

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, MARCH 23, 2021 AT 6:00 P.M.**

**LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST**

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

**ALSO PRESENT:** Lisa Dagley, CPA, CGA, Finance Director  
Piotr Luczak, B.A., LL.B., Town Solicitor Office  
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 6:03 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 to approve the agenda with the addition of the proposed adoption of a proclamation regarding epilepsy recognition and additional resolution regarding the subdivision and sale of 37 Tannery Road. Motion carried.

4. March 9, 2021 Council meeting minutes

Motion: moved and seconded approval of the March 9, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Lunenburg County Seniors Safety Program Chris Acomb, Councillor Penny Carver, RCMP S/Sgt. Paul Coughlin and Carole Hipwell regarding recent Program activities and information

Lunenburg County Seniors Safety Program representatives spoke of the assistance that their organization offers to seniors in need (**Schedule "A"**). They expressed appreciation for Lunenburg Town Council's financial support and the membership of Councillor Jenni Birtles on their Board. They will be again seeking \$1275 funding from the Town to ensure their continued programming efforts.

6. Correspondence, Petitions and Proclamations consideration

- a. Copy of a Town of Mahone Bay Council letter to the Premier seeking Accessibility Act implementation funding for municipalities

**Motion:** moved and seconded to send a letter of support to the Province reiterating the need for Provincial funding to ensure successful and timely Accessibility Act implementation by municipalities (**Schedule "B"**). Motion carried.

- b. Department of Municipal Affairs letter advising of Wastewater Treatment Plant and Collection System Pre-Design Project Provincial funding extension to March 31, 2022

Staff advised that while a funding extension has been granted, the pre-design study is intended to still be completed this summer.

- c. Epilepsy "Purple Day" March 26, 2021 Recognition Proclamation Request

**Motion:** moved and seconded that whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide, and 42 people in Canada are diagnosed every day, and

Whereas one in 10 persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma, and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, the Town of Lunenburg Council hereby proclaims March 26, 2021, as "Purple Day", in Lunenburg to raise awareness of epilepsy in Canada. Motion carried.

7. Business Arising from the Minutes/Unfinished Business

- a. Comprehensive Community Plan (CCP) First Quarterly Progress Report

Town Managers provided an overview of the Town's CCP/Strategic Plan work progress to date (**Schedule "C"**). It was noted that the draft 2021/22 Town budget has been

redesigned to focus on the key annual financial requirements to achieve CCP implementation.

b. Budget 2020/21 Variance Report to January 31, 2021

The Finance Director provided an overview of the year to date budget status as outlined in the staff report (Schedule "D").

c. 37 Tannery Road Proposed Subdivision and Sale Resolution

Mr. Luczak reviewed the draft resolution (Schedule "E") with Council to enable the reservation of a small area of Town lands at the front of the property for a Town sidewalk to be constructed. The purchaser's lawyer has undertaken to uphold the terms of the resolution. The Registry of Deeds would not accept the Town's March 9 Tannery Road street widening resolution to achieve this and allow the remainder of the lands to be recorded in their Registry. Hence, the current draft resolution is recommended.

Motion: moved by seconded by that whereas the Town passed a resolution (in 3 component parts) on March 9, 2021 for the sale of the property at 37 Tannery Road.

And whereas the Town passed a resolution on March 9, 2021 declaring Parcel TR-1 to be part of Tannery Road, a public street, but the Registrar General would not allow the resolution and attached plan to be filed in the Land Registry (and pursuant to section 312 of the Municipal Government Act, a plan of survey must be filed in the Registry when expanding a public street).

And whereas the property could not be approved for subdivision under the Town of Lunenburg Subdivision Bylaw.

And whereas subdivision approval is not required, by virtue of section 268 (c) of the Municipal Government Act for a subdivision resulting from an acquisition of land by a municipality for municipal purposes.

The Town hereby agrees that the form of agreement with the purchasers of the property shall be amended so that the entire lot (represented in Property Online as PID 60053246) shall, subject to the utility easement, be conveyed to the purchasers and the purchasers shall immediately convey Parcel TR- 1 to the Town by Warranty Deed for municipal purposes (for street purposes), and the CAO are authorized to do such things and to execute such documents with the municipal seal as are reasonably necessary to complete the transaction as amended herein (Schedule "E"). Motion carried.

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

a. Joint Occupational Health and Safety Meeting March 4, 2021

These minutes were received for information.

b. Anti-Racism Special Committee Meeting March 4, 2021

Council considered the Special Committee's recommendation as noted below.

Motion: moved and seconded approval of revisions to the Anti-Racism Special Committee's membership and Terms of Reference as set out in Schedule "F". Motion carried.

- c. Project Lunenburg Steering Team Meeting March 10, 2021

These minutes were also received for information.

- d. Protective Services Committee Meeting March 11, 2021

Council considered the Committee's recommendations.

Motion: moved and seconded referral of the draft 2021/22 Protective Services Operating and Capital budgets (Schedule "G") to the Town's general draft budget review process. Motion carried.

Motion: moved and seconded Council pre-approval to order a replacement Fire Rescue (02) truck for delivery in 2022/23 fiscal year (Schedule "H").

It was noted that Fire Districts 1 and 2 Commission representatives did not vote in favour of this at the Committee meeting.

The motion was put and passed.

- e. Lunenburg County Regional Emergency Management Organization Advisory Committee Meeting January 19, 2021

These minutes were received for information. It was noted that the Committee's 2021/22 budget recommendation is included in the Town's draft budget document for approval.

- f. Committee of the Whole Meeting March 2 and 16, 2021

Council considered the Committee's recommendations.

Motion: moved and seconded approval of the Comprehensive Community Plan Action items and Five Year Work Plan based on the Gantt charts presented by staff (Schedule "I"). Motion carried.

Motion: moved and seconded to direct staff to prepare an annual work plan for each of the five years of the Comprehensive Community Plan 35 x Action items commencing with the first year in 2021/22. The drafts of which will be reviewed by the Committee of the Whole for recommendation to Council. Motion carried.

## 9. New Business

- a. South Shore Public Libraries request to place reading program signage on the grounds of the Lunenburg Academy and Cemetery for which Council permission is required in the Land Use Bylaw

Motion: moved and seconded approval of the June 13 – September 6, 2021 placement of reading program signage on the grounds of the Lunenburg Academy and Hillcrest Cemetery by the South Shore Regional Library as per their request (Schedule “J”), thereby exempting the signage from requiring a Development Permit under Part 24.14.e. of the Land Use Bylaw. Motion carried.

11. Adjournment

The meeting was adjourned at 7:20 p.m. by the Mayor.

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Bea Renton, CAO

# Lunenburg County Seniors' Safety Program

A project of Lunenburg County  
Seniors' Safety Partnership Society



**Funding provided by;** MODL, MODC, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg, NS Department of Seniors, United Way of Lunenburg County & the Law Foundation of NS.

# Lunenburg County Seniors' Safety Program (LCSSP)

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- NFP, community-based
- Close affiliation with law enforcement
- 1-1 education, support and referrals
- Community education/presentations
- Networking with community partners
- Advocate on behalf of Seniors



# Lunenburg County Seniors' Safety Program

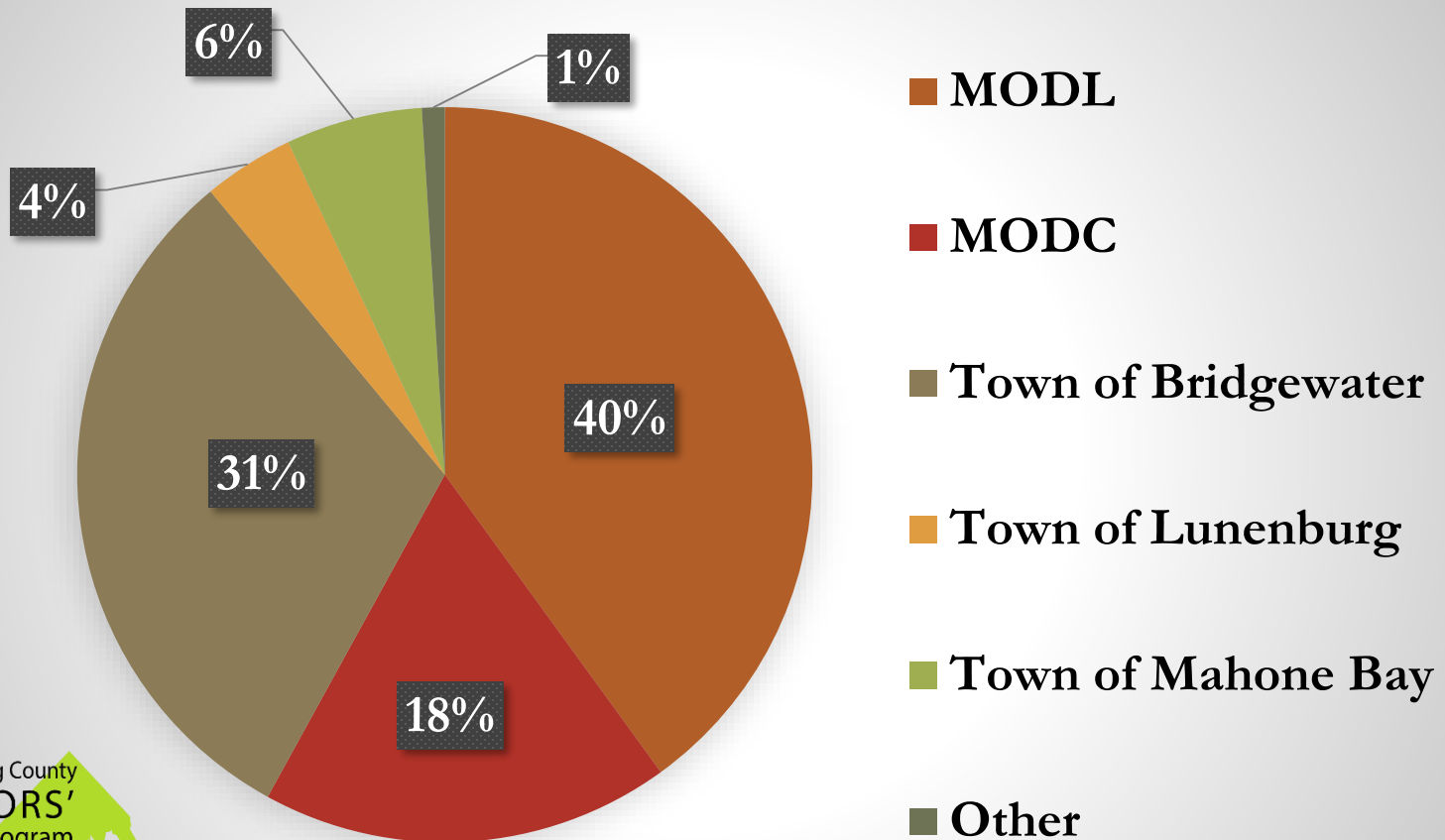
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- Anyone, aged 55+ can access service
- Anyone can refer to the LCSSP
- Participation is voluntary
- Service is confidential





# LCSSP Service in Municipal Units





### New self-isolation rules for Nova Scotia:

Are you entering Nova Scotia from outside of Atlantic Canada?



Most people must self-isolate for 14 days.



- You may self-isolate alone.
- You may self-isolate with someone you travelled with.
- If you must stay with other people, everyone in the household must self-isolate with you.



- During those 14 days, everyone in the household must stay on the property.
- Your whole household must avoid contact with other people.
- You cannot go to work. You cannot go to school.
- You cannot go to the grocery store.
- You cannot go for a walk.

For information visit: [novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)



### Together We Can Keep Children Safe

During COVID-19, children and families are isolated, have increased stress, and reduced supports. Home may not be safe for everyone right now. You can help by:



#### Checking in

Let your neighbours, friends, and family know by phone or video. Before groceries, send text, or provide emotional support.



#### Connecting

Return to Family Resource Centres and Youth Outreach Programs. They are not operating for support administration.



#### Offering Kindness

Rather than judgment, We're all working through this together.



#### Reporting Abuse & Neglect

If abuse or neglect is suspected, you have a duty to report this to your local child protection office. You can also call the toll-free line at 1-888-822-3434



#### Seeking & Sharing

Remember and seek judgment. Local supports: 211, Health Information 811, Mental Health Clinic 1-888-468-8122

We all have a role to play in keeping child and families safe and strong



## PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.

- Wet your hands with warm running water
- Add soap and scrub for 15-20 seconds
- Wash backs, thumbs, between fingers, and under nails
- Rinse your hands with clean water
- Dry your hands with a clean towel
- Turn off tap with a towel

Available, alcohol-based hand sanitizers are not visibly soiled.

## PHYSICAL DISTANCING

### ÉLOIGNEMENT PHYSIQUE

Keep 2 metres/6 feet away from others  
Restez à 2 mètres ou 6 pieds les uns des autres

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)

### How to properly wear a mask

Comment porter un masque correctement

### COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please ask questions each day before leaving home and entering public spaces. If you are feeling sick, you should stay home or go home immediately, and follow the instructions.

- Are you feeling sick?  
If yes, stay home and avoid public spaces, including work, school/child care, and shopping.
- Do you have any of these symptoms?  
Fever (a 100.4°F or higher), Cough or worsening of a persistent cough, Sore throat, Headache, Shortness of breath, Muscle aches, Swelling, New cough/sneezing/runny nose, Hoarse voice, Stiff neck, Unusual fatigue, Loss of sense of smell or taste, Red, purple or bluish tinted colour on the face, neck or tongue without clear cause.
- In the last 14 days, have you travelled outside Atlantic Canada?  
If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.
- In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?  
If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 211 to be screened for testing for COVID-19.
- Are you waiting for results from a COVID-19 test?



# Helping Seniors navigate a pandemic!



- Building legal accessibility and empowering Seniors
- Supporting Seniors to live safely at home
- Raising awareness and providing support to reduce the risk of elder abuse
- Helping Seniors connect to supports





# Lunenburg County Seniors' Safety Program Funding



Thank you to all our funding partners!

As we plan for the future, we recognize that additional funding will be required to help meet the growing needs of Lunenburg County and expand LCSSP community outreach.



Lunenburg County  
**SENIORS'**  
Safety Program



**Thank you for your support.**  
**902-543-3567**





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[townofmahonebay.ca](http://townofmahonebay.ca)

Premier Iain Rankin  
1700 Granville Street, 7<sup>th</sup> Floor  
Halifax, NS B3J 1X5

*Rec'd Iain 4/21*

February 24, 2021

Dear Premier Rankin,

It is my great pleasure to reach out to you in your first days as Premier, to tell you about my pride in the great work of the Joint Accessibility Advisory Committee, our Lunenburg County Municipal Partnership to identify, prevent, and eliminate barriers experienced by people with disabilities in municipal programs, services, initiatives and facilities. This partnership of elected officials, municipal staff, and community representatives is in the final stages of development of a template for each municipality to develop their individual Accessibility Action Plans.

Partner municipalities are working toward equitable access in these priority areas to help identify, prevent, and eliminate barriers for people with disabilities to participate fully in our communities. We are proud of the work that is happening in Lunenburg County to address priority areas for achieving an accessible Nova Scotia by 2030, and particularly proud of the community partnerships that have developed in this process.

At this point, on behalf of the Town of Mahone Bay, and our partner municipalities, I am writing to ask for Provincial assistance to help us get to the next step. While we each develop our individual accessibility plans, built on the strength of the capacity that we have built in our communities, we need financial support from the Province to make these necessary changes. We have been appointed as Public Sector bodies, and now we look to the province to provide new funding initiatives and programs to support the further development and implementation of Municipal Accessibility Plans.

We look forward to working with you and your cabinet, in particular to using our community capacity to achieve an Accessible Nova Scotia, but we need the support of our provincial partners to make this happen.

Yours sincerely,



David W. Devenne  
Mayor

- cc. Hon. Randy Delorey, Minister Responsible for the Accessibility Act  
Hon. Suzanne Lohnes-Croft, MLA Lunenburg  
Juanita Spencer, CEO, Nova Scotia Federation of Municipalities  
Warden Allen Webber, Municipality of Chester  
✓ Mayor Matt Risser, Town of Lunenburg  
Mayor Carolyn Bolivar-Getson, Municipality of the District of Lunenburg  
Mayor David Mitchell, Town of Bridgewater

# COMPREHENSIVE COMMUNITY PLAN: QUARTERLY REPORT

MARCH 17, 2021





COMPREHENSIVE COMMUNITY PLAN (CCP) | 5-YEAR PLAN

35 CCP ACTION ITEMS - Summary of Work Plans

Gantt Chart Estimated Time Line \*\*

= in process, but will require funding or other resources to complete; shades indicate
= start up dependent on funding, legislative or other resources; shades indicate phases
= overlapping phases

Activity	Est Start	Est Finish	Lead Dept	Lead Staff	2021	2022	2023	2024	2025	
<b># 35 Action Items for 5-Year Plan</b>										
1	SERVICING & FACILITIES: Upgrades to wastewater collection & discharge	2019	2025	PW	Town Eng					
2	SERVICING & FACILITIES: Upgrades to Wastewater Treatment Plant	2021	2025	PW	Town Eng					
3	GOVERNANCE: Reform municipal committees to build a culture of inclusion	2021	2022	PD/Htg/Rec	Asst Clerk					
4	ECONOMIC DEV'T: Enhance relations with surrounding municipalities	Underway	Ongoing	CS	CAO/As					
5	ENVIRON & SUSTAIN: Partnerships to encourage energy efficiency retrofits	2021	2022	CS/EU	Finance Dir					
6	SERVICING & FACILITIES: Plan for long-term of all municipal facilities	2021	2023	EU/PW	Town Eng/ Facilities					
7	GOVERNANCE: Deepen work with region re provision of shared services	Underway	Ongoing	CS	CAO					
8	COMMUNITY STRUCTURE: Study and planning for sustainable energy district	2021	TBD	EU/PW	Finance Dir/ Town Eng					
9	GOVERNANCE: Expand communications to incl. a public participation strategy	2021	2022 +	CS	Asst Clerk					
10	COMMUNITY STRUCTURE: Site planning for Blockhouse Hill	2021	2024	LBOT/PD	Planner					
11	CULTURE & REC: Foster inclusivity in programming and leadership	2021	2022 +	CS/Htg/Rec	Recreation Dir					
12	CULTURE & REC: Build relations with Town and Mi'kmag/Black residents & orgs	Underway	Ongoing	CS/Htg/Rec	Asst Clerk					
13	HOUSING: Feasibility study of mechanisms to encourage long-term residency	2022	TBD	PD	Planner					
14	GOVERNANCE: Organizational review to identify changes req. to implement CCP	2021	2022	CAO	CAO					
15	ENVIRON & SUSTAIN: Facilitate community learning/dialogue re sea level rise	2023	2024 +	PD	Planner					
16	URBAN DESIGN: Policies/actions to improve accessibility throughout town (2022)	2021	2022	Htg/PD	Heritage Mgr					
17	HOUSING: Regulate short-term rentals	Underway	Ongoing	PD	Planner					
18	CULTURE & REC: Create a special committee to promote anti-racism	2021	2022 +	CR/Htg/Rec	Asst Clerk					
19	URBAN DESIGN: Activate streetscapes through design and programming	2021	2022 +	PD/PW	Planner/ Town Eng					
20	HOUSING: Foster relations with housing stakeholders re collaboration/data sharing	2021	Ongoing	PD	Planner					
21	ENVIRON & SUSTAIN: Regulate buildings near shoreline re sea level rise	Underway	TBD	PD	Planner					
22	HERITAGE: Encourage accessibility and provide heritage design guidance	Underway	2023	Htg	Heritage Mgr					
23	ECONOMIC DEV'T: Establish a staff position to support economic dev't initiatives	2021	Ongoing	CS	CAO					
24	CULTURE & REC: Partnerships/opportunities to increase waterfront access	2021	TBD	PD/PW/Rec	Recreation Dir					
25	HOUSING: Study/policy/actions toward alternative housing models	2021	2022	PD	Planner					
26	ECONOMIC DEV'T: Create an inventory of economic information	2024	Ongoing	PD	Planner					
27	ENVIRON & SUSTAIN: Policies for wind and solar energy at multiple scales	2021	2022	CS/EU/PW	Planner/Finance Dir/Town Eng					
28	URBAN DESIGN: Policies/programs for street trees and urban forest	2022	Ongoing	PW	Town Eng					
29	MOBILITY: New visitor, employee, and bus parking areas outside Old Town	2022	TBD	PW/PD	Planner/ Town Eng					
30	MOBILITY: Improve connectivity between Old/New Town for all modes of transport	2021	2023	PW/Rec	Recreation Dir/ Town Eng					
31	HERITAGE: Accommodate new additions to heritage structures e.g. solar panels	Underway	2023	Htg/PD	Heritage Mgr					
32	CULTURE & REC: Assess arts/recreation facility needs and develop plan	2021	2025	PD/Rec	Recreation Dir/ Facilities Super					
33	HOUSING: Monitor and analyze housing demand, demographics, dev't trends	2021	Ongoing	PD	Planner					
34	GOVERNANCE: Identify performance indicators to annually evaluate activities	2021	Ongoing	All Depts	Asst Clerk/ Planner					
35	HERITAGE: Ensure infill/new are visually compatible/distinguishable from historic	Underway	2022	Htg	Heritage Mgr					

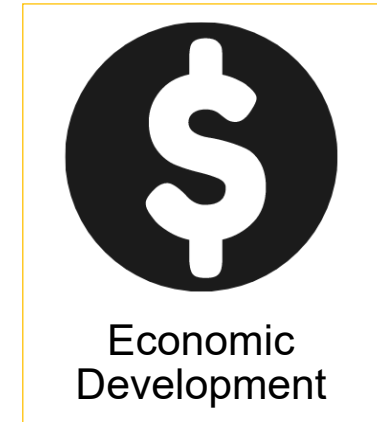
\*\* ESTIMATED TIMELINE DEPENDENT ON RESOURCE AVAILABILITY. Subject to change due to resourcing and as interconnected actions develop over the five years.

As of March 17, 2021

# CCP + ADDITIONAL TOWN PLANS



# ICON KEY – 10 STRATEGIC DIRECTIVES



# STATUS



	<b>Action 8</b>	<b>Study and planning for a <u>sustainable energy district</u></b> <ul style="list-style-type: none"><li>▶ Consultant needed for energy study – included in Draft Town Budget 2021/22</li></ul>
	<b>Action 10</b>	<b>Site planning for <u>Blockhouse Hill</u></b> <ul style="list-style-type: none"><li>▶ Rezoning will be part of new planning documents currently being written</li><li>▶ 2022 feasibility study – Conversations have started with community partners to explore model and expectation</li><li>▶ Phase 4 Master planning study – Planning documents must be in place first. Staff can start laying the groundwork (e.g. desktop archeology, migration, consolidation) – budget dependent</li></ul>

# STATUS



## Action 13

### **Feasibility study of mechanisms to encourage long-term residency**

- ▶ Issues: foreign buyer tax, empty home tax require enabling legislation
- ▶ To begin in 2022 due to budget constraints in first year – long-term initiative

## Action 17

### **Regulate short-term rentals**

- ▶ Incorporate STR policies in MPS and regulations in LUB; estimated end Dec 2021
- ▶ 2022 Phase 2 STR Bylaw – Need to determine what we are regulating, may require legislative change

## Action 20


### **Relationships with housing stakeholders to foster collaboration and data sharing**

- ▶ Specific to Housing NS consultation
- ▶ Communication protocol estimated for the summer - Conversation has started with SSHAC

*...to be continued*

# STATUS



	<b>Action 25</b>	<b>Study, policy, and other actions toward <u>alternative housing models</u></b> <ul style="list-style-type: none"><li>▶ Alternative housing models to be enabled through planning documents</li><li>▶ Educational materials – Joint workshop proposed for spring 2022</li><li>▶ Developing financial incentives for affordable housing to be addressed</li><li>▶ Feasibility study in partnership for land trusts, etc. – May require enabling legislation</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>▶ Baseline data needed – may require consultant/funding</li><li>▶ Next national census launches in May 2021</li></ul>

# STATUS



## Action 1

### Upgrades to the wastewater collection and discharge system

- ▶ 2021 tasks include lift station work, GIS system development, storm water diversion, and commercial sewer compliance

## Action 2

### Upgrades to the wastewater treatment plant

- ▶ Funds approved to execute the Front End Engineering Design (FEED) phase; the WWTP and Outfall Pre-design RFP was awarded in Feb 2021
- ▶ Target date for completion is the end of June 2021


## Action 6

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

- ▶ Building report and 25-year Facilities Plan in progress; scheduled for completion April 2021

# STATUS



	<b>Action 29</b>	<b>Improve <u>connectivity between Old/New Town</u> for all modes of transportation</b> <ul style="list-style-type: none"><li>▶ Consultation/funding required to review potential sites, signage, traffic diversion, etc.</li></ul>
	<b>Action 30</b>	<b>Plan for new visitor, employee, and bus <u>parking areas</u> outside Old Town</b> <ul style="list-style-type: none"><li>▶ Consultant/funding needed to conduct an intersection realignment study for Lincoln &amp; Falkland Streets</li><li>▶ The 2019 Bikeway Concept Designs report from Bicycle NS to be evaluated for feasibility of short and long term capital projects</li></ul>



# STATUS



## Action 4

### Enhance relationships with surrounding communities and municipalities

- ▶ Regular inter-municipal elected and appointed members meetings to achieve joint accessibility, building and fire inspection, IT delivery, recreation programming, Provincial funding and legislative advocacy work, etc.
- ▶ Ongoing support of (post) secondary education institutions
- ▶ Draft Town Budget 2021-22 developed to further enhance surrounding communities/municipalities relationship

## Action 23

### Establish a staff position that can support economic development initiatives

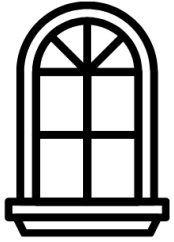
- ▶ Federal and Provincial government funding opportunities explored; no opportunities identified yet
- ▶ Town's Draft Budget 2021/22 includes a staff Economic Development Manager's position for Council consideration – If not feasible, a part-time consulting services option could be examined

## Action 26

### Create an inventory of economic information

- ▶ Task for Action #23 staff person
- ▶ Attempting to track down asset mapping and other resources collected by the South Shore REN prior to its disbandment

# STATUS



## Action 22

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

- ▶ Lunenburg County Accessibility Plan approved and submitted to Province
- ▶ Initiated Town's Accessibility Operational Plan
- ▶ Heritage Design Guidelines in progress with UPLAND under Project Lunenburg
- ▶ Staff review of the Town's Street Encroachment for Building Access Bylaw Apr-Sep 2021

## Action 31

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

- ▶ HCD Plan and Bylaw in progress with UPLAND under Project Lunenburg

## Action 35

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

- ▶ HCD Plan and Bylaw in progress with UPLAND under Project Lunenburg

# STATUS



## Action 16

### Improve accessibility throughout the town

- ▶ Lunenburg County Accessibility Plan approved and submitted to Province
- ▶ Accessible parking assessments will be initiated May-July 2021

## Action 19

### Activate streetscapes through design and programming

- ▶ Create inventory and mapping – TownSuite query (delayed)
- ▶ Reinstate King St parklet – must be accessible
- ▶ 2022 Urban Streetscaping Manual
- ▶ Possible “Montague Street Design Competition” under consideration
- ▶ Tannery Road sidewalk land acquisition falls under this Action; included in the Draft Town Budget 2021/22

## Action 28

### Policies and programs for street trees and urban forest

- ▶ Annual tree trimming in progress March 2021
- ▶ 2022 – Forestry expert to be consulted on species and locations for new planting
- ▶ Possible “Resilient Roots” partnership program under consideration

# STATUS



## Action 21

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

- ▶ Control of building location/migration measures are part of planning documents
- ▶ Coastal Protection Act regulations are not yet in place; may need to amend planning documents, update GIS layer and process in TownSuite
- ▶ Ongoing review of sea level rise

## Action 27

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

- ▶ Planning and Heritage documents in development; wind and solar infrastructure need consideration
- ▶ Electric Utility may require amendments

# STATUS



## Action 5

### Partnerships to encourage energy efficient retrofits

- ▶ Consultant needed to draft RFP for study on opportunities, risks, partners, funding, and implementation – funding included in Draft Town Budget 2021/22

## Action 15

### Ongoing community learning/dialogue about sea level rise and climate change

- ▶ 2023 – Online platform to share experiences
- ▶ Issues: Current IT capacity, pending new website, will require maintenance of website (comments, uploads, updates should be in-house)
- ▶ Progress: moving toward laying the groundwork through IT, technician proposal, new website

# STATUS



## Action 11

### Foster inclusivity in programming and leadership

- ▶ Referred 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

## Action 12

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

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

## Action 18

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

- ▶ Anti-Racism Special Committee began its work in February 2021 to develop a Municipal Action Plan Against Racism and Discrimination
- ▶ Two voting member seats to be filled as of March 2021

## Action 24

### Facilitate partnerships and opportunities to increase waterfront access

- ▶ Referred to Action #30 (Connectivity between Old/New Town) to be completed first re trails

## Action 32

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

- ▶ Referred to Action #6 (Long-term facilities plan) to be completed first

# STATUS



## Action 3

### Reform municipal committees to build a culture of inclusion

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

## Action 7

### Deepen work with local/regional partners in the provision of shared services

- ▶ Reinvigorated local/regional shared services discussions with newly elected municipal councils to complete various project initiatives and seek additional opportunities
- ▶ Draft Town Budget 2021/22 includes the necessary financial resources to accomplish these Action items on an ongoing basis

*/...to be continued*

# STATUS



## Action 9

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

- ▶ Completed an internal organizational review costing exercise and individual priority phase-in elements in the Town's Draft Budget 2021/22 for Council review
- ▶ Draft Town Budget 2021/22 also provides for an external consultant's organizational review; if budget approved, the RFP process to select a consultant can begin

## Action 14

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

- ▶ Public Participation Strategy work scheduled to begin in April

## Action 34

### Identify performance indicators/measurements to evaluate activities of the Town

- ▶ Outside support will be needed on innovation and systems change for results-based development evaluation – included in Draft Town Budget 2021/22
- ▶ If budget approved, work is scheduled to begin in July 2021



# STATUS



## Draft Town Budget 2021/21

- ▶ Council Workshops on CCP 5-Year Plan Priority Setting:
  - 1) Dec 17, 2020 – Action items weighting overview
  - 2) Jan 18, 2021 – Gantt chart review
  - 3) Feb 16, 2021 – Recap of weighting; 35 Actions Summary chart and Planning notes
- ▶ CCP Five-Year Work Plan approved on Mar 2, 2021
- ▶ The Draft Budget 2021/22 has been prepared by the Finance team, and the presentation reflects the CCP Strategic Directions and components of the Five-Year Work Plan



PROJECT  
LUNENBURG

Navigating the  
Future, Together.

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

Document No:

Meeting: March 23, 2021 Council

Circulate To: Council, BR, DH's, KR,

JG-Audit Committee

File: Budget 2020/21

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: MARCH 15, 2021**

**RE: 2020/21 CAPITAL AND OPERATING VARIANCE REPORT –  
TO JANUARY 31, 2021**

Please find enclosed the variance report to **January 31, 2021**. The period ending January 31 represents 83% (10 months) of the fiscal year. Town General expenditures are at 80%.

**Index to Reports**

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Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow and Ice Control	Page 10
Grants to Organizations Information Update	Page 11

Acknowledged only by:

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 Bea Renton, CAO

Encls.

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

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Buildings &amp; Structures</b>					
	<b>Annex</b>				
	<b>Annex Roof</b>	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> Due to COVID-19 pandemic work has been slow to progress at the School Annex, these monies were allocated to buy the materials for the roof and NSCC to install. NSCC will continue to work on the building, finishing the front façade and will work on the west gable end in the spring 2021. NSCC does not have the capacity to do the roof due to Covid restrictions. Recommend to defer to 2021/22, budget to be increased to \$26K (based on quotation received) and staff will explore cost sharing options with NSCC. As noted above the reason for change in plans is that NSCC could not undertake the work (less students because of COVID).				
	<b>CN Station</b>				
	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$9,594	\$5,406	PW
	<i>Comment:</i> The work was completed on November 10th.				
	<b>Lunenburg Academy</b>				
	Lunenburg Academy Exterior Capital Repairs Phase II	\$1,002,679	\$694,038	\$308,641	AM/PW
	<i>Comment:</i> Phase II of the Project reached substantial completion in December 2020. Project spans two fiscal years. Total budget \$1,508,500. Amount spent in fiscal 19-20 = \$505,821. The restoration of the mansard roof, towers, barreled dormers, cladding (including decorative bracket and dentils), pediments, top caps headers, cornerboards, windows and the accessible entranceway have been completed. The only outstanding elements are the installation of new doorways and sidelights on the two eastern entranceways. Completion expected by end of March. Projected total cost \$1,406,000.				
	<b>Environmental Development</b>				
	<b>Comprehensive Community Plan</b>	\$286,657	\$201,963	\$84,694	DS
	<i>Comment:</i> Nov.24, 2020 Council increased budget by \$55,000 + net HST to include Heritage Conservation District Plan review. Ongoing drafting of MPS, LUB and Subdivision Bylaw plus Heritage Conservation Guideline alignment review. These elements will not be completed by year end.				
	<b>Equipment</b>				
	Council Ipad or Alternative	\$10,000	\$3,943	\$6,057	KM
	<i>Comment:</i> Received in September and have been issued to new Council.				
	<b>Joint Building Inspection IT (Townsuite Mapping &amp; Laser Fische Software Upgrades)</b>	\$10,000		\$10,000	DS
	<i>Comment:</i> Project progress slowed during spring/summer due to COVID-19. <b>Progress continues however the winter rollout targets (Feb.1 and Mar.1) have not been met. Seeking updates on rollout.</b>				
	<b>CCP Capital Project</b>	\$10,000	\$0	\$10,000	DS
	<i>Comment:</i> A project has not yet been identified.				

## Capital Status Report to January 31, 2021

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Public Works Infrastructure</b>					
	<i>Wastewater Treatment</i> Brook Street Storm/Sanitary separation infrastructure finalization	\$185,000	\$184,873	\$127	PW
	<i>Comment:</i> Work was carried out in late August, early September. Project is now complete.				
	<i>Wastewater Treatment</i> Recycling Pump	\$31,500	\$27,636	\$3,864	PW
	<i>Comment:</i> Complete. This is a carry over item from fiscal 2019-20. The purchase was delayed because of Dorian flooding at the plant. Budget 19-20 = \$31,500 funding from Gas Tax				
	<i>Wastewater Treatment</i> Improve Treatment Process-Pre-Design	\$270,000	\$5,931	\$264,069	PW
	<i>Comment:</i> <b>Tender awarded at Feb.23, 2021 Council meeting. Work to be completed by end of June 2021. Funding extension granted to March 31, 2022. This project will be carried over to 2021-22 fiscal year.</b>				
	<i>Wastewater Treatment</i> Replace Lines and Diffusers in Aeration Tanks	\$388,000	\$358,621	\$29,379	PW
	<i>Comment:</i> Work completed in June/July and the results are very encouraging. Significant improvement in the aeration process. Holdback paid out in October.				
	<i>Wastewater Treatment</i> Green St., Knickle Rd. (Storm Diversion)	\$0		\$0	PW
	<i>Comment:</i> Budget was reallocated to Brook Street project, July 21, 2020 Council Meeting. This work is anticipated to be executed in-house in 2021/22 fiscal year.				
	<i>Wastewater Treatment</i> Upgrade Communication Systems to Pumping Stations	\$20,000	\$7,578	\$12,422	PW
	<i>Comment:</i> <b>Project to be split into 2 phases, 1) Tannery Road and WWTP, 2) Remainder of pumping stations. Budget for Phase 1 to be approx. \$40K, Phase 2 \$84K. This project has been incorporated in the draft 2021-22 budget.</b>				
	<i>Wastewater Treatment</i> WWTP-Voltage Reading Monitor at Pumping	\$7,000	\$6,837	\$163	PW
	<i>Comment:</i> Completed				
	<i>Wastewater Treatment</i> WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000		\$30,000	PW
	<i>Comment:</i> <b>PO has been issued. Work is scheduled to be completed by year end.</b>				
	<i>Wastewater Treatment</i> Lift Stations Capital Pump Repairs	\$146,000	\$66,059	\$79,941	PW
	<i>Comment:</i> Budget increased on June 23, 2020 to \$146,000. Brook Street pump#1 discharge check valve still requires repair. The submersible pumps at both the Young and Tannery lift stations remain outstanding. Will complete the Brook Street check valve installation in house. Planning the Young and Tannery to be completed by March 31, 2021, will be undertaken during the lift station clean-out.				

## Capital Status Report to January 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> Check Valve Installation at WWTP <b>Completed.</b>	\$10,000	\$5,184	\$4,816	PW
	<i>Wastewater Treatment</i> Raw Sludge Pumps (2) <b>RFP to purchase equipment issued and expecting quotes by end of March. Once parts arrive (6-8 weeks), installation will be by PW personnel and contractor for wiring, connection. Expect completion by end of June. Budget to be carried over to the new fiscal year.</b>	\$50,000	\$3,924	\$46,076	PW
	<i>Wastewater Treatment</i> Flowmeter Installation Program <b>CBCL currently looking at software implementation that would provide flow indication on all but two stations, if successful. If it is not then physical meters will be installed at these locations. There are two stations that will require physical meters. Waiting for software evaluation to be complete by end of April. This will determine if physical metering will be required.</b>	\$50,000		\$50,000	PW
	<i>Wastewater Treatment</i> Backflow Prevention Study for Lift Stations Study has been completed and issued. This is critical information for the preliminary design process for the WWTP upgrade. Recommendations made in this report will be evaluated and planned for 2021-22.	\$40,000	\$31,242	\$8,758	PW
	<i>Wastewater Treatment</i> Flood Study Complete	\$47,900	\$47,867	\$33	PW
	<i>Equipment-Trucks</i> Dump Truck This is a carry over item from fiscal 2019-20. Tender awarded November 12, 2019, truck delivered July 2020. Funding is a capital borrowing.	\$187,192	\$187,192	\$0	PW
	<i>Equipment</i> Air Compressor The capital expenditure was not anticipated when the 2020-21 Capital Budget was approved. This critical piece of equipment is used by Public Works on a regular basis. This purchase of this equipment was approved to be funded from the Public Works Equipment Reserve.	\$4,254	\$4,292	(\$38)	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall-Final Stage and Beautification <b>Rock deliveries have been delayed because of road load restrictions. This project will not be completed by March 31, 2021. Will continue to be completed on an as-available basis for the PW crew. Expected completion May 31, 2021.</b>	\$70,000	\$43,988	\$26,012	PW

## Capital Status Report to January 31, 2021

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<i>Renewals - Sidewalks/Curbs</i>					
	Brook Street-Beautification Project <i>Comment:</i> Received 50% of the funding requested from the province for the Beautification Grant, scope was reduced but the planting took place in October and work is complete for the current fiscal year.	\$20,000	\$9,005	\$10,995	PW
<i>New Sidewalks/Curbing</i>					
	Tannery Road-Knickle Rd. to 97 Tannery Road (E) - Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary. <i>Comment:</i> At the Nov.24th Council meeting it was agreed to proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity. The task of land purchases has been assigned to legal counsel. This project will be carried forward to 2021-22.	\$255,000	\$0	\$255,000	PW
<i>Infrastructure</i>					
	Streamed Waste Cans <i>Comment:</i> <b>PW has received the waste cans from supplier. Waste cans installed. Project complete. The cost of the cans were higher than originally anticipated our funding partner was advised and will have indicated they are able to cost share the higher amount.</b>	\$9,300	\$12,045	(\$2,745)	PW
<i>Fire Department</i>					
	Pumper #2 Replacement <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20	\$755,100	\$757,977	(\$2,877)	GM
<i>Fire Department</i>					
	Turnout Gear Washer <i>Comment:</i> Complete.	\$5,400	\$5,345	\$55	GM
<i>Fire Department</i>					
	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
<i>Fire Department</i>					
	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
<i>Fire Department</i>					
	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,583	\$217	GM

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

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<i>Fire Department</i>	Heat Pump Fire Hall  <i>Comment:</i> The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund. In December an additional unit was installed in the communications room. On January 12, 2021 Council approved, the installation of an additional unit in the offices and this would be partly funded from the Joint Equipment Fund. <b>All units have now been installed.</b>	\$25,000	\$26,697	(\$1,697)	GM
<i>Community Centre/Arena</i>	Community Centre-Bathroom Renovations  <i>Comment:</i> Project is complete. This is carry forward balance item from fiscal 19-20. Total project budget was \$55,000, spent in 19-20 was \$47,230, however there were some stalls that required installation in April due to some covid delays. The \$6,263 expended in 2020-21 brings the total completed project costs to \$53,493.	\$6,263	\$6,263	\$0	KC/PW
<i>Community Centre/Arena</i>	Arena-roof Exhaust Replacements  <i>Comment:</i> Purchase order issued for \$5,042 + HST (Sept.4), project is 50% complete. The parts delivery was delayed due to COVID-19. <b>Project is complete, have not received invoicing.</b>	\$10,000		\$10,000	KC/PW
<i>Community Centre/Arena</i>	Ice Resurfacer  <i>Comment:</i> Tender awarded July 28, 2020 for \$108,300 which included an edger. This item has been order and will be delivered in spring 2021.	\$125,000		\$125,000	KC
<i>Community Centre/Arena</i>	Ride on Mower  <i>Comment:</i> <b>Purchase order has been issued. However purchase may not be delivered until early in fiscal 21-22 due to COVID delivery delays.</b>	\$25,000		\$25,000	KC






## Capital Status Report to January 31, 2021

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>General</b>					
	New Services	\$7,000	\$1,018	\$5,982	PW
<i>Comment:</i> As required.					
	Replacement Hydrants	\$10,000	\$8,447	\$1,553	PW
<i>Comment:</i> Purchase of three hydrants completed.					
	Replacement Meters	\$5,000	\$5,359	(\$359)	PW
<i>Comment:</i> Have recently received \$5,000 of meters, PW will install as required.					
<b>Distribution Mains</b>					
	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$1,043	\$48,957	PW
<i>Comment:</i> Funding has been received. Draft scope of work developed and ongoing. Finalizing work description to put out RFP for GIS Development work. <b>Will not be completed by March 31, 2021, ongoing.</b>					
<b>Building Improvements &amp; Construction</b>					
	Chlorinator	\$70,000	\$0	\$70,000	PW
<i>Comment:</i> On PW Project List but no work done to date. Will be scoped and planned internally by PW in 2021/22, executed in 2022/23 but is a low priority.					
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764	PW
<i>Comment:</i> Completed					
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317	PW
<i>Comment:</i> Completed					
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311	PW
<i>Comment:</i> Budget was increased from \$5,000 to \$7,500 July 28. Work has been completed.					
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$5,527	\$9,473	PW
<i>Comment:</i> Project awarded to Gemtec Engineering. <b>Geotech investigation portion of this project has been completed vendor. Invoicing has not been received, tender amount \$17,610 + HST</b>					

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

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys 	\$17,500	\$8,875	\$8,625	PW
<i>Comment:</i>	Project awarded to Gemtec Engineering . This portion of the project has been completed.				
	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$375	\$29,625	PW
<i>Comment:</i>	Project awarded to Gemtec Engineering. Vendor to complete and issue letter to Dept. of Fisheries to obtain review and approval of Dam/Spillway plan. They will then design the upgraded dam and spillway. <b>Will not be completed by March 31, 2021.</b>				
	Watershed Land Purchase 	\$243,100	\$243,100	\$0	PW
<i>Comment:</i>	<b>Purchase of land is complete.</b>				
<b>Furniture &amp; Equipment</b>					
	Half Ton Truck (1) 	\$25,000	\$24,762	\$238	PW
<i>Comment:</i>	<b>Purchase complete.</b>				

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

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

ELECTRIC  
UTILITY

Project

Under/(Over)  
Budget YTD Actual Budget DH

<u>Structures</u>				
<b>Capacitor Bank at Substation or Distribution</b>		<b>\$480,000</b>	<b>\$12,388</b>	<b>\$467,612</b>
<i>Comment:</i> An Engineering Consultant was engaged for the design of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. Tender was awarded in January 2021. Delivery of necessary equipment is anticipated in May 2021 and installation should be completed late May or early June. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually. This project will be carried over to the 2020/21.				LD
<u>Utility Line Work</u>				
Meters		\$15,000	\$2,535	\$12,465
<i>Comment:</i> As required.				LD
Overhead Conductors		\$125,000	\$120,859	\$4,141
<i>Comment:</i> As required.				LD
Poles & Fixtures		\$50,000	\$46,636	\$3,364
<i>Comment:</i> As required.				LD
Services		\$25,000	\$24,977	\$23
<i>Comment:</i> As required.				LD
Street Lighting		\$30,000	\$5,487	\$24,513
<i>Comment:</i> As required.				LD
Transformers - Line		\$70,000	\$71,070	-\$1,070
<i>Comment:</i> As required.				LD

**Town of Lunenburg Operating Financial Statements**

January 31, 2021

**Summary Information**

(YTD Pro-rated Budget =83%)

**TOWN GENERAL**

Revenue	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
Taxes	\$6,115,163	\$5,988,100	102%	1.	(\$127,063)	\$6,178,200	103%
Grants In Lieu Of Taxes	240,851	240,900	100%	2.	49	240,900	100%
Sale of Services	78,049	96,700	81%		18,651	91,700	95%
Sale of Service Arena/Community Centre	164,246	249,700	66%	3.	85,454	218,200	87%
Other Revenue/Own Sources	280,409	311,200	90%		30,791	326,100	105%
Unconditional Transfers/Other Gov'ts	325,539	50,100	650%	4.	(275,439)	50,100	100%
Conditional Transfers/Fed or Prov Gov'ts	700	1,700	41%		1,000	289,600	17035%
Conditional Transfers/Other Local Gov'ts	174,873	174,900	100%		27	170,800	98%
	<u>\$7,379,830</u>	<u>\$7,113,300</u>	<u>104%</u>		<u>(\$266,530)</u>	<u>\$7,565,600</u>	<u>106%</u>
<b>Expenditures</b>							
General Government Services	\$418,503	\$508,850	82%		\$90,347	\$483,100	95%
Protective Services	1,183,511	1,598,200	74%		414,689	1,593,300	100%
Transportation Services	689,232	959,000	72%	5.	269,768	890,400	93%
Environmental Health Services	1,009,924	1,358,600	74%	6.	348,676	1,314,500	97%
Public Health Services - Cemetery	33,972	40,700	83%	7.	6,728	40,000	98%
Environmental Development	332,911	451,200	74%		118,289	465,000	103%
Recreation & Cultural Services	229,977	284,300	81%		54,323	274,200	96%
Arena/Community Centre	390,457	504,000	77%		113,543	507,400	101%
Fiscal Services	1,398,969	1,408,450	99%	8.	9,481	1,997,700	142%
	<u>\$5,687,456</u>	<u>\$7,113,300</u>	<u>80%</u>		<u>\$1,425,844</u>	<u>\$7,565,600</u>	<u>106%</u>
<b>TOWN SURPLUS (DEFICIT) **</b>	<u><b>\$1,692,374</b></u>	<u><b>\$ -</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 104% and 80% of expenditures have occurred as of January 31, 2021.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued. Both Sewer and Deed Transfer Tax revenue are higher than anticipated, both will be offset by additional transfers to reserves at year-end.
- Received from Province in January 2021.
- Arena revenues are seasonal, opened Oct.26. Based on operations to Jan.31 the revenue is anticipated to be \$20,000 less than budgeted for fiscal 2020/21.
- Includes the \$287,930 Covid Safe Restart funding. Municipal Affairs currently working with municipal units and federal government to develop reporting requirements that capture intended use due to Covid impacts. Staff projections have \$115,000 carried forward to fiscal 21-22.
- PW vehicle maintenance higher than anticipated for the year, combined budgets = \$52,000, YTD actual = \$53,888, including \$18,630 of in-house labour. Sidewalk repairs & maintenance over budget by \$12,400, offset by savings in asphalt patching.
- Material and supplies for Waste Water Collection is over budget by \$6,500 due to unanticipated purchase of flood protection devices. Building repairs and maintenance over budget by \$11,700 for repairs to emergency lights, roof top air conditioner and overhead door. Should be offset by operational savings or higher than anticipated sewer revenues.
- Cemetery operational expenditures are seasonal.
- As noted under item #1 Deed Transfer Tax collection has been higher than anticipated by \$122K YTD, this is offset by a corresponding additional reserve transfer of the same amount.

	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
<b>WATER UTILITY</b>							
Revenue	\$1,186,397	\$1,646,500	72%	1.	\$460,103	\$1,566,700	95%
Expenditures	\$1,075,382	\$1,646,500	65%		\$571,118	\$1,566,700	95%
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>\$111,015</b></u>	<u><b>\$ -</b></u>				<u><b>\$ -</b></u>	

**Legend:**

- Three quarterly billings issued. Next billing will be issued March 31, 2021.

	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
<b>ELECTRIC UTILITY</b>							
Revenue	\$5,154,905	\$6,840,500	75%	1.	\$1,685,595	\$6,487,800	95%
Expenditures	\$5,185,341	\$6,840,500	76%		\$1,655,159	\$6,487,800	95%
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>(\$30,436)</b></u>	<u><b>\$ -</b></u>				<u><b>\$ -</b></u>	

**Legend:**

- Electric consumption billings are seasonal in nature.

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

**DEED TRANSFER TAX REPORT**

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
Revenue this year	<u>\$100,000</u>	(6)	<u>\$30,125</u>	(78)	<u>\$222,003</u>	<u>(\$122,003)</u>
2019/20 Reserve Fund Balance	<u>\$498,573</u>					

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

	Balance 31-Mar-20	2020/21 Tax Billings	Collected To Date	Balance
2019/20 Taxes & Sewer and Prior	299,850	-	204,143	95,707
2020/21 Tax & Sewer billings	<u>(133,360)</u>	<u>5,892,879</u>	<u>5,493,417</u>	<u>266,102</u>
	166,490	5,892,879	5,697,560	361,809
Interest				31,593
Total Outstanding 6.68%				<u>393,402</u>

Prepayments for 2021/22 Tax & Sewer \$108,476

**PARKING METER REVENUE AND FINES**

	Budget 2020/21	Actual to 31-Jan-21	Variance to Budget	% of Budget
Parking Meter Revenue	\$50,000	\$39,860	\$10,140	79.72%
Parking Meter Fines	2,500	667	1,833	26.68%
Court Fines	3,500	4,037	(537)	115.34%
Total	<u>\$56,000</u>	<u>\$44,564</u>	<u>\$11,436</u>	<u>79.58%</u>

**SNOW AND ICE CONTROL**

**Public Works Labour & Salt Purchases**

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 31-Jan-21
April to October	2,091	1,132	724	1,858	3,085		0
November				1,050	27		237
December	409	6,793	3,418	3,789	4,212		4,518
January	13,062	6,613	6,215	4,359	9,224		825
February	12,005	17,514	7,410	15,631	8,854		
March	4,132	11,383	7,430	15,217	1,736		
Labour Cost	31,699	43,435	25,197	41,904	27,138	53,950	5,580
Salt Purchases	60,173	81,815	59,886	101,187	71,083	83,000	23,957
Contractors/Rentals/ Electric (Salt Shed)	1,707	223	204	233	230	500	216
	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>98,451</u>	<u>137,450</u>	<u>29,753</u>
% Budget Used							21.65%
<b>BUDGET VARIANCE UNDER (OVER)</b>							<b>\$107,697</b>

<b>Grants 2020/21</b>		
<b>Status update: January 31, 2021</b>		
Account #01-2-19-5100	2020/21 Approved Grants	2020/21 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	\$5,000	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
<del>Lunenburg Community Christmas Dinner</del>	<del>\$115</del>	<del>The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST) Event was not held in 2020 due to Covid.</del>
<del>Lunenburg County Lifestyle Centre</del>	<del>\$1,000</del>	<del>Requesting municipal sponsorship towards hosting the 2020 Canadian Tire Para Hockey Cup Championships from December 5 to December 12, 2020. 2020 event cancelled and requested funding consideration for rescheduled 2021 event be given during our 2021/22 budget deliberations.</del>
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. <b>In-kind</b> garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 10 Sundays, starting on July 5th and ending on September 13th.
Lunenburg Folk Harbour Society-Sponsorship	\$1,000	While the Lunenburg Folk Harbour Festival has been cancelled for August 2020, many of the Society's fixed costs of operation still remain, with significant loss in their traditional revenue. Revenue streams of ticket sales, sponsorships from local businesses, and rental opportunities have completely dried up, and yet they still have all of their operating and administrative costs to cover. Because of this, the Society is asking the Town of Lunenburg to consider supporting the Society during this time of need.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg and District Swimming Pool	\$1,500	Support to operate and maintain their outdoor swimming pool. Even with Covid-19 restrictions they plan to provide jobs doing maintenance, renovation and repair of the pool and its facility.
Nova Scotia Sea School	\$1,000	The Sea School is seeking funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Safe Communities Lunenburg County	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
<b>Approvals June 3, 2020</b>	<b>\$ 18,115</b>	
Adjustment for cancelled events	<b>(\$1,115)</b>	
<b>Revised total</b>	<b>\$ 17,000</b>	
<b>Approvals since June 3, 2020</b>		
LCLC-Donation for PVEC Grad Event	\$ 500	
Lunenburg Doc Fest	\$ 1,000	
Arena Rental for Food Bank	\$ 151	
<b>Updated 2020-21 Grant total</b>	<b>\$ 18,651</b>	
Total 2020-21 Budget	\$ 20,000	
<b>Budget for additional grant requests, if required</b>	<b>\$ 1,349</b>	

Motion  
Town of Lunenburg  
Sale of Angus Walters House – 37 Tannery Road  
March 22, 2021

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

Whereas the Town passed a resolution (in 3 component parts) on the 9<sup>th</sup> day of March, 2021 for the sale of the property at 37 Tannery Road.

And Whereas the Town passed a resolution on the 9<sup>th</sup> day of March, 2021 declaring Parcel TR-1 to be part of Tannery Road, a public street, but the Registrar General would not allow the resolution and attached plan to be filed in the Land Registry (and pursuant to s. 312 of the Municipal Government Act, a plan of survey must be filed in the registry when expanding a public street).

And Whereas the property could not be approved for subdivision under the Town of Lunenburg Subdivision Bylaw.

And Whereas subdivision approval is not required, by virtue of s. 268(c) of the Municipal Government Act for a subdivision resulting from an acquisition of land by a municipality for municipal purposes.

The Town hereby agrees that the form of agreement with the purchasers of the property shall be amended so that the entire lot (represented in Property Online as PID 60053246) shall, subject to the utility easement, be conveyed to the purchasers and the purchasers shall immediately convey Parcel TR-1 to the Town by Warranty Deed for municipal purposes (for street purposes), and the Mayor and Manager/ Clerk are authorized to do such things and to execute such documents with the municipal seal as are reasonably necessary to complete the transaction as amended herein

## TOWN OF LUNENBURG

## Anti-Racism Special Committee – REVISED Membership

March 4, 2021

Composition of the Special Committee [as approved by Council on August 25, 2020]	
Eight committee members:	Invited representatives:
<i>Two municipal Councillors (one of which shall Chair); [appointed on November 12, 2020]</i>	1. Councillor Melissa Duggan, Chair 2. Deputy Mayor Peter Mosher
<i>Two Citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town;</i>	3. Jerin Kottakkal 4. TBD
<i>Two representatives from African Nova Scotian Community;</i>	5. Rebecca Fisk 6. Sandra Vernon
<i>Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations)</i>	7. Stephen Labrador, Acadia First Nation 8. TBD
Other participants:	
<i>The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.</i>	Ex-officio: <ul style="list-style-type: none"> <li>• Margie Knickle</li> <li>• Piotr Luczak, LLB</li> <li>• Megan Meldrum, Graduate Student</li> <li>• Yvonne Mosely</li> <li>• Mayor Matt Risser</li> </ul>
	Advisors: <ul style="list-style-type: none"> <li>• Chavasse Bain, African NS Affairs</li> <li>• Cynthia Dorrington, Black Loyalist Heritage Centre</li> <li>• Tammy Hamlin, Town of Truro</li> <li>• Jessika Hepburn, BIPOC South Shore</li> <li>• Mohammad Mousa, Social, Human Sciences &amp; Youth, CC UNESCO (Ottawa)</li> <li>• Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs</li> </ul>
<i>Town Staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services)</i>	Staff: <ul style="list-style-type: none"> <li>• Kelly Cunningham, Recreation Director</li> <li>• Arthur MacDonald, Heritage Manager</li> <li>• Heather McCallum, Assistant Municipal Clerk (Recording Secretary)</li> </ul>

\*The Special Committee may choose to adjust the membership parameters of the group as part of their work.



**TOWN OF LUNENBURG  
ANTI-RACISM SPECIAL COMMITTEE  
REVISED TERMS OF REFERENCE  
March 4, 2021 – *showing mark-up***

**A. Purpose/Objective**

1. The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.
2. The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

**B. Responsibilities of the Special Committee**

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) anti-Black and Indigenous racism, including:
  - a) Identify ways and means to eliminate barriers to employment, **economic prosperity**, policies, procedures and practices that may negatively impact the BIPOC (Black/ Indigenous/People of Colour) **and other underrepresented** members of our community;
  - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg's **Council**, Committees, workplace, activities, **and** services, **and marketing**;
  - c) Strive to showcase the rich cultural heritage of all peoples **in** the Town of Lunenburg's literature, plaques, interpretive panels, ~~street naming policy~~ **Road Naming Procedure Policy**, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
  - d) Make recommendations on how implementation and ongoing monitoring **and training with** an inclusivity, diversity, **equity**, and anti-racism lens can be achieved in the Town of Lunenburg government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

### C. Membership of the Special Committee

1. The Special Committee will be established by the Town issuing invitations to **relevant** stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg **if** possible, and the wider community **as** necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.
2. The Special Committee shall be comprised of eight (8) voting Special Committee members including:
  - Two Town Councillors (one of which shall Chair) – *Councillor Melissa Duggan, Chair, and Councillor Peter Mosher*;
  - Two citizens at large who have knowledge/expertise in African Nova Scotian or Indigenous affairs – *Jerin Kottakkal and TBD*;
  - Two representatives from the African Nova Scotian community – *Rebecca Fisk and Sandra Vernon*; and
  - Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations – *Stephen Labrador and TBD*.
3. Other Special Committee non-voting participants:
  - The Special Committee may invite external non-voting (ex-officio) participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
  - Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services) – *Assistant Municipal Clerk, Heritage Manager, and Recreation Director*

### D. Meeting Proceedings

1. The rules of procedure for the Special Committee ~~shall be governed by~~ are the Town's "Council and Committee Meetings and Proceedings Policy", **which includes the ability to suspend rules of order in its operation by the unanimous consent of the Special Committee members present. It is the preference of the Special Committee membership to take an informal approach to proceedings. This includes but is not limited to:**
  - a. **Decisions may be made by consensus, dispensing with formal motions.**
  - b. A quorum of the Special Committee shall consist of ~~five~~ **a majority of** voting members, **including the Chair.**

- c. In the absence of the Chair, meetings will be chaired by the second member of Lunenburg Town Council.
  - d. Discussions may be casual and not have a formal time limit (other than the scheduled length of the meeting). Efforts will be made to ensure all voting members have a voice at meetings.
  - e. Meetings will not be longer than two hours without the agreement of the Special Committee voting members.
2. Small working groups of Special Committee members may meet for specific tasks as directed by a consensus of the membership, and report back to the Special Committee.
  3. Special Committee meeting minutes will be taken by Town staff and available to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act. Meetings are confidential to allow a safe space for discussion.
  4. The Special Committee will report progress updates to the Town Council via the Chair and meeting minutes. ~~at intervals determined by the Special Committee and Council.~~
  5. Meeting dates and frequency to be determined by the Special Committee. ~~upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom.~~ When the easing of COVID-19 pandemic restrictions allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
  6. ~~It is anticipated that~~ The work of the Special Committee – per Section B above – will take approximately one year to complete (i.e., February 28, 2021), ~~depending on availability of the members.~~ The term may be adjusted as needed for the completion of the work, with the approval of Council. The mandate of the Anti-Racism Special Committee (Section B) will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption.
  7. Background materials and resources will be maintained by Town staff for the use of the Special Committee to assist with their work.
  8. Citizen Voting members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.

## **E. Project Lunenburg Comprehensive Community Plan**

It is noted that the formation of this Special Committee is in keeping with the following five year Action priorities in the Town's Comprehensive Community Plan:

### Governance

- *Reform municipal committees to build a culture of inclusion.*

### Culture and Recreation

- *Foster inclusivity in programming and leadership.*
- *Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.*
- *Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.*

# MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

ANTI-RACISM SPECIAL COMMITTEE



Arthur MacDonald  
Heritage Manager  
February 25, 2021

# PLAN DEVELOPMENT



## ■ SMART PLANNING TOOL

- **Specific** – Is the goal or objective sufficiently specific to easily understand;
- **Measurable** – Can success at achieving the goal be measured and confirmed;
- **Attainable** – Goals and objectives can be reached within resources available to the Town;
- **Realistic** – Goals and objectives are within the realm of possibility;
- **Timed** – Goals and objectives are associated with clear timelines to guide activity.

# PLAN DEVELOPMENT



## ■ ELEMENTS OF SUCCESS

### **Diversity and inclusion goals**

Measurable and achievable strategic outcomes to be implemented at all levels of the organization.

### **Policies and procedures**

Established policies and procedures that reflect a commitment to diversity and inclusion, that are free of barriers.

### **Leadership and accountability**

Support from Council, the CAO, Directors, Management, Human Resources and employees.

A lead by example approach that shows commitment to diversity and inclusion.

Defined responsibility to adhere to the Municipal Action Plan and its goals.

### **Resources and professional development**

Education (in a variety of formats and methods), coaching and mentorship for staff at all levels of the organization.

Materials, guidelines, and a diversity and inclusion lens to support the implementation of the Municipal Action Plan.



# PLAN MISSION & VISION



# PLAN EXAMPLE: KINGS COUNTY



## ■ PLAN VISION & MISSION

- The **Municipality of the County of Kings** (Race Relations and Anti-Discrimination Committee (RRADC)) Action Plan outlined the following:
  - **Vision Statement:** *We envision the Municipality of the County of Kings as a recognized leader in establishing and implementing policies, programs and practices to eliminate racism, discrimination and exclusion.*
  - **Mission Statement:** *To determine where and how racism, discrimination and exclusion are manifest in the Municipality of the County of Kings. To recommend policies, programs and practices designed to eliminate racism, discrimination and exclusion, to monitor the effects of recommendations and to report on changes.*

# PLAN EXAMPLE: HALIFAX



- **PLAN VISION & MISSION**
  - **HRM's Diversity and Inclusion Framework** has the following:



An inclusive organization as part of a community that values and reflects the diverse people we serve.



To remove barriers that prevent the full participation of our residents, businesses, visitors and municipal employees in municipal programs and services.

**Diversity**

Utilizing different views and ideas.

**Inclusion**

Eliminating barriers, supporting participation and valuing contribution

**Equity**

Giving everyone what they need to succeed

# PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES



## ■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

### The municipality as a guardian that respects the public interest



Increasing vigilance against systemic and individual discrimination.



Monitoring discrimination in the municipality and taking action to address it.



Supporting individuals who experience discrimination.



Providing police services that are exemplary institutions for fighting discrimination.

# PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES /...con't



## ■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

### The municipality as an organization that upholds human rights

**5** Providing equal opportunities as a municipal employer, service provider, and contractor.

**6** Supporting measures that promote equity in the labour market.

**7** Challenging discrimination and promoting diversity and equal opportunities in housing.

# PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES /...con't



## ■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

### The municipality as a community that promotes diversity



Involving citizens by giving them a voice in anti-racism initiatives and decision-making.



Challenging discrimination and promoting diversity and equal opportunities in education and other forms of learning.



Promoting the respect, knowledge, and appreciation of cultural diversity and the inclusion of Indigenous and racialized communities in the cultural fabric of the municipality.

# PLAN DEVELOPMENT



## ■ PLAN VISION & MISSION

- This Special Committee's Terms of Reference begins with the following:  
*The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people.*



# PLAN GOALS



# PLAN EXAMPLE: KINGS COUNTY



## ■ PLAN STRATEGIC AREAS/GOALS

- The **Municipality of the County of Kings** (Race Relations and Anti-Discrimination Committee (RRADC)) Action Plan outlined the following four strategic areas:
  - **Our Welcoming Community**
  - **Our Educated Community**
  - **Our Engaged Community**
  - **Our Committed Community**



## PLAN EXAMPLE: KINGS COUNTY /...con't



### ■ PLAN STRATEGIC AREAS/GOALS

- Each of the four strategic areas were broken down into subsections dealing with the goal and objectives with corresponding actions that included measures, responsibilities, potential partners, resources required and timeframe for implementation. For example:

**Our Welcoming Community – Goal:** *To create a safe and welcoming community that meets the social, cultural and economic needs of all residents regardless of age, ability, race, ethnicity, religion, gender, language, sexual orientation or socio-economic status.*

Followed by 3 objectives to help achieve the goal.

# PLAN EXAMPLE 4: HALIFAX



## ■ PLAN GOALS

- HRM's Diversity and Inclusion Framework has the following:

1	Inclusive public service	To ensure inclusive and equitable access to and benefit of, municipal services, programs and facilities.
2	Safe, respectful and inclusive work environment	To have a diverse and inclusive workplace free of harassment, discrimination and systemic barriers.
3	Equitable employment	To attract and retain a skilled workforce that reflects the diverse residents of the municipality.

## PLAN EXAMPLE: HALIFAX /...con't



### ■ PLAN GOALS

- HRM's Diversity and Inclusion Framework has the following:

4	Meaningful partnerships	To develop positive and respectful internal and external partnerships that contribute to inclusive decision making.
5	Accessible information and communication	To communicate both internally and externally, in a way that demonstrates, exemplifies and embodies our municipal diversity and inclusion values.

# PLAN DEVELOPMENT



## ■ PLAN GOALS

- This Special Committee’s Terms of Reference has the following under “Develop a Municipal Action Plan”:
  - a) Identify ways and means to **eliminate barriers** to employment, economic prosperity, policies, procedures and practices that may negatively impact the BIPOC (Black/ Indigenous/People of Colour) members of our community;
  - b) Strive to achieve suitable **representation** of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg’s Committees, workplace, activities, services, and marketing;
  - c) Strive to showcase the rich **cultural heritage** of all peoples on the Town of Lunenburg’s literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
  - d) Make recommendations on how **implementation** and ongoing **training and monitoring** through an inclusivity, diversity, equity, and anti-racism lens can be achieved in the Town of Lunenburg government<sup>16</sup> and services.



# PLAN SEGMENTS

# PLAN DEVELOPMENT



## ■ PLAN SEGMENTS

- Fundamentally we have to agree that the Plan will be limited to those aspects under the control of the Municipality.
- We do not have control over the private sector – although they are subject to Federal and Provincial human rights legislation – but the Town can provide modelling and education.

# PLAN EXAMPLE: LUNENBURG COUNTY ACCESSIBILITY PLAN



## ■ PLAN SEGMENTS

- Let's begin with identifying the Plan's segments.
- For example the **Lunenburg County Accessibility Plan** was broken down into the following:
  - **Services**
  - **Information and Communications**
  - **Transportation**
  - **Employment**
  - **Built Environment**
- Lunenburg's could be broken down by services that the Town provides (see over)?

# PLAN DEVELOPMENT



## ■ PLAN SEGMENTS

- Lunenburg's services are as follows – discuss.





# PLAN DEVELOPMENT



- NEXT STEPS



***Diversity is being invited to the party.***

***Inclusion is being asked to dance.***

*Verna Myers*

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# MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

QUESTIONS OR COMMENTS



END

FIRE PROTECTION EXPENDITURE BUDGET						
ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL	
<b>ADMINISTRATION</b>						
- 01-2-24-1100 1	FIRE PREVENTION & ADVERTISING	\$ 1,700	\$ 1,700	\$ 1,100	\$ 1,723	
100 01-2-24-1200 2	COUNCIL HONORARIUMS & STAFF MEETING PAY	4,700	4,600	4,600	4,192	
(1,200) 01-2-24-1300 3	LIABILITY INSURANCE	8,400	9,600	7,700	9,600	
- 01-2-24-1350 4	LEGAL SERVICES *	800	800	800	2,862	
- 01-2-24-1510 5	ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530	
- 01-2-24-1520 6	CONVENTIONS - CHIEF	-	-	-	1,497	
500 01-2-24-1620	EMPLOYMENT BENEFITS	5,500	5,000	5,000	6,124	
- 01-2-24-1650	MEDICAL PLAN	1,100	1,100	1,100	710	
500 01-2-24-1700 7	OFFICE SUPPLIES & IT SERVICES	2,000	1,500	1,500	2,243	
<b>FIRE FIGHTING FORCE</b>						
(100) 01-2-24-1400 8	WORKERS COMP. (Super, Substitutes & Standby)	1,400	1,500	1,200	729	
(1,200) 01-2-24-1420 8	WORKERS COMP. - FIREFIGHTERS	6,400	7,600	7,600	6,530	
4,400 01-2-24-2010 9	SUPERINTENDENT	54,900	50,500	50,500	44,481	
- 01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	600	600	600	-	
- 01-2-24-2020 10	STORM STAND-BY	2,100	2,100	2,100	2,415	
200 01-2-24-2030 11	HONORARIUMS - FIREFIGHTERS	50,600	50,400	50,400	49,354	
<b>WATER SUPPLY AND HYDRANTS</b>						
(9,800) 01-2-24-5100 12	FIRE PROTECTION RATES *	331,000	340,800	340,800	325,360	
<b>TRAINING</b>						
2,000 01-2-24-6020 13	TRAINING	17,000	15,000	15,000	13,195	
<b>FIRE STATIONS &amp; BUILDINGS</b>						
- 01-2-24-3010 14	TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,900	1,469	
400 01-2-24-7010 15	ANSWERING SERVICE	9,100	8,700	8,900	8,715	
- 01-2-24-7020 16	TELEPHONE	5,000	5,000	5,000	5,001	
- 01-2-24-7025 17	DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,144	
(7,100) 01-2-24-7030 18	HEATING FUEL	10,000	17,100	10,000	15,031	
(1,700) 01-2-24-7040 19	INSURANCE - BUILDING	6,200	7,900	5,600	7,860	
2,000 01-2-24-7050 20	ELECTRICITY	17,000	15,000	14,000	12,762	
- 01-2-24-7060 21	WATER	2,300	2,300	2,300	2,187	
1,200 01-2-24-7065 22	SEWER	9,900	8,700	9,900	8,728	
500 01-2-24-7070 23	JANITOR SUPPLIES	2,500	2,000	2,500	2,204	
9,000 01-2-24-7080 24	REPAIRS TO BUILDING	19,000	10,000	10,000	18,227	
<b>FIRE FIGHTING EQUIPMENT</b>						
6,800 01-2-24-7090 25	INTEREST ON CAPITAL LOAN *	15,600	8,800	8,800	9,608	
- 01-2-24-8010 26	VEHICLE/EQUIP. MAINT. CONTRACT	13,600	13,600	13,600	7,477	
- 01-2-24-8020 27	GAS AND SUPPLIES	6,700	6,700	6,700	6,513	
- 01-2-24-8031 28	REPAIRS #1 2015	5,000	5,000	5,200	5,438	
- 01-2-24-8032 28	REPAIRS #2 2020 ENGINE	4,000	4,000	4,000	539	
1,500 01-2-24-8033 28	REPAIRS #3 '10 ENGINE	5,000	3,500	3,500	5,248	
- 01-2-24-8034 28	REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	1,500	443	
(500) 01-2-24-8035 28	REPAIRS #5 '00 TANKER	-	500	1,200	5,734	
- 01-2-24-8036 28	REPAIRS #6 '02 TANKER	4,000	4,000	4,000	2,756	
- 01-2-24-8037 28	REPAIRS #7 '99 UTILITY	2,000	2,000	2,000	2,786	
1,000 01-2-24-8038 28	REPAIRS #8 BOAT & TRAILER	3,000	2,000	2,000	621	
5,100 01-2-24-8040 29	INSURANCE ON TRUCKS/EQUIPMENT	14,500	9,400	13,000	9,415	
- 01-2-24-8050 30	HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	14,890	
- 01-2-24-8051 31	PPE - PERSONAL PROTECTIVE EQUIPMENT	12,000	12,000	12,000	2,854	
- 01-2-24-8060 32	GENERAL EQUIPMENT REPAIR	7,000	7,000	7,000	5,834	
- 01-2-24-8080 33	REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	5,000	1,833	
1,000 01-2-24-8090 34	RADIO AND PAGING REPAIRS	2,000	1,000	1,700	965	
<b>OTHER</b>						
- 01-2-24-9040 35	MEDICAL EXPENSES	1,500	1,500	1,500	1,781	
- 01-2-24-9045 36	FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	1,000	2,500	
- 01-2-24-9050 37	RENTAL - BLUE STORAGE BUILDING	600	600	600	600	
<b>DEPARTMENT TOTAL</b>		<b>\$ 698,000</b>	<b>\$ 683,400</b>	<b>\$ 675,800</b>	<b>\$ 643,708</b>	
*Non-shareable expense						
<b>BUDGET REVENUE</b>		<b>2021/22</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2019/20</b>	
Dist 1&2 Cost Sharing						
Dept Total		\$ 698,000	\$ 683,400	\$ 675,800	\$ 643,708	
Less: Honorariums & Meeting Pay		(4,700)	(4,600)	(4,600)	(4,192)	
Legal		(800)	(800)	(800)	(2,862)	
Fire Protection Rates		(331,000)	(340,800)	(340,800)	(325,360)	
Interest		(15,600)	(8,800)	(8,800)	(9,608)	
		345,900	328,400	320,800	301,686	
Dist Share @ 50%		172,950	164,200	160,400	150,843	
Add: 6.5% Administration		11,242	10,673	10,426	9,805	
		<b>\$ 184,190</b>	<b>\$ 174,870</b>	<b>\$ 170,830</b>	<b>\$ 160,650</b>	
<b>Budget Change</b>		<b>\$ 14,600</b>				
		<b>2.1%</b>				

## NOTES TO FIRE PROTECTION BUDGET

The Town and the Municipal District 1 & 2 have a cost-sharing agreement for the Lunenburg Fire Department. This 20-year agreement renewed in February of 2021 for an additional 5-year term. The agreement automatically renews every 5 years unless one party gives a 1 year termination notice. District 1 & 2 pays 50% of the operating budget of shareable expenditures only. In addition, District 1 & 2 pays a 6.5% administration charge based on shareable expenditures less any revenue received by the Town for billable fire expenditures. The estimated 2021/22 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$184,200.

As per the cost-sharing agreement, each parties' interest in Capital expenditures is determined by mutual agreement at the time the Capital Budget is set.

1. #01-2-24-1100 Fire Protection & Advertising

*Due to COVID-19 financial restrictions this budget has been reduced by \$300. Fire Dept. expects this to budget to increase to pre-COVID level in fiscal 22-23.*

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$560
Fire Prevention radio advertisements	\$500
Sign advertisements in the bowling alley	\$180
Sign advertisement in the curling rink	\$220
Sign advertisement in the arena	\$240

***The Fire Department will reimburse any costs over \$1,700 for fiscal 21-22.***

2. #01-2-24-1200 Council Honorariums & Staff Meeting Pay

*Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.*

Based on a portion of Council Honorariums and staff meeting attendance. This item is not cost shareable with Districts #1 & #2 Fire Commission.

3. #01-2-24-1300 Liability Insurance

Insurance costs are budgeted based on the estimated rates for the upcoming fiscal year.

4. #01-2-24-1350 Legal Services

This is for possible legal costs associated with the fire services.

5. #01-2-24-1510 Association Dues – Chief & Deputy Chiefs

- The cost of annual dues for the Fire Chief and Deputy Chiefs (2)
- Canadian Association of Fire Chiefs
- Canadian Volunteer Fire-fighter's Association
- Maritime Fire Chief's Association
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Fighter's School
- Lunenburg Regional Fire & Emergency Services
- Canadian Fallen Fire-fighter's Foundation
- Public Fire Marshall Safety Council

*Since 2018/19 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared following this practise.*

6. #01-2-24-1520 Conventions – Chief

*As events continue to be cancelled due to COVID-19 travel restrictions this expense was eliminated for fiscal 2020-21 and will be again in 2021-22. Fire Dept. expects this budget to increase to pre-COVID level in fiscal 22-23.*

The Town has a \$1,200 limit per individual for convention expenditures annually. In fiscal 2017/18 Council agreed to increase the chief's convention expenditures to \$1,800 to offset his attendance at

two conferences and noted that any expenditures over the \$1,800 will need to be covered by the Fire Department.

7. #01-2-24-1700 Office Supplies & IT Services

This account includes copy paper and office supplies. This account also includes costs related to IT maintenance.

8. #01-2-24-1400; #01-2-24-1420 Workers Compensation

2021 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.43/\$100
Volunteer Fire Fighters	\$0.51/\$100

Based on \$25,000/annum per member for 50 members as approved by the Protective Services Committee. Actual WCB claims are based on income from all sources.

9. #01-2-24-2010 Superintendent, Contracted Superintendent & Substitutes

The budget includes salary and benefits for the full-time Fire Hall Superintendent for the full fiscal year.

Substitutes are to be paid at the following rates:

\$13.00/hour (was minimum wage, \$12.95/hour as of April 1, 2021)

- Delivery and pick-up of vehicles
- Attendant role at the Fire Department for deliveries, maintenance and other services
- Cleaning

\$18.00/hour

- Repair and maintenance of trucks and equipment

\$20.00/hour

- Repair and maintenance of trucks by Licensed Automotive Service Technician

10. #01-2-24-2020 Storm Stand-by

Also included is an amount for Standby Crews for storms. This labour is paid at minimum wage rate of \$12.95 per hour, effective April 1, 2021.

11. #01-2-24-2030 Honorariums - Firefighters

The Honorariums have been budgeted at \$50,600 distributed as follows:

Fire Department:	\$45,839	(\$43,955 + HST = \$50,548) CPI increase 0.3%
Fire Chief:	4,750	(\$4,555 + HST = \$5,238) CPI increase 0.3%
	<u>\$50,589</u>	

The Fire Department Honorariums are distributed among the members at the discretion of the Department.

12. #01-2-24-5100 Fire Protection Rates

The water rate as approved by the NSURB on June 21, 2016. This item is not cost shareable with Municipal Districts #1 and #2 Fire Commission as per the written agreement we have with them.

13. #01-2-24-6020 Training

*At the time of 2021-22 budget preparations there are still COVID-19 travel restrictions in place, as such this expense be reduced to \$17,000 for 2021/22. The Fire Chief has noted that the 2022-23 budget will need to be reinstated to the pre-COVID level of \$20,000.*

**In previous budgets the Town and District cost shared for training to the maximum budgeted amount and the Fire Department reimbursed any amount over the budget maximum. The Fire Department is requesting that this reimbursement requirement be eliminated.**

The Fire Department Training Officer sets up training courses and sends information to Fire Hall Superintendent to complete the purchase orders for payment through this budget account. The Fire Department may change courses as required to train firefighters.

Courses may include the following:

Level I Fire Fighter Course (per member)	\$ 2,500
Officer Training Tactics	1,000
FDIC (per member)	400
D/C Chief Conference*	1,400
Thermal Imaging Camera	1,000
Rapid Intervention Team	1,000
Medical First Responders (per member)	300
Vehicle Extrication	1,000
Ice Rescue	1,000
First Aid/CPR (per member)	50
Aerial Operations	1,000
EHS Symposium (per member)	100
Safety Officer	1,000
South Shore Mutual Aid (per member)	20
Books/Videos	500
Mobile Burn Unit (per member)	300
Fall Arrest (per member)	50
Sim-U-Share Program	600
Class 3/Air Brake (per member)	100
Small Vessel Operator Proficiency (per member)	1,000
Miscellaneous (new courses)	2,000

\*The Town has a \$1,200 limit per individual for convention expenditures annually

14. #01-2-24-3010 Telephone Line

This account includes the paging system at Lunenburg Academy (634-9405) and alarm security line.

15. #01-2-24-7010 Answering Service

Estimate based on the following, dispatch services contracted with Scotia Business, monitoring charges, and line charges.

16. #01-2-24-7020 Telephone

Includes 634-8343 (office), 634-4145 (fax), 634-4112 (club room), three cellular phones for in the trucks, cell phone for Superintendent, circuit line and TMR radio.

17. #01-2-24-7025 Data Information

Radio & Repeater License	\$2,200
Computer Maintenance	700
I am Responding (previously Fire Q) License	1,000
	<u>\$3,900</u>

18. #01-2-24-7030 Fuel

Fuel estimate based on anticipated usage at projected pricing. Heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

19. #01-2-24-7040 Insurance - Building

Budget based on estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and anticipated usage. Electric heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted using 2020/21 approved rates at current assessment (AAN 08204233) of \$2,097,200.

23. #01-2-24-7070 Janitor Supplies

Covers the cost for cleaning products and supplies. This budget has been increased due to increased cleaning required due to COVID-19 pandemic.

24. #01-2-24-7080 Repairs to Building

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Gutter repairs	5,000
West Entrance Door Repair/Replacement**	4,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$19,000</u>

\*Includes items such as paint, floor repair, door service, grease traps, etc.

\*\*The West Entrance Door to the Apparatus Bay is a primary entrance route for firefighters responding to the station during a call, the door frame has deteriorated to a point in the lower corners on both sides of the door frame that there is little metal left to keep weather and vermin out of the station. The door frame requires immediate replacement.

25. #01-2-74-7090 Interest on Capital Loan

Interest estimates on capital loans are as follows:

Project	Year	Original Loan Amount	2021/22 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,078
Aerial Ladder Truck	2015/16	\$448,887	\$6,300
Fire Truck #2	2020/21	\$327,550	\$8,189

26. #01-2-24-8010 Vehicle/Equipment Maintenance Contracts

Vehicle pump maintenance contract	\$ 2,200
Breathing apparatus contract	2,100
Cascade compressor contract	2,300
Lifepak (AED) maintenance contract	1,400
Ladder Truck Inspection	5,000
Hurst jaws & cutters maintenance contract	<u>600</u>
	<u>\$13,600</u>

27. #01-2-24-8020 Gas and Supplies

Based on actual and projected litres consumed at projected pricing. This budget amount also includes the oil, grease, filter and fluids to do two in-house services of each vehicle yearly and materials to do monthly service on Ladder Truck in-house.

28. #01-2-24-8031-#2-24-8038 Repairs to Trucks

These accounts are budgeted separately for each vehicle as well as a general equipment repair account. Budgeted costs for each vehicle are estimated based on vehicle age and actual repair costs.

Includes in-house labour when working on vehicles at \$18/\$20 per hour as per note 9.

29. #01-2-24-8040 Insurance on Trucks/Equipment

Budget based on estimated 2020/21 rates.

30. #01-2-24-8050 Hose, Clothing and Equipment

As required by the Fire Department.

**In previous budgets any amount over \$16,700 was covered by the Fire Department. The Dept. is requesting the removal of this provision.**



31. #01-2-24-8051 PPE – Personal Protective Equipment (Turnout Gear)

Firefighter turnout gear (bunker pants & coat, gloves, helmet, boot, etc.) are all to be replaced every 10 years or when it does not pass NFPA 1953 test (done by Atlantic Bunker Gear). The 10 year replacement is only done for Interior Fighting Force (Level 1 Breathing Apparatus Personal), Exterior Firefighters keep the same gear until it does not pass NFPA testing.

In fiscal 2017/18 a reserve fund was established to offset future turnout gear replacement. As the turnout gear was replaced in 2019/20 this reserve transfer will be continued over the next 10 years until the bunker gear requires replacement again.

32. #01-2-24-8060 General Equipment Repair

Budget reflects requirements to clean bunker gear, gloves and other equipment after major fires as per Occupational Health and Safety standards. Also includes portable pumps, saws, rescue tools and other equipment related to fire-fighting.

Clean, Inspect, Service and Repair Firefighter Personal Protective Equipment	\$4,000
General maintenance contract (in-house)	200
Repair and service small firefighting equipment (in-house)	2,500
BA Mask fit testing (in-house)	200
Misc. equipment repair	100
	<u>\$7,000</u>

33. #01-2-24-8080 Repairs - Recharging Equipment

The Department will do hydrostatic testing, repair and refill air bottles, fire extinguishers and medical oxygen bottles as required. Estimate based on actual cost.

*Every five years the cascade air bottles and breathing bottles require hydro-testing and inspection which was included in the 2018/19 budget.*

34. #01-2-24-8090 Radio & Paging Repairs

To repair radio and pager equipment as required. The Pagers & Radios were replaced in fiscal 2016/17.

35. #01-2-24-9040 Medical and Other Expenses

Hepatitis "B" shots, medicals and other miscellaneous expenses as required.

36. #01-2-24-9045 Firefighter Recognition Dinner

Annual banquet meal for Firefighters.

37. #01-2-24-9050 Rental - Blue Storage Building

Included in this budget is the Fire Department's rental cost for the portion of space used at the Blue Storage building.

**It is noted that the rental revenue for rentals the Town oversees at the Fire Hall are placed in an Equipment Reserve Fund. The revenue received for LDFD organized rentals are retained by LDFD for their use.**

**TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT**

DESCRIPTION	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
<b>FIRE FLEET</b>															
Aerial Ladder Truck (15) #1														\$2,078,900	
Pierce Pumper/Tanker (2020) #2															replacement year 2040, est. \$1.36M
Pierce Pumper (10) #3									\$1,197,200						
Freightliner Rescue (02) #4 - FD seeking to order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order		\$694,600													
GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding						\$638,200									
Ford Utility (99) #7 ***			\$110,300												
Rescue Boat & Trailer (12) #8							\$193,900								
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
<b>TOTAL FIRE FLEET</b>	\$0	\$694,600	\$110,300	\$0	\$0	\$638,200	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<b>OTHER FIRE</b>															
Turn Out Gear									\$150,000						
21 Breathing Packs			\$170,200												
Turnout Gear Dryer***	\$9,700														
Auditorium/Clubroom/Office Floor Replacement			\$53,200												
Apparatus Bay Floor Replacement					\$90,100										
Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000														
Energy Retro Fit/Solar		TBD													
Roof - Reseal & Repainted		\$80,000													
Vehicle Exhaust Extraction System	\$60,000														
<b>TOTAL OTHER FIRE</b>	\$179,700	\$80,000	\$223,400	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FIRE CAPITAL BUDGET</b>	\$179,700	\$774,600	\$333,700	\$0	\$90,100	\$638,200	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<i>**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&amp;2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.</i>															
<i>***Fire Dept. Funded</i>															

**Draft**

## **FIRE DEPARTMENT CAPITAL BUDGET NOTES**

### **Truck Replacements**

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

#### **Long Term Capital Replacement Plan**

Schedule for long-term replacements is included in the budget document.

##### **#1 Aerial**

This vehicle was replaced in 2015/16.

##### **#2 Pumper / Tanker**

This vehicle was replaced in 2020/21.

##### **#3 Pumper (10)**

This vehicle was replaced 2010/11, next replacement 2029/30.

##### **#4 Heavy Rescue (02)**

This vehicle is scheduled for replacement in 2022/23, requires pre-approval in fiscal 2021/22 to proceed with order.

##### **#5 Tanker (00)**

This vehicle will be replaced with #2 pumper/tanker.

##### **#6 Tanker (02)**

This vehicle was expected to be replaced in 2024/25, however it has been moved out to fiscal 26/27 to due to anticipated funding restrictions.

##### **#7 Utility (99)**

This vehicle is expected to be replaced by LDFD in 2023/24.

##### **#8 Boat (12)**

This unit is expected to be replaced in 2027/28.

### **Other Fire Equipment**

#### **Concrete Apron Replacement**

For the area in front of the bay doors at the Fire Hall. The concrete apron is crumbling apart in the middle and this extends across all 4 bay door entrances. The concrete apron is also rapidly deteriorating at the end of 3 of the 4 bay entrances, with small chunks of concrete coming out on a daily basis. This area has to be replaced with a new concrete apron in order to support the weight of existing and future fire apparatus. An asphalt apron would deteriorate quickly due to the weight of fire apparatus constantly travelling in the same areas to enter and exit the truck bays. Also; in the event of a fuel spill (gas for small engines or diesel), this could erode asphalt. The current apron was trimmed back a few feet already and paved with asphalt from previous deterioration of the concrete apron.

#### **Vehicle Exhaust Extraction System**

Cancer among fire fighters is a growing concern. The department has taken many steps to ensure the safety of their fire fighters. Diesel vehicle exhaust contains a large number of carcinogens which can be very harmful to a fire fighter. When the trucks are started in the station, a large plume of exhaust is expelled into the open air, exposing fire fighters to the hazards of breathing these exhausts in. This system will also allow the trucks to be run while inside during the winter months, so fire fighters can do their vehicle inspections.

A Vehicle Exhaust Extraction System has been pushed back in the budget for a number of years, but it is now time to have it installed. Some research found these systems to be well over \$100 000, however, there may be a less expensive option, but not reducing the purpose of the system.

#### **Turnout Gear Dryer (Fire Dept. Funded)**

The purchase of the dryer will be made by the Fire Department to allow for on-site drying of the Turn Out Gear.

### **Future Capital**

#### **Turn Out Gear**

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

Fire Service Breathing Air Packs (2022/23)

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

Energy Retro Fit/Solar

On January 26, 2021 Council approved a motion for staff to plan and provide a budget number in the 2022/23 fiscal year budget for a Town wide buildings deep energy retrofit study. This study is expected to also consider solar installations.

<b>Town of Lunenburg</b>					
<b>Fire Truck Debt and Reserve Projections</b>					
<b>As of March 2, 2021</b>					
		19/20	20/21	21/22	22/23
\$175,000 10 yr. loan + Int \$25,223.04 = \$200,223.04	PRINCIPAL	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
#3 Pumper Fire Truck	INTEREST	\$ 2,037.02	\$ 1,573.26	\$ 1,078.00	\$ 553.00
		\$ 19,537.02	\$ 19,073.26	\$ 18,578.00	\$ 18,053.00
\$448,887 10 yr. loan + Int 59,306.10 = \$508,193.10	PRINCIPAL	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00
Aerial Ladder Truck	INTEREST	\$ 7,920.81	\$ 7,155.90	\$ 6,300.09	\$ 5,352.48
		\$ 52,809.81	\$ 52,044.90	\$ 51,189.09	\$ 50,241.48
Fiscal 2020/21 Finance \$327,550 for 15 years	PRINCIPAL			\$ 21,837.00	\$ 21,837.00
Replacement of #2 & #5	INTEREST			\$ 8,188.75	\$ 7,642.83
		\$ -	\$ -	\$ 30,025.75	\$ 29,479.83
Amount of Tax Rate to Finance Fire Dept. Debt and Reserve		\$ 0.0258	\$ 0.0243	\$ 0.0302	\$ 0.0301
Accumulated Reserve			\$ 15,000.00	\$ 100,000.00	\$ 143,000.00

TOWN	Project	Budget Cost	Funding	Source
<b>Fire Department</b>				
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% Funding
	Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000	\$110,000	TBD - 50/50 sharing?
	Vehicle Exhaust Extraction System	\$60,000	\$60,000	TBD - 50/50 sharing?



# *Lunenburg & District Fire Department*

*25 Medway Street, P.O. Box 1478*

*Lunenburg, Nova Scotia*

Darren Romkey, Fire Chief

902-212-0476

[dromkey@eastlink.ca](mailto:dromkey@eastlink.ca)

To the Protective Services Committee  
Re-2002 Rescue replacement

Since we purchased the 2002 #4 Heavy Rescue we have added services such as vehicle extrication, Ice Rescue, Rehab, drone to name a few.

With these extra services we have out grown our current rescue truck.

Some of our equipment has to be left outside the truck at the station, and others is jammed into the truck, possibly delaying our response.

This truck responds to all of our calls in the town and district, and is our back up for medical calls when our first out medical truck is out running errands.

It also responds to Mutual Aid calls for SCBA personal, SCBA bottle filling.

It carries a wide range of equipment needed at most fire, haz mat, water, ice, MVCs, drone etc that can't be carried on our Engines and Ladder Truck. As well as an additional 4 fire fighters, (not including the driver and Officer who remain with the truck on scene).

We run Incident Command from this truck on all calls, and also carry a Cascade system that allows us to refill up to 35 SCBA bottles on scene, as well as up to 15 extra SCBA bottles.

The uses of this truck are endless, and it is basically a mobile tool box.

This truck was originally scheduled to be replaced when it becomes 20 years old, in the 2021/22 budget year. This has already been pushed back to the 2022/23 budget year.

Production of these trucks are now over 1 year from the time of the order, to delivery.

When we replaced our Engine this year, we were able to get pre-approval in the 2019/20 budget year for delivery and payment in the 2020/21 budget year.

Being able to begin the order process by having it pre-approved has many advantages.

It allows us to have more control of the actual delivery date, and gives us an opportunity to possibly work with the winning bidder to allow it to be displayed at the Fire Chiefs convention prior to delivery, and possibly get some equipment donated by equipment supply companies.

As you know, we had agreed to have our 2020 Engine displayed and was going to get \$12000-\$15 000 worth of hose, \$4-5000 worth of nozzles, a decon unit, and helmets.

Close to \$25 000 worth of free equipment that was unfortunately scrapped due to the Covid pandemic. This obviously is not guaranteed, but more likely if the delivery date is around the convention.

I am asking Protective Services to pass at the September meeting to recommend to Lunenburg Town Council to pre approve the replacement of the 2002 #4 Heavy Rescue this budget year for the delivery in the 2022/23 budget year.

It is my hope that this can be done at a Council meeting this fall, (October or November) to allow the committee to begin work on designing the truck and have RFP's go out early spring of 2021.

Working on designing a new truck first involves meetings with Officers and members of the department to see what we want to see on the truck, and what its uses are, or could be in the future.

Once we have an idea of what we are looking for, it gets handed over to the truck committee where their work begins which involves research, endless conversations with manufacturers, other departments, and site visits to those departments who recently purchased a similar truck.

Thank you on behalf of the Truck Committee,

Darren Romkey  
Cory Hodder  
Don Heckman  
Trevor Lohnes  
Donnie Parks  
Brian Church

**COMPREHENSIVE COMMUNITY PLAN (CCP) | 5-YEAR PLAN**

**35 CCP ACTION ITEMS - Summary of Work Plans**

= in process, but will require funding or other resources to complete; shades indicate phases

= start up dependant on funding, legislative or other resources; shades indicate phases

= overlapping phases

**Gantt Chart Estimated Time Line \*\***

Activity	Est Start	Est Finish	Lead Dept	Lead Staff	2021	2022	2023	2024	2025
<b># 35 Action Items for 5-Year Plan**</b>									
1 SERVICING & FACILITIES: Upgrades to wastewater collection & discharge	2019	2025	PW	Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
2 SERVICING & FACILITIES: Upgrades to Wastewater Treatment Plant	2021	2025	PW	Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
3 GOVERNANCE: Reform municipal committees to build a culture of inclusion	2021	2022	PD/Htg/Rec	Asst Clerk	[Green]	[Green]	[Green]	[Green]	[Green]
4 ECONOMIC DEV'T: Enhance relations with surrounding municipalities	Underway	Ongoing	CS	CAO/As	[Green]	[Green]	[Green]	[Green]	[Green]
5 ENVIRON & SUSTAIN: Partnerships to encourage energy efficiency retrofits	2021	2022	CS/EU	Finance Dir	[Green]	[Green]	[Green]	[Green]	[Green]
6 SERVICING & FACILITIES: Plan for long-term of all municipal facilities	2021	2023	EU/PW	Town Eng/ Facilities	[Green]	[Green]	[Green]	[Green]	[Green]
7 GOVERNANCE: Deepen work with region re provision of shared services	Underway	Ongoing	CS	CAO	[Green]	[Green]	[Green]	[Green]	[Green]
8 COMMUNITY STRUCTURE: Study and planning for sustainable energy district	2021	TBD	EU/PW	Finance Dir/ Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
9 GOVERNANCE: Expand communications to incl. a public participation strategy	2021	2022 +	CS	Asst Clerk	[Green]	[Green]	[Green]	[Green]	[Green]
10 COMMUNITY STRUCTURE: Site planning for Blockhouse Hill	2021	2024	LBOT/PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
11 CULTURE & REC: Foster inclusivity in programming and leadership	2021	2022 +	CS/Htg/Rec	Recreation Dir	[Green]	[Green]	[Green]	[Green]	[Green]
12 CULTURE & REC: Build relations with Town and Mi'kmaq/Black residents & orgs	Underway	Ongoing	CS/Htg/Rec	Asst Clerk	[Green]	[Green]	[Green]	[Green]	[Green]
13 HOUSING: Feasibility study of mechanisms to encourage long-term residency	2022	TBD	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
14 GOVERNANCE: Organizational review to identify changes req. to implement CCP	2021	2022	CAO	CAO	[Green]	[Green]	[Green]	[Green]	[Green]
15 ENVIRON & SUSTAIN: Facilitate community learning/dialogue re sea level rise	2023	2024 +	PD	Planner	[Green]	[Green]	[Green]	[Green]	[Green]
16 URBAN DESIGN: Policies/actions to improve accessibility throughout town (2022)	2021	2022	Htg/PD	Heritage Mgr	[Green]	[Green]	[Green]	[Green]	[Green]
17 HOUSING: Regulate short-term rentals	Underway	Ongoing	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
18 CULTURE & REC: Create a special committee to promote anti-racism	2021	2022 +	CR/Htg/Rec	Asst Clerk	[Green]	[Green]	[Green]	[Green]	[Green]
19 URBAN DESIGN: Activate streetscapes through design and programming	2021	2022 +	PD/PW	Planner/ Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
20 HOUSING: Foster relations with housing stakeholders re collaboration/data sharing	2021	Ongoing	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
21 ENVIRON & SUSTAIN: Regulate buildings near shoreline re sea level rise	Underway	TBD	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
22 HERITAGE: Encourage accessibility and provide heritage design guidance	Underway	2023	Htg	Heritage Mgr	[Green]	[Green]	[Green]	[Green]	[Green]
23 ECONOMIC DEV'T: Establish a staff position to support economic dev't initiatives	2021	Ongoing	CS	CAO	[Green]	[Green]	[Green]	[Green]	[Green]
24 CULTURE & REC: Partnerships/opportunities to increase waterfront access	2021	TBD	PD/PW/Rec	Recreation Dir	[Green]	[Green]	[Green]	[Green]	[Green]
25 HOUSING: Study/policy/actions toward alternative housing models	2021	2022	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
26 ECONOMIC DEV'T: Create an inventory of economic information	2024	Ongoing	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
27 ENVIRON & SUSTAIN: Policies for wind and solar energy at multiple scales	2021*	2022	CS/EU/PW	Planner/Finance Dir/Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
28 URBAN DESIGN: Policies/programs for street trees and urban forest	2022	Ongoing	PW	Town Eng	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
29 MOBILITY: New visitor, employee, and bus parking areas outside Old Town	2022	TBD	PW/PD	Planner/ Town Eng	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
30 MOBILITY: Improve connectivity between Old/New Town for all modes of transport	2021	2023	PW/Rec	Recreation Dir/ Town Eng	[Green]	[Green]	[Green]	[Green]	[Green]
31 HERITAGE: Accommodate new additions to heritage structures such as solar panels	Underway	2023	Htg/PD	Heritage Mgr	[Green]	[Green]	[Green]	[Green]	[Green]
32 CULTURE & REC: Assess arts/recreation facility needs and develop plan	2021	2025	PD/Rec	Recreation Dir/ Facilities Super	[Green]	[Green]	[Green]	[Green]	[Green]
33 HOUSING: Monitor and analyze housing demand, demographics, dev't trends	2021	Ongoing	PD	Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
34 GOVERNANCE: Identify performance indicators to annually evaluate activities	2021	Ongoing	All Depts	Asst Clerk/ Planner	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
35 HERITAGE: Ensure infill/new are visually compatible/distinguishable from historic	Underway	2022	Htg	Heritage Mgr	[Green]	[Green]	[Green]	[Green]	[Green]

\*\* ESTIMATED TIMELINE DEPENDENT ON RESOURCE AVAILABILITY. Subject to change due to resourcing and as interconnected actions develop over the five years.



**Kelly Jardine**

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**From:** Holly Sweet [<mailto:holly@sslibraries.ca>]  
**Sent:** March 5, 2021 6:20 PM  
**To:** Bea Renton <[brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)>  
**Subject:** Holly's request for sign approval with map

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

Hi Bea,

I would like to request Council approval to erect signs around the Academy grounds for a library program. Our program is a Story Walk, where each page of a children's picture book is blown up and put on weather-proof boards and placed around the grounds, which participants can read as they move about the space. Our StoryWalk book is *The Thing that Lou Couldn't Do*, by Ashley Spires and would be up from June 13th to Labour day. There will be 20 signs in total, and 20 stands with these dimension:  
Stands (21 inches high with 6 pegs for attaching the pages)  
Coroplast pages (12 inches x 22 inches)

Please find attached a map of where we would like to put the signs, and find photos in the following link:

<https://www.tdsummerreadingclub.ca/staff/news/articles/the-td-summer-reading-club-is-pleased-to-announce-a>

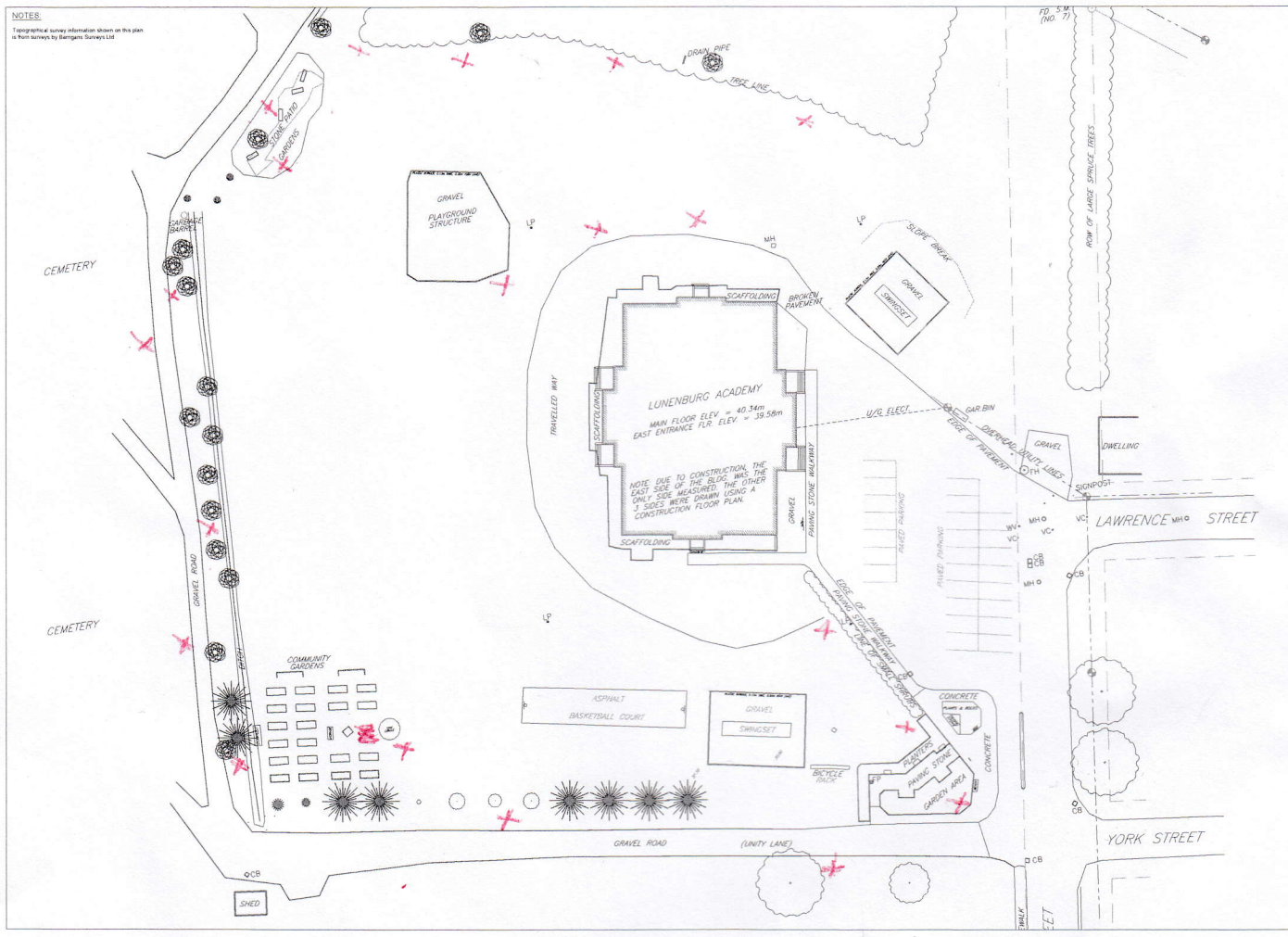
Thanks for your consideration,

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Holly Sweet  
Branch Coordinator, Lunenburg Library  
South Shore Public Libraries  
[holly@sslibraries.ca](mailto:holly@sslibraries.ca)  
902-634-8008

SCALE					
CADRE					
SCALE					
CADRE					



NOTES  
 1 geographical survey information shown on this plan is from surveys by Barringer, Surveys Ltd.

*(Handwritten signature or initials)*