

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, SEPTEMBER 28, 2021 AT 6:00 P.M.**

**LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET**

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

**ALSO PRESENT:** Devin Casario, Economic Development/Funding Manager  
Ann Covey, Secretary  
Lisa Dagle, CPA, CGA, Finance Director  
Bea Renton, Chief Administrative Officer

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1. Call to Order

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

2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People

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

3. Agenda

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

4. September 14 and 15, 2021 Council Meeting Minutes

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

5. Public Hearings, Presentations and Questions

a. Citizens for Public Transit Update - Megan Williams and Penny Mundell

CPT Board members presented an update on their activities (**Schedule A**). They have met with the Towns of Mahone Bay and Bridgewater and Municipality of the District of Lunenburg Councils to provide this update and seek their support as well for the expansion of local public bus service throughout all four communities. The expansion of local transit services beyond the Town of Bridgewater's current service could be facilitated through the formation of a transit authority comprised of membership from the four municipalities. Their annual general meeting is in October to further report on these and other initiatives.

Council thanked them for their presentation.

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

- a. Wastewater Treatment Plant Upgrades and Treated Effluent Outfall Extension Proposed Implementation Plan – CBCL report presentation by Sarah Ensslin, P.Eng.

Ms. Ensslin presented a summary of recommended action items (Schedule B) based on their predesign work.

Motion: moved and seconded approval of the proposed implementation plan for Wastewater Treatment Plant upgrades and treated effluent outfall extension as outlined in the CBCL summary report (Schedule B) prioritizing the expansion of the Plant and essential items if required. Motion carried.

- b. Wastewater and Water Treatment Quarterly Information Reports

These reports were received for information (Schedule C).

- c. Proposed Budget 2022/23 Capital Budget Pre-Approval for the Purchase of the Second Phase of the Wastewater Lift Stations Radio and Control Upgrade Project

Motion: moved and seconded that the budget for the Wastewater Treatment Plant flow metering project be increased from \$84,000 to \$102,200 by giving pre-approval of the budget for Phase 2 of the lift station radio and control upgrade at \$102,200, including HST so Phase 2 can immediately proceed to award and construction early in fiscal 2022/23 (Schedule D). Motion carried.

- d. Province of NS Acknowledgement of Town's Accessibility Plan

The letter was received for information regarding requirement for progress report updates.

- e. Comprehensive Community Plan Second Quarterly Report 2021/22

The CAO gave an overview of the report (Schedule E).

Council discussed the potential naming of the Tannery Road seawall trail area and funding for a recreation and cultural facilities needs assessment outlined in the CCP for future consideration.

- f. 2021/22 Capital and Operating Budget Variance Information Report

The Finance Director presented the report (Schedule F) for Council information.

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

a. Joint Occupational Health and Safety Committee September 8 Meeting Minutes September 2, 2021 – 1 x Recommendation

Motion: moved and seconded the 2021 review confirmation of the Town's Occupational Health and Safety Policy (Schedule G) with no changes required as per section 27 (1) (c), NS Occupational Health and Safety Act. Motion carried.

The following minutes were received for information only.

b. REMO Minutes July 19, 2021

c. Project Lunenburg Steering Team September 8 Meeting Minutes – 2 x Recommendations for Council in camera September 28, 2021 Meeting

9. New Business (Nil)

10. Meet in camera

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

7:27 p.m. – 7:47 p.m. – Council held a recess and then met in camera.

11. Resumption of Council meeting in Public Session

The public portion of the Council meeting resumed at 7:47 p.m. The following Council in camera meeting recommendations were considered by Council.

Motion: moved and seconded -

1. Pursuant to section 60 of the Municipal Government Act, a municipality may agree with one or more municipalities to provide municipal services including any service provided by the municipality.
2. The Town entered into an Agreement with the Municipality of the District of Lunenburg for the provision of services of qualified and certified building officials for carrying out inspections under the Building Code Act and Regulations, Town of Lunenburg Building Bylaw and all other related legislation, regulatory provisions, and Codes on an as needed basis, which agreement expired on September 1, 2021 and is proposed to renew to September 1, 2024.
3. The Town agrees to enter into the Agreement attached (Schedule H) and the Mayor and CAO/Clerk are authorized to execute the Agreement on behalf of the Town and to affix the municipal seal thereto.

Motion carried.

Motion: moved and seconded to deny the LAGS Victoria Road building storage request (Schedule I). Motion carried.

12. Adjournment

The meeting was adjourned at 7:47 p.m. by the Mayor.

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Bea Renton, CAO



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

Actively promoting a  
Regional Public Transit System

# We are *Citizens for Public Transit*

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

- Small, yet very effective Board of Directors;

Barbara Carthew

Stewart Franck

Penelope (Penny) Mundell

Jack Schoon

Bill Snyder

Megan Williams



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

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



# FEASIBILITY STUDY: PUBLIC TRANSIT for Citizens for Public Transit

Final Report

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

Feasibility Study, Page 3



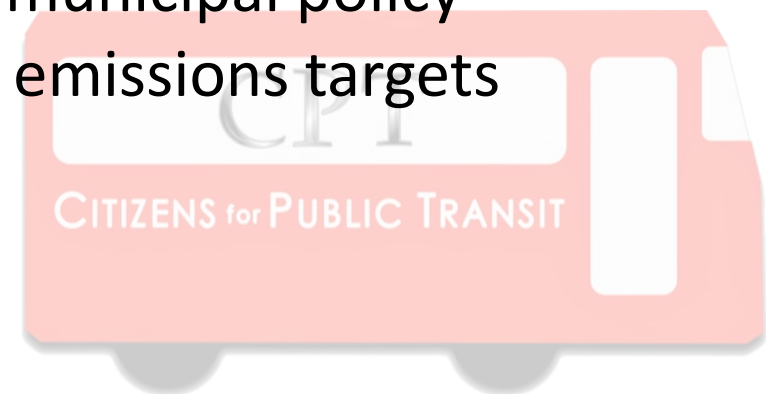
# Goals for a Regional Public Transit Service

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



# The Need for Public Transit is Greater Than Ever

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



# Funding

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



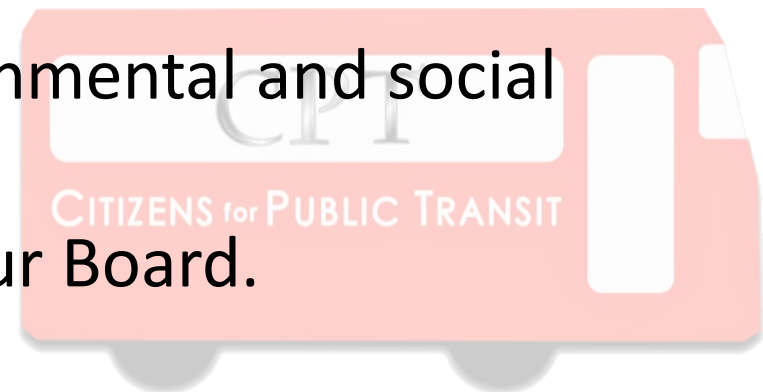
# It is VITAL!

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



# Over the coming year CPT will...

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



Thank you!

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

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

Join our Facebook group: “CitizensforPublicTransit”





## Rolling Ahead with Public Transit!

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

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

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

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

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

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

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

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

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

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

*We confidently believe:*

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

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

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

## Over the coming year CPT will:

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

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

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

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



**CONTACT your local town or municipal councillor**

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



# Memo

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

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

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

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

## Outfall Extension Report

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



Platinum member

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

## WWTP Near-Term Upgrades Report

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

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

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

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

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

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

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

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

## WWTP Long-Term Expansion Report

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

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

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

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

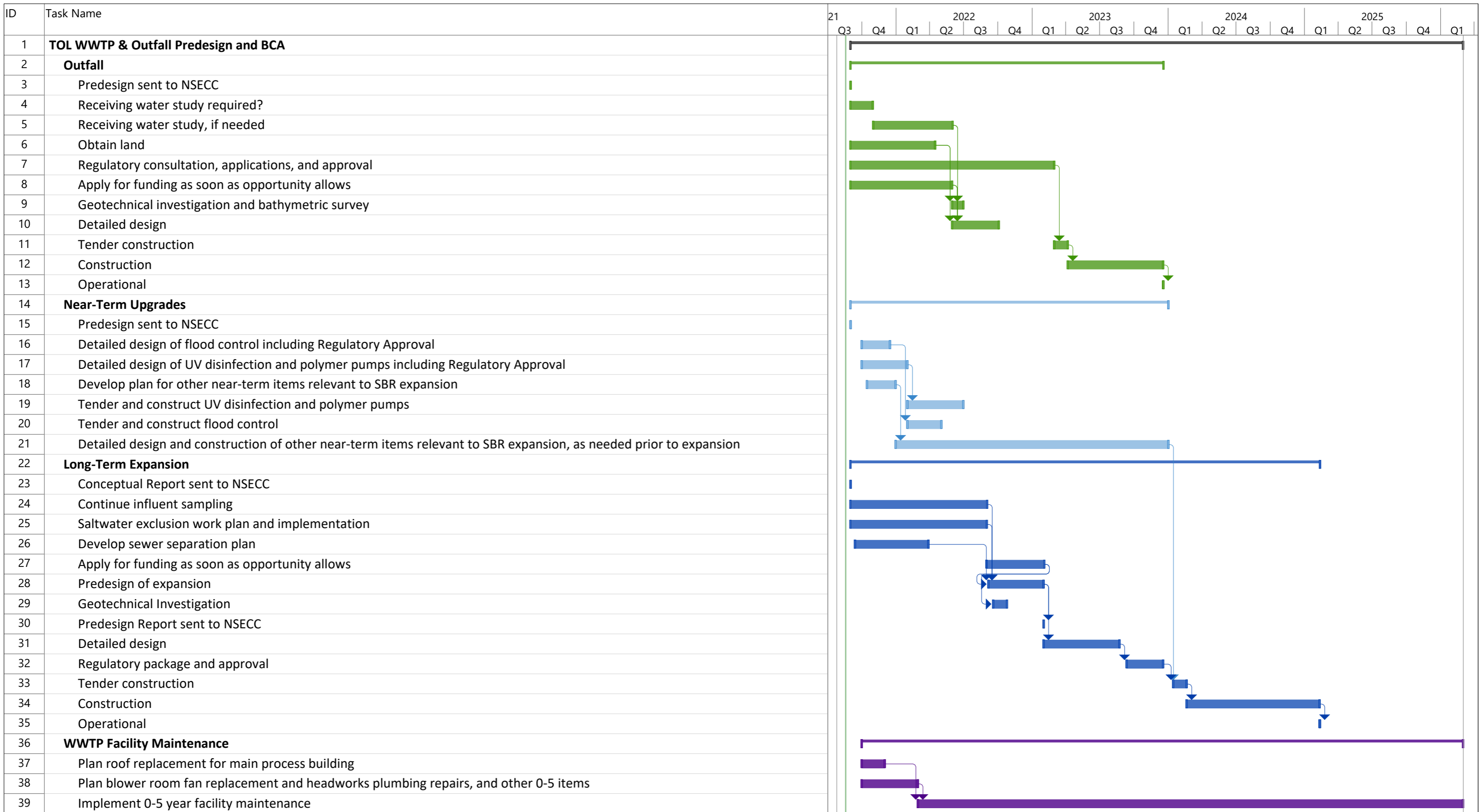
This report was a conceptual design rather than a pre-design, so it needs to be further developed to get to the preliminary design level. This could be done immediately before starting detailed design, essentially leading up to detailed design, or could be completed as a separate project prior to or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

## WWTP Building Condition Assessment

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

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

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





Building Condition Report, Outfall and Upgrades Proposed Implementation Plan

# Lunenburg WWTP

# Introduction

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



# Outfall Extension Summary

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

# Outfall Extension Interconnections

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

# Near-Term Upgrades Summary

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

# Near-Term Upgrades Interconnections

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

# Long-Term Expansion Summary

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

# Long-Term Expansion Interconnections

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

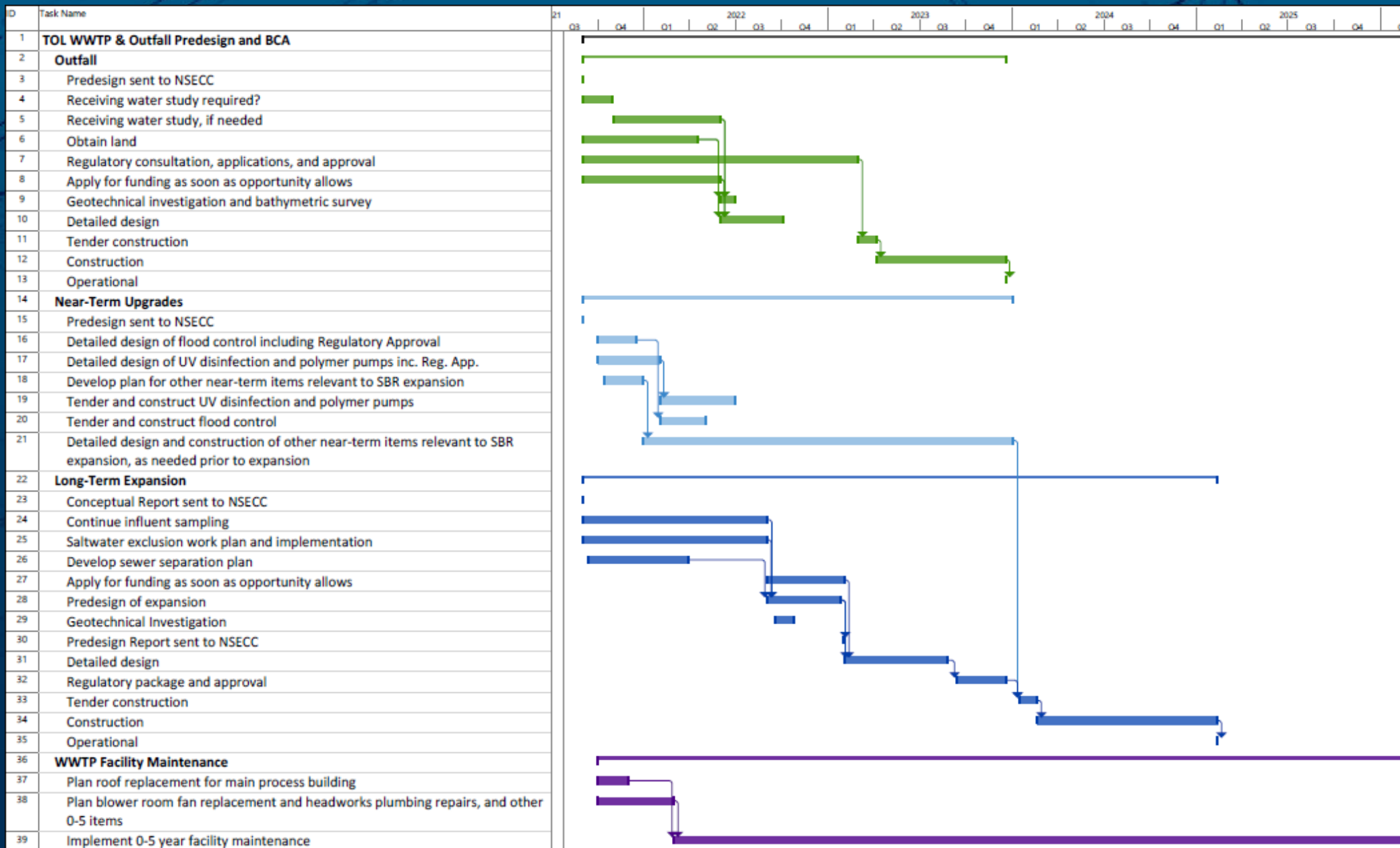
# Building Condition Summary

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

# Building Condition Interconnections

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

# Proposed Implementation Schedule



# Ongoing related work at WWTP this year

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

Any questions?



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

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

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## MEMORANDUM

**TO: TOWN COUNCIL**

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

**DATE: SEPTEMBER 8, 2021**

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

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### **1. FACTS**

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

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

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

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

The Provincial Approval document requires:

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

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

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

## Results

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

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

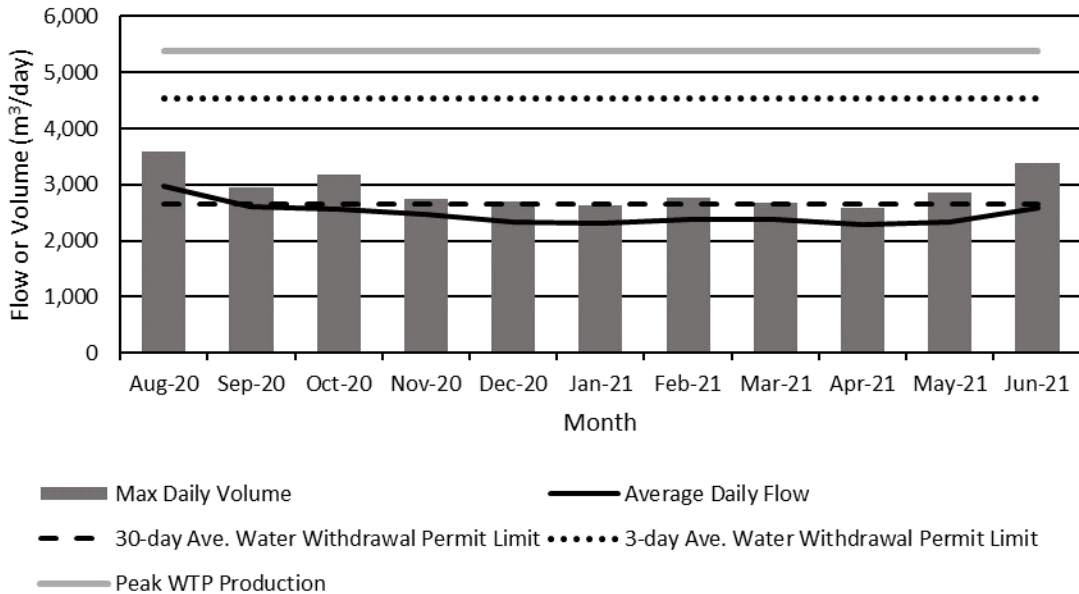
From January to June 2021, all weekly, monthly, quarterly regulatory testing and in-house daily testing were in compliance with the Provincial Approval requirements. The following table summarizes the sampling results for 2021 including parameters identified in the approval to operate.

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

Average Monthly Daily Flow of Treated Water:

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

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



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

Water Main Breaks and Repairs:

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

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

**3. FINANCIAL IMPACT**

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

**4. STRATEGIC PLAN RELEVANCE**

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

**5. RECOMMENDATION**

This report is provided for Town Council’s information.

Acknowledged only by:

Bea Renton, CAO

Encls. X

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

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

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## MEMORANDUM

**TO: TOWN COUNCIL**

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

**DATE: SEPTEMBER 8, 2021**

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

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### **1. FACTS**

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

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

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

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

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

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

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

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

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

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

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

## Federal Wastewater Systems Effluent Regulations Testing Requirements

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

The Federal Requirements have not changed.

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

### Results

#### August 2020:

August test results are summarized below in the following table:

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

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

All August test results met the Federal Standards.

#### September 2020:

September test results are summarized below in the following table:

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

All September test results met the Federal Standards.

October 2020:

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

October test results are summarized below in the following table:

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

All October test results met the Federal Standards.

November 2020:

November test results are summarized below in the following table:

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

All November test results met the Federal Standards.

December 2020:

December test results are summarized below in the following table:

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

All December test results met the Federal Standards.

January 2021

January test results are summarized in the following table:

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

All January test results met the Federal Standards.

February 2021

February test results are summarized in the following table:

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

All February test results met the Federal Standards.

March 2021

March test results are summarized in the following table:

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

All March test results met the Federal Standards.

April 2021

April test results are summarized in the following table:

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

All April test results met the Federal Standards.

May 2021

May test results are summarized in the following table:

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

All May test results met the Federal Standards.

## June 2021

June test results are summarized in the following table:

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

All June test results met the Federal Standards.

### Quarterly Averages:

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

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

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

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

Lethality Testing:

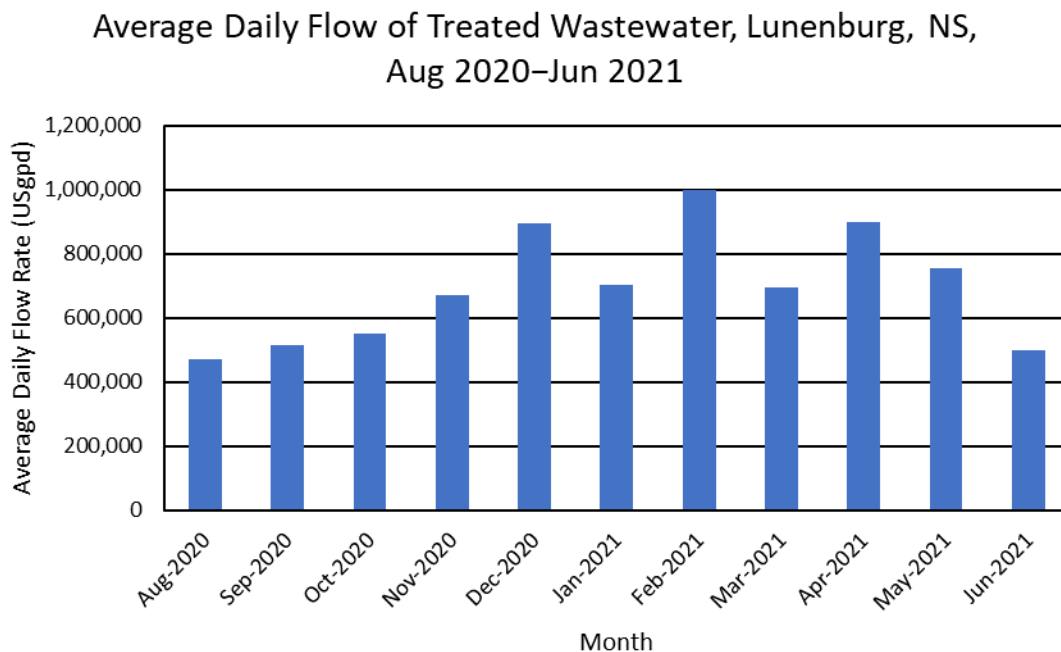
According to the *Wastewater Systems Effluent Regulations* we are now only required to test for acute lethality yearly because the last four consecutive samples passed the test requirements.

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

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

Average Monthly Daily Flow of Wastewater:

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



**3. FINANCIAL IMPACT**

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

**4. STRATEGIC PLAN RELEVANCE**

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

high-quality water to all of our residents”.

**5. RECOMMENDATION**

This report is provided for Town Council’s information.

Acknowledged only by:

Bea Renton, CAO

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# Lunenburg WTP and WWTP

POTABLE WATER & WASTEWATER QUALITY TEST RESULTS

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# Potable Water & Wastewater Quality Test Results

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## **Introduction:**

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

# Potable Water Quality Test Results

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## **Provincial Approval Requires Testing:**

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

## **Federal Government Requires Testing:**

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

**Budgeted in the WTP operating budget**

# Potable Water Quality Test Results

## Quarter 3 2020

- All samples compliant

## Quarter 4 2020

- All samples compliant

## Quarter 1 2021

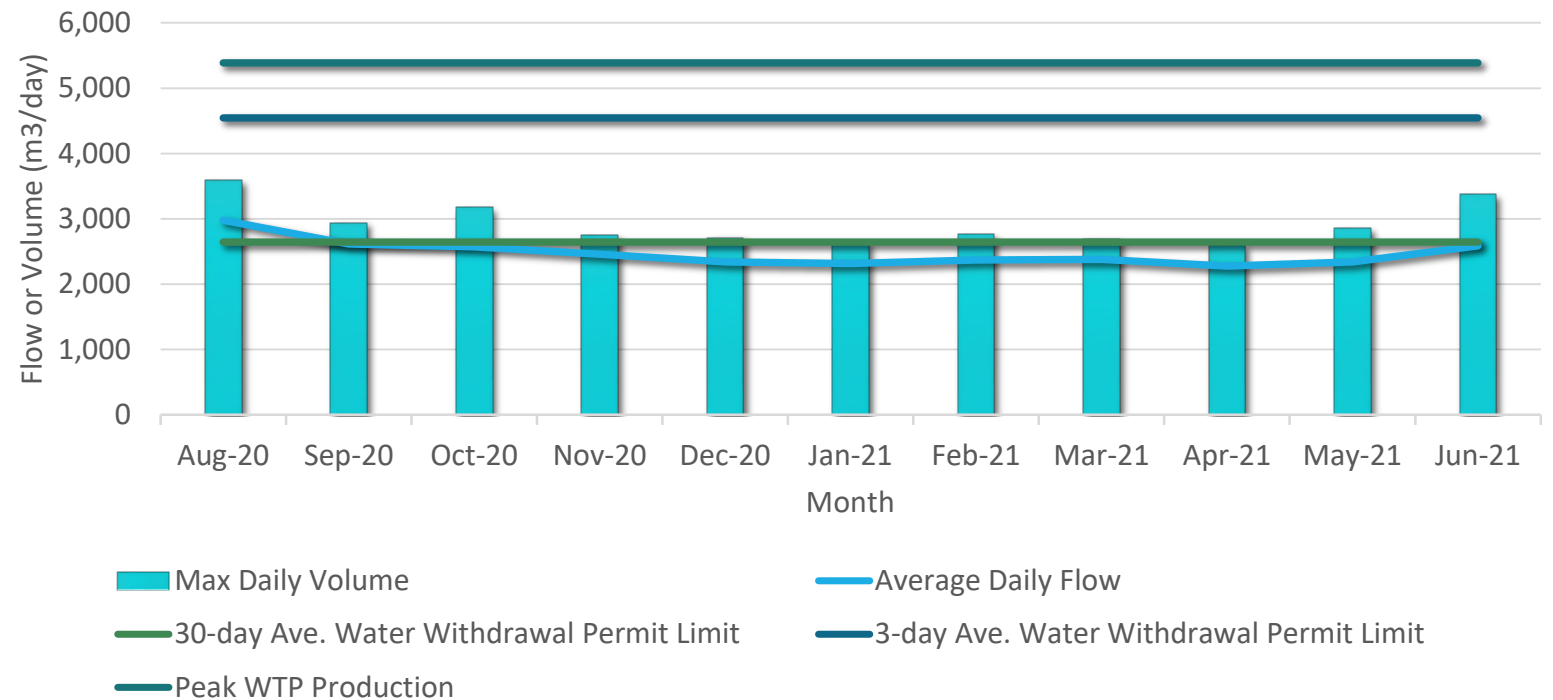
- All samples compliant

## Quarter 2 2021

- All samples compliant

Four water main breaks repaired

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



# Wastewater Quality Test Results

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## Provincial Approval Requires Testing:

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

## Federal Government Requires Testing:

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

**Budgeted in the WWTP operating budget**

# Wastewater Quality Test Results

## Quarter 3 2020

- Quarterly average likely not compliant

## Quarter 4 2020

- All samples compliant, Acute Lethality test passed successfully

## Quarter 1 2021

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

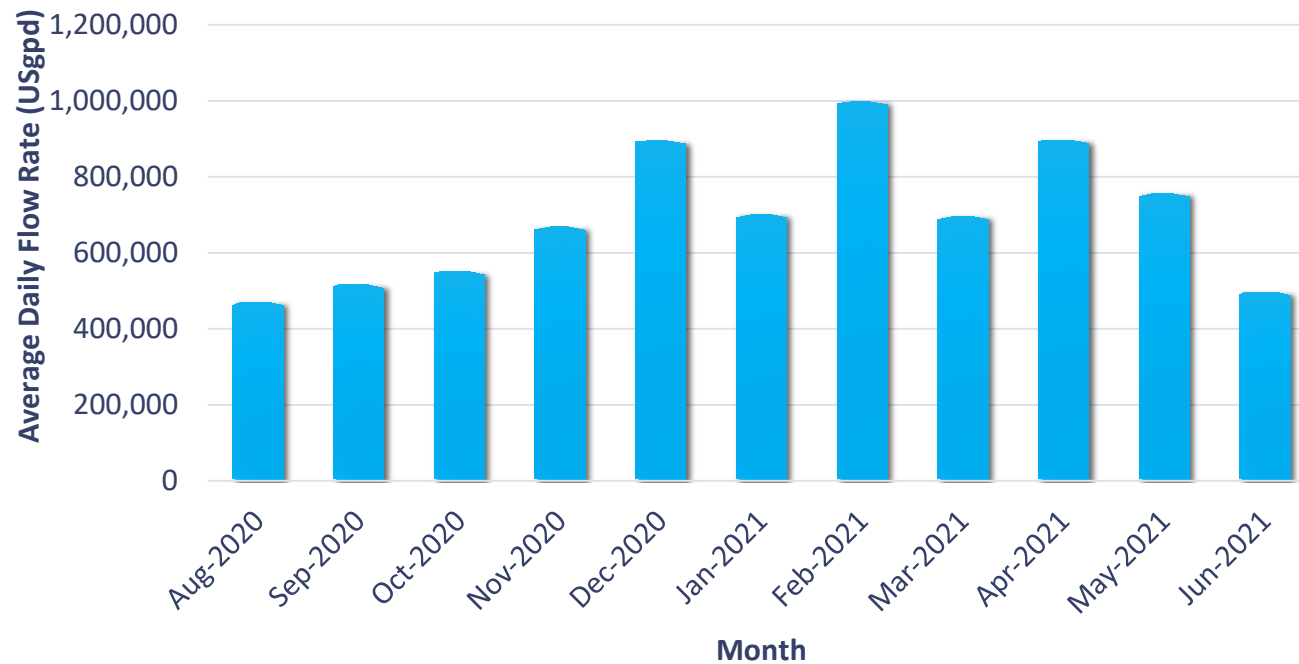
## Quarter 2 2021

- All samples compliant

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

# Wastewater Quality Test Results

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





# Any questions?

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Document No:  
Meeting: Apr. 13, 2021 Council  
Circulate: Council, IT, LD, JL  
File: Budget 2020/21 & 2021/22

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## MEMORANDUM

**TO: TOWN COUNCIL**

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

**DATE: AUGUST 30, 2021**

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

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### **1. FACTS**

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

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

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

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

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

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

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

Phase 1 is within the approved budget amount.

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

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

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

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

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

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

Staff are recommending that:

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

Draft Motion:

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

Acknowledged only by:

Bea Renton, CAO

# COMPREHENSIVE COMMUNITY PLAN: QUARTERLY REPORT

Q2 2021/22: July - September, 2021

*Council Presentation: September 28, 2021*





# PROJECT LUNENBURG

## HIGH LEVEL STATUS UPDATE

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

# 10 STRATEGIC DIRECTIONS




Community Structure



Housing



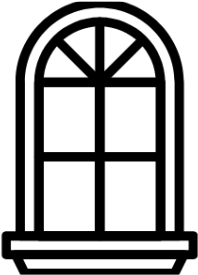
Servicing & Facilities



Mobility



Economic Development



Heritage



Urban Design



Environment & Sustainability



Culture & Recreation




Governance




# Q2 2021/22 STATUS



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


# Q2 2021/22 STATUS



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

# Q2 2021/22 STATUS



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

# Q2 2021/22 STATUS



Servicing &  
Facilities

## Action 1

### Upgrades to the wastewater collection and discharge system

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

# Q2 2021/22 STATUS



Servicing &  
Facilities

## Action 2

### Upgrades to the wastewater treatment plant

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


## Action 6

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

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


# Q2 2021/22 STATUS



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

# Q2 2021/22 STATUS



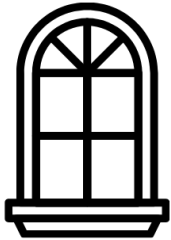
 <p><b>Economic Develop- ment</b></p>	<p><b>Action 4</b></p>	<p><b>Enhance relationships with <u>surrounding communities and municipalities</u></b></p> <ul style="list-style-type: none"><li>▶ New joint services: Fire Inspection; Accessibility Coordinator; and Parking enforcement</li><li>▶ Ongoing joint services: Building Inspection coordination expansion; REMO; Fire Protection Mutual Aid; Solid Waste Management</li><li>▶ Lunenburg County Mayors and Warden discussion forum</li><li>▶ Lunenburg County CAOs projects, including short-term rental (STR) study proposal and bulk purchasing</li><li>▶ Lunenburg/Queens Recreation Directors/Coordinators Association</li><li>▶ <b>Funding:</b> Provincial STR Policy development support being considered</li></ul>
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# Q2 2021/22 STATUS



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

# Q2 2021/22 STATUS



Heritage

## Action 22

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

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

## Action 31

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

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

## Action 35

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

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

# Q2 2021/22 STATUS



Urban  
Design

## Action 16

### Improve accessibility throughout the town


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

# Q2 2021/22 STATUS

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

# Q2 2021/22 STATUS



 <p>Environment &amp; Sustain- ability</p>	<p><b>Action 5</b></p> <p><b>Action 15</b></p>	<p><b>Partnerships to encourage <u>energy efficient retrofits</u></b></p> <ul style="list-style-type: none"><li>▶ RFP to be drafted for study for Fall 2021</li><li>▶ <b>Funding:</b> Federal Infrastructure Retrofit and Efficiency NS sources being investigated as possible sources of funding</li></ul> <p><b>Ongoing <u>community learning/dialogue</u> about sea level rise and climate change</b></p> <ul style="list-style-type: none"><li>▶ N/A in 2021/22; scheduled to begin 2023</li></ul>
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# Q2 2021/22 STATUS



Environment  
& Sustain-  
ability

## Action 21

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

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

## Action 27

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

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

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 11

### Foster inclusivity in programming and leadership

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

## Action 12

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

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

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 18

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

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

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 24

### Facilitate partnerships and opportunities to increase waterfront access

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

# Q2 2021/22 STATUS



Culture &  
Recreation

## Action 32

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

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

# Q2 2021/22 STATUS



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

# Q2 2021/22 STATUS



Governance

## Action 9

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

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


## Action 14

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

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

# Q2 2021/22 STATUS



 <p>Governance</p>	<p><b>Action 34</b></p>	<p><b>Identify <u>performance indicators/measurements</u> to evaluate activities of the Town</b></p> <ul style="list-style-type: none"><li>▶ RFP has gone out for KPI development consultant proposals, with a closing date of September 29<sup>th</sup> for report and recommendation to Council</li><li>▶ <b>Funding:</b> Internally funded; possible phasing may require additional project funding</li></ul>
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# Q2 2021/22 NEXT STEPS

- ▶ Upcoming Quarterly Reports:

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

- 5. Q4 2021/22 January 1 - March 30, 2022: *schedule for the Council Meeting of March 22, 2022*



PROJECT  
LUNENBURG

Navigating the  
Future, Together.

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

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

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: SEPTEMBER 15, 2021**

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

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

**Index to Reports**

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

Acknowledged only by:

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Bea Renton, CAO

Encls.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Capital Status Report to July 31, 2021

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

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

## Capital Status Report to July 31, 2021

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

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

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

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

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

**Town of Lunenburg Operating Financial Statements**

**Saturday, July 31, 2021**

**Summary Information**

(YTD Pro-rated Budget =34%)

**TOWN GENERAL**

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

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

**Legend:**

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

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

**Legend:**

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

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

**Legend:**

1. Electric consumption billings are seasonal in nature.

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

**DEED TRANSFER TAX REPORT**

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

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

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

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

**PARKING METER REVENUE AND FINES**

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

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



## TOWN OF LUNENBURG: OCCUPATIONAL HEALTH AND SAFETY POLICY

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

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

6. The **Town** recognizes:

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

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

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

THIS AGREEMENT dated the     day of                     , 2021

**BETWEEN:**

**THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG**, a municipality incorporated pursuant to the laws of Nova Scotia, hereinafter referred to as “MODL” in all other places.

OF THE FIRST PART

-and-

**THE TOWN OF LUNENBURG**, a municipality incorporated pursuant to the laws of Nova Scotia, hereinafter referred to as “TOL” in all other places.

OF THE SECOND PART

**WHEREAS** TOL requires the services of Qualified and Certified Building Officials for carrying out inspections under the Building Code Act and Regulations, Town of Lunenburg Building Bylaw and all other related legislation, regulatory provisions and Codes, but not to include dangerous and unsightly premises enforcement, on an as needed basis;

**AND WHEREAS** Section 5 (3) of the Building Code Act allows TOL to enter into an Agreement with another council or regional organization to provide building inspection services to TOL so as to properly cover the administration and enforcement of the Building Code Act and Regulations, Town of Lunenburg Building Bylaw and all other related legislation, regulatory provisions and Codes, but not to include dangerous and unsightly premises enforcement, with TOL;

**AND WHEREAS** MODL is prepared to provide these required services from September 1, 2021 to September 1, 2024 when available to do so, on the terms and conditions hereinafter set forth.

**NOW THEREFORE WITNESSETH** that in consideration of One Dollar (\$1.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged) the parties hereto covenant and agree as follows:

1. That MODL shall provide those services which may be necessary for the administration and enforcement of the Building Code Act and Regulations, Town of Lunenburg Building Bylaw and all other related legislation, regulatory provisions and Codes, but not to include dangerous and unsightly premises enforcement, within TOL upon request and subject to the availability of its personnel to provide the service and to what extent, at that time. MODL, in providing these services, shall be responsible for ensuring all

individuals carrying out these services are qualified to do so and shall provide TOL with a copy of the Diploma of Qualifications, as issued by the Nova Scotia Building Code Training Certification Board, for all individuals providing said services.

2. The parties agree that the provision of services pursuant to this Agreement shall not constitute an employment contract between any individuals carrying out the necessary services and the TOL. MODL shall remain responsible for all wages, benefits, remittances and the like either required by federal or provincial law or as a term of any contract between the individuals providing the services and MODL.
3. MODL shall schedule all inspections pursuant to this Agreement. TOL shall thereafter provide MODL with administrative support, which MODL may periodically require regarding the provision of its services under this Agreement.
4. MODL shall bill TOL on a monthly basis for all services provided hereunder. Services shall be billed as follows:
  - a. the Staff member's hourly rate times 1.36;
  - b. plus a per kilometre rate billed at the MODL mileage rate;
  - c. plus the full cost of any other related expense that may arise as a result of providing the service; and,
  - d. Furthermore, in the event of any litigation arising from actions of MODL inspectors in the conduct of their duties on behalf of TOL, the TOL shall remain responsible for any costs arising from those inspectors necessary involvement in the litigation process.
5. MODL shall be responsible for carrying and maintaining adequate insurance coverage with respect to its responsibilities under this Agreement. This insurance coverage shall include, but not be limited to bodily harm including death, property damage, automobile coverage and any other general insurances necessary for MODL's role in carrying out the terms of this Agreement (including but not limited to, municipal and commercial general liability insurance). In particular, MODL shall also be responsible for errors and omissions (professional liability) coverage for building inspection services, and such coverage shall not contain any bodily injury or property damage exclusion. A minimum limit of \$5,000,000.00 must be maintained for errors and omissions (professional liability) insurance. A minimum general/municipal limit per occurrence of \$15,000,000.00 shall be maintained for Municipal/ Commercial General Liability insurance. MODL shall add TOL as an additional insured under MODL's Municipal Liability Insurance policy and shall provide for 30 days' notice of cancellation or material

change detrimental to the certificate holder. MODL must also provide TOL with an updated certificate of insurance at least 10 days prior to expiry of any prior relevant certificate of insurance.

6. TOL shall be responsible for carrying and maintaining adequate insurance coverage with respect to its responsibilities under this Agreement. This insurance coverage shall include, but not be limited to bodily harm including death, property damage, automobile coverage and any other general insurances necessary for TOL's role in carrying out the terms of this Agreement (including but not limited to, municipal and commercial general liability insurance). In particular, TOL shall also be responsible for errors and omissions (professional liability) coverage for building inspection services, and such coverage shall not contain any bodily injury or property damage exclusion. A minimum limit of \$5,000,000.00 must be maintained for errors and omissions (professional liability) insurance. A minimum general/municipal limit per occurrence of \$15,000,000.00 shall be maintained for municipal/ commercial general liability insurance. TOL shall add MODL as an additional insured under TOL's Municipal Liability Insurance policy and shall provide for 30 days' notice of cancellation or material change detrimental to the certificate holder. TOL must also provide MODL with an updated certificate of insurance at least 10 days prior to expiry of any prior relevant certificate of insurance.
7. TOL shall be responsible for retaining all building inspection documents, records, reports, and/or file notes prepared by any inspector providing building inspection services on its behalf.
8. MODL shall indemnify and hold harmless TOL and its Council, inspectors, agents and employees from all actions, claims, demands, losses, costs (including legal costs), damage, causes of action, negligence, or any other legal consequence (including damages) arising from the MODL's actions, errors, omissions, misconduct and/or violation of the provisions of this Agreement, or any statute, [but only in relation to matters which are the subject of or arise out of this agreement].
9. TOL shall indemnify and hold harmless MODL and its inspectors, agents and employees from all actions, claims, demands, losses, costs (including legal costs), damage, causes of action, negligence or any other legal consequence (including damages) arising from the TOL's actions, errors, omissions, misconduct and/or-violation of the provisions of this Agreement or any statute [but only in relation to matters which are the subject of or arise out of this agreement].

10. MODL shall hereafter provide TOL, upon request, with any certificates of insurance which are required to be put in place under Section 5 of this Agreement.
11. TOL shall hereafter provide MODL, upon request, with any certificates of insurance which are required to be put in place under Section 6 of this Agreement.
12. Both MODL and TOL shall provide each other with thirty (30) days written notice of the cancellation, material change or expiry of any insurance policy as required under Sections 5 and 6 of this Agreement. Should either party not be satisfied with the insurance held by the other party they shall have the right to immediately terminate this Agreement notwithstanding section 13 hereof.
13. This Agreement may be terminated by MODL or TOL at any time upon providing 90 days written notice to the other party.
14. The term of this Agreement may be extended for additional renewal periods of one year each if mutually agreed by both parties. Amendments may be made to such renewal terms as required from time to time and mutually agreed to by the Parties.
15. This Agreement shall bind the parties, their successors and assigns. This Agreement is a contract for services and is not a joint venture or partnership between the parties hereto.
16. The laws of the Province of Nova Scotia shall govern both the application and interpretation of this Agreement.
17. Unless terminated as per Clause 13, this agreement shall be in place until September 1, 2024 or until superseded by the implementation of phase 2 of the regional building services agreement dated October 22, 2018.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals the day and year first above written.

**SIGNED, SEALED AND DELIVERED** )  
)  
) Municipality of the District of Lunenburg  
in the presence of )  
) Per:  
) \_\_\_\_\_  
) Mayor Carolyn Bolivar-Getson  
\_\_\_\_\_)  
Witness )  
) Per:  
) \_\_\_\_\_  
) Clerk  
)  
) Town of Lunenburg  
)  
) Per:  
) \_\_\_\_\_  
\_\_\_\_\_) Mayor Matt Risser  
Witness )  
)  
) Per:  
) \_\_\_\_\_  
) CAO/Clerk  
)  
)

# LUNENBURG Art SOCIETY

LUNENBURG ART GALLERY SOCIETY  
194B Lincoln Street, Box 1418, Lunenburg, NS, B0J 2C0  
(902) 640-4044

[www.lunenburgartgallery.com](http://www.lunenburgartgallery.com)

August 21, 2021

Bea Renton  
Town of Lunenburg  
119 Cumberland Street  
Lunenburg, N.S.  
B0J 2C0

Dear Bea,

I'm happy to report that our first Lunenburg Arts Fest held on the wharf at the Fisheries Museum was a success. Being a redesign of our previous venture, Paint Sea on Site, we were dealing with new circumstances (including Covid restrictions) and working out challenges on the fly. However, it came together and generated a lot of positive feedback from participants and visitors alike. The Museum was a great host for the event and the weather cooperated. I believe in future years with the opportunity for advance planning and publicity it will be a good draw for visitors to Lunenburg, bringing with it business for the merchants and restaurants.

Now we are wrapping things up and looking ahead to next year. In the past when we were using the community centre as a venue we were allowed to store our pegboard art stands in the town storage facility at the blue barn. There were sixteen of them but we only used eight this year and plan to dispose of the other eight. Paul Bracken has indicated that we should find other storage but we have not been able to come up with any other ideas for a storage location and so I am asking the town if we could continue to use some space there for our eight stands. If a rental fee for the space would make our appeal more attractive we would be happy to consider this. Although as a non-profit organization in these present trying Covid times a donation from the town to cover this would be greatly appreciated.

On another matter, we had placed a \$100 deposit on July 29<sup>th</sup>, 2019, (copy enclosed) for the use of the Community Centre again in 2020 not knowing Covid would make an indoor event impossible. Accordingly we respectfully request a refund of said deposit.

Sincerely,

Wendy Muise, President