

# Town of Lunenburg Council Meeting

Tuesday, September 27, 2022 at 6:00 p.m.  
Council Chamber



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

**ALSO PRESENT:** Lisa Dagley, Finance Director  
Jamie Doyle, Chief Administrative Officer (CAO)  
Trevor Hume, Planning Technician/Development Officer  
Tyson Joyce, Director of Public Works  
Lisa Kendall, Municipal Engineer/Project Manager  
Arthur MacDonald, Director of Community Development  
Heather McCallum, Assistant Municipal Clerk

**ABSENT:** Councillor Jenni Birtles

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## 1. Call to Order

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

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

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

## 3. Agenda

Regrets were received from Councillor Birtles.

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

## 4. Minutes

Motion: moved and seconded approval of the Council meeting minutes of September 13, 2022 as presented. Motion carried.

**5. Public Hearings, Presentations and Questions (Nil)**

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

- a. Municipality of the District of Lunenburg: Notice regarding proposed amendments regarding Small Option Homes

The notice was received for information.

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

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

**9. New Business**

- a. Proposed Street Services Extension Policy

The Director of Community Development presented his report ([Schedule A](#)). He and the Finance Director responded to questions from Council.

[Council agreed by unanimous consensus to defer this decision to a future meeting so that criteria for evaluation of individual cases can be developed and added to the draft policy.](#)

- b. Proposed Land Divestiture Policy

The Director of Community Development presented his report ([Schedule B](#)). He responded to questions from Council.

[Council agreed by unanimous consensus to defer this decision to a future meeting so that criteria for evaluation regarding Public Information Meetings can be developed and revisions to the Appendix A "Land Profile Evaluation Tool" can be completed.](#)

- c. Fire Hall Vehicle Exhaust Extraction System RFP Award

The Finance Director presented her report ([Schedule C](#)).

[Motion: moved and seconded to increase the budget for the Fire Hall Vehicle Exhaust System for fiscal 2022/23 to \\$125,000 with the funding split 50/50 between the Town and District and to award the Fire Hall Vehicle Exhaust Extraction System RFP to Atlantic Air Cleaning Specialists for the price of \\$110,995 plus HST. Motion carried.](#)

- d. Wastewater and Water Treatment Quarterly Information Reports

The Director of Public Works presented the April-June 2022 quarterly reports for information ([Schedule D](#)).

He also confirmed that the new flood protection infrastructure for the Wastewater Treatment Plant worked very well during Hurricane Fiona this past weekend.

Council thanked staff for their emergency management work in preparing for and dealing with the storm.

e. Special Event Application: South Shore Mutual Aid Parade

Motion: moved and seconded to approve the Lunenburg & District Fire Department's South Shore Mutual Aid Parade event on October 12, 2022 at 7:00 p.m. ([Schedule E](#))  
Motion carried.

Staff was asked to help promote this community event.

f. Lunenburg Curling Club LAFF Application

The Deputy Mayor declared a conflict and moved to the public gallery.

Motion: moved and seconded the approval of the Lunenburg Curling Club's Lunenburg Athletic Facility Fund application in the amount of \$5,550 for sprinkler upgrades ([Schedule F](#)). Motion carried.

The Deputy Mayor resumed his seat at the Council table.

## 10. Meet in camera

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

- Potential lease of municipal property
- Personnel matters

Motion carried.

6:43 p.m. Council recessed and met in camera.

## 11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:16 p.m. There was nothing to report.

## **12. Adjournment**

The meeting was adjourned at 7:17 p.m. by the Mayor.

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Jamie Doyle  
CAO

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Document No:

Meeting: Council September 13, 2022

Circulate To: Council, JD, HM, LD

File:

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: AUGUST 26, 2022**

**RE: PROPOSED STREET SERVICES EXTENSION POLICY**

**1. FACTS****A. Background**

The Department of Community Development has been working on a service extension policy to help facilitate the extension of public services for development proposals. In consultation with Public Works and the Department of Finance, staff has developed a *Street Services Extension Policy* for Council's consideration and approval.

**B. Proposal**

The proposal is to have Council approve a *Street Services Extension Policy* to identify the approach with regards to the extension of street services and to identify when and how cost sharing scenarios may be deemed appropriate. The Policy deals with the extension of services for the following scenarios:

- 1) Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets (Article 4 – Attachment A);
- 2) Extension of Services for lots created by Subdivision on Existing Public Open Streets (Article 5 – Attachment B);
- 3) Extension of Services for lots on existing street reserves that are not Public Open Streets (Article 6 – Attachment C);
- 4) Extension of Services for existing lots with no Public Open Street frontage (Article 7 – Attachment D); and
- 5) Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services (Article 8 – Attachment E).

The proposed Policy outlines where cost sharing of services may be deemed appropriate, upon the approval of the Town Engineer, and the means of ensuring that budgetary considerations are considered by Council through the following year budget deliberations.

The Policy also provides a map of Public Open Streets (Schedule A) to help distinguish between Public Open Streets and existing road reserves.

## **2. ISSUES AND OPTIONS**

The proposed Policy enables Council to consider cost sharing scenarios for the extension of storm, sewer and water services. This will only be considered when there is a clear benefit for public investment at the absolute discretion of Council on a case-by-case nature. When a request is made, the public expenditure will be reviewed during the following year's budget deliberations and approved through the budget process prior to entering any cost-sharing arrangements. This would have the potential to impact the Town's budget from time to time.

The Town has three options:

- 1) To proceed with the approval of the proposed *Street Services Extension Policy* as outlined in **Attachment F**;
- 2) To proceed with the approval of the proposed *Street Services Extension Policy* as outlined in **Attachment F** with amendments; or
- 3) Maintain status quo. This is not a viable option as it provides uncertainties as to how and who pays for service extensions.

To encourage developments and to attempt to make servicing arrangements clearer to all involved, it is recommended to approve the *Street Services Extension Policy*. The Policy has been reviewed by Public Works as well as through the Department of Finance, which also administers the Water Regulations. The proposed *Street Services Extension Policy* is in-keeping with the Town's Subdivision By-law, Policy #3: Installation/Repairs to Sanitary, Storm Sewer and Water Laterals as well as the Town's Water Regulations.

## **3. FINANCIAL IMPACT**

There will be financial impacts for those applications requesting cost-sharing of service extensions. The lack of services is one of the major barriers to growth. A *Street Services Extension Policy* would enable staff to outline to the public what is feasible and what work is required to be undertaken at the applicant's expense and what work may be considered through cost-sharing arrangements with the Town.

4. **STRATEGIC PLAN RELEVANCE**

To proceed with a *Street Services Extension Policy* would be in-keeping with the Town's CCP, in particular:

*Economic Development:* Direction to support economic development.

5. **RECOMMENDATION AND DRAFT MOTION**

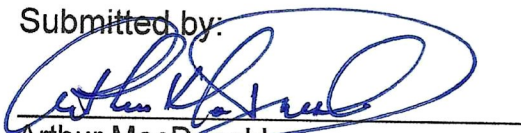
It is recommended that Council approves the *Street Services Extension Policy* as outlined in Attachment F. Notice of Motion is required.

**Motion:** Moved and seconded that Council hereby gives notice of motion to consider, at a following meeting, the approval of the *Street Services Extension Policy* as outlined in Attachment F.

**ATTACHMENTS:**

- A. Article 4 – Attachment A
- B. Article 5 – Attachment B
- C. Article 6 – Attachment C
- D. Article 7 – Attachment D
- E. Article 8 – Attachment E
- F. Proposed *Street Services Extension Policy*

Submitted by:



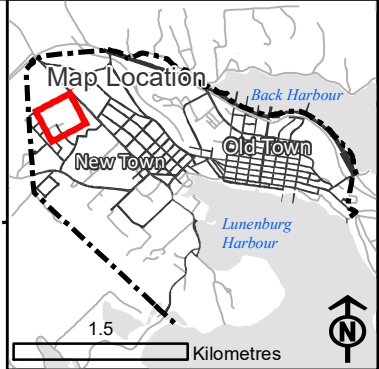
Arthur MacDonald  
Director of Community Development

Date: August 26/2022

Acknowledged only by:

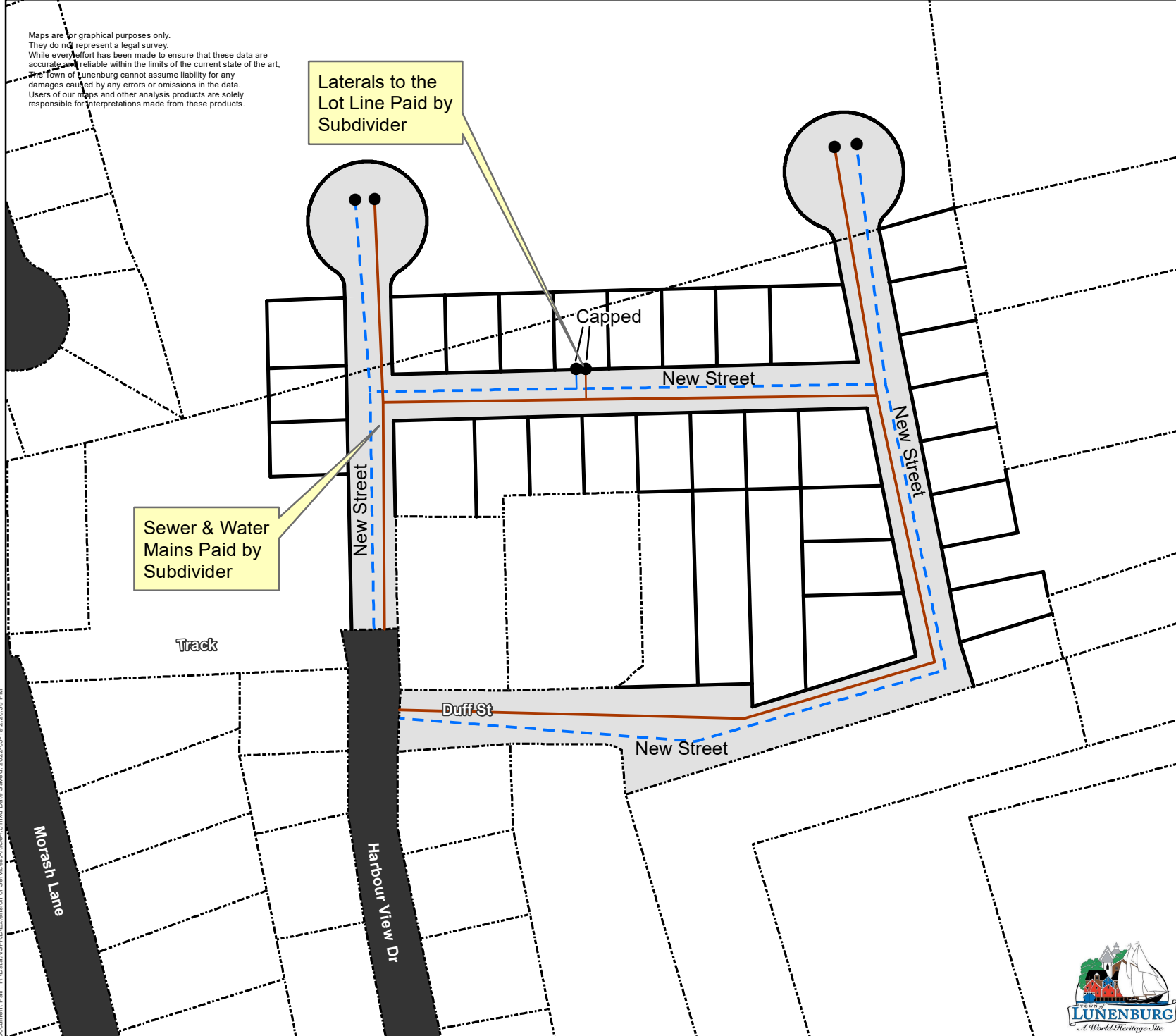
\_\_\_\_\_  
Jamie Doyle  
CAO

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Laterals to the Lot Line Paid by Subdivider

Sewer & Water Mains Paid by Subdivider



### 4.0 Extension of Services for Lots created by Plan of Subdivision on newly created Public Streets

All services covered by the subdivider with the exception of paving between the curbs & gutters, which is covered by the Town.

- Lateral and Main Caps

**Subdivision Plan**

- Sewer Lateral
- Sewer Main
- Subdivided Lots
- Water Lateral
- Water Main
- Existing Properties
- New Public Open Street
- Public Open Street

40 Metres

North



## ARTICLE 5.0 - EXAMPLE SKETCH

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Cost Sharing available (if there is a clear benefit to the Town) at Council's discretion.

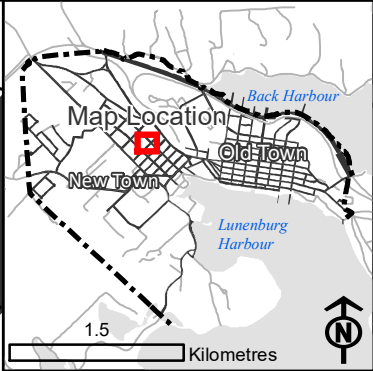
Existing Water and Sewer Mains

Sewer and/or Storm Laterals to the Lot Line Paid by the Subdivider

Water Lateral to the Lot Line Paid by the Town

Sewer & Water Mains Paid by the Subdivider

### LOCATION MAP



### 5.0 Extension of Services for Lots Created by Subdivision on Existing Public Open Streets

All services covered by the Subdivider except the water lateral from the main to the lot line.

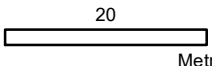
At the discretion of the Town Engineer, paving, sidewalks, curbs & gutters may not be required.

Cost sharing may be available.

● Lateral and Main Caps

#### Subdivision Plan

- Sewer Lateral
- Sewer Main
- Existing Sewer Main
- Subdivided Lots
- Water Lateral
- - - Water Main
- Existing Water Main
- - - Existing Properties
- Public Open Street



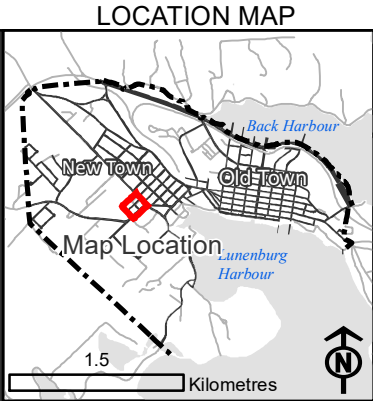
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Sewer and/or Storm Laterals to the Lot Line Paid by The Applicant

Water Lateral to the Lot Line Paid by The Town

Roadway, Sewer & Water Mains Paid by Applicant  
Cost Sharing is available (if there is a Clear Benefit to the Town) at Council's Discretion

The Town Will Cover the Cost of Surveying the Street and the filing at the Land Registration Office.  
Declaration of a Public Open Street by Motion of Council Required.



### 6.0 Extension of Services for Lots on Existing Street Reserves that are not Public Open Streets

All upgrades to the street reserve R-O-W to bring it to the standard of the Subdivision By-law, including services, to be covered by the applicant with the exception of paving between the curbs & gutters, which is covered by the Town.

Cost Sharing may be available.

● Lateral and Main Caps

#### Subdivision Plan

— Sewer Lateral

— Sewer Main

— Subdivided Lots

— Water Lateral

— Water Main

--- Existing Properties

■ New Public Open Street

■ Public Open Street

20

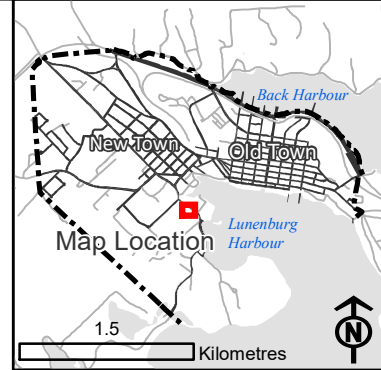
Metres

North



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### LOCATION MAP



### 7.0 Extension of Services for Existing Lots with no Public Open Street Frontage

At the discretion of the Town Engineer, lots in this category may be serviced via laterals placed within a 6.1m (20ft) easement vested to the owner of said lands.

This option to be available only if no other practical alternatives are present.

Existing Lot with No Street Frontage (PID60052644)

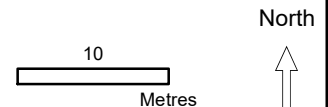
6.1m(20ft) Easement Granted to PID60052644

Water Lateral Paid by PID60052644

Sewer Lateral Paid by PID60052644

Tannery Rd

- Lateral and Main Caps
- Servicing Plan**
- Service Easement
- Sewer Lateral
- Water Lateral
- Existing Properties
- Public Open Street



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Where there is a clear benefit for public investment in extension of the main(s), the Town, at the discretion of Council, may wish to offer cost sharing on a case by case basis.

New Water Main Paid by PID6005710 (Possible Cost Sharing)

Existing Sewer Main

Existing Lot with Inadequate Services (PID6005710)

Sewer and/or Storm Lateral Paid by the Lot Owner (PID6005710)

Water Lateral Paid by the Town

Existing Water Main

Existing Sewer Main

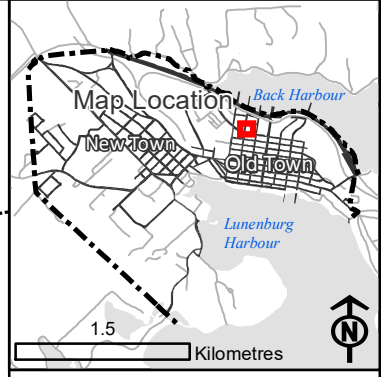
TOWN STREET RESERVE

Cornwallis St

Kissing Bridge Rd

Creighton St

### LOCATION MAP



### 8.0 Extension of Services for Existing Lots with Street Frontage on a Public Open Street with Inadequate Services

Mains may be extended where an existing lot on a Public Open Street has inadequate services at the cost of the Applicant.

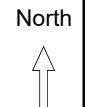
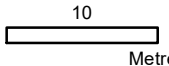
With approval of the Town Engineer, extension of mains within the Street R-O-W may not require provision of other services such as curbs & gutters and/or sidewalks.

Cost sharing may be available.

- Lateral and Main Caps

#### Servicing Plan

- Sewer Lateral
- Existing Sewer Main
- Water Lateral
- - - Water Main
- Existing Water Main
- - - Existing Properties
- Public Open Street



**ATTACHMENT E**  
**Proposed Street Services Extension Policy**

**1.0 Short Title**

- 1.1 This Policy shall be known as and may be cited as the “Street Services Extension Policy”.
- 1.2 This Policy is intended to establish the way and means of delivering and installing services to existing as well as new developments.

**2.0 Definitions**

- 2.1 In this Policy the definitions as laid out in the Town’s Land Use By-law, the Town’s Subdivision By-law and the Town’s Subdivision Specification shall prevail.

**3.0 Town’s Water Regulations**

- 3.1 The extension of water mains and water laterals shall be undertaken pursuant to the Lunenburg Water Utility Schedule of Rules and Regulations known as the Town’s Water Regulations. Where there is a conflict between this Policy and the Town’s Water Regulations, the provisions of the Town’s Water Regulations shall prevail.

**4.0 Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets:**

- 4.1 The extension of storm mains, sewer mains and water mains shall lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension shall be borne by the subdivider (applicant).
- 4.2 Each lot on a Plan of Subdivision on a proposed public street shall be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral shall be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- 4.3 The proposed public street and services shall be constructed in accordance with the Town’s Subdivision By-law and Subdivision Specifications.
- 4.4 The boundaries of the proposed street shall be surveyed and upon completion, in compliance with the Town’s Subdivision By-law and Subdivision Specifications, shall be transferred over to the Town and the Town shall declare said lands as a public open street, naming the public street and be responsible for paving said street between the curbs and gutters. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry shall be borne by the applicant.

**5.0 Extension of Services for lots created by Subdivision on Existing Public Open Streets:**

- 5.1 Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.

- 5.2 Where an extension is undertaken pursuant to Section 5.1, the extension of the storm main, sewer main or water main, as the case may be, shall be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- 5.3 Where an extension is undertaken pursuant to Section 5.1 and 5.2, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line shall be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- 5.4 Notwithstanding 5.1, 5.2 and 5.3, where there is a clear benefit for public investment into the extension of services, the Town may wish to cost share in the development of the extension of said services. Such cost sharing shall be at the absolute discretion of Council on a case-by-case nature. The public expenditure shall be reviewed at the following year's budget deliberations and approved through the budget process prior to entering any cost sharing scenarios.

#### **6.0 Extension of Services for lots on existing street reserves that are not Public Open Streets:**

- 6.1 Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, shall be borne by the applicant. These costs include bring the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line as well as the paving of the roadbed. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line shall be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- 6.2 Notwithstanding 6.1 where there is a clear benefit for public investment into the creation of a public open street from the Town's road reserves, the Town may wish to cost share in the development of the public open street. Such cost sharing shall be at the absolute discretion of Council on a case-by-case nature. The public expenditure shall be reviewed at the following year's budget deliberations and approved through the budget process prior to entering any cost-sharing scenarios.
- 6.3 Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312(2) of the *Municipal Government Act*, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

#### **7.0 Extension of Services for existing lots with no Public Open Street frontage:**

- 7.1 Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 Ft.) easement vested to the owner of said lands being serviced. This shall be only considered at the absolute discretion of the Town Engineer if there are no practical alternative presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the

water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street shall be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement shall be borne by the owner of the lot being serviced.

#### **8.0 Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services:**

- 8.1 Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- 8.2 Where an extension is undertaken pursuant to Section 8.1 the extension of the storm main, sewer main or water main shall be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- 8.3 Where an extension is undertaken pursuant to Section 8.1 and 8.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line shall be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- 8.4 Notwithstanding 8.1, 8.2 and 8.3, where there is a clear benefit for public investment into the extension of the storm main, sewer main or water main, the Town may wish to cost share in the extension of the storm main, sewer main or water main. Such cost sharing shall be at the absolute discretion of Council on a case-by-case nature. The public expenditure shall be reviewed at the following year's budget deliberations and approved through the budget process prior to entering any cost sharing scenarios.

#### **9.0 Extension of Services shall be Mains:**

- 9.1 Notwithstanding anything contained in this Policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town shall not be in the form of sewer or water laterals. Such extensions shall be undertaken to the specifications of storm, sewer and water mains as the case may be.

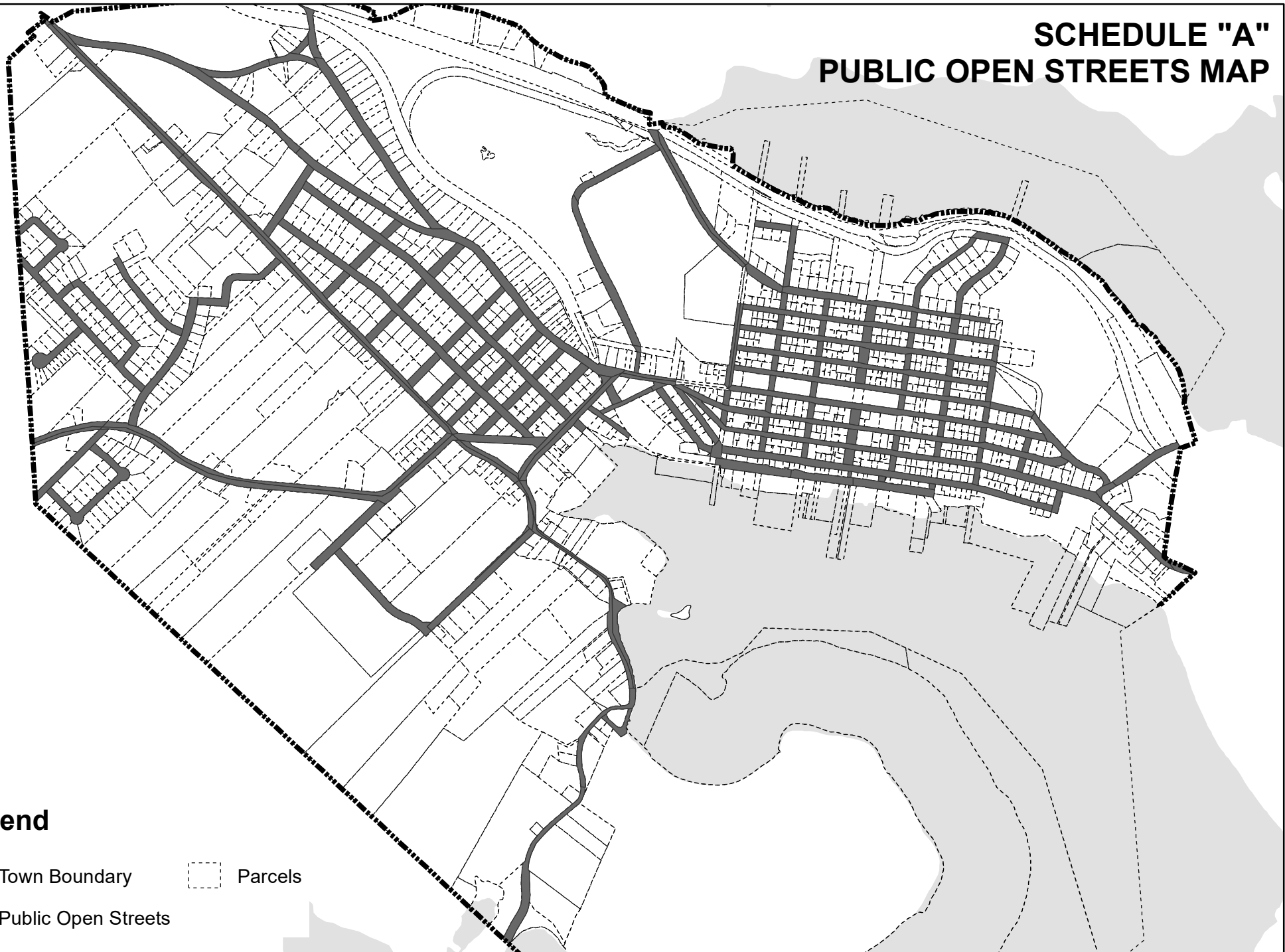
#### **10.0 Lateral Attachments to Mains within an Easement:**

- 10.1 Notwithstanding anything contained in this Policy, the extension of storm mains, sewer mains and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternative presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternative presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.




#### **11.0 Identification of Public Open Streets**

- 11.1 Public open streets owned and maintained by the Town shall be limited to those public open streets as shown on Schedule "A" - Public Open Streets Map.

# SCHEDULE "A" PUBLIC OPEN STREETS MAP



## Legend

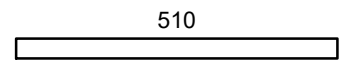
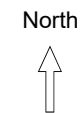
-  Town Boundary
-  Parcels
-  Public Open Streets

Document Path: H:\Data\NSPRD\Extension of Services\TownExtension\GIS\Services\OpenStreets\Map.mxd Date Saved: 2022-05-25 2:10:10 PM



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## TOWN OF LUNENBURG Public Open Streets Map



Metres

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

Document No:

Meeting: Council September 13, 2022

Circulate To: Council, JD, HM, LD

File:

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, DIRECTOR OF COMMUNITY DEVELOPMENT**

**DATE: AUGUST 24, 2022**

**RE: PROPOSED LAND DIVESTITURE POLICY**

**1. FACTS****A. Background**

The Department of Community Development has been working on a proposed Land Divestiture Policy to help facilitate the disposal of Town surplus lands in-keeping with the Municipal Government Act (MGA). In consultation with the Town's Management Team, staff has developed a Land Divestiture Policy for Council's consideration and approval.

**B. Proposal**

The proposal is to have Council approve a Land Divestiture Policy to identify the approach with regards to the sale of Town surplus lands. The Policy deals solely with the divestiture of land and does not entertain other assets of the Town. Other assets, such as vehicles and machinery will be dealt with under an Asset Divestiture Policy.

In keeping with the Town's Comprehensive Community Plan (CCP) a public engagement process has been outlined in Part 7 of the Policy. This would require the Town to undertake a Public Information Meeting (PIM) for the sale of any surplus Residential Use (RL, RM, RH, RUR) Zone lands as defined under the Town's Land Use By-law. Any sale of any lands not zoned Residential (RL, RM, RH, RUR), the requirement to hold a PIM will be at the discretion of the CAO.

The Policy requires a staff report to be filed with Council prior to declaring land as surplus. As outlined in the Policy, a staff report will include items as identified in Appendix A - Land Profile Evaluation Tool.

## 2. ISSUES AND OPTIONS

The proposed Policy enables Council to follow a procedure with regards to the sale of surplus lands.

The Town has three options:

- 1) To proceed with the approval of the proposed Land Divestiture Policy as outlined in **Attachment A**;
- 2) To proceed with the approval of the proposed Land Divestiture Policy as outlined in **Attachment A** with amendments; or
- 3) Maintain status quo. This is not a viable option as it provides uncertainties as to how the Town will proceed with the sale of surplus lands.

To enable the sale of surplus Town lands in a coherent fashion, it is recommended to approve the Land Divestiture Policy. The Policy has been reviewed by the Town's Management Team and is in compliance with the MGA and the Town's CCP.

## 3. FINANCIAL IMPACT

There will be financial impacts associated with preparing lands for sale, including but not limited to, lawyer fees for clear title and migration, survey plans/subdivision plans and fair market appraisals. However, it is anticipated that these costs will be recouped through the sale of the surplus lands. In addition, once the lands are transferred into private hands, the lands would have an opportunity to enhance economic growth through new developments as well as improve the Town's overall budget through increased property assessments.

## 4. STRATEGIC PLAN RELEVANCE

To proceed with a Land Divestiture Policy would be in-keeping with the Town's CCP, in particular:

*Economic Development:* Direction to support economic development.

*Community Structure:* Direction regarding how the town will be structured and how land will be used.

*Servicing and Facilities:* Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use. Plan for the long term of all municipal facilities, including renovation, sale or lease.

5. **RECOMMENDATION AND DRAFT MOTION**

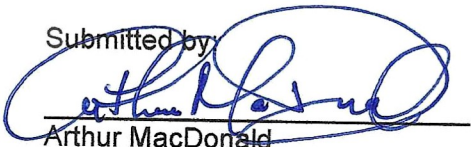
It is recommended that Council approves the Land Divestiture Policy as outlined in Attachment A.

**Motion:** Moved and seconded that Council hereby gives notice of motion to consider, at a following meeting, the approval of the Land Divestiture Policy as outlined in Attachment A.

**ATTACHMENTS:**

A. Proposed Land Divestiture Policy

Submitted by:



Arthur MacDonald

Director of Community Development

Date: August 26/2022

Acknowledged only by:

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Jamie Doyle  
CAO

# **ATTACHMENT A**

## **Town of Lunenburg Land Divestiture Policy**

### **1.0 Purpose**

**1.1** This policy provides guidance for the Town of Lunenburg (“the Town”) when proposing to divest surplus land.

### **2.0 Municipal Government Act (MGA)**

**2.1** In declaring surplus property for divestiture, the Town shall comply with the Municipal Government Act (MGA) with particular attention to Sections 50, 51, 51A, and 218.

### **3.0 Definitions**

**3.1** “Appraisal” – means an opinion on the fair market value of the surplus land provided by an Accredited Land Appraiser or such other qualified person as the CAO deems suitable.

**3.2** “Divestiture” – means the sale, exchange, or transfer of any portion of the Town’s surplus land.

**3.3** “Land” – means lands owned by the Town, whether vacant or not, or any other proprietary interests in lands owned by the Town, and, without limiting the generality of the foregoing, includes easements, rights-of-way, leaseholds, and includes any interest in lands under an agreement of purchase of sale.

**3.4** “Fair Market Value” – means the amount that the land might be expected to realize if sold in the open market by a willing seller and buyer.

**3.5** “The Town” – means the Town of Lunenburg.

**3.6** “Surplus Land” – means any land declared surplus by the Town that is no longer required for Town purposes.

**3.7** “Immediate Family Member” – means any spouse of a Council member or employee of the Town, and any son, daughter, mother, father, brother or sister of a Council member or employee of the Council members’ or employee’ spouse; or any other person who normally resides in the same home as a Council member or employee of the Town.

**3.8** “CAO” – means the Chief Administrative Officer of the Town of Lunenburg.

**3.9** “Development” – means any erection, construction, alteration, replacement, or relocation of or any addition to any structure and/or any change or alteration in the use made of land, buildings, or structures.

**3.10** “Lot” - means any existing lot and includes any lot to be created by the filing of a Plan of Subdivision.

**3.11** “Subdivision” - means the division of any area of land into two or more parcels and includes a re-subdivision or a consolidation of two or more parcels.

#### **4.0 General**

**4.1** In the event that the provisions of this Policy are inconsistent with the provision of the Municipal Government Act, its’ Regulations or any other Act, the provisions of the Act or Regulations shall prevail.

**4.2** This policy shall be consistent with the Town’s objectives, by-laws and approved policies as well as all Provincial and Federal legislation governing the operation of the Town. Where there is a conflict, the higher or more stringent regulation or provision shall prevail.

**4.3** Any Council reports dealing with any divestiture of any Town lands, including the determination of the sale price and/or negotiations related thereto, shall be dealt with in-camera in accordance with Section 22(2)(a) of the MGA until such time as required to be dealt with at an open meeting of Council.

**4.4** The Town may refuse any offer of purchase at its sole and absolute discretion.

**4.5** Divesting of surplus land will be subject to any pre-existing benefits, burdens, and/or interests (including, but not limited to easements) of title.

**4.6** To avoid Conflict of Interest:

- a. a Council member; or
- b. an employee of the Town; or
- c. an immediate family member; or
- d. a company in which a person referred to in clause (a), (b), or (c) has an interest

are precluded from purchasing Town surplus property, except when said property directly abuts their existing property in-keeping with Section 51A of the MGA.

## **5.0 Requests for Municipal Property**

**5.1** Council may consider the divesting of Town lands upon written request prepared by the prospective purchaser or their agent.

**5.2** Council may deem properties surplus without a request if it is felt that the property is no longer required for Town purposes.

## **6.0 Determination of Surplus Land**

**6.1** Prior to divesting any lands, Council shall, by resolution, declare the land surplus and declare that the lands are no longer required for Town purposes.

**6.2** Before declaring a property to be surplus, a report and recommendation shall be submitted for Council's consideration.

**6.3** The evaluation criteria in Appendix A will be used to create a land profile and will form part of the report referred to in Section 6.2.

**6.4** Prior to divesting any surplus land, the Town may wish to obtain or require:

- a. clear title and migration into the Land Registration Office;
- b. a legal survey plan;
- c. a subdivision plan, if required; and
- d. an appraisal for Fair Market Value.

## **7.0 Public Information Meeting (PIM)**

**7.1** Prior to divesting any surplus Residential Use (RL, RM, RH, RUR) Zone lands as defined under the Town's Land Use By-law, Council shall hold a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land.

**7.2** Prior to divesting any surplus lands not zoned as Residential Use (RL, RM, RH, RUR) Zone as defined under the Town's Land Use By-law the holding of a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land shall be at the discretion of the CAO.

## **8.0 Property Exempt from Policy**

**8.1** Properties that are up for sale due to tax arrears pursuant to Section 134 of the MGA are exempt from this Policy.

## **9.0 Purchase and Sale Agreement**

9.1 The following conditions may be included in a purchase and sale agreement:

a. Deposit:

i. a 10% deposit against the final purchase price within specified timeline of an accepted offer.

ii. any deposit shall be returned to the purchaser, without interest, if the Town fails to fulfil the Terms of the Purchase and Sale Agreement.

iii. any deposit shall be forfeited should the purchaser fail to complete the sale in accordance with the Terms of the Purchase and Sale Agreement in addition to any other rights, costs or damages that the Town may otherwise be entitled to.

b. Sale of the property shall be completed within specified timeline of an accepted offer.

c. Construction Timelines:

i. if construction of a development is relevant to the sale of the property, the Purchase and Sale Agreement may require that Commencement of Construction shall be not later than a specified timeline from the Date of Closing.

ii. if construction of a development is relevant to the sale of the property, the Purchase and Sale Agreement may require the Development to be completed no later than a specified timeline from the Date of Closing.

9.2 Purchase and Sale Agreements should, if applicable, include clear direction related to any buy-back provisions. If any buy-back provisions are incorporated within the Purchase and Sale Agreement, the Agreement shall layout the provisions to recoup any costs associated with returning the lot to its original pre-purchased condition.

## **10.0 Real Estate Broker**

10.1 The CAO may decide, at the CAO discretion, to use the services of a real estate broker.

10.2 The following conditions may be included in a real estate broker agreement:

a. Commission:

i. the percentage of the real estate commission;

ii. the timeline when the real estate commission is payable to the broker within a specified timeline of closing.

b. Municipal Liability:

i. a clause regarding, if for any reason, the transaction does not close, the Town is not responsible for the payment of the real estate commission nor is the Town liable for any other payments, penalty, action, or future consideration to the broker.

## **11.0 CAO Responsibilities**

11.1 The CAO may, at the CAO discretion, negotiate and include additional items not in conflict with any specific provisions of this Policy in consideration of the best interest of the Town. The CAO may seek legal advice in the drafting of the terms and conditions of the Purchase and Sale Agreement and/or the Real Estate Broker Agreement.

11.2 The CAO may, at the CAO discretion, consider a variance in price in the Purchase in Sale Agreement, in accordance with the MGA.

11.3 The CAO may, at the CAO discretion, obtain the services of a real estate broker.

11.4 The CAO may, at the CAO discretion, obtain the services of a legal firm in order to execute the divestiture of Town lands.

11.5 The CAO may, at the CAO discretion, approve and/or amend the provisions and/or terms of a Purchase and Sale Agreement and/or the Real Estate Broker Agreement, in accordance with the MGA.

## **12.0 Effective Date**

12.1 This Policy shall come into force and effect on the date of its passing by Council.

**Appendix A**  
Land Profile Evaluation Tool

1. Specify the location and area of the land (i.e. civic address, PID #, survey).
2. Specify the monetary value of the land (assessed/appraised value).
3. What form of access is there to the property? (public road, private road, easement).
4. Does the property have any known contamination/environmental concerns based on the previous environmental studies, if any, or does an environmental assessment need to be conducted?
5. Does the property have any architectural, historical, or recreational value?
6. Does the property have any ecological/conservation value?
7. Has fair Market Value for the land been determined?
8. Is the land adjacent or nearby water (river, lake, ocean)?
9. Is the land already in use? Is there a lease agreement in place?
10. Are there any known public concerns relating to the divestiture of the property?
11. Is there possible future liability/gain (i.e. useful site in future, or site features such as erosion that suggest any divestiture would result in a liability)?
12. Has an electrical scoping evaluation taken place?
13. Do stakeholders such as nearby landowners, community associations, and/or members of the public need to be consulted?

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Document No:  
Meeting: COUNCIL SEPT.27/22  
Circulate to:  
File: Budget 22-23

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: SEPTEMBER 16, 2022**

**RE: RFP AWARD – FIRE HALL VEHICLE EXHAUST EXTRATION SYSTEM**

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### **1. FACTS**

At the July 12, 2022 Council meeting the following motion was approved:

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

Staff's previous report regarding this item is attached for Council's reference. (Schedule A) This report provides an update and a recommendation to approve the award of the RFP.

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

The vendor is holding their price until September 30.

At their September meeting District 1 & 2 approved 50% funding of the revised \$125,000 budget for this project, however their funding will be over two fiscal years (22-23 = \$30,000 and 23-24 = \$32,500).

Staff were not able to source any possible grants for this project.

### **3. FINANCIAL IMPACT**

As noted in the previous staff report the 22-23 Capital budget for this project when a contingency is included needs to be increased to \$125,000.

The Town is funding this project with Capital Reserves and there are additional Capital Reverses available to increase the Town's contribution to \$62,500.

#### **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**

To approve the following draft motions:

##### **Draft Motions:**

Moved and seconded to increase the budget for the Fire Hall Vehicle Exhaust Extraction System for fiscal 22-23 to \$125,000 with the funding split 50/50 between the Town & District.

Moved and seconded to award the Fire Hall Vehicle Exhaust Extraction System RFP to Atlantic Air Cleaning Specialists for the price of \$110,995 plus HST.

Attachments –

**Schedule A** – June 9, 2022 Staff Report: Request for Proposals Award – Fire Hall Exhaust Extraction System

Acknowledged only by:

Jamie Doyle  
CAO

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

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## MEMORANDUM

**TO: TOWN COUNCIL**

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

**DATE: JUNE 9, 2022**

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

---

### **1. FACTS**

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

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

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

#### RFP Results

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

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

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

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

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

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

### **3. FINANCIAL IMPACT**

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

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

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

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

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

It is recommended that the Committee approve the following draft motions:

*Draft Motions:*

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

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

Acknowledged only by:

Kevin Malloy  
Interim CAO

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Document No:  
Meeting: Council – Sep 27/22  
Circulate  
File:

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## **MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: TYSON JOYCE, TOWN ENGINEER**

**DATE: SEPTEMBER 20, 2022**

**RE: WATER QUALITY REPORT APRIL TO JUNE 2022**

---

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

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 April to June 2022, 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 NTU 99% of the time, and not to exceed 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		

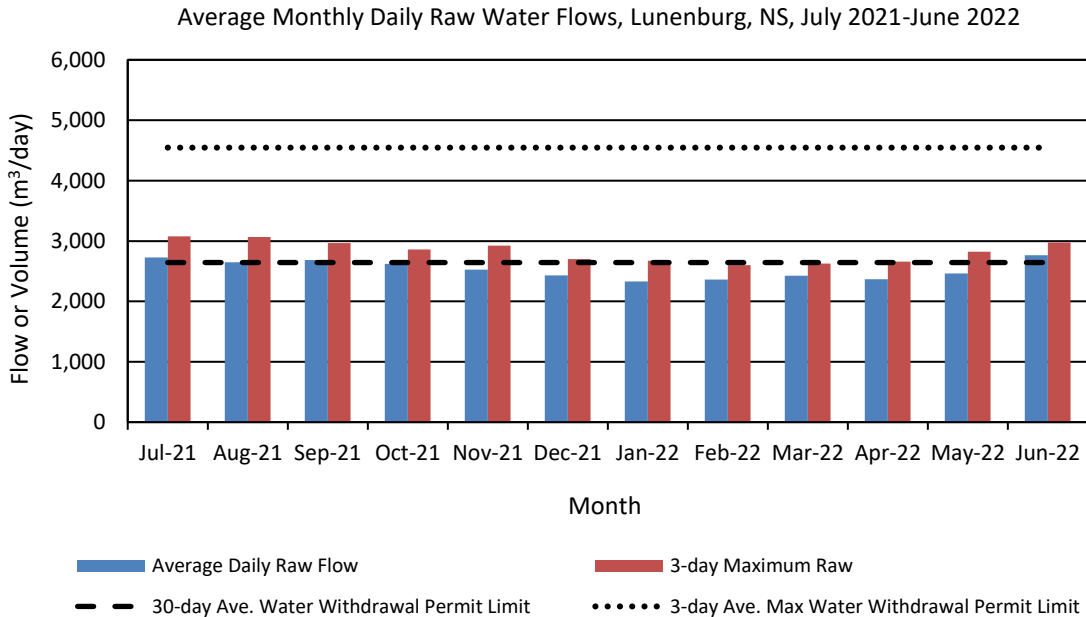
## 2.2 Raw and Treated Water Flows

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).

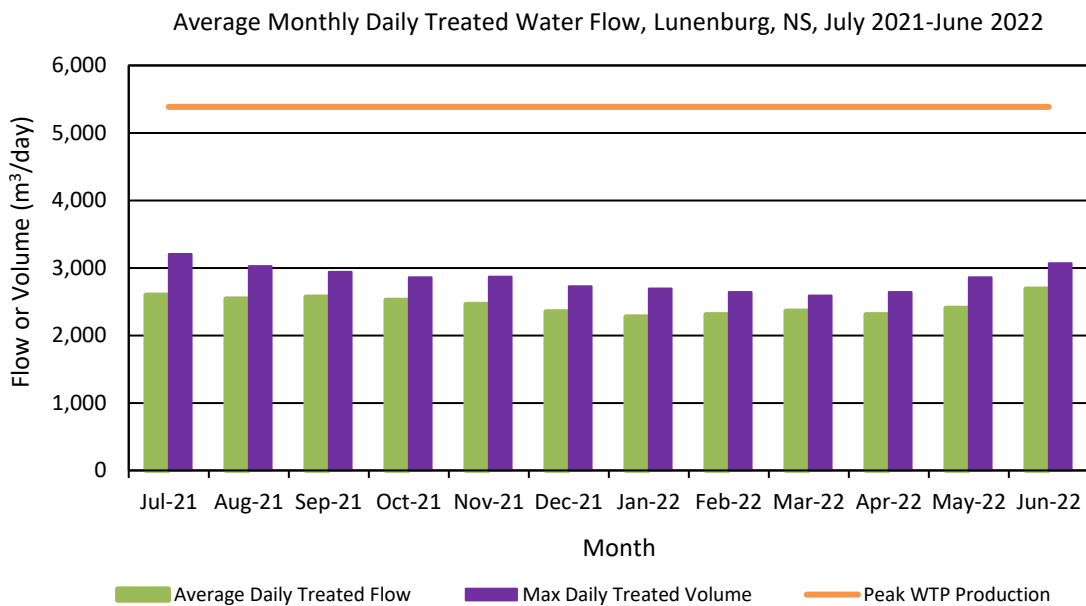
### Average Monthly and Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



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 over the past year, inclusive of this quarter:



**Results**

The average daily raw water flow exceeded the 30-day average Water Withdrawal Permit Limit during the month of June this quarter at 2764.25 ML/day. The Town has recently renewed the Water Withdrawal Permit at a higher volume of 3,600 ML/day.

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

The 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, which are detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
April	13	MacDonald Street	Civic 66	Pinhole leak in copper lateral. Lateral replaced.
May	26	Tannery	Bluenose Academy	8" PVC Line hit by contractor during power pole replacement.

**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 AND DRAFT MOTION**

This report is provided for Town Council's information.

Acknowledged only by:

Jamie Doyle  
CAO

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: TYSON JOYCE, TOWN ENGINEER**

**DATE: SEPTEMBER 20, 2022**

**RE: WASTEWATER QUALITY REPORT APRIL TO JUNE 2022**

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### **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 ANALYSIS**

The Town’s 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"> <li>• Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)</li> <li>• Suspended Solids (SS, maximum 20 mg/L); and</li> <li>• <i>E. coli</i> (maximum 1000 counts/100 mL).</li> </ul>
<ul style="list-style-type: none"> <li>• pH is tested daily (five times per week). Acceptable pH is in the range 6.0 - 9.0.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**Federal Wastewater Systems Effluent Regulations Testing Requirements**

<p>Treated wastewater must be tested every two weeks for:</p> <ul style="list-style-type: none"> <li>• Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)</li> <li>• Total Suspended Solids (TSS maximum 25 mg/L)</li> <li>• Un-ionized ammonia (maximum 1.25 mg/L) and</li> <li>• pH (between 5.5 - 9.5)</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**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. 2 2022	6.4	11.1	107

There was one instance in June 2022 where TSS was above the Federal Limit, at 30 mg/L on June 7, 2022. There was another instance in May 2022 where TSS was above the provincial limit at 25 mg/L on May 11, 2022. 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 five consecutive samples passed the test requirements.

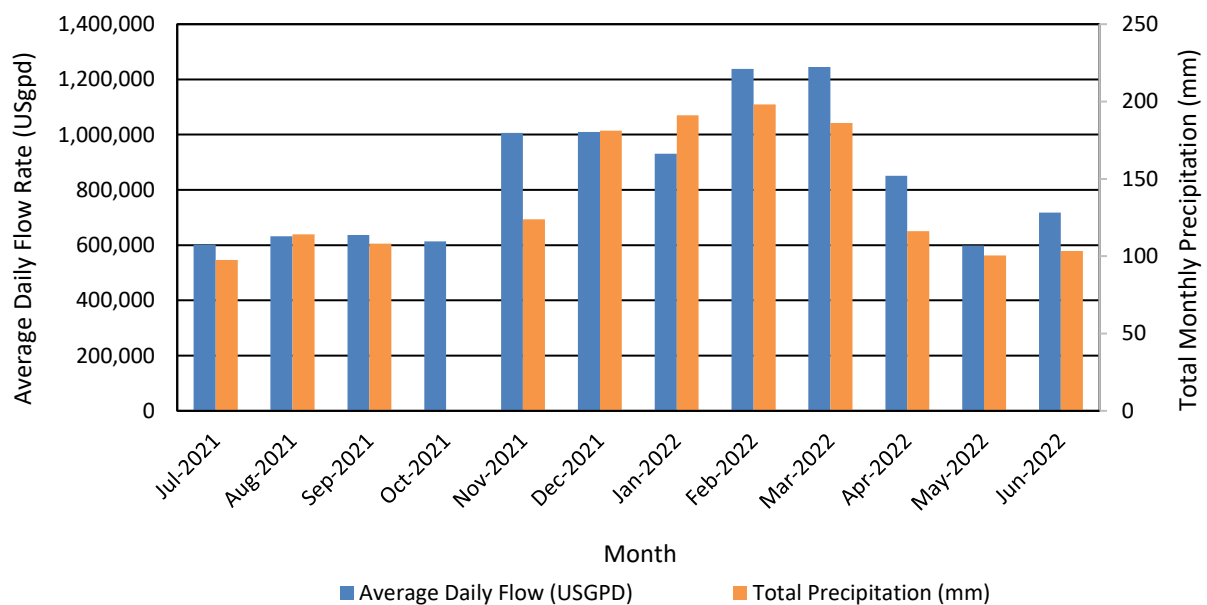
The last acute lethality test was performed on November 17, 2021, and no trout died during this test.

The next acute lethality test will be performed in November 2022.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation over this quarter. This data was taken from Western Head, Nova Scotia. Total precipitation data was not reported from October 10, 2021, to November 10, 2021 at this location.

Average Daily Flow of Treated Wastewater, Lunenburg, NS,  
July 2021–June 2022



**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 AND DRAFT MOTION**

This report is provided for Town Council's information.

Acknowledged only by:

Jamie Doyle  
CAO

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

Please complete all sections of this Application and return to:

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

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):

South Shore Mutual Aid Parade

2. Name of organization hosting/planning event:

LUNENBURG DISTRICT FIRE DEPT.

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

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

4. Key contact for event:

Name: COREY HODDER

Address: 25 MEDWAY ST

Postal Code: B0J-2C0

Phone No. 902 277-2135 (H) \_\_\_\_\_ (O) \_\_\_\_\_ (F) \_\_\_\_\_

Secondary contact for event:

Name: DARREN ROMKEY (CHIEF)

Address: 25 Medway St

Postal Code: \_\_\_\_\_

Phone No. (902) 212-0476 (H) \_\_\_\_\_ (O) \_\_\_\_\_ (F) \_\_\_\_\_

5. Name and main theme of event:

FIRE PREVENTION PARADE

6. Main activities of event:

FIRE SAFETY

7. Objectives of event in order of priority:

GATHERING OF South Shore Fire department members.

8. Date(s) and times to held:

October 12, 2022 7pm START

9. Please identify the frequency of this event:

Annual	<u>          </u>	One time only	<u>          </u> ✓
Biennial	<u>          </u>	Other (Please specify)	<u>          </u>

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

MARCHING FROM COMMUNITY CENTER GROUNDS TO MONUMENTS  
ENDING AT FIRE STATION

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

TOWN INSURANCE COVERAGE

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

NO

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

N/A

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

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

FOR OFFICE USE ONLY

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

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

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

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

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

Term of Special Event Permit:

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

Fees or Service Charges for Town Work:

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

Rec'd Aug 12/22

**TOWN OF LUNENBURG**



**LUNENBURG ATHLETIC FACILITY FUND (LAFF)**

**APPLICATION FOR GRANT FROM LAFF. APPROVAL FOR A GRANT WILL BE CONSIDERED IN ACCORDANCE WITH LAFF GUIDELINES (AS ATTACHED) AND AVAILABILITY OF FUNDS**

**I. APPLICANT**

Your Organization:

Lunenburg Curling Club  
(Must be an Athletic or an Athletic and Social Organization)

Contacts :

Kim Hanlon, President  
Lola Greek, Treasurer

Address:

13 Green Street  
PO Box 1465  
Lunenburg N.S. B0J 2C0

Phone:

Club 902-634-4493 Kim 902-521-0803  
Lola 902-624-8406

E-mail:

Club info@curlunenburg.com

**II. Please explain how your organization meets the following conditions - (Council may by Resolution make a grant or contribution from the LAFF to any "not for profit" athletic, or athletic and social, organization in the Town operating facilities located on Town owned land)**

A not for profit athletic/social organization  
located on Town property, that is open to all  
members + guests of all ages

**III. TYPE OF ORGANIZATION**

Are you a registered charity?

YES

NO

If yes - Registration #

\_\_\_\_\_

Type of Organization :

Profit

Not for Profit

Facility use is:

Private

Public

(Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.

(If registered please provide current documentation)

Date Incorporated : By statute in 1932

Articles or constitution and By-laws attached :  YES  NO

**IV. LEADERSHIP**

Please attach a current list of Executive and Board Members with civic address and telephone numbers.

**V. FINANCIAL INFORMATION**

Fiscal year end : April 30, 20 22.

Attach a copy of your latest financial statement.

**VI. SERVICES PROVIDED TO THE COMMUNITY**

Location of Town of Lunenburg lands which your facility is located on and service provided :

13 Green Street

**VII. DISPOSITION OF ASSETS UPON WINDUP**

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) Article IX "Dispense to Municipal or Non-Profit body"

(If residual assets revert to the Town of Lunenburg on windup, acceptance of same will be at the Discretion of the Town)

**VIII. INSURANCE**

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Wynward Insurance Group  
Coverage CGL of \$2 million per occurrence and  
broad form property including replacement of  
building + contents of \$ 3.36 million.

**IX. PROJECT DETAILS AND FINANCING**

Project / Timing (if additional space is required attach pages):

Replace 209 expired (50 plus years old) sprinkler  
heads through out the curling club as  
required by provincial code. Work to be done  
July 11 - August 10, 2022.

Cost of Project (if over a period or years provide breakdown by year)

\$ 5,550.<sup>00</sup> this fiscal year

Benefits to the Town of Lunenburg and its citizens :

Replacement of sprinklers as required by code  
will ensure the continued safety and operation  
of the Curling Club facility.

What other sources of funding do you have for this project?

Club member and fund raising activities by  
members throughout the year.

**X. REQUESTED LAFF GRANT**

Assistance Requested 5,550.00

**XI. LAFF FUNDRAISING DETAILS**

Has your Organization raised funds by soliciting the public for this project?

YES  NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES  NO

Have you received funding from LAFF before:  YES  NO

If yes, provide details  
Most recently March 2014

**Note** - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application August 10, 2022

Signature Kimberley Hanlon

Print Name & Position KIMBERLEY HANLON / PRESIDENT.

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

**Advertisement** - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

# Lunenburg Curling Club

## Balance Sheet As at 04/30/2022

### ASSET

#### Current Assets

Royal Bank Chequing	66,968.06	
CIBC 200 Club	3,860.67	
Canada Emergency Business A...	0.00	
Petty Cash	0.00	
Bar Float	500.00	
TDCT Term Deposits Building	42,540.26	✓
TDCT Term Deposits Operating	21,553.52	✓
Total Cash		135,422.51
Accounts Receivable	20,341.76	✓
Total Receivable		20,341.76
Prepaid Expenses		14,309.22
<b>Total Current Assets</b>		<b>170,073.49</b>

#### Inventory Assets

Bar Inventory		1,085.36
<b>Total Inventory Assets</b>		<b>1,085.36</b>

**TOTAL ASSET** 171,158.85

### LIABILITY

#### Current Liabilities

Trade Payables		2,590.00
CEBA Loan Payable		60,000.00
EI Payable	85.87	
CPP Payable	212.12	
Federal Income Tax Payable	203.72	
Total Receiver General		501.71
HST Charged on Sales	2,149.78	
HST Paid on Purchases	-5,015.05	
HST Adjustments	0.00	
HST Owing (Refund)		-2,865.27
<b>Total Current Liabilities</b>		<b>60,226.44</b>

**TOTAL LIABILITY** 60,226.44

### EQUITY

#### Club Equity

Building Fund	45,724.01
Rock Fund	12,000.00
Lite Rock Fund	1,071.00
Club Equity - Previous Year	56,689.23
Current surplus (shortfall)	-4,551.83
<b>Total Club Equity</b>	<b>110,932.41</b>

**TOTAL EQUITY** 110,932.41

**LIABILITIES AND EQUITY** 171,158.85

Reviewed May 18/22

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# Lunenburg Curling Club

## Income Statement 05/01/2021 to 04/30/2022

### REVENUE

<b>Sales Revenue</b>	
Membership Fees	47,634.13
Junior Membership	4,732.61
Bar Revenue	10,932.42
Advertising Revenue	5,270.00
Rental Income	20,302.17
Friday Fun Nights Revenue	200.00
Christmas Craft Show Revenue	0.00
Draws Revenue	2,582.50
200 Club Revenue	8,000.00
Sport NS Ticket Sales	0.00
Scallop Spiel Donations	0.00
General Fund Raisers	400.00
Business Spiel	0.00
Bob Mayo Memorial Champions...	782.61
Club Championsjip	739.13
Grants Received	2,500.00
Donations other	1,916.15
Other Initiatives	15.00
Miscellaneous Income	22.50
Fundraising Income	3,375.00
<b>Net Sales</b>	<u>109,404.22</u>

<b>Other Revenue</b>	
Interest Revenue	446.61
Miscellaneous Revenue	1,121.71
<b>Total Other Revenue</b>	<u>1,568.32</u>

**TOTAL REVENUE** 110,972.54

### EXPENSE

<b>Cost of Goods Sold</b>	
Bar purchases	3,689.66
Other Bar Expenses	676.21
<b>Total Cost of Goods Sold</b>	<u>4,365.87</u>

<b>Payroll Expenses</b>	
Wages & Salaries	12,286.34
EI Expense	271.78
CPP Expense	601.19
Casual Labour	2,277.75
<b>Total Payroll Expense</b>	<u>15,437.06</u>

<b>General &amp; Administrative Expe...</b>	
Office & Postage	438.48
Insurance	11,167.88
Interest & Bank Charges	626.87
Property Taxes	2,856.58
Miscellaneous	154.95
Ice Maintenance	17,809.01
Building Maintenance	10,833.07
Housekeeping Supplies	935.88
General Club Expenditures	187.98
Unbudgeted Major Building Expe...	6,483.00
Kitchen Expenses	186.25
Telephone & Internet	1,162.76
Heat	7,550.54
Electricity	21,968.13
Water & Sewer	5,679.10
NSCA Member Fees	2,110.00
200 Club - Prizes	3,500.00

**Lunenburg Curling Club**  
**Income Statement 05/01/2021 to 04/30/2022**

200 Club - Expenses	49.62
Other Initiatives - Expenses	39.00
Friday Fun Nights Expenses	0.00
Christmas Craft Show Expenses	0.00
Draws Expenses	1,007.41
Business Spiel Expenses	0.00
Bob Mayo Memorial Expenses	360.00
Club Championship Expenses	304.93
Fundraising Expenses	210.00
Donation	100.00
<b>Total General &amp; Admin. Expen...</b>	<u>95,721.44</u>
<b>TOTAL EXPENSE</b>	<u>115,524.37</u>
<b>NET INCOME</b>	<u><u>-4,551.83</u></u>

*Reviewed May 18/22*

*D N Ritey*



## **#6. TOWN OF LUNENBURG - L.A.F.F. GUIDELINES**

1. The Town of Lunenburg shall establish an athletic facilities fund known as the Lunenburg Athletic Facility Fund (LAFF).
2. The fund shall be a segregated fund administered by the Town of Lunenburg.
3. Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Town with a direction that the donation(s) be added to the LAFF.
4. The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Town from time to time.
5. A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to the donor.
6. Council may by Resolution:
  - A. Make a grant or contribution from the LAFF to any “not for profit” athletic, or athletic and social, organization in the Town operating facilities located on Town owned land; or
  - B. Expend money on athletic, or athletic and social, facilities owned by the Town.
7. Grants or contributions to an organization (or utilization of funds by the Town on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Provided that notwithstanding the foregoing, fencing, playgrounds and playground equipment shall be deemed to be qualified expenditures.
8. The athletic and social organization, as referred to in number 6 must make a written application to the Town for a grant or contribution, enclosing a specific description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and demonstrating that the organization is a Not For Profit Organization. A grant or contribution would be paid either after completion of the capital project or, in the discretion of the Council, through progress payment after satisfactory proof of completed work.

9. Council may request that the Lunenburg War Memorial Community Center Committee (or other committee of the Town) receive, review, report upon and make recommendations to Council for grants or contributions to qualified organizations (or make recommendations to Council for capital expenditures by the Town on athletic (or athletic and social) facilities owned by the Town.
10. Council shall annually publish in a newspaper circulating in the Town a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by S.65 (au) of the Municipal Government Act.
11. Receipts and receipt books shall be under the supervision and control of the Town Treasurer or designate.