



## AGENDA

### Town of Lunenburg Council Meeting

Tuesday, May 11, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street and Zoom/YouTube

(Agenda is subject to change due to additions and/or amendments)

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1. Call to Order – Mayor Risser
  2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Risser
  3. Agenda - motion to approve

**Motion:** moved and seconded approval of the agenda.

4. April 27, 2021 Council meeting minutes - motion to approve

**Motion:** moved and seconded approval of the April 27, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations Consideration
  - a. Request to Proclaim VON Week May 23 - 29, 2021

**Motion:** moved and seconded that the Town of Lunenburg proclaims May 23 – 29, 2021 as VON Awareness Week.

- b. Request to Proclaim May 30 – June 5, 2021 Access Awareness Week

**Motion:** moved and seconded that the Town of Lunenburg proclaims May 30 – June 5, 2021 as Access Awareness Week.

- c. NS Department of Municipal Affairs Twelve Months' Prior Notice Letter of Potential Provincial and Federal Government Cost Increases – information.
7. Business Arising from the Minutes/Unfinished Business
  - a. Water Utility Residential Installation and Commercial Meters Upgrade Proposal – staff and consultant report and presentation by Gerry Isenor, P.Eng., Blaine Rooney, CPA, CA and Town Engineer and draft motion

Motion: moved and seconded that the Town of Lunenburg Water Utility implement a universal water metering program with the first step being the preparation of a water rate study based on the existing rate structure including the metering program for further consideration by Council.

- b. Proposed draft amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy – draft motion

Motion: moved and seconded to approve amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy.

- c. Plan B Housing Project Joint Task Proposal – draft motion

Motion: moved and seconded that the Plan B Housing Project Joint Task proposal be referred to Committee of the Whole for discussion, staff report and recommendation to Council.

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

- a. Project Lunenburg Steering Team April 14 meeting minutes; and
- b. Committee of the Whole May 4 meeting minutes - 1 x recommendation/Deputy Mayor

Motion: moved and seconded approval of the Town General 2021/22 Capital Budget as amended.

9. New Business

- a. Planning Advisory and Heritage Advisory Committees Citizen Vacancy Appointments – draft motion

Motion: moved and seconded that letters of thanks be sent to the former Committee members. These vacancies will be advertised for Council appointment and the other prior applicants asked if they want to reapply.

10. Meet in camera

Motion: moved and seconded to meet in camera pursuant to section 22 (2) Municipal Government Act to consider the following agenda items –

- Potential Sale, Lease and Rental Agreement regarding Town Properties at 13 and 17 Young Street, 34 Linden Avenue, 128 Bluenose Drive, 15 Starr Street, 267 Pelham Street, 40 Duke Street and Blockhouse Hill area, section 22 (2) (a) Municipal Government Act

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and recommendations pursuant to section 22 (3) Municipal Government Act

# 12. Adjournment – Mayor Risser

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Cultural Action Plan	Corporate Services	September 8, 2020	Staff will prepare a report about what the expectations of Town are and suggested resources	Assistant Municipal Clerk anticipates a June 2021 Council report
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer preliminary report anticipated for May 2021 Council meeting

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, APRIL 27, 2021 AT 6:00 P.M.**

**LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST**

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**PRESENT:** Mayor Matt Risser  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Paul Bracken, Facilities Superintendent  
Pat Burke, Q.C., Town Solicitor  
Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Kathleen Rafuse, Accountant  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning/Development Manager

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1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

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

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda

**Motion:** moved and seconded approval of the agenda with the addition of John Benton's request to remove a Town tree at 116 York Street. **Motion carried.**

4. April 13, 2021 Council meeting minutes

**Motion:** moved and seconded approval of the April 13, 2021 Council meeting minutes. **Motion carried.**

5. Public Hearings, Presentations and Questions

- a. Anne Macleod Weeks, Faune Creaser and Virginia Stephen, Plan B Housing Society, regarding Plan B Housing Project

Ms. Weeks, Creaser and Stephen presented their proposal for accessible and innovative housing options for the community (**Schedule “A”**). They are eager to work with developers and the Town to achieve housing solutions which align with the Town’s Comprehensive Community Plan. There is interest in developing a new “pocket neighbourhood” on a larger parcel of land and/or possibly smaller parcels. A mix of housing would be ideal to meet the range of community needs they have identified through their research. The formation of a housing task force with the Town to advance these initiatives is proposed for which they could act as facilitators.

In response to Council questions the representatives explained in part that they have explored on site sewer systems with the assistance of a local engineering firm. Such systems could be installed by the developer and maintained by same or turned over to the Town to operate. This would be if there are servicing and/or capacity issues within Town. Further, they have examined a variety of sites for potential pocket neighbourhood development including Blockhouse Hill, Masons Beach Road and some other smaller parcels. It is important for any such development to be walkable to the Town centre to access services. Funding sources may be available from external sources. The development would be amenable to all demographics and could provide varying rental and ownership terms.

Council advised that they will consider their proposal further and reply.

6. Correspondence, Petitions and Proclamations Consideration

7. Business Arising from the Minutes/Unfinished Business

- a. Sarah Ensslin, P. Eng., regarding CBCL Engineering Wastewater Treatment Plant Pre-Design Progress Report regarding Buildings’ Condition Assessment and Preliminary Outfall Extension Analysis – interim reports for information

Ms. Ensslin summarized their building findings and cost estimates to maintain them in future (**Schedule “B”**).

She noted as well that they are examining the feasibility of extending the treated effluent outfall on Bluenose Drive. Two meters of water depth and 100 meters from shore without interference with the shipping channel is needed to properly situate an extension. The inner Harbour does not disperse the treated effluent as well as areas closer to the mouth of the Harbour.

CBCL Engineering has identified a variety of capital projects for inclusion in their additional report components. Their analysis further includes an evaluation of different treatment technologies to determine the most suitable for future use whether in addition to or as replacement technology. Further reports will follow.

- b. Proposed Committees of Council Policy amendment to dissolve the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee

Motion: moved and seconded approval of amendments to the Committees of Council Policy to dissolve the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee (Schedule "C").

Appreciation was expressed for the contributions of (Sub-) Committee members for their work on these bodies over the years.

The motion was put and passed.

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

a. Protective Services Committee April 8 Meeting Minutes

The minutes were noted for information only.

b. Planning Advisory Committee April 12 Meeting Minutes

Council considered Committee recommendations which they put forward as one motion as follows.

Motion: moved and seconded to –

- enter into a Development Agreement to add a third residential unit at 6 Victoria Road, PID 600557531, and give first reading and set a public hearing date to further consider same (Schedule "D");
- enter into a Development Agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give first reading and set a public hearing date to further consider same (Schedule "E"); and
- amend the text of the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after "61 Tannery Road ABCO":
  - i. 200 Montague Street*
  - ii. 268 Montague Street*
  - iii. 272 Montague Street, converted dwelling with 3 units*

and give first reading and set a public hearing date to further consider same (Schedule "F").

Motion carried.

c. Heritage Advisory Committee April 19 Meeting Minutes

Motion: moved and seconded approval of the recommendation to award the Town's 2021 Heritage Recognition Awards to 12 Burma Road, 71 Prince Street, 25 Hopson Street, 97 Kaulbach Street and 169 Montague Street properties. (Schedule "G"). Motion carried.

Motion: moved and seconded that staff complete the nomination process to nominate the Lunenburg Academy Restoration for a Nova Scotia Heritage Trust Award. Motion carried.

d. Committee of the Whole Public April 20, 2021 Meeting Minutes

Motion: moved and seconded approval of the 2021/22 Water Utility Operating budget in the amount of \$1,641,100 and Water Utility Capital budget in the amount of \$668,000 and approval of the 2021/22 Electric Utility Operating budget in the amount of \$6,764,100 and Electric Utility Capital budget in the amount of \$573,800 (Schedule "H"). Motion carried.

Councillor Halverson gave notice of motion of proposed amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy (Schedule "I") for further consideration at the May 11 Council meeting.

9. New Business

a. Recreation Capital Budget 2021/22 Capital Purchase Floor Scrubber Pre-Approval

Motion: moved and seconded pre-approval of the 2021/22 capital purchase of a \$7500 floor scrubber for the Recreation Department to be paid for from the Town's General Capital Reserve as per the staff report (Schedule "J"). Motion carried.

b. Town Tree Removal Request, 116 York Street by John Benton Property Owner/Duplex Developer

Council considered the request of the applicant, John Benton, to remove a Town tree on the property line at 116 York Street, because it impedes the construction of a duplex on the lot (Schedule "K"). Gerry Rolfsen the duplex designer advised that it cannot be constructed without removing the tree. Staff recommend removal of the tree subject to the provisions outlined in the applicant's letter with the additional requirement of: a traffic safety plan acceptable to the Town Engineer/Traffic Authority; the applicant contracts for tree removal and pays for half of the cost at \$600 approx.; the contractor shall provide the Town with proof of current Workers Compensation coverage and add the Town to their general commercial liability insurance policy as an additional insured; and property owner shall provide the Town with a \$200 donation for a new tree to be purchased and planted by the Town.

Motion: moved and seconded removal of the tree at 116 York Street subject to the provisions outlined in the applicant's letter (Schedule "K") with the additional provisions of: a traffic safety plan acceptable to the Town Engineer/Traffic Authority; the applicant contracts for tree removal and pays for half of the cost at \$600 approx.; the contractor shall provide the Town with proof of current Workers Compensation coverage and add the Town to their general commercial liability insurance policy as an additional insured; and property owner shall provide the Town with a \$200 donation for a new tree to be purchased and planted by the Town. Motion carried.

## 10. Meet in camera

Motion: moved and seconded to meet in camera pursuant to section 22 (2) Municipal Government Act to consider the following agenda items –

- Lunenburg Academy leases and potential sale/lease of Town buildings, section 22 (2) (a) Municipal Government Act
- Labour relations, section 22 (2) (d) Municipal Government Act
- Contract negotiations for a Town License Agreement, section 22 (2) (e) Municipal Government Act

Motion carried.

7:04 p.m. Council recessed and then met in camera.

## 11. Resumption of Council meeting in public session

Council reconvened in public session at 8:59 p.m. and considered the following recommendations for potential adoption adopting them as one consolidated motion.

Motion: moved and seconded that:

- The Town shall enter into a Lease with West Island College International for Education and Sail Training Ltd. (Class Afloat) for a six month term in the form attached hereto as Schedule “L”; and the Town shall enter into a Lease with West Island College International for Education and Sail Training Ltd. (Class Afloat) for a one year term in the form attached hereto with the inclusion of Option B in Clause 2.3 and the deletion of Option A; and the Mayor and CAO are authorized to execute these documents on behalf of the Town and affix the municipal seal thereto.
- The Town enter into the Exclusive License Agreement with Sea Weed Tours Incorporated attached hereto as Schedule N and the Mayor and CAO are authorized to execute the document on behalf of the Town and affix the municipal seal thereto (Schedule “M”).
- The Town enter into the attached Inter-Municipal Accessibility Agreement which the Mayor and CAO may sign on behalf of the Town (Schedule “N”).
- The Town considers the Navy League of Canada to be a non-profit organization that is carrying on an activity that is beneficial to the Town through the Lunenburg Branch of the Nova Scotia Mainland Division of the Navy League of Canada (known as the Royal Canadian Sea Cadet Corps 39 Neptune); and the Town shall enter into a lease with the Navy League of Canada in the form attached hereto as Schedule “O”; and the Mayor and CAO are authorized to execute the lease and affix the municipal seal thereto.

Motion carried.

12. Adjournment

The meeting was adjourned at 9:00 p.m. by the Mayor.

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Bea Renton, CAO



April 16, 2021

Mayor Matt Risser  
Town of Lunenburg  
15 Green St.  
Lunenburg, NS B0J 2C0

Dear Mayor Risser,

I hope this note finds you well. I am writing to get in touch about VON Week, a celebration of the Victorian Order of Nurses in Nova Scotia, from May 23-29<sup>th</sup>, 2021.

We would like to invite you, Mayor Risser, to participate in a short and socially-distanced gathering with a very small number of VON staff in Lunenburg to celebrate VON Week in your community, by:

- Proclaiming the opening of VON Week
- Raising the VON Flag at Town Hall (which we will provide)
- Light up a municipal landmark/building/area “blue” in celebration of VON Week

We are hoping Mayor Risser, that you will be available on Tuesday, May 25<sup>th</sup> (timing is flexible), but we would be happy to accommodate your schedule that week.

VON Week is an opportunity to recognize the resilience, courage and strength of VON staff and volunteers who work tirelessly to provide caring support to those who need it most in our very own community, especially during the pandemic.

VON is following direction from Public Health on COVID-19 protocols and we are committed to protecting the health and safety of our community. The raising of the VON flag and proclamation will have very low attendance and VON will encourage those in attendance to wear a mask and ensure proper social distance is maintained. We look forward to safely celebrating our incredible Continuing Care Assistants (CCAs), Nurses and Community Support Services staff who all make a lasting difference in our community every day.

Thank you in advance for considering our invitation and please don't hesitate to contact us if you have any questions.

I am copying my colleague, Kathy Thomas, who is the Site Coordinator for Lunenburg VON office.

Thank you,

Barb Martell  
Fund Development Coordinator

Please be aware that any communications made to the Town of Lunenburg will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

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**From:** Matt Risser  
**Sent:** April 28, 2021 12:33 PM  
**To:** Bea Renton <brenton@explorelunenburg.ca>; Heather McCallum <HMcCallum@explorelunenburg.ca>  
**Subject:** FW: Nova Scotia's 2021 Access Awareness Week - Invitation

For inclusion on May 11 or May 25 Council.

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**From:** Sherry Costa [<mailto:nsleo2018@outlook.com>]  
**Sent:** Wednesday, April 28, 2021 12:18 PM  
**To:** Matt Risser <[MRisser@explorelunenburg.ca](mailto:MRisser@explorelunenburg.ca)>  
**Subject:** Nova Scotia's 2021 Access Awareness Week - Invitation

**CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST.**

## Via email

Town of Lunenburg  
28th, 2021  
Mayor Matt Risser

April

Dear Mayor Risser:

As Nova Scotia continues to navigate COVID we remain a community that takes care and looks out for one another. Now, more than ever, communities want to be connected and even though it's far from "business as usual" there is still much we can be grateful for.

It's a little-known fact that Nova Scotia has the distinction of raising awareness of disability issues for 34 years (the longest in Canada) through the Nova Scotia League for Equal Opportunities committee, the Partnership for Access Awareness Nova Scotia (PAANS) initiative, Access Awareness Week (AAW). This is an initiative all Nova Scotians can celebrate, participate in and be proud Bluenosers.

*We would like to take this opportunity to extend an invitation to the Town of Lunenburg to participate in this week with a Mayoral Proclamation reading and record a few remarks in recognition of the week.*

Nova Scotia's 2021 AAW takes place **May 30th – June 5th** with live virtual events that will be recorded and shared during the course of the week through social

media channels including community partners' websites and library portals. The theme chosen for this year is *“Where we were; Where we are, where we want to be”*.

The week will begin with Flag-raising and Proclamation Ceremonies from stakeholders around the province on **Monday, May 31st**. A virtual panel discussion on the Impact & Solutions of COVID-19 on Persons with Disabilities will be hosted on **Wednesday, June 2nd from 11:00 AM – 2:00 PM**. The week will be capped with thirteen scholarships awarded to students with disabilities, made possible by corporate and private sponsors and the presentation of the Mel Hebb Hourglass Action Awards on **Friday, June 4th from 11:00 – 2:00 PM** recognizing the diverse and wide variety of contributions to the inclusion of persons with disabilities.

We would be grateful if your schedule allows for a few remarks in recognition of this initiative and have included a proclamation that can be read to herald in the week.

We look forward to hearing from you.

All the best and please stay safe.

**Sherry Costa-Lorenz**  
Provincial Coordinator

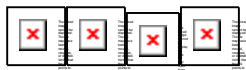


Nova Scotia League for Equal Opportunities (the League, NSLEO)  
[www.nsleo.com](http://www.nsleo.com)  
Charitable Registration #119063477RT0001

**Pronouns:** she/her (why these are [here](#))

“I acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship. A sincere thank you to those in the community who support the work we do. Collectively, we have a greater impact.”

*“All the darkness in the world cannot extinguish the light of a single candle.” – Francis of Assisi*



| Phone/TTY: 902.455.6942 | Toll Free: 1.866.696.7536 |

Office Hours

Monday - Friday 8:30 am -12:30 pm

A member of



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# Proclamation

## Access Awareness Week

### May 30<sup>th</sup> – June 5<sup>th</sup>, 2021

WHEREAS, the week of May 30<sup>th</sup> – June 5<sup>th</sup>, 2021 is recognized as Access Awareness Week; and

Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education and communication; and

This is the 34<sup>th</sup> year that this public awareness initiative has taken place in Nova Scotia; and

Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within the **Town of Lunenburg**.

THEREFORE, be it resolved that I, **Mayor Matt Risser**, on behalf of the **Town of Lunenburg**, do hereby proclaim May 30<sup>th</sup> – June 5<sup>th</sup>, 2021 as “Access Awareness Week” in the **Town of Lunenburg**.

Dated in the Town of Lunenburg, Nova Scotia  
This 30<sup>th</sup> day of May 2021

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Mayor



**Municipal Affairs  
Office of the Minister**

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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April 27, 2021

Mayor Amanda McDougall  
Acting President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8

Dear Acting President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2022-2023 and beyond.

The Department of Municipal Affairs (DMA) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

**DEPARTMENT OF ENVIRONMENT**

It is possible that municipalities would incur incremental costs in implementing the *Coastal Protection Act* in the coming fiscal year. Nova Scotia Environment (NSE) is providing notice of changes which will be required in municipal building and development permit approval processes now that the coastal protection legislation (Bill 106) has passed. This legislation will provide consistent, province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation, municipalities will be enabled to issue a building and/or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in regulations and is situated upland of a horizontal setback certified by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that responsibility for competent, accurate, and objective certification will rest with the member of the designated profession, with forms and a standard for assessing risk of flooding and erosion risks to be provided by NSE. It is further anticipated that municipalities will be responsible for determining whether the proposed site is within the zone (and therefore whether the Act applies), and whether the Act applies to the general type of structure or construction proposed. Subject to the final form of the regulations, if the Act applies, the municipality may be required to determine whether the proposed location is above the minimum building elevation specified in the regulations, whether the proposed location is upland of the horizontal setback certified in a designated professional report accompanying the permit application, and ensure the designated professional was a member in good standing of the relevant professional body at the time the report was signed.

Specifics of which professional groups will qualify to provide the certification, specific standards and forms to be used, and other administrative details will be set out in regulations. The delineation of the zone and the specifics of restrictions, various exceptions and standards that apply within it will also be set out in regulation. NSE will be consulting with municipalities on the regulations.

**DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS**

Procurement

Every two years Global Affairs Canada updates its thresholds for covered procurements under the Canada Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above these thresholds must be tendered unless subject to exemption. Thresholds were last updated on January 1, 2020 and are as follows:

	CETA Thresholds	CFTA Thresholds
Goods	\$366,200	\$105,700
Services	\$366,200	\$105,700
Construction	\$9.1M	\$264,200

It is anticipated there will be new thresholds for CETA and CFTA for 2022-23. These thresholds are calculated based on data that will not be available until the end of this year, so, at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

**DEPARTMENT OF JUSTICE**

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's Municipalities with DNA analysis arising from criminal investigations. DNA is an important service that helps solve crime. The financial cost of this program is expected to increase to \$808,203 for 2021-22 for Nova Scotia compared to \$701,690.22 in 2020-21. This increase is primarily due to the rise in costs for Employee Benefits Plan (EBP) effective in 2019-20.

The proration of the cost to municipalities will be reassessed annually upon the DMA's release of the "Total Uniform Assessment" for the current fiscal year.

#### RCMP Labor Relations Regime

On June 19, 2017, Bill C-7, An Act to amend the *Public Service Labour Relations Act*, the *Public Service Labour Relations and Employment Board Act* and other Acts and to provide for certain other measures received Royal Assent. Bill C-7 created a new labour relations regime applicable to the RCMP Regular Members and Reservists. Although labour contract negotiations began in June 2020 and are expected to be completed by December 21, 2021, there is a possibility that they may extend into early 2022. As such, the payout date for the contract increase including retro pay is not certain and could fall in either fiscal year 2021-22 or 2022-23. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

Given this is an ongoing negotiation, the cost implications cannot be identified at this time. However, DOJ is committed to keep municipalities informed as the negotiations unfold.

#### The Accessibility Act

The Accessibility Act requires public sector bodies (which include all municipalities and villages in NS) to meet certain obligations including the establishment of an accessibility committee and plans for each body. Municipalities should all be aware of this; the Directorate indicates several municipalities have begun recruiting committee leads and members. All municipalities and villages have until April 1, 2022 to develop an accessibility plan and establish an accessibility committee.

Work is underway on the development of the accessibility standards for the built environment. This work is a significant milestone in our efforts to become an accessible province by 2030. An internal working group is now working to develop a proposed standard based on the recommendations submitted by the Accessibility Board. There will be an opportunity for municipalities, villages, and Nova Scotians to provide input once recommendations are complete. The goal is to have the first phase of the standard enacted by May 2022. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change that will impact their revenue or expenditures.

### **COMMUNITIES, CULTURE, AND HERITAGE**

#### Library Funding

In 2020-21 Communities, Culture and Heritage launched a new funding model to the Nova Scotia library community providing a \$2.081 million increase in annual investment from the province in our regional libraries, from \$14,400,000 to \$16,400,000 annually. Libraries also receive funding from municipalities, and the new formula identifies new funding amounts for municipalities. These new mandated amounts will come into effect in 2022-23.

Municipal funding contributions remained at current levels for 2021-22; however, municipalities can elect to implement their new funding contributions to libraries this year, as outlined in the new funding model, should they wish to do so.

This additional time is to allow for data to be collected to capture the additional operational contributions being made to library boards from municipalities.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the department for clarification.

Sincerely,

A handwritten signature in black ink, appearing to read "Brendan Maguire", with a long horizontal flourish extending to the right.

**Brendan Maguire**  
Minister of Municipal Affairs

**MEMO REPORT**

Date: May 5, 2021

To: Bea Renton, CAO

From: Gerry Isenor, P.Eng.  
Blaine Rooney, CPA.CA

Re: Lunenburg Water Utility  
Universal Water Metering Review

**Background**

The Town of Lunenburg is considering the installation of universal water metering for all customers of the Lunenburg Water Utility. Presently industrial, commercial and institutional (ICI) customers are metered while residential customers are not. The objective of this report is “to provide assistance to the Town in their review of the pros and cons of universal water metering.” The following is a list of tasks undertaken:

- Identify all metered customers and the size, type and age of the existing meters;
- Identify the number and type of unmetered customers;
- Estimate the usage of water by the unmetered customers;
- Review the existing metering system including meter types, manufacturer, age, testing protocol, and read and billing frequency;
- Review the existing billing system including a review of the billing software and its capability for growth and adaptability;
- Review metering and reading technologies and provide cost estimates to install universal metering and annual reading costs;
- Discuss the benefits of universal metering and recommend a metering strategy (s) for the Town;

The system currently has 194 metered ICI customers and 1153 unmetered residential customers. The existing meters in the system are due for either replacement or servicing and flow calibration. Meters generally have an expected reliable life of 20 years before they start to wear out and “under-record” consumption. Under-recording meters results in the Utility supplying water for free as customers receive water that they are not billed for. Based on discussions with staff it appears that most if not all of the existing meters are more than 20 years old. It is suggested that the manufacture be contacted about the

single 3 inch and the single 6 inch meters in the system to see if they can be overhauled and calibrated for less money than the purchase of two new meters.

### **Estimated Water Usage**

The last rate study for the Town prepared in 2015 assumed an average consumption of 50,000 imperial gallons (IG) (227 cubic metres CM) per year for the unmetered residential users. The current average rate in the Nova Scotia for metered customers range from a low average of approximately 26,000 IG (120 CM) in Bridgewater, Mahone Bay and Bridgetown to higher average of approximately 40,000 IG (182 CM) per year in Shelburne, Yarmouth, and Kentville.

Total annual water sales to the metered ICI customers were 129,000,000 IG (586,400 CM) in recent years. The water used by the unmetered residential customers has been estimated to be 57,650,000 IG (261,731, CM) based the assumed average consumption noted above.

### **Water Billing**

The current water billing system has been in place for some time and has proven to be effective at billing the existing metered customers. Generally, meter readings are transferred from the reading units to the billing system. The system then processes and stores the readings, calculates the bills and retains the consumption and billing history. The use of an electronic reading system will ensure that accurate meter readings are used in determining the correct billings. Preliminary discussions with staff indicate that a similar system could be used for billing all the water customers if universal metering was adopted.

While quarterly billing is the most common method for residential customers, recently several utilities are considering switching to billing bi-monthly to make it easier for customers to budget. The Mahone Bay Water Utility has been billing bi-monthly for a number of years.

The changeover to universal metering should be completed before changing the rate structure from flat rates to one based on a base rate and consumption such that customers have time to understand the implications of a user pay based billing system. It is projected that the conversion would take up to 2 years to fully complete the issuing of a tender, tender review and award, and installation before water meter readings can begin. Once all the meters are installed and operational it is necessary to read them for a year to gather the needed consumption data to prepare a water rate study.

### **Water Meters**

Lunenburg's current meters are of Neptune manufacture. They are read using a combination of direct reads from the meter and outside registers. There are currently no meters equipped with Radio Frequency transmitters in the system. The standard Neptune T-10 meter consists of a lead free copper alloy base containing the oscillating disk positive displacement measuring element with a hermetically sealed meter readout

unit on top. The readout unit is referred to as a meter interface unit (MIU). The MIU includes a liquid crystal display (LCD) manual readout dial and a RF transmitter for remote reading. The T-10 LCD readout dial is light activated. The meters can data-log consumption on an hourly basis. The LCD and data logging functions are supplied power by a built in light sensor. The RF transmitter sends data every 14 seconds (one way communication only). The RF transmitter is battery powered with an expected battery life of 20-years.

The most common water meters used in Canada consists of a brass body, a metal frost plate bolted to the bottom (it breaks and saves the meter casing if the water in it freezes), a plastic measuring element inside and a separate meter readout device on top. The two are connected with a magnetic drive.

Although the Canadian government has considered imposing measurement standards for retail water meters, they have not yet done so. The American Water Works Association (AWWA) has developed industry standards for water meter accuracy. For example, AWWA C700-09 covers cold-water meters, displacement type with bronze main case. Maintaining meter accuracy is the responsibility of the water utility with the AWWA standards considered the benchmark for accuracy.

### **Water Meter Readouts**

The objective of installing meters is to obtain accurate and timely individual customer meter readings indicating water consumption in a form and format suitable for calculating water bills.

**Meter Readout** - There are a number of levels of sophistication available for this:

- **Direct Reading** – Meters can be read directly from a dial on the top of the meter. At one time this was the only way to read meters. In Canada, winter freezing conditions require that meters be installed inside a premise. This method is no longer practical due to limited indoor meter accessibility by meter readers. It is no longer practical to count on meter readers routinely being able to carry out direct reads off residential meters. In many cases homes are unoccupied during the day. Even if someone is home, the occupant may not allow access to meter readers. This is less of an issue for ICI customers. Some form of remote reading device is essential for residential customers if regular actual meter readings are to be obtained.
- **Outside Remote** - This system involves running wires from the meter to an outside wall, drilling a hole in the wall and mounting a meter readout device (or “puck”) on the outside wall. Meter readers must attend each property in order to obtain meter readings directly from the puck.

The meter reader is equipped with portable data recorder which is battery powered. It is plugged into a stand overnight at the office where it is recharged as well as being loaded with customer data related to those scheduled to be read. In

order to get a reading the meter reader must walk up to where the puck is located on the outside wall of the premises. A touch read gun is swiped across the puck sending a signal to the meter which responds with an actual reading as well as location identifier. No batteries are required in the meter for the interrogation signal to function. The touch read gun is either connected directly to the portable data recorder or it sends a signal to the recorder by radio frequency. At days end the portable data recorder is plugged back into the stand connected to the billing computer in order to download the gathered information which includes not only the meter readings but other information such times each readings were taken (useful for monitoring meter reader efficiencies).

- **Radio Frequency (RF)** – The meter transmits readings using radio frequency technology. The transmitter can be integrated with the meter or wall mounted beside the meter. The wall mounted option opens the supply of the equipment to second party vendors. This method allows readings to be taken remotely without having to enter private property. In all cases the receiver's record transmitted meter readings and their associated location identifiers. There are three methods of gathering of the meter readings:
  - **RF Walk By** – Meter readers walk down the street gathering readings;
  - **RF Mobile Drive By** – The receiver is mounted in a vehicle which follows a route. It interrogates meters as it goes; and,
  - **RF Fixed Network** – Fixed networks can canvas meters over a wider area and receive readings on an ongoing basis. This method has the advantage of being able to receive spot readings (example final readings when a home is sold) and to monitor usage patterns (such as for leakage studies) but is more complex to install.

As the list progresses above, the methods are:

- increasingly more expensive to install;
- are cheaper to read; and,
- are more information granular (can obtain more information detail).

It is suggested that Lunenburg explore both Mobile Drive by and Fixed Network for reading the meters and adopt whatever technology is the most practical and cost effective. The generally accepted preferred approach in smaller communities and is Mobile Drive-By. It is estimated that all meters in the Utility could be read in half a day using drive by technology.

The retail water meters used by Canadian water utilities are virtually all (if not all) of American manufacture. There are six American manufactures which sell the majority of residential and commercial water meters in the US including Sensus, Neptune, Hersey, Badger, Master Meter and Elster/Kent.

The Canadian market is not so diverse. Neptune is the dominant supplier, providing meters in Canada since at least 1920. Sensus meters are also installed in many Canadian

municipalities. Meters of other manufacture are potentially available as well through distributors though their use is not widespread.

**Cost of Metering**

Town staff have identified the 194 existing older meters ranging in size from 5/8” to 6”. All of these meters appear to be at least 20 years old and should be replaced. As well there are currently 1,153 residential customers who do not have water meters. An estimated cost of purchasing and installing 1,347 water meters (194 replacement meters and 1,153 new residential installations) has been prepared by the Town staff based on costs from the manufacturer at \$1,200,000. The details of the cost estimate are contained in Table 1 below:

**Table 1 – Estimated cost of Meters**

<b>Item</b>	<b>Estimated Cost</b>
Hardware	\$21,400
Software and Fees	\$16,000
Commercial System Upgrades - Capital Cost	\$122,900
Commercial System Upgrades - Installation	\$51,700
Residential meters - Capital Cost	\$486,000
Residential Meters - Installation	\$297,000
Sub-total	\$995,000
Contingency	\$151,000
HST at 4.3% (Municipal Rate)	\$49,000
<b>TOTAL ESTIMATED COST</b>	<b>\$1,195,000</b>

**Advantages and Disadvantages of Universal Metering**

There are a number of advantages to water metering:

- **User Pay** – Customers will pay for what they use (the user pay principle). This is probably the best reason to install meters since it is the fairest way of recovering potable water costs. Unmetered flat rate charges result in small water users, typically seniors and customers with small families, subsidizing larger water users.
- **Reduced Use** - The introduction of water metering has proven to be effective in reducing water consumption. This does not mean that customers will have a lower level of service. Reductions typically come about through identifying plumbing leaks and repairing them, reduced wastage such as not letting taps run needlessly and more careful outdoor usage and general conservation awareness. Based on recent experience in the Town of Pictou, the consumption declined between 10 and 15 percent in the first year of billing based on metered consumption after the

installation of meters. Other communities that have moved to universal metering including Antigonish, and Amherst have experienced consumption declines over time of up to 20%.

- **Water System Management** – There are a number of areas where the majority of customers being unmetered affects system management, including:
  - The amount of distribution system leakage is unknown. This represents a cost without offsetting revenues. The need for programs to reduce distribution system leakage can only be reliably demonstrated if customers are metered. It is impossible to initiate a water loss program without universal metering.
  - Comparing metered volumes with supply volumes provides important data for water loss control..
- **Reduced Supply Cost** - Reduced usage following metering will result in lowering water treatment costs and potential extended life of equipment.
- **Reduced Sewage System Loading** – Many of the reductions in water usage, such as repairing plumbing leaks and more water efficient fixtures, also result in reduced discharges to the sanitary sewage system. This reduces sewage flows and overall system costs and well as freeing up capacity throughout the sewage system.
- **Supply Cost vs Revenue Linkage** - Once metered, with customers paying based on volume of use, there will be a better link between water supply costs and revenues, which can help to protect against year-end revenue versus supply cost divergence.
- **Affordability** – With water being metered, customers have more control over their water bill. This allows customers with limited resources to have more control over their water utility bill.
- **Careful Users Benefit** – Customers who already are careful water users as well as those who change their usage habits once metered benefit from water metering.
- **Environmental Stewardship** – With metering, customers are more likely to be more careful with water usage and to reduce water wastage.
- **Industry Recommended Practice** – The American Water Works Association recommends universal metering as the preferred method of recovering water system costs based on the user pay principle.
- **Wastewater billing opportunity**- Some municipalities also use water consumption to bill for wastewater service on the principal that water in water out provides a fairer way to bill for wastewater based on usage.

There are some issues that are considered disadvantages of metering:

- **Revenue security** – Flat rate charges represent a stable revenue source. Charges tied to metered rates are subject to fluctuation and thus instability due to seasonal,

conservation or other issues. This is partially offset by having a rate structure that includes both a base and consumption rate

- **Cost** – Metering comes at a financial cost. The meters must be paid for as installed. Larger meters need periodic calibration and maintenance and the small meters need end-of-life replacement in approximately 20 years.
- **Theft** – With metering, there can be incentives to theft that are not present if customers are charged flat rate.

Situations where disadvantages could potentially arise:

- **Public Perception** – Many customers will conclude that with metering their costs will go up. Fears of immediate cost increases to the customer can be reduced by the utility paying for the metering program and recovering the cost over a period of time. Over the long term, there will be supply and treatment savings which help offset the metering costs. In addition, customers have control over their water bill through careful usage, if cost is an issue.
- **Metering Implementation** – A professional meter installation program, including a series of steps from initial customer contact to installation, is essential in a successful program. A call centre for customers to contact with questions and appointment management is advantageous.
- **Metered Billing Implementation** – Customer service staff must be well trained to respond to initial questions so that customers have their legitimate concerns answered and there is no groundswell of negative reaction to the program. The fact that the Town operates an electric utility means that staff already have this skill set.
- **Potential for Decreasing Revenue** – Water consumption volumes that are used to formulate user rates following metering must be carefully and conservatively estimated and monitored. Overoptimistic water usage projections could result in revenue deficiencies, which then necessitate further rate increases to offset the revenue shortfalls (“revenue death spiral”). It is suggested that after initial installation the water meters be read for one year before they are used for billing purposes. This will allow customers to get accustomed to the metering program and will provide the Town with valuable usage information such that the initial water rates can be set more accurately.

Generally the installation is best handled by contractors. The majority of municipalities that have transitioned from unmetered to fully metered have used contractors mostly supplied by the successful supplier. If the decision to proceed with universal metering is made it should start with the requirement that all new construction be metered. Details of the residential customer’s installation will depend on the meter installation locations available.

## **Customer Service**

Customer Service calls are currently handled by existing Town staff. There may be a significant increase in customer service calls immediately following the transition to full metering is implemented. At that time additional staff will have to be available to handle the expected volume of calls. A comprehensive communications plan must be integral to the implementation of universal metering. Customers need to be kept informed on what changes will be made, when and how it will affect them.

Customer service staff will need to be fully briefed on customer questions that may arise as a result of the metering program including questions that occur during the transition and once the new metered consumption based bills are issued. In the case of the metering program, the metering contractor should have a demonstrated effective installation program which emphasizes customer service at all phases. This is vital for a successful installation program and will greatly reduce the involvement of Utility customer service staff. Prior to billing based on newly installed meter readings, the billing system should be thoroughly tested so that the new bills are accurate. Once the new bills go out being able to answer questions about the new bills accurately and at the time of the inquiry is essential for a successful roll-out since problems have a way of escalating if not dealt with in a customer-effective manner.

A policy will have to be developed on how to handle large abnormal consumption situations such as leaky toilets to address customer concerns and the establishment of a policy on payment of the resulting bill. This could include providing dye tablets to customers for use in determine wastage, suggestions on how to determine whether there is overnight consumption by reading the meter after the last use at night and before the first use in the morning or monitoring consumption on a daily basis.

## **Findings**

The following findings have been prepared based on the water metering study:

- Lunenburg undertake a program to universally meter all water customers:
  - Universal metering is recommended by both AWWA;
  - Universal metering supports the user pay principal;
  - Universal metering in the best way to differentiate between large users and small users regardless of meter size;
  - Universal metering is essential to accurately determine control non-revenue water;
  - Universal metering gives Customers the opportunity to influence their water bills; and,
  - Universal metering provides for improved Environmental Stewardship by reducing water consumption and sewage generation.
- It is estimated that Lunenburg will have to install 1,153 new meters and replace up to 194 existing meters as part of this program;

- The current technology, radio frequency drive-by remote read, is a good option for universal metering (costing has been estimated based on drive-by remote read);
- It is suggested that the standard meter adopted utilize a brass casing which meets minimal lead content standards (or preferably no lead), have a frost plate and be of positive displacement design;
- The capital cost to install universal metering is estimated to be \$1,200,000
  - Lunenburg should identify and utilize any outside funding support available
- It is estimated all meters in the Utility can be read in one half day with drive by RF technology;
- It is estimated that conversion to universal metering will take up to 3 years before meter based billing can be fully implemented;
- Contracting out the installation of the required meters is a good option providing the contractor has proven customer service capabilities;
- All large private systems including the mini-home parks and the shopping malls should be metered at the property line;
- New construction should be metered before connection to the system;
- The transition from unmetered to metered needs a comprehensive public communications plan before initiation;
- Lunenburg will need to have a comprehensive training program for staff to ensure they can address customer issues related to universal metering;
- Rates for metered water sales will need to be set by the UARB after the meters have been installed and read for at least 12 months.

# TOWN OF LUNENBURG

## UNIVERSAL WATER METERING REVIEW 11 MAY 2021 PRESENTATION



1

## BACKGROUND



### **Commercial:**

- Water meters installed on commercial water customers.
- Meter readings are obtained quarterly in-person except for 3 large users
- Meter reading and maintenance is tedious and labor-intensive and not value-added activities for the Water Resource Operators.

### **Residential:**

- There are no meters installed at residential water customers.
- Residents are billed a flat rate based on estimated average usage

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## METER REVIEW



- Identify number of metered and unmetered customers
- Estimate usage with and without meters
- Review existing meters (type, manufacture, age)
- Review billing system for capability for growth and adaptability
- Review metering technologies
- Estimate cost of preferred technology
- Discuss benefits of Universal Metering

3

## EXISTING METER SYSTEM



- 194 commercial meters in service
- Majority of commercial meters have exceeded their 20 year useful life
- 1,153 residential customers are unmetered and billed on a flat rate regardless of water usage.

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## ESTIMATED WATER USAGE



- Unmetered customers are estimated to use 50,000 imp. gallons (227 cubic metres) per year
- Low range of average consumption in metered systems in Bridgewater, Mahone Bay, and Bridgetown is 26,000 imp. gallons (118 cubic metres) per year
- High range of average consumption in metered systems in Shelburne, Yarmouth, and Kentville is 40,000 imp. gallons (182 cubic metres) per year

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## WATER BILLING SYSTEM



- Current billing system has proven to be effective for metered customers and should be able to accommodate universal metering
- Commercial customers are billed quarterly except 3 large users
- Residential customers are billed quarterly
- Some Utilities are switching to Bi-monthly billing for residential customers to make it easier for customers to budget

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## WATER METER OPTIONS



- Two major meter suppliers in Canada – Neptune and Sensus
- Utility currently uses Neptune meters as well as most Utilities in NS
- Both companies offer a positive displacement measuring element with digital read in a brass housing
- Sensus meters also offers an electronic measuring meter in a plastic housing
- Both meters meet the AWWA standard for water meter accuracy


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## METER READOUT OPTIONS




- Direct Read – meter reader must access the meter to read and record reading manually
- Outside Remote Read – meter reader must access a remote read devise outside the building and record reading electronically
- Radio Frequency Read – Can read meters by walk by, drive by or fixed network
- As List progresses systems are more expensive to install and cheaper to read

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LUNENBURG WATER UTILITY


- Suggest Lunenburg install either drive by read or fixed network
- Drive by would involve the reader to drive on each street
- Read all meters in the system in half a day
- Meter readings are then downloaded to the billing software to have bills prepared

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PROPOSED SCOPE OF WORK


1. Purchase Upgraded system hardware and software
2. Upgrade of Existing Commercial Water Meters:

Meter Size	Quantity
5/8"	104
3/4"	26
1"	34
1 1/2"	21
2"	7
3"	1
6"	1

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**PROPOSED SCOPE OF WORK (CON'T)**



3. Installation of Residential Water Meters

Meter Size	Quantity
5/8"	1153

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**ESTIMATED COST OF UNIVERSAL METERING**



Item	Estimated Cost
Hardware	\$21,400
Software and Fees	\$16,000
Commercial System Upgrades - Capital Cost	\$122,900
Commercial System Upgrades - Installation	\$51,700
Residential meters - Capital Cost	\$486,000
Residential Meters - Installation	\$297,000
Sub-total	\$995,000
Contingency	\$151,000
HST at 4.3% (Municipal Rate)	\$49,000
<b>TOTAL ESTIMATED COST</b>	<b>\$1,195,000</b>

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## ADVANTAGES OF UNIVERSAL METERING



- User Pay – large consumers pay more – small users pay less
- Reduced Usage – reduced consumption of up to over 20% over time
- Water System Management – improved leak detection
- Lower Supply Cost
- Reduced Sewage Loadings
- Link between Supply Cost and Revenue
- Affordability – customers have more control over bills
- Careful User Benefit

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## ADVANTAGES OF UNIVERSAL METERING (CONT'D)



- Environmental Stewardship
- Industry Recommended Practice
- Opportunity to bill for Wastewater in future based on water usage

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## DISADVANTAGES OF METERING



- Revenue Security – revenue based on water sold vs. flat rate
- Cost – meters come at a financial cost
- Theft – Metering can be an incentive to theft
- Public Perception – fear of increased costs
- Metering Implementation – Suggest a professional meter installation program
- Potential for Decreasing Revenue due to reduced consumption
- Meter Billing Implementation – bills vary depending on usage
- Increased Customer Service Calls – generally short term

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## FINDINGS



- Utility undertake a program to meter all customers
- Utility will need to install 1,153 new meters and replace up to 194 existing commercial meters
- Use Radio Frequency Drive-By or Fixed Network to read meters
- Use brass body positive displacement meters
- Capital cost estimated to be \$1,200,000
- Estimate all meters can be read in one half day
- Contract out installation program to a company with a proven track record (suppliers generally offer this service)

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## FINDINGS (CONT'D)



- Any large private systems such as mini home parks or strip malls should be metered at the property line
- Utility needs to ensure staff training to address customer inquiries after meters are activated
- Develop and Implement comprehensive communication plan so residents are aware of the change
- Suggest read meters for 12 months prior to undertaking a rate study based on metered usage

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## SUGGESTED MOTION



- “ The Town of Lunenburg Water Utility implement a universal water metering program with the first step being the preparation of a water rate study based on the existing rate structure including the metering program.”

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**TOWN OF LUNENBURG PROCEDURAL POLICY #94  
PROVINCIAL VOLUNTEER RECOGNITION AND  
REPRESENTATIVE VOLUNTEER SELECTION PROCESS**

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**PURPOSE**

1. Enactment of the Policy is intended to demonstrate gratitude and appreciation for the people who help others and contribute to an improved quality of life for all, by giving freely of their time and talent as volunteers. This Policy sets out the roles and responsibilities for the Town of Lunenburg (Town) Staff and Town Council (Council) for soliciting nominations of volunteers to be specially recognized and for hosting a reception in honour of volunteers. This Policy also lays out the process for selection of the Town's Representative Volunteer at the Provincial Awards ceremony. This policy will set the process for nomination and the criteria to be used for the selection of the Town's representative.

**PROCEDURE**

2. The following procedure will be used for the selection process:

- a. January:

- 1) Staff will post an advertisement to request volunteer nominees.

Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. A deadline will be set corresponding with the provincial nomination deadline.

- 2) A person making the nomination must fill out the attached Town of Lunenburg Volunteer Recognition Nomination Form. The Form may be updated by Town staff as required from time to time. All those nominated will be recognized at a civic reception held in April.
- 3) The Province of Nova Scotia annually provides a Representative Volunteer Award for each municipal unit. Note: A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

In addition, the Province offers one Youth Volunteer Award and one Family Volunteer Award each year, selected by an appointed committee from all nominations received. Nominations of worthy Lunenburg candidates for these awards are also encouraged. This process is dictated by the Province and not covered in this policy.

- b. February:

- ~~1) The Recreation Committee will choose a Representative Volunteer from the submitted nominees at the first Committee meeting of the~~

~~month. (Note: Province's deadline to submit a nomination is typically third or fourth week of February.)~~

- 1) The Province's deadline to submit a nomination is typically the third or fourth week of February.
- 2) The Representative Volunteer will be chosen from the submitted nominees. The Recreation Director and two additional Town staff will score the volunteer nominees using the selection criteria. The selected nominee will be recommended to Council for approval at the first meeting in February.

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- ~~a.~~• Years of service = 15%
- ~~b.~~• Number and diversity of organizations served = 10%
- ~~c.~~• Leadership & Commitment demonstrated = 25%
- ~~e.~~• Ability to inspire, motivate, achieve results, create change = 25%
- ~~f.~~• Exceptional qualities noted? = 25%

An accumulated list of nominated volunteers from previous years will be made available for reference during the process. The names of all those nominated each year will be recorded.

~~The list of Representative Volunteers from previous years will be shared with Committee members to help in making the selection. The names of all those nominated each year will be recorded and also be made available for reference in this process.~~

- 3) Recreation Director will notify the chosen recipient and collect additional information (if required). Recreation Director to submit Town's nominee to the province.

~~Recreation Director to submit Town's nominee to the province.~~

- ~~2) 4) Recreation Director to order tickets to the Provincial Volunteer Awards Ceremony for the Mayor and Recreation Director.~~
- ~~3) 5) Recreation Director to organize a civic reception to demonstrate appreciation of all volunteers and to formally recognize all those nominated.~~

c. April:

- 1) Mayor, Recreation Director and Town Volunteer Representative(s) to attend the Provincial Volunteer Awards Ceremony in Halifax.

- 2) Town to host a civic reception for the Town of Lunenburg during (or close to) National Volunteer Week. All organizations are invited to send representatives to this function.

Staff to have the Town Volunteer Award plaque engraved with the Provincial Volunteer Award Winner's name(s).

Encl. (1) Volunteer Nomination Form

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider  
(7 days minimum): February 26, 2019

Date of Passage of Current Policy: August 27, 2019

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

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

\_\_\_\_\_  
Date



**Nomination Deadline:**  
Contact the Recreation  
Department

## TOWN OF LUNENBURG

# Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our community.

The Town invites and encourages nominations of volunteers to be recognized at our annual Civic Volunteer Appreciation Reception.

In addition a Representative Volunteer is selected annually to be recognized at the Provincial Volunteer Awards ceremony. The Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

### Important Information:

- Choosing a Representative Volunteer from all the worthy and valued potential candidates is a challenge. To help us with this process please ensure that all areas of the nomination form are completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria will impact your volunteer nominee's score.
- The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for provincial recognition through their own municipality.)
- While we understand some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- From those nominated, a representative volunteer will be selected and recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in early April.
- The Town will hold a Volunteer Appreciation Reception in April to demonstrate gratitude for all volunteers and where all those nominated will be specially recognized.

### Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

**Nominator's Information**

Nominator's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Nominator's Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Volunteer Nominee's Information**

Volunteer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Volunteer Nominee's  
Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Nomination forms can be mailed, faxed, dropped off or emailed to:**

**Kelly Cunningham, Recreation Director**  
Town of Lunenburg  
119 Cumberland Street, PO Box 129  
Lunenburg, NS, B0J 2C0

P: 902-634-4006  
F: 902-634-4416  
E: kcunningham@explorelunenburg.ca

***On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.***

*The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director as above.*

**Volunteer’s Role & Organization Information**

**Example:**

*Organization:* ABC Community Soccer Program

*Purpose of Organization:* To help and facility a soccer program in our community for youth and children.

*Role(s):* Coach of the U12 summer soccer team

*# of Years Volunteering With Organization:* 10 years

Organization:

Purpose of Organization:

Nominee’s Role(s):

# of Years Volunteering with Organization:

**Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:**

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

**1. Volunteer's Contributions**

A. *Why are you nominating this person?*

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

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

**Example:** *Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children's Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*

# Lunenburg Plan Housing Society

## Where we started

### Our objectives:

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

## We recognize that Lunenburg has:

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design



## What we know about our Core Group

We will not be developers but are willing to be involved in seeking out developers  
 We have the skills to investigate , research, or explore possibilities  
 Like the general population we have varying interests in community developme

## Who we talked with

Local developers

Erica Brooks and Project Lunenburg and participated in all Project Lunenburg consultations

## What we've done so far

### Property we toured

Homeport  
 4 Corners  
 Blockhouse Hill

### Places we looked at

The Maples, Antigonish  
 Camro, Berwick  
 Chandler's Cove , Chester  
 Kwyet Waters, north of Chester  
 Studied pocket neighbourhood concept

### What we learned about

ICF building technology  
 Optional possible wastewater technology (ABLE)  
 Energy options such as solar, heat pumps, etc

Dawn Sutherland

Eurocentre Language School

LAMP

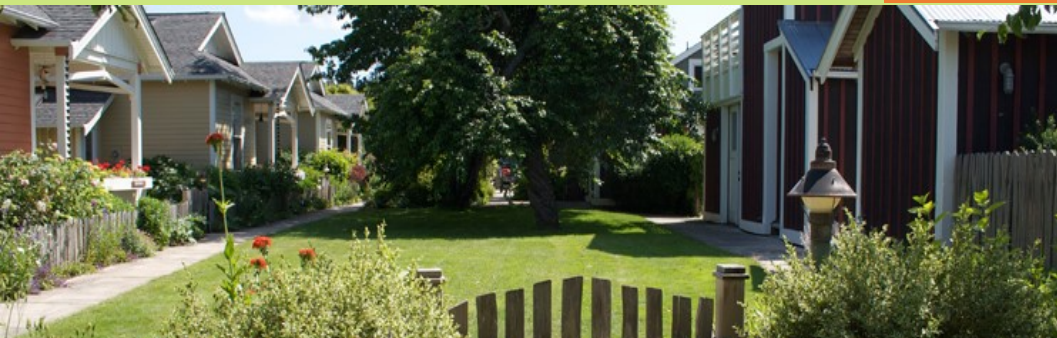
## What we see as priorities for a new neighbourhood



- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
  - Individually owned units, cost range of \$250K-\$450K
  - Accessibility elements such as single story, accessible design throughout, open concept living, dining, kitchen, extra lighting, etc.
  - Long lasting/low maintenance materials, efficient heating/cooling
  - Private outdoor spaces ie deck, balcony, courtyard, porch
- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
  - Potential for live/work homes
  - Walking distance to services preferred; and/or available community transit to services
  - LEED compliant, with innovative eco elements
  - Innovative aesthetic: Contemporary exterior/interior design preferred
  - All owned units, all rented units, or some combination of owned *and* rented units
  - Some shared community amenities such as meeting room, library, workshop, kitchen
  - Parking lot; parking behind each unit; covered parking (if no garage) for groups of units



## What model we would like to see in Lunenburg



- Partnership model compliant with the Comprehensive Community Plan
- Mixed housing
- Strong design aesthetic that introduces complementary architecture to the heritage inventory

*A pocket neighbourhood*

# Lunenburg Plan <sup>B</sup> Housing Society

Presentation to Lunenburg Town Council

April 27 2021

# Where we started

## *Our objectives:*

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

## *We recognize that Lunenburg has:*

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design
- a shortage of affordable and available housing for all ages

## What we know about our Core Group

- We will not be developers but are willing to be involved in seeking out developers
- We have the skills to investigate , research, or explore possibilities
- Like the general population we have varying interests in community development

## What we've done so far

### Property we toured

Homeport  
4 Corners  
Blockhouse Hill

### Places we looked at

The Maples, Antigonish  
Camro, Berwick  
Chandler's Cove , Chester  
Kwyet Waters, north of Chester  
Studied pocket neighbourhood  
concept  
<https://www.pocket-neighborhoods.net/>


### Who we talked with

Local developers  
Erica Brooks and Project  
Lunenburg and participated in  
all Project Lunenburg  
consultations  
Dawn Sutherland  
Eurocentre Language School  
LAMP

## What we learned about

ICF building technology  
Optional possible wastewater technology  
(ABLE)  
Energy options such as solar, heat pumps,  
etc



- 
- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
  - Individually owned units, cost range of \$250K-\$450K
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  - Long lasting/low maintenance materials, efficient heating/cooling
  - Private outdoor spaces ie deck, balcony, courtyard, porch
  - Potential for live/work homes

What we see  
as priorities  
for a new  
neighbourhood



- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
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# What model we would like to see in Lunenburg

Partnership model compliant with the Comprehensive Community Plan

Mixed housing

Strong design aesthetic that introduces complementary architecture to the heritage inventory

*A pocket neighbourhood*

Our rapidly  
shifting  
housing reality

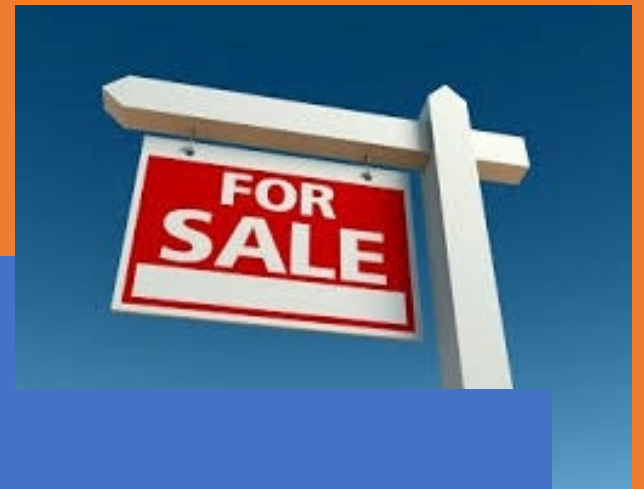
## Statistics that relate to local Housing Sales

As of Saturday, April 24<sup>th</sup>;

- there were 5 single family homes for sale in the Town of Lunenburg
- The average of all the asking prices of those 5 homes is \$567,760. The median (middle) price would be \$416,300.

According to the Nova Scotia Association of Realtors (NSAR):

- In the Town of Lunenburg from March 2020 to March 2021 there have been 41 homes sold + 5 more that have had all their conditions met and are expected to close. These sales indicate approximately a 60% increase over the year prior.
- The monthly supply of homes for sale in the Town of Lunenburg from 2018-2021 is down 66.7%.



*In all of Lunenburg County the following is recorded:*

	<u>2020</u>	<u>2021</u>	<u>%Change</u>
New Listings	68	91	+33.8%
Closed Sales	48	87	+81.3%
Days on Market to Sell	107	51	- 52.3%
Median Sales Price	\$173,700	\$377,992	+90.0%
Inventory of Homes for Sale	308	106	-65.6%

# What We Propose

Since Housing in the Town of Lunenburg may be receiving a higher priority under the CCP:

- Plan B can offer support to address and specifically focus on housing development within our town limits.
- We recommend the formation of and participation in a Housing Task Force or other committee directed to improve those goals under the CCP.

*That Task Force will work on Lunenburg housing development with Council's visions for development, the guidance of Project Lunenburg, and using the work Plan B has done to date.*

*Plan B can help by:*

Supporting

Contributing

Facilitating





## MEETING NOTES

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### PROJECT LUNENBURG STEERING TEAM

Wednesday, April 14, 2021 at 3:00 p.m.

Via Zoom Meeting

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**PRESENT:**

**Voting members of the Steering Team:**

Councillor Susan Sanford, Chair  
Councillor Stephen Ernst  
Councillor Peter Mosher  
Terry Drisdelle, Senior Planner, Develop Nova Scotia  
Gerry Rolfsen  
Bill Rice

**Non-voting, ex-officio members:**

Mayor Matt Risser  
Arthur MacDonald, Heritage Manager  
Dawn Sutherland, Planning & Development Manager

**ALSO PRESENT:**

Steffen Käubler, UPLAND Planning and Design Studio  
Heather McCallum, Assistant Municipal Clerk  
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

**ABSENT:**

Cheryl Lamerson

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1. Agenda

The Chair, Councillor Sanford, called the meeting to order at 3:00 p.m.

Motion: moved and seconded that the agenda be approved as presented. Motion carried.

2. Review of notes from previous meetings

Motion: moved and seconded that the notes of the 10 March 2021 meeting of the Steering Team be approved, as presented. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

The PDM reviewed the March 2, 2021 Status Report (**Attachment "A"**).

The PDM reported that the Municipal Planning Strategy (MPS) was received on April 9<sup>th</sup>, and that she and the Heritage Manager have an internal joint review scheduled for April 19<sup>th</sup>, then a full-day review with UPLAND on April 21<sup>st</sup>.

Mr. Käubler reviewed two options for the revised Planning document timeline (**Attachment "B"**). The PDM noted that there is approximately 90 days from Council adoption for Provincial review. Advertising afterward brings the new bylaws into effect. Mr. Käubler noted that UPLAND will create a checklist comparing the policy directives from the CCP to the MPS/Bylaw recommendations to connect them. **The Steering Team selected the Option A schedule by consensus.**

In response to a question, Mr. Käubler confirmed that the Heritage Conservation District Plan and Bylaw work has not yet been started as the priority has been the planning documents. UPLAND will shift focus after the PAC recommendation scheduled for June 2<sup>nd</sup>. **A new schedule will be required for this part of the work.**

5. Correspondence

Nil.

6. In camera portion

**Motion: moved and seconded to recess to meet in camera to consider contract negotiations/matters (section 22 *Municipal Government Act*). Motion carried.**

The Steering Team moved in camera at 3:29 p.m.

7. Resumption of committee meeting in public session

The public portion of the Steering Team meeting resumed at 3:43 p.m. There was nothing to report at this time.

8. Next Meeting Date - Wednesday, 12 May 2021, 3:00 p.m., via Zoom meeting.

9. Adjournment

Motion: moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting was adjourned at 3:43 p.m.

---

Heather McCallum  
Assistant Municipal Clerk

**UPLAND****Planning +  
Design Studio**

63 King Street  
Dartmouth, Nova Scotia B2Y 2R7  
+1 (902) 423 0649  
info@uplandstudio.ca

**PROGRESS REPORT**

1  
April  
2021

**PROJECT:** Town of Lunenburg Comprehensive Plan  
**REPORTING PERIOD:** March 1 - March 31, 2021

**1. Targets Achieved in Period**

- Draft LUB submission

**2. Outputs of Project**

- Internal drafting of MPS - submission on April 9

**3. Project Related Issues**

- Work on the Heritage Conservation District Plan and By-law has not been started.

**4. Risk Analysis**

- N/A

**5. What to Achieve in Next Period**

- 4.2 Draft Plan Staff Review and Edits
- 4.3 PAC and Public Review and Edits

Task	Option A – Existing Proposed Council Date	Option B – More Time for Engagement
PAC Workshop	April 29 <sup>th</sup>	April 29 <sup>th</sup>
Online Draft Release	May 7 <sup>th</sup>	May 7 <sup>th</sup>
Public Open House	May 12 <sup>th</sup>	May 12 <sup>th</sup>
PAC review of public feedback	May 19 <sup>th</sup>	June 23 <sup>rd</sup>
PIM	May 26 <sup>th</sup>	June 30 <sup>th</sup>
PAC Recommendation	June 2 <sup>nd</sup>	July 7 <sup>th</sup>
Council agenda deadline	June 4 <sup>th</sup>	July 9 <sup>th</sup>
First Reading at Council	June 22 <sup>nd</sup>	July 27 <sup>th</sup>
Public Hearing	July 27 <sup>th</sup>	August 24 <sup>th</sup>
Second Reading at Council	July 27 <sup>th</sup>	August 24 <sup>th</sup>

**TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MAY 4, 2021**  
**MEETING RECOMMENDATION AND NOTICE OF MOTION**

1. Recommend to Town Council approval of the Town General 2021/22 Capital Budget as amended (Schedule "B").

**TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, MAY 4, 2021 AT 6:00 P.M.**

**ZOOM/YOU TUBE LIVE**

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**PRESENT:** Mayor Matt Risser, Chair  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Paul Bracken, Facilities/Project Superintendent  
Kelly Cunningham, Recreation Director  
Lisa Dagle, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Kathleen Rafuse, Accountant  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning/Development Manager

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1. Call to Order

The Mayor called the meeting to order at 6:01 p.m.

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

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda Approval

**Motion:** moved and seconded approval of the agenda. **Motion carried.**

4. April 20, 2021 Committee of the Whole Meeting Minutes Approval

**Motion:** moved and seconded approval of the April 20, 2021 Committee of the Whole meeting minutes. **Motion carried.**

5. Public Presentations

- a. Rachel Bailey, President, Lunenburg Academy Foundation, regarding proposed 2021/22 \$30,000 annual operating Grant request

Ms. Bailey gave an overview of the Foundation's request for an annual operating grant (Schedule "A").

Council advised Ms. Bailey that they will further consider the Foundation's request and notify them of their decision in due course.

6. Business Arising from the Minutes/Unfinished Business

a. 2021/22 Organizational Financial Plan/Draft Budget Incorporating Comprehensive Community Plan Action Items

- Town General Capital Budget Potential Cost Reduction Review

The Finance Director summarized the potential cost reductions (Schedule "B").

Council reviewed the budget in detail to determine if further reductions can be made including possibly: 17 Tannery Road roof repairs; and alternatives to the purchase of a replacement Cemetery and general use smaller backhoe.

**Motion:** moved and seconded to recommend to Town Council for approval the Town General 2021/22 Capital Budget as amended (Schedule "C"). **Motion carried.** Deputy Mayor voted in the negative.

- Town General Operating Budget Potential Cost Reduction Review

Council reviewed the draft Operating budget, possible cost savings, including tax rate options (Schedule "D"). The means by which to fund the Lunenburg Academy Foundation grant request and make an allocation to the Capital Reserve were discussed by Council. The Finance Director was asked by Council to devise options for utilization of a potential three cents tax rate increase for both Residential and Commercial tax rates for review at the next Committee of the Whole meeting.

- Inter-Municipal Bylaw Enforcement proposal update

The CAO advised that a written proposal is anticipated once reviewed by another community's Council and Commission for Council consideration.

7. New Business

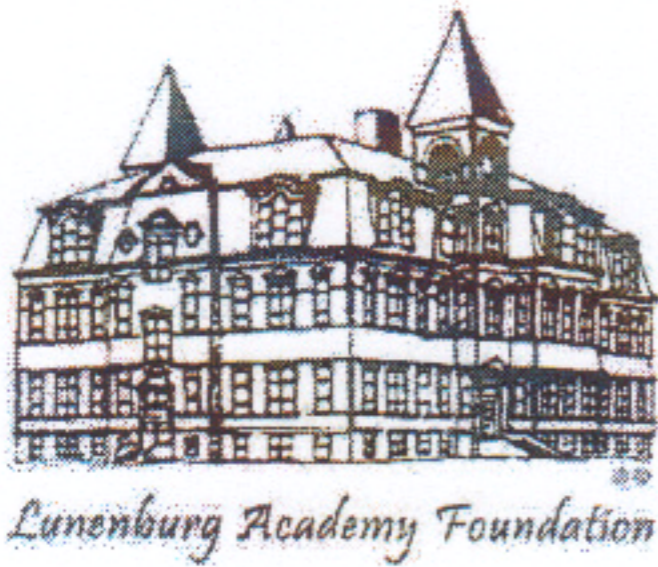
8. Next Meeting Date – Tuesday, May 18, 2021 at 6:00 p.m.

9. Adjournment

The meeting was adjourned at 7:36 p.m. by the Mayor.

---

Bea Renton, CAO



P.O. Box 697  
Lunenburg, NS B0J 2C0

April 20, 2021

Town Council  
Town of Lunenburg  
P.O. Box 129  
Lunenburg, Nova Scotia, B0J 2C0

Dear Councillors:

The Lunenburg Academy Foundation has been guided by its mission to provide for the care, preservation and restoration of the Lunenburg Academy since its inception 40 years ago. As a community spirited charitable society, the Foundation, has worked in partnership with the Town of Lunenburg since the responsibility for the former school was returned to the Town in 2012. The incredible success of the restoration and revitalization of the Academy is exemplary and we look forward to continuing to work closely with the Town toward our shared vision of caring for this National Historic site.

The successful transformation and revitalization of the Lunenburg Academy truly began with The Town investing in a contracted Academy Development Coordinator position in 2013-14. The Foundation took over responsibility for that dedicated contracted professional, namely Scott Burke, in 2018 with the Town's financial support. The Town had granted the Foundation \$30,000 in 2018, and 2019 but reduced the amount in light of the uncertainty of the impact of the global pandemic in 2020. We are requesting a **\$30,000** contribution to the Foundation's professional development be reinstated for 2021-22.

Since June of 2018, with support from the Town of Lunenburg and grants from the Province of Nova Scotia, the Lunenburg Academy Foundation has embarked on an annual plan of activities that have seen the Foundation take steps to transform our organization into one that has the capacity to take on greater responsibilities regarding the Lunenburg Academy.

In 2018, 2019, and 2020, support from the Town and Province has been dedicated to offsetting the human resources costs of the Foundation, allowing us the opportunity to engage professional leadership.

During those and prior years, the Foundation continued to pursue its mission to provide for the care, preservation and restoration of the Academy through financial contributions, in partnership with the Town, to the various capital projects undertaken to repurpose our beloved Lunenburg Academy.

A brief summary of the Foundation's most recent financial contributions to various capital projects is as follows:

2015	\$150,000	toward Tenant Readiness Renovations
2017	\$40,000	top up toward Tenant Readiness Renovations
2018	\$200,000	toward Exterior Restoration Phase I
	\$33,174	Furnace Boiler Replacement
2019	\$8,430	to Repair Tower Leak
2020	\$100,000	toward Exterior Restoration Phase II
	\$630	to remove Bell from tower
	\$4,255	toward Security/Accessible entrance upgrades

Under its own purview, the Foundation is about to complete construction of the Heritage Classroom with a further investment of \$350,000 in the building. The classroom will be a world-class interpretive visitor experience that tells the 125+ year history of the Academy, its role in education in the province and country, and its unique place in the Town of Lunenburg.

The Foundation has also recently committed \$2,000 toward the cost of a new sign, \$5,000 toward a new handrail for the south entrance, and \$100,000 toward the Lot Development Plan.

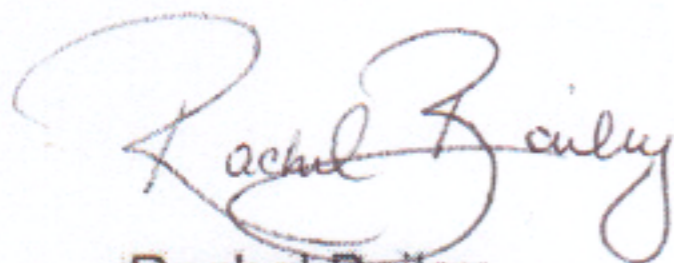
These contributions and commitments amount to almost **\$1,000,000**.

Town Council investment in the Foundation's work has reaped a return of close to a million dollars in the past 5 years. Funding from the Town for the Foundation has also been crucial to securing Provincial funding of over \$100,000 for the Foundation's work in support of the Academy over the past three years.

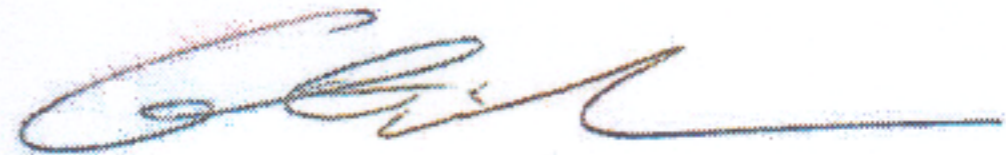
The management and staffing of the Heritage Classroom interpretative space represents a fundamental change in the Foundation's operations and we are currently engrossed in the formation of an operating plan. In support of this request for partnership funding, our 2020 Financial Statements are provided for your information.

In closing, the Foundation is most appreciative that the Town, as owner of the building, has in the past met the leadership challenge of repurposing the building into a Community Cultural Centre that inspires and supports our local citizens and provides an iconic focal point for visitors past, present and future. It has been our pleasure to commit our volunteer efforts to ensure the success of past partnerships with the Town, and look forward to future partnerships that provide us all an opportunity to contribute to the sustainability of the Lunenburg Academy.

Best regards,



Rachel Bailey  
President of the Board



Graham Eisenhauer  
Treasurer

LUNENBURG ACADEMY FOUNDATION  
Financial Statements  
Year Ended December 31, 2020

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Lunenburg Academy Foundation

We have reviewed the accompanying financial statements of Lunenburg Academy Foundation which comprise the statement of financial position as at December 31, 2020 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Practitioner's Responsibility for the Financial Statements*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Lunenburg Academy Foundation as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Bridgewater, Nova Scotia  
April 12, 2021

*Belliveau Veinotte Inc.*  
CHARTERED PROFESSIONAL ACCOUNTANTS

## Statement of Financial Position

December 31, 2020

	2020	2019
<b>ASSETS</b>		
Current		
Cash	\$ 444,031	\$ 633,655
Accounts receivable	40,872	-
HST receivable	10,795	8,547
Prepaid expenses	-	4,191
	495,698	646,393
Long term investments (Note 5)	631,627	355,006
Property and equipment (Note 4)	52,175	973
	\$ 1,179,500	\$ 1,002,372
<b>LIABILITIES</b>		
Current		
Accounts payable and accrued liabilities	\$ 2,013	\$ 2,013
Deferred contributions (Note 6)	12,500	20,240
	14,513	22,253
<b>NET ASSETS</b>		
General fund	929,987	745,119
Restricted fund	235,000	235,000
	1,164,987	980,119
	\$ 1,179,500	\$ 1,002,372

COMMITMENT (Note 9)

ON BEHALF OF THE BOARD


 Director


 Director

See accompanying notes to the financial statements

**LUNENBURG ACADEMY FOUNDATION**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2020**

Page 3

	2020	2019
<b>REVENUE</b>		
Donations	\$ 307,538	\$ 580,781
Dues	1,647	1,780
Grants	73,524	65,000
Investment income	19,049	10,779
Memorials	2,175	510
Merchandise and tours	217	452
	<b>404,150</b>	<b>659,302</b>
<b>EXPENDITURES</b>		
Amortization	273	460
Contract fees	87,574	97,645
Insurance	2,249	2,181
Interest and bank charges	6	71
Investment management fees	5,168	3,164
Newsletters	2,650	2,775
Office	4,494	3,556
Professional fees	3,816	3,010
Repurposing projects	104,567	24,307
	<b>210,797</b>	<b>137,169</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS</b>	<b>193,353</b>	<b>522,133</b>
<b>OTHER INCOME</b>		
Realized gain (loss) on disposal of investments	275	(440)
Unrealized gain (loss) on investments	(8,760)	33,725
	<b>(8,485)</b>	<b>33,285</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR</b>	<b>\$ 184,868</b>	<b>\$ 555,418</b>

See accompanying notes to the financial statements

## Statement of Changes in Net Assets

Year Ended December 31, 2020

	General Fund	Restricted Fund	2020	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 745,119	\$ 235,000	\$ 980,119	\$ 424,701
Excess of revenue over expenditures	184,868	-	184,868	555,418
<b>NET ASSETS - END OF YEAR</b>	\$ 929,987	\$ 235,000	\$ 1,164,987	\$ 980,119

See accompanying notes to the financial statements

## Statement of Cash Flow

Year Ended December 31, 2020

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenditures	\$ 184,868	\$ 555,418
Items not affecting cash:		
Amortization of equipment	273	460
Realized (gain) loss on disposal of investments	(275)	440
Unrealized (gain) loss on investments	8,760	(33,725)
	<u>193,626</u>	<u>522,593</u>
Changes in non-cash working capital:		
Accounts receivable	(40,872)	-
Prepaid expenses	4,191	(4,191)
Accounts payable and accrued liabilities	(2)	-
HST payable	(2,248)	139
Deferred contributions	(7,740)	(10,521)
	<u>(46,671)</u>	<u>(14,573)</u>
Cash flow from operating activities	<u>146,955</u>	<u>508,020</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(51,475)	-
Proceeds from sale of investments	316,529	34,000
Purchase of investments	(601,633)	(44,628)
Cash flow used by investing activities	<u>(336,579)</u>	<u>(10,628)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(189,624)</b>	<b>497,392</b>
Cash - beginning of year	633,655	136,263
<b>CASH - END OF YEAR</b>	<b>\$ 444,031</b>	<b>\$ 633,655</b>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Cash in bank	\$ 180,931	\$ 212,479
Cash held in investments	263,100	421,176
	<u>\$ 444,031</u>	<u>\$ 633,655</u>

See accompanying notes to the financial statements

## Notes to Financial Statements

Year Ended December 31, 2020

---

## 1. STATUS AND NATURE OF ACTIVITIES

The Foundation, incorporated under the Society's Act of Nova Scotia, operates a charity to raise funds in order to maintain the Lunenburg Academy and surrounding property in Lunenburg, Nova Scotia. The Foundation is a registered charity under the Income Tax Act of Canada.

---

## 2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian Accounting Standards for not-for-profit organizations.

---

## 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

The Foundation follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions for expenditures of future periods are deferred and recognized as revenue in the same period as the related expenditures are recognized.

Endowment contributions are recognized as direct increases in net assets.

Investment income includes interest and dividends earned in the period and is recognized as revenue when earned.

Government assistance is recorded as revenue when there is a reasonable assurance that the Foundation has complied with and will continue to comply with, all the necessary conditions to obtain the assistance.

Contributed services

The Foundation would not be able to carry out its activities without the services of the many volunteers who donate a considerable amount of hours. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Cash

Cash and cash equivalents includes cash on hand and balances with financial institutions.

(continues)

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## Notes to Financial Statements

Year Ended December 31, 2020

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Investments

Investments for which there are quoted prices in an active market are carried at fair value. Unrealized gains or losses are reported as part of net income. Investments for which there is not an active market are carried at amortized cost except when it is established that their value is impaired. Impairment losses, or reversal of previously recognized impairment losses, are reported as part of net income.

Property and equipment

Property and equipment are stated at cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates:

Computer equipment	55%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	10 years	straight-line method

The foundation regularly reviews its property and equipment to eliminate obsolete items. Government grants are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Foundation's financial assets measured at fair value include investments.

## 4. EQUIPMENT

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer equipment	\$ 1,521	\$ 1,421	\$ 100	\$ 223
Furniture and fixtures	5,881	5,281	600	750
Leasehold improvements under construction	51,475	-	51,475	-
	\$ 58,877	\$ 6,702	\$ 52,175	\$ 973

## Notes to Financial Statements

Year Ended December 31, 2020

## 5. LONG TERM INVESTMENTS

	2020		2019	
	Fair Value	Book Value	Fair Value	Book Value
National Bank Financial Investment account	631,627	\$ 595,257	355,006	\$ 306,963

The Foundation has funds within the investment portfolio that are externally restricted. The externally restricted portion of the portfolio consists of \$235,000 in capital.

## 6. DEFERRED CONTRIBUTIONS

Deferred contributions represent operating funds received in the current year but are deferred to be used in the subsequent period. The deferred contributions balance is comprised of:

	2020	2019
Town of Lunenburg	\$ 3,750	\$ 7,500
Province of Nova Scotia	8,750	8,750
Anonymous donor	-	3,990
	\$ 12,500	\$ 20,240

## 7. INCOME TAXES

The Foundation is exempt from Income Taxes under Section 149 of the Income Tax Act (Canada).

## 8. COMMITMENT

On December 17, 2018, the Foundation committed \$100,000 to the Town of Lunenburg for repairs to the exterior of the Academy. This amount was paid to the Town during 2020. An additional commitment was made on July 20, 2020 for \$107,000 for repairs to the sign and handrail of the Academy, and for the Academy's Lot Development Plan. This commitment is still outstanding as of December 31, 2020.

## 9. FINANCIAL RISK MANAGEMENT

The Foundation is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the foundation's risk exposure and concentration as of December 31, 2020.

## Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Foundation is primarily exposed to market risk as it relates to its investment portfolios. These investments and the income earned on them are subject to fluctuations in the stock markets. The Foundation manages this exposure through the use of a qualified investment professional who invests funds under the guidance of the Foundation in line with their risk policies.

## Notes to Financial Statements

Year Ended December 31, 2020

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## 10. MANAGEMENT OF NET ASSETS

Lunenburg Academy Foundation's objective in managing its net assets is to remain a sustainable operation while fulfilling its overall mandate of raising funds to maintain the Lunenburg Academy and surrounding property. It achieves its objective by strong day-to-day management of its cash flows, and by regularly monitoring revenues and expenditures against its annual operating and capital budgets. When necessary, the Lunenburg Academy Foundation takes prompt action to reduce expenditures or curtail programs when actual revenues do not meet its budget and alternate sources of revenue cannot be found.

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## 11. COVID - 19

On March 11, 2020, the World Health Organization declared a global pandemic due to the outbreak of COVID-19 has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, social and physical distancing, have caused material disruption to businesses globally resulting in a economic slowdown. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Foundation in future periods. To date, the foundation has not had to revise judgements, estimates or assumptions nor has the pandemic had any material impact on the Foundation's liquidity, credit or business risks.

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TOWN	Project	Budget Cost	Proposed Deferrals	Revised Budget	Possible Funding Source
<b>Buildings &amp; Structures</b>					
01-2-82-2314	Annex Roof -staff recommending no deferral because it adds value if sale isn't proceeding in next 6 - 12 months	\$26,000		\$26,000	Deed Transfer Taxes \$21,000 & \$5,000 NSCC
	<b>Town Hall</b>				
	Tender Package Town Hall Exterior Restoration - staff do not recommend deferring this project, capital maintenance required	\$50,000		\$50,000	Deed Transfer Taxes
	Exterior Restoration (Year 1 of 3)	\$100,000	\$100,000	\$0	
	Security System Upgrade	\$10,000		\$10,000	Deed Transfer Taxes
	Retaining Wall	\$10,000		\$10,000	Deed Transfer Taxes
	<b>Lunenburg Academy</b>				
	South Side Handrail	\$15,000		\$15,000	Request for Lun. Academy Foundation to 100% support this project. Will only proceed if support received.
	Foundation/Drain Tile Inspection & Tender documents	\$40,000		\$40,000	Request for Lun. Academy Foundation to 100% support this project. Will only proceed if support received.
	<b>Beautification</b>				
	Covid-19 Pandemic Tree Planting - Resilient Roots	\$10,000	\$10,000	\$0	
	Downtown Beautification - Montague Street Design Works Competition	\$30,000	\$30,000	\$0	
	<b>Environmental Development</b>				
	CCP Capital Project - King Street Parklet	\$20,000	\$20,000	\$0	
	Waterfront Development	\$25,000	\$25,000	\$0	
	Blockhouse Hill	\$40,000		\$40,000	Capital from Revenue = 1.35 residential & commercial tax rate increase which is equivalent to the RCMP cost increase in 21-22
	<b>Heritage Properties</b>				
	Google Arts & Culture Program	\$10,000	\$10,000	\$0	
	<b>Total Building &amp; Structures</b>	<b>\$386,000</b>			
	30% Reduction	<b>\$116,000</b>	<b>\$195,000</b>		
	<b>Equipment</b>				
	<b>Public Works Infrastructure</b>				
	<b>Wastewater</b>				
	Bluenose Drive - Sewer Line	\$15,000		\$15,000	Sewer Reserves
	Tannery Road - Sewer Line	\$120,000	\$120,000	\$0	PW Dept. completed repairs in early April. Salinity tests of April 14, 2021 show there is basically no salt water evident during high tide.
	Catch Basin Repair - West Nova Parking Lot	\$20,000		\$20,000	Deed Transfer Taxes
	CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$60,000		\$60,000	Gas Tax
	New Sewer Main on Archibald Street (pre-approved by Council)	\$50,000		\$50,000	Deed Transfer Taxes
	Upgrade Communication Systems to Pumping Stations	\$40,000		\$40,000	Gas Tax
	Waste Water -Voltage Reading Monitor at Pumping Station	\$7,000		\$7,000	Sewer Reserves
	Lift Stations Capital Pump spares - pre-approved	\$45,000		\$45,000	Gas Tax
	Salt Water Intrusion - Check Valve Installation	\$105,000		\$105,000	Deed Transfer Taxes funding adjusted to be 100% DTT
	Lift Station Pressure Gauges	\$20,000		\$20,000	Gas Tax
	Blower Replacements at WWTP (3)	\$280,000		\$280,000	Capital Borrowing \$270K, Deed Transfer Taxes \$10K
	Lift Station Overflow Meter	\$10,000		\$10,000	Gas Tax
	Sanitary and Storm Master Plan	\$200,000	\$200,000	\$0	Deferred to fiscal 22-23 upon consideration of work load, will also allow for time to source possible grant
	Chemical feed pumps (2)	\$40,000		\$40,000	Gas Tax
	WWTP - Compressor Overhaul	\$5,000		\$5,000	General Capital Reserves - cannot be funded by DTT, options if not from reserves would be either defer or cover cost from tax rate
	WWTP - Roof Top Air Conditioner	\$15,000		\$15,000	Deed Transfer Taxes
	<b>Total Wastewater</b>	<b>\$1,032,000</b>			
	Changes		<b>\$320,000</b>		

TOWN		Project	Budget Cost	Proposed Deferrals	Revised Budget	Possible Funding Source
<b>New Streets</b>						
		Cemetery Roads	\$25,000	\$25,000	\$0	Deferred PW will try to do some temporary work from the operating budget on the two road accesses for the first 40' or so from the road to make access to the lower graves a little easier.
<b>New Sidewalks/Curbing</b>						
	01-2-82-3126	Tannery Road-Knickle to 97 Tannery Road (East)	\$55,000		\$55,000	Deed Transfer Tax
		<b>Total Streets &amp; Sidewalks</b>	<b>\$80,000</b>			
		30% Reduction	\$24,000	\$25,000		
<b>PW Equipment</b>						
		Replacement for Chev 02 Salt Truck	\$175,000		\$175,000	Capital Borrowing
		Replacement for 2002 F150 1/2 ton	\$35,000		\$35,000	General Capital Reserves
		Replacement for Dresser Loader	\$150,000	\$150,000	\$0	
		Snow Push Blade for Backhoe	\$13,800	\$13,800	\$0	
		Replacement for Cemetery Backhoe	\$55,000		\$55,000	PC Borrowing, could purchase used for \$40K - PW are not recommending deferral as this piece of equipment is used not just in the cemetery but in other PW operations
		Trackless Plow blade (90)	\$10,000		\$10,000	PW Equipment Reserve
		Salt Spreader Trackless (90)	\$10,000		\$10,000	PW Equipment Reserve
		Power Concrete Screed	\$3,200		\$3,200	PW Equipment Reserve
		Rods for the Rod Turning Machine (89)	\$3,000		\$3,000	PW Equipment Reserve
		Concrete Forms	\$5,000		\$5,000	PW Equipment Reserve
		Speed Radar Sign #2	\$3,500		\$3,500	PW Equipment Reserve
		<b>Total PW Equipment</b>	<b>\$463,500</b>			
		30% Reduction	\$139,000	\$163,800		
<b>Fire Department</b>						
		Turnout Gear Dryer	\$9,700		\$9,700	Fire Dept. - 100% Funding
		Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000		\$110,000	Staff assumed 50% Town with Deed Transfer Taxes and 50% District project will be pending this approval from the District ***May3/21 update -District did not approve any sharing on this project, DTT balance not sufficient for Town to undertake 100% in 21-22 unless other projects are deferred or different funding source
		Vehicle Exhaust Extraction System	\$60,000	\$60,000	\$0	***May3/21 update - District approved a \$20K sharing on this project, currently no Town funding has been allocated for this project
		<b>Total PW Equipment</b>	<b>\$170,000</b>			
		30% Reduction	\$51,000	\$60,000		
<b>Community Centre/Arena</b>						
		Arena Bathroom Renovations (plan/tender)	\$10,000		\$10,000	Deed Transfer Taxes
		Community Centre Gym Floor Refinish	\$30,000	\$30,000	\$0	
		Skate Park - funding application	\$60,000		\$60,000	Grant \$20K Recreation Reserves \$40K, DTT balance not sufficient to cover this cost
pre-approval request April 27/21		Floor Scrubber	\$7,500		\$7,500	General Capital Reserves - cannot be funded by DTT, options if not from reserves would be either defer or cover cost from tax rate
		<b>Total Recreation</b>	<b>\$107,500</b>			
		30% Reduction	\$32,000	\$30,000		
			\$2,248,700	\$793,800	\$1,454,900	
		<b>Town Capital Funding Summary 2021/22</b>				
		Operating Revenue			\$0	
		Gas Tax			\$215,000	
		Deed Transfer Tax			\$411,000	
		Public Works Equipment Reserve			\$34,700	
		Sewer Reserves			\$22,000	
		Recreation Reserve			\$40,000	
		Town General Capital Reserves			\$47,500	
		Water Dividend			\$0	
		Fire District & Department			\$64,700	
		Grants & Donations Estimate			\$80,000	
		PC Borrowing			\$55,000	
		Borrowing Estimate			\$445,000	
					<b>\$1,414,900</b>	

**SCHEDULE "C"**

TOWN	Project	Budget Cost	Funding	Source
<b>Buildings &amp; Structures</b>				
01-2-82-2314	Annex Roof	\$26,000	\$26,000	Deed Transfer Taxes \$21,000 & \$5,000 NSCC
	<b>Town Hall</b>			
	Tender Package Town Hall Exterior Restoration	\$50,000	\$50,000	Deed Transfer Taxes
	Security System Upgrade	\$10,000	\$10,000	Deed Transfer Taxes
	Retaining Wall	\$10,000	\$10,000	Deed Transfer Taxes
	<b>Lunenburg Academy</b>			
	South Side Handrail	\$15,000	\$15,000	Will only proceed if 100% funding support is rec'd from Lun. Academy Foundation
	Foundation/Drain Tile Inspection & Tender documents	\$40,000	\$40,000	Will only proceed if 100% funding support is rec'd from Lun. Academy Foundation
	<b>Environmental Development</b>			
	Blockhouse Hill	\$40,000	\$40,000	General Capital Reserves
<b>Equipment</b>				
<b>Public Works Infrastructure</b>				
<b>Wastewater</b>				
	Bluenose Drive - Sewer Line	\$15,000	\$15,000	Sewer Reserves
	Catch Basin Repair - West Nova Parking Lot	\$20,000	\$20,000	Deed Transfer Taxes
	CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$60,000	\$60,000	Gas Tax
	New Sewer Main on Archibald Street (pre-approved by Council)	\$50,000	\$50,000	Deed Transfer Taxes
	Upgrade Communication Systems to Pumping Stations	\$40,000	\$40,000	Gas Tax
	Waste Water -Voltage Reading Monitor at Pumping Station	\$7,000	\$7,000	Sewer Reserves
	Lift Stations Capital Pump spares - pre-approved	\$45,000	\$45,000	Gas Tax
	Salt Water Intrusion - Check Valve Installation	\$105,000	\$105,000	Deed Transfer Taxes
	Lift Station Pressure Gauges	\$20,000	\$20,000	Gas Tax
	Blower Replacements at WWTP (3)	\$280,000	\$280,000	Capital Borrowing \$270K, Deed Transfer Taxes \$10K
	Lift Station Overflow Meter	\$10,000	\$10,000	Gas Tax
	Chemical feed pumps (2)	\$40,000	\$40,000	Gas Tax
	WWTP - Compressor Overhaul	\$5,000	\$5,000	General Capital Reserves
	WWTP - Roof Top Air Conditioner	\$15,000	\$15,000	Deed Transfer Taxes
<b>New Sidewalks/Curbing</b>				
01-2-82-3126	Tannery Road-Knickle to 97 Tannery Road (East)	\$55,000	\$55,000	Deed Transfer Tax
<b>PW Equipment</b>				
	Replacement for Chev 02 Salt Truck	\$175,000	\$175,000	Capital Borrowing
	Replacement for 2002 F150 1/2 ton	\$35,000	\$35,000	General Capital Reserves
	Replacement for Cemetery Backhoe	\$55,000	\$55,000	Cemetery PC Borrowing
	Trackless Plow blade (90)	\$10,000	\$10,000	PW Equipment Reserve
	Salt Spreader Trackless (90)	\$10,000	\$10,000	PW Equipment Reserve
	Power Concrete Screed	\$3,200	\$3,200	PW Equipment Reserve
	Rods for the Rod Turning Machine (89)	\$3,000	\$3,000	PW Equipment Reserve
	Concrete Forms	\$5,000	\$5,000	PW Equipment Reserve
	Speed Radar Sign #2	\$3,500	\$3,500	PW Equipment Reserve
<b>Fire Department</b>				
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% Funding
	Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$55,000	\$55,000	Deed Transfer Taxes
<b>Community Centre/Arena</b>				
	Arena Bathroom Renovations (plan/tender)	\$10,000	\$10,000	Deed Transfer Taxes
	Skate Park - funding application	\$60,000	\$60,000	Grant \$20K and Recreation Reserve \$40K
	Floor Scrubber (pre-approved Apr.27/21)	\$7,500	\$7,500	General Capital Reserves
		\$1,399,900	\$1,399,900	
<b>Town Capital Funding Summary 2021/22</b>			<b>Total</b>	
	Operating Revenue		\$0	
	Gas Tax		\$215,000	
	Deed Transfer Tax		\$411,000	
	Public Works Equipment Reserve		\$34,700	
	Sewer Reserves		\$22,000	
	Recreation Reserve		\$40,000	
	Town General Capital Reserves		\$87,500	
	Water Dividend		\$0	
	Fire District & Department		\$9,700	
	Grants & Donations Estimate		\$80,000	
	PC Borrowing		\$55,000	
	Borrowing Estimate		\$445,000	
			\$1,399,900	

**Town of Lunenburg  
Draft 2021/22 Budget  
Options for Operating Budget Balancing**  
*Updated for May 4, 2021 Committee of the Whole Meeting*

Unfunded Operating Expenditures Draft v-1	\$498,200
<i>General Government</i>	
Organizational Review reduce budget to \$50,000 for a savings of \$50,000 *	\$50,000
Policy and By-law Review reduce budget to \$30,000 for a savings of \$70,000 *	\$70,000
Performance Indicators reduce budget to \$50,000 for a savings of \$50,000 *	\$50,000
<i>Environmental Development</i>	
Economic Development Officer change from a FT staff position to a contracted position	\$41,000
<i>Heritage Properties</i>	
Heritage Financial Incentives Program - defer implementation	\$5,000
<i>Fiscal Services</i>	
Reserve Transfer from <b>one time</b> operational savings in snow removal and heating costs from 20-21 to 21-22	\$90,000
<i>Revenue</i>	
Increase Deed Transfer Tax rate from 1.0% to 1.5% and allocated the additional 0.5% to operating income, estimated additional income in 21-22 **	\$80,000
Parking Meter Revenue, add \$5,000 for enforcement and potentially generate additional revenue of \$25,000 or a net budget change of \$20,000 ***	\$20,000
Increase of 5% for all Fees (Recreation, Cemetery & Other) - projected additional income	\$8,000
<del>Tax Rate Increase of \$0.03 for both Residential &amp; Commercial</del>	<del>\$90,000</del>
	\$504,000
<b><u>Updates for May 4, 2021 Committee of the Whole Meeting</u></b>	
Additional Operating Budget Reductions (Schedule 1)	\$30,000
Cemetery Budget Reduction Options (Schedule 2) ****	\$30,000
Tax Rate Increase of \$0.01 for both Residential & Commercial	\$30,000
	\$504,000

**This summary has not incorporated the funding request from the Lunenburg Academy Foundation for \$30,000**

\* Note references are found on page 2

Notes:

\*The Organizational Review, Bylaws/Policies Review and Indicator Project estimates with these reduced amounts are just estimates. These projects may need to be completed with additional monies budgeted for in more than this fiscal year.

\*\*The Deed Transfer Tax change will require approving a bylaw change which can take at least three months to get approved with meetings, ads, public submissions, etc. To generate the projected income will require \$5.3M in house sales in the period of time after the bylaw change and before our March 31, 2022 fiscal year end.

\*\*\*Bylaw Enforcement for parking meters will take some time to get into place with the Corp of Commissionaires. These are arrangements that are usually made well in advance every year and we cannot be assured that they will have members who want to work for a two hour shift, four times a week. This was getting to be a real challenge before COVID-19 because their members were having to drive to Lunenburg for two hours of work and it was not worth their while. A three or four hour shift is probably the only way we will get members to regularly work in Lunenburg. We also need to determine if they have any members who can be approved by the Province to be sworn Special Constables. This may take the Corp a month or two to arrange with the Province as there various forms and checks that need to be done.

**Town of Lunenburg  
Draft 2021/22 Budget  
Additional Operating Budget Reductions**

	Draft-v1 Budget	Revised Budget	Change	
<b>GENERAL GOVERNMENT SERVICES</b>				
<b>PAGE 13</b>				
Council Conferences & Training	\$3,800	\$2,800	(\$1,000)	Total Council training budget would now be \$14,200 for 21-22 as the Water and Electric Utility each have a budget of \$5,700 for this purpose as well.
Tax Exemptions-Individuals	\$8,000	\$6,000	(\$2,000)	Based the past three years of applications.
<b>TRANSPORTATION SERVICES</b>				
<b>PAGE 26</b>				
Tree Maintenance	\$15,000	\$10,000	(\$5,000)	Had requested an increase in budget of \$5,000, this would defer that increase.
Labour-Snow & Ice Control	\$54,000	\$49,000	(\$5,000)	Reserve of \$50K on hand and based on last 3 years.
Salt (Inc Transportation) Sand	\$83,000	\$78,000	(\$5,000)	Reserve of \$50K on hand and based on last 3 years.
<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>				
<b>PAGE 38</b>				
Old Fire Hall-Repairs to Building	\$5,000	\$4,000	(\$1,000)	Staff requested for \$3,000 increase in 21-22, reduces increase to \$2000.
Academy-Consulting Fees	\$2,000	\$0	(\$2,000)	Not used in 19-20 or 20-21.
Annex Building-Repairs to Building	\$2,000	\$1,000	(\$1,000)	Staff requested a \$2,000 increase in 21-22, reduces increase to \$1,000.
<b>RECREATION AND CULTURAL SERVICES</b>				
<b>PAGE 46</b>				
Committee Honorariums	\$1,500	\$500	(\$1,000)	Windup of committee.
Public Celebrations	\$7,000	\$5,000	(\$2,000)	As there is still some Covid restrictions still in place.
<b>FISCAL SERVICES</b>				
<b>PAGE 55</b>				
Election Reserve Transfer	\$5,000	\$0	(\$5,000)	Could be put off now, with hopes of increase revenues in election year.
			<u>(\$30,000)</u>	Total ADDITIONAL budget reductions

**Town of Lunenburg  
Draft 2021/22 Budget  
Cemetery Budget Reduction Options**

Proposal for Cemetery budget appropriation reduction from \$51,800 to \$21,800, a savings of \$30,000.

To achieve a change in the Town's appropriation to the Cemetery requires either a combination of expenditure reductions and/or revenue increases.

Proposed Expenditure reductions

Supplies from \$5,500 to \$5,000	\$500
Equip/Building Maint/Repairs \$5,000 to \$4,500	\$500
Road Maintenance from \$5,000 to \$6000 (adjusted for capital cut)	-\$1,000
PW propose tendering for one time simple grass cutting and do as needed. Estimate this should be approximately \$2,000 per cut and if we were thrifty we could cut 4 – 6 times per year.	
	\$12,000
	\$12,000

The balance of the change is required with additional revenue. To achieve the additional revenue requires the rates to increase by 160%.

Sale of Lots	2021/22 Rates Draft-v1 Budget (0.3% increase)			To achieve \$30k savings 2021/22 Rates (160% increase)			Total change
	Lot Price	Perpetual Care Charge	Total Cost of Lot	Lot Price	Perpetual Care Charge	Total Cost of Lot	
1 Cremation Lot	\$170	\$235	\$405	<b>\$272</b>	<b>\$376</b>	<b>\$648</b>	\$243
1 Grave Lot	\$340	\$420	\$760	<b>\$544</b>	<b>\$672</b>	<b>\$1,216</b>	\$456
2 Grave Lot	\$645	\$835	\$1,480	<b>\$1,032</b>	<b>\$1,336</b>	<b>\$2,368</b>	\$888
Mausoleum	\$520	\$675	\$1,195	<b>\$832</b>	<b>\$1,080</b>	<b>\$1,912</b>	\$717

Burials	2021/22 Rates Draft-v1 Budget	2021/22 Rates (160% increase)	Total change
Ashes (Cremation) – Resident*	\$370	<b>\$592</b>	\$222
Ashes (Cremation) – Non-resident	\$735	<b>\$1,176</b>	\$441
Infant or Child	\$370	<b>\$592</b>	\$222
Traditional – Resident*	\$820	<b>\$1,312</b>	\$492
Traditional - Non-resident	\$1,630	<b>\$2,608</b>	\$978

\* A resident is a person who resides in Lunenburg at the time of death or was born in Lunenburg residing in a Home for Special Care elsewhere, or

**Notes:**

The Cemetery rates were adjusted in 2019/20 based on a province wide rate comparison of all other municipal owned cemeteries.

In 2020-21 the rates were adjusted 1.6%, NS-CPI for 2019, rounded to the next \$5.

In the 2021-22 Draft-v1 budget the rates were again adjusted by previous year's NS-CPI which for 2020 was 0.3% , rounded to the next \$5.

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. The following is a 2020/21 opening:

- Planning Advisory Committee

<b>Applicant Name:</b> <u>Colin Whitcomb</u>	
<b>Mailing Address:</b> _____	
<b>Street/Civic Address:</b> _____	
<b>Work Phone:</b> _____	<b>E-mail:</b> _____
<b>Home Phone:</b> _____	<b>Fax:</b> _____
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
By cell phone or email	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
N/A.	
<b>For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228</b>	

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

Masters Degree in Planning, University of Waterloo, 1985

Business Improvement Area Manager, 1988-1994, Uptown Saint John Inc

Manager of 2 large Commercial Multi-Use complexes, 1994-2000, Saint John, NB

Executive Vice-President, The Hardman Group Limited, 2000-present

[www.hardmangroup.ca](http://www.hardmangroup.ca). Commerical Real Estate Developer through Atlantic Canada

Have served on numerous community economic development boards and planning committees in New Brunswick and Nova Scotia since 1988.

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

Yes, my permananet residence is in Lunenburg but also work in Halifax 4 days a week and maintain an apartment there. My employer provides significant flexibiity for my work schedule and I am able to travel as needed for other responsibilities

**Please return by November 20, 2020 to:**  
**Bea Renton, CAO**  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

*For Office Use Only:*

*Date Received:* \_\_\_\_\_

*Circulated to:* \_\_\_\_\_

*Date Considered by Council:* \_\_\_\_\_

*Applicant Notified:* \_\_\_\_\_

Rec'd. Nov. 3  
20

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. The following is a 2020/21 opening:

- Planning Advisory Committee

**Applicant Name:** Ronald Bachman

**Mailing Address:** \_\_\_\_\_

**Street/Civic Address:** \_\_\_\_\_

*Cell*  
**Work Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**What is the best way to contact you if we have questions about your application or require further information?**

Cell phone

\_\_\_\_\_

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\_\_\_\_\_

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

N/A.

**For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228**

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

Previous volunteer on Recreation committee for 8 years.

Recent 4 year term as Town Councillor.

Served on Heritage Advisory Committee.

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

Yes for any time of meeting with enough notice. Work part time but can have schedule adjusted.

**Please return by November 20, 2020 to:**  
**Bea Renton, CAO**  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

**For Office Use Only:**

Date Received: Nov 3/20

Circulated to: Council, Down

Date Considered by Council: Nov 24/20 or Dec 8/20

Applicant Notified: \_\_\_\_\_



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

~~I am a (mostly) retired arts and museum educator, curator, administrator, museum studies educator, and consultant with a deep interest in the development of livable communities, honouring our past achievements and understanding that cities are growing and changing entities, that have to move forward with sensitivity to heritage and community aesthetics.~~

**I have attached my resume for details of my background and qualifications but summarize the relevant highlights here:**

- ~~I have a degree in Art History that included study of architecture and of Canadian vernacular architecture~~
- ~~In my teaching and curatorial work I have taught courses and developed exhibitions that explore architecture and the work of specific architects, and the built environment~~
- ~~I have served on several committees and project teams related to heritage issues in several towns~~
- ~~I chaired the Edmonton Heritage Advisory Board and was a founder and chair of the Edmonton Heritage Council~~
- ~~I served on the Edmonton Design Committee (representing Heritage and Public Art) – this committee reviewed and made recommendations on all development projects (residential, municipal and commercial for the City, working closely with the Development Department and Council~~
- ~~I have lived in heritage homes for most of my adult life~~

**Please return to:**  
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Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
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*Circulated to:* \_\_\_\_\_

*Date Considered by Council:* \_\_\_\_\_

*Applicant Notified:* \_\_\_\_\_

# VIRGINIA STEPHEN

58 PRINCE STREET • PO BOX 381 • LUNENBURG • NS • B0J 2C0

## EDUCATION

- M.A. (Visual and Performing Arts Education), University of British Columbia
- B.Ed. (Art Education, Drama Education), Queen's University, Kingston, Ontario
- B.A. (Art History), Queen's University, Kingston, Ontario
- Getty Leadership Institute, Museum Leadership Institute, UCLA Berkley
- Additional Studies: Management, leadership, financial management, organizational behaviour, facilitation; visual arts practice (The Banff Centre; Nova Scotia College of Art and Design University, Emily Carr College of Art and Design, St Lawrence College; Red Deer College, workshops), visual facilitation, certified facilitator for Foursight® Breakthrough Thinking Profile

## EXPERIENCE

- LIBERAL STUDIES, FACULTY OF EXTENSION, UNIVERSITY OF ALBERTA 2008 - 2013  
Executive Director of Fine Arts, Writing, Humanities, Languages and Residential Interiors.
- MACEWAN COLLEGE (now MacEwan University), ARTS AND CULTURAL MANAGEMENT PROGRAM  
ACTING CHAIR 2007/08; INSTRUCTOR 2004-2008  
Acting Chair (sabbatical replacement) and instructor of museum/gallery management, human resources, advocacy, and management courses in-class and on-line; developed museum/gallery management course.
- CULTURAL FUTURES ASSOCIATES established 2003  
Founder and President of a museum and arts organizations consulting practice (research, evaluation, program development, planning, curatorial projects, collection research, Cultural Properties grant applications) with long term development contracts including Alberta Education, Alberta Foundation for the Arts (arts organization governance and accountability research; Collection vision, mission and policy development(AFA Collection); University of Alberta, MacEwan University; Varley Art Museum; University of Alberta Museums. Program Development: Alberta Education; Facilitation, visioning and staff development clients include Alberta Foundation for the Arts, Alberta Craft Council, Elections Alberta, Alberta Creative and Engaged Communities.  
Contract grant writer, governance and operational policy development, outreach advisor for Lunenburg Academy of Music Performance ongoing
- THE BANFF CENTRE 2003 - 2014  
Creative experience Facilitator in the Leadership Development and Aboriginal Leadership Programs. Participant and facilitator in Creative Leadership Development Thought Leader Forums.
- THE EDMONTON ART GALLERY, EXECUTIVE DIRECTOR 2000 - 2003  
CEO, of public art museum, reporting to a board of Directors. Led the overall operation of the museum from leading the process to articulate mission and vision, implementing strategy to realize vision, to curatorial and operational oversight. Led process to develop functional plan for proposed new building.

- ART GALLERY OF NOVA SCOTIA 1986 - 2000  
DEPUTY DIRECTOR (HEAD OF PROGRAMMING- Exhibitions and Learning); EDUCATION CURATOR  
Head of museum programming (exhibitions, education and public programs) and executive team involvement with overall organization management and design, implementation and evaluation of exhibitions, public programs, education programs, outreach and academic liaison and programming, and volunteer management. Installed and evaluated exhibitions about contemporary, historical art and folk art. Installed 15 exhibitions per year, coordinated work of guest curators, curated 2 exhibitions per year and edited catalogues and wrote brochures and labels. Developed concept and 4 exhibitions annually for internationally recognized 'education gallery'. Organized and implemented commissioned projects including large scale public art.
- ADDITIONAL EXPERIENCE: WEST VANCOUVER ARTS COUNCIL (Executive Director); EMILY CARR COLLEGE OF ART AND DESIGN (special exhibition projects coordinator – International Young Art, British Columbia Young Art); SURREY ART GALLERY (Artist in the Schools, Education Projects and Outreach)
- SECONDARY SCHOOL ART, SOCIAL STUDIES, THEATRE ARTS TEACHER AND ART DEPARTMENT HEAD, LOYALIST COLLEGIATE (Kingston, ON); NORTH DELTA SECONDARY SCHOOL (Delta, BC)

## SELECTED RECENT PROFESSIONAL AND COMMUNITY VOLUNTEER EXPERIENCE

- Association of Nova Scotia Museums museum evaluator 2016, 2017,2018
- Organizing committee and installation designer, Lighthouse Art Show, Port Medway beginning 2016
- Nova Scotia Creative Leadership Council beginning 2016
- Board member Lunenburg Foundation for the Arts beginning 2016
- Community Engagement Consultant, Lunenburg Academy of Music Performance beginning 2015
- Member Alberta Premier's Council on Culture 2014 – 2015
- Member (appointed by Edmonton City Council) Edmonton Design Committee 2014 - 2015
- Member Arts Consultants Canada Association (juried membership), Board beginning 2014
- Associate of Strategic Arts Management (SAM) beginning 2015
- Founding Board Member, Edmonton Heritage Council, Chair 2011,2012(pre founding steering committee 2008 – 2009) beginning 2009
- Edmonton Historical Board, Chair (2007-08 ) 2005- 2009
- Board of Alberta Cultural Action Network, Vice Chair 2003 - 2006
- Board of the Edmonton Arts Council, Chair (2003-04) 2001 – 2005
- Edmonton Urban Design Review Panel 2002 – 2007
- Board of Directors of the Canadian Museums Association (CMA); Canadian Art Museum Directors Organization, executive (CAMDO); Canadian Art Gallery Educators (C.A.G.E.) Executive, Senior Chair; Rotary International; Visual Arts Advisory Committee, MacEwan; Member of the Festival City Marketing Partnership Steering Group, Nina Haggerty Centre for the Arts for Developmentally Challenged Adults founding board; and Neighbourhood Development groups
- Grant allocation juries and program review panels for The Canada Council, The Alberta Foundation for the Arts, The Canadian Museums Association, Alberta Museums Association, Edmonton Arts Council, Edmonton Heritage Council.

## SELECTED RECENT RESIDENCIES AND EXHIBITIONS

- Leighton Studio, Banff Centre Residencies November 2006 (4 weeks), August 2009 (10 days)
- *What's on the Surface*, juried group fibre exhibition, Calgary April 2014
- *Waterworks*, group fibre exhibition, Chapel Gallery (Saskatchewan), Enterprise Square Extension Gallery (Edmonton) Sept 2012 – January 2013
- *What's a Girl to Do?*, solo exhibition felt works, Alberta Craft Council Gallery February-April, 2012
- *In the Red*, group exhibition (juried), Alberta Craft Council Gallery February – April 2011

## SELECT RECENT PUBLICATIONS AND PRESENTATIONS

- *Course Instructor: Museum Management and Governance*, Association of Nova Scotia Museums, 2020
- *Doug Guildford: "Working the Shore"* article for Studio Magazine Fall 2018 publication
- *Established Models and New Dynamics*, panel presentation, Cultural Communities Summit, June 2018
- *Museum Studies Certificate course Interpretation 1* for Association of Nova Scotia Museums (ANSM) 2018
- *Management Workshop for Association of Nova Scotia Museums (ANSM)* 2018
- *The Making of an Identity: Sound From Our Forests* an article about luthier George Rizsanyi, Studio Magazine, Spring 2018 publication
- *Museum Management ANSM Symposium and Evaluation preparation workshop* Sept., Nov. 2017
- *The Art of Seeing*, six session course for Seniors College Association Nova Scotia (scans), 2017
- *Felt Like It*, weekend workshop, introduction to wet felting, Lunenburg School of the Arts, November 2016
- *Language of Craft*, exhibition review, Studio Magazine Fall 2015
- Chapter content and editorial review, *Museums and Society* chapter in Standard Practices for Museums, Third Edition (2014) for Alberta Museums Association November 2013
- *Translations: Jane Kidd's Recent Work in Tapestry and Negotiating Tradition: Five Approaches*, exhibitions review, Studio Magazine March 2013
- *The Art of Seeing: From 'Ugh' to 'Oh!'*, presentation, CREA (Creative Europe Association) conference, Italy April 2012
- *Visual Engagement: It's Not Just About Art (but that's a great place to start)*, Celebrating Lifelong Learning in Our Communities (CLLOC) Conference, University of Alberta, March 2012
- *When Artist, Executive, Educator and Facilitator Converge: Visual Literacy Becomes a Dynamic Idea Mover*, presentation, ECCI XI (European Creativity Council) biennial conference, Brussels

## MEMBERSHIPS

October 2009

- Canadian Museums Association
- Nova Scotia Museums Association
- Visual Arts Nova Scotia
- Nova Scotia Designer Craft Council (juried member)
- CARFAC

COMPLETE CURATORIAL, PRESENTATIONS AND PUBLICATIONS AVAILABLE ON REQUEST

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards.

**Applicant Name:** Danielle Graham

**Mailing Address:** [REDACTED] [REDACTED] [REDACTED] Lunenburg BOS 2CO

**Street/Civic Address:** [REDACTED] [REDACTED] Lunenburg

**Work Phone:** [REDACTED]

**Home Phone:** [REDACTED]

**What is the best way to contact you if we have questions about your application or require further information?**

phone or email are both good

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

Heritage Advisory Committee

**For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228**

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

Executive Assistant to VP Legal Services so familiar with contracts, reviewing legislation, research

2003-Present member Algonquin College Advisory Board

2013-2017 Secretary, then Admin Chair, Special Olympics

2001-2013 Board member (President, Vice-President web chair, Treasurer) International Association of Administrative professionals (IAAP) local chapter, Canada Division & International levels

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

yes, able to set my own schedule

daytimes with exception of Board meeting (for work) March 23-24. Note Retiring April next year. Evenings are also fine

**Please return to:**

Bea Renton, CAO  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
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