

AGENDA

Town of Lunenburg Council Meeting



Tuesday, June 28, 2022 at 6:00 p.m.

Council Chamber, 120 Townsend Street and Zoom Webinar/YouTube Live

Note: Agenda is subject to change due to additions, deletions, and/or amendments.

1. Call to Order – Mayor

2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People – Mayor

3. Agenda

Draft Motion: moved and seconded approval of the agenda as presented.

4. Minutes

Draft Motion: moved and seconded approval of the Council meeting minutes of June 14, 2022 as presented.

5. Public Hearings, Presentations and Questions

- a. Summer Camp Programming, Community Centre Rental Rate Reduction Request – Alex Miller, En Pointe Performing Arts Studio

6. Correspondence, Petitions and Proclamations Consideration

- a. Lunenburg Board of Trade letter re: Public Washrooms
- b. Shadow Ministers' letter re: Federal Funding for Rural Communities
- c. Municipal Affairs and Housing letter re: Beautification and Streetscaping Program for Resilient Roots – information

7. Business Arising from the Minutes/Unfinished Business

- a. Lunenburg Board of Trade “StreetFest” Event – staff report

Draft Motion: moved and seconded to approve the Lunenburg Board of Trade “StreetFest” Event Application.

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

9. New Business

a. Appointment of Permanent CAO

Draft Motion: moved and seconded to appoint William (Jamie) Doyle as permanent Chief Administrative Officer for the Town of Lunenburg effective July 4, 2022.

b. Tender re: Wastewater Treatment Plant Flood Control Project – staff report

Draft Motion: moved and seconded to increase the budget for the WWTP Flood Control Project amount to \$365,100 (including net HST) for fiscal 2022-23 with funding of \$52,500 in Deed Transfer Taxes and Debt of \$312,500 and that the Tender be awarded to Dexter Construction in the amount of \$232,000 plus HST.

c. Repair/Replacement for Blowers at Wastewater Treatment Plant – staff report

Draft Motion: moved and seconded to add a Replacement Blowers Project to the capital budget for the amount \$70,000 (including net HST) for fiscal 2022/23, with funding from Sewer Reserves.

d. Backhoe Snow Plow Budget Increase Request – staff report

Draft Motion: moved and seconded that the Flail Mower capital project for 22-23 be cancelled and deferred to a future budget and that the budget for the “Snow Plow for Backhoe” capital project for 2022/23 be increased by \$9,400 for a total amount of \$23,400 to be funded from the Public Works Equipment Reserve.

e. Lunenburg Taxi Rates – staff report

Draft Motion: moved and seconded to give first reading to amend the 2003 Taxi By-law “Schedule A: Rates for Taxi Drivers” as presented in Schedule C and advertise for a public hearing prior to holding second reading.

f. En Pointe Performing Arts Studio Summer Camp Programming – rental rate request

Deferred Motion (Jan.11/22): moved and seconded to provide EnPointe a fixed rental rate of \$1,500/month, tax included, during the month of July and August 2022 to offer summer programming in the Lunenburg Community Centre.

Draft Motion: moved and seconded to amend the deferred motion of January 11, 2022 regarding EnPointe’s rental rates for July and August 2022 from \$1,500/month, tax included, to \$75 per day, tax included, for their 9-week Summer Fun Camp during July and August 2022 for a total rental of \$3,375, tax included.

Draft Motion: moved and seconded to approve the EnPointe rental rate motion for July and August 2022 as amended.

g. 50th Anniversary Celebration Picnic in the Park

Draft Motion: moved and seconded to approve the 50th Anniversary Celebration Picnic in the Park Event Application.

10. Meet in camera

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

- Contract negotiations
- Potential sale of municipal property
- Potential lease of municipal property

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

Agenda items awaiting staff reports, etc. for further consideration

<i>Agenda Item</i>	<i>Assigned to</i>	<i>Council Meeting Assigned</i>	<i>Status</i>	<i>Anticipated Return Date</i>

MINUTES



Town of Lunenburg Council Meeting

Tuesday, June 14, 2022 at 6:00 p.m.
Council Chamber

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: Patrick Burke, Town Solicitor
Lisa Dagley, Finance Director/Acting CAO
Trevor Hume, Planning Technician
Tyson Joyce, Town Engineer
Lisa Kendall, Municipal Engineer/Project Manager
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk

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 approval of the agenda as presented. Motion carried.

4. Minutes

Motion: moved and seconded approval of the May 24, 2022 and June 7, 2022 Council meeting minutes as presented. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Proposed Noise Bylaw Amendments – public hearing

The public hearing opened at 6:03 p.m.

The Assistant Municipal Clerk summarized the proposed amendments ([Schedule A](#)).

The following members of the public provided comments:

- Sue Rogers, Cornwallis Street ([Schedule B](#))
- Brian Arnott, Pelham Street ([Schedule B](#))
- Dale and Lynne Lohnes, Young Street ([Schedule B](#))
- Marie Hogan, Lincoln Street ([Schedule B](#))
- Faune Creaser, Young Street
- Cindy Dial, Falkland Street

Motion: moved and seconded to close the Noise Bylaw public hearing portion of the meeting.
Motion carried.

The public hearing closed at 6:13 p.m.

- b. Heritage Application: King's Hotel – public hearing

The public hearing opened at 6:14 p.m.

The Heritage Manager summarized his report ([Schedule C](#)).

Brian MacKay-Lyons, Sweetapple Architects presented on behalf of the proponent Richburg Management ([Schedule D](#)).

The following members of the public provided comments:

- Robert Young, Dufferin Street
- James McCarrick, Oakland Road
- Oliver Osmond, Buenavista Court

Motion: moved and seconded to close the King's Hotel public hearing portion of the meeting.
Motion carried.

The public hearing closed at 6:35 p.m.

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

- a. Street Encroachment Bylaw – second reading

The Heritage Manager reviewed his presentation ([Schedule E](#)).

Motion: moved and seconded to rescind *Bylaw #65 – A Bylaw Respecting Street Encroachment for Building Access* and substitute therefore a new *Street Encroachment Bylaw* as outlined in Attachment A (Schedule E). Motion carried.

b. Noise Bylaw – second reading

Motion: moved and seconded to approve the amended *Bylaw #58 – Noise* as presented (Schedule A). Motion carried.

c. King's Hotel Permit Application

Motion: moved and seconded that Council approves the issuance of a Certificate of Appropriateness for the King's Hotel located at the corner of Duke Street and Pelham Street on lands known as PID 60061199 and PID 60061181 provided the design is as shown in Attachment B (Schedule C). Motion carried.

6:49 p.m. – 6:59 p.m. Council recessed.

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

a. Project Lunenburg Steering Team Meeting Notes of May 18, 2022

The meeting notes were received for information.

9. New Business

a. Capital Planning Committee Update – Municipal Engineer/Project Manager – for information

The Municipal Engineer/Project Manager summarized her report (Schedule F).

b. Bluenose Drive Sewer Line – Tender Award

The Municipal Engineer/Project Manager summarized her report (Schedule G).

Motion: moved and seconded to increase the capital budget amount for the Bluenose Drive Sewer Line Rehabilitation project to \$375,000 for fiscal 22-23 and that the Tender be awarded to Eastern Trenchless for the tendered price of \$298,499.63 plus HST (Schedule G). Motion carried.

c. Potential Sale of Lands – 17 Tannery Road

The Heritage Manager presented his report (Schedule H). It was clarified that the Schedules referenced in the following Draft Motions are part of Attachment C thereof (the Town Solicitor's report).

Council members were shown the full-sized Berrigan Surveys Limited plans associated with 17

Tannery Road prior to the meeting , and it was pointed out and understood that the motions below were with regards to the full sized plans. The plans included as part of Attachment C Town Solicitor's Report were reduced in size and scale.

Motion 1: moved and seconded that the Town take all necessary steps to obtain subdivision approval for Parcel A described in Schedule A attached hereto and shown on a Plan of Survey of Berrigan Surveys Limited attached hereto dated May 12, 2022 and bearing Plan # 20,153-A so that the lot can be added to Tannery Road.

Motion 2: moved and seconded that:

Whereas:

- a) The Town is the owner of property at civic # 17 Tannery Road in Lunenburg, and also the owner of the adjacent public street known as Tannery Road;
- b) Pursuant to Section 312 of the Municipal Government Act, Council may expand a street within the Town, but shall be required to file a survey plan in the Registry of Deeds; and
- c) The Town wishes to add a portion of the property at civic # 17 Tannery Road to the public street known as Tannery Road;

It is therefore moved that:

- 1) Parcel A shown on a Plan of Survey prepared by Berrigan Surveys Ltd., dated May 12, 2022 and being Plan # 20,153-A attached to this Motion and described in Schedule A hereto shall, [effective immediately upon the approval of the subdivision of Parcel A (and prior to the filing of the Plan of Survey in the Registry of Deeds by or for the Development Officer)] henceforth be part of Tannery Road, a public street.

And:

- 2) The CAO/Manager/Clerk is authorized to swear a Statutory Declaration and file it and the Plan of Survey in the Registry of Deeds and complete such documentation as is reasonably required to have Parcel A become part of Tannery Road.

Motion 3: moved and seconded that the Town shall have the title to the remainder of civic #17 Tannery Road (after Parcel A, to be added to Tannery Road, is subdivided therefrom), migrated under the Land Registration Act and the Mayor and/or Manager / Clerk are authorized to execute all documentation in connection therewith, and to affix the Municipal Seal thereto if required or advisable.

Motion 4: moved and seconded that the Town take all steps to:

- a) Subdivide the remainder of 17 Tannery Road (after Parcel A is subdivided therefrom and added to Tannery Road and after the remainder is migrated under the Land Registration Act) in accordance with the Plan of Survey prepared by Berrigan Surveys Ltd. dated May 13, 2022 and bearing Plan # 20,153-B (attached hereto) to create Lots TOL3 and TOL4; and
- b) Thereafter to grant a sewer easement and an electrical utility easement to itself as a burden on Parcel TOL-3 as shown on the Plan of Survey prepared by Berrigan Surveys dated May

14, 2022 and bearing Plan # 20,153-C (attached hereto) in such form as the Mayor and CAO/Manager/Clerk deem appropriate, [the latter easement allowing the building to remain, notwithstanding the easement, unless the building is wholly destroyed or removed]; and

- c) And grant a sewer easement to itself as a burden on Parcel TOL-4 for the benefit of Parcel TOL-3 as shown on the Plan of Survey prepared by Berrigan Surveys dated May 14, 2022 and bearing Plan # 20,153-C in such form as the Mayor and CAO/Manager/Clerk deem appropriate.
- d) The Mayor and Manager/Clerk are authorized to execute all documentation in connection therewith on behalf of the Town, and to affix the Municipal Seal thereto.

Motion 5: moved and seconded that:

- a) Parcel TOL-3 shown on the Plan of Survey prepared by Berrigan Surveys dated May 14, 2022 and bearing Plan # 20,153 - C (subject to the sewer line easement and electrical easement shown thereon, and together with the sewer easement for the building sewer lateral shown thereon) is no longer required for the purposes of the Town.
- b) The Town, after subdivision approval to create the said Parcel TOL -3 and after granting the aforesaid easements, shall list the said lot for sale at an asking price of \$399,000.00 and the Mayor and CAO/Manager/Clerk are authorized to execute and seal an Agreement of Purchase and Sale at a price and terms acceptable to them, but with a condition that it is subject to the approval of Town Council by motion in open session.

An amendment was proposed:

Motion: moved and seconded to defer Motion 5 (b) until community feedback can be obtained *and* schedule a public engagement opportunity. Motion defeated. Councillors Ernst, Halverson and Sanford voted in the affirmative.

Council resumed consideration of the original Motions 1-5:

Council agreed unanimously to vote on the motions in segments 1-4, 5 (a), and 5 (b).

Motions 1-4 were carried.

Motion 5 (a) was carried.

Motion 5 (b) was carried. Councillors Halverson and Sanford voted in the negative.

d. Lunenburg Board of Trade "StreetFest" Event

The Assistant Municipal Clerk reviewed the event permit application (Schedule I).

Council agreed unanimously to defer consideration of the application to the Council meeting of June 28, 2022. Further information will be requested of the Lunenburg Board of Trade regarding Town services requested.

e. Cardiac Cycle Society of Nova Scotia “Heartland Tour” Event

The Assistant Municipal Clerk reviewed the event permit application (Schedule J).

Motion: moved and seconded to approve the Cardiac Cycle Society of Nova Scotia “Heartland Tour” Event Application (Schedule J). Motion carried.

10. Meet in camera (Nil)

11. Resumption of Council meeting in public session (Nil)

12. Adjournment

The meeting adjourned at 7:23 p.m.

Lisa Dagley
Acting Clerk

DRAFT

Kelly Jardine

From: EnPointe Studios <contactus@enpointestudios.ca>

Sent: June 16, 2022 10:57 AM

To: Kelly Cunningham <KCunningham@townoflunenburg.ca>; contactus@enpointestudios.ca

Subject: En Pointe Summer Camps - Lunenburg

To: Council of the Town of Lunenburg

EnPointe Studios is planning to run 9 weeks of Summer Fun Camps in Lunenburg. We would like to have The Lunenburg Community Center as our base. The camps are open to children ages 5-10. Our camps will run from 8-5pm daily.

We have approximately 10 kids registered each week. We have our adult leaders - Coach Melissa Peck and Teacher Assistant at Bluenose Academy, Kari Veinot and assistants Mabel Mahoney and Lyla Belliveau Woods ready to start summer work.

We need to offer these camps for our working parents of our After School Program. However, at this level of interest it is not economically feasible. We are still committed to run the camps but we are looking to break even.

Our camps are mainly outdoor camps whenever possible. We would like to use the center to meet at drop off - 8am - 930am/10am and at lunch from 1130am-100pm and again at 330-500 for pickup.

With the cost of our leaders it is very tough to cover our other costs. With our current registration and numbers we can only afford rent at \$75.00 a day to break even.

We would like to ask the Recreation Department if they would consider giving us a flat rate of \$75.00 a day for the space at the center.

We are low maintenance and can open and close and we will maintain the bathrooms/studio space/gym ourselves each day. We will make sure the space is left the way we found it.

Thank you for your consideration and hopefully we can work something out for the benefit of the Town of Lunenburg parents and children.

Natalie Dockrill
Studio Owner

EnPointe Studios
www.enpointestudios.ca
Contactus@enpointestudios.ca
1-902-478-5592



Lunenburg Board of Trade

PO Box 1300
11 Blockhouse Hill Rd.
Lunenburg, NS
B0J 2C0

(902) 634 3170
office@lunenburgns.com

To: Town of Lunenburg

From: The Lunenburg Board of Trade

Re: Public Washrooms

The Lunenburg Board of Trade wishes to express its concerns about the public washroom facilities in the Town of Lunenburg.

Every year we hear many complaints about the lack of public washroom availability, both on the streets and in our inboxes. This issue is even more apparent in our shoulder and winter seasons, when the number of public bathrooms drops from a few to...none at all.

Lots of complaints heard every year and only growing worse. How can we expect tourism to rebound when people who visit can't even use the washroom while they are here unless it happens to be in a short window of time.

Public bathrooms are not only a **basic necessity** for a socially inclusive society, they are also a sign of welcome, just like green spaces, public benches and trash cans. Easily-available restrooms also make good business sense and help foster tourism – which will be of particular importance in the next few years to come as the local tourism industry continues to recover economically from Covid 19.

The Lunenburg Board of Trade would like to request that the Town of Lunenburg consider having the public washroom building on Bluenose Drive open year-round, or at the very least – open during our spring and fall shoulder seasons.

We understand that having the facilities open more often increases the costs associated. However, we feel that this would be a worthwhile cost, as having no public washrooms available is a mark against us and tarnishes Lunenburg's reputation as a wonderful place to both visit and reside.



Lunenburg Board of Trade

PO Box 1300
11 Blockhouse Hill Rd.
Lunenburg NS
B0J 2C0

(902) 634 3170
office@lunenburgns.com

We thank you for taking the time to consider this request. Should you have any questions regarding this letter, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "JM", is written over the word "Sincerely,".

Jamie Myra, President

The Lunenburg Board of Trade



MAYOR MATT RISSER
PO BOX 129 119 CUMBERLAND ST.
LUNENBURG NS B0J 2C0

Ottawa, June 2022

Dear MAYOR MATT RISSER and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at shannon.stubbs@parl.gc.ca, M.P. Kurek at damien.kurek@parl.gc.ca, or M.P. Gourde at jacques.gourde@parl.gc.ca.

Thank you for your time.

Shannon Stubbs, M.P.
Shadow Minister for Rural Economic Development
and Rural Broadband Strategy
Lakeland

Damien C. Kurek, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Battle River—Crowfoot

Jacques Gourde, M.P.
Deputy Shadow Minister for Rural Economic
Development and Rural Broadband Strategy
Lévis—Lotbinière



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

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

June 10, 2022

Matt Risser, Mayor
Town of Lunenburg

VIA E-MAIL: mrisser@townoflunenburg.ca

Dear Mayor Risser:

Thank you for your recent request for funding under the 2022-23 Beautification and Streetscaping Program for the *Resilient Roots - A Covid-19 Pandemic Recovery Tree Planting Program* project.

I am pleased to advise the Department of Municipal Affairs and Housing will contribute \$12,500 toward the cost of this project.

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

Please refer to attached Agreement for more information on the terms and conditions of the funding approval. If you accept this offer, please sign the Agreement and send to the program email listed below.

Upon receipt of the signed Agreement, an advance of 50% of this grant will be sent to you. The balance of the funding will be delivered upon satisfactory completion of the project.

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

Should you have any questions, please contact Rene Frigault, Program Administrator at bspinfo@novascotia.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Attachment

c: Kevin Malloy, CAO, cao@townoflunenburg.ca
Lisa Dagley, Finance Director, ldagley@townoflunenburg.com



Department of Municipal Affairs and Housing

Beautification and Streetscaping Program 2022-23 Project Terms and Conditions (T&Cs)

<u>Project:</u>	Resilient Roots - A Covid-19 Pandemic Recovery Tree Planting Program
<u>Application #:</u>	1002035
<u>Proponent/Partner Organization:</u>	T of Lunenburg
<u>Approved Funding:</u>	\$12,500
<u>Project End Date:</u>	March 31, 2023

Funding approval for the above noted project is subject to the acceptance of the following Terms and Conditions:

- 1) The Proponent will carry out the provision of the project as described in the approval documentation without any material changes.
- 2) The Proponent will use the grant funds for the purpose of carrying out the project as specified in the application.
- 3) The Proponent will notify and seek approval from Municipal Affairs and Housing (DMAH) in writing of any significant changes in circumstances that may affect the project timelines.
- 4) The Proponent will be responsible for any cost over-runs incurred in carrying out the project.
- 5) The Project must be completed by the end date included in the approval documentation unless otherwise agreed to in writing. The Proponent is responsible to notify the Department at least one month prior to this date in writing. Rationale for why the project will not be complete by the specified end date must be included in the notification.
- 6) Unless otherwise agreed to, the Proponent shall follow the intent of the Nova Scotia Government Procurement Policy in awarding contracts.
- 7) Eligible projects costs must be incurred from **application close date (May 12, 2022) to March 31, 2023**.
- 8) 50% of the funding is released based on the approved amount, after the Signed Project Agreement Form is submitted to DMAH.
- 9) To receive the final funding portion committed by the Province, the Proponent must submit a Project Closeout Report and Statement of Expenditures (including invoices and proof of payment) to DMAH **within 30 days** of project completion but no later than **March 31, 2023**. DMAH will provide the required reporting templates to successful proponents.

- 10) DMAH will request a mid-project status report to ensure the project is on schedule and identify any risk to project completion.
- 11) DMAH will follow up with Proponent 1-2 months prior to the end of the fiscal year to identify if the project scope or expenditures have changed from the application and identify any risk to project completion.
- 12) The Proponent will refund any unexpended portion of the grant and any amounts expended for purposes other than for those specified in this Agreement to the Government of Nova Scotia.
- 13) Other project specific conditions and requirements may be included in the approval documentation, including application guidelines.

Name of Person Authorized to Sign (Municipality)	
Title	
Phone	
Email	

Signature_____

Date_____

Please return a scan of signed Agreement form to following program email bspinfo@novascotia.ca

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR/ACTING CAO

DATE: JUNE 17, 2022

**RE: SPECIAL EVENT PERMIT – LUNENBURG BOARD OF TRADE
STREETFEST 2022**

1. FACTS

At the June 14, 2022 Council meeting the Lunenburg Board of Trade's (LBOT) Special Event Permit for StreetFest 2022 was discussed and Council deferred consideration of the application while further information could be collected regard the Town Services requested.

2. ISSUES AND OPTIONS ANALYSIS

The LBOT's application requests the following Town Services on July 9, 2022 (rain date July 10):

- **Closure of the three blocks of Lincoln St, including parking lot from Friday evening until Saturday at 4:00 pm**
 - a. The LBOT has clarified that they don't need an overnight closure (July 8 to July 9) rather they are requesting PW staff put signs on all the metered spots along Lincoln St. the evening of July 8 to advise folks that cars need to be moved by 8:00 am the following morning. *PW staff are able to accommodate this request.*
 - b. The LBOT has also clarified that they will need the three blocks of Lincoln St. closed at 8:00 am with barricades that are easily removable at the intersection by Kaulbach St. and at King St. and at the intersections intercepting Duke St. and Cornwallis St., along with blocking off the Town parking lot for the day. *The Town Engineer who is the Town's Traffic Authority has reviewed the StreetFest Event Application and advises that correct Road Closure/Signage requirements must be followed which in part requires the barricades to be manned during the entire closure period by qualified signing staff.*

The PW Department does not have enough resources to accommodate this request internally but are seeking pricing from external vendors to either provide the service entirely or augment Town PW staff to ensure the road closure is completed safely. The estimated cost for external resources may be \$5,000 which can be accommodated in the Transportation's operating budget.

- **Extra garbage/recycling bins planed in the closure area** *PW staff have provided this service to this event in the past and are able to accommodate this request this year as well.*
- **Turn of electrical box located in parking lot on Friday evening** *This service has been provided to this event in the past and is able to be accommodated again this year.*
- **Electric next to Dollar Store** *This panel is no longer operational and the LBOT has been advised of same and they are able to source alternative power solutions at that location.*

3. FINANCIAL IMPACT

As per previous StreetFest events the Town's support is able to be accommodated within the operating budgets of the departments provide the town services.

4. STRATEGIC PLAN RELEVANCE

Mobility-5.3 Active Transportation, Pedestrian Infrastructure, v) Support festivals and workshops that pedestrianize streets on special occasions. (Supports objectives M1, M2 and M3)

Economic Development-6.2 Commercial Streets, e) Encourage commercial events on temporarily closed streets and parklets including: i) pop-up spaces, ii) craft fairs, iii) street markets, iv) festivals and events. (Supports objectives ED1 and ED3)

Economic Development-6.3 Tourism, g) Promote collaboration among businesses to effectively use resources for events, festivals, and attractions. (Supports objective ED1)

5. RECOMMENDATION AND DRAFT MOTION

To approve the following draft motion:

Draft Motion:

Moved and seconded to approve the Lunenburg Board of Trade "StreetFest" Event Application.

Attachments –
StreetFest 2022 Special Event Application

Acknowledged only by:

Lisa Dagley
Acting CAO

**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"):
StreetFest 2022

2. Name of organization hosting/planning event:
Lunenburg Board of Trade

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 107649063
Other Please Specify _____

4. Key contact for event:

Name: Renea Babineau
Address: 11 Blockhouse Hill Rd
Postal Code: b0j 2c0
Phone No. (H) 902 634 3170 (O) (F)

Secondary contact for event:

Name: Jamie Myra
Address: 11 Blockhouse Hill Rd
Postal Code:
Phone No. (H) 902 634 3170 (O) (F)

5. Name and main theme of event:

StreetFest 2022 - Summer Street Fair

6. (A) Main activities of event:

Live Music, Sidewalk Sales, Food and Beverage, Kids Activities

(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:

Increased sales for local business, increased tourism

8. Date(s) and times to held:

July 9th, 10am-4pm Rain Date July 10th

9. Please identify the frequency of this event:

Annual	<input checked="" type="checkbox"/>	One time only	<input type="checkbox"/>
Biennial	<input type="checkbox"/>	Other (Please specify)	<input type="text"/>

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

Lincoln St, from Kaulbach to King - Including parking lot on Lincoln St. across from the Post Office. Garbage cans in parking lot and in park next to Dollar store. Live music in the green space next to Dollar Store. Site Map attached.

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.

COI attached.

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

1. Closure of the three blocks of Lincoln St, including parking lot from Friday evening until Saturday at 4pm. 2. Extra garbage/recycling bins placed in the closure area 3. Turn on electrical box located in parking lot on Friday evening 4. Electrical next to Dollar Store to

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

Yes. As in previous years, the town's support would help ensure this event draws many visitors and showcases Lunenburg's unique draw.

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:

 Kids Zone/Live Music

 Garbage Cans



 Vendor set ups

 Barricades

LUNENBURG ACADEMY

Barricades and equipment required from approx. 8am to 4:30pm July 9th

Access by emergency vehicles will not be blocked with immovable objects and vendors will be required to leave a wide avenue of the street open.



Certificate of Insurance



This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER – NAME AND MAILING ADDRESS Town of Lunenburg PO Box 129, Lunenburg NS POSTAL CODE: B0J 2C0		2. INSURED'S FULL NAME AND MAILING ADDRESS Lunenburg Board of Trade PO Box 1300, Lunenburg NS POSTAL CODE: B0J 2C0				
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured) Proof of insurance to the Town of Lunenburg for Streetfest 2022 taking place on July 9th						
4. COVERAGES This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.						
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
TYPE OF INSURANCE	POLICY NO.	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	AMOUNT OF INSURANCE	
COMMERCIAL GENERAL LIABILITY MAX: Form No.: LR20 Including: <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> CROSS LIABILITY (Form No: G011) <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> Pollution Liability Exclusion Standard <input type="checkbox"/> Limited – 120 hours <input type="checkbox"/> Other	501596446	2022/06/01	2023/06/01	BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
				EACH OCCURRENCE	5,000,000	
				<input checked="" type="checkbox"/> GENERAL AGGREGATE (Form No. L321)	5,000,000	
				PRODUCTS - COMPLETED OPERATIONS AGGREGATE		5,000,000
				ABUSE AGGREGATE		
				<input checked="" type="checkbox"/> PERSONAL INJURY AND ADVERTISING INJURY LIABILITY - Any one person or organization, and in the Aggregate	5,000,000	
				MEDICAL PAYMENTS – Any one person		50,000
				TENANTS' LEGAL LIABILITY – Any one premises		500,000
				NON- OWNED AUTOMOBILE - Any One Accident Limit:		
				OTHER COVERAGES (SPECIFY)		
5. CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the insurer will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.						
BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS Huestis Insurance Group - BW 60 Logan Rd., Bridgewater, NS POSTAL CODE: B4V3J8 BROKER CLIENT ID:			7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability – but only with respect to the operations of the Named Insured) Town of Lunenburg PO Box 129, Lunenburg NS POSTAL CODE: B0J 2C0			
If Section 7 is completed, the Additional Insured status shall only apply to the extent indicated in the policy.						
8. CERTIFICATE AUTHORIZATION						
ISSUER: Scott Horton CAIB		CONTACT NUMBER(S)				
AUTHORIZED REPRESENTATIVE: Scott Horton CAIB		TYPE	NO.	TYPE	NO.	
		TYPE	NO.	TYPE	NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:		E-SIGNED by Scott Horton on 2022-05-13 10:09:17 ADT		EMAIL ADDRESS: scott.horton@huestis.ca		
				DATE (YYYY/MM/DD) 2022-05-13		

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: JUNE 20, 2022

RE: TENDER – WASTE WATER TREATMENT PLANT FLOOD CONTROL PROJECT

1. FACTS

The Tender for the civil work associated with the Flood Control at the Waste Water Treatment Plant (WWTP) closed on May 26. This report includes a recommendation for Town Council to approve this Tender. All tender awards over \$100,000 must be approved by Council.

2. ISSUES AND OPTIONS ANALYSIS

The WWTP Flood Control Project includes the following components:

- A Tender relating to the civil works including the construction of flood control berms, supply and installation of new storm drainage infrastructure, revision to the vertical alignment of the driveway and reinstatement of all disturbed surfaces.
- The Town purchasing a 6" diameter diesel pump, suction and discharge hoses;
- The Town purchasing an 18" diameter flow check valve to be installed as part of the civil work.

The amount approved in the 2022/23 Capital Budget for this Project is \$252,500 including net HST. The intent was to have the flood control measures in place prior to September and provide the WWTP with protection during the later months of hurricane season this year and going forward.

Tender Results

The following is a summary of the Tender prices submitted for the WWTP Flood Control Tender, excluding HST.

Company	Tender Price (excluding HST)
Dexter Construction	\$232,000

There was a second Tender submission however that Tender was non-compliant and cannot be accepted by the Town.

3. FINANCIAL IMPACT

The amount approved in the 2022/23 Capital budget for the WWTP Flood Control Project is \$252,500 funded with Deed Transfer Tax (\$52,500) and Debt Financing (\$200,000).

Revised Project budget is as follows:

Item	Cost including Net HST
Engineering	\$35,300
Civil Work	\$242,000
6" Diesel Pump	\$50,000
Check Valve Supply	\$7,800
Contingency	\$29,900
Revised Budget	\$365,000

As noted about this project is to be funded mainly by debt financing the amount of which will need to be increased by \$112,500.

A savings to the Project budget would be to remove the WWTP driveway reinstatement from the current scope of the Project in order to allow the material time to settle and go through a freeze/thaw cycle. Public Works could temporarily gravel the driveway to maintain access. Estimated savings by removing this work from the scope is \$10,000 and applied to the debt financing amount for the 2022-23 fiscal year.

Staff submitted a grant application for this Project for \$100,000 and unfortunately on June 17 were advised that our application was unsuccessful.

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 to increase the budget for the WWTP Flood Control Project amount to \$365,100 (including net HST) for fiscal 2022-23 with funding of \$52,500 in Deed Transfer Taxes and Debt of \$312,500 and that the Tender be awarded to Dexter Construction in the amount of \$232,000 plus HST.

Acknowledged only by:

Lisa Dagley
Acting CAO

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: JUNE 20, 2022

RE: REPAIR/REPLACEMENT FOR BLOWERS AT WASTE WATER TREATMENT PLANT

1. FACTS

The Waste Water Treatment Plant (WWTP) has three Aerzen blowers to cover the operation within the aerated grit chamber. The blowers currently in use were supplied during the original construction of the WWTP and have been operated and maintained by the WWTP Staff for 20+ years. Earlier in 2022, Staff followed recommendations from our Supplier and replaced check valves, air release valves, belts, pulleys, etc. within the blower attempting to extend the life of the existing blowers until the planned WWTP upgrade is completed, but without success. Due to their age and volume of usage, each of the three existing blowers are required to be rebuilt and possibly replaced in order to maintain the future WWTP process of operation.

2. ISSUES AND OPTIONS ANALYSIS

The Town has an option to attempt to rebuild the existing blowers one by one (with the intention of a minimum of two functioning blowers being available for operation at the WWTP at all times). The extent of the rebuild required for each blower is unknown until they can be further assessed by an expert.

The other option is to purchase replacements for each of the three blowers. The Town's Supplier has three blowers currently available to replace the existing ones in disrepair. Staff would prefer to not have to purchase the replacement blowers as it seems unlikely these blowers will be compatible with the upgraded WWTP.

3. FINANCIAL IMPACT

The estimated costs associated with the re-build and replacement options are summarised below:

Options	Estimated Price per Blower (inc. net HST)	Total for Three Blowers (inc. net HST)	Total Including Contingency (inc. net HST)
Rebuild Blowers	\$6,300	\$18,900	\$25,000
Replace Blowers	\$20,400	\$61,200	\$70,000

There is no item in the 2022-23 Budget for the cost of the replacement of the blowers. If the rebuild option is not feasible, Replacement Blowers will be required to be added to the 22-23 Capital Budget in the amount of \$70,000 (including contingency).

The Replacement Blowers will only be purchased if the rebuilds are not a feasible option, and the \$70,000 budget is the worst case scenario where all three motors are unable to be rebuilt and it is necessary to replace them. The proposed funding for the Replacement Project will be Sewer Reserves.

If the rebuilds are an option, the costs of those will be included in the WWTP operating maintenance budget.

4. STRATEGIC PLAN RELEVANCE

This rebuild/replacement of the blowers 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

Staff recommends attempting the rebuild option on the first blower to ascertain if this is a feasible option based on the estimated costs and timeline for the rebuild. If the rebuild option becomes untenable, replacement of the three blower motors shall be required.

On this basis, it is recommended that Council approve the following draft motion to ensure Staff can quickly source the replacements should that become necessary:

Draft Motion:

Moved and seconded to add a Replacement Blowers Project to the capital budget for the amount \$70,000 (including net HST) for fiscal 22-23, with funding from Sewer Reserves.

Acknowledged only by:

Lisa Dagley
Acting CAO

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA KENDALL, MUNICIPAL ENGINEER/PROJECT MANAGER

DATE: JUNE 17, 2022

RE: REQUEST FOR CAPITAL BUDGET INCREASE – BACKHOE SNOW PLOW

1. FACTS

The Backhoe Snow Plow Request for Proposals (RFP) closed on June 14, 2022. Staff require a Council budget increase approval to proceed with the award of this RFP.

2. ISSUES AND OPTIONS ANALYSIS

The Backhoe Snow Plow RFP includes the supply, delivery and installation of a new snow plow for the backhoe. The amount approved in the 2022/23 Capital Budget for this item is \$14,000.

RFP Results

The following is a summary of the RFP prices submitted for the new Backhoe Snow Plow, excluding HST.

Company	Year	Make and Model	Tender Price (excluding HST)
Atlantic Equipment	2022	Metal Pless Plow Maxx	\$ 20,904.88
Wilson Equipment	2022	HLA 4200W Series Snowwing	\$ 22,425.00

Both submissions meet the requirements of the RFP. The HLA snow plow submitted by Wilson Equipment comes with two year warranty, whereas the Metal Pless plow comes with one year warranty. The HLA plow is heavier and has a larger maximum operating weight that it can hold. Public Works currently has an HLA snow plow for the loader, which allows for ease of maintenance and possible part-sharing in the event of an emergency.

Staff wish to award this RFP to Wilson's Equipment but require a capital budget increase to proceed.

3. FINANCIAL IMPACT

The amount approved in the 2022/23 Capital Budget for this item is \$14,000 (funded from the Public Works Equipment Reserve) including the net HST. The HLA snow plow RFP price is \$23,400 including the net HST.

The 2022/23 Capital Budget has \$16,000 approved for the Trackless Flail Mower and Dual Wheels. Subsequent to budget approval staff confirmed that the actual cost of this item is \$50,000. Thus, Staff are recommending that the purchase of a flail mower be delayed to another year and that the approved budget for the flail mower be combined with the budget for the backhoe plow, for a total of \$30,000. This combined budget would be sufficient to cover the \$23,400 required for the backhoe snow plow. The Flail Mower was also to be funded from the Public Works Equipment Reserve.

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 Flail Mower capital project for 22-23 be cancelled and deferred to a future budget and that the budget for Snow Plow for the Backhoe capital project for 22-23 be increase by \$9,400 for a total amount of \$23,400 to be funded from the Public Works Equipment Reserve.

Acknowledged only by:

Lisa Dagley
Acting CAO

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: JUNE 20, 2022

RE: TAXI RATE INCREASE REQUEST

1. FACTS

The owners of Mercer's Cab and P.C. Cab have requested that the basic Town taxi rate be immediately increased from \$5.00 to \$7.00 (**Attachment A**). In their request, the proponents cite rising costs of maintenance and gas as rationales.

2. ISSUES AND OPTIONS ANALYSIS

The Town of Lunenburg's *Taxi By-law* came into effect in 2003 (**Attachment B**). The by-law's "Schedule A: Rates for Taxi Drivers" lists the taxi rate of \$5.00 including HST for one passenger "from any one point within the Town to any other point within the Town", and the rates have remained unchanged since that time.

19 years at the same rate with no allowance for CPI or other indexed price increases would appear to create a hardship for taxi operators in the Town.

The CPI from 2003 to 2021 is 38.78%: $\$5.00 + \text{CPI} = \6.94 . The requested rate adjustment is equivalent to 40%. Given the low dollar value it may be preferable to round off to 40% per the draft amendment (**Attachment C**) and/or set intervals for rate adjustment based on applicable CPI.

The Town has a full By-law and Policy Review scheduled for 2022/23, which will begin in Fall 2022.

3. FINANCIAL IMPACT

There is no financial impact on Town finances, other than the cost of advertising for a public hearing.

4. STRATEGIC PLAN RELEVANCE

Strategic Direction

- ***Economic Development:*** A town where year-round, well-paying employment is available to all residents.

5. RECOMMENDATION AND DRAFT MOTION

Staff recommend that the rate increase be granted as soon as possible, while the *Taxi By-law* will undergo a closer look as part of the overall By-law and Policy Review project.

Draft Motion: moved and seconded to give first reading to amend the 2003 Taxi By-law "Schedule A: Rates for Taxi Drivers" as presented in Schedule C and advertise for a public hearing prior to holding second reading.

Attachments - 3

Acknowledged only by:
Lisa Dagley
Acting CAO

June 1st/22

On behalf of Robert Mercer (Mercer's Cab)
& myself Peggy Conrad Gd (P.C. Cab);
we are both requesting that the
basic town tax rates fr.
point A to B; are increased fr. 5.00 to
\$7.00 effect immediately; due to the
rising costs of regular maintenance
especially the price of gas!

Thank you

Peggy Conrad

Robert Mercer.

Bobby Mercer

541-0082

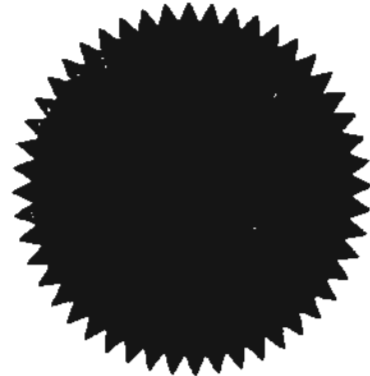
CERTIFIED TOWN OF LUNENBURG BY-LAW NO. 59

A TAXI BY-LAW

March 17/03
DATE

Bea Renton
BEA RENTON,
TOWN MANAGER/CLERK

I, BEA RENTON, TOWN MANAGER/CLERK FOR THE TOWN OF LUNENBURG, DO CERTIFY THAT THE ATTACHED IS A TRUE AND CURRENT COPY OF THE TOWN OF LUNENBURG'S TAXI BY-LAW NO. 59, DULY APPROVED BY THE TOWN OF LUNENBURG COUNCIL ON JANUARY 30, 2003, WITH FIRST READING HAVING BEEN GIVEN ON DECEMBER 12, 2002, SECOND AND THIRD READINGS ON JANUARY 30, 2003, AND EFFECTIVE ON FEBRUARY 5, 2003, THE DATE OF ADVERTISEMENT IN THE LOCAL NEWSPAPER.



BY-LAW NO. 59

Taxi By-Law

Title

1. This By-Law is entitled the "Taxi By-Law".

Definitions

2. In this By-Law:
 - (1) "Council" means Council of the Town of Lunenburg;
 - (2) "disqualifying conviction" means:
 - (a) an order prohibiting the possession of any firearm, ammunition or explosive substance pursuant to the Criminal Code of Canada;
 - (b) a conviction for an indictable offence in which the commission of violence against a person was used, threatened or attempted;
 - (c) conviction for an offence involving the illegal sale of liquor or narcotics or the illegal possession of liquor or narcotics for the purpose of sale or trafficking while holding a Taxi Driver's License or within a period of two years immediately preceding the date of application for a driver's license;
 - (d) conviction for any offence involving the possession, control or use of an automobile and the unlawful possession or use of liquor or narcotics;
 - (e) convictions for three or more driving offences, pursuant to the Criminal Code of Canada or the Motor Vehicle Act of Nova Scotia or any similar Statute in this or any other jurisdiction or two or more convictions for such offences within any 12 month period unless, in the reasonable opinion of the Taxi Authority, the convictions were for offences unrelated to the possible safety of passengers or other persons using streets or highways, irrespective of whether persons were actually endangered at the time of the infractions; or
 - (f) convictions in another country or jurisdiction similar in nature to those described in the preceding paragraphs of this subsection.
 - (3) "driver" means a taxi driver and "Taxi Driver's License" means a license for a driver

- pursuant to this By-Law;
- (4) "licenses" includes
 - (a) Taxi Driver's Licenses; and
 - (b) Owner's Licenses;
 - (5) "operate" means to operate or drive a taxi while such vehicle is transporting, picking up, dropping off passengers for hire, or soliciting passengers for hire;
 - (6) "owner" means a person who directly or indirectly holds the legal title of a vehicle, provided that in the event a vehicle is the subject of a financing agreement (including a conditional sale or lease with an option or right of purchase upon performance of conditions stated in the agreement) with an immediate right of possession vested in a debtor then the debtor shall be deemed to be the owner for purposes of this By-Law;
 - (7) "taxi" means a vehicle used or intended to be used to carry passengers for hire but excludes vehicles operated by a public utility as defined in the Public Utilities Act or by a motor carrier required to be licensed under the Motor Carrier Act;
 - (8) "Taxi Authority" means an employee of the Town designated from time to time by Council as Taxi Authority and includes any person designated as deputy or assistant or temporary Taxi Authority;
 - (9) "Town" means the Town of Lunenburg.

Taxi Authority

3. The powers and duties of the Taxi Authority shall be to:
 - (1) make all necessary inquiries and inspections concerning applications for or renewals of licenses pursuant to this By-Law;
 - (2) carry out periodic spot inspections, without notice, of vehicles licensed under this By-Law;
 - (3) issue, refuse to issue, or suspend licenses in accordance with the requirements of this By-Law;
 - (4) recommend disciplinary action to the Council for breach of this By-Law;

- (5) prescribe application and license forms, documents, or taxi roof signage layouts or designs;
- (6) keep a register of all licenses granted under the authority of this By-Law and assign license numbers;
- (7) cause to be prosecuted for violations of this By-law with the approval of the Council of the Town; and
- (8) take any other lawful steps in relation to the licensing and regulation of taxis as may be consistent with this By-Law.

Owner's Licenses

4. No person shall operate a vehicle or, being the owner of a vehicle, shall permit such vehicle to be operated as a taxi unless the vehicle is the subject of a valid and current Owner's License pursuant to this By-Law.
5. No person shall operate a vehicle or, being the owner of a vehicle, shall permit such vehicle to be operated as a taxi unless the vehicle has the Owner's License for that vehicle conspicuously displayed on or above the doorpost, or on the rear portion of the front seat, readily visible to any passengers who may be in the vehicle.
6. No Owner's License shall be granted for any vehicle unless and until:
 - (1) an application in the form prescribed from time to time by the Taxi Authority is completed and signed by the applicant for the license including:
 - (a) the name, address, telephone number of the owner and of any person with a beneficial ownership interest in the vehicle of 25% or more;
 - (b) where the vehicle is owned by a corporation, the names, addresses and telephone numbers of persons directly or indirectly owning or controlling more than 25% of the beneficial ownership of the vehicle and all of the legal and beneficial shareholders of the corporation;
 - (c) the taxi business name under which the taxi will be operated;
 - (d) the motor vehicle registration number, motor vehicle license plate number, make, model, colour, year and serial number of the vehicle;

- (e) the insurance company, policy number, liability coverage limits, name of insured, and expiry date of the motor vehicle insurance policy or policies applicable to the vehicle;
 - (f) the record of convictions within the preceding 5 years, for offences referenced in subsection (2) of section 2 of this By-Law, of each person whose name and address is required to be provided pursuant to paragraphs (1) (a) and (b) of this subsection, and duly executed consents sufficient to obtain verification of same from law enforcement agencies and justice centres.
 - (g) has been inspected by the Taxi Authority;
 - (h) the application is accompanied by a motor vehicle inspection report obtained within the previous 30 days.
- (2) payment is made to the Town of the annual fee of \$25.00 per vehicle or such amount as is determined by Policy of Council from time to time for such license.
- (3) the Taxi Authority is satisfied that each person whose names and addresses are required to be provided pursuant to paragraphs (a) and (b) of subsection (1) of this section does not have, within the preceding 5 years, disqualifying convictions pursuant to subsection (2) of section 2 of this By-Law;
- (4) the vehicle which is to be licensed as a taxi:
- (a) bears a valid Province of Nova Scotia motor vehicle safety sticker;
 - (b) is insured for public liability and property damage and passenger hazard in an amount not less than \$2,000,000.00 and, when required by the Taxi Authority, provides proof of coverage;
 - (c) has a height from the top of the floor to the underneath side of the roof of at least 114 centimeters;
 - (d) has a width from the inside of one door post to the inside of the door post on the opposite side of at least 137 centimeters;
 - (e) has a length from the dashboard, excluding extremities, to the front of the upper portion of the back seat of at least 160 centimeters;
 - (f) is in a good state of repair with no visible body fillers, rust, primer paint,

dents, breakages or other accidental damage or defect;

- (g) functioning seatbelts for each passenger for which the vehicle is designed, and when applicable, appropriate approved car seats for children.
- (h) is a four or more door sedan, a four or more door station wagon, or a four or more door minivan (such doors to be on the sides of the vehicle), with a design capacity of 7 passengers or less, excluding the driver, provided that notwithstanding the foregoing, any three-door minivan taxi in existence at the time of the passage of this By-Law shall be deemed to satisfy the requirements of this sub-clause 6.(4)(h), but any replacement vehicle shall have four or more doors as required herein.
- (i) has roof signage conforming to the layout and design specified from time to time by the Traffic Authority and to the requirements of this By-Law.

7. Owner's Licenses shall specify a taxi business name under which the licensed vehicle shall be operated and no person shall operate or permit the operation of any taxi under any taxi business name other than the name specified in the Owner's License.
8. An Owner's License may be renewed upon
 - (1) presentation of the vehicle for which renewal is sought prior to expiry of the license at the office of the Taxi Authority by appointment made at least 2 weeks in advance of expiry of the license; and
 - (2) payment of the annual license fee prescribed by Town Council by Policy; provided that all of the requirements of this By-Law for issuance of an Owner's License continue to be met.
9. An Owner's License may be transferred from one vehicle to another vehicle which complies with the requirements of this By-Law, upon presentation of the vehicle for which the license is sought for inspection by the Taxi Authority and upon payment of a transfer fee of \$25.00.
10. Council may by policy limit the number of taxi Owner's Licenses in force in the Town at any time [including suspended licenses within the grace period allowed under subsection (3)]

and in particular:

- (1) the Taxi Authority shall not issue a new taxi Owner's License until the number of such licenses falls below the number set by Council from time to time, at which time a further number of licenses may be issued until the number again reaches that number set by Council;
- (2) the Taxi Authority shall maintain a waiting list of persons eligible to hold taxi Owner's Licenses in order of their seniority determined in order of receipt of applications, and whenever new taxi Owner's Licenses can be issued as a result of the total number of licenses falling below that number set by Council, persons whose names are on the list shall have first opportunity to obtain a license in order of their seniority, and only one license can be obtained for each person on the waiting list; and
- (3) any taxi Owner's License which is revoked or surrendered shall not be renewed or reissued unless the issuance of such license will not result in the number of licenses exceeding that number set by Council, except that a grace period of 3 months following expiration of an Owner's License shall be allowed before expiration is deemed to constitute surrender of a license for purposes of this section.

Other Owner Obligations

11. A taxi owner shall not change the taxi business name under which the vehicle is operated without notifying the Taxi Authority of such change in writing not less than one week in advance of such change.
12. An owner of a taxi shall notify the Taxi Authority forthwith of any change in the Provincial Registration of the vehicle.
13. No person shall operate or permit the operation of a taxi when any of the conditions described in subsections (2) to (4) of section 6 do not apply or have ceased to apply.
14. An owner of a taxi shall not permit any person to operate such a vehicle unless that person is in possession of a valid Taxi Driver's License pursuant to this By-Law.

15. An owner or driver of a taxi shall provide to the Taxi Authority upon demand from time to time evidence of insurance coverage consistent with the requirements of this By-Law.
16. The owner of any taxi shall have an established place of business and shall have a business telephone. Such place of business may be the office or place of business of another taxi owner who provides continuous service. Any change of place of business shall be reported at once to the Taxi Authority. The taxi owner shall inform the public of the business telephone number by advertisement or by listing the number in the telephone directory for the area in which his business is located.

Taxi Driver's Licenses

17. No person shall:
 - (1) transport passengers for hire within the Town;
 - (2) be on any highway, street, road, lane, alley, taxi stand or other public place in the Town in control of a motor vehicle for the purpose of transporting passengers for hire, or soliciting within the Town the transportation of passengers for hire;
 unless such person is in possession of a valid Taxi Driver's License under this By-Law and unless that license is conspicuously displayed in the vehicle and is readily visible to any passengers who may be in the vehicle.
18. Any person in control of a motor vehicle
 - (1) which displays taxi roof signage which is not covered by opaque material;
 - (2) which is not transporting a passenger for hire; and
 - (3) which is on any highway, street, road, lane alley, taxi stand or at any other public place in the Town, or who is found waiting with any such motor vehicle at any location in the Town
 shall be deemed to be soliciting the transportation of passengers for hire within the Town and deemed to be operating the vehicle as a taxi for purposes of this By-Law.
19. No Taxi Driver's License shall be granted unless and until:
 - (1) an application in the form prescribed from time to time by the Taxi Authority is completed and signed by the applicant for the license including:

- (a) the name, address, telephone number of the applicant;
 - (b) the taxi business name under which or for which the applicant will drive a taxi;
 - (c) two professional quality photographs of himself or herself, not subject to fading or sensitive to heat, taken not less than one month before the date of the application and allowing a positive identification of the applicant at the time the application is made, two inches by two inches in dimension, which are clear and well-defined showing a full front view head and shoulders without head covering, taken against a plain white background, one to be retained by the Taxi Authority with the applicant's file and the other to be placed on the Taxi Driver's License, if it is granted;
 - (d) the motor vehicle operator license number of the applicant of the appropriate class issued pursuant to the Motor Vehicle Act;
 - (e) a consent in form satisfactory to the Taxi Authority to obtain an abstract of his or her driving record from the Registrar of Motor Vehicles; and
 - (f) a current, original abstract of the applicant's driving record from the Registrar of Motor Vehicles within the preceding 5 years, for offences referenced in subsection (2) of section 2 of this By-Law, and a duly executed consent sufficient to obtain verification of same from law enforcement agencies and justice centers;
- (2) the applicant is in possession of and submits for inspection to the Taxi Authority a valid and current class 4 motor vehicle operator license issued under the provisions of the Motor Vehicle Act;
 - (3) payment is made to the Town of the annual fee set by Council by policy from time to time;
 - (4) the Taxi Authority is satisfied that the applicant does not have disqualifying convictions within the preceding five years pursuant to subsection 2 of section 2 of this By-Law.

20. A Taxi Driver's License is not transferable.

21. A Taxi Driver's License may be renewed upon payment of the annual license fee provided that all of the requirements of this By-Law for issuance of a Taxi Driver's License continue to be met.

Other Driver Obligations

22. No person shall operate a taxi when either of the conditions described in subsections (2) and (4) of section 18 do not apply or cease to apply.
23. A licensed driver of a taxi shall immediately notify the Taxi Authority in the event of a change of address, telephone, business name under or for which he or she drives, loss of class 4 Motor Vehicle Act licensing, loss of insurance coverage or in the event of a disqualifying conviction.
24. All drivers of taxis licensed under this By-Law shall comply with the following:
- (1) Every driver while in control of a taxi shall be fully clothed, including footwear, which clothing shall be in a clean and tidy condition at all times. Every driver, while in control of a taxi shall be in a clean, tidy and respectable condition.
 - (2) The driver shall cause the interior of his taxi to be lighted upon a passenger entering or leaving same.
 - (3) A driver shall not permit any additional passengers in his or her taxi without the consent of the passenger who first engaged him or her.
 - (4) The carrying of multiple passengers for separate fares is prohibited.
 - (5) Every driver, unless engaged by a passenger, shall upon being applied to in person or by telephone place his or her taxi at the disposal of the person so applying and shall proceed to any place in the Town as directed, provided that a driver may refuse to drive a person whose conduct reasonably causes a driver to fear for his or her safety.
 - (6) Every driver shall transport any parcels, bags or luggage accompanying any passenger not exceeding 25 kilograms per item or 50 kilograms in aggregate per passenger and shall place the luggage in and out of the taxi for the passenger if requested to do so.

- (7) Every driver who engages to be at any particular place at a particular time, whether by day or by night, shall be punctual in attendance at the specified place.
- (8) The driver may determine whether persons may eat or drink while in his or her vehicle, and may also determine where the passengers sit, except that passengers may decline to sit in the front seat.
- (9) A driver shall not, while in control of a taxi, use abusive or insulting language.
- (10) A driver shall, at all times while in control of a taxi in a public place, conduct himself of herself in an orderly and polite manner.
- (11) A driver may solicit passengers for his or her taxi but such solicitation shall not be made by calling out or shouting or in any other noisy or disorderly manner.
- (12) Every driver shall proceed to the destination indicated by his or her passenger by the quickest route which shall result in the lowest fare, provided however, that he or she may take another route if directed to do so by a passenger.
- (13) A driver shall not refuse to transport:
 - (a) a passenger with a disability except where such is justified by physical limitations or disabilities of the driver, and where notice of such physical limitations or disabilities has been filed in advance with the Taxi Authority; and
 - (b) a dog accompanying a passenger with a disability if the dog is trained to assist a person with a disability.
- (14) A driver shall not smoke while a passenger is in the vehicle.
- (15) The driver shall not permit smoking in the vehicle by any passenger.
- (16) No person shall represent a taxi to be a non-smoking or smoke-free vehicle if it has been smoked in while in the ownership of the current owner.

Fares

25. Every taxi driver shall charge a fare not in excess of the fares set out in Schedule "A" of this By-law.

26. Every taxi driver or taxi owner who receives or demands a fare greater than the fares set out in Schedule "A" to this By-law shall be guilty of an offence under this By-law, provided, however, that it shall not be an offence for a driver to accept a gratuity voluntarily offered by a passenger. *For greater certainty, no taxi driver shall demand any additional fare for the transportation of wheelchairs, walkers, dogs accompanying passengers with disability if such dogs are trained to assist a person with a disability, or for escorting passengers with disabilities to and from the first accessible door of their pick-up or destination.*
27. Every taxi driver shall post a copy of the tariff of fares as set out in Schedule "A" in the inside of the taxi where such fares are clearly visible to passengers.

Taxi Stands

28. *The Traffic Authority for the Town may establish Common Taxi Stands for taxis on such streets and in such places and numbers as he or she shall determine is of the greatest benefit and convenience to the public and such Common Taxi Stands shall be designated by appropriate signs as provided for in the Motor Vehicle Act.*
29. Common Taxi Stands shall only be used by a licensed driver operating a licenses taxi.
30. Taxi drivers who use Common Taxi Stands shall be subject to the following regulations:
- (1) any driver whose vehicle is available for hire may take a position with the vehicle at any Common Taxi Stand where there is a vacancy;
 - (2) a driver entering a Common Taxi Stand shall take a position at the rear of the taxi which is at the end of the line at the stand;
 - (3) whenever a taxi leaves the stand, all other drivers shall move their vehicles ahead;
 - (4) all drivers shall move their vehicles when necessary to allow the departure from the stand of any other taxi;
 - (5) no driver while parked at a Common Taxi Stand shall:
 - (a) leave his or her vehicle unattended;
 - (b) obstruct the exit of another vehicle whose driver indicates a desire to leave the stand.

- (6) no driver shall interfere with the free selection by any passenger of any vehicle at stand.

Licenses Generally

31. An Owner's License and a Taxi Driver's License under this By-Law constitute a license to transport parcels, boxes, packages, or other articles of whatsoever nature, at the rates specified in this By-Law for the transporting of passengers, even in the absence of any passengers in such vehicle.
32. No license fee is refundable upon suspension, revocation or termination for any reason any license granted under this By-Law.
33. Licenses which have been destroyed, lost or stolen may be replaced upon sufficient proof of destruction or loss being presented to the Taxi Authority and upon payment of a replacement fee of \$25.00.
34. The Taxi Authority may, after giving the licensee or prospective licensee an informal opportunity to be heard, refuse to issue or renew or may revoke or suspend the license of either or both of an owner or driver of a taxi, for a breach of this By-Law, or failure to meet the qualifications for licensing on the part of the owner, driver or vehicle, or failure to continue to meet the qualifications for licensing on the part of the owner, driver or vehicle which were initially required at the time of obtaining the license, as the case may be. Without limiting the foregoing, either or both of a taxi owner's license or taxi driver's license may be suspended by the Taxi Authority for the violation of any provision of this By-law or the conviction of the owner or taxi driver of an offence against the Liquor Control Act, the Motor Vehicle Act or the Criminal Code (Canada) and a taxi driver's license shall be cancelled where his or her driver's privileges have been suspended or cancelled under the Motor Vehicle Act. Within 24 hours of any refusal to issue or renew or revocation or suspension of a Taxi Owner's License or Taxi Driver's License (Sundays and holidays excepted) the Taxi Authority shall make a report in writing to Council on the fact of such suspension, revocation or refusal to issue or renew and the reason therefor. A refusal to issue or renew or a revocation or suspension of the license by the Taxi Authority may be appealed

to the Council within fourteen days of the decision of the Taxi Authority by written Notice of Appeal delivered to the Manager/Clerk of the Town, and the Council shall convene an appeal hearing and may, following the appeal hearing, make any decision which the Taxi Authority could have made in the first instance.

Taxi Roof Signage

35. No vehicle which is the subject of a Taxi Owner's License shall be operated or permitted to be operated as a taxi unless it is equipped with a sign affixed to the roof of such taxi.
36. Taxi roof signs:
 - (1) shall be of the size, colour, design, layout and style as may be prescribed from time to time by the Taxi Authority and shall bear the vehicle's owner's license number;
 - (2) shall bear the business name under which the taxi is being operated.
37. The taxi roof sign required herein shall be removed from the roof or covered by opaque material when the vehicle is not in service as a taxi.

Penalties

38. Any person who contravenes any provision of this By-Law is, in addition to any other remedy, guilty of an offence and punishable on summary conviction by a fine in an amount not exceeding \$2,000.00.

All previous provisions relating to taxis as contained in By-law No. 23 a By-law Respecting Trades and Licenses, are hereby repealed.

SCHEDULE "A"

RATES FOR TAXI DRIVERS

1. Between 8:00 o'clock in the forenoon and midnight:

For transportation by taxi from any one point within in the Town to any other point within the Town the sum of \$5.00 including Harmonized Sales Tax (H.S.T.) for one passenger. An additional charge of \$2.00 including H.S.T. may be levied for every additional passenger with a maximum of \$10.00 per trip.

2. During other hours the rates referred to in Number 1 above may be doubled, with a maximum charge of \$20.00 per trip.
3. If a taxi is required to wait for a passenger, there may be an additional charge not greater than .25 per minute, for a total of \$15.00 per hour.

SCHEDULE "A"

RATES FOR TAXI DRIVERS

The following rates are applicable as of 2022, including HST.

1. Between 8:00 o'clock in the forenoon and midnight:

For transportation by taxi from any one point within in the Town to any other point within the Town the sum of ~~\$5.00~~ **\$7.00** including Harmonized Sales Tax (H.S.T.) for one passenger. An additional charge of ~~\$2.00~~ **\$2.80** including H.S.T. may be levied for every additional passenger with a maximum of ~~\$10.00~~ **\$14.00** per trip.

2. During other hours the rates referred to in Number 1 above may be doubled, with a maximum charge of ~~\$20.00~~ **\$28.00** per trip.
3. If a taxi is required to wait for a passenger, there may be an additional charge not greater than ~~.25~~ **\$0.35** per minute, for a total of ~~\$15.00~~ **\$21.00** per hour.

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: JUNE 17, 2022

**RE: RENTAL RATE REDUCTION REQUEST AT COMMUNITY CENTRE:
ENPOINTE SUMMER FUN CAMP**

1. FACTS AND RECOMMENDATION

At the January 11, 2022 Council meeting the following motion was deferred until a fuller proposal could be drafted and submitted by EnPointe:

Moved and seconded to provide EnPointe a fixed rental rate of \$1,500/month, tax included, during the month of July and August 2022 to offer summer programming in the Lunenburg Community Centre.

Based on EnPointe's June 16, 2022 email request the above motion will require an amendment:

Draft Motion:

Moved and seconded to amend the deferred motion of January 11, 2022 regarding EnPointe's rental rates for July and August 2022 from \$1,500/month, tax included, to \$75 per day, tax included, for their 9-week Summer Fun Camp during July and August 2022 for a total rental of \$3,375, tax included.

Staff recommend the approval of the amended motion regarding EnPointe's Summer Fun Camp rental at the Lunenburg Community Centre.

Draft Motion:

Moved and seconded to approve the EnPointe rental rate motion for July and August 2022 as amended.

Attachments –

Schedule A – EnPointe's Email Request of June 16, 2022

Schedule B – Staff Report from January 11, 2022 Council Meeting re: EnPointe Rentals

Acknowledged only by:

Lisa Dagley
Acting CAO

Kelly Jardine

From: EnPointe Studios <contactus@enpointestudios.ca>

Sent: June 16, 2022 10:57 AM

To: Kelly Cunningham <KCunningham@townoflunenburg.ca>; contactus@enpointestudios.ca

Subject: En Pointe Summer Camps - Lunenburg

To: Council of the Town of Lunenburg

EnPointe Studios is planning to run 9 weeks of Summer Fun Camps in Lunenburg. We would like to have The Lunenburg Community Center as our base. The camps are open to children ages 5-10. Our camps will run from 8-5pm daily.

We have approximately 10 kids registered each week. We have our adult leaders - Coach Melissa Peck and Teacher Assistant at Bluenose Academy, Kari Veinot and assistants Mabel Mahoney and Lyla Belliveau Woods ready to start summer work.

We need to offer these camps for our working parents of our After School Program. However, at this level of interest it is not economically feasible. We are still committed to run the camps but we are looking to break even.

Our camps are mainly outdoor camps whenever possible. We would like to use the center to meet at drop off - 8am - 930am/10am and at lunch from 1130am-100pm and again at 330-500 for pickup.

With the cost of our leaders it is very tough to cover our other costs. With our current registration and numbers we can only afford rent at \$75.00 a day to break even.

We would like to ask the Recreation Department if they would consider giving us a flat rate of \$75.00 a day for the space at the center.

We are low maintenance and can open and close and we will maintain the bathrooms/studio space/gym ourselves each day. We will make sure the space is left the way we found it.

Thank you for your consideration and hopefully we can work something out for the benefit of the Town of Lunenburg parents and children.

Natalie Dockrill
Studio Owner

EnPointe Studios
www.enpointestudios.ca
Contactus@enpointestudios.ca
1-902-478-5592

Document No:
Meeting: January 11, 2022
Circulate: Council, LD
File: Budget 21/22

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: DECEMBER 3, 2021

**RE: RENTAL RATE REDUCTION REQUEST AT COMMUNITY CENTRE:
AFTER SCHOOL PROGRAM ORGANIZATION**

1. FACTS

En Pointe Performing Art Studios (En Pointe) provides an afterschool program operating out of the Lunenburg Community Centre. The organization began using the facility in September 2018 renting two days per week, which has since evolved to five days per week during the school year.

The 2021/22 rental rate approved in the fee schedule is \$38.00/hour, tax included. In the past year, En Pointe's monthly average for usage was 15 hours. On average, this generates \$570/month rental fees. The group stays outdoors at the Bluenose Academy playground on nice days prior to entering the facility, which may fluctuate their total rental hours per month.

2. ISSUES AND OPTIONS ANALYSIS

En Pointe is asking for an hourly rate reduction to \$20.00/hour, tax included, for their afterschool program during the school year. The Community Centre is their "highest costing space to rent", with the "second highest costing space to rent is \$20.00/hour (taxes included)". The quotes are reference to the organization's letter request attached.

The organization is also looking to offer a summer camp program in 2022 operating out of the Community Centre and is asking for a fixed fee of \$1,500/month. Currently, the Town does not offer summer camp programming.

The 2021/22 fee schedule reads "*Effective April 1, 2019 - For Fitness instructors who book the Fitness Room and run classes open to the public of 5 hours or more per week receive a 25% discount on rental rates, providing there is a minimum 6 month rental commitment.*" The current discount is for rentals in the Fitness Studio exclusively, and not the auditorium.

Staff recommends that Council consider providing a discounted rate to En Pointe, similar to the reduction of a 25% discount towards rental fees when the organization rents 5 hours or more per week for after school program purposes, with a minimum of 6-month rental commitment.

Option 1: Provide En Pointe with a 25% discount towards rental fees at the Lunenburg Community Centre when the organization rents 5 hours or more per week for after school program purposes, with a minimum of 6 month rental commitment. In addition, a fixed rental rate of \$1,500/month during the months of July and August 2022 to offer summer programming.

Option 2: Do not offer a rental rate reduction.

3. FINANCIAL IMPACT

The 2021/22 budget includes estimates for rentals of the Community Centre auditorium for the fiscal year. Changes to the rental rate will impact the revenue however the exact impact to the budget not able to be determine as auditorium rentals are variable.

4. STRATEGIC PLAN RELEVANCE

Action 11: Foster inclusivity in programming and leadership.

5. RECOMMENDATION AND DRAFT MOTION

Approved the following draft motion:

Motion: moved and seconded to provide En Pointe Performing Art Studios with a 25% discount towards rental fees at the Lunenburg Community Centre when renting 5 hours or more per week for after school program purposes, with a minimum of 6 month rental commitment. In addition, to provide a fixed rental rate of \$1,500/month, tax included, during the months of July and August 2022 to offer summer programming in the Lunenburg Community Centre.

Acknowledged only by:

Kevin Malloy
Interim CAO

To whom it may concern,

En Pointe Performing Arts Studio currently runs an After School Program operating out of the Lunenburg Community Centre 5 days a week. This is our 3rd year in a row at the Centre and the children along with us, love the space. We also run tumbling classes on Wednesday evenings.

We offer several activities during our programming such as tumbling, arts & crafts, multi-sports, and skating at the nearby Lunenburg arena. We have also partnered with Coastal Action and Region 6 Solid Waste Management. Each organization teaches the children about either the environment and sustainability as well as how we can properly recycle to reduce pollution. This is done through interactive games, lessons and activities.

Our intention is to continue to run the After School Program for as long as Lunenburg needs us and we have plans to start a Summer Camp in 2022 which will also run for 5 days a week, depending on interest level. We would need to use the Centre as our base for drop off, pick up and other time spent. This would average 20 hours a week. We have a Summer Camp in Chester and believe Lunenburg would be a wonderful location to add another. This is by far the most popular program we offer.

We would also love to continue running tumbling classes at the centre and adding more classes for older groups. We also think that a sports ball program is an option with a large population in Lunenburg currently enrolled in sports or looking to get involved.

As of now we pay \$38.00 an hour (taxes included) to rent the gym. Over the course of November, we used the gym for approximately 25 hours. September and October would have been less than this as one of our main priorities is to ensure we have time spent outdoors with either free play or games. We believe it is essential that kids spend time in the fresh air especially after being inside the school most of the day. COVID-19 was also another reason why we kept outside for a majority of those months to limit any possible indoor exposure. Due to this, we tend to use the gym from 4:00 onward and as early as we can if there is rain.

We are in multiple locations with our After School Program and the Lunenburg Community Centre is our highest costing space to rent. Our second highest costing space to rent is \$20.00 an hour (taxes included). We believe that \$38.00 an hour is fair if we weren't renting it for as many hours as we do. We would be one of the largest paying tenants you have and we provide a lot of hours to the Centre. We also bring a lot of attention to the Centre as parents and kids find it fantastic, ie. great potential for future bookings for other sports/activities. We do find it quite hard to commit a lot of hours at such a high rate for large usage.

What we are thoughtfully requesting is a reduction in the rent per hour to \$20.00 (taxes included) for the After School Program and a fixed fee of \$1,500 per month for the Sumer Camp if it becomes an option and we would of course work around other tenants.

We understand this is something that would need some time to consider so we are hoping to have this effective starting January 1st is possible.

Thank you for your time and consideration,
En Pointe

**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"):

50th Anniversary Celebration Picnic in the Park

2. Name of organization hosting/planning event:

Lunenburg Heritage Society, Lunenburg Art Gallery, South Shore Regional Library

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

Athletic

community non-profit

Special Interest Group

Community Non-profit

Commercial (private sector)

Religious

Political

Charitable

Incorporated Society

Other _____ Please Specify

4. Key contact for event:

Name: Letisha McFall

Address: _____

Postal Code _____

Phone No. _____ (H) _____ (O) _____ (F)

Secondary contact for event:

Name: Kathy Bradford

Address: _____

Postal Code _____

Phone No. _____ (H) _____ (O) _____ (F)

5. Name and main theme of event:

50th Anniversary Picnic in the Park

6. Main activities of event:

speeches, cake, children's games, music....

7. Objectives of event in order of priority:

To honour and celebrate the success and longevity of the three organizations in the Town of Lunenburg

8. Date(s) and times to held:

July 23, 2022 11:00 am to 1:30 pm

rain date July 24, 2022

9. Please identify the frequency of this event:

Annual	_____	One time only	x _____
Biennial	_____	Other (Please specify)	_____

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

Town Bandstand park

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.

2,000,000 general liability

see attached

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

garbage bins

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

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:

Certificate of Insurance



This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER – NAME AND MAILING ADDRESS Town of Lunenburg 19 Pelham St Lunenburg NS POSTAL CODE: B0J 2C0				2. INSURED'S FULL NAME AND MAILING ADDRESS Lunenburg Art Gallery Society Attn: Wendy Muise PO BOX 1418, 194 B Lincoln St Lunenburg, NS POSTAL CODE: B0J 2C0		
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured) 50 th Anniversary event at Lunenburg Bandstand July 23, 2022 (Raindate July 24, 2022)						
4. COVERAGES This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.						
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
TYPE OF INSURANCE	POLICY NO.	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	AMOUNT OF INSURANCE	
COMMERCIAL GENERAL LIABILITY MAX: Form No.: LR20 Including: <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> CROSS LIABILITY (Form No: G011) <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY	501259181	2022/3/17	2023/3/17	BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
				EACH OCCURRENCE	2,000,000	
				<input checked="" type="checkbox"/> GENERAL AGGREGATE (Form No. L321)	2,000,000	
				PRODUCTS - COMPLETED OPERATIONS AGGREGATE		
				2,000,000		
				ABUSE AGGREGATE		
				2,000,000		
<input checked="" type="checkbox"/> PERSONAL INJURY AND ADVERTISING LIABILITY - Any one person or organization, and in the Aggregate		2,000,000				
MEDICAL PAYMENTS – Any one person		50,000				
TENANTS' LEGAL LIABILITY – Any one premises		500,000				
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	501259181	2022/3/17	2023/3/17	NON- OWNED AUTOMOBILE - Any One Accident Limit:		
<input type="checkbox"/> Pollution Liability Exclusion Standard <input type="checkbox"/> Limited – 120 hours <input type="checkbox"/> Other						
OTHER COVERAGES (SPECIFY)						
5. CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the insurer will endeavor to mail <u>30</u> days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.						
BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS Huestis Insurance Group - BW 60 Logan Rd., Bridgewater, NS POSTAL CODE: B4V3J8 BROKER CLIENT ID:				7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability – but only with respect to the operations of the Named Insured) Town of Lunenburg 19 Pelham St Lunenburg NS POSTAL CODE: B0J 2C0		
If Section 7 is completed, the Additional Insured status shall only apply to the extent indicated in the policy.						
8. CERTIFICATE AUTHORIZATION						
ISSUER: Scott Horton CAIB			CONTACT NUMBER(S)			
AUTHORIZED REPRESENTATIVE: Scott Horton CAIB			TYPE	NO.	TYPE	NO.
			TYPE	NO.	TYPE	NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE:		E-SIGNED by Scott Horton on 2022-06-14 10:56:11 ADT		EMAIL ADDRESS: scott.horton@huestis.ca		
				DATE (YYYY/MM/DD) 2022-06-14		