

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, SEPTEMBER 8, 2020 AT 2:00 P.M.**

**VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC**

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

**ALSO PRESENT:** 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

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1. Call to Order

The Mayor called the meeting to order at 2:00 p.m. and welcomed everyone. She commented that today is the final day for receipt of municipal election 2020 nominations and the first day of in person public school since the pandemic closure in March.

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

The Mayor spoke of Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

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

4. August 25, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Councillor Bachman to approve the August 25, 2020 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

Nil.

6. Correspondence, Petitions and Proclamations consideration

The following correspondence was reviewed for information.

- 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

**Motion:** moved by Councillor Bachman, seconded by Councillor Risser that staff inquire of the Provincial government what assistance they are suggesting municipalities could provide for this program. Motion carried.

The CAO advised that staff have made contact with Bluenose Coastal Action Foundation to indicate general interest in supporting an application should they make one under this 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
- i. Bluenose Coastal Action Foundation Board membership and Bylaw update letter

Deferred for possible future consideration.

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

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

**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 (Schedule "A").

Motion carried.

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

### a. General Government July 16 meeting minutes

Councillor Mosher gave notice of motion of the proposed revised Bylaw #38. Solid Waste Management Bylaw (Schedule "B") for first reading at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed adoption of the Committees of Council Policy (Schedule "C") at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed repeal of Bylaw #5. Council Procedure Bylaw (Schedule "D") for first reading at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed adoption of the revised Policy #18 Town Sponsored Events (Schedule "E") at the September 22 Council meeting.

## 9. New Business

### a. Corporate Services

#### i. Water Utility 2019/2020 operating year end and capital funding

The Finance Director reviewed the staff report (Schedule "F"). This and the other reports relate to the Town's audited financial statements for 2019/20 fiscal year and September 17 Audit Committee meeting.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that for the fiscal year ended March 31, 2020 that the Water Utility transfer an additional \$89,300 to its Future Capital Reserve (Schedule "F"). Motion carried.

#### ii. Electric Utility 2019/2020 operating year end and capital funding

The Finance Director summarized the next staff report (Schedule "G").

Motion: moved by Councillor Mosher, seconded by Councillor Croft approval for the fiscal year ended March 31, 2020 the Electric Utility's transfer \$44,000 to its Future Capital Reserve (Schedule "G"). Motion carried.

iii. Town 2019/2020 operating year end and capital funding

The Finance Director addressed Council about the report (Schedule "H").

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee that the Capital financing for fiscal 2019/20 is approved as outlined in Schedule 1 of the staff report (Schedule "H"). Motion carried.

Motion: moved by Councillor Croft, seconded by Councillor Bachman that a Temporary Borrowing Resolution is approved in the amount of \$154,000 as outlined in Schedule 2 of the staff report (Schedule "H"). Motion carried.

iv. September and October 2020 Council meetings schedule

Council discussed the September and October 2020 Council meetings schedule (Schedule "I"). Council raised whether to meet in person which the Provincial Ministerial order regarding the pandemic now also allows for in addition to virtual meetings or a combination thereof. Staff advised that preliminary analysis of the feasibility has been done and recommended the development of a protocol and trial to address any acoustic, air circulation, attendee limits, Provincial mask requirements, Zoom videotaping continuation for Council, staff and members of the public unable to attend in person, technology requirements for Council and any other logistical issues in preparation.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that we meet in person for our next in camera Council meeting, print off agenda packages and have them available for Council, and Zoom through our iPad. Motion carried. Mayor Bailey voted in the negative.

**2:58 pm – 3:10 pm – Council held a brief recess.**

7. Business arising from the Minutes/Unfinished Business

a. Corporate Services

ii. Proposed amendments to the NS Heritage Property Act

The Heritage Manager highlighted the key provisions of his report and noted that he prepared a draft letter for Council to send to the Province in response (Schedule "J").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft that Council authorizes the Mayor to provide comments to Communities, Culture and Heritage regarding the two proposed legislative amendments as outlined in their letter of June 16, 2020 (Schedule "J"). Motion carried.

iii. South Shore Field House Society Town Grant Application (approx. \$385 Grant balance remaining)

Motion: moved by Councillor Risser, seconded by Councillor Mosher to deny a grant to the South Shore Field House Society for their indoor golf equipment purchase (Schedule "K"). Motion carried.

iv. Lunenburg Academy exterior restoration information update

The Heritage Manager summarized the work progress to date in his report (Schedule "L"). Work completion is estimated to be September 30, 2020.

v. Cultural Action Plan

Council discussed the Plan (Schedule "M").

Lunenburg Foundation for the Arts Board member Sheila Woodcock and consultant Rebecca Cann said that the report was prepared for the Town and it is hoped the Town will endorse it in principal and work with a Cultural Roundtable to investigate resource opportunities, support its implementation and identify other partners to support the plan.

Motion: moved by Councillor Risser, seconded by Councillor Croft that we receive the report (Schedule "M") and get a staff report on what the expectations of the Town would be to participate in its implementation and what resources would be needed. Motion carried.

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)

Motion: moved by Councillor Croft, seconded by Councillor Mosher to approve LDFD's request to pay for additional pumper/tanker fire truck expenditures from the current sale proceeds of surplus trucks in the amount of \$2,794 (Schedule "N"). Motion carried.

c. Public Works Department

- i. May - July 2020 Water Utility and Wastewater treatment results and general information

These reports were provided for information (Schedule "O"). In response to a Council question, the Town Engineer advised that UV treatment bulbs cleaning has resumed using appropriate safety protocols in view of the pandemic which will improve treated effluent test results.

- ii. LGBTQ+ crosswalk painting initiative

Council discussed this item.

Motion: moved by Councillor Risser, seconded by Councillor Bachman for a staff report to be prepared regarding financing and timing of a crosswalk painting project which Council could participate in. Motion carried.

- iii. Paula Baker request to remove a Town tree at 26 Linden Avenue and replant another tree at her expense for her to construct an additional driveway

Motion: moved by Councillor Croft, seconded by Councillor Bachman to deny Paula Baker's request to remove a Town tree and plant another one to allow for a new driveway at 26 Linden Avenue at her request (Schedule "P") as per the Town Engineer's earlier denial. Motion carried. Mayor Bailey and Councillor Mosher voted in the negative.

## 9. New Business

### b. Recreation

- i. Lunenburg War Memorial Arena ice surface re-opening and comparative Arena information

The Recreation Director summarized her Council report (Schedule "Q"). She added that she inquired of additional arenas since the report was circulated and there are others remaining closed for the immediate future until Provincial public health restrictions during the COVID-19 pandemic are eased similar to Lunenburg.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to send a letter of support to the Provincial Government in support of the Recreation Facility of Nova Scotia Association position as attached to the staff report (Schedule "Q").

Council agreed to keep this item on the agenda for further updates as available.

The motion was put and passed.

## 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

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman to deny Travel Lunenburg's (Lunenburg Walking Tours) request for early termination of their lease and deny Class Afloat's request for a rental reduction to \$300 per month for the period July 1, 2020 to June 30, 2021. Motion carried.

- 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

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman to provide a 25% Landlord rent reduction program for the for-profit businesses that are tenants of the Town on condition that they complete a program application meeting criteria similar to

the Town's COVID-19 property tax relief program. Motion carried. Councillors Mosher and Croft voted in the negative.

By agreement the remaining agenda items noted below were deferred to the September 22 Council meeting.

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

- 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
- d. Lunenburg War Memorial Community Centre/Recreation Committee August 12 meeting minutes

9. New Business

a. Corporate Services

- v. Planning Advisory Committee citizen appointment vacancy
- vi. Policy #84 Councillors' Recognition of Years of Service
- vii. NSFM Long Service Award applications

11. Adjournment

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

The meeting adjourned at 4:16 p.m.

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Bea Renton, CAO



**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

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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.

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## 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 m<sup>3</sup> 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):

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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.

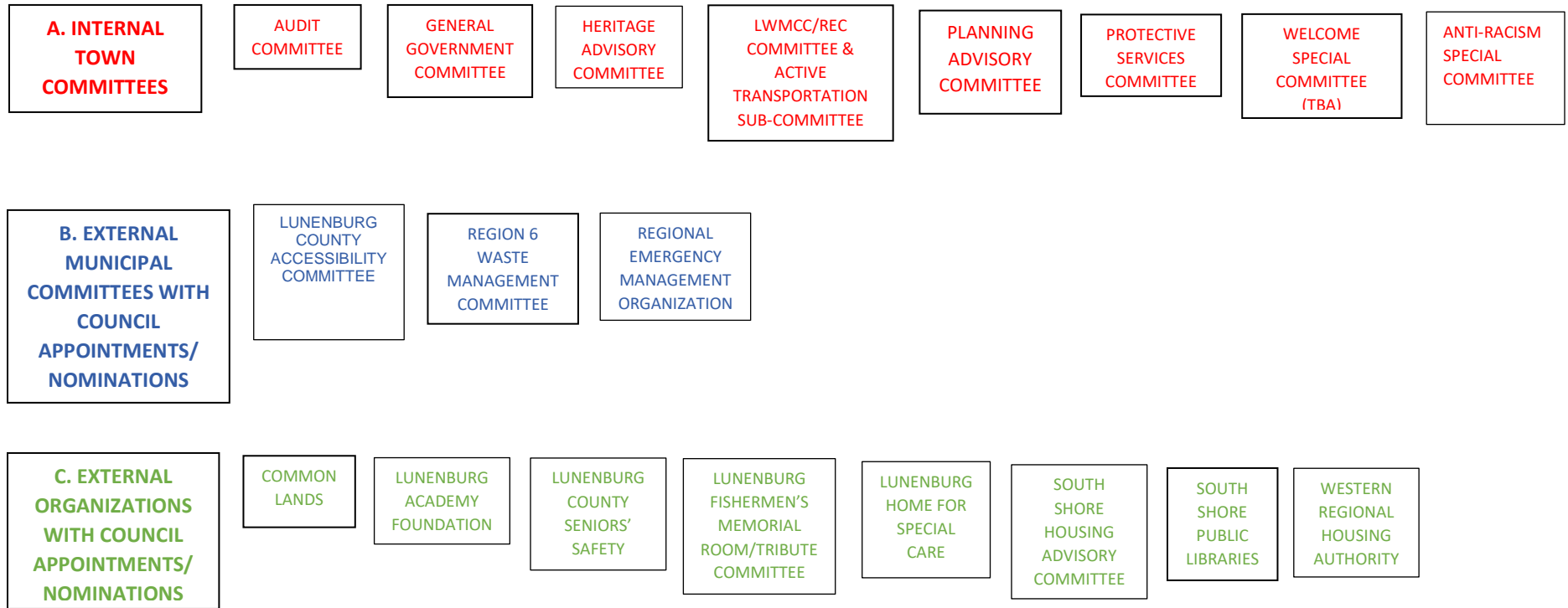
### External Boards and Committees with Town Appointments

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

# TOWN OF LUNENBURG – COMMITTEE STRUCTURE

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**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*

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Document No:  
Meeting: July 16/20 GG/Comm  
Circulate: Council  
File: Bylaws

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## 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**

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### **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**

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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.)

Circulated: \_\_\_\_\_

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**Document No:**  
**Meeting:** September 8, 2020 Council  
**Circulate To:** Council, BR, LD, KR  
**File:** Budget 2019/20

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**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**

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**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	
<b>Operating Revenue</b>			
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
<b>Total Operating Revenue</b>	<b>1,500,000</b>	<b>1,529,414</b>	<b>(29,414)</b>
<b>Operating Expenditure</b>			
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)
<b>Total Operating Expenditure</b>	<b>1,352,650</b>	<b>1,297,424</b>	<b>55,226</b>
<b>Net Operating Revenue</b>	<b>147,350</b>	<b>231,990</b>	<b>(84,640)</b>
<b>Non-operating Revenue</b>			
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)
<b>Debt charges</b>			
Principal	40,750	40,750	-
Interest and discount	19,900	19,855	45
Transfer to capital fund	17,700	107,000	(89,300)
<b>Transfers to Reserve</b>			
Reserve for land purchases	5,000	5,000	-
Reserve for Membrane Replacement	26,000	26,000	-
	109,350	198,605	(89,255)
<b>Net Non Operating Revenue (Expenditure)</b>	<b>(97,350)</b>	<b>(181,134)</b>	<b>83,784</b>
<b>Excess of revenue over expenditure</b>	<b>\$ 50,000</b>	<b>50,856</b>	<b>\$ (856)</b>
<b>Surplus, beginning of year</b>		<b>251,881</b>	
<b>Transfer to Town General</b>	<b>(50,000)</b>	<b>(50,000)</b>	
<b>Surplus, end of year</b>		<b>\$ 252,737</b>	

## Capital Report for the Year Ended March 31, 2020

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
<b>General</b>				
	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.				
<b>Building Improvements &amp; Construction</b>				
	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: \_\_\_\_\_

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**Document No:**

**Meeting:** September 8, 2020 Council

**Circulate To:** Council, BR, LD, KR

**File:** Budget 2019/20

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**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	
<b>Operating Revenue</b>			
Residential, commercial and Industrial electric energy sales	6,318,200	<b>6,399,822</b>	81,622
Street lighting - town and others	123,400	<b>124,664</b>	1,264
Customers' late charges	23,000	<b>37,628</b>	14,628
Miscellaneous	34,600	<b>38,110</b>	3,510
	6,499,200	<b>6,600,224</b>	101,024
<b>Operating Expenditure</b>			
Power purchased	5,175,200	<b>5,212,593</b>	37,393
Substations	77,500	<b>37,915</b>	(39,585)
Transmission and distribution	406,300	<b>428,629</b>	22,329
Administration and general	586,600	<b>578,351</b>	(8,249)
Depreciation	203,500	<b>199,030</b>	(4,470)
	6,449,100	<b>6,456,518</b>	7,418
<b>Net Operating Revenue</b>	50,100	<b>143,706</b>	<b>93,606</b>
<b>Non-operating Revenue</b>			
Interest earned	4,000	<b>12,218</b>	8,218
Miscellaneous	30,000	<b>21,722</b>	(8,278)
Expired Deposits & Other Settlements	-	<b>1,511</b>	1,511
	34,000	<b>35,451</b>	1,451
<b>Non-operating Expenditure</b>			
Interest on long-term debt	36,600	<b>34,674</b>	1,926
Principal repayments	100,000	<b>100,000</b>	-
Transfer to capital reserve	-	<b>44,000</b>	(44,000)
	136,600	<b>178,674</b>	(42,074)
<b>Net Non-Operating Revenue (Expenditure)</b>	(102,600)	<b>(143,223)</b>	<b>43,525</b>
Excess of revenue over expenditures	(52,500)	<b>483</b>	(52,983)
Surplus, beginning of year		<b>466,519</b>	
<b>Surplus, end of year</b>		<b>\$ 467,002</b>	

**Capital Report for the Year Ended March 31, 2020**

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
<b>Structures</b>				
	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.				
<b>Utility Line Work</b>				
	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	
<b>Capital funding from depreciation reserve for 2019/20.</b>				
<b>Balance in reserve after funding = \$723,355</b>			<b>\$189,486</b>	

Circulated: \_\_\_\_\_

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**Document No:**

**Meeting:** September 8, 2020 Council

**Circulate To:** Council, BR, LD, KR

**File:** Budget 2019/20

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**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
<b>Town Hall - Snow Load Assessment</b>	\$15,000	\$12,940.86	\$12,940.86											
<i>Budgeted funding: Capital from Revenue</i>														
<b>Lun. Academy - Interpretive Panels</b>	\$6,000	\$4,333.08	\$4,333.08											
<i>Budgeted funding: Capital from Revenue, this was a CF project</i>														
<b>Lun. Academy - Beautification Project</b>	\$40,000	\$32,107.25											\$16,053.63	\$16,053.62
<i>Budgeted funding: Prov Beautification Fund &amp; Deed Transfer Taxes</i>														
<b>Captain Angus Walters House - Capital Maintenance Repairs</b>	\$11,000	\$0.00												
<i>Budgeted funding: Capital from Revenue - project did not proceed</i>														
<b>Comprehensive Community Plan</b>	\$129,300	CF												
<i>Budgeted funding: Gas Tax, spanning fiscal 18/19, 19/20 &amp; 20/21. Total budget \$229,300</i>														
<b>Fire Dept. Turnout Gear</b>	\$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 &amp; 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
<b>Asphalt Roller (ride-on)</b>	\$40,000	\$40,288.30	\$288.30	\$40,000.00										
<i>Budgeted funding: Capital Borrowing</i>														
<b>Chev Truck (93) &amp; Plow replacement</b>	\$183,000	CF												
<i>Budgeted funding: Capital borrowing, delayed delivery, arrived in June 2020, will be financed in fiscal 20/21.</i>														
<b>Tannery Road - Seawall Replacement</b>	\$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>														
<b>Floating Dock - Boat Launch Site</b>	\$12,300	\$11,280.67											\$3,324.55	\$7,956.12
<i>Budgeted funding: Deed Transfer Taxes &amp; Prov Beautification Fund</i>														
<b>Tannery Road-Knickle to 97 Tannery Road (E),new sidewalk</b>	\$115,000	CF												
<i>Budgeted Funding: Deed Transfer Taxes</i>														
<b>Welcome Sign(s)</b>	\$20,000	\$8,384.61											\$4,192.31	\$4,192.30
<i>Budgeted funding: Deed Transfer Taxes &amp; Prov Beautification Fund</i>														
<b>Community Centre - Bathroom Renovations</b>	\$55,000	\$47,230.00	\$18,900.00											\$28,330.00
<i>Budgeted funding: Capital from Revenue, Deed Transfer Taxes</i>														
<b>Arena - Brine Repairs</b>	\$15,000	\$14,432.00	\$14,432.00											
<i>Budgeted funding: Capital from Revenue</i>														
<b>Roof Structural Repairs at Community Centre</b>	\$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>														
<b>Kissing Bridge - 332 to 332 N/Bypass</b>	\$81,000	\$72,583.05	\$83.05	\$72,500.00										
<i>Budgeted funding: Capital borrowing</i>														
<b>WWTP - Gas Sensor</b>	\$8,500	\$7,500.68	\$7,500.68											
<i>Budgeted funding: General Equipment Reserves</i>														
<b>WWTP - Biofilter</b>	\$393,000	\$286,833.60	\$30,208.39	\$41,500.00		\$215,125.21								
<i>Budgeted funding: CWWF &amp; Capital Borrowing, Total budget \$1,147,000, in fiscal 18/19 \$753,816 was expended, leaving the</i>														
<b>WWTP - Upgrade Rails and Catwalks in Aeration Building</b>	\$10,000	\$9,322.54												\$9,322.54
<i>Budgeted Funding: Deed Transfer Taxes</i>														
<b>WWTP - Cell Enhancement Booster</b>	\$3,600	\$3,635.41						\$3,635.41						
<i>Budgeted funding: Water Dividend</i>														
<b>Brook Street Storm/Sanitary separation infrastructure finalization</b>	\$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>														
<b>Parking Meters</b>	\$14,100	\$14,074.70	\$900.00				\$9,074.70	\$4,100.00						
<i>Budgeted funding: Water dividend, Capital from Revenue &amp; Reserves</i>														
<b>Coin Sorter/Roller</b>	\$5,000	\$4,599.01	\$4,599.01											
<i>Budgeted funding: Capital from Revenue</i>														
<b>Total</b>	\$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												
<b>Town of Lunenburg - General Capital 2019/20</b>												
	<b>Budget</b>	<b>Actual</b>	<b>PCAP</b>	<b>Gas Tax</b>	<b>Sewer Reserve</b>	<b>PW Equip Reserve</b>	<b>ACOA</b>	<b>Anonymous Donation</b>	<b>Canadian Heritage</b>	<b>Parks Canada</b>	<b>Academy Foundation</b>	<b>Insurance Proceeds</b>
<b>Lun. Academy Foundation - Interpretive Class Room</b>		\$34,548.58					\$17,274.29				\$17,274.29	
<i>Funding: ACOA &amp; Foundation, project to span two fiscal year, 19/20 &amp; 20/21</i>												
<b>Lun. Academy - Exterior Capital Repairs Phase II</b>	\$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 &amp; Provincial grants, Academy Foundation, Borrowing, project to span two fiscal years, 19/20 &amp; 20/21</i>												
<b>Sewer Camera</b>	\$18,000	\$9,716.46				\$9,716.46						
<i>Budgeted funding: PW Equipment Reserve</i>												
<b>WWTP Replacement Equipment damage in Dorian</b>		\$57,510.61										\$57,510.61
<i>Unbudgeted - insurance proceeds</i>												
<b>Lift Stations, capital repairs pumps</b>	\$55,000	\$42,609.72			\$42,609.72							
<i>Budgeted funding: Sewer Reserves</i>												
<b>WWTP - Voltage Reading Monitor Pump Station</b>	\$6,500	\$4,039.06		\$4,039.06								
<i>Budgeted funding: Gas Tax</i>												
<b>WWTP - Macerator Pump</b>	\$17,500	\$18,043.05		\$18,043.05								
<i>Budgeted funding: Gas Tax</i>												
<b>WWTP - Scada Upgrade for Biofilter/Micro-cool</b>	\$5,500	\$3,620.81		\$3,620.81								
<i>Budgeted funding: Gas Tax</i>												
<b>WWTP - Scada Packs for Pumping Stations &amp; Plant</b>	\$5,000	\$5,358.43		\$5,358.43								
<i>Budgeted funding: Gas Tax, CF project from 18/19.</i>												
<b>WWTP - Replace Lines and Diffusers in Aeration Tanks</b>	\$80,000	CF										
<i>Budgeted funding: Gas Tax, budgeted updated and project CF to fiscal 20/21. Work completed summer 2020.</i>												
<b>WWTP and Collection System Study</b>	\$75,000	\$72,283.86	\$36,141.94	\$36,141.92								
<i>Budgeted funding: PCAP &amp; Gas Tax, CF from 18-19</i>												
<b>WWTP - Improve Treatment Process - Pre-design</b>	\$270,000	CF										
<i>Budgeted Funding: PCAP &amp; Gas Tax, carried forward to 20/21</i>												
<b>WWTP Space UV Bank</b>	\$18,000	\$14,247.55		\$14,247.55								
<i>Budgeted funding: Gas Tax</i>												
<b>WWTP - Variable Frequency Drive</b>	\$8,000	\$8,614.44		\$8,614.44								
<i>Budgeted funding: Gas Tax</i>												
<b>WWTP - New Complete Recycling Pump</b>	\$31,500	CF										
<i>Budgeted funding: Gas Tax, delayed purchase due to Dorian, CF to fiscal 20/21.</i>												
<b>Brook Street Overflow Prevention Equipment</b>	\$119,000	\$31,419.99		\$31,419.99								
<i>Budgeted funding: Gas Tax</i>												

Legend: CF = Carried forward to fiscal 2020/21

Schedule 1												
<b>Town of Lunenburg - General Capital 2019/20</b>												
	<b>Budget</b>	<b>Actual</b>	<b>PCAP</b>	<b>Gas Tax</b>	<b>Sewer Reserve</b>	<b>PW Equip Reserve</b>	<b>ACOA</b>	<b>Anonymous Donation</b>	<b>Canadian Heritage</b>	<b>Parks Canada</b>	<b>Academy Foundation</b>	<b>Insurance Proceeds</b>
<b>WWTP - Additional UV Bank</b>	\$250,000	\$0.00										
<i>Budgeted funding: ICIP funding &amp; Sewer Reserves - deferred because funding was not received and pending pre-design work for WWTP upgrades.</i>												
<b>Total</b>	\$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>
<b>TOTAL</b>	<b><u>\$154,000</u></b>

**TOWN OF LUNENBURG**  
**GENERAL SECTION**  
**STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2020**

# DRAFT

	2020		Variance
	Budget	Actual	
<b>REVENUE</b>			
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)
<b>EXPENDITURE</b>			
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)
<b>EXCESS OF EXPENDITURE OVER REVENUE</b>	-	361	(361)
Accumulated Surplus, Beginning of Year		997	
Transfer of Surplus to Operating Reserve		(997)	
<b>SURPLUS, END OF YEAR</b>		\$ 361	

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2020**

DRAFT

		<b>2020</b>
<hr/>		
1. Taxes		
Assessable property		
Residential	\$	3,122,396
Commercial		1,422,965
Resource		6,890
		<hr/>
		<b>4,552,251</b>
		<hr/>
Business property		
Based on Revenue (Aliant)		17,983
		<hr/>
		<b>17,983</b>
		<hr/>
Other		
Sewer annual charge		953,590
Deed Transfer tax		188,631
		<hr/>
		<b>1,142,221</b>
		<hr/>
	\$	<b>5,712,455</b>
<hr/>		
2. Grants in lieu of taxes		
Provincial government (DNR)	\$	231,775
Property of supported institutions (TIR)		406
Fire Protection (Museum)		5,019
		<hr/>
	\$	<b>237,200</b>
<hr/>		
3. Sales of services		
Parking meters	\$	138,683
Transportation services		34,300
Miscellaneous		25,755
		<hr/>
		<b>198,738</b>
		<hr/>
Recreational services		
Admissions		23,694
Rentals and concessions		161,780
Rentals - School Board		30,049
Grants		37,424
Sundry		971
		<hr/>
		<b>253,918</b>
		<hr/>
	\$	<b>452,656</b>
<hr/>		

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2020**

DRAFT

	<b>2020</b>
<b>4. Other revenues from own sources</b>	
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
	<b>\$ 445,692</b>
<b>5. Unconditional transfers from other governments</b>	
HST Offset Grant	\$ 27,825
Equalization Grant	50,000
Farm Acreage	113
	<b>\$ 77,938</b>
<b>6. Conditional transfers from Federal and Provincial Government and Agencies</b>	
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
	<b>\$ 1,000</b>
<b>7. Conditional transfers from other local governments</b>	
Municipal Fire District 1 and 2 Commission	
Fire protection reimbursements	\$ 159,082
SSRSB Election Costs	-
	<b>159,082</b>
<b>8. OTHER TRANSFERS</b>	
Prior Years Surplus	\$ 997
Transfer from Operating & Capital Reserves	9,505
	<b>\$ 10,502</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2020**

DRAFT

	<b>2020</b>
9. General government services	
Legislative	
Mayor	
Stipend	\$ 8,624
Councillors	
Stipend	29,400
Travel	483
Other legislative services	7,792
	<b>46,299</b>
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
	<b>368,554</b>
Other general government	
Election costs	-
Insurance	8,607
Grants to organizations and individuals	21,471
Other general services	5,494
	<b>35,572</b>
	<b>\$ 450,425</b>
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
	<b>51,908</b>

**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

	<b>2020</b>
<hr/>	
12. Environmental health services	
Transfer to Capital Reserve for Solid Waste	
Landfill Closure/post closure costs	\$ -
Solid Waste Landfill costs	<b>159,268</b>
	<hr/> <b>159,268</b>
Sewage collection and disposal	
Labour, benefits and supplies	<b>163,456</b>
Sewer lift stations	<b>77,002</b>
Sewage treatment plant	<b>657,077</b>
Interest on sewer loans	<b>24,351</b>
	<hr/> <b>921,886</b>
Garbage and waste collection and disposal	
Collection contract and other	<b>244,747</b>
Interest on waste disposal loans	-
	<hr/> <b>244,747</b>
	<hr/> <b>\$ 1,325,901</b>
<hr/>	
13 Public Health Services	
Public Health	
Cemetery	\$ <b>44,265</b>
Housing	
Deficit of Regional Housing Authority	<b>15,710</b>
	<hr/> <b>\$ 59,975</b>
<hr/>	
14. Environmental development services	
Environmental planning and zoning	
Salaries and benefits	\$ <b>92,368</b>
Advertising and other	<b>6,934</b>
Legal	<b>13,267</b>
	<hr/> <b>112,569</b>
Community development	
South Shore Regional Enterprise Network Costs	-
Old Fire Hall	<b>32,041</b>
CNR station	<b>20,999</b>
Lunenburg Academy	<b>208,828</b>
Annex - 17 Tannery Road	<b>4,459</b>
Tourism - General	<b>11,286</b>
Strategic Planning	-
Communications	<b>10,238</b>
Visitors service centre	<b>13,944</b>
	<hr/> <b>301,795</b>
	<hr/> <b>\$ 414,364</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL STATEMENTS**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2020**

DRAFT

		<b>2020</b>
<b>15. Recreational and cultural services and education</b>		
Recreational facilities		
Recreation		
Salaries, wages and benefits	\$	<b>318,410</b>
Administration		<b>11,903</b>
Maintenance - fields and grounds		<b>3,470</b>
Maintenance - community centre		<b>35,760</b>
Maintenance - arena		<b>117,382</b>
Small tools		<b>1,544</b>
Program costs		<b>17,357</b>
Parks and playgrounds		<b>70,545</b>
Interest on capital loans		<b>9,412</b>
		<b>585,783</b>
Cultural buildings and facilities		
Library - Local branch		<b>47,193</b>
Transfer to Regional Library		<b>14,796</b>
Heritage projects		<b>110,710</b>
Capt. Angus J. Walters House Museum		<b>2,487</b>
Other services and public celebrations		<b>6,427</b>
		<b>181,613</b>
		<b>\$ 767,396</b>
<b>16. Fiscal services</b>		
Principal instalments		
Interest on temporary borrowing	\$	-
Debenture principal		<b>394,209</b>
		<b>394,209</b>
Transfer to own reserves, funds and agencies		
Reserve fund - operating reserve		<b>3,997</b>
Reserve fund - capital reserve		<b>315,057</b>
General capital funds		-
		<b>319,054</b>
Education		
Appropriation to Regional School Board		<b>823,080</b>
		<b>\$ 1,536,343</b>

**TOWN OF LUNENBURG COUNCIL/COMMITTEE MEETINGS**  
 See: [Town of Lunenburg website](#) for Zoom Meeting Access

**2020**

January						
S	M	T	W	T	F	S
			1	2	3	4
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February						
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March						
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April						
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May						
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31						

June						
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December						
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27	28	29	30	31		

\*\*\*\*\*Click on any of the Committee names below to view full Agenda Packages and Meeting Minutes\*\*\*\*\*

<a href="#">Active Transportation Sub-Committee</a> - 12:00 p.m. (4 <sup>th</sup> Wednesday/quarterly)	<a href="#">Heritage Advisory Committee</a> - 2:00 p.m. (3 <sup>rd</sup> Monday every second month) (Except May - moved to May 4th)
<a href="#">Audit Committee</a> - 12:00 p.m. or times may vary, please check out our website	<a href="#">Joint Occupational Health and Safety</a> - 11:00 a.m. (1 <sup>st</sup> Thursday every second month)
<a href="#">Council</a> - 2:00 p.m. - check website for updates/ 2 <sup>nd</sup> and fourth Tuesdays monthly) <a href="#">Council in camera</a> - 3 <sup>rd</sup> Tuesday at 2:00 p.m. video conference	<a href="#">Newcomers Welcome Group</a> - 5:00 p.m. (meetings scheduled as required) Welcome Event Nov 19
<a href="#">Project Lunenburg Steering Team</a> (2 <sup>nd</sup> Wednesday/monthly & additional dates - times will vary - contact Town Hall for details 902-634-4410 ext 255)	<a href="#">Planning Advisory Committee</a> - 2:00 p.m. (meetings scheduled as required)
<a href="#">General Government Committee</a> - 2:00 p.m. (3 <sup>rd</sup> Thursday/quarterly)	<a href="#">Protective Services Committee</a> - 2:00 p.m. (2 <sup>nd</sup> Thursday/quarterly)
	<a href="#">Recreation Committee</a> - 5:15 p.m. (2 <sup>nd</sup> 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.explorelenenburg.ca/index.php?option=com\\_docman&view=list&slug=council-2020&Itemid=967&layout=table](https://www.explorelenenburg.ca/index.php?option=com_docman&view=list&slug=council-2020&Itemid=967&layout=table)

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 30<sup>th</sup>, 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 16<sup>th</sup>, 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 16<sup>th</sup>, 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 16<sup>th</sup>, 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, 3<sup>rd</sup> 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](mailto: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](mailto: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

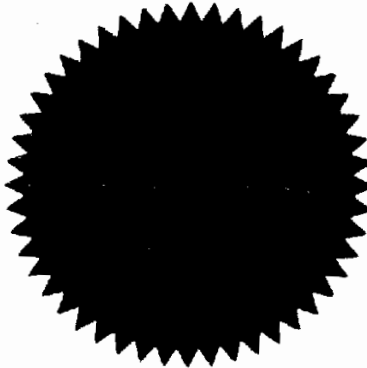
You are hereby notified that as the assessed owner of 10 Falkland Street, Lunenburg, Nova Scotia:


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 27<sup>th</sup> 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 13<sup>th</sup> 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](mailto: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 16<sup>th</sup>, 2020.

The letter of June 16<sup>th</sup>, 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,

**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 31<sup>st</sup>**.

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.

<b>Printed Name of Authorized Representative</b>	<b>Signature of Authorized Representative</b>	<b>Position Held in Organization</b>	<b>Date MM / DD / YY</b>
	<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](mailto: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
<b>Total Revenue</b>		<b>\$ 17,230</b>	<b>\$ 27,553</b>	<b>\$ 20,148</b>	<b>\$ 57,142</b>	<b>\$ 5,975</b>	<b>\$ 8,225</b>	<b>\$ 2,800</b>	<b>\$ 15,307</b>	<b>\$ 3,325</b>	<b>\$ 14,245</b>	<b>\$ 24,724</b>	<b>\$ 30,970</b>	<b>\$ 173,716</b>
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
<b>Total Expenditure</b>		<b>\$ 14,175</b>	<b>\$ 27,651</b>	<b>\$ 17,635</b>	<b>\$ 30,189</b>	<b>\$ 11,681</b>	<b>\$ 18,411</b>	<b>\$ 11,898</b>	<b>\$ 14,937</b>	<b>\$ 12,937</b>	<b>\$ 18,687</b>	<b>\$ 15,216</b>	<b>\$ 22,197</b>	<b>\$ 173,668</b>
<b>Surplus/Deficit</b>				<b>\$ 2,513</b>	<b>\$ 26,953</b>	<b>\$ 5,706</b>	<b>\$ 10,186</b>	<b>\$ 9,098</b>	<b>\$ 370</b>	<b>\$ 9,612</b>	<b>\$ 4,442</b>	<b>\$ 9,508</b>	<b>\$ 8,773</b>	<b>\$ 48</b>

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**

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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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
<b>ASSETS</b>		
Current		
Accounts receivable	\$ 5,311	\$ -
HST recoverable	6,317	-
Prepaid expenses	5,900	900
	<b>17,528</b>	<b>900</b>
Capital assets (Note 4)	<b>2,084,596</b>	<b>2,174,181</b>
	<b>\$ 2,102,124</b>	<b>\$ 2,175,081</b>
<b>LIABILITIES</b>		
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
	<b>391,585</b>	<b>488,614</b>
Deferred contributions related to capital assets (Note 7)	<b>1,820,138</b>	<b>1,895,977</b>
	<b>2,211,723</b>	<b>2,384,591</b>
<b>NET DEFICIT</b>		
Unrestricted	<b>(109,599)</b>	<b>(209,510)</b>
	<b>\$ 2,102,124</b>	<b>\$ 2,175,081</b>

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
<b>FACILITY REVENUE</b>		
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
	<b>178,745</b>	<b>129,950</b>
<b>GRANTS, CONTRIBUTIONS AND DONATIONS</b>		
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
	<b>188,895</b>	<b>133,055</b>
<b>EXPENDITURES</b>		
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
	<b>267,729</b>	<b>292,124</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES FOR THE YEAR</b>	<b>\$ 99,911</b>	<b>\$ (29,119)</b>

See accompanying notes to the financial statements

## Statement of Changes in Net Deficit

Year Ended September 30, 2019

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

See accompanying notes to the financial statements

## Statement of Cash Flows

Year Ended September 30, 2019

	2019	2018
<b>OPERATING ACTIVITIES</b>		
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)
	<b>113,659</b>	<b>(14,236)</b>
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
	<b>(24,338)</b>	<b>7,239</b>
Cash flow from (used by) operating activities	<b>89,321</b>	<b>(6,997)</b>
<b>FINANCING ACTIVITIES</b>		
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	<b>(40,185)</b>	<b>(52,964)</b>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>49,136</b>	<b>(59,961)</b>
Deficiency - beginning of year	<b>(68,114)</b>	<b>(8,153)</b>
<b>DEFICIENCY - END OF YEAR</b>	<b>\$ (18,978)</b>	<b>\$ (68,114)</b>

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
	<b>\$ 3,301,409</b>	<b>\$ 1,216,813</b>	<b>\$ 2,084,596</b>	<b>\$ 2,174,181</b>

## 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

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## 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.

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## 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.

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**Document No:**  
**Meeting:** August 25, 2020  
**Circulate To:** Council, BR, LD  
**File:** Lunenburg Academy

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, HERITAGE MANAGER**

**DATE: AUGUST 5, 2020**

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

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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:**

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

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

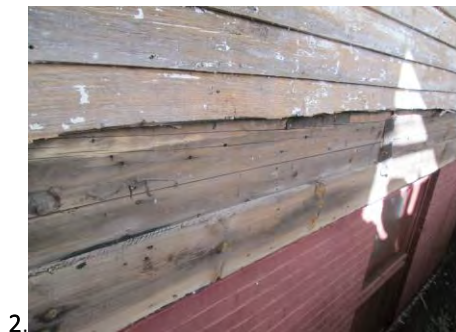
## 1.0 Review of ongoing work – East Elevation

### 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



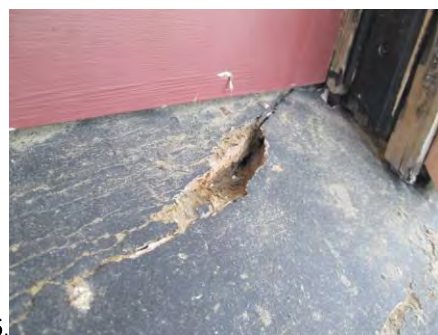
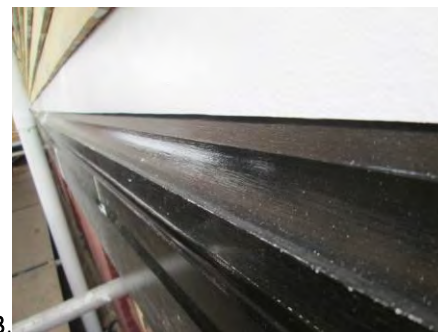
## 1.0 Review of ongoing work – East Elevation

### 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.



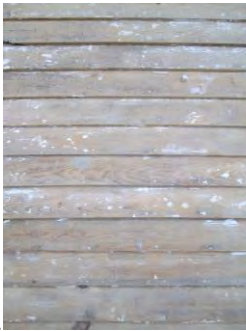
8.



9.

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

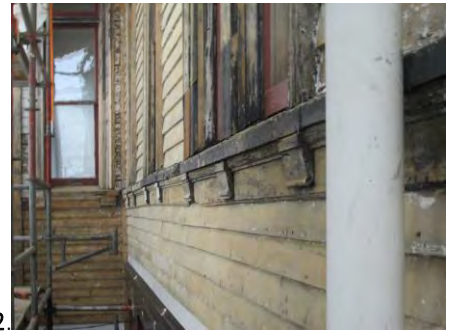
2.4 **Siding & Shingles** –Stripping of the clapboard siding is complete in this section (photos 10, 11 & 12). Minimal clapboard replacements were undertaken as its condition is generally good, with only one run of board replaced above the new water table band to date (see photo 2).



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.



13.



14.

#### 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

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## 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

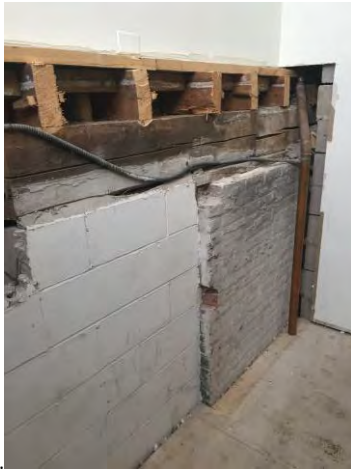
December 19, 2019, – A field review was conducted by Graeme Duffus, of DSRA, of the East elevation and the Elevator Entrance upgrade at the Lunenburg Academy. Outdoor temperatures were approximately 2°C with a cloudy sky. The purpose of this visit was to review the as found structural elements found 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

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## 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.

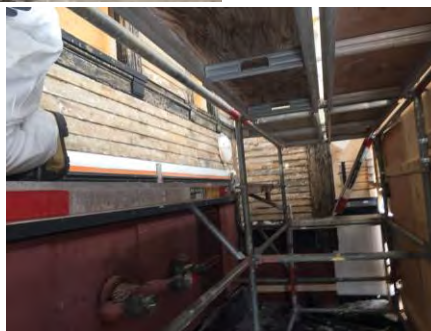
2.2 **Trims, Bands & Decorative elements** –Paint stripping was continuing at the left-hand section where the staging has been moved (photo #1-3).



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).

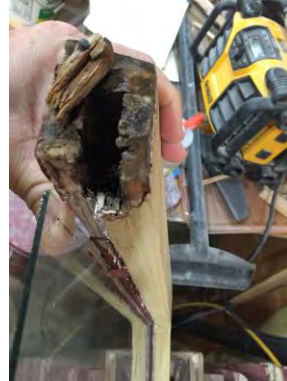
2.5 **Windows** – Sash and transom removals are complete (photo 1). A trip to the window shop in Black Point was made, after leaving the site, to evaluate the general condition of the sashes and verify the types.



4. Sashes stacked



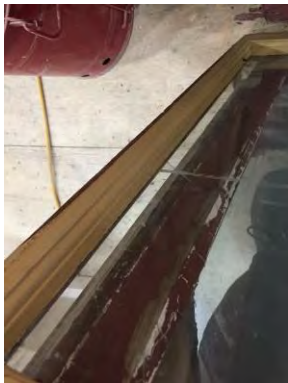
5. Rot to round top



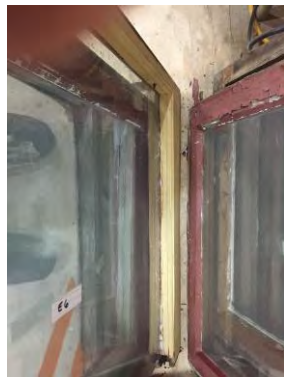
6. most decorative profile with poor mortice joint



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 unknow 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 widenend 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

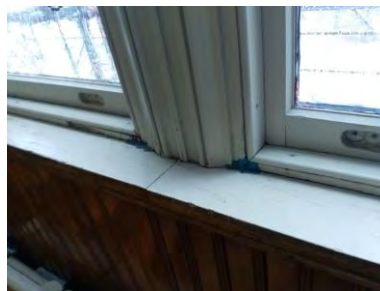
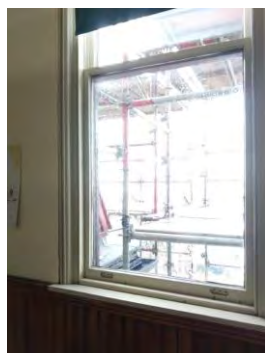
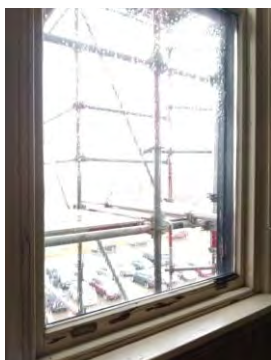
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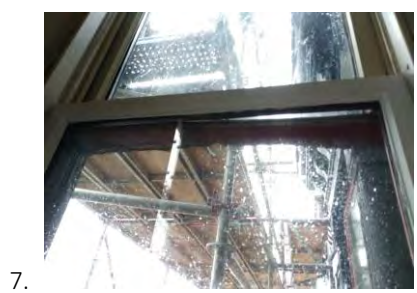
## 1.0 Review of ongoing work – East Elevation & Elevator Entrance

### 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 3<sup>rd</sup> 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 4<sup>th</sup>, 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.



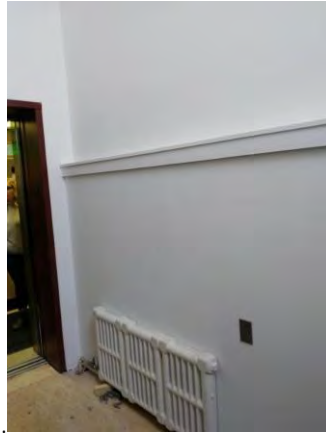
2.7 **Staging** –The staging and hoarding is now in place all the way to the towers, where work is continuing. Paul of Town of Lunenburg, will inform of timetable for finishing the stage, as they want to take the Bell down before the staging is finished around the towers. It is up to Paul to meet with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



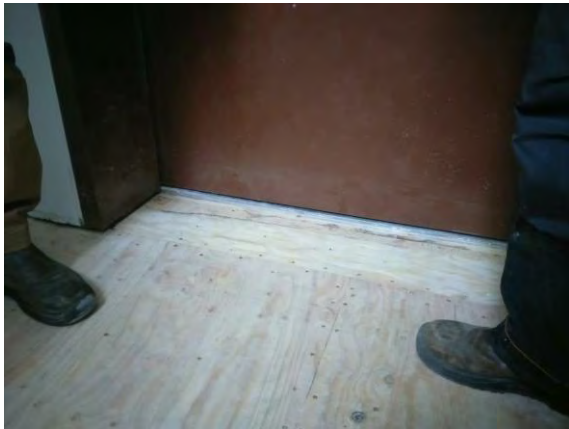
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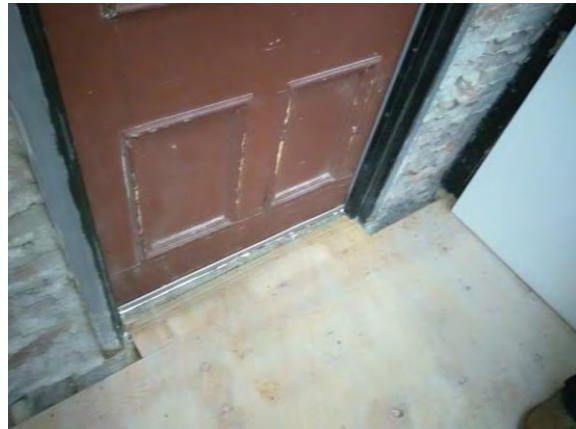


12.



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

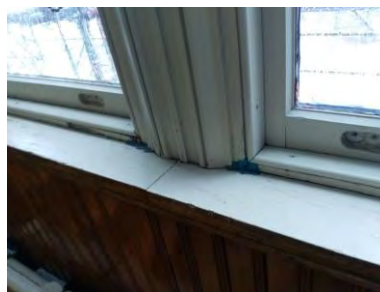
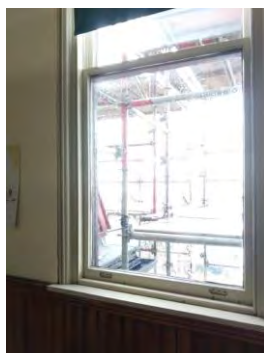
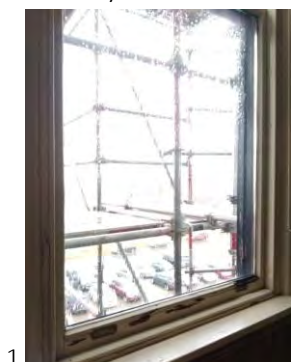
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## 1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on window boxes third floor

### 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 3<sup>rd</sup> 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

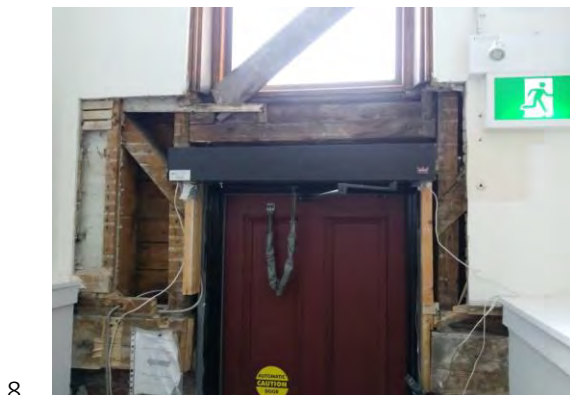
sills were required and that the connection to the boxes would be lost in the process. That would result in a poorly constructed window box which likely would fail much earlier. While the staging was up, we noted the outriggers were not installed yet. High advised they would be installed soon but that 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 13<sup>th</sup>, 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 4<sup>th</sup>, 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.



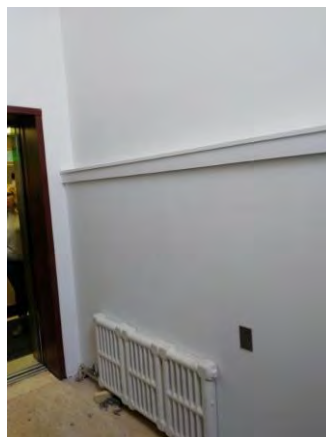
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2.8 **Elevator Entrance** –The new interior drywall finishes are done on the 3 walls except on the wall where the entrance door should come in. Construction of the elevator vestibule floor is finished, but there is not enough space to install porcelain 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 10<sup>th</sup>, 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.

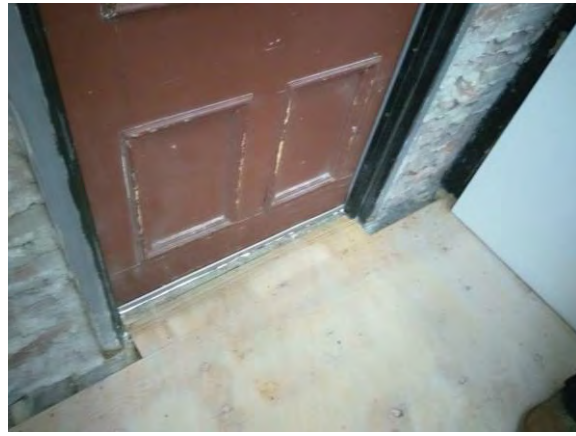


12.



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

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## 1.0 Review of ongoing work – East Elevation & Elevator Entrance; focus on the flashing location inspection for Supplemental Site Instruction #2 (issued on June 3<sup>rd</sup>, 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<sup>o</sup>C 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.

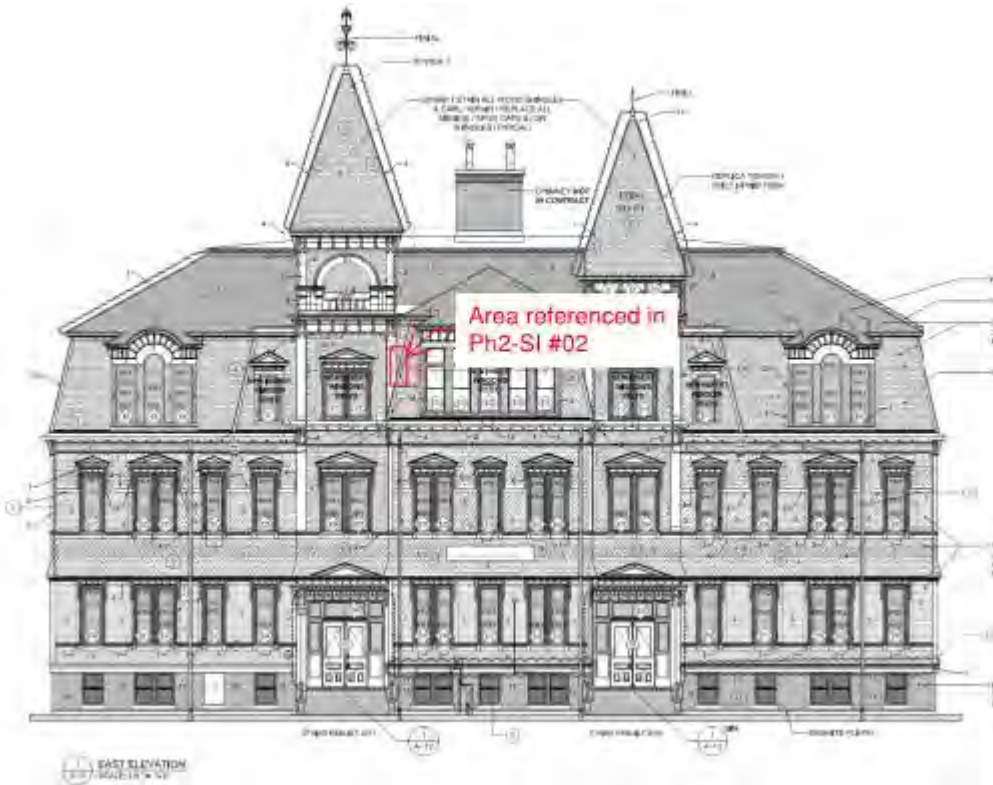


Figure 1- Location of required flashing detail- SSI # 2



Figure 3- Existing Flashing

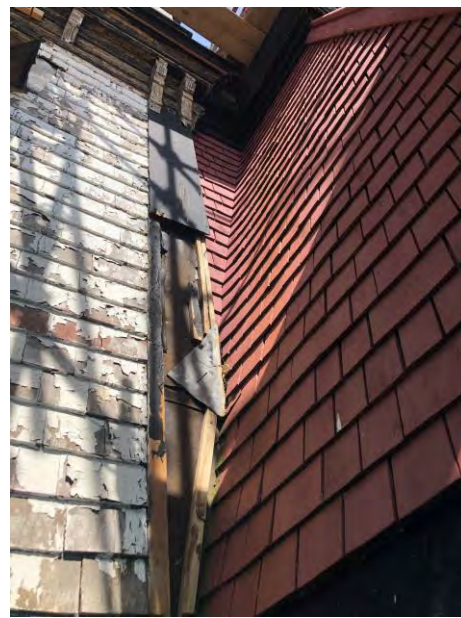


Figure 2 Trim at connection between roof and elevation

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 22<sup>nd</sup>, 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 30<sup>th</sup>, 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

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**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. 23<sup>0</sup> 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

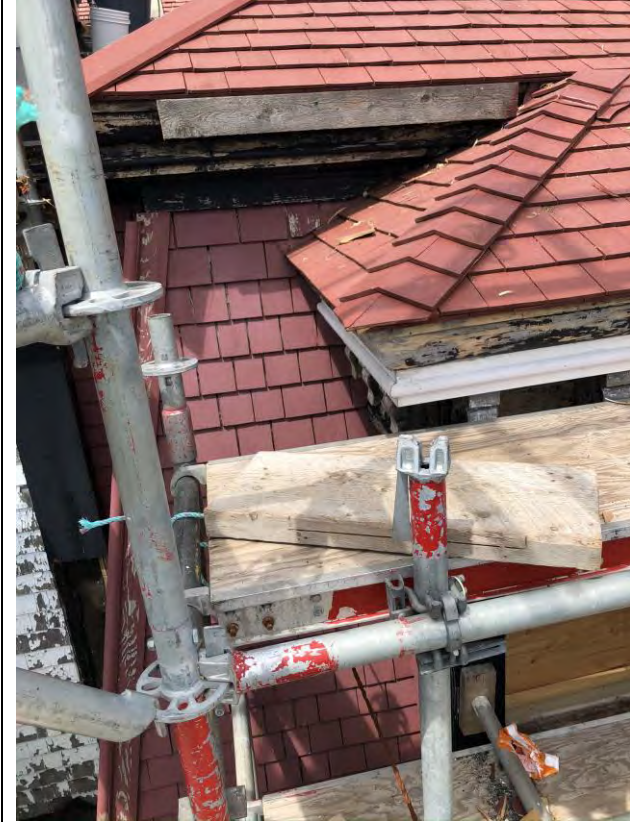


Figure 9 – Cladding beside window E 18. Eaves to be completed.



Figure 10– Bell to be removed.

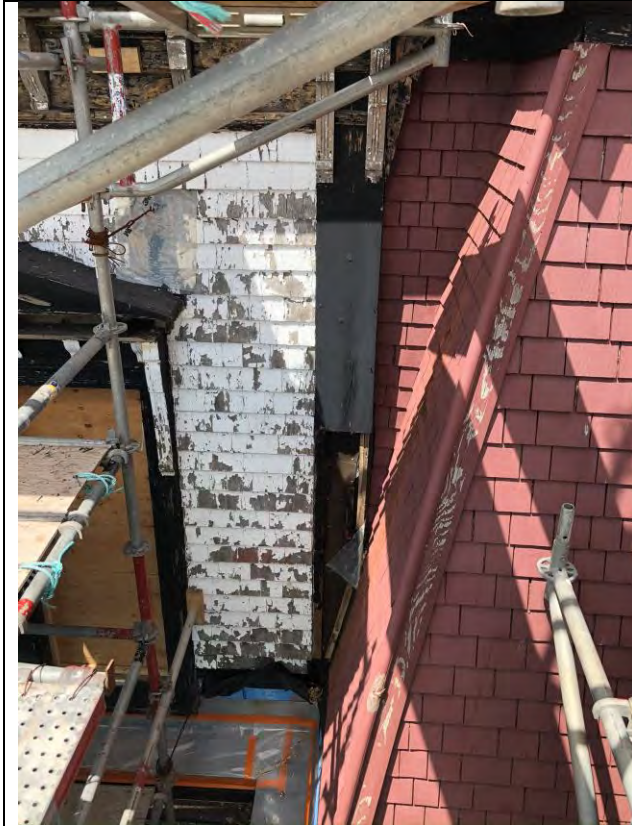


Figure 11 –Area of white painted shingles cladding beside roof to be completed. Note Cladding not completed and flashing detail not completed yet.



Figure 12 Protection in place on the top of the cornice, between 2<sup>nd</sup> and 3<sup>rd</sup> 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.

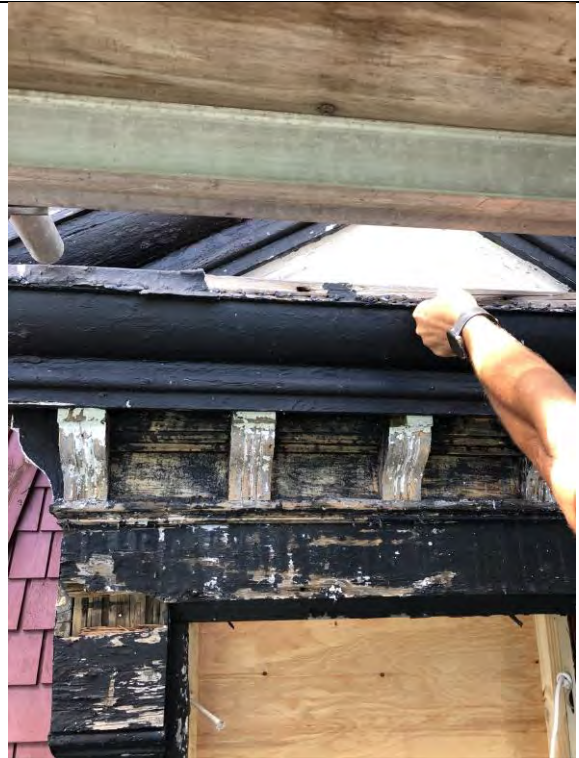


Figure 14 –Rotten wood discovered after paint removal at pediment. Typical.



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



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

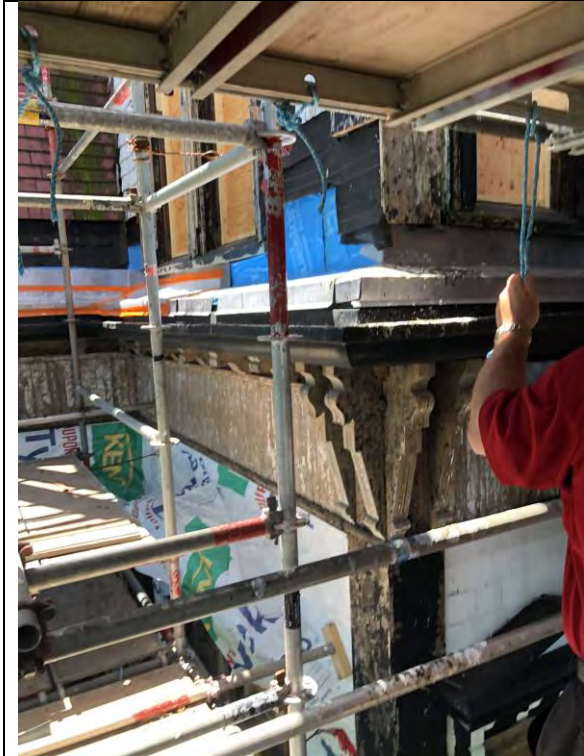


Figure 17 –Flashing at cornice. Corner detail.



Figure 18 –Roof shingles being completed.



Figure 19 –Out of plumb of widows being verified.

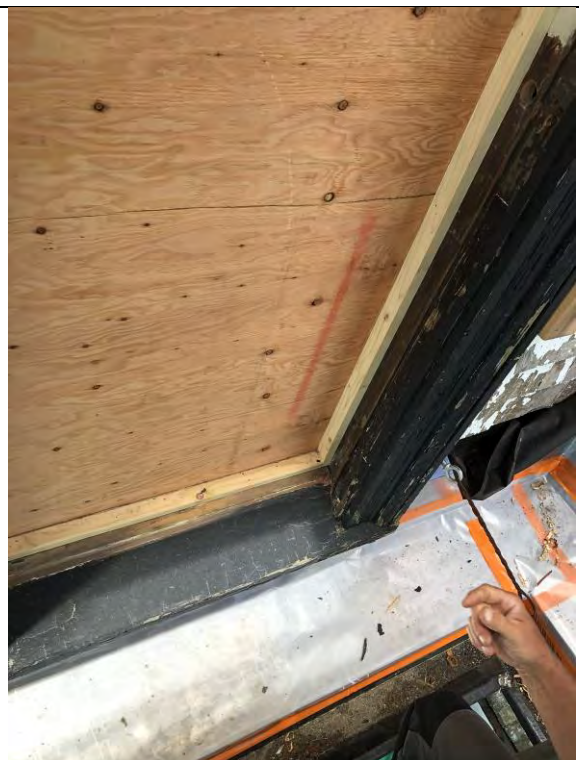


Figure 20 –Approx. size of out of plumb (1/2 inch) being indicated.



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 22<sup>nd</sup>, 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 7<sup>th</sup>, 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.

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**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.

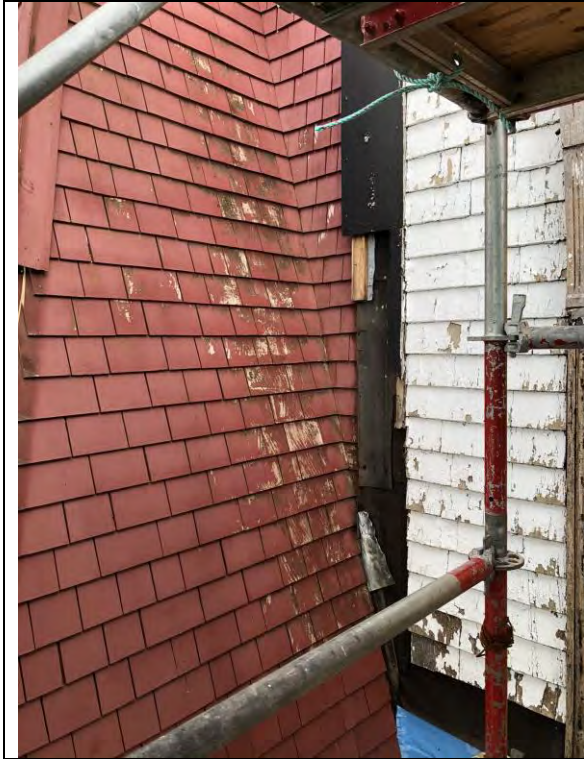
The review of the site was based on a visual assessment of accessible components of the outside of the building and closer inspection of subject location areas from stage. Further comment as follows:

**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 (3<sup>rd</sup> 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.*

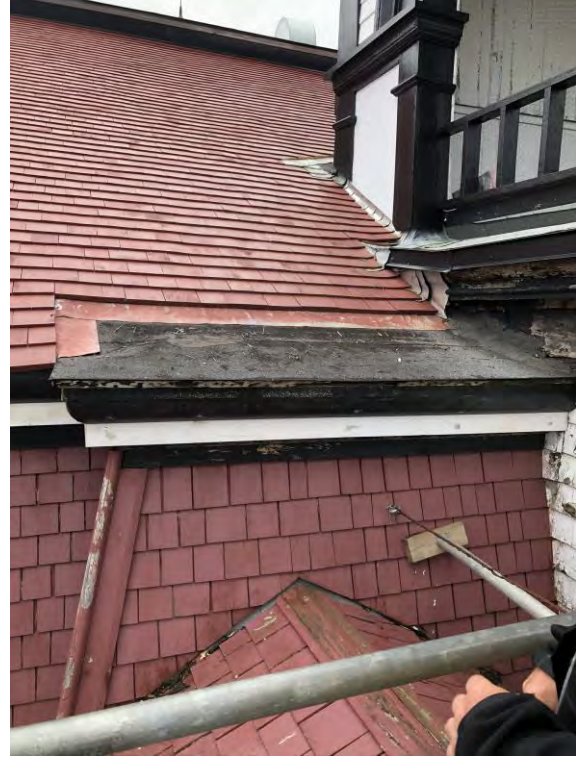


Figure 3 – Existing asphalt layers not replaced by Lead Coated Copper flashing



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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 2<sup>nd</sup> and 1<sup>st</sup> 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.

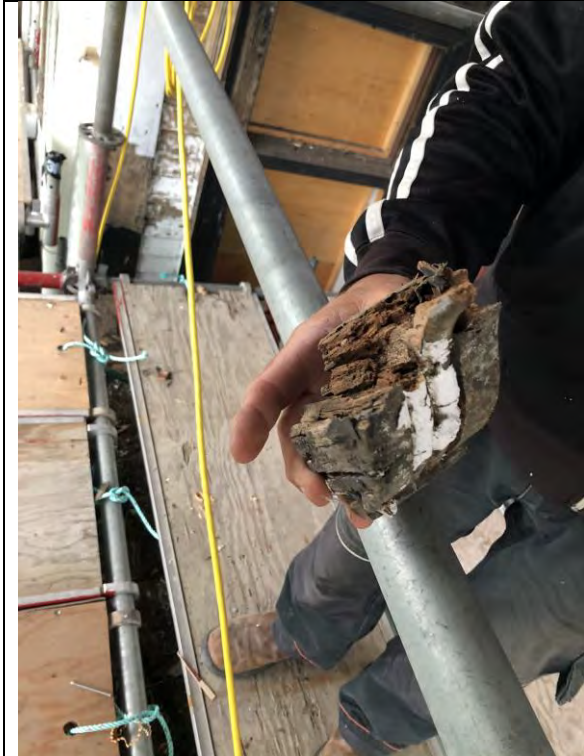


Figure 17 –Rotten wood breaks as touched by hand. Elements in this condition are being replaced by replicas.



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.

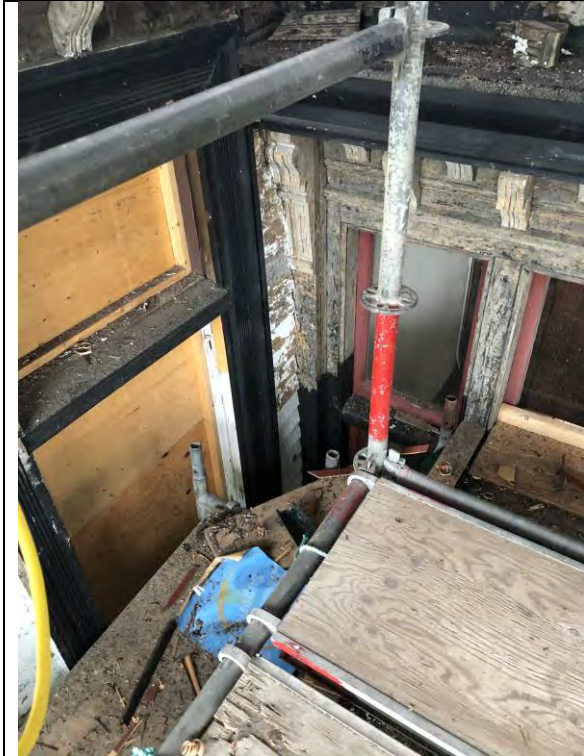


Figure 21 – Missed corbels below pediment.



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.

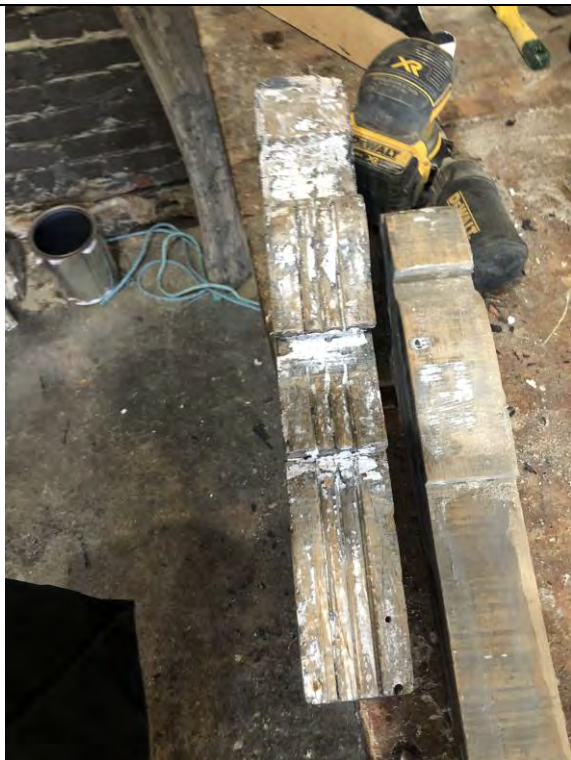


Figure 27– Different types of historic woodwork found on diverse part of the building. Many previous repairs were not executed to match original or historic woodwork.



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 8<sup>th</sup>, 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. 22<sup>0</sup> 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.

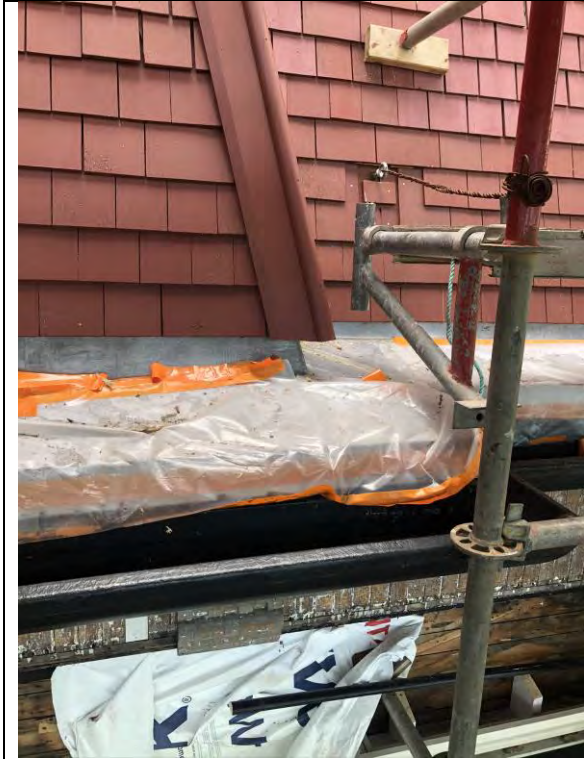


Figure 1- Roof hip band installed.



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

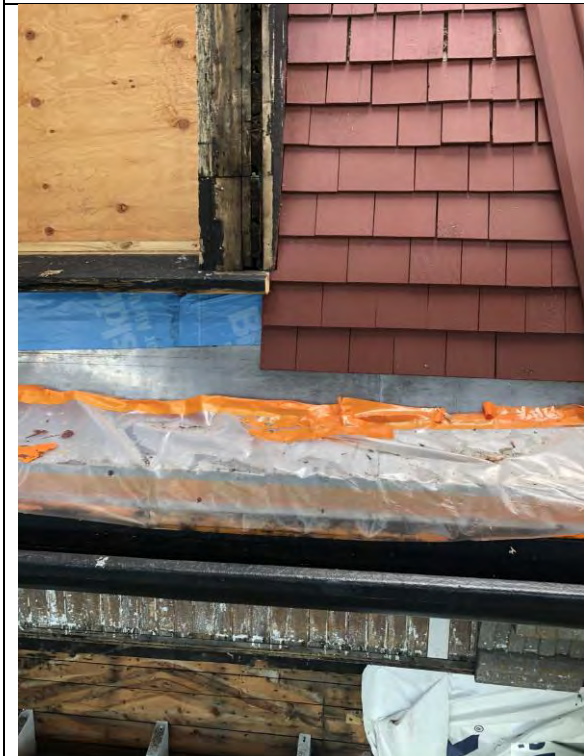


Figure 3- Shingles on the 3<sup>rd</sup> floor. Repairs almost completed. Note dutchmen repair at the base of window trim.



Figure 4- Shingles on mansard roof window on the 3<sup>rd</sup> 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

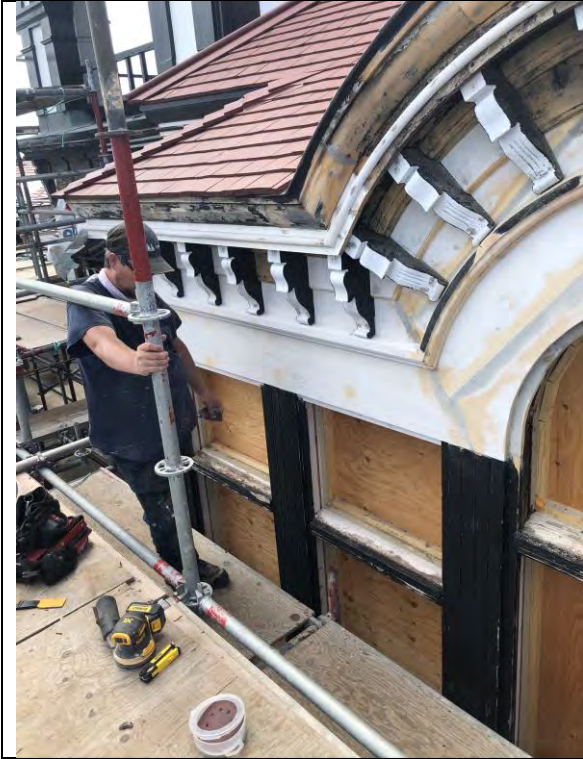


Figure 15- Wood work being repaired at the Palladian windows



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.

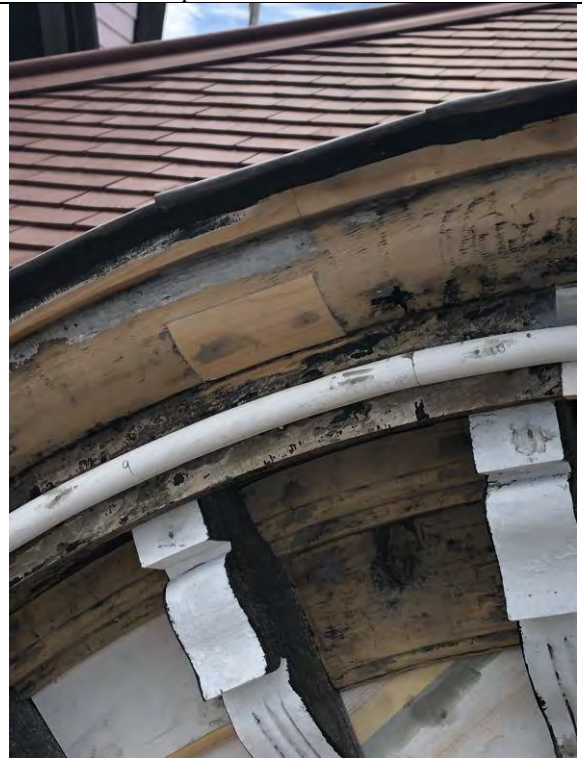


Figure 18- Wood work being repaired at the Palladian windows. Dutchmen repair.



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



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

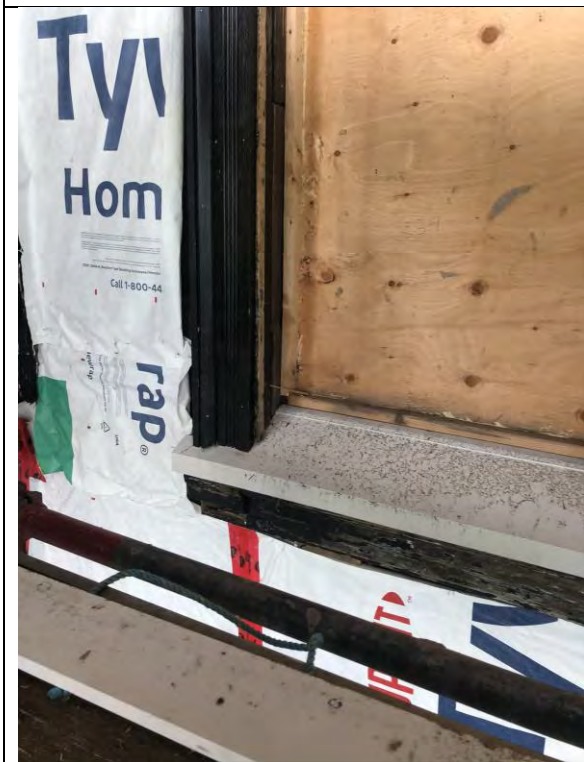


Figure 21 – replacement of window sill with replica.



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

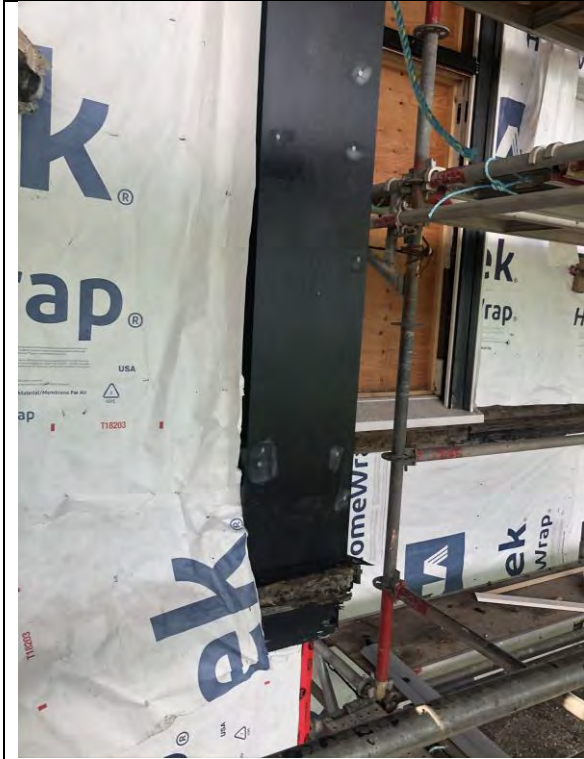


Figure 23 – Wood pilaster replacement

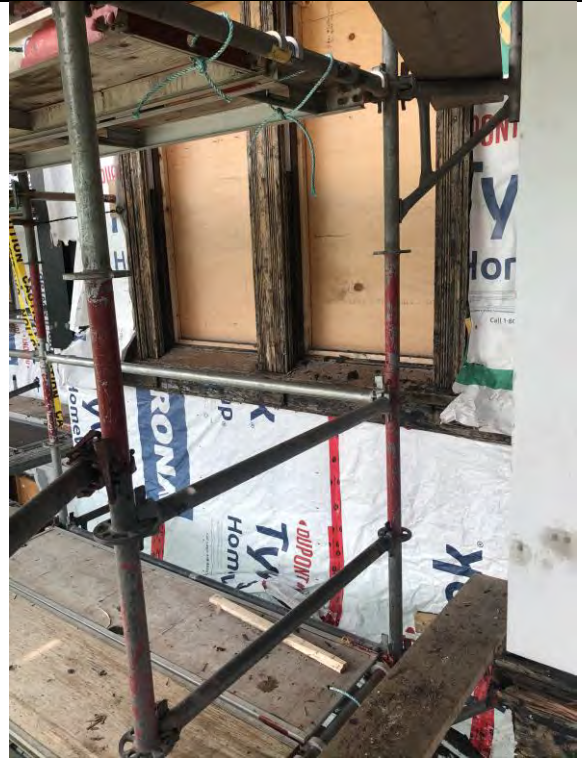


Figure 24– Window sill to remain. Typical.



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

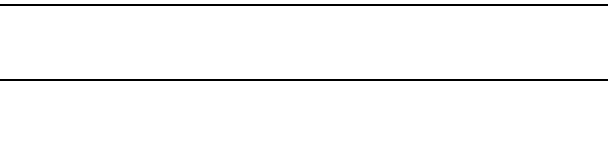


Figure 46 – Pediment to be repaired

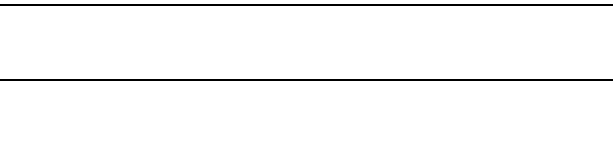




Figure 47 – Pediment partially repaired and primed.



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.

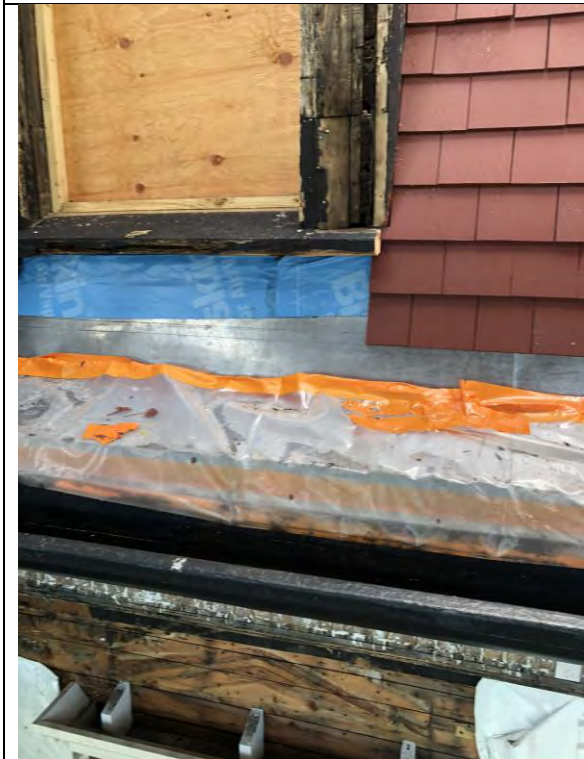


Figure 67 – previous repair at trim to be removed.



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 9<sup>th</sup>, 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 6<sup>th</sup>, 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



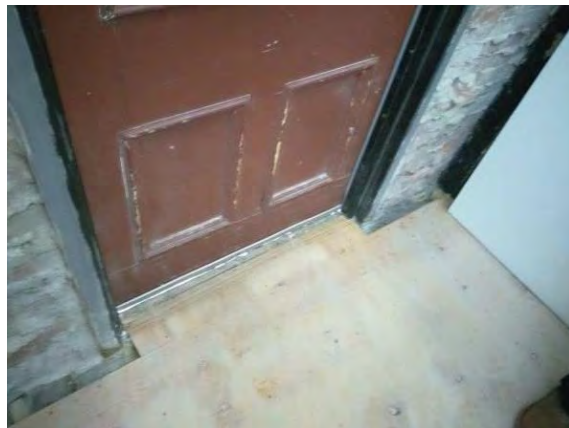
missing stile

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**

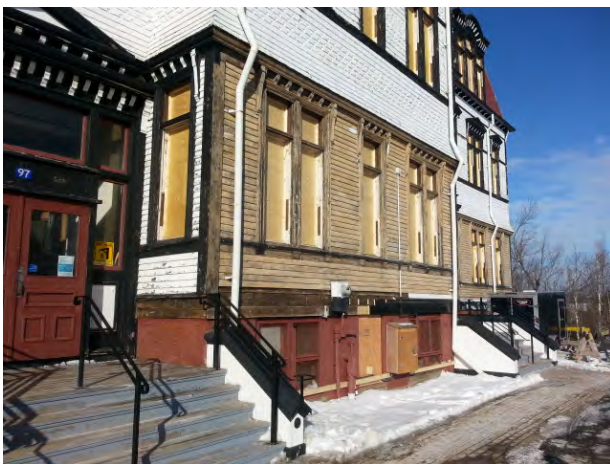
- repairing or replacing deteriorated wood as required, to match the existing detailing and materials;
- scraping and painting in place, to match the existing paint scheme.

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 Cultural Action Plan for Lunenburg

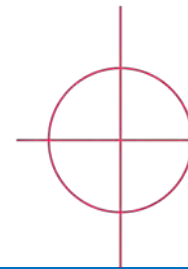
Presented to  
Lunenburg Town Council  
August 25, 2020



# Introductions

## Presenter:

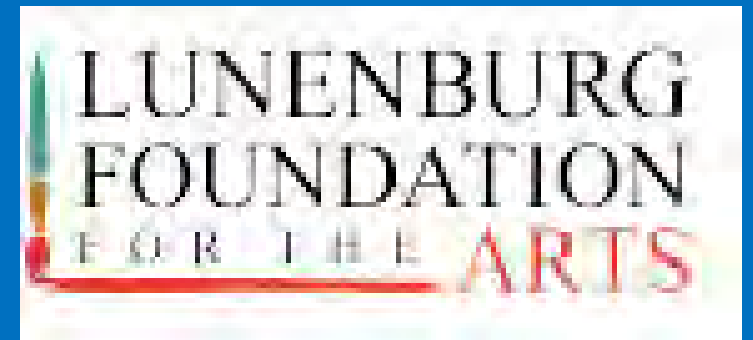
Rebecca Cann, Consultant  
Janis A. Barlow & Associates



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.



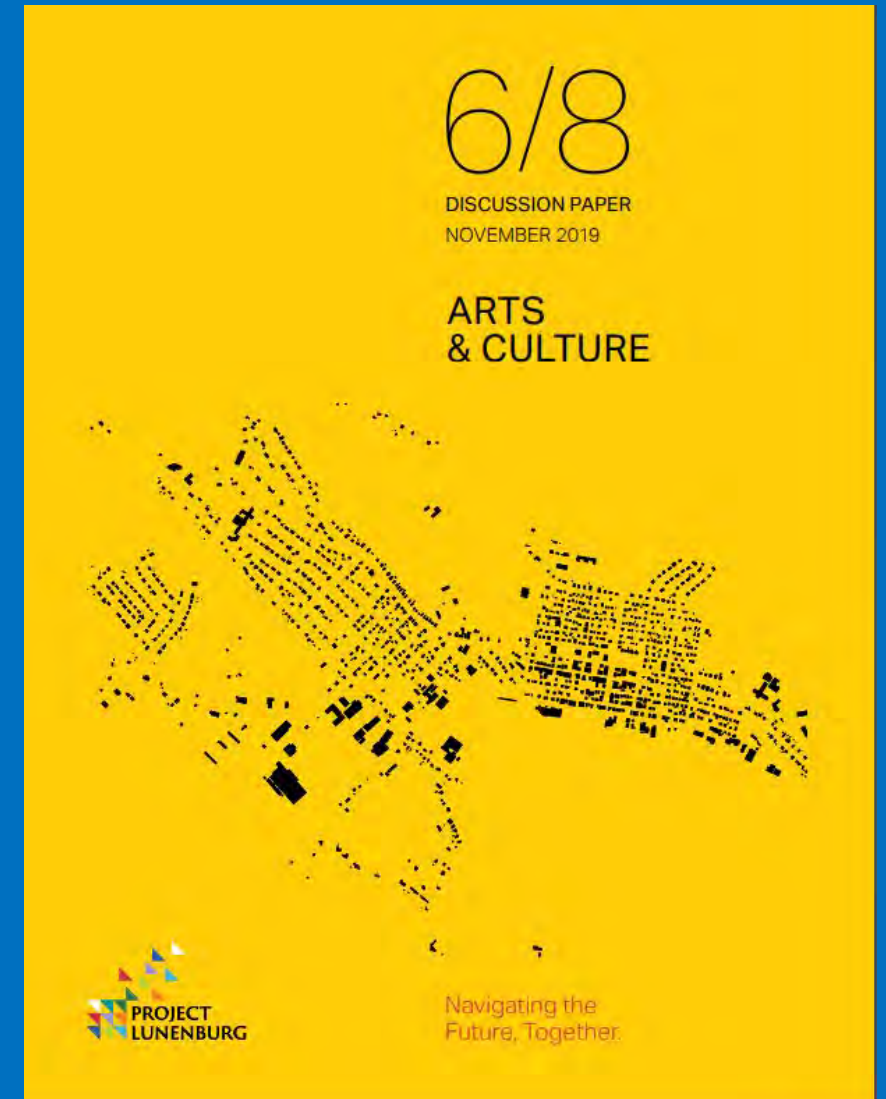
Christmas lights at the Heritage Bandstand

# Planning process engaged local community

- Culture-specific survey to residents (112 respondents)
- Survey to Cultural Sector (38 respondents)
- Site Visits
- Interviews (24)
- Community Roundtable ( $\approx$ 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
<b>Leverage authentic local culture to expand international tourism</b>						
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 <a href="https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html">https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html</a>
		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, likely made of metal or wood, are hanging from a decorative wrought-iron bracket attached to the pole. The fish are arranged vertically, 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, and they appear to be enjoying 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.”<sup>1</sup> 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.

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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 several metal buckets. 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.”<sup>2</sup>*

# 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.”<sup>3</sup>

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](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
<b>Community Cultural Organizations</b>	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	
<b>Cultural Facilities &amp; Spaces</b>	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	
<b>Cultural Festivals &amp; Events</b>	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
<b>Cultural Heritage</b>	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
<b>Cultural Heritage</b>	"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
<b>Cultural Industry</b>	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

Cover	“The Fish” by Laurie Fisher
Page 2	Mural, corner of Faulkland St. and Lincoln St., by Peter Matyas
Page 4	Doorknob inside the Lunenburg Academy
Page 6	Lunenburg Folk Harbour Festival at the Heritage Bandstand
Page 8	“Nested” by Alexander Graham
Page 18	Inside the Knaut-Rhuland House Museum
Page 20	Detail from the Zion Evangelical Lutheran Church
Page 22	Cape Sable Wheelhouse, Fisheries Museum of the Atlantic
Page 23	Joel Quarrington with a student of the Lunenburg Academy of Musical Performance
Page 24	A Lunenburg Art Gallery Society event
Page 30	From the Nova Scotia Folk Art Festival — Richard Crowe’s “Women”
Page 33	Crab door knocker, Old Town
Page 40	Nova Terra Cotta Pottery

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
<b>Leverage authentic local culture to expand international tourism</b>						
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 <a href="https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html">https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html</a>
		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
<b>Build local engagement with arts, heritage and cultural activity</b>						
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
<b>Foster excellence in cultural stewardship</b>						
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
<b>Cultivate inclusivity</b>						
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
<b>Build a foundation for cultural sustainability</b>						
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
<b>Build a foundation for cultural sustainability <i>cont'd</i></b>						
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: \_\_\_\_\_

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

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**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**

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**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>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
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
<b>Average Daily Volume/Year USG</b>		752,889	745,054	749,334	763,270	782,155	853,598	843,283	800,912	931,884	684,717	745,925
<b>Days per year</b>		365	365	365	366	365	365	365	366	365	365	365
<b>Total Yearly Volume USG</b>		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
<b>Year to Year Increase (Decrease) USG</b>		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**

<b>2014</b>				
	<b>Pumped</b>	<b>Sold *</b>	<b>Unaccounted Water Use/Loss</b>	<b>Percent</b>
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%
<b>2015</b>				
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%
<b>2016</b>				
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%
<b>2017</b>				
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%
<b>2018</b>				
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%
<b>2019</b>				
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%

<b>2020</b>				
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
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May	1	Lorne Street	Civic 20	3/4" water service swedge curb stop
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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
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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
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<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
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<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
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May	15	Bayview Drive	Behind 305 Pelham	2" plastic line fitting
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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				

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File: Water/Wastewater - General

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## 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**

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### 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 8<sup>th</sup> and June 12<sup>th</sup> 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>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
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
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<b>Days per year</b>		365	365	365	366	365	365	365	366	365	365	365
<b>Total Yearly Volume USG</b>		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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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**

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<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
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## 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**

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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>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
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
<b>Average Daily Volume/Year USG</b>		752,889	745,054	749,334	763,270	782,155	853,598	843,283	800,912	931,884	684,717	745,925
<b>Days per year</b>		365	365	365	366	365	365	365	366	365	365	365
<b>Total Yearly Volume USG</b>		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
<b>Year to Year Increase (Decrease) USG</b>		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**

<b>2014</b>				
	<b>Pumped</b>	<b>Sold *</b>	<b>Unaccounted Water Use/Loss</b>	<b>Percent</b>
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%
<b>2015</b>				
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%
<b>2016</b>				
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%
<b>2017</b>				
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%
<b>2018</b>				
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%
<b>2019</b>				
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%

<b>2020</b>				
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	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
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](http://www.explorelunenburg.ca)

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TOWN OFFICE  
902-634-4410

ELECTRIC UTILITY  
902-634-4410

FIRE DEPARTMENT  
902-634-8343

PUBLIC WORKS  
902-634-8992

RECREATION  
902-634-4006

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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](mailto: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

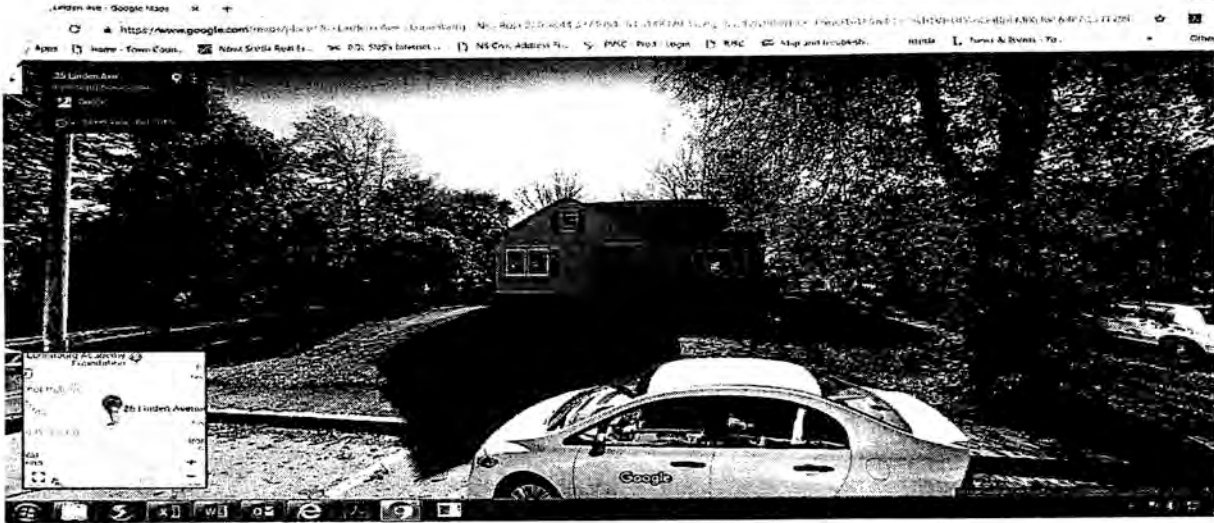
REQUIRED PERMITS ISSUED • Describe: \_\_\_\_\_

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

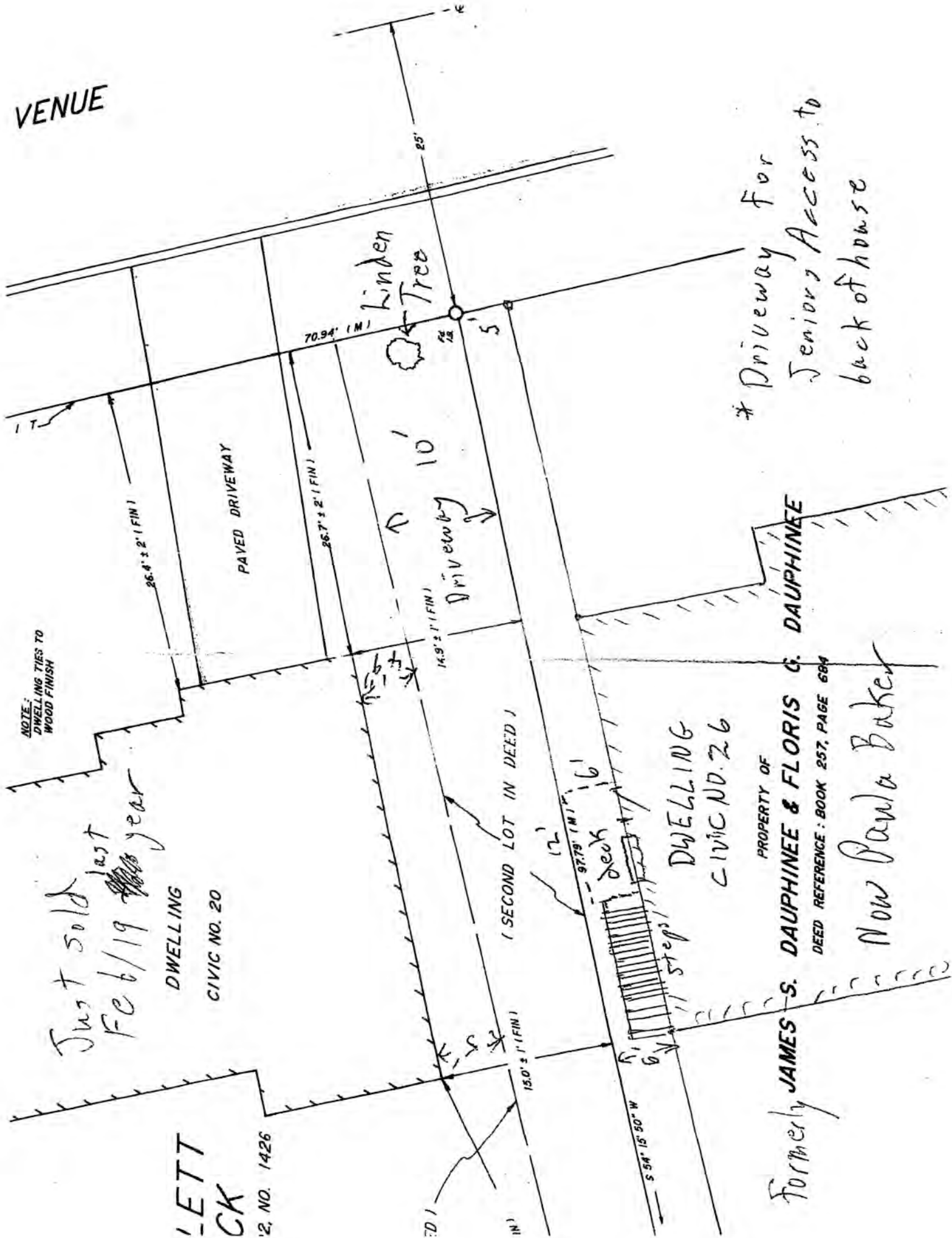
4th Ave

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  
Feb 6/19 ~~year~~  
last year

DWELLING  
CIVIC NO. 20

LETT  
CK  
2, NO. 1426

PAVED DRIVEWAY  
10'  
Driveway

Linden  
Tree

(SECOND LOT IN DEED)

DWELLING  
CIVIC NO. 26

PROPERTY OF

Formerly JAMES S. DAUPHINEE & FLORIS G. DAUPHINEE

DEED REFERENCE: BOOK 257, PAGE 684

Now Paula Baker

Document No:
Meeting:
Circulate To:
File:

## 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 "1<sup>st</sup> 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

5516 Spring Garden Road,  
4<sup>th</sup> Floor  
Halifax, NS  
B3J 1G6

Tel: 902-425-5450 ext. 330  
Fax: 902-425-5606

Website: [www.rfans.com](http://www.rfans.com)

Email: [rfans@sportnovascotia.ca](mailto:rfans@sportnovascotia.ca)

August 24<sup>th</sup>, 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 1<sup>st</sup>, 2020; or at least an announcement by September 1<sup>st</sup> noting an October 1<sup>st</sup>, 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