

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, March 26, 2024 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. APPROVAL OF AGENDA

3.1 March 26, 2024 Council Meeting Agenda

Recommendation: That Council approve the agenda for the March 26, 2024 meeting as presented.

4. APPROVAL OF MINUTES

4.1 Amendment to January 23, 2024 Minutes

Recommendation: That Council amend the approved January 23, 2024 minutes to include the following motion, which was accidentally omitted from the minutes:

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council direct staff to work with MacKay-Lyons Sweetapple Architects Ltd. on drafting development rules based on Design Option 1: Town Square with possible road connection of Creighton Street and Sawpit Road.

Motion approved unanimously

4.2 March 12, 2024 Council Meeting Minutes

Recommendation: That Council approve the March 12, 2024 meeting minutes as presented.

5. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair

6. PRESENTATIONS

7. CORRESPONDENCE

7.1 Lunenburg Electric Harbour – ABCO

8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

Public hearings are held to discuss planning and development items and new bylaws or changes to existing bylaws. They are open to anyone to speak or submit written comments.

Public hearing process:

- Staff will provide an overview of the agenda item
- Staff will answer questions from Council
- The meeting be opened to the public for questions (in person and virtual attendees)
- Each person is limited to 5 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Once the public hearing is closed, no further questions or comments on the matter will be received

8.1 Alternative Voting By-law – public hearing & 2nd (final) reading

Recommendation: That Council approve the second and final reading of the Alternative Voting By-law as presented.

9. BUSINESS ARISING AND UNFINISHED BUSINESS

9.1 Budget Increase Request: Fire Hall Roof Repairs

Recommendation: That Council approve a revised 2024/25 Capital Budget amount of \$100,000 for the Fire Hall Roof Repairs project, with funding from Deed Transfer Taxes.

9.2 Budget Increase Request and Tender Award: Townsend Street Retaining Wall Repair

Recommendation 1: That Council approve a revised 2024/25 Capital Budget amount of \$250,000 for the Townsend Retaining Wall Repairs project, with funding from debt financing.

Recommendation 2: That Council award the Townsend Street Retaining Wall Repair project to J. Mason Contracting Limited for \$170,307 +HST.

10. NEW BUSINESS

10.1 Proposed Joint Police Advisory Board for Lunenburg County

Recommendation: That Council support the creation of a Joint Police Advisory Board comprising the Municipality of the District of Chester, the Municipality of the District of Lunenburg, the Town of Mahone Bay and the Town of Lunenburg and authorize the mayors/warden to write a joint letter to the provincial Department of Justice requesting Ministerial approval for a joint board.

10.2 2023/24 Budget Variance (Capital & Operating) to Jan. 31, 2024 – information report

10.3 2024 Provincial Volunteer Award Representative

Recommendation: That Council designate Donelda Richard as the 2024 Provincial Volunteer Award Representative for the Town of Lunenburg.

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11.1 Periodic updates from SSHAC and SSODA – Notice provided by Councillor Halverson on March 12, 2024

Recommendation: That Council direct staff to seek periodic updates from the South Shore Housing Action Coalition (SSHAC) and the South Shore Open Doors Association (SSODA) to be included, for information, in Council agenda packages.

12. MOTION ACTION LIST

13. IN CAMERA

14. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

January 23, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present Mayor Jamie Myra, Deputy Mayor Stephen Ernst, Councillors Ed Halverson, Jenni Birtles, Peter Mosher, Melissa Duggan and Susan Sanford

Also present Jamie Doyle, CAO
Lisa Dagley, Director of Finance
Tyson Joyce, Director of Public Works
Hilary Grant, Director of Community Development
Michael Best, Communications Manager
Kayla Byrne, Municipal Clerk
Miranda Bailey, MacKay-Lyons Sweetapple Architects
Brian MacKay-Lyons, MacKay-Lyons Sweetapple Architects
Julian Smith, Heritage Consultant (via Teams)

Call to Order The meeting was called 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 January 23, 2024 meeting as presented.

Motion carried unanimously

Approval of Minutes Following comments questioning the clarity of the motions from the January 9, 2024, meeting to end Councillor Halverson’s term as Deputy Mayor and appoint Councillor Ernst to the role, Council opted to confirm these motions and voted on them again as follows:

Moved by Councillor Mosher, seconded by Councillor Birtles, that Council agree to waive the required notice to amend the motion which appointed Councillor Halverson as Deputy Mayor.

FOR
6 Councillors

AGAINST
1 Councillor (Councillor Halverson)

Motion carried

Moved by Councillor Mosher, seconded by Councillor Birtles, that Council agree to waive the required notice of motion to select a new Deputy Mayor.

FOR	AGAINST
6 Councillors	1 Councillor (Councillor Halverson)

Motion carried

Moved by Councillor Mosher, seconded by Councillor Birtles, that Council appoint Councillor Ernst as the Deputy Mayor until the last meeting of Council before the 2024 municipal election.

FOR	AGAINST
6 Councillors	1 Councillor (Councillor Halverson)

Motion carried

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council approve the January 9, 2024 meeting minutes with the following amendment:

- That the term of Deputy Mayor Ernst's appointment is noted as "until the last meeting of Council before the 2024 municipal election."

Motion carried unanimously

Public Input and Questions

Paula Rennie, on behalf of Friends of Blockhouse Hill, asked various questions regarding the proposed development of Blockhouse Hill, including questions about Parks Canada communications.

Tom McFall expressed concerns with the proposed development of Blockhouse Hill, noting a possible impact on the Folk Harbour Festival.

Rachel Martin asked various questions regarding the proposed development of Blockhouse Hill, including questions about costs incurred on account of the project.

Heather Langille expressed concerns with the proposed development of Blockhouse Hill, noting that Council should consider a plebiscite on the matter.

Alison Strachan expressed concerns with the proposed development of Blockhouse Hill, citing a need for Indigenous consultation.

Towny Anderson (via Zoom) expressed concerns with the proposed development of Blockhouse Hill, citing a need for confirmation that the World Heritage Site designation will remain.

REMO 2023/24 Budget Variance Update

Moved by Councillor Sanford, seconded by Councillor Halverson, that Council approve an additional \$1,030 for the Lunenburg County Regional Emergency Management Organization (REMO) 2023/24 budget in support of the REMO Advisory Committee's motion to approve an additional \$20,200 for the 2023/24 Lunenburg County REMO budget.

Motion carried unanimously

LCAAC members

Moved by Councillor Sanford, seconded by Deputy Mayor Ernst, that Council support the Lunenburg County Accessibility Nominating Committee's recommendation and appoint Gregory Novak and Louise Hopper to the Lunenburg County Accessibility Advisory Committee, each for a term of three years.

Motion carried unanimously

Friends of Blockhouse Hill Letter

Council received a letter from the Friends of Blockhouse Hill, which expressed the group's opinions on the What We Heard report by MacKay-Lyons Sweetapple Architects Ltd.

Motion Amendment

Moved by Councillor Mosher, seconded by Councillor Sanford, that Council amend the motion previously adopted at the January 24, 2023, meeting, which stated that Council approve the development of an economic impact study/analysis; and that Council approve including \$50,000 in the 2023/24 Draft Operating Budget for the economic impact study/analysis; and that the study not proceed until at least \$50,000 worth of matching funds are provided by non-Town sources with at least \$10,000 coming from every partner of the study to remove the requirement that \$10,000 must be provided from each partner of the study.

The amended motion reads as follows: That Council approve the development of an economic impact study/analysis; and that Council approve including \$50,000 in the 2023/24 Draft Operating Budget for the economic impact study/analysis; and that the study not proceed until at least \$50,000 worth of matching funds are provided by non-Town sources.

Motion carried unanimously

Recess

Mayor Myra called a recess from 6:31 p.m. to 6:36 p.m.

Blockhouse Hill
Visioning Report
and Design
Options

Staff summarized a report on recommendations to draft development rules and declare the lands of Blockhouse Hill as surplus. Staff from MacKay-Lyons Sweetapple Architects presented the four design options.

Councillors asked clarifying questions, which, among other topics, focused on combining design options, adding additional streets to design options, dividing the land and selling it to multiple developers, phasing the project, costs associated with the required upgrades to the water and wastewater treatment systems, and tax implications associated with any development.

Moved by Councillor Mosher, seconded by Councillor Sanford, that Council direct staff to work with MacKay-Lyons Sweetapple Architects Ltd. to draft development rules based on the Design Option 1 street design.

Mayor Myra called a recess from 7:43 p.m. to 7:52 p.m.

With no objection from Council, Councillor Mosher withdrew the moved motion.

Proposed amendment to add the following motion: Moved by Councillor Mosher, seconded by Councillor Halverson, that Council direct staff to work with MacKay-Lyons Sweetapple Architects Ltd. on drafting development rules based on Design Option 1: Town Square with possible road connection of Creighton Street and Sawpit Road.

Motion approved unanimously

Moved by Councillor Sanford, seconded by Councillor Halverson, that Council defer making a decision on the motion that Council declare the land identified in Attachment A surplus and no longer required for Town purposes until the Spring.

With no objection from Council, Councillor Sanford withdrew the moved motion.

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council defer making a decision on declaring the land identified in Attachment A surplus and no longer required for Town purposes and that this decision return for Council's consideration at Council's March 26, 2024 meeting.

Motion carried unanimously

Moved by Councillor Duggan, seconded by Councillor Sanford, that Council direct staff to return with all tax implications associated with the development options presented by MacKay-Lyons Sweetapple Architects Ltd. at the January 23, 2024 Council meeting.

Motion carried unanimously

Notices Of
Motion,
Information
Requests and
Councillor Reports

Councillor Halverson inquired when the Cornwallis Renaming discussion would return to Council. Mayor Myra indicated he has been in touch with some Indigenous partners and is waiting for a response.

Councillor Halverson presented a notice of motion requesting that staff return to Council with an information report detailing the practices and policies of other municipalities regarding the criteria, remedial steps, and the method for dismissing a councillor from appointed roles, including committee memberships.

Councillor Mosher inquired about creating a process to capture questions during the public input portion of the meeting to ensure the public gets answers to their questions. Staff confirmed that while staff is often in touch with members regarding their questions, this process could be formalized.

Councillor Birtles noted her rationale for voting to end Councillor Halverson's term as Deputy Mayor, noting that bullying had occurred.

Adjournment

There being no further business, the January 23, 2024 Council meeting adjourned at 8:24 p.m.

The minutes were read and approved.

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

March 12, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Deputy Mayor Stephen Ernst, Councillors Ed Halverson, Melissa Duggan, Peter Mosher and Susan Sanford
Absent	Mayor Jamie Myra and Councillor Jenni Birtles
Also present	Lisa Dagley, Director of Finance Tyson Joyce, Director of Public Works Hilary Grant, Director of Community Development Trevor Hume, Planner Kayla Byrne, Municipal Clerk Nancy Green, South Shore Housing Action Coalition Meg Sampson, Nycum and Associates Donna Hoar, Grey Cardinal
Call to Order	The meeting was called to order at 6 p.m.
Land acknowledgment	It was recognized that Lunenburg is located in the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved by Councillor Sanford, seconded by Councillor Mosher, that Council approve the agenda for the March 12, 2024 meeting as presented. <p style="text-align: right;">Motion carried unanimously</p>
Approval of Minutes	Moved by Councillor Mosher, seconded by Councillor Sanford, that Council approve the February 27, 2024 meeting minutes as presented. <p style="text-align: right;">Motion carried unanimously</p>
Public Input and Questions	Linda Mills commented on the Civic Square Compatibility and Accessibility Project, inquiring about access routes and accessibility and the cost of concept 3. Michael Huskilson of ABCO Industries noted that ABCO is working on a Lunenburg Electric Harbour Initiative project. The company has made some requests for the Town's Electric Utility.

Why Non-Market Housing Options Matter	Nancy Green from the South Shore Housing Action Coalition made a presentation on non-market housing options, highlighting affordable housing costs, resident experiences, and recommendations for TOL. The South Shore Housing Action Coalition noted that it would be available to support TOL with housing-related projects.
Harbour View Haven Project Update	Meg Sampson of Nycum and Associates and Donna Hoar of Grey Cardinal presented an update on the new Harbour View Haven project, highlighting the preliminary site layout and design.
Coastal Protection Action Plan	Council received a letter from the Province of Nova Scotia about the future of the Coastal Protection Act and related resources for coastal properties.
Civic Square Compatibility and Accessibility Project	<p>Staff summarized a report on the Civic Square Compatibility and Accessibility Project. Councillors asked some clarifying questions about the proposed design option.</p> <p>Moved by Councillor Sanford, seconded by Councillor Halverson, that Council direct Staff to work with Vigilant and Mills & Wright on refining Concept 3: Working with the Natural Landscape for the Civic Square Compatibility and Accessibility Project based on feedback from the disability community.</p> <p style="text-align: right;">Motion carried unanimously</p>
Temporary Borrowing Resolution	<p>Staff summarized a report on the Temporary Borrowing Resolution.</p> <p>Moved by Councillor Halverson, seconded by Councillor Sanford, that:</p> <p>WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;</p> <p>WHEREAS the Council of the Town of Lunenburg has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and</p>

WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding \$603,917 for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Lunenburg to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding \$603,917 in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion carried unanimously

Moved by Councillor Halverson, seconded by Councillor Mosher, that:

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of

the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the Municipal Government Act authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the Municipal Government Act states, that in accordance with the Finance Act, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on March 12, 2024.

BE IT THEREFORE RESOLVED THAT under the authority of Section 91 of the Municipal Government Act, the Town of Lunenburg borrow by the issue and sale of debentures a sum or sums not exceeding \$603,917, for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the Town of Lunenburg in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

Motion carried unanimously

Municipal Election Staff summarized a report on the required Council decisions for the 2024 Municipal Election.

Moved by Councillor Sanford, seconded by Councillor Duggan, that

Council approve conducting a paperless election for the October 19, 2024 Municipal Election.

Motion carried unanimously

Moved by Councillor Sanford, seconded by Councillor Halverson, that Council approve using the List of Electors from Elections Nova Scotia as the Preliminary List of Electors for the 2024 Municipal Election.

Motion carried unanimously

Moved by Councillor Sanford, seconded by Councillor Halverson, that Council delegate its authority to appoint assistant returning officers to the Municipal Clerk to allow the clerk to appoint one or more assistant returning officers to assist the returning officer and act in their absence.

Motion carried unanimously

Moved by Councillor Halverson, seconded by Councillor Sanford, that Council delegate its authority to establish, modify, and amend the tariff of fees and expenses for the costs of the 2024 municipal election, as well as to outline a procedure for the submission and verification of accounts payable to the Municipal Clerk.

Motion carried unanimously

Amendment: By-law to Repeal Certain By-laws

Staff summarized a report which proposes to repeal the Skateboard and Similar Devices By-law, a By-law Respecting Drains, and a By-law Respecting Fire Prevention.

Moved by Councillor Duggan, seconded by Councillor Mosher, that Council approve first reading of the Amended By-law to Repeal Certain By-laws as presented.

Motion carried unanimously

Special Events Policy

Staff summarized a report on a proposed Special Events Policy, which, if approved, would amend or repeal other by-laws and policies.

Councillors asked clarifying questions and inquired if the administrative procedures could be amended to add that the Director of Community Development facilitates planning with the community to mitigate any possible event challenges, particularly for new development. Staff confirmed that the Chief Administrative Officer approves and amends administrative procedures.

Moved by Councillor Halverson, seconded by Councillor Mosher, that

Council give notice to approve the Special Events Policy as presented.

Motion carried unanimously

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council give notice to repeal the Annual Town Parade Approval Procedure Policy.

Motion carried unanimously

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council approve first reading of the amended Public Places By-law, By-law #55, as presented.

Motion carried unanimously

Notice of Motion Moved by Councillor Mosher, seconded by Councillor Halverson, that Council direct staff to contact the Department of Transportation to express safety concerns about the four-way stop in Lilydale.

Motion carried unanimously

Councillor Halverson provided the following notice of motion:
That Council direct staff to seek periodic updates from the South Shore Housing Action Coalition and the South Shore Open Doors Association to be included, for information, in Council agenda packages.

This motion will be presented for consideration at the next Council meeting.

Motion Action List Council received its motion action list.

Adjournment There being no further business, the March 12, 2024 Council meeting adjourned at 7:14 p.m.

The minutes were read and approved.

**MUNICIPAL COUNCIL OF THE
Town of Lunenburg
TEMPORARY BORROWING RESOLUTION**

2024-March-12 Council Meeting Minutes
Schedule A

Amount: \$ 603,917

Capital Projects: Detailed in Schedule "A"

**SCHEDULE "A"
CAPITAL PROJECTS**

		Estimates \$
Heading / Category: FIRE		
Item	#4 Rescue Fire Truck	175,531
Item		
Item		
Item		
Heading Sub Total:		175,531
Heading / Category: Wastewater		
Item	WWTP - Flood Protection (Berm)	200,000
Item		
Item		
Item		
Heading Sub Total:		200,000
Heading / Category: Public Works		
Item	Dresser Loader	228,386
Item		
Item		
Item		
Heading Sub Total:		228,386
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading / Category:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		603,917

From: [Jason Huskilson](#)
To: [Kayla Byrne](#); [Lisa Dagley](#); [Jamie Doyle](#)
Cc: [Michael Huskilson](#); [Colin Ross](#); [Trevor Hennigar](#)
Subject: request to be added to Council agenda
Date: March 19, 2024 1:36:04 PM
Attachments: [image001.png](#)
[2024.03 TOL Council - Electric Harbour REV01.pptx](#)

CAUTION: THIS IS AN EXTERNAL MAIL

Good afternoon

Last week my brother, Michael, and I attended the portion of council meeting where the public is permitted to stand up and voice anything they wish. We appreciate Town Council providing that platform, and we hope it was well received. I would like to add the following highlight from Michael's presentation in order to provide some context for this email:

"Nova Scotia has a huge opportunity to lead this decarbonization of marine fleets by frontrunning the technology to support the electrification of our most important fleets.

While not all vessels can be converted to hybrid or fully electric there are thousands of boats in Eastern Canada which operate during short periods of the day, often leaving in the morning and returning in the afternoon.

Knowing this, in 2022, ABCO and Rimot, of Dartmouth embarked on a Project to bring marine electrification to Lunenburg, furthering and maintaining its relevance in the marine and boat building industry.

First! *We proposed demonstrating the first fully electric commercial vessel – Check! ABCO did this in the summer of 2023.*

Secondly! *To enhance the ownership value of hybrid and fully electric boats, Rimot developed BlueGrid, a platform that allows vessel owners to plug into the grid and generate revenue using the batteries of their vessels when not being used for their operations.*

This would continue to strengthen the NS Power grid and decarbonize it."

The Staff at the ToL have been instrumental in guiding our Group to where we currently sit, but we seem to be handcuffed due to some unfortunate wording in the by-laws. This is where we would like to escalate things to the Town Council level to find a path forward. We would appreciate the opportunity to go in front of Lunenburg Town Council on March 26 to present our position and to ask that the council consider putting forth a motion along the lines of:

Request that Council approve, on behalf of the Lunenburg Electric Utility, to make application to the NSUARB to amend Reg 5.14 (SGO - Self Generation Offset) as follows:

1. Update definition in 5.14.1 to include energy storage in addition to renewable, low-impact, generators
2. Update 5.14 (b) (i) by adding energy storage as an option as defined in Electricity Act of Nova Scotia section 2(1)(aa)

Bonus Points: Understand if we asked for additional amendment to allow >100kW (eg. up to 1MW) whether this would cause delays in the council and/or UARB process.

Appreciate you taking the time to review, and please let me know if you have any comments.

Best,



Jason Huskison

Chief Executive Officer

Phone : [902-634-8821](tel:902-634-8821) ext:2074

Email : jason@abco.ca

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Lunenburg Electric Harbour

Discussion Materials

March 2024

Lunenburg Electric Harbour Overview

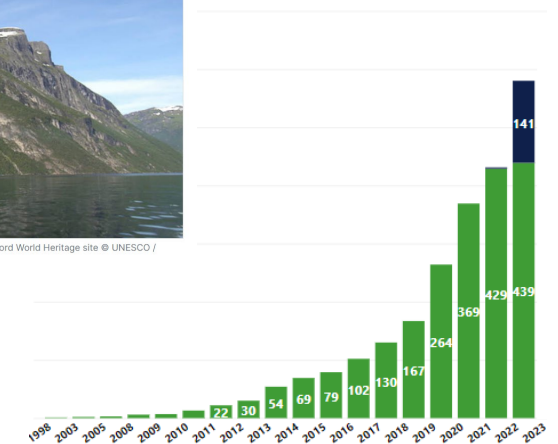
- ABCO is pleased to meet with the Town of Lunenburg to discuss the following Projects:
 - ABCO Electric Commercial Vessel
 - Rimot's Vessel2Grid Development
 - Lunenburg Electric Harbour Initiative
- Given the current need to reduce carbon emissions across every industry and the untenable situation with global fossil-fuel supply, electrification shines as a beacon to support the transition and the leadership of the Canadian marine and fishing industry
- Jurisdictions around the world are poised to reduce or even ban combustion engines from their harbours and fjords
- Historically, Lunenburg has been a leader in the boat building and fishing industry and is well-positioned to be the home of the transition to electrified fishing vessels

Norwegian parliament adopts zero-emission regulations in World Heritage fjords



A cruise ship in the West Norwegian Fjords – Geirangerfjord and Nærøyfjord World Heritage site © UNESCO / Hyperthese Productions

Total number of ships with batteries
● In operation ● Under construction



Lunenburg Electric Harbour | Police Boat Electrification

The Police Boat Electrification Project aims to demonstrate the viability of EV and hybridized vessels for commercial use and provide the foundation for ABCO to develop an EV fishing vessel. Additionally, ABCO will be partnered with Rimot's BlueGrid to develop and demonstrate Vessel2Grid systems.

Objectives

- Refurbish and electrify Police Patrol Boat
- Demonstrate viability of electric drives for commercial fishing fleets
- Demonstrate viability of E-vessel product and charging station at ABCO wharf
- Integrate and demonstrate Vessel2Grid system with Rimot

Timeline

- Q3-2023 Commercial E-Vessel Demo
- Q2-2024 Demo V2G system

Investment Highlights

- 1 Demonstrate the first Canadian manufactured EV vessel and Vessel2Grid system**
- 2 Showcase Lunenburg as a leader in decarbonizing marine sector, vessel electrification, and vessel-to-grid**
- 3 Provide opportunity to convert Lunenburg-based and subsequently global nearshore commercial fishing fleet to all electric emission-free operations (>2000 in Nova Scotia alone)**
- 4 Open adjacent high-end electric pleasure craft market**

Lunenburg Electric Harbour | Vessel-to-Grid Deployment

The Lunenburg Vessel-to-Grid Deployment Project aims to provide a world-leading demonstration of viability of utilization EV and hybridized EV as energy storage for the electricity grid.

Objectives

- Work in conjunction with ABCO and others to procure, install and commission first bi-directional DC fast-charging
- Demonstrate the functionality and reliability of DC fast-charging in a marine setting
- Demonstrate bi-directional power flow and utilization of marine vessel batteries as a resource for electricity grid

Timeline

- FY2023 Technology Development
- Q2-2024 Demo V2G system

Investment Highlights

- 1 Demonstrate the first Canadian manufactured EV vessel and Vessel2Grid system**
- 2 Showcase Lunenburg as a leader in decarbonizing marine sector, vessel electrification, and vessel-to-grid**
- 3 Provide opportunity to convert Lunenburg-based and subsequently global nearshore commercial fishing fleet to all electric emission-free operations (>2000 in Nova Scotia alone)**
- 4 Provide a global first showcase of financial and environmental impacts of vessel-to-grid**

Lunenburg Electric Harbour | Vision and Roadmap

Phase	Timing	Commentary
EV Demonstration		<ul style="list-style-type: none"> 2022-23: Demonstrate electric commercial vessel 2025: Produce first commercial electric fishing vessel
V2G Demonstration		<ul style="list-style-type: none"> 2024: Vessel2Grid Demonstration of charging at ABCO Wharf 2025: Integrate Vessel2Grid into Lunenburg Town Waterfront
Produce and Convert		<ul style="list-style-type: none"> 2024+: Work with stakeholders to deliver solution through new products and fleet conversions
Tourism		<ul style="list-style-type: none"> 2025: E-ferries and tour boats as well as rental E-pleasure craft 2025: Lunenburg becomes the first quiet, emission-free harbour
Roadmap Timeline		

Subject: Alternative Voting By-law – 2nd reading
Prepared by: Kayla Byrne, Municipal Clerk
Date: February 13, 2024 – 1st reading
March 12, 2024 – public hearing and 2nd reading



Recommendation

That Council approve second and final reading of the Alternative Voting By-law as presented.

Alternatives

- That Council provide amendments to the proposed by-law.
- That Council defer making a decision.

Background

The current Alternative Voting By-law was approved by Council in 2020. The purpose of this by-law is to establish alternative voting processes, such as internet and telephone voting, for municipal elections for the Town of Lunenburg. In preparation for the 2024 municipal election, scheduled for October 19, staff have reviewed the existing by-law and are proposing an updated by-law. If approved, the proposed Alternative Voting By-law would repeal and replace the existing by-law, [By-law #67, the Alternative Voting By-law](#).

Discussion

This proposed by-law received first reading on February 13, 2024. Staff have not received any written submissions regarding the proposed by-law.

The updated by-law, like the current one, sets up alternative voting methods for municipal elections. It has been rewritten to simplify some clauses without changing their intent. The main differences between the existing and the proposed updated by-law are the additions noted below. All proposed changes adhere to the Municipal Elections Act (MEA):

More clarity on a paperless election: Both the updated by-law and current by-law state that a motion of Council is required to conduct a paperless election. The updated by-law provides more guidance on conducting a paperless election (sections 6,14, 16 and 18). The updated by-law also clearly states that an alternative polling station must be set up for a paperless election, allowing voters to vote in person should they choose to do so. This clarity emulates how paperless elections have been conducted for TOL.

Addition – Council delegates some responsibility to the Returning Officer (S.3 & 7): Council entrusts the Returning Officer with setting alternative and advance polling dates, as permitted by the MEA. Per the MEA, advance polls are limited to specific days: Tuesday, four days before;

Thursday, nine days before; or Saturday, seven days before ordinary polling day. Due to its minor nature, staff recommend delegating this task.

Addition – Alternative Voting Methods for Plebiscites (S.4): Council can conduct plebiscites using alternative voting methods.

Removal – System Elections Officer; Replaced by System Auditor (S.5): This clause more accurately reflects the process used during municipal elections using an electronic voting system.

Addition – Designation of 24-Hour Advance Polls (S.9): Per the MEA, this by-law may allow for additional hours and dates for voting at an advance poll, including permitting voting 24 hours per day over an allotted period. This was the practice of the 2023 special election and the 2020 municipal election.

Addition – Other methods of alternative voting (S.25): The proposed updated bylaw allows Council to determine other methods for alternative voting as stated in the MEA.

Addition – Council’s Review of Alternative Voting Methods (S.27): Council reserves the right to review, modify, or discontinue any alternative voting method based on its effectiveness, voter feedback, and advancements in voting technology.

Addition – Supplementary Guidance from Municipal Elections Act (S.29): States that the MEA will be what staff look to if the by-law does not provide regulations or guidance on specific aspects of alternative voting.

Addition – Review (S.31): This by-law should be reviewed before each regularly scheduled municipal election.

Relevant Legislation

Section 146A of the [Municipal Elections Act](#) permits Council to authorize voters to vote by mail, electronically or by another voting method.

Financial

Passing this by-law incurs no financial impact except for mandatory advertising costs. However, similar to paper ballot elections, alternative voting systems involve associated costs.

Communications

Per the Municipal Government Act (MGA), by-laws require a first and second reading at least 14 days apart and must be advertised in the local media. The Town uses Lighthouse Now for advertising. The proposed by-law will also be available on the Town’s website if granted first reading.

Attachments

Proposed Alternative Voting By-law

Town of Lunenburg
ALTERNATIVE VOTING BY-LAW

A by-law to establish alternative voting processes for municipal elections for the Town of Lunenburg.

WHEREAS Section 146A of the Municipal Elections Act authorizes the Town of Lunenburg Council to authorize voters to vote by mail, electronically or by another voting method.

NOW THEREFORE, the Town of Lunenburg Council enacts as follows:

1. CITATION

1.1 This by-law is cited as the Alternative Voting By-law.

2. DEFINITIONS

“Act” means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended.

“Advance poll” refers to a designated period, as specified in the Act, before the ordinary polling day, during which electors can cast their vote.

“Alternative ballot” means a form of voting paper or digital representation used in alternative voting methods, distinct from the traditional paper ballot used in standard in-person voting.

“Alternative polling days” refer to specific days designated for alternative voting methods, distinct from the ordinary polling day.

“Alternative voting methods” refers to various voting techniques approved by the Town of Lunenburg Council, aside from traditional in-person voting at a polling station on ordinary polling day.

“Ballot Box for electronic voting” means a computer database in the system where cast internet ballots are put.

“Candidate” means a person who has been nominated as a candidate pursuant to the Act.

“Deputy Returning Officer” means a person appointed under the Act to preside over a polling station.

“Elector” means a person qualified to vote at an election, per the Act, whether or not their name is on a List of Electors.

“Election officer” refers to various officials involved in the election process, including the

municipal clerk, the returning officer, the registrar of voters, as well as all appointed deputy returning officers, poll clerks, enumerators, and revising officers as per the Act.

“Friend” refers to an individual authorized to assist an elector in casting their vote through alternative voting methods per this by-law.

“List of Electors” refers to an official compilation of registered individuals who can vote in a municipal election for the Town of Lunenburg.

“Ordinary polling day, in the case of a regular election, means the third Saturday in October in a regular election year, and in the case of any other election, it means the Saturday fixed for the election.

“Paper ballot election” refers to a traditional method of voting where electors express their choice by marking a physical paper ballot.

“Paperless election” means a voting process where ballots are cast and recorded exclusively electronically or digitally, without traditional physical paper ballots.

“PIN” means the Personal Identification Number or code issued to an elector for alternative voting purposes.

“Polling station” is a designated location where eligible voters can go to cast their votes in person.

“Preliminary List of Electors” is an initial compilation of individuals eligible to vote in an upcoming election in the Town of Lunenburg.

“Proxy voting” refers to a process in which a designated individual, known as a proxy, is authorized to vote on behalf of another person, who is the principal voter.

“Rejected ballot” refers to a situation where an elector declines to accept a ballot for a particular race. A rejected ballot occurs before the elector engages with the ballot, while a 'spoiled ballot' occurs after the elector has engaged with it.

“Returning Officer” means a Returning Officer appointed according to the Act.

“Seal” means to secure the ballot box for electronic voting and prevent internet and telephone ballots from being cast.

“School Board” means the Conseil scolaire acadien provincial as referred to in the Education (CSAP) Act.

“Spoiled ballot” refers to an alternative ballot that an elector has accepted but:

- has intentionally not been marked for any candidate in a particular race.
- has been explicitly marked by the elector to indicate a decision not to vote for any candidate in that race.

“System Auditor” refers to an individual or a third party designated by the Returning Officer to perform audit processes for the voting system.

“Voting system” or “system” refers specifically to the electronic infrastructure and software that enable secure, accessible, and reliable online or telephone voting used for alternative voting.

3. ALTERNATIVE VOTING AND PAPERLESS ELECTION PROVISIONS

- 3.1 Under this by-law, Council, by motion, may decide to implement alternative voting methods. Upon passing such a motion, Council delegates its responsibility of setting alternative polling days to the Returning Officer.
- 3.2 Council may also decide, by motion, to conduct a paperless election, in which case voting will be exclusively through telephone or the Internet.

4. ALTERNATIVE VOTING METHODS FOR PLEBISCITES

- 4.1 In alignment with the provisions of this by-law, the Council may decide, by motion, to conduct plebiscites using the alternative voting methods and processes outlined in this by-law and adhering to the Act.

5. SYSTEM AUDITOR

- 5.1 The Returning Officer will appoint a System Auditor before each municipal election where alternative voting methods are used. The System Auditor must take an oath as the Returning Officer prescribes.
- 5.2 The System Auditor can be a Town of Lunenburg staff member, an election officer or a third party, as deemed appropriate by the Returning Officer.
- 5.3 The System Auditor is responsible for conducting a comprehensive system audit, ensuring its accuracy, reliability, and security.
- 5.4 The System Auditor will monitor the performance of the voting system throughout the election period.
- 5.5 In the event of system irregularities or suspected security breaches, the System Auditor must immediately notify the Returning Officer, who will work with the system provider

to resolve the issue.

6. NOTIFICATION OF ALTERNATIVE VOTING AND POLLING DAYS

- 6.1 When alternative voting dates are set, the Returning Officer must publish a notification in a local newspaper notifying the public of the alternative polling days. This notification will:
- List the dates and times for alternative voting.
 - Notify electors that they can vote by telephone, internet, or other approved methods on the designated alternative polling days.
- 6.2 If Council elects to conduct a paperless election, the Returning Officer must publish a notification in a local newspaper notifying the public of this alternative voting method. This notification will include:
- A clear indication that the election is paperless, with voting exclusively conducted through telephone, internet, or any other Council-approved alternative methods.
 - Comprehensive instructions on how the voting process will work.
 - Information on the location and operating hours of any polling stations established for alternative voting to assist voters who may require additional support or access to voting facilities.
- 6.3 The required announcements in this section can also include any additional information the Returning Officer deems necessary.
- 6.4 Beyond the required advertisements outlined in this section and the Act, the Returning Officer may choose other notification methods, such as utilizing the Town's website and social media channels.

7. DETERMINATION OF ADVANCE POLLING DATES

- 7.1 Per the Act, Council delegates its authority to set the dates for the advance poll to the Returning Officer. These dates will be chosen per the requirements of the Act.

8. ADVANCE POLLING NOTIFICATION

- 8.1 The Returning Officer is required to publish a notification in a local newspaper detailing the schedule for advance polling. This notification must specify:
- The exact dates and times when advance polling will be held.
 - A clear list of all alternative voting methods available during the advance polling period.
- 8.2 Beyond the required advertisements outlined in this section and the Act, the Returning Officer may choose other notification methods, such as utilizing the Town's website and social media channels.

9. DESIGNATION OF 24-HOUR ADVANCE POLLS

- 9.1 The Returning Officer may designate specific advance polls to operate 24 hours for alternative voting methods that utilize a voting system, such as telephone and internet voting.
- 9.2 Adequate notice of these 24-hour advance polls will be provided to the public well before the commencement of advance voting. This notice will ensure that all electors are informed of the extended hours.

10. FORM OF ALTERNATIVE BALLOT

- 10.1 An alternative ballot must:
 - State whether it's for electing a Mayor, Councillor, or School Board Member, as the case may be.
 - List the candidates' names in alphabetical order by surname and then given name, without titles, honours, or degrees.
 - Instruct the voter to choose either one candidate or up to the specified number of candidates, depending on the election.

11. OATHS

- 11.1 All required or authorized oaths must be administered according to the format outlined by the Town of Lunenburg in its official procedures and forms. If the Town of Lunenburg or its Returning Officer has not specified a format, then the oath must follow the format required by the Act.

12. VOTING ELIGIBILITY

- 12.1 A person can only vote using alternative methods if:
 - Their name is on the List of Electors; or
 - They are added to the list per the Act or section 13 of this by-law.

13. AMENDING THE LIST OF ELECTORS

- 13.1 Notwithstanding any regulations of the Act, a person can request to be added to the List of Electors by phone or in person. This request can be made anytime between the first notice of the preliminary list of electors and the conclusion of the alternative polling days.
- 13.2 When applying by phone to be added to the list, the information provided must be detailed enough for verification. If it cannot be verified, the applicant must appear in person at a specified location and time to make a sworn declaration of their eligibility

before the Returning Officer or Deputy Returning Officer.

14. ALTERNATIVE VOTING POLLING STATIONS AND MOBILE POLLS

- 14.1 If Council chooses a paperless election, the Returning Officer must set up at least one alternative voting polling station. Each of these stations must be equipped with a device that allows voters to cast their ballots via the internet or telephone.
- 14.2 In addition to 14.1, alternative voting polling stations must:
- Be accessible to all voters. This includes the provision of an election officer to provide voting assistance when requested by the elector.
 - Be open on all advance voting days, the ordinary polling day, and any other times the Returning Officer sets.
- 14.3 The Returning Officer may appoint a Deputy Returning Officer and Poll Clerk for each polling station for alternative voting, but this is not required.
- 14.4 Notwithstanding the general provisions for polling stations per the Act and this by-law, the Returning Officer can establish mobile polling stations for alternative voting. These mobile polling stations are specifically intended to serve electors in hospitals, sanatoriums, homes for the aged, licensed nursing homes and institutions for chronic diseases.

15. PROXY VOTING

- 15.1 Proxy voting is not allowed through alternative voting methods as outlined in this by-law.

16. FRIEND VOTING FOR ALTERNATIVE VOTING

- 16.1 Per the Act, if an elector is blind, illiterate, or physically unable to mark a ballot, they can vote with the assistance of a friend.
- 16.2 A candidate can only be a friend voter for immediate family members, specifically their child, grandchild, sibling, parent, grandparent, or spouse.
- 16.3 The elector and the friend must appear in person before the Returning Officer or Deputy Returning Officer and swear the required oaths.
- 16.4 The elector must take an oath stating they need assistance to vote.
- 16.5 The friend must take an oath stating that:
- They have not helped another voter in this election, except for their immediate family members, as specified in section 15.2.
 - They will mark the ballot as the elector requests.

- They will keep the elector's choice confidential.

16.6 If an elector needs help voting at an alternative voting station, the Returning Officer or a Deputy Returning Officer can assist without taking an oath.

16.7 When Council has made the decision to conduct a paperless election, the elector and their friend may vote and take their oaths at an alternate polling station.

16.8 When an elector uses the assistance of a friend, the Returning Officer, Deputy Returning Officer, or Poll Clerk must record in the poll book:

- Why the elector cannot vote.
- The friend's name.
- That the oaths were taken.

17. HANDLING OF ALTERNATIVE VOTING BALLOTS IN PAPER-BASED ELECTIONS

17.1 In cases where Council conducts a traditional paper ballot election that includes alternative voting methods, the Returning Officer will ensure:

- All internet and telephone ballots submitted by voters will be consolidated with traditional ballots for counting.
- Spoiled ballots from these alternative voting methods will be consolidated with traditional ballots for counting.

17.2 In instances where the alternative voting period concludes before the end of ordinary polling day, the system will automatically seal the ballot box for electronic voting containing the alternative votes. This sealed state will be maintained until the polls close on ordinary polling day.

18. HANDLING ALTERNATIVE VOTING RECORDS

18.1 If alternative voting ends before ordinary polling day concludes, the voting system must:

- Create a list of electors who voted via alternative methods.
- Mark off these electors' names on the elector list.

18.2 Printed and electronic copies of the lists identified in 18.1 must be provided to the Returning Officer within 24 hours after alternative voting ends.

18.3 If alternative voting ends simultaneously with ordinary polling day, the system will generate a list of all electors who voted alternatively.

18.4 The generation of lists identified in sections 18.1 and 18.3 are not required for a paperless election.

19. COUNTING OF ALTERNATIVE POLLING DAY BALLOTS

- 19.1 Upon the conclusion of ordinary polling day, the system will tally each candidate's telephone and internet ballots from alternative polling days. This tally will include spoiled ballots but exclude rejected ballots.

20. RECOUNT BY SYSTEM

- 20.1 For a recount, the system will re-calculate the election results. If the initial and the re-calculated counts are identical, the re-calculated count becomes the official result for alternative voting.
- 20.2 If the initial count differs from the re-calculated count, the Returning Officer must order a final re-calculation of the alternative voting results by the system. The result from this final re-calculation will be the official count for alternative voting.

21. RECOUNT BY COURT

- 21.1 In a recount, the judge will only review the system's final tally of votes cast through alternative voting for each candidate.
- 21.2 This final tally from the system will be combined with the judge's count of votes for each candidate cast using traditional (non-alternative) voting methods.

22. SECRECY

- 22.1 An election officer must ensure and help ensure the confidentiality of the voting process. Likewise, everyone present at a polling station or during the vote count is required to uphold and assist in upholding the secrecy of the voting.

23. VALIDITY OF REMAINING BY-LAW PROVISIONS

- 23.1 If a qualified court finds any part of this by-law invalid, it does not affect the rest of the by-law, which remains valid and in effect.

24. OTHER METHODS OF ALTERNATIVE VOTING

- 24.1 In addition to telephone and internet voting, Council may, by resolution, introduce and approve other methods of alternative voting for elections. These alternative voting methods may include, but are not limited to, postal voting and any other electronic or digital voting systems deemed secure and accessible by Council and in alignment with the requirements of the Act.

- 24.2 The Returning Officer will establish and publish specific procedures, eligibility criteria, and operational details for each alternative voting method in a manner consistent with the principles of fairness, accessibility, and security.
- 24.3 All alternative voting methods must ensure the confidentiality and integrity of the vote and be accessible to all electors.
- 24.4 Any changes or introductions of new alternative voting methods must be communicated to the public well before an election, along with clear instructions and support for voters using these methods.

25. PROHIBITIONS

- 25.1 When a PIN is issued for alternative voting, no person is allowed to:
- Use someone else's PIN to vote or access the system, except as a friend voter.
 - Take or interfere with another's PIN; or
 - Trade or transfer a PIN.
- 25.2 It is also prohibited to:
- Interfere with someone casting an alternative ballot.
 - Disrupt alternative voting processes.
 - Try to learn or reveal who an elector voted for.
- 25.3 Candidates, their agents, or supporters must not provide anyone with personal computing devices or telephones to cast an internet or telephone ballot.

26. COUNCIL'S REVIEW OF ALTERNATIVE VOTING METHODS

- 26.1 Council reserves the right to review, modify, or discontinue any alternative voting method based on its effectiveness, voter feedback, and advancements in voting technology.

27. OFFENCES AND PENALTIES

- 27.1 Committing any of the following acts is an offence:
- Breaking any rule of this by-law.
 - Providing a false statement in a declaration.
 - Allowing a violation of this by-law.
- 27.2 Upon violating this by-law, the offender will face legal penalties adjudicated by a court in line with the Act. These include:
- A fine not exceeding \$10,000, imprisonment for up to two years less a day, or both.
 - The imposition of a minimum fine as decided by the court.

- Imprisonment for a maximum of one year if a fine is not paid.

27.3 In setting a penalty, this by-law recommends that a judge consider:

- The number of votes the offender attempted to interfere with.
- The actual number of votes interfered with.
- The extent of any potential impact on the election outcome due to the interference.

27.4 Under section 146A of the Act:

The limitation period for the prosecution of an offence under this by-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and

27.5 The Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this by-law.

28. SUPPLEMENTARY GUIDANCE FROM MUNICIPAL ELECTIONS ACT

28.1 When this Alternative Voting By-law does not explicitly provide regulations or guidance on specific aspects of alternative voting, the Returning Officer will refer to and comply with the relevant provisions of the Act.

29. REPEALS

29.1 By-law #67, the Alternative Voting By-law is now repealed and replaced by this by-law.

30. REVIEW

30.1 This by-law will be reviewed at least six months before a regularly scheduled municipal election for the Town of Lunenburg.

Subject: Fire Hall Roof Repairs – Budget Increase
From: Lisa Kendall, Municipal Engineer
Date: March 11, 2024



Recommendation

That Council approve a revised 2024/25 Capital Budget amount of \$100,000 for the Fire Hall Roof Repairs project, with funding from Deed Transfer Taxes.

Alternatives

- Not approve the revision to the 2024/25 Capital Budget for the Fire Hall Roof Repairs Project, reject the RFP submission and defer the project to a later time.

Background

Since the Lunenburg and District Fire Hall was purpose-built in 1995, there have been no upgrades to the roof. Currently, the flat roof sections are leaking and need repairs. Also, the rain gutters have failed and are due for replacement; however, snow guards are required prior to the installation of rain gutters to prevent future damage.

The amount approved in the 2024/25 Capital Budget for the Fire Hall Roof Repairs project is \$90,000 including net HST.

Discussion

The RFP for the roof repairs at the Fire Hall closed on January 19, 2024. Only one submission was received from Acadia Roofing:

Scope of Work	RFP Price (excluding HST)
Flat Roof Sections Upgrades	\$91,252
Sloped Roof Section Coating	\$94,564
Eavestrough and Gutter Replacement	\$5,719
Snow Guards Installation	\$31,615

As the flat roof sections are actively leaking, this is the priority of the scope of work for the 2024/25 budget year. The snow guard installation, and eavestrough and gutter replacement can be considered at a later time.

Strategic Plan Relevance

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

Financial

The amount approved in the 2024/25 Capital Budget for the Fire Hall Roof Repairs is \$90,000 with funding from Deed Transfer Taxes.

The revised Budget based on the RFP submission for the Flat Roof Section Upgrades is \$100,000 including net HST.

If this Project is to proceed, it will require further budget funding of \$10,000 (including net HST). This additional funding can be accommodated from Deed Transfer Taxes as well.

Subject: Townsend Street Retaining Wall Repair – Tender Award
From: Lisa Kendall, Municipal Engineer
Date: March 11, 2024



Recommendation

That Council approve a revised 2024/25 Capital Budget amount of \$250,000 for the Townsend Retaining Wall Repairs project, with funding from debt financing.

That Council award the Townsend Street Retaining Wall Repair project to J. Mason Contracting Limited for the amount of \$170,307 +HST.

Alternatives

- Not approve the revision to the 2024/25 Capital Budget for the Townsend Street Retaining Wall Repairs Project, reject the Tender and defer the Project to a later time.

Background

This Project is intended to stabilize the retaining wall on Townsend Street near Town Hall. The retaining wall is currently in fair to poor condition in all locations, with more than 50% of the wall exhibiting defects requiring repair/rehabilitation. The rehabilitation will include, but not be limited to, chipping away defective concrete, installing anchors, installing welded wire mesh reinforcement, reform wall with shotcrete, and applying a sealer.

The amount approved in the 2024/25 Capital Budget for the Townsend Street Retaining Wall Repair project is \$150,000 including net HST.

Discussion

The Tender for the Townsend Street Retaining Wall Repair closed on January 30, 2024, and has a 90-day Tender validity.

Tender Results (all tender awards over \$100,000 must be approved by Council)

Company	Tender Price (excluding HST)
J. Mason Contracting Limited	\$170,307

The Tender bid from J. Mason Contracting Limited is compliant. Moreover, replacing this wall in its entirety would cost significantly more than this repair. Consultants have cautioned Staff that if the current scope of repair work is not completed in the 2024 construction season, we are at risk of needing a new review of the wall to assess for further deterioration.

Strategic Plan Relevance

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

Financial

The amount approved in the 2024/25 Capital Budget for the Townsend Retaining Wall Repairs is \$150,000 with funding from Debt financing.

The revised Budget based on the Tender submission for the Retaining Wall Repairs and consulting fees for inspection is \$250,000 including net HST.

If this Project is to proceed, it will require a budget increase of \$100,000 (including net HST). The Debt financing could be increased to accommodate this budget change.

Subject: Proposed Joint Police Advisory Board for Lunenburg County
Prepared by: Jamie Doyle, CAO
Date: March 26, 2024



Recommendation

That Council support the creation of a Joint Police Advisory Board comprising the Municipality of the District of Chester, the Municipality of the District of Lunenburg, the Town of Mahone Bay and the Town of Lunenburg and authorize the mayors/warden to write a joint letter to the provincial Department of Justice requesting Ministerial approval for a joint board.

Alternatives

While the Police Act requires all municipalities policed by the RCMP to have a Police Advisory Board, the decision to create a joint board for the region is a voluntary one. The municipal partners could choose to retain individual boards.

Background

The Royal Canadian Mounted Police (RCMP) provides police services to four of the five municipalities in Lunenburg County, including the Districts of Chester and Lunenburg, and the Towns of Mahone Bay and Lunenburg. Currently The District of Chester, the District of Lunenburg, and the Town of Mahone Bay have active boards. The Town of Lunenburg is in the process of activating an advisory board and inquired with municipal staff in neighbouring units if there would be interest in exploring a joint board.

Under the Police Act, all municipalities contracting with the RCMP must have an advisory board. The composition of a police advisory board for an individual municipality consists of either 5 or seven members. One member of the committee is appointed by the Minister of Justice, and the remaining seats are filled half with council members and half with citizens.

Section 57A permits municipalities to create a joint advisory board. The composition of a joint board includes 2 members from each partner council, two resident members from each partner unit and one member appointed by the Minister. Police Board meetings are required to be held quarterly.

Discussions with staff at the Department of Justice have confirmed that a joint board would not be inappropriate, and the process is relatively simple. Municipalities seeking a joint board must write a letter to the minister seeking approval and outlining their reasons for seeking one.

Discussion

Requests to the Minister for joint boards require an explicit rationale for the approach. The primary benefits of this proposal include better matching the inter-jurisdictional nature of

policing; addressing the current gap in local police board governance in the Town of Lunenburg; and increased administrative efficiency.

Of note, discussion with senior RCMP staff in Lunenburg County has confirmed that the detachment is supportive of the request to merge the local boards. Below is a short explanation of each of these primary reasons for pursuing a joint board.

Interjurisdictional nature of policing

While each municipality holds a separate contract with the province to provide policing through the provincial policing contract, the RCMP provides an integrated service, with the same officers and structure providing police services to all of the units.

The nature of criminal activity does not align with existing municipal boundaries, and therefore, police response must necessarily operate without regard to these political boundaries to provide an effective service. One of the primary functions of a police board is to provide input to the police service on “priorities, objectives and goals of the police force” (s. 68(3)(a)). A joint board will be able to provide an improved perspective on the needs of the local community because the joint board will include the views and perspectives of the community as a whole, as opposed to operating in the silo of existing municipal boundaries.

A joint policing board may also gain synergies with other inter-municipal cooperation initiatives. The 4 partners currently share a regional accessibility coordinator and are in the process of hiring a regional anti-racism coordinator. Creating a joint board will provide a streamlined avenue for input from the regional committees, and coordinators focused on providing more inclusive services.

A joint regional board would provide a more cohesive view of the local governance of policing, better aligning with the jurisdictional scope of the police force and increasing the potential for input from regional efforts to increase inclusion and equity.

Increased Governance

Currently the Town of Lunenburg does not have an active police board. Pursuing a regional board would address the gap in local governance of policing required in the Police Act. There have also been issues in recruiting members of the public to the citizen seats on the boards and even greater difficulty in recruiting a provincial representative. By creating a joint board, it reduces the need for provincial appointments from 4 to 1, significantly reducing the likelihood that the board will be without a provincial representative.

Administrative Efficiency

Currently the RCMP prepares a report for policing in Lunenburg County which is then tailored for the 4 units and presented at each of the committees. The proposal would reduce the amount of time spent by the RCMP in tailoring the regular reports and would reduce the time spent by senior officers attending current advisory board meetings, without negatively

impacting governance. There would also be a small reduction in municipal staff time by holding a single regional meeting as opposed to each unit managing individual committees. MODL has offered to provide program support to the committee in the form of the fire services coordinator. MODC has indicated they would be prepared to provide administrative support including agendas and minutes from their clerk's office.

Strategic Plan Relevance

11.3 – Governance, Regional Cooperation

11.4 – Governance, Joint Services

Subject: 2023/24 Budget Variance (Capital & Operating) to Jan. 31, 2024

Prepared by: Lisa Dagley, Finance Director

Date: March 26, 2024



Recommendation

This is an information report. No decision of Council is required.





Financial

Please find enclosed the budget variance report to **January 31, 2024**. The period ended January 31st represents 83% (9 months) of the fiscal year. Town General expenditures are at 73%.




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**TOWN CAPITAL
CAPITAL PROJECT SPENDING
JANUARY 31, 2024**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Town Hall Exterior Restoration (Tender Package)	\$108,415	\$102,963	\$5,452	95.0%	Budget increases on Mar.28/23 and Oct.10/23. This project action plan for the 2023/24 fiscal year is complete. 
Retaining Wall - Townsend Street	\$100,000	\$0	\$100,000	0.0%	Deferred to 2024/25.
Victoria Road Building - Overhead Door	\$10,000	\$7,323	\$2,677	73.2%	
Tree Planting	\$40,000	\$23,329	\$16,671	58.3%	
Equity, Diversity & Inclusion - Project TBD	\$30,000	\$0	\$30,000	0.0%	Deferred to 2024/25 budget.
Green St Sidewalk Renewal	\$325,000	\$480	\$324,520	0.1%	Deferred to 2024/25 due to financial constraints.
Tannery Rd Sidewalk - Construction Only	\$571,000	\$0	\$571,000	0.0%	Deferred to 2024/25.
Tannery Rd Sidewalk - Land Purchases	\$115,000	\$189,206	(\$74,206)	164.5%	Land acquisitions are now complete.
Linden Avenue - New Sidewalk Design	\$35,000	\$0	\$35,000	0.0%	Waiting for the Parking and Traffic Study.
Linden Avenue - Street Reconstruction/Resurfacing Design	\$40,000	\$0	\$40,000	0.0%	Waiting for the Parking and Traffic Study.
Dufferin/Lincoln/Falkland Intersection	\$40,000	\$0	\$40,000	0.0%	Waiting for the Parking and Traffic Study.
Victoria Road - Resurfacing	\$230,000	\$137,129	\$92,871	59.6%	Construction commenced on Nov.14th and work is substantially completed.
Flashing Beacon Lights	\$50,000	\$21,219	\$28,782	42.4%	
Downtown Traffic Improvements	\$50,000	\$5,387	\$44,613	10.8%	RFP has been issued for traffic engineering for various areas of the town.
Salt Truck - Replacement of '02	\$202,000	\$0	\$202,000	0.0%	Carryover from 2022/23. Received update from supplier in September 2023, production date for truck is now until April of 2024.
Plow for New Truck ('02 Replacement)	\$20,000	\$0	\$20,000	0.0%	RFP closed, deferred until confirmed truck delivery date.

**TOWN CAPITAL
CAPITAL PROJECT SPENDING
JANUARY 31, 2024**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Public Works Tools	\$15,000	\$10,441	\$4,559	69.6%	Ongoing purchases.
GIS Underground Infrastructure Master Plan	\$200,000	\$170,120	\$29,880	85.1%	
WWTP - UV Upgrades	\$264,000	\$0	\$264,000	0.0%	With the grant funding approval for the WWTP Upgrade this project will now be incorporated into that scope.
WWTP - Fornier Consulting	\$30,000	\$5,193	\$24,807	17.3%	
WWTP - Various Tools	\$35,000	\$25,543	\$9,457	73.0%	Ongoing purchases.
WWTP - Drilled Well for Biofilter	\$20,000	\$0	\$20,000	0.0%	Project was found not to be the right application once further investigation was performed.
WWTP Blower Room HVAC	\$67,000	\$14,691	\$52,309	21.9%	Carryover from 2022/23. New fans are installed. Waiting on HVAC modification installation.
Salt Water Intrusion - Check Valve Install	\$55,000	\$39,967	\$15,033	72.7%	Check valve at Fisherman's Wharf has been installed. Public Works is working with the supplier to make modifications to that installation.
Catch Basin - West Nova Parking Lot	\$20,000	\$0	\$20,000	0.0%	Deferred to 2024/25.
Tannery Road Culvert Assessment	\$105,000	\$12,699	\$92,301	12.1%	Assessment underway, will be carry forward into 2024/25.
Flowmeter at Fishermans Wharf Stn	\$20,000	\$0	\$20,000	0.0%	Deferred to 2024/25.
Lift Station Communications Upgrades Suction Line Upgrades	\$50,000	\$0	\$50,000	0.0%	Jan.9/24 motion to redirect funds to "Lift Station Communications Upgrades" project. Project will carry into fiscal 2024/25.
Bandstand Restoration & Accessible Walkway	\$80,000	\$34,090	\$45,910	42.6%	Mar.12/24 staff directed to work with consultants on refining Concept 3.
Arena: Accessible Exterior Entrance	\$30,000	\$27,781	\$2,219	92.6%	






**TOWN CAPITAL
CAPITAL PROJECT SPENDING
JANUARY 31, 2024**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Arena: Compressor Overhaul	\$20,000	\$15,969	\$4,031	79.8%	
Skate Park	\$165,000	\$127,495	\$37,505	77.3%	The winter weather paused the final pouring of concrete and landscaping, this will happen when the weather is warmer. Public works is currently constructing the gazebo.
Breathing Pack Washer	\$60,000	\$0	\$60,000	0.0%	Deferred to 2024/25
Fire Dept Roof - Reseal & Repainted	\$90,000	\$0	\$90,000	0.0%	Deferred to 2024/2025.
Fire Utility (99) #7 Replacement	\$141,500	\$155,343	(\$13,843)	109.8%	 This was 100% funded by the Fire Department.

Multi-Year Project

WWTP Plant Upgrade with SBR	\$9,982,000	\$0	\$9,982,000	0.0%	Council awarded the Upgrade Design & Engineering services to CBCL on Dec 12/23 for \$517,863 + hst. Design is underway.
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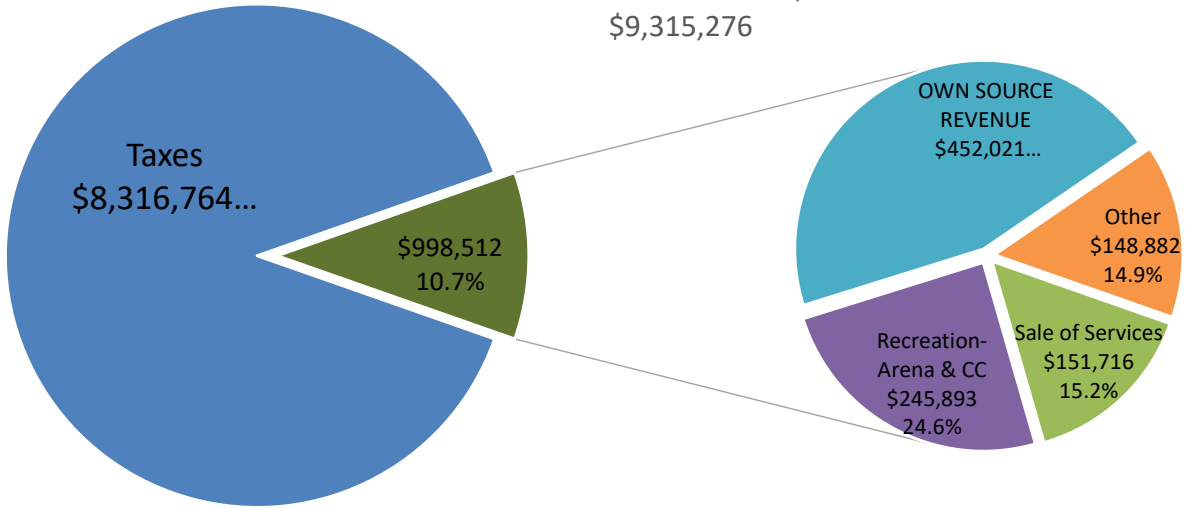
**WATER UTILITY CAPITAL
CAPTIAL PROJECT SPENDING
JANUARY 31, 2024**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Membrane Replacement	\$659,000	\$612,839	\$46,161	93.0%	Budget increased July 11/23. New membranes were installed in late October. 
Cleaning System at Intake	\$35,000	\$5,214	\$29,786	14.9%	Deferred to 2024/25 due to insufficient budget.
Lighting for Process & Chemical Room	\$9,500	\$8,191	\$1,309	86.2%	
Combination Analyzer for Garden Lots	\$9,000	\$7,504	\$1,496	83.4%	
Chlorine Analyzer	\$6,500	\$5,552	\$948	85.4%	
Repair Spillway	\$200,000	\$4,128	\$195,872	2.1%	Project deferred to 2024/25 due to requirement for an American Eel passage.
Raw Water Pumphouse Waterproof Foundation	\$25,000	\$0	\$25,000	0.0%	Project deferred to 2024/25 due to change in scope of project has increased budget.
Solar Array at WTP	\$350,000	\$30,600	\$319,400	8.7%	Design awarded to Charge Solar and design work has been completed. Deferred until 2024.25.
Water Meter Rollout	\$300,000	\$0	\$300,000	0.0%	Start of project deferred until early in fiscal 2024/25. Project will span 2024/25 & 2025/26.
New Services	\$20,000	\$3,750	\$16,250	18.8%	Ongoing
Replacement Hydrants	\$20,000	\$4,188	\$15,812	20.9%	Ongoing
Harbourview/Morash Loop - New	\$120,000	\$0	\$120,000	0.0%	Deferred to 2024/25 due to fiscal constraints.
Victoria Road - Renewal	\$430,000	\$305,101	\$124,899	71.0%	Budget increased Oct.24/23. Construction commenced on Nov.14.
Distribution System Assessment	\$15,645	\$15,121	\$524	96.7%	 May23/23 capital addition.

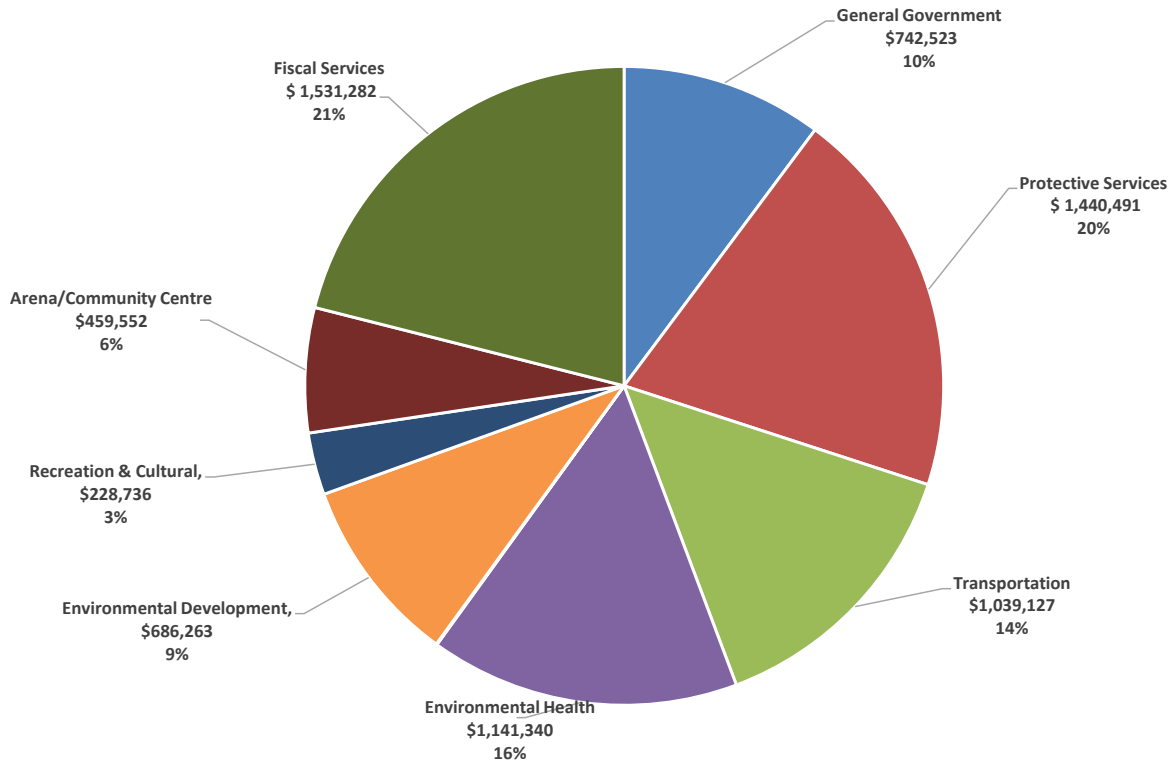
**ELECTRIC UTILITY CAPITAL
CAPITAL PROJECT SPENDING
JANUARY 31, 2024**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Overhead Conductors	\$210,000	\$160,992	\$49,008	76.7%	Ongoing
Poles & Fixtures	\$85,000	\$130,504	(\$45,504)	153.5%	Ongoing
Transformers	\$130,000	\$156,496	(\$26,496)	120.4%	Ongoing
New Services	\$45,000	\$58,530	(\$13,530)	130.1%	Ongoing
Meters	\$10,000	\$0	\$10,000	0.0%	Ongoing
Street Lighting	\$10,000	\$3,234	\$6,766	32.3%	Ongoing

2023/24 REVENUE
ACTUAL TO JANUARY 31, 2024
\$9,315,276



2023/24 EXPENDITURES
ACTUAL TO JANUARY 31, 2024
\$7,269,314



Town of Lunenburg Operating Financial Statements

January 31, 2024

Summary Information

(YTD Pro-rated Budget = 83.3%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Taxes	\$8,316,764	\$8,348,540	99.6% 1.	\$31,776	\$8,323,920
Grants In Lieu Of Taxes	-	327,980	0.0% 2.	327,980	327,980
Sale of Services	151,716	218,500	69.4%	66,784	208,000
Sale of Service Arena/Community Centre	245,893	299,900	82.0%	54,007	307,800
Other Revenue/Own Sources	452,021	431,000	104.9%	(21,021)	442,000
Unconditional Transfers/Other Gov'ts	37,622	50,100	75.1% 3.	12,478	50,100
Conditional Transfers/Fed or Prov Gov'ts	4,360	11,800	36.9%	7,440	4,400
Conditional Transfers/Other Local Gov'ts	106,900	214,800	49.8%	107,900	218,220
	<u>\$9,315,276</u>	<u>\$9,902,620</u>	<u>94.1%</u>	<u>\$587,344</u>	<u>\$9,882,420</u>
<u>Expenditures</u>					
General Government Services	\$742,523	\$1,019,700	72.8%	\$277,177	\$967,400
Protective Services	1,440,491	1,864,600	77.3% 4.	424,109	1,861,600
Transportation Services	1,039,127	1,392,100	74.6%	352,973	1,254,500
Environmental Health Services	1,141,340	1,523,500	74.9%	382,160	1,461,800
Public Health Services - Cemetery	(3,225)	20,400	-15.8% 5.	23,625	6,900
Environmental Development	689,488	1,056,000	65.3%	366,512	867,700
Recreation & Cultural Services	228,736	304,400	75.1%	75,664	278,200
Arena/Community Centre	459,552	665,100	69.1%	205,548	627,300
Fiscal Services	1,531,282	2,056,820	74.4%	525,538	2,557,020
	<u>\$7,269,314</u>	<u>\$9,902,620</u>	<u>73.4%</u>	<u>\$2,633,306</u>	<u>\$9,882,420</u>
TOWN SURPLUS (DEFICIT)**	<u>\$2,045,962</u>	<u>\$ -</u>			<u>\$ -</u>

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue is at 94% and 73% of expenditures have occurred as of January 31, 2024.**

Legend:

- Both the interim and final property and sewer tax bills have been issued.
- Provincial grants were received in February 2024.
- Three quarterly equalization payment rec'd, next payment in March.

Ladder Fire Truck Repairs over budget, YTD cost \$24,546, #6 2002 Tanker over budget, YTD Cost \$13,810 hope to offset

- overages else where in dept budget.
- Cemetery revenue received to date off setting expenses.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Revenue	\$1,316,748	\$1,718,100	76.6% 1.	\$401,352	\$1,723,000
Expenditures	\$1,214,509	\$1,718,100	70.7%	\$503,591	\$1,723,000
WATER SURPLUS (DEFICIT)	<u>\$102,239</u>	<u>\$ -</u>			<u>\$ -</u>

Legend:

- Three quarterly billings issued.

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>
Revenue	\$5,801,659	\$7,171,000	80.9% 1.	\$1,369,341	\$7,100,000
Expenditures	\$5,855,260	\$7,171,000	81.7%	\$1,315,740	\$7,100,000
ELECTRIC SURPLUS (DEFICIT)	<u>(\$53,601)</u>	<u>\$ -</u>			<u>\$ -</u>

Legend:

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
JANUARY 31, 2024**

DEED TRANSFER TAX REPORT

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
	Capital Purposes	\$350,000		\$6,314		\$347,327
Operating Purposes	\$175,000		\$3,157		\$173,664	\$1,336
	<u>\$525,000</u>	(2)	<u>\$9,471</u>	(74)	<u>\$520,991</u>	99% <u>\$4,009</u>

TAX AND SEWER CHARGES REPORT

	Balance 31-Mar-23	2023/24 Tax Billings	Collected To Date	Balance
2022/23 Taxes & Sewer and Prior	256,759	-	140,294	116,465
2023/24 Tax & Sewer billings	(205,126)	7,760,685	7,261,318	294,241
	51,633	7,760,685	7,401,612	410,706
Interest				39,837
Total Outstanding	5.81%			<u>450,543</u>

Prepayments for 2024/25 Tax & Sewer \$165,128

PARKING METER REVENUE AND FINES

	Budget 2023/24	Actual to 31-Jan-24	Variance to Budget	% of Budget
Parking Meter Revenue	\$140,000	\$118,931	\$21,069	84.95%
Parking Meter Fines	6,500	5,452	1,048	83.88%
Court Fines	3,500	2,403	1,097	68.66%
Total	<u>\$150,000</u>	<u>\$126,786</u>	<u>\$23,214</u>	<u>84.52%</u>

SNOW AND ICE CONTROL

Public Works Labour & Salt Purchases

	Actual 2017/18	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Budget 2023/24	Actual to 29-Feb-24
April to October	\$ 724	\$ 3,085	\$ -	\$ 49	\$ 1,706		\$ 363
November	-	27	264	-	-		-
December	3,418	4,212	4,492	5,771	2,109		6,272
January	6,215	9,224	823	6,004	1,925		3,802
February	7,410	8,854	13,237	18,116	6,515		32,142
March	7,430	1,736	4,545	19,885	17,860		-
Labour Cost	25,197	27,138	23,361	49,825	30,115	65,000	42,579
Salt Purchases	59,886	71,083	39,862	102,349	85,000	85,000	58,305
Contractors/Rentals/ Electric (Salt Shed)	204	230	258	1,886	242	500	221
	<u>\$ 85,287</u>	<u>\$ 98,451</u>	<u>\$ 63,481</u>	<u>\$ 154,060</u>	<u>\$ 115,357</u>	<u>\$ 150,500</u>	<u>\$ 101,105</u>
						% Budget Used	67.2%
						BUDGET VARIANCE UNDER (OVER)	\$ 49,395

2023/24 Approved Grants

Council Motion June 13, 2023

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
Bay to Bay Trail Association	The funds requested will be used to improve a 1.8km section of trail from Schnare's Crossing to Lunenburg,	\$500
Bluenose Academy Ne'ata'q: The Food Forest.	The funds request would be used to purchase 4-5 fruit trees for planting in Phase 1 of the food forest.	\$500
Canadian Dory Racing Association	The funds will be used to host international events during the year.	\$500
Curl for a Cause (Health Services Foundation)	Annual event which supports Fishermen's Memorial Hospital.	\$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 Garden	Request for funds to rebuild three damaged garden beds.	\$430
Lunenburg Doc Fest Association	Funds received would be used for on-site, in-person programming and operating the 10th annual Lunenburg Doc Fest, September 21-27, 2023	\$1,500
Lunenburg Dog Park Society	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection will continue similar to other years.	\$1,000
Lunenburg Farmers' Market	Funds received would be used to improve community health by offering multiple portable hand washing stations throughout the Arena.	\$500
Lunenburg Folk Harbour Society-Saturday's in the Park.	Funds requested will support a series of 10 free outdoor concerts at the Bandstand each Saturday.	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship.	Funds requested will cover 2% of overall expense for the 38th annual Fold Harbour Festival to be held in Lunenburg 2023.	\$1,000

2023/24 Approved Grants

Council Motion June 13, 2023

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
Lunenburg Foundation for the Arts.	Funds requested will cover the cost of a fundraising strategy workshop.	\$1,000
Lunenburg Heritage Society	Funds requested to cover printing costs for passports, posters and tickets for the 2023 Lunenburg Heritage House Tour, September 9.	\$1,000
Nova Scotia Sea School	Funds requested will help promote and run their experimental summer sailing and wilderness program in 2023.	\$2,500
Pride Lunenburg Society	Funds requested will be used to offset site rentals, materials, decorations, food beverage, transportation fees, cost of performers, DJ's and equipment rentals for a week of inclusive events in Lunenburg County July 9-15.	\$1,000
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds requested will be used in the delivery of eh SSVP Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and inflation, that affect the cost of rent, food, heating oil, power, new beds and medical prescriptions, all basic needs.	\$1,800
South Shore Multicultural Association	Funds requested will be used to pay performers and assist with tent and stage rentals for participation in the Cricket club's "mini multicultural festival" on July 8, during the Craft Festival Weekend, with a goal of hosting an annual multicultural event in Lunenburg.	\$1,000
South Shore Sexual Health Society	Funds requested will be used to provide services, deliveries and presentations to people in Lunenburg, including Bluenose Academy.	\$500
South Shore Theatrical Players	Funds requested will be used to advertise, posters and signs for a March Break family play at the Central United Church.	\$500
<i>Outstanding</i>		
South Shore Minor Hockey Association	Funds will offset ice rental costs for the 2024 Gary Wentzell Memorial Hockey tournament.	\$500
<i>Additional approvals</i>		
Abbie Chisolm	Attendance at U17AAA Soccer Nationals <i>Approved Sept/23</i>	\$200
		\$19,780
Budgeted Amount for Grants		\$20,000
Balance Available		\$220

2023/24 Approved Grants

Council Motion June 13, 2023

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
<i>Multi-Yr Commitment</i>		
South Shore Regional Hospital	Brighter Days Hospital Campaign - 1st of 5 yearly payments, total contribution of \$20,000	\$4,000

Traffic Control

Total Budget

\$8,000

Completed Events

Street Fest

\$2,260

Christmas Celebrations

\$1,995

\$4,255

Subject: 2024 Provincial Volunteer Representative
Prepared by: Kelly Cunningham, Recreation Manager
Date: March 15, 2024



Recommendation

That Council designate Donelda Richard as the 2024 Provincial Volunteer Award Representative for the Town of Lunenburg.

Alternatives

- Select an alternative volunteer(s) as the 2024 Provincial Volunteer Award Representative.
- Do not appoint a 2024 Provincial Volunteer Award Representative.

Background

A Provincial Volunteer Award Representative is appointed by each municipality annually. The Town's Representative Volunteer(s) must be a resident(s) of the Town of Lunenburg. Residents who live outside Town are eligible for provincial recognition through their municipality. Nominees who do not reside in Lunenburg but volunteer within the Town may be recognized at the Town's annual Civic Volunteer Appreciation event.

The Town's procedural [Policy #94, "Provincial Volunteer Recognition and Representative Volunteer Selection Process,"](#) guides the selection process.

The call for nominations was advertised in the South Shore winter recreation guide, the Town's social media, correspondence directly to organizations within Lunenburg and the bulletin board in the Community Centre. The deadline for nominations was February 29, 2024, and the Representative Volunteer was chosen from submitted nominations. A Town staff committee scored the volunteer nominees using the selection criteria in Policy #94 and selected the nominee to recommend to Council.

The criteria used to evaluate nominations were as follows:

- Years of service = 15%
- Number and diversity of organizations served = 10%
- Leadership & Commitment demonstrated = 25%
- Ability to inspire, motivate, achieve results, and create change = 25%
- Exceptional qualities noted = 25%

Discussion

Nova Scotia Health nominated Donelda as the Provincial Volunteer Award Representative for volunteering at the Veterans' Unit in the Fishermen's Memorial Hospital. She volunteers 2-3 times per week and dedicates herself to supporting the residents while bringing joy and entertainment during

every visit over the past seven years. She advocates for veterans and long-term care patients and is passionate about enhancing residents' quality of life through recreation therapy programs.

Donelda also volunteers with the Lunenburg Doc Fest (10 years of service), Lunenburg Folk Harbour Festival (10 years of service), Lunenburg Royal Canadian Legion Branch 23 (10 years of service) and many curling events.

Strategic Plan Relevance

Culture and Recreation: Continue to promote volunteer opportunities and openings in Lunenburg.

Culture and Recreation: Develop and host regular volunteer appreciation events.

Financial

No financial impact.

Communications

Staff will notify Donelda Richard of their award and promote the recipient on the Town's social media.

Attachments

Volunteer nomination form for Donelda Richard.

TOWN OF LUNENBURG
Volunteer Recognition Nomination Form 2024

Nominator:

Amy Bezeau, Recreation Therapist and Melanie Mills, CTA

Volunteer Nominee:

Donelda Richard

Organization:

Nova Scotia Health, Veterans' Unit, Fishermen's Memorial Hospital

Years of Service: Seven

Purpose of the Organization:

The Veterans' Unit, F.M.H. is a long-term care facility for both Veterans and other individuals requiring long-term care.

Volunteer Role:

Under the direction of the Veterans' Unit Recreation Therapist, volunteers assist with recreation therapy programs and community outing. Volunteers provide residents with 1:1 support, such as social visits and meal assistance.

Other Volunteer Work:

Organization:

Lunenburg Doc Fest

Years of Service: 10

Purpose of the Organization:

(from Ania, Administrative Coordinator)- to promote and showcase local, national, and international documentary films that entertain, educate, inspire and enrich the lives of residents of Lunenburg County and visitors to our area; - to promote, organize and conduct documentary film festivals and exhibitions; - to create a diverse program of exhibiting and promoting documentary films that cover a broad range of form, subjects, styles and points of view; - to promote interaction between documentary filmmakers and their audiences in the congenial setting of Lunenburg, Nova Scotia;

Volunteer Role:

Donelda Richard has been with the festival from the beginning and 'wore many hats' through the years. She played a role of the Volunteer Coordinator last year as well, which meant recruiting and training of the new volunteers. She managed and met deadlines, responded to fast-changing priorities, and brought so much positive energy to work. Donelda always went above and beyond.

Organization:

Lunenburg Folk Harbour Festival

Years of Service: 10

Purpose of the Organization:

From Lunenburg Folk Harbour Society Web Page) Mission Statement: The Lunenburg Folk Harbour Society is a non-profit volunteer-based family-focused community organization which strives to celebrate the joy of traditional and contemporary folk music, dance and oral history through an annual festival and other events during the year. The mandate of the Lunenburg Folk Harbour Society is to promote the preservation and continuation of traditional folk music from a diverse range of cultures and regions, through an emphasis on acoustic instrumentation and acapella singing. Also, to encourage the writing and performance of current and timely folk music which contributes to the evolutionary nature of an international folk tradition.

Volunteer Role:

(emailed to get info, but didn't get a response)

Organization:

Lunenburg Legion, Branch 23

Years of Service: 10

Purpose of the Organization:

(from Lunenburg Legion Web Page) We provide representation, advocacy and financial assistance to serving and retired Veterans and their families. Through our advocacy efforts, we help Veterans including serving military and RCMP members and their families, get the care, benefits and supports they need and deserve. We honour the men and women who put their lives on the line for their country and work to ensure Canada never forgets. The Legion organizes commemorative programs to promote Remembrance. From Remembrance Day ceremonies, to the Poppy campaign, to youth education, to pilgrimages, to local cenotaphs and commemorative activities, the Legion helps Canadians honour and Remember. Legion members contribute countless volunteer hours, and fundraise millions of dollars each year for their communities.

Volunteer Role:

Advocating, fundraising/assisting with fundraising events, assisting at Remembrance Day and other Veteran recognition events. Donelda also served as branch treasurer. *(emailed to get info, but didn't get a response)*

Additional info: Donelda also volunteers for the curling events such as curl for a cause and the annual Bon/Scallop Spiel, assisting with 50/50 and Silent Auction.

Donelda also does some volunteer work with the Lunenburg Fire Dept.

A. Why are you nominating this person?

Amy: Donelda has made her volunteer work at the Veterans' Unit a top priority. She completes volunteer shifts 2-3 times per week and is happy to be called upon if shorthanded. While she has her favorite programs to volunteer for, she never minds venturing out of her comfort zone when needed. Her favorite program to assist with is the weekly concerts featuring music by volunteer musicians. She is known to the residents and the patients at FMH as "the dancer", as she dances throughout each musical performance and involves residents in the dancing as well. She is friendly and caring; genuinely interested in the residents and patients, making them feel welcome at all the events. She goes out of her way to run errands and provide 1:1 time to resident who do not have a close family member that is able to provide these things. She has been an advocate for recreation therapy, often speaking to others about the benefits of the recreation therapy programming. Through advocating, she has recruited a number of volunteers over the years.

Melanie: I had the pleasure of getting to know Donelda when I started working on the Veterans' Unit in 2022. She's been a huge part of the LTC Unit; she dedicates herself to supporting the residents and brings much joy and entertainment during every visit. Our goal in Nova Scotia Health for LTC is quality of life and comfort. With the short amount of time since I've met her, while volunteering at the Veterans' Unit, she does this by going above and beyond for all the staff/patients. Luckily, the residents get to see her beautiful smile multiple times a week while she is helping to set up activities, engage in conversation, dancing, singing, and sharing such wonderful stories; stories that the residents relate to and give them a laugh. All the time she puts in is truly inspiring. We are fortunate that Donelda is part of this place. Her intentions are clear, taking care of one another, supporting those in need and most importantly, being kind!

B. Are there other characteristics of this volunteer that makes them exceptional?

Amy: Donelda has all the characteristics that make up a wonderful volunteer. Dedicated, reliable, flexible, enthusiastic, fun, positive, caring, compassionate. She is an advocate for both Veterans and long-term care patients and an individual who promotes positive change.

Melanie: Donelda's caring nature shines during her visits at the Veteran's Unit. During her volunteering, she demonstrates excellent communication, teamwork, organization, and leadership skills. I see her prepping/setting up activities and following the activities, putting supplies away and wiping down tables. She ensures a clean and safe environment for everyone. She is very passionate about helping the community, she is compassionate and respectful. Donelda is what our residents need and deserve, and we are so thankful for her commitment and loyalty.

Brief Summary to be read at the Ceremony: Provide 1-2 sentences that outline the nominee's volunteer involvement, which can be read during the ceremony and used in the event program.

Donelda is truly a part of the Veterans' Unit. Over the past seven years she has made meaningful connections with the residents, patients, family members, staff, and other volunteers. Donelda is dedicated, reliable, flexible, enthusiastic, fun, positive, caring, compassionate. She is an advocate for Veterans, long-term care patients and is passionate about enhancing resident quality of life through Recreation Therapy programming.