

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, JULY 13, 2021 AT 6:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET AND  
VIA ZOOM/YOUTUBE BROADCAST**

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

**ALSO PRESENT:** Alison Carlyle, Blue Route Development and Cycling Advocacy  
Director, Bicycle Nova Scotia  
Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Fire Chief Darren Romkey, Lunenburg and District Fire Department

**ABSENT:** Councillor Melissa Duggan

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1. Call to Order

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

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

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

3. Agenda

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

4. June 22, 2021 Council meeting minutes

Motion: moved and seconded approval of the June 22, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

a. Deed Transfer Tax Bylaw draft amendment second/final reading

The Finance Director advised that the Provincial Registry of Deeds will not be able to implement proposed Deed Transfer changes in their IT system until August 1, 2021. Any property sales concluded before that date would therefore be subject to the current rate.

Motion: moved and seconded final reading and approval of amendments to the Deed Transfer Tax Bylaw setting a new rate of 1.5% and related provisions (Schedule A) to be advertised in the local newspaper with an effective date of August 1, 2021. Motion carried.

b. Request of Lunenburg and District Fire Department to Award an RFP Contract for a Replacement Fire Rescue Truck

Councillor Birtles declared an interest in the matter because her husband is an LDFD member. She sat in the public gallery and did not participate in Council's consideration of it.

Motion: moved and seconded award of the Fire Rescue vehicle proposal from Micmac Fire & Safety Source Ltd. at a cost of \$618,315, plus net HST and a \$10,000 contingency, plus net HST for any unforeseen expenses that may arise during the building of the truck (Schedule B). Motion carried.

Councillor Birtles resumed her Council seat.

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

9. New Business

a. Bicycle NS Active Transportation Pilot Project

Motion: moved and seconded the appointment of a Blue Route Hubs Project Team, coordinated by Bicycle Nova Scotia, consisting of the Town's Recreation Director and Facilities/Project Superintendent, Councillor Halverson, and some Lunenburg residents. The Project Team shall make a pilot project recommendation to Council for approval. The Project Team will dissolve at the end of the pilot project. Motion carried.

b. Lunenburg and District Fire Department Request to Purchase Various Items for Water/Ice Rescue Operations from the Town's Joint Equipment Account

Councillor Birtles declared an interest in the matter because her husband is an LDFD member. She sat in the public gallery and did not participate in Council's consideration of it.

Motion: moved and seconded approval of a transfer of funds from the Town's Joint Equipment Account to Lunenburg and District Fire Department in the amount of \$9000 to purchase ice rescue equipment. Motion carried.

Councillor Birtles resumed her Council seat.

10. Meet in camera

Motion: moved and seconded to meet in camera to consider contract negotiations pursuant to section 22 (2) (e) NS Municipal Government Act. Motion carried.

6:09 p.m. - Council recessed and met in camera.

6:22 p.m. – Council resumed meeting in public session.

11. Resumption of Council meeting in public session

The Mayor advised that there are no recommendations to report from the Council in camera meeting at this time.

11. Adjournment

The meeting was adjourned at 6:23 p.m. by the Mayor.

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Bea Renton, CAO

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Document No:  
Meeting: Council May 25, 2021  
Circulate to: Council, BR, LD, KR  
File: Budget 2021/22

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: MAY 13, 2021**

**RE: INCREASE OF DEED TRANSFER TAX RATE**

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### **1. FACTS**

During 21-22 budget discussions Council has indicated that they wish to increase the Deed Transfer Tax Rate from 1.0% to 1.5% and that the additional revenue that will be generated be allocated annually to the Town's Operating Budget.

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

Deed Transfer Taxes (By-Law #60) are currently established at the rate of 1.0% and are restricted to capital expenditures. A By-Law change is required to increase the rate and the allocation on the revenue.

The proposed revised By-Law is attached (Schedule 1).

### **3. FINANCIAL IMPACT**

Deed Transfer Actuals for the past five fiscal years.

16-17	\$144,406
17-18	\$194,128
18-19	\$223,474
19-20	\$188,531
20-21	\$264,441

The budget estimate for the 0.5% revenue in the 21-22 Operating Budget is \$80,000. To generate the projected income will require \$5.3M in house sales in the period of time after the bylaw change and before our March 31, 2022 fiscal year end.

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

**Governance:** Direction to enhance internal and external relations through policies, procedures and resources.

#### **5. RECOMMENDATION AND DRAFT MOTION**

That the Deed Transfer Tax Rate be increased to 1.5% and that 0.5% of the rate be used as Town operating revenue,

Draft Motion:

*Moved and Seconded to approve increasing Deed Transfer Tax to 1.5%. and update By-law #60 as noted in Schedule 1 and hereby give notice of motion of same with first reading of the proposed Bylaw change to be given at the June 8, 2021, Council meeting.*

Attachments - 2

Acknowledged only by:

Bea Renton  
CAO

**TOWN OF LUNENBURG****BY-LAW #60.****RESPECTING DEED TRANSFER TAX**

**BE IT ENACTED** by the Council of the Town of Lunenburg under the authority of **Part V-Deed Transfers** Section 102 (1) and (2) of the Municipal Government Act as follows:

**Short Title**

1. This By-Law shall be known as By-Law #60. and may be cited as the Deed Transfer Tax By-Law.

**Definitions**

2. (1) A Deed Transfer Tax applies in the Town of Lunenburg.
- (2) The rate of the Deed Transfer Tax shall be one **and one half** percent (1.5%) of the value of the property transferred.

**Collection**

3. The Registrar of Deeds shall be the agent and collector of the Deed Transfer Tax for the Town of Lunenburg in accordance with an Agreement to that effect between the Town of Lunenburg and the Minister of Service Nova Scotia and Municipal Relations.

**Revenue Distribution**

4. The net proceeds from this Deed Transfer Tax, after deducting from the gross proceeds the cost of administration and collection of this tax by the Town, shall be utilized for: **a) one percent (1%) applied to** capital expenditures of the Town other than equipment purchases. Permitted capital expenditures shall include, but not be limited to, capital expenditures on streets, sidewalks, sewers, land development for housing and other infrastructure expenditures- **and b) one half of a percent (0.5%) shall be applied to Town general revenues.**

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Date

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Bea Renton,  
Town Manager/Clerk

I, Bea Renton, Town Manager/Clerk for the Town of Lunenburg, do certify that the foregoing is a true and current copy of the Deed Transfer Tax By-law #60 of the Town of Lunenburg, duly passed by the Lunenburg Town Council on March 27, 2003, with first reading having been given on February 27, 2003, second and

third/final readings on March 27, 2003, with an effective date of April 9, 2003 when published in the local newspaper.

Bylawapproved/60 Deed Transfer.wpd

## Municipal Deed Transfer Tax Rates

The following Municipal Deed Transfer Tax Rates are set by each Municipality and are updated when we are advised by the Municipalities of any rate change. The list of rates is as current as possible; however, rate changes are at the direction of the municipalities and may not be reported to SNS. You are advised to check with the Municipality to confirm the most recent rate prior to conducting a transaction.

Municipal Deed Transfer Tax Rates			
County	Municipality	Rate	Payable at LRO
Cape Breton	Cape Breton Regional Municipality	1.5%	Sydney
Halifax	Halifax Regional Municipality	1.5%	Halifax
Queens	Region of Queens Municipality	1.0%	Bridgewater
Hants	West Hants Regional Municipality	1.5%	Lawrencetown
Kings	Municipality of the County of Kings	-	-
Digby	Municipality of the District of Clare	0.5%	Lawrencetown
Antigonish	Municipality of the County of Antigonish	1.0%	Amherst
Colchester	Municipality of the County of Colchester	1.0%	Amherst
Pictou	Municipality of the County of Pictou	1.0%	Amherst
Victoria	Municipality of the County of Victoria	1.0%	Sydney
Yarmouth	Municipality of the District of Argyle	1.0%	Bridgewater
Digby	Municipality of the District of Digby	1.0%	Lawrencetown
Guysborough	Municipality of the District of Guysborough	1.0%	Sydney
Yarmouth	Municipality of the District of Yarmouth	1.0%	Bridgewater
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Guysborough	Municipality of the District of St. Mary's	1.25%	Sydney
Annapolis	Municipality of the County of Annapolis	1.5%	Lawrencetown
Cumberland	Municipality of the County of Cumberland	1.5%	Amherst
Inverness	Municipality of the County of Inverness	1.5%	Sydney
Richmond	Municipality of the County of Richmond	1.5%	Sydney
Shelburne	Municipality of the District of Barrington	1.5%	Bridgewater
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Hants	Municipality of the District of Hants East	1.5%	Lawrencetown
Shelburne	Municipality of the District of Shelburne	1.5%	Bridgewater
Kings	Town of Kentville	-	-
Guysborough	Town of Mulgrave	0.5%	Sydney
Kings	Town of Berwick	1.0%	Lawrencetown
Shelburne	Town of Clark's Harbour	1.0%	Bridgewater
Lunenburg	Town of Lunenburg	1.0%	Bridgewater
Pictou	Town of New Glasgow	1.0%	Amherst
Cumberland	Town of Oxford	1.0%	Amherst
Pictou	Town of Pictou	1.0%	Amherst
Pictou	Town of Stellarton	1.0%	Amherst
Colchester	Town of Stewiacke	1.0%	Amherst
Pictou	Town of Trenton	1.0%	Amherst
Colchester	Town of Truro	1.0%	Amherst
Pictou	Town of Westville	1.0%	Amherst
Yarmouth	Town of Yarmouth	1.0%	Bridgewater
Cumberland	Town of Amherst	1.25%	Amherst
Digby	Town of Digby	1.25%	Lawrencetown
Annapolis	Town of Annapolis Royal	1.5%	Lawrencetown
Antigonish	Town of Antigonish	1.5%	Amherst
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Shelburne	Town of Lockeport	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater
Annapolis	Town of Middleton	1.5%	Lawrencetown
Inverness	Town of Port Hawkesbury	1.5%	Sydney
Shelburne	Town of Shelburne	1.5%	Bridgewater
Kings	Town of Wolfville	1.5%	Lawrencetown

### Lunenburg County Summary

Lunenburg	Town of Lunenburg	1.0%	Bridgewater
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater



## **TOWN OF LUNENBURG NOTICES**

### **Proposed Amendments to Deed Transfer Tax Bylaw**

The Lunenburg Town Council will give second/ final reading of proposed amendments to the Deed Transfer Tax Bylaw on July 13, 2021 which will increase the Deed Transfer Tax Rate from 1.0% to 1.5% as of the date of adoption. The public is welcome make verbal submissions at the meeting or written submissions in advance regarding the proposed Bylaw amendment. A copy of the draft Bylaw amendment may be found at [www.explorelunenburg.ca](http://www.explorelunenburg.ca) or by contacting: Lunenburg Town Hall, 902-634-4410, ext. 228; [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca). Please check the Town website at [www.explore-lunenburg.ca](http://www.explore-lunenburg.ca). for meeting access information (via Zoom) the day of the meeting.

Document No: 7.  
 Meeting: July 13, 2021 Council  
 Circulate: Council, LD, KR, KMCP,  
 LDFD  
 File: Budget 2020/21

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: LDFD FIRE CHIEF DARREN ROMKEY AND KATIE MACMILLAN,  
BUSINESS/PURCHASING COORDINATOR**

**DATE: JULY 5, 2021**

**RE: LUNENBURG DISTRICT FIRE DEPARTMENT NEW RESCUE VEHICLE**

### **1. FACTS**

At the March 23, 2021 Council meeting the following motion was approved: *moved and seconded Council pre-approval to order a replacement Fire Rescue (02) truck for delivery in 2022/23 fiscal year (Schedule "H")*. This allowed for a Request for Proposals ("RFP") to be issued on April 22, 2021. The RFP closing date was May 28, 2021. Four proposals were received in response to this RFP. Due to the value of the proposed vehicle value being over \$100,000, Council must award the RFP in accordance with the Town's Purchasing Policy.

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

Four bids were received and the pricing (before HST) is as follows:

<b>Bidder</b>	<b>Price</b>
Metalfab. Ltd.	\$ 578,685.00
Micmac Fire & Safety Source Ltd.	\$ 618,315.00
Rocky Mountain Phoenix Inc.	\$ 611,560.00
Techno Feu Inc.	\$ 662,954.75

A rough breakdown of the number of detailed specifications that were required in the RFP that the proponents either cannot meet or have proposed deviations for is as follows:

<b>Bidder</b>	<b>Specifications Not Exactly Met</b>
Metalfab. Ltd.	31
Micmac Fire & Safety Source Ltd.	13
Rocky Mountain Phoenix Inc.	19
Techno Feu Inc.	26

Although weighting and evaluation criteria were provided in the RFP document, the LDFD Evaluation Committee chose not to use it.

The LDFD Evaluation Committee would like to award the RFP to Micmac Fire & Safety Source Ltd. as they had the fewest number of specifications that cannot be exactly met. Also, Micmac Fire & Safety Source Ltd. was the supplier of Engine #2 delivered in summer 2020. LDFD has had unfavourable experiences working with other providers in the past, but they are very happy with Engine #2 and have had excellent service provided by Micmac Fire & Safety Source Ltd. Because of the confidentiality clause in the RFP document, the proposals cannot be provided to the public or discussed in open session.

Estimated delivery time is currently 435 days after receipt of this customer order.

### **3. FINANCIAL IMPACT**

The pre-approved budget for the purchase of the new Fire Rescue Vehicle is \$694,600. The vehicle from Micmac Fire & Safety Source Ltd. is priced at \$618,315 plus net HST for a total cost of \$644,816., plus the registration cost for the vehicle.

It is recommended that a \$10,000 contingency, plus net HST be approved for any unforeseen expenses that may arise during the building of the truck.

The surplus Rescue vehicle will be sold through a surplus tender sale once the replacement Rescue vehicle is delivered in 2022. Any proceeds from the sale of the surplus vehicle will be put towards the borrowing incurred for the purchase of the new vehicle and the balance will be financed from reserve transfer and long-term borrowing.

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

This project is part of “4.9 Emergency Services: A) continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.”

### **5. RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

*Motion: moved and seconded that Council approves the acceptance of the Fire Rescue vehicle proposal from Micmac Fire & Safety Source Ltd. at a cost of \$618,315, plus net HST and a \$10,000 contingency, plus net HST for any unforeseen expenses that may arise during the building of the truck.*

Acknowledged only by:

Bea Renton  
CAO