

# AGENDA

## Town of Lunenburg Council Meeting

Tuesday, March 22, 2022 at 6:00 p.m.

Council Chamber, 120 Townsend Street/Zoom Webinar

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1. Call to Order – Mayor Risser
2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People – Mayor Risser
3. Agenda

**Motion:** moved and seconded approval of the agenda.

4. March 8, 2022 Council Meeting Minutes

**Motion:** moved and seconded approval of the March 8, 2022 Council meeting minutes.

5. Public Hearings, Presentations and Questions
  - a. Lunenburg County Seniors' Safety Program – David Murdock and RCMP representative
  - b. Senior Wheels program – Chris Pelham
6. Correspondence, Petitions and Proclamations Consideration
7. Business Arising from the Minutes/Unfinished Business
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
  - a. Heritage Advisory Committee Meeting Minutes March 2, 2022
  - b. Joint Occupational Health and Safety Committee Meeting Minutes March 3, 2022
  - c. Committee of the Whole Meeting Minutes March 1, 2022 – Mayor Risser 1 x recommendation

**Motion:** moved and seconded to approve the 2022/23 Capital Budget as presented, with the exception of Fire Protection.

- d. Low Income Property Tax Relief 2022

**Motion:** moved and seconded to amend Procedural Policy #71 "Low Income Property

Tax Relief” to reflect increases in the household income thresholds and increases to the annual benefit.

- e. Town of Lunenburg Procedural Policy: Commemorative Flag Raising Requests

Motion: moved and seconded to repeal the 2017 Procedural Policy “Commemorative Flag Raising Requests” and replace with the Draft Procedural Policy “Commemorative Flags and Proclamations”.

- f. Town of Lunenburg Procedural Policy: Council and Committee Meetings and Proceedings – Notice of Motion

Councillor \_\_\_\_\_ gave notice of motion that at the April 12, 2022 Council Meeting, Procedural Policy #96 Council and Committee Meetings and Proceedings be revised as drafted, in accordance with section 19A of the Municipal Government Act.

- g. Revised Public Participation Program – staff report and recommendation

Councillor \_\_\_\_\_ gave notice of motion that at the April 12, 2022 Council Meeting, the existing Procedural Policy #65 – Public Participation Program be rescinded and to approve the revised Planning Public Participation Program (Policy) as drafted.

## 9. New Business

- a. Nomination for the 2022 Provincial Volunteer Representative for the Town of Lunenburg – Approval for Nomination

Motion: moved and seconded to award Crispin Cook as the 2022 Provincial Volunteer Representative for the Town of Lunenburg.

- b. Salt Truck Tender – staff report and recommendation

Motion: moved and seconded that the Salt Truck Tender be awarded to Silver’s Garage (2008) Limited for the tendered price of \$188,954 plus HST.

- c. June 12, 2022 Lunenburg World Heritage Site 5K Road Race Special Event Permit Application

Motion: moved and seconded to approve the Lunenburg World Heritage Site 5km Road Race June 12, 2022 Special Event Permit Application, subject to conditions outlined in the staff report section 2.

- d. Burg Classic Request for Exemption to Noise Bylaw

**Motion:** moved and seconded to approve the request of the BURG Classic Charity Hockey Tournament for a Noise Bylaw section 7 exemption for post-game live music events held at Lightship Brewery on the evenings of April 1 and 2, 2022 until 12:00 a.m.

e. Lunenburg County Seniors' Safety Program

**Motion:** moved and seconded to refer the Lunenburg County Seniors' Safety Program grant request to the Community Grants considerations.

f. Senior Wheels Program

**Motion:** moved and seconded to provide a letter of support to Senior Wheels for their application to the Federal Government for Rural Transit Solutions Funding.

10. Meet in camera

**Motion:** moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- Lunenburg Academy
- Waste Site Dispute Update
- CAO Update

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and/or recommendations pursuant to section 22 (3), Municipal Government Act

12. Adjournment – Mayor Risser

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

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Town Engineer will prepare a report for draft Budget 2021/22 consideration	TBD

Please note – The agenda is subject to change.

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, MARCH 8, 2022 AT 6:00 P.M.**

**COUNCIL CHAMBER**

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**PRESENT:** Mayor Matt Risser  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Ann Covey, Recording Secretary  
Lisa Dagley, Finance Director  
Lisa Kendall, Municipal Engineer/Project Manager  
Arthur MacDonald, Heritage Manager  
Kevin Malloy, Interim Chief Administrative Officer  
Heather McCallum, Assistant Municipal Clerk

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1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

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

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

He then acknowledged International Women's Day.

3. Agenda

Motion: moved and seconded approval of the agenda. Motion carried.

4. February 22, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the February 22, 2022 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

a. Cpl. John Payne, RCMP, Cst. Sonja Upshaw - Quarterly Report

Cst. Upshaw, who serves the Town of Lunenburg, reviewed the report (Schedule A).

In response to a question Cpl. Payne said Public Works staff is encouraged to contact the RCMP regarding cars parked on the street and impeding the plow during snow events.

6. Correspondence, Petitions and Proclamations Consideration

The following correspondence is for information.

- a. Regional Housing Needs Assessment for Lunenburg County
- b. Order of Nova Scotia Call for Nominations – for information
- c. 2023 RCMP Collective Agreement

7. Business Arising from the Minutes/Unfinished Business

- a. Fire Hall Apron Replacement – Project Update

The Municipal Engineer summarized the report (**Schedule B**). The report was for information only.

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

- a. Project Lunenburg Steering Team Meeting Notes of February 16, 2022

The minutes are for information.

- b. Low Income Property Tax Relief 2022

The Finance Director summarized the report (**Schedule C**).

Deputy Mayor Mosher gave notice of motion that at the March 22, 2022 Council Meeting, Procedural Policy #71 “Low Income Property Tax Relief” be amended as noted in Schedule A (**Schedule C**) to reflect increases in the household income thresholds and increases to the annual benefit.

- c. Town of Lunenburg Procedural Policy: Commemorative Flag Raising Requests

The Assistant Municipal Clerk summarized the report (**Schedule D**).

Councillor Ernst gave notice of motion that at the March 22, 2022 Council Meeting, the 2017 Procedural Policy #80 “Commemorative Flag Raising Requests” be repealed and replaced with the Draft Procedural Policy “Commemorative Flags and Proclamations” as presented (**Schedule D**).

9. New Business

- a. Study to Determine Average Housing Rental Rates in Lunenburg

The Interim CAO summarized the report (Schedule E).

Motion: moved and seconded that the decision to proceed with the housing/rental market study is deferred until after the Department of Housing and Municipal Affairs Provincial Housing Needs Assessments is completed (projected to be December 2022), at which time Council and staff can review the completed study before determining whether it is necessary for the Town to conduct their own study. The pre-approved \$20,000 for this study will stay in the draft budget. Motion carried.

#### 10. Meet in camera

Motion: moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- Potential sale of land
- Lease termination
- CAO Update
- Economic Development

Motion carried.

Council recessed to meet in camera at 6:19 p.m.

#### 11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 8:11 p.m. The following Council in camera meeting recommendation was considered by Council.

*Councillor Sanford declared a conflict and removed herself from the meeting.*

Motion: moved and seconded that the Nova Scotia Community College be requested to terminate their lease of the School Annex and adjacent property forthwith, [original Lease dated December 3, 2012, but effective as of October 15, 2012] and to execute documentation terminating the Lease, [and the Mayor and Manager / Clerk are authorized to execute any documentation on behalf of the Town related thereto and to affix the Municipal Seal]. Motion carried.

*Councillor Sanford rejoined the meeting.*

#### 10. Adjournment

The meeting was adjourned at 8:11 p.m. by the Mayor.

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Ann Covey, Recording Secretary  
for Kevin Malloy, Interim CAO



Town of Lunenburg  
119 Cumberland St.  
Lunenburg, NS B0J 2C0

February 21, 2022

Dear Mayor Risser and Council;

Re: \$2231 Grant Request - Lunenburg County Seniors' Safety Program

We are profoundly grateful that municipalities have written to the Minister and to local MLA's expressing support for increased provincial funding to the Lunenburg County Seniors' Safety Program. We are aware that the municipal advocacy has been heard throughout the department and that Seniors' Safety Programs are held in high regard.

However, we are also aware that the new government is holding tight on budget numbers for FY 22/23 with no increases anticipated for consideration until NS FY 23/24. Until then our provincial allocation will continue at \$25,000 per year. Without additional financial resources, we are at risk of continued staffing reductions at a time when demand is at an all-time high.

Shortage of funds has already forced us to lay off our part-time Coordinator for Q4 of 2021/22 thereby leaving Chris Acomb, our FT Coordinator, to deal alone with ever-increasing referrals. We know that this situation is untenable but it is our reality - and yours - unless our funding picture changes. For it to change, we need your help.

Our only confirmed funding for FY 2022/23 is the annual \$25K from the Dept/ of Seniors and Long-term Care (DoS&LTC) plus a guaranteed contribution of \$5000 from the United Way with a conditional increase tied to any municipal increase (see attached letter). The combined municipal contributions currently are \$27,169.00 and we are asking you to increase that total in your budget considerations for FY 2022/23.

In the meantime, there is one other avenue available to us via the DoS&LTC to support our core functions - we will apply immediately for surplus funds from NS FY 2021/22. The problem is that there is no certainty that this application will succeed and the timing of a response to this request would likely come after municipal budget deliberations. There are also opportunities to apply for project funding from a variety of sources - for example the Law Foundation of Nova Scotia and the South Shore Health Services Foundation - but they do not address our need for ongoing operational funding that would support the minimum 1.5 staffing complement required.

While awaiting a response from the province regarding our pending application, and with recognition that this is a substantial request, we are asking that you include the amount of \$2231 in your budget planning as a pledge of your municipality's contribution to the Lunenburg County Seniors' Safety Program for FY 2022/23. We are asking all five municipalities to budget a proportionately similar increase.

We are writing now in advance of an in-person presentation to your council so that you have our proposed figures available early for your budget discussions. We would be pleased to answer any questions you may have by phone, email or at a presentation.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Murdoch", is placed on a light gray rectangular background.

David Murdoch

Chair, Lunenburg County Seniors' Safety Partnership Society

Phone: 902 277 0766

Attachment: Letter from United Way of Lunenburg County



**United Way**  
**Lunenburg County**  
Improving Lives Locally

January 31, 2022

Dear Mayors, Warden and Councillors,

**Re: The Lunenburg County Senior Safety Program**

I am sure that you are all very aware of the importance of the Lunenburg County Senior Safety Program and the benefits it provides to our senior population. Based on 2015 census data, 21.4 % of seniors in Lunenburg County live in poverty. To put it another way, there are more Lunenburg County seniors living in poverty than there are residents in the Town of Lunenburg.

As you know from the monthly reports many of the issues facing our seniors are serious, complicated and heart-wrenching. The number of seniors needing help on a monthly basis is large and growing. The issues range from elder abuse, precarious housing, personal safety concerns, scams/fraud, food insecurity, financial hardship and so many more.

Recently the Lunenburg County Senior Safety Program laid off its part-time coordinator due to budget constraints. This leaves a gap in the ability for the existing senior safety coordinator to serve the complex needs of these vulnerable citizens.

Revenue for this program comes from the Provincial Government, the five Lunenburg County Municipal units, and the United Way. There is also the potential for grants, but these grants must be used to meet certain grant requirements. These grants do not help core operations.

Thanks to the generosity of our local donors the United Way of Lunenburg County has invested \$52,180 since 2014 to help support the operations of this important community program. Currently our contribution is \$5,000 per year.

We are concerned that with the loss of a part-time coordinator vulnerable seniors will fall through the cracks. Obviously, this would be unacceptable.

The United Way of Lunenburg County is proposing the following. We will increase our annual operating grant from \$5,000 to \$8,750 per year for the next 3 years. That is a 75% increase in operational funding provided that the 5 participating municipal units commit to the same funding increase over the same 3-year time. This additional funding will allow for the reinstatement of the part time coordinator and will allow for greater protection of our senior community.

**Local giving. Local results.**



**United Way**  
**Lunenburg County**  
Improving Lives Locally

The United Way commitment would then represent 11% of the Senior Safety Program operating budget.

I hope as elected officials that you can see the value in this offer.

If you have any questions or require additional information, please do not hesitate to ask.

Sincerely,

Sincerely,

A handwritten signature in black ink, appearing to read "M. Graves".

Michael Graves  
Coordinator  
The United Way of Lunenburg County

# Lunenburg County Seniors' Safety Program

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A project of Lunenburg County  
Seniors' Safety Partnership Society

# Lunenburg County Seniors' Safety Program

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## Increased Demand

- COVID
- Home visits
- Fraud
- Abuse
- P/T position ended Dec 2021

Lunenburg County  
**SENIORS'**  
Safety Program



# Lunenburg County Seniors' Safety Program

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## Require Increased Funding

- Support increased demand
- Provide stability
- Retain staff
- Reduce burnout
- Support policing



# Lunenburg County Seniors' Safety Program

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## Current budget

- \$25k NS / \$27k councils / \$5k UW

This budget = reduced staff hours

## Proposed budget

- \$25k+\$25k NS /  
\$47.5k councils / \$8.4k UW



# Lunenburg County Seniors' Safety Program

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**Let's do it together!**



Lunenburg County  
**SENIORS'**  
Safety Program



**Thank you for your support.**

**902-543-3567**



# Senior Wheels Expansion

Presentation to Lunenburg Town Council

March 22, 2022

Chris Pelham Third Sector Enhancement Ltd.



# Background

- Senior Wheels Is the oldest community based accessible transportation in Nova Scotia.
  - Serves a population within a seven (7) Kms boundary of the Town Of Bridgewater.
  - Provides a free service to seniors and those with disability
  - Need/desire to expand to serve a larger geographic area and a broader demographic clientele.
-



# Current Go Forward Strategy- Service Expansion

Create a business and implementation plan focused on the expansion of both the geographic service area and demographic profile of riders, with the intent of servicing the entire Municipality including the towns of Mahone Bay, Bridgewater, and Lunenburg.

This strategy has two phases

# Phase 1 Organizational Development

Adaptation of structure, governance, and operation of the Senior Wheels Association relative to expanded service including.

- Corporate model and structure
- Governance Model
- Committee structure
- Policies
  - Governance
  - Operational
  - Financial

# Phase 2 Implementation Plan and Strategy

## **Operation**

- Service area definitions, including boundaries, scheduling (if any), routing (if any), Zoning (if any)
- Fee structure and/or on-board donations
- Administration/management requirements
- Vehicular requirements
- Driver requirements
- Dispatch system
- Licensing and regulatory issues
- Drivers Manual

## **Financial Analysis & Projections**

- Financial assumptions
- Operational and capital projections
- Revenue including government
- Expense
- Cashflow
- Balance sheet
- Risk and sensitivity analysis

## **Marketing and communication strategy and plan**



# Available Support Programs

## Province of NS

- ATAP- Vehicle purchase
- CTAP- Operational Support
- NSTRIP-Research and pilot support

## Federal Government

- Rural Transit Solutions Fund-  
Capital acquisition

# Rural Transit Solution Fund- Eligible Expenses

## Can include:

- Construction or procurement of bus stops, buses, minivans, small craft, etc.;
- Procurement of zero-emission buses or vehicles;
- Engineering, and consultation fees, including fees associated with maintenance, building, renovating or improving fixed capital assets (e.g.: bus station, etc.) during the period of the project;
- Costs associated with data collection, the evaluation of projects and information exchange and dissemination of the results of the project in relevant fora, at the regional, national or international levels; and
- Other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by Infrastructure Canada.

# Support sought from Town Of Lunenburg

## Conceptual support

- Letter of support for RTSF application
  - Four vehicles

## Financial support

## Participation support

- Staff expertise
  - RTSF
  - Route design
  - Implementation strategy
  - Connections and communications

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES**

**WEDNESDAY, MARCH 2, 2022 AT 6:00 P.M.**

**LUNENBURG TOWN COUNCIL CHAMBER**

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**PRESENT:** Councillor Stephen Ernst, Chair  
Councillor Jenni Birtles  
Faune Creaser  
Nathalie Irving  
Patricia MacDonald  
Oliver Osmond  
Mayor Matt Risser (ex-officio)

**ALSO PRESENT:** Mark Elsworthy, EVOQ Strategies  
Chrystal Fuller, Brighter Community Planning & Consulting  
Arthur MacDonald, Heritage Manager  
Heather McCallum, Assistant Municipal Clerk  
Katie Ollman, Brighter Community Planning & Consulting  
Christophe Rivet, EVOQ Strategies

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1. Call to order

The Chair called the meeting to order at 6:00 p.m.

A round of introductions

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

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

3. Agenda

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

4. Heritage Advisory Committee November 29, 2021 meeting minutes

**Motion: moved and seconded to approve the November 29, 2021 meeting minutes. Motion carried.**

5. Business Arising from the Minutes/Unfinished Business - Nil

6. New Business

a. 2022 Heritage Recognition Awards – Verbal update

The Heritage Manager reported that nominations are now open with a closing date of March 28, 2022. Committee members are welcome to submit nominations.

He reviewed the criteria and categories – available on the Town website here: <https://townoflunenburg.ca/heritage-recognition-awards.html>

b. Brighter Community Presentation – HCD Plan and By-law Review

Ms. Fuller introduced the Brighter Community/EVOQ team and noted that they have been in Lunenburg this week doing field work for their built form analysis. They will meet with the HAC again when the Background Study is completed and when the draft Plan and Bylaw documents are ready for review.

Mr. Rivet and Mr. Elsworthy reviewed their presentation (Schedule “A”).

Ms. Fuller noted that they will share the table of contents for the Background Study in advance to outline the scope.

7. Next Meeting Dates

The next meeting will be held on Monday, April 25, 2022 at 6:00 p.m.

8. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:12 p.m.

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Heather McCallum, Assistant Municipal Clerk

# Heritage Conservation Plan and Bylaw

March 2nd, 2022

# Outline

- Context of the work: team, heritage policy
- Methodology
- Boundaries: HCD and ACA
- Broad themes
- Project specific questions: timeline, public participation
- Next steps

# Context - Team

## Brighter Community Planning and Consulting

- Chrystal Fuller
- Katie Ollman

## EVOQ Strategies

- Christophe Rivet
- Mark Elsworthy
- Valentina Samoylenko

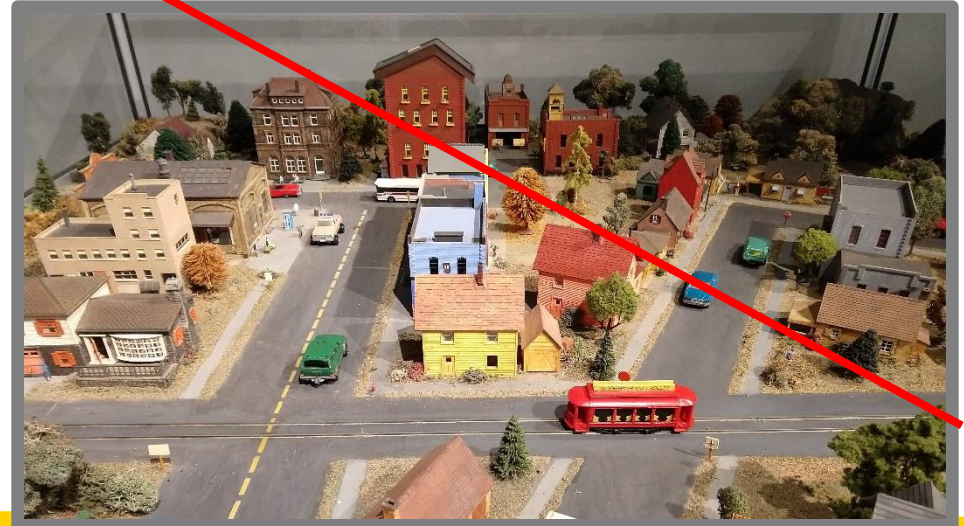
# Context – Heritage policy

	World Heritage	National Historic Site	Heritage Conservation District
<b>Designation</b>	International	Federal (supported by provincial legislation)	Provincial / Municipal
<b>Protective Legislation</b>	Provincial	Provincial	Provincial Heritage Property Act Municipal HCD Bylaw
<b>Policies</b>	HCD Plan and Bylaw	HCD Plan and Bylaw* *for federal funding S&Gs	HCD Plan and Bylaw
<b>What do they value</b>	<ul style="list-style-type: none"> <li>• Buildings or structures and their settings based upon their historic or architectural value;</li> <li>• The service infrastructure upon the heritage value of the district</li> <li>• Settings</li> <li>• Continuing vernacular architectural style</li> </ul>	<ul style="list-style-type: none"> <li>• Colour</li> <li>• Large scale of waterfront buildings</li> <li>• Buildings based on historical or architectural value</li> <li>• Open spaces</li> <li>• Settings</li> <li>• Lot sizes</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings or structures and their settings based upon their historic or architectural value;</li> <li>• The service infrastructure upon the heritage value of the district</li> <li>• Settings</li> <li>• Lot sizes</li> <li>• Original elements</li> <li>• Trees, monuments, and urban furniture and elements</li> </ul>
<b>Gaps</b>	<ul style="list-style-type: none"> <li>• Function</li> <li>• Shape of grid pattern</li> <li>• Social and economic purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Function</li> <li>• Shape of grid pattern</li> </ul>	<ul style="list-style-type: none"> <li>• Function</li> <li>• Visual character and views</li> </ul>

# Context – Heritage Policy

Goal of the Background Study and By-Law:

- To update the Heritage conservation By-laws, and bring them in line with the direction from the CCP;
- To foster change that reflects conservation practices and principles – **NOT** to put a dome over Old Town or live in a mythical community.



# Context – Heritage Policy

- The HCD Area should reflect a clear narrative about Lunenburg Old Town;
- Boundaries need to be clear and justified;
- Many of the ingredients for the background study are already there, but there are some gaps:
  - The built form analysis is key to bolstering the background study, and the refining/development of policies and guidelines;
  - The notion of contributing and non-contributing properties may be explored.

# Methodology

The methodology applied to develop the background study follows a standard of:

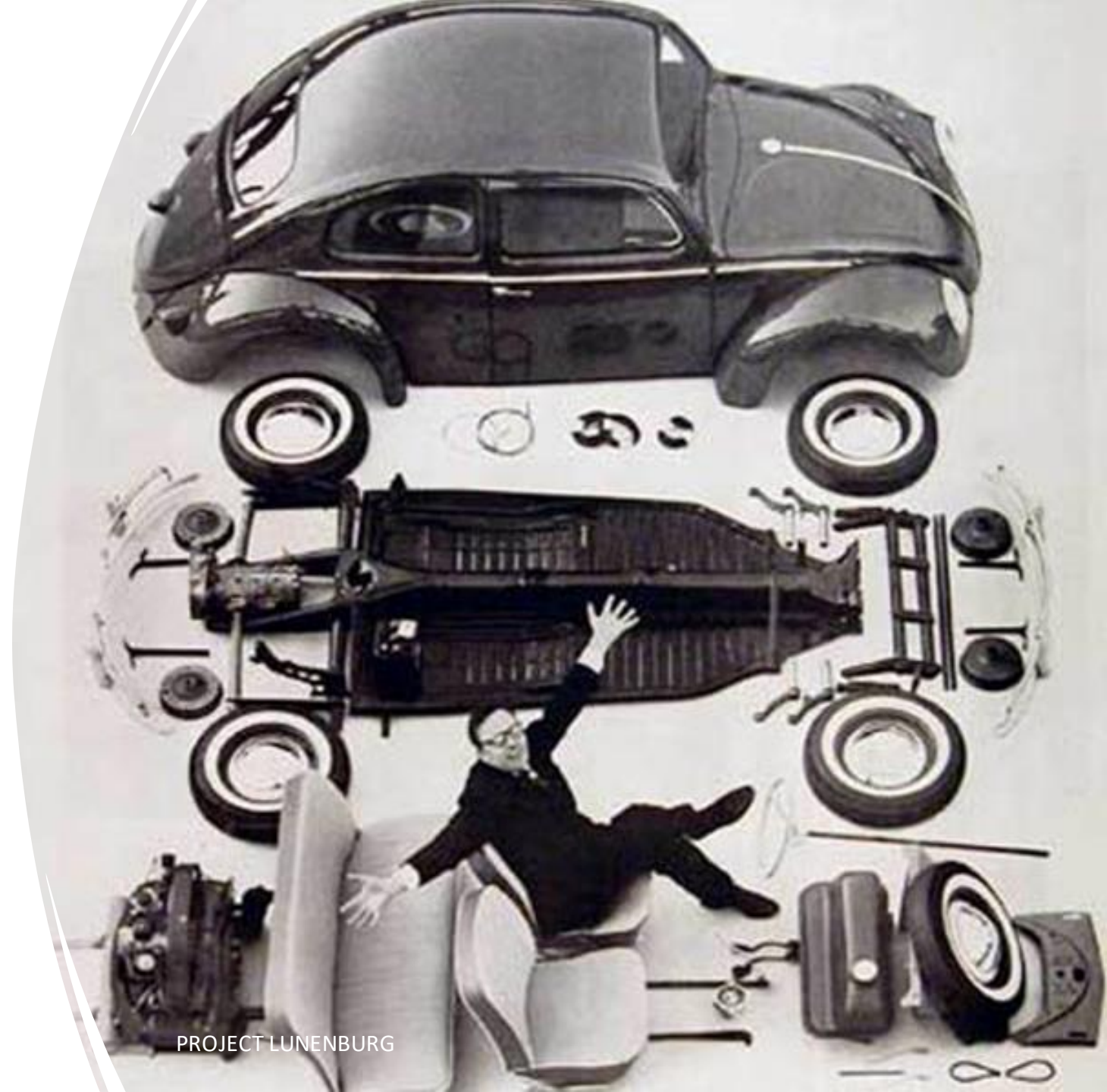
- Identifying the properties and the story that ties them together;
- Identifying the boundary to define the HCD;
- Identifying the context (social, economic, environmental, cultural) that might affect the proposed HCD;
- The relationship with the other planning tools;

Since this is an update, we are building upon the existing tools to assess the gaps, improvements, and strong points – objective is to ensure they are **efficient and relevant** for the Town in achieving the conservation of heritage and providing for its residents.

## Research and fieldwork

# The whole is greater than the sum of all parts

- Lunenburg Old Town's story is that of a planned town, with different urban components within clear boundaries
- Its built-form and landscape reflect the history and evolution of that whole



Those parts  
reflect diverse  
programs, uses  
and stories

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Neighbourhood



Civic Core



Main Streets



Working Waterfront



Surrounding Buffer



- They can set the stage for distinct approaches for policies and guidelines.
- All of the parts are important to the whole, yet each character area faces distinct realities and pressures.



- Neighbourhood
- Civic Core
- Main Streets
- Working Waterfront
- Surrounding Buffer



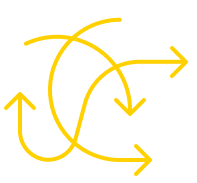
# Boundaries

The issue of boundaries is critical:

- Multiple types of tools – HCD, Municipal Heritage Properties and ACA
- Boundaries should be tied to purpose and to tools
- Current boundaries – HCD, NHS, ACA, Municipal Heritage Properties, WHS – aim to streamline where there's a shared objective
- Character areas help define boundaries

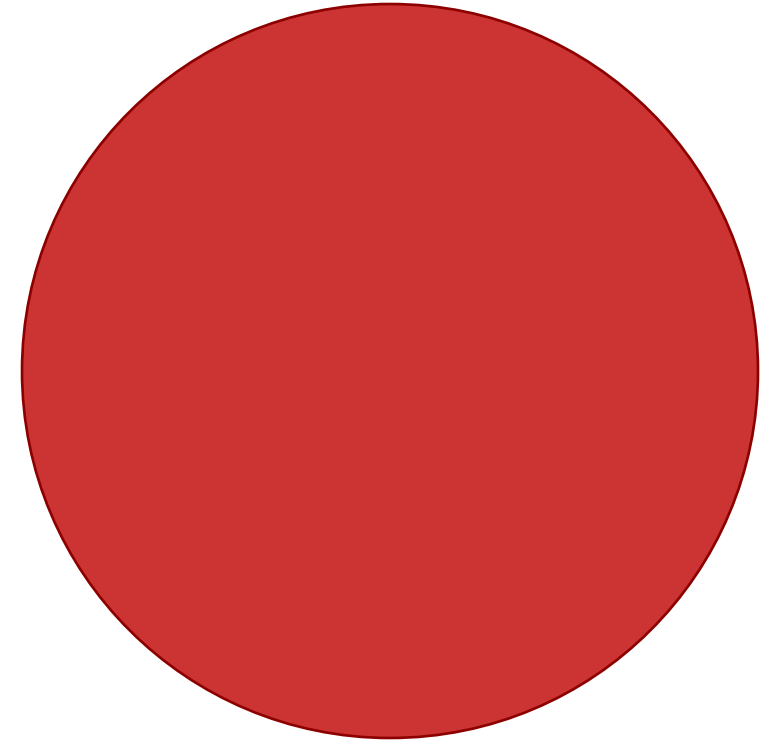
# ACA and boundaries





# Broad themes

- Climate change
- Boundaries have limits (Architectural Control Areas)
- Addressing a diversity of needs and pressures
- This work is one of many components of the overall CCP
- Materials, authenticity, styles, rehabilitation, restoration
- Built form and land form



# Project specific questions

- Public participation
- Approval process
- Timelines
- Other issues to be aware of

**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**(JOHSC) MEETING MINUTES**

**THURSDAY, MARCH 3, 2022 AT 11:00 A.M.**

**VIA ZOOM MEETING**

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**PRESENT:** Tim Bryan, Safety Consultant, Co-Chair  
Bobby Cleveland, Recreation Department, Co-Chair  
Katie MacMillan, Corporate Services Department  
Gary Mossman, Fire Department  
Taylor Rombaut, Public Works Department

**ALSO PRESENT:** Kelly Cunningham, Recreation Director  
Lisa Kendall, Municipal Engineer/Project Manager  
Kevin Malloy, Interim CAO  
Heather McCallum, Assistant Municipal Clerk

**ABSENT:** Joe DeCoste, Public Works Department

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1. Call to Order

The Safety Consultant/Co-Chair, Mr. Bryan, called the meeting to order at 11:00 a.m.

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

Committee members recognized that the Town of Lunenburg is located on the ancestral and unceded territory of the Mi'kmaq People.

3. Agenda Approval

The meeting agenda was approved by consensus.

4. January 13, 2022 Joint Occupational Health and Safety Committee meeting minutes

The January 13, 2022 meeting minutes were approved by consensus

5. Unfinished Business

a. Update on action items in January 13, 2022 Minutes

The Committee reviewed the action items from the previous meeting. Below is a recap of outstanding items:

- Follow up on cave-in incident on November 10, 2021

Mr. Bryan noted that he witnessed similar incorrect procedure at a worksite on February 22, 2022. ACTION: Mr. Bryan to follow up with Ms. Kendall to document. He will host another Toolbox talk on safe procedures.

➤ AED Batteries

Mr. Bryan reported the situation is unchanged. ACTION: Sourcing continues.

➤ Pump Station

Repairs have been started at the raw water pump station. ACTION: Work will be scheduled for completion in the summer.

b. Working Alone Policy

Mr. Bryan presented the draft Working Alone Policy (Schedule "A") for discussion.

ACTION: Mr. Bryan will discuss feedback with the Interim CAO and make changes to the draft to bring back to the Committee.

c. Emergency Light Procedure

It was clarified that Mr. Cleveland is a certified electrician and is able to safely do repairs to Recreation facility emergency lights. Other departments will proceed with using a contractor. This will be reflected in the procedure. ACTION: Sara Crnec is listing the locations on Town properties that need the repair, and she and Ms. Kendall will coordinate the contractor. A draft written procedure will be submitted by Mr. Bryan to the Committee for review.

6. New Business

a. COVID-19 Update – Departments' overview by JOHSC reps

Ms. McCallum reported the accelerated Nova Scotia Re-opening Plan. An information session is being held with municipal administrators later today on what leeway municipalities have in their policies if the State of Emergency ends. ACTION: The internal administrative policy Workplace Safety Protocol re COVID-19 will be revised accordingly.

b. Department bi-monthly safety inspections – review from each Department

Nothing to report.

c. Incident Reports / Near Misses

Nothing to report.

d. Safety and Wellness Training schedule

Mr. Bryan is offering an Emergency First Aid Training course the morning of Monday, March 21, 2022. He is also offering a Confined Space Theory Certification course the same day in the afternoon. To be held at the Fire Hall; a maximum of 20 attendees.

**ACTION:** WHIMIS refresher will be done as an information package and/or Toolbox talk(s).

e. Other Business

Nothing to report.

7. Next Committee meeting date – Thursday, May 5, 2022 at 11:00 a.m.

8. Adjournment

The meeting was adjourned at 11:57 a.m.

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Heather McCallum, Asst. Municipal Clerk

## Work Alone policy/Procedure for review. Draft 3.

### **Issue:**

Workers are required on occasion to work alone as a part of their call out duties or due to sickness or vacation or overtime requirements.

### **Concerns:**

Workers that are required to work alone may become sick, injured, trapped, or possibly be subjected to violence. With no one else there to assist them, the worker could be at risk.

### **Regulations:**

OHS Act s. 13 (1)(a) – “Every employer shall take every precaution that is reasonable in the circumstances to ensure the health and safety of persons at or near the workplace”.

### **Proposed Procedure to Consider:**

1. Conduct or review hazard assessments for the tasks.
2. Any medium to high-risk task should not be performed while worker is alone. Medium to high-risk activities should be postponed until two workers are available.
3. Should a worker find that they will be working alone that day/night, the supervisor and/or manager shall be notified. The work alone procedure will then be activated and followed. Ideally, both the supervisor and manager will be notified.
4. A check in schedule (time frame) will be agreed upon between the lone worker, the supervisor, lead and/or the manager.

5. The lead hand, supervisor, manager and worker will exchange phone numbers, or ensure radios are available or other communication options, and will ensure that communication is adequate (is cell phone coverage available?).
6. At a minimum, the lone worker and lead hand or supervisor (manager if supervisor is not available) will check-in via a phone call, or text, or email, or radio once at the beginning of the shift, once during the shift at the half way point, and once at the end of the shift. More check-ins maybe be required, depending on the situation and locations.
7. The manager will ensure that adequate communication has taken place by following up with supervisors and lead hand and will ensure that the procedure was followed.
8. Should a required check in be missed, the lead, supervisor or manager will attempt contacting the lone worker by calling, texting and/or emailing the worker.
9. Should there be no contact with the worker, the lead or supervisor will advise his/her manager, of the situation, and will drive to the site to check on the worker. If this is not practical or possible, management will instruct a trusted worker to drive to the site to check. If all else fails, and the worker still can not be located, call 911.
10. Once contact is re-established, an incident report will be completed and submitted for management and JOHS committee review.
11. Workers will be made aware of this policy via the next tool box meeting.

**Submitted Jan 11 2022 for review as a 3rd draft.**

This policy has been reviewed and accepted by:

**TOWN OF LUNENBURG**  
**2022/23 DRAFT CAPITAL BUDGETS**

INDEX

	<u>Page #</u>
<b><u>CAPITAL BUDGET</u></b>	
➤ <b>Summary</b>	<b>1</b>
➤ <b>Financing</b>	<b>2</b>
➤ <b>Town General 3-Year Plan</b>	<b>8</b>
➤ <b>Public Works 3-Year Plan</b>	<b>10</b>
➤ <b>Waste Water Treatment 3-Year Plan</b>	<b>13</b>
➤ <b>Recreation 3-Year Plan</b>	<b>15</b>
➤ <b>Fire Department 10-Year + Plan</b>	<b>18</b>

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## Capital 22-23 Summary

### Pre-approved or Carry-over Items

Town Hall Exterior Restoration Tender Package	\$ 95,000
Tannery Rd Sidewalk - land purchases	\$ 115,000
Replacement of Chev 02 Truck Salt & Plow	\$ 202,000
Replacement of 2002 F150 1/2 ton	\$ 36,350
WWTP Upgrade pre-design	\$ 71,500
WWTP Flood Control	\$ 252,500
Upgrade Communications Systems to Pumping Stations	\$ 102,200
Saltwater Intrusion - Check Valve Installation	\$ 55,000
Catch Basin Repair - West Nova Parking Lot	\$ 20,000
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$ 60,000
Fire Freightliner Rescue (02) #4 Replacement	\$ 694,600
Fire Utility (99) #7 Replacement	\$ 141,500
<b>Chemical Feed Pumps (2) <i>Mar.16/22 carry-forward addition based on updated supply delivery date</i></b>	<b>\$ 40,000</b>
WWTP Upgrade with SBR	\$ 9,982,000
	<u>\$ 11,867,650</u>

### Required Operational Items

Manhole Cover Upgrades	\$ 31,500
Replacement of 2008 Van	\$ 40,000
Dresser Loader (86) replacement	\$ 225,000
Snow Push Blade for Backhoe	\$ 14,000
Trackless Flail Mower/Wheels	\$ 16,000
WWTP Blower Room HVAC improvements	\$ 67,000
GIS Underground Infrastructure Master Plan	\$ 200,000
Bluenose Drive Sewer Line - Improvements re Salt Water Intrusion	\$ 335,000
Flowmeter install pump station #7	\$ 20,000
Arena Ice Resurfacer Room Renovations	\$ 35,000
Fire Hall Vehicle Exhaust Extraction System	\$ 60,000
Covid-19 Pandemic Tree Planting - Resilient Roots	\$ 25,000
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets	\$ 110,000
Tannery Rd sidewalk construction	\$ 145,000
	<u>\$ 1,323,500</u>

### Discussion Items

Hwy 103 Community Identity Signs	\$ 30,000
Civic Square Plan	\$ 20,000
EDI - Interpretative panels	\$ 20,000
Green St. Sidewalk Renewal	\$ 115,000
Duke St - Lincoln to Townsend Street Reconstruction	\$ 150,000
Prince - Cumberland to Fox Street Reconstruction	\$ 150,000
Parking Strategy Study & Upgrades	\$ 45,000
Arena Accessible Bathroom Renovations (Main & Dressing Rooms)	\$ 70,000
Arena Accessible Entrances Improvements	\$ 26,000
Cricket modifications to baseball field	\$ 14,000
Skate Park	\$ 44,000
	<u>\$ 684,000</u>
	<u><u>\$ 13,875,150</u></u>

Max. Capital Borrowing (non-WWTP)	\$ 1,200,000
Max. WWTP Capital Borrowing	\$ 3,000,000

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>TOWN HALL</b>														
<b>Exterior Restoration Tender Package</b> , approved in 21-22 for \$50K, deferred to 22-23, tender higher than anticipated, Parks Canada funding application for \$25K submitted in Jan.'22, tender pricing expires Apr.13/22, staff report to be prepared for Council		<b>\$95,000</b>		<b>\$70,000</b>						<b>\$25,000</b>				
<b>5 Year Ranking Position of 35: #6</b>														
<b>Action: Plan long-term for all municipal facilities, including renovation, sale or lease.</b>														
<b>CIVIC SQUARE</b>														
<b>Civic Square Plan</b>		<b>\$20,000</b>						<b>\$20,000</b>						
<b>Action: Ensure all parks and open spaces incorporate universal design principles and ensure accessibility.</b>														
<b>BEAUTIFICATION</b>														
<b>Covid-19 Pandemic Tree Planting - Resilient Roots</b>		<b>\$25,000</b>		<b>\$15,000</b>										<b>\$10,000</b>
<b>5 Year Ranking Position of 35: #28</b>														
<b>Action: Policies and programs for street trees and urban forest.</b>														
<b>ENVIRONMENTAL DEVELOPMENT</b>														
<b>Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets</b>		<b>\$110,000</b>					<b>\$110,000</b>							
<b>Action: Site Planning for Blockhouse Hill, Upper King St. and Recreation Complex</b>														

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>	<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>TOURISM</b>													
<b>Hwy 103 Community Identity Signs (2)</b>	<b>\$30,000</b>						<b>\$30,000</b>						
CCP Section 6.3 Tourism - One of the best intact examples of British colonial settlement in North America – earning it UNESCO World Heritage Site designation – Lunenburg attracts people from near and far, injecting money into the local economy.													
<b>EQUITY, DIVERSITY &amp; INCLUSION</b>													
<b>Interpretative panels</b>	<b>\$20,000</b>						<b>\$20,000</b>						
<b>5 Year Ranking Position of 35: #11, 12</b>													
<b>Action 11: Culture &amp; Recreation: Foster inclusivity in programming and leadership.</b>													
<b>Action 12: Building relationships between the Town and Mi'kmaq/Black residents and organizations.</b>													
<b>NEW SIDEWALKS/CURBING</b>													
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases. Budget increased to \$115,000 on Jan.25/22, purchase activity may span fiscal 21-22 and 22-23	<b>\$115,000</b>		<b>\$115,000</b>										
Tannery Road-Knickle to 97 Tannery Road (East), sidewalk construction including planning/design, tree removal and any required power/communication line relocations	<b>\$145,000</b>		<b>\$145,000</b>										
<b>5 Year Ranking Position of 35: #19</b>													
<b>Action: Activate streetscapes through design and programming.</b>													
<b>RENEWALS-SIDEWALKS</b>													
Green Street	<b>\$115,000</b>					<b>\$115,000</b>							

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>STREET RECONSTRUCTION</b>														
	Duke-Lincoln to Townsend	\$150,000	\$150,000											
	Prince-Cumberland to Fox	\$150,000	\$150,000											
	Manhole Cover Upgrades	\$31,500		\$31,500										
<b>TRANSPORTATION SERVICES - EQUIPMENT</b>														
	Parking Strategy Study & Upgrades	\$45,000					\$15,000	\$30,000						
	Chev Truck (02) - Salt + Plow	\$202,000			\$202,000									
	2002 F150 1/2 Ton	\$36,350							\$36,350					
	2008 Van - Water Utility	\$40,000							\$40,000					
	Dresser Loader (86)	\$225,000			\$225,000									
	Snow Push Blade for Backhoe	\$14,000							\$14,000					
	Trackless Flail Mower/Wheels	\$16,000							\$16,000					
	The equipment listed above are part of the service delivery that is provided by the Engineering and Works Department.													
<b>SEWERS/POLLUTION CONTROL</b>														
	WWTP Upgrade Pre-Design Work (approved Dec.14/21 will span 21-22 and 22-23 total budget over both years \$71,500, funding Deed Transfer Taxes)	#1A	\$71,500		\$71,500									
	WWTP Upgrade with SBR - Total Project, seeking provincial/federal funding	#1A	\$9,982,000			\$2,695,120				\$7,286,880				
	WWTP - Flood Control Project, approved Jan.11/22 for \$252,500, work will span fiscal 21-22 and 22-23, funding for 21-22 will be deed transfer taxes and balance will be a capital borrowing, a grant application has been submitted for \$100,000	#1A	\$252,500		\$52,500	\$200,000								

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
Blower Room HVAC - replace inlet fans with exhaust fans	#1	\$67,000		\$67,000										
GIS Underground Infrastructure Master Plan - the master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.	#1	\$200,000		\$133,000									\$67,000	
Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion	#1	\$335,000			\$335,000									
Upgrade Communication Systems to Pumping Stations, carried out in two phases, Phase I fiscal 21-22, Phase II fiscal 22-23, preapproved on Sept.28/21		\$102,200	\$102,200											
Salt Water Intrusion - Check Valve Installation, due to Covid delivery delays the valves won't arrive before Mar.31/22, installation to be carried out in-house, PCAP funding extension being requested, original approved budget \$105K revised cost \$55K		\$55,000		\$27,500					\$27,500					
Catch Basin Repair - West Nova Parking Lot		\$20,000		\$20,000										
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		\$60,000	\$60,000											
Chemical Feed Pumps (2) <i>Mar.16/22 carry-forward addition based on updated supply delivery date</i>		\$40,000	\$40,000											
Flowmeter install pump station #7 - 3 Brook St.		\$20,000	\$20,000											
<b>5 Year Ranking Position of 35: #1 &amp; #2</b>														
Action: Plan and make upgrades to the waste water collection and discharge system. Action: Upgrades to the wastewater treatment plant.														

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>ARENA</b>														
Ice Resurfacers Room Renovations	#1	\$35,000			\$23,300					\$11,700				
<b>Facility Upgrade.</b>														
Accessible Bathroom Renovations (Main & Dressing Rooms)	#2	\$70,000			\$46,700					\$23,300				
Accessible Entrance Improvements	#3	\$26,000			\$17,400					\$8,600				
<b>5 Year Ranking Position of 35: #16</b>														
<b>Action 8.1: Policies and other actions to improve accessibility throughout the town.</b>														
<b>GROUNDS/FIELDS</b>														
Cricket modifications to baseball field - seeking 100% external funding, if not successful project will not proceed		\$14,000								\$14,000				
<b>Not Ranked in the top 35, however is under Programming 10.6 G) Action: Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups.</b>														
Skate Park - reserve transfer of \$17,500 carried forward from fiscal 21-22, seeking 100% external funding for balance, if funding application not successful will proceed with a scaled back project in the amount of \$17.5K		\$44,000								\$26,500				\$17,500
<b>Not Ranked in the top 35, however is under Programming 10.6 G) Action: Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups.</b>														

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>	<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>FIRE FLEET</b>													
Freightliner Rescue (02) #4 - March 23, 2021 Council pre-approved for order in 21/22 with delivery in 22/23, District funding TBD	\$694,600			\$204,300						\$347,300	\$143,000		
<b>Strategic Direction: Emergency Services</b>													
<b>Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.</b>													
Ford Utility (99) #7 *** Fire Department funded item, approved Feb.8/22	\$141,500										\$141,500		
Vehicle Exhaust Extraction System	\$60,000							\$30,000		\$30,000			
<b>Strategic Direction: Emergency Services</b>													
<b>Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.</b>													
	<b>\$13,875,150</b>	<b>\$522,200</b>	<b>\$748,000</b>	<b>\$1,053,700</b>	<b>\$2,895,120</b>	<b>\$240,000</b>	<b>\$100,000</b>	<b>\$136,350</b>	<b>\$7,423,480</b>	<b>\$377,300</b>	<b>\$284,500</b>	<b>\$67,000</b>	<b>\$27,500</b>
Maximum Funding for 2022-23		\$500,000	\$750,000	\$1,200,000	\$3,000,000	\$250,000	\$100,000	\$140,000					
Projects will only proceed if grants are approved and recreation complex masterplan is completed.													

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<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - TOWN GENERAL</b>				
	Priority			
<b>DESCRIPTION</b>		<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
New Provincial Accessibility Act requiring Municipalities to be completely accessible by 2030 will require financial commitments. Capital budgets will be updated as information becomes better known.				
<b>TOWN HALL</b>				
Exterior Restoration Tender Package , approved in 21-22 for \$50K, deferred to 22-23, tender higher than anticipated, Parks Canada funding application for \$25K submitted in Jan.'22, tender pricing expires Apr.13/22, staff report to be prepared for Council		<b>\$95,000</b>		
Exterior Restoration - PHASE 1			\$600,000	
Exterior Restoration - PHASE 2				\$600,000
Interior Restoration Tender Package				\$135,000
Retaining Wall - construction			\$74,000	
Council Chamber Air/Heat Pump			\$20,000	
<b>CIVIC SQUARE</b>				
Civic Square Plan		<b>\$20,000</b>		
<b>BAND STAND</b>				
Restoration & accessible walkway - Tender/Design			\$10,000	
Restoration & accessible walkway				\$100,000
<b>CN STATION</b>				
Painting & Window Replacement			\$20,000	
<b>VICTORIA ROAD BUILDING</b>				
Overhead Door			\$5,000	
Re-Siding				\$100,000
<b>BEAUTIFICATION</b>				
Covid-19 Pandemic Tree Planting - Resilient Roots		<b>\$25,000</b>	\$20,000	
Downtown Beautification - Montague Street Design Works Competition			\$30,000	
Parklet(s) - CCP Capital Project			\$20,000	
<b>ENVIRONMENTAL DEVELOPMENT</b>				
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets		<b>\$110,000</b>		
<b>TOURISM</b>				
Hwy 103 Community Identity Signs (2)		<b>\$30,000</b>		
<b>EQUITY, DIVERSITY &amp; INCLUSION</b>				
Additional permanent flagpoles at UNESCO park			\$15,000	
Interpretive panels		<b>\$20,000</b>	\$10,000	\$10,000
Signage for Parks			\$7,000	\$7,000
Art installations			\$10,000	\$10,000
Town Hall Entrance Sign in three languages			\$10,000	
<b>**TOTAL**</b>		<b>\$300,000</b>	<b>\$851,000</b>	<b>\$962,000</b>

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## **TOWN GENERAL CAPITAL BUDGET NOTES**

### **Town Hall**

#### **Exterior Restoration - Tender Package**

An assessment of Lunenburg Town Hall was completed a number of years ago determining that the entire envelope required attention. The work for this project would entail repairing of flashings and windows, with the majority of the work being brickwork, either replacement of failed bricks or repointing, cleaning of bricks, repairing of granite sections, etc. This work is labour intensive, noisy and dusty and requires staging and enclosing of work area. The front and side facing the bandstand have been completed and the remainder of the building needs to be completed. In addition the roof currently leaks in many locations and requires full repair and replacement. In fiscal 22-23 the tender package for this work will be carried out.

#### **Exterior Restoration – PHASE 1**

Proposed for 23-24

#### **Exterior Restoration – PHASE 2**

Proposed for 24-25

### **Civic Square**

#### **Civic Square Plan**

Upgrade design for Civic Square Improvements.

### **Beautification**

#### **Covid-19 Pandemic Tree Planting – Resilient Roots**

This project is intended to celebrate our community's resiliency in the face of the pandemic and our future beyond. It supports CCP Action #28 – Urban Design - Policies and Programs for Street Trees and Urban Forest. The project would be cost shared with the community Town/private donation and those funds will be used in a community tree planting and maintenance initiative.

### **Environmental Development**

#### **Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets**

Site planning for Blockhouse Hill, Upper King St. and Recreation Complex.

### **Tourism**

#### **Hwy 103 Community Identity Signs**

The Town has two signs on the 103 Hwy (Exit 11) as part of the Community Identity Sign Program. Under this program the Town is responsible for the maintenance of these signs. The Provincial Department of Public Works has completed an inspection of all the Community Identity Signs and the Town's must be upgraded within the next 18 months or they will be removed (July 2023). The typical upgrade is completed via an overlay process where a new design is printed on reflective sheeting and affixed to thin sheet aluminium and installed over the existing sign face. The approximate cost for the overlay manufacture and install is \$12,000/sign. All costs associated with the new design are borne by the Town and are in addition to the noted manufacture/install cost, estimated at \$6,000.

### **Equity, Diversity & Inclusion**

A Town of Lunenburg Municipal Action Plan to promote anti-racism/discrimination initiatives is currently in development. Anticipated capital projects include:

#### **Interpretive panels**

New interpretive panels on 18<sup>th</sup> century enslaved women (1) Silvia, (2) Lydia Jackson and revised interpretive panels on (3 & 4) Mi'kmaq heritage.

<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - PUBLIC WORKS</b>				
	Priority			
<b>DESCRIPTION</b>		<b>22/23</b>	23/24	24/25
<b>ACCESSABILITY</b>				
Accessible Parking Spaces			\$47,500	
Accessible Sidewalk Standards			\$14,500	
<b>RENEWALS-SIDEWALKS/CURBS</b>				
Duke - York to Lawrence (W)			\$25,000	
Green Street		\$115,000		
Pelham - Ship Yard Hill to Town Limits (S)			\$90,000	
Seawall - Fisherman's Wharf to Boat Launch				\$200,000
Subtotal		\$115,000	\$177,000	\$200,000
<b>NEW SIDEWALKS/CURBING</b>				
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases. Budget increased to \$115,000 on Jan.25/22, purchase activity may span fiscal 21-22 and 22-23		\$115,000		
Tannery Road-Knickle to 97 Tannery Road (East), sidewalk construction including planning/design, tree removal and any required power/communication line relocations		\$145,000		
Subtotal		\$260,000	\$0	\$0
<b>STREET RECONSTRUCTION</b>				
Duke-Lincoln to Townsend		\$150,000		
Prince-Cumberland to Fox		\$150,000		
Maple Avenue (section of)			\$300,000	\$300,000
Young Street				\$165,000
Manhole Cover Upgrades		\$31,500		
Subtotal		\$331,500	\$300,000	\$465,000
<b>CHIPSEALING</b>				
Hill - Lincoln to Pelham				\$10,000
Kempt - Lincoln to Cumberland				\$10,000
Kempt - Montague to Pelham				\$11,000
Kempt - York to Lawrence				\$10,000
Kissing Bridge (Cemetery Hill)			\$120,000	
Sandy Hollow Rd.				\$74,000
Tupper - Green to Brook			\$44,000	
Subtotal		\$0	\$164,000	\$115,000
<b>TRANSPORTATION SERVICES</b>				
Parking Strategy Study & Upgrades		\$45,000		
Parking Ticketer			\$15,000	
Outside Parking Improvements				\$75,000
Dumpsite Fence			\$65,000	
Subtotal		\$45,000	\$80,000	\$75,000

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TOWN OF LUNENBURG				
THREE-YEAR CAPITAL BUDGET - PUBLIC WORKS				
	Priority			
DESCRIPTION		22/23	23/24	24/25
<b>EQUIPMENT</b>				
Chev Truck (02) - Salt + Plow		\$202,000		
International Truck (09) Salt + Plow				\$250,000
<i>Small Vehicle Fleet recommendation : That a practice be adopted regarding the small vehicle fleet replacements. Consideration should be given to replacements with used vehicles with a capped mileage at time of purchase.</i>				
2002 F150 1/2 Ton		\$36,350		
2008 Van - Water Utility		\$40,000		
2011 F250 3/4 Ton				
2013 GMC 1/2 ton				
2005 Chev 1/2 Ton - Water Utility				
2009 Dodge 1/2 Ton - previously Electric Utility				
<u>Other equipment</u>				
Dresser Loader (86)		\$225,000		
Snow Push Blade for Backhoe		\$14,000		
Leaf Loader (94)				\$25,000
Trackless Flail Mower/Wheels		\$16,000		
Trackless Snow Blower (sidewalks)			\$20,000	
Solar-Powered Rectangular Rapid Flashing Beacon Crosswalk Signs (3)			\$24,500	
Subtotal		\$533,350	\$44,500	\$275,000
<b>**TOTAL**</b>		<b>\$1,284,850</b>	<b>\$765,500</b>	<b>\$1,130,000</b>

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## **PUBLIC WORKS CAPITAL BUDGET NOTES**

### **Renewals-Sidewalks/Curbs**

#### Green Street

This sidewalk is in poor condition and should be replaced. Upgrade to 5' wide from 4'.

### **New Sidewalks/Curbing**

#### Tannery Road – Knickle to 97 Tannery Road (East)

Land purchases. Budget increased on Jan 25/22, purchase activity may span fiscal 21-22 and 22-23.

#### Tannery Road – Knickle to 97 Tannery Road (East)

Sidewalk construction including planning/design.

Per November 24, 2020 Council motion - to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road.

### **Street Reconstruction**

#### Duke Street - Lincoln to Townsend

The existing street is in poor condition and requires reconstruction.

#### Prince Street - Cumberland to Fox

The existing street is in poor condition and requires reconstruction.

#### Manhole Cover Upgrades

Replace old style with square profiles that can currently get caught in snowplow blade with R60 manhole frame (21 required).

### **Transportation Services**

#### Parking Strategy Study & Upgrades

Planned Parking Strategy is required for the Town, including accessible parking spots and standards as well as the implementation of electric charging stations to ensure tourists and residents' requirements are met. This also includes annual replacement program any failed meter heads.

### **Equipment**

#### Chev (02) Salt Truck

Vehicle in poor condition and approved for replacement in 21-22. Staff Plan to re- issue tender before Mar.31/22 with a delivery by end of 2022, budget has been updated to reflect increase approved Dec.14/21.

#### F150 ½ Ton Truck (02)

Replacement approved in 21-22 with budget increased to \$36,350 on Sept.14/21 - Covid delivery delays could likely have this truck delivered in 22-23.

#### 2008 Van – Water Utility

Current inspection expires (June 2022) Previously used by the Water Utility. Recreation department uses van in the summer months for playground checks and maintenance, trail checks and maintenance, setting up and taking down for special events, carrying tools/supplies to and from work sites, miscellaneous tasks that require a vehicle and unable to fit in a car (i.e. moving large boxes), etc. This vehicle is assigned as a shared vehicle with facilities. Proposed to replace this van with a pickup truck in fiscal 22-23.

#### Dresser Loader (86)

Used any time it snows. PW recommends replacement as it is very hard to find replacement parts due to age. Estimated surplus value \$12,000-\$15,000. PW recommends purchasing a used (2-3 year old) Wheel Loader. Budget reflects the price estimated for a used piece of equipment.

#### Snow Push Blade for Backhoe

This would allow our backhoe to be much more efficient in snow clearing operations.

#### Trackless Flail Mower/Wheels

Add on for the trackless machine for ditches, steep inclines, embankments, etc. Must include extra tires for balance. This could also be used for back harbour trail trimming vs contracting out that service.

# DRAFT

**TOWN OF LUNENBURG**

**THREE-YEAR CAPITAL BUDGET - WASTE WATER**

DESCRIPTION	Priority	22/23	23/24	24/25
		<b>SEWER/POLLUTION CONTROL</b>		
WWTP Upgrade Pre-Design Work (approved Dec.14/21 will span 21-22 and 22-23 total budget over both years \$71,500, funding Deed Transfer Taxes)	#1A	<b>\$71,500</b>		
WWTP Upgrade with SBR - <i>Total project budget</i> , seeking provincial/federal funding	#1A	<b>\$9,982,000</b>		
<i>Anticipated to be carried out as follows:</i>				
WWTP Upgrade with SBR - Preliminary and Detailed Design, seeking provincial/federal funding		<b>\$266,000</b>	\$89,000	
WWTP Upgrade with SBR - Construction services, seeking provincial/federal funding			\$212,000	\$212,000
WWTP Upgrade with SBR - Construction, seeking provincial/federal funding. Total estimated cost \$9,572,000 + net HST = \$9,982,000			\$4,601,500	\$4,601,500
WWTP Outfall Relocation - Front End Engineering Design				\$80,000
WWTP Outfall Relocation - Detailed Design 25/26				
WWTP - Outfall Relocation - Construction 25/26, 26/27				
WWTP - Flood Control Project, approved Jan.11/22 for \$252,500, work will span fiscal 21-22 and 22-23, funding for 21-22 will be deed transfer taxes and balance will be a capital borrowing, a grant application has been submitted for \$100,000	#1A	<b>\$252,500</b>		
WWTP - UV Upgrades, if funding is not received for WWTP Upgrade then this project needs to be brought forward as a next top priority at the plant	#1-B		\$251,000	
WWTP Headworks Screen	#2-B		\$770,000	
WWTP - Roof Replacement	#2-B		\$272,000	
Blower Room HVAC - replace inlet fans with exhaust fans	#1	<b>\$67,000</b>		
GIS Underground Infrastructure Master Plan - the master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.	#1	<b>\$200,000</b>		
Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion	#1	<b>\$335,000</b>		
CSK-3, Churchill and Broad (Storm Diversion)			\$44,000	
CSK-4, Churchill and Dufferin (Storm Diversion)				\$87,500
CSK-6, Falkland, Lincoln and Dufferin (Storm Diversion)				
Catch Basin Repair - West Nova Parking Lot		<b>\$20,000</b>		
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		<b>\$60,000</b>		
Upgrade Communication Systems to Pumping Stations, carried out in two phases, Phase I fiscal 21-22, Phase II fiscal 22-23, preapproved on Sept.28/21		<b>\$102,200</b>		
Salt Water Intrusion - Check Valve Installation, due to Covid delivery delays the valves won't arrive before Mar.31/22, installation to be carried out in-house, PCAP funding extension being requested, original approved budget \$105K revised cost \$55K		<b>\$55,000</b>		
<b>Chemical Feed Pumps (2) Mar.16/22 carry-forward addition based on updated supply delivery date</b>		<b>\$40,000</b>		
Flowmeter install pump station #7 - 3 Brook St.		<b>\$20,000</b>		
Flowmeter #4 pump station 176 Bluenose Dr			\$20,000	
Flowmeter #3 pump station 34 Bluenose Dr				\$20,000
<b>**TOTAL**</b>		<b>\$11,205,200</b>	<b>\$1,357,000</b>	<b>\$187,500</b>

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## WASTE WATER CAPITAL BUDGET NOTES

### Sewer/Pollution Control

#### WWTP Upgrade Pre-Design Work

Approved by Council Dec.14/21 – the continuation of preliminary pre-design work for a the WWTP Upgrade with SBR. Project will span fiscal 21-22 and 22-23.

#### WWTP Upgrade with SBR Project

Upgrade the Waste Water Treatment Plant with SBR technology. Total estimated cost \$9,572,000 + net HST = \$9,982,000. Town is seeking funding partnerships with the province and federal government. If funding is received project will proceed. Work that will be carried out in fiscal 22-23 will include preliminary and detailed designed. Construction estimated to begin in the second half of fiscal 23-24.

#### WWTP Outfall Relocation

Due to financial capacity this project is deferred until after the WWTP Upgrade carried out.

#### WWTP – Flood Control Project

Approved by Council on Jan.11/22 – project will build berm to protect the plant from flooding.

#### Blower Room HVAC – replace inlet fans with exhaust fans

Scope and cost estimate completed by CBCL in Pre-Design. This is health and safety project.

#### GIS Underground Infrastructure Master Plan

The master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.

#### Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion

Part of Salt Water Intrusion Study. Bluenose Drive sewer line feeding into the lift station. Cure in Place Pipe liner (i.e. do not dig up the whole pipe) To get the best pricing for tendering it should be tendered in early 2022. Budget includes engineering construction support and construction contract.

#### Catch Basin Repair - West Nova Parking Lot

Ground around Catch Basin is caving in and is in need of repair (replacement of catch basin and ground work). Carry-forward project from fiscal 21-22.

#### CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)

Work to continue as per Brook Street Drainage Improvement Project. Execute work from drawing CSK-05 (highest priority). Others to be completed in subsequent years. Carry-forward project from fiscal 21-22.

#### Upgrade Communication System at Pumping Stations

This is a pre-approved project. It is required to create a wireless network to connect the WWTP to eight remote Lift Stations in the Town. This will enable proper and reliable data and control communications to effectively monitor and troubleshoot the operation of the lift station pumps.

#### Salt Water Intrusion - Check Valve Installation

This is a carry-forward project from fiscal 21-22. Extended delivery delays will have these check valves received in fiscal 22-23. They will be installed by in-house resources. Overall cost of project been reduced to reflect actually pricing of the check valves.

Fisherman's Wharf lift station overflow check valve in a 450mm pipe.

Back Harbour lift station overflow check valve in a 600mm pipe.

Bluenose Drive lift station overflow check valve in a 900mm pipe.

#### Chemical feed pumps (2)

Pumps are at end of life (17 years) and require replacement. Similar as the raw sludge pumps but ½ size. Estimate at \$20,000 each. Carry-forward project from fiscal 21-22.

#### Flowmeter install at each pump station

CBCL recommended that flow meters be added to the lift stations in the 2019 Collection System Infiltration and Inflow (I&I) Study. The Town currently has no flow metering on the output of any of the lift stations, so it is not possible for operators to remotely verify the flows being pumped. Required for proper monitoring and troubleshooting of Lift Stations.

# DRAFT

<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - RECREATION</b>				
DESCRIPTION	Priority	22/23	23/24	24/25
<b>BUILDING &amp; STRUCTURES</b>				
<b>ARENA</b>				
Chiller every 20 yrs (2045)				
Ice Resurfacers Room Renovations	#1	\$35,000		
Accessible Bathroom Renovations (Main & Dressing Rooms)	#2	\$70,000		
Accessible Entrance Improvements	#3	\$26,000		
Accessibility Audit Improvements			TBD	TBD
<b>COMMUNITY CENTRE</b>				
Window Replacement/Repair			\$35,000	
Siding - CC			\$100,000	
Accessibility Audit Improvements			TBD	TBD
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs, deferred to 21/22 due to COVID-19, deferred in 21/22 due to financial capacity				\$30,000
Subtotal		\$131,000	\$135,000	\$30,000
<b>GROUNDS/FIELDS</b>				
Cricket modifications to baseball field - seeking 100% external funding, if not successful project will not proceed		\$14,000		
Skate Park - reserve transfer of \$17,500 carried forward from fiscal 21-22, seeking 100% external funding for balance, if funding application not successful will proceed with a scaled back project in the amount of \$17.5K		\$44,000		
Subtotal		\$58,000	\$0	\$0
<b>PARKING LOT</b>				
Parking Lot Improvements - if deferred then the operating budget will need to be increased for patching maintenance			\$100,000	
Subtotal		\$0	\$100,000	\$0
<b>FURNITURE AND EQUIPMENT</b>				
Compressor Overhaul - Arena (every 5 years)			\$15,000	
Lawn Tractor (07)				\$30,000
Subtotal		\$0	\$15,000	\$30,000
<b>PARKS /PLAYGROUNDS</b>				
250th Anniversary Park Reconstruction - anticipated for fiscal 26-27				
Subtotal		\$0	\$0	\$0
<b>**TOTAL**</b>		<b>\$189,000</b>	<b>\$250,000</b>	<b>\$60,000</b>
Projects will only proceed if grants are approved and recreation complex masterplan is completed.				
Please note - Blue Route Bike Report has not been incorporated into the capital budget				

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## **RECREATION CAPITAL BUDGET NOTES**

### **Building & Structures**

#### **Arena**

##### **Ice Resurfacers Room Renovations**

This is high priority for the Recreation Department. The new Olympia machine purchased does not fit in the existing resurfacers room. There is only 1 inch on either side of the machine to enter/exit the room. The room must be reconstructed to be made wider and longer to fit the new machine. Staff have applied for Provincial funding to cover 1/3 cost.

##### **Accessible Bathroom Renovations (2021/22) and (2022/23)**

An Accessibility Audit Assessment was conducted of the Arena in Year 1 (2021/22) in preparation for bathroom renovations. Year 2 (2022/23) will consist of updating the two public washrooms to meet accessibility standards. In addition, work will include renovations to locker room #1 to have an accessible washroom, add a shower to #1, and to update the washrooms in all other locker rooms (sinks and toilets). Restoration would be scheduled outside of ice season. The budget has been completed assuming contractors would be engaged to complete work and Town staff would serve as overall project managers. The current washrooms have not been renovated since 1984. Staff have applied for Provincial funding to cover 1/3 cost. CCP Goal#22.

##### **Accessible Entrance Improvements**

A recommendation from the Accessibility Audit was improvements to the accessible exterior entrance to the Arena, as well as the automatic door control button. The path of travel that leads from the parking area to the main entrance is fairly level until it approaches the exterior doors, at which point the surface changes and creates a grade that ranges from 10% to 14.7% (ramps are ideally at 5% and should not exceed 8.33%). Work would include redesigning the entry ramp to create a more gradual approach that provides a path that does not exceed a slope of 5% in any area of approach.

Further, to move the automatic door control button to a mounted surface that is encountered in the level area upon approach of door; ideally it would have two areas of activation, or a full push bar for multiple levels. Currently, there is a single button, power-operated door opener that is placed on the latch side and is mounted on the side of the building – the effort and challenge to reach the opener creates some concern as the area upon approach is not flat nor is it easy to get to before approaching the door once it opens. Staff have applied for Provincial funding to cover 1/3 cost.

#### **Grounds/Fields**

##### **Cricket Modifications to Baseball Field**

Install a cricket pitch on the existing baseball field. A cricket pitch ranges from \$8,000 (an “instant cricket pitch” that can be rolled up and stored after a game) to \$25,000 (concrete and permanent pitch). In addition, there would need to be construction of a solid base under the pitch. Staff are seeking 100% external funding. CCP Goal 11 & 32.

##### **Skate Park**

To enhance the Lunenburg skate park to address mobility issues, safety and accessibility. Project highlights would include repairs and maintenance to the surface of the park, add lighting surrounding the facility, adding an accessible walkway to the park from the parking area, installing a gazebo to protect users from sun and rain, and to add elements to the park expansion. Carry-over funding of \$17,500 from a donation received approved by Council January 2022. Staff have applied for Provincial funding to cover 1/3 cost.

#### **Future Capital Projects:**

##### **Arena**

##### **Arena Accessibility Improvements**

To begin the process of making accessible changes to the Arena facility, based on the results of the Accessibility Audit conducted in 2021 by a contractor. CCP Goal #22

#### **Community Centre**

##### **Window Replacement/Repair**

The Community Centre windows are in need of replacement. This work will be required in the second floor Fitness Studio/Meeting Room, and the first-floor kitchen, office and weight room. The work will be undertaken at the same time as the siding replacement to ensure a seamless installation.

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### Siding

The siding is in poor condition and requires replacement.

### Gym Floor Refinish

The gymnasium floor was last refinished 16 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again. Will increase quality of the floor for sports and activities. Would also improve overall appearance of Community Centre and could increase rentals. Work to be completed by an external contractor.

### Community Centre Accessibility Improvements

To begin the process of making accessible changes to the Community Centre facility, based on the results of the Accessibility Audit conducted in 2021 by a contractor. CCP Goal #22

### **Parking Lot Improvements**

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

### **Equipment**

#### Compressor Overhaul

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

#### Ride-on Lawn Tractor

The recreation lawn tractor is used to maintain Town's parks, playgrounds and fields. It is also used to relocate large material and supplies between the Arena, Community Centre and Blue Building (such as 30+ tables for events, hockey boards stored in the in the Blue Building during the off season etc.) The current machine was purchase in 2007.

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

### **Parks/Playgrounds**

#### **Parks/Playgrounds**

##### Reconstruction of the 250th Anniversary Park

To reconstruct and rename the existing 250th Anniversary Park in the Town, which is currently a playground for younger children. The reconstruction would highlight the Town's history and culture of the Mi'kmaw community. The Town of Lunenburg is location in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. The park currently has a medicine garden, with sweetgrass. The reconstruction project would work with members of the community and contractors to best identify how the park would be rebuilt and re-named.

CCP Goal 11, 12, 18 & 32.

**TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT**

DESCRIPTION	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
<b>FIRE FLEET</b>														
Aerial Ladder Truck (15) #1													\$2,078,900	
Pierce Pumper/Tanker (2020) #2														replacement year 2040, est. \$1.36M
Pierce Pumper (10) #3								\$1,197,200						
Freightliner Rescue (02) #4 - March 23, 2021 Council pre-approved for order in 21/22 with delivery in 22/23, District funding TBD	\$694,600													
GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding					\$638,200									
Ford Utility (99) #7 *** Fire Department requesting to proceed with this purchase, Feb.8/22 Council agenda	\$141,500													
Rescue Boat & Trailer (12) #8						\$193,900								
Antique - Dodge Hose (33)														
Antique - LaFrance Pumper (29)														
<b>TOTAL FIRE FLEET</b>	<b>\$836,100</b>	\$0	\$0	\$0	\$638,200	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<b>OTHER FIRE</b>														
Turn Out Gear								\$150,000						
21 Breathing Packs		\$170,200												
Auditorium/Clubroom/Office Floor Replacement				\$53,200										
Apparatus Bay Floor Replacement				\$90,100										
Concrete Apron Replacement (area in front of bay doors at Fire Hall) - tender assessment completed in 21-22 and some minor patching. Staff feel that with the patching that has taken place more extensive work can be deferred to 24/25			\$145,000											
Roof - Reseal & Repainted - preference would be preapproval for 23-24 to get best price and contractor availability, operating budget for 22-23 will need to include an amount to repair any leaks until the fuller project is completed		\$90,000												
Vehicle Exhaust Extraction System	\$60,000													
<b>TOTAL OTHER FIRE</b>	<b>\$60,000</b>	\$260,200	\$145,000	\$143,300	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FIRE CAPITAL BUDGET</b>	<b>\$896,100</b>	\$260,200	\$145,000	\$143,300	\$638,200	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.														
***Fire Dept. Funded														

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## **FIRE DEPARTMENT CAPITAL BUDGET NOTES**

### **Truck Replacements**

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

#### **Long Term Capital Replacement Plan**

Schedule for long-term replacements is included in the budget document.

##### **#1 Aerial**

This vehicle was replaced in 2015/16.

##### **#2 Pumper / Tanker**

This vehicle was replaced in 2020/21.

##### **#3 Pumper (10)**

This vehicle was replaced 2010/11, next replacement 2029/30.

##### **#4 Heavy Rescue (02)**

This vehicle is scheduled for replacement in 2022/23, Council pre-approved in fiscal 2021/22 to proceed with order.

##### **#5 Tanker (00)**

This vehicle will be replaced with #2 pumper/tanker.

##### **#6 Tanker (02)**

This vehicle was expected to be replaced in 2024/25, however it has been moved out to fiscal 26/27 to due to anticipated funding restrictions.

##### **#7 Utility (99)**

This vehicle is expected to be replaced by LDFD in 2023/24.

##### **#8 Boat (12)**

This unit is expected to be replaced in 2027/28.

### **Other Fire Equipment**

#### **Vehicle Exhaust Extraction System**

Cancer among fire fighters is a growing concern. The department has taken many steps to ensure the safety of their fire fighters. Diesel vehicle exhaust contains a large number of carcinogens which can be very harmful to a fire fighter. When the trucks are started in the station, a large plume of exhaust is expelled into the open air, exposing fire fighters to the hazards of breathing these exhausts in. This system will also allow the trucks to be run while inside during the winter months, so fire fighters can do their vehicle inspections.

A Vehicle Exhaust Extraction System has been pushed back in the budget for a number of years, but it is now time to have it installed. Some research found these systems to be well over \$100 000, however, there may be a less expensive option, but not reducing the purpose of the system.

### **Future Capital**

#### **Turn Out Gear**

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

#### **Fire Service Breathing Air Packs (2022/23)**

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

#### **Concrete Apron Replacement**

For the area in front of the bay doors at the Fire Hall. The concrete apron is crumbling apart in the middle and this extends across all 4 bay door entrances. The concrete apron is also rapidly deteriorating at the end of 3 of the 4 bay entrances, with small chunks of concrete coming out on a daily basis. This area has to be replaced with a new concrete apron in order to support the weight of existing and future fire apparatus. An asphalt apron would deteriorate quickly due to the weight of fire apparatus constantly travelling in the same areas to enter and exit the truck bays. Also; in the event of a fuel spill (gas for small engines or diesel), this could erode asphalt. The current apron was trimmed back a few feet already and paved with asphalt from previous deterioration of the concrete apron. Patching has taken place and this project is now planned to be deferred for a few more years.

<b>Town of Lunenburg</b>					
<b>Fire Truck Debt and Reserve Projections</b>					
<b>As of March 2, 2021</b>					
		19/20	20/21	21/22	22/23
\$175,000 10 yr. loan + Int \$25,223.04 = \$200,223.04	PRINCIPAL	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
#3 Pumper Fire Truck	INTEREST	\$ 2,037.02	\$ 1,573.26	\$ 1,078.00	\$ 553.00
		\$ 19,537.02	\$ 19,073.26	\$ 18,578.00	\$ 18,053.00
\$448,887 10 yr. loan + Int 59,306.10 = \$508,193.10	PRINCIPAL	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00
Aerial Ladder Truck	INTEREST	\$ 7,920.81	\$ 7,155.90	\$ 6,300.09	\$ 5,352.48
		\$ 52,809.81	\$ 52,044.90	\$ 51,189.09	\$ 50,241.48
Fiscal 2020/21 Finance \$327,550 for 15 years	PRINCIPAL			\$ 21,837.00	\$ 21,837.00
Replacement of #2 & #5	INTEREST			\$ 8,188.75	\$ 7,642.83
		\$ -	\$ -	\$ 30,025.75	\$ 29,479.83
Amount of Tax Rate to Finance Fire Dept. Debt and Reserve		\$ 0.0258	\$ 0.0243	\$ 0.0302	\$ 0.0301
Accumulated Reserve			\$ 15,000.00	\$ 100,000.00	\$ 143,000.00

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**TOWN OF LUNENBURG COMMITTEE OF THE WHOLE**

**MARCH 1, 2022 MEETING RECOMMENDATION**

Recommended to Town Council to approve the 2022/23 Draft Capital Budget to Council as presented, with the exception of Fire Protection (Schedule A). Motion carried.

**TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, MARCH 1, 2022 AT 6:00 P.M.**

**119 CUMBERLAND STREET, LUNENBURG**

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**PRESENT:** Mayor Matt Risser, Chair  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Kelly Jardine, Recording Secretary  
Lisa Kendall, Municipal Engineer/Project Manager  
(Acting Town Engineer)  
Kevin Malloy, Interim CAO  
Heather McCallum, Assistant Municipal Clerk  
Kathleen Rafuse, Accountant

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1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

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

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda

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

4. June 1, 2021 Committee of the Whole Meeting Minutes Approval

**Motion: moved and seconded to approve the June 1, 2021 Committee of the Whole meeting minutes. Motion carried.**

5. Public Presentations

6. Business Arising from the Minutes/Unfinished Business

## 7. New Business

### a. Review of Draft 2022/23 Capital budget

The Interim CAO re-introduced Lisa Kendall in her current capacity as Acting Town Engineer.

He introduced the 2022/23 budget process. In his contextual remarks, he outlined:

- Flexibility limitations:
  - 85% of budget is pre-approved/carry-over
  - 9.5% required operational items
  - 5.5% projects under discussion
- Capacity limitations:
  - Public Works – 2 key vacancies
  - Planning – 1 key vacancy
- New staff committees to overcome capacity challenges:
  - Capital Planning Committee to oversee implementation of capital plan
  - Wastewater Treatment Plant Project Team
- Strategies underway or planned:
  - GIS underground infrastructure plan
  - Recreation complex master plan
  - Parking plan – accessible parking, electric parking infrastructure, pedestrian plan, tourism buses and RVs
  - Vehicle requirement plan for Town fleet (10 year)
  - Cemetery plan
  - Civic square fundraising plan

The Finance Director next provided an overview of the Town's 2022/23 Draft Capital Budget and proposed capital projects ([Schedule A](#)).

#### ➤ Town General

The Interim CAO and Assistant Municipal Clerk reviewed these items.

#### ➤ Public Works

The Interim CAO and Acting Town Engineer reviewed these items.

#### ➤ Waste Water

The Finance Director reviewed these items.

#### ➤ Recreation

The Finance Director and Recreation Director reviewed these items.

➤ Fire Protection

The Finance Director noted that these items are required to go before the Protective Services Committee on March 24, 2022 prior to Council review.

In response to a question, the Finance Director confirmed that as presented, the capital borrowing for items outside the Wastewater Treatment Plant upgrades would be \$1,053,700.

Members of Council congratulated staff for their excellent work on the 2022/23 Draft Capital Budget and the approach future planning.

**Motion: moved and seconded to recommend to approve the 2022/23 Draft Capital Budget to Council as presented, with the exception of Fire Protection. Motion carried.**

8. Next Meeting Date

The next Committee of the Whole meeting is scheduled for Tuesday, March 15, 2022 at 6:00 p.m.

9. Adjournment

The meeting was adjourned at 7:02 p.m. by the Mayor.

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Heather McCallum  
Assistant Municipal Clerk

# TOWN CAPITAL BUDGET 2022/23 PROPOSED CAPITAL PROJECTS

MARCH 1, 2022



# CAPITAL PROJECTS: TOWN GENERAL



PROJECT	DESCRIPTION	PROPOSED BUDGET
TOWN HALL	Exterior Restoration Tender Package	\$95,000
CIVIC SQUARE	Civic Square Plan	\$20,000
BEAUTIFICATION	COVID-19 Pandemic Tree Planting – Resilient Roots	\$25,000
ENVIRONMENTAL DEV'T	Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets	\$110,000
TOURISM	Hwy 103 Community Identity Signs (2)	\$30,000
EQUITY, DIVERSITY & INCLUSION	Interpretive Panels (2)	\$20,000
		<b>\$300,000</b>

# CAPITAL PROJECTS: PUBLIC WORKS



PROJECT	DESCRIPTION	PROPOSED BUDGET
NEW SIDEWALKS/CURBS	Tannery Rd – Knickle to 97 Tannery – Land Purchases	\$115,000
	Tannery Rd – Knickle to 97 Tannery – Construction	\$145,000
STREET RECONSTRUCTION	Duke St – Lincoln to Townsend	\$150,000
	Prince St – Cumberland to Fox	\$150,000
	Manhole Cover Upgrades	\$31,500
SIDEWALK RENEWAL	Green Street	\$115,000
TRANSPORTATION SERVICES	Parking Strategy Study & Upgrades	\$45,000
EQUIPMENT	Chev Truck (02) – Salt & Plow	\$202,000
	2002 F150 1/2 Ton	\$36,350
	2008 Van – Water Utility	\$40,000
	Dresser Loader	\$225,000
	Snow Push Blade for Backhoe	\$14,000
	Trackless Flail Mower/Wheels	\$16,000
		<b>\$1,284,850</b>

# CAPITAL PROJECTS: WASTE WATER



PROJECT	DESCRIPTION	PROPOSED BUDGET
SEWER/POLLUTION CONTROL	WWTP Upgrade – Pre-Design	\$71,500
	WWTP Upgrade with SBR	\$9,982,000
	WWTP – Flood Control Project	\$252,500
	Blower Room HVAC	\$67,000
	GIS Underground Infrastructure Master Plan	\$200,000
	Bluenose Dr Sewer Line Improvements re Salt Water	\$335,000
	Catch Basin Repair – West Nova Parking Lot	\$20,000
	CSK-05, Green St, Knickle Rd, Tannery Rd (Storm Diversion)	\$60,000
	Upgrade Communications Systems to Pumping Stations	\$102,200
	Saltwater Intrusion – Check Valve Installation	\$55,000
	Flowmeter – Installation at Pump Stations	\$20,000
		<b>\$11,165,200</b>

# CAPITAL PROJECTS: RECREATION



PROJECT	DESCRIPTION	PROPOSED BUDGET
ARENA	Ice Resurfacers Room Renovations	\$35,000
	Accessible Bathroom Renovations (Main & Dressing rooms)	\$70,000
	Accessible Entrance Improvements	\$26,000
GROUNDS/FIELDS	Cricket modifications to Baseball Field	\$14,000
	Skate Park Upgrades	\$44,000
		<b>\$189,000</b>

# CAPITAL PROJECTS: FIRE DEPARTMENT



PROJECT	DESCRIPTION	PROPOSED BUDGET
FIRE FLEET	Freightliner Rescue (02) #4 Ford Utility (99) #7	\$694,600 \$141,500
OTHER FIRE	Vehicle Exhaust Extraction System	\$60,000
		<b>\$896,100</b>

**TOWN OF LUNENBURG**  
**2022/23 DRAFT CAPITAL BUDGETS**

INDEX

Page #

CAPITAL BUDGET

➤ Summary	1
➤ Financing	2
➤ Town General 3-Year Plan	8
➤ Public Works 3-Year Plan	10
➤ Waste Water Treatment 3-Year Plan	13
➤ Recreation 3-Year Plan	15
➤ Fire Department 10-Year + Plan	18

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**Capital 22-23 Summary**

<b>Pre-approved or Carry-over Items</b>	
Town Hall Exterior Restoration Tender Package	\$ 95,000
Tannery Rd Sidewalk - land purchases	\$ 115,000
Replacement of Chev 02 Truck Salt & Plow	\$ 202,000
Replacement of 2002 F150 1/2 ton	\$ 36,350
WWTP Upgrade pre-design	\$ 71,500
WWTP Flood Control	\$ 252,500
Upgrade Communications Systems to Pumping Stations	\$ 102,200
Saltwater Intrusion - Check Valve Installation	\$ 55,000
Catch Basin Repair - West Nova Parking Lot	\$ 20,000
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$ 60,000
Fire Freightliner Rescue (02) #4 Replacement	\$ 694,600
Fire Utility (99) #7 Replacement	\$ 141,500
WWTP Upgrade with SBR	\$ 9,982,000
	<u>\$ 11,827,650</u>
<b>Required Operational Items</b>	
Manhole Cover Upgrades	\$ 31,500
Replacement of 2008 Van	\$ 40,000
Dresser Loader (86) replacement	\$ 225,000
Snow Push Blade for Backhoe	\$ 14,000
Trackless Flail Mower/Wheels	\$ 16,000
WWTP Blower Room HVAC improvements	\$ 67,000
GIS Underground Infrastructure Master Plan	\$ 200,000
Bluenose Drive Sewer Line - Improvements re Salt Water Intrusion	\$ 335,000
Flowmeter install pump station #7	\$ 20,000
Arena Ice Resurfacer Room Renovations	\$ 35,000
Fire Hall Vehicle Exhaust Extraction System	\$ 60,000
Covid-19 Pandemic Tree Planting - Resilient Roots	\$ 25,000
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets	\$ 110,000
Tannery Rd sidewalk construction	\$ 145,000
	<u>\$ 1,323,500</u>
<b>Discussion Items</b>	
Hwy 103 Community Identity Signs	\$ 30,000
Civic Square Plan	\$ 20,000
EDI - Interpretative panels	\$ 20,000
Green St. Sidewalk Renewal	\$ 115,000
Duke St - Lincoln to Townsend Street Reconstruction	\$ 150,000
Prince - Cumberland to Fox Street Reconstruction	\$ 150,000
Parking Strategy Study & Upgrades	\$ 45,000
Arena Accessible Bathroom Renovations (Main & Dressing Rooms)	\$ 70,000
Arena Accessible Entrances Improvements	\$ 26,000
Cricket modifications to baseball field	\$ 14,000
Skate Park	\$ 44,000
	<u>\$ 684,000</u>
	<u><u>\$ 13,835,150</u></u>
Max. Capital Borrowing (non-WWTP)	\$ 1,200,000
Max. WWTP Capital Borrowing	\$ 3,000,000

<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>													
	<b>22/23</b>	Gas Tax	Deed Transfer Tax	Debt	WWTP Upgrade Debt Financing	Capital Reserves (surplus asset reinvestment)	Op Reserve	PW Equip & Other Reserves	Grants	Fire Dist1&2	Fire Truck Reserve or Fire Dept.	Water Utility	Donations
<b>TOWN HALL</b>													
<b>Exterior Restoration Tender Package</b> , approved in 21-22 for \$50K, deferred to 22-23, tender higher than anticipated, Parks Canada funding application for \$25K submitted in Jan.'22, tender pricing expires Apr.13/22, staff report to be prepared for Council	<b>\$95,000</b>		<b>\$70,000</b>						<b>\$25,000</b>				
<b>5 Year Ranking Position of 35: #6</b>													
<b>Action:</b> Plan long-term for all municipal facilities, including renovation, sale or lease.													
<b>CIVIC SQUARE</b>													
<b>Civic Square Plan</b>	<b>\$20,000</b>						<b>\$20,000</b>						
<b>Action:</b> Ensure all parks and open spaces incorporate universal design principles and ensure accessibility.													
<b>BEAUTIFICATION</b>													
<b>Covid-19 Pandemic Tree Planting - Resilient Roots</b>	<b>\$25,000</b>		<b>\$15,000</b>										<b>\$10,000</b>
<b>5 Year Ranking Position of 35: #28</b>													
<b>Action:</b> Policies and programs for street trees and urban forest.													
<b>ENVIRONMENTAL DEVELOPMENT</b>													
<b>Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets</b>	<b>\$110,000</b>					<b>\$110,000</b>							
<b>Action:</b> Site Planning for Blockhouse Hill, Upper King St. and Recreation Complex													

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>	<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>TOURISM</b>													
<b>Hwy 103 Community Identity Signs (2)</b>	<b>\$30,000</b>						<b>\$30,000</b>						
CCP Section 6.3 Tourism - One of the best intact examples of British colonial settlement in North America – earning it UNESCO World Heritage Site designation – Lunenburg attracts people from near and far, injecting money into the local economy.													
<b>EQUITY, DIVERSITY &amp; INCLUSION</b>													
<b>Interpretative panels</b>	<b>\$20,000</b>						<b>\$20,000</b>						
<b>5 Year Ranking Position of 35: #11, 12</b>													
<b>Action 11: Culture &amp; Recreation: Foster inclusivity in programming and leadership.</b>													
<b>Action 12: Building relationships between the Town and Mi'kmaq/Black residents and organizations.</b>													
<b>NEW SIDEWALKS/CURBING</b>													
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases. Budget increased to \$115,000 on Jan.25/22, purchase activity may span fiscal 21-22 and 22-23	<b>\$115,000</b>		<b>\$115,000</b>										
Tannery Road-Knickle to 97 Tannery Road (East), sidewalk construction including planning/design, tree removal and any required power/communication line relocations	<b>\$145,000</b>		<b>\$145,000</b>										
<b>5 Year Ranking Position of 35: #19</b>													
<b>Action: Activate streetscapes through design and programming.</b>													
<b>RENEWALS-SIDEWALKS</b>													
Green Street	<b>\$115,000</b>					<b>\$115,000</b>							

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>STREET RECONSTRUCTION</b>														
	Duke-Lincoln to Townsend	\$150,000	\$150,000											
	Prince-Cumberland to Fox	\$150,000	\$150,000											
	Manhole Cover Upgrades	\$31,500		\$31,500										
<b>TRANSPORTATION SERVICES - EQUIPMENT</b>														
	Parking Strategy Study & Upgrades	\$45,000					\$15,000	\$30,000						
	Chev Truck (02) - Salt + Plow	\$202,000			\$202,000									
	2002 F150 1/2 Ton	\$36,350							\$36,350					
	2008 Van - Water Utility	\$40,000							\$40,000					
	Dresser Loader (86)	\$225,000			\$225,000									
	Snow Push Blade for Backhoe	\$14,000							\$14,000					
	Trackless Flail Mower/Wheels	\$16,000							\$16,000					
	The equipment listed above are part of the service delivery that is provided by the Engineering and Works Department.													
<b>SEWERS/POLLUTION CONTROL</b>														
	WWTP Upgrade Pre-Design Work (approved Dec.14/21 will span 21-22 and 22-23 total budget over both years \$71,500, funding Deed Transfer Taxes)	#1A	\$71,500		\$71,500									
	WWTP Upgrade with SBR - Total Project, seeking provincial/federal funding	#1A	\$9,982,000			\$2,695,120				\$7,286,880				
	WWTP - Flood Control Project, approved Jan.11/22 for \$252,500, work will span fiscal 21-22 and 22-23, funding for 21-22 will be deed transfer taxes and balance will be a capital borrowing, a grant application has been submitted for \$100,000	#1A	\$252,500		\$52,500	\$200,000								

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
Blower Room HVAC - replace inlet fans with exhaust fans	#1	\$67,000		\$67,000										
GIS Underground Infrastructure Master Plan - the master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.	#1	\$200,000		\$133,000									\$67,000	
Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion	#1	\$335,000			\$335,000									
Upgrade Communication Systems to Pumping Stations, carried out in two phases, Phase I fiscal 21-22, Phase II fiscal 22-23, preapproved on Sept.28/21		\$102,200	\$102,200											
Salt Water Intrusion - Check Valve Installation, due to Covid delivery delays the valves won't arrive before Mar.31/22, installation to be carried out in-house, PCAP funding extension being requested, original approved budget \$105K revised cost \$55K		\$55,000		\$27,500					\$27,500					
Catch Basin Repair - West Nova Parking Lot		\$20,000		\$20,000										
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		\$60,000	\$60,000											
Flowmeter install pump station #7 - 3 Brook St.		\$20,000	\$20,000											
<b>5 Year Ranking Position of 35: #1</b>														
<b>Action: Plan and make upgrades to the waste water collection and discharge system.</b>														
<b>5 Year Ranking Position of 35: #2</b>														
<b>Action: Upgrades to the wastewater treatment plant.</b>														

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>		<b>22/23</b>	<b>Gas Tax</b>	<b>Deed Transfer Tax</b>	<b>Debt</b>	<b>WWTP Upgrade Debt Financing</b>	<b>Capital Reserves (surplus asset reinvestment)</b>	<b>Op Reserve</b>	<b>PW Equip &amp; Other Reserves</b>	<b>Grants</b>	<b>Fire Dist1&amp;2</b>	<b>Fire Truck Reserve or Fire Dept.</b>	<b>Water Utility</b>	<b>Donations</b>
<b>ARENA</b>														
Ice Resurfacers Room Renovations	#1	\$35,000			\$23,300					\$11,700				
<b>Facility Upgrade.</b>														
Accessible Bathroom Renovations (Main & Dressing Rooms)	#2	\$70,000			\$46,700					\$23,300				
Accessible Entrance Improvements	#3	\$26,000			\$17,400					\$8,600				
<b>5 Year Ranking Position of 35: #16</b>														
<b>Action 8.1: Policies and other actions to improve accessibility throughout the town.</b>														
<b>GROUNDS/FIELDS</b>														
Cricket modifications to baseball field - seeking 100% external funding, if not successful project will not proceed		\$14,000								\$14,000				
<b>Not Ranked in the top 35, however is under Programming 10.6 G) Action: Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups.</b>														
Skate Park - reserve transfer of \$17,500 carried forward from fiscal 21-22, seeking 100% external funding for balance, if funding application not successful will proceed with a scaled back project in the amount of \$17.5K		\$44,000								\$26,500				\$17,500
<b>Not Ranked in the top 35, however is under Programming 10.6 G) Action: Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups.</b>														

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<b>TOWN OF LUNENBURG - FISCAL 22-23 CAPITAL FINANCING</b>													
	<b>22/23</b>	Gas Tax	Deed Transfer Tax	Debt	WWTP Upgrade Debt Financing	Capital Reserves (surplus asset reinvestment)	Op Reserve	PW Equip & Other Reserves	Grants	Fire Dist1&2	Fire Truck Reserve or Fire Dept.	Water Utility	Donations
<b>FIRE FLEET</b>													
Freightliner Rescue (02) #4 - March 23, 2021 Council pre-approved for order in 21/22 with delivery in 22/23, District funding TBD	\$694,600			\$204,300						\$347,300	\$143,000		
<b>Strategic Direction: Emergency Services</b>													
<b>Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.</b>													
Ford Utility (99) #7 *** Fire Department funded item, approved Feb.8/22	\$141,500										\$141,500		
Vehicle Exhaust Extraction System	\$60,000							\$30,000		\$30,000			
<b>Strategic Direction: Emergency Services</b>													
<b>Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.</b>													
	<b>\$13,835,150</b>	<b>\$482,200</b>	<b>\$748,000</b>	<b>\$1,053,700</b>	<b>\$2,895,120</b>	<b>\$240,000</b>	<b>\$100,000</b>	<b>\$136,350</b>	<b>\$7,423,480</b>	<b>\$377,300</b>	<b>\$284,500</b>	<b>\$67,000</b>	<b>\$27,500</b>
Maximum Funding for 2022-23		\$500,000	\$750,000	\$1,200,000	\$3,000,000	\$250,000	\$100,000	\$140,000					
Projects will only proceed if grants are approved and recreation complex masterplan is completed.													

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<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - TOWN GENERAL</b>				
	Priority			
<b>DESCRIPTION</b>		<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
New Provincial Accessibility Act requiring Municipalities to be completely accessible by 2030 will require financial commitments. Capital budgets will be updated as information becomes better known.				
<b>TOWN HALL</b>				
Exterior Restoration Tender Package , approved in 21-22 for \$50K, deferred to 22-23, tender higher than anticipated, Parks Canada funding application for \$25K submitted in Jan.'22, tender pricing expires Apr.13/22, staff report to be prepared for Council		<b>\$95,000</b>		
Exterior Restoration - PHASE 1			\$600,000	
Exterior Restoration - PHASE 2				\$600,000
Interior Restoration Tender Package				\$135,000
Retaining Wall - construction			\$74,000	
Council Chamber Air/Heat Pump			\$20,000	
<b>CIVIC SQUARE</b>				
Civic Square Plan		<b>\$20,000</b>		
<b>BAND STAND</b>				
Restoration & accessible walkway - Tender/Design			\$10,000	
Restoration & accessible walkway				\$100,000
<b>CN STATION</b>				
Painting & Window Replacement			\$20,000	
<b>VICTORIA ROAD BUILDING</b>				
Overhead Door			\$5,000	
Re-Siding				\$100,000
<b>BEAUTIFICATION</b>				
Covid-19 Pandemic Tree Planting - Resilient Roots		<b>\$25,000</b>	\$20,000	
Downtown Beautification - Montague Street Design Works Competition			\$30,000	
Parklet(s) - CCP Capital Project			\$20,000	
<b>ENVIRONMENTAL DEVELOPMENT</b>				
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets		<b>\$110,000</b>		
<b>TOURISM</b>				
Hwy 103 Community Identity Signs (2)		<b>\$30,000</b>		
<b>EQUITY, DIVERSITY &amp; INCLUSION</b>				
Additional permanent flagpoles at UNESCO park			\$15,000	
Interpretive panels		<b>\$20,000</b>	\$10,000	\$10,000
Signage for Parks			\$7,000	\$7,000
Art installations			\$10,000	\$10,000
Town Hall Entrance Sign in three languages			\$10,000	
	<b>**TOTAL**</b>	<b>\$300,000</b>	<b>\$851,000</b>	<b>\$962,000</b>

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## **TOWN GENERAL CAPITAL BUDGET NOTES**

### **Town Hall**

#### **Exterior Restoration - Tender Package**

An assessment of Lunenburg Town Hall was completed a number of years ago determining that the entire envelope required attention. The work for this project would entail repairing of flashings and windows, with the majority of the work being brickwork, either replacement of failed bricks or repointing, cleaning of bricks, repairing of granite sections, etc. This work is labour intensive, noisy and dusty and requires staging and enclosing of work area. The front and side facing the bandstand have been completed and the remainder of the building needs to be completed. In addition the roof currently leaks in many locations and requires full repair and replacement. In fiscal 22-23 the tender package for this work will be carried out.

#### **Exterior Restoration – PHASE 1**

Proposed for 23-24

#### **Exterior Restoration – PHASE 2**

Proposed for 24-25

### **Civic Square**

#### **Civic Square Plan**

Upgrade design for Civic Square Improvements.

### **Beautification**

#### **Covid-19 Pandemic Tree Planting – Resilient Roots**

This project is intended to celebrate our community's resiliency in the face of the pandemic and our future beyond. It supports CCP Action #28 – Urban Design - Policies and Programs for Street Trees and Urban Forest. The project would be cost shared with the community Town/private donation and those funds will be used in a community tree planting and maintenance initiative.

### **Environmental Development**

#### **Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets**

Site planning for Blockhouse Hill, Upper King St. and Recreation Complex.

### **Tourism**

#### **Hwy 103 Community Identity Signs**

The Town has two signs on the 103 Hwy (Exit 11) as part of the Community Identity Sign Program. Under this program the Town is responsible for the maintenance of these signs. The Provincial Department of Public Works has completed an inspection of all the Community Identity Signs and the Town's must be upgraded within the next 18 months or they will be removed (July 2023). The typical upgrade is completed via an overlay process where a new design is printed on reflective sheeting and affixed to thin sheet aluminium and installed over the existing sign face. The approximate cost for the overlay manufacture and install is \$12,000/sign. All costs associated with the new design are borne by the Town and are in addition to the noted manufacture/install cost, estimated at \$6,000.

### **Equity, Diversity & Inclusion**

A Town of Lunenburg Municipal Action Plan to promote anti-racism/discrimination initiatives is currently in development. Anticipated capital projects include:

#### **Interpretive panels**

New interpretive panels on 18<sup>th</sup> century enslaved women (1) Silvia, (2) Lydia Jackson and revised interpretive panels on (3 & 4) Mi'kmaq heritage.

<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - PUBLIC WORKS</b>				
	Priority			
<b>DESCRIPTION</b>		<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
<b>ACCESSABILITY</b>				
Accessible Parking Spaces			\$47,500	
Accessible Sidewalk Standards			\$14,500	
<b>RENEWALS-SIDEWALKS/CURBS</b>				
Duke - York to Lawrence (W)			\$25,000	
Green Street		\$115,000		
Pelham - Ship Yard Hill to Town Limits (S)			\$90,000	
Seawall - Fisherman's Wharf to Boat Launch				\$200,000
Subtotal		\$115,000	\$177,000	\$200,000
<b>NEW SIDEWALKS/CURBING</b>				
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases. Budget increased to \$115,000 on Jan.25/22, purchase activity may span fiscal 21-22 and 22-23		\$115,000		
Tannery Road-Knickle to 97 Tannery Road (East), sidewalk construction including planning/design, tree removal and any required power/communication line relocations		\$145,000		
Subtotal		\$260,000	\$0	\$0
<b>STREET RECONSTRUCTION</b>				
Duke-Lincoln to Townsend		\$150,000		
Prince-Cumberland to Fox		\$150,000		
Maple Avenue (section of)			\$300,000	\$300,000
Young Street				\$165,000
Manhole Cover Upgrades		\$31,500		
Subtotal		\$331,500	\$300,000	\$465,000
<b>CHIPSEALING</b>				
Hill - Lincoln to Pelham				\$10,000
Kempt - Lincoln to Cumberland				\$10,000
Kempt - Montague to Pelham				\$11,000
Kempt - York to Lawrence				\$10,000
Kissing Bridge (Cemetery Hill)			\$120,000	
Sandy Hollow Rd.				\$74,000
Tupper - Green to Brook			\$44,000	
Subtotal		\$0	\$164,000	\$115,000
<b>TRANSPORTATION SERVICES</b>				
Parking Strategy Study & Upgrades		\$45,000		
Parking Ticketer			\$15,000	
Outside Parking Improvements				\$75,000
Dumpsite Fence			\$65,000	
Subtotal		\$45,000	\$80,000	\$75,000

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TOWN OF LUNENBURG				
THREE-YEAR CAPITAL BUDGET - PUBLIC WORKS				
	Priority			
DESCRIPTION		22/23	23/24	24/25
<b>EQUIPMENT</b>				
Chev Truck (02) - Salt + Plow		\$202,000		
International Truck (09) Salt + Plow				\$250,000
<i>Small Vehicle Fleet recommendation : That a practice be adopted regarding the small vehicle fleet replacements. Consideration should be given to replacements with used vehicles with a capped mileage at time of purchase.</i>				
2002 F150 1/2 Ton		\$36,350		
2008 Van - Water Utility		\$40,000		
2011 F250 3/4 Ton				
2013 GMC 1/2 ton				
2005 Chev 1/2 Ton - Water Utility				
2009 Dodge 1/2 Ton - previously Electric Utility				
<u>Other equipment</u>				
Dresser Loader (86)		\$225,000		
Snow Push Blade for Backhoe		\$14,000		
Leaf Loader (94)				\$25,000
Trackless Flail Mower/Wheels		\$16,000		
Trackless Snow Blower (sidewalks)			\$20,000	
Solar-Powered Rectangular Rapid Flashing Beacon Crosswalk Signs (3)			\$24,500	
Subtotal		\$533,350	\$44,500	\$275,000
<b>**TOTAL**</b>		<b>\$1,284,850</b>	<b>\$765,500</b>	<b>\$1,130,000</b>

## **PUBLIC WORKS CAPITAL BUDGET NOTES**

### **Renewals-Sidewalks/Curbs**

#### Green Street

This sidewalk is in poor condition and should be replaced. Upgrade to 5' wide from 4'.

### **New Sidewalks/Curbing**

#### Tannery Road – Knickle to 97 Tannery Road (East)

Land purchases. Budget increased on Jan 25/22, purchase activity may span fiscal 21-22 and 22-23.

#### Tannery Road – Knickle to 97 Tannery Road (East)

Sidewalk construction including planning/design.

Per November 24, 2020 Council motion - to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road.

### **Street Reconstruction**

#### Duke Street - Lincoln to Townsend

The existing street is in poor condition and requires reconstruction.

#### Prince Street - Cumberland to Fox

The existing street is in poor condition and requires reconstruction.

#### Manhole Cover Upgrades

Replace old style with square profiles that can currently get caught in snowplow blade with R60 manhole frame (21 required).

### **Transportation Services**

#### Parking Strategy Study & Upgrades

Planned Parking Strategy is required for the Town, including accessible parking spots and standards as well as the implementation of electric charging stations to ensure tourists and residents' requirements are met. This also includes annual replacement program any failed meter heads.

### **Equipment**

#### Chev (02) Salt Truck

Vehicle in poor condition and approved for replacement in 21-22. Staff Plan to re- issue tender before Mar.31/22 with a delivery by end of 2022, budget has been updated to reflect increase approved Dec.14/21.

#### F150 ½ Ton Truck (02)

Replacement approved in 21-22 with budget increased to \$36,350 on Sept.14/21 - Covid delivery delays could likely have this truck delivered in 22-23.

#### 2008 Van – Water Utility

Current inspection expires (June 2022) Previously used by the Water Utility. Recreation department uses van in the summer months for playground checks and maintenance, trail checks and maintenance, setting up and taking down for special events, carrying tools/supplies to and from work sites, miscellaneous tasks that require a vehicle and unable to fit in a car (i.e. moving large boxes), etc. This vehicle is assigned as a shared vehicle with facilities. Proposed to replace this van with a pickup truck in fiscal 22-23.

#### Dresser Loader (86)

Used any time it snows. PW recommends replacement as it is very hard to find replacement parts due to age. Estimated surplus value \$12,000-\$15,000. PW recommends purchasing a used (2-3 year old) Wheel Loader. Budget reflects the price estimated for a used piece of equipment.

#### Snow Push Blade for Backhoe

This would allow our backhoe to be much more efficient in snow clearing operations.

#### Trackless Flail Mower/Wheels

Add on for the trackless machine for ditches, steep inclines, embankments, etc. Must include extra tires for balance. This could also be used for back harbour trail trimming vs contracting out that service.

# DRAFT

**TOWN OF LUNENBURG**

**THREE-YEAR CAPITAL BUDGET - WASTE WATER**

DESCRIPTION	Priority	22/23	23/24	24/25
<b>SEWER/POLLUTION CONTROL</b>				
WWTP Upgrade Pre-Design Work (approved Dec.14/21 will span 21-22 and 22-23 total budget over both years \$71,500, funding Deed Transfer Taxes)	#1A	\$71,500		
WWTP Upgrade with SBR - <i>Total project budget</i> , seeking provincial/federal funding	#1A	\$9,982,000		
<i>Anticipated to be carried out as follows:</i>				
WWTP Upgrade with SBR - Preliminary and Detailed Design, seeking provincial/federal funding		\$266,000	\$89,000	
WWTP Upgrade with SBR - Construction services, seeking provincial/federal funding			\$212,000	\$212,000
WWTP Upgrade with SBR - Construction, seeking provincial/federal funding. Total estimated cost \$9,572,000 + net HST = \$9,982,000			\$4,601,500	\$4,601,500
WWTP Outfall Relocation - Front End Engineering Design				\$80,000
WWTP Outfall Relocation - Detailed Design 25/26				
WWTP - Outfall Relocation - Construction 25/26, 26/27				
WWTP - Flood Control Project, approved Jan.11/22 for \$252,500, work will span fiscal 21-22 and 22-23, funding for 21-22 will be deed transfer taxes and balance will be a capital borrowing, a grant application has been submitted for \$100,000	#1A	\$252,500		
WWTP - UV Upgrades, if funding is not received for WWTP Upgrade then this project needs to be brought forward as a next top priority at the plant	#1-B		\$251,000	
WWTP Headworks Screen	#2-B		\$770,000	
WWTP - Roof Replacement	#2-B		\$272,000	
Blower Room HVAC - replace inlet fans with exhaust fans	#1	\$67,000		
GIS Underground Infrastructure Master Plan - the master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.	#1	\$200,000		
Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion	#1	\$335,000		
CSK-3, Churchill and Broad (Storm Diversion)			\$44,000	
CSK-4, Churchill and Dufferin (Storm Diversion)				\$87,500
CSK-6, Falkland, Lincoln and Dufferin (Storm Diversion)				
Catch Basin Repair - West Nova Parking Lot		\$20,000		
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		\$60,000		
Upgrade Communication Systems to Pumping Stations, carried out in two phases, Phase I fiscal 21-22, Phase II fiscal 22-23, preapproved on Sept.28/21		\$102,200		
Salt Water Intrusion - Check Valve Installation, due to Covid delivery delays the valves won't arrive before Mar.31/22, installation to be carried out in-house, PCAP funding extension being requested, original approved budget \$105K revised cost \$55K		\$55,000		
Flowmeter install pump station #7 - 3 Brook St.		\$20,000		
Flowmeter install pump station #4 - 176 Bluenose Dr.			\$20,000	
Flowmeter install pump station #3 - 34 Bluenose Dr.				\$20,000
<b>**TOTAL**</b>		<b>\$11,165,200</b>	<b>\$1,357,000</b>	<b>\$187,500</b>

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## WASTE WATER CAPITAL BUDGET NOTES

### Sewer/Pollution Control

#### WWTP Upgrade Pre-Design Work

Approved by Council Dec.14/21 – the continuation of preliminary pre-design work for a the WWTP Upgrade with SBR. Project will span fiscal 21-22 and 22-23.

#### WWTP Upgrade with SBR Project

Upgrade the Waste Water Treatment Plant with SBR technology. Total estimated cost \$9,572,000 + net HST = \$9,982,000. Town is seeking funding partnerships with the province and federal government. If funding is received project will proceed. Work that will be carried out in fiscal 22-23 will include preliminary and detailed designed. Construction estimated to begin in the second half of fiscal 23-24.

#### WWTP Outfall Relocation

Due to financial capacity this project is deferred until after the WWTP Upgrade carried out.

#### WWTP – Flood Control Project

Approved by Council on Jan.11/22 – project will build berm to protect the plant from flooding.

#### Blower Room HVAC – replace inlet fans with exhaust fans

Scope and cost estimate completed by CBCL in Pre-Design. This is health and safety project.

#### GIS Underground Infrastructure Master Plan

The master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this project.

#### Bluenose Drive - Sewer Line Improvements re Salt Water Intrusion

Part of Salt Water Intrusion Study. Bluenose Drive sewer line feeding into the lift station. Cure in Place Pipe liner (i.e. do not dig up the whole pipe) To get the best pricing for tendering it should be tendered in early 2022. Budget includes engineering construction support and construction contract.

#### Catch Basin Repair - West Nova Parking Lot

Ground around Catch Basin is caving in and is in need of repair (replacement of catch basin and ground work). Carry-forward project from fiscal 21-22.

#### CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)

Work to continue as per Brook Street Drainage Improvement Project. Execute work from drawing CSK-05 (highest priority). Others to be completed in subsequent years. Carry-forward project from fiscal 21-22.

#### Upgrade Communication System at Pumping Stations

This is a pre-approved project. It is required to create a wireless network to connect the WWTP to eight remote Lift Stations in the Town. This will enable proper and reliable data and control communications to effectively monitor and troubleshoot the operation of the lift station pumps.

#### Salt Water Intrusion - Check Valve Installation

This is a carry-forward project from fiscal 21-22. Extended delivery delays will have these check valves received in fiscal 22-23. They will be installed by in-house resources. Overall cost of project been reduced to reflect actually pricing of the check valves.

Fisherman's Wharf lift station overflow check valve in a 450mm pipe.

Back Harbour lift station overflow check valve in a 600mm pipe.

Bluenose Drive lift station overflow check valve in a 900mm pipe.

#### Flowmeter install at each pump station

CBCL recommended that flow meters be added to the lift stations in the 2019 Collection System Infiltration and Inflow (I&I) Study. The Town currently has no flow metering on the output of any of the lift stations, so it is not possible for operators to remotely verify the flows being pumped. Required for proper monitoring and troubleshooting of Lift Stations.

<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - RECREATION</b>				
DESCRIPTION	Priority	22/23	23/24	24/25
<b>BUILDING &amp; STRUCTURES</b>				
<b>ARENA</b>				
Chiller every 20 yrs (2045)				
Ice Resurfacers Room Renovations	#1	\$35,000		
Accessible Bathroom Renovations (Main & Dressing Rooms)	#2	\$70,000		
Accessible Entrance Improvements	#3	\$26,000		
Accessibility Audit Improvements			TBD	TBD
<b>COMMUNITY CENTRE</b>				
Window Replacement/Repair			\$35,000	
Siding - CC			\$100,000	
Accessibility Audit Improvements			TBD	TBD
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs, deferred to 21/22 due to COVID-19, deferred in 21/22 due to financial capacity				\$30,000
Subtotal		\$131,000	\$135,000	\$30,000
<b>GROUNDS/FIELDS</b>				
Cricket modifications to baseball field - seeking 100% external funding, if not successful project will not proceed		\$14,000		
Skate Park - reserve transfer of \$17,500 carried forward from fiscal 21-22, seeking 100% external funding for balance, if funding application not successful will proceed with a scaled back project in the amount of \$17.5K		\$44,000		
Subtotal		\$58,000	\$0	\$0
<b>PARKING LOT</b>				
Parking Lot Improvements - if deferred then the operating budget will need to be increased for patching maintenance			\$100,000	
Subtotal		\$0	\$100,000	\$0
<b>FURNITURE AND EQUIPMENT</b>				
Compressor Overhaul - Arena (every 5 years)			\$15,000	
Lawn Tractor (07)				\$30,000
Subtotal		\$0	\$15,000	\$30,000
<b>PARKS /PLAYGROUNDS</b>				
250th Anniversary Park Reconstruction - anticipated for fiscal 26-27				
Subtotal		\$0	\$0	\$0
<b>**TOTAL**</b>		<b>\$189,000</b>	<b>\$250,000</b>	<b>\$60,000</b>
Projects will only proceed if grants are approved and recreation complex masterplan is completed.				
Please note - Blue Route Bike Report has not been incorporated into the capital budget				

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## **RECREATION CAPITAL BUDGET NOTES**

### **Building & Structures**

#### **Arena**

##### **Ice Resurfacers Room Renovations**

This is high priority for the Recreation Department. The new Olympia machine purchased does not fit in the existing resurfacers room. There is only 1 inch on either side of the machine to enter/exit the room. The room must be reconstructed to be made wider and longer to fit the new machine. Staff have applied for Provincial funding to cover 1/3 cost.

##### **Accessible Bathroom Renovations (2021/22) and (2022/23)**

An Accessibility Audit Assessment was conducted of the Arena in Year 1 (2021/22) in preparation for bathroom renovations. Year 2 (2022/23) will consist of updating the two public washrooms to meet accessibility standards. In addition, work will include renovations to locker room #1 to have an accessible washroom, add a shower to #1, and to update the washrooms in all other locker rooms (sinks and toilets). Restoration would be scheduled outside of ice season. The budget has been completed assuming contractors would be engaged to complete work and Town staff would serve as overall project managers. The current washrooms have not been renovated since 1984. Staff have applied for Provincial funding to cover 1/3 cost. CCP Goal#22.

##### **Accessible Entrance Improvements**

A recommendation from the Accessibility Audit was improvements to the accessible exterior entrance to the Arena, as well as the automatic door control button. The path of travel that leads from the parking area to the main entrance is fairly level until it approaches the exterior doors, at which point the surface changes and creates a grade that ranges from 10% to 14.7% (ramps are ideally at 5% and should not exceed 8.33%). Work would include redesigning the entry ramp to create a more gradual approach that provides a path that does not exceed a slope of 5% in any area of approach.

Further, to move the automatic door control button to a mounted surface that is encountered in the level area upon approach of door; ideally it would have two areas of activation, or a full push bar for multiple levels. Currently, there is a single button, power-operated door opener that is placed on the latch side and is mounted on the side of the building – the effort and challenge to reach the opener creates some concern as the area upon approach is not flat nor is it easy to get to before approaching the door once it opens. Staff have applied for Provincial funding to cover 1/3 cost.

#### **Grounds/Fields**

##### **Cricket Modifications to Baseball Field**

Install a cricket pitch on the existing baseball field. A cricket pitch ranges from \$8,000 (an “instant cricket pitch” that can be rolled up and stored after a game) to \$25,000 (concrete and permanent pitch). In addition, there would need to be construction of a solid base under the pitch. Staff are seeking 100% external funding. CCP Goal 11 & 32.

##### **Skate Park**

To enhance the Lunenburg skate park to address mobility issues, safety and accessibility. Project highlights would include repairs and maintenance to the surface of the park, add lighting surrounding the facility, adding an accessible walkway to the park from the parking area, installing a gazebo to protect users from sun and rain, and to add elements to the park expansion. Carry-over funding of \$17,500 from a donation received approved by Council January 2022. Staff have applied for Provincial funding to cover 1/3 cost.

#### **Future Capital Projects:**

##### **Arena**

##### **Arena Accessibility Improvements**

To begin the process of making accessible changes to the Arena facility, based on the results of the Accessibility Audit conducted in 2021 by a contractor. CCP Goal #22

#### **Community Centre**

##### **Window Replacement/Repair**

The Community Centre windows are in need of replacement. This work will be required in the second floor Fitness Studio/Meeting Room, and the first-floor kitchen, office and weight room. The work will be undertaken at the same time as the siding replacement to ensure a seamless installation.

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### Siding

The siding is in poor condition and requires replacement.

### Gym Floor Refinish

The gymnasium floor was last refinished 16 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again. Will increase quality of the floor for sports and activities. Would also improve overall appearance of Community Centre and could increase rentals. Work to be completed by an external contractor.

### Community Centre Accessibility Improvements

To begin the process of making accessible changes to the Community Centre facility, based on the results of the Accessibility Audit conducted in 2021 by a contractor. CCP Goal #22

### Parking Lot Improvements

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

### Equipment

#### Compressor Overhaul

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

#### Ride-on Lawn Tractor

The recreation lawn tractor is used to maintain Town's parks, playgrounds and fields. It is also used to relocate large material and supplies between the Arena, Community Centre and Blue Building (such as 30+ tables for events, hockey boards stored in the in the Blue Building during the off season etc.) The current machine was purchase in 2007.

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

### Parks/Playgrounds

#### Parks/Playgrounds

##### Reconstruction of the 250th Anniversary Park

To reconstruct and rename the existing 250th Anniversary Park in the Town, which is currently a playground for younger children. The reconstruction would highlight the Town's history and culture of the Mi'kmaw community. The Town of Lunenburg is location in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. The park currently has a medicine garden, with sweetgrass. The reconstruction project would work with members of the community and contractors to best identify how the park would be rebuilt and re-named.

CCP Goal 11, 12, 18 & 32.

**TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT**

DESCRIPTION	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
<b>FIRE FLEET</b>														
Aerial Ladder Truck (15) #1													\$2,078,900	
Pierce Pumper/Tanker (2020) #2														replacement year 2040, est. \$1.36M
Pierce Pumper (10) #3								\$1,197,200						
Freightliner Rescue (02) #4 - March 23, 2021 Council pre-approved for order in 21/22 with delivery in 22/23, District funding TBD	\$694,600													
GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding					\$638,200									
Ford Utility (99) #7 *** Fire Department requesting to proceed with this purchase, Feb.8/22 Council agenda	\$141,500													
Rescue Boat & Trailer (12) #8						\$193,900								
Antique - Dodge Hose (33)														
Antique - LaFrance Pumper (29)														
<b>TOTAL FIRE FLEET</b>	<b>\$836,100</b>	\$0	\$0	\$0	\$638,200	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<b>OTHER FIRE</b>														
Turn Out Gear								\$150,000						
21 Breathing Packs		\$170,200												
Auditorium/Clubroom/Office Floor Replacement				\$53,200										
Apparatus Bay Floor Replacement				\$90,100										
Concrete Apron Replacement (area in front of bay doors at Fire Hall) - tender assessment completed in 21-22 and some minor patching. Staff feel that with the patching that has taken place more extensive work can be deferred to 24/25			\$145,000											
Roof - Reseal & Repainted - preference would be preapproval for 23-24 to get best price and contractor availability, operating budget for 22-23 will need to include an amount to repair any leaks until the fuller project is completed		\$90,000												
Vehicle Exhaust Extraction System	\$60,000													
<b>TOTAL OTHER FIRE</b>	<b>\$60,000</b>	\$260,200	\$145,000	\$143,300	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FIRE CAPITAL BUDGET</b>	<b>\$896,100</b>	\$260,200	\$145,000	\$143,300	\$638,200	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.														
***Fire Dept. Funded														

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## **FIRE DEPARTMENT CAPITAL BUDGET NOTES**

### **Truck Replacements**

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

#### **Long Term Capital Replacement Plan**

Schedule for long-term replacements is included in the budget document.

##### **#1 Aerial**

This vehicle was replaced in 2015/16.

##### **#2 Pumper / Tanker**

This vehicle was replaced in 2020/21.

##### **#3 Pumper (10)**

This vehicle was replaced 2010/11, next replacement 2029/30.

##### **#4 Heavy Rescue (02)**

This vehicle is scheduled for replacement in 2022/23, Council pre-approved in fiscal 2021/22 to proceed with order.

##### **#5 Tanker (00)**

This vehicle will be replaced with #2 pumper/tanker.

##### **#6 Tanker (02)**

This vehicle was expected to be replaced in 2024/25, however it has been moved out to fiscal 26/27 to due to anticipated funding restrictions.

##### **#7 Utility (99)**

This vehicle is expected to be replaced by LDFD in 2023/24.

##### **#8 Boat (12)**

This unit is expected to be replaced in 2027/28.

### **Other Fire Equipment**

#### **Vehicle Exhaust Extraction System**

Cancer among fire fighters is a growing concern. The department has taken many steps to ensure the safety of their fire fighters. Diesel vehicle exhaust contains a large number of carcinogens which can be very harmful to a fire fighter. When the trucks are started in the station, a large plume of exhaust is expelled into the open air, exposing fire fighters to the hazards of breathing these exhausts in. This system will also allow the trucks to be run while inside during the winter months, so fire fighters can do their vehicle inspections.

A Vehicle Exhaust Extraction System has been pushed back in the budget for a number of years, but it is now time to have it installed. Some research found these systems to be well over \$100 000, however, there may be a less expensive option, but not reducing the purpose of the system.

### **Future Capital**

#### **Turn Out Gear**

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

#### **Fire Service Breathing Air Packs (2022/23)**

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

#### **Concrete Apron Replacement**

For the area in front of the bay doors at the Fire Hall. The concrete apron is crumbling apart in the middle and this extends across all 4 bay door entrances. The concrete apron is also rapidly deteriorating at the end of 3 of the 4 bay entrances, with small chunks of concrete coming out on a daily basis. This area has to be replaced with a new concrete apron in order to support the weight of existing and future fire apparatus. An asphalt apron would deteriorate quickly due to the weight of fire apparatus constantly travelling in the same areas to enter and exit the truck bays. Also; in the event of a fuel spill (gas for small engines or diesel), this could erode asphalt. The current apron was trimmed back a few feet already and paved with asphalt from previous deterioration of the concrete apron. Patching has taken place and this project is now planned to be deferred for a few more years.

# DRAFT

<b>Town of Lunenburg</b>					
<b>Fire Truck Debt and Reserve Projections</b>					
<b>As of March 2, 2021</b>					
		19/20	20/21	21/22	22/23
\$175,000 10 yr. loan + Int \$25,223.04 = \$200,223.04	PRINCIPAL	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
#3 Pumper Fire Truck	INTEREST	\$ 2,037.02	\$ 1,573.26	\$ 1,078.00	\$ 553.00
		\$ 19,537.02	\$ 19,073.26	\$ 18,578.00	\$ 18,053.00
\$448,887 10 yr. loan + Int 59,306.10 = \$508,193.10	PRINCIPAL	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00
Aerial Ladder Truck	INTEREST	\$ 7,920.81	\$ 7,155.90	\$ 6,300.09	\$ 5,352.48
		\$ 52,809.81	\$ 52,044.90	\$ 51,189.09	\$ 50,241.48
Fiscal 2020/21 Finance \$327,550 for 15 years	PRINCIPAL			\$ 21,837.00	\$ 21,837.00
Replacement of #2 & #5	INTEREST			\$ 8,188.75	\$ 7,642.83
		\$ -	\$ -	\$ 30,025.75	\$ 29,479.83
Amount of Tax Rate to Finance Fire Dept. Debt and Reserve		\$ 0.0258	\$ 0.0243	\$ 0.0302	\$ 0.0301
Accumulated Reserve			\$ 15,000.00	\$ 100,000.00	\$ 143,000.00

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

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Document No:

Meeting: Council March 8, 2022

Circulate To: Council, KM, LD, KR

File: Budget 2022-23

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR AND  
KATHLEEN RAFUSE, ACCOUNTANT**

**DATE: FEBRUARY 23, 2022**

**RE: LOW INCOME PROPERTY TAX RELIEF**

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### 1. FACTS

During the preparation phase of the annual budget, consideration should be given to a review of the Low Income Property Tax Relief income thresholds and exemption levels. The legislative authority to grant exemptions is located under Section 69 of the Municipal Government Act. Currently there is an application process whereby the property owner fills out an application form, provides proof of their household income and swears to an affidavit that the information is correct.

### 2. ISSUES AND OPTIONS ANALYSIS

The Municipal Government Act Section 69 provides two options regarding applying for the exemption:

1. The applicant shall make an affidavit, or
2. Provide other proof confirmation the person's income.

As we currently do not have any Commissioners of Oath on staff it is recommended that Policy #71-Low Income Property Tax Relief be amended to eliminate the requirement that applicants must swear to an affidavit as part of the application process.

The current Policy #71 adjusts the income amounts by the prior year's Nova Scotia Consumer Price Index. The amounts for fiscal 2021/22 are as follows:

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
\$19,180 or less	\$500
\$19,181 to \$20,246	\$400
\$20,247 to \$21,311	\$300
\$21,312 to \$22,377	\$200
Over \$22,377	NIL

Our current income levels are on the low range.

For 2022:

Maximum OAS	\$7,711
Maximum GIS	\$11,151
Average CPP	\$8,433
Total	\$27,295

The annual income for an individual working full-time and receiving minimum wage in Nova Scotia is \$27,768.

CRA net income level where the recipient is not eligible to receive the Canada Workers benefits (family with children) \$42,197.

In consideration of the above income information the following changes to exemption levels contained in Policy #71 are suggested:

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
<del>\$19,180 or less</del> \$30,000 or less	<del>\$500</del> \$1,000
<del>\$19,181 to \$20,246</del> \$30,001 to \$35,000	<del>\$400</del> \$500
<del>\$20,247 to \$21,311</del> \$35,001 to \$40,000	<del>\$300</del> \$250
<del>\$21,312 to \$22,377</del>	<del>\$200</del>
Over <del>\$22,377</del> \$40,001	NIL

The annual Property Tax Relief amounts were adjusted in consideration of increased property assessments. A survey of several other municipal units found exemptions ranging from \$250 to \$1,000.

### 3. FINANCIAL IMPACT

In fiscal 2021/22 there were nine exemptions approved which totaled \$3,000. It is anticipated that with the increase of the income ranges and annual relief amounts that the budget for Low Income Exemptions for fiscal 2022/23 should be \$40,000.

### 4. STRATEGIC PLAN RELEVANCE

Continue to offer the property tax exemption for low-income individuals. (Supports objective H2).

### 5. RECOMMENDATION AND DRAFT MOTION

That Council approve the following draft motion:

Draft Motion:

*Moved and seconded that Procedural Policy #71-Low Income Property Tax Relief be amended as noted in Schedule A to reflect increases in the household income thresholds and increases to the annual benefit.*

Acknowledged only by:

---

Kevin Malloy  
Interim CAO

## #71. TOWN OF LUNENBURG PROCEDURAL POLICY

### LOW INCOME PROPERTY TAX RELIEF

1. This Policy is established pursuant to Section 69 of the Municipal Government Act and amendments thereto from time to time.
2. In this policy, "income" means a person's total annual income from all sources for the calendar year preceding the fiscal year for which an exemption is sought, and includes the income of all other members of the same family residing in the same household including all other pension or allowances. An allowance paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada) is not included in this calculation of income.
3. On application a person whose total annual household income is below the amount set out in the following table is entitled to a partial property tax in the amount set out in the right hand column.

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief</u>
<del>\$19,123. or less</del> <b>\$30,000. or less</b>	<del>\$500.00</del> <b>\$1,000.00</b>
<del>\$19,124. to \$20,185.</del> <b>\$30,001 to \$35,000</b>	<del>\$400.00</del> <b>\$ 500.00</b>
<del>\$20,186. to \$21,247.</del> <b>\$35,001 to \$40,000</b>	<del>\$300.00</del> <b>\$ 250.00</b>
<del>\$21,248. to \$22,310.</del>	<del>\$200.00</del>
Over <del>\$22,310.</del> <b>\$40,001</b>	NIL

The household income amounts set forth in this policy shall be annually adjusted by the prior year's Nova Scotia Consumer Price Index (NS-CPI). **In the event that the NS-CPI is negative no adjustment will be made that year.**

4. A person applying for an exemption must file an application, provide proof of income including, but not limited to all applicable current income tax **notice of assessments** ~~returns and swear an affidavit~~ confirming household income and other relevant information. This application may be amended by Town staff and/or Council as required.
5. Property tax relief applies only to the principal residence of Town of Lunenburg residents. No person may receive property tax relief for more than one property in any fiscal year.
6. Where a property is assessed to more than one person, each assessed owner who qualifies for property tax relief may only receive the portion of the exemption equal to that person's share of the total assessment for the property. Their share will be to be determined from the share shown on the assessment roll. If their

share is not shown, it shall be determined by the Treasurer whose determination is final.

7. Applications for property tax relief must be received by September 30 of each year, after which no applications will be considered.

Clerk' Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider: ~~April 28, 2020~~  
March 8, 2022

Date of Passage of Current Policy: ~~May 12, 2020~~

I certify that this Policy was revised by Council as indicated above

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**#80 TOWN OF LUNENBURG PROCEDURAL POLICY:****COMMEMORATIVE FLAG RAISING REQUESTS****I. PURPOSE**

This policy is designed to establish a consistent protocol for the flying of flags on Town of Lunenburg ("Town") flag poles on Town property.

**II. POLICY**

1. The Town will fly the official Canadian, Nova Scotian and Town of Lunenburg flags in this sequence on its flag poles as space permits.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council ("Council") or CAO, such as in the case of a visiting dignitary.
3. (a) Council may approve special requests made by organizations to fly a flag in recognition of a special event or cause.
  - (b) All requests to fly a special purpose flag must be received in writing (application form attached) and state: the significance of the flag; the requested duration to fly the flag; contact person information; and other relevant information as required.
  - (c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site flag pole opposite Cumberland Street.
  - (d) Council may withhold approval to fly a special purpose flag if the flag and/or its representative organization: propagates hate; advertises a for-profit corporate entity; and/or is in poor condition and detracts from the appearance of Town property.
  - (e) All approved requests will be considered on a first come, first serve basis.
  - (f) All necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.
  - (g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization after.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members  
of Intent to Consider (7 days minimum): October 10, 2017

Date of Passage of Current Policy: October 24, 2017

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

November 1, 2017  
Date

**TOWN OF LUNENBURG APPLICATION:**  
**COMMEMORATIVE FLAG RAISING REQUEST**

*Please review **Town of Lunenburg Procedural Policy #80 Commemorative Flag Raising Requests** for complete details.*

1.	Flag description (attach image please):	
2.	Relevance of flag to the Town of Lunenburg:	
3.	Requested date for flying flag:	
4.	<i>Contact Information</i>	
	a. Name:	
	b. Address:	
	c. E-mail address:	
	d. Telephone number:	
5.	Date request completed:	

*Please note: applications will be considered on a first-come, first-served basis. Requests will be considered by Council at regular, open meetings of Council. Please submit your application four weeks in advance of the requested dates for flying of flag as Council submission deadlines will be observed in all cases. You will be advised by staff of Council's decision regarding your request.*

**TOWN OF LUNENBURG PROCEDURAL POLICY  
DRAFT: COMMEMORATIVE FLAGS AND PROCLAMATIONS**

**PURPOSE**

1. Enactment of the Policy is designed to establish a consistent protocol for the flying of commemorative flags on Town of Lunenburg ("Town") flag poles on Town property, as well as commemorative proclamations of Council.

**PROCEDURE**

1. The Town will fly the official Canadian, Nova Scotian, and Town of Lunenburg, and UNESCO flags in this sequence on its UNESCO World Heritage Site flagpoles as space permits. At no time shall any special purpose flag replace any standard flags, except when authorized by Council.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council ("Council") or CAO, such as in the case of a visiting dignitary.
3. During times of municipal, provincial, national or international mourning, flags shall be flown at half-mast when appropriate without pre-authorization by Council, at the discretion of the CAO.

The Town shall fly the Canadian flag at half-mast at the War Memorial flagpole on the below dates annually.

National Day of Mourning	April 28
Remembrance Day	November 11

4. Special Purpose Flag and Proclamation Requests
  - (a) Community groups and organizations can request to have a flag flown or a proclamation made in recognition of a special event or cause. All requests must be made by submitting an application form (attached).
  - (b) Applications must be submitted four (4) weeks in advance of the requested dates. Requests will be considered by Council at regular, open meetings of Council.
  - (c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site special purpose flagpole opposite Cumberland Street.
  - (d) Council may withhold approval if the flag or proclamation and/or its representative organization propagates hate; advertises a for-profit corporate entity; and/or if a flag is in poor condition and detracts from the appearance of Town property.
  - (e) All approved requests will be considered on a first come, first serve basis.

- (f) The requested flag with all necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.
- (g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization if appropriate.

5. The Town shall fly the below listed Special Purpose Flags annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

African Heritage Month	Month of February	28/29 days
Battle of the Atlantic (cenotaph flags)	1st Sunday in May	1 day
Pride	July (dates assigned annually)	10-12 days
Treaty Day/Mi'kmaq History Month	October 1/Month of October	31 days
Remembrance Day (cenotaph flags)	November 11	1 day
Transgender Day of Remembrance	November 20 (flag raised on November 13)	1 week

6. The Town shall issue the below Proclamations of Council annually without pre-authorization by Council, with specific dates at the discretion of the CAO.

Day of Black Loyalist Exodus: 15 Ships to Sierra Leone	January 15
Wear Red Canada (Women's Heart Health)	February 13
Heritage Day	3rd Monday in February
Purple Day (Epilepsy Awareness)	March 26
Transgender Awareness Week	November 13-20

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum):

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**TOWN OF LUNENBURG APPLICATION:  
COMMEMORATIVE FLAG RAISING/PROCLAMATION REQUEST**

*Applications are to be submitted four (4) weeks in advance of the requested date(s). Requests will be considered by Council at regular, open meetings of Council. Completed applications can be submitted to: [hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca)*

1	Type of commemoration requested	<input type="checkbox"/> Flag <input type="checkbox"/> Proclamation
2	Name of Organization	
3	Contact Name Email Phone	
4	Name of Flag/Proclamation <i>- If flag, please include description or image of flag and background information - If proclamation, please include text and background information</i>	
5	Requested Date and/or Alternate Date <i>- If flag, what is requested duration for it to fly</i>	
7	Relevance of the Flag/Proclamation to the Town of Lunenburg	

Applications can request for the flag/proclamation to be repeated annually for up to five years. Please indicate below yearly dates, if desired:

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

*Please note: Applications will be considered on a first-come, first-served basis. You will be advised by staff of Council's decision regarding your request. Flags and necessary hardware to hang a special purpose flag must be provided by the requesting organization.*

## #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, **or conducted by electronic means in accordance with section 19A of the Municipal Government Act [also applicable for meetings of committees];**

(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;

(3) commencing at 6:00 p.m.; and

(4) a Council member may participate in a Council meeting through electronic means in accordance with section 19A of the Municipal Government Act [also applicable for members of committees].

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 an Amendment:  
November 24, 2020

Date of Passage of Policy Amendment: December 8, 2020

I certify that this Policy was adopted by Council as indicated above

\_\_\_\_\_

Municipal Clerk

\_\_\_\_\_

Date

(2) In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the council determines, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.

(3) Where the mayor or warden determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances.

(4) The clerk shall call a meeting of the council when required to do so by the mayor or warden or upon presentation of a written request signed by a majority of the councillors.

(5) When calling a meeting pursuant to subsection (4), the clerk shall give at least two days public notice of the meeting.

(6) Where the council fails to meet at any time determined by law, it is not dissolved, but may hold future meetings as if there had been no failure.

(7) A meeting of the council is not an illegal or invalid meeting by reason only of

- (a) a failure to give notice; or
- (b) meeting elsewhere than provided in the by-laws, a policy or a notice of meeting. 1998, c. 18, s. 19; 2004, c. 7, s. 3.

#### Virtual meetings

**19A (1)** Where a procedural policy of the council so provides, a council meeting or council committee meeting may be conducted by electronic means if

- (a) at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
- (b) the electronic means enables the public to see and hear the meeting as it is occurring;
- (c) the electronic means enables all the meeting participants to see and hear each other; and
- (d) any additional requirements established by regulation have been met.

(2) Where a procedural policy of the council so provides, a council member or council committee member may participate in a council meeting or council committee meeting through electronic means if

- (a) the electronic means enables the public to see and hear the member as the meeting is occurring;
- (b) the electronic means enables all meeting participants to see and hear each other; and

(c) any additional requirements established by regulation have been met.

**(3)** A council member participating in a council meeting or council committee meeting by electronic means is deemed to be present at the meeting.

**(4)** The notice to the public referred to in clause (1)(a) must be given by

(a) publication in a newspaper circulating in the municipality;

(b) posting on the municipality's publicly accessible Internet site and in at least five conspicuous places in the municipality; or

(c) such other method permitted by regulation.

**(5)** Notwithstanding clause (1)(a), where the mayor or warden determines that there is an emergency, a meeting may be conducted by electronic means without notice or with such notice as is possible in the circumstances.

**(6)** The Minister may make regulations

(a) respecting council meetings and council committee meetings conducted by electronic means;

(b) respecting the participation of a council member or council committee member in a council meeting or council committee meeting by electronic means.

**(7)** The exercise by the Minister of the authority contained in subsection (6) is a regulation within the meaning of the *Regulations Act*, 2021, c. 14, s. 1.

### **Quorum of council**

**20 (1)** A majority of the maximum number of persons that may be elected to the council is a quorum for every meeting of the council.

**(2)** Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.

**(3)** Where the number of council members is reduced due to vacancies in a council's numbers below the number required for a quorum, the remaining council members may make a decision at a meeting of council if

(a) there are at least three remaining council members; and

(b) a majority of the remaining council members is present at the meeting,

but the council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.

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

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Document No:  
Meeting: Council  
March 22, 2022  
Circulate To: Council, KM, HM  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, INTERIM PLANNING DIRECTOR**

**DATE: MARCH 3, 2022**

**RE: REVISED PUBLIC PARTICIPATION PROGRAM**

---

### 1. FACTS

#### **A. Background**

The province amended the Municipal Government Act (MGA) requiring, through Section 204A, municipalities to adopt an engagement program for engaging abutting municipalities when Councils are adopting or amending planning documents.

As part of Project Lunenburg, the Town adopted a new Municipal Planning Strategy (MPS) which included an engagement policy for Regional Cooperation as outlined in **Attachment A**. As part of this regional cooperation, staff have been working with representatives from the Municipality of the District of Lunenburg, the Municipality of Chester, the Town of Mahone Bay, and the Town of Bridgewater to work together in the development of a consistent Engagement Policy throughout our respective Public Participation Programs. It is recommended that we amend our Public Participation Program to be consistent with our neighbours and the MGA.

#### **B. Proposal**

The proposal is to align our Public Participation Program with our neighbouring municipalities in-keeping with Section 204A and Section 206 of the MGA and the provincial Engagement Programs Content Regulations attached in **Attachment B**. The Town's existing Public Participation Program is attached in **Attachment C**.

### 2. ISSUES AND OPTIONS

In staff opinion there are only two options to be consistent with the MGA and the Engagement Programs Content Regulations, the Town's CCP and the Town's MPS. In the spirit of cooperation with our neighbouring municipalities the recommended option is to approve the revised Public Participation Program.

**Option 1:** To direct staff to undertake changes to the revise Public Participation Program as submitted to address any Council's concerns.

**Option 2:** To rescind the existing Public Participation Program (Policy 65) and approve the revised Public Participation Program (Policy) as drafted and attached.

It should be noted that the new MPS Policy 6-4 as shown in **Attachment A** states that consultation with MODL occurs when considering amendments that would affect lands within 500 metres of the Town boundary. The map as shown in **Attachment D** covers more than 2/3rds of the Town's land mass. Therefore, it is recommended that MODL gets notified pursuant to the Planning Public Participation Program for any adoption, revision or amendment associated with any planning document wherever it may be located. This would make it easier on staff to administer as well as meeting the intent of Policy 6-4. This would follow the standard planning procedure that has been undertaken for many years. However, the only change would be that notice will be given to MODL prior to the public participation meeting (Section 204A) as well as upon the approval of first reading (Section 206 of the MGA). The notice will be received by the Clerks who will then assess whether to bring the notice forward to their respective Councils for consideration.

### **3. FINANCIAL IMPACT**

The Town works closely with MODL and have advised them of any proposed planning amendments in the past pursuant to Section 206 of the MGA (at the time of the approval of first reading). The proposal provides a clearer framework for how and when they do get notified and provides a means for Council to consider any comments received from MODL. There are no financial impacts anticipated. Notices may be sent by email so there would be little to no financial impacts.

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

The proposal is in-keeping with the Town's CCP, in particularly:

Governance: Direction to enhance internal and external relations through policies, procedures and resources.

### **5. RECOMMENDATION AND DRAFT MOTION**

Notice of Motion required.

Motion: Moved and seconded that Council rescinds the existing Public Participation Program (Policy 65) and approves the revised Planning Public Participation Program (Policy) as drafted and attached in Attachment E.

### **ATTACHMENTS:**

- A.** Town of Lunenburg's Municipal Planning Strategy
- B.** MGA S. 204(A) and Engagement Programs Content Regulations
- C.** Town's Existing Public Participation Program (Policy 65)
- D.** Lands within 500 metres of Town boundary

**E. Proposed Planning Public Participation Program Policy**

Acknowledged by:

Kevin Malloy  
Interim CAO

**ATTACHMENT A**  
**Town of Lunenburg's Municipal Planning Strategy**

**6.2 Regional Cooperation**

6.2.1 Consultation with Adjacent Municipality

This Municipal Planning Strategy and its associated By-laws apply only to lands within the Town of Lunenburg. However, activities that occur within the Town have the potential to affect lands within the Municipality of the District of Lunenburg. This may be direct, such as the generation of traffic or trespass of noise or odours across borders. It may also be indirect, such as through effects on the market for various types of development in neighbouring areas.

Council believes that it is important to consider the input of the Municipality of the District of Lunenburg when considering amendments to this Municipal Planning Strategy.

Policy 6-4: Council shall consult with the Municipality of the District of Lunenburg when:

- (a) adopting a new Municipal Planning Strategy to replace this one; and
- (b) when considering amendments to this Municipal Planning Strategy that would affect lands within 500 metres of the Town boundary.

**Attachment B**  
**MGA S. 204A and S. 206 and Engagement Programs Content Regulations**

**Engagement program**

**204A (1)** A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.

**(2)** Subject to the regulations, the content of an engagement program is at the discretion of the council.

**(3)** The Minister may make regulations respecting the content of an engagement program.

**(4)** The exercise by the Minister of the authority contained in subsection

**(3)** is regulations within the meaning of the *Regulations Act*, 2018, c. 39, s. 5.

**Public hearing**

**206 (1)** Prior to holding a public hearing required pursuant to this Part, the clerk shall give notice of the public hearing in a newspaper, circulating in the municipality, inserted at least once a week, for two successive weeks.

**(2)** The first notice of the public hearing shall be published at least fourteen days before the date of the public hearing.

**(3)** The notice of the public hearing shall

(a) state the place where, and the hours during which, the proposed documents may be inspected by the public;

(b) state the date, time and place set for the public hearing;

(c) describe by metes and bounds, a plan, map, sketch or civic address or other description adequate to identify the area affected by the proposed documents;

(d) give a synopsis of the proposed documents, if the public hearing is with respect to an amendment to a municipal planning strategy or land-use by-law or the approval or amendment of a development agreement.

**(4)** Copies of the proposed documents or portions of the documents shall be provided to a person, on request, upon payment of a reasonable fee set by the council, by policy, sufficient to recover the cost of providing the copies.

**(5)** Upon the publication of the first notice of the public hearing, the clerk shall send a copy of the notice to the clerk of every municipality that immediately abuts an area affected by the proposed documents.

**(6)** Upon the publication of the first notice of the public hearing, the clerk shall send a copy of the notice to the village clerk of every village in which an affected property is situate. 1998, c. 18, s. 206; 2014, c. 21, s. 4.

This consolidation is unofficial and is for reference only. For the official version of the regulations, consult the original documents on file with the [Office of the Registrar of Regulations](#), or refer to the [Royal Gazette Part II](#).

Regulations are amended frequently. Please check the list of [Regulations by Act](#) to see if there are any recent amendments to these regulations filed with our office that are not yet included in this consolidation.

Although every effort has been made to ensure the accuracy of this electronic version, the Office of the Registrar of Regulations assumes no responsibility for any discrepancies that may have resulted from reformatting.

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**Engagement Programs Content Regulations**  
**made under Section 204A of the**  
***Municipal Government Act***  
**S.N.S. 1998, c. 18**  
**N.S. Reg. 139/2019 (effective December 3, 2019)**

**Table of Contents**

Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.

[Click here to go to the text of the regulations.](#)

[Citation](#)

[Definitions](#)

[Recording of policy](#)

[Mandatory content of engagement program](#)

[Limiting engagement program to areas impacted](#)

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### **Citation**

1 These regulations may be cited as the *Engagement Programs Content Regulations*.

### **Definitions**

2 In these regulations,

“Act” means the *Municipal Government Act*;

“adoption or amendment” means adoption or amendment of a municipal planning strategy;

“engagement program” means an engagement program, which a council must adopt by policy, as required by subsection 204A(1) of the Act for engaging with abutting municipalities when a council is adopting or amending a municipal planning strategy.

### **Recording of policy**

3 A policy adopting an engagement program must be recorded in the by-law records of the municipality.

### **Mandatory content of engagement program**

4 An engagement program must include all of the following:

- (a) a requirement that council solicit comments from abutting municipalities on the proposed adoption or amendment;
- (b) provisions ensuring that engagement deals with topics associated with the statements of provincial interest;
- (c) a means for council to consider any comments received from abutting municipalities; ~~and~~
- (d) a requirement that engagement with abutting municipalities be completed before the first notice for a public hearing for considering a proposed adoption or amendment.

### **Limiting engagement program to areas impacted**

5 An engagement program may provide that engagement with an abutting municipality be limited to the geographical area or areas or topics that are likely to be impacted by a proposed adoption or amendment.

# Legislative History Reference Tables

Engagement Programs Content Regulations  
Municipal Government Act

N.S. Reg. 139/2019

*Note: The information in these tables does not form part of the regulations and is compiled by the Office of the Registrar of Regulations for reference only.*

## Source Law

The current consolidation of the *Engagement Programs Content Regulations* made under the *Municipal Government Act* includes all of the following regulations:

<b>N.S. Regulation</b>	<b>In force date*</b>	<b>How in force</b>	<b>Royal Gazette Part II Issue</b>
139/2019	Dec 3, 2019	date specified (in force date of S.N.S. 2018, c. 39)	Oct 11, 2019

<b>N.S. Regulation</b>	<b>In force date*</b>	<b>How in force</b>	<b>Royal Gazette Part II Issue</b>
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\*See subsection 3(6) of the *Regulations Act* for rules about in force dates of regulations.

## Amendments by Provision

ad. = added  
am. = amended

fc. = fee change  
ra. = reassigned

rep. = repealed  
rs. = repealed and substituted

<b>Provision affected</b>	<b>How affected</b>
.....	

Note that changes to headings are not included in the above table.

## Editorial Notes and Corrections

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Note	Effective date
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## Repealed and Superseded

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N.S. Regulation	Title	In force date	Repealed date
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Note: Only regulations that are specifically repealed and replaced appear in this table. It may not reflect the entire history of regulations on this subject matter.

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Webpage last updated: 05-12-2019

**ATTACHMENT C**  
Town's Existing Public Participation Program (Policy 65)

**#65. TOWN OF LUNENBURG PROCEDURAL POLICY**

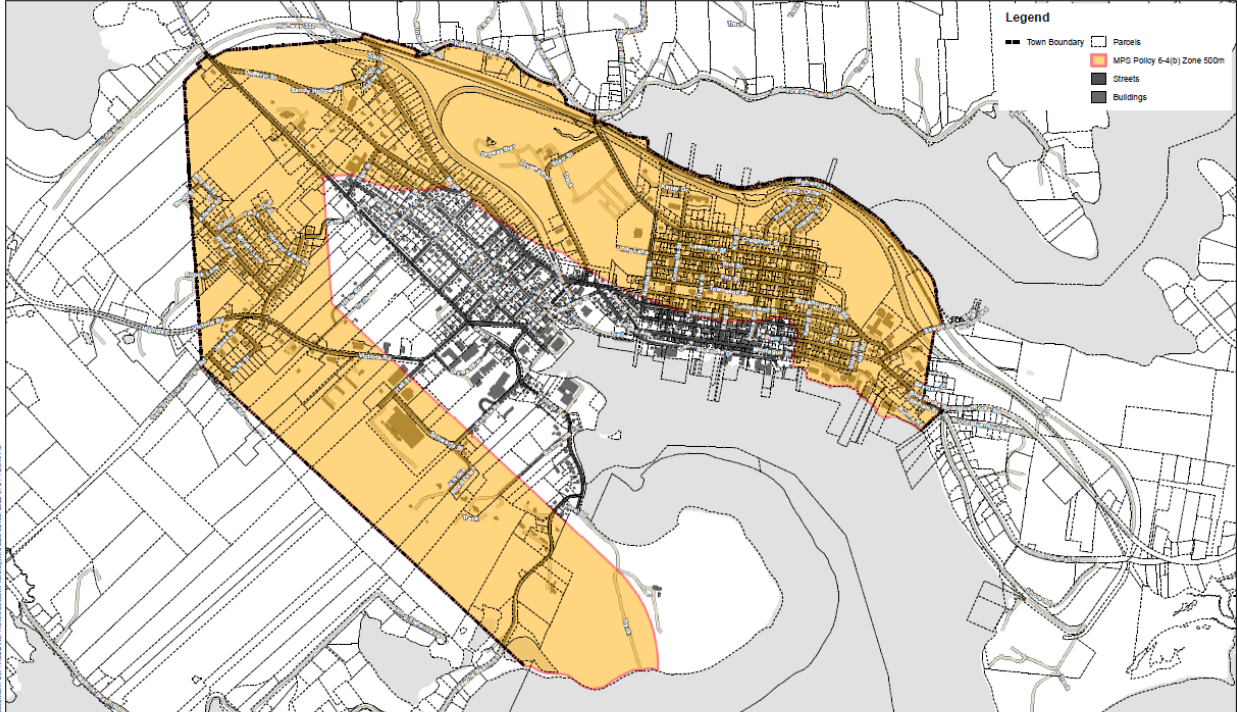
**PUBLIC PARTICIPATION PROGRAM**

Council hereby adopts the following Public Participation Program pursuant to Section 204 of the Municipal Government Act (SNS 1988 Chapter 18) to identify opportunities and establish ways and means of seeking the opinions of the public concerning the review, adoption and amendment of Municipal Planning Strategies, Land Use By-laws, Subdivision By-laws and Development Agreements:

1. A notice advising of each Planning Advisory Committee Meeting shall be posted at the Town Hall prior to the meeting and through such other means as determined from time to time, e.g., Town website, social media, newspaper, etc.
2. Under the authority of section 221 of the Municipal Government Act, the Land Use By-law shall specify the class or classes of By-law amendments, development agreements or development agreement amendments that require notification of affected property owners and posting of a notification sign on the affected property.
3. Before holding any public hearing under the authority of Section 206 of the MGA, Council shall ensure that the Planning Advisory Committee or qualified staff members conduct one or more public information meetings which are advertised in a local newspaper at least four days in advance, and by a notice posted at the Town Hall. The Planner shall notify by mail affected property owners whose property lies within 30 metres (98 ft.) of a property which is the subject of a proposed amendment, development agreement or any amendment to a development agreement of the scheduled public information meeting.
4. Council may conduct opinion surveys, request written briefs or submissions, hold public meetings, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.
5. Council shall make every reasonable effort to seek the opinions of the public on all matters relevant to planning, and shall reserve time for commentary, questions or presentations by the public on planning matters in all Planning Advisory Committee meetings and Council meetings.
6. Council shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant to planning, and where it is feasible, provide copies of such material for distribution, purchase or loan.

# ATTACHMENT D

## Lands within 500 metres of Town boundary



Maps are for graphical purposes only.  
They do not represent a legal survey.  
While every effort has been made to ensure that these data are  
accurate and reliable within the limits of the current state of the art,  
The Town of Lunenburg cannot assume liability for any  
damages caused by any errors or omissions in the data.  
Users of our maps and other analysis products are solely  
responsible for interpretations made from these products.

TOWN OF LUNENBURG  
500m Proximity to MODL - MPS Policy 6-4(b)

North



720

1:11,000

Metres

## **ATTACHMENT E**

### **Proposed Planning Public Participation Program Policy**

## **TOWN OF LUNENBURG PROCEDURAL POLICY**

### **PLANNING PUBLIC PARTICIPATION PROGRAM POLICY**

#### **1.0 Purpose**

The purpose of this policy is to establish a planning public participation program for planning documents for the Town of Lunenburg, in accordance with Section 204, 204A, and Section 206 of the Municipal Government Act (MGA) which requires that Council provide for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt or amend a planning document. The purpose of this policy is to also provide an avenue to solicit comments from the Municipality of the District of Lunenburg (MODL) on the proposed adoption or amendment of planning documents in accordance with the provincial Engagement Programs Content Regulations and Section 204A and Section 206 of the Municipal Government Act.

#### **2.0 Scope**

The Planning Public Participation Program Policy applies to the adoption, revision and amendment of all planning documents for the Town of Lunenburg.

#### **3.0 Planning Documents**

Planning documents for the purpose of this Policy means a municipal planning strategy, land use by-law, development agreement or subdivision by-law.

#### **4.0 Process**

- 4.1** Before holding any public hearing under the authority of Section 206 of the MGA, the Town shall schedule and hold one or more Public Information Meeting(s) when considering any proposed adoption, revision or amendment of a planning document.
- 4.2** The Public Information Meeting(s) shall be held by the Town's Planning Advisory Committee (PAC).
- 4.3** A Public Information Meeting noticed shall be published in a local newspaper circulating in the Town of Lunenburg, on the Town website and by posting a notice at the Town office a minimum of four (4) clear days prior to the Public Information Meeting. The notice shall state the date, time and place of the meeting and the hours which relevant documents pertaining to the proposal may be inspected by the public.

- 4.4** At the time of given public notice of the Public Information Meeting pursuant to Part 4.3 above, the Town shall forward a copy of the public notice to MODL's Municipal Clerk and MODL's Director of Planning. An electronic version sent by email shall be deemed sufficient for said notice.
- 4.5** At the time of given public notice of the Public Information Meeting pursuant to Part 4.3 above, the Town shall cause notice by regular mail to all assessed property owners whose property lies within 30 metres (98 ft.) of a property which is subject of a proposed adoption, revision and/or amendment of planning documents.
- 4.6** The purpose of the Public Information Meeting(s) and the engagement with MODL, is to provide an opportunity for the public and MODL to comment, make suggestions, discuss and receive information with respect to the proposal.
- 4.7** Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.
- 4.8** When considering the adoption, revision and/or amendment of planning documents, the engagement with MODL and the engagement with the public through the Public Information Meeting shall consider any impacts the proposed adoption, revision or amendment may have on the statements of provincial interest.
- 4.9** Comments received by MODL's Municipal Clerk or representative as well as the public comments received through the Public Information Meeting shall be consider by Council prior to any resolution approving first reading of the proposed planning documents.
- 4.10** Upon Council approving first reading to proceed to a Public Hearing to consider the adoption, revision and/or amendment of planning documents, a second notice shall be sent to MODL's Municipal Clerk and MODL's Director of Planning in-keeping with Section 206 of the Municipal Government Act.

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR**

**DATE: MARCH 10, 2022**

**RE: 2022 PROVINCIAL VOLUNTEER REPRESENTATIVE FOR THE TOWN OF LUNENBURG**

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### **1. FACTS**

The Province of Nova Scotia annually recognizes volunteers, and a Representative Volunteer Award is awarded for each municipal unit. The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. Residents who live outside of the Town are eligible for provincial recognition through their own municipality. Nominees who do not reside in the Town but volunteer within the Town will be recognized at the Town's annual Civic Volunteer Appreciation.

The Town's procedural policy #94 "*Provincial Volunteer Recognition and Representative Volunteer Selection Process*" explains the following:

The Representative Volunteer will be chosen from the submitted nominees. The Recreation Director and two additional Town staff will score the volunteer nominees using the selection criteria. The selected nominee will be recommended to Council for approval.

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- Years of service = 15%
- Number and diversity of organizations served = 10%
- Leadership & Commitment demonstrated = 25%
- Ability to inspire, motivate, achieve results, create change = 25%
- Exceptional qualities noted = 25%

## **2. ISSUES AND OPTIONS ANALYSIS**

Staff have reviewed the applications and scored them using the above criteria. Based on the result of the selection process, staff are recommending that Council approve **Crispin Cook** as the Town's 2022 Provincial Volunteer Award Representative. The application form for Mr. Cook is attached for information.

## **3. FINANCIAL IMPACT**

The recognition of volunteers is included annually in the Town's budget for "Public Celebrations".

## **4. STRATEGIC PLAN RELEVANCE**

10.6: u) Continue to promote volunteer opportunities and openings in Lunenburg.  
10.6: x) Develop and host regular volunteer appreciation events.

## **5. RECOMMENDATION AND DRAFT MOTION**

Approved the following draft motion:

Motion: moved and seconded to award Crispin Cook as the 2022 Provincial Volunteer Representative for the Town of Lunenburg.

Acknowledged only by:

Kevin Malloy  
Interim CAO



**Nomination Deadline:**

February 28, 2022

## TOWN OF LUNENBURG

# Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our community.

The Town invites and encourages nominations of volunteers to be recognized at our annual Civic Volunteer Appreciation Reception.

In addition a Representative Volunteer is selected annually to be recognized at the Provincial Volunteer Awards ceremony. The Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

### Important Information:

- Choosing a Representative Volunteer from all the worthy and valued potential candidates is a challenge. To help us with this process please ensure that all areas of the nomination form are completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria will impact your volunteer nominee's score.
- The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for provincial recognition through their own municipality.)
- While we understand some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- From those nominated, a representative volunteer will be selected and recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in early April.
- The Town will hold a Volunteer Appreciation Reception in April to demonstrate gratitude for all volunteers and where all those nominated will be specially recognized.

### Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

Nominator's Information	
Nominator's Name:	Pastor Rick Pryce
Address:	[REDACTED]
Nominator's Phone:	[REDACTED]
Email Address:	[REDACTED]

Volunteer Nominee's Information	
Volunteer's Name:	Crispin Miller Cook
Address:	[REDACTED]
Volunteer Nominee's Phone:	[REDACTED]
Email Address:	None

**Nomination forms can be mailed, faxed, dropped off or emailed to:**

**Kelly Cunningham, Recreation Director**  
Town of Lunenburg  
119 Cumberland Street, PO Box 129  
Lunenburg, NS, B0J 2C0

P: 902-634-4006  
F: 902-634-4416  
E: kcunningham@townoflunenburg.ca

***On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.***

*The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director as above.*

**Volunteer’s Role & Organization Information**

**Example:**

Organization: ABC Community Soccer Program

Purpose of Organization: To help and facility a soccer program in our community for youth and children.

Role(s): Coach of the U12 summer soccer team

# of Years Volunteering with Organization: 10 years

Non-organizational volunteering: **Care of neighbours and friends (See next page)**

Purpose of Organization: —

Role(s): **Driver, shopper, errand runner, pet sitter, friendly visitor**

# of Years Volunteering with Organization: **10+ years**

**Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:**

Organization: **Zion Lutheran Church**

Purpose of Organization: **Be a community which can share God’s love with our neighbours and the world.**

Nominee’s Role(s): **Greeter (a natural!), worship leader, choir member, soloist**

# of Years Volunteering with Organization: **74 years (his entire life)**

Organization: **Various community choirs (Lunenburg Male Choir, Bridgewater Community Choir, Lunenburg Chorale, etc.)**

Purpose of Organization: **Form a community around music, share music with others, entertain and inspire the wider community**

Role(s): **Choir member, soloist**

# of Years Volunteering with Organization: **Crispin has been singing most of his life**

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

**1. Volunteer’s Contributions**

*A. Why are you nominating this person?*

**Crispin embodies the spirit of volunteering in Lunenburg. Not only has he been an active and faithful member of Zion Lutheran Church for his entire life, and sung in a number of choirs for decades, but he epitomizes what it means to be a community volunteer (see below). He is a wonderful example of serving the neighbour, where and when there is a need, whether or not a charitable or volunteer “organization” is addressing that need. He is asked, and he responds.**

*B. Are there other characteristics of this volunteer that makes them exceptional?*

**Crispin will fully admit that he’s not an institutional kind of person. But he also knows that serving others is not only done through organizations. It is a way of life, and he has embraced that life fully. He has sung at funerals and weddings in all kinds of settings (not just at Zion), as well as numerous community events (Remembrance Day, lighting the Christmas trees, etc.). He is constantly running errands for neighbours and friends: driving them to appointments, taking them shopping (or doing their shopping for them), making deliveries or pick ups, and/or taking care of their pets. And in all of this, he is very intentional about letting *them* set the agenda and have a sense of control over their lives. He makes himself available for their schedule, not just when it is convenient for him. He personifies what it means to serve others.**

**It is a pleasure to make this nomination on Crispin’s behalf.**

**2. Brief Summary to be read at the Ceremony: Provide 1-2 sentences that outline the nominee’s volunteer involvement, which can be read during the ceremony and used in the event program.**

***Example:*** *Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children’s Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*

**Crispin embodies what it means to serve our neighbour. He drives people to their appointments, does their shopping, runs their errands, and cares for their pets. He sings for their weddings and funerals, as well as for our community Remembrance Days and Christmas Tree lightings. His smile and laugh are contagious, and we are all richer for having Crispin in our lives.**

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA KENDALL, ACTING TOWN ENGINEER**

**DATE: MARCH 7, 2022**

**RE: TENDER AWARD – SALT TRUCK FOR PUBLIC WORKS**

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### **1. FACTS**

The Salt Truck Tender closed on February 28, 2022. This report includes a recommendation for Town Council to approve this Tender.

### **2. ISSUES AND OPTIONS ANALYSIS**

The Salt Truck Tender includes a 2021 or newer, single axle salt truck with a dump box and plow gear. The amount pre-approved in the 2022/23 Capital Budget for this vehicle is \$202,000.

The Tender closed on February 28, 2022, and prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. However, the estimated delivery dates are dependent on the vehicle being ordered by March 31, 2022. Thus, the contract should be awarded on or before March 31, 2022.

#### Tender Results

The following is a summary of the Tender prices submitted for the new Salt Truck, excluding HST.

<b>Company</b>	<b>Year</b>	<b>Make and Model</b>	<b>Estimated Delivery Date</b>	<b>Tender Price (excluding HST)</b>
Silver's Garage (2008) Limited	2024	International HV607	Spring 2023	\$ 188,954
East Coast International Trucks (1)	2023	International HV607	March 2023	\$ 213,920
East Coast International Trucks (2)	2023	International HV607	March 2023	\$ 198,775

Mackay's Truck Center	2023	Mack Granite GR42BR	November 2022	\$ 234,539
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All four (4) submissions meet the requirements of the Tender. The low bidder for this Tender is Silver's Garage (2008) Limited (Silver's) with a tendered price of \$188,954 excluding HST. Although Silver's has the latest Estimated Delivery Date, the truck that Silver's has quoted is a 2024, while the other submissions are for 2023 trucks.

### **3. FINANCIAL IMPACT**

The amount pre-approved in the 2022/23 Capital budget for the Salt Truck is \$202,000 (funded with capital borrowing) including the net HST. The lowest bid truck will cost \$197,100 including net HST.

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

This project is part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

### **5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

*Draft Motion:*

Moved and seconded that the Salt Truck Tender be awarded to Silver's Garage (2008) Limited for the tendered price of \$188,954 plus HST.

Acknowledged only by:

Kevin Malloy  
Interim CAO

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: MARCH 14, 2022**

**RE: SPECIAL EVENT APPLICATION: LUNENBURG WORLD HERITAGE  
5K ROAD RACE**

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### **1. FACTS**

A special event application form was received for a “Lunenburg World Heritage 5K Road Race” ([Attachment A](#)). This race, previously also known as the “Muffin Run”, was an annual event that was on hiatus in 2020 and 2021 due to the pandemic.

Please note that there is an error on the application; the organizers will require road closures as in past years. The route map is enclosed with the application.

### **2. ISSUES AND OPTIONS ANALYSIS**

In previous years, the permit was approved with the following conditions:

- 2019: The event organizer is responsible for ensuring the necessary measures are taken to ensure the safety of all participants, spectators, staff, volunteers, and other users of the public roads impacted by the event.
- 2018: Noted that the Public Works Department is only permitted traffic control on Town streets and not in the Provincial highway 80 km/h zones included in the run which the event organizers must separately arrange.

The event application requires that the event organizers have liability insurance of not less than \$2 million per incident, and the Town must be named as an “additional insured”. The Town receives a copy of the insurance certificate.

### 3. **FINANCIAL IMPACT**

Public Works services for road closures are required. These services are donated free of charge.

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

#### ***Strategic Direction***

- ***Culture & Recreation:*** A town where all community members have access to cultural and recreational experiences.

### 5. **RECOMMENDATION AND DRAFT MOTION**

Option 1: Approve the special event permit with conditions similar to previous years.

Option 2: Refuse the event permit.

The staff recommendation is **Option 1**.

Draft Motion(s):

*Motion: moved and seconded to approve the Lunenburg World Heritage Site 5km Road Race June 12, 2022 Special Event Permit Application, subject to conditions outlined in the staff report section 2.*

Attachments - 1

Acknowledged only by:

Kevin Malloy  
Interim CAO

Schedule "A"

**TOWN OF LUNENBURG  
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

Town of Lunenburg  
119 Cumberland Street  
P.O. Box 129  
Lunenburg, Nova Scotia B0J 2C0

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):  
Lunenburg World Heritage 5K Road Race.

2. Name of organization hosting/planning event:  
Lunenburg United Soccer Club  
Canadian Dory Racing Association

3. Type of organization: (please give tax number if applicable)

- Athletic
- Special Interest Group
- Community Non-profit
- Commercial (private sector)
- Religious
- Political
- Charitable
- Incorporated Society
- Other  Please Specify

4. Key contact for event:

Name: Lisa Tanner  
Address: [REDACTED]  
Postal Code: [REDACTED]  
Phone No. [REDACTED] (H) [REDACTED] (O) [REDACTED] (F)

Secondary contact for event:

Name: Sherry Ritcey  
Address: [REDACTED]  
Postal Code: [REDACTED]  
Phone No. [REDACTED] (H) [REDACTED] (O) [REDACTED] (F)

5. Name and main theme of event:

• Lunenburg World Heritage 5K Road Race  
• 5K run / walk.

6. (A) Main activities of event:

Road race

(B) For parade approval please review, complete and return the attached Parade Safety Requirements document:

- Yes this is for parade approval and we have attached the completed Parade Safety Requirements document; or
- No parade.

7. Objectives of event in order of priority:

8. Date(s) and times to held:

June 12, 2022

9. Please identify the frequency of this event:

Annual  
Biennial

One time only  
Other (Please specify)

\_\_\_\_\_

10. Locations/Route of event (please include site maps or route plan):

11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

CSIO Liability Insurance

12. Will you require Town Services? If so, please describe:

NO Correction: Yes - road closures per attached map.

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

NO Correction: Yes

14. Please note any additional information below you feel would be helpful.

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

**(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)**

FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_

Date application received: \_\_\_\_\_

Date Council considered application: \_\_\_\_\_

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

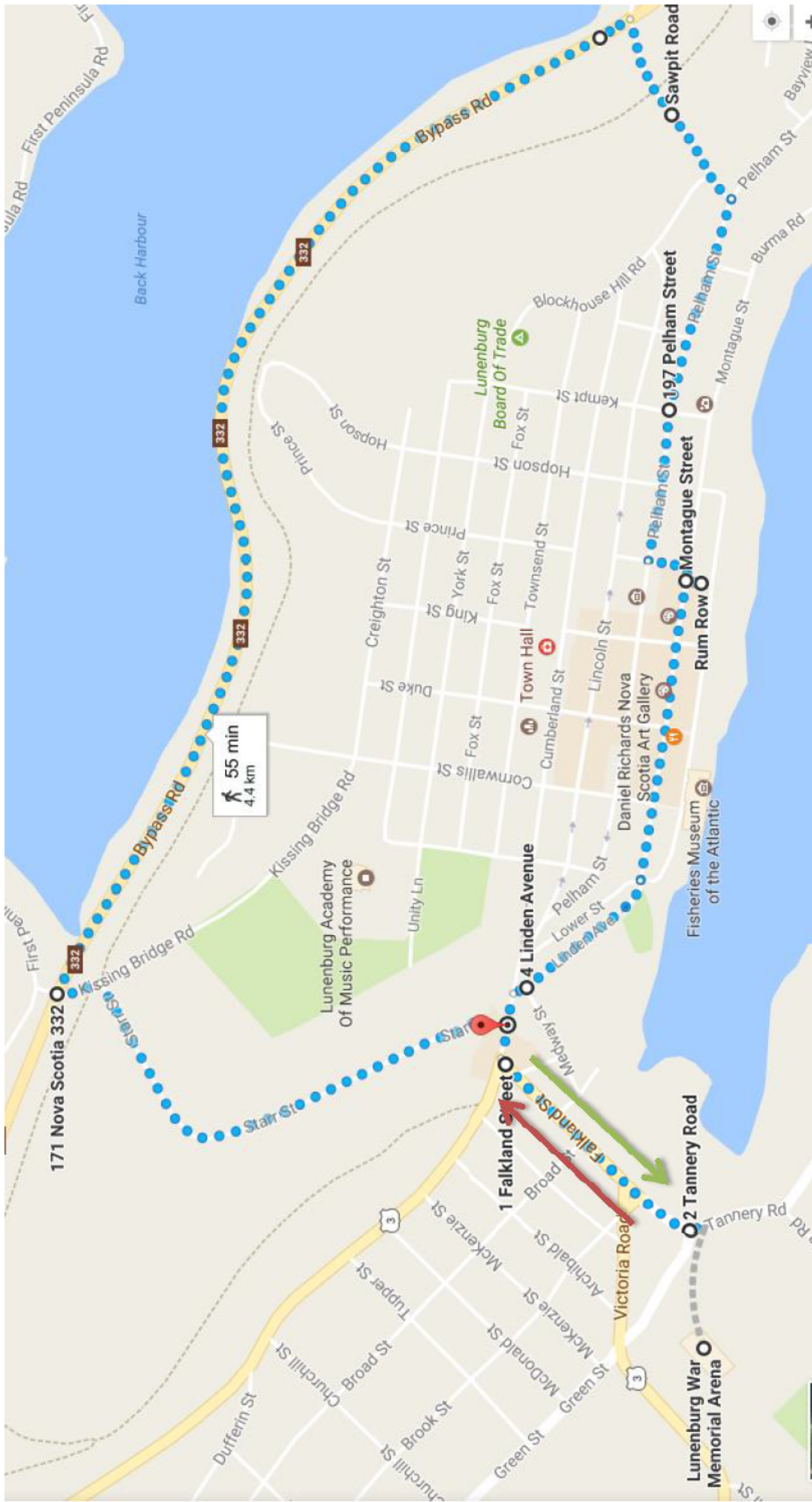
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Term of Special Event Permit:

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

Fees or Service Charges for Town Work:

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



171 Nova Scotia 332

55 min  
4.4 km

1 Falkland Street

02 Tannery Road  
Lunenburg War Memorial Arena

04 Linden Avenue

197 Pelham Street

Montague Street

Rum Row

Scotia Art Gallery

Fisheries Museum of the Atlantic

Town Hall

Daniel Richards Nova Scotia Art Gallery

Scotia Art Gallery

Scotia Art Gallery

Scotia Art Gallery

Scotia Art Gallery

**From:** Jayme Niford <Jayme.Niford@bird.ca>

**Sent:** March 15, 2022 9:24 AM

**To:** Heather McCallum <hmccallum@townoflunenburg.ca>; Lisa Tanner <lisatanner15@hotmail.com>

**Cc:** Natasha Rowsell <Natasha@saltboxbrewingcompany.ca>

**Subject:** RE: Burg Classic

Re: Request for Exemption to Noise By-Law

On behalf of Burg Classic Committee we are requesting an exemption to the town noise by-law for the following activity:

For the evenings of April 1<sup>st</sup> / 2<sup>nd</sup> we are planning an outdoor/indoor evening with live music @ Lightship following our last hockey games of the day. The evenings should end by 12pm.

Thank you for your consideration and hope to receive a positive response back at your earliest convenience.

Sincerely,

**Jayme Niford, P.Eng - Operations Manager**

Cell 902.877.8262 Main 902.835.8205

20 Duke Street – Suite 201, Bedford, NS B4A 2Z5

[www.bird.ca](http://www.bird.ca)

The logo for 'bird' features the word in a bold, lowercase, green sans-serif font. A small orange swoosh is positioned above the letter 'i'.

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