



## AGENDA

### Town of Lunenburg Council Meeting

Tuesday, September 28, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street

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1. Call to Order – Mayor Risser
2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People – Mayor Risser
3. Agenda – draft motion

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

4. September 14 and 15, 2021 Council Meeting Minutes – draft motion

**Motion: moved and seconded approval of the September 14 and 15, 2021 Council meeting minutes.**

5. Public Hearings, Presentations and Questions
  - a. Citizens for Public Transit, Megan Williams, Treasurer – presentation regarding CPT activities.
6. Correspondence, Petitions and Proclamations Consideration (Nil)
7. Business Arising from the Minutes/Unfinished Business
  - a. Wastewater Treatment Plant Upgrades and Treated Effluent Outfall Extension Proposed Implementation Plan – CBCL report presentation by Sarah Ensslin, P.Eng.

**Motion: moved and seconded approval of the proposed implementation plan for Wastewater Treatment Plant Upgrades and treated effluent outfall extension as outlined in the CBCL summary report (or \_\_\_\_).**

- b. Wastewater and Water Treatment Quarterly Information – staff information reports
- c. Proposed Budget 2022/23 Capital Budget Pre-Approval for the Purchase of the

Second Phase of the Wastewater Lift Stations Radio and Control Upgrade Project – report and draft motion

**Motion:** moved and seconded Council pre-approval of the budget for Phase 2 of the lift station radio and control upgrade at \$102,200, including HST so the project can immediately proceed to award and construction early in fiscal 2022/23.

- d. Province of NS Acknowledgement of Town’s Accessibility Plan – for information regarding requirement for progress report updates
- e. Comprehensive Community Plan Second Quarterly Report 2021/22 – staff report (TBC)
- f. 2021/22 Capital and Operating Budget Variance – staff information report

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

- a. Joint Occupational Health and Safety Committee September 8 Meeting Minutes September 2 – 1 x recommendation

**Motion:** moved and seconded to review and confirm the Town’s Occupational Health and Safety Policy with no changes required in 2021 pursuant to section 27 (1) (c), NS Occupational Health and Safety Act.

- b. REMO Minutes July 19, 2021 – information
- c. Project Lunenburg Steering Team September 8 Meeting Minutes – in camera recommendation referred to Council in camera September 28 meeting (TBC)

9. New Business (Nil)

10. Meet in camera

**Motion:** moved and seconded to meet in camera to consider the following contractual negotiations for building inspection, Town facility rentals and heritage consultant study pursuant to section 22 (2) (e), Municipal Government Act.

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

12. Adjournment – Mayor Risser

Agenda items awaiting staff reports, etc. for further consideration

| Agenda Item   | Assigned to  | Council Meeting Assigned | Status   | Anticipated Return Date                   |
|---|--------------|--------------------------|--|---|
| 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 28, 2021 Council meeting report |

Please note - 18 person maximum in person meeting 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; and agenda subject to change.

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, SEPTEMBER 14, 2021 AT 6:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET**

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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:** Devin Casario, Economic Development and Funding Manager  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Dennis MacPherson, M. Eng., P. Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning/Development Manager

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1. Call to Order

The Mayor called the meeting to order at 6:00 p.m. He welcomed to the meeting Devin Casario, Economic Development/Funding Manager, who recently joined the Town staff.

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. August 10, 2021 Council Meeting Minutes

**Motion: moved and seconded approval of the August 10, 2021 Council meeting minutes. Motion carried.**

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

a. Cpl. John Payne, RCMP, Quarterly Police Report April - June 2021

Cpl. Payne reviewed their activity for the quarter (Schedule A). He answered questions of Council relating to: fireworks and noise concerns and potential Criminal Code mischief charges for repeat offences; Town of Lunenburg statistics which will be provided; and general local policing matters including the RCMP's Community Officer's role.

b. Proposed Regional Emergency Bylaw Proposed Adoption and Repeal of Town Emergency Management Bylaw

There were no public submissions in regards to the proposed repeal and replacement of this Bylaw.

Motion: moved and seconded that the Town of Lunenburg Emergency Management Bylaw (Schedule B) is hereby repealed and replaced by the Lunenburg County Regional Emergency Management Bylaw (Schedule C) with second and final reading now given. This new Bylaw shall become effective on the date of advertisement in the local newspaper. Motion carried.

c. 17 Tannery Road "School Annex" Roof Capital Project 2021

The Town Engineer provided a summary of the report (Schedule D).

Motion: moved and seconded to not replace the roof at 17 Tannery Road School Annex building in fiscal 2021/22 for the reasons outlined in the staff report (Schedule D), but perform interim repairs as required if the roof leaks. Motion carried.

d. Board of Trustees of Common Lands Supreme Court Justice Appointment of Errol Knickle

The letter advising of Mr. Knickle's appointment (Schedule E) was received for information.

e. Public Works Department Request for Additional Capital Budget Approval to Purchase a New vs. Used Half Ton Truck

The Town Engineer summarized the staff report and recommendation (Schedule F) for Council consideration.

Motion: moved and seconded approval of an increase to the Capital budget from \$35,000 to \$36,350 to purchase a new Public Work's half ton truck vs. a used truck. Motion carried.

f. Lunenburg Foundation of the Arts Cultural Action Plan

The Assistant Municipal Clerk gave an overview of the staff report and recommendations in response to the Foundation's request for Town support of their Plan (Schedule G).

Motion: moved and seconded that the Town of Lunenburg endorses the Lunenburg Cultural Collective's Cultural Action Plan (Schedule G) in principal. **The Town further**

**agrees to work with the Lunenburg Cultural Collective's Cultural Roundtable in principal, with specific implementations to be considered on an individual basis and while taking into account existing Comprehensive Community Plan and budget priorities.** And that a staff report on the Town's Public Art Policy be prepared for recommendation of possible revisions related to the Cultural Action Plan and other considerations.

**Motion:** moved and seconded to amend this motion by removing the first and third sentences. **Motion carried.**

**The motion as amended motion was put and passed.**

- g. Province of NS Notice of Receipt of Repeal of the Town of Lunenburg's 1996 Municipal Planning Strategy, 2013 Land Use Bylaw and 2017 Subdivision Bylaw, along with the Official Adoption of the New Planning Documents for the Town (Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw) Documentation Advising that Minister of Municipal Affairs and Housing Approval Is Not Required

The Planning/Development Manager advised that the Province has no objections to the revised documents and Ministerial approval is not required. **The adoption of these documents will be advertised and become effective on the date of advertisement.**

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

9. New Business

- a. Proposed Additional Polymer Dosing Trials at Wastewater Treatment Plant Dissolved Air Flotation System

The Town Engineer and proposed project team member, Lindsay Anderson, E.I.T., Dalhousie University, spoke of the benefits of continuing with these trials to reduce costs and use of polymers in the wastewater treatment process **(Schedule H)**.

**Motion:** moved and seconded approval of Phase 3 scope of work for polymer dosing trials in the Wastewater Treatment Plant dissolved air flotation system with an additional operating budget amount of \$38,000. This will be funded by reducing the 2021/22 sewer reserve transfer from \$63,000 to \$25,000 (Schedule H). **Motion defeated.** The Deputy Mayor, Councillors Duggan, Birtles and Sanford voted in the negative.

- b. Town Tree Removal Request, 33 Linden Avenue, Joanne Tingle

The staff report **(Schedule I)** was presented by the Town Engineer.

**Motion:** moved that the tree at 33 Linden Avenue be removed and a new tree be planted in its place at the cost of the private property owner requesting the tree's removal. **There was no seconder to the motion which therefore did not proceed.**

**Motion:** moved and seconded that the request to remove the tree at 33 Linden Avenue be denied (Schedule I). **Motion carried.** Councillor Halverson voted in the negative.

- c. Proposed Town Participation in the NS Municipal Finance Corporation's Fall 2021 Municipal Debenture Issue

The staff report ([Schedule J](#)) was presented by the Finance Director recommending approval of the debenture issuance.

[Motion](#): moved and seconded adoption of the resolution ([Schedule J](#)) for pre-approval of debenture issuance in the amount of \$500,000 for a term of not more than five years at an interest rate not to exceed 5.5% as outlined in [Schedule 2](#) of the staff report ([Schedule J](#)). [Motion carried](#).

- d. Application to Demolish 102 Pelham Street for a Commercial Redevelopment, Richburg LP Management Inc./Lunenburg Arms Hotel

The Heritage Manager summarized the report and recommendations ([Schedule K](#)). He advised that if the recommendation to proceed was approved the Heritage Advisory Committee could meet in October to consider the request and report back to Council in November.

[Motion](#): moved and seconded referral of Richburg LP Management Inc. application to demolish 102 Pelham Street to the Heritage Advisory Committee and the Lunenburg Heritage Society for advice and report back to Council for further consideration ([Schedule K](#)). And further, the Richburg LP Management Inc. application to develop a new commercial building accommodating hotel suites with an accessory parking structure on PID 60061199 and PID 60061181 at the corner of Pelham and Duke Streets also be referred to the Heritage Advisory Committee for recommendation back to Council for consideration. And further, the Richburg LP Management Inc. application to amend the Planning Documents to enable lot consolidations exceeding the maximum lot size as described in Lot Zone 1 be referred to the Planning Advisory Committee for recommendation back to Council. [Motion carried](#).

- e. Lunenburg Board of Trade Special Event Permit Application for Use of a Portion of Blockhouse Hill on September 17

[Motion](#): moved and seconded to approve the Lunenburg Board of Trade's Special Event Permit Application for use of a portion of Blockhouse Hill on September 17 at 7:20 p.m. – 11:30 p.m. approx. for an outdoor movie night ([Schedule L](#)). [Motion carried](#).

#### 10. Meet in camera

[Motion](#): moved and seconded to meet in camera to consider the following matters pursuant to section 22(2) of the Municipal Government Act:

- disposal of Town land at 17 Tannery Road;
- lease of Town buildings at 40 Duke Street and 97 Kaulbach Street;
- municipal fee claim; and
- inter-municipal contract.

[Motion carried](#).

7:03 p.m. – 8:59 p.m. – Council recessed and met in camera.

#### 11. Resumption of Council Meeting in Public Session

The public portion of the Council meeting resumed at 8:59 p.m. The following Council in camera meeting recommendation was considered by Council.

Motion: moved and seconded to recommend that the Mayor and CAO/Clerk are authorized to sign an agreement with the Town of Bridgewater for Parking Meter Bylaw and general parking violation enforcement. Motion carried.

## 12. Adjournment

The meeting was adjourned at 8:59 p.m. by the Mayor.

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Bea Renton, CAO

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**WEDNESDAY, SEPTEMBER 15, 2021 AT 6:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET**

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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:** Brenda Fair, Town HR Consultant  
Bea Renton, Chief Administrative Officer

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1. Call to Order

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

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

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

3. Agenda

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

4. Council Meeting Minutes Approval (Nil)

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business (Nil)

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

9. New Business (Nil)

10. Meet in camera

**Motion: moved and seconded to meet in camera to consider personnel matters pursuant to section 22, Municipal Government Act. Motion carried.**

11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:00 p.m. approx. The Mayor advised that there were no recommendations to report from the Council in camera meeting at this time.

12. Adjournment

The meeting was adjourned at 7:01 p.m. approx. by the Mayor.

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Bea Renton, CAO



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## ***Rolling Ahead with Public Transit!***

Actively promoting a  
Regional Public Transit System

# We are *Citizens for Public Transit*

- Volunteers, Advocates, Lobbyists, Promoters, Activists
- For public transportation in Lunenburg County
- We're still here... After 25 years!  
(registered with RJSC as a not-for-profit group in 1996)

- Small, yet very effective Board of Directors;

Barbara Carthew

Stewart Franck

Penelope (Penny) Mundell

Jack Schoon

Bill Snyder

Megan Williams



# CPT... Why do we do what we do?

- We Confidently BELIEVE...
  - We ALL win whenever a person takes the bus,
  - We ALL pay through our taxes to get people around - with or without public transit,
  - There are environmental, economic, social, health and equity benefits of public transportation,
  - Public transit is an essential service and merits public support, just like utilities, highways, bridges, parks and sidewalks,
  - Publicly-funded transportation is a Human Right.
- We take small credit for influencing;
  - Creation of a Joint Transportation Committee
  - Start up of Bridgewater Transit
  - Initiation of Maritime Bus service



# FEASIBILITY STUDY: PUBLIC TRANSIT for Citizens for Public Transit

Final Report

*“Having a regional public transit system that services the towns and the rural communities in Lunenburg County would provide much needed access for residents to services in the towns, including trips to the hospitals, health appointments, their place of employment, or for leisure purposes.”*

Feasibility Study, Page 3



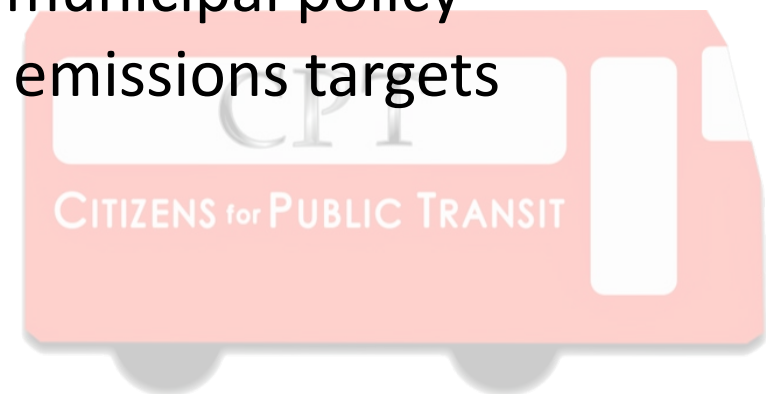
# Goals for a Regional Public Transit Service

- Connect Lunenburg, Mahone Bay, Bridgewater, and MODL
- Expand, over time, service to additional rural communities
- Help with post-pandemic infrastructure rebound
- Effective, efficient service to meet community needs
- Provide access for residents to services
- Focus on the positive outcomes
- Reflect new realities and complement other transportation options



# The Need for Public Transit is Greater Than Ever

- Towns and rural areas are growing
- As is the need to travel into towns and cities
- More cars on the road, increased pollution, more parking areas, costly roads, bigger highways
- Many families may need to purchase that second or third vehicle
- Increased population adds to ridership and extends financial platform
- We are getting older! Average age will increase from 46 to 65 by 2040
- More seniors will look to leave the car parked and use the bus
- Environmental concerns now a primary driver of your municipal policy
- Public transit systems are part of the solution to meet emissions targets
- Climate Emergency declarations
- Climate Action Planning



# Funding

- Fortunately, we currently have greater opportunities to benefit from new government financial incentives to enable and encourage communities to introduce rural transportation systems
- There are also initiatives to deploy electric buses to enhance a cleaner environment



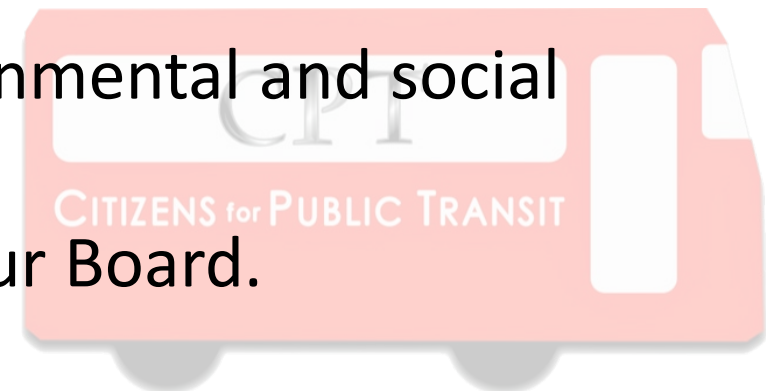
# It is VITAL!

- That we build back post-pandemic and invest in infrastructure taking a hard look at the environmental, economic, social, health and equity benefits of public transportation
- That Councils and staff from MODL and the Towns of Bridgewater, Lunenburg and Mahone Bay WORK TOGETHER in this regard
- Create a PLAN to satisfy the needs of a majority of residents and to address several of the major crises facing our municipalities



# Over the coming year CPT will...

- Host its AGM at LCLC in October
- Continue to meet with Councils and staff from MODL and the Towns of Bridgewater, Lunenburg and Mahone Bay,
- Delve deeper into the need for a transit authority to develop a local transit system through conversations with the NS URB,
- Engage with politicians and candidates during upcoming federal and provincial elections,
- Build partnerships with community transit, environmental and social welfare groups,
- Seek community support and volunteers to join our Board.



Thank you!

**NOW** is the time to work with other municipalities and the NSURB to start a **Regional Public Transit System!**

Thank you for “Getting on the Bus!”  
Let’s get *Rolling Ahead with Public Transit!*

Join our Facebook group: “CitizensforPublicTransit”





## Rolling Ahead with Public Transit!

**IMAGINE** buses connecting Lunenburg County communities every day, moving people to appointments, meetings, shopping, work, dining, beaches, enabling students to engage in after-school activities, linking friends, neighbourhoods and more. Residents, tourists, and visitors could take the bus to area events and attractions.

### **THIS is the Vision Citizens for Public Transit (CPT) has been actively promoting for decades.**

CPT is a dedicated group of volunteers and activists promoting the establishment of a cost-effective, safe, affordable, accessible regional public transit system in the Municipality of the District of Lunenburg (MODL) and the towns of Bridgewater, Mahone Bay and Lunenburg. Reaching further into the rural and coastal communities is foreseen as a second step.

Through its efforts and lobbying, CPT takes some credit for getting municipalities to the table of a Joint Transportation Committee, the start-up of Bridgewater Transit and the initiation of Maritime Bus service South Shore-Halifax route. CPT continues to meet with municipal planners to elaborate an ongoing conversation about public transit and to promote collaboration: The two first steps on the path forward for an inter-municipality system.

The local Towns and MODL rural areas are expanding and thriving which is terrific news. Over the past two years there has been an influx of new home buyers, some provoked by the pandemic to move out of urban areas. Increased population will not only add to ridership but provide an extended financial platform for this desperately needed service.

While rural communities flourish, so does the need to travel into towns and cities. Invariably, this leads to an increased number of cars on the road, which in turn increases pollution, additional paved parking areas, and the need for more costly roads and bigger highways. Many families may want to avoid the purchase of a second or third vehicle.

A recent population projection by MODL staff reveals that the average age of residents will increase from 46 to 65 by 2040, indicating that there will be more seniors looking to leave the car parked and avail themselves of public transit.

Environmental concerns have become a primary driver of policy for our municipalities, and public transit systems are part of the solution to meeting emissions reduction targets. MODL has declared a Climate Emergency and, like all NS municipalities, is developing and implementing a Climate Action Plan. Project Lunenburg includes climate and transit initiatives, and planning allows for public transit by reducing car parking allowances. Mahone Bay demonstrated its commitment to address climate change by hiring a dedicated staff person. Bridgewater also has planning staff working on the sustainability and transit files.

*In 2019, CPT produced a Feasibility Study for a regional public transit system, funded by the Department of Communities, Culture & Heritage and conducted by CBCL consultants. See a copy in our Facebook Group files.*

*CPT continues to push the need for sustainable public transit, and we look to citizens and governments at all levels for support.*

*We confidently believe:*

- *We ALL win whenever a person takes the bus,*
- *We ALL pay through our taxes to get people around - with or without public transit,*
- *There are environmental, economic, social, health and equity benefits of public transportation,*
- *Public transit is an essential service and merits public support, just like utilities, highways, bridges, parks, and sidewalks,*
- *Publicly funded transportation is a Human Right.*

# NOW is the time to Get Rolling with Public Transit!

Fortunately, we currently have greater opportunities to benefit from new government financial incentives to enable and encourage communities to introduce rural transportation systems. There are also initiatives to deploy electric buses and perhaps even hydrogen fuel cell technology to enhance a cleaner environment.

## Over the coming year CPT will:

- Host its Annual General Meeting at LCLC in October,
- Continue to meet with Councils and staff from the Municipality of the District of Lunenburg and the Towns of Bridgewater, Lunenburg, and Mahone Bay,
- Delve deeper into the need for a transit authority to develop a local transit system through conversations with the Nova Scotia Utility & Review Board,
- Engage with politicians and candidates during upcoming federal and provincial elections,
- Build partnerships with community transit, environmental and social welfare groups,
- Seek community support and volunteers to join our Board.

Please consider joining our group of activists, and join our Facebook group, [www.facebook.com/groups/CitizensforPublicTransit](http://www.facebook.com/groups/CitizensforPublicTransit).

Stewart Franck, Chair, Citizens for Public Transit  
cpt@eastlink.ca  
(902) 543-5541

**YOU** could be **HERE** with Public  
**TRANSIT**



**CONTACT your local town or municipal councillor**

Bridgewater - 902-543-4651      Lunenburg - (902) 634-4410      Mahone Bay - 902-624-8327  
Municipality of the District of Lunenburg - (902) 543-8181



Building Condition Report, Outfall and Upgrades Proposed Implementation Plan

# Lunenburg WWTP

# Introduction

- This presentation contains a Proposed Implementation Plan for the work identified in the WWTP Building Condition, Outfall, Upgrades, and Expansion project



# Outfall Extension Summary

- **Recommendation: Detailed design and construction of a relocated effluent outfall near Burma Rd.**
- **Next Steps:**
  - **Send Predesign report to NSECC**
  - **Confirm with NSECC if a Receiving Water Study (RWS) is required**
  - **Begin RWS if needed, as soon as possible**
  - **Begin discussions around land and water lot access or acquisition.**
  - **Begin regulatory consultation process**
  - **Apply for funding as soon as opportunity allows**
  - **Geotechnical investigation and bathymetric survey**
  - **Detailed design**
  - **Following Regulatory Approval, complete tender and construction**

# Outfall Extension Interconnections

- **Consultation and regulatory steps take significant time and should be started as soon as possible to avoid delaying subsequent steps**
- **Construction could be done at any time compared to other steps**
- **Reduced effect on Commercial Fishing Fleet during tie-ins if complete before SBR construction**

# Near-Term Upgrades Summary

- **Recommendation: Detailed design and construction of eight of the eleven items investigated**
- **Next Steps:**
  - Send Predesign report to NSECC
  - Detailed design of flood control including Regulatory Approval
  - Detailed design of UV disinfection and polymer pumps including Regulatory Approval
  - Develop plan for other near-term items relevant to SBR expansion
  - Tender and construct UV disinfection and polymer pumps
  - Tender and construct flood control
  - Detailed design of other near-term items relevant to SBR expansion, as needed prior to expansion

# Near-Term Upgrades Interconnections

| Item                                | When to implement | Interconnections and constraints   |
|-------------------------------------|-------------------|--|
| <b>Headworks Modifications</b>      | 2-6 years         | During expansion if within 5-6 years   |
| <b>Aeration Upgrades</b>            | 1-6 years         | Inspect and refurbish by Manufacturer's Tech, and if there is 5 years' service life left, replace during expansion if within 5-6 years |
| <b>Online instrumentation</b>       | 1-3 years         | Consider doing this as soon as Polymer Dosing Trials are complete, for best existing process performance.                              |
| <b>Polymer pumps</b>                | 0-1 year          | Not required for SBR upgrades, but process-critical item.  |
| <b>UV upgrades</b>                  | 0-1 year          |  |
| <b>Standby generator</b>            | 3-6 years         | During expansion if within 5-6 years   |
| <b>Building mechanical upgrades</b> | 1-6 years         | Some overlap with Facility Maintenance Items, some items during expansion if within 5-6 years  |
| <b>Flood Control</b>                | 0-1 year          |  |

# Long-Term Expansion Summary

- **Recommendation: Proceed with predesign, including a thorough geotechnical investigation, then detailed design and construction of SBR-based expansion**
- **Next Steps:**
  - Send Conceptual report to NSECC
  - Continue influent sampling
  - Saltwater exclusion work plan and implementation
  - Sewer separation plan
  - Apply for funding as soon as opportunity allows
  - Predesign of expansion, including Geotechnical Investigation
  - Send Predesign report to NSECC
  - Detailed design, regulatory package and approval, tender and construction

# Long-Term Expansion Interconnections

- **Can be started right away or once Project Lunenburg initiatives are showing results**
- **Starting sooner rather than later can reduce costs of near-term items, and also give operational cost savings**
- **Planning for sewer separation and salt water exclusion are integral to the successful expansion**
- **Pre-design could be carried out with confirmed project funding, or during funding application process**
- **Geotechnical conditions should be investigated during the pre-design to lower project risk**

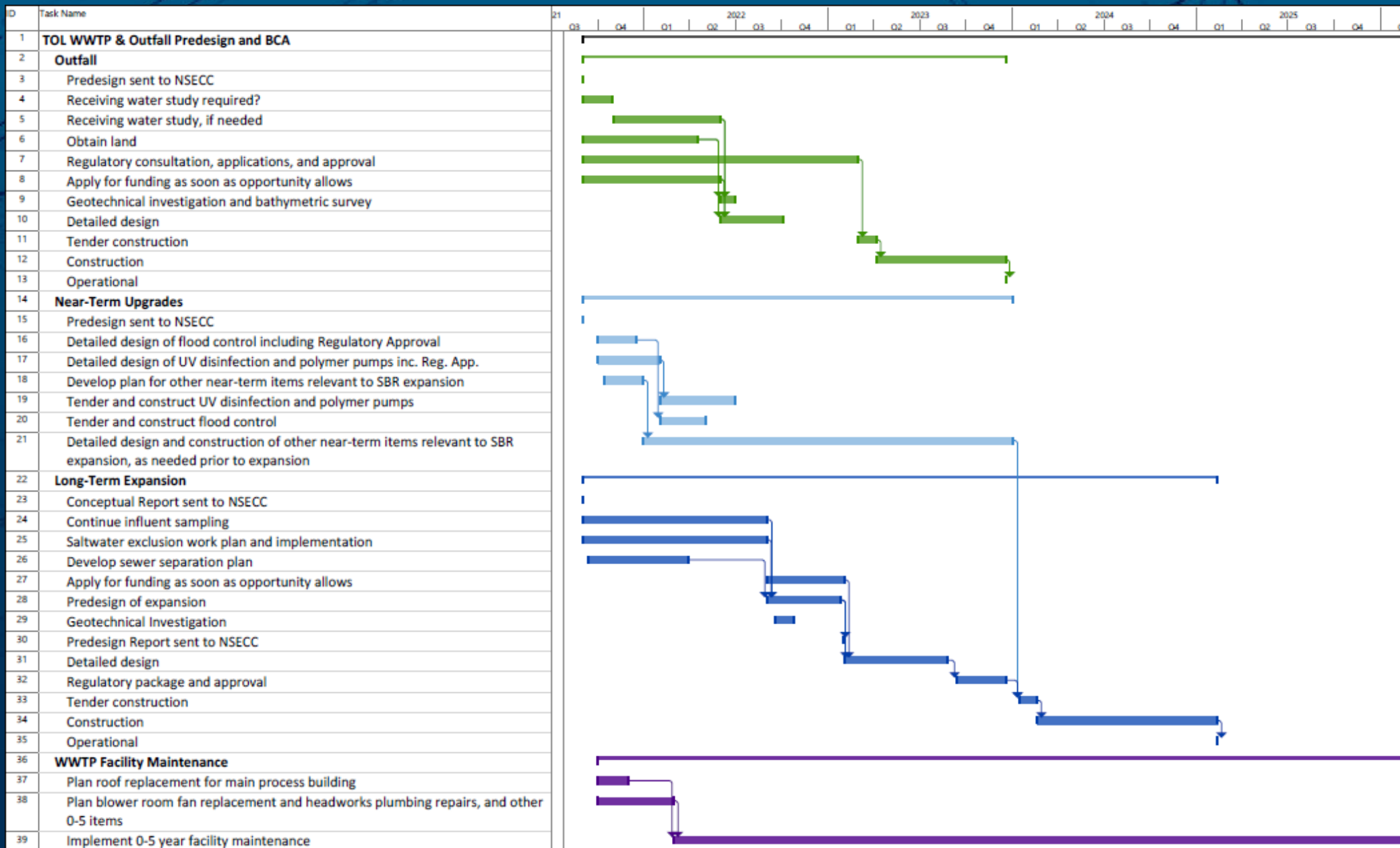
# Building Condition Summary

- **Recommendation: Prioritize the 0-5 year recommendations and begin to implement them**
- **Next Steps:**
  - Plan roof replacement for main process building
  - Plan blower room fan replacement, headworks plumbing repairs, and other 0-5 year items
  - Implement 0-5 year facility maintenance

# Building Condition Interconnections

- **Process building will continue to be used, so roof replacement has long-term value**
- **Replacement of the blower room supply fan with an exhaust fan and replacement of the headworks service water supply pipework are included in both Near-Term report and BCA; these can be implemented either as Facility Maintenance or as Near-Term process improvements**

# Proposed Implementation Schedule



# Ongoing related work at WWTP this year

- **Salt Water Intrusion Report recommendations:**
  - Engineering for the Bluenose Drive pipe repair. Construction is identified in next year's budget look-ahead
  - Purchase and installation of check valves at the three pumping stations identified in the report
- **Sewer separation**
  - Project #1 of 4 small separation projects. Master Plan is identified in the look-ahead budget for next year.
- **WWTP Blower replacement:**
  - Reconsider this project if expansion project will begin soon
- **Chemical feed pumps replacement**
- **AC unit at the WWTP has been replaced**
- **Polymer dose reduction by staff as time permits**

Any questions?





# Memo

|                     |   |
|---------------------|---|
| <b>Date</b>         | AU/19/2021  |
| <b>Memo to</b>      | Dennis MacPherson, P.Eng., Town of Lunenburg                    |
| <b>Project name</b> | 200308.01 – TOL WWTP & OUTFALL PREDESIGN AND BCA                |
| <b>Subject</b>      | Proposed Implementation Plan                                    |
| <b>From</b>         | Sarah Ensslin, P.Eng.   |
| <b>Copies to</b>    | Bea Renton, Lisa Dagley, John Lohnes, ODRC, Ian Tillard, P.Eng. |

**This memo should be read in conjunction with the following project reports: Town of Lunenburg Wastewater Outfall Extension Pre-Design, Town of Lunenburg Wastewater Treatment Plant (WWTP) Near-Term Upgrades Pre-Design, Town of Lunenburg WWTP Long Term Expansion Conceptual Design, and the Town of Lunenburg WWTP Building Condition Assessment.**

The intent of this memo is to provide a proposed implementation plan, considering the recommendations from all four reports together. Each report will be discussed briefly in turn, including the ways in which it interconnects with other reports.

A proposed schedule is included with this memo (see Figure 1, attached) to illustrate potential timing and duration of the various items of work. This should be considered preliminary only, and is subject to change as the projects develop.

## Outfall Extension Report

The main recommendation from the Outfall Extension report is to proceed with the detailed design and construction of a relocated effluent outfall near Burma Road. Next steps for this begin with sending the report to Nova Scotia Environment and Climate Change (NSECC) and getting confirmation of whether they will require a Receiving Water Study. If one is required, we recommend proceeding with this as soon as possible to confirm the design requirements for the outfall prior to the detailed design phase. Critical next steps for this option subsequently include obtaining access to the required land and beginning the Regulatory consultation process, which may take significant time to complete.



Platinum member

The outfall extension work could be done at any time compared to the work recommended in other reports. The new location would provide additional dispersion and reduce the effect on the commercial fishing fleet during tie-ins if it were complete prior to the WWTP expansion.

## WWTP Near-Term Upgrades Report

The main recommendation from the Near-Term Upgrades Report is to proceed with the detailed design and construction of eight of the eleven items investigated. The remaining three items would not be required assuming that the WWTP Expansion is completed within the next ten years. The recommended items are summarized in the table below (highest priority items highlighted):

| Item                         | When to implement | Interconnections and constraints   |
|------------------------------|-------------------|--|
| Headworks Modifications      | 2-6 years         | During expansion if within 5-6 years   |
| Aeration Upgrades            | 1-6 years         | Inspect and refurbish by Manufacturer's Tech, and if there is 5 years' service life left, replace during expansion if within 5-6 years |
| Online instrumentation       | 1-3 years         | Consider doing this as soon as Polymer Dosing Trials are complete, for best existing process performance.                              |
| Polymer pumps                | 0-1 year          | Not required for SBR upgrades, but process-critical item.  |
| UV upgrades                  | 0-1 year          |  |
| Standby generator            | 3-6 years         | During expansion if within 5-6 years   |
| Building mechanical upgrades | 1-6 years         | Some overlap with Facility Maintenance Items, some items during expansion if within 5-6 years  |
| Flood Control                | 0-1 year          |  |

Next steps for this begin with sending the report to NSECC, and then proceeding with the three highest priority items as soon as possible. The opinion of probable cost for these items is \$470,000, including design development and construction contingency, as well as an allowance for engineering.

For the Aeration Upgrades and the Standby Generator, there are some possible adaptations for an SBR expansion within about 5 years. The required blowers for the SBR

are smaller than the existing blowers, so it may be more cost-effective to replace these during the expansion, if the existing blowers can operate until that time. To evaluate the remaining future life of the blowers, we recommend having them inspected and refurbished by the manufacturer's technician. They will be able to determine whether the Town can have confidence in the existing blowers for another 5 years, as well as repair any issues found.

If the blowers are replaced as part of the expansion, they could be installed in the Process room, on an elevated housekeeping pad, allowing the additional electrical equipment required for the generator to be installed in the former Blower room, and potentially avoiding the need for a generator building extension. The air headers and pipework would be adjusted to suit once the blower location and configuration had been confirmed. It is not recommended to reduce the project budget at this point, however, until the timing and technical feasibility of this option is confirmed.

The online instrumentation is useful for the long-term expansion, but also in the short term to improve polymer dosing control. Although this could be combined with the expansion work, we recommend considering it as soon as the polymer dosing trials are complete, to improve the performance of the existing process.

Some of the building mechanical upgrades are also included as Facility Maintenance items. Please see discussion below in the WWTP Building Condition Assessment section.

### WWTP Long-Term Expansion Report

The main recommendation from the Long-Term Expansion report is to proceed with pre-design, including a thorough geotechnical investigation, followed by detailed design and construction of an SBR-based expansion at the WWTP. Steps for this begin with sending the report to NSECC.

The expansion could potentially take place in conjunction with the near-term items, or could be initiated at the point when Project Lunenburg initiatives are seeing clear results in terms of population growth. It should be noted that design and construction will take several years, and this lead time needs to be planned for. Benefits of starting sooner rather than later include possible cost savings on the near-term items (both the items that would not be necessary and the possible measures discussed above) as well as the ability to eliminate polymer dosing and reduce annual operations costs.

This expansion would increase the organic loading treatment capacity of the existing WWTP by 50%. The work would be carried out assuming that ongoing efforts to exclude salt water from the collection system, as well as targeted reduction of stormwater inflow and infiltration, prioritized through modeling of the sanitary and storm sewer systems, can hold future flows at current levels, while allowing significant population growth in the Town. The Town has very high wastewater flows per person, showing that a large amount of stormwater is sent to the WWTP for treatment, and there is opportunity to reduce flows gradually. Plans to move towards the goal of excluding extraneous flows must be developed and refined during the design period of the SBR expansion.

The possible addition of sanitary flows from the Garden Lots area should also be considered during the design period. Bringing in unserved households from a neighbouring municipality could help strengthen the funding application, by allowing support from both municipalities.

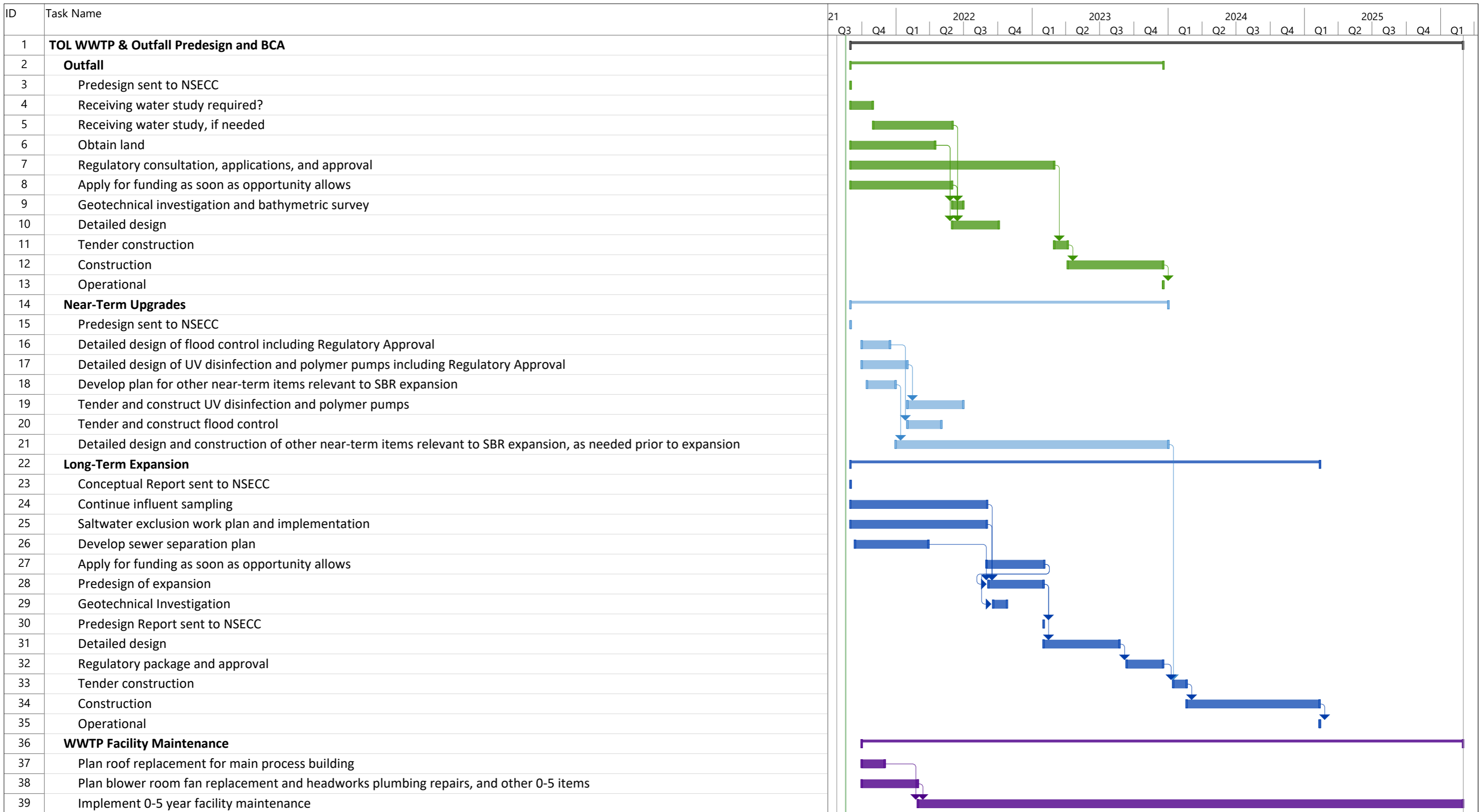
This report was a conceptual design rather than a pre-design, so it needs to be further developed to get to the preliminary design level. This could be done immediately before starting detailed design, essentially leading up to detailed design, or could be completed as a separate project prior to or during the funding application. At this stage, geotechnical investigation will help to refine the tank dimensions and give better cost certainty once the subsurface conditions are confirmed.

### WWTP Building Condition Assessment

The WWTP Building Condition Assessment identifies a number of items for future Facility Maintenance at the WWTP over the next 20+ years. The items recommended for the 0–5 year period should be considered and prioritized at this point and worked into the annual budgeting process.

The most significant item in this category is the replacement of the Process Building roof. This is necessary for the recommended SBR expansion, since this building will continue to be used, as will all the other buildings and areas of the existing plant.

Two of the mechanical items identified in the Building Condition Assessment are also carried in the Near-Term items: replacement of the asset-expired Blower room supply fan with a Blower room exhaust fan to provide renewed service life and improve heat control, and replacement of the damaged service water supply pipework in the headworks room. These items can be carried out at the time that makes most sense, either as Facility Maintenance or as Near-Term process improvements.





# Lunenburg WTP and WWTP

## POTABLE WATER & WASTEWATER QUALITY TEST RESULTS

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# Potable Water & Wastewater Quality Test Results

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## **Introduction:**

- **Catch-up report for August 2020 to June 2021, for information**
- **Subsequent reporting will cover July 2021 to September 2021 and then continue quarterly**

# Potable Water Quality Test Results

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## **Provincial Approval Requires Testing:**

- Continuous turbidity and chlorine residual
- Weekly total coliform and fecal coliforms
- Monthly aluminum
- Quarterly lead, trihalomethanes, bromodichloromethane & haloacetic acids

## **Federal Government Requires Testing:**

- Annual raw and treated water
- 5-yearly extensive raw and treated

**Budgeted in the WTP operating budget**

# Potable Water Quality Test Results

## Quarter 3 2020

- All samples compliant

## Quarter 4 2020

- All samples compliant

## Quarter 1 2021

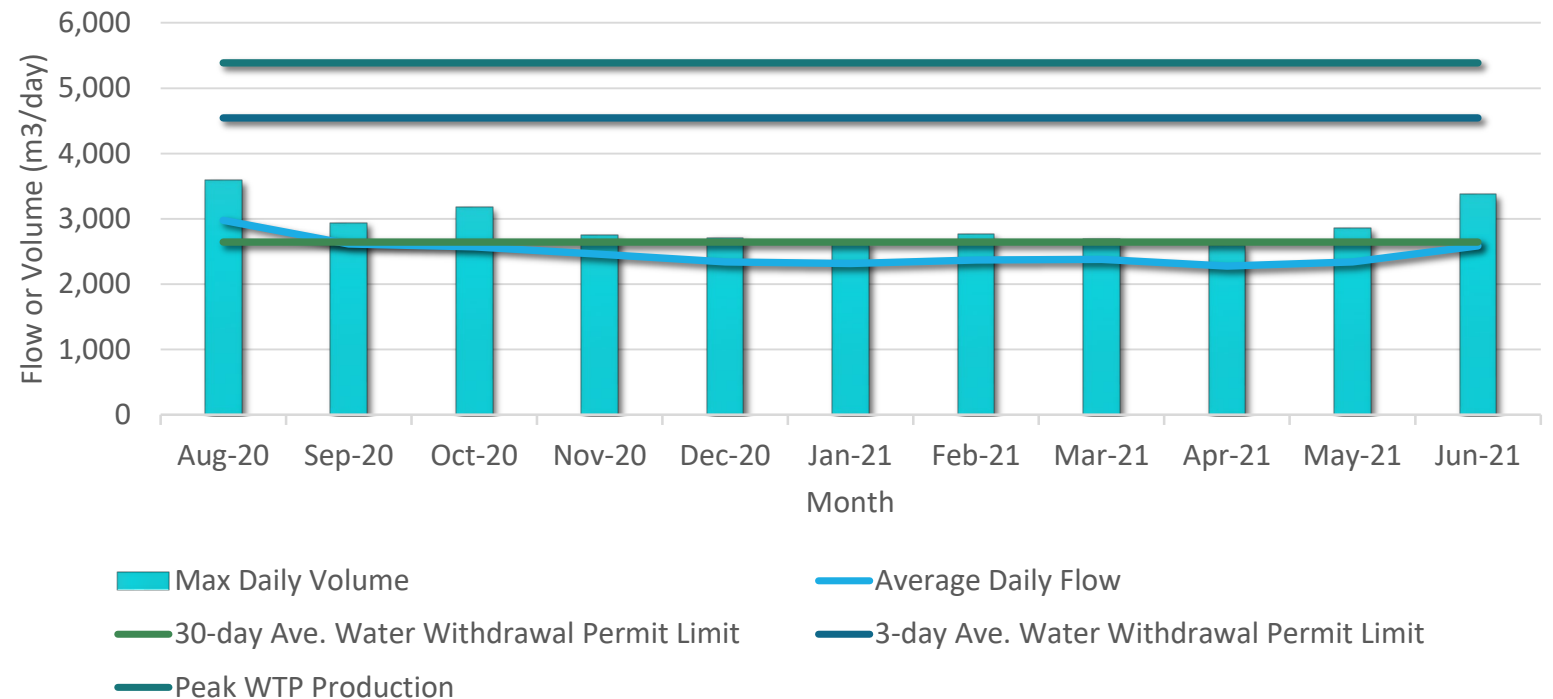
- All samples compliant

## Quarter 2 2021

- All samples compliant

Four water main breaks repaired

Average Monthly Daily Flow of Treated Water, Lunenburg, NS, Aug 2020-Jun 2021



# Wastewater Quality Test Results

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## Provincial Approval Requires Testing:

- Daily pH
- 5 times a month for CBOD, Suspended Solids, and *E.coli*
- Requirements changed last year, to become more aligned with Federal testing
- Previously required to test for BOD, Suspended Solids and Fecal coliforms
- Compliance is now quarterly average rather than 80%ile

## Federal Government Requires Testing:

- Every two weeks for CBOD, Suspended Solids, un-ionized ammonia, pH
- Annually for effluent acute lethality

**Budgeted in the WWTP operating budget**

# Wastewater Quality Test Results

## Quarter 3 2020

- Quarterly average likely not compliant

## Quarter 4 2020

- All samples compliant, Acute Lethality test passed successfully

## Quarter 1 2021

- One *E.coli* sample over the limit but quarterly average was compliant

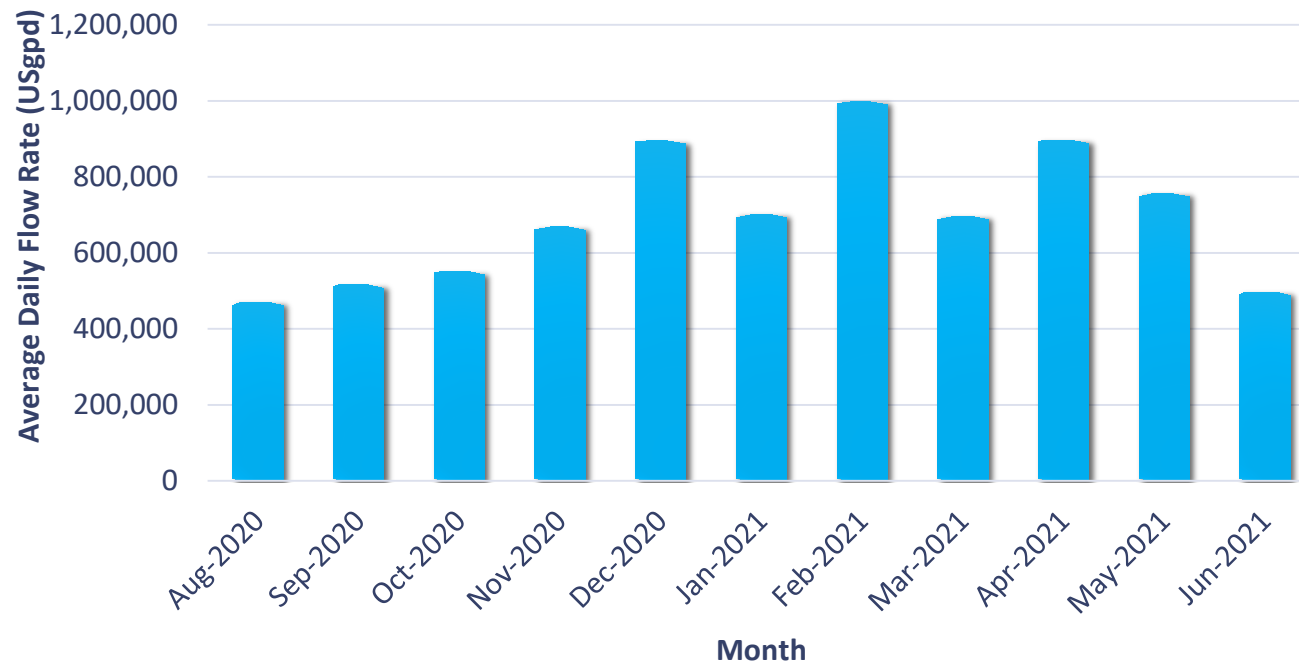
## Quarter 2 2021

- All samples compliant

| Quarter     | Quarterly Average |                 |                                     |
|-------------|-------------------|-----------------|-------------------------------------|
|             | CBOD<br>(20 mg/L) | SS<br>(20 mg/L) | <i>E. coli</i> (1000 counts/100 mL) |
| Qtr. 3 2020 | 6.8 (BOD)         | 10.9            | 954 (Fecal coliforms)*              |
| Qtr. 4 2020 | 2.1               | 7.4             | 4                                   |
| Qtr. 1 2021 | 5.8               | 9.4             | 12                                  |
| Qtr. 2 2021 | 5.5               | 7.3             | 9                                   |

# Wastewater Quality Test Results

**Average Daily Flow of Treated Wastewater,  
Lunenburg, NS, Aug 2020–Jun 2021**





# Any questions?

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Circulated: \_\_\_\_\_

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Document No: C-RTN-001  
Meeting: Council  
Circulate To: Council, BR, JL, JM, PB  
File: Water/Wastewater - General

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## **MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: DENNIS MACPHERSON, M.Eng., P.Eng., TOWN ENGINEER**

**DATE: SEPTEMBER 8, 2021**

**RE: POTABLE WATER, QUALITY TEST RESULTS: AUGUST 2020 TO JUNE 2021**

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### **1. FACTS**

The Nova Scotia Environment “Approval” documents to operate for the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that also must be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) lab and independently certified labs to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

This document is intended to be a “catch-up” since a Potable Water Quality Test Results report has not been issued to Council since July 2020. The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

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

The Provincial Approval document requires:

- weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).
- monthly tests for aluminum

- quarterly tests for parameters for corrosion control:
  - lead (maximum 0.005 mg/L)
  - trihalomethanes (maximum 0.100 mg/L)
  - bromodichloromethane
  - haloacetic acids (0.08 mg/L)
- Turbidity at each filtration unit must be between 0.1-0.3 NTU measured continuously
- Chlorine residual must be between 0.20-4.0 mg/L measured continuously
- The Province can also request viruses, Giardia and Cryptosporidium testing at any time. Treatment efficiencies are required to meet:
  - 3-log reduction (99.9%) of Giardia and Cryptosporidium
  - 4-log reduction (99.9%) of viruses
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

## Results

From July to December 2020, all weekly, monthly, quarterly regulatory testing and in-house daily testing were in compliance with the Provincial Approval requirements. The following table summarizes the sampling results for 2020 including parameters identified in the approval to operate.

| Parameter Tested     | Approval Limit                       | Exceeded Approval Limit |
|----------------------|--------------------------------------|-------------------------|
| Aluminum             | <0.1 mg/L for conventional treatment | None                    |
|                      | <0.2 mg/L for other treatment        | None                    |
| Lead                 | <0.005 mg/L                          | None                    |
| Trihalomethanes      | <0.100 mg/L                          | None                    |
| Bromodichloromethane |                                      | None                    |
| Haloacetic Acids     | <0.08 mg/L                           | None                    |
| Turbidity            | 0.1-0.3 NTU                          | None                    |
| Chlorine Residual    | 0.20-4.0 mg/L                        | None                    |
| Total Coliforms      | None/100 mL                          | None                    |
| Fecal Coliforms      | None/100 mL                          | None                    |
| Comment: None        |                                      |                         |

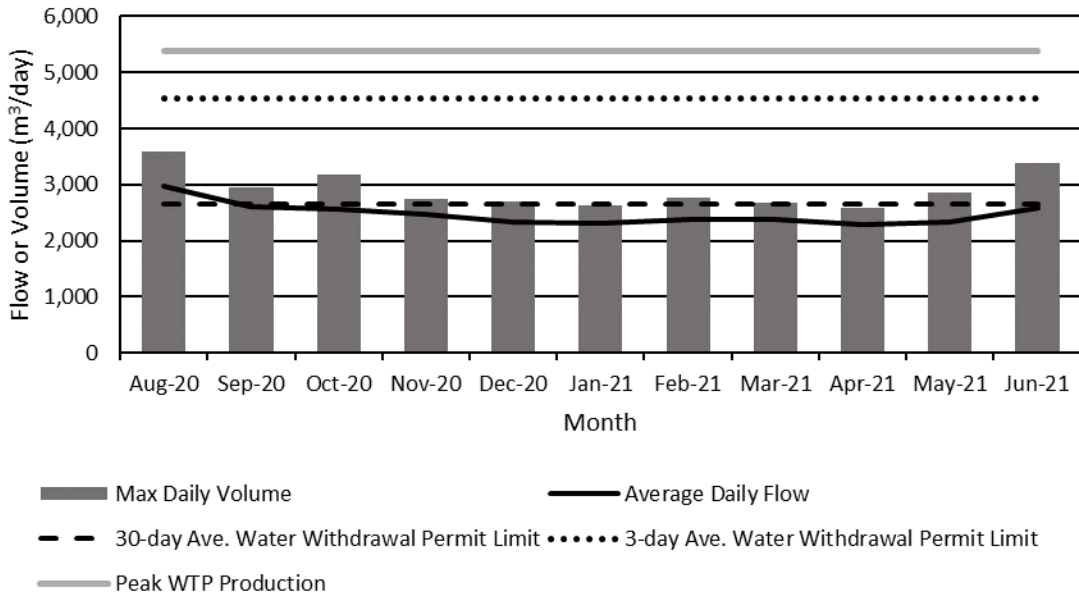
From January to June 2021, all weekly, monthly, quarterly regulatory testing and in-house daily testing were in compliance with the Provincial Approval requirements. The following table summarizes the sampling results for 2021 including parameters identified in the approval to operate.

| Parameter Tested     | Approval Limit  | Exceeded Approval Limit |
|----------------------|---|-------------------------|
| Aluminum             | <0.1 mg/L for conventional treatment<br><br><0.2 mg/L for other treatment | None                    |
| Lead                 | <0.005 mg/L   | None                    |
| Trihalomethanes      | <0.100 mg/L   | None                    |
| Bromodichloromethane |   | None                    |
| Haloacetic Acids     | <0.08 mg/L  | None                    |
| Turbidity            | 0.1-0.3 NTU   | None                    |
| Chlorine Residual    | 0.2-4.0 mg/L  | None                    |
| Total Coliforms      | None/100 mL   | None                    |
| Fecal Coliforms      |   | None                    |
| Comment: None        |   |                         |

Average Monthly Daily Flow of Treated Water:

The following graph shows the historical monthly flows and the maximum daily flow for the water treatment plant over the reporting period:

Average Monthly Daily Flow of Treated Water, Lunenburg, NS, Aug 2020-Jun 2021



The average daily flow exceeded the 30-day average Water Withdrawal Permit Limit during August 2020 and June 2021. The Town is in the process of renewing the Water Withdrawal Permit and requesting a higher withdrawal limit.

Water Main Breaks and Repairs:

The following water main breaks have been detected and repaired between August 2020 and June 2021:

| 2020         |             |               |                         |   |
|--------------|-------------|---------------|-------------------------|---|
| <u>Month</u> | <u>Date</u> | <u>Street</u> | <u>Address or Block</u> | <u>Problem or Cause</u>                           |
| November     | 9           | Green         | Civic 27                | 3/4 " leak water service                          |
| 2021         |             |               |                         |   |
| <u>Month</u> | <u>Date</u> | <u>Street</u> | <u>Address or Block</u> | <u>Problem or Cause</u>                           |
| March        | 3           | Montague      | Civic 159               | 3/4 " leak water service                          |
| May          | 19          | Pelham        |                         | 3/4" brass, full replacement to house with copper |
|              |             | Street        |                         |   |
| May          | 19          | Dufferin      |                         | 3/4" brass, full replacement to house with copper |
|              |             | Street        | Civic 141               |   |

**3. FINANCIAL IMPACT**

Funds are included in the Water Treatment Plant operating budget to pay for these water quality tests.

**4. STRATEGIC PLAN RELEVANCE**

Strategic Planning Goal #3. A. (a.) of the Town’s Strategic Plan is to “Champion opportunities for our community’s health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents”.

**5. RECOMMENDATION**

This report is provided for Town Council’s information.

Acknowledged only by:

Bea Renton, CAO

Encls. X

Circulated: \_\_\_\_\_

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Document No: E-RTN-001  
Meeting: Council  
Circulate To: Council, BR, JL, JM, PB  
File: Water/Wastewater - General

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: DENNIS MACPHERSON, M.Eng., P.Eng., TOWN ENGINEER**

**DATE: SEPTEMBER 8, 2021**

**RE: AUGUST 2020 TO JUNE 2021 WASTEWATER: QUALITY TEST RESULTS**

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### **1. FACTS**

The Nova Scotia Environment “Approval” documents to operate for the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that also must be followed. Routine testing is conducted both in Town of Lunenburg (TOL) labs at each plant and independently certified labs to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

This document is intended to be a “catch-up” since a Wastewater Quality Test Results report has not been issued to Council since July 2020. The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

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

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment in 2020. The requirements of both Approvals, as well as the Federal Requirements are summarized below:

### Provincial Approval 2012-082710-A01 Testing Requirements (superseded)

|  |
|--|
| <p>Treated wastewater must be tested a minimum of five times per month (once per week) for:</p> <ul style="list-style-type: none"><li>• Biochemical Oxygen Demand (BOD maximum 20 mg/L);</li><li>• Suspended Solids (SS maximum 20 mg/L); and</li><li>• Fecal Coliform (maximum 1000 counts/100 mL).</li></ul> |
| <ul style="list-style-type: none"><li>• pH is tested daily (five times per week). Acceptable pH is in the range 6.5 - 9.0.</li></ul>   |
| <ul style="list-style-type: none"><li>• Disinfection is required to be continuous with the use of UV lights.</li></ul>   |
| <ul style="list-style-type: none"><li>• The facility is considered to be “in compliance with effluent limitations if 80% of the sample test results, at the frequency and number specified...meet the specified limit(s)...No single test result can be greater than two times the limits”.</li></ul>          |

### Provincial Approval 2012-082710-02 Testing Requirements (new, ongoing)

|  |
|--|
| <p>Treated wastewater must be tested a minimum of five times per month (once per week) for:</p> <ul style="list-style-type: none"><li>• Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)</li><li>• Suspended Solids (SS, maximum 20 mg/L); and</li><li>• <i>E. coli</i> (maximum 1000 counts/100 mls).</li></ul>   |
| <ul style="list-style-type: none"><li>• pH is tested daily (five times per week). Acceptable pH is in the range 6.0 - 9.0.</li></ul>   |
| <ul style="list-style-type: none"><li>• The facility is considered to be “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residual shall be the arithmetic mean with the exception of E.Coli, which shall be the geometric mean.” The averaging period is defined as quarterly.</li></ul> |

Key differences between the new and the superseded Provincial Approval requirements:

- Wastewater is tested for *E. coli* rather than Fecal Coliforms. *E. coli* is a subgroup of Fecal Coliform. Fecal Coliforms include more types of bacteria than just *E. coli*.
- Compliance is determined by quarterly average (all samples over the quarter are averaged, and if the average is less than or equal to the limit, the plant is in compliance), rather than by 80% of the samples needing to meet the limit to be in compliance.

## Federal Wastewater Systems Effluent Regulations Testing Requirements

|   |
|---|
| <p>Treated wastewater must be tested every two weeks for:</p> <ul style="list-style-type: none"> <li>• Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)</li> <li>• Total Suspended Solids (TSS maximum 25 mg/L)</li> <li>• Un-ionized ammonia (maximum 1.25 mg/L) and</li> <li>• pH (between 5.5 - 9.5)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.</li> </ul> |

The Federal Requirements have not changed.

The results will be summarized by month in the following tables, as this is how it was previously reported to Council, but the report next quarter will likely be significantly simplified to report the quarterly results only, because the quarterly averages now determine both Provincial Approval and Federal compliance.

### Results

#### August 2020:

August test results are summarized below in the following table:

| Parameter Tested (# of test) | Maximum Limit        | Exceeded Maximum Limit   |
|------------------------------|----------------------|--|
| BOD (5)                      | 20 mg/L              | None   |
| SS (5)                       | 20 mg/L              | None   |
| Fecal Coliform (5)           | 1,000 counts/100 mls | 3 tests over maximum (1600, 1900, 1500 counts/100 mls)* and 2 acceptable tests at 100 and 730 counts/100 mls |
| pH (21)                      | 6.5 – 9.0            | None   |

\*Comment: Fecal Coliform tests have historically not reliably met the limit during the drier, summer months. This is likely due to low %UVT (% Ultraviolet Transmittance, or clarity of the water to UV light) which means that the UV disinfection equipment does not have enough power to meet the required Provincial bacterial limits. However, with the new Provincial Approval requirements, it is the quarterly average which determines compliance, not individual samples or a month's worth of samples.

All August test results met the Federal Standards.

#### September 2020:

September test results are summarized below in the following table:

| <b>Parameter Tested (# of test)</b>   | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b>  |
|---|----------------------|--|
| BOD (5)   | 20 mg/L              | None   |
| SS (5)  | 20 mg/L              | None   |
| Fecal Coliform (4)  | 1,000 counts/100 mls | 2 tests over maximum (1100, 2100 counts/100 mls)* and 2 acceptable tests at 100 and 800 counts/100 mls |
| pH (22)   | 6.5 – 9.0            | None   |
| *Comment: Fecal Coliform tests have historically not reliably met exceed the limit during the drier, summer months. This is likely due to low %UVT (% Ultraviolet Transmittance, or clarity of the water to UV light) which means that the UV disinfection equipment does not have enough power to meet the required Provincial bacterial limits. |                      |  |

All September test results met the Federal Standards.

October 2020:

Sampling and analytical procedures were changed to comply with the new Provincial Approval requirements in October 2020. These changes are reflected in the results from October 2020 and onwards.

October test results are summarized below in the following table:

| <b>Parameter (# of tests)</b>   | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b> |
|---|----------------------|-------------------------------|
| CBOD (5)  | 20 mg/L              | None                          |
| SS (5)  | 20 mg/L              | None                          |
| E. coli (5)   | 1,000 counts/100 mls | None                          |
| pH (22)   | 6.0 – 9.0            | None                          |
| Comment: UVT typically improves in Autumn and stays acceptable throughout the winter. |                      |                               |

All October test results met the Federal Standards.

November 2020:

November test results are summarized below in the following table:

| <b>Parameter Tested (# of test)</b> | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b> |
|-------------------------------------|----------------------|-------------------------------|
| CBOD (5)                            | 20 mg/L              | None                          |
| SS (5)                              | 20 mg/L              | None                          |
| E Coli (5)                          | 1,000 counts/100 mls | None                          |
| pH (22)                             | 6.0 – 9.0            | None                          |
| Comment: None                       |                      |                               |

All November test results met the Federal Standards.

December 2020:

December test results are summarized below in the following table:

| Parameter Tested (# of test) | Maximum Limit        | Exceeded Maximum Limit |
|------------------------------|----------------------|------------------------|
| CBOD (5)                     | 20 mg/L              | None                   |
| SS (5)                       | 20 mg/L              | None                   |
| E Coli (5)                   | 1,000 counts/100 mls | None                   |
| pH (22)                      | 6.0 – 9.0            | None                   |
| Comment: None                |                      |                        |

All December test results met the Federal Standards.

January 2021

January test results are summarized in the following table:

| Parameter Tested (# of test) | Maximum Limit        | Exceeded Maximum Limit |
|------------------------------|----------------------|------------------------|
| CBOD (5)                     | 20 mg/L              | None                   |
| SS (5)                       | 20 mg/L              | None                   |
| E Coli (5)                   | 1,000 counts/100 mls | None                   |
| pH (22)                      | 6.0 – 9.0            | None                   |
| Comment: None                |                      |                        |

All January test results met the Federal Standards.

February 2021

February test results are summarized in the following table:

| Parameter Tested (# of test)  | Maximum Limit        | Exceeded Maximum Limit  |
|---|----------------------|---|
| CBOD (5)  | 20 mg/L              | None  |
| SS (5)  | 20 mg/L              | None  |
| E Coli (5)  | 1,000 counts/100 mls | 1 test over maximum (1700 counts/100 mls)* and 4 acceptable tests at 40, 0, 0, and 250 counts/100 mls |
| pH (22)   | 6.0 – 9.0            | None  |
| *Comment: Reason for the exceedance is not known. Subsequent samples were below the limit again. <b>Please see quarterly average results.</b> |                      |   |

All February test results met the Federal Standards.

March 2021

March test results are summarized in the following table:

| <b>Parameter Tested (# of test)</b>   | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b>  |
|---|----------------------|--|
| CBOD (5)  | 20 mg/L              | 1 test over maximum (24.00 mg/L)* and 4 acceptable tests at 5.60, 15.00, 6.50, and 0.00 mg/L |
| SS (5)  | 20 mg/L              | None   |
| E Coli (5)  | 1,000 counts/100 mls | None   |
| pH (22)   | 6.0 – 9.0            | None   |
| *Comment: The incoming wastewater around this time was stronger than normal due to unseasonally dry weather. <b>Please see quarterly average results.</b> |                      |  |

All March test results met the Federal Standards.

April 2021

April test results are summarized in the following table:

| <b>Parameter Tested (# of test)</b> | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b> |
|-------------------------------------|----------------------|-------------------------------|
| CBOD (5)                            | 20 mg/L              | None                          |
| SS (5)                              | 20 mg/L              | None                          |
| E Coli (5)                          | 1,000 counts/100 mls | None                          |
| pH (22)                             | 6.0 – 9.0            | None                          |
| Comment: None                       |                      |                               |

All April test results met the Federal Standards.

May 2021

May test results are summarized in the following table:

| <b>Parameter Tested (# of test)</b> | <b>Maximum Limit</b> | <b>Exceeded Maximum Limit</b> |
|-------------------------------------|----------------------|-------------------------------|
| CBOD (5)                            | 20 mg/L              | None                          |
| SS (5)                              | 20 mg/L              | None                          |
| E Coli (5)                          | 1,000 counts/100 mls | None                          |
| pH (22)                             | 6.0 – 9.0            | None                          |
| Comment: None                       |                      |                               |

All May test results met the Federal Standards.

## June 2021

June test results are summarized in the following table:

| Parameter Tested (# of test) | Maximum Limit        | Exceeded Maximum Limit |
|------------------------------|----------------------|------------------------|
| CBOD (5)                     | 20 mg/L              | None                   |
| SS (5)                       | 20 mg/L              | None                   |
| E Coli (5)                   | 1,000 counts/100 mls | None                   |
| pH (22)                      | 6.0 – 9.0            | None                   |
| Comment: None                |                      |                        |

All June test results met the Federal Standards.

### Quarterly Averages:

Quarterly averages for the reporting period are summarized in the following table. Note that for the Quarter 3 of 2020 July 2020 data was included. As per the new Approval, an arithmetic mean is used for CBOD/BOD and SS, and a geometric mean is used for Fecal Coliforms/*E. coli*. All samples were analyzed for the new Approval requirements starting in October (Quarter 4, 2020 and ongoing).

| Quarter     | Quarterly Average |              |                                     |
|-------------|-------------------|--------------|-------------------------------------|
|             | CBOD (20 mg/L)    | SS (20 mg/L) | <i>E. coli</i> (1000 counts/100 mL) |
| Qtr. 3 2020 | 6.8 (BOD)         | 10.9         | 954 (Fecal coliforms)*              |
| Qtr. 4 2020 | 2.1               | 7.4          | 4                                   |
| Qtr. 1 2021 | 5.8               | 9.4          | 12                                  |
| Qtr. 2 2021 | 5.5               | 7.3          | 9                                   |

On a quarterly average basis, which is the basis for meeting the requirements in the new Provincial Approval, CBOD test results for all these quarters met the Provincial and Federal requirements, and so did the SS test results.

\*The Fecal Coliforms test results for Quarter 3 of 2020 are likely non-compliant. On the one hand, the calculated geometric mean is just within the limits, but several of the samples exceeded the detection limit, so the reported numbers are not precise enough to allow an accurate calculation. This issue is likely related to low %UVT as discussed next to the months in which these samples were taken. These numbers are improved since summer 2019 but are still not reliably compliant with the Approval requirements.

Lethality Testing:

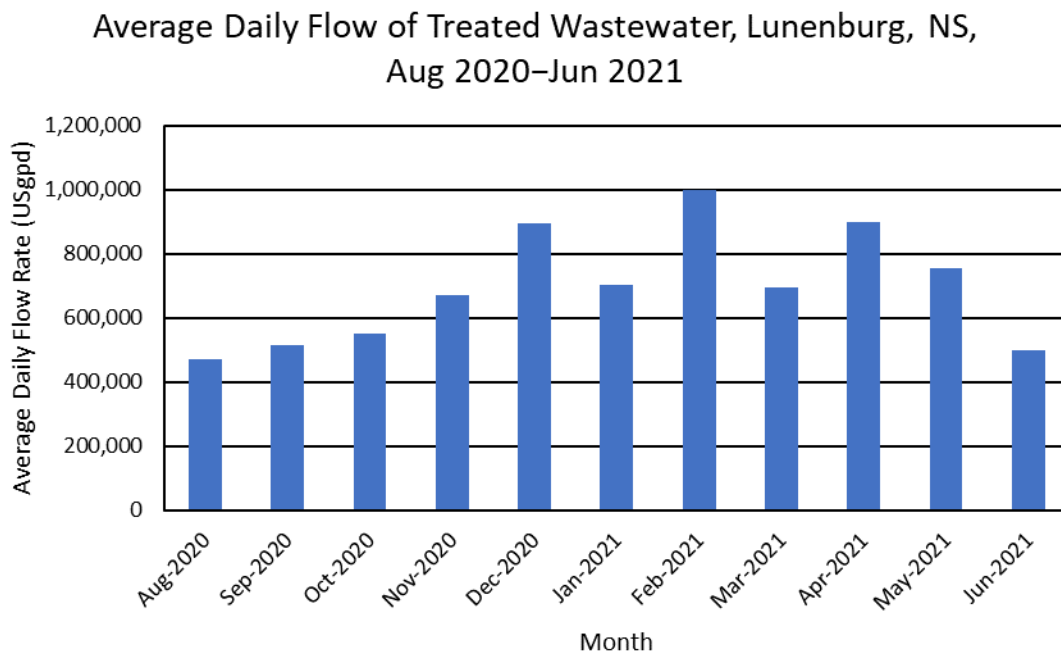
According to the *Wastewater Systems Effluent Regulations* we are now only required to test for acute lethality yearly because the last four consecutive samples passed the test requirements.

The last acute lethality test was performed on November 3, 2020 and no trout died during this test.

The next acute lethality test will be performed in November 2021.

Average Monthly Daily Flow of Wastewater:

The following graph shows the monthly flows for the wastewater treatment plant over the reporting period:



**3. FINANCIAL IMPACT**

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

**4. STRATEGIC PLAN RELEVANCE**

Strategic Planning Goal #3. A. (a.) of the Town’s Strategic Plan is to “Champion opportunities for our community’s health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and

high-quality water to all of our residents”.

**5. RECOMMENDATION**

This report is provided for Town Council’s information.

Acknowledged only by:

Bea Renton, CAO

Encls. X

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: IAN TILLARD, ENGINEERING CONSULTANT AND  
DENNIS MACPHERSON, M. Eng., P.Eng, TOWN ENGINEER**

**DATE: AUGUST 30, 2021**

**RE: WASTEWATER TREATMENT LIFT STATION RADIO AND CONTROL  
UPGRADE – PHASE 2**

---

**1. FACTS**

The purpose of this memo is to seek pre-approval for the award of Phase 2 of the WWTP Lift Stations Radio and Control upgrade for award early in the 2022/23 fiscal year.

The radio and control equipment in all of the lift stations and at the WWTP needs to be upgraded. The existing equipment is original and at the end of its useful life and parts are increasingly hard to obtain. The equipment in each pump station communicates commands between the plant SCADA to the lift stations and also reports lift station monitoring data back to the plant SCADA.

An RFP was issued to do this work in two phases, Phase 1 in fiscal year 2021/22 and Phase 2 in fiscal year 2022/23.

The budget for Phase 1 is approved in the amount of \$40,000.  
The budget for Phase 2 is identified in the current budget forecast at \$84,000.

**2. ISSUES AND OPTIONS ANALYSIS**

An RFP was issued in June 2021 for the work to be done in the two phases. An acceptable bid was received for both Phases and Phase 1 has been awarded to the successful bidder and this work will be completed in fiscal year 2021/22.

In order to prevent any possible delays for Phase 2 in the fiscal year 2022/23, it is recommended to obtain pre-approval for the Phase 2 work so it can be awarded early in the next fiscal year. This would allow enough time for material delivery etc to proceed with the installation in the summer of 2022/23.

Phase 1 is within the approved budget amount.

Phase 2 bid amount exceeds the current budget forecast for 2022/23 by approximately \$18,000.

A summary of the budgets and bid amounts and estimates for internal work is shown below.

|                                      | Budget incl HST            | Bid or estimate incl HST @4.3% |
|--------------------------------------|----------------------------|--------------------------------|
| Phase 1 – external RFP bid           |                            | \$32,020 (Bid)                 |
| Phase 1 PW internal civil work       |                            | \$5,000 (Estimate)             |
| Phase 1 certification pre-inspection |                            | \$1,000 (Estimate)             |
| Phase 1 certification inspection     |                            | \$1,000 (Estimate)             |
| <b>Total Phase 1</b>                 | <b>\$40,000 (approved)</b> | <b>\$39,020</b>                |
| Phase 2                              |                            | \$96,200 (Bid)                 |
| Phase 2 certification inspection     |                            | \$1,000 (Estimate)             |
| Phase 2 contingency                  |                            | \$5,000 (Estimate)             |
| <b>Total Phase 2</b>                 | <b>\$84,000 (forecast)</b> | <b>\$102,200</b>               |
| <b>Total for 2 Phases</b>            | <b>\$124,000</b>           | <b>\$141,220</b>               |

### **3. STRATEGIC PLAN RELEVANCE**

This project is part of the “Servicing and Facilities” Strategic Direction of Project Lunenburg’s Comprehensive Community Plan approved by Council in November 2020. Specifically, this project relates to the Strategic Direction Action to make “Upgrades to the wastewater treatment plant.”

### **4. RECOMMENDATION AND DRAFT MOTION**

Staff are recommending that:

1. The forecast budget for the WWTP Flow Metering project be increased from \$84,000 to \$102,200.
2. Council pre-approve this 2022/23 Capital project by adopting the below noted motion so that Phase 2 of the project can proceed early in 2022/23.

Draft Motion:

**Motion:** moved and seconded Council pre-approval of the budget for Phase 2 of the Lift Station Radio and Control upgrade at \$102,200, including HST, so the project can immediately proceed to award and construction early in 2022/23.

Acknowledged only by:

Bea Renton, CAO

**From:** Accessibility Directorate [<mailto:Accessibility@novascotia.ca>]  
**Sent:** September-03-21 11:28 AM  
**To:** Accessibility Directorate <[Accessibility@novascotia.ca](mailto:Accessibility@novascotia.ca)>  
**Cc:** Bates, Joshua <[Joshua.Bates@novascotia.ca](mailto:Joshua.Bates@novascotia.ca)>  
**Subject:** Accessibility Plan Acknowledgement (Town of Lunenburg)

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

Thank you for providing the Accessibility Directorate with the Town of Lunenburg's first multi-year accessibility plan. Congratulations on this milestone! Your accessibility plan should provide you with a framework for becoming a more accessible organization and is an important part of the government's commitment to become an accessible province by 2030. Please share your success stories with us as you implement and monitor your commitments in the coming years.

According to the Accessibility Act, accessibility plans must include information on progress made toward preventing and removing barriers to accessibility, how the Town of Lunenburg will identify, remove and prevent additional barriers, and how your policies and programs will be assessed for their effect on accessibility. Importantly, they must also reflect input from people with disabilities and organizations representing people with disabilities. If you have not already done so, please ensure your plan is posted on the Town of Lunenburg's website, as required under the Act. We also encourage you to communicate it widely among your stakeholders.

While the Accessibility Directorate does not currently approve or endorse each organization's accessibility plan, we may check-in on progress made in meeting your plan's commitments and provide feedback to strengthen the your next accessibility plan. We would also like to hear your input on any additional supports that will help you to implement your plan's commitments.

The Accessibility Directorate will distribute some accessibility plans, success stories and resources to other prescribed public sector bodies to share promising practices that others may wish to follow. Please send the Accessibility Directorate any other resources that you would like to share with other prescribed public sector bodies.

Thank you once again for your commitment to becoming a more accessible municipality, and for your contribution to building a more accessible and inclusive province. If you have any questions, please contact the Accessibility Directorate at [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca) or 902-424-8280.

Regards,

Dawn Stegen  
Interim Executive Director

**[Nova Scotia Accessibility Directorate](#)**

Department of Justice

Phone: 902-424-8280

Website: <https://novascotia.ca/accessibility/>

Email: [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca)



# COMPREHENSIVE COMMUNITY PLAN: QUARTERLY REPORT

Q2 2021/22: July - September, 2021

*Council Presentation: September 28, 2021*





# PROJECT LUNENBURG

## HIGH LEVEL STATUS UPDATE

- ▶ **Planning documents:** Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), and Subdivision Bylaw
  - ▶ Public Hearing/2<sup>nd</sup> Reading/Council approval: July 27, 2021
  - ▶ Provincial approval
  - ▶ Documents in effect as of public advertisement: September 22, 2021
- ▶ **Heritage documents:** Heritage Conservation District (HCD) Plan & Bylaw
  - ▶ RFP advertising for consultant submissions (TBA)
- ▶ **Council Quarterly Reports to date:**
  1. Q4+ 2020/21 November 17, 2020 - March 31, 2021: *presented March 17, 2021*
  2. Q1 2021/22 April 1 - June 30, 2021: *presented June 22, 2021*
  3. Q2 2021/22 July 1 - September 30, 2021: *presented September 28, 2021*

# 10 STRATEGIC DIRECTIONS




Community Structure



Housing



Servicing & Facilities



Mobility



Economic Development



Heritage



Urban Design



Environment & Sustainability



Culture & Recreation




Governance




# Q2 2021/22 STATUS



|  |                  |  |
|--|------------------|--|
|  <p>Community Structure</p> | <b>Action 8</b>  | <b>Study and planning for a <u>sustainable energy district</u></b> <ul style="list-style-type: none"><li>▶ RFP issued for engineering studies for both the WTP and WWTP locations, with bids due October 6 for project award by end of October</li><li>▶ <b>Funding:</b> Staff assessed FCM green funding not viable for this stage of the project; it was determined to wait and apply for the actual project due to small scale; Economic Development/Funding Manager to explore other funding opportunities</li></ul> |
|  | <b>Action 10</b> | <b>Site planning for <u>Blockhouse Hill</u></b> <ul style="list-style-type: none"><li>▶ The MPS, LUB, and Subdivision Bylaw were approved by Council on July 27<sup>th</sup> and came into effect with advertising on September 22, 2021</li><li>▶ <b>Funding:</b> Preliminary funding application has been submitted to ACOA</li></ul>  |


# Q2 2021/22 STATUS



|  |                  |   |
|--|------------------|---|
|  <p>Housing</p> | <b>Action 13</b> | <b>Feasibility study of mechanisms to encourage <u>long-term residency</u></b> <ul style="list-style-type: none"><li>▶ N/A in 2021/22</li></ul>   |
|  | <b>Action 17</b> | <b>Regulate <u>short-term rentals</u></b> <ul style="list-style-type: none"><li>▶ The MPS, LUB, and Subdivision Bylaw were approved by Council on July 27<sup>th</sup> and came into effect with advertising on September 22, 2021</li><li>▶ STRs are permitted in Residential zones as one unit within a primary dwelling (not an accessory building)</li><li>▶ The CCP recommends a stand-alone STR Bylaw as a means to deal with operational aspects</li><li>▶ <b>Funding:</b> Provincial funding support for a joint Lunenburg County model policy development being considered</li></ul> |
|  | <b>Action 20</b> | <b>Relationships with <u>housing stakeholders</u> to foster collaboration and data sharing</b> <ul style="list-style-type: none"><li>▶ A small group of staff, Councillors, and community stakeholders have met and are collaborating on issues of housing advocacy</li><li>▶ <b>Funding:</b> N/A in 2021/22</li></ul>  |

# Q2 2021/22 STATUS



|  |                  |  |
|--|------------------|--|
|  <p>Housing</p> | <b>Action 25</b> | <b>Study, policy, and other actions toward <u>alternative housing models</u></b> <ul style="list-style-type: none"><li>▶ The MPS, LUB, and Subdivision Bylaw were approved by Council on July 27<sup>th</sup> and came into effect with advertising on September 22, 2021 – alternative housing models are enabled</li><li>▶ <b>Funding:</b> N/A in 2021/22</li></ul>  |
|  | <b>Action 33</b> | <b>Monitor and analyze <u>housing demand and supply, demographic indications, and relevant development trends</u></b> <ul style="list-style-type: none"><li>▶ National census results will be released through 2022 and will be assessed by staff for Council report(s)</li><li>▶ Economic Development/Funding Manager and Planning Technicians are now in place and can help facilitate future housing information</li><li>▶ <b>Funding:</b> N/A in 2021/22</li></ul> |

# Q2 2021/22 STATUS



Servicing &  
Facilities

## Action 1

### Upgrades to the wastewater collection and discharge system

- ▶ Extensive capital and maintenance projects completed and planned on lift station pumps
- ▶ Catch basin and lift station sump inspections and cleanout/ repairs scheduled twice a year for enhanced preventative maintenance
- ▶ Water separation projects: Tannery Road and Brook Street repaired, projects on three lifts stations planned, and Bluenose Drive sewer line engineering to be completed in 2021/22
- ▶ GIS system RFP to be issued
- ▶ Dalhousie polymer study presented to Council on August 4<sup>th</sup>; proposal for second stage polymer testing not proceeding
- ▶ **Funding:** No updates

# Q2 2021/22 STATUS



Servicing &  
Facilities

## Action 2

### Upgrades to the wastewater treatment plant

- ▶ Final reports completed this quarter: WWTP Building Condition Assessment, Outfall Extension Pre-Design, WWTP Near-Term Upgrades, WWTP Long-Term Expansion
- ▶ Council discussion on implementation and budget scheduled for September 28, 2021
- ▶ **Funding:** PCAP received for pre-design work


## Action 6

### Plan for long-term of all municipal facilities

- ▶ Capital facilities maintenance projects funded in 2021/22 Town Budget include Town Hall (RFP awarded), Annex (cancelled), Arena, Skate Park (RFP awarded), and Fire Hall (engineering in progress)
- ▶ Municipal properties repurposing project in progress
- ▶ *See Culture & Recreation Action 32 re regional arts and recreation facilities*
- ▶ **Funding:** No update


# Q2 2021/22 STATUS



|  |                         |  |
|--|-------------------------|--|
|  <p><b>Mobility</b></p> | <p><b>Action 29</b></p> | <p><b>Plan for new visitor, employee, and bus <u>parking areas</u> outside Old Town</b></p> <ul style="list-style-type: none"><li>▶ N/A in 2021/22</li></ul>   |
|  | <p><b>Action 30</b></p> | <p><b>Improve <u>connectivity between Old/New Town</u> for all modes of transportation</b></p> <ul style="list-style-type: none"><li>▶ Capital projects funded by 2021/22 Town Budget: Tannery Road sidewalk surveying and legal, Back Harbour trail resurfacing</li><li>▶ Bicycle NS trial/pilot project for a contraflow bike lane and pedestrian mall on Montague Street (Linden to Duke) approved by Council on August 10, 2021 for the month of June 2022</li><li>▶ Staff are developing a plan to install a bike repair station within the Town</li><li>▶ <i>See also Culture &amp; Recreation Action 24 on waterfront accessibility</i></li><li>▶ <b>Funding:</b> Bicycle NS funding for pilot project; staff are investigating funding support from the province for bike repair station</li></ul> |

# Q2 2021/22 STATUS



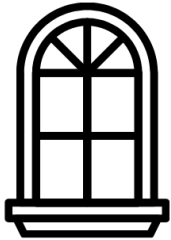
|  |                        |  |
|--|------------------------|--|
|  <p><b>Economic<br/>Develop-<br/>ment</b></p> | <p><b>Action 4</b></p> | <p><b>Enhance relationships with <u>surrounding communities and municipalities</u></b></p> <ul style="list-style-type: none"><li>▶ New joint services: Fire Inspection; Accessibility Coordinator; and Parking enforcement</li><li>▶ Ongoing joint services: Building Inspection coordination expansion; REMO; Fire Protection Mutual Aid; Solid Waste Management</li><li>▶ Lunenburg County Mayors and Warden discussion forum</li><li>▶ Lunenburg County CAOs projects, including short-term rental (STR) study proposal and bulk purchasing</li><li>▶ Lunenburg/Queens Recreation Directors/Coordinators Association</li><li>▶ <b>Funding:</b> Provincial STR Policy development support being considered</li></ul> |
|--|------------------------|--|

# Q2 2021/22 STATUS



|  |                  |  |
|--|------------------|--|
|  <p><b>Economic Development</b></p> | <b>Action 23</b> | <b>Establish a <u>staff position</u> that can support economic development initiatives</b> <ul style="list-style-type: none"><li>▶ Devin Casario joined the Town staff as Economic Development/Funding Manager in August, with a work plan in development re: CCP priorities and businesses/organizations meeting tour</li><li>▶ <b>Funding:</b> Researching various municipal funding sources</li></ul> |
|  | <b>Action 26</b> | <b>Create an <u>inventory</u> of economic information</b> <ul style="list-style-type: none"><li>▶ To be initiated as an ongoing project for the new Economic Development/Funding Manager and Planning Technician connected to asset mapping</li><li>▶ <b>Funding:</b> N/A in 2021/22</li></ul>   |

# Q2 2021/22 STATUS



Heritage

## Action 22

### Policy to encourage accessibility and provide heritage design guidance

- ▶ Lunenburg County shared Accessibility Coordinator in place
- ▶ New Land Use Bylaw in effect as of September 22, 2021 – barrier-free access requirements are included
- ▶ RFPs were re-issued for assessment of accessible parking and the development of sidewalk standards, with closing dates of October 1
- ▶ Accessible Building Entrance ramp brochure developed and available on website
- ▶ Potential RFP for an updated Heritage Conservation District Plan & Bylaw
- ▶ **Funding:** Accessibility Coordinator handling inquiries for project funding on behalf of Lunenburg County municipal units

## Action 31

### Accommodate new additions to heritage structures e.g. solar panels

- ▶ Heritage Conservation District Plan & Bylaw update will address this

## Action 35

### Ensure infill/new development is visually compatible/subordinate/distinguishable

- ▶ Heritage Conservation District Plan & Bylaw update will address this

# Q2 2021/22 STATUS



Urban  
Design

## Action 16

### Improve accessibility throughout the town


- ▶ Lunenburg County shared Accessibility Coordinator in place
- ▶ RFPs out for assessment of accessible parking and the development of sidewalk standards are out, with closing dates of October 1
- ▶ Additional exterior entrance handrail installed for Lunenburg Academy
- ▶ Capital projects in 2021/22 Town Budget include: re-gravelling of Back Harbour Trail (RFP awarded); and Skate Park accessible entrance and surface upgrades (RFP awarded)
- ▶ Lunenburg Arena and Community Centre accessibility audit scheduled for Fall 2021
- ▶ **Funding:** Lunenburg Academy Foundation for handrail; Lunenburg/Queens Recreation Association grant for Community Centre accessibility audit; 2021/22 Town Budget for Arena accessibility audit

# Q2 2021/22 STATUS

|   |  |   |
|---|--|---|
|  <p>Urban Design</p> | <p><b>Action 19</b></p><br><br><br><br><br><br><br><br><br><br><p><b>Action 28</b></p> | <p><b>Activate <u>streetscapes</u> through design and programming</b></p> <ul style="list-style-type: none"><li>▶ Tannery Road sea wall is 90% complete; awaiting materials for the remainder</li><li>▶ Landscaping and outdoor furniture work completed on Tannery Road and Brook Street</li><li>▶ <b>Funding:</b> Donations received for memorial park bench; other projects and related applications deferred to 2022/23</li></ul> <p><b>Policies and programs for street trees and <u>urban forest</u></b></p> <ul style="list-style-type: none"><li>▶ N/A in 2021/22</li></ul> |
|---|--|---|

# Q2 2021/22 STATUS



|   |   |  |
|---|---|--|
|  <p>Environment<br/>&amp; Sustain-<br/>ability</p> | <p><b>Action 5</b></p><br><br><br><br><br><br><br><p><b>Action 15</b></p> | <p><b>Partnerships to encourage <u>energy efficient retrofits</u></b></p> <ul style="list-style-type: none"><li>▶ RFP to be drafted for study for Fall 2021</li><li>▶ <b>Funding:</b> Federal Infrastructure Retrofit and Efficiency NS sources being investigated as possible sources of funding</li></ul> <p><b>Ongoing <u>community learning/dialogue</u> about sea level rise and climate change</b></p> <ul style="list-style-type: none"><li>▶ N/A in 2021/22; scheduled to begin 2023</li></ul> |
|---|---|--|

# Q2 2021/22 STATUS



Environment  
& Sustain-  
ability

## Action 21

### Regulate buildings near the shoreline as part of sea level rise adaptation

- ▶ The MPS, LUB, and Subdivision Bylaw were approved by Council on July 27<sup>th</sup> and came into effect with advertising on September 22, 2021 – building location/migration measures are included
- ▶ Provincial Coastal Protection Act Regulations are not yet in place and will require assessment for Town impact
- ▶ GIS layer in TownSuite will be prepared by new Planning Technician
- ▶ **Funding:** No update

## Action 27

### Policies for wind and solar energy at multiple scales

- ▶ RFP issued for solar studies, with a closing date of October 6; project implementation planned for 2022/23
- ▶ **Funding:** Will be analyzed for implementation phase

# Q2 2021/22 STATUS



**Culture &  
Recreation**

## **Action 11**

### **Foster inclusivity in programming and leadership**

- ▶ *Refer to Action #18 (Anti-Racism Special Committee)*
- ▶ Continue to host annual special events in collaboration with diverse stakeholders such as the Pride, Mi'kmaq Grand Council, Transgender, and Pan-African flag raisings, and a Pride rainbow walkway
- ▶ Sports field used for international sporting events, including Maritime Mallu T-10 Cricket League
- ▶ Seniors' fitness and hockey programs continue; new after-school programming and female-only pickleball added
- ▶ PRO Kids continues to provide financial assistance for children and youth
- ▶ Recreation & Parks Youth Intern (under 30) hiring process underway
- ▶ **Funding:** Federal Youth Employment Experience funding for intern

## **Action 12**

### **Build relationships with BIPOC residents and organizations in the area**

- ▶ *Refer to Action #18 (Anti-Racism Special Committee)*

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 18

### Special committee to promote anti-racism and decolonization

- ▶ Anti-Racism Special Committee (ARSC) began its work in February 2021 to facilitate the development of a Municipal Action Plan Against Racism and Discrimination
- ▶ Potential project list compiled by ARSC
- ▶ Consultants were selected via RFP to write the Municipal Action Plan (Live Infinitus); project kick-off on September 20<sup>th</sup> with ARSC meetings to be scheduled
- ▶ **Funding:** Town Budget 2021/22 funds allocated to support consultants' work

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 24

### Facilitate partnerships and opportunities to increase waterfront access

- ▶ *Action #30 (Connectivity between Old/New Town) to be completed first; partnership will be needed with Develop NS as the majority landowner*
- ▶ 2021/22 Capital projects furthering this goal include: Tannery Road seawall beautification project (completed); Back Harbour Trail re-surfacing (fall/winter completion)
- ▶ Potential Rotary Club funding application for outdoor exercise equipment installation along the Back Harbour Trail
- ▶ Hosted the Fishers' Memorial Service on the waterfront September 12<sup>th</sup>, in-person and video (viewed 216 times at time of writing)
- ▶ **Funding:** Rotary Club application TBA

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 32

### Assess regional arts and recreation facility needs and develop an integrated strategy

- ▶ *Action #6 (long-term facilities plan) to be completed first; regional cooperation will be needed for a joint asset map*
- ▶ Recreation: Accessibility audit of the Community Centre and Arena scheduled for fall 2021; skate park upgrades RFP awarded; the new Arena ice resurfacer delivered; Community Centre painting upgrades continuing
- ▶ Arts: Staff evaluation of the Lunenburg Foundation of the Arts' Cultural Action Plan presented to Council; Council appointment to Cultural Roundtable
- ▶ **Funding:** A private donation and funding were received for Skate Park upgrades

# Q2 2021/22 STATUS



|   |                 |   |
|---|-----------------|---|
|  <p>Governance</p> | <b>Action 3</b> | <b><u>Reform municipal committees to build a culture of inclusion</u></b> <ul style="list-style-type: none"><li>▶ <i>Refer to Action #18 (Anti-Racism Special Committee)</i></li></ul>  |
|   | <b>Action 7</b> | <b><u>Deepen work with local/regional partners in the provision of <u>shared services</u></u></b> <ul style="list-style-type: none"><li>▶ Ongoing local/regional shared services discussions with neighbouring municipalities</li><li>▶ 2021/22 additions include Accessibility, Fire Inspection, and Parking enforcement</li><li>▶ Mayors/Warden and CAOs meetings to discuss enhanced joint services including short-term rental policy project, REMO and COVID-19 pandemic risk management and safety training</li><li>▶ <b>Funding:</b> No update</li></ul> |

# Q2 2021/22 STATUS



Governance

## Action 9

### Expand communication plan to include a public participation strategy

- ▶ Public Participation Strategy development by staff to begin this quarter
- ▶ New Town website “www.townoflunenburg.ca” is live – the streamlined site focuses on Town government and services only for easier navigation
- ▶ **Funding:** Internally funded


## Action 14

### Undertake an organizational review that will identify changes required for implementation of CCP

- ▶ RFP for consultant for an organization review and a Bylaws and Policies review advertised, closing date September 29<sup>th</sup> for report and recommendation to Council
- ▶ **Funding:** Internally funded; possible phasing may require additional project funding

# Q2 2021/22 STATUS



|   |                         |  |
|---|-------------------------|--|
|  <p>Governance</p> | <p><b>Action 34</b></p> | <p><b>Identify <u>performance indicators/measurements</u> to evaluate activities of the Town</b></p> <ul style="list-style-type: none"><li>▶ RFP has gone out for KPI development consultant proposals, with a closing date of September 29<sup>th</sup> for report and recommendation to Council</li><li>▶ <b>Funding:</b> Internally funded; possible phasing may require additional project funding</li></ul> |
|---|-------------------------|--|

# Q2 2021/22 NEXT STEPS

## ▶ Upcoming Quarterly Reports:

4. Q3 2021/22 October 1 - December 31, 2021: *schedule for Council Meeting of January 11, 2022*
5. Q4 2021/22 January 1 - March 30, 2022: *schedule for the Council Meeting of March 22, 2022*



PROJECT  
LUNENBURG

Navigating the  
Future, Together.

Circulated: \_\_\_\_\_

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Document No:  
Meeting: September 28, 2021 Council  
Circulate To: Council, BR, DH's, KR,  
JG-Audit Committee  
File: Budget 2021/22

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: SEPTEMBER 15, 2021**

**RE: 2021/22 CAPITAL AND OPERATING VARIANCE REPORT –  
TO JULY 31, 2021**

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Please find enclosed the variance report to **July 31, 2021**. The period ending **July 31, 2021** represents 34% (4 months) of the fiscal year. Town General expenditures are at 29%.

**Index to Reports**

|  |         |
|--|---------|
| Capital Budget Status Report                                       | Page 1  |
| Operating Financial Statements Summary                             | Page 9  |
| Deed Transfer Tax, Tax & Sewer Report and Parking Meter<br>Revenue | Page 10 |
| Grants to Organizations Information Update                         | Page 11 |

Acknowledged only by:

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Bea Renton, CAO

Encls.

## Capital Status Report to July 31, 2021

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

| TOWN                      | Project   | Budget   | YTD Actual | Under/(Over)<br>Budget | DH    |
|---------------------------|---|----------|------------|------------------------|-------|
| CCP                       | CCP-Municipal Planning Strategy, Land Use By-Law, Subdivision By-Law and Heritage By-Law Alignment<br><i>Comment:</i><br><b>The Municipal Planning Strategy, Land Use By-Law and Subdivision By-Law are complete and have been approved by the Province. The Heritage By-law still to be completed.</b> | \$87,385 | \$33,275   | \$54,110               | DS/AM |
| Annex                     | Annex Roof<br><i>Comment:</i><br><b>On Sept.14, 2021 Council deferred this project for this fiscal year.</b>  | \$26,000 | \$0        | \$26,000               | PW    |
| Town Hall                 | Tender Package Town Hall Exterior Restoration<br><i>Comment:</i><br><b>A Request for Proposals for this project to be issued in November of 2021 with the final tender document being finalized by Mar.31, 2021.</b>  | \$50,000 | \$0        | \$50,000               | PW    |
| Town Hall                 | Security System Upgrade<br><i>Comment:</i><br><b>Installation of this equipment started on Aug. 16, 2021 and it is anticipated that this will be completed in September.</b>  | \$10,000 | \$0        | \$10,000               | PW    |
| Town Hall                 | Retaining Wall<br><i>Comment:</i><br><b>The RFQ for engineering services for the Townsend Street retaining wall was issued in August 2021, closing date is September 10, 2021.</b>  | \$10,000 | \$0        | \$10,000               | PW    |
| Lunenburg Academy         | South Side Handrail<br><i>Comment:</i><br><b>Lunenburg Academy Foundation is providing the funding for this item. The installation of the metal handrail on the south side entrance way of the Academy has been completed in August.</b>  | \$15,000 | \$0        | \$15,000               | AM/PW |
| Lunenburg Academy         | Lunenburg Academy Foundation/Drain Tile Inspection & Tender Documents<br><i>Comment:</i><br><b>Lunenburg Academy Foundation is providing the funding for this item. The scope development and RFP preparation are complete. The RFP closing date extended to Sept. 10, 2021.</b>                        | \$40,000 | \$0        | \$40,000               | AM/PW |
| Environmental Development | Blockhouse Hill<br><i>Comment:</i><br><b>Preliminary discussions with funding sources has been initiated for this project.</b>  | \$40,000 | \$0        | \$40,000               | DS/AM |
| Wastewater Treatment      | Bluenose Drive - Sewer Line<br><i>Comment:</i><br><b>Project has not been started at this point in time.</b>  | \$15,000 | \$0        | \$15,000               | PW    |

**Capital Status Report to July 31, 2021**

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

| TOWN | Project   | Budget   | YTD Actual | Under/(Over)<br>Budget | DH |
|------|---|----------|------------|------------------------|----|
|      | <i>Wastewater Treatment</i><br>WWTP-Upgrade Rails and Catwalks in Aeration<br><i>Comment:</i><br><b>Project was carried over from 2020/21 fiscal year. Project is now completed.</b>                                  | \$30,000 | \$29,105   | \$895                  | PW |
|      | <i>Wastewater Treatment</i><br>Catch Basin Repair -West Nova Parking Lot<br><i>Comment:</i><br><b>Project should be completed by end of September.</b>  | \$20,000 | \$0        | \$20,000               | PW |
|      | <i>Wastewater Treatment</i><br>CSK-05, Green Street, Knickle Road, Tannery Rd.<br><i>Comment:</i><br><b>Project should be completed by end of October.</b>  | \$60,000 | \$1,186    | \$58,814               | PW |
|      | <i>Wastewater Treatment</i><br>New Sewer Main on Archibald Street<br><i>Comment:</i><br><b>Paving complete, not all invoicing has been received yet.</b>  | \$50,000 | \$13,996   | \$36,004               | PW |
|      | <i>Wastewater Treatment</i><br>Upgrade Communication Systems to Pumping Stations<br><i>Comment:</i><br><b>Phase 1 of this project is be awarded in August 2021 and estimated to be completed by end of September.</b> | \$40,000 | \$821      | \$39,179               | PW |
|      | <i>Wastewater Treatment</i><br>Waste Water-Voltage Reading Monitor at Pumping Stations<br><i>Comment:</i><br><b>Items have been installed at 2 locations, still working on programming.</b>                           | \$7,000  | \$0        | \$7,000                | PW |
|      | <i>Wastewater Treatment</i><br>Lift Stations Capital Pump Repairs<br><i>Comment:</i><br><b>Carry over from fiscal 20-21, Total budget of \$146,000 approved June 23, 2020, \$66,345 expensed in Fiscal 20-21.</b>     | \$79,655 | \$0        | \$79,655               | PW |
|      | <i>Wastewater Treatment</i><br>Raw Sludge Pumps (2)<br><i>Comment:</i><br><b>Carry over from fiscal 20-21, pumps have to be installed.</b>  | \$50,000 | \$23,629   | \$26,371               | PW |
|      | <i>Wastewater Treatment</i><br>Flowmeter Installation Program<br><i>Comment:</i><br><b>April 13, 2021 Council Motion increased budget. Project complete, awaiting some invoicing.</b>                                 | \$66,000 | \$8,023    | \$57,977               | PW |
|      | <i>Wastewater Treatment</i><br>Lift Stations Capital Pump Spares<br><i>Comment:</i><br><b>In progress, estimated to be completed August/September.</b>  | \$45,000 | \$20,253   | \$24,747               | PW |

**Capital Status Report to July 31, 2021**

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

| TOWN | Project   | Budget    | YTD Actual | Under/(Over)<br>Budget | DH |
|------|---|-----------|------------|------------------------|----|
|      | <i>Wastewater Treatment</i><br>Salt Water Intrusion-Check Valve Installation<br><i>Comment:</i><br><b>Request for proposal to design, supply and install anticipated to be completed December 2021.</b>   | \$105,000 | \$0        | \$105,000              | PW |
|      | <i>Wastewater Treatment</i><br>Lift Station Pressure Gauges<br><i>Comment:</i><br><b>Gauges have been purchased and installation is to be completed by Sept. 30, 2021. Contractor has been delayed due to personnel shortages.</b>                  | \$20,000  | \$6,002    | \$13,998               | PW |
|      | <i>Wastewater Treatment</i><br>Blower Replacements at WWTP - (3)<br><i>Comment:</i><br><b>Project will be re-evaluated in view of the Waste Water Treatment Plant term report, plan and estimate will be revised as required by Sept. 30, 2021.</b> | \$280,000 | \$0        | \$280,000              | PW |
|      | <i>Wastewater Treatment</i><br>Lift Station Overflow Meter<br><i>Comment:</i><br><b>Project will be re-evaluated in view of the Waste Water Treatment Plant term report, plan and estimate will be revised as required by Sept. 30, 2021.</b>       | \$10,000  | \$0        | \$10,000               | PW |
|      | <i>Wastewater Treatment</i><br>Chemical Feed Pumps (2)<br><i>Comment:</i><br><b>Project will be re-evaluated in view of the Waste Water Treatment Plant term report, plan and estimate will be revised as required by Sept. 30, 2021.</b>           | \$40,000  | \$0        | \$40,000               | PW |
|      | <i>Wastewater Treatment</i><br>WWTP-Compressor Overhaul<br><i>Comment:</i><br><b>It is anticipated that this project will be completed by end of September.</b>   | \$5,000   | \$0        | \$5,000                | PW |
|      | <i>Wastewater Treatment</i><br>WWTP-Roof Top Air conditioner<br><i>Comment:</i><br><b>This project was completed in August 2021, invoicing has not been received.</b>   | \$15,000  | \$0        | \$15,000               | PW |
|      | <i>Wastewater Treatment</i><br>WWTP - Improve Treatment Process<br><i>Comment:</i><br><b>Work carried out over fiscal year 20-21 &amp; 21-22. Final report received by Council in August. Some final invoicing still outstanding.</b>               | \$270,000 | \$218,506  | \$51,494               | PW |
|      | <i>Renewals - Sidewalks/Curbs</i><br>Tannery Road -Knickle to 97 Tannery Road (East)<br><i>Comment:</i><br><b>Land purchases currently in process.</b>  | \$55,000  | \$0        | \$55,000               | PW |

**Capital Status Report to July 31, 2021**

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

| TOWN | Project   | Budget    | YTD Actual | Under/(Over)<br>Budget | DH |
|------|---|-----------|------------|------------------------|----|
|      | <i>Renewals - Sidewalks/Curbs</i><br>Tannery Road Seawall-Final Stage   | \$12,464  | \$375      | \$12,089               | PW |
|      | <i>Comment:</i><br><b>Budget for final stage of this multi-year project in 20-21 was \$70,000, there was \$57,536 expended in 20-21, remaining balance to complete project in 21-22.</b>                  |           |            |                        |    |
|      | <i>Equipment-Trucks</i><br>Replacement for Chev 02 Salt Truck   | \$175,000 | \$0        | \$175,000              | PW |
|      | <i>Comment:</i><br><b>RFP will be issued in September and potential awarded by Council in October.</b>  |           |            |                        |    |
|      | <i>Equipment -Trucks</i><br>Replacement for 2002 F150 1/2 Ton   | \$36,350  | \$0        | \$36,350               | PW |
|      | <i>Comment:</i><br><b>RFP was issued and bids received were over budget, Council approved budget increase Sept.14/21.</b>   |           |            |                        |    |
|      | <i>Equipment-Backhoe</i><br>Replacement for Cemetery Backhoe  | \$55,000  | \$0        | \$55,000               | PW |
|      | <i>Comment:</i><br><b>Backhoe was delivered in August 2021, invoicing not yet received.</b>   |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Trackless Plow Blade (90)  | \$10,000  | \$0        | \$10,000               | PW |
|      | <i>Comment:</i><br><b>Public works are preparing equipment specifications that will be supplied to purchasing for a Request for Quotes will be issued. Anticipated completion date is end of October.</b> |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Salt Spreader Trackless (90)   | \$10,000  | \$0        | \$10,000               | PW |
|      | <i>Comment:</i><br><b>Public works are preparing equipment specifications that will be supplied to purchasing for a Request for Quotes will be issued. Anticipated completion date is end of October.</b> |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Power Concrete Screed  | \$3,200   | \$2,711    | \$489                  | PW |
|      | <i>Comment:</i><br><b>Purchase is complete.</b>   |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Rods for Turning Machine (90)  | \$3,000   | \$0        | \$3,000                | PW |
|      | <i>Comment:</i><br><b>No action has been taken on this purchase at the present time.</b>  |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Concrete Forms   | \$5,000   | \$0        | \$5,000                | PW |
|      | <i>Comment:</i><br><b>No action has been taken on this purchase at the present time.</b>  |           |            |                        |    |
|      | <i>Public Works Equipment</i><br>Speed Radar Sign #2  | \$3,500   | \$0        | \$3,500                | PW |
|      | <i>Comment:</i><br><b>A requisition has been issued to purchase an additional speed radar sign.</b>   |           |            |                        |    |

**Capital Status Report to July 31, 2021**

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

| TOWN                   | Project  | Budget    | YTD Actual | Under/(Over)<br>Budget | DH |
|------------------------|--|-----------|------------|------------------------|----|
| Fire Department        | Turnout Gear Dryer<br><i>Comment:</i><br><b>100% funded by the Fire Department and not ordered at this time.</b>   | \$9,700   | \$0        | \$9,700                | GM |
| Fire Department        | Concrete Apron Replacement (Area in front of bay)<br><i>Comment:</i><br><b>Purchase order has been issued for engineering preparation of tender specifications. Draft design expected in mid-September. Following the receipt of the tender specifications, an RFP will be issued.</b> | \$55,000  | \$0        | \$55,000               | GM |
| Community Centre/Arena | Arena Bathroom Renovations (plan/tender)<br><i>Comment:</i><br><b>Accessibility audit to be completed by December 2021, for inclusion in a tender specification document for potential tender in 2022/23 budget.</b>   | \$10,000  |            | \$10,000               | KC |
| Community Centre/Arena | Skate Park -funding application<br><i>Comment:</i><br><b>RFP was issued and one proposal was received. Working with contractor to finalize plans with an estimated completion date of Fall 2021.</b>   | \$60,000  |            | \$60,000               | KC |
| Community Centre/Arena | Floor Scrubber<br><i>Comment:</i><br><b>Floor scrubber has been purchased.</b>   | \$7,500   | \$5,699    | \$1,801                | KC |
| Arena                  | Ice Resurfacer<br><i>Comment:</i><br><b>Ice resurfacer arrived in late April and is ready for upcoming arena season.</b>   | \$125,000 | \$108,450  | \$16,550               | KC |

## Capital Status Report to July 31, 2021

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

| WATER<br>UTILITY                                | Project   | Budget    | YTD Actual | Under/(Over)<br>Budget | DH |
|---|---|-----------|------------|------------------------|----|
| <b>General</b>                                  |   |           |            |                        |    |
|   | New Services  | \$10,000  | \$0        | \$10,000               | PW |
| <i>Comment:</i>                                 | <b>As required.</b>   |           |            |                        |    |
|   | Replacement Hydrants  | \$10,000  | \$3,370    | \$6,630                | PW |
| <i>Comment:</i>                                 | <b>2 hydrants have been installed. 1 more planned in September.</b>   |           |            |                        |    |
|   | Replacement Meters  | \$43,000  | \$756      | \$42,244               | PW |
| <i>Comment:</i>                                 | <b>Project is in planning phase.</b>  |           |            |                        |    |
| <b>Distribution Mains</b>                       |   |           |            |                        |    |
|   | Water and Wastewater System & GIS Development (includes all underground infrastructure)   | \$62,500  | \$1,388    | \$61,112               | PW |
| <i>Comment:</i>                                 | <b>RFP terms of reference to be prepared for issue in September 2021.</b>   |           |            |                        |    |
| <b>Building Improvements &amp; Construction</b> |   |           |            |                        |    |
|   | Chlorinator   | \$10,000  | \$0        | \$10,000               | PW |
| <i>Comment:</i>                                 | <b>RFP terms of reference to be prepared for issue in November.</b>   |           |            |                        |    |
|   | Dam and Spillway - Geotechnical, Downstream Channel Assessment and pre-design of Dam  | \$62,500  | \$18,636   | \$43,864               | PW |
| <i>Comment:</i>                                 | <b>Complete.</b>  |           |            |                        |    |
|   | Detailed Design of Dam and downstream channel rehabilitation  | \$30,000  | \$0        | \$30,000               | PW |
| <i>Comment:</i>                                 | <b>Engineering design to be completed by mid-Sept, 2021.</b>  |           |            |                        |    |
|   | Repair Spillway Dares Lake  | \$275,000 | \$0        | \$275,000              | PW |
| <i>Comment:</i>                                 | <b>Engineering design to be completed by August 31, 2021, tender and awarding of the project will be in October 2021. Estimated completion date is Spring 2022.</b> |           |            |                        | PW |
|   | Replacement of Raw Water Inlet to Pumphouse   | \$15,000  | \$0        | \$15,000               | PW |
| <i>Comment:</i>                                 | <b>Project will be undertaken by Public Works, anticipated completion by end of October.</b>  |           |            |                        |    |
|   | Electric Net Metering Assessment  | \$5,000   | \$0        | \$5,000                | PW |
| <i>Comment:</i>                                 | <b>Preliminary work will begin in October.</b>  |           |            |                        |    |

## Capital Status Report to July 31, 2021

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

| WATER<br>UTILITY                 | Project   | Budget    | YTD Actual | Under/(Over)<br>Budget | DH |
|----------------------------------|---|-----------|------------|------------------------|----|
|                                  | Armouries-Interior Renovations<br><i>Comment:</i><br><b>Public works to complete by March 31, 2022</b>  | \$10,000  | \$0        | \$10,000               | PW |
|                                  | Armouries-Yard Improvements<br><i>Comment:</i><br><b>Public works to complete by March 31, 2022</b>   | \$7,500   | \$0        | \$7,500                | PW |
| <b>Furniture &amp; Equipment</b> |   |           |            |                        |    |
|                                  | Membrane Replacement<br><i>Comment:</i><br><b>In budget in case membranes start failing and require replacement.</b>  | \$155,000 | \$0        | \$155,000              | PW |
|                                  | Spare Raw Water supply Pump<br><i>Comment:</i><br><b>Purchase is complete.</b>  | \$9,500   | \$10,038   | -\$538                 | PW |
|                                  | Spare Siemens Free chlorine on Line Probe<br><i>Comment:</i><br><b>Request for Quotes has been issued.</b>  | \$3,100   | \$0        | \$3,100                | PW |
|                                  | Spare HACH on Line Turbidimeter with Controller<br><i>Comment:</i><br><b>Purchase is complete, awaiting invoicing.</b>  | \$6,000   | \$0        | \$6,000                | PW |
|                                  | Spare Gas Chlorinator Maintenance Kits and Spare Parts<br><i>Comment:</i><br><b>Request for Quotes has been issued.</b>   | \$6,000   | \$0        | \$6,000                | PW |
|                                  | Replacement of industrial hot water heater for mixing up Corrosion inhibitor<br><i>Comment:</i><br><b>Purchase order has been issued, item has not been received. Delivery delayed by vendor.</b> | \$5,000   | \$0        | \$5,000                | PW |
|                                  | One Spare Effluent Pump<br><i>Comment:</i><br><b>Purchase order has been issued, item has not been received. Delivery delayed by vendor until end of October.</b>                                 | \$5,400   | \$0        | \$5,400                | PW |

**Capital Status Report to July 31, 2021**

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

| ELECTRIC UTILITY   | Project                                | Budget    | YTD Actual | Under/(Over) Budget | DH |
|--|--|-----------|------------|---------------------|----|
| <b>Structures</b>  |  |           |            |                     |    |
|  | Capacitor Banks on Distribution System | \$480,000 | \$37,105   | \$442,895           | LD |
| <i>Comment:</i><br><b>Carry over project. Cap Banks being installed the week of September 13th, anticipated to be commissioned by weeks end. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually.</b> |  |           |            |                     |    |
|  | Solar Assessment Study                 | \$16,800  | \$0        | \$16,800            | LD |
| <i>Comment:</i><br><b>RFP issued to closing later in September.</b>  |  |           |            |                     |    |
|  | Substation Recloser                    | \$47,000  | \$0        | \$47,000            | LD |
| <i>Comment:</i><br><b>Determining space requirements.</b>  |  |           |            |                     |    |
| <b>Utility Line Work</b>   |  |           |            |                     |    |
|  | Meters                                 | \$10,000  | \$156      | \$9,844             | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | Overhead Conductors                    | \$187,500 | \$86,044   | \$101,456           | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | Poles & Fixtures                       | \$75,000  | \$51,125   | \$23,875            | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | Services                               | \$37,500  | \$21,088   | \$16,412            | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | Street Lighting                        | \$30,000  | \$4,444    | \$25,556            | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | Transformers - Line                    | \$105,000 | \$82,900   | \$22,100            | LD |
| <i>Comment:</i><br><b>As required.</b>   |  |           |            |                     |    |
|  | LED Street Lighting Assessment         | \$15,000  | \$0        | \$15,000            | LD |
| <i>Comment:</i><br><b>To be undertaken in October.</b>   |  |           |            |                     |    |
|  | Distribution System Review             | \$50,000  | \$0        | \$50,000            | LD |
| <i>Comment:</i><br><b>RFP issued early September, anticipated completion of work late fall.</b>  |  |           |            |                     |    |

**Town of Lunenburg Operating Financial Statements**

**Saturday, July 31, 2021**

**Summary Information**

(YTD Pro-rated Budget =34%)

**TOWN GENERAL**

| <u>Revenue</u>                           | <u>YTD Actual</u>         | <u>Budget</u>      | <u>YTD 34% %</u> |    | <u>Balance</u>     |
|--|---------------------------|--------------------|------------------|----|--------------------|
| Taxes                                    | \$3,153,215               | \$6,301,400        | 50%              | 1. | \$3,148,185        |
| Grants In Lieu Of Taxes                  | -                         | 268,500            | 0%               | 2. | 268,500            |
| Sale of Services                         | 57,192                    | 133,000            | 43%              |    | 75,808             |
| Sale of Service Arena/Community Centre   | 85,437                    | 248,300            | 34%              | 3. | 162,863            |
| Other Revenue/Own Sources                | 118,074                   | 352,600            | 33%              |    | 234,526            |
| Unconditional Transfers/Other Gov'ts     | 12,610                    | 50,100             | 25%              |    | 37,490             |
| Conditional Transfers/Fed or Prov Gov'ts | 750                       | 1,800              | 42%              |    | 1,050              |
| Conditional Transfers/Other Local Gov'ts | 92,096                    | 184,200            | 50%              |    | 92,104             |
|  | <u>\$3,519,374</u>        | <u>\$7,539,900</u> | <u>47%</u>       |    | <u>\$4,020,526</u> |
| <u>Expenditures</u>                      |                           |                    |                  |    |                    |
| General Government Services              | \$183,472                 | \$600,900          | 31%              |    | \$417,428          |
| Protective Services                      | 421,768                   | 1,666,100          | 25%              |    | 1,244,332          |
| Transportation Services                  | 285,333                   | 1,027,500          | 28%              |    | 742,167            |
| Environmental Health Services            | 446,966                   | 1,407,000          | 32%              |    | 960,034            |
| Public Health Services - Cemetery        | 14,623                    | 21,800             | 67%              | 4. | 7,177              |
| Environmental Development                | 178,741                   | 614,500            | 29%              |    | 435,759            |
| Recreation & Cultural Services           | 109,273                   | 291,400            | 37%              |    | 182,127            |
| Arena/Community Centre                   | 158,444                   | 507,300            | 31%              |    | 348,856            |
| Fiscal Services                          | 413,078                   | 1,403,400          | 29%              |    | 990,322            |
|  | <u>\$2,211,698</u>        | <u>\$7,539,900</u> | <u>29%</u>       |    | <u>\$5,328,202</u> |
| <b>TOWN SURPLUS (DEFICIT) **</b>         | <u><b>\$1,307,676</b></u> | <u><b>\$ -</b></u> |                  |    |                    |

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 47% and 29% of expenditures have occurred as of July 31, 2021.**

**Legend:**

1. Interim property and sewer tax bills have been issued. While Deed Transfer Tax revenue for capital purposes is higher than anticipated it will be offset by additional transfers to reserves at year-end.
2. Normally received from Province in January.
3. Arena revenues are seasonal. Covid Season 20-21 revenues for April 2021 included in this fiscal year.
4. Cemetery operational expenditures are seasonal.

|                                | <u>YTD Actual</u>        | <u>Budget</u>      | <u>YTD 34% %</u> |    | <u>Balance</u> |
|--------------------------------|--------------------------|--------------------|------------------|----|----------------|
| <b>WATER UTILITY</b>           |                          |                    |                  |    |                |
| Revenue                        | \$422,497                | \$1,641,100        | 26%              | 1. | \$1,218,603    |
| Expenditures                   | \$446,711                | \$1,641,100        | 27%              |    | \$1,194,389    |
| <b>WATER SURPLUS (DEFICIT)</b> | <u><b>(\$24,214)</b></u> | <u><b>\$ -</b></u> |                  |    |                |

**Legend:**

1. One quarterly billings issued. Next billing will be issued September 30, 2021.

|                                   | <u>YTD Actual</u>       | <u>Budget</u>      | <u>YTD 34% %</u> |    | <u>Balance</u> |
|-----------------------------------|-------------------------|--------------------|------------------|----|----------------|
| <b>ELECTRIC UTILITY</b>           |                         |                    |                  |    |                |
| Revenue                           | \$2,107,034             | \$6,764,100        | 31%              | 1. | \$4,657,066    |
| Expenditures                      | \$1,856,689             | \$6,764,100        | 27%              |    | \$4,907,411    |
| <b>ELECTRIC SURPLUS (DEFICIT)</b> | <u><b>\$250,345</b></u> | <u><b>\$ -</b></u> |                  |    |                |

**Legend:**

1. Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION**  
**July 31, 2021**

**DEED TRANSFER TAX REPORT**

|                              | Budget           | This Month<br>(#) Amount | Year to Date<br>(#) Amount | Variance<br>to Budget |
|------------------------------|------------------|--------------------------|----------------------------|-----------------------|
| Revenue this year            |                  |                          |                            |                       |
| Capital Purposes             | \$175,000        | \$61,079                 | \$159,509 91%              | \$15,491              |
| Operating Purposes           | \$80,000         | \$0                      | \$0 0%                     | \$80,000              |
|                              | <u>\$255,000</u> | (12) <u>\$61,079</u>     | (39) <u>\$159,509</u>      | <u>\$95,491</u>       |
| 2020/21 Reserve Fund Balance | <u>\$629,124</u> |                          |                            |                       |

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

|                                 | Balance<br>31-Mar-21 | 2021/22<br>Tax Billings | Collected<br>To Date | Balance        |
|---------------------------------|----------------------|-------------------------|----------------------|----------------|
| 2020/21 Taxes & Sewer and Prior | 344,119              | -                       | 280,936              | 63,183         |
| 2021/22 Tax & Sewer billings    | (164,927)            | 2,956,238               | 2,649,134            | 142,177        |
|                                 | 179,192              | 2,956,238               | 2,930,070            | 205,360        |
| Interest                        |                      |                         |                      | 18,804         |
| Total Outstanding               |                      |                         |                      | <u>224,164</u> |

*Prepayments for 2021/22 Tax & Sewer \$3,583*

**PARKING METER REVENUE AND FINES**

|                       | Budget<br>2021/22 | Actual to<br>31-Jul-21 | Variance<br>to Budget | % of<br>Budget |
|-----------------------|-------------------|------------------------|-----------------------|----------------|
| Parking Meter Revenue | \$80,000          | \$25,835               | \$54,165              | 32.29%         |
| Parking Meter Fines   | 2,500             | 141                    | 2,359                 | 5.64%          |
| Court Fines           | 3,500             | 483                    | 3,017                 | 13.80%         |
| Total                 | <u>\$86,000</u>   | <u>\$26,459</u>        | <u>\$59,541</u>       | <u>30.77%</u>  |

| <b>Grants 2021/22</b>  |                 |  |
|--|-----------------|--|
| <b>Status Update: July 31, 2021</b>  | <b>Approved</b> |  |
| Account #01-2-19-5100  | 2021/22         | 2021/22 Notes  |
| Bluenose 100 Committee<br><i>pre-approved Jan.28, 2020</i>   | In-kind         | Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and <b>\$5,000 of in-kind Town Services for the 2021/22</b> fiscal year when the celebration events will take place.  |
| Curl for a Cause   | \$125           | Annual event which supports Fishermen's Memorial Hospital  |
| Fishermen's Memorial Hospital - Golf Tournament  | \$100           | Annual event which supports Fishermen's Memorial Hospital  |
| Health Services Foundation of the South Shore  | \$500           | Raising funds for the purchase of a new bus for the Veteran's Unit at Fishermen's Memorial Hospital.   |
| Lunenburg Community Christmas Dinner   | \$115           | The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)   |
| Lunenburg County Lifestyle Centre  | \$1,000         | Municipal sponsorship towards hosting the 2021 Canadian Tire Para Hockey Cup Championships from December 4 to December 12, 2021.   |
| Lunenburg County Seniors' Safety Partnership Society <i>previously Safe Communities Lunenburg County</i> | \$1,275         | Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.  |
| Lunenburg Doc Fest Association   | \$1,500         | The Festival is planning a hybrid event, with all film programming taking place online while we will host in-person social events in the town, both free and ticketed. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.  |
| Lunenburg Dog Park   | \$1,000         | The funds will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.   |
| Lunenburg Folk Harbour Society-Summer Concert Series   | \$3,500         | Funding to support a series of 15 free, outdoor concerts at the Bandstand in Lunenburg each Saturday from June 12 to Sept. 25  |
| Lunenburg Folk Harbour Society-Festival Sponsorship  | \$1,000         | Funding for the 2021 Folk Harbour Festival, to be held in Lunenburg from August 6 to 8.  |
| Lunenburg Grad Bursary   | \$500           | Bursary will be issued to a graduating high school student.  |
| Nova Scotia Sea School   | \$2,500         | Phase 2 funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.   |
| Royal Canadian Legion Branch 23  | \$750           | Funds to be used for Parade insurance cost, helping with the food for the meet and greet for all Nov11 guests. Purchasing items for the legion hall decorations, flags and posters.  |
| Society of St. Vincent de Paul   | \$1,000         | Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.  |
| VON-Lunenburg County   | \$2,000         | To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town. |
| <b>2021-22 Grants Approved, June 8, 2021</b>   | <b>\$16,865</b> |  |
| Balance available for additional requests  | \$3,135         |  |
|  | <b>\$20,000</b> |  |
|  |                 |  |

**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)**  
**MEETING RECOMMENDATION - SEPTEMBER 2, 2021**

Recommendation: that Town Council review and confirm the Town's Occupational Health and Safety Policy (Schedule "A") with no changes required in 2021 pursuant to section 27 (1) (c), NS Occupational Health and Safety Act.

**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**(JOHSC) MEETING MINUTES**

**THURSDAY, SEPTEMBER 2, 2021 AT 11:00 A.M.**

**VIA ZOOM VIDEO CONFERENCE**

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**PRESENT:** Paul Bracken, Facilities Superintendent/Safety Officer, Public Works (Co-Chair)  
Bobby Cleveland, Recreation Department (Co-Chair)  
Joe DeCoste, Public Works Department  
Katie MacMillan, Corporate Services Department  
Gary Mossman, Fire Department  
Taylor Rombaut, Public Works Department

**ALSO PRESENT:** Heather McCallum, Assistant Municipal Clerk  
Bea Renton, CAO

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1. Call to Order

The Co-Chair, Safety Officer (SO) Paul Bracken, called the meeting to order at 11:05 a.m.

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

Committee members recognized that the Town of Lunenburg is located on the ancestral and unceded territory of the Mi'kmaq People.

3. Agenda Approval

Committee members were advised that unfortunately this is the Safety Officer's last JOHSC meeting. He will be completing his work with the Town on September 10. Committee member expressed their appreciation to him for his safety leadership and commitment to achieving the Town's Certificate of Recognition "COR" safety certification with Construction Safety Nova Scotia and completion of an updated Safety Program Manual for the Town.

The Safety Officer requested an addition to the agenda: the Occupational Health and Safety Review Policy reviewed last week should be referred to Council for annual review and confirmation (agenda item 5.a.).

The meeting agenda, with this addition, was approved by consensus.

4. July 15, 2021 Joint Occupational Health and Safety Committee meeting minutes

The July 15, 2021 meeting minutes were approved by consensus.

5. Unfinished Business

- a. Occupational Health and Safety Policy Review – Council recommendation

Motion: moved and seconded that it be recommended to Town Council to review and confirm the Town's Occupational Health and Safety Policy (Schedule "A") with no changes required in 2021 pursuant to section 27 (1) (c), NS Occupational Health and Safety Act. Motion carried.

6. New Business

- a. COVID-19 Update – Departments' Overview by JOHSC Representatives

There were no procedural changes reported by any of the Department representatives. The Provincial government has announced a possible move to Phase 5 of pandemic safety protocols by not requiring masks if double vaccinated in most circumstances possibly starting September 15, 2021.

- b. Department Bi-Monthly Safety Inspections – Departments' Overview by JOHSC Representatives

The Safety Officer reminded Committee members to submit these inspection sheets to Ann Covey for compilation and Committee follow-up as required.

- c. Incident Reports / Near Misses

None to report.

- d. Safety and Wellness Training schedule

Fall protection is the next scheduled training – this will take place in October for Public Works and Recreation, in-person.

- e. New JOHSC Co-Chair and Safety Consultant, Tim Bryan, CSO, CHSC

With the departure of the Safety Officer, the Town recently engaged a certified safety consultant, Tim Bryan, who will serve as the Town's Safety Officer, coordinate the Town's Safety Program and provide some safety training. He will also serve as the JOHSC Co-Chair to assist. He prepared the safety programs for the Towns of Mahone Bay and New Glasgow, and used to work for Construction Safety Nova Scotia.

Mr. Cleveland was asked if he would continue to serve as Co-Chair and agreed.

- f. Other

- New Safety Program Binders have been developed as a revamp of the Safety Program. Six hard copies have been made for Recreation, Town Hall, Fire Hall, Public Works, and the Water and Wastewater plants. It can also be found on the Town server S: drive under Safety>Safety Program Binder. The new binder was

reviewed with department heads on September 1. It will also be reviewed with the JOHSC.

- Laura Langille, the Town's Safety Consultant with Construction Safety Nova Scotia, has left the organization. Our new safety contacts are Lori Ross and Kyla Porter.
- Mr. DeCoste expressed concern about the condition of 2008 Public Works half ton truck box which is rusty and sharp and should be repaired. It has been raised with Public Works Supervisor and there are budget monies to repair it, but has not been addressed to date. Mr. Bracken said he will follow up with the Town Engineer on this matter. An update will be provided back to the JOHSC at the next meeting.

7. Next Committee Meeting Date

The November meeting will be held via Zoom on Thursday, November 4, 2021 at 11:00 a.m.

8. Adjournment

The meeting was adjourned at 11:27 a.m.

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Heather McCallum, Asst. Municipal Clerk



## TOWN OF LUNENBURG: OCCUPATIONAL HEALTH AND SAFETY POLICY

1. The Town of Lunenburg Council (“Town” or “Council”) is committed to providing a healthy and safe work environment for its employees and integrating that commitment into its everyday activities. To realize that commitment, Council hereby implements the following Occupational Health and Safety Policy (“Policy”). In addition, the Town will establish and maintain a related Safety Program, including safe work practices, training, etc. to ensure safety in the workplace.
2. This Policy applies to all Town employees at all work sites for which the Town is responsible.
3. The Town is responsible for the health and safety of its employees while they are at work and will make every effort to provide a healthy and safe work environment.
4. (1) Town **managers/supervisors** will be trained as required and responsible for ensuring:
  - (a) Town employees under their supervision follow this Policy.
  - (b) Town employees and contractors not directly under their supervision, but whom they believe have violated this Policy, are promptly reported to their appropriate supervisor for follow up action or stopped if circumstances warrant until such time as the relevant supervisor is notified.
  - (c) Town employees use safe work practices and receive adequate training to protect their health and safety.
  - (d) the safety of Town equipment and facilities are reasonably maintained.
- (2) All levels of Town management including Town Council, will cooperate with the Joint Occupational Health and Safety Committee (“Committee”), Town Department Health and Safety representatives and employees to create a healthy and safe work environment. Co-operation will also be extended to others such as contractors, owners, inspectors, etc.
5. (1) Town **employees** will be required to support this Policy and to co-operate with the Committee, Town Health and Safety representatives and with others exercising authority under applicable laws.

- (2) It is the duty of each employee to report to their manager/supervisor as soon as possible any hazardous conditions, injury, incident or illness related to the workplace. Employees must protect their own health and safety by complying with applicable laws and by following Town policies, procedures, rules By-laws, and instructions and relevant Federal and Provincial laws.
- (3) Working safely is required of all employees in all situations. When possible, hazards will be eliminated. Where hazards do exist as a function of the nature of the work, employees are required to use appropriate personal protective equipment, clothing, devices, materials, training and follow safe work practices.

6. The **Town** recognizes:

- (1) its employees' duty to identify and report workplace safety hazards;
- (2) its duty to support and encourage employees to play an active role in identifying hazards and to offer suggestions to improve workplace health and safety;

7. To ensure this Policy continues to meet the Town's, manager/supervisors' and non-management employee needs it will be reviewed by the Committee, Town Department Health and Safety representatives, and employees as required, but at least annually, to make necessary amendments.

| <u><b>Town Clerk's Annotation</b></u>                    |                                 |
|--|---------------------------------|
| Date of Passage of Current Policy:                       | _____ March 2, 2010 _____       |
| Town Clerk   | <u>February 5, 2021</u><br>Date |
| JOHSC annual review and approval: <u>January 9, 2021</u> |                                 |

**Municipality of the District of Lunenburg**  
**Minutes of a Meeting of the REMO Advisory Committee**  
**Via Tele/Video Conference**  
**Monday, July 19, 2021 – 1:30 p.m.**

**Attendance:**

**Municipality of the District of Chester**

Warden Allen Webber  
Deputy Warden Floyd Shatford, Vice-Chair  
Tara Maguire, Deputy Chief Administrative Officer

**Municipality of the District of Lunenburg**

Mayor Carolyn Bolivar-Getson  
Deputy Mayor Martin Bell  
Councillor Michelle Greek  
Alex Dumaresq, Deputy Chief Administrative Officer  
Rachel Hiltz, AEC  
Chris Kennedy, Fire Services Coordinator

**Town of Bridgewater**

Councillor Wayne Thorburne  
Tammy Crowder, Chief Administrative Officer

**Town of Lunenburg**

Mayor Matt Risser  
Deputy Mayor Peter Mosher  
Bea Renton, Chief Administrative Officer

**Town of Mahone Bay**

Mayor David Devenne, Chair  
Councillor Richard Nowe  
Councillor Penny Carver  
Dylan Heide, Chief Administrative Officer

**Regrets**

Mayor David Mitchell, Town of Bridgewater  
Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester  
Tom MacEwan, Chief Administrative Officer, Municipality of the District of Lunenburg  
Deputy Mayor Andrew Tanner, Town of Bridgewater  
Councillor Susan Sanford, Town of Lunenburg

**NS EMO**

Rhonda Matthews, Emergency Management Preparedness Officer

**Staff**

Angela Henhoeffler, REMO Coordinator  
Joanne Powers, Executive Assistant

**1. CALL TO ORDER**

Mayor Devenne called the meeting to order at 1:30 p.m.

## **2. APPROVAL OF AGENDA – ADDED ITEMS**

**Moved by Mayor Bolivar-Getson, seconded by Warden Webber that the Agenda be approved as circulated. Motion carried.**

## **3. APPROVAL OF MINUTES – March 15, 2021**

**Moved by Councillor Thorburne, seconded by Councillor Nowe that the Minutes of March 15, 2021, REMO Advisory Committee meeting be approved as circulated. Motion carried.**

## **4. BUSINESS ARISING FROM MINUTES**

### **4.1 Comfort Centre Universal Signage**

Ms. Henhoeffter explained that the Comfort Centre sign included in the report was the final version of the universal Comfort Centre sign. The phone number shown on the sign is for Scotia Business Centre.

It was agreed that REMO would pay for the signs for all municipal units, rather than each unit having to order and purchase their own. There may be an increase in budget next year for signage.

### **4.2 2021-2022 REMO Budget Approvals from Municipal Units**

Ms. Henhoeffter reported that the 2021-22 REMO budget has been approved by all five Councils.

### **4.3 Emergency Management Municipal Evaluation**

Work continues on the new Emergency Management By-laws to include all five municipal units and make them consistent across all units pursuant to the Inter-Municipal Services Agreement.

Ms. Henhoeffter is in the process of going through updating the Emergency Management Plan, but because it is such a large document, progress is somewhat slow.

### **4.4 Critical Infrastructure**

Ms. Henhoeffter has been working with the municipal units to identify their critical infrastructure. In April 2021, she submitted a list of critical infrastructure to Nova Scotia Power which included:

- 45 water/wastewater treatment plants, disposal fields
- 21 Fire Stations, halls, dispatch, comfort centres, shelter

- 5 Municipal Offices/other

This information is vital, especially during an activation. It gives REMO a complete list of critical infrastructure that includes civic addresses and a contact person which, if assistance is coming in from another province to help with restoration, is absolutely necessary. It is also shared with the Nova Scotia EMO. Some units have their own electric utility: Town of Lunenburg; Town of Mahone Bay; and Riverport Electric; and they already know their critical infrastructure. There are still several key facilities that need to get added as critical infrastructure and Ms. Henhoeffler continues to work with the municipal units to obtain the information.

Ms. Henhoeffler had discussions with Nova Scotia Power, Eastlink, and Bell, and having these contacts is important, especially during an activation.

#### **4.5 Dorian Recommendations Update**

Ms. Henhoeffler provided an overview on the Workplan/Dorian Recommendations Status. She advised that she is making headway with many items listed on the workplan.

It was brought forward that business continuity and essential services were only at 35% completion. Ms. Henhoeffler explained that at the beginning of the COVID pandemic, all units had to enact their business continuity plans and/or a version of them. Another item in the essential services was that several units wanted to incorporate into their HR policies that each job description contain the wording similar to, “and emergency response as needed”, so that if municipal staff were needed during an activation, they could be pulled in. Also ensuring that in an emergency, essential service people were looked after (e.g., food provided, access to a credit card, etc.). All these items are outside of REMOs scope and will be addressed by the municipal units and Ms. Henhoeffler will discuss them with each unit at their next meeting.

Also discussed, was the vulnerable sector resident’s item. Ms. Henhoeffler explained that in the recommendations it was decided that the King’s County Vulnerable Sector Program would be monitored. Items of consideration of a vulnerable service registry include whether it is a REMO-led initiative or should it be kept with another agency such as the Senior Safety Coordinator or the Aging Well Society due to confidentiality; various municipalities that have a registry and each run it differently; and it requires staff hours to take it on. A discussion needs to take place to determine where it best fits if the direction is to move forward with the registry.

Nova Scotia Power has a Critical Care Customer Program which offers a courtesy call to individuals that sign up, that rely on equipment for breathing, to advise of an upcoming power outage. These individuals can then initiate their own preparedness action plan.

### **5. NEW BUSINESS**

#### **5.1 Inter-Municipal Agreement – Response from the Province**

Ms. Henhoeffter advised that on April 12, 2021, the Minister of Municipal Affairs approved the amended REMO Inter-Municipal Services Agreement to include the five municipal units effective January 18, 2017, when Town of Lunenburg joined.

## **5.2 Covid Updates**

Ms. Henhoeffter reported on the success of the various COVID Pop-up Test Sites within the five municipal units with 9,405 people having been swabbed. She commented on the tremendous volunteer support with them providing 3,372 volunteer hours.

It was suggested that certificates be provided to all the volunteers. Ms. Henhoeffter advised that because the test sites were run by the Department of Public Health and Praxes Medical Consultants, she would have to check with them first. Ms. Henhoeffter indicated she continually sent thank you messages and posters during the individual events.

## **6. NS EMO UPDATES**

Ms. Matthews advised there was no update from the province, and now that a provincial election has been called for August, there would be nothing to report until the fall.

## **7. REMO COORDINATOR UPDATES**

Ms. Henhoeffter reported the following:

1. The Emergency Management By-law is being presented at each municipal unit.
2. Working on a REMO website and hopefully by next meeting it will be launched.
3. Last week Ms. Henhoeffter and Mr. Dumaresq attended a Kings County tabletop exercise.
4. In reviewing some past minutes from meetings before her arrival when Heather MacKenzie-Carey was the REMO Coordinator, there were different aspects of the plan that were discussed in depth. If there is any interest, send Ms. Henhoeffter an email with your thoughts.

## **8. ADDED ITEMS**

**9. NEXT MEETING – Monday, September 20, 2021 - 1:30 p.m.**

## **10. ADJOURNMENT**

**There being no further business at 2:02 p.m., it was moved by Councillor Thorburne, seconded Councillor Nowe that the meeting adjourn. Motion carried.**



## MEETING NOTES

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### PROJECT LUNENBURG STEERING TEAM

Wednesday, September 8, 2021 at 3:00 p.m.

Via Zoom Meeting

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**PRESENT:**

**Voting members of the Steering Team:**

Councillor Stephen Ernst, Acting Chair  
Councillor Peter Mosher  
Gerry Rolfsen  
Bill Rice

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

Terry Drisdelle, Senior Planner, Develop Nova Scotia  
Mayor Matt Risser  
Dawn Sutherland, Planning & Development Manager  
Arthur MacDonald, Heritage Manager  
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

**ALSO PRESENT:** Devin Casario, Economic Development & Funding Manager  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, CAO

**ABSENT:** Councillor Susan Sanford, Chair  
Peter Goforth  
Cheryl Lamerson

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1. Agenda

The Chair, Councillor Ernst, called the meeting to order at 3:02 p.m.

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

2. Review of notes from previous meetings

Motion: moved and seconded that the notes of the 9 June 2021 meeting of the

Steering Team be approved, as presented. Motion carried.

3. Unfinished Business

None.

4. New Business

a. Draft planning documents approval status update (verbal)

The PDM reported that the Province advised the Town yesterday that the Planning documents (Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw) have been approved (**Schedule "A"**). The next step is to advertise the adoption of the documents, at which time they come into effect. The target date is September 22, 2021.

The PDM also introduced Devin Casario, our new Economic Development & Funding Manager.

b. Status of project – update on deliverables

The PDM reported that the deliverables (i.e., all the electronic files including the SketchUp 3D map) are being couriered this afternoon and will receive tomorrow (**Schedule "B"**). **The large scale Town map used in the workshops will have to be transported at another time due to its size.**

5. Correspondence

None.

6. In camera portion - motion to recess to meet in camera to consider contract negotiations/matters (section 22 *Municipal Government Act*).

**Motion: moved and seconded that the Project Lunenburg Steering Team meeting move to an in camera session for contract matters pertaining to the new Heritage Conservation District Plan and By-law. Motion carried.**

3:07 p.m. – The Project Lunenburg Steering Team recessed and met in camera.

a. Resumption of Project Lunenburg Steering Team meeting in Public Session

The public portion of the Steering Team meeting resumed at 3:48 p.m.

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

7. Next Meeting Dates - Steering Team meeting: Wednesday, 13 October 2021 at 3:00 p.m.
8. Adjournment

There being no further business, the meeting was adjourned by the Chair at 3:48 p.m.

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Heather McCallum  
Assistant Municipal Clerk



Department of Municipal Affairs and Housing

**Town of Lunenburg**  
**New Municipal Planning Strategy, Land Use By-law,**  
**Subdivision By-law and Specifications for Subdivision**

**Approval of the Adoption of Aforementioned Documents by**  
**Lunenburg Town Council: July 27, 2021**

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I acknowledge receipt of the new Municipal Planning Strategy, Land Use By-law and Subdivision Bylaw that repeal and replace the former 1996 Municipal Planning Strategy, 2013 Land Use By-Law and 2007 Subdivision By-Law for the Town of Lunenburg, as well as the Specifications for Subdivision.

Pursuant to Section 208 of the *Municipal Government Act*, I have reviewed these documents and have determined that they do not fall within any of the categories requiring approval listed in Subsection 208(3); therefore, these documents are not subject to the approval of the Minister of Municipal Affairs and Housing.

A handwritten signature in blue ink, appearing to read "Gordon Smith", written over a horizontal line.

Gordon Smith  
Provincial Director of Planning

Dated: 1 September 2021

September 9, 2021

RE: Transmittal

Dear Dawn,

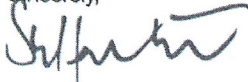
**Dawn M. Sutherland, MCIP, LPP**  
Manager of Planning and  
Development  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, Nova Scotia  
Canada B0J 2C0

Please find enclosed a USB drive with all digital deliverables produced for Project Lunenburg. Specifically, the drive contains the following folders:

- + 01 GIS + Sketchup
- + 02 Photos
- + 03 Source Files
- + 04 Final PDFs
- + 05 Online Engagement Raw Data;

As discussed, we will transfer the large vinyl map when either of us is in Lunenburg or Dartmouth next time as it is not suitable for couriering.

Sincerely,



Steffen Kaeubler, MCIP (Partner)