

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 22, 2022 AT 6:00 P.M.

COUNCIL CHAMBER

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

ALSO PRESENT: Ann Covey, Recording Secretary
Kelly Cunningham, Recreation Director – via Zoom
Lisa Dagley, Finance Director
Lisa Kendall, Municipal Engineer/Project Manager
Dennis MacPherson, Town Engineer – via Zoom
Arthur MacDonald, Heritage Manager
Kevin Malloy, Interim Chief Administrative Officer
Heather McCallum, Assistant Municipal Clerk

1. Call to Order

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

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

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

A moment of silence was called in recognition of lives lost in a recent local house fire.

The Mayor welcomed and introduced Lisa Kendall, the Town's Acting Municipal Engineer.

3. Agenda

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

4. February 8, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the February 8, 2022 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

a. Lunenburg Board of Trade: Bicycle Lane Request

Mr. Myra reviewed the LBOT presentation in opposition of a temporary pop-up bike lane on Montague Street ([Schedule "A"](#)).

In response to a question Mr. Myra said the LBOT has not appointed a member to sit on the Bicycle Nova Scotia Steering Committee. It was suggested that a meeting between the two organizations should take place before any further decision is made by Council.

- b. [Federal Ghost Gear Fund](#) - Michael Ernst and Zack Green for Titan Maritime

Mr. Ernst and Mr. Green outlined the work of Titan Maritime and their request for a letter of support to the Federal Government and encouragement of resident engagement to help clean up the shoreline ([Schedule "B"](#)).

6. [Correspondence, Petitions and Proclamations Consideration](#)

- a. [Lunenburg Board of Trade Letter re: Commercial Tax Rate Request](#)

The letter is for Council's information ([Schedule "C"](#)).

7. [Business Arising from the Minutes/Unfinished Business](#)

- a. [Committee Volunteer Applications: Anti-Racism Special Committee](#)

[Motion](#): moved and seconded that Sal Falk and Melissa Labrador be appointed to the Anti-Racism Special Committee. [Motion carried](#).

8. [Committee Meeting Minutes, Recommendations, Reports and Notices of Motion](#)

- a. [Protective Services Committee Meeting](#)

6:29 p.m. Councillor Birtles declared an interest and withdrew the meeting.

[Motion](#): moved and seconded that all money received from the sale of the Lunenburg and District Fire Department's 1999 Ford truck go back to the Department to help pay for their new 2022 Ford truck with an aluminum box. [Motion carried](#).

[Motion](#): moved and seconded to approve the Mutual Aid Fire Services Agreement renewal dated December 6, 2021 and that the Mayor and Interim CAO are authorized to execute the document on behalf of the Town and to affix the municipal seal. [Motion carried](#).

6:30 p.m. Councillor Birtles returned to the meeting.

9. [New Business](#)

- a. [Lunenburg Board of Trade: Bicycle Lane Request](#)

Council discussed the LBOT request ([Schedule "A"](#)).

Motion: moved and seconded that Lunenburg Town Council approach both the Lunenburg Board of Trade and Bicycle Nova Scotia and arrange a meeting to further discuss challenges associated with the pilot project. Motion carried.

b. Federal Ghost Gear Fund - Michael Ernst for Titan Maritime

Council discussed the Titan Maritime request (Schedule "B").

Motion: moved and seconded that Council write a letter to The Honourable Joyce Murray, Minister of Fisheries, Oceans and the Canadian Coast Guard, supporting the continuance of the Federal ghost gear fund.

Staff is asked to research initiatives and incentives taking place in other municipalities that may encourage local residents to engage in a coastal clean up effort.

The motion was put and passed.

c. Wastewater Treatment Plant Upgrade - Approval to Proceed with a Grant Application

Staff summarized the report (Schedule "D").

Motion: moved and seconded that the Town of Lunenburg submit the project titled: Lunenburg Wastewater Treatment Plant Upgrade with SBR for funding through the Investing in Canada Infrastructure Program – (Green Environmental Quality Infrastructure Stream); and that Council supports the project and commits to provide its share (\$2,662,000) toward the \$9,982,000 project cost.

Council thanked staff for their quality reports.

In response to a question staff confirmed that this project takes into consideration future increased capacity needs.

The motion was put and passed.

d. Town Hall Restoration

Staff summarized the report (Schedule "E").

Motion: moved and seconded that the Town Hall Restoration Tender Package Project be carried forward to the 2022/23 fiscal year in the pre-approved amount of \$95,000 with funding from a combination of Deed Transfer Taxes and a potential Parks Canada grant. Motion carried.

e. Wastewater and Water Treatment Quarterly Information Reports – October 2021 - December 2021

The report was provided for information (Schedule "F").

Councillor Sanford referred to a graph of rainfall amounts to show how it compares to flow rates of water being treated.

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:

- Staff wages and benefits
- Potential sale of land

Motion carried.

Council recessed to meet in camera at 6:42 p.m.

11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:36 p.m. There were no motions to report.

12. Adjournment

The meeting was adjourned at 7:36 p.m. by the Mayor.

Ann Covey, Recording Secretary
for Kevin Malloy, Interim CAO



Lunenburg Board of Trade

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

(902) 634 3170
office@lunenburgns.com

To: Town Council

From: The Lunenburg Board of Trade

Date: February 4th, 2022

RE: Montague St. Pop Up Bicycle Lane

In August of 2021, Lunenburg's Town Council passed a motion to approve a proposal from Bicycle NS for a trial contraflow bike lane and pedestrian mall on Montague Street from Linden Avenue – Duke Street during the month of June 2022. This bike lane would necessitate the removal of 44 parking spaces along Montague St.

Based on membership feedback, the Lunenburg Board of Trade's purpose today is to request that Council reconsider this project.

In late July of 2021, the LBoT was asked to sit on a steering committee for this project. As this request was made only one week prior to the start date of the committee meetings, the LBOT unfortunately had to decline the opportunity to join due to the Council's inability to commit to the meetings during the busy summer season.

In their August 10th, 2021 presentation to Town Council, a Bicycle Nova Scotia representative stated that businesses on Montague St. were contacted for feedback on the project and some examples were given. However, in our conversations with members since, we have spoken to quite a few who had never been contacted and were up until that point completely unaware of the project.

Our President, during a conversation with a Bicycle NS representative just a few days before their Council presentation offered to send out a communication or a survey to our general membership on their behalf but was not taken up on that offer.

In our engagement with members over some months, the feedback received was overwhelmingly against this project on Montague St. While some were not against the idea of a bike lane in general, most member businesses reported that they felt having this would place too great a strain on an already difficult parking situation.

Some of the feedback received:

" I was shocked that possibly losing 42+ parking spots; especially on Montague Street was even on the table. With large numbers of our restaurants, inns and shops, and limited parking already on this street; this will only intensify the challenge. Most visitors to our town look for parking on Montague Street, and

Bluenose Drive, and adjacent streets. The further up the hill and the further away for many; the least likely they will be to find a space at a reasonable distance and join us. “

“ALL my delivery’s come via Montague Street, I employee 20-30ppl in the spring-fall months and I think the town agreeing to remove 42+ parking spaces is asinine to say the very least!!”

” All my deliveries come on Montague St, some take 30 minutes or more to receive. There are a lot of hotel rooms on the waterfront, you need parking spaces for them.

The town made this decision without any input from the businesses that are affected, not even a phone call.”

” In favour of bike lane. Not on Montague st. I feel it will cause parking and traffic issues.”

Every season, the LBoT fields complaints and concerns from visitors, members, and residents regarding parking in Lunenburg. Certainly, this will come as no surprise to Town Hall. In fact, even during the summer of 2020, when tourism traffic was at an all time low, we received some pushback on the removal of 8 parking spots to create a small pedestrian only area.

While we applaud the attempt to entice people to stay active and promote foot and bike traffic, we do not feel that Lunenburg currently has the infrastructure in place to support something of this nature, even only temporarily. The strain on parking will ripple out from Montague itself, making it harder for residents (many of whom are older and have mobility issues) tourists and employees to find parking anywhere in the Old Town core. In addition, several of our member businesses chimed in on how this would affect their deliveries. Some have deliveries from over 20 different suppliers, arriving 7 days a week: anytime from 6:30am onward and into the evening. These deliveries have been reported to take 30 minutes or longer. While this was stated as a concern that came up during Bicycle NS’s presentation, no information on how this or any of the other concerns would be addressed was given.

The Tourism sector has been incredibly damaged by COVID 19. Some excellent points that were raised by Town Council during the August 10 presentation that ultimately pushed the start date from September 2021 to June of 2022 were that “now is not the time”.

The LBoT and its membership feels that it is still not the time. The fourth wave is here. Businesses are still struggling with hiring and retaining staff, high commercial tax rates, rising inflation and an uncertain future for the tourism industry. They are having to make some tough calls to make ends meet.

Indeed, we feel that until the parking issue can be resolved that perhaps there simply isn’t a good time for this. While it would be wonderful to be involved in a pilot project of this nature the reality is, this might be better served in a community that doesn’t struggle with its infrastructure the way Lunenburg does, year after year.

Our Suggestion:

In March of 2019, Bicycle NS hosted a public engagement open house to discuss bicycle network development. During this, several other areas of concern were brought up frequently by cyclists in Lunenburg. In fact, the most common feedback received was that Victoria Rd presented the biggest barrier to cycling within Lunenburg. While we understand from our communications that a pop-up bike lane would not work on Victoria Rd currently – our suggestion would be to find an alternate space for a bike lane this summer that does not affect parking as severely, otherwise Bicycle NS could concentrate their efforts on one of the other two projects identified in their “Phase 1 of the Blue Route Hubs Bikeway Study” released on April 15th, 2019.

We have reached out to Bicycle NS in the hope to present them with this suggestion and perhaps work with them on an alternate route – however we have not yet been able to sit down with them discuss. We are hoping to do this later this month.

We appreciate the Council’s time and attention on this matter.

Sincerely,

The Lunenburg Board of Trade

To Mayor Matt Risser and Council for the Town of Lunenburg

The aim of our presentation at your Council meeting is to discuss the Federal Ghost Gear Fund, formally known as the **Sustainable Fisheries Solutions and Retrieval Support Contribution Programme. (SFSRSCP)**

Since the Fund's inception in 2019, \$16.7 million in funding has been distributed to support 49 projects on Atlantic/Pacific Coasts, and Internationally.

In September 2021 our Mahone Bay company, Titan Maritime, was granted monies by the Federal government to remove abandoned Ghost Gear. Our trained crew acted on this opportunity at short notice, as they had already identified potential sites.

Under SFSRSCP guidelines, removal of Ghost Gear finished on November 30, 2021 and all funding terminates on March 31, 2022.

Our presentation has two objectives. First is to explain the techniques for locating and removing Ghost Gear, and discuss its negative impact on the marine environment.

The second objective has two parts.

Initially we request that Council write a letter to the Hon. Joyce Murray, Federal Fisheries Minister, supporting the continuance of this initial two year fund.

Ideally though, a longer term would allow:

- an opportunity to locate and collect a significant amount of the Ghost Gear
- the proper training of staff
- a return on equipment investment for Ghost Gear collection
- the founding of strong research and education programmes
- the establishing of a recycling program

Secondly, we ask Council to encourage Lunenburg residents to pick up and recycle litter that they find when visiting coastal areas. Removal of shore line litter can contribute significantly to protecting marine life, and keeping our oceans clean.

Abandoned, Lost, and Discarded Fishing Gear not only affects the health of our tidal waters, but can also have an impact on the livelihood of many residents who rely on the fishing industry in our coastal communities.

It is common knowledge that Municipal Government is the level most responsive to its residents. Thank you for the opportunity to make this presentation.

Titan Maritime

For more information please visit-

Govt. of Canada 'Ghost Gear Fund' site explains the Ghost Gear Fund in detail and identifies projects funded in Canada and abroad.

<https://www.dfo-mpo.gc.ca/fisheries-peches/management-gestion/ghostgear-equipementfantome/program-programme/projects-projets-eng.html>

Ghost Gear Recycling programme, Ocean Legacy Foundation
Canada's First 'Marine Debris Solutions Centre™'!
<https://oceanlegacy.ca/marine-debris-solutions-centre/>

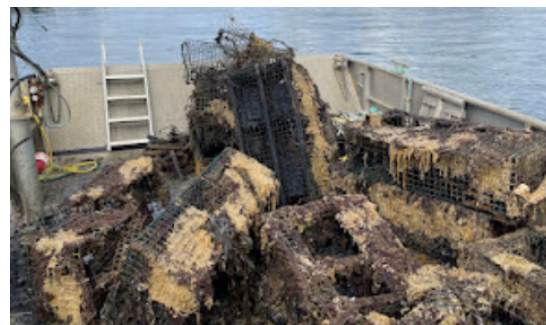
www.facebook.com/TitanMaritime/ for more photos and videos of Ghost Gear work carried out by Titan Maritime.

Ghost Gear Removal carried out by Titan Maritime

Abandoned aquaculture site gear
retrieved at North West Cove,
St.Margarets Bay, 55,000lb of nets and
traps recovered



200 lobster traps recovered in the
Tusket Islands area.



Approximately 15,000 lbs of
Polypropylene lines and nets removed
from derelict trawlers in Bridgewater and
recycled.





Services Include ...

- Ocean Research Charters
- Consultation Services on Marine Research, Ocean Technology, Operations, Project Management
- Environmental Clean Up, Impact Assessments and Remediation
- Hydrographic/Bathymetric Surveying/Side Scan Sonar operations
- Commercial Diving and Underwater operations
- Salvage and Recovery including Grappling
- Support to Govt. Agencies
- Engine Maintenance
- ROV Surveys and Recovery
- Aquaculture Support Services
- Delivery to Island and Remote Locations



Our team includes Master Mariners (over 100 years of sea time)
Certified Divers, Surveyors, ROV Operators and Hydrographer.

**Since September 2021 the location
and retrieval of Ghost Gear**

What is Ghost Gear ?



ALDFG -

**Abandoned, Lost or otherwise
Discarded Fishing Gear**

Government of Canada

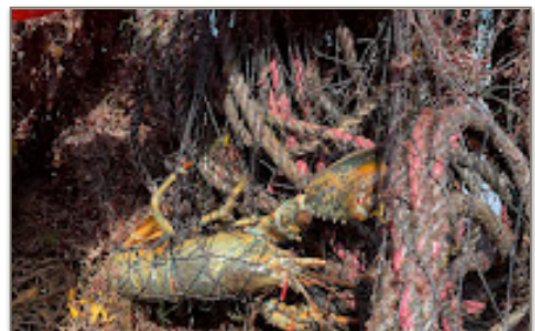
Ghost Gear Recovery Fund

(formal name Sustainable Fisheries Solutions and Retrieval Support Contribution Programme)

- **Since its inception in 2019, the \$16.7 million fund was allocated to 49 projects on Atlantic, Pacific coasts and Internationally**

4 Components

- Ghost gear retrieval**
- Responsible disposal**
- Technology Development**
- International Leadership**



Ghost Gear keeps on fishing indefinitely, causing entanglement of marine species that can lead to injury and death.

We ask that Council consider...

- writing a letter to the Federal Government encouraging continuance of the Ghost Gear Fund

Long Term...

- ask residents to assist in the clean up of local shoreline areas, and when possible recycle the items collected
- encourage the responsible disposal of Ghost Gear through coordination at all levels of government, industry and other parties

Thank you for your time and consideration of these requests.

Presented by





Lunenburg Board of Trade

PO Box 1300
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Lunenburg, NS
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(902) 634 3170
office@lunenburgns.com

To: Town Council

From: The Lunenburg Board of Trade

Date: February 4th, 2022

RE: Commercial Tax Rate

Last year, our President Jamie Myra spoke with Town Council on the matter of a proposed commercial tax rate increase and was successful in relaying the importance of supporting the local business community by suspending the increase. It is our hope today that we can speak with Council and once again convince them of the need to forego raising the commercial tax rate.

While the summer season of 2021 was certainly better than 2020's – we are nowhere near back to normal. 2021 has been a year of rapidly changing public health orders, travel restrictions and isolation requirements. In addition to affecting desire and ability to travel, the pandemic and its resultant fatigue has influenced consumer preferences and spending patterns. The Omicron variant of COVID 19 is rampant, and many businesses are struggling with critical employee shortages, which can cause a loss of opening hours. As well, many member businesses reported lower than expected holiday revenue, so there was little relief on that front.

Tourism, as we know makes up a large part of the local economy. Nova Scotia's tourism industry lost \$1.6 billion in 2020 and full recovery is expected to take several years, and even that prediction is uncertain.

All this is to say, having weathered the last two years has been incredibly stressful for nearly everyone, but for those whose livelihood depends on the survival of their small business, or those who work in one of the many industries that has been significantly impacted by COVID 19, the idea of a commercial tax increase on the heels of such a year as 2021 is a hard pill to swallow.

There's also a need for growth in Lunenburg - it's not just enough to make sure existing businesses survive, but to also provide a good environment for entrepreneurship. One of the ways we hope to see Lunenburg accomplish this is in ensuring that high tax rates are not a barrier to new businesses.

We hope that Lunenburg's Town Council would once again see the wisdom in deciding not to pursue an increase in the upcoming budget.

The Lunenburg Board of Trade appreciates Town Council's time and consideration on this and would certainly welcome further discussion on the matter.

Sincerely,

The Lunenburg Board of Trade

MEMORANDUM

TO: TOWN COUNCIL

**FROM: IAN TILLARD, ENGINEERING CONSULTANT AND
DENNIS MACPHERSON, M. Eng., P.Eng, TOWN ENGINEER**

DATE: FEBRUARY 09, 2022

**RE: WASTEWATER TREATMENT PLANT UPGRADE – APPROVAL TO
PROCEED WITH A GRANT APPLICATION**

1. FACTS

The purpose of this memo is to provide the background for and a request to approve the submission of a grant application for the full scope of the Wastewater Treatment Plant (WWTP) Upgrade. There has been a call for applications under the Green - Environmental Quality Stream of the Investing in Canada Infrastructure Program (ICIP).

2. ISSUES AND OPTIONS ANALYSIS

The many reports over the past two years regarding the WWTP upgrade culminated in Council's approval on September 28, 2021, to proceed with the project as laid out in the CBCL Proposed Implementation Plan dated 19 August 2021. This plan recommends that the Town upgrade the WWTP using SBR (Sequencing Batch Reactor) technology and to relocate the plant outfall to a new location.

On December 14, 2021 Council approved to proceed with an extension of the initial WWTP Near Term and Long-Term pre-design work to further refine some specific engineering aspects, to update the cost estimates and to update the overall project plan. The scope of this work (which is currently underway) is:

1. Preliminary geotechnical investigation of the area that would contain the new tanks required for the SBR option.
2. Preliminary design of the SBR tanks.
3. Advance the design of the process equipment to refine equipment sizing and determine electrical requirements. Conduct a more in-depth assessment of future needs, plant sizing etc.
4. Advance the electrical design based on the refined equipment selections and determine configurations for the main service and standby generator.
5. Update the execution plan and cost estimates.

The application period opened February 3rd and closes March 31, 2022. To support the funding requests, staff consider it important to submit as early as possible in the process as that should yield the best chance of success. To support this objective, the current work priorities are:

1. To revise the implementation plan and estimates. This will be based on the scope as currently identified and on projections for construction costs in future years and will be ready for any early funding deadline.
2. To incorporate findings from the technical assessments underway currently, as described above. Should the funding submission date coincide with the results of this work, then the results will be included in the request. Having this initiative underway will be looked on positively by the funding agency as evidence that the project is ready to proceed, and that Lunenburg is taking the appropriate early steps.

Consideration was given to including the Outfall Extension in the funding request, however there are some issues that have been identified resulting in staff **not** recommending that this proceed as a joint request.

Issues include:

1. The project timelines are different. The WWTP upgrade can proceed in the very near future and the Outfall project cannot.
2. There are a couple of early activities that need to be addressed for the Outfall Extension to have a firm scope. Firstly, is the land or Right of Way (ROW) acquisition at the outfall location and secondly is environmental permits. Both items are potentially year long or so activities with uncertain outcomes and both require consultation with several agencies, lawyers, private companies and potentially others.
3. In addition, there is the financial capacity of the Town to consider.

Staff concluded that these issues may jeopardize success of a current funding application.

3. FINANCIAL IMPACT

There is a financial commitment for the Waster Water Treatment Plant Upgrade with SBR. The preliminary estimate for the project is \$9,982,000. The ICIP funding may fund up to 73.33% of eligible project costs. The Town's contribution of 26.67% will be \$2,662,000 and will be funded with a capital borrowing.

Considering the risks to the project timeline and the current estimated cost for the outfall (\$2,267,000) it is not recommended to incorporate it into the funding application, to do so could negatively restrict the Town's ability to invest in other necessary infrastructure projects.

There is no financial impact associated to develop and submit a funding application. The work required for the funding application will be accommodated in existing operating budgets.

4. **STRATEGIC PLAN RELEVANCE**

This project is part of the “Servicing and Facilities” Strategic Direction of Project Lunenburg’s Comprehensive Community Plan approved by Council in November 2020. Specifically, this project relates to the Strategic Direction Action to make “Upgrades to the wastewater treatment plant.”

5. **RECOMMENDATION AND DRAFT MOTION**

Staff are recommending that an application for funding of the WWTP Upgrade be prepared and submitted to the Green - Environmental Quality Stream of the Investing in Canada Infrastructure Program.

Draft Motion:

Motion: moved and seconded that the **Town of Lunenburg** submit the project titled: **Lunenburg Wastewater Treatment Plant Upgrade with SBR** for funding through the Investing in Canada Infrastructure Program – (**Green Environmental Quality Infrastructure Stream**); and that Council supports the project and commits to provide its share (**\$2,662,000**) toward the **\$9,982,000** project cost.

Acknowledged by:

Kevin Malloy
Interim CAO

Document No:
Meeting: Council Feb.22/22
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA KENDALL, MUNICIPAL ENGINEER / PROJECT MANAGER

DATE: FEBRUARY 9, 2022

RE: TOWN HALL EXTERIOR RESTORATION

1. FACTS

The Town Hall Exterior Restoration Request for Proposals closed on January 13, 2022. This report includes a recommendation for Town Council to approve the request to carry over this project to the 2022/23 fiscal year, increase the project budget, and to pre-approve this project.

2. ISSUES AND OPTIONS ANALYSIS

The Town Hall Exterior Restoration Request for Proposals (RFP) includes the completion of an exterior condition assessment of the Town Hall building and the development of a tender package for the exterior restoration work. The amount approved in the 2021/22 Capital Budget for this project is \$50,000. There has been a lot of other activity happening in 2021/22 which has stretched resources, so the project has fallen behind the original planned schedule of completing the tender package in the 2021/22 fiscal year. The proposed updated project schedule is outlined as follows:

- 2022/23 – exterior condition assessment and tender package for exterior work
- 2023/24 – start exterior work
- 2024/25 – continue and finish exterior work
- 2024/25 – interior condition assessment and tender package for interior work
- 2025/26 – start interior work
- 2026/27 – continue and finish interior work.

The RFP for this project closed on January 13, 2022, and proposals must remain open and available for acceptance by the Town for 90 days after the Closing Time. Thus, the contract needs to be awarded on or before April 13, 2022.

Request for Proposal Results

The following is a summary of the proposal prices submitted for this project excluding HST.

Company	Proposal Price (excluding HST)
DSRA Architecture	\$ 120,500
Fishburn Sheridan Atlantic Inc.	\$ 81,319

The two (2) proposals are both of similar strength in terms of corporate and project team experience, project personnel experience and education, and project management and methodology. Both proposals included all of the required project activities and deliverables in the RFP. Fishburn Sheridan Atlantic Inc. (Fishburn) has provided the lowest price, at approximately \$40,000 less than DSRA. In addition, Fishburn's proposal included quality assurance reviews/contract administration during the construction phase of the project. Reference checks completed to date for Fishburn have been favourable.

3. FINANCIAL IMPACT

The amount approved in the 2021/22 Capital Budget for the Town Hall Exterior Restoration tender package is \$50,000 (funded with Deed Transfer Taxes) including the net HST. The updated estimated project cost is now \$95,000 for the 2022/23 fiscal year. The updated estimate includes the proposed price, plus 10% contingency and net HST.

In December 2021, staff identified a Parks Canada grant that could potentially offset some of the cost of this project. A funding application was submitted to Parks Canada in early January for the maximum amount of \$25,000. This funding program is for the 2022/23 fiscal year.

	2022/23 Budget Funding
Deed Transfer Taxes	\$ 70,000
Parks Canada Grant*	\$ 25,000

*If grant application is unsuccessful, the Deed Transfer Tax funding will be increased to cover the entire project.

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 Town Council approve the following:

- Confirm project carried forward to the 2022/23 fiscal year.
- Increase and pre-approve the Capital Budget for this project from \$50,000 to \$95,000.
- The Town Hall Exterior Restoration exterior condition assessment and tender package project will be awarded by staff to Fishburn Sheridan Atlantic Inc. for the estimated contract price of \$81,319 plus HST as per our Purchasing Policy.

Draft Motion:

Moved and seconded that the Town Hall Restoration Tender Package Project be carried forward to the 2022/23 fiscal year in the pre-approved amount of \$95,000 with funding from a combination of Deed Transfer Taxes and a potential Parks Canada grant.

Acknowledged only by:

Kevin Malloy
Interim CAO

Circulated: _____

Document No: E-RTN-001
Meeting: Council
Circulate To: Council, BR, JL, JM, PB
File: Water/Wastewater - General

MEMORANDUM

TO: TOWN COUNCIL

FROM: DENNIS MACPHERSON, M.Eng., P.Eng., TOWN ENGINEER

DATE: FEBRUARY 11, 2022

RE: OCTOBER 2021 TO DECEMBER 2021 WASTEWATER: QUALITY TEST RESULTS

1. FACTS

The Nova Scotia Environment “Approval” documents to operate for the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

2. ISSUES AND OPTIONS

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment in 2020. The requirements of this Approval, as well as the Federal Requirements are summarized below:

Provincial Approval 2012-082710-02 Testing Requirements

<p>Treated wastewater must be tested a minimum of five times per month (once per week) for:</p> <ul style="list-style-type: none"> • Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L) • Suspended Solids (SS, maximum 20 mg/L); and • <i>E. coli</i> (maximum 1000 counts/100 mL).
<ul style="list-style-type: none"> • pH is tested daily (five times per week). Acceptable pH is in the range 6.0 - 9.0.
<ul style="list-style-type: none"> • The facility is considered to be in “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of <i>E. coli</i>, which shall be the geometric mean.” The averaging period is defined as quarterly.

Federal Wastewater Systems Effluent Regulations Testing Requirements

<p>Treated wastewater must be tested every two weeks for:</p> <ul style="list-style-type: none"> • Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L) • Total Suspended Solids (TSS maximum 25 mg/L) • Un-ionized ammonia (maximum 1.25 mg/L) and • pH (between 5.5 - 9.5)
<ul style="list-style-type: none"> • Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

Results

The required number of tests per month for CBOD, SS, *E. coli* and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	SS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 3 2021	3.2	9.3	31

There was one instance in November 2021 where TSS was above the provincial standard, at 21 mg/L. Furthermore, there was one instance in December 2021 where *E. coli* was above the provincial standard, at 2400 counts/100 mL. Exceedances were due to high wastewater flows, which lead to upset conditions in the months of November and December. Nonetheless, on a quarterly average basis, which is the basis for meeting the requirements in the Provincial Approval, CBOD, SS and *E. coli* test results all met the Provincial and Federal requirements.

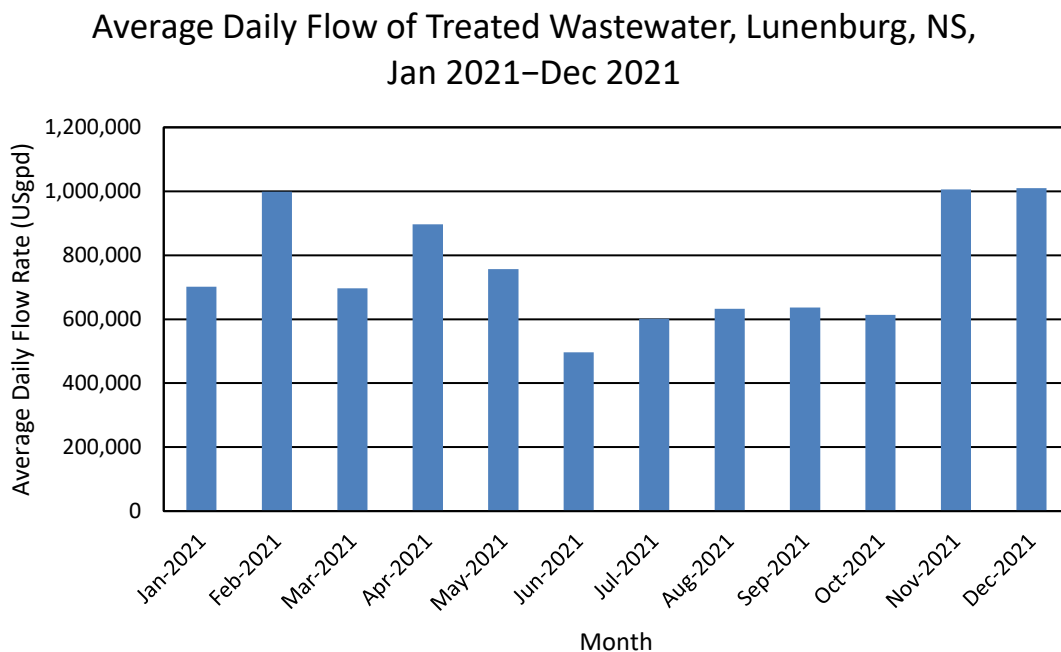
Lethality Testing:

According to the *Wastewater Systems Effluent Regulations* we are now only required to test for acute lethality yearly because the last four consecutive samples passed the test requirements.

Acute lethality testing was performed on November 17, 2021. Results came back as 0% lethal, therefore no trout died during this test.

Average Monthly Daily Flow of Wastewater:

The following graph shows the monthly flows for the wastewater treatment plant over the past year:



3. FINANCIAL IMPACT

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

4. STRATEGIC PLAN RELEVANCE

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

5. RECOMMENDATION

This report is provided for Town Council's information.

Acknowledged only by:

Kevin Malloy,

Interim CAO

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File: Water/Wastewater - General

MEMORANDUM

TO: TOWN COUNCIL

FROM: DENNIS MACPHERSON, M.Eng., P.Eng., TOWN ENGINEER

DATE: FEBRUARY 11, 2022

RE: POTABLE WATER, QUALITY TEST RESULTS: OCTOBER 2021 TO DECEMBER 2021

1. FACTS

The Nova Scotia Environment and Climate Change (NSECC) Approval documents to operate for the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the WTP and filed with the Provincial and Federal governments.

2. Summary of Water System Performance

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-01)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411)

2.1 Water Quality

The Approval to Operate document requires the following water quality sampling:

- Weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).
- Monthly tests for aluminum.
- Quarterly tests for parameters for corrosion control:
 - Lead (maximum 0.005 mg/L).
 - Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).
- Turbidity at each filtration unit must be between 0.1-0.3 NTU measured continuously.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* at any time. Treatment efficiencies are required to meet:
 - 3-log reduction (99.9%) of *Giardia* and *Cryptosporidium*.
 - 4-log reduction (99.9%) of viruses.
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

Results

From October to December 2021, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements. The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

Parameter Tested	Approval Limit	Exceeded Approval Limit
Aluminum	<0.1 mg/L for conventional treatment	None
	<0.2 mg/L for other treatment	None
Lead	<0.005 mg/L	None
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	0.1-0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

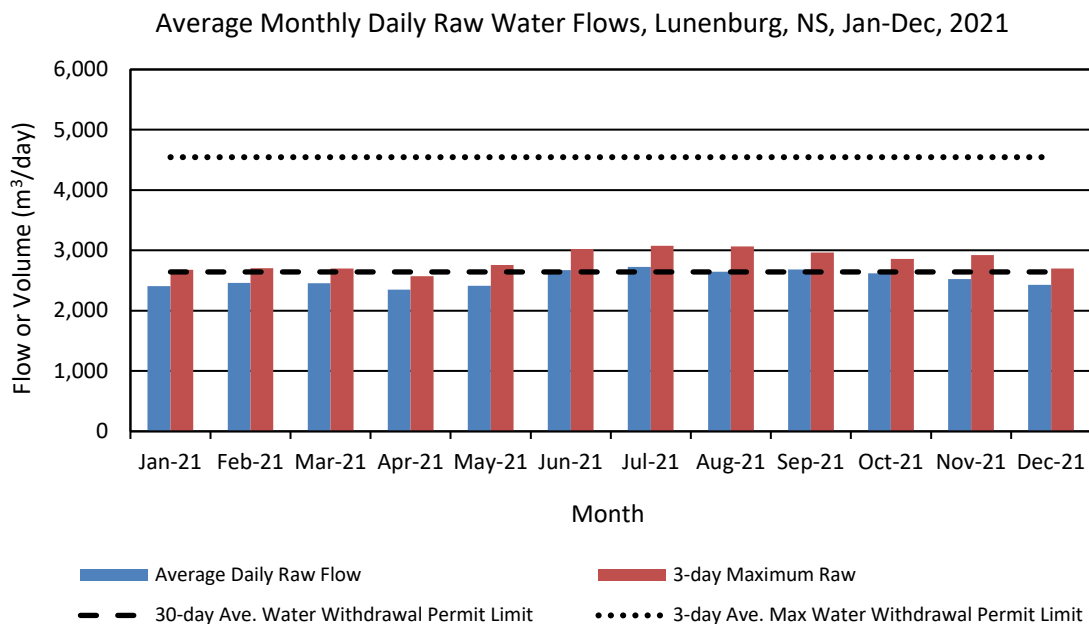
2.2 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal are as follows:

- Average rate of withdrawal: 2,634,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 4,546,000 L/day (averaged over 3 days).

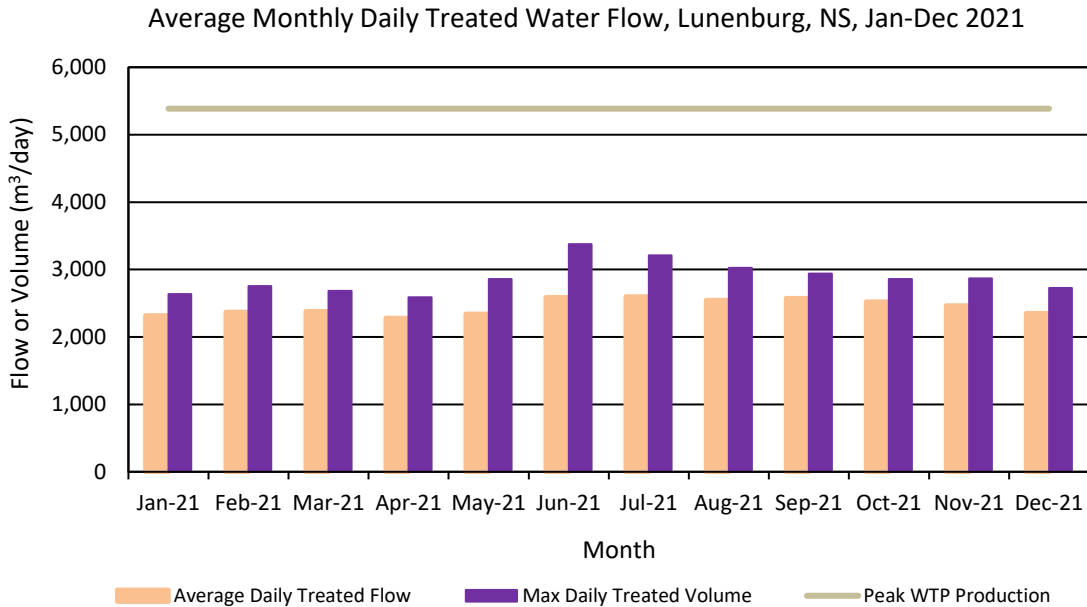
Average Monthly and Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP in 2021:



Average Monthly and Daily Flow of Treated Water:

The following graph shows the historical monthly flows and the maximum daily flow for the treated water from the WTP in 2021:



Results

The average daily raw water flow did not exceed the 30-day average Water Withdrawal Permit Limit during this quarter. The Town is still in the process of renewing the Water Withdrawal Permit and is requesting a higher withdrawal limit.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The average daily treated water flow did not exceed the peak production rate within this quarter.

2.3 Water Main Breaks and Repairs:

There were two leaks reported in this quarter, both of which in December 2021:

1. December 8, 2021, on Brook Street. A 3/4" copper line pinhole leak, just downstream from the valve at the main. This copper line was replaced from the valve at the main to the curb stop.
2. December 20, 2021, on Masons Beach Road. A 3/4" plastic pipe cracked, almost at the end of the line serving MBR.

2.4 Complaints

Complaints were not reported this quarter.

3. FINANCIAL IMPACT

Funds are included in the WTP operating budget to pay for these water quality tests.

4. STRATEGIC PLAN RELEVANCE

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

5. RECOMMENDATION

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