

# AGENDA

## Town of Lunenburg Council Meeting



Tuesday, July 12, 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.*

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**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 28, 2022 as presented.

**5. Public Hearings, Presentations and Questions**

- a. Public Transit Feasibility Study – Gregg Curwin and Gary Ramey

**6. Correspondence, Petitions and Proclamations Consideration**

- a. Community, Culture, Tourism and Heritage Grant Approval re: Arena Upgrades – for information
- b. Community, Culture, Tourism and Heritage Grant Approval re: Skate Park Upgrades – for information

**7. Business Arising from the Minutes/Unfinished Business**

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

- a. Project Lunenburg Steering Team June 15, 2022 Meeting Minutes – information
- b. Protective Services June 16, 2022 Meeting Minutes – 1 X recommendation – Deputy Mayor Mosher

Draft Motion: Moved and seconded that staff approach the vendor for the Fire Hall exhaust extraction system to request holding the price until September 30 and explore options for installation and payment over two fiscal years or hold installation and price until the next fiscal year. Staff are also asked to explore any possible grant opportunity for this piece of equipment.

## **9. New Business**

- a. Capital Projects Status Update – staff report

Draft Motion: Moved and seconded to cancel the Armouries New Roof Capital Budget for fiscal 22-23.

- b. Water Utility Purchase of Replacement Chlorinator – staff report

Draft Motion: Moved and seconded to increase the budget for the Replacement Chlorinator to \$11,800 (including net HST) for fiscal 2022-23 to be funded with the Water Utility's Depreciation Funds.

- c. Electric Utility – Requirement for a Voltage Regulator – staff report

Draft Motion: Moved and seconded to add a Voltage Regulator project to the 22-23 Electric Utility Capital Budget in the amount of \$250,000, with funding from a Capital borrowing.

- d. Arena Capital Projects – staff report

Draft Motion: Moved and second to consolidate the recreation 22/23 capital funding projects at the Arena including the Ice Resurfacers Room Renovations, Accessible Bathroom Renovations for Main & Dressing Rooms, and Accessible Entrance Improvements for a total of \$131,000.

- e. Funding Request from LCLC for 2022 Canadian Tire Para Hockey Cup Championship – staff report

Draft Motion: Moved and seconded to reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671.

Draft Motion: Moved and seconded to approve the Lunenburg County Lifestyle Centre a grant in the amount of \$2,000 for the 2022 Para Hockey Cup Championship.

- f. Lunenburg Folk Harbour Society – Request for Noise By-law Exemption

Draft Motion: Moved and seconded to approve a Noise By-law "7. Grant of Exemptions by Council" for the Lunenburg Folk Harbour Festival's main stage performances until

midnight (12:00 a.m.) on the evenings of August 4-7, 2022 and pre-approve same for the 2023-2026 festivals (a total of five years).

g. Public Transit Feasibility Study

Draft Motion: Moved and seconded that Council support the request from Gregg Curwin and Gary Ramey to conduct a business plan for the development of a public transit system in Lunenburg County.

**10. Meet in camera (Nil)**

**11. Adjournment – Mayor**

Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	Assigned to	Council Meeting Assigned	Status	Anticipated Return Date

# MINUTES



## Town of Lunenburg Council Meeting

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

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

**ALSO PRESENT:** Devin Casario, Economic Development & Funding Manager  
Ann Covey, Recording Secretary  
Kelly Cunningham, Recreation Director  
Lisa Dagley, Finance Director/Acting CAO  
Trevor Hume, Planning Technician  
Tyson Joyce, Town Engineer  
Lisa Kendall, Municipal Engineer/Project Manager  
Heather McCallum, Assistant Municipal Clerk

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### 1. Call to Order

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

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

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

### 3. Agenda

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

### 4. Minutes

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

## 5. Public Hearings, Presentations and Questions

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

Mike Dockrill, En Pointe Performing Arts Studio, presented the request (Schedule A).

## 6. Correspondence, Petitions and Proclamations Consideration

The following correspondence is for information.

- 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

The Finance Director/Acting CAO reviewed the report (Schedule B).

It was agreed that in future budget years this event should be considered as part of the Community Grants allocation.

Motion: moved and seconded to approve the Lunenburg Board of Trade “StreetFest” Event Application (Schedule B). Motion carried.

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

### 9. New Business

- a. Appointment of Permanent CAO

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

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

The Town Engineer summarized the report (Schedule C).

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 (Schedule C). Motion carried.

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

The Town Engineer summarized the report (Schedule D).

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 (Schedule D). Motion carried.

- d. Backhoe Snow Plow Budget Increase Request – staff report

The Municipal Engineer/Project Manager summarized the report (Schedule E).

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 (Schedule E). Motion carried.

- e. Lunenburg Taxi Rates – staff report

The Assistant Municipal Clerk summarized the report (Schedule F).

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 (Schedule F). Motion carried.

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

Council discussed the request (Schedule A).

Deferred Motion (Jan. 11/22): moved and seconded to provide En Pointe 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.

Motion: moved and seconded to amend the deferred motion of January 11, 2022 regarding En Pointe’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 (Schedule A). Motion defeated.

- g. 50<sup>th</sup> Anniversary Celebration Picnic in the Park

Motion: moved and seconded to approve the 50<sup>th</sup> Anniversary Celebration Picnic in the Park Event Application (Schedule G). Motion carried.

## 10. Meet in camera

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

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

Motion carried.

7:08 p.m. Council recessed and met in camera.

Councillor Duggan left the meeting at 7:57 p.m.

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

The public portion of the Council meeting resumed at 7:58 p.m. Council considered the following in camera meeting recommendation(s) pursuant to section 22 (3), Municipal Government Act:

a. Lunenburg Academy Lease Renewals

Councillor Ernst declared a conflict and recused himself to the public gallery.

Motion 1: moved and seconded that:

WHEREAS:

1. The Town is the owner of the Lunenburg Academy building on Kaulback Street, in the Town of Lunenburg.
2. Pursuant to Section 50 of the Municipal Government Act SNS 1998, c. 18, as amended, a municipality may lease property at Market Value, but pursuant to section 51 of the said Act, a municipality may lease property at a price less than Market Value to a non-profit organization that the Council considers to be carrying on an activity that is beneficial to the municipality, provided that the resolution authorizing the lease is passed by a 2/3 majority of the Council present and voting.
3. South Shore Genealogical Society leased a portion of the Lunenburg Academy building pursuant to a Lease with a term ending on June 30, 2022.
4. South Shore Genealogical Society is still in possession of the premises.

BE IT THEREFORE RESOLVED THAT:

- A. The Town considers South Shore Genealogical Society, to be carrying on activities that are beneficial to the Town; and
- B. The Town shall enter into the attached Lease with South Shore Genealogical Society

attached hereto and the Mayor and CAO are authorized to execute the Lease on behalf of the Town and affix the municipal seal.

Motion carried.

Councillor Ernst returned to the Council table.

Motion 2: moved and seconded that:

WHEREAS:

1. The Town is the owner of the Lunenburg Academy building on Kaulback Street, in the Town of Lunenburg.
2. Pursuant to Section 50 of the Municipal Government Act SNS 1998, c. 18, as amended, a municipality may lease property at Market Value.
3. Atlantic Canada Language Academy operating under the business name “New Voice Language & Tutoring INC.” leased a portion of the Lunenburg Academy building pursuant to a Lease with a term that will end on August 31, 2022.
4. Atlantic Canada Language Academy is still in possession of the premises.

BE IT THEREFORE RESOLVED THAT:

- A. The Town shall enter into the attached Lease with Atlantic Canada Language Academy operating under the business name “New Voice Language & Tutoring INC.” attached hereto and the Mayor and CAO are authorized to execute the Lease on behalf of the Town and affix the municipal seal.

Motion carried.

Motion 3: moved and seconded that:

WHEREAS:

1. The Town is the owner of the Lunenburg Academy building on Kaulback Street, in the Town of Lunenburg.
2. Pursuant to Section 50 of the Municipal Government Act SNS 1998, c. 18, as amended, a municipality may lease property at Market Value.
3. West Island College International – Class Afloat has exercised a one-year renewal option at the Lunenburg Academy building pursuant to a Lease with a term ending on June 30, 2023.

4. West Island College International – Class Afloat is still in possession of the premises.

BE IT THEREFORE RESOLVED THAT:

A. The Town shall enter into the attached Lease Amendment with West Island College International – Class Afloat attached hereto and the Mayor and CAO are authorized to execute the Lease on behalf of the Town and affix the municipal seal.

Motion carried.

Motion 4: moved and seconded that the threshold for the legal fee credit offered to tenants is raised from \$500 to \$1,000. Motion carried. Mayor Risser and Councillor Halverson voted in the negative.

## 12. Adjournment

The meeting was adjourned at 7:59 p.m. by the Mayor.

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Lisa Dagley  
Acting Clerk

## Overview of Public Transit Concept for Lunenburg County

<b>Principals:</b>	Gregg Curwin Gary Ramey
<b>Fundamental Elements to be addressed:</b>	Structure Logisitics Operations
<b>Timeline:</b>	Immediate
<b>First step</b>	Feasibility study funded privately by principals
<b>Accountability</b>	Board of Stakeholders approved by principals
<b>Need for service</b>	Aging population Rising petroleum prices Environmental concerns Economic concerns (employability, shopping)
<b>Sustainability</b>	The system <b>MUST</b> be sustainable. The principals are under no illusion that it will be profitable.

**The principals are not volunteers:** Under the proposed structure, remuneration, at levels commensurate with the principal's qualifications, will be paid for the considerable work required to insure the system is set up in an efficient, cost effective, professional, and sustainable way according to best business practices with transparency and accountability as guiding principles. The principals will be responsible for hiring qualified staff.

Pending acceptance of this concept, a more detailed and comprehensive plan will be formulated. Neither of the principals are interested in spending innumerable hours wasting time on a non-starter. It is the opinion of the principals that there has been much good work done by dedicated volunteers in the past, and the needs pointed out in their reports, have just continued to increase. The time for dithering has ended. The time for action is now. We are ready to proceed with a privately funded feasibility study now, detailing our plans, to be delivered to all four municipal units by September 30<sup>th</sup>, 2022. If accepted, we would want the pilot to begin in the Spring of 2023.

We wish to thank all the dedicated individuals who did so much high quality work in the past related to creating a public transit system in Lunenburg County. We also wish to thank you for meeting with us today.

Best wishes:

Gregg Curwin

Gary Ramey



**Communities, Culture, Tourism and Heritage  
Office of the Minister**

1741 Brunswick Street, PO Box 456, Halifax, Nova Scotia, Canada B3J 2R5  
Telephone 902-424-4889 • Fax 902-424-4872 • [novascotia.ca](http://novascotia.ca)

May 4, 2022

File Number:  
5022164

Kelly Cunningham  
Town of Lunenburg  
119 Cumberland St, PO Box 129  
Lunenburg, NS B0J 2C0

Dear Kelly Cunningham:

The Department of Communities, Culture, Tourism and Heritage is pleased to advise you that the Town of Lunenburg will be receiving a contribution of \$40,000 to assist with capital costs for accessibility and holding bay upgrades for Lunenburg War Memorial Arena.

The Rink Revitalization Stream of the Recreation Facility Development Program is one way the Government of Nova Scotia is demonstrating its commitment to strong and vibrant communities.

Please maintain accurate records of your project's expenditures, as they may be subject to an audit at the provincial government's discretion. A final report will also be required outlining the impact of this investment to your community.

Details and conditions for this contribution will be outlined in a Terms and Conditions letter and Acknowledgment Guideline document which will be provided to you for signing by Denise Scott, South Shore Regional Program Coordinator. If you have any inquiries pertaining to your project, please contact Anna Haanstra, South Shore Regional Manager at (902) 523-5333 or by email at [anna.haanstra@novascotia.ca](mailto:anna.haanstra@novascotia.ca).

I would ask that you not share this provincial funding approval publicly until we are able to collectively coordinate a public announcement.

I wish you every success with this endeavor and am pleased we are able to provide assistance.

Sincerely,

A handwritten signature in blue ink that reads "Pat Dunn".

Pat Dunn  
Minister

c. Justin Huston, Deputy Minister  
Anna Haanstra, South Shore Regional Manager



**Communities, Culture, Tourism and Heritage  
Office of the Minister**

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1741 Brunswick Street, PO Box 456, Halifax, Nova Scotia, Canada B3J 2R5  
Telephone 902-424-4889 • Fax 902-424-4872 • [novascotia.ca](http://novascotia.ca)

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May 4, 2022

File Number:  
5022261

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

Dear Kelly Cunningham:

The Department of Communities, Culture, Tourism and Heritage is pleased to advise you that the Town of Lunenburg will be receiving a contribution of \$10,000 to assist with capital costs towards upgrades to the Lunenburg Skate Park.

The Recreation Facility Development Program is one way the Government of Nova Scotia is demonstrating its commitment to strong and vibrant communities.

Please maintain accurate records of your project's expenditures, as they may be subject to an audit at the provincial government's discretion. A final report will also be required outlining the impact of this investment to your community.

Details and conditions for this contribution will be outlined in a Terms and Conditions letter and Acknowledgment Guideline document which will be provided to you for signing by Denise Scott, Regional Program Coordinator. If you have any inquiries pertaining to your project, please contact Anna Haanstra, South Shore Regional Manager at (902) 523-5333 or by email at [anna.haanstra@novascotia.ca](mailto:anna.haanstra@novascotia.ca).

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Sincerely,

A handwritten signature in blue ink that reads "Pat Dunn".

Pat Dunn  
Minister

c. Justin Huston, Deputy Minister  
Anna Haanstra, South Shore Regional Manager

# MINUTES

## Town of Lunenburg Project Lunenburg Steering Team Meeting Notes



Wednesday, June 15, 2022 at 3:00 p.m.  
Zoom Meeting

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**PRESENT:**                    **Voting members of the Steering Team:**

Councillor Susan Sanford, Chair  
Councillor Stephen Ernst  
Deputy Mayor Peter Mosher  
Peter Goforth  
Bill Rice  
Gerry Rolfsen

**Non-voting, ex-officio members:**

Mayor Matt Risser  
Terry Drisdelle, Senior Planner, Develop Nova Scotia

**ALSO PRESENT:** Chrystal Fuller, Brighter Community Planning & Consulting  
Aniel Guxholli, EVOQ Strategies  
Trevor Hume, Planning Technician  
Arthur MacDonald, Heritage Manager  
Lisa Dagley, Acting CAO  
Heather McCallum, Assistant Municipal Clerk

**ABSENT:**                    Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

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**1. Call to Order – Chair**

The Chair called the meeting to order at 3:00 p.m.

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

The Chair 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. Meeting Notes**

Motion: moved and seconded approval of the Project Lunenburg Steering Team meeting notes of May 18, 2022 as presented. Motion carried.

#### **5. Public Participation, Presentations and Questions (Nil)**

#### **6. Correspondence and Petitions Consideration (Nil)**

#### **7. Business Arising from the Minutes/Unfinished Business (Nil)**

#### **8. Notices of Motion (Nil)**

#### **9. New Business**

- a. Review of Progress Report – Brighter Community/EVOQ Strategies

Ms. Fuller, Brighter Community Planning and Consulting, reviewed the Progress Report (Schedule A).

It was agreed unanimously that the Background Study, when complete, should go from the Project Lunenburg Steering Team to Council. There is no legal requirement to provide first to the Heritage Advisory Committee.

Mr. Guxholli shared a sample page for the Form Base Analysis in progress for feedback (copy not provided).

- b. Next Meeting Dates

The next two meeting dates were confirmed as Wednesday, July 27 and August 24, 2022.

#### **10. Meet in camera (Nil)**

#### **11. Resumption of Committee meeting in public session (Nil)**

#### **12. Adjournment**

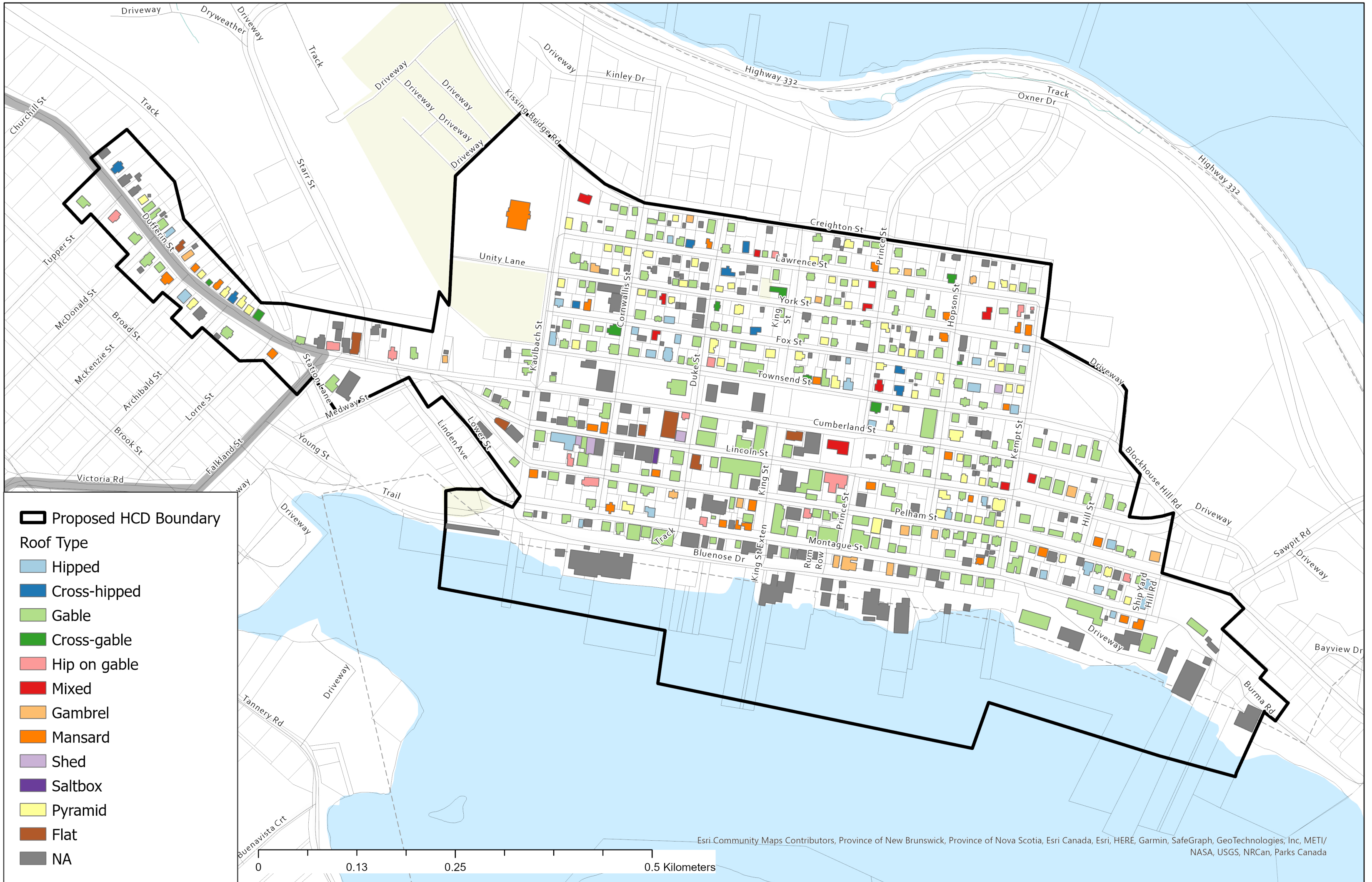
The meeting was adjourned at 3:35 p.m. by the Chair.

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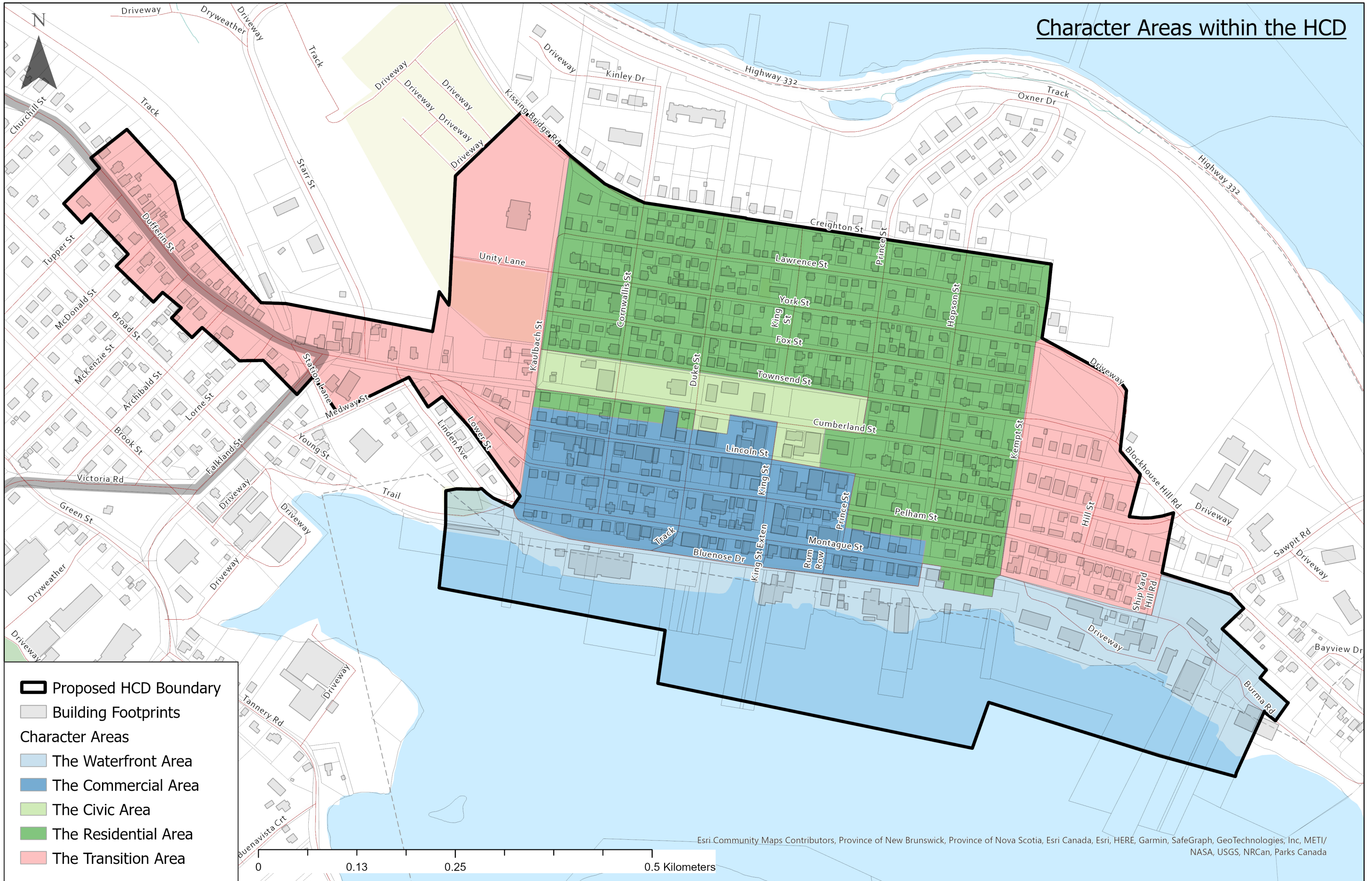
Heather McCallum  
Assistant Municipal Clerk

# Burg - Heritage Conservation District Plan & Bylaw Review (Updated for Steering Committee - June 15

			PROJECTS			DELIVERABLE(S)	
AT RISK	STATUS	DEADLINE	TASK	DESCRIPTION	ASSIGNED TO	DELIVERABLE	% DONE
<input type="checkbox"/>	Complete	01-05-2022	1.1 Kick-Off	Meeting with Art and identifying timelines	Chrystal	revised project schedule	100%
<input type="checkbox"/>	Complete	01-21-2022	1.2 Review Background Studies	Review background information	Mark/Katie	Understanding of existing situation. Summary document for sharing with team and ultimate inclusion in final report	100%
<input type="checkbox"/>	Complete	01-28-2022	1.3 Key Informant Interviews	Seek input from key stakeholders	Chrystal	Up to 7 people	100%
<input type="checkbox"/>	Complete	02-11-2022	1.4 Methodology and Background	develop methodolgy for next steps	Mark/Christophe	methodology	100%
<input type="checkbox"/>	Complete	03-08-2022	1.5 Committee Meeting # 1	First Committee meeting	Chrystal	Presentation of methodology and summary of background; PPT presentation	100%
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	Complete	03-07-2022	2.1 Site Visit #1	To conduct building analysis	Chrystal/Mark	Built form data acquired	100%
<input type="checkbox"/>	Complete	03-18-2022	2.2 Built Form and Landscape Analysis	Create data base and conduct analysis	Mark	Input into GIS and analysis complete	100%
<input checked="" type="checkbox"/>	Overdue	05-09-2022	2.3 Revised Background Study	revise background study as needed	Chrystal/Mark	redrafting of background study	76%
<input type="checkbox"/>	Overdue	05-15-2022	2.4 Committee Meeting # 2/ HAC Presentation of Outline of Bylaw	Present outline of proposed bylaw	Chrystal/Mark	Outline of bylaw and summary of built form analysis; PPT presentation	0%
<input type="checkbox"/>							
<input type="checkbox"/>	Not started	06-30-2022	3.1 Draft Bylaws	draft bylaw to staff for review	Chrystal/Mark	draft bylaw	0%
<input type="checkbox"/>	Not started	07-15-2022	3.2 Public Participation	Public engagement as per policy	Chrystal	PPM requirements met	0%
<input type="checkbox"/>	Not started	09-01-2022	3.3 Final Draft Bylaws	provide final draft bylaw & WWH report	Chrystal/Mark	draft bylaw and reports to staff	0%
<input type="checkbox"/>							
<input type="checkbox"/>	Not started	09-15-2022	4.1 First Reading and Public Hearing	Attend first reading and prepare PPT presentation	Chrystal	First reading report, PPT and draft bylaw	0%
<input type="checkbox"/>	Not started	09-30-2022	4.2 Submission of Final Documents & Reports	Submit final documents and datasets	Chrystal/Mark	All documents as identified in proposal	0%



# Character Areas within the HCD



- Proposed HCD Boundary
- Building Footprints
- Character Areas
- The Waterfront Area
- The Commercial Area
- The Civic Area
- The Residential Area
- The Transition Area

0 0.13 0.25 0.5 Kilometers

## Town of Lunenburg Protective Services Committee Meeting

### Tuesday, June 16, 2022 Meeting Recommendations

That staff approach the vendor to request holding the price until September 30 and explore options for installation and payment over 2 fiscal years or hold installation and price until the next fiscal year. Staff are also asked to explore any possible grant opportunity for this piece of equipment.

DRAFT

# MINUTES

## Town of Lunenburg Protective Services Committee Meeting



Thursday, June 16, 2022 at 4:00 p.m.  
Lunenburg and District Fire Hall

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**PRESENT:** Deputy Mayor Peter Mosher, Chair  
Councillor Ed Halverson  
Councillor Susan Sanford  
David Baugil, Fire Districts 1 & 2 Commission Board Member  
Brian Keizer, Fire Districts 1 & 2 Commission Board Chair

**ALSO PRESENT:** Lisa Dagley, CPA, CGA, Finance Director/Acting CAO  
Cory Hodder, Assistant Deputy Fire Chief and Truck Committee Member  
Kelly Jardine, Recording Secretary  
Lisa Kendall, Municipal Engineer/Project Manager  
Dave Robb, Deputy Fire Chief and Truck Committee member (arrived at 4:09 p.m.)

**ABSENT:** Councillor Melissa Duggan  
David Afford, Fire Districts 1 & 2 Commission Board Member  
Darren Romkey, Fire Chief

### 1. Call to Order

The Chair called the meeting to order at 4:02 p.m.

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

The Chair 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/with the following amendment: .

### 4. March 24, 2022 Committee Meeting Minutes

Motion: moved and seconded approval of the Protective Services Committee meeting minutes of March 24, 2022 as presented.

### 5. Public Participation, Presentations and Questions (Nil)

**6. Correspondence and Petitions Consideration (Nil)**

**7. Business Arising from the Minutes/Unfinished Business (Nil)**

**8. Notices of Motion (Nil)**

**9. New Business**

a. Fire Hall Vehicle Exhaust Extraction System

The Municipal Engineer summarized the report ([Schedule A](#)).

In response to questions the Municipal Engineer confirmed there was only one (1) submission received and it was double the original budgeted price. The originally budgeted exhaust extraction system was meant for garages and private homes. The new price reflects a system meant for emergency operations such as the Fire Hall.

The Acting CAO confirmed the Town's reserves funds could cover the additional cost for the Town's 50% contribution.

Cory Hodder confirmed we can continue to operate safely with the existing system for the next year.

**Motion: moved and seconded that it be recommended that staff approach the vendor to request holding the price until September 30 and explore options for installation and payment over 2 fiscal years or hold installation and price until the next fiscal year. Staff are also asked to explore any possible grant opportunity for this piece of equipment. Motion carried.**

b. Update on New Trucks – Cory Hodder, Assistant Deputy Fire Chief

Mr. Hodder reported:

- The Chassis has been received and the rest of the build has begun and should be received before the #7 is delivered.
- The new #7 Ford Truck has not been received and after it is received it takes 45 days to outfit. Ford does not have an arrival date.
- The old #7 Ford Truck was sold for \$35,000, well over the expected \$15,000. The truck will be released July 30 and the Fire Department can “temporarily” safely operate without it.
- The Rescue truck was sold for \$37,500.

c. Fire Chief's Reports: Mar/Apr/May 2022 – for information

The Chief's reports are provided for information ([Schedule B](#)).

d. Next Meeting Date

The next Protective Services meeting will be Thursday, September 15 at 4:00 p.m. Meetings will be at the Fire Hall unless otherwise noted.

Deputy Mayor Mosher noted there should be an easy transition for a new Service Agreement.

**10. Meet in camera** n/a

**11. Resumption of Committee meeting in public session** n/a

**12. Adjournment**

The meeting was adjourned at 4:26 p.m. by the Chair.

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Kelly Jardine  
Recording Secretary

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Document No:  
Meeting: Protective Services –  
June 16, 2022  
Circulate  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA KENDALL, MUNICIPAL ENGINEER/PROJECT MANAGER**

**DATE: JUNE 9, 2022**

**RE: REQUEST FOR PROPOSALS AWARD – FIRE HALL EXHAUST  
EXTRACTION SYSTEM**

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### **1. FACTS**

The Fire Hall Vehicle Exhaust Extraction System Request for Proposals (RFP) closed on June 2, 2022. This report includes a recommendation to approve this RFP.

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

The Fire Hall Vehicle Exhaust Extraction System RFP includes the supply, delivery, and installation of an overhead duct system with six (6) drop apparatus connections with auto release. The amount approved in the 2022/23 Capital Budget for the extraction system is \$60,000.

#### RFP Results

The following is a summary of the RFP prices submitted for the Fire Hall Vehicle Exhaust Extraction System, excluding HST.

<b>Company</b>	<b>RFP Price (excluding HST)</b>
Atlantic Air Cleaning Specialists	\$110,995.00

The submission exceeds the requirements of the RFP. The budget for this project was determined by staff including the Fire Chief and Fire Hall Superintendent. During the site visits for the RFP, it was brought to staff's attention that the originally budgeted exhaust extraction system was meant for garages and private homes and are manually operated.

The extraction system that Atlantic Air Cleaning Specialists have submitted is meant for emergency operations such as the fire hall. The proposed system provides virtually 100%

source capture of the fire truck exhaust and removes the dangerous vehicle exhaust from the second the grabber is attached to the truck exhaust pipe and the pressure sensor is activated at the threshold of the bay door. It continues while the truck is backed up and turned off and then re-engages when the truck is turned on and then automatically disengages at the threshold of the door while exiting the station. There are several fire stations on the South Shore and throughout Nova Scotia that are using the proposed system.

The RFP price is available for acceptance until August 31, 2022.

### **3. FINANCIAL IMPACT**

The amount approved in the 2022/23 Capital budget for the Fire Hall Exhaust Extraction System is \$60,000, funded 50/50 District and Town (Town portion from Capital Reserves) including the net HST. The submission from Atlantic Air Cleaning Specialists is \$115,800 including net HST. Thus, an additional \$65,000 is required to execute this project, including contingency, for a total revised budget of \$125,000.

Both the District and the Town will need to approve the increase in the budget with 50/50 cost sharing.

### **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 the Committee approve the following draft motions:

#### *Draft Motions:*

Moved and seconded to recommend that Lunenburg Town Council increase the budget for the Fire Hall Vehicle Exhaust Extraction System for fiscal 2022-23 to \$125,000 subject to the District 1 and 2 Fire Commission also approving the budget increase and 50/50 cost sharing.

Moved and seconded to recommend that Lunenburg Town Council award the Fire Hall Exhaust Extraction System RFP Atlantic Air Cleaning Specialists for the price of \$110,995 plus HST, subject to the 50/50 cost sharing approval by District 1 and 2 Fire Commission.

Acknowledged only by:

Kevin Malloy  
Interim CAO



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax -634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for March 2022**

### Calls

There were 9 calls this month including.

4 calls in the district ( 1 MVC, Commercial Structure, legal Burn, power lines)

3 calls in town (1 alarm, 1 Electrical, 1lift Assist)

2 Mutual Aid (Chester and Martins River)

Total of 209 personnel responded to 14 hours total calls.

Averaged 22.7 members per response.

358 total personnel hours were spent responding to calls

### Training

Training included Officers Training Day, MFR, Ladder Operation, SCBA, Tanker shuttle, and basic fire fighting.

Total of 104 members attended 19.5 hours of training for a total of 292 hours of training.

We also have a number of members taking on line courses that are not included in these numbers.

### Misc Operational

39 members attended 4 hours of activities for a total of 39 personal hours were spent on misc operational duties this month.

This included various meetings, truck checks.

Total of 689 personnel hours this month.

### HIGHLIGHTS

Mar 9-Donnie Parks retired as an active member of the department after 47 years service, 9 as Chief. We plan on having a social night in his honor April 26<sup>th</sup>. I will forward the final details to council and the commission.

Mar 12-The Lunenburg Fire Department and Local RCMP held the Annual Chowder Cup. This was the 49<sup>th</sup> year of the event with the RCMP regaining the title. A social followed at the hall.

Mar 20-The Lunenburg and District Fire Department have teamed up with Riverport and Dayspring Fire Departments to participate in a program started in the county following the tragic fire in Auburndale in February which took the life of 3 children and 1 adult.

We are seeking donations to help purchase enough smoke detectors for every child in Bluenose Academy.

There are currently 614 children at Bluenose Academy and Cumings Fire and Safety has offered to sell the detectors at a cost price of \$9.25 plus tax.

Any donations can be made to any of these departments in your area,

Darren Romkey



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax -634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for April 2022**

### Calls

There were 10 calls this month including.

5 calls in the district ( 1 MVC, 1 legal Burn, 2 medical, and 1 grass. )

5 calls in town (2 alarms, 1 Electrical, 2 medical, 1 gas smell)

Mutual Aid (Italy Cross for the drone)

Total of 199 personnel responded to 11 hours total calls.

Averaged 19.9 members per response.

216.5 total personnel hours were spent responding to calls

1 Medical in town

9 personal responded to 1 hour

9 personal hours

### Training

Training included Class 3 Air Brakes, Drone. Level 1 fire fighter, Rope Rescue, Electric cars, driver and ladder operations, and monthly practice on Vent Enter Isolate Search techniques, and sprinkler systems.

Total of 53 members attended 39 hours of training for a total of 194 hours of training.

We also have a number of members taking on line courses that are not included in these numbers.

### Misc Operational

115 members attended 19 hours of activities for a total of 209.5 personal hours were spent on misc operational duties this month.

This included various meetings, truck checks, Public events, funeral etc.

Total of 629 personnel hours this month.

### HIGHLIGHTS

April 16- members with a truck attended the Annual Easter Egg hunt held at the Lunenburg Academy grounds

April 16-Members attended a boot drive at the Francis Independent Grocery in support of Muscular Dystrophy

April 23- A social honoring retired Fire Chief Donnie Parks after 47 years service

April 27-Member attended a service for Late Fire Chief Clary Grondin of the Riverport Fire Department

April 30-3 members attended a course on how to deal with Electrical car fires, hosted by the Bridgewater fire department

Darren Romkey



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

*634-8343 Fax -634-4145*

*Chief Darren Romkey*

*Cell- 212-0476 dromkey@eastlink.ca*

## **Chief Report for May 2022**

### Calls

There were 9 calls this month including.

4 calls in the district (1 vehicle fire, 1 legal Burn, and 1 grass. )

4 calls in town (2 alarms, 1 Electrical appliance, 1 medical,)

1 Mutual Aid (Mahone Bay)

Total of 173 personnel responded to 9.5 hours total calls.

Averaged 21.6 members per response.

203.5 total personnel hours were spent responding to calls

1 Medical in town

9 personal responded to 1 hour

9 personal hours

### Training

Training included. Rope rescue, Level 1 fire fighter, SCBA, roof Ventilation, driver and pump operations, and monthly practice on Vent Enter Isolate Search evolutions, pump ops and SCBA.

Total of 86 members attended 43.5 hours of training for a total of 348 hours of training.

We also have a number of members taking on line courses that are not included in these numbers.

### Misc Operational

81 members attended 12 hours of activities for a total of 125 personal hours were spent on misc operational duties this month.

This included various meetings, truck checks, Public events, Jr training day set up etc.

Total of 676.5 personnel hours this month.

### HIGHLIGHTS

May 1-Fire fighter Noah Romkey completed a 4 day Rope Rescue course hosted by the Bridgewater Fire Department

May 5<sup>th</sup>-Along with the Dayspring and Riverport Fire Departments we gave out 1 smoke detector to every student at the Bluenose Academy.

Funds were raised from local business and members of the community to cover the cost

May 17<sup>th</sup>- Riverport Fire department asked us to help train them in SCBA and ladder operations. This was done at our training grounds

May 28<sup>th</sup>- We hosted our annual Junior Fire Fighter training day where 27 juniors from all over the county trained on life fires, rope repelling, and vehicle extrication.

Corkums Towing allowed us to use an old building they own and will be demolishing, for training. We used this opportunity to do roof ventilation and other forcible entry techniques,

This was done over 5 nights.

Dayspring and Blockhouse were also invited to attend,

Darren Romkey

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: TYSON JOYCE, TOWN ENGINEER AND  
LISA KENDALL, MUNICIPAL ENGINEER/PROJECT MANAGER**

**DATE: JUNE 30, 2022**

**RE: CAPITAL STATUS UPDATE**

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### **1. FACTS**

The first Capital Status Update for fiscal 22-23 was provided at the June 14, 2022 Council meeting. Based on Council inquiries, Staff are providing further updates for projects at risk for fiscal 22-23.

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

Projects in the current year's Capital Budget include:

- **Green St Sidewalk Renewal** (Consultant is Eastpoint) – currently in preliminary design phase. Design expected to be complete in early September. The Design work will include Class A cost estimates for this project. Unfortunately, this project has both budget and timeline risk and may require construction deferral to fiscal 23-24. Staff will be able to provide a further update on this project once the design and cost estimate is completed in early September.
- **Duke St & Prince St Street Reconstructions** (Consultant is Englobe) – currently in preliminary design phase. Design is expected to be complete in mid/late July and then Tendering, with construction likely to commence in early September. At this time this project does not have timeline risk but could still have budget risk based on the current market conditions. A further staff report on these Street Reconstruction projects will be prepared once the Tender period is complete, which is anticipated to be during August.
- **Tannery Rd Watermain Replacement** (Consultant is CBCL) – revisions were needed to the existing design to incorporate the required temporary water and also CSK-05 storm separation work along Tannery Road. On further review, Staff have determined it is necessary to Tender this work rather than Public Works staff performing the work due to complexity of scope and expected duration of the

overall work. Moving to contracted resources will ensure Public Works staff have the maximum opportunity to complete their annual operating maintenance on sidewalks, street patching, etc. The change to contracted services will impact timelines but still anticipated to be completed during the 2022 construction season but current market conditions may impact budget. When this project was included in the Water Utility's 22-23 Capital Budget it should have been noted that it had the potential to impact the Tannery Road Sidewalk project. It is expected that the Watermain Replacement/Storm Separation work could start some time in September and have a duration of 6-8 weeks.

- **Tannery Rd Sidewalk Construction** (Consultant is Able) – currently in preliminary design phase. Design expected to be complete in mid/late July. As noted above the schedule for this work will be impacted by the Tannery Rd Watermain Replacement work and as a result the construction portion of this projected will not be able to be completed in fiscal 22-23. The design work will still be completed this year, so that we can be ready to Tender and construct early in fiscal 23-24 to better take advantage of market factors.
- **Repair to Spillway at Dares Lake** (Consultant is Gemtec) – Staff recommend that this project be put on hold until the Water Withdrawal Approval Renewal is completed. This will give Staff the exact requirements of ecological maintenance flow (EMF). It is also anticipated that a Watercourse Alteration Permit will be required. The Consultant considers that delaying this work into 2023 poses low risk to key components of the Town's water supply system.
- **New Roof at Armouries Building** – Since winter Staff have had an opportunity to determine that the condition of the existing roof at the Armouries is fine. The small leak has been patched and this project can be cancelled for fiscal 22-23.

### 3. **FINANCIAL IMPACT**

As noted above.

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

Capital Construction Projects are 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 cancel the Armouries New Roof Capital Budget for fiscal 22-23.

Attachments –  
Summary of 2022-23 Capital Projects

Acknowledged only by:

Lisa Dagley  
Acting CAO

**Town of Lunenburg 22-23 Capital Status Report as of June 30, 2022**

22-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		Status/General Comments
						Budget Risks	Timeline Risks	
<b>CAPITAL CONSTRUCTION</b>								
\$115,000	Green St Sidewalk Renewal	Tyson, Lisa K.	RFP Complete	Eastpoint: \$29,170 +HST	50% Design: 04-Aug-22 Final Design: 25-Aug-22 Tender Out: Start Construction:	*	*	Currently in preliminary design phase. Design expected to be complete in early September. This project has both budget and timeline risk and may require construction deferral to fiscal 23-24. Staff will be able to provide a further update on this project once the design and cost estimate is completed in early September.
\$300,000	Duke St (Lincoln to Townsend) & Prince St (Cumberland to Fox) Reconstruction	Tyson, Lisa K.	RFP Complete	Englobe: \$17,200	50% Design: 27-Jun-22 Final Design: 18-Jul-22 Tender Out: 25-Jul-22 Start Construction: 29-Aug-22	*		Currently in preliminary design phase. Design is expected to be complete in mid/late July and then Tendering, with construction likely to commence in early September. At this time this project does not have timeline risk but could still have budget risk based on current market conditions.
\$145,000	Tannery Rd Sidewalk Construction	Tyson, Lisa K.	RFP Complete	ABLE: \$22,100 +HST	50% Design: 22-Jun-22 Final Design: 20-Jul-22 Tender Out: 03-Aug-22 Start Construction: 24-Aug-22	*	*	Currently in preliminary design phase. Design expected to be complete in mid/late July. The schedule for this work may be impacted by the Tannery Rd Watermain Replacement work. Current market conditions also put the project at budget risk.
\$215,500	Tannery Rd Watermain Replacement	Tyson, Lisa K.	RFP Complete	CBCL: \$19,000 +HST	Summer/Fall 2022	*		The consultant is revising the existing design to incorporate the required temporary water and also CSK-05 storm separation work. On further review, staff have decided it is necessary to Tender this work rather than Public Works staff performing the work due to complexity of scope and expected duration of the overall work.
\$40,000	Water Line Loop Connection at Harbourview and Morash	Lisa K.	Drafting RFP			*	*	Staff drafting and advertising RFP for engineering and legal survey.
\$60,000	Chlorinator (Building Improvements)	Lisa K.	Tender Complete	Dexter: \$24,400 +HST	July/August 2022			Dexter indicated that they have a crew in our area and they should be able to complete this work sooner than later. Once the date is received by Staff, the execution date will be added to this table.
\$160,000	Repair Spillway Dares Lake	Tyson, Lisa K.					*	Staff recommend that this project be put on hold until the Water Withdrawal Approval Renewal is resolved. This will give Staff the exact requirements of ecological maintenance flow (EMF). Staff considers it likely this work will be pushed back to Summer 2023 due to the expected requirements of a Watercourse Alteration Permit. The Consultant considers that delaying this work into 2023 poses low risk to key components of the Town's water supply system.
\$15,000	Raw Water Pumphouse Waterproof Foundation	Lisa K.						
\$30,000	Armouries - New Roof	Lisa K.						Since winter Staff have had the opportunity to determine that the condition of the existing roof at the Armouries is fine. The small leak has been patched and this project can be cancelled for fiscal 22-23.
\$60,000	Fire Hall Vehicle Exhaust Extraction System	Lisa K.	RFP Closed, Evaluating			*		Staff following up with additional questions.
\$35,000	Arena Ice Resurfacer Room Renos	Lisa K., Kelly C.	RFP Closed, Evaluating			*		Staff Report (July 12 Meeting)
\$70,000	Arena Bathroom Upgrades	Lisa K., Kelly C.	Draft RFP Sent to Finance			*		Complete work mid August to end of September
\$26,000	Arena Entrance Upgrades	Lisa K., Kelly C.	Draft RFP Sent to Finance			*		Complete work mid August to end of September
\$335,000	Bluenose Drive Sewer Lining	Ian	Tender Complete	Eastern Trenchless: \$198,500 +HST	September 2022	*		There is a backlog in production of the liners, and they will be produced at the end of August. The Contractor can install the liners as soon as they arrive.
\$60,000	CSK-05 (Storm Diversion) Tannery/Knickle/Green	Tyson, Lisa K.			Summer/Fall 2022	*		To be done in coordination with watermain replacement
\$20,000	Catch Basin Repair - West Nova Parking Lot	Lisa K.	Preparing Req for Materials		Summer 2022			Public Works In-House Project
\$31,500	Manhole Cover Upgrades	Lisa K.	Complete	IMP Foundry Group: \$9,282 +HST	Installation: Summer 2022			Manhole covers delivered. Public Works to install
\$44,000	Skate Park Upgrades	Lisa K., Kelly C.						Gazebo: Public Works In-House Project
\$25,000	Tree Planting	Heather, Lisa K.			Tree Planting: September 2022			The location of 25 trees have been identified. A consultant, Coastal Action, will be assessing the 25 tree locations the week of July 4th to determine the required species. Trees to be ordered once the assessment has been completed.
\$30,000	Hwy 103 Community Identity Signs	Heather						With DTR for approval.

### Town of Lunenburg 22-23 Capital Status Report as of June 30, 2022

22-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		Status/General Comments
						Budget Risks	Timeline Risks	
\$14,000	Cricket Modifications to Baseball Field	Kelly C.	Complete	Flicx: \$5,898 +HST	Mid July			Grant approved. RFP complete, due to arrive middle of July.
<b>SUBSTANTIAL OPERATING</b>								
\$10,000	Crack Sealing - Streets	Lisa K.	RFQ Complete	Road Savers Maritime Limited: \$1.10/ft	Summer 2022			Crack Sealing - Contractor
\$3,000	Crack Sealing and Asphalt Repairs - Recreation Parking Lot	Lisa K.	RFQ Complete	Road Savers Maritime Limited: \$1.10/ft	Summer 2022			Crack Sealing - Contractor Asphalt Repairs - Public Works In-House Work
\$50,000	Sidewalk Maintenance (Labour & Materials)	Lisa K.	Complete	South Shore Ready Mix: \$173.55/cu yard	Ongoing			Public Works In-House Work
\$50,000	Asphalt Patching	Lisa K.	Complete	Dexter: max \$50,000	Ongoing			Public Works In-House Work
\$6,000	Water Leak Study	Tyson, Lisa D.						
\$5,500	Water Fire Flow Study	Tyson, Lisa D.						Flow meter has been ordered.
	Fire Hall Heat Pump Shelters	Lisa K.			Fall 2022			
	Meter Upgrades to Lift Stations	Cali, Lisa K.			Ongoing			Rous Brook, Tannery Rd, Young St NSPI site investigations coordinated by Cali
\$6,800	Line Painting	Lisa K.	Complete	NSBS: \$3,648 +HST	Summer 2022			Public Works In-House Work
	Fire System Annual Tests/Inspections	Lisa K.						Fire Alarm Testing - Complete Fire Extinguisher Inspection - Complete Sprinkler Testing
\$5,500	Bandstand Retaining wall	Lisa K.			Summer 2022			Public Works In-House Work
\$5,000	Pneumatic Cleaning System on Intake System WTP	John M., Lisa K.						
	Universal Water Metering	Tyson, Lisa D.						Preparation work in anticipation of 23-24 project kick off
<b>PROCUREMENT</b>								
\$115,000	Tannery Rd Sidewalk - Land Purchases	CAO, Lisa D.						
\$202,000	Replacement of Chev 02 Salt Truck & Plow	Lisa D.	Complete	Silver's Garage: \$188,954 +HST	Expected delivery: Spring 2023			Truck is ordered
\$36,350	Replacement of 2002 F150 1/2 ton	Lisa D.	Complete	Steele Chev: \$32,754 +HST	Delivered			Vehicle Received
\$694,600	Fire Freightliner Rescue (02) #4 Replacement	Lisa D.	Complete	PO Issued				Truck is ordered
\$141,500	Fire Utility (99) #7 Replacement	Gary	Complete	PO Issued				Truck is ordered
\$40,000	Replacement of 2008 Van	Lisa D.	Complete	Steele Chev: \$28,576 +HST	Delivered			Vehicle Received
\$225,000	Dresser Loader (86) Replacement	Lisa D.	Complete	Wilson Equip: \$219,000 +HST	Delivered			Vehicle Received
\$14,000	Snow Push Blade for Backhoe	Lisa K.	Complete	Wilson Equip: \$22,425 +HST		*		Combined with the budget for the Trackless Flail Mower/Wheels
\$16,000	Trackless Flail Mower/Wheels	Lisa K.						Deferred to another year (June28 meeting)
\$20,000	EDI - Interpretive Panels	Heather						
\$5,500	Spare Industrial Hot Water Tank	John M., Lisa K.	Complete					Ordered
\$6,500	Spare Sigma Pump for Soda Ash System	John M., Lisa K.	Complete					Ordered
\$3,500	Spare Siemens Free Chlorine Online Probe	John M., Lisa K.						
\$9,500	Replacement Chlorinator	John M., Lisa K.				*		Spare for emergency only (Report July 12)
<b>STUDIES/ASSESSMENTS</b>								



## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: TYSON JOYCE, TOWN ENGINEER**

**DATE: JUNE 24, 2022**

**RE: WATER UTILITY REQUEST FOR CAPITAL BUDGET INCREASE -  
PURCHASE OF REPLACEMENT CHLORINATOR**

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### **1. FACTS**

The processes for the Water Treatment Plant (WTP) require four (4) V10K chlorine gas feeders be available to operate at all times. Two are used for pre-chlorination of the filtered water and two used for secondary chlorination of the distribution water leaving the plant.

Staff require a 22-23 capital budget increase approval to proceed with the purchase of the chlorine gas feeder. This gas feeder would be able to be substituted in for any of the other existing feeders in the process in case any breakdown, maintenance, etc.

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

The purchase of a new chlorine gas feeder was included in the 2022/23 Water Utility Capital Budget in the amount of \$9,500 (including net HST).

A quote was recently obtained from the Supplier for the chlorine gas feeder. The current price is \$11,800 (including contingency and net HST).

There are no other Suppliers with the chlorine gas feeders that are compatible with the Town's WTP infrastructure.

### **3. FINANCIAL IMPACT**

The amount approved in the 2022/23 Water Utility Capital budget for the Replacement Chlorinator is \$9,500 funded with Depreciation Funds.

Staff recommends that the amount of the 22-23 Capital budget be increased by \$2,300 to allow the purchase of the chlorine gas feeder. The Water's Utility's Depreciation Funds are available to cover this additional cost.

**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 Replacement Chlorinator to \$11,800 (including net HST) for fiscal 2022-23 to be funded with the Water Utility's Depreciation Funds.

Acknowledged only by:

Lisa Dagley  
Acting CAO

## **MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: JUNE 30, 2022**

**RE: ELECTRIC 22-23 CAPITAL ADDITION REQUEST – VOLTAGE REGULATORS**

---

### **1. FACTS**

During the winter of 2021/22 customers experienced low voltage in the Blue Rocks area. It is expected that the load on the feeder serving Blue Rocks will grow which will result in lower voltage than they are presently experiencing.

The Blue Rocks area's voltage can be below the CSA standard of 110 at the customers service entrance. All transformers in the Blue Rocks area are at their maximum tap (boost) and customers are still experiencing low voltage. The addition of voltage regulators will boost the voltage in the area within the acceptable CSA voltage range.

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

As customers in the Blue Rocks area are below the CSA voltage limit of 110 V deferral of this project is not an option.

Reducing load on the feeder by offloading the feeder has been considered and will be implemented in conjunction with this to mitigate the issue until the voltage regulators arrive, but there is not sufficient offload capacity available to fully address the low voltage.

Converting the feeder to a higher voltage is not practical due to a lack of a 12kV or 25kV source in the Lunenburg electric system and the extent of line experiencing low voltage. In addition, the rebuild required for a voltage conversion on the effected sections would not be the lowest cost option should a higher voltage source be constructed.

A spare voltage regulator is included in the project, as these are custom built regulators for a voltage unique to only Lunenburg Electric.

### **3. FINANCIAL IMPACT**

At the time of the 22-23 Electric Capital Budget preparation this project's details were not fully scoped or costed and therefore staff are requesting this be added to the 22-23 Electric Capital budget at a cost of \$250,000.

The project costs include charges to install 4 spans of Conductor, poles for a 3ph Regulator Platform and install Regulators. The cost of 150 amps regulators at 3300V are \$58,500 each plus tax, three + one spare are required.

The Electric Utility's depreciation reserves have all been allocated to other projects resulting in this project requiring funding from debt.

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

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

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

To approve the following draft motion:

#### **DRAFT MOTION:**

Moved and seconded to add a Voltage Regulator project to the 22-23 Electric Utility Capital Budget in the amount of \$250,000, with funding from a Capital borrowing.

Acknowledged only by:

Lisa Dagley  
Acting CAO

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR**

**DATE: JUNE 28, 2022**

**RE: ARENA CAPITAL PROJECTS: BUDGET ALLOCATIONS**

---

### **1. FACTS**

The 22/23 Capital Budget has three approved capital projects for the Lunenburg War Memorial Arena:

i.	Ice Resurfacers Room Renovations	\$35,000
ii.	Accessible Bathroom Renovations for Main & Dressing Rooms	\$70,000
iii.	Accessible Entrance Improvements	<u>\$26,000</u>
		<u>\$131,000</u>

The Town has received a grant in the amount of \$40,000 towards these projects from the Department of Communities, Culture, Tourism and Heritage's "Rink Revitalization" Stream of the Recreation Facility Development Program.

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

A Request for Proposals was issued and even with a deadline extension only one proposal was submitted in the amount of \$52,095. This is \$17,095 higher than the budgeted amount. It is requested to have the three Arena projects consolidated into one project budget. Staff will complete as many items as possible within the budgeted amount in a priority order determined by staff.

The new Olympia machine does not fit in the existing resurfacers room. As the new machine purchased was a like-for-like machine (same brand and model as the previous machine), it was believed that the new machine was going to fit in the existing room. With the lack of space around the machine there is now a staff safety issue, as there is only 1 inch on either side of the machine to enter/exit the room and therefore this work needs to be completed before next ice season.

### 3. **FINANCIAL IMPACT**

There is no additional funding requested. Staff are requesting a consolidation of funds in the current Arena capital budget projects. The Request for Proposals for the Arena washrooms and accessibility entrance will soon be posted. Once submissions are received, staff will be able to evaluate how to best execute the remaining funding.

There is no financial impact on the Provincial grant funding, as the approved amount is “to assist with capital costs for accessibility and holding bay upgrades for Lunenburg War Memorial Arena” and will be allocated as such.

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

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

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

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

Approved the following draft motion:

Motion: moved and second to consolidate the recreation 22/23 capital funding projects at the Arena including the Ice Resurfacers Room Renovations, Accessible Bathroom Renovations for Main & Dressing Rooms, and Accessible Entrance Improvements for a total of \$131,000.

Acknowledged only by:

Lisa Dagley  
Acting CAO

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR**

**DATE: JUNE 28, 2022**

**RE: COMMUNITY GRANTS: FUNDING REQUEST FROM LCLC FOR 2022  
CANADIAN TIRE PARA HOCKEY CUP CHAMPIONSHIP**

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### **1. FACTS**

The Town of Lunenburg accepts applications for the Community Grants Program annually with the deadline of March 31. At the April 26, 2022 Council meeting, Council approved the following motion:

Motion: moved and seconded that Town Council approve the 2022-23 Community Grants in the amount of \$14,921 and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves.

The budget was originally \$20,000 before the motion above, now it is \$17,500. There is currently \$1,329 unexpended in the grant budget.

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

The Lunenburg County Lifestyle Centre (LCLC) in Bridgewater requested funding via a letter on June 3, 2022 in the amount of \$2,000. The grant would be used towards the 2022 Canadian Tire Para Hockey Cup at the LCLC from November 27 to December 3, 2022 after being postponed for two years due to COVID-19.

As noted above this event has been delayed two years due to Covid. Council has previously approved to support this event before it was Covid delayed (fiscal 2020/21 = \$1,000) and (fiscal 2021/22 = \$2,000).

The 2022 Canadian Tire Para Hockey Cup, which was re-branded from the World Sledge Hockey Challenge in 2018, will highlight the world's top para teams. This is the second time that these high caliber athletes will be competing at the LCLC as Bridgewater previously hosted the cup in 2016. The Para Hockey Cup is a regional event and an

opportunity for all community members, especially those who experience a disability, to see world class competition in the local communities.

Option 1: Reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671 and approve a grant in the amount of \$2,000.

Option 2: Approve a grant in the amount of \$1,000.

Option 3: Do not approve a grant.

### **3. FINANCIAL IMPACT**

As previously noted, there is currently \$1,329 unexpended in the Grants Budget. There is also \$2,500 in the Operating Reserves.

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

Guiding Principles:

- We facilitate strong social connections and citizen engagement, locally and beyond.
- We work to ensure a sense of belonging, acceptance and value for all in our community.

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

To approve the following draft motions:

Draft Motions:

*Moved and seconded to reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671.*

*Moved and seconded to approve the Lunenburg County Lifestyle Centre a grant in the amount of \$2,000 for the 2022 Para Hockey Cup Championship.*

Attachments –

Schedule A – LCLC Funding Request Letter

Schedule B – Community Grants Policy

Acknowledged only by:

Lisa Dagley  
Acting CAO



LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION  
135 North Park St  
Bridgewater NS B4V 9B3  
Ph: (902) 530-4100 Fx: (902) 530-3733  
www.lclc.ca

June 3, 2022

To: Lunenburg County Partner Municipalities

RE: 2022 Canadian Tire Para Hockey Cup Championships New Dates

After having the Canadian Tire Para Hockey Cup postponed for two years due to Covid, The Lunenburg County Lifestyle Centre has received confirmation that the event will be going forward in Bridgewater November 27 to December 3rd 2022.

The community building and economic benefits of this international event are significant and we kindly request your support in bringing it back to our region.

The amounts requested are:

Town of Mahone Bay - \$750  
Town of Lunenburg - \$2,000  
District of Chester - \$5,000  
Town of Bridgewater - \$5,000  
District of Lunenburg - \$7,500

The Host Committee thanks you in advance for your positive consideration of our application and encourage any questions be directed to me at the email listed below.

Kind Regards,

Kent Walsh

*General Manager*

Lunenburg County Multi-Purpose Centre Corporation  
135 North Park St Bridgewater NS B4V 9B3  
(902) 530-4101 [Kent.Walsh@lclc.ca](mailto:Kent.Walsh@lclc.ca)

**#74. TOWN OF LUNENBURG PROCEDURAL POLICY:****COMMUNITY GRANTS PROGRAM**1.) Purpose

The Municipal Government Act [section 65 (au)] states: council may expend money required by the municipality for a grant or contribution to a:

- society within the meaning of the Children and Families Services Act,
- mental health clinic in receipt of financial assistance from the Province,
- exhibition held by an educational institution in the municipality,
- club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- day care licensed under the Day Care Act,
- registered charitable organization,
- village,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

The Town of Lunenburg ("Town") has created this Policy to identify the process, terms and criteria which will be used to consider grants to non-profit organizations for community development.

2.) Objectives

- (a) To identify on an annual basis the total amount that the Town will provide in grants.
- (b) To establish a process for applying for grant money which is fair and consistently applied, as well as process by which the Town will consider grant requests.
- (c) To identify criteria upon which grant applications will be evaluated.

3.) Budget Amount

On an annual basis, the Town will identify an amount to be allocated for grants. Council will set the budget during the budget process. As a guide this amount could be 0.5% of total Town operating revenue for the preceding fiscal year.

4.) Application Process

- (a) All grant applications will be considered as part of Council's annual budget process.

- (b) The deadline for grant applications for the April 1 - March 31 fiscal year will be March 31 of the preceding fiscal year. Applications received after this date will only be considered if there are still grant budget funds unallocated after the Town's Budget is approved.
- (c) All grant applications (**Schedule "A"**) must include a financial statement of the last fiscal period, which indicates revenue sources for the organization, a budget for the current fiscal year and proposed funding project.
- (d) Council will consider the outcome of a previous year's grants to an organizations re-applying in subsequent years to assist in determining the likelihood of future success.

5.) Criteria

- (a) Only non-profit organizations, or individual Town residents under exceptional circumstances for non-profit activities, e.g., participation in a Provincial, national, etc. athletic competition, are eligible to apply for a grant. Preference will be given to such organizations in the Town of Lunenburg.
- (b) The non-profit organization must be either an incorporated body or a registered charity.
- (c) When considering grant applications, priority will be given to organizations which provide programs or services on a Town-wide basis, or to a significant portions of the Town's population.
- (d) All non-profit organizations will have to show financial need to receive funding.
- (e) Requests for in-kind grants for Town of Lunenburg services will be considered by Council and are subject to staff and equipment availability.

6.) Post Grant Reporting

- (a) Successful grant applicants will provide Council with a brief report confirming that the grant monies were used for the requested purpose and describe the outcomes achieved.

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>February 3, 2015</u>	
Date of Passage of Current Policy: <u>February 10, 2015</u>	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

Schedule "A"

**TOWN OF LUNENBURG**  
**COMMUNITY GRANTS PROGRAM APPLICATION FORM**

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

Name of Non-Profit Organization: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Daytime phone number ( Work  Cell  Home): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

1. Amount of funding requested: \$ \_\_\_\_\_

In-kind Town of Lunenburg services requested: \_\_\_\_\_

2. The organization is a:

NS registered society name \_\_\_\_\_

Registered National Charity name/# \_\_\_\_\_

Other (please describe) \_\_\_\_\_

3. The geographic area serviced by the organization is: \_\_\_\_\_

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

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

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

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

**Please include the following information with your completed application:**

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

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

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

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

**Community Grant Program**  
Town of Lunenburg - Chief Administrative Officer  
PO Box 129  
119 Cumberland Street  
Lunenburg, NS B0J 2C0  
(Fax): 902-634-4416, [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

**From:** Chris Anderson <[REDACTED]>  
**Sent:** June 28, 2022 11:24 AM  
**To:** Heather McCallum <hmccallum@townoflunenburg.ca>  
**Subject:** Noise By-Law extension request

To whom it may concern:

As found in 6 (5) of **TOWN OF LUNENBURG BY-LAW #58**, the Lunenburg Folk Harbour Society (LFHS) requests a Noise By-Law #58 extension to before midnight on August 4, 5, 6, 7 for the 2022 Lunenburg Folk Harbour Festival (LFHF) evening Main Stage Tent performances held on 11 Blockhouse Hill Road, Lunenburg, NS.

Chris Anderson  
Director, Site Chairperson  
Lunenburg Folk Harbour Society  
Cell: [REDACTED]