

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, JULY 28, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

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
Kelly Cunningham, Recreation Director
Lisa Dagle, 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

➤ Call to order

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

➤ Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor gave introductory remarks respecting the unceded territory of the Mi'kmaq People.

1. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Croft to approve the agenda with the addition of another draft Council election resolution for consideration at the request of the Returning Officer. Motion carried.

2. June 23 and July 9 and 21, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Bachman to approve the June 23 and July 9 and 21, 2020 Council meeting minutes. Motion carried.

3. Public Hearings, Presentations and Questions

- a. Donna Kelly, President, Royal Canadian Legion Branch 23, regarding proposed Parking Bylaw amendments to clarify that Veteran plated motor vehicles can park free of charge at metered parking spaces for no more than the posted maximum time duration

Ms. Kelly addressed Council regarding the proposed amendment to clarify the parking meter fee exemption period (Schedule "A").

Council thanked Ms. Kelly for her presentation and advised that her submission will be taken into consideration later in the agenda when the fuller Bylaw amendments are being reviewed.

- b. Jessika Hepburn, Lunenburg, regarding response to petition to rename Cornwallis and Creighton Streets and additional initiatives

Ms. Hepburn provided a summary of her presentation including a petition to rename the two streets (Schedule "B").

The Mayor stated that the Town Council is opposed to racism and discrimination in any form. Council advised that her submission will be dealt with further in the agenda and she will be informed of Council's decision in due course.

4. Correspondence, Petitions and Proclamations consideration

- a. Region 6 Solid Waste Management \$5400 approved funding for the purchase of three street litter sorting stations

Receipt of this funding was received with thanks by Council.

- b. Nova Scotia Communities, Culture and Heritage letter requesting comments to their proposed Heritage Property Act amendments respecting removal of authority to demolish a Municipal heritage property after a three year period if initially disallowed by the municipality and development deferral authority for one year when a heritage conservation plan and bylaw are being prepared

Motion: moved by Councillor Risser, seconded by Councillor Mosher that staff prepare a draft response to this document (Schedule "C") for Council review and approval before submission to the Province before the September 30 deadline. Motion carried.

- c. Municipality of the District of Lunenburg notice of their public hearing to transfer the roles of their Area Advisory Committees to their Planning Advisory Committee for which they must advise abutting municipalities

This document was received for information.

- d. Provincial Volunteer Awards notice of September 28 virtual event

This notice was received for information.

- e. Organization of World Heritage Cities letter requesting the Town to join for \$2,127 US

The membership application was acknowledged with thanks, but unfortunately there are not the monies to join the Organization at this time.

- f. Department of Municipal Affairs and Housing 2019 Municipal Profile and Financial Condition Indicators Report for the Town of Lunenburg with nine “Low risk” and two “Moderate risk” and “High risk” indicators

The Finance Director commented on the Town’s further improved financial condition (**Schedule “D”**) noting in part: nine green positive indicators were received for such items as Budget Accuracy, Tax Collection and Debt Servicing; the red indicators were for Reserve fund development which is common amongst NS Towns which have the majority of municipal infrastructure to maintain – for the Town this would require a further reserve investment of \$1.2 Million; to achieve an overall Low risk rating the Town would have to realize one more green indicator – 73% of NS Towns are in moderate to high risk; the results underscore the importance of a Provincial reevaluation of municipal equalization grants of which the Town of Lunenburg receives the lowest level at \$50,000.

- g. Lunenburg Academy Foundation letter of approval of Town Capital funding requests

The Mayor thanked the Foundation for their ongoing support of these Lunenburg Academy restoration projects.

- h. Petition to rename Cornwallis and Creighton Streets and 7. New Business, a. Corporate Services, i. Response to petition to rename Cornwallis and Creighton Streets

Council discussed the possibility of forming a Special Committee to address the issues and actions raised in Ms. Hepburn’s submission through a preliminary staff report. The Mayor noted that she and staff recently participated in the NSF’s *Creating Municipal Action Plans for Ending Racism and Discrimination* July 23 webinar.

Ms. Hepburn’s advice regarding preparation of a staff report was requested by Council. Ms. Hepburn commented that she serves on a Shelburne Committee regarding racism issues and emphasized the need for an inclusive and collaborative approach with representative membership and advisors who are fairly compensated for their time.

Motion: moved by Councillor Risser, seconded by Councillor Bachman for staff to prepare a Council report in consultation with the appropriate stakeholders and experts with a view to forming a task force or special committee to promote anti-racism, with a particular emphasis on anti-Black and Indigenous racism.

Ms. Hepburn suggested that the preparation of a survey to determine what forms of discrimination have been experienced in the community would be helpful. She advised that the terms inclusion and diversity are much broader than anti-racism and in particular anti-black and indigenous racism as put forward in her submission.

Staff are asked to have a preliminary report ready for the August 25 Council meeting.

Council asked that Project Lunenburg be made aware of Ms. Hepburn's submission.

Ms. Hepburn indicated she will review their draft Project Lunenburg *Comprehensive Community Plan* to offer comments.

The motion was put and passed.

3:17 p.m. – Council recessed until 3:27 p.m.

5. Business arising from the Minutes/Unfinished Business

a. Corporate Services

i. Municipal and CSAP elections 2020 proposed resolutions

- Resolution #1 – amendment to the draft Alternative Voting Bylaw to address spoiled and rejected ballots

The Returning Officer/Town Solicitor provided an overview of the various draft resolutions noted below. He explained that voting can take place by computer or phone and Town election workers will be available at the Town Hall during the advance poll and election days to vote with assistance or the use of a Town device if they do not own a computer, phone or have internet access.

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

WHEREAS:

1. On the 23rd day of June, 2020, the Town Council gave first reading of the Alternative Voting Bylaw.
2. It is deemed prudent to amend the Bylaw which was given first reading with respect to the provisions concerning rejected ballots and spoiled ballots.

BE IT RESOLVED THAT:

1. the Alternative Voting Bylaw which was given first reading shall be amended by:
 - a. Deleting the words in clause 2(w) [definition of rejected ballot] after the word "means" and substituting the following words therefor: "the refusal by an elector to accept a ballot in a race";
 - b. Inserting a definition for a spoiled ballot as clause 2(ab) after clause 2(aa) as follows: "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i. is not marked for any candidate in a race; or
 - ii. is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
 - c. Clause 14(2) shall be amended by inserting the words "count spoiled ballots and shall" after the word "shall" in line two thereof.
 - d. In clause 15, the word "rejected" shall be deleted and the word "spoiled" shall be substituted therefor.

Motion carried.

- Resolution #2 - second and final reading of the draft revised Alternative Voting Bylaw to be effective on the date of public advertisement

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

WHEREAS:

- a) The COVID -19 Pandemic will create significant challenges and risks associated with a paper balloting election.
- b) First reading of the Alternative Voting Bylaw took place at the Council Meeting on June 23, 2020.
- c) The proposed Alternative Voting Bylaw was amended earlier at this meeting with respect to spoiled ballots and rejected ballots.

BE IT RESOLVED THAT:

- i. Second reading of the Alternative Voting Bylaw attached hereto as Schedule "AVB2" (as amended earlier at this meeting) is hereby given and the Bylaw is hereby passed.

- ii. The Bylaw shall have the force of law upon publication and the CAO/ Clerk is directed to publish a notice in the Progress Bulletin stating the object of the Bylaw, and where it may be read (Schedule “E”).

Motion carried.

- Resolution #3 – date for Revising Officer to provide the List of Electors

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

WHEREAS Municipal and CSAP School Board Elections will be held on October 17, 2020.

AND WHEREAS pursuant to Section 38 of the Municipal Elections Act the Revising Officer shall furnish the Returning Officer with a list of Electors consisting of the Preliminary List of Electors together with the amendments made to the list as a result of the revision sittings on or before the date chosen by Council on the advice of the Returning Officer.

AND WHEREAS the Returning Officer, Patrick A. Burke, Q.C., has recommended the date of August 24, 2020,

BE IT RESOLVED THAT pursuant to section 38(1) of the Municipal Elections Act, Heather McCallum as Revising Officer for the Town of Lunenburg shall, on or before August 24, 2020, furnish Patrick A. Burke, Q.C., the Returning Officer, with a list of Electors consisting of the Preliminary List of Electors together with the amendments made to the lists as a result of the revision sittings.

Motion carried.

- Resolution #4 – determining the only means of voting by telephone and personal computing device

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

WHEREAS:

- a) The Town has passed an Alternative Voting Bylaw, which becomes effective upon publication; and
- b) Section 3(2) of the Bylaw provides that 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.

BE IT RESOLVED THAT for the 2020 Municipal and CSAP School Board

elections, voting by telephone and by a personal computing device (via the internet) shall be the only means of voting.

Motion carried.

- Resolution #5 – contract with Intelivote Systems Inc.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that:

WHEREAS:

- a) The Town has passed an Alternative Voting Bylaw, which becomes effective upon publication;
- b) Intelivote Systems Inc. has provided a quote for electronic voting services dated May 28, 2020 and attached hereto as Schedule "ISinc1"; and
- c) It is proposed that the Town enter into a contract with Intelivote Systems Inc. for electronic voting services (in the form attached hereto as Schedule "1Sinc2").

BE IT RESOLVED THAT the Town enter into a contract with Intelivote Systems Inc. for electronic voting services for the 2020 Municipal and CSAP School Board Elections in the form attached hereto as Schedule "1Sinc2", and the Mayor and CAO/Clerk are authorized to execute the contract on behalf of the Town and affix the municipal seal thereto (Schedule "F").

Motion carried.

- Resolution #6 – Information Sharing Agreement with Intelivote Systems Inc. to use information to protect the confidentiality of the election material and data

Motion: moved by Councillor Risser, seconded by Councillor Bachman that:

WHEREAS:

- a) The Town is engaging Intelivote Systems Inc. to provide services in relation to Electronic Voting; and
- b) The Town and the Chief Electoral Officer have entered into an Information Sharing Agreement that requires any other supplier, contract or consultant who may require use of the information to enter into an Agreement incorporating the provisions of the Information Sharing Agreement.

BE IT RESOLVED THAT the Town shall enter into the contract attached hereto

as Schedule "ISinc3" and Bea Renton, CAO/Clerk is authorized to execute the Agreement on behalf of the Town (Schedule "G").

Motion carried.

- Resolution #7 – Returning Officer fee increase of \$2000 to conduct an alternative voting election

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

WHEREAS:

1. The Town established the Returning Officer's fee at a time when it was assumed that the election would be conducted by in-person paper ballot voting.
2. The COVID-19 pandemic has caused Council to pass an Alternative Voting Bylaw and to determine that the election would involve voting via the internet and telephone only.

BE IT RESOLVED THAT:

- a. The Returning Officer's fee, as established by resolution dated November 26, 2019, shall be increased by \$2000, plus HST; and
- b. For clarification, the work by Patrick A. Burke, Q.C. in connection with the research, drafting, Council Meeting attendance, letters and associated work related to the drafting and passage of the Alternative Voting Bylaw, as well as legal opinions related to the election, shall be billed by him to the Town at his regular Town hourly rate [in his capacity as Town Solicitor and not as Returning Officer].

Motion carried. Councillors Croft and Mosher voted in the negative.

- Resolution #8 – Advance Polls and Alternative Voting days

Motion: moved by Councillor Risser, seconded by Councillor Croft that:

WHEREAS Municipal and CSAP School Board elections will be held on October 17, 2020.

AND WHEREAS Council, earlier on this date, has passed an Alternative Voting Bylaw which will become effective upon publication.

AND WHEREAS "advance poll" means the Tuesday immediately preceding

ordinary polling day (Tuesday, October 13, 2020) as well as one other day that is fixed by Council, being either Thursday the 9th day before ordinary polling day (October 8, 2020) or Saturday the 7th day before ordinary polling day (October 10, 2020).

AND WHEREAS: "alternative polling days" in the Bylaw means any hours and dates fixed by a Resolution of Council for alternative voting.

BE IT THEREFORE RESOLVED THAT:

- a. The Advance Poll shall be on Thursday October 8, 2020 and Tuesday October 13, 2020; and
- b. The Alternative Polling Days shall commence on Thursday October 8, 2020 at 12:00 noon and end on Saturday October 17, 2020 at 7:00 pm.

Motion carried.

Council agreed to proceed to agenda item #5 b. i. next.

b. Public Works Department

- i. Archibald Street sewer main extension request installation cost comparisons and existing sewer main plan

The Town Engineer provided a recap of the staff report (**Schedule "H"**) for Council. The Finance Director advised that Provincial flood mitigation funding was obtained yesterday for another project that could reduce the need for a capital borrowing for this project if the Deed Transfer Tax Reserves for same are reallocated. Council discussed whether the work could be done sooner which the Town Engineer advised he could not do due to other work priorities.

Motion: moved by Councillor Mosher, seconded by Deputy Mayor McGee that the Town pre-approve the 2021/22 Capital budget for the requested Archibald Street sewer main extension from the intersection of Brook and Archibald Streets to 66 Archibald Street to service this property and 58 Archibald Street and staff will do this work in Spring/Summer 2021 when the frost comes out of the ground. Motion carried. Mayor Bailey voted in the negative.

Council agreed to proceed to agenda item #6 e. next.

6. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
 - e. Heritage Advisory Committee meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the issuance of a Heritage Permit for the installation of a ramp at 10 Falkland Street (Schedule "I") with the following conditions:

- 1) Provided the ramp is located on the west elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

Motion carried.

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the issuance of a Heritage Permit for the installation of a metal roof at 111 Townsend Street (Schedule "J") with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

Motion carried.

Council agreed to consider agenda item #5. b. iii. next.

5. Business arising from the Minutes/Unfinished Business

b. Public Works Department

iii. Water Treatment Plant roof vent repainting Capital budget increase requirement

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman to increase the 2020/21 Capital budget for roof vent painting at the Water Treatment plant from \$5000 to \$7,500 (Schedule "K"). Motion carried.

Council agreed to deal with agenda item #5. c. i. next.

c. Recreation Department

i. Proposed award of Arena ice resurfacer tender award

Council discussed whether to deal with this report (Schedule "L") at this time as opposed to waiting to determine the Arena ice re-opening time balanced with confirmed

funding sources. Various elements of the tender specification and price differences outlined in the staff report were reviewed by Council.

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee that a 2021 Olympia ice resurfacers be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100, plus HST and two blades for \$800, plus HST and one propane ice edger for \$5,400, plus HST with the capital funding coming from \$53,700 of reserves, \$20,000 from a Municipality of the District of Lunenburg grant, \$25,000 anonymous donation and \$9,600 capital from revenue. Motion carried.

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

It was determined that there are no members of the public awaiting to make submissions regarding the publically advertised draft Bylaw amendments. This will be considered at the next Council meeting on August 25 Council in addition to the remaining agenda items noted below.

Motion carried.

The meeting was adjourned at 4:37 p.m.

5. Business arising from the Minutes/Unfinished Business

a. Corporate Services

- ii. Proposed revised Parking Meter Bylaw – consideration of public submission(s) and potential second/final reading and public advertisement of the revised Bylaw
- iii. Proposed amendment to the Hack and Trolley Bylaw - consideration of public submission(s) and potential second/final reading and public advertisement of the amended Bylaw
- iv. Proposed amendment to Street Encroachment for Building Access Bylaw - public submission(s) and potential second/final reading and public advertisement of the amended Bylaw
- v. Blockhouse Hill development proposal Redmond Properties/3007464 Nova Scotia Inc.

b. Public Works Department

- ii. May 2020 Water Utility and Wastewater treatment results and general information

6. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
 - a. Waste Reduction Strategy Working Group June 3 and 17 minutes and report – suggested elimination of plastic based municipal election signage and Susan Sanford submission
 - b. Project Lunenburg Steering Team June 10 minutes
 - c. Joint Occupational Health and Safety Committee July 9 meeting minutes
 - d. General Government July 16 meeting minutes – 4 X notices of motion by Councillor Mosher and Deputy Mayor
7. New Business
 - b. Public Works Department
 - i. LGBTQ+ Pride crosswalk painting initiative

Bea Renton, CAO

Kelly Jardine

From: Donna Kelly [<mailto:dmkelly@eastlink.ca>]
Sent: July-09-20 6:49 AM
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Re: Change To Parking Bylaw regarding Veteran plates

Good morning Bea,

I would like to see an exemption for veterans to enable them to park wherever they choose while visiting Lunenburg. There are very few. Most Legion members from other places park in our parking lot. Veterans who have veteran plates from other areas Who are not Legion members and don't know to ask to park in our lot should be able to park unrestricted by time limits. We are talking very, very few people who visit here. Their service to our country should give them that exemption.

Regards

Donna Kelly
President
Royal Canadian Legion Branch 23

From: Donna Kelly <dmkelly@eastlink.ca>
Date: June 21, 2020 at 8:57:12 AM ADT
To: Rachel Bailey <RBailey@explorelunenburg.ca>
Subject: Change To Parking Bylaw regarding Veteran plates

Good afternoon Mayor Bailey And Councillors

I was deeply disappointed and saddened to see that a change to the parking meter bylaw regarding the veteran exemption at parking meters was introduced, and passed first reading, without any consultation with Royal Canadian Legion Branch 23, Lunenburg.

In my three years as president of Branch 23, I have met many veterans from other areas of Lunenburg County, other parts of Nova Scotia and from other Provinces who were pleased to be informed that they did not need to feed the meters in the Town of Lunenburg if they had a veteran license plate. They were appreciative and left the area knowing that their service to Canada was recognized.

With the proposed amendment, I now will have to tell them that your years of service to Canada, although appreciated by the Town of Lunenburg, is not worth any more than two hours at a parking meter. I personally find this reprehensible and would be embarrassed to have to tell veterans this information.

We have very few veterans living here and visiting here. The loss of revenue to the Town is negligible. To minimize the veterans parking exemption will make our a Town look cheap and disrespectful towards our veteran community. I ask that this amendment be defeated on next reading so that our veteran community can continue to feel welcomed and respected in the Town of Lunenburg.

Thank you for your consideration of this email in your upcoming deliberations.

Sincerely,

Donna Kelly
President
Royal Canadian Legion Branch 23

Sent from my iPad

Presentation to The Town of Lunenburg Regarding Response to Petition to Rename Cornwallis & Creighton Streets

Jessika Hepburn
49 Townsend St, Lunenburg NS, B0J 2C0
902-448-1748

- On July 1, 2020 I created a petition <http://chnng.it/dnS4Wc29dq> to evaluate support for and opposition to renaming Cornwallis St and Creighton St to honour Lunenburg's Black and Mi'kmaq history and contributions to our community. Shortly afterwards an Indigenous person in Bridgewater created a similar petition in consultation with Mi'kmaq elders <http://chnng.it/5PLvpS79qT>. That petition is included as an appendix to this presentation.
- As a resident and homeowner in Lunenburg of Black and Jewish descent creating this petition was a personal response to the lack of local action or visibility regarding global Black Lives Matter protests or the movement to recognize Mi'kmaq title or Indigenous rights and the opportunity to address systemic racism in our own community. It was also a response to racialized community members, family, and friends sharing their experiences of racism and racial violence in Lunenburg, their feelings of being unsafe and unwelcome here; and the unwillingness of many within the community to have these uncomfortable conversations so that all residents and visitors can feel comfortable.
- There have been hundreds of signatures in support of the petition and in favour of wider discussions about racism in our communities. However of bigger concern and cause for immediate action is the reaction to starting a respectful discussion about changing a few signs and sharing research into Lunenburg's historical racism so we can talk about how it impacts people today, including visitors to our town.
- Myself and others have received hateful messages, threats, insults, and been banned from the Lunenburg Community Bulletin Board on Facebook for trying to post the petition (my posts were never published) or have conversations about the racism and segregation racialized people experience in our community. Supporters of the petition have also been banned from the Lunenburg Facebook board and received hatred or censorship online in response. This kind of censorship creates a culture of fear, silence, and oppression that is harmful.

- In light of the reaction to this petition I urge the Town of Lunenburg to do the following:

- Make a public statement on the town website, social media, and to the press condemning racism in our community, recognizing historic and current systemic racism and committing to building an anti-racist community.
- Create an anti-racism initiative in Lunenburg led by BIPOC that are compensated for their time and supported by BIPOC organizations or representatives. This initiative must have a timeline of immediate steps and measurable outcomes.
- Create staff report on incidents of systemic racism and racial violence in the Town of Lunenburg including a review of allocation of budget to equity seeking projects or initiatives led by BIPOC residents, whether BIPOC are represented in town marketing or social media, and systemic biases in elections, hiring, recruitment, and newcomer outreach. Make this report and council meetings to discuss it public.
- Close major gaps in the Project Lunenburg consultation process <https://www.explorelunenburg.ca/comprehensive-community-plan.html> and draft document by having the draft reviewed by BIPOC anti-racism professionals and members of the community, prior to finalization or implementation, to ensure final drafts are anti-racist, accurately represent history, and created opportunity for input from marginalized residents.
- Hire BIPOC anti-racism facilitators and consultants to provide training to council, administration, and town staff on identifying and addressing systemic racism and creating a town that welcomes everyone equally. If budget is a concern this training can be made available to members of the Chamber of Commerce and the local community to offset costs or there are funds available through various government agencies to cover the creation of these programs as well as anti-racist policy development.
- Include a timeline for reviewing and updating Cornwallis and Creighton Streets and all interpretive signage to include Mi'kmaq and Black history created in consultation with those communities as called for in the initial petition.
- Publicly recognize the colonial slaveholding past that led to violence against Mi'kmaq communities such as E'se'katik by people like Cornwallis and enslaved Black people such as Sylvia by Creighton or Lydia Jackson by Dr Buhlman.

Honouring these stories is important to helping the community learn that they are also part of Lunenburg's history.

- Create a culture of care and respect by taking these concerns seriously and acting with urgency.
- **Resources for Canadian municipalities to address and commit to anti-racism have been available for decades, some of these resources and toolkits include:**
 - African Nova Scotian Decade for People of African Descent Coalition <https://www.ansdpad.ca/>
 - African Nova Scotian Affairs <https://ansa.novascotia.ca/>
 - Canadian Coalition of Municipalities Against Racism and Discrimination: Toolkit for municipalities, organisations and citizens https://www.crrf-fcrr.ca/images/CCMARD_Toolkit.pdf launched 2005
 - Coalition of Inclusive Municipalities, <https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities>
 - Ontario Human Rights Commission, Anti-Racism and Anti-Discrimination for Municipalities http://www.ohrc.on.ca/sites/default/files/attachments/Anti-racism_and_anti-discrimination_for_municipalities:_Introductory_manual.pdf
 - Anti-Racism Action Program Funding (Federal) <https://www.canada.ca/en/canadian-heritage/services/funding/anti-racism-action-program.html>
 - Confronting Anti-Black Racism Initiative <https://www.toronto.ca/wp-content/uploads/2019/04/97d4-community-conversation-guide-participants.pdf>
- It is incumbent upon elected leaders, administrators, and community stakeholders in positions of power and privilege to educate themselves about the resources available, identify budgets and allocate funding to anti-racism initiatives and expertise of BIPOC when creating such projects.
- It is also the responsibility of municipalities to actively seek out anti-racism and anti-oppression training by respected BIPOC professionals in their fields of expertise and ensure this training is available to all levels of government and administration. At no time should unpaid, or inexperienced educators be called upon to do this work for established organizations.

Issues with Diversity and Inclusion Committees

- Sophie Williams (Millennial Black) writes about why these diversity or anti-racism initiatives can be performative and damaging to racialized people who participate in them:
 - Many organizations create diversity or inclusion committees just to be able to say that they have them
 - These initiatives are treated as a get out of jail free card so they don't have to take the real steps of changing the structural racism in their organization.
 - Instead of forces for changes these groups can become PR talking points for racist companies/organizations unwilling to make change.
 - These committees are usually set up and driven by people from marginalized communities.
 - This puts the burden of education and pushing for change onto the shoulders of already marginalized people, adding to their work loads, and their emotional labour.
 - This work is often being left to people without the seniority to make real, long term, structural change.
 - Team members usually do so on top of their existing workloads
 - This type of work is invisible, undervalued, under supported.
 - This time reduces people's time and capacity to take on 'glamour work' or higher profile projects
 - This work is often not quantified with real action, targets, and transparency to stay accountable and on track in making long term change.
 - Making change doesn't only take time, it takes money.
 - Organizations must invest in their anti-racism targets in the same way they would any other important area of development.
 - Training costs money. Resources cost money. Speakers cost money.
 - Pay people for their time and work and invest in the change you want to make.
 - Bringing in a wider range of people is good. But, not if you're bringing them into a hostile environment. Not if you don't pay them equally.

- Bringing in token marginalized people without giving them support, treating them as equals, or listening to their experiences does not make change. *Reference:* <http://sophiewilliamsofficial.com/>
- An effective anti-racism task force or committee must:
 - Have representation from impacted communities, stakeholders, politicians, administration
 - Define roles and responsibilities and decision making processes clearly
 - Define strategic objectives
 - Report and establish liaison relationship with municipal council
 - Provide progress reports to the community
- There is an inherent power imbalance when non-BIPOC elected representatives determine the terms of reference in anti-racism task forces or chair meetings without having participated in BIPOC led anti-oppression and anti-racism training.
- Marginalized people are then in an additionally vulnerable position of needing to interrupt to both educate about their experiences and participate. A culturally competent facilitator is required in order to address these power imbalances openly and ensure that marginalized voices are prioritized.

Petition to Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

This petition calls on the Town of Lunenburg to do the following:

- Rename "Cornwallis St." to "E'se'katik St."
- Rename "Creighton St." to "Sylvia St."
- Replace "Merligueche" interpretive panel located at the Old French Cemetery with accurate information in consultation with the Mi'kmaq community including that the village of Merligueche was ordered destroyed by Edward Cornwallis and the area was originally called E'se'katik by the Mi'kmaq.
- Install interpretive panel in consultation with the Black Nova Scotian community beside current plaque recognizing Colonel Creighton to honour Sylvia of Lunenburg and acknowledge Lunenburg's slaveholding past.

The above are small steps towards demonstrating a commitment to anti-racism by recognizing how Mi'kmaq and Black communities have been negatively impacted by Lunenburg's colonial history and racism in our community as well as an opportunity for educating both visitors and local residents.

Replace Cornwallis St. with E'se'katik St.

For over a hundred years, Lunenburg was a Mi'kmaq/Acadian village called Mirliguèche by the French but the region was originally known to the Mi'kmaq as E'se'katik, meaning 'at the place of clams'. In 1749 Governor Edward Cornwallis ordered Mirliguèche destroyed and sent troops led by Commander White to destroy the village. By 1753 one Mi'kmaq/Acadian family remained in the area, Paul Labrador (Guédry, dit LaVerdure), his wife Anne Mieuss who was half Mi'kmaq, and their children. Descendents of the Labrador family continue to live in the area and practice traditional ways of living passed on since time immemorial. Renaming Cornwallis St is a symbolic way for Lunenburg to recognize that all of Nova Scotia is in fact Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

In 2018 the City of Halifax removed the statue of Edward Cornwallis after more than thirty years of Mi'kmaq calling for the statue's removal on the grounds that a man

responsible for inciting genocide should not be publicly celebrated. Honouring Cornwallis with statues and streets is a constant reminder of the pain, suffering and colonization endured by Mi'kmaq to this day.

Replace Creighton St. with Sylvia St.

Colonel John Creighton is best known for his conduct during the American privateer raid of 1 July 1782 on Lunenburg, he was also a slave owner. Sylvia was enslaved by Creighton during Nova Scotia's period of slavery. When the town was invaded by American soldiers Sylvia bravely shuttled cartridges of ammunition hidden in her apron from Creighton's house to the fort where he and his soldiers were engaged in battle. When the house came under fire, Sylvia threw herself on top of the colonel's son to protect him with her own body. During the battle she concealed Creighton's valuables in a bag that she lowered into a well for safe keeping, and also protected the home and possessions of Major Jessen, according to one source "tradition has it that she helped to load the muskets in the blockhouse and even fire them." Sylvia died in Halifax on 12 March 1824 age 70 and is buried in the Old Burying Ground.

While Creighton has been recognized and rewarded, to this day Sylvia has never been honoured, or publicly acknowledged. Children who go to school in Lunenburg do not learn about Sylvia or Nova Scotia's period of slavery, there are no plaques, statues, or tributes to her anywhere in the Town of Lunenburg. In the absence of a visibly diverse town council or administration this small acknowledgement of Lunenburg's long history with racism is a step towards an equitable future where all histories are equal.

Signed,



Recipient: Town of Lunenburg Nova Scotia, Mayor Rachel Bailey, Deputy Mayor John McGee, Councillor Danny Croft, Councillor Ronnie Bachman, Councillor Peter Mosher, Councillor Matt Risser

Letter: Greetings,

Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

Signatures

Name	Location	Date
Jessika Hepburn	Lunenburg, NS, Nova Scotia, Canada	2020-07-02
Fallon Cunning	London, Ontario, Canada	2020-07-02
R. Zukiwski	Halifax, Canada	2020-07-02
Jen Binmore	Chester, Canada	2020-07-02
Melissa Wentzel	Nova Scotia, Canada	2020-07-02
Ryan Barry	New Germany, Canada	2020-07-02
mark klarenbach	Edmonton, Canada	2020-07-02
Kev Corbett	Halifax, Canada	2020-07-02
Hilary Mueller	Pleasantville, Canada	2020-07-02
Desiree Gordon	LaHave, Canada	2020-07-02
Bonnie Harmon	Dartmouth, Canada	2020-07-02
meghan cole	lunenburg, Canada	2020-07-02
Geneviève Dubois	East LaHave, Canada	2020-07-02
Joy Shand	Halifax, Canada	2020-07-02
Melissa Wright	Lunenburg, Canada	2020-07-02
Sarah Walker	Calgary, Canada	2020-07-02
Margaret Henry	Charlottetown, Canada	2020-07-02
Jody Zinner	Bridgewater, Canada	2020-07-02
Suezan Aikins	Halifax, Canada	2020-07-02
Allison Titus	Montreal, Canada	2020-07-02

Name	Location	Date
Leigh Heide	Bridgewater, Canada	2020-07-02
Cate de Vreede	Bridgewater, Canada	2020-07-02
emily mckearney	Bridgewater, Canada	2020-07-02
Kathleen Naylor	Chester Basin, Canada	2020-07-02
Melissa Bishop	Bridgewater, Canada	2020-07-02
kayla Mansfield - brown	Nova Scotia, Canada	2020-07-02
Heather Holm	Mahone Bay, NS, Canada	2020-07-02
Mady Frellick	Bridgewater, Canada	2020-07-02
Chelsea Eisener	Bridgewater, Canada	2020-07-02
Catherine Clute	Chester, Canada	2020-07-02
Jennifer bunt	Toronto, Canada	2020-07-02
Louise Gallant	Hubbards, Canada	2020-07-02
Emily Purcell	Halifax, Canada	2020-07-02
Cate MacPhee	Lunenburg, Canada	2020-07-02
Daniel Hill	Lunenburg, Canada	2020-07-02
Alessandro Haltom	Mahone Bay, Canada	2020-07-02
nora saulnier	halifax, Canada	2020-07-02
Bob Mertens	New Germany, Canada	2020-07-02
Dylan Haines	Rose Bay, NS, Canada	2020-07-02
Jillian Logee	Calgary, Canada	2020-07-02
Kristen porter	Canada	2020-07-02
Jamie Patterson	Gatineau, Canada	2020-07-02

Name	Location	Date
Taylor LaPorte	Lunenburg, Canada	2020-07-02
Hasta Colman	St. Margaret's Bay, Canada	2020-07-02
Lisa Gleave	Hantsport, Canada	2020-07-02
Glenda Weston	London, Canada	2020-07-02
Rita Crosbie	Shelburne, Canada	2020-07-02
Amy Lemoine	Oromocto, Canada	2020-07-02
Joan Bruneau	Lunenburg, Canada	2020-07-02
Colleen Reilly	Hubbards, Canada	2020-07-02
Lisa Avramenko	Front Centre, Canada	2020-07-02
Janet abraham	Toronto, Canada	2020-07-02
Marilyn Keddy	Stonehurst, Canada	2020-07-02
Siobhan Doyle	Bridgewater, Canada	2020-07-02
Joyce Bickerdike	Rose Bay, Canada	2020-07-02
Deborah McGhee	Halifax, Canada	2020-07-02
Tim Lekhi	Lunenburg, Canada	2020-07-02
Carol Morrow	Lunenburg, Canada	2020-07-02
Lori Keelty	Lunenburg, Canada	2020-07-02
Rebecca Martin	Kitchener, Canada	2020-07-02
Jonathan MacAlpine	Lunenburg, Canada	2020-07-02
Letisha McFall	Lunenburg, Canada	2020-07-02
Kate Matheson	Lower Branch, Canada	2020-07-02
Dianna Cunning	Halifax, Canada	2020-07-02

Name	Location	Date
Julia Mantelli	Lunenburg, Canada	2020-07-02
Angie MacLean	Halifax, Canada	2020-07-02
William Matheson	Pugwash, Canada	2020-07-02
Sydney Borton	Sudbury, Canada	2020-07-02
Alison Cornford-Matheson	Saint John, Canada	2020-07-02
Victoria Rubenstein	Toronto, Canada	2020-07-02
Jacob Roberts	Dunrobin, Ontario, Canada	2020-07-03
Paul Wartman	guelph, Canada	2020-07-03
Anne Amirault	Man, New York, US	2020-07-03
Francis Kangata	Mahone Bay, Canada	2020-07-03
kerry eady	Bridgewater NS, Canada	2020-07-03
Ms. Catherine Voysey Fourdraine	Bridgewater, Canada	2020-07-03
katie macdonald	Halifax, Canada	2020-07-03
Marni Gent	Lunenburg, Canada	2020-07-03
Carol Bruneau	Halifax, Canada	2020-07-03
Ivy Charles	Halifax, Canada	2020-07-03
Patricia Rosalind St-Jean	Lunenburg NS, Canada	2020-07-03
Taylor Hansen	Halifax, Canada	2020-07-03
Jamie Stearns	LrSackville NS, Canada	2020-07-03
aly drummond	Mahone Bay, Canada	2020-07-03
Philip Aulenbach	Lunenburg, Canada	2020-07-03

Name	Location	Date
Amy Alia	Lunenburg, Canada	2020-07-03
Elizabeth Gilarowski	Toronto, Canada	2020-07-03
Daina Tavenier	First South, Canada	2020-07-03
Aliyah Hakim	Brampton, Canada	2020-07-03
Vanessa Higgins	Toronto, Canada	2020-07-03
Patricia Snell	Lunenburg, NS, Canada	2020-07-03
Peggie Graham	Halifax, Canada	2020-07-03
Devlin MacKeigan	Burlington, Canada	2020-07-03
Karan Chatha	Brampton, Canada	2020-07-03
Diana Lobo	Toronto, Canada	2020-07-03
asia timm	Red Deer, Canada	2020-07-03
lauren baxter	oshawa, Canada	2020-07-03
Katherine Marsters	Halifax, Canada	2020-07-03
Janet Macdonald	rr#3 windsor, Canada	2020-07-03
Mallory Corkum	UK	2020-07-03
Elizabeth Fields	New Germany, Canada	2020-07-03
Trish Cartwright-Burdick	Wyoming, Canada	2020-07-03
Paula Rennie	Lunenburg, Canada	2020-07-03
David Fairn	Head of Jeddore, Nova Scotia, Canada	2020-07-03
karen wyatt	Rose Bay, Canada	2020-07-03
Valerie Corkum	Lucasville, Canada	2020-07-03
David Vogler	San Francisco, California, US	2020-07-03

Name	Location	Date
Emily Hoegg	Petite Riviere, Canada	2020-07-03
Erica Russell	Lunenburg, Canada	2020-07-03
Melanie Sora	Surrey, Canada	2020-07-03
Amanda Rhodenizer	Waterloo, Canada	2020-07-03
Sarah MacIsaac	Lunenburg, Canada	2020-07-03
Nancy MacDonald	Pictou Island, Canada	2020-07-03
Natashia Pysh	Calgary, Canada	2020-07-03
Carole Potter	Bridgewater, Canada	2020-07-03
Amy Adams	Conception Bay South, Canada	2020-07-03
Elisabeth Bailey	Lunenburg, Canada	2020-07-03
Barb Lawrence	Bridgewater, Canada	2020-07-03
whitney cruikshank	wentzell lake, Canada	2020-07-03
Darryl Leblanc	Wedgeport,, Canada	2020-07-03
Katie Finney	Bridgewater, Canada	2020-07-03
Calee Blanchard	Lunenburg, Canada	2020-07-03
Glenn Patscha	Mahone Bay, Canada	2020-07-03
George Greer	Halifax, Canada	2020-07-03
michael hermiston	Lunenburg, Canada	2020-07-03
Lisa Ryan	Lunenburg, Canada	2020-07-03
Shelley Myra	Halifax, Canada	2020-07-03
Leah Wagner	Lunenburg, Canada	2020-07-03
Shelley Rafuse	Halifax, Canada	2020-07-03

Name	Location	Date
Linda Schneidereit	Lunenburg, Canada	2020-07-03
Kilah Rolle	Halifax, Canada	2020-07-03
Judith Lawlor	Mahone Bay, Canada	2020-07-03
Nancy Price	East Dover, Canada	2020-07-03
Paula Levy	Yarmouth, Canada	2020-07-03
Emily Hughes-Ryan	Bridgewater, Canada	2020-07-03
Glenna Jenkins	Lunenburg, Canada	2020-07-03
Heather Campbell	Lunenburg, Canada	2020-07-03
Kelly Barker	Lunenburg, NS, Canada	2020-07-03
Alice Burdick	Bridgewater, Canada	2020-07-03
Anne Marie Lane Jonah	Cherry Hill, NS, Canada	2020-07-03
Alex Payne	Lunenburg, Canada	2020-07-03
Logan Tanner	Halifax, Canada	2020-07-03
Ruth Minnikin	Halifax, Canada	2020-07-03
Lily McAuley	Brookside, Canada	2020-07-03
Jordyn Knickle	Lunenburg, Canada	2020-07-03
Morgan Wolfe	Oakhill, Canada	2020-07-03
Paula Cheal	Blockhouse, Canada	2020-07-03
Sherry Trimper	Bridgewater, Canada	2020-07-03
haley mcintyre	Dartmouth, Canada	2020-07-03
Kara Highfield	Lunenburg, Canada	2020-07-03
Amber Corkum	Bridgewater, Canada	2020-07-03

Name	Location	Date
fiona lake	Denver, US	2020-07-03
Victoria Watkins	South Portland, Maine, US	2020-07-03
Abigail Sullivan	Stoney Creek, Canada	2020-07-03
Allie nazar	Hubbards, Canada	2020-07-03
Sarah Cornell	Portsmouth, New Hampshire, US	2020-07-03
P Kikic	Oshawa, Canada	2020-07-03
Julie Crouse	Bridgewater, Canada	2020-07-03
Sydney Morris	Grand Blanc, US	2020-07-03
Grace Thomas	Charlottetown, Canada	2020-07-03
Jesse Coffin	Saint John, Canada	2020-07-03
Stephanie Wallace	Bridgewater, Canada	2020-07-03
Emma Wagner	Canada	2020-07-03
Ray Kuszelewski	Halifax, Canada	2020-07-03
jaelyn ortega	Chicago, US	2020-07-03
Margie Knickle	nova scotia, Canada	2020-07-03
Owen Greenberg	Halifax, Canada	2020-07-03
Lia Pappas-Kemps	Toronto, Canada	2020-07-03
Belen Barajas	Tomball, US	2020-07-03
gustavo cocuyo	Brooklyn, US	2020-07-03
e a	Manassas, US	2020-07-03
Sarah Mack	Lunenburg, Canada	2020-07-03
Deborah d'Entremont	Lunenburg, Canada	2020-07-03

Name	Location	Date
tanya scholten	Halifax, Canada	2020-07-03
Remi Myers	Dartmouth, Canada	2020-07-03
Emma Sampson	Halifax, Canada	2020-07-03
Russell Brown	Dartmouth, Canada	2020-07-03
Cassandra Bruhm	Mahone Bay, Canada	2020-07-03
jayme s	Lunenburg, Canada	2020-07-03
Janet Price-KurtA	Tully, New York, US	2020-07-03
Kyla Johnson	Edinburgh, UK	2020-07-03
Hannah Bolivar	Blockhouse, Canada	2020-07-03
Emily Bagnald	MILL VILLAGE, Canada	2020-07-03
Nathalie Irving	Lunenburg, Canada	2020-07-03
Christopher Vee	Hamilton, Bermuda	2020-07-03
Anya Holloway	Mahone Bay, Canada	2020-07-03
Julia Case	Lunenburg, Canada	2020-07-03
Melanie Wagner	Creston, Canada	2020-07-03
Amy Cohoon	Wileville, Canada	2020-07-03
Susan Hall	Rose Bay, Canada	2020-07-03
meredith bell	Mahone Bay, Canada	2020-07-03
Paul McKenna	Mahone Bay, Canada	2020-07-03
Ritika Handa	Burnaby, Canada	2020-07-03
Nicole Cooper	Guelph, Canada	2020-07-03
Jordyn Wilson	Aldie, US	2020-07-03

Name	Location	Date
Phil Zard	Surrey, Canada	2020-07-03
Ash Fanjoy	Miramichi, Canada	2020-07-03
Valeria Herrejon	Oakland, US	2020-07-03
John van Gulp	Halifax, NS, Canada	2020-07-03
Winnie Li	Toronto, Canada	2020-07-03
Kathleen Linehan	East LaHave, Canada	2020-07-03
Bruno Barbosa	Montréal, Canada	2020-07-03
Leticia Taylor	Saltspring island, Canada	2020-07-03
Julia Money Penny	Charleston, US	2020-07-03
Chezca Vega	Surrey, Canada	2020-07-03
Gracie Smith	Muncie, US	2020-07-03
Kyndra Poddam	Akron, US	2020-07-03
Sarena Shokrani	Whistler, Canada	2020-07-03
Abrianna .栗◆♀# anderson	Dayton, US	2020-07-03
Lily Turnbull	Quispamsis, Canada	2020-07-03
Anastasia Pewarchuk	Lamont, Canada	2020-07-03
Evie Jones	Rosemead, US	2020-07-03
Megan Sturdivant	Alabaster, US	2020-07-03
Iana Dodson	Toronto, Canada	2020-07-03
Aayushee Gandhi	Mississauga, Canada	2020-07-03
Camille Laurendeau	Richmond Hill, Canada	2020-07-03
Audrey Wilson	Prince George, Canada	2020-07-03

Name	Location	Date
Gail Tricebock	Mahone Bay, Canada	2020-07-03
Anna Bald	LaHave, Canada	2020-07-03
Debbie Baxter	Moncton, Canada	2020-07-03
Alyce Wright	Boutilliers Point, Canada	2020-07-03
Eleanor Cowan	Calgary, Canada	2020-07-03
Kelly Campbell	Bridgewater, Canada	2020-07-03
Debra Schwartz	Bridgewater, Canada	2020-07-03
Dijana MacMillan	Bridgewater, Canada	2020-07-03
makaya constance	woodlawn,on, Canada	2020-07-03
Brienna Molyneaux	Halifax, Canada	2020-07-03
Meeya Anderson	Fort Worth, US	2020-07-03
Jenna Miles	Dartmouth, Canada	2020-07-03
Kayla Jackson	Oshawa, Canada	2020-07-03
Lidya Iscan	Halifax, Canada	2020-07-03
Angelina Pineda	Highland, US	2020-07-03
Ashley Carvajal	Phillipsburg, US	2020-07-03
Adam Campbell	Halifax, Canada	2020-07-03
felix moth	Maple, Canada	2020-07-03
Yadeal Girma	Saskatoon, Canada	2020-07-03
Raven Hillson	North Bay, Canada	2020-07-03
Jalayah G	Kennesaw, US	2020-07-03
Amanda Daigle	London, Canada	2020-07-03

Name	Location	Date
Araline Grace	US	2020-07-03
Anne Lévesque	Shubenacadie, Canada	2020-07-03
Samantha Green	Vancouver, Canada	2020-07-03
Maia Dueck	Delta, Canada	2020-07-03
Jessie Dudding	Toronto, Canada	2020-07-03
Rachel S	Brookline, US	2020-07-03
emma korthals	Canada	2020-07-03
Logan Corkum	St. John's, Canada	2020-07-03
calista malizia	Richmond Hill, Canada	2020-07-03
Callie Giffin	London, Canada	2020-07-03
Ana Perez	Elmwood Park, US	2020-07-03
Linh Linh	Scarborough, Canada	2020-07-03
Maria Rosa	Ottawa, Canada	2020-07-03
Anita Hoelzel	Bridgewater, Canada	2020-07-03
Kolin Davidson	Moncton, Canada	2020-07-03
Heather Guptill	Moncton, Canada	2020-07-03
Callen Singer	Mahone Bay, Canada	2020-07-03
Holly Riley	Bridgewater, Canada	2020-07-03
Claire Worthington	Toronto, Canada	2020-07-03
Noah Pom	Terrebonne, Canada	2020-07-03
Kaylee Anderson	Swift Current, Canada	2020-07-03
Nancy Grandy	Bridgewater, Canada	2020-07-03

Name	Location	Date
amiran buttar	Surrey, Canada	2020-07-03
Maria Parrella-ilaria	Sault Sainte Marie, Canada	2020-07-03
Emily Alexander	Temecula, US	2020-07-03
Jill Skinner	Mahone Bay, Canada	2020-07-03
Mary Scott	Halifax, Canada	2020-07-03
Jason C	New York, US	2020-07-03
Bracken Hanke	Vancouver, Canada	2020-07-03
Mary Knickle	Ottawa, Canada	2020-07-03
Veryan Haysom	Mahone Bay, Canada	2020-07-03
madison bassett	Urbana, US	2020-07-03
Shiloh Hernandez	Laveen, US	2020-07-03
Lee Simpson	Lunenburg, Canada	2020-07-04
Morgan Ratcliff	Willow Spring, US	2020-07-04
Parishta Masou	Toronto, Canada	2020-07-04
Emma Guidolin	Red Deer, Canada	2020-07-04
Justin Boudreau	Mahone Bay, Canada	2020-07-04
Feisal Beidas	Alexandria, US	2020-07-04
Debra McKelvie	Quesnel, Canada	2020-07-04
Laura Cosham	pine grove, Canada	2020-07-04
Grace Smiley	Port Medway, Canada	2020-07-04
Briana Fletcher	Bridgewater, Canada	2020-07-04
Kevin Corkum	Lunenburg, Canada	2020-07-04

Name	Location	Date
Alan Scott	Lunenburg, Canada	2020-07-04
Julie Veinot	Barss Corner, Canada	2020-07-04
Emily Terrasi	Gatineau, Canada	2020-07-04
Lajanthy Ramesh	Toronto, Canada	2020-07-04
Mario Taormina	San Jose, US	2020-07-04
Keyahna Tucker	Madison, US	2020-07-04
Clive Vernon	Port Saint Lucie, US	2020-07-04
Julia Cameron	Barrie, Canada	2020-07-04
Tia Mays	Mesa, US	2020-07-04
Max Casimir	Valley Stream, US	2020-07-04
Savannah Rosas	Waco, US	2020-07-04
Kevin Grandy	Hemford, Canada	2020-07-04
Lucas Benton	Van Nuys, US	2020-07-04
Arizona Johnson	Lubec, US	2020-07-04
Rick Martin	Brampton, Canada	2020-07-04
Louise Boilevin	Vancouver, Canada	2020-07-04
Andrea Alvarez	San Gabriel, US	2020-07-04
Chloe Pressley	San Francisco, US	2020-07-04
Salma Daoudi	Langley, Canada	2020-07-04
Lola Dowding	Ontario, Canada	2020-07-04
Mariko Paterson	Halifax, Canada	2020-07-04
Paityn Lusk	Lewisville, US	2020-07-04

Name	Location	Date
Jessica Lovejoy	Bend, Oregon, US	2020-07-04
Laurie Scott	Rose Bay, Canada	2020-07-04
Jenny Osburn	Berwick, Canada	2020-07-04
Wilashanay Dickson	York, US	2020-07-04
Monica Piskor	Eules, US	2020-07-04
Beth Bowers	Nova Scotia, Canada	2020-07-04
Chandler Lewis	Donaldsonville, US	2020-07-04
Lisa Baker	Middleton, Canada	2020-07-04
Marc Breugh	Lunenburg, Canada	2020-07-04
marke slipp	Port Williams, Canada	2020-07-04
Megan Williams	Nepean, Canada	2020-07-04
Fareeha Manar	Toronto, Canada	2020-07-04
Kathryn S	Silver Spring, US	2020-07-04
Antonia Bonomo	Etobicoke, Canada	2020-07-04
jane v	US	2020-07-04
Chaunyce Roberson	Bristol, US	2020-07-04
Dawn Sephton	Kingston, Canada	2020-07-04
Ashley Burrell	Allenton, US	2020-07-04
Sarah Wright	Mount Pleasant, US	2020-07-04
Emma Davis	Alexandria, US	2020-07-04
Caroline Walsh	St. John's, Canada	2020-07-04
kailey puddy	cobourg, Canada	2020-07-04

Name	Location	Date
Madyson Walker	Friendswood, US	2020-07-04
Shirin Baharlou	University Park, US	2020-07-04
Elliot Velez	Naugatuck, US	2020-07-04
Raul Castillo	Corpus Christi, US	2020-07-04
Mo Olufemi	Toronto, Canada	2020-07-04
Rachel Egbert	Mississauga, Canada	2020-07-04
Soso Pe	Gatineau, Canada	2020-07-04
Amy Jones	Temecula, US	2020-07-04
Nneka U	Markham, Canada	2020-07-04
Cortez Stewart	Evans, US	2020-07-04
Belinda Dalby	Beaverbank, Canada	2020-07-04
Astra Ace	Vancouver, Canada	2020-07-04
Avery Cobban	Bayfield, Canada	2020-07-04
David Davis	Los Angeles, US	2020-07-04
Rosie Vargas	Playa Del Rey, US	2020-07-04
Sarah Brooks-White	North Bay, Canada	2020-07-04
Francisco Burbano	London, Canada	2020-07-04
Mady Smith	Sudbury, Canada	2020-07-04
Sana Navale	Pacific Palisades, US	2020-07-04
Alicia Houle	Edmonton, Canada	2020-07-04
Athanasius Sylliboy	Canada	2020-07-04
Riley Saltzman	Toronto, Canada	2020-07-04

Name	Location	Date
cloe kuehl	Kitchener, Canada	2020-07-04
Daniel Fraser	Eskasoni, Canada	2020-07-04
kenna gould	Eskasoni, Canada	2020-07-04
Hope Battiste	Eskasoni, Canada	2020-07-04
max sylliboy	eskasomi, Canada	2020-07-04
Zoe Jeddore	Montréal, Canada	2020-07-04
Jessica Vasquez	Los Angeles, US	2020-07-04
Sandy Greenberg	Halifax, Canada	2020-07-04
Charity Fraser	Bridgewater, Canada	2020-07-04
Libin Adan	Toronto, Canada	2020-07-04
Erika Bielecki	Mississauga, Canada	2020-07-04
Elizabeth Ho	Ottawa, Canada	2020-07-04
Mardi Burton	Berwick, Canada	2020-07-04
Teaghan Campbell	Nashville, US	2020-07-04
Andrea Perez	Peachtree City, US	2020-07-04
Ben Woods	Saskatoon, Canada	2020-07-04
Ian Tan	Alameda, US	2020-07-04
Amanda Brindle	Oakville, Canada	2020-07-04
Stephanie Rossmeisl	Hooksett, US	2020-07-04
Alma Garcia	Fresno, US	2020-07-04
Arun Bala	Scarborough, Canada	2020-07-04
Alexandria Broering	Springfield, US	2020-07-04

Name	Location	Date
Daniela Arceo	Oakland, US	2020-07-04
Lily Gallegos	Arcadia, US	2020-07-04
Id Hassan	Reynoldsburg, US	2020-07-04
Andrew Braithwaite	Toronto, Canada	2020-07-04
Chloe Chin	Lahaina, US	2020-07-04
Francesca Derra	Vancouver, Canada	2020-07-04
Carol V. Francis	Eskasoni, Canada	2020-07-04
Audrey Setaih	Oakville, Canada	2020-07-04
Mela Berhe	St.Johns, Canada	2020-07-04
nikoletta p	Calgary, Canada	2020-07-04
Skeet then beat the wheat Kalifa wiz	Surrey, Canada	2020-07-04
Teddy Willson	Ottawa, Canada	2020-07-04
cray e	guh hh, US	2020-07-04
Janayha Mccrory	Cleveland, US	2020-07-04
Mawadi Franklin	Oshawa, Canada	2020-07-04
Gustavo Reis	Hyannis, US	2020-07-04
Myla Kaune	Welland, Canada	2020-07-04
Pamela Hineman	Lebanon, US	2020-07-04
Abigail Buckle	Toronto, Canada	2020-07-04
mckinley macchia	Winnipeg, Canada	2020-07-04
Lia Sheshbaradaran	Toronto, Canada	2020-07-04

Name	Location	Date
Juji Copyright Ikea	London, Canada	2020-07-05
Miranda Arnburg	Montréal, Canada	2020-07-05
Sarah Gerber	Pelham, US	2020-07-05
Marla Grant	Edmonton, Canada	2020-07-05
Tevian Perkins	US	2020-07-05
Bianca Hutchinson	London, Canada	2020-07-05
Maria Dominguez	Suffolk, US	2020-07-05
olivia uli	Vancouver, Canada	2020-07-05
Annelise Pohl	Edmonton, Canada	2020-07-05
Helena Jones	Omaha, US	2020-07-05
Kyra Yu	San Jose, US	2020-07-05
Jack Hutchings	Winnipeg, Canada	2020-07-05
Maddi Suelzle	Olympia, US	2020-07-05
laura paniccia	Toronto, Canada	2020-07-05
Grace Mercer	Victoria, Canada	2020-07-05
Chisimdi Sorochi	Concord, Canada	2020-07-05
Virginia Penney	Maple ridge, Canada	2020-07-05
Ariana Becerra	Bloomington, US	2020-07-05
Eshia Bungay	Mount Pearl, Canada	2020-07-05
Abi Anaman	Surrey, Canada	2020-07-05
Maddy Meyer	Chicago, US	2020-07-05
Sophia Chavez	US	2020-07-05

Name	Location	Date
Grace Tognotti	Port Moody, Canada	2020-07-05
sophie tapas	Timmins, Canada	2020-07-05
carly lindsey	Elkhart, US	2020-07-05
K W	Slidell, US	2020-07-05
Markus McBride	Yuba City, US	2020-07-05
ilon kaplan	Geneve, US	2020-07-05
Jasmyne Andre	Cornwall, Canada	2020-07-05
Ayesha De Jesus	Calgary, Canada	2020-07-05
Brianna Ellis	Brampton, Canada	2020-07-05
Haley Stewart	Cupertino, US	2020-07-05
Shaylene Froese	Yorkton, Canada	2020-07-05
Merrick Andrews	Saskatoon, Canada	2020-07-05
Gurleen Banger	Prince George, Canada	2020-07-05
Micah Jackson	Rochester, US	2020-07-05
Rida Imran	Toronto, Canada	2020-07-05
Panzo griff	Loganville, US	2020-07-05
1 2	Brampton, Canada	2020-07-05
Bryanna Chapeskie	Halifax, Canada	2020-07-05
Meg Sims	Lunenburg, Canada	2020-07-05
Ceili Sims	Hubbards, Canada	2020-07-05
Alicia Schrader	Collingwood, Canada	2020-07-05
Paige Hamerton	Wasaga Beach, Canada	2020-07-05

Name	Location	Date
Maria Lara	Dallas, US	2020-07-05
katherine corkum	Dartmouth, Canada	2020-07-05
Mary Nzengui	Montréal, Canada	2020-07-05
Victoria Tapia	Stanton, US	2020-07-05
Isiss Guce	Newmarket, Canada	2020-07-05
Darryl DeSousa	Mississauga, Canada	2020-07-05
Mariana Paredes	Kearney, US	2020-07-05
Eva Fulmer	Dawsonville, US	2020-07-05
Carly Friesen	Keewatin, Canada	2020-07-05
Abigail Heckbert	Ajax, Canada	2020-07-05
Bella Story-taku19	Toronto, Canada	2020-07-05
Adrian Hickey	Port Alberni, Canada	2020-07-05
Samantha Bourbeau	Iroquois Falls, Canada	2020-07-05
Patty Musgrave Quinn	Riverview, Canada	2020-07-05
Suzanne Borth	Tucson, Arizona, US	2020-07-05
Devena M	Richmond Hill, Canada	2020-07-05
Arshiyah S	Milton, Canada	2020-07-05
Leila Mize	Santa Ana, US	2020-07-05
Sara Ridley	Celina, US	2020-07-05
Alejandra Garcia	Frostproof, US	2020-07-05
Emilia Volz	Boulder, Colorado, US	2020-07-05
Lily'ana Nelson	San Bernardino, US	2020-07-05

Name	Location	Date
Marisa Wetzel	US	2020-07-05
Tresley Warkentin	Winnipeg, Canada	2020-07-05
Gregory Thompson III	West Palm Beach, US	2020-07-05
Noelani Rodriguez	Zion, US	2020-07-05
kaitlin bonazza	Beaver Falls, US	2020-07-05
Afreen Khan	Brandon, US	2020-07-05
kyleigh alexis	Louisville, US	2020-07-05
grace zhang	Oakville, Canada	2020-07-05
nana paez	Houston, US	2020-07-05
Gabe Ortega	Toronto, Canada	2020-07-05
stan looba	Pickering, Canada	2020-07-05
UP student	US	2020-07-05
eriona murati	London, Canada	2020-07-05
Kelly George	Winnipeg, Canada	2020-07-05
Jannah Barry	Mahone Bay, Canada	2020-07-05
Noémie Pelchat	Lévis, Canada	2020-07-05
Krianna Strowbridge	Yellowknife, Canada	2020-07-05
Ivy Nguyen	Mississauga, Canada	2020-07-05
Teresa Vu	Woodbridge, Canada	2020-07-05
Gaby Idk	Delray Beach, US	2020-07-05
Kathleen Belotti	San Francisco, US	2020-07-05
Xyona King	San antonio, US	2020-07-05

Name	Location	Date
megan ratkewicz	Wyandotte, US	2020-07-05
Alexa Fitch	Kingston, Ontario, Canada	2020-07-05
Callie Turpen	US	2020-07-05
monica danisor	Montréal, Canada	2020-07-05
Briesez Barnett	Reynoldsburg, US	2020-07-05
Karla Casillas	Mesa, US	2020-07-05
Amelia Hare	Seattle, US	2020-07-05
Corriene Martin	Kingston, Canada	2020-07-05
Caitlin Doucette (Greenham)	Bridgewater, Canada	2020-07-05
Brittany Omdal	Leamington, Canada	2020-07-05
Connor K.	Toronto, Canada	2020-07-05
Cassandra Zinck	St. John's, Canada	2020-07-05
Melissa Donciu	Montréal, Canada	2020-07-05
Mackenzie Devereux	Portland, US	2020-07-05
Lily Dicey	Nova scotia, Canada	2020-07-05
Campbell Ramsey	Wilmington, US	2020-07-05
Orianda Hill	Paramount, US	2020-07-05
Ella Janvier	Gatineau, Canada	2020-07-05
Martina Groeger	Lapland, Canada	2020-07-05
Anthony Whiting	Austin, Texas, US	2020-07-05
Caleb Wheeldon	Bridgewater, Canada	2020-07-05
Rebecca Zolkower	NS, Canada	2020-07-05

Name	Location	Date
EMily Smith	Mantua, US	2020-07-05
Kristina Beltran	Chicago, US	2020-07-05
Chloe R	Bradenton, US	2020-07-05
Jai-Len Richards	Thornhill, Canada	2020-07-05
adryan brooks	Houston, US	2020-07-05
Chantal Philippot	Winnipeg, Canada	2020-07-05
Madeleine Ashworth	Waterloo, Canada	2020-07-05
thea o	Winnipeg, Canada	2020-07-05
Imogen Pham	Savannah, US	2020-07-05
Charlotte Battigelli	Edmonton, Canada	2020-07-05
Justin Doyle	Nova Scotia, Canada	2020-07-05
Conor MacKeigan	Lunenburg, Canada	2020-07-05
Kathryn Wagner	Lunenburg, Canada	2020-07-05
Mikia Smith	Toronto, Canada	2020-07-05
Hailey Fralic	Mahone Bay, Canada	2020-07-06
sofia doan	Bridgewater, US	2020-07-06
Anna Patscha	Brooklyn, New York, US	2020-07-06
Makayla Lyoness	Ilderton, Canada	2020-07-06
Ollie Kriegbaum	Dayton, US	2020-07-06
Page Russell	Hillsdale, US	2020-07-06
Jennifer Moffat-Hallam	Toronto, Canada	2020-07-06
Luis Siles	Calgary, Canada	2020-07-06

Name	Location	Date
Summer W	Schaller, US	2020-07-06
Sophie Durnin	Windsor Junction, Canada	2020-07-06
Arabella Spence	Calgary, Canada	2020-07-06
shelbie wood	Douglas, US	2020-07-06
Sarah Marigsa	Lloydminster, Canada	2020-07-06
Katja Rudolph	Toronto, Canada	2020-07-06
Gabryel The DM	Canada	2020-07-06
Mareun Kim	Winnipeg, Canada	2020-07-06
Paula Oboh	Calgary, Canada	2020-07-06
Darren Arias	New York, US	2020-07-06
Cait Bellaviti	Toronto, Canada	2020-07-06
Yohalmo Velasquez	Winnipeg, Canada	2020-07-06
Danica Parker	Powell River, Canada	2020-07-06
Kyra Jones	Kamloops, Canada	2020-07-06
Mobina Esmi	Ottawa, Canada	2020-07-06
Emma Ragsdale	US	2020-07-06
Jasmin Ensink	Roden, Netherlands	2020-07-06
Jung Hoseok	Elkridge, US	2020-07-06
Pam Birdsall	Mahone Bay, Canada	2020-07-06
BEHEJXBDJ Behejxbdb	Edmonton, Canada	2020-07-06
Leslie Duncan Childs	Lower Sackville, Canada	2020-07-06
AyO Idyigdkydsqkjfskdggdk	Toronto, Canada	2020-07-06

Name	Location	Date
Jaimie Terpstra	Winnipeg, Canada	2020-07-06
Sophia Hopkins	Halifax, Canada	2020-07-06
Shani Inglis	Bridgewater, Canada	2020-07-06
Beth Knowles	Riverport, Canada	2020-07-06
Haani Hisham	Lunenburg, Canada	2020-07-06
Robert Gonzalez	Elkton, Maryland, US	2020-07-06
Ruby Niles	Sorel-tracy, Canada	2020-07-06
Jennifer Gaudet	Bridgewater, Canada	2020-07-06
Terrilee Bulger	Ingramport, Canada	2020-07-06
William W	Okotoks, Canada	2020-07-06
Scott MacInnis	Lunenburg, Canada	2020-07-06
alex Dumaresq	Cornwall NS, Canada	2020-07-06
Elizabeth Hiltz	Lunenburg, Canada	2020-07-06
Zsofi Koller	Lunenburg, Canada	2020-07-06
kate gionet	Canada	2020-07-06
Shawna Crocker	Trout River, Canada	2020-07-06
Rebecca Hill	Mahone Bay, Canada	2020-07-06
Alli Henriquez	Toronto, Canada	2020-07-06
S R	Toronto, Canada	2020-07-06
mac boden	Canada	2020-07-06
Jessica Ieleniewski	Canton, US	2020-07-06
Amy Diaz	Desert Hot Springs, US	2020-07-06

Name	Location	Date
William Kowalski	Mahone Bay, Canada	2020-07-06
Emma Curtis	Fpo, US	2020-07-06
jasmine s	Canada	2020-07-06
Beth Legacy	Mahone Bay, Canada	2020-07-06
Arian Amini	Toronto, Canada	2020-07-06
Carina Cutillo	Hamilton, Canada	2020-07-06
Maryna Sidelnyk	Edmonton, Canada	2020-07-06
Shomera Shamuel	Etobicoke, Canada	2020-07-06
Alison Norman	Toronto, Canada	2020-07-06
Ellen Hunt	Brooklyn, Canada	2020-07-06
Melanie Strong	Lunenburg, Canada	2020-07-06
Eric Pouliot	Montréal, Canada	2020-07-06
Lynn Feasey	Victoria, Canada	2020-07-06
Bonnie Foster	Rose Bay, Canada	2020-07-06
Hugo Lopez	Manson, US	2020-07-06
Abeke Malone	Hope, US	2020-07-06
Riley Delong	Nova Scotia, Canada	2020-07-06
Diane Staggs	Florence, US	2020-07-06
Irina Bardon	Bridgewater, Canada	2020-07-06
eryka gregorarz	US	2020-07-06
Devon Bechtel	Canada	2020-07-06
ximena pasillas	Huntley, US	2020-07-06

Name	Location	Date
Piotr Luczak	Lunenburg, Canada	2020-07-06
Adrienne Behning	Iowa City, US	2020-07-06
Jocelyn Garrido	Whitewater, US	2020-07-06
Heaven Silver	Owen Sound, Canada	2020-07-06
Trinity Wilkinson	Mechanicsburg, US	2020-07-06
Chelsea Cameron	Stafford, US	2020-07-06
Jacqueline Zhu	Calgary, Canada	2020-07-06
Yvonne Getson	Lunenburg, Canada	2020-07-06
Jonathan Rotsztain	Toronto, Canada	2020-07-06
David Thomson	Mahone Bay, Canada	2020-07-06
stacey godsoe	Petite Rivière Bridge, Canada	2020-07-06
Hope Svetlik	Tomball, US	2020-07-06
Ella Westover	Brampton, Canada	2020-07-06
Alicia Steeves	Lunenburg, Canada	2020-07-06
Claudia Ramsay	St. John's, Canada	2020-07-06
Brody Brubacher	Victoria, Canada	2020-07-06
kate caruth	Syracuse, US	2020-07-06
Gillian Petcoff	Ottawa, Canada	2020-07-06
Phyllis Price	Broad Cove, Canada	2020-07-06
aimen shaikh	Hamilton, Canada	2020-07-06
Alexa Sanders	Castro Valley, US	2020-07-06
Zorymar Santos	Manati, US	2020-07-06

Name	Location	Date
Du if cf Ssuinn	Nepean, Canada	2020-07-06
Julia Keeling	East Falmouth, US	2020-07-06
Pierre Boudreau	Moncton, Canada	2020-07-06
Clare Kellock	Halifax, Canada	2020-07-07
Rebecca Blanchard	Halifax, Canada	2020-07-07
KrisTa spurr	Annapolis Royal, Canada	2020-07-07
Samy Djessas	Toronto, Canada	2020-07-07
Sally Ng	Fredericton, Canada	2020-07-07
Sneha Dhiman	Surrey, Canada	2020-07-07
Heather M	Haisla, Canada	2020-07-07
Tracey Lothian	Centre, Canada	2020-07-07
Teyah Deschler	Roseville, US	2020-07-07
Nadine Shephard	Lunenburg, Canada	2020-07-07
Isabel Ghostkeeper	Port Coquitlam, Canada	2020-07-07
Bella Gouveia	Oakville, Canada	2020-07-07
Kristina Joseph	Beverly, US	2020-07-07
Tiffany Zinck	Vancouver, Canada	2020-07-07
Linkon Pultman	US	2020-07-07
Anna Pitstick	Athens, US	2020-07-07
Sophia Okafor	Burnaby, Canada	2020-07-07
Casey Meisel	Wilmington, US	2020-07-07
Emma Reyes	San Antonio, US	2020-07-07

Name	Location	Date
Angie Colendrino	Brampton, Canada	2020-07-07
Sonja Malanka	Middletown, US	2020-07-07
Samantha Gonzalez	Duluth, US	2020-07-07
Amanda Mosher	Halifax, Canada	2020-07-07
Jerry Aulenbach	Edmonton, Canada	2020-07-07
Jayda Lemmons	Tempe, US	2020-07-07
monika fahim	Ottawa, Canada	2020-07-07
Viktoria Jarner	North Vancouver, Canada	2020-07-07
Josh Scheja	Toronto, Canada	2020-07-07
Mieka Blokker	Airdrie, Canada	2020-07-07
Pierre Gagnon	Lunenburg, NS, Canada	2020-07-07
Emily Saenz	El Paso, Canada	2020-07-07
Clara MacKay	Halifax, Canada	2020-07-07
Azul Martinez	Las Vegas, US	2020-07-07
Abigail Mitchell	Los Angeles, US	2020-07-07
Ayan osman	Toronto, Canada	2020-07-07
Melanie Comstock	Lunenburg, Canada	2020-07-07
Theresa Appleby	Halifax, Canada	2020-07-07
Amy Bell	London, Canada	2020-07-07
Martha Smith	Lunenburg, Canada	2020-07-07
gretchen matzke	Chicago, US	2020-07-07
Christina Hill	Bridgewater, Canada	2020-07-07

Name	Location	Date
Kayla Davidson	Mildmay, Canada	2020-07-07
anna grace cummings	Lafayette, US	2020-07-07
Christine B	Toronto, Canada	2020-07-07
Vaishnavi Selvarajah	Montreal, Canada	2020-07-07
Reese Stewart	Windsor, Canada	2020-07-07
Eleanor Schlick	Sewickley, US	2020-07-07
Pieter Jordaan	North Vancouver, Canada	2020-07-07
John Holmes	Appleton, US	2020-07-07
Kamryn Barnette	Roxboro, US	2020-07-07
Julianna Huth	Chagrin Falls, US	2020-07-07
Hye-na Kim	Vaughan, Canada	2020-07-07
Richard Toney	Jamaica, US	2020-07-07
Maurice Mwiseneza	Lincoln, US	2020-07-07
Karen Langlois	Port Medway, Canada	2020-07-07
Bojan Micic	Sherman Oaks, US	2020-07-07
Lily D.	West Kelowna, Canada	2020-07-07
Molly Tracy	Caldwell, US	2020-07-07
Mariam Maali	Canada	2020-07-07
Alejandro Vargas	Los Angeles, US	2020-07-07
Hannah Flavelle	Barrie, Canada	2020-07-07
Lindsay Coulson	Norwalk, US	2020-07-07
Elisa Rovere	Las Vegas, US	2020-07-07

Name	Location	Date
Theresa Rivera	Anaheim, US	2020-07-07
Niamh MacDonagh	Minneapolis, US	2020-07-07
Tyler Huffman	Palm Harbor, US	2020-07-07
aafreen shahabuddin	Brossard, Canada	2020-07-07
Misty Whitten	Fort Worth, US	2020-07-07
Marisa Ng	Vaughan, Canada	2020-07-07
Chantelle Fontana	Vancouver, Canada	2020-07-07
Dilmira Tahir	Markham, Canada	2020-07-07
Charlotte Morelli	Hamilton, Canada	2020-07-07
Abby Power	Keene, US	2020-07-07
Julia Matheson	Winnipeg, Canada	2020-07-07
Nicole Jackson	Yukon, Canada	2020-07-07
Adeline Weber	No thank you, US	2020-07-07
Alize San Juan	Visalia, US	2020-07-07
Gratano Thomas	Etobicoke, Canada	2020-07-07
Monique Tillman	Tacoma, US	2020-07-07
Maximus Santos	Oshawa, Canada	2020-07-07
Tina Wang	Vaughan, Canada	2020-07-07
Schadawn Myers	Long Beach, US	2020-07-07
Sunita Khanal	Louisville, US	2020-07-07
Brittany Power	Halifax, Canada	2020-07-07
Amber Bischoff	Halifax, Canada	2020-07-07

Name	Location	Date
Paige Palamar	Ottawa, Canada	2020-07-07
big boyjim	Kamloops, Canada	2020-07-07
Holly Casey	Fairfield, US	2020-07-07
Mackenzie King Bennett	Calgary, Canada	2020-07-08
Emily Castellanos	Arlington, US	2020-07-08
rob eshelby	Halifax, Canada	2020-07-08
Maya Ambro	Missoula, US	2020-07-08
Maiya Reid	Oshawa, Canada	2020-07-08
Domina Eliahou-Cyrus	St. John's, Canada	2020-07-08
wilma dorey	Lunenburg, Canada	2020-07-08
Jose A.P	Toronto, Canada	2020-07-08
Britny Neuwirth	Dawson Creek, Canada	2020-07-08
Amrita Seochand	Brampton, Canada	2020-07-08
Daisy Martinez	Bronx, US	2020-07-08
Rosa Patricia Cugliari-Ibrahim	Toronto, Canada	2020-07-08
Amanda Nickless	Cobourg, Canada	2020-07-08
Jeremy Anderson	US	2020-07-08
Peyton Lickers	Hantsport, Canada	2020-07-08
Bedsaida Raymond	Georgetown, US	2020-07-08
Erin Lopes	Allentown, US	2020-07-08
Kiera Rooney	Chester, Canada	2020-07-08
Zachary alonzo	Naples, US	2020-07-08

Name	Location	Date
Audrey Gay	Chapel Hill, US	2020-07-08
Raquel Madrigal	San Bernardino, US	2020-07-08
Najja Jackson	Tampa, US	2020-07-08
Devin Hayden	Milwaukee, US	2020-07-08
Abigail Taggart	Surrey, Canada	2020-07-08
blisse joyce	Lunenburg, Canada	2020-07-08
Maatii Dinkessa	Duchess, Canada	2020-07-08
Kevin Marimbu	Gatineau, Canada	2020-07-08
Brandon Huynh	Houston, US	2020-07-08
Caraline Sommer	Pittsburgh, US	2020-07-08
dayami guerra	Zapata, US	2020-07-08
Margaret Nahas	Ottawa, Canada	2020-07-08
Shannon Green	Arthur, Canada	2020-07-08
Adrian Sterling	Palisades Park, US	2020-07-08
Riley Bruce	Hamilton, Canada	2020-07-08
Dakotah Clarke	Halifax, Canada	2020-07-08
hannah drew	Mechanicsville, US	2020-07-08
Kenzi Kawalilak	Holden, Canada	2020-07-08
Sivaye Jacobs	Dundalk, US	2020-07-08
Sharu B	Toronto, Canada	2020-07-08
Alicia Walicki	Oakville, Canada	2020-07-08
Cerridwen Heron	Bridgewater, Canada	2020-07-08

Name	Location	Date
Taryn Winter	Burnaby, Canada	2020-07-08
Tom Webb	Lunenburg, Canada	2020-07-08
maren Dietze	Lunenburg, Canada	2020-07-08
Nanci Lee	Halifax, Canada	2020-07-08
Katelyn Chang	Chino, US	2020-07-08
Charllynnetta Busby	Hillsboro, US	2020-07-08
kailey dodson	Riverside, US	2020-07-08
Roxanna Read	Miami, US	2020-07-08
valeria caridad	Huntington Beach, US	2020-07-08
Sho Min	Harwood Heights, US	2020-07-08
Ashley Marston	Temple Hills, US	2020-07-08
Skylar Wentz	Aledo, US	2020-07-08
Audrey Madron	Arvada, US	2020-07-08
Kylee Burks	Corvallis, US	2020-07-08
Amelia Masula	Far Rockaway, US	2020-07-08
Skylar Saron	SeaTac, US	2020-07-08
Mia Schroeder	Seattle, US	2020-07-08
John Stofko	Allentown, US	2020-07-08
Curtis Kent	Angola, US	2020-07-08
Isabel Vega	Stockton, US	2020-07-08
Cait White	Peterborough, Canada	2020-07-08
Reese Orwin	Abbotsford, Canada	2020-07-08

Name	Location	Date
purneet kular	Surrey, Canada	2020-07-08
Joan Hartley	Shelburne, Canada	2020-07-09
Heather Reed	Kentville, Canada	2020-07-09
Sawyer Chan	Westfield, US	2020-07-09
Florence Treboutte	France	2020-07-09
Sarah Horton	Milton, Canada	2020-07-09
Chelsea Fougere	Wilmot, Canada	2020-07-09
Lilian Barraclough	Halifax, Canada	2020-07-09
Russell Croker	Ilford, UK	2020-07-09
Rahel Huwiler	Halifax, Canada	2020-07-09
elizabeth kerschbaumer	New Westminster, Canada	2020-07-09
Eric Wiseberg	Tel Aviv, Israel	2020-07-09
sadie beaton	Halifax, Canada	2020-07-09
Ramneek Dhillon	Pickering, Canada	2020-07-11
Maryanne Ocampo	Calgary, Canada	2020-07-11
john louladakis	Thessaloníki, Greece	2020-07-11
Su Rogers	Lunenburg, Canada	2020-07-11
Nathan Agustin	Toronto, Canada	2020-07-11
Mariam Almeida	Toronto, Canada	2020-07-11
Sharon Kemble	Bradford West Gwillimbury, Canada	2020-07-11
Friedel Kungl	Lunenburg, Canada	2020-07-12
Hailey Audfroid	Halifax, Canada	2020-07-12

Name	Location	Date
Pam Macdonald	SMITHS FALLS, Canada	2020-07-12
Emma Booth	Earley, UK	2020-07-12
Mary Anne Donovan	Lunenburg, Canada	2020-07-13
Kelly Barker	Lunenburg, Canada	2020-07-13
Anneke van Bommel	Toronto, Canada	2020-07-13
julie Wells	hebbs cross, Canada	2020-07-13
William Wells	Bridgewater, Canada	2020-07-14
Stuart Boudreau	Enfield, Canada	2020-07-14
Debra Philpitt	Halifax, Canada	2020-07-14
Ashley Haugland	Rawdon, Canada	2020-07-15
Coco Harris	Kingston, Canada	2020-07-15
Lynn Aylward	Wolfville, Canada	2020-07-15
Jennifer Richard	Wolfville, Canada	2020-07-15
Sonia D'Angelo-Vibert	Wolfville, Canada	2020-07-15
Catherine Scott	Wolfville, Canada	2020-07-15
Chelsea Gardner	Vancouver, Canada	2020-07-15
Robert Seale	Wolfville, Canada	2020-07-16
Terry Aulenbach	New Minas, Canada	2020-07-16
Anna Wilks	Wolfville, Canada	2020-07-16
Maggie Neilson	Wolfville, Canada	2020-07-16
lance larocque	wolfville ns, Canada	2020-07-16
Joanna Treggiari	lunenburg, Canada	2020-07-17

Name	Location	Date
Sarah Toye	Halifax, Canada	2020-07-17
Bridget Graham	Halifax, Canada	2020-07-17
Catherine Hutt	Halifax, Canada	2020-07-17
Kirby Ross	Halifax, Canada	2020-07-17
Steven Hebb	Lunenburg, Canada	2020-07-17
Nancie Theakston	Halifax, Canada	2020-07-17
FAITH RICHARDS	Penetanguishene, ON, Canada	2020-07-18
Danielle Pierce	Wolfville, Canada	2020-07-21
Travis Woodworth	Chester Basin, Canada	2020-07-21
Susanna Thiessen	Lethbridge, Canada	2020-07-21
Olivia Vandevyvere	Tillsonburg, Canada	2020-07-21
Maritza Castillo	North Hills, US	2020-07-21
lily delgado	Panorama City, US	2020-07-21
Nayla Diaz	Deltona, US	2020-07-21
Yazmin Bustillo	Chicago, US	2020-07-21
Therese Bombardier	Halifax, Canada	2020-07-22
Mackenzie Goldsack	Langley, Canada	2020-07-23
Jessica Zhu	Calgary, Canada	2020-07-23
May Quitz	Kincardine, Canada	2020-07-23
Michelle Bremner	Charlotte, US	2020-07-23
Philip Gardiner	Tucson, US	2020-07-23
Ioanna Argitis	Brossard, Canada	2020-07-23

Name	Location	Date
Kimber McCoy	US	2020-07-23


NOVA SCOTIA
Communities, Culture and Heritage
Culture and Heritage Development

1741 Brunswick Street, 3rd Floor
PO Box 456, STN Central
Halifax, NS B3J 2R5
902-424-6393

June 16, 2020

Dear Mayor/Warden:

Government is preparing to proclaim amendments made to the *Heritage Property Act (Act)* passed in 2015 following consultation. Since then, our staff have been working on the regulations for the Heritage Conservation Districts and the creation of the regulations for Cultural Landscapes.

I am writing to seek feedback from your municipality on two items that may better support registered municipal heritage properties and areas being considered for a municipal heritage conservation district or cultural landscapes under the Act. As explained in the attached overview, the items identified include:

1) Removal of Section 18 of the Act, Consideration by municipality of application to alter or demolish:

This section allows a registered municipal heritage property owner to complete an alteration or demolition which may be contrary to a decision of a municipal council provided that a three-year waiting period has passed since the formal application was made.

2) New provision proposed to provide authority to the municipality to put in place a pause for a period of time for specific types of development, site specific, while a conservation plan and conservation by-law documents are being prepared for a proposed heritage conservation district or cultural landscape. The municipality would be provided the authority to put the provision in place for up to one year.

We would appreciate receiving input on these proposed targeted amendments by September 30, 2020. Please forward all input to Ms. Mary-Louise Hartigan at 902-424-5647 or email to mary.hartigan@novascotia.ca

.../2

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Meanwhile, should you or your municipal staff have any questions regarding these two items, please contact Mr. Kevin Barrett, Coordinator, Heritage Property Program, directly at 902-424-6396 or kevin.barrett@novascotia.ca.

Sincerely,



Craig Beaton, Executive Director
Culture and Heritage Development

cc: Ms. Pam Mood, President, Nova Scotia Federation of Municipalities
Ms. Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities
Ms. Kathleen Trott, Executive Director, Policy and Corporate Services
Mr. Gordon Smith, Provincial Director of Planning
Mr. Kevin Barrett, Coordinator, Heritage Property Program

Attachment (1)

Attachment 1

Items identified for consideration:

1. Removal of Section 18 of the Act, Consideration by municipality of application to alter or demolish:

This section allows a registered municipal heritage property owner to complete an alteration or demolition which may be contrary to a decision of a municipal council provided that a three-year waiting period has passed since the formal application was made.

- Section 17 of the *Act* provides authority to municipal council to consider application to alter or demolish a registered municipal heritage property.
- Should municipal council not approve the application, Section 18 of the *Act* provides the property owner authority to alter or demolish their registered municipal heritage property without council's approval in accordance with Section 18(3).
- It has been suggested that the removal of Section 18 from the *Act* would better steward registered municipal heritage properties while maintaining the opportunity to consider applications to alter or demolish a registered municipal heritage property by its municipal council under Section 17.

2. New provision proposed to provide authority to the municipality to put in place a pause for a period of time for specific types of development, site specific, while a conservation plan and conservation by-law documents are being prepared for a proposed heritage conservation district (HCD) or cultural landscape (CL). The municipality would be provided the authority to put the provision in place for up to one year.

- Section 19 of the *Heritage Property Act (Act)* provides for the opportunity for a municipality to consider a proposed HCD for part of a municipality.
- Sections 6 and 7 of the *Heritage Conservation District Regulations* require the municipal council to adopt a public participation program and the development of background studies to support the rationale for heritage conservation measures and its specific boundaries for Minister's consideration.
 - Should Minister not require additional information, the municipality can then initiate the public process to prepare the conservation plan and conservation bylaw documents for the proposed HCD.
- While the municipality completes public participation to better support the preparation of the conservation plan and conservation bylaw documents for the proposed HCD, it has been suggested that municipalities may wish to have the authority to put in place a pause on specific types of development, site specific, for up to one year.

Page 2

Items identified for consideration

- It has been suggested that a new provision of the Act be developed that would allow, by bylaw, a municipality to suspend specific types of development for up to one year, while the conservation plan and conservation by-law documents for the proposed HCD or CL are being prepared.
 - Other jurisdictions, including Ontario, British Columbia, Manitoba, Quebec and the City of Winnipeg (by-law), provide through legislation similar provisions while an area is under consideration for a proposed HCD.



Municipal Report

Town of Lunenburg

**Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2019



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Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

The snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

Chapter 1 - Highlights

Municipal Highlights

About the Municipality

Name: Town of Lunenburg
County: Lunenburg County
Approximate size: 4 km²
Number of dwellings: 1,308



Figure 1- Location of Municipality

Population Highlights

Population 2016: 2,260
Population 5-year trend: -2.3%
County 5-year trend: -0.4%
Demographic trend: Aging

Up to 19 Yrs.	15%
20 to 59 Yrs.	42%
Over 60 Yrs.	43%

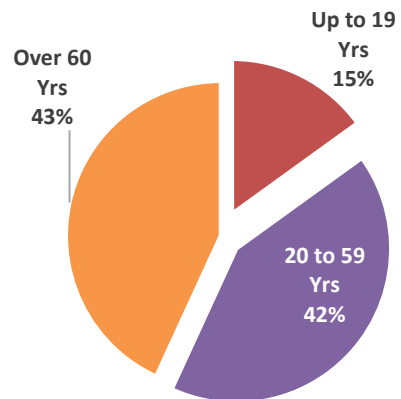


Figure 2 - Age Breakdown

Financial Highlights

Revenue

Total consolidated revenue:	\$15.2 million
Revenue generated from own revenue ¹ :	93%
Total operating revenue:	\$5.8 million
Largest operating revenue:	80%
	Property taxes and payments in lieu of Taxes

Expenses

Total consolidated expenses:	\$14.3 million
Total operating fund expenses:	\$5.1 million
Largest operating fund expense:	26%
	Protective services: police and fire

Annual Surplus

Annual consolidated surplus(deficit):	\$0.9 million
Consolidated accumulated surplus (deficit):	\$37.8 million
Annual operating surplus (deficit):	\$997

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Operating fund bank indebtedness:	0.0

¹ Consolidated revenue excluding government transfers

Financial Condition Indicators Highlights

Overall Assessment Yellow (Moderate risk)

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (Moderate risk). This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

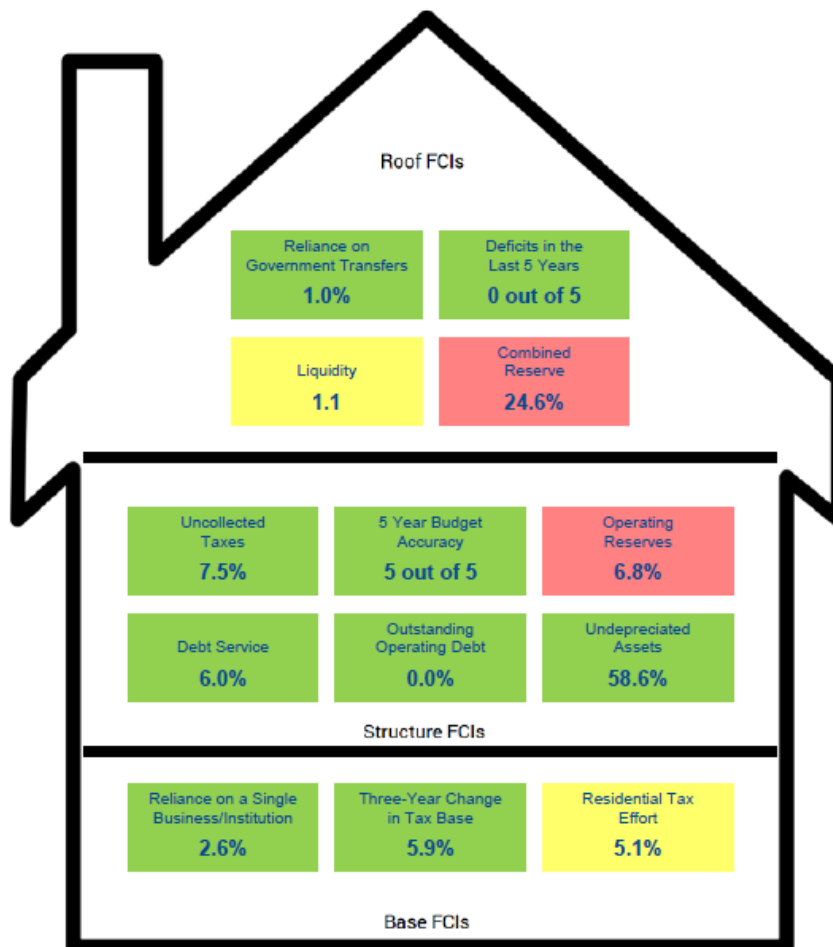
As shown in the House model below, Lunenburg's FCIs are comprised of:

Low risk (green): 9 indicators







Moderate risk (yellow): 2 indicators

High risk (red): 2 indicators













Details on the individual FCI assessments and the Municipality's specific challenges are provided below. For more in-depth information, refer to Chapter 4.











Two-Year Comparison of Financial Condition Indicators

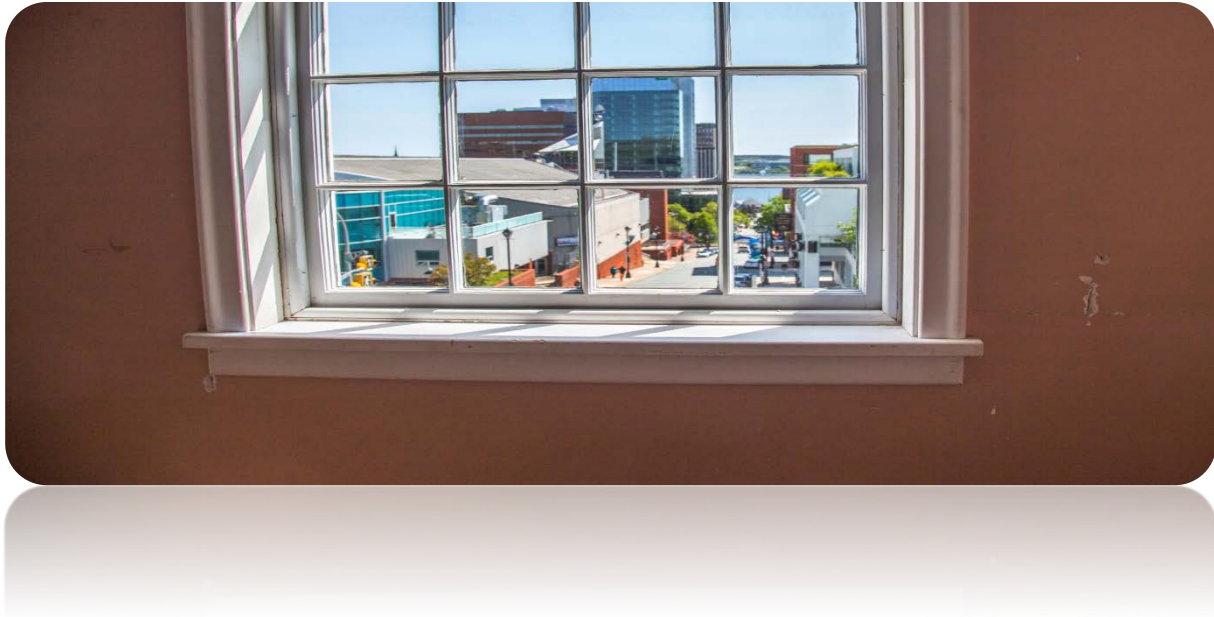
BASE	2019	2018	+/-
3-year Change in Tax Base	 5.9%	 6.0%	-0.1%
Reliance on a Single Business or Institution	 2.6%	 2.6%	0.0%
Residential Tax Effort	 5.1%	 4.9%	0.2%

STRUCTURE

Uncollected Taxes	 7.5%	 2.0%	5.5%
5 Year Budget Accuracy	 5/5	 5/5	0
Operating Reserves	 6.8%	 3.0%	3.8%
Debt Service	 6.0%	 4.8%	1.2%
Outstanding Operating Debt	 0.0%	 0.0%	0.0%
Undepreciated Assets	 58.6%	 59.3%	-0.7%

ROOF

Deficits in the Last 5 Years	 0/5	 0/5	0
Liquidity	 1.1	 1.1	0.0
Reliance on Government Transfers	 1.0%	 1.1%	-0.1%
Combined Reserve	 24.6%	 23.3%	1.3%



Chapter 2 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Composition

Name: Town of Lunenburg
County: Lunenburg County
Government: 7 elected councillors (including the Mayor)
Geographic area: 4 km²
Number of dwellings: 1,308

Population Trends

Population: 2,260
Provincial population: 0.3%
20-year trend: Declining [supported by Figure 3 below]
Age trend: Majority between 40-69 years of age [supported by Figure 4 below]

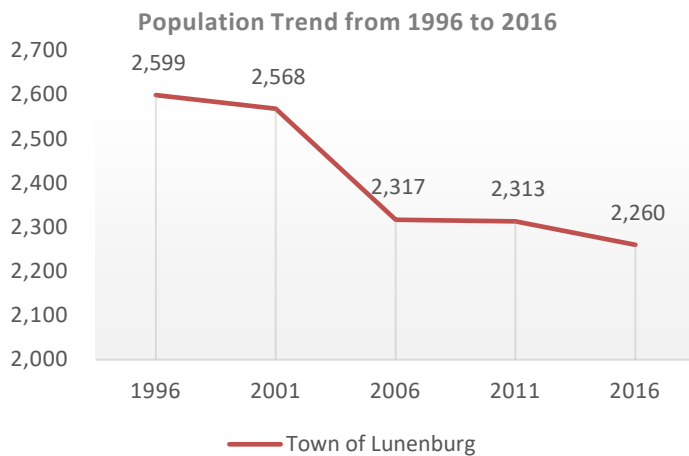


Figure 3-- Population from 1996–2016. Source: Statistics Canada

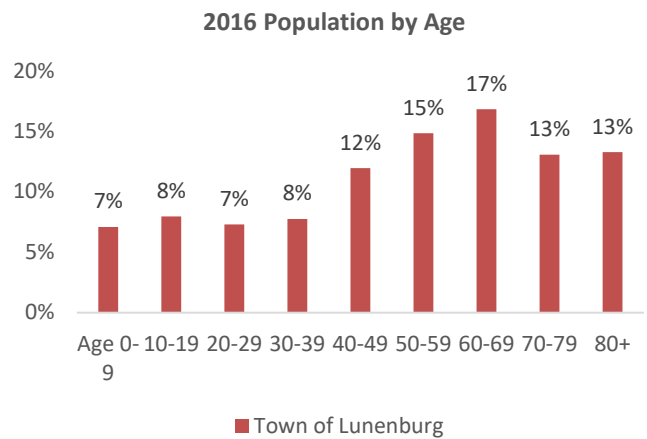


Figure 4- Population by Age, Source: Statistics Canada

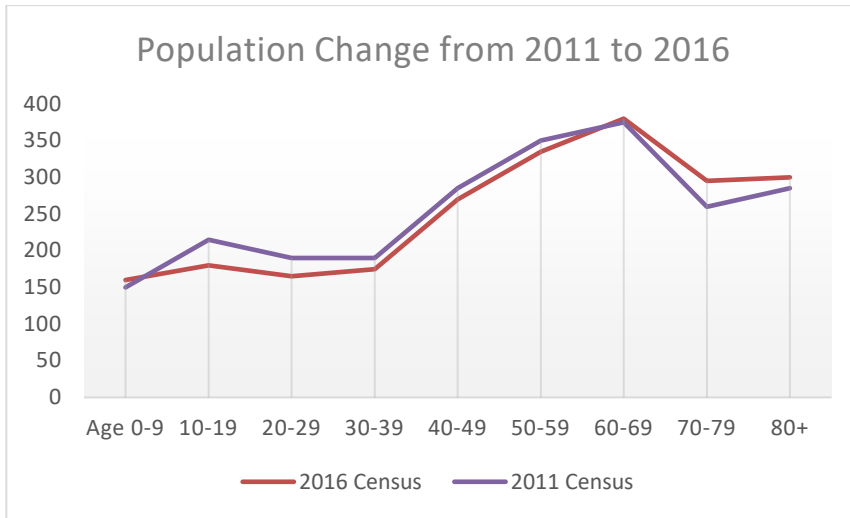


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most towns in Nova Scotia, the majority of Lunenburg’s citizens are between the ages of 40 and 69.

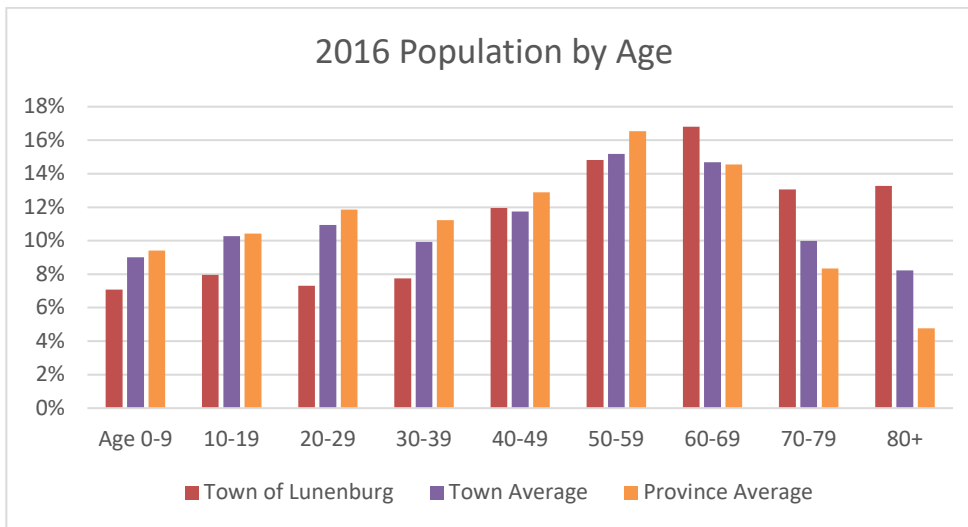


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	2016 Town Avg.
Median Household Income	\$51,968	\$39,529	\$12,439	\$48,934
Employment Rate	45.5%	50.8%	-5.3%	48.3%
Education Beyond High School	63.0%	62.6%	0.4%	52.0%

Source: 2011 and 2016 Statistics Canada Census

Median household income: Lunenburg’s median household income is higher than the provincial town average and has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Lunenburg’s employment rate is below the provincial town average and it has declined since 2011

Education level: Lunenburg’s education level is higher than the provincial town average and it has increased since 2011.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Water Utility
 - Electric Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.²

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	Before deadline ³
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

Revenue:

\$15.2 M
2019 Consolidated Revenue

Total consolidated revenue:	\$15.2 million
Largest revenue:	42% Electric fund revenues
Revenue generated from own revenue ⁴ :	93%

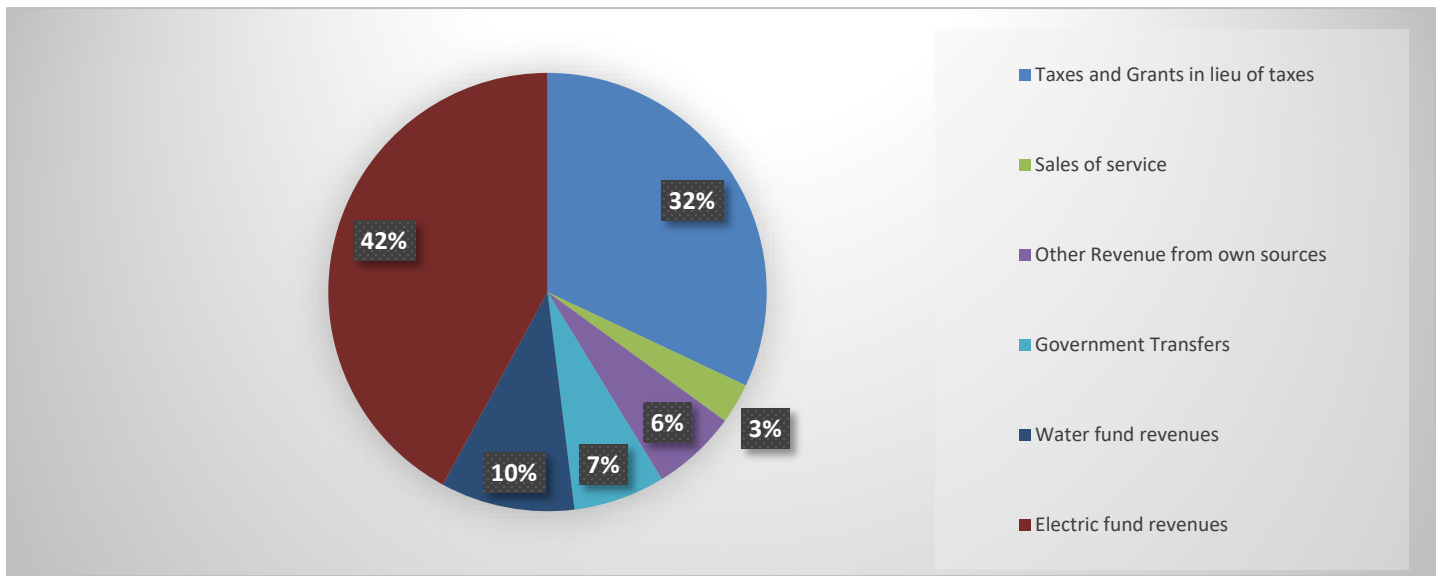


Figure 7- Consolidated Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's revenue divided into six categories on a consolidated basis.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	4.9 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other Revenue from own sources	1.0 million
Government Transfers	1.0 million
Net income from government business enterprises	n/a
Water fund revenues	1.5 million
Electric fund revenues	6.4 million

⁴ Consolidated revenue excluding government transfers

\$5.8 M

2019 General Operating Revenue

Total operating revenue:	\$5.8 million
Largest revenue:	80% Property taxes and payments in lieu of taxes
Uncollected Taxes:	7.5%
Reliance on Government transfers	1.0%

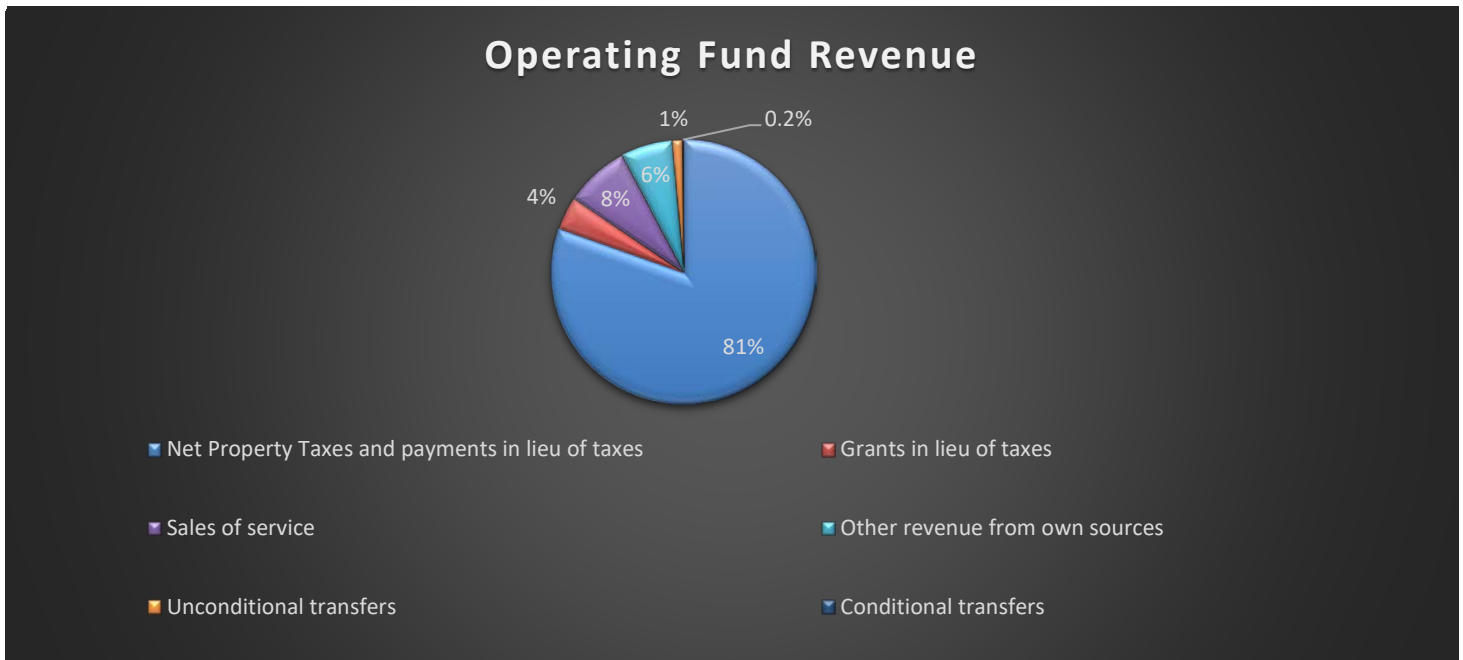


Figure 8 – General Operating Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality’s operating fund revenue divided into seven categories.

Net Property Taxes and payments in lieu of taxes	4.6 million
Grants in lieu of taxes	0.2 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other revenue from own sources	0.4 million
Unconditional transfers from other governments	69 thousand
Conditional transfers from other governments	10 thousand

Property Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in uniform assessment ⁵ :	5.9%	growth keeps pace with the cost of living
Highest reliance on a single business or institution:	2.6%	not dependent (low risk)
Residential Tax Effort:	5.1%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

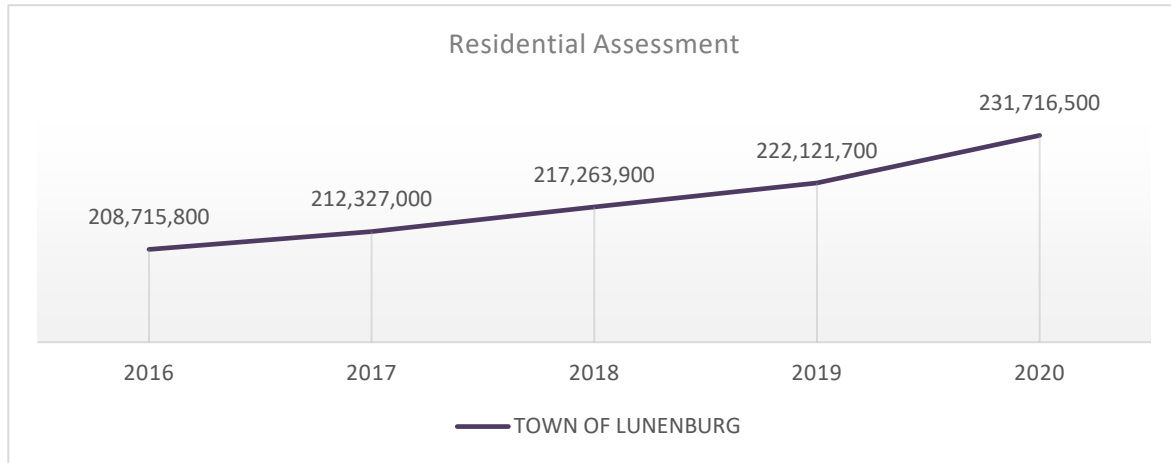


Figure 9- Residential assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

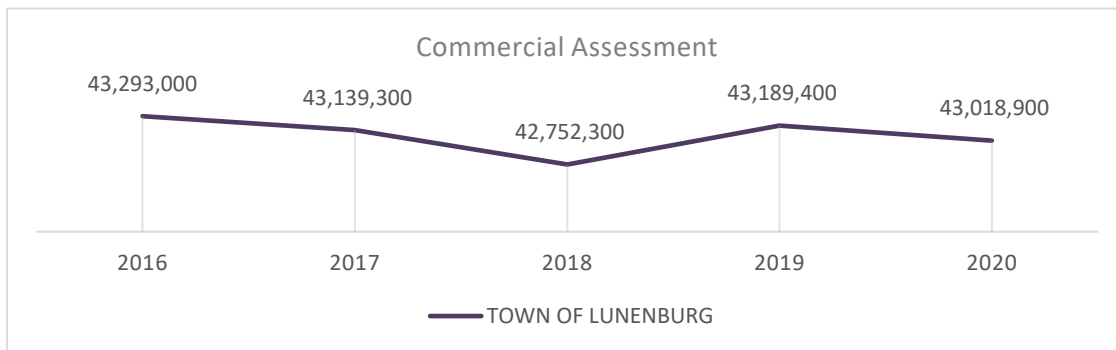


Figure 10- Commercial assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

⁵ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Expenses:

\$14.3 M
2019 Consolidated Expenses

Total consolidated expenses: \$14.3 million
 Largest expense: 46%
 Electric fund expense

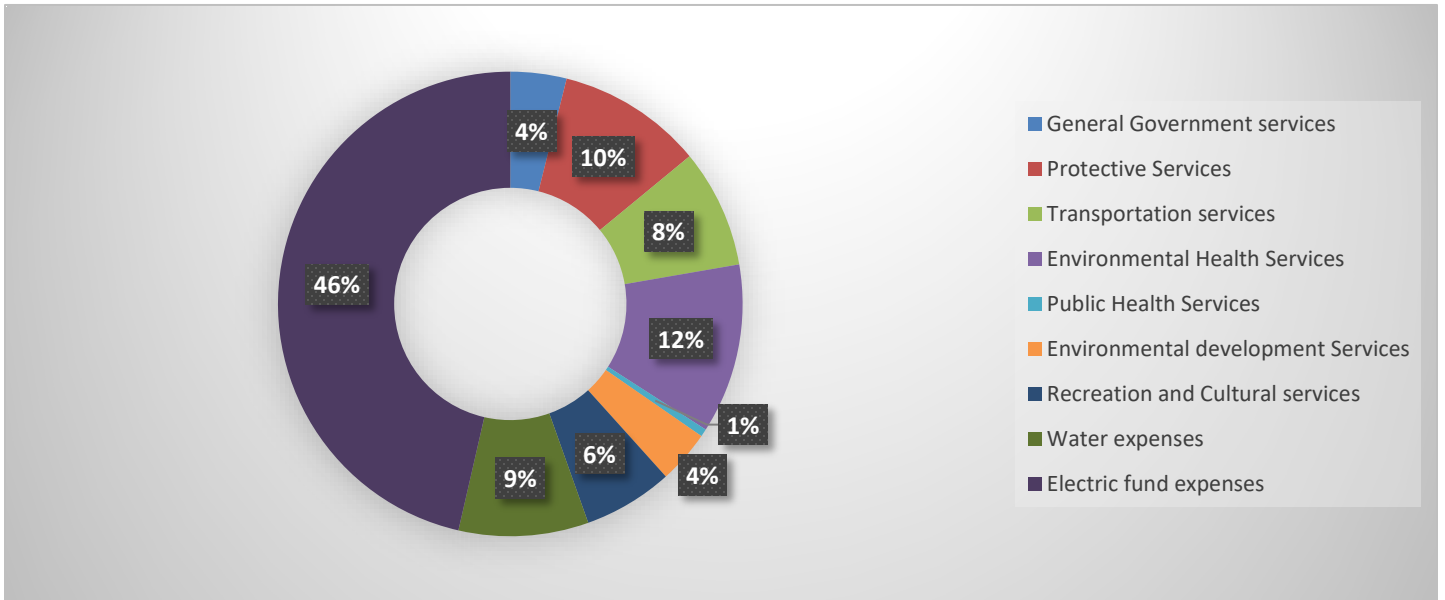


Figure 11- Consolidated Expenses Source: 2019 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into 9 functions.

	Consolidated Expenses
General Government services	0.6 million
Protective Services	1.5 million
Transportation services	1.2 million
Environmental Health Services	1.7 million
Public Health Services	77 thousand
Environmental development Services	0.5 million
Recreation and Cultural services	0.9 million
Extraordinary or special items	n/a
Water expenses	1.3 million
Electric fund expenses	6.6 million

\$5.1M 2019 General Expenses

Total operating fund expenses: \$5.1million
 Largest operating fund expense: 26%
 Protective services: police and fire
 Operating reserves as percentage of expenses: 6.8% (high risk)

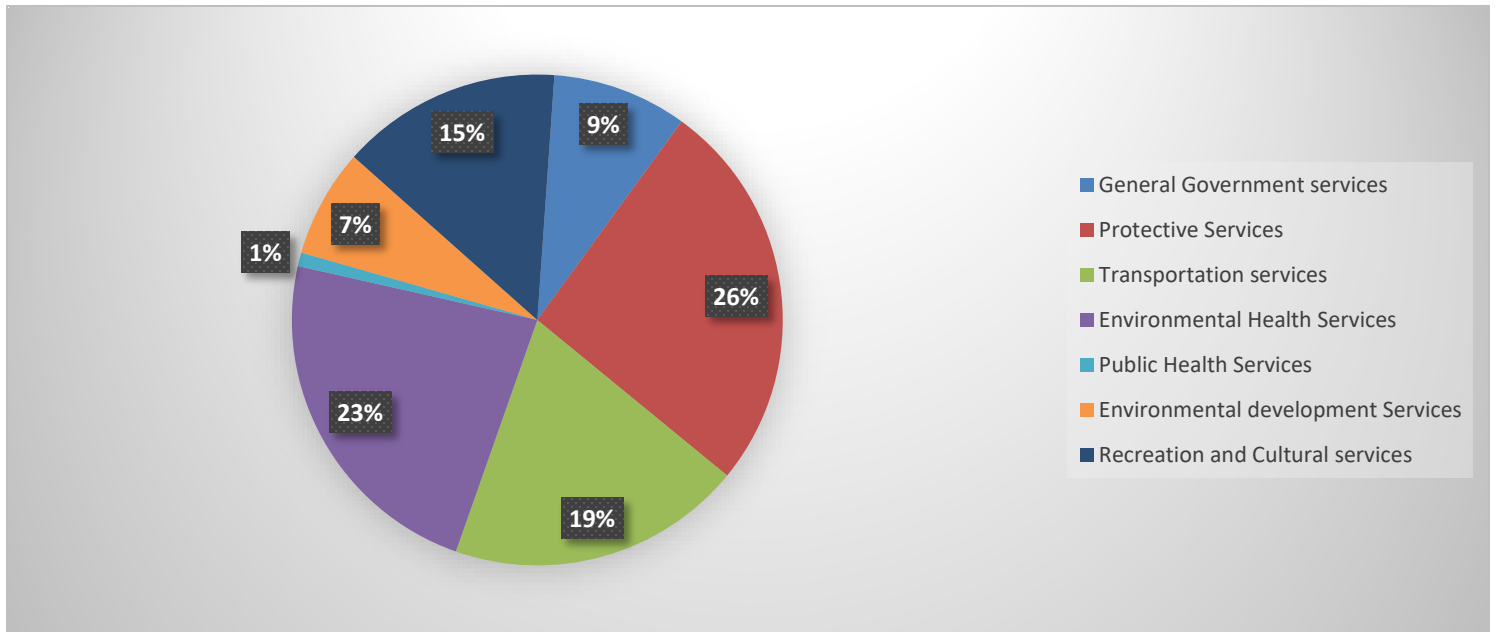


Figure 12- Operating General Fund Expenses. Source: 2019 Financial Information Return

As shown in the pie chart above, expenses for Lunenburg are comprised of:

General Government services	0.5 million
Protective Services	1.3 million
Transportation services	1.0 million
Environmental Health Services	1.2 million
Public Health Services	46 thousand
Environmental development Services	0.4 million
Recreation and Cultural services	0.7 million
Extraordinary or special items	n/a

The graph below shows the expenses by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

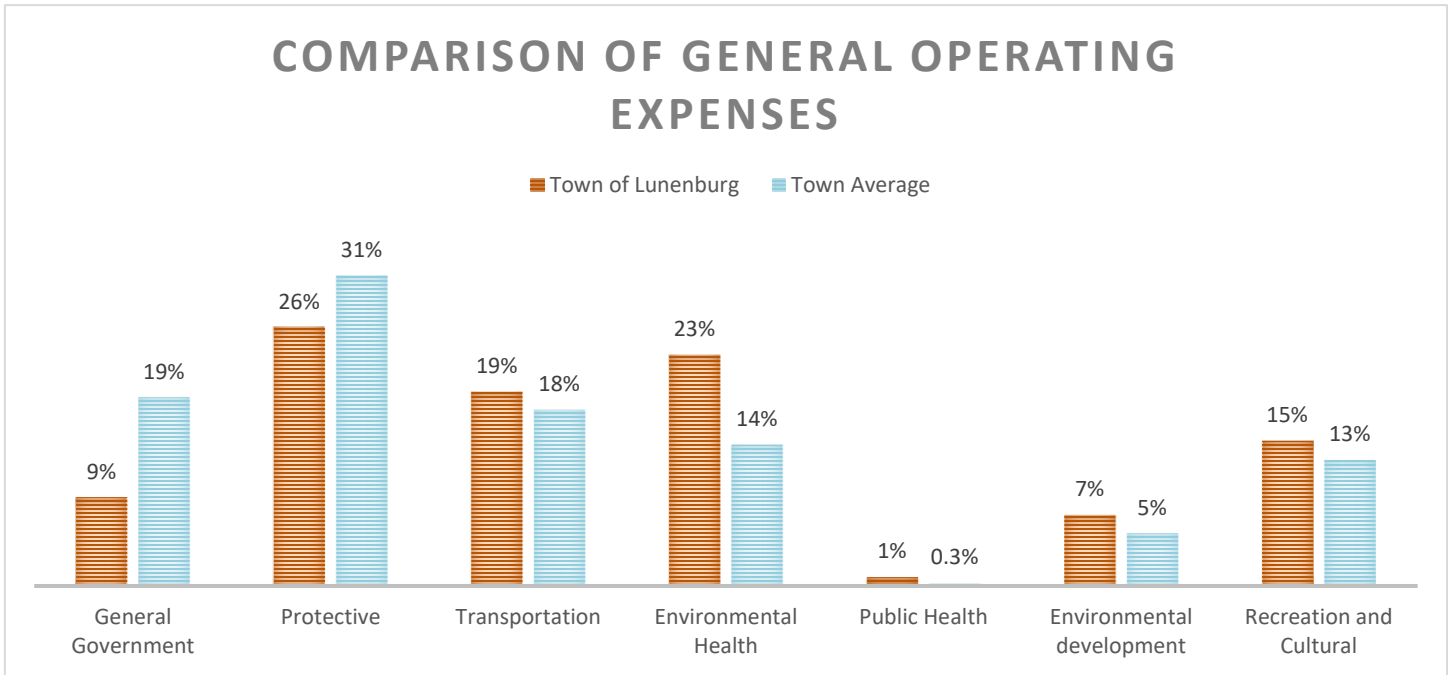


Figure 13 – Comparison of General Fund Expenses to Provincial Town Average. Source: 2019 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - expenses

Note: This amount is added to the accumulated surplus (deficit).

Total annual consolidated surplus(deficit): \$918 thousand

Total consolidated accumulated surplus (deficit): \$37.8 million

Total annual operating surplus (deficit): \$997

Number of operating deficits in the last 5 years: 0

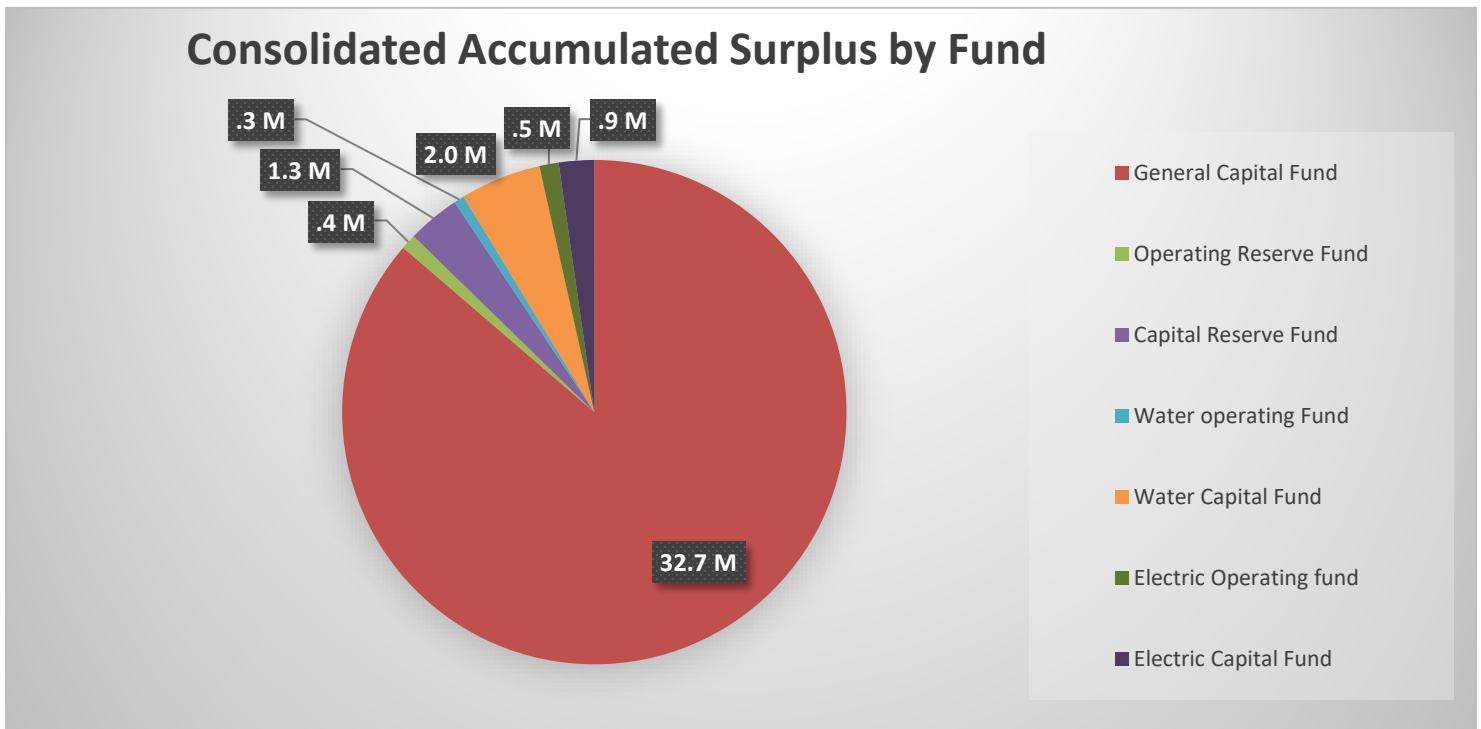


Figure 14- Consolidated Accumulated Surplus by Fund. Source: 2019 Financial Information Return

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Debt Service Ratio:	6.0%
Operating fund bank indebtedness:	0.0
Outstanding operating debt as percentage of: Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers	0.0%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs)⁶ condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10–13 FCIs meets low risk threshold;
- Moderate risk (**yellow**): 8–9 FCIs meets low risk threshold; and
- High risk (**red**): 7 or less FCIs meets low risk threshold.

Lunenburg's Overall Assessment

Overall Assessment for: Lunenburg

Financial Condition: **Moderate risk**

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (moderate risk).

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: Majority of towns are at moderate risk (see chart below).

Summary of Towns Overall Results for 2018-2019



Lunenburg's House Model

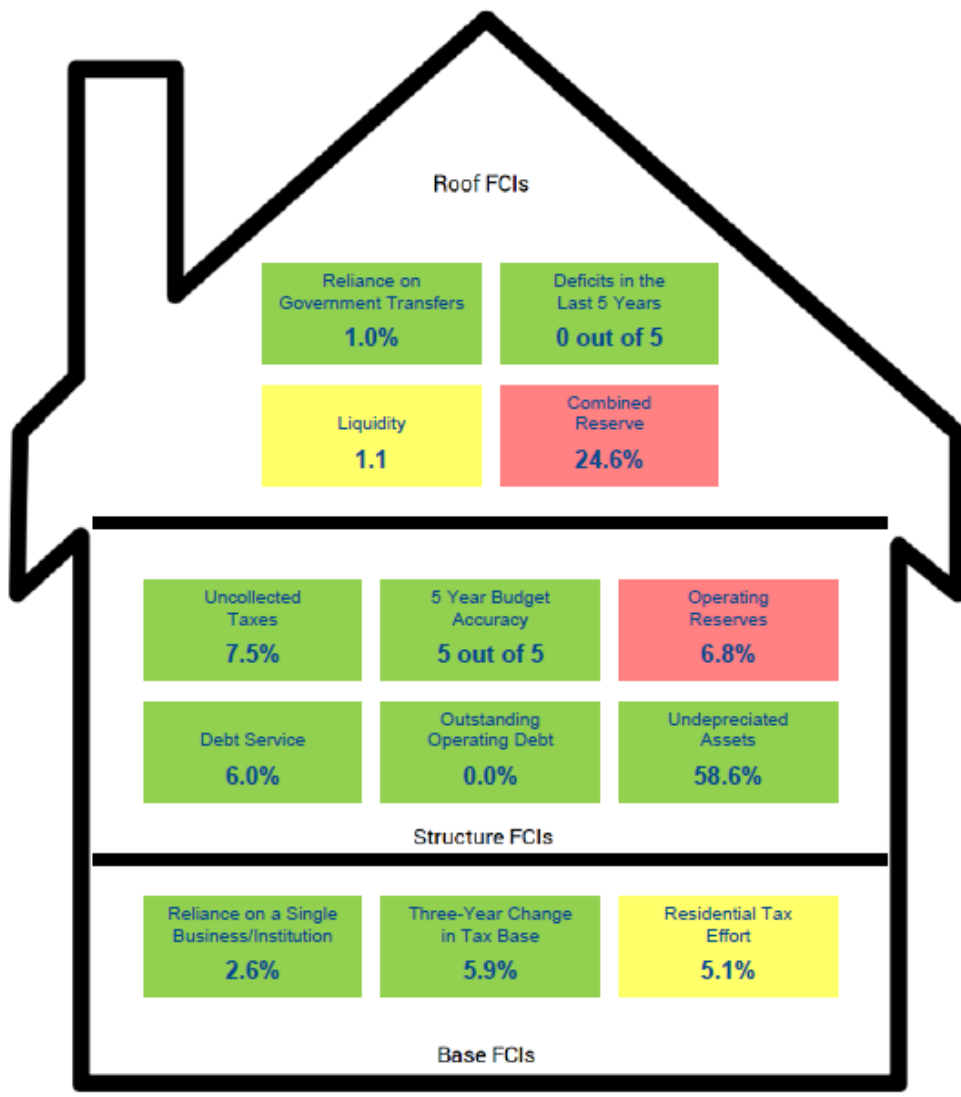
As shown in the House model below, Lunenburg's FCIs are comprised of:

Low risk: 9 indicators

Moderate risk: 2 indicators

High risk: 2 indicators

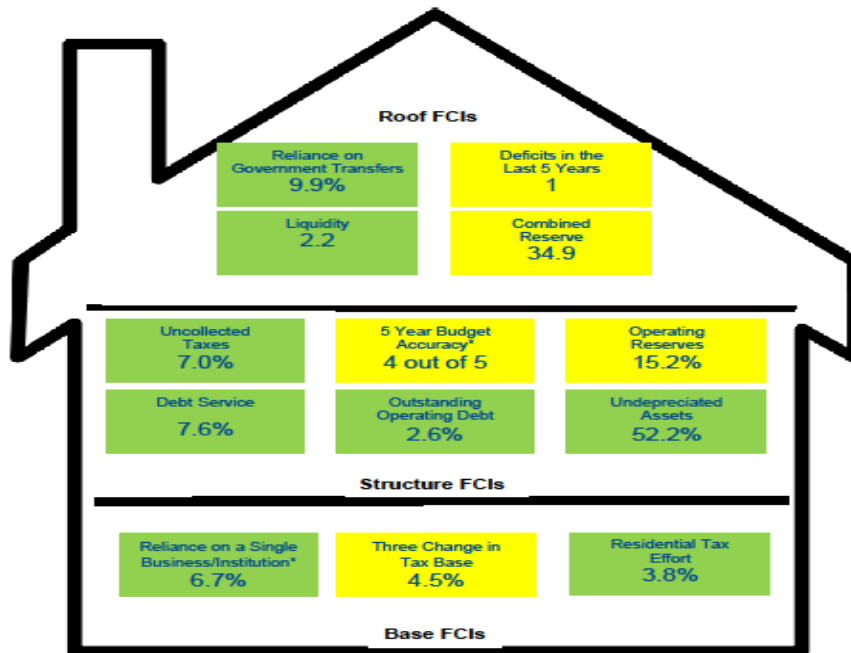
The House Model below provides details on the individual FCI assessments and the Municipality's specific challenges.



Please note FCIs are based on non-consolidated data.

Town's Average House Model

The model below shows that, in general Nova Scotia's towns are experiencing challenges.



On average, the Towns' challenges are: Deficits;

Maintaining adequate reserves (combined and operating);

Budget accuracy; and

Three-year change in tax base is below the three-year change in the cost of living.

The Base FCI Indicators

Reliance on a Single Business or Institution

2019 Results: **Low risk: 2.6%**

The largest single commercial or institutional account is only 2.6% of the Municipality's total Uniform Assessment.

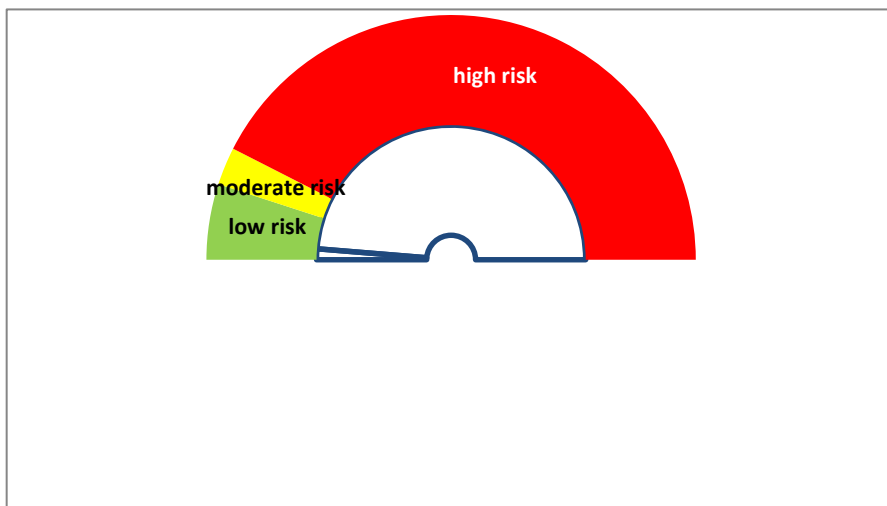
What does it mean? The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

Calculation:
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 2.6\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Lunenburg's tachometer indicates 2.6%

Three-Year Change in Tax Base

2019 Results: **Low risk: 5.9% growth**

What does it mean? Growth is above the CPI % change of 5.2%.
The municipality's tax base is strong to cover the cost of municipal services and programs.

Calculation: Current Uniform Assessment-Uniform Assessment 3 Years Prior = 5.9% growth
Uniform Assessment 3 Years Prior

Risk Thresholds:

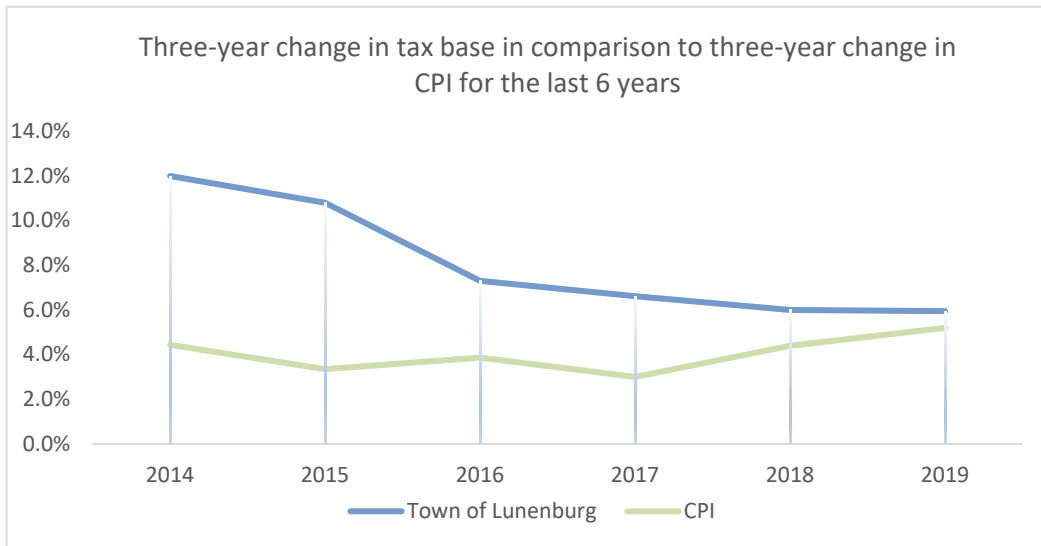
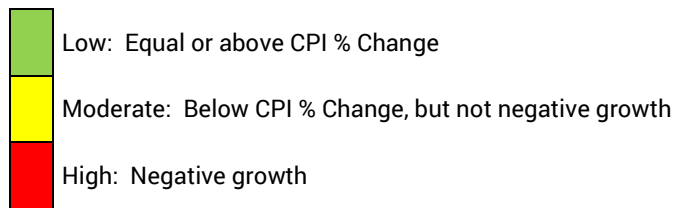


Figure 15- Three-year change in tax base as a comparison to CPI for the last six years, Source: Statement of Estimates Assessment and Statistics Canada.

Residential Tax Effort

2019 Results: **Moderate risk:** 5.1% of median household income is required to pay the average tax bill.

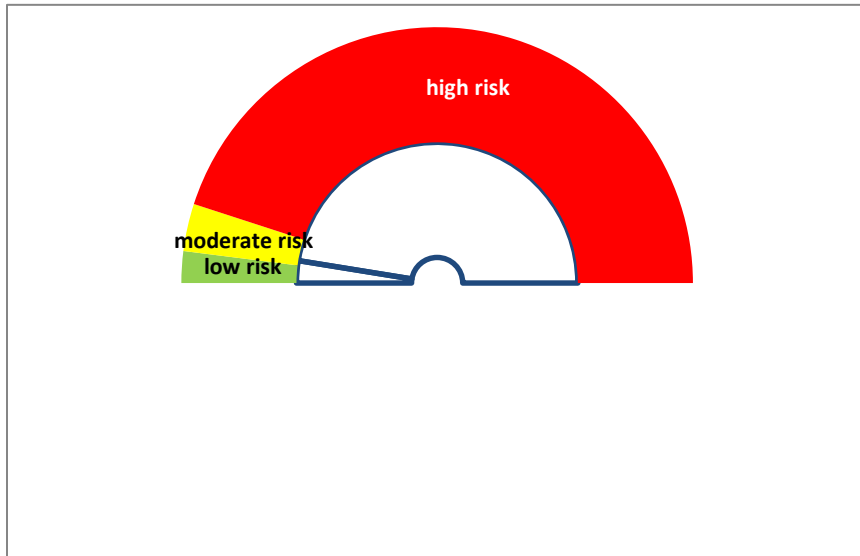
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:
$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 5.1\%$$

Risk Thresholds:

	Low risk: less than 4%
	Moderate risk: 4–6%
	High risk: greater than 6%



Lunenburg's tachometer indicates 5.1%.

Operating Reserve

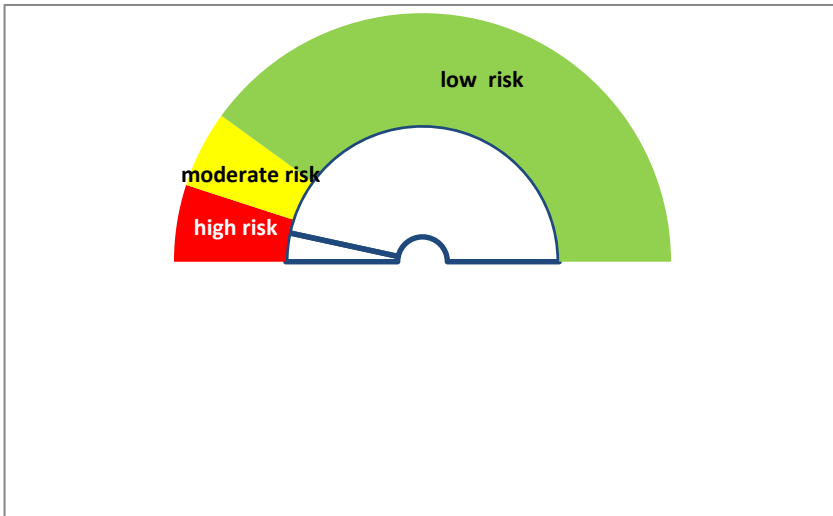
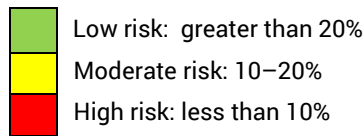
2019 Results: **High risk:** 6.8%

What does it mean? The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future need, to smooth expenses or for unexpected expenses.

Calculation: Total Operating Reserve Fund Balance = 6.8%
Total Operating Expenditures

Risk Thresholds:



Lunenburg's Tachometer indicates 6.8%

Uncollected Taxes

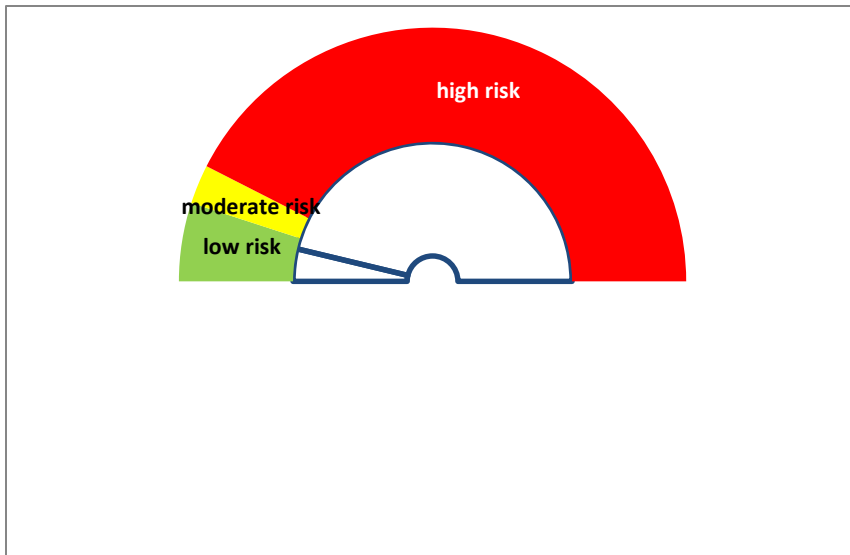
2019 Results: **Low risk: 7.5%**

What does it mean? The Municipality is managing tax revenue collection.

Calculation: $\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 7.5\%$

Risk Thresholds:

	Low risk: less than 10%
	Moderate risk: 10–15%
	High risk: greater than 15%



Lunenburg's tachometer indicates 7.5%.

Undepreciated Assets




2019 Results: **Low risk: 58.6%**

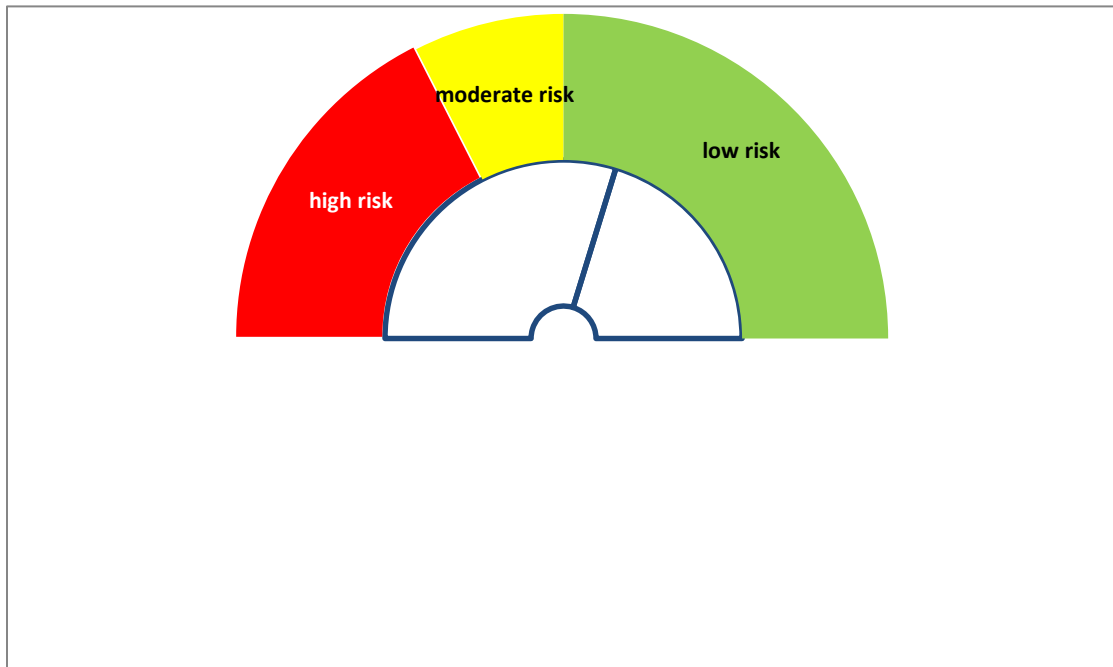
What does it mean? This indicator estimates that the Municipality's capital assets have 58.6% of useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation: Total Net Book Value of Capital Assets = 58.6%
Gross Costs of Capital Assets

Risk Thresholds:

-  Low risk: greater than 50%
-  Moderate risk: 35–50%
-  High risk: less than 35%



Lunenburg's tachometer indicates 58.6%.

5-Year Budget Accuracy

2019 Results: **Low risk:** 5 of the last 5 years, actual expenditures were within +/- 5% of budget.

What does it mean? The Municipality did consistently maintain expenditure spending within budget limits.

In 2017, actual expenses were 0.0% less than the budget.

In 2018, actual expenses were 0.6% less than the budget.

Calculation:
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}} = -1.4\%$$

Risk Thresholds:

- Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variances were within +/- 5% of each other
- Moderate: 4 out of 5 years, expenditures were within +/- 5%
- High: Less than 4 out of 5 years, expenditures were within +/- 5%

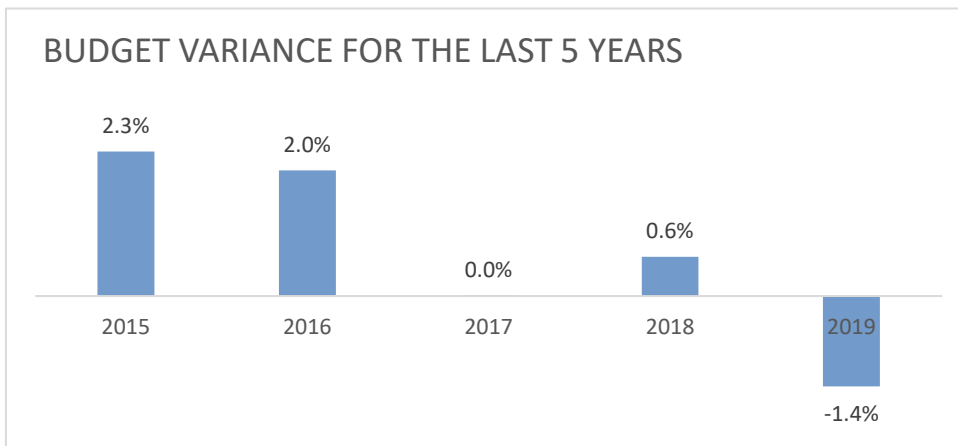


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates Budget.

FCI- Key Performance Indicators –

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

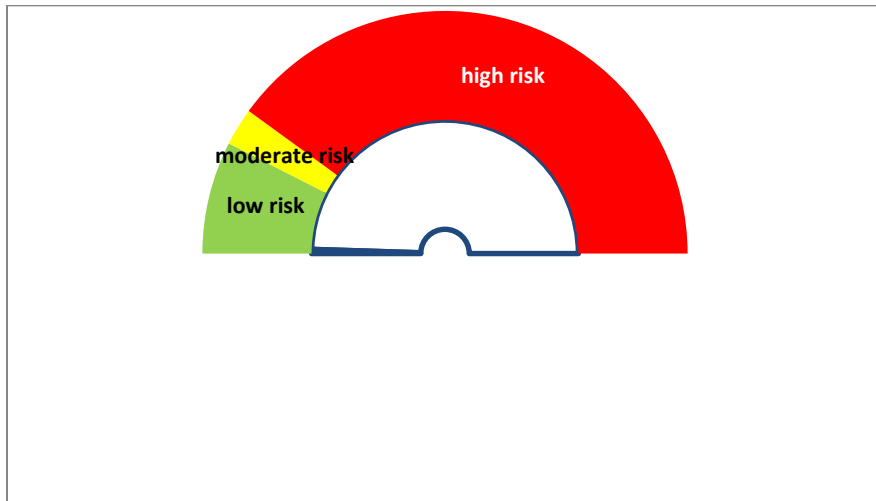
2019 Results: **Low risk: 1.0%**

What does it mean? The Municipality is not significantly dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 1.0\%$$

Risk Thresholds:

	Low risk: less than 15%
	Moderate risk: 15–20%
	High risk: greater than 20%



Lunenburg's tachometer indicates 1.0%.

Number of Deficits in the Last 5 Years

2019 Results: **Low risk:** 0 operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation: The number of non-consolidated operating deficits in the last five years = 0.

Risk Thresholds:

- Low risk: 0 in the last 5 years
- Moderate 1 or more in the last 5 years
- High risk: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

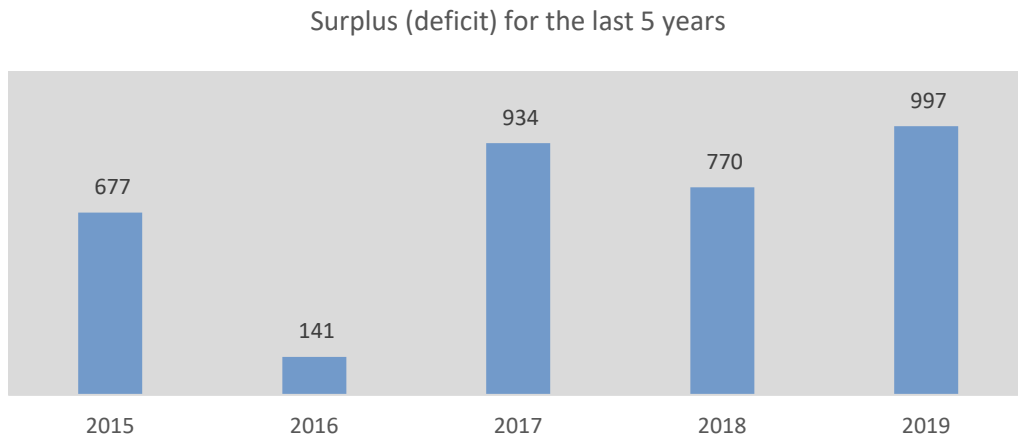


Figure 17- Annual operating fund surplus (deficits) for the last 5 years Source: Financial Information Return




Liquidity

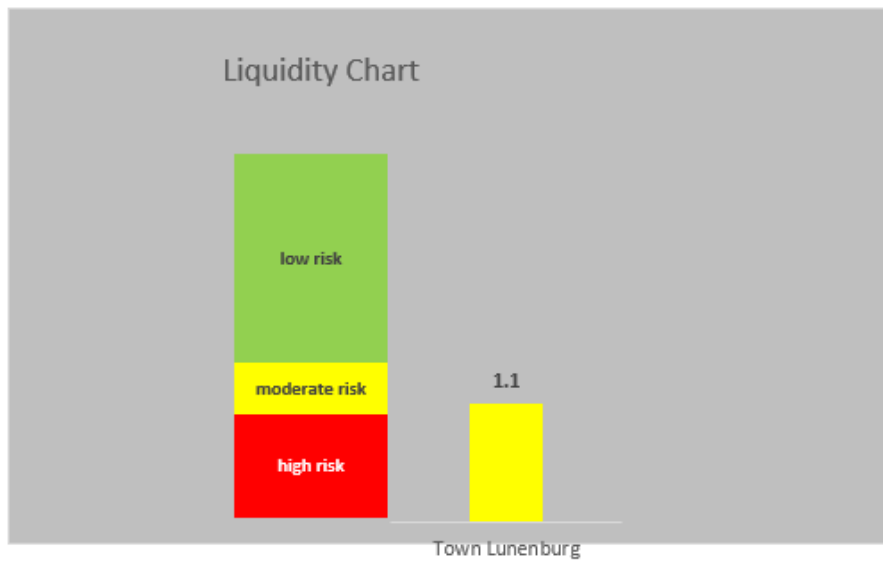
2019 Results: **Moderate risk: 1.1**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality may have a cash flow problem.

Calculation:
$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.1$$

Risk Thresholds:

-  Low risk: greater than 1.5
-  Moderate risk: 1 to 1.5
-  High risk: less than 1






Combined Reserves

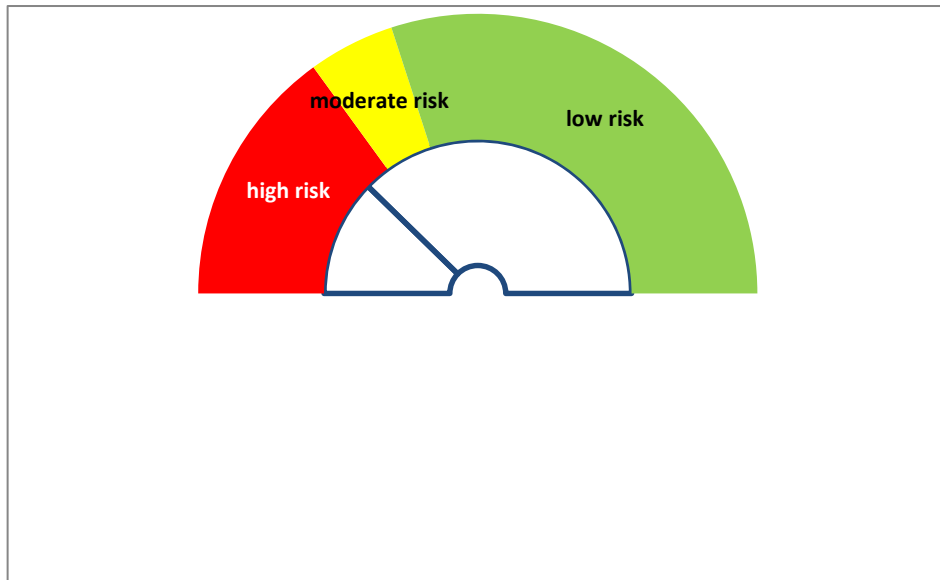
2019 Results: **High risk:** 24.6% combined reserves

What does it mean? This result indicates that the Municipality does not appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation: $\frac{\text{Total Operating and Capital Reserves.}}{\text{Total Operating Expenses plus Amortization Expense}} = 24.6\%$

Risk Thresholds:

-  Low risk: greater than 40%
-  Moderate risk: 30–40%
-  High risk: less than 30%



Lunenburg's tachometer indicates 24.6%.

Appendix I – Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Municipal website

exploreunenburg.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- audited Financial Statements
- approved Operating Budget
- quarterly municipal Expense Report
- quarterly municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

Katharine Cox-Brown
Director, Municipal Finance and Operating Grants
Katharine.Cox-Brown@novascotia.ca
902.424.4643

Schedule AVB 2**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 the refusal by an elector to accept a ballot in a race;
- (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;
- (ab) "spoiled ballot" means an internet ballot or telephone ballot that is accepted by the elector that:
 - i. is not marked for any candidate in a race; or
 - ii. is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- (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 count spoiled ballots and shall not count rejected ballots.

Tallying of Rejected Ballots

15. At the close of ordinary polling day, the system shall tally the number of spoiled 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.

Schedule "ISinc1"

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

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.

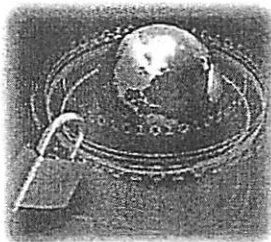
Intelivote has delivered more eVoting events in Canada than all our competitors combined and in addition to our Canadian elections and events, we have gained international experience and credibility in the successful implementation of both Internet and telephone based voting applications used to deliver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

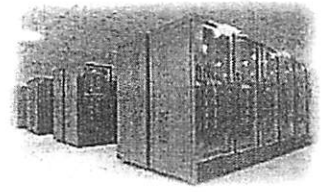
Intelivote does not sell its software; it is provided as a voting service. There is no additional software or hardware for clients to purchase to run a voting event using the Intelivote suite of modules. All the services are provided with our base service and all the modules are Internet enabled; secured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

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

Intelivote 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.

Per Elector eVote Fee	Estimated # Eligible Members	Voter Letter Printing & Postage Rate
\$1.25	1,850	\$1.20
eVoting Costs Summary		
Intelivote eVoting Solution	Electronic voting using the Internet and telephone, provided to the list of eligible electors.	\$2,313
Voter Instruction Letter	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.	\$2,220
Total		\$4,533

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.

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.	

Electronic Voting Services Agreement

Agreement for eVoting Services effective as of this 28th day of July, 2020

BETWEEN:

TOWN OF LUNENBURG

Of 119 Cumberland Street, P.O. Box 129, Lunenburg, NS, B0J 2C0
(herein called "the Municipality")

- and -

INTELIVOTE SYSTEMS INC.

Of 202 Brownlow Avenue, Suite 900, Dartmouth, Nova Scotia, B3B 1T5
(herein called "ISI")

WHEREAS Intelivote has developed application software, procedures and expertise to provide an electronic voting system incorporating voting through secure wireless, telephone and internet connections, ("the ISI System");

AND WHEREAS the Municipality wishes to obtain from ISI the use of the ISI System to conduct its municipal election on the Election Date(s) defined in Article 1 below;

AND WHEREAS ISI and the Municipality wish to set forth the terms applicable to the use of the ISI System for the Municipality's Election on the Election Date(s);

NOW THEREFORE FOR the mutual consideration set forth herein, the adequacy of which is hereby acknowledged, ISI and the Municipality, intending to be legally bound, agree as follows:

1. Definitions

- 1.1 "Auditor" – means a third party or an individual assigned by the Municipality to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Event Officials.
- 1.2 "Consulting Services"- means the services described in Schedule "A" hereof which are to be rendered by ISI.
- 1.3 "Contract Administrator"- means the persons identified in Article 4 as primary Contract Administrators or other Contract Administrators.
- 1.4 "Control Centre"- means the location at which ISI sets up the control access and monitoring of the database and processing functions of the ISI Service.

Electronic Voting Services Agreement

- 1.5 "Eligible Elector"- means a person who the Municipality has determined is eligible to vote in the eVoting event and to whom a PIN has been provided.
- 1.6 "Election Officials"- means the persons who the Municipality designates in writing to ISI as the persons who have jurisdiction over the legal control and conduct of the Event, including the usual powers and authority of a Chief Electoral Officer (CEO) and/or returning officer (RO), whose rulings ISI shall be compelled to comply with.
- 1.7 "Election Date(s)"- means the following dates: October 10-17, 2020.
- 1.8 "Interactive Voice Response" and "IVR"- means the capability for an Eligible Elector to listen to voting options and to cast a vote(s) through a telephone system including cellular phones.
- 1.9 "Internet Enabled Connection Service"- means the capability for an Eligible Elector to connect through the internet to a website and to read the voting options and to cast a vote(s) through the internet connection.
- 1.10 "PIN"- means a unique personal identification number assigned to each Eligible Elector.
- 1.11 "Telephone Voting Number"- means the toll-free telephone number to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a telephone, including a cellular telephone, and cast their votes.
- 1.12 "Voting Decision"- means one or more slates of candidates or questions in which an Eligible Elector is entitled to vote in a predetermined manner.
- 1.13 "Voting Window"- means the hours designated by the Municipality during the Election Date(s) during which an Eligible Elector is entitled to cast their vote.
- 1.14 "Website Voting Address"- means an Internet Protocol address to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a web browser and cast their votes.

2. Provision of ISI Systems

- 2.1 ISI hereby agrees to provide the use of the ISI System to the Municipality and to its Eligible Electors during the Voting Period and to provide any required and agreed to Consulting Services and Technical Support Services to the Municipality for the municipal election and the Municipality shall pay the fee set out in article 7 to ISI in accordance with the payment terms set out in clause 7.1.4.

3. Specifications

Electronic Voting Services Agreement

- 3.1** The ISI System shall permit a person submitting a PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to access the ISI System and to cast the votes permitted by the Municipality on the Voting Decisions in respect of each PIN in any of the manners set out in clauses 3.2, 3.3, and 3.4, to record through verifiable records in what manner and when the votes of each PIN were cast, to ensure that votes may be cast in respect of the Voting Decisions only once for each PIN and to ensure that no record is kept or is recoverable which allows the identification of the candidates for whom votes were cast by a PIN, or how votes were cast in answer to questions by a PIN.
- 3.2** The ISI System shall enable IVR ports which will allow Eligible Electors to telephone the Telephone Voting Number and upon entering the elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Interactive Voice Response.
- 3.3** The ISI System shall enable an internet enabled application through a Website Voting Address that will enable each Eligible Elector to connect to the Website Voting Address and upon entering that elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Internet Enabled Connection Service.
- 3.4** Access to the ISI System via any voting telephone number and to the internet website address shall be restricted to only the times and dates set out in the Voting Window unless directed by the Election Officials to extend or reduce the Voting Window.
- 3.5** The ISI System shall, **if required**, enable the Polling Officials to securely enter in the ISI System the PIN or name of each Eligible Elector at the time they are given a paper ballot at a polling station to vote in person and to determine at such time if any vote has previously been cast using such PIN and to record on the ISI System that a vote has been cast in respect of that PIN;
- 3.6** The ISI System shall enable the Auditor to access the ISI System and cast auditing votes during the Voting Window which can be tracked as auditing votes and removed from any final vote tally so as to obtain assurance that the ISI System is functioning properly.
- 3.7** The ISI System shall enable Election Officials and/or the Auditor to have secure access to the tally of votes cast by Interactive Voice Response and Internet Enabled Connection Service after the close of the Voting Window.
- 3.8** The ISI System shall enable ISI personnel to shut down the ISI System and, in such case, the prescribed message shall be recorded on the

Electronic Voting Services Agreement
Interactive Voice Response and displayed on Internet Enabled Connection Service.

- 3.9 The ISI System shall enable the Candidates and/or Candidates' Agents to have access to the Candidate Module, if such service is requested to be enabled by the Election Officials.

4. Contract Administration

- 4.1 Each party shall designate the name, address, telephone, fax and email addresses of a primary Contract Administrator. The Contract Administrator shall be responsible for arranging all meetings, visits and consultations between the parties and for the transmission and receipt of all official notices and for all administrative matters such as invoices, payments and amendments.

The primary Contract Administrator for ISI shall be:

Name: Dean Smith
Telephone (902) 481-1156
:
Email: Dean.smith@intelivote.com

The primary Contract Administrator for the Municipality shall be:

Name: Bea Renton
Telephone 902-634-4110 ext 228/cell 902-527-7604
:
Email: brenton@explorelunenburg.ca

- 4.2 Any party may by notice in writing to the other party's primary Contract Administrator designate a different person as Contract Administrator for a specific aspect of the administration of the contract.
- 4.3 The Contract Administrators will be available Monday through Friday 8:30 a.m. to 4:30 p.m. Atlantic Time, excluding lunch hours and a reasonable number of days spent out of the office and shall respond within 1 business day of the receipt of any request for information or request for decisions that are communicated between the Contract Administrators.
- 4.4 Each party may change its Contract Administrators by notice to the other party's primary Contract Administrator.
- 4.5 Each of the Contract Administrators shall communicate with each other promptly as to the status of information, procedures and progress on each of their respective tasks as set out in this Agreement and to advise the other forthwith upon the occurrence of any material change in such plans.
- 4.6 If any party (first party) receives notice from the other party that the first party's Contract Administrator is not carrying out his or her duties to the

Electronic Voting Services Agreement
satisfaction of the other party, then the first party shall promptly designate another person as its Contract Administrator.

5. Obligations of the Municipality

5.1 The Municipality shall:

- 5.1.1. Ensure that at all times it has a Contract Administrator ready, willing and competent to communicate with ISI on any issue relevant to this contract.**
- 5.1.2. Allocate appropriate resources with the necessary knowledge and authorization to work with ISI in defining tasks for all stages of activity leading up to and including Election Day(s); establish mutually agreed upon timelines for these tasks; coordinate all tasks assigned to the Municipality; provide all information required to configure the ISI system as early as possible in the overall event schedule. A draft project plan detailing some of these tasks will be provided.**
- 5.1.3. Pay ISI for services such amounts as are outlined in Article 7 and pay to third parties such costs which pursuant to this contract and to Schedule "A" the Municipality is responsible to bear and to indemnify ISI in respect of such costs.**
- 5.1.4. Supply at its cost appropriate equipment, as required, such as computer hardware, internet access, telephone service at any, or all, assistance locations/polling locations.**
- 5.1.5. Engage a qualified individual to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.**

6. Obligations of ISI

6.1 ISI shall:

- 6.1.1. Arrange at its cost in consultation with the Municipality for a Telephone Voting Number capable of handling not less than such number of calls per minute as is specified by ISI based on the number of Eligible Electors;**
- 6.1.2. Arrange at its cost in consultation with the Municipality for a Website Voting Address capable of handling not less than such number of connections per minute as is specified by ISI based on the number of Eligible Electors;**

Electronic Voting Services Agreement

- 6.1.3. Provide the ISI System functioning in accordance with the Specifications set out in Section 3 connected to the Telephone Voting Number and Website Voting Address to the Eligible Electors during the Voting Window;
- 6.1.4. Perform with diligence in a timely manner in accordance with generally accepted professional standards and practices recognized in the Information Technology Industry the Consulting Services described in Schedule "A";
- 6.1.5. Abide by decisions of the Election Official and comply with instructions from the Auditor and Election Officials in respect to operations of the ISI system providing that such instructions and decisions do not adversely impact the operation or integrity of the ISI system;
- 6.1.6. Ensure that the voting instructions are available on the ISI System during the Voting Window;
- 6.1.7. Make available online to the Election Official and/or Auditor at the end of the Voting Window the results of votes cast for each candidate and question; and
- 6.1.8. Cause a duly qualified individual to meet with the Municipality at the offices of the Municipality in the event that any other communication is demonstrably ineffective to resolve any outstanding issues.

7. Fee and Payment Terms

7.1 The Municipality agrees to pay to ISI:

- 7.1.1. A base services fee equal to \$1.25 per Eligible Elector being the number of eligible and enumerated electors in the ISI System on Election Day(s);
- 7.1.2. A services and postage fee equal to \$1.20 per Eligible Elector for the creation, printing and distribution of voter instruction letters;
- 7.1.3. Any fees for additional consulting services described in Schedule "B";
- 7.1.4. The fees payable pursuant to clause 7.1.1 and 7.1.2 are payable as follows:
 - a) 30% of the base services fee of \$1.25 per Eligible Elector on execution of this Agreement, based on the number of Eligible Electors as determined by the previous list of electors used for the most recent election held in the Municipality;
 - b) The services and postage fee of \$1.20, for each voter

Electronic Voting Services Agreement

instruction letter to be sent to each Eligible Elector shall be due and payable when invoiced by ISI, typically two weeks prior to the printing and delivery of the letters, and,

c) the balance of the service fee immediately after the final Election Date, when invoiced by ISI.

7.1.5. The Municipality shall pay in addition to the fees stated above HST and any other taxes applicable to the provision of such services.

7.1.6. Any fee or portion thereof not paid on the date on which it is payable shall bear interest at the rate of 12% per annum calculated and applied monthly.

8. Ownership and Rights

8.1 ISI shall maintain ownership of all intellectual property rights associated with the ISI System and the Municipality is only entitled to the data concerning the election generated by the ISI System and the Municipality shall have no other rights in or further use of the ISI System.

9. Representations and Warranties

9.1 ISI represents and warrants that:

9.1.1. Use of the ISI System as described in this Agreement does not infringe the intellectual property rights of any person;

9.1.2. ISI has and will have full and sufficient right to supply the use of the ISI System during the Voting Window;

9.1.3. ISI shall engage a national service provider(s) to provide a very high level of reliability, security, scalability and performance for a high volume transaction, mission critical solution; and

9.1.4. ISI will destroy all formats of information relating to Voting Decisions upon receipt of instructions from the Election Official to do so.

9.1.5. The person(s) signing this contract are duly authorized to execute and deliver it on behalf of ISI and that it is a duly binding obligation of ISI.

9.1.6. If the Nova Scotia Minister of Municipal Affairs and Housing postpones the 2020 Municipal and CSAP Elections scheduled for October 17, 2020 as a result of Covid-19 pandemic, ISI will continue to provide the obligated services described in this Agreement, at the time to which the Election is rescheduled at no

Electronic Voting Services Agreement

additional cost other than those already described in Article 7 of this Agreement.

9.2 The Municipality represents and warrants that:

9.2.1. The Municipality has the authority and jurisdiction to engage ISI for the provision of the ISI System for its municipal election and that the person(s) signing this contract are duly authorized to execute and deliver it on behalf of the Municipality and that it is a duly binding obligation of the Municipality.

10. Remedies

- 10.1 If a party fails or refuses at any time to perform its obligations under this Agreement, then the other party may deliver the defaulting party notice of intent to terminate this Agreement, which notice shall specify the alleged failures or refusals and, if within three business days of receipt of the notice or such other reasonable period in relation to the default, the defaulting party shall not have cured all the defaults set out in the notice or presented a plan reasonably acceptable to the other party to cure these defaults, the other party may, at its option elect to terminate this Agreement.
- 10.2 If the Municipality terminates this Agreement as a result of all the positions up for election being acclaimed, then the Municipality shall reimburse ISI all out-of-pocket expenses incurred for the planning and delivery of the municipal election in addition to the installments payable pursuant to sub-section 7.1.4(a). To be clear, only the service fees for the eVoting service deposit defined in sub-section 7.1.4(a) are payable. The services and postage fee, for the voter information letter is not required as there will be no service or postage required and thus it will not be billed to the municipality.
- 10.3 If the Municipality terminates this Agreement for any reason other than the reason stated in clause 10.2 without material default by ISI, then the Municipality shall pay ISI fifty percent (50%) of the total fees that would be payable pursuant to Article 7 if the ISI System had been employed for the municipal election, except that a deduction shall be made of any fees payable under 7.1.2 that have not been incurred by ISI.
- 10.4 And any payments previously paid by the Municipality to ISI shall be deducted from amounts otherwise payable pursuant to Article 10.3.

11. Force Majeure

- 11.1 Either party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from an act of god, fires, floods, explosions, insurrection, war or riots, unusually severe weather, epidemics, pandemics, or quarantine restrictions,

Electronic Voting Services Agreement

governmental priorities or allocations regulations or any cause beyond the reasonable control of the party including without limiting the generality of the foregoing, a failure of communication facilities, labor trouble or strikes by employees of telecommunications providers including suppliers of application software to ISI, and restraint by Court or public authority. This clause is specifically subject to the provisions of Clause 9.1.6 hereof.

12. Limitation of Liability

- 12.1 ISI's liability for damages howsoever caused, whether in contract or in tort, including negligence, shall be limited to the actual direct damages suffered by the Municipality and in no event shall ISI be liable for any indirect, consequential or punitive damages of the Municipality or any other person. In any event, the liability of ISI for the breach of any representation, warranty or covenant shall not exceed the total fee payable to ISI by the Municipality pursuant to this Agreement regardless of the number of claims.

13. Miscellaneous

- 13.1 This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties.
- 13.2 The parties and their representatives signing this Agreement hereby acknowledge and represent that the representatives signing this Agreement are authorized and have full authority to enter into this Agreement on behalf of the parties for whom they have signed.
- 13.3 No delay or admission by either party to exercise any right or power occurring upon any noncompliance or default by other party shall impair any such right or power or to be construed as a waiver thereof, unless such waiver is in writing.
- 13.4 This Agreement, including the Schedules referred to in this Agreement, constitutes the entire agreement of the parties with regard to the subject matters addressed in this Agreement and this Agreement supersedes all prior or contemporaneous agreements or discussions or representations, whether oral or written with respect to the subject matter of this Agreement and this Agreement cannot be varied, amended, waived or discharged except in writing signed by all parties.
- 13.5 Time is of the essence to the performance of the party's obligations under this Agreement.
- 13.6 This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.
- 13.7 This Agreement may not be assigned to any other party without the written consent of the other party.

Electronic Voting Services Agreement

TOWN OF LUNENBURG

Per: _____

Per: _____

INTELIVOTE SYSTEMS INC.

Per: _____

Electronic Voting Services Agreement
SCHEDULE "A"
Base Services

ISI Base Services to be provided within the agreed upon fee identified in clause 7.1.1. These services include:

- a) Develop and manage a critical path plan for required activities in coordination with the Municipality;
- b) Management and coordination of telecommunications requirements designed to provide the elector with their choice of voting channel: internet, phone, mail-in, or polling station. Includes the activities associated with the telecommunications setup for electronic voting system; appropriate bandwidth; phone (IVR) ports; and website registration.
- c) Attending online (Zoom, Go-to-meeting, etc.) organizational committee meetings with the Municipality.
- d) Assist in the development by the Municipality of educational materials for electors including creation of the elector instruction letter providing specific instructions on how to successfully use the electronic voting process.
- e) Assistance in the management of the electors list;
- f) Assistance with the format, design and secure delivery methods of personal identification numbers (PIN). 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 initial eligible elector list provided by the Municipality. In addition to the PIN, an Eligible Elector category is created and a file is produced to be used for production of voter instruction letters.
- g) Provision of a media spokesperson to address technology questions. Development and/or assistance with a media plan and a voter education plan that addresses the most common questions from both the media and members of the public. An Intelivote representative can speak directly with the media on any questions related directly to the Intelivote application. The Municipality is responsible for all advertising and marketing costs of the municipal election, and if the Municipality is paying ISI pursuant to Article 7.1.2 to prepare and mail out voter instruction letters, then ISI will be responsible for the costs of preparing and mailing out the voter instruction letters.
- h) Technical consultation to address specialized system requirements;
- i) Development and recording of voice scripts for the election;
- j) Website development and design including generation of a customized webpage for electors to link from to vote;
- k) Assisting the Municipality in addressing legislative issues and by-laws relating to elector notification.
- l) Customization and development of all activity associated with configuring the election such as: district setup; candidate assignment; voice script recording; Elector List management; secure ID and password management; configuring and loading Voting Decisions (ie. type of race, sequence and presentation display), based on information to be provided by the Municipality.
- m) Assistance and guidance to Auditors, security personal and Election Officials. A document will be provided which will outline the requirements for a regional centre (if required) to be used by the Election Officials and Auditor, provided that

Electronic Voting Services Agreement

the Municipality shall provide any hardware and communication facilities required by the Auditors and Election Officials.

- n) Training for election HelpLine staff;
- o) Coordination for logistics for eVoting and assistance for the protocol to be followed for the voting event.

**Electronic Voting Services Agreement
SCHEDULE "B"
Consulting Services**

Additional consulting services that may be required by the municipality in addition to those services provided in Schedule "A" will be provided at the following rates:

**Intelivote Consultant - \$800/day plus applicable taxes
All travel and living expenses will be reimbursed to ISI at cost.**

ISinc3

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

AGREEMENT TO USE INFORMATION

THIS AGREEMENT effective as of the 28th day of July 2020

BETWEEN

Town of Lunenburg

Of 119 Cumberland Street, Po Box 129, Lunenburg, NS, B0J 2C0

(herein called "the Municipality") (herein the "Municipality");

-and-

INTELIVOTE SYSTEMS INC., a corporation registered to do business in the Province of Nova Scotia and having its registered office at 900 - 202 Brownlow Avenue, Office 1, Dartmouth Nova Scotia B3B 1T5 (herein "INTELIVOTE")

WHEREAS the Municipality and Chief Electoral Officer for Nova Scotia ("CEO") have entered into an "Information Sharing Agreement" that requires any other supplier, contractor or consultant of the Municipality, who may require use of the information, to enter into an agreement incorporating the provisions of the Information Sharing Agreement;

AND WHEREAS under the Information Sharing Agreement the Municipality may transmit certain information to a third party who is directly involved in the provision of services related to the administration of the election on behalf of the Municipality, including to a third party for the provision of voting by mail, electronically or by another voting method in accordance with section 146A of *the Municipal Elections Act*;

AND WHEREAS INTELIVOTE and the Municipality have an agreement for the management of electoral data and assign pins for the 2020 Municipal and Conseil scolaire acadien provincial Election ("Election") which requires the use of the List of Electors from Elections Nova Scotia and other information pertaining to the election ("Product" or "ENS Information") included in the Municipality's Information Sharing Agreement with the CEO;

AND WHEREAS on July 28, 2020 Bea Renton, Town Manager/Clerk, was authorized to execute this Agreement on behalf of the Municipality;

THEREFORE be it agreed that INTELIVOTE will be provided the right to use the Product in accordance with the following terms and conditions:

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

1. **INTELIVOTE will use the Product only for its own internal purposes in respect of its obligations to the Municipality under its contract for services for the 2020 Election and in accordance with the *Municipal Elections Act*.**
2. **INTELIVOTE shall ensure that the Product is secure from unauthorized access.**
3. **INTELIVOTE agrees:**
 - i. **that the Municipality, the CEO, and Elections Nova Scotia shall not be liable to INTELIVOTE or any other person for any loss of revenue, profit or savings, lost or damaged data, or another commercial or economic loss or for any direct, indirect, incidental, special, consequential or other damages whatsoever, even if Municipality, the CEO, and Elections Nova Scotia have been advised of the possibility of such damages, or for claims of any nature by a third party;**
 - ii. **that such limitation of liability shall apply whether or not liability results from a fundamental term or condition or a fundamental breach of this Agreement, arising from the use of the Product or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, this Agreement;**
 - iii. **to indemnify and hold harmless the Municipality, its Mayor, Councillors, officers, employees and representatives, and the CEO and Elections Nova Scotia and their respective officers, directors employees and representatives from and against any and all claims, actions, damages or losses which may be alleged against Municipality, the CEO, and Elections Nova Scotia in respect of any breach of this Agreement and use of the Product by INTELIVOTE and any third party; and**
 - iv. **to pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded.**
4. **INTELIVOTE shall comply with:**
 - i. **privacy guidelines set forth, from time to time, by the Municipality, the CEO, and Elections Nova Scotia pertaining to collection, use, storage and disclosure of personal information in conjunction with or relating to the Product; and**
 - ii. **all applicable laws including those relating to privacy and access to information laws.**
5. **The Municipality reserves the right to further restrict use or supply of the Product by INTELIVOTE or to terminate this Agreement immediately where INTELIVOTE is in breach of the Agreement or if the Product is used for**

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

deceptive, misleading, illegal or unethical purposes.

- 6. INTELIVOTE acknowledges that the Product is owned by the Municipality, the CEO and Elections Nova Scotia and that it has no rights to the Product other than those set out in this agreement.**
- 7. INTELIVOTE agrees that it will only use the Product received from the Municipality, CEO or Elections Nova Scotia for the administration of the Election.**
- 8. INTELIVOTE agrees to maintain the confidentiality of the Product throughout the course of its work on behalf of the Municipality.**
- 9. INTELIVOTE agrees to keep any Product received from Elections Nova Scotia unchanged.**
- 10. INTELIVOTE agrees to provide to the Municipality, in digital format, all changes or revisions made to the Preliminary List of Electors indicating the type of applied change, as well as information of all added to the Revised List of Electors.**
- 11. INTELIVOTE agrees that all copies of the Product are stored in Canada and are not stored outside of Canada at any time during or after the Term of this Agreement.**
- 12. INTELIVOTE agrees to return to the Municipality all of the Product when the Product is no longer required for the purposes of the election. INTELIVOTE agrees to destroy any and all copies of the Product (including, if applicable, purging INTELIVOTE computer systems) that have not been returned to the Municipality**
- 13. INTELIVOTE agrees to certify, in writing, to both the Municipality and Elections Nova Scotia at the end of its work for the Municipality, that the Product has been used only for election administration purposes and that all copies of the Product have been returned or destroyed. INTELIVOTE agrees to complete and provide to Municipality the Attestation of Destruction attached as Schedule 1 to this Agreement.**
- 14. INTELIVOTE agrees that any privacy breach of the Product must be reported to the Municipality within twelve (12) hours and further agrees that it will take appropriate action and work with the Municipality to mitigate any privacy breach of the Product in accordance with industry best practice.**
- 14.a Without limiting the foregoing, the provisions of the Information Sharing Agreement between the Chief Electoral Officer and the Town of Lunenburg are incorporated herein mutatis mutandis.**
- 15. This Agreement is not assignable, either in whole or in part, by INTELIVOTE, without the prior written consent of the Municipality.**

2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information

16. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Nova Scotia and INTELIVOTE agrees to attorn to the courts of Nova Scotia for resolution of any dispute hereunder.
17. INTELIVOTE may provide Product to an agent, supplier, contractor or consultant of INTELIVOTE ("Consultant") to assist INTELIVOTE under this Agreement provided, prior to release of the Product to the Consultant:
- i. Municipality is notified of any Consultant to be engaged; and
 - ii. INTELIVOTE requires the Consultant to enter into an agreement incorporating the provisions of this Agreement.
18. Any notices required under this Agreement may be given:
- i. for the Municipality to:

Bea Renton
Manager/Clerk
Town of Lunenburg
119 Cumberland Street, Lunenburg, NS, B0J 2C0
Fax: 902-634-4416
 - ii. for INTELIVOTE to:

Dean Smith
President and Founder
900-202 Brownlow Ave.
Dartmouth, NS, B3B 1T5
Fax: 902.481.0402

IN WITNESS WHEREOF the parties hereto have properly executed this Agreement to Use Information, to be effective as of the date first above written.

INTELIVOTE SYSTEMS INC

Town of Lunenburg

Per: _____

: Per _____

Name: Dean Smith

Name: Name

Title: President and Founder

Title: Title

**2020 Nova Scotia Municipal and CSAP School Board Elections – Agreement to Use Information
(I have authority to bind INTELIVOTE)**

SCHEDULE "1"

ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD PARTY SERVICE PROVIDER OR SUBCONTRACTOR

Whereas the Town of Lunenburg provided a copy of the ENS Information to INTELIVOTE for electoral purposes

Now therefore I, _____, certify that:

- a) the ENS Information provided was only used for electoral purposes;
- b) all copies of the ENS Information provided have been destroyed;
- c) all copies of the ENS Information and any back-up copy have been removed from all computers; and
- d) all copies of the ENS Information that have been provided to any and all third party service providers, their subcontractors or other persons have been destroyed.

(Authorized Signature)

(Witness Signature)

(Name of Authorized Signatory)

(Name of Witness Signatory)

(Title of Authorized Signatory)

Date (year – month – day)

Document No:
Meeting: July 28, 2020 Council
Circulate: Council, LD, PB, IT SE,
JL
File: Wastewater

MEMORANDUM

TO: TOWN COUNCIL

FROM: IAN TILLARD, ENGINEERING CONSULTANT

DATE: JULY 17, 2020

RE: ARCHIBALD STREET SEWER INSTALLATION

1. FACTS

At the June 16, 2020 Council meeting the Public Works Department was asked if the Public Works Department could install a sewer main extension between a portion of Brook and Green Streets along Archibald Street to run in front of 58 and 66 Archibald Streets. The Town Engineer will advise if this work can be done by Public Works staff and if a preliminary estimate of \$50,000 to install the main by staff includes engineering design services if required. A comparison of the estimated cost for a private contractor to do the work would also be provided. The Finance Director advised that a capital borrowing would be required for the project regardless of the amount as the 2020/21 capital budget has been approved and there are currently no other external funding sources available at this time.

The current situation is that there are two residences along the street that connect to the sanitary line on Brook Street via long laterals from each residence. The laterals are very long (on the order of 80+ metres), are owned by the residents and are in poor condition. One resident has made a request to council to install a new sewer line along the street so that they can connect with a new short lateral.

A conceptual cost estimate for this work is \$130,000 as tendered work. Council requested PW to look at this as an in-house project.

Council also asked for a copy of a plan showing where sewer mains are located in relation to adjacent properties. This is attached for your information.

2. ISSUES AND OPTIONS ANALYSIS

An in-house estimate for this work is \$52,000 including tax. This includes all labour, equipment and material. The estimated duration for the work is one week and this would essentially involve the entire public works crew, except for one or two people.

During this COVID crises period, Public Works have been performing mostly individual tasks and only on an urgent basis have the crews worked jointly together – for things such as water leaks. Public Works recently did an in-house safety review for working together as a full crew and the general consensus is that there are adequate measures available that will allow closer contact type of work such as this. As a consequence PW has recently added additional PPE items to the crew kits. As the situation with COVID is fluid though, there is no guarantee that there may be an upset that will result in a change to the situation which may cause a disruption to the work.

There is another construction project ongoing for the seawall rebuild and this has been permitted for 2020 by Department of Fisheries. There is approximately one month of good weather work remaining on this project for 2 operators, although at the moment PW is waiting for delivery of rock.

Another pending in-house project is the installation of an overflow near the Brook Street Pump Station. This is expect to take a full crew approximately 3 days.

The concern is the impact new construction work has on other scheduled maintenance and repair work as per the PW work plan. Sidewalk and road repairs are about to commence. Generally the work plan that has been developed keeps the PW personnel fully busy for the entire year and then some so new construction work such as this potentially has a negative impact on other work.

3. FINANCIAL IMPACT

This is new unbudgeted work. A capital borrowing would be required for the project regardless of the amount as the 2020/21 capital budget has been approved and there are no other available funding sources at this time. And if the project is done in 2021/22 it is possible that a capital borrowing may still be required, however it is also possible that there may be Deed Transfer Taxes available to fund this project depending on the other Capital needs of the Town in fiscal 2021/22.

4. STRATEGIC PLAN RELEVANCE

5) Operate the Town efficiently and effectively by:

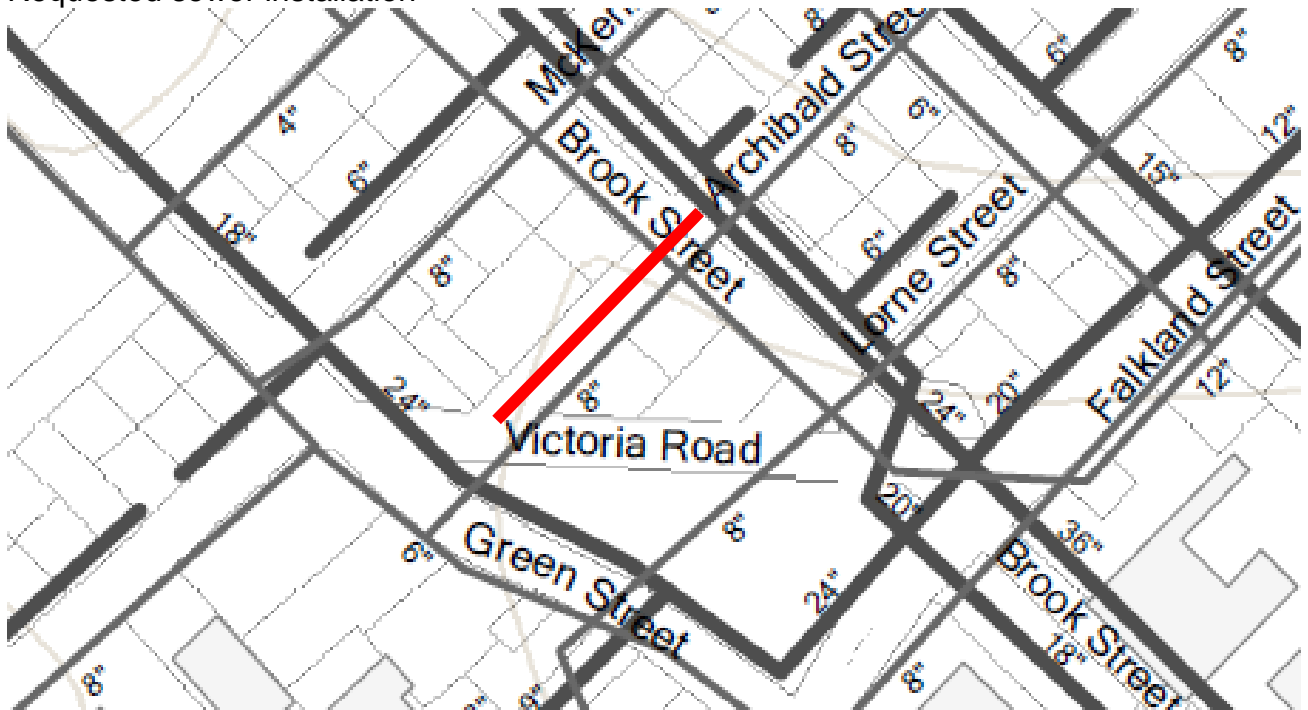
- A. Making best use of Town-owned buildings and land.
- B. Continually and strategically maintaining and upgrading community infrastructure

5. RECOMMENDATION AND DRAFT MOTION

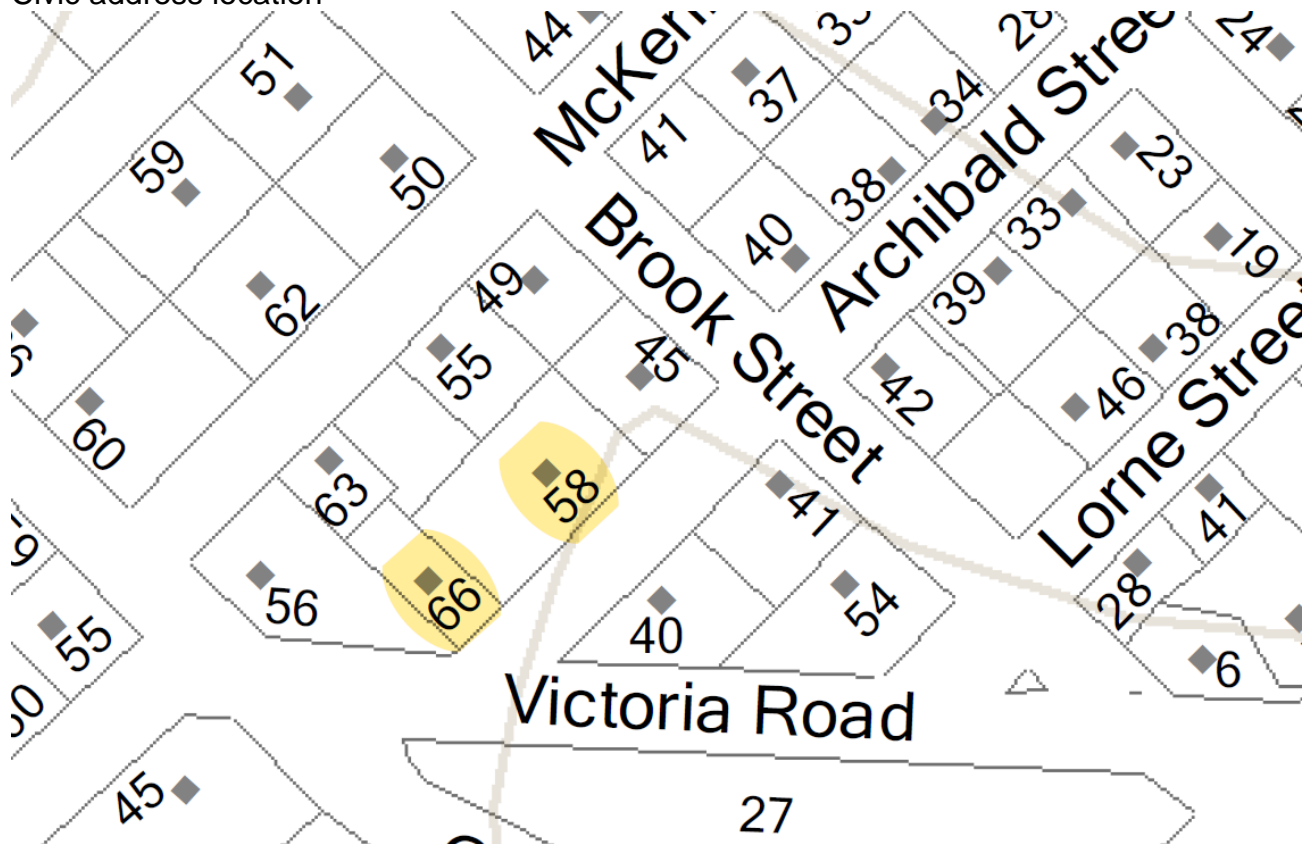
It is recommended that Council advise whether they want to budget for the requested Archibald Street sewer main extension from the intersection of Brook/Archibald Streets to 66 Archibald Street to service this property and 58 Archibald Street. If approved, Town staff could do this work in Spring/Summer 2021 when the frost comes out of the ground and Council has approved a budget for same.

Attachment (1)

Requested sewer installation



Civic address location



Sewer Map of the town is in the attached file; MPS LUB Map 3 Sewer and Water updated to 2007 _02-2011 (10)

TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 3

SEWER AND WATER SERVICES

2007 UPDATE

LEGEND

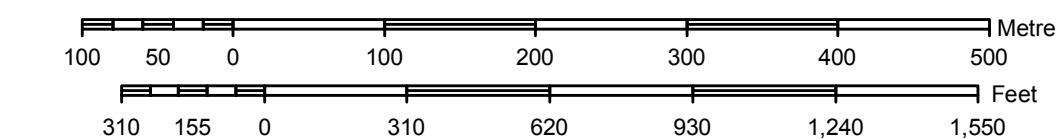
- Septic Tank and Disposal Bed
- Forcemain
- Water Main
- Sewer Main
- - - Private Sewer and Outfalls

Adopted by Council 15 April 1996

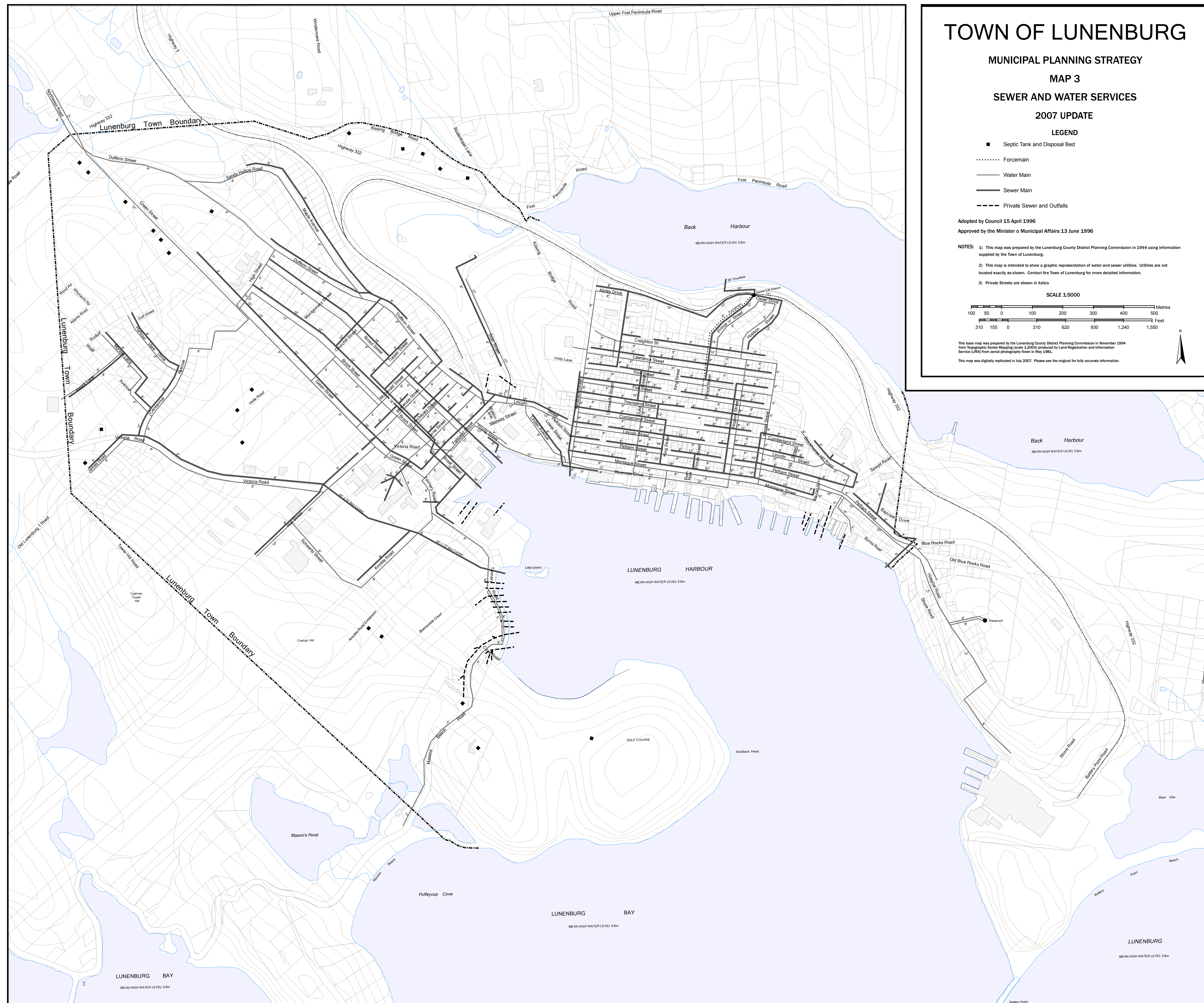
Approved by the Minister of Municipal Affairs 13 June 1996

- NOTES:
- 1) This map was prepared by the Lunenburg County District Planning Commission in 1994 using information supplied by the Town of Lunenburg.
 - 2) This map is intended to show a graphic representation of water and sewer utilities. Utilities are not located exactly as shown. Contact the Town of Lunenburg for more detailed information.
 - 3) Private Streets are shown in *italics*.

SCALE 1:5000



This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapings (Scale 1:2500) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1982. This map was digitally replicated in July 2007. Please see the original for fully accurate information.



Circulated: _____

Document No: 5(f)
Meeting: HAC – July 20, 2020
Circulate To: HAC, Council, BR,
File:

MEMORANDUM

TO: TOWN COUNCIL/HERITAGE ADVISORY COMMITTEE
FROM: ARTHUR MACDONALD, HERITAGE MANAGER
DATE: JULY 20, 2020
RE: 10 FALKLAND STREET – INSTALLATION OF A RAMP AT THE REAR OF THE REGISTERED MUNICIPAL HERITAGE PROPERTY

1. FACTS

A. Background

The Town has received an application to install a ramp in the rear (West Elevation) of 10 Falkland Street, a Registered Municipal Heritage Property. According to the Town's Alteration Guidelines for Municipally Registered Heritage Properties the installation of ramps and stairs requiring the approval of Council and the issuance of a Heritage Permit. The intent of the ramp is to provide an accessible entrance to the building.

B. Proposal

A sketch of the ramp is enclosed for your review (**Attachment "A"**). The subject property is located in the Architectural Control Area of the Town's Municipal Planning Strategy and is registered as a Municipal Heritage Property. It is not located within the Old Town Heritage Conservation District. In keeping with the Town's Alteration Guidelines for Municipally Registered Heritage Properties (**Attachment "B"**), the installation of ramps and stairs are considered to be substantial alterations. Pursuant to the Heritage Property Act an application for a substantial alteration to a Municipal Heritage Property shall be referred to the Heritage Advisory Committee for comments, and be approved by the municipality. The municipality may grant the application either with or without conditions or may refuse it.

Upon review of the building's heritage registration application and Statement of Significance (**Attachment "C"**) the proposed installation of the ramp along the rear (west elevation) will not have a significant impact on the building's unique features as described in the application or the character-defining elements as described in the Statement of Significance.

2. ISSUES AND OPTIONS

The municipality may grant the application either with or without conditions or may refuse it.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Town with regards to this application.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #1- Promote a high quality of life for residents;

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approved the issuance of a Heritage Permit for the ramp at 10 Falkland Street with the following conditions:

- 1) Provided the ramp is located on the West Elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

Motion: Moved by _____, Seconded by _____ that Council approves the issuance of a Heritage Permit for the installation of a ramp at 10 Falkland Street with the following conditions:

- 1) Provided the ramp is located on the West Elevation as submitted; and
- 2) Provided the ramp is constructed as submitted.

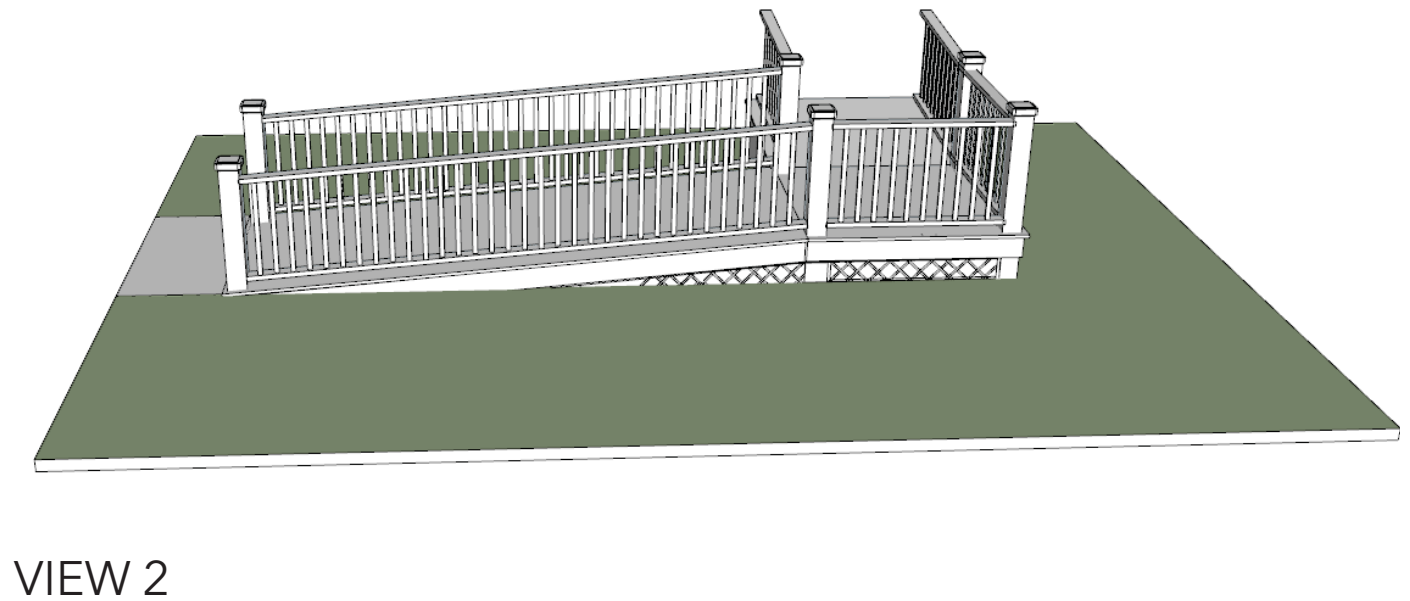
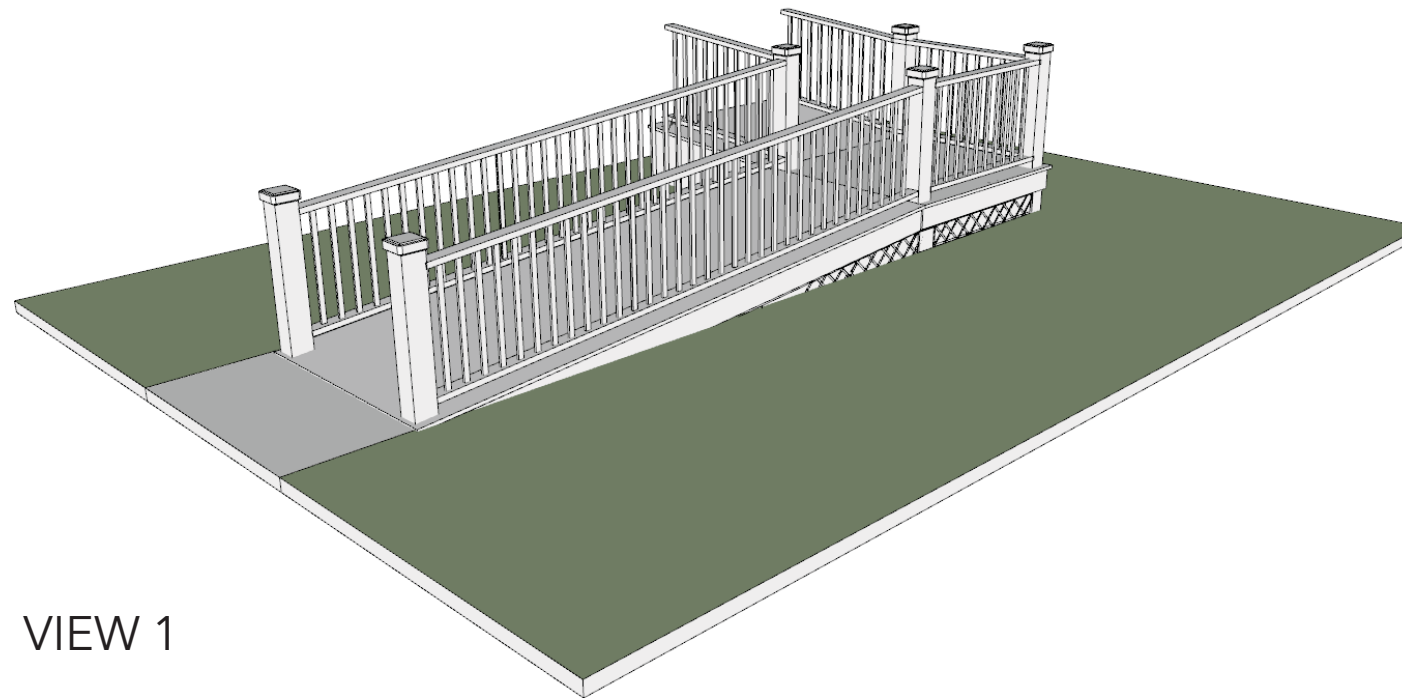
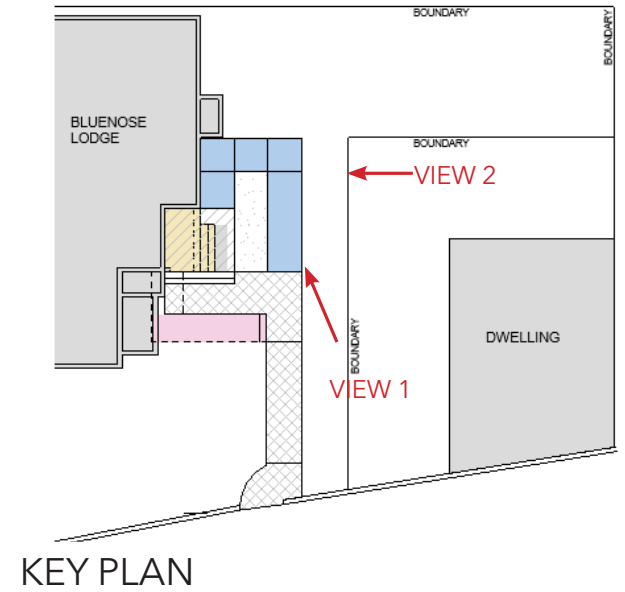
ATTACHMENTS:

- A. 10 Falkland Street – Application for Ramp
- B. Alteration Guidelines for Municipally Registered Heritage Properties
- C. 10 Falkland Street – Building’s Heritage Registration Application and Statement of Significance

Alternative B Preliminary Detailing of Corner Landing in Compliance with Town of Lunenburg Heritage District Guidelines

NOTE:

THE STRUCTURE AND DETAILING OF PAVING, RAMP, GUARDS AND HANDRAILS WILL COMPLY FULLY WITH THE TOWN OF LUNENBURG HERITAGE CONSERVATION GUIDELINES AND THE NOVA SCOTIA BUILDING CODE.



ATTACHMENT B

Alteration Guidelines for Municipally Registered Heritage Properties Town of Lunenburg

As Recommended by HAC and Approved by Council February 13, 2006

1.0 Scope

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

2.0 Background

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

3.0 Process

All applications to alter a registered heritage property shall be made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

4.0 Substantial and Non-Substantial Alterations

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the criteria of the Heritage Conservation District Guidelines.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers
- addition or removal of windows or window openings
- changes to the openings for doors or windows
- change in roof pitch or style (including pitch or style of a dormer)
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys
- change in style or design of railing or guards on porches or stairs
- addition of an accessory building

- addition of utilities such as air conditioning units, kitchen vents
- landscaping elements such as stairways which are not connected to the main building
- re shingling of roofs where not required for maintenance, including changes in the type of shingle
- the installation of turf stone (added by motion of Council May 25, 2006)
- the addition of utility structures (added by motion of Council March 27, 2008)

The following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum
- fences which meet the criteria of the Heritage Conservation District Guidelines
- replacement/repair where no changes are intended
- use of vinyl window inserts if no other changes taking place
- replacement of shingles with clad board with the same exposure, and clad board with shingles
- placement of commercial advertising signs
- items which the Heritage Officer considers to be maintenance (ie. reshingle roof if needed)
- replacement of doors or storm doors with doors which meet the Heritage Conservation Guidelines
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood)
- addition of glass doors inside wooden storm doors (added by motion of Council September 28, 2006)
- wooden rain barrels and other minor accessory structures (added by motion of Council November 10, 2006)
- the installation of wooden gutters (September 29, 2009)

ATTACHMENT C



TOWN OF -
LUNENBURG

SCHEDULE "A"

U.N.E.S.C.O. World Heritage Site

DATE REC'D	Nov 20, 2000
DISTRIBUTED TO	HAC Maddy, Ben
COPIES	80
FILE	Council Delegation

APPLICATION TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY
IN THE TOWN OF LUNENBURG

Name of Property:

BLUENOSE LODGE

Civic Address:

10 FALKLAND STREET

Present Owner:

ROYANNE SKERRETT

Action Requested by:

ROYANNE SKERRETT

DOCUMENT NO.

5011

MEETING

HAC, Nov 21, 00

EVALUATION CRITERIA:

(Note: Houses built 1940 or later and houses with synthetic (vinyl, aluminum, etc.) siding will not be considered for registration.)

Potential
Points

Points
Awarded by
Committee

15

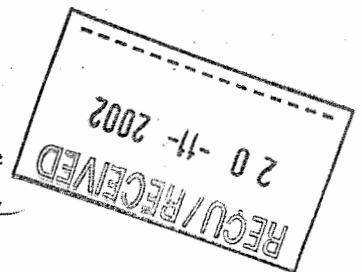
1. Age of Property? (should be pre-1940) approximately 130 years

How was age determined? (attach documents) the Inventory of Historic Buildings (Lunenburg)

15

2. Present Condition of Building (give details) exterior is very well kept. The interior is being upgraded this winter (2002).

Original Intactness (intactness of structure is more important than maintenance condition) (note any changes and when they occurred - estimate if time not known) circumvent 1946 an addition was done to allow room for a restaurant (formerly known as Solomon Sundry).



5

3. Association with Individual(s)?
(has it been in the family for a long
time) present owner has owned
for a 2 years.

5

4. Association with Organization(s) or
Business(s)? (at one time or for a
length of time) The Bluegrass Lodge
has run as a B+B since 1946.

5

5. Association with Historic Event(s)?
The Bluegrass Lodge is one of the first
buildings built in the New Town. It
is also one of the oldest houses in
Luxemburg and is well known.

6. ARCHITECTURE

35

Architect Notre dames, Italianate Tower

Builder Charles Brown (-----)
5 points

Style, Construction and Design Information
(-----)
25 points

- Unique to the Town (how rare and how
good an example if not rare) The
building is one of a kind and
very prominent.

- Unique to an era of the Town's History
(evolution) first house built in the
New Town. Very located in center
town where new and old town
meet.

- Unique on a Provincial or Federal Perspective One of the oldest forms in Lunenburg

- Other details _____

(-----)
5 points

Describe any unique features on building (eg, widows walk, trim, window shapes, decorative shingling, etc.)

Italianate ~~stone~~ tower, Palladian style doorway, rounded windows on third floor, moldings are heavy bracketed wood moulding, 4 stories including tower

10

7. Importance of Property to Streetscape (comment on how house blends in or stands out on the street) The ledge is where new and old town Lunenburg meet. It is one of the busiest streets and the building has extreme curb-appeal.

5

8. LANDMARK

Do you consider this property to be a landmark? Why? Yes, location is great and the building is very prominent

9. ADDITIONAL INFORMATION

5

Is there any other information that you feel is important and should be included that does not fit into a previous category _____

Total
Points

100

Total
Awarded

55 POINTS ARE REQUIRED TO BE DESIGNATED

PHOTOGRAPHS (Minimum 4 - all sides; Maximum 8)

Must show total building, plus doors, windows and details.

ADDITIONAL INFORMATION

Do you know of any other source, ie - book, report, newspaper article or individual that has additional information about this property which may be of interest to the Committee (attach copies if you are able)

Application submitted by: Roxanne Skerrett

Address: 1 Lerone Street, P.O. Box 399

Phone: 634-8851 (O) _____ (H)

Date: November 20, 2002

Home Owners Signature(s): Roxanne Skerrett

a:\peter\heritage.s11

The Bluenose Lodge carriage house was built in the 1880's and is now used as a residence.

#1 Lorne

1883-90



The Bluenose Lodge is one of the most prominent buildings in the NewTown. With its blue, wood shingled, mansard roof; its sharp Gothic dormers ornamented with sawn wooden tracery; and its imposing 4 storey, Italianate tower, it is highly visible at one of the Town's busiest street corners. The tower is particularly interesting. On the first level is a Palladian style doorway with sidelights and a semi-circular fanlight finished with heavy, bracketed hood mouldings. On the second level there is a double, mullioned, round-headed window, and, on the third level, a single, round-headed window, again, each with heavy, moulded entablatures. The truncated hip roof on the fourth or attic level has small gablet dormers on each side. Each level is defined by a bracketed cornice and the decreasing scale of each storey emphasizes the height of the structure. The clapboard wall surface is finished with wide, double bracketed cornerboards and a heavy bracketed fascia which encircles the building under the eaves.

Historic photos and the 1879 BEV reveal that this property was occupied by a 2½ storey, gable roofed house before the present structure was built. The earlier house was built about 1873 for William Morash and is identified in his name on the Church map (c1883). Records suggest that about 1885 the older house was either removed (it may have become the carriage house - see above) or was thoroughly altered into the building that we see today and which is shown with its mansard roof and tower on the 1890 BEV. In 1886, it sold to Charles W. Morash, a prominent merchant/builder who owned it for more than 30 years. In 1921, the property sold to Capt. Carl Kohler. In 1946, it was purchased by Claude Vincent and converted to a lodge. The single storey dining room was added at that time. The Bluenose Lodge has continued in operation since then under several subsequent owners.

#18 Falkland

This was one of the first houses to be built when the NewTown lots first became available in 1862. Falkland St. at that time had an uninterrupted view of the harbour and was an attractive and fashionable location for the building of houses for the Town's wealthy and successful people.

The house was built originally for Joseph Lockhart, a merchant with the firm of Lockhart and Herman, General Importers of Staple and Fancy Goods (see also #6 Lorne), but was sold in 1870, for \$1,700, to James D. Eisenhauer. Eisenhauer was the owner of the prominent waterfront firm of James D. Eisenhauer & Co. (see #138 Montague) and is a notable figure in the history of the Town. A biographical profile from the records of the Presbyterian Church of which he was a parishioner, states that he "was elected to the legislature in 1861, re-elected in 1872 and 1875, and in 1887 was elected to the House of Commons as Federal member for Lunenburg County. He was also a central figure in the construction of the Nova Scotia Central Railway which opened in 1887 and connected Lunenburg with the Town of Middleton, being the major shareholder in the railway company."

The house is a good example of the style sometimes referred to as "Fisherman's Gothic." On its main elevation, facing the street, are three pointed dormers, the central one projecting outward and downward in characteristic Lunenburg fashion, protecting the doorway below. Each dormer has pointed, lancet windows with small panes. The doorway itself has full sidelights and a transom window, and the underside of the projecting dormer is accented by decorative sawn tracery. The clapboard siding is trimmed by wide corner boards which retain their raised, moulded capitals. The balanced facade is completed by two symmetrically placed chimneys. There is an ell at the rear which was added before 1879 (see 1879 BEV).

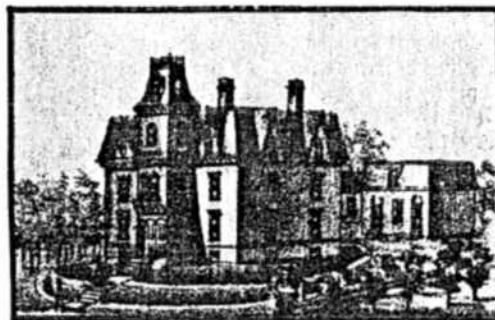
The house is set back from the street and has a circular pathway leading up to the front steps. It is said that this was the first house in Lunenburg to install electric lights.



Sketch from 1890 BEV



#18 c1862



Sketch from 1890 BEV



#10 1873-85

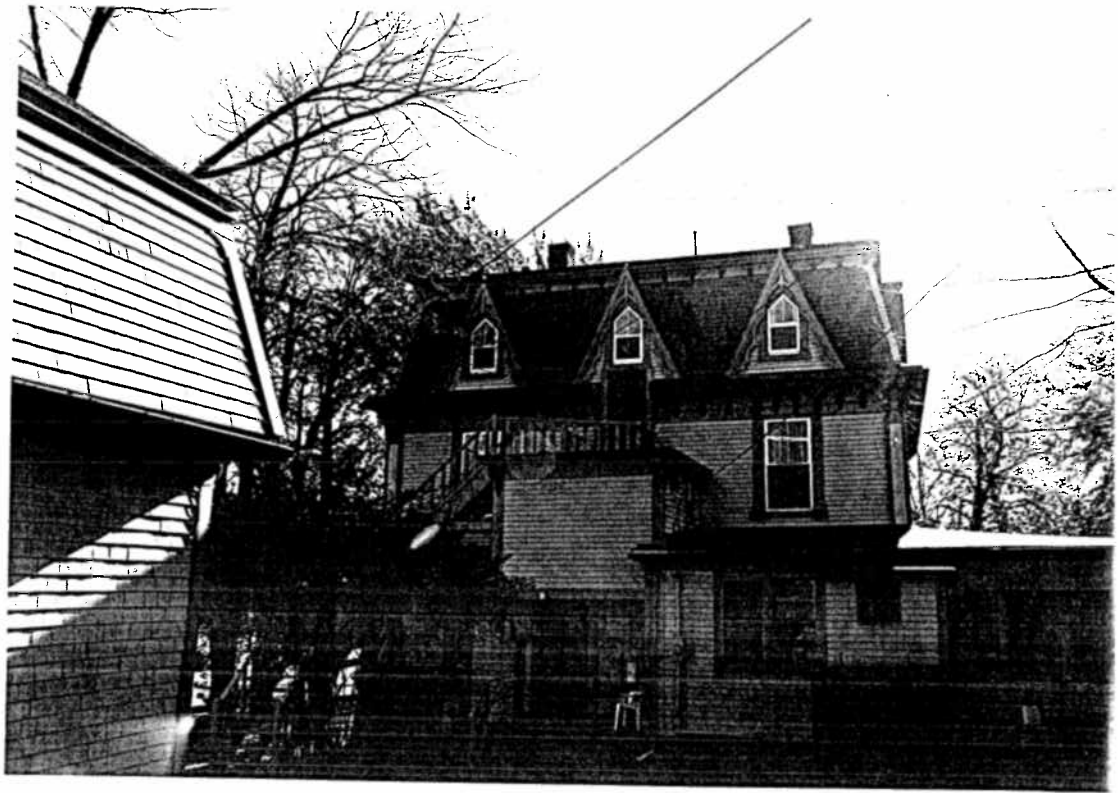
DUFFERIN STREET

FALKLAND STREET

Charles Hewitt,
of Hewitt and
partner, H.W.
at block at #38

Church map
1870's as "Floral
a single Gothic
with projecting
(see 1890 BEV).
is 5 sided with
slightly larger
eave. Bracketed
corner sections and
decorated, bell-cast
cornice part of the
between 1890-93,
of and 2 storey
ing, which in-
was added in
ve been made
each other and
architecturally
ful design.
member, of the

daughter,
Minnie
the first vice-
y on Gallows
53.





Bluenose Lodge, 10 Falkland St
P.L.A.



Historic Places Initiative Municipal Records

NOTES:

* Mandatory Fields are marked with (*)

Controlled Vocabulary is used for certain fields. Please refer to the Documents and Standards Handbook for examples.

Submission Information

* Submitted By (Name)	Rebecca Kennedy
* Contact Email	research.lunenburg@ns.sympatico.ca
Assessment Number	

Identification Attributes

E1	* Unique F/P/T Identifier	37MNS0060	
E2	* Jurisdiction	NS	
E3	* Name of Historic Place	Bluenose Lodge	
E29	Other Name(s)	Other Name Type	Other Name

Formal Recognition

E6	* Formal Recognition Authority	Local Governments (NS)
E8	* Formal Recognition Type	Town Heritage Property
	Formal Recognition Statute	Heritage Property Act
E9	* Formal Recognition Date (YYYY/MM/DD)	2003/02/27

Location

E39	* Province/Territory	NS				
E40	Economic Region	Southern Nova Scotia				
E41	District (County)	Lunenburg				
E42	Sub-District (Municipality)	Town of Lunenburg				
E43	Community (Town)	Lunenburg				
E44	Locality (Neighbourhood)	New Town				
E45	Street Number	10				
	Street	Falkland Street				
E47	Cadastral Reference/Land Unit (PID)	60055688				
E48	* Cartographic Identifier (Complete)	UTM				
	UTM or Latitude/Longitude	Coordinate Determination	Datum	Zone	Northing	Easting
		Latitude/Longitude	Coordinate Determination	Datum	Latitude	Longitude
		digital maps	NAD83		44.378056	-64.317222

Description

E15	* Description of Boundaries	Bluenose Lodge is located on Falkland Street in Lunenburg's New Town area, with frontage on both Dufferin Street and Lorne Street. The boundaries of this historic place are the legal property boundaries at the time of designation and under the Heritage By-law on the building and land is designated a Municipal Heritage Property.				
E16	* Area of Historic Place (m ²)	900				
E17	* Contributing Resources	Number of Resources	Type of Contributing Resources			
		1	building			
E18	* Original Function Category(ies)	Residence				
E19	* Original Function Type(s)	Single Dwelling				
E49	Current Function Category(s)	Commerce				
E32	Current Function Type(s)	Hotel (Inn)				
E33	Construction Date From (YYYY)	1885				
	Construction Date To (YYYY)	1889				
E34	Significant Dates From (YYYY)					
	Significant Dates To (YYYY)					
E35	Associated (Event/Person/Organization/Architect/Builder)	Associated EPOAB	Description			
		BUILDER	Charles Brown			
		PERSON	Charles W. Morash, Claude Vincent			
E36 & E37	Theme(s)	Theme Category	Theme Type			
		Peopling the Land	settlement			
		Developing Economies	trade and commerce			
E31	Ownership of Historic Place	private				
	Owner Name	Tartan E Distribution Inc.				
	Owner Mailing Address	PO Box 16, Lunenburg, Nova Scotia B0J 2C0				

Statement of Significance

E20	* Description of Historic Place	Bluenose Lodge is a tall, wooden nineteenth century building located on Falkland Street in Lunenburg's New Town area, with frontage on both Dufferin Street and Lorne Street. The immediately noticeable features of the building are the steep mansard roof and gable dormers, the four storey central tower on the front facade, and the large lawn separating the building from the street. Municipal designation extends to both the building and surrounding land.
-----	---------------------------------	---

E21	* Heritage Value of Historic Place	<p>Bluenose Lodge is valued for its age, architecture, and as a landmark building in Lunenburg, N.S.'s New Town. Bluenose Lodge is located at a busy crossroads in Lunenburg's New Town area, which was a fashionable new area of development in the late nineteenth century. The house is made more visible by the four-storey front tower with elements of Italianate design. The Lodge also has prominent steep gable dormers, a high mansard roof and large lawn. All of these elements contribute to the height of the building, and make it more impressive for the viewer at ground level. Records suggest the previous building on this property was removed or relocated in 1885; it may have been the carriage house, which is still located behind Bluenose Lodge. By 1890, according to the Bird's Eye View map of that year, the present building had been constructed. At that time, the property was owned by wealthy merchant and builder Charles W. Morash. The Morash family was well known in Lunenburg as builders and carpenters, and built many Lunenburg homes in the late nineteenth century. The property was not resold until 1921, and again in 1946, when it was converted i</p> <p>Source: Notice of Recommendation to Register as a Town Heritage Property, Heritage Designation File 66400-40-60, Tc</p>						
E22	* Character-Defining Elements	<p>The character-defining elements of Bluenose Lodge relate to its location and nineteenth century architecture, including: its location at the foot of Dufferin Street and the beginning of Falkland Street, a major intersection used in travel to and from Lunenburg, and its contribution to both the Falkland Street and Dufferin Street late Victorian streetscape, as well as all elements of Italianate design, including the four storey central tower, with a double mullioned, round-headed window on the second floor, and a single round-headed window on the third floor, a Palladian style doorway with sidelights and a all elements of Second Empire design, including the mansard roof with dormers and a bracketted cornice at both the upper and lower eaves, truncated hip roof on the tower with dormers, and symmetrical placement of windows; all elements borrowed from other nineteenth century design that were fashionable at the time, including the steep gable dormers and tower gablets with pointed windows, the clapboard cladding with wide bracketted cornerboards and a</p>						
Images								
E23	* Image(s)	<p>BluenoseLodge1.jpg BluenoseLodge2.jpg</p>						
E24	* Image Description	<p>Bluenose Lodge, New Town Lunenburg, Falkland Street facade, 2004 Bluenose Lodge, New Town Lunenburg, historic photo, date unknown</p>						
E25	* Image Caption	<p>Falkland Street façade Historic photo, Bluenose Lodge</p>						
E26	* Copyright	<p>Heritage Division, Nova Scotia Department of Tourism, Culture & Heritage, 2004 Heritage Division, Nova Scotia Department of Tourism, Culture & Heritage, 2004</p>						
E27	Misc. Info.	<p>Courtesy of the Fisheries Museum of the Atlantic</p>						
E28	* Image Type	<p>Exterior photo Exterior photo</p>						
Documentation								
E4	* Location of Supporting Documentation	<p>Town of Lunenburg, 119 Cumberland Street, P.O. Box 129, Lunenburg, Nova Scotia, B0J 2C0, FILE 66400-40-60 W. Plaskett, Lunenburg: An Inventory of Historic Buildings (Lunenburg: Lighthouse Press, 1984)</p>						
E30	Cross-Reference to Collection							
E38	Website Link(s)	<table border="1" data-bbox="587 1682 1161 1738"> <thead> <tr> <th data-bbox="587 1682 874 1704">Link Type</th> <th data-bbox="884 1682 1161 1704">Link</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1704 874 1727">Local Government web site</td> <td data-bbox="884 1704 1161 1727">http://www.explorelnunburg.ca</td> </tr> <tr> <td></td> <td data-bbox="884 1727 1161 1749">http://users.eastlink.ca/~bnoselodge</td> </tr> </tbody> </table>	Link Type	Link	Local Government web site	http://www.explorelnunburg.ca		http://users.eastlink.ca/~bnoselodge
Link Type	Link							
Local Government web site	http://www.explorelnunburg.ca							
	http://users.eastlink.ca/~bnoselodge							
	Website Description	<p>Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg. Details on the current Bluenose Lodge, history, rates and facilities.</p>						
Administration								
E10	* Name of F/P/T Registrar	<p>Meghan Hallett</p>						
	Owner Notification	<p>SENT</p>						
E12	* Owner Response	<p>NA</p>						
	* Contact Email	<p>RegistrarHPI@gov.ns.ca</p>						
Municipal Records Management								
	Memo:	<p>CONSENT - should be okay. Have to talk to owners again.</p>						

Circulated: _____

Document No: 5(e)
Meeting: HAC – July 20, 2020
Circulate To: HAC, Council, BR,
File:

MEMORANDUM

TO: TOWN COUNCIL/HERITAGE ADVISORY COMMITTEE
FROM: ARTHUR MACDONALD, HERITAGE MANAGER
DATE: JULY 13, 2020
RE: 111 TOWNSEND STREET – INSTALLATION OF METAL ROOF ON REGISTERED MUNICIPAL HERITAGE PROPERTY

1. FACTS

A. Background

The Town has received an application to install a metal roof at 111 Townsend Street. The St. Andrew's Presbyterian Church is a Registered Municipal Heritage Property. According to the Town's Alteration Guidelines for Municipally Registered Heritage Properties the installation of a new metal roof over an existing asphalt shingle roof would be deemed to be a "Substantial Alterations" requiring the approval of Council and the issuance of a Heritage Permit.

B. Proposal

An application for the metal roof is enclosed for your review (**Attachment "A"**). The subject property is located in the Old Town Heritage Conservation District and is registered as a Municipal Heritage Property. In keeping with the Town's Alteration Guidelines for Municipally Registered Heritage Properties (**Attachment "B"**), the proposal is deemed to be a substantial alteration requiring Council's approval and the issuance of a Heritage Permit. Pursuant to the Heritage Property Act an application for a substantial alteration to a Municipal Heritage Property shall be referred to the Heritage Advisory Committee for comments, and be approved by the municipality. The municipality may grant the application either with or without conditions or may refuse it.

Upon review of the building's "Statement of Significance" (**Attachment "C"**) the proposed installation of the metal roof would not have a significant impact on the building's character-defining elements. The existing asphalt roof is not defined as a character-defining element of the building.

The installation will cover all roof surfaces with the exception of the bell tower. The installation is required to repair a leak over the organ area. If everything goes well and there are sufficient funds in the future, the church intends to install a metal roof over the bell tower as well. The textured charcoal colour is the closest metal colour available that would be in keeping with the colour of the asphalt shingles located on the bell tower.

In addition they plan on installing a snow/ice guard roughly 8 inches from the fascia board so large slabs of ice and snow cannot fall off the roof without being broken up before they hit the sidewalk or surrounding yard.

The application has also been sent to the Fire Chief as well as the Town's Fire Inspector for comments. Both have advised that they have no issues with the installation of the metal roof on the St. Andrew's Presbyterian Church.

2. ISSUES AND OPTIONS

The municipality may grant the application either with or without conditions or may refuse it.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Town with regards to this application.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #1E – Fostering Lunenburg's development as a cultural hub;

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approved the issuance of a Heritage Permit for the metal roof at 111 Townsend Street with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

Motion: Moved by _____, Seconded by _____ that Council approves the issuance of a Heritage Permit for the installation of a metal roof at 111 Townsend Street with the following conditions:

- 1) Provided the metal roof has narrow spacing between ribs - spacing between ribs shall not exceed 18 inches;
- 2) Provided the metal roof has a medium tone matte colour as submitted in the application and attached;
- 3) Provided a snow-ice guard is installed along the bottom of the roof's slope in proximity to the fascia board to control large slabs of ice and snow from falling off the roof; and
- 4) Provided the installation shall be complete and consistent throughout with the exception of the bell tower which is excluded from the application.

ATTACHMENTS:

- A. 111 Townsend Street – Application for a Metal Roof
- B. Alteration Guidelines for Municipally Registered Heritage Properties
- C. 111 Townsend Street – Statement of Significance, Municipal Heritage Property

Acknowledged by:

Bea Renton
Town Manager/Clerk



TOWN OF LUNENBURG
HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM

Date: July 10 / 2020
Civic Address: 111 Townsend Street Lunenburg.

PID: _____ ZONE: _____ HCD ARCH CONTRL MuDesHER

Applicant Information:

Name: St. Andrews Presbyterian Church.
Mailing Address: Box #218, 111 Townsend Street Lunenburg. B0J 2C0
Telephone: _____ Cell: _____ Fax: _____
Email: _____

Property Owner Information: Same as applicant/owner

Name: Property Co-Chair Gordon Wright
Mailing Address: Box 1574 397 Green Street Lunenburg N.S. B0J 2C0
Telephone: 902-634-4502 Cell: 902-298-2703 Fax: -
Email: MPGORDONWRIGHT@G-MAIL.COM (call lower case)

Proposed Use and Construction:

Current use:

- Single-unit dwelling Describe: _____
- Multiple occupancy Describe: _____
- Commercial Describe: _____
- Institutional Describe: Presbyterian Church (
- Other Describe: _____

Proposed use:

- No change
- Change to _____

Proposed scope of project:

1. To install metal roof over main body + choir + office addition of main building.
2. 28 Gauge Textured ABM Profile Panel, a heavy gauge metal panel that will be applied with non glare matte finish (Charcoal color) Since leaks are appearing in existing roof we will install main roof first and then consider bell tower roof at later date.

Contractor Information:

Same as applicant; or

Name: Walls Metal Roofing Telephone: 902-298-3022

Email: joe@wallsmetalroofing.com Cell: 1-902-956-9288

Documentation attached:

- Site Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other _____

Permits/Fees:

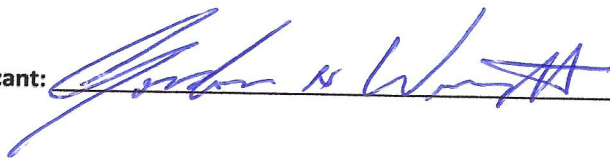
- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00)
- Indemnification Agreement for a portable/sandwich board sign

Applicant Declaration:

I solemnly declare:

1. That I am the authorized agent of the owner/the owner named in this application for a permit.
2. If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.
3. That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.
4. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.
5. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.
6. It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.

Signature of Authorized Applicant: _____



Date: July 10/2020

OFFICE USE ONLY

Permits required for this project:

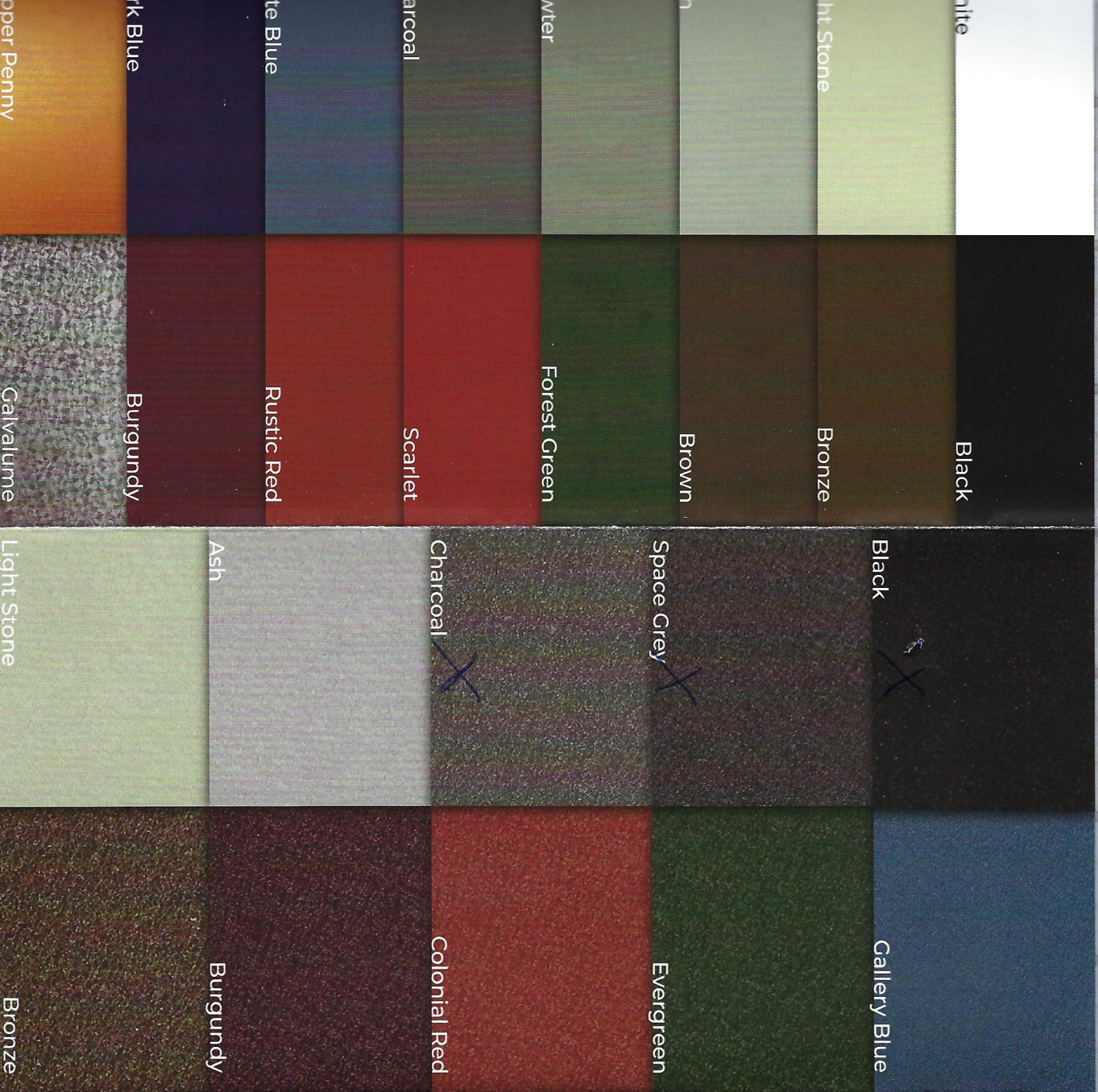
- Development Permit
- Encroachment License (GEMC \$100.00)
- Indemnification agreement for a portable/sandwich board sign
- Heritage Permit
- Old Town Certificate of Appropriateness
- Building Permit (under separate application)

Glossy

- Versatile 28 Gauge Steel
- 40 year color warranty

Textured

- Premium 26 Gauge Steel
- 40 year color warranty



Metal Sales

Now offering Metal Roofing Packages to home owners and contractors

Metal Roofing Package Includes:

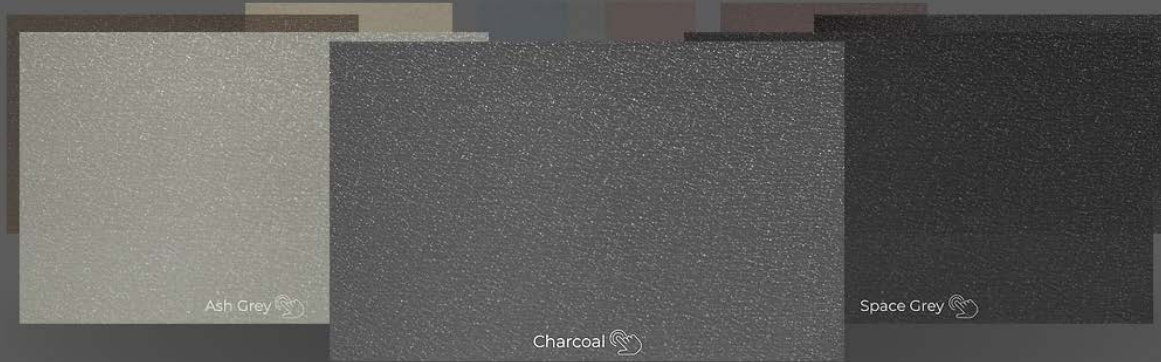
- Roofing Panels
- Metal Trims/Flashing
- Fasteners
- Strapping
- Rubber Boot Flashing
- Foam Closures
- Caulking



Delivery Available

26 Gauge Galvalume or Galvanized

*We strive to make our colour charts as accurate as possible, but they are not guaranteed. For 100% colour accuracy, please visit our showroom.



Charcoal Matte colour -The texture charcoal

ATTACHMENT B
Alteration Guidelines for Municipally Registered Heritage Properties
Town of Lunenburg
As Recommended by HAC and Approved by Council February 13, 2006

1.0 Scope

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

2.0 Background

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

3.0 Process

All applications to alter a registered heritage property shall made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

4.0 Substantial and Non-Substantial Alterations

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the criteria of the Heritage Conservation District Guidelines.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers
- addition or removal of windows or window openings
- changes to the openings for doors or windows
- change in roof pitch or style (including pitch or style of a dormer)
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys
- change in style or design of railing or guards on porches or stairs
- addition of an accessory building

- addition of utilities such as air conditioning units, kitchen vents
- landscaping elements such as stairways which are not connected to the main building
- re shingling of roofs where not required for maintenance, including changes in the type of shingle
- the installation of turf stone (added by motion of Council May 25, 2006)
- the addition of utility structures (added by motion of Council March 27, 2008)

The following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum
- fences which meet the criteria of the Heritage Conservation District Guidelines
- replacement/repair where no changes are intended
- use of vinyl window inserts if no other changes taking place
- replacement of shingles with clad board with the same exposure, and clad board with shingles
- placement of commercial advertising signs
- items which the Heritage Officer considers to be maintenance (ie. reshingle roof if needed)
- replacement of doors or storm doors with doors which meet the Heritage Conservation Guidelines
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood)
- addition of glass doors inside wooden storm doors (added by motion of Council September 28, 2006)
- wooden rain barrels and other minor accessory structures (added by motion of Council November 10, 2006)
- the installation of wooden gutters (September 29, 2009)

ATTACHMENT C

St. Andrew's Presbyterian Church

111 Townsend Street, Lunenburg, Nova Scotia, B0J, Canada

Formally Recognized: 1990/04/26



rear façade



Front and Side Elevations

OTHER NAME(S)

n/a

LINKS AND DOCUMENTS

[Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg.](#)

CONSTRUCTION DATE(S)

1828/01/01 to 1828/12/31

LISTED ON THE CANADIAN REGISTER: 2004/10/07

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

St. Andrew's Presbyterian Church is located on the corner of Townsend and King Streets in Old Town Lunenburg, NS. Built in 1828, it is a neo-gothic structure, clad in clapboard, with a prominent steeple and with the

side of the nave flush with the street line. The property is located within a designated municipal heritage district and municipal designation includes the building and surrounding property.

HERITAGE VALUE

St. Andrew's Presbyterian Church is valued as the home of the oldest Presbyterian congregation in Canada, as well as being a fine example of nineteenth century ecclesiastical neo-gothic architecture. Built in 1828 it replaced an earlier church that was built on the same site. St. Andrew's is a prominent landmark in the centre of Old Town Lunenburg; the church's importance is demonstrated by its location adjacent to an area designated by the original 1753 town plans as the institutional core of the town, with the town hall, courthouse and Anglican church.

In 1879, the church was substantially renovated: it was lengthened to 83 feet, broadened to 40 feet and the spire's height was increased to 118 feet. In 1909, further renovations were carried out on the interior and the church was renovated to its present Gothic Revival/High Victorian Gothic style, which is typical of Lunenburg churches and adds to its value as a Lunenburg landmark. At this time, the chancel on the eastern end of the building was constructed.

Source: Notice of Recommendation to Register as a Town Heritage Property, Heritage Designation File 66400-40-12, Town of Lunenburg

CHARACTER-DEFINING ELEMENTS

Character-defining elements relate to the prominence of St. Andrew's Presbyterian Church in Lunenburg, as well as the neo-Gothic architecture, including:

- elements relating to the prominence of the church and congregation in Lunenburg, including a central location adjacent to the institutional area of Old Town Lunenburg as originally laid out in Old Town Lunenburg's 1753 plans, and landmark status, accentuated by a tall central tower with small, paired gablets on each side that support the 118 ft. spire; each gablet sheltering a hooded louvre window;
- elements relating to the neo-Gothic architecture of the church, including a steep gable roof over the nave, with a chancel at the rear of the nave, a row of six gothic hooded windows with stained glass along the nave, the arched and hooded ornamentation on the doors and windows of the tower, matching the nave windows, large three-paned central window with gothic-style tracery on the tower, also with a hooded arch, and fully hipped bell cast gable roof over the nave, with an end gable over the three-sided end chancel;
- elements that are typical of Old Town Lunenburg nineteenth century architecture including white clapboard cladding, with wide corner boards and frieze under the eaves in black trim, and the entrances in the central tower, and to the sides of the tower in the adjacent porch area, located close to the street.

RECOGNITION

JURISDICTION

Nova Scotia

RECOGNITION AUTHORITY

Local Governments (NS)

RECOGNITION STATUTE

Heritage Property Act

RECOGNITION TYPE

Municipally Registered Property

RECOGNITION DATE

1990/04/26

 **HISTORICAL INFORMATION**

SIGNIFICANT DATE(S)

n/a

THEME - CATEGORY AND TYPE

Building Social and Community Life

Religious Institutions

FUNCTION - CATEGORY AND TYPE

CURRENT

Religion, Ritual and Funeral

Religious Facility or Place of Worship

HISTORIC

ARCHITECT / DESIGNER

n/a

BUILDER

n/a

 **ADDITIONAL INFORMATION**

LOCATION OF SUPPORTING DOCUMENTATION

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

CROSS-REFERENCE TO COLLECTION

FED/PROV/TERR IDENTIFIER

37MNS0012

STATUS

Published

Document No:
Meeting: July 28/20 Council
Circulate: Council, PB, PB, IT
File: PW Capital 2020/21

MEMORANDUM

TO: LUNENBURG TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: JULY 16, 2020

RE: CAPITAL PROJECT – WATER TREATMENT PLANT ROOF VENT PAINTING OVER BUDGET AUTHORIZATION

1. FACTS

Three roof vents at the WTP are planned to be painted this year as a capital project. The project has a budget of \$5,000. A tender has been issued and the bids came back slightly higher than budget, lowest bid was \$5,800 plus tax. There is a need for a contingency budget too. Council approval is required to exceed the approved capital budget.

2. ISSUES AND OPTIONS ANALYSIS

The Town's Purchasing Policy and financial requirements of managing a balanced budget does not allow projects to be over budget without Council's approval. We are asking Council to approve the increase of this capital budget to allow for the project to move forward in the 2020/2021 year.

3. FINANCIAL IMPACT

This project is paid for the by the Water Utility depreciation reserve. Approval is required to increase this Capital budget item from the original amount of \$5000 to \$7,431.25 as described below in part 5 of this report.

4. STRATEGIC PLAN RELEVANCE

5. B. – Continually and strategically maintaining and upgrading community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

It is staff's recommendation to approve an increase in the projects budget to allow for the project to be completed as follows:

Cost	\$5,875.00
Tax	\$881.25
Contingency 10%	\$675.00
Total	\$7,431.25

Draft motion: moved and seconded to increase the 2020/21 Capital budget for roof vent painting at the Water Treatment plan from \$5000 to \$7,500.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

cDocument No:
Meeting:
Circulate To:
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: JULY 22, 2020

RE: PROPOSED AWARD OF TENDER FOR RECREATION DEPARTMENT ICE RESURFACER REPLACEMENT

1. FACTS

The tender for a new, current model, propane ice resurfacer for use at the Lunenburg War Memorial Arena closed on June 12, 2020. The request is coming to Council for approval because the tender is over \$100,000, as per the Town Purchasing Policy. There were two submissions for this tender.

2. ISSUES AND OPTIONS

The purchase of the ice resurfacer was included in the 2020/21 Capital Budget. The budgeted amount is \$125,000. A summary table of the tender submissions is below and the machine specs are included at the end of this report.

Supplier	Monarch Enterprises Ltd.	Saunders Equipment Ltd.
Machine Make	Olympia	Zamboni
Year	2021	2020
Model	Millennium H	446
Tendered price (before HST)	\$102,100.	\$91,090.
Price including "standard equipment"	\$102,100.	\$104,128.
Delivery date	300 days	90 days
Warranty	2 years	2 years of 2000 hours

Below indicates the machine specific differences, as listed on the tender proposals:

Specifications	2021 Olympia	2020 Zamboni
Engine (<i>current machine has 5L</i>)	4.3 L	2.4 L
Ice shaving blades (<i>current machine has 84" x 5"x 1/2"</i>)	84" x 5"x 1/2" Could reuse old blades. Large blade cleans faster by 1 pass through.	77" x 5"x 1/2" Need to purchase additional blades.
Conditioner Paint	Galvanized steel (non-rusting), last longer.	Powder coated black
Service location	Dartmouth, NS	Fredericton, NB
Service Call Cost	No charge first 2 years. Labour: \$100/hr. Travel: no additional cost.	No charge first 2 years. Labour: \$130/hr. Travel: \$1.95/km from Amherst, NS
Engine Parts	Similar to a GM Motor. Easier to get parts locally.	Similar to Mitsubishi. Parts would need to be ordered.
Machine ergonomics	Step and handle access to get onto machine	Handle only, no step.
Axle Capacity	20,000 lbs front axle 20,000 lbs rear axle	4,300 lbs front axle 4,800 lbs rear axle
Brakes	Four wheel	Two wheel
Water Capacity	302 gal	224 gal

The tender included a list of "minimum specifications", as well as "optional equipment". There were several "optional equipment" that was at an added cost by Saunders Equipment Ltd for the 2020 Zamboni in the amount of \$13,038 plus HST. This would bring the 2020 Zamboni total cost to \$104,128 plus HST. These "optional equipment" was considered to be "standard equipment" by Monarch Enterprises Ltd for the 2021 Olympia which was included in their base tendered, which the exception of one item.

Below is a list of the "optional equipment" that has been included for the 2021 Olympia base price but at extra cost by 2020 Zamboni. These items add an additional \$13,038 plus HST to the 2020 Zamboni base cost.

- **Wash water system** consisting of an additional 218 L water tank for washing the ice surface, or flooding, by a rod operated manual valve.
 - *Note: Wash water is used to further improve the quality of the ice by removing debris and snow from deep skate-blade cuts. Located directly in front of the blade, nozzles forcefully spray water into the ice surface, loosening deep debris.*
- **Wash water transfer valve**, connecting the wash water tank to the main ice making water tank for additional ice making water capacity.
- **Wash water tank water level sight gauge.**
- **Four wheel tire wash system.**
- **Hydraulic oil cooler.**

- **Chrome wheels** (ILO standard painted steel)
- **Automatic snow breaker** provides a continually clear snow conveyance path, eliminating the need to manually break up the snow with a rod.
- **Galvanized conditioner** (ILO powder coded black)
- **Snow tank light** to provide the operator with better visibility while monitoring the snow tank capacity during resurfacing.
- **Driver's retractable seatbelt.**

There was one "optional equipment" that was included in 2020 Zamboni base price but at extra cost by 2021 Olympia. This would add an additional \$2,100 plus HST to 2021 Olympia, if chosen to add.

- **Stainless steel water distribution pipe** (ILO standard pipe)

In addition, staff recommend purchasing two (2) extra blades (\$400/each) to have as contingency for a total of \$800 plus HST and a new propane ice edger for \$5,400 plus HST as the current ice edger is in a service department requiring work.

3. **FINANCIAL IMPACT (prepared by the Finance Director)**

There is funding of \$108,700 for an ice resurfer with the \$53,700 in reserves, a MODL grant of \$20,000, TOL capital from revenue via MODL operating grant of \$10,000 and an anonymous donation of \$25,000.

4. **STRATEGIC PLAN RELEVANCE**

Goal 5B: Continually and strategically maintaining and upgrading community infrastructure.

Goal 3B: Facilitating and encouraging healthy lifestyles.

Goal 5A: Making best use of Town-owned buildings and land.

5. **RECOMMENDATION**

It is recommended that a 2021 Olympia Ice Resurfer be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100 plus HST, two blades for \$800 plus HST and one propane ice edger for \$5,400 plus HST

Draft motion: Motion: moved and seconded that a 2021 Olympia Ice Resurfer be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100 plus HST, two blades for \$800 plus HST and one propane ice edger for \$5,400 plus HST with the capital funding of \$53,700 from reserves, \$20,000 MODL grant, \$25,000 anonymous donation and \$9,600 capital from revenue.

Acknowledged only by:
Bea Renton
Town Manager/Clerk



MILLENNIUM *H*

A quantum leap forward in performance, precision control and fuel efficiency.

The Olympia Millennium H is the result of 50 years of continuous innovation and manufacturing of OLYMPIA ice resurfacers.

A P.S.I. Tier 4 Engine

The Olympia Millennium H features an energy efficient Tier 4 P.S.I. 4.3 liter V6 EPA CARB (California Air Resources Board) certified propane or natural gas engine, powering a hydrostatic drive system providing a high percentage of engine power direct to the wheels without the mechanical losses of a conventional transfer case and differentials. A low engine speed of 1500-1600 rpm is all that is required for optimum on-ice machine performance.

B Drive Motors

The Olympia Millennium H joins the Olympia Millennium E and the Olympia Ice Bear as the only "true" 4 wheel drive ice resurfacers in the world. The high efficiency, heavy duty MCR Wheel Drive motors from Bosch Rexroth have a wheel load rating of 10,000 lbs. on each wheel.

C Hydrostatic Drive System

The Olympia Millennium H delivers full time positive traction to all 4 wheels from two perfectly matched Bosch Rexroth components. This hydrostatic drive system utilizing a single pumping element intelligently and efficiently balances the power to all wheels even when cornering.

D Dynamic Braking

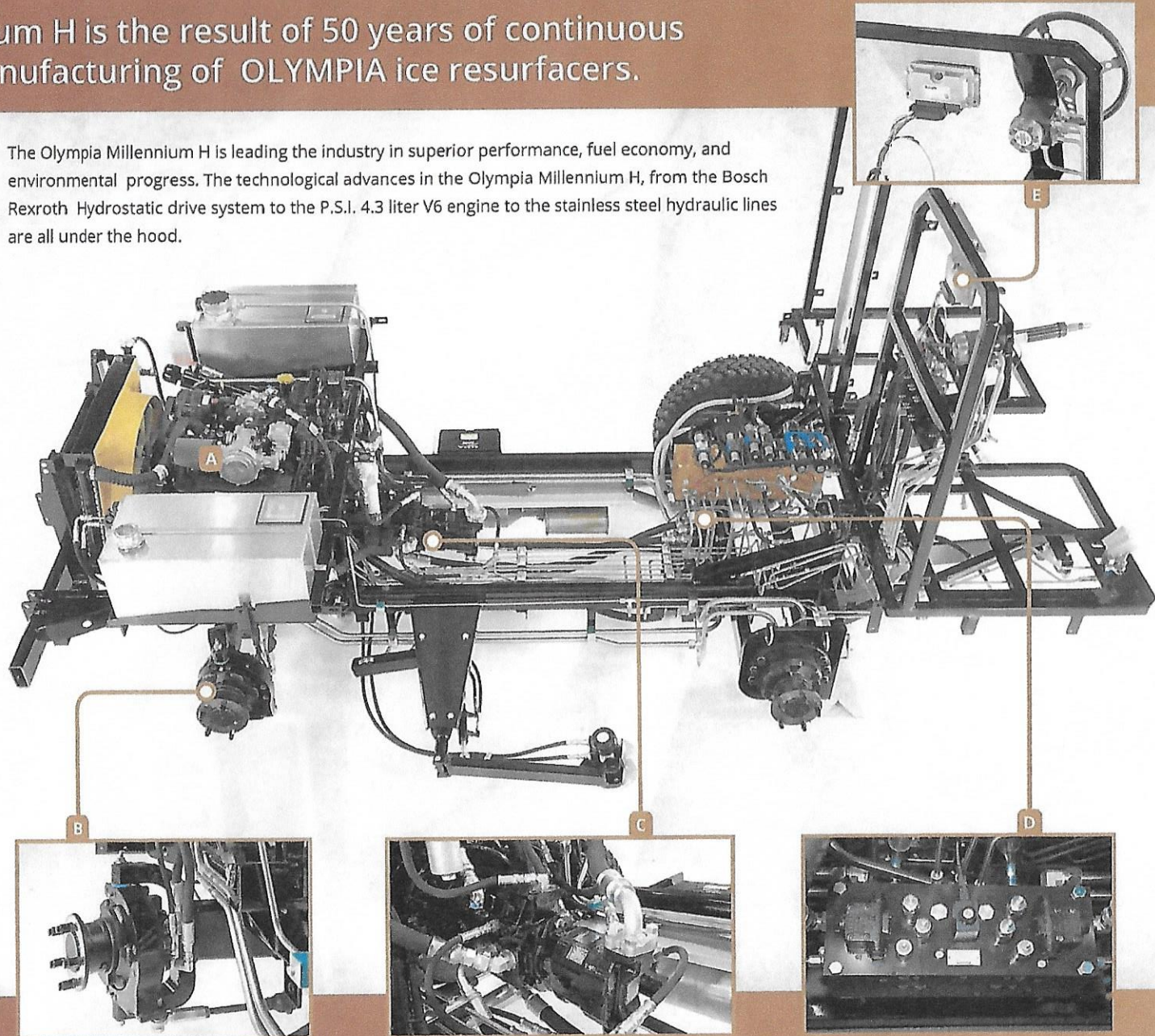
The Olympia Millennium H Dynamic Braking system is delivered via the transmission ECM (Electronic Control Module). Easing off the accelerator enables the ECM to regulate the deceleration. Putting the gear shift into the Park position engages the hydraulic parking brake.

The Olympia Millennium H includes a second auxiliary hydraulic system which, like the drive system, is driven directly off the engine and features stainless steel hydraulic lines which far exceed the durability of standard hydraulic hoses.

E CAN BUS Control

The Bosch Rexroth CAN BUS drive controller provides a very smooth communication between the operator's foot pedal and the hydrostatic pump resulting in a natural, intuitive feel. This technology has been time proven in the automotive industry.

The Olympia Millennium H is leading the industry in superior performance, fuel economy, and environmental progress. The technological advances in the Olympia Millennium H, from the Bosch Rexroth Hydrostatic drive system to the P.S.I. 4.3 liter V6 engine to the stainless steel hydraulic lines are all under the hood.



Olympia Millennium H Improved Power, Precision & Performance

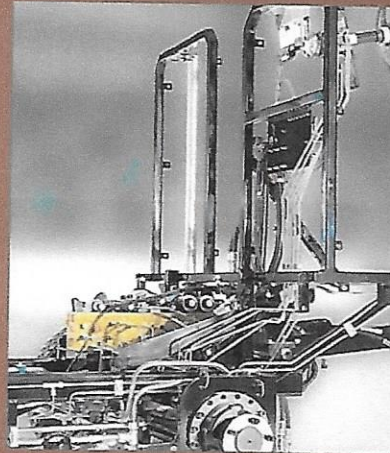
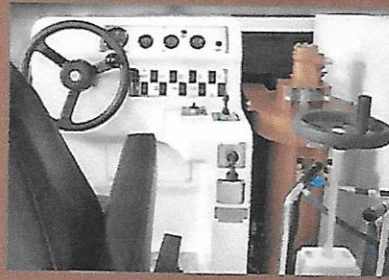
The Olympia Millennium H is leading the world in innovative dynamic ice resurfacing technology where performance, streamlined operation and precision ice resurfacing sets the new standard for the industry. The replacement of the mechanical drive system with the Bosch Rexroth Hydrostatic system has streamlined the Olympia Millennium H's maintenance, operation and performance profiles.

OLYMPIA MILLENNIUM H FEATURES:

- Over 50 Years Proven Technology
- True 4 Wheel Drive
- Tier 4 EPA CARB Engine
- Bosch Rexroth Hydrostatic Drive System
- Stainless Steel Hydraulic Lines
- Propane / Natural Gas
- Emission Control System
- Steel Construction
- Front Dump
- Aluminum Water Tanks
- Aluminum Alloy Wheels
- Safety Seat with 8 second delay shut off
- Board Brush
- Automatic Snow Breaker
- Automatic Towel Bar Lift
- Offset Galvanized Conditioner
- Replaceable Conditioner Runners
- Front and Rear Guide Wheels
- Full Instrumentation
- Complete Lighting Package includes Bin Light
- Parking Brake
- Reversible Auger System
- Adjustable Traction Control
- Load Sensing Hydraulic 4 wheel drive
- 4 Wheel Dynamic Braking
- Automatic Parking Brake
- Warranty on Machine 2 full years

OPTIONAL:

- Wash Water System
- Laser Automatic Blade Control System
- Automatic Flood Water Fill System
- Back-up Alarm
- Stainless Steel Water Tanks
- 80" Conditioner
- Side Dump



Superior Ergonomic Control System

The Olympia Millennium H is the most ergonomic resurfacer on the market. The operation control systems for the entire machine are located in front of the operator. There are two grab handles for safe and easy mounting by the operator.

Precision Control

The Olympia Millennium H is the most agile machine on the market with a tight turning radius of only 14 feet (4.267 m.) without compromising traction. Combined with the computerized load sensing hydraulic systems provides all operators with a comfortable and natural feel.

SPECIFICATIONS AND CAPACITIES

Overall Length	162"	411.48 cm
Length Bin Open	228"	579.12 cm
Height Bin Closed	77"	195.58 cm
Height Bin Open	150"	381.00 cm
Overall Width	88"	223.52 cm
Blade Width	84"	213.36 cm
Turning Radius	168"	4.267 m
Net Weight	7032 lbs	3190 kg
Gross Weight	8906 lbs	4040 kg
Snow Bin Capacity	103 cu ft	2.91 m ³
Ice Making Water Capacity	206/248 imp/US gal	9360 l
Wash Water Tank Capacity	45/54 imp/US gal	204.5 l
Hydraulic Oil Tank (2)	12/14 imp/US gal	52.996 l
Conditioner Clearance	10"	25.4 cm
Conditioner Width	88"	223.52 cm
Exhaust Height	84"	213.36 cm

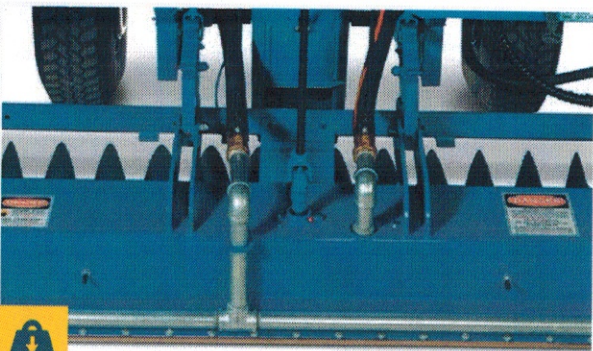
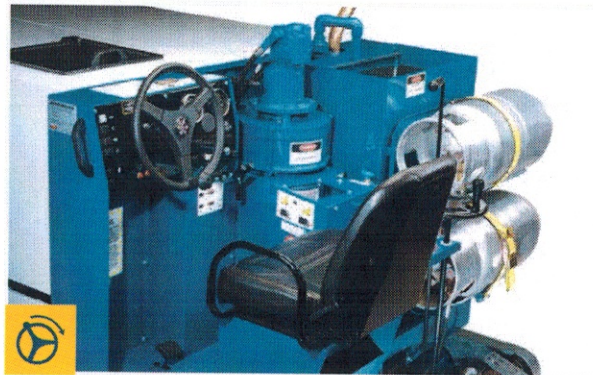
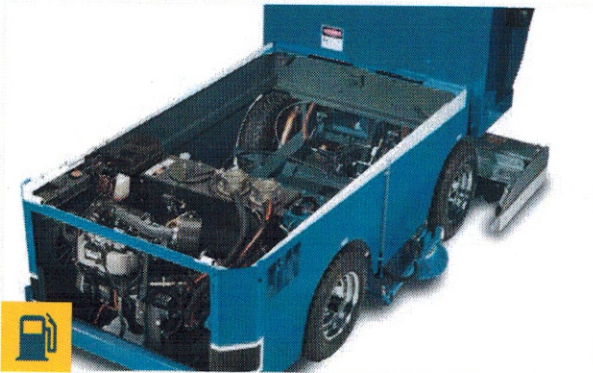




POWER WITH EXCEPTIONAL MANEUVERABILITY

The powerful high-output compact engine introduces a new era of fuel efficiency, providing significant savings and a cleaner arena environment.

MODEL
446



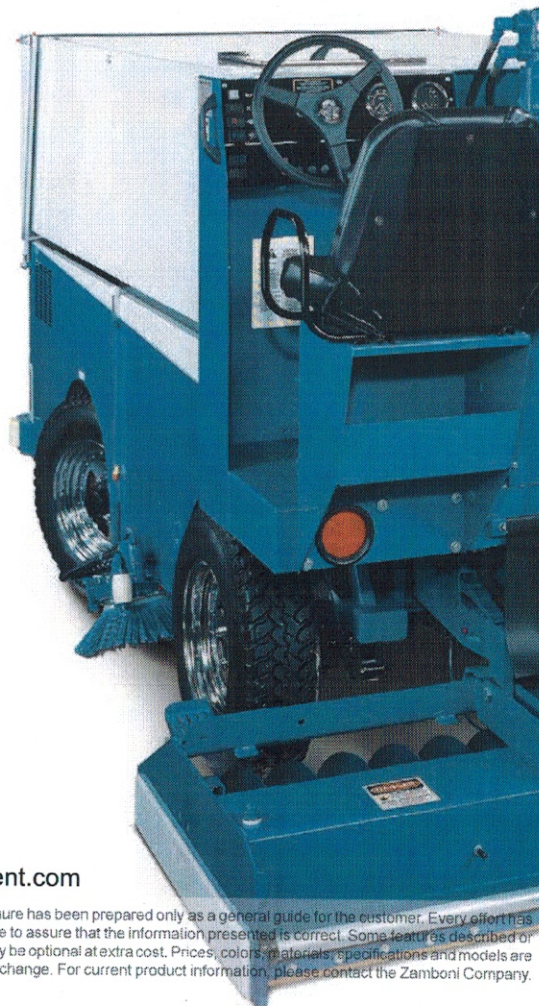
Reduced fuel consumption without compromise of performance



Ease of operation with familiar automobile style controls and gauges



Exceptional results from our unrivaled down pressure system



POWER AND EFFICIENCY

The compact 2.4 L engine can be configured for gasoline, propane or CNG. On-board diagnostics with programmed oil change and maintenance intervals.



TRANSMISSION

Continuously variable hydrostatic pump and motor are axial-piston type, providing superior on-ice power with maximum drawbar pull. Full hydrodynamic braking.



DRIVETRAIN

Four-wheel drive. Rugged Dana Spicer® axles combine with an innovative hydrostatic transmission, providing the most reliable drivetrain in the industry.



HYDRAULICS

Efficient double pump delivers full power and speed to the augers, even while the machine slows for corners. Easy access to high quality, low maintenance filters.



CONSTRUCTION

Robust hand-welded steel tubing chassis. Premium primer/paint and rust-free poly ice-making water tank for corrosion resistance in the harsh environment it will call home.



GLOBAL SERVICE AND SUPPORT

Zamboni Customer Service and a network of Zamboni Authorized Distributors provide exceptional and accessible service and support worldwide.

ZAMBONI
zamboni.com

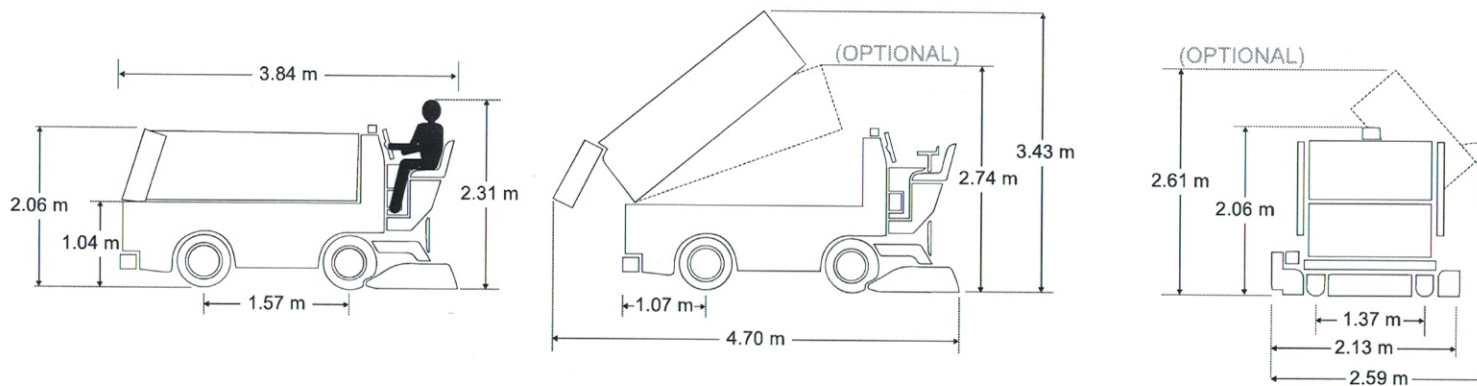
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© Zamboni 2016

**MODEL
446**

Saunders Equipment Ltd.
Ph. 506-458-9460
www.saundersequipment.com
Email: sales@saundersequipment.com

This brochure has been prepared only as a general guide for the customer. Every effort has been made to assure that the information presented is correct. Some features described or shown may be optional at extra cost. Prices, colors, materials, specifications and models are subject to change. For current product information, please contact the Zamboni Company.

MODEL 446



CAPACITIES

Snow Tank

Actual Volume	2.66 m ³	94 cu. ft.
Compacted	3.17 m ³	122 cu. ft.

Water

Ice Making	627 L	166 gal.
Wash Water	218 L	58 gal.
Total	845 L	224 gal.

Hydraulic Oil	72 L	19 gal.
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POWERTRAIN

Four-Wheel Drive

Engine	Mitsubishi® 2.4 L / 59 HP at 2500 RPM Four Cylinder Liquid Cooled	
Transmission	Continuously variable hydrostatic pump and motor are axial-piston type.	
Hydraulics	Powerful single pump for the vertical and horizontal augers. Hydraulic down pressure for optimal resurfacing results.	

Axles

Front	1950 kg	4300 lb
Rear	2177 kg	4800 lb

Brakes Full Hydrodynamic Braking with Rear Drum Brakes

DIMENSIONS

Overall	L	W	H	L	W	H
Snow Tank Down	3.84 m	2.13 m	2.06 m	151 in.	84 in.	81 in.
Snow Tank Up	4.70 m	2.13 m	3.43 m	185 in.	84 in.	135 in.
Shaving Blade	L	W	H	L	W	H
	195.6 cm	12.7 cm	1.27 cm	77 in.	5 in.	0.5 in.

Clearance

Minimum Operator Height Clearance	2.31 m	91 in.
Snow Pit Clearance	104.1 cm	41 in.

Conveyor System

Horizontal Auger Diameter	25.4 cm	10 in.
Vertical Auger Diameter	25.4 cm	10 in.

Manueverability

Wheelbase	1.57 m	62 in.
Wheel Track	1.37 m	54 in.
Turning Radius at Conditioner	4.57 m	15 ft.

Weight

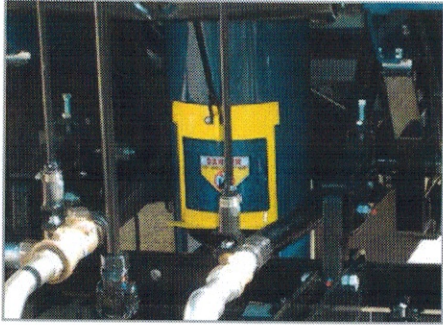
Empty	2660 kg	5860 lb
with Water	3502 kg	7720 lb

ZAMBONI®

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Automatic Snow Breaker

Eliminates the need for manual control of the snow breaker by the machine operator.

*optional equipment



Integrated Auger Washout System

Simplifies the vertical and horizontal auger washout task, from a single point on the conditioner. *optional equipment



Ergonomic Seat

Designed with the operator in mind, our premium seat has optimal adjustability.

*optional equipment

MODEL 446

**SAUNDERS
EQUIPMENT LTD.**

Saunders Equipment Ltd.

Ph. 506-458-9460

www.saundersequipment.com

sales@saundersequipment.com

STANDARD FEATURES

2 Year Warranty

Chassis: Strong All Welded Steel Tubing

Conditioner Safety Guards

Digital Training and Reference Materials

Engine: CAN Bus System

Engine: EPA and CARB Certified

Familiar Automobile-Style Foot Controls

Four-Wheel Drive

Fuel Options: CNG, Gasoline, Propane

Full Hydrodynamic Braking

Guide Wheel

Headlights and Tail Light (for Off Ice Travel)

High Quality 10 and 25 Micron Filters

High Speed Vertical Auger

Hydraulic Oil Level Sight Gauge

Load Sensing Engine Governor

Multi-Function Display

On-Dash Diagnostics

Parking Brake

Power Steering

Premium Polyester Felt Spreader Towel

Replaceable Poly Conditioner Side Plates

Rugged Dana Spicer® Axles

Rust-Free Poly Ice Making Water Tank

Snow Tank Safety Stand

Spare Tire and Wheel

Stainless Steel Hardware

Steering Wheel Spinner Knob

Touch-Up Paint Kit

Tungsten Carbide Studded Tires

Under Seat Storage

Wide Spectrum of Premium Automotive

Paint Colors

OPTIONS

400 Micron Wash Water Deep Filter Bag

Automatic Snow Breaker

Back Up Alarm

Blade Change System

Chrome Wheels

Conditioner: Galvanized

Electric Water Level Gauge

Engine Diagnostic Computer Interface
Tool

Fire Extinguisher

Heated Ergonomic Comfort Design Seat

- Armrest

- Seatbelt

Hydraulic Oil Cooler Kit

IceCaps® Wheel Advertising System

Integrated Auger Washout System

Low Fuel Light

Rotating Beacon Light

Side Snow Tank Dump

Snow Melting Kit

Snow Tank Dump Height Restriction

Snow Tank Light

Snow Tank Non-Stick Liner

Stainless Steel Water Distribution Pipe

Tire Wash System

Wash Water to Ice Making Water Transfer

Water Level Sight Gauge

Zamboni Connect™ System

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