



## AGENDA

### Town of Lunenburg Council Meeting

Tuesday, August 10, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street and Zoom

(Please note - 18 person maximum in person attendance, members of public asked to contact Town Office at 902 634 4410 to determine if there is available seating; live broadcast on Town's YouTube channel; agenda subject to change due to additions and/or amendments.)

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 – draft motion

Motion: moved and seconded approval of the agenda with the addition of Salt Box Brewery Noise Bylaw Exemption Request.

4. July 27 and 28 and August 4, 2021 Council Meeting Minutes – draft motion

Motion: moved and seconded approval of the July 27, 28 and August 4, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations Consideration
  - a. Provincial Communities Culture and Heritage \$1,500. Back Harbour Trail Re-gravelling Project Funding Announcement; and
  - b. Lunenburg Academy Foundation Letter Advising of \$55,000 Contribution to the Lunenburg Academy Southern Entrance Handrail and Building Tile Inspection Projects.
7. Business Arising from the Minutes/Unfinished Business
  - a. Bicycle NS Blue Route Hub Trial Project Proposal to Create a Montague Street Contraflow Bike Lane from Linden Avenue – Duke Street **and** Pedestrian Mall in September 2021 – staff email and draft motion

Motion: moved and seconded (dis)approval of the request of Bicycle NS for a trial contraflow bike lane and pedestrian mall on Montague Street from Linden Avenue – Duke Street during the month of September 2021 on condition that \_\_\_\_\_.

b. Proposed Regional Emergency Management Bylaw - draft motion

Motion: moved and seconded that the Town of Lunenburg Emergency Management Bylaw be repealed and replaced by the Lunenburg County Regional Emergency Management Bylaw with first reading hereby being given. Following which, this shall be advertised for public input and consideration at a Council meeting a minimum of two weeks later for second/final reading.

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

9. New Business

- a. Town General Operating Year End and Capital Funding to March 31, 2021 – staff report and draft motion

Motion: moved and seconded that the Capital financing for fiscal 2020/21 be approved as outlined in Schedule 1. And further, approval of additional Operating Reserve Transfers for fiscal 2021/22 of \$384,215 as outlined in Schedule 2.

- b. Water Utility Operating Year End and Capital Funding to March 31, 2021 – staff report and draft motion

Motion: moved and seconded for the fiscal year ending March 31, 2021 that the Water Utility transfer an additional \$105,200 to its Water Utility Land Reserve.

- c. Electric Utility Operating Year End and Capital Funding to March 31, 2021 – staff information report
- d. Bluenose 100 Committee Noise Bylaw Exemption Request – letter and draft motion

Motion: moved and seconded (dis) approval of the Bluenose 100 Committee request for a Noise Bylaw section 7 exemption on August 24 and 25, 2021 until 10:00 p.m. on condition that \_\_\_\_\_.

- e. Lunenburg Board of Trade Special Event Permit Application Including Grant for In-Kind Town Services for Streetfest 2021 on August 14 (rain date 15), 2021 – draft motion

Motion: moved and seconded (dis)approval of the LBOT Special Event Permit Application and grant of in-kind Town services for Streetfest 2021 on condition that \_\_\_\_\_.

10. 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 Response Report	Corporate Services	September 8, 2020	Assistant Municipal Clerk is preparing a report	September 2021 Council meeting 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	September 2021 Council meeting report

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

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

**ZOOM/YOUTUBE 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/Project Superintendent and Safety Officer  
Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Angela Henhoeffler, Regional Emergency Management Coordinator  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Arthur MacDonald, Heritage Manager/Planning Assistant  
Bea Renton, Chief Administrative Officer

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1. Call to Order

The Mayor called the meeting to order at 6:06 p.m. and welcomed all participants.

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 as circulated. Motion carried.

4. July 13, 2021 Council meeting minutes

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

5. Public Hearings, Presentations and Questions

- a. Presentation of Construction Safety Nova Scotia Certificate of Recognition (COR) Designation to the Town of Lunenburg by Laura Langille, CHSC, GSC, OHS Advisor and Jonathan White, Director, Construction Safety Nova Scotia

Mr. White presented the Town with the COR certification designation (Schedule A) having achieved nationally and WCB recognized safety certified criteria. COR requires an ongoing commitment on the part of Council and staff to maintain this standard. They will continue to assist the Town in its safety program delivery and COR designation promotion in local and social media.

- b. Stellar Investments Request to Extend Development Agreement for 101 Mason's Beach Road

The Mayor advised that the applicant withdrew their application to extend the term of their Development Agreement (Schedule B).

**Motion:** moved and seconded that Town Council accepts Stellar Investments Inc.'s withdrawal of their application to amend the Development Agreement (Document No. 98133185) for 101 Masons Beach Road seeking to extend the commencement date for development. Council is therefore canceling the Public Hearing associated with Council's intent to refuse this application. Motion carried.

- c. Proposed Repeal and Replacement Municipal Planning Strategy, Land Use By-law and Subdivision Bylaw With Specifications

Written submissions (Schedule C) were previously received from the following persons.

- Nona White, Russell and Diane Crouse, 101 Hirtle Road
- Rachel Bailey, 219 Victoria Road
- Donnie Parks, 192 Centennial Avenue
- Linda Mills, 112 Hopson Street

The Heritage Manager/Planning Assistant outlined the public hearing procedure (Schedule D) for members of the public seeking to make verbal submissions this evening regarding the proposed Planning document amendments (Schedule E). He noted that the above written submissions (Schedule C) were received in advance for Council's consideration.

The Town's Planning Consultants, Ian Watson and Steffen Käubler, Upland Planning + Design Studio, provided an overview of the various planning documents under consideration (Schedule E) to replace the existing planning documents (Schedule F).

Council heard verbal submissions from Nona White and Rachel Bailey further describing the questions and concerns noted in their written submissions (Schedule C).

The Planning Consultants responded to these public submissions in part as follows:

- With respect to the area of land off of Hirtle Road, north of Victoria Road, the Comprehensive Community Plan recognized as the area grows, that there is a shortage of park land in the general area, and as the lands include a wet area, it may be well suited for the Parks and Recreation Zone. A large area of that land has also been brought into the Commercial Mixed Zone that promotes commercial and residential developments along Victoria Road with the back portions of the lots zoned for Parks and Recreational uses. Any change in zoning does not affect the existing use status and these existing uses may continue to exist as non-conforming uses. It is only when new uses are proposed that the zoning will come into effect. With regards to the other aspect, whether the Town can force someone to sell or expropriate a property, the Municipal Government requires the Town to pay fair market value. Under expropriation a municipality can compel the sale but only at fair market value. It would also require Council to actually go through the process compelling the sale and we do not think this was Council's intent. By establishing this zone it was only to show Council's intent to zone the lands for the potential of developing Parks and Recreational uses due to the lack of parks and recreational amenities recognizing that the zoning does allow other uses such as private recreation, commercial recreation such as, for example, the Golf Course is zoned similar, as well as take-out restaurants.

Victoria Road, in particular, has pretty deep lots, so the Form Zone requirement, things like maximum set-backs and minimum heights are intended to create a main street feel. They do not really makes sense when you get further back away from the street. The Form Zone street wall height and maximum set-back only applies to buildings located closest to the roadway. The documents only apply these street wall heights and maximum set-backs to the first building if there are multiple buildings on the lot, the closest to the street, to fulfill the intent of making a main street feel along Victoria Road.

David Friendly, 59 Duke Street, inquired of the ability to construct to the lot line in Old Town? He commented on short term rentals through Airbnb and other services which reduces the availability of long term rental availability for residents which can lead to homelessness.

Sara Colburne, Lawrence/Prince Streets, spoke of the benefits of investment properties providing needed housing for a wide range of residential needs.

**Motion: moved and seconded to close the public hearing portion of the Council meeting regarding the proposed repeal and replacement of the Town of Lunenburg's 1996 Municipal Planning Strategy, 2013 Land Use Bylaw and 2007 Subdivision Bylaw with Specifications for which no further public submissions will be considered. Motion carried.**

6. Correspondence, Petitions and Proclamations Consideration (Nil)
7. Business Arising from the Minutes/Unfinished Business
  - a. Stellar Investments Request to extend Development Agreement for 101 Mason's Beach Road

Motion: moved and seconded that -

Whereas the Town of Lunenburg (the "Town") entered into a Development Agreement with Stellar Investments Inc. (the "Developer") dated April 5, 2011, which agreement was recorded at the Land Registration Office for Lunenburg County on April 13, 2011 as Document No. 98133185 (the "Development Agreement");

And whereas Section 9(b) of the Development Agreement allows the Town to discharge the Development Agreement if no use described in the Development Agreement is commenced within sixty (60) months of the date of the Development Agreement;

And whereas the Developer did not commence the use described in the Development Agreement within sixty (60) months of the date of the Development Agreement;

And whereas Section 9(c) of the Development Agreement allows the Town to discharge the Development Agreement if there has been no use described in Section 1(b) of the Development Agreement for a period of sixty (60) months or longer;

And whereas there has been no use described in Section 1(b) of the Development Agreement for a period of sixty (60) months or longer;

Now therefore, Town Council by virtue of section 229(2) of the Municipal Government Act (Nova Scotia), Section 9(b) and (c) of the Development Agreement, and of every other power and authority vested in this behalf, orders that the Development Agreement is discharged effective as of the date hereof and is no longer of any force or effect.

And further that the Mayor and COA/Clerk are authorized to execute the Development Agreement Discharge Notice on behalf of the Town which shall be recorded at the Land Registration Office.

And further that Town Council cover any costs associated with the filing of the 101 Masons Beach Road Development Agreement Discharge Notice at the Lands Registration Office.

Motion carried.

- b. Proposed Repeal and Replacement Municipal Planning Strategy, Land Use By-law and Subdivision Bylaw With Specifications

Council discussed the proposed amendments and implications for property owners who made submissions as noted above.

The Planning Consultants commented in part as follows:

- With respect to short term rentals this is an important topic and they heard a lot through the development of the Comprehensive Community Plan (CCP) and the Planning documents regarding issues around housing, affordability and access and the affects as well as the positives such as renting while you are travelling and the extra incomes it generates. Through the CCP it is the intent to recognize short term rentals, define them and regulate them. And to address them based on whether they are from the primary residence or as a commercial business such as from a secondary home. The proposed Land Use Bylaw defines them through the Definition section of the Bylaw, and they are regulated to the extent possible through the Planning documents. We permit them in any use zone that permit Residential uses, limit them to one per lot, to limit the possibility of buying multi-unit complexes and using them essentially as hotels, and we do not permit them in accessory buildings or as accessory dwellings as the intent of accessory dwellings is to increase long term housing stock to address accessibility and affordability. The CCP recommends a stand-alone Short Term Rental By-law which is a more effective means by which to deal with operational aspects.
- In regards to split zoning, they tried to follow property lines and/or identifiable features. The lands off of Hirtle Road are a split zone to recognize the Parks and Recreational zone. The property adjacent to Victoria Road is zoned Commercial Mixed that may be considered an up-zoning to encourage the commercial main street feeling along Victoria Road which enables commercial as well as multi-unit developments. The back half is zoned Parks and Recreation which as stated earlier enables a range of parks and recreational uses and commercial uses like driving ranges and take-out restaurants.
- The current land uses may continue to exist and be transferable to new owners or heirs of the property and maintain those existing uses. If there are existing uses and they become non-conforming under the new zoning they are permitted to continue as non-conforming uses provided they legally existed. The Municipal Government Act recognizes non-conforming uses and legally protects them independently from ownership meaning they can be transferred to a new owner or family member and the existing use may continue. In the long term it is intended that the uses will conform to the zoning, however under the Act as long as the use is not discontinued for a period exceeding six months it may continue to exist. These Planning documents increase this six month period to twelve months. This is a universal concept and applies to other zoned areas as well, such as Blockhouse Hill.

**Motion:** moved and seconded that Council hereby repeals the Town of Lunenburg's 1996 Municipal Planning Strategy, 2013 Land Use Bylaw and 2007 Subdivision Bylaw with

Specifications (Schedule F) and approves the adoption of the revised draft Municipal Planning Strategy, draft Land Use Bylaw, draft Subdivision Bylaw and draft Specifications for Subdivision (Schedule E). Motion carried.

- c. Proposed Resubmission of a Department of Municipal Affairs Funding Application for the Municipal Innovation Program - Joint IT Services Project with the Municipality of the District of Chester

Motion: moved and seconded that the Town of Lunenburg Council approves the resubmission of an application for Municipal Innovation Program funding with the Town assuming a 40% project cost share and Municipality of the District of Chester 60% for a joint IT services project. Motion carried.

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

The following minutes were received for information only.

- a. Protective Services Committee July 8, 2021 Meeting Minutes
- b. Comprehensive Community Plan Steering Team June 9, 2021 Meeting Minutes
- c. Joint Occupational Health and Safety Committee July 15, 2021 Meeting Minutes

9. New Business

- a. Proposed Regional Emergency Bylaw, Emergency Management Centre Financial Authorizations and Comfort Centre Agreement

The Lunenburg County Regional Emergency Management Coordinator presented the staff report (**Schedule G**) in support of the following motions.

Motion: moved and seconded that –

- The Town of Lunenburg Emergency Measures Organization Bylaw be repealed and replaced by the Lunenburg County Regional Emergency Management Bylaw with first reading being given at the August 10, 2021 Town Council meeting. Following which this shall be advertised for public input and consideration at a Council meeting a minimum of two weeks later for second and final reading (Schedule G).
- The CAO or designate is authorized to expend up to and including \$10,000 plus HST for Lunenburg County Regional Emergency Centre operations expenses in the event a local emergency is declared (Schedule G).

- The Mayor and CAO are authorized to sign the MOU for Use of Facilities as a Comfort Centre during an Emergency for potential use of the Lunenburg and District Fire Hall and Community Centre Auditoriums (Schedule G).

Motion carried.

- b. Lunenburg Art Gallery Society Lunenburg Arts Festival Town Special Event Permit Application

Motion: moved and seconded approval of the Lunenburg Arts Festival Special Event Permit Application (Schedule H) to use various Town lands. Motion carried.

10. Meet in camera

Motion: moved and seconded to meet in camera to consider Lunenburg Academy and Old Fire Hall lease and contract negotiations pursuant to section 22 (2) (a) and (e) of the Municipal Government Act. Motion carried.

8:05 p.m. - Council recessed and met in camera.

8:42 p.m. – Council resumed meeting in public session.

11. Resumption of Council meeting in public session

There were no Council in camera meeting recommendations to make at this time.

12. Adjournment

The meeting was adjourned at 8:42 p.m. by the Mayor.

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Bea Renton, CAO

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**WEDNESDAY, JULY 28, 2021 AT 12:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET AND  
VIA ZOOM/YOUTUBE 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 (via Zoom)

**ALSO PRESENT:** Paul Bracken, Facilities/Project Superintendent  
Lisa Dagley, CPA, CGA, Finance Director  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Ian Tillard, P.Eng., Consulting Municipal Engineer

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1. Call to Order

The Mayor called the meeting to order at 12:04 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. Motion carried.**

4. Council meeting minutes approval (defer to August 10, 2021 Council meeting)

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

- a. Near Term Upgrades and Outfall Extension Reports plus Proposed Implementation Plan - Presentation by Sarah Ensslin, P.Eng. and Erica Hart, EIT, Nick Moriarty, B.Eng., and Allan MacAulay, P. Eng, CBCL Engineering

CBCL representatives presented the Wastewater Treatment Plant near term upgrades report first noting near term upgrade recommendation priorities (Schedule A) summarized below.

High Priority	Medium Priority	Lower Priority
1. Flood Control Berms	6. Online Instrumentation in the Bioreactor	9.9. DAF manifolded manual weirs
2. UV Disinfection	6.7. Standby generator	10. DAF polymer makedown equipment
1.3. Polymer dosing pumps	8. Mechanical upgrades (process room H <sub>2</sub> S control, blower room temperature control, and service water to bioreactor)	11. Compressor pipework
4. Aeration blowers		
5. Headworks screen and compactor		

CBCL next presented their Wastewater Outfall Extension Pre-Design report (Schedule B). They noted that if there is increased densification within the Town there will be sufficient capacity with Option 3 included in their report.

**Outfall Extension Draft Report Summary**

Option 3 (Burma Rd.)	Option 4 (High Liner)
<ul style="list-style-type: none"> <li>• <b>Opinion of Probable Cost:</b> <ul style="list-style-type: none"> <li>• \$2.6M</li> </ul> </li> <li>• <b>Advantages:</b> <ul style="list-style-type: none"> <li>• Lower Cost (Capital and Operating)</li> <li>• Simpler routing</li> </ul> </li> <li>• <b>Disadvantages:</b> <ul style="list-style-type: none"> <li>• Lower dispersion potential, but still much better than before</li> </ul> </li> <li>• <b>Recommendation:</b> <ul style="list-style-type: none"> <li>• <b>Preferred</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Opinion of Probable Cost:</b> <ul style="list-style-type: none"> <li>• \$3.1M</li> </ul> </li> <li>• <b>Advantages:</b> <ul style="list-style-type: none"> <li>• Better dispersion potential</li> </ul> </li> <li>• <b>Disadvantages:</b> <ul style="list-style-type: none"> <li>• More complicated routing, and harder to get down to the shoreline</li> <li>• Higher Cost (Capital and Operating)</li> </ul> </li> <li>• <b>Recommendation:</b> <ul style="list-style-type: none"> <li>• Backup option</li> </ul> </li> </ul>

210603 Town of Lunenburg WWTP and Outfall Pre-Design and BCA

The next Council meeting regarding wastewater initiatives as part of the CBCL project is scheduled for Wednesday, August 4 at 12:00 p.m. At that time, CBCL will present their reports on long term Wastewater Treatment Plant expansion, process assessment and optimization with the support of Dalhousie University.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion (Nil)
9. New Business (Nil)
10. Adjournment

The meeting was adjourned at 12:57 p.m. by the Mayor.

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Bea Renton, CAO

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**WEDNESDAY, AUGUST 4, 2021 AT 12:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET AND  
VIA ZOOM/YOUTUBE 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/Project Superintendent  
Lisa Dagley, CPA, CGA, Finance Director  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Ian Tillard, P.Eng., Consulting Municipal Engineer (via Zoom)

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1. Call to Order

The Mayor called the meeting to order at 12:04 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. Motion carried.**

4. Council Meeting Minutes Approval (deferred to August 10, 2021 Council meeting)

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

- a. Wastewater Treatment Plant Process Moving Bed Bioreactor and Polymer Assessment and Optimization Reports - Presentation by Lindsay Anderson, M.A. Sc., EIT, Dalhousie University

Ms. Anderson presented their findings and recommendations ([Schedule A](#)) for Council consideration.

- b. Long Term Wastewater Treatment Plant Expansion Report - Presentation by Sarah Ensslin, P.Eng., Nick Moriarty, B.Eng., and Allan MacAulay, P. Eng., CBCL Engineering

Ms. Ensslin provided an overview of their recommendations for longer term upgrades for wastewater treatment including future growth capacity of the Treatment Plant ([Schedule B](#)). Near term upgrades and longer term augmentation with a sequence batch reactor system are considered to be the most viable capital project option in comparison to other technologies and systems they analyzed. She recapped the recommended Wastewater Treatment Expansion proposed schedule set out in their report and Power Point presentation materials ([Schedule B](#)).

Council asked the Engineers about the Town's plans for wastewater and stormwater separation which are planned for upcoming Capital budgets. Some aspects of salt water intrusion prevention in wastewater is being actioned now. In addition, they are developing plans for the diversion of stormwater from the wastewater collection system to on site absorption. The proposed option for a sequence batch reactor and any associated odours will be dealt with through the current biofilter. Summer seasonal increased treatment loads are accommodated by the existing system and the proposed system upgrades will provide additional treatment capacity for 50% population growth as envisioned in Project Lunenburg and the Town's new Comprehensive Community Plan. This could be impacted by climate change, stormwater and wastewater separation. If population growth further expands and more wastewater treatment capacity is needed, an additional sequence batch reactor could be added.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion (Nil)
9. New Business (Nil)
10. Adjournment

The meeting was adjourned at 12:55 p.m. by the Mayor.

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Bea Renton, CAO

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File Number:  
5020383

July 28, 2021

Kelly Cunningham  
Town of Lunenburg  
PO Box 129  
Lunenburg, NS B0J 2C0

Dear Kelly Cunningham:

I am pleased to advise you that your application for funding under the Community Recreation Capital Grant Program has been approved. The Department of Communities, Culture and Heritage will invest \$1,500 towards the Back Harbour Trail resurfacing.


Investing in communities by increasing access to recreation, sport and physical activity for Nova Scotians is a vital part of the Culture Action Plan.

The province's role is to help with the planning and development of infrastructure for strong and vibrant communities. By supporting the Town of Lunenburg, the province makes it easier for individuals and families to enjoy what their communities have to offer and provide the opportunities for Nova Scotians to maintain important social connections and participate in healthy activities.

Denise Scott, South Shore Regional Program Coordinator, will send you a Terms and Conditions document. Once received, please sign and return to the regional office. Anna Haanstra, South Shore Regional Manager, can be reached at [Anna.Haanstra@novascotia.ca](mailto:Anna.Haanstra@novascotia.ca) or (902) 523-5333.

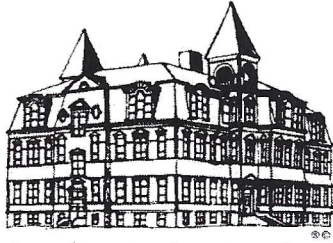
I wish to extend best wishes to your organization for continued success and thank you for your efforts to provide sport and recreation opportunities that contribute to strong, vibrant communities.

Sincerely,



Késa Munroe-Anderson, PhD  
Deputy Minister

c. Anna Haanstra, South Shore Regional Manager



Lunenburg Academy Foundation

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

July 27, 2021

Arthur MacDonald and Town Council  
c/o Town of Lunenburg  
P.O. Box 129,  
Lunenburg, NS  
B0J 2C0

Dear Mr. MacDonald:

In response to the request for financial support for the work outlined in your letter dated May 4, 2021 regarding the southern handrail and the inspection of the building's foundation, drain tile and scope of the exterior sewer line along with the development of tender documents to carry out the restoration/repairs in the future.

The Board of Directors had a meeting on June 10<sup>th</sup> when this request was discussed. We understand that the work outlined in your request is an imperative first step in the future Lot Development Plan.

Please find below the motion that was passed during the June meeting:

**Motion:** The Foundation will cover the cost of the southern entrance handrail and the building drain tile inspection which includes tender of work requirements to a maximum of \$55,000.

**Motion Passed.**

We look forward to collaborating with you on these projects.

Sincerely,

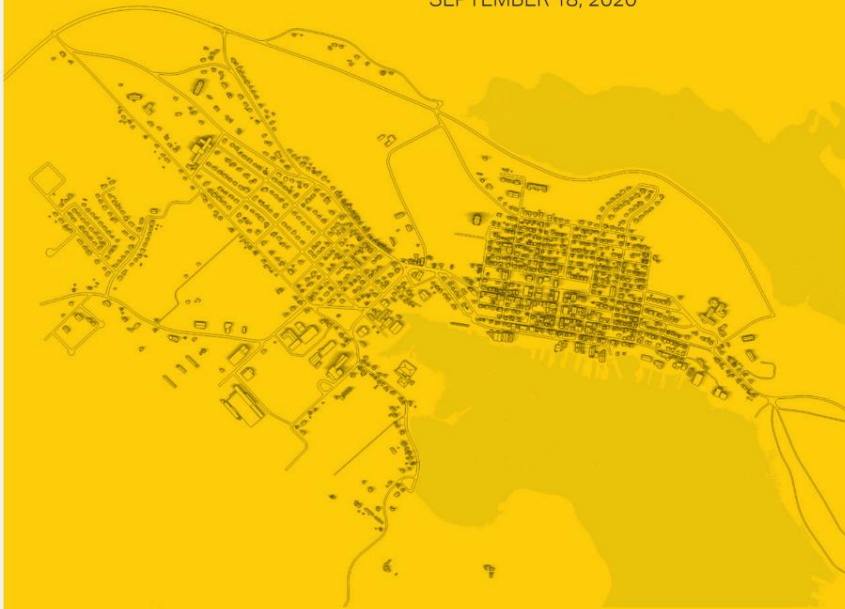
Rachel Bailey  
President of the Board

# Lunenburg Pop-Up Project



# COMPREHENSIVE COMMUNITY PLAN

SEPTEMBER 18, 2020



Navigating the  
Future, Together.

October 31, 2019

## Bikeway Concept Designs

Cross-Town Connector and  
North-South Link

*Phase 3 of the Blue Route Hubs Bikeway  
Project in the Town of Lunenburg*

Prepared by:



## TIMELINE

2019

- Blue Route Hubs: Bikeway Study

2020

- Lunenburg Comprehensive Community Plan

2021

- Council approved committee for Pop-Up Project

## POP-UP PROJECT IN SEPTEMBER

- 1 month (September 12<sup>th</sup> – October 9<sup>th</sup>)
- Bicycle lane on Montague Street with pedestrian mall



# BLUE ROUTE HUBS POP-UP ACTIVE TRANSPORTATION PROJECT

## OPTION 2 - BI-DIRECTIONAL BIKE LANE + PEDESTRIAN MALL BLOCK 1





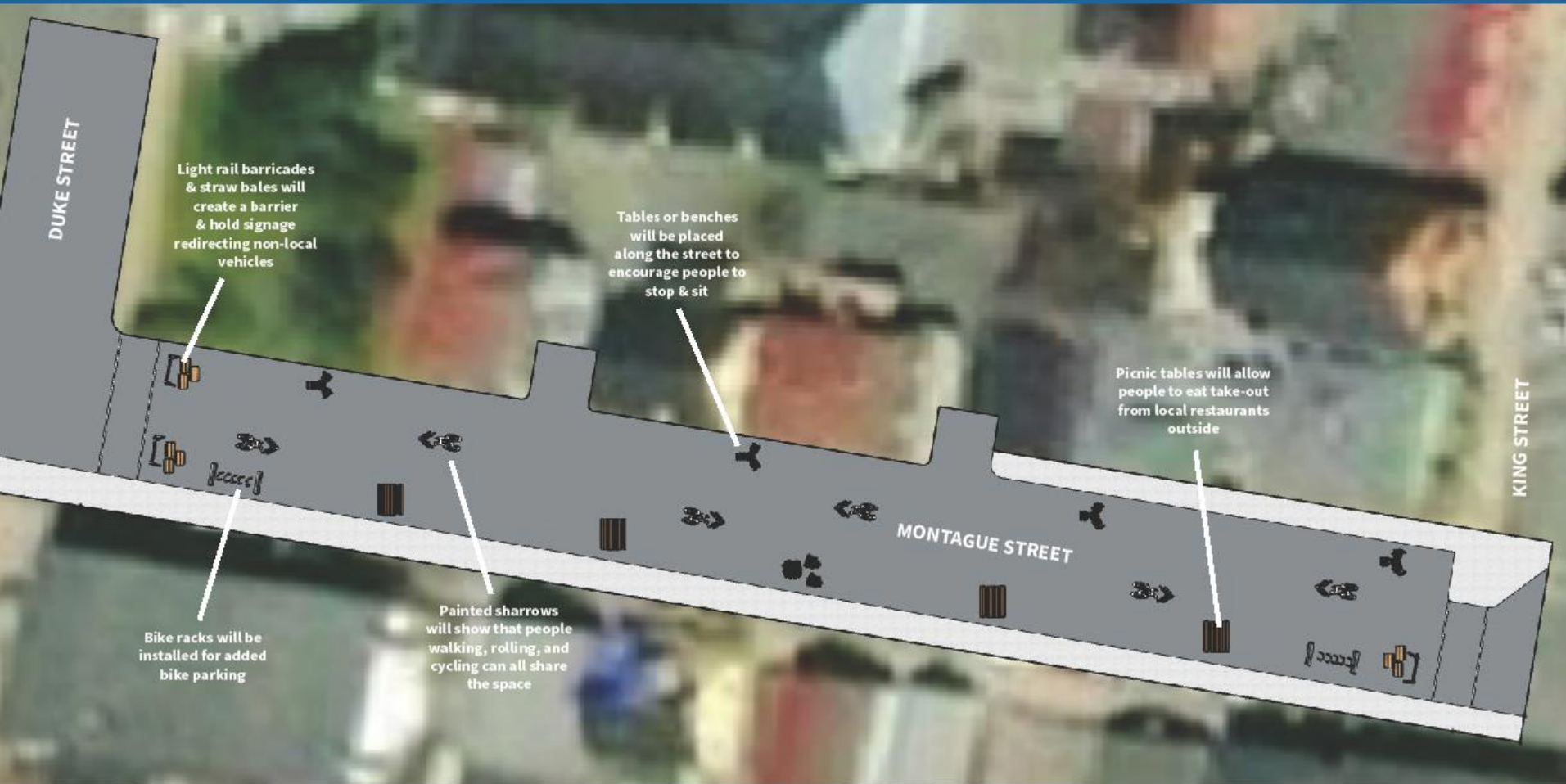
# BLUE ROUTE HUBS POP-UP ACTIVE TRANSPORTATION PROJECT

## OPTION 2 - BI-DIRECTIONAL BIKE LANE + PEDESTRIAN MALL BLOCK 2



# BLUE ROUTE HUBS POP-UP ACTIVE TRANSPORTATION PROJECT

## OPTION 1 + 2 - BI-DIRECTIONAL BIKE LANE + PEDESTRIAN MALL BLOCK 3



Light rail barricades & straw bales will create a barrier & hold signage redirecting non-local vehicles

Tables or benches will be placed along the street to encourage people to stop & sit

Picnic tables will allow people to eat take-out from local restaurants outside

Bike racks will be installed for added bike parking

Painted sharrows will show that people walking, rolling, and cycling can all share the space

DUKE STREET

MONTAGUE STREET

KING STREET



Google

## BUDGET

Item	Amount	Source	Description
BNS Staff	\$7,000	Funding through BNS	Project wages for 2 staff, planning, travel, set-up and project evaluation
Lunenburg Staff	\$4,000	Town of Lunenburg	Project related wages for public works staff (set-up and takedown)
Materials	\$5,000	Funding through BNS	Paint, functional and decorative materials for bike lane & pedestrian mall



## WHAT WE HEARD: BUSINESSES

- Deliveries can be an issue in Lunenburg
- Some retail shoppers are older and already have trouble finding parking to access shops
- Parking on Montague Street is currently being used for long periods of time. This includes by employees of downtown businesses who live farther outside of Town
- Many people are parking for long periods of time on Montague Street and not paying

TORONTO | News

# 'There is nothing left to sell': Canada faces bike shortage amid COVID-19 pandemic



Pat Foran Consumer Alert Videojournalist, CTV News Toronto  
@PatForanCTVNews | Contact

Published Tuesday, August 11, 2020 6:38PM EDT  
Last Updated: 11/11/2020 11:11 AM EDT

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Ottawa

## Bikes in big demand, short supply during pandemic



With Asian manufacturers all but shut down, bike shops in Ottawa are feeling the squeeze

By Cotnam · CBC News · Posted: Jun 06, 2020 4:00 AM ET | Last Updated: June 6

HEALTH

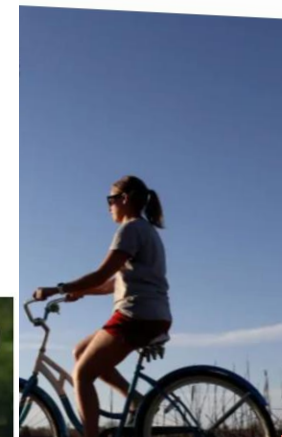
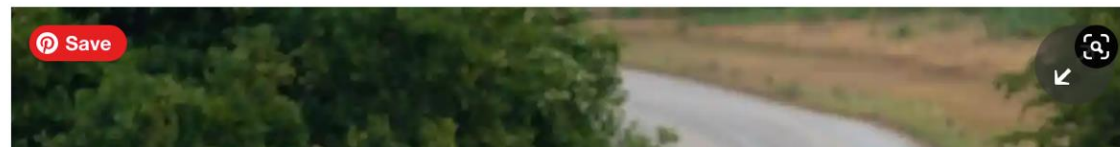
## Ontario bike shops, urban planners say coronavirus pandemic could shift the culture of cycling

By Salmaan Farooqui · The Canadian Press  
Posted June 15, 2020 9:27 am

## Women behind huge increase in running and cycling in 2020

- Fitness app Strava releases global figures for the year
- 108% rise in median activities of women aged 18 to 29 in UK

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# Thank You



BLUE ROUTE

## Ann Covey

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**Subject:** 7 (a) Coun Aug 10 21 Bicycle NS Blue Routes Hub Temp Pilot Project  
**Attachments:** Lunenburg\_Phase 3\_ Concept Design Report (Oct 2019).pdf

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**From:** Kelly Cunningham  
**Sent:** July-30-21 1:59 PM  
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**Subject:** Bicycle NS Blue Route Hubs Temporary Pilot Project Proposal

Alison Carlyle from Bicycle Nova Scotia will be presenting a plan for a temporary active transportation enhancement project to be piloted this season. **The pilot project would be a way to trial part of the cross-town active transportation connector** from the Blue Route Hubs Project completed in partnership between Bicycle Nova Scotia and the Town of Lunenburg in 2019. The cross-town active transportation connector will help to meet Action 30 in Lunenburg's Comprehensive Community Plan, which is to improve connectivity between Old/New Town for all modes of transportation.

Temporary street interventions allow for communities to test out safer walking, rolling, and cycling infrastructure and prepare for long-term implementation of safer, more accessible street designs so that people of all ages and people with disabilities can feel safe walking, rolling, and cycling. The temporary intervention that Bicycle Nova Scotia is proposing is based on engagement with residents, Town staff, and a councillor, who helped guide the project.

**The temporary intervention would include a contraflow bike lane on Montague Street between the intersection of Linden Ave, Lower St, Bluenose Dr, and Montague St, and the intersection of Montague Street and Duke St.** For two blocks, this would allow people to cycle east with the flow of vehicle traffic in the main vehicle traffic lane and west against vehicle traffic in a bike lane on the north side of the street.

**We are also proposing a pedestrian mall on Montague Street between Duke St and King St, where the road would be open for people walking, rolling and cycling, and closed to any non-local vehicle traffic.** There would be space on the street for picnic tables, benches, and planters to enhance the beauty and functionality of the street. These changes will draw people walking, rolling, and cycling to the area to explore the shops and restaurants that Montague Street has to offer by making it safer to access the area.

**Bicycle Nova Scotia is seeking approval from Council to trial a contraflow bike lane and a pedestrian mall on three blocks on Montague Street during the month of September. Further documentation about the presentation will be provided on Monday, August 9<sup>th</sup>, which will result from the final drafting Project Steering Committee meeting on Friday, August 6.**

I have also attached the final report from the Blue Route Hubs Project, completed in 2019 which you could include in your package that goes out to councillors as a background information item if you think that's appropriate. The Next Steps section of the Blue Route Hubs Project report recommends a pedestrian mall pilot project for 2020 or 2021. Appendix A in that report include concept designs for a contraflow bike lane and a pedestrian mall on Montague Street. We will be updating these designs this week for our presentation to council on August 10<sup>th</sup>.

Take care,

**Meghan Doucette (she/her), MUP**

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Follow updates from the Blue Route on [Twitter](#), and [Instagram](#)

October 31, 2019

# Bikeway Concept Designs

Cross-Town Connector and  
North-South Link

*Phase 3 of the Blue Route Hubs Bikeway  
Project in the Town of Lunenburg*

Prepared by:



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# 1.0 Introduction

## 1.1 Background

The Blue Route Hubs Bikeway Project is a collaboration between Bicycle Nova Scotia (BNS) and several communities in Lunenburg County, including the Town of Lunenburg. The project is intended to help communities evaluate their potential to develop bicycle routes that make residents of all ages and abilities feel comfortable cycling in their community and encourage active transportation. The project is broken down into three distinct phases:

- *Phase 1: Develop a proposed bicycle minimum grid*  
This phase of the project took place from February 2019 to May 2019. Three projects were proposed to be priorities for improving conditions for cycling within the Town of Lunenburg. Public engagement was conducted twice in this process and feedback from those sessions was used in the development and refinement of the proposed minimum grid.
- *Phase 2: Selection of one route to go forward for concept design*  
In August 2019, town staff presented a summary of the first phase of the project to council and recommended a route to go forward for concept design. Town council voted to approve the recommended route, which proposed a cross-town connector route, running through the Old and New Towns, as well as a north-south link for further study.
- *Phase 3: Concept designs for the selected route*  
This phase of the project extended from September to October 2019. Draft concepts were presented to town staff in early October. The concepts were then refined based on this feedback as well as the traffic data. Plan view and cross-sections were developed for the corridor and are shown in Appendix A.

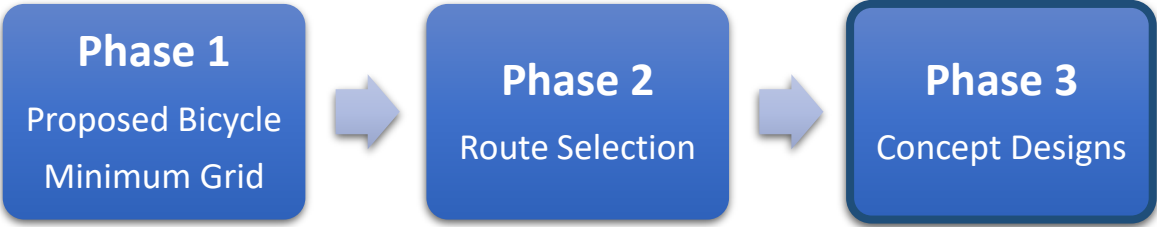


Figure 1- Blue Route Hubs Bikeway Project Process

## 1.2 Study Area: Cross Town Connector and North South Link

The cross-town connector bikeway was selected in Phase 2 as the priority route for concept design. The connector is an important axis of the Blue Route Hubs Bikeway network plan. Its purpose is to provide a comfortable cycling connection between the Old Town and New Town, link the Front Harbour Trail to the Back Harbour Trail, and improve access from the town to the regional Blue Route corridor on the Bay to Bay Trail and beyond. Figure 2 shows the original proposal for the cross-town connection, along with alternative routing options. Broad Street, the Front Harbour Trail and Montague Street make up the bulk of the route. A North South Link was also proposed for Lorne Street or Falkland Street to finish the connection to the Back Harbour Trail and the community centre. The North-South Link would also connect to the future bikeway proposed for Victoria Road.

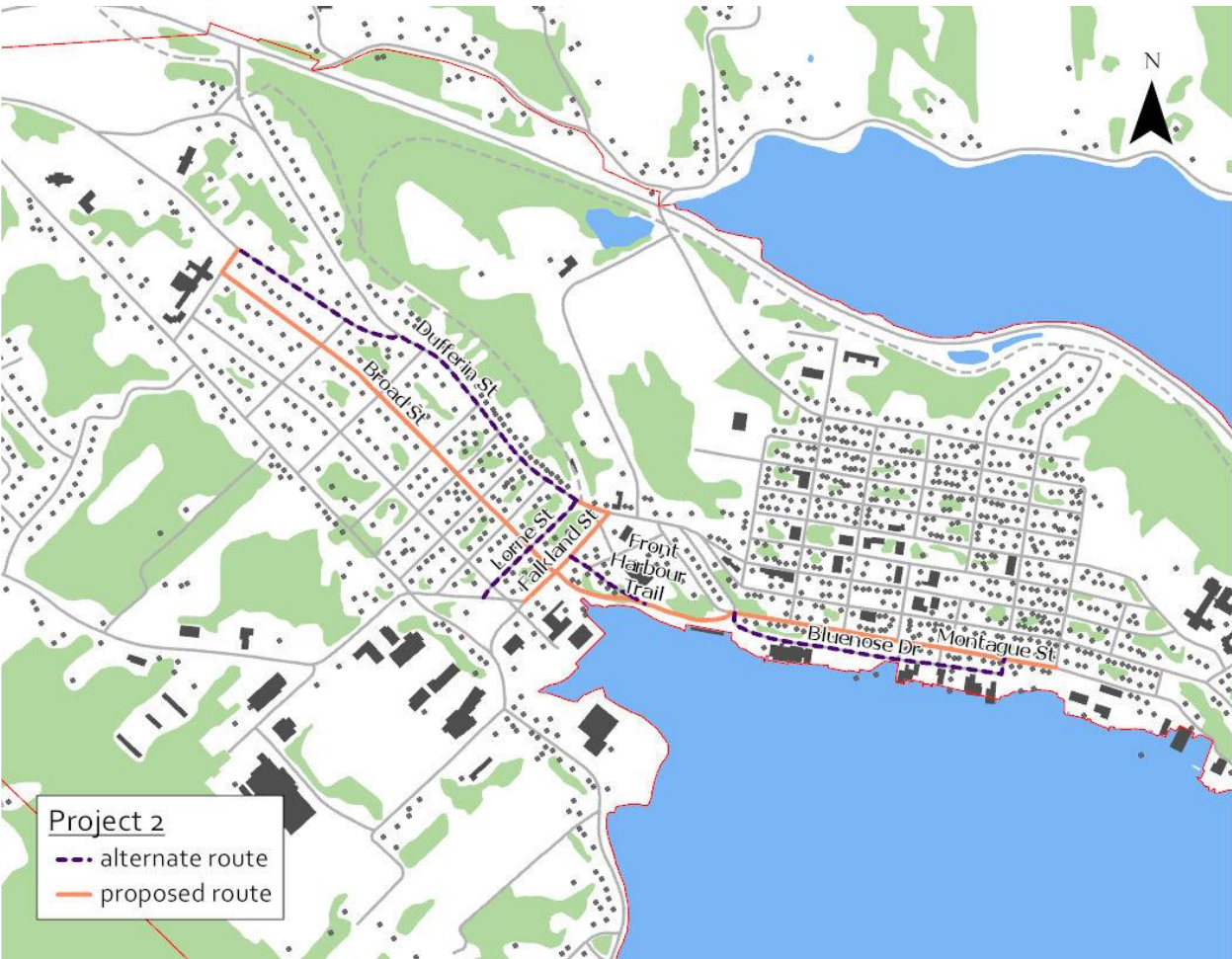


Figure 2- Cross-town Connector and North-South Link Proposal

### 1.3 Routing Refinement and Study Area Overview

Figure 3 shows the routing explored in the concept designs. Broad Street was selected over Dufferin Street for its connectivity to the Front Harbour Trail and its overall feasibility. Broad Street can likely be developed as a bicycle boulevard, and has strong potential for making low-cost change in the short-term. Montague Street was selected over Bluenose Drive as it provides better connections within the Old Town, with five intersections that allow cyclists to travel north. Bluenose Drive is comparatively less connected to residences and businesses within the town as it only has one access that extends continuously north. Bluenose Drive is also a more challenging environment for bikeway development as it currently has significant parking for tourists, including tour buses, and also provides access to the working waterfront.



Figure 3- Proposed Study Area

For the north-south link, connectivity was evaluated in Section 5.1 to determine the preferred route to both the trail connection and the connection to the community centre parking lot. The

north-south link highlights the potential of connecting to the town's community centre parking lot. This parking lot is frequently used as a cycling shortcut to the grocery store and to the town school. While the parking lot should not be considered an official bikeway, it does present a comparatively low-stress environment compared to the road network, which would require use of Victoria Road. In Phase 1, Victoria Road was recommended for future bikeway development due to its connectivity and the barrier it poses under existing conditions. In the short-term, developing a bikeway on Falkland Street or Lorne Street to Green Street, which leads to the community centre parking lot, will allow the town to create a continuous network in the short-term. Figure 3 shows the overall proposed study area.

The development of the cross-town connector route and north-south link is an expansion of proposed bikeway development in the Town of Lunenburg's 2014 Active Transportation Plan. The plan identified Lorne Street from Dufferin Street to Victoria Road and Broad Street from Lorne Street to Falkland Road as a key cycling and walking connection. The plan similarly identified the connection from Lorne Street to the community centre parking lot as important and proposed a multi-use path near the playground to make that connection.

## 1.4 Project Objectives

The following project objectives were identified:

1. Develop a bicycle route that improves the attractiveness, safety and comfort of cycling for people of all ages and abilities.
2. Provide an intuitive connection to the Blue Route, which is the Bay-to-Bay Trail.
3. Identify improvements that can be made as part of this project for pedestrians including those with mobility aides.

## 2.0 General Principles of Bikeway Design

In most situations in Lunenburg, cyclists share the road with motor vehicles and do not have any designated space. Under such conditions, traffic speeds and volumes generally provide a good indicator of the comfort and safety of cyclists sharing the road, and what types of infrastructure change should be considered. The following principles generally apply:

- Cyclists can be mixed with motor vehicles when traffic volumes and speeds are low (30 km/h).
- Cyclists should be separated from motor vehicles when motor vehicle volumes are high and/or speeds are high, typically over 30 km/h.
- Higher comfort is needed for accommodating younger or otherwise more vulnerable cyclists.
- There is a significant gain in safety for both pedestrians and cyclists when motor vehicle speeds are low. According to the World Health Organization, "pedestrians have been shown to have a 90% chance of survival when struck by a car travelling at 30 km/h or below, but less than 50% chance of surviving an impact at 45 km/h."<sup>1</sup>

For this study, guidance from the Transportation Association of Canada will be considered in proposing roadway changes. Both TAC guidance and NACTO's All Ages and Abilities guidance will be considered for facility selection.



Figure 4- Chapter 5 of TAC's *Geometric Design Guide for Canadian Roads* (left) and NACTO's *Designing for All Ages and Abilities* (right)

<sup>1</sup> World Health Organization. Road Safety Facts-Speed. Available from: [https://www.who.int/violence\\_injury\\_prevention/publications/road\\_traffic/world\\_report/speed\\_en.pdf](https://www.who.int/violence_injury_prevention/publications/road_traffic/world_report/speed_en.pdf). [accessed June 13, 2019].

## 3.0 Data Collection

### 3.1 Traffic Volumes and Speeds

Traffic volume and speed data is needed in order to inform bicycle facility selection as well as crossing treatments at major roads. Bicycle Nova Scotia retained WSP to collect Average Annual Daily Traffic (AADT), Average Daily Traffic (ADT) and operating speed data to inform the recommendations in this report. Appendix B has the full results of this data collection.

### 3.2 Other Data

Mapping data from Geonova was available including orthophotos and property data. Topographic survey was not available for any of the study roads. Bicycle Nova Scotia took physical measurements at the site for each of the roads, and these were used to develop the high-level concept designs in this study.

## 4.0 Cross-Town Connector

### 4.1 Montague Street

#### *Existing Characteristics*

Montague Street is an east-west road through the Old Town that is fronted by many small shops as well as residences. Despite its development, it currently acts as a through road, with vehicles travelling from Linden Avenue or other connecting streets into the town, often to find parking. The road is one-way eastbound from Lower Street to King Street. Parking is allowed on both sides of the road from Lower Street to the far east connection to Bluenose Drive. One of the key challenges of using Montague Street as the connection to the Front Harbour Trail is developing a design that will allow cyclists to travel two-way, along the existing one-way stretch.



Figure 5- Montague Street

Montague Street has a continuous sidewalk on the south side of the street from the Lower/Bluenose Drive intersection to Kempt Street. The south side sidewalk is typically wider than 2.0 m; however, the effective width is much lower due to utility poles, sandwich boards and

other items on the sidewalk. On the north side, the sidewalk is intermittent, which seems to be due to the presence of steep slopes.

### *Traffic Conditions*

Traffic data was collected at three locations on Montague Street. Tables 1 and 2 presents a summary, with the full results in Appendix B. Table 1 shows the estimated AADT and 85<sup>th</sup> percentile speeds at three locations. The estimated Average Annual Daily Traffic was below 1000 vehicles/day with 85<sup>th</sup> percentile speeds going up to 35 km/h. While the estimated AADT was below 1000 vehicles/day, the daily counts showed that the Average Daily Traffic was sometimes above 1000 vehicles/day between Duke Street and King Street and between Prince Street and Bluenose Drive. At both these locations, the hourly volumes sometimes exceeded 50 vehicles/hour/direction, which is the threshold that NACTO considers to be the maximum for cyclists of all ages and abilities to share the road with vehicles. The operating speeds presented favourable conditions for cyclists to share the road with vehicles, especially near Cornwallis Street, where 85% of drivers were travelling at or below 29 km/h. Between Prince Street and Bluenose Drive, the 85<sup>th</sup> percentile is slightly higher than desirable at 35 km/h.

**Table 1-Vehicle Traffic Data on Montague Street**

<b>Montague Street Location</b>	<b>Estimated AADT</b>	<b>85<sup>th</sup> Percentile Speed</b>
<b>Between Linden Ave/Lower St intersection and Cornwallis St</b>	395 vehicles/day	29 km/h
<b>Between Duke Street and King Street</b>	945 vehicles/weekday 810 vehicles/weekday	Not collected
<b>Between Prince Street and Bluenose Drive</b>	762 vehicles/day	35 km/h

Pedestrian counts were also taken over a 24-hour period at Duke Street and Montague Street on a weekday and a weekend day in October. Table 2 shows the results of this data. The data shows the number of pedestrians crossing Montague Street at Duke Street and not the number of pedestrians travelling on Montague Street itself. However, with the counts showing 687-723 pedestrians crossing the road at that location, it is evident that pedestrians comprise a large portion of the travel along Montague Street and are critical users of this roadway.

**Table 2: 24 Hour Pedestrian Count**

Parameter	Weekday Daily Count	Weekend Daily Count
<b>Pedestrian Volume</b>	687 pedestrians	723 pedestrians

Based on the traffic data, a few initial conclusions were drawn about Montague Street:

- Due to the commercial focus on the roadway and existing pedestrian volumes, it is desirable to take a pedestrian-centric approach.
- Some traffic diversion is desirable to reduce the vehicle volumes on Montague Street in order to improve conditions for cyclists.

### Recommended Concept

The recommended concept focuses on shifting the use on Montague Street from a place of parking and vehicle travel to one that prioritizes pedestrians and comfortably accommodates two-way cycling. It is made up of three main elements: widening of the pedestrian realm along most of Montague Street, a pedestrian mall or shared space treatment from Duke Street to King Street and a contraflow bicycle lane from Duke Street to the Linden Ave/Lower St intersection. Implementation recommendations were made for both the short-term and long-term. A summary of each of the elements and the rationale behind them is described below. Appendix A has plan view drawings as well as illustrations of typical existing and proposed cross-sections.

#### **Recommendation #1: Widening of the Pedestrian Realm**

Montague Street is a shopping street that currently attracts significant pedestrian use. However, the existing pedestrian realm is quite narrow. Widening the sidewalk on the south side and clearly defining different spaces for different uses would provide a comfortable and inviting place to walk. This widening is recommended for Montague Street from the Linden Ave/Lower St intersection to Duke Street, and King Street to Kempt Road. In order to complete this widening, parking would have to be removed on the north side of the road from Linden Ave/Lower St intersection to Duke St, and King Street to Bluenose Drive, and on the south side from Bluenose Drive to Kempt Road.

The widened sidewalk would have three specific zones. The first is a 1.3 m furnishing area, which provides space for utility poles, the opening doors of parked cars, sandwich boards, garbage disposal and other objects. The second is a 2.25 m through area for pedestrians, which should be space clear of obstacles for pedestrians to walk along. The third section is the frontage zone,

which is recommended to be 0.3-0.6 m, in order to provide an offset from buildings along the sidewalk.

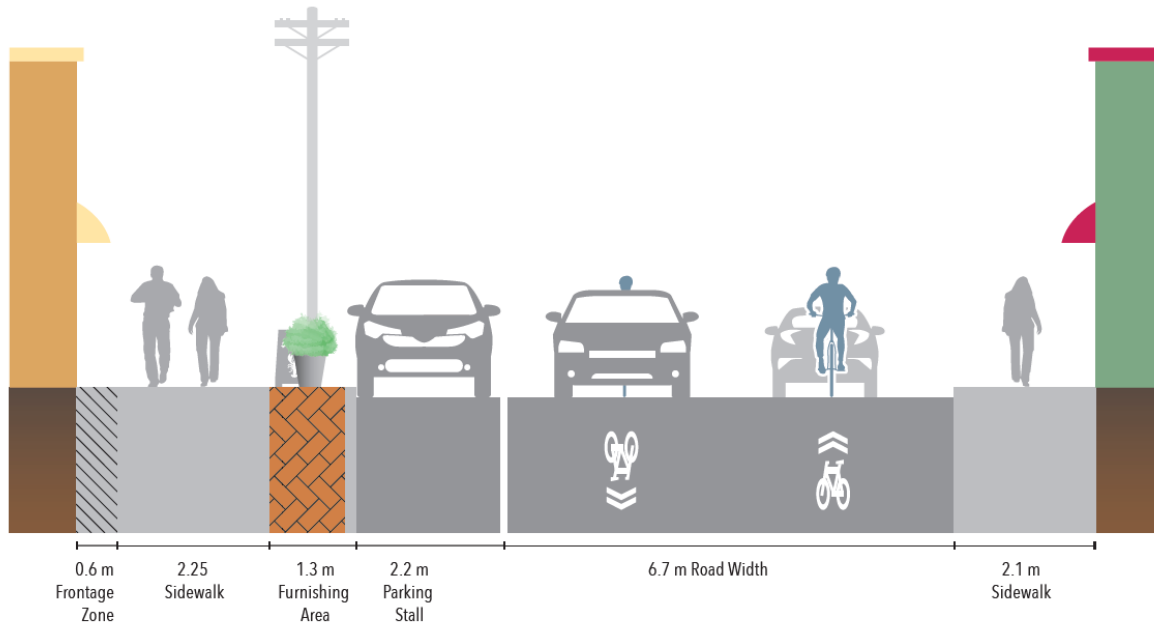


Figure 6- Montague Street, typical cross-section from King Street to Rum Row

Widening of the pedestrian realm has significant construction impacts due to moving the curb as well as utilities. Therefore, this component of the street re-development may be most feasible in conjunction with street reconstruction.

*Short-Term Implementation:* Montague Street from Rum Row to Shipyard’s Landing is currently scheduled for street reconstruction in 2021-2022. If this project goes through, it provides the opportunity for the sidewalk to be widened from Rum Row to Kempt Road in the short-term.

*Long-Term Implementation:* Along other stretches, the widening of the pedestrian realm should occur when other sections of the roadway are reconstructed.

**Recommendation #2: Develop a “Pedestrian Mall” or “Shared Space” along Montague Street from Duke Street to King Street**

From Duke to King, and potentially as far as Rum Row, the recommendation is to convert Montague Street to a pedestrian priority street, as either a “pedestrian mall” or “shared space concept”. Pedestrian malls are usually exclusive spaces for pedestrians and cyclists while shared

streets prioritize pedestrian and cyclist use but allow cars to mix with other users in a limited way. Along with increased comfort for active transportation, these types of streets are excellent opportunities for placemaking. Pedestrianized streets emphasize public space functions by adding street furniture, patio space and activity areas for open street markets and events. Montague's shopping street character is well suited for this type of treatment, presenting an opportunity to create a special destination. Though the focus of the design should be on pedestrians, the design of the pedestrian mall or shared space should also accommodate cyclist use. Case studies of pedestrian malls and shared space are described below.

#### CASE STUDIES: PEDESTRIAN MALLS AND SHARED SPACES

*Pedestrian malls and shared spaces are common in Europe and becoming common throughout Canada. A few examples are provided below.*

##### **Netherlands**

In the Netherlands, it is common for streets in city and town centres to be pedestrian zones. These zones exclude cars but often allow usage by cyclists. The Dutch *Design Manual for Bicycle Traffic* provides recommendations on when and how to mix or segregate cycling and walking traffic based on pedestrian volumes. The Netherlands' cycling friendly policies and designs have resulted in one of the highest rates of cycling for transportation in the world.



Pedestrian zone in The Hague, Netherlands  
(Photo: Nadia Shardt)

##### **Halifax, NS**

###### *Shared Space on Argyle Street*

Argyle Street in Halifax is a recent example of a shared space conversion. The municipality converted the road into a curb-less street, that blurs the line between pedestrian space and vehicle space. Wider "sidewalks", permanent patios, pedestrian scale lighting, paving stones and other elements were built in to prioritize pedestrian movement and shopping. Vehicles can travel one-way through a narrow lane that is separated from the pedestrian space by tactile strips, which provide warning to visually impaired pedestrians. Vehicle loading zones are also permitted in bays. The shared space is also a flexible one; sometimes vehicle travel is blocked off with gates in order to accommodate events.

###### *Pedestrian Mall on Granville Street*

Granville Street in Halifax is an example of a pedestrian mall. The street is closed to vehicles and prioritizes the pedestrian experience through the use of paving stones, landscaping, benches and patio space. The pedestrian mall creates a quiet and inviting environment for HRM residents to shop and gather. Loading is allowed at specific times of day.



Shared Space in Halifax, NS



Pedestrian Mall in Halifax, NS

## Edmonton, AB

### *Shared Space on 96 Street*

96 Street in Edmonton, AB is a shared space treatment that prioritizes pedestrians while also accommodating and encouraging cycling. A widened pedestrian realm, landscaping and seating creates a comfortable and enjoyable space for pedestrians. The street uses paving stones and a mountable curb to blur the line between the pedestrian and vehicle space, promoting the prioritization of pedestrian travel. Vehicles can travel two-way along some sections and one-way along others, with parking allowed on some stretches in bays. The design also encourages cycling as the shared space design allows cyclists to mix more comfortably with what is likely to be a lower volume of vehicles travelling at a slower speed. Cyclist convenience and access is maintained as two-way cycling is allowed on the one-way stretch, as shown below. In order to allow two-way cycling, the road has a subtle contraflow bicycle lane delineated by paving stones and signage. Bicycle racks are also included along the road.



Shared Space in Edmonton, AB  
(Photo: Maggie Boeske)

The pedestrian mall or shared space models are both options for this section of the town. The pedestrian mall option, shown in Figure 7, offers some advantages. Montague Street is a narrow road so restricting car usage and parking would provide substantial space for pedestrian travel and programming. If a shared space model is chosen, it is recommended that car use be restricted to certain times of the day (for example, when the shops are closed) to increase comfort during high pedestrian traffic times of the day. These time restrictions will also likely reduce traffic along the entire corridor, which will improve conditions for cyclists sharing the road with cars. For both a shared space or pedestrian mall application, a paving stone application is recommended in the long-term to visually delineate the roadway as a pedestrian-priority space.

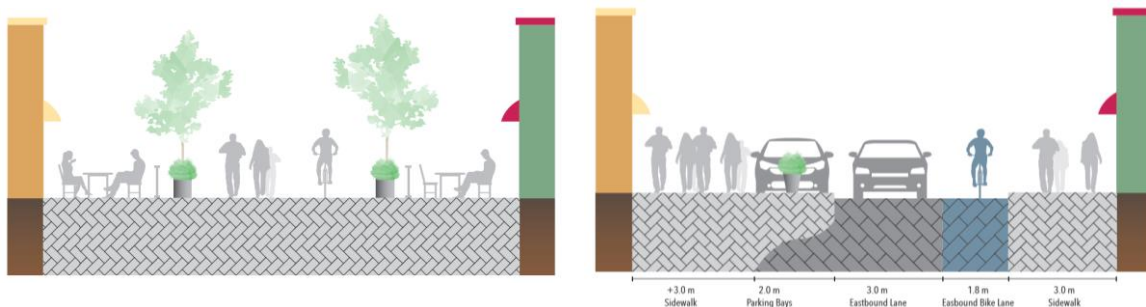


Figure 7: Example of a pedestrian mall (left) and shared space (right) for Montague Street between Duke Street to King Street

*Short-Term Implementation:* It is recommended that the pedestrian mall or shared space concepts be first implemented as a pilot project using street furniture and unique pavement markings. This would allow greater public discourse and tweaking to the design before permanent installation. Public consultation is a critical component of the pilot project.

*Long-Term Implementation:* The final design can be developed and constructed after the results of the pilot project.

### **Recommendation #3: Contraflow Bicycle Lane from Linden Ave/Lower St Intersection to Duke Street**

From Duke Street to the Linden Ave/Lower St intersection, it is recommended that a contraflow bicycle lane be developed to allow cyclists to travel two-way along this stretch.

*Short Term Implementation:* In the short-term, it is recommended that a protected contraflow bicycle lane be built by removing parking on the north side. A 2 m contraflow bicycle lane with a 1.1 m vertical buffer, that could be made with planters or temporary concrete barrier, can be developed on the north side. The EB vehicle lane width is narrowed to 4 m. The purpose of providing the vertical buffer in the short-term is to prevent vehicles from parking in the bike lane.

*Long Term Implementation:* The long-term recommendation also includes widening the south sidewalk, which reduces the available width. Therefore, the long-term option removes the vertical buffer between the contraflow bicycle lane and cars in favour of using a painted yellow line.

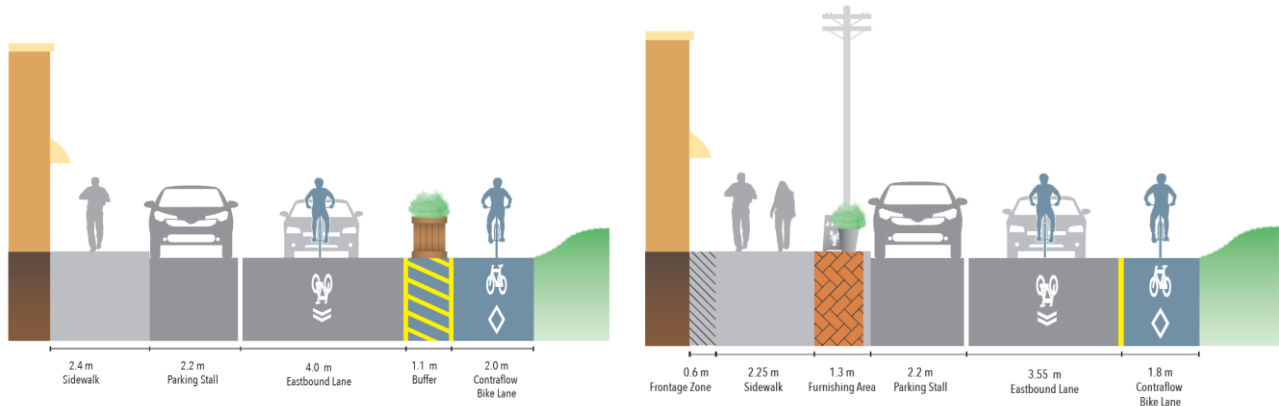


Figure 8: Short Term (Left) and Long Term (Right) Implementation of Contraflow Bicycle Lane

## Additional Design Considerations

### *Accessibility*

When developing the street reconstruction designs, it is recommended that accessible curb ramps and other universal design components be incorporated. These elements are critical to accommodating pedestrians of all abilities. Forthcoming standards for the built environment under the Nova Scotia *Accessibility Act* may affect plans for this route development.

### *Curb Extensions*

Curb extensions are recommended along four locations, as shown in Appendix A, in order to organize parking and reduce crossing distance for pedestrians.

### *30 km/h speed limit*

Generally, when cyclists share the road with cars, it is desirable to design the road for 30 km/h and post this speed limit. On Montague Street, the 85<sup>th</sup> percentile speeds at the measured locations were close to 30 km/h, indicating that the road characteristics already support a reduced speed limit. The town could work with TIR, as per Section 8.0 to post a 30 km/h speed limit along Montague Street.

However, another option, which is recommended, is that the town could look at changing the speed limit to 30 km/h in all of the Old Town and posting this speed at only entrances. The 2013 Active Transportation Plan recommended reducing the speed limit on most roads in the Old Town to 30 km/h. A blanket speed reduction with signs posted at entrances in the Old Town has the advantage of addressing issues on other roads within the Old Town, in addition to Montague Street, while minimizing sign clutter.

## 4.2 Front Harbour Trail

### *Context*

The Front Harbour Trail is an unpaved pedestrian and cyclist trail that provides a scenic and direct connection between the Old and New Towns. The Front Harbour Trail follows the waterfront and along some sections, is along an eroding bank. The trail width varies from approximately 1.5-2.2 m and the surface varies from crusher dust in some sections to wider aggregates in others.



Figure 9: Front Harbour Trail in the Town of Lunenburg

### *Recommendations*

1. Trail width: The TAC *Geometric Design Guide for Canadian Roads* considers 3 m to be the recommended lower limit for a multi-use path, which provides space for two cyclists to comfortably pass each other as well as space for one cyclist to pass two pedestrians walking side-by-side. TAC indicates that 2.4 m is the absolute lower limit, as it is the minimum space required for two cyclists to pass each other. At widths of 1.5-2.2 m, the Front Harbour Trail is substantially below the recommended lower limit and below the absolute lower limit. Given the existing bank erosion, it is unlikely that the path can be widened to the desirable width in the short term. However, it is recommended that the town selectively widen the path where space is available, ideally to 3 m. Even though it would only be for short sections, this would provide greater comfort as well as the occasional opportunity for passing.
2. Surface: A paved asphalt surface is recommended for the path. This will improve the surface for all wheeled users, such as cyclists and wheelchair users, as well as make winter maintenance easier.
3. Connection on the east side: Install a universally accessible curb ramp, with the same width as the widened trail (ideally 3.0 m).

4. Connection on the west side: Delineate the trail from the driveway access. Pave a 3 m pathway for trail users and separate it from the driveway by using a 1.3 m grass buffer. Two utility poles as well as the existing wayfinding sign will need to be moved into the grass buffer to accommodate the pathway. Moving the utility poles and wayfinding sign will also provide vertical separation between pathway users and cars entering and exiting the driveway. Additional vertical objects such as trees or bollards may also need to be added to the buffer in order to prevent cars from parking on the pathway.
5. Lighting: The addition of lighting is also recommended as it would improve the usability of the pathway at all hours.
6. Connection through Young Street: There is an existing desire line from the Front Harbour Trail to Young Street. It is recommended that this desire line be formalized by providing a 2.4 m to 3.0 m paved path. Currently, the access to Young Street has concrete barriers that provides enough space for cyclists and pedestrians to enter Young Street but not enough for cars to drive into this area. These concrete barriers should be replaced with flexible bollards, which should similarly restrict vehicle access while being more forgiving in the event of a cyclist colliding with it. While the Front Harbour Trail will still be the primary corridor and main crossing of Falkland Street for the cross-town connector, formalizing this connection will effectively accommodate an existing desire line.

## 4.3 Broad Street

### *Bicycle Facility Selection*

Broad Street is a residential road that covers around 0.9 km, extending from Falkland Street to High Street. On the east side, the road is directly across from the Front Harbour Trail access. The average grades for each block range from 1-4%, with maximum slopes reaching around 6%. These slopes will likely impact cyclist speeds but should be rideable for many cyclists.

Traffic data was collected on Broad Street, between McKenzie Street and Archibald Street. The estimated AADT was 171 vehicles/day and the 85<sup>th</sup> percentile speed was 45 km/h. For a local street bikeway, which is shared bicycle-car operation, volumes should be below 1000 vehicles per day with speeds around 30 km/h. Based on this data, Broad Street carries a volume of traffic that is suitable for bicycles to share the road with cars. The operating speeds are higher than desirable but could be reduced through traffic calming. Due to these traffic conditions as well as Broad Street's residential function, it is recommended that Broad Street be developed into a local street bikeway.

### *Recommendations*

Local street bikeways focus on designing the roadway to have traffic conditions suitable for bicycles and cars to share the road, while also prioritizing cyclist travel through wayfinding and intersection treatments. In order to convert Broad Street into a local street bikeway, several

changes are recommended. The first is the addition of “sharrow” pavement markings and wayfinding signage (as described in Section 7.0) to identify the road as a bike route and provide wayfinding. The connection between Broad Street and the Front Harbour Trail should also be enhanced, as described in Section 6.0.

While vehicle speeds on Broad Street are higher than desirable for shared bicycle-car operation, speed reduction measures are ultimately not recommended for the roadway. The traffic volumes on Broad Street are very low, which likely means that cyclists will not encounter many motorists while travelling on the road. Broad Street has a rural cross-section (i.e. no curb), which limits the types of feasible traffic calming. The speed reduction measure that was considered for Broad Street was speed humps because they can be applied on a rural cross-section road and are relatively low-cost. However, speed humps also have disadvantages including potential discomfort for cyclists and more complicated winter maintenance. Given the low traffic volumes, these disadvantages, and the overall cost-benefit, speed humps were ultimately not recommended for the roadway.

## 5.0 North-South Link

### 5.1 Route Selection

A north-south connection is needed for cyclists to travel between the cross-town connector to existing cycling routes. The first connection that should be made is to the Back Harbour Trail. The Back Harbour Trail is primarily used as a recreational pathway and connects to the regional trail network. For the Back Harbour Trail, it is recommended that Lorne Street be used as the connector as the trail currently directly leads there.

For residents of the town, a key area of destinations is on and around Victoria Road, where the town school, grocery store, and several businesses are located. Phase 1 of the project identified the need for a separated bikeway on Victoria Road in the long term. In the short-term, many cyclists use an informal route through the community centre parking lot to reach these destinations. For transportation purposes, connecting the cross-town connector to the community centre parking lot will greatly enhance the comfort of local cyclists conducting utilitarian trips.

There are two potential routing options from the Front Harbour Trail to the parking lot. The 2014 Active Transportation Plan suggested using Lorne Street along with a multi-use path near the tennis courts to make that connection. The town owns the property between the parking lot, which is home to a playground and a tennis court; however, there is limited space to develop a pathway. There are two potential locations where it could be developed, as shown in Figure 10. The first would be to develop it between the building and the tennis court, which would provide a fairly direct connection to the parking lot. The second option would be to route it between the back of the building and the playground zone, which could be a windy and less intuitive route.



Figure 10: Routing Options for the North-South Link

The alternate option to Lorne Street and the multi-use path would be to use Falkland Street, an arterial roadway that parallels Lorne Street but continues further south. Between the two options, Falkland Street is a more direct and intuitive option. It is also likely a safer option. Using Lorne Street to get to the community centre parking lot requires cyclists to cross two major roads (Falkland St and Victoria Road) for every trip. This not only creates delay but also increases the safety risk. As well, in the Lorne Street option, developing the multi-use path from Brook Street to the community centre parking lot could be a challenge. Both routing options would require moving or modifying the fence to allow for pathway development and could create conflicts between existing users of the tennis court or playground. For these reasons, Falkland Street is recommended as the connection to the parking lot.

## 5.2 Connection to the Back Harbour Trail: Lorne Street Concept

### *Context*

Lorne Street is a residential road that covers two blocks, connecting Brook Street to Dufferin Street. On the north side, Lorne Street connects directly to the Back Harbour Trail, and on the south side, it connects to Victoria Road. Lorne Street is a hilly road, with the average grade for each block at 3.6-3.8%, and maximum slopes that go up to 7.6%. These grades are likely to be rideable for many cyclists though travel speed will be affected.

In order to make the connection between the Back Harbour Trail and Front Harbour Trail, one block of Lorne Street should be used. The traffic conditions of Lorne Street indicate that it would be comfortable for cyclists to share the road with cars, as the estimated AADT is 70 vehicles per day, and the 85<sup>th</sup> percentile speeds are 31 km/h. Due to these traffic conditions and residential nature, the road should be suitable for cyclists to share the road with cars, which would be a local street bikeway treatment.

### *Recommendations*

In order to convert Lorne Street into a local street bikeway, several changes are recommended. The first is the addition of “sharrow” pavement markings and signage (as per Section 7.0) to identify the road as a bike route and provide wayfinding. The posted speed limit should be changed to 30 km/h by following the process described in Section 8.0. Finally, the crossing at Dufferin Street should be improved as described in Section 6.0.

### 5.3 Connection to Green Street: Falkland Street Concept

Falkland Street is an arterial road that acts as an important connection to destinations within town and outside of it. Like Lorne, Falkland Street is hilly, with average grades for each block varying from 1.2-4.4% and maximum slopes going up to 6.2%. The Average Annual Daily Weekday Traffic was estimated at 6,986 vehicles per day, and the Average Annual Daily Weekend Traffic was estimated at 5,422. Given these traffic volumes, a bikeway would need to be physically separated to be comfortable for users of all ages and abilities. The recommended option for Falkland Street would be developing unidirectional bicycle paths adjacent to the sidewalk on both sides of the road. The bicycle paths could be built from Young Street down to Green Street, which leads to the parking lot. For pedestrians, the recommendation is to widen the sidewalk to 1.8 m and to fill in the existing sidewalk gap on the east side. Figures 11 and 12 show the existing and proposed cross-section on Falkland Street. Developing bicycle paths would be a significant change for the town, and would likely involve removal of some parking and several trees. However, it would provide a direct, comfortable, and intuitive route for cyclists. New trees can be added to the buffer on the west side, which will improve the streetscape and provide a vertical buffer from moving traffic. Ideally, the spacing of trees and utility poles on the west side will also prevent drivers from parking in the buffer, which is a common occurrence in the current cross-section.

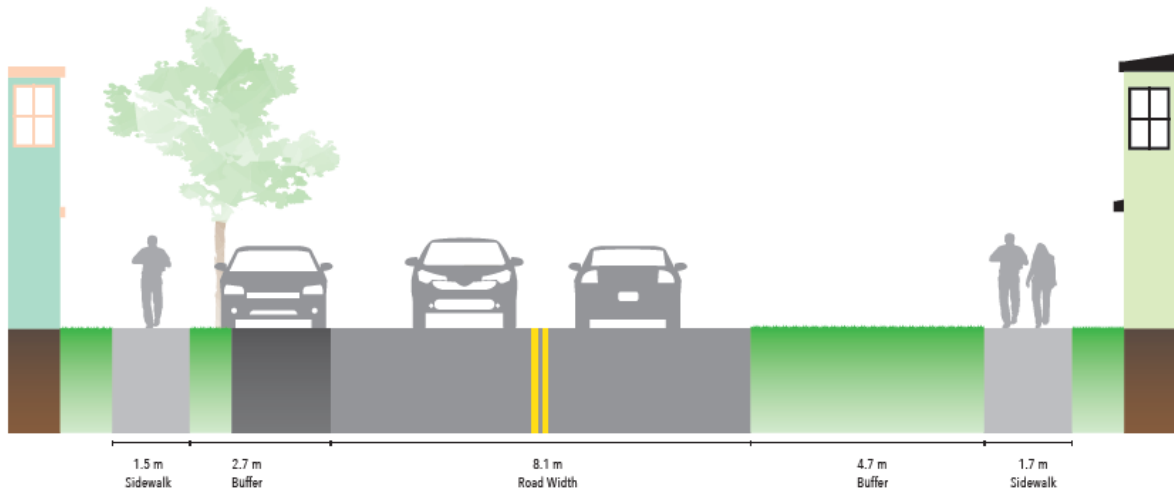


Figure 11: Existing typical cross-section on Falkland Street

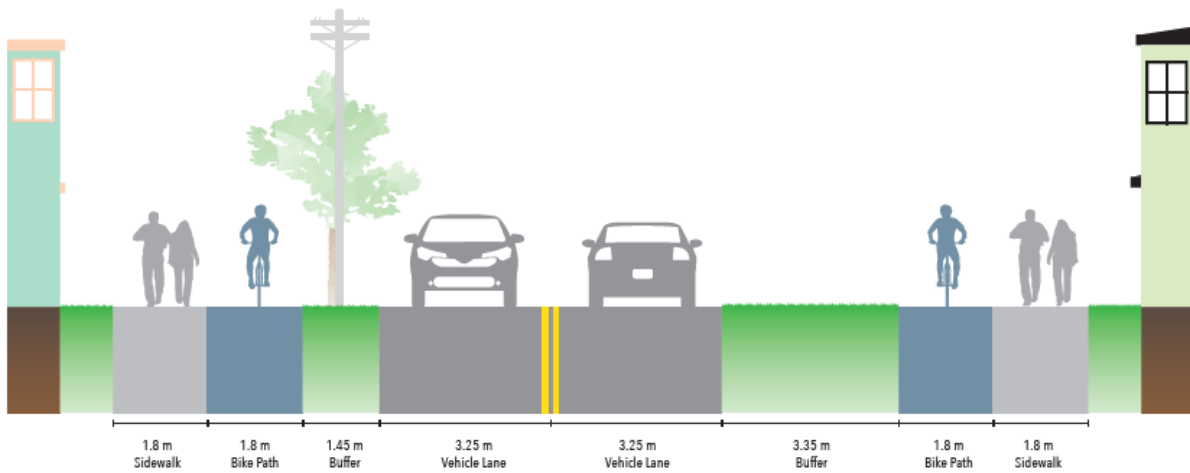


Figure 12: Proposed typical cross-section on Falkland Street

## 6.0 Major Road Crossings

The development of this route involves crossing three major roads in the town: Falkland Road (at the Front Harbour Trail and Green Street), Dufferin Street (at the Back Harbour Trail) and Blunose Drive (at Montague Street). The following changes are recommended for each of the intersections:

### *Front Harbour Trail crossing at Bluenose Drive/Lower St intersection*

This intersection is currently a 4-way stop. The following changes are recommended:

- "All-way" Tabs should be added to the existing stop signs to clearly indicate to drivers that they are at an all-way stop controlled intersection.
- A new "Stop" sign and "All-way" tab should be added for the contraflow bicycle lane.

### *Dufferin Street at the Back Harbour Trail*

The average annual weekday daily traffic at Dufferin Street was counted at 2,708 vehicles per day. At these volumes, it is likely feasible for cyclists to cross by waiting for a gap. Therefore, the following two changes were recommended:

- Add a curb ramp at the Back Harbour Trail crossing, in order to allow cyclists to easily enter the trail from Lorne Street. It is recommended that the curb ramp be developed by wrapping the sidewalk to the back of the ramp, in order to allow the sidewalk to continue to be level, as shown in Figure 13.
- Add a yield sign for cyclists, indicating that they have to wait for a gap to crossing the road.



Figure 13: Proposed intersection treatment at Dufferin Street

### *Falkland Street at the Front Harbour Trail*

The intersection of the Front Harbour Trail at Falkland Street is a critical crossing in the Cross-Town Connector Route. Falkland Street has an estimated average annual weekday daily traffic of 6,986 vehicles/day, which makes it one of the more difficult roads to cross within the town. At this location, it is recommended that an RRFB crosswalk be installed, with push-buttons located where cyclists and pedestrians can easily activate them.

### *Falkland Street at Green Street*

The intersection of Falkland Street at Green Street is another critical crossing as it allows cyclists to travel to and from the community centre parking lot. Traffic data was not collected at this location during this stage but should be collected during the next stage of design.

## 7.0 Wayfinding Signage

Wayfinding signage should be added on Broad Street and Lorne Street to identify these local streets as bikeways. Additional wayfinding signs should be added to provide cyclists with directions from the Old Town to the Bay-to-Bay Trail, which is the designated Blue Route. The forthcoming *Nova Scotia Bicycle Wayfinding Guide*, which is being developed by Bicycle Nova Scotia in collaboration with provincial and municipal stakeholders, provides guidance for bicycle wayfinding signage.

## 8.0 Legislation

The recommendation to apply 30 km/h posted speed limits on Lorne Street and on most Old Town roads requires special consideration in order to comply with existing provincial legislation. In Nova Scotia, permission from the province is needed to post speed limits below 50 km/h. Nova Scotia Transportation and Infrastructure Renewal (NSTIR) has outlined the following process for applying for reduced speed limits:

- The Local Traffic Authority for the town must make the request in writing.
- The streets must be classified as “local” and the current speed limit on the streets must be 50 km/h.
- There must be plans to make physical changes to the street to reduce travel speeds (85<sup>th</sup> percentile) to be close to the requested speed limit or current travel speeds (85<sup>th</sup> percentile) must already be close to the requested speed limit.

Further discussion with TIR will be needed to determine the process for applying a blanket speed limit reduction on most Old Town roads. Additional speed data may need to be collected.

## 9.0 Next Steps

### **Short-Term**

1. Conduct public consultation with town residents on the proposed changes.

2. Develop a pedestrian mall or shared space pilot project plan for implementation in summer 2020 or 2021. Business owners along Montague Street are among the stakeholders that should be consulted during this development.
3. Complete detailed design work for the short-term changes and tender for construction. This includes all elements of the proposed concepts except for sidewalk widening on Montague Street, which should be completed in conjunction with street reconstruction. Montague Street from Rum Row to Kempt Road is already scheduled for street reconstruction in the near future and should be considered as part of the short-term changes.
4. Make an application to TIR for posting a 30 km/h speed limit on Lorne Street. Work with TIR to determine the feasibility and process for posting a blanket 30 km/h speed limit (with some exceptions) in the Old Town.

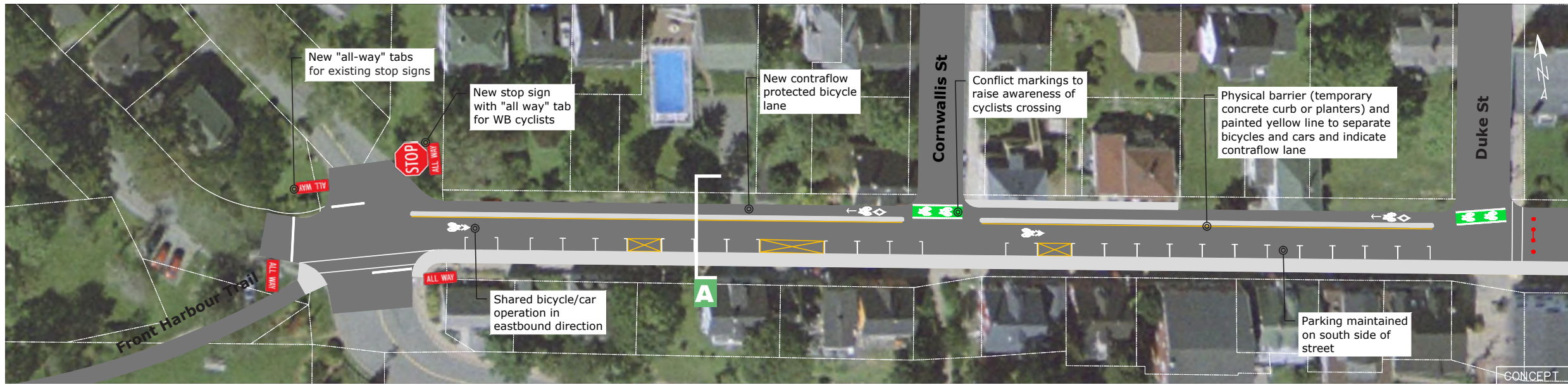
### **Long-Term**

1. Complete detailed design work for the long-term changes and tender for construction. The long-term changes include sidewalk widening on Montague Street, which should be conducted in conjunction with street reconstruction plans, as well as the final design for the "shared space" or "pedestrian mall" concept on Montague Street between Duke Street to King Street.

# APPENDIX A

# Cross-Town Connector / North - South Link Concept: Short-Term

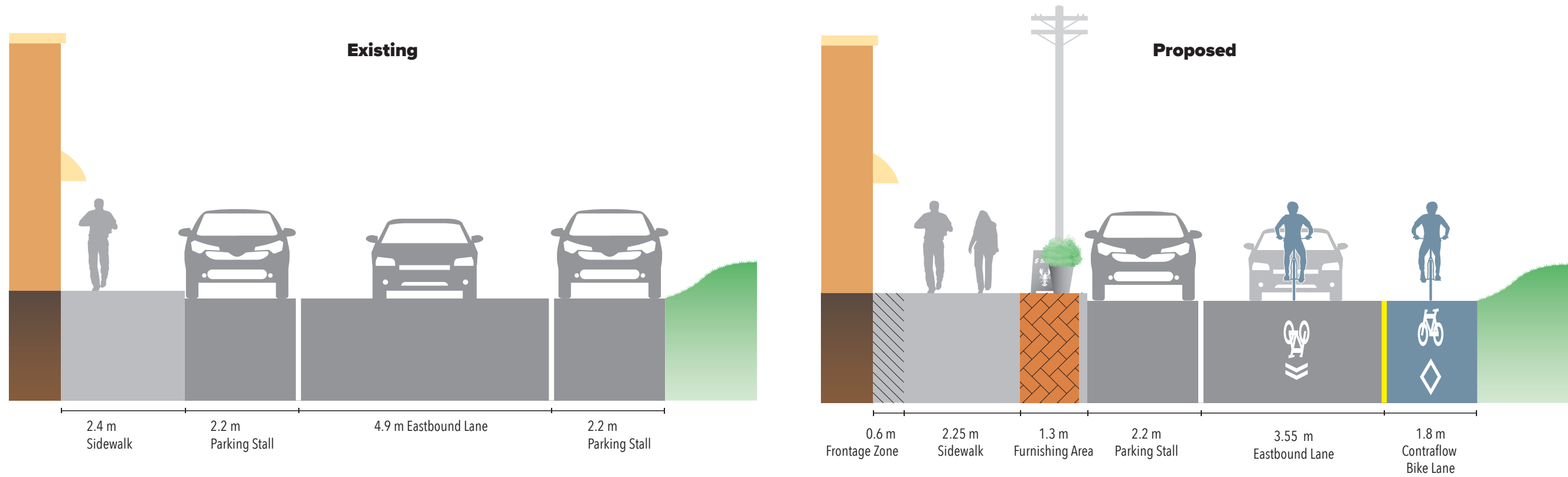
Montague St. Short-Term Page 1



## LEGEND

- Sharrow Marking
- Conflict Marking
- Asphalt
- Sidewalk
- Bollards
- Property Line

Section A | Looking West : Typical Cross Section



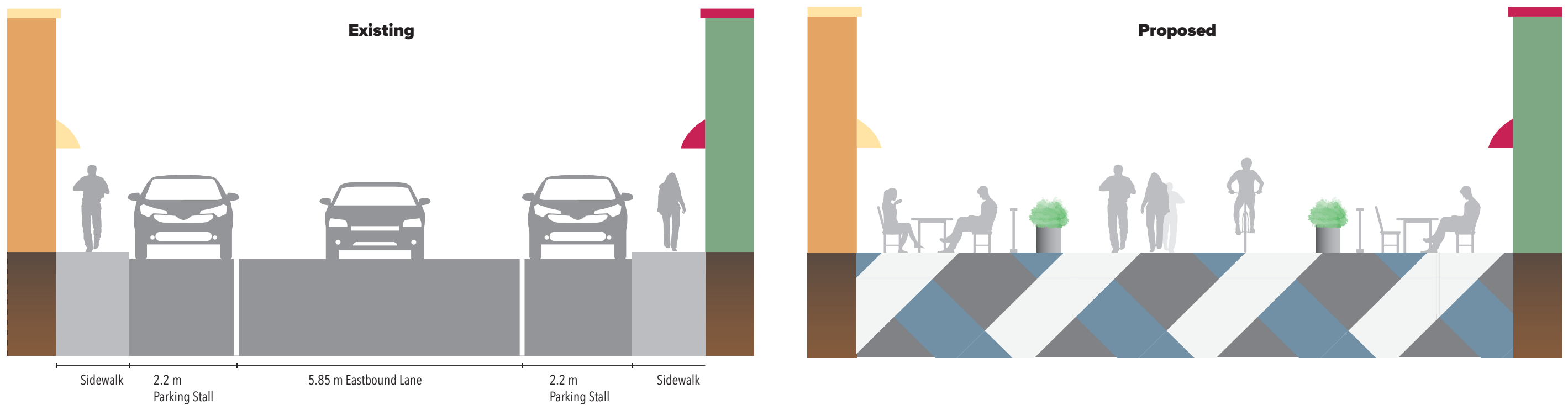
Montague St. Short-Term Page 2



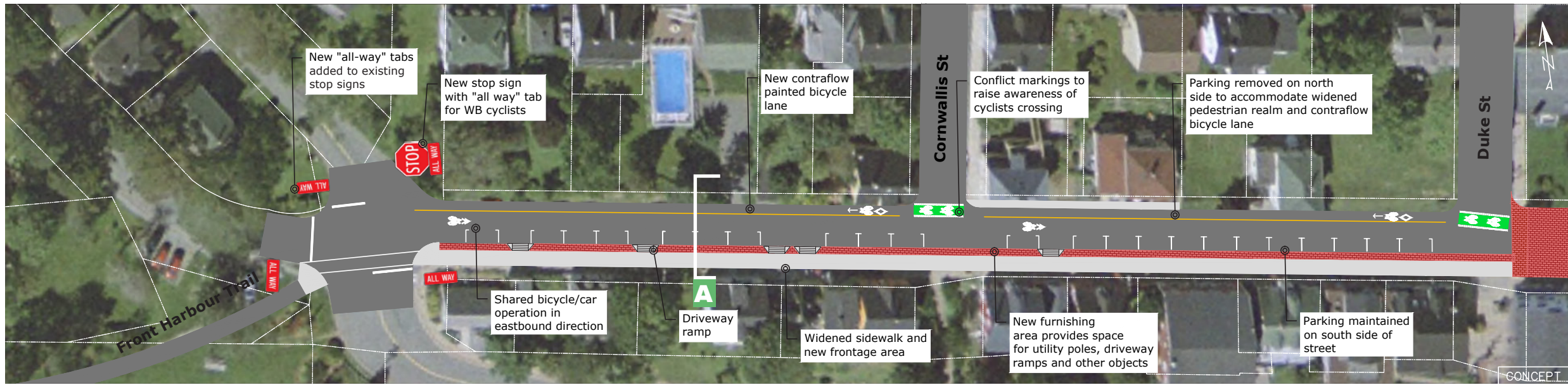
## LEGEND

- Bollards
- Conflict Marking
- Asphalt
- Sidewalk/Concrete
- Property Line

Section A | Looking West : Typical Cross Section



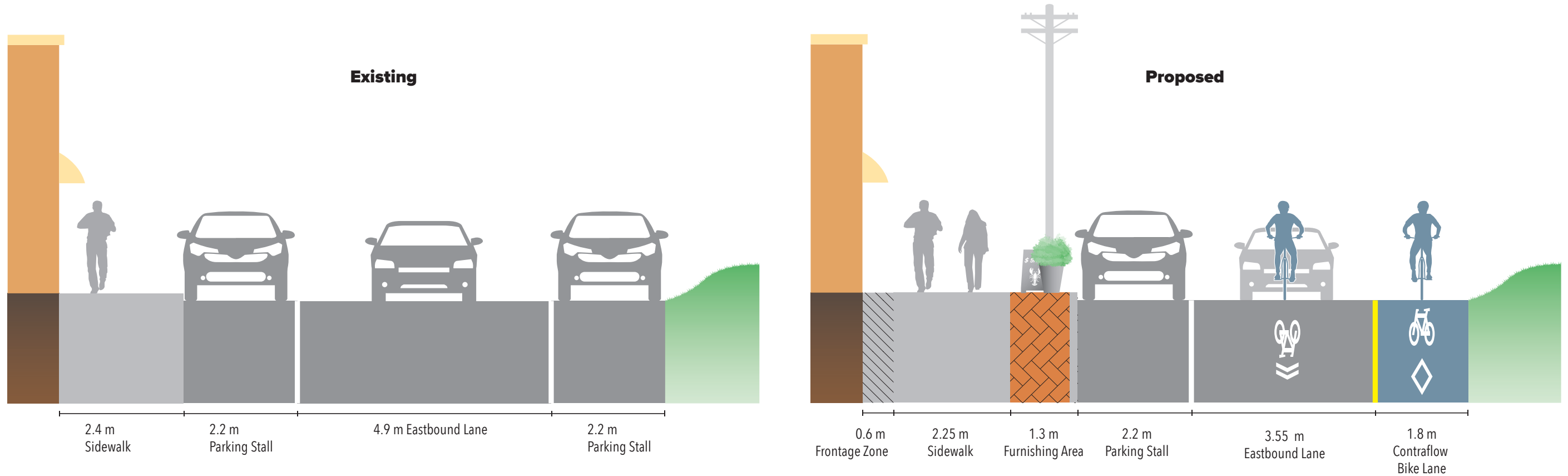
Montague St. Long-Term Page 1



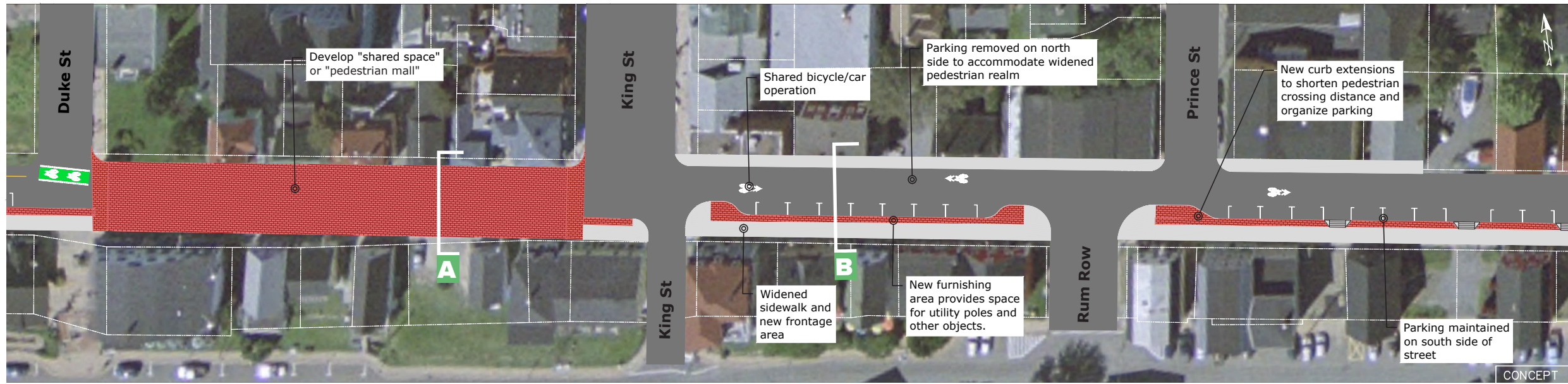
## LEGEND

- Bike Lane Marking
- Sharrow Marking
- Conflict Marking
- Asphalt
- Sidewalk
- Paving Stones
- Property Line

Section A | Looking West : Typical Cross Section



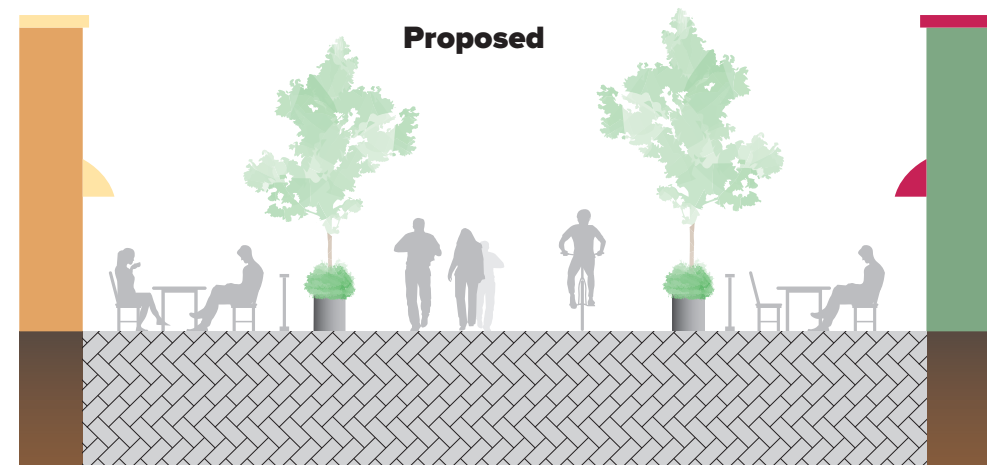
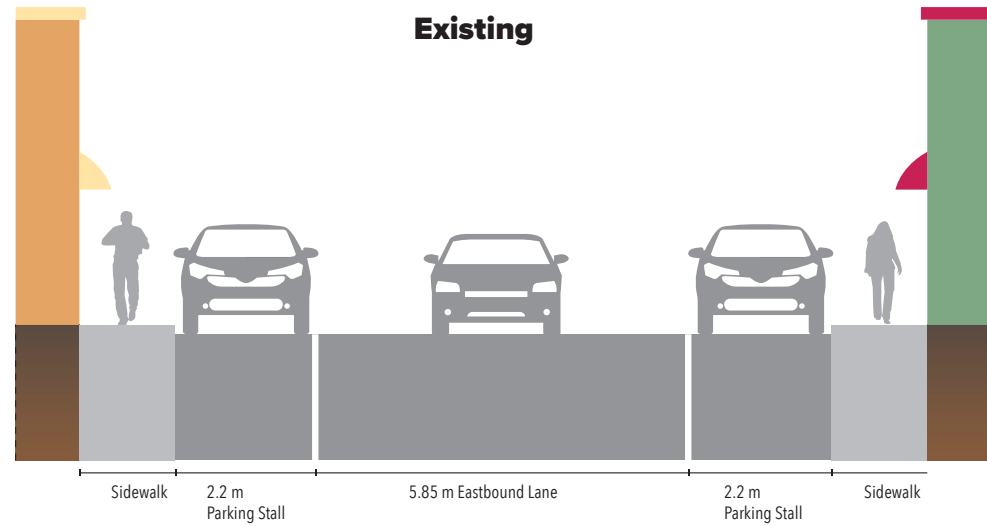
Montague St. Long-Term Page 2



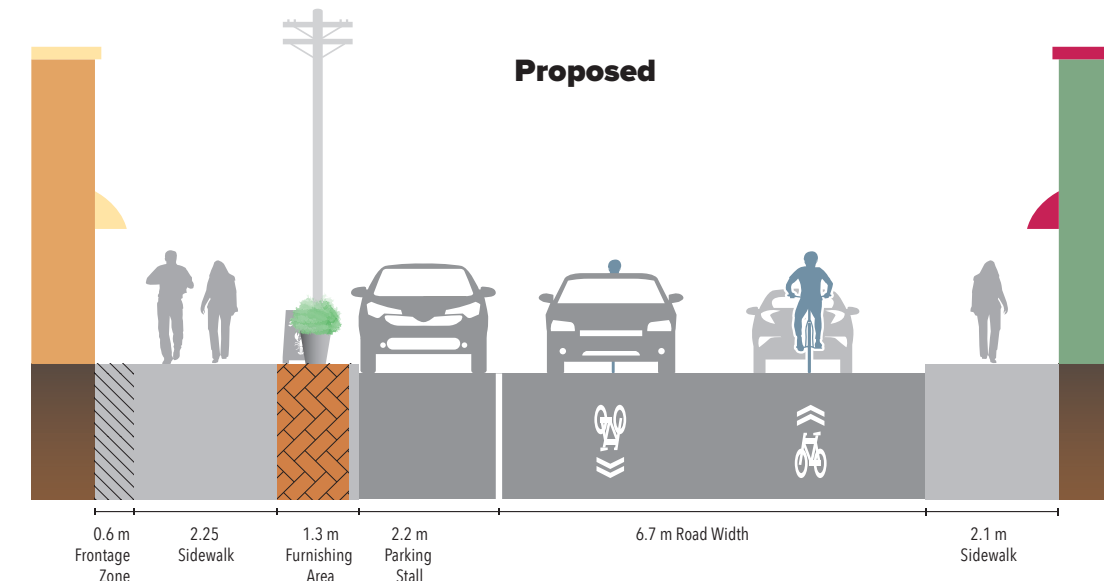
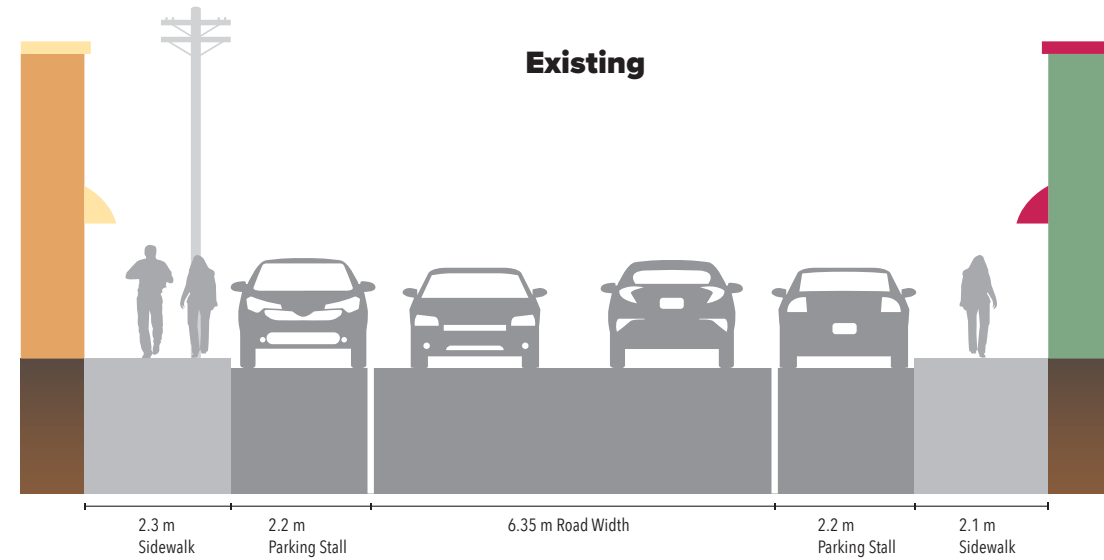
## LEGEND

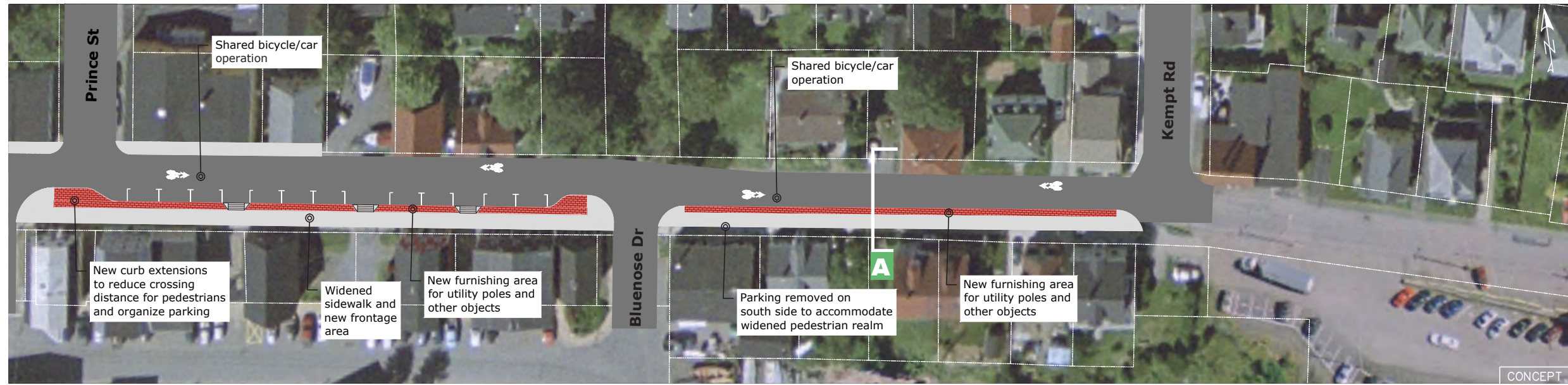
- Sharrow Marking
- Conflict Marking
- Asphalt
- Sidewalk
- Paving Stones
- Property Line

Section A | Looking West : Typical Cross Section



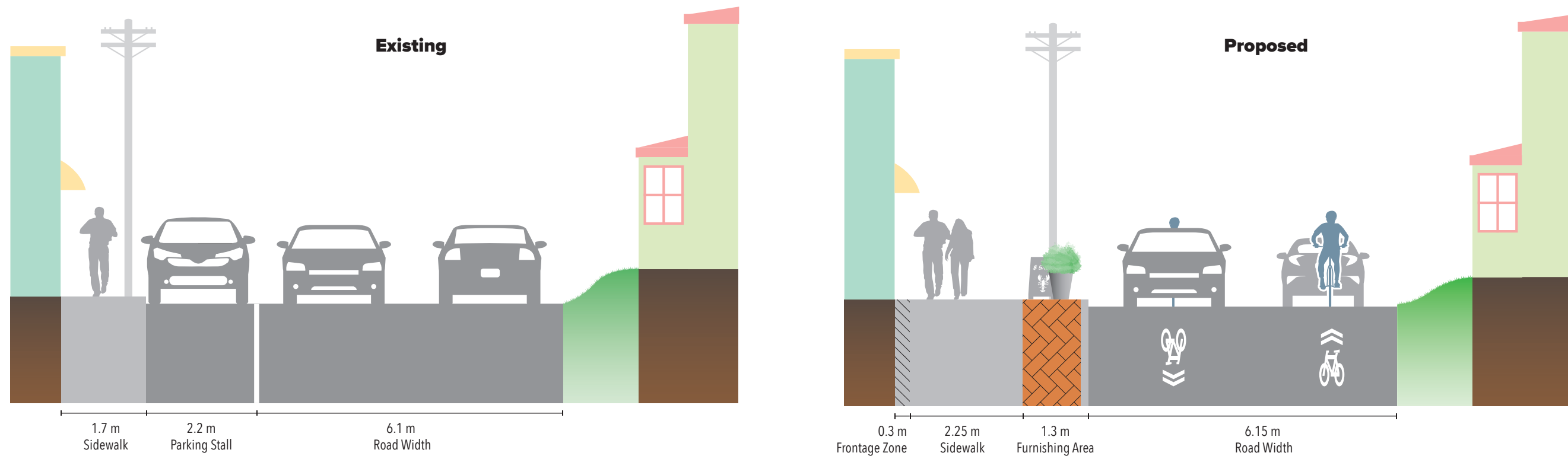
Section B | Looking West: Typical Cross-Section





## LEGEND

- Sharrow Marking
- Asphalt
- Sidewalk/Concrete
- Paving Stones
- Property Line



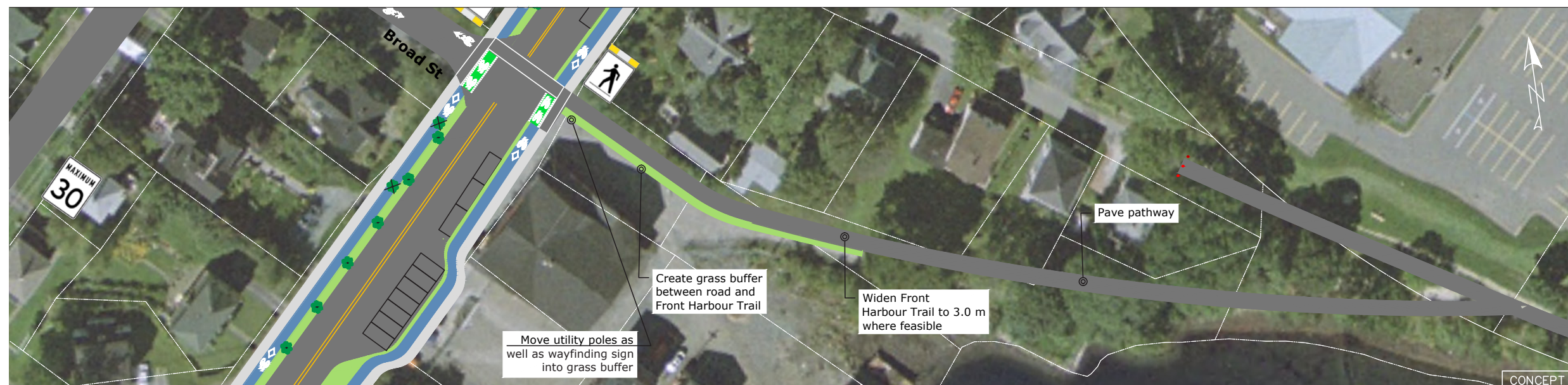
Front Harbour Trail, Part 1



## LEGEND

- Sharrow Marking
- Asphalt
- Sidewalk/Concrete
- Paving Stones
- Property Line

Front Harbour Trail, Part 2

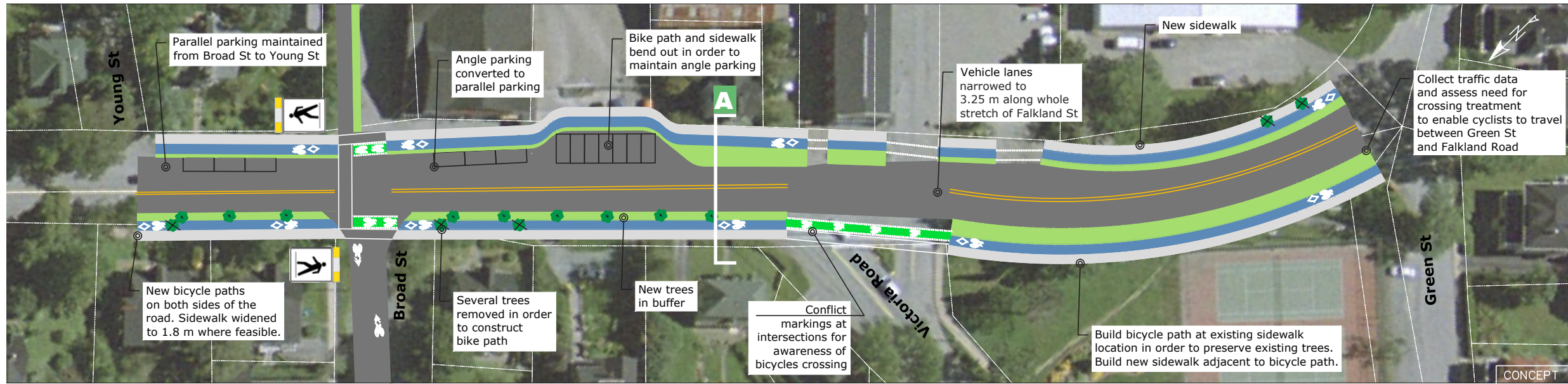


## LEGEND

- Bike Lane
- Conflict Marking
- Asphalt
- Sidewalk./Concrete
- Grass Buffer
- Property Line

# Cross-Town Connector / North - South Link Concept: Long-Term

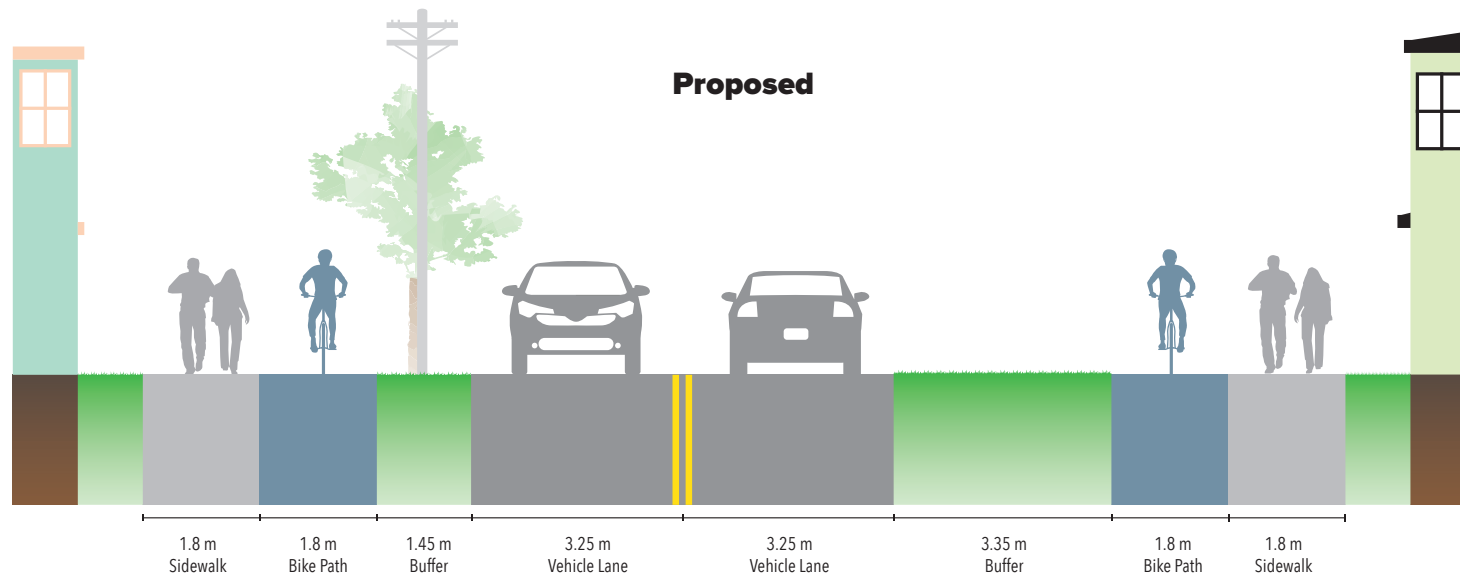
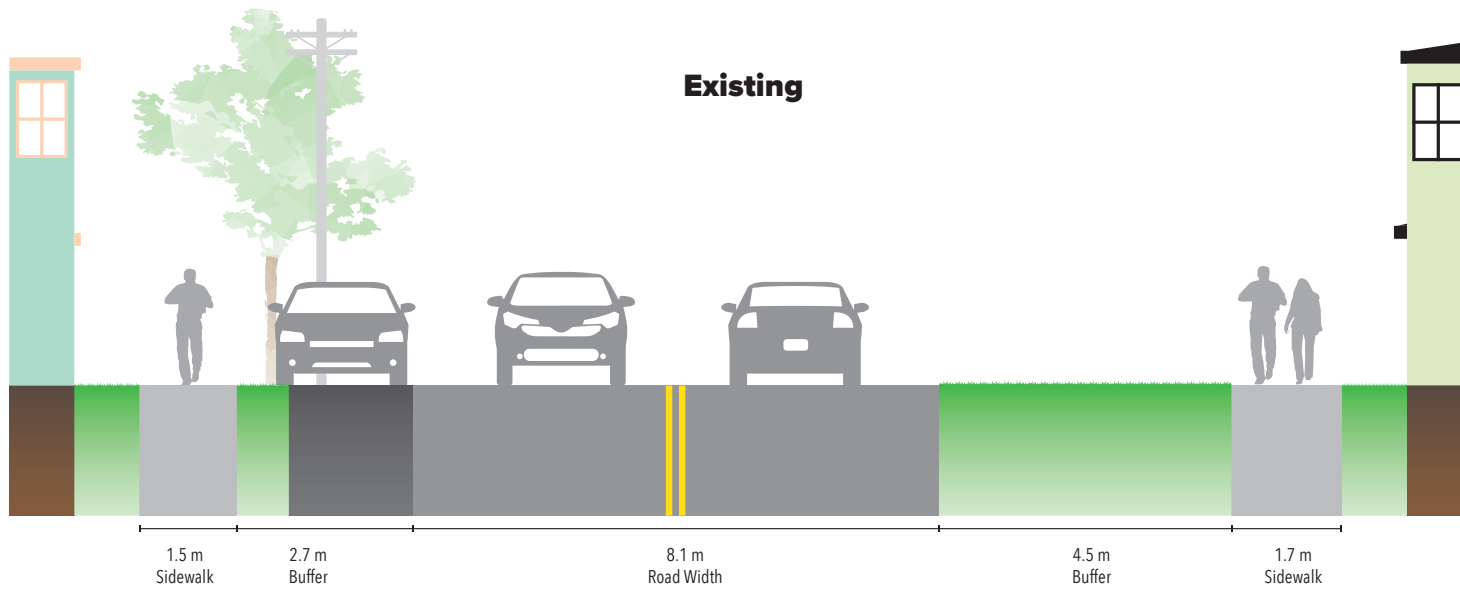
Falkland Street



## LEGEND

- Bike Lane
- Conflict Marking
- Asphalt
- Sidewalk./Concrete
- Grass Buffer
- Property Line

Section A | Looking North: Typical Cross Section



# APPENDIX B

October 28, 2019

Nabila Chatur, EIT  
 5516 Spring Garden Road, Suite 301  
 Halifax, NS  
 B3J 1G6

[via email: [nabila.chatur@bicycle.ns.ca](mailto:nabila.chatur@bicycle.ns.ca)]

**RE: Traffic Data Collection Summary - Lunenburg, Nova Scotia**

Dear Ms. Chatur:

As requested, we have collected traffic data at eight locations in Lunenburg, Nova Scotia (see Figure 1). This letter summarizes the methodology and resulting data.



**Figure 1 - Count Locations**

**INTERSECTION TURNING MOVEMENT COUNTS**

Intersection turning movement count (TMC) data were collected using Miovision Scout Units at the Linden/Montague Street at Lower Street/Bluenose Drive intersection (Location 1 in Figure 1). The turning movement counts were collected on Thursday, October 3, 2019, during the morning (7:30 AM to 9:30 AM), midday (11:00 AM to 1:00 PM), and evening (3:30 PM to 5:30 PM) peak periods. The AM and PM peak hour vehicular traffic volumes are summarized in Figure 2. Pedestrian and bicycle data were also collected at the intersection for the count period. The intersection count is tabulated into 15-minute intervals with peak hours indicated by shaded areas (See Table A-1, Appendix A).

**Table 1 – Intersection Turning Movement Data Collection**

Intersection	Count Date	See Appendix A
#1 Linden/Montague Street at Lower Street/Bluenose Drive	October 3, 2019	Table A-1

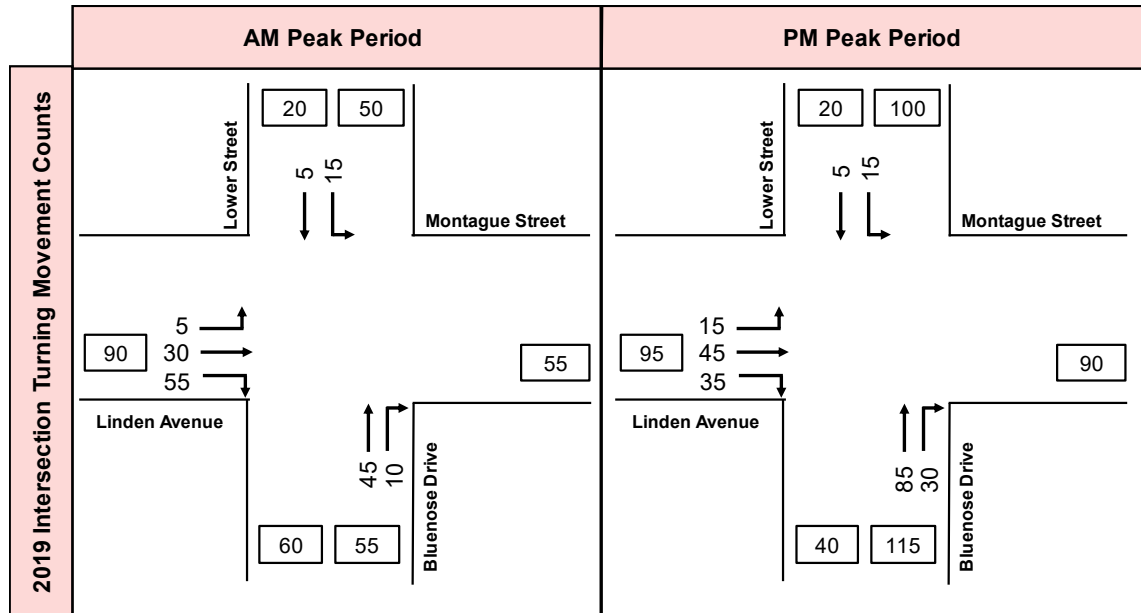


Figure 2 - AM and PM Peak Hour Volumes

## AVERAGE DAILY TRAFFIC & PEDESTRIAN COUNTS

Traffic volume data were collected for three road segments using Miovision Scout Units:

- Dufferin Street – between Archibald Street and Lorne Street (Location 6 in Figure 1)
- Falkland Street – between Victoria Street and Lincoln Street (Location 7 in Figure 1)
- Montague Street – between Cornwallis Street and King Street (Location 8 in Figure 1)

Details of the road segment count dates and volume data are summarized in Table 2. Pedestrian and bicycle data were also collected on the road segments for the count period. The volume counts are tabulated into 15-minute intervals with peak hours indicated by shaded areas (See Appendix B).

Table 2 – Road Segment Traffic Data Collection

Road Segment	Weekday Start Date	Weekday End Date	See Appendix B	Weekend Start Date	Weekend End Date	See Appendix B
#6 Dufferin Street	Thursday, October 3, 2019	Friday, October 4, 2019	Table B-1	Saturday, October 5, 2019	Sunday, October 6, 2019	Table B-2
#7 Falkland Street			Table B-3			Table B-4
#8 Montague Street			Table B-5			Table B-6

NSTIR completes traffic counts on various roads and highways throughout the year. To normalize the collected traffic counts completed for different types of roads and to account for seasonal variation in traffic volumes, NSTIR develops average traffic count group factors ranging from ‘AA’ (low variation) to ‘H’ (high variation). There is a factor determined for each week of the year for each road class and considers the type of traffic use carried on a road section. A road section that primarily carries commuter traffic in an urban area does not see as much variation in volumes as a rural road in a tourist area would experience. Dufferin Street and Falkland Street have been assumed to be Class ‘C’ (lower variation), whereas Montague Street has been assumed to be Class ‘E’ (higher variation). Applicable seasonal adjustment factors for the counted periods have been applied to estimate the Annual Average Daily Volume (AADT) for each of the roadways.

The volume data collected/estimated on Dufferin Street, Falkland Street and Montague Street are summarized in Table 3, Table 4 and Table 5, respectively.

**Table 3 - Dufferin Street (#6) Volume Data**

Volume Item	Weekday	Weekend
Counted Vehicle Volume (vpd)	2,993	2,694
Estimated AADT (vpd)	2,708	2,438
Bicycle Volume ( <i>two-way</i> )	21	15
Bicycle Volume ( <i>crossing street</i> )	3	0
Pedestrian Volume ( <i>crossing street</i> )	20	12

**Table 4 - Falkland Street (#7) Volume Data**

Volume Item	Weekday	Weekend
Counted Vehicle Volume (vpd)	7,721	5,992
Estimated AADT (vpd)	6,986	5,422
Bicycle Volume ( <i>two-way</i> )	33	25
Bicycle Volume ( <i>crossing street</i> )	0	3
Pedestrian Volume ( <i>crossing street</i> )	140	108

**Table 5 – Montague Street (#8) Volume Data**

Volume Item	Weekday	Weekend
Counted Vehicle Volume (vpd)	1,047	898
Estimated AADT (vpd)	945	810
Bicycle Volume ( <i>one-way</i> )	9	7
Bicycle Volume ( <i>crossing street</i> )	0	1
Pedestrian Volume ( <i>crossing street</i> )	687	723

## SPEED STUDIES & TRAFFIC VOLUME COUNTS

Speed and traffic volume data were collected for four road segments using Black Cat Radar units:

- Broad Street – between Mckenzie Street and Archibald Street (Location 2 in Figure 1)
- Lorne Street – between Dufferin Street and Broad Street (Location 3 in Figure 1)
- Montague Street – between Lower Street/Bluenose Drive and King Street (Location 4 in Figure 1)
- Montague Street – between King Street and Kempt Street (Location 5 in Figure 1)

The road segment count dates and the volume data are summarized in Table 6. The speed and volume data are tabulated into one-hour intervals with daily peak hours indicated by bold text (See Appendix C).

**Table 6 – Road Segment Speed and Volume Data Collection**

Road Segment	Start Date	End Date	Speed and Volume Data (See Appendix C)
#2 Broad Street	Wednesday, October 2, 2019	Monday, October 7, 2019	Table C-1
#3 Lorne Street			Table C-2
#4 Montague Street			Table C-3
#5 Montague Street			Table C-4

The AADT volume for each of the four road segments were estimated using the collected data. Broad Street and Lorne Street were assumed to be Class ‘B’ (lower variation), whereas Montague Street was assumed to be Class ‘E’ (higher variation). The collected vehicular volumes and the AADT estimates are summarized in Table 7.

**Table 7 – Average Daily Traffic Volume Counts and Estimated AADT**

Road Segment	Counted Vehicle Volume (vpd)	Estimated AADT (vpd)
#2 Broad Street	187	171
#3 Lorne Street	77	70
#4 Montague Street	438	395
#5 Montague Street	845	762

At each of the four road segments, the average speed as well as the 15<sup>th</sup>, 50<sup>th</sup>, 85<sup>th</sup> and 95<sup>th</sup> percentile speed were determined. The calculated speed data is summarized in Table 8.

**Table 8 – Average Speed Summary (km/h)**

Road Segment	15 <sup>th</sup> Percentile Speed	50 <sup>th</sup> Percentile Speed	Average Speed	85 <sup>th</sup> Percentile Speed	95 <sup>th</sup> Percentile Speed
#2 Broad Street	26	35	35	45	50
#3 Lorne Street	16	26	25	31	35
#4 Montague Street	18	23	23	29	32
#5 Montague Street	18	26	27	35	43

If you have any questions or comments, please contact me by email at [courtney.mccarthy@wsp.com](mailto:courtney.mccarthy@wsp.com) or by telephone at 902-536-0982.

Sincerely,



Courtney McCarthy, P.Eng.  
 Transportation Engineer  
 WSP Canada Inc.




APPENDIX A  
INTERSECTION TURNING MOVEMENT  
COUNT DATA

<p><b>Table A-1</b>  <b>Linden Avenue/Montague Street</b>  <b>@</b>  <b>Lower Street/Bluenose Drive</b></p> <p><i>Lunenburg, NS</i>                      Thursday, October 3, 2019</p>													
AM Peak Period Volume Data													
Time	Bluenose Drive Northbound Approach			Montague Street Westbound Approach			Lower Street Southbound Approach			Linden Avenue Eastbound Approach			Total Vehicles
	A	B	C	D	E	F	G	H	I	J	K	L	
07:30 07:45		6	2				2	0		2	9	8	29
07:45 08:00		2	3				3	0		3	16	22	49
08:00 08:15		8	0				6	1		0	7	14	36
08:15 08:30		10	1				2	0		3	0	13	29
08:30 08:45		7	2				6	2		2	6	11	36
08:45 09:00		7	0				3	2		0	9	17	38
09:00 09:15		17	7				2	1		2	9	16	54
09:15 09:30		12	2				3	0		1	7	10	35
<b>AM Peak Hour</b>	<b>0</b>	<b>43</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>31</b>	<b>54</b>	<b>163</b>
07:30 08:30	0	26	6	0	0	0	13	1	0	8	32	57	143
08:30 09:30	0	43	11	0	0	0	14	5	0	5	31	54	163
	<b>Ped 1</b>			<b>Ped 2</b>			<b>Ped 3</b>			<b>Ped 4</b>			<b>Total Peds</b>
07:30 08:30	17			1			0			0			18
08:30 09:30	16			0			0			0			16
	<b>Bike NB</b>			<b>Bike WB</b>			<b>Bike SB</b>			<b>Bike EB</b>			<b>Total Bikes</b>
07:30 08:30	1			1			0			2			4
08:30 09:30	0			0			0			6			6
Midday Peak Period Volume Data													
Time	Bluenose Drive Northbound Approach			Montague Street Westbound Approach			Lower Street Southbound Approach			Linden Avenue Eastbound Approach			Total Vehicles
	A	B	C	D	E	F	G	H	I	J	K	L	
11:00 11:15		13	3				5	1		0	14	14	50
11:15 11:30		17	5				1	2		1	14	16	56
11:30 11:45		20	5				4	2		0	11	18	60
11:45 12:00		19	4				4	1		0	7	9	44
12:00 12:15		21	5				3	0		0	9	11	49
12:15 12:30		12	3				7	2		1	8	12	45
12:30 12:45		15	5				5	0		1	13	12	51
12:45 13:00		20	5				2	4		1	13	17	62
<b>Midday Peak Hour</b>	<b>0</b>	<b>69</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>46</b>	<b>57</b>	<b>210</b>
11:00 12:00	0	69	17	0	0	0	14	6	0	1	46	57	210
12:00 13:00	0	68	18	0	0	0	17	6	0	3	43	52	207
	<b>Ped 1</b>			<b>Ped 2</b>			<b>Ped 3</b>			<b>Ped 4</b>			<b>Total Peds</b>
11:00 12:00	36			1			0			2			39
12:00 13:00	39			11			0			0			50
	<b>Bike NB</b>			<b>Bike WB</b>			<b>Bike SB</b>			<b>Bike EB</b>			<b>Total Bikes</b>
11:00 12:00	0			0			0			2			2
12:00 13:00	0			0			0			0			0
PM Peak Period Volume Data													
Time	Bluenose Drive Northbound Approach			Montague Street Westbound Approach			Lower Street Southbound Approach			Linden Avenue Eastbound Approach			Total Vehicles
	A	B	C	D	E	F	G	H	I	J	K	L	
15:30 15:45		16	3				3	0		0	14	7	43
15:45 16:00		25	6				1	0		3	16	11	62
16:00 16:15		17	6				7	1		5	10	10	56
16:15 16:30		20	11				2	2		4	8	9	56
16:30 16:45		25	7				5	0		3	11	3	54
16:45 17:00		18	5				1	0		5	13	6	48
17:00 17:15		25	5				2	3		4	13	4	56
17:15 17:30		20	5				3	1		1	10	10	50
<b>PM Peak Hour</b>	<b>0</b>	<b>87</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>15</b>	<b>45</b>	<b>33</b>	<b>228</b>
15:30 16:30	0	78	26	0	0	0	13	3	0	12	48	37	217
16:30 17:30	0	88	22	0	0	0	11	4	0	13	47	23	208
	<b>Ped 1</b>			<b>Ped 2</b>			<b>Ped 3</b>			<b>Ped 4</b>			<b>Total Peds</b>
15:30 16:30	29			2			0			0			31
16:30 17:30	47			3			0			0			50
	<b>Bike NB</b>			<b>Bike WB</b>			<b>Bike SB</b>			<b>Bike EB</b>			<b>Total Bikes</b>
15:30 16:30	0			0			0			2			2
16:30 17:30	2			1			2			2			7

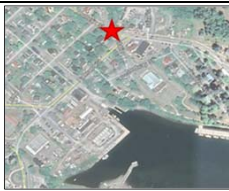
\* Count completed by WSP



APPENDIX B  
AVERAGE DAILY TRAFFIC VOLUME  
DATA

Table B-1				Volume Data					
Dufferin Street Between Archibald Street and Lorne Street				Lunenburg, NS					
Starting Thursday, October 3, 2019				Ending Friday, October 4, 2019					
									
Time		Vehicles			Bicycles			Crossing Dufferin Street	
		North-West	South-East	Total	North-West	South-East	Total	Bicycles	Pedestrians
07:00	07:15	7	12	19			0		
07:15	07:30	8	20	28			0		
07:30	07:45	16	19	35			0		
07:45	08:00	11	39	50		1	1		
08:00	08:15	20	36	56			0		
08:15	08:30	30	30	60			0		1
08:30	08:45	17	29	46			0		2
08:45	09:00	21	35	56			0		
09:00	09:15	23	26	49			0		1
09:15	09:30	18	17	35			0		
09:30	09:45	23	13	36			0		
09:45	10:00	28	25	53			0		
10:00	10:15	30	23	53			0		2
10:15	10:30	26	21	47		2	2		1
10:30	10:45	35	26	61	5		5		
10:45	11:00	26	25	51	1		1		
11:00	11:15	27	23	50	2		2		1
11:15	11:30	41	24	65		2	2	1	
11:30	11:45	28	29	57			0		
11:45	12:00	21	20	41			0		
12:00	12:15	37	25	62			0	1	2
12:15	12:30	16	19	35			0		
12:30	12:45	32	31	63			0		1
12:45	13:00	27	23	50			0		1
13:00	13:15	40	27	67		3	3		
13:15	13:30	32	26	58			0		1
13:30	13:45	28	17	45			0		
13:45	14:00	25	17	42		3	3		
14:00	14:15	41	26	67			0	1	
14:15	14:30	39	26	65			0		
14:30	14:45	42	35	77	1		1		1
14:45	15:00	38	16	54			0		
15:00	15:15	31	25	56			0		
15:15	15:30	41	30	71			0		
15:30	15:45	42	27	69			0		
15:45	16:00	38	32	70			0		2
16:00	16:15	38	35	73			0		
16:15	16:30	53	30	83			0		
16:30	16:45	49	34	83			0		
16:45	17:00	39	34	73			0		
17:00	17:15	50	22	72		1	1		
17:15	17:30	46	27	73			0		
17:30	17:45	39	26	65			0		
17:45	18:00	25	20	45			0		4
18:00	18:15	14	18	32			0		
18:15	18:30	20	18	38			0		
18:30	18:45	19	30	49			0		
18:45	19:00	21	28	49			0		
19:00	19:15	19	18	37			0		
19:15	19:30	14	20	34			0		
19:30	19:45	13	12	25			0		
19:45	20:00	7	15	22			0		
20:00	20:15	18	9	27			0		
20:15	20:30	10	8	18			0		
20:30	20:45	13	7	20			0		
20:45	21:00	13	5	18			0		
21:00	21:15	7	1	8			0		
21:15	21:30	9	4	13			0		
21:30	21:45	6	4	10			0		
21:45	22:00	22	3	25			0		
22:00	22:15	17	1	18			0		
22:15	22:30	5	1	6			0		
22:30	22:45	3	3	6			0		
22:45	23:00	6	1	7			0		
23:00	23:15	2	1	3			0		
23:15	23:30	2	3	5			0		
23:30	23:45	3	0	3			0		
23:45	00:00	2	0	2			0		
00:00	00:15	2	0	2			0		
00:15	00:30	1	1	2			0		
00:30	00:45	0	0	0			0		
00:45	01:00	0	0	0			0		
01:00	01:15	0	0	0			0		
01:15	01:30	2	0	2			0		
01:30	01:45	1	0	1			0		
01:45	02:00	0	0	0			0		
02:00	02:15	1	1	2			0		
02:15	02:30	1	0	1			0		
02:30	02:45	1	0	1			0		
02:45	03:00	0	0	0			0		
03:00	03:15	0	0	0			0		
03:15	03:30	0	0	0			0		
03:30	03:45	0	0	0			0		
03:45	04:00	1	0	1			0		
04:00	04:15	1	0	1			0		
04:15	04:30	0	1	1			0		
04:30	04:45	1	1	2			0		
04:45	05:00	1	2	3			0		
05:00	05:15	0	2	2			0		
05:15	05:30	0	2	2			0		
05:30	05:45	0	2	2			0		
05:45	06:00	1	2	3			0		
06:00	06:15	2	1	3			0		
06:15	06:30	2	5	7			0		
06:30	06:45	3	3	6			0		
06:45	07:00	3	5	8			0		
<b>24-Hour Summary</b>		<b>1633</b>	<b>1360</b>	<b>2993</b>	<b>8</b>	<b>13</b>	<b>21</b>	<b>3</b>	<b>20</b>
		<b>Vehicles</b>			<b>Bicycles</b>			<b>Crossing Dufferin Street</b>	
		<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Bicycles</b>	<b>Pedestrians</b>
<b>AM Peak Hour</b>		<b>88</b>	<b>130</b>	<b>218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Midday Peak Hour</b>		<b>127</b>	<b>98</b>	<b>225</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>PM Peak Hour</b>		<b>179</b>	<b>133</b>	<b>312</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Count completed by WSP

Table B-2				Dufferin Street Between Archibald Street and Lorne Street				Lunenburg, NS			
Starting Saturday, October 5, 2019				Ending Sunday, October 6, 2019							
Volume Data											
Time		Vehicles			Bicycles			Crossing Dufferin Street			
		North-West	South-East	Total	North-West	South-East	Total	Bicycles	Pedestrians		
07:00	07:15	3	3	6			0				
07:15	07:30	4	10	14			0				
07:30	07:45	8	5	13			0				
07:45	08:00	4	8	12			0				
08:00	08:15	6	15	21			0				
08:15	08:30	4	4	8			0				
08:30	08:45	12	16	28			0				
08:45	09:00	9	13	22		1	1				
09:00	09:15	12	14	26			0				
09:15	09:30	16	24	40			0				
09:30	09:45	16	16	32		1	1				
09:45	10:00	19	23	42			0				
10:00	10:15	21	25	46			0				
10:15	10:30	18	13	31	1		1		1		
10:30	10:45	17	28	45			0				
10:45	11:00	22	26	48			0		1		
11:00	11:15	23	23	46		1	1				
11:15	11:30	19	22	41			0		1		
11:30	11:45	17	48	65			0				
11:45	12:00	30	35	65			0				
12:00	12:15	22	42	64			0				
12:15	12:30	19	24	43			2				
12:30	12:45	25	36	61			0				
12:45	13:00	23	21	44			0				
13:00	13:15	34	25	59			0				
13:15	13:30	27	51	78			0				
13:30	13:45	33	32	65			0				
13:45	14:00	31	55	86			0				
14:00	14:15	34	38	72			0				
14:15	14:30	26	38	64			0		1		
14:30	14:45	26	31	57			0		1		
14:45	15:00	34	36	70	1		1				
15:00	15:15	50	40	90		1	1				
15:15	15:30	28	33	61			0				
15:30	15:45	42	28	70			0		2		
15:45	16:00	39	22	61	2		2				
16:00	16:15	29	33	62			0				
16:15	16:30	29	30	59	1	3	4				
16:30	16:45	33	34	67			0				
16:45	17:00	27	34	61			0				
17:00	17:15	35	34	69			0				
17:15	17:30	26	21	47			0				
17:30	17:45	31	18	49			0				
17:45	18:00	21	32	53			0				
18:00	18:15	22	16	38			0		2		
18:15	18:30	24	16	40			0		1		
18:30	18:45	25	16	41			0				
18:45	19:00	26	10	36			0				
19:00	19:15	16	29	45		1	1				
19:15	19:30	15	31	46			0				
19:30	19:45	11	18	29			0				
19:45	20:00	7	12	19			0				
20:00	20:15	13	6	19			0				
20:15	20:30	10	6	16			0		2		
20:30	20:45	9	3	12			0				
20:45	21:00	7	2	9			0				
21:00	21:15	7	8	15			0				
21:15	21:30	5	2	7			0				
21:30	21:45	5	7	12			0				
21:45	22:00	6	9	15			0				
22:00	22:15	10	2	12			0				
22:15	22:30	4	5	9			0				
22:30	22:45	11	1	12			0				
22:45	23:00	33	2	35			0				
23:00	23:15	5	0	5			0				
23:15	23:30	2	4	6			0				
23:30	23:45	6	3	9			0				
23:45	00:00	6	0	6			0				
00:00	00:15	1	0	1			0				
00:15	00:30	2	2	4			0				
00:30	00:45	0	1	1			0				
00:45	01:00	0	0	0			0				
01:00	01:15	0	0	0			0				
01:15	01:30	1	0	1			0				
01:30	01:45	2	0	2			0				
01:45	02:00	1	1	2			0				
02:00	02:15	1	0	1			0				
02:15	02:30	1	0	1			0				
02:30	02:45	0	0	0			0				
02:45	03:00	0	2	2			0				
03:00	03:15	0	0	0			0				
03:15	03:30	0	0	0			0				
03:30	03:45	0	0	0			0				
03:45	04:00	0	0	0			0				
04:00	04:15	0	0	0			0				
04:15	04:30	1	1	2			0				
04:30	04:45	0	0	0			0				
04:45	05:00	1	0	1			0				
05:00	05:15	0	1	1			0				
05:15	05:30	0	0	0			0				
05:30	05:45	1	4	5			0				
05:45	06:00	0	1	1			0				
06:00	06:15	0	2	2			0				
06:15	06:30	2	2	4			0				
06:30	06:45	0	0	0			0				
06:45	07:00	4	3	7			0				
<b>24-Hour Summary</b>		<b>1307</b>	<b>1387</b>	<b>2694</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>12</b>		
		<b>Vehicles</b>			<b>Bicycles</b>			<b>Crossing Dufferin Street</b>			
		<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Bicycles</b>	<b>Pedestrians</b>		
<b>AM Peak Hour</b>		49	67	116	0	1	1	0	0		
<b>Midday Peak Hour</b>		88	149	237	0	2	2	0	0		
<b>PM Peak Hour</b>		124	132	256	1	3	4	0	0		

\* Count completed by WSP

Time			Vehicles			Bicycles			Crossing Dufferin Street	
			North-East	South-West	Total	North-East	South-West	Total	Bicycles	Pedestrians
07:00	07:15		33	25	58		1	1		
07:15	07:30		34	31	65		0	0		
07:30	07:45		39	48	87	1	1	1		
07:45	08:00		61	63	124		1	1		2
08:00	08:15		84	98	182		2	2		3
08:15	08:30		84	73	157		0	0		
08:30	08:45		63	59	122		0	0		
08:45	09:00		98	70	168	1	1	1		4
09:00	09:15		74	63	137		3	3		
09:15	09:30		79	63	142		0	0		3
09:30	09:45		87	77	164		0	0		1
09:45	10:00		86	60	146		0	0		3
10:00	10:15		97	63	160		0	0		1
10:15	10:30		92	61	153		0	0		2
10:30	10:45		81	63	144		1	1		4
10:45	11:00		88	60	148	2	2	2		1
11:00	11:15		92	68	160		0	0		2
11:15	11:30		90	69	159		1	1		
11:30	11:45		90	80	170		1	1		1
11:45	12:00		112	50	162	1	1	1		4
12:00	12:15		94	72	166		1	1		4
12:15	12:30		81	59	140					1
12:30	12:45		85	70	155					1
12:45	13:00		102	48	150		1	1		1
13:00	13:15		78	67	145		0	0		1
13:15	13:30		80	61	141		0	0		1
13:30	13:45		70	64	134		0	0		1
13:45	14:00		74	46	120		0	0		2
14:00	14:15		83	67	150		0	0		1
14:15	14:30		85	82	167		0	0		
14:30	14:45		90	83	173	1	1	2		1
14:45	15:00		95	67	162		0	0		2
15:00	15:15		73	91	164		0	0		
15:15	15:30		82	75	157		0	0		3
15:30	15:45		92	60	152		0	0		1
15:45	16:00		83	90	173		0	0		4
16:00	16:15		93	78	171		0	0		25
16:15	16:30		75	69	144		0	0		
16:30	16:45		75	95	170	2	1	3		1
16:45	17:00		80	81	161		1	1		1
17:00	17:15		85	73	158		2	2		10
17:15	17:30		67	63	130	2	2	2		2
17:30	17:45		52	52	104	1	1	1		3
17:45	18:00		59	43	102		0	0		4
18:00	18:15		51	47	98		1	1		3
18:15	18:30		49	39	88		0	0		5
18:30	18:45		55	51	106		0	0		6
18:45	19:00		56	41	97	1	1	1		8
19:00	19:15		46	33	79		0	0		7
19:15	19:30		34	34	68		0	0		1
19:30	19:45		30	41	71		1	1		1
19:45	20:00		27	28	55		0	0		
20:00	20:15		27	40	67		0	0		3
20:15	20:30		26	34	60		0	0		
20:30	20:45		20	20	40		1	1		
20:45	21:00		13	25	38	1	1	1		
21:00	21:15		24	17	41		0	0		
21:15	21:30		15	19	34		0	0		
21:30	21:45		6	9	15		0	0		
21:45	22:00		12	36	48		0	0		1
22:00	22:15		15	16	31		0	0		
22:15	22:30		9	4	13		0	0		1
22:30	22:45		3	7	10		0	0		
22:45	23:00		4	2	6		0	0		
23:00	23:15		2	1	3		0	0		
23:15	23:30		1	2	3		0	0		
23:30	23:45		5	8	13		0	0		
23:45	00:00		4	4	8		0	0		
00:00	00:15		5	1	6		0	0		
00:15	00:30		1	3	4		0	0		
00:30	00:45		0	1	1		0	0		
00:45	01:00		2	8	10		0	0		
01:00	01:15		0	1	1		0	0		
01:15	01:30		1	2	3		0	0		2
01:30	01:45		2	0	2		0	0		
01:45	02:00		0	0	0		0	0		
02:00	02:15		1	0	1		0	0		
02:15	02:30		1	3	4		0	0		
02:30	02:45		4	0	4		0	0		
02:45	03:00		0	1	1		0	0		
03:00	03:15		0	1	1		0	0		
03:15	03:30		2	1	3		0	0		
03:30	03:45		1	0	1		0	0		
03:45	04:00		1	0	1		0	0		
04:00	04:15		1	1	2		0	0		
04:15	04:30		2	3	5		0	0		
04:30	04:45		3	2	5		0	0		
04:45	05:00		4	4	8		0	0		
05:00	05:15		1	6	7		0	0		
05:15	05:30		5	4	9		0	0		
05:30	05:45		5	7	12		0	0		
05:45	06:00		11	12	23		0	0		
06:00	06:15		8	9	17		0	0		1
06:15	06:30		10	16	26		0	0		
06:30	06:45		19	17	36		0	0		
06:45	07:00		40	19	59		0	0		
<b>24-Hour Summary</b>			<b>4141</b>	<b>3580</b>	<b>7721</b>	<b>13</b>	<b>20</b>	<b>33</b>	<b>0</b>	<b>140</b>
			<b>Vehicles</b>			<b>Bicycles</b>			<b>Crossing Dufferin Street</b>	
			<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Bicycles</b>	<b>Pedestrians</b>
<b>AM Peak Hour</b>			<b>329</b>	<b>300</b>	<b>629</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>7</b>
<b>Midday Peak Hour</b>			<b>386</b>	<b>271</b>	<b>657</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>9</b>
<b>PM Peak Hour</b>			<b>326</b>	<b>332</b>	<b>658</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>30</b>

\* Count completed by WSP

Time		Vehicles			Bicycles			Crossing Dufferin Street	
		North-East	South-West	Total	North-East	South-West	Total	Bicycles	Pedestrians
07:00	07:15	15	12	27			0		2
07:15	07:30	19	15	34			0		
07:30	07:45	23	25	48			0		1
07:45	08:00	32	24	56			0		
08:00	08:15	29	21	50			0		3
08:15	08:30	29	29	44			0		
08:30	08:45	35	40	75			0		
08:45	09:00	45	31	76			0		
09:00	09:15	49	37	86			0		1
09:15	09:30	42	41	83			0		
09:30	09:45	73	57	130			0		
09:45	10:00	78	58	136			0		1
10:00	10:15	57	68	125			0		4
10:15	10:30	57	64	121			0		1
10:30	10:45	50	59	109			0		1
10:45	11:00	77	65	142		1	1		1
11:00	11:15	58	62	120			0		6
11:15	11:30	142	124	266	1	3	4		6
11:30	11:45	71	76	147	1	3	4		
11:45	12:00	71	63	134	2	1	3		3
12:00	12:15	78	62	140	2		2		2
12:15	12:30	58	54	112		1	1		
12:30	12:45	77	61	138			0		2
12:45	13:00	56	51	107			0		1
13:00	13:15	72	53	125		2	2		2
13:15	13:30	66	61	127	1	1	2		3
13:30	13:45	65	64	129			0		2
13:45	14:00	68	54	122			0		4
14:00	14:15	74	58	132			0		
14:15	14:30	72	60	132	1		1		
14:30	14:45	67	52	119			0		3
14:45	15:00	70	57	127		1	1		4
15:00	15:15	54	65	119			0		2
15:15	15:30	59	52	111	1		1		2
15:30	15:45	63	75	138			0		8
15:45	16:00	61	56	117			0		2
16:00	16:15	59	73	132			0		1
16:15	16:30	57	51	108			0		2
16:30	16:45	49	57	106			0		
16:45	17:00	53	54	107			0	2	2
17:00	17:15	55	63	118			0		5
17:15	17:30	49	68	117			0		
17:30	17:45	55	29	84			0		4
17:45	18:00	59	35	94			0		3
18:00	18:15	51	43	94			0		1
18:15	18:30	43	42	85			0		2
18:30	18:45	55	48	103		1	1		4
18:45	19:00	42	36	78			0	1	1
19:00	19:15	42	29	71	1		1		1
19:15	19:30	42	34	76			0		1
19:30	19:45	27	38	65			0		1
19:45	20:00	20	25	45			0		3
20:00	20:15	23	21	44	1		1		1
20:15	20:30	16	29	45			0		
20:30	20:45	19	17	36			0		
20:45	21:00	13	12	25			0		1
21:00	21:15	14	17	31			0		4
21:15	21:30	12	15	27			0		
21:30	21:45	15	15	30			0		1
21:45	22:00	8	16	24			0		
22:00	22:15	12	13	25			0		
22:15	22:30	1	5	6			0		
22:30	22:45	4	13	17			0		
22:45	23:00	3	15	18			0		
23:00	23:15	3	12	15			0		
23:15	23:30	7	4	11			0		
23:30	23:45	2	6	8			0		
23:45	00:00	3	6	9			0		
00:00	00:15	2	3	5			0		
00:15	00:30	2	6	8			0		
00:30	00:45	3	4	7			0		
00:45	01:00	1	3	4			0		
01:00	01:15	3	3	6			0		
01:15	01:30	1	1	2			0		
01:30	01:45	1	1	2			0		2
01:45	02:00	1	5	6			0		
02:00	02:15	0	1	1			0		
02:15	02:30	1	0	1			0		
02:30	02:45	0	1	1			0		
02:45	03:00	1	3	4			0		
03:00	03:15	2	1	3			0		
03:15	03:30	1	1	2			0		
03:30	03:45	0	0	0			0		
03:45	04:00	0	0	0			0		
04:00	04:15	0	0	0			0		
04:15	04:30	1	1	2			0		
04:30	04:45	0	0	0			0		
04:45	05:00	0	0	0			0		
05:00	05:15	0	0	0			0		
05:15	05:30	1	1	2			0		
05:30	05:45	3	8	11			0		
05:45	06:00	5	4	9			0		
06:00	06:15	5	4	9			0		
06:15	06:30	1	2	3			0		
06:30	06:45	3	5	8			0		1
06:45	07:00	6	3	9			0		
<b>24-Hour Summary</b>		<b>3069</b>	<b>2923</b>	<b>5992</b>	<b>11</b>	<b>14</b>	<b>25</b>	<b>3</b>	<b>108</b>
		<b>Vehicles</b>			<b>Bicycles</b>			<b>Crossing Dufferin Street</b>	
		<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Bicycles</b>	<b>Pedestrians</b>
<b>AM Peak Hour</b>		171	149	320	0	0	0	0	1
<b>Midday Peak Hour</b>		362	325	687	6	7	13	0	11
<b>PM Peak Hour</b>		240	255	495	0	0	0	0	13

\* Count completed by WSP

Time			Vehicles			Bicycles			Crossing Dufferin Street	
			Eastbound	Westbound	Total	Eastbound	Westbound	Total	Bicycles	Pedestrians
07:00	07:15	4		4			0			
07:15	07:30	11		11			0		1	
07:30	07:45	10		10			0		1	
07:45	08:00	27		27			0			
08:00	08:15	11		11			0		3	
08:15	08:30	11		11			0		5	
08:30	08:45	13		13			0		5	
08:45	09:00	14		14	1		1		2	
09:00	09:15	18		18			0		4	
09:15	09:30	13		13			0		14	
09:30	09:45	12		12			0		5	
09:45	10:00	16		16			0		1	
10:00	10:15	21		21			0			
10:15	10:30	18		18			0		4	
10:30	10:45	22		22			0		1	
10:45	11:00	33		33			0		9	
11:00	11:15	19		19			0		14	
11:15	11:30	20		20			0		17	
11:30	11:45	22		22			0		10	
11:45	12:00	19		19			0		14	
12:00	12:15	18		18	1		1		12	
12:15	12:30	20		20			0		20	
12:30	12:45	22		22			0		22	
12:45	13:00	21		21			0		32	
13:00	13:15	28		28			0		39	
13:15	13:30	22		22			0		19	
13:30	13:45	22		22	1		1		21	
13:45	14:00	26		26			0		48	
14:00	14:15	35		35			0		27	
14:15	14:30	20		20			0		12	
14:30	14:45	28		28			0		16	
14:45	15:00	18		18			0		12	
15:00	15:15	11		11			0		29	
15:15	15:30	19		19			0		11	
15:30	15:45	22		22			0		19	
15:45	16:00	24		24			0		25	
16:00	16:15	26		26			0		14	
16:15	16:30	24		24			0		20	
16:30	16:45	25		25	1		1		16	
16:45	17:00	20		20			0		15	
17:00	17:15	23		23	1		1		13	
17:15	17:30	18		18			0		14	
17:30	17:45	20		20	1		1		8	
17:45	18:00	20		20			0		2	
18:00	18:15	19		19			0		7	
18:15	18:30	14		14			0		10	
18:30	18:45	17		17			0		10	
18:45	19:00	11		11	1		1		14	
19:00	19:15	12		12			0		8	
19:15	19:30	12		12			0		7	
19:30	19:45	9		9	1		1		3	
19:45	20:00	10		10			0		4	
20:00	20:15	13		13			0		3	
20:15	20:30	12		12			0		5	
20:30	20:45	4		4			0		8	
20:45	21:00	7		7			0		1	
21:00	21:15	1		1			0		3	
21:15	21:30	3		3			0		3	
21:30	21:45	2		2			0		2	
21:45	22:00	3		3		1	1		5	
22:00	22:15	1		1			0		1	
22:15	22:30	0		0			0		1	
22:30	22:45	2		2			0		1	
22:45	23:00	1		1			0			
23:00	23:15	1		1			0		2	
23:15	23:30	0		0			0			
23:30	23:45	3		3			0		1	
23:45	00:00	1		1			0		0	
00:00	00:15	1		1			0		3	
00:15	00:30	0		0			0			
00:30	00:45	0		0			0		1	
00:45	01:00	1		1			0		3	
01:00	01:15	0		0			0		15	
01:15	01:30	0		0			0		4	
01:30	01:45	0		0			0			
01:45	02:00	0		0			0			
02:00	02:15	1		1			0			
02:15	02:30	0		0			0			
02:30	02:45	0		0			0			
02:45	03:00	1		1			0			
03:00	03:15	0		0			0			
03:15	03:30	1		1			0			
03:30	03:45	0		0			0			
03:45	04:00	0		0			0			
04:00	04:15	0		0			0			
04:15	04:30	3		3			0			
04:30	04:45	1		1			0			
04:45	05:00	1		1			0			
05:00	05:15	0		0			0			
05:15	05:30	0		0			0			
05:30	05:45	1		1			0			
05:45	06:00	0		0			0			
06:00	06:15	0		0			0			
06:15	06:30	3		3			0			
06:30	06:45	2		2			0			
06:45	07:00	7		7			0		1	
<b>24-Hour Summary</b>		<b>1047</b>	<b>0</b>	<b>1047</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>687</b>	
		Vehicles			Bicycles			Crossing Dufferin Street		
		Northbound	Southbound	Total	Northbound	Southbound	Total	Bicycles	Pedestrians	
<b>AM Peak Hour</b>		<b>62</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	
<b>Midday Peak Hour</b>		<b>81</b>	<b>0</b>	<b>81</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>86</b>	
<b>PM Peak Hour</b>		<b>99</b>	<b>0</b>	<b>99</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>75</b>	

\* Count completed by WSP

Time			Vehicles			Bicycles			Crossing Dufferin Street	
			Eastbound	Westbound	Total	Eastbound	Westbound	Total	Bicycles	Pedestrians
07:00	07:15		2		2			0		
07:15	07:30		8		8			0		3
07:30	07:45		6		6			0		2
07:45	08:00		10		10			0		3
08:00	08:15		13		13			0		6
08:15	08:30		6		6			0		2
08:30	08:45		10		10			0		5
08:45	09:00		6		6			0		5
09:00	09:15		10		10			0		4
09:15	09:30		11		11			0		10
09:30	09:45		13		13			0		7
09:45	10:00		22		22			0		8
10:00	10:15		11		11	2		2		3
10:15	10:30		7		7			0		6
10:30	10:45		14		14			0		11
10:45	11:00		14		14			0		4
11:00	11:15		10		10			0		7
11:15	11:30		20		20	1		1		8
11:30	11:45		27		27			0		10
11:45	12:00		14		14			0		16
12:00	12:15		21		21			0		15
12:15	12:30		18		18			0		22
12:30	12:45		16		16			0		19
12:45	13:00		14		14			0		22
13:00	13:15		19		19			0		25
13:15	13:30		30		30			0		14
13:30	13:45		20		20			0		31
13:45	14:00		22		22			0		29
14:00	14:15		30		30		1	1		27
14:15	14:30		32		32			0		24
14:30	14:45		27		27			0		10
14:45	15:00		28		28			0		20
15:00	15:15		8		8			0		14
15:15	15:30		22		22			0		35
15:30	15:45		15		15			0		13
15:45	16:00		11		11			0		16
16:00	16:15		15		15			0		29
16:15	16:30		18		18	1		1		18
16:30	16:45		14		14			0		20
16:45	17:00		21		21			0		7
17:00	17:15		25		25			0		27
17:15	17:30		13		13			0		29
17:30	17:45		18		18			0		23
17:45	18:00		23		23			0		10
18:00	18:15		23		23			0		12
18:15	18:30		16	1	17			0		13
18:30	18:45		17		17			0		12
18:45	19:00		14		14			0	1	9
19:00	19:15		15		15			0		10
19:15	19:30		13		13			0		10
19:30	19:45		12		12			0		7
19:45	20:00		7		7			0		5
20:00	20:15		9		9	1		1		1
20:15	20:30		9		9			0		1
20:30	20:45		2		2			0		2
20:45	21:00		5		5			0		3
21:00	21:15		4		4	1		1		0
21:15	21:30		3		3			0		5
21:30	21:45		2		2			0		5
21:45	22:00		2		2			0		1
22:00	22:15		6		6			0		2
22:15	22:30		3		3			0		2
22:30	22:45		0		0			0		0
22:45	23:00		3		3			0		1
23:00	23:15		3		3			0		0
23:15	23:30		3		3			0		1
23:30	23:45		3		3			0		0
23:45	00:00		0		0			0		0
00:00	00:15		0		0			0		0
00:15	00:30		1		1			0		1
00:30	00:45		0		0			0		0
00:45	01:00		1		1			0		1
01:00	01:15		0		0			0		0
01:15	01:30		1		1			0		0
01:30	01:45		0		0			0		0
01:45	02:00		1		1			0		0
02:00	02:15		0		0			0		0
02:15	02:30		0		0			0		0
02:30	02:45		0		0			0		0
02:45	03:00		0		0			0		0
03:00	03:15		0		0			0		0
03:15	03:30		0		0			0		0
03:30	03:45		0		0			0		0
03:45	04:00		0		0			0		0
04:00	04:15		0		0			0		0
04:15	04:30		0		0			0		0
04:30	04:45		0		0			0		0
04:45	05:00		0		0			0		0
05:00	05:15		0		0			0		0
05:15	05:30		0		0			0		0
05:30	05:45		0		0			0		0
05:45	06:00		0		0			0		0
06:00	06:15		1		1			0		0
06:15	06:30		0		0			0		0
06:30	06:45		0		0			0		0
06:45	07:00		4		4			0		0
<b>24-Hour Summary</b>			<b>897</b>	<b>1</b>	<b>898</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>723</b>
			<b>Vehicles</b>			<b>Bicycles</b>			<b>Crossing Dufferin Street</b>	
			<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Northbound</b>	<b>Southbound</b>	<b>Total</b>	<b>Bicycles</b>	<b>Pedestrians</b>
<b>AM Peak Hour</b>			39	0	39	0	0	0	0	16
<b>Midday Peak Hour</b>			82	0	82	1	0	1	0	49
<b>PM Peak Hour</b>			78	0	78	1	0	1	0	72

\* Count completed by WSP



APPENDIX C  
SPEED AND VOLUME DATA

Location: Location 2 - Broad Street, Lunenburg, NS  
 Dates: Wednesday, October 2, 2019  
 to Monday, October 7, 2019



Start Time	Wednesday, October 2, 2019		Thursday, October 3, 2019		Friday, October 4, 2019		Saturday, October 5, 2019		Sunday, October 6, 2019		Monday, October 7, 2019		Average (5 days)		
	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Northbound	Southbound	Total
12:00 AM			0	0	0	0	1	0	0	1	0	0	0	0	0
01:00			0	0	0	0	0	0	0	0	0	0	0	0	0
02:00			0	0	0	0	0	1	0	0	0	0	0	0	0
03:00			0	0	0	0	0	0	0	1	0	0	0	0	0
04:00			0	0	0	0	0	0	0	0	0	0	0	0	0
05:00			0	0	0	0	0	0	0	0	1	0	0	0	0
06:00			1	1	0	2	1	2	1	0	2	0	1	1	2
07:00			2	5	3	8	0	4	0	3	7	7	2	5	7
08:00			7	16	11	9	1	5	0	3	8	14	5	9	14
09:00			5	10	1	12	2	7	5	4	3	10	3	9	12
10:00			9	12	5	9	5	5	5	11	7	14	6	10	16
11:00			6	17	2	9	0	11	4	4	4	4	3	9	12
12:00 PM			7	12	9	13	8	2	10	3	11	9	9	8	17
01:00			7	12	4	6	2	10	4	9	6	8	5	9	14
02:00			6	8	10	7	5	7	8	5			7	7	14
03:00	6	10	5	11	6	14	3	5	6	8			5	10	15
04:00	10	20	12	13	13	10	7	11	1	3			9	11	20
05:00	11	7	8	3	7	9	6	2	5	3			7	5	12
06:00	8	8	6	10	6	7	6	2	4	5			6	6	12
07:00	5	3	2	5	3	7	3	3	2	3			3	4	7
08:00	3	2	5	0	4	5	1	2	3	2			3	2	5
09:00	2	1	3	2	5	1	1	3	2	1			3	2	5
10:00	0	0	0	0	1	2	1	2	1	0			1	1	2
11:00	1	1	0	1	0	1	0	1	0	0			0	1	1
<b>Daily Total</b>	<b>46</b>	<b>52</b>	<b>91</b>	<b>138</b>	<b>90</b>	<b>131</b>	<b>53</b>	<b>85</b>	<b>61</b>	<b>69</b>	<b>49</b>	<b>66</b>	<b>78</b>	<b>109</b>	<b>187</b>
	<b>98</b>		<b>229</b>		<b>221</b>		<b>138</b>		<b>130</b>		<b>115</b>		<b>187</b>		

Northbound	
23 km/h	15 <sup>th</sup> Percentile Speed
34 km/h	50 <sup>th</sup> Percentile Speed
33 km/h	Mean Speed
43 km/h	85 <sup>th</sup> Percentile Speed
48 km/h	95 <sup>th</sup> Percentile Speed

Southbound	
26 km/h	15 <sup>th</sup> Percentile Speed
39 km/h	50 <sup>th</sup> Percentile Speed
37 km/h	Mean Speed
47 km/h	85 <sup>th</sup> Percentile Speed
51 km/h	95 <sup>th</sup> Percentile Speed

Total	
26 km/h	15 <sup>th</sup> Percentile Speed
35 km/h	50 <sup>th</sup> Percentile Speed
35 km/h	Mean Speed
45 km/h	85 <sup>th</sup> Percentile Speed
50 km/h	95 <sup>th</sup> Percentile Speed

Location: Location 3 - Lorne Street, Lunenburg, NS  
 Dates: Wednesday, October 2, 2019  
 to Monday, October 7, 2019



Start Time	Wednesday, October 2, 2019		Thursday, October 3, 2019		Friday, October 4, 2019		Saturday, October 5, 2019		Sunday, October 6, 2019		Monday, October 7, 2019		Average (5 days)		
	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Total
12:00 AM			0	0	0	0	0	0	0	1	0	0	0	0	0
01:00			0	0	0	0	0	1	0	0	0	0	0	0	0
02:00			0	0	0	0	0	0	0	0	0	0	0	0	0
03:00			0	0	0	0	0	0	0	0	0	0	0	0	0
04:00			0	0	0	0	0	0	0	0	0	0	0	0	0
05:00			0	0	0	0	0	0	0	0	0	0	0	0	0
06:00			0	0	0	0	0	0	0	0	0	0	0	0	0
07:00			0	0	0	1	0	0	1	0	0	0	0	0	0
08:00			3	4	2	1	4	4	3	0	0	2	2	2	4
09:00			9	2	3	1	1	3	0	2	1	2	3	2	5
10:00			4	3	3	4	0	1	2	2	0	6	2	3	5
11:00			3	6	3	1	3	1	3	3	0	1	2	2	4
12:00 PM			2	4	3	5	4	4	2	3	5	1	3	3	6
01:00			2	6	3	5	1	2	5	6	1	6	2	5	7
02:00			5	3	8	9	3	6	3	5			5	6	11
03:00	1	3	3	5	4	5	3	7	6	5			3	5	8
04:00	3	5	1	4	2	7	1	2	3	2			2	4	6
05:00	2	5	4	5	1	4	5	4	1	3			3	4	7
06:00	3	4	2	6	2	3	1	3	2	2			2	4	6
07:00	1	3	2	5	2	2	1	4	0	3			1	3	4
08:00	0	2	0	1	0	1	0	1	1	0			0	1	1
09:00	1	2	0	0	2	0	1	2	0	1			1	1	2
10:00	0	2	0	2	0	0	0	0	1	0			0	1	1
11:00	0	0	0	0	0	0	1	1	0	0			0	0	0
<b>Daily Total</b>	<b>11</b>	<b>26</b>	<b>40</b>	<b>56</b>	<b>38</b>	<b>49</b>	<b>29</b>	<b>46</b>	<b>33</b>	<b>38</b>	<b>7</b>	<b>18</b>	<b>31</b>	<b>46</b>	<b>77</b>
	<b>37</b>		<b>96</b>		<b>87</b>		<b>75</b>		<b>71</b>		<b>25</b>		<b>77</b>		

Eastbound	
14 km/h	15 <sup>th</sup> Percentile Speed
26 km/h	50 <sup>th</sup> Percentile Speed
25 km/h	Mean Speed
34 km/h	85 <sup>th</sup> Percentile Speed
39 km/h	95 <sup>th</sup> Percentile Speed

Westbound	
16 km/h	15 <sup>th</sup> Percentile Speed
26 km/h	50 <sup>th</sup> Percentile Speed
25 km/h	Mean Speed
31 km/h	85 <sup>th</sup> Percentile Speed
34 km/h	95 <sup>th</sup> Percentile Speed

Total	
16 km/h	15 <sup>th</sup> Percentile Speed
26 km/h	50 <sup>th</sup> Percentile Speed
25 km/h	Mean Speed
31 km/h	85 <sup>th</sup> Percentile Speed
35 km/h	95 <sup>th</sup> Percentile Speed

Location: **Location 4 - Montague Street, Lunenburg, NS**  
 Dates: **Wednesday, October 2, 2019**  
 to **Monday, October 7, 2019**



Start Time	Wednesday, October 2, 2019	Thursday, October 3, 2019	Friday, October 4, 2019	Saturday, October 5, 2019	Sunday, October 6, 2019	Monday, October 7, 2019	Average (5 days)
	Eastbound	Eastbound	Eastbound	Eastbound	Eastbound	Eastbound	Eastbound
12:00 AM		2	1	1	1	0	1
01:00		0	0	0	0	0	0
02:00		1	0	0	0	0	0
03:00		0	1	0	0	0	0
04:00		0	3	0	0	0	1
05:00		2	0	1	0	3	1
06:00		5	4	2	2	5	4
07:00		26	19	10	5	17	15
08:00		12	28	13	3	23	16
09:00		22	29	20	15	22	22
10:00		21	27	13	14	21	19
11:00		21	28	25	19	33	25
12:00 PM		30	17	15	9	33	21
01:00		15	17	26	16	26	20
02:00		21	32	34	24		28
03:00		30	21	21	29		25
04:00	16	38	19	17	26		23
05:00	20	35	32	18	20		25
06:00	16	15	24	10	18		17
07:00	8	21	18	16	15		16
08:00	3	20	8	10	6		9
09:00	3	3	4	2	6		4
10:00	4	0	2	2	4		2
11:00	4	3	0	5	0		2
<b>Daily Total</b>	<b>74</b>	<b>343</b>	<b>334</b>	<b>261</b>	<b>232</b>	<b>183</b>	<b>438</b>

Total	
18 km/h	15 <sup>th</sup> Percentile Speed
23 km/h	50 <sup>th</sup> Percentile Speed
23 km/h	Mean Speed
29 km/h	85 <sup>th</sup> Percentile Speed
32 km/h	95 <sup>th</sup> Percentile Speed

Location: Location 5 - Montague Street, Lunenburg, NS  
 Dates: Wednesday, October 2, 2019  
 to Monday, October 7, 2019



Start Time	Wednesday, October 2, 2019		Thursday, October 3, 2019		Friday, October 4, 2019		Saturday, October 5, 2019		Sunday, October 6, 2019		Monday, October 7, 2019		Average (5 days)		
	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Eastbound	Westbound	Total
12:00 AM			1	1	2	1	2	0	1	1	1	1	1	1	2
01:00			0	0	0	0	1	0	0	0	0	0	0	0	0
02:00			0	0	1	0	0	1	0	0	0	0	0	0	0
03:00			3	0	1	2	1	0	0	0	2	2	1	1	2
04:00			0	1	3	1	1	0	0	0	0	0	1	0	1
05:00			3	0	2	0	1	0	1	0	3	0	2	0	2
06:00			10	3	11	7	1	1	0	0	9	6	6	3	9
07:00			24	11	30	9	4	3	3	1	28	19	18	9	27
08:00			45	20	57	32	9	6	5	3	40	23	31	17	48
09:00			37	26	44	17	21	8	13	8	47	33	32	18	50
10:00			57	27	52	34	25	11	20	15	51	38	41	25	66
11:00			46	45	56	33	25	23	20	18	57	37	41	31	72
12:00 PM			59	41	61	32	24	40	21	17	68	55	47	37	84
01:00			62	26	70	35	30	34	24	26	58	43	49	33	82
02:00			57	34	64	36	33	38	29	34			46	36	82
03:00			55	27	77	31	25	28	25	29			46	29	75
04:00			49	40	43	59	27	24	26	22			36	36	72
05:00	37	25	46	25	40	28	29	16	23	16			35	22	57
06:00	27	20	28	20	40	23	25	21	18	15			28	20	48
07:00	15	12	26	14	33	8	19	4	10	7			21	9	30
08:00	15	3	22	12	10	3	6	7	7	0			12	5	17
09:00	11	4	10	2	2	3	8	2	5	1			7	2	9
10:00	5	4	6	4	2	1	5	2	2	1			4	2	6
11:00	4	1	2	1	2	1	4	0	2	1			3	1	4
<b>Daily Total</b>	<b>114</b>	<b>69</b>	<b>648</b>	<b>380</b>	<b>703</b>	<b>396</b>	<b>326</b>	<b>269</b>	<b>255</b>	<b>215</b>	<b>364</b>	<b>257</b>	<b>508</b>	<b>337</b>	<b>845</b>
	<b>183</b>		<b>1028</b>		<b>1099</b>		<b>595</b>		<b>470</b>		<b>621</b>		<b>845</b>		

Eastbound	
18 km/h	15 <sup>th</sup> Percentile Speed
27 km/h	50 <sup>th</sup> Percentile Speed
28 km/h	Mean Speed
37 km/h	85 <sup>th</sup> Percentile Speed
43 km/h	95 <sup>th</sup> Percentile Speed

Westbound	
16 km/h	15 <sup>th</sup> Percentile Speed
24 km/h	50 <sup>th</sup> Percentile Speed
25 km/h	Mean Speed
35 km/h	85 <sup>th</sup> Percentile Speed
40 km/h	95 <sup>th</sup> Percentile Speed

Total	
18 km/h	15 <sup>th</sup> Percentile Speed
26 km/h	50 <sup>th</sup> Percentile Speed
27 km/h	Mean Speed
35 km/h	85 <sup>th</sup> Percentile Speed
43 km/h	95 <sup>th</sup> Percentile Speed

## MEMORANDUM

**TO: COUNCIL**

**FROM: BEA RENTON, CAO**

**DATE: JULY 20, 2021**

**RE: PROPOSED LUNENBURG COUNTY REGIONAL EMERGENCY  
MANAGEMENT ORGANIZATION (REMO) BYLAW AND RELATED  
MATTERS**

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### **1. FACTS**

The Town of Lunenburg is a member of the Lunenburg County Regional Emergency Management Organization (REMO). To further formalize this arrangement and organizational operations the REMO Coordinator (REMC) is recommending that all member municipalities adopt a revised version of the REMO Bylaw. The Town of Lunenburg had not previously adopted a REMO Bylaw in the original format other municipalities had developed because it did not reflect the current structure. It is now recommended for the reasons outlined in this report that the Town adopt the revised REMO Bylaw attached and repeal the Town's existing Emergency Measures Organization Bylaw. Copies of both Bylaws are attached for reference.

For REMO operational efficiency the REMC would also like the Town to authorize: the CAO or designate to be able to approve up to \$10,000 plus HST in emergency expenses if a state of emergency is declared and the Regional Emergency Operations Centre (REOC) has to be opened; and execution of a Comfort Centre Memorandum of Understanding for Use of Facilities as a Comfort Centre during an Emergency (MOU).

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

The REMC prepared the attached background report and recommendation for Lunenburg County municipalities to repeal and replace, or adopt in the case of the Town of Lunenburg, an updated REMO Bylaw. The REMC's report and related documents explain that: the earlier version of the REMO Bylaw did not reference the 2017 REMO inter-municipal services agreement; the draft revised Bylaw addresses the inclusion of the Town of Lunenburg in the Lunenburg County REMO; includes reference to the appropriate Minister and Deputy Minister; provides clarity regarding the procedure for declaring a state of emergency; and addresses housekeeping amendments.

Regarding the \$10,000 plus HST REOC expenditure, approval is requested for the CAO or designate if required to serve the role of EOC Manager should a local emergency be declared, to expend these monies for emergency response. Provision is made for same in the annual REMO budget, but there is no express authorization for the CAO to expend same if they are in charge of the EOC. An authorizing motion for same would be in order as provided in Section 5 below

Finally, the REMC is requesting that the Town sign the MOU for use of the Lunenburg and District Fire Hall and Community Centre Auditorium in the event of an emergency requiring there to be a Comfort Centre(s).

### **3. FINANCIAL IMPACT**

There are no financial implications for the adoption of the attached draft Bylaw aside from costs of advertising for public input and effective date if approved in the local newspaper.

The \$10,000 REOC expenditure authorization request is annually budgeted for in the Lunenburg County REMO budget which Town Council approved during the Town's budget adoption process.

Comfort Centres are operated at the expense of the host municipality and facility owner, in this case the Town. The Town could determine the level of services it provides in each situation when a Comfort Centre may need to be operated. Costs are generally minimal unless the Comfort Centre is opened for a prolonged period of time, food and beverages are provided and other potential costs.

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

The adoption of a Lunenburg County REMO Bylaw, REOC expenditure authorization and provision of Comfort Centres address two main Strategic Direction Goals in the Town's Strategic/Comprehensive Community Plan:

- *Economic Development – Enhance relationships with surrounding communities and municipalities; and*
- *Governance – Deepen work with local and regional partners in the provision of shared services.*

### **5. RECOMMENDATION AND DRAFT MOTIONS**

It is recommended that Council repeal the existing Town Emergency Measures Organization Bylaw and adopt the replacement Lunenburg County REMO Bylaw. And further, that a motion authorizing the CAO or designate to expend up to \$10,000 plus HST should the REOC be opened and they are in charge of it as per the REMO approved budget. And further, the Town enter into the MOU for the potential provision of Comfort Centre facilities.

Draft motions:

*Motion: moved and seconded that the Town of Lunenburg Emergency Measures Organization Bylaw be repealed and replaced by the Lunenburg County Regional Emergency Management Bylaw with first reading being given at the August 10, 2021 Town Council meeting. Following which this shall be advertised for public input and consideration at a Council meeting a minimum of two weeks later for possible second and final reading.*

*Motion: moved and seconded that the CAO or designate is authorized to expend up to and including \$10,000 plus HST for Lunenburg County Regional Emergency Centre operations expenses in the event a local emergency is declared.*

*Motion: moved and seconded that the Mayor and CAO are authorized to sign the MOU for Use of Facilities as a Comfort Centre during an Emergency for potential use of the Lunenburg and District Fire Hall and Community Centre Auditoriums.*

Encls.

**Municipal Unit  
Bylaw #**

**REGIONAL EMERGENCY MANAGEMENT BY-LAW**

**SECTION 1: GENERAL**

1.1 This By-law may be cited as the “Regional Emergency Management By-law” to render mutual aid and joint provisions of services and facilities to provide for a prompt, effective and coordinated response to an emergency within the territories of the participating municipalities of the Municipality of the District of Lunenburg; the Municipality of the District of Chester; the Town of Bridgewater; the Town of Mahone Bay, and the Town of Lunenburg.

**SECTION 2: DEFINITIONS**

2.1 In this By-law:

- a) “Act” means the *Emergency Management Act*, S.N.S., 1990, as amended from time to time;
- b) “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- c) “Agreement” means the Inter-Municipal Emergency Services Agreement, dated January 18, 2017, among the participating Municipalities and as amended from time to time;
- d) “Minister” means the Minister responsible for Emergency Management of the Province of Nova Scotia;
- e) “Deputy Minister” means the Deputy Minister responsible for Emergency Management of the Province Nova Scotia;
- f) “Councils” means the Councils of the participating Municipalities (Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg);
- g) “Region” means all territories within the participating Municipalities;
- h) “State of Local Emergency” means a state of a local emergency declared, renewed, or terminated by the Council, Mayor, or Warden of a participating Municipality;

- i) “Regional Emergency Operations Centre (REOC)” means the Regional Emergency Management Organization (REMO) operation centre as established, equipped, and serviced per the Agreement.

### **SECTION 3: RESPONSIBILITIES FOR EMERGENCY MANAGEMENT**

#### **3.1 The Councils, in accordance with the Agreement:**

- a) shall appoint and maintain a Regional Emergency Management Organization (REMO) responsible for the planning and the coordination of emergency services delivery and consist of:
  - i. a Regional Emergency Management Advisory Committee (REMAC);
  - ii. a Regional Emergency Management Planning Committee (REMPC);
  - iii. a Regional Emergency Management Coordinator (REMC); and
  - iv. for each participating Municipality, an Assistant Emergency Coordinator (AEC);
- b) declare, renew, or terminate a State of Local Emergency, as outlined in the State of Emergency Regulations as may be required and if unavailable in a timely manner, permit the Mayor or Warden of the affected participating Municipality(s) to make such declarations;
- c) shall cause the Emergency Management Plan or any part thereof to be implemented and may do everything necessary for the protection of property and the health and safety of persons pursuant to Section 14 of the *Act*;
- d) may appropriate and expend monies to pay reasonable expenses of members of REMO and to fulfill the terms and conditions of any agreement approved by the Councils;

#### **3.2 REMAC, in accordance with the Agreement:**

- a) is responsible during a State of Local Emergency for the executive direction and management of emergency plans and activities within the Region and for advice to Councils pursuant to the *Act*;
- b) recommends to Councils, Mayor or Warden, the declaration, renewal, or termination of a State of Local Emergency as outlined in the State of Emergency Regulations;
- c) shall deliver a copy of the signed Declaration, Renewal, or Termination of a State of Local Emergency to the Nova Scotia Emergency Management Office (NS EMO) and the Minister and ensure that such Declarations are communicated effectively to the people of the area(s) affected;

- d) with the approval of Councils, may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;
- 3.3 REMC, as appointed by the REMAC, in accordance with the Agreement:
- a) shall chair the REMPC and coordinate, prepare, and maintain emergency plans;
  - b) shall, pursuant to Section 10A of the Act, inform the Nova Scotia Emergency Management Office of any real or anticipated event or emergency and upon activation of an REOC or the Declaration of State or Local Emergency, prescribe, as necessary, duties to be fulfilled by employees, servants, and agents of the municipality and coordinate the REOC activities with NS EMO;
- 3.4 REMPC in accordance with the Agreement:
- a) shall include, but not be limited to, persons responsible during an emergency to provide health, law enforcement, fire, utilities, communications, transportation, public works, financial, legal, or other essential community services;
  - b) shall provide recommendations to REMC for the purpose of the development of regional emergency management plans, policy and procedures for the Region, and provide briefings as requested by Council.

#### **SECTION 4: RESPONSIBILITIES OF OTHERS IN A STATE OF LOCAL EMERGENCY**

Following the Declaration of a State of Local Emergency and for the duration of such, every Councillor, employee, and agent of the participating Municipality who has a key role in the execution of the emergency management plans, shall fulfill such duties as may be required according to the emergency plans.

#### **SECTION 5:**

Previously adopted versions of **Chapter XX/Bylaw XX** are hereby “repealed and replaced” or “amended” upon the effective date of the adoption of this “Regional Emergency Management” By-law.

# Emergency Management Bylaw

June 14, 2021



# Purpose

The Emergency Management Bylaw does not reflect the 2017 Inter-Municipal Services Agreement (IMSA) and there is no consistency between the bylaws of the five municipal units.



# Background

- The Nova Scotia *Emergency Management Act* states the **responsibility for the health and welfare of the public rests with the elected officials of a municipal government**. Every municipality must be prepared within its own capabilities to meet any threat that may arise from emergencies or disasters.
- The municipal units joined to share emergency management services through an Inter-Municipal Services Agreement (IMSA):
  - Municipality of the District of Lunenburg (MODL) and Town of Bridgewater (BW) January 10, 1994
  - Town of Mahone Bay (TOMB) and Municipality of the District of Chester (MOC) joined August 5, 2005
  - Town of Lunenburg (TOL) joined January 18, 2017



# Background

- Following the IMSA being updated the municipal units need to update their internal Bylaw to reflect the changes. The current Emergency Management Bylaws were last updated:

TOMB	Bylaw 10	January 13, 2015	Suggest amendments to existing Bylaw/Charter
BW	Chapter 13	August 11, 2014	
MOC	Bylaw 146	April 13, 2014	
MODL	Bylaw 22	March 8, 2005	Suggest repeal and replace with new Bylaw
TOL	Bylaw 30	June 24, 1993	



# Inter-Municipal Services Agreement

- REMO provides for the planning and coordinated response to an emergency occurring within Lunenburg County.
- MODL is the Host Municipality for the Emergency Coordination Centre (ECC). Chester is the secondary ECC.
- Each municipality must have an Assistant Emergency Management Coordinator (AEC).
- The budget for REMO is divided based on uniform assessment, budget is presented by February 1 each year and is approved by two municipal units representing at least 51%.



# REMO Advisory Committee (REMAC)

- Responsible for the direction and management of emergency preparedness activities and advises the appointing Councils.
- Mayor/Warden plus one elected official (or alternate) represents each municipal unit, each person having one vote. Quorum for meetings shall be 50% plus one.
- “The Minister may designate a combination of municipalities or parts thereof as a municipality for the purpose of this *Act*”.
  - This allows REMO Advisory to vote on behalf of its Councils without having items having to go to individual Councils.



# Powers and Duties of Municipalities

10 (1) Each municipality shall:

- a) subject to the approval of the Minister, **establish and maintain a municipal emergency by-law;**
- b) establish and maintain a **municipal emergency management organization;**
- c) **appoint a co-ordinator** of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality;
- d) **appoint a committee** consisting of members **of the municipal council** to advise it on the development of emergency management plans; and
- e) **prepare and approve emergency management plans.**



# Powers of Emergency Management Office

The Emergency Management Office may, subject to the approval of the Minister

- a) **review and approve**, or require modification to Provincial and **municipal emergency management plans**;
- b) make surveys and studies to identify and **record actual and potential hazards** that may cause an emergency;
- c) make surveys and studies of resources and facilities to provide information for the **effective preparation of emergency management plans**;
- d) conduct public information programs related to the prevention and mitigation of damage during an emergency;
- e) **conduct training and training exercises** for the effective implementation of emergency management plans;
- f) **procure food, clothing, medicines, equipment and goods** of any nature or kind for the purposes of emergencies;
- g) authorize or require the **implementation of any emergency management plan**;



# State of Emergencies & Special Powers

## State of Emergency (SOE)

Declared by Minister responsible for NS EM  
Effective for fourteen days

## State of Local Emergency (SOLE)

Declared by Mayor/Warden or Council  
Effective for fourteen days

A State of Local Emergency (SOLE) was declared for the Hebbville area flooding on May 25, 2005



# Key Considerations

- TOMB, BW, and MOC updated their bylaws in 2014/15. Suggest small amendments for accuracy and consistency to include the latest addition of TOL.
- MODL and TOL have the most outdated bylaws and do not reflect the latest IMSA therefore the recommendation is to repeal and replace the existing bylaws.



**BRIEFING NOTE TO COUNCIL  
FOR INFORMATION AND APPROVAL**

**TOPIC / PURPOSE**

The Emergency Management Bylaw does not reflect the 2017 Inter-Municipal Services Agreement (IMSA) and there is no consistency between the bylaws of the five municipal units.

**BACKGROUND**

- The Nova Scotia *Emergency Management Act* states the **responsibility for the health and welfare of the public rests with the elected officials of a municipal government**. Every municipality must be prepared within its own capabilities to meet any threat that may arise from emergencies or disasters.
- Given the proximity and the ability to increase efficiency of resources among municipal units, a regional approach was taken.
- REMO is the Regional Emergency Management Organization and at different times the municipal units joined for shared services as it relates to emergency management through an Inter-Municipal Services Agreement (IMSA):
  - Municipality of the District of Lunenburg (MODL) and Town of Bridgewater (BW) January 10, 1994
  - Town of Mahone Bay (TOMB) and Municipality of the District of Chester (MOC) joined August 5, 2005
  - Town of Lunenburg (TOL) joined January 18, 2017
- Following the IMSA being updated the municipal units need to update their internal Bylaw to reflect the changes. The current Emergency Management Bylaws were last updated:

○ TOMB	Bylaw 10	January 13, 2015	Suggest small adjustments to
○ BW	Chapter 13	August 11, 2014	Bylaw/Chapter
○ MOC	Bylaw 146	April 13, 2014	
○ MODL	Bylaw 22	March 8, 2005	Suggest repeal and replace with new
○ TOL	Bylaw 30	June 24, 1993	Bylaw
- Although the latest IMSA was signed by the five units in 2017, the letter was not sent to Municipal Affairs and therefore the province continued to recognize the REMO being made up of four municipal units.
  - On April 12, 2021, the Province approved the amended IMSA dated January 18, 2017 for the regional structure to reflect all five units.

**INTER-MUNICIPAL SERVICES AGREEMENT**

- The IMSA outlines the purpose of REMO to provide for the planning and coordinated response to an emergency occurring within Lunenburg County.
- MODL is the Host Municipality for the Emergency Coordination Centre (ECC) and is responsible of the financial, minute taking/reporting, insurance, and the home of the Emergency Management Coordinator (EMC) (Chester is the secondary ECC).
- Each municipality must have an Assistant Emergency Management Coordinator (AEC).

- The budget for REMO is divided based on uniform assessment, budget is presented by February 1 each year and is approved by two municipal units representing at least 51%.

**REMO ADVISORY COMMITTEE (REMAC)**

- The REMO Advisory Committee is responsible for the direction and management of emergency preparedness activities and advises the appointing Councils.
- Mayor/Warden plus one elected official (or alternate) represents each municipal unit, each person having one vote. Quorum for meetings shall be 50% plus one.
- Per Section 9(b) of the Act, “The Minister may designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act”, allowing REMO Advisory to vote on behalf of its Councils without having items having to go to individual Councils.
- There has been one State of Local Emergency (SOLE) declared for the Hebbville area flooding on May 25, 2005.

**KEY CONSIDERATIONS**

- TOMB, BW, and MOC updated their bylaws in 2014/15 therefore only small suggestions were requested for accuracy and consistency to include the latest addition of TOL.
- MODL and TOL have the most outdated bylaws and do not reflect the latest IMSA therefore the suggestion is to repeal and replace the existing bylaws.

**RECOMMENDATION**

- It is recommended that Council amend, or repeal and replace their existing Bylaw.

**ATTACHMENT(S):** Inter Municipal Services Agreement dated January 18, 2017  
Approval Letter from the Province dated April 12, 2021  
Regional Emergency Management Bylaw DRAFT

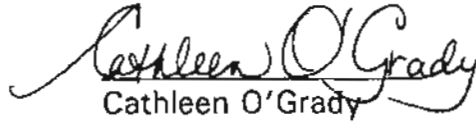
**CONTACT:** Angela Henhoeffler, Regional Emergency Management Coordinator  
(902) 930-1085 or Angela.Henhoeffler@modl.ca

Town of Lunenburg

Emergency Measures Organization Bylaw

Passed at a Meeting of Town Council held on June 24, 1993

Recommended for approval with amendments.

  
Cathleen O'Grady  
Solicitor

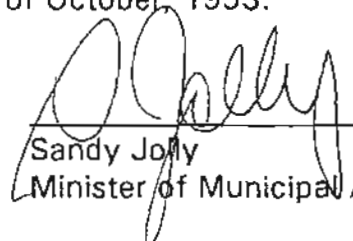
The Emergency Measures Organization Bylaw which was adopted at a meeting of Town Council held on June 24, 1993, is approved, pursuant to Section 29 of the Municipal Affairs Act, with the following amendments:

1. The number "2" in the thirteenth line on page 3 is changed to "3".
2. The following sub-section is added to Section 6:

(4) The Emergency Measures Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide

- (a) income assistance;
- (b) law enforcement;
- (c) fire-control services;
- (d) engineering services;
- (e) health services;
- (f) community services;
- (g) transportation;
- (h) communications;
- (i) public information;
- (j) utilities;
- (k) financial services; and
- (l) legal services.

Dated at Halifax, Nova Scotia, this <sup>24</sup> day of October, 1993.

  
Sandy Jolly  
Minister of Municipal Affairs

TOWN OF LUNENBURG

BY-LAW NO. 30

A BY-LAW TO PROVIDE FOR A PROMPT AND COORDINATED

RESPONSE TO A STATE OF LOCAL EMERGENCY

The Council of the Town of Lunenburg under the authority vested in it by the Towns Act, R.S.N.S. 1989, c. 472 and the Emergency Measures Act, S.N.S. 1990, c.8, s.10, enacts as follows:

Short  
title

1. This by-law may be cited as the "Emergency Measures By-law".

Interpre-  
tation

2. In this By-law,

(a) "Act" means the Emergency Measures Act, R.S.N.S. 1990, c.8;

(b) "Council" means the Council of the Town of Lunenburg;

(c) "Councillor" means a member of the Town of Lunenburg Council;

(d) "Emergency Measures Advisory Committee" means the Advisory Committee established pursuant to this By-law;

(e) "Emergency Measures Co-ordinator" means the person appointed by Council pursuant to this By-law and shall hereinafter be referred to as "EMC";

(f) "Emergency Measures Organization" means the organization established pursuant to this By-law and may be referred to as "EMO";

(g) "Emergency Measures Planning Committee" means the Committee established pursuant to this By-law;

(h) "Emergency Preparedness Plans" means plans, programs or procedures prepared by the Town that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence and may herein after be referred to as the "EPP";

(i) "local emergency" means a present or imminent event in respect of which the Town believes prompt coordination or action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in Nova Scotia;

(j) "Mayor" means the Mayor of the Town of Lunenburg or a Councillor acting in the Mayor's stead;

(k) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;

(l) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;

(m) "State of Local Emergency" means a state of local emergency declared by the Town pursuant to the Act or renewed by the Town pursuant to the Act and regulations made pursuant thereto and this By-law; and

(n) "Town" means the Town of Lunenburg.

Emergency  
Measures

3. (1) The Council hereby establishes an Emergency  
Emergency Measures Organization.

(2) The purpose and object of the EMO in co-  
operation with the Provincial Emergency Measures  
organization are:

(a) to plan for the continuity of the  
physical operation of government of the Town  
and to establish plans for the co-operation  
and mutual assistance between municipal  
governments in the event of a civil disaster  
or war emergency;

(b) to co-ordinate the emergency plans of the  
Town for departments and services having  
immediate responsibilities in the event of a  
civil disaster or war emergency, and to  
prepare plans for public survival;

(c) to work closely with other authorities of the Town, neighbouring municipal units and provincial authorities who have been assigned to comparable duties;

(d) to conduct emergency measures familiarization course for the training of personnel who have an emergency role;

(e) to conduct a public self-help education program related to nuclear and other type of warfare and natural emergencies; and

(f) to carry out similar work within the geographical area of the Town.

(2) The EMO shall consist of the following persons and committees:

(a) an Emergency Measures Advisory Committee;

(b) an Emergency Measures Co-ordinator; and

(c) an Emergency Measures Planning Committee.

Emergency  
Measures  
Advisory  
Committee

4. (1) The Emergency Measures Advisory Committee shall be annually appointed by Council for its members.

(2) The Emergency Measures Advisory Committee shall at all times consist of no fewer than three councillors.

(3) The Emergency Measures Advisory Committee shall be chaired by the Mayor and in his/her absence in any regularly called meeting a quorum of the Committee present may appoint a Chairman pro tempore.

(4) The Emergency Measures Advisory Committee shall:

(a) advise Council on the development of Emergency Preparedness Plans;

(b) present Emergency Preparedness Plans to Council;

(c) brief Council on developments during a local state of emergency;

(d) submit to Council an annual budget for the maintenance and operation of the EMO; and

(e) perform such other duties as may be required by the Council.

Emergency  
Measures  
Co-ordinator

5. (1) The EMC shall be annually appointed Council;

(2) The EMC may be paid reasonable expenses for work incurred under this By-law as determined by resolution of Council from time to time.

(3) The EMC shall:

(a) chair the Emergency Measures Planning Committee;

(b) co-ordinate, prepare and present emergency preparedness plans;

(c) following a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the Town;

(d) submit regular reports to the Emergency Measures Advisory Committee and Council regarding the activities of the Emergency Measures Planning Committee and all matters relating to the EPP;

(e) to reasonably ensure that a continuous program of training for local Emergency Measures Organization personnel, Emergency Measures Planning Committee and Emergency Measures Advisory Committee members is carried out, either by local training classes or attendance at Provincial or Federal training schools;

(f) co-operate with the Mutual Aid Area and the Nova Scotia Emergency Measures Organization on all matters pertaining to planning and operation;

(g) submit an annual budget for emergency measures operation costs within the Town to the Emergency Measures Planning Committee and Emergency Measures Advisory Committee;

(h) act as advisor to the EMO and Council during an emergency; and

(i) perform such other duties as may be required by the Council.

Emergency  
Measures  
Planning  
Committee

6. (1) Emergency Measures Planning Committee shall be appointed by Council for such term as the Council may prescribe.

(2) The Emergency Measures Planning Committee shall consist of the Town Manager/Clerk, head of every Town department or agency which is assigned emergency related functions under the EPP and, where no department or agency exists, a qualified person to represent that group.

(3) The Emergency Measures Planning Committee shall:

(a) assist the EMC in the preparation and co-ordination of an emergency preparedness plan;

(b) advise the Emergency Measures Advisory Committee on the development of an emergency preparedness plan;

(c) upon request, assist the Emergency Measures Advisory Committee in the presentation of municipal emergency measures plans to Council; and

(d) perform such other duties as may be required by the Emergency Measures Advisory Committee or the Council.

Agreement

7. (1) Subject to preliminary approval of Council, the Emergency Measures Planning Committee may, as part of an emergency preparedness plan, negotiate an agreement to be approved by Council

with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;

(2) Any agreement negotiated subsection (1) is not binding until it is approval by Council.

Duties of Council

8. (1) The Council shall review and evaluate the EPP presented to it by the Emergency Measures Advisory Committee.

(2) The Council may specify additional duties to be fulfilled by the Emergency Measures Advisory Committee, the Emergency Measures Co-ordinator and the Emergency Measures Planning Committee.

(3) The Council may appropriate and expend monies:

(a) to pay reasonable expenses of members of the Emergency Measures Advisory Committee, the Emergency Measures Co-ordinator and the Emergency Measures Planning Committee; and

(b) to fulfil the terms and conditions of an agreement approved by the Council pursuant to Section 7 of this By-law.

Declaration of State of Local Emergency

9. (1) The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.

(2) The Mayor acting under Section 12(3) of the Emergency Measures Act shall complete Form 5 attached to the State of Emergency Regulations.

(3) With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.

(4) The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.

(5) A copy of a declaration signed under this Section shall immediately be delivered or faxed to the Minister and the Director pursuant to the Emergency Measures Act.

Notice  
Provision

10. Following the signature of a declaration under Section 9 of this by-law, the Council shall immediately cause the details of the declaration or termination to be communicated or published by such means as the Council considers the most likely to make the contents of the declaration or termination known to the people of the area affected.

Duties  
During a  
State of  
Local  
Emergency

11. Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency;

(a) every Councillor shall keep the Council posted respecting their whereabouts; and

(b) every employee, servant and agent of the Town who has a key role to play in such emergencies as identified in the EPP shall:

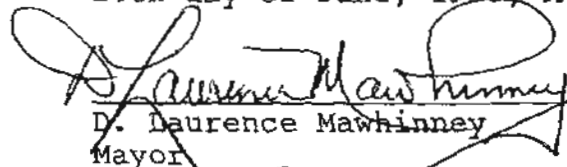
(i) advise the EMC of their whereabouts; and


(ii) fulfil such other duties as may be prescribed by the EMC or as prescribed in the EPP.

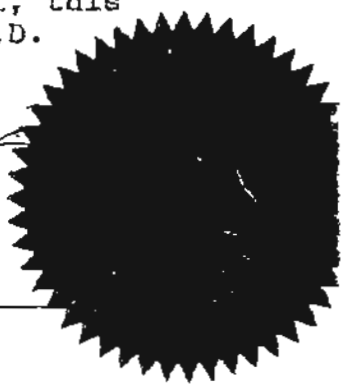
Repeal

12. All former Emergency Measure By-laws of the Town are hereby repealed and this By-law substituted therefor.

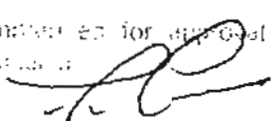
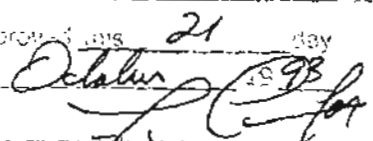
Done and Passed in Council, this  
24th day of June, 1993, A.D.

  
D. Laurence Mawhinney  
Mayor

  
Beatrice M. Renton  
Town Manager/Clerk



I, Beatrice M. Renton, Town Manager/  
Clerk for the Town of Lunenburg do  
certify that the foregoing is a true  
copy of By-law #30 of the Town of  
Lunenburg, duly passed by the Town  
Council on June 24, 1993.

EMERGENCY MEASURES ORGANIZATION	
Recommended for approval of the Council	
Approved this <u>21</u> day <u>October</u> 19 <u>93</u>	
TOWN OF LUNENBURG	

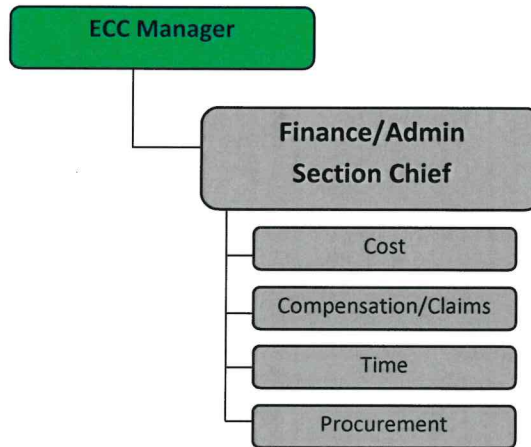


**Finance/Administration Section Authority**  
 Regional Emergency Management Organization (REMO)

**Position** Finance-Administration Section

**Reports to** ECC Manager, when activated

**Reporting Structure**



**Core Expectations**

The Finance/Administration Section is responsible for managing all financial aspects of an event. Not all events require a Finance/Administration Section, therefore the Section may not need to be activated. If the Section is not Activated, the Incident Commander will fulfill the roles.

There are four units which may be established within the Finance/Administration Section: Time Unit; Procurement Unit; Compensation/Claims Unit; and Cost Unit.

Overall duties are outlined below, and a more detailed list can be found in the ECC Operational Guidelines and Position Descriptions Manual.

- Completes the Finance-Admin Section Incident Overview Form.
- Establishes the appropriate level of staffing within the Finance and Administration Section.
- Ensures that financial records are maintained throughout the event.
- In consultation with ECC Manager, establishes spending limits.
- Monitors section activities continuously and modifies emergency financial procedures as needed.
- Collects and maintains documentation of disaster information for possible reimbursement through Disaster Recovery Program, prepares and coordinates disaster financial assistance documents and claims.
- Tracks, records, and reports on-duty time for personnel, including hired and contracted, working during the event or disaster.
- Shares all documentation with MODL Finance Department via the EMC (some documents must also go to the Documentation Unit in the Planning Section).

**Incident  
Spending**

In an emergency, some decisions need to be made quickly and costs may be associated with the decisions.

At the inception of an event requiring an outlay of funds, the Finance/Admin Section Chief should obtain the allowable level of event spending for the event from the ECC Manager.

The ECC Manager has the authority to allocate up to \$10,000 before agreement from two or more CAOs is required, since this cost will affect all municipal units within REMO, as per the Inter-Municipal Agreement.

- The Finance/Admin Section tracks the spending of an event and when the costs reach 50% of the overall event spending level, the ECC Manager needs to be informed.
- When costs reach 75% of the overall event spending limit, then the ECC Manager needs to be informed.
- The ECC Manager needs to reassess the event and may consider adjusting the overall event spending level based on expectations of the event.

**Spending Limits**

Individual spending limits include:

**AEC:** When acting in their municipal capacity, the spending reflects their internal municipal spending limits.

**EMC:** Single transaction spending limit within REMO is \$2,500. If the EMC is in a specified position in the ECC organizational structure, the spending limit is that of the ECC position they are filling.

**ECC Positions:** Any individual (CAO, AEC, Staff, Comms) filling the Finance-Administration Section Chief or Logistics Section Chief or ECC Manager, the single transaction spending limit is \$2,500. The ECC Manager may create new levels of spending for a specific event and information must be submitted to Finance-Administration Section Chief & MODL Finance Director. Other positions in the ECC do not have spending authority; they can order supplies/resources through the above positions. All resources request forms must be submitted immediately upon placing an order with the vendor to the Finance-Administration Section Chief for tracking.

**ECC Manager:** Any single transaction over \$2,500 requires approval from the ECC Manager unless the ECC Manager has created spending levels specific to that event.

The ECC Manager has a single transaction spending limit of \$10,000, on behalf of the Regional Emergency Management Organization. Any overall event spending of

\$10,000 or more requires approval from at least two CAOs from different municipal units.

Where an event affects one or more units, but not all five units within REMO, where there is a high likelihood for cost recovery to another unit, the ECC manger should make a demonstrated effort to gain input from the appropriate unit CAOs.

**Authorization to Spend**

Before an event, the CAOs must confirm their agreement that their AEC can spend on behalf of REMO if they are representing their Municipal unit.

Once confirmation is received, the EMC will share the MODL ECC Authorization Form for completion. Once completed and returned to the EMC, it will be submitted to MODL Finance Department for input and final approval. See Appendix A for the Municipality of the District of Lunenburg ECC Authorization Form.

Only those individuals who have returned the form to the EMC will be allowed to spend on behalf of REMO for the limits authorized as above.

**Invoicing**

All invoices will be made payable to:  
Municipality of the District of Lunenburg  
10 Allée Champlain Drive  
Cookville, NS B4V 9E4  
Attention: REMO

**Cost Recovery**

Any invoices received for REMO through MODL will be cost recovered based on the following: allocated

- If the cost is associated with all units, the Inter-Municipal Agreement cost will be share based on uniform assessment.
- If the cost is associated with one or some units, but not all units, the cost will be shared by the affected units.

**Contracts and Credit Card**

MODL has a number of contracts with multiple vendors. If any unit has suggestions to vendors that would be good in an emergency, share the information with the Emergency Management Coordinator who will work with the MODL Finance Department to create a new vendor.

The Emergency Management Coordinator, on behalf of REMO will be issued a credit card following the MODL Credit Card Policy, that can be used during an emergency for purchases up to \$2,500.

**Approval Date**

January 7, 2021



Tammy Crowder  
authorization via email


**Approved by**



March 10, 2021

Tara Maguire, Deputy CAO  
Municipality of the District of Chester

Date:



Alex Dumaresq, Deputy CAO  
Municipality of the District of Lunenburg

Date:

*Jan 28, 2020*



Tammy Crowder, CAO  
Town of Bridgewater

Date:

Feb 5, 2021

Bea Renton, CAO  
Town of Lunenburg

Date:



Dylan Heide, CAO  
Town of Mahone Bay

Date:

*Feb 24<sup>th</sup>, 2021*

### Finance-Admin Section – Event Overview Form

<b>Event Name:</b>			
<b>Operational Period:</b>			
<b>ECC Manager:</b>			
<b>Finance Section Chief:</b>			
<b>Municipal Units Affected by the Event for Cost Recovery:</b>			
<input type="checkbox"/> MODL <input type="checkbox"/> Chester <input type="checkbox"/> Bridgewater <input type="checkbox"/> Mahone Bay <input type="checkbox"/> Town of Lunenburg			
<b>Event Cost:</b>  The pre-approved incident cost is \$10,000.  Any level above this needs to be discussed with two or more CAOs, preferably by the municipal units affected by the event.	The estimated cost of the event as discussed by the ECC Manager and Finance-Admin Section Chief is \$_____.		
	Discussed with at least two other CAOs for approval:		
	MODL		
	Chester		
	Bridgewater		
	Mahone Bay		
	Town of Lunenburg		
<b>Pre-Approved Authorizations:</b>	Any position, except ECC Manager, single transaction spending limit:	\$2,500	
	The ECC Manager, single transaction spending limit:	\$10,000	
<b>Increased Authorizations:</b> If the ECC Manager authorizes any person or position to a higher level, noted it here or on a separate sheet.			
	Indicate if another sheet is attached.	Yes / No	
<b>Approved by ECC Manager:</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Finance Section Chief:</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Sent to Processing to MODL Finance Department:</b>	This form to be sent, and original given, to the EMC and MODL Finance Department.		

## Appendix A

### Municipality of the District of Lunenburg Emergency Coordination Centre Authorization Procedure Form

The Municipality of the District of Lunenburg (MODL) Emergency Coordinate Centre (ECC) Authorization represents MODLs trust in you. As a representative of the Regional Emergency Management Organization (REMO), and a member of your municipal unit, you are empowered as a responsible agent to safeguard MODLs and REMOs assets. Your signature below is verification that you have read the MODL Emergency Coordination Centre Authorization and agree to comply with the following responsibilities.

1. I understand the authorization is for REMO event-approved purchases only, and I agree not to charge personal purchases or purchases that are non-event related. Improper use of spending is considered misappropriation of Municipal funds. This may result in disciplinary action from your municipal unit and REMO, up to and including termination of employment.
2. I agree my authorization will be surrendered immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
3. I am considered responsible for any and all charges made in the position I fill within the ECC. For any position outside of being the ECC Manager, I recognize I can spend up to \$2,500 and if I am filling the position of ECC Manager, I can spend up to \$10,000 at one time. The over limit I can spend per event will be determined by the ECC Manager and Finance-Admin Section Chief.
4. I understand that in the event of willful or negligent default of these obligations, MODL or the municipal unit I represent, shall take recovery action deemed appropriate as permitted by law.
5. All charges will be billed directly to and paid by the Municipality of the District of Lunenburg. Reimbursement of funding will occur from the other municipal units to MODL.
6. I understand this authorization has been issued to me as an employee of a municipal unit representing REMO for the purposes of an emergency event. Under no circumstances will I be personally liable for any obligations arising from use of the expense except in the event of misappropriate use of funds.
7. I recognize it is my responsibility to obtain an invoice for the services I am authorizing, and the receipt will be given to Finance-Admin Section for documentation. The Finance-Admin Section chief will submit all invoices and receipts to the MODL Finance Department following the event.
8. It is my responsibility to provide the Finance-Admin Section with the proper account and reason for the purpose and the purchase will be outlined on the REMO Resource Request Form (Form 213-L).

9. I understand this authorization is not necessarily provided to all employees who represent REMO. Assignment is based on my need to purchase materials for REMO via the ECC. I understand that the authorization is not an entitlement nor reflective of title or position.

I acknowledge I must follow the Finance/Administration Section Authority Procedures as outlined in the related to the authorization to spend on behalf of REMO during an emergency event.

Representative Name:	
Representing Municipal Unit:	
Home Phone Number:	
Work Phone Number:	
Date of Birth:	
Single Transaction Limit:	<input type="checkbox"/> Any position in the ECC, except ECC Manager: \$2,500. <input type="checkbox"/> The ECC Manager: \$10,000.

_____	_____	_____
Municipal Representative Name	Municipal Representative Signature	Date
_____	_____	_____
Municipal CAO Name	Municipal CAO Signature	Date
_____	_____	_____
MODL Finance Director Name	MODL Finance Director Signature	Date

## Lunenburg County Regional Emergency Management Organization Comfort Centres

<b>Effective Date:</b> 2021-01-18	<b>Supersedes:</b> All Previous Procedures
<b>Presented to REMO Advisory Council:</b> 2020-01-20	<b>Approved by REMO Advisory Council:</b> January 18, 2021

### 1.0 Definitions

**Comfort Centre** is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

**Emergency Shelter** is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross (CRC), under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services including mental health supports. They are typically opened for evacuations or emergencies involving substantial damage that make it unsafe for people to remain in their homes. Shelters follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

### 2.0 Scope

The Risk Analysis (2015) for Lunenburg County reveals the highest risks (probability and impact) are weather-related incidents. A secondary risk associated with such incidents is power outages.

Historical evidence and predictive science suggest weather related events are likely to occur with increasing frequency. Risk tolerance within Lunenburg County to weather-related events is decreased significantly when the impacts include power outages. Efforts to increase individual and community preparedness by having a 72-hour personal preparedness kit for families and pets may increase risk tolerance.

Municipalities within the REMO receive their power supply, delivery or restoration from a variety of sources. Supply is managed by Nova Scotia Power (NSP), a private corporation. Nova Scotia Power, the Town of Lunenburg, the Town of Mahone Bay, and Riverport Electric operate electrical utilities to deliver power to residents and businesses. Restoration is facilitated by Nova Scotia Power and the Town of Mahone Bay, and Riverport Electric.

### 3.0 Becoming and Opening a Comfort Centre

A Comfort Centre will be at a community gather point such as community centre, fire hall, school, or church.

During differing types and phases of an emergency incident, Lunenburg County may need both Comfort Centres and Emergency Shelters.

Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to provide communications with the Lunenburg County Emergency Coordination Centre. Deployment of Amateur Radio operators can be requested through Lunenburg County REMO. Space requirements are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened).

To become a recognized Comfort Centre in Lunenburg County:

- A facility or group can express their interest to the Lunenburg County REMO.
- A designate will visit the facility to complete a Facility Profile of the facility as well as obtain three contacts for the facility.
- Staffing, resources, and liabilities will be the responsibility of the Comfort Centre.
- A Memorandum of Understanding will be completed for the group or facility operating a Comfort Centre.
- The Comfort Centre will be entered into a database and shared on the REMO website for residents to learn where their nearest facility is. Residents can then add the locations into their personal preparedness kit.

### 3.1 Procedure for Opening a Comfort Centre

Comfort Centres may provide different services depending on resources available. However, comfort centres are intended to provide:

- A place to get warm;
  - Electronic device charging capabilities;
  - Washroom facilities;
  - Light refreshments;
  - Check on each other, and share information; and
  - Updates on weather and power resumption.
- i. Comfort Centres are not overnight shelters.
  - ii. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
  - iii. The decision to open a Comfort Centre can be made by the community group responsible for the centre.
  - iv. In the event of a localized emergency, Lunenburg County REMO may ask a Comfort Centre to open for a period of time, to assist the local residents.
  - v. Comfort Centres are to be staffed by volunteers from within the community as prearranged by the community group responsible for the Comfort Centre.
  - vi. Once the decision has been made to open a Comfort Centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca) with its opening and closing times, and information will be shared with residents, NS EMO, media, etc.
  - vii. Comfort Centres are not intended for overnight shelter. If, during the daytime operations, the Comfort Centre volunteers identify a requirement for overnight shelter, requests shall be made to REMO, at which time arrangements will be made to provide overnight shelter. REMO can be contacted by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca).
  - viii. The decision to deactivate a Comfort Centre can be made by the community group responsible for the Comfort Centre, in consultation with REMO. Once the decision is made to deactivate a comfort centre, the Comfort Centre contacts REMO by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca) and the information will be shared with residents, NS EMO, media, etc.

## 4.0 COVID-19 Guidelines

The guidelines below are intended to inform the general operation of comfort centres if COVID-19 or other public health issue is occurring. Additional steps are required to ensure comfort centre operations comply with Public Health Orders.

For the most up-to-date information, please visit [www.novascotia.ca/coronavirus](http://www.novascotia.ca/coronavirus) paying attention to direction including:

- No entry for anyone with COVID-19 symptoms or who must self-isolate
- The requirement for wearing masks in all public spaces
- Social distancing of at least 2 meters (6 feet)
- Hand washing / hand sanitizing
- Cleaning of surfaces

## 5.0 Communications

Lunenburg County REMO may track community Comfort Centre facilities as part of situational awareness during emergency events in order to notify residents and Councillors of the situation. REMO will maintain lists of approved facilities for reporting purposes to NS EMO, media, 211, Nova Scotia Power or other Emergency Support Partners. Comfort Centres are required to report their opening and closing times and services to REMO by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca).

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Dan McDougall, CAO  
Municipality of the District of Chester

Date: \_\_\_\_\_

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Alex Dumaresq, Deputy CAO  
Municipality of the District of Lunenburg

Date: \_\_\_\_\_

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Tammy Crowder, CAO  
Town of Bridgewater

Date: \_\_\_\_\_

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Bea Renton, CAO  
Town of Lunenburg

Date: \_\_\_\_\_

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Dylan Heide, CAO  
Town of Mahone Bay

Date: \_\_\_\_\_

**Memorandum of Understanding  
Use of Facilities as a Comfort Centre during an Emergency**

**Between**

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**[Name of Facility]  
Herein referred to as the “Facility Owner”**

**And**

**Lunenburg County Regional Emergency Management Organization  
Herein referred to as “Lunenburg County REMO”**

The Facility Owner desires to enter into an agreement with Lunenburg County REMO to provide its facility as a Comfort Centre during a loss of infrastructure caused by severe weather, an emergency event, or a declared State of Local Emergency.

This Memorandum of Understanding (MOU) does not limit the \_\_\_\_\_  
{Fire Hall or Community Centre or Church Group} from activating their facility as a Comfort Centre on their own initiative. If such an activation takes place, the Facility Owner agrees to inform Lunenburg County REMO of the Comfort Centre activation.

**DEFINITIONS:**

**Comfort Centre** is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. Comfort Centres are intended to provide: a place to go to get warm/cool; light refreshments; charge electronic devices; provide updates; community gathering point; and washroom facilities. To operate as a Comfort Centre, the facility must have a generator.

Comfort Centres do not provide overnight accommodations and will not accept evacuees.

**Emergency Shelter** is a facility opened at the request of the Lunenburg County Regional Emergency Management Organization in a large-scale emergency and is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. To operate as an emergency shelter, the facility must have: a generator; running water available during power outages; kitchen facility; showers; and a large space for cots to be set up.

**AGREEMENT:**

1. The parties agree when this facility is opened as a Comfort Centre, the facility’s volunteers are responsible for the care and upkeep of the facility. The attached Guidelines provide guidance as to the offerings of a Comfort Centre.
2. Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
3. The parties further agree this facility will not be used as an overnight Emergency Shelter. If an overnight Emergency Shelter is required, the request will be made to the Lunenburg County REMO for consultation with NS EMO, Department of Community Services, and the Canadian Red Cross.
4. Lunenburg County REMO shall advertise the location of Comfort Centres for use by any resident or persons in need without regard to their place of residence. Advertising can only be completed once opening time and closing time are provided to Lunenburg REMO.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility offering food shall be made in a commercial kitchen using safe food handling practices, or only offer pre-packaged food.
7. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.

**WITNESS WHEREOF:** This Memorandum of Understanding executed by Lunenburg County REMO and Facility Owner, made this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness

\_\_\_\_\_  
Lunenburg County REMO  
Representative:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Facility Owner:  
Representative:

## COMFORT CENTRE FACILITY GUIDELINES

The priority is to ensure the safety and comfort of people using the Comfort Centre. Steps to become an approved Comfort Centre and be posted on the REMO website for residents:

- A facility expresses interest to the Lunenburg County REMO.
- A Facility Profile, including three contacts, is completed (reviewed annually).
- A Memorandum of Understanding is signed by the Facility Owner and REMO.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca) for advertising to residents and sharing with media.

The following criteria for comfort centres locations should be considered.

- Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.
- There is a generator on site for alternate power.
- Physical location is safe and is in a central location, with adequate parking, away from potential hazards.
- The Centre is not opened when RCMP or Transportation Authority is requesting residents stay off the roads.
- Building and grounds are barrier-free and wheelchair accessible.
- Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure safe water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
- Food, if any is provided, is made in a commercial kitchen using safe food handling practices or offer only pre-packaged food.
- The building has heating and where possible, air conditioning.
- There are adequate power outlets to allow visitors to charge devices.
- A first aid kit and an Automated External Defibrillator (AED) are on site.
- There is enough available seating for the number of expected visitors, as well as facility personnel.
- There is adequate space outside the property in the event of telecommunication outages for a portable communications hub (provided by the Province, if available). Requests to be made to REMO if required.
- Adequate staff/volunteers are available for at least the first 24 hours.
- The Comfort Centre determines its opening and closing times and relays the information to REMO by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca) for advertising to residents and sharing with media.

## Comfort Centre Facility Profile

General Information		
<b>Name of Facility</b>		<b>Civic Address of Facility</b>
<b>Municipality</b>		<b>Mailing Address of Facility</b>
<b>Contact Person 1</b>	<b>Daytime Phone</b>	<b>Email</b>
<b>Contact Person 2</b>	<b>Phone</b>	<b>Email</b>
<b>Contact Person 3</b>	<b>Phone</b>	<b>Email</b>
<b>After Hours Procedure to Open Facility</b>		
<b>Type of Facility:</b>		<b>Capacity of Facility</b>
Comfort Centre <i>(no overnight accommodations)</i> Emergency Shelter		Comfort Centre Emergency Shelter
<b>Services that could be offered at a Comfort Centre:</b>		
<input type="checkbox"/> A place to get warm/cool <input type="checkbox"/> Charge electronic devices <input type="checkbox"/> Washroom facilities <input type="checkbox"/> Share information/updates <input type="checkbox"/> Other: <input type="checkbox"/> Light refreshments <input type="checkbox"/> Tea/coffee <input type="checkbox"/> Potable or Bottled Water <input type="checkbox"/> Pre-packaged food <input type="checkbox"/> Prepared food		
<b>Location of Emergency First Aid Kit?</b>		<b>Location of Automated External Defibrillator (AED)?</b>

Physical Information			
<b>Wheelchair Accessible</b>		<b>Washrooms Accessible</b>	<b>Elevators, chair lift, etc.?</b>
Yes	No	Yes	No
<b>Number of Washrooms?</b>		<b>Number of Showers?</b>	
Male _____	Female _____	Unisex _____	Male _____
<b>Physical Dimensions, Approx. Square Footage</b>		<b>Is there a room for comfort of animals (pets)?</b>	
		Yes	No
<b>Water Source</b>	<b>If Well</b>		<b>Date Well Last Tested</b>
Municipal	Well (GPM) _____	Potable	Non-Potable
<b>Wastewater</b>		<b>Is the facility alarmed?</b>	<b>Is there an Emergency Evacuation Plan?</b>
Municipal Sewer	Septic		Yes
			No

Kitchen Facilities								
Number of Fridges?		Number of Freezers?		Number of Stoves?		Number of BBQs?		
Gas	Electric	Gas	Electric	Gas	Electric	Gas	Electric	
# of Tables			# of Chairs			Number of Sinks?		
Overall Kitchen Rating					Date of Health Inspection?			
Less than Residential		Residential		More than Residential				
Other Information Regarding the Kitchen								

Electrical					
Type/size of electrical panel (amp)			Number of 110V outlets		Circuit Breakers or Fuses?
200	400	600			Yes      No
Generator	Type			Generator Testing	
Yes	Fixed	Manual Transfer Switch		Frequency:	
No	Portable	Automatic Transfer Switch		Last Tested:	
Capacity				Make, Model, Size:	
Full Building		Limited			
List the areas served including elevators, and lifts, rooms, etc.					

Miscellaneous					
Primary Heating Source	Electric	Propane	Natural Gas	Oil	Other
Times the Comfort Centre may be open if required during a long term power outage			Any Hazardous Materials stored onsite (propane, glycol, etc.). If yes, explain.		
Are there any volunteers available and ready to assist should the Comfort Centre be required on short notice?			How do the volunteers get mobilized for the Comfort Centre?		
Yes		No			
Date Completed			Completed by (please print)		
Notes and special features or anything else related to the facility.					

## Comfort Centre Response Plan Activation Checklist

### Before opening:

- Advise REMO the Centre's opening and closing times by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca) so info can be shared with media and residents.
- Volunteers to report to the location at least one hour before it is scheduled to open.
- Turn on the heat/air conditioning and other necessary equipment.
- Set up chairs and post signage, if required.
- Prepare any refreshments (tea, coffee, etc.) that will be offered.
- Check the washrooms to ensure they are clean and have an adequate supply of soap, toilet paper, and paper towels.

### After opening:

- Advise the Regional Emergency Management Organization that the centre is open by calling (902) 930-1085 or emailing [emo@modl.ca](mailto:emo@modl.ca).
- Re-stock supplies as required.
- Post closing times in a visible location for residents.
- Support the Comfort Centre Manager in providing reports to REMO.
- Advise Manager if you need to leave so your position can be filled.
- Advise the Manager of any security concerns.

### Daily closing:

- Advise visitors that the centre will be closing at least 15 minutes in advance.
- Once the doors are closed and locked, check the facilities, clean them and replenish supplies as required.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is set to the appropriate level for overnight.
- If possible, leave together and be mindful of personal safety when returning to your vehicle or home.

### Deactivation:

- The Manager will lead the deactivation process, supported by volunteers.
- Check the facilities, clean and replenish supplies as required.
- Clean up as required and place garbage, compost, and recycling in the appropriate places.
- Ensure all equipment has been turned off or unplugged and that the heat/air conditioning is re-set to the appropriate level.
- The Manager will host a debrief and all volunteers should participate in an after-action report.
- Tell your Manager if you need Critical Incident Stress Management.

### ACTIVATION TRIGGERS

Following the international standard for emergency preparedness, it is recommended residents prepare personal preparedness kits for their family and pets to Shelter in Place for up to 72 hours. It is further recommended Comfort Centres open after 72 hours have passed. In extenuating circumstances, there may be a need to open a Comfort Centre prior to 72 hours.

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR**

**DATE: AUGUST 3, 2021**

**RE: TOWN GENERAL OPERATING YEAR END AND CAPITAL FUNDING FOR MARCH 31, 2021**

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### **1. FACTS**

Finance staff have completed the Town's year-end and our auditors have completed their audit field work. Town Council is asked to approve the final proposed funding of the capital assets for the year ended March 31, 2021 as there are some proposed changes to the budgeted funding which have been incorporated in the draft financial statements. There is an Audit Committee meeting scheduled for September 23, 2021.

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

Capital projects in the amount of \$2,870,726 were completed in 2020/21. Attached is a summary (Schedule 1) of the proposed funding of these assets. The capital borrowing of \$514,650 included in the capital asset funding was previously approved by Council and secured in a recent Municipal Finance debenture issue.

Fiscal 2020/21 had many challenges due to the Covid-19 pandemic, however with prudent budgeting, careful department fiscal management and Safe Restart Funding the Town ended the fiscal year with additional funds available for reserve transfer. Schedule 2 outlines the additional reserve transfers staff are recommending.

As Council will recall municipal units are required to have an Operating Reserve Fund and there must be a separate accounting of assets from the General Operating and Capital Funds. Withdrawals may be used for any purpose for which Council has authority to expend money, however the General Operating Reserve funds would typically be for emergency or unanticipated expenditures of the Town. The level of our Operating Reserve Fund was the one red provincial FCI indicator received by the Town for Fiscal 2019/20.

The Safe Restart funds are to assist municipal units in offsetting lost revenues and additional operational expenses related to the Covid-19 pandemic. The Town received \$287,930 in Safe Restart funding in early November 2020. In fiscal 2020/21 the Town

used \$168,015 to recover lost revenues and additional expenses related to Covid-19. The balance of \$119,915 is required to be transferred to the Operating Reserve and then carried forward to 2021/22 for the same purpose. These carried forward funds have already been included in the 2021/22 approved budget.

After the above noted reserve transfers and funding the capital projects there is still a small surplus of \$1,092. (Schedule 3)

The year end balances for both the Operating and Capital Reserves are included as schedules to this report.

**3. FINANCIAL IMPACT**

As per above and the attached funding proposal.

**4. STRATEGIC PLAN RELEVANCE**

*Servicing and Facilities:* Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

**5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motions.

*Draft Motions:*

*The Capital financing for fiscal 2020/21 be approved as outlined in Schedule 1;*

*-and-*

*Approval of additional Operating Reserve Transfers for fiscal 2021/22 of \$384,215 as outlined in Schedule 2.*

Attachments - 5

Acknowledged only by:

Bea Renton  
CAO

<b>Town of Lunenburg - General Capital 2020/21</b>		
<b>Summary</b>	<b>Budget</b>	<b>Actual</b>
Page 1	\$1,865,054	\$1,700,600.44
Page 2	\$835,000	\$372,673.38
Page 3	\$1,874,700	\$797,451.84
	<b>\$4,574,754</b>	<b>\$2,870,725.66</b>
<b>Funding Sources</b>		
Capital from Revenue		\$158,880.30
Capital Borrowing		\$514,650.00
Gas Tax		\$589,951.34
Beautification Provincial Grants		\$16,446.37
Water Dividend		\$50,000.00
Fire District 1 & 2		\$378,988.28
Region 6 Grant		\$5,775.00
Insurance Proceeds		\$31,795.28
CWWF - Clean Water Wastewater Fund Grant		\$136,767.96
Sewer Reserve		\$3,781.89
Deed Transfer Taxes		\$136,852.73
Fire Department		\$5,344.66
Fire Joint Equipment Reserve		\$1,697.22
FCC - Farm Credit Canada Grant		\$25,000.00
FRIIP - Provincial Grant		\$23,933.64
ACOA Grant		\$201,455.39
Academy Foundation		\$45,023.20
Federal Legacy Fund Grant		\$400,000.00
CCH - Provincial Grant		\$144,285.23
Academy Reserve		\$97.17
		<b>\$2,870,725.66</b>

Town of Lunenburg - General Capital 2020/21									
	Budget	Actual	Capital From Revenue	Capital Borrowing	Gas Tax	Beautification Grant	Water Dividend	Dist. 1 & 2	Region 6 Grant
<b>Floor Scrubber for Fire Department</b>	\$5,100	\$4,644.16	\$4,644.16						
<i>Budgeted funding: Capital from Revenue &amp; General Capital Reserve</i>									
<b>Aluminum Garbage Bin for Fire Department</b>	\$3,800	\$3,582.88	\$3,582.88						
<i>Budgeted funding: Capital from Revenue &amp; General Capital Reserve</i>									
<b>Fire Pumper #2 Replacement</b>	\$755,100	\$757,976.55	\$1,438.27	\$327,550.00			\$50,000.00	\$378,988.28	
<i>Budgeted funding: District 1&amp;2, Water Dividend &amp; Borrowing</i>									
<b>Brook Street - Beautification Project</b>	\$20,000	\$9,004.76	\$4,004.76			\$5,000.00			
<i>Budgeted funding: Deed Transfer Taxes &amp; Prov Grant</i>									
<b>Streamed Waste Cans</b>	\$9,300	\$12,420.46	\$6,645.46						\$5,775.00
<i>Budgeted funding: Capital from Revenue &amp; Grant</i>									
<b>Community Centre - Bathroom Renovations</b>	\$7,700	\$6,262.60	\$6,262.60						
<i>Budgeted funding: Capital from Revenue &amp; Deed Transfer Taxes. Delivery for washroom stalls carried over into 20/21. Total project budget \$55,000, total project cost \$53,493.</i>									
<b>Recreation Ride on Mower</b>	\$25,000	\$20,231.48	\$20,231.48						
<i>Budgeted funding: Capital from Revenue &amp; General Capital Reserve</i>									
<b>Arena Roof Exhaust Replacements</b>	\$10,000	\$5,042.00	\$5,042.00						
<i>Budgeted funding: Deed Transfer Taxes</i>									
<b>PW - Dump Truck &amp; Plow</b>	\$183,000	\$187,192.32	\$92.32	\$187,100.00					
<i>Budgeted funding: Capital Borrowing, CF from 19/20</i>									
<b>Public Works Air Compressor</b>	\$4,254	\$4,291.89	\$4,291.89						
<i>Budgeted funding: PW Equipment Reserve</i>									
<b>WWTP - New Complete Recycling Pump</b>	\$31,500	\$27,635.79			\$27,635.79				
<i>Budgeted funding: Gas Tax, CF from 19/20</i>									
<b>WWTP - Replace Lines and Diffusers in Aeration Tanks</b>	\$388,000	\$358,621.26	\$100,000.00		\$258,621.26				
<i>Budgeted funding: Gas Tax &amp; Capital Borrowing</i>									
<b>WWTP - Voltage Reading Monitor at Pumping Station</b>	\$7,000	\$6,837.36			\$6,837.36				
<i>Budgeted funding: Gas Tax</i>									
<b>Backflow Prevention Study for Lift Stations</b>	\$40,000	\$31,241.90			\$31,241.90				
<i>Budgeted funding: Gas Tax</i>									
<b>Lift Station Capital Pump Repairs - increased to \$146</b>	\$146,000	\$66,345.30			\$66,345.30				
<i>Budgeted funding: Gas Tax &amp; Capital Borrowing</i>									
<i>CF to be completed in 21-22</i>									
<b>Comprehensive Community Plan</b>	\$229,300	\$199,269.73			\$199,269.73				
<i>Budgeted funding: Gas Tax</i>									
<i>CF to be completed in 21-22, Planning Documents and Heritage Review</i>									
<b>Page 1 Totals</b>	<b>\$1,865,054</b>	<b>\$1,700,600.44</b>	<b>\$156,235.82</b>	<b>\$514,650.00</b>	<b>\$589,951.34</b>	<b>\$5,000.00</b>	<b>\$50,000.00</b>	<b>\$378,988.28</b>	<b>\$5,775.00</b>

Town of Lunenburg - General Capital 2020/21											
	Budget	Actual	Insurance	CWWF	Sewer Reserve	Deed Transfer Taxes	Beautification Grant	Fire Dept	Fire Joint Equip Rsv	FCC Grant	FRIP
<b>CN Station - Capital Repairs (Garage Door &amp; Siding)</b>	\$15,000	\$9,594.31				\$9,594.31					
<i>Budgeted funding: Deed Transfer Taxes</i>											
<b>Tannery Road - Seawall Replacement</b>	\$70,000	\$57,535.61				\$50,035.61	\$7,500.00				
<i>Budgeted funding: Deed Transfer Taxes</i>											
<i>CF to complete seawall in the amount of \$12,464</i>											
<b>WWTP - Spare UV Banks</b>		\$35,577.17	\$31,795.28		\$3,781.89						
<i>insurance proceeds and sewer reserves</i>											
<b>Brook Street Sewer</b>	\$125,000	\$184,873.08		\$136,767.96		\$48,105.12					
<i>Budgeted funding: CWWF Grant &amp; Deed Transfer Taxes</i>											
<b>Flood Study</b>	\$47,900	\$47,867.27				\$23,933.63					\$23,933.64
<i>Budgeted funding: Deed Transfer Taxes &amp; Prov Grant</i>											
<b>WWTP - Check Valve Installation</b>	\$10,000	\$5,184.06				\$5,184.06					
<i>Budgeted funding: Deed Transfer Taxes</i>											
<b>Fire Hall Heat Pumps</b>	\$26,700	\$26,697.22							\$1,697.22	\$25,000.00	
<i>Budgeted funding: Grant &amp; Joint Equipment Reserve</i>											
<b>Turnout Gear Washer - Fire Department</b>	\$5,400	\$5,344.66						\$5,344.66			
<i>Budgeted funding: Fire Dept.</i>											
<b>Joint Building Inspection IT (TownSuite Mapping &amp; Laser Fische Software Upgrades)</b>	\$10,000										
<i>Budgeted funding: Capital from Revenue</i>											
<i>CF project in use as of June 1, 2021</i>											
<b>WWTP - Upgrade Rails and Catwalks in Aeration Building</b>	\$30,000										
<i>Budgeted funding: Deed Transfer Taxes</i>											
<i>CF - work awarded late in fiscal 20-21, carried out early in 21-22</i>											
<b>Raw Sludge Pumps (2)</b>	\$50,000										
<i>Budgeted funding: Gas Tax</i>											
<i>CF started in 20-21 to be completed in 21-22</i>											
<b>Flowmeter installation program</b>	\$50,000										
<i>Budgeted funding: Gas Tax</i>											
<i>CF started in 20-21 to be completed in 21-22</i>											
<i>April 13, 2021 motion increased overall budget to \$66,000</i>											
<b>Ice Resurfacers</b>	\$125,000										
<i>Budgeted funding: Resurfacers Reserve, Grants, Donations &amp; Capital from Revenue</i>											
<i>CF ordered in Summer 2020, delivered April 2021</i>											
<b>WWTP - Improve Treatment Process - Pre-design</b>	\$270,000										
<i>Budgeted funding: PCAP grant &amp; Gas Tax</i>											
<i>CF started in 20-21 to be completed in 21-22</i>											
<b>Page 2 Totals</b>	<b>\$835,000</b>	<b>\$372,673.38</b>	<b>\$31,795.28</b>	<b>\$136,767.96</b>	<b>\$3,781.89</b>	<b>\$136,852.73</b>	<b>\$7,500.00</b>	<b>\$5,344.66</b>	<b>\$1,697.22</b>	<b>\$25,000.00</b>	<b>\$23,933.64</b>

Town of Lunenburg - General Capital 2020/21									
	Budget	Actual	Capital From Revenue	ACOA	Academy Foundation	Federal Legacy Fund	Prov NS CCH	Academy Reserve	Beautification Grant
<b>Lunenburg Academy - Exterior Capital Restoration Phase II</b>	\$1,500,000	\$797,451.84	\$2,644.48	\$201,455.39	\$45,023.20	\$400,000.00	\$144,285.23	\$97.17	\$3,946.37
<i>Budgeted funding: Federal &amp; Provincial Grants, Academy Foundation, Borrowing. Project spanned two fiscal years 19/20 &amp; 20/21, total cost \$1,303,273.</i>									
<b>Council iPad or Alternative</b>	\$10,000								
<i>Budgeted funding: Water &amp; Electric Utility</i>									
<i>Cost below capital threshold of \$2,500, expended in Utilities</i>									
<b>Annex Roof</b>	\$10,000								
<i>Budgeted funding: Deed Transfer Taxes</i>									
<i>Re-budgeted in 21-22 for \$26,0000</i>									
<b>CCP Capital Project</b>	\$10,000								
<i>Budgeted funding: Capital Borrowing</i>									
<i>No specific project identified in fiscal 20-21</i>									
<b>Green St., Knickle Rd., Tannery Rd. (Storm Diversion)</b>	\$60,000								
<i>Budgeted funding: Deed Transfer Taxes</i>									
<i>Deferred due to cost of Brook Street work, Re-budgeted in 21-22</i>									
<b>Waste Water - Upgrade Communication Systems to Pumping Stations</b>	\$20,000								
<i>Budgeted funding: Gas Tax</i>									
<i>Re-budgeted in 21-22 for \$40,000</i>									
<b>Tannery Road - Knickle to 97 Tannery Road (East)</b>	\$255,000								
<i>Budgeted funding: Deed Transfer Taxes &amp; Capital Borrowing</i>									
<i>Re-budgeted in 21-22 for \$55,000</i>									
<b>Turnout Gear Dryer - Fire Department</b>	\$9,700								
<i>Budgeted funding: Fire Dept.</i>									
<i>Re-budgeted in 21-22 dependent on Fire Dept funding</i>									
<b>Page 3 Total</b>	<b>\$1,874,700</b>	<b>\$797,451.84</b>	<b>\$2,644.48</b>	<b>\$201,455.39</b>	<b>\$45,023.20</b>	<b>\$400,000.00</b>	<b>\$144,285.23</b>	<b>\$97.17</b>	<b>\$3,946.37</b>

<b>Town Fiscal 20-21 Additional Reserve Transfer Recommendations</b>		
	<b>Budget</b>	<b>Actual</b>
Election Reserve 2024	\$0	\$20,000
Operating Reserve - 20-21 Mild Winter Savings funding to budget 21-22	\$0	\$90,000
Safe Restart Carry Forward Reserve - funding to budget 21-22	\$0	\$119,915
Operating Reserve - to fund the Planning Documents and Heritage Review costs to align with the CCP	\$0	\$100,000
General Operating Reserve 20-21 transfer	\$0	\$54,300
		<b>\$384,215</b>

**TOWN OF LUNENBURG**  
**GENERAL SECTION**  
**STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

# DRAFT

	PAGE	2021		Variance
		Budget	Actual	
<b>REVENUE</b>				
Taxes		\$ 5,969,100	\$ 6,128,135	\$ (159,035)
Grants in lieu of taxes		240,900	329,079	(88,179)
Sales of services		346,400	330,005	16,395
Other revenue from own sources		311,200	343,700	(32,500)
Unconditional transfers from other governments		69,100	74,206	(5,106)
Conditional transfers from Federal and Provincial governments and agencies		1,700	289,630	(287,930)
Conditional transfers from other local governments		174,900	155,068	19,832
Other transfers		34,300	27,418	6,882
		7,147,600	7,677,241	(529,641)
<b>EXPENDITURE</b>				
General government services		508,850	480,665	28,185
Protective services		1,598,200	1,558,633	39,567
Transportation services		959,000	833,945	125,055
Environmental health services		1,358,600	1,272,008	86,592
Public Health services		62,700	84,298	(21,598)
Environmental development services		429,200	406,274	22,926
Recreational and cultural services		788,300	763,476	24,824
Fiscal services		1,442,750	2,276,851	(834,101)
		7,147,600	7,676,150	(528,550)
<b>EXCESS OF EXPENDITURE OVER REVENUE</b>		-	1,091	(1,091)
Accumulated Surplus, Beginning of Year			361	
Transfer of Surplus to Operating Reserve			(361)	
<b>SURPLUS, END OF YEAR</b>			\$ 1,091	

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

		<b>2021</b>
<hr/>		
1. Taxes		
Assessable property		
Residential	\$	3,210,958
Commercial		1,531,585
Resource		6,690
		<hr/>
		4,749,233
		<hr/>
Business property		
Based on Revenue (Aliant)		18,113
		<hr/>
		18,113
		<hr/>
Other		
Sewer annual charge		1,096,348
Deed Transfer tax		264,441
		<hr/>
		1,360,789
		<hr/>
	\$	6,128,135
<hr/>		
2. Grants in lieu of taxes		
Provincial government (DNR)	\$	235,195
Property of supported institutions (TIR)		637
Sewer		88,228
Fire Protection (Museum)		5,019
		<hr/>
	\$	329,079
<hr/>		
3. Sales of services		
Parking meters	\$	44,050
Transportation services		37,437
Miscellaneous		20,877
		<hr/>
		102,364
		<hr/>
Recreational services		
Admissions		19,958
Rentals and concessions		136,064
Rentals - School Board		31,369
Grants		40,000
Sundry		250
		<hr/>
		227,641
		<hr/>
	\$	330,005
<hr/>		

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

	<b>2021</b>
<b>4. Other revenues from own sources</b>	
Licenses and permits	\$ 16,559
Fines	8,817
Rentals	249,007
Interest on investments	9,485
Interest on taxes	58,745
Insurance Settlements	802
Miscellaneous including donations	285
	<b>\$ 343,700</b>
<b>5. Unconditional transfers from other governments</b>	
HST Offset Grant	\$ 24,097
Equalization Grant	50,000
Farm Acreage	109
	<b>\$ 74,206</b>
<b>6. Conditional transfers from Federal and Provincial Government and Agencies</b>	
Federal government	
Canada Day Grant	\$700
Gas Tax for MCCAP	-
Safe Restart Funds	287,930
Provincial governments and agencies	
Department of Labour and Advanced Education	-
Active Transportation Strategic Plan Grant	-
Emergency Measures Organization	1,000
	<b>\$ 289,630</b>
<b>7. Conditional transfers from other local governments</b>	
Municipal Fire District 1 and 2 Commission	
Fire protection reimbursements	\$ 155,066
SSRSB Election Costs	-
	<b>155,066</b>
<b>8. OTHER TRANSFERS</b>	
Prior Years Surplus	\$ 361
Transfer from Operating , Water & Capital Reserves	27,057
	<b>\$ 27,418</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

**DRAFT**

		<b>2021</b>
<b>9. General government services</b>		
Legislative		
Mayor		
Stipend	\$	9,100
Councillors		
Stipend		30,600
Travel		11
Other legislative services		5,604
		<b>45,315</b>
General administrative		
Salaries and benefits		165,039
Office buildings		54,159
Legal and other professional services		15,497
Financial management		33,049
Interest on Capital Loan		1,105
Tax rebates or exemptions (low income)		3,933
Tax exemptions (Section 71 MGA)		35,287
Transfer to Assessment Services		48,101
Valuation allowance uncollectible taxes and miscellaneous receivables		-
Other general administrative services		15,512
		<b>371,682</b>
Other general government		
Election costs		33,262
Insurance		7,667
Grants to organizations and individuals		18,651
Other general services		4,088
		<b>63,668</b>
		<b>\$ 480,665</b>
<b>10. Protective services</b>		
Police Protection		
RCMP	\$	817,717
By-Law Enforcement		
Contracted Services		-
Legal		6,992
Supplies and expense		-
Transfer to Correction Service		41,235
		<b>48,227</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

	<b>2021</b>
10. Protective services (cont'd)	
Fire protection	
Fire fighting force	111,163
Water supply and hydrants	340,843
Training	10,556
Fire stations and buildings	67,461
Fire fighting equipment	94,215
Other	23,881
	<b>648,119</b>
Emergency Measures Organization	12,528
Other	
Building Inspector and other	32,042
	<b>\$ 1,558,633</b>
11. Transportation services	
Common services	
Administrative	\$ 153,384
General equipment	112,870
Small tools and equipment	1,907
Workshop, yards and other buildings	12,391
Workers' compensation	11,420
	<b>291,972</b>
Roads and streets	
Labour	202,406
Supplies	30,041
Street cleaning	10,466
Snow and ice control	63,482
Street and sidewalk maintenance	70,273
Interest on loans	18,714
Street lighting	122,070
Traffic services	15,080
Parking Meters	9,441
	<b>541,973</b>
	<b>\$ 833,945</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

		<b>2021</b>
<hr/>		
12. Environmental health services		
Transfer to Capital Reserve for Solid Waste		
Landfill Closure/post closure costs	\$	-
Solid Waste Landfill costs		<b>149,730</b>
		<hr/>
		<b>149,730</b>
<hr/>		
Sewage collection and disposal		
Labour, benefits and supplies	166,698	
Sewer lift stations	73,856	
Sewage treatment plant	638,328	
Interest on sewer loans	23,849	
		<hr/>
		<b>902,731</b>
<hr/>		
Garbage and waste collection and disposal		
Collection contract and other	219,547	
Interest on waste disposal loans	-	
		<hr/>
		<b>219,547</b>
		<hr/>
		<b>\$ 1,272,008</b>
<hr/>		
13 Public Health Services		
Public Health		
Cemetery	\$	34,586
Housing		
Deficit of Regional Housing Authority		49,712
		<hr/>
		<b>\$ 84,298</b>
<hr/>		
14. Environmental development services		
Environmental planning and zoning		
Salaries and benefits	\$	92,599
Advertising and other		3,985
Legal		4,562
		<hr/>
		<b>101,146</b>
<hr/>		
Community development		
Old Fire Hall	29,329	
CNR station	20,557	
Lunenburg Academy	205,124	
Annex - 17 Tannery Road	14,961	
Tourism - General	12,594	
Strategic Planning	-	
Communications	10,356	
Visitors service centre	12,207	
		<hr/>
		<b>305,128</b>
		<hr/>
		<b>\$ 406,274</b>
<hr/>		

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL STATEMENTS**  
**GENERAL SECTION**  
**SCHEDULES TO STATEMENT OF OPERATIONS**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

2021

## 15. Recreational and cultural services and education

## Recreational facilities

## Recreation

Salaries, wages and benefits	\$	334,963
Administration		7,415
Maintenance - fields and grounds		2,868
Maintenance - community centre		27,024
Maintenance - arena		112,452
Small tools		-
Program costs		7,329
Parks and playgrounds		83,403
Interest on capital loans		10,222

585,676

## Cultural buildings and facilities

Library - Local branch		39,368
Transfer to Regional Library		18,600
Heritage projects		110,208
Capt. Angus J. Walters House Museum		7,812
Other services and public celebrations		1,811

177,799

\$ 763,475

## 16. Fiscal services

## Principal instalments

Interest on temporary borrowing	\$	-
Debenture principal		403,439

403,439

## Transfer to own reserves, funds and agencies

Reserve fund - operating reserve		461,164
Reserve fund - operating reserve safe restart		119,915
Reserve fund - capital reserve		440,991
General capital funds		-

1,022,070

## Education

Appropriation to Regional School Board		851,341
--	--	---------

\$ 2,276,850

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**STATEMENT OF OPERATING RESERVE FUNDS**  
**YEAR ENDED MARCH 31, 2021**

**DRAFT**

	Streets, Sewers & Others	Recreation	Safe Restart	LAFF	Pro Kids	Operating Surplus Reserve	Region 6 Diversion Spec. Projects	2021
Balance, beginning	\$ 81,708	\$ 53,668	\$ -	\$ 13,032	\$ 16,768	\$ 172,358	\$ 2,372	\$ 339,906
Donations	-	-	-	2,653	-	-	-	2,653
Interest	644	426	-	109	-	1,357	19	2,555
Contributions, other	-	1,000	-	-	-	-	-	1,000
Transfer from Town General	484,302	-	119,915	-	1,000	362	-	605,579
Transfer (to) Town General	(12,782)	-	-	-	(375)	-	-	(13,157)
Transfer, other	-	-	-	-	-	-	-	-
	472,164	1,426	119,915	2,762	625	1,719	19	598,630
<b>Balance, ending</b>	<b>\$ 553,872</b>	<b>\$ 55,094</b>	<b>\$ 119,915</b>	<b>\$ 15,794</b>	<b>\$ 17,393</b>	<b>\$ 174,077</b>	<b>\$ 2,391</b>	<b>\$ 938,536</b>

**TOWN OF LUNENBURG**  
**SUPPLEMENTARY FINANCIAL INFORMATION**  
**STATEMENT OF CAPITAL RESERVE FUND**  
**YEAR ENDED MARCH 31, 2021**

DRAFT

	Solid Waste Site Closure	Academy/ Other Equipment	Fire Equipment	Federal/Prov Gas Tax Funds	Provincial Capital Funds	Deed Transfer Tax	<b>2021 Total</b>
<b>Balance, beginning</b>	\$ 7,927	\$ 395,569	\$ 33,617	\$ 638,219	\$ 307,765	\$ 498,573	<b>\$ 1,881,670</b>
Donations	-	30,285	500	-	-	-	<b>30,785</b>
Interest	39	1,924	306	3,899	1,491	2,963	<b>10,622</b>
Sale of Lands and Equipment	-	246,769	40,001	-	-	-	<b>286,770</b>
Deed transfer tax	-	-	-	-	-	264,441	<b>264,441</b>
Conditional transfers from Provincial government	-	-	-	199,958	-	-	<b>199,958</b>
Transfer from Town General	-	161,549	15,000	-	-	-	<b>176,549</b>
Transfer to Town Capital	-	(158,977)	-	(589,951)	(144,285)	(136,853)	<b>(1,030,066)</b>
Transfer from Water operating	-	-	-	-	-	-	-
Transfer, other	(3,057)	(5,100)	-	-	-	-	<b>(8,157)</b>
	<b>(3,018)</b>	<b>276,450</b>	<b>55,807</b>	<b>(386,094)</b>	<b>(142,794)</b>	<b>130,551</b>	<b>(69,098)</b>
<b>BALANCE, ENDING</b>	\$ 4,909	\$ 672,019	\$ 89,424	\$ 252,125	\$ 164,971	\$ 629,124	<b>\$ 1,812,572</b>

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR**

**DATE: JULY 28, 2021**

**RE: WATER UTILITY OPERATING YEAR END AND CAPITAL FUNDING FOR MARCH 31, 2021**

---

### **1. FACTS**

Finance staff have completed the Water Utility's year-end and our auditors have completed their audit field work. The Water Utility's draft unaudited financial statements have been completed and an Audit Committee meeting is scheduled for Sept. 23, 2021.

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

The Water Utility had some unanticipated savings in the fiscal year which has resulted in additional funds being available for a reserve transfer (Schedule 1).

The additional amount is \$105,200 and staff are recommending these funds be used to replenish the Land Reserve. The Water Utility made a significant investment in water shed lands this past year which used all the Land Reserves on hand at the time. Council's approval is required for the additional \$105,200 Land Reserve transfer as it was not included in the approved 2020/21 budget.

After the Land Reserve transfer the Utility will have a modest surplus of \$445 for the year. The retained earnings will close at \$253,182 which is sufficient for the financial health of the Water Utility.

The Utility completed \$292,778 of capital expenditures (Schedule 2). The capital expenditures have been funded from Depreciation, Future Capital and Land Reserves as previously approved by Council.

The Utility's March 31, 2021 reserve balances are summarized on Schedule 3, the Utility's 10-year Capital Budget equals \$3.99M.

### **3. FINANCIAL IMPACT**

As per above.

**4. STRATEGIC PLAN RELEVANCE**

*Servicing and Facilities:* Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

**5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

*Draft Motion:*

*For the fiscal year ended March 31, 2021 that the Water Utility transfer an additional \$105,200 to its Land Reserve.*

Attachments - 3

Acknowledged only by:

Bea Renton  
CAO

**TOWN OF LUNENBURG**  
**WATER UTILITY OPERATING FUND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED MARCH 31, 2021**

Schedule 1 - Page 1

**DRAFT**

	2021		Variance
	Budget	Actual	
<b>Operating Revenue</b>			
Metered sales	\$ 534,000	\$ 517,644	\$ 16,356
Flat rate sales	661,500	665,206	(3,706)
Public fire protection	340,800	340,843	(43)
Sprinkler service	6,600	6,800	(200)
Other	11,100	12,122	(1,022)
<b>Total Operating Revenue</b>	<b>1,554,000</b>	<b>1,542,615</b>	<b>11,385</b>
<b>Operating Expenditure</b>			
Source of supply (page 2)	109,900	29,398	80,502
Pumping (page 2)	56,100	46,029	10,071
Water treatment (page 2)	313,350	309,447	3,903
Transmission and distribution (page 2)	225,400	155,477	69,923
Administrative and general (page 2)	435,450	393,891	41,559
Depreciation	287,400	296,099	(8,699)
Taxes	43,500	42,968	532
<b>Total Operating Expenditure</b>	<b>1,471,100</b>	<b>1,273,309</b>	<b>197,791</b>
<b>Net Operating Revenue</b>	<b>82,900</b>	<b>269,306</b>	<b>(186,406)</b>
<b>Non-operating Revenue</b>			
Interest earned	5,000	2,693	2,307
Grants from Province of Nova Scotia	7,000	8,912	(1,912)
Miscellaneous	80,500	-	80,500
	92,500	11,605	80,895
<b>Non-operating expenditure</b>			
Interest charges - short term	-	22	(22)
Debt charges			
Principal	40,750	40,750	-
Interest and discount	18,650	18,494	156
Transfer to capital fund	20,000	20,000	-
Transfers to Reserve			
Reserve for land purchases	5,000	110,200	(105,200)
Reserve for Membrane Replacement	26,000	26,000	-
	110,400	215,466	(105,066)
<b>Net Non Operating Revenue (Expenditure)</b>	<b>(17,900)</b>	<b>(203,861)</b>	<b>185,961</b>
<b>Excess of revenue over expenditure</b>	<b>\$ 65,000</b>	<b>65,445</b>	<b>(445)</b>
<b>Surplus, beginning of year</b>		<b>252,737</b>	
<b>Transfer to Town General</b>	<b>(65,000)</b>	<b>(65,000)</b>	
<b>Surplus, end of year</b>		<b>\$ 253,182</b>	

**TOWN OF LUNENBURG**  
**WATER UTILITY OPERATING FUND**  
**SCHEDULES TO STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED MARCH 31, 2021**

Schedule 1 - Page 2

**DRAFT**

	2021		Variance
	Budget	Actual	
Source of supply			
Supervision and engineering	\$ 97,450	\$ 17,335	\$ 80,115
Operation labour	4,450	4,736	(286)
Maintenance of plant	8,000	7,327	673
	\$ 109,900	\$ 29,398	\$ 80,502
Pumping			
Supervision and engineering	\$ 16,450	\$ 16,289	\$ 161
Operation labour	4,850	3,073	1,777
Power	25,000	25,551	(551)
Maintenance	9,800	1,116	8,684
	\$ 56,100	\$ 46,029	\$ 10,071
Water treatment			
Supervision and engineering	\$ 22,950	\$ 17,296	\$ 5,654
Operation labour	86,200	81,381	4,819
Supplies and expenses	180,200	180,633	(433)
Maintenance of structures and improvements	24,000	30,137	(6,137)
	\$ 313,350	\$ 309,447	\$ 3,903
Transmission and distribution			
Supervision and engineering	\$ 61,900	\$ 62,062	\$ (162)
Operation labour	11,100	2,994	8,106
Maintenance of reservoirs	16,200	10,762	5,438
Maintenance of mains	43,200	13,569	29,631
Maintenance of other distribution plant	32,350	25,494	6,856
Stores expenses	48,650	32,282	16,368
Transportation expenses	12,000	8,316	3,684
	\$ 225,400	\$ 155,479	\$ 69,921
Administration and general			
Supervision	\$ 38,700	\$ 39,015	\$ (315)
Salaries and wages	227,700	216,855	10,845
Consumer billing and accounting	61,050	52,624	8,426
General office expenses	41,300	27,614	13,686
Insurance	26,000	25,021	979
Audit/legal/communication	34,800	26,790	8,010
Regulatory expenses	1,600	1,672	(72)
Rent	4,300	4,300	-
	\$ 435,450	\$ 393,891	\$ 41,559

**Capital Status Report for the Year Ended March 31, 2021**

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
<b>General</b>				
	New Services	\$7,000	\$3,449	\$3,551
	<i>Comment:</i> Completed as required.			
	Replacement Hydrants	\$10,000	\$0	\$10,000
	<i>Comment:</i> Hydrants purchased during the year are held in inventory and capitalized when installed.			
	Replacement Meters	\$5,000	\$5,359	(\$359)
	<i>Comment:</i> Completed as required.			
<b>Distribution Mains</b>				
	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$0	\$50,000
	<i>Comment:</i> Projected carried forward to fiscal 21-22 to be completed.			
<b>Building Improvements &amp; Construction</b>				
	Chlorinator	\$70,000	\$0	\$70,000
	<i>Comment:</i> Projected not carried out in fiscal 20-21, has been re-budgeted over 21-22 and 22-23.			
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764
	<i>Comment:</i> Project completed under budget.			
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317
	<i>Comment:</i> Project completed under budget.			
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311
	<i>Comment:</i> Project completed under budget.			
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$0	\$15,000
	<i>Comment:</i> Carry-over project to span fiscal 20-21 and 21-22, all costs will be included when project is complete in fiscal 21-22.			
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys	\$17,500	\$0	\$17,500
	<i>Comment:</i> Carry-over project to span fiscal 20-21 and 21-22, all costs will be included when project is complete in fiscal 21-22.			
	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$0	\$30,000
	<i>Comment:</i> Carry-over project to span fiscal 20-21 and 21-22, all costs will be included when project is complete in fiscal 21-22.			
<b>Land</b>				
	Watershed Lands	\$243,100	\$243,100	\$0
	<i>Comment:</i> Capital addition during fiscal 20-21, completed.			
<b>Furniture &amp; Equipment</b>				
	Half Ton Truck (1)	\$25,000	\$24,762	\$238
	<i>Comment:</i> Purchase completed under budget.			

Total Capital Expenditures for 20-21

\$292,778

**Capital Funding:**

Depreciation Reserve

\$49,678

Land Reserve

\$132,400

Future Capital Reserve

\$110,700

\$292,778

WATER UTILITY CAPITAL RESERVE  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED MARCH 31, 2021

DRAFT

	General and equipment	Land	Depreciation Funds	2021 Total	2020 Total
Balance, beginning	\$ 709,680	\$ 126,786	\$ 1,439,480	\$ 2,275,946	\$ 1,961,287
Interest	4,504	613	9,534	14,651	36,320
Transfer from operations	46,000	110,200	296,099	452,299	433,809
Transfer to capital	(110,700)	(132,399)	(49,679)	(292,778)	(155,470)
	(60,196)	(21,586)	255,954	174,172	314,659
Balance, ending	\$ 649,484	\$ 105,200	\$ 1,695,434	\$ 2,450,118	\$ 2,275,946

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, CPA, CGA - FINANCE DIRECTOR**

**DATE: JULY 28, 2021**

**RE: ELECTRIC UTILITY OPERATING YEAR END AND CAPITAL FUNDING  
MARCH 31, 2021**

---

**1. FACTS**

Finance staff have completed the Electric Utility's year-end and our auditors have completed their audit field work. The Electric Utility's draft unaudited financial statements have been completed and an Audit Committee meeting is scheduled for September 23, 2021.

**2. ISSUES AND OPTIONS ANALYSIS**

For the fiscal year ended March 31, 2021 the Electric Utility has a modest surplus of \$2,804. The retained earnings will close at \$469,806 which is sufficient for the operating financial health of the Electric Utility. (Schedule 1)

The Electric Utility's capital expenditures of \$218,855 (Schedule 2) are funded 100% from available depreciation funds, net of customer contributions of \$16,975. All completed capital expenditures were budgeted to be funded from depreciation reserves.

**3. FINANCIAL IMPACT**

As per above.

**4. STRATEGIC PLAN RELEVANCE**

*Servicing and Facilities:* Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

**5. RECOMMENDATION AND DRAFT MOTION**

*No motions required, for Council information.*

Attachments - 2

Acknowledged only by:

Bea Renton  
CAO

TOWN OF LUNENBURG  
ELECTRIC UTILITY  
STATEMENT OF OPERATIONS  
YEAR ENDED MARCH 31, 2021

DRAFT

	2021		Variance
	Budget	Actual	
<b>Operating Revenue</b>			
Residential, commercial and Industrial electric energy sales	6,629,900	<b>6,360,471</b>	269,429
Street lighting - town and others	128,000	<b>135,640</b>	(7,640)
Customers' late charges	26,000	<b>29,702</b>	(3,702)
Miscellaneous	27,600	<b>32,752</b>	(5,152)
	6,811,500	<b>6,558,565</b>	252,935
<b>Operating Expenditure</b>			
Power purchased	5,352,300	<b>5,151,340</b>	200,960
Substations	78,400	<b>40,275</b>	38,125
Transmission and distribution	461,400	<b>455,574</b>	5,826
Administration and general	631,800	<b>596,610</b>	35,190
Depreciation	184,500	<b>207,627</b>	(23,127)
Taxes	-	-	-
	6,708,400	<b>6,451,426</b>	256,974
<b>Net Operating Revenue</b>	103,100	<b>107,139</b>	(4,039)
<b>Non-operating Revenue</b>			
Interest earned	9,000	<b>3,019</b>	5,981
Miscellaneous	20,000	<b>22,772</b>	(2,772)
Expired Deposits & Other Settlements	-	-	-
	29,000	<b>25,791</b>	3,209
<b>Non-operating Expenditure</b>			
Interest on long-term debt	32,100	<b>30,126</b>	1,974
Principal repayments	100,000	<b>100,000</b>	-
Transfer to capital reserve	-	-	-
	132,100	<b>130,126</b>	1,974
<b>Net Non-Operating Revenue (Expenditure)</b>	(103,100)	<b>(104,335)</b>	1,235
Excess of revenue over expenditures	-	<b>2,804</b>	(2,804)
Surplus, beginning of year		<b>467,002</b>	
<b>Surplus, end of year</b>		<b>\$ 469,806</b>	

Capital Report for the Year Ended March 31, 2021

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget
<b>Structures</b>				
	Capacitor Bank at Substation or Distribution	\$480,000	\$0	\$480,000
<i>Comment:</i> Carried out as a distribution project. Tender was awarded in January 2021. Equipment was delivered in June and installation is being arranged before upcoming ratchet billing period. Cost est. \$100,000 with demand reduction benefit estimated to be \$250,000 annually. This project will be completed in 2021-22. Cost to be capitalized in 21-22 when work is completed.				
	Feeder Transfer Bus	\$82,000	\$31,347	\$50,653
<i>Comment:</i> Project carried forward from 2019-20. There were two transfer buses that needed to be installed for our two different circuit systems. Covid working restrictions slow the progress of these installations, however the 3300 system bus was completed by year end and work has already begun on the 2400 system in fiscal 2021-22.				
<b>Utility Line Work</b>				
	Meters	\$15,000	\$2,535	\$12,465
<i>Comment:</i> A limited number of new meters were required this fiscal year.				
	Overhead Conductors	\$125,000	\$84,897	\$40,103
<i>Comment:</i> As required for new construction and maintenance. Includes customer requested changes were are cost recovered. Utility's cost \$67,922, customer recoveries = \$16,975.				
	Poles & Fixtures	\$50,000	\$42,000	\$8,000
<i>Comment:</i> As required for new construction and maintenance.				
	Services	\$25,000	\$12,866	\$12,134
<i>Comment:</i> As required for new construction and maintenance.				
	Street Lighting	\$30,000	\$5,400	\$24,600
<i>Comment:</i> As required for capital maintenance.				
	Transformers - Line	\$70,000	\$56,785	\$13,215
<i>Comment:</i> As required for new construction and maintenance.				
Total Capital expenditures			<u>\$235,830</u>	
Capital funding from depreciation reserve less customer cost recoveries.			<u>\$218,855</u>	
Balance in Depreciation Reserve after year-end capital funding \$717,021.				



c/o Lunenburg Marine Museum Society  
112 Montague St.  
Lunenburg, NS, B0J 2C0  
[communications@bluenose2.ca](mailto:communications@bluenose2.ca)  
902-634-8483

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Town Clerk  
Town of Lunenburg  
119 Cumberland St., P.O. Box 129  
Lunenburg, NS, B0J 2C0

July 30, 2021

**Attn: Bea Renton, Town Clerk**

Re: Request for Exemption to Noise By-Law

On behalf of the Bluenose 100 committee we are requesting and exemption to the town noise by-law for the following activity.

*August 24 & 25, 2021* we are planning to run "old movies" at the Fisheries Museum Of the Atlantic Waterfront from 8 – 10 pm nightly. This will involve a small sound system to broadcast from and while it won't be loud, we hope that the guests on balconies across the street will also be able to enjoy these free movies. I have attached site plans for your information.

The movies support 2 days of activities celebrating Bluenose 100 and the visit of the Snowbirds to perform on August 25 over Lunenburg Harbour.

We have just made the decision to move forward on these plans so we apologize for short notice. Thank you for your consideration and hope to receive a positive response back at your earliest convenience.

Sincerely,

Wendy D. Levy  
Event Manager  
Bluesnose 100  
[wendy@innovativeplanning.ca](mailto:wendy@innovativeplanning.ca)  
902-499-7909

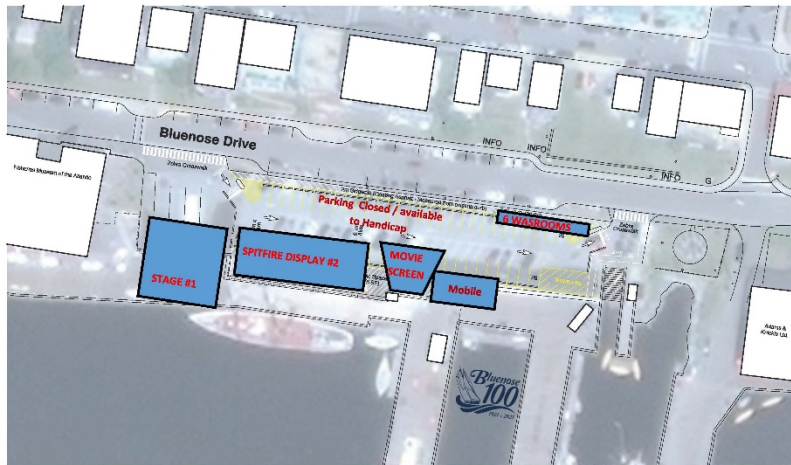
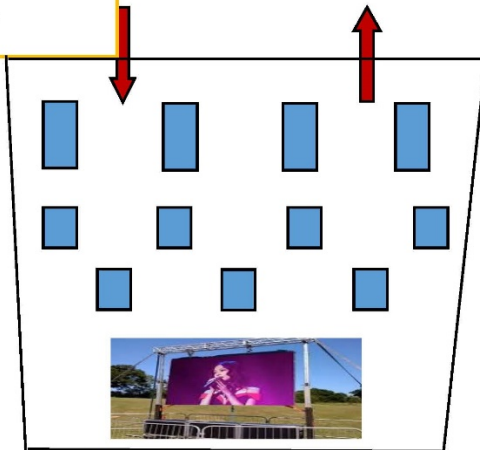
cc Alan Creaser, Chair of Bluenose 100  
Emily Sollows, Director of Communications, Bluesnose II  
Penny Zwicker, Events & Marketing, Fisheries Museum of the Atlantic



c/o Lunenburg Marine Museum Society  
 112 Montague St.  
 Lunenburg, NS, B0J 2C0  
[communications@bluenose2.ca](mailto:communications@bluenose2.ca)  
 902-634-8483

- 30'x60'x60' fenced in display area
- Volunteer at access points will wear masks
- Covid signage at access points and sanitizing station
- Volunteers will sanitize tables between guests
- 4 tables by 8 / 7 tables of 4
- Display staff will wear masks

**#3 Activity—Movie Screen**  
 Tuesday, August 24th, 8—10pm  
 Wednesday, August 25th, 8—10 pm



**TOWN OF LUNENBURG  
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

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

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):  
StreetFest 2021

2. Name of organization hosting/planning event:  
Lunenburg Board of Trade

3. Type of organization: (please give tax number if applicable)

- Athletic \_\_\_\_\_
- Special Interest Group \_\_\_\_\_
- Community Non-profit \_\_\_\_\_
- Commercial (private sector) \_\_\_\_\_
- Religious \_\_\_\_\_
- Political \_\_\_\_\_
- Charitable \_\_\_\_\_
- Incorporated Society 107649063
- Other  Please Specify \_\_\_\_\_

4. Key contact for event:

Name: Renea Babineau  
 Address: 11 Blockhouse Hill Rd  
 Postal Code: b0j 2c0  
 Phone No. 902 830 0369 (H) 902 634 3170 (O) \_\_\_\_\_ (F)

Secondary contact for event:

Name: Jamie Myra  
 Address: 11 Blockhouse Hill Rd  
 Postal Code: \_\_\_\_\_  
 Phone No. 902 212 0048 (H) 902 634 3170 (O) \_\_\_\_\_ (F)

5. Name and main theme of event:

StreetFest 2021 - Summer street fair

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6. (A) Main activities of event:

Live Music, Sidewalk Sales, Food and Beverage, Kids Activities

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(B) For parade approval please review, complete and return the attached Parade Safety Requirements document:

- Yes this is for parade approval and we have attached the completed Parade Safety Requirements document; or
- No parade.

7. Objectives of event in order of priority:

Increased sales for local business, increased tourism

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8. Date(s) and times to held:

August 14th, 10am-4pm Rain Date August 15th

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9. Please identify the frequency of this event:

Annual	<input checked="" type="checkbox"/>	One time only	<input type="checkbox"/>
Biennial	<input type="checkbox"/>	Other (Please specify)	<input type="text"/>

10. Locations/Route of event (please include site maps or route plan):

Lincoln St, from Kaulbach to King - Including parking lot on Lincoln St. across from the Post Office. Use of green space next to Dollar Store for live music.

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Site Map attached.

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11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

COI attached.

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12. Will you require Town Services? If so, please describe:

- 1. Closure of the three blocks of Lincoln St, including parking lot from Friday evening until Saturday at 4pm.
- 2. Extra garbage/recycling bins placed in the closure area
- 3. Turn on electrical box located in parking lot on Friday evening.

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

Yes. As in previous years, the town's support would help ensure this event draws many visitors and showcases Lunenburg's unique draw.

14. Please note any additional information below you feel would be helpful.

**(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)**

**FOR OFFICE USE ONLY**

Application received by: \_\_\_\_\_

Date application received: \_\_\_\_\_

Date Council considered application: \_\_\_\_\_

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Term of Special Event Permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees or Service Charges for Town Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **TOWN OF LUNENBURG SPECIAL EVENT PERMIT APPLICATION**

### **PARADE SAFETY REQUIREMENTS**

For the safety of all Parade participants and the general public, the Town of Lunenburg has developed the following Parade Safety Requirements (PSR). The PSR are based on the Province of Nova Scotia Department of Transportation and Infrastructure Parade standards. The PSR forms part of the Town's Special Event Permit Application (Schedule "A") approval process and must be signed and agreed to by the Parade Organizer as noted at the end of this document.

Parade Organizers and participants must adhere to the PSR. Failure to comply may result in Parade organizers and/or participants from hosting or entering any future Parades in the Town of Lunenburg.

It is a further PSR requirement that each Parade float, vehicle, oxen and/or horse owner Parade participant sign and agree to the attached Waiver document attached as Schedule "B" to this document.

#### **DEFINITIONS:**

- a. "CSA" means the Canadian Standards Association.
- b. "Float" means a vehicle, trailer or other apparatus with a platform used to carry an exhibit in a Parade.
- c. "Parade" means a public procession, march, etc. celebrating a special day or event which may include floats, marching bands, etc.
- d. "Parade Organizer" is the individual or incorporated society or company assuming responsibility for the Parade, its planning and related arrangements.
- e. "PSR" means Parade Safety Requirements as set out in this document.
- f. "RCMP" means Royal Canadian Mounted Police.
- g. "REMO" means the Lunenburg County Regional Emergency Measures Organization.

#### **REQUIREMENTS:**

1. No throwing of objects, etc. during Parades
  - Throwing of candy, promotional materials or any other object, including water, is prohibited during a Parade.
  - Spectators are not allowed to throw anything at the Parade itself, including individual participants and Parade floats.
  - Individual Parade participants may walk in a Parade and distribute approved items person-to-person without disrupting the Parade flow.
  - A Parade is not a fundraising opportunity for Parade participants to directly solicit business or donations during the Parade.

## 2. Vehicles and Floats

- All Parade vehicle and float entries must register with the Parade organizer one week in advance and provide the following information which shall be shared with the Town Traffic Authority and RCMP:
  - Valid NS Driver's License for the driver of each vehicle entered into the Parade. No novice drivers (License for two years or less) shall be permitted to operate a vehicle or float in the Parade.
  - Valid registration for all vehicles, including trailers entered in the Parade.
  - Current insurance documents for all vehicles, including trailers entered in the Parade. Anyone driving a vehicle or float in the Parade must notify their automobile insurer that they are participating in the Parade and provide a certificate of insurance one week in advance to the Parade Organizer adding the Parade Organizer and the Town of Lunenburg as additional insureds.
- Failure to provide this information one week in advance of the Parade may result in the late entry not being permitted in the Parade.
- RCMP will be on site to verify that drivers and insurance match the vehicles entered.
- All Parade entries are subject to approval by on-site personnel.
- Float trailers must be securely attached to the towing vehicle in compliance with Provincial Trailer Couplings and Other Safety Devices Regulations.
- Drivers of Parade entries must have unimpeded vision to the front and sides of the vehicle and float.
- All Parade entries must be a maximum of 4.15 m from the ground to the highest point on the entry.
- Participants riding on floats must remain securely seated or the perimeter of the float must be surrounded by a secure guardrail. The guardrail must be constructed such that participants cannot easily pass over or through it. The top rail must be a minimum of 1 m meter above the walking surface float deck.
- Float drivers and participants must have rapid means of escape in an emergency. No person shall be fastened to the float in a manner which interferes with them exiting the float quickly in such an emergency.
- Participants are not permitted to be transported to or from the Parade on a float; but rather, shall access the float at the designated Parade marshalling area before the start of the Parade.
- All vehicle and float entries must have adult (18 years of age or older) spotters at walking on EACH side of a vehicle and float. The spotters will walk behind the last set of wheels to prevent someone from coming into contact with moving vehicles and floats. If the registered weight of a trailer or vehicle exceeds 4500 kg, there must be an adult spotter at each axle group behind the front axles and on both sides of the Parade entry. All spotters are present strictly for safety purposes and therefore must not be performing other functions in the Parade or engaged in distributing or collecting items along the Parade route.
- Participants riding in Parade vehicles are not permitted to sit on the roof, hood, trunk lid or in the case of a convertible, on the body of the vehicle.

### 3. Animals and Livestock

- All Parade entries with live animals must have at least one adult (18 years of age or older) handler per animal.
- All live animals shall be at or near the end of the Parade.
- Any Parade entries with live animals must immediately clean up after their animals.
- No stopping along the Parade route for spectators petting or playing with animals shall be allowed. Entrants must keep pace with the Parade.
- Oxen and horse Parade entries require \$2,000,000 liability insurance coverage evidenced by copies of a Certificate of Insurance with the Parade Organizer and Town of Lunenburg noted as additional insureds.

### 4. Parade Route Approvals and Compliance

The event must only take place on the route indicated and approved by Lunenburg Town Council as indicated on the Town of Lunenburg Special Event/Parade Application Form (Schedule "A" attached).

The Parade Organizer is responsible for obtaining separate permission to hold event on any Provincial roads the Parade will also be held on.

The Parade Organizer is responsible for ensuring the necessary measures are taken to protect the safety of all participants, spectators, staff, volunteers, and other users of Town roads impacted by the Parade. All spectators must be kept off the travelled portion of the road and safely away from the moving Parade entries by the Parade Organizer.

The Town streets on which the Parade is taking place must be closed to all other traffic one hour before the Parade by the Parade Organizer in consultation with the Town's Traffic Authority and RCMP. Appropriate measures to reroute traffic away from the Parade is also the responsibility of the Parade Organizer.

Parade marshalling and dispersal activities shall be conducted off Town streets in a location set out in the Town Of Lunenburg Special Event/Parade Application Form (Schedule "A") as approved by Lunenburg Town Council, unless the streets are closed as approved by Council to ensure the safety of all participants.

### 5. General Parade Safety Requirements

- The Parade Organizer shall have a written safety plan and an emergency response plan to address unexpected emergencies which shall be provided to the Traffic Authority and RCMP one week before the Parade.
- All Parade participants and spectators are expected to perform courteously, respectful of the community and with safety in mind at all times during the formation, execution and dismissal of the Parade.
- The Parade Organizer and the Town of Lunenburg reserve the right to refuse entry to any group deemed unsuitable to the Parade.
- Smoking or the consumption of alcohol or any other controlled substance that may cause the impairment of Parade participants is not allowed.

- All Parade entries will maintain a safe and consistent distance from the entry in front of them. Marching bands and other performing or walking groups are not to unduly delay the Parade.
- Parades entries shall have no open flames.
- Only CSA approved generators are permitted on floats which shall be operated in accordance with manufacturer instructions and have an appropriate fire extinguisher readily available.
- Each float must have a current ABC fire extinguisher on board, which may also be used as the fire extinguisher for the generator as noted above if of the appropriate classification.
- Parade marshals and spotters are required to ensure no spectators enter the Parade route while the Parade is in motion.
- A reliable means of communication (e.g. cell phones, radios, walkie-talkies) will be used for communication between RCMP, Parade Organizers, and any other personnel involved in the safeguarding of the Parade. Through the REMO Coordinator, radios can be requested from the RCMP with one month's notice.
- Once the Parade begins, unauthorized persons will not be allowed to enter the Parade by the Parade Organizer. Nor may a Parade participant leave a float or vehicle until the Parade is safely concluded without the authorization of the Parade Organizer or RCMP.
- It is the driver and float organizer's responsibility to ensure that all individuals are securely seated, and children are supervised. All passengers must be seated while the vehicle or float is in motion.
- Parade participants must be a minimum of six years of age and all participants under the age of ten years of age must at all times be supervised by an adult at the ratio of a maximum of two children to one adult.
- No children under the age of ten years shall be on a Parade float.
- The Parade Organizer shall require each Parade float, vehicle, oxen and horse participant to sign the attached Parade Waiver and Registration Form.
- The Parade Organizer further agrees to comply with any applicable Provincial or Federal government Parade safety requirements.

**PARADE ORGANIZER AGREEMENT:**

***By signing below the Parade Organizer hereby agrees to comply with the above noted Town of Lunenburg Parade Safety Requirements and Special Event Permit (Schedule "A") and will educate and ensure all entrants adhere to same. It is further agreed by the Parade Organizer that if they fail to comply with them they may be prohibited from hosting and/or entering in this or any future Parades in the Town of Lunenburg and be subject to potential liability.***

Name of Parade Organizer(s): \_\_\_\_\_

Signature of Parade Organizer(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Parade Float, Vehicle and Animal  
Parade Participant/Owner Waiver Form**

I/we \_\_\_\_\_ hereby release the \_\_\_\_\_ (Parade Organizer), the Parade committee and volunteers, Parade sponsors and the Town of Lunenburg from any and all claim for damages which may occur to me at any time hereafter in favour of myself, my heirs, representatives, or dependents, against said parties, its officers and members, which may be suffered by me or any of them because of any matter, thing, condition, negligence, or default, or any person whatsoever, or the said parties

I/we further acknowledge and accept to be bound by the attached Parade Safety Requirements of the Town of Lunenburg a copy of which has been provided to me as attached. I acknowledge that if I fail to comply with any of these Parade Safety Requirements I may be prohibited from entering in this or any future Parades in the Town of Lunenburg and subject to liability.

Parade Entrant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Group or Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Parade Vehicle and Float Description: \_\_\_\_\_

Length of float: \_\_\_\_\_

Number of axels on float and/or vehicle: \_\_\_\_\_

Do you have a generator on the float? Yes  No

Do you have an ABC fire extinguisher for the float and generator? Yes  No

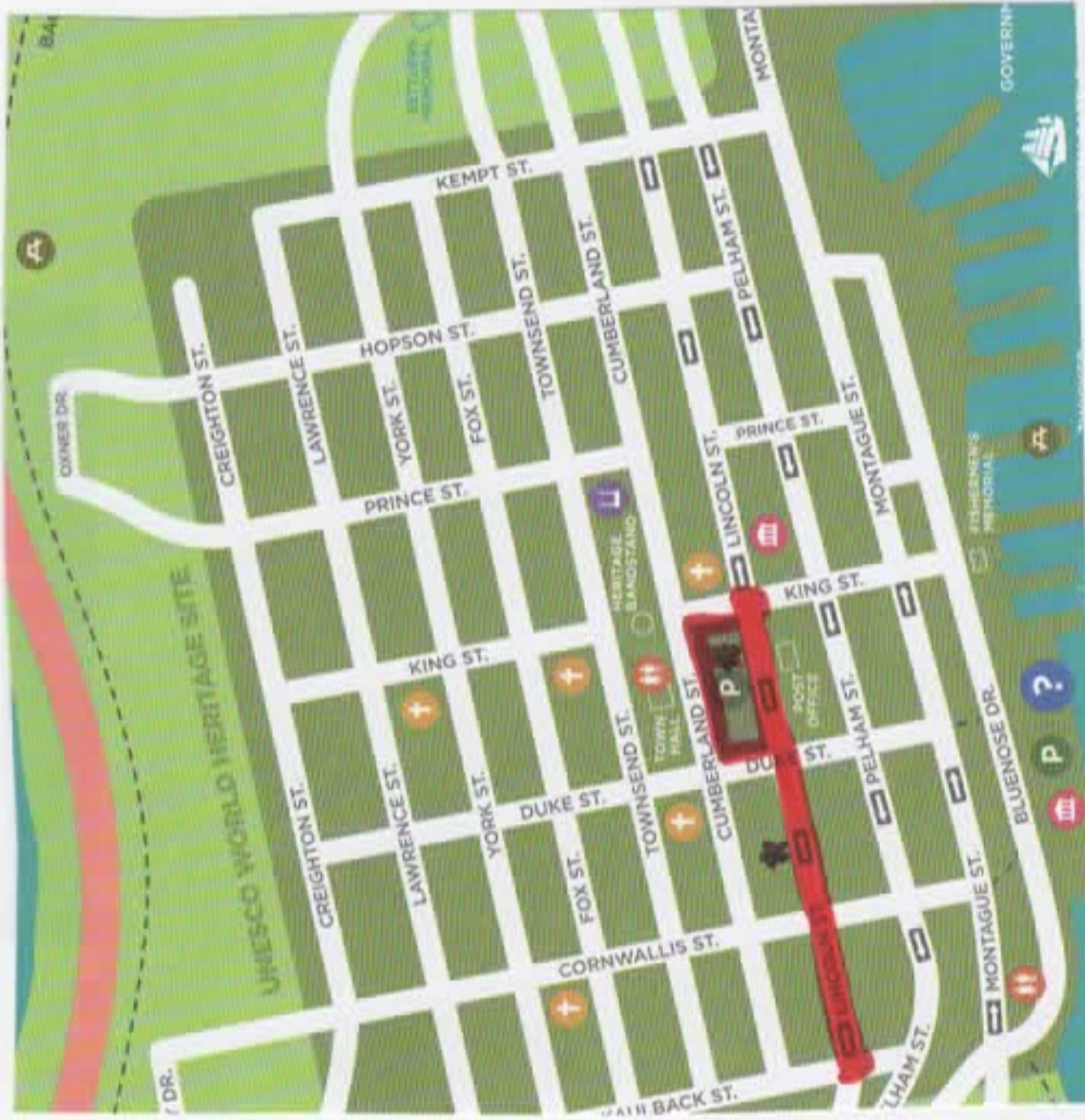
Will you have spotters? Yes  No  How many? \_\_\_\_\_

Will you enter livestock or other animals? Yes  No  How many? \_\_\_\_\_

Horse  Oxen  Other \_\_\_\_\_ (please describe)

Please attach the following additional information and documentation:

- Copy of front and back of the Driver's Licence for the driver of each vehicle
- Copy of valid registration for all vehicles, including trailers entered into the Parade.
- Copy of insurance documents for all vehicles, including trailers entered into the Parade.
- Certificate of insurance for \$2.0 million liability insurance for any livestock/horse entries naming the Town of Lunenburg and \_\_\_\_\_ (Parade Organizer) as additional insureds.



- Closure area
- garbage cans

We would ask that the streets/ parking lot be closed on Friday evening (August 13th) to prevent people from parking there prior to the event start.

StreetFest 2021

## Ann Covey

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**Subject:** 9 (f) Coun Aug 10 21 Request of Salt Box Brewery for a Noise Bylaw Exemption

**From:** Andrew Tanner <[andrew@saltboxbrewingcompany.ca](mailto:andrew@saltboxbrewingcompany.ca)>

**Date:** August 4, 2021 at 1:30:33 PM ADT

**To:** Bea Renton <[brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)>

**Cc:** Matt Risser <[MRisser@explorelunenburg.ca](mailto:MRisser@explorelunenburg.ca)>

**Subject:** Agenda Item Request for August 10 Town Council Meeting

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

Bea, thank you for taking my phone call today and for the discussion around the Long Weekend at Lightship Concert Series.

As I noted, we have one more of these planned for this season, Labour Day weekend, with more big name artists, sure to attract more visitors to Lunenburg.

This past weekend, the concerts brought 1000 people into town, spending dollars at restaurants and hotels as well as other businesses, after a very difficult year for all. Other than the night of August 2, these shows ended just after dusk. August 2 went later than we planned, due to rain all day, which then delayed sound checks, amounting to later performances. Not our intention of course. We have had conversations with several of the residents who live nearby Lightship, all very supportive of these two events.

For the Labour Day shows, we are asking for an extension of performances to 10 pm. We feel this is reasonable, given the very occasional nature of these events. We do not plan on any further shows until 2022, again most likely focusing on these two weekends.

While we are new to Lunenburg, we are doing our very best to be a great corporate citizen. As you may know, we are contributing a portion of all Bluenose 100 can sales to the Bluenose 100 organization to ensure the continued promotion of that iconic vessel. We financially support the Canadian Dory Racing Association and host weekly rowing events at Lightship, which is helping to promote and expand their organization.

I ask that you consider this request to be added to the August 10 agenda, so that we may present our case to Council, asking for an extension of performance time for these upcoming shows. I'm attaching a pic from last night, which has been circulating social media, tagging the Town of Lunenburg as THE place to visit.

I look forward to hearing back from you.

Best Regards,

- Andrew

Andrew Tanner, Founder  
Saltbox Brewery  
363 Main Street, Mahone Bay, NS  
[saltboxbrewingcompany.ca](http://saltboxbrewingcompany.ca)  
c: 9025290081

