

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, OCTOBER 13, 2020 AT 2:00 P.M.

TOWN HALL AND VIDEO LIVE BROADCAST

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

ALSO PRESENT: Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Hall Superintendent
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, P.Eng., Town Engineer

1. Call to Order

The Mayor called the meeting to order at 2:00 p.m. Her Worship welcomed everyone to the first public Council meeting in person since the COVID-19 pandemic Provincial Medical Health Officer Order was issued requiring virtual meetings.

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

The Mayor spoke of Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

Motion: moved by Councillor Bachman, seconded by Councillor Croft to approve the agenda. Motion carried.

4. September 22 and 29 and October 8, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Deputy Mayor McGee to approve the September 22 and 29 and October 8, 2020 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

(Nil.)

6. Correspondence, Petitions and Proclamations consideration

The following items were received for information and appreciation expressed by Council for the writers' various contributions to community life.

- a. Lunenburg Academy Foundation letter of appreciation to the outgoing Town Council for their leadership and financial support
- b. Region 6 Solid Waste Management Boardroom Brief October 2020
- c. Letter of appreciation from Hewitt Hardiman for being selected the Town's 2020 Volunteer Award
- d. NSCAD Lunenburg Residence program notice

7. Business arising from the Minutes/Unfinished Business

a. Corporate Services

i. Policy #84 Councillors' Recognition of Years of Service

The Mayor advised that she will step away from the Chair for this discussion noting that she does not seek any financial consideration in this regard. The Deputy Mayor chaired this portion of the meeting.

Councillor Croft also excused himself from the discussion because he too is retiring at the end of this Council term.

The staff report (**Schedule "A"**) was discussed by the remaining Council members.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that the Councillors' Recognition of Years of Service gift be calculated at a value of \$95 per Council term served, plus the annual rate of NS CPI in future years and the Policy should be amended to add this. And further, as per "Gift Recommendations" in the staff report (Schedule "A") both Mayor Bailey and Councillor Croft will be allowed to keep their Town issued iPads and Mayor Bailey may keep her iPhone and given as requested some coat hooks from Lunenburg Academy. The Policy will also be updated to allow all retiring Council members in future to keep their Town issued IT such as iPads and iPhones. Motion carried.

The Procedural Policy will be amended as noted above for Council notice of motion at the October 27 Council meeting.

ii. Bluenose Coastal Action Foundation Board membership and Bylaw update letter

Motion: moved by Councillor Risser, seconded by Councillor Bachman that we cease having a Board appointment on the BCAF Board (Schedule "B"). Motion carried.

iii. Proposed repeal of Bylaw #6 Committees and Boards Bylaw (replaced by Policy #98 Committees of Council approved September 22)

Motion: moved by Councillor Risser, seconded by Councillor Croft to give first reading and public advertisement of the proposed repeal of Bylaw #6 Committees and Boards

Bylaw for consideration following fourteen days advertisement at the next regular meeting of Council which will be with the next elected Council (Schedule "C"). Motion carried.

iv. Comprehensive Community Plan Steering Team and Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw drafting

Council discussed the terms of reference for the Steering Team (Schedule "D") and their future role with the completion of the CCP. It was agreed that it is intended they will continue to serve an oversight role regarding the next phase. The Planning Advisory Committee will assume responsibility for the review and recommendation to Council of a new draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw included in the CCP project scope following the process outlined in the Municipal Government Act.

b. Public Works Department

i. Nova Scotia Environment information about process to expand Town's watershed boundary to include the full natural watershed and watershed land management plan

Council reviewed this information and the means by which to expand the designated watershed boundaries (Schedule "E").

Motion: moved by Councillor Risser, seconded by Councillor Mosher that a staff report be prepared about how to move this project forward for the expansion and land management of the protected watershed utilizing external resources as required and financing of same (Schedule "E"). Motion carried.

ii. LGBTQ+ crosswalk painting costs

Motion: moved by Councillor Mosher, seconded by Councillor Bachman for the new Council to paint the crosswalk(s) at the intersection of King and Lincoln Street in 2021 as part of the Pride 2021 celebrations with a budget of \$500 for paint and internal traffic control (Schedule "F"). Motion carried.

3:06 p.m. – 3:17 p.m. Council recessed.

iii. Solar Initiatives

The Town Engineer advised that the Facilities Superintendent did an initial review of project possibilities requiring additional resources due to Public Works' summer capital projects and maintenance work. They will undertake funding source investigation and consulting support services as it is outside Departmental expertise to include a solar project recommendation in the draft budget 2021/22 for Council consideration.

iv. Water meters

Deferred.

v. Tannery Road sidewalk project – Town Engineer update

Deferred.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

Deferred.

9. New Business

a. Corporate Services

iii. Debenture resolution for long term borrowing

Motion: moved by Councillor Mosher, seconded by Councillor Risser that a Temporary Borrowing Resolution is approved in the amount of \$514,650 as outlined in Schedule 1 of Schedule “G”. Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Croft that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$154,000 for a term of 10 years as outlined in Schedule 2 of Schedule “G”. Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Moher that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$187,100 for a term of 15 years as outlined in Schedule 3 of Schedule “G”. Motion carried.

Motion: Councillor Bachman, seconded by Councillor Croft that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$327,550 for a term of 20 years as outlined in Schedule 4 of Schedule “G”. Motion carried.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

a. Audit Committee September 17, 2020

These minutes were received for information. Appreciation was extended to staff for their work on the successful audit results of the Town’s 2019/20 financial statements.

b. Protective Services Committee September 17, 2020 meeting minutes

Staff were unable to find any archival material regarding the Town’s future cost sharing agreement for the purchase of the aerial ladder truck as binding future vehicle cost-sharing.

Motion: moved by Councillor Croft, seconded by Councillor Risser to approve funding for replacement of the existing #6 Tanker truck on a 50/50 basis on the understanding that Fire Districts 1 and 2 Commission agreed to cost share the aerial ladder truck on a 40 Commission/60 Town basis up from a previously agreed cost sharing arrangement of 20/80 (Schedule “H”).

The Protective Services Agreement with Districts 1&2 Fire Commission is coming up for renewal and capital cost sharing percentages should be confirmed as opposed to their current negotiable arrangement. Discussions will begin in the near future. The replacement schedule of Fire Trucks and Town Purchasing Policy will be discussed at the next Protective Services Committee meeting.

The motion was put and passed.

c. Heritage Advisory Committee September 21, 2020 meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Bachman that Council rescind the current Substantial Alteration Guidelines as per Attachment A and concurrently adopt the new revised Substantial Alteration Guidelines as per Attachment B.

The Heritage Manager summarized the proposed changes enabling the Heritage Officer to issue more approvals as opposed to Town Council having to determine whether a Heritage Permit for same can be issued for certain heritage property changes if within the revised Heritage Design Guidelines (Schedule "I").

The motion was put and passed.

d. Joint Occupational Health and Safety Committee meeting minutes October 1, 2020

Staff were congratulated for their work on the Town's workplace safety program.

9. New Business

a. Corporate Services

- i. South Shore Public Libraries request for donated (\$60 + HST) use of the Lunenburg Heritage Bandstand for Lunenburg Lit Fest outdoor school event

Motion: moved by Deputy Mayor McGee, seconded by Councillor Mosher to approve the free use of the Bandstand for the Lit Fest event as per their request (Schedule "J"). Motion carried.

- ii. South Shore Public Libraries Board vacancy created by the resignation of Sarah Lochhead

Motion: moved by Councillor Risser, seconded by Councillor Mosher to consider this Board vacancy for possible appointment along with other Committee and Board vacancies created when the new Town Council is in place (Schedule "K"). Motion carried.

v. Halloween Saturday, October 31, 2020 preparations

The Council noted for information that the Provincial government has not put in place any restrictions during the pandemic for Halloween trick or treating in communities.

iv. 2020/21 Capital and Operating Variance Report for August

The Finance Director summarized the key year to date financials (Schedule "L"). Council discussed the deficit and continued analysis of cost savings in view of the Arena re-opening and general financial impact of the pandemic.

b. Protective Services

i. LDFD receipt of funding to purchase Fire Hall heat pumps and Capital budget 2020/21 approval request

Motion: moved by Councillor Risser, seconded by Councillor Croft that the purchase and installation of a heat pump system at the Fire Hall auditorium and club room be added to the 2020/21 Capital Budget with the funding from the Farm Credit Canada AgriSpirit Grant (Schedule "M"). Motion carried.

c. Public Works

i. Unbudgeted Capital budget ratification of a replacement air compressor following safety inspection

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser to ratify the purchase of a new air compressor for the Public Works Department for \$4,254 as an addition to the 2020/2021 Town Capital budget (Schedule "N"). Motion carried.

7. Business arising from the Minutes/Unfinished Business

b. Public Works Department

iv. Water meters

The Town Engineer advised that the Public Works Department has had preliminary discussions regarding the implementation of residential water meters. The 2016 estimated price was over \$600,000 which the previous Council decided not to pursue in the Town's last rate application and capital budget approval before the NS Utility and Review Board. The Board does expect the Town to report further on this at the next rate application. The Town Engineer proposes that a call for proposals be issued for engineering services to design and implement the installation of a residential water meter program for consideration in the draft 2021/22 Water Utility budget.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that we have a more detailed staff report on all that would be involved in the implementation of a future residential meter Water Utility report and potential rate application to support the cost of same. Motion carried.

v. Tannery Road sidewalk project

The Town Engineer said he will have a report about this for the October 27 Council meeting. The actual sidewalk construction would take at least eight weeks of Public Works' time on site. He proposes that this will be a 2021/22 project. Some site preparation work could be done in advance such as the removal of certain trees and relocation of a few power poles.

10. Consideration of Council in camera October 8, 2020 meetings notices of motion and recommendations

(Nil.)

11. Adjournment

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

The meeting was adjourned at 4:45 p.m.

Bea Renton, CAO

Document No:
Meeting: October 13, 2020
Circulate: Council, BR, LD
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MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: OCTOBER 9, 2020

RE: COUNCIL RECOGNITION OF SERVICE GIFTS

1. FACTS

At the Council Meeting of September 22, 2020, a discussion was held regarding Councillors' recognition of years of service, as some members of Council (Mayor Bailey and Councillor Croft) are not re-offering in the upcoming municipal election. The following direction was given to staff by consensus:

Staff were directed by Council to prepare a recommendation for Council consideration at the next Council meeting.

Currently, the following policies are in place:

- **Town Council**

The Councillors' Recognition of Years of Service Policy #84 (2017) indicates that any non-returning Councillor who has served a full term in office shall be presented with a gift which shall be a Town of Lunenburg flag or gift of equivalent value. Any non-returning Councillor who has served more than two terms in office may receive addition recognition at the discretion of Council (**Attachment "A"**).

- **Town Staff**

The Recognition of Service Awards Policy (part of Personnel Policy 2020) indicates that upon voluntary resignation or retirement, each Town employee shall receive a Recognition of Service Award. The value of the gift is calculated at \$25 per year of service with a \$75 minimum. This increases in the case of a retirement at age 50 or older, with a minimum of five years continuous service, to \$30 per year of service with a \$250 minimum (**Attachment "B"**). Traditionally staff choose their own gifts at the value level they have earned.

Mayor Rachel Bailey has served three terms (12 years) on Council, two of them (8 years) as Mayor. Councillor Danny Croft has served six terms (24 years).

2. ISSUES AND OPTIONS ANALYSIS

- **Equivalent Values**

The custom-order Lunenburg flag retails for \$95.

The value of the used Councillor iPads in the second-hand market (iPad 3, 16GB) is approximately \$100.

Mayor Bailey has requested a set of used coat hooks that were once installed at Lunenburg Academy. While holding much sentimental value, the cash value is negligible.

- **Council Service Award Calculation**

Option 1

If the Service Award gifts are calculated per Policy #84, one term could be considered equivalent to a \$95 gift. Therefore Mayor Bailey's three-term service = \$285, and Councillor Croft's six term service = \$570.

Option 2

If the Service Award gifts are calculated per the Personnel Policy, voluntary resignation or retirement is equivalent to \$25/year. Therefore Mayor Bailey's 12-year service = \$300, and Councillor's Croft's 24-year service = \$600.

Note: The Personnel Policy also allows for a level of \$30/year for employees of at least five years who are retiring at age 50+, but the five-year span does not align well with a four-year Council term and is not recommended.

- **Gift Recommendations**

Mayor Bailey

- Consult her on her preference for a gift valued at approx. \$185-\$200
- Lunenburg Academy coat hooks, per her request
- Keep her Council iPad and iPhone

Councillor Croft

- Consult him on his preference for a gift valued at approx. \$470-\$500
- Keep his Council iPad

3. FINANCIAL IMPACT

The financial impact of Councillors' Recognition of Service Awards is \$655-700 plus the two iPads to pay tribute to Mayor Bailey and Councillor Croft.

Depending on the outcome of the Municipal Election on October 17, 2020, there may be other Councillor(s) deserving of acknowledgement.

4. STRATEGIC PLAN RELEVANCE

Strategic Direction 5: Operate the Town efficiently and effectively by:

e) Maintaining a positive work environment for Council and staff.

5. RECOMMENDATION AND DRAFT MOTION

Option 1

Draft Motion: That the Councillors' Recognition of Years of Service gift be calculated at a value of \$95 per term served; and that per "Gift Recommendations" in this report both Mayor Bailey and Councillor Croft keep their iPads, Mayor Bailey keeps her iPhone and receives coat hooks from Lunenburg Academy.

Option 2

Draft Motion: That the Councillors' Recognition of Years of Service gift be calculated at a value of \$25 per year served; and that per "Gift Recommendations" in this report both Mayor Bailey and Councillor Croft keep their iPads, Mayor Bailey keeps her iPhone and receives coat hooks from Lunenburg Academy.

Attachments –

- A. Councillors' Recognition of Years of Service Policy #84 (2017)
- B. Recognition of Service Awards Policy (part of Personnel Policy 2020)

Acknowledged only by:

Bea Renton
Town Manager/Clerk

**#84. TOWN OF LUNENBURG POLICY:
COUNCILLORS' RECOGNITION OF YEARS OF SERVICE**

1.0 Purpose

To provide a consistent procedure for recognition of Councillors' years of service.

2.0 Procedure

- 1.1 Any non-returning Councillor who has served a full term in office shall be presented with a gift which shall be a Town of Lunenburg flag or gift of equivalent value. If possible, it will be presented at a Council meeting or Council Chamber setting before the end of their term.
- 1.2 Any non-returning Councillor who has served more than two terms in office may receive additional recognition in exceptional circumstances at the discretion of Council.

Clerk's Annotation For Official Policy Book

**Date of Notice to Council Members
of Intent to Consider [7 days minimum]:** June 27, 2017

Date of Passage of Current Policy: July 25, 2017

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

Clerk

July 27, 2017
Date

RECOGNITION OF SERVICE AWARDS

I. Policy Objective:

The purpose of this Policy is to define the purpose for recognizing the contribution made by employees at the time of their retirement or voluntary resignation from the Town.

II. Procedure:

1. Upon voluntary resignation or retirement, each Town employee shall receive a Recognition of Service Award as follows:
 - a. for continuous service of less than five years, a letter of appreciation and a gift appropriate for the years of service; or
 - b. for continuous service of five years or more, a letter of appreciation, a certificate of service, and a gift appropriate for the years of service.
2. For the purpose of determining the value of the gift, the following guide should be used:
 - a. For employees who voluntary resign before retirement age (50 years of age): \$25. per year of service with a \$75. minimum.
 - b. For employees who retire at age 50 or older with a minimum of five years continuous service: \$30. per year of service with a \$250. minimum.



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

August 15, 2020

Town of Lunenburg
Attn. Rachel Bailey, Mayor
119 Cumberland Street, P.O. Box 129
Lunenburg, Nova Scotia, Canada B0J 2C0

RE: Appointed board representation from Council

Dear Mayor Bailey;

Since its inception in 1993, the Bluenose Coastal Action Foundation (now known as Coastal Action) has had appointed representation to our board from your council. This was pursuant to our articles establishing BCAF filed with the province in 1993. This year we rewrote these articles, as well as our bylaws, and during that process decided that such a requirement was no longer necessary. Therefore, we have eliminated the requirement of having board representation from the five municipal councils in Lunenburg County. We would still welcome (and indeed, encourage) participation and board membership from councillors or staff from your municipality.

We are embarking on an exciting future and hope we can continue to rely on your support as we work to improve our environmental future.

We also want to thank you for your support and participation over the last 27 years.

Yours truly,

Kelly Wilson
Board Chair
Coastal Action

TOWN OF LUNENBURGBY-LAW NO. 6COMMITTEES AND BOARDS BY-LAW

- Short title 1.1 This by-law shall be known as and may be cited as the "Committees and Boards By-law".
- Standing committees 2.1 The Council shall appoint annually, as soon after the election as is convenient, the following standing committees:
- 2.1.1 General Government Services Committee,
 - 2.1.2 Protective Services Committee,
 - 2.1.3 Transportation Services Committee,
 - 2.1.4 Environmental Health Services Committee,
 - 2.1.5 Public Health and Social Assistance Committee,
 - 2.1.6 Environmental Development Services Committee,
 - 2.1.7 Recreation, Cultural Services and Education Committee,
 - 2.1.8 License Committee,
 - 2.1.9 Tenders Committee,
 - 2.1.10 Cemetery Committee,
 - 2.1.11 Water Committee, and
 - 2.1.12 Electric Light Committee.
- Memberships 2.2 Each committee shall consist of three members or such other members as the Council directs.
- Other committees 2.3 Council may appoint such other standing or select committees as from time to time it deems necessary.

Mayor ex officio member

3.1 The Mayor shall be an ex officio member of all standing and select committees.

Boards and committees

4.1 The Council shall also at the same meeting appoint such members of the following boards and committees as under the provisions of any statute or regulation it has power to appoint:

- 4.1.1 Board of Arbitration between Municipality of Chester and Municipality of Lunenburg and the Towns of Lunenburg, Bridgewater and Mahone Bay,
- 4.1.2 Board of School Commissioners,
- 4.1.3 Board of Fire Escapes,
- 4.1.4 Members of the District Planning Commission,
- 4.1.5 Housing Commission,
- 4.1.6 Industrial Commission,
- 4.1.7 Planning Advisory Committee,
- 4.1.8 Lunenburg War Memorial Community Centre Commission,
- 4.1.9 South Shore Regional Library Board,
- 4.1.10 Lunenburg Home for Special Care Corporation,
- 4.1.11 Common Lands Committee, and
- 4.1.12 Fishermen's Memorial Hospital Board.

Other boards, etc.

4.2 The council shall also at the same meeting appoint such members of such boards and commissions as it is authorized to do under any Act or regulation.

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|--------------------------------|-------|--|
| Duties of committees | 5.1 | Standing and other committees shall: |
| Reports and recommendations | 5.1.1 | Report to Council from time to time, whenever desired by Council and as often as the interests of the Town may require on all matters connected with the duties imposed on them respectively and recommend such action by Council in relation thereto as may be deemed advisable or necessary. |
| By-laws | 5.1.2 | Prepare and introduce into Council all such by-laws as may be necessary to give effect to such of their reports and recommendations as are adopted by Council. |
| Act on resolutions and by-laws | 5.1.3 | Give effect through the proper officers to all by-laws and resolutions of Council that relate to their duties. |
| Accounts | 5.1.4 | Examine all accounts connected with the discharge of their duties, for performance of any work or for the purchase of any materials or goods under their supervision. |
| Report on matters referred | 5.1.5 | Consider and report on any and all matters referred to them by the Council or the Mayor, and every such report shall be signed by the Chairman. |
| Annual report | 5.1.6 | Present to Council on or before the last regular meeting of Council in each and every year for the information of Council and of the citizens generally, as well as for the guidance of the committees of the following |

year, a general report of the state of the various matters referred to them respectively during the year, the work or business done through or by each committee, and the expenditure made under their authority and superintendence and such report shall contain such suggestions in regard to the future action of the succeeding committees as experience may enable the reporting committee to make in respect to the matter embraced in their report.

Bonding 5.1.7 See that the persons in office or appointed to office, connected with the department of each respective committee, have given or do give the necessary security for the performance of their duties, and in case of any new appointment, that the security is given before any such person enters upon his duties.

Meet monthly 5.1.8 Hold a regular meeting for the transaction of the business of the department over which such committee presides at least once in each month.

Special committees 6.1 The Council may from time to time appoint special committees as it deems necessary for the purpose or enquiring into and reporting upon any matter referred to any such committee.

Chairman 6.2 The first named member of every committee shall act as its chairman.

Chairman absent 6.3 In the absence of the chairman in any regularly called meeting a quorum of the committee present may appoint a chairman pro tempore.

- Vacancy 7.1 If any councillor so appointed at any committee ceases to be councillor he shall thereupon cease to be a member of such committee, and the Council shall appoint another to fill the vacancy.
- Removal 7.2 Where the appointment is held during pleasure, the Council may by majority vote remove any member or committee or any member of the board or commission which it has power to appoint.
- Appointment without notice 7.3 A vacancy happening in any committee or in respect to any member appointed by Council in any board or commission, may be filled by resolution of the Council at any meeting, and without giving any notice of motion.
- Report in writing 8.1 The report of every committee shall be in writing, signed by the chairman or majority of the committee. If the committee is not unanimous the minority may submit a separate report or reports.
- Marked by Town Clerk 8.2 All reports of the committees, written resolutions, petitions and other original communications to Council shall be numbered and initialled by the Town Clerk and marked with the date of the meeting of the Council at which they are presented, and shall be referred to in the minutes in addition to any other designation by such numbering of all such reports and resolutions, petitions and other communications and shall be filed in convenient form by the Town Clerk and remain as part of the records of Council.
- Proposed expenditures 9.1 It shall be the duty of all standing or other committees of Council to consider and report to Council on or before the first day of March in every year a general statement of its proposed expenditures for the forthcoming year giving as fully as may be the reasons which necessitated the same.

Appropriations

9.2 The report of the various committees on the proposed expenditures of their committee shall be typewritten and only considered by Council at the meeting next succeeding that on which the said report is made, except by a two-thirds vote of the whole Council, and the report of the said committee when agreed to or amended shall constitute the appropriations of Council for the several services to which that report relates.

Accounts to be referred

10.1 All accounts and claims against the Town and all proposed appropriations of money shall, unless otherwise specially provided for by-law or resolution of Council to be referred to and reported on by the proper committee or committees and the report thereon adopted by Council before being paid, and every such resolution and report and all other resolutions and reports relating to the Town expenditures and finances shall be duly entered in the minutes of Council at length.

General committee

11.1 The General Government Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

- 11.1.1 general legislative services, including meetings of Council and matters affecting the Mayor and councillors;
- 11.1.2 general administrative services, including officers, administrative staff and legal services;
- 11.1.3 financial management, including accounting, audits, budget control, purchasing, debt and sinking fund administration, pension fund administration and other financial management matters;

- 11.1.4 assessment, including liaison with provincial officials and assessment appeals;
- 11.1.5 taxation, including tax billing and collection, tax rebates and concessions, and matters concerning properties acquired for taxes;
- 11.1.6 common services, including multi-purpose building; and
- 11.1.7 general government services, including elections, plebiscites and public meetings; conventions and delegates; general accident and damage claims and public liability insurance; inter-governmental relations; and grants to organizations and individuals.

Protective
Services
Committee

12.1 The Protective Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

- 12.1.1 liaison and cooperation with the Town of Lunenburg Police Commission;
- 12.1.2 traffic planning and control;
- 12.1.3 police station and buildings;
- 12.1.4 administration of justice responsibilities of the Town, including courts, registry office, prosecutor, witnesses and jurors;

- 12.1.5 fire protection responsibilities of the Town including the fire fighting force; buildings and equipments; fire alarm systems; fire investigations and prevention; water supply and hydrants; and training of fire fighting personnel;
- 12.1.6 the Emergency Measures Organization of the Town and flood control; disaster control; and first aid and ambulance services;
- 12.1.7 consumer protection as far as it is a responsibility of the Town, including weights and measures and weigh scales;
- 12.1.8 protective inspection, including building inspection; electrical inspection; plumbing inspection; and other safety inspections;
- 12.1.9 animal and pest control, including dog and weed control.

Transportation 13.1 The Transportation Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

- 13.1.1 general engineering services, including equipment, workshops, yards and buildings;
- 13.1.2 road transport, including planning and surveying, maintenance and supervision;
- 13.1.3 engineering planning and design;

- 13.1.4 roads and streets, including surfaces, allowances, intersections, approaches, sidewalks, ditches, storm sewers and storm drainage systems; street cleaning; and snow and ice removal;
- 13.1.5 street lighting;
- 13.1.6 traffic services, including street signs, traffic lane marking, house numbering, traffic signals and railway crossings;
- 13.1.7 parking, including meters and off-street parking;
- 13.1.8 water transport, including docks and port facilities; ship canals and channels; and
- 13.1.9 public transit, including research planning and design.

Environmental Health Services Committee 14.1 The Environmental Health Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

- 14.1.1 sewage collection, treatment and disposed systems;
- 14.1.2 comfort stations;
- 14.1.3 garbage and waste collection, disposal and use, including Town dumps, landfills and incinerators; and
- 14.1.4 environmental protection, including air pollution control; water pollution control; noise abatement and other environmental protection measures.

Public Health and Social Assistance Committee 15.1 The Public Health and Social Assistance Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

15.1.1 cooperation with provincial and federal health authorities and the Board of Health in cooperative or joint programs;

15.1.2 cooperation with provincial, federal and local health authorities in the provision of medical care (including care of indigents) and hospital services; and

15.1.3 social assistance and the provision of welfare services to the aged, unemployed, handicapped, disadvantaged, one-parent families and children.

Environmental Development Services Committee 16.1 The Environmental Development Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

16.1.1 environmental planning and zoning;

16.1.2 general land assembly; urban renewal; beautification; land rehabilitation and other community developments;

16.1.3 housing, either by construction, operation and maintenance, or by encouraging such through programs with or by other private or governmental authorities or otherwise;

16.1.4 natural resource development, including agricultural programs; water resource development and conservation; fisheries; forests; minerals and other natural resources;

- 16.1.5 assistance to regional development through cooperation with private or other governmental agencies;
- 16.1.6 industrial and commercial parks and commissions and assistance to industrial and commercial development;
- 16.1.7 the encouragement, development and promotion of tourism;
- 16.1.8 conventions and public receptions; and
- 16.1.9 markets.

Recreation
and Cultural
Services
Education
Committee

17.1 The Recreation and Cultural Services and Education Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:

- 17.1.1 cooperation and liaison with the Lunenburg War Memorial Community Centre Commission respecting recreational facilities including community centres and halls and arenas; swimming pools and beaches and marinas; golf courses; exhibitions; amusement parks and fairs; stadiums; and parks and playgrounds;
- 17.1.2 cultural buildings and facilities, including archives; historic sites; art galleries; museums; libraries; theatres; concert halls; zoos; aquariums and aviaries;
- 17.1.3 educational facilities and services, including adult retraining; nurseries and day schools; and

17.1.4 cooperation with and assistance to other private and government agencies providing educational services to the residents of the Town.

License
Committee

18.1 The License Committee shall have under its charge and supervision the issuing of all licenses required by Council and shall perform such duties as may be required of them in reference to licenses by any Act, by-law or regulation, or committed to their charge by Council.

Tenders
Committee

19.1 The Tenders Committee shall have under its charge and supervision and control of all Town tenders and shall perform such duties as may be required of them in reference to tenders by Council.

Cemetery
Committee

20.1 The Cemetery Committee shall have under its charge and supervision the control of cemeteries, crematoriums and morgues and shall perform such duties as may be required of them in connection therewith.

Water
Committee

21.1 The Water Committee shall have under its charge and supervision and control the source, purification, protection and treatment of the water supply; transmission and distribution of water; and customer billing and collection for water supply.

Electric
Light
Committee

22.1 The Electric Light Committee shall have under its charge and supervision and control the production and/or purchase and distribution of electric energy; customer billing and collection for electric energy supply.

Complaints 24.1 Any ratepayer of the Town may complain to or lay any grievance before the chairman of any standing committee of any service of the Town who shall bring the matter before the first regular meeting of the Council thereafter, with a statement of the complaint or grievance and of what has been done by the committee in respect of the same.

Repeal 25.1 All former Committees and Boards By-law of the Town are hereby repealed and this by-law substituted therefor.

Approved by Town Council: July 27, 1978
Approved by M.M.A. : January 16, 1979

Kelly Jardine

From: Dawn Sutherland <DSutherland@explorelunenburg.ca>
Date: October 2, 2020 at 11:00:37 AM ADT
To: Rachel Bailey <RBailey@explorelunenburg.ca>
Cc: Matt Risser <MRisser@explorelunenburg.ca>, John McGee <JMcGee@explorelunenburg.ca>, Bea Renton <brenton@explorelunenburg.ca>, Arthur MacDonald <AMacDonald@explorelunenburg.ca>
Subject: RE: CCP Steering Team and MPS: LUB:Subdivision By-Law drafting

Hi.

I have attached the terms of reference for the Steering Team. The Steering Team made a recommendation on the CCP and PAC will make recommendations on the planning documents.

The Steering Team continues in their role of quality control – oversight of the project.

Here is info on the term for the ToR:

10.0 TERM

The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

So yes, Council would be in keeping with the ToR if wanting to dissolve the Steering Team prior to completion of the entire project.

Dawn

Dawn M. Sutherland, MCIP, LPP
Manager of Planning and Development
Town of Lunenburg
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COMPREHENSIVE COMMUNITY PLAN PROJECT

Terms of Reference (“ToR”) for the Comprehensive Community Plan Project Steering Team (“Steering Team”)

1.0 DEFINITIONS

In these ToR,

“Council” means the Council of the Town of Lunenburg.

“Comprehensive Community Plan” is a community-specific, inclusive and holistic planning process that covers all aspects of the community, and enables it to plan its development and lay out its vision and high-level goals for the long term.

“Comprehensive Community Plan Project” includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as supporting documents.

“Comprehensive Community Plan Steering Team” means an advisory group tasked by Council to be the governing body of the Comprehensive Community Plan Project and will provide strategic leadership and governance oversight.

2.0 TITLE

The advisory group to Council shall be named the Comprehensive Community Plan Project Steering Team (Steering Team).

3.0 PURPOSE

The purpose of the Comprehensive Community Plan Project Steering Team (Steering Team) is to monitor the quality of Comprehensive Community Plan and updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as they develop; provide support, guidance, and oversight of the process; and ensure that the scope of work is adhered to and milestones met in accordance with the Request for Proposals (RFP), attached as Appendix 1.1.

4.0 RESPONSIBILITIES

4.1 The responsibilities of the Steering Team will be to:

a. monitor the quality of Comprehensive Community Plan, Municipal Planning Strategy and Land Use By-law and Subdivision By-law as they develop;

- b. provide support, guidance, and oversight of the Comprehensive Community Plan process and its progress;
- c. provide oversight of the Municipal Planning Strategy and Land Use By-law and Subdivision By-law processes and their progress;
- d. ensure that the scope of work is adhered to and milestones met;
- e. provide regular updates to Council;
- f. based on delegated authority, make decisions that are in accordance with the terms of the RFP;
- g. provide advice and recommendations to Council on any substantive changes to the scope of work and/or terms of the RFP; and
- h. provide a recommendation to Council relating to the approval of the Comprehensive Community Plan.

4.2 The Steering Team may consult with Town of Lunenburg staff, Council, or stakeholders, as necessary.

4.3 The Steering Team may seek outside expertise, as necessary.

4.4 The Steering Team may establish rules of procedure that are necessary for the performance of its responsibilities.

5.0 MEMBERSHIP

5.1 Voting members of the Steering Team shall include:

- i. Chair, Town Councillor #1, as appointed by Council
- ii. Town Councillor #2, as appointed by Council
- iii. Town Councillor #3, as appointed by Council
- iv. Citizen Representative #1, as appointed by Council
- v. Citizen Representative #2, as appointed by Council
- vi. Qualified Expert #1, as appointed by Council
- vii. Qualified Expert #2, as appointed by Council
- viii. Qualified Expert #3, as appointed by Council

5.2 Non-voting, ex-officio members shall include:

- i. Project Manager/Manager of Planning and Development
- ii. Heritage Manager
- iii. Town Engineer
- iv. Staff representative of the Municipality of the District of Lunenburg
- v. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs)

5.3 There shall be a maximum of eight (8) voting members.

5.4 Council may appoint new members to join the Steering Team and amend the ToR accordingly.

5.5 Resource people may be invited to attend the meetings upon request from the Chair on behalf of the Steering Team to provide advice and assistance, as necessary.

5.6 Citizen representatives shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process.

5.7 Qualified experts shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process. Town citizens who meet the criteria shall be given preference in the selection process.

6.0 CHAIRPERSON

6.1 The Chair of the Steering Team shall be a Town Councillor and appointed by Council.

6.2 The Chair shall provide information on the progress of the Steering Committee as well as bring forward its recommendations to Council.

6.3 The Chair shall preside over all Steering Team meetings. The Chair will ensure that the meetings are conducted in a cordial and respectful manner and that matters are discussed in accordance with the meeting agenda.

6.4 The Chair shall set meeting dates and approve the agenda.

6.5 The Chair shall be the spokesperson for the Steering Committee.

7.0 MEETINGS

7.1 Meetings shall be held once a month.

7.2 Special or extraordinary meetings shall be called by the Chair, when necessary.

7.3 Quorum shall consist of fifty percent (50%) of the members plus one (1).

7.4 Record of meetings will be recorded in the form of notes by the Town of Lunenburg staff. At each meeting, the previous notes will be reviewed by members.

7.5 The Steering Team meetings are open to members of the public.

8.0 AMENDMENTS

The Terms of Reference may be amended by Council.

9.0 CONFLICT OF INTEREST

The Steering Team members have an obligation to disclose any conflicts of interest relative to the matters under discussion.

10.0 TERM

The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

Approval:

11 September 2018 Motion of Council:

Terms of Reference for Comprehensive Community Plan Steering Team

Motion: moved by Councillor McGee, seconded by Councillor Risser to approve the draft Terms of Reference for the Comprehensive Community Plan Project Steering Team, as set out in Appendix 1 (Schedule "B").

Motion: moved by Councillor Risser, seconded by Councillor Croft to amend the previous motion to add that two citizen representatives will be replaced with qualified experts in this field, with Town citizens who meet the criteria being given preference in the selection process. Motion carried.

Amendment:

23 October 2018 Motion of Council:

Motion: moved by Councillor Risser, seconded by Councillor McGee to amend the Terms of Reference for the Comprehensive Community Plan Project Steering Team, as follows:

1. In Part 5.1 after vii. Qualified Expert #2, as appointed by Council, add *viii. Citizen Representative or Qualified Expert, as appointed by Council*;
2. In Part 5.3, replace "seven (7) voting members" with *eight (8) voting members*.

Motion carried.

Ann Covey

Subject: Coun Sep 22 20 Town of Lunenburg Watershed Expansion
Attachments: ProtectedWaterAreaDesignation.pdf; Lunenburg_PWA Summary.docx

From: Allen, Mike E [<mailto:Mike.Allen@novascotia.ca>]
Sent: September 4, 2020 3:07 PM
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Re: Town of Lunenburg Watershed Expansion

Hi Bea,

I am sending along information pertaining to the Town of Lunenburg's interest in adjusting the existing designated Protected Water Area (PWA) boundary for Dares Lake, the Town's water supply. Included is the guide book resource (pdf) produced by the Department (Section "**Amending or Cancelling a Designation**" on **page 9** , is most applicable) as well as a summary document regarding initiating the process. Essentially, amending an existing designated PWA boundary follows the same process as applying for a new designation. Of note for the Town, is the necessity of conducting public/ landowner/ stakeholder consultations, as the newly included land parcels will be subject to existing regulations attached to the designation.

Once an application is received, there are several aspects to the approval process, including a review by Nova Scotia Environment to assess the proposed changes and the public consultation conducted, and a legal review by provincial solicitors. The application and information is reviewed by other provincial departments, including Aboriginal Affairs as well as Energy and Mines/ Lands and Forestry, where Crown lands are involved. Timeframes for the review process are variable depending on the nature of the water supply, the range and scope of the changes proposed, and the extent of public consultation conducted.

- Note, upon approval the new boundary can be presented with a digital map/ shapefile, to be included in the SWPP and in the designation under the Env Act.
- This also presents the opportunity to change the existing associated PWA regulations (i.e. additions, amendments/ wording changes, cancellation- removals, etc.), if the Town wishes to pursue
- We had also discussed de-registering the existing designation for the former Lunenburg Town Reservoir, if it is no longer needed.

Again, I am your resource for Source Water Protection, so please do not hesitate to reach out for any associated matters. I am more than happy to guide you through this particular PWA process, or provide information to your Council.

Take care and have a nice weekend,

Mike

Michael Allen

Watershed Planner

Sustainability & Applied Science Division
Nova Scotia Environment
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Environmental and Natural Areas Management

Environment and Labour

Developing a Municipal Source Water Protection Plan:
A Guide for Water Utilities and Municipalities

Designation of a Protected Water Area



Designation of a Protected Water Area

Part of Step 4 in Developing a Municipal Source Water Protection Plan

Designing Plans for Source Water Protection in Nova Scotia

A Drinking Water Strategy For Nova Scotia describes a multiple-barrier approach to clean, safe drinking water for Nova Scotians. The first line of defence in this multiple-barrier approach is to keep clean water clean. A booklet series entitled *Developing a Municipal Source Water Protection Plan: A Guide for Water Utilities and Municipalities* describes how water utilities and municipalities can do that. The booklets guide you through the process of developing a source water protection plan for your municipal water supply and are available on the website at www.gov.ns.ca/enla/water.

To keep clean water clean, we must protect the source water supply area. **Step 4** of the booklet series describes how to develop a source water protection plan, including six options for managing risks. One of these options is to request that the source water supply area be designated as a protected water area under the Environment Act. This guide describes what a water utility must do if it chooses to include this option in its source water protection plan.

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www.gov.ns.ca/enla/water

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Introduction

Source water protection planning includes identifying options to manage, reduce or eliminate risks. Management strategies reinforce each other and form a cohesive plan that strives for the best possible source water quality protection.

Every community is different with respect to its water supply, water users, and the types of industries and activities which characterize the landscape. Therefore, each community needs to evaluate how it might manage potential risks to its drinking water supply and implement specific strategies to protect it.

In some situations, communities may opt to have all or a portion of its source water supply area designated under the Environment Act to manage specific activities that are known to degrade water quality. Designating a protected water area is one of the six management options that may be included in a source water protection plan. This guide explains when designation is appropriate, and the process a water utility must follow if it chooses this option.

By now, you should have completed the first three steps and begun Step 4 – developing a source water protection management plan. You have set management goals and objectives for the plan, and you must now choose the right combination of management options for your source water supply area. There are six options:

- A – Acquisition of land in the source water supply area affords one of the highest levels of protection.
- B – By-laws (municipal) allow regulation of the land uses permitted in the source water supply area.
- B – Best management practices can be used to manage activities in the source water supply area.
- C – Contingency planning ensures the continued protection of public health in the event of contamination of a source water supply area.

Review of Steps in the Source Water Protection Planning Process

Steps 1 to 3:

- an advisory committee is formed
- the source water protection area is delineated and characterized
- sources of contamination are identified and addressed
- source water issues currently being addressed have been defined
- source water issues that need to be addressed have been defined
- source water issues that will be addressed in the new management plan have been defined
- source water issues that need to be addressed in the long-term have been defined
- resources and funding have been thoroughly explored

Step 4:

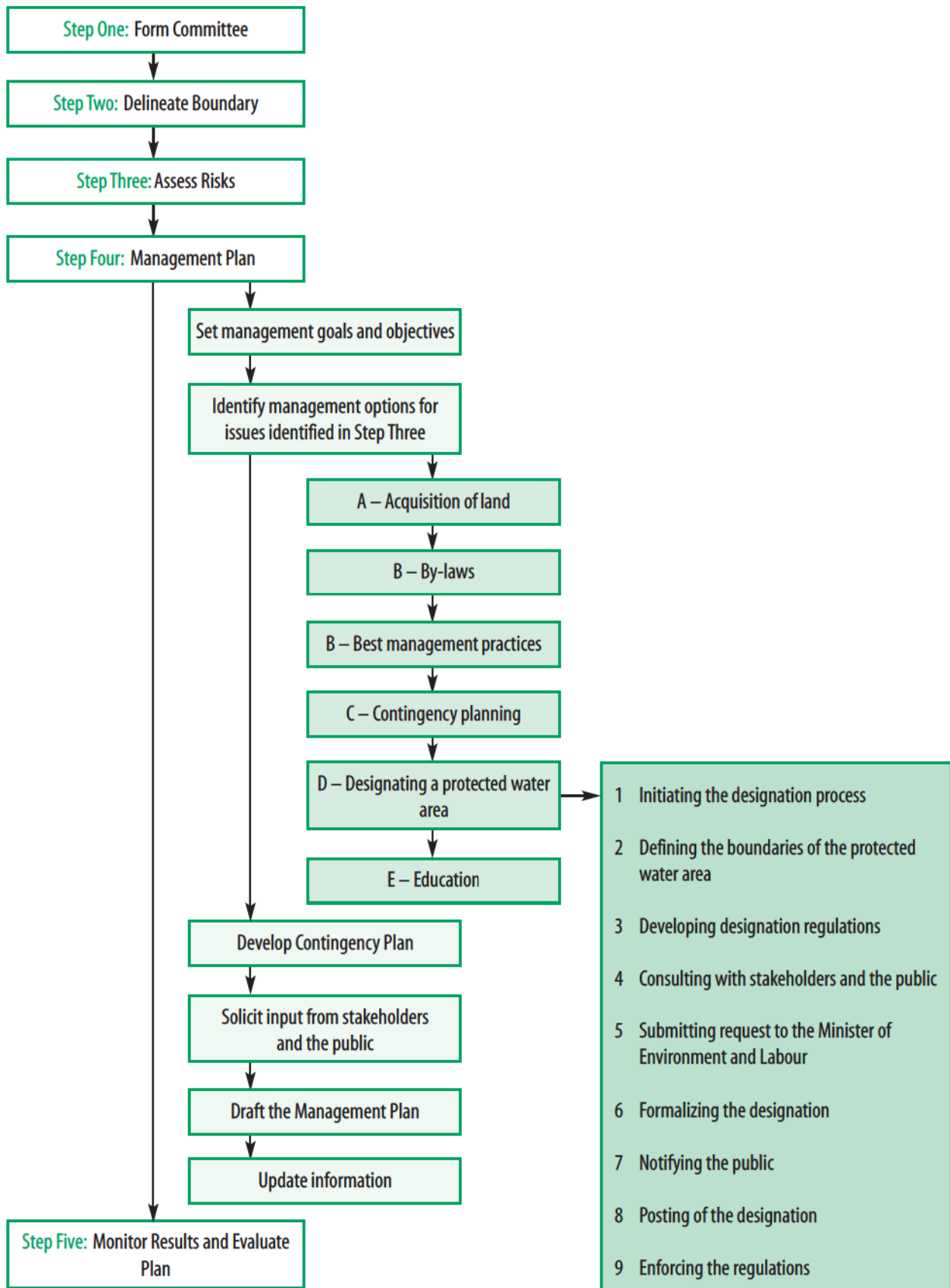
- management goals and objectives have been set

Next task: identify management options for issues identified in Step 3

- D – Designation of a protected water area with regulations under the Environment Act allows a water utility to oversee regulated activities that may impair water quality within a source water supply area.
- E – Education and awareness programs inform stakeholders about the need to protect source water supply areas, and the process for developing a source water protection plan.

This guide will help you determine if designating a protected water area is appropriate for your circumstances, and the process for achieving that designation.

Source Water Protection Planning Flow Chart



What is a Designated Protected Water Area?

Designation of a protected water area is one possible management option available to water utilities to protect or manage potential threats in the source water supply area. The Environment Act empowers the Minister of Environment and Labour to designate an area surrounding a source of drinking water as a protected water area, if requested by a water utility. Corresponding regulations are also approved by the Minister as part of the designation.

Designation differs from other approaches to managing risks to drinking water because it uses a regulatory approach to directly prohibit or restrict activities that can impair water quality. It is important to recognize that protected water area regulations can only be developed in the context of Section 106 of the Environment Act. They are meant to be applied under specific circumstances and can only apply to activities that are known to or have the potential to impair water quality.

Nova Scotia Environment and Labour works with the advisory committee to develop protected water area regulations as part of the source water protection planning process. Since these regulations must be followed by people living or working within the source water supply area, they must be developed with stakeholder input so that any issues or concerns are addressed.

Once the designation has been approved, it is the responsibility of the water utility to post signs and protect the area, including enforcing the regulations.

Designation is NOT land use zoning

Although it may seem like protected water area designation regulations are similar to land use zoning by-laws, there are important differences.

First, designation falls under the Environment Act and it does not regulate types of land use, whereas land use planning is governed by the Municipal Government Act.

More information on land use planning under the Municipal Government Act can be found in the Local Government Resource Handbook, prepared by Service Nova Scotia and Municipal Relations. View or download this handbook at www.gov.ns.ca/snsmr/muns/manuals and refer to the following sections:

- 5.2 Municipal Planning Strategy and Land Use By-Law Preparation
- 5.6 Model Land Use By-Law
- 5.7 Municipal Water Supply Watershed Planning

Second, land use or zoning by-laws mainly regulate the “development” of land, principally the location and use of buildings and structures, while designation mainly regulates “activities” on the land or water with the potential to impair water quality. However, in some cases, designation may regulate certain activities associated with development. For example, construction activities causing erosion and sedimentation can be controlled through protected water area regulations.

The third main difference is that the enforcement of protected water area regulations is the responsibility of the water utility whereas land use by-laws are enforced by the municipality in which the source water supply area is located. If drinking water supplies cross political boundaries, municipalities should work together to help manage the source water supply area.

Designation is NOT expropriation

To expropriate land means to take land without an owner’s consent and is governed by the Expropriation Act. When an area is designated as a protected water area, an individual’s property is not taken from him or her. It is a requirement of the Environment Act to engage in fair and open public consultation as part of the protected water area designation process.

Designation is NOT a source water protection plan

Historically, designation has been used by a number of communities to protect their source water supply areas by regulating as many activities as possible. Although designation has generally been used as a “stand-alone” management strategy in the past, it now forms part of a broader management approach called source water protection planning.

The source water protection planning process is more flexible and adaptable so it can address a broader range of issues than designation, with various management options based on the types of risks in the source water supply area. Through the course of developing a source water protection plan, a Watershed Advisory Committee may determine that a protected water area designation, for part or all of the source water supply area, is an appropriate option to manage specific risks.

However, before contemplating designation, Steps 1 through 3 of the source water protection planning process must be completed and Step Four must be underway.

The Designation Process

There are a number of steps in the designation process to be completed by the water utility and its advisory committee. First, the area to be designated must be defined. Second, regulations are developed to address risks previously identified during Step 3 of the source water protection planning process. Next the water utility and its advisory committee consult with stakeholders and the public. If the community supports the designation, a request is submitted to the Minister of Environment and Labour to approve, file and publish the designation and regulations. The last steps are notifying people of the designation and ongoing enforcement of the approved regulations by the water utility.

Designation Process

- Initiate the designation process
- Define the protected water area boundary
- Develop designation regulations
- Consult with stakeholders and the public
- Submit request to the Minister of Environment and Labour
- Formalize the designation
- Notify public of designation
- Post protected water area designation
- Enforce regulations

Legislation Enabling Designation

The following is Section 106 of the Environment Act, Chapter 1, S.N.S., 1994-95 which enables the Minister of Environment and Labour to designate a protected water area:

Designation of a Protected Water Area

- (1) The Minister, when requested by an operator of a water works or proposed water works, may designate an area surrounding any source or future source of water supply for a water works as a protected water area.
- (2) The operator of a water works or proposed water works named in a designation made pursuant to subsection (1) shall
 - (a) give notice of the designation of the area as a protected water area by publishing the notice in a newspaper having circulation in the county or counties in which the area is located and in the Royal Gazette;
 - (b) have the notice of designation recorded at the registry of deeds in the county or counties in which the area is located; and
 - (c) post signs in the area indicating that it has been designated a protected water area.
- (3) The operator of a water works or proposed water works is responsible for taking all measures to protect the area designated, and the enforcement of any regulations made pursuant to subsection (6).
- (4) When requested by an operator of a water works or proposed water works, the Minister may cancel a designation made pursuant to this section, in whole or in part.
- (5) Any protected water area designated pursuant to the Water Act, prior to the coming into force of this act remains so designated.

cont'd

- (6) At the request of the operator of the water works or proposed water works, the Minister may make regulations to prohibit, regulate or require the doing of any act or acts in a protected water area that may impair or prevent the impairment, as the case may be, of the quality of the water in the protected water area.
- (7) Before designating a protected water area, the Minister shall ensure that the operator of the water works or proposed water works has provided opportunities for public consultation.
- (8) No claim of injurious affection lies against any person as the result of a designation of a protected water area.
- (9) The exercise by the Minister of the authority contained in subsection (6) is regulations within the meaning of the Regulations Act.

Initiating the process

Early consultation with Nova Scotia Environment and Labour representatives will help the water utility navigate through the designation process. It is important for the utility to understand its roles and responsibilities, as well as the Minister's authority under the Environment Act.

Defining the boundaries of the protected water area

A designated protected water area must have a distinct boundary that can be marked on a map. A topographic map at a scale of 1:10,000 is a common base for plotting the boundary. The boundary may or may not be the same as the boundary defined in Step 2 of the source water protection planning process because of enforcement or other administrative reasons. In the past, surveyors generated a legal boundary description of straight lines having distances and bearings. However, protected water area boundaries may also be described using topographic, political, or property boundaries. Today's GPS units are able to assist in generating maps by computer.

Whatever approach is used to define the boundary, it is important to consider that the public and those who will enforce the protected water area regulations must be able to determine where the boundary is on the ground. Therefore, public highways and other land marks should be incorporated wherever practical.

Some protected water area boundaries have deviated from the source water protection plan area boundary because the designation applied only to the area of greatest risk rather than the natural watershed or groundwater recharge area. Future designations could also deviate from the source water protection plan area boundary, such as where the activities to be regulated only apply to specific portions of the source water supply area.

A very simple example of this situation would be the need to regulate motorized vessels or vehicles on a water supply lake, either on open water or when ice covered. The protected water area designation in this case would apply only to the lake and the lake shore. Other options, such as acquisition of land, best management practices, contingencies, and education would be used to protect areas outside the designation.

Step 2: Delineate a Source Water Protection Area Boundary

Surface Water Supplies:

The boundary delineation of a surface water supply can be generated in several ways. Topographic maps can be used to manually connect the high elevation points around the surface water body to delineate the watershed boundary. The boundary can be generated by computer from a series of GPS points which are gathered in the field and plotted on a map. The boundary can also be generated on a computer through a process called digital elevation modelling.

Groundwater Supplies:

The boundary of a groundwater supply is commonly determined through computer-based groundwater modelling. The recharge areas to be managed around groundwater sources are called wellhead protection zones. These zones are based on the time it takes for different types of contaminants to reach the well. Usually three zones are established that denote specific time of travel distances. For example, Zone 1 might represent the time it takes contaminants to reach the well within two years. Zone 2 would be the travel time from two to five years, and Zone 3 would be the five to 25-year travel time.

For more information see “Step 2 Developing a Municipal Source Water Protection Plan - Delineate a Source Water Protection Area Boundary” published by Nova Scotia Environment and Labour, and available at www.gov.ns.ca/enla/water.

Developing designation regulations

After the protected water area boundary has been defined, regulations must be developed that reflect an appropriate response to the potential risks identified in Step 3 of the source water protection planning process. Nova Scotia Environment and Labour should be consulted to assist with the development of regulations. Regulations should be reviewed on a regular basis in case updating or amending is required.

Regulations are appropriate in situations where certain activities cannot be managed through other strategies to reduce the potential degradation of the source water. For example, the use of herbicides to control weeds may require a specific regulation which dictates a standard for herbicide storage, timely application, and setbacks from watercourses within the source water supply area.

As mentioned above, regulations can also be applied to just a portion of the source water supply area, such as a particular water body. In these circumstances, regulations can be used to prohibit motor boats, swimming, or the release of substances into the water.

Although regulations made under Section 106 (6) of the Environment Act can't directly control types of land uses, they can be used to control impacts associated with development. For example, they may require erosion and sediment control plans during building or road construction that may occur within the source water supply area.

Protected water area regulations may complement the overall source water protection plan and address the specific risks that are not addressed through other management options. They may be restrictive and prohibitive in nature, or they may be more flexible requiring an approval or notification from the water utility to undertake regulated activities. Sample regulations and the associated activities are listed in Appendix A.

Approvals and Notifications

Approvals

Some activities regulated by the designation process may be subject to approval by the water utility. The granting of an approval is based on a set of criteria that are specific to the activity being regulated and apply to how or when the activity is conducted.

In most instances approvals require that further mitigative measures be taken. For example, sediment and erosion control plans may be required for approval to be granted for road construction within a designated protected water area.

Where a regulation makes reference to an approval from the department, it refers to an existing approval under the Environment Act and enforced by Nova Scotia Environment and Labour.

Notifications

There are some regulations that require notification be given to the water utility for certain activities. Notification of an activity subject to regulation is made to the water utility in writing, prior to commencement of the activity. As a result, the water utility has a greater awareness of when and where activities within the watershed are taking place.

Consulting with stakeholders and the public

Section 106 (7) of the Environment Act requires public consultation before a protected water area can be designated by the Minister. The consultation plan should involve landowners and other stakeholders, including the municipality in which the proposed designated area is located.

Public consultation is a mandatory element of the designation process because it ensures that people affected by the process are given an opportunity to express any concerns they might have. A fair, open and transparent consultation usually includes public meetings or public information sessions to explain to stakeholders how the utility and advisory committee prepared the proposal for the designation.

Stakeholders who are not active members of the advisory committee can request that the committee provide additional supporting information and copies of minutes taken during the meetings. Water utilities may also choose to provide information about the designation process on their municipal websites.

Submitting request to the Minister of Environment and Labour

After the protected water area boundaries and regulations have been developed and public consultation has occurred, appropriate legal documents must be finalized and submitted to the Minister of Environment and Labour for final approval. This set of documents includes:

- a legal description and map of the area as required in Section 106 (1) of the Environment Act;
- a set of regulations properly formatted as required in Section 106 (6) of the Environment Act; and
- documentation on the completed public consultation as required in Section 106 (7) of the Environment Act.

The department's solicitor will review the documents. The purpose of the solicitor's review is to ensure proper form and authority, not to change the intent of the regulations.

Formalizing the designation

Following the Minister's approval, Nova Scotia Environment and Labour will file the protected water area designation and regulations with the Department of Justice's Registry of Regulations. Certification of filing and subsequent publishing in the Royal Gazette brings the regulations into force in accordance with the Regulations Act.

Notifying the public

The water utility is required to record the designation at the Registry of Deeds in the county or counties in which the protected water area is located. The water utility is also required by the Environment Act to give public notice of the designation in a newspaper with circulation in the county or counties in which the area is located. It is not necessary to publish the entire designation in the newspaper, but the notice should provide a sufficient amount of detail and how to get more information. Ideally, all those who own land within the protected water area should receive a letter from the water utility with information about the designation and the source water protection plan.

Posting of the designation

The water utility must post and maintain signs along all public roads which access the protected water area and in other appropriate places visible to the public. Signs must clearly indicate that the area is a protected water area and that regulations apply. The sign may also indicate the type of prohibited or restricted activities. The name and phone number of the water utility should be visible to inform people how to get further information. These actions are necessary to ensure members of the public take appropriate action to help keep the area clean.



Enforcing the regulations

The water utility has the responsibility of enforcing the protected water area regulations per Section 106 (3) of the Environment Act. To do this, the water utility can appoint one of its employees to become a peace officer or special constable through provisions in the Police Act. When the employee is established as a special constable, he or she is able to issue Summary Offence Tickets for infractions within the protected water area. Failure to comply with protected water area regulations under section 106 of the Environment Act can result in a fine of \$675 (2005).

Monitoring and Evaluation

As part of the source water protection plan, the water utility should undertake a water quality monitoring program. It should include regular evaluation of the source water protection plan, including the effectiveness of the designation. Changes should be made as necessary to ensure the plan and the designation are effectively managing risks.

For more information see "Step 5: Developing a Municipal Source Water Protection Plan - Develop a Monitoring Program to Evaluate the Effectiveness of a Source Water Plan" published by Nova Scotia Environment and Labour and available at www.gov.ns.ca/enla/water.

Amending or Cancelling a Designation

Amending a designation

The water utility may request the Minister of Environment and Labour to amend either the boundaries or the regulations for a protected water area.

For example, a boundary line could be moved in response to a request from a landowner whose property is partly within the designated area. Over time, the property owner may feel that the designation encumbers the way he or she manages the entire property. If the property is located at the extremity of the designated area, far from the water supply intake, the water utility may grant the request to exclude the entire property from the protected water area.

Boundaries have also been amended in the past to coincide with municipal land use zoning boundaries, to avoid public confusion arising from two sets of boundary lines. They might also need adjustment to enable more efficient forest management planning.

Reasons for amending regulations may vary from simply updating the text or definitions to provide clarity or consistency, to adding a new regulation to address a new threat to water quality. A regulation may also be deleted if it is no longer relevant.

Prior to requesting an amendment, the water utility and its advisory committee would take the same steps as required for initial designation, including defining new boundaries and/or regulations, public consultation, and preparation of legal documents, including a new map if boundaries are changing. Once approved, the water utility must file the new designation and regulations pursuant to the Regulations Act, and meet the other public notification requirements. Posted signs would be relocated if the protected water area boundaries were amended.

Cancelling a designation

The water utility may request that the Minister of Environment and Labour cancel a designation, in whole or in part. There are various reasons why a cancellation may be sought. For example, the area may be well managed by other components of the source water protection plan, or updated technical information may indicate that the area is not contributing to the source of the water supply.

Regardless of the reason, the water utility should conduct the same kind of consultation as required for initial designation and submit the request for cancellation to the Minister of Environment and Labour. Once the designation is cancelled, a notice is published in the Royal Gazette. The water utility must notify the public in the same way as is required for the initial designation. Any posted signs must be taken down or modified to indicate the current protected water area designation.

For More Information

Nova Scotia Environment and Labour can provide input into the development of management practices and will review the final source water protection plan.

Nova Scotia Environment and Labour
Water and Wastewater Branch
5151 Terminal Road
PO Box 697
Halifax, Nova Scotia
B3J 2T8
Phone: (902) 424-5300
Fax: (902) 424-0503
www.gov.ns.ca/enla/water

APPENDIX A – A Reference For Preparing Regulations for Protected Water Areas

This appendix includes some samples to assist water utilities in preparing draft regulations. These samples illustrate activities that are typically regulated in protected water areas and are meant to serve only as examples. The use of these samples does not guarantee approval by the Minister.

The regulations that a water utility chooses will depend on the conditions in the source water supply area, and whether the source of water is groundwater or surface water (a river or a lake). For example, it may not be necessary to have regulations on forestry activities if there is currently no forestry activity in the source water supply area, and there is not expected to be any in the future. Water utilities should obtain professional assistance before selecting a regulation (e.g. ask a professional forester if the forestry regulation is appropriate for their area).

Examples that are marked with an asterisk * indicate that the value (such as swimming within 200 metres of the water intake) is provided as an example only. Water utilities should determine appropriate values based on public consultation and science.

Sample Regulations:

Note that not all of the following activity regulations may be applicable to every protected water area. Regulations may need to be tailored to fit the level of protection required in each circumstance.

Activity: Home heating oil tanks and fuel storage tanks

Issue: Small amounts of contaminants such as oil, can render large quantities of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

No person is permitted to install a new home heating oil tank, a gasoline fuel storage tank, or a diesel fuel storage tank within the protected water area unless the tank is supported by concrete footings, has a leak detection device and is:

- (a) made of stainless;
- (b) made of fibreglass;
- (c) constructed with double walls; or
- (d) approved prior to installation in writing by the water works operator.

Activity: Storage of contaminants

Issue: Small amounts of contaminants such as dry cleaning fluids, can render large quantities of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

Any potential contaminant stored within the protected water area must be contained within a storage tank that is supported by concrete footings and has a leak detection device and is:

- (a) made of stainless steel double wall construction;
- (b) made of fibreglass; or
- (c) approved prior to installation in writing by the water works operator.

Activity: On-site sewage disposal systems

Issue: Improperly designed and/or maintained sewage disposal systems can leak nitrates, phosphates, bacteria, viruses, and other contaminants to groundwater and surface water. The greater the distance between a disposal system and groundwater and/or surface water, the more likely the contaminant will be broken down into a less harmful substance.

Sample Regulation:

No person is permitted to construct, install or cause the construction or installation of an on-site sewage disposal system contrary to the On-site Sewage Disposal Systems Regulations and the terms and conditions of an approval issued by Nova Scotia Environment and Labour.

Activity: Forestry operations

Issue: Healthy forests can help maintain groundwater and surface water quality. They play an important part in filtering contaminants and preventing erosion and sedimentation. Properly designed forestry management plans can reduce the risk of altering the health of a forest.

Sample Regulation:

No person is permitted to undertake a forestry operation on land greater than 10* hectares within the protected water area unless the operation is conducted pursuant to a forestry management plan prepared by a professional forester in accordance with the objectives and policies approved by the water works operator.

Note: The forestry management plan may address topics such as setback distances for roads, machinery and tree harvesting from watercourses and wells; maximum percent of forest to be harvested per year; and harvesting methods. It should be designed to minimize risks of contamination from spill of petroleum products, and sedimentation and erosion.

Activity: Road construction and watercourse alteration

Issue: Unpaved roads and road construction activities can release sediment into watercourses. Properly designed and constructed roads can minimize the risk of erosion and sedimentation. The erosion and sediment control requirements for public highways are sufficient to reduce the risk of contamination to water sources. In addition, roads can also create areas where vehicles could inadvertently enter watercourses and cause fuel to contaminate the water supply.

Sample Regulation:

(1) No person is permitted to undertake any road construction work in the protected water area unless the work is conducted between June 1* and September 30*, inclusive, in any year (in order to minimize impacts to aquatic organisms).

(2) No person is permitted to expose at any time more than 1,900* square metres of roadway subbase in the protected water area.

(3) All roads that are located within 15* m of a watercourse must have concrete barriers to prevent vehicles from inadvertently entering the watercourse.

Activity: Disposal of wastes or garbage (i.e., landfill, waste disposal site)

Issue: The disposal of wastes can cause harmful chemicals to leach from the site into groundwater. Small amounts of chemicals can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

No person is permitted to establish a dump, landfill, or waste disposal site within 500* metres of a watercourse or well in the protected water area.

Activity: Mining, pit and quarry operations and other excavations

Issue: These activities can affect drinking water quality through erosion, the release of metals or the release of acid runoff into water draining from the mine site. Properly designed mining, quarrying or processing operations can take place under controlled conditions, resulting in minimal impacts on water supply sources. However, all mine and quarry operations must be approved by Nova Scotia Environment and Labour.

Sample Regulation:

No person is permitted to authorize or commence an operation to extract peat, gravel, rock or minerals in the protected water area without first obtaining written approval of the water works operator.

Activity: Agriculture

Issue: A well designed environmental farm plan, combined with a nutrient management plan, can reduce the risk of contamination. Contaminants such as oil and nitrates can make drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Note: The Department of Agriculture should be contacted for more information on environmental farm plans and nutrient management plans.

Sample Regulation:

An agricultural operation undertaken within the protected water area must be conducted according to a nutrient management plan and environmental farm plan prepared by a qualified person in consultation with the water works operator.

Activity: Access (boating, swimming, fishing, car washing, etc.)

Issue: Large numbers of people swimming, bathing or fishing in the source water area can contaminate the water with excrement, phosphates and litter. Large numbers of people washing vehicles in a source water area can contaminate water with phosphates and petroleum products. Motorized vehicles, such as motor boats and all-terrain vehicles (ATVs), can leak petroleum products into the water. Small amounts of contaminants such as oil and gas can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater. ATVs can also cause erosion and sedimentation of the watercourses. The greater the distance between the intake and swimmers, bathers, fishers or people operating/washing a vehicle, the less risk of contaminated drinking water.

Sample Regulation:

(1) No person is permitted to swim, bathe, wash, or cut ice at any time in [insert name of water body] or any other watercourse within the protected water area.

(2) No person is permitted to fish from the shoreline of or in [insert name of water body] or any watercourse within the protected water area.

(3) No person is permitted to wash a vehicle in any watercourse or within 60* m of the shoreline or bank of any watercourse within the protected water area.

(4) No person is permitted to, at any time, operate a vessel of any kind, on, through or over [insert name of water body] or any watercourse in the protected water area, unless authorized by the water works operator for the protection of the protected water area.

(5) No person is permitted to fill a gasoline tank or transfer any liquid fuel from tank to tank on or within 100* m of the shoreline or bank of [insert name of water body] or any watercourse within the protected water area, except for the purpose of operating a water treatment plant or a purpose reasonably incidental to the maintenance of private property.

Activity: Burning

Issue: Healthy forests can help maintain water quality. They play an important part in filtering contaminants and preventing erosion and sedimentation. Large uncontrolled forest fires can reduce the ability of the forest to perform these functions in the years immediately following the fire. The highest risk of forest fire is from late spring to early fall, so the greatest precautions should be taken when lighting fires during this period.

Sample Regulation:

No person is permitted to light or be responsible for an open fire in the protected water area from April 1* to October 31*, inclusive, in any year.

Activity: Biocides and pest control products

Issue: Small amounts of chemicals such as biocides can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from water.

Sample Regulation:

(1) Prior written permission from the water works operator is required to use a biocide or pest control product within the protected water area.

(2) A biocide or pest control product used in an agricultural operation within the protected water area must be applied only by a certified applicator and only if recommended for use by a pest management specialist and approved under subsection (1).

Activity: Corridor easements

Issue: This type of construction can cause sediment to erode into watercourses. Properly designed construction plans can minimize the risk of erosion and sedimentation.

Sample Regulation:

No person is permitted to construct a pipeline, railway, telephone line, power line or other similar development or grant an easement on, over or across the protected water area without first obtaining the written approval of the water works operator.

Activity: Urban development (ground disturbance)

Issue: Ground disturbance can cause large amounts of sediment to erode into watercourses. Healthy vegetation plays an important part in filtering contaminants and preventing erosion and sedimentation.

Sample Regulation:

No person is permitted to undertake an activity that causes or might cause soil erosion resulting in sedimentation of a watercourse located within the protected water area. If sedimentation occurs in a watercourse within the protected water area, an operator or person responsible for the sedimentation must undertake immediate action to install erosion and sediment control measures and notify the water works operator.

Activity: Vegetation removal (non-forestry related)

Issue: Healthy vegetation can help maintain groundwater and surface water quality. It plays an important part in filtering contaminants and preventing erosion and sedimentation.

Sample Regulation:

(1) No person is permitted to alter or remove vegetation within 100* m of [insert name of water body] or within 30* m of any watercourse or wetland within the protected water area unless such alteration or removal is:

- (a) approved in advance by the water works operator; or
- (b) related to the operation of the water treatment plant/system and following consultation with the advisory committee.



Environment and Labour
Environmental and Natural Areas Management

Protected Water Area (PWA) Designation Summary

The province requires municipal water utilities to develop and follow a Source Water Protection Plan (SWPP) which identifies communication, roles, and risk management for the protection of source waters of municipal supplies.

The Water Works Operator (Municipality or Water Utility) has the option of applying to have the water supply area designated as a “Protected Water Area” under the *Environment Act*, which allows the water utility to regulate activities that may impair water quality and/ or quantity within the source water supply area.

What is a Protected Water Area?

A Protected Water Area (PWA) is an area surrounding a drinking water source that has been designated under the *Environment Act* by the Minister of Environment at the request of the water utility. A PWA Designation is one management option available to water utilities to manage risks in the source water area. Designation uses a regulatory approach to prohibit or restrict activities that are or have the potential to be a risk to the water supply. PWA regulations are specific to the area designated, and enforcement is the responsibility of the associated municipality or water utility.

What are the steps to having an area designated?

There are several steps involved for a water utility to designate a PWA. These include formally defining the area to be designated, developing associated regulations, and holding public consultations.

Step 1: Proponent submits request to NSE for PWA designation, amendment, cancellation or regulations

This includes:

- Formal request letter, containing background information as appropriate**
- Description with mapping, of the physical area to be designated**
- Copy of the proposed or amended regulations, if applicable, for the designated area**
- Detailed records of the public consultations, including descriptions of public/ landowner/ stakeholder input; and demonstration of how any questions or concerns have been addressed**

Environment Act

Designation of protected water area

106 (1) The Minister, when requested by an operator of a water works or proposed water works, may designate an area surrounding any source or future source of water supply for a water works as a protected water area.

(2) The operator of a water works, or proposed water works named in a designation made pursuant to subsection (1) shall

(a) give notice of the designation of the area as a protected water area by publishing the notice in a newspaper having circulation in the county or counties in which the area is located and in the Royal Gazette;

(b) have the notice of designation recorded at the registry of deeds and the land registration office in the county or counties in which the area is located; and

(c) post signs in the area indicating that it has been designated a protected water area. 62 environment 1994-95, c. 1 OCTOBER 1, 2012

(3) The operator of a water works or proposed water works is responsible for taking all measures to protect the area designated, and the enforcement of any regulations made pursuant to subsection (6).

(4) When requested by an operator of a water works or proposed water works, the Minister may cancel a designation made pursuant to this Section, in whole or in part.

(5) Any protected water area designated pursuant to the Water Act, prior to the coming into force of this Act remains so designated.

(5A) Any area surrounding a source of public water supply defined and prescribed pursuant to Section 16 of Chapter 42 of the Acts of 1963, An Act to Amend the Water Act, is deemed to be a protected water area designated pursuant to the Water Act and remains so designated.

(5B) Any designation of a protected water area and any regulations regulating an activity in a designated protected water area that is referenced in subsection (5A) or were in effect on April 1, 1977, are deemed to have been filed pursuant to subsection 24(1) of the Regulations Act before April 1, 1978.

(6) At the request of the operator of the water works or proposed water works, the Minister may make regulations to prohibit, regulate or require the doing of any act or acts in a protected water area that may impair or prevent the impairment, as the case may be, of the quality of the water in the protected water area.

(7) Before designating a protected water area, the Minister shall ensure that the operator of the water works or proposed water works has provided opportunities for public consultation.

(8) No claim for injurious affection lies against any person as the result of a designation of a protected water area.

(9) The exercise by the Minister of the authority contained in subsection (6) is regulations within the meaning of the Regulations Act. 1994-95, c. 1, s. 106; 2001, c. 6, s. 103; 2006, c. 30, s. 35.

Land Use

- RSSIDE - Residential Single Unit Dwelling Detached
- AG - Agriculture
- AGSBHA - Agriculture - Site Based - Housing Animals
- AGLBLT - Agriculture Land Based Long Term Cropping System
- MAPRWP - Manufacturing - Processing - Water Purification
- PLWA - Protected & Limited Use - Watershed
- ITVAMI - In Transition Vacant Mining
- ITVAAG - In Transition Vacant Agriculture
- ITVARC - In Transition Vacant Recreation, Culture & Entertainment
- Fire Pond
- Forestry Silviculture Treatment
- FO - Forestry

- Building Point
- 2007 Natural Watershed Boundary
- Prescribed Watershed Line
- Collector Road
- Local Road
- Non-addressed roads
- swamp
- Tree Line
- Building outline
- Utility
- Waterline
- Waterbody
- Property Line

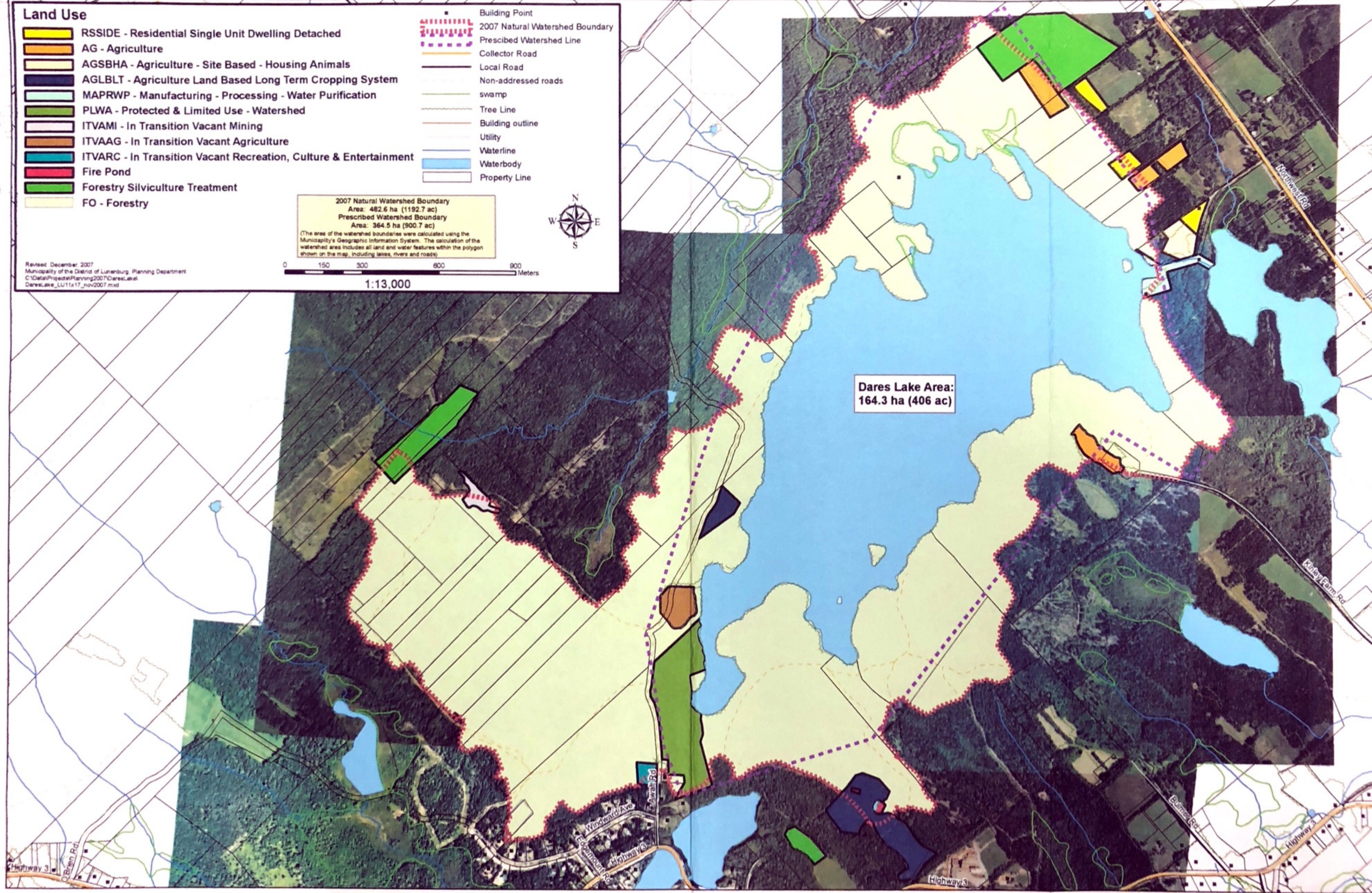
2007 Natural Watershed Boundary
 Area: 482.6 ha (1192.7 ac)
 Prescribed Watershed Boundary
 Area: 364.5 ha (900.7 ac)
 (The area of the watershed boundaries were calculated using the Municipality's Geographic Information System. The calculation of the watershed area includes all land and water features within the polygon shown on the map, including lakes, rivers and roads)



1:13,000

Revised: December, 2007
 Municipality of the District of Lunenburg, Planning Department
 C:\Data\Projects\Planning\2007\DaresLake\ DaresLake_LU11x17_nov2007.mxd

**Dares Lake Area:
 164.3 ha (406 ac)**



Kelly Jardine

From: Peter Baker
Sent: Wednesday, September 23, 2020 10:11 AM
To: Heather McCallum; Ian Tillard
Cc: Bea Renton; Paul Bracken
Subject: RE: COUNCIL SEP 8: LGBTQ+ Crosswalk Painting

Hi Heather the cost would be no more than \$ 500.00 paint would be approximately \$350.00, roughly two hours to set up and paint for to 2 employees @ \$32.00 per hour and I would say the crosswalk on Lincoln at King .

Thanks

Peter Baker

Peter Baker
Superintendent
Town of Lunenburg
902-634-8992 ext1

Circulated: _____

Document No:

Meeting: Council October 13, 2020

Circulate To: Council, LD, KR

File: Budget 2020/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR

DATE: OCTOBER 6, 2020

RE: FALL 2020 – MUNICIPAL DEBENTURE ISSUE

1. FACTS

On September 8, 2020 Council approved a temporary borrowing to finance the following 2019/20 Capital Projects:

- | | |
|-------------------------------|------------------|
| • Asphalt Roller (ride-on) | \$40,000 |
| • WWTP Biofilter | 41,500 |
| • Chipseal Kissing Bridge Rd. | <u>72,500</u> |
| | <u>\$154,000</u> |

A Temporary Borrowing Resolution in the amount of \$154,000 was approved by Council at that time and has been forwarded to the Minister for approval. The Ministerial approval will be received by the debenture deadline and is good for one year only unless Council asks for an extension.

It is now time to secure permanent financing through the Municipal Finance Corporation.

In addition during the summer months the Town received two pieces of equipment that were budgeted to be financed with a Capital Borrowing totaling \$514,650.

- Public Works International Truck \$187,100
(2019/20 Budget, Tender awarded Nov.12, 2019, Delivered July 9, 2020)
- Pierce Fire Truck (Pumper #2) \$327,550
(2020/21 Budget, Tender awarded June 25, 2019, Delivered July 20, 2020)

Staff have spoken with our Municipal Advisor and have been advised that should Council approve a TBR for these 2020/21 capital equipment purchases the Town would be able to receive Ministerial approval for same in time to allow us to participate in the Fall Debenture issue for these purchases as well.

2. **ISSUES AND OPTIONS**

Municipal Finance has streamlined the debenture issue process. If Council, by Resolution, pre-approves the amount of funding required, the period of the debenture and the upper limit of an interest rate, it saves time and substantially reduces the number of documents that must be signed by the Mayor and CAO. Municipal Finance has suggested that an upper limit on interest costs is an average interest rate of 5.5%. In the Spring 2020 Debenture issue a similar upper limit was required but the MFC secured loans at a rate of 1.27% - 2.24% based on a 5 to 25 year term.

Municipal Finance Corporation finances as a Provincial entity and can obtain a better interest rate. Municipal Finance Corporation exists to give Municipal Units access to low cost borrowing.

The Town's existing debt ratio is 8% and the Town's policy maximum is 12%.

Staff are recommending the following borrowing terms:

2019/20 Capital Projects – 10 years
Public Works Truck – 15 years
Fire Truck (Pumper#2) – 20 years

Based on the above terms the estimated debt ratio for 2021/22 will be 9%. The estimated impact to the tax rate will be \$0.02.

3. **FINANCIAL IMPACT**

As noted above.

4. **STRATEGIC PLAN RELEVANCE**

This report supports Strategic Goal #5: Operate Town business efficiently and effectively.

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motions:

Moved by _____ and seconded by _____ that a Temporary Borrowing Resolution is approved in the amount of \$514,650 as outlined in Schedule 1.

Moved by _____ and seconded by _____ that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$154,000 for a term of 10 years as outlined in Schedule 2.

Moved by _____ and seconded by _____ that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$187,100 for a term of 15 years as outlined in Schedule 3.

Moved by _____ and seconded by _____ that a Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in the amount of \$327,550 for a term of 20 years as outlined in Schedule 4.

Acknowledged only by:

Bea Renton
CAO

Attachments –

\$514,650 Temporary Borrowing Resolution (Schedule 1)
\$154,000 Debenture Resolution (Schedule 2)
\$187,100 Debenture Resolution (Schedule 3)
\$327,550 Debenture Resolution (Schedule 4)

MUNICIPAL COUNCIL OF THE
Town of Lunenburg
TEMPORARY BORROWING RESOLUTION

Amount: \$ 514,650

Purpose: Capital Budget Projects

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Lunenburg has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding Five hundred fourteen thousand six hundred fifty Dollars (\$ 514,650) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding Five hundred fourteen thousand six hundred fifty Dollars (\$ 514,650) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Lunenburg held on the day of , 2020.

GIVEN under the hands of the Clerk and under the seal of the Town of Lunenburg this day of , 2020.

Clerk

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

Amount: \$514,650.00

Purpose: Capital Budget Projects

SCHEDULE "A"

		\$
Heading:		
Item	Public Works Dump Truck (International)	187,100.00
Item		
Item		
Item		
Heading Sub Total:		187,100.00
Heading:		
Item	Fire Truck Pumper #2 (Pierce)	327,550.00
Item		
Item		
Item		
Heading Sub Total:		327,550.00
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0.00
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0.00
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		514,650.00

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

AND WHEREAS the resolution of council to borrow for \$154,000.00 was approved by the Minister _____;

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$154,000.00, for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the _____ day of _____ 20____

GIVEN under the hands of the Mayor/Warden and the Clerk of the

Town of Lunenburg

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

AND WHEREAS the resolution of council to borrow for \$187,100.00 was approved by the Minister _____;

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$187,100.00 , for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg
(Name of Unit)

held on the _____ day of _____ 20____

GIVEN under the hands of the Mayor/Warden and the Clerk of the

Town of Lunenburg
(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

AND WHEREAS the resolution of council to borrow for \$327,550.00 was approved by the Minister _____;

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$327,550.00, for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the _____ day of _____ 20____

GIVEN under the hands of the Mayor/Warden and the Clerk of the

Town of Lunenburg

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

Ann Covey

Subject: Protective Services meeting minutes additional documents
Attachments: Scan2020-09-22_134831.pdf

From: Dawn and Brian Keizer [<mailto:dbkeizer@outlook.com>]
Sent: September-22-20 1:59 PM
To: Bea Renton <brenton@explorelunenburg.ca>
Cc: Danny Croft <DCroft@explorelunenburg.ca>
Subject: Meeting items

Hi Bea

I have attached copies of documents that were part of the discussion at the last Protective Services Committee meeting (via Zoom on Sept 17/20).

I hope these documents will be helpful to bring the future Tanker replacement funding to a conclusion. The documents include the request from TOL for 60/40 funding on the new aerial, up from the 80/20 of the first aerial, and also the motion of the commission responding to your request...

Thanks

Brian

April 7, 2014



119 Cumberland Street
P.O. BOX 129
Lunenburg, Nova Scotia
Canada B0J 2C0

Mr. Brian Keizer
Municipal District #1 & #2 Fire Commission
11437 Centre
RR#2, Lunenburg, NS
B0J 2C0

Dear Brian:

www.explorelunenburg.ca

Re: Cost Sharing for New Aerial Apparatus

ELECTRIC UTILITY
902 634-8311

FIRE DEPARTMENT
902 634-8343

PUBLIC WORKS
902 634-8992

RECREATION
902 634-4006

TOWN OFFICE
902 634-4410

The draft truck report, as well as the possible purchase of a new aerial fire truck and assessment completed on the existing truck were all discussed at a recent Town Council meeting. At that time a motion was passed requesting the District #1 & #2 Fire Commission (Commission) contributing 40% to the purchase of a new aerial ladder truck.

At this time a decision has not been made on the timing of such a purchase and whether the new aerial truck will be a new truck or a new to the Lunenburg and District Fire Department truck. A decision has not yet been made as to what extent repairs should be completed on the existing vehicle, which as you know would vary depending on whether we wanted to keep the vehicle one year, two years or three to five years.

The Town is first interested to discuss the cost sharing of this particular piece of equipment with the Commission.

In support of the value of a piece of aerial apparatus for not only in Town, but also use in the District, we would ask you to consider the following points:

- That it is important for Lunenburg and District Fire Department to have more than one pumper and that the aerial ladder truck is considered a second pumper and therefore has a function, not only as an aerial ladder truck, but also as a pumper.
- An important part of fire fighting is being able to properly ventilate buildings to release hot gases and smoke from a burning structure, allowing Fire Fighters in the structure to extinguish the fire much sooner and much safer. A ladder truck provides a very effective way of doing ventilation and in some cases is the only way to properly ventilate a building. A ladder truck allows this work to be done quickly and safely, saving both Fire Fighters time, water and foam resources, and increasing safety for Fire Fighters and the opportunity to reduce damage to a burning structure.

UNESCO World Heritage Site

The use of a ladder vehicle reduces Fire Fighter risk, as they no longer need to go on roofs of buildings in most cases, and further reduces the need to have two ladders set up for a roof for a second means of egress for Fire Fighters safety. As noted, this improves Fire Fighters safety and also speeds up the fire fighting process.

- It is much easier to save adjacent buildings whether they be garages, barns, out buildings or other houses with a ladder vehicle, as using a pump and hose from an elevated ladder makes this work quicker and safer.
- With the increasing number of people switching to alternative heat sources, burning wood has increased as a heat source and with this more fire calls, most of which are in rural areas where wood burning is more common than in the Town.
- By having an aerial truck chimney fires can be fought much quicker and much safer, without Fire Fighters needing to access the roof in sometimes very difficult conditions, as well much easier to get hose and water to the top of the chimney.
- Aerial apparatus, because of its mobility, height and other reasons outlined above, makes fire fighting quicker and in most cases reduces the amount of time Fire Fighters are required to fight fires. This not only is a savings for water and foam, but also is less physically demanding for Fire Fighters, and as well as volunteers, reduces the amount of time that they are on a fire scene as opposed to at work or at home.
- Although uncommon, aerial apparatus is a very effective piece of equipment for higher structure rescue, whether it be buildings or scaffolding, etc.

These are some points to consider although I'm sure there are more.

We do understand your concerns that it is not always possible to have a piece of aerial apparatus to get into all areas in the district. We understand the current vehicle goes to most fire calls and is able to be used effectively in the desired location in most cases, and in other cases is used as the number 2 pumper. In 2012 the aerial truck was used in 85% of calls to the District including 3 chimney fires.

Based on the information noted above, we would ask that you reconsider your contribution offer of 20% increasing this amount to 40% and that we sit down, just Town and District to discuss this further. We do acknowledge that the aerial truck would be of more value in the Town than in the District for things like protection of other buildings and feel this is acknowledged with a 40% rather than a 50% contribution.

Thank you for your continued support and we look forward to hearing from you.

Yours truly,


Peter J. Haughn
Deputy Town Manager/Clerk

PH:ac

This request went to the May 6, 2014 Commission meeting

This information would have been passed on to Peter

It was noted that the aerial apparatus has a limited application in the District because of its size and weight, and in many places where power lines are installed alongside the highway.

After consideration of the Town's refusal to contribute to the District's tanker/pumper and that they look to the Commission to increase their contribution from 20% to 40% towards an aerial apparatus it was moved by Kevin Rhodenizer and seconded by David Baugil that the Commission agree to increase their contribution to an aerial apparatus if the Town agrees to contribute 50% of the cost of a new tanker/pumper when requested. **Motion carried.**

It was further noted that the present aerial apparatus could require repairs up to \$100,000.00. Should this be the case consideration should be given to replacing the unit.

Fire Tax Rate

The Fire Tax rate for the past year was \$0.06 /\$100.00 assessment and since the overall assessment in the District of Lunenburg has increased somewhat and since we have a considerable reserve, it was moved by David Baugil and seconded by David Afford that the tax remain at \$0.06/\$100.00 of assessment. **Motion carried.**

The Chairman indicated that burning season, outdoor fire regulations have changed considerably and that he would revise the flier which the Commission mails out to box holders in the District served by the Commission.

Annual Meeting

Moved by Kevin Rhodenizer and seconded by Mike Tanner that the annual meeting of the Commission be held on June 3, 2014 at 7:00 p.m. in the Lunenburg & District Fire Department. **Motion Carried.**

The Chairman noted that the terms of the Commissioners for District 4, 5, & 6 have expired. The areas were represented by the following Commissioners:

- | | |
|------------------------------|-----------------|
| (4) Blue Rocks & Stonehurst: | Elroy Tanner |
| (5) First South: | David Afford |
| (6) Second Peninsula: | Wilfred Stevens |

The Bridgewater Fire Department Band has been invited to Ottawa to play and since one of our Commissioners plays in the Band they have requested a donation from the Commission. Each year a special service is held to acknowledge those who lost their lives fighting fires during the year.

The matter was discussed and a motion was made by David Baugil and seconded by Kevin Rhodenizer that we donate \$200.00 to the Department Band. **Motion carried.**

- b. LDFD fire truck replacement schedule – ongoing agenda item from September 12, 2019 Committee meeting

Mr. Keizer advised that some of the proposed purchase dates (Schedule “A”) may need to be revisited with the Fire Department to accommodate future financing requirements.

5. New Business

- a. Fire Chief’s monthly reports September 2019 – February 2020

The LDFD Fire Chief’s monthly reports September 2019 – February 2020 were received for information (Schedule “B”).

Motion: moved and seconded to accept the Fire Chief’s reports for the period September 2019 - February 2020 (Schedule “B”). Motion carried.

- b. Surplus bunker gear donation to Martins River Fire Department

Chief Darren Romkey reported for information that the surplus LDFD bunker gear has been donated to the Martins River Fire Department.

- c. Draft 2020/21 budget – including an overview of Workers Compensation Board coverage for LDFD volunteer Firefighters

The FD and Accountant reviewed the draft 2020/21 budget (Schedule “C”) with Committee members. Added to the capital budget is a \$3,800 metal garbage storage unit which is needed to deter rodents. It will be a locked unit to avoid public access.

Motion: moved and seconded to recommend approval of the draft Protective Services operating and capital 2020/21 budgets (Schedule “C”) to Lunenburg Town Council and Districts 1 and 2 Fire Commission. Motion carried.

Mr. Keizer will provide information about additional Firefighters insurance there may be for Municipality of the District of Lunenburg firefighters. A presentation by a WCB official will be arranged with the assistance of Mr. Keizer at the next meeting if possible.

6. Next Meeting Dates – Thursdays, June 11, September 10 and December 10, 2020 at 4:30 p.m.

7. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting adjourned was at 4:57 p.m.

Bea Renton, CAO

Document No: 4(c)
Meeting: September 21, 2020
Circulate: BR, HM
File:

MEMORANDUM

TO: HERITAGE ADVISORY COMMITTEE - TOWN COUNCIL

FROM: HERITAGE MANAGER

DATE: SEPTEMBER 11, 2020

RE: CONSIDERATION OF REVISED SUBSTANTIAL ALTERNATION GUIDELINES

1. FACTS

In an effort of minimizing applications that are required to be reviewed and approved by Council it is recommended that Council consider adopting a new policy respecting the Town's Substantial Alteration Guidelines as shown in **Attachment B**.

This policy is not with regards to the Heritage Conservation District (HCD). This policy is strictly in reference to those properties registered as Municipal Heritage Properties under the provisions of the Heritage Property Act (HPA). The location of these properties are throughout Town. Though some may be within the HCD others are not.

Pursuant to the Heritage Property Act (HPA) any substantial alteration to a registered Municipal Heritage Property requires the issuance of a Heritage Permit approved by Council. This is a separate permit from a Certificate of Appropriateness issued pursuant to the HCD approved by the Heritage Officer.

2. ISSUES AND OPTIONS ANALYSIS

In instances where a development conforms with the Design Guidelines of the HCD, the proposed revised Substantial Alteration Guidelines (**Attachment B**) will enable the Heritage Officer to declare to the applicant that their development is not a substantial alteration and in essence, no approval from Council is required and no Heritage Permit is required. In this case the Heritage Officer advises the applicant by letter that no Heritage Permit is required provided the development proceeds as submitted, in essence the issuance of the letter by the Heritage Officer enables the applicant to proceed to the Development Permit and Building Permit stage. As shown in **Attachment B** any development to a registered

Municipal Heritage Property that conforms with the Design Guidelines of the HCD By-law will fall within this category. This will significantly reduce the number of applications requiring Council's approval.

For example, under the current Substantial Alteration Guideline, "change in style or design of railing or guards on porches or stairs" would be deemed a substantial alteration requiring Council's approval even when the change conforms with the Design Guidelines of the HCD By-law (recent example – 10 Falkland Street). Another example would be "re-shingling of roofs where not required for maintenance, including changes in the type of shingle" would be deemed a substantial alteration requiring Council's approval even when the change conforms with the Design Guidelines of the HCD By-law (recent example - 111 Townsend Street, the Presbyterian Church).

The proposed Substantial Alteration Guidelines (**Attachment B**) also limits the size of additions or demolitions (removal) on registered municipal heritage properties in the same fashion as the proposed provisions of the HCD. If a proposed addition or demolition (removal) exceeds the percentages as described in the revised Substantial Alteration Guidelines, Council's approval would be required.

For your information, demolitions (total removal) of registered Municipal Heritage Properties will still require the approval of Council in accordance with Section 17 the Heritage Property Act (notwithstanding Section 18 – the three year but not more than four year rule). The Act is available at the following link: <https://www.nslegislature.ca/sites/default/files/legc/statutes/heritage.htm>

If Council is concerned about relaxing these Substantial Alteration Guidelines and wishes to continue the practice of approving these substantial alterations, then staff would recommend maintaining the status quo and maintain the existing Substantial Alteration Guidelines as shown in **Attachment A**.

Options:

- 1) To provide a notice of motion to consider the rescinding of the current Substantial Alteration Guidelines (Attachment A) and the adoption of a new revised Substantial Alteration Guidelines (Attachment B); or
- 2) To maintain the status quo by keeping the existing Substantial Alteration Guidelines (Attachment A).

3. FINANCIAL IMPACT

There are no direct financial impacts associated with the proposal to adopt a revised Substantial Alteration Guidelines.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with:

Strategic Plan Goal #5 - Operate the Town efficiently and effectively.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approves the following motion.

Moved by _____, Seconded by _____ that Council rescinds the current Substantial Alteration Guidelines (Attachment A) and concurrently adopts the new revised Substantial Alteration Guidelines (Attachment B).

Attachments

- A.** Existing Substantial Alteration Guidelines
- B.** Proposed Revised Substantial Alteration Guidelines

Acknowledged only by:

Bea Renton
Town Manager/Clerk

ATTACHMENT A EXISTING SUBSTANTIAL ALTERATION GUIDELINES

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 B
Proposed Revised Substantial Alteration Guidelines

Alteration Guidelines for Municipally Registered Heritage Properties
Town of Lunenburg

Approved by Council on _____

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 Design Guidelines of the Heritage Conservation District.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers **unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;**

- addition or removal of windows or window openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- * addition or removal of doors or door openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- changes to the openings for doors or windows unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- change in roof pitch or style (including pitch or style of a dormer) unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- change in style or design of railing or guards on porches or stairs unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- addition to an existing accessory building or the erection or placement of a new accessory building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District (in cases where the land as well as the main building have been registered as a Municipal Heritage Property);
- addition of utilities structures such as, but not limited to, air conditioning units, kitchen vents and heat pumps unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- accessory structures such as, but not limited to, fences, stairways, decks, garden trellises, pergolas, awnings, pavilions, and similar items which are connected or otherwise not connected to the main building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District; and
- re-shingling of roofs where not required for maintenance, including changes in the type of shingle unless said development is in conformance with the Design Guidelines of the Heritage Conservation District.

Notwithstanding anything herein contained above, the following shall be considered substantial alterations:

- any development that does not conform to the Design Guidelines of the Heritage Conservation District By-law;
- any demolition or removal of
 - a) more than 10 % of the total usable floor area of all floors including the usable floor areas of any basement and attic; or

- b) any part of a building for which the cumulative sum of all areas of its horizontal dimensions exceeds 25% of the area of the building's existing footprint.

Usable Floor Area means the floor area that has a minimum height clearance of 1.2 m (4 ft.) or higher.

and

- any addition to a building which is greater than 25% of the area of the existing building's footprint either as an addition to the sides of the building or on top such as an additional storey.

For the sake of clarity the following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum;
- replacements or repairs where no changes are intended;
- use of vinyl window inserts if no other changes taking place;
- replacement of shingles with clapboard with the same exposure, and replacement of clapboard with shingles with the same exposure;
- the erection or placement of signage;
- items which the Heritage Officer considers to be maintenance (ie. re-shingle roof if needed);
- replacement of doors or storm doors with doors which meet the Design Guidelines of the Heritage Conservation District;
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood) which meet the Design Guidelines of the Heritage Conservation District;
- addition of glass doors inside wooden storm doors;
- rain barrels and other minor accessory structures; and
- the installation of gutters and downspouts which meet the Design Guidelines of the Heritage Conservation District.



Read. Discover. Learn. Share.

Library Administration
135 North Park St., Unit B,
Bridgewater, NS B4V 9B3

902 543-2548
info@southshorepubliclibraries.ca
southshorepubliclibraries.ca

September 28, 2020

Town of Lunenburg
110 Cumberland Street
Lunenburg, NS

Mayor and Council,

Please accept this letter as an application have the usage fee of \$60 waived for the use of Heritage Band Stand on September 24.

South Shore Public Libraries and the Lunenburg Lit Festival hosted the Grade 8 and 9 classes from Bluenose Academy to hear local author Jo Treggiari read from her Governor General Award finalist young adult novel "Grey Sisters". It was the first school outing during the COVID 19 pandemic and all present practiced public health guidelines by wearing masks and sitting in cohorts physically distanced from other cohorts. The students were a great audience and asked several excellent questions. At the end of the presentation, on their way to walk back to school, each student received a copy of the book.

The Bandstand was the perfect spot to host a gathering like this in the times in which we find ourselves in, we could not have had this event if not for this fantastic outdoor community space.

Thank you to your staff particularly Bea Renton and Paul Bracken for helping us arrange the Event at such short notice.

Waiving the usage fee for this community event would be much appreciated.

Sincerely,

A handwritten signature in black ink that reads "C Pottie". The signature is written in a cursive style and is set against a light blue rectangular background.

Christina Pottie
Community Engagement Lead
South Shore Public Libraries

Kelly Jardine

From: Jan Johnsson Sara Lochhead <ekebo2010@hotmail.com>
Date: September 28, 2020 at 10:12:04 AM ADT
To: Rachel Bailey <RBailey@explorelunenburg.ca>
Cc: Peter Mosher <PMosher@explorelunenburg.ca>, John McGee <JMcGee@explorelunenburg.ca>, Ronnie Bachman <RBachman@explorelunenburg.ca>, Danny Croft <DCroft@explorelunenburg.ca>, Matt Risser <MRisser@explorelunenburg.ca>, Patrick Hirtle <Patrick.Hirtle@bridgewater.ca>, "troy@sslibraries.ca" <troy@sslibraries.ca>, Bea Renton <brenton@explorelunenburg.ca>
Subject: Town of Lunenburg Library Representative

Dear Mayor Bailey,

I hope you and yours are keeping well. I am writing to tell you I have decided to step down, effective immediately, from my role as the Library Representative for the Town of Lunenburg on the South Shore Regional Library Board. I have enjoyed this role for the last five years but it is time for someone new. With the fall election coming up, this seems the right time to step down. Thank you for the opportunity to serve on the Library Board. Thank you as well for your on-going support of the Lunenburg Library. The Library we have now is a wonderful service and it is located in a wonderful place.

The last meeting of the South Shore Regional Library Board was held on September 21st. The next is scheduled for November 16 at noon. I suggest that, after the election, one of the town councillors take on this responsibility. The schedule of meetings has changed. They are now bimonthly, normally on Wednesday evenings; the average length of the meetings is about 45 minutes. During 2020, because of the virus, many Board members have phoned in to the meetings and the meeting dates and times have been much more flexible. If the new Town representative has any questions about the role, they can certainly contact me and I will do my best to answer them.

Thank you again for your support of the Library and, my very best wishes,

Sara Lochhead

Circulated: _____

Document No:
Meeting: October 13, 2020 Council
Circulate To: Council, BR, DH's, KR,
Dist's 1&2, LFD, JG-Audit Committee
File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL
FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR
DATE: OCTOBER 6, 2020
**RE: 2020/21 CAPITAL AND OPERATING VARIANCE REPORT –
TO AUGUST 31, 2020**

Please find enclosed the variance report to **August 31, 2020**. The period ending August 31st represents 42% (5 months) of the fiscal year. Town General expenditures are currently on budget at 37%.

Based on year to date operations to August 31, 2020 and known information at this time staff are projecting an overall \$30,000 deficit for the Town General operations in fiscal 2020/21. This projected deficit includes the additional projected operational costs for the Arena for the 2020/21 season.

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Operating Financial Statements Summary	Page 8
Deed Transfer Tax, Tax & Sewer Report, and Parking Meter Revenue	Page 9
Grants to Organizations Information Update	Page 10

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Encls.

Capital Status Report to August 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Buildings & Structures				
	<i>Annex</i> Annex Roof <i>Comment:</i> Due to COVID-19 pandemic work has been slow to progress at the School Annex, this monies was allocated for buying the materials for the roof and NSCC to install. NSCC will continue to work on the building finishing the front façade first then look to starting on the roof in the spring. A possibility that this will not be finished this fiscal year, in which case we will ask to carry the money forward.	\$10,000	\$0	\$10,000	PW
	<i>CN Station</i> CN Station - Capital Repairs including Garage Door & Siding <i>Comment:</i> This project is currently under way and should be finished at the end of October 2020.	\$15,000	\$0	\$15,000	PW
	<i>Lunenburg Academy</i> Lunenburg Academy Exterior Capital Repairs Phase II <i>Comment:</i> Staff are anticipating substantial completion by the end of October. Project spans two fiscal years. Total budget \$1,508,500. Amount spent in fiscal 19-20 = \$505,821. The restoration of the mansard roof, towers, barreled dormers, cladding (including decorative bracket and dentils) and the accessible entranceway have been substantially completed. Roughly 50% of the pediments and cap tops (headers) have been restored. Roughly 75% of the window sash rehabilitation work has been completed and are currently being installed.	\$1,002,679	\$204,185	\$798,494	AM
	Environmental Development Comprehensive Community Plan <i>Comment:</i> On Sept.22 Council passed a motion to accept the Comprehensive Community Plan and directed the consultants to prepare the draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw.	\$229,300	\$197,031	\$32,269	DS
	Equipment Council Ipad or Alternative <i>Comment:</i> Received in September and being programed for new Council.	\$10,000	\$0	\$10,000	KM
	Joint Building Inspection IT (Townsuite Mapping & Laser Fische Software Upgrades) <i>Comment:</i> Project progress slowed during spring/summer due to COVID-19.	\$10,000	\$0	\$10,000	DS
	CCP Capital Project <i>Comment:</i> A project has not yet been identified.	\$10,000	\$0	\$10,000	DS

Capital Status Report to August 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Public Works Infrastructure					
	Wastewater Treatment Brook Street Storm/Sanitary separation infrastructure finalization	\$185,000	\$35,518	\$149,482	PW
	<i>Comment:</i> Work carried out in late August, early September, has now been completed. Total anticipated cost \$182,400.				
	Wastewater Treatment Recycling Pump	\$31,500	\$27,636	\$3,864	PW
	<i>Comment:</i> Complete. This is a carry over item from fiscal 2019-20. The purchase was delayed because of Dorian flooding at the plant. Budget 19-20 = \$31,500 funding from Gas Tax				
	Wastewater Treatment Improve Treatment Process-Pre-Design	\$270,000	\$0	\$270,000	PW
	<i>Comment:</i> Writing of RFP underway and will issue in Oct. with award early Nov. Expect to meet the 31 March 2021 deadline.				
	Wastewater Treatment Replace Lines and Diffusers in Aeration Tanks	\$388,000	\$333,491	\$54,509	PW
	<i>Comment:</i> Work completed in June/July and the results are very encouraging. Significant improvement in the aeration process.				
	Wastewater Treatment Green St., Knickle Rd. (Storm Diversion)	\$0	\$0	\$0	PW
	<i>Comment:</i> Budget was reallocated to Brook Street project, July 21, 2020 Council Meeting.				
	Wastewater Treatment Upgrade Communication Systems to Pumping Stations	\$20,000	\$0	\$20,000	PW
	<i>Comment:</i> Determining first steps of the communications study.				
	Wastewater Treatment WWTP-Voltage Reading Monitor at Pumping	\$7,000	\$6,837	\$163	PW
	<i>Comment:</i> Completed				
	Wastewater Treatment WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000	\$0	\$30,000	PW
	<i>Comment:</i> Staff obtaining quotes on metal versus fibreglass replacement.				
	Wastewater Treatment Lift Stations Capital Pump Repairs	\$55,000	\$45,492	\$9,508	PW
	<i>Comment:</i> Two pumps remaining to repair, waiting on parts to arrive.				
	Wastewater Treatment Check Valve Installation at WWTP	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> Completed in early September.				

Capital Status Report to August 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Raw Sludge Pumps (2) <i>Comment:</i> Process Engineering support determining correct sizing and quotes.	\$50,000	\$0	\$50,000	PW
	<i>Wastewater Treatment</i> Flowmeter Installation Program <i>Comment:</i> CBCL currently looking at software implementation that would provide flow indication on all but two stations, if successful. If it is not then physical meters will be installed at these locations. There are two stations that will require physical meters.	\$50,000	\$0	\$50,000	PW
	<i>Wastewater Treatment</i> Backflow Prevention Study for Lift Stations <i>Comment:</i> Study is near completion. It will include recommendations on remedial action and indication of what reduction in salt water ingress reduction can be expected. This is critical information for the preliminary design process for the WWTP upgrade.	\$40,000	\$14,264	\$25,736	PW
	<i>Wastewater Treatment</i> Flood Study <i>Comment:</i> Flood engineering portion is complete and 3D flood model is 90% complete. Final completion for 3D flood model in October 2020.	\$47,900	\$14,441	\$33,459	PW
	<i>Equipment-Trucks</i> Dump Truck <i>Comment:</i> This is a carry over item from fiscal 2019-20. Tender awarded November 12, 2019, truck delivered July 2020. Funding is a capital borrowing.	\$187,192	\$187,192	\$0	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall-Final Stage and Beautification <i>Comment:</i> Seawall work is ongoing by PW and approximately 75% complete. Work is being done on an as-available basis for the PW crew. BCAF is working on a reduced design scope and implementation plan based on 50% funding for Fall 2020 for the Beautification component.	\$70,000	\$23,737	\$46,263	PW
	<i>Renewals - Sidewalks/Curbs</i> Brook Street-Beautification Project <i>Comment:</i> BCAF is working on a reduced design scope and implementation plan based on 50% funding for Fall 2020.	\$20,000	\$0	\$20,000	PW
	<i>New Sidewalks/Curbing</i> Tannery Road-Knickle Rd. to 97 Tannery Road (E) - Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary. <i>Comment:</i> Report to layout costs and plan to do this as a PW self-executed project will be in front of Council fall 2020.	\$255,000	\$0	\$255,000	PW



Capital Status Report to August 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Infrastructure	Streamed Waste Cans <i>Comment:</i> Supplier to construct them.	\$9,300	\$0	\$9,300	PW
<i>Fire Department</i>	Pumper #2 Replacement <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20	\$755,100	\$757,894	(\$2,794)	PW
<i>Fire Department</i>	Turnout Gear Washer <i>Comment:</i> Complete	\$5,400	\$5,486	(\$86)	GM
<i>Fire Department</i>	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
<i>Fire Department</i>	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
<i>Fire Department</i>	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,582	\$218	GM
<i>Community Centre/Arena</i>	Community Centre-Bathroom Renovations <i>Comment:</i> Project is complete. This is carry forward balance item from fiscal 19-20. Total project budget was \$55,000, spent in 19-20 was \$47,230, however there were some stalls that required installation in April due to some covid delays. The \$6,263 expended in 2020-21 brings the total completed project costs to \$53,493.	\$6,263	\$6,263	\$0	KC/PW
<i>Community Centre/Arena</i>	Arena-roof Exhaust Replacements <i>Comment:</i> Purchase order issued for \$5,042 + HST (Sept.4)	\$10,000	\$0	\$10,000	KC/PW
<i>Community Centre/Arena</i>	Ice Resurfacers <i>Comment:</i> Tender awarded July 28, 2020 for \$108,300 included an edger.	\$125,000	\$0	\$125,000	KC
<i>Community Centre/Arena</i>	Ride on Mower <i>Comment:</i> Tender specs being reviewed.	\$25,000	\$0	\$25,000	KC

Capital Status Report to August 31, 2020

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
General	New Services	\$7,000	\$888	\$6,112	PW
<i>Comment:</i> As required.					
	Replacement Hydrants	\$10,000	\$0	\$10,000	PW
<i>Comment:</i> As required.					
	Replacement Meters	\$5,000	\$0	\$5,000	PW
<i>Comment:</i> As required.					
Distribution Mains	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$1,043	\$48,957	PW
<i>Comment:</i> Consultant was engaged to submit funding application. Funding application submitted and is currently being reviewed for potential approval by FCM.					
Building Improvements & Construction	Chlorinator	\$70,000	\$0	\$70,000	PW
<i>Comment:</i>					
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764	PW
<i>Comment:</i> Completed					
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317	PW
<i>Comment:</i> Completed					
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311	PW
<i>Comment:</i> Budget was increased from \$5,000 to \$7,500 July 28. Work has been completed.					
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$0	\$15,000	PW
<i>Comment:</i> Project awarded to Gemtec Engineering					

Capital Status Report to August 31, 2020

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys <i>Comment:</i> Project awarded to Gemtec Engineering	\$17,500	\$0	\$17,500	PW
	Design of Dam and downstream channel rehabilitation, approvals <i>Comment:</i> Project awarded to Gemtec Engineering	\$30,000	\$0	\$30,000	PW
	<u>Furniture & Equipment</u>				
	Half Ton Truck (1) <i>Comment:</i> RFP returned higher than budget.	\$25,000	\$0	\$25,000	PW

Capital Status Report to August 31, 2020

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

ELECTRIC	Project	Budget	YTD Actual	Under/(Over) Budget	DH
UTILITY					

<p>Structures</p> <p style="padding-left: 40px;">Capacitor Bank at Substation or Distribution</p> <p><i>Comment:</i> An Engineering Consultant has been engaged for the design of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. The project is in the electrical design and scoping phase.</p>	\$480,000	\$3,123	\$476,877	LD
<p>Utility Line Work</p> <p style="padding-left: 40px;">Meters</p> <p><i>Comment:</i> As required.</p>	\$15,000	\$470	\$14,530	LD
<p style="padding-left: 40px;">Overhead Conductors</p> <p><i>Comment:</i> As required.</p>	\$125,000	\$61,639	\$63,361	LD
<p style="padding-left: 40px;">Poles & Fixtures</p> <p><i>Comment:</i> As required.</p>	\$50,000	\$27,852	\$22,148	LD
<p style="padding-left: 40px;">Services</p> <p><i>Comment:</i> As required.</p>	\$25,000	\$11,853	\$13,147	LD
<p style="padding-left: 40px;">Street Lighting</p> <p><i>Comment:</i> As required.</p>	\$30,000	\$1,700	\$28,300	LD
<p style="padding-left: 40px;">Transformers - Line</p> <p><i>Comment:</i> As required.</p>	\$70,000	\$29,900	\$40,100	LD

Town of Lunenburg Operating Financial Statements

August 31, 2020

Summary Information

(YTD Pro-rated Budget = 42%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
Taxes	\$6,000,578	\$5,988,100	100%	1.	(\$12,478)
Grants In Lieu Of Taxes	-	240,900	0%	2.	240,900
Sale of Services	42,329	96,700	44%		54,371
Sale of Service Arena/Community Centre	58,414	249,700	23%	3.	191,286
Other Revenue/Own Sources	104,059	311,200	33%		207,141
Unconditional Transfers/Other Gov'ts	12,609	50,100	25%	4.	37,491
Conditional Transfers/Fed or Prov Gov'ts	700	1,700	41%		1,000
Conditional Transfers/Other Local Gov'ts	87,437	174,900	50%		87,463
	<u>\$6,306,126</u>	<u>\$7,113,300</u>	<u>89%</u>		<u>\$807,174</u>
<u>Expenditures</u>					
General Government Services	\$214,999	\$508,850	42%	5.	\$293,851
Protective Services	670,331	1,598,200	42%		927,869
Transportation Services	276,912	959,000	29%		682,088
Environmental Health Services	474,470	1,358,600	35%		884,130
Public Health Services - Cemetery	32,028	40,700	79%	6.	8,672
Environmental Development	165,393	451,200	37%		285,807
Recreation & Cultural Services	121,957	284,300	43%		162,343
Arena/Community Centre	154,254	504,000	31%		349,746
Fiscal Services	512,602	1,408,450	36%		895,848
	<u>\$2,622,946</u>	<u>\$7,113,300</u>	<u>37%</u>		<u>\$4,490,354</u>
TOWN SURPLUS (DEFICIT) **	<u>\$3,683,180</u>	<u>\$ -</u>			

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 89% and 37% of expenditures have occurred as of August 31, 2020.**

Legend:

- Both the interim and final property and sewer tax bills have been issued.
- Usually received from Province in December or January.
- Arena revenues are seasonal, opening delayed until Oct.26
- Only one quarterly equalization payment rec'd, next payment in September.
- Section 71 Tax Exemptions paid for the year.
- Cemetery operational expenditures are seasonal.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
WATER UTILITY					
Revenue	\$424,567	\$1,646,500	25.8%	1.	\$1,221,933
Expenditures	\$501,724	\$1,646,500	30.5%		\$1,144,776
WATER SURPLUS (DEFICIT)	<u>(\$77,157)</u>	<u>\$ -</u>			

Legend:

- One quarterly billing issued. Next billing at September 30, 2020.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
ELECTRIC UTILITY					
Revenue	\$2,544,495	\$6,840,500	37.2%	1.	\$4,296,005
Expenditures	\$2,378,577	\$6,840,500	34.8%		\$4,461,923
ELECTRIC SURPLUS (DEFICIT)	<u>\$165,918</u>	<u>\$ -</u>			

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
August 31, 2020

DEED TRANSFER TAX REPORT

	Budget	This Month (#) Amount	Year to Date (#) Amount	Variance to Budget
Revenue this year	<u>\$100,000</u>	(5) <u>\$11,620</u>	(38) <u>\$91,337</u>	<u>\$8,663</u>
2019/20 Reserve Fund Balance	<u>\$498,573</u>			

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-20	2020/21 Tax Billings	Collected To Date	Balance
2019/20 Taxes & Sewer and Prior	299,850	-	155,195	144,655
2020/21 Tax & Sewer billings	<u>(133,360)</u>	<u>5,878,652</u>	<u>2,585,160</u>	<u>3,160,132</u>
	166,490	5,878,652	2,740,355	3,304,787
Interest				29,160
Total Outstanding 56.71%				<u>3,333,947</u>

Final tax bills are posted August 31st each year. Receivable balance at September 30 = \$874,233.

PARKING METER REVENUE AND FINES

	Budget 2020/21	Actual to 31-Aug-20	Variance to Budget	% of Budget
Parking Meter Revenue	\$50,000	\$18,618	\$31,382	37.24%
Parking Meter Fines	2,500	402	2,098	16.08%
Court Fines	3,500	974	2,526	27.83%
Total	<u>\$56,000</u>	<u>\$19,994</u>	<u>\$36,006</u>	<u>35.70%</u>

Grants 2020/21		
Status update: August 31, 2020		
Account #01-2-19-5100	2020/21 Approved Grants	2020/21 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	\$5,000	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg County Lifestyle Centre	\$1,000	Requesting municipal sponsorship towards hosting the 2020 Canadian Tire Para Hockey Cup Championships from December 5 to December 12, 2020.
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 10 Sundays, starting on July 5th and ending on September 13th.
Lunenburg Folk Harbour Society-Sponsorship	\$1,000	While the Lunenburg Folk Harbour Festival has been cancelled for August 2020, many of the Society's fixed costs of operation still remain, with significant loss in their traditional revenue. Revenue streams of ticket sales, sponsorships from local businesses, and rental opportunities have completely dried up, and yet they still have all of their operating and administrative costs to cover. Because of this, the Society is asking the Town of Lunenburg to consider supporting the Society during this time of need.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg and District Swimming Pool	\$1,500	Support to operate and maintain their outdoor swimming pool. Even with Covid-19 restrictions they plan to provide jobs doing maintenance, renovation and repair of the pool and its facility.
Nova Scotia Sea School	\$1,000	The Sea School is seeking funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Safe Communities Lunenburg County	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
Approvals June 3, 2020	\$ 18,115	
Approvals since June 3, 2020		
LCLC-Donation for PVEC Grad Event	\$ 500	
Lunenburg Doc Fest	\$ 1,000	
Updated 2020-21 Grant total	\$ 19,615	
Total 2020-21 Budget	\$ 20,000	
Budget for additional grant requests if required	\$ 385	

Document No:
Meeting: October 13, 2020
Circulate: Council, BR, KR, DR,
GM, PB, KM
File: Budget 2020/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR

DATE: OCTOBER 1, 2020

RE: FIRE DEPARTMENT AWARD OF A FARM CREDIT CANADA AGRI-SPIRIT GRANT AND REQUEST FOR A CAPITAL ADDITION TO PURCHASE AND INSTALL A NEW HEAT PUMP SYSTEM AT THE FIRE HALL AUDITORIUM AND CLUB ROOM

1. FACTS

In the spring the Fire Department applied for a grant from the Farm Credit Canada (FCC) AgriSpirit Fund in the hopes of purchasing and installing a heat pump in the Fire Hall Auditorium and Club Room. The Department was notified in August that they have been approved for the maximum grant under this program, in the amount of \$25,000.

2. ISSUES AND OPTIONS ANALYSIS

As a heat pump for the Fire Hall Auditorium and Club Room was not included in the capital 2020/21 budget the Fire Department is seeking Council's approval for this addition to the 2020/21 Capital Budget with the entire project to be funded from the grant gratefully received from the FCC AgriSpirit Fund.

3. FINANCIAL IMPACT

There will be fuel savings by installing this more efficient heating system. However the biggest advantage of this installation will be the ability to have cooling in the summer months.

As noted above the entire capital purchase will be covered by the FCC AgriSpirit grant.

The Fire Department conducted their own purchasing process outside of the Town Purchasing Policy and therefore Town staff are unable to comment on the proposed award.

4. STRATEGIC PLAN RELEVANCE

- 5) Operate the Town efficiently and effectively by:
- A. Making best use of Town-owned buildings and land

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Motion: moved and seconded that the purchase and installation of a heat pump system at the Fire Hall auditorium and club room be added to the 2020/21 Capital Budget with the funding from the Farm Credit Canada AgriSpirit Grant.

Acknowledged only by:

Bea Renton
CAO

Document No: 9
Meeting: October 13/20
Circulate Council, PB, IT
File:

MEMORANDUM

TO: LUNENBURG TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: OCTOBER 2, 2020

RE: PUBLIC WORKS AIR COMPRESSOR

1. FACTS

During a recent routine inspection by the Department of Labour Boiler and Pressure division, the air compressor in the Public Works Garage failed inspection.

This compressor is critical to Public Works Operations. This 60 gal. Shop compressor has a number of uses including filling of tires, air tools, spray painting, undercoating just to name a few. Having a large volume tank is critical to be able to efficiently run the tools without starting and stopping and placing excess wear and tear on the compressor.

As per the Town's Purchasing Policy no unbudgeted items are to be purchased unless they are of an emergency nature, in which case purchases up to \$10,000 require the approval of both the Purchasing Agent and CAO. This purchase must be reported at the next regular Council meeting. The purchase of a replacement compressor was approved by the Purchasing Agent and CAO because of the urgent requirement for an air compressor. Accordingly, this unbudgeted capital purchase is being reported to Council for ratification.

2. ISSUES AND OPTIONS ANALYSIS

A "Request for quotation" was sent out to get prices for a new compressor, this was an unplanned expense for the 2020/2021 fiscal year.

Cost of a new air compressor:

Air Compressor unit with water separator –	\$3,504.00
Installation (electrical) -	\$750.00
Total Cost -	\$4,254.00 + Tax

We have had to move ahead with this purchase due to the necessity of having compressor in the shop. The old compressor will be taken out of service and recycled properly.

3. FINANCIAL IMPACT

This capital expenditure was not anticipated when the 2020-21 Capital Budget was approved, however as noted this is a critical piece of equipment for the Public Works Department. It is staff's recommendation that funding for this capital expenditure be from the Public Works Equipment Reserve. The current balance of the Public Works Equipment Reserve Fund is \$77,200.

4. STRATEGIC PLAN RELEVANCE

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

5. RECOMMENDATION AND DRAFT MOTION

Staff have purchased a new air compressor for the Public Works garage, due to the urgency and necessity of use and are notifying council as this was an unplanned Capital purchase of over \$2,500.

DRAFT MOTION: Moved and seconded to ratify the purchase of a new air compressor for the Public Works Department for \$4,254. as an addition to the 2020/2021 Town Capital budget.

Acknowledged only by:

Bea Renton
Town Manager/Clerk