidate support through choice of a lawn sign. Does prohibiting use of this tool for voters and candidates violate the Municipal Elections Act 151 (1) (b)? ... “...impedes, prevents or otherwise interferes with the free exercise of the franchise of any elector, is guilty of a corrupt practice”.</p> <p style="text-align: center;">Municipal Elections Act CHAPTER 300 OF THE REVISED STATUTES, 1989</p> <p style="text-align: center;"><i>as amended by</i></p> <p style="text-align: center;">1990, c. 38; 1991, c. 6, s. 41; 1994, c. 26; 1995-96, c. 16, s. 211; 1995-96, c. 1, s. 150; 1997, c. 6; 1998, c. 18, s. 568; 1999 (2nd Sess.), c. 13; 2000, c. 9, ss. 20-31; 2003, c. 9 ss. 2, 3, 5-43; 2003 (2nd Sess.), c. 5; 2004, c. 7. s. 21; 2007, c. 46; 2008, c. 24; 2008, c. 54, s. 13; 2011, c. 68, ss. 1-28; 2015, c. 47; 2018, c. 1, Sch. A, s. 125; 2018, c. 17, ss. 11, 12; 2019, c. 35</p> <p>Corrupt practices 151 (1) Every person who, <u>by intimidation or duress,</u> (b) impedes, prevents or otherwise interferes with the free exercise of the franchise of any elector, is guilty of a corrupt practice and is liable to a fine of not less than one thousand dollars nor more than ten thousand dollars or to imprisonment for a term of not less than ninety days nor more than twelve months, or to both.</p>
<p>Election Signs create undue hardship for candidates</p>	<p>The Municipal Elections Act indicates that candidates can seek sponsorship. Sponsorship reduces undue financial hardship for candidates.</p>

Municipal Elections Act
 CHAPTER 300 OF THE REVISED
 STATUTES, 1989

as amended by

1990, c. 38; 1991, c. 6, s. 41; 1994, c. 26;
 1995-96, c. 16, s. 211; 1995-96, c. 1, s. 150; 1997, c. 6;
 1998, c. 18, s. 568; 1999 (2nd Sess.), c. 13; 2000, c. 9,
 ss. 20-31;
 2003, c. 9 ss. 2, 3, 5-43; 2003 (2nd Sess.), c. 5; 2004, c.
 7, s. 21;
 2007, c. 46; 2008, c. 24; 2008, c. 54, s. 13; 2011, c. 68,
 ss. 1-28;
 2015, c. 47; 2018, c. 1, Sch. A, s. 125; 2018, c. 17, ss.
 11, 12; 2019, c. 35

Contributions to candidate or association

49A (1) In this Section and Section 49B,

(a) “agent” means the official agent of a candidate and includes the candidate if the candidate is acting as official agent and, in the case of an association, means the person appointed by the association to act as agent;

(b) “association” means an association of one or more people established to, a trust established for or a fund established to further the election of the candidate;

(c) “contributions” means services, money or other property donated to an association or a person to support the political purposes of an association or candidate, but does not include personal services or the use of a vehicle volunteered by a person and not provided as part of that person’s work in the service of an employer;

A plastic free election policy would help voters and candidates focus on the real issues.

The Municipal Elections Act clearly outlines consistent practices to be conducted during an election in Nova Scotia. If candidates are not focused on the issues relevant to the community, regardless of signs, they will not get elected.

There are many effective alternatives to plastic signs.

Signage is an effective tool for marketing your business. Election signs are marketing and communication tools for voters and candidates. They are a part of our election culture and critical to an election especially during a pandemic. If plastic free election signs are a direction the Town would like to go in, then industry needs adequate time to develop and produce alternative signage.

Consider the time given to businesses to switch from plastic bags to paper/cloth. Paper/cloth bags were in existence; currently there are no alternatives to coroplast election signs in existence (personal communication Edgcombe Marketing & Promotions, April 3,2020). Again, Industry needs adequate time to develop and produce alternative signage.

In closing I would like to thank you for your time and consideration of this matter. I fully support waste reduction however, in the case of election signs there needs to be suitable alternatives to use especially in times such as thee with the COVID 19 pandemic! I wish you great success in your discussions and deliberations on this topic.

Warm regards,

Susan Sanford

Susan Sanford
40 Hopson Street,
Lunenburg, Nova Scotia

PS: I would be happy to deliver any discarded bundled election signs to **Sustane Technologies** in Chester, following the election. As noted above **Sustane Technologies** serve Chester and the surrounding region. It is a great opportunity to support regional community partners and new business ventures, especially those working on waste diversion and the production of biomass pellets, diesel fuel and recyclable metals. A practical way to support waste diversion without eliminating election signs.

MEETING NOTES (REVISED 8 JULY 20)

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, 10 June 2020 at 3:00 p.m.

Zoom Webinar meeting

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair

Deputy Mayor John McGee

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 Staff Project Manager, Recorder

Terry Drisdelle, Senior Planner, Develop Nova Scotia

Arthur MacDonald, Heritage Manager

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

ALSO PRESENT: Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Heather McCallum, Deputy Municipal Clerk
Bea Renton, Chief Administrative Officer

REGRETS: -

The Chair called the meeting to order at 3:00 pm.

1. Agenda

Motion: That the agenda be approved, as presented.

Motion carried.

2. Review of notes from previous meetings

Motion: That the notes of 13 May 2020 be approved, as presented.
Motion carried.

3. Unfinished Business

None

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. Update on Engagement Activities

Erica Brook and Steffen Käubler reviewed the results of recent on-line engagement noting that 50 surveys were completed, 20 tool kits were returned, and there were approximately 50 pins on the social pinpoint map. What We Heard reports are not generated in this phase.

c. Draft Comprehensive Community Plan Steering Team Review

Steffen Käubler thanked members of the Steering Team for their comments on the draft. He noted some minor changes were made, which included prioritizing residents' inclusiveness, edits to make the document timeless (no comparisons to now), residential development removed from the golf course on the structure map (Figure 2.2), strengthening the open space/visuals from the harbourfront, and explicitly defining the Old Town Core along with green spaces on structure map (Figure 2.2).

Steering Team members offered the following comments:

1. Perhaps a statement on why there is no residential development on the golf course would be helpful to the reader;
2. Readability could be improved by adding a section on how to use the document, inserting a graphic for implementation and monitoring, moving the guiding principles to Chapter 2, setting out goals and objectives so people will know what they are (need an explanation);
3. Adding information in the introduction on who was engaged and the number of people engaged;
4. A reference to the role of the Steering Team and the names of members as well as the members of the Upland team should be added at the beginning;
5. An explanation that CCP is based upon community input as well as best practices, expert advice;
6. Revision surrounding the genocide of indigenous peoples to clarify that the Town was not the site of any atrocities;

7. That the final version should have an executive summary;
8. With respect to short term rental, other platforms such as VRBO should be included as well national buyers as they are contributing to the sort term rental stock along with the international buyers;
9. An explanation on how the maps are to be interpreted when it comes to private land ownership; and
10. Mention should be made of keeping the public water in the public realm, perhaps with all levels of government working together.

Erica Brook noted that the final chapter on implementation will be written after this community engagement period ends. It will contain statements and linkages between the guiding principles, goals, objectives, and actions. There will be a 11" x 17" poster for the 5 year action plan.

Steffen Käubler noted that there was not much interest in amalgamation or annexation. The emphasis was on shared services.

d. Next steps

Erica Brook explained that there will be two on-line Zoom presentations involving a video and a Q and A. Upland will provide an opportunity for small group conversations via Zoom for those interested in participating. If possible, there may be some in person conversations outdoors in small groups with participants 6 ft apart as per the Provincial directive regarding gatherings during the Covid-19 pandemic. There will also be an on-line survey.

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, 8 July 2020, 3 pm, Zoom webinar

9. Adjournment

Motion: There being no further business, that the meeting be adjourned.
Motion carried.

The meeting adjourned at 4:09 p.m.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, JULY 9, 2020 AT 11:00 A.M.

VIA ZOOM VIDEO CONFERENCE

PRESENT: Paul Bracken, Facilities Superintendent/Safety Officer, Public Works (Co-Chair)
Peter Baker, Public Works Superintendent
Cali Beck, Finance Officer/Electric Utility Coordinator, Corporate Services
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk, Corporate Services
Taylor Rombaut, Water Resource Operator, Public Works

ALSO PRESENT: Bea Renton, CAO

ABSENT: Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)
Laura Langille, Construction Safety Nova Scotia
Trevor Lohnes, Operator, Public Works
Gary Mossman, Fire Hall Superintendent, Fire Department

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:05 a.m.

1. Agenda

The agenda was approved by consensus.

2. May 7, 2020 Joint Occupational Health and Safety Committee meeting minutes

The May 7, 2020 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from May 7, 2020 meeting minutes

Outstanding Items May 7 Meeting	Status
Recreation ➤ Surplus bleachers stored outside.	Public Works will handle dismantle internally; this is scheduled to be completed by the beginning of June. UPDATE: Completed – the chart can be removed.

b. COR Certification gap assessment audit for Town from Construction Safety Nova Scotia

Mr. Bracken presented an email from Laura Langille outlining 15 points that Construction Nova Scotia will be looking at for the Town's gap assessment for COR Certification (**Schedule "A"**). It will be circulated to the committee and department managers for their review to prepare for the assessment.

The assessment is scheduled for July 30-31, 2020

4. New Business

a. COVID-19 Update

Committee representatives provided an update from their departments.

- Public Works: No new processes to report.
- Recreation: The Farmer's Market has restarted outdoors in the Arena/Community Centre parking lot as of today.
- Corporate Services: Ms. Beck reported that the Finance counter has re-opened on Mondays/Tuesdays/ Wednesdays from 10:00 a.m.-12:00 p.m. with a social distancing and masking protocol and the rest of the building blocked off to visitors. A door auto-opener and video camera are being sourced. Ms. McCallum noted that there will be in-person voter registration on August 17-19 from 1:00-4:00 p.m., also restricted to the front part of the main floor. Ms. Renton reported that additional PPE is being ordered to maintain supply stock.
- Water and Wastewater: Mr. Rombaut requested guidance for handling the number of people in and out of the Wastewater Treatment Plant for the repairs underway. They have delayed two-person jobs to date. Mr. Bracken will schedule a meeting with the three water operators and Mr. Tillard.

b. Department bi-monthly safety inspections and Annual safety inspections

Mr. Bracken reported that he has received all the inspection reports and any deficiencies will be added to the spreadsheet on the S: drive.

c. Incident Reports

Mr. Bracken reported two incidents:

- Jun 3, 2020: A Public Works truck had an unsecured load in the back that broke the back window of the cab when it slid forward as the truck braked. Mr. Bracken has reviewed securing protocol and back racks are being installed in the trucks.
- Jun 30, 2020: During a Fire Department call there was a minor traffic collision.

Mr. Rombault queried a blown brake line (the vehicle in question was stationary at the time). Mr. Bracken asked that a near-miss report be prepared and he will review the daily vehicle 360-standing inspection protocol.

d. Bi-annual Fire Drills

Mr. Bracken will liaise with the Town's fire inspector and confirm scheduling.

e. Safety and Wellness Training schedule

Mr. Bracken has been in discussions with several companies to review online training availability, and the feasibility of small group training on site in Lunenburg. Some training, like First Aid, requires an in-person component.

Transportation of dangerous goods training has taken place online, and a WHMIS refresher has been circulated to staff.

f. Annual inspections for lifting devices, falls and ladders.

The annual inspections on these items have been completed; Mr. Bracken is waiting for the report. The Department of Labour is in the process of conducting five-year inspections on boilers, compressors, and other pressure vessels; a report is pending on these items as well.

5. Next Committee meeting dates – *Thursday: September 10 and November 5, 2020 at 11:00 a.m. Location (online or at Lunenburg Town Hall) is TBD.*

6. Adjournment

The meeting was adjourned at 11:41 a.m.

Heather McCallum, Asst. Municipal Clerk

July 6, 2020

Paul.

This should serve as a guide to help you prepare for the internal audit that we have scheduled for the end of July. I've thought through each of your areas, however, there may be additional items that come up during the observations. You can confirm each one of these points with me, as much as possible, prior to the date of the audit.

Section 1- Health and Safety Policy

- Have you implemented a sample safety policy provided? This will ensure that all items that are required to be in the policy have been stated.
- Is the policy signed and dated?
- Is the policy posted at each of the locations?
 - Town Hall
 - Public Works including Water and Wastewater plants
 - Recreation
 - Fire Services
- Has the policy been reviewed with all employees? This will be confirmed during the interviews.

Section 2- Hazard Assessment

- Has a comprehensive hazard assessment been developed for all areas? Please forward to me so that I can review to ensure appropriate hazards and controls have been put in place.
 - Public Works
 - Water Treatment
 - Wastewater Treatment
 - Town Hall
 - Recreation
 - Electrical
 - Fire Services
- Are jobsite/task hazard assessments being completed as required? Please forward to me a selection of (or I can review on the day of). Covid -19 should also be included and considered.
 - Public Works including water and wastewater treatment
 - Town Hall (may not apply. An annual review of the CHA may be sufficient)
 - Recreation
 - Electrical
 - Fire Services

Section 3&4- Safe Work Practices and Safe Job Procedures

- Have all required safe work practices and safe job procedures been created? This will be identified on your Comprehensive Hazard Assessments. If there are safe work practices or procedures identified as controls then they must be part of your program.
 - Public Works including water and wastewater treatment
 - Town Hall
 - Recreation
 - Electrical
 - Fire Services
- Are the safe work practices and procedures known to the employees? This will be confirmed during the interview process. There should be documented proof (through a tool box meeting or

orientation) that the employees have been made aware that they are available. Employees will also need to be involved in the review of the practices and procedures going forward (great topics for tool box meetings).

Section 5- Rules

- Are general rules in writing with enforcement procedures?
- Are employees aware of the rules? (This will be confirmed during interviews)

Section 6- Personal Protective Equipment- *The majority of this section would apply to the employees in Public Works, Water treatment, Wastewater treatment, Recreation and Fire Services. General knowledge would be expected from Town Hall employees. Documentation would be expected for Public Works, Recreation and Fire Services at a minimum.*

- Is there a PPE policy in place that outlines when PPE is required?
- Have all applicable employees received training for specialized PPE use and maintenance?
 - Fall Protection
 - Confined Space
 - Fit Tested
- Has all specialized PPE been tested and inspected as per manufacturers specifications?
 - All Fall protection gear inspected and tagged? Records of inspections. This would also be confirmed during site observations
 - All Confined space gear inspected and tagged? Records of inspections. This would also be confirmed during site observations.

Section 7- Maintenance- *The majority of this section would apply to the employees in Public Works, Water treatment, Wastewater treatment, Recreation and Fire Services. General knowledge would be expected from Town Hall employees.*

Documentation would be expected from Public Works, Recreation and Fire Services at a minimum.

- Is there a maintenance policy and program documented and in place for vehicles, tools and equipment?
- Are records kept of maintenance conducted?
- Is there a schedule for preventative maintenance documented?
- Is there a rigging program in place for inspection, maintenance and tracking of rigging equipment?
- Is there a lock out/ tag out system in place? Are employees aware?

Section 8- Training and Communication

- Is there an orientation program in place for new hires or rehires?
- Have all employees received the orientation? There should be a program orientation conducted for all existing employees in each department/area. This should be supported by documentation. (meeting minutes or orientation record).
- Are employees trained on their job specifics? Is this documented? If there has not been anyone that has been recently hired than there should be a policy/procedure stating that this will occur and be documented.
- Have all employees been appropriately trained? Training records and expiry should be available for each employee. Training will be confirmed for compliance training and will include
 - Supervisor training (Leadership for Safety Excellence)
 - WHMIS
 - Emergency First Aid
 - Excavation and Trenching
 - Transportation & Dangerous Goods
 - Rigging

- Other, as applicable.
- Are tool box meetings being held and documented? Records must be available for all areas including town hall employees (frequency may be different, as specified in the policy)
- Is there an annual general safety meeting held that includes all staff? If you haven't done this yet it would be a good opportunity to have your program orientation. Create an agenda and keep minutes and attendance.

Section 9- Inspections- *This section applies to facilities, equipment and workplace inspections. There should be records for each area.*

- Is there an inspection policy that outlines the frequency of inspections to be conducted for each area?
- Are inspections being conducted as per the frequency?
- Are employees involved in inspections?
- Are supervisors/managers conducting inspections?
- Are areas of concern documented and followed up on?

Section 10- Investigations

- Is there a policy outlining what should be reported and when an investigation is needed?
- Are there records of recent investigations for the past year?
 - Do they describe what happened?
 - Do they indicate what was the root cause of the incident?
 - Do they indicate what the corrective action will be to insure that the incident does not recur?
 - Are they communicated to employees? Can be posted, or through tool box meetings.
- Are applicable employees trained in investigations? This is your Leadership for Safety Excellence course.

Section 11- Emergency Preparedness

- Are there emergency procedures in place for each area? Shut down procedures? Who to call?
- Are there muster stations, where applicable.
- Are emergency numbers known?
- Are there rescue procedures for
 - Fall arrest
 - Confined space
 - Trenching
- Is there a controlled product inventory?
- Are Safety Data Sheets available for all controlled products and accessible to employees?

Section 12- Records and Statistics

- Are monthly safety summaries kept?
- Is there a process to identify trends and areas of concern?
- Are first aid kit records documented? (if someone uses something from the first aid kit, do they complete the logbook?)

Section 13- Legislation

- Is the OH&S Act posted at each location?
- Are Regulations available to employees? Through internet, or hardcopy.
- Are employees aware of their legislative rights and responsibilities? This will be confirmed during the interview process.

Section 14- Supplementary

- Is there a JOHSC in place?
- Are the names and contact of the JOHSC posted at each location?

- Have all JOHSC members been trained? This is the Committee Member Rep course.
- Are minutes of JOHSC meetings kept and posted?
- Does the committee have a Rules of Procedure and is it being followed?
- Are all required documents posted at each location? At a minimum,
 - DOLAE contact number
 - JOHSC members and contact
 - First Aid providers names
 - Safety Policy

Section 15- Constructors

- Is there a subcontractor policy?
- Is there a program/procedure for hiring subcontractors?
- Are subcontractors safety certified?
- Is information collected from subcontractors including
 - Liability insurance
 - Proof of WCB coverage
 - Proof of safety certification
 - A completed hazard assessment for the job being subcontracted.
 - Training records, as applicable, or a declaration confirming training
 - Orientation records showing knowledge of the Town's procedures on periodic inspections, reporting of incidents and emergency procedures, as applicable, or a declaration confirming completion
 - Confirmation that appropriate emergency procedures are in place including safety data sheets.
- Are periodic inspections conducted on subcontractors to ensure compliance? Are there records?

Any questions, please do not hesitate to contact me.

Regards

Laura Langille
OH&S Advisor

GENERAL GOVERNMENT COMMITTEE MEETING

RECOMMENDATIONS/NOTICES OF MOTION

JULY 16, 2020

1. Councillor Mosher will give notice of motion of the proposed revised Bylaw #38. *Solid Waste Management Bylaw* (Schedule "A") for first reading at the August 25, 2020 Council meeting.
2. Deputy Mayor McGee will give notice of motion of the proposed adoption of the revised *Committees of Council Policy* at the July 28 Council meeting subject to confirmation of the Committee structure chart (Schedule "B").
3. Deputy Mayor McGee will give notice of motion of the proposed repeal of Bylaw #5. *Council Procedure Bylaw* (Schedule "C") for first reading at the July 28, 2020 Council meeting.
4. Deputy Mayor McGee will give notice of motion of the proposed adoption of the revised *Policy #18 Town Sponsored Events* (Schedule "D") at the July 28 Council meeting.

GENERAL GOVERNMENT COMMITTEE MEETING MINUTES

THURSDAY, JULY 16, 2020 AT 2:00 P.M.

(AUDIO/VIDEO LIVE STREAM DURING COVID-19 PANDEMIC)

PRESENT: Deputy Mayor John McGee, Chair
Mayor Rachel Bailey
Councillor Ronnie Bachman
Councillor Joseph Carnevale
Councillor Peter Mosher

ALSO PRESENT: Pat Burke, Q.C., Town Solicitor
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer

ABSENT: Councillor Danny Croft
Councillor Matt Risser

➤ Call to order

The Deputy Mayor called the meeting to order at 2:00 p.m.

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

1. Agenda

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

It was agreed to proceed to agenda item #5. c. at the outset of the meeting.

2. June 3, 2020 minutes

Motion: moved and seconded to approve the June 3, 2020 meeting minutes. Motion carried.

3. Public Presentations

(Nil.)

4. Correspondence

(Nil.)

5. Business arising from the Minutes and Unfinished Business

- c. Proposed revisions to Solid Waste Management Bylaw #38 – Town Solicitor report and proposed notice of motion at the July 28, 2020 Council meeting

The Town Solicitor provided an overview of the proposed amendments to the Bylaw (Schedule “A”) with some typographical corrections he will make.

Motion: moved and seconded that Councillor Mosher will give notice of motion of the proposed revised Bylaw #38. *Solid Waste Management Bylaw* (Schedule “A”) for first reading at the July 28, 2020 Council meeting. Motion carried.

- a. Draft revised Committees of Council Policy - review and proposed notice of motion at the July 28, 2020 Council meeting

Revisions to the Policy Committee structure chart attached to the draft Policy will be made (Schedule “B”) with typographical corrections as discussed by the Committee. If approved the similar Town Bylaw will be repealed.

Motion: moved and seconded that the Deputy Mayor will give notice of motion of the proposed adoption of the *Committees of Council Policy* at the July 28 Council meeting subject to confirmation of the Committee structure chart (Schedule “B”). Motion carried.

- b. Proposed repeal of Bylaw #5. Council Procedure Bylaw – staff report and proposed notice of motion at the July 28, 2020 Council meeting

Motion: moved and seconded that the Deputy Mayor will give notice of motion of the proposed repeal of Bylaw #5. *Council Procedure Bylaw* (Schedule “C”) for first reading at the July 28, 2020 Council meeting. Motion carried.

6. New Business

- a. Proposed revisions to Policy #18 Town Sponsored Events - review and proposed notice of motion at the July 28, 2020 Council meeting

Motion: moved and seconded that the Deputy Mayor will give notice of motion of the proposed adoption of the revised *Policy #18 Town Sponsored Events* (Schedule “D”) at the July 28 Council meeting. Motion carried.

Next meeting date - Thursday October 15, 2020 at 2:00 p.m.

7. Adjournment

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

The meeting was adjourned at 2:41 p.m.

Bea Renton, CAO

TOWN OF LUNENBURG

A BYLAW TO PROVIDE FOR THE SEPARATION, STORAGE, PLACEMENT, COLLECTION AND
TRANSPORTATION OF SOLID WASTE RESOURCES GENERATED WITHIN THE TOWN OF LUNENBURG

BY-LAW NUMBER #38

SHORT TITLE:

- 1) This Bylaw shall be known and may be cited as the **"Solid Waste Management Bylaw"**.

DEFINITIONS:

- 2) Words used in this Bylaw shall take their meaning from their context and from dictionaries of the English (Canadian) language, except as follows:
 - a) **"approved storage bin"** means a storage bin designed for the temporary storage of collectible waste and which meets the following specifications:
 - i. is constructed of wood or other sturdy material and in such a manner as to be inaccessible to pests, rodents, vermin, seagulls or animals;
 - ii. is fitted with a securely-hinged lid weighing not more than 5.0 kilograms (11.0 pounds);
 - iii. is not equipped with a self-locking latch; and
 - iv. is equipped with a means of securing the cover in an open position.
 - b) **"blue bag recyclables"** means glass jars and bottles, cans (whether made of aluminum, steel or tin), plastic containers, plastic bags, film stretch and pallet wrap, milk and juice containers together with such other items as may, from time to time, be designated by Council as blue bag recyclables;
 - c) **"boxboard"** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items;
 - d) **"branches and limbs"** means branches, limbs and brush;
 - e) **"bulky waste"** means large items including but not limited to: vacuum cleaners, windows weighing not more than 100 kg (220.5 lbs.) and measuring not more than 1.8 meters (5.91 feet) in its longest dimension, furniture, mattresses, box springs and porcelain bathroom items such as toilets and sinks, barrels, pallets, white goods, metal items, artificial Christmas trees, as well as small quantities (in bundles) of construction or demolition materials weighing not more than 100 kg (220.5 lbs.) and measuring not more than 1.8 meters (5.91 feet) in its longest dimension, subject to special requirements for collection of bulky waste elsewhere in this Bylaw; and for the purposes of this Bylaw shall be deemed to include a clear bag of residual waste;

- f) **“collectible waste”** means those wastes which are eligible for collection, within the volume and other restrictions outlined elsewhere in this Bylaw, on regularly-scheduled collection days and consists of the following categories of waste:
- i. organic materials (as defined herein);
 - ii. recyclables (as defined herein);
 - iii. residual waste (as defined herein); and
 - iv. bulky waste (as defined herein).
- g) **“collection calendar”** means a calendar prepared and distributed by the Town illustrating the collection schedule for the various waste streams and the routes, as amended from time to time (and without restricting the generality of the foregoing, the term collection calendar shall be deemed to include any display thereof on the Town’s website);
- h) **“commercial container”** means any container used for the storage of properly sorted collectable waste generated from residential, multi-residential, institutional, commercial, industrial or other premises within the Town which waste exceeds the maximums or is outside the types of waste allowed on regular or special collection days as outlined elsewhere in this Bylaw and which container is designed to be emptied by, and the waste transported by, a hauler;
- i) **“construction or demolition materials”** means left-over material generated as a result of any form of construction or renovation and materials generated from demolition activity including but not limited to: asphalt, brick, mortar, polystyrene or fiberglass insulation, cellulose, drywall, plaster, shingles, metal and scrap wood – regardless of whether such left-over material is regulated by the Province of Nova Scotia or meets the definition of “C & D Debris” in the N.S.E. 1997 Guidelines for same, but does not include any hazardous or restricted materials such as asbestos;
- j) **“container”** means any vessels or bag as described herein which the property owner is responsible to provide and maintain, place for collection and clean up after if waste materials come out of the container whether on the property owner’s property or municipal property for collection.
- k) **“contaminated soil”** means any soil which has been polluted with an organic or inorganic contaminant in excess of standards prescribed or adopted by the Minister of Environment for the Province of Nova Scotia, and that has caused, is causing, or may cause an adverse effect;
- l) **“Council”** means the Council of the Town of Lunenburg;
- m) **“dispose”** means any form of disposal of any material, including solid waste as defined herein, and includes burning or any of the following whether temporary or permanent: deposit, storage, placement, or burial regardless of whether or not the material being,

or having been, deposited, stored or placed in a box, bin, container or any other containment device;

- n) **“designated electronic products”** means those electronic products as designated in the Electronic Products Stewardship Program pursuant to the Solid Waste-Resource Management Regulations made under Sec. 102 of the Environment Act of Nova Scotia;
- o) **“dwelling unit”** means one or more habitable rooms designed, occupied or intended for use by one or more persons as an independent and separate housekeeping establishment in which kitchen, sleeping and sanitary facilities are provided for the exclusive use of such persons;
- p) **“eligible premises”** means a property within the Town which is eligible for collection services – up to the maximum restrictions outlined elsewhere in this Bylaw – and includes all properties in the Town whether located on private roads or public streets;
- q) **“food waste”** means uneaten food and food preparation waste and food material that is discarded or unable to be used including, without limiting the generality of the foregoing, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items;
- r) **“green cart”** means an aerated plastic cart designed for the short-term external storage of organic materials prior to collection and for the placing out for collection of same;
- s) **“hauler”** means any public or private company or person who transports solid waste from within the Town to Kaizer Meadow (defined herein);
- t) **“household hazardous waste”** means any corrosive, flammable or poisonous material or substance such as oil and oil products, radioactive materials, acids, poisons, insecticides or other poisons used for agricultural purposes or for rodent control, any substance or chemical highly lethal to mammalian or aquatic life and any substance or chemical dangerous to the environment – including but not limited to: batteries, left-over liquid paint, left-over corrosive cleaners, pesticides or herbicides, gasoline, fuel oil and used motor oil, solvents and thinners, pharmaceuticals, drugs and needles, aerosol cans which contain hazardous substances, propane tanks and small propane cylinders or canisters such as those used for camp stoves or propane torches;
- u) **“leaf and yard waste”** means grass clippings, leaves, twigs, house and garden plants or other similar items as well as branches, limbs or brush – the latter three being subject to special requirements elsewhere in this Bylaw;
- v) **“Kaizer Meadow”** means the Kaizer Meadow Environmental Management Centre which is a solid waste management facility and is located at 450 Kaizer Meadow Road, Chester and their designated operator the Municipality of Chester;
- w) **“metal items”** means medium to large metal items including metal fencing, water tanks, oil tanks – subject to special requirements elsewhere in this Bylaw – and

metal containers other than containers designed to hold either household hazardous waste (as defined herein) or anything intended for human consumption;

x) **“mini-bin”** means a small plastic container designed for the short-term internal storage of organic materials prior to deposit in a green cart;

y) **“non-collectible waste”** means all material other than collectible waste and, without limiting the generality of the foregoing, includes:

- i. highly combustible or explosive materials including, without limiting, fireworks, flares, celluloid cuttings, motion picture film, oil or gasoline soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite, or other similar material;
- ii. materials that are considered pathogenic or biomedical including, without limiting, dressings, bandages or other infected materials or sharps discarded in the course of the practice of physicians, surgeons, dentists or veterinarians;
- iii. carcasses or parts of any animal except food waste;
- iv. waste listed or characterized as hazardous by any Federal or Provincial law – including “household hazardous waste” as defined herein;
- v. designated electronic products;
- vi. solid waste generated, or originating from, outside the Town;
- vii. liquid waste or material that has attained a fluid consistency and has not been drained;
- viii. soil, rock and stumps;
- ix. construction or demolition materials (as defined herein) – other than the exception as allowed under the definition of “clean-up waste” in this Bylaw;
- x. septic tank pumping’s, raw sewage or industrial sludge;
- xi. radioactive materials;
- xii. all passenger tires up to 62.0 cm (24.4 inches) as per the Tire Management Program with the Resource Recovery Fund Board of Nova Scotia;
- xiii. industrial waste from factories or manufacturing processes;
- xiv. manure, kennel waste, excreta, and fish processing waste but excluding pet litter, pet waste, and diapers;
- xv. lead-acid automotive batteries and propane tanks;

- xvi. waste which has been placed for collection but not in accordance with the provisions of this Bylaw;
 - xvii. materials including, without limiting the generality of the foregoing, liquid wastes banned from landfill disposal by the N.S.E. Regulations Respecting Solid Waste-Resource Management, November, 1995, as amended – other than recyclable materials or organic materials from eligible premises; and
 - xviii. other materials or solid waste as may be identified as unacceptable for municipal collection by the Town, including but not restricted to waste or material identified as non-collectible waste in public education documents distributed by the Town from time to time or referred to in the collection calendar or on the Town website;
- z) “non-recyclable paper” means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza or other take-out food boxes, used paper plates or paper cups, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;
- aa) “N.S.E.” means that department of the Nova Scotia Provincial Government currently called “Nova Scotia Environment” or its successor provincial department should there be a name change;
- bb) “occupant” means any person who, in addition to or instead of the owner, resides in or occupies or is the lessee of, whether by way of verbal or written lease or other arrangement, a building or on a property located within the Town and includes any assignee or legal representative of same;
- cc) “organic materials” means food waste (as defined herein), leaf and yard waste (as defined herein), non-recyclable paper (as defined herein), ashes or soot, sawdust (except fine dry sawdust), wood chips, wood shavings and other specific material of plant or animal origin as designated by Council from time to time;
- dd) “owner” refers to the owner of property and includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building; a mortgagee in possession or a person having the care or control of the land or building; and, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, and an agent, and, in the absence of proof to the contrary, the person assessed for the property;
- ee) “paper recyclables” means non-soiled mixed paper, corrugated cardboard, boxboard (as defined herein), newsprint, magazines, catalogues, flyers, telephone and other soft cover books, file folders – both traditional and expandable, envelopes (other than padded or bubbled envelopes), non-metallic wrapping paper and paper egg cartons or other similar items as are designated by Council from time to time;
- ff) “Non-Transparent Bag” means an opaque bag (black or green in colour) containing “residual waste” which has been placed for collection subject to special requirements elsewhere in this Bylaw;

- gg) **“recyclables”** means paper recyclables and blue bag recyclables – both as defined herein;
- hh) **“regulation container”** means a container, bag or bundle which meets the specifications and other requirements for same – in relation to specific waste types – as outlined elsewhere in this Bylaw;
- ii) **“rejected waste”** means any type of waste which has been placed for collection but not in accordance with the provisions of this Bylaw and which has had a rejection sticker affixed thereto or has been otherwise rejected by the Town or its designated agent;
- jj) **“residual waste”** means collectible waste other than organic materials (as defined herein) and recyclables (as defined herein) including without restricting the generality of the foregoing, broken bottles, crockery and glassware – subject to special requirements elsewhere in this Bylaw – and floor sweepings (except fine dry sawdust), pet litter, pet waste, light bulbs, disposable diapers, discarded clothing and furnishings, soiled mixed paper, broken toys, mats and small carpets, non-recyclable plastic, non-recyclable packaging including styrofoam and padded or bubbled envelopes, metallic wrapping paper, non- passenger tires, non- repairable household waste [but not including any household hazardous waste (as defined herein) or other non-collectible waste (as defined herein)];
- kk) **“solid waste”** means collectible waste, non-collectible waste, all as defined herein and any other waste or discarded tangible personal property but excludes wastes from any industrial activity regulated by way of an approval under the Environment Act;
- ll) **“Town”** means the Town of Lunenburg;
- mm) **“Town Engineer”** means the person appointed as the Town Engineer for the Town of Lunenburg and includes any person acting under the supervision and direction of the Town Engineer;
- nn) **“white goods”** means any large household appliance including but not limited to stoves, dishwashers, washers, dryers, hot water heaters, refrigerators, freezers, dehumidifiers and air conditioners” – the last four (4) being subject to special requirements elsewhere in this Bylaw and it is recommended that any Freon or other refrigerant gas, coolant or CFC be removed before being placed for collection.

COLLECTION:

- 3) Regularly scheduled collection from eligible premises of recyclables subject to restrictions noted elsewhere in this Bylaw shall take place once every two (2) weeks commencing at 6:00 a.m.
- 4) Regularly scheduled collection from eligible premises of organic materials, and residual waste [and either one bulky waste item (other than a clear bag) or one additional clear bag of residual waste as a bulky waste item], subject to restrictions noted elsewhere in this Bylaw – shall take place on the alternating week commencing at 6:00 a.m. The Town may in its discretion (which

will be noted on the collection calendar) collect organic materials every week during July and August.

- 5) The alternating bi-weekly nature of the two above-mentioned collections results in a collection of some type(s) of collectible waste once a week.
- 6) When a normally scheduled collection day falls on a public or statutory holiday, such collection shall be made instead on a date as identified in the Town's collection calendar, unless otherwise specified by the Town Engineer.
- 7) Collection of natural Christmas trees, subject to the restrictions noted elsewhere in this Bylaw, shall take place annually in the month of January on a date to be specified by the Town Engineer or as noted on the collection calendar.
- 8) The dates for collection of collectible waste from eligible premises will be as described in a collection calendar, which will also be posted on the Town's website.

PLACEMENT:

- 9)
 - a) All solid waste to be collected by the Town (including waste from eligible premises on a private road) shall be accessible to the collector within 3.0 meters (9.8 feet) of the curb or travelled portion of the adjacent public street (or adjacent private road, as the case may be) and placed in such a manner as to not interfere with pedestrian traffic and snow removal.
 - b) Green carts must be placed at the curb (or edge of the travelled portion of the street or private road) in an upright position with the lid closed and the front of the cart facing the street, road or highway.

Notwithstanding the foregoing provisions of this section 9, all solid waste to be collected shall be placed so as not to obstruct the travelled portion of the street or the sidewalk (or the adjacent private road, as the case may be).

- c) Persons may only place solid waste for collection in the public street directly abutting the property that generated the solid waste.
- 10) All regulation or other containers of solid waste placed out to be collected by the Town shall also be placed in an upright position and, in applicable circumstances, with the lid securely closed.
- 11) The Town Engineer may designate places for collection of solid waste within manufactured home parks.

CONTAINER REGULATIONS FOR RESIDUAL WASTE:

12) Residual Waste Bag Container Specifications:

- a) Each bag (other than the Non-Transparent Bag Privacy Bag) shall be made of clear transparent (free from colour) plastic, be watertight and be securely tied;
- b) Each bag shall be no smaller than 66.0 cm x 91.4 cm (26.0 inches x 36.0 inches) and no larger than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches);
- c) Each bag shall have an overall length of between 0.5 meters (1.6 feet) and 1.2 meters (3.9 feet) when empty; and
- d) Each bag, including contents, shall not exceed 25.0 kilograms (55.1 pounds) in weight.

13) Non-Transparent Bag Specifications

- a) Each bag shall be made of opaque (black or dark green) plastic, be watertight and be securely tied;
- b) Each bag shall be no smaller than 66 cm x 91.4 cm (26.0 inches x 36.0 inches) and no larger than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches);
- c) Each bag shall have an overall length of between 0.5 meters (1.6 feet) and 1.2 meters (3.9 feet) when empty; and
- d) Each bag, including contents, shall not exceed 25.0 kilograms (55.1 pounds) in weight.

14) Other Residual Waste Container Specifications

No person shall place, or caused to be placed, residual waste out for collection in any container other than a "regulation container" which is one which meets the following specifications:

- a) Regulation containers shall be made of metal, plastic or other impermeable material;
- b) Regulation containers shall be watertight, secured with a cover, equipped with handles in good repair and as large or larger at the top as they are at the bottom;
- c) Regulation containers shall not be filled above a level 5 cm (2.0 inches) below the top of the container;
- d) Each regulation container, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight;
- e) Each regulation container shall not exceed 100 liters (105.7 quarts) in volume;
- f) Regulation containers shall be maintained in a neat and sanitary condition and kept in good repair; and

- g) All waste in a regulation container must be bagged in a clear or Non-Transparent Bag (as authorized in this Bylaw) so that it may be inspected by the collector or other inspector engaged by the Town.

CONTAINER REGULATIONS FOR RECYCLABLES:

- 15) No person shall place, or caused to be placed, recyclables out for collection in any container other than a “regulation container” which is a bag which meets the following specifications:

Blue Bag Recyclables:

- a) Each bag shall be watertight, securely tied and of transparent blue plastic;
- b) Each bag shall also be no smaller than 25.0 cm x 40.0 cm (9.8 inches x 15.7 inches) and no larger than 75.3 cm x 120.0 cm (29.62 inches x 47.2 inches); and
- c) Each bag, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight; and
- d) All recyclables must be clean.

Paper:

- e) Each bag shall be a plastic opaque bag (such as a grocery bag) or a transparent clear plastic bag;
- f) Each bag shall be made of plastic, be watertight and be securely tied;
- g) Each bag shall be no smaller than 25.0 cm x 40.0 cm (9.8 inches x 15.7 inches) and no larger than 75.3 cm x 120.0 cm (29.62 inches x 47.2 inches); and
- h) Each bag, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight.

CONTAINER REGULATIONS FOR ORGANIC MATERIALS:

- 16) No person shall place, or cause to be placed, organic materials out for collection in any container other than a “regulation container” in the form of a green cart.
- 17) Notwithstanding section 16 hereof, special container requirements are applicable for leaf and yard waste as described under PREPARATION of SPECIFIC WASTE below and there are specific controls on natural Christmas trees under COLLECTION OF NATURAL CHRISTMAS TREES below.

COMMERCIAL CONTAINERS SPECIFICATIONS:

- 18) Commercial containers shall:
 - a) Be sturdily constructed of weather-proof material and shall be water tight;
 - b) Be inaccessible to pests, rodents, vermin, seagulls or animals;

- c) Be equipped with a tight fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
- d) Be kept in a clean manner and in a sanitary condition;
- e) Be kept in a state of good repair;
- f) Have displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
- g) Have displayed thereon the following message "GARBAGE" or "LANDFILL", where institutional, commercial or industrial waste is to be deposited in the commercial container;
- h) Have displayed thereon the following message "RECYCLABLES", where blue bag recyclables are to be deposited in the commercial container;
- i) Have displayed thereon the following message "PAPER" or "CARDBOARD", where fiber recyclables are to be deposited in the commercial container; and
- j) Have displayed thereon the following message "ORGANICS", where organic materials are to be deposited in the commercial container.

PREPARATION of SPECIFIC WASTES

Leaf and Yard Waste

- 19) Leaf and yard waste may be deposited into a green cart so long as the cover of same is completely closed.
- 20) Leaf and yard waste may also be deposited into paper bags.
- 21) Branches and limbs or brush, of a maximum length of 900.0 mm (3.0 feet) and maximum individual diameter of 50.0 mm (2.0 inches) may be tied in manageable bundles or inserted into bags as outlined above and outlined under Collection of Leaf and Yard Waste later in this Bylaw.

Bottles or Glassware

- 22) Broken bottles and glassware shall be sealed in a cardboard box or bucket or other non-bag container and clearly identified– by noting, in large capital letters, on the outside of the bundle the words "BROKEN GLASS" – a warning to collection personnel.

Ashes or Soot

- 23) Ashes or soot shall be completely cooled for a minimum of two (2) weeks, dampened down and placed in paper bags folded over and ~~and~~ clearly marked as ashes for collection on compost collection day.

Cardboard

- 24) Corrugated cardboard shall be flattened out and securely tied in convenient bundles weighing no more than 25.0 kilograms each (55.1 pounds) and being a maximum of 900.0 mm by 600.0 mm (3.0 feet x 2.0 feet) in area and no more than 600.0 mm (2.0 feet) thick.

GREEN CARTS:

25)

- a) Every owner or occupant shall provide sufficient and specified green carts for the storage and disposal of organic waste generated from his or her premises and maintain such green carts in good repair and sanitary condition. Those green carts shall remain the property of the said owner or occupant.
- b) Notwithstanding subsection 25(a), the Town at its discretion, may supply green carts to newly constructed buildings. Any green carts distributed by the Town (whether before or after the passage of this Bylaw) shall remain the property of the Town and shall remain at the premises for which the green cart was supplied. The owner and the occupant of the premises shall maintain the said green cart supplied by the Town, and if requested by the Town, shall replace same.

26) To comply with the preceding section a green cart shall be:

- a) of 120-litre or 240-litre capacity;
- b) either of the aerated or ventilated type;
- c) dark green in colour;
- d) manufactured by SSI Schaefer or Town approved equal; and
- e) designed to be emptied by a hydraulic lifting device.

27) Every owner or occupant of the following types of dwellings shall provide the number of green carts as outlined below. In all cases the building owners are to ensure adequate number of green carts is provided.

- | | |
|--------------------------------|---|
| a) single-unit building | 1 green cart per dwelling unit (140 or 240 litre) |
| b) 2 unit building | 1 green cart per each unit (140 litre or 240 litre) |
| c) buildings of 3 to 5 units | 2 green carts per building (240 litres) |
| d) buildings of 6 to 10 units | 3 green carts per building (240 litre) |
| e) buildings of 11 to 20 units | 4 green carts per building (240 litre) |

33) No person shall place, or cause to be placed, more than one (1) Non-Transparent Bag per any one eligible premise out for collection on any one collection day for residual waste.

34) No person shall place, or cause to be placed, residual waste out for collection on any one collection day in a “storage” container which is not a clear transparent bag, free from colour, in which its contents are not visible (except for authorized Non-Transparent Bags as outlined elsewhere in this Bylaw), provided that the bag may be placed inside a regulation container as referred to in Section 14 of this Bylaw.

35) Non-Transparent Bags

- a) Notwithstanding Sections 33 and 34, residents who require more than one Non-Transparent Bag in order to dispose of medical and/or health related waste may make application to the Town Engineer by Application Form attached as Schedule A hereto, and the Town Engineer after considering the necessity therefor, may grant the resident approval to place, or cause to be placed, a greater number of Non-Transparent Bags per any one dwelling unit out for collection on any one collection day for a period of up to 2 years;
- b) No person from that dwelling unit shall place, or cause to be placed, out for collection on any one collection day a greater number of Non-Transparent Bags than were authorized, upon application, by the Town Engineer.
- c) No person shall place in a Non-Transparent Bag anything proscribed in the application form or in the approval granted by the Town Engineer

36) Notwithstanding Sections 33 and 34:

- a) If a business has a public waste container on its property for mixed waste brought onto the premises by customers (and not generated on the premises) the owner or occupant may make application to the Town Engineer by Application Form attached as Schedule B hereto for the placement of additional Non-Transparent (black or dark green) plastic bag(s) for collection. The Town Engineer upon such Application, and after considering the necessity therefor, may grant the business approval to place or cause to be placed for collection on any one collection day, one (or a greater number) of Non-Transparent (black or dark green) plastic bags for mixed waste in addition to the Non-Transparent Bag authorized under this Bylaw.
- b) No person from that business shall place or cause to be placed out for collection on any one collection day a greater number of mixed waste Non-Transparent (black or dark green) plastic bags than were authorized upon Application by the Town Engineer.
- c) No person shall place in any such mixed waste bag anything proscribed in the Application Form or in the approval granted by the Town Engineer.

REJECTION OF WASTE:

- 37) Any type of waste which has been set out for collection is subject to inspection by the Town or its designated agent and any such waste found or deemed by same to be set out in violation of the requirements of this Bylaw may be rejected and not collected.
- 38) Any waste which is so rejected may have placed on it a Rejection Sticker indicating the reason or reasons for rejection and information as to how to rectify same or get direction to rectify the problem, (although the Town or any person designated by it may otherwise reject solid waste without affixing a rejection sticker).
- 39) Any rejected waste shall remain the property of the owner or occupier, and shall be disposed of as permitted by this Bylaw.

PROHIBITIONS SPECIFIC TO COLLECTIONS:

- 40) No person shall place, or cause to be placed, any collectible waste out for collection before 6:00 pm of the day immediately preceding the day scheduled for collection of that solid waste stream.
- 41)
 - a) No person shall place, or cause to be placed, any collectible waste out for collection after 6:00 a.m. of the day scheduled for collection.
 - b) Any waste placed out for collection after 6:00 a.m. may not be collected if the collection contractor has already passed that property.
 - c) If any waste is placed out for collection after 6:00 a.m. and it is not collected by the collection contractor, it shall be removed from the public street and properly stored on the private property from which the waste originated.
- 42) The two immediately preceding sections may be altered by written permission of the Town Engineer.
- 43) No person shall permit any empty or rejected regulation container or any rejected materials or waste to remain at the collection placement spot after 12:00 noon of the day following the day scheduled for collection.
- 44) No person shall place, or cause to be placed, any non-collectible waste out for collection.
- 45) No person shall place any garbage box or other container for holding waste between collection days on a street right-of-way.

COLLECTION OF BULKY WASTE:

- 46) No person shall place, or cause to be placed, bulky waste out for collection except in accordance with the following restrictions:
- a) It is recommended that any Freon or other refrigerant gas, coolant or CFC be removed from a refrigerator, freezer, dehumidifier or air conditioner prior to being placed out for collection and any refrigerator or freezer shall have its doors already removed.
- 47) No person shall place, or cause to be placed, bulky waste out for collection except in accordance with the following restrictions:
- a) such waste, when consisting of more than one article, shall be packaged, bundled or boxed so as to facilitate removal and handling in order to constitute one item; and
 - b) the individual package, bundle or box shall not exceed 100 kilograms (220.5 lbs.) in weight; and
 - c) the individual package, bundle or box shall not exceed 1.8 meters (5.91 feet) in any dimension.
- 48) No person shall place, or cause to be placed, bulky waste out for collection on any one day the total of which exceeds 2.0 m³ in total volume.
- 49) No person shall permit any rejected waste to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the Town Engineer for collection of same.

SPECIAL PROVISIONS FOR LEAF AND YARD WASTE:

- 50) No person shall place, or cause to be placed leaf and yard waste out for collection except on a day designated for organic waste and in accordance with the following restrictions:
- a) if not in a green cart, such waste shall (save for bundled branches/ limbs) be contained in securely tied paper bags of a dimension no less than 66.0 cm by 91.0 cm (26.0 inches by 36.0 inches) nor greater than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches) and shall not exceed a weight of 25.0 kg (55.1 pounds);
 - b) bundled branches/limbs not exceeding 900.0 mm (3.0 feet) in length with individual limbs not exceeding 50 mm (2 inches) in diameter;
 - c) each bag or bundle shall not exceed a weight of 25.0 kg (55.1 pounds); and
 - d) the total of such waste shall not exceed 2.0 cubic meters (2.6 cubic yards) in total volume.

COLLECTION OF NATURAL CHRISTMAS TREES:

51) No person shall place, or caused to be placed, a natural Christmas tree out for collection except on a day designated by the Town Engineer for collection of same and in accordance with the following restrictions:

- a) It is to be unpackaged and undecorated, including the removal of all lights and any tree stand;
- b) It shall have no wires or nails attached; and
- c) It must not exceed 3.0 meters (9.8 feet) in length.

52) No person shall place, or cause to be placed, any natural Christmas tree out for collection before 6:00 pm of the day immediately preceding the day designated by the Town Engineer for collection of same.

53)

- a) No person shall place, or cause to be placed, any natural Christmas tree out for collection after 6:00 AM of the day designated for collection of same.
- b) Any natural Christmas tree placed out for collection after 6:00 a.m. may not be collected if the collection contractor has already passed that property.
- c) If any natural Christmas tree is placed out for collection after 6:00 a.m. and it is not collected by the collection contractor, it shall be removed from the public street and properly stored on the private property from which the Christmas tree waste originated.

54) No person shall permit any rejected natural Christmas tree to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated for collection of same.

RESPONSIBILITIES OF OWNERS and OCCUPANTS:

55) Every owner and occupant shall:

- a) Ensure that collectible waste and clean-up waste is placed for collection in accordance with this Bylaw;
- b) Use only regulation containers for the storing and placement for collection of collectible waste;
- c) Provide a sufficient number of regulation containers to contain all of the collectible waste generated at the subject premises between regularly scheduled collection dates;
- d) Maintain such regulation containers in good repair, and in a clean and sanitary condition;

- e) Take all reasonable measures to ensure that each regulation container is covered and secured
- f) at all times except when being emptied or filled;
- g) Clean up any type of collectible waste which has escaped from its container, package, bundle or box, (and any Clean-Up Waste which has escaped from its container, package, bundle or box) – whether it be a regulation container or not;
- h) If collectible waste is stored outside the main building on the eligible premises it is to be stored in one or more secured regulation containers or an approved storage bin – in either case made inaccessible to pests, rodents, vermin, seagulls or animals;
- i) Ensure that any approved storage bin serving that premise is maintained at all times in a neat and sanitary condition and in good repair;
- j) Store any waste refrigerator or freezer either inside an enclosed and locked building or with the doors of the refrigerator or freezer removed;
- k) Ensure the proper preparation of all collectible waste in accordance with this Bylaw; and
- l) Abide by all lawful directives of the Town, or designated agents with regard to the handling of solid waste materials.

COMMERCIAL CONTAINERS:

- 56) The owner or occupier of any premises on which a commercial container is placed shall keep each commercial container behind, or beside, the building which it serves so as to reduce visibility from the street and adjacent properties.
- 57) Where the commercial container is placed on premises which are located in a residential zone pursuant to the Town's Land Use Bylaw or adjacent to a property which is zoned residential or contains a residential use, the commercial container shall be kept not less than 3.0 meters (9.8 feet) from the adjacent property lines.
- 58) Where the owner or occupier of any premises is unable to comply with the requirements of the two (2) immediately preceding sections because of the location of a building on the premises, which building was in existence at the time of the adoption of this Bylaw, the owner or occupier shall keep the commercial container at a location on the premises which is considered by the Town Engineer to not be unsightly and to cause neither a nuisance nor a health related problem.
- 59) Any temporary commercial container used during construction or repair work shall be subject to the following requirements:
 - a) no solid waste shall extend beyond the internal volume of the container;
 - b) the temporary commercial container shall be removed immediately upon completion of the construction or repair work; and

- c) the temporary commercial container shall be emptied as often as required to avoid over-filling of the same.
- 60) An owner or occupier of any premises on which a commercial container is located shall not permit the commercial container to be loaded other than uniformly and ensure that no solid waste extends beyond the internal volume of the container.
- 61) An owner or occupier of any premises on which a commercial container is located:
- a) shall place same only on a surface which is hard, level and weather-resistant;
 - b) shall keep the area surrounding the container free from litter and waste; and
 - c) shall cause the container to be emptied on a regular basis, as required.
- 62) Where a person proposes to locate a temporary commercial container within the right of way of a public street in the Town, that person shall submit a request for doing so, to the Town Engineer, outlining the exact proposed location and the estimated time that the container will be required to be there and any other details as requested by the Town Engineer. The person must receive permission from the Town Engineer, outlining the exact location to be used, and other salient details, and agree to pay a fee set by Resolution of Council if parking spaces are impeded, prior to so locating a commercial container.

HAULERS:

- 63) All private collections of solid waste shall be undertaken in compliance with relevant Federal/Provincial/Municipal statutes and regulations.
- 64) All private collection vehicles shall:
- a) be maintained in good condition and be properly manned and equipped to ensure safe collection of solid waste;
 - b) comply with the Motor Vehicle Act and any other regulations or legislation in effect from time to time;
 - c) be designed so as to prevent any contents (including liquids) from falling out, being spilled, or scattering from the vehicle whether in motion or not;
 - d) if used in the collection of more than one type of waste, be constructed to prevent cross-contamination between the various waste streams;
 - e) be equipped with a tailgate or other restraining device; and
 - f) be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported.

- 65) All private collection of any solid waste shall be made directly to the private collection vehicle from the premises where the same was generated.
- 66) All solid waste collected through private collections, and which is to be delivered to a solid waste management facility, including but not limited to Kaizer Meadow, shall be in compliance with the Regulations promulgated by the operator of that site, regarding acceptance and receipt of solid waste at that site.
- 67) In the event of any spillage, the vehicle operator shall be responsible for the clean-up which shall be undertaken immediately.

DESIGNATED ELECTRONIC PRODUCTS:

- 68) No person shall place designated electronic products out for collection.
- 69) Every owner or occupant may deliver designated electronic products to a recognized electronics return collection facility in Nova Scotia for reuse or recycling.

HOUSEHOLD HAZARDOUS WASTE:

- 70) Every owner or occupant shall store any residentially-generated household hazardous waste in a safe and secure manner and place and shall deliver same, as soon as is reasonably possible, to the Household Hazardous Waste Depot ("HHW Depot") at Kaizer Meadow, (or to any other approved Household Hazardous Waste Depot which will accept same).
- 71) No person shall dispose of, or cause or permit the disposal of, household hazardous waste at any location within the Town.

CONSTRUCTION OR DEMOLITION MATERIALS:

- 72) Every owner or occupant shall deliver any construction or demolition materials – over and above those collected by the Town – to the appropriate area or site within Kaizer Meadow or an approved C&D debris disposal site.
- 73) No person shall dispose of construction or demolition materials by stock-piling, storing or any other method.

KAIZER MEADOW ENVIRONMENTAL MANAGEMENT CENTRE:

- 74) The Town Council has designated the Kaizer Meadow Environmental Management Centre ("Kaizer Meadow") as the receiving site for solid waste generated by its residents, within the restrictions as set in this Bylaw and other restrictions as set by the operator of Kaizer Meadow.
- 75) The operator or other authorized staff of Kaizer Meadow may refuse to accept a load of solid waste for the following reasons:
 - a) solid waste other than that which Kaizer Meadow has been approved to accept; or

- b) it is a load for which a tipping fee, whether set or negotiated, has not yet been paid to Kaizer Meadow; or
 - c) it is a load for which tipping fee payment arrangements satisfactory to the operator or other Kaizer Meadow authorized staff have not yet been agreed to, reduced to writing and signed by both parties.
- 76) No person shall dispose of, or cause or permit the disposal of, any type of solid waste outside, around or adjacent to Kaizer Meadow in the following circumstances:
- a) when Kaizer Meadow is not open and operational; or
 - b) after the operator or authorized staff of Kaizer Meadow has refused to accept same.
- 77) All collection vehicles shall be equipped with a tailgate or other restraining device; and be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported from Kaizer Meadow front gates to the scale house.

LEGAL and ILLEGAL DISPOSAL:

- 78) With the exception of the placement of solid waste for collection in accordance with this Bylaw, and the delivery of designated electronic products or household hazardous wastes to depots or other disposals allowed for in this Bylaw, no person shall dispose of, or cause or permit the disposal of, collectible waste, clean-up waste or non-collectible waste at any location or manner in the Town except as follows:
- a) backyard composting carried out in such a manner as to not constitute a nuisance;
 - b) subject to Federal or Provincial law to the contrary, the disposal of waste trees, brush or portions thereof or other organic farm or forestry waste on privately-owned forest or farm land in such a manner as to not constitute a nuisance;
 - c) subject to Federal or Provincial law or other Municipal Bylaws to the contrary, the disposal of aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill in such a manner as to not constitute a nuisance.
- 79) No person shall dispose of, or cause or permit the disposal of, any solid waste in an approved storage bin unless that person is, or has the permission of, the owner of said bin and the bin is located on the property where the waste is generated.
- 80)
- a) No person shall dispose of, or cause or permit the disposal of, any non-collectible waste or rejected solid waste on another private property or on public property.
 - b) No person shall dispose of or cause or permit the disposal of non-collectible waste within the Town.

- c) waste shall be stored on the property where it was generated.
- 81) No person shall dispose of, or cause or permit the disposal of, construction or demolition materials at any location other than at Kaizer Meadow or an approved C&D debris disposal site.
- 82) Proof that any type of solid waste, which was disposed of in contravention of this Bylaw, originated from a particular person, from the residence of a particular person, or from a particular premise shall, in the absence of evidence convincing a court to the contrary, be evidence sufficient for a court to infer that the said person – or the owner or current occupant of said residence or premises– was the person who disposed of that solid waste, or a portion of same, or caused or permitted it to be disposed of.

GENERAL PROHIBITIONS:

- 83) Where an owner or occupier properly places any authorized form of solid waste out for collection by the Town’s contractor the said solid waste becomes the property of the Town.
- 84) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of solid waste or regulation container which has been placed out for collection.
- 85) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of solid waste or regulation container which has been placed in an approved storage bin.
- 86) The prohibitions in the immediately preceding three sections do not apply to the following circumstances:
 - a) removal by authorized personnel when acting on behalf of the Town; or
 - b) waste wood material, appliances or furniture,; and any other materials placed out as bulky waste items;
 - c) leaf and yard waste.
- 87) In the event of any removal, collecting or disturbing by any person as authorized by the immediately preceding section, all remaining materials shall be left by that person in an orderly condition and placed so as to not interfere with pedestrian or vehicular traffic.
- 88) No person shall dispose of any type of solid waste by the burning of same.
- 89) No person shall place any solid waste generated from outside the Town for collection within the Town.

ENFORCEMENT and PENALTIES:

Illegal Dumping

- 90) Any person who disposes of, or permits the disposal of, any solid waste other than in accordance with this Bylaw is guilty of a summary offense and is liable, upon conviction, to a fine

of not less than Two Hundred Dollars (\$200.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

Other Provisions

91) Any person who violates any other provision of, or permits any other thing to be done in violation of, this Bylaw is guilty of a summary offense and is liable, upon conviction, to the following:

- a) for a first offense, a fine of not less than Two Hundred Dollars (\$200.00) and not more than One Thousand Dollars (\$1,000.00) and in default of payment thereof to a term of imprisonment not to exceed thirty (30) days;
- b) for a second offense, a fine of not less than Three Hundred Dollars (\$300.00) and not more than Two Thousand Dollars (\$2,000.00) and in default of payment thereof to a term of imprisonment not to exceed sixty (60) days;
- c) for each subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00) and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.

92) Any person who obstructs or hinders any person in the performance of their duties under this Bylaw is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Two Hundred Dollars (\$200.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

93) Where a person is convicted of an offence under this Bylaw and the court is satisfied that, as a result of the commission of the offence, clean-up or site remediation costs were incurred, whether by the Municipality or by a person, the Court may order the offender to pay, in addition to all other fines and penalties, restitution to the Municipality or person in an amount equal to the said clean-up or remediation costs.

94) Pursuant to the provisions of the Municipal Government Act, in addition to a fine imposed for a violation of this Bylaw a judge may order the imposition of a penalty in relation to any fee, cost, toll, or charge associated with the conduct that gave rise to the offence.

95) Pursuant to the provisions of the Municipal Government Act, in addition to a fine imposed for violation of this by-law a judge may order compliance with this Bylaw within a specified time.

96) Each day that a person commits any offence under this Bylaw constitutes a separate offence.

97) Where a breach of this Bylaw is anticipated or is of a continuing nature, the Town may, pursuant to the provisions of the Municipal Government Act, apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order and the judge may make any order that is appropriate under the circumstances.

ADMINISTRATIVE TICKETING:

- 98) In lieu of prosecution under this Bylaw the Town or its designated agent may issue to any person it believes, upon reasonable grounds, has committed an offence under this Bylaw a Notice of Alleged Violation allowing the person to whom it is directed to avoid possible prosecution by means of the voluntary payment of a sum of money.
- 99) Any person who receives a Notice of Alleged Violation in relation to this Bylaw and where the said Notice so provides, may pay a penalty in the amount of One Hundred Dollars (\$100.00) to the office of the Town Clerk provided that said payment is made within fourteen (14) days of the date of issuance of the Notice and said payment shall be in full satisfaction thereby releasing the person named from prosecution for the said alleged violation.
- 100) Nothing in this Bylaw requires the Town to issue a Notice of Alleged Violation in lieu of initiating a prosecution in relation to an alleged violation.

MEASUREMENTS

- 101) All measurements in this Bylaw are given in metric, which shall govern for the purposes of interpretation and enforcement of this Bylaw. Imperial measurements are included in parentheses for ease of reference only, and in some instances are only approximate.

REPEAL:

- 102) The existing Solid Waste Collection Bylaw# 38, of the Town of Lunenburg (and all amendments thereto) are hereby repealed.

Clerk's Annotation for Official Bylaw Books Date of first reading:	
Date of advertising of Notice of Intent to Consider:	
Date of second reading:	
Advertisement date of Bylaw passage and effective date:	
Mailing date to Department of Municipal Affairs three (3) certified copies of Bylaw:	
I certify that this Solid Waste Management Bylaw was adopted by Council and published as indicated above.	
_____	_____
Clerk	Date

SCHEDULE A
Town of Lunenburg Additional
Non-Transparent Bag Application

Residents may apply for additional Non-Transparent bag(s) for wastes generated due to medical or health-related issues. Non-Transparent bag(s) used for this type of waste disposal should be opaque (black or dark green) plastic bags. Approved applicants will be permitted to place additional Non-Transparent bag(s) out for collection on their collection day. Additional Non-Transparent bag(s) must be approved before placing them at the curb for collection. A Privacy Bag application must be completed every two years for continued use of additional Non-Transparent bags.

Please provide the following information:

Resident Name: _____ Resident Phone Number: _____

Resident's e-mail address: _____

Types of wastes to be placed in Non-Transparent bags(s): _____

Number of additional Non-Transparent bag(s) being requested: _____

Resident's Civic Address: _____

Are you the property owner? Yes No

If you are not the owner, please provide the following information:

Property Owner's Name _____

Property Owner's Phone Number: _____

Property Owner's e-mail address: _____

Date of Application: _____

Please return the completed form in one of the following ways:

By mail: Town of Lunenburg, PO Box 129, Lunenburg, Nova Scotia, BOJ 2C0,
Attention: Town Engineer, 902 634 8992.

(See: next page for additional information)

Please note of the following:

All wastes including organics, recyclables, garbage, paper and cardboard must be sorted correctly in accordance with the Town's Solid Waste Bylaw even if have been approved for additional Non-Transparent bag(s).

Garbage bags (clear or opaque) cannot contain:

- Saturated, blood-soaked gauze and dressings (excess blood must be squeezed from dressings into toilet/sink, once squeezed, dressings are placed a garbage bag)
- Fluid-filled or blood-filled medical tubing or dialysis tubing (fluids must be emptied into toilet/sink, once emptied, tubing is placed in a garbage bag)
- Sharps, needles and lancets for blood testing (return to pharmacy for disposal)
- All unused medications (return to pharmacy for disposal)

Hazardous wastes must be taken to the Household Hazardous Waste Facility at Kaizer Meadow Environmental Management Centre which is located at 450 Kaizer Meadow Road, Chester, Nova Scotia, as such wastes cannot be collected with regular garbage.

Note: Non-Transparent bag(s) are subject to inspection by the collection contractor or curbside waste inspector.

SCHEDULE B

TOWN OF LUNENBURG

MIXED WASTE BAG APPLICATION – PUBLIC WASTE ON BUSINESS PROPERTY

[Businesses may apply to the Town Engineer for approval to place mixed waste opaque (black or dark green) plastic bags out for collection where the business has a public waste container on its property for mixed waste brought onto the premises by customers (and not generated on the premises). **The use of mixed waste bags must be approved by the Town Engineer before placing them at the curb for collection.** A mixed waste bag application must be completed every two years for continued use of mixed waste bags.]

Please provide the following information:

Business Name: _____ Business Phone Number _____

Business e-mail Address: _____

Types of wastes to be place in mixed waste bag(s):

Location of Container receiving public waste: _____

Number of Mixed Waste bag(s) being requested: _____

Business Civic Address: _____

Are you the property owner? [] Yes [] No

If you are not the owner, please provide the following information:

Property Owner's Name: _____

Property Owner's Phone Number: _____

Property Owner's e-mail address: _____

Name of occupant of premises: _____

Name of Applicant (owner and/or occupant) _____

Please return the completed form in one of the following ways:

By mail: Town of Lunenburg, PO Box 129, Lunenburg, Nova Scotia, B0J 2C0, Attention: Town Engineer.

Please note the following: Waste which is prohibited pursuant to the Bylaw may not be placed in a mixed waste bag(s).

*Draft Policy further revisions for July 16, 2020
General Government Committee meeting review*

TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL

PURPOSE

1. This Policy describes the structure, composition and role of Committees established and appointed by the Town of Lunenburg ("Town") Council ("Council"). The Policy applies to Committees in which all or some of the voting Committee members are Council members including the Mayor and/or Councillors.

PROCEDURE

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council and within three months following each municipal general election or election anniversary. Council may also replace at any time Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee's affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards (Schedule "A" chart updated from time to time by motion of Council) as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an ex officio member of any Town Committee to which the Mayor is not already appointed and may fully participate, but may only vote at these meetings if it is necessary to achieve a quorum.
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion. Citizens interested in serving on Town Committees will complete the Town's application form. Qualified Town resident applicants, and non-resident applicants if there are insufficient Town resident applicant numbers, will be selected for Committee(s) appointment at a public Council meeting by Council ballot.
6. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. These appointments may be reviewed within a term as determined by Council as set out herein.

7. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.
8. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
9. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
10. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.
11. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
12. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
 - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
 - b. external services reasonably necessary and budgeted;
 - c. Town staff advice and support; and
 - d. other resources reasonably necessary and budgeted.
13. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
14. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
15. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.

16. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.
17. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.
18. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
19. Council hereby confirms the following standing Committees and their respective responsibilities as described.

Audit Committee

20. The responsibilities of the Audit Committee are to:
 - a. conduct a detailed review of the Town financial statements with the Town Auditor;
 - b. evaluate internal control systems and management letter with the Town Auditor;
 - c. conduct a review of the conduct and adequacy of the audit;
 - d. consider such matters arising out of the audit as may appear to the Audit Committee to require investigation;
 - e. review other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
 - f. take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
21. The Audit Committee shall be comprised of all members of Council and a minimum of one resident at large appointment who is not a member of Council or staff. Resident appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
22. Council shall advertise for resident Audit Committee applications before December 31 every two years. The resident Committee member(s) shall be selected by Council as noted herein with the exception that this shall be a two year appointment.
23. The CAO, Finance Director and Accountant shall be non-voting members of the Audit Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.

24. The Audit Committee Chair shall be a member of Council bi-annually appointed by Council as set out in section 9. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
25. The Audit Committee shall meet at least twice per year as called by the Chair in consultation with Town staff to receive and review the completed Town audit with the Town Auditor and to carry out its additional Municipal Government Act duties.

General Government Committee

26. The responsibilities of the General Government Committee are to:
 - a. discuss, consider, advise and make recommendations to Council concerning Town Policies, Bylaws and related matters referred to the Committee by Council;
 - b. review and recommend the General Government Services budget to Council; and
 - c. consider annual Town grant applications and recommend same to Council.
27. The Chair of the General Government Committee is the Deputy Mayor.
28. The General Government Committee consists of all Council Members and membership on the Committee automatically extends to Council Members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.

Heritage Advisory Committee

29. The responsibilities of the Heritage Advisory Committee are to:
 - a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
 - b. advise Town Council respecting:
 - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
 - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.
30. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

Planning Advisory Committee

31. The provides that the responsibilities of the Planning Advisory Committee are to:
 - a. carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
 - b. advise Council respecting the preparation and amendment of planning documents and general planning matters; and
 - c. conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.
32. The Planning Advisory Committee is comprised of at least four residents appointed for two year terms and three Council members as determined by Council.

Protective Services Committee

33. The Protective Services Committee responsibilities are to advise Council regarding:
 - a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
 - b. Fire Protection Services budget matters.
34. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission ("Commission") only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

Recreation Committee

35. The responsibilities of the Recreation Committee are to:
 - a. advise Council on matters affecting the development and maintenance of Town recreational facilities including but not limited to the Lunenburg War Memorial Community Centre Auditorium and Arena, programs and services;
 - b. encourage healthy and active lifestyles for residents and visitors; and
 - c. provide Council with input on the development of policies, plans and budget development related to community recreation opportunities including active transportation initiatives.
36. The Recreation Committee is comprised of four members of Council, three who are appointed for two year terms, and one Municipality of the District of Lunenburg ("Municipality") Council member appointed to serve by their Council in relation to relevant Municipality matters.

Special Committees

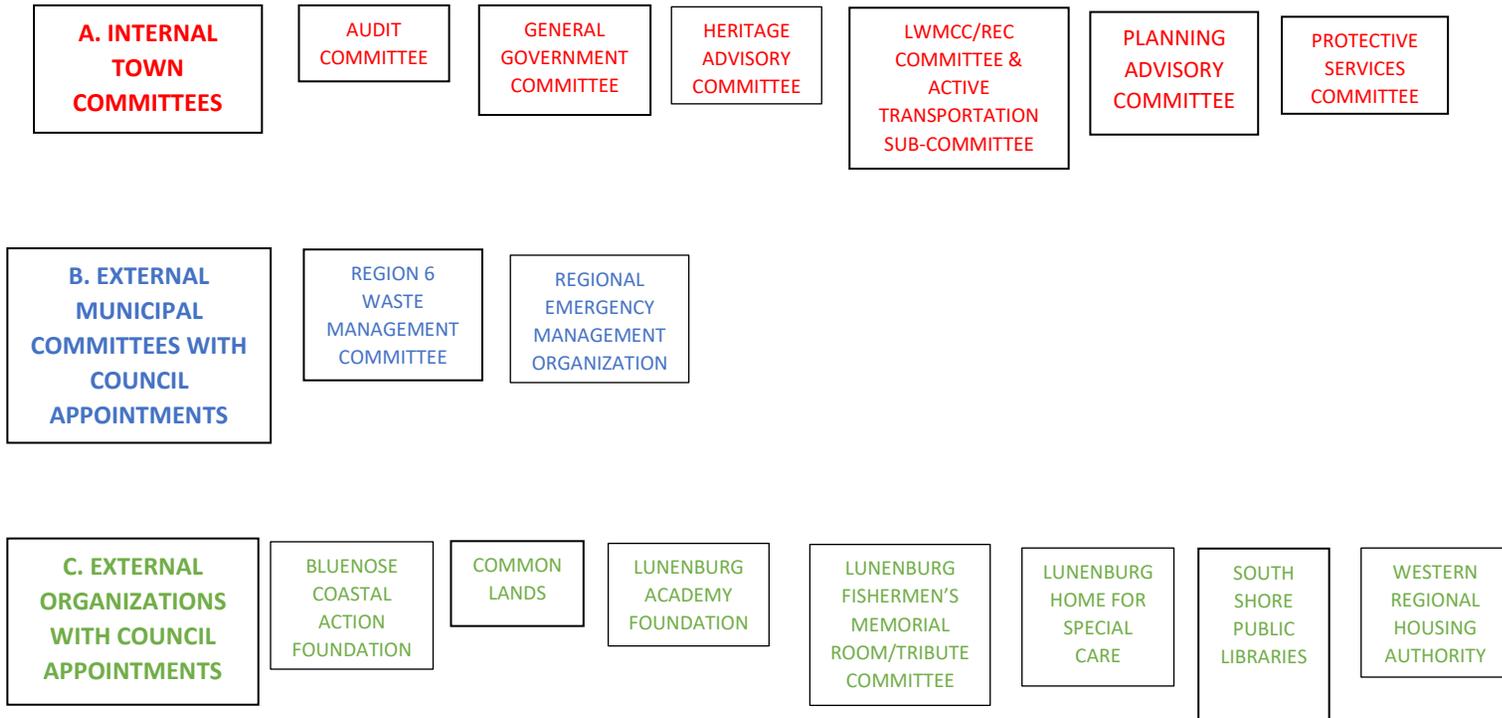
37. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.
38. The general provisions of this Policy shall also apply to Special Committees.
39. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
40. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

41. It shall be the responsibility of all Town appointments to external Boards and Committees as set out in Schedule "A" attached to:
 - a. provide semi-annual updates to Council of the activities of the body on which they have been appointed;
 - b. represent the Town in a respectful and positive manner reflecting the direction of Council, Town budget, Policies and other guiding documentation;
 - c. ensure Council receives copies of meeting minutes for the body on which they serve; and
 - d. report any recommendations from such body requiring Council consideration and response.
42. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

- Schedule "A" attached

TOWN OF LUNENBURG – COMMITTEE STRUCTURE



Note:

- A. Report directly to Town Council.
- B. External Committees with one or more Council representatives. Major items may require Council approval, e.g., budgets.
- C. External Organizations with one or more Council representatives. Generally no formal reporting function to Council.

Special Committees of Council are also established from time to time for specific purposes.

Revised: June 2020

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Document No:
Meeting: July 16/20 GG/Comm
Circulate: Council
File: Bylaws

MEMORANDUM

TO: GENERAL GOVERNMENT COMMITTEE

FROM: BEA RENTON, CAO

DATE: JUNE 30, 2020

**RE: PROPOSED REPEAL OF BYLAW #5 COUNCIL PROCEDURE BYLAW
– REPLACED BY PROCEDURAL POLICY #96 COUNCIL AND
COMMITTEE MEETINGS AND PROCEEDINGS**

1. FACTS

Bylaw #5 Council Procedure Bylaw has been in place since 1979. Council recently decided to replace it with a more readily amendable Procedural Policy #96 Council and Committee Meetings and Proceedings adopted on May 12, 2020. As was set out in an earlier memo to this Committee and direction of the Committee, the next step in this process is the formal repeal of Bylaw #5. Copies of both the Bylaw and Policy are attached for reference.

2. ISSUES AND OPTIONS ANALYSIS

The Bylaw is replaced by the Policy and therefore should be repealed. This is done by a Committee member agreeing to give notice of motion of the proposed Bylaw repeal at the July 28 Council meeting. Following which, at the August 25 Council meeting first reading is given of its repeal and public advertisement of same for consideration fourteen days before the next Council meeting on September 22 where second and final reading of the repeal could be given. If a motion to repeal is approved on September 22, the repeal becomes effective on the date this is advertised in the local newspaper.

3. FINANCIAL IMPACT

The Bylaw's repeal does require public advertisements (a minimum of two) in the local newspaper which would cost approximately \$250. There may be an opportunity to lower this cost if the ads can be bundled with other Town notices in the newspaper. Otherwise, there is no out-of-pocket cost to repealing the Bylaw as the drafting to repeal is being done by staff.

4. STRATEGIC PLAN RELEVANCE

As was previously described in the earlier staff report to develop an updated Council and Committee Procedural Policy, the repeal of Bylaw #5 addresses the goal of the Town's Strategic Plans to:

1. Operate the Town efficiently and effectively by:
...C. Developing and updating Town bylaws, procedures and plans.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the Committee select a member to give notice of motion at the July 28 Council meeting of the proposed repeal of Bylaw #5. Council Procedure Bylaw. A motion could be made at the July 16 General Government Committee meeting setting this out for ease of reference as set out below.

Motion: moved by ____, seconded by ____ that Councillor ____ will give notice of motion of the proposed repeal of Bylaw #5. Council Procedure Bylaw for first reading at the August 25 Council meeting.

Attachments -

- Bylaw #5. Council Procedure Bylaw
- Policy #96. Council and Committee Meetings and Proceedings Policy

TOWN OF LUNENBURG

BY-LAW NO. 5

A BY-LAW RESPECTING RULES GOVERNING
THE TOWN COUNCIL

- Short title 1.1 This by-law shall be known as and may be cited as the "Council Procedure By-law".
- Apply to
Council,
committees
and boards 2.1 In all the proceedings had or taken in the Council the following rules and regulations shall be observed and shall be the rules and regulations for the order and discharge of the business of the Council and mutatis mutandis of its committees, boards and commissions.
- Organization
of Council 3.1 At the first meeting after a general election of councillors, or so soon thereafter as practicable, the date of which meeting shall be fixed by the outgoing Council, the Council shall be organized by administering the required oaths, if not previously administered, and the appointment to any vacancies in the offices of the Deputy Mayor, committees, boards and commissions and the further business hereinafter provided.
- Adjournment 4.1 The Council shall adjourn at the hour of twelve o'clock midnight if in session at that hour, unless otherwise determined by a vote of two-thirds of the councillors present.
- Opening
of meeting 5.1 At or so soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting or order.
- If Mayor
absent 6.1 In case the Mayor does not attend within fifteen minutes after the time appointed, the Deputy Mayor shall call the councillors to order and if a quorum be present, shall preside over the meeting or until the arrival of the Mayor.

Deputy Mayor also present 7.1 In case neither the Mayor nor the Deputy Mayor is in attendance within fifteen minutes of he appointed time, the Town Clerk shall call the councillors to order if a quorum be present, and the councillors shall choose a chairman who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor.

Lack of quorum 8.1 If there be no quorum present within one-half hour after the time appointed for the meeting, the Town Clerk shall take down the names of the councillors then present and the Council shall stand adjourned until the same appointed time of the next day not being a holiday; provided always, that if all councillors remain present until a quorum is made up the meeting may proceed with business as long as the quorum remains.

Minutes 9.1 Minutes of the proceedings of every meeting of the Council shall be drawn up and fairly entered by the Town Clerk in a book kept for that purpose or cause the same to be done and such book shall be properly indexed.

Contents of minutes 9.2 Such minutes shall:
9.2.1 contain all resolutions and motions passed, with the names of the movers and seconders; and
9.2.2 mention reports, petitions and other papers submitted to the Council by their respective titles only, or by a brief description of their purport except reports accepted by Council, which shall be entered at length or attached to the minutes.

Approval
of minutes

9.3 Unless objection is taken to the minutes when read or as circulated, they shall be deemed approved and shall be signed by the chairman. If any objection is made to the minutes, the councillor making such objection shall state his grounds without comment and if the Council agrees the minutes shall be amended accordingly. If all the councillors do not acquiesce in the proposed amendment, the motion must be made and seconded to amend the minutes in accordance with the objection which shall then be debatable and resolved by Council.

Duties of
presiding
officer

10.1 The Mayor shall preserve order and decorum and decide questions of order, subject to an appeal to the Council and in the absence of the Mayor, the presiding officer shall have the same authority while so presiding as the Mayor would have if present.

11.1 When the Mayor is called upon to decide a point of order, practice or procedure the point shall be stated without unnecessary comment and the Mayor shall cite as far as able the rules or authorities applicable to the case.

Decision by
majority

12.1 All questions arising in the Council or one of its committees, boards or commissions shall be decided by a majority of the votes of Council, or the committee, board or commission, including the Mayor or other presiding officer who shall have a right to vote on all such questions, and in the event of a tie the motion shall be deemed to have been lost.

Mayor
leaving
chair

13.1 If the Mayor decides to leave the chair for the purpose of taking part in debate or otherwise, he shall call upon the Deputy Mayor, or in his absence, a councillor, to fill his place and discharge his duties until he resumes the chair.

Councillor speaking 14.1 Every councillor previous to speaking on any question or motion, shall rise from his seat and shall address himself to the Mayor.

Recognition of councillor 15.1 When two or more councillors rise to speak, the Mayor shall name the councillor who in his opinion first rose from his seat, but a motion may be made that any councillor who has risen, "be now heard" or "do now speak" and if such motion is carried such councillor shall then be heard.

Every councillor to vote 16.1 Every councillor who is present when a question is put, shall vote thereon unless the Council excuses him therefrom or unless he is personally interested in the question, provided that such interest is resolvable into a personal pecuniary profit, or is peculiar to that councillor and not in common with the interests of the citizens or Council at large and in such case he shall not be required to vote.

No disturbance 17.1 When the Mayor is putting a question, no councillor shall walk across the room or make any noise or disturbance nor when any councillor is speaking shall any other councillor pass between him or the chair or interrupt him except to raise a point of order.

Councillor called to order 18.1 A councillor called to order from the chair, shall immediately sit down but may afterwards explain his conduct, and, if an appeal is taken to Council it shall decide the case but without debate. If there be no appeal, the decision of the Mayor shall be final.

- No offensive language or action 19.1 No councillor shall use offensive words in or against the Council or any councillor nor shall he speak outside the question in debate nor resist the rules of Council or disobey the decision of the Mayor or of the Council upon any question of order or practice or upon the interpretation of the rules of the Council, and in case any councillor so resists or disobeys, he may be ordered by the Mayor by order or resolution of the Council to leave his seat for that meeting, and in case of his refusing to do so he may on order of the Mayor be removed therefrom by a policeman, but in case of an apology being made by the offender he may by vote of the Council be permitted forthwith to resume his seat.
- Reading of question 20.1 Any councillor may require the question or motion in discussion to be read at any time during the debate but not so as to interrupt another councillor while speaking.
- Length and number of speeches 21.1 No councillor shall speak more than once on the same question without leave of the Council except in explanation of a material part of his remarks which may have been misconceived, and in so doing he shall not introduce new material. A reply is allowed to a councillor who has moved an amendment. No councillor shall speak, without leave of the Council, to the same question or reply for longer than ten minutes.
- Recorded vote 22.1 Upon division of the Council the names of those who voted for and the names of those who voted against the question shall be entered in the minutes when any councillor shall have so requested.
- Separate propositions 23.1 When the question before Council contains two or more distinct propositions upon request of any councillor a vote upon each proposition shall be taken separately in such order as determined by the Mayor.

- Declaration of vote 24.1 After a question is finally put by the Mayor no councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared and the decision of the Mayor as to whether the question has been finally put shall be conclusive.
- Contrary motion 25.1 Whenever the Mayor is of the opinion that a motion is contrary to the rules and privileges of Council he shall advise the councillors thereof immediately without putting the question and shall cite the rules and authorities applicable to the case without argument or comment. If there be no appeal to Council or if the chair is sustained or appeal taken to Council, the question shall not be put.
- Point of order 26.1 Any councillor may rise and call to order another councillor. In so doing the councillor must state the point of order clearly and distinctly and the Mayor shall decide whether the point is well taken.
- Appeal 27.1 An appeal may be taken from the decision of the Mayor by any councillor. When an appeal is taken to Council the Mayor shall first give the terms of his decision appealed from and add "The question is now, shall the decision of the chair stand as a decision of Council?"
- Consideration of order decided first 28.1 When any question of order, procedure or practice is raised it must be decided before the question then in discussion is proceeded with.
- Privilege 29.1 When any matter of privilege arises it shall be immediately taken into consideration.

Right to
be heard

30.1 Every councillor shall be heard in his place touching any charges brought against him as councillor or on any motion by which his private interests may be affected, but such councillor may withdraw from the Council Chamber before the Council proceeds to consider or decide on such charge or motion.

Not to
leave

31.1 The councillors shall not leave their places on adjournment until the Mayor leaves the chair.

31.2 No councillor shall leave the Council Chamber during the transaction of business without the permission of the Mayor.

Motions in
writing

32.1 All motions save 34.1.1 to 34.1.6 inclusive as set forth in Section 34.1 shall be in writing if so required by the Mayor or any councillor and all motions shall be seconded before being debated or put by the chair.

Reading of
motion

33.1 When a motion is read by the Mayor it shall be deemed to be in the possession of Council, but may, with the permission of Council, be withdrawn by the mover and seconder at any time before voting thereon or amendment.

Priority
motions

34.1 When a question is under consideration no other motion shall be received unless it is a motion to:

- 34.1.1 adjourn,
- 34.1.2 lay on the table,
- 34.1.3 postpone to a certain time,
- 34.1.4 refer,
- 34.1.5 amend; or
- 34.1.6 move the previous question

34.2 The motions referred to in subsection 34.1 shall have precedence in the order in which they are named therein.

34.3 A motion to adjourn shall always be in order except,

- 34.3.1 when a councillor is in possession of the floor,
- 34.3.2 when a vote is being conducted,
- 34.3.3 when a motion to adjourn was the last preceding motion; provided that a motion to adjourn Council or the debate to a day certain shall not come within this rule.

Question
be now put

35.1 A motion that the question be now put, until it is decided, shall preclude all amendments to the main question and shall be put without debate in the following words: "That the question be now put." If this motion is resolved in the affirmative the original question shall be put forthwith without any amendment or debate; but if the said motion is resolved in the negative then the main question is superseded and a new subject or motion must be submitted to Council.

No debate

36.1 The following questions shall be decided without debate or amendment:

- 36.1.1 a motion to reconsider,
- 36.1.2 a motion as to priority of business or as to the suspension of the general order of the day,
- 36.1.3 application to speak more than the prescribed number of times or longer than the prescribed times,
- 36.1.4 a motion to allow any person other than a councillor to address the Council,

- 36.1.5 the previous question,
- 36.1.6 a motion to adjourn,
- 36.1.7 a motion to postpone to a day certain,
- 36.1.8 a motion to lay on the table.

Motions not dealt with

37.1 All motions called in pursuance of the general order of the day and not disposed of shall be placed at the foot of the list, unless otherwise ordered by Council, but where any order, resolution or question shall be lost by the Council breaking up for want of a quorum the order, resolution or question so lost shall be the first business proceeded with and disposed of at the next meeting of Council under that particular head.

Amendments

38.1 Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be reduced to writing, if required by the Mayor or any councillor, and shall be decided or withdrawn before the main question is put. Only one amendment is to be allowed to an amendment and any amendment more than one must be to the main question.

Strike out and insert

39.1 On an amendment to "strike out and insert" the paragraph to be amended shall first be read as it stands. Then the words proposed to be struck out shall be read; then those to be inserted shall be read; and finally the paragraph as it would stand if so amended shall be read.

Appointments

40.1 On all motions for the appointment of any person to any office in the gift of Council, the candidates for such office shall be voted on separately in the order in which they are proposed.

Extraordinary expenditures 41.1 All resolutions involving "extraordinary expenditure" or an expenditure not specifically provided for in the estimates, shall be laid on the table as a notice of motion to be discussed and decided at a subsequent meeting, and no such resolution shall be voted upon at the same meeting at which it is introduced unless the Council, by a two-thirds vote of the councillors then present, shall deem it expedient to do so.

Reconsideration 42.1 After any question has been decided either in the affirmative or negative any councillor may move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered, and there shall be no reconsideration at any subsequent meeting unless notice of such reconsideration be given at the meeting at which the main motion is carried, and after such notice is given no action shall be taken by Council upon the main motion until such reconsideration is disposed of.

42.2 No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.

General order of the day 43.1 The following shall be the general order of the day, subject however, to suspension by the Council at any meeting as the exigencies of business may require:

43.1.3 reading or considering the minutes as circulated of the last regular meeting and of any special meeting held since such meeting,

43.1.2 hearing of delegations or individuals,

43.1.3 correspondence and other original communications,

43.1.4 receiving of accounts and dealing with same,

43.1.5 reading of memorials and petitions,

- 43.1.6 notices of motion,
 - 43.1.7 presentation and consideration of committee reports,
 - 43.1.8 motions,
 - 43.1.9 unfinished business,
 - 43.1.10 questions by members,
 - 43.1.11 new business.
- Material for councillors 44.1 The Town Clerk shall prepare for the use of councillors at regular meetings of Council all matters that are to come before the Council in the sequence in which such matters appear in the general order of the day.
- Order of business 45.1 Business shall be taken up in the order in which it stands upon the general order of the day.
- Special meetings 46.1 For all special meetings of Council the Town Clerk shall prepare for councillors, under the direction of the Mayor, a memorandum of the principal business to be transacted at any such meeting.
- Petitions, etc. 47.1 Every petition, remonstrance or other written application to be presented to Council must be plainly written and signed.
- Petition to be examined 47.2 Every such petition, remonstrance or written application must be presented to Council by a councillor or the Town Clerk, who shall examine the same and be answerable that it does not contain any impertinent or improper matter and that the same is respectful and temperate in its language.
- Certification 47.3 When any report, by-law, petition, or other written application or communication is read in Council, the Town Clerk shall certify on the back thereof the reading and date for all orders passed with regard thereto.

Actions,
petitions,
etc. to be
referred

48.1 All actions against the Town and all petitions or other communications on any subject within the competence of a standing committee shall on presentation, be considered as referred to the appropriate committee without any motion, unless otherwise ordered; and no councillor shall speak upon or shall debate be allowed upon the presentation of a petition or other communication; but a councillor may move in referring the petition or communication, that certain instructions be given by Council or that the petition or communication shall be referred to a select committee; and if the petition or communication complains of some present personal grievance requiring immediate remedy, the matter therein contained may be brought into immediate discussion and disposed of forthwith by Council.

Select
committee

49.1 Every councillor who shall introduce a petition or motion upon any subject which may be referred to a select committee shall be one of the committee and shall, unless Council otherwise determines, be the chairman of such committee.

Person not to
be heard
without
permission

50.1 No person, not a councillor, shall be heard in Council without the permission of the Council.

Presence
within the
bar

51.1 No person, except councillors and of the Council, shall be allowed within the bar during the sitting of the Council without the permission of the Mayor.

Police

52.1 One of the policemen of the Town may, on request of the Mayor or Council, attend all meetings of Council, and, if ordered by the Mayor or other presiding officer, on resolution of Council, such officer shall expel and exclude from the meeting any person who has been guilty of improper conduct at such meeting.

- Voting 53.1 When a division on any question is requested the presiding officer shall call for the yeas and nays, that is, the councillors voting in the affirmative shall rise and be counted and then sit down, and then the councillors voting in the negative shall rise and be counted and then sit down, and the presiding officer shall then declare the result.
- Secret ballot 53.2 When any two councillors so request, the yeas and nays shall be taken by secret ballot.
- Rules of Parliament 54.1 In all cases not specifically provided for herein, the Rules of Parliament shall govern the proceedings of Council.
- Suspend rules 55.1 No standing rule or order concerning the meetings of Council shall be suspended except by the unanimous vote of councillors present.
- Repeal 56.1 All former Council Procedure By-laws of the Town are hereby repealed and this by-law substituted therefor.

Approved by Town Council: July 27, 1978
Approved by M.M.A. : January 16, 1979

#96. TOWN OF LUNENBURG PROCEDURAL POLICY

COUNCIL AND COMMITTEE MEETINGS AND PROCEEDINGS

PURPOSE

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act ("MGA") with such amendments as may be made from time to time. This Policy also applies to Town Committee meetings with the relevant changes in wording.

DEFINITIONS

2. In this Policy, unless the context otherwise requires:
 - (1) "**business day**" means a day when the Town Hall office is open for business;
 - (2) "**Chair**" means the presiding officer of the Council or Committee;
 - (3) "**Committee**" means a group of individuals appointed by the Lunenburg Town Council to serve on a body that makes recommendations by majority vote to Council. This includes sub-committees and advisory groups;
 - (4) "**Council**" means the governing Council of the Town of Lunenburg;
 - (5) "**Councillor**" includes the Mayor and all elected Councillors unless the context indicates otherwise;
 - (6) "**Legislation**" includes Policies, Bylaws and other relevant Municipal, Provincial and Federal laws or approved documents recognized by Council.
 - (7) "**Majority**" means more than one half of those present, unless the context indicates otherwise; and
 - (8) "**Motion**" a formal proposal put to a Council or Committee by a mover and seconder decided by majority vote of Council or a Committee.

PROCEDURE

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held:
 - (1) at the Lunenburg Town Hall;

(2) on the second and fourth Tuesday of every month except in the months of July, August and December when there is only one monthly meeting which shall be on the second Tuesday of those months unless notice is otherwise given; and

(3) commencing at 5:15 p.m.

4. Regular meetings of Council may be rescheduled, relocated or cancelled:

(1) by motion or consensus of Council; or

(2) by the Clerk on behalf of the Mayor owing to unforeseen circumstances, provided the Mayor believes that the majority of Councillors would support such a step.

5. **Additional meetings** of Council may be convened in accordance with the MGA:

(1) by resolution or consensus of Council with advance notice being given;

(2) if the Mayor determines there is an emergency necessitating a meeting with such notice as is possible under the circumstances; or

(3) by the Clerk when required to do so by the Mayor or upon written request signed by a majority of Councillors.

6. Specific **notice** to Councillors need not be provided for:

(1) regular Council meetings held pursuant to section 3; or

(2) meetings held pursuant to subsection (1) of section 4 or subsection (1) of section 5 if the date was set at a Council meeting three or more days in advance;

but, subject to any statutory relaxation of notice requirements, two days' notice shall ordinarily be provided for other meetings to Councillors in the manner described in sections 7 and 8.

7. Subject to section 6, notice of meetings shall be provided verbally in person or by telephone or telephone message or by writing or by email to each Councillor. A Councillor may waive any deficiency in the notice provided to him or her for a Council meeting which he or she attends, and shall be deemed to waive any deficiency in notice to him or her for such meetings unless expressly objecting to the adequacy of the notice at such meeting.

8. Within thirty days following the first meeting of Council after a municipal election or by-election, each elected Councillor shall provide to the Clerk:

(1) a telephone number at which the Councillor ordinarily may be reached, with voice messaging capability with adequate capacity at all times to receive messages of one minute in length regarding Council meetings and Town business, and which the Councillor will regularly check for Town messages; and

(2) shall sign any documents required by the Clerk to use an email address on the Town's email system which the Councillor will regularly check.

The Councillor shall be deemed to have received any notice within one business day of it being distributed pursuant to this section.

9. Notice to the public is not required for regular meetings held under section 3, but subject to any statutory relaxation of notice requirements, two days' notice to the public should be provided for other Council meetings, except meetings considered to be urgent or emergencies, by the following options: posting at the Lunenburg Town Hall; social media; internet; print advertisement; signage; or such other means as determined by Council from time to time noting the time, date and place of the meeting.

Conduct of Meetings: General

10. The Mayor shall serve as the Chair of Council meetings. For Committee meetings, the Chair shall be determined in advance by Council when Committee appointments are made. It shall be the duty of the Chair or alternate as set out herein to:

- (1) open the meeting of Council by taking the chair and calling the Councillors to order if a **quorum** is present;
- (2) declare a meeting dissolved if no quorum has been achieved within fifteen minutes of the scheduled meeting time;
- (3) if the Mayor does not attend within fifteen minutes after the time appointed, the **Deputy Mayor** shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor;
- (4) in case neither the Mayor nor the Deputy Mayor (or Committee Chair as applicable) is in attendance within fifteen minutes of the appointed time, the Clerk shall call the Councillors (or Committee members as applicable) to order if a quorum be present, and the Councillors shall choose a Chair who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor;
- (5) if there is no quorum present within fifteen minutes after the time appointed for the meeting or a quorum is lost during a meeting, the Clerk shall take down the names of the Councillors then present and the Council meeting shall stand adjourned until the next regular Council meeting;
- (6) determine whether a quorum can still be achieved to conduct Council business if an interest is declared by a Council member(s) with reference to the **Municipal Conflict of Interest Act**;
- (7) receive and submit to Council **motions** properly presented by a Councillor;
- (8) put to a **vote** a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
- (9) preside over Councillors, when engaged in debate, within the rules of conduct of debate;

- (10) enforce on all occasions, the observance of order and decorum, except with concurrence of Council to relax the rules;
 - (11) call by name any Councillor persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (12) inform the Council when necessary, or when referred to, on a point of order;
 - (13) permit the Chief Administrative Officer to speak on any point upon request pursuant to the MGA;
 - (14) permit relevant questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any Council debate; and
 - (15) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent. Meetings should not exceed a maximum duration of three hours or 10:00 p.m. whichever occurs first,
 - (16) at which time they will be adjourned until the next meeting of Council.
11. At Council meetings, unless a majority consents to a different order for that meeting, **Council shall conduct business in the following order:**
- (1) call to order;
 - (2) acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People;
 - (3) approval of agenda, including additions or deletions;
 - (4) approval of minutes from the previous meeting;
 - (5) public hearings, presentations and questions;
 - (6) consideration of correspondence, petitions and proclamations;
 - (7) business arising from the minutes;
 - (8) consideration of committee recommendations, minutes, reports and notices of motions;
 - (9) new business;
 - (10) in camera business;
 - (11) in camera notices of motion and recommendations; and
 - (12) adjournment.

12. Five business days before a Council meeting, a Councillor or member of the public may request of the Mayor and Clerk to **add a Council agenda** item with relevant and sufficient particulars and supporting documentation which the Mayor shall in consultation with the Clerk determine to which Council or Committee meeting the agenda the item shall be added at the upcoming or a subsequent meeting(s).
13. (1) Alternatively, a Councillor may give **notice of motion to add an agenda item** at a Council meeting which shall be:
- a. be in writing;
 - b. include the name of the mover;
 - c. be received by the Clerk at a regular meeting of the Council; and
 - d. be printed in full in the agenda for the next regular meeting and each successive meeting of the Council until considered or otherwise disposed of.
- (2) When a Councillor's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be removed from the agenda unless the Council otherwise decides.
- (3) The mover may withdraw a notice of motion at any time prior to the commencement of debate thereon.
- (4) Council may waive notice of motion on a two-thirds vote of the Council members present and voting except for Policy and Bylaw matters.
- (5) A point of order or personal privilege may be introduced without written notice and without leave.
- (6) The following motions may be introduced without notice and without leave:
- a. a motion to adjourn;
 - b. a motion to call for the question;
 - c. a motion to refer;
 - d. a motion to table or to defer to a day certain;
 - e. an amendment to a motion;
 - f. a motion to suspend a rule of procedure;
 - g. a motion to convene in camera; or
 - h. any other procedural motion.

14. The Mayor and Clerk shall confer on the Council **agenda content and format** before it is circulated a minimum two business days before the meeting if possible. The agenda will be accompanied with an **agenda package** containing meeting materials in the agenda sequence.
15. The Chair shall decide all questions of order or procedure subject to an **appeal** to the Council.
16. Every Councillor, prior to **speaking on any question or motion**, shall raise a hand and wait to be recognized by the Chair. When two or more Councillors raise their hands to speak, the Chair shall designate the Councillor who has the floor who, in the opinion of the Chair, first raised their hand.
17. No Councillor shall speak more than ten minutes upon any matter at one time, without the leave of the Chair.
18. During a meeting Council may **recess** for short periods or move to another place, without ending the meeting.
19. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the **minutes** of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
20. The minutes shall be kept by the Clerk and shall:
 - (1) record the time when any Councillor joins or leaves a meeting which is in progress;
 - (2) contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders except Committee meetings, and shall record the outcome of each vote; and
 - (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents, which may be attached in full to the minutes as determined relevant by the Clerk.

Conduct of Meetings: Motions and Voting

21. The Chair shall state every **question** properly presented to Council if no Councillor offers to speak, the Chair shall put the question, after which no Councillor shall be permitted to speak upon it.
22. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Councillor, before or after a voice vote can call for, and obtain through the Chair, a show of hands.

23. The Mayor and every Councillor who is present when a motion is put, shall vote thereon unless the Councillor has declared an interest in the motion. A failure to expressly signal a “yea” or “nay” or raise one’s hand shall be deemed to be a “nay” vote. A tie vote results in the motion being defeated.
24. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing, repeated, displayed or read aloud by the Clerk before it is debated or voted on.
25. After reading of a motion by the Chair or Clerk, it shall be open for discussion. The motion is deemed to be in the possession of Council at this time.
26. A motion which has been seconded and stated by the Chair may at any time before the Council has voted on it be **withdrawn** by the mover with the unanimous consent of Council.
27. When any question is before the Council, the only motions in order shall be:
- (1) a motion to amend the original motion;
 - (2) a motion to refer the question, including the motion and amendment if one is moved, to any Committee;
 - (3) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (4) a motion to close the debate at a specified time; and
 - (5) a motion that the question be put to a vote.
28. A motion
- (1) that the debate be closed at a specified time; or
 - (2) that the question be put to a vote,
- shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not be in order until every Councillor who has not spoken on the question and claims a right to speak has been heard.
29. When the question before Council contains two or more distinct propositions upon request of any Councillor a vote upon each proposition may be taken separately in such order as determined by the Chair.
30. After a question is finally put by the Chair, no Councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
31. Whenever the Chair is of the opinion that a motion is out of order, or contrary to legislation, the Chair shall immediately advise the Councillors thereof. If there is no appeal to Council, or if the Chair is sustained on an appeal, the question shall not be put.

32. A motion to adjourn shall always be in order except in the following cases:

- (1) when a Councillor is in possession of the floor;
- (2) when the "yeas" and "nays" are being called for a vote;
- (3) while Councillors are voting; or
- (4) when the adjournment was the last preceding motion.

33. The following questions shall be decided without debate:

- (1) all motions as to priority of business or as to the suspension of the order of the day;
- (2) a motion to allow any person other than Councillors to address Council;
- (3) a motion to postpone to a specified time or day;
- (4) a motion to lay on the table (suspend consideration of a pending motion); and
- (5) a motion to adjourn.

34. Only one **amendment** to the main motion may be pending at one time. As each amendment is voted on, subsequent amendments may be offered and voted on in succession.

35. (1) A motion to rescind shall not be made at the same meeting when the matter is decided, but may be put once at any subsequent meeting by giving prior notice of motion to rescind if the action or direction of Council has not already been completed.

(2) A motion to rescind may be put by any Councillor regardless of how they voted on the original matter.

(3) At a subsequent meeting of Council, the giver of such notice, or in that Councillor's absence any other Councillor on the Councillor's behalf, may put forward the motion of rescission.

(4) A motion to rescind must be seconded.

(5) A motion to rescind is debatable as to the merits of the question which is proposed to be rescinded.

(6) A motion to rescind is amendable.

(7) A motion to rescind shall be passed by a majority of the Councillors present and voting.

36. After any question or motion has been decided, either in the affirmative or negative, a Councillor who voted on the prevailing side may, after the decision has been announced by the Chair, but before adjournment of the meeting, give notice of an intention to move **reconsideration** of the motion approved at the same or next Council meeting. The giving of

such a notice operates as a stay or suspension of Council's decision, except in matters where there is great time sensitivity. Council then vote on whether the motion will be reconsidered at the current or next meeting. If the motion to reconsider is adopted, Council will reconsider and then re-vote on the original motion, possibly with a different outcome.

37. The following matters are not eligible for reconsideration:

- (1) a motion approving the first or second reading of a By-Law enactment, amendment or repeal;
- (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;
- (3) a matter that has already been reconsidered; and
- (4) a vote to reconsider.

38. Any **notice of motion** given by a Councillor for a subsequent meeting may, in the absence of the Councillor giving such notice, be taken up by any other Councillor.

39. All motions called in pursuance of the general order of the day and not disposed of shall be proceeded with and disposed of at the next meeting of Council.

Conduct of Meetings: Points of Order

40. It shall be the duty of the Chair, and the privilege of any Councillor, to call any Councillor to order, who violates any established rule or order. A point of order must be decided by the Chair before the subject under consideration is proceeded with.

41. When a Councillor is called to order, the Councillor shall remain silent until the point is determined or called upon by the Chair to be heard on the point of order.

42. A point of order is not debatable amongst other Councillors, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Councillor shall speak more than once without the leave of the Chair.

43. Decisions of the Chair on points of order, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Councillor. When an appeal is made from the decision of the Chair, the Chair may briefly explain the basis for their ruling and shall then ask Council whether the appeal should be allowed and Council's decision with reasons given shall be final.

44. No Councillor shall use offensive or unparliamentarily language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

45. If a Councillor resists the rules of Council, obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise

disrupts the proceedings of Council, the Councillor may be ordered by the Chair to leave the Councillor's seat provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings.

46. If the Councillor refuses to leave the Councillor's seat, the Chair may order the Councillor to be expelled from the Council Chambers. Such Councillor may, by vote of Council be permitted to resume their seat with or without conditions.
47. Persons who are not Councillors, officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak by Council. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled from the Council Chambers, provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings. Such member of the public may, by vote of Council be permitted to re-enter Council Chambers with or without conditions.
48. An order of the Chair to expel a person from the Council Chambers pursuant to this part of the Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

Conduct of Meetings: Questions of Privilege, Parliamentary Inquiries, and Requests for Information

49. Any Councillor may raise a **question of privilege** relating to the rights of the Council as a whole or of individual Councillors, in which the former take precedence over the latter. A question of privilege must be disposed of before the matter under consideration is proceeded with.
50. Questions of privilege may relate to matters including: the comfort of Councillors with respect to heating, ventilation, lighting, noise, other disturbances, and anything which otherwise encumbers their ability to participate fully in Council proceedings; the conduct of officers, employees, and visitors; the accuracy of published reports of proceedings; or to any other such matters that may infringe upon the established rights of Council as a whole or of individual Councillors.
51. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will rule on whether the matter is a question of privilege to be immediately disposed of. Decisions of the Chair on questions of privilege are not debatable but are appealable to Council by any Councillor.
52. If the Chair rules in favour of a question of privilege or Council overrules a negative ruling by the Chair then the infringement will be dealt with or the motion regarding the question put before the Council for debate.
53. Once a question of privilege has been disposed of, the normal business of the Council shall be resumed at the point at which it was interrupted.

54. Any Councillor may make a parliamentary inquiry to the Chair to obtain information on a matter of parliamentary procedure or of the applicable legislation and motions bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist the Councillor to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.
55. Any Councillor may make a request for information either to the Chair or through the Chair to another Councillor, employee, or other relevant person to obtain information relevant to the business at hand but not related to parliamentary procedure.
56. Any of the rules of order may be suspended in its operation by the unanimous consent of the Councillors present.
57. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided by the Chair in accordance with the latest available version of Roberts Rules of Order.
58. Policy #88 Council Meeting Policy is hereby repealed.

Clerk' Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider: April 28, 2020

Date of Passage of Current Policy: May 12, 2020

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

Municipal Clerk

Date

*Draft Proposed Revisions for July 16, 2020
General Government Committee consideration*

-20-

**TOWN OF LUNENBURG PROCEDURAL POLICY #18
RESPECTING TOWN SPONSORED EVENTS POLICY**

1. It shall be the policy of the Town of Lunenburg ("Town") to provide free use of all Town facilities, reasonably required, for all Town sponsored events.
2. A Town sponsored event means:
 - (a) events which are directly sponsored and coordinated by the Town;
 - (b) events which are not sponsored by the Town but are carried out by volunteers, which in their absence the Town may decide to directly sponsor and coordinate; and
 - (c) other events which may be determined to be Town sponsored events by the Lunenburg Town Council from time to time.
3. In the event facilities of the Lunenburg War Memorial Community Centre ~~Commission~~ are used, the rent which would normally be charged to the event will be paid for by the Town of Lunenburg.

~~NOTE: Volunteer events as listed in 2 (b) above, would include the Miss Lunenburg Pageant.~~

(N.B. – proposed revisions for July 16, 2020 General Government Committee consideration.)

HERITAGE ADVISORY COMMITTEE MEETING RECOMMENDATIONS
MONDAY, JULY 20, 2020

1. It is recommended that Council approve the issuance of a Heritage Permit for the installation of a ramp at 10 Falkland Street (Schedule "A") with the following conditions:
 - 1) Provided the ramp is located on the West Elevation as submitted; and
 - 2) Provided the ramp is constructed as submitted.

2. It is recommended that Council approve the issuance of a Heritage Permit for the installation of a metal roof at 111 Townsend Street (Schedule "B") with the following conditions:
 - 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
 - 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
 - 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
 - 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

HERITAGE ADVISORY COMMITTEE MEETING MINUTES

MONDAY, JULY 20, 2020 AT 5:15 P.M.

Via Audio/Video Conference

PRESENT: Councillor Peter Mosher, Chair
Stephen Ernst
Nathalie Irving
Oliver Osmond

ALSO PRESENT: Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Ronnie Bachman
David John Lobb

The Chair called the meeting to order at 2:04 p.m.

1. Agenda

Motion: moved and seconded to approve the agenda, including new items 5.e. and 5.f. under New Business. **Motion carried.**

2. April 20, 2020 Heritage Advisory Committee meeting minutes

Motion: moved and seconded to approve the April 20, 2020 Heritage Advisory Committee meeting minutes. **Motion carried.**

3. Public Hearings and Presentations

Nil.

4. Unfinished Business

Nil.

5. New Business

The Committee agree to begin with the new items due to time sensitivity.

f. Request to install a ramp at the rear of 10 Falkland Street (Bluenose Lodge)

The Heritage Manager reviewed his report (**Schedule "A"**).

Motion: Moved and seconded to recommend that Council approve the issuance of a Heritage Permit for the installation of a ramp at 10 Falkland Street (Schedule “A”) with the following conditions:

- 1) Provided the ramp is located on the West Elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

Motion carried.

- e. Request to install a metal roof on 111 Townsend Street (St. Andrew’s Presbyterian Church)

The HM reviewed his report (Schedule “B”). In response to a question, the HM confirmed that a recommended amendment to the Substantial Alteration Guidelines (Agenda item 5.c.) would mean that this kind of request would no longer require Council approval.

Motion: Moved and seconded to recommend that Council approve the issuance of a Heritage Permit for the installation of a metal roof at 111 Townsend Street (Schedule “B”) with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof’s slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

Motion carried.

- a. Request to remove 82 Kempt Street from HCD (referred by Council to HCD Plan and By-law review) – refer to item 5b staff report

The HM consolidated this request with discussion of Agenda item 5.b. below.

- b. Consideration of revised HCD Background Study and review of the triggers for Public Hearings

The HM reviewed his report (Schedule “C”). The Committee completed the questionnaire on District Boundaries (page 6 of the report) as follows:

Questions:	Yes	No	Control Level
Should the UNESCO World Heritage Site (WHS) be included in the HCD?	<u>Yes</u>	No	<u>1</u>
Should the Architectural Control Area of the Town’s MPS Future Land Use Map be included in the HCD? [See “i” below.]	<u>Yes</u>	No	<u>1</u> or <u>2</u>
Should Linden Avenue and Lower Street be included in the HCD?	<u>Yes</u>	No	<u>1</u> or <u>2</u>
Should the waterfront lands of Lunenburg Foundry be included in the HCD?	<u>Yes</u>	<u>No</u>	<u>2</u>

Should the waterfront lands of ABCO be included in the HCD?	<u>Yes</u>	No	<u>2</u>
Should lands west of WHS be included in HCD?	<u>Yes</u>	No	<u>1</u> of 2
Should lands north of WHS be included in HCD?	<u>Yes</u>	No	<u>1</u> of 2
Should lands east of WHS be included in HCD? [See "ii" below.]	<u>Yes</u>	No	<u>1</u> of 2
Should portions of the Lunenburg Golf Course be included in the HCD? [See "iii" below.]	Yes	<u>No</u>	3

A summary of points of discussion include:

- i. The Committee requested further information as to why the Architectural Control Areas under the Municipal Planning Strategy were not included in the Heritage Conservation District when it was established in 2000.
- ii. It was the consensus of the Committee that they prefer to keep the Blockhouse Hill area, including 82 Kempt Street, within the boundaries of the HCD, with particular reference to the earthworks. The 82 Kempt Street request is to be revisited at the next HAC meeting.
- iii. It was the consensus of the Committee that while the golf course lands should remain an open space if the golf course ceases to exist in the future, this is best included in the Comprehensive Community Plan and Municipal Planning Strategy.

The Committee suggested some revisions to the proposed revised Triggers for a Public Hearing (page 8 of the report, **Schedule "C"**) regarding additions to buildings. The HM will revise the recommendations for review at the next HAC meeting.

c. Consideration of Revised Substantial Alteration Guidelines

This item was deferred to an upcoming HAC meeting.

d. Heritage Trust NS Awards BMO Building and B2 Lofts

This item was provided for information.

6. Adjournment

The next meeting is scheduled for Monday, September 21 at 5:15 p.m. (in person or online TBD).

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

The meeting was adjourned at 4:04 p.m.

Heather McCallum, Assistant Municipal Clerk

Circulated: _____

Document No: 5(f)
Meeting: HAC – July 20, 2020
Circulate To: HAC, Council, BR,
File:

MEMORANDUM

TO: TOWN COUNCIL/HERITAGE ADVISORY COMMITTEE
FROM: ARTHUR MACDONALD, HERITAGE MANAGER
DATE: JULY 20, 2020
RE: 10 FALKLAND STREET – INSTALLATION OF A RAMP AT THE REAR OF THE REGISTERED MUNICIPAL HERITAGE PROPERTY

1. FACTS

A. Background

The Town has received an application to install a ramp in the rear (West Elevation) of 10 Falkland Street, a Registered Municipal Heritage Property. According to the Town’s Alteration Guidelines for Municipally Registered Heritage Properties the installation of ramps and stairs requiring the approval of Council and the issuance of a Heritage Permit. The intent of the ramp is to provide an accessible entrance to the building.

B. Proposal

A sketch of the ramp is enclosed for your review (**Attachment “A”**). The subject property is located in the Architectural Control Area of the Town’s Municipal Planning Strategy and is registered as a Municipal Heritage Property. It is not located within the Old Town Heritage Conservation District. In keeping with the Town’s Alteration Guidelines for Municipally Registered Heritage Properties (**Attachment “B”**), the installation of ramps and stairs are considered to be substantial alterations. Pursuant to the Heritage Property Act an application for a substantial alteration to a Municipal Heritage Property shall be referred to the Heritage Advisory Committee for comments, and be approved by the municipality. The municipality may grant the application either with or without conditions or may refuse it.

Upon review of the building’s heritage registration application and Statement of Significance (**Attachment “C”**) the proposed installation of the ramp along the rear (west elevation) will not have a significant impact on the building’s unique features as described in the application or the character-defining elements as described in the Statement of Significance.

2. ISSUES AND OPTIONS

The municipality may grant the application either with or without conditions or may refuse it.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Town with regards to this application.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #1- Promote a high quality of life for residents;

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approved the issuance of a Heritage Permit for the ramp at 10 Falkland Street with the following conditions:

- 1) Provided the ramp is located on the West Elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

Motion: Moved by _____, Seconded by _____ that Council approves the issuance of a Heritage Permit for the installation of a ramp at 10 Falkland Street with the following conditions:

- 1) Provided the ramp is located on the West Elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

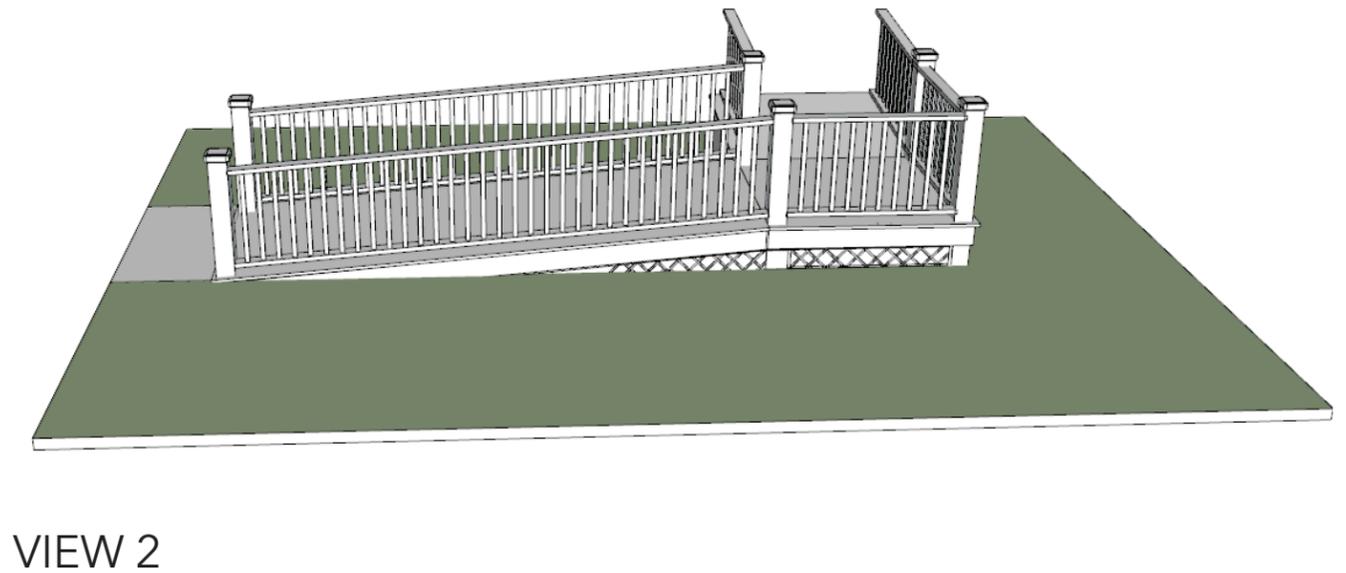
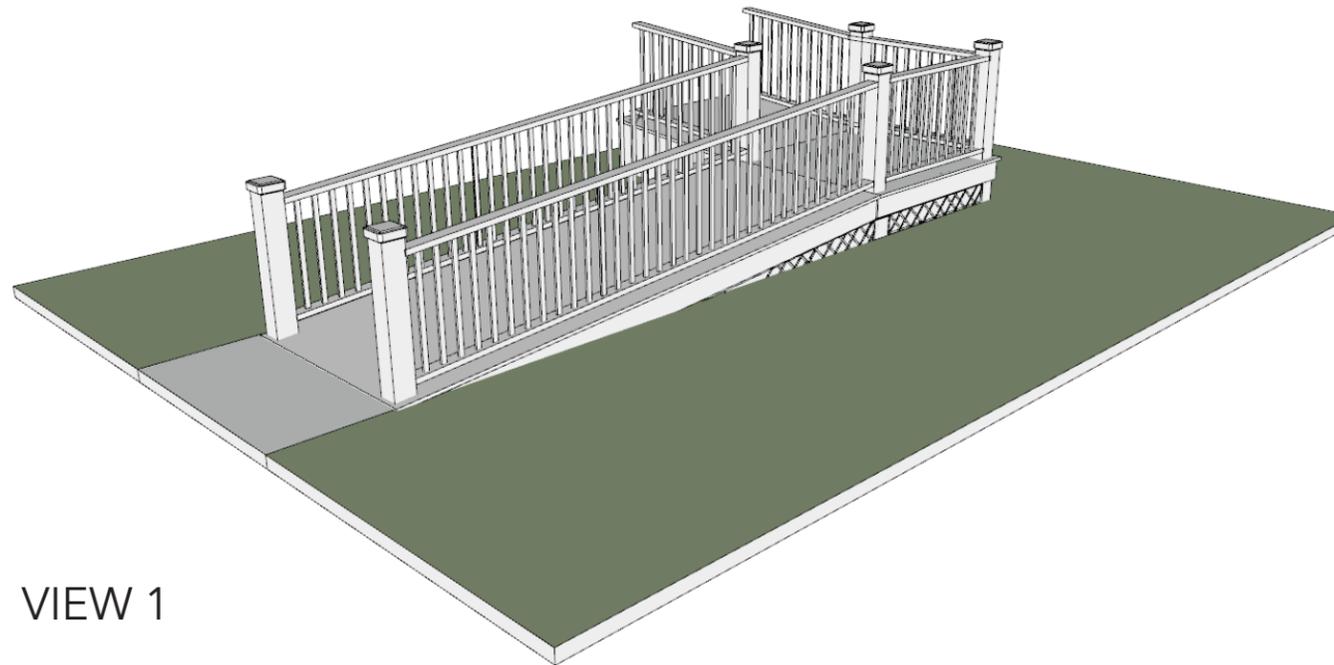
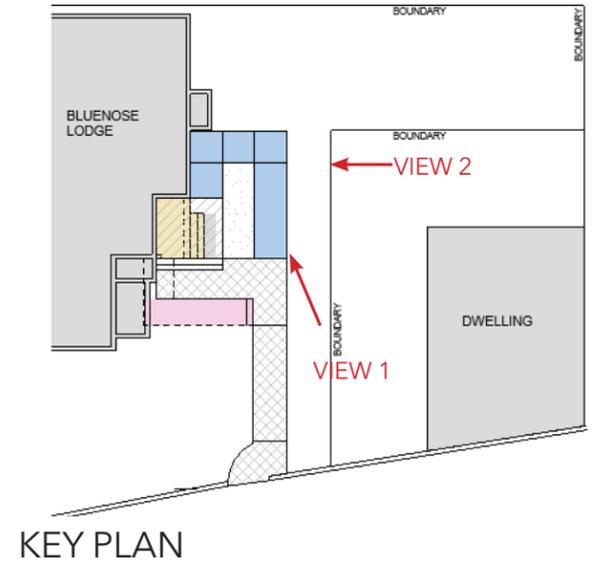
ATTACHMENTS:

- A. 10 Falkland Street – Application for Ramp
- B. Alteration Guidelines for Municipally Registered Heritage Properties
- C. 10 Falkland Street – Building’s Heritage Registration Application and Statement of Significance

Alternative B Preliminary Detailing of Corner Landing in Compliance with Town of Lunenburg Heritage District Guidelines

NOTE:

THE STRUCTURE AND DETAILING OF PAVING, RAMP, GUARDS AND HANDRAILS WILL COMPLY FULLY WITH THE TOWN OF LUNENBURG HERITAGE CONSERVATION GUIDELINES AND THE NOVA SCOTIA BUILDING CODE.



ATTACHMENT B

Alteration Guidelines for Municipally Registered Heritage Properties Town of Lunenburg

As Recommended by HAC and Approved by Council February 13, 2006

1.0 Scope

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

2.0 Background

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

3.0 Process

All applications to alter a registered heritage property shall be made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

4.0 Substantial and Non-Substantial Alterations

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the criteria of the Heritage Conservation District Guidelines.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers
- addition or removal of windows or window openings
- changes to the openings for doors or windows
- change in roof pitch or style (including pitch or style of a dormer)
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys
- change in style or design of railing or guards on porches or stairs
- addition of an accessory building

- addition of utilities such as air conditioning units, kitchen vents
- landscaping elements such as stairways which are not connected to the main building
- re shingling of roofs where not required for maintenance, including changes in the type of shingle
- the installation of turf stone (added by motion of Council May 25, 2006)
- the addition of utility structures (added by motion of Council March 27, 2008)

The following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum
- fences which meet the criteria of the Heritage Conservation District Guidelines
- replacement/repair where no changes are intended
- use of vinyl window inserts if no other changes taking place
- replacement of shingles with clad board with the same exposure, and clad board with shingles
- placement of commercial advertising signs
- items which the Heritage Officer considers to be maintenance (ie. reshingle roof if needed)
- replacement of doors or storm doors with doors which meet the Heritage Conservation Guidelines
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood)
- addition of glass doors inside wooden storm doors (added by motion of Council September 28, 2006)
- wooden rain barrels and other minor accessory structures (added by motion of Council November 10, 2006)
- the installation of wooden gutters (September 29, 2009)

ATTACHMENT C



TOWN OF
LUNENBURG

SCHEDULE "A"

U.N.E.S.C.O. World Heritage Site

DATE REC'D	<u>Nov 20, 2000</u>
DISTRIBUTED TO	<u>HAC</u> <u>Wally, Ben</u>
COPIES	<u>80</u>
FILE	<u>Council</u> <u>Delegation</u>

APPLICATION TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY
IN THE TOWN OF LUNENBURG

Name of Property:	<u>BLUENOSE LODGE</u>	DOCUMENT NO. <u>5011</u>
Civic Address:	<u>10 FALKLAND STREET</u>	MEETING <u>HAC, Nov 21, 00</u>
Present Owner:	<u>ROYANNE SKERRETT</u>	
Action Requested by:	<u>ROYANNE SKERRETT</u>	

EVALUATION CRITERIA:

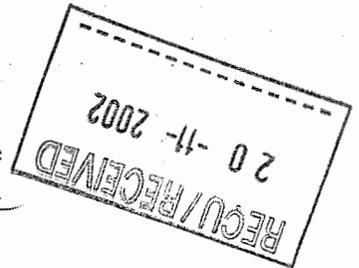
(Note: Houses built 1940 or later and houses with synthetic (vinyl, aluminum, etc.) siding will not be considered for registration.)

Potential
Points

Points
Awarded by
Committee

<u>15</u>	1. Age of Property? (should be pre-1940) <u>approximately 130 years</u>	
	How was age determined? (attach documents) <u>the Inventory of Historic Buildings (Lunenburg)</u>	
<u>15</u>	2. Present Condition of Building (give details) <u>exterior is very well kept. The interior is being upgraded this winter (2002).</u>	

Original Intactness (intactness of structure is more important than maintenance condition) (note any changes and when they occurred - estimate if time not known) circumvent 1946 an addition was done to allow room for a restaurant (formerly known as Solomon Sundry).



5

3. Association with Individual(s)?
(has it been in the family for a long time) present owner has owned for a 2 years.

5

4. Association with Organization(s) or Business(s)? (at one time or for a length of time) The Bluecross Lodge has run as a B+B since 1946.

5

5. Association with Historic Event(s)?
The Bluecross Lodge is one of the first buildings built in the New Town. It is also one of the oldest houses in Luxemburg and is well known.

6. ARCHITECTURE

35

Architect Notre dames, Italianate Tower

Builder Charles Brown (-----)
5 points

Style, Construction and Design Information (-----)
25 points

- Unique to the Town (how rare and how good an example if not rare) The building is one of a kind and very prominent.

- Unique to an era of the Town's History (evolution) Just house built in the New Town. Very located in center town where new and old town meet.

- Unique on a Provincial or Federal Perspective One of the oldest forms in Lunenburg.

- Other details _____

(-----)
5 points

Describe any unique features on building (eg, widows walk, trim, window shapes, decorative shingling, etc.)

Italianate ~~domo~~ tower, Palladian style doorway, rounded windows on third floor, moldings are heavy bracketed wood moulding, 4 stories including tower

10

7. Importance of Property to Streetscape (comment on how house blends in or stands out on the street) The ledge is where new and old town Lunenburg meet. It is one of the busiest streets and the building has extreme curb-appeal.

5

8. LANDMARK

Do you consider this property to be a landmark? Why? Yes, location is great and the building is very prominent

9. ADDITIONAL INFORMATION

5

Is there any other information that you feel is important and should be included that does not fit into a previous category _____

Total
Points

100

Total
Awarded

55 POINTS ARE REQUIRED TO BE DESIGNATED

PHOTOGRAPHS (Minimum 4 - all sides; Maximum 8)

Must show total building, plus doors, windows and details.

ADDITIONAL INFORMATION

Do you know of any other source, ie - book, report, newspaper article or individual that has additional information about this property which may be of interest to the Committee (attach copies if you are able)

Application submitted by: Roxanne Skerrett

Address: 1 Lerone Street, P.O. Box 399

Phone: 634-8851 (O) _____ (H)

Date: November 20, 2002

Home Owners Signature(s): Roxanne Skerrett

a:\peter\heritage.s11

The Bluenose Lodge carriage house was built in the 1880's and is now used as a residence.

#1 Lorne

1883-90



The Bluenose Lodge is one of the most prominent buildings in the NewTown. With its blue, wood shingled, mansard roof; its sharp Gothic dormers ornamented with sawn wooden tracery; and its imposing 4 storey, Italianate tower, it is highly visible at one of the Town's busiest street corners. The tower is particularly interesting. On the first level is a Palladian style doorway with sidelights and a semi-circular fanlight finished with heavy, bracketed hood mouldings. On the second level there is a double, mullioned, round-headed window, and, on the third level, a single, round-headed window, again, each with heavy, moulded entablatures. The truncated hip roof on the fourth or attic level has small gablet dormers on each side. Each level is defined by a bracketed cornice and the decreasing scale of each storey emphasizes the height of the structure. The clapboard wall surface is finished with wide, double bracketed cornerboards and a heavy bracketed fascia which encircles the building under the eaves.

Historic photos and the 1879 BEV reveal that this property was occupied by a 2½ storey, gable roofed house before the present structure was built. The earlier house was built about 1873 for William Morash and is identified in his name on the Church map (c1883). Records suggest that about 1885 the older house was either removed (it may have become the carriage house - see above) or was thoroughly altered into the building that we see today and which is shown with its mansard roof and tower on the 1890 BEV. In 1886, it sold to Charles W. Morash, a prominent merchant/builder who owned it for more than 30 years. In 1921, the property sold to Capt. Carl Kohler. In 1946, it was purchased by Claude Vincent and converted to a lodge. The single storey dining room was added at that time. The Bluenose Lodge has continued in operation since then under several subsequent owners.

#18 Falkland

This was one of the first houses to be built when the NewTown lots first became available in 1862. Falkland St. at that time had an uninterrupted view of the harbour and was an attractive and fashionable location for the building of houses for the Town's wealthy and successful people.

The house was built originally for Joseph Lockhart, a merchant with the firm of Lockhart and Herman, General Importers of Staple and Fancy Goods (see also #6 Lorne), but was sold in 1870, for \$1,700, to James D. Eisenhauer. Eisenhauer was the owner of the prominent waterfront firm of James D. Eisenhauer & Co. (see #138 Montague) and is a notable figure in the history of the Town. A biographical profile from the records of the Presbyterian Church of which he was a parishioner, states that he "was elected to the legislature in 1861, re-elected in 1872 and 1875, and in 1887 was elected to the House of Commons as Federal member for Lunenburg County. He was also a central figure in the construction of the Nova Scotia Central Railway which opened in 1887 and connected Lunenburg with the Town of Middleton, being the major shareholder in the railway company."

The house is a good example of the style sometimes referred to as "Fisherman's Gothic." On its main elevation, facing the street, are three pointed dormers, the central one projecting outward and downward in characteristic Lunenburg fashion, protecting the doorway below. Each dormer has pointed, lancet windows with small panes. The doorway itself has full sidelights and a transom window, and the underside of the projecting dormer is accented by decorative sawn tracery. The clapboard siding is trimmed by wide corner boards which retain their raised, moulded capitals. The balanced facade is completed by two symmetrically placed chimneys. There is an ell at the rear which was added before 1879 (see 1879 BEV).

The house is set back from the street and has a circular pathway leading up to the front steps. It is said that this was the first house in Lunenburg to install electric lights.



Sketch from 1890 BEV



#18 c1862



Sketch from 1890 BEV



#10 1873-85

DUFFERIN STREET

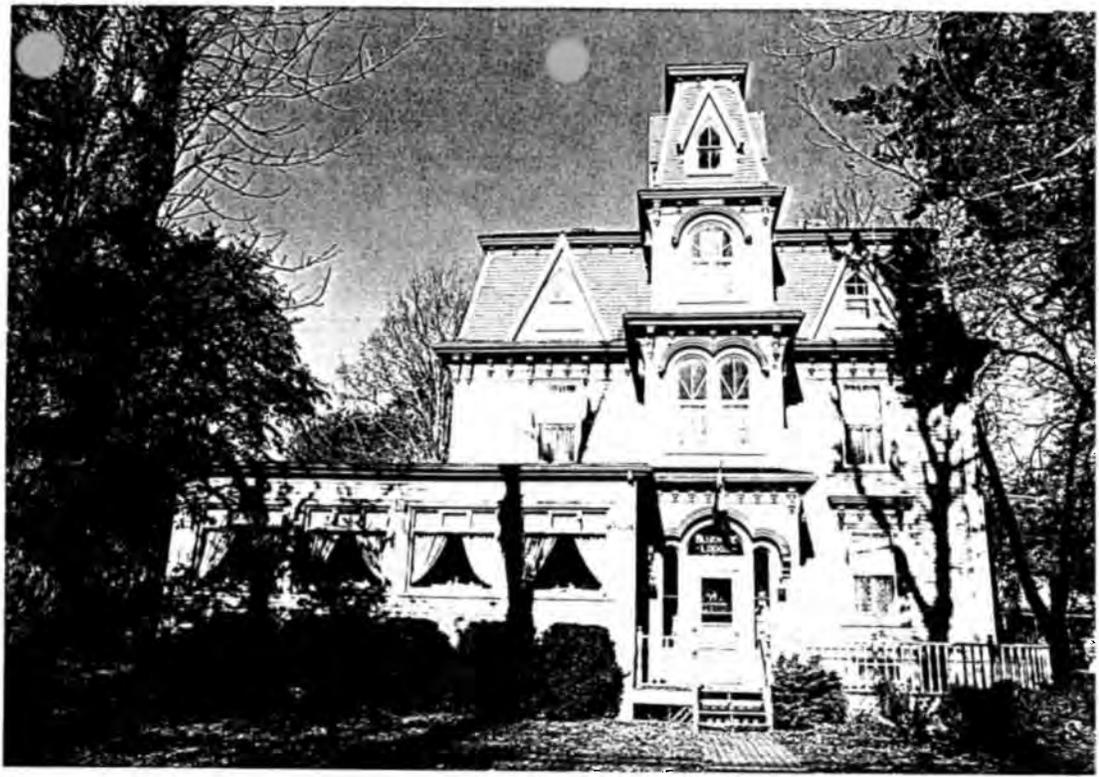
FALKLAND STREET

Charles Hewitt,
of Hewitt and
partner, H.W.
at block at #38

Church map
10's as "Floral
a single Gothic
al projecting
(see 1890 BEV).
s 5 sided with
lightly larger
e. Bracketed
r sections and
ered, bell-cast
en part of the
etween 1890-93,
of and 2 storey
ing, which in-
was added in
ve been made
ach other and
rchitecturally
ful design.

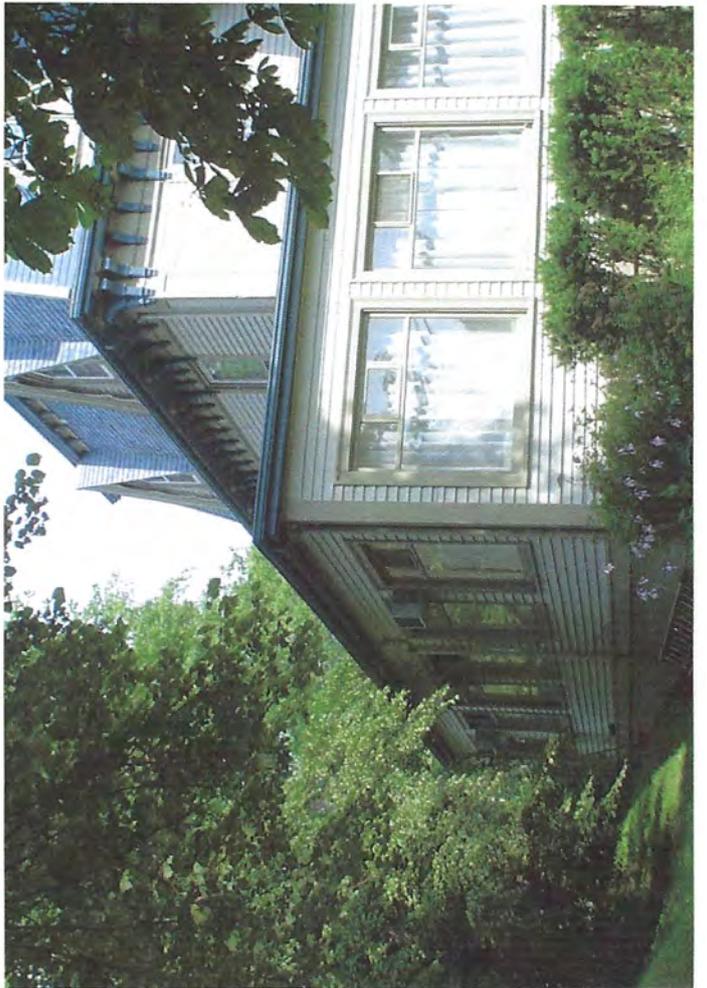
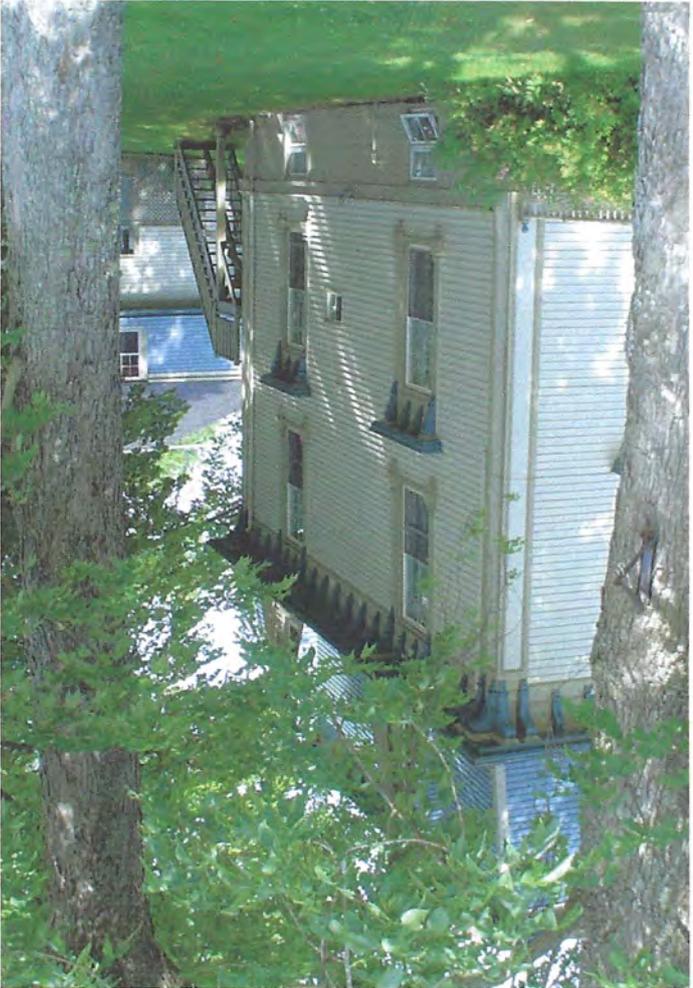
ember, of the

ghter, Minnie
he first viceroy
y on Gallows
53.





Bluenose Lodge, 10 Falkland St
P. K. A. P.



Historic Places Initiative Municipal Records

NOTES:

* Mandatory Fields are marked with (*)

Controlled Vocabulary is used for certain fields. Please refer to the Documents and Standards Handbook for examples.

Submission Information

* Submitted By (Name)	Rebecca Kennedy
* Contact Email	research.lunenburg@ns.sympatico.ca
Assessment Number	

Identification Attributes

E1	* Unique F/P/T Identifier	37MNS0060	
E2	* Jurisdiction	NS	
E3	* Name of Historic Place	Bluenose Lodge	
E29	Other Name(s)	Other Name Type	Other Name

Formal Recognition

E6	* Formal Recognition Authority	Local Governments (NS)
E8	* Formal Recognition Type	Town Heritage Property
	Formal Recognition Statute	Heritage Property Act
E9	* Formal Recognition Date (YYYY/MM/DD)	2003/02/27

Location

E39	* Province/Territory	NS				
E40	Economic Region	Southern Nova Scotia				
E41	District (County)	Lunenburg				
E42	Sub-District (Municipality)	Town of Lunenburg				
E43	Community (Town)	Lunenburg				
E44	Locality (Neighbourhood)	New Town				
E45	Street Number	10				
	Street	Falkland Street				
E47	Cadastral Reference/Land Unit (PID)	60055688				
E48	* Cartographic Identifier (Complete) UTM or Latitude/Longitude	UTM Coordinate Determination	Datum	Zone	Northing	Easting
		Latitude/Longitude				
		Coordinate Determination	Datum	Latitude	Longitude	
		digital maps	NAD83	44.378056	-64.317222	

Description

E15	* Description of Boundaries	Bluenose Lodge is located on Falkland Street in Lunenburg's New Town area, with frontage on both Dufferin Street and Lorne Street. The boundaries of this historic place are the legal property boundaries at the time of designation and under the Heritage By-law on the building and land is designated a Municipal Heritage Property.				
E16	* Area of Historic Place (m ²)	900				
E17	* Contributing Resources	Number of Resources	Type of Contributing Resources			
		1	building			
E18	* Original Function Category(ies)	Residence				
E19	* Original Function Type(s)	Single Dwelling				
E49	Current Function Category(s)	Commerce				
E32	Current Function Type(s)	Hotel (Inn)				
E33	Construction Date From (YYYY)	1885				
	Construction Date To (YYYY)	1889				
E34	Significant Dates From (YYYY)					
	Significant Dates To (YYYY)					
E35	Associated (Event/Person/Organization/Architect/Builder)	Associated EPOAB	Description			
		BUILDER	Charles Brown			
		PERSON	Charles W. Morash, Claude Vincent			
E36 & E37	Theme(s)	Theme Category	Theme Type			
		Peopling the Land	settlement			
		Developing Economies	trade and commerce			
E31	Ownership of Historic Place	private				
	Owner Name	Tartan E Distribution Inc.				
	Owner Mailing Address	PO Box 16, Lunenburg, Nova Scotia B0J 2C0				

Statement of Significance

E20	* Description of Historic Place	Bluenose Lodge is a tall, wooden nineteenth century building located on Falkland Street in Lunenburg's New Town area, with frontage on both Dufferin Street and Lorne Street. The immediately noticeable features of the building are the steep mansard roof and gable dormers, the four storey central tower on the front facade, and the large lawn separating the building from the street. Municipal designation extends to both the building and surrounding land.
-----	---------------------------------	---

E21	* Heritage Value of Historic Place	<p>Bluenose Lodge is valued for its age, architecture, and as a landmark building in Lunenburg, N.S.'s New Town. Bluenose Lodge is located at a busy crossroads in Lunenburg's New Town area, which was a fashionable new area of development in the late nineteenth century. The house is made more visible by the four-storey front tower with elements of Italianate design. The Lodge also has prominent steep gable dormers, a high mansard roof and large lawn. All of these elements contribute to the height of the building, and make it more impressive for the viewer at ground level. Records suggest the previous building on this property was removed or relocated in 1885; it may have been the carriage house, which is still located behind Bluenose Lodge. By 1890, according to the Bird's Eye View map of that year, the present building had been constructed. At that time, the property was owned by wealthy merchant and builder Charles W. Morash. The Morash family was well known in Lunenburg as builders and carpenters, and built many Lunenburg homes in the late nineteenth century. The property was not resold until 1921, and again in 1946, when it was converted i</p> <p>Source: Notice of Recommendation to Register as a Town Heritage Property, Heritage Designation File 66400-40-60, Tc</p>							
E22	* Character-Defining Elements	<p>The character-defining elements of Bluenose Lodge relate to its location and nineteenth century architecture, including: its location at the foot of Dufferin Street and the beginning of Falkland Street, a major intersection used in travel to and from Lunenburg, and its contribution to both the Falkland Street and Dufferin Street late Victorian streetscape, as well as all elements of Italianate design, including the four storey central tower, with a double mullioned, round-headed window on the second floor, and a single round-headed window on the third floor, a Palladian style doorway with sidelights and a all elements of Second Empire design, including the mansard roof with dormers and a bracketted cornice at both the upper and lower eaves, truncated hip roof on the tower with dormers, and symmetrical placement of windows; all elements borrowed from other nineteenth century design that were fashionable at the time, including the steep gable dormers and tower gablets with pointed windows, the clapboard cladding with wide bracketted cornerboards and a</p>							
Images									
E23	* Image(s)	BluenoseLodge1.jpg BluenoseLodge2.jpg							
E24	* Image Description	Bluenose Lodge, New Town Lunenburg, Falkland Street façade, 2004 Bluenose Lodge, New Town Lunenburg, historic photo, date unknown							
E25	* Image Caption	Falkland Street façade Historic photo, Bluenose Lodge							
E26	* Copyright	Heritage Division, Nova Scotia Department of Tourism, Culture & Heritage, 2004 Heritage Division, Nova Scotia Department of Tourism, Culture & Heritage, 2004							
E27	Misc. Info.	Courtesy of the Fisheries Museum of the Atlantic							
E28	* Image Type	Exterior photo Exterior photo							
Documentation									
E4	* Location of Supporting Documentation	Town of Lunenburg, 119 Cumberland Street, P.O. Box 129, Lunenburg, Nova Scotia, B0J 2C0, FILE 66400-40-60 W. Plaskett, Lunenburg: An Inventory of Historic Buildings (Lunenburg: Lighthouse Press, 1984)							
E30	Cross-Reference to Collection								
E38	Website Link(s)	<table border="1"> <thead> <tr> <th>Link Type</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td>Local Government web site</td> <td>http://www.explorelnunburg.ca</td> </tr> <tr> <td></td> <td>http://users.eastlink.ca/~bnoselodge</td> </tr> </tbody> </table>	Link Type	Link	Local Government web site	http://www.explorelnunburg.ca		http://users.eastlink.ca/~bnoselodge	
Link Type	Link								
Local Government web site	http://www.explorelnunburg.ca								
	http://users.eastlink.ca/~bnoselodge								
	Website Description	Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg. Details on the current Bluenose Lodge, history, rates and facilities.							
Administration									
E10	* Name of F/P/T Registrar	Meghan Hallett							
	Owner Notification	SENT							
E12	* Owner Response	NA							
	* Contact Email	RegistrarHPI@gov.ns.ca							
Municipal Records Management									
	Memo:	CONSENT - should be okay. Have to talk to owners again.							

Circulated: _____

Document No: 5(e)
Meeting: HAC – July 20, 2020
Circulate To: HAC, Council, BR,
File:

MEMORANDUM

TO: TOWN COUNCIL/HERITAGE ADVISORY COMMITTEE
FROM: ARTHUR MACDONALD, HERITAGE MANAGER
DATE: JULY 13, 2020
RE: 111 TOWNSEND STREET – INSTALLATION OF METAL ROOF ON REGISTERED MUNICIPAL HERITAGE PROPERTY

1. FACTS

A. Background

The Town has received an application to install a metal roof at 111 Townsend Street. The St. Andrew's Presbyterian Church is a Registered Municipal Heritage Property. According to the Town's Alteration Guidelines for Municipally Registered Heritage Properties the installation of a new metal roof over an existing asphalt shingle roof would be deemed to be a "Substantial Alterations" requiring the approval of Council and the issuance of a Heritage Permit.

B. Proposal

An application for the metal roof is enclosed for your review (**Attachment "A"**). The subject property is located in the Old Town Heritage Conservation District and is registered as a Municipal Heritage Property. In keeping with the Town's Alteration Guidelines for Municipally Registered Heritage Properties (**Attachment "B"**), the proposal is deemed to be a substantial alteration requiring Council's approval and the issuance of a Heritage Permit. Pursuant to the Heritage Property Act an application for a substantial alteration to a Municipal Heritage Property shall be referred to the Heritage Advisory Committee for comments, and be approved by the municipality. The municipality may grant the application either with or without conditions or may refuse it.

Upon review of the building's "Statement of Significance" (**Attachment "C"**) the proposed installation of the metal roof would not have a significant impact on the building's character-defining elements. The existing asphalt roof is not defined as a character-defining element of the building.

The installation will cover all roof surfaces with the exception of the bell tower. The installation is required to repair a leak over the organ area. If everything goes well and there are sufficient funds in the future, the church intends to install a metal roof over the bell tower as well. The textured charcoal colour is the closest metal colour available that would be in keeping with the colour of the asphalt shingles located on the bell tower.

In addition they plan on installing a snow/ice guard roughly 8 inches from the fascia board so large slabs of ice and snow cannot fall off the roof without being broken up before they hit the sidewalk or surrounding yard.

The application has also been sent to the Fire Chief as well as the Town's Fire Inspector for comments. Both have advised that they have no issues with the installation of the metal roof on the St. Andrew's Presbyterian Church.

2. ISSUES AND OPTIONS

The municipality may grant the application either with or without conditions or may refuse it.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Town with regards to this application.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #1E – Fostering Lunenburg's development as a cultural hub;

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approved the issuance of a Heritage Permit for the metal roof at 111 Townsend Street with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

Motion: Moved by _____, Seconded by _____ that Council approves the issuance of a Heritage Permit for the installation of a metal roof at 111 Townsend Street with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

ATTACHMENTS:

- A.** 111 Townsend Street – Application for a Metal Roof
- B.** Alteration Guidelines for Municipally Registered Heritage Properties
- C.** 111 Townsend Street – Statement of Significance, Municipal Heritage Property

Acknowledged by:

Bea Renton
Town Manager/Clerk



TOWN OF LUNENBURG
HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM

Date: July 10/2020
Civic Address: 111 Townsend Street Lunenburg.
PID: _____ ZONE: _____ HCD ARCH CONTRL MuDesHER

Applicant Information:

Name: St. Andrews Presbyterian Church.
Mailing Address: Box #218, 111 Townsend Street Lunenburg. B0J 2C0
Telephone: _____ Cell: _____ Fax: _____
Email: _____

Property Owner Information:

Same as applicant/owner

Name: Property Co-Chair Gordon Wright
Mailing Address: Box 1574 397 Green Street Lunenburg N.S. B0J 2C0
Telephone: 902-634-4502 Cell: 902-298-2703 Fax: -
Email: MPGORDONWRIGHT@G-MAIL.COM (call owner case)

Proposed Use and Construction:

Current use:

- Single-unit dwelling Describe: _____
- Multiple occupancy Describe: _____
- Commercial Describe: _____
- Institutional Describe: Presbyterian Church (
- Other Describe: _____

Proposed use:

- No change
- Change to _____

Proposed scope of project:

1. To install metal roof over main body + choir + office addition of main building.
2. 28 Gauge Textured ABM Profile Panel, a heavy gauge metal panel that will be applied with non glare matte finish (Charcoal color) Since leaks are appearing in existing roof we will install main roof first and then consider Bell Tower roof at later date.

Contractor Information:

Same as applicant; or

Name: Walls Metal Roofing Telephone: 902-298-3022

Email: joe@wallsmetalroofing.com Cell: 1-902-956-9288

Documentation attached:

- Site Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other _____

Permits/Fees:

- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00)
- Indemnification Agreement for a portable/sandwich board sign

Applicant Declaration:

I solemnly declare:

1. That I am the authorized agent of the owner/the owner named in this application for a permit.
2. If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership
3. That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.
4. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.
5. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.
6. It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.

Signature of Authorized Applicant: _____

[Handwritten Signature]

Date: _____

[Handwritten Date: July 10/2020]

OFFICE USE ONLY

Permits required for this project:

- Development Permit
- Encroachment License (GEMC \$100.00)
- Indemnification agreement for a portable/sandwich board sign
- Heritage Permit
- Old Town Certificate of Appropriateness
- Building Permit (under separate application)

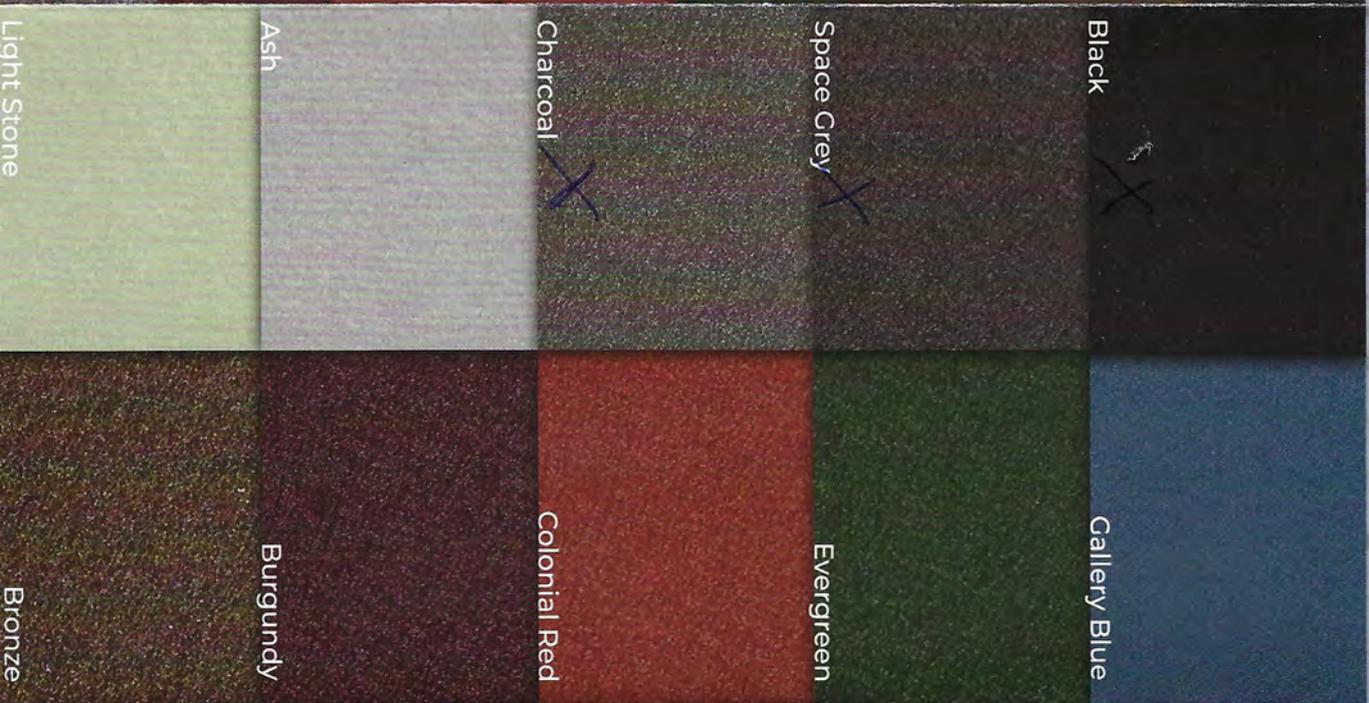
Glossy

- Versatile 28 Gauge Steel
- 40 year color warranty



Textured

- Premium 26 Gauge Steel
- 40 year color warranty

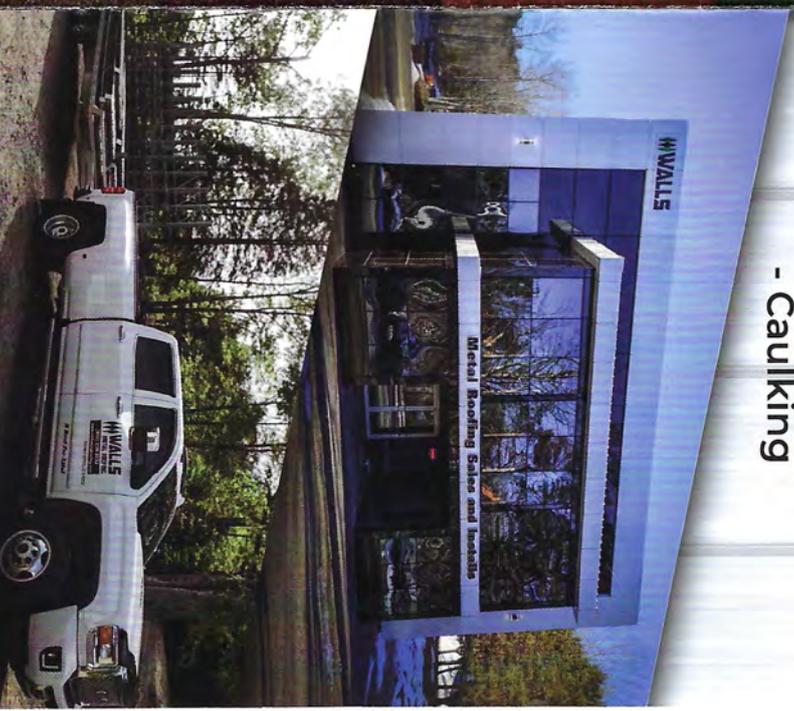


Metal Sales

Now offering Metal Roofing Packages to home owners and contractors

Metal Roofing Package Includes:

- Roofing Panels
- Metal Trims/Flashing
- Fasteners
- Strapping
- Rubber Boot Flashing
- Foam Closures
- Caulking



Delivery Available

26 Gauge Galvalume or Galvanized

*We strive to make our colour charts as accurate as possible, but they are not guaranteed. For 100% colour accuracy, please visit our showroom.



Charcoal Matte colour -The texture charcoal

ATTACHMENT B
Alteration Guidelines for Municipally Registered Heritage Properties
Town of Lunenburg
As Recommended by HAC and Approved by Council February 13, 2006

1.0 Scope

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

2.0 Background

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

3.0 Process

All applications to alter a registered heritage property shall made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

4.0 Substantial and Non-Substantial Alterations

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the criteria of the Heritage Conservation District Guidelines.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers
- addition or removal of windows or window openings
- changes to the openings for doors or windows
- change in roof pitch or style (including pitch or style of a dormer)
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys
- change in style or design of railing or guards on porches or stairs
- addition of an accessory building

- addition of utilities such as air conditioning units, kitchen vents
- landscaping elements such as stairways which are not connected to the main building
- re shingling of roofs where not required for maintenance, including changes in the type of shingle
- the installation of turf stone (added by motion of Council May 25, 2006)
- the addition of utility structures (added by motion of Council March 27, 2008)

The following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum
- fences which meet the criteria of the Heritage Conservation District Guidelines
- replacement/repair where no changes are intended
- use of vinyl window inserts if no other changes taking place
- replacement of shingles with clad board with the same exposure, and clad board with shingles
- placement of commercial advertising signs
- items which the Heritage Officer considers to be maintenance (ie. reshingle roof if needed)
- replacement of doors or storm doors with doors which meet the Heritage Conservation Guidelines
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood)
- addition of glass doors inside wooden storm doors (added by motion of Council September 28, 2006)
- wooden rain barrels and other minor accessory structures (added by motion of Council November 10, 2006)
- the installation of wooden gutters (September 29, 2009)

ATTACHMENT C

St. Andrew's Presbyterian Church

111 Townsend Street, Lunenburg, Nova Scotia, B0J, Canada

Formally Recognized: 1990/04/26



rear façade



Front and Side Elevations

OTHER NAME(S)

n/a

LINKS AND DOCUMENTS

[Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg.](#)

CONSTRUCTION DATE(S)

1828/01/01 to 1828/12/31

LISTED ON THE CANADIAN REGISTER: 2004/10/07

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

St. Andrew's Presbyterian Church is located on the corner of Townsend and King Streets in Old Town Lunenburg, NS. Built in 1828, it is a neo-gothic structure, clad in clapboard, with a prominent steeple and with the

side of the nave flush with the street line. The property is located within a designated municipal heritage district and municipal designation includes the building and surrounding property.

HERITAGE VALUE

St. Andrew's Presbyterian Church is valued as the home of the oldest Presbyterian congregation in Canada, as well as being a fine example of nineteenth century ecclesiastical neo-gothic architecture. Built in 1828 it replaced an earlier church that was built on the same site. St. Andrew's is a prominent landmark in the centre of Old Town Lunenburg; the church's importance is demonstrated by its location adjacent to an area designated by the original 1753 town plans as the institutional core of the town, with the town hall, courthouse and Anglican church.

In 1879, the church was substantially renovated: it was lengthened to 83 feet, broadened to 40 feet and the spire's height was increased to 118 feet. In 1909, further renovations were carried out on the interior and the church was renovated to its present Gothic Revival/High Victorian Gothic style, which is typical of Lunenburg churches and adds to its value as a Lunenburg landmark. At this time, the chancel on the eastern end of the building was constructed.

Source: Notice of Recommendation to Register as a Town Heritage Property, Heritage Designation File 66400-40-12, Town of Lunenburg

CHARACTER-DEFINING ELEMENTS

Character-defining elements relate to the prominence of St. Andrew's Presbyterian Church in Lunenburg, as well as the neo-Gothic architecture, including:

- elements relating to the prominence of the church and congregation in Lunenburg, including a central location adjacent to the institutional area of Old Town Lunenburg as originally laid out in Old Town Lunenburg's 1753 plans, and landmark status, accentuated by a tall central tower with small, paired gablets on each side that support the 118 ft. spire; each gablet sheltering a hooded louvre window;
- elements relating to the neo-Gothic architecture of the church, including a steep gable roof over the nave, with a chancel at the rear of the nave, a row of six gothic hooded windows with stained glass along the nave, the arched and hooded ornamentation on the doors and windows of the tower, matching the nave windows, large three-paned central window with gothic-style tracery on the tower, also with a hooded arch, and fully hipped bell cast gable roof over the nave, with an end gable over the three-sided end chancel;
- elements that are typical of Old Town Lunenburg nineteenth century architecture including white clapboard cladding, with wide corner boards and frieze under the eaves in black trim, and the entrances in the central tower, and to the sides of the tower in the adjacent porch area, located close to the street.

RECOGNITION

JURISDICTION

Nova Scotia

RECOGNITION AUTHORITY

Local Governments (NS)

RECOGNITION STATUTE

Heritage Property Act

RECOGNITION TYPE

Municipally Registered Property

RECOGNITION DATE

1990/04/26

 **HISTORICAL INFORMATION**

SIGNIFICANT DATE(S)

n/a

THEME - CATEGORY AND TYPE

Building Social and Community Life

Religious Institutions

FUNCTION - CATEGORY AND TYPE

CURRENT

Religion, Ritual and Funeral

Religious Facility or Place of Worship

HISTORIC

ARCHITECT / DESIGNER

n/a

BUILDER

n/a

 **ADDITIONAL INFORMATION**

LOCATION OF SUPPORTING DOCUMENTATION

Town of Lunenburg, 119 Cumberland Street, P.O. Box 129, Lunenburg, Nova Scotia, B0J 2C0

CROSS-REFERENCE TO COLLECTION

FED/PROV/TERR IDENTIFIER

37MNS0012

STATUS

Published

Document No:
Meeting: July 20, 2020
Circulate: BR, HM
File:

MEMORANDUM

TO: HERITAGE ADVISORY COMMITTEE - TOWN COUNCIL

FROM: HERITAGE MANAGER

DATE: JUNE 16, 2020

RE: CONSIDERATION OF REVISED HCD BACKGROUND STUDY AND REVIEW OF THE TRIGGERS FOR PUBLIC HEARINGS

1. FACTS

On April 20, 2020 the HAC requested a review of the Heritage Conservation District (HCD) Background Study as reflected in the minutes below:

The Heritage Manager agreed to conduct a review of the HCD Background Study and bring back to the next HAC meeting, with a view to potentially amending the study and re-submitting to Council and the Province.

The intent of the review was to consider the expansion of the proposed HCD boundaries to include lands surrounding Front Harbour and lands of the Lunenburg Golf Course.

During the Public Participation Meeting of October 15th, 2019 Jane Ritcey and Martin Salvador noted the following as recorded in the minutes:

- Jane Ritcey, Blockhouse Hill Road, asked if there were ways to protect the working waterfront if the entire shoreline is not within the Heritage Conservation District. Ms. Ritcey would prefer to see the entire waterfront, from Old Town to the Bluenose Golf Course included as one uninterrupted area to protect the overall aesthetic.
- Martin Salvador, Salt Shaker Deli, Montague Street, asked why the Lunenburg Foundry lands were not on the proposed new Heritage Conservation District Map. The HM explained that the additional areas were the two Architectural Control Areas identified in the Municipal Planning Strategy and Land Use Bylaw (LUB), with the addition of the island off ABCO property and 17 Tannery Road, the Old New Town School. These areas were identified in the approved March 2018 Background Study.

The following excerpt was also recorded in the minutes:

Committee members agreed by consensus that they will look again at expanding the Heritage Conservation District to include more than the original District and the architectural control areas.

During the Public Participation Meeting of October 19th, 2019 Committee member Stephen Ernst noted the following as recorded in the minutes:

- Regarding the proposed Heritage Conservation District Map: Mr. Ernst commented that gaps along the waterfront were discussed at the October 15th meeting, and the Committee will be re-looking at it for consideration.

Excerpts from the HAC Report of November 18th, 2019 regarding the District's boundaries are attached in **Attachment I** for information.

On May 26th, 2020 Council referred a request to remove 82 Kempt Street from the HCD as reflected in their motion below:

Motion: moved and seconded to refer the letter of request dated May 1, 2020 (Schedule "F") to the Heritage Advisory Committee to consider as part of the Heritage Conservation District Plan and Bylaw Review. Motion carried.

On February 11, 2020 Council passed the following motion:

Motion: moved by Councillor Risser, seconded by Councillor Mosher to defer further consideration of a draft revised Heritage Conservation District Plan and Bylaw until such time as the draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw are prepared by Project Lunenburg. Motion carried.

Staff believes this motion's intent was to defer further consideration by Council on the draft revised HCD Plan and By-law until such time as the draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw are prepared by Project Lunenburg so that we can ensure that they are compatible with one another. Council may wish to provide clarity if it was their intention to freeze the HAC review. The development and approval of a new Background Study will take 6-12 months, and further amendments to the HCD Plan and By-law to implement the concepts of the Background Study will require an additional 6-12 months as well as a new Public Participation Meeting. In light of this it is recommended that the HAC continue its review and that Council considers the merits of approving a new Background Study if the proposed boundaries are altered.

Staff is seeking the direction of Council with regards to defining the HCD boundaries. The Background Study is the mechanism where the rationale for the district boundaries are defined. Therefore, in order to undertake a revised Background Study, staff needs to know Council's wishes with regard to the District's boundaries. The HAC's role is to provide advice to Council. Council may

accept the advice of the HAC or decide to proceed with an alternant boundary proposal. Ultimately, the approval of the Background Study rests with Council.

The first part of this report attempts to address two (2) questions.

- 1) What is Council's wishes with regards to the proposed HCD boundaries?
- 2) What are the level of controls for each Area of the HCD?

The second half of this report reviews the triggers for public hearings. This review attempts to reduce the number of applications requiring Council's approval through the Public Hearing process.

Some applications will continue to require Council's approval by provincial statute such as:

- Registration of new Municipal Heritage Properties;
- Substantial alterations to registered Municipal Heritage Properties;
- Demolitions of registered Municipal Heritage Properties;
- Demolition of Structures in the HCD where a Certificate of Appropriateness is required for their demolition or removal;
- Amendments to Heritage Policies or the HCD Plan and/or By-law, including any amendments to their schedules such as the HCD Map;
- Any development proposal that requires a public hearing according to the HCD Plan and By-law;

We can reduce the number of applications requiring Council's approval through the Public Hearing process in the proposed HCD Plan and By-law. This is the focus of the second half of this report.

Once Council has defined the proposed HCD boundaries and the level of controls, staff will undertake the Background Report. Once the Background Report has been approved by Council, staff will initiate amendments to the draft HCD Plan and By-law to reflect the changes and to ensure compatibility with the Town's Comprehensive Community Plan (CCP). The HAC will then review the revised draft HCD Plan and By-law and hold a new Public Participation Meeting with the hopes of making a recommendation to Council to proceed to the public hearing stage.

2. ISSUES AND OPTIONS ANALYSIS

A Background Study for the revised Heritage Conservation District (HCD) Plan and By-law was approved by Council on March 27th, 2018 and subsequently Council was notified by Communities, Culture and Heritage on May 17, 2018 that no further studies would be required. The 2018 Background Study is available at https://www.explorelunenburg.ca/images/HCD_Background_Study_Lunenburg.pdf

In line with the adopted Public Participation Program, the Heritage Advisory Committee held two public participation meetings on October 15th and 21st, 2019.

One of the reoccurring themes of these public meetings suggested the expansion of the District along Falkland Street, Lower Street, Linden Avenue and the Tannery Road area; and lands surrounding the Front Harbour, including lands of the Lunenburg Golf Course.

It is important to note that Council has a current Municipal Planning Strategy (MPS) Policy regarding the expansion of the HCD as outlined below:

“POLICIES

It shall be the policy of Council to:

...

Future Expansion of Heritage Conservation District

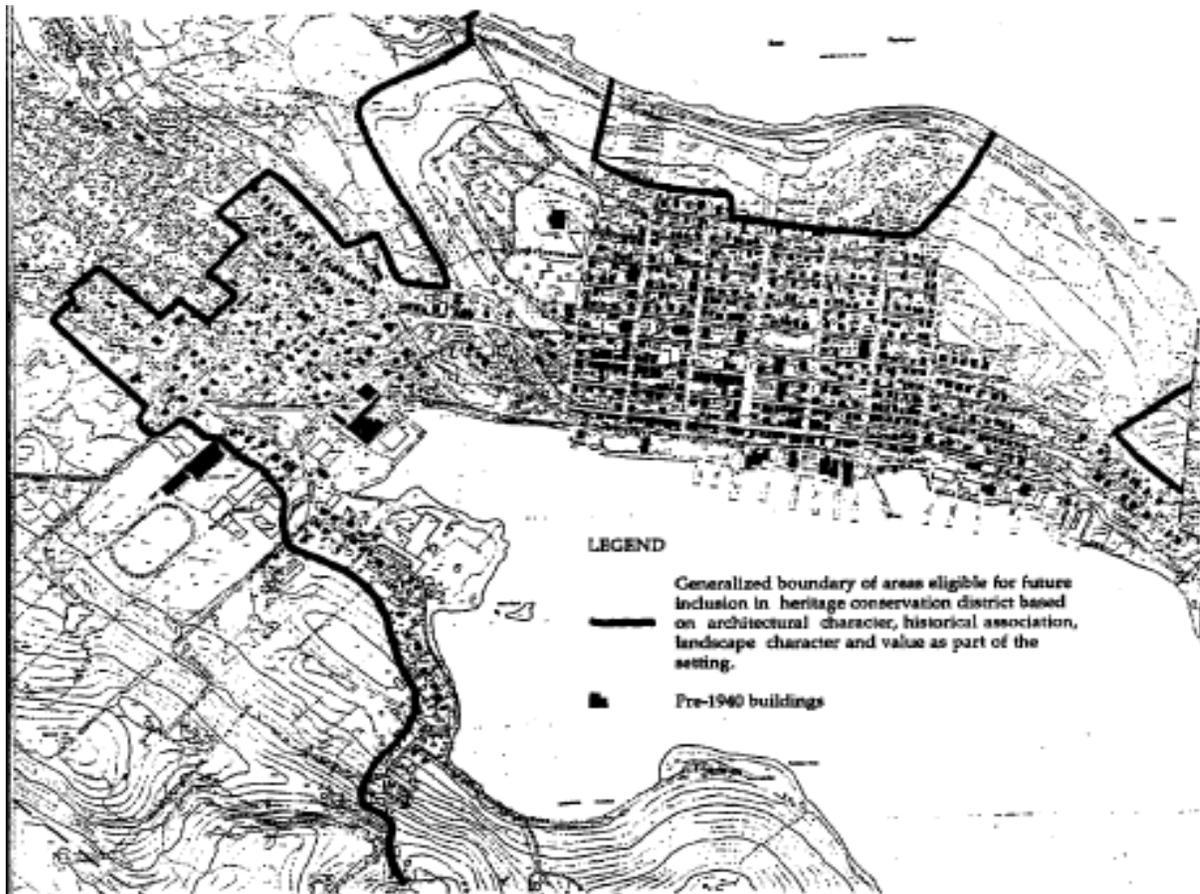
10.6 consider the future expansion of the heritage conservation district outside of the Old Town to include other historically and architecturally significant areas including the Falkland Street, Dufferin Street, and Tannery Road architectural control areas, the remainder of the historic New Town and adjacent parts of Green Street, and the eastward extension of Pelham Street. The inclusion of such areas shall be preceded by background studies and public consultation, as required by sections 6 and 7 of the Regulations for Heritage Conservation Districts and shall be governed by the applicable policies of the conservation plan.”

The current HCD Plan also has a policy regarding the expansion of the District as outlined below:

“3.4 Future inclusion of other historically and architecturally significant areas.

It shall be the intention of Council to consider the future expansion of the heritage conservation district outside of the Old Town to include other historically and architecturally significant areas including the Falkland Street, Dufferin Street and Tannery Road architectural control areas designated under the Municipal Planning Strategy and Land Use Bylaw, the remainder of the historic New Town and adjacent parts of Green Street, and the eastward extension of Pelham Street out to the Town boundary. The inclusion of such areas shall be preceded by background studies and public consultation, as required by sections 6 and 7 of the Regulations for Heritage Conservation Districts. A generalized indication of the possible future extent of the heritage conservation district is shown on Map 2A.”

For convenience sake, Map 2A is provided below:



MAP 2A

POSSIBLE FUTURE HERITAGE CONSERVATION DISTRICT AND PRE-1940 BUILDINGS

Scale 1: 9920 (1 inch = 825') January 2000

43

Question 1: District Boundaries

It is difficult for staff to determine the wishes of Council regarding the boundaries of the proposed District and staff is seeking Council's direction. The issues arising from the inclusion of Front Harbour lands is compounded by Council's resent decision to remove six (6) ABCO's properties from the Architectural Control Area (May 5, 2020). This issue is further compounded by Council's referral of the request to remove 82 Kempt Street from the HCD.

For the HAC to provide advice to Council it might be helpful to break the boundary concepts into sections. Please refer to Question 2 “Levels of Control” for reference to the control levels suggested the in table below:

Questions:	Yes	No	Control Level
Should the UNESCO World Heritage Site (WHS) be included in the HCD?	Yes	No	1
Should the Architectural Control Area of the Town’s MPS Future Land Use Map be included in the HCD?	Yes	No	1 or 2
Should Linden Avenue and Lower Street be included in the HCD?	Yes	No	1 or 2
Should the waterfront lands of Lunenburg Foundry be included in the HCD?	Yes	No	2
Should the waterfront lands of ABCO be included in the HCD?	Yes	No	2
Should lands west of WHS be included in HCD?	Yes	No	1 or 2
Should lands north of WHS be included in HCD?	Yes	No	1 or 2
Should lands east of WHS be included in HCD?	Yes	No	1 or 2
Should portions of the Lunenburg Golf Course be included in the HCD?	Yes	No	3

To help members of the HAC and Council to visualize the areas there are four Maps; Map 1 (**Attachment A**), Map 2 (**Attachment B**), Map 3 (**Attachment C**) and Map 4 (**Attachment D**), to use as a reference. Map 1 shows Area 1 as the UNESCO Site, Map 2 shows Area 1 as the existing HCD with the two Architectural Control Areas; Map 3 shows Area 1 as the existing HCD with the lands of Blockhouse Hill removed along the eastern side of the District, and does not include the Foundry lands nor the 6 ABCO properties in Area 2; and Map 4 shows the HCD with a portion of lands along the eastern side (Blockhouse Hill - 82 Kempt Street) removed and the two Architectural Control Areas included with Lot A1 Dufferin Street and the 6 ABCO lots removed.

Question 2: Area 1, 2 & 3 – Levels of Control:

ABCO’s Public Hearing of May 5th, 2020 acknowledged a conflict of ideologies associated with the waterfront lands. One based upon “no architectural controls”. The other suggesting “architectural controls” around Front Harbour, including lands of the Golf Course.

Participants during the Public Hearing suggested a desire to have a certain level of architectural controls without causing time delays associated with amendments or triggers for public hearings, particularly with regards to waterfront lands.

This report attempts to provide a path forward and suggests three (3) Heritage Conservation Areas with three different levels of control as shown in Map 1 - **Attachment A**, Map 2 – **Attachment B** and Map 3 – **Attachment C**. A suggestion on the levels of controls is outlined in the Table in **Attachment E**. Note a fourth map has been included as **Attachment D** – Map 4 with just one level of control.

With regards to the three (3) Areas, each area may have different levels of architectural controls. For example, the range of architectural controls could be as shown in **Attachment E**, with Level 1 being the strongest level of controls, requiring all developments to comply with the provisions of the HCD By-law including the Design Guidelines; Level 2, being a mid-level amount of controls with regards to minimizes impacts on Area 1 with no triggers for public hearings, but still requiring the issuance of a Certificate of Appropriateness (CoA) except for demolitions and removals; and Level 3, with the least amount of controls where works can voluntarily apply for a CoA but is not mandatory and no triggers for public hearings. Where no triggers are provided for public hearings the development proposals would proceed as-of-right provided the requirements of the HCD By-law are complied with.

Council may wish to increase the levels of controls in Area 2 from those proposed in **Attachment E** by incorporating a certain level of Design Guidelines on Area 2 which may be less than those being proposed for Area 1. However, it is recommended that there would be no triggers for public hearings in Area 2 and no requirement for a CoA for demolitions or removals in Area 2 (explained further down in this memo) to enable quick turnaround of permit applications.

Options:

- 1) To keep the existing approved 2018 Heritage Conservation District Background Study District Boundaries and proceed with the development of the HCD Plan and By-law; or
- 2) To proceed with the development of a new Background Study with the possibility of incorporating a version of the three (3) Areas (may be two (2) Areas if Council wishes not to include Area 3) with Level 1, Level 2 or Level 3 controls as outlined in the proposed motions or, alternatively, a different level of control(s) (This option is in reference to Map 1, 2 and 3); or
- 3) To proceed with the development of a new Background Study with Attachment D - Map 4. (This option does not incorporate different levels of controls but could develop different levels for the three areas identified on Map 4 if Council wishes);

Staff is seeking the Committee's opinions in order to inform Council. Ultimately Council is required to approve the Background Study which provides the rationale for the District's boundaries and their direction is required in order to undertake the study.

If Council wishes to entertain Option 2, it is recommended that Council advise staff as to the areas to be incorporated into the HCD and advise as to the level of control they wish to impose on each area.

This ends the section on the District Boundaries and Levels of Control. In an effort to reduce the number of applications to Council the next section deals with the triggers for Public Hearings:

Area 1 Triggers for Public Hearing:

Attachment F outlines the triggers for a Public Hearing. These triggers are aligned with those that are currently established under the current HCD Plan and By-law. In order to minimize Council's approvals and to enable more developments to proceed as-of-right, it is recommended that Council reviews the triggers to see if any of them could be deleted to enable more developments to proceed without Council's approval and without a public hearing delay. It should be pointed out that complete demolitions or removals within a HCD are required by provincial statute to have a public hearing prior to Council's approval if the Plan and By-law requires them to have a Certificate of Appropriateness (CoA). Section 19F of the Heritage Property Act is attached in **Attachment H**. An alternative could be not to require a Certificate of Appropriateness (CoA) for demolitions or removals in Area 2. By not requiring a Certificate, Section 19F requirement for a public hearing would not apply. A Demolition Permit from the Building Official would still be required. This is the recommended course of action for Area 2.

In addition, the percentage of partial demolitions may be specified by Council for Area 1. Therefore, the percentages as outlined in 4.3 (1) – see **Attachment G**, may be increased to reduce the potential number of applications requiring Council's permission through the public hearing process. Council may wish not to have any public hearings triggers in all areas, including Area 1 if they wish.

In light of Project Lunenburg, and the goal of increasing the number of dwelling units, new residential dwellings should be able to proceed as-of-right provided the provisions of the HCD are complied with. Currently new dwellings greater than 2 units requires Council's approval through the public hearing process. Council should also enable new Waterfront Buildings (Industrial Buildings) to be permitted as-of-right provided the provisions of the HCD are complied with. Council may also wish for new commercial and institutional buildings to be permitted as-of-right. Staff is seeking Council's direction with regards to the triggers for a public hearing. A proposal is attached in **Attachment G** for Council's consideration.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Municipality associated with the HCD boundaries extension, other than possible increase in costs associated with the required notifications, map production and administration costs for a larger HCD area.

4. **STRATEGIC PLAN RELEVANCE**

This project is in keeping with:

Strategic Plan Goal #1 – To enhance appreciation of Lunenburg’s heritage;
Strategic Plan Goal #2 – To promote our UNESCO designation;

5. **RECOMMENDATION AND DRAFT MOTION**

1) It is recommended that Council advise staff as to the areas to be included in the HCD and advise as to the level of controls for each area.

Note: It is not possible to provide a concrete draft motion as to the District’s boundaries as there are so many options available. However, possible motions for consideration are outlined below:

A) Motion for solely the UNESCO World Heritage Site:

Motion: Moved by ____, Seconded by ____ that Council advise staff to draft a Background Study to incorporate solely the UNESCO World Heritage Site in the revised Heritage Conservation District.

B) Motion for Attachment D – Map 4:

Description – the HCD with a portion of lands along the eastern side (Blockhouse Hill - 82 Kempt Street) removed and the two Architectural Control Areas added with Lot A1 Dufferin Street and the six ABCO lots removed.

Motion: Moved by ____, Seconded by ____ that Council advise staff to draft a Background Study to incorporate Attachment D – Map 4 in the revised Heritage Conservation District.

C) Motion for Attachment C – Map 3:

Description – Portion of Blockhouse Hill removed (82 Kempt Street); portions of Linden Avenue and Lower Street added, the two (2) Architectural Control Areas of the MPS added with the exception of Lot 1A Dufferin Street and the six (6) ABCO’s lots, with the Foundry lands not included; and open space area of Golf Course added.

Motion: Moved by ____, Seconded by ____ that council advise staff to draft a Background Study to incorporate Attachment C – Map 3 in the revised Heritage Conservation District.

D) Motion for Attachment B – Map 2:

Description – The entire existing HCD with portions of Linden Avenue and Lower Street added, the two (2) Architectural Control Areas of the MPS added with the exception of Lot 1A Dufferin Street, with the Foundry lands and ABCO lands added; and open space area of Golf Course added.

Motion: Moved by ____, Seconded by ____ that council advise staff to draft a Background Study to incorporate Attachment B – Map 2 in the revised Heritage Conservation District.

E) Motion for Attachment A – Map 1:

Description – The entire existing UNESCO World Heritage Site included with the eastern portion of the HCD removed (Blockhouse Hill) and the northern portion of the HCD removed (northern side of Creighton Street); with the western portion of the HCD added; with portions of Linden Avenue and Lower Street added, with the two (2) Architectural Control Areas of the MPS added with the exception of Lot 1A Dufferin Street, with the Foundry lands and ABCO lands added; and open space area of Golf Course added.

Motion: Moved by ____, Seconded by ____ that council advise staff to draft a Background Study to incorporate Attachment A – Map 1 in the revised Heritage Conservation District.

Note: Of the five proposed motions described above, Staff would be inclined to recommend **Motion B, Motion for Attachment D – Map 4** with only one level of control – Level 1 as outlined in the table below. An alternative staff recommendation would be **Motion C, Motion for Attachment C – Map 3** with three levels of control – Level 1, Level 2 and Level 3 as outlined in the table below.

If Council is in favour of revising the District’s boundaries from those identified in the 2018 Background Study with the concept of the three conservation areas with three levels of control (as shown in the examples provided in Map 1 - Attachment A, Map 2 - Attachment B and Map 3 - Attachment C), staff recommends the following levels of controls.

District Areas with Assigned Levels of Controls:		
Area 1 - Level 1 Controls	Area 2 - Level 2 Controls	Area 3 - Level 3 Controls
Full By-law and Design Guidelines apply – triggers for public hearings apply.	Design Guidelines do not apply or alternatively a mid-level of Design Guidelines – Mandatory Certificate of Appropriateness (CoA) required except for demolitions and removals. Modern designs are permitted provided the work is physically and visually compatible with, subordinate to, and distinguishable from works located in Area 1 and that the character-defining elements of Area 1 are conserved and maintained. The works must not detract from developments in Area 1 or impair any of its heritage value. No triggers for Public Hearings.	No mandatory Certificate of Appropriateness (CoA) required. Design Guidelines do not apply – Only a Policy in Plan to preserve the Open Space Landscape of Kaulbach Head. No By-law restrictions. No triggers for Public Hearings.

Motion: Moved by ____, Seconded by ____ that Council advise staff to draft a Background Study to incorporate three areas within the HCD as shown on *Map 1, Map 2 or Map 3* with three levels of Control as outlined in the table above.

Note: The Map reference above would correspond with the one chosen in the first motion above.

- 2) It is recommended that Council advised staff as to the triggers for the public hearing process for Area 1. A staff proposal is attached in **Attachment G** for consideration.

Motion: Moved by _____, Seconded by _____ that Council advise staff to draft the proposed HCD Plan and By-law with Attachment G as the proposed triggers for a public hearing pursuant to the revised HCD Plan and By-law.

Note: It is recommended that there will be no triggers for Public Hearings in Area 2 and Area 3 if Map 1, 2 or 3 are chosen.

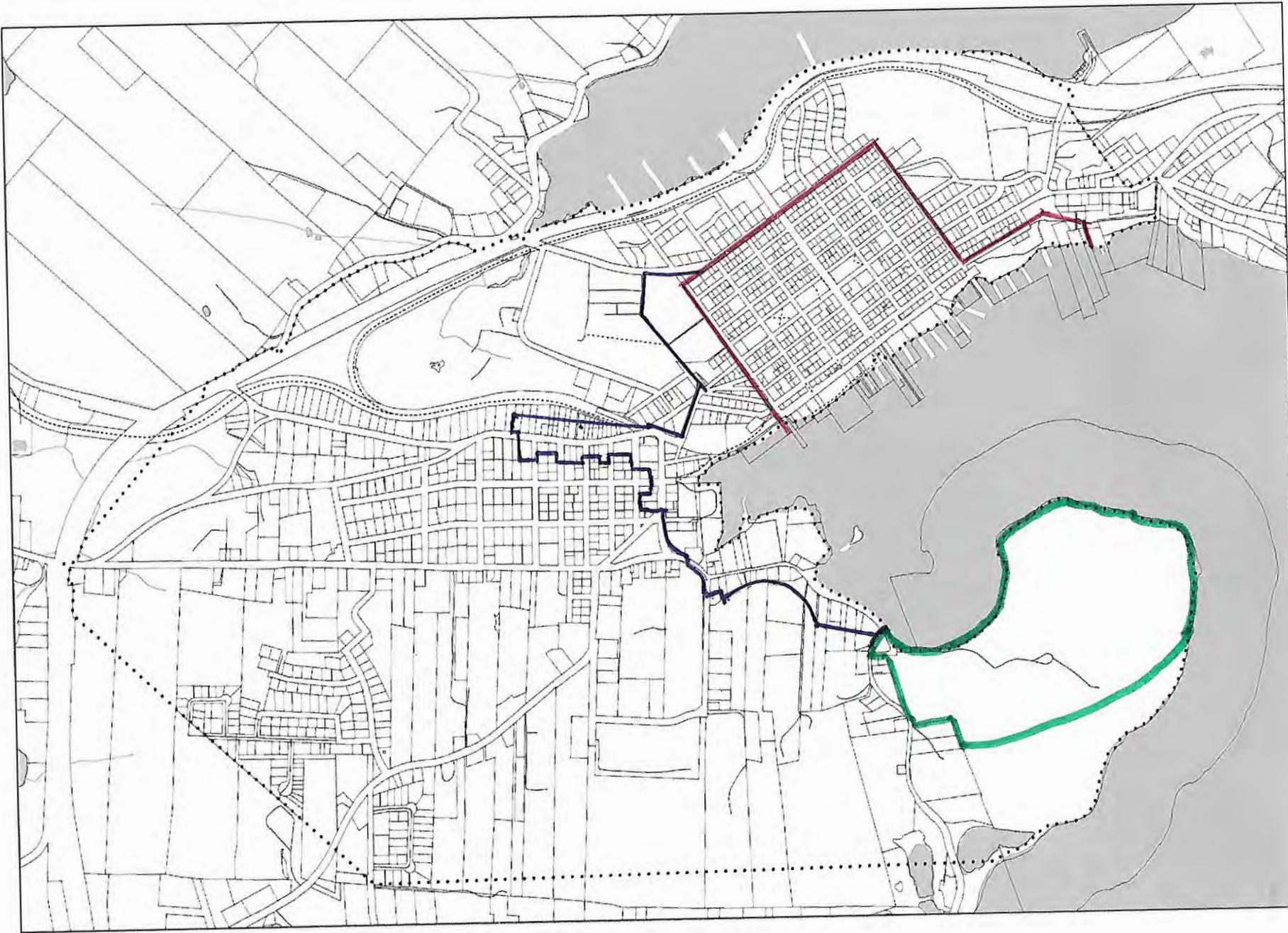
Attachments

- A. Map 1 - Areas 1, 2 and 3;
- B. Map 2 - Areas 1, 2 and 3;
- C. Map 3 - Areas 1, 2 and 3;
- D. Map 4 – Area 1
- E. Levels of Control Table (Example Only);
- F. Triggers for Public Hearing (As proposed in revised HCD Plan and By-law)
- G. Proposed Revised Triggers for Public Hearing for Area 1
- H. Section 19F of the Heritage Property Act
- I. Excerpts from HAC Report of November 18th, 2019

Acknowledged only by:

Bea Renton
Town Manager/Clerk

ATTACHMENT A - MAP 1



UPLAND

11 King Street
Lunenburg, VA 22972
415.542.1000
uplandva.com

TITLE

Basemap

PROJECT

Project Lunenburg

CLIENT

CREATED BY

REVIEWED BY

APPROVED BY

DATE

4/22/2020

NOTES

••• Town of Lunenburg
Boundary

UNESCO SITE
AREA 1

AREA 2

AREA 3

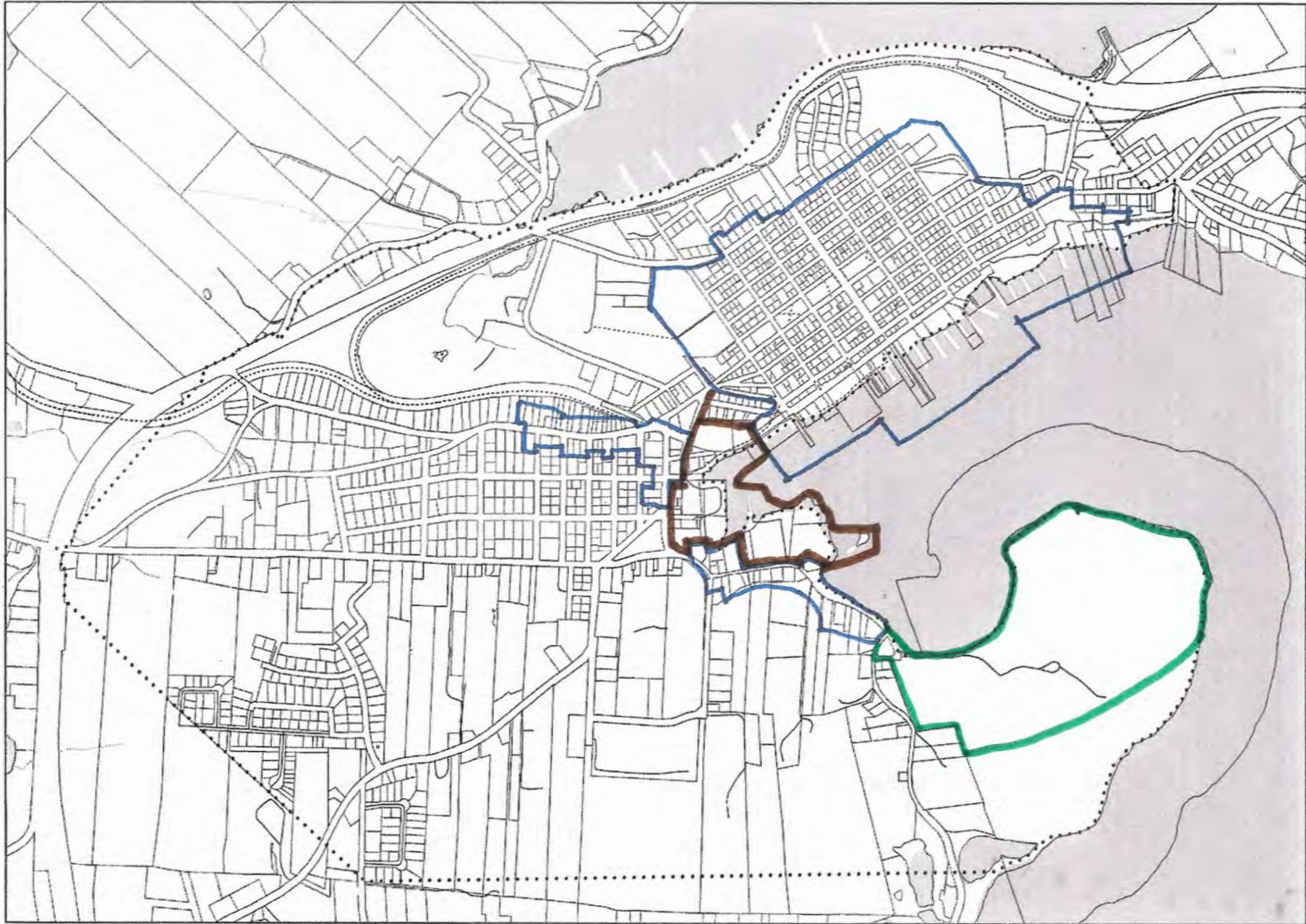
NORTH

SCALE

1 cm = 50 m



ATTACHMENT B - MAP 2



UPLAND

03 May 2020
11:50 AM EDT
+1 502 423 0549
upland@upland.com

TITLE

Basemap

PROJECT

Project Lunenburg

CLIENT

CREATED BY

REVIEWED BY

APPROVED BY

DATE

4/22/2020

NOTES

••• Town of Lunenburg
Boundary

AREA 1

AREA 2

AREA 3

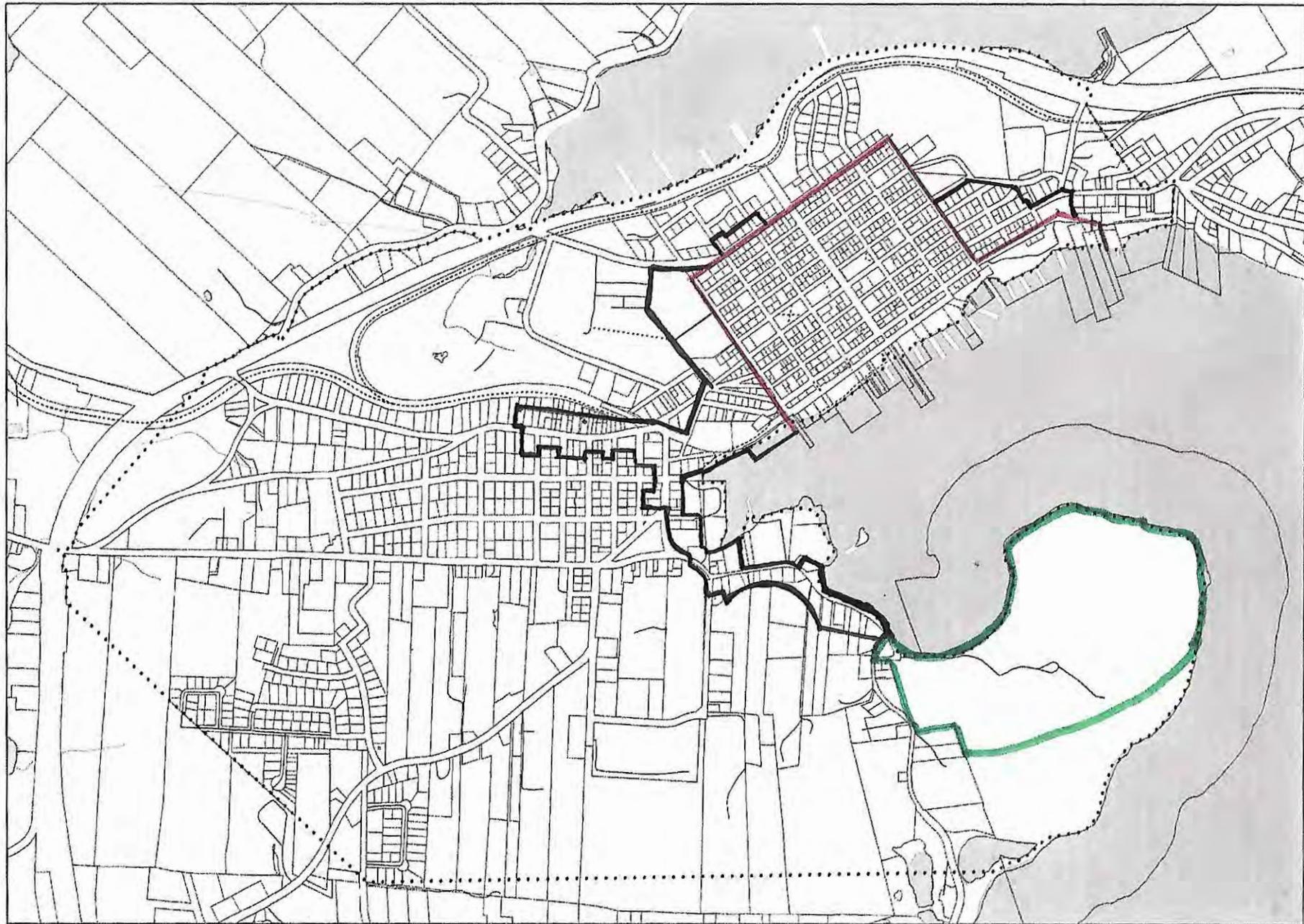
NORTH

SCALE

1" = 50'

0 50'

ATTACHMENT C - MAP 3



UPLAND

13 King Street
Lunenburg, VA 22972
434.432.2522
www.upland.com

TITLE

Basemap

PROJECT

Project Lunenburg

CLIENT

CREATED BY

REVIEWED BY

APPROVED BY

DATE

4/22/2020

NOTES

- Town of Lunenburg Boundary
- Boundary

UNESCO SITE
AREA 1

AREA 2

AREA 3

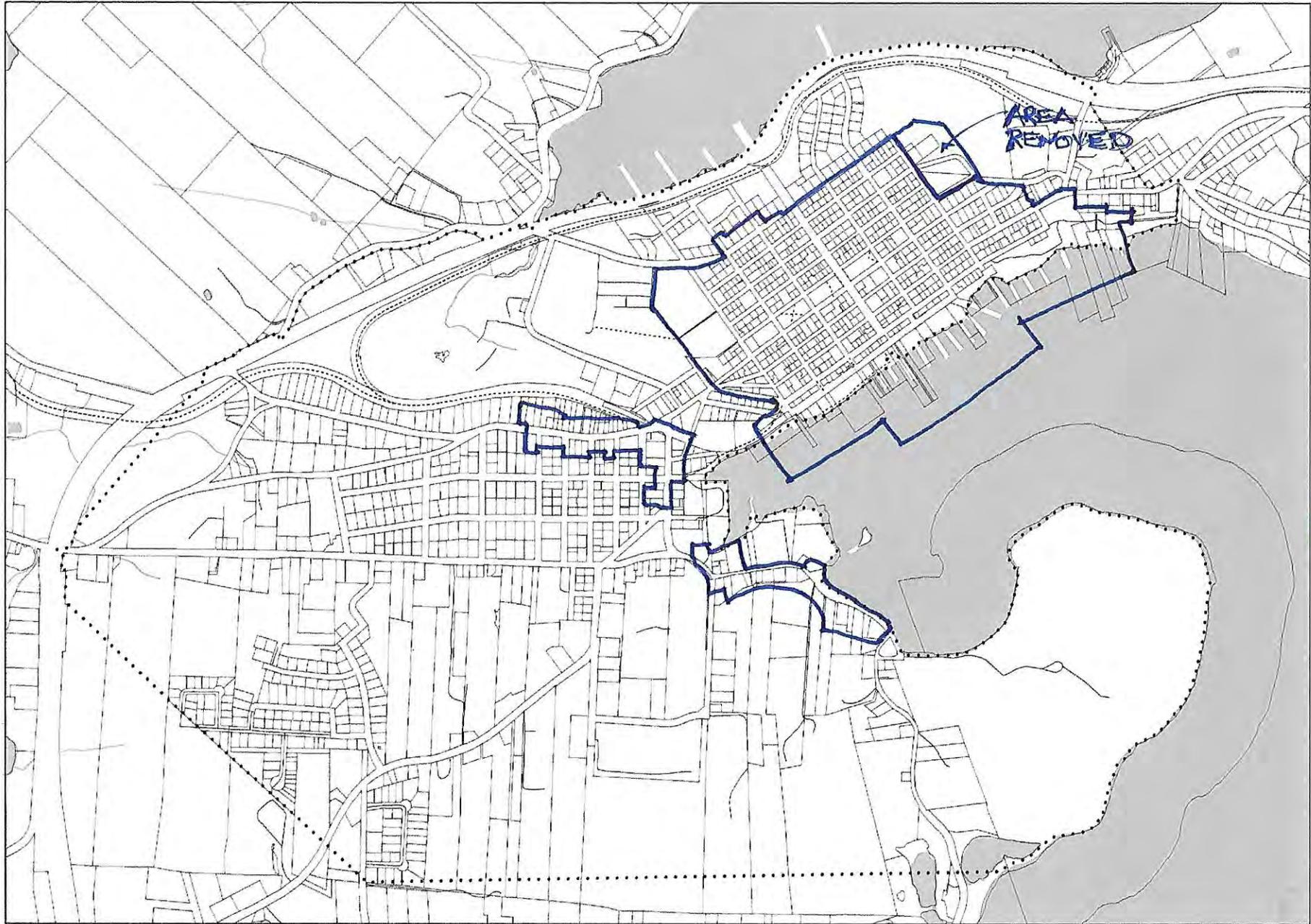
NORTH

SCALE

1 in = 33 ft

0 330

ATTACHMENT D - MAP 4



UPLAND

62 King Street
Lunenburg, VA 22972
478.282.1549
uplandva.com

TITLE

Basemap

PROJECT

Project Lunenburg

CLIENT

CREATED BY

REVIEWED BY

APPROVED BY

DATE

4/22/2020

NOTES

••• Town of Lunenburg
Boundary

AREA 1

NORTH

SCALE

1 cm = 50 m



ATTACHMENT E
Levels of Control Table (Example Only)

Level 1:	Level 2:	Level 3:
Full By-law and Design Guidelines apply – triggers for public hearings apply.	Design Guidelines do not apply or alternatively a mid-level of Design Guidelines – Mandatory Certificate of Appropriateness (CoA) required except for demolitions and removals. Modern designs are permitted provided the work is physically and visually compatible with, subordinate to, and distinguishable from works located in Area 1 and that the character-defining elements of Area 1 are conserved and maintained. The works must not detract from developments in Area 1 or impair any of its heritage value. No triggers for Public Hearings.	No mandatory Certificate of Appropriateness (CoA) required. Design Guidelines do not apply – Only a Policy in Plan to preserve the Open Space Landscape of Kaulbach Head. No By-law restrictions. No triggers for Public Hearings.

ATTACHMENT F

Triggers for Public Hearings (As proposed in revised HCD Plan and By-law)

4.3 Types of Development Requiring Public Hearing

Applications for a Certificate of Appropriateness for the following types of development shall be referred by the Heritage Officer to Council for consideration at a Public Hearing:

- (1)** The demolition or removal of
 - a)** more than 10 % of the total usable floor area of all floors of the main building including the usable floor areas of any basement and attic; or
 - b)** any part of a main building for which the cumulative sum of all areas of its horizontal dimensions exceeds 25% of the area of the existing footprint of the main building.

- (2)** The demolition or removal of
 - a)** more than 10 % of the total usable floor area of all floors of the

Anderson Barn (45 Montague Street);
Benjamin Knock Cobbler Shop (56 Prince Street);
Maurice Lohnes Barn (160 Tannery Road);
James Edwin Schwartz Barn (120 Tannery Road);

including the usable floor areas of any basement and attic; or
 - b)** any part of the

Anderson Barn (45 Montague Street);
Benjamin Knock Cobbler Shop (56 Prince Street);
Maurice Lohnes Barn (160 Tannery Road);
James Edwin Schwartz Barn (120 Tannery Road);

building for which the cumulative sum of all areas of its horizontal dimensions exceeds 25% of the area of the existing footprint of the building.

- (3)** Any new building containing more than two (2) dwelling units;

- (4)** Any addition to a building which is greater than 25% of the area of the existing building's footprint, or any addition where the cumulative sum of the area of additions over time is greater than 25% of the existing building's footprint, as it existed on September 4th, 2000 (either as an addition to the sides of the building or on top such as an additional storey). Notwithstanding the foregoing, those buildings located in the Waterfront Buildings Area as identified on Schedule "B", Waterfront Buildings Area Map are exempt from this provision;

and

- (5)** Any new commercial buildings, any new industrial buildings, or any new institutional buildings including public buildings.

ATTACHMENT G

Proposed Revised Triggers for Public Hearing for Area 1

4.3 Types of Development Requiring Public Hearing

Applications for a Certificate of Appropriateness for the following types of development shall be referred by the Heritage Officer to Council for consideration at a Public Hearing:

- (1) The demolition or removal of
 - c) more than 25% of the total usable floor area of all floors of the main building including the usable floor areas of any basement and attic; or
 - d) any part of a main building for which the cumulative sum of all areas of its horizontal dimensions exceeds 50% of the area of the existing footprint of the main building.

- (2) The demolition or removal of
 - c) more than 25% of the total usable floor area of all floors of the

Anderson Barn (45 Montague Street);
Benjamin Knock Cobbler Shop (56 Prince Street);
Maurice Lohnes Barn (160 Tannery Road);
James Edwin Schwartz Barn (120 Tannery Road);

including the usable floor areas of any basement and attic; or
 - d) any part of the

Anderson Barn (45 Montague Street);
Benjamin Knock Cobbler Shop (56 Prince Street);
Maurice Lohnes Barn (160 Tannery Road);
James Edwin Schwartz Barn (120 Tannery Road);

building for which the cumulative sum of all areas of its horizontal dimensions exceeds 50% of the area of the existing footprint of the building.

- ~~(3) Any new building containing more than two (2) dwelling units;~~

- (5) Any addition to a building which is greater than 50% of the area of the existing residential building's footprint, or any addition where the cumulative sum of the area of residential additions over time is greater than 50% of the existing building's footprint, as it existed on September 4th, 2000 (either as an addition to the sides of the building or on top such as an additional storey). Notwithstanding the foregoing, those existing buildings located in the Waterfront Buildings Area as identified on Schedule "B", Waterfront Buildings Area Map; any existing commercial building's additions or any existing institutional (public buildings) building's additions are exempt from this provision;

and

- ~~(5) Any new commercial buildings, any new industrial buildings, or any new institutional buildings including public buildings.~~

ATTACHMENT H

Requirement for Public Hearing for Demolitions

Heritage Property Act (19F):

“Public hearing and conditions for approval of demolition or removal

19F (1) Where the conservation plan and conservation by-law require that a certificate be issued for demolition or removal of a building or structure in a heritage conservation district, the council shall hold a public hearing.

(2) Where the council considers an application for a certificate for demolition or removal of a building or structure, the council shall not approve the application unless

(a) there is irreversible structural damage or deterioration to the building or structure; or

(b) the applicable policies of the conservation plan respecting demolition or removal of the building or structure are met. *1991, c. 10, s. 4.*”

ATTACHMENT I
Excerpts from HAC Report of November 18th, 2019

“Public Participation Meeting Review:

Two Public Participation Meetings were held (October 15th and October 21st, 2019) to obtain public feedback concerning the draft of the proposed Heritage Conservation District Plan and By-law.

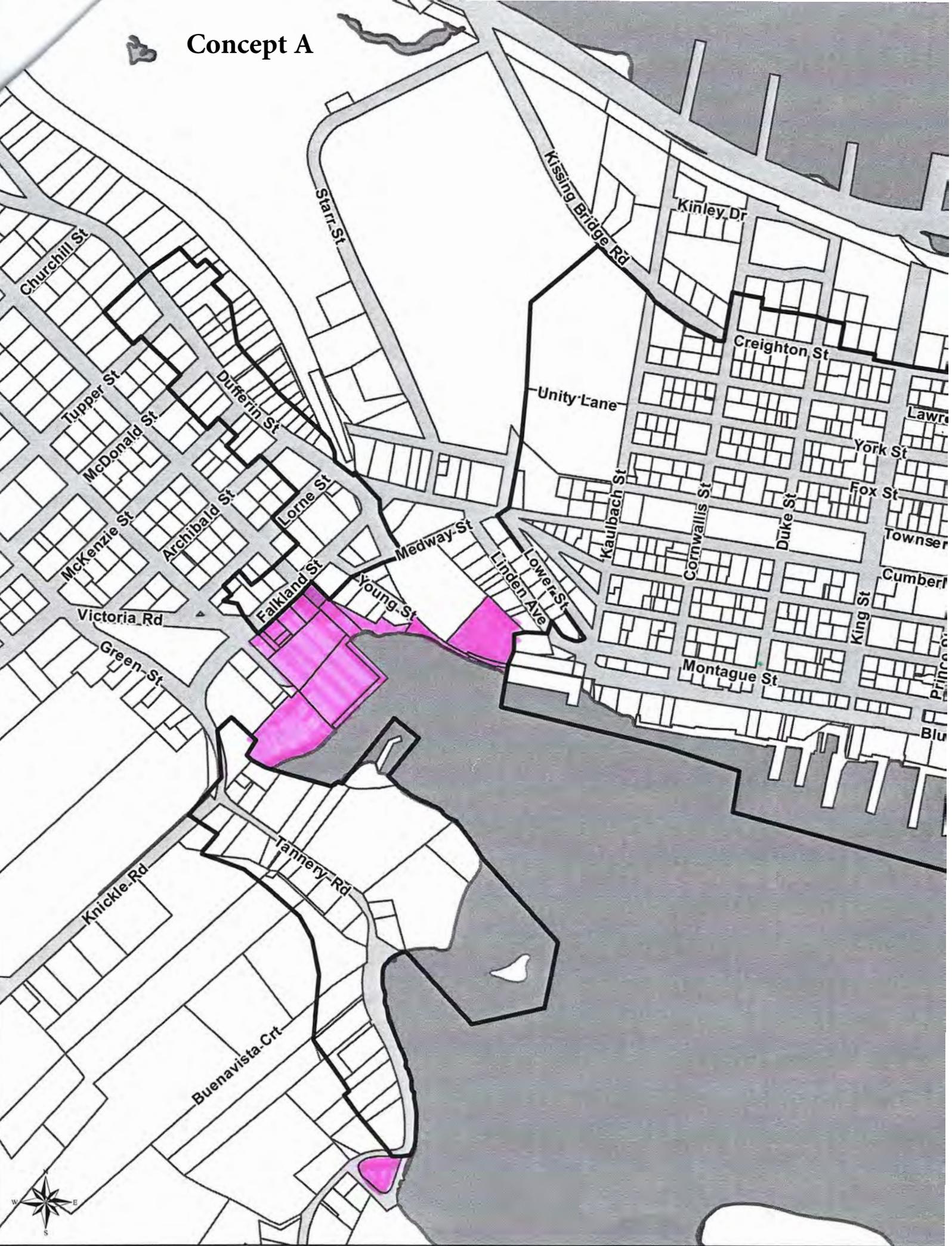
...

Comments were received regarding the extension of the District's boundaries along the shoreline of Lunenburg's harbour, including the Foundry lands, the Golf Course as well as an extension along Bruma Road. Concepts Drawings A through F outlining the areas are attached for discussion. ...”

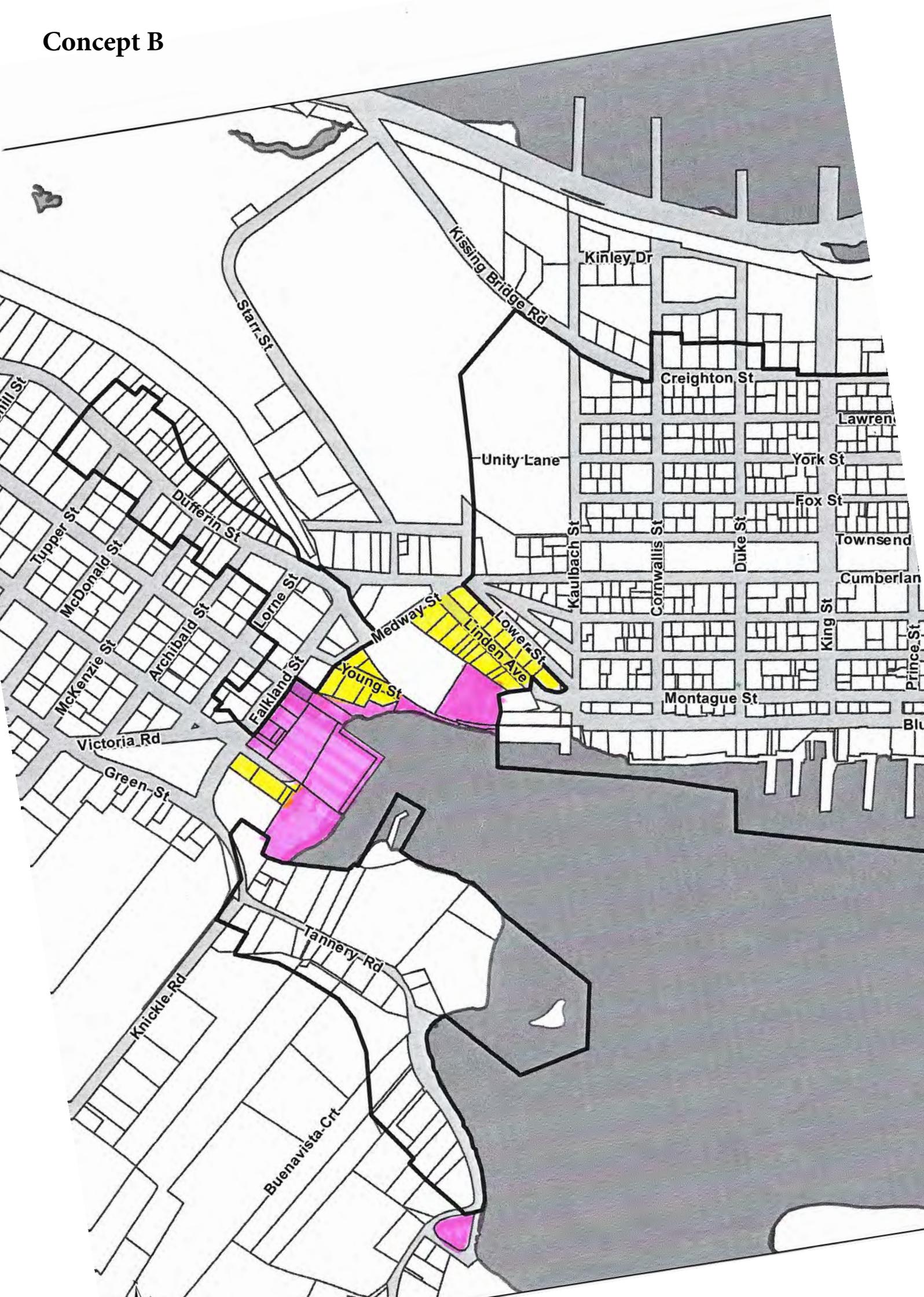
The concept drawings and submissions are attached to this attachment below:



Concept A



Concept B



Black Outline.

AMENDED....include Red Line area...

Concept C

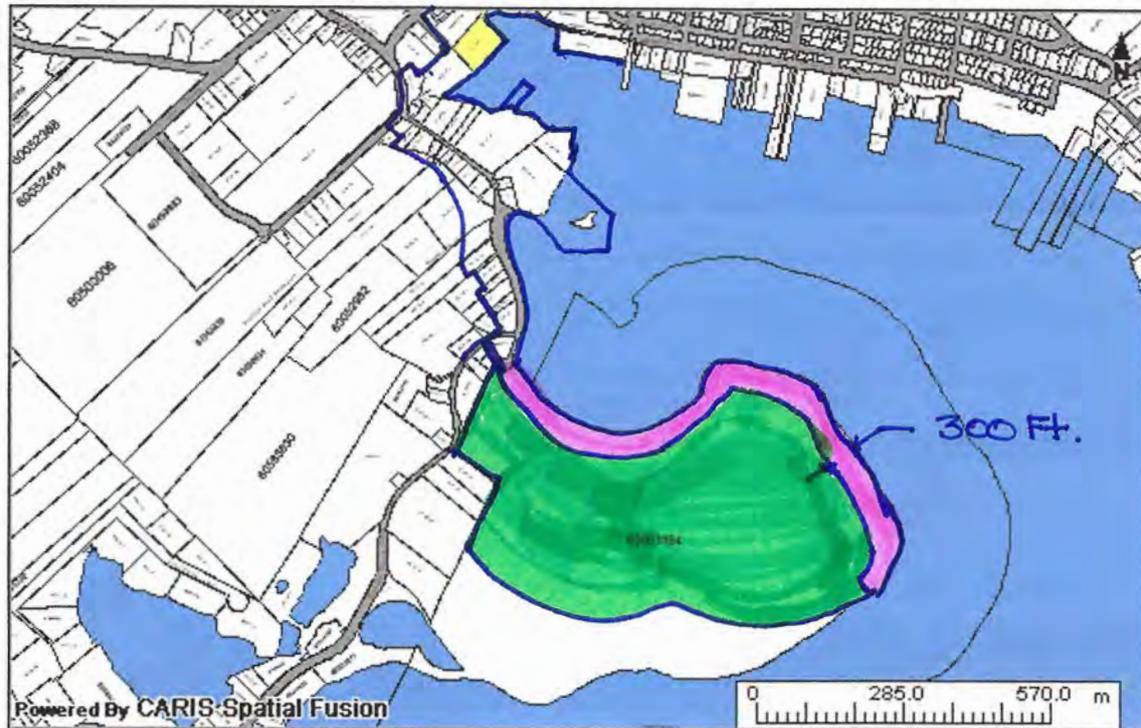


Concept D



Property Online Map

Date: Oct 21, 2019 9:20:11 AM



PID:	60703873	Owner:	LUNENBURG FOUNDRY & ENGINEERING LIMITED	AAN:	02620596
County:	LUNENBURG COUNTY	Address:	2 BROOK STREET LUNENBURG	Value:	\$487,300 (2019 COMMERCIAL TAXABLE)
LR Status:	LAND REGISTRATION				

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

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Concept E - Burma Road

Schedule "A" Heritage Conservation District Map

Legend

-  Heritage Conservation District Boundary
-  Property Boundary
-  Road Right Of Way
-  Water Body

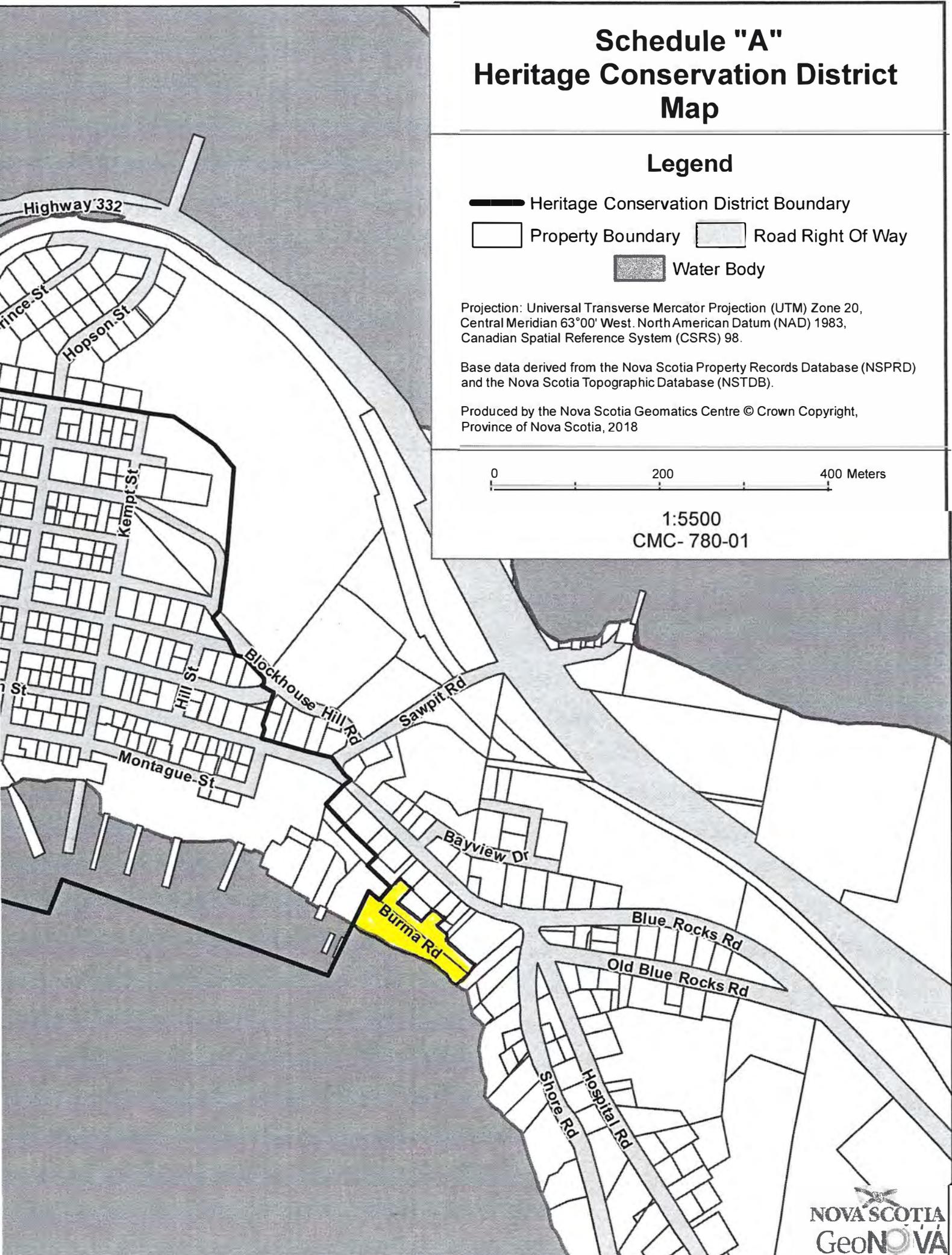
Projection: Universal Transverse Mercator Projection (UTM) Zone 20,
Central Meridian 63°00' West, North American Datum (NAD) 1983,
Canadian Spatial Reference System (CSRS) 98.

Base data derived from the Nova Scotia Property Records Database (NSPRD)
and the Nova Scotia Topographic Database (NSTDB).

Produced by the Nova Scotia Geomatics Centre © Crown Copyright,
Province of Nova Scotia, 2018

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1:5500
CMC- 780-01



P.O. Box 1600
136 Tannery Rd.,
Lunenburg, NS
B0J 2C0

John & Gail Patriarche

crown@eastlink.ca
Ph: (902) 634-3020

Arthur MacDonald,
Heritage Manager
Town of Lunenburg, NS

Oct. 21, 2019

Dear Arthur MacDonald

I am writing this letter in regards to the proposed new HERITAGE CONSERVATION DISTRICT PLAN AND BY-LAW

I note from the Attached Map that the boundaries include areas outside of the core area. Example, Dufferin St., Falkland St. Tannery Rd. It appears that the committee has expanded the area now proposed, so that approaches to Town which are highly visible, also are included in the new Conservation District.

This is all very good.....EXCEPT I don't see why you have excluded that area between the Core Area and Tannery Rd. Area. (Lower St, Falkland St., Tannery Rd. and Harbour) It is just as visible, and should also be controlled so as **“to be compatible with the traditional waterfront vernacular to maintain Lunenburg’s traditional historic waterfront built form”**

I believe that the committee has the common sense and is armed with sufficient information on the preservation of that important part of Lunenburgour waterfront ... to make the decision to include this area as well.

IF NOT... it leaves the door open for persons or businesses to opt out of the Conservation District. This can be seen immediately as it is noted that in the next Town Council Meeting, (Oct. 22) there will be a request by ABCO, which is currently included in the Conservation District, to be excluded. If this were to be approved by Council, it would be in direct contravention to the purpose of the new Plan... that being **“to be compatible with the traditional waterfront vernacular to maintain Lunenburg’s traditional historic waterfront built form”**

By adopting this new Plan, I believe it would give the Town the authority to deny the current proposal by ABCO to proceed with its Development Plan that includes infilling the harbour adjacent to their property for the building of 2 storey apartments (condominiums).

Also it would assist in their decision making to deny approval of the building of Residential buildings on their existing property, which is zoned Marine Industrial.

Both of the above surely could not be considered, as being a step in the direction of maintaining Lunenburg’s traditional historic waterfront .

It is not only the Tannery Rd. residents who are affected, but all of Lunenburg. Although it is not an area within the currently designated UNESCO area of Lunenburg, it is close enough that ‘Line of Sight’ especially from Tannery Rd. or the Lunenburg Waterfront would be negated. We must remember, that Dresden, Germany was a designated UNESCO site, but lost its designation when it built a bridge that was deemed to ruin the 20-kilometer long (12 mile), World Heritage-worthy stretch of Dresden cityscape.

I do not want this to happen and I believe that in the hearts of most Lunenburg Residents, they cherish our UNESCO designation. It certainly shows with the number of cars and Tour Buses that stop on Tannery Rd. to take that perfect picture of the Town.

I note that the Project Lunenburg's mandate seems to include "Keeping Contemporary needs while preserving Heritage". And "Protecting Views of the Lunenburg Cultural Landscape" just as important.

I also note in the Town's handout piece of literature about the UNESCO World Heritage Designation Ceremony, the following paragraph, "A nations cultural and natural heritage is one of its most important possessions. It is irreplaceable; any loss is a tragedy, not only for the nation concerned, but for humanity itself."

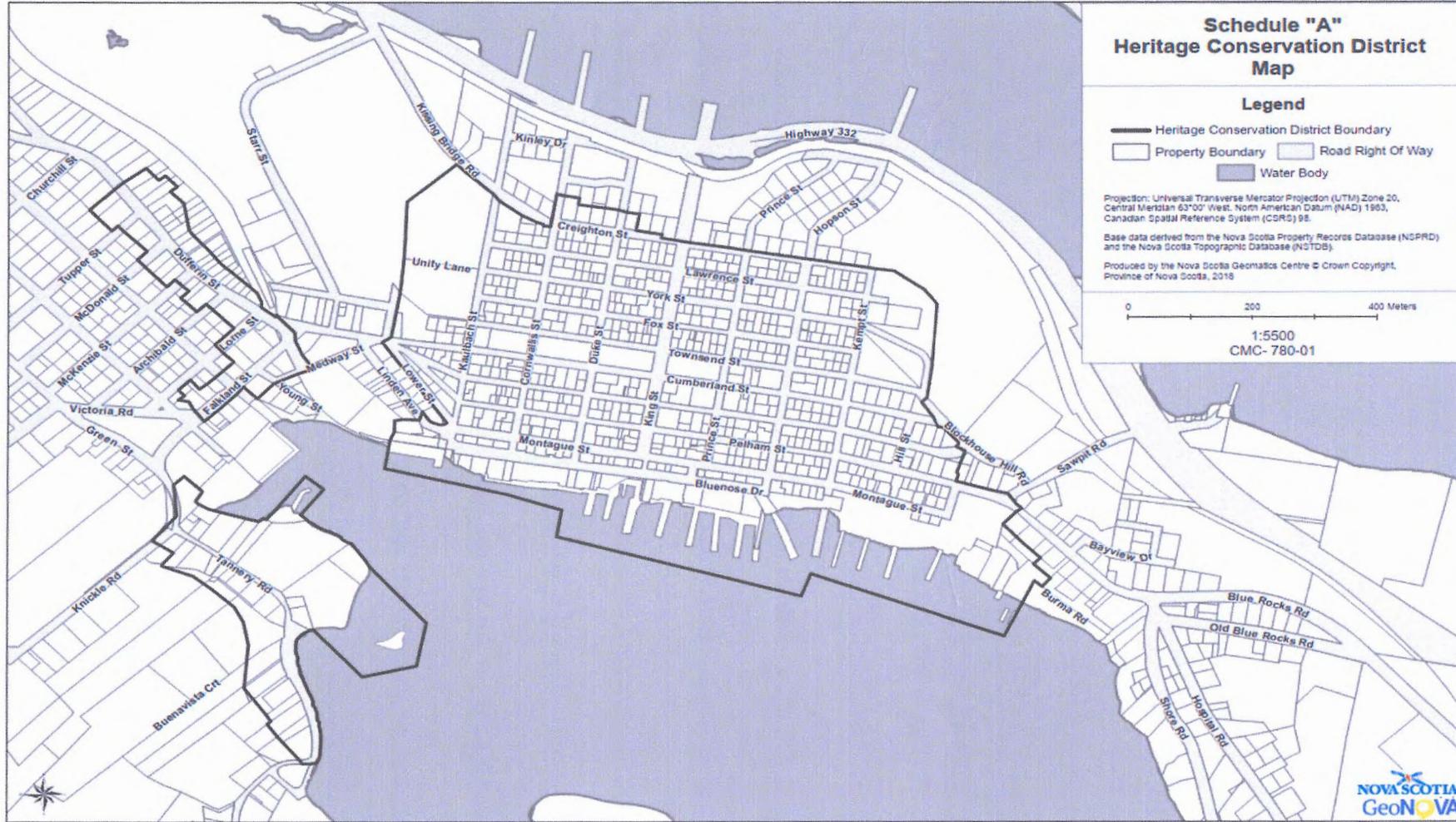
I have Attached a copy of your Map, but it includes the omitted area in Red that I feel should be included.

This is also the feeling of our members of the 'Save Our Lunenburg' Group.

Your truly,

A handwritten signature in black ink, appearing to read "John & Gail Patriarache", with a long horizontal line extending to the right.

John & Gail Patriarache,
136 Tannery Rd.





SUSAN S. PRATT
PO Box 597
208 Adams Street
Lunenburg, N.S. B0J 2C0

October 23, 2019

Town of Lunenburg
Heritage Advisory Committee
Peter Mosher, Chair
Ronald Bachman, Oliver Osmond, Natalie Irving, Steven Ernst, David John Lobb
Arthur MacDonald, Heritage Manager

Dear members of the Committee:

Thank you for your efforts in updating the Heritage District By-Law and new Heritage Conservation District Plan.

I attended the second public participation meeting held on October 21, and would like to follow up by offering some comments for the Committee to consider:

I did not read nor hear anything about the criteria you used to designate what streets, area would be included in the historic district.

Perhaps you did not use any specific criteria (such as age) in your deliberations but I wonder why the properties on Dufferin and the corner of Tupper are included—perhaps to make an even side to the area? What was known as the Powers house is included and is younger than for example, some houses on the lower part of Green Street which are not included in an historic district.

Perhaps, your reasoning may have included that you did not wish to enlarge the historic district too much thereby increasing the number of affected households? So, I do wonder about how borders of historic areas were determined.

May I suggest that you consider including the east side of Falkland Street and Young Street in the historic district?

At the meeting, I raised the question which to me is just as important as the suggested architectural guidelines – and that is colour. Many historic districts have strict guidelines concerning colour. Lunenburg has none. In my opinion, one of the glaring omissions in the original bylaw was colour. Many of us only discovered this omission in the by-law when one individual property owner decided that Lunenburg's colours were too dull, and then chose to paint her buildings colours that were not historically appropriate. When we raised our concerns to the Town, we were told that nothing could be done because the by-law did not include provisions about colour. Lime green, azure blue, raspberry pink, brown mustard were colours never in Lunenburg's historic home palette. Perhaps, since I am in my mid-80s and can remember how the houses used to be, I find these colours totally incompatible with the architecture. Unfortunately, weird colours have proliferated – I mean really - lavender??

Waterfront, commercial properties were often painted strong, primary, vivid colours but residential homes were generally white with black trim, or had subdued, muted colours. Perhaps, the committee is

not opposed to jelly-bean St. John's colours on our streets, but if so, do not pretend to yourselves and others that homes are being maintained with historic appropriateness and accuracy.

I would urge that since many guidelines are being established, that the committee seriously consider arriving at suggested appropriate colour options. I believe that Lunenburg historic colours have been recorded and would not be difficult to research. Whether these guidelines would be followed is perhaps difficult to foresee or enforce, but at least it would give homeowners some historically accurate suggestions. Choosing house colours can be challenging and providing colour samples may prove very welcome by owners. Because colour is so predominant and plays such an important role in our view plains, omitting it from the by-law guidelines leaves them truly incomplete historically.

I offer these points which I hope that the Committee will duly and seriously consider.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan S. Pratt". The signature is written in dark ink and is positioned above the printed name.

Susan S. Pratt

P.S. I offer the following comments in a postscript because they rate lower in priority for me than colour. Regarding Stairs and Railings: there was some discussion at the meeting re the not permitted unpainted or unstained stair railings. Unfortunately, it appears common practice locally to leave them untreated and become weathered. As such, they are unattractive, obtrusive and stick out like a sore thumb. Although possibly more difficult to maintain, painted or stained railings blend much more successfully and pleasingly into the appearance of a home.

#64. TOWN OF LUNENBURG PROCEDURAL POLICY
ROAD NAMING PROCEDURES

1.0 Purpose

This policy is established in order to avoid difficulty and delay for emergency response vehicles, enable businesses and service providers to carry out their businesses efficiently and to enable visitors to find their way around Lunenburg more easily.

2.0 Procedures

2.1 Subdivision Process

Once a tentative plan of subdivision application has been submitted, the development officer shall ask Council to determine the road name(s) from the list of former mayors for whom a street has not yet been named:

MAYOR'S NAME	YEARS SERVED	STREET NAMED AFTER THEM YES OR NO
Wolff, Augustus John	1888-1890, 1895-1898 and 1910	Yes
Oxner, S. Watson	1891-1894	Yes
Rudolf, Daniel J.	1899-1901	Yes
Morash, Allan R.	1902-1909	Yes
Kinley, John James	1911-1913	Yes
Hall, J. Frank	1914-1915	Yes
Duff, William	1916-1921	Yes (Private Road)
Schwartz, Arthur W.	1922-1929 and 1934-1945	Yes
Knock, Wallace E.	1930-1933	No ✓
Hebb, Lawrence Lemont	1946-1947	Yes
Adams, Douglas F.	1948-1951	No ✓
Zwicker, Fenwick Homer	1952-1955	No
Whynacht, Roy M.	1956-1957	No ✓
Wood, Rayfield G. A.	1958-1970	No
Zwicker, Sherman F.	1971-1978	No
Mawhinney D. Laurence	1979-Present	No

Any final plan of subdivision application shall bear the road names approved by Council.

The Development Officer shall notify the Civic Addressing Co-ordinator within one week of a Notice of Approval of a subdivision bearing a new street name being received and the Civic Addressing Co-ordinator shall notify any affected residents, 911 Registry, the Lunenburg Fire Department, the local detachment of the RCMP and the Land Information Centre of the road name(s) assigned.

2.2 Criteria for Choosing and Changing Road Names

Any private or public road name may be assigned or changed by Council upon receipt of a request from residents or a recommendation from staff. The name shall meet the following criteria:

- (a) there shall be no duplication between the proposed road name and the road names on the Road Name List for the Town of Lunenburg and the Provincial road index for Lunenburg County; and
- (b) the extension of an existing road shall have the same name as the existing road; and
- (c) a request for a change of name from residents shall contain the signatures of seventy-five (75) percent of the residents living on the road who are eligible voters within the Town and are in agreement with the proposed name; and
- (d) in the event that a new proposed subdivision road is being created, the developer may submit the proposed road name.

2.3 Private Streets

Private lanes or driveways that give access to three (3) or more buildings shall be assigned a name by the Civic Addressing Co-ordinator in accordance with 2.2 above.

2.4 Recording and Notification

Upon approval of a public or private road name change, confirmation or assignment of a new road name, the Civic Addressing Co-ordinator shall notify any affected residents, 911 Registry, the Lunenburg and District Fire Department, the Lunenburg detachment of the RCMP, the garbage contractor, the NS Department of Transportation, the Planning Department and Finance Department, Town of Lunenburg and the Land Information Centre of the road name(s) changed, confirmed or assigned, in the form attached as Schedule "A". Residents who are notified of a road name change shall also be notified of their responsibility to advise their security companies of the change.

2.5 Town of Lunenburg public and private street names are confirmed in Schedule "B" attached.

SCHEDULE "A"

Road Name Notification Form

Notice to: Affected residents
911 Registry
Lunenburg Fire Chief
Traffic Authority @ Lunenburg Detachment RCMP
Emergency Health Services (ambulance dispatch)
Land Information Centre
Planning Department, Town of Lunenburg
Finance Department, Town of Lunenburg
Garbage Contractor, Town of Lunenburg

From: Civic Addressing Co-ordinator, Town of Lunenburg

Date:

The following names have either been added, changed or deleted from the road name list in the Town of Lunenburg. Where changes have occurred, the new name will be considered the official name for the road in question. All old names will be considered an alias to the new name.

Please update your road list to reflect these changes/

Action to be Taken (Add, Change, Repeal)	Old Name	Official (New) Name	Comments

SCHEDULE "B"

Confirmation of Town of Lunenburg Public and Private Street Names

Public Streets

Archibald Street	Knickle Road
Bayview Drive	Lawrence Street
Blockhouse Hill Road	Lincoln Street
Bluenose Drive	Linden Avenue
Broad Street	Lorne Street
Brook Street	Lower Street
Centennial Avenue	Maple Avenue
Churchill Street	Mason's Beach Road
Cornwallis Street	McDonald Street
Cove Road	McKenzie Street
Creighton Street	Medway Street
Dufferin Street	Montague Street
Duke Street	Montgomery Street
Falkland Street	Morash Lane
Fox Street	Oxner Drive
Green Street	Pelham Street
Hall Street	Prince Street
Harbour View Drive	Rum Row
High Street	Sandy Hollow Road
Hill Street	Sawpit Road
James Road	Schwartz Street
Kempt Street	ShipYard Hill Road
King Street	Station Lane
Kinley Drive	Tupper Street
Kissing Bridge Road	Wolff Avenue
	York Street
	Young Street

Private Streets

Buenavista Court	Hirtle Road
Burma Road	Knickle Road Extension
Duff Street	Unity Lane