



COUNCIL MEETING MINUTES TOWN OF LUNENBURG

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

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

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

Moved and seconded that Council authorize the Chief Administrative Officer (CAO) to execute a Memorandum of Understanding (MOU) with the Nova Scotia Community College (NSCC) as outlined in the attached documentation. *(Schedule A)* **Motion carried**

Councillor Sanford returned to the Council table.

Business Arising /Unfinished Business	None.
Committee Meeting Minutes, Recommendations, Reports and Notices of Motion	None.
Appointment of Building Official, Fire Inspector, and Dangerous and Unsightly Premises Administrator	Moved and seconded that Council appoint Amanda Esterbrooks as the Town's Building Official, Fire Inspector, and Dangerous and Unsightly Premises Administrator as per Section 46 of the Nova Scotia Building Code Regulations and Section 41 of the Municipal Government Act. Motion carried
Lunenburg Special Event Permit Application for Remembrance Day Activities	Moved and seconded that Council approve the Royal Canadian Legion Branch 23 Lunenburg's special event and parade application for Remembrance Day, along with all requested Town services including street closures. <i>(Schedule B)</i> Motion carried
2022/23 Capital and Operating Budget Variance Report	Council received, for information, a budget variance report to September 30, 2022. The period ended September 30, 2022 represents 50% (6 months) of the fiscal year. <i>(Schedule C)</i>
In Camera Meeting	Moved and seconded that Council meet in camera at 6:37 p.m. to consider the following matter pursuant to section 22 (2), Municipal Government Act: Acquisition, sale, lease and security of municipal property. Motion carried
Resumption of Council Meeting in Public Session	Council reverted to open meeting at 7:06 p.m. There were no motions to report from the in-camera meeting.
Adjournment	There being no further business, the November 8, 2022 Council meeting adjourned at 7:06 p.m.

Document No:
Meeting:
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: JAMIE DOYLE, CHIEF ADMINISTRATIVE OFFICER

DATE: OCTOBER 27, 2022

RE: NSCC PARTNERSHIP

1. FACTS

The Nova Scotia Community College's (NSCC) Natural Resources Environmental Technology (NRET) program is interested in entering a long-term partnership with the Town of Lunenburg for use of the town's acquired water supply lands (Attachment 2) around Dares Lake for field studies.

2. ISSUES AND OPTIONS ANALYSIS

A partnership, like this, would fit well with the Town's Comprehensive Community Plan, and in particular, with the guiding principle *Environmental Protection: We protect our local environment and minimize our broader environmental impacts* as well as Objective E3 *To promote the restoration of the natural environment* (Chapter 9 Environment and Sustainability) and the Goal '*...to work towards a town that is ecologically diverse and climate resilient..*' (Chapter 12.8).

The NRET program is a 2-year diploma that teaches many hands-on skills for natural resource technicians, such as navigation and mapping; wildlife and plant identification; data collection in forests, streams, wetlands and coastal areas; ecology; environmental assessment and forest management.

The program makes use of many field sites but does not have a dedicated area that can be used for long-term projects. The Town of Lunenburg's Dares Lake properties could provide that land-base, and in return, NSCC could carry out the activities listed below as well as monitor the land for the town and submit monthly reports from September to May.

Some of the activities that could be carried out include:

- Wildlife habitat enhancement projects, for example, brush fences, cavity boxes, stone piles, hollow logs, planting of native plants for pollinators (e.g., milkweed)
- Restoring fields by planting non-invasive nut and fruit trees, and/or trees from the ecological region immediately to the south and west (for example, hazelnut, black walnut, butternut, bur oaks, American chestnut, and basswood – all trees species that are adapted to a warmer, drier climate that will have difficulty migrating to Nova Scotia)
- Inventories of trees, shrubs, herbaceous plants, mosses, fungi, lichens, ferns
- Bird, reptile, amphibian, mammal, fish and insect inventories
- Soil testing
- Mi'kmaq plant names
- Temperature data loggers in stream, lakes, wet areas
- Habitat Suitability Modelling for different species
- Mapping of land cover, forest stands, roads, trails, cut areas, watercourses, wetlands and other features (e.g. raptor nests, tree cavities, culverts, beaver lodges, vernal pools, etc)
- Regeneration surveys in fields
- Tree cutting to create small gaps in spruce plantations and fill-planting to improve age and species diversity in plantations
- Establishment of permanent sample plots for biodiversity monitoring
- Monitoring for hemlock woolly adelgid
- Compassing and GPS exercises
- Tree marking test area (selection harvesting exercise)
- Introducing milkweed and other native pollinator-friendly plants
- Maple sap collection
- Setting up trail cameras to monitor use by wildlife and people
- Restoring important mast (nut-producing) trees through tree planting & plant rescue exercises
- Wetland identification and delineation
- Survey line recognition and maintenance
- Designing and building a trail network
- Clearing of trails with manual tools as well as clearing and chain saws

These activities, carried out on the town's properties around Dares Lake, will assist the town with protecting ecologically sensitive and important areas, improving wildlife corridors and connectivity with natural areas in town, planting of native species, and improving ecological diversity and climate resilience (Chapters 9.8 and 12.8 of the Town of Lunenburg Comprehensive Community Plan).

3. FINANCIAL IMPACT

There will be no financial obligation to the Town of Lunenburg

4. STRATEGIC PLAN RELEVANCE

Chapter 9 (8) Environment and Sustainability - Conservation

Chapter 12 (8) Implementation and Monitoring – Environment and Sustainability

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Moved and seconded that the Memorandum of Understanding (MOU) be executed with the Nova Scotia Community College as seen in Attachment 1.

Attachments

1. MOU Town of Lunenburg and Nova Scotia Community College.
2. Subject Area Map

Acknowledged only by:

Jamie Doyle
CAO



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made October 31, 2022 (“**Effective Date**”).

BETWEEN:

NOVA SCOTIA COMMUNITY COLLEGE, a body corporate, with Central Office located in the City of Halifax, Province of Nova Scotia, Canada (hereinafter referred to as “**NSCC**”)

OF THE FIRST PART

– and –

Town of Lunenburg

In the Town of Lunenburg, Province of Nova Scotia. (hereinafter referred to as “**Lunenburg**”)

OF THE SECOND PART

(Each a “**Party**” and collectively, the “**Parties**”)

WHEREAS NSCC is a post-secondary educational institution incorporated under the laws of the province of Nova Scotia, Canada, providing education and training through a wide range of programs;

AND WHEREAS the Lunenburg Campus delivers the Natural Resources Environmental Technology (NRET) program that allows for service-learning partnerships with external partners to assist in enhancing student education; these opportunities include field work in various outdoor environmental settings.

AND WHEREAS NSCC and Lunenburg have committed to a partnership for use of the town’s recently acquired water supply lands around Dares Lake for field studies, for the mutual benefit and interest of NSCC and Lunenburg; as outlined in the Town of Lunenburg’s Comprehensive Community Plan.

NOW THEREFORE in consideration of the undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, NSCC and Lunenburg agree as follows:

1.0 ESSENCE OF THE RELATIONSHIP

1.1 This Memorandum of Understanding (“**MOU**”) shall confirm the intentions and commitment of NSCC and Lunenburg to achieve meaningful collaboration to support and advance the respective mission and goals with respect to the a partnership for use of the town’s recently

acquired water supply lands around Dares Lake for field studies between NSCC and Lunenburg.

- 1.2 This MOU is intended to establish cooperation between NSCC and Lunenburg; it is not intended to create any legally binding obligation on either Party. Each Party to this MOU is free to undertake similar initiatives with other organizations.

2.0 AREAS OF COLLABORATION

The NSCC and Lunenburg will collaborate to have a dedicated area for the Natural Resources Environmental Technology (NRET) program to use for long-term projects. The Town of Lunenburg's Dares Lake properties could provide that land-base, and in return, NSCC could carry out the activities listed in Schedule A including providing quarterly reports.

3.0 OBLIGATIONS OF THE PARTIES

3.1 NSCC agrees to:

- 3.1.1 Details outlined in Schedule A outlining various environmental stewardship activities the NRET program can deliver.
- 3.1.2 Assist the town with protecting ecologically sensitive and important areas, improving wildlife corridors and connectivity with natural areas in town, planting of native species, and improving ecological diversity and climate resilience (Chapters 9.8 and 12.8 of the Town of Lunenburg Comprehensive Community Plan).
- 3.1.3 NRET students and faculty will carry out regular monitoring checks of the Town's water supply and engage Lunenburg in their findings.

3.2 Lunenburg agrees to:

- 3.2.1 Allow access to Dares Lake land for the NRET class to conduct their activities.
- 3.2.2 Meet with NSCC each quarter to monitor progress.

4.0 FINANCIAL OBLIGATIONS

- 4.1 This MOU shall not impose any financial commitment or financial liability on NSCC or Lunenburg whatsoever.
- 4.2 Each Party shall bear its own costs and expenses unless otherwise mutually arranged and agreed to in writing. Parties are not authorized or empowered to obligate or to incur any costs or expenses on behalf of the other.

5.0 SPECIFIC AGREEMENTS

- 5.1 Any agreement reached between NSCC and Lunenburg as a result of collaborative efforts outlined under section 2 of this MOU will be the subject of a separate agreement between all Parties.
- 5.2 Any Specific Agreement will clearly set out the rights and obligations of NSCC and Lunenburg; it will constitute a separate and distinct agreement between the parties.

6.0 TERM

- 6.1 This MOU shall become of force and effect from the date of execution on behalf of all Parties and shall continue for two (2) years after which time it will terminate, unless renewed by the mutual consent of NSCC and Lunenburg in writing.
- 6.2 During the Term either Party may terminate this MOU on thirty (30) days written notice to the other.
- 6.3 Parties agree that any agreements reached between NSCC and Lunenburg as a result of this MOU are not impacted by the termination of this MOU, and the terms of such agreements are binding on all Parties.

7.0 DISPUTE RESOLUTION

- 7.1 Any disputes concerning the interpretation and implementation of this MOU will be resolved through consultation between NSCC and Lunenburg will not be referred to a court, tribunal, or any other third party for settlement without first having resort to the provisions herein.
- 7.2 In the event of a dispute that cannot be resolved through consultation between NSCC and Lunenburg, the Parties agree to submit to mediation of the dispute.

8.0 GENERAL

- 8.1 No change or amendment to this MOU is valid unless it is agreed to in writing by all Parties.
- 8.2 No part of this MOU may be assigned by either of the Parties without the written consent of the other.
- 8.3 This MOU constitutes the entire understanding between NSCC, and the Town of Lunenburg.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF the Parties executed this Agreement with effect as of the Effective Date.

NOVA SCOTIA COMMUNITY COLLEGE

TOWN OF LUNENBURG

Per: _____

Per: _____

Name: _____

Name: _____

Title: _____

Title: _____

Schedule A Proposal



Dennis MacPherson
Town Engineer, Public Works
Town of Lunenburg

June 1, 2021

Dear Mr. MacPherson,

The Nova Scotia Community College's (NSCC) [Natural Resources Environmental Technology](#) (NRET) program is interested in entering a long-term partnership with the Town of Lunenburg for use of the town's recently acquired water supply lands around Dares Lake for field studies.

We believe such a partnership would fit well with the Town's Comprehensive Community Plan, and in particular, with the guiding principle *Environmental Protection: We protect our local environment and minimize our broader environmental impacts* as well as Objective E3 *To promote the restoration of the natural environment* (Chapter 9 Environment and Sustainability) and the Goal '*...to work towards a town that is ecologically diverse and climate resilient..*' (Chapter 12.8).

The NRET program is a 2-year diploma that teaches many hands-on skills for natural resource technicians, such as navigation and mapping; wildlife and plant identification; data collection in forests, streams, wetlands and coastal areas; ecology; environmental assessment and forest management.

Our program makes use of many field sites, but we do not have a dedicated area that we can use for long-term projects. The Town of Lunenburg's Dares Lake properties could provide that land-base, and in return, NSCC could carry out the activities listed below as well as monitor the land for the town and submit monthly reports from September to May.

Some of the activities that could be carried out include:

- Wildlife habitat enhancement projects, for example, brush fences, cavity boxes, stone piles, hollow logs, planting of native plants for pollinators (e.g., milkweed)
- Restoring fields by planting non-invasive nut and fruit trees, and/or trees from the ecological region immediately to the south and west (for example, hazelnut, black walnut, butternut, bur oaks, American chestnut, and basswood – all trees species that are adapted to a warmer, drier climate that will have difficulty migrating to Nova Scotia)
- Inventories of trees, shrubs, herbaceous plants, mosses, fungi, lichens, ferns
- Bird, reptile, amphibian, mammal, fish and insect inventories
- Soil testing
- Mi'kmaq plant names
- Temperature data loggers in stream, lakes, wet areas
- Habitat Suitability Modelling for different species
- Mapping of land cover, forest stands, roads, trails, cut areas, watercourses, wetlands and other features (e.g. raptor nests, tree cavities, culverts, beaver lodges, vernal pools, etc)
- Regeneration surveys in fields

- Tree cutting to create small gaps in spruce plantations and fill-planting to improve age and species diversity in plantations
- Establishment of permanent sample plots for biodiversity monitoring
- Monitoring for hemlock woolly adelgid
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- Clearing of trails with manual tools as well as clearing and chain saws

These activities, carried out on the town's properties around Dares Lake, will assist the town with protecting ecologically sensitive and important areas, improving wildlife corridors and connectivity with natural areas in town, planting of native species, and improving ecological diversity and climate resilience (Chapters 9.8 and 12.8 of the Town of Lunenburg Comprehensive Community Plan). As well, NSCC's NRET students and faculty can carry out regular monitoring checks of the Town's water supply lands. See Appendix A for a draft monitoring checklist.

We would need guidance from the town on what is and isn't acceptable. For example, there are Norway and black spruce plantations on the property. Is the town agreeable to gradual conversion of these plantations to more long-lived, native tree species in order to create a more diverse and resilient forest? As well, is the town council interested in planting the fields to restore tree cover and enhance carbon storage?

We also need to understand how the town wants to encourage or discourage public usage of these water supply lands. According to the Dares Lake Protected Water Area Regulations, there should be no fishing, swimming, boating, camping, picnicking, or snowmobiling in or on the lake or the prescribed water supply area. Does the town also wish to discourage hiking and all other public uses of the water supply lands?

There are already a number of trails crossing these water supply lands. They appear to be well-used by off highway vehicle drivers, some of which may be neighbouring landowners. Vehicle access into these properties may be something the council will want to discuss.

Thank you for considering this proposal,



Blair Lipsett
Academic Chair
School of Technology and Environment
(902) 521-2390

Appendix A

Dares Lake Monitoring Checklist Version 1.1

Date: _____

Survey Team: _____

NSCC Staff Contact: _____

This is a standard property monitoring form that will be completed at the Dares Lake watershed site by NSCC students/staff during regular field trips to the site. All "No" responses from this sheet should be accompanied with photos documenting the site of interest. Each site of interest should have its approximate location marked on the attached map.

Human Activity

Yes	No	

Is there evidence of any recent ATV activity?

Is there evidence of camping or other human occupation?

Is there evidence of garbage/illegal dumping?

Is there evidence of any hunting/trapping?

Is there evidence of any other unauthorized human activity?

Notes:

Road Condition

Yes	No	

Is there evidence of any flooding or washout?

Are culverts and cross-drains free of obstruction?

Are culverts and cross-drains showing any signs of collapse?

Is there damage to signs on the property?

Is there any evidence of damage/wear-and-tear on the gate?

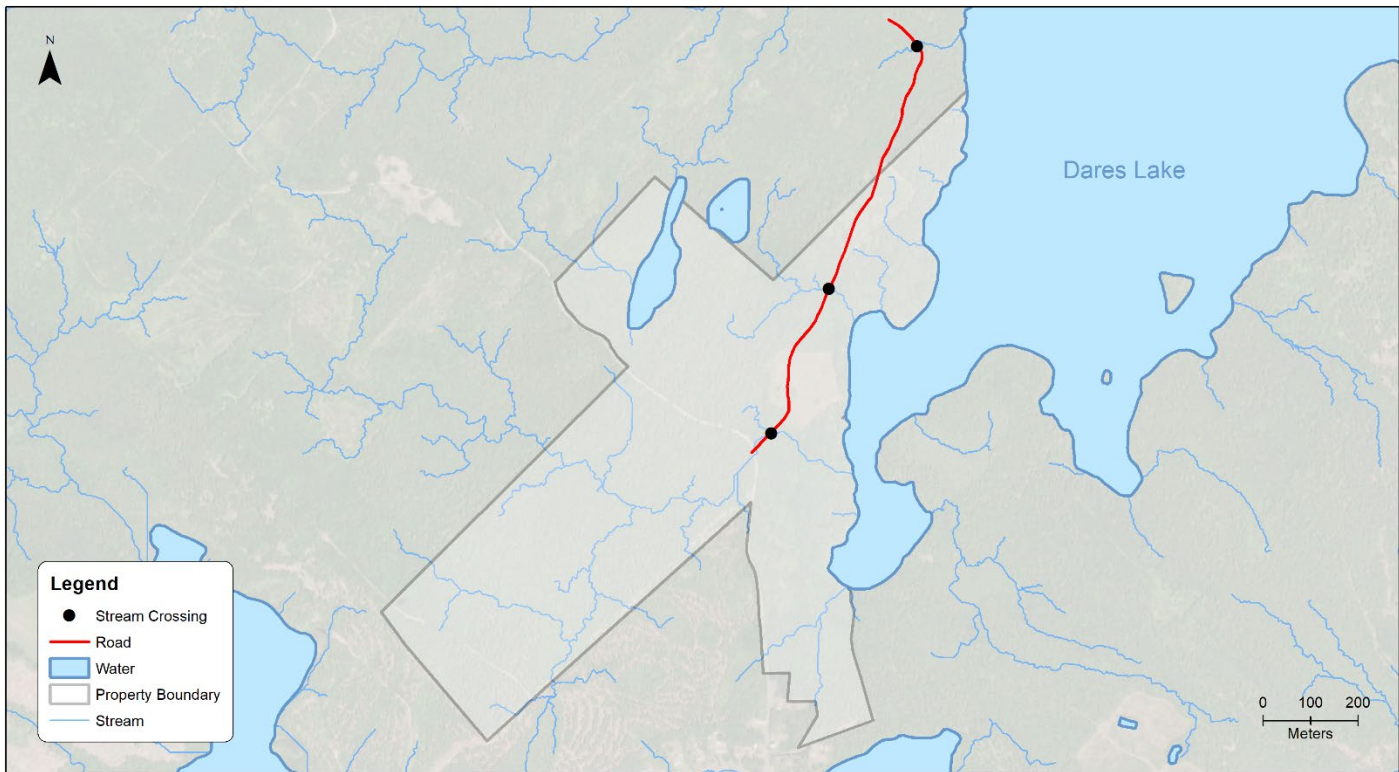
Are there any potholes needing immediate attention?

Notes:

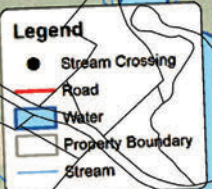
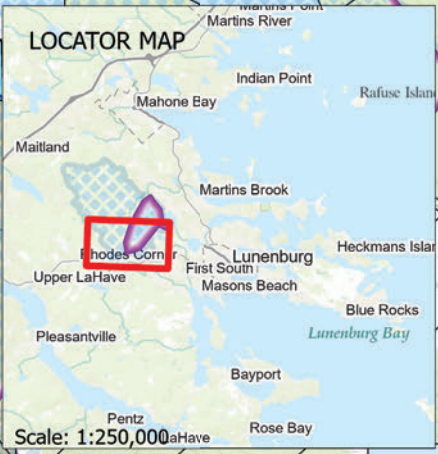
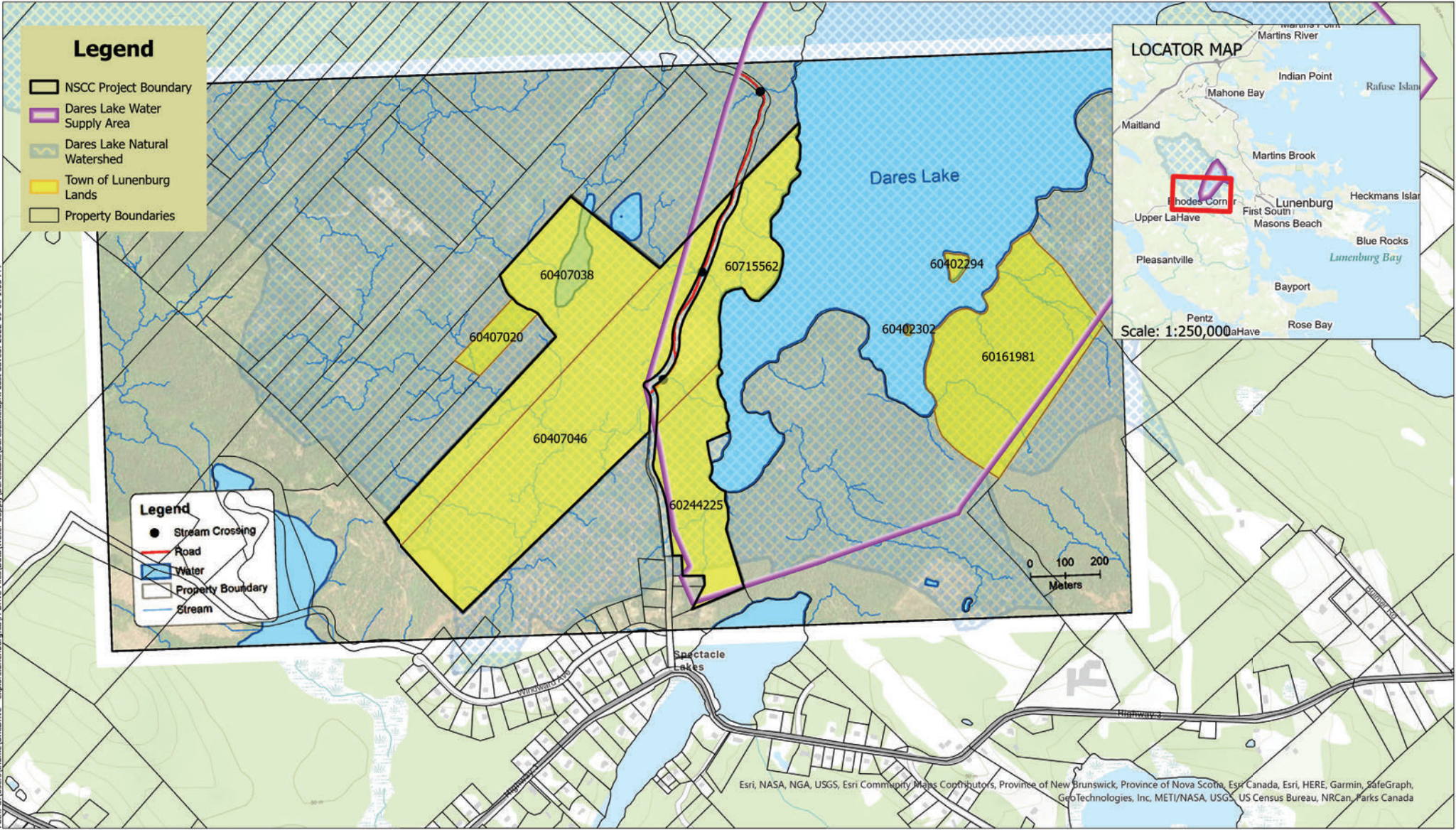
Natural History Observations of Note:

Take note of plants flowering, wildlife sightings, wildlife breeding evidence, browsing evidence.

Site Map and Final Notes



Path: C:\Users\hume\CadDrive - explore\lunenburg - explore\lunenburg\GIS Drive Files\Data\Water Supply\DaresLake\DaresLake.aprx Last Saved: 2022-09-06 1:55 PM



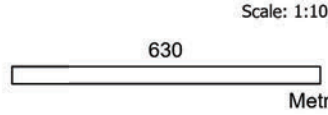
Esri, NASA, NGA, USGS, Esri Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, US Census Bureau, NRCan, Parks Canada



Maps are for graphical purposes only.
 They do not represent a legal survey.
 While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG Dares Lake Water Supply Area NSCC Project Map

GN
 |
 |



Scale: 1:10,000

Metres

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"):

Remembrance Day Parade

2. Name of organization hosting/planning event:

Royal Canadian Legion Branch 23 Lunenburg

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 _____

4. Key contact for event:

Name: Arleigh Robar arleigh@rusafe.ca
 Address: Middle LaHave
 Postal Code _____
 Phone No. 902 521 4777 (H) 902 766 0348 (O) _____ (F)

Secondary contact for event:

Name: Donna Kelly donkelly@eastlink.ca
 Address: 42 Broad Street Lunenburg
 Postal Code B0J 2C0
 Phone No. 902 521 5138 (H) 902 634 3309 (O) _____ (F)

5. Name and main theme of event:

Remembrance Day Observance for
Community

6. Main activities of event:

Parade & Service at Cenotaph

7. Objectives of event in order of priority:

Remembrance of sacrifice of those
who served & died defending Canada.

8. Date(s) and times to held:

Friday November 11 Parade begins at 1030
Cenotaph Service begins 1045

9. Please identify the frequency of this event:

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

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

Duke Street from up - Right on Cumberland
After Service parade from Cumberland to ~~King~~ Prince
turn around and come back Cumberland to Duke.

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.

Insurance coverage attached

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

Public works -> barricades at Lincoln & King, Duke
& ~~Town~~ Cumberland & Cumberland & Prince, cones to
Prevent parking on both sides of Duke Street between
Duke & Lincoln. Flags to be put out on flag poles.

Police will be contacted for escort.

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

Yes - out of respect to citizens who died
in service to Canada.

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:



EVENT SAFETY CHECKLIST

(tick box as required)

General Events

- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events? *N/A*
- Do you know how many people you are expecting? *NO*
- Do you know where the entrances and exits on your site are? *N/A*
- Are the entrances and exits controlled, stewarded, suitable for baby buggies and wheelchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared? *N/A*
- Are crowd control barriers necessary? *NO Traffic barriers only*
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place? *N/A*
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking? *N/A*



THE PORTAGE LA PRAIRIE MUTUAL INSURANCE COMPANY
(hereinafter called the Insurer)

COMMERCIAL INSURANCE POLICY



RENEWAL POLICY DECLARATIONS

POLICY NUMBER: CP668085

NAME OF INSURED: ROYAL CANADIAN LEGION BRANCH #23

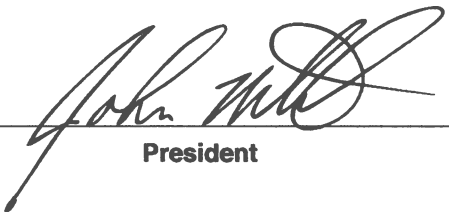
**MAILING ADDRESS: PO BOX 398
LUNENBURG, NOVA SCOTIA
B0J2C0**

POLICY PERIOD: FROM: 24 JANUARY 2022 TO: 24 JANUARY 2023
12:01 a.m. Standard Time at the Mailing Address of the Named Insured as stated herein

TOTAL PREMIUM PAYABLE: \$8,240

MINIMUM RETAINED PREMIUM: \$250

BROKER: 6498-20.00 ROGER E. STRUM LTD.
85 GERRISH STREET, BOX 2
WINDSOR NS
B0N2T0



President

Authorized Representative



THE PORTAGE LA PRAIRIE MUTUAL INSURANCE COMPANY
(hereinafter called the Insurer)



COMMERCIAL INSURANCE POLICY

RENEWAL POLICY DECLARATIONS

POLICY NUMBER: CP668085

THE NAMED INSURED:

ROYAL CANADIAN LEGION BRANCH #23

ENTITY:

CORPORATION

LOCATION OF THE PREMISES (Location 1)

34 DUKE STREET
LUNENBURG NOVA SCOTIA B0J2C0

CONSTRUCTION:

FRAME

INSURED'S OCCUPANCY/OPERATIONS:

LEGION HALL

OCCUPANCY BY OTHERS:

LOSS, IF ANY, IS PAYABLE TO:

THE INSURED

POLICY PERIOD:

FROM: 24 JANUARY 2022 TO: 24 JANUARY 2023
12:01 a.m. Standard Time at the Mailing Address of the Named Insured as stated herein

This Policy insures only the Coverages specifically indicated below. Reference should be made to the applicable forms or riders for details.

SUMMARY OF COVERAGES AND LIMITS OF INSURANCE

APPLICABLE FORMS	COVERAGES	DEDUCTIBLE (\$)	CO-INSURANCE	LIMITS OF INSURANCE (\$)	PREMIUM (\$)
FI4037	PROPERTY - Broad Form COMMERCIAL PROPERTY - BROAD FORM BUILDING CONTENTS	5,000	90%	891,502 135,264 Included	
EN4005	REPLACEMENT COST ENDORSEMENT				
EN0405	MINIMUM RETAINED POLICY PREMIUM: \$250				
EN0409	FUNGI & FUNGAL DERIVATIVES EXCLUSION				
ER4059	WATER DAMAGE DEDUCTIBLE ENDORSEMENT	5,000			
EN0456	COMMUNICABLE DISEASE EXCLUSION				
EN4056	SEWER BACK-UP ENDORSEMENT	5,000		1,026,766	
EN4055	FLOOD ENDORSEMENT	25,000		Included	
EN0403	CYBER LOSS AND TERRORISM EXCLUSION				
EN4039	EARTHQUAKE SHOCK ENDORSEMENT Minimum	3% 100,000	90%	Included	
FI0105	DATA COMPROMISE COVERAGE SECTION 1 - RESPONSE EXPENSES ANNUAL AGGREGATE PER ANY ONE PERSONAL DATA COMPROMISE NAMED MALWARE (SUBLIMIT) FORENSIC IT REVIEW (SUBLIMIT) LEGAL REVIEW (SUBLIMIT) NOTIFICATION TO AFFECTED INDIVIDUALS SERVICES TO AFFECTED INDIVIDUALS PUBLIC RELATIONS SERVICES (SUBLIMIT)	2,500		50,000 50,000 5,000 5,000 Included Included 5,000	
FI0237	BUSINESS INTERRUPTION - PROFITS FORM		100%	57,000	

ADDITIONAL LOCATION DECLARATIONS ATTACHED



THE PORTAGE LA PRAIRIE MUTUAL INSURANCE COMPANY
 (hereinafter called the Insurer)



COMMERCIAL INSURANCE POLICY

POLICY NUMBER: CP668085

LOCATION 1

Page 2

SUMMARY OF COVERAGES AND LIMITS OF INSURANCE - CONTINUED

APPLICABLE FORMS	COVERAGES	DEDUCTIBLE (\$)	CO-INSURANCE	LIMITS OF INSURANCE (\$)	PREMIUM (\$)
	CRIME				
CR0850	COMP. DISHONESTY, DISAP. & DESTRUCT.	1,000			
	EMPLOYEE DISHONESTY - FORM A			10,000	
	LOSS INSIDE THE PREMISES COVERAGE			10,000	
	LOSS OUTSIDE THE PREMISES COVERAGE			10,000	
	MONEY ORDERS & COUNTERFEIT CURRENCY			10,000	
	DEPOSITORS FORGERY COVERAGE			10,000	
	LIABILITY				
LI0770	COMMERCIAL GENERAL LIABILITY	1,000			
	EACH OCCURRENCE			2,000,000	
	AGGREGATE - PROD. & COMP. OPERATIONS			2,000,000	
	PERSONAL & ADVERTISING INJURY			2,000,000	
	MEDICAL EXPENSE - ANY ONE PERSON			10,000	
	TENANTS' LEGAL - ANY ONE PREMISES			500,000	
LI0773	NON-OWNED AUTOMOBILE	500		200,000	
LI0105	DATA COMPROMISE COVERAGE				
	SECTION 2 - DEFENCE AND LIABILITY	2,500		50,000	
	ANNUAL AGGREGATE				
	EACH DATA COMPROMISE SUIT				
	NAMED MALWARE (SUBLIMIT)			50,000	
	BOILER				
BI9134	EQUIPMENT BREAKDOWN				
	TECHADVANTAGE - OPTION 3	5,000		1,026,766	
				LOCATION PREMIUM	8,240

Circulated: _____

Document No:
Meeting: November 8, 2022 Council
Circulate To: Council, JD, TJ, AM, JG-
Audit Committee
File: Budget 2022/23

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: OCTOBER 28, 2022

**RE: 2022/23 CAPITAL AND OPERATING BUDGET VARIANCE REPORT –
TO SEPTEMBER 30, 2022**

Please find enclosed the budget variance report to **September 30, 2022**. The period ended September 30th represents 50% (6 months) of the fiscal year. Town General expenditures are at 46%.

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Town Capital	Page 1
Water Utility Capital	Page 3
Electric Utility Capital	Page 4
Operating Financial Statements Summary	Page 5
Deed Transfer Tax, Tax & Sewer Report & Parking Meter Revenue	Page 7
Grants to Organizations Information Update	Page 8

Acknowledged only by:


Jamie Doyle
CAO

Encls.

**TOWN GENERAL
CAPITAL PROJECT SPENDING
SEPTEMBER 30, 2022**

Project	Budget	YTD Actual	Balance	% of Budget	Status
Town Hall Exterior Restoration (Tender Package)	\$95,000	\$44,021	\$50,979	46.34%	Report received in Oct
Civic Square Plan	\$20,000	\$0	\$20,000	0.00%	
Hwy 103 Community Identity Signs	\$30,000	\$282	\$29,718	0.94%	Design awaiting DOT approval
Covid-19 Pandemic Tree Planting - Resilient Roots	\$25,000	\$3,173	\$21,827	12.69%	Awaiting delivery
EDI - Interpretative panels	\$20,000	\$0	\$20,000	0.00%	
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets	\$110,000	\$12,384	\$97,616	11.26%	Upper King Street Project awarded
Parking Strategy Study & Upgrades	\$45,000	\$0	\$45,000	0.00%	
Replacement of Chev 02 Truck Salt & Plow	\$202,000	\$0	\$202,000	0.00%	Ordered, delivery in 2023
Dresser Loader (86) replacement	\$225,000	\$228,386	(\$3,386)	101.50%	✓
Pickup truck (Replacement of 2002 F150 1/2 ton)	\$36,350	\$35,175	\$1,175	96.77%	✓
Pickup Truck (Replacement of Dodge 1/2 ton)	\$40,000	\$30,144	\$9,856	75.36%	✓
Snow Push Blade for Backhoe	\$23,400	\$23,386	\$14	99.94%	✓
Trackless Flail Mower/Wheels	\$16,000	\$0	\$16,000	0.00%	Deferred, combined for backhoe snow push blade budget
Tannery Rd Sidewalk - land purchases	\$115,000	\$16,739	\$98,261	14.56%	Requires final design
Tannery Rd sidewalk construction	\$145,000	\$10,375	\$134,625	7.16%	Draft design received in Oct
Green St. Sidewalk Renewal	\$115,000	\$24,533	\$90,467	21.33%	Design received in Oct
Prince - Cumberland to Fox Street Reconstruction	\$209,500	\$7,300	\$202,200	3.48%	Completed in Oct
Duke St - Lincoln to Townsend Street Reconstruction	\$209,500	\$7,300	\$202,200	3.48%	Completed in Oct
WWTP Upgrade pre-design	\$71,500	\$62,158	\$9,342	86.93%	✓
WWTP Flood Control	\$365,100	\$270,422	\$94,678	74.07%	Deficiencies outstanding
Upgrade Communications Systems to Pumping Stations	\$102,200	\$100,268	\$1,932	98.11%	✓

**TOWN GENERAL
CAPITAL PROJECT SPENDING
SEPTEMBER 30, 2022**

Project	Budget	YTD Actual	Balance	% of Budget	Status
Saltwater Intrusion - Check Valve Installation	\$55,000	\$39,967	\$15,033	72.67%	Received awaiting install
WWTP Blower Room HVAC improvements	\$67,000	\$0	\$67,000	0.00%	
Chemical Feed Pumps (2)	\$40,000	\$17,381	\$22,619	43.45%	
Flowmeter install pump station #7	\$20,000	\$0	\$20,000	0.00%	
Manhole Cover Upgrades	\$31,500	\$10,289	\$21,211	32.66%	
Catch Basin Repair - West Nova Parking Lot	\$20,000	\$0	\$20,000	0.00%	
Bluenose Drive Sewer Line - Improvements re Salt Water Intrusion	\$335,000	\$224,980	\$110,020	67.16%	Completed in Oct
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$106,000	\$1,825	\$104,175	1.72%	Underway, there have been items impacting the contingency such as pipe locates and rock removal, potentially project could be \$10K - \$20K over budget
GIS Underground Infrastructure Master Plan	\$200,000	\$0	\$200,000	0.00%	Project awarded
WWTP Upgrade with SBR	\$9,982,000	\$0	\$9,982,000	0.00%	Awaiting funding application
Fire Hall Vehicle Exhaust Extraction System	\$60,000	\$0	\$60,000	0.00%	
Fire Freightliner Rescue (02) #4 Replacement	\$694,600	\$637,062	\$57,538	91.72%	
Fire Utility (99) #7 Replacement	\$141,500	\$0	\$141,500	0.00%	Ordered awaiting delivery
Arena Renovations (Ice Resurfacer Room, Bathrooms and Accessible Entrance Improvements)	\$131,000	\$46,984	\$84,016	35.87%	Ongoing
Cricket modifications to baseball field	\$14,000	\$6,050	\$7,950	43.21%	
Skate Park	\$44,000	\$1,014	\$42,986	2.30%	
Total	\$14,162,150	\$1,861,598	\$12,300,552	13.14%	

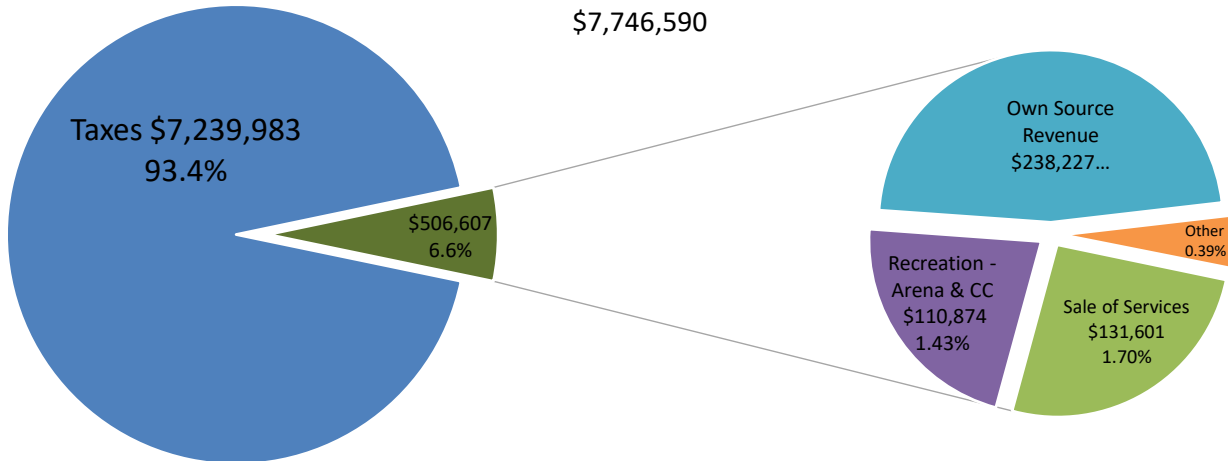
**WATER UTILITY
CAPITAL PROJECT SPENDING
SEPTEMBER 30, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
New Services	\$10,000	\$3,175	\$6,825	31.75%	As required
Replacement Hydrants	\$10,000	\$9,930	\$70	99.30%	✓
Replacement Meters	\$10,000	\$0	\$10,000	0.00%	
Water and Wastewater System Survey & GIS Development	\$62,500	\$70,691	(\$8,191)	113.11%	✓
Water Cost Sharing of underground Infrastructure Master Plan	\$67,000	\$0	\$67,000	0.00%	Project awarded
Distribution Main from intersection of Falkland and Green to Tannery Road	\$484,000	\$11,805	\$472,195	2.44%	Underway, there have been items impacting the contingency such as pipe locates and rock removal, potentially project could be \$10K - \$20K over budget
Water Line Loop Connection at Harborview and Morash	\$40,000	\$0	\$40,000	0.00%	
Chlorinator	\$60,000	\$32,170	\$27,830	53.62%	
Repair Spillway Dares Lake	\$160,000	\$720	\$159,280	0.45%	Deferred to 23-24
Raw Water Pump House Waterproof Foundation	\$15,000	\$0	\$15,000	0.00%	
Membrane Replacement Engineering	\$10,000	\$0	\$10,000	0.00%	
Membrane Replacement 2 Skids	\$145,000	\$0	\$145,000	0.00%	
Pneumatic Cleaning system on Intake Screen	\$5,000	\$0	\$5,000	0.00%	
Spare Industrial Hot Water Tank	\$5,500	\$0	\$5,500	0.00%	
Spare Sigma Pump for Soda Ash system	\$6,500	\$6,902	(\$402)	106.18%	✓
Spare Siemens Free Chlorine Online Probe	\$3,500	\$0	\$3,500	0.00%	
Replacement Chlorinator	\$9,500	\$0	\$9,500	0.00%	
Armouries - New Roof	\$30,000	\$0	\$30,000	0.00%	Cancelled
Total	\$1,103,500	\$135,393	\$968,107	12.27%	

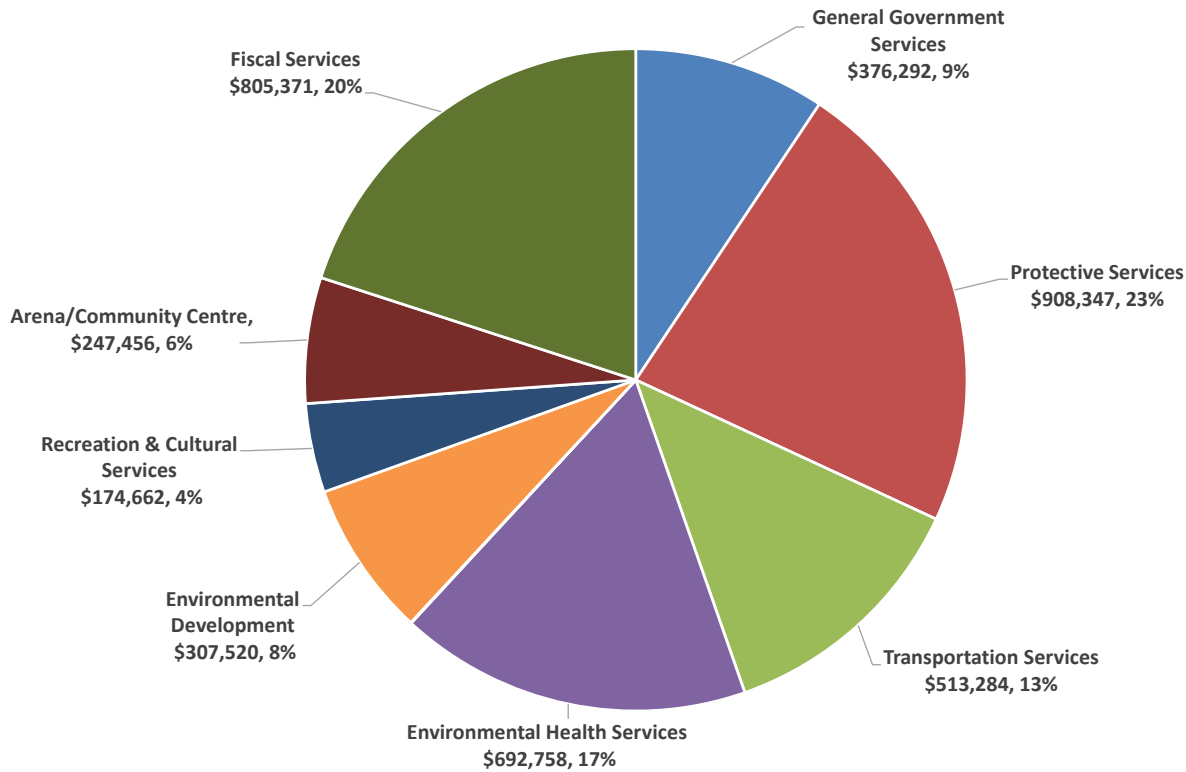
**ELECTRIC UTILITY
CAPITAL PROJECT SPENDING
SEPTEMBER 30, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Meters	\$ 10,000	\$0	\$ 10,000	0.00%	
Overhead Conductors	\$ 187,500	\$124,166	\$ 63,334	66.22%	
Poles & Fixtures	\$ 75,000	\$93,956	\$ (18,956)	125.27%	Higher requests than anticipated
Services	\$ 37,500	\$30,411	\$ 7,089	81.10%	Higher requests than anticipated
Transformers - Line	\$ 120,000	\$119,161	\$ 839	99.30%	Current market conditions have increased transformer costs
Green Street/Tannery Road 3-Phase Extension	\$ 248,000	\$0	\$ 248,000	0.00%	Work nearing completion
Street Lighting	\$ 100,000	\$33,233	\$ 66,767	33.23%	LED replacements ordered
Voltage Regulator	\$ 250,000	\$0	\$ 250,000	0.00%	Ordered
Oil/Water Separator at Substation	\$ 240,000	\$0	\$ 240,000	0.00%	
Electric Vehicle Charging Stations	\$ 15,000	\$0	\$ 15,000	0.00%	
Total	\$ 1,283,000	\$ 400,927	\$ 882,073	31.25%	

**2022/23 REVENUE
ACTUAL TO SEPTEMBER 30, 2022
\$7,746,590**



**2022/23 EXPENDITURES
ACTUAL TO SEPTEMBER 30, 2022
\$4,025,690**



Town of Lunenburg Operating Financial Statements

September 30, 2022

Summary Information

(YTD Pro-rated Budget =50%)

TOWN GENERAL

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>	<u>Year End Projections</u>	<u>% of Budget</u>
Revenue							
Taxes	\$7,239,983	\$7,318,400	99%	1.	\$78,417	\$7,318,400	100%
Grants In Lieu Of Taxes	-	284,500	0%	2.	284,500	284,500	100%
Sale of Services	131,601	191,000	69%		59,399	191,000	100%
Sale of Service Arena/Community Centre	110,874	263,600	42%	3.	152,726	263,600	100%
Other Revenue/Own Sources	238,227	392,700	61%		154,473	392,700	100%
Unconditional Transfers/Other Gov'ts	25,115	50,100	50%		24,985	50,100	100%
Conditional Transfers/Fed or Prov Gov'ts	790	1,800	44%		1,010	1,800	100%
Conditional Transfers/Other Local Gov'ts	-	195,400	0%		195,400	195,400	100%
	<u>\$7,746,590</u>	<u>\$8,697,500</u>	<u>89%</u>		<u>\$950,910</u>	<u>\$8,697,500</u>	<u>100%</u>
Expenditures							
General Government Services	\$376,292	\$774,000	49%		\$397,708	\$763,200	99%
Protective Services	908,347	1,847,300	49%		938,953	1,786,600	97%
Transportation Services	513,284	1,168,300	44%		655,016	1,154,300	99%
Environmental Health Services	692,758	1,523,500	45%		830,742	1,523,500	100%
Public Health Services - Cemetery	1,161	22,600	5%		21,439	17,600	78%
Environmental Development	306,359	643,700	48%		337,341	629,700	98%
Recreation & Cultural Services	174,662	310,100	56%	4.	135,438	310,100	100%
Arena/Community Centre	247,456	544,500	45%		297,044	547,500	101%
Fiscal Services	805,371	1,863,500	43%		1,058,129	1,863,500	100%
	<u>\$4,025,690</u>	<u>\$8,697,500</u>	<u>46%</u>		<u>\$4,671,810</u>	<u>\$8,596,000</u>	<u>99%</u>
TOWN SURPLUS (DEFICIT)	<u>\$3,720,900</u>	<u>\$ -</u>				<u>\$ 101,500</u>	

Comments:

- Both interim and final property and sewer tax bills have been issued.
- Normally received from Province in January.
- Arena revenues are seasonal.
- Parks, Playgrounds and Fields expenditures are seasonal.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>	<u>Year End Projections</u>	<u>% of Budget</u>
WATER UTILITY							
Revenue	\$812,591	\$1,585,200	51%	1.	\$772,609	\$1,558,200	98%
Expenditures	\$792,129	\$1,585,200	50%		\$793,071	\$1,575,200	99%
WATER SURPLUS (DEFICIT)	<u>\$20,462</u>	<u>\$ -</u>				<u>\$ (17,000)</u>	

Comments:

- Two quarterly billings issued. Next billing to be issued Dec. 31, 2022. Rate increase approved by NSUARB effective Jan. 1, 2023.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>	<u>Year End Projections</u>	<u>% of Budget</u>
ELECTRIC UTILITY							
Revenue	\$3,082,435	\$6,932,000	44%	1.	\$3,849,565	\$6,932,000	100%
Expenditures	\$3,066,732	\$6,932,000	44%		\$3,865,268	\$6,932,000	100%
ELECTRIC SURPLUS (DEFICIT)	<u>\$15,703</u>	<u>\$ -</u>				<u>\$ -</u>	

Comments:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
September 30, 2022

DEED TRANSFER TAX REPORT

	Budget	This Month (#) Amount	Year to Date (#) Amount	Variance to Budget
Revenue this year				
Capital Purposes	\$250,000	\$63,003	\$230,289	92% \$19,711
Operating Purposes	\$140,000	\$31,501	\$115,145	82% \$24,855
	<u>\$290,000</u>	(12) <u>\$94,504</u>	(46) <u>\$345,434</u>	<u>\$44,566</u>

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES	Balance 31-Mar-22	2022/23 Tax Billings	Collected To Date	Balance
2021/22 Taxes & Sewer and Prior	234,915	-	116,129	118,786
2022/23 Tax & Sewer billings	(167,681)	6,854,322	5,733,503	953,138
	67,234	6,854,322	5,849,632	1,071,924
Interest				34,930
Total Outstanding	16.15%			<u>1,106,854</u>

Prepayments for 2023/24 Tax & Sewer \$12,974

PARKING METER REVENUE AND FINES

	Budget 2022/23	Actual to 30-Sep-22	Variance to Budget	% of Budget
Parking Meter Revenue	\$140,000	\$97,428	\$42,572	69.59%
Parking Meter Fines	6,500	2,700	3,800	41.54%
Court Fines	3,500	160	3,340	4.57%
Total	<u>\$150,000</u>	<u>\$100,288</u>	<u>\$49,712</u>	<u>66.86%</u>

2022-23 Approved Grants		
<i>Council motion April 26, 2022</i>		
Account #01-2-19-5100	2022-23 Grant Notes	Approved Grant Amount
Curl for a Cause	Annual event which supports Fishermen's Memorial Hospital. Request \$250 and in-kind display of an event sign.	\$250
Fishermen's Memorial Hospital - Golf Tournament	Annual event which supports Fishermen's Memorial Hospital, no application received but Town traditionally supports.	\$100
Lunenburg Community Christmas Dinner	Pre-Covid this was an annual event, no application received but the Town traditionally supports. The funds cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)	\$115
Lunenburg Community Garden	Request for funds to cover insurance and repairs required from winter damage and due to age of garden beds.	\$500
Lunenburg County Seniors' Safety Partnership Society <i>previously Safe Communities Lunenburg County</i>	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police. Presentation to Council March 22, 2022.	\$2,231
Lunenburg Doc Fest Association	For their 9th event they are planning a hybrid event, with all film programming taking place online and in-person, both free and ticketed from September 22-28, 2022. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.	\$1,500
Lunenburg Dog Park	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.	\$1,000
Lunenburg Folk Harbour Society-Summer Concert Series	Funding to support free outdoor concert series at the Bandstand each Saturday (June 25 to Sept 3)	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Request for funding for the 2022 Folk Harbour Festival, to be held in Lunenburg from August 4 to 7. Plans are for a full-scale festive for the first time since 2019.	\$1,000
Lunenburg Foundation for the Arts	Request for funding to develop a new website for the Foundation.	\$1,000
Lunenburg Grad Bursary	Bursary will be issued to a graduating high school student.	\$500
Lunenburg Heritage Society	Funds to celebrate the 50th Anniversaries of the Lunenburg Heritage Society, Lunenburg Art Gallery and South Shore Public Library. Funds would be used towards advertising and a community Picnic in the Park (July or August).	\$1,225

2022-23 Approved Grants		
<i>Council motion April 26, 2022</i>		
Account #01-2-19-5100	2022-23 Grant Notes	Approved Grant Amount
VON-Lunenburg County	To assist with expenses associated with providing transportation for seniors and those with medical concerns. For example the service provides drives for medical appointments and weekly drives for residents for dialysis. The transportation program is also used to deliver frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.	\$2,000
Total		\$14,921
Amount available for potential additional requests during fiscal 2022-23		\$2,579
Total 22-23 budget amount		\$17,500
<i>Summary of additional approvals as of September 30, 2022</i>		
Amount available for potential additional requests during fiscal 2022-23		\$2,579
Royal Canadian Legion Lunenburg (approved May 10, 2022)	To support Remembrance Day program, funding will be used for insurance for the parade, rental of the sound system and for food and refreshments provided during the Meet and Greet following the parade.	\$1,250
Lunenburg County Lifestyle Centre (approved July 12/22)	In support of the 2022 Para Hockey Cup Championship	\$1,000
Balance available		\$329