

COUNCIL MEETING AGENDA

TOWN OF LUNENBURG

Tuesday, November 22, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live



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

1. Call to Order

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

3. Approval of Agenda

Draft Motion: Moved and seconded that Council approve the agenda for the November 22, 2022 meeting as presented.

4. Approval of Minutes

Draft Motion: Moved and seconded that Council approve the minutes of the November 8, 2022 meeting as presented.

5. Public Hearings, Presentations and Questions

6. Correspondence, Petitions and Proclamations Consideration

6.1 Investigate transferring the management of the Common Lands – *Trustees of the Lunenburg Common Lands*

Draft Motion: Moved and seconded that Council direct staff to support the Trustees in investigating the donation of the Lunenburg Common Lands to the Nova Scotia Nature Trust for its protection; and authorize up to \$5,000 in legal expenses.

6.2 Correspondence to Minister Champagne re Hurricane Fiona and telecommunications – *John Cunningham, Warden, Municipality of the District of Yarmouth*

7. Business Arising from the Minutes/Unfinished Business

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

9. New Business

9.1 Town of Lunenburg Quarterly Police Report – *S/Sgt. Victor Whalen*

9.2 Annual Deputy Mayor Appointment

Draft Motion: That Council appoint _____ as Deputy Mayor until the second regular meeting of Council in November 2023.

9.3 Capital Project Status Update

9.4 Grant Request: Society of Saint Vincent De Paul

Draft Motion: Moved and seconded that Council approve increasing the 2022/23 Grants Budget to \$19,000 by transferring \$1,500 from Operating Reserves.

Draft Motion: Moved and seconded that Council approve the 2022/23 Community Grant for the Society of Saint Vincent de Paul in the amount of \$1,800.

10. In Camera Meeting

11. Resumption of Council Meeting in Public Session

12. Adjournment

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>

COUNCIL MEETING MINUTES

TOWN OF LUNENBURG

Tuesday, November 8, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live



Present	Mayor Matt Risser, Deputy Mayor Peter Mosher, Councillors Jenni Birtles, Stephen Ernst, Susan Sanford, and Ed Halverson
Absent	Councillor Melissa Duggan
Also present	Lisa Dagley, Director of Finance Jamie Doyle, Chief Administrative Officer Tyson Joyce, Town Engineer Heather McCallum, Public Engagement Strategist Kayla Byrne, Municipal Clerk Arthur MacDonald, Director of Community Development
Call to Order	The Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the November 8, 2022 meeting as presented. Motion carried
Approval of Minutes	Moved and seconded that Council approve the minutes of the October 25, 2022 meeting as presented. Motion carried
Ne'ata'q Food Forest Presentation	Council received a presentation about the Ne'ata'q Food Forest, a project to develop a food forest at Bluenose Academy. Project organizers inquired about in-kind support from the Town. Requested in-kind support includes soil, compost, and promotion.
Lunenburg County Accessibility Advisory Committee	Moved and seconded that Council reappoint Louise Hopper to the Lunenburg County Accessibility Advisory Committee for a term expiring December 2023; to appoint Dylan Robar and Teresa Alexander-Arab to the Lunenburg County Accessibility Advisory Committee for three-year terms; and to reappoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee for a three-year term. Motion carried
NSCC Partnership Program	Councillor Sanford declared a conflict and moved to the public gallery. With respect to a long-term partnership between Nova Scotia Community College's (NSCC) Natural Resources Environmental Technology (NRET) program and the Town to use the town's acquired water supply lands around Dares Lake for field studies, Council voted on the following motion: Moved and seconded that Council authorize the Chief Administrative

Officer (CAO) to execute a Memorandum of Understanding (MOU) with the Nova Scotia Community College (NSCC) as outlined in the attached documentation. *(Schedule A)* **Motion carried**

Councillor Sanford returned to the Council table.

Business Arising /Unfinished Business None.

Committee Meeting Minutes, Recommendations, Reports and Notices of Motion None.

Appointment of Building Official, Fire Inspector, and Dangerous and Unightly Premises Administrator Moved and seconded that Council appoint Amanda Esterbrooks as the Town's Building Official, Fire Inspector, and Dangerous and Unightly Premises Administrator as per Section 46 of the Nova Scotia Building Code Regulations and Section 41 of the Municipal Government Act. **Motion carried**

Lunenburg Special Event Permit Application for Remembrance Day Activities Moved and seconded that Council approve the Royal Canadian Legion Branch 23 Lunenburg's special event and parade application for Remembrance Day, along with all requested Town services including street closures. *(Schedule B)* **Motion carried**

2022/23 Capital and Operating Budget Variance Report Council received, for information, a budget variance report to September 30, 2022. The period ended September 30, 2022 represents 50% (6 months) of the fiscal year. *(Schedule C)*

In Camera Meeting Moved and seconded that Council meet in camera at 6:37 p.m. to consider the following matter pursuant to section 22 (2), Municipal Government Act: Acquisition, sale, lease and security of municipal property. **Motion carried**

Resumption of Council Meeting in Public Session Council reverted to open meeting at 7:06 p.m. There were no motions to report from the in-camera meeting.

Adjournment There being no further business, the November 8, 2022 Council meeting adjourned at 7:06 p.m.

October 1, 2022

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

Mayor Carolyn Bolivar-Getson
Municipality of the District of Lunenburg
10 Champlain Drive, Cookville, NS, B4V 9E4

Dear Mayors Risser & Bolivar-Getson:

At a recent meeting of the trustees, the board voted to investigate transferring the management of the common lands to the Nova Scotia Nature Trust. The trustees respectfully request municipal assistance in the form of staff time and any legal advice required to determine whether this option will ensure the future protection of the common lands for your citizens. A brief summary of the trustees and the issues facing the management of the commons is attached for your information.

Sincerely,



Eric Walters,
Chair
Trustees of the Lunenburg Common Lands

Memorandum

To: Trustees of the Lunenburg Common Lands

Cc: Tom MacEwan, CAO, MODL
Kevin Malloy, Interim CAO, Town of Lunenburg

From: Alex Dumaresq, Deputy CAO, MODL

Date: May 26, 2022

Re: Options Report – Management of Common Lands

Background:

History & Context

The precedent for the peoples' legal right to use common lands was codified in English law traditions in 1215 with the magna carta. Typical uses for common lands include: the right to collect fuel, right to graze animals, the right to cut vegetation for bedding, right to pick berries, the right to fish, and right to air and exercise. Enclosure acts have been passed for centuries in an attempt to prevent the transfer of these lands into individual private hands, thereby eroding the public space.

Over time, traditional common land uses have gradually fallen away. For example, most common lands space are no longer used for grazing or for the collection firewood. Some traditional uses have persisted, most notably the right to air and exercise, or recreation.

Land in Nova Scotia is roughly 70% privately owned, which is a high percentage compared to the Canadian average. In addition, there is a high degree of development pressure on coastal areas today. A longstanding pressure on real estate has been the market for retirement and second homes in picturesque communities. More recently remote work and pandemic population changes have added to the market pressure on communities like Blue Rocks and Lunenburg.

Common lands Legislation

The listing below provides some of the legislative highlights relating to the Lunenburg common lands, which originate from an 1785 grant from the English King:

- Feb 7, 1875: an Act Respecting Common Lands in Lunenburg is passed by the Provincial Legislature preserving the crown grants for public use;
- Chapter 72 of the Acts of 1897: This legislation creates the board of trustees to manage the lands east of the Town of Lunenburg;

- 1981: the Act is amended to prohibit the sale of common land;
- 1997 – the Act is amended to prevent the loss of common lands via “squatting”;
- 2002 – the Act amended to prevent sale unless it is for a cemetery or other special community purpose and requires a public meeting duly advertised before being allowed to sell - the Act states there is to be a vote of for the public by secret ballot before the Trustees sell any land; and
- 2017: the act was amended to transfer the lands within the Town’s boundaries to full control of the town.

Composition of Trustees

Currently, the trustees are incorporated via Provincial legislation. They are a legal entity separate from both the province and both local governments. The authority and limits to these powers all derive from provincial legislation, including the composition of the Board. The board is to include five members: one appointee by the supreme court, two appointees by the town of Lunenburg, and two appointees by MODL.

Issues:

Several issues challenge the effective management of the Lunenburg common lands in the present day.

Societal changes

Recent demographic and real estate trends threaten the traditional community management that has guided and supported the trustees in the past. Lunenburg County is experiencing a long and stable trend of an aging population. This aging trend is exacerbated by increases in seasonal residents can reduce the pool of possible volunteers. Furthermore, volunteering preferences have been changing, resulting in smaller pool of community members interested in serving on governance and operating boards of small community organizations. Finally, growing wealth inequality creates increased pressure on households to have all working aged members generating income outside of the home, reducing the amount of time available for volunteer work.

Organizational demands

Societal trends also put pressure on the functions and duties expected of volunteer organizations. The increasing specialization and legalization of our society demand a level of risk management and organizational sophistication not previously demanded from community driven non-profits.

In particular, the need for an understanding of legal implications of a board's actions, and the need for insurance to mitigate losses and protect members places undue strain of volunteer groups. The Common Land Trustees do not have the same provisions and protections as a Councillor under the Municipal Government Act (MGA). They have a duty to exercise diligence, honesty and obedience to the object and powers of the entity. Liability can arise where someone challenges the actions of the trustees. Insurance covers if directors did err or overstep in the decisions they are making, and also covers legal defense against such allegations. Insurance for directors is advisable but is an annual cost for an organization that does not have annual revenue

Stable predictable Funding

Diligent management of public lands includes regular surveys, prompt identification of encroachments, and could also include efforts to ensure common land was used for a public purpose, which might entail trail construction, building and maintaining assets or amenities and coordination of historical uses.

For example, in the 1990s Paul George Wallace Tanner surveyed and tried to claim via quit claim deed a 6.7 acre parcel. The trustees took the tanners to court and ultimately succeeded in retaining ownership. The legal cost to defend the common land against private uses are a challenge for a volunteer group with no current revenue sources.

The Trustees do not appear to have a high degree of institutional structure to undertake required activities, and do not currently have reliable revenue sources to incur necessary costs.

Options:

1) Renewed attempt by current trustees to raise funds and reinvigorate trustee model

Trustees have powers established in the Act and could pursue greater stability and engagement of the current members and the broader community. This approach would require a sustained change in the methods and efforts of the membership of the trustees. A plan for generating reliable revenue would be required and a compelling vision provided to the community for the future use of the land to support the new revenue generating efforts. This approach would also require more robust development of roles for the trustees to manage responsibilities including developing and managing revenue sources, procuring professional services, project and organization planning etc.

This approach will always be a challenge to sustain given the nature of how the trustees are selected: even if the councils of the day recognize the value in stability of appointments of an

energized group of trustees, a change during municipal elections could result in new appointments being made.

2) Seek institutional support and specialized assistance from Municipalities

Municipalities have stable revenue sources, institutional stability and access to types of specialized services required of trustees. A request could be made to establish a more intensive relationship with the municipal units, where annual financial support was provided to the trustees to cover regular costs and capital plans/legal defense of the common lands.

because representation is provided from two municipalities, funding would also be sought from both, and some level of stable intermunicipal cooperation would be required. This approach would require staffing time from the two municipalities. Legal services would also be required which can be an issue for MODL due to the capacity of the contracted municipal solicitor. Finally, this option continues to leave the trustees in a position of dependence on municipalities, who's budget and political priorities are prone to change.

3) partnership with community land trust

In contrast to the government-appointed trustees, there are community led groups dedicated to protecting wild and common spaces and operate as self-sustaining non-profit organization. These societies have proven successful where they are organic, as they know their own strengths and have characters and lives of their own. Examples in Nova Scotia include the Mahone Islands Conservation Association (MICA), and the Nova Scotia Nature Trust (NSNT). The Nature Trust has an active land stewardship program and protect over 19000 acres of land in Nova Scotia.

The trustees have two avenues available should they wish to pursue the option of partnering with the NSNT. The group could enter into a conservation easement, where ownership maintained by trustees, but restrict uses and development through agreement. Alternatively, donating the land to the Nature Trust would also protect the land and make the non-profit fully responsible for stewardship.

This approach would provide legal and physical protection of the common lands for the public good. The work would also include a public consultation process to develop management approach and practices, resulting in a legally binding agreement on management of the land. The agreement would not have an expiry, and the nature trust would not be able to divest of the land unless it was to another conservation organization required to uphold the same management of the land.

Recommendation:

Based on the options above, it is recommended that the trustees vote to investigate the donation of the common lands to the Nova Scotia Nature Trust and write to the council of the municipal units to request their assistance in public consultation and the development of a draft agreement for the transfer and protection of the common lands.



November 10, 2022

Hon. François-Philippe Champagne,
Minister of Innovation, Science, and Industry
235 Queen Street
Ottawa, ON K1A 0H5

Dear Minister Champagne:

On September 24th, 2022, Nova Scotia was affected by the strong forces of Hurricane Fiona, which was the most devastating storm in recent history for our Province.

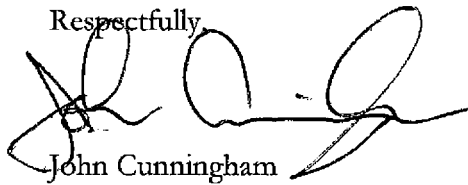
During the storm, cellular and landline services were impacted, causing panic, fear, and frustration from residents needing emergency services. It is evident that storms are becoming more aggressive near the east coast and more needs to be done ensuring our residents have access to telecommunication services in the event of any emergency, not just from impacts of a storm.

Council noted, with concern, Premier Houston's correspondence to your office indicating telecom firms were not collaborative with Provincial Emergency teams. We support our Premier in echoing his concerns regarding how telecommunications were handled before and after Fiona. It is part of our Councils Strategic Plan to strive for reliable and enhanced cell service for our residents, and we will continue to advocate, do our due-diligence, and partner where needed to achieve this.

If you would like to make arrangements to meet and discuss this matter further, contact Jenny Porter, Municipal Clerk, calling 902-742-7159 or email jenny@district.yarmouth.ns.ca.

I can also be reached directly at johnc@district.yarmouth.ns.ca or call 902-740-5332.

Respectfully,



John Cunningham
Warden
JC/jp

cc: Premier Tim Houston
Nova Scotia Municipalities



**Quarterly Police Report
Town of Lunenburg
July to September 2022**

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 34 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six-member provincial unit working out of Lunenburg District (Chester Office)
- Dedicated traffic enforcement throughout Lunenburg and Queens Counties.

3. LUNENBURG DISTRICT FLEET

- (11) Patrol Cars
- (7) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment

5. CALLS FOR SERVICE

Between July 1st, 2022 and Septemebr 30th, 2022 Lunenburg District RCMP received 2880 calls for service which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

Various calls for service statistics within Lunenburg District:

- Lunenburg District members conducted 67 check stops in various locations throughout the county.
- False Alarms - 51
- Wellbeing Checks - 74
- Mental Health Calls – 127
- Sudden Death - 26
- Crime Prevention -140
- 911 calls - 64
- Assistance to GP – 33

Calls for service specific to the Town of Lunenburg:

Between July 1st, 2022 and September 30th, 2022, RCMP received 205 calls for service in the Town of Lunenburg which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

During the same quarter in 2021 Lunenburg had a total of 251 calls for service.

- Written Warnings - 5
- Summary Offence Tickets – 4
- Parking Offences – 13
- False Alarms – 12
- 911 Calls – 8
- Sudden Deaths – 1
- Crime Prevention – 8
- Assistance to GP - 1

Calls for Service

Here's a breakdown of some of the notable calls for service in the Town of Lunenburg:

- On July 28th, 2022 Lunenburg District RCMP received a call for service indicating that a vehicle had left a local liquor establishment and the driver was impaired. The vehicle was located and a 76-year-old male was arrested and charged for impaired operation. The matter is currently before the courts.
- On August 6th, 2022 Lunenburg District RCMP stopped a vehicle on Green Street in Lunenburg. The 42-year-old male driver was arrested and charged for impaired operation. He was held in custody on unrelated charges of assault with a weapon. These matters are all still before the court.

- On August 28th, 2022 RCMP received a call for service from a female whom advised an ex partner was destroying property in the residence. RCMP arrested a 42 yr old male and he has been charged with Mischief.
- Between June and August 2022 Lunenburg District RCMP received no less than 20 calls for service for a 39-year-old prolific offender. On August 28th, 2022 Lunenburg District RCMP arrested the male on a warrant as well as several new charges. The male remains in custody at this time pending court appearance.
- On September 9th, 2022 RCMP received a call of an impaired driver on Victoria Road. The vehicle was located and a 25-year-old male was arrested on scene, at this time the investigation into impaired driving is continuing however, two summary offence tickets were given upon his release

6. District Resources:

7. Lunenburg County District is in great shape with regards to employee positions. We currently face a couple of vacancies; however, we expect these to be filled in the near future.
- S/Sgt. Victor Whalen is the District Commander and works out of the Cookville Detachment.
 - Cpl. Dan Smith is the current Acting Operations Sergeant working out of the Cookville Office. Cpl. Kelly Plamondon who has been promoted to Sergeant, will be the new Operations Sergeant in Bridgewater and she will be in place by the end of November.
 - Sgt. Brent Johnston is the Operations Sergeant working out of the Chester Office.
 - A/Cpl. Dave Simms and Cpl. Walter Goliath are Team Leaders of their respective Watches. Cpl. Goliath and his family have recently relocated to the area from another province.
 - Cpl. Traci Johnston is the RCMP's representative for the Towns of Lunenburg and Mahone Bay. Cpl. Johnston also supervises Lunenburg District's Community Policing program and School Safety Resource program. She replaced Cpl. John Payne who was recently promoted to Barrington Detachment.
 - A/Cpl. Nick Maclean and A/Cpl. Andrew Carruthers are the current Team Leaders

of their respective Watches. They both work out of the Chester Detachment.

- Cst. Gord Giffin works within the Criminal Intelligence Service of Nova Scotia. Based at the Bridgewater Police Service Office he is responsible to gather local intelligence on crime within Lunenburg County.
- Cst. Aaron Bishop and his family have recently relocated to the area. He has started as our new Street Crime Enforcement Officer and he works out of the Cookville Detachment.
- Cpl. Dan Smith has accepted a transfer to RCMP Headquarters and will soon be working in the Criminal Operations Office which indirectly supports frontline operations.
- Cpl. Matt Ingraham has been transferred to the full-time Emergency Response Team which is located at RCMP Headquarters.
- Cpl. Matthew Leggett, currently working in Halifax District, has accepted a transfer to Lunenburg District. He will be replacing Cpl. Dan Smith. These transfers will coincide with one another to ensure there are no gaps in service delivery.
- Cst. Laura Adams has accepted a transfer to Halifax District RCMP and just recently worked her last shift in Lunenburg County. Her replacement is Cst. Sue Camus who has already worked her first few shifts in the county.
- Cst. Paul McCallion has recently been transferred into the General Investigation Section and he is working out of the Cookville Detachment.
- Cst. Mark Seaward has arrived from his previous posting and he is working on D Watch out of the Chester Detachment.
- Cst. Devon Philpott has recently relocated here from his previous posting. Cst. Philpott is working on a Watch out of the Cookville detachment.
- Cpl. Scott MacLeod, our new Police Service Dog member, is working out of the Chester Detachment.
- There are two promotional processes which are well underway to identify two

new Corporals as frontline Team Leaders in the District. The successful candidates will soon be identified at which time the relocation process, if any, will be initiated.

- Currently within the District there are five members on long-term ODS (over 30 days). Two of our long-term ODS members will be retiring from the Force in the coming months. We also have a current vacancy in the Court Liaison position (Cst.). The process of finding replacements for these 3 positions have already been initiated.

8. SOUTH SHORE STREET CRIME (LCD SCEU) / GIS

The Street Crime Enforcement Unit is a three-member investigative unit integrated with the Bridgewater Police Service (2 RCMPs and 1 Bridgewater Police Member that is led by Cpl. Derek McAlpine of the RCMP. SCEU's mandate is to investigate low to mid-level organized crime and primarily investigates offences under the Controlled Drugs and Substances Act (CDSA) and Criminal Code.

Lunenburg District General Investigative Section consists of 1 RCMP, Cst. Paul McCallion who has recently assumed this position. The mandate of the GIS unit is to investigate more serious, complex and time-consuming investigations.

9. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)

Corporal John Payne has recently been promoted out of Lunenburg District. Corporal Traci Johnston has taken over his responsibilities in managing the Lunenburg Town office as well as the school resource officer program and community policing victim services officer program. Corporal Johnston began this position on October 1st.

Constable Ted Baily has returned to his substantive role as the SSRO for Lunenburg District Schools and is joined by Constable Leah Beaton. The SAFE plans for all the schools in Lunenburg County have been updated.

The SSROs are working with local schools and, as before, delivering programs concerning a range of topics including cyber bullying, consent and other social media topics. They are engaged with school staff regarding concerns of drug use and bullying at the school and on the buses. The SSRO's have been pro active in the school zones for traffic related concerns. Cst. Bailey works out of Chester Detachment while Cst. Beaton works out of Cookville Detachment.

10. COMMUNITY POLICING VICTIMS SERVICES OFFICER (Lunenburg County)

Constable Sonia Upshaw has returned to her substantive position as the Community Policing/ Victim Services officer for Lunenburg District. Constable Upshaw is working to get more involved in community groups within in the district as many had shut down during COVID. If you or someone you know have any community activities or special events that you would like the RCMP in attendance please contact Cst. Upshaw at the Chester Detachment by calling 902-275-3583 or by email: Sonia.upshaw@rcmp-grc.gc.ca

11. STREET CRIME ENFORCEMENT UNIT/ GIS:

As of Oct. 16th we now have both SCEU positions filled, 1 BPS and 1 RCMP, and as well as the RCMP GIS position.

- Since returning to full compliment, the both units have been actively assisting Southwest Nova Major Crime with the missing person file involving Barry ALBERT.
- As a result of multiple enforcement actions on the primary crime group in the area over the past six months, the leader of the group has recently pled guilty and has agreed to a four-year federal sentence.
- 8 other offenders are currently before the courts on other criminal matters.

12. SOUTHEAST TRAFFIC SERVICES STATS

The below are some notable Q3 statistics from the Traffic Services Unit which supplement the road safety work already being conducted by Lunenburg County District members. Currently the traffic unit is staffed with 4 Southeast Traffic Services members who work out of the Chester Detachment. (The statistics listed below include Traffics Services as well Lunenburg District member enforcement)

- Aggressive Driving tickets- 145 (including one Stunting charge)
- Vehicle Equipment Regulations tickets- 36
- Unlicensed/Suspended driver tickets- 17
- Cellphone tickets- 4
- Occupant restraint tickets- 2

Respectfully submitted,

Corporal Traci Johnston
RCMP Lunenburg District



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Calendar Year to Date 2022
	Q3	Q2		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	0	1	-1	3
Assault	4	3	1	12
Kidnapping/Hostage/Abduction	0	0	0	0
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	1	0	1	2
Indecent Harassing Comm.	0	2	-2	2
Uttering Threats	4	2	2	10
Property Crime				
Arson	1	0	1	1
Break and Enter	6	1	5	7
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	0
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	2	0	2	2
Take MV w/o Consent	0	0	0	0
Theft Under	3	1	2	12
Shoplifting	7	1	6	10
Theft (mail, bicycle, et al)	0	0	0	0
Theft from Motor Vehicle	0	0	0	0
Possession of Stolen Goods	0	0	0	0
Fraud	1	4	-3	11
Identity Theft	0	0	0	0
Mischief	6	6	0	21
Drug Enforcement				
Possession	0	0	0	0
Trafficking	1	0	1	2
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Calendar Year to Date 2022
	Q3	Q2		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Distracted Driving	0	1	-1	1
Impaired by Alcohol	5	3	2	11
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	1	1	0	2
Fail to Stop or Remain	3	0	3	4
Seatbelt Violation	0	0	0	0
Intersection Violation	1	0	1	1
Speeding Violation	4	0	4	6
Insurance Violation	1	0	1	1
Road Side Suspension (Alcohol)	1	0	1	1
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	2	0	2	3
Collision - Reportable	13	7	6	27
Collision - Non Reportable	7	8	-1	20
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	1	1	0	2
Other Traffic Offence/Violation	21	23	-2	55
Other Traffic Related Duties	0	0	0	0
Checkstop	0	2	-2	6
Other				
911 Call	7	9	-2	21
Breach of Court Order	4	0	4	7
Liquor Act	5	2	3	8
Mental Health Act	11	4	7	25
Missing Person	0	0	0	2
Municipal Bylaw - Other	1	2	-1	3
Other	53	31	22	126
Sudden Death	1	0	1	2
Suspicious P V P	9	4	5	16
Wellbeing Check	2	7	-5	17
Trespass At Night	0	0	0	0
HPA (COVID-19) - Offences only	0	0	0	0
HPA (COVID-19) - Other activities	0	0	0	0
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	0	0	0	1
Total Founded & SUI Occurrences	189	126	63	463
Total Occurrences*	204	139	65	498

*Includes Unfounded and Unsubstantiated



Town of Lunenburg Quarterly Statistics Comparison

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2021	Amount of Change
	Q3	Q3	
	Current	Previous	
Crimes Against Persons			
Offences Related to Death	0	0	0
Sexual Offences	0	0	0
Assault	4	2	2
Kidnapping/Hostage/Abduction	0	1	-1
Robbery	0	0	0
Extortion / Intimidation	0	0	0
Criminal Harassment	1	1	0
Indecent Harassing Comm.	0	1	-1
Uttering Threats	4	1	3
Property Crime			
Arson	1	0	1
Break and Enter	6	1	5
Unlawfully in a Dwelling House	0	0	0
Theft Over	0	0	0
Theft of Motor Vehicle	0	0	0
Theft of Other MV / Motorcycle	2	0	2
Take MV w/o Consent	0	0	0
Theft Under	3	7	-4
Shoplifting	7	5	2
Theft (mail, bicycle, et al)	0	0	0
Theft from Motor Vehicle	0	2	-2
Possession of Stolen Goods	0	0	0
Fraud	1	5	-4
Identity Theft	0	0	0
Mischief	6	14	-8
Drug Enforcement			
Possession	0	0	0
Trafficking	1	1	0
Import/Export	0	0	0
Production	0	0	0
Other	0	0	0



Town of Lunenburg Quarterly Statistics Comparison

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2021	Amount of Change
	Q3	Q3	
	Current	Previous	
Traffic			
Dangerous Op of MV	0	0	0
Distracted Driving	0	0	0
Impaired by Alcohol	5	4	1
Impaired by Drug	0	0	0
Failure/Refusal	0	0	0
Driving while Disqualified	1	0	1
Fail to Stop or Remain	3	4	-1
Seatbelt Violation	0	0	0
Intersection Violation	1	1	0
Speeding Violation	4	33	-29
Insurance Violation	1	0	1
Road Side Suspension (Alcohol)	1	1	0
Road Side Suspension (Drug)	0	0	0
Collision - Fatal	0	0	0
Collision - Non - Fatal Injury	2	0	2
Collision - Reportable	13	3	10
Collision - Non Reportable	7	7	0
Off-Road Vehicle Collision	0	0	0
Municipal By-laws	1	0	1
Other Traffic Offence/Violation	22	18	4
Other Traffic Related Duties	0	0	0
Checkstop	0	5	-5
Other			
911 Call	8	11	-3
Breach of Court Order	4	0	4
Liquor Act	5	2	3
Mental Health Act	11	7	4
Missing Person	0	1	-1
Municipal Bylaw - Other	1	5	-4
Other	53	60	-7
Sudden Death	1	0	1
Suspicious P V P	9	7	2
Trespass At Night	0	1	-1
Wellbeing Check	2	1	1
HPA (COVID-19) - Offences only	0	0	0
HPA (COVID-19) - Other activities	0	0	0
QUA (COVID-19) - Offences Only	0	0	0
QUA (COVID-19) - Other Activities	0	8	-8
Total Founded & SUI Occurrences	191	220	-29
Total Occurrences*	205	251	-46

*Includes Unfounded and Unsubstantiated



Lunenburg County District Quarterly Statistics
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Calendar Year to Date 2022
	Q3	Q2		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	12	14	-2	41
Assault	69	61	8	181
Kidnapping/Hostage/Abduction	1	0	1	2
Robbery	0	1	-1	1
Extortion / Intimidation	8	4	4	12
Criminal Harassment	7	11	-4	25
Indecent Harassing Comm.	17	30	-13	63
Uttering Threats	42	46	-4	117
Property Crime				
Arson	5	3	2	8
Break and Enter	43	36	7	119
Unlawfully in a Dwelling House	1	1	0	3
Theft Over	4	3	1	11
Theft of Motor Vehicle	10	2	8	14
Theft of Other MV / Motorcycle	12	4	8	18
Take MV w/o Consent	2	2	0	6
Theft Under	55	56	-1	153
Shoplifting	23	12	11	56
Theft (mail, bicycle, et al)	3	4	-1	12
Theft from Motor Vehicle	9	7	2	20
Possession of Stolen Goods	2	3	-1	6
Fraud	57	68	-11	194
Identity Theft	3	2	1	14
Mischief	140	119	21	322
Drug Enforcement				
Possession	2	1	1	6
Trafficking	4	2	2	10
Import/Export	0	0	0	0
Production	0	0	0	0
Other	2	7	-5	11



Lunenburg County District Quarterly Statistics
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Calendar Year to Date 2022
	Q3	Q2		
	Current	Previous		
Traffic				
Dangerous Op of MV	3	5	-2	11
Distracted Driving	7	20	-13	27
Impaired by Alcohol	52	50	2	134
Impaired by Drug	0	0	0	0
Failure/Refusal	2	2	0	4
Driving while Disqualified	11	10	1	26
Fail to Stop or Remain	19	10	9	38
Seatbelt Violation	4	15	-11	25
Intersection Violation	16	13	3	57
Speeding Violation	265	393	-128	1,054
Insurance Violation	16	16	0	43
Road Side Suspension (Alcohol)	2	4	-2	11
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	3	2	1	6
Collision - Non - Fatal Injury	21	11	10	45
Collision - Reportable	100	83	17	293
Collision - Non Reportable	61	39	22	174
Off-Road Vehicle Collision	3	6	-3	10
Municipal By-laws	3	2	1	6
Other Traffic Offence/Violation	462	451	11	1,192
Other Traffic Related Duties	3	7	-4	12
Checkstop	67	91	-24	239
Other				
911 Call	64	51	13	174
Breach of Court Order	24	26	-2	68
Liquor Act	26	16	10	49
Mental Health Act	127	144	-17	393
Missing Person	19	11	8	42
Municipal Bylaw - Other	10	2	8	14
Other	612	517	95	1,531
Sudden Death	26	26	0	78
Suspicious P V P	46	37	9	131
Wellbeing Check	74	75	-1	237
Trespass At Night	4	3	1	7
HPA (COVID-19) - Offences only	0	0	0	4
HPA (COVID-19) - Other activities	0	1	-1	3
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	0	11	-11	22
Total Founded & SUI Occurrences	2,685	2,649	36	7,585
Total Occurrences*	2,880	2,791	89	8,064

**Includes Unfounded and Unsubstantiated*

MEMORANDUM

TO: Town Council

FROM: Kayla Byrne, Municipal Clerk

DATE: November 22, 2022

RE: Annual Deputy Mayor appointment

1. FACTS

Each year Council appoints a Deputy Mayor to serve for a one-year period. At its Nov. 23, 2021 meeting, Council re-appointed Councillor Mosher to serve as the Deputy Mayor until the second regular meeting of Council in November 2022.

To elect a Deputy Mayor, Council will hold an election at its Nov. 22, 2022 meeting. The Mayor will ask Council for nominations. Consecutive terms as Deputy Mayor are permitted.

If a nomination is accepted, the candidate's name(s) will stand for election by secret ballot to be scrutinized by the Municipal Clerk.

The Municipal Clerk will distribute ballot papers to all Council members. Councillors may vote for only one candidate. The Municipal Clerk will count the votes. Having received a majority of votes, the Mayor will declare the successful candidate and ask for the draft motion as outlined in this report to be moved, seconded, and voted on.

Town of Lunenburg Role & Responsibilities of the Deputy Mayor – approved by Council motion December 2014

The Deputy Mayor shall:

- As per MGA section 16 (5) act in the absence or inability of the Mayor or in the event of the office of mayor being vacant.
- Act as and perform the duties of the Mayor in the Mayor's temporary absence as per MGA section 15 preside at all meetings of Council, monitor the administration and government of the municipality, and communicate such information and recommend such measures to the Council as to improve the finances, administration, and government of the municipality.
- Attend civic and community events as a representative of the Town as may be required and requested by the Mayor.
- Accompany the Mayor or attend on behalf of the Mayor, meetings dealing with inter-municipal relations and matters concerning regional cooperation or of

regional or provincial or national significance.

- Assist the Mayor in planning for and working with Council through a process of CAO support and evaluation.
- Preside over some meetings, as may be mutually agreed, such as Committee of the Whole (COW) meetings.

2. ISSUES AND OPTIONS ANALYSIS

Legislation
MGA, S.16

3. FINANCIAL IMPACT

There is no impact to the approved 2022/23 Operating Budget.

4. RECOMMENDATION AND DRAFT MOTION

That Council call for nominations for Deputy Mayor to be put to election.

Following the election:

Draft motion: That Council appoint _____ as Deputy Mayor until the second regular meeting of Council in November 2023.

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: NOVEMBER 22, 2022

RE: NOVEMBER CAPITAL STATUS UPDATE

1. FACTS

The most recent Capital Status Update for fiscal 2022/23 was provided at the September 13 Council meeting. Staff provide further updates on the status of projects and potential risks for fiscal 2022/23.

2. ISSUES AND OPTIONS ANALYSIS

Projects in the current year's Capital Budget with changes in status include the following:

- **Duke St & Prince St Street Reconstructions** (Consultant is Englobe, Contractor is Dexter Construction) – Road reconstruction was completed in late October and roads have been re-opened. Project completed on time and within the updated budget.
- **Tannery Rd Watermain Replacement** (Consultant is CBCL, Contractor is Aberdeen Paving) – New water and storm system infrastructure is in place and creating improvements to our system. Reinstatement work is expected to be complete by mid November. The Town has encountered some additional costs, mainly due to rock removal and the location of existing infrastructure and some additional time was required in the schedule (but nothing to jeopardize completion this year).
- **Bluenose Drive Sewer Lining** (Consultant is CBCL, Contractor is Eastern Trenchless) – Lining of sewer lines along Bluenose Drive leading into Bluenose Lift Station was completed on time and within the updated budget. Consultant has recommended Contractor return to line manholes, which was an option in the original scope of work.
- **Tree Planting** (Assistance provided by Heritage Landscape Services) – Twenty four (24) trees were planted by Public Works over a three day period.

- **Tannery Rd Sidewalk** (Consultant is Able Engineering) – Nearing completion of design to allow us to go to Tender and work to be performed in Spring 2023.
- **Water Line Loop Connection at Harbourview/Morash** – Project design is underway for this addition to the Town’s water system. Expected to progress to allow us to proceed with Tendering for the work to be performed in Spring 2023.

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

This Staff Report is for information only.

Attachments –
Summary of 2022/23 Capital Projects

Acknowledged only by:

Jamie Doyle
CAO

Town of Lunenburg 22-23 Capital Status Report as of November 7, 2022

2022-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		General Comments	Status
						Budget Risks	Timeline Risks		
CAPITAL CONSTRUCTION									
\$115,000	Green St Sidewalk Renewal Tender Package	Tyson, Lisa K.	RFP Complete	Eastpoint: \$29,170 +HST	Design Ongoing	*	*	90% drawings received. The Consultant has provided a Class A estimate for their sidewalk design of approximately \$325,000 including net HST. This project has been carried over to 2023-24.	
\$419,000	Duke St (Lincoln to Townsend) & Prince St (Cumberland to Fox) Reconstruction	Tyson, Lisa K.	RFP Complete Tender Complete	Englobe: \$17,200 +HST Dexter: \$347,920 +HST	Complete			Project is complete.	✓
\$145,000	Tannery Rd Sidewalk Tender Package	Tyson, Lisa K.	RFP Complete	ABLE: \$22,100 +HST	Design Ongoing			90% Drawings received. Staff reviewing.	
\$115,000	Tannery Rd Sidewalk - Land Purchases	CAO, Lisa D.				*	*		
\$590,000	Tannery Rd Watermain Replacement/ CSK-05 (Storm Diversion) Tannery/Knickle/Green	Tyson, Lisa K. Tyson, Lisa K.	Complete	CBCL: \$19,000 +HST Aberdeen Paving: \$490,261 +HST	Construction Ongoing			Pipe is installed. Testing and reinstatements to be completed.	
\$40,000	Water Line Loop Connection at Harbourview/Morash Tender Package	Lisa K.	RFP Complete	Englobe: \$22,050 +HST	Design Ongoing			Preliminary drawings, draft specifications, geotech report, and survey received. Staff reviewing.	
\$60,000	Chlorinator (Building Demolition)	Lisa K.	Tender Complete	Dexter: \$24,400 +HST	Complete			Project is complete.	✓
\$160,000	Repair Spillway Dares Lake	Tyson, Lisa K.					*	Whilst the Water Withdrawal Approval Renewal is completed, Staff are still looking for further clarification from NSE on their expectations for ecological maintenance flow. The intent is to confirm the design meets these requirements and to pursue the Watercourse Alteration Permit to allow this work to proceed in fiscal 23-24.	Deferred to 23-24
\$15,000	Raw Water Pumpouse Waterproof Foundation	Lisa K.					*	In-house work.	
\$125,000	Fire Hall Vehicle Exhaust Extraction System	Lisa K.	RFP Complete	Atlantic Air Cleaning Specialists: \$110,995 +HST	January 2022			Received notification from the manufacturer that the equipment is scheduled to ship in the middle of January.	
\$131,000	Arena Upgrades	Lisa K., Kelly C.	RFP Complete	JND: \$45,300 +HST (Olympia room) JND: \$66,624 +HST (Washrooms)	Construction Ongoing			Olympia Room: Construction complete. Washrooms: Male washroom is complete, female washroom ongoing.	✓
\$373,300	Bluenose Drive Sewer Lining	Ian	Tender Complete	Eastern Trenchless: \$198,500 +HST	Complete			Project is complete.	✓
\$20,000	Catch Basin Repair - West Nova Parking Lot	Lisa K.				*	*	Public Works In-House Project	
\$31,500	Manhole Cover Upgrades	Lisa K.	Complete	IMP Foundry Group: \$9,282 +HST	Ongoing			Manhole covers delivered. Public Works currently installing the new manhole covers.	✓
\$44,000	Skate Park Upgrades	Lisa K., Kelly C.	RFP Closed, Evaluating					Upgrades: Staff are evaluating the RFP.	
\$25,000	Tree Planting	Heather, Lisa K.			Complete			24 trees are planted.	✓
\$30,000	Hwy 103 Community Identity Signs	Heather					*	With DTR for approval.	
\$14,000	Cricket Modifications to Baseball Field	Kelly C.	Complete	Flicx: \$5,898 +HST				The pitch has been received. Waiting on cage.	
SUBSTANTIAL OPERATING									
\$10,000	Crack Sealing - Streets	Lisa K.	Complete	Road Savers Maritime Limited: \$1.10/ft	Complete			Project is complete.	✓
\$3,000	Crack Sealing and Asphalt Repairs - Recreation Parking Lot	Lisa K.	Complete	Road Savers Maritime Limited: \$1.10/ft	Complete			Project is complete.	✓
\$50,000	Sidewalk Maintenance (Labour & Materials)	Lisa K.	Complete	South Shore Ready Mix: \$173.55/cu yard	Complete			Approximately XX linear feet of sidewalk was repaired.	✓
\$50,000	Asphalt Patching	Lisa K.	Complete	Dexter: max \$50,000	Ongoing			Public Works In-House Work	
\$6,000	Water Leak Study	Public Works							
\$5,500	Water Fire Flow Study	Public Works						Flow meter received. Flow data to be collected during the hydrant flushings on Nov. 18 & 19.	
	Fire Hall Heat Pump Shelters	Lisa K.			Winter 2022				
	Electrical Meter Upgrades to Lift Stations (NSP Meters)	Cali	Complete		Ongoing			Rous Brook Complete Tannery Rd and Young St scheduled for Nov. 25	
\$6,800	Line Painting	Lisa K.	Complete	NSBS: \$3,648 +HST	Complete			Complete	✓

Town of Lunenburg 22-23 Capital Status Report as of November 7, 2022

2022-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		General Comments	Status
						Budget Risks	Timeline Risks		
	Fire System Annual Tests/Inspections	Lisa K.	Complete					Fire Alarm Testing - Complete Fire Extinguisher Inspection - Complete	
\$5,500	Bandstand Retaining wall	Lisa K.						Public Works In-House Work	
\$5,000	Pneumatic Cleaning System on Intake System WTP	John M., Lisa K.	Drafting RFP						
	Universal Water Metering	Tyson, Lisa D.						Preparation work in anticipation of 23-24 project kick off	
PROCUREMENT									
\$202,000	Replacement of Chev 02 Salt Truck & Plow	Public Works	Complete	Silver's Garage: \$188,954 +HST	Expected delivery: Spring 2023			Truck is ordered	
\$36,350	Replacement of 2002 F150 1/2 ton	Public Works	Complete	Steele Chev: \$32,754 +HST	Delivered			Vehicle Received	✓
\$694,600	Fire Freightliner Rescue (02) #4 Replacement	Gary	Complete	PO Issued	Delivered			Truck is Received.	✓
\$141,500	Fire Utility (99) #7 Replacement	Gary	Complete				*		
\$40,000	Replacement of 2008 Van	Public Works	Complete	Steele Chev: \$28,576 +HST	Delivered			Vehicle Received	✓
\$225,000	Dresser Loader (86) Replacement	Public Works	Complete	Wilson Equip: \$219,000 +HST	Delivered			Vehicle Received	✓
\$30,000	Snow Push Blade for Backhoe	Public Works	Complete	Wilson Equip: \$22,425 +HST	Delivered			Plow is Received	✓
\$20,000	EDI - Interpretive Panels	Jamie							
\$5,500	Spare Industrial Hot Water Tank	John M., Lisa K.	Complete					Received and installed.	✓
\$6,500	Spare Sigma Pump for Soda Ash System	John M., Lisa K.	Complete					Received.	✓
\$3,500	Spare Siemens Free Chlorine Online Probe	John M., Lisa K.	Complete					Received.	✓
\$11,800	Replacement Chlorinator	John M., Lisa K.	Complete	Omnitech: \$10,268 +HST				Received	✓
STUDIES/ASSESSMENTS									
\$95,000	Town Hall Exterior Restoration Tender Package	Lisa K.	Complete	Fishburn Sharidan: \$81,319 +HST	Ongoing			BCA received. Staff reviewing. Staff report to council on Nov. 22.	
\$110,000	Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets, includes 1. Recreation 2. Upper King Street 3. Blockhouse Hill							Upper King Street is currently underway.	
\$20,000	Civic Square Plan		Bandstand BCA RFQ Complete	DSRA: \$1,850 +HST	Bandstand BCA Complete			Building Condition Assessment of Bandstand final report received.	
\$45,000	Parking Strategy Study & Upgrades	Jamie							
N/A	Cemetery	Lisa D./Tyson							
\$20,000	Affordable Housing Study (operating)							Waiting for results of provincial study.	
\$200,000	GIS Underground Infrastructure Master Plan	Lisa K., Tyson	Complete	CBCL: \$153,954 +HST	Ongoing			Survey has commenced.	
N/A	Public Works Vehicle Replacement Plan	Public Works, Kathleen	N/A		Ongoing			10 year cycle	
\$10,000	Membrane Replacement (Engineering & Tender) WTP	Tyson, Lisa K.	RFP sent to finance for advertisement						
\$30,000	Phase II ESA Armouries	Lisa K.	Complete	Strum Consulting: \$18,900 +HST	Complete			ESA report received. Staff reviewing.	
WASTEWATER UPGRADES									
\$67,000	WWTP Blower Room HVAC Improvements	Public Works	Drafting RFP						
\$20,000	Flow Meter Install Pump Station #7	Public Works						Public Works is working with CBCL to determine solution.	
\$71,500	WWTP Upgrade Pre-design	Public Works	Complete	CBCL					✓
\$365,000	WWTP Flood Control	Public Works	Complete	Dexter: \$232,000 +HST	Complete			Project is complete.	✓
\$40,000	Chemical Feed Pumps (2)	Public Works	Complete		Complete			Project is complete.	✓

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: NOVEMBER 10, 2022

RE: GRANT REQUEST SOCIETY OF SAINT VINCENT DE PAUL

1. FACTS

Community Grant requests are due annually on March 31st. The attached request from the Society of St. Vincent de Paul was received on time however it was inadvertently not included in the 2022/23 list of grant requests for Council's consideration back in April.

2. ISSUES AND OPTIONS ANALYSIS

The Society of Saint Vincent de Paul qualifies under the grants policy. Council has previously supported the group. Their request for 2022/23 is \$1,800 and staff are recommending this grant amount be awarded. This is the same recommendation that would have been provided back in April if it had been considered at that time.

3. FINANCIAL IMPACT

The total budget for Community Grants for 2022/23 was \$20,000. In April due to the lack of applications Council moved to reduce this by \$2,500 and place those funds in an Operating Reserve changing the budget to \$17,500. To date there have been grant approvals of \$17,171 which leaves a balance of \$329 remaining. Council will need to reduce the Operating Reserve transfer from grants by \$1,500 for this grant request to be approved in full.

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 that Council approve increasing the 2022/23 Grants Budget to \$19,000 transferring \$1,500 from Operating Reserves.

Moved and seconded that Council approve the 2022/23 Community Grant for the Society of Saint Vincent de Paul in the amount of \$1,800.

Attachments –

Schedule A – Society of St. Vincent de Paul Community Grant Application

Acknowledged only by:

Jamie Doyle
CAO

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

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

Name of Non-Profit Organization:

Society of Saint Vincent de Paul, Saint Joseph Conference

Primary Contact Person: **Patricia Mount**

Daytime phone number (Home): [REDACTED]

Mailing Address: **123 Pleasant Street, Bridgewater, NS B4V 1N3**

E-mail Address: [REDACTED]

1. Amount of funding requested: **\$ 1,800.00**

In-kind Town of Lunenburg services requested: **None**

2. The organization is a:

G NS registered society name

G Registered National Charity name:

Society of Saint Vincent De Paul, Saint Joseph Conference

[REDACTED]

G Other (please describe)

3. The geographic area serviced by the organization is:

Entire County of Lunenburg

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

The Society of Saint Vincent de Paul's **Helping Neighbours-in-Need** program provides assistance to any family or individual who are in need of immediate help to meet their basic needs. Our volunteers screen each request to confirm that the request is genuine and ensure that resources are distributed to as many individuals and families in the Town of Lunenburg who demonstrate a genuine need.

The SSVP receives request for assistance with payment of overdue power bills, rent in arrears, furnace oil, medical needs, bus fare gas cards, new beds and free household furnishings.

Town of Lunenburg Residents Assisted		
	<u>2021</u>	<u>2020</u>
Adults	10	13
Seniors	8	4
Children	10	7
Total Residents Served	28	24

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

SSVP Helping Neighbours-in-Need program continues to be an effective part of the Town of Lunenburg safety net.

The Covid pandemic has been a continuing time of stress and anxiety for all. Businesses were closed, jobs were cut, hours of work reduced. Neighbours in need struggle with the current shortage of affordable housing in Lunenburg and area.

In 2021 Requests for assistance for rent, power, medical and food have increased by 48%. The complexity of issues has been a challenge.

SSVP assisted people to stay in their homes by helping with house repairs, and paying Municipal property taxes.

SSVP assisted citizens to remain employed or seek new employment opportunities by helping with car loans repairs, licensing and insurance.

The support from the Town of Lunenburg to the SSVP Helping Neighbours-in-Need program helps SSVP deliver a service that benefits the entire community.

Economic needs

The Town of Lunenburg is a vital economic centre for the region. The merchants, businesses and landlords benefit from the financial assistance we provide to our neighbours to pay for rent, groceries, power, prescriptions, and medical needs.

We sometimes fail to recognize the impact that low-income people bring to the local economy. Often, they work in seasonal industries vital to the economic wellbeing of our communities. In 2021 the **Helping Neighbours-in-Need** program helped people remain housed, employed and helped maintain them as functioning contributors to the Town of Lunenburg economy.

Please include the following information with your completed application:

Financial Statements from your last fiscal year.

Budget for the current fiscal year.

Project budget and funding sources summary.

Previous post grant report confirming use of earlier approved grant monies (if applicable).

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

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Patricia Mount	<i>Patricia Mount</i>	Chairperson Ways and Means Committee	16/03/2022

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

Community Grant Program

Town of Lunenburg - Finance Director

PO Box 129

119 Cumberland Street

Lunenburg, NS B0J 2C0

(Fax): 902-634-4416, ldagley@explorelunenburg.ca

**SOCIETY OF SAINT VINCENT DE PAUL
SAINT JOSEPH CONFERENCE
2022 ANNUAL BUDGET**

ASSETS

Estimated Opening Bank balance January 1, 2022	\$ 31,000
Receivables	160
Gift cards, bus tickets on hand	75
TOTAL ASSETS JANUARY 1, 2022	<u>\$ 31,235</u>

RECEIPTS

Donations - receipts issued	\$ 32,000
Bequests - receipts issued	-
Donations - no receipt issued	1,500
Funds from particular council	5,000
Funds from other registered charities	15,000
Poor box collection	
Secret collections	300
Grants from government (all levels)	3,500
Bank interest	-
Other, Parish Donations	2,200
Charitable Works Revenue	-
Non-cash donations (clothing, furniture)	-
Rental of Land and Buildings	-
Other, Fundraising	350
Other revenue, specify	-
TOTAL RECEIPTS	<u>59,850</u>

DISBURSEMENTS

Advertising Fundraising	-
Travel	-
Professional and Consulting Fees	-
Bank charges and interest	125
Office supplies and administration	1,000
Members Education and Training	-
Food Assistance	5,000
Medical Assistance	6,000
Electricity	12,000
Fuel	10,000
Water	1,000
Rent Assistance	17,000
Charitable Works Expenditures	-
Twinning Contributions	2,000
Storage fee	1,200
Bus fares	1,000
Non-cash donations (Clothing, furniture)	-
Employee payroll	-
Other (household appliances, furnishings)	7,500
Special projects (new beds)	10,000
TOTAL DISBURSEMENTS	<u>73,825</u>

TOTAL ASSETS DECEMBER 31, 2022	<u>\$ 15,760</u>
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St. Vincent De Paul Society
 St. Joseph's Conference
 123 Pleasant Street
 Bridgewater, Nova Scotia, B4V 1N3
 Phone: 527-6431, FAX: 530-3410

**2021 REVENUE & EXPENSES
 ANNUAL SUMMARY**

	<u>2021</u>	<u>2020</u>
REVENUE		
Regulars Donors	\$ 30,483	\$ 29,334
Others Donors	4,150	4,653
Saint Augustine members	3,780	-
Monthly meeting	299	342
United Way of Lunen. Co	12,000	12,000
Halifax Particular Council	-	5,000
Other Charities	7,548	3,600
Munic. Of Lunenburg	1,650	1,400
Fundraising event	354	448
Town of Bridgewater	-	1,500
Town of Lunenburg	1,000	1,000
Munic. Of Chester	1,000	-
Gov't Grant	-	5,000
100 Bluenosers	3,050	-
Total Revenue	<u>65,314</u>	<u>64,277</u>
EXPENSES		
Food	3,139	3,474
Rent	15,442	8,740
Electric NSPC	8,978	14,622
Fuel- Oil, Wood, etc.	11,232	7,683
Medical	4,709	5,125
Storage Rental	1,200	1,200
Twinning Partner	1,600	1,200
Administration	1,038	905
Clothing	-	445
Furniture	9,701	4,241
Transportation	790	883
Education/Training	550	150
Bank Service Charge	60	-
Household related expenses	3,184	-
Cell phones/internet	1,350	-
Vehicle related expenses	1,960	-
Other Misc.	460	1,333
Total Payouts	<u>65,393</u>	<u>50,001</u>
Surplus/<Deficit>	<u>- 79</u>	<u>\$ 14,276</u>

SOCIETY OF ST VINCENT DE PAUL
Financial Statements
Year Ended December 31, 2021

COMPILATION ENGAGEMENT REPORT

To the Members of Society of St Vincent de Paul

On the basis of information provided by management, we have compiled the statement of financial position of Society of St Vincent de Paul as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Bridgewater, Nova Scotia
February 4, 2022


CHARTERED PROFESSIONAL ACCOUNTANTS

SOCIETY OF ST VINCENT DE PAUL
Statement of Financial Position
December 31, 2021

	2021	2020
ASSETS		
Current		
Cash	\$ 31,178	\$ 31,257
NET ASSETS		
General fund	\$ 31,178	\$ 31,257
NET ASSETS	\$ 31,178	\$ 31,257

ON BEHALF OF THE BOARD

Robert Boudreau Director

Robert Boudreau Director

See accompanying notes to financial information

SOCIETY OF ST VINCENT DE PAUL
Statement of Revenues and Expenditures
Year Ended December 31, 2021

	2021	2020
REVENUE		
100 Bluenosers	\$ 3,050	\$ -
ECSF Grant	-	5,000
Fundraising	354	448
Halifax Particular Council	-	5,000
Monthly meetings	299	342
Municipality of Chester	1,000	-
Municipality of the District of Lunenburg	1,650	1,400
Other charities	7,548	3,600
Other donors	4,150	4,653
Regular donors	30,483	29,334
Saint Augustine Members	3,780	-
Town of Bridgewater	-	1,500
Town of Lunenburg	1,000	1,000
United Way of Lunenburg	12,000	12,000
	65,314	64,277
EXPENDITURES		
Auto and travel - clients	2,750	883
Food	3,139	3,474
Heating fuel	11,232	7,683
Interest and bank charges	60	-
Medical expenses	4,709	5,125
Office	1,038	905
Other donations	1,600	1,200
Other expenses	13,895	7,369
Rental	16,642	8,740
Telephone	1,350	-
Utilities	8,978	14,622
	65,393	50,001
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$ (79)	\$ 14,276

See accompanying notes to financial information

SOCIETY OF ST VINCENT DE PAUL
Statement of Changes in Net Assets
Year Ended December 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 31,257	\$ 16,981
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(79)	14,276
NET ASSETS - END OF YEAR	\$ 31,178	\$ 31,257

See accompanying notes to financial information

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Society of St Vincent de Paul as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions.
