

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, JUNE 23, 2020 AT 2:00 P.M.**

**VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC**

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

**ALSO PRESENT:** Paul Bracken, Facilities Superintendent  
Pat Burke, Q.C., Town Solicitor/Returning Officer (2:31 p.m. left)  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning/Development Manager  
Ian Tillard, P. Eng., Town Engineer

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The Mayor called the meeting to order at 2:00 p.m.

~ Welcome and Moment of Silence in recognition of Councillor Carnevale's passing – Mayor Rachel Bailey

The Mayor called for a moment of silence in honour of Councillor Joseph Carnevale, who passed away on June 17. His many civic accomplishments and contributions in his accomplished life were noted by Her Worship.

1. Agenda

**Motion:** moved by Deputy Mayor McGee, seconded by Councillor Mosher to approve the agenda.

Council discussed the possibility of meeting in person again, but it was noted that the Provincial directive requiring virtual meetings has not yet changed. The Department of Municipal Affairs and Housing and Nova Scotia Federation of Municipal Affairs are taking this matter under advisement.

**The motion was put and passed.**

2. June 9 and 16, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve the June 9 and 16, 2020 Council meeting minutes. Motion carried.

3. Public Hearings and Presentations

Nil.

4. Correspondence

- a. Housing Nova Scotia notice of Town of Lunenburg's \$15,710 subsidized housing contribution for 2019/20 vs. projected 2020/21 contribution of \$37,728 - 41,595 as opposed to actual approved 2020/21 Town budget of \$22,000 – suggested letter of concern to Housing Nova Scotia in response

Council expressed concern regarding the Province's recent notice of this increased Provincial amount notwithstanding that Council had earlier approved a significantly lower amount based on year over year averages. The Province appears to have recently compiled updated budget figures for maintaining their subsidized housing resources for which municipalities cost share in same.

Motion: moved by Councillor Croft, seconded by Councillor Risser to write a letter of concern to Housing Nova Scotia regarding their increased 2020/21 budget projection shortfalls municipalities are expected to pay (Schedule "A") and late notice provided of same after municipal budgets have been approved. This letter is to be copied to the Nova Scotia Federation of Municipalities, MLA and Department of Municipal Affairs and Housing. Motion carried.

5. Committee Meeting Minutes and Recommendations

- a. Waste Reduction Strategy Working Group March 5 and May 14 meeting minutes

The minutes were received for information. The Mayor advised that the Group is expected to present a report to Council in the next month. One of their recommendations will be support for no plastic campaign sign use in the fall municipal election.

6. Unfinished Business

- a. Corporate Services
  - i. Municipal and CSAP elections 2020 proposed motions to rescind Council's October 22, 2019 motion authorizing a paper-only election ballot system and first reading of the adoption of an Alternative Voting Bylaw for public advertisement and submissions before second/final reading

Motion: moved by Councillor Risser, seconded by Councillor Bachman to rescind the earlier Council motion:

## WHEREAS

1. Town Council passed the following motion on October 22, 2019:

"Motion: moved by Councillor Risser, seconded by Councillor Carnevale that the Town of Lunenburg continue to use paper-only balloting for the 2020 municipal election. Motion carried.

2. The COVID-19 Pandemic has created potentially serious difficulties for holding a paper-balloting election (Schedule "B").

Motion carried.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee that:

WHEREAS the COVID-19 Pandemic will create significant challenges and risks associated with a paper-balloting election,

BE IT RESOLVED THAT:

- a) First Reading of the Alternative Voting Bylaw [attached hereto as Schedule AVB] is hereby given;
- b) at least 14 days before the Bylaw is read for a second and final time, notice of the Council's intent to consider the Bylaw shall be published in a newspaper circulating in the Town as provided in section 168(2) of the Municipal Government Act; and
- c) the second and final reading of the Bylaw shall take place at the Council meeting to be held on July 28, 2020 at 2:00 pm. (Schedule "B1").

Motion carried.

- i. Lunenburg Academy school bell, hand rail and signage project proposal

The Heritage Manager presented this report (Schedule "C"). He noted that the bell can stay where it is in the bell tower, but it is thought it would be better appreciated and can be used for fundraising opportunities if it is displayed on ground.

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee that Council approves the removal of the Lunenburg Academy bell with the full financial responsibility of same assumed by the Lunenburg Academy Foundation. The bell is to be stored until it can be refurbished and installed on the Academy grounds (Schedule "C"). Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Risser that staff write a letter of request to the Lunenburg Academy Foundation seeking their financial support

for the Lunenburg Academy Lot Development Plan as set out in the proposed funding table (Schedule "C"). Motion carried. Councillor Croft voted in the negative.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that staff write a letter of request to the Lunenburg Academy Foundation seeking their financial support for the wall sign and south entrance handrails projects as set out in the proposed funding table (Schedule "C"). Motion carried.

iii. Planning Advisory Committee 2020 citizen appointment application

The sole application from Jack Strowbridge, Municipality of the District of Lunenburg resident, to serve on the Committee (Schedule "D") was considered by Council. It was noted that Town Policy allows for the appointment on non-residents if there are no qualified resident Committee applicants.

Motion: moved by Councillor Bachman, seconded by Councillor Risser to appoint Jack Strowbridge to the Planning Advisory Committee as a 2020 citizen appointee (Schedule "D"). Motion carried.

iv. Bee population and climate crisis action initiatives

Deferred.

Council agreed to consider the Lunenburg Board of Trade Montague Street south side parking restriction request immediately after a recess. Councillor Mosher declared an interest in this matter because his daughter works for one of the restaurants for which the request is being made. Council recessed from 3:02 p.m. – 3:15 p.m.

At the resumption of the meeting, the Lunenburg Board of Trade presenter was unavailable so Council considered agenda item #6. b. i. next.

b. Public Works Department

i. Additional Waste Water Treatment Lift Station Pump Repair Budget

The Town Engineer summarized the additional repair monies required as set out in the staff report (Schedule "E"). He explained that the two main effluent pumps at the Wastewater Treatment Plant required repairs of over \$20,000 each which was higher than originally budgeted thereby requiring additional monies to repair the lift station pumps some of which are over twenty years old. He noted that two submersible pumps at Tannery Road and Young Street remain to be assessed because of pandemic occupational health and safety protocols to be put in place by the contractor. They are both working now, but repairs may be needed once assessed. Public Works staff have developed an enhanced operations, maintenance and assessment schedule for ongoing operations and future budgeting.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser to increase the 2020/21 capital budget for Lift Stations Capital Pump Repairs Project from \$55,000 to

\$146,000 with the financing to be the previously committed \$55,000 from Gas Tax Reserves plus \$91,000 from a new capital borrowing (Schedule "E"). Motion carried.

7. New Business

a. Public Works Department

i. Lunenburg Board of Trade Montague Street south side parking restriction request

Council reviewed the LBOT's request (Schedule "F"). Mr. Myra, LBOT President, responded to Council questions advising that the parking restriction would be for approximately three months to assist during busy summer months until the end of September 2020. It will provide for safer use of the sidewalk area. It will not be to use the street area for dining tables and chairs, although this may be explored in future. He thanked Town Council and staff for their cooperation during the pandemic to assist LBOT businesses. Staff advised that Town barricades can be installed to prohibit parking in this area. The accessible parking space could also be moved as requested subject to Council approval.

Staff are asked to follow up with commercial vehicle and trailer owners who park on a long term basis along this portion of Montague Street to ensure they obtain the necessary Town permits and/or compliance with other parking requirements.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee to approve the LBOT request for restricting parking on Montague Street until the end of September or October 2020 if needed and change the accessible parking location as requested (Schedule "F"). Motion carried.

8. Consideration of Council in camera meeting recommendation

a. Lunenburg Heritage Society transfer of Lunenburg Heritage Bandstand to the Town of Lunenburg - resolution to approve (April 21 Council in camera meeting)

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that:

WHEREAS

1. The Lunenburg Heritage Society constructed a bandstand on property of the Town of Lunenburg.
2. The Town of Lunenburg entered into a lease with the Lunenburg Heritage Society (LHS) dated December 29, 1988 for a period of five years commencing August 15, 1988 and the Lunenburg Heritage Society has been over holding under the terms of the lease.
3. The lease provides that the Bandstand shall remain the property of the Lunenburg Heritage Society and shall not be a fixture of the said land.
4. The parties wish to terminate the lease and transfer any interest in the Bandstand to the Town of Lunenburg.

5. The Lunenburg Heritage Society has made commitments to the Lunenburg Folk Harbour Festival Society for use of the Bandstand at various times in June, July, August, and September 2020 and for a private wedding on Saturday September 5, 2020 and the LHS wishes to ensure that these commitments are honored.

BE IT RESOLVED THAT:

- A. The Town shall enter into the indenture with the Lunenburg Heritage Society in the form attached hereto as Schedule "G";
- B. The Town shall honour the commitments to the Lunenburg Folk Harbour Festival Society and the private wedding attached hereto as Schedule "G"; and
- C. The Mayor and Manager/Clerk are authorized to execute the indenture on behalf of the Town and to affix the municipal seal thereto (Schedule "G").  
Motion carried.

Council agreed to go back to agenda item #6. a. iv.

- iv. Bee population and climate crisis action initiatives

The CAO provided an overview of the staff report (Schedule "H").

Motion: moved by Councillor Mosher, seconded by Councillor Croft that Council approves the pollinator action plan (Schedule "H"). Motion carried.

The second aspect of the report regarding climate crisis was discussed by Council. It was agreed to forward a copy of the report to the Project Lunenburg group for their review and possible incorporation in the Comprehensive Community Plan relating to environmental objectives.

9. Motion to recess and resume the meeting in camera on July 21, 2020 to consider Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act and rise and report any recommendations at the July 28, 2020 public Council meeting

Motion: moved by Councillor Risser, seconded by Councillor Croft to recess and resume the meeting in camera on July 21 at 2:00 p.m. and rise and report any recommendations at the July 28, 2020 public Council meeting. Motion carried.

The meeting was recessed at 4:02 p.m.

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Bea Renton, CAO



Lori Currie

Chief Financial Officer

PO Box 702 STN Central

Halifax, N.S. B3J 2T3

Email : [lori.currie@novascotia.ca](mailto:lori.currie@novascotia.ca)[www.housingns.ca](http://www.housingns.ca)

June 11, 2020

Beatrice Renton  
Chief Administrative Officer  
Town of Lunenburg  
PO Box 129  
Lunenburg NS B0J 2C0

RE: 2019-20 Municipal Contribution - Western Regional Housing Authority

Dear Ms Renton,

Housing Nova Scotia prides itself in providing safe, affordable homes to more than 17,600 Nova Scotians who live in one of our over 11,000 public housing units. Through our five regional housing authorities, we invest more than \$140 million each year to operate and maintain our public housing stock. Municipalities are key partners as they contribute to the delivery of the program by funding a percentage of the housing authorities' net operating losses, in accordance with joint operating agreements.

The **Town of Lunenburg's** share of the Public Housing net operating losses (NOL) for the fiscal year ending March 31, 2020, is \$15,710.12. This municipal contribution helps offset operating costs, which includes property taxes and major maintenance investments that are necessary to preserve and upgrade our public housing portfolio.

We would appreciate receiving your payment for \$15,710.12 at your earliest convenience. Please make the cheque payable to "Housing Nova Scotia" and send to the attention of Cindy McAlpine-MacKenzie, Financial Services Officer, at the above noted address to ensure that the payment is properly recorded.

In response to recent comments we have received from municipal units requesting greater insight into NOL share billings, we would like to take this opportunity to inform you of your municipal unit's projected NOL share billings for the fiscal year ending March 31, 2021.

We are projecting that your municipal unit's NOL share billing will be between the following range for the fiscal year ending March 31, 2021:

\$37,728 - \$41,595

Please note that while the projection is Housing Nova Scotia's best estimate of your municipal unit's share of NOL billings at this point in time, it is a projected range that is subject to change as the fiscal year unfolds.



**Lori Currie**

**Chief Financial Officer**

PO Box 702 STN Central

Halifax, N.S. B3J 2T3

Email : [lori.currie@novascotia.ca](mailto:lori.currie@novascotia.ca)

[www.housingns.ca](http://www.housingns.ca)

We want to thank you for your important contribution to help meet the housing needs of your residents. Should you wish to receive more detailed information regarding your municipal unit's 2019-20 NOL share billing or 2020-21 projected NOL share billing, please contact John Campbell, Housing Director, Western Regional Housing Authority, 1-902-681-3179.

Sincerely,

A handwritten signature in blue ink that reads "Lori Currie".

Lori Currie, CPA, CMA  
Chief Financial Officer  
Housing Nova Scotia

## Report to Council

To: Town of Lunenburg  
From: Patrick A. Burke, Q.C., Town Solicitor  
Re: Municipal Election 2020 – Voting  
Date: June 2, 2020

1. The Town passed a Resolution on October 22, 2019 that the 2020 Election would be by paper balloting only.
2. Since that time, we have had the COVID-19 Pandemic which has created challenges in conducting all business activities.
3.
  - a. Concern has been raised about the ability to conduct a paper-balloting election, from the perspective of adequately protecting any poll workers as well as voters.
  - b. It may be difficult to obtain poll workers who are prepared to work in this environment. (If we need to have a mobile poll for Harbourview Haven and Fishermen's Memorial Hospital, we may have to get one of the nurses to be the DRO).
4. HRM has prepared a report dated April 14, 2020, (a copy of which is attached) which addresses many of the issues associated with electronic voting. Obviously, this decision is impacted by the geographical size of, and population in, their municipality.
5. HRM has recently conducted a by-election involving approximately 20,000 electors which was entirely electronic and telephone voting (alternative voting).
6. The Minister of Municipal Affairs has determined that the October 17, 2020 municipal election will be proceeding as scheduled.
7. It is submitted that alternative voting (and no paper ballots) is the safest method of conducting an election during this pandemic, particularly given that there may be a second wave outbreak in the Fall of 2020.
8. It is admitted that there are always risks of voter fraud with electronic voting (example – someone voting someone else's pin), but this must be balanced against the risks to the health of the public in trying to conduct an election with paper balloting during a Pandemic.

**9. There will be costs associated with conducting an election of this nature:**

**a. Help Desk Staffing**

It is anticipated that the alternative voting days would be 8 days long (October 10 – October 17 inclusive) and it is recommended that a person staff the Help Desk from 8:30 am – 4:30 pm during those 8 days (even though voting may occur 24 hours per day).

**b. Intelivote**

The cost of Intelivote is \$1.25 per elector plus \$1.20 for the letter and printing and postage which results in \$2.45 per elector. We have under 1900 electors in the Town of Lunenburg.

**c. Auditor (IT Person)**

There will need to be an auditor who will audit the functions of the electronic voting. (For Example – the auditor will ensure that the voting cannot commence until the start of alternative voting days and will do various security checks on the system during the course of the election to ensure the integrity thereof).

It is likely that a local IT person could perform this function. The cost is not known but would likely be at least \$1500.00.

**d. Increased Costs for Returning Officer**

There will be an increased cost for the Returning Officer (with the amount to be determined).

**e. Increased Advertising Costs**

There will be increased advertising costs. (This could be at least \$2000.00 as it is imperative that we ensure that the public is aware of the new voting system and accordingly, we should have substantial advertising, and circulars in the electric bills).

**f. Savings**

There will be some savings on DRO's and Poll Clerks as you would not likely have more than one poll (if any).

Provided nevertheless, there will need to be a mobile poll for Harbourview Haven and the Hospital and that will likely mean that staff members will have to be appointed as DRO's and Poll Clerks and would circulate in the facility on Ordinary Polling Day with an iPad for those who are interested in voting.

g. Additional Hardware Costs

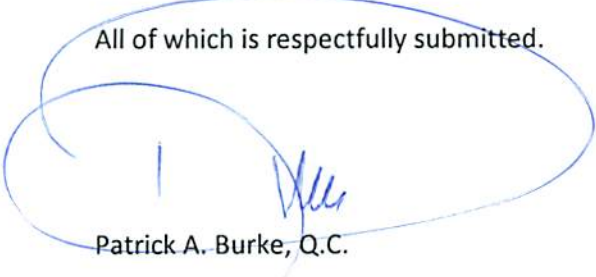
It may be necessary to have 3 or 4 iPads which will need to be used during the election. (These could likely be wiped clean and utilized by the new Councillors after the election).

I am enclosing herewith the following:

- A. Notice of Motion to rescind the earlier Resolution concerning paper balloting;
- B. The Resolution to rescind the Motion (which would be dealt with at the June 23, 2020 Council Meeting);
- C. Report from Intelivote Systems Inc.
- D. Draft Bylaw;
- E. Notice of Motion to be given on June 9, 2020 for the June 23, 2020 Meeting; and
- F. Resolution for the June 23, 2020 meeting to give first reading of the Bylaw.

[Once the Bylaw is passed (which is anticipated to take place in the July 28, 2020 Meeting), Council will need to pass a Resolution to proceed by electronic and telephone voting only].

All of which is respectfully submitted.



Patrick A. Burke, Q.C.

Town Solicitor

# HALIFAX

P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 8.1.3**  
**Halifax Regional Council**  
**April 14, 2020**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed by   
Jacques Dubé, Chief Administrative Officer

**DATE:** March 19, 2020

**SUBJECT:** 2020 Municipal and CSAP Elections – election methods and Alternative voting dates

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## **RECOMMENDATION REPORT**

### **ORIGIN**

This report originates with staff. The Election Office has commenced planning for the 2020 Municipal and CSAP Elections (Election) and requires Council direction on the following to proceed with planning:

- Method of voting for the 2020 Municipal and CSAP Election
- Dates for the advance polling period for the 2020 Municipal and CSAP Election

Halifax Regional Council is required by resolution to address administrative matters under the *Municipal Elections Act* to conduct any election, including setting dates for alternative voting for the 2020 Municipal and CSAP Elections.

### **LEGISLATIVE AUTHORITY**

*Municipal Elections Act (MEA)*, subsection 146A(1): "A council may by by-law authorize voters to vote by mail, electronically or by another voting method".

Bylaw A-400, the *Alternative Voting By-law* clauses ©(d) and section 3, as follows:  
© "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting;

(d) "alternative voting" means voting by telephone or via the internet and includes a combination of telephone and internet voting;

3. (1) Subject to this by-law, alternative voting shall be permitted on alternative polling days.  
(2) Council may, by resolution, provide that voting by a telephone and by a personal computing device shall be the only means of voting for an election.

**RECOMMENDATION ON PAGE 2**

**RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. Adopt Option 1 as outlined in Attachment A of this report and direct:
  - (a) that use of a telephone and a personal computing device as the only method of voting to be used in the 2020 Municipal and CSAP Elections during alternative polling days, including during the advance polls; and
  - (b) that paper ballot be used as the only method of voting on ordinary polling day.
2. Set the dates for alternative voting to commence on Tuesday, October 6, 2020 at 8:00 a.m. and run continuously through to Wednesday, October 14, 2020 at 7:00 p.m.

**BACKGROUND**

**Methodology**

Section 146A of the *MEA* provides Regional Council the option, by by-law, to select the method of voting.

Prior to the 2008 municipal election, Council did not have the ability to allow internet or telephone voting. Accordingly, the Municipality conducted the election using in-person paper ballots during two (2) days of advanced voting and on ordinary polling day (Election Day). After the amendments to the *MEA*, in 2007, following extensive discussion, Regional Council directed that electronic (internet & telephone voting) be introduced in the 2008 municipal and school board elections in the HRM.

A description of the voting methods and voter participation rates from previous regular municipal and school Board elections since 2008 is outlined in the table below:

<b>Election</b>	<b>Format</b>	<b>Voting Turnout</b>
2008 Municipal and School Board Election	<ul style="list-style-type: none"> <li>• Electronic Voting available for 4 days prior to the beginning of the Advanced Poll</li> <li>• In person advanced polls with traditional paper ballots conducted for two (2) advanced polling days with no reduction in the number of advanced in-person polls</li> <li>• In person with traditional paper on Election Day</li> </ul>	<ul style="list-style-type: none"> <li>• 36.2% overall voter participation</li> <li>• 28.4% of voters cast votes electronically</li> </ul>
2012 Municipal and School Board Election	<ul style="list-style-type: none"> <li>• Electronic Voting only available through 13 days of advance polls</li> <li>• In person paper ballots only available on election day</li> <li>• 37.5% reduction in number of election day in-person polling locations from 2008</li> </ul>	<ul style="list-style-type: none"> <li>• 36.93 % overall voter participation</li> <li>• 60.18% of voters cast their vote electronically</li> </ul>

<b>Election</b>	<b>Format</b>	<b>Voting Turnout</b>
2016 Municipal and School Board Election	<ul style="list-style-type: none"><li>• Electronic voting available for advance period up to two days before Election Day.</li><li>• Paper and electronic voting available at the Advanced Polls.</li><li>• In person paper ballots only on election day.</li></ul>	<ul style="list-style-type: none"><li>• 33.62% Overall voter participation</li><li>• 61% of voters cast their vote electronically</li></ul>
2019 Special Election – District 14	<ul style="list-style-type: none"><li>• Electronic polling only for advance and Election Day. In-person polls were set up with e-voting kiosks and staff to assist voters.</li></ul>	<ul style="list-style-type: none"><li>• 22.5% overall voter participation</li><li>• 100% of voters cast their vote electronically.</li></ul>

With appropriate implementation and electoral oversight, electronic voting has proven to be a well-received method of conducting municipal and school board elections in Nova Scotia and other provinces including Ontario.

### **Alternative Voting Dates**

The *MEA* requires that the first advanced poll to be either Thursday October 8, 2020 or Saturday October 10, 2020. On February 25<sup>th</sup>, 2020, Council delegated to the Returning Officer the authority to set the date of the first Advance polling date. The Returning Officer is intending to set the date of first Advance Poll to be Saturday, October 10<sup>th</sup>, 2020. The second Advance Poll is set by the *MEA* to be Tuesday, October 13<sup>th</sup>, 2020. The hours of the Advanced Polls are also set by the *MEA* to be noon to 8:00pm.

As set out in the recommendations, staff is recommending that Regional Council: (1) set the alternative voting period to commence Tuesday, October 6<sup>th</sup>, 2020 at 8:00am and run continuously through to Wednesday, October 14<sup>th</sup>, 2020 at 7:00pm, and (2) direct that internet and telephone voting be the only methods of voting during this period. Paper voting would be the only method of voting on election day (Saturday October 17, 2020).

## **DISCUSSION**

### **Methodology**

The Election Office has undertaken a review of the previous voting methods (as outlined above). Following that review several options for the voting approach and methods were considered in more detail.

In summary the options examined were:

- 1) To conduct the election in a manner similar to the 2012 model using electronic voting only for the advanced voting period and in person paper ballots only on election day.
- 2) To conduct the election in a manner similar to the 2019 special election using electronic voting only for advance voting and election day.
- 3) To conduct the election in a manner similar to the 2016 model using electronic voting during the advance voting period with paper ballots at the in-person polling locations on both advance voting days and election day.

A more detailed overview of the options is provided in Attachment A of this report. The option of continuing electronic voting through to election day was considered. This option is not presented as the size of the municipality and number of polling locations on election day substantially increases both the costs and risks associated with the conduct of the election as each polling station would need a computer and internet access. Instead, it is recommended that alternative voting (voting by telephone or a personal computing device) stop two days before election day.

In light of the review and analysis staff proposes that: Halifax Regional Council adopt Option 1, as outlined in Attachment A of this report, as the method of voting in the 2020 Municipal and CSAP Elections. This method utilizes voting by telephone or a personal computing device as the only method of voting during both advanced polling days. The method of voting on election day would be in-person with paper ballots.

This option is recommended as it provides access to the greatest number of voters and aligns closely with principles previously adopted by Regional Council regarding the conduct of elections which include:

- Security and auditability of the solution – the integrity of the voting process is paramount
- Aligning with NS regulatory requirements
- Increasing voter accessibility (all areas and all demographics in HRM)
- Aligning with experience in other jurisdictions
- Having broad public acceptance
- Providing value for money

Should Council wish to consider other alternatives, the Election Office has prepared several alternative approaches for delivering the election as provided for in Attachment A of this report. All options provided comply with the legislative requirements for conducting Municipal and CSAP Elections and are within the projected 2020 election budget.

#### **Alternative Voting Dates**

This report is before Regional Council to comply with the legislative requirements of the *Municipal Elections Act* regarding Municipal Elections.

Regional Council has passed By-law A-400 to permit internet and telephone voting. Specifically, clause 2(c) of the By-law states: (c) "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting".

It is recommended that Council set the internet and telephone voting to run continuously from Tuesday, October 6, 2020 at 8:00am and be kept open until Thursday, October 15, 2020 at 7:00pm. Paper ballots will be the only voting method offered on Election Day, which is Saturday October 17<sup>th</sup>, 2020.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications related to the recommendation. The municipal election operating budget (A125) is pending approval of the 2020/21 operating budget and if approved will have a withdrawal of \$2.3 million from Q511, the Election Reserve. An additional \$391,500 has been approved in the 2019/20 capital budget, also funded by Reserve.

#### **COMMUNITY ENGAGEMENT**

The municipality completed a citizen engagement initiative in 2015 and 2016 with respect to elections. Where possible, input from the public will be referenced and incorporated in the planning process.

**ALTERNATIVES**

**Methodology**

**Option 2:**

**Electronic voting for advance period, including locations, and on Election Day. No paper voting at all.**

**This was the model used for the 2019 Special Election in Lower Sackville.**

**Option 3:**

**Electronic voting for advance period.**

**Electronic and paper available at one polling location per district on two advance polling days.**

**Paper only on Election Day. This was the model used for the 2016 election.**

**Alternative Voting Dates**

**Council may choose to establish dates other than those recommended.**

**ATTACHMENT**

**Attachment 1 - Voting method options**

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**A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 802.490.4210.**

**Report Prepared by: Trish Smith, Elections Coordinator, 802-490-8810**

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ATTACHMENT 1

VOTING METHOD OPTIONS

Option 1	Description	Comments	Opportunities
<b>RECOMMENDED OPTION</b>			
<p>Electronic Voting (voting by telephone and a personal computing device) only for advanced period (no paper ballots at locations) and paper only voting on Election Day.</p> <p>This was done in 2012</p>	<ul style="list-style-type: none"> <li>• Alternative voting available to electors remotely starting at during the advance voting period.</li> <li>• Electronic voting kiosks available at one polling location per district on two dates during the advance voting period.</li> <li>• Paper ballots only on election day.</li> </ul>	<ul style="list-style-type: none"> <li>• Advance period polling locations will be well staffed with election workers ready to assist electors.</li> <li>• There will be a full staffing component for Election Day with paper ballots at multiple locations per polling division. (approximately 1400 workers for the entire election)</li> <li>• Projected budget: \$2.3 million (unchanged by voting method chosen)</li> </ul>	<ul style="list-style-type: none"> <li>• Offers a variety of voting options for electors.</li> <li>• Municipal electors have familiarity with both paper and electronic voting methods and have used them.</li> <li>• Electronic voting provides opportunity for those who may not otherwise be able, to cast their ballot independently using tools familiar to them.</li> <li>• Recognizes challenges in hiring staff and requires a reduced number of staff during the advanced period by having one polling location per district.</li> </ul>

Option 2	Description	Comments	Opportunities
<b>ALTERNATIVE OPTION</b>			
<p>Only electronic voting (voting by telephone and a personal computing device) for the advance polls and on Election Day. No paper voting at all.</p> <p>This was the model used for the 2019 Special Election in Lower Sackville.</p>	<ul style="list-style-type: none"> <li>• Electronic voting available to electors remotely during the advance voting period.</li> <li>• Electronic voting kiosks available at one polling location per district on two dates during the advance voting period.</li> <li>• Electronic voting kiosks only at all polling locations on Election Day.</li> </ul>	<ul style="list-style-type: none"> <li>• All polling locations, both advance and on Election Day, will be well staffed with election workers ready to assist electors.</li> <li>• During the 2019 special election, staff supported electors throughout the voting process as needed.</li> <li>• There will be a full staffing component for Election Day to assist electors at multiple locations per polling division. (approximately 1400 workers for the entire election)</li> <li>• Projected budget: \$2.3 million (unchanged by voting method chosen)</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal voters have familiarity with electronic voting methods and have used them.</li> <li>• Electronic voting provides opportunity for those who may not otherwise be able, to cast their ballot independently using tools familiar to them.</li> <li>• Recognizes challenges in hiring staff and requires a reduced number of staff during the advanced period by having one polling location per district.</li> <li>• Method facilitates a timely reporting of the results.</li> </ul>

Option 3	Description	Comments	Opportunities
<b>ALTERNATIVE OPTION</b>			
<p>Electronic voting (voting by telephone and a personal computing device) for advance period.</p> <p>Electronic and paper available at one polling location per district on two advance polling days.</p> <p>Paper voting only on Election Day.</p>	<ul style="list-style-type: none"> <li>• Electronic voting available to electors remotely during the advance voting period.</li> <li>• Electronic voting kiosks and paper ballots available at one polling location per district on two dates during the advance voting period.</li> <li>• Paper ballots only on Election Day.</li> </ul>	<ul style="list-style-type: none"> <li>• This was the 2016 model.</li> <li>• There will be a full staffing component for Election Day with paper ballots at multiple locations per polling division. (approximately 1400 workers for the entire election)</li> <li>• Projected budget: \$2.3 million (unchanged by voting method chosen)</li> </ul>	<ul style="list-style-type: none"> <li>• Offers a variety of voting options for electors.</li> <li>• Municipal electors have familiarity with both electronic voting methods and paper ballots.</li> <li>• Recognizes challenges in hiring staff and requires a reduced number of staff during the advanced period by having one polling location per district.</li> </ul>

**TOWN OF LUNENBURG**  
**ALTERNATIVE VOTING BY-LAW**

**BE IT ENACTED** by the Council of the Town of Lunenburg, under the authority of Section 146A of the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended, as follows:

**Short Title**

1. This By-law shall be known as the "Alternative Voting By-law".

**Definitions**

2. In this by-law:

- (a) "Act" means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended;
- (b) "advance poll" means the Tuesday immediately preceding ordinary polling day; and either
  - i. one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
  - ii. if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
- (c) "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting;
- (d) "alternative voting" means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- (e) "ballot box" means a computer database in the system where cast internet ballots and telephone ballots are put;
- (f) "candidate" means a person who has been nominated as a candidate pursuant to the Act;
- (g) "Council" means the Council of the municipality;
- (h) "Deputy Returning Officer" means a person appointed under the Act to preside over a polling station;
- (i) "Education Act" means the Education (CSAP) Act, S.N.S. 1995-1996 c. 1, as amended;
- (j) "election" means an election held pursuant to the Act, including a school board election, special election and a plebiscite;

- (k) "Election Officer" means an "election officer" under the Act;
- (l) "elector" means a person:
- i. qualified to vote pursuant to the Act and the Education (CSAP) Act; and
  - ii. entitled to vote for an election pursuant to section 7 of this by-law;
- (m) "friend voter" means a friend who votes for an elector pursuant to section 9 of this by-law;
- (n) "internet ballot" means an image of a ballot on a personal computing device including all the choices available to an elector and the spaces in which an elector marks a vote;
- (o) "list of electors" means:
- i. prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50A of the Act, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the Act; or
  - ii. the list of electors that has been completed and certified by the Returning Officer pursuant to section 50A of the Act;
- (p) "municipality" means the Town of Lunenburg;
- (q) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- (r) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (s) "PIN" means the Personal Identification Number issued to an elector for alternative voting on alternative polling days;
- (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to section 53 of the Municipal Government Act;
- (u) "proxy voter" means an elector who votes by a proxy pursuant to the Act;
- (v) "regular election year" means 2016 and every fourth year thereafter;
- (w) "rejected ballot" means an internet ballot or a telephone ballot that has not been marked for any candidate;
- (x) "Returning Officer" means a Returning Officer appointed pursuant to the Act;

- (y) "school board" means the Conseil scolaire acadien provincial as referred to in the Education (CSAP) Act;
- (z) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;
- (aa) "special election" means a special election held pursuant to the Act, including a special election for a vacancy on a school board;
- (bb) "system" means the technology, including software, that:
  - i. records and counts votes; and
  - ii. processes and stores the results of alternative voting during alternative polling days;
- (cc) "System Elections Officer" means:
  - i. a person who maintains, monitors, or audits the system, and
  - ii. a person who has access to the system beyond the access necessary to vote by alternative voting.
- (dd) "telephone ballot" means:
  - i. an audio set of instructions which describes the voting choices available to an elector; and
  - ii. the marking of a selection by an elector by depressing the number on a touch tone keypad;

### **Alternative Voting Permitted**

- 3.
  - (1) Subject to this by-law, alternative voting shall be permitted on alternative polling days.
  - (2) Council may, by resolution, provide that voting by telephone and by a personal computing device shall be the only means of voting for an election.

### **Notification of Electors**

- 4.
  - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
  - (2) The notice of alternative polling days shall:
    - (a) identify the alternative polling days for alternative voting; and

- (b) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
- (3) The notice may include any other information the Returning Officer deems necessary.

### **Form of Telephone and Internet Ballots**

- 5.
  - (1) A telephone ballot and internet ballot shall:
    - (a) identify the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member", as the case may be;
    - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and
    - (c) warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates" as the case may be.
  - (2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

### **Oath**

- 6. Any oath that is authorized or required shall be made:
  - (a) In the form specified by the procedures and forms, or
  - (b) If the form is not specified by the procedures and forms, in the form required by the Act.

### **Electors**

- 7. No person shall vote by alternative voting unless:
  - (a) the person's name appears on the applicable list of electors; or
  - (b) the person is added to the applicable list of electors pursuant to section 36 of the Act or section 7A of the by-law.

7A (1) Notwithstanding sections 33 and 38 of the Act, in addition to section 36 of the Act, a person may apply for an amendment to any list of electors by telephone after the first notice of the preliminary lists of electors is given pursuant to section 34 of the Act and before the end of alternative polling days and such amendment may be made by a revising officer or the Returning Officer in accordance with subsection 2.

- (2) Notwithstanding subsection 36(2) of the Act, an application by telephone to be added to any list of electors shall be sufficiently detailed to allow the revising officer or Returning Officer to determine whether the information can be verified from other sources available to the revising officer or Returning Officer and, if the revising officer or Returning Officer determines that this is not possible, then the applicant shall be required to personally appear, at the location and time determined by the revising officer or Returning Officer, and make an application accompanied by a declaration under oath administered by the revising officer or the Returning Officer of the facts that support the application.

### **Polling Station for Alternative Voting**

- 7B (1) If Council decides that voting by a telephone and by a personal computing device are the only means of voting for an election, the Returning Officer may establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- (2) Any polling station for alternative voting shall be:
- (a) available for electors who are voting with friend voters and for any other electors; and
  - (b) open on ordinary polling day and such other days and times as decided by the Returning Officer.
- (3) Despite s. 58(1) of the Act, the Returning Officer may appoint a Deputy Returning Officer and Poll Clerk for each polling station for alternative voting, but is not required to do so.

### **Proxy Voting**

8. A proxy voter shall not vote for an elector by alternative voting.

### **Friend Voting**

- 9.
- (1) A friend voter shall only vote for an elector by alternative voting if:
- (a) an elector is unable to vote because :
    - i. the elector is blind;
    - ii. the elector cannot read; or
    - iii. the elector has a physical disability that prevents him or her from voting by alternative voting.
  - (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.

- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the form prescribed by the Act providing that he or she is incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form to this by-law that:
  - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
  - (b) the friend will mark the ballot as requested by the elector; and
  - (c) the friend will keep secret the choice of the elector.
- (5) Where the elector requests assistance, the Deputy Returning Officer or Returning Officer may act as a friend of the elector but shall not be required to take the oath referred to in subsections (1) and (4)
- (6) The Returning Officer or Deputy Returning Officer or Poll Clerk shall enter in the poll book:
  - (a) the reason why the elector is unable to vote;
  - (b) the name of the friend; and
  - (c) the fact that the oaths were taken.

### **System Elections Officer**

- 9A (1) A System Elections Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.
- (2) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- 9B A System Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A (4) of the Act.

### **Voting**

10.

- (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.

**Seal** (2) The system shall put spoiled ballots in the ballot box.

11.

(1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.

(2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

#### **List of persons who voted**

12. Where alternative voting closes before the close of the polls on ordinary polling day, the system shall:

(a) generate a list of all electors who voted by alternative voting; and

(b) on the applicable list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.

13.

(1) A printed and electronic copy of the lists under section 12 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

(2) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

#### **Counting**

14.

(1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.

(2) In counting the votes that were cast for each candidate during alternative polling days, the system shall not count rejected ballots.

#### **Tallying of Rejected Ballots**

15. At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

#### **Recount by System**

16. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

17. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
18.
  - (1) If the regenerated count and the initial count do not match, the Returning Officer shall:
    - a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
    - b) attend while the final count is being regenerated.
  - (2) The regenerated final count pursuant to subsection (1) shall be the final count of the votes cast by alternative voting.

### **Recount by Court**

19.
  - (1) For a recount, the judge shall only consider the final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate.
  - (2) The final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.
  - (3) For elections for which there is no voting by paper ballot, there shall be no recount by a judge.

### **Secrecy**

20. An election officer and System Elections Officer shall maintain and aid in maintaining the secrecy of the voting.
21. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

### **Other Methods of Voting**

22.
  - (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each alternative polling day.
  - (2) Council may, by resolution, provide that voting by telephone and by personal computing device shall be the only means of voting for an election.

### **Severability**

23. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

### **Prohibitions**

24. No person shall:

- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
- (b) take, seize, or deprive an elector of his or her PIN; or
- (c) sell, gift, transfer, assign or purchase a PIN.

25. No person shall:

- (a) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- (b) interfere or attempt to interfere with alternative voting; or
- (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

26. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

26A No

- (a) candidate,
- (b) recognized agent, or
- (c) person acting on behalf of or in support of a candidate,

shall provide a person with a personal computing device or telephone for the purposes of casting an internet ballot or a telephone ballot.

### **Offences and Penalty**

27. (1) A person who:

- (a) violates any provision of this by-law; or
- (b) makes a false statement in a declaration; or
- (c) permits anything to be done in violation of any provision of this by-law;

is guilty of an offence.

- (2) A person who contravenes subsection (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

- (3) In determining a penalty under subsection (2), a judge shall take into account:
- (a) the number of votes attempted to be interfered with;
  - (b) the number of votes interfered with; and
  - (c) any potential interference with the outcome of an election.
- (4) Pursuant to section 146A of the Act:
- (a) the limitation period for the prosecution of an offence under this by-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - (b) The Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this by-law.

**RESOLUTION OF COUNCIL  
OF THE TOWN OF LUNENBURG  
NOTICE OF MOTION (June 9, 2020)**

**WHEREAS**

1. Town Council passed the following motion on October 22, 2019:

“Motion: moved by Councillor Risser, seconded by Councillor Carnevale that the Town of Lunenburg continue to use paper-only balloting for the 2020 municipal election. Motion carried.”

2. The COVID-19 Pandemic has created potentially serious difficulties for holding a paper-balloting election,

I therefore give Notice that I will, at the June 23, 2020 meeting of Council, be introducing (moving) a motion to rescind the aforesaid motion dated October 22, 2019.

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Councillor

RESOLUTION OF COUNCIL  
OF THE TOWN OF LUNENBURG  
MOTION TO RESCIND (June 23, 2020)

**WHEREAS**

1. Town Council passed the following motion on October 22, 2019:

“Motion: moved by Councillor Risser, seconded by Councillor Carnevale that the Town of Lunenburg continue to use paper-only balloting for the 2020 municipal election. Motion carried.”

2. The COVID-19 Pandemic has created potentially serious difficulties for holding a paper-balloting election.

**BE IT RESOLVED THAT** the aforesaid motion dated October 22, 2019 requiring an election by paper-ballot in the 2020 Municipal Election, is hereby rescinded.



# intelivote systems inc

202 Brownlow Avenue, Suite 900, Dartmouth, NS, B3B 1T5 Phone 1(888) 481-1156

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Mr. Patrick Burke  
Returning Officer – 2020 Municipal Election  
Town of Lunenburg  
28 King Street  
Lunenburg, NS, B0J 2C0

Via Email: burkelaw@wolffhaus.com

May 28, 2020

Re: eVoting Services – Intelivote Systems Inc.

Dear Pat,

Thank you for reaching out to us regarding your potential online voting requirements. As the Canadian leader of evoting services, I am pleased to provide you with this quote and description of our services for electronic voting services for your 2020 Municipal and CSAP School Board voting requirements.

This document is provided to you based on preliminary information I have received from our recent communication, the HRM RFP that was issued and awarded to us, as well as some assumptions we have made based on previously conducting over 45 online Municipal and School Board elections and by-elections in Nova Scotia, and over 215 online Municipal and School Board elections and by-elections in Ontario.

Intelivote has assumed that part of your mandate may be to increase eligible elector participation in your election, reduce and/or contain voting costs and manage administrative efforts and costs associated with the conducting of a local election. I know our solution can address all these issues.

It has also become abundantly clear to many of the election officials we have communicated with, that the current Covid-19 situation has added a further series of issues to the safety and willingness of election workers to work elections that require dealing in close proximity with eligible electors who may be looking to cast a paper ballot at a polling location. Added to this, the uncertainty of a potential second wave of the disease possibly becoming an issue in the fall, seems to be the impetus for many councils and election officials to consider evoting and allowing their citizens the option to vote from the comfort and safety of their homes.

I have attached an overview of our services and a detailed breakdown of the evoting services provided and a fee structure for your municipality, as well as the cost for Intelivote to manage the mail-out, by first class Canada Post mail, of the voter instruction letter including Personal Identification Numbers (PINs) to your eligible electors.

Please do not hesitate to contact me via email or call me at 1-888-481-1156 if you have any questions.

Yours truly,

Dean Smith  
President and Founder

## Electronic Voting (eVoting) - Solution Overview

Intelivote Systems Inc. (ISI) a Canadian owned and operated company, is the recognized Canadian leader in the successful implementation of eVoting; members casting their ballots using the Internet, wireless devices and mobile or land line telephones.

The Intelivote solution even provides a seamless integration of traditional in-person polling station voting and mail-in balloting, with an electronic voting solution which includes telephone and Internet voting. ISI's leadership position comes as a result of our extensive experience in conducting municipal, union, association, and political leadership elections in a secure and auditable fashion ensuring voter anonymity and ballot privacy.

Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver elections in the United States and the United Kingdom.



Intelivote understands that, in addition to other event requirements, event officials' mandate includes containing event costs, managing administrative time/effort, and providing overall management for the voting event. These requirements are among the key objectives and benefits available through the implementation of eVoting options.

ISI's extensive subject matter expertise in Union, and Association Elections and voting events, Municipal Elections, and Political Party Leadership Elections, has resulted in a full suite of eVoting system modules that address the needs of both the event officials and members.

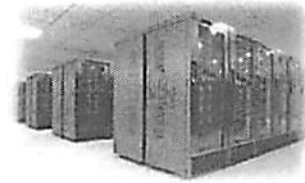
Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured by encryption, digital certificates and login IDs and passwords.



Voter anonymity, PIN security and event auditability are paramount in the design and delivery of the eVoting solutions ISI provides. In addition, the ability to import member information from clients' membership or eligible Member Lists, export updated member information and perform demographic and statistical analysis on voting activity, further demonstrates the flexibility of our voting solution.

The ability for authorized event officials to review information on particular aspects of the eVoting event as it progresses (member participation rates, etc.) provides increased visibility to those voting event metrics that can define a successful electronic voting event.

ISI maintains a hosted data centre environment in Halifax through Bell Canada, which also hosts some of the most sensitive government and financial applications running in Atlantic Canada. The full range of services we deliver, including high-speed high-bandwidth data capability, and scaleable IVR (telephone) port availability, further demonstrates our commitment to our ensuring an event with maximum performance, communications path diversity, application redundancy and high survivability.



ISI's project management capability, coupled with our established processes and procedures is delivered by a team of information systems professionals and electronic voting experts, providing clients with the best in-class Internet and telephone voting solution.



Our experience confirms that several other categories of electors; disabled electors, retirees, shift workers and electors travelling are positively impacted by offering electronic voting. It is clear that eVoting specifically and effectively addresses all their requirements while at the same time offering them a new degree of convenience and secrecy not offered in traditional balloting at a polling location.

The ability to cast your ballot using the telephone, in addition to the Internet, addresses another important social-economic issue often cited in Internet-only voting solutions. The fact that Internet enabled electors have a more ample opportunity to cast their ballot than those who do not have Internet service, has been defined as a form of "digital divide" between certain groups of citizens.

This demographic of electors who for various reasons, either are not comfortable with the technology, or cannot afford the technology (PC) and/or Internet service, or that the technology is not offered in their vicinity, are addressed by Intelivote's solution with the use of our telephone enabled voting. Typically, everyone has access to phone service, and this presents an equal opportunity to all electors. In municipal elections and union events conducted by Intelivote over the past several years, on average, up to 20% of eligible electors casting their ballot electronically used a phone to cast their vote, clearly confirming the value of this option. I expect this would be similar in your particular situation.

Intelivote has been proactive in accommodating persons with disabilities facilitating their comfort and participation when using eVoting services. Intelivote's solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio).

As traditional election costs continue to climb and municipal voting participation rates continue to drop, providing electors with choice in how they cast their ballot offers an opportunity to increase voter participation and selecting Intelivote as the service supplier provides our clients with the benefit of having one of Canada's most experienced providers

**Town of Lunenburg – 2020 Municipal & CSAP School Board Election**

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at your side during the entire voting period.

As noted earlier we are the Canadian leader in delivering eVoting services and we are the only eVoting service organization with Federal Government security clearance for all our personnel, and our operations location. This is in support of our selection as the supplier to the Federal Government of Canada for all the security clearance required eVoting performed by the Canadian Industrial Relations Board, and the Public Service Labour Relations Board.

In addition to having delivered the most Municipal Elections of all the service suppliers in Canada, our client list includes many of Canada's largest unions and associations and includes other organizations we have successfully delivered a variety of events that support their AGM's, executive and board elections, job action votes and agreement votes. A sample of our over 2,000 elections include services for these clients:

• Ontario Municipal & School Board Elections - 215 Events	• Nova Scotia Municipal & School Board Elections – 45 Events
• Canada Industrial Relations Board (CIRB) – over 30 events	• State of Washington - Public Employment Relations Commission
• Newfoundland and Labrador Assoc. of Public and Private Employees (NAPE)	• Nova Scotia Gov. Employees Union - NSGEU - over 25 events
• New Brunswick Union of Public and Private Employees (NBPEA)	• Public Service Alliance of Canada – (PSAC) - over 20 events
• Public Service Labour Relations Board	• Nova Scotia Paramedics (IUOE)
• Nova Scotia Nurses Union	• Telecommunications Workers Union
• Elementary Teachers of Toronto (ETT)	• Canadian Flight Attendant Union
• Toronto Secondary Unit Teachers -TSU	• Manitoba Health Authority
• Unifor (numerous locals)	• Association of Cdn. Financial Officers
• Nurses Association of NB	• Teamsters Canada Rail Conference
• CUPE (numerous locals)	• Teamsters (numerous locals)
• IBEW (numerous locals)	• Canadian Merchant Services Guild
• Customs and Immigration Union (CIU)	• ACTRA
• Union of BC Performers	• Canada Actors Equity Assoc. (CAEA)
• Professional Association of Foreign Service Officers (PAFSO)	• United Steelworkers – USW (numerous locals)
• Association of Academic Staff University of Alberta (AASUA)	• Telecommunications Employees Association of Manitoba (TEAM)
• Canadian Broadcasting Corporation	• Doctors Nova Scotia
• Association of Municipal Clerks and Treasurers of Ontario (AMCTO)	• Confédération des syndicats nationaux (CSN) – numerous events
• Canadian Aboriginal and First Nations - over 15 events	• Canadian Political Leadership Elections (14)
• Alberta Labour Relations Board	• Ontario Labour Relations Board

**Intellivote Modules**

A series of modules are included in the Intelivote system that ensure all the key stakeholders in the eVoting process are provided with the information they require to perform their tasks in support of the event. These include:

- **Auditor Module** – provides support for an independent third party to formally audit the voting and availability of the system during the eVoting period.
- **Ballot Review module** – provides the opportunity for event officials to review the spelling and audio quality of information appearing on the eVoting ballots prior to the voting event starting.
- **Chief Electoral Officer (CEO) module** – provides an interactive monitoring and reporting capability to review the activity of the electors as the eVoting progresses.
- **Voter Help module** – provides assistance to electors who contact the HelpLine by allowing agents to review and query the status of a elector's activity. It is important to note that the agent can never see how a voter has cast their ballot.
- **Voter Help Supervisor module** – provides supervisory administration and management of the Voter HelpLine agents and their activities.
- **Enumerator module** – provides the event officials the opportunity to add eligible elector to the Electors List during a defined enumeration period.
- **Deputy Returning Office (DRO) module** – provides the DRO the capability to manage the electors appearing at a manual polling location by providing a capability to lookup electors, review their status within the eVoting system and strike them off the official list when a paper ballot is issued.
- **Candidate module** – offers candidates the opportunity to review and track elector's "attendance" whether they are using electronic voting or manual voting and assists them in "getting the vote out".
- **Voter module** – facilitates electors casting their ballots using either a phone or an Internet enabled device.

The opportunity to provide your electors with the option of electronic voting is an important step in the evolution of democracy and will give electors the convenience of "Choice" in the method of casting their ballot in your election. Intelivote Systems has the experience and has laid the groundwork to ensure that when this step is taken it will be placed on a firm foundation.

**Electronic Voting – Services Table**

There is a significant amount of flexibility in both the system capability and the methods by which an electronic vote can occur. Listed below are some of the most common features/services:

1. Voting will be enabled by implementation of the eVoting solution, (phone and Internet) allowing voting over a 7-12 (typically) day period, 24 hours a day.
2. The municipality will provide Voter Help Line services staffed by their personnel. Hours of operation will be determined by the municipality. Intelivote will train your staff to perform the service at no additional cost.
3. Creation and mail-out of the Personal Identification Numbers and Voter Instruction Letters by Canada Post required for electors to vote, will be provided based upon the Electors List provided by the client, through Elections Nova Scotia.
4. Internet and telephone voting are in English and French (if required).
5. All training for election personnel required to assist with the event.

**Services Pricing**

Pricing ± to be adjusted based on Eligible Electors once the Final Voters List is produced.

<b>Per Elector eVote Fee</b>	<b>Estimated # Eligible Members</b>	<b>Voter Letter Printing &amp; Postage Rate</b>
<b>\$1.25</b>	<b>1,850</b>	<b>\$1.20</b>
<b>eVoting Costs Summary</b>		
<b>Intelivote eVoting Solution</b>	Electronic voting using the Internet and telephone, provided to the list of eligible electors.	<b>\$2,313</b>
<b>Voter Instruction Letter</b>	Cost of creation, production, supplies for producing and mailing the Voter Instruction Letter. This is based on a single page letter with black & white print and includes the cost of Canada Post postage for the mail-out.	<b>\$2,220</b>
<b>Total</b>		<b>\$4,533</b>

Applicable taxes are additional

**Notes:**

1. An Intelivote eVoting consultant/project manager is included in the services pricing and assigned to your event to assist and direct all aspects of your vote.
2. Training and support during the event are included in the price of the service.

**Town of Lunenburg – 2020 Municipal & CSAP School Board Election**

**Base Services**

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the elector with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Elector equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Voting event system setup	This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the event is included in the base service. This includes such activities as: candidate or question assignment; race and candidate name recordings; elector list management; secure ID and password management; configuring and loading races/questions (i.e. type of race, sequence and presentation display).	
3	PIN management	Intelivote Systems will generate the PINs using the eligible elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible elector based on the file provided by the owner of the list. In addition to the PIN, an eligible elector category is created and finally a file is produced suitable for production of voter instruction letters.	
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and association by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add electors to the official electors list, assign the necessary categorization based on geography or local for example, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.

**Town of Lunenburg – 2020 Municipal & CSAP School Board Election**

#	Base Fee Services Included	Description	Not Included
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to electors who may have questions regarding the event or issues relating to the elector profile, PINs, etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the Voter HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Event Official(s) management tools	The Event Officials will have a secure login which will allow for an up-to-the-minute view of critical eVoting data, required for the administration of the eVoting event.	Equipment or hardware used by the Event Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the eVoting event authorities. They will have the capability to observe the voting event as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.
10	Candidate 'Supporter Tracking' capability	Prior to and during the eVoting event, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the voting event. These include vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via web training.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	



Burke,  
Macdonald  
& Luczak

Patrick A. Burke Q.C. <burkelaw@wolffhaus.com>

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## Intelivote information

1 message

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Dean Smith <dean.smith@intelivote.com>

Fri, May 29, 2020 at 12:39 AM

To: "burkelaw@wolffhaus.com" <burkelaw@wolffhaus.com>

Hi Pat;

As per your request attached please find an overview of Intelivote and some pricing information for the 2020 Municipal election for the Town of Lunenburg.

Please do not hesitate to contact me if you have any questions.

Regards

Dean

**Dean Smith | President and Founder**

**Intelivote Systems Inc.**

202 Brownlow Avenue, Suite 900

Dartmouth, NS, B3B 1T5

Office (902) 481-1156

Mobile (902) 471-1582

[www.intellivote.com](http://www.intellivote.com)

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 Intelivote eVoting Solution Overview and Quote -Lunenburg Town May 28 2020.pdf  
421K



**Burke,  
Macdonald  
& Luczak**  
Barristers & Solicitors

Patrick A. Burke, QC  
David K. Macdonald, BSc, LLB( Retired)  
Piotr Luczak, BA, LLB

June 16, 2020

Bea Renton  
CAO  
Town of Lunenburg

Via Email

Dear Bea:

**Re: Municipal Election 2020**

Enclosed herewith is a revised Alternative Voting Bylaw which in 7B(1)(second line) changes "may" to "shall" [in relation to the establishment of one polling station]. In 7B(2)(b), we have noted that any polling station shall be open on each advance polling day as well.

I am enclosing herewith a re-draft of the Motion re First Reading of the Bylaw for the June 23, 2020 meeting.

Kindly review same and contact me if you have any questions.

Yours very truly,

~~BURKE, MACDONALD & LUCZAK~~

Patrick A. Burke, Q.C.  
PAB/js

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**RESOLUTION OF COUNCIL  
OF THE TOWN OF LUNENBURG  
FIRST READING OF BYLAW (June 23, 2020)**

**WHEREAS** the COVID-19 Pandemic will create significant challenges and risks associated with a paper-balloting election,

**BE IT RESOLVED THAT:**

- a) First Reading of the Alternative Voting Bylaw [attached hereto as Schedule AVB] is hereby given;
- b) at least 14 days before the Bylaw is read for a second (and final) time, Notice of the Council's intent to consider the Bylaw shall be published in a newspaper circulating in the Town as provided in section 168(2) of the Municipal Government Act; and
- c) the Second and Final Reading of the Bylaw shall take place at the Zoom Council meeting to be held on July 28, 2020 at 2:00 pm.

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**Schedule AVB**

**TOWN OF LUNENBURG**  
**ALTERNATIVE VOTING BY-LAW**

**BE IT ENACTED** by the Council of the Town of Lunenburg, under the authority of Section 146A of the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended, as follows:

**Short Title**

1. This By-law shall be known as the "Alternative Voting By-law".

**Definitions**

2. In this by-law:
  - (a) "Act" means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended;
  - (b) "advance poll" means the Tuesday immediately preceding ordinary polling day; and either
    - i. one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
    - ii. if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
  - (c) "alternative polling days" means any hours and dates fixed by a resolution of Council for alternative voting;
  - (d) "alternative voting" means voting by telephone or via the internet and includes a combination of telephone and internet voting;
  - (e) "ballot box" means a computer database in the system where cast internet ballots and telephone ballots are put;
  - (f) "candidate" means a person who has been nominated as a candidate pursuant to the Act;
  - (g) "Council" means the Council of the municipality;
  - (h) "Deputy Returning Officer" means a person appointed under the Act to preside over a polling station;
  - (i) "Education Act" means the Education (CSAP) Act, S.N.S. 1995-1996 c. 1, as amended;

- (j) "election" means an election held pursuant to the Act, including a school board election, special election and a plebiscite;
- (k) "Election Officer" means an "election officer" under the Act;
- (l) "elector" means a person:
  - i. qualified to vote pursuant to the Act and the Education (CSAP) Act; and
  - ii. entitled to vote for an election pursuant to section 7 of this by-law;
- (m) "friend voter" means a friend who votes for an elector pursuant to section 9 of this by-law;
- (n) "internet ballot" means an image of a ballot on a personal computing device including all the choices available to an elector and the spaces in which an elector marks a vote;
- (o) "list of electors" means:
  - i. prior to the list of electors being completed and certified by the Returning Officer pursuant to section 50A of the Act, the list of electors that has been amended and corrected by the Returning Officer pursuant to subsections 2 and 3 of section 38 of the Act; or
  - ii. the list of electors that has been completed and certified by the Returning Officer pursuant to section 50A of the Act;
- (p) "municipality" means the Town of Lunenburg;
- (q) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday;
- (r) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- (s) "PIN" means the Personal Identification Number issued to an elector for alternative voting on alternative polling days;
- (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to section 53 of the Municipal Government Act;
- (u) "proxy voter" means an elector who votes by a proxy pursuant to the Act;
- (v) "regular election year" means 2016 and every fourth year thereafter;
- (w) "rejected ballot" means an internet ballot or a telephone ballot that has not been marked for any candidate;

- (x) "Returning Officer" means a Returning Officer appointed pursuant to the Act;
- (y) "school board" means the Conseil scolaire acadien provincial as referred to in the Education (CSAP) Act;
- (z) "seal" means to secure the ballot box and prevent internet and telephone ballots from being cast;
- (aa) "special election" means a special election held pursuant to the Act, including a special election for a vacancy on a school board;
- (bb) "system" means the technology, including software, that:
  - i. records and counts votes; and
  - ii. processes and stores the results of alternative voting during alternative polling days;
- (cc) "System Elections Officer" means:
  - i. a person who maintains, monitors, or audits the system, and
  - ii. a person who has access to the system beyond the access necessary to vote by alternative voting.
- (dd) "telephone ballot" means:
  - i. an audio set of instructions which describes the voting choices available to an elector; and
  - ii. the marking of a selection by an elector by depressing the number on a touch tone keypad;

### **Alternative Voting Permitted**

- 3.
  - (1) Subject to this by-law, alternative voting shall be permitted on alternative polling days.
  - (2) Council may, by resolution, provide that voting by telephone and by a personal computing device shall be the only means of voting for an election.

### **Notification of Electors**

- 4.
  - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the municipality.
  - (2) The notice of alternative polling days shall:
    - (a) identify the alternative polling days for alternative voting; and

- (b) inform the elector that telephone voting and internet voting is permitted during alternative polling days.
- (3) The notice may include any other information the Returning Officer deems necessary.

### **Form of Telephone and Internet Ballots**

- 5.
  - (1) A telephone ballot and internet ballot shall:
    - (a) identify the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member", as the case may be;
    - (b) identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and
    - (c) warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates" as the case may be.
  - (2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

### **Oath**

- 6. Any oath that is authorized or required shall be made:
  - (a) In the form specified by the procedures and forms, or
  - (b) If the form is not specified by the procedures and forms, in the form required by the Act.

### **Electors**

- 7. No person shall vote by alternative voting unless:
  - (a) the person's name appears on the applicable list of electors; or
  - (b) the person is added to the applicable list of electors pursuant to section 36 of the Act or section 7A of the by-law.
- 7A (1) Notwithstanding sections 33 and 38 of the Act, in addition to section 36 of the Act, a person may apply for an amendment to any list of electors by telephone after the first notice of the preliminary lists of electors is given pursuant to section 34 of the Act and before the end of alternative polling days and such amendment may be made by a revising officer or the Returning Officer in accordance with subsection 2.

- (2) Notwithstanding subsection 36(2) of the Act, an application by telephone to be added to any list of electors shall be sufficiently detailed to allow the revising officer or Returning Officer to determine whether the information can be verified from other sources available to the revising officer or Returning Officer and, if the revising officer or Returning Officer determines that this is not possible, then the applicant shall be required to personally appear, at the location and time determined by the revising officer or Returning Officer, and make an application accompanied by a declaration under oath administered by the revising officer or the Returning Officer of the facts that support the application.

### **Polling Station for Alternative Voting**

- 7B (1) If Council decides that voting by a telephone and by a personal computing device are the only means of voting for an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- (2) Any polling station for alternative voting shall be:
- (a) available for electors who are voting with friend voters and for any other electors; and
  - (b) open on each advance polling day, ordinary polling day and such other days and times as decided by the Returning Officer.
- (3) Despite s. 58(1) of the Act, the Returning Officer may appoint a Deputy Returning Officer and Poll Clerk for each polling station for alternative voting, but is not required to do so.

### **Proxy Voting**

8. A proxy voter shall not vote for an elector by alternative voting.

### **Friend Voting**

- 9.
- (1) A friend voter shall only vote for an elector by alternative voting if:
- (a) an elector is unable to vote because :
    - i. the elector is blind;
    - ii. the elector cannot read; or
    - iii. the elector has a physical disability that prevents him or her from voting by alternative voting.
  - (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.

- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the form prescribed by the Act providing that he or she is incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form to this by-law that:
  - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
  - (b) the friend will mark the ballot as requested by the elector; and
  - (c) the friend will keep secret the choice of the elector.
- (5) Where the elector requests assistance, the Deputy Returning Officer or Returning Officer may act as a friend of the elector but shall not be required to take the oath referred to in subsections (1) and (4)
- (6) The Returning Officer or Deputy Returning Officer or Poll Clerk shall enter in the poll book:
  - (a) the reason why the elector is unable to vote;
  - (b) the name of the friend; and
  - (c) the fact that the oaths were taken.

**System Elections Officer**

- 9A (1) A System Elections Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.
- (2) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- 9B A System Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the subsection 146A (4) of the Act.

**Voting**

10.

- (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.

- (2) The system shall put spoiled ballots in the ballot box.

### **Seal**

11.
  - (1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
  - (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

### **List of persons who voted**

12. Where alternative voting closes before the close of the polls on ordinary polling day, the system shall:
  - (a) generate a list of all electors who voted by alternative voting; and
  - (b) on the applicable list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.
13.
  - (1) A printed and electronic copy of the lists under section 12 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
  - (2) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

### **Counting**

14.
  - (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
  - (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall not count rejected ballots.

### **Tallying of Rejected Ballots**

15. At the close of ordinary polling day, the system shall tally the number of rejected ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

### **Recount by System**

16. In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

17. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

18.

- (1) If the regenerated count and the initial count do not match, the Returning Officer shall:
  - a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
  - b) attend while the final count is being regenerated.
- (2) The regenerated final count pursuant to subsection (1) shall be the final count of the votes cast by alternative voting.

### **Recount by Court**

19.

- (1) For a recount, the judge shall only consider the final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate.
- (2) The final count by the system, as determined by section 17 or 18, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.
- (3) For elections for which there is no voting by paper ballot, there shall be no recount by a judge.

### **Secrecy**

20. An election officer and System Elections Officer shall maintain and aid in maintaining the secrecy of the voting.

21. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

### **Other Methods of Voting**

22.

- (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each alternative polling day.
- (2) Council may, by resolution, provide that voting by telephone and by personal computing device shall be the only means of voting for an election.

## **Severability**

23. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

## **Prohibitions**

24. No person shall:

- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
- (b) take, seize, or deprive an elector of his or her PIN; or
- (c) sell, gift, transfer, assign or purchase a PIN.

25. No person shall:

- (a) interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- (b) interfere or attempt to interfere with alternative voting; or
- (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

26. No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

26A No  
(a) candidate,  
(b) recognized agent, or  
(c) person acting on behalf of or in support of a candidate,

shall provide a person with a personal computing device or telephone for the purposes of casting an internet ballot or a telephone ballot.

## **Offences and Penalty**

27. (1) A person who:

- (a) violates any provision of this by-law; or
- (b) makes a false statement in a declaration; or
- (c) permits anything to be done in violation of any provision of this by-law;

is guilty of an offence.

(2) A person who contravenes subsection (1) of this section is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand

dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.

- (3) In determining a penalty under subsection (2), a judge shall take into account:
  - (a) the number of votes attempted to be interfered with;
  - (b) the number of votes interfered with; and
  - (c) any potential interference with the outcome of an election.
- (4) Pursuant to section 146A of the Act:
  - (a) the limitation period for the prosecution of an offence under this by-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - (b) The Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this by-law.

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**Document No:** 7  
**Meeting:** June 9, 2020  
**Circulate To:** Council, BR, LD  
**File:** Lunenburg Academy

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## MEMORANDUM

**TO:** TOWN COUNCIL

**FROM:** ARTHUR MACDONALD, HERITAGE MANAGER

**DATE:** JUNE 2, 2020

**RE:** LUNENBURG ACADEMY – SCHOOL BELL, HANDRAIL AND SIGNAGE

---

### 1. FACTS

Town staff and the Academy Foundation staff have been discussing the possibility of removing the school bell from the South East Tower and restoring the bell as a focal point of the new front plaza as envisioned in the Academy's Lot Development Plan. These discussions took place after the Lot Development Plan was completed so it was not part of the original Lot Development Plan.

Though Council may decide to maintain the bell in the tower, the bell cannot be rung anymore. The rope to ring the bell was located in the elevator entrance area on the 3rd floor, in LAMP's space which is not an ideal location for accessing the bell for ringing or for the noise it would generate. Over the years we have experienced a persistent leak around the rope which could not be fixed so the rope was removed long ago. The bell's removal and placement in the plaza allows the public to see the bell and provides a focal point for heritage plaques and foundation/alumni donor recognition.

The optimum time to remove the bell from the tower would be this summer when Schooner, the General Contractor for the exterior restoration project, has the scaffolding in place. The scaffolding will help stabilize the workers as well as the bell as it is removed from the tower and placed on a level surface so the boom can then be connected safely to the bell for lowering it down to the ground. The Foundation will cover the estimated costs of \$500 to rent the boom truck and with the help of Public Works, lower the bell to the ground to store in the Blue Building until we are ready to have it restored and placed in the plaza. We are seeking Council's permission to remove the school from the tower at this time. The Foundation will also cover the expenses associated with the bell's restoration and the design and installation of the bell's monument which is currently estimated at \$20,000.

### 2. ISSUES AND OPTIONS

There are basically two options for the bell:

- 1) To maintain the school bell in its current location (no additional costs); or
- 2) To agree with the concept of relocating the bell to the plaza.

It is recommended that the Town request from the Foundation a letter of financial support for Academy projects as outlined in the table below:

<b>Cost-Sharing Proposal</b>				
<b>Item:</b>	<b>Estimated Costs:</b>	<b>Town's Share:</b>	<b>Foundation's Share:</b>	<b>Government &amp; NGO's Funding Programs REVISED COST SHARING PROPOSAL IF SUCCESSFUL?:</b>
1) Bell Monument	\$20,000	\$ 0 (0%)	\$ 20,000 (100%)	(Reduce Foundation's Contribution)
2) LA Sign*	\$ 4,000	\$ 2,000 (50%)	\$ 2,000 (50%)	(Reduce Contributions Equally)
3) Handrail**	\$10,000	\$ 5,000 (50%)	\$ 5,000 (50%)	(Reduce Contributions Equally)
4) Lot Development Plan***	\$1,000,000	\$200,000 (20%)	\$100,000 (10%)	\$700,000 (70%)
<b>Total:</b>	<b>\$1,034,000</b>	<b>\$207,000</b>	<b>\$127,000</b>	<b>\$700,000 + -</b>

\* **Note:** The Lunenburg Academy Wall Sign was in very bad shape when it was removed. We are planning on erecting an old existing sign at no additional costs for this year 2020-21. However, if we wish to consider a new Lunenburg Academy Sign in 2021-22, we would like to request the Foundation's support.

\*\* **Note:** As the South Entrance will become the primary entrance once the Lot Development Plan is completed, it is recommended to install a handrail similar to the handrails on the East Facade.

\*\*\* **Note:** The Lunenburg Academy Lot Development Plan was included in the Town's Budget Forecast for fiscal year 2021-22. However, due to COVID-19 financial impacts, we can anticipate this project being delayed. Once the economy recovers we can better assess the economic conditions to determine when this project can be revisited. Staff does require, at a minimum, one year notice to initiate funding applications to other levels of government and other NGO's.

### 3. **FINANCIAL IMPACT**

The Lunenburg Academy Foundation has agreed to cover the costs associated with removing the bell from the bell tower (\$500 est.) in this fiscal year. Therefore, there will be no impacts on the Town's 2020/21 fiscal year.

This memo is also intended to initiate Council's request for the Lunenburg Academy Foundation's financial support for Academy Projects as outlined in the table above.

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

Moving forward on restoring the Lunenburg Academy follows Council's approved Future Use Business Plan I and II, and shares relevance to the Town's Strategic Plan:

*Goal 3 A (d) Explore ways to market the Lunenburg Academy as a business development opportunity/economic driver; and*

*Goal 4 B (a) Use the National Historic status of the Lunenburg Academy to develop and revitalize the building.*

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended Council approve a motion supporting the removal of the School Bell at the Lunenburg Academy and its placement in storage for possible future refurbishment and replacement on the grounds of the Academy.

*Motion:* Moved by \_\_\_\_, Seconded by \_\_\_\_ that council approves the removal of the Lunenburg Academy bell with the financial support of the Lunenburg Academy Foundation for storage until it can be refurbished and installed on the Academy grounds.

It is recommended Council approve a motion to have staff forward a letter of request to the Lunenburg Academy Foundation requesting their financial support for the Lot Development Plan, the Bell Monument, the “Lunenburg Academy” wall sign and the south entrance handrails in keeping with the following table:

*Motion:* Moved by \_\_\_\_, Seconded by \_\_\_\_ that staff write a letter of request to the Lunenburg Academy Foundation seeking their financial support for the Lunenburg Academy Lot Development Plan, the bell monument, wall sign and south entrance handrails as set out in the funding table below.

<b>Cost-Sharing Proposal</b>				
<b>Item:</b>	<b>Estimated Costs:</b>	<b>Town's Share:</b>	<b>Foundation's Share:</b>	<b>Government &amp; NGO's Funding Programs:</b>
1) Bell Monument	\$20,000	\$ 0 (0%)	\$ 20,000 (100%)	(Reduce Foundation's Contribution)
2) LA Sign	\$ 4,000	\$ 2,000 (50%)	\$ 2,000 (50%)	(Reduce Contributions Equally)
3) Handrail	\$10,000	\$ 5,000 (50%)	\$ 5,000 (50%)	(Reduce Contributions Equally)
4) Lot Development Plan*	\$1,000,000	\$200,000 (20%)	\$100,000 (10%)	\$700,000 (70%)
<b>Total:</b>	<b>\$1,034,000</b>	<b>\$207,000</b>	<b>\$127,000</b>	<b>\$700,000 + -</b>

**Attachments:**

- A. Existing Proposed Lot Development Plan Site Plan
- B. Photos of School Bell
- C. Concept of Bell's Monument

Acknowledged only by:

Bea Renton  
Town Manager/Clerk

# LUNENBURG ACADEMY

## LOT DEVELOPMENT PLAN



### New Features Key

- ① Parking for 62 cars
- ② Bus drop off
- ③ Welcome plaza
- ④ Accessible ramp
- ⑤ Cafe terrace
- ⑥ Bespoke Lunenburg Academy interpretive signs
- ⑦ Pocket park / reading space
- ⑧ Garbage enclosure
- ⑨ Walking trail
- ⑩ Native pollinator planting beds
- ⑪ Rain gardens / sustainable urban drainage
- ⑫ 20' x 25' Basketball court

### Materials Key

- New trees 
- Planting bed + seating walls 
- Permeable pavers 
- Concrete sidewalk 
- Asphalt 
- Bike racks 
- Light standards 
- Perspective View 

PLAN VIEW

**ATTACHMENT B**  
**School Bell Photos**



**Attachment C  
Concept of Bell's Monument**



St. John's Anglican Church Bell – The Jessen Bell



**Ann Covey**

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**Subject:** 6 Coun Jun 23 20 Planning Advisory Committee citizen membership applications**From:** Jackson Strowbridge [<mailto:jackstrowbridge@gmail.com>]**Sent:** June-13-20 3:38 PM**To:** Ann Covey <[ACovey@explorelunenburg.ca](mailto:ACovey@explorelunenburg.ca)>**Subject:** VOLUNTEER OPPORTUNITY: Planning Advisory Committee

Hey Ann,

I am very excited to be applying to the Lunenburg Planning Advisory Committee. Since studying community design at the Dalhousie School of Planning, this has literally been a dream of mine. I believe I would bring a unique perspective when it comes to future planning decisions for our town. I believe my social and business network within the town and my ability to utilize social media will strengthen community engagement. I am a fourth generation Lunenburger and have always dreamt of being able to make a difference in my favourite place in the world. I have do not have affiliations that would motivate my decisions. My focus would be on economic growth, environmental sustainability, sustainable development and heritage preservation.

**Applicant Name:** Jackson Joshua Strowbridge**Mailing and Civic Address:** Old Blue Rocks Rd. Lunenburg, NS**What is the best way to contact you if we have questions about your application or require further information?**

For any further information or if you would like to meet to discuss how I might be able to get involved, you can call or email me.

**Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:**

Planning Advisory Board

**Describe your relevant employment and/or volunteer experience.**

I have a Bachelor Degree in Community Design from Dalhousie University School of Planning. I spent most of my time researching and promoting Lunenburg, Nova Scotia in hopes that one day I would be able to be apart of either the Planning Department or the Advisory Board. During this time, I worked with Federal, Provincial, Municipal and Community bylaws. I studied Environmental Law, Waste and Storm Water Management, renewable energy, sustainable growth and much more. I understand that design proposals are not completed until they are have passed the towns approval. I want to be apart of that, so I can represent my family and my community in future decisions.

I participated in the organization and operation of the Christmas by the Sea street market since its reboot in 2016. And last year, I helped with the Parade as well. I make an effort to be apart of the many charity events throughout the town in any way that I can.

I have spent the past three years working in sales and customer service jobs. This has enabled me to step out of

my comfort zone, approach people with a positive attitude and listen to the needs of others.

I believe, my knowledge of the history and community of Lunenburg would help be a good representative for the people of this town. This would be a great chance for me to find a place in the Lunenburg History books.

**Are you available for monthly meetings, including daytime and nighttime meetings? Please explain.**

I am available for monthly meetings, including both daytime and nighttime. If I were given the chance to be apart of the Planning Advisory Committee, I would make sure to work around all future meetings as best I can. From now until I retire I would be available.

Document No:  
Meeting: June 24, 2020 Council  
Circulate: Council, LD, PB, IT SE,  
JL  
File: Wastewater Treatment

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: IAN TILLARD, P.ENG. TOWN ENGINEER CONSULTANT**

**DATE: JUNE 17, 2020**

**RE: REQUEST FOR 2020/21 TOWN CAPITAL BUDGET INCREASE FOR WASTEWATER LIFT STATIONS REPAIRS**

**1. FACTS**

There are 10 lift stations which pump wastewater in the TOL collection and treatment system. They were constructed in 2002 or earlier, except for Tannery Road., built in 2010. These stations are in need of capital repairs due to the age and operating conditions, including significant storm surge events bringing with it increased salt water intrusion, gravels and other debris that is damaging to the pumps.

The pumping equipment in the lift stations is good quality equipment and according to pumping experts, it is well worth repairing rather than replacing.

The condition of the pumps was assessed via a contract with the manufacturer's representative who has done an internal examination of the equipment as part of the pre-approved 2020/21 wastewater treatment capital projects. The field work was done earlier this spring and the report has recently been issued to the Town. The recommendations in this memo are a result of the conclusions of that report.

It should be noted that all lift stations are currently operating and the work outlined below will ensure this continues to be the case.

**2. ISSUES AND OPTIONS ANALYSIS**

- a. Sansom Equipment examined 8 pumps in 6 lift stations and developed a list of repairs needed for one or both of the two pumps in each station. They examined the second pump in four lift stations that had already had a pump repaired in winter 2019-2020, and both pumps in two of the lift stations (Knickle and Fisherman's Wharf) that had not been examined or repaired before. See Table 1 showing the details of the work completed and proposed in the lift stations, each of which has two pumps. The proposed work is shown in bold.

**Table 1: Completed and Proposed Work by Lift Station**

<b>Name</b>	<b>Size</b>	<b>Pump 1</b>	<b>Pump 2</b>	<b>Cost (net HST)</b>
Effluent (WWTP)	10"	Rebuilt April 2020, cost \$23,000. Install new discharge check valve.	Replace rotating assembly, replace check valve assembly.	\$22,300
Brook St.	8"	Rebuilt Winter 2020	Rebuild rotating assembly, replace 4 valves.	\$16,000
Bluenose Dr.	6"	Rebuilt Winter 2020	Replaced 2018, working poorly. Undergoing troubleshooting.	Not confirmed, contingency \$15,000
Knickle Rd.	4"	Does not run. Rebuild rotating assembly, replace 2 valves.	Rebuild rotating assembly, replace 2 valves.	\$7,800
Fisherman's	4"	Rebuild rotating assembly, replace 4 valves.	Rebuild rotating assembly, replace 4 valves.	\$13,700
Starr St.	4"	Rebuilt Winter 2020	Rebuild rotating assembly, replace 2 valves.	\$4,300
Rous's Brook	3"	Rebuilt Winter 2020	Rebuild rotating assembly, replace 2 valves.	\$3,900
Tannery Rd.	3"	Not assessed	Not assessed	Not confirmed, contingency \$5,000
Young St.	3"	Not assessed	Not assessed	Not confirmed, contingency \$5,000
Back Harbour	4"	Rebuilt Winter 2020	Rebuilt Winter 2020	\$0

- b. The submersible pumps in the Tannery Rd and Young St stations were not examined because they could not be removed while following Sansom's social-distancing and safe work protocols at the time of the inspections. This will continue to be monitored and the inspections carried out when conditions allow. All four of these pumps are currently operating normally, however given the age of the pumps, and with salt water intrusion, the pumps do need to be included in the inspection and repair program. Council will be updated on the findings of these inspections.
- c. The second Bluenose Dr. pump was completely replaced in 2018 and was not examined at this time. There is a serious performance issue with this pump which is undergoing troubleshooting. The suction pipe was videoed in May 2020 to look for damage or blockages as part of this effort, but no evidence was found of a problem with the suction pipe. Staff, together with CBCL and Sansom, are now looking into the condition of the three way valve on the discharge pipework. This valve is difficult to isolate. An action plan will be prepared by PW to isolate and repair or replace this valve once it is confirmed that this is the problem. Council will be updated on the progress of troubleshooting.

- d. The pump inspections that were completed examined the pump internals as far as possible, but not all points are visible until the rotating assembly is actually removed. Therefore, it is not possible at this point to rule out damage to the pump casings on the pumps inspected in this round. Council will be updated on the condition of pump casings following rotating assembly removal.
- e. Considerable progress has been made to repair the issues identified in the previous year. The condition of the remaining pumps that require urgent work increases the risk of overflows to the harbour, which must be reported to the Federal Government. Normally, both pumps in each station should be in service, with one pump acting as duty and one as standby. If one pump is in poor condition then the Town has no reliable backup should the stronger pump fail.
- f. The Back Harbour lift station now has two fully repaired pumps in good condition, as seen in Table 1. The work recommended in this memo is intended to provide two pumps in confirmed good condition in all 10 lift stations, similar to the Back Harbour station with Tannery Road and Young Street lift stations yet to be assessed.
- g. PW is progressing with the implementation of an expanded lift station maintenance program, including carrying out and tracking all manufacturer-recommended weekly and monthly maintenance items, cleaning lift stations once a year and cleaning catch basins twice a year. A contract for twice-yearly inspections by Sansom, as pre-approved in the 2020/21 wastewater treatment operating budget, will provide a reliable way to identify potential mechanical issues early so that they can be included in the annual budgeting process. PW, other key Town staff, and CBCL meet every two weeks to discuss and address wastewater related issues that arise.

### **3. FINANCIAL IMPACT**

- a. 6 lift stations that were assessed
  - i. Repair cost of the 8 pumps currently assessed in the 6 stations: \$65,700 plus net HST (\$68,000). Should be completed in the 2020/21 budget. \$55,000 (funding Gas Tax) was originally budgeted, and of this, \$32,000 remains following emergency repairs to Pump 1 in the Effluent Lift Station. To complete these repairs will require a budget increase of \$36,000.
- b. Submersible lift stations not yet assessed
  - i. Examination of the 2 stations, estimated cost \$1,500 to \$2,000. To be completed within the approved 2020/21 operating budget.
  - ii. Allowance for future repairs to these stations: \$10,000. Should be completed in 2020/21 budget.
- c. Bluenose Dr. repairs
  - i. Contingency for repairs to valve, if confirmed to be damaged, estimated cost \$15,000.

- d. Contingency for emergent pump casing repair requirements for 6 assessed lift stations
  - i. Recommended contingency \$30,000

The total estimated additional budget cost is \$91,000. As these additional repairs were unanticipated in the 2020/21 capital budget the options for their financing are either a withdrawal from the Town's general capital reserve (current balance \$243,000) or a capital borrowing. Staff are recommending a capital borrowing for this item, the interest and loan payment will be incorporated into future sewer rates.

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

- 5) Operate the Town efficiently and effectively by:
  - A. Making best use of Town-owned buildings and land.
  - B. Continually and strategically maintaining and upgrading community infrastructure.

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

It is recommended Council approve a motion increasing the 2020/21 capital budget for Lift Stations Capital Pump Repairs Project from \$55,000 to \$146,000 for fiscal 2020/21 with the financing to be the previously committed \$55,000 from Gas Tax Reserves and \$91,000 from a capital borrowing.

**Kelly Jardine**

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**From:** [jamiemyra@eastlink.ca](mailto:jamiemyra@eastlink.ca) [mailto:[jamiemyra@eastlink.ca](mailto:jamiemyra@eastlink.ca)]  
**Sent:** June 18, 2020 3:15 PM  
**To:** Bea Renton <[brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)>  
**Subject:** LBOT Proposal

Hey Bea,

Attached is the letter requesting the parking removal. Also they said that if you wanted to take those two stand alone spots they have marked on the other side of the loading zone and make one of them handicap and just take away the spots from the loading zone over they would be okay with that as well.

Thanks,  
Jamie Myra  
President LBOT

**To the Lunenburg Board of Trade,**

**2020 has brought many new challenges to the residents and business owners of Lunenburg. As there have been significant restrictions on the hospitality industry many businesses are looking for ways to adjust and refocus some of their trade. One example, indoor seating has been reduced to a maximum capacity of 50% which will result in many relying heavily on the take out market.**

**Montague street is one the highest foot traffic locations in town. We business owners have concerns of increased congestion occurring on the sidewalks and streets as people try to self distance and abide by Public Health advisories.**

**We are writing to ask the LBoT to approach the town council with the idea of closing off a section the parking spaces on the south side of Montague street. These spaces could in turn be used as a secondary sidewalk to keep people at safe distances from each other while remaining safely off the street.**

**The spots we propose to remove consist of 9 spots between King Street and Duke Street. And two spots beyond the loading zone at the base of Duke Street. At the moment there is a disabled parking spot in this section. We ask that it be moved to the last spot before the loading zone so that it may be kept and limit confusion on its availability. The intention would then be to leave that one signed spot as well as the loading zone. This area is greater space for people at it is at the top of the large stairway to Bluenose Drive. We would ask that these 11 spaces be deemed as no parking 24hrs a day for the months of July and August, and potentially September.**

**This section of Montague street has the potential to become very congested with lines of guests waiting for limited tables and others looking for take out food. We are concerned that if there is heavy congestion this would lead to unsafe public practices. Such as, not social distancing, as well as, walking or standing off the sidewalk and in the street. Additionally, this could become be a major deterrent for residents, tourists, and potential customers to come to this area as it may feel unsafe to do so. The removal the mentioned parking spaces would allow room for social distancing for pedestrians, staff, and customers.**

**We acknowledge this will reduce access to parking on the street. Therefore, understand it will be prudent to encourage our staff to park in areas outside of Montague street so as to leave spots available to customers of our collective businesses.**

**Thank you for your time and efforts in working towards new ways to keep our beautiful town operational and safe during these new times.**

**Kindly,**

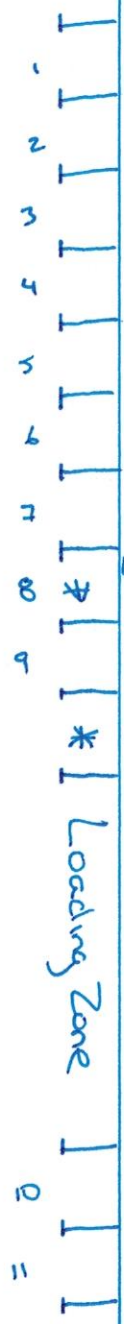
**Katherine Eisenhauer, Martin and Sylvie Ruiz Salvador, Adam Bower, Melissa Shaw, and Mike Tanner**

KING ST

CROSSWALK

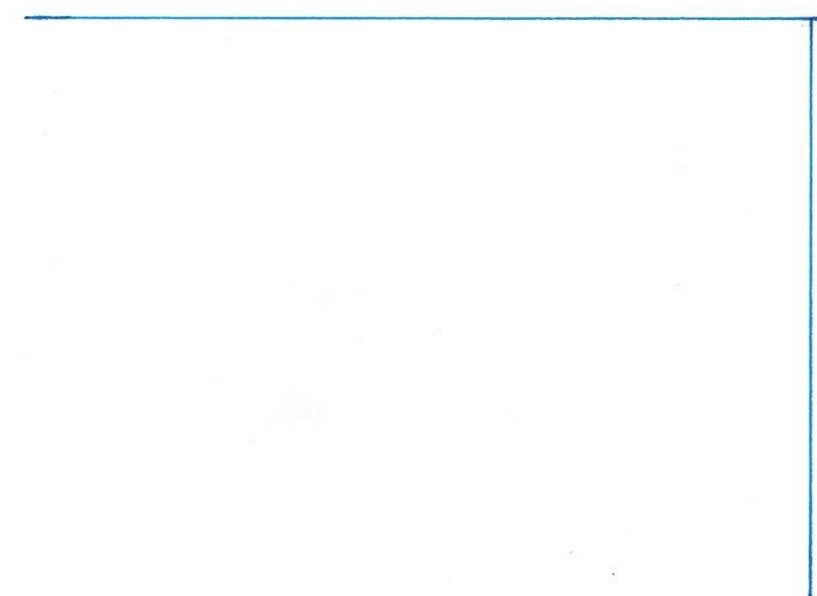
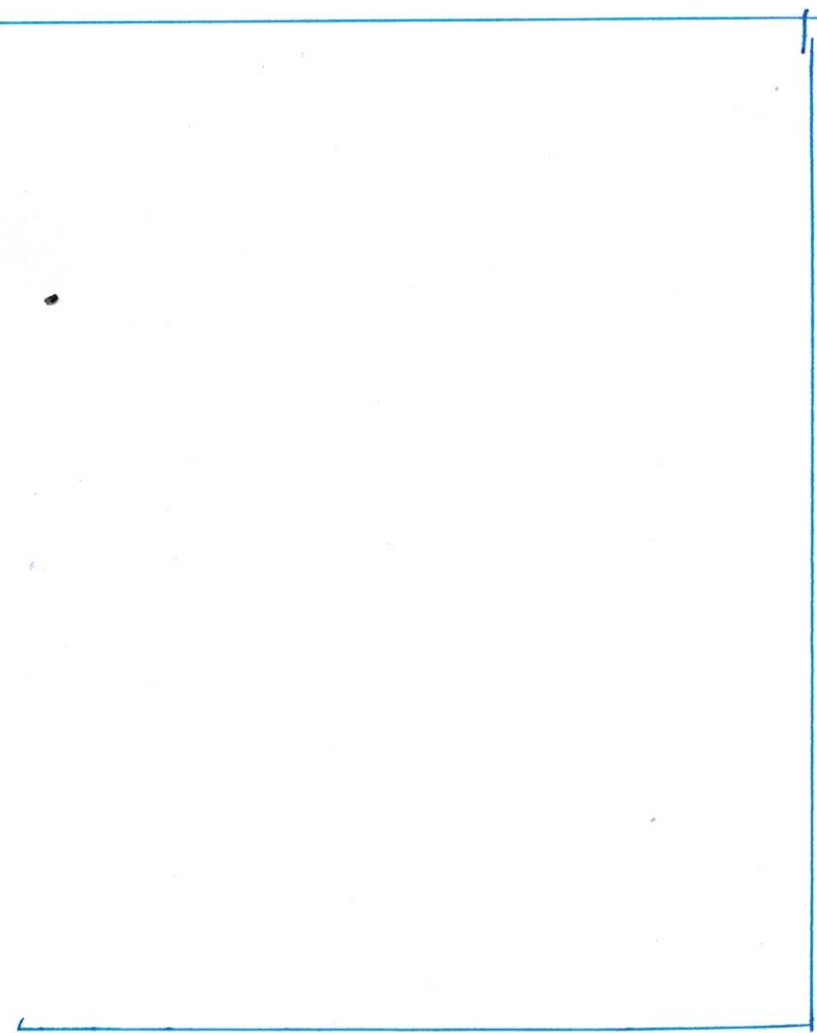
Montague St.

DUKE ST.



Current Disabled Space

"New" Disabled Space





**Burke,  
Macdonald  
& Luczak**  
Barristers & Solicitors

Patrick A. Burke, QC  
David K. Macdonald, BSc, LLB( Retired)  
Piotr Luczak, BA, LLB\*

May 29, 2020

Bea Renton  
Manager/CAO  
Town of Lunenburg

Hand Delivered

Dear Bea:

**Re: Lunenburg Heritage Society**

Enclosed herewith is a copy of the Indenture which is dated May 28, 2020 and signed by Lunenburg Heritage Society. Please have the Resolution attached hereto presented to Council in open session at your very earliest convenience.

Once passed by Council, the originals of the agreement should be signed.

Yours very truly,

**BURKE, MACDONALD & LUCZAK**

Patrick A. Burke, Q.C.

PAB/js

Encl.

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - Heritage Society 2018\Letters\Letter to Bea  
May 28, 2020.docx

THIS INDENTURE made this 28<sup>th</sup> day of May, 2020

BETWEEN:

**LUNENBURG HERITAGE SOCIETY**, a duly incorporated Society under the *Societies Act of Nova Scotia*,

(hereinafter called the "LHS")

- and -

**TOWN OF LUNENBURG**, a municipal body corporate,

(hereinafter called the "Town")

WHEREAS:

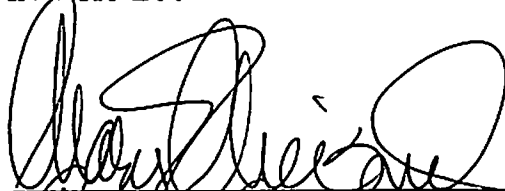
- A. LHS constructed a bandstand on property of the Town (between Cumberland Street and Townsend Street) adjacent to the war memorial.
- B. The Town granted LHS a lease of property on which the bandstand was located. This lease was for a term of 5 years commencing August 15, 1988 and was dated December 29, 1988 (the "lease").
- C. The lease provided that the bandstand was not a fixture and was the property of LHS.
- D. LHS has been overholding under the terms of the lease.
- E. The parties wish to terminate the lease and confirm that the Town shall have title to and ownership of the bandstand.

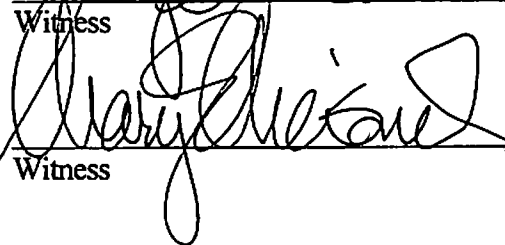
NOW THIS INDENTURE WITNESSETH that in consideration of the sum of \$1.00 paid by each party to the other, receipt of which is acknowledged, the parties agree as follows:

- 1. The lease shall be terminated effective upon the execution of this Indenture by the parties.

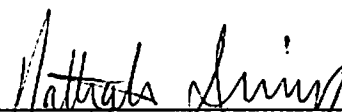
- 2. The Town shall be the sole owner of the bandstand, and LHS releases and conveys to the Town all of its interest in the bandstand effective upon the execution of this Indenture by the parties.
- 3. The Town shall honour any and all contracts and commitments made between LHS and third parties for the use of the bandstand for that period of time following the effective date of the Town's ownership, and LHS shall provide the Town with particulars regarding same. LHS agrees to transfer to the Town any deposit(s) that LHS has received from third parties with respect to those events taking place after the effective date of the Town's ownership.


IN WITNESS WHEREOF:

  
 \_\_\_\_\_  
 Witness

  
 \_\_\_\_\_  
 Witness

LUNENBURG HERITAGE SOCIETY

  
 \_\_\_\_\_  
 Name: Nathalie Irving  
 Title: Chair

  
 \_\_\_\_\_  
 Title: Treasurer  
 Name: OLIVER E. OSMOND

[Affix Corporate Seal]

TOWN OF LUNENBURG

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Witness

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

[Affix Municipal Seal]

AFFIDAVIT OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

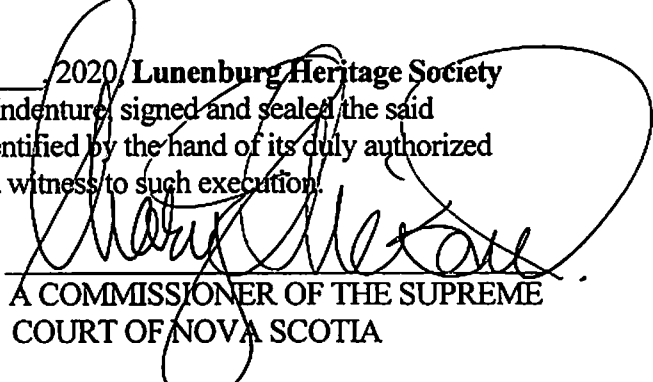
ON THIS 28<sup>th</sup> day of May, A.D., 2020, before me, the subscriber personally came and appeared \_\_\_\_\_ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **Lunenburg Heritage Society**, one of the parties thereto, duly executed the said Indenture by affixing its corporate seal thereto, identified by the hands of its duly authorized officer(s) in that behalf in h\_\_\_ presence.

\_\_\_\_\_  
A COMMISSIONER OF THE  
SUPREME COURT OF NOVA SCOTIA

CERTIFICATE OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

I certify that on this 28<sup>th</sup> day of May, 2020, **Lunenburg Heritage Society** one of the parties mentioned in the foregoing and annexed Indenture, signed and sealed the said Indenture in my presence by affixing its Corporate Seal, identified by the hand of its duly authorized officers in that behalf in my presence and I have signed as a witness to such execution.

  
\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA

**MARY E. MEISNER, Q.C.**  
A Barrister of the Supreme  
Court of Nova Scotia

## AFFIDAVIT OF EXECUTION

PROVINCE OF NOVA SCOTIA  
 COUNTY OF LUNENBURG

ON this \_\_\_\_\_ day of \_\_\_\_\_, 2020 before me, the subscriber personally came and appeared \_\_\_\_\_, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **Town of Lunenburg**, therein named, duly executed the same in h\_\_\_\_\_ presence by affixing thereto its Municipal Seal, identified by the signatures of its Mayor and Manager/Clerk.

---

A COMMISSIONER OF THE SUPREME  
 COURT OF NOVA SCOTIA

## CERTIFICATE OF EXECUTION

PROVINCE OF NOVA SCOTIA  
 COUNTY OF LUNENBURG

I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the **Town of Lunenburg** one of the parties mentioned in the foregoing and annexed Indenture, signed and sealed the said Indenture in my presence by affixing its Municipal Seal, identified by the signatures of its Mayor and Manager/Clerk.

---

A COMMISSIONER OF THE SUPREME  
 COURT OF NOVA SCOTIA

## **Resolution of Council**

### **WHEREAS:**

1. The Lunenburg Heritage Society constructed a bandstand on property of the Town of Lunenburg.
2. The Town of Lunenburg entered into a lease with the Lunenburg Heritage Society (LHS) dated December 29, 1988 for a period of 5 years commencing August 15, 1988 and the Lunenburg Heritage Society has been overholding under the terms of the lease.
3. The lease provides that the Bandstand shall remain the property of the Lunenburg Heritage Society and shall not be a fixture of the said land.
4. The parties wish to terminate the lease and transfer any interest in the bandstand to the Town of Lunenburg.
5. The Lunenburg Heritage Society has made commitments to the Lunenburg Folk Harbour Festival Society for use of the Bandstand at various times in June, July, August, and September and for a private wedding on Saturday September 5, 2020 and the LHS wishes to ensure that these commitments are honoured.

### **BE IT RESOLVED THAT:**

- A. The Town shall enter into the indenture with the Lunenburg Heritage Society in the form attached hereto as "Schedule LHS2";
- B. The Town shall honour the commitments to the Lunenburg Folk Harbour Festival Society and the private wedding attached hereto a "Schedule LHS 3"; and
- C. The Mayor and Manager/Clerk are authorized to execute the indenture on behalf of the Town and to affix the municipal seal thereto.

THIS INDENTURE made this \_\_\_\_ day of \_\_\_\_\_, 2020

BETWEEN:

**LUNENBURG HERITAGE SOCIETY**, a duly incorporated  
Society under the *Societies Act of Nova Scotia*,

(hereinafter called the "LHS")

- and -

**TOWN OF LUNENBURG**, a municipal body corporate,

(hereinafter called the "Town")

WHEREAS:

- A. LHS constructed a bandstand on property of the Town (between Cumberland Street and Townsend Street) adjacent to the war memorial.
- B. The Town granted LHS a lease of property on which the bandstand was located. This lease was for a term of 5 years commencing August 15, 1988 and was dated December 29, 1988 (the "lease").
- C. The lease provided that the bandstand was not a fixture and was the property of LHS.
- D. LHS has been overholding under the terms of the lease.
- E. The parties wish to terminate the lease and confirm that the Town shall have title to and ownership of the bandstand.

NOW THIS INDENTURE WITNESSETH that in consideration of the sum of \$1.00 paid by each party to the other, receipt of which is acknowledged, the parties agree as follows:

- 1. The lease shall be terminated effective upon the execution of this Indenture by the parties.

- 2. The Town shall be the sole owner of the bandstand, and LHS releases and conveys to the Town all of its interest in the bandstand effective upon the execution of this Indenture by the parties.
- 3. The Town shall honour any and all contracts and commitments made between LHS and third parties for the use of the bandstand for that period of time following the effective date of the Town's ownership, and LHS shall provide the Town with particulars regarding same. LHS agrees to transfer to the Town any deposit(s) that LHS has received from third parties with respect to those events taking place after the effective date of the Town's ownership.

IN WITNESS WHEREOF:

LUNENBURG HERITAGE SOCIETY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title: \_\_\_\_\_  
Name: \_\_\_\_\_

**DRAFT**

[Affix Corporate Seal]

TOWN OF LUNENBURG

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**DRAFT**

[Affix Municipal Seal]

**AFFIDAVIT OF EXECUTION**

**PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG**

ON THIS \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020, before me, the subscriber personally came and appeared \_\_\_\_\_ a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **Lunenburg Heritage Society**, one of the parties thereto, duly executed the said Indenture by affixing its corporate seal thereto, identified by the hands of its duly authorized officer(s) in that behalf in h\_\_\_ presence.

\_\_\_\_\_  
**A COMMISSIONER OF THE  
SUPREME COURT OF NOVA SCOTIA**

**CERTIFICATE OF EXECUTION**

**PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG**

I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, **Lunenburg Heritage Society** one of the parties mentioned in the foregoing and annexed Indenture, signed and sealed the said Indenture in my presence by affixing its Corporate Seal, identified by the hand of its duly authorized officers in that behalf in my presence and I have signed as a witness to such execution.

\_\_\_\_\_  
**A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA**

**AFFIDAVIT OF EXECUTION**

**PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG**

**ON this \_\_\_\_\_ day of \_\_\_\_\_, 2020 before me, the subscriber personally came and appeared \_\_\_\_\_, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the Town of Lunenburg, therein named, duly executed the same in h\_\_\_\_\_ presence by affixing thereto its Municipal Seal, identified by the signatures of its Mayor and Manager/Clerk.**

\_\_\_\_\_  
**A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA**

**CERTIFICATE OF EXECUTION**

**PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG**

**I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the Town of Lunenburg one of the parties mentioned in the foregoing and annexed Indenture, signed and sealed the said Indenture in my presence by affixing its Municipal Seal, identified by the signatures of its Mayor and Manager/Clerk.**

\_\_\_\_\_  
**A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA**

## **Booking Dates and Times for the Lunenburg Heritage Bandstand - 2020**

### **Lunenburg Folk Harbour Festival Society**

**Please note: these dates are dependent on when public performances may again be possible and public events are not restricted due to the COVID-19 restrictions. The suggestion has been made by the Society that the agreement between Folk Harbour and Lunenburg Heritage not be signed until that becomes clear. The dates are fixed subject only to that.**

**Sunday, June 14th  
Sunday, June 21st  
Sunday, June 28th  
Sunday, July 5th  
Sunday, July 12th  
Sunday, July 19th  
Sunday, July 26th  
Sunday, August 2nd  
Sunday, August 16th  
Sunday, August 23rd  
Sunday, August 30th  
Sunday, September 6th  
Sunday, September 13th**

**The performing time on these dates shall be between 2 and 3 p.m., with the Bandstand being available for set-up from 12.30 p.m. and all use completed by 4 p.m.**

**And also on the following dates:**

**Friday, August 7th  
Saturday, August 8th  
Sunday, August 9th**

**The performing time on these dates shall be between 1 and 5.30 p.m., the Bandstand being available for set-up from 11.30 p.m. and all use completed by 6.30 p.m.**

### **Private Wedding**

**Saturday, September 5, 2020, 2:30 to 5:30 – Fee of \$200 has been paid in full**

**No other bookings have been made past the end of September 2020.**

**This agreement is made between the Lunenburg Heritage Society and the Lunenburg Folk Harbour Festival Society to authorize the use of the Lunenburg Heritage Society Bandstand by the Lunenburg Folk Harbour Festival Society on the following dates and times during 2020:**

**Sunday, June 14th  
Sunday, June 21st  
Sunday, June 28th  
Sunday, July 5th  
Sunday, July 12th  
Sunday, July 19th  
Sunday, July 26th  
Sunday, August 2nd  
Sunday, August 16th  
Sunday, August 23rd  
Sunday, August 30th  
Sunday, September 6th  
Sunday, September 13th**

**The performing time on these dates shall be between 2 and 3 p.m., with the Bandstand being available for set-up from 12.30 p.m. and all use completed by 4 p.m.**

**And also on the following dates:**

**Friday, August 7th  
Saturday, August 8th  
Sunday, August 9th**

**The performing time on these dates shall be between 1 and 5.30 p.m., the Bandstand being available for set-up from 11.30 p.m. and all use completed by 6.30 p.m.**

**This use of the Bandstand by the Lunenburg Folk Harbour Festival Society is subject to the following conditions:**

**The payment of a rental fee to the Lunenburg Heritage Society of sixty dollars (\$60) for each of the Sunday afternoon concert dates above listed and two hundred and forty dollars (\$240) for each of August 7th, 8th and 9th. In the event that one or more of the Sunday afternoon concerts has to be moved indoors because of rain the rental fee for that day shall be reduced to thirty dollars (\$30), provided that the Treasurer of the Lunenburg Heritage Society has been informed by e-mail (oro@eastlink.ca) of such cancellation no later than 3 p.m. on the Tuesday following. Should some or all of the performing schedule on August 7th, 8th and 9th be disrupted by rain the rental fee shall be reduced by 50% for that portion of the scheduled program that has had to be moved indoors, provided full details of such disruption have been provided to the Treasurer of the Lunenburg Heritage Society by e-mail no later than 3 p.m. on Tuesday August 13th. Payment for the period June 14th to August 4th (\$480.00, less any deductions for cancellations) shall be due no later than August 15th, and payment for the remaining period August 7th to September 13th (\$1,020.00, less any deductions for cancellations) shall be due by September 18th.**

**The rental fee relates to use of the Bandstand only, together with the use of electric power for a sound system without additional charge. No furniture or other equipment such as music stands is provided by the Lunenburg Heritage Society.**

**The Lunenburg Folk Harbour Festival Society warrants that it has liability insurance in the amount of two million dollars in place to release the Lunenburg Heritage Society from any possible liability in connection with a claim for personal injury or other cause by any performer, audience member, or other person in connection with these performances at the Bandstand.**

**The Lunenburg Folk Harbour Festival Society is responsible for leaving the Bandstand in a clean and tidy condition at the conclusion of each rental period.**

**The Lunenburg Folk Harbour Festival Society assumes financial responsibility for any damage to the Bandstand, by whomsoever caused, during its period of use.**

**Signed on behalf of the Lunenburg Folk Harbour Festival Society**

**Chris Anderson  
Director; Site Chairperson**

**and on behalf of the Lunenburg Heritage Society**

**Oliver Osmond, Treasurer**

**Dated:**

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Document No: #6  
Meeting: June 23/20 Council  
Circulate: Council, KC, IT, PB,  
LD  
File: Climate  
Change/Environment

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: BEA RENTON, CAO**

**DATE: JUNE 17, 2020**

**RE: BEE POPULATION AND CLIMATE CRISIS ACTION INITIATIVES REPORT**

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### 1. FACTS

At the February 11, 2020 Council meeting two independent, yet inter-related motions were approved by Council regarding positive climate and environmental action initiatives which this report addresses. First, in response to a request from Centre Scolaire de la Rive-Sud students the following motion was passed:

*Motion: moved and to request a staff report about the students' recommended action items a) - e) regarding a declining bee population (schedule "A"). Motion carried.*

Items a) – e) of the students' "pollinator action plan" include:

- a) *"Educating your citizens about the disappearance of bees through pamphlets and what families can do in their own backyard to help. We have with us a handout which we have sent home to all the families at our school.*
- b) *Banning pesticides that contain neonicotinoids. This is an important step as these pesticides are very dangerous to bees.*
- c) *Having more pollinator friendly places in public gardens with flowers that bees and other pollinators like.*
- d) *Installing bee hotels in public spaces. The type of bees which live in these hotels – mason bees - are solitary. The males do not have a stinger, and the females will only sting if trapped or squeezed. This makes them an ideal neighbor for the home garden, since they pose little to no threat of stinging.*
- e) *Having the recreation department organize information sessions about the disappearance of bees which include the construction of a bee hotel for the home."*

The next related motion of Council at that meeting was made in response to a request of Roy Gordon on behalf of Extinction Rebellion as follows:

*Motion: moved and seconded that a staff report be prepared on the proposed “Climate Crisis Action Motion” (Schedule “C”) addressing current and potential Town initiatives. Motion carried.*

Mr. Gordon asked Council to ...”*declare a Climate Emergency and direct staff to prepare a report to be presented to Council on or before the end of 2020 outlining:*

- *Steps the Town of Lunenburg could undertake in order to commit to further reduce and eliminate the Towns carbon footprint as per the urgency expressed in the IPCC Report and achieve net zero carbon emissions before 2050;*
- *Steps the Town of Lunenburg could undertake to develop an Integrated Community Sustainability Plan, which acknowledges the importance of incorporating social, environmental and economic considerations associated with climate change into its long-term strategic planning and budgeting; and,*
- *Steps the Town of Lunenburg could take to establish a ‘Climate Equity’ working group to provide guidance and support for the Town’s efforts to transition off of fossil fuels in ways that prioritize those most vulnerable to climate impacts and most in need of transitioning to renewable energy.”*

This report addresses both motions in a combined approach to bee and environmental action plans development and implementation noting the Town’s progress to date.

**2. ISSUES AND OPTIONS ANALYSIS**

The chart below provides an analysis of the initiatives outlined in these two motions, action taken to date and further efforts that should be made.

Requests	Action and Accomplishments
a) <b>Bees</b> - educate citizens about the disappearance of bees and distribute information from the students	The students’ information could be shared in Town Utilities’ mail outs, website and social media posts.

<p>b) Ban pesticides that contain neonicotinoids</p>	<ul style="list-style-type: none"> <li>- Health Canada has cancelled the use of neonicotinoids on crops bees find attractive such as orchard trees. Health Canada is studying other applications to determine if additional bans will be imposed (link <a href="#">Update on the Neonicotinoids Pesticides (January 2020)</a>). Council may want to ask the Federal government for an update on their efforts to eliminate the harmful impact of pesticides on bees and other pollinators such as butterflies and birds.</li> <li>- The Town does not use neonicotinoids.</li> <li>- Local retailers could be contacted to inquire if they sell products with neonicotinoids and encouraged to make pollinator friendly products available instead.</li> </ul>
<p>c) Pollinator gardens in public places</p>	<ul style="list-style-type: none"> <li>-A “pollinator garden” has been designed with the help of Coastal Action Foundation for the two stormwater retention traffic islands at the intersection of Brook Street and Victoria Road (see: plan attached). Provincial funding applied for to plant the gardens this year. Pollinator garden signage to encourage public interest and awareness is also planned.</li> <li>-The Town is the first NS “Communities in Bloom” national award winner and has many gardens and green spaces with pollinator plants to attract bees and butterflies.</li> </ul>
<p>d) Install bee hotels in public places</p>	<ul style="list-style-type: none"> <li>-Town to install bee hotels made at the workshop noted below and how-to information can be publically shared to encourage more property owners to do the same.</li> <li>-Lunenburg Community Garden and Lunenburg Garden Club members could also be asked to participate and raise awareness about this and other bee/pollinator friendly initiatives.</li> </ul>

<p>e) Recreation Department information sessions about bee disappearance and how to construct a bee hotel</p>	<p>-Recreation Department has offered past environmental workshops to the public and could develop workshops focusing on bees and ways to attract them including making a “bee hotel”, pollinator gardening tips, bee keeping, discouraging the use of pesticides that can harm bees and other pollinators, etc.</p>
<p><b>Climate Crisis</b> - plan to further reduce Town’s carbon footprint and achieve net zero emissions before 2050</p>	<p>-The Town Electric Utility electricity is generated from renewable energy which is expected to reach the 40% Provincial Electricity Act and Regulations target in the near future.</p> <p>-Street lights are being converted to LED as HPS units fail and photo cells are replaced as required to reduce electricity demands.</p> <p>- Interior Town building lighting is converted to energy efficient lighting options such as LED and motion sensors with Efficiency NS funding support.</p> <p>-Interior building heating programming controls have been updated as required to reduce fuel and electricity consumption.</p> <p>-Electric Utility/NSUARB approved alternative power production net metering customer rate approved to encourage the local production of renewable solar energy.</p> <p>-Town has applied for Provincial funding through their Solar Community Buildings project fund, but the program was oversubscribed.</p> <p>-Additional solar project opportunities will be recommended by staff for 2021/22 Capital budget development.</p> <p>-Town staff have notified NSPI of interest in electric vehicle charging station funding project preliminary consideration.</p> <p>-The Town’s Active Transportation Plan addresses a variety of initiatives Council has actioned to reduce the community’s carbon footprint.</p> <p>-Tree Plan Canada street tree planting projects have helped reduce carbon dioxide levels in the community.</p> <p>- Project Lunenburg has identified additional climate remediation community goals for implementation.</p>

<p>Develop an Integrated Community Sustainability Plan (ICSP)</p>	<ul style="list-style-type: none"> <li>-The Town approved an ICSP and has achieved many of the projects identified in it including the construction of a new Water Treatment facility.</li> <li>-The Town’s Municipal Climate Change Action Plan was approved.</li> <li>-Additional work being done to address the impact of storm surges and resulting flooding on municipal infrastructure. This will provide an updated project map integrating climate change and asset management.</li> <li>-Waste Reduction Strategy Group is developing a working plan for Council consideration to further reduce community solid waste.</li> <li>-Project Lunenburg’s Comprehensive Community Plan will identify additional initiatives to enhance community environmental sustainability.</li> <li>-The Town’s Strategic Plan sets out multiple environmental objectives to protect the community’s natural environment the implementation of which is recorded in the Town’s annual Strategic Plan Progress Report.</li> <li>- The recently updated Town Source Water Protection Guide addresses active measures to sustain the integrity of natural water sources.</li> </ul>
<p>Establish a “Climate Equity” working group for renewable energy transition</p>	<p>-The Town has a number of working groups tasked with an environmental component including the Waste Reduction Strategy Working Group, Project Lunenburg and the Active Transportation Sub-Committee described above tasked with designing strategies for climate and environmental awareness and activity.</p>

**3. FINANCIAL IMPACT**

The above initiatives have been achieved to date within approved budget amounts often with offset senior government funding to reduce municipal costs. As additional projects are developed, such as solar power production opportunities for Town buildings, Town budgets will be determined for Council approval and funding sought from senior levels of government and other funders as applicable. Newer initiatives can be undertaken within existing resources and external funding and other assistance as noted.

The Federation of Canadian Municipalities and other organizations provide free resources to help reduce greenhouse gas emissions and other environmental endeavours at the local level. This could be pursued when the Town completes some of the other projects noted in this report.

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

The motions of Council address key components of the Town's Strategic Plan including to:

3. Champion opportunities for our community's health and well-being by:
  - a) Protecting our natural environment; and
  - b) Facilitating and encouraging healthy lifestyles.

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

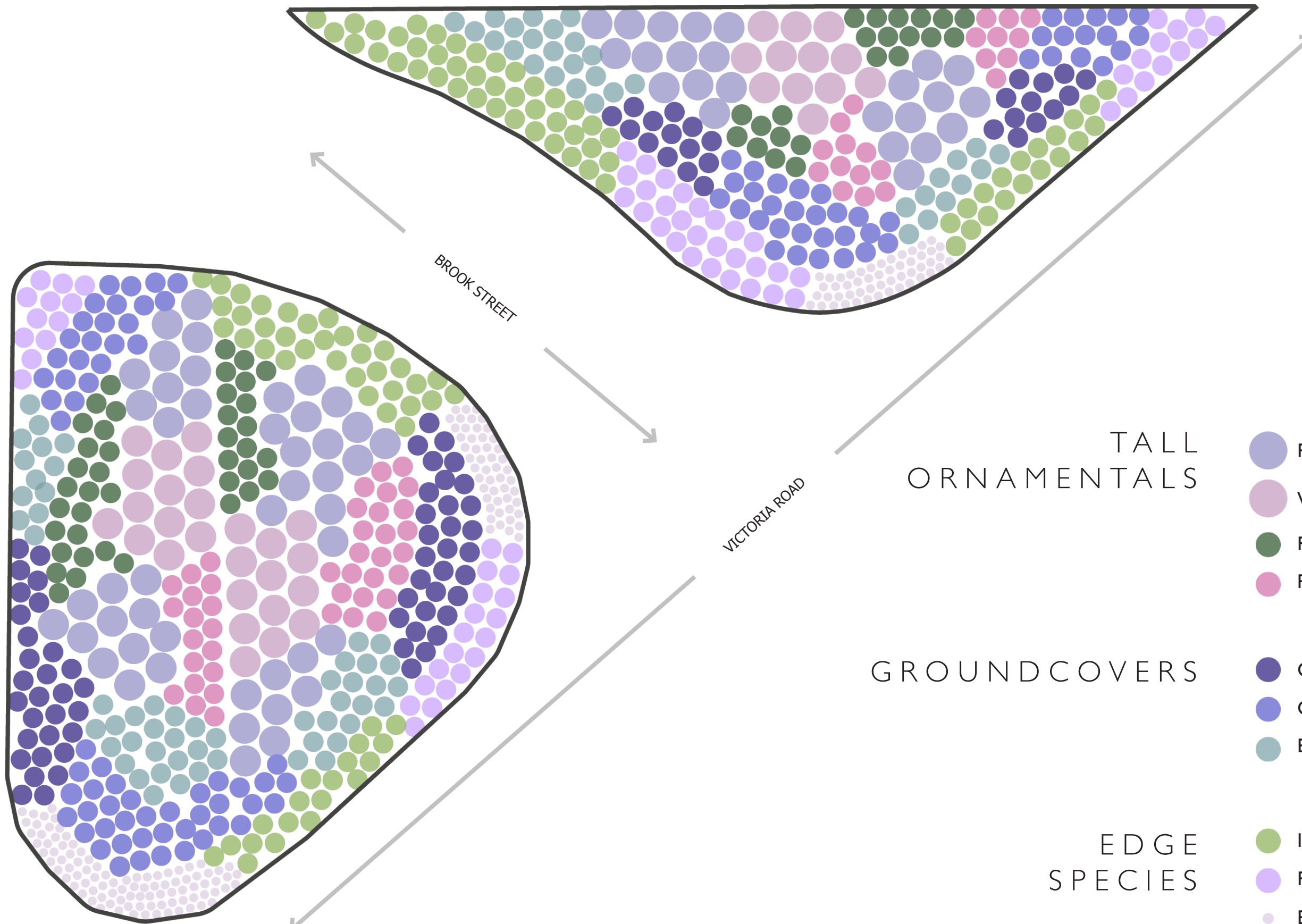
It is recommended that Council approve the pollinator action plan described above.

It is further recommended that Council consider whether it wishes to declare a climate crisis to reinforce the action already being taken by the Town and additional measures identified.

*Motion: moved by \_\_\_\_, seconded by \_\_\_\_ that Council approves the pollinator action plan (and/or) declares a climate crisis.*

Attachments: Pollinator Garden plan  
Sample Climate Emergency resolution - Town of Mahone Bay

# PLANTING PLAN



- Russian Sage
- Wild Bergamot
- Feather Reed Grass
- Purple Coneflower
- Color Spires
- Catmint
- Blue Dune
- Ice Dance
- Rose Verbena
- Blue Violet

# PLANTING DESCRIPTION

Plants have been selected to withstand quickly draining soils, full sun, road salt, high alkalinity, deer browsing, and periodic disturbance. Aesthetically the plant palette has been chosen for mid-height vegetation, pink and purple coloured blooms, and a variety of textures with late blooming species and colourful grasses for seasonal interest. Selected flowering species have a wide range of blooming times in order to provide forage for pollinators and aesthetic beauty throughout the year.

Many of the flowering species support pollinators by providing :

- Larval food for moth or butterfly caterpillars.
- Fruit for songbirds.
- Flowers that are frequented by beetles, flies, butterflies, hummingbirds, wasps and moths.
- An abiotic host, nectar, or pollen for a broad variety of bee species.

## TALL ORNAMENTALS

**Russian Sage**  
*Perovskia atriplicifolia*

**Feather Reed Grass**  
*Calamagrostis acutiflora*

**Purple Coneflower**  
*Echinacea purpurea*

**Wild Bergamot**  
*Monarda fistulosa*

**Blue Dune**  
*Leymus arenarius*

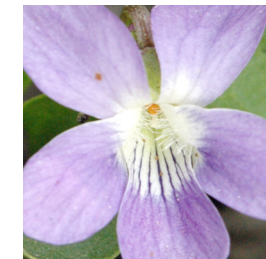
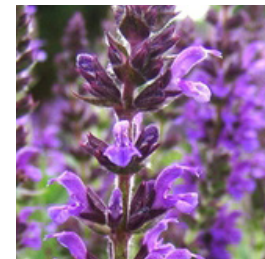
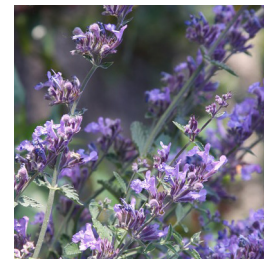
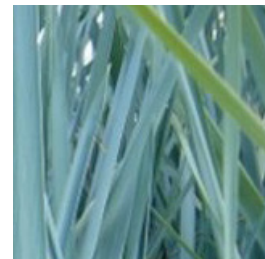
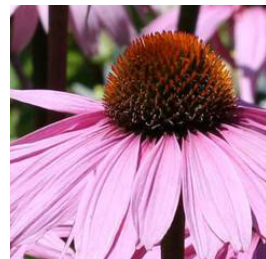
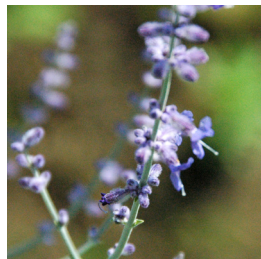
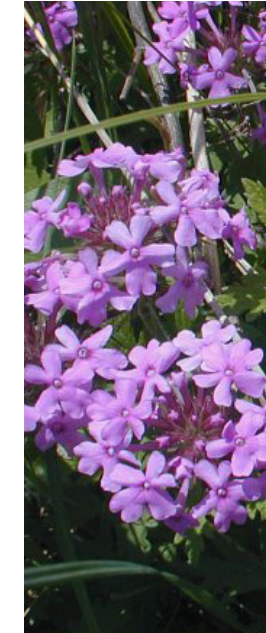
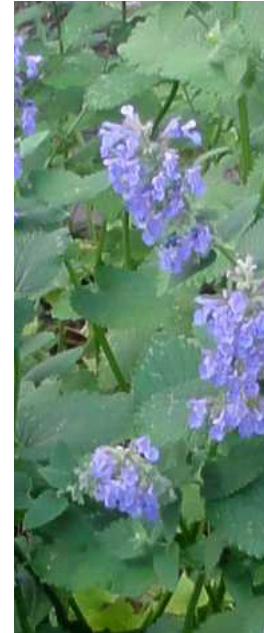
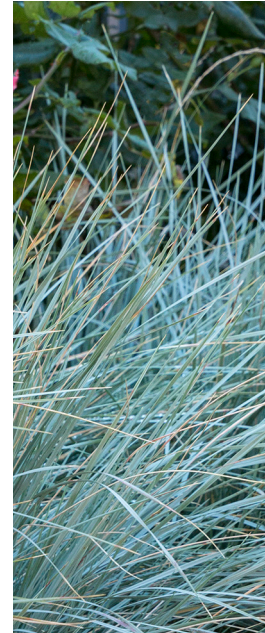
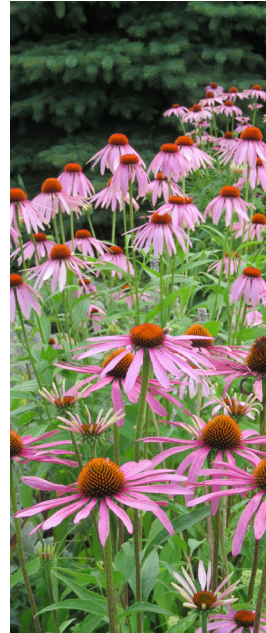
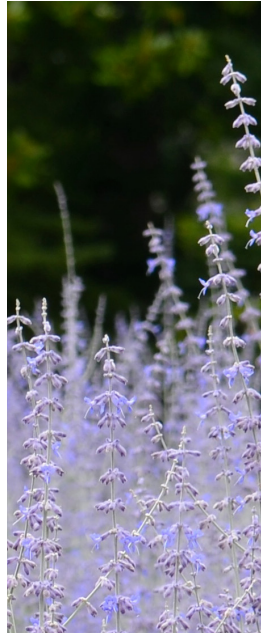
**Catmint**  
*Nepeta faassenii*

**Color Spires 'Violet Riot'**  
*Salvia nemorosa*

**Ice Dance**  
*Carex Morrowii*

**Blue Violet**  
*Viola sororia*

**Rose Verbena**  
*Glandularia canadensis*





Town of Mahone Bay Recognition of Climate Change Emergency – February 12, 2019.

**WHEREAS** the Town of Mahone Bay is on track to meet all provincial targets in terms of renewable energy, and as such is a leader amongst town governments in Nova Scotia; and,

**WHEREAS** we - along with all residents of Planet Earth - are faced with a climate emergency, as recently recognized by the City of Halifax; and,

**WHEREAS** the IPCC has issued a special report on the impacts of global warming of 1.5 °C above pre- industrial levels *vis-à-vis* greenhouse gas emissions and which sets out foreseeable and preventable climate-change related outcomes of grave importance to coastal communities and thus enables the Town of Mahone Bay to prepare for and to take them into account as part of its decision-making process; and,

**WHEREAS** the Town of Mahone is currently considering several major capital projects and is presented with opportunities to institute climate-neutral building and long-term management practices; and,

**WHEREAS** the Town of Mahone Bay's electrical utility currently has the capacity to supply approximately 40% of the town's commercial and residential electricity requirements from clean sources and there is opportunity to expand on this success in order to decrease or eliminate the CO2 emissions related to major capital assets such as a fire hall and town hall and to provide clean, carbon-neutral energy sources to its residents; and,

**WHEREAS** the Town of Mahone Bay has, with its recently adopted Asset Management Policy, acknowledged the importance of incorporating climate change considerations into its long-term strategic planning and budgeting; and,

**WHEREAS** the Town of Mahone Bay is uniquely equipped to act as a role model and change leader for other small Canadian communities;

**THEREFORE BE IT RESOLVED**

**THAT** Council direct staff to prepare a report to be presented to Council on or before April 9<sup>th</sup>, 2019, outlining:

- Steps the Town of Mahone Bay could undertake in order to commit to further reduce or eliminate the Town's corporate carbon footprint as per the urgency expressed in the IPCC Report; and,
- Steps the Town of Mahone Bay could undertake in order to commit to further reduce or eliminate the community's carbon footprint; and,
- Related budgetary implications