



AGENDA

Town of Lunenburg Council Meeting

Tuesday, November 9, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street

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

Motion: moved and seconded approval of the agenda with the **addition of consideration of a request to declare November 13 - 20 Trans Awareness Week and November 20 as TDOR (Trans Day of Remembrance) and Raise the Trans Flag.**

4. October 25 and 26, 2021 Council Meeting Minutes

Motion: moved and seconded approval of the October 25 and 26, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations Consideration
 - a. Department of Municipal Affairs notice of a one-time additional \$50,000 Town Foundation Grant and notice that the Department is working toward a new Provincial – Municipal Memorandum of Understanding
 - b. Request to Declare November 13 - 20 Trans Awareness Week and November 20 as TDOR (Trans Day of Remembrance) and Raise the Trans Flag – draft Proclamation

Motion: moved and seconded...Lunenburg Town Council hereby proclaims November 20, 2021 as Transgender Day of Remembrance in the Town of Lunenburg.

7. Business Arising from the Minutes/Unfinished Business
 - a. Budget 2021/22 Variance Report to August 31, 2021 – staff information report.

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

- a. Budget Request for a \$20,000 Study to Determine Average Housing Rental Rates in Lunenburg – Notice of Motion by Councillor Halverson

Motion: moved and seconded that \$20,000 be allocated in the 2022/23 budget for a study that will provide current information on rental rates in the Town of Lunenburg. Study must include a determined median rental rate as well as the number of long-term and short-term rental units available in the Town.

9. New Business

- a. Harbour View Haven/Lunenburg Home for Special Care Corporation Board Recommendation to appoint Patrick Morris to the Board of Directors – draft motion

Motion: moved and seconded that Patrick Morris (not) be appointed to the Harbour View Haven/Lunenburg Home for Special Care Corporation Board.

- b. Royal Canadian Legion Branch #23 Lunenburg Special Event Permit Application for Remembrance Day Activities and Town In-Kind Support – draft motion

Motion: moved and seconded to (deny) approve the Royal Canadian Legion Branch #23 Lunenburg Special Event Permit Application for Remembrance Day activities and Town in-kind support.

- c. Planning Advisory Committee Citizen Vacancy – draft motion

Motion: moved and seconded to advertise for applicants for a 2021/22 citizen Planning Advisory Committee appointment. And further, to send a letter of appreciation to Derek Kinsmen.

10. Meet in camera

Motion: moved and seconded to meet in camera to consider contract negotiations pursuant to section 22, 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, 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	Town Engineer will prepare a report for draft Budget 2021/22 consideration	November 23, 2021 Council meeting
Town Public Art Policy review re: Cultural Action Plan and budget priorities	Corporate Services	September 28, 2021	Assistant Municipal Clerk will prepare a follow-up report	November 23, 2021 Council meeting

Please note - live broadcast on Town's YouTube channel; and agenda subject to change.

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

MONDAY, OCTOBER 25, 2021 AT 5:30 P.M.

LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET

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

ALSO PRESENT: Bea Renton, Chief Administrative Officer
John Zettler, Fairwinds Training and Development, HR Consultant

ABSENT: Councillor Stephen Ernst

1. Call to Order

The Mayor called the meeting to order at 5:43 p.m.

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

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

3. Agenda

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

4. Council Meeting Minutes Approval (deferred to October 26 Council meeting)

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.**

Council recessed and met in camera at 5:44 p.m.

11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:00 p.m. approx. There were no motions to report.

12. Adjournment

The meeting was adjourned at 7:00 p.m. approx. by the Mayor.

Bea Renton, CAO

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, OCTOBER 26, 2021 AT 6:00 P.M.

LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET

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: Lisa Dagley, CPA, CGA, Finance Director
Trevor Hume, Planning Technician
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer

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. October 12, 2021 Council Meeting Minutes

Motion: moved and seconded approval of the October 12, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Jamie Myra, President, Lunenburg Board of Trade – Special Events Permit Application and Grant Request for Holiday Celebrations November 26 - 28, 2021

Jamie Myra and Candace Forward of the LBOT addressed Council regarding their request for a Special Events Permit and in-kind Town support for the provision of donated goods and services outlined in their application (**Schedule A**) including as well: traffic control services for all events; Electric Utility services; transportation of staging, display and seating materials and former holiday lighting for possible retrofit and eventual reinstallation by the LBOT; and a \$500 cash contribution to a holiday contest.

In response to Council questions, they advised that they will comply with all current Provincial COVID-19 protocols for venues whether indoors or outdoors. Mask wearing will be encouraged.

6. Correspondence, Petitions and Proclamations Consideration
 - a. Provincial Capital Assistance Program
7. Business Arising from the Minutes/Unfinished Business (Nil)
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
 - a. Protective Services Committee October 14, 2021 Meeting Minutes

Councillor Birtles left her Council seat and sat in the public gallery because of a potential conflict. She did not vote on the following matter.

Motion: moved and seconded approval to sell and apply the proceeds of the sale from the current Fire Department pagers to the purchase of replacement Fire Department pagers. The Fire Department will pay any balance owing to purchase the new pagers. Motion carried.

Councillor Birtles resumed her Council seat.

9. New Business
 - a. Lunenburg Board of Trade – Special Events Permit Application and Grant Request for Holiday Celebrations November 26 - 28, 2021

Motion: moved and seconded approval of the Lunenburg Board of Trade Special Events Permit Application and in-kind Town support for the provision of donated goods and services outlined in their application (Schedule A) including as well: traffic control services for all events; Electric Utility services; transportation of staging, display and seating materials and former holiday lighting for possible retrofit and eventual reinstallation by the LBOT; and a \$500 cash contribution to a holiday contest. Motion carried.

- b. 2021/22 Town Grant Request of NS Caregivers Association (Society) for Donated Use of the Community Centre Auditorium Meeting Room at \$30/hour /\$720/year (instead of Lunenburg Academy Rooms 101/a previously offered by the South Shore Public Libraries for free)

Motion: moved and seconded to approve the NS Caregivers Association 2021/22 Town Grant request for donated Community Centre meeting space to a maximum of \$720 to hold their meetings (Schedule B). Motion carried.

10. Meet in camera

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

- Lunenburg Academy Lease; and
- Electric Utility Contract.

6:30 p.m. – 7:31 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 7:31 p.m. The following Council in camera meeting recommendation was considered by Council.

Motion: moved and seconded that whereas the Town of Lunenburg (the “Town”) entered into a Lease with New Voice Language & Tutoring Inc. (the “Tenant”) dated September 27, 2019 (the “Lease”);

And whereas the Town and the Tenant have agreed to enter into a Lease Amending Agreement to amend the definition of Premises (as defined in the Lease);

Now therefore Council will enter into a Lease Amending Agreement with New Voice Language and Tutoring, a body corporate, in the form attached hereto as Schedule C and the Mayor and CAO/Clerk are authorized to execute it on behalf of the Town and affix the municipal seal. Motion carried.

12. Adjournment

The meeting was adjourned at 7:32 p.m. by the Mayor.

Bea Renton, CAO

Kelly Jardine

SENDING ON BEHALF OF HONOURABLE MINISTER JOHN A. LOHR

October 29, 2021

Beatrice Renton
CAO
Town of Lunenburg
VIA E-MAIL: brenton@explorelunenburg.ca

Dear Beatrice Renton:

The Department of Municipal Affairs and Housing (DMAH) is pleased to advise that the Town of Lunenburg will be receiving a one-time contribution of \$50,000, representing the doubling of the Town Foundation Grant.

Municipal services are among the most important in the day-to-day lives of all Nova Scotians, and the Department recognizes the costs to provide these services has become more expensive over the years.

DMAH will be working towards negotiating a new Provincial-Municipal Memorandum of Understanding. While we negotiate a Memorandum of Understanding, for the first year, the Province has committed to doubling the Municipal Financial Capacity Grant and the Town Foundation Grant.

The Department believes that your collective efforts are essential if we are to successfully implement many of the objectives of the Department's mandate. I would like to take this opportunity to acknowledge your important work and the significant contribution you make to the lives of Nova Scotians. Thank you for all you do to foster the growth and development of Nova Scotia's communities.

Should you have any questions regarding this funding, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-6292.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: CAO Matt Risser and Council, Town of Lunenburg, mrisser@explorelunenburg.ca
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH

Kelly Jardine

Thanks Bea,

We will put this to Council as a late breaking item and as such it requires Council's 2/3 approval to be added to the agenda. In future years please ensure an application is made no later than about 2 months in advance of the proposed date.

Matt

From: Bea Renton <cao@townoflunenburg.ca>

Sent: Thursday, November 4, 2021 8:15 PM

To: PRIDE Lunenburg County <lunenburgpride@gmail.com>; Matt Risser <MRisser@townoflunenburg.ca>

Cc: Kelly Jardine <admin1@townoflunenburg.ca>; Ann Covey <admin2@townoflunenburg.ca>; Kelly Cunningham <KCunningham@townoflunenburg.ca>; Heather McCallum <amc-comms@townoflunenburg.ca>

Subject: FW: Trans Flag

Importance: High

Thank you for your email. I have included Mayor Risser in this email to inquire if this Council agenda addition can be made.

We will keep you posted! b

Bea Renton (she/her)
Chief Administrative Officer
Town of Lunenburg
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Lunenburg, NS, B0J 2C0
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Please be aware that any communications made to the Town of Lunenburg and its employees will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

From: PRIDE Lunenburg County <lunenburgpride@gmail.com>

Sent: November 3, 2021 10:42 PM

To: Bea Renton <cao@townoflunenburg.ca>

Cc: Kelly Cunningham <KCunningham@townoflunenburg.ca>; Heather McCallum <amc-comms@townoflunenburg.ca>

Subject: Trans Flag

Hey Bea,

I messaged Heather and Kelly about the potential for raising the Trans Flag in Lunenburg from

Nov 13th-Nov 20th which is Trans Awareness week and the 20th being TDoR (Trans day of remembrance). We are hoping to have this added to the agenda for the upcoming council meeting as a last minute edition given that it is time sensitive. Attached you will find the proclamation for the raising.

Please let me know if you have any questions or concerns.

Cheers

Shelley



Proclamation
Transgender Day
November 20th, 2020

Whereas; The Transgender Day of Remembrance known as TDOR is recognized annually on November 20th through vigil and solidarity, this November 20th, 2020 in Lunenburg, Nova Scotia we are raising the Transgender Flag to honour those who are no longer with us and;

Further be it resolved that the Transgender Day of Remembrance, on Friday November 20th, 2020, is set aside to memorialize those killed because of transphobia, hatred, and prejudice with respect to their gender identity. Originally organized by Gwendolyn Smith to honour the murder of Rita Hester on November 28th, 1998, the event is held annually to focus awareness on the continued violence perpetrated against transpersons.

According to the Human Rights Campaign, at least 34 transgender or gender non-conforming individuals, the majority of which are Black or from other marginalized communities, have been killed this year alone in North America. Rita Hester's murder — like most anti-transgender murder cases — has yet to be solved.

While the Transgender Day of Remembrance allows us to mourn and offer our respects for those taken too early from our communities, Transgender Awareness Week, the week leading up to Nov. 20th, draws our attention to the difficulties and challenges experienced by those in the Trans community. It is through awareness that we can continue to move forward to create a safer, more accepting, and positive society for all.

We can also use this time to celebrate the progress that is being made in Halifax, Nova Scotia, and Canada to protect and further the rights of everyone, regardless of their gender identity. Furthermore, we are pleased to acknowledge the recent international successes of Trans people in the attainment of various public offices. Diversity brings strength and resilience to our society and enriches the lives of all.

Day of Remembrance publicly mourns and honours the lives of all Trans people who might otherwise be forgotten. Through vigil, we express love and respect for our people in the face of national indifference and hatred. Day of Remembrance reminds cisgender people that we are their sons, daughters, parents, friends and lovers. Day of Remembrance gives our allies a chance to step forward with us and stand in vigil, memorializing those of us who've died by anti-transgender violence.

With greater awareness and education, we continue moving towards greater acceptance and inclusion for all trans and gender diverse individuals in our communities. THEREFORE, BE IT RESOLVED THAT, I Mayor Matt Risser, on behalf of Lunenburg Regional Council do hereby proclaim November 20th, 2020 as Transgender Day of Remembrance in Lunenburg County.

Dated at Lunenburg, Nova Scotia
this 20th day of November, 2020

Matt Risser
Mayor, Lunenburg, NS

Circulated: _____

Document No:
Meeting: November 9, 2021 Council
Circulate To: Council, BR, DH's, KR,
JG-Audit Committee
File: Budget 2021/22

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: OCTOBER 26, 2021

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

Please find enclosed the variance report to **August 31, 2021**. The period ending **August 31, 2021** represents 42% (5 months) of the fiscal year. Town General expenditures are at 38%.

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Acknowledged only by:

Bea Renton, CAO

Encls.

Capital Status Report to August 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
CCP	CCP-Municipal Planning Strategy, Land Use By-Law, Subdivision By-Law and Heritage By-Law Alignment <i>Comment:</i> 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.	\$87,385	\$33,275	\$54,110	AM
Annex	Annex Roof <i>Comment:</i> On Sept.14, 2021 Council deferred this project for this fiscal year.	\$26,000	\$0	\$26,000	PW
Town Hall	Tender Package Town Hall Exterior Restoration <i>Comment:</i> A Request for Proposals for this project to be issued in November with the final tender document being finalized by Mar.31, 2021.	\$50,000	\$0	\$50,000	PW
Town Hall	Security System Upgrade <i>Comment:</i> Capital installation is complete, working to resolve some deficiencies.	\$10,000	\$0	\$10,000	PW
Town Hall	Retaining Wall <i>Comment:</i> This project has been awarded to Design Point Engineering in mid-September.	\$10,000	\$0	\$10,000	PW
Lunenburg Academy	South Side Handrail <i>Comment:</i> 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.	\$15,000	\$0	\$15,000	AM/PW
Lunenburg Academy	Lunenburg Academy Foundation/Drain Tile Inspection & Tender Documents <i>Comment:</i> Lunenburg Academy Foundation is providing the funding for this item. Purchase order has been issued to ABLE Engineering in early October.	\$40,000	\$0	\$40,000	AM/PW
Environmental Development	Blockhouse Hill <i>Comment:</i> Property migration work is in process, with the necessary survey set to begin with completion by fiscal year end. The migration will require a private members bill. Total estimated cost \$25,000 - \$30,000. Subdivision TBA. Desk top archaeology and feasibility studies have not be actioned because cost to migrate higher than anticipated. ACOA funding not available at this stage.	\$40,000	\$1,676	\$38,324	AM



Capital Status Report to August 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Wastewater Treatment	Bluenose Drive - Sewer Line <i>Comment:</i> Project has not been started at this point in time. This project is for detailed engineering design in anticipation of installation of in next fiscal year. The RFP for this detailed design work to be completed by January 31, 2022.	\$15,000	\$0	\$15,000	PW
Wastewater Treatment	WWTP-Upgrade Rails and Catwalks in Aeration <i>Comment:</i> Project was carried over from 2020/21 fiscal year. Project is now completed.	\$30,000	\$29,105	\$895	PW
Wastewater Treatment	Catch Basin Repair -West Nova Parking Lot <i>Comment:</i> Project should be completed by end of November.	\$20,000	\$0	\$20,000	PW
Wastewater Treatment	CSK-05, Green Street, Knickle Road, Tannery Rd. <i>Comment:</i> PW recommending deferral of this project. Memo to Council to be provided.	\$60,000	\$1,186	\$58,814	PW
Wastewater Treatment	New Sewer Main on Archibald Street <i>Comment:</i> Project is complete, outstanding invoicing.	\$50,000	\$21,512	\$28,488	PW
Wastewater Treatment	Upgrade Communication Systems to Pumping Stations <i>Comment:</i> Phase 1 of this project awarded in August 2021 and estimated to be completed by end of October. Phase 2 of this project has been approved by Council and will be executed in 2022/23 fiscal year.	\$40,000	\$821	\$39,179	PW
Wastewater Treatment	Waste Water-Voltage Reading Monitor at Pumping Stations <i>Comment:</i> Project is complete, outstanding invoicing.	\$7,000	\$3,588	\$3,412	PW
Wastewater Treatment	Lift Stations Capital Pump Repairs <i>Comment:</i> Carry over from fiscal 20-21, Total budget of \$146,000 approved June 23, 2020, \$66,345 expensed in Fiscal 20-21.	\$79,655	\$0	\$79,655	PW
Wastewater Treatment	Raw Sludge Pumps (2) <i>Comment:</i> Carry over from fiscal 20-21, pumps have to be installed.	\$50,000	\$27,688	\$22,312	PW
Wastewater Treatment	Flowmeter Installation Program <i>Comment:</i> April 13, 2021 Council Motion increased budget. Project complete.	\$66,000	\$67,534	(\$1,534)	PW

Capital Status Report to August 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Lift Stations Capital Pump Spares <i>Comment:</i> In progress, there is still one assembly to be received and invoicing to be charged to account.	\$45,000	\$20,253	\$24,747	PW
	<i>Wastewater Treatment</i> Salt Water Intrusion-Check Valve Installation <i>Comment:</i> Request for proposal to design, supply and install anticipated to be completed December 2021.	\$105,000	\$0	\$105,000	PW
	<i>Wastewater Treatment</i> Lift Station Pressure Gauges <i>Comment:</i> Gauges have been purchased and installation is to be completed by October 31, 2021. Contractor has been delayed due to personnel shortages.	\$20,000	\$6,002	\$13,998	PW
	<i>Wastewater Treatment</i> Blower Replacements at WWTP - (3) <i>Comment:</i> The results of the pre-design study concluded that these blowers will not be part of the future plant, revised plan is to have the existing blowers evaluated by the manufacturer and maintain them until the new plant is built if that is possible.	\$280,000	\$0	\$280,000	PW
	<i>Wastewater Treatment</i> Lift Station Overflow Meter <i>Comment:</i> The work is ongoing and there are 3 lift stations left to complete.	\$10,000	\$0	\$10,000	PW
	<i>Wastewater Treatment</i> Chemical Feed Pumps (2) <i>Comment:</i> The new pumps will be purchased by the end of the fiscal year.	\$40,000	\$0	\$40,000	PW
	<i>Wastewater Treatment</i> WWTP-Compressor Overhaul <i>Comment:</i> This project was completed in August 2021. 	\$5,000	\$4,076	\$924	PW
	<i>Wastewater Treatment</i> WWTP-Roof Top Air conditioner <i>Comment:</i> This project was completed in August 2021. 	\$15,000	\$10,252	\$4,748	PW
	<i>Wastewater Treatment</i> WWTP - Improve Treatment Process <i>Comment:</i> Work carried out over fiscal year 20-21 & 21-22. Final report received by Council in August. Some final invoicing still outstanding.	\$270,000	\$233,339	\$36,661	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road -Knickle to 97 Tannery Road (East) <i>Comment:</i> Land purchases currently in process.	\$55,000	\$0	\$55,000	PW

Capital Status Report to August 31, 2021

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TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall-Final Stage	\$12,464	\$375	\$12,089	PW
	<i>Comment:</i> 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. The remaining rock for the wall has been ordered.				
	<i>Equipment-Trucks</i> Replacement for Chev 02 Salt Truck	\$175,000	\$0	\$175,000	PW
	<i>Comment:</i> RFP will be issued in September, pricing received over budget, staff report to be prepared for Council.				
	<i>Equipment -Trucks</i> Replacement for 2002 F150 1/2 Ton	\$36,350	\$0	\$36,350	PW
	<i>Comment:</i> Council approved \$1,350 budget increase Sept.14/21. Purchase order has been issued, anticipated delivery is December or January.				
	<i>Equipment-Backhoe</i> Replacement for Cemetery Backhoe	\$55,000	\$46,921	\$8,079	PW
	<i>Comment:</i> Backhoe was delivered in August 2021.				
	<i>Public Works Equipment</i> Trackless Plow Blade (90)	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> Public works are preparing equipment specifications that will be supplied to purchasing and a Request for Quotes will be issued. Anticipated completion date is end of November.				
	<i>Public Works Equipment</i> Salt Spreader Trackless (90)	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> 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 November.				
	<i>Public Works Equipment</i> Power Concrete Screed	\$3,200	\$2,711	\$489	PW
	<i>Comment:</i> Purchase is complete.				
	<i>Public Works Equipment</i> Rods for Turning Machine (90)	\$3,000	\$0	\$3,000	PW
	<i>Comment:</i> This items will be investigated for issuance of RFP in November.				
	<i>Public Works Equipment</i> Concrete Forms	\$5,000	\$0	\$5,000	PW
	<i>Comment:</i> This items will be investigated for issuance of RFP in November.				
	<i>Public Works Equipment</i> Speed Radar Sign #2	\$3,500	\$0	\$3,500	PW
	<i>Comment:</i> Purchase has been issued and we are awaiting delivery.				


Capital Status Report to August 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Fire Department	Turnout Gear Dryer <i>Comment:</i> 100% funded by the Fire Department and not ordered at this time.	\$9,700	\$0	\$9,700	GM
Fire Department	Concrete Apron Replacement (Area in front of bay) <i>Comment:</i> Apron has been temporarily repaired for now. Consultant creating full tender package with estimate. Cost Estimate to be used for budget adjustment.	\$55,000	\$0	\$55,000	GM
Community Centre/Arena	Arena Bathroom Renovations (plan/tender) <i>Comment:</i> Accessibility audit to be completed by December 2021, for inclusion in a tender specification document for potential tender in 2022/23 budget.	\$10,000	\$0	\$10,000	KC
Community Centre/Arena	Skate Park -funding application <i>Comment:</i> RFP was issued and one proposal was received. Working with contractor to finalize plans with an estimated completion date of Fall 2021.	\$60,000	\$0	\$60,000	KC
Community Centre/Arena	Floor Scrubber <i>Comment:</i> Floor scrubber has been purchased.	\$7,500	\$5,699	\$1,801	KC
Arena	Ice Resurfacer <i>Comment:</i> Ice resurfacer arrived in late April and now in use at the arena.	\$125,000	\$108,450	\$16,550	KC

Capital Status Report to August 31, 2021

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
General					
	New Services <i>Comment:</i> As required.	\$10,000	\$0	\$10,000	PW
	Replacement Hydrants <i>Comment:</i> 2 hydrants have been installed. 1 more to be completed.	\$10,000	\$3,370	\$6,630	PW
	Replacement Meters <i>Comment:</i> Project is in planning phase.	\$43,000	\$756	\$42,244	PW
Distribution Mains					
	Water and Wastewater System & GIS Development (includes all underground infrastructure) <i>Comment:</i> RFP terms of reference to be prepared for issue by end of November 2021.	\$62,500	\$1,388	\$61,112	PW
Building Improvements & Construction					
	Chlorinator <i>Comment:</i> RFP terms of reference needs to be prepared.	\$10,000	\$0	\$10,000	PW
	Dam and Spillway - Geotechnical, Downstream Channel Assessment and pre-design of Dam <i>Comment:</i> Complete. 	\$62,500	\$18,636	\$43,864	PW
	Detailed Design of Dam and downstream channel rehabilitation <i>Comment:</i> Engineering design to be completed by end of November.	\$30,000	\$24,776	\$5,224	PW
	Repair Spillway Dares Lake <i>Comment:</i> Engineering design to be completed by November, tender and awarding of the project will be in January 2022. Estimated completion date is Spring 2022.	\$275,000	\$0	\$275,000	PW
	Replacement of Raw Water Inlet to Pumphouse <i>Comment:</i> Project will be undertaken by Public Works, anticipated completion by end of fiscal year.	\$15,000	\$0	\$15,000	PW
	Electric Net Metering Assessment <i>Comment:</i> RFP closed in late September. Staff are reviewing results.	\$5,000	\$0	\$5,000	PW

Capital Status Report to August 31, 2021

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Armouries-Interior Renovations <i>Comment:</i> Public works to complete by March 31, 2022	\$10,000	\$0	\$10,000	PW
	Armouries-Yard Improvements <i>Comment:</i> Public works to complete by March 31, 2022	\$7,500	\$0	\$7,500	PW
Furniture & Equipment					
	Membrane Replacement <i>Comment:</i> In budget in case membranes start failing and require replacement.	\$155,000	\$0	\$155,000	PW
	Spare Raw Water supply Pump <i>Comment:</i> Purchase is complete.	\$9,500	\$10,038	-\$538	PW
	Spare Siemens Free chlorine on Line Probe <i>Comment:</i> Request for Quotes has been issued.	\$3,100	\$0	\$3,100	PW
	Spare HACH on Line Turbidimeter with Controller <i>Comment:</i> Purchase is complete.	\$6,000	\$5,746	\$254	PW
	Spare Gas Chlorinator Maintenance Kits and Spare Parts <i>Comment:</i> Request for Quotes has been issued.	\$6,000	\$2,109	\$3,891	PW
	Replacement of industrial hot water heater for mixing up Corrosion inhibitor <i>Comment:</i> Purchase order has been issued, item has not been received.	\$5,000	\$0	\$5,000	PW
	One Spare Effluent Pump <i>Comment:</i> Purchase order has been issued, item has not been received. Delivery delayed by vendor until end of October.	\$5,400	\$0	\$5,400	PW

Capital Status Report to August 31, 2021

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

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Structures					
	Capacitor Banks on Distribution System	\$480,000	\$37,561	\$442,439	LD
	<i>Comment:</i> Carry over project. Cap Banks were installed and commissioned in September. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually.				
	Solar Assessment Study	\$16,800	\$0	\$16,800	LD
	<i>Comment:</i> RFP closed in late September. Staff are reviewing results.				
	Substation Recloser	\$47,000	\$0	\$47,000	LD
	<i>Comment:</i> Determining requirements.				
Utility Line Work					
	Meters	\$10,000	\$156	\$9,844	LD
	<i>Comment:</i> As required.				
	Overhead Conductors	\$187,500	\$87,360	\$100,140	LD
	<i>Comment:</i> As required.				
	Poles & Fixtures	\$75,000	\$51,125	\$23,875	LD
	<i>Comment:</i> As required.				
	Services	\$37,500	\$21,088	\$16,412	LD
	<i>Comment:</i> As required.				
	Street Lighting	\$30,000	\$4,444	\$25,556	LD
	<i>Comment:</i> As required.				
	Transformers - Line	\$105,000	\$87,400	\$17,600	LD
	<i>Comment:</i> As required, higher than anticipated construction activity.				
	LED Street Lighting Assessment	\$15,000	\$0	\$15,000	LD
	<i>Comment:</i> RFP to be issued early November.				
	Distribution System Review	\$50,000	\$0	\$50,000	LD
	<i>Comment:</i> RFP issued early September, anticipated completion of work late fall.				

Town of Lunenburg Operating Financial Statements

Tuesday, August 31, 2021

Summary Information

(YTD Pro-rated Budget =42%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
Taxes	\$6,217,518	\$6,301,400	99%	1.	\$83,882
Grants In Lieu Of Taxes	-	268,500	0%	2.	268,500
Sale of Services	96,011	133,000	72%		36,989
Sale of Service Arena/Community Centre	91,835	248,300	37%	3.	156,465
Other Revenue/Own Sources	158,089	352,600	45%		194,511
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>\$6,668,909</u>	<u>\$7,539,900</u>	<u>88%</u>		<u>\$870,991</u>
<u>Expenditures</u>					
General Government Services	\$223,612	\$600,900	37%		\$377,288
Protective Services	706,185	1,666,100	42%		959,915
Transportation Services	362,381	1,027,500	35%		665,119
Environmental Health Services	554,112	1,407,000	39%		852,888
Public Health Services - Cemetery	10,519	21,800	48%	4.	11,281
Environmental Development	198,522	614,500	32%		415,978
Recreation & Cultural Services	132,787	291,400	46%	5.	158,613
Arena/Community Centre	184,372	507,300	36%		322,928
Fiscal Services	518,580	1,403,400	37%		884,820
	<u>\$2,891,070</u>	<u>\$7,539,900</u>	<u>38%</u>		<u>\$4,648,830</u>
TOWN SURPLUS (DEFICIT) **	<u>\$3,777,839</u>	<u>\$ -</u>			

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 88% and 38% of expenditures have occurred as of August 31, 2021.**

Legend:

- 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.
- Normally received from Province in January.
- Arena revenues are seasonal. Covid Season 20-21 revenues for April 2021 included in this fiscal year.
- Cemetery operational expenditures are seasonal.
- Parks, Playgrounds and Fields expenditures are seasonal.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
WATER UTILITY					
Revenue	\$441,203	\$1,641,100	27%	1.	\$1,199,897
Expenditures	\$533,778	\$1,641,100	33%		\$1,107,322
WATER SURPLUS (DEFICIT)	<u>(\$92,575)</u>	<u>\$ -</u>			

Legend:

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

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 42% %</u>		<u>Balance</u>
ELECTRIC UTILITY					
Revenue	\$2,581,130	\$6,764,100	38%	1.	\$4,182,970
Expenditures	\$2,303,416	\$6,764,100	34%		\$4,460,684
ELECTRIC SURPLUS (DEFICIT)	<u>\$277,714</u>	<u>\$ -</u>			

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
August 31, 2021

DEED TRANSFER TAX REPORT

	Budget	This Month (#) Amount	Year to Date (#) Amount		Variance to Budget
Revenue this year					
Capital Purposes	\$175,000	\$31,670	\$191,179	109%	(\$16,179)
Operating Purposes	\$80,000	\$4,220	\$4,220	5%	\$75,780
	<u>\$255,000</u>	(8) <u>\$35,890</u>	(47) <u>\$195,399</u>		<u>\$59,601</u>

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-21	2021/22 Tax Billings	Collected To Date	Balance
2020/21 Taxes & Sewer and Prior	344,119	-	160,624	183,495
2021/22 Tax & Sewer billings	(164,927)	5,984,651	2,867,341	2,952,383
	179,192	5,984,651	3,027,965	3,135,878
Interest				29,983
Total Outstanding	52.90%			<u>3,165,861</u>

Final tax bills are posted August 31st each year. Receivable balance at September 30th = \$945,862.

Prepayments for 2021/22 Tax & Sewer \$4,757

PARKING METER REVENUE AND FINES

	Budget 2021/22	Actual to 31-Aug-21	Variance to Budget	% of Budget
Parking Meter Revenue	\$80,000	\$47,587	\$32,413	59.48%
Parking Meter Fines	2,500	141	2,359	5.64%
Court Fines	3,500	783	2,717	22.37%
Total	<u>\$86,000</u>	<u>\$48,511</u>	<u>\$37,489</u>	<u>56.41%</u>

Grants 2021/22		
Status Update: August 31, 2021	Approved	
Account #01-2-19-5100	2021/22	2021/22 Notes
Bluenose 100 Committee <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 \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital
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. Event deferred due to Covid-19.
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.
2021-22 Grants Approved, June 8, 2021	\$16,865	
Lunenburg County Lifestyle Centre - Deferred to 2022-23	(\$1,000)	
Balance available for additional requests	\$4,135	
	\$20,000	

NOTICE OF MOTION
(REQUEST FOR INFORMATION REPORT)

 X INCLUDED ON DRAFT
AGENDA

(Submitted to Clerk's Office by two
Wednesdays prior to the meeting)

_____ REQUEST FROM THE FLOOR

(Submitted to Clerk's Office less than two
Wednesdays prior to the meeting and
requiring a two-thirds majority to be
tabled)

DATE OF COUNCIL/COMMITTEE MEETING: November 9, 2021

SUBJECT: Budget \$20,000 for a study to determine average housing rental rates in Lunenburg.

OVERVIEW: The province is experiencing a housing shortage. More data is needed to plan and provide for appropriate development.

CONTEXT: Councillors Duggan, Halverson and Sanford sit on an ad hoc committee with community members exploring avenues to increase available housing in Lunenburg. The Canadian Mortgage and Housing Corporation (CMHC) have mechanisms to assist people obtain housing and developers incorporate more affordable housing into their plans. In a meeting with local CMHC representative Werner Hofstatter, he indicated the corporation is missing accurate data to provide these services. Currently, they use a provincial average when assessing eligibility for some programs. That may not reflect the reality that rental rates in Lunenburg could be higher than in Neil's Harbour. CMHC needs accurate average rental rates for each municipality to properly evaluate subsidies to renters and builders. Funding a study to provide CMHC with this information may help alleviate the pressures some residents of Lunenburg are facing.

RECOMMENDATION AND DRAFT MOTION:

Moved and seconded that \$20,000 be allocated in the 2022/23 budget for a study that will provide current information on rental rates in the Town of Lunenburg. Study must include a determined median rental rate as well as the number of long-term and short-term rental units available in the Town.

Councillor Ed Halverson, Melissa Duggan, Susan Sanford.



Tim McAuley
902 634 8836 x225
PO Box 1480
Lunenburg NS, B0J 2C0

Lunenburg Town Council
119 Cumberland St.
PO Box 129
Lunenburg NS
B0J 2C0

October 20, 2021

Dear Members of Town Council,

Harbour View Haven has recently called for expressions of interest for a vacant position on the Board of Directors.

Per Harbour View Haven Bylaws (article 10e), I am writing the members of Lunenburg Town Council with a recommendation to accept the appointment of a community member to a vacant seat on the Harbour View Haven Board of Directors.

The Board of Directors has determined that Patrick Morris would be a good fit. Mr. Morris will be taking the seat vacated by John Donaldson.

Sincerely,



Tim McAuley, CEO
Harbour View Haven

c. Jenise Brouse, Board Chair, HVH



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

Please complete all sections of this Application and return to:

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

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

2. Name of organization hosting/planning event:

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

Athletic

Special Interest Group

Community Non-profit

Commercial (private sector)

Religious

Political

Charitable

Incorporated Society

Other ____ Please Specify

4. Key contact for event:

Name:

Address:

Postal Code

Phone No.

_____ (H) _____ (O) _____ (F)

Secondary contact for event:

Name:

Address:

Postal Code

Phone No.

_____ (H) _____ (O) _____ (F)

5. Name and main theme of event:

6. (A) Main activities of event:

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

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

7. Objectives of event in order of priority:

8. Date(s) and times to held:

9. Please identify the frequency of this event:

Annual _____ One time only _____
Biennial _____ Other (Please specify) _____

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

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

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

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

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

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

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:



TOWN OF LUNENBURG SPECIAL EVENT PERMIT APPLICATION

PARADE SAFETY REQUIREMENTS

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

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

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

DEFINITIONS:

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

REQUIREMENTS:

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

2. Vehicles and Floats

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

3. Animals and Livestock

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

4. Parade Route Approvals and Compliance

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

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

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

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

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

5. General Parade Safety Requirements

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

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

PARADE ORGANIZER AGREEMENT:

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

Name of Parade Organizer(s): _____

Signature of Parade Organizer(s): _____

Date: _____

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

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

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

Parade Entrant Name: _____

Signature: _____

Group or Company Name: _____

Contact Number: _____

Contact Email: _____

Parade Vehicle and Float Description: _____

Length of float: _____

Number of axels on float and/or vehicle: _____

Do you have a generator on the float? Yes _____ No _____

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

Will you have spotters? Yes _____ No _____ How many? _____

Will you enter livestock or other animals? Yes _____ No _____ How many? _____
Horse _____ Oxen _____ Other _____ (please describe)

Please attach the following additional information and documentation:

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