

**COUNCIL MEETING MINUTES**

**TUESDAY, JANUARY 28, 2020 AT 5:15 P.M.**

**(LUNENBURG TOWN HALL)**

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**PRESENT:** Mayor Rachel Bailey  
Deputy Mayor John McGee  
Councillor Ronnie Bachman  
Councillor Danny Croft  
Councillor Peter Mosher  
Councillor Matt Risser

**ALSO PRESENT:** Paul Bracken, Facilities Superintendent  
Patrick Burke, Q.C., Town Solicitor  
Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning and Development Manager

**ABSENT:** Councillor Joseph Carnevale

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The Mayor called the meeting to order at 5:15 p.m.

1. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Mosher to approve the agenda.  
Motion carried.

2. January 7 and 14, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Deputy Mayor McGee to approve the  
January 7 and 14, 2020 minutes. Motion carried.

3. Public Hearings and Presentations

- a. Bluenose 100 Committee, Alan Creaser and Emily Sollows, request for \$5,000 grant,  
plus in-kind Town services contributions

Mr. Creaser, Chair of the Bluenose 100 Committee, advised that they are planning 100<sup>th</sup> anniversary activities to commemorate its March 26, 1921 launch. Ms. Sollows provided an overview of the planned anniversary activities (**Schedule "A"**). They are seeking a \$5,000 grant and "in-kind contributions for events such as: waste collection, public transportation, police, bleachers, risers, street pole banners, barricades, etc." The Heritage Canada grant

they are applying for requires demonstrated support from the municipality noting the dollar value.

Council advised that their grant request will be considered later in the agenda.

#### 4. Correspondence

The following items were received for information with no action taken.

- a. West Nova Golf for Fishermen's letter of appreciation for Town grant
- b. Lunenburg Harbour Authority of Lunenburg letter of support for treated effluent outflow pipe extension; and letter in opposition to Cermaq fish farming Provincial licensing potential
- c. CNSOPB update regarding BP's consolidated Exploration Licence
- d. Short term rental follow up letter from the NS Minister of Business

The Mayor commented that it is her understanding the Tourist Accommodations Registration Act Regulations may have been drafted without changes addressing the Town's submissions, but they are not yet available for public review to confirm.

- e. Lunenburg Waterfront Association Inc. letter supporting particular attention to Dillon Consulting Limited's Option, UV disinfection and the outfall extension suggestions

#### 5. Committee Meeting Minutes and Recommendations

The following meeting minutes were received for information with no action taken.

- a. South Shore Regional Library September 18 and November 20, 2019 minutes
- b. Joint Occupational Health and Safety Committee January 9, 2020
- c. Planning Advisory Committee January 13, 2020
- d. Comprehensive Community Plan Project Steering Team December 11, 2019 deferred recommendation to "Complete Project Lunenburg, then check Heritage Conservation District Plan and Bylaw for alignment" (deferred from January 14 Council meeting) and January 13, 2020

**Motion:** moved by Councillor Risser, seconded by Councillor Mosher to request a staff report on the alignment between Planning and Heritage document development processes in terms of substance, timing, and basis in public consultation for the final products (Comprehensive Community Plan, Municipal Planning Strategy, Subdivision Bylaw, and Heritage Conservation District Plan and Bylaw). **Motion carried.**

Council asked that the staff report be completed for review at the February 11 Council meeting.

e. General Government Committee January 16, 2020

Deputy Mayor McGee gave notice of motion of the proposed adoption of a draft Council and Committee Meetings Proceedings Policy and repeal of Council Meeting Policy #88 (Schedule "B").

Councillor Mosher gave notice of motion of the proposed adoption of a draft Committees of Council Policy and repeal of Appointments to Boards and Committees Policy #19, Composition and Duties of Planning Advisory Committee Policy #19, Audit Committee Policy #85 and Committees and Boards Bylaw #6 (Schedule "C").

f. Heritage Advisory Committee November 18, 2019 and January 20, 2020

Council discussed what the process for forwarding recommendations from one Committee of Council to another should be as was proposed at the November 18 Heritage Advisory Committee meeting to the Planning Advisory Committee.

Motion: moved by Councillor Mosher, seconded by Councillor Bachman that the November 18 Heritage Advisory Committee meeting recommendations (Schedule "D") regarding Architectural Control Area Land Use Bylaw removal applications be forwarded as correspondence to the February 10 Planning Advisory Committee meeting. Motion carried.

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the adoption of the Heritage Day Proclamation for February 17, 2020 (Schedule "E").

WHEREAS, the third Monday in February is recognized provincially as Heritage Day; and

WHEREAS, Heritage Day is a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

WHEREAS, our citizens should be encouraged to celebrate Nova Scotia's uniqueness and to rejoice in their heritage and environment; and

WHEREAS, in 2020 the residents of Nova Scotia and the Town of Lunenburg will celebrate their rich and diverse heritage.

THEREFORE, I, Mayor Rachel Bailey, on behalf of the Town of Lunenburg do hereby proclaim February 17, 2020 as Heritage Day, and call upon all citizens to celebrate the richness of our past and the promise of our future. Motion carried.

g. Safe Communities Lunenburg County December 2019 and January 2020 monthly reports.

The report was provided for information only.

6. Unfinished Business

a. Corporate Services

i. NSFM proposed property "CAP" assessment impact

The Finance Director presented her report for information on the provincially legislated

Capped Assistance Program (CAP) (Schedule "F"). Her report found that 66% of Town of Lunenburg ratepayers would pay the same or less if the program was removed.

The FD noted that a provincial All-Party Committee to review the CAP begins work tomorrow, January 29, in Halifax.

ii. Proposed Adoption of Complaints Process Policy

Motion: moved by Councillor Risser, seconded by Councillor Croft that the Complaints Process Policy (Schedule "G") be adopted. Motion carried.

b. Recreation

i. Arena ice resurfacer electric vs. propane option and potential funding sources (deferred from January 14 Council meeting)

The Recreation Director provided a summary of the proposed replacement and financing of a propane ice resurfacer (Schedule "H"). In response to a Council question she advised that the delivery from the placement of an order is five to six months, and up to a year.

Motion: moved by Councillor Mosher, seconded by Councillor Croft that Council approve the formation of a Fundraising Committee to raise funds of up to \$70,000 for an ice resurfacer purchase. Motion carried. Councillor Bachman voted in the negative.

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee pre-approval of a replacement propane ice resurfacer in fiscal 2020/21 estimated at \$125,000. Motion carried.

6:45 p.m. - 6:59 p.m. – Council recessed and resumed their meeting.

7. New Business

a. Corporate Services

i. 2019/20 Budget variance to November 30, 2019

The FD presented her report noting that it includes Hurricane Dorian damage repair costs (Schedule "I").

ii. Bluenose 100 Committee request for \$5,000 grant, plus in-kind Town services contributions

Councillor Mosher declared a conflict of interest as Chair of the Fisheries Museum of the Atlantic's Board and sat in the public gallery.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft to pre-approve a grant to the Bluenose 100 Committee of \$5,000 in 2020/21 and \$5,000 of in-kind Town services in 2021/22 for celebration events in 2021 (Schedule "A"). Motion carried.

Councillor Mosher returned to the Council table.

b. Protective Services

- i. Lunenburg and District Fire Department request to withdraw Joint Equipment and Building Fund bank account funds to purchase a defibrillator

Motion: moved by Councillor Risser, seconded by Councillor Croft to approve the LDFD purchase of a new defibrillator for the #4 truck with essential accessories. The purchase cost of \$4,000 is to come out of the Joint Equipment and Building Fund bank account (Schedule "J"). Motion carried.

8. Motion to meet in camera to consider potential Town land leases and sales, personnel matters and legal advice eligible for solicitor-client privilege

Motion: moved by Councillor Risser, seconded by Councillor Bachman to meet in camera to consider contract negotiations, the sale and lease of Town lands and personnel matters pursuant to section 22 of the Municipal Government Act. Motion carried.

7:16 p.m. - 9:36 p.m. – Council recessed to meet in camera.

9. Consideration of any Council in camera meeting recommendations

Council reconvened in public session at 9:36 p.m. with the following recommendations:

Lunenburg Academy basement future use

Motion: moved by Councillor Risser, seconded by Councillor Bachman that staff advertise the Lunenburg Academy basement for rental proposals and the Lunenburg Academy Foundation be advised of same in advance. Motion carried.

Victoria Road "Blue Building" assessment and Folk Art Festival storage rental request

Motion: moved by Councillor Risser, seconded by Councillor Bachman that the Town retain the 93-95 Victoria Road building and continue to use it for Town storage and operations. The building will be repainted, siding and trim repaired in the next three years as a capital project. The Town will not provide any additional space to outside parties and obtain liability waivers from external groups with storage there now. Motion carried.

10. Adjournment

Motion: moved by Councillor Risser, seconded by Councillor Mosher to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:37 p.m.

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Bea Renton, CAO and  
Heather McCallum, Assistant Municipal Clerk



Dear Mayor Bailey and Councillors,

The Bluenose 100 committee is seeking funding from Heritage Canada under the Building Communities Through Arts and Heritage - Community Anniversaries grant. In order to apply for this funding, we need to show demonstrated support from our municipal government in the form of cash and/or in-kind support. This grant will allow us to receive up to \$200,000 to engage the community of Lunenburg as well as local artists, artisans and heritage performers in celebrating Bluenose's centennial.

We are requesting from the Town of Lunenburg \$5,000 plus in-kind contributions for our events, including but not limited to: waste collection, public transportation, police, bleachers, risers, street pole banners and barricades.

We are in the planning stages for these events, and will go into further detail at the meeting on January 28th. We are planning a launch weekend event as well as a schooner festival in the town of Lunenburg, as well as a province-wide tour of Bluenose II and the mobile exhibit. Bluenose II will be in Lunenburg 80 of 125 days in the 2021 season, and will have 60 days of harbour tours. Bluenose II will have 100 days of harbour tours to celebrate 100 years, each sail with a themed story of Bluenose.

The Bluenose 100 committee is asking community partners like the Town of Lunenburg, Lunenburg Board of Trade, Lunenburg Art Society, LAMP, Folk Harbour Festival, Lunenburg Lit Fest, Dory Rowing Association, Boxwood, Lunenburg Doc Fest, Lunenburg School of the Arts to participate in celebrating Bluenose 100 in our community, and to help us share the story of Bluenose.

We look forward to sharing our plans in more detail with the Town of Lunenburg on January 28th.

Kind Regards,

Alan Creaser, Chair  
Emily Sollows, Member  
**Bluenose 100 Committee**



# BLUENOSE 100

NOVA SCOTIA, CANADA  
1921 - 2021

## OBJECTIVES:

- Tell the story of Bluenose and celebrate the legacy in the town of Lunenburg and province of Nova Scotia.
- Reinstate Bluenose as a Canadian icon.

## WHO WE ARE:

Bluenose 100 Committee has representatives from Tourism Nova Scotia, Fisheries Museum of the Atlantic, Communities, Culture and Heritage, Develop Nova Scotia, Lunenburg Board of Trade/LAMP, Bluenose II and a Historical Representative.

## 2021 PLANS - NATIONAL

- Mint will be circulating commemorative coins and limited mintage coins.
- Canada Post will likely be circulating a commemorative Bluenose stamp
- Educational Component
  - Sound Venture Productions will be producing 5 short videos detailing the history of Bluenose and Bluenose II. They will also manage a website including videos, ships log and portal for sharing stories of what Bluenose means to Canadians.
  - Collaboration with Canadian Geographic including feature article in magazine and lesson plan distributed to 24,000 teachers across Canada.

## 2021 PLANS - PROVINCIAL

- Bluenose II Provincial tour with Mobile Exhibit, visiting 12 communities in Nova Scotia, plus a trip to Gloucester.
- Bluenose II will have 100 themed harbour cruises celebrating 100 years.



## 2021 PLANS - LOCAL

- Launch Weekend March 26
  - Community Dinner
  - Folk Harbour event
- Bluenose 100 Schooner Festival Aug. 19-22
  - Live Music and Performing Arts
  - Waterfront activities, Parade of Sail
  - Visiting schooners and tall ships
  - Night Market / Street Festival
  - Dory & Schooner races
  - Fireworks
- Expanded Bluenose exhibit at FMA
- Bluenose musical by Eastern Front Theatre

## FUNDING -BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE: COMMUNITY ANNIVERSARIES GRANT

Asking community partners like the Town of Lunenburg, Board of Trade, Lunenburg Art Society, LAMP, Folk Harbour, Lunenburg Lit Fest, Dory Rowing Association, Boxwood, Bluenose Academy, South Shore Public Libraries, Lunenburg Doc Fest, and School for the Arts and more to engage in celebrating Bluenose 100 in our community.

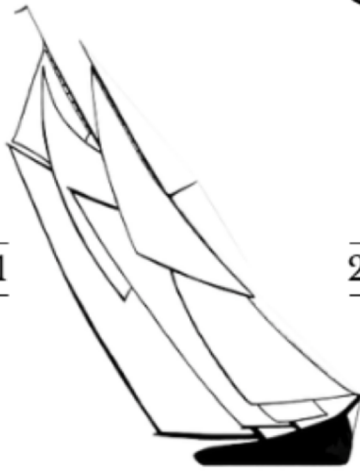
## PREDICTIONS

- Bluenose II in port 80/125 days in 2021, with 60 days of harbour tours.
- Expecting high volumes of visitors for Schooner Festival and overall season. Multiple visitors have already reached out to us.

# BLUENOSE 100

1921

2021



LUNENBURG, NOVA SCOTIA

# Objectives

**TELL THE STORY OF  
BLUENOSE AND  
CELEBRATE THE  
LEGACY IN THE TOWN  
OF LUNENBURG AND  
PROVINCE OF NOVA  
SCOTIA.**

**REINSTATE BLUENOSE  
AS A CANADIAN ICON.**



# Who we are

## **BLUENOSE 100 COMMITTEE - A SUB-COMMITTEE OF THE LUNENBURG MARINE MUSEUM SOCIETY**

Committee Chair - Alan Creaser

Tourism Nova Scotia - Heather Yule

Town of Lunenburg - Peter Mosher

Fisheries Museum of the Atlantic - Angela Saunders

Communities, Culture and Heritage - Mark Sajatovich

LMMS - Peter Mosher & Andreas Josenhans

Develop Nova Scotia - Deborah Page

Lunenburg Board of Trade/LAMP - Susan Corkum-Greek

Bluenose II - Anne Bailly & Phil Watson

Historical Representative - Ralph Getson

BN II Staff and Alumni Representative - Emily Sollows





## 2021 PLANS - NATIONAL

Mint will be circulating commemorative coins and limited mintage coins.

Canada Post will likely be circulating a commemorative Bluenose stamp

Educational Component



# Educational Component

- Sound Venture Productions will be producing 5 short videos detailing the history of Bluenose and Bluenose II. They will also manage a website including videos, ships log and portal for sharing stories of what Bluenose means to Canadians.
- Collaboration with Canadian Geographic including feature article in magazine and lesson plan distributed to 24,000 teachers across Canada.





## 2021 PLANS - PROVINCIAL

Bluenose II Provincial tour with Mobile Exhibit, visiting 12 communities in Nova Scotia, plus a trip to Gloucester.

Bluenose II will have 100 themed harbour cruises celebrating 100 years.





## 2021 PLANS - LOCAL

Launch Event March 26, 2021 weekend

- Community Dinner
- Folk Harbour event

Bluenose 100 Schooner Festival Aug. 19-22, 2021

- Live Music & Performing Arts
- Waterfront activities, fireworks
- Visiting schooners and tall ships
- Night Market / Street Festival
- Dory & Schooner races
- Parade of sail

Expanded Bluenose exhibit at FMA

Bluenose musical by Eastern Front Theatre

# Building Communities through Arts and Heritage - Community Anniversaries Grant



*Community  
Engagement through  
local arts and heritage*

*Local citizens  
exposed to local arts  
and heritage*

*Local artists/performers  
given opportunity to  
engage in community*

Asking community partners like the Town of Lunenburg, Board of Trade, Lunenburg Art Society, LAMP, Folk Harbour, Lunenburg Lit Fest, Dory Rowing Association, Boxwood, South Shore Public Libraries, Bluenose Academy, Lunenburg Doc Fest, School for the Arts and more to engage in celebrating Bluenose 100 in our community.



## PREDICTIONS

Bluenose II in port 80/125 days in 2021, with 60 days of harbour tours.

- 100 cruises with theme and story for each one

Expecting high volumes of visitors for Schooner Festival and overall season. Multiple visitors have already reached out to us.



## REQUEST

Applying for Community Anniversaries grant from Heritage Canada - we need demonstrated support from the Town of Lunenburg.

Asking \$5,000

Also asking for in-kind contributions for events such as: waste collection, public transportation, police, bleachers, risers, street pole banners, barricades, etc.

Thank  
You



## TOWN OF LUNENBURG PROCEDURAL POLICY # - COUNCIL AND COMMITTEE MEETINGS AND PROCEEDINGS

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### PURPOSE

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act ("MGA") with such amendments as may be made from time to time. This Policy also applies to Town Committee meetings with the relevant changes in wording.

### DEFINITIONS

2. In this Policy, unless the context otherwise requires:
  - (1) "**business day**" means a day when the Town Hall office is open for business;
  - (2) "**Chair**" means the presiding officer of the Council or Committee;
  - (3) "**Committee**" means a group of individuals appointed by the Lunenburg Town Council to serve on a body that makes recommendations by majority vote to Council. This includes sub-committees and advisory groups;
  - (4) "**Council**" means the governing Council of the Town of Lunenburg;
  - (5) "**Councillor**" includes the Mayor and all elected Councillors unless the context indicates otherwise;
  - (6) "**Legislation**" includes Policies, Bylaws and other relevant Municipal, Provincial and Federal laws or approved documents recognized by Council.
  - (7) "**Majority**" means more than one half of those present, unless the context indicates otherwise; and
  - (8) "**Motion**" a formal proposal put to a Council or Committee by a mover and seconder decided by majority vote of Council or a Committee.

## PROCEDURE

### Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held:
    - (1) at the Lunenburg Town Hall;
    - (2) on the second and fourth Tuesday of every month except in the months of July, August and December when there is only one monthly meeting which shall be on the second Tuesday of those months unless notice is otherwise given; and
    - (3) commencing at 5:15 p.m.
  4. Regular meetings of Council may be rescheduled, relocated or cancelled:
    - (1) by motion or consensus of Council; or
    - (2) by the Clerk on behalf of the Mayor owing to unforeseen circumstances, provided the Mayor believes that the majority of Councillors would support such a step.
  5. **Additional meetings** of Council may be convened in accordance with the MGA:
    - (1) by resolution or consensus of Council with advance notice being given;
    - (2) if the Mayor determines there is an emergency necessitating a meeting with such notice as is possible under the circumstances; or
    - (3) by the Clerk when required to do so by the Mayor or upon written request signed by a majority of Councillors.
  6. Specific **notice** to Councillors need not be provided for:
    - (1) regular Council meetings held pursuant to section 3; or
    - (2) meetings held pursuant to subsection (1) of section 4 or subsection (1) of section 5 if the date was set at a Council meeting three or more days in advance;
- but, subject to any statutory relaxation of notice requirements, two days' notice shall ordinarily be provided for other meetings to Councillors in the manner described in sections 7 and 8.
7. Subject to section 6, notice of meetings shall be provided verbally in person or by telephone or telephone message or by writing or by email to each Councillor. A Councillor may waive any deficiency in the notice provided to him or her for a Council meeting which he or she attends, and shall be deemed to waive any deficiency in notice to him or her for such meetings unless expressly objecting to the adequacy of the notice at such meeting.

8. Within thirty days following the first meeting of Council after a municipal election or by-election, each elected Councillor shall provide to the Clerk:

(1) a telephone number at which the Councillor ordinarily may be reached, with voice messaging capability with adequate capacity at all times to receive messages of one minute in length regarding Council meetings and Town business, and which the Councillor will regularly check for Town messages; and

(2) shall sign any documents required by the Clerk to use an email address on the Town's email system which the Councillor will regularly check.

The Councillor shall be deemed to have received any notice within one business day of it being distributed pursuant to this section.

9. Notice to the public is not required for regular meetings held under section 3, but subject to any statutory relaxation of notice requirements, two days' notice to the public should be provided for other Council meetings, except meetings considered to be urgent or emergencies, by the following options: posting at the Lunenburg Town Hall; social media; internet; print advertisement; signage; or such other means as determined by Council from time to time noting the time, date and place of the meeting.

#### **Conduct of Meetings: General**

10. The Mayor shall serve as the Chair of Council meetings. For Committee meetings, the Chair shall be determined in advance by Council when Committee appointments are made. It shall be the duty of the Chair or alternate as set out herein to:

(1) open the meeting of Council by taking the chair and calling the Councillors to order if a **quorum** is present;

(2) declare a meeting dissolved if no quorum has been achieved within fifteen minutes of the scheduled meeting time;

(3) if the Mayor does not attend within fifteen minutes after the time appointed, the **Deputy Mayor** shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor;

(4) in case neither the Mayor nor the Deputy Mayor (or Committee Chair as applicable) is in attendance within fifteen minutes of the appointed time, the Clerk shall call the Councillors (or Committee members as applicable) to order if a quorum be present, and the Councillors shall choose a Chair who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor;

(5) if there is no quorum present within fifteen minutes after the time appointed for the meeting or a quorum is lost during a meeting, the Clerk shall take down the names of the Councillors then present and the Council meeting shall stand adjourned until the next regular Council meeting;

- (6) determine whether a quorum can still be achieved to conduct Council business if an interest is declared by a Council member(s) with reference to the **Municipal Conflict of Interest Act**;
  - (7) receive and submit to Council **motions** properly presented by a Councillor;
  - (8) put to a **vote** a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
  - ~~(9) decline to put to a vote, a motion which infringes upon the rules of procedure or Federal, Provincial or Town legislation;~~
  - (10) preside over Councillors, when engaged in debate, within the rules of conduct of debate;
  - (11) enforce on all occasions, the observance of order and decorum, **except with concurrence of Council to relax the rules**;
  - (12) call by name any Councillor persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
  - (13) inform the Council when necessary, or when referred to, on a point of order;
  - (14) permit the Chief Administrative Officer to speak on any point upon request pursuant to the MGA;
  - (15) permit relevant questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any Council debate; and
  - (16) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent. Meetings should not exceed a maximum duration of three hours or 10:00 p.m. whichever occurs first,
  - (17) at which time they will be adjourned until the next meeting of Council.
11. At Council meetings, unless a majority consents to a different order for that meeting, **Council shall conduct business in the following order**:
- (1) call to order;
  - (2) acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People;
  - (3) approval of agenda, including additions or deletions;
  - (4) approval of minutes from the previous meeting;

- (5) public hearings, presentations and questions;
- (6) consideration of correspondence, petitions and proclamations;
- (7) business arising from the minutes;
- (8) consideration of committee recommendations, minutes, reports and notices of motions;
- (9) new business;
- (10) in camera business;
- (11) in camera notices of motion and recommendations; and
- (12) adjournment.

12. Five business days before a Council meeting, a Councillor or member of the public may request of the Mayor and Clerk to **add a Council agenda** item with relevant and sufficient particulars and supporting documentation which the Mayor shall in consultation with the Clerk determine to which Council or Committee meeting the agenda the item shall be added.

13. (1) Alternatively, a Councillor may give **notice of motion to add an agenda item** at a Council meeting which shall be:
- a. be in writing;
  - b. include the name of the mover;
  - c. be received by the Clerk at a regular meeting of the Council; and
  - d. be printed in full in the agenda for the next regular meeting and each successive meeting of the Council until considered or otherwise disposed of.
- (2) When a Councillor's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be removed from the agenda unless the Council otherwise decides.
- (3) The mover may withdraw a notice of motion at any time prior to the commencement of debate thereon.
- (4) Council may waive notice of motion on a two-thirds vote of the Council members present and voting except for Policy and Bylaw matters.
- (5) A point of order or personal privilege may be introduced without written notice and without leave.

(6) The following motions may be introduced without notice and without leave:

- a. a motion to adjourn;
- b. a motion to call for the question;
- c. a motion to refer;
- d. a motion to table or to defer to a day certain;
- e. an amendment to a motion;
- f. a motion to suspend a rule of procedure;
- g. a motion to convene in camera; or
- h. any other procedural motion.

14. The Mayor and Clerk shall confer on the Council **agenda content and format** before it is circulated a minimum two business days before the meeting if possible. The agenda will be accompanied with an **agenda package** containing meeting materials in the agenda sequence.

15. The Chair shall decide all questions of order or procedure subject to an **appeal** to the Council.

16. Every Councillor, prior to **speaking on any question or motion**, shall raise a hand and wait to be recognized by the Chair. When two or more Councillors raise their hands to speak, the Chair shall designate the Councillor who has the floor who, in the opinion of the Chair, first raised their hand.

~~17. No Councillor shall speak more than twice, without the leave of Chair, on any motion except to explain a misconception of their remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate.~~

18. No Councillor shall speak more than ten minutes upon any matter at one time, without the leave of the Chair.

19. During a meeting Council may **recess** for short periods or move to another place, without ending the meeting.

20. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the **minutes** of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.

21. The minutes shall be kept by the Clerk and shall:

- (1) record the time when any Councillor joins or leaves a meeting which is in progress;
- (2) contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders except Committee meetings, and shall record the outcome of each vote; and
- (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents, which may be attached in full to the minutes as determined relevant by the Clerk.

### **Conduct of Meetings: Motions and Voting**

22. The Chair shall state every **question** properly presented to Council and ~~before putting it to a vote, shall ask "Is Council ready for the question" and~~ if no Councillor offers to speak, the Chair shall put the question, after which no Councillor shall be permitted to speak upon it.

23. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Councillor, before or after a voice vote can call for, and obtain through the Chair, a show of hands, ~~and any two Councillors can call for, and obtain through the Chair, a recorded vote with each Councillor's vote entered into the minutes.~~

24. The Mayor and every Councillor who is present when a motion is put, shall vote thereon unless the Councillor has declared an interest in the motion. A failure to expressly signal a "yea" or "nay" or raise one's hand shall be deemed to be a "nay" vote. A tie vote results in the motion being defeated.

25. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing, ~~repeated, displayed or read aloud by the Clerk before it is debated or voted on.~~

26. After reading of a motion by the Chair or Clerk, it shall be open for discussion. The motion is deemed to be in the possession of Council at this time.

27. A motion which has been seconded and stated by the Chair may at any time before the Council has voted on it be **withdrawn** by the mover with the unanimous consent of Council.

28. When any question is before the Council, the only motions in order shall be:

- (1) a motion to amend the original motion;
- (2) a motion to refer the question, including the motion and amendment if one is moved, to any Committee;
- (3) a motion to defer the consideration of the question either indefinitely or to a specified time;

- (4) a motion to close the debate at a specified time; and
- (5) a motion that the question be put to a vote.

29. A motion

- (1) that the debate be closed at a specified time; or
- (2) that the question be put to a vote,

shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not be in order until every Councillor who has not spoken on the question and claims a right to speak has been heard.

~~30. A motion that the question be put to a vote shall preclude all amendment to the main question until the motion is decided, and shall be put to a vote, without debate. If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate.~~

31. When the question before Council contains two or more distinct propositions upon request of any Councillor a vote upon each proposition may be taken separately in such order as determined by the Chair.

32. After a question is finally put by the Chair, no Councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.

33. Whenever the Chair is of the opinion that a motion is out of order, or contrary to legislation, the Chair shall immediately advise the Councillors thereof. If there is no appeal to Council, or if the Chair is sustained on an appeal, the question shall not be put.

34. A motion to adjourn shall always be in order except in the following cases:

- (1) when a Councillor is in possession of the floor;
- (2) when the "yeas" and "nays" are being called for a vote;
- (3) while Councillors are voting; or
- (4) when the adjournment was the last preceding motion.

35. The following questions shall be decided without debate:

- (1) all motions as to priority of business or as to the suspension of the order of the day;
- (2) a motion to allow any person other than Councillors to address Council;
- (3) a motion to postpone to a specified time or day;

(4) a motion to lay on the table (suspend consideration of a pending motion); and

(5) a motion to adjourn.

36. Only one **amendment** to the main motion may be pending at one time. This first degree amendment may have only one amendment known as the second degree amendment pending at one time. As each amendment is voted on, subsequent amendments may be offered and voted on in succession.

37.(1) A motion to rescind shall not be made at the same meeting when the matter is decided, but may be put once at any subsequent meeting by giving prior notice of motion to rescind if the action or direction of Council has not already been completed.

(2) A motion to rescind may be put by any Councillor regardless of how they voted on the original matter.

(3) At a subsequent meeting of Council, the giver of such notice, or in that Councillor's absence any other Councillor on the Councillor's behalf, may put forward the motion of rescission.

(4) A motion to rescind must be seconded.

(5) A motion to rescind is debatable as to the merits of the question which is proposed to be rescinded.

(6) A motion to rescind is amendable.

(7) A motion to rescind shall be passed by a majority of the Councillors present and voting.

38. After any question or motion has been decided, either in the affirmative or negative, a Councillor who voted on the prevailing side may, after the decision has been announced by the Chair, but before adjournment of the meeting, give notice of an intention to move **reconsideration** of the motion approved at the same or next Council meeting. The giving of such a notice operates as a stay or suspension of Council's decision, except in matters where there is great time sensitivity. Council then vote on whether the motion will be reconsidered at the current or next meeting. If the motion to reconsider is adopted, Council will reconsider and then re-vote on the original motion, possibly with a different outcome.

~~39. If a vote to reconsider is deferred to the next meeting and no action is taken, the stay or suspension of the original motion is dissolved and the motion may be acted upon or implemented. Council may still reconsider the motion at a later time if the motion was not acted upon or implemented.~~

40. The following matters are not eligible for reconsideration:

(1) a motion approving the first or second reading of a By-Law enactment, amendment or repeal;

(2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;

(3) a matter that has already been reconsidered; and

(4) a vote to reconsider.

41. Any **notice of motion** given by a Councillor for a subsequent meeting may, in the absence of the Councillor giving such notice, be taken up by any other Councillor.

42. All motions called in pursuance of the general order of the day and not disposed of shall be the first business proceeded with and disposed of at the next meeting of Council.

### **Conduct of Meetings: Points of Order**

43. It shall be the duty of the Chair, and the privilege of any Councillor, to call any Councillor to order, who violates any established rule or order. A point of order must be decided by the Chair before the subject under consideration is proceeded with.

44. When a Councillor is called to order, the Councillor shall remain silent until the point is determined or called upon by the Chair to be heard on the point of order.

45. A point of order is not debatable amongst other Councillors, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Councillor shall speak more than once without the leave of the Chair.

46. Decisions of the Chair on points of order, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Councillor. When an appeal is made from the decision of the Chair, the Chair may briefly explain the basis for their ruling and shall then ask Council whether the appeal should be allowed and Council's decision with reasons given shall be final.

47. No Councillor shall use offensive or unparliamentarily language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

48. If a Councillor resists the rules of Council, obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Councillor may be ordered by the Chair to leave the Councillor's seat provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings.

49. If the Councillor refuses to leave the Councillor's seat, the Chair may order the Councillor to be expelled from the Council Chambers. Such Councillor may, by vote of Council be permitted to resume their seat with or without conditions.

50. Persons who are not Councillors, officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak by Council. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled from the Council Chambers, provided that a majority vote of Council shall be required to have the expulsion extended to

additional meetings. Such member of the public may, by vote of Council be permitted to re-enter Council Chambers with or without conditions.

51. An order of the Chair to expel a person from the Council Chambers pursuant to this part of the Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

**Questions of Privilege, Parliamentary Inquiries,  
and Requests for Information**

52. Any Councillor may raise a **question of privilege** relating to the rights of the Council as a whole or of individual Councillors, in which the former take precedence over the latter. A question of privilege must be disposed of before the matter under consideration is proceeded with.
53. Questions of privilege may relate to matters including: the comfort of Councillors with respect to heating, ventilation, lighting, noise, other disturbances, and anything which otherwise encumbers their ability to participate fully in Council proceedings; the conduct of officers, employees, and visitors; the accuracy of published reports of proceedings; or to any other such matters that may infringe upon the established rights of Council as a whole or of individual Councillors.
54. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will rule on whether the matter is a question of privilege to be immediately disposed of. Decisions of the Chair on questions of privilege are not debatable but are appealable to Council by any Councillor.
55. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will then rule on whether the matter is a question of privilege to be immediately disposed of which is debatable, but appealable to Council by any Councillor.
56. If the Chair rules in favour of a question of privilege or Council overrules a negative ruling by the Chair then the infringement will be dealt with or the motion regarding the question put before the Council for debate.
57. Once a question of privilege has been disposed of, the normal business of the Council shall be resumed at the point at which it was interrupted.
58. Any Councillor may make a parliamentary inquiry to the Chair to obtain information on a matter of parliamentary procedure or of the applicable legislation and motions bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist the Councillor to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.

59. Any Councillor may make a request for information either to the Chair or through the Chair to another Councillor, employee, or other relevant person to obtain information relevant to the business at hand but not related to parliamentary procedure.
60. Any of the rules of order may be suspended in its operation by the unanimous consent of the Councillors present.
61. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided by the Chair in accordance with the latest available version of Roberts Rules of Order.
62. Policy #88 Council Meeting Policy is hereby repealed.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**TOWN OF LUNENBURG PROCEDURAL POLICY # - COMMITTEES OF COUNCIL**

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**PURPOSE**

1. This Policy describes the structure, composition and role of Committees established and appointed by the Town of Lunenburg ("Town") Council ("Council"). The Policy applies to Committees in which all or some of the voting Committee members are Council members including the Mayor and/or Councillors.

**PROCEDURE**

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council within three months following each municipal general election or election anniversary after seeking the advice of the Nominating **General Government** Committee. Council may also replace at any time Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee's affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards **(Schedule "A" chart updated from time to time by motion of Council)** as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an *ex officio* member of any Town Committee to which the Mayor is not already appointed and may fully participate **but may only** and vote at these meetings **if it is necessary to achieve a quorum**. ~~The Mayor's attendance will be included in a determination if a Committee quorum has been achieved and the Committee can meet to conduct its business.~~
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion from time to time. ~~The Town Nominating~~ **General Government** Committee will review and recommend to Council the appointment of qualified resident applicants or non-resident applicants if there are insufficient numbers. Council will select unelected Committee appointments by ballot.
6. **The Mayor shall recommend to Council the annual appointment of Councillors to Committees and external Boards for approval by motion of Council.**

7. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policy #86 Council and Management Expense and Hospitality Claims.
8. Committee and external Board members are entitled to an annual honourarium set out in Town Policy #56 Council and Committee Member Honourarium.
9. Council shall appoint a Council member to serve as Chair of each Committee after seeking the advice of the ~~Nominating Committee~~ Mayor in consultation with the General Government Committee. The Chair shall be entitled to speak and to vote on any motion before their Committee(s). Subject to the other provisions of this Policy, the Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies with any necessary modifications for context. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
10. The Chief Administrative Officer or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare, maintain and circulate Committee agendas, minutes and other relevant records.
11. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish ~~meeting~~ Committee objectives.
12. ~~Subject to Council motion in consultation with the CAO should there be insufficient resources,~~ Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
  - (1) Town staff advice and support;
  - (2) Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted for to achieve the Committee's mandate;
  - (3) external services reasonably necessary and budgeted for to achieve the Committee's mandate; and
  - (4) such other resources reasonably necessary and budgeted for to achieve the Committee's mandate.
13. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
14. All Committee meeting minutes, and records shall be open to the public except as expressly authorized by law.

15. A quorum of the Committee shall be the same as that which applies to Council pursuant to provincial legislation, with any necessary changes for context, e.g., section 4 herein.
16. Each Committee member, including the Chair, shall have one vote and there shall be no proxy voting or alternate voting.
17. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Council and Committee Meetings Proceedings Policy and other relevant Town Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
18. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
19. Council hereby confirms the following standing Committees and their respective responsibilities as described.

General Government Committee

20. The responsibilities of the General Government Committee are:
  - (1) Discuss, consider, advise and make recommendations to Council concerning the affairs of the Town that may come before Council, in advance of Council making decisions or taking action on such matters, except where Council determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council without having to be forwarded to the General Government Committee for its recommendations:
    - (a) correspondence;
    - (b) reports and recommendations from other committees of Council;
    - (c) planning matters;
    - (d) first or second reading of By-Law enactments, amendments or repeals; and
    - (e) matters which are the subject of a statutory hearing by Council.
  - (2) ~~Act as the Nominating Committee making~~ **Make** recommendations for Council Committees and external Boards;
  - (3) Oversight of the Town Bylaws and Polices review;
  - (4) Review and recommend the General Government Services budget to Council;
  - (5) Consider annual Town grant applications and recommend same to Council; and
  - (6) Take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
21. The Chair of the General Government Committee is the Deputy Mayor.

22. The General Government Committee consists of all Council Members, and membership on the Committee automatically extends to Council Members, without the necessity of formal appointment by Council, and automatically terminates when the person is no longer a Council Member.

### Audit Committee

23. The responsibilities of the Audit Committee are:
- (1) A detailed review of the Town financial statements with the Town Auditor;
  - (2) An evaluation of Town internal control systems and management letter with the Town Auditor;
  - (3) A review of the conduct and adequacy of the audit;
  - (4) Consideration of such matters arising out of the audit as may appear to the Audit Committee to require investigation;
  - (5) Review of other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
  - (6) Take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
24. The Audit Committee shall be comprised of all members of Council and a minimum of one resident at large appointment who is not a member of Council or staff. Resident appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
25. Council shall advertise for resident Audit Committee applications before December 31. The resident Committee member(s) shall be annually appointed by Council no later than January 31. Resident Committee appointments shall be for a minimum of ~~one~~ two year terms as determined by Council motion.
26. The Chief Administrative Officer (CAO), Finance Director and Accountant shall be non-voting members of the Audit Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
27. The Audit Committee Chair shall be a member of Council annually appointed by Council no later than January 31 of each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
28. The Audit Committee shall meet at least twice per year as called by the Chair in consultation with voting and non-voting Committee members to receive and review the completed Town audit with the Town Auditor and carry out its additional Municipal Government Act duties.
29. The Committee may also meet with the Town Auditors as it deems appropriate to consider any matter that the Committee members, Council or Auditors determine should be brought to the attention of Council.

30. Committee meetings shall be held in public unless the Committee needs to meet in camera in accordance with the Municipal Government Act.

#### Heritage Advisory Committee

31. The Town's Heritage Property Bylaw #43. and Provincial Heritage Property Act establishes the responsibilities of the Heritage Advisory Committee as follows which are not modified by this Policy, except the extent to which the additional Committee procedural matters apply:
- (1) The Heritage Advisory Committee may advise Town Council respecting:
- (a) the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
  - (b) an application for permission to alter substantially or demolish a Town Heritage Property;
  - (c) building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; **and**
  - (d) any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act.
32. The Heritage Advisory Committee is comprised of six members, all of whom shall be residents of the Town, annually appointed by Council for a ~~one~~ **two** year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active concern for the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

#### Planning Advisory Committee

33. The Municipal Government Act provides that the responsibilities of the Planning Advisory Committee are to advise Council respecting the preparation and amendment of planning documents and general planning matters. This includes the preparation, amendment and review of the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and all other planning matters.
34. The Planning Advisory Committee is comprised of at least **four residents** ~~two~~ members from the public appointed for two year terms and ~~may include other members of~~ **three** Council **members** ~~and the public as determined by Council.~~

#### Protective Services Committee

35. The Protective Services Committee responsibilities relate to fire protection including oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants and Fire Protection Services budget matters.
36. The Protective Services Committee is comprised of four Council ~~Town~~ members including the Chair ~~who are all Town Council members.~~ For the purpose of fire

protection matters relating to Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission (Commission) only, the Commission may appoint three Commission members to be additional voting members of the Committee, for these matters only, which the total membership of the Committee may be seven.

#### Recreation/Lunenburg War Memorial Community Centre Committee

37. The responsibilities of the Recreation/Lunenburg War Memorial Community Centre Committee are to:
- (1) advise Council on matters affecting the development and maintenance of Town recreational facilities, programs and services;
  - (2) encourage a healthy and active community to improve the quality of life for residents and visitors; and
  - (3) provide Council with input on the development of policies and plans related to community recreation opportunities.
38. The Recreation/Lunenburg War Memorial Community Centre Committee is comprised of four members of Council, three ~~unelected Town~~ residents who are appointed for two year terms, and one Municipality of the District of Lunenburg Council member.

#### Public Infrastructure and Utilities Committee (TBA)

#### Special Committees

39. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.
40. The general provisions of this Policy shall also apply to Special Committees.
41. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
42. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in Section 39 herein.
43. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

**HERITAGE ADVISORY COMMITTEE MEETING RECOMMENDATIONS**  
**MONDAY, NOVEMBER 18, 2019**

1. (a) Recommend to the Planning Advisory Committee the refusal of ABCO's request to amend the Generalized Future Land Use Map (GFLUM) of the Town's Municipal Planning Strategy (MPS) to remove six (6) properties along Tannery Road from the Architectural Control Area as per the staff report (Schedule "D"); and  
  
(b) Include the proviso that the use of metal cladding be permitted under the revised Heritage Conservation District Plan and Bylaw for commercial and industrial buildings in New Town Waterfront Buildings Area, where it is fitting with surrounding buildings.
2. to recommend to the Planning Advisory Committee the refusal of the owner's request to amend the Generalized Future Land Use Map (GFLUM) of the Town's Municipal Planning Strategy (MPS) to remove Lot A1 (PID# 60642741), Dufferin Street, a vacant lot, from the Architectural Control Area as per the staff report (Schedule "E").

# Heritage Day Proclamation

## February 17<sup>th</sup>, 2020

### *Bringing the Past Into the Future*

WHEREAS, the third Monday in February is recognized provincially as Heritage Day; and

WHEREAS, Heritage Day is a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

WHEREAS, our citizens should be encouraged to celebrate Nova Scotia's uniqueness and to rejoice in their heritage and environment; and

WHEREAS, in 2020 the residents of Nova Scotia and the Town of Lunenburg will celebrate their rich and diverse heritage.

THEREFORE, I, Mayor Rachel Bailey, on behalf of the Town of Lunenburg do hereby proclaim February 17<sup>th</sup>, 2020 as Heritage Day, and call upon all citizens to celebrate the richness of our past and the promise of our future.

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Mayor, Town of Lunenburg



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Document No:  
Meeting: Jan. 28, 2020 Council  
Circulate: Council, BR, KR  
File: Budget 2020/21

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR  
AND KATHLEEN RAFUSE, ACCOUNTANT**

**DATE: JANUARY 21, 2020**

**RE: REVIEW OF THE CAP ASSESSEMENT PROGRAM**

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### **1. FACTS**

At the October 10, 2019 meeting Council passed the following motion:

*Motion: That a staff report be prepared providing an analysis of whether or not the CAP program is beneficial for Town of Lunenburg home owners. Motion carried.*

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

There are currently two assessment values calculated for Residential and Resource properties by Property Valuation Service Corporation (PVSC).

#### **Market value:**

- Is the most probable price, not the highest, lowest or average price.
- Is expressed in terms of money.
- Implies a reasonable exposure time to the market.
- Assumes an "arm's length" transaction in the open market, which is assuming a willing buyer and a willing seller with no advantage being taken by either buyer or seller.

#### **Capped value:**

In Nova Scotia, provincial legislation places a 'cap' on the amount that residential property assessments can increase year over year. Usually the amount 'capped' is based on the percentage change in Nova Scotia Consumer Price Index.

**Properties that are not eligible for CAP include:**

- Majority owned by an out of province resident.
- Commercial property.
- New construction.
- Transfer in ownership during the year unless to a close family member.
- Non-owner occupied condominium.

The data used to compile this report was based on the 2019 and 2020 assessment rolls and the deed transfer tax information for the 2019/20 fiscal year.

The 2019 Assessment Roll for the Town of Lunenburg contained 1,140 residential assessments with a value of \$245,581,200. There were 591 of these assessments capped in 2019 which equals 52% of the total residential accounts. The residential assessment CAP applied to properties in 2019 equalled \$14,455,300 of assessed value or 6% of the total residential assessment value for the Town of Lunenburg. The assessment roll contained 53 resource property assessments of which 9 assessments were capped or 17%, the resource CAP was \$106,800 which equates to 17% of the total resource assessment value.

In our analysis of the impact of eliminating the CAP the Finance Department eliminated the CAP in one year, the proposed elimination period is 13 years as such the change in rates would be dependent on the number of years over which the CAP will be phased out. If eliminated in one year the following assumptions have been made:

1. With the additional assessment of \$14,562,100 (2019 CAP) there could be a reduction in the existing tax rate if all costs and other revenue remained the same.
2. The additional assessment may generate an additional \$61,000 in additional education expense. However, this assumes no impact from the broad changes that would occur with Uniform Assessment across the province and any potential impact that could have on the education rate.
3. The residential and resource properties that currently do not get the CAP will also have their residential tax rate reduced to the \$1.29 per one hundred dollars of assessment rate using in this modelling, which equates to approximately \$69,000 in savings for those tax payers.

For the 2019 **CAP properties** the following is an overview of the analysis of a one year elimination of the CAP:

Number of Accounts	Amt <b>Less</b> than 2019 Billing
203	\$100

Number of Accounts	Amt <b>More</b> than 2019 Billing
86	\$45
58	\$160
61	\$250
52	\$350
62	\$495
37	\$720
12	\$960
20	\$1,300

The additional taxpayer burden on the Capped properties would be \$141,450.

For the 2019 **Non-CAP properties** the following is an overview of the analysis of a one year elimination of the CAP:

Number of Accounts	Average Savings
201	\$43
273	\$136
64	\$235
4	\$330
2	\$435
2	\$555
1	\$885
1	\$1,360
1	\$2,900

The savings in taxpayer burden on the Non-Capped properties would be \$86,950.

Using the 2019/20 Approved Operating Budget data an eliminated CAP scenario would have 752 (66%) residential taxpayers paying either the same or less than they would pay under the Capped Assessment program.

In late 2019 an all-party committee was established to review the provincial assessment CAP program.

### **3. FINANCIAL IMPACT**

As noted above.

**4. STRATEGIC PLAN RELEVANCE**

#5 - Operate the Town efficiently and effectively by:

C. Developing and updating Town bylaws, policies, procedures and plans.

**5. RECOMMENDATION AND DRAFT MOTION**

This report is provided for Council information only.

Acknowledged only by:

Bea Renton  
CAO

Draft  
Council Jan 14/20

## TOWN OF LUNENBURG PROCEDURAL POLICY # - COMPLAINTS PROCESS POLICY

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### PURPOSE

1. The purpose of this Policy is to enable the Town of Lunenburg ("Town") to promptly and effectively address complaints by members of the public about Town program and service delivery and other operational concerns raised by members of the public. The Policy will assist the Town in providing service to the public and contribute to continuous improvement of Town operations. The Town strives to address public concerns by:
  - providing a timely and accurate response to complaints; and
  - using complaints as an opportunity to improve program and service delivery issues.
2. This Policy is not meant to address:
  - (1) Issues already covered by legislation, or an existing Town bylaw, Policy or procedure;
  - (2) A decision of Council or a decision of a Committee of Council;
  - (3) Complaints brought by Council members or staff against Council members or staff; or
  - (4) A grievance covered by a Town collective agreement and/or Personnel Policy, except that complaints about staff or Council Members brought by members of the public which would also constitute a Code of Conduct complaint under applicable Policies or Personnel Policy of the Town should be acknowledged and the Complainant advised that the matter is being referred to Council in camera or to the Designated Officer as the case may be to be addressed under the applicable Code of Conduct policy in a manner respectful of any privacy interests of the Complainee and Complainant.

### DEFINITIONS

3. In this Policy:
  - (1) "**Complainant**" means the individual filing a complaint with the Town;

- (2) **“Complainee”** means any individual Council member or Employee identifiable by name, title or context whose conduct or whose act or omission is complained about in a complaint;
- (3) **“Complaint”** means an issue or concern raised with a municipal program, service, or operation which is not resolved at the time of the incident and for which the complainant submits their concerns to the Town in accordance with this Policy;
- (4) **“CAO”** means the Chief Administrative Officer of the Town;
- (5) **“Council”** means the elected municipal Council of the Town;
- (6) **“Council Member”** includes the Mayor and Councillors;
- (7) **“Councillor”** means an elected Town Council member other than the Mayor;
- (8) **“Designated Officer”** means the CAO, except when a complaint is filed against the CAO, in which case it means the Mayor; and except when the complaint is against a Council Member, in which case the matter shall be referred to Council in camera as set out herein;
- (9) **“Employee”** means an employee of the Town, but includes for purposes of this Policy a volunteer Firefighter; and
- (10) **“Mayor”** means the Mayor of the Town, or the Deputy Mayor in the event of absence or unavailability of the Mayor.

## **PROCEDURE**

### **DESIGNATED OFFICER**

4. The Designated Officer may delegate the authority to investigate a complaint to another Town employee or to a qualified external person, such as a lawyer or mediator.
5. If the Complainee is a Council Member, Council in camera may determine how it wishes to investigate or delegate the investigation of a complaint to a qualified external person, such as a lawyer or mediator.
6. A Designated Officer may not delegate the authority to investigate a complaint to a Complainant or Complainee, and neither the Complainant nor the Complainee shall participate as a voting Council member in any determination of a complaint before Council or Council in camera.
7. Complainees shall be promptly provided with a copy of a complaint, including a copy of a Complaint Form, made against them and given a reasonable opportunity to explain or respond to the complaint in writing and/or verbally. Where the Complainee is employed by the Town, the applicable collective agreement and/or

personnel policy shall be followed before any discipline or sanction is considered if the complaint is substantiated.

8. All Complainees shall have their privacy interests respected and no public statement of disciplinary or other action shall be made, except after due consideration of those privacy interests, including, at the option of the Designated Officer or Council in camera, the obtaining of legal advice regarding such privacy interests. Normally disciplinary sanctions against employees will not be made public.

### **FRONT LINE RESOLUTION**

9. It is the responsibility of the Complainant and Designated Officer to make reasonable front line efforts to resolve complaints informally, including, where appropriate, by preliminary dismissal of complaints not eligible to be pursued under this Policy or otherwise not warranting the process of a formal complaint.
10. The Designated Officer shall record efforts to reach front line resolution and may choose to write to the Complainant confirming that the matter is considered to be resolved or that a formal complaint will be accepted for handling under this Policy.

### **FILING A FORMAL COMPLAINT**

11. Where front line resolution cannot be achieved, complaints should be submitted to the Designated Officer, on the Complaint Form attached in Schedule A, providing particulars of the Complaint. The Designated Officer may waive the use of a Complaint Form by the Complainant where the complaint was already presented in writing with sufficient particularity. **A copy of a formal complaint filed will be copied to Council for information.**

### **RECEIPT AND ACKNOWLEDGEMENT**

12. The Designated Officer shall acknowledge in writing that the complaint has been received within seven business days of receipt of the complaint. The Designated Officer shall maintain a file of written complaints and documents relating to the complaint, in accordance with the Town's Record Management Policy.

### **INVESTIGATION**

13. The Designated Officer shall review the issues identified by the Complainant and in doing so shall, as necessary having regard to the circumstances:
  - (1) Attempt front line resolution where it has not already been attempted;
  - (2) Review relevant Municipal and Provincial legislation;
  - (3) Review the Town's relevant Policies, procedures and practices;

- (4) Review existing file documents relating to the matter;
- (5) Interview the Complainant, Complainee and other persons identified as relevant to the complaint;
- (6) Provide a copy of the written complaint to any person(s) complained against and ensure they have a reasonable opportunity to be heard regarding the complaint as described in section 7 herein;
- (7) If the complaint does not identify a particular Complainee and is of a general nature regarding the Town, elected officials and/or employees, the Designated Officer may conduct a general review of the complaint to determine what, if any, action needs to be taken to address the complaint;
- (8) Identify and take actions that in the opinion of the Designated Officer should be taken to resolve or handle the complaint and improve municipal services as a result of matters raised by the complaint.

### **DECISION**

14. Within thirty business days of receipt of a complaint the Designated Officer shall provide a response in writing to the Complainant and to the Complainee where a Complainee has been able to be identified. Subject to the due consideration of applicable privacy interests, the response may include:
  - (1) Whether further time is needed to resolve or handle the complaint, and if so, why;
  - (2) Whether the complaint was substantiated;
  - (3) If the complaint is not substantiated, the reason(s) why it is not considered substantiated; and
  - (4) Any processes or actions the Town has or will take as a result of the complaint including that the matter has been referred for disciplinary consideration to the CAO or to Council in camera, as the case may be.
15. For complaints which are substantiated, the Designated Officer shall attempt to identify and implement opportunities to improve municipal services.
16. Subject to the due consideration of privacy interests, a summary of the complaint and its disposition may be circulated to the relevant staff and Council where appropriate to effect general municipal service improvements.
17. No disciplinary or other retaliatory action shall be taken against Complainants for complaints made in good faith under this Policy.





## ICE RESURFACER CAPITAL PURCHASE 2020/21

### INFORMATION SUMMARY

KELLY CUNNINGHAM, RECREATION DIRECTOR

#### OVERVIEW

- Approximately **\$55,300 reserved** for this capital purchase.
  - **\$51,100** in the ice resurfacer reserve fund
  - **\$4,200** anticipated from the Arena rental surcharge in 2019/20.
- **Need** approximately **\$70,000**, based on the predicted \$125,000 capital amount.
- Efficiency NS and Clean Foundation NS are not aware of any rebates available for electric ice resurfacers.
- The type of machine will determine how much money is required for the purchase. Zamboni quoted approximate amounts: **Propane \$110,000 and Electric \$165,000**. An Electric machine would also require additional funds for room renovations and electric upgrades.
- A new ice resurfacer takes approximately 5 to 6 months, or in some cases up to a year, for a new machine to be delivered.

#### RECOMMENDATION AND DRAFT MOTION

It is recommended that Council adopt the following motions to move forward with the ice resurfacer purchasing in the fiscal 2020/21 year:

***Draft motion:*** Motion: moved and seconded that Council approves the formation of a Fundraising Committee to raise funds for an ice resurfacer purchase.

***Draft motion:*** Motion: moved and seconded that Council pre-approves a propane ice resurfacer purchase in fiscal 2020/21 estimated to be approximately \$125,000.

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

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Document No:

Meeting: January 28, 2020 Council

Circulate To: Council, BR, DH's, KR,

Dist's 1&amp;2, LFD, JG-Audit Committee

File: Budget 2019/20

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: JANUARY 21, 2020**

**RE: 2019/20 CAPITAL AND OPERATING VARIANCE REPORT –  
TO NOVEMBER 30, 2019**

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Please find enclosed the variance report to **November 30, 2019**. The period ending November 30<sup>th</sup> represents 66.67% (8 months) of the fiscal year. Town General expenditures are currently on budget at 68.5%.

**Index to Reports**

Capital Budget Status Report	Page 1
Operating Financial Statements Summary	Page 7
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow Control	Page 8
Grants to Organizations Information Update	Page 9

Acknowledged only by:

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Bea Renton  
Town Manager/Clerk

Encls.



**Capital Status Report to November 30, 2019**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Buildings &amp; Structures</b>					
	<i>Town Hall</i> Town Hall - Snow Load Assessment	\$15,000	\$0	\$15,000	PW
	<i>Comment:</i> <b>Project was awarded, draft report received and follow-up is ongoing with contractor.</b>				
	<i>Lunenburg Academy</i> Lunenburg Academy Interpretive Panels	\$6,000	\$4,333	\$1,667	AM
	<i>Comment:</i> Carry-forward project from 17-18. Completed in early spring.				
	<i>Lunenburg Academy</i> Lunenburg Academy Beautification Project	\$40,000	\$32,107	\$7,893	AM
	<i>Comment:</i> Carry-forward project from 18-19. Completed in early spring.				
	<i>Lunenburg Academy</i> Lunenburg Academy Exterior Capital Repairs Phase II	\$1,500,000	\$78,593	\$1,421,407	AM
	<i>Comment:</i> Phase II of the Restoration Project on October 18th with the installation of the scaffolding on the North end of the East (Front) Elevation.				
	<i>Captain Angus Walters House</i> Capital Maintenance Repairs	\$11,000	\$0	\$11,000	PW
	<i>Comment:</i> <b>Staff re-evaluated the project, work is going to be carried out under operating repairs and maintenance.</b>				
<b>Environmental Development</b>					
	Comprehensive Community Plan	\$229,300	\$123,166	\$106,134	DS
	<i>Comment:</i> Project began in fiscal 18-19. Total budget of \$229,300 approved Dec. 11, 2018.				
<b>Equipment</b>					
	Parking Meters	\$14,100	\$14,075	\$25	BR
	<i>Comment:</i> Order received and installed by PW staff in September. Budget was increased from \$5,000 to \$14,100 at the Aug.27/19 Council Meeting.				
	Coin Roller	\$5,000	\$4,599	\$401	BR
	<i>Comment:</i> New roller received and in use. Complete.				
<b>Public Works Infrastructure</b>					
	<i>Wastewater Treatment</i> Brook Street Storm/Sanitary separation infrastructure finalization	\$150,000	\$19,397	\$130,603	PW
	<i>Comment:</i> <b>Council Motion: Dec.19/19 for project to move forward with overflow.</b>				
	<i>Wastewater Treatment</i> Brook Street Overflow prevention equipment	\$119,000	\$31,260	\$87,740	PW
	<i>Comment:</i> Pump purchased in spring.				
	<i>Wastewater Treatment</i> Improve Treatment Process-Pre-Design	\$270,000	\$0	\$270,000	PW
	<i>Comment:</i> PCAP Funding approval received Sept.30, 2019				

**Capital Status Report to November 30, 2019**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Spare Ultra Violet Bank <i>Comment:</i> <b>Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Awaiting insurance approval before re-purchase of this item.</b>	\$18,000	\$0	\$18,000	PW
	<i>Wastewater Treatment</i> Additional UV Bank (Jan. 15/19) <i>Comment:</i> As noted at the Oct.22/19 Council meeting we have advised by Municipal Affairs that we were not successful in our funding application.	\$250,000	\$0	\$250,000	PW
	<i>Wastewater Treatment</i> Variable Frequency Drive <i>Comment:</i> <b>Ordered.</b>	\$8,000	\$0	\$8,000	PW
	<i>Wastewater Treatment</i> New Complete Recycling Pump <i>Comment:</i> <b>Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Awaiting insurance approval before re-purchase of this item.</b>	\$31,500	\$0	\$31,500	PW
	<i>Wastewater Treatment</i> Voltage Reading Monitor at Pumping Station <i>Comment:</i> <b>Deferred while other Pump Station repairs were carried out.</b>	\$6,500	\$0	\$6,500	PW
	<i>Wastewater Treatment</i> Upgrade to SCADA System-Biofilter/Micro-cool <i>Comment:</i> Projected completed in October. 	\$5,500	\$3,621	\$1,879	PW
	<i>Wastewater Treatment</i> Cell Enhancement Booster <i>Comment:</i> Projected completed in October. 	\$3,600	\$3,635	(\$35)	PW
	<i>Wastewater Treatment</i> Upgrade Rails and Catwalks in Aeration Building <i>Comment:</i> On-going capital maintenance program of aeration building rails and catwalks.	\$10,000	\$2,086	\$7,914	PW
	<i>Wastewater Treatment</i> Macerator <i>Comment:</i> <b>Relocation installation had to be deferred due to Hurricane Dorian repairs, however work was completed in December.</b>	\$17,500	\$3,022	\$14,478	PW
	<i>Wastewater Treatment</i> Replace Lines and Diffusers in Aeration Tanks <i>Comment:</i> Approved an increase to the budget of \$80,000 to \$200,000 and that the total capital project will be financed with Gas Tax funding, at the August 27, 2019 Council meeting. <b>Equipment PO issued in December.</b>	\$200,000	\$9,590	\$190,410	PW

**Capital Status Report to November 30, 2019**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Biofilter <i>Comment:</i> Carry forward project from 18/19. Original total budget \$1,147,000. Project costs in 18/19 = \$753,815. Finalizing outstanding deficiencies and fencing.	\$393,185	\$250,284	\$142,901	PW
	<i>Wastewater Treatment</i> Scada Packs <i>Comment:</i> Completed in October, awaiting invoicing.	\$5,000	\$0	\$5,000	PW
	<i>Wastewater Treatment</i> WWTP and Collection System Study <i>Comment:</i> <b>Carry forward of 2018-19. Peer review received in December, awaiting CBCL response.</b>	\$75,000	\$66,849	\$8,151	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall <i>Comment:</i> PW staff scheduled to complete this work in the later part of fiscal 19/20.	\$50,000	\$10,047	\$39,953	PW
	<i>New Sidewalks/Curbing</i> Tannery Road-Knickle Rd. to 97 Tannery Road (E) - (Legal & Prep work carry forward from 17/18 & 18/19) <i>Comment:</i>	\$115,000	\$0	\$115,000	PW
	<i>Chip sealing</i> Kissing Bridge 332 to 332 N/Bypass <i>Comment:</i> Completed in late September.	\$81,000	\$72,583	\$8,417	PW
	<b>Recreation Infrastructure</b> Boat Launch Site <i>Comment:</i> Beautification grant received. Work completed.	\$12,300	\$11,281	\$1,019	PW
	Splash Pad (Detailed Design - Tender) <i>Comment:</i> <b>Council approved location and design at Jan.14/20</b>	\$20,000	\$0	\$20,000	PW
	<b>Equipment</b> <i>Public Works - Equipment</i> Asphalt Roller (Ride-on) <i>Comment:</i> Received. Complete.	\$40,000	\$40,288	(\$288)	PW
	<i>Public Works - Equipment</i> Sewer Camera <i>Comment:</i> <b>Complete.</b>	\$18,000	\$9,716	\$8,284	PW
	<i>Public Works - Equipment</i> Chev Truck (93) & Plow <i>Comment:</i> <b>Tender awarded Nov.12/19 Council meeting.</b>	\$183,000	\$0	\$183,000	PW
	<i>Fire Department</i> Turnout Gear <i>Comment:</i> <b>Received, invoicing finalized in December.</b>	\$120,000	\$114,108	\$5,892	GM

**Capital Status Report to November 30, 2019**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Community Centre/Arena	Bathroom Renovations at Community Centre <i>Comment:</i> <b>RFP for this project has been issued and closes January 20, 2020.</b>	\$55,000	\$0	\$55,000	KC/PBR
Community Centre/Arena	Gym Floor Refinish <i>Comment:</i> Project Deferred to another year, funding used for Brine Repairs.	\$0	\$0	\$0	KC
Community Centre/Arena	Roof Structural Repairs <i>Comment:</i> Carry forward from 18/19. Completed in early spring.	\$130,000	\$121,325	\$8,675	KC
Community Centre/Arena	Arena Brine Repairs <i>Comment:</i> These repairs are complete.	\$15,000	\$14,432	\$568	KC
Community Centre/Arena	Welcome Signs <i>Comment:</i> <b>Signs have been received, awaiting installation.</b>	\$20,000	\$0	\$20,000	BR

## Capital Status Report to November 30, 2019

\*\*Any comments in **BOLD** are changes from the previous report\*\*

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>General</b>					
	New Services	\$5,000	\$4,707	\$293	PW
	<i>Comment:</i> As required.				
	Armouries-Replace Oil Tank	\$10,650	\$521	\$10,129	PW
	<i>Comment:</i> <b>Approved by Council on November 26, 2019, funded from Water Utility Reserve Funds.</b>				
	Replacement Hydrants	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> As required.				
	Replacement Meters	\$30,000	\$0	\$30,000	PW
	<i>Comment:</i> As required.				
<b>Building Improvements &amp; Construction</b>					
	Prepare and Paint Water Storage Tank-Garden Lots	\$145,000	\$42,831	\$102,169	PW
	<i>Comment:</i> <b>At the Sept.24/19 Council meeting tender awarded and budget increased to \$145,000. Work was completed early in January.</b>				
	Repair Spillway Dares Lake	\$12,600	\$9,541	\$3,059	PW
	<i>Comment:</i> <b>PO issued in September. This was the background study for the larger project, the background study has now been completed. Capital repair work to be carried out in 2020/21.</b>				

**Capital Status Report to November 30, 2019**

\*\*Any comments in **BOLD** are changes from the previous report\*\*

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Structures</b>					
	Feeder Transfer Bus	\$82,000	\$0	\$82,000	LD
	<i>Comment:</i> Reviewing project plan with NSP.				
	Capacitor Bank at Substation	\$480,000	\$0	\$480,000	LD
	<i>Comment:</i> Reviewing project with NSP.				
<b>Utility Line Work</b>					
	Meters	\$25,000	\$2,364	\$22,636	LD
	<i>Comment:</i> As required.				
	Overhead Conductors	\$75,000	\$73,701	\$1,299	LD
	<i>Comment:</i> As required.				
	Poles & Fixtures	\$50,000	\$24,389	\$25,611	LD
	<i>Comment:</i> As required.				
	Services	\$10,000	\$19,204	(\$9,204)	LD
	<i>Comment:</i> Higher service requests than anticipated.				
	Street Lighting	\$30,000	\$3,110	\$26,890	LD
	<i>Comment:</i> As required.				
	Transformers - Line	\$70,000	\$60,333	\$9,667	LD
	<i>Comment:</i> As required.				
	Sectionalizing Circuits to Improve Reliability (pre-approved Mar. 12/19)	\$120,000	\$0	\$120,000	LD
	<i>Comment:</i> Work began in late summer.				
	Spare Reclosure and Reclosure Control	\$38,000		\$38,000	LD
	<i>Comment:</i> Reviewing project with NSP.				
	Pothead Replacement at Substation	\$22,000	\$0	\$22,000	LD
	<i>Comment:</i> Reviewing project with NSP.				
	Substation - Switch Replacements	\$10,000	\$0	\$10,000	LD
	<i>Comment:</i> Reviewing project with NSP.				

**Town of Lunenburg Operating Financial Statements**

**November 30, 2019**

**Summary Information**

(YTD Pro-rated Budget = 67.7%)

**TOWN GENERAL**

	<u>YTD Actual</u>	<u>Budget</u>	<u>%</u>		<u>Balance</u>
<u>Revenue</u>					
Taxes	\$5,660,195	\$5,642,300	100.3%	1.	(\$17,895)
Grants In Lieu Of Taxes	-	237,300	0.0%	2.	237,300
Sale of Services	154,194	228,500	67.5%		74,306
Sale of Service Arena/Community Centre	149,460	314,900	47.5%	3.	165,440
Other Revenue/Own Sources	276,725	354,600	78.0%		77,875
Unconditional Transfers/Other Gov'ts	25,113	50,100	50.1%		24,987
Conditional Transfers/Fed or Prov Gov'ts	-	1,500	0.0%		1,500
Conditional Transfers/Other Local Gov'ts	87,863	176,000	49.9%		88,137
	<u>\$6,353,550</u>	<u>\$7,005,200</u>	<u>90.7%</u>		<u>\$651,650</u>
<u>Expenditures</u>					
General Government Services	\$326,721	\$454,400	71.9%	4.	\$127,679
Protective Services	1,050,646	1,576,300	66.7%		525,654
Transportation Services	613,338	972,300	63.1%	5.	358,962
Environmental Health Services	905,908	1,193,800	75.9%	6.	287,892
Public Health Services - Cemetery	41,585	43,300	96.0%	7.	1,715
Environmental Development	272,262	433,500	62.8%	8.	161,238
Recreation & Cultural Services	185,999	301,100	61.8%		115,101
Arena/Community Centre	305,758	506,900	60.3%		201,142
Fiscal Services	1,097,270	1,523,600	72.0%		426,330
	<u>\$4,799,487</u>	<u>\$7,005,200</u>	<u>68.5%</u>		<u>\$2,205,713</u>
<b>TOWN SURPLUS (DEFICIT) **</b>	<u><b>\$1,554,063</b></u>	<u><b>\$ -</b></u>			

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 90.7% and 68.5% of expenditures have occurred as of November 30, 2019.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued.
- Received from Province in January 2020.
- Arena revenues are seasonal, to November 30th is 33% of the Arena season.
- Insurance and Section 71 Tax Exemptions paid for the year.
- Dorian expenses for Storm OT & General Town storm clean-up = \$6,000, road repairs required due to Dorian damage = \$17,800, An application for Provincial Disaster Assistance will be completed.  
  
Equipment maintenance for Trackless, '93 & '02 GMC Topkicks, '02 F150 1/2 ton, Loader and backhoe have been higher than anticipated for repairs, collectively by \$2,300 at Nov.30/19, offset by other departmental savings.
- Expenses for WWTP restoration due to Dorian damage = \$150,700. Insurance claim is being finalized for submission.
- Cemetery operational expenditures are seasonal.
- Insurances paid on all buildings for the year.

	<u>YTD Actual</u>	<u>Budget</u>	<u>%</u>		<u>Balance</u>
<b>WATER UTILITY</b>					
Revenue	\$831,384	\$1,512,000	55.0%	1.	\$680,616
Expenditures	\$879,966	\$1,512,000	58.2%		\$632,034
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>(\$48,582)</b></u>	<u><b>\$ -</b></u>			

**Legend:**

- Two quarterly billings issued. Next billing at December 31, 2019.

	<u>YTD Actual</u>	<u>Budget</u>	<u>%</u>		<u>Balance</u>
<b>ELECTRIC UTILITY</b>					
Revenue	\$4,103,624	\$6,533,200	62.8%	1.	\$2,429,576
Expenditures	\$4,093,298	\$6,585,700	62.2%		\$2,492,402
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>\$10,326</b></u>	<u><b>\$ (52,500)</b></u>			

**Legend:**

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION**  
**November 30, 2019**

**DEED TRANSFER TAX REPORT**

	Budget	This Month		Year to Date		Variance to Budget
		(#)	Amount	(#)	Amount	
Revenue this year	\$150,000	(8)	\$32,687	(48)	\$164,341 *	(\$14,341)
2018/19 Reserve Fund (Balance Carried Forward)	\$387,395				\$387,395	
Reserve Fund Balance	<u>\$537,395</u>				<u>\$551,736</u>	<u>109.56%</u>

\*Fiscal 2019/18 actual to November 30, 2018 was \$172,171.

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

	Balance 31-Mar-19	2019/20 Tax Billings	Collected To Date	Balance
2018/19 Taxes & Sewer and Prior	270,367	-	168,160	102,207
2019/20 Tax & Sewer billings	(117,971)	5,450,544	5,061,201	271,372
	152,396	5,450,544	5,229,361	373,579
Interest				33,522
Total Outstanding				<u>407,101</u>

Prepayments for 2020/21 Tax & Sewer \$ 46,844

**PARKING METER REVENUE AND FINES**

	Budget 2019/20	Actual to 30-Nov-19	Variance to Budget	% of Budget
Parking Meter Revenue	\$179,000	\$127,073	\$51,927	70.99%
Parking Meter Fines	6,500	6,703	(203)	103.12%
Court Fines	7,000	6,643	357	94.90%
Total	<u>\$192,500</u>	<u>\$140,419</u>	<u>\$52,081</u>	<u>72.94%</u>

**SNOW AND ICE CONTROL**

**Public Works Labour & Salt Purchases**

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 31-Dec-19
April to October	1,130	2,091	1,132	724	1,858		3,085
November					1,050		27
December	1,382	409	6,793	3,418	3,789		4,212
January	4,568	13,062	6,613	6,215	4,359		
February	31,837	12,005	17,514	7,410	15,631		
March	32,011	4,132	11,383	7,430	15,217		
Labour Cost	70,928	31,699	43,435	25,197	41,904	53,500	7,324
Salt Purchases	98,879	60,173	81,815	59,886	101,187	83,000	23,945
Contractors/Rentals/ Electric (Salt Shed)	1,784	1,707	223	204	233	500	166
	<u>171,591</u>	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>137,000</u>	<u>31,435</u>
% Budget Used							22.95%
<b>BUDGET VARIANCE UNDER (OVER)</b>							<b>\$105,565</b>

Town of Lunenburg		
Grants to Organizations Information Updated November 30, 2019		
Account #01-2-19-5100	2019/20	
	Approved Grants	2019/20 Request Notes
Boxwood Festival Society	\$500	Funds Support Boxwood's Big Ceilidh Dance and Bar-B-Que to be held at the Lunenburg Waterfront on July 26, 2019, free event in cooperation with Fisheries Museum and <b>in-kind request</b> for use of bleachers, including movement and set up at Fisheries Museum.
Bridgewater Baseball Association	\$190	In-kind request to utilize the baseball field for up to 2 teams for the upcoming season.
Burg Classic	\$250	For 2020 Event - annual local community-based recreation hockey tournament and dance fundraising event
Canadian Dory Racing Association	\$750	Grant will be used to host the elimination and International Dory Race Events.
Curl for a Cause	\$125	Annual events (20th year) which supports Fishermen's Memorial Hospital
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual events which supports Fishermen's Memorial Hospital
Lunenburg & District Fire Dept.-Rusty Blades Event	\$336	Free rental of the arena for this event, approx. 2hrs
Lunenburg & District Music Festival	\$100	Funds will be used to offset hotel expenses to accommodate Festival Adjudicators.
Lunenburg & District Swimming Pool Society	\$1,500	Operate and maintain the outdoor pool, which offers, instructional, recreational & competitive swimming for the residents of the Town of Lunenburg and surrounding areas.
Lunenburg Art Gallery	\$736	Defer costs of Paint Sea on Site - to be applied to the community Centre 2 day rental & set up fee (2 hours) which equals \$736
Lunenburg Board of Trade	\$3,000	For LBOT initiatives such as: Lunenburg Map, Digital Map, Kiosk Panels, Waterfront VIC, RV Route Signs, Tourism Website, Event Support (Street Fest & Yuletide).
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg Doc Fest	\$1,000	The financial contribution will provide assistance in running the 6th annual festival (Sept.19-22, 2019). <b>In-kind</b> request hanging of street banner - <i>no banner hanging support available from TOL.</i>
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. <b>In-kind</b> garbage collection.
Lunenburg Folk Harbour Society-2018 Festival Sponsorship	\$1,000	Sponsorship of 2019 Festival & <b>In-kind</b> for preparation of main stage tent grounds , placement of road barriers (parking control).
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 13 Sundays, starting on June 15th and ending on September 15th.
Lunenburg Foundation for the Arts	\$100	<b>In-kind</b> request for the use of one classroom at the Lunenburg Academy for up to 10 days during the fiscal year. The purpose of the use will be that the community will be invited to attend various consultation meetings held as part of the development of the Lunenburg Cultural Plan. <b>TOL to work with group to try to accommodate space for their meetings but not necessarily at the Lunenburg Academy.</b>
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg Lyme Group	\$500	Grant will be used to offset costs of a national expert on Lyme Disease who will be presenting at the South Shore Lyme Conference being held October 26, 2019 and November 19,2019. <b>In-kind request</b> promote the event in Town Publications, attend the event and photocopying.
Now Lunenburg County	\$500	Funds will be utilized for the development of Doctor Attraction and Retention Strategy.
Safe Communities Lunenburg County	\$1,275	To help fund their program through the next year. There has been a growing need for this program.
Second Story Women's Centre	\$250	Funds will be utilized in the provision of the "Girl Talk" Summer Day Camp Series.
Society of St. Vincent de Paul	\$750	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
South Shore Theatrical Players	\$750	To offset a portion of the rental costs for their Christmas Production. Requesting 50% discount for the cost using the Community Centre and use of the wheeled scaffolding.
South Shore Tourism Co-operative Ltd.	\$500	The funding will support the tourism sector and incremental small business operators by increasing visitors of our region year-round. Currently this organization is developing a 3 year winter tourism plan to grow off season regional tourism experiences.
Special Olympics Lunenburg Queens	\$300	The funding will support the development of a golf program in Bridgewater and White Point, and a Boccee Program and in Queens. This funding will be utilized to offset transportation costs and coach training.
	<b>\$18,627</b>	
<b>Budget for Additional Grant Requests if Required</b>	<b>\$1,373</b>	
	<b>\$20,000</b>	
<b>Summary of Additional Grant Approvals since 19-20 Budget approved</b>		
Lun. Art Gallery - Jan.14, 2020	1,000	
<b>Balance of Additional Grant Request funds if required</b>	<b>\$373</b>	



# *Lunenburg & District Fire Department*

*25 Medway St., P.O. Box 1478, Lunenburg, N.S. B0J 2C0*

Fire or Emergency 911 Business or Information (902) 634-8343 Fax (902) 634-4145

January 6, 2020

Bea Reaton  
Chief Administrative officer  
Town of Lunenburg  
Lunenburg, N.S.

Dear Bea:

The Lunenburg & District Fire Department has found it necessary to purchase a new defibrillator for our #4 truck. It will also be necessary to purchase a couple of accessories that are essential to operate the new AED. The cost will be \$4 000 so the department would like to request that the \$4 000 come out of our joint account we have with the Town.

We hope this meets with council's' approval. If, however, you have any additional questions, please don't hesitate to contact Chief Romkey.

Sincerely,

Robin Jackson, Secretary  
Lunenburg Fire Department