



AGENDA

Town of Lunenburg Council Meeting

Tuesday, September 8, 2020 at 2:00 p.m. – 4:00 p.m.

Zoom/YouTube Live Broadcast

1. Call to order – *Mayor Rachel Bailey.*
2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – *Mayor Rachel Bailey.*
3. Agenda - *motion to approve. (Note: priority agenda items are bolded below).*
4. August 25, 2020 Council meeting minutes - *motion to approve.*
5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
 - a. Lunenburg Waterfront Symposium 2020 Report;
 - b. 2019 - 2020 Annual Report for Property Valuation Services Corporation;
 - c. Notice of Provincial Tourist Accommodation Registry by Department of Business;
 - d. VON Lunenburg thank you letter for the Town's 2020/21 Grant;
 - e. Provincial Beautification Funding partial approval notification (Tannery Road = \$7500 vs. \$15,000 and Brook Street = \$5000 vs. \$10,000 applications which will be modified accordingly and seeking an extension to spring 2021 for plantings);
 - f. Letter from Minister of NS Fisheries regarding marine debris clean-up program;
 - g. Lunenburg and District Swimming Pool thank you letter for Town's 2020/21 \$1500 Grant;
 - h. Society of St. Vincent de Paul thank you letter for Town's 2020/21 \$1000 Grant; and
 - i. Bluenose Coastal Action Foundation Board membership and Bylaw update letter.
7. Business arising from the Minutes/Unfinished Business
 - a. Corporate Services

- i. **Municipal and CSAP elections 2020 – proposed resolution to appoint an additional Assistant Returning Officer;**
 - ii. Proposed amendments to the NS Heritage Property Act - *staff report*;
 - iii. South Shore Field House Society Town Grant Application (approx. \$385 Grant balance remaining);
 - iv. Lunenburg Academy exterior restoration information update – *staff report*; and
 - v. Cultural Action Plan – *discussion*.
 - b. Fire Department
 - i. Fire Department request for approval to pay for additional pumper/tanker Fire truck expenditures from the current sale proceeds of surplus trucks (*additional costs = \$2,794; total proceeds = \$80,001; balance = \$77,207*).
 - c. Public Works Department
 - i. May - July 2020 Water Utility and Wastewater treatment results and general information - *staff report*;
 - ii. LGBTQ+ crosswalk painting initiative – *discussion*; and
 - iii. Paula Baker request to remove a Town tree at 26 Linden Avenue at her expense and replant another tree for a new driveway.
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
- a. **General Government July 16 meeting minutes – 4 x notices of motion/Councillor Mosher and Deputy Mayor;**
 - b. Comprehensive Community Plan Steering Team June 10, July 8 and August 12 meeting minutes;
 - c. Joint Occupational Health and Safety Committee July 9 meeting minutes; and
 - d. Lunenburg War Memorial Community Centre/Recreation Committee August 12 meeting minutes – 1 x recommendation/Councillor Bachman.
9. New Business
- a. Corporate Services
 - i. **Water Utility 2019/2020 operating year end and capital funding – staff report;**

- ii. **Electric Utility 2019/2020 operating year end and capital funding – staff report;**
 - iii. **Town 2019/2020 operating year end and capital funding – staff report;**
 - iv. **September and October 2020 Council meetings schedule – discussion;**
 - v. Planning Advisory Committee citizen appointment vacancy - *resignation of Council candidate Susan Sanford as per NS Municipal Elections Act;*
 - vi. Policy #84 Councillors' Recognition of Years of Service – *discussion;* and
 - vii. NSFM Long Service Award applications – *discussion.*
- b. Recreation
- i. Lunenburg War Memorial Arena ice surface re-opening and comparative Arena information – *staff report.*

10. Consideration of Council in camera meeting August 18, 2020 recommendations and notices of motion

- Recommendation to deny Travel Lunenburg's (Lunenburg Walking Tours) request for early lease termination and Class Afloat's rent reduction to \$300 request for July 1, 2020 to June 30, 2021.
- Recommendation to offer a 25% Landlord rent reduction program to Lunenburg Academy for-profit businesses/tenants subject to program application criteria similar to the Town's COVID-19 property tax relief program.

11. 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	NS Environment to provide information about watershed expansion process
Blockhouse Hill development additional staff report	Corporate Services	August 25, 2020	Additional planning and development options report being prepared
Anti-racism Special Committee additional staff report	Corporate Services	August 25, 2020	Additional report regarding draft terms of reference and membership nomination update being prepared

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, AUGUST 25, 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: Pat Burke, Q.C., Town Solicitor/Returning Officer
Kelly Cunningham, Recreation Director
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
Valda Walsh, Region 6 Waste Management Executive Director

1. Call to order

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

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

The Mayor gave introductory remarks respecting Lunenburg's siting on the unceded territory of the Mi'kmaq People.

3. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Bachman to approve the agenda noting that agenda item #8 a. is a priority as well for consideration at this meeting. Motion carried.

4. July 28 and August 18, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve the July 28 and August 18, 2020 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Lunenburg Cultural Action Plan presentation by Rebecca Cann, Consultant

Deferred.

7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services

- i. Municipal and CSAP elections 2020

- o Alternative Voting Bylaw and election draft resolution

The Returning Officer explained that this resolution is necessary because the Bylaw became effective August 5 and the enabling authority contained within it for alternative voting must now be actioned by resolution as noted below.

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

WHEREAS:

- A. The Town has passed an Alternative Voting Bylaw which became effective upon publication, and
- B. Publication occurred by advertisement in the Progress Bulletin on August 5, 2020.
- C. Section 3(2) of the Bylaw provides that Council may by Resolution provide that voting by telephone and by a personal computing device (via the internet) shall be the only means of voting for an election.
- D. On July 28 Council 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.
- E. On July 28 Council set the Advance Poll days and the Alternative Poll days.

AND WHEREAS this Resolution is to confirm the actions of Council in that regard.

BE IT RESOLVED THAT:

- a) this is to confirm 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; and

- b) this is to confirm that for the 2020 Municipal and CSAP School Board elections, the Advance Poll shall be on Thursday, October 8, 2020 and Tuesday October 13, 2020; and
- c) this is to confirm that for the Municipal and CSAP School Board elections, the Alternative Polling Days shall commence on Thursday October 8, 2020 at 12:00 p.m. noon and end on Saturday October 17, 2020 at 7:00 pm.

Motion carried. (N.B. - Councillor Croft was not present for the vote.)

- o Delegation of Election Workers Fees draft resolution

Motion: moved by Councillor Risser, seconded by Councillor Bachman that:

WHEREAS:

Council established a tariff of fees for election workers on April 28, 2020 when a traditional paper ballot election was to be conducted and whereas the election will now be conducted by alternative voting method and Town staff will be the only necessary election workers other than the Returning Officer and System Elections Officer to audit the electronic vote,

BE IT RESOLVED THAT:

Pursuant to section 139 (1A) of the Municipal Elections Act Council hereby delegates its authority to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment to the Chief Administrative Officer for the election workers who are employees of the Town and the System Elections Officer.

The Returning Officer was asked who the Systems Election Officer is who he explained is an officer of the Town's IT service company to ensure independent oversight of the electronic voting system. He further advised in response to questions that Council candidates will have some means by which to be advised through the electronic voting system that electors have voted or not so as to be able to encourage voting participation. Public information will be issued about how electors can vote by phone or computer with contacts for Town election official assistance if required. Both the seniors' residence and Veterans' Unit will have certain members of their staff appointed as election officers to oversee the voting process in their facilities. Electronic PIN access will be mailed to electors and if lost can be reissued by contacting Town election officers.

(Councillor Croft rejoined the meeting.)

The motion was put and passed.

- v. Blockhouse Hill development proposal Redmond Properties/3007464 Nova Scotia Inc.

The Planning/Development Manager provided a summary of the staff report (Schedule "A") noting the process to further consider the potential sale and development of these Town lands for Council direction. There are two lots that are not migrated in the Land Registry system for the Province. The Town Solicitor indicated that the cost would be approximately \$1100-1400, plus disbursements and HST per lot. The Finance Director advised that the Capital Reserve monies could be used to pay for this.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that we have the two properties migrated. Motion carried.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that we direct the PDM to do land use configuration scenarios for Council consideration. This will include survey work including topographical information cost estimates for these lot configurations. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Lunenburg Cultural Action Plan presentation by Rebecca Cann, Consultant

Ms. Cann summarized their report and recommendations (Schedule "B").

Council thanked Ms. Cann for her report and the Foundation for their work to prepare same which will be further considered.

3:08 p.m. – 3:18 p.m. – Council recessed and reconvened the meeting.

7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services

- vi. Anti-Racism Special Committee proposal

The Heritage Manager and Assistant Municipal Clerk highlighted their report findings and recommendations to form an Anti-Racism Special Committee which may make recommendations for updating the draft terms of reference (Schedule "C"). The Special Committee will develop a Municipal Action Plan for Ending Racism and Discrimination in Town. Council is asked in the 2021/22 budget year to approve a budget for the Special Committee's operations as set out in the staff report.

Council discussed the UNESCO Coalition of Inclusive Municipalities draft resolution contained within the staff report and what other forms of discrimination may be considered by the Special Committee as envisioned by UNESCO. It was noted that its Terms of Reference could include, but not be limited to addressing racial discrimination, but other forms of discrimination as well.

Motion: moved by Councillor Mosher, seconded by Councillor Croft to establish an Anti-Racism Special Committee to develop a Municipal Action Plan for Ending Racism and Discrimination in the Town of Lunenburg, as described in this report. Membership is to be formed by invitation to Black, Indigenous, People of Colour “BIPOC” experts and stakeholders, and by advertising for citizens-at-large. Membership and Terms of Reference (Schedule “C”) to be approved by Council at a future meeting. Motion carried.

Motion: moved by Councillor Mosher, seconded by Councillor Croft to enable the Mayor to contact Chief Deborah Robinson of the Acadia First Nations to invite her or a representative to become member of the Anti-Racism Special Committee. Motion carried.

viii. Lunenburg Doc Fest Grant Application

The Finance Director advised that a \$1000 grant is recommended as per past grants. The application was inadvertently missed from the earlier grant application list Council considered. There is a \$1385 Grant balance in the Town’s 2020/21 budget.

Motion: moved by Councillor Risser, seconded by Councillor Bachman approval of a \$1000 grant to the Lunenburg Doc Fest for its 2020 season. Motion carried. Councillor Croft voted in the negative.

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

a. Lunenburg County Regional Emergency Measures Organization July 20 meeting minutes

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser to approve the “Guide to Emergency Management for Elected Officials” (Schedule “D”). Motion carried.

c. Waste Reduction Strategy Working Group June 3 and 17 minutes and Waste Reduction Strategy Report and Susan Sanford submission in response to proposed elimination of plastic based municipal election signs

The Assistant Municipal Clerk gave an overview of the Report’s findings and recommendations (Schedule “E”). The Mayor, who chaired the Group, thanked the Group’s members for their positive collaboration to produce the Report.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee adoption and implementation by staff of the Waste Reduction Strategy Report (Schedule “E”) with the deferral of the proposed ban on single use, non-recyclable material election signs as there is insufficient time to assess and implement same.

Ms. Walsh was asked by Council if the cost of recyclables is less than landfilled garbage? She advised that the long term cost of maintaining solid waste landfill cells is

greater than the cost of recycling which is encouraged for both financial and environmental reasons.

The motion was put and passed.

7. Business arising from the Minutes/Unfinished Business

a. Corporate Services

- ii. Revised Parking Meter Bylaw – consideration of public submission from Lunenburg Legion regarding no time restriction on Veterans’ parking limit and proposed second/final reading and public advertisement of the adoption of the revised Bylaw

Motion: moved by Councillor Risser, seconded by Councillor Bachman that an amendment be made to draft revised Parking Meter Bylaw indicating that a Veterans’ plated vehicle may park at a designated Town parking space without paying the parking meter fee for a maximum of twenty-four hours continuously as per the NS Motor Vehicle Act by removing the words in parentheses in section 21 of the draft revised Bylaw (Schedule “F”). Motion carried

Motion: moved by Councillor Risser, seconded by Councillor Bachman second and final reading of the revised Parking Meter Bylaw (Schedule “F”) which shall be publically advertised in the newspaper and such date is the effective date of the Bylaw. Motion carried.

- iii. Hack and Trolley Bylaw amendments - consideration of public submissions (nil) and proposed second/final reading and public advertisement of the adoption of the Bylaw amendments

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft that second/final reading is hereby given of the adoption of the amendment to the Hack and Trolley Bylaw (Schedule “G”) which shall be advertised in the newspaper and such date is the effective date of the Bylaw. Motion carried

- iv. Street Encroachment for Building Access Bylaw amendments – consideration of public submissions (nil) and proposed second/final reading and public advertisement of the adoption of the Bylaw amendments

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee that second/final reading is hereby given of the adoption of amendments to the Street Encroachment for Building Access Bylaw which will be advertised in the newspaper and such date will be the effective date of the Bylaw amendment (Schedule “H”). Motion carried.

Council agreed to defer consideration of the following agenda items to the September 8, 2020 Council meeting.

6. Correspondence, Petitions and Proclamations consideration
 - a. Lunenburg Waterfront Symposium 2020 Report
 - b. 2019-20 Annual Report for Property Valuation Services Corporation
 - c. Notice of Provincial Tourist Accommodation Registry by Department of Business
 - d. VON Lunenburg thank you letter for the Town's 2020/21 Grant
 - e. Provincial Beautification Funding partial approval notification (Tannery Road = \$7500 vs. \$15,000 and Brook Street = \$5000 vs. \$10,000 applications)
 - f. Letter from Minister of NS Fisheries regarding marine debris clean-up program
7. Business arising from the Minutes/Unfinished Business
 - a. Corporate Services
 - vii. Proposed amendments to the NS Heritage Property Act
 - ix. South Shore Field House Society Grant Application
 - b. Public Works Department
 - i. May 2020 Water Utility and Wastewater treatment results and general information
 - ii. LGBTQ+ crosswalk painting initiative
 - c. Fire Department
 - i. Fire Department request for approval to pay for additional pumper/tanker Fire truck expenditures from the current sale proceeds of surplus trucks
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 - b. Comprehensive Community Plan Steering Team June 10, July 8 and August 12 meeting minutes
 - d. Joint Occupational Health and Safety Committee July 9 meeting minutes
 - e. General Government July 16 meeting minutes – 4 x notices of motion/Councillor Mosher and Deputy Mayor

- f. Lunenburg War Memorial Community Centre/Recreation Committee August 12 meeting minutes – 1 x recommendation/Councillor Bachman

9. New Business

a. Corporate Services

- i. Lunenburg Academy Exterior Restoration Project update
- ii. Cultural Action Plan presentation review

b. Public Works Department

- i. Paula Baker request to remove a Town tree at 26 Linden Avenue at her expense and replant another tree for a new driveway

10. Consideration of Council in camera meeting August 25, 2020 recommendations x 2

11. Adjournment

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

The meeting adjourned at 4:32 p.m.

Bea Renton, CAO



SUMMER 2020: THE YEAR OF VIRTUAL MEETINGS

INTRODUCTION: Sandy Marshall, LWAI Chair

June 2020 would have been the time for LWAI to hold its 16th Annual Summer Symposium. I would have preferred to welcome you in person but under the circumstances, please accept this letter as a start. With Canada and Nova Scotia just beginning to open up some services and businesses that involve group gatherings, your LWAI Board has decided to postpone our annual information-sharing and membership renewal Symposium.

The Symposium will be re-convened later in the summer with either a community gathering or a virtual Symposium via the popular meeting platform known as ZOOM. Plans for information-sharing will be available via:

- our email mailing list
- our website: www.lunenburgwaterfront.ca
- an insert in the Town’s electric utility bill
- Lighthouse Now
- Develop Nova Scotia website: www.developns.ca and social media

In the meantime we feel this update to our membership is appropriate. While we have tried to make this self-contained as a letter, there is much to see via the links we provide to LWAI and Develop Nova Scotia (DNS) content. Please browse these as you are able. Also, we recommend that you visit the waterfront in person this summer to view the new construction underway or completed, from the Zwicker Wharf (1) the completed Ocean Gear seawall seen from Zwicker Wharf (2) - all the way to the Smith and Rhuland ‘Big Boat Shed’ (3) where new interpretive facilities are under construction.



BOARD STRUCTURE AND MEMBERS:

“ ... LWAI is a not for profit corporation managed by a volunteer Board. A membership plan has been established so that anyone interested may participate. We hope that all those who value Lunenburg’s working waterfront will vigorously support and maintain the Lunenburg Waterfront Association Inc. as members ...”

- from Lunenburg Waterfront Association Inc. website

LWAI Board consists of Chair Sandy Marshall with 10 Directors -

- | | | | | |
|---------------|---------------|-------------|---------------|------------------|
| Frans Aeyelts | Rachel Bailey | David Jones | Derek Kinsman | Donna Knickle |
| Doug Langley | Jim Mosher | Jane Ritcey | Gerry Rolfsen | Heather Towndrow |

For information, call Sandy Marshall @ 902 634-3065 or email: sandy.marshall1@eastlink.ca

MEMBERSHIP AND RENEWAL: Gerry Rolfsen, Membership Director

In 2019, we had 165+ paid memberships (\$20) and several members who generously gave extra as donations.

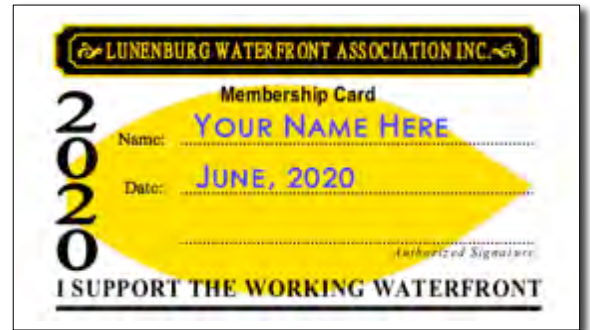
As membership renewals normally occur at the June Symposium and in the following weeks, we have taken steps to allow everyone to renew their memberships and to add new members. Annual membership fees (\$20, \$25 for Directors) and donations may now be paid to the LWAI by means of e-transfers through your financial institution. This convenient replacement for cash and cheques through the postal system is what many members have requested over the past few years.

To receive your virtual membership card and remain current, please initiate an e-transfer to:

lwai.banking@gmail.com

No passwords are required as this is a direct deposit feature. When the bank sends us notice of your renewal payment, we will send you a virtual membership card with your name in an email.

You can still renew as in the past by sending a cheque to LWAI, PO Box 520, Lunenburg, NS B0J 2C0. We thank you in advance for your continued support.



FINANCIAL REPORT: Jim Mosher, Treasurer

We have maintained for several years a balance of approximately \$14,000. Please contact the Chair or Treasurer to see details of expenditures. We anticipate this year will be trying as we must repaint the Lighthouse exterior.

HARBOUR HEALTH: Doug Langley, Director

LWAI in 2019-20 continued to participate on the Town's Harbour Health Committee monitoring and advising on the water testing program conducted by Bluenose Coastal Action. There has not been any harbour monitoring in 2020.

We have commented on the review by CBCL, the consultants, of the waste water treatment plant. We recommended the Town support a peer review of the CBCL options and to include in any option, the extension of the waste water outfall away from directly under the inshore fisheries wharf. LWAI urged Council to give careful consideration to the Dillon peer review report which recommends a more modest technically proven approach.

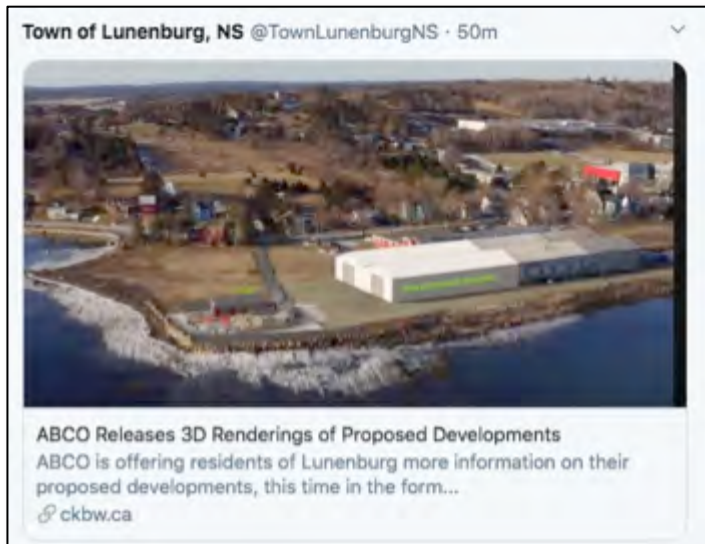


The Town hired a contractor in June for maintenance of Aeration Tanks.

ABCO DEVELOPMENT PROPOSALS: Sandy Marshall, Chair

In Spring 2019, ABCO publicized a conceptual development proposal that included purchase of harbour bottom infill, and multi-unit residential buildings on their waterfront lands.

LWAI expressed concern about this proposal. We highlighted the crucial need to properly plan the role that the whole harbour plays in the Town's future. In September 2019, "Council found it inappropriate to consider ABCO's request at this time".



This year there have been public hearings on ABCO's request for their six contiguous properties to be removed from the Architectural Control Area. On May 5, Town Council voted 5-2 to approve that request. LWAI spoke at these hearings, recognizing ABCO as a major part of Lunenburg's "Working Waterfront". We do support the industrial expansion within the constraints of the Marine Industrial Zoning bylaw.

The initial proposal of infill, etc. was specifically excluded from this year's discussions. It has not been formally withdrawn and bears continual watching.

WHOLE HARBOUR PLANNING: David Jones, Director & Terry Drisdelle, Develop Nova Scotia

We feel that planning by the Town must be based on a vision and set of objectives for the whole harbour, which includes the Town's working waterfront. A long term coordinated approach is necessary to support, protect and enhance the harbour and waterfront land uses. Prudent and inclusive planning must recognize the historical, commercial, industrial and recreational potential of the harbour and surrounding lands. This will require an 'all government' awareness of the issues and coordination of goals among the Municipality of the District of Lunenburg (MODL), the Province, and the various Federal Government departments. Without a whole harbour vision and unified approach by all levels of government, the Town's aspirations for its harbour are exceedingly vulnerable.

Our working waterfront has benefited from the high level planning and proactive financial investment by Develop Nova Scotia, on behalf of the province, in the infrastructure and public use facilities on our waterfront that you will read more about in this report. Develop Nova Scotia has been in discussions with the Town and Transport Canada to understand the implications of possible future harbour divestitures, and the importance of ensuring that all future harbourfront land uses are implemented in accordance with an updated Municipal Planning Strategy.



Maintaining and protecting Old Town as both a World UNESCO Site and a National Historic Site is a primary concern. Sustaining the Outstanding Universal Value of the property over time also involves ensuring future waterfront and harbour uses complement and respect the heritage value of Old Town Lunenburg.

During the past year LWAI has spoken with Town officials and formally presented to the Project Lunenburg Comprehensive Community Plan to outline our concerns around the need for a whole harbour vision and we look forward to continued discussions.

We believe that coordination is essential to Lunenburg's future success. We will continue to represent that view. LWAI's presentation for Project Lunenburg may be found here:

www.lunenburgwaterfront.ca/PPforprojectlunenburg

BATTERY POINT LIGHTHOUSE PROJECT: Gerry Rolfsen, Project Manager

Our most significant recurring expense on behalf of the community is fulfilling the terms of our license with DFO to maintain the exterior of the Battery Point Lighthouse. This has proven to be a very challenging activity to schedule because of the uncertain weather including typically high winds throughout the summer at Battery Point.

The plans to re-paint the Lighthouse in 2019 were regularly thwarted and finally delayed one year by weather conditions, and also by the high demand for good painters within the Town. We will attempt to complete this maintenance in 2020, given acceptable weather conditions. The plan this year is to strip the exterior shingles down to bare wood, re-prime and paint the entire exterior with the goal of developing a more lasting exterior finish. We need to be blessed with good weather this summer.

If we can find the weather window that we need to re-finish the Lighthouse, this time without a Federal grant, our expenses this year will be significantly higher than in the past. We need your continued support.



DEVELOP NOVA SCOTIA – PROJECT UPDATE 2020

Over the past year, with the ongoing support of the Lunenburg community and partners, together we have made progress on a number of projects outlined in our collective 5 year Lunenburg Waterfront Master Plan.

For this plan, in 2018 a robust series of informal interviews was completed with major stakeholders including the Town, key individuals and organizations, local industry and tenants, groups related to the economic development of the waterfront, and the public. Meetings and workshops were also held with stakeholders to create vision for physical improvements, land, buildings, and marine infrastructure and services. Program planning included potential events, marketing, and communications. More than 60 stakeholders engaged with us, often multiple times, through this targeted mix of informal one-on-one discussions and other sessions/meetings.

A draft working waterfront plan was then presented to the public at the annual Lunenburg Waterfront Association Symposium in June of 2018, followed by a series of three pop-up sessions in the summer held throughout the town. Overall, it is estimated between 300 and 400 people attended the symposium and sessions. An online survey was also available. View the plan at:

<https://developns.ca/wp-content/uploads/2019/06/DD-19-072-Develop-NS-Lunenburg-Plan-R7-w-rev.pdf>

Today, Lunenburg's working waterfront is a place where marine industrial businesses work side by side to support key sectors in Nova Scotia's ocean economy. It is the authenticity of the working waterfront that contributes to Lunenburg's tourism appeal and is a source of pride and shared history for the community.

We would like to provide you with an overview of the progress to date. We look forward to providing further updates and a look at the year ahead at our Virtual Lunenburg Waterfront Symposium update with LWAI later this summer.

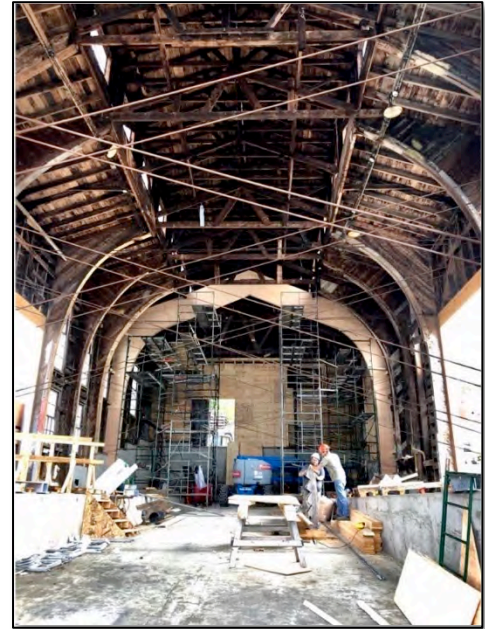
Wharf Work Recently Completed or Underway

- ✓ Common User Wharf (C or W3 on plan)
A tender has been released for the demolition and complete reconstruction of this wharf. The reconstructed version will have a concrete deck and be provided with shore power.

- ✓ Clearwater Wharf L (W6 on plan)
This wharf is leased to Clearwater Seafoods. Repairs were recently completed, and the wharf is now in good condition.
- ✓ Scotia Trawler Wharf M (W7 on plan)
This will be part of the Lunenburg Shipyards Revitalization project (noted below) which includes the complete rebuild of Wharf M.

Other Key Projects Completed or Underway

- ✓ Ocean Gear Seawall
Approximately 180 feet of new concrete seawall is now completed between the Zwicker, Ocean Gear and Common User Wharves.
- ✓ Big Boat Shed & Interpretation Centre
Revitalization work continues in the Big Boat Shed with the reinforcement of existing support arches and the installation of new arches. The construction of a wooden floor will follow and be installed around the perimeter of the recently completed concrete slipway.



In recent years, world-renowned master boatbuilder David Westergard chose Lunenburg to practise his craft. Once upgrades are complete, he plans to lease space and continue to build, allowing visitors to see the work involved in building a traditional wooden schooner.

The building envelope of the new addition - which will accommodate the Fisheries Museum of the Atlantic small boatbuilding and interpretation programs - is now completed and work is continuing inside the structure. Both the renovation work to the Big Boat Shed and the interpretation centre addition are scheduled to be completed by late summer of this year.

This project will ensure that Lunenburg continues to be a place where Nova Scotians and visitors can experience and participate in traditional shipbuilding.

Leasing of the Shipyards Warehouse

The 2,840 square foot open space of the 2nd floor of this historic building is being offered on an initial 3-year lease term. Deadline for applications of interest closed in June.

Upcoming Projects

On May 27/20, the Province announced an investment of up to \$230M to improve infrastructure and help get the economy moving again. The funding will support more than 200 shovel ready projects, creating up to 2000 jobs.

A number of these stimulus projects, through an investment of close to \$38M, will be led by Develop Nova Scotia with a focus on creating places that attract people, build on our natural advantages, and support sector growth. These projects are focused on the revitalization of working waterfronts that serve as multi-purpose platforms for business, as well as some of our most visited tourism destinations.

In our work to support community and to attract people to Nova Scotia, it isn't just about what we build, but how. By planning and building places with community, we are able to reflect the authenticity of the place as well as build community participation and resiliency.

(1) Zwicker Building

Zwicker Warehouse is envisioned to be a centre of growing recreational marine visitation and activity, through facilities and small business opportunities. With this provincial investment, renovations to the first floor will house permanent accessible marine visitation facilities including a marina office, laundry, shower and public accessible washrooms for marine visitors and seasonal visitor attractions.

It will also support ground floor retail/food and beverage small businesses, and be a point for local indoor and outdoor events. This project will build on stabilization work and roof repair work that has been completed.

Overall planning for the site includes new site servicing, landscaping and improvements to the building envelope in accordance to the Town of Lunenburg heritage guidelines enabling occupancy for the ground floor, and base building improvements to facilitate future long-term tenants on the upper floors for marine business/office use.

(2) Lunenburg Shipyard Revitalization

This project, located at 12 Burma Road and 174 Bluenose Drive, will revitalize the open waterside areas between Clearwater Seafoods and the historic, and newly revitalized Big Boat Shed. The intent is to improve shipyard infrastructure creating a platform for shared use by the cluster of marine services businesses, with direct access to Lunenburg Harbour.

Waterfront tenants *Old Town Boatworks* and *Ocean Gear* were the successful proponents to a 2019 public call for a Collaborative Marine Services Centre.

The intent is to provide this high-quality marine service centre of excellence, independently or through collaboration and clustering of complementary services to support and attract boatbuilding, marine maintenance and service opportunities to Lunenburg and the province of Nova Scotia.

Plans include enhancing haul-out capabilities to enable work on boats year-round, enhanced services and amenities, and maximizing berthage opportunities and protection for boats through new wharf infrastructure and floating dock improvements. All new infrastructure will be designed and constructed for accessibility and with respect to sea level rise projections.

Visit: <http://www.developns.ca>

CLOSING REMARKS: Sandy Marshall, Chair

On behalf of LWAI membership and Board, we want to clearly say how pleased we are with the progress and hard work of all of Develop Nova Scotia staff in making the Master Plan come alive. We also extend our appreciation to the Government of Nova Scotia and ACOA for including our Master Plan in strategies and budgets. Lastly, we thank the membership and public for their continuing support of this important part of our Town.

July 30, 2020

Mayors and Wardens
Nova Scotia Municipalities

Dear Mayors and Wardens:

Re: Delivery of 2019-20 Annual Report

On behalf of Property Valuation Services Corporation (PVSC), I am pleased to inform you that the 2019-20 Annual Report (for the April 1, 2019 – March 31, 2020 fiscal year) is available.

This year's Annual Report focuses on PVSC's connection with clients, investment in partnerships and commitment to advancing the assessment industry.

The Annual Report is available at: <http://www.pvsc.ca/en/home/aboutpvsc/annualreports.aspx>.

Thank you for taking the time to read and share our Annual Report with your municipal colleagues and elected officials.

Sincerely,



Greg Keefe
Chair, PVSC Board of Directors

cc: CAOs and Town Clerks

Ann Covey

Subject: 6 Coun Aug 25 20 Notice of Provincial Tourist Accommodation Registry by Department of Business

From: Armstrong, Barbara [<mailto:Barbara.Armstrong@novascotia.ca>]

Sent: July 31, 2020 4:09 PM

Subject: Tourist Accommodation Registry

Tourist Accommodation Registry

Re: Important Changes to Tourism Legislation and Accommodation Licensing

To help support tourism growth and to encourage micro-entrepreneurs throughout our province, government is modernizing the legislation governing tourist accommodation operations in Nova Scotia.

Amendments to the *Assessment Act* in March 2019, provided a definition of 'small-scale residential tourist accommodation establishment'. Municipal consultation on the details of this definition have informed the development of regulations, which are expected to be in effect for the 2021 Assessment Roll. Additional details will be provided once the regulations are finalized.

A new *Tourist Accommodations Registration Act* has replaced outdated regulation (Tourist Accommodations Act). New rules, regulations and online registration came into effect April 1, 2020. The Province consulted with stakeholders and collected input from Nova Scotians through an online consultation. The summary report from the online consultation on short term rental accommodations and more information on the *Tourist Accommodations Registration Act* is available at <https://novascotia.ca/touristaccommodation/>.

What these changes mean for accommodation operators

Effective April 1, tourist accommodation operators are required to register through a simple, online registry. The new online registration system will make it easier and faster for tourist accommodations operators to register.

Who needs to register?

All operators of tourist accommodations rentals of 28 days or less must register, unless the accommodations are located within a primary residence.

Who does not need to register?

Accommodations rented in the owner or tenant's primary residence are not required to register.

A primary residence is the home where the operator lives, as an owner or a tenant. It's the address used for bills, identification and tax purposes.

Campgrounds are not required to register under the new *Tourist Accommodations Registration Act* unless they offer a roofed accommodation for short-term rental on the property, like a cabin, cottage or unusual lodging (yurt, dome or globe).

How to register

The registration process opened on April 1, 2020 and must be done online. Operators will not be required to remit any documentation as part of the registration process. Following successful registration, operators will receive a registration number to keep for their records.

Registration can be done at this link: <https://beta.novascotia.ca/register-your-tourist-accommodation>

Registration fees and payment

We know that COVID-19 is causing economic impacts across industries. Given the current situation, tourism operators/hosts will not pay a registration fee for the 2020/21 registration year.

In 2021/22 the registration fees will be \$50 for accommodation operators with 4 bedrooms or less, and \$150 for accommodation operators with 5 or more bedrooms.

Offences

A person who has contravened the Act by failure to register is guilty of an offence and liable on summary conviction to a fine of \$1,000 a day, up to a maximum annual amount of \$7500.

Registry Data Sharing

A sub-section of data collected from the registry - approximate location of accommodations, type and size of accommodations - that doesn't include personal information will be shared on the Province's Open Data Portal (<https://data.novascotia.ca/>)

The full dataset collected from the registry will be shared with municipalities. This data could be used to enforce by-laws and to inform policy development. In order to receive this data, you must have a data sharing agreement with the Province. Please reach out to Sarah Deveau at Sarah.Deveau@novascotia.ca to get a copy of the agreement.

Public Inquiries

The province will continue answering questions about the new regulations and online registry system. Questions regarding municipal by-laws such as garbage removal, zoning and land-use are best answered by you. Access Nova Scotia has been provided information on the Tourist Accommodation Registry, and will direct any municipal inquiries to their municipal contacts.

Sincerely,

Bernard F. Miller, Q.C.
Deputy Minister
Department of Business

Move Alert! As of Monday, May 25, the Department of Business will be located at 1809 Barrington Street (CIBC Building), Suite M103, Halifax, B3J 3K8. My direct phone line, email and cell phone remains the same. The Department's main number is 902-424-2899. Follow the Department on Twitter @NS_DoB



Live Every Day.

August 4, 2020

Town Of Lunenburg
119 Cumberland St
PO Box 129
Lunenburg, NS B0J 2C0

Dear Town Of Lunenburg,

Thank you for your generosity!

Your donation of \$2,000.00 to VON Lunenburg is ensuring that people of all ages - our family, friends and neighbors - can continue to count on VON to provide community support services every day.

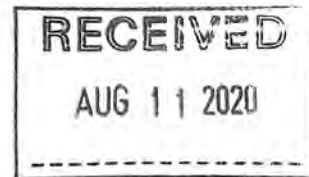
Here in Lunenburg County, VON staff is supported by amazing community partners, generous donors like yourself and dedicated staff and volunteers to provide community nursing services and our many charitable and volunteer programs. Programs such as foot clinics, Frozen Favorites and On The Move Assisted Transportation.

Thank you again for your gift. If you have any questions or to learn more about our work and how your support is making lives better in our community please contact us at (902) 624-1897 or visit us at www.von.ca.

With appreciation,

A handwritten signature in cursive script that reads "Joanne E. Hughes".

Joanne Hughes, Chair
VON Lunenburg Site
Community Corporation Member



VICTORIAN ORDER OF NURSES FOR CANADA | LUNENBURG

1924 Northwest Rd, PO Box 147, Blockhouse, NS B0J 1E0 | T. 902-624-1897 | Fax 902-624-0319 | www.von.ca
VON is proud to be accredited with Exemplary Standing by Accreditation Canada
Charitable Number: 751 998 493 RR00001



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424 5550 Fax 902-424-0581 • novascotia.ca

July 28, 2020

Beatrice Renton
Town of Lunenburg

VIA EMAIL: brenton@explorelunenburg.ca

Dear Beatrice Renton:

Thank you for your recent request for funding under the Beautification and Streetscaping Program 2020 for the Beautification of Brook Street Victoria Road Water Retention Gardens.

I am pleased to advise that the Department of Municipal Affairs and Housing (DMAH) will contribute \$5,000 toward the cost of this project.

Projects are to follow the terms and conditions outlined in the Program guidelines, and a final report containing proof of expenditures must be submitted within 30 days of project completion.

The Department is coordinating a public announcement and may reach out to you during that process. In the interim, I would ask that you keep the funding information confidential until such time as the public announcement occurs.

Should you have any questions about this Program, please contact Nick Barr, A/Director of Governance and Advisory Services, at (902) 424-4656.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chuck Porter".

Chuck Porter
Minister

c: Mayor Rachel Bailey, rbailey@explorelunenburg.ca
Nick Barr, A/Director of Governance and Advisory Services, DMAH



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424 5550 Fax 902-424-0581 • novascotia.ca

July 28, 2020

Beatrice Renton
Town of Lunenburg

VIA EMAIL: brenton@explorelunenburg.ca

Dear Beatrice Renton:

Thank you for your recent request for funding under the Beautification and Streetscaping Program 2020 for the Tannery Road Seawall - Green Space.

I am pleased to advise that the Department of Municipal Affairs and Housing (DMAH) will contribute \$7,500 toward the cost of this project.

Projects are to follow the terms and conditions outlined in the Program guidelines, and a final report containing proof of expenditures must be submitted within 30 days of project completion.

The Department is coordinating a public announcement and may reach out to you during that process. In the interim, I would ask that you keep the funding information confidential until such time as the public announcement occurs.

Should you have any questions about this Program, please contact Nick Barr, A/Director of Governance and Advisory Services, at (902) 424-4656.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Porter'.

Chuck Porter
Minister

c: Mayor Rachel Bailey, rbailey@explorelunenburg.ca
Nick Barr, A/Director of Governance and Advisory Services, DMAH

State of emergency declared. See [Novel Coronavirus \(COVID-19\) updates](https://novascotia.ca/coronavirus/) (<https://novascotia.ca/coronavirus/>) and check for location, program and service [closures, cancellations and changes](https://novascotia.ca/closures/) (<https://novascotia.ca/closures/>).

News release

50 Projects Receive Beautification Funding

[Municipal Affairs and Housing \(.../search?dept=178\)](#)

August 12, 2020 - 11:49 AM

Creating beautiful and inviting spaces encourages economic development and enhances the quality of life for residents in communities.

That is why the provincial government is partnering with municipalities to invest \$629,476 in 50 beautification projects across Nova Scotia.

Chuck Porter, Minister of Municipal Affairs and Housing, made the announcement today, Aug. 12, in Windsor, where \$17,500 will support the installation of updated signs, picnic tables, planter boxes, mural paintings and a new entrance sign to downtown Windsor.

Mr. Porter also announced \$13,861 for the New Minas Beautification Project. This funding will help with the installation of benches, planters and waste receptacles along Commercial Street and add landscaping to the roundabout at Commercial Street and Granite Drive.

“The Beautification and Streetscaping Program supports the development of attractive and inviting areas where residents and visitors want to spend time,” said Mr. Porter. “Investments like this also help to rejuvenate our communities and foster local pride.”

Other projects approved include landscaping, interpretive signs, lighting for public spaces and the creation and installation of an accessible outdoor art gallery.

Quotes:

“The West Hants Regional Municipality is thrilled to be partnering with the Windsor Township to help stimulate economic growth by enhancing the vibrancy of our downtown.”

– *Abraham Zebian, mayor, Region of Windsor-West Hants*

“Beautifying our community has been identified as a priority by the New Minas Village Commission. The support from Municipal Affairs and Housing for projects like the ones we are undertaking makes a huge difference to what we are able to accomplish.”

– *Mary Munroe, commissioner, Village of New Minas*

“Through this program, municipalities have up to 50 per cent of their project costs covered. As a result, communities from Sydney to Yarmouth have been able to develop beautiful areas for their residents and visitors alike and enhance the well-being in municipalities across the province.”

– *Pam Mood, president, Nova Scotia Federation of Municipalities*

Quick Facts:

- program is application-based
- funds up to 50 per cent of the costs of eligible municipal projects to a maximum of \$25,000

Additional Resources:

A full list of projects is available at <https://beta.novascotia.ca/documents/beautification-and-streetscaping-program-grant-recipients-2020>

(<https://beta.novascotia.ca/documents/beautification-and-streetscaping-program-grant-recipients-2020>).

Department of Municipal Affairs and Housing Twitter: https://twitter.com/dma_ns

(https://twitter.com/dma_ns)



Media Contact:

Krista Higdon

[902-220-6619 \(tel:+19022206619\)](tel:+19022206619)

Email: [krista.higdon@novascotia.ca \(mailto:krista.higdon@novascotia.ca\)](mailto:krista.higdon@novascotia.ca)

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Related information

- [Media enquiries \(https://beta.novascotia.ca/media-contacts\)](https://beta.novascotia.ca/media-contacts)
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State of emergency declared. See [Novel Coronavirus \(COVID-19\) updates](https://novascotia.ca/coronavirus/) (<https://novascotia.ca/coronavirus/>) and check for location, program and service [closures, cancellations and changes](https://novascotia.ca/closures/) (<https://novascotia.ca/closures/>).

Beautification and Streetscaping Program grant recipients: 2020

Recipients of the Beautification and Streetscaping Program grant for 2020, including the name of the municipality, project name and grant amount.

This document provides a list of the Beautification and Streetscaping Program grant recipients.

Information includes:

- name of municipality
- project name
- grant amount



Beautification and Streetscaping Program (BSP) Grant Recipients - 2020

2 page PDF

File size: 119 kB

(/sites/default/files/documents/1-2486/beautification-and-streetscaping-program-bsp-grant-recipients-2020-en.pdf)

This document may not be fully accessible if you're using assistive technology.

[Request a different format \(/request-different-format?pid=MA_BSP_006\)](/request-different-format?pid=MA_BSP_006)

Type: Recipients (awards, funding)

Department: Municipal Affairs and Housing

Was the information on this page helpful?

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Beautification and Streetscaping Program 2020 - Successful applicants project information

Municipality	Project Name	Amount Approved
Municipality of the County of Colchester	Fundy Discovery Site	25,000
Municipality of the County of Cumberland/Pugwash Communities in Bloom	Pugwash Open Air Gallery	10,000
Municipality of the County of Inverness/Whycocomagh Streetscape Committee	Implementation of the Whycocomagh Brand, Signage & Streetscape Plan	25,000
Municipality of East Hants	Dawson Dowell Park Improvement Project	21,250
Town of Port Hawkesbury	Port Hawkesbury Community Park Streetscaping Upgrades	21,250
Municipality of the District of St. Mary's	Phase 2 - 16 Main Street Public Parking and Walkway Enhancements	21,250
Municipality of the County of Victoria/Village of Baddeck	Village of Baddeck Community Wharf and Surrounding Area Beautification - Phase 1	12,750
Town of Kentville	Kentville Gateway Project	12,750
Town of Wolfville/Wolfville Business Development Corporation-Stay Healthy	Stay Healthy Downtown	20,081
Municipality of the District of Chester	Trail Art Project	21,250
Town of Oxford	Wild Blueberry Capital Beautification Project	17,500
Town of Kentville	Centre Square Activation Project	9,520
Municipality of the District of Guysborough	Community Enhancement Program - Canso	17,500
Town of Stewiacke	2020 Town of Stewiacke Beautification Project	7,000
Town of Berwick	Berwick Beautification Project: Phase 2	17,500
Mun of the County of Cumberland/Springhill Communities in Bloom	Springhill Beautification and Streetscaping	17,500
Town of Antigonish	Chisholm Park Renovations	13,643
CBRM	CBRM Blossoming 2020-Sydney	17,356
CBRM	CBRM Blossoming 2020-North Sydney and Sydney Mines	10,806
CBRM	CBRM Blossoming 2020-Glace Bay, Reserve Mines and Dominion	12,607
CBRM	CBRM Blossoming 2020-Whitney Pier and New Waterford	10,806
CBRM	CBRM Blossoming 2020-Port Morien and Louisbourg	7,925
Municipality of the County of Inverness/Margaree Area Development Association	Margaree Brand, Signage & Concept Development Plan	8,191
Municipality of the County of Inverness/Friends of Whale Watch Cape Breton (Pleasant Bay)	Pleasant Bay Brand, Signage and Conceptual Development Plan	17,500
Town of Yarmouth	Downtown Beautification	11,655
Municipality of the County of Kings/Village of New Minas	New Minas Beautification	13,861
Region of Windsor and West Hants Municipality	Windsor Township Streetscape Beautification	17,500
Mun of the County of Cumberland/Parrsboro and Joggins	Streetscape Eye Candy for Parrsboro and Joggins	17,500

Town of Digby	Welcome Signage/ Banners/ Wayfinding Project	7,000
Town of Lunenburg	Beautification of Brook Street Victoria Road Water Retention Gardens	5,000
Town of Wolfville/Wolfville Business Development Corp-Holiday Decoration	Main Street Holiday Decoration - Night of Lights	7,000
Municipality of the County of Cumberland/Parrsboro and District Board of Trade	Pretty Parrsboro	7,500
Municipality of the District of Barrington	Municipality of Barrington Beach Signage Plan	7,288
Town of Middleton	Towards a Stronger Heartbeat - Beautification 2020	4,000
Town of Bridgewater	Bridgewater Downtown Beautification - Decorative Lighting	12,500
Municipality of the County of Colchester/Village of Tatamagouche Commission	Campbells Marina Development	9,375
Town of Westville	Beautification Program of Downtown Westville	6,250
Town of Amherst	Gritty to Pretty	12,500
Town of Annapolis Royal	Downtown Beautification Project	10,538
Region of Queens	Waymarking Signage Refresh for Downtown Liverpool	7,500
Municipality of the District of Lunenburg	Comprehensive Wayfinding Strategy and Plan	12,500
Town of Mahone Bay	2020 Edgewater Streetscape & Wayfinding Signage Project	12,500
HRM	South Park Street Streetscaping	12,500
Municipality of the District of Chester	Beautification of Parade Square, Village of Chester	12,500
CBRM/Downtown Sydney Development Association	Downtown Sydney Beautification	5,825
Municipality of the County of Annapolis	Queen Street Reconstruction	12,500
Town of New Glasgow	Working Community 2021	10,000
Town of Clark's Harbour	Town of Clark's Harbour 2020 Street Beautification Program	5,000
Town of Lunenburg	Tannery Road Seawall - Green Space	7,500
CBRM/Sydney & Louisbourg Railway Historical Society	Facade Improvement - Louisbourg's Iconic Yellow Caboose	5,750



**Fisheries and Aquaculture
Minister**

PO Box 2223, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902 424-8953 Fax 902 428-3145 • novascotia.ca

July 23, 2020

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

Dear Mayor Rachel Bailey:

I am writing to inform you about a funding program that the Nova Scotia Department of Fisheries and Aquaculture has launched and ask for your support.

Nova Scotia is known for its clean coastal and ocean environment from which our seafood comes. Marine debris harms both our environment and our economy. Our seafood industry has been undertaking efforts to clean up our shores and oceans in some areas of the province and we want to encourage and support these efforts.

We have established the Marine Debris Clean-Up program which provides financial support to remove debris from areas that are of commercial and social importance to the seafood sector of Nova Scotia. Please see the attached program package for more information or visit <https://novascotia.ca/fish/marine-clean-up/>.

Covid-19 temporarily restricted the ability to conduct clean-ups. Now that restrictions are changing and our province is entering a new 'normal', organizations may be able to consider clean-ups that can be conducted safely following public health guidelines.

The removal of debris from our oceans and shorelines will support the pristine image of our coastal communities and have direct benefits to tourism. I recognize that municipalities play a vital role in this effort, and I encourage you to consider your current and future involvement. Municipal waste and recycling charges can be an impediment to clean-up efforts. Waiving these fees for clean-up projects may be one way that you can provide support.

If you have questions about the Marine Debris Clean-Up program, or would like to discuss your municipality's involvement, please contact Amber Creamer at (902)237-7146 or amber.creamer@novascotia.ca.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Keith Colwell'.

Honourable Keith Colwell, E.C.N.S

Program Objectives

The Marine Debris Clean-Up program provides financial support to remove debris from Nova Scotia’s ocean and shorelines.

Program Overview

The program consists of two streams. Applicants may apply to one or both streams.

Stream	Description	Maximum Support
Shoreline Clean-Up	A land-based clean-up to remove debris from coastal areas	40% of project costs up to \$5,000
Ocean Clean-Up	An ocean-based clean-up to remove debris from marine areas	20% of project costs up to \$5,000

Eligibility

Applications will be accepted from:

- Organizations in the seafood harvesting, processing, buying, or aquaculture industry.
- Community organizations that have a letter of support from an organization in the seafood harvesting, processing, buying or aquaculture industry.

Organizations must be active with the Registry of Joint Stock Companies.

Financial Assistance

Each applicant may be eligible for funding up to the maximum support identified in the Program Overview. The remaining project costs may include in-kind contributions, financial contributions and/or other program funding. At least 20% of the total project costs must come from the applicant.

Eligibility for funding will be assessed on factors such as:

- **Merit** – the feasibility of the project and qualification of the applicant and other project partners and professionals involved.
- **Project Costs** – the detail provided in the project budget and the financial and in-kind support from other contributors.
- **Support** – the degree of community and seafood industry reach.
- **Impact** - the impact of the project on the commercial and social prosperity of the seafood sector.

The department has the authority to deny an application based on any of the selection criteria or availability of funding.

Applicants are encouraged to explore potential funding from federal and municipal governments and local businesses, as well as explore existing programs that support debris clean-ups. Applicants are also encouraged to collaborate with other seafood industry leaders in their area. Letters of support from funders and outreach partners should accompany the application.

Eligible Expenses:

- Materials and supplies (ex: gloves, wire cutters)
- Equipment rental
- Activities to promote the project and recruit volunteers (at a maximum of 10% of total project costs)
- Liability insurance

Ineligible Expenses (include but are not limited to):

- Multi-use equipment that is not specialized to the project (ex: laptops)
- Existing staff salaries and normal operating expenses of the organization
- Volunteer time

Application Process

Applications will be accepted starting March 1, 2020 for the 2020/2021 fiscal year. Applications will be accepted until all available funding has been awarded.

Please submit a completed application form along with supplemental information (when relevant) by e-mail to MarineCleanUp@novascotia.ca or send by mail to:

Marine Division
Nova Scotia Department of Fisheries and Aquaculture
2 – 173 Haida Street
Cornwallis Park, NS
B0S 1H0

Approval Process

- Applications will be reviewed by the Nova Scotia Department of Fisheries and Aquaculture.
- Department staff may contact the applicant for additional information or to recommend project modification.
- If approved, applicants will receive a Letter of Agreement which identifies the eligible project activities, assistance offered, and the terms and conditions under which assistance is approved.
- Sign and return the Letter of Agreement and any additional information requested within 60 days of the date of the letter to secure your funding.
- Funding will be released following project completion and submission of required documentation.

Terms and Conditions for Awarding Financial Support:

- Aquaculture operators are responsible for the retrieval of gear or debris that breaks loose from aquaculture sites under the Aquaculture Management Regulations. Operators can be fined for failure to clean-up lost gear and debris. Projects that fall under these regulations are not eligible under this program.
- The proponent is responsible for obtaining liability insurance for the clean-up, if required. Liability insurance is an eligible expense.
- The proponent is responsible to ensure that all required approvals or permits are obtained, and that waste is disposed of appropriately.
- The proponent is responsible for clean-up safety and logistics.
- The proponent must provide a Claim Report within one month of the project completion date that includes:
 - How community outreach was conducted
 - What participants and partners were involved and in what capacity
 - An inventory of the debris collected and waste management method (template provided)
 - Photographs of the event
 - A summary of all project expenses incurred, supported by copies of all relevant invoices, receipts and proof of payment.
- Any photographs provided must be accompanied by photo release forms. These photographs will become property of the department and may be used in communication products.
- Any promotional product or publicly released messaging and photos related to the project must be reviewed and approved by the Nova Scotia Department of Fisheries and Aquaculture. The proponent must acknowledge the Nova Scotia Department of Fisheries and Aquaculture's financial contribution in these products.

- Department staff may monitor / participate in the project.

Confidentiality

Applicants consent to the release of their name and the amount of support received under the program. This specific information is deemed to be public information, to be actively disseminated by the Nova Scotia Department of Fisheries and Aquaculture (NSDFA). NSDFA may provide any information from an applicant to another public body or a law-enforcement agency in Canada to assist in an investigation, undertaken with a view to a law-enforcement proceeding or from which a law-enforcement proceeding is likely to result. Any other information provided, unless disclosed in the manner and for the purposes stated above, will be subject to the confidentiality and disclosure provisions to the Freedom of Information and Protection of Privacy (FOIPOP) Act.

Contact Information

For more information, contact MarineCleanUp@novascotia.ca or call 902-237-7146.

Date Received:	
----------------	--

Section 1. Applicant Information

Organization:

Is this a registered Non-Profit Organization? Yes No Registry of Joint Stocks #:

Contact Name: _____ Title / Position: _____

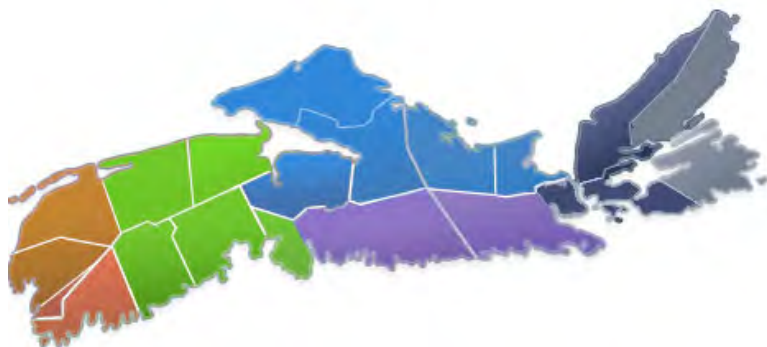
Mailing Address:

Telephone: _____ E-mail: _____

Section 2. Details about your proposed project

What type of project are you applying for? Shoreline clean-up Ocean clean-up

Location(s) of Clean-Up and size of area:



Region:	Specific Location(s):	Size of Area:	Clean-up Date(s):
Yarmouth / French Shore			
Shelburne			
South Shore			
Eastern Shore			
Northumberland			
Cape Breton East			
Cape Breton West			

Please submit maps and photos of the area with this application form.

Section 3. Explain the Details of your Project

Provide a brief summary of your project:

Describe the objectives of the project and outline the work plan / approach:

Define the impact and benefits to the Nova Scotia seafood sector:

Describe the expertise/background of your organization, and your involvement in the seafood sector:

List any partners involved in this project, including those providing advisory services, operational support, or financial support. Describe their involvement and provide letters of support if applicable:

Briefly describe how community outreach will be conducted:

Section 3: Proposed Budget

Please fill out the following table with project financial information.

See the program guidelines for a list of eligible expense categories

Expense Category	Expenditure Item(s)	Total Cost (\$)	Request from NSDFA (\$)	(\$) Funding from other sources		
				Cash (\$)	In-Kind (\$)	Contributor
<i>Example: Materials</i>	<i>Garbage bags</i>	<i>\$200</i>		<i>\$200</i>		<i>XY Fisheries Association</i>
<i>Example: Promotion</i>	<i>Newspaper Advertisements</i>	<i>\$200</i>	<i>\$200</i>			
TOTALS:		Total Project Cost:	Total Requested:	Total Cash Contribution:	Total In-Kind Contribution:	

Section 4. Statement of Certification

By submitting this application form, I acknowledge and agree with the following:

- To the best of my knowledge and ability, that the information provided on this application form is accurate;
- That I have read the Program Guidelines and, if the application is approved in whole or in part, I agree to abide by the terms and conditions as set out in the Program Guidelines;
- I consent to the audit and verification of the information submitted with this application by Nova Scotia Department of Fisheries and Aquaculture;
- I consent to the use and disclosure of the information by officials of the Nova Scotia Department of Fisheries and Aquaculture or Province of Nova Scotia, where the Information is relevant for the purposes of evaluation, program development and determining assistance;
- I agree to repay any amount determined after the project conclusion date that is deemed to have been provided in excess of the government contributions to which I am entitled;
- I consent to the release of the organization name, the amount of any support received under the Program, and details of the clean-up as public information, to be actively disseminated by the Province of Nova Scotia;
- I acknowledge that any other Information provided, unless disclosed in the manner and for the purposes to which I have consented above, will be subject to the confidentiality and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIPOP); and
- I confirm that I have the authority to bind the organization.

Applicant Name (print)


Applicant Signature

Date

Please submit a completed application form along with supplemental information (when relevant) by e-mail to MarineCleanUp@novascotia.ca or send by mail to:

Marine Division
Nova Scotia Department of Fisheries and Aquaculture
2 – 173 Haida Street
Cornwallis Park, NS, B0S 1H0

Lunenburg and District Swimming Pool

 17 Green St., Lunenburg
P.O. Box 1047, Lunenburg, NS, B0J 2C0
902-634-4499
ourlunenburgpool@gmail.com

August 3, 2020

Dear Mayor Bailey,

On behalf of the Board for the Lunenburg and District Swimming Pool, I would like to thank the Town of Lunenburg for the generous grant of \$1500 for this 2020 season. As you are well aware, this is indeed a very challenging time for all public recreational facilities.

Our board began this spring with a commitment for this year to provide 3 students with employment. They were hired to clean, paint, and prepare the pool even though it seemed unlikely that we would be able to open for the 2020 season. However, once the government began relaxing restrictions and "opening up the province", it was clear that our commitment had made much more possible for our little community pool. It meant that we were in a position to start tackling the challenge of opening our pool to the public.

The Town and the LDSP share a common goal of wanting to provide aquatic programming and recreational fun for our community. The LDSP very much appreciates your faith in our operation and your financial support in this very difficult year.

I am sure that you will be pleased to know that we are not only servicing **our** community this summer. We have provided a swim team, lane and open swims, as well as water safety lessons. And our reputation has also reached Halifax and Wolfville. Both the Halifax Trojans Aquatic Club and the Wolfville Tritons Aquatic club travel once a week to Lunenburg to use our lovely pool for their swim team practices (following strict Swim Nova Scotia protocols). And earlier in July, CBC's Alex Mason promoted Lunenburg and our pool on an episode of Mainstreet. In July, we ran a very successful National Lifeguard course, preparing and qualifying 11 local youth as lifeguards. We are developing a very positive reputation in our Province!

The pool will be posting a "thank you" to the town on our Facebook page. I have contacted Heather McCallum to keep her informed. Please accept our thanks, once again, for investing in the Lunenburg and District Swimming Pool.

Sincerely,



Claire Holt
President of the Lunenburg and District Swimming Pool

SOCIETY OF SAINT VINCENT DE PAUL
Saint Joseph Conference
123 Pleasant Street
Bridgewater, NS B4V 1N3
902 527 6431

August 19, 2020

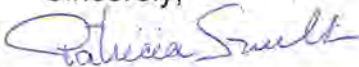
Mayor Rachel Bailey
and Members of Town Council
Town of Lunenburg
119 Cumberland Street
PO Box 129
Lunenburg, Nova Scotia
B0J 2C0

The Society of Saint Vincent de Paul, Saint Joseph Conference would like to thank the Town of Lunenburg for approving the SSVP grant request, in the amount of \$1,000.00.

Our volunteer assistance program has been operating and serving individuals in need throughout the Covid 19 pandemic. All funds received from the Town of Lunenburg will be distributed fairly and efficiently to our neighbours in need.

Thank you for your support in the delivery of our program to help our most vulnerable.

Sincerely,



Patricia Smith
Society of Saint Vincent de Paul



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

August 15, 2020

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

RE: Appointed board representation from Council

Dear Mayor Bailey;

Since its inception in 1993, the Bluenose Coastal Action Foundation (now known as Coastal Action) has had appointed representation to our board from your council. This was pursuant to our articles establishing BCAF filed with the province in 1993. This year we rewrote these articles, as well as our bylaws, and during that process decided that such a requirement was no longer necessary. Therefore, we have eliminated the requirement of having board representation from the five municipal councils in Lunenburg County. We would still welcome (and indeed, encourage) participation and board membership from councillors or staff from your municipality.

We are embarking on an exciting future and hope we can continue to rely on your support as we work to improve our environmental future.

We also want to thank you for your support and participation over the last 27 years.

Yours truly,

Kelly Wilson
Board Chair
Coastal Action



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

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

September 1, 2020

Bea Renton
CAO
Town of Lunenburg

Hand Delivered

Dear Bea:

Re: Municipal Election 2020 – Nominations Open

Enclosed herewith is a Resolution for Council at its next Council Meeting. It is imperative that it be addressed at that meeting. This will allow Katie to deal with PINs in the Absence of Heather. I assume that the next Council Meeting is September 8, 2020.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js
CC Katie MacMillan
Kelly Jardine

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - Municipal Election 2020\Letters\Letter to Bea September 1, 2020.docx

RESOLUTION OF COUNCIL
OF THE TOWN OF LUNENBURG

WHEREAS:

1. Section 4(1A) of the Municipal Elections Act authorizes Council to appoint one or more Assistant Returning Officers; and
2. It is deemed expedient to appoint Katie MacMillan as an Assistant Returning Officer for the 2020 Municipal/CSAP Election.

BE IT RESOLVED THAT that Katie MacMillan is hereby appointed as an Assistant Returning Officer for the 2020 Municipal/CSAP Election.

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - Municipal Election 2020\Resolutions\RESOLUTION OF COUNCIL September 1 2020.docx

Circulated: _____

Document No: 7 (a)
Meeting: HAC – August 25, 2020
Circulate To: Council, BR,
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: AUGUST 4, 2020

RE: PROPOSED AMENDMENTS TO THE HERITAGE PROPERTY ACT

1. FACTS

A. Background

The Town has received notice from Communities, Culture and Heritage (**Attachment A**) of two proposed amendments to the Heritage Property Act (HPA) as outlined below:

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.

Note the statutory wording for item 2 above has not been provided.

According to their letter (Attachment A), municipalities may provide comments on the proposed changes by September 30th, 2020.

2. ISSUES AND OPTIONS

The correspondence notes that these amendments are targeted amendments as two additional items to the amendments made to the Heritage Property Act (Act) passed in 2015 that have yet to be proclaimed. We continue to wait patiently for the Province to release the proposed amendments to the Heritage Conservation Districts (HCD) Regulations.

Comments concerning Amendment #1- Removal of Section 18:

Section 17 and 18 of the HPA are attached in **Attachment B**.

I believe the request to delete Section 18 of the HPA originated with HRM. According to their Heritage Planner, Aaron Murnaghan:

“It is certainly our hope to remove the ability to demolish ANY municipally registered heritage property without Council approval, as is the case in most other Provinces in Canada with heritage legislation. To continue to allow demolitions after three years for previously registered properties would put all of our 495 heritage properties at continued risk of speculation and demolition. We also do not have the resources to re-register individual properties, or to update the original notices on file. My feeling is that any property that is deemed to be registered should have strong and enduring legal protection subject to the will of Council as is the intent of the legislation.”

From my experience, it is difficult to assess apples to oranges, as heritage legislation throughout Canada is significantly different, particularly with regards to the relationships between municipal registered heritage properties and provincially registered heritage properties. For example, in Newfoundland, municipal registered heritage properties have greater controls than provincially registered heritage properties. In Nova Scotia, the hierarchy is reversed, whereas provincially registered heritage properties are deemed more significant than municipally registered heritage properties and are therefore regulated with greater controls than municipal registered buildings. In Nova Scotia, if a property owner wished to protect the heritage asset further beyond the municipal registration, the option for provincial registration is available, and would be considered if it qualifies. For example provincially registered heritage properties cannot be demolished or substantially altered without the approval of the Governor in Council. There is no waiting period or cooling-off period. Section 11(1) is outlined below:

Approval to alter or demolish

11 (1) Provincial heritage property shall not be substantially altered in exterior or public-building interior appearance or demolished without the approval of the Governor in Council.

The original intent with the one year not more than two years (currently known as the three year not more than 4 years rule) was to provide a waiting period or cooling-off period, that allowed time for Council, citizens and organizations to work with the property owner to see if an alternative solution could be found rather than the proposed demolition or substantial alteration as the case maybe.

The removal of Section 18 will treat all municipal and provincial heritage properties in a similar fashion, whereas the Governor in Council has the ultimate say when it comes to provincially registered properties and whereas the local municipal Council would have the ultimate say when it comes to municipally registered heritage properties.

My main concern is that many of the buildings registered throughout the Province at the municipal level were done voluntarily. They knew the limitation – particularly the one year not more than two year limitation, and many were comfortable registering their properties knowing that if they had to demolish or alter their property at any time in the future, that at the worst, they would only have to wait a year and then proceed with the demolition or alteration as the case may be. The number one complaint I received when the 1 year not more than 2 years was amended to 3 years not more than 4 years was that the rules were changed without any consultation or agreement with the affected property owners. It is like writing an agreement between two parties and having one party change the agreement without the consent of the other. I certainly understood their position.

Many of the Town's Municipal Heritage Properties Notice of Registration, filed at the Land Registration Office, still notes the one year not more than two year limitation as outlined for 10 Falkland Street as shown in **Attachment C**. We, like HRM, do not have the resources to re-register 61 individual registered municipal heritage properties.

To alleviate this concern the Province should consider leaving Section 18 as is for those properties already registered as municipal heritage properties. The province could implement a new provision to provide Council the ability, on a case by case nature, to specify in the Notice of Registration whether the 3 year not more than 4 years applies or whether to provide for Council's ultimate authority for any requests for demolition or substantial alterations to newly registered municipal heritage property provided said regulatory statement is filed in their Notice of Registration filed at the Land Registration Office (Register of Deeds). In this fashion, the property owner will know at the time of Council's approval what provision would apply.

In addition, as many of these properties are voluntarily registered as municipal heritage properties, the proposal to remove Section 18 may affect the number of future municipal heritage registrations requests. Rather than protecting our heritage, the proposed legislation may cause the opposite effect by causing property owners to shy away from having their properties registered.

Comments concerning Amendment #2:

Amendment #2 will enable municipalities, by by-law, to place specific developments, site specific, applications on hold for up to a period of 1 year when undertaking a new HCD Plan and By-law or when considering revisions to an existing HCD Plan and By-law. This will enable Council time to draft the provisions of the Plan and By-law without being concerned about the possibility of an unsympathetic development or demolition causing harm to an area being consider for a HCD. The exact wording of this provision has not been provided by Communities, Culture and Heritage, however, it is assumed that municipalities would have the option to use or not use this provision. In light of this, the proposed amendment would be considered to be a positive step forward.

3. FINANCIAL IMPACT

This memo is intended to help Council draft comments to Communities, Culture and Heritage within regards to the two proposed amendments to the Heritage Property Act as referenced in their letter dated June 16th, 2020. A draft letter to Communities, Culture

and Heritage for your consideration is attached in **Attachment D**. No financial impacts are anticipated.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #5C, Operate Town Business efficiently and effectively to develop and update Town By-laws, Policies, Procedures and plans we will encourage the Provincial government to conduct a full review/update of the MGA with UNSM and Municipal Council's input.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council enables the Mayor to draft comments to Communities, Culture and Heritage regarding the two amendments as outlined in their letter of June 16th, 2020.

Motion: Moved by _____, Seconded by _____ that Council authorizes the Mayor to provide comments to Communities, Culture and Heritage regarding the two amendments as outlined in their letter of June 16th, 2020.

A draft letter is outlined in **Attachment D** for consideration.

ATTACHMENTS:

- A.** Letter from Communities, Culture and Heritage – Dated June 16, 2020
- B.** Section 17 and 18 of the HPA
- C.** Example of Notice of Registration with 1 year not more than 2 year limitation
- D.** Draft letter to Communities, Culture and Heritage.

Acknowledged by:

Bea Renton
Town Manager/Clerk

ATTACHMENT A



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

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,

A handwritten signature in blue ink, appearing to read 'C. Beaton', with a horizontal line extending to the right.

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.

ATTACHMENT B
Section 17 and 18 of the Heritage Property Act

Approval to alter or demolish municipal heritage property

17 (1) Municipal heritage property shall not be substantially altered in exterior or public-building interior appearance or demolished without the approval of the municipality.

(2) An application for permission to substantially alter the exterior or public-building interior appearance of or demolish municipal heritage property shall be made in writing to the municipality.

(3) Upon receipt of the application, the municipality shall refer the application to the heritage advisory committee for its recommendation.

(4) Within thirty days after the application is referred by the municipality, the heritage advisory committee shall submit a written report and recommendation to the municipality respecting the municipal heritage property.

(5) The municipality may grant the application either with or without conditions or may refuse it.

(6) The municipality shall advise the applicant of its determination. *R.S., c. 199, s. 17; 2010, c. 54, s. 13.*

Consideration by municipality of application to alter or demolish

18 (1) The municipality may take up to three years to consider an application under Section 17.

(2) In its consideration of the application, the municipality may require public notice of the application and information meetings respecting the application to be held.

(3) Where the municipality does not approve the application, the property owner may, notwithstanding Section 17, make the alteration or carry out the demolition at any time after three years from the date of the application but not more than four years after the date of the application.

(4) Where the property owner has made the alteration or carried out the demolition in accordance with this Section, the municipality may deregister the property if the municipality determines that the property has lost its heritage value. *2010, c. 54, s. 14.*

FORM B

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: Ms. Roxanne Skerritt
PO Box 399
Lunenburg, NS B0J 2C0

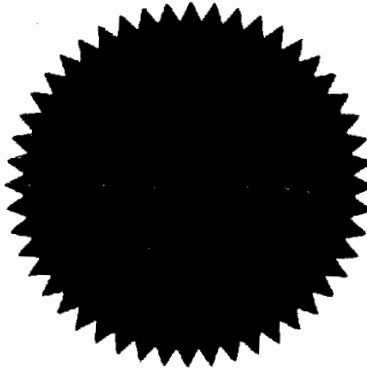
You are hereby notified that as the assessed owner of 10 Falkland Street, Lunenburg, Nova Scotia:


1. The land and building located at 10 Falkland Street, Lunenburg, Nova Scotia, has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of the Lunenburg Town Council on the 27th day of February, 2003.

2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Town of Lunenburg and the application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this 13th day of March, 2003.


Bea Renton,
Town Manager/Clerk



LUNENBURG COUNTY REGISTRY OF DEEDS		1621	884	616
I certify that this document was registered as shown here.		Document #	Book	Pages
	Joan Plunkett	MAR 24 2003		10:30 AM
	Registrar	MM	DD	Time

ATTACHMENT D

Draft letter to Communities, Culture and Heritage

Communities, Cultural and Heritage
Culture and Heritage Development
c/o Ms. Mary-Louise Hartigan
1741 Brunswick Street, 3rd Floor
PO Box 456, STN Central
Halifax, NS
B3J 2R5

By Email: mary.hartigan@novascotia.ca

Re: Proposed Amendment to the Heritage Property Act

On behalf of the Town of Lunenburg I would like to thank you for the opportunity to address the proposed amendments to the Heritage Property Act as outlined in the letter dated June 16th, 2020.

The letter of June 16th, 2020 proposes two additional amendments to the Heritage Property Act. The first amendment deals with the elimination of Section 18 of the Act which currently provides a cooling off period of three years but not more than four years for demolitions or substantial alterations that have not been approved by Council. Originally this was known as one year but not more than two years rule which enabled time for Council, community organizations and other government and NGO's to work with the applicant to find an alternative solution. In many cases however, an alternative solution became the exception and not the norm.

Council does have some concerns with the notion of removing Section 18. Many of our municipal registered heritage properties, if not all, have been voluntary and at the request of the owner. The owners were notified that if they wished to undertake a substantial alteration or demolition, that that could proceed after the waiting period, in cases of Council's refusal to approve. This waiting period is part of the Notice of Registration filed at the Land Registration Office. As with the amendment that changed the one year not more than two years to the three years not more than four years rule, the elimination of Section 18 again changes the rules without the consent or authorization of the individual municipal registered heritage property owner. It is like changing a contract between two parties without both parties agreeing or consenting to the change.

We feel the elimination of Section 18 may be contrary to our goal of preserving our heritage as property owners will shy away from having their properties registered. As an alternative to the removal of Section 18, municipalities should be given the option as to the level of restriction. The province could implement a new provision to provide Council the ability, on a case by case nature, to specify in the Notice of Registration whether the 3 year not more than 4 years applies or whether to provide for Council's ultimate authority for any requests for demolition or substantial alterations to newly registered municipal heritage property provided said regulatory statement is filed in their Notice of Registration filed at the Land Registration Office (Register of Deeds). In this fashion, the property owner will know at the time of Council's approval what provision would apply.

The second amendment will enable municipalities, by by-law, to place specific developments, site specific, applications on hold for up to a period of 1 year when undertaking a new HCD Plan and By-law or when considering revisions to an existing HCD Plan and By-law. This will enable Council time to draft the provisions of the Plan and By-law without being concerned about the possibility of an unsympathetic development or demolition causing harm to an area being consider for a HCD. Municipalities would have the option to use or not use this provision. In light of this, the proposed amendment would be considered to be a positive step forward.

Thank you for the opportunity to address these two amendments to the Heritage Property Act. If you have any questions or comments regarding the above, please do not hesitate to contact us.

Sincerely,

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: _____

Primary Contact Person: _____

Daytime phone number (Work Cell Home): _____

Mailing Address: _____

Fax Number: _____ E-mail Address: _____

Organization Website: _____

1. Amount of funding requested: \$ _____

In-kind Town of Lunenburg services requested: _____

2. The organization is a:

NS registered society name _____

Registered National Charity name/# _____

Other (please describe) _____

3. The geographic area serviced by the organization is: _____

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

5. How will the community benefit from the funds received?

Please include the following information with your completed application:

- Financial Statements from your last fiscal year.
- Budget for the current fiscal year.
- Project budget and funding sources summary.
- Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
	<i>Shelly Skinner</i>		

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program

Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Revenue		January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tenant Rent	902 Athletics Ltd.	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 12,000
	Plan A Dance Centre	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 10,000
	B' water Judo Club	\$ 525	\$ 525	\$ -						\$ 525	\$ 525	\$ 525	\$ 525	\$ 2,100
	Shaelynn E./Rachel J.	\$ 800	\$ 800	\$ 800	\$ 200	\$ 200	\$ 200	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 6,200
Track		\$ 6,226	\$ 3,759	\$ 4,243	\$ 2,594						\$ 1,200	\$ 3,500	\$ 3,236	\$ 14,773
Field Rental		\$ 6,071	\$ 14,148	\$ 12,431	\$ 5,846						\$ 5,590	\$ 6,995	\$ 21,496	\$ 52,358
Meeting room		\$ 1,390	\$ 437	\$ 157							\$ 710	\$ 921	\$ 121	\$ 1,909
Sponsorship/Advertising/donations			\$ 5,450	\$ 500	\$ 2,204	\$ 1,275	\$ 2,125					\$ 8,163	\$ 982	\$ 6,104
Covid 19 Programs	Federal Small Business Loan				\$ 40,000									\$ 40,000
	Provincial Small Business Grant				\$ 3,863									\$ 3,863
	75% Wage Subsidy								\$ 6,848					\$ 6,848
	CECRA (Fed Rent Assitance)								\$ 1,200					\$ 1,200
Grants	MODC					\$ 2,500								\$ 2,500
	NS Covid Re Opening Grant						\$ 3,900							\$ 3,900
	NS Student Skills								\$ 4,459	\$ -				\$ 4,459
canteen		\$ 1	\$ 86	\$ 17							\$ 20	\$ 20	\$ 10	\$ 67
Special Events (ie. Healthy Living Fair)		\$ 217	\$ 348		\$ 435						\$ 3,400	\$ 800	\$ 800	\$ 5,435
Total Revenue		\$ 17,230	\$ 27,553	\$ 20,148	\$ 57,142	\$ 5,975	\$ 8,225	\$ 2,800	\$ 15,307	\$ 3,325	\$ 14,245	\$ 24,724	\$ 30,970	\$ 173,716
Expenditures		January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Loan Payment		\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 42,030
Renovation Loan		\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 226	\$ 2,260
Interest and Bank Charges		\$ 120	\$ 127	\$ 733	\$ 145	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 136	\$ 1,854
Moneris Merchant Charges		\$ 87		\$ 115	\$ 72	\$ 70	\$ 75	\$ 76	\$ 79	\$ 70	\$ 79	\$ 116	\$ 122	\$ 874
Salaries		\$ 5,978	\$ 6,495	\$ 6,101	\$ 5,042	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375	\$ 5,000	\$ 6,826	\$ 8,182	\$ 48,026
	Summer Student Skills Program					\$ 910	\$ 1,820	\$ 1,820	\$ 1,820					\$ 6,370
WCCB		\$ 51	\$ 55	\$ 52	\$ 43	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 65	\$ 80	\$ 540
EI		\$ 132	\$ 144	\$ 135	\$ 112	\$ 112	\$ 112	\$ 112	\$ 112	\$ 112	\$ 132	\$ 155	\$ 550	\$ 1,644
CPP		\$ 226	\$ 250	\$ 224	\$ 249	\$ 144	\$ 144	\$ 144	\$ 144	\$ 144	\$ 250	\$ 250	\$ 1,019	\$ 2,712
Insurance		\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 1,068	\$ 2,018	\$ 1,068	\$ 11,630
Power			\$ 12,738		\$ 15,336		\$ 4,965		\$ 3,237		\$ 3,200		\$ 4,500	\$ 31,238
office supplies/Courier/Postage		\$ 70	\$ 362	\$ 270	\$ 120	\$ 100	\$ 400	\$ 100	\$ 100	\$ 50	\$ 40	\$ 218	\$ 127	\$ 1,525
Special Events				\$ 65							\$ 1,200			\$ 1,265
Internet/Phone		\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 135	\$ 133	\$ 1,332
Advertisement- rec Guides and other promotion		\$ 830	\$ 3	\$ 284			\$ 300			\$ 692			\$ 359	\$ 1,635
Canteen				\$ 120										
Business Fees/Licensing		\$ 31	\$ 92	\$ 14	\$ 80		\$ 58						\$ 31	\$ 183
Miscellaneous		\$ 12	\$ 90	\$ 94									\$ 134	\$ 228
Maintenance	Rentokil	\$ 79	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 139	\$ 769
	Garbage removal	\$ 176	\$ 176	\$ 133			\$ 100	\$ 100	\$ 100	\$ 100	\$ 170	\$ 170	\$ 170	\$ 1,043
	Dave's Vacuum	\$ 345	\$ 490	\$ 285	\$ 57						\$ 146	\$ 150	\$ 150	\$ 1,223
	cleaning		\$ 310	\$ 170	\$ 300	\$ 200	\$ 200	\$ 100	\$ 100	\$ 146	\$ 96	\$ 64	\$ 24	\$ 1,400
	water and sewage		\$ 197	\$ 687	\$ 687		\$ 592			\$ 1,518			\$ 559	\$ 4,043
	Building Maintenance	\$ 408	\$ 197	\$ 1,678	\$ 100	\$ 900	\$ 400	\$ 200	\$ -	\$ 500	\$ 2,000	\$ 200		\$ 5,978
Alarm	ADT Security			\$ 533	\$ 614					\$ 214				\$ 1,361
Monitoring	CKG Elevator Ltd			\$ 242								\$ 230		\$ 472
Inspections	Fire Inspection		\$ 226		\$ 1,532									\$ 1,532
HST								\$ 1			\$ 500			\$ 501
Total Expenditure		\$ 14,175	\$ 27,651	\$ 17,635	\$ 30,189	\$ 11,681	\$ 18,411	\$ 11,898	\$ 14,937	\$ 12,937	\$ 18,687	\$ 15,216	\$ 22,197	\$ 173,668
Surplus/Deficit				\$ 2,513	\$ 26,953	\$ 5,706	\$ 10,186	\$ 9,098	\$ 370	\$ 9,612	\$ 4,442	\$ 9,508	\$ 8,773	\$ 48

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

Due to Covid19 we had a substantial loss in revenue. The losses from May to June was \$44, 539.92. This completely changed our upward trajectory and we now need to find ways to bring community groups and participants back to our facility to enjoy an active, healthy lifestyle within the current government regulations and social distancing.

Traditionally; HB Studios Sports Centre rented field time and space to outside organizations and sports groups but due to the current regulations sports organizations are limited to how many can participate; so there are fewer bookings therefore HB Studios Sports Centre needs to diversify and expand our offerings so that we can navigate through this tough time.

The funds from the Town of Lunenburg will enable us to purchase a 9-hole mini golf putting mat set which will help us offer a safe, active activity in our facility.

5. How will the community benefit from the funds received?

Golf is a sport that all people can play. It encourages socialization but appropriate social distancing can still occur. Currently; there is no other option in our area to offer golf in the fall, winter and spring.

This golf equipment will allow very diverse programming and can be used by all community members regardless of age or ability. Special Olympics come in to play Bocce ball and this would allow them the option to switch up their activities. We can host family days and special events and offer programming for youth and seniors. We can offer the equipment to schools and we can offer it to businesses for teambuilding and have it available as a birthday party option.

Many residents of Lunenburg, Bridgewater, Mahone Bay and surrounding areas will be able to enjoy golf during the off season for their clubs, many others will get to experience playing golf and be inspired to pick up the sport in the summer months at the various clubs such as Bluenose Golf Club in Lunenburg.

Golf is a sport that encourages the development of etiquette, social engagement and is physically demanding which will be great for the health and well-being of all the participants and the residents of our communities!

Budget and Funding Sources Summary

(ANTICIPATED) TOWN OF LUNENBURG:

9 HOLE MINI GOLF MAT SET	SUBTOTAL:	\$ 3582.25
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(ANTICIPATED) NS SPORT FUND:

SETS OF CLUBS (24 EACH YOUTH/ WOMENS AND MENS)	\$ 1286.00	
YOUTH PUTTING SKILLS SET	\$ 427.00	
BAG OF BALLS	\$ 119.00	
SOFT BALLS	\$ 12.50	
3 GOLF GREEN TRAINING MATS	\$ 1133.85	
4 DRIVING MATS	<u>\$ 274.00</u>	
	SUBTOTAL:	\$ 3740.20

IN KIND

INSTRUCTORS FEES	\$ 720.00	
FIELD TIME	\$ 3240.00	
PROMOTION/ ADVERTISEMENT	<u>\$ 100.00</u>	
	SUBTOTAL:	\$ 4060.00

REVENUE:

12 WEEK PROGRAM (FOR 2 AGE GROUPS)	TOTAL	\$ 2400.00
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SOUTH SHORE FIELDHOUSE SOCIETY

Financial Statements

Year Ended September 30, 2019

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of South Shore Fieldhouse Society

We have reviewed the accompanying financial statements of South Shore Fieldhouse Society which comprise the statement of financial position as at September 30, 2019 and the statements of operations, changes in net deficit and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility for the Financial Statements

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of South Shore Fieldhouse Society as at September 30, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Bridgewater, Nova Scotia
April 28, 2020


CHARTERED PROFESSIONAL ACCOUNTANTS

Statement of Financial Position

September 30, 2019

	2019	2018
ASSETS		
Current		
Accounts receivable	\$ 5,311	\$ -
HST recoverable	6,317	-
Prepaid expenses	5,900	900
	17,528	900
Capital assets (Note 4)	2,084,596	2,174,181
	\$ 2,102,124	\$ 2,175,081
LIABILITIES		
Current		
Bank indebtedness (Note 5)	\$ 18,978	\$ 68,114
Accounts payable	6,213	6,059
Employee deductions payable	24	1,775
HST payable	-	2,807
Security deposits	-	3,304
Current portion of long term debt (Note 6)	329,370	364,555
Due to directors, non-interest bearing, no set terms of repayment	37,000	42,000
	391,585	488,614
Deferred contributions related to capital assets (Note 7)	1,820,138	1,895,977
	2,211,723	2,384,591
NET DEFICIT		
Unrestricted	(109,599)	(209,510)
	\$ 2,102,124	\$ 2,175,081

SUBSEQUENT EVENTS (Note 11)

ON BEHALF OF THE BOARD

_____
Director_____
Director

See accompanying notes to the financial statements

Statement of Operations

Year Ended September 30, 2019

	2019	2018
FACILITY REVENUE		
Rental income	\$ 134,794	\$ 104,602
Track fees	30,041	23,521
Merchandise sales	630	240
Advertising revenue	935	250
Miscellaneous revenue	12,345	1,337
	178,745	129,950
GRANTS, CONTRIBUTIONS AND DONATIONS		
Amortization of deferred contributions (Note 7)	75,839	78,999
Operating grant	37,681	5,001
Corporate and individual donations	70,175	43,855
Contributed services	5,200	5,200
	188,895	133,055
EXPENDITURES		
Advertising and promotion	2,240	1,002
Amortization of capital assets	89,587	93,882
Business taxes, licenses and memberships	384	179
Equipment and freight	2,870	2,253
Insurance	12,944	11,441
Interest and bank charges	7,766	6,813
Interest on long term debt	17,642	24,390
Land rental	1	1
Office	643	886
Professional fees	12,550	11,002
Purchases	307	68
Repairs and maintenance	9,689	8,970
Salaries, wages and employee benefits	56,671	83,476
Telephone	1,608	1,604
Travel	536	-
Utilities	52,291	46,157
	267,729	292,124
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES FOR THE YEAR	\$ 99,911	\$ (29,119)

See accompanying notes to the financial statements

Statement of Changes in Net Deficit

Year Ended September 30, 2019

	2019	2018
NET DEFICIT - BEGINNING OF YEAR	\$ (209,510)	\$ (180,391)
Excess (deficiency) of revenue over expenditures	99,911	(29,119)
NET DEFICIT - END OF YEAR	\$ (109,599)	\$ (209,510)

See accompanying notes to the financial statements

Statement of Cash Flows

Year Ended September 30, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenditures	\$ 99,911	\$ (29,119)
Items not affecting cash:		
Amortization of capital assets	89,587	93,882
Amortization of deferred contributions	(75,839)	(78,999)
	113,659	(14,236)
Changes in non-cash working capital:		
Accounts receivable	(5,311)	2,083
Employee remittance receivable	-	1,826
Receipt of contributions receivable	-	5,000
Prepaid expenses	(5,000)	(900)
Accounts payable	152	(6,028)
Employee deductions payable	(1,751)	360
HST payable	(9,124)	1,594
Security deposits	(3,304)	3,304
	(24,338)	7,239
Cash flow from (used by) operating activities	89,321	(6,997)
FINANCING ACTIVITIES		
Advances from directors	(5,000)	(500)
Proceeds from long term financing	329,370	-
Repayment of long term debt	(364,555)	(52,464)
Cash flow used by financing activities	(40,185)	(52,964)
INCREASE (DECREASE) IN CASH FLOW	49,136	(59,961)
Deficiency - beginning of year	(68,114)	(8,153)
DEFICIENCY - END OF YEAR	\$ (18,978)	\$ (68,114)

See accompanying notes to the financial statements

Notes to Financial Statements

Year Ended September 30, 2019

1. PURPOSE OF SOCIETY

South Shore Fieldhouse Society is incorporated under the Nova Scotia Societies Act and is engaged in the management of a Fieldhouse facility for the community of the South Shore of Nova Scotia.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants and contributions restricted for the purchase of capital assets are deferred and amortized as revenue on the same basis as the amortization expense related to the acquired asset.

Rental and other facility revenue are recognized at the time of sale to the customer, when recovery is reasonably certain.

Cash

Bank balances, including bank overdrafts with balances that fluctuate from positive to overdrawn, are presented under cash.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates:

Buildings	4%
Equipment	20%
Computer equipment	55%
Furniture and fixtures	20%
Paving	8%

(continues)

Notes to Financial Statements

Year Ended September 30, 2019

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets are reported at amortized cost, and tested for impairment at each reporting date.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include bank indebtedness, accounts payable and accrued liabilities, and long term debt.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Buildings	\$ 3,194,999	\$ 1,136,667	\$ 2,058,332	\$ 2,144,095
Equipment	44,188	37,988	6,200	7,749
Computer equipment	1,160	1,156	4	8
Furniture and fixtures	25,719	22,501	3,218	4,023
Paving	35,343	18,501	16,842	18,306
	\$ 3,301,409	\$ 1,216,813	\$ 2,084,596	\$ 2,174,181

5. BANK INDEBTEDNESS

The Society has an authorized operating line of credit with the Bank of Montreal of \$20,000, which bears interest at prime + 0.80% per annum. The Society also has a Bank of Montreal corporate credit card with an authorized limit of \$10,000. Both facilities are secured as detailed in Note 6.

6. LONG TERM DEBT

	2019	2018
Bank of Montreal loan bearing interest at 6.25% per annum, repayable in monthly blended payments of \$6,405. The loan matured on May 31, 2019.	\$ -	\$ 361,555
South Shore District Soccer Association non-interest bearing loan, repayable in annual payments of \$3,000. The loan matured on March 14, 2019.	-	3,000
		(continues)

Notes to Financial Statements

Year Ended September 30, 2019

6. LONG TERM DEBT (continued)

	2019	2018
Bank of Montreal demand loan bearing interest at prime plus 0.8% per annum, repayable in interest only payments until December 31, 2019 and then monthly blended payments of \$4,203 beginning January 31, 2020. The loan matures on November 30, 2027. The Bank of Montreal credit facilities are secured by a general security agreement, assignment of insurance and a registered collateral mortgage in the amount of \$1,000,000 on property at 543 Glen Allan Drive, Bridgewater, Nova Scotia with a net book value of \$2,058,332.	329,370	-
	329,370	364,555
Amounts payable within one year	(329,370)	(364,555)
	\$ -	\$ -

7. DEFERRED CONTRIBUTIONS

Deferred contributions related to capital assets represents funding of \$2,401,711 received from the Federal, Provincial and various Municipal governments and \$590,409 received from corporate and individuals. Funding received was used for the construction of the building, which is amortized on 4% declining balance, and for the purchase of equipment, which is amortized on a 20% declining balance.

Changes in the deferred contributions balance are as follows:

	Government Deferred	Other Deferred	2019	2018
Balance - beginning of year	\$ 1,521,860	\$ 374,117	\$ 1,895,977	\$ 1,974,976
Less: amortization of deferred contributions	(60,874)	(14,965)	(75,839)	(78,999)
Balance - end of year	\$ 1,460,986	\$ 359,152	\$ 1,820,138	\$ 1,895,977

8. LEASE COMMITMENT

The Society leases land under a long term lease that expires on November 30, 2027. Under the lease, the Society is required to pay a base rent of \$1 for the first twenty-year term with the expectation that the land use will continue on said lands for a minimum of 10 additional years.

9. TAXATION

The Society is exempt from income tax under Section 149 of the Income Tax Act of Canada.

10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Notes to Financial Statements

Year Ended September 30, 2019

11. SUBSEQUENT EVENTS

The following events occurred subsequent to the fiscal year end:

COVID-19

Since December 31, 2019, the outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, social and physical distancing, have caused material disruption to businesses globally resulting in an economic slowdown. Global equity markets have experienced significant volatility and weakness. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Society in future periods.

Financing

In October 2019, the Society obtained a \$18,000 demand loan to assist with additional renovations to the facility. The loan bears interest at prime plus 0.8% per annum.

12. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of September 30, 2019.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from accounts receivable and contributions receivable. The Society assesses, on a continuous basis, amounts receivable on the basis of amounts it is virtually certain to receive.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, bank indebtedness, long term debt and accounts payable.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Society to a fair value risk while the floating-rate instruments subject it to a cash flow risk. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities.

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: AUGUST 5, 2020

**RE: LUNENBURG ACADEMY EXTERIOR RESTORATION PROJECT
UPDATE – INFORMATION ONLY**

1. FACTS

This report is intended to provide an update as to the progress made with regards to the Lunenburg Academy Exterior Restoration Project. Included in the attachments are the DSRA Field Review Reports (**Attachment A**), the report to Parks Canada in line with their funding agreement (**Attachment B**) and additional photos (**Attachment C**). The following is for Council's information.

2. ISSUES AND OPTIONS

The project is progressing quite well. Staff undertook an assessment of the conditions with Schooner and DSRA and have encountered more rot than anticipated, particularly with regards to the window sills, transom sills, ornamental bands as well as the brackets, dentils and trims. The East Elevation turned out to be the worst side of the Academy. However, we did foresee this possibility and there are sufficient funds built into the budget to address these components.

In addition, originally the DSRA contract foresaw three months in 2019 and three months in 2020. As the work has been more intense due to the extra rot, and due to the extension of the work schedule due to COVID-19, an additional month or two may be added to their contract. We anticipate that there will be sufficient funds in the contingency account to cover the additional month or two in contract administration services provided by DSRA if needed.

The work completed to date is summarized below:

Mansard Roof and Towers

The restorations of the mansard roof and towers have been substantially completed. A flashing detail as outlined in Field Report #8 has been initiated and is anticipated to be completed shortly.

Dormers

The barreled dormers along the mansard roof have been restored. The pediments of the windows will be undertaken as the contractor works their way down from the top.

Windows

The window trims, headers, top caps, sills and pediments were cleaned and assessed. Window sashes were pulled, assessed and in the process of being restored for re-installation. Roughly 75% of the window sash rehabilitation work has been completed.

Entrances

The south accessibility doorway and lobby area has been 90% completed. The flooring will be installed shortly and the brick pavers have been lifted to ensure a smooth transition. The two (2) front entranceways doors for the East elevation have been manufactured and will be installed later this summer.

Wood Bracketry and Dentils

Deteriorated wood bracketry and dentils are in the process of being repaired or replaced to match the existing. The contractor has manufactured several brackets and dentils and had them primed and painted in an enclosed controlled environment for installation as they proceed from the roof downwards.

Exterior Walls

The watertable along the East façade has been replaced. The clapboard was found to be in relatively good condition. As the project proceeds, any deteriorated wood was repaired or replaced to match the existing. The entire first level of the Academy is now ready to be primed and painted. Most of the shingles were found to be in poor condition and will be replaced to match existing. The wood shingles have been primed and painted in a control environment and will be installed as the contractor proceeds downwards from the roof. The horizontal bands of the east façade were also founded to be in very poor shape. Roughly 65% of these bands have been manufactured, primed and painted and as the contractor proceeds down the façade these horizontal bands will be installed.

Phase II of the Lunenburg Exterior Restoration Project will be completed in early October and a follow-up memo will be presented to Council shortly thereafter.

3. FINANCIAL IMPACT

The Lunenburg Academy Exterior Restoration Project is currently in line with the budget approved by Council. It is anticipated that due to additional window repairs as well as the additional rot found along the pediments, cornerboards, window trims, window sills, transom sills and the horizontal bands that we will have to use a portion of the contingency funds which were approved as part of the original budget. We currently estimate that the entire costs will not exceed the budgeted amount.

Approved Budget:

Total Approved Budget (Sept.24/19 Council In-Camera) \$ 1,508,500.00

Current Budget:

Total Budget:	\$1,508,500.00	
Schooner: (\$1,210,707 plus HST(1.04286)) Includes Change Order #24, #25 and #26	\$1,262,597.90	(inclusive of HST)
DSRA: (\$88,500 plus HST (1.04286))	\$ 92,293.11	(inclusive of HST)
Combined Schooner and DSRA Costs:	\$ 1,354,891.01	
Balance Remaining:	\$ 153,608.99	

4. **STRATEGIC PLAN RELEVANCE**

Moving forward on restoring the Lunenburg Academy follows Council’s approved Future Use Business Plan I and II, and shares relevance to the Town’s Strategic Plan:

Goal 3 A (d) Explore ways to market the Lunenburg Academy as a business development opportunity/economic driver; and

Goal 4 B (a) Use the National Historic status of the Lunenburg Academy to develop and revitalize the building.

5. **RECOMMENDATION AND DRAFT MOTION**

The intent of this memo was to update Council for information purposes. No further action is required at this time.

Attachments:

- A.** DSRA Field Review Reports
- B.** Parks Canada Report
- C.** Additional Photos

Acknowledged only by:

Bea Renton
Town Manager/Clerk

FIELD REVIEW #1r

ATTACHMENT A



DATE: 06 November 2019
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Graeme Duffus, David Doyle
Schooner General Contracting Ltd: Ron Nelson

WEATHER: Sunny, 10°C

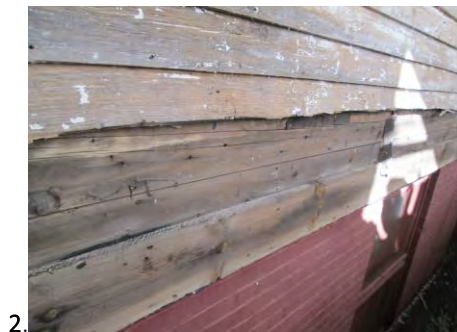
1.0 Review of ongoing work – East Elevation

2.0 Observations

November 06, 2019, – A field review was conducted by Graeme Duffus & David Doyle, of DSRA, of the East elevation of the Lunenburg Academy. Outdoor temperatures were approximately 10°C with a sunny sky. The purpose of this visit was to review the start up progress of the envelope conservation and window restoration / installation. Project Foreman Ron Nelson was in attendance along with Hugh Richard. The review of the site was based on a visual assessment of accessible components of the building. Further comment as follows:

2.1 **Roof** – Roof repairs and replacement will begin in the spring of 2020. (see 2.7)

2.2 **Trims, Bands & Decorative elements** –The entire water table band will be replaced on the East elevation, (photos 1, 2 & 3) apart from one location at the far-left hand side that has been replaced within the past 5 years. Stripping of decorative elements have begun. (photos 4, 5 & 6)



2.3 **Pediments** –Repairs and replacement will begin in the spring of 2020. (see 2.7)

2.4 **Siding & Shingles** –Stripping of the clapboard siding has begun. (photos 7 & 8) The clapboard appears to be in relatively good condition, unfortunately that is not the case for much else on the East elevation. The shingles and decorative shingles will remain in place until the spring, (photo 9) then be stripped from the building. During the winter new shingles will be milled and individually primed/finished for installation in the spring.



2.5 **Windows** – Sash and transom removals will begin this week, the openings will be covered in plywood and sealed around the perimeter, re-installations will begin in the spring of the new year. Transom sill repairs are expected as in Phase 1 due to the high levels of wood deterioration on the East. (photos 11 & 12)



2.6 **Doors** – Nothing to report at this time.

2.7 **Staging** – The lower floors of the Academy will be staged and tarped in a small section to allow for the prescribed work to be carried out. As the work is completed in this section the staging and tarping will be dismantled and moved to the next location, this will carry on until the repairs at lower levels are completed, likely into December. All work will then cease until the spring of the new year, at which time the entire East Elevation will be staged and tarped to carry out the remaining repairs and fully prime & paint. There will be no priming and painting this year.



Overall Observations & Recommendations

Nothing more to add at this time.

This site visit began at 11:00 am & concluded at 12:00 pm

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd.*

FIELD REVIEW #2

DATE: 20 November 2019
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Graeme Duffus, David Doyle
Schooner General Contracting Ltd: Ron Nelson

WEATHER: Cloudy, 4°C



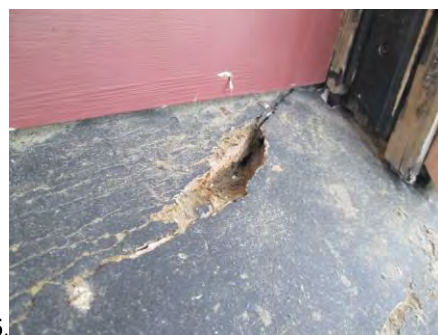
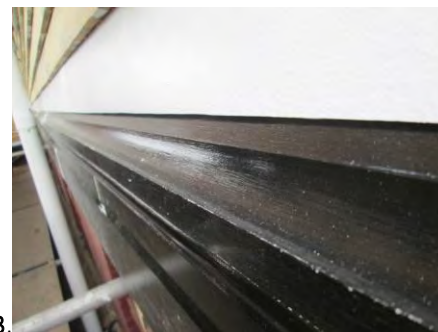
1.0 Review of ongoing work – East Elevation

2.0 Observations

November 20, 2019, – A field review was conducted by Graeme Duffus & David Doyle, of DSRA, of the East elevation of the Lunenburg Academy. Outdoor temperatures were approximately 4°C with a cloudy sky. The purpose of this visit was to review the ongoing progress of the envelope conservation and window restoration / installation. Project Foreman Ron Nelson as in attendance and accompanied us on this visit. The review of the site was based on a visual assessment of accessible components of the building. Further comment as follows:

2.1 **Roof** – Roof repairs and replacement will begin in the spring of 2020.

2.2 **Trims, Bands & Decorative elements** –The section of water table band on the right-hand side of the building behind the staging has been replaced (photos 1, 2 &3). The decorative brackets appear to be in good condition, replacements are not expected at this time (photos 4 & 5). Replacement of many window sills are expected as the level of deterioration prohibits any form of repair (photos 6 & 7). All missing and deteriorated decorative element will be addressed in the new year (photos 8 & 9).





7.



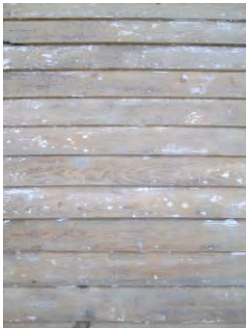
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9.

2.3 **Pediments** –Repairs and replacement will begin in the spring of 2020.

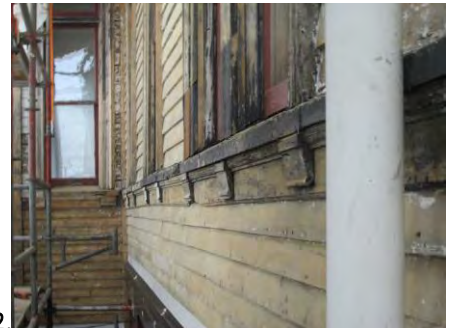
2.4 **Siding & Shingles** –Stripping of the clapboard siding is complete in this section (photos 10, 11 & 12). Minimal clapboard replacements were undertaken as its condition is generally good, with only one run of board replaced above the new water table band to date (see photo 2).



10.



11.



12.

2.5 **Windows** – Sash and transom removals were slightly delayed as to inform tenants of the schedule of removals and receive tenant feedback. This will not impact the scheduled work timelines.

2.6 **Doors** – Nothing to report at this time.

2.7 **Staging** – The Scheduled work within the staging on the right hand side of the East Elevation is complete (photo 13). The staging and hoarding will be taken down and rebuilt at the centre section of the building (photo 14), where the watertable band will be replaced along with paint stripping and sash removals.



Overall Observations & Recommendations

Nothing more to add at this time.

This site visit began at 11:30 am & concluded at 12:00 pm

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd.*

FIELD REVIEW #3

DATE: 04 December 2019
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Graeme Duffus, David Doyle
Schooner General Contracting Ltd: Johnny McDonough

WEATHER: Cloudy, 2°C

DSRA
ARCHITECTURE
5495 Spring Garden Rd, 4th floor
Halifax, NS, CANADA B3J 1G2
t 902 420 9990 f 902 420 9650 e admin@dsra.ca

1.0 Review of ongoing work – East Elevation

2.0 Observations

December 05, 2019, – A field review was conducted by David Doyle, of DSRA, of the East elevation of the Lunenburg Academy. Outdoor temperatures were approximately 2°C with a cloudy sky. The purpose of this visit was to review the ongoing progress of the envelope conservation and window restoration / installation. Project Foreman Johnny McDonough was on site and provided access inside the secure staging. The review of the site was based on a visual assessment of accessible components of the building. Further comment as follows:

2.1 **Roof** – Roof repairs and replacement will begin in the spring of 2020.

2.2 **Trims, Bands & Decorative elements** –Paint stripping has begun at the centre section where the staging has been moved (photo #1).



2.3 **Pediments** –Repairs and replacement will begin in the spring of 2020.

2.4 **Siding & Shingles** –Stripping of the clapboard siding is complete on the lower right-hand side (photo 2). Paint removals have started at the upper level of the enclosure (photos 3 & 4).



2.5 **Windows** – Sash and transom removals are underway (photos 5 & 6).



2.6 **Doors** – Nothing to report at this time.

2.7 **Staging** –The staging and hoarding is now in place at the centre section of the building (photo 14), where work will continue.



Overall Observations & Recommendations

Nothing more to add at this time.

This site visit began at 10:00 am & concluded at 10:30 am

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd.*

FIELD REVIEW #4

DATE: 19 December 2019
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Graeme Duffus
Schooner General Contracting Ltd: Ron Nelson

WEATHER: Cloudy, 2°C

DSRA
ARCHITECTURE
5495 Spring Garden Rd, 4th floor
Halifax, NS, CANADA B3J 1G2
t 902 420 9990 f 902 420 9650 e admin@dsra.ca

1.0 Review of ongoing work – East Elevation

2.0 Observations

December 19, 2019, – A field review was conducted by Graeme Duffus, of DSRA, of the East elevation and the Elevator Entrance upgrade at the Lunenburg Academy. Outdoor temperatures were approximately 2°C with a cloudy sky. The purpose of this visit was to review the as found structural elements found in the elevator entrance after demolition of finishes and note ongoing progress of the envelope conservation and window restoration / installation. Project Foreman Ron Nelson was on site and provided access. The review of the site was based on a visual assessment of accessible components of the building. Further comment as follows:

- 2.1 **Roof** – Roof repairs and replacement will begin in the spring of 2020.
- 2.2 **Trims, Bands & Decorative elements** –Paint stripping was continuing at the centre section where the staging has been moved (photo #1).
- 2.3 **Pediments** –Repairs and replacement will begin in the spring of 2020.
- 2.4 **Siding & Shingles** –Stripping of the clapboard siding is complete on the lower right-hand side (photo 2).
- 2.5 **Windows** – Sash and transom removals are complete (photo 1- 2).



- 2.6 **Doors** – Nothing to report at this time.
- 2.7 **Staging** –The staging and hoarding is now in place at the centre section of the building (photo 1), where work will continue.
- 2.8 **Elevator Entrance**–The interior drywall finishes had been removed and three unknown protrusions were discovered near the elevator doors, away from the test holes. (photo 3-4). On the left we uncovered a brick structure that

projected past the block wall about 3" and in the corner was found a copper plumbing stack. On the right there was a small part of a block wall for the elevator machine room below, potentially projecting into our new wall finish. The Contractor was instructed (SI # 1) to box around these projections as close as possible.



3. Projecting brick wall w plumb. stack



4. Projecting block wall RHS



5. Masonry to be removed for new door



6. Masonry to be removed



7. Existing piping & radiator



8. Damaged block to be repaired

Overall Observations & Recommendations

It was observed that the masonry at the exterior wall should be removed asap (Photos 5-6) and that the fire separations at the adjacent exit stair needed to be restored. (Photo 8)

This site visit began at 9:15 am & concluded at 10:15 am

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*

FIELD REVIEW #5

DATE: 22 January 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137 WEATHER: Cloudy, 2°C
PRESENT: *DSRA Architecture*: Graeme Duffus
Schooner General Contracting Ltd: Hugh Richard, Ron Nelson



1.0 Review of ongoing work – East Elevation & Elevator Entrance

2.0 Observations

January 22, 2020, – After a site meeting, a field review was conducted by Graeme Duffus, of DSRA, of the East elevation and the Elevator Entrance upgrade at the Lunenburg Academy. Outdoor temperatures were approximately 2°C with a cloudy sky. The purpose of this visit was to attend a site meeting then review the elevator entrance and note ongoing progress of the envelope conservation and window restoration / installation. Hugh Richard and Project Foreman Ron Nelson were on site and provided access. The review of the site was based on a visual assessment of accessible components of the building. Further comment as follows:

2.1 **Roof** – Roof repairs and replacement will begin in the spring of 2020.

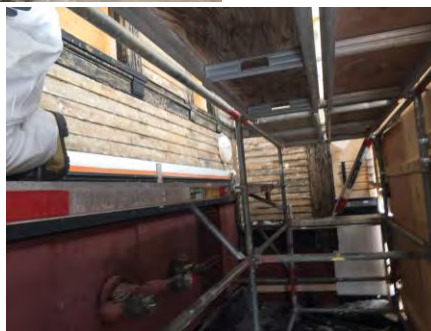
2.2 **Trims, Bands & Decorative elements** –Paint stripping was continuing at the left-hand section where the staging has been moved (photo #1-3).



1.



2.



3.

2.3 **Pediments** –Repairs and replacement will begin in the spring of 2020.

2.4 **Siding & Shingles** –Stripping of the clapboard siding is complete on the lower left-hand side (photos 2-3).

2.5 **Windows** – Sash and transom removals are complete (photo 1). A trip to the window shop in Black Point was made, after leaving the site, to evaluate the general condition of the sashes and verify the types.



4. Sashes stacked



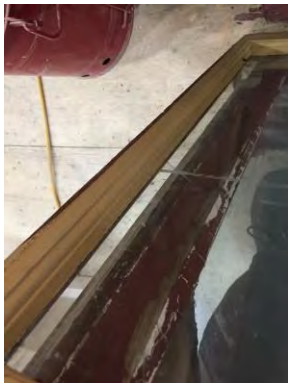
5. Rot to round top



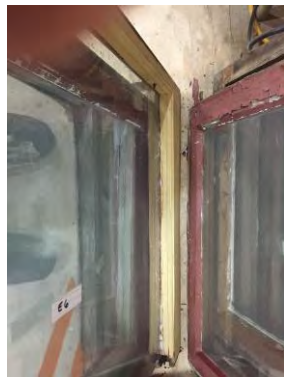
6. most decorative profile with poor mortice joint



7. missing stile



8. most decorative profile



9. most decorative profile



10. less decorative profile



11. simplest profile, most common

2.6 **Doors** – Nothing to report at this time.

2.7 **Staging** –The staging and hoarding is now in place at the left-hand section of the building (photo 1), where work is continuing.

2.8 **Elevator Entrance**–The interior drywall finishes had been removed and three unknown protrusions had been discovered near the elevator doors. No further changes. The Contractor has removed the brick and stone foundations to allow the entrance door to be widened and have less obstruction for wheel chairs. See (photo 12-13).



12. LHS of door, with masonry removed



13. RHS of door, with masonry removed

Overall Observations & Recommendations

It was observed that the masonry at the exterior wall has been removed asap (Photos 12-13).

This site visit began at 11:45 am & concluded at 12:15 am; a stop was made in Black Point to view the sashes.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*

FIELD REVIEW #6

DATE: 27 February 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137 WEATHER: Freezing Rain, 0°C
PRESENT: *DSRA Architecture*: Marija Mojsilovic Govedarica
Schooner General Contracting Ltd: Hugh Richard, Kara Morash, Ron Nelson



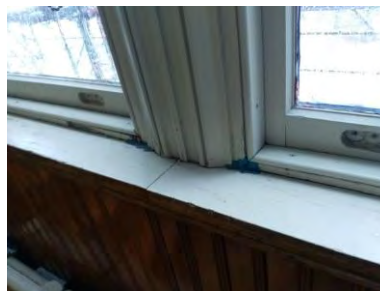
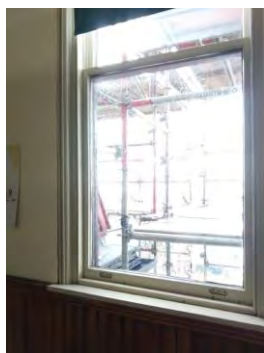
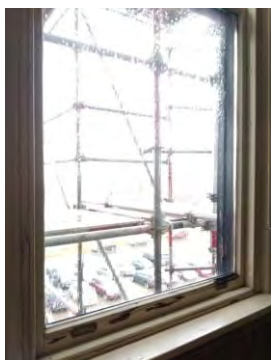
Town of Lunenburg: Arthur MacDonald, Paul Bracken

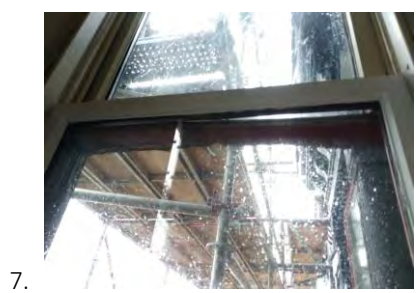
1.0 Review of ongoing work – East Elevation & Elevator Entrance

2.0 Observations

February 27, 2020, – After a site meeting, a field review was conducted by Marija Mojsilovic Govedarica, of DSRA, of the East Elevation, 9 windows on the 3rd floor and the Elevator Entrance upgrade at the Lunenburg Academy. Outdoor temperatures were approximately 0°C with a freezing rain. The purpose of this visit was to attend a site meeting then review the elevator entrance and note ongoing progress of the envelope conservation and window restoration / installation. Hugh Richards, Kara Morash, Project Foreman Ron Nelson, of Schooner General Contracting Ltd., Arthur MacDonald, of Town of Lunenburg were on site, they provided access and joined field review. The review of the site was based on a visual assessment of accessible components of the inside of the building as weather condition didn't allowed inspection of the elements from the outside and close inspection of windows boxes from stage. Further comment as follows:

- 2.1 **Roof** – Nothing to report at this time.
- 2.2 **Trims, Bands & Decorative elements** – Lot of trims are being pre-made in the shop. Sign and plaques are back from restoration and stored in the office.
- 2.3 **Pediments** – Repairs and replacement will begin in the spring of 2020.
- 2.4 **Siding & Shingles** – Shingles are in shop and they are being paint with primer in front of time.
- 2.5 **Windows** – Windows S12, N8, E8, E9, E11, E12, E13, E15, E16 where visited from inside to evaluate the general condition of the boxes to make the recommendation whether they need to be replaced with the new ones, as they were not included in the tender price.





2.6 **Door** – New entrance door to the elevator vestibule are going to be ready for Hugh to pick up on March 4th, 2020. Door head beam is in a fair condition and being considered for restoration. Also, automatic door opener and hardware are not working properly, and they need to be addressed for repair or change.



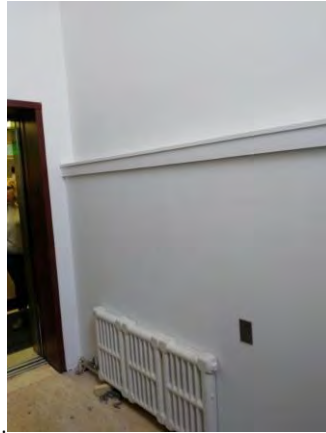
2.7 **Staging** –The staging and hoarding is now in place all the way to the towers, where work is continuing. Paul of Town of Lunenburg, will inform of timetable for finishing the stage, as they want to take the Bell down before the staging is finished around the towers. It is up to Paul to meet with Council and arrange the Boom Lift to take out the bell for refurbishing.



2.8 **Elevator Entrance** –The new interior drywall finishes are done on the 3 walls except on the wall were the entrance door should come in. Construction of the elevator vestibule floor is finished, bur there is not enough space to install porcelain tiles that are specified. There is just 3/8” left from the finish to the edge of the elevator entrance. DSRA will advise on the new floor finish type. Paul suggested that maybe we postpone the installation of the flooring till the spring as they would like to take out the cast iron radiator to refurbish it before they lay down the flooring. In order to do that they would need to shut down and drain the heating system completely as the radiators are old and don’t have valves to shut down each separately. Discussion will continue on this matter.



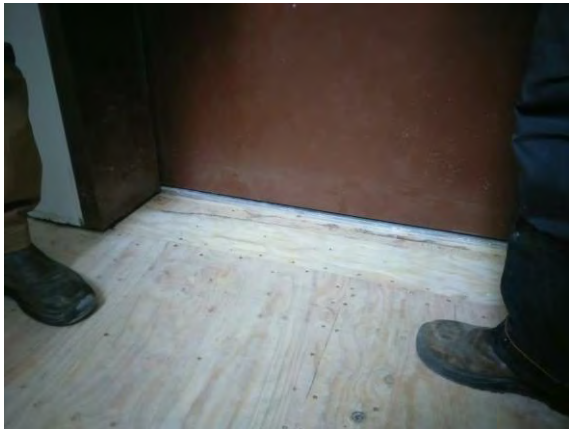
10.



11.

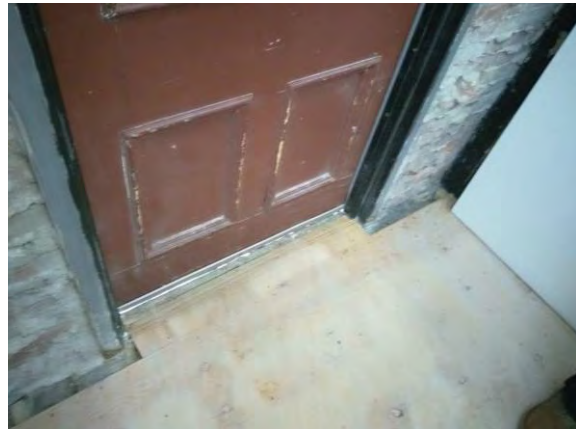


12.



12.

Floor condition at elevator



13.

Floor condition at door

Overall Observations & Recommendations

It was observed that the working progress is going very well. Some recommendation regarding the budget and windows installation schedule are on the way.

This site visit began at 10:00 am & concluded at 11:30 am.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*

FIELD REVIEW #7

DATE: 10 March 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137 WEATHER: Sunny, 2°C
PRESENT: *DSRA Architecture*: Graeme Duffus
Schooner General Contracting Ltd: Hugh Richard, Austin Parsons, Ron Nelson



Town of Lunenburg: Arthur MacDonald, Paul Bracken

1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on window boxes third floor

2.0 Observations

March 10, 2020, – After several requests for a site meeting, to discuss concerns brought up about window boxes, a field review was conducted by Graeme Duffus, of DSRA, of the East Elevation, 9 windows on the 3rd floor and the Elevator Entrance upgrade at the Lunenburg Academy. Outdoor temperatures were approximately 2°C. The purpose of this visit was to review the elevator entrance and window restoration / installation. Hugh Richard, Austin Parsons, Project Foreman Ron Nelson, of Schooner General Contracting Ltd., were on site and provided access for this field review. The review of the site was based on a visual assessment of accessible components of the inside and outside of the building and closer inspection of windows boxes from stage. Further comment as follows:

- 2.1 **Roof** – Nothing to report at this time.
- 2.2 **Trims, Bands & Decorative elements** – Lot of trims are being pre-made in the shop. Sign and plaques are back from restoration and stored in the office.
- 2.3 **Pediments** – Repairs and replacement will begin in the spring of 2020.
- 2.4 **Siding & Shingles** – Shingles are in shop and they are being painted with primer in front of time.
- 2.5 **Windows** – Windows S12, N8, E8, E9, E11, E12, E13, E15, E16 where visited from inside and outside to evaluate the general condition of the boxes, to make any recommendation whether they need to be replaced with the new ones, as they were not included in the tender price, but could be taken out of the Allowances.



Graeme observed that it did not appear to him that it was possible to determine the condition of these boxes until the sashes were removed. Austin confirmed that the main rationale for recommending new boxes was the observation that the windows identified had very poor wood sills with many repairs. The expectation was that new

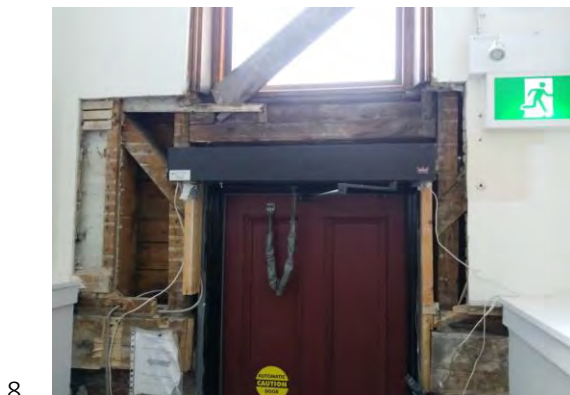
sills were required and that the connection to the boxes would be lost in the process. That would result in a poorly constructed window box which likely would fail much earlier. While the staging was up, we noted the outriggers were not installed yet. High advised they would be installed soon but that we could likely wait until the next site meeting to do a full exterior assessment. Regardless, we did go outside and did look at the windows in question from a short distance.



Outside it was quite clear that the wood work in general is in very poor condition especially the pediments and window trims. It was possible to either see or put hands on some window boxes and we found that at least 5 were already disconnected at the sill and probably should be replaced. On March 13th, Graeme send an email to all parties with the following summary:

Re: window boxes; Our position was that a determination towards replacing a window box should not be made, just based on sills possibly needing replacement, but that until the trims have been removed, for inspection, we cannot confirm or recommend replacement. We did do an inspection on the exterior, but without the outriggers (which will be installed for next week) and did agree that several boxes appear very bad near the bottom. Whatever number we deem should be replaced, SGC is aware that we have to manage with the money we have, even if it means deferring some work, probably lower on the building. However, we do have money to re-shingle two tower roof sides which may not be needed, and other elements may not need doing in our upset Allowances, so we will monitor our expenditures accordingly. We also visited the window workshop in February. Austin has been told to replace any sash that would cost more than the cost of replacement, so we do not exceed our budget.

- 2.6 **Door** – New entrance door to the elevator vestibule are going to be ready for Hugh to pick up on March 4th, 2020. Door head beam is in a fair condition and being considered for restoration. Also, automatic door opener and hardware are not working properly, and they may need to be addressed for repair or change. This was considered to be part of the scope of work in this Tender.



2.7 **Staging** –The staging and hoarding is now in place all the way to the towers, where work is continuing. Paul B of the Town of Lunenburg, will be informed of the timetable for finishing the staging, as they want to take the Bell down before the staging is finished work around the towers. It is up to Paul to meet with Council and arrange the Boom Lift to take out the bell for refurbishing.

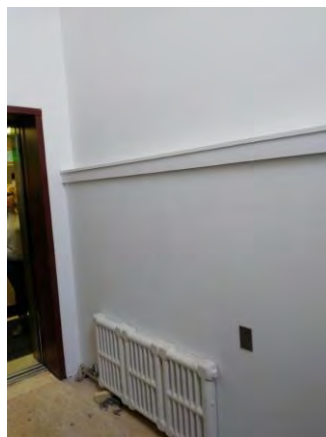


9.

2.8 **Elevator Entrance** –The new interior drywall finishes are done on the 3 walls except on the wall where the entrance door should come in. Construction of the elevator vestibule floor is finished, but there is not enough space to install porcelain tiles that are specified. There is just 3/8” left from the finish to the edge of the elevator entrance. DSRA will advise on the new floor finish type. Paul suggested that maybe we postpone the installation of the flooring till the spring as they would like to take out the cast iron radiator to refurbish it before they lay down the flooring. In order to do that they would need to shut down and drain the heating system completely as the radiators are old and don't have valves to shut down each separately. Discussion will continue on this matter. Graeme reviewed this work on March 10th, 2020 and suggested that a 3/8” difference between the plywood sub floor and the elevator threshold should allow us to use the specified 1/2” porcelain tile, unless the Town would prefer to use vinyl. The Elevator floor at the threshold is actually lower than the plywood. It is normal to have thresholds at doors used by wheelchairs, and a 1/8” difference should not be a problem.



10.



11.

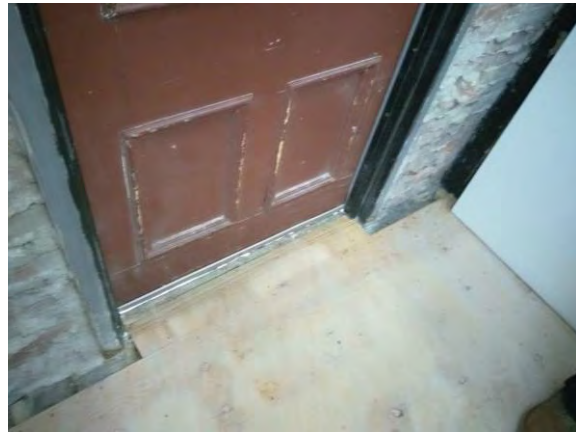


12.



12.

Floor condition at elevator



13.

Floor condition at door

Overall Observations & Recommendations

It was observed that the working progress is going very well. Some recommendation regarding the budget and windows installation schedule are on the way.

This site visit began at 10:00 am & concluded at 11:15 am.

Additional photos from this site review were not available for this Report; but may be added in future.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*

FIELD REVIEW # 8

DATE: 03 June 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Rosa Milito

WEATHER: Rainy / Cloudy 8° C



Schooner General Contracting Ltd: Hugh Richard, Ron Nelson, Kara Morash (meeting only)

Town of Lunenburg: Arthur MacDonald, Paul Bracken

1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on the flashing location inspection for Supplemental Site Instruction #2 (issued on June 3rd, 2020)

2.0 Observations

June 3, 2020 – After a number of emails requesting a site instruction for a flashing detail for the location specified in photo # 1, 2 and 3, a field review was conducted by Rosa Milito, of DSRA, of the East elevation, in general and specifically at the above-mentioned location. Outdoor temperature was approx. 8^oC and it was raining for the entire duration of the site visit. The purpose of the visit was restarting the bi-weekly routine of construction meetings and to review the location where the Site instruction was requested. Hugh Richard, Project Foreman Ron Nelson, of Schooner General Contracting Ltd., were on site and provided access for this field review. Arthur MacDonald and Paul Bradley, of Town of Lunenburg were also present at the meeting and on site. The meeting was conducted in the basement area of the building.

After the site review, Rosa also visited the shop with Ron and Hugh. There was not a specific focus, however, Schooner’s dutchmen repair criteria and methodology were illustrated to introduce Rosa to the project site and shop.

The review of the site was based on a visual assessment of accessible components of the inside and outside of the building and closer inspection of subject location areas from stage. Further comment as follows:

- 2.1 **Roof** – At the location specified in photos #1, where the roof meets the vertical wall and decorative wood trim, it was observed the presence of a temporary flashing indicated an existing condition issue to be addressed. Rosa observed that at that location the outward flushing of water is contrasted by the line of the roof coming from the right that stops behind the trim, approx. 3-1/2” within the vertical plane of the black trim. Rosa agreed with Ron and Hugh that without a proper flashing detail deflecting the water out of that point, it is likely that water infiltrations will continue causing premature rotting conditions of wood. Rosa recommended deflector metal flashing detail to be implemented. She will send out a sketch as part of Supplemental Site Instruction #2. It was agreed that the flashing would have been located under the roof shingles and that, where exposed, e.g. the return of the black trim, it would be painted the same color of the material impacted so that it will not be

visible from the ground and will not impact the visual perception of the decorative framework of the Lunenburg Academy. We required the flashing detail to be compatible with the heritage character of the building.

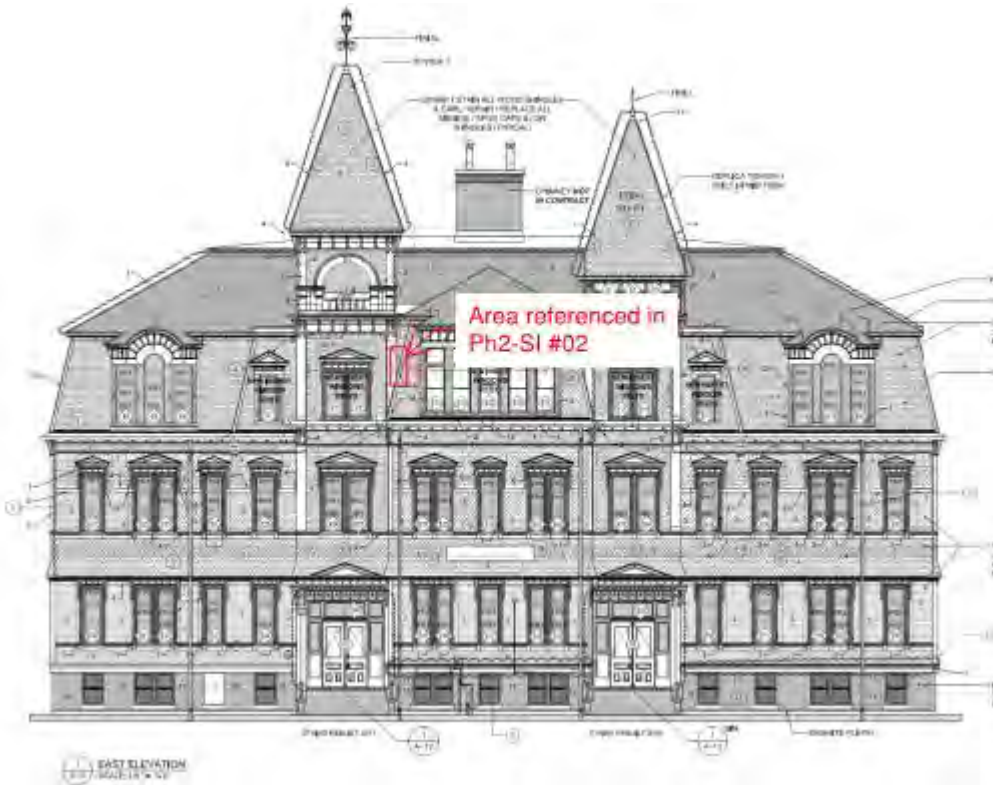


Figure 1- Location of required flashing detail- SSI # 2



Figure 3- Existing Flashing

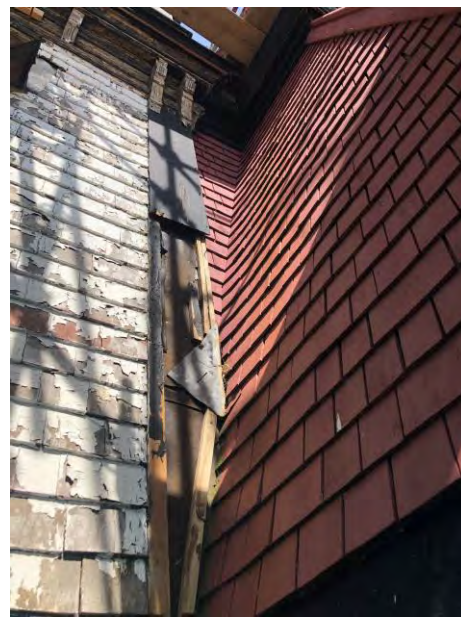


Figure 2 Trim at connection between roof and elevation

2.2 **Trims, Bands & Decorative elements** –Trims are being premade in the shop.

2.3 **Pediments** –Repairs and replacement have not begun yet.

2.4 **Siding & Shingles** –Nothing new at this time.

2.5 **Windows** – Discussion on Windows is continuing. Schooner to confirm what is included in the proposed lump sum of \$50,000.

A reassessment of the windows scheduel was carried out by Paul B. who indicated reference locations to illustrate criteira used for the reassessment. Rosa agreed in principle, however, she specified that she needed to go over the wood elements in more detail to be able to express an opinion and provide advice on the updated assessment window by window.

Rosa observed that not all window boxes were exposed yet and Hugh confirmed they would be exposed in two –week time.

2.6 **Door** – Nothing to report at this time.

2.7 **Staging** – The stage to the tower was removed, apart from the portion to access the bell. Paul confirmed the bell is going to be removed soon. Paul B. to advise.

2.8 **Elevator Entrance** – The heating system has been shut off and the radiator is going to be removed soon. Following Graeme’s advice on a new vinyl floor to respond to site conditions, Rosa will advise on a new vinyl floor type soon.

3.0 Overall Observations & Recommendations

It was observed that the working progress is going very well. The Site Instruction #2 to be issued soon and bi-weekly site review will continue. Rosa advices she may not be available the week of the 22nd, in which case the meeting would be moved to earliest available date.

On June 3rd, 2020 Rosa followed up with SSI#2.

This site visit began at 10:30 am & concluded at 12:15 am.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*
Kara Morash – *Schooner General Contracting Ltd*

Date of the report: June 30th, 2020

Prepared by R. Milito

FIELD REVIEW # 9

DATE: 02 July 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Rosa Milito

WEATHER: Sunny 23° C



Schooner General Contracting Ltd: Hugh Richard, Ron Nelson, Kara Morash

Town of Lunenburg: Arthur MacDonald, Paul Bracken

1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on the shingle roof review and window repairs.

2.0 Observations

July 2, 2020 – A field review of the ongoing work was conducted by Rosa Milito, of DSRA, of the East elevation, in general and specifically looking at the roof installation and flashing as well as at the windows and other woodwork on the east elevation. Outdoor temperature was approx. 23⁰ C and it was sunny for the entire duration of the site visit. The purpose of the visit was to attend the construction site meeting and review progress at various locations. Hugh Richard, Kara Morash and Project Foreman Ron Nelson, of Schooner General Contracting Ltd., were on site and provided access for this field review. Arthur MacDonald and Paul Bradley, of Town of Lunenburg were also present at the construction meeting and during field review. The meeting was conducted in the basement area of the building.

The removal of the bell was one of the items discussed at the meeting. To date the bell was still at its location in the bell tower. Given the presence of biological colonization at multiple locations, Rosa indicated the necessity of using a biocide to prevent the growth of algae, moss, etc. in a short period of time. The Contractor proposed the use of a product they found effective. Rosa would review mock-ups outcome before its use.

The review of the site was based on a visual assessment of accessible components of the outside of the building and closer inspection of subject location areas from stage. Further comment as follows:

2.1 **Roof** – 50% of the new roof shingles were installed and the new flashing on extrados of the barrel vault above the window was also installed. The presence of a slight deformation in the roof facet plane was observed. Schooner indicate that the condition was due to a site condition pertaining to the roof assembly and supporting structure. The contractor reported the presence of an existing steel beam in the roof structure. It was determined that the condition was properly addressed by adjusting the roof substrate and membrane. Major structural interventions to eliminate the condition of the roof substrate and supporting structure were considered outside the scope of this project. The condition did not seem to impact the roof effectiveness in

terms of the building envelope performances. And is only visible for a close inspection. Rosa, in agreement with the Town of Lunenburg did not consider necessary to increase the scope of work to eliminate the existing deformation as no impacts on structural and/or building envelope performance are neither foreseen nor indicated by the contractor. Work on the cladding of the mansard roof (3rd storey) is proceeding. Flashing is being completed and temporary protection is in place to prevent water infiltration.

It was noted that in two locations at the edge of the roof, in proximity of towers, the asphalt is not being replaced by lead coated copper flashing. Rosa indicated that the absence of proper dripping edge detail along with the poor condition of these areas will be likely to cause damage to the roof substrate and to the woodwork in the short term. It was noted that the non replacement of the asphalt was a decision taken during phase 1 due to limited budget availability and priority work to be executed.



Figure 1- Re roofing: installation of new shingles close to completions. Visible deformation at the center of the roof.



Figure 2- Zoom in- Visible deformation at the center of the roof,



Figure 3 – Area of roof re-shingle almost complete



Figure 4 – in the center of the photo: area of roof to be re-shingled



Figure 5 – Zoom in on the area of roof re-shingle to be completed.



Figure 6 –area to be flashed -top of cornice



Figure 7 – Lead coated copper flashing on the barrel vault on windows E18, E19, E20.



Figure 8 – Existing asphalt layers not replaced by Lead Coated Copper flashing



Figure 9 – Cladding beside window E 18. Eaves to be completed.



Figure 10– Bell to be removed.

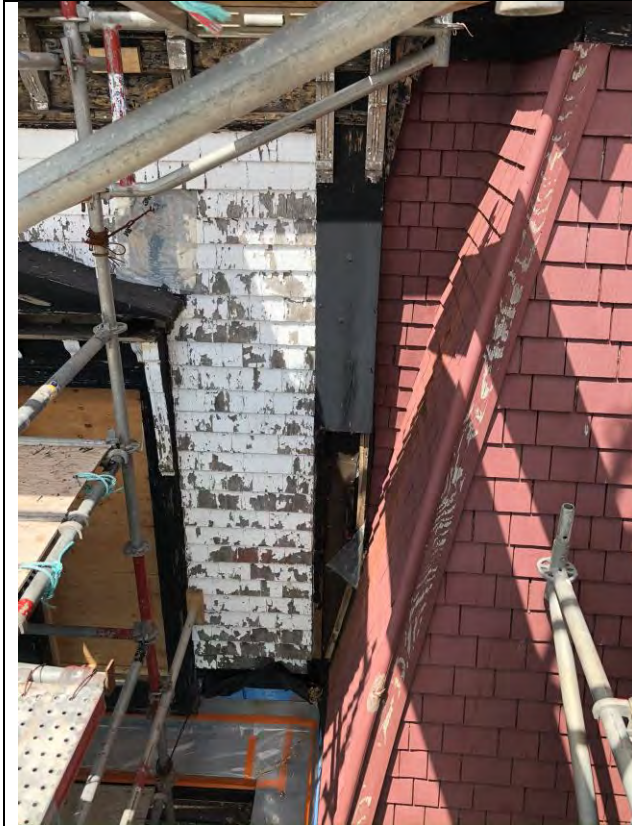


Figure 11 –Area of white painted shingles cladding beside roof to be completed. Note Cladding not completed and flashing detail not completed yet.



Figure 12 Protection in place on the top of the cornice, between 2nd and 3rd level.

- 2.2 **Trims, Bands & Decorative elements** –Trims are being premade in the shop. Almost all wood is exposed. Rotten wood was observed at most of the locations identified in the Windows schedule update. The presence of bird nests was also observed at some locations behind trims.
- 2.3 **Pediments** –Repairs and replacement have not begun yet. The presence of bird nests was observed in multiple places.
- 2.4 **Siding & Shingles** –The paint is being removed (chemical removal). Clapboard repair at the lower level is being done. Shingles are being prefinished in shop.
- 2.5 **Windows** – Discussion on window repairs is continuing. Woodwork repairs have not commenced yet. Out of plumb of some window was indicated by Contractor. During the site visit the out of plum of windows was observed and reviewed at a few locations. It reached 1/5 inch at some widows. It was observed that the out of plumb is common to historic buildings and probably due to differential subsidence of the building elements. It was decided that this issue will be addressed window by window to suit specific conditions.



Figure 13 –Detail of trim at window during the paint removal process.



Figure 14 –Rotten wood discovered after paint removal at pediment. Typical.



Figure 15 –Rotten wood discovered after paint removal at trims. Typical.



Figure 16 –Woodwork (corbel) at window requiring a dutchmen repair.

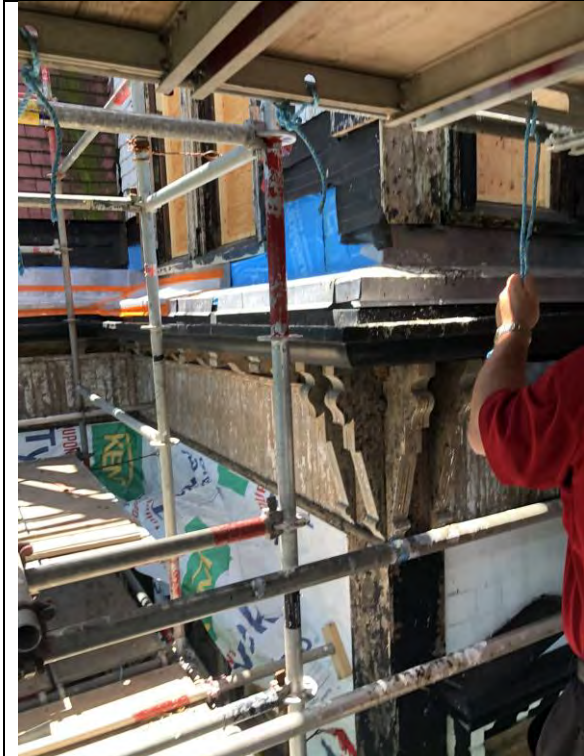


Figure 17 –Flashing at cornice. Corner detail.



Figure 18 –Roof shingles being completed.



Figure 19 –Out of plumb of widows being verified.

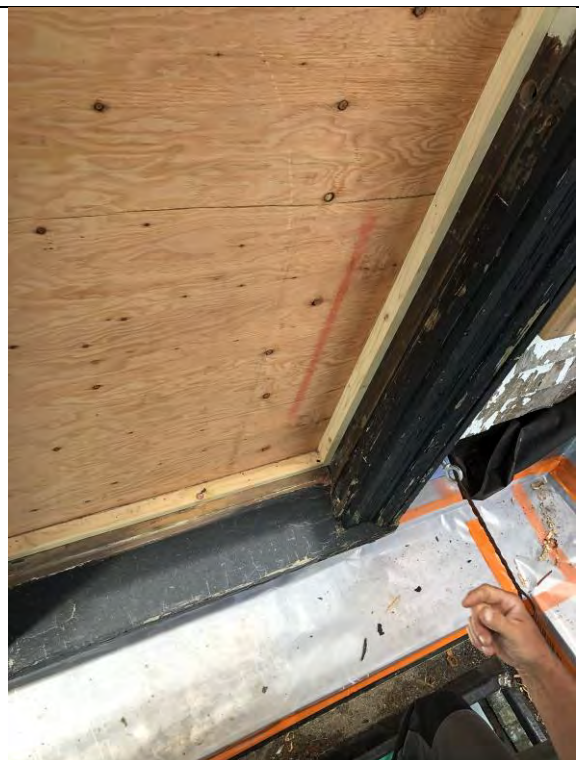


Figure 20 –Approx. size of out of plumb (1/2 inch) being indicated.



Figure 21 –Out of plumb of widows being verified.



Figure 22 – Detail of rotten wood at trim.



Figure 23 – Detail of rotten arched window.



Figure 24– Detail of rotten wood at pediment and window woodwork.

2.6 **Door** – Nothing to report at this time.

2.7 **Staging** – The stage to the tower was removed, apart from the portion to access the bell. At the time of this site visit the bell was still in place.

2.8 **Elevator Entrance** – The heating system has been shut off and the radiator is going to be removed soon. As a result of emails exchange between DSRA, the Town of Lunenburg and Schooner, to review proposed

colors/types of vinyl floors for the elevator entrance, one of the proposed options was selected during the site meeting. Contractor to order.

3.0 Overall Observations & Recommendations

It was observed that the working progress is going very well. The Site Instruction #2 to be issued soon and bi-weekly site review will continue. Rosa advises she may not be available the week of the 22nd, in which case the meeting would be moved to earliest available date.

On June 3rd, 2020 Rosa followed up with SSI#2.

This site visit began at 11:00 am & concluded at 14:30 pm.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*
Kara Morash – *Schooner General Contracting Ltd*

Date of the Report: August 7th, 2020

Prepared by R. Milito

FIELD REVIEW # 10

DATE: 15 July 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Rosa Milito

WEATHER: Sunny 19° C



Schooner General Contracting Ltd: Hugh Richard, Ron Nelson.

Town of Lunenburg: Arthur MacDonald, Paul Bracken.

1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on the shingle roof review and window repairs.

2.0 Observations

July 15, 2020 – A field review of the ongoing work was conducted by Rosa Milito, of DSRA, of the East elevation, in general and specifically looking at the exposed woodwork on the east elevation. Outdoor temperature was approx. 19° C and it was sunny for the entire duration of the site visit. The purpose of the visit was to attend the construction site meeting and review progress at various locations. Hugh Richard, and Project Foreman Ron Nelson, of Schooner General Contracting Ltd., were on site and provided access for this field review. Arthur MacDonald and Paul Bradley, of Town of Lunenburg were also present at the construction meeting and during field review. The meeting was conducted in the basement area of the building followed by a site review and a visit to the shop.

The review of the site was based on a visual assessment of accessible components of the outside of the building and closer inspection of subject location areas from stage. Further comment as follows:

2.1 General - Given the presence of biological colonization at multiple locations Rosa indicated the necessity of using a biocide to prevent the re-growth of algae, moss, etc. The Contractor proposed the use of a product they found effective. Rosa asked for more information and the contractor sent information by email. The main agent of the proposed product is sodium hypochlorite at a concentration of 50 g/L which is commonly used on exterior wood to prevent microbiological growth. A mock-up to confirm its effectiveness and impact on historic wood is required.

The bell was removed from the bell tower and that part of scaffolding is no longer required.

2.2 Roof – Installation of new roof shingles was completed. Work on the cladding of the mansard roof (3rd storey) is proceeding. Flashing is being completed and temporary protection is in place.

The two locations at the edge of the roof, in proximity of towers, where the asphalt was not replaced by lead coated copper flashing were discussed again and it was decided to look into the possibility of replace the asphalt by proper cladding.

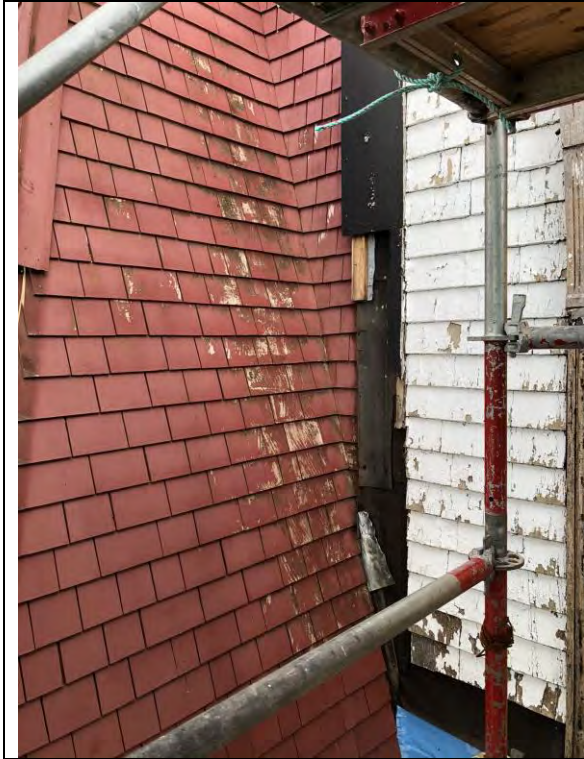


Figure 1- Microbiological growth to be addressed with appropriate product to not damage historic wood.



Figure 2- Detail of moss growth and existing temporary flashing at the connection between cladding and roof to the left of window E15.

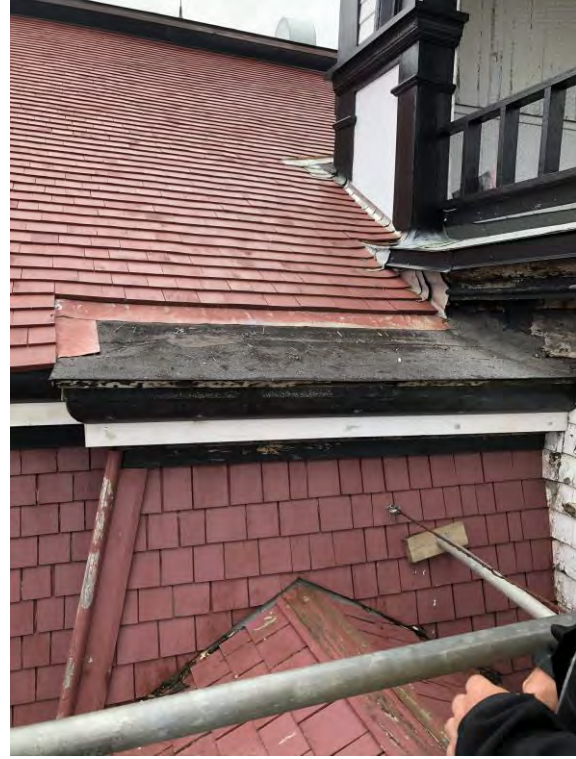


Figure 3 – Existing asphalt layers not replaced by Lead Coated Copper flashing



Figure 4 – Installation of lead coated copper flashing at barrel vault is completed.



Figure 5 – Bell tower. The bell is removed, and a metal net is installed to prevent birds entering the tower.



Figure 6 – Metal flashing at tower arched opening is complete.



Figure 7 – Lead coated copper flashing on tower arched opening. Side view.



Figure 8 – Cladding on the 3rd floor that is being repaired. Roof hip cap to be replaced.



Figure 9 – Roof detailing at eaves to be completed after repair of wood eaves.



Figure 10– Siding on the 3rd floor elevation- paint is removed. Wood is in good condition.



Figure 11 – Windows trims, sill and transom sills. Paint is removed and existing bare wood is exposed.



Figure 12 – Shingles on the elevation are removed and permeable membrane is being installed.



2.3 **Trims, Bands & Decorative elements** –All bare wood is exposed. Rotten elements were observed and referenced to the windows schedule update. Many woodwork elements to receive Dutchmen repairs. Degree of preservation/restoration interventions was discussed on site and it was agreed that where the percentage of rotten wood makes unviable the use of Dutchmen repair, an exact replica of the element is made in the shop and installed. The discussion and revision of the work being carried out in the shop confirmed that execution of repairs on woodwork is following applicable Standards and Guidelines for the Conservation of Historic Places in Canada. The presence of bird nests was still a reality at some locations, it will be resolved as the repairs to specific areas proceed.

2.4 **Pediments** –All bare wood is exposed. Repairs and replacements have not begun yet. The presence of bird nests was observed in a few locations together with insects.

2.5 **Cladding: Siding & Shingles** –At the 3rd level, the paint is being removed. At the location shown in figure no. 2, the existing flashing was a temporary solution to address a problem similar to the one on addressed with SI 02. Rosa indicated to customize the flashing detail indicated in SI No. 2 to fit this location.

At the 2nd and 1st level all cladding have been removed and the permae membrane application is complete. The membrane is currently being protected until wood shingles are reinstalled.

2.6 **Windows** – All woodwork is now exposed, and repairs are about to start. Repairs will be carried out as agreed, using Dutchmen repair and or replicas of rotten elements. The wood will be sanded and treated as appropriate. Rosa reviewed the contractor’s approach to repairs and agreed on not using epoxy resin for repairs.



Figure 13 –Detail of sill partially replaced that is currently rot. In this case the sill will be replaced and connections between parts on weather exposed areas will be avoided.



Figure 14 – Rotten wood at band between sills. Typical.



Figure 15 – Detail of rotten sill previous repair. Part of the element is lost.



Figure 16 –rusted nails in woodwork created cracks and allows for water penetration. This is a case of wood element replacement with replica.

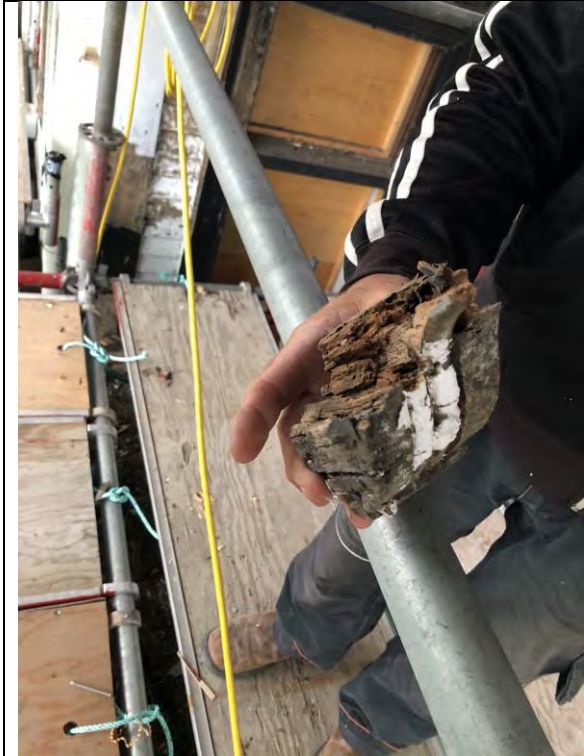


Figure 17 –Rotten wood breaks as touched by hand. Elements in this condition are being replaced by replicas.



Figure 18 –Existing woodwork being repaired in shop.



Figure 19 – Poor condition of woodwork at cornice. Most elements are rotten and are being repaired using dutchmen or replaces by replicas being made in the shop.



Figure 20 –Zoom in at same location of Figure 19.

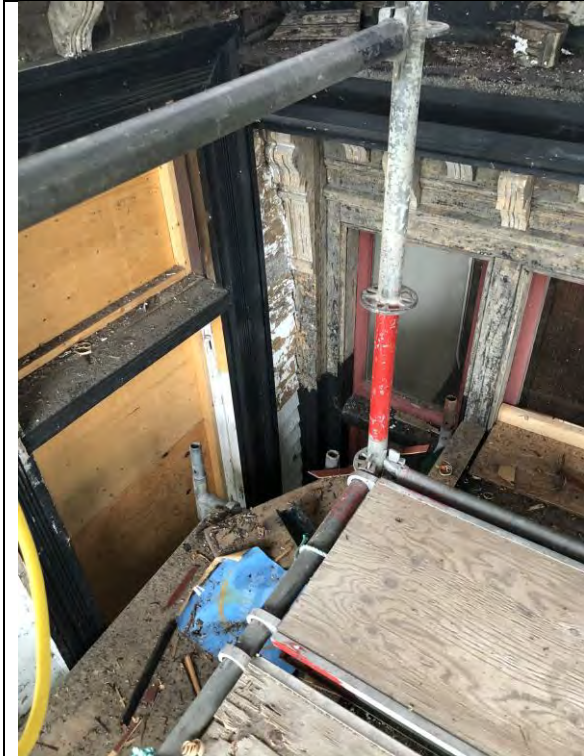


Figure 21 – Missed corbels below pediment.



Figure 22 – Detail of wood in fair condition to be prepared and reused at same location.



Figure 23 – Detail of water table at the ground level to be replaced.



Figure 24– Detail of water table at the ground level to be replaced.



Figure 25– Detail of woodwork being treated in shop.



Figure 26– Detail of historic woodwork being treated in shop.



Figure 27– Different types of historic woodwork found on diverse part of the building. Many previous repairs were not executed to match original or historic woodwork.



Figure 28– Detail of historic woodwork being treated in shop.

2.7 **Door** – Nothing to report at this time.

2.8 **Staging** – The stage to the tower was removed.

2.9 **Elevator Entrance** – No additional work is being done. The floor has been ordered. No delivery date was provided by the Contractor.

3.0 Overall Observations & Recommendations

It was observed that the working progress is going very well. All the woodwork is exposed allowing for close observation of each element. The use of biocide is recommended.

This site visit began at 11:00 am & concluded at 14:30 pm.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*
Kara Morash – *Schooner General Contracting Ltd*

Date of the Report: August 8th, 2020

Prepared by R. Milito

FIELD REVIEW # 11

DATE: 05 August 2020
CONCERNING: Lunenburg Academy Building **PH2**
JOB NUMBER: 16137
PRESENT: *DSRA Architecture*: Rosa Milito

WEATHER: Sunny 22° C



Schooner General Contracting Ltd: Hugh Richard, Ron Nelson, Kara Morash.

Town of Lunenburg: Arthur MacDonald, Paul Bracken.

1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on the review of woodwork and widow trims and decorative woodwork ongoing repairs.

2.0 Observations

August 05, 2020 – A field review of the ongoing work was conducted by Rosa Milito, of DSRA, of the East elevation, in general and specifically looking at the windows elements conditions and woodwork repairs being executed on the east elevation. Outdoor temperature was approx. 22⁰ C and it was sunny for the entire duration of the site visit. The purpose of the visit was to attend the construction site meeting and review the work progress at various locations. Hugh Richard, Kara Morash and Project Foreman Ron Nelson, of Schooner General Contracting Ltd., were on site and provided access for this field review. Arthur MacDonald and Paul Bradley, of Town of Lunenburg were also present at the construction meeting and during field review. The meeting was conducted in the area outside the building in proximity of the Contractor trailer and was followed by a site review.

Prior the meeting Rosa prepared markups on Phase 2 base drawings to identify added scope included in CO24 and CO25. The markups showed items in poor conditions added to the base scope as identified during several inspections of woodwork and windows from fall 2019 to date. Markups are cross referenced to the window schedule updates and related updates. The foreseeable additional scope generated change orders for already known scope and for items to be added upon close inspection when wood was exposed. The purpose of these markups was to provide updated base drawings to discuss and review work progress until construction completion. Draft drawings are being distributed to the project team to be reviewed and agreed upon by the Town of Lunenburg, the Contractor and DSRA. A final issue of the drawings will follow those reviews.

After the meeting, the possibility of additional scope to the contract, related to the re-painting of the brick work at the ground level, was discussed. Arthur of the Town of Lunenburg asked the contractor to provide a quote related to removal of paint with water pressure and re-painting the brick basement at all four elevations of the building. Rosa, with Arthur and Ron, briefly reviewed the bricks conditions. She noted a layer of acrylic paint on bricks, with significant blistering, peeling, and bursting/spalling decay phenomena to bricks at several locations. Layers of spalled bricks fell under gentle hand touch. Rosa advised against the use of abrasive

methods of cleaning and suggested the use of gentle chemical cleaning and appropriate conservation treatments before applying, if deemed appropriate, a permeable paint system compatible with the brick requirement for breathability. Rosa will review and advise on base contract cleaning procedures, as well as look into options for conservation treatments to brick masonry. She indicated the necessity of identifying appropriate cleaning procedure and conservation treatments including partial repointing and compatible paint system. Rosa also noted that it would be important to assess whether the *paint on the bricks* is a contributing factor to the cultural significance as a heritage defining element of the Lunenburg Academy, or a later alteration physically and aesthetically undermining that significance, The Contractor suggested a product, the *Circa 1850*, as paint stripping method. Rosa to review and advise on the compatibility of this product with historic brick masonry.

During the walk around to look at bricks, potential additional scope of work to adapt the existing south stairs to be code compliant was also discussed. It should result in the addition of a railing/handrail whose design is compatible with the cultural value of the stairs and of the entire building.

Project schedule was reviewed, and the project is expected to be completed before the end of the 2020. Tentatively at the beginning of October.

The review of the site was based on a visual assessment of accessible components of the outside of the building and closer inspection of subject location areas from stage. Further comment as follows:

- 2.1 **General** – The Contractor reported that the mock-up to test the biocide worked well on the wood shingles. Rosa’s review of the area confirmed the positive outcome; therefore, she recommended the use of the biocide product on any areas where microbiological growth is present.
- 2.2 **Roof** – Installation of new roof shingles was completed. Work on the cladding of the mansard roof (3rd storey) is proceeding. Flashing is being completed and temporary protection is in place. The two locations at the edge of the roof, in proximity of towers, where the ashplant was not replaced by lead coated copper flashing, were discussed again and it was decided to look into the possibility of replace the asphalt by proper cladding. It was decided that Rosa would provide information on required work to be priced by Contractor. It was also discussed the opportunity to remove the asphalt flashing at the top of the cornices around the tower and inside the top level of the bell tower. Quote for this work by the Contractor is essential to understand the impact on budget. Rosa recommended those interventions being executed while the scaffolding is still on, the reason being that scaffolding would be a major cost when condition of asphalt worsens, and an intervention needs to be done in a few years time.

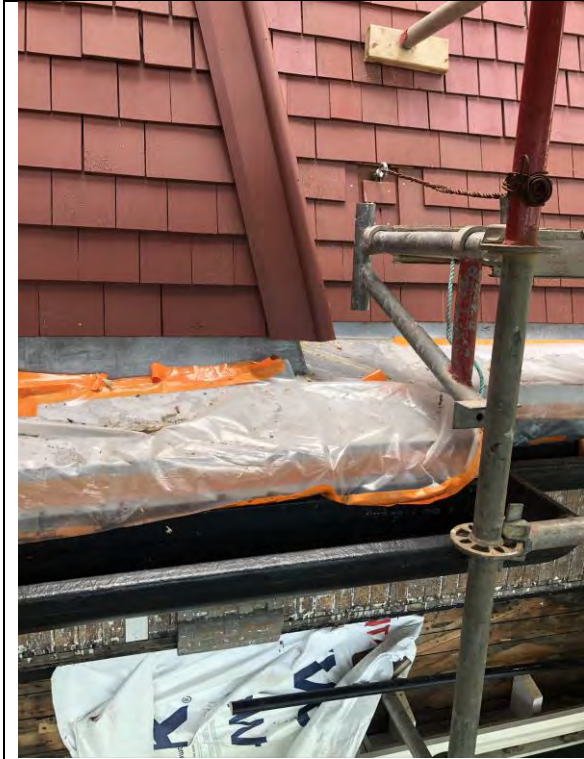


Figure 1- Roof hip band installed.



Figure 2- Roof and shingles on the 3rd floor. Repair work in progress.

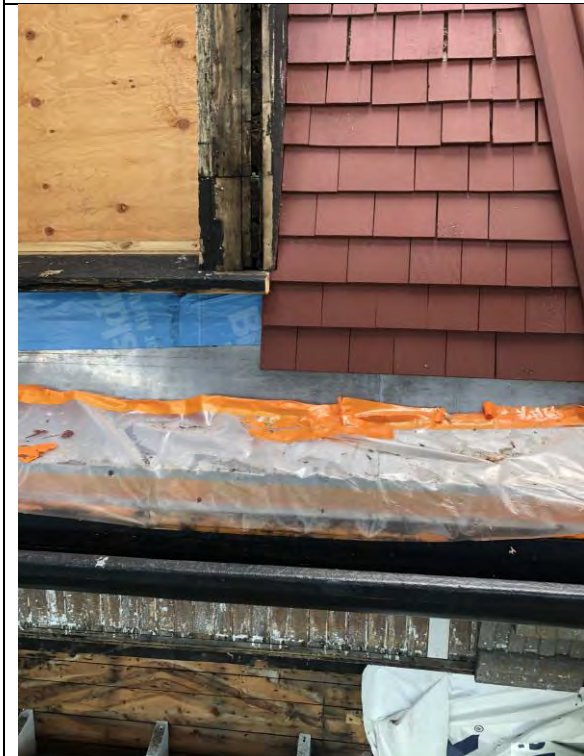


Figure 3- Shingles on the 3rd floor. Repairs almost completed. Note dutchmen repair at the base of window trim.



Figure 4- Shingles on mansard roof window on the 3rd floor is completed. Asphalt on roof deck in fair to poor condition.



Figure 5- Asphalt on roof deck in fair to poor condition. Close view.



Figure 6- Roof shingle replacement completed. Asphalt on roof deck in fair to poor condition.



Figure 7- Asphalt on roof deck in fair to poor condition. Note the exposed and partially rotten wood deck underneath



Figure 8- Asphalt on roof deck in fair to poor condition. Note the connection to the tower.



Figure 9- Asphalt on the top of the cornice on the north tower.



Figure 10- Asphalt on the top of the cornice on the north tower. Corner.



Figure 11- Asphalt on the top of the cornice on the north tower. Connection to roof.



Figure 12- Asphalt on the top of the cornice on the bell tower.

2.3 **Trims, Bands & Decorative elements** – Repair work is ongoing, and many woodwork elements are receiving Dutchmen repairs. Preservation/restoration interventions were reviewed on site and when Dutchmen repairs are not possible exact replicas of elements is made in the shop and installed. The discussion and revision of the work being carried out in the shop confirmed that execution of repairs on woodwork is following applicable Standards and Guidelines for the Conservation of Historic Places in Canada. It was reported that bird nests are

no longer an issue and that at some locations the presence of bird mites was significant and required specialized intervention.

Repairs at water table on the ground floor have been carried out.



Figure 13- Wood work being repaired at the Palladian windows



Figure 14- Wood work being repaired at the Palladian windows



Figure 15- Wood work being repaired at the Palladian windows



Figure 16- Wood work being repaired at the Palladian windows. Note dutchmen repairs.



Figure 17- Wood work being repaired at the Palladian windows. Note dutchmen repairs.

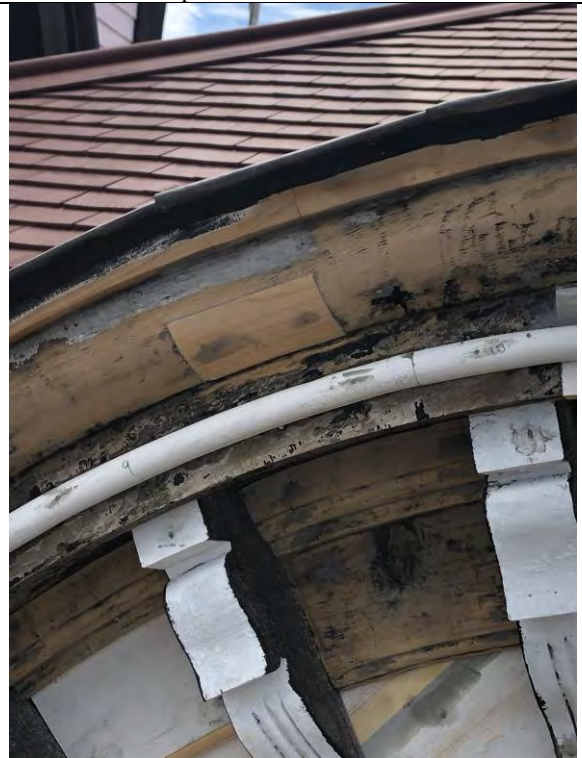


Figure 18- Wood work being repaired at the Palladian windows. Dutchmen repair.



Figure 19- Wood work being repaired at the windows trims.



Figure 20- Wood work being repaired at the windows sill.



Figure 21 – replacement of window sill with replica.



Figure 22- Corner pilaster at the north return of the central part of the elevation.

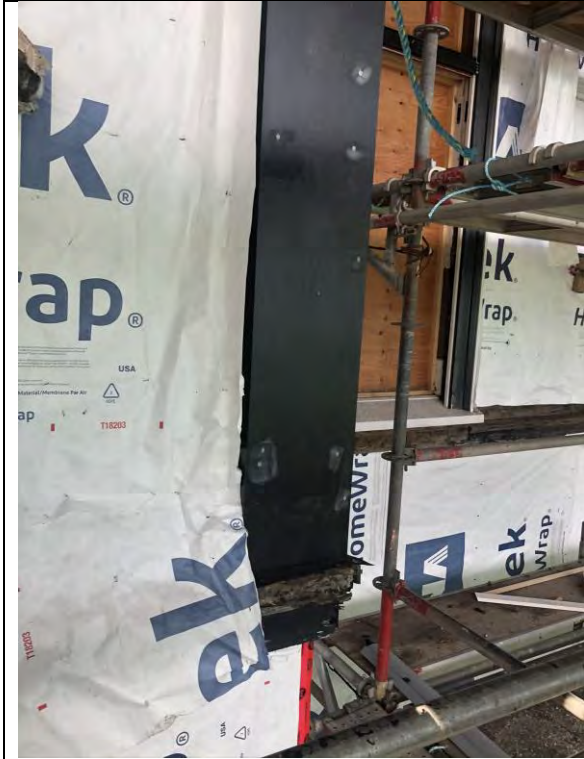


Figure 23 – Wood pilaster replacement

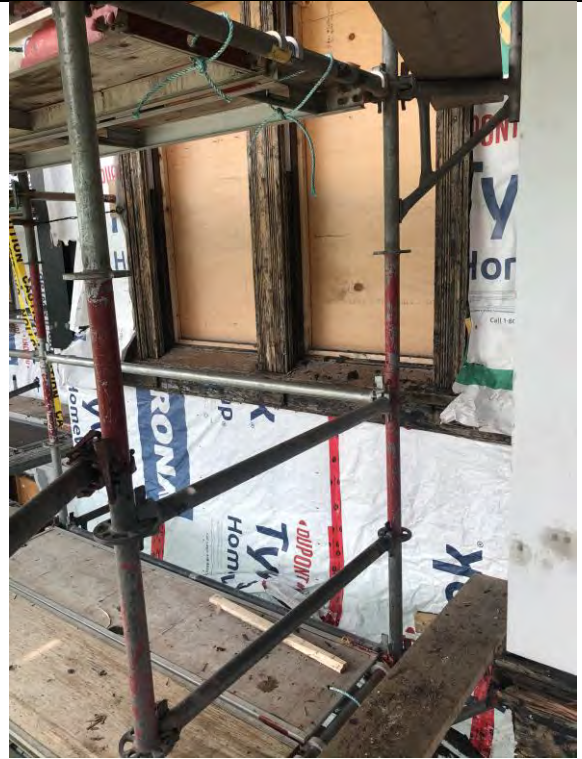


Figure 24– Window sill to remain. Typical.



Figure 25 – Previous inappropriate repair to be removed.



Figure 26 – Replaced window trim



Figure 27 – Detail of existing repair with different and not historically correct decorative motif.



Figure 28– Pediment parts being replaced. Repaired trim with historically appropriate motif. Wood sheathing around window in good condition.

2.4 **Pediments** – Repairs and replacements of parts to pediments have begun. it was reported that there was a bird mites’ infestation that was dealt with by using a specialized company. Pediment were disassembled in their parts and taken to the shop for repairs including dutchmen repairs or in a few instances replaced by a replica.

2.5



Figure 29 – Repaired and installed bottom part of pediment.



Figure 30 – Pediment to be disassembled and repaired. Corroded steel nails in wood.



Figure 31 – Pediment to be disassembled and repaired. Rotten wood at corner.



Figure 32 – Note removed planks to be repaired above pediment.



Figure 33 – Pediment to be reassembled after flashing installation.



Figure 34 – Pediment to be disassembled, repaired, and reassembled.



Figure 35 – Pediment to be disassembled, repaired, and reassembled. Broken wood detail.



Figure 36 – Missed part. Replica of detail to be installed under pediment.



Figure 37 – Corbel under pediment to receive Dutchmen repair.



Figure 38 – Missing corbel under pediment/.



Figure 39 – Pediment. Rotten and broken wood at corner.



Figure 40 – Pediment. Rotten wood and missed parts.



Figure 41 – Pediment. Missed parts.



Figure 42 – Pediment. To be repaired.



Figure 43 – Pediment to be repaired



Figure 44 – Pediment in poor condition



Figure 45 – Pediment to be repaired

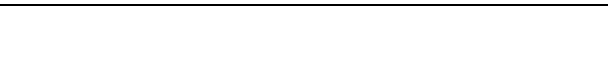


Figure 46 – Pediment to be repaired

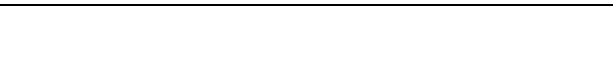




Figure 47 – Pediment partially repaired and primed.



Figure 48 – Cornice above windows to be repaired.



Figure 49 – Pediment repairs in progress.



Figure 50 – Pediment bottom part repaired.



Figure 51 – Removed corbels to repair in shop.



Figure 52 – Palladian windows to the south of the east elevation repaired and primed.



Figure 53 – Palladian windows to the south of the east elevation repaired and primed. Detail of the north corner.



Figure 54 – Palladian windows to the south of the east elevation repaired and primed.

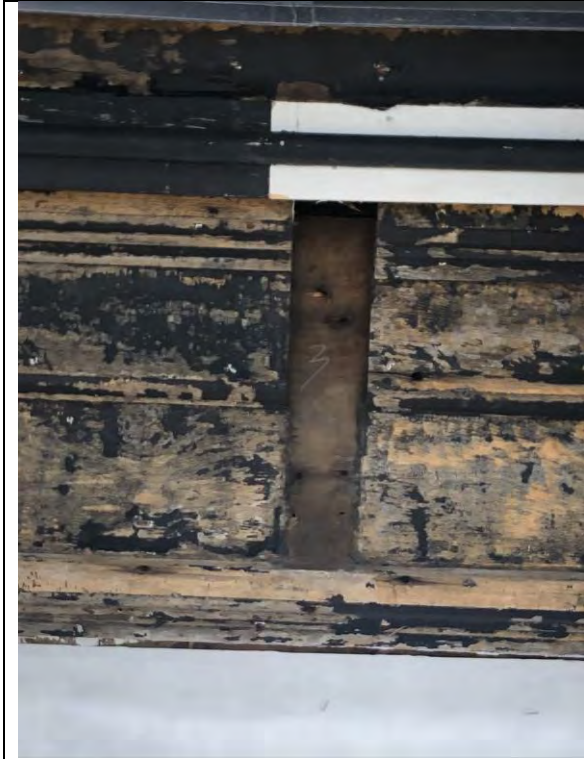


Figure 55 – Cornice with removed corbel being repaired.



Figure 56 – Cornice at the North tower to be repaired.

- 2.6 **Cladding: Siding & Shingles** –No current updates on the cladding. Shingles are being painted in the shop. Protection of wood sheathing is still in place.
- 2.7 **Windows** – Woodwork at windows is being repaired. Repairs will be carried out as agreed, using Dutchmen repair technique and or replicas of rotten elements. Repaired woodwork is being prepared to receive painting system as appropriate. Rosa reviewed conditions of transom sills at all windows to confirm transom sill replacements as identified in the schedule. A few transom sills appeared very soft and not in acceptable conditions. Rosa noted that some of these transom sills were not identified for replacement yet.



Figure 57 –Detail of transom sill, partially replaced in previous interventions.



Figure 58 –Detail of transom sill. Central trim has been repaired.



Figure 59 –Detail of transom sill, partially rot.



Figure 60 –Detail of transom sill loose connection to central trim due to previous interventions to the transom sills. In this case repair will preserve the transom sill.



Figure 61 –Detail of transom sill, showing previous interventions.



Figure 62 –Detail of transom sill, showing poor condition of rotten wood.



Figure 63 –Detail of transom sill, partially replaced in previous interventions.



Figure 64 – Cracks in transom sills



Figure 65 –Testing softness of wood at transom sill.



Figure 66 –Detail of transom sill to be replaced.

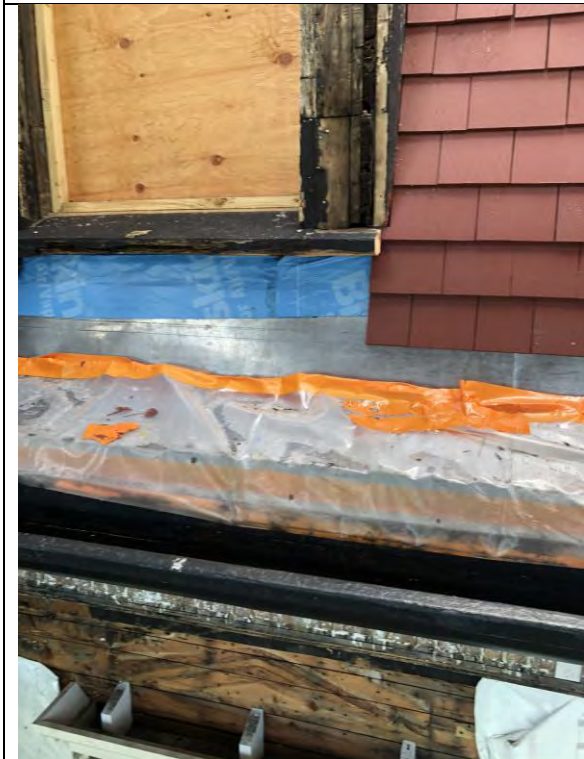


Figure 67 – previous repair at trim to be removed.



Figure 68– Detail of cladding at the side of Palladian window.

2.8 **Door** – Nothing to report at this time.

2.9 **Staging** – The stage to the tower was removed.

2.10 **Elevator Entrance** – No additional work is being done. The floor has been ordered. The Contractor could not confirm a delivery date and therefore an installation date.

3.0 Overall Observations & Recommendations

It was observed that the working progress is going very well, and the woodwork repairs are progressing at a good speed, approximately 20 % of the woodwork repair is undertaken. The replacement of the asphalt at the noted locations is recommended upon budget review. The use of a compatible cleaning method for the painting on bricks and subsequent conservation treatment is also recommended if this part of scope is to be added to the project scope.

This site visit began at 11:15 am & concluded at 15:15 pm.

Distribution: Arthur MacDonald – *Town of Lunenburg*
Paul Bracken – *Town of Lunenburg*
Hugh Richard – *Schooner General Contracting Ltd*
Kara Morash – *Schooner General Contracting Ltd*
Ron Nelson – *Schooner General Contracting Ltd*

Date of the Report: August 9th, 2020

Prepared by R. Milito

ATTACHMENT B

TOWN OF LUNENBURG



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LUNENBURG ACADEMY

Detail Final Project Report – Phase II Exterior Restoration Project
Project No. NCSPHP 2019-20-01-002

April 6th, 2020

Prepared by: Arthur MacDonald MCIP, LPP
Prepared for: Parks Canada
on behalf of the Town of Lunenburg

Lunenburg Academy, 97 Kaulbach Street
Final Project Report – Phase II Exterior Restoration Project
Project No. NCSPHP 2019-20-01-002

DESCRIPTION OF THE PROJECT:

The Lunenburg Academy is a three storey wooden Victorian building, built in the Second Empire style. The Academy was designed by H. H. Mott, a well-known New Brunswick architect, in 1893. The building was completed in 1895, and opened as a school on November 7, 1895. It was constructed as part of Nova Scotia's shift from one room school houses to public Academies.

The Lunenburg Academy is a municipally registered heritage property and was registered as both a Provincial Heritage Property and a National Historic Site in 1983. It operated continuously as an educational building from 1895 until March of 2012. Its current use includes education, cultural and community spaces. The Academy is also the home of the South Shore Public Libraries, Lunenburg Branch.

Phase II of the exterior envelope restoration of the Lunenburg Academy followed an exterior assessment of the building documented in "Lunenburg Academy Exterior Assessment Report, February 12, 2017 by DSRA Architecture Inc. Shortly thereafter DSRA was requested by the Town to undertake tender documents for the Lunenburg Academy's restoration. Parks Canada funding fell into place with the signing of the Contribution Agreement, Project No. NCSPHP 1718-01-059 for Phase I in 2017 which completed the North, West and South Elevations and Phase II was initiated in 2019 with the signing of the Contribution Agreement, Project No. NCSPHP 2019-20-01-002 for the restoration of the East Elevation.

Phase II focused on conserving the building's exterior envelope. Work included the restoration of fascia's, soffits, doors, windows, shingles, trim on the East facade, and the roof. A detail description of the work is outlined in Appendix "A" attached.

DESCRIPTION OF THE INTENDED WORK VERSES THE ACTUAL WORK

Planned Conservation Work:

The planned conservation work at Lunenburg Academy National Historic Site of Canada focused on the restoration of the East facade of the building. Specific activities approved under the Contribution Agreement are outlined in Appendix "A" of this report and are reviewed below:

Mansard Roof

- replacing missing and damaged shingles to match the existing;
- light scraping and re-staining of the eastern face of the mansard roof with a red stain;
- scraping, painting, and repairing or replacing the ridge and hip caps as required.

As outlined in the Field Review Reports, the project was delayed for a number of reasons and the plan in the fall of 2019 was to concentrate on the lower part of the building and to erect the staging up to the upper levels in the spring of 2020. Staging to the roof and towers was completed in March 2020 as shown in the photos below. Roughly 30% of the roof shingles have been replaced by the end of March. The restoration of the mansard roof will be completed this summer.



Dormers

- assessing damaged elements (rotten roof shingles, cove moulding, frieze boards and brackets);
- repairing or replacing the damaged elements, depending on their condition, to match the existing detailing, materials and paint scheme.

The dormers along the East façade of the Lunenburg Academy were assessed. Damaged elements including rotten roof shingles, cove mouldings, frieze boards and brackets were identified as well as nine (9) window boxes (Windows S12, N8, E8, E9, E11, E12, E13, E15, E16) that were in relative poor shape. The restoration work around the dormers will be completed this summer.



Towers

- repairing or replacing damaged elements, depending on their condition, to match the existing.

Two (2) towers (1 enclosed and 1 open air) on the East elevation are included in Phase II. The two (2) western towers, identified as Tower 1 and Tower 2 on the tender document drawings, have been restored in

Phase I. The assessment of the eastern towers shows that the roof shingles are in relative good shape and total replacement would not be necessary. The intent will be to repair and replace only the damaged elements to match existing. The restoration of the towers will be completed this summer.



The roof ridge caps of the towers were replaced in-kind by the end of March.

Windows

- non-abrasive cleaning of cap flashing to remove organic growth and to further assess the condition of the modified bitumen and fiberglass flashing;
- replacing in-kind all cap flashing at the 2nd floor pedimented windows;
- replacing the scribed window casings with material, detailing and paint scheme to match the existing;
- replacing the arched casing with boards, detailing and paint scheme to match the existing;
- repairing/replacing rotten window sashes and boxes as required to match the existing;
- replacing where necessary Priority 1 and 2 windows, as well as 5 multi-window units on the 3rd floor, with compatible new substitutes.

The window trims, headers, top caps, sills and pediments were cleaned and assessed. Window sashes were pulled, assessed and in the process of being restored for re-installation this summer.



Sashes stacked



Rot to round top



most decorative profile
with poor mortice joint



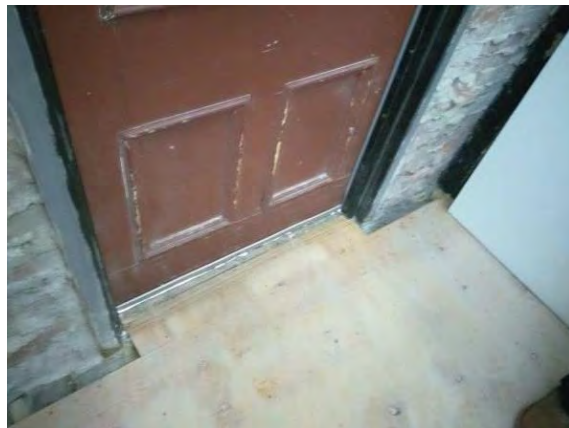
missing stile

By the end of March roughly 50% of the window sash rehabilitation work has been completed. The window units for the LAMP's auditorium are currently being fabricated for installation this spring. The remaining window trims and window boxes are in the process of being assess for repairs.

Entrances

- replacing damaged and rotten material with new material, detailing and paint scheme to match the existing;
- removing plywood infills in the sidelights, and replacing them with wood or glazed panels based on photographic and documentary evidence;
- replacing doors with taller units based on photographic and documentary evidence.

The South Accessibility Door has been manufactured and ready to be installed this April.



The two (2) front entranceways on the East elevation will be installed later this summer.

Wood Bracketry

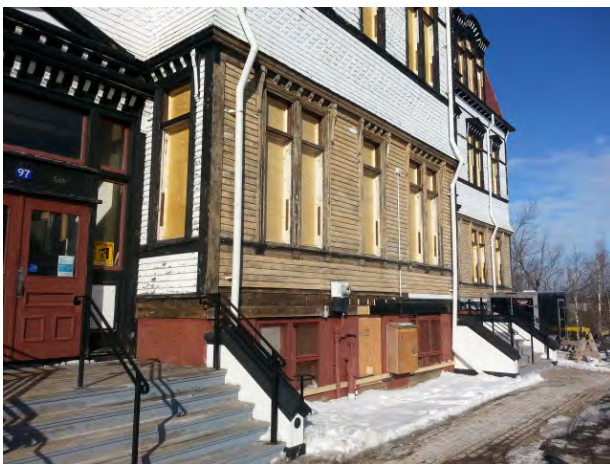
- repairing or replacing deteriorated wood as required, to match the existing detailing and materials;
- scraping and painting in place, to match the existing paint scheme.

The bracketry on the East elevation were found in good condition. Any deteriorated wood bracketry will be repaired or replaced to match the existing this spring and summer. Some priming and painting activities have been undertaken where objects were removed from the site and restored in an enclosed controlled environment. The restoration of the wood bracketry will continue this spring and summer.

Exterior Walls

- repairing/replacing where necessary deteriorated shingles or clapboards to match existing;
- stripping, priming and repainting wood shingles and clapboard.

The watertable along the East façade was replaced. The clapboard was founded to be in relatively good condition. As the project proceeds, any deteriorated wood was repaired or replaced to match the existing. The entire first level of the Academy is now ready to be painted this spring. Most of the shingles were found to be in poor condition and will be replaced to match existing. Painting of the wood shingles was undertaken in a control environment which should improve the longevity of the product, Now that the scaffolding has been erected, the upper floors will be stripped, cleaned and assessed as the project proceeds.



Compliance with Pre-Certification Report

The Town has undertaken Phase II of the Lunenburg Academy exterior restoration work in compliance with all of the conditions, recommendation and specifications as outlined in Park's Canada's Pre-Certification Report. The Project was delayed in 2019 due to late funding approval as well as Hurricane Dorian. However, Phase II was always planned to be undertaken over two fiscal years and we remain on-track with an anticipated completion date of October 1, 2020.

Successes and Challenges of the Project

The success of the project is acknowledged in the final product. The Lunenburg Exterior Restoration Project has ensured the longevity of the Lunenburg. The state of damage and deterioration on the building's façade was not apparent in the 2017 Exterior Assessment of the Academy. As the project proceeded around the building, under closer scrutiny, the building's exterior envelope was shown to be in a much more deteriorated condition, beyond anyone's expectations. Roof shingles that were supposed to last another twenty years had to be replaced due to insect damage. Face nailing of wall shingles was never anticipated, requiring a significant portion of the wall shingles to be replaced rather than being repaired. Window sashes and boxes were in poor condition, requiring additional time. However, the lessons learned from Phase I helped minimize investigation and repair time and helped ensure that the integrity of the building's façade was maintained throughout, on all four elevations. The biggest challenge was to ensure that the project remained on schedule and within budget.

Digital Photos

Digital Photos are enclosed for your review.

APPENDIX "A"
ANNEX "A" – CONTRIBUTION AGREEMENT
PROJECT DESCRIPTION

DESCRIPTION OF THE RECIPIENT'S PROJECT

The planned conservation work at the Lunenburg Academy National Historic Site of Canada will target the east side of the building, based on an exterior building assessment prepared in 2016-2017 with the support of the Program. The primary conservation treatment is Preservation, with some rehabilitation work. Specific activities include:

Roof

- replacing missing and damaged shingles to match the existing;
- light scraping and re-staining of the eastern face of the mansard roof with a red stain;
- scraping, painting, and repairing or replacing the ridge and hip caps as required.

Dormers

- assessing damaged elements (rotten roof shingles, cove moulding, frieze boards and brackets);
- repairing or replacing the damaged elements, depending on their condition, to match the existing detailing, materials and paint scheme.

Towers

- repairing or replacing damaged elements, depending on their condition, to match the existing.

Windows

- non-abrasive cleaning of cap flashing to remove organic growth and to further assess the condition of the modified bitumen and fiberglass flashing;
- replacing in-kind all cap flashing at the 2nd floor pedimented windows;
- replacing the scribed window casings with material, detailing and paint scheme to match the existing;
- replacing the arched casing with boards, detailing and paint scheme to match the existing;
- repairing/replacing rotten window sashes and boxes as required to match the existing;
- replacing where necessary Priority 1 and 2 windows, as well as 5 multi-window units on the 3rd floor, with compatible new substitutes.

Entrances

- replacing damaged and rotten material with new material, detailing and paint scheme to match the existing;
- removing plywood infills in the sidelights, and replacing them with wood or glazed panels based on photographic and documentary evidence;
- replacing doors with taller units based on photographic and documentary evidence.

Wood Bracketry

- repairing or replacing deteriorated wood as required, to match the existing detailing and materials;
- scraping and painting in place, to match the existing paint scheme.

Exterior Walls

- repairing/replacing where necessary deteriorated shingles or clapboards to match existing;
- stripping, priming and repainting wood shingles and clapboard.

Attachment C – Additional Photos



A low-angle photograph of a weathered wooden utility pole against a bright blue sky with scattered white clouds. Several power lines run vertically from the pole. Three fish-shaped decorations, possibly made of metal or wood, are mounted on a horizontal arm extending from the pole. The fish are arranged vertically, facing right. In the bottom right corner, there are some green leaves and small brown flowers from a nearby plant.

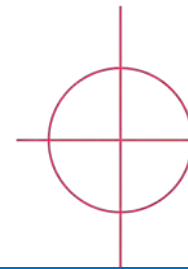
A Cultural Action Plan for Lunenburg

Presented to
Lunenburg Town Council
August 25, 2020

Introductions

Presenter:

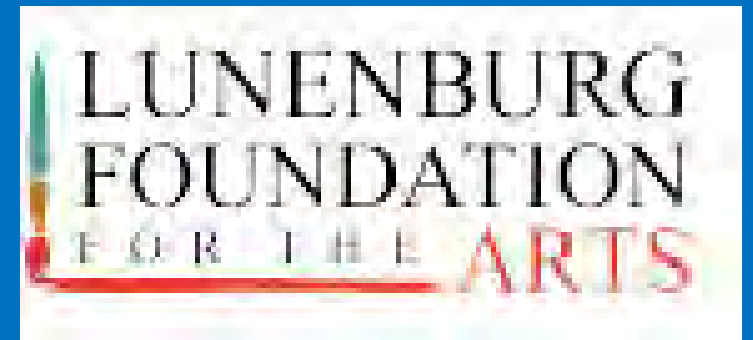
Rebecca Cann, Consultant
Janis A. Barlow & Associates



JANIS A. BARLOW
& ASSOCIATES

Available for Q & A:

Sheila Woodcock
President, Lunenburg Foundation for the Arts
Chair, Lunenburg Cultural Action Plan Steering Committee



Cultural Action Plan initiated by community

Lunenburg Foundation for the Arts (LFFA) applied for funding in 2019

Formed the **Lunenburg Cultural Action Steering Committee** with representatives from:

Fisheries Museum of the Atlantic

Lunenburg Academy of Musical Performance

Lunenburg Art Gallery Society

Lunenburg Board of Trade

Lunenburg Doc Fest

Lunenburg Folk Harbour Society

LFFA

Lunenburg Heritage Society

Lunenburg Town Council

South Shore Players

South Shore Public Libraries

+ 3 independent Artists

Cultural Vitality

The Future of Culture in Lunenburg looks like...

Residents and visitors continue to be inspired by Lunenburg's remarkable history, natural landscapes, built heritage and abundance of arts and festival experiences.



Lunenburg Academy

Inclusivity is prioritized in decision-making: diverse voices and new and different faces are welcomed at all tables in Lunenburg, and the Mi'kmaq are participating in community life.



Nova Scotia College of Art & Design Residency Program

Professional artists and cultural workers build businesses, strengthen existing facilities, organizations and events, and foster innovation.



Lunenburg Academy of Music Performance

Residents of all ages participate in the cultural life of Lunenburg, as leaders, learners, fun-seekers and as community builders.

Lunenburg Art Gallery event



...and finally, cultural vitality exists when...

Local government, the private sector and the not-for-profit cultural sector work together to support, grow, leverage and integrate cultural activity into long term community sustainability.



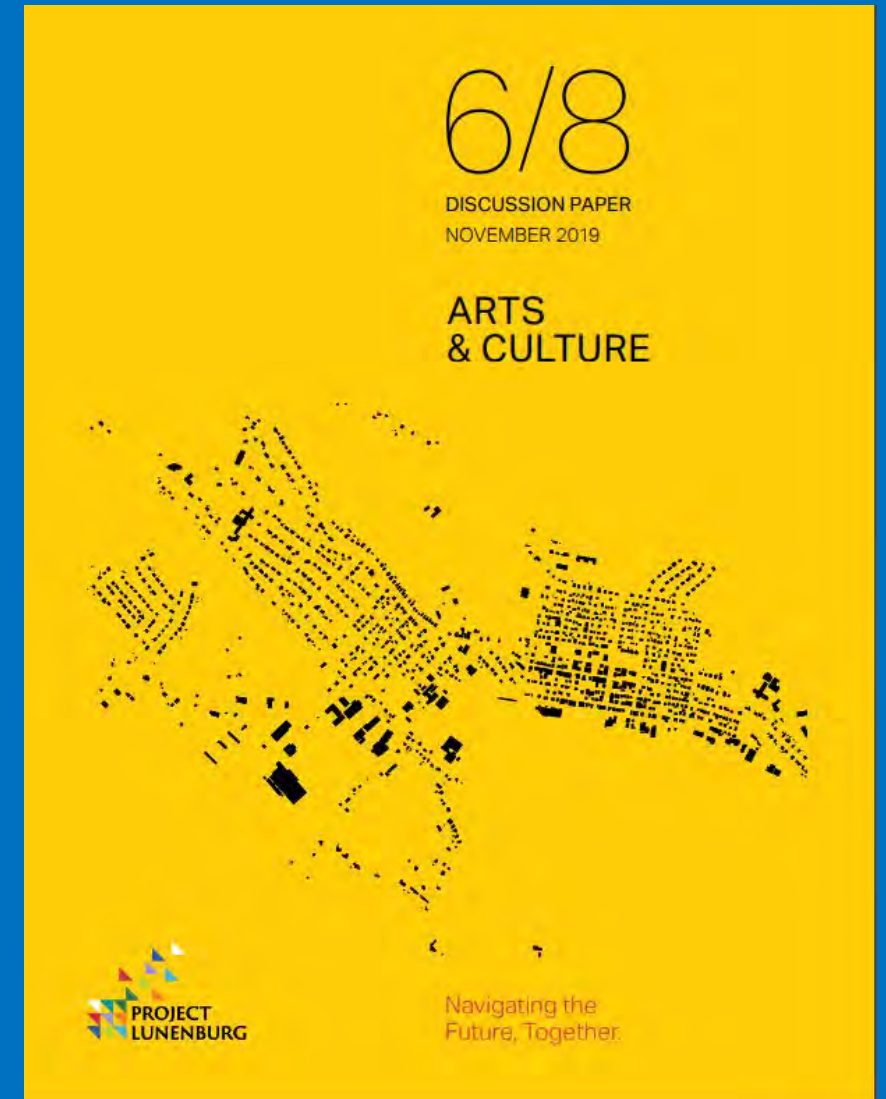
Christmas lights at the Heritage Bandstand

Planning process engaged local community

- Culture-specific survey to residents (112 respondents)
- Survey to Cultural Sector (38 respondents)
- Site Visits
- Interviews (24)
- Community Roundtable (≈ 35)
- Cultural resource mapping (database)

Collaboration with Project Lunenburg

- Shared community feedback results – surveys, online, roundtables
- Upland Planning assisted with survey distribution and communications
- Janis A Barlow & Associates provided majority of research for Project Lunenburg public reports



Lunenburg Cultural Action Plan

Summary of Content

“Culture” is defined to include

- Cultural Economic Sector
- Cultural Heritage
- Cultural Diversity
- Community identity



Lunenburg Folk Harbour Festival

Key Findings – Lunenburg has

- High number of cultural “assets”
- Higher than national average percentage of arts & culture labour force
- Significant tourism visitation related to cultural assets
- Longstanding, highly successful festivals and museums
- Cultural hub in the rejuvenated Lunenburg Academy



Key Findings cont'd

- Inclusivity needs more cultivation
- Cultural sector challenged by lack of seasonal housing
- Heavy reliance on volunteers and part-time paid staff
- Performing arts venues are problematic
- There is no civic art gallery
- No central entity supporting the cultural sector's breadth



5 Strategic Directions are recommended

1. Leverage authentic local culture to expand international tourism.
2. Build local engagement with arts, heritage and cultural activity.
3. Foster excellence in cultural stewardship.
4. Cultivate inclusivity.
5. Build a foundation for cultural sustainability.

15 Goals supported by

- Specific action items
- Estimated timeframe and complexity
- Recommended bodies to participate, lead actions
- Potential resources

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Leverage authentic local culture to expand international tourism						
GOAL 1	Develop collective marketing campaigns that feature local arts, local heritage and culture.	Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.	Short	Mid	Cultural Roundtable + LBOT	Current marketing strategy of the LBOT, the Cultural resource map/database
		Support and/or manage the volunteer-led Arts Map.	Short	Low	Art Galleries Association of Lunenburg + Cultural Roundtable	LBOT, DCH Canada Cultural Investment Fund – Strategic Initiatives Program https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html
		Improve online materials to reflect local creativity and innovation.	Mid	Mid	Town, Board of Trade	Calendars LBOT & Town. Maybe an app for that
GOAL 2	Measure the economic impact of arts and heritage in Lunenburg.		Short	Mid	LBOT	Business schools/grad student projects, Town/County/Province

Where to Begin?

Goal 15: Work Together.

- Cultural Roundtable of sectoral representatives
- Town of Lunenburg
- Board of Trade



Lunenburg Folk Harbour Festival audience, wharfside

Request from the Lunenburg Cultural Action Plan Steering Committee

That Town Council endorse the Cultural Action Plan in principal; and

That the Town work with the Cultural Roundtable to:

- investigate resource opportunities
- support implementation of the plan
- Identify other partners to support the plan

Thank you to the Funders of The Lunenburg Cultural Action Plan



Cultural Vitality is alive and well in Lunenburg

Thank you for your time. I'd be pleased to answer any questions.

A low-angle photograph of a weathered wooden utility pole. Several power lines run vertically from the pole towards the top of the frame. Three fish-shaped ornaments, possibly made of metal or wood, are hanging from a decorative wrought-iron bracket attached to the pole. The fish are oriented horizontally, facing right. The background is a clear blue sky with a few wispy white clouds. The lighting suggests a bright, sunny day.

LUNENBURG CULTURAL ACTION PLAN

June 2020

Prepared by Janis Barlow & Associates



**“Build on what
is there. Don’t break it,
just make it better.”**

—SURVEY RESPONDENT

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Introduction


Culture in Lunenburg includes the past and the present, arts and heritage, shipbuilding and scallops, families who arrived in 1753, the Mi'kmaq of 10,000 years or more, newly arrived Canadians, and the Acadian spirit in holidays, music and life in Nova Scotia. In a town of 2,300 year-round residents, culture is tied to its landscape, history and creative expression.

Over the centuries, fishing, farming and ship-building have provided sustenance, jobs and trade opportunities. Expertise and skills have evolved from these industries, as have resilience, respect, hard work and faith. The strong visual culture present in the historic craft traditions of industry, the skills associated with making a living and making a home, and design drawn from multiple cultures have created a unique legacy that continues through craft, folk art, and the work of contemporary artists.

The town's aesthetic appeal and oceanside life have proven inviting for artists, cultural industry and new Canadians. With a generation of artists who have settled here have come galleries, festivals, music, book stores and theatre, all of which contribute to create a quality of life and economic activity that attracts other businesses and creative workers.

Passion for the heritage of Lunenburg inspired the Town to pursue National Historic Site Designation in 1992 and UNESCO World Heritage Site designation in 1995. Lunenburg is considered the best surviving example of a planned British colonial settlement in North America and its working harbour, authentic culture and the Bluenose II, attract a steady stream of tourists. Harnessing this cultural vibrancy for the future, is the goal of the Lunenburg Cultural Action Plan.

Lunenburg's strong sense of community identity, founded in its history and closely held values, and the innovation and creative spirit of its people, provide a foundation for a vibrant economy, healthy social and cultural life, and civic engagement.

A large crowd of people is gathered on a grassy lawn in front of a white building with a porch. The people are sitting on the grass, some on chairs and some on blankets. The scene is outdoors, with trees and a clear sky in the background. The crowd is diverse in age and appearance, suggesting a community event or festival. The white building has a prominent porch with white railings. The overall atmosphere is bright and sunny.

“We have cultural riches unknown in most small towns.”

— SURVEY RESPONDENT

Community-Based Cultural Planning


Across Canada, provinces and municipalities are developing cultural plans. Often, it is local government that leads a process of cultural planning, to “identify cultural resources and think strategically about how these resources can help a community to achieve its civic goals.”¹ Community-based organizations are also taking a leadership role to support the evolution of cultural plans.

The Province of Nova Scotia launched a Cultural Action Plan in 2017, setting the stage for local cultural planning in the province. Inspired by this, members of Lunenburg’s cultural community hired consultants in 2019 to develop a cultural action plan. The goal was to leverage the history, beauty, peoples and talents of Lunenburg in a process that engaged the community and established a vision for the future of local culture, while simultaneously clarifying the diversity, breadth and role of Lunenburg’s cultural sector in the health of community life.

The Lunenburg Cultural Action Plan is the result. Led by the Lunenburg Cultural Action Plan Steering Committee (LCAP Steering Committee) and facilitated by Janis A. Barlow & Associates, the development of this plan was synchronized with Project Lunenburg, a Town of Lunenburg planning initiative led by Upland Planning and Design.

The Lunenburg Cultural Action Plan aims to inform the Town of Lunenburg and the local cultural sector, who together will provide the necessary expertise and advocacy needed to move it forward, as well as the local business community and the Municipality of the District of Lunenburg, who are critical stakeholders in the future of local culture.

1 Creative City Network of Canada [Cultural Planning Toolkit](#), page 7

A photograph of a red wooden building with a grey roof and a red chimney. In the foreground, there is a stack of galvanized metal tubs. The building has a gabled roof and a window. The sky is overcast.

“...there are assets, costs and benefits not accounted for in market decisions and values. Sustainability looks to the public interest beyond narrow market outcomes, taking a wide view across sectors and peering across time with a long view.”²

Culture and Community Sustainability

Culture is part of every community's sustainable future. As one of the four pillars of sustainability, cultural vitality is less understood than the economic vibrancy, environmental health and social cohesion considered in community planning, yet each pillar is essential for the future resilience of a community.

Culture is deeply embedded in the life of a community. It contributes to:

- **ECONOMIC ACTIVITY:** through tourism, import/export activity, exhibitions and events, creative economy workers, and by creating an attractive place for new businesses
- **SENSE OF PLACE:** by contributing to the quality of the public realm through heritage, design, architecture and public art, and contributing to a community's sense of authenticity and identity
- **SOCIAL COHESION AND INCLUSIVITY:** culture honours traditional beliefs and customs, it supports diverse expression, and welcomes diverse and marginalized communities to participate in community experiences.

A culturally vital community leads to engaged citizens, curious visitors and a distinct sense of self-identity. A Cultural Action Plan will help harness the strengths of local culture to build a stronger community for tomorrow.

Context 2020

It is an unusual time to be releasing a Cultural Action Plan. The year 2020 is only half over and already there have been major shifts affecting societies around the world. The coronavirus pandemic has resulted in the cancellation of casual travel and large-scale gatherings such as festivals and concerts, emergency lockdowns have effectively left many cultural workers out of work, and overnight the online world became a primary resource for artists to generate creative programming and messages of hope and connectivity, often without pay.

In the face of COVID-19 the cultural sector has faced economic challenges similar to other businesses. Lunenburg's cultural sector and economy rely on tourism, and government funding is on hold for large-scale gatherings. For Lunenburg's many artists, arts businesses and arts and heritage organizations, the affect of this crisis will likely be long term.

In May, the Black Lives Matter movement erupted after the killing of George Floyd in the U.S. The exposure of inequities and racism experienced by Black, Indigenous, People of Colour (BIPOC) has changed the way individuals view their communities. Historic monuments and traditions revered in the past are now under scrutiny as potential relics of colonialist repression. Cultural sector experts, versed at developing and interpreting policy related to visual culture, can support a community's desire for evolution from historic presumption to conscious equity while preserving respect for local heritage and history.

The consultation undertaken for this plan took place before these two seismic shifts. Slight adjustments have been made to Goal 9 to address the new lens on equity and diversity. The context of 2020 affirms the importance of working together, monitoring the cultural sector as a vital part of Lunenburg's economy and social health, and of leveraging cultural expertise and support for the sake of a strong, progressive community.

Acknowledgements

The Lunenburg Cultural Action Plan Steering Committee (LCAP Steering Committee) has been an essential part of the planning process, attending meetings, community consultations and reviewing multiple documents. The following individuals have contributed to the process:

Sheila Woodcock, Lunenburg
Foundation for the Arts (Chair)
Virginia Stephen, Artist, Arts and
Museums Consultant (Vice Chair)
Jon Allen, South Shore Players
Helah Cooper, Artist
Susan Corkum-Greek, LAMP,
Lunenburg Board of Trade
Nathalie Irving, Lunenburg
Heritage Society
John McGee, Councillor,
Town of Lunenburg

Jeff Mercer, South Shore
Public Library
Adrian Morrison, Fisheries
Museum of the Atlantic
Harold Pearse, Lunenburg Folk
Harbour Society
Angela Saunders,
Fisheries Museum of the Atlantic
Pamela Segger, Lunenburg Doc Fest
Jayme Spinks, Artist/Designer
Joanne Young, Lunenburg Art
Gallery Society

Planning oversight has been provided by The Lunenburg Foundation for the Arts. Funding has been provided by: the Nova Scotia Government, Department of Communities, Culture & Heritage; The Town of Lunenburg; and the Lunenburg Foundation for the Arts.



This plan was made possible by contributions from funders, the LCAP Steering Committee, the team at Upland Planning and Design, and by the many community members who completed surveys, attended meetings and submitted thoughts and suggestions. Thank you!

Defining Culture

Cultural Planning is a process for identifying and leveraging a community's cultural resources, strengthening the management of those resources, and integrating those resources across all facets of local planning and decision making.

But when you use the term “culture” it often means different things to different people.

The “cultural sector” includes people engaged in all arts and heritage disciplines, in not-for-profit and commercial practices, and across a spectrum of pursuits from recreational, amateur, semi-professional and professional.

The term “arts” can refer to: architecture, sculpture and painting, film and media arts, music, theatre, dance and literary arts, and there are variations of terms used that can expand this list, such as craft, artisan, maker etc.

The term culture can mean different things according to context and user intent. For the purposes of this project, four interpretations of the term “culture” are considered:

THE CULTURAL ECONOMIC SECTOR: This refers to the arts and heritage “sectors” of a community. Businesses, artists, festivals, events, museums, galleries, living history sites and a wide array of not-for-profit organizations all create jobs, stimulate revenue generation and cultivate imports and exports to/from a community. It includes paid and unpaid cultural workers (i.e. volunteers) and is usually referred to as “the cultural sector” or “creative industries.” Examples in Lunenburg range from the art galleries on Lincoln St. to the Lunenburg Academy of Musical Performance and the Folk Harbour Festival.

PHYSICAL CULTURAL HERITAGE: Built heritage buildings, archaeological sites, culturally significant landscapes, both natural and designed, including parks and trails, as well as collections and archives. Cultural heritage is supported by government mandate and can be significant to local cultural, environment, economy and society. Lunenburg’s Harbour and Old Town are examples.

CULTURAL DIVERSITY: The ethnic roots of a community’s people are a form of “culture” which affect a community’s sense of itself and its relationship to a surrounding region. A person can be German, French, Mi’kmaq, Syrian, bi-sexual, transgendered, old, young etc. With this identification comes a collection of traditions and customs, languages, beliefs, values, etc. The diversity of a community’s ethnocultural expressions informs its ability to be welcoming and inclusive of diverse voices in all decision-making.

A COMMUNITY’S IDENTITY: A strong sense of self-identity in a community is often associated with deeper civic engagement, a broader sense of belonging within a population, and social inclusion. This is the hardest to define, but those communities that have it—know it.

The Lunenburg Cultural Action Plan takes into account all four of the above definitions of culture. If one is seeking a simple definition of culture, UNESCO’s 2001 Declaration on Cultural Diversity defines culture as “the set of distinctive spiritual, material, intellectual and emotional features of society or a social group, and that it encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs.”³

In essence, culture is about who we are, and what we do—our identity. For the purposes of this plan, our definition remains rooted in the above four areas of intent.

3 http://portal.unesco.org/en/ev.php-URL_ID=13179&URL_DO=DO_TOPIC&URL_SECTION=201.html

Summary of Key Findings

The development of the Lunenburg Cultural Action Plan involved: site visits by consultants Janis Barlow, Rebecca Cann and Catherine Smalley; distribution of two surveys, one to the cultural sector and one to residents; multiple interviews with community leaders, and; two community roundtable meetings. In addition, the Project Lunenburg Team held an Open House, and gathered feedback through a general survey and online engagement.

A cultural asset map, or resource database was developed to improve understanding of the nature of the local cultural sector. A list of these resources is appended, and the full database has been provided under separate cover to the LCAP Steering Committee. Maps of these resources can be found in the first of two publications which were developed in advance of this final plan. These were published by Upland Planning and Design as part of Project Lunenburg:

[Arts & Culture Discussion Paper](#)

[Arts & Culture What We Heard Paper](#)

These two papers provide research and findings gathered by Janis A. Barlow & Associates and are important background to this plan. A brief summary of key findings is provided below.

- For a town its size, Lunenburg has a remarkable number of cultural resources, both built and organizational. 170 resources were identified, including 33 visual arts businesses or organizations.
- Approximately 4.3% of the town's total labour force is in arts and culture occupations, higher than the national average of 3.5% and the provincial average of 2.8%. (Local perspective suggests this percentage is low.)

- Lunenburg is seeing the fastest job growth in Information and Cultural Industries. Close behind, is job growth in Arts, Entertainment and Recreation.
- The Lunenburg Academy functions as a cultural hub for the town, with tenants that include the South Shore Library, The Lunenburg Academy of Musical Performance, The South Shore Genealogical Society and the European Centres Language School.
- The Fisheries Museum of the Atlantic has the third highest visitation in the province and the largest museum artefact collection outside of Halifax. Along with the Bluenose II, the operations of the Fisheries Museum generated gross revenues of more than \$3.7 million in 2018.
- Nine festivals and arts organizations reported more than 200 public activities in 2018 (including concerts, workshops and exhibits) and more than \$900,000 in operating revenues.
- The Lunenburg Opera House is the only purpose-built performance venue, although many other buildings are used by local arts organizations for concerts and events, including the town's five historic churches.
- Blockhouse Hill is the only location that will accommodate 1,000 audience members. It is an outdoor site.
- The annual Folk Harbour Festival attracts 3,500 people to a four-day event, while the Nova Scotia Folk Art Festival attracts 1,200 people to a 4-hour event. Both festivals feature quality, professional artists and celebrate local culture.

- The total annual audience attendance of eight organizations was 166,232 in 2018. Most are attracting tourism to the town, and anywhere from 10% to 80% of their arts audiences are visitors. If 50% of annual audiences came from outside of the town and they each spent \$85 at local businesses, the direct impact would be over \$14.1 million. This does not factor in overnight stays.
- The heritage fabric of the town has attracted many artists over the years, including two remarkable arts education facilities which have opened in the last seven years: the Lunenburg Academy of Musical Performances attracts international students and expert musicians, while the Lunenburg School of the Arts has gained a reputation for respected arts teachers and the hosting of diverse community events. These are two of several remarkable arts learning experiences on offer. Their quality will serve to enhance the reputation of the town in national and international circles.
- The volunteer spirit in Lunenburg is at the heart of its cultural life. Only four organizations surveyed have full-time permanent staff. This volunteer core will contribute energy and passion to this activity, but it can also lead to stagnation and organizational fragility.
- All indications suggest the local cultural sector is under-resourced—several interview subjects raised the cost of tenancy in town as a concern, and the prevalence of part-time jobs is suggestive.

- English is the mother tongue of 94.3% of residents.
- 10% of residents have immigrant status (Source: Stats Canada 2016).
- No resident speaks an Indigenous language but 4% are First Nations or Métis.
- Education levels in town are much higher than the surrounding area, in keeping with statistics related to artists and cultural workers.
- Local identity embraces where a person is from, in particular honouring descendants of the 1753 settlers. Those who have arrived more recently are often referred to as “CFAs” (Come From Aways), suggesting some tension between the two groups.
- The town’s identity is closely tied to traditional industries of shipbuilding and repair, ocean trades, fishing, and farming, and the values and skills that are a part of these industries.
- Public access to the harbour is of paramount importance to residents but they also respect that it is a working harbour. Develop Nova Scotia has invested deeply in harbourside buildings and is working with the Lunenburg Waterfront Association on a Masterplan.



“Arts and culture could and should be an important part of ‘intentional tourism’ planning and promotion.”

– SURVEY RESPONDENT

The Plan


A VISION OF CULTURAL VITALITY IN LUNENBURG

Creativity, innovation and mutual understanding are celebrated and sustained through excellence in the stewardship and promotion of arts, heritage and cultural activities and resources.

Cultural vitality has many facets. The following are forward-thinking views of what cultural vitality in Lunenburg can be:

- Local residents and visitors will continue to be inspired by the remarkable history, natural landscapes, built heritage and abundance of arts and festival experiences.
- Inclusivity is a priority in decision-making: diverse voices and new and different faces are welcomed at all tables in Lunenburg, and the Mi'kmaq are participating in community life.
- Resources are available for professional artists and cultural workers to build businesses, strengthen existing cultural facilities, organizations and events, and to foster innovation.
- Volunteers and residents of all ages are invited to participate in the cultural life of Lunenburg, as leaders, learners, fun-seekers and as community builders.
- Local government, the private sector and the not-for-profit cultural sector work together to support, grow, leverage and integrate cultural activity for long term community sustainability.

Achievement of this vision will ensure cultural vitality, and support the town's economic prosperity, environmental stewardship and social equity.



“...the Mi’kmaq and Acadians were here before. There should be more acknowledgement and education regarding the peoples and their history in Lunenburg prior to British colonization.”

– SURVEY RESPONDENT

Principles for Success

As implementation of the Lunenburg Cultural Action Plan moves forward, it is worth considering principles of operation to support the collaborations that are required. There are many interests to balance, and thoughtful consideration, with these principles in mind, may help in the work.

1. Autonomy and access to resources are fundamental to artists' ability to thrive.
2. Cultural engagement is important for all ages and abilities, however, children and youth are tomorrow's leaders and thus should be cultivated through cultural engagement today.
3. Collaboration is essential in a community as small as Lunenburg, across sectors, bridges and fences.
4. Arts and heritage industries include many individuals with expertise and knowledge who welcome being consulted and included in community decision-making. Their perspectives are often unique in community life.
5. History and built heritage matter, and contribute to an authentic sense of place.
6. A shared past can strengthen a shared future, rather than define it.
7. Traditional values are still alive in Lunenburg: hard work, innovation, craftsmanship, endurance. Identifying strategies to honour these, and contemporary life simultaneously, is key to preserving the identity of the community.



Strategic Directions

To achieve ongoing, sustainable cultural vitality for Lunenburg, five strategic directions are proposed to guide future activity, coordination, collaboration and decision-making:

1. Leverage authentic local culture to expand international tourism.
2. Build local engagement with arts, heritage and cultural activity.
3. Foster excellence in cultural stewardship.
4. Cultivate inclusivity.
5. Build a foundation for cultural sustainability.



Action Plan

Goals and action items are provided for each of the five strategic directions. In the appendix to this plan is a chart that provides estimated timeframes and degree of complexity, suggested participants and potential resources for each of the actions.



STRATEGIC DIRECTION 1:

Leverage authentic local culture to expand international tourism

The creative sector, including arts and heritage activity and assets, serve economic interests as well as cultural vitality. Tourism is an important economic contributor in Lunenburg and its primary assets are cultural. Acknowledging and leveraging the breadth of creative energies within the local arts sector, including individual artists, the not-for-profit sector, and in local business, can serve to increase tourism activity.

GOAL 1: Develop collective marketing campaigns that feature local arts, local heritage and culture.

Local marketing of Lunenburg's arts and heritage is siloed, and some cultural assets are overlooked. Online materials are not always compatible with a sector known for creativity and innovation, and print materials are hard to find. The strongest marketing pieces are the Arts Map, generated each year by local artists and produced on a volunteer basis, and the Board of Trade's Visitor's Guide and online map with locations of commercially-produced films. All other materials are out of date, incomplete, confuse types of arts assets or are poor representations of a sector filled with expert designers and artists.

- Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.
- Support and/or manage the volunteer-led Arts Map.
- Improve online materials to reflect local creativity and innovation. (Town, Board of Trade)

GOAL 2: Measure the economic impact of arts and heritage in Lunenburg. (Town/County/Province)

This goal will require government support, from the province and/or the County. Factors to consider in an evaluation to include but not be limited to tourism, visiting artists, the export of cultural product, audience attendance and overnight visits and more. This goal was included in the most recent Town of Lunenburg Strategic Plan, but has not yet been completed, likely because of its complexity.

STRATEGIC DIRECTION 2:

Build local engagement with arts, heritage and cultural activity

Involvement in culture increases a person's appreciation of community life and improves civic engagement. Yet the cultural sector is often overlooked as a resource for community-building and individual self-actualization. The cultural sector in Lunenburg already provides significant educational opportunities, as partners with local schools, providers of world-class professional arts training and as recreation providers. Local awareness of the impact and opportunities inherent in arts, culture and heritage can be improved.

GOAL 3: Foster local support and appreciation of the arts, heritage and culture.

The cultural sector works with a wide range of partners in the community—business, education, social service and more. The support and involvement of these partners is critical—as sponsors, donors, and bridges to members of the community. Coordinating bodies need to keep this goal in mind while executing other actions found in this plan, and should maintain an open eye to new opportunities for building local support and appreciation.

- Promote free events and open-house days to residents and businesses.
- Maintain an arts presence on the Board of Trade that connects with the Cultural Roundtable (see Goal 15).
- Invite the not-for-profit cultural sector to participate in Newcomer events.

GOAL 4: Promote awareness and involvement of cultural activities among residents.

The local community is the cultural sector's primary source of volunteers, advocates, patrons and participants. Cultivating all-ages involvement in culture will serve to foster self-expression and creativity, skills development and community building. Youthful arts participants today grow into tomorrow's arts patrons. Recreational experiences offer introductory participation experiences for residents and low cost or free events make culture accessible for the uninitiated. Awareness and off-season activity are important to strengthening engagement with residents.

- Ensure a diverse range of arts and heritage experiences are available for local residents of all ages, year-round.
- Identify communication systems to ensure residents know what is on offer from the cultural sector.
- Evaluate barriers to access for residents and identify mechanisms to reduce or eliminate them.
- Expand culture-specific learning and recreational programming for children, youth and adults.

STRATEGIC DIRECTION 3: Foster excellence in cultural stewardship

Lunenburg is a UNESCO World Heritage Site and this status is taken seriously. Built heritage has been a priority of Town Council, as seen in the approval of heritage staff, the restoration of the Lunenburg Academy and the expansion of the Academy Foundation's activity. The Fisheries Museum is one of the busiest in the province as it houses a remarkable artefact collection and is home to the Bluenose II when in harbour. Committed volunteers and private property owners are responsible for a wide array of built heritage, and the preservation of collections and family and community history.

GOAL 5: Ensure the preservation of built heritage.

Responsibility for built heritage needs to be shared to be successful. Given the import of Lunenburg's UNESCO designation, which continues to attract both residents and tourists to the area, the preservation of the town's character is essential to the future. The harbour, wharfs and town grid are all essential to the character, economy and world-class nature of the community.

- Promote best practices for preservation and support with DIY advice online.
- Re-invigorate the heritage grants program for property owners to support best-practice restorations.
- Evaluate the planning and development needs of present and future public and not-for-profit heritage projects.


GOAL 6: Guide and support new uses of heritage buildings.

The Lunenburg Opera House is under new, not-for-profit ownership, and holds promise as a place for public activity, including as a much-needed arts venue. Lunenburg has five historic churches that are substantial in size and importance, with dwindling congregations. Pro-active public and business planning and support for the future of these buildings will ensure they continue to be of value to the community, practically as well as aesthetically.

- Build local expertise in adaptive heritage re-use, and research best practices for the development of live/work space for artists, which could be accommodated in sacred space.
- Establish a collaboration between the Town and Folk Harbour Society to undertake planning for the next phase of work required on the Opera House. Consider expansion of the current business planning model, diversification of community users and maximizing access and specialized space requirements for the performing arts.
- Working with existing tenants, measure the sustainability of the current uses of the Lunenburg Academy to ensure long term success for the Town and its tenants.

GOAL 7: Strategize for the future development of live/work housing for artists, students and seasonal workers.

The local shortage of rental and in-season housing has resulted in staff shortages and insufficient housing solutions for visiting artists. Young artists are attracted to Lunenburg, but struggle to find suitable housing and jobs, and there is no suitable space in the local retirement home for elderly artists. In the long term, artists living



“Our artists and galleries are often the first indication to visitors that we are a strong cultural hub.”

– SURVEY RESPONDENT

in houses that could accommodate families might find a creative live/work development an ideal alternative.

- Ensure land-use zoning accommodates the development of artist live/work space, taking into consideration the combination of manufacturing, retail and residential functions.
- Research best practices for the development of live/work space for artists, which could be accommodated in sacred space (as per Goal 6).

GOAL 8: Address the preservation of significant cultural collections and public art planning.

To date public art has been produced in Lunenburg on an ad hoc basis. There is no civic art gallery in town, despite the fact Lunenburg has been home to many successful artists over its history and the arts are an important part of local heritage. Currently, there is no access to non-commercial art exhibits in town. Art and cultural artefacts significant to local history are preserved in private collections but may not remain in the community. The Town has approved a Public Art Policy, however, design and curatorial expertise is not prioritized in selection committees and long term planning for the Town's art collection requires curatorial knowledge and experience.

- Establish a Public Art Advisory Committee of Council. (Town)
- Undertake an inventory of art and significant cultural artefacts owned by the Town and in private collections.
- Develop a management policy for the Town's collection, taking future maintenance, acquisition, and access needs into consideration.

STRATEGIC DIRECTION 4: Cultivate inclusivity

GOAL 9: Increase diversity in local decision-making and programming

Lunenburg has a primarily European settler population base, with small numbers of new Canadians and Indigenous people. Diversity does not grow without effort, as excluded peoples are often overlooked by those engaged in community-building. For many people in Lunenburg local history began in 1753. Community outreach and consciousness is required to expand this perspective and include the Indigenous peoples who lived locally for thousands of years before the town's first European arrivals. During the consultation process a number of people also referred to the importance of African Canadians in the development of Nova Scotia, as well as the French-speaking Métis and Acadians.

- Maximize diversity in committees, in visual depictions of people, in programming, etc.
- Invite leaders of communities not well-represented in Lunenburg to speak to the local community, in learning programs, workshops, lectures, at Town Council, etc.
- Foster dialogue on equity and justice to ensure it is reflected in public places, monuments, and committees, engaging the perspectives of BIPOC and 2SLGBTQ+ residents, workers and visitors.



GOAL 10: Cultivate local learning and dialogue about Truth and Reconciliation

An improved future is best served by acknowledging the past, and all non-Indigenous Canadians have a responsibility to learn about Truth and Reconciliation (TRC) and to support the engagement of Indigenous cultures. A high number of people who responded to surveys supported the value of this education.

- Collaborate within the cultural sector to deliver programming that educates local residents about Truth and Reconciliation, investigate mechanisms to support TRC Calls to Action and offers a forum for ongoing dialogue.
- Cultivate Indigenous leadership to guide learnings and knowledge-sharing and to build relationships.
- Research and promote the history of the Mi'kmaq in Lunenburg.

STRATEGIC DIRECTION 5: Build a foundation for cultural sustainability

Cultural vitality is the foundation of cultural sustainability, which will contribute substantially to the overall health of the community. Currently Lunenburg is home to an incredibly vital cultural sector—artists, heritage workers, creative business owners are present in higher numbers locally than elsewhere in the province. Lunenburg is a natural cultural hub. To ensure the continuance of this activity, deeper awareness of the sector’s vulnerabilities and diverse business models is necessary. Communities across North America have lost their artist neighbourhoods to “gentrification,” and it cannot be assumed that Lunenburg is impervious to this possibility. The heavy reliance on volunteers who are ageing makes the sector vulnerable: the sudden loss of one person could leave a major festival in a precarious state. “Soft” infrastructure and investment—of people’s time and money—is required for this sector.

GOAL 11: Strengthen coordination and communication within the cultural sector.

Lunenburg’s existing cultural resources are substantial, yet there is no centralized body supporting the sector. Opportunities are often missed due to a lack of centralized organization and communication.

- Establish a 3-year contract position, to support the cultural sector and implementation of the Cultural Action Plan, ideally at the Town or the Board of Trade.
- Identify resources to centralize and coordinate communications. Establish formal and informal systems for sharing event, resource and community planning information within the sector.

- Evaluate appetite for establishing and financing a professional Arts Council for the county area, considering its mandate and role in Culture Plan implementation.

GOAL 12: Build the capacity of the local arts and heritage sector.

Only a handful of organizations in Lunenburg have paid staff. A substantial degree of cultural activity is dependent on a single artist or a small group of volunteers. A stronger cultural sector will increase opportunities to engage residents with creative experiences, improve business opportunities and contribute to an appealing environment for visitors.

- Cultivate a spirit of philanthropy for local arts and heritage activity and initiatives. Celebrate major donors, sponsors and fundraising successes.
- Measure the success of local grant programs and promote the return on investment.
- Develop volunteer recruitment and training programs for the sector, keeping in mind the breadth of potential expertise arriving via retirees and cultural workers.

GOAL 13: Establish sustainable resources to support arts, heritage and culture.

The Lunenburg Academy Foundation is undertaking major fundraising, for one heritage resource, while many others are left to fend for themselves. The Lunenburg Foundation for the Arts undertakes small amounts of fundraising each year to distribute grants to artists and arts organizations in the region. The Town has a small annual budget for the not-for-profit sector, which supports arts and heritage. Funding levels are modest, and insufficient to support a sector that is serving both the tourist economy, educational needs and quality of life in the community. Better understanding of how the sector serves Lunenburg will warrant deeper investment to achieve civic, business and sectoral goals.

- Identify mechanisms to grow investment for the arts, including collaborative fundraising initiatives.
- Monitor the effect of property taxes on the sustainability of arts-based businesses. Consider grants to support property taxes, or reductions to tax rates, for arts-based businesses and facilities, including but not limited to not-for-profit operations.

GOAL 14: Recognize the specialized needs of the arts, and the opportunities they offer, in all community-based facility planning.

The arts can be produced or presented almost anywhere, indoors or outdoors, and a diversity of venues are in use in Lunenburg by artists, festivals and organizations. The quality of an arts experience can be hampered by second-rate space, poor equipment or a venue not designed for a particular purpose. Among many other

factors, acoustics in one hall do not naturally serve both amplified music and the spoken word. Specialized equipment and design are required to maximize uses. In Lunenburg, there is no space that is ideally suited for theatre performances or film screenings, and spaces that are used for various arts functions have limitations. As well, there is no space with appropriate environmental standards serving a civic art gallery function.

- When planning future community facilities, address the functional needs of the arts sector, including professional and amateur uses, taking into consideration the importance of specialized space, access and equipment for the sector.

GOAL 15: Work together

Everyone in the cultural community of Lunenburg is incredibly busy, which often results in limited time for collaboration. Somehow, busy people will need to find time on a weekly or monthly basis to build relationships, learn about another artist or organization or heritage resource, and find ways to support the execution of this plan. Although collaboration is the hallmark of many cultural projects in Lunenburg, the sustainability, strength, and growth of the sector will be dependent on more.

- Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural societies are considered. Support and monitor implementation of Cultural Plan.
- Undertake a review of accomplishments emerging from the Cultural Plan, every two years.
- Advocate for culture, all the time, to everyone, everywhere.

APPENDIX 1: CULTURAL RESOURCES OF LUNENBURG AS OF OCT. 2019

CATEGORY	NAME OF ORGANIZATION	SUB CATEGORY
Community Cultural Organizations	Lunenburg and District Music Festival	Arts Education
	Association du Centre Communautaire de la Rive-Sud	Ethnocultural
	German-Canadian Cultural Association of Lunenburg County	Ethno-cultural
	Lunenburg Academy Foundation	Foundation
	Lunenburg Foundation for the Arts	Foundation
	Lunenburg Art Gallery Society	Society
	Lunenburg Folk Harbour Society	Society
	Lunenburg Heritage Society	Society
	Lunenburg Marine Museum Society	Society
Lunenburg Pride	Society	
Cultural Facilities & Spaces	Lunenburg Library	Library
	Fisheries Museum of Nova Scotia	Museum
	Halifax & Southwestern Railway Museum	Museum
	Knaut Rhuland House	Museum
	Lunenburg Academy of Music Performance	Performance Venue
	Lunenburg Community Centre	Performance Venue
	Lunenburg Heritage Bandstand	Performance Venue
	Lunenburg Opera House	Performance Venue
	Lunenburg School of the Arts	Performance Venue
	St John's Anglican Church & Church Hall	Performance Venue
Central United Church and Church Hall	Performance Venue	
Cultural Festivals & Events	Lunenburg Farmers' Market	Agriculture
	Lunenburg Craft and Food Festival	Artisan / Craft
	Lunenburg Street Festival	Artisan / Craft
	Nova Scotia Folk Art Festival	Artisan / Craft
	National Acadian Day/Fete nationale acadienne	Ethno-cultural
	Lunenburg DocFest	Film
	Spirited Away Festival	Food and Drink
	Lunenburg Lit Festival	Literary
	August International Dory Races in Lunenburg	Maritime / Shipping
	Heritage Cup Schooner Race	Maritime / Shipping
	Heritage Bandstand Summer Concerts	Music
	Lunenburg Folk Harbour Festival	Music
	Lunenburg Christmas Craft Festival	Seasonal
	Yuletide in Lunenburg	Seasonal
	Paint Sea on Site	Visual Arts
Saturdays on the Lunenburg Waterfront	Music	
Cultural Heritage	Central United Church and Church Hall	Building
	Lunenburg Academy	Building
	Lunenburg Town Hall	Building
	St. Andrew's Presbyterian Church	Building
	St. John's Anglican Church	Building
	St. Norbert's Roman Catholic Church	Building
	Zion Lutheran Church	Building
	Fisheries Museum of the Atlantic	Collection
	Knaut-Rhuland House Museum	Collection
	South Shore Genealogical Society	Collection
	Old Town Lunenburg	Landscape
	Hillcrest Cemetery	Landscape
	Old French Cemetery	Landscape

CATEGORY	NAME OF ORGANIZATION	SUB CATEGORY
Cultural Heritage	"The Fish" (2002) by Laurie Fisher	Public Art
	"Fishermen's Memorial"	Public Art
	"The Mermaid" (2003) by Laurie Fisher	Public Art
	"Nested (2004)" by Alexander Graham	Public Art
	Mural, corner of Faulkland St. and Lincoln St., by Peter Matyas	Public Art
Cultural Industry	LaHave Weaving Studio	Artisan / Craft
	Carmen Jaeger Jewellery	Artisan / Craft
	Double Whale Handwoven Designs	Artisan / Craft
	Lunenburg Makery	Artisan / Craft
	The Lunenburg Chiselworks	Artisan / Craft
	The Lunenburg Furniture Company	Artisan / Craft
	The Mariner's Daughter Fine Yarns	Artisan / Craft
	Toy Maker of Lunenburg	Artisan / Craft
	Heritage Landscape	Design
	Eurocentres Atlantic Canada	Education
	Elizabeth's Books	Literary - bookstore
	Lexicon Books	Literary - bookstore
	Lunenburg Bound	Literary - bookstore
	Lighthouse Publishing	Literary - publisher
	MacIntyre Purcell Publishing Inc.	Literary - publisher
	Nevermore Press	Literary - publisher
	Oceanic Publishing	Literary - publisher
	HB Studios	Media
	Otitis Media studio (David Findlay Music/ Braemar Entertainment)	Media
	Lunenburg Academy of Music Performance	Music
	Maritime Concert Opera	Music
	Musique Royale	Music
	The Boxwood Music Festival & Workshop	Music
	Hear Here Productions	Theatre
	South Shore Players	Theatre
	Lunenburg Walking Tours	Tours
	Cheryl Corkum at Down Home Living	Visual Arts
	Cranston Gallery	Visual Arts
	F. Scott McLeod at Nova Terra Cotta Gallery	Visual Arts
	Gail Patriarche Gallery	Visual Arts
	Jennifer Harrison Painting Studio	Visual Arts
	Joan Bruneau / Nova Terra Cotta Pottery	Visual Arts
	Laurie Swim Gallery	Visual Arts
	Lunenburg Art Gallery	Visual Arts
	Lunenburg School of the Arts	Visual Arts
	Lunenburg's Finest Art	Visual Arts
	NSCAD / Lunenburg Residency	Visual Arts
	Old Town Gallery / Artisan Nova Scotia	Visual Arts
	Peer Gallery	Visual Arts
	Power House Art & S.A. Ernst Photography	Visual Arts
	Purcell Family Art Gallery	Visual Arts
Skullduggery	Visual Arts	
The Marine Art Gallery of the Atlantic	Visual Arts	
The Quartet Gallery	Visual Arts	
The Swan on Lincoln	Visual Arts	
Tiny Art for Tiny Spaces	Visual Arts	



IMAGE CREDITS

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Report design by Jayme Spinks

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Leverage authentic local culture to expand international tourism						
GOAL 1	Develop collective marketing campaigns that feature local arts, local heritage and culture.	Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.	Short	Mid	Cultural Roundtable + LBOT	Current marketing strategy of the LBOT, the Cultural resource map/database
		Support and/or manage the volunteer-led Arts Map.	Short	Low	Art Galleries Association of Lunenburg + Cultural Roundtable	LBOT, DCH Canada Cultural Investment Fund – Strategic Initiatives Program https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html
		Improve online materials to reflect local creativity and innovation.	Mid	Mid	Town, Board of Trade	Calendars LBOT & Town. Maybe an app for that
GOAL 2	Measure the economic impact of arts and heritage in Lunenburg.		Short	Mid	LBOT	Business schools/grad student projects, Town/County/Province
Build local engagement with arts, heritage and cultural activity						
GOAL 3	Foster local support and appreciation of the arts, heritage and culture	Promote free events and open-house days to residents and businesses.	Short	Mid	Library + bulletin board on King Street (with Town's permission)	Linked to existing calendars, develop new app (grant to LFA), community bulletin board dedicated to arts and culture events, Progress Bulletin Marquee column
		Maintain an arts and culture presence on the Board of Trade that connects with the Cultural Roundtable.	Short	Low	LBOT Council to include an arts & culture position and that person to also join the Cultural Roundtable	
		Invite the not-for-profit arts & cultural sector to participate in Newcomer events.	Short	Low	Town	Cultural Roundtable
GOAL 4	Promote awareness and involvement of cultural activities among residents.	Ensure a diverse range of arts and heritage experiences are available for local residents of all ages, year-round.	Mid	Mid	All	Communication channels listed above + schools
		Identify communication systems to ensure residents know what is on offer from the cultural sector.	Short	Mid	Cultural Roundtable	See above
		Evaluate barriers to access for residents and identify mechanisms to reduce or eliminate them.	Mid	High	Cultural Roundtable +??	Project to study barriers that exist
		Expand arts & culture-specific learning and recreation programming for children, youth and adults.	Mid	Mid	Town, to promote availability of programs offered by Sector +	Recreation guide published by Town and MODL

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Foster excellence in cultural stewardship						
GOAL 5	Ensure the preservation of built heritage.	Promote best practices for preservation and support with DIY advice online	Mid	Mid	Town	Library has books and information available, Fix-it Fair, Town website, Heritage Society
		Re-invigorate the heritage grants program for property owners to support best-practice restorations.	Mid	Mid	Town	
		Evaluate the planning and development needs of present and future public and not-for-profit heritage projects.	Long	High	Town+ interested parties	
GOAL 6	Guide and support new uses of heritage buildings.	Build local expertise in adaptive heritage re-use, and research best practices for the development of live/work space for artists, which could be accommodated in sacred space.	Long	High	Town + Cultural Roundtable	Heritage carpentry program, Parks Canada standras and guidelines, churches
		Establish a collaboration between the Town and Folk Harbour Society to undertake planning for the next phase of work required on the Opera House. Consider expansion of the current business planning model, diversification of community users and maximizing access and specialized space requirements for the performing arts.	Mid	High	Town, Folk Harbour Society	Grant funding (e.g. ACOA), South Shore Players, Dance schools, Lunenburg Music Festival, Maritime Concert Opera
		Working with existing tenants, measure the sustainability of the current uses of the Lunenburg Academy to ensure long term success for the Town and its tenants.	Mid	High	Town + tenants, Cultural Roundtable	
GOAL 7	Strategize for the future development of live/work housing for artists, students and seasonal workers.	Ensure land-use zoning will accommodate the development of artist live/work space in future.	Mid	Mid/High	Town	Project Lunenburg, NSCAD
GOAL 8	Address the preservation of significant cultural collections and public art planning.	Establish a Public Art Advisory Committee of Council.	Mid	Mid	Town	Cultural roundtable, other similar communities
		Undertake an inventory of art and significant cultural artefacts owned by the Town and in private collections.	Long	High	Public Art Advisory Committee	Art Gallery Association, Fisheries Museum, Town's Public Art Committee
		Develop a management policy for the Town's collection, taking future maintenance, acquisition, and access needs into consideration.	Mid	Low	Town + Public Art Advisory Committee	Cultural roundtable, other towns with cultural plans e.g. Annapolis Royal and Parrsboro

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Cultivate inclusivity						
GOAL 9	Increase diversity in local decision-making and programming.	Maximize diversity in committees, in visual depictions of people, in programming, etc.	Short	Mid/high	Town + organizations with committees	Provincial government resources, First Nations communities, African NS societies, Birchtown museum, students in IB and award programs required to complete volunteer activities
		Invite leaders of communities not well-represented in Lunenburg to speak to the local community, in learning programs, workshops, lectures, at Town Council, etc.	Short	Low	Town + organizations with committees	See above + Cultural Roundtable
		Foster dialogue on equity and justice to ensure it is reflected in public places, monuments, and committees, engaging the perspectives of BIPOC and 2SLGBTQ+ residents, workers and visitors.	Short	Mid/high	Town + organizations with committees	Same as above + Lunenburg Pride
GOAL 10	Cultivate local learning and dialogue about Truth and Reconciliation	Collaborate within the cultural sector to deliver programming that educates local residents about Truth and Reconciliation, investigate mechanisms to support TRC Calls to Action and offers a forum for ongoing dialogue.	Mid	Mid	Cultural Roundtable	Board of Education, CBC, Federal website and other research req'd
		Cultivate Indigenous leadership to guide learnings and knowledge-sharing and to build relationships.	Mid	Low	Town, arts and culture organizations, cultural roundtable	
		Research and promote the history of the Mi'kmaq in Lunenburg.	Short	Mid	Town + LBOT, Knaut Rhuland House, Library, FMA	Fisheries Museum, Library, Bluenose Academy & Board of Education
Build a foundation for cultural sustainability						
GOAL 11	Strengthen coordination and communication within the cultural sector.	Establish a 3-year contract position to support the cultural sector, ideally at the Town or the Board of Trade, and to support implementation of the Cultural Action Plan.	Mid	Mid/high	Town? LBOT? Other?	Grant funding: DCH Canada Cultural Investment Fund Strategic Initiatives Program (See Goal 1, Action 2); ACOA; NS Government?
		Identify resources to centralize and coordinate communications. Establish formal and informal systems for sharing event, resource and community planning information within the sector.	Short	Mid	Cultural Roundtable	Collaborate in using existing available tools, research and plan future options
		Evaluate appetite for establishing and financing a professional Arts Council for the county area, considering its mandate and role in Culture Plan implementation.	Mid/long	High	Cultural Roundtable + contract position person	Town, MODL, Bridgewater, Mahone Bay, Chester etc.

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Build a foundation for cultural sustainability <i>cont'd</i>						
GOAL 12	Build the capacity of the local arts and heritage sector.	Cultivate a spirit of philanthropy for local arts and heritage activity and initiatives. Celebrate major donors, sponsors and fundraising successes.	Mid	High	All organizations + Cultural Roundtable	Examples from other communities
		Measure the success of local grant programs and promote the return on investment.	Mid	High	Town, LFA, LAMP? United Way	Completed grant project objectives, organizations involved, local media
		Develop volunteer recruitment and training programs for the sector, keeping in mind the breadth of potential expertise arriving via retirees and cultural workers.	Long	Mid	Cultural Roundtable	Programs used by other organizations and Community Sector Council (Provincial)
GOAL 13	Establish sustainable resources to support arts, heritage and culture.	Identify mechanisms to grow investment for the arts, including collaborative fundraising initiatives.	Mid	High	All organizations + Cultural Roundtable	Look for examples of successful initiatives
		Monitor the effect of commercial property taxes on the sustainability of arts-based businesses. Consider grants to support property taxes, or reductions to tax rates, for arts-based businesses and facilities, including but not limited to not-for-profit operations.	Long	High	Town, County	Look at Film Industry credit system and other examples, consider accommodation levy/marketing initiative fee for tourists
GOAL 14	Recognize the specialized needs of the arts, and the opportunities they offer, in all community-based facility planning.	When planning future community facilities, address the functional needs of the arts sector, including professional and amateur uses, taking into consideration the importance of specialized space, access and equipment for the sector.	Long	Mid	Town + Cultural Roundtable	Local arts and culture organizations
GOAL 15	Work together.	Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural societies are considered. Support and monitor implementation of Cultural Plan.	Short	Low	Cultural Plan SC to become Cultural Roundtable and review, revise Terms of Reference	Cultural Plan Steering Committee, Lunenburg Foundation for the Arts
		Undertake a review of accomplishments emerging from the Cultural Plan, every two years.	Mid	Mid	Cultural Roundtable	
		Advocate for culture, all the time, to everyone, everywhere.	Short/mid and long	Low	Everyone	



LUNENBURG & DISTRICT FIRE DEPT
25 MEDWAY STREET, BOX 1478
LUNENBURG, NOVA SCOTIA
B0J 2C0

Lunenburg Town Council

After the tender for our new Engine 2 was awarded, we held our pre construction meeting with the successful bidder, Mic Mac Fire Safety Source.

During this meeting we were able to eliminate a few items, as well as add some improvements to better the truck.

Some of the major changes were;

- Added an aluminum plate to the dog house in the cab to allow us to mount radios and equipment without drilling directly into the doghouse.
- added an extra rust protection barrier under the cab
- changed the seats from cloth to a heavy vinyl to allow better cleaning reducing the risk of carcinogens
- added exterior LED water level gauges to the rear and Officers side

With these changes, and credits, there was an additional cost of \$2794 added to the final price of the truck.

I am requesting these costs be covered from funds from the sale of the 1998 Pumper, and 2000 Tanker.

Thank you.

Darren Romkey
Fire Chief
Lunenburg and District Fire Department
902-212-0476
dromkey@eastlink.ca

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				

Circulated: _____

Document No:
Meeting: Council
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: SEPTEMBER 3, 2020

RE: JUNE 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

June test results which exceed the Provincial Standards are noted in the following table.

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 (22)	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 has occurred during the pandemic as two operators are required and not always available for this task and physical distancing is an issue.		

All June 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. Note that the Waste Water Treatment Plant was shut down between June 8th and June 12th for aeration building upgrades.

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 June 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. The line loss was higher than normal this spring. April and early May this year were wet and cool but the latter part of spring was hotter and dryer than normal resulting in more unmetered water use.

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

Town of Lunenburg Water Use

2014				
	Pumped	Sold *	Unaccounted Water Use/Loss	Percent
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April to June	42,031,440	31,013,718	11,017,722	26.21%
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	Kempt 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	Kempt Street & Lincoln	Civic 24 Kempt 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 and June				

Circulated: _____

Document No:
Meeting: Council
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: SEPTEMBER 3, 2020

RE: JULY 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

July test results which exceed the Provincial Standards are noted in the following table.

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	3 tests at 2,500 counts/100 mls and 1 test at 1,200 counts/100 mls
pH (23)	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 four Fecal Coliform tests exceeding Provincial limits. Under normal conditions the UV bulbs would be cleaned weekly. This has occurred during the pandemic as two operators are required and not always available for this task and physical distancing is an issue.		

All July 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. Note that the Waste Water Treatment Plant aeration building upgrades to Trains A and B took place from June 15, 2020 to July 16, 2020. On July 9, 2020 the volume of air being pumped into the sludge holding tank was increased to reduce odors in the aeration building during construction and this resulted in a buildup of foam which affected effluent quality.

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 July 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. The line loss was higher than normal this spring. April and early May this year were wet and cool but the latter part of spring was hotter and dryer than normal resulting in more unmetered water use.

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	430,956	914,011	678,713	884,103	626,112	991,863	639,974	989,508	656,993	840,575	559,765	678,842
July	439,227	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	42,031,440	31,013,718	11,017,722	26.21%
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	Kempt 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	Kempt Street & Lincoln	Civic 24 Kempt Street	6" watermain cracked
June	10	Harbour View Drive	Civic 232	3/4" leak water service
June	18	Blunose 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
July	2	Masons Beach Road	Near Topmast Motel	2" watermain leaking

June 23, 2020

Dear Lunenburg Mayor and Council,

I am writing this letter in response to an email I received from Ian Tillard, Town Engineer. This was a reply to an application I had submitted in April. I am requesting the removal of a Linden tree on the corner of my property. The purpose in having this tree removed is so that a driveway can be installed. At the present time some people are not able to access my home due to the long walkway and stairs. A driveway will allow a vehicle to get to the back deck of the home. A competent contractor who will be instructed to follow all traffic safety procedures will carry out the removal of the tree. It is my understanding that Town Council will chose a replacement tree - however I highly recommend a Linden tree returning to Linden Avenue.

Thank you for your attention to this matter,

Paula Baker



April 28, 2020

Ms. Paula Baker
PO Box 1467, 26 Linden Avenue
Lunenburg, NS
B0J 2C0

Dear Ms. Baker:

Re: Work Order request WOR 2020-03, 26 Linden Avenue

I am responding to your Work Order Request for the removal of a tree and a curb cut to accommodate the installation of a second driveway at 26 Linden Avenue. As background I am the Consulting Town Engineer for the Town of Lunenburg.

Unfortunately we are denying the request for the following reasons:

- There is currently one driveway access to the property
- It is unacceptable to the town to remove trees unless it is a safety issue with no other mitigation possible.
- It is unacceptable to the town to delete parking spaces unless it is a safety issue with no other mitigation possible.

If you require further information, please do get back in touch.

Regards,

Ian Tillard

Ian Tillard, P.Eng.
Consulting Town Engineer

119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia
Canada B0J 2C0

www.explorelunenburg.ca

TOWN OFFICE
902-634-4410

ELECTRIC UTILITY
902-634-4410

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

FACSIMILIE
902-634-4416

**TOWN OF LUENBURG
PUBLIC WORKS DEPARTMENT**



Work Order Request Form

Contact Information

Name:	Phone:	Email:
Address:		

Request Details

Location of Service Request:

Category:

<input type="checkbox"/> Buildings	<input type="checkbox"/> Streets	<input type="checkbox"/> Sidewalks
<input type="checkbox"/> Trees	<input type="checkbox"/> Sewer	<input type="checkbox"/> Water
<input type="checkbox"/> Parks/Trails	<input type="checkbox"/> Solid Waste Collection	<input type="checkbox"/> Driveway/Civic Numbering
<input type="checkbox"/> Other (describe):		

Urgency of Request

<input type="checkbox"/> Emergency	Situation/condition requires immediate action for safety purposes or will result in negative impacts to the environment
<input type="checkbox"/> High	Situation/condition is interfering with business/traffic
<input type="checkbox"/> Normal	Situation/condition should be scheduled as time permits

Request Description

Request received by and date:

Public Works Department use only below

TRACKING NUMBER:	ASSIGNED SUPERVISOR:
------------------	----------------------

WORK APPROVED BY PUBLIC WORKS DEPARTMENT

PUBLIC WORKS SUPERVISOR: _____ Date: _____

SUPPORTING DOCUMENTS RECEIVED: _____

REQUIRED PERMITS ISSUED: _____

LABOUR AND MATERIAL ESTIMATE SIGNED OFF BY APPLICANT? yes not applicable

ESTIMATED JOB COMPLETION DATE: _____

REQUEST RESPONSE: _____

JOB COMPLETION DATE (notify requester) _____

WORK ORDER REQUEST INSTRUCTIONS TO THE REQUESTER

1. Please attach a sketch showing:
 - a. Detail of services requested showing dimensions
 - b. Location of service(s) requested.
 - c. Location of property lines and building locations (can be approximate and we can fill in details later if needed)
 - d. Location of adjacent features such as town trees, parking spaces, hydrants and the like.
 - e. A hand sketch is all that is required but please give relevant dimensions.
2. Include any permits that are applicable
3. Add any pictures that you might think are useful.
4. Fill out the form and submit it to TOL Administration including the sketch, permits and any pictures. Email to Kelly Jardine; kjardine@explorelunenburg.ca
5. Once the form is returned to the Town:
 - a. if it involves the Town doing work then:
 - i. A Cost Estimate Form will be provided to the requester with the costs for doing the work.
 - ii. Requester must provide a signed copy of the Cost Estimate Form back to the Town.
 - iii. Requester must provide a 50% deposit of the value of the work to the Town.
 - iv. The Town will keep the requester informed about dates and other relevant information related to the request.
 - b. if the Town will not be doing the work then;
 - i. The Town will return the form with any comments or directions to the requester
6. General Information:
 - a. For waste and storm systems, the cost to connect is the responsibility of the landowner for the entire hookup. The normal procedure is for the Town to do the work on the town property and the landowner's contractor to do the work within the private property.
 - b. For water systems, the cost to run the line to the property line is the responsibility of the Town and the Town will perform this work. The costs to run the line from the property line is the landowner's responsibility.
 - c. For ditching and culverts, if there is no storm drain along a street and storm water is carried by a ditch and culvert system, and the owner wants access to their property, the costs for such an installation for any ditching and culvert work is the owner's cost. The work is either done by the town or by a town approved contractor. If the installation is for storm water control only, then it is the town's cost.

TOWN OF LUENBURG
PUBLIC WORKS DEPARTMENT



Work Order Request Form

Contact Information

Name: Paula Baker Phone: (902) 521-3242 Email: ppbaker@eastlink.ca
Address: P.O. Box 1467, 26 Linden Avenue, Lunenburg, NS. B0J2C0

Request Details

Location of Service Request: 26 Linden Avenue

Category:

<input type="checkbox"/> Buildings	<input type="checkbox"/> Streets	<input type="checkbox"/> Sidewalks
<input checked="" type="checkbox"/> Trees removed	<input type="checkbox"/> Sewer	<input type="checkbox"/> Water
<input type="checkbox"/> Parks/Trails	<input type="checkbox"/> Solid Waste Collection	<input type="checkbox"/> Driveway/Civic Numbering
<input type="checkbox"/> Other (describe): Curb cut so I can install a driveway to back door		

Urgency of Request

- Emergency Situation/condition requires immediate action for safety purposes or will result in negative impacts to the environment
- High Situation/condition is interfering with business/traffic and is fairly urgent in nature
- Normal Situation/condition should be scheduled as time permits

Request Description

Permission to cut tree on North west side of house & cut curb. Require a driveway for seniors access to back door

Request received by: Ian Fildard DATE 09 April 2020

Public Works Department use only below

TRACKING ASSIGNED SUPERVISOR:
NUMBER: WDR-2020-03

WORK APPROVED BY PUBLIC WORKS DEPARTMENT

Public Works Supervisor _____ Date _____

SUPPORTING DOCUMENTS RECEIVED • Describe: site plan, photo

REQUIRED PERMITS ISSUED • Describe: _____

MATERIAL ESTIMATE ATTACHED? • yes • not applicable

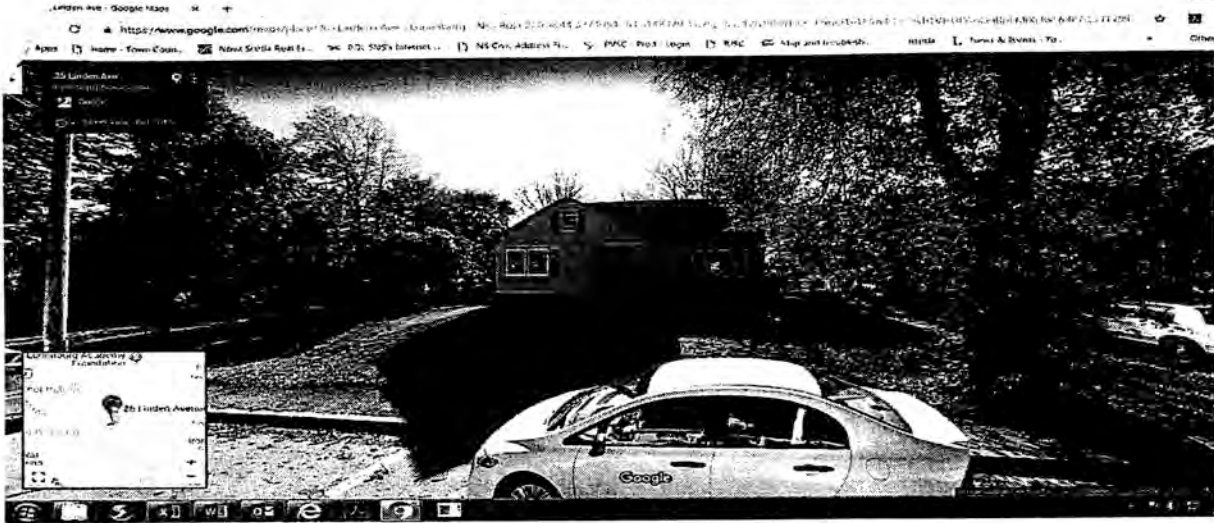
ESTIMATED JOB COMPLETION DATE: _____

REQUEST DENIED • Reason: 1. there is currently no driveway access to the property
2. Unacceptable to remove trees, unless a safety issue.
3. Unacceptable to remove a parking space, unless a safety issue.

• REQUESTER NOTIFIED OF ESTIMATED JOB COMPLETION DATE

• WORK COMPLETE AND REQUESTER NOTIFIED BY: - letter sent 30 April, 2020

a Baker 26 Linden Avenue



↖ ↗
driveway
location

Baker

67

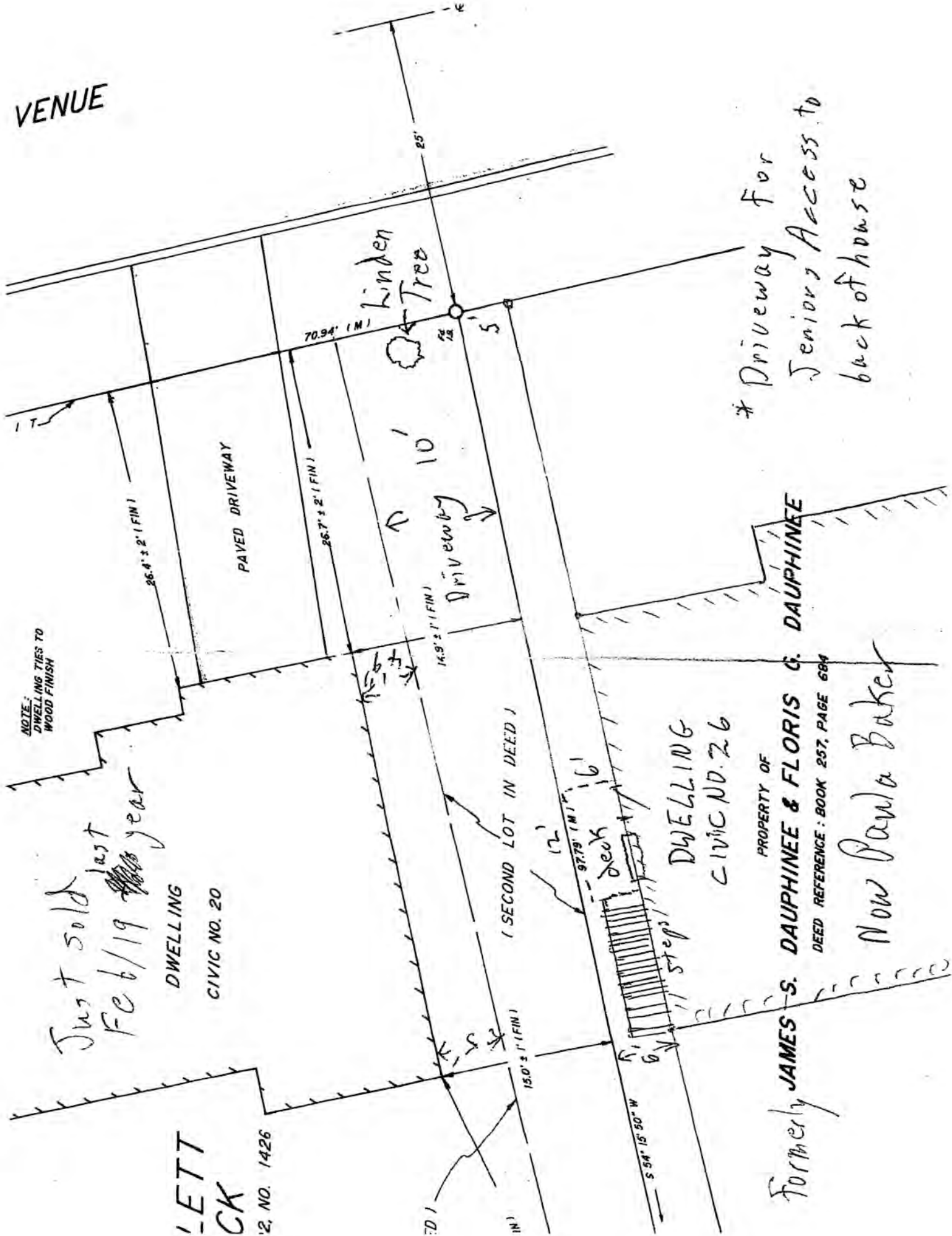
4th Ave

Lunenburg, NS
2C0

Town of Lunenburg
and Public Works

Application for Driveway

VENUE



* Driveway for Senior's Access to back of house

NOTE: DWELLING TIES TO WOOD FINISH

Just sold last year
Feb 6/19

DWELLING
CIVIC NO. 20

LETT
CK
2, NO. 1426

PAVED DRIVEWAY
Linden Tree
10'
Driveway

(SECOND LOT IN DEED)

DWELLING
CIVIC NO. 26

deck
steps

PROPERTY OF

Formerly JAMES S. DAUPHINEE & FLORIS G. DAUPHINEE
Now Paula Baker

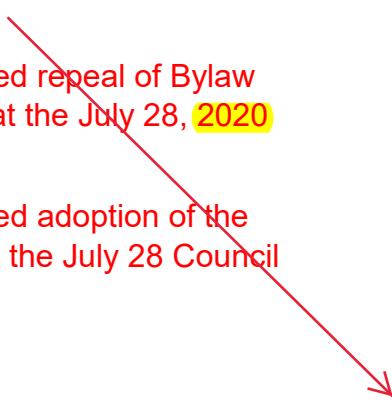
DEED REFERENCE: BOOK 257, PAGE 684

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 *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.



Please Note: Section 36 update to Policy and Committee structure chart additions

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 -
September 8, 2020 Council meeting*

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 residents 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.

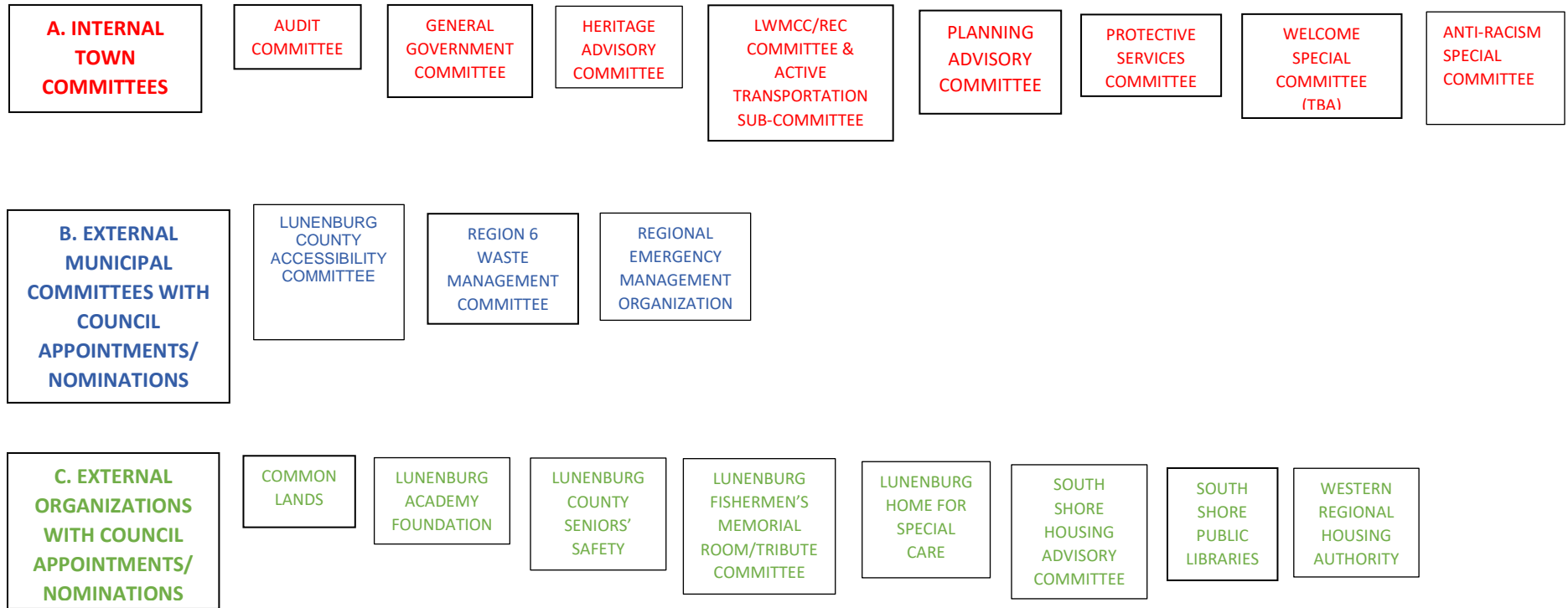
External Boards and Committees with Town Appointments

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

SCHEDULE "A"

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: September 2020

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.)

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.

UPLAND

Planning +
Design Studio

63 King Street
Dartmouth, Nova Scotia B2Y 2R7
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info@uplandstudio.ca

PROGRESS REPORT

4. a Progress Report for May 2020

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

1. Targets Achieved in Period

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

2. Outputs of Project

- Key Directions Steering Team Review (May 13)
- Online interactive map, survey, and discussion forum (April 2 - May 15)
- Kitchen table toolkit (April 2 - May 15)
- Youth focus group (May 5)

3. Project Related Issues

- Delays related to Covid-19.

4. Risk Analysis

-

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- Submit Draft CCP to ST, Staff, Council (Jun 4)
- Steering Team Review (June 10)
- Staff + Council Information Presentation (June 15)
- Community Presentation and Online Event (June 17)
- Interactive Map and/or Survey (June 17 - July 17)
- Take Home Kits, or other off-line as permitted (June 17 - July 17)
- Stakeholder Follow-Ups (June 17 - July 17)

MEETING NOTES

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, 8 July 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
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, Recorder

REGRETS: -

The Chair called the meeting to order at 3:00 pm.

1. Agenda

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

2. Review of notes from previous meetings

Motion: Moved and seconded that the revised notes of 10 June 2020 be approved. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

Dawn Sutherland reviewed the progress report, which includes a spreadsheet of over 300 individual comments on the Draft CCP from the Steering Team, Staff, and Council (**Schedule A**).

b. Update on Engagement Activities

Erica Brook reviewed public engagement item of the Progress Report. There is a public survey on the Draft CCP open until July 24th. The themes translate into priorities, including Blockhouse Hill, affordable housing, short-term rentals, water treatment, home-based businesses, parking, etc., and the continuance of community engagements on CCP implementation.

c. Next Steps

The Revised CCP will be submitted to the Steering Team on August 14th.

There was some discussion on the opportunities for Council and Staff to provide practical feedback, while being mindful of the focus on community input.

Steffen Käubler noted that the CCP is to cover a 40-year timeframe, so prioritizing will be important. There are many long-term items included should funds and interest allow, so expectations will have to be managed. The document is a toolkit and guide for the Town.

Erica noted that there will be a final chapter that lays out a proposed five-year plan. The document will also include a brief explanation to the community on how the items were prioritized. It is not possible to have every item at unanimous satisfaction in any plan of this nature before it is approved. The plan is just the first step in terms of implementation.

5. Correspondence

Nil.

6. In camera portion

Nil.

7. Resumption of Council meeting in public session

Nil.

8. Next Meeting Dates

- a. Steering Team meeting: *Wednesday, 12 August 2020, 3:00 pm, Zoom webinar*

9. Adjournment

Motion: There being no further business, that the meeting be adjourned. Motion carried.

The meeting adjourned at 3:50 p.m.

UPLAND

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info@uplandstudio.ca

PROGRESS REPORT

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: June 1 - June 30, 2020

1. Targets Achieved in Period

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

2. Outputs of Project

- Draft CCP Submission to Steering Committee, Staff, Council
- Staff + Council Information Presentation
- 1st Community Presentation and Online Event
- Interactive Map and/or Survey (ongoing)
- Final Draft CCP Submission to Steering Committee, Staff, Council
- Stakeholder Follow-Ups (ongoing)

3. Project Related Issues

- To date, the project team has received over 300 individual comments from the Steering Committee, Staff and Council. All comments and the team's responses were recorded in a spreadsheet, which is attached to this report. The project team's edits in response to the comments are included in the Final Draft CCP.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- 2nd Community Presentation and Online Event
- Interactive Map and/or Survey
- Stakeholder Follow-Ups (ongoing)
- Final CCP Submission

MEETING NOTES

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, August 12, 2020 at 3:00 p.m.

Via Zoom Webinar

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair
Deputy Mayor John McGee
Councillor Peter Mosher
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert

Non-voting, ex-officio members:

Mayor Rachel Bailey
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager
Dawn Sutherland, Planning/Development Manager (PDM)

ALSO PRESENT:

Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

REGRETS:

Peter Goforth, Qualified Expert
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

The Chair, Councillor Risser, called the meeting to order at 3:00 pm.

1. Agenda

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

2. Review of notes from previous meeting

This item was deferred to the next meeting to allow time for review.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

The Planning/Development Manager reviewed the status section of the report (**Schedule "A"**). The work remains four months behind schedule. She noted that the timing of Council approval of the Comprehensive Community Plan (CCP) document by the current Council or post-election is an issue. Initially it was intended that the CCP be approved by the current Council.

b. Update on engagement activities

Ms. Brook reviewed the next section of the report (**Schedule "A"**). Public engagement has currently wound down since the survey deadline has passed. They did receive the target number of surveys. She noted that fewer people are engaging at this time, but the feedback provided is detailed.

In response to a question, Mr. Käubler explained that preliminary work is being done on the Municipal Planning Strategy and bylaws, but due to content overlap with the CCP the majority of that work will be done after the CCP is approved. The PDM noted that if the CCP is completed and approved before the Council election, the planning documents' approvals should be completed in February/March 2021.

c. Draft Comprehensive Community Plan

Mr. Käubler reviewed a sample of the "Implementation and Monitoring" chapter (**Schedule "B"**). He confirmed that the pricing information provided is a scale. The numbers are provided as an estimated guideline only, based on their expertise.

Ms. Brook reviewed the "Scoring Matrix" (**Schedule "C"**) and its decision-making criteria being used by UPLAND to assess the priority of the 30 items in the five-year plan. The scores assigned to each item is the first step. Delivery cannot be a factor in scoring. Town Council and staff will then set delivery priorities within the context of annual Town budgets. Many of the projects noted require significant budgetary and other resources to achieve. The five-year plan items are shorter-term items.

There will be a recommendation included that every five years Town Council and staff should take a fresh look and re-prioritize the next five-year plan since resources, technology, and partnerships will evolve through time. They will provide guidance on a criteria and process to use.

d. Next steps

Mr. Käubler confirmed that the latest round of comments is being incorporated into the document. Similar to the previous draft, they will provide a spreadsheet of the comments and how each one was addressed.

The "Implementation" chapter will be sent to the Steering Team ahead of the updated CCP. This chapter makes clear that delivery is not a factor and will be achieved over time.

The updated CCP will come to the Steering Team for review and recommendation to Council in September.

The continuity of Steering Team was discussed in light of the October election. If need be, new members or those with changing roles will be appointed by Council after the election. The Steering Team is to provide a recommendation to Council relating to the approval of the Comprehensive Community Plan and will continue oversight until the end of the project.

5. Correspondence

a. Jessika Hepburn's submission to Council on July 28, 2020

Council requested that Project Lunenburg be made aware of Jessika Hepburn's submission at the Council Meeting of July 28, 2020, which contained a comment on Project Lunenburg's consultation process with the BIPOC (Black/Indigenous/People of Colour) community (**Schedule "D"**). Ms. Brook added that was not specifically addressed and UPLAND will have the report further reviewed through an anti-racism and inclusivity lens.

6. In camera portion – motion to recess to meet in camera to consider contract negotiations/matters (Section 22 *Municipal Government Act*)

Nil.

7. Resumption of Council meeting in public session – motion to consider any in camera meeting recommendations (Section 22 *Municipal Government Act*)

Nil.

8. Next Meeting Dates

Steering Team meeting: *Wednesday, September 9, 2020 at 3:00 p.m.*

9. Adjournment

Motion: Moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting adjourned at 3:52 p.m.

Heather McCallum
Assistant Municipal Clerk

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

1. Targets Achieved in Period

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

2. Outputs of Project

- 2nd Community Presentation and Online Event
- Interactive Map and/or Survey
- Stakeholder and Public Follow-Ups (ongoing)

3. Project Related Issues

- Following the 2nd community consultation, the project team has received approximately 60 survey responses, 40 comments from the public Q+As, and 5 emailed submissions. All comments and the team's responses are in the process of being recorded and responded to in a spreadsheet, similar to the previously submitted response spreadsheet.
- The project is currently four months behind schedule.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- Stakeholder Follow-Ups (ongoing)
- Incorporation of Public Feedback
- CCP Implementation Chapter (sample pages for discussion are attached to this progress report)
- Final CCP Submission

14.2 Housing

Engagement showed that housing is a critical topic for Project Lunenburg, and the Comprehensive Community Plan aims to ensure access to housing that is affordable, suitable, sustainable, and puts the needs of residents before tourists and investors.

The priorities included in this five-year Implementation Plan cover a variety of topics such as short-term rental regulation, policies which encourage a variety of housing forms and ownership models, and a feasibility study to encourage long-term residency.

Goal

A Town that offers a wide range of high quality and affordable housing options.

Evaluation Metrics

Number of units constructed and offered for 30% or less the median household income for the census DA (permit records, census data)

Single-detached dwelling units as a proportion of new construction (permit records over time)

Number of affordable housing developments funded in part by the Town (financial records)

Proportion of renters to owners (census data over time)

Number of accessibility-related retrofits (permit records)

3.5a-d

Regulate Short-term Rentals

Short-term rentals (or STRs) are one housing form that can enable affordable home ownership and bolster tourism, but they are also a threat to the availability of long-term rentals and the prosperity of traditional hospitality sectors. It will be important to balance these benefits and challenges to maintain a housing market suitable for long-term local residents. This action item aims to create clear and enforceable enabling policy which allows STRs where appropriate.

Recommendations for regulating STRs include incorporating STR policies into the existing Municipal Planning Strategy and Land Use Bylaw; creating a standalone Short-term Rental Bylaw which regulates the use of secondary and primary residences as STRs, classifying secondary residences hosted as STRs as a commercial use, and requiring Municipal registration of primary residences hosted as STRs; and allocating funds acquired from STR registration and taxation (and potentially non-resident owners taxes) for policy enforcement and affordable housing initiatives. Capital costs for this item cover the expenses of consulting services to conduct further engagement and create a Short-term Rental Bylaw.

Action Type

S Study **F** Funding **L** Land Use **O** Organization

Estimated Cost

\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Incorporate STR policy in upcoming MPS and LUB review
2. Issue an request for tender (RFT) for consulting services to complete a Short-term Rental Bylaw
3. Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable housing initiatives

Potential Partners

Local short-term rental operators, the Province of Nova Scotia

How would this approach ensure hosts aren't purchasing homes for short-term rental?

A primary residence is the dwelling where an individual lives more than half the year as an owner or tenant, and is the residential address for bills, identification, taxes, and insurance. By restricting short-term rental to primary residences (hosts will be required to present government-issued ID upon registration), this Bylaw would allow properties to be listed only as a room within a home or as a full home while the host is away on vacation or otherwise. This approach attempts to avoid the removal of homes from the long-term rental market, encouraging long-term residency and stable neighbourhoods. Under the proposed regulations secondary residences could not be hosted as short-term rentals but may be registered as tourist accommodations where zoning allows.

2.3c

Conduct a feasibility study of mechanisms to encourage long-term residency

Affordability of housing is a major concern for both renters and home owners, though renters also face the challenge of limited housing availability. In Lunenburg, seasonal residents and international buyers impact housing supply, making it harder for local residents to find suitable housing. In 2016, 14% of Lunenburg’s residences were seasonal, and the Town has one of the highest rates of non-resident and international ownership in Nova Scotia, and international owners make up half of all temporary residents. Construction has been slowing to near-record lows since 2015, and while the market typically moves in the cycles, the current conditions do not favour long-term residency.

With an aging population, many homes will be entering the market in coming years, and this is a crucial time to ensure this supply is accessible for long-term residency and favours residents over visitors and investors. This feasibility study will analyze potential mechanisms for encouraging long-term residency among propoperty owners through new tax programs.

Action Type

S Study **F** Funding **O** Organization

Estimated Cost
\$\$\$\$\$



Steps to Implementation

1. Issue an RFP for a Feasibility Study
2. Work with consultant to complete a feasibility analysis of the following mechanisms:
 - International/national buyer tax
 - Other non-resident owners tax
 - Empty homes tax
 - Lower owner tax credit (or augment provincial assessment cap)

Potential Partners

n/a

Table 1. Quantitative Criteria					
Criteria	Description	Max Value	Scoring Description	Weight	Score
Community Building					
Capacity Building	Local implementation and spin-off impacts.	100	The community is able to undertake the action and builds upon local resources.	10%	
		50	The community is partially able to undertake the action and will marginally build upon local resources.		
		0	External resources are wholly required to complete the action.		
Community Benefit	The overall impact on the Lunenburg community.	100	The action addresses an urgent issue and will benefit the majority of the community. The action will lead to greater sustainability of the community and impact future generations.	10%	
		75	The action addresses an urgent issue but will only benefit a portion of the community. The action may lead to greater sustainability of the community and may impact future generations.		
		50	The action does not address an urgent issue but will benefit a large portion of the community. The action will positively impact the sustainability of the community.		
		25	The action does not address an urgent issue and benefits a small portion of the community. Marginal positive impacts on the community's sustainability and impact on future generations.		
		0	The action does not address an urgent need and does not benefit the larger community.		
Equity Benefit	The action's benefit for a marginalized or an equity-seeking group in the community.	100	An action specifically addresses an equity-seeking group in the community (low-income, seniors, youth, new immigrants).	15%	
		0	An action does not specifically address an equity-seeking group in the community (low-income, seniors, youth, new immigrants).		

Instantaneous Assessment	The level of 'instantaneous' impact in the community.	100	Completing the action will bring an immediate impact (<1 year) in the community.	10%	
		50	Completing the action requires some level of 'ground laying', with the impact in the community felt between 1 and 5 years after implementation.		
		0	The impact of the action will be felt 5 or more years after its implementation.		
Community Preference					
Community Preference	The action has been specified by the community. Despite any level of support for an action, the community may still have concerns, and there may be details to resolve during implementation.	100	An action is supported by the majority of the community, but individuals or groups may still disagree with the action.	35%	
		50	An action is supported by some, but not all of the community.		
		10	An action is support by only a handful of the population or a limited number of community groups. This may include prerequisite actions that may not have been explicitly considered throughout the CCP process, or actions that may have benefits that are not obvious.		
Enabling Fundamentals					
Fundamentals	The action is a fundamental mechanism for future planning initiatives and enables other actions within the CCP.	100	An action enables more than 10 other actions.	20%	
		50	An action enables between one and 10 other actions		
		0	An action that does not enable other actions.		
				100%	

5. Correspondence

From:

[Dawn Sutherland](#)

To:



Subject:

PL: Jessica Hepburn - to offer comments on CCP

Date:

July-29-20 3:42:00 PM

Attachments:

[3 \(b\) Coun Jul 28 20 Jessica Hepburn Response to Petition to rename Cornwallis and Creighton Streets.pdf](#)

[image001.png](#)

[image004.png](#)

Steering Team members, UPLAND:

At yesterday's Council meeting Jessica Hepburn of 49 Townsend Street presented a petition to Council to "Regarding a Response to Petition to Rename Cornwallis & Creighton Streets." As part of her presentation, she made a series of recommendations, one of which was in regard to a "major gap" in the PL consultation process. See attached for full petition presentation (written).

I will be putting Ms. Hepburn in touch with Upland as she had indicated that she is willing to provide comments on the draft CCP. I think it would be helpful for Erica to describe the efforts that were undertaken to be inclusive throughout this project.

Below are excerpts from Ms. Hepburn's presentation of the petition and from the draft Council minutes.

I am sending this for information purposes now as our next meeting is not for 2 more weeks – August 12th.

Regards,

Dawn

1.

Excerpt from Jessica Hepburn presentation to Council 28 July 2020.

- 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.

BIPOC*: Black, Indigenous, and people of color

2.

Excerpt form 28 July Council meeting minutes (draft)

- a. Petition to rename Cornwallis and Creighton Streets and 7. New Business, a Corporate Services, i. Response to petition to rename Cornwallis and Creighton Streets

Council discussed the possibility of forming a Special Committee to address the issues and actions raised in Ms. Hepburn's submission through a preliminary staff report. The Mayor noted that she and staff recently participated in the NSFMs' *Creating Municipal Action Plans for Ending Racism and Discrimination* July 23 webinar.

Ms. Hepburn's advice regarding preparation of a staff report was requested by Council. Ms. Hepburn commented that she serves on a Shelburne Committee regarding racism issues and emphasized the need for an inclusive and collaborative approach with representative membership and advisors who are fairly compensated for their time.

Motion: moved by Councillor Risser, seconded by Councillor Bachman for staff to prepare a Council report in consultation with the appropriate stakeholders and experts with a view to forming a task force or special committee to promote anti-racism, with a particular emphasis on anti-Black and Indigenous racism.

Ms. Hepburn suggested that the preparation of a survey to determine what forms of discrimination have been experienced in the community would be helpful. She advised that the terms inclusion and diversity are much broader than anti-racism and in particular anti-black and indigenous racism as put forward in her submission.

Staff are asked to have a preliminary report ready for the August 25 Council meeting.

Council asked that Project Lunenburg be made aware of Ms. Hepburn's submission.

Ms. Hepburn indicated she will review their draft Project Lunenburg *Comprehensive Community Plan* to offer comments.

Dawn M. Sutherland, MCIP, LPP
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Please note: Only the issuance of a development permit guarantees that your proposed development is in compliance with requirements of the Land Use By-law. In the absence of an application with detailed information regarding your proposal, I am unable to warrant the above.

Please be aware that any communications made to the Town of Lunenburg will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

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

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

WEDNESDAY, AUGUST 12, 2020

1. That Council approve the proposed nomination of the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C").

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

WEDNESDAY, AUGUST 12, 2020 AT 5:15 P.M.

(via Zoom Webinar)

PRESENT: Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Kimberly Hanlon
Kristi Tibbo

ALSO PRESENT: Mayor Rachel Bailey, ex officio [left meeting at 27:25 minute mark
at beginning of consideration of agenda item #7. (a)]
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

ABSENT: Councillor Matt Risser
Debbie Dauphinee
Councillor Errol Knickle, Municipality of the District of Lunenburg

1. Call to order – Councillor Bachman

The Chair called the meeting to order at 5:19 p.m.

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

3. Agenda

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

4. March 11, 2019 Meeting Minutes

Motion: moved and seconded to approve the March 11, 2019 meeting minutes. Motion
carried.

5. Public Presentations

Nil.

6. Business Arising from the Minutes/Unfinished Business

- a. Ice Resurfacers Fundraising Committee Meeting Notes – February 27, 2020 and approved ice resurfacers purchase

The Recreation Director reported that a 2021 Olympia propane ice resurfacers and propane ice edger tender was awarded by Town Council to Monarch Enterprise Ltd. at the July 28, 2020 Council Meeting. Delivery timeline is up to 300 days, therefore its exact arrival date is TBA.

In response to a question, the RD said the members of the Ice Resurfacers Fundraising Committee will be notified, as all the funds required were successfully sourced.

- b. Recreation Report for May and August 2020

The May report was provided for information. The RD reviewed her August report (Schedule "A").

In response to a question, the RD confirmed that additional trail signs planned through the Active Transportation Sub-committee have been completed.

- c. Crosswalk flag program maintenance and status – discussion

The RD reviewed Council Meeting minutes and referenced a staff report, both from 2016, which was the beginning of the crosswalk flag program (Schedule "B"). The Committee agreed by consensus to take this issue back to the Active Transportation Sub-committee and its SAC representative for resolution.

It was noted that the flags were removed at the beginning of the COVID-19 pandemic due to the impossibility of sanitization, and the restoration of the flags is TBA at this time.

7. New Business

- a. Proposed nomination to the Nova Scotia Sports Hall of Fame of the Lunenburg Lasers Soccer Team – discussion and recommendation to Council

Bob Sayer presented an overview of his draft proposal to nominate the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C"). The nomination due date is in November.

Councillor Bachman recused himself from the discussion, as he had a family member on the team. Councillor Croft assumed the Chair.

Motion: Moved and seconded that Council approve the proposed nomination of the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C"). Motion carried.

If Council approval is obtained, the RD will meet with Mr. Sayer to assist in providing a letter or other assistance to preparing the nomination package.

Councillor Bachman resumed the Chair.

8. Next Meeting Dates

It was noted that the next scheduled LWMCC Committee meeting is not until after the municipal election, and there will be changes to its make-up with a new Council.

- *LWMCC Committee – Wednesday, November 18, 2020 at 2:00 p.m. (TBA) – Committee member Kim Hanlon is not available on this date.*
- *Active Transportation Sub-Committee – Wednesdays: August 26, and November 25, 2020 at 12:00 p.m.*

9. Adjournment

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

The meeting was adjourned at 5:56 p.m.

Heather McCallum, Assistant Municipal Clerk

Document No:
Meeting:
Circulate To: LWMCC
File:

MEMORANDUM

TO: LWMCC

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: MAY 8, 2020

RE: RECREATION DIRECTOR'S REPORT

ARENA

- The Arena closed for the season on March 16, 2020 at 4:30pm to help prevent the spread of the novel coronavirus/Covid-19 in Nova Scotia.
- The closure resulted in the cancellation of the Minor Hockey March Break hockey tournament, the Burg Classic Charity Hockey Tournament and other rentals.
- The Burg Classic has rebooked their 2020 tournament for October 8-11, 2020 and plan to have the 2021 tournament as normal at the end of March 2021.
- To date cancelled events include the South Shore Kennel Dog Show (June 2020; however, rescheduled for a hopeful August 2020) and a potential rescheduling of the Craft Show (July 2020; however, has tentatively scheduled August 2020).
- I attended an "Arena Refrigeration Plan Compliance Awareness – Learning from Fernie, BC" online seminar hosted by Frank Cowan Company, in partnership with the Ontario Recreation Facilities Association Inc. (ORFA) and the Technical Standards and Safety Authority (TSSA) on March 5, 2020.
- Staff are following the Province's directives of COVID-19 as it relates to our facilities.

Update RE: Ice Resurfacers

- The Fundraising Committee last met on February 27, 2020. The next meeting was to be held in April 2020; however, due to COVID-19, the meeting was cancelled.
- Staff have been following up on priority action items outlined from the February 27, 2020 meeting.
- MODL grant allocations are still under discussion.
- A grant has been submitted to a private grant foundation for financial support.
- The Town's tender has been reviewed by the RFANS South Shore Rep and is now in the final stages at Town Hall. It is anticipated to be put to tender shortly.

COMMUNITY CENTRE

- The Community Centre was closed on March 16, 2020 at 4:30pm to help prevent the spread of the novel coronavirus/Covid-19 in Nova Scotia.

- The washroom renovations are finished and look fantastic. This includes: new and automatic sinks, toilets and urinals, new partitions, new mirrors, and freshly painted walls. The floor in the washrooms, hallways and lobbies have been dewaxed and cleaned. A new water bottle refill station and fountain have been installed in the lobby, and the two older fountains in the hallway have been removed. An automatic door opener and button has been installed in the main door. As well, the exterior bathroom doors leading from the parking lot straight into the washroom have been upgraded with a new platform and railing included.
- To date cancelled events include the 5km Heritage Muffin Run (June 2020), Paint Sea on Site (July 2020) and a wedding (September 2020).

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- The Back Harbour Trail overgrowth cutback has been completed.
- The Town, on behalf of the Lunenburg Community Development Group, applied for a Provincial grant for funding of the splash pad; however, the funding has been denied. We requested \$66,667, one-third of the total project cost, which was the maximum amount allowed to be requested.
- Staff are following the Province's directives of COVID-19 as it relates parks, trails, playgrounds, fields, etc.

PROGRAMS

- All programs and weight room memberships were suspended as of March 16, 2020 at 4:30pm and are frozen until re-opening.
- The spring and summer South Shore Recreation guides are not being distributed/made due to the cancellation of programs.
- The "Bikes for Kids" program through the United Way of Lunenburg Country, with whom the Town partnered to provide bikes to families with lower incomes, has been cancelled this year. Due to the pandemic, their volunteers did not have an opportunity to fix any bikes this year.

SPECIAL EVENTS

- Town staff recognized the National Day of Mourning on April 28 through a virtual online service and advertised to invite community participation.
- Flags were put out in front of Town Hall for the "Battle of the Atlantic" on May 3.
- The Town's Volunteer Civic Reception has been postponed to October 1, 2020 at 7:00pm (typically held in April). The Provincial Volunteer Awards has also been postponed to September 28 in Halifax (also typically in April).
- The German Band Concert has been cancelled for 2020, as the NS Royal International Tattoo has been cancelled for this year.
- Staff are exploring alternative options for celebrations of the Town's Birthday and Canada Day, if necessary.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

MEMORANDUM

TO: LWMCC
FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR
DATE: AUGUST 12, 2020
RE: RECREATION DIRECTOR'S REPORT

ARENA

- The Lunenburg Farmers' Market began using the Arena on June 18 for online order assembly and distribution. The market is also holding an outdoor farmers' market in the Arena/Community Centre parking lot for the summer months.
- The ice resurfacers room is being renovated in house by Bobby Cleveland, which includes upgrading electrical wiring, new built work station, removal of an older wall, cement floor repair, paint, automatic lights installed and new water valves.
- New LED lighting has been installed over the ice surface and main areas.
- New painting has been done in the building.
- Emergency lighting is being installed in dressing room 1, 2 and 3.
- The roof exhaust fans replacements and the water heaters are being tendered.

UPDATE: ICE RESURFACER:

- At the Council Meeting of July 28, 2020 the following motion was passed:

Motion: moved and seconded that a 2021 Olympia ice resurfacers be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100, plus HST and two blades for \$800, plus HST and one propane ice edger for \$5,400, plus HST with the capital funding coming from \$53,700 of reserves, \$20,000 from a Municipality of the District of Lunenburg grant, \$25,000 anonymous donation and \$9,600 capital from revenue. Motion carried.

COMMUNITY CENTRE

- New LED lighting has been installed in the auditorium.
- The gymnasium floor has been re-varnished.
- Direction flow and signage is placed in the facility for COVID-19.
- New painting in the building.

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- The Heritage Bandstand is now run by the Town. Public Works is doing the maintenance and Recreation will oversee the scheduling and rental agreements.
- Skateboard park has had the old wooden border removed with new concrete in place, additional gravel on the ramp area, cement is being crack filled, the half pipe is getting new wood on it, and a three-stream garbage can has been added.
- Playground maintenance, as required. The grounds has been tilled. New benches added to the Victoria Street Park.
- Old metal bleachers by the track/baseball field are removed and area cleaned.
- The Back Harbour Trail has had a large cutback on the Maple Ave section (which was not completed in the contracted overgrowth cutback).
- Outdoor pickleball lines have been painted on the basketball courts in consultation with Bluenose Academy for outdoor playing.

PROGRAMS

- The Community Centre began a partial re-opening of the facility on July 23, 2020, with terms and conditions in place. Timeslots available for drop-in programs and rentals.
- Fall 2020 programs are being organized and will follow public health measures.
- Online public programs and webinars are being planned for the near future.

SPECIAL EVENTS

- Virtual celebrations were held for Lunenburg's birthday on June 5 with the Heritage Recognition and Prominent Lunenburger Awards.
- A virtual Canada Day event was held on July 1. The event had greetings from the Mayor, Council, our MP and MLA, as well as songs from various local musical performers and Mi'kmaw knowledge sharing. The event also had public submissions from community members. There have been 560 views of this event on YouTube.
- The Pride Flag Raising was held on July 17, in partnership with Lunenburg Pride.
- The Fishers' Memorial Service will be held virtually on September 13 at 2pm.
- The Provincial Volunteer Awards Ceremony will be held virtually on Facebook live on September 28.

Acknowledged only by:

Bea Renton
Town Manager/Clerk



Ann Covey

Subject: 5 (a) LWMCC Oct 9 19 Crosswalk flags

From: Kelly Jardine <Kjardine@explorelunenburg.ca>

Date: September 10, 2019 at 10:02:43 AM ADT

To: Rachel Bailey <RBailey@explorelunenburg.ca>

Subject: RE: Crosswalk flags were to be a shared responsibility

October 11/16 Council Meeting

(b) Public Works

(i) Bluenose Academy School Advisory Committee crosswalk "orange flag proposal"- staff report

The TE reviewed his report (Schedule "B"). He said he spoke with the RCMP about them

making a presentation for students at Bluenose Academy if this project moves forward.

Motion: moved by Councillor Zwicker, seconded by Councillor Mosher that if the Bluenose

Academy School Advisory Committee is willing to maintain the flags installed at the intersections identified in this report (Schedule "B"), Dufferin Street in front of The Knot Pub,

Falkland Street in front of the Foundry, Victoria Road near the Foundry, Victoria Road at

Green Street, Victoria Road at Hall Street and Victoria Road in front of Lunenburg Hardware, that the town pay to supply and install the crosswalk flags.

Melissa Risser, Bluenose Academy School Advisory Committee representative, said that

spare flags will be kept at Bluenose Academy and she will ensure there are always flags

available at the designated intersections.

The motion was put and passed.

Circulated: _____

Document No:

Meeting: Council October 11, 2016

Circulate To: Council, BR, PH, MB, LD

File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: MARC BELLIVEAU, TOWN ENGINEER

DATE: OCTOBER 6, 2016

RE: CROSSWALK FLAGS

1. FACTS

At the September 27, 2016 Council Meeting it was agreed staff will provide a report for Council and contact the School Advisory Committee for more information in regards to crosswalk flags. We received correspondence from Jackie Belliveau and Melissa Risser who is the chairperson of the Bluenose Academy School Advisory Committee in regards to the installation of crosswalk flags at various crosswalks in the Town. We have contacted other municipalities in regards to the installation and maintenance of crosswalk flags and included a recommendation.

2. ISSUES AND OPTIONS

Crosswalk flags are being used in several Nova Scotia municipalities to attract a driver's attention when a pedestrian would like to cross the street. Flags are placed in a container at either side of the crosswalk and available for pedestrians to hold out and indicate to motorist their intent to cross the street. I have contacted other municipalities and they indicated that children and seniors are more inclined to use crosswalk flags.

I have contacted the Provincial Traffic Authority and Nova Scotia Department of Transportation and Infrastructure Renewal does not support or oppose the use of crosswalk flags. They have developed a standard drawing which identifies the preferred and optional location for installing the flags.

I contacted a senior traffic operations engineer at HRM and he indicated that the installation of crosswalk flags in HRM is not a City program. Their involvement is more of a facilitation role in that we allow the crosswalk flags to be placed within

the public right-of-way. The cost of materials and installation is borne solely by the community members wishing to have them installed at a particular location. They review the locations where the flags have been requested in order to provide feedback on any safety issues that may arise although they do not officially approve the installations. They only allow the flags to be placed at existing uncontrolled marked crosswalks.

I contacted the Town of Bridgewater, Village of Port Williams, Town of Hantsport, Village of Aylesford, Municipality of Chester and the Town of Windsor to discuss the installation of crosswalk flags in their communities. When the flags were first installed they had problems with the flags being stolen or carried away and thrown on public or private property. It seems the issue of flags being removed from and not replaced in the containers is more of a problem in towns than in rural municipalities and villages. It is important to have someone regularly check the flags on an ongoing basis to ensure that they are available for their intended use. A few Towns and Municipalities maintained the flags but the majority relied on nearby businesses or community groups to maintain the flags. When replacement flags were required they were replaced and paid for either by Towns, Municipalities, businesses or community groups.

I believe the best method of implementing a crosswalk flag program, based on information obtained to date, is that when a community group or individual would like to have crosswalk flags installed at a specific crosswalk or crosswalks that they get approval from the Traffic Authority before this request goes to Town Council. If the request is supported by the Traffic Authority then the community group or individual would write to Town Council to get approval as there is a cost of installing and maintaining crosswalk flags. The community group or individual must be willing to take on the responsibility of ensuring the flags are in their containers and if new flags are required they would contact the Town for additional flags at the Town expense. The cost to purchasing and installing the flags and containers at an approved crosswalk location would be at the Towns expense.

I contacted Melissa Risser, Chairperson of the Bluenose Academy School Advisory Committee, who is going to contact the principal of Bluenose Academy to confirm whether or not they would be willing to maintain the crosswalk flags. Her initial response was positive in regards to maintaining the flags but will follow up by email once she has discussed this issue with the principal. The crosswalk locations which are being considered are Lincoln at Dufferin Streets (adjacent to The Knot Pub), Falkland Street at Victoria Road (two crosswalks at this location) and at the intersection of Victoria Road at Green Street.

3. FINANCIAL IMPACT

Norm Collins is the president of the Crosswalk Safety Society of Nova Scotia. Mr. Collins is a Dartmouth resident and has been a strong advocate for the

installation of crosswalk flags in HRM and has also assisted other municipalities in implementing a crosswalk flag program. On the Safety Society's website there is information on the cost of purchasing flags and containers from them at a reasonable cost. The cost to set up a crosswalk with flags would be \$200 plus tax which includes two crosswalk flag buckets and 30 crosswalk flags. The cost of replacement flags would be \$5.50 plus tax. The cost of installing the buckets would be minimal as they can be placed on existing poles near the crosswalk. The funding for the crosswalk flags could come out of the Traffic Signs and Post operating account which currently has \$1,700 spent out of a \$3,000 budget.

The benefit of the Safety Society's buckets (4" PVC pipe with a cap) is that they include a label which reads as follows (1) Take a flag to increase your visibility, (2) Be absolutely sure all vehicles have stopped before you cross the road, (3) Place the flag(s) in the bucket on the other side and if you see the other bucket empty please take a few extra flags (4) The flags are helpful tools but always be cautious when crossing the road with or without a flag.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the Strategic Plan Goal #5 "Operate Town Business Efficiently and Effectively", Section B (a) in regards to maintaining and upgrading community infrastructure.

5. RECOMMENDATION

It is recommended that if the Bluenose Academy School Advisory Committee is willing to maintain the flags installed at the intersections identified in this report that the Town pay to supply and install the crosswalk flags.

Encls (1) Emails from Belliveau and Risser

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Kelly Jardine

From: Kelly Jardine
Sent: September-23-16 11:01 AM
To: Kelly Jardine

Good morning Mayor Bailey,

I have a request for the town, but also need your advice about how to go about it.

In many school neighborhoods, towns have been putting a hand-held flag system into effect at busy crosswalks. Since Lunenburg doesn't have crossing guards, and we have a few very busy areas where school children cross daily, I think this would be a wonderful initiative to start up. The cost would be minimal, simply the flags and flag holders, but this simple thing would make our town's children more visible and therefore more safe.

I would recommend they been installed at Dufferin and Falkland (by The Knot), where Victoria Rd meets Falkland, and at the little road on the other side of the tennis courts (is this an extension of Green St?).

I have attached a link to an article about the flags. You will see right away what a great thing they are and how easily the town could implement them. Principal McGill, at Bluenose, thinks it's wonderful. Something so simple can save lives and at minimum, help prevents accidents.

See article: <http://www.nsnews.com/news/crosswalk-flags-improve-visibility-safety-of-students-1.2174542>



Crosswalk flags improve visibility, safety of students

www.nsnews.com

A hand-held crosswalk flag pilot program at a West Vancouver elementary school is getting high marks. The pilot site is located at a busy crosswalk near West Bay ...

How would you suggest I go about pursuing this? Do I attend a town meeting? Do I email a specific counselor?

Thank you in advance for your help.

Sincerely,

Jackie Belliveau

Kelly Jardine

From: Kelly Jardine
Sent: September-23-16 10:53 AM
To: Kelly Jardine

From: "Risser,Melissa" <Melissa.Risser@nsc.ca>
Date: September 20, 2016 at 2:29:17 PM ADT
To: "RBailey@explorelunenburg.ca" <RBailey@explorelunenburg.ca>
Subject: Bluenose Academy School Advisory Committee

Hi Rachel,

I hope all is going well for you and you've had some time off to enjoy the incredible weather we had this summer. Fall is in the air....when this humidity breaks for a moment!!

I am writing to you today on behalf of the Bluenose Academy School Advisory Committee...of which I am the chair person. Last spring I spoke with Denise Dodge-Baker regarding our crosswalk issues in the town. As I'm sure you remember, there was a student hit while riding his bicycle on the crosswalk to school last year at the end of the school year, and I fear this may be the first of many. Anyhow, my suggestion to Denise at the time was to look into the orange flags that are beginning to replace crossing guards all over Nova Scotia. They surround Bridgewater elementary and high school and really grab your attention as you're driving through those intersections, regardless the time of day.

Of course, Denise was on her way to a new position with the school board at the time. Earlier this week I spoke with our new principal, Steve McGill and he thinks the flags are a great idea and has actually had recommendations already this school year from other parents. So as SAC chair, I offered to reach out to you to see what supports and thoughts you may be able to offer. Is this something the town would be willing to install, and if so what steps need to be taken to have this happen?! Also, what kind of time line would we be looking at?

I look forward to hearing from you and working together to see this happen. If you haven't already experienced driving through the flags I would suggest that you take the opportunity to drive past Bridgewater school the next time you are in the neighbourhood. I think this would be an incredible safety feature for our students as well as all residents of the town of Lunenburg.

Best Regards,
Melissa Risser

Sent from my iPad

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Crosswalk Flags Coming To Lunenburg

Bridgewater, NS, Canada / Country 100.7

[News](#)

November 21, 2016 11:57 am



Safety flags will soon be marching across streets in Lunenburg.

Town council approved buying a kit of safety flags to be put up at crosswalks in the area near Bluenose Academy.

Chairperson of the Bluenose School Advisory Council, Melissa Risser says recent events sparked her concern.

"A child was riding their bicycle in the intersection and there was a bit of a traffic issue there. I guess just to increase the safety for all the students so something like that doesn't happen again"

Risser thinks the flags could be a real help.

"We have been looking for a way to make the crosswalks safer around the school for a couple of years now. We've seen in several different communities, these flags popping up."

The Bluenose SAC will maintain and manage the flags.

Risser says RCMP are going to be invited to explain to students how to use the flags before they are installed.

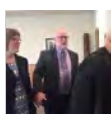
**Photo courtesy of Facebook*



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Oct 23, 2019

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It gives the Town of Lunenburg great pleasure to nominate the Lunenburg Lasers for induction into the Nova Scotia Sport Hall of Fame

Lunenburg Lasers, 1979-86

The Lasers blazed a trail in soccer in general and, in particular, for females in soccer. They showed that Nova Scotia teams could play with a quality and persistence that not only dominated Atlantic competition, but could be a force and win against major powers at the national level. They dispelled the myths of inferiority for all Nova Scotia teams, and for women in soccer.

The team made provincial and national sports history, being the first Nova Scotia soccer team to achieve honours at the Atlantic and National levels, and to host inaugural national events. The achievements of the Lasers have been truly unique: some unprecedented and some not equalled since.

For eight years 1979 to 86, the Lasers dominated female soccer in Nova Scotia and Atlantic Canada. They made their mark provincially and nationally by being Nova Scotia and Maritime or Atlantic Champions in seven of those eight years of competition.

The team made national soccer history when it hosted, and, as provincial champions, participated in the first-ever Canadian Soccer Association Eastern Canadian Women's Club Championship, in 1982, in Lunenburg [press clippings attached] Because of their status, the Canadian Soccer Association allowed the Lasers to host this inaugural event.

In 1984, they were the first Nova Scotia team to be rated third in Canada and top in Eastern Canada: Atlantic champions then beating the champions of both Ontario and Quebec in national club championships, and the first Atlantic team to medal at a full [minimum six-team] national tournament [press clipping attached]. For this achievement, Soccer Nova Scotia, at a special awards ceremony held on its 25th Anniversary in 2002, presented the team with its Outstanding Achievement Award.

Lasers are the only team to have been Soccer Nova Scotia's 'Girls Youth Team of the Year', 'Women's Team of the Year' and 'Team of the Year' in the same year, 1980 [Soccer Nova Scotia citation attached]. The achievement has not been equalled since. They repeated as 'Women's Team of the Year' in five of the six following years.

For all of its eight years of existence, the team was champion of the league it played in: first the Lunenburg County League, then, for seven consecutive years, the premier women's league in the province before the NSSL, the Metro Women's League. This too was unprecedented and has not been equalled since.

All-Star/Provincial Team Players The team's exceptional quality was reflected in the 1980 victory, while still a U-18 club team, representing South Shore, winning the open-age Soccer Nova Scotia Inter-Regional All-Star Tournament. Then in 1982 Lasers had six players [Carolyn Covey, Rachel Backman, Yvonne Lohnes, Denyse Cook, Pam Rafuse, and Susan Collicutt] selected to the first provincial all-star team [news clipping attached]. The team repeated as

regional all-star champions again in 1984. In 1986 four players [Rachel Backman, Carolyn Naugler, Denyse Cook, and Sally Pirie] were selected to the provincial select team that was sent to an interprovincial tournament in Winnipeg as part of the selection process for the first national women's team. Carolyn Naugler and Sally Pirie were selected for the national team camp, and Sally Pirie was selected to the very first national team.

The team attracted widespread media attention. For example, On October 12th 1982 the *Chronicle-Herald* Sportsweek section headlined [clipping attached] a full double-page story: **'The year of the Lasers.'** In a Daily News retrospect column [clipping attached] in May 1998, sports editor Carl Fleming had as his headline: **'Lasers blaze soccer trail in 1980s'**, and referred to the team as a past **'provincial powerhouse and contender on the national stage...amazing for a small town that relied primarily on local talent.'** Lasers were also honoured by their hometown, Lunenburg. The Town Council and Board of Trade held celebrations and receptions in their honour

LUNENBURG LASERS, 1978-1986

Chronology

Founded in 1978. The team/club was founded by its long-time coach and mentor Bob Sayer. Sayer went in to be an inductee in the Nova Scotia Sports Hall of Fame [1992] and the Canadian Soccer Hall of Fame [2020]-ceremony postponed to 2021 because of corona virus.

1978: Provincial U16 Girls Champions, Maritime Champions, Lunenburg County Women's League Champions.

1979: Provincial U16 Girls Champions, Maritime Champions [hosting the tournament in Lunenburg, beating Moncton 11:0, and Hunter River 3:1], Eastern Canadian Bronze Medallists, Lunenburg County Women's League Champions.

1980: Provincial U-18 Girls Champions and Women's Champions, Metro Women's League Champions.

Soccer Nova Scotia Girls Team of the Year, Women's Team of the Year, and Team of the Year.

Team won the Atlantic U18 Championship in PEI, beating defending champions Charlottetown in the semi-final [1:0] and the Newfoundland Champions in the final [3:1]

1981: Provincial U-18 and Women's Champions, Metro Women's League Champions, Winner of the inaugural SNS Women's League Winners Cup [with a win in Cape Breton over the Sydney Blues Sisters]. Soccer Nova Scotia Women's Team of the Year.

1982: Provincial Women's Champions, Metro Women's league Champions, Soccer Nova Scotia Women's Team of the Year.

Lasers hosted first-ever Eastern Canadian Women's Club Championship, losing final 2:1 to London Concorde.

Representing South Shore, Winners of Soccer N.S. Inter-Region All Star tournament. Six players selected for provincial select team.

1983; Champions Metro Women's League and Soccer Nova Scotia Nova Scotia Inter-Provincial Women's Club Tournament. Winners of Soccer Nova Scotia Preseason Tournament

1984 Repeated as winner of the SNS interprovincial Women's Club Tournament.

Bronze Medallists at national Championships: first Nova Scotian team and Atlantic champions to medal at national club championships, and, in doing so beat the champions of Quebec and Ontario, making them the top team in Eastern Canada.

1985: Undefeated in regular season play, Lasers were again League and Provincial Champions, and went to nationals.

1986 Provincial Champions: last appearance at National Club Championships. Metro Women's League Champions.

Four players selected for N.S. provincial team at inter-provincial tournament in Winnipeg. Two invited to national team camp, and one selected to national team.

1987 Metro Women's League Champions. Final year of club's existence.

In the near decade of their existence, the Lasers were provincial champion seven times in eight years. and Metro Women's League Champions seven consecutive years.

Lunenburg Lasers Team Honours Highlights

The Lasers were provincial champions and participated in seven national championships in their eight years existence. They hosted Maritime, Eastern Canadian and National Championships.

1978-9: Established as a youth, team and won their first provincial and Maritime Championships at the U-16 level. 1979 repeated as Provincial and Maritime U-16 Champions the following year.

1980 won an unequalled three Soccer Nova Scotia Awards: Youth Team of the Year, Women's Team of the Year, Nova Scotia Team of the Year With a record of 36-2-4 Team was champion of the Metro Women's League, U-18 provincial, and Atlantic regional play-offs-where in Charlottetown they beat the New Brunswick, P.E I and Newfoundland representatives.

In 1980 the Metro Women's League [a forerunner of the NSSL] was started to attract the best teams in mainland Nova Scotia, and the Lunenburg Lasers were champions every year up until 1986, the Lasers last year as a club.

1981 the Lasers went to nationals as U-18 provincial champions. They were also Metro Women's league Champions, and won Soccer Nova Scotia's first Women's Leagues Championship in Sydney.

1982 Won Metro League with perfect 16:0 record. Provincial Champions, the Lasers went on to host in Lunenburg a nationally historic first-ever Eastern Women's Canadian Club Championship, losing the final 2:1 to London Concorde of Ontario. Six Laser players were selected to the first Soccer Nova Scotia all-star team.

1983-4 Soccer Nova Scotia had earlier instituted the Soccer Nova Scotia Inter-Provincial Club Tournament to attract top teams from Newfoundland to Ontario. The Lasers were repeated champions over these two years.

1984 Repeating as provincial champions, Lasers went undefeated in the regular season. The squad, a club team representing the South Shore, also won the Nova Scotia Inter-Regional All-Star Tournament, competing against the best players from other regions' clubs

The Lasers beat Hunter River 10:0 and Fredericton 11:0 for the Maritime title and went on to be the first Nova Scotia team to medal at the first country-wide, 6-team, national club championships, and the first to beat the champions of both Quebec and Ontario [making them Top Team in Eastern Canada]. For this notable pioneering breakthrough, the team was later, in 2002, awarded a ***Soccer Nova Scotia 25th Anniversary Outstanding Achievement Award***.

1985: Lasers again undefeated in winning the Metro Women's League and President's Cup and the provincial Challenge Cup before again heading to nationals.

1986: Lasers were again provincial champions and attended nationals. Four Laser players were chosen to play for the provincial all-star team at a national tournament in Winnipeg: the start of the national women's team program.



Honored by Board of Trade

The Lunenburg Board of Trade honored the Lunenburg Under 18 Girls Soccer Team during their Ladies Night last week by having them as guests and presenting them with individual trophies. Shown are (front row, left to right) Denise Cook, Carolyn Covey, Jayne Falkenham, Susan Perry, Nancy Mosher, Joanne Courtney, Diane Shaw, Yvonne Lohnes; Standing (left to right) Al Toms, Beth Dauphinee, Marlon von Possel, Ann Wright, Megan Marnitz, Pam Rafuse, Lisa Courtney, Paula George, Mary Anne Tanner, Rachael Backman, Bob Sayer (coach). Missing - Cheryl Whynot.

1980

(Zinck Photo)

Girls soccer champs honored

The Lunenburg under 18 girls soccer team was officially honored by the Lunenburg Board of Trade last Thursday night. In a special ceremony held during the Board of Trade Ladies Night over one hundred people gathered to pay tribute to the eighteen girls who put Lunenburg on the soccer map the past two years.

Al Toms, a member of the Board of Trade and himself a soccer player and referee for many years, spoke of the many achievements of this group of girls. He stressed the point that the team is a community team and not a school team though they "came up through the ranks" of school soccer.

All the players are from Lunenburg County, and all but two live in or just outside the town of Lunenburg.

In 1979 the team was the Nova Scotia Under 16 champions and Atlantic Canada Under 16 champions. The girls went to Montreal for the Eastern Canadian competition but

lost out to the upper Canadian teams.

In 1980 the girls moved up to the Under 18 class because, naturally the girls were a bit older.

1980 was a record year. They played 42 games, won 36, tied 2 and lost 4, they were the Lunenburg Indoor Tournament Winners, Halifax-Metro League Champions, Nova Scotia Senior Women's Champions, Nova Scotia Under 18 Youth Champions, Atlantic Canada 18 Youth Champions. They again represented the Atlantic Provinces in Burlington, Ontario in the Eastern Canada Finals.

At the Soccer Nova Scotia A.G.M. and Awards Banquet in November they were declared Nova Scotia Girls and Women's Team of the Year, and in competition with outstanding men's teams, were declared Soccer Nova Scotia Team of the Year.

The team has played in Long Island (New York State), Montreal, Burlington (Ontario), Charlottetown, as

well as the length and breadth of this province.

Mr. Toms concluded his remarks with: "The team has proudly carried the name of Lunenburg and has brought the town widespread publicity in the media. They are a credit not only to their coach and parents, but to the entire community."

As Mr. Toms called each member of the team to come forward they were each presented with an engraved trophy from the Lunenburg Board of Trade. He explained that even though the team had won many laurels and trophies this was the only individual memento they had to show for their achievements that they could keep.

As a personal gesture, Mr. Toms presented a larger trophy to "the most improved player on the team" to Ann Wright.

Following the presentation their coach, Bob Sayer paid tribute to the girls for their skill and devotion to the team and the game of soccer. He said soccer was fast

becoming the number one sport in Canada and in 1980 over 250,000 young people registered in youth soccer. He thanked the parents for their assistance and perseverance, and had praise for the merchants and citizens of the Lunenburg area for their support.

Mr. Sayer said that three of the girls would be over age for the team this year but most of them would provide an even stronger team in 1981 because of their experience and enthusiasm. He said an Atlantic Provinces team had never won a game in Eastern Canadian finals but he was confident that with an even stronger and experienced team this year, it was the one all of them were certain was to be the really big year when they could go "all the way". He cited another advantage was that the Eastern Canadian Finals would be in Nova Scotia in 1981 and said he hoped Lunenburg could be the home of this important series.

1982



Signing the guest book

Co-captains of the three finalists in the Women's Eastern Canadian Soccer Championships signed the guest book of the town of Lunenburg last Saturday following a luncheon at the Jaycee room. From left to right are Anita Sauer and Nancy Allen of London Concordes, Elaine Gallant (seated) and Chris Loewen of Moncton Golden Lights, Denise Cook and Rachel Bachman of host Lunenburg Lasers.

(Zinck photo)

Circulated: _____

Document No:

Meeting: September 8, 2020 Council

Circulate To: Council, BR, LD, KR

File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR

DATE: AUGUST 27, 2020

**RE: WATER UTILITY OPERATING YEAR END AND CAPITAL FUNDING FOR
MARCH 31, 2020**

1. FACTS

Finance staff have completed the Water Utility's year-end and our auditors have completed their field work. The Water Utility's draft unaudited financial statements have been completed and an Audit Committee meeting is scheduled for September 17, 2020.

2. ISSUES AND OPTIONS

The Water Utility had some unanticipated savings in the fiscal year which has resulted in additional funds becoming available for reserve transfer (Schedule 1). There was a Future Capital Reserve transfer of \$17,700 included in the 2019/20 budget and staff are recommending an additional transfer of \$89,300 for a total of \$107,000. This transfer will better position the Utility for the financing of future capital projects. After this Future Capital Reserve transfer the Utility will have a modest surplus of \$856 for the year. After this transfer the Utility will then hold \$709,680 in its General Capital Reserve which can be used to fund future capital projects, the Utility's 10-year Capital Budget equals \$3.95M.

The Water Utility's completed \$155,470 of capital expenditures. As per the 2019/20 budget 100% of the capital expenditures were funded with Depreciation Reserves. (Schedule 2)

With the Water Utility's surplus for 2019/20 of \$856 the retained earnings will close at \$252,737 which is sufficient for the financial health of the Water Utility.

Council's approval is required for the additional \$89,300 Future Capital Reserve transfer as it was not included in the approved 2019/20 budget.

3. FINANCIAL IMPACT

As per above.

4. STRATEGIC PLAN RELEVANCE

#5. Operate Town Business Efficiently and Effectively, b. To continually and strategically maintain and upgrade community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

For the fiscal year ended March 31, 2020 that the Water Utility transfer an additional \$89,300 to its Future Capital Reserve.

Encl. (2)

Acknowledged only by:

Bea Renton
Town Manager/Clerk

TOWN OF LUNENBURG
WATER UTILITY OPERATING FUND
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED MARCH 31, 2020

DRAFT

Schedule 1

	2020		Variance
	Budget	Actual	
Operating Revenue			
Metered sales	\$ 510,000	\$ 526,591	\$ (16,591)
Flat rate sales	645,000	658,509	(13,509)
Public fire protection	325,400	325,360	40
Sprinkler service	7,000	6,600	400
Other	12,600	12,354	246
Total Operating Revenue	1,500,000	1,529,414	(29,414)
Operating Expenditure			
Source of supply	27,300	25,030	2,270
Pumping	53,700	43,012	10,688
Water treatment	298,800	283,089	15,711
Transmission and distribution	222,500	184,169	38,331
Administrative and general	413,100	422,836	(9,736)
Depreciation	294,250	295,809	(1,559)
Taxes	43,000	43,479	(479)
Total Operating Expenditure	1,352,650	1,297,424	55,226
Net Operating Revenue	147,350	231,990	(84,640)
Non-operating Revenue			
Interest earned	4,500	7,120	(2,620)
Grants from Province of Nova Scotia	7,000	10,251	(3,251)
Miscellaneous	500	100	400
	12,000	17,471	(5,471)
Debt charges			
Principal	40,750	40,750	-
Interest and discount	19,900	19,855	45
Transfer to capital fund	17,700	107,000	(89,300)
Transfers to Reserve			-
Reserve for land purchases	5,000	5,000	-
Reserve for Membrane Replacement	26,000	26,000	-
	109,350	198,605	(89,255)
Net Non Operating Revenue (Expenditure)	(97,350)	(181,134)	83,784
Excess of revenue over expenditure	\$ 50,000	50,856	\$ (856)
Surplus, beginning of year		251,881	
Transfer to Town General	(50,000)	(50,000)	
Surplus, end of year		\$ 252,737	

Capital Report for the Year Ended March 31, 2020

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
General				
	New Services	\$5,000	\$4,145	\$855
<i>Comment:</i> Completed as required.				
	Armouries-Replace Oil Tank	\$10,650	\$11,852	-\$1,202
<i>Comment:</i> Includes \$1,675 of in-house labour, overage offset in other capital accounts.				
	Replacement Hydrants	\$10,000	\$4,013	\$5,987
<i>Comment:</i> Completed as required.				
	Replacement Meters	\$30,000	\$0	\$30,000
<i>Comment:</i> No replacement meters purchased during the year.				
Building Improvements & Construction				
	Prepare and Paint Water Storage Tank-Garden Lots	\$145,000	\$124,424	\$20,576
<i>Comment:</i> Projected completed under budget.				
	Repair Spillway Dares Lake	\$12,600	\$11,037	\$1,563
<i>Comment:</i> This background study was completed under budget. Capital repair work to be carried out in 2020/21.				

Total Capital Expenditures

\$155,470

**Capital funding from depreciation reverse for
2019/20. Balance in reserve after funding =
\$1,439,480**

\$155,470

Circulated: _____

Document No:

Meeting: September 8, 2020 Council

Circulate To: Council, BR, LD, KR

File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR

DATE: AUGUST 27, 2020

**RE: ELECTRIC UTILITY OPERATING YEAR END AND CAPITAL FUNDING
MARCH 31, 2020**

1. FACTS

Finance staff have completed the Electric Utility's year-end and our auditors have completed their field work. The Electric Utility's draft unaudited financial statements have been completed and an Audit Committee meeting is scheduled for September 17, 2020.

2. ISSUES AND OPTIONS

For the fiscal year ended March 31, 2020 the Electric Utility had a surplus before reserve transfers of \$44,483. Staff are recommending a \$44,000 reserve transfer for future capital projects which will leave a modest net surplus of \$483 for fiscal 2019/20. The retained earnings will close at \$467,002 which is sufficient for the operating financial health of the Electric Utility. (Schedule 1)

The Electric Utility's capital expenditures of \$196,234 (Schedule 2) are funded 100% from available depreciation funds, net of customer contributions of \$6,748. All capital expenditures were budgeted to be funded from deprecation reserves in fiscal 2019/20.

Council's approval is required for the \$44,000 Future Capital Reserve transfer as it was not included in the approved 2019/20 budget.

3. FINANCIAL IMPACT

As per above.

4. STRATEGIC PLAN RELEVANCE

#5. Operate Town Business Efficiently and Effectively, b.to continually and strategically maintain and upgrade community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

For the fiscal year ended March 31, 2020 that the Electric Utility's transfer \$44,000 to its Future Capital Reserve.

Encl. (2)

Acknowledged only by:

Bea Renton
Town Manager/Clerk

TOWN OF LUNENBURG
ELECTRIC UTILITY
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020		Variance
	Budget	Actual	
Operating Revenue			
Residential, commercial and Industrial electric energy sales	6,318,200	6,399,822	81,622
Street lighting - town and others	123,400	124,664	1,264
Customers' late charges	23,000	37,628	14,628
Miscellaneous	34,600	38,110	3,510
	6,499,200	6,600,224	101,024
Operating Expenditure			
Power purchased	5,175,200	5,212,593	37,393
Substations	77,500	37,915	(39,585)
Transmission and distribution	406,300	428,629	22,329
Administration and general	586,600	578,351	(8,249)
Depreciation	203,500	199,030	(4,470)
	6,449,100	6,456,518	7,418
Net Operating Revenue	50,100	143,706	93,606
Non-operating Revenue			
Interest earned	4,000	12,218	8,218
Miscellaneous	30,000	21,722	(8,278)
Expired Deposits & Other Settlements	-	1,511	1,511
	34,000	35,451	1,451
Non-operating Expenditure			
Interest on long-term debt	36,600	34,674	1,926
Principal repayments	100,000	100,000	-
Transfer to capital reserve	-	44,000	(44,000)
	136,600	178,674	(42,074)
Net Non-Operating Revenue (Expenditure)	(102,600)	(143,223)	43,525
Excess of revenue over expenditures	(52,500)	483	(52,983)
Surplus, beginning of year		466,519	
Surplus, end of year		\$ 467,002	

Capital Report for the Year Ended March 31, 2020

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
Structures				
	Feeder Transfer Bus	\$82,000	\$0	\$82,000
<i>Comment:</i> Project did not move forward as planned due to Hurricane Dorian in the fall, has been carried forward to 2020/21. There are two transfer buses that need to be installed for our two different circuit systems. NSP has advised that the first should be completed by December 31, 2020 and the second should be completed by March 31, 2021.				
	Capacitor Bank at Substation	\$480,000	\$0	\$480,000
<i>Comment:</i> As previously reported this project has been carried forward to 2020/21. An Engineering Consultant has been engaged for the completion of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. The timing is tight but we are working towards installation prior to the 2020/21 Ratchet Demand months.				
Utility Line Work				
	Meters	\$25,000	\$2,504	\$22,496
<i>Comment:</i> A limited number of new meters were required this fiscal year.				
	Overhead Conductors	\$75,000	\$47,445	\$27,555
<i>Comment:</i> As required for new construction and maintenance. Includes customer requested changes which are cost recovered. Utility's cost less \$6,748 Customer recoveries = \$40,697.				
	Poles & Fixtures	\$50,000	\$35,952	\$14,048
<i>Comment:</i> As required for new construction and maintenance.				
	Services	\$10,000	\$31,762	(\$21,762)
<i>Comment:</i> As required for new construction and maintenance. Final amount higher than anticipated for the year, offset by savings in other capital accounts.				
	Street Lighting	\$30,000	\$8,222	\$21,778
<i>Comment:</i> As required for capital maintenance.				
	Transformers - Line	\$70,000	\$70,350	(\$350)
<i>Comment:</i> As required for new construction and maintenance.				
	Sectionalizing Circuits to Improve Reliability (pre-approved Mar. 12/19)	\$120,000	\$0	\$120,000
<i>Comment:</i> Work began in late summer 2019 but was then delayed because of Hurricane Dorian. Project has been carried forward to 2020/21 and NSP has advised that work should be completed by December 31, 2020.				
	Spare Reclosure and Reclosure Control	\$38,000	\$0	\$38,000
<i>Comment:</i> Upon review of this item with NSP it was determined that these should only be purchased upon failure of a unit to avoid it becoming obsolete before use. NSP has advised that they always have spares on hand should one become necessary for an emergency repair. The installation of the Transfer Bus will also provide a backup to the reclosures once those installations are complete.				
	Pothead Replacement at Substation	\$22,000	\$0	\$22,000
<i>Comment:</i> Majority of work has been completed, an outage is required for installation and will be carried out when there is a need for an outage at the substation. Billing upon completion, carry forward to 2020/21.				
	Substation - Switch Replacements	\$10,000	\$0	\$10,000
<i>Comment:</i> Majority of work has been completed, an outage is required for installation and will be carried out when there is a need for an outage at the substation. Billing upon completion, carry forward to 2020/21.				
Total Capital expenditures			\$196,234	
Customer cost recoveries			\$6,748	
Capital funding from depreciation reserve for 2019/20.				
Balance in reserve after funding = \$723,355			\$189,486	

Circulated: _____

Document No:

Meeting: September 8, 2020 Council

Circulate To: Council, BR, LD, KR

File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR

DATE: AUGUST 27, 2020

**RE: TOWN OPERATING YEAR END AND CAPITAL FUNDING FOR YEAR END
MARCH 31, 2020**

1. FACTS

Finance staff have completed the Town's year-end and our auditors have completed their field work. Town Council is asked to approve the final proposed funding of the capital assets for the year ended March 31, 2020 as there are some proposed changes to the budgeted funding which have been incorporated in the draft financial statements. There an Audit Committee meeting scheduled for September 17, 2020.

2. ISSUES AND OPTIONS

Capital projects in the amount of \$1,657,685 were completed in 2019/20 (vs. budgeted projects totaling \$4,065,800) Attached is a summary (Schedule 1) of the proposed funding of these assets based on the Town's Capital budget.

After Federal/Provincial Infrastructure funding, capital reserves, deed transfer tax and cost sharing for Capital projects there is still the need for a capital borrowing of \$154,000. This will be in the form of a temporary borrowing resolution and a debenture will be secured in the next Municipal Finance debenture issue (Fall 2020).

The Town can finance all 2019/20 capital projects and still record a small surplus of \$361. (Schedule 3)

The fiscal 2019/20 Capital borrowing was budgeted at \$540,000. As some capital projects have been carried forward to fiscal 2020/21 there is only the need for a \$154,000 Capital borrowing for fiscal 2019/20. A temporary borrowing resolution has

been prepared for Council's approval (Schedule 2) and a debenture will be secured in the next Municipal Finance debenture issue (Fall 2020).

3. FINANCIAL IMPACT

As per above and the attached funding proposal.

4. STRATEGIC PLAN RELEVANCE

#5. Operate Town Business Efficiently and Effectively, b. to continually and strategically maintain and upgrade community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motions.

Draft Motions:

The Capital financing for fiscal 2019/20 is approved as outlined in Schedule 1;

-and-

A Temporary Borrowing Resolution is approved in the amount of \$154,000 as outlined in Schedule 2.

Encls (3)

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Schedule 1														
Town of Lunenburg - General Capital 2019/20														
Summary	Budget	Actual												
Page 2	\$1,606,800	\$849,851.48												
Page 4	\$2,459,000	\$807,833.58												
	\$4,065,800	\$1,657,685.06												
Funding Sources														
Capital from Revenue		\$102,862.83												
Borrowing		\$154,000.00												
PC Borrowing		\$80,000.00												
CWWF		\$232,780.36												
Capital Reserve		\$9,074.70												
Water Dividend		\$50,000.00												
District 1 & 2 Fire		\$42,352.62												
Operating Reserve - PPE		\$8,235.98												
ESPF		\$20,000.00												
MODL		\$40,000.00												
Beautification Grant		\$23,570.49												
Deed Transfer Taxes		\$86,974.50												
PCAP		\$36,141.94												
Gas Tax		\$121,485.25												
Sewer Reserves		\$42,609.72												
PW Equipment Reserve		\$9,716.46												
ACOA		\$168,118.51												
Anonymous Donation		\$100,000.00												
Canadian Heritage		\$100,000.00												
Parks Canada		\$100,000.00												
Academy Foundation		\$72,251.09												
Insurance Proceeds		\$57,510.61												
		\$1,657,685.06												
	Budget	Actual	Capital from Revenue	Borrowing	PC Borrowing	CWWF	Capital Reserve	Water Dividend	Dist. 1&2	Operating Rsv - PPE	ESPF	MODL	Beautification Grant	Deed Transfer Taxes
Town Hall - Snow Load Assessment	\$15,000	\$12,940.86	\$12,940.86											
<i>Budgeted funding: Capital from Revenue</i>														
Lun. Academy - Interpretive Panels	\$6,000	\$4,333.08	\$4,333.08											
<i>Budgeted funding: Capital from Revenue, this was a CF project</i>														
Lun. Academy - Beautification Project	\$40,000	\$32,107.25											\$16,053.63	\$16,053.62
<i>Budgeted funding: Prov Beautification Fund & Deed Transfer Taxes</i>														
Captain Angus Walters House - Capital Maintenance Repairs	\$11,000	\$0.00												
<i>Budgeted funding: Capital from Revenue - project did not proceed</i>														
Comprehensive Community Plan	\$129,300	CF												
<i>Budgeted funding: Gas Tax, spanning fiscal 18/19, 19/20 & 20/21. Total budget \$229,300</i>														
Fire Dept. Turnout Gear	\$120,000	\$120,205.23	\$7,352.04					\$42,264.59	\$42,352.62	\$8,235.98	\$20,000.00			
<i>Budgeted funding: EPF Grant, Reserves, Dist. 1 & 2, Water Dividend</i>														

Legend: CF = Carried forward to fiscal 2020/21

Schedule 1														
Town of Lunenburg - General Capital 2019/20														
			Capital from	PC	Capital	Water	Dist. 1&2	Operating				Beautification	Deed	
	Budget	Actual	Revenue	Borrowing	Borrowing	CWWF	Reserve	Dividend	Rsv - PPE	ESPF	MODL	Grant	Transfer	Taxes
Asphalt Roller (ride-on)	\$40,000	\$40,288.30	\$288.30	\$40,000.00										
<i>Budgeted funding: Capital Borrowing</i>														
Chev Truck (93) & Plow replacement	\$183,000	CF												
<i>Budgeted funding: Capital borrowing, delayed delivery, arrived in June 2020, will be financed in fiscal 20/21.</i>														
Tannery Road - Seawall Replacement	\$50,000	\$15,234.86												\$15,234.86
<i>Budgeted funding: Deed Transfer Taxes - the \$34,765 balance to be CF to fiscal 20/21 for the completion of this phased project.</i>														
Floating Dock - Boat Launch Site	\$12,300	\$11,280.67										\$3,324.55	\$7,956.12	
<i>Budgeted funding: Deed Transfer Taxes & Prov Beautification Fund</i>														
Tannery Road-Knickle to 97 Tannery Road (E),new sidewalk	\$115,000	CF												
<i>Budgeted Funding: Deed Transfer Taxes</i>														
Welcome Sign(s)	\$20,000	\$8,384.61										\$4,192.31	\$4,192.30	
<i>Budgeted funding: Deed Transfer Taxes & Prov Beautification Fund</i>														
Community Centre - Bathroom Renovations	\$55,000	\$47,230.00	\$18,900.00											\$28,330.00
<i>Budgeted funding: Capital from Revenue, Deed Transfer Taxes</i>														
Arena - Brine Repairs	\$15,000	\$14,432.00	\$14,432.00											
<i>Budgeted funding: Capital from Revenue</i>														
Roof Structural Repairs at Community Centre	\$130,000	\$121,325.42	\$1,325.42		\$80,000.00						\$40,000.00			
<i>Budgeted funding: Perpetual Care loan, this was a CF from 18/19.</i>														
Kissing Bridge - 332 to 332 N/Bypass	\$81,000	\$72,583.05	\$83.05	\$72,500.00										
<i>Budgeted funding: Capital borrowing</i>														
WWTP - Gas Sensor	\$8,500	\$7,500.68	\$7,500.68											
<i>Budgeted funding: General Equipment Reserves</i>														
WWTP - Biofilter	\$393,000	\$286,833.60	\$30,208.39	\$41,500.00		\$215,125.21								
<i>Budgeted funding: CWWF & Capital Borrowing, Total budget \$1,147,000, in fiscal 18/19 \$753,816 was expended, leaving the</i>														
WWTP - Upgrade Rails and Catwalks in Aeration Building	\$10,000	\$9,322.54												\$9,322.54
<i>Budgeted Funding: Deed Transfer Taxes</i>														
WWTP - Cell Enhancement Booster	\$3,600	\$3,635.41						\$3,635.41						
<i>Budgeted funding: Water Dividend</i>														
Brook Street Storm/Sanitary separation infrastructure finalization	\$150,000	\$23,540.21				\$17,655.15								\$5,885.06
<i>Budgeted funding: CWWF and Deed Transfer Taxes, balance of \$125,000 CF to fiscal 20/21 work being carried out now (Aug.2020)</i>														
Parking Meters	\$14,100	\$14,074.70	\$900.00				\$9,074.70	\$4,100.00						
<i>Budgeted funding: Water dividend, Capital from Revenue & Reserves</i>														
Coin Sorter/Roller	\$5,000	\$4,599.01	\$4,599.01											
<i>Budgeted funding: Capital from Revenue</i>														
Total	\$1,606,800	\$849,851.48	\$102,862.83	\$154,000.00	\$80,000.00	\$232,780.36	\$9,074.70	\$50,000.00	\$42,352.62	\$8,235.98	\$20,000.00	\$40,000.00	\$23,570.49	\$86,974.50

Legend: CF = Carried forward to fiscal 2020/21

Schedule 1												
Town of Lunenburg - General Capital 2019/20												
	Budget	Actual	PCAP	Gas Tax	Sewer Reserve	PW Equip Reserve	ACOA	Anonymous Donation	Canadian Heritage	Parks Canada	Academy Foundation	Insurance Proceeds
Lun. Academy Foundation - Interpretive Class Room		\$34,548.58					\$17,274.29				\$17,274.29	
<i>Funding: ACOA & Foundation, project to span two fiscal year, 19/20 & 20/21</i>												
Lun. Academy - Exterior Capital Repairs Phase II	\$1,500,000	\$505,821.02					\$150,844.22	\$100,000.00	\$100,000.00	\$100,000.00	\$54,976.80	
<i>Budgeted funding: Federal & Provincial grants, Academy Foundation, Borrowing, project to span two fiscal years, 19/20 & 20/21</i>												
Sewer Camera	\$18,000	\$9,716.46				\$9,716.46						
<i>Budgeted funding: PW Equipment Reserve</i>												
WWTP Replacement Equipment damage in Dorian		\$57,510.61										\$57,510.61
<i>Unbudgeted - insurance proceeds</i>												
Lift Stations, capital repairs pumps	\$55,000	\$42,609.72			\$42,609.72							
<i>Budgeted funding: Sewer Reserves</i>												
WWTP - Voltage Reading Monitor Pump Station	\$6,500	\$4,039.06		\$4,039.06								
<i>Budgeted funding: Gas Tax</i>												
WWTP - Macerator Pump	\$17,500	\$18,043.05		\$18,043.05								
<i>Budgeted funding: Gas Tax</i>												
WWTP - Scada Upgrade for Biofilter/Micro-cool	\$5,500	\$3,620.81		\$3,620.81								
<i>Budgeted funding: Gas Tax</i>												
WWTP - Scada Packs for Pumping Stations & Plant	\$5,000	\$5,358.43		\$5,358.43								
<i>Budgeted funding: Gas Tax, CF project from 18/19.</i>												
WWTP - Replace Lines and Diffusers in Aeration Tanks	\$80,000	CF										
<i>Budgeted funding: Gas Tax, budgeted updated and project CF to fiscal 20/21. Work completed summer 2020.</i>												
WWTP and Collection System Study	\$75,000	\$72,283.86	\$36,141.94	\$36,141.92								
<i>Budgeted funding: PCAP & Gas Tax, CF from 18-19</i>												
WWTP - Improve Treatment Process - Pre-design	\$270,000	CF										
<i>Budgeted Funding: PCAP & Gas Tax, carried forward to 20/21</i>												
WWTP Space UV Bank	\$18,000	\$14,247.55		\$14,247.55								
<i>Budgeted funding: Gas Tax</i>												
WWTP - Variable Frequency Drive	\$8,000	\$8,614.44		\$8,614.44								
<i>Budgeted funding: Gas Tax</i>												
WWTP - New Complete Recycling Pump	\$31,500	CF										
<i>Budgeted funding: Gas Tax, delayed purchase due to Dorian, CF to fiscal 20/21.</i>												
Brook Street Overflow Prevention Equipment	\$119,000	\$31,419.99		\$31,419.99								
<i>Budgeted funding: Gas Tax</i>												

Legend: CF = Carried forward to fiscal 2020/21

Schedule 1												
Town of Lunenburg - General Capital 2019/20												
	Budget	Actual	PCAP	Gas Tax	Sewer Reserve	PW Equip Reserve	ACOA	Anonymous Donation	Canadian Heritage	Parks Canada	Academy Foundation	Insurance Proceeds
WWTP - Additional UV Bank	\$250,000	\$0.00										
<i>Budgeted funding: ICIP funding & Sewer Reserves - deferred because funding was not received and pending pre-design work for WWTP upgrades.</i>												
Total	\$2,459,000	\$807,833.58	\$36,141.94	\$121,485.25	\$42,609.72	\$9,716.46	\$168,118.51	\$100,000.00	\$100,000.00	\$100,000.00	\$72,251.09	\$57,510.61

**TOWN OF LUNENBURG
TEMPORARY BORROWING RESOLUTION**

\$154,000

File No. TBA
Various

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 65 of the Municipal Government Act authorizes the Town of Lunenburg to expend funds for the capital purposes of:

- street equipment
- streets, culverts, retaining walls, sidewalks, curbs and gutters; and
- public grounds, squares, halls, museums, parks, tourist information centres and community centres;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Fifty-four Thousand Dollars (\$154,000) in total for the purposes set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Hundred Fifty-four Thousand Dollars (\$154,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding twelve (12) months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Lunenburg held on the _____ day of _____, 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this _____ day of _____, 2020.

Mayor

Clerk

For DMA Use Only

Schedule "A"**TOWN OF LUNENBURG
TEMPORARY BORROWING RESOLUTION**

\$154,000

File No. TBA
Various

Asphalt Roller (ride-on)	\$40,000
Waste Water Treatment Plant Biofilter	41,500
Chipseal Kissing Bridge Rd.	<u>72,500</u>
TOTAL	<u>\$154,000</u>

TOWN OF LUNENBURG
GENERAL SECTION
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020		Variance
	Budget	Actual	
REVENUE			
Taxes	\$ 5,623,300	\$ 5,712,455	\$ (89,155)
Grants in lieu of taxes	237,300	237,200	100
Sales of services	543,400	452,656	90,744
Other revenue from own sources	354,600	445,692	(91,092)
Unconditional transfers from other governments	69,100	77,938	(8,838)
Conditional transfers from Federal and Provincial governments and agencies	1,500	1,000	500
Conditional transfers from other local governments	176,000	159,084	16,916
Other transfers	5,300	10,502	(5,202)
	7,010,500	7,096,527	(86,027)
EXPENDITURE			
General government services	454,400	450,425	3,975
Protective services	1,576,300	1,539,914	36,386
Transportation services	972,300	1,001,846	(29,546)
Environmental health services	1,193,800	1,325,901	(132,101)
Public Health services	65,300	59,975	5,325
Environmental development services	411,500	414,364	(2,864)
Recreational and cultural services	808,000	767,397	40,603
Fiscal services	1,528,900	1,536,344	(7,444)
	7,010,500	7,096,166	(85,666)
EXCESS OF EXPENDITURE OVER REVENUE	-	361	(361)
Accumulated Surplus, Beginning of Year		997	
Transfer of Surplus to Operating Reserve		(997)	
SURPLUS, END OF YEAR		\$ 361	

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

		2020
<hr/>		
1. Taxes		
Assessable property		
Residential	\$	3,122,396
Commercial		1,422,965
Resource		6,890
		<hr/>
		4,552,251
		<hr/>
Business property		
Based on Revenue (Aliant)		17,983
		<hr/>
		17,983
		<hr/>
Other		
Sewer annual charge		953,590
Deed Transfer tax		188,631
		<hr/>
		1,142,221
		<hr/>
	\$	5,712,455
<hr/>		
2. Grants in lieu of taxes		
Provincial government (DNR)	\$	231,775
Property of supported institutions (TIR)		406
Fire Protection (Museum)		5,019
		<hr/>
	\$	237,200
<hr/>		
3. Sales of services		
Parking meters	\$	138,683
Transportation services		34,300
Miscellaneous		25,755
		<hr/>
		198,738
		<hr/>
Recreational services		
Admissions		23,694
Rentals and concessions		161,780
Rentals - School Board		30,049
Grants		37,424
Sundry		971
		<hr/>
		253,918
		<hr/>
	\$	452,656
<hr/>		

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020
4. Other revenues from own sources	
Licenses and permits	\$ 13,647
Fines	15,468
Rentals	266,098
Interest on investments	19,289
Interest on taxes	78,826
Insurance Settlements	48,559
Miscellaneous including donations	3,805
	\$ 445,692
5. Unconditional transfers from other governments	
HST Offset Grant	\$ 27,825
Equalization Grant	50,000
Farm Acreage	113
	\$ 77,938
6. Conditional transfers from Federal and Provincial Government and Agencies	
Federal government	
Canada Day Grant	\$0
Gas Tax for MCCAP	-
Provincial governments and agencies	
Department of Labour and Advanced Education	-
Active Transportation Strategic Plan Grant	-
	-
Provincial government	
Emergency Measures Organization	1,000
	\$ 1,000
7. Conditional transfers from other local governments	
Municipal Fire District 1 and 2 Commission	
Fire protection reimbursements	\$ 159,082
SSRSB Election Costs	-
	159,082
8. OTHER TRANSFERS	
Prior Years Surplus	\$ 997
Transfer from Operating & Capital Reserves	9,505
	\$ 10,502

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020
9. General government services	
Legislative	
Mayor	
Stipend	\$ 8,624
Councillors	
Stipend	29,400
Travel	483
Other legislative services	7,792
	46,299
General administrative	
Salaries and benefits	167,528
Office buildings	59,866
Legal and other professional services	12,681
Financial management	31,229
Interest on Capital Loan	1,870
Tax rebates or exemptions (low income)	3,833
Tax exemptions (Section 71 MGA)	34,505
Transfer to Assessment Services	47,722
Valuation allowance uncollectible taxes and miscellaneous receivables	-
Other general administrative services	9,320
	368,554
Other general government	
Election costs	-
Insurance	8,607
Grants to organizations and individuals	21,471
Other general services	5,494
	35,572
	\$ 450,425
10. Protective services	
Police Protection	
RCMP	\$ 796,902
By-Law Enforcement	
Contracted Services	3,148
Legal	7,683
Supplies and expense	-
Transfer to Correction Service	41,077
	51,908

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020
10. Protective services (cont'd)	
Fire protection	
Fire fighting force	103,509
Water supply and hydrants	325,360
Training	13,195
Fire stations and buildings	84,327
Fire fighting equipment	87,837
Other	29,481
	643,709
Emergency Measures Organization	11,603
Other	
Building Inspector and other	35,792
	\$ 1,539,914
11. Transportation services	
Common services	
Administrative	\$ 180,758
General equipment	138,772
Small tools and equipment	3,425
Workshop, yards and other buildings	14,895
Workers' compensation	9,720
	347,570
Roads and streets	
Labour	261,850
Supplies	35,216
Street cleaning	14,258
Snow and ice control	98,451
Street and sidewalk maintenance	76,107
Interest on loans	19,811
Street lighting	111,457
Traffic services	12,365
Parking Meters	24,761
	654,276
	\$ 1,001,846

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

	2020
12. Environmental health services	
Transfer to Capital Reserve for Solid Waste	
Landfill Closure/post closure costs	\$ -
Solid Waste Landfill costs	159,268
	159,268
Sewage collection and disposal	
Labour, benefits and supplies	163,456
Sewer lift stations	77,002
Sewage treatment plant	657,077
Interest on sewer loans	24,351
	921,886
Garbage and waste collection and disposal	
Collection contract and other	244,747
Interest on waste disposal loans	-
	244,747
	\$ 1,325,901
13 Public Health Services	
Public Health	
Cemetery	\$ 44,265
Housing	
Deficit of Regional Housing Authority	15,710
	\$ 59,975
14. Environmental development services	
Environmental planning and zoning	
Salaries and benefits	\$ 92,368
Advertising and other	6,934
Legal	13,267
	112,569
Community development	
South Shore Regional Enterprise Network Costs	-
Old Fire Hall	32,041
CNR station	20,999
Lunenburg Academy	208,828
Annex - 17 Tannery Road	4,459
Tourism - General	11,286
Strategic Planning	-
Communications	10,238
Visitors service centre	13,944
	301,795
	\$ 414,364

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL STATEMENTS
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

DRAFT

		2020
15. Recreational and cultural services and education		
Recreational facilities		
Recreation		
Salaries, wages and benefits	\$	318,410
Administration		11,903
Maintenance - fields and grounds		3,470
Maintenance - community centre		35,760
Maintenance - arena		117,382
Small tools		1,544
Program costs		17,357
Parks and playgrounds		70,545
Interest on capital loans		9,412
		585,783
Cultural buildings and facilities		
Library - Local branch		47,193
Transfer to Regional Library		14,796
Heritage projects		110,710
Capt. Angus J. Walters House Museum		2,487
Other services and public celebrations		6,427
		181,613
		\$ 767,396
16. Fiscal services		
Principal instalments		
Interest on temporary borrowing	\$	-
Debenture principal		394,209
		394,209
Transfer to own reserves, funds and agencies		
Reserve fund - operating reserve		3,997
Reserve fund - capital reserve		315,057
General capital funds		-
		319,054
Education		
Appropriation to Regional School Board		823,080
		\$ 1,536,343

TOWN OF LUNENBURG COUNCIL/COMMITTEE MEETINGS

See: [Town of Lunenburg website](#) for Zoom Meeting Access

2020

January						
S	M	T	W	T	F	S
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February						
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March						
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31						

June						
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30	31					


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November						
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22	23	24	25	26	27	28
29	30					

December						
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20	21	22	23	24	25	26
27	28	29	30	31		

*****Click on any of the Committee names below to view full Agenda Packages and Meeting Minutes*****

Active Transportation Sub-Committee - 12:00 p.m. (4 th Wednesday/quarterly)	Heritage Advisory Committee - 2:00 p.m. (3 rd Monday every second month) (Except May - moved to May 4th)
Audit Committee - 12:00 p.m. or times may vary, please check out our website	Joint Occupational Health and Safety - 11:00 a.m. (1 st Thursday every second month)
Council - 2:00 p.m. - check website for updates/ 2 nd and fourth Tuesdays monthly) Council in camera - 3 rd Tuesday at 2:00 p.m. video conference 	Newcomers Welcome Group - 5:00 p.m. (meetings scheduled as required) Welcome Event Nov 19
Project Lunenburg Steering Team (2 nd Wednesday/monthly & additional dates - times will vary - contact Town Hall for details 902-634-4410 ext 255)	Planning Advisory Committee - 2:00 p.m. (meetings scheduled as required)
General Government Committee - 2:00 p.m. (3 rd Thursday/quarterly)	Protective Services Committee - 2:00 p.m. (2 nd Thursday/quarterly)
	Recreation Committee - 5:15 p.m. (2 nd Wednesday every second month)

Please note: **HOLIDAYS ARE BLACKED OUT** Meeting dates are subject to change. Please contact the Lunenburg Town Office at 902-634-4410, ext. 225/226 for updates. The meeting agenda packages are available on our website: https://www.explorelenunburg.ca/index.php?option=com_docman&view=list&slug=council-2020&Itemid=967&layout=table

August 22, 2020

Town of Lunenburg
119 Cumberland Street,
P.O. Box 129,
Lunenburg, N.S.

See page 6 of Appointment List for
PAC information.

Attention: Bea Renton

Dear Bea,

Please accept this letter of resignation from my current position on the Town of Lunenburg's Planning Advisory Committee effective August 26th. Currently I am planning to run for a seat on Town Council in the upcoming October 17th election, that said, I will need to resign this position to avoid any conflict of interest.

I want to thank the Town staff and Council for the opportunity to engage over the past three years with other committee members in the process of planning and development, to learn more about this wonderful community we live in and to be able to "give back" to my community. Through this process and participating on the Project Lunenburg Steering Committee I have been inspired to run for Town Council; something I have wanted to do previously and now is the time!

I wish you great success in filling this vacancy and if successful in my efforts for a seat on Town Council, I will look forward to future engagement with this valuable committee.

Warm regards,

Susan Sanford

Susan Sanford
40 Hopson Street,
Lunenburg, N.S.

2019 AND 2020 TOWN OF LUNENBURG COUNCIL APPOINTMENTS

ANTI-RACISM SPECIAL COMMITTEE

Town Councillor, Chair _____

Town Councillor _____

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) _____

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) _____

Representative from African Nova Scotian community _____

Representative from African Nova Scotian community _____

Representative from the Indigenous community (one of which shall be a representative from Acadia First Nations) _____

Representative from the Indigenous community _____

The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.

Town Staff shall be assigned to support the Special Committee (recording secretary and/or subject matter expert) – Assistant Municipal Clerk and Heritage Manger.

At the August 25, 2020 Council meeting it was agreed that the mandate of the Special Committee, for which a more specific Terms of Reference will be prepared for Council approval, is to:

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on anti-Black and Indigenous racism, including:
 - a) Identify ways and means to eliminate barriers to employment, policies, procedures and practices that may negatively impact the BIPOC members of our community;
 - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg’s workplace, activities and services;
 - c) Strive to showcase the rich cultural heritage of all peoples on the Town of Lunenburg’s literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
 - d) Make recommendations on how implementation and ongoing monitoring through an inclusivity, diversity, and anti-racism lens can be achieved in the Town of Lunenburg and/or the surrounding areas going forward.
2. Review and consider the Town becoming a member of the UNESCO Coalition of Inclusive Municipalities. Composition of the Special Committee.
3. It is anticipated that the work of the Special Committee will take approximately one year, depending on availability of the members, from the point of membership appointment and draft Terms of Reference.
4. Per the “Council and Committee Meetings and Proceedings” Policy, the mandate of the Special Committee would expire when it has completed its work on the Municipal Action Plan for Ending Racism and Discrimination, made its report, and Council has made a final decision about the report.
5. The Special Committee may investigate the feasibility of establishing a regional committee as part of its deliberations.
6. The Special Committee may make recommended amendments to revise the Terms of Reference to Town Council for approval throughout the course of their term and others matters as required.

AUDIT COMMITTEE

Mayor Rachel Bailey, Chair

Deputy Mayor John McGee

Councillor Ronnie Bachman

Councillor Danny Croft

Councillor Peter Mosher

Councillor Matt Risser

Jamie Green, Citizen Representative

PURPOSE

1. This Policy sets out the roles and responsibilities of the Town of Lunenburg (Town) Audit Committee (Committee) to assist the Town Council (Council) in fulfilling its oversight responsibilities relating to finance and audit matters as set out in section 44 of the Municipal Government Act (MGA).

Audit committee

- 44**
1. The council shall annually appoint an audit committee.
 2. The responsibilities of the audit committee include
 - (a) detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
 3. An audit committee shall meet at least twice in each fiscal year.
 4. Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
 5. Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

PROCEDURE

1. The Committee shall be comprised of all members of Council and a minimum of one citizen at large appointment who is not a member of Council or staff. Citizen appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
2. Council shall advertise for citizen Committee applications before December 31. The citizen Committee member(s) shall be annually appointed by Council no later than January 31. Citizen Committee appointments shall be for a minimum of one – two year terms as determined by Council motion.
3. The Chief Administrative Officer (CAO), Treasurer and Accountant shall be non-voting members of the Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
4. The Committee Chair shall be a member of Council annually appointed by Council no later than January 31 of each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
5. The Committee shall meet at least twice per year as called by the Chair in consultation with voting and non-voting Committee members to receive and review the completed Town audit with the Town auditor and carry out its additional MGA duties.
6. The Committee may also meet with the Town's external auditors as it deems appropriate to consider any matter that the Committee members, Council or auditors determine should be brought to the attention of Council.
7. Committee meetings shall be held in public unless the Committee needs to meet in camera in accordance with the Municipal Government Act.

COMPREHENSIVE COMMUNITY PLAN STEERING TEAM

Councillor Matt Risser, Chair
Councillor John McGee
Councillor Peter Mosher
Peter Goforth, Qualified Expert
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative

CCPST was established by motions of Council on October 23, 2018 as per the Terms of Reference below.

Terms of Reference ("ToR") for the Comprehensive Community Plan Project Steering Team ("Steering Team")

1.0 DEFINITIONS

In these ToR,

"Council" means the Council of the Town of Lunenburg.

"Comprehensive Community Plan" is a community-specific, inclusive and holistic planning process that covers all aspects of the community and enables it to plan its development and lay out its vision and high-level goals for the long term.

"Comprehensive Community Plan Project" includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as supporting documents.

"Comprehensive Community Plan Steering Team" means an advisory group tasked by Council to be the governing body of the Comprehensive Community Plan Project and will provide strategic leadership and governance oversight.

2.0 TITLE

The advisory group to Council shall be named the Comprehensive Community Plan Project Steering Team (Steering Team).

3.0 PURPOSE

The purpose of the Comprehensive Community Plan Project Steering Team (Steering Team) is to monitor the quality of Comprehensive Community Plan and updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as they develop; provide support, guidance, and oversight of the process; and ensure that the scope of work is adhered to and milestones met in accordance with the Request for Proposals (RFP), attached as Appendix 1.1.

4.0 RESPONSIBILITIES

4.1 The responsibilities of the Steering Team will be to:

- (a) monitor the quality of Comprehensive Community Plan, Municipal Planning Strategy and Land Use By-law and Subdivision By-law as they develop;
- (b) provide support, guidance, and oversight of the Comprehensive Community Plan process and its progress;
- (c) provide oversight of the Municipal Planning Strategy and Land Use By-law and Subdivision By-law processes and their progress;
- (d) ensure that the scope of work is adhered to and milestones met;
- (e) provide regular updates to Council;
- (f) based on delegated authority, make decisions that are in accordance with the terms of the RFP;
- (g) provide advice and recommendations to Council on any substantive changes to the scope of work and/or terms of the RFP; and
- (h) provide a recommendation to Council relating to the approval of the Comprehensive Community Plan.

4.2 The Steering Team may consult with Town of Lunenburg staff, Council, or stakeholders, as necessary.

4.3 The Steering Team may seek outside expertise, as necessary.

4.4 The Steering Team may establish rules of procedure that are necessary for the performance of its responsibilities.

5.0 MEMBERSHIP

5.1 Voting members of the Steering Team shall include:

- i. Chair, Town Councillor #1, as appointed by Council
- ii. Town Councillor #2, as appointed by Council
- iii. Town Councillor #3, as appointed by Council
- iv. Citizen Representative #1, as appointed by Council
- v. Citizen Representative #2, as appointed by Council
- vi. Qualified Expert #1, as appointed by Council
- vii. Qualified Expert #2, as appointed by Council
- viii. Citizen Representative or Qualified Expert, as appointed by Council

5.2 Non-voting, ex-officio members shall include:

- i. Project Manager/Manager of Planning and Development
- ii. Heritage Manager
- iii. Town Engineer
- iv. Staff representative of the Municipality of the District of Lunenburg
- v. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs)

5.3 There shall be a maximum of eight (8) voting members.

5.4 Council may appoint new members to join the Steering Team and amend the ToR accordingly.

5.5 Resource people may be invited to attend the meetings upon request from the Chair on behalf of the Steering Team to provide advice and assistance, as necessary.

5.6 Citizen representatives shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process.

5.7 Qualified experts shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process. Town citizens who meet the criteria shall be given preference in the selection process.

6.0 CHAIRPERSON

6.1 The Chair of the Steering Team shall be a Town Councillor and appointed by Council.

6.2 The Chair shall provide information on the progress of the Steering Committee as well as bring forward its recommendations to Council.

6.3 The Chair shall preside over all Steering Team meetings. The Chair will ensure that the meetings are conducted in a cordial and respectful manner and that matters are discussed in accordance with the meeting agenda.

6.4 The Chair shall set meeting dates and approve the agenda.

6.5 The Chair shall be the spokesperson for the Steering Committee.

7.0 MEETINGS

7.1 Meetings shall be held once a month.

7.2 Special or extraordinary meetings shall be called by the Chair, when necessary.

7.3 Quorum shall consist of fifty percent (50%) of the members plus one (1).

7.4 Record of meetings will be recorded in the form of notes by the Town of Lunenburg staff. At each meeting, the previous notes will be reviewed by members.

7.5 The Steering Team meetings are open to members of the public.

8.0 AMENDMENTS

The Terms of Reference may be amended by Council.

9.0 CONFLICT OF INTEREST

The Steering Team members have an obligation to disclose any conflicts of interest relative to the matters under discussion.

10.0 TERM

The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

DEPUTY MAYOR

Deputy Mayor John McGee - Appointed November 12, 2019 for a one year term approximately to the next Council election.

(December 9, 2014 roles and responsibilities guidelines adopted by Council. January 22, 2013 - all future Deputy Mayors shall be **annually** elected by Council and shall no longer be limited to a one-year term.)

GENERAL GOVERNMENT COMMITTEE

Deputy Mayor John McGee, Chair
Mayor Rachel Bailey
Councillor Ronnie Bachman
Councillor Danny Croft
Councillor Peter Mosher
Councillor Matt Risser

Bylaw #6., Committees and Board Bylaw, section 2.1.1 provides for a General Government Services Committee and describes its duties:
General Committee

- 11.1 The General Government Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:
- 11.1.1 general legislative services, including meetings of Council and matters affecting the Mayor and councillors;
 - 11.1.2 general administrative services, including officers, administrative staff and legal services;
 - 11.1.3 financial management, including accounting, audits, budget control, purchasing, debt and sinking fund administration, pension fund administration and other financial management matters;
 - 11.1.4 assessment, including liaison with provincial officials and assessment appeals;
 - 11.1.5 taxation, including tax billing and collection, tax rebates and concessions, and matters concerning properties acquired for taxes;
 - 11.1.6 common services, including multi-purpose building; and
 - 11.1.7 general government services, including elections, plebiscites and public meetings; conventions and delegates; general accident and damage claims and public liability insurance; intergovernmental relations; and grants to organizations and individuals.

October 14, 2014 - Council appointed all Councillors to this Committee.

HERITAGE ADVISORY COMMITTEE

Councillor Peter Mosher, Chair
Councillor Ronnie Bachman
Oliver Osmond, Lunenburg Heritage Society Representative
Nathalie Irving, Lunenburg Heritage Society Representative
Stephen Ernst, Citizen Representative
David John Lobb, Citizen Representative

Heritage Property Bylaw #43., section 4.2:

- 4.2 The Heritage Advisory Committee shall be composed of six members, all of whom shall be residents of the Town, appointed by Council annually for a term of one year. 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 concern for the preservation of buildings of historic significance; and two members of the Committee shall be appointed at large.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION COMMITTEE

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

(Terms of Reference Approved by Town Council November 28, 2017. Amendment February 12, 2020)

Purpose

To act in an advisory capacity to Council and staff on matters affecting the development and maintenance of recreational facilities, programs, and services within the Town of Lunenburg.

Objectives

- To represent the community at large in regards to recreation challenges and opportunities;

- To create a healthy, active community to improve the quality of life for residents and visitors;
- To provide input on the development of policies and plans related to the Committee's purpose.

Membership

The Recreation Committee should consist of the following:

- A member of the Lunenburg Town Council who shall act as the Chair;
- Three additional members of Council;
- Three community representatives;
- One local member of Council from MODL;
- Support Staff: The Town Recreation Director (non-voting).

Term

- Community representative's terms shall be **three years** with eligibility to reoffer.
- Council member terms will be established by Council.

Decision Making

- The Recreation Committee makes recommendations to Council by motion from minutes through the Chair or designate.
- The Committee will strive to make decisions through consensus. If consensus is not possible, decisions will be made using a majority vote (50% + 1) of those present.
- Committee quorum is 5 members.

Meeting Frequency

The Recreation Committee will meet quarterly on the 2nd Wednesday of the month at 5:15 p.m. in Council Chambers unless otherwise requested by the Chair.

Review Period

The Terms of Reference will be reviewed periodically and after a Municipal Election.

ACTIVE TRANSPORTATION (LWMCC) SUB-COMMITTEE

Councillor Ronnie Bachman, Chair

Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative

_____, representative from the LWMCCC – until December 2019

Anna Haanstra (or alternate TBA), Regional Physical Activity Consultant, Dept. of Health and Wellness

Louise Hopper, Health Promotor, Public Health Services, NS Health Authority

Debby Smith, Department of Communities, Culture and Heritage, Provincial South Shore Regional Physical Activity Consultant representative

Scott McInnis, Bluenose Academy School Advisory Council representative

Stefan Sopher, Citizen appointment

_____, Citizen appointment

_____, Citizen appointment

ATSC was established by Council motion October 25, 2011:

Motion: moved by Councillor Dauphinee, seconded by Councillor Croft that Lunenburg Town Council form an Active Transportation Sub-Committee with the sole mandate of considering and recommending issues related to AT. This to be made up of representatives from the Recreation Committee, Council, residents, school (youth) and the Town Engineer. Motion carried.

Terms of reference approved by Lunenburg Town Council January 26, 2016 and amended by Lunenburg Town Council October 23, 2018:

ACTIVE TRANSPORTATION SUB-COMMITTEE TERMS OF REFERENCE

The Town of Lunenburg Active Transportation Committee (ATSC) will function as a sub-committee and report to the Lunenburg War Memorial Community Centre Committee (LWMCCC).

The mandate of the ATSC is as follows:

1. The promotion of healthy lifestyles in the Town of Lunenburg.
2. Encouragement for residents to use non-motorized modes of transportation whenever possible in their daily lives.
3. Periodically review and update the existing Active Transportation Strategic Plan as adopted by the Town Council on November 15, 2013.
4. Recommend to Town Council capital projects within the Town of Lunenburg which will improve infrastructure to facilitate safe routes for active transportation to and from work, school, businesses, parks, playgrounds and trails.

ATSC structure

The ATSC should consist of the following:

1. A member of the Lunenburg Town Council who shall act as Committee Chair
2. The Town Recreation Director
3. The Town Engineer
4. A representative from the Bluenose Coastal Action Foundation
5. A representative from the LWMCCC
6. A representative from the Nova Scotia Health Authority
7. A representative from the Department of Communities, Culture and Heritage. The Provincial South Shore Regional Physical Activity Consultant.

8. A representative from the Bluenose Academy which may include a member of the School Advisory Committee

9. Three citizen appointees

ATSC Meetings

The ATSC will meet on the fourth Wednesday of every third month (May, August, November and February) at 12:00 p.m. An agenda will be circulated the Friday before, five days in advance of the meeting. Minutes shall be kept and circulated within three days following the meeting.

PLANNING ADVISORY COMMITTEE

Deputy Mayor John McGee, Chair

Councillor Danny Croft

Councillor Matt Risser

Jack Strowbridge, Citizen appointment

Peter Goforth, Citizen appointment

Derek Kinsmen, Citizen appointment

_____, Citizen appointment

Procedural Policy #19., Composition and Duties of Planning Advisory Committee, sections:

1. PAC shall consist of at least two members from the public and may include other members of Council and the public as determined by Council.
2. Members of Council shall be appointed to the PAC for a one-year term. Other members shall be appointed for a two-year term.

PROTECTIVE SERVICES COMMITTEE

Councillor Danny Croft, Chair

Deputy Mayor John McGee

Councillor Peter Mosher

Brian Keizer, Districts 1 & 2 Fire Commission

David Afford, Districts 1 & 2 Fire Commission

David Baugil, Districts 1 & 2 Fire Commission

1. The Town's Committee and Boards Bylaw #6 describes the role of the Protective Services Committee in part as: section 12.1"...shall have the following services and matters under its charge and supervision and shall report to Council thereon: ...12.1.5 fire protection responsibilities of the Town including the fire fighting force; buildings and equipment; fire alarm systems; fire investigations and prevention; water supply and hydrants; and training of firefighting personnel..."
2. The Town and Districts 1 & 2 Fire Commission agreement provides as follows:
Section 6.
(a) The Town has a Protective Services Committee comprised of 4 members (including the chairperson) who are Councillors of the Town of Lunenburg. This Committee addresses, inter alia, Fire Protection Service issues.
(b) For the purposes of Fire Protection Service matters only, the Commission may appoint 3 persons to be additional voting members of the committee, (so for those matters only, the total membership of the committee shall be 7).
(c) Each member of the committee, including the Chairperson, shall have one vote and there shall be no proxy voting or alternate voting representatives.
(d) Each member of the Committee shall be appointed annually to coincide with the annual appointment of Town committee members by the Town of Lunenburg and shall serve until their successors are appointed. The Chairperson of the Committee shall be a member of the Council of the Town of Lunenburg.

NEWCOMERS WELCOME GROUP

Jane Theman

Letisha McFall

Christina Pottie

Lori Nickerson

Sylvia Booth

WASTE REDUCTION STRATEGY WORKING GROUP

Mayor Rachel Bailey (Lunenburg Town Council appointment)

GUIDELINES (Approved by Council November 12, 2019 and revised as per prior Council authority)

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 enforce producer responsibility for end-of-life management of products and materials, lifting the burden from municipal taxpayers
 - 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 of 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 March 31, 2020.

6.2 The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.

2019 AND 2020 TOWN OF LUNENBURG EXTERNAL APPOINTMENTS

BLUENOSE COASTAL ACTION FOUNDATION

COMMON LANDS

Mayor Rachel Bailey (Lunenburg Town Council appointment)
Laurence Mawhinney (Lunenburg Town Council appointment)
Councillor Errol Knickle (Municipality of the District of Lunenburg appointment)
Eric Walters (Municipality of the District of Lunenburg appointment)
Peter Tanner

(Membership is comprised of two Town of Lunenburg residents **annually** appointed by the Lunenburg Town Council; plus two residents of the Municipality of the District of Lunenburg east of the Town of Lunenburg appointed annually by Municipality of the District of Lunenburg Council; and one "selected by a County Court Judge of District #2".)

LUNENBURG ACADEMY FOUNDATION

Councillor Ronnie Bachman

LUNENBURG COUNTY SENIOR SAFETY ADVISORY PARTNERSHIP

LUNENBURG FISHERMEN'S MEMORIAL SOCIETY

Mayor Rachel Bailey
Councillor Peter Mosher
Members of the Fishermen's Memorial Society Tribute Sub-Committee

LUNENBURG HARBOUR HEALTH ADVISORY GROUP

Membership

Two (2) Municipal Government representatives

- Councillor Errol Knickle, Municipality of the District of Lunenburg
- Councillor Matt Risser, Town of Lunenburg

Four citizen representatives

- Dr. David Maxwell, Municipality of the District of Lunenburg (preferably from the Garden Lots area)
- David Friendly and Graham Pearson, Town of Lunenburg

Four (4) industry representatives, who have a footprint that impacts Lunenburg Harbour (i.e., either owns property adjacent to the harbour or operates adjacent to or within the harbour)

- Ed Snook, High Liner Foods
- John Kinley, Lunenburg Industrial Foundry & Engineering
- Donna Knickle, Lunenburg Harbour Authority
- Doug Langley, Lunenburg Waterfront Development Association

Two (2) business community representatives, who have a stake in the health of the harbour

- Sheila Woodcock, Lunenburg Board of Trade
- Ida Scott, Economic Spectrum Unlimited

Two (2) tourism/recreation representatives, who have a stake in the health of the harbour

- Ryan Tanner, Marine Biologist, Fisheries Museum of the Atlantic
- Ioan Ciente, Ashlea House B&B

Provincial Government

- Adam Langley, Development Nova Scotia (formerly Waterfront Development)

Resource Personnel

Bluenose Coastal Action Foundation

- Brooke Nodding, Executive Director
- Shanna Fredericks, Assistant Director
- Sarah MacLeod, Water Quality Specialist
- Rick Welsford, Chair of Board of Directors

Town of Lunenburg

- Heather McCallum, Assistant Municipal Clerk
- TBD, Town Engineer
- Mayor Rachel Bailey

Municipality of the District of Lunenburg

- Stephen Pace, Staff Engineer

Provincial Government

- Mike MacDonald, NS Environment

Federal Government

- Environment Canada Water Quality Specialist – *will act as an advisor to the group as needed.*

TERMS OF REFERENCE

Definitions

1. **'Advisory Group'** or **'Group'** refers to the standalone Lunenburg Harbour Health Group.
2. **'Chair'** means the person elected by the Group to preside at meetings.
3. **'Vice Chair'** means the person elected by the Group to preside at meetings when the Chair is unavailable;
4. **'Director'** refers to the Executive Director or Assistant Director for Bluenose Coastal Action Foundation;
5. **'Members'** means members of the Lunenburg Harbour Health Advisory Group;
6. **'Quorum'** means 50% + 1 of the membership of the Group

Mandate of the Group

The Lunenburg Harbour Health Advisory Group is a standalone advisory entity facilitated by Bluenose Coastal Action Foundation (Coastal Action) for the purposes of protecting the health of Lunenburg Harbour through the identification of threats and development of feasible solutions.

Group Objectives

1. Provide a forum for discussion on issues affecting the health of Lunenburg Harbour.
2. Consult with, advise, and make recommendations pertaining to existing and potential threats to the health of Lunenburg Harbour. Resulting advice and recommendations could be directed at one or all levels of government, as well as industry, depending on the issue and jurisdiction.
3. Consult with, advise, and develop potential solutions for harbor health improvements. This will include recommendations based on the results of the proposed harbor monitoring program.
4. Promote communication and collaboration between various stakeholders.
5. Assist with developing and delivering relevant communication and outreach tools and materials for public engagement.
6. Pursue funding opportunities for monitoring program and other potential solutions that result from the group.

Group Membership

1. The members of the Advisory Group shall consist of fifteen (15) members as well as resource personnel from Coastal Action, Town of Lunenburg, Municipality of the District of Lunenburg, Nova Scotia Environment, and Environment and Climate Change Canada. [See membership list above.]

Expectations of Group Members

Group members are expected to:

1. Understand the mandate of the Group.
2. Understand their role as a Group member.
3. Understand the role of the Group Chair.
4. Strive to attend all scheduled and special group meetings.
5. Prepare for meetings by reading agendas and any background information supplied.
6. Actively participate in the discussion and decision-making process.
7. Undertake any work assigned, including special projects, participation on sub-committees and research.
8. Be open-minded and allow for a variety of opinions to be heard.
9. Respect the individual worth and dignity of opinions of other Group members and maintain a high degree of decorum.
10. Refer to the Chair for questions and procedure.
11. Recognize the limitations on participation and inform the chair of your limitations.
12. Ask questions and seek clarification through the Chair or resource personnel.
13. Respect the decisions and finality of the Group.
14. Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Group members.
15. In a public forum, clearly identify when they are speaking in their capacity as a group member, or as an independent citizen, where appropriate.

Appointment of Sub-Committees

1. The Group may appoint a sub-committee from its members to investigate and report on any matters related to Group business, provided that:
 - a. The sub-committee, reports directly to the appointing Group.
 - b. The established sub-committee does not have the power to appoint a further committee nor shall it add to its membership without permission from the Group.

Membership Selection Process & Criteria

1. Prospective members of the Group will be required to submit a completed 'Invitation to Serve' application (Schedule A) to the committee, if stakeholder interest exceeds that of the available positions.
2. The call for the invitation to serve process shall, at minimum, include one notice in the local newspaper and on Coastal Action's website / social media platforms, and provide a minimum of two weeks for responses.
3. All applications received will be reviewed by the Group and decisions on appointments will be done by consensus.
4. Where a vacancy occurs on the Advisory Group, other than by reason of the expiration of the term of a member, the Group upon response to a call for an Invitation to Serve, and review and input from the Group, shall appoint a person to fill the vacancy as soon as possible; and that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Calling Meetings

1. Meetings will be held three (3) times a year (January, April, and September) unless decided otherwise by the Chair.
2. Special meetings and sub-committee meetings can be called as needed.
3. Regular meetings of the Group shall be held on at least seven (7) days' notice, but emergency meetings may be called by the Chair on one day's notice.

Absenteeism

1. If a member is absent without good reason or prior acknowledgement from meetings of the Group for two (2) out of the three (3) meetings in any one (1) year, the Group may declare the position vacant and ask for a replacement member.
2. Should a member of the Committee Group not be able to attend a regular meeting of the Group, the member shall advise the Chair at least one (1) day prior to the meeting unless there are extenuating circumstances.

Meeting Procedures

Procedurally, the following shall be followed:

1. The Group makes recommendations based on general consensus.
2. Quorum shall be a simple majority (50% + 1) of the Group members.
3. Non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations.
4. If the Chair is not present at the group meeting, the Vice Chair shall preside. If the Vice Chair is not present at the group meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

Administration

1. Proposed agenda items should be submitted to the Director for consideration by the Chair.
2. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.
3. No Group member shall instruct or give direction to, either publicly or privately, any resource personnel involved in the group.

LUNENBURG COUNTY JOINT ACCESSIBILITY COMMITTEE

Councillor Matt Risser (alternate)
Linda Mills

Lunenburg County Accessibility Advisory Committee Terms of Reference

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the five municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the five municipalities become barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 DEFINITIONS

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY

5.1 Membership

- 5.1.1 The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.
- 5.1.3 Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.
- 5.1.4 Councils shall appoint a Council representative and an alternate from each of their respective municipal units. Council members' terms will be for two years.
- 5.1.5 At least one half of the members (community and council representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the five Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
- a. A report on measures the five (5) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the five (5) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils on opportunities to promote the full participation of persons with disabilities, in

- accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units Accessibility Plan;
- 5.3.5 Receive and review information directed to it by all five (5) municipal Councils and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all five (5) councils with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the five (5) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.
- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 STAFF RESOURCES

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 POLICY REVIEW

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils at least every four years from the effective/amended date.

LUNENBURG HOME FOR SPECIAL CARE CORPORATION

Jenise Brouse
 John Donaldson
 Diane Johnson
 Jackie Moore
 Virginia Uhlman
 Ellen Wathen

LUNENBURG WATERFRONT ASSOCIATION

Mayor Rachel Bailey

REGION 6 SOLID WASTE MANAGEMENT COMMITTEE

Mayor Rachel Bailey
 Councillor Danny Croft (alternate)

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

Mayor Rachel Bailey
 Deputy Mayor John McGee

SOUTH SHORE HOUSING ACTION COALITION

WESTERN REGIONAL HOUSING AUTHORITY

Helen Lanthier

Section 22(1) of the Housing Act - The Governor in Council may constitute a body corporate to be a regional housing authority, prescribe its membership and manner of appointment.

SOUTH SHORE REGIONAL LIBRARY BOARD

Sara Lochhead

Section 10 of the Libraries Act = 1 x member of Council or public for a period as determined by the Council making the appointments.

**#84. TOWN OF LUNENBURG POLICY:
COUNCILLORS' RECOGNITION OF YEARS OF SERVICE**

1.0 Purpose

To provide a consistent procedure for recognition of Councillors' years of service.

2.0 Procedure

- 1.1 Any non-returning Councillor who has served a full term in office shall be presented with a gift which shall be a Town of Lunenburg flag or gift of equivalent value. If possible, it will be presented at a Council meeting or Council Chamber setting before the end of their term.
- 1.2 Any non-returning Councillor who has served more than two terms in office may receive additional recognition in exceptional circumstances at the discretion of Council.

Clerk's Annotation For Official Policy Book

**Date of Notice to Council Members
of Intent to Consider [7 days minimum]:** June 27, 2017

Date of Passage of Current Policy: July 25, 2017

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

Clerk

July 27, 2017
Date

- Membership Directory
- Governance
- Programs
- Awards
 - Ken Simpson Memorial Award
 - Carbon Surcharge Fund Awards
 - Climate Change Leaders Awards
 - Long Service Awards**
- Contact
- Site Map

The NSFM Long Service Awards Program offers recognition beginning with those who have served on Council for a minimum of 10 years. The Award categories are:

- 10 or more years of service
- 15 or more years of service
- 20 or more years of service
- 25 or more years of service
- 30 or more years of service
- 35 or more years of service
- 40 or more years of service

An Award will only be presented once in each category. Eligible individuals should apply for the award which reflects their current years of municipal service. All awards will be presented at the Opening Session of the Annual Conference. While you can submit at any time in the year, the Award won't be presented until the Annual Conference.

Our 2020 Long Service Award application is available [here](#).



2020
NSFM LONG SERVICE AWARDS FORM

Please complete this form and email to jwebber@nsfm.ca by **September 18th, 2020**
No forms will be accepted after this date.

Elected Official's Name
(as it will appear on the
certificate):

Title:

Municipal Unit:

Years of Service:

Eligible For:

- 10 or more years
- 15 or more years
- 20 or more years
- 25 or more years
- 30 or more years
- 35 or more years
- 40 or more years

NSFM will mail the completed long service awards to the municipality for local presentation. They will not be plaqued nor framed to ensure safe transit.

Completed by:	
Contact Email:	

Please return by SEPTEMBER 18th, 2020 by email to:
Judy Webber, Event Planner
jwebber@nsfm.ca

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: SEPTEMBER 2, 2020

RE: LUNENBURG WAR MEMORIAL ARENA 2020/21 SEASON: RE-OPENING AND COMPARATIVE ARENA INFORMATION

Hockey Nova Scotia: “Rebound Play” Hockey Structure

The “1st Period – July-October 1 (subject to change)” current hockey structure is described below. Hockey NS is hoping to increase the number of participants in their next phase (October 1- subject to change), depending upon public health guidelines.

- Groups of 50 with physical distancing
 - Maximum group of 50 include parents/guardians in the facility
 - Players and coaches must physical distance on the ice at all time
- Groups of 10
 - Multiple groups of 10 (including coaches) are permitted on the ice as long as they do not interact with other groups. If multiple groups of 10 are on the ice, the groups must physical distance from other.
 - Encourage that groups of 10 remain consistent during a training period (i.e.: players remain with the same group at each session).

Hockey teams typically consist of 6 players from each team on the ice (5 players + 1 goalie) and a referee, which would exceed the maximum group size of 10. In addition, there are typically players as substitutions and coaches on the bench, which would not comply with Hockey NS’s current regulation.

Recreation Facility Association of NS (RFANS)

A letter of concern was sent to the Provincial Government, on behalf of all Arenas in NS, on August 24, 2020. The letter addressed how the current public health restrictions is one of the biggest obstacles that Arenas are facing for the 2020/21 season with anticipated loss of revenue. The letter states that “RFANS is strongly recommending that these limits be reconsidered and increased to 50, as soon as possible” and “time is of the essence in deciding to increase the gathering limits”. There has currently been no response, which was confirmed by the RFANS Executive Director today. The letter can be found as APPENDIX A.

South Shore Minor Hockey Association (SSMHA)

Staff has re-confirmed with SSMHA that they are following the Hockey NS “Rebound Play” restrictions as noted above. They remain hopeful that the Provincial restrictions will be eased at some time in the future and they will be able to re-examine increasing their projected reduced rental periods at the Lunenburg Arena.

BMO Centre, Bedford, and RBC Centre, Dartmouth

The General Manager of the BMO Centre and RBC Centre is the South Shore Representative of RFANS and was consulted again as recently as September 1, 2020 to discuss the issue of hockey restrictions. In particular, I asked him about a plan I was told about for an adult hockey league in the Arenas he manages. The plan proposes that “each team is allowed 14 skaters + a goalie in the dressing rooms and during play”. The General Manager has clarified that this format cannot happen until the Provincial public health gathering numbers increase. This league has a pending start after Thanksgiving weekend (October 15 and 18). However, this is forward planning for if and when current Provincial public health restrictions are lifted in order to play.

This report is for Council’s information further to Council’s decision to delay the Arena ice season re-opening pending changes in Provincial public health provisions. As the Recreation Director for the Town, I am staying in regular contact with Municipal and Provincial Arena representatives, and will continue to do so and share updates with Council and Arena long-term renters as they become available.

It is recommended that Council send a letter of support to the Provincial Government in support of the RFANS position as set forth in APPENDIX A.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

APPENDIX A: Letter to the Provincial Government from RFANS



Supporting you – from the ground up

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August 24th, 2020

To the Honourable Stephen McNeil and Dr. Robert Strang,

Re: Concern surrounding the potential loss of recreation and sport facilities in Nova Scotia

On behalf of the membership of the Recreation Facility Association of Nova Scotia (RFANS) we would like to thank you for the strong leadership and willingness to work with associations like ours to move Nova Scotia safely through this pandemic.

Recreation and sport facilities throughout Nova Scotia have worked diligently to create reopening plans that follow the Return to Recreation (Program and Facility) Guidelines and to establish safety protocols for their members and communities. The loosening of restrictions to allow recreation and sport facilities to start reopening was strongly embraced and facilities were eager and prepared to welcome their communities back.

RFANS has been in constant communication with our members throughout this pandemic. As we approach the fall recreation and sport season some concerns have been expressed by the arena sector. One of the biggest obstacle's arenas will face this fall is the anticipated loss of revenue due to Public Health directives, specifically around gathering limits of 10 without social distancing. **RFANS is strongly recommending that these limits be reconsidered and increased to 50, as soon as possible.** As part of our consultation process to move toward smoothly and safely reopening further this fall, we have met regularly and discussed these issues with our members, Hockey Nova Scotia, Ringette Nova Scotia, Skate Canada Nova Scotia and Speed Skating Nova Scotia who all have expressed support for this change to gathering limits.

Time is of the essence in deciding to increase the gathering limits. RFANS recommends the increase to 50 happen before September 1st, 2020; or at least an announcement by September 1st noting an October 1st, 2020 increase, dependent on epidemiology. Recreation and sport facilities need to know now what they can expect for this fall when creating their plans. It will make a world of difference in influencing whether a facility remains closed or is able to reopen and it would help dictate a timeline as to when reopening can happen. Holding off on this announcement will adversely affect many facilities who are deciding in the next week or so whether they open or not. An early announcement will inform decision making by creating awareness of the increased parameters they could work within.

Dealing with COVID-19 has already put increased economic pressure on recreation and sport facility operators. The added costs to implement safety precautions, sanitization, new equipment, additional staff, and public health directives has taken a toll. There are few alternative revenue streams for arenas outside of ice rentals and the gathering limit of 10 without social distancing further limits who can or will want to rent under these conditions.



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With limiting gatherings to 10 or less without social distancing, arenas expect to experience a drastic reduction in participation in adult recreation which means additional revenue losses. Many arenas rely heavily on these adult recreation leagues to survive. Some arenas may choose to close or not even open this fall due to the significant drop in revenue.

These gathering limits also affect ice sports being able to play at more normal levels. Less participants on the ice drives up the cost of participation, creating additional barriers to play. We anticipate less ice sport participants, so we can confidently say we expect minor sport rentals to be reduced, adding once again to a loss of revenue. With the restriction to games not being played, sports will be booking far less ice time. Creating these smaller groups of 10 also increases the need for more volunteers. Additional coaches and volunteers will be required to ensure each group has the proper supervision and guidance. Finding sufficient volunteers may delay associations start ups, cancel seasons, or limit how many registrations they accept.

Antigonish Arena is a great example of how these numbers will affect arena operations. Minor Hockey accounts for 67% of the ice time rented at the Antigonish Arena and is 45% of their ice revenue (discounted rate). Adult recreational leagues account for the other 33% of ice rentals, equaling 55% of their ice revenue. Without the option to play games Junior and Rural Hockey Leagues will not need as much ice time but also lose on average 200 spectators per regular season games and up to 2000 spectators during playoffs which is money needed to operate their associations.

Recreation and sport facilities generate millions of dollars in the Nova Scotia economy each year through recreation and sport rentals, concessions, tournaments, sectionals, regionals, provincials, and large events such as World Women's Hockey and the 2019 Scotties Tournament of Hearts. Competitive sport contributes greatly to the economic well-being of communities our recreation and sport facilities serve. Each of these events bring revenue not only to the recreation and sport facility but the community directly benefits. Visitors spend nights at hotels, eat in restaurants, spend at gas stations, shop at local retailers, purchase signs and swag at local printers for the events, etc. RFANS COVID-19 Impact on Nova Scotia's Recreation Facilities survey supports this by revealing facility closures will affect tourism in the community (46%), restaurant patronage (54%) and hotels (36%). This survey also indicated if facilities do not open 71% responded the economic well-being of their community would be affected while 64% suggested it would affect their region of the province.

Recreation and sport facilities also create many jobs within their communities. Closures will in turn have a negative affect on jobs and on many suppliers. Recreation and sport facilities spend large sums of money yearly on power, facility maintenance, concessions, etc. creating loss of work for those that supply facilities with regular operational needs.

All these issues cumulate to potentially crippling losses and unsustainable futures for some arenas in Nova Scotia. Regardless of whether recreation and sport facilities are board run, community owned, private, or managed under a municipality they



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are all still responsible to meet some, if not all, expenses through their revenue. Smaller community owned facilities will be more challenged in this respect.

The health and wellness of communities' hinge on having access to their recreation and sport facilities. Nova Scotian's expressed their need to recreate early on in this pandemic. RFANS appreciates the governments safe and cautious approach to increasing gathering limits, but this increase needs to come sooner than later for our sector. Recreation and sport facilities are now deciding the feasibility of opening and this increase from 10 to 50 could be the deciding factor. Once these facilities decide to close or not reopen communities physical and mental wellbeing will suffer. RFANS COVID-19 survey found 96% of respondents indicated that if they stay closed the greatest impact on the community would be on both the mental and physical health of the residents.

Increasing the gathering limit to 50 without social distancing will have a significant positive impact not just on arenas, but curling clubs, gymnasiums, pools, community centres and cultural facilities. We believe this is a reasonable ask as it is not a dramatic change but just enough of an increase to provide reassurance for facilities to reopen with projected revenue sources. The plans our recreation and sport facilities have created have proven successful over the past three months as they began moving towards reopening. Plans were created to be flexible so they can be easily and quickly adjusted as restrictions unexpectedly change, for better or for worse. Our facilities are prepared to take the next step in moving into the new normal.

In closing, RFANS would like to highlight recreation and sport facilities have been in the business of managing many people and creating safe environments for our communities to participate long before COVID-19. Recreation and sport facilities want to open but some are struggling to weigh the positives of reopening knowing the potential revenue losses they anticipate. If the gathering limit without social distancing was to increase to 50 we expect that many facilities would see enough participation to make reopening sustainable.

RFANS genuinely appreciates you taking the time to consider our request. We welcome the opportunity to discuss this further.

Sincerely,

Brittany Hunter
Executive Director