

COUNCIL MEETING AGENDA

TOWN OF LUNENBURG

Tuesday, January 10, 2023 at 6 pm

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live



Note: Agenda is subject to change due to additions, deletions, and/or amendments.

1. Call to Order

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

3. Approval of Agenda

Draft motion: Moved and seconded that Council approve the agenda for the January 10, 2023 meeting as presented.

4. Approval of Minutes

Draft motion: Moved and seconded that Council approve the minutes of the December 13, 2022 meeting as presented.

5. Public Hearings, Presentations and Questions

5.1 Queen Elizabeth II's Platinum Jubilee Medal Recipients: Lisa Dagley and John Mader

6. Correspondence, Petitions and Proclamations Consideration

6.1 Renaming of Cornwallis Street – Daniel Paul

6.2 Anti-Racism Special Committee Recommendations – Jane Ritcey and Wilfred Moore

7. Business Arising from the Minutes/Unfinished Business

7.1 Review of Council appointments to committees and organizations

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

8.1 Policy Development and Review Policy – Notice

Draft motion: Moved and seconded that Council give notice that at its January 24, 2023 meeting, Council may consider the approval of the Policy Development and Review Policy as presented in agenda item 8.1 of the January 10, 2023 Council agenda package.

9. New Business

9.1 Potable Water Quality Test Results July-September 2022 – for information

9.2 Wastewater Quality Test Results July-September 2022 – for information

10. In Camera Meeting

Draft motion: Moved and seconded that Council meet in camera at _____ p.m. to consider the following matter pursuant to section 22 (2), Municipal Government Act:

Acquisition, sale, lease and security of municipal property

11. Resumption of Council Meeting in Public Session

Motion to consider any in camera meeting notices of motion and/or recommendations pursuant to section 22 (3), Municipal Government Act.

12. Adjournment

Agenda items awaiting staff reports, etc. for further consideration

<i>Agenda Item</i>	<i>Assigned to</i>	<i>Council Meeting Assigned</i>	<i>Status</i>	<i>Anticipated Return Date</i>

COUNCIL MEETING MINUTES

TOWN OF LUNENBURG

Tuesday, December 13, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live



Present	Deputy Mayor Peter Mosher, Councillors Melissa Duggan, Stephen Ernst, Susan Sanford, and Ed Halverson
Absent	Mayor Matt Risser and Councillor Jenni Birtles
Also present	Lisa Dagley, Director of Finance Jamie Doyle, Chief Administrative Officer Tyson Joyce, Town Engineer Arthur MacDonald, Director of Community Development Lisa Kendall, Municipal Engineer/ Project Manager Trevor Hume, Planning Technician/ Development Officer Hilary Grant, Senior Planner/ Heritage Officer Kayla Byrne, Municipal Clerk
Call to Order	The Deputy Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Deputy Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the December 13, 2022 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the minutes of the November 22, 2022 meeting as presented. Motion carried unanimously
	Moved and seconded that Council approve the minutes of the November 28, 2022 special Council meeting as presented. Motion carried unanimously
Public Hearings, Presentations and Questions	None.
Correspondence	None.
Land Divestiture Policy	Moved and seconded that Council approve the Land Divestiture Policy as presented in Attachment A of agenda item 7.1. Motion carried unanimously
Street Services Extension Policy	Moved and seconded that Council approve the Street Services Extension Policy as presented in Attachment F of agenda item 7.2. Motion carried unanimously

2023/24 Capital Budget	Moved and seconded that Council approve the 2023/24 Capital Budget for the Town General Fund and Water Utility as presented in agenda item 8.1, totalling \$2,340,000 for the Town General Fund and \$1,595,000 for the Water Utility.	Motion carried unanimously
Anti-Racism Special Committee Recommendations	Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename Blockhouse Hill Park to Sylvia Park.	Motion carried unanimously
	Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename 250 th Anniversary Park to Labrador Park.	Motion carried unanimously
Recess	The Deputy Mayor called a recess from 6:26 p.m. until 6:37 p.m.	
Anti-Racism Special Committee Recommendations	Moved and seconded that Council approve the renaming of Cornwallis Street; and direct the CAO to conduct a public engagement process to help determine the new street name, and that the results from the public engagement process be presented at the first regularly scheduled Council meeting in March for Council's consideration.	Motion carried unanimously
Project Lunenburg Steering Team Minutes	Council received, for information, the Project Lunenburg Steering Team October 26, 2022 meeting minutes.	
Town Hall Exterior Restoration Update	The Town Engineer summarized the Town Hall exterior restoration update report, which included a building condition assessment and several options for discussion and consideration. It was noted this report is for information only and no direction or decision of Council was required.	
	Councillors discussed and inquired about the town's borrowing limit and other funding sources for buildings and maintenance.	
Building Permit Reporting	Council received a building permit report, which highlighted building permit activity for the period of July 1 to November 30, 2022.	
Honorarium Change for Deputy Mayor and Councillors	Moved and seconded that Council approve a \$1,000 reduction from the Deputy Mayor annual honorarium for a revised amount of \$24,324 per annum and that this \$1,000 be used to increase the annual honorariums for each councillor, excluding the Mayor, by \$200, for a revised amount of \$15,910 per annum for each councillor; and that this change takes effect starting December 19, 2022.	
	FOR Deputy Mayor Mosher	AGAINST Councillors Duggan, Ernst, Sanford, and Halverson Motion defeated

Moved and seconded that Council direct staff to update the Council and Committee Member Honorarium Policy to reflect any approved changes to Council's annual honorariums.

Motion carried unanimously

Quarterly Report Update

The CAO confirmed that a new Comprehensive Community Plan (CCP) quarterly review process will be presented to Council at its first regular meeting in January.

Council appointments to committees and organizations

Moved and seconded that Council give notice to amend the Town of Lunenburg's Committees of Council Policy to remove organizations from its Committee Structure, ceasing all Council representation on each respective organization.

Motion defeated unanimously

Moved and seconded that Council direct staff to present a report at a future Council meeting to reappoint members as required to committees as currently outlined in the Committees of Council Policy's Committee Structure; and to advertise committee member vacancies as required.

Motion carried unanimously

This item is expected to return to the first Council meeting in January.

Chief Administrative Officer By-law

Moved that Council give notice of the Chief Administrative Officer By-law as presented and advertise for a public hearing prior to holding second reading of the by-law.

Adjournment

There being no further business, the December 13, 2022 Council meeting adjourned at 7:10 p.m.

Minutes were read and approved.

MEMORANDUM

TO: Town Council

FROM: Jamie Doyle, CAO

DATE: January 10, 2023

RE: The Queen Elizabeth II's Platinum Jubilee Medal Recipients

1. INFORMATION REPORT

The Town of Lunenburg is pleased to recognize Lisa Dagley and John Mader as recipients of the Queen Elizabeth II's Platinum Jubilee Medal.

The Platinum Jubilee Medal is a significant honour to recognize outstanding Nova Scotians of all ages and from all walks of life, who have built and continue to build a caring society and Province through their service, contributions and achievements. Municipal employees are being recognized through this medal program as contributors to building a strong community.

Lisa has proven to be an invaluable leader for the Town of Lunenburg for more than 15 years. She is intelligent, conscientious, adaptable, and unflappable; whatever the situation, Lisa has the capacity to readily transition to meet the needs and demands of our dynamic community.

Lisa's ability to go the extra mile in all her duties consistently impresses the entire organization. From giving advice, solving IT woes, and literally keeping the power on through the Electric Utility, Lisa goes out of her way to make sure all staff feel supported and have the tools they need to do their job.

Her endless dedication and professional approach to her duties have ensured that the Town is able to focus its efforts on continuing to grow and develop.

John Mader has been a valuable contributor to the Town for more than four decades. Over the years, John has demonstrated his passion and dedication for the Town through all he does. As the Town's Water Treatment Plant Operator, John provides an integral service to the community, ensuring the safety and best quality of our water. On top of that, John is known for keeping the plant spotless and organized — one staff member even once saw him cleaning the speed limit sign in front of the building.

John has consistently stepped up to the plate and kept a positive, forward-looking attitude throughout the years and all the changes that have come with them. He consistently delivers on tasks and keeps us all looked after and entertained in the meantime. John's always keen to help attitude is appreciated by the entire team.

While his job is demanding, John's committed presence and professionalism is a constant.

Thank you, Lisa and John, for your continued leadership, dedication, professionalism, and your service to the Town of Lunenburg.

Nova Scotia's Platinum Jubilee Medal commemorates the 70th anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada, and it serves as a tribute to her life of service. A video highlighting Her Late Majesty's long-standing connection with Nova Scotia throughout Her five tours of our Province, can be found [here](#).



Dr. Daniel N. Paul, C.M., O.N.S.
Author, Journalist and Consultant

Indian Act • Land Claims • Band Government and other related Native Issues

28 Elmsdale Crescent, Halifax, Nova Scotia, B3R 2G5

Email: daniel.paul@ns.sympatico.ca

Website: www.danielnpaul.com

December 17, 2022

Mayor Matt Risser
Town of Lunenburg

Dear Mr. Mayor:

First and foremost please relay to Councillors my deep appreciation for their decision to rename Cornwallis Street, it has always been a sore spot for me to cross that Street when visiting one of the Towns Pat and I love to visit, dine in etc.

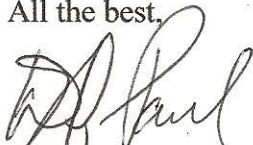
Now I want to make a case for a new name for the Street that I think would be most appropriate for a Town that has seen many conflicts over the eons that have caused much pain for so many, it is Reconciliation Lane. I also believe it would be most acceptable to the present residents of the Street.

Not only does such a name apply to the coming together, at long last, of the Indigenous peoples of Canada, which was brought to the forefront by the revelations of the horrors perpetuated against helpless First Nations children in Indian Residential and Indian Day Schools across Canada and each and every Province, but to a broader range.

It can also be applied to married couples who are experiencing troubles with their marriages, neighbours who have disagreements that split them apart, lovers having spats, trades people and so on, it is an inclusive and positive word. It would be nice to advise them "go take a walk down Reconciliation Lane and ponder if discord is what you desire, instead of congeniality!"

It has always troubled me that our Province has chosen to honour colonial men who have committed offences that in this day and age would be described as Genocide, why do so, when we have countless men and women who have made remarkable contributions toward the betterment of humanity, Dr. Jonas Salk for instance, a man who has saved countless of millions of live by developing the polio vaccine, yet there is not one bit of recognition for this great humanitarian in this Province.

All the best,



Mi'kmaw Saqmawiey (Eldering) (Dr.) Daniel N. Paul, C.M., O.N.S., LLD, DLIT
C.c. CAO Jamie Doyle, Town Councillor Melissa Duggan and Margaret Knickle

30 Blockhouse Hill Road,
P. O. Box 9,
Lunenburg, N.S.
BOJ 2C0

December 31, 2022

Mayor Matthew Risser and Councillors,
Town of Lunenburg,
P. O. Box 129,
Lunenburg, N.S.
BOJ 2C0

Your Worship and Councillors,

This letter is with regard to the Meeting of the Town Council on December 13, 2022, and Agenda Item 8.2 "Renaming Blockhouse Park, 250th Anniversary Park and Cornwallis Street - Anti-Racism Special Committee Recommendations".

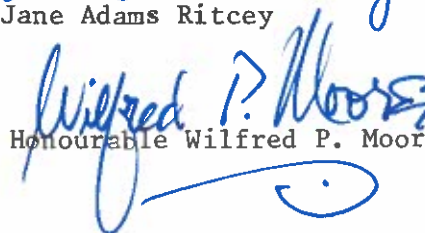
Perhaps we missed it, but, we wonder if there has been an opportunity for public input into the deliberations of that Special Committee prior to it arriving at conclusions and making recommendations to Town Council? We believe that public input is very important in such matters. We also ask why/how that Special Committee decided to focus on the three topics upon which they made recommendations? Further, what lands are contained in the subject two Parks?

For your information, we are direct descendants of settlers of Lunenburg, and we maintain a keen interest in the Town, its history, culture and welfare. We therefore request that Council reply to our above questions, and that it does so before taking any formal actions on the within recommendations.

With all good wishes for the Town and its people in 2023,
we remain

Yours sincerely,


Jane Adams Ritcey


Honourable Wilfred P. Moore, K.C., LL.D.

MEMORANDUM

TO: Town Council

FROM: Kayla Byrne, Municipal Clerk

DATE: January 10, 2023

RE: Review of appointments to committees and organizations

1. **FACTS**

As per [Policy #98 Town of Lunenburg Procedural Policy Committees of Council](#), committee membership shall be reviewed annually by Council.

Councillors have not requested any changes to their respective appointments, therefore, appointments shall remain as presented in the attached *Council appointments to Committees and Organizations* document. As there are no changes, this does not require a motion of Council.

Committees of Council (Internal Town Committees) have the following vacancies:

Anti-Racism Special Committee: three vacancies

Heritage Advisory Committee: one vacancy

Planning Advisory Committee: two vacancies

Work is happening to create a regional anti-racism committee. It has not yet been determined if this regional committee would or should replace the town's special committee.

Council can soon expect a new Heritage Property Bylaw. With its introduction, there may be changes to the structure of the Heritage Advisory Committee and the Planning Advisory Committee.

Due to potential changes to all three committees, it is recommended that no new external appointments are made to these committees and that committee vacancies are not advertised until any potential changes have been finalized.

Current committee members have been contacted and have agreed to continue serving their respective terms.

2. **ISSUES AND OPTIONS ANALYSIS**

Alternative recommendations:

That Council direct staff to advertise committee vacancies and begin the process of appointing committee members to Committees of Council (Internal Town Committees).

Legislation:

- Policy #96 Town of Lunenburg Procedural Policy Committees of Council
- Municipal Government Act, S.24

3. FINANCIAL IMPACT

Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.

Committee and external Board citizen members may receive an annual honorarium as set out in Town Policy and/or budget.

4. STRATEGIC PLAN RELEVANCE

G1: Facilitate and grow engagement between the Town and the community with flexible and innovative approaches.

G2: Promote and enhance communication based on transparency and inclusion.

5. RECOMMENDATION AND DRAFT MOTION

That Council review its existing appointments and not make any changes for 2023. A motion of Council is not required if there are no changes to appointments; this is a review.

6. ATTACHMENTS

- Council appointments to Committees and Organizations
- External appointments to Committees and Organizations

Town of Lunenburg

Council appointments to Committees and Organizations

2023



Internal Town Committees

Committee Name	Appointed Councillors
Anti-Racism Special Committee	Duggan, Mosher
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Comprehensive Community Plan Project Steering Team	Ernst, Mosher, Sanford
Heritage Advisory Committee	Birtles, Ernst
Planning Advisory Committee	Ernst, Halverson, Sanford
Protective Services Committee	Duggan, Halverson, Mosher, Sanford

External Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	Sanford	Duggan
Region 6 Solid Waste Management Committee	Halverson	Risser
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	Mosher, Risser	Sanford

External Organizations with Council Appointments/Nominations

Organization Name	Appointed Councillor(s)
Trustees of Lunenburg Common Lands	Mosher
Cultural Implementation Group	Mosher
Lunenburg Academy Foundation *No longer has a Council representative.	Ernst
Lunenburg County Seniors Safety Advisory Partnership	Birtles
Lunenburg Fishermen's Memorial Society	Mosher, Risser
Lunenburg Home for Special Care/Harbour View Haven	Birtles
Lunenburg Waterfront Association	Risser

South Shore Housing Action Coalition Committee	Duggan
South Shore Regional Public Library Board	Birtles

Internal Town Committees with external appointments

Anti-racism special committee

- Councillor Melissa Duggan, Chair
- Deputy Mayor Peter Mosher
- Sally Falk, Citizen-at-large Representative ✓
- ~~Jerin Kottakal, Citizen-at-large Representative-resigned Nov. 1, 2022~~
- Melissa Labrador, Mi'kmaq Representative ✓
- Vernon Simms, African Nova Scotian Representative ✓
- Vacant, African Nova Scotian Representative
- Vacant, Mi'kmaq Representative
- Vacant, Citizen-at-large Representative

Ex-officio:

- Mayor Matt Risser
- Margie Knickle
- Piotr Luczak
- Megan Meldrum
- Yvonne Mosely

Audit Committee

Consists of: All Councillors and a minimum of one resident at large.

Term: Two years

Resident-at-large: Jamie Green (appointed Nov. 27, 2018) ✓

Heritage Advisory Committee

Consists of: Six members – two councillors, two at-large members, and two members of the Lunenburg Heritage Society or individuals who have demonstrated an interest in the preservation of buildings with historic significance.

Term: Two years

Vacancies: None

Members:

- Councillor Birtles (reviewed annually)
- Councillor Ernst (reviewed annually)
- Faune Creaser (appointed Jan. 25, 2022)
- ~~E. Patricia MacDonald (appointed June 22, 2021)-resigned~~
- Nathalie Irving, Lunenburg Heritage Society Representative (appointed Jan. 24, 2017) ✓
- Oliver Osmond, Lunenburg Heritage Society Representative (reappointed Jan. 24, 2017) ✓

Planning Advisory Committee

Consists of: Three councillors and at least four residents.

Term: Two years

Vacancies: Two

Members:

- Councillor Susan Sanford, Chair (reviewed annually)
- Councillor Stephen Ernst (reviewed annually)
- Councillor Ed Halverson (reviewed annually)
- Colin Whitcomb (June 22, 2021) ✓
- Peter Goforth (reappointed November 14, 2017) ✓
- Vacant resident position
- Vacant resident position

Project Lunenburg Steering Team

Voting members of the Steering Team include: three councillors, two citizen representatives, and three qualified experts.

Term: The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

Vacancies: Three

- Councillor Susan Sanford, Chair
- Deputy Mayor Peter Mosher
- Councillor Stephen Ernst
- Peter Goforth, Qualified Expert (appointed Oct. 23, 2018) ✓
- Bill Rice, Citizen Representative (appointed Oct. 23, 2018) ✓
- Vacant, Qualified Expert
- Vacant, Qualified Expert
- Vacant, Citizen Representative

Lunenburg County Accessibility Advisory Committee

Membership: The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.

Terms: Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.

Members:

TOL Council representative: Councillor Sanford

TOL Council representative alternate: Councillor Duggan

Community members jointly appointed by all five municipal units:

- Desiree Gordon
- Sheila Landry
- Louise Hopper
- Peggy McCalla
- Dylan Robar
- Teresa Alexander-Arab

External organizations that require external members be appointed by Town Council

Lunenburg Home for Special Care Corporation

Membership (as per the corporation's bylaws): The Corporation shall consist of Nine (9) Members appointed by the Council of the Town of Lunenburg.

Term: Maximum of 12 years

Vacancies: None

Members:

- Councillor Jenni Birtles
- Jenise Brouse
- Diane Johnson
- Jackie Moore
- Patrick Morris
- Virginia Uhlman
- Ellen Wathen
- Peggy Vickers
- Melanie Cooke

Committees with no external appointments

Committee of the Whole

Membership: All councillors

Protective Services

Membership: Consists of four councillors. The Commission may appoint three Commission members to be additional voting members.

Term: Not defined, but council appointments reviewed annually

Vacancies: None

- Deputy Mayor Peter Mosher, Chair
- Councillor Ed Halverson
- Councillor Susan Sanford
- Councillor Melissa Duggan

- Brian Keizer, Districts 1 & 2 Fire Commission
- David Afford, Districts 1 & 2 Fire Commission
- David Baugil, Districts 1 & 2 Fire Commission

Policy Title: Policy Development and Review

Date adopted by Council: **TBD**



1. POLICY STATEMENT

The Town of Lunenburg will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures should be current, functional and readily accessible to the public.

Policies and procedures ensure that a point of view held by the Town of Lunenburg is translated into steps that result in an outcome compatible with that view and that policies are being met through the day-to-day operations of staff.

2. PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of Council and staff with respect to policy development, implementation, evaluation, and review of policy effectiveness.

Policies and administrative procedures are to be written in a manner so that the intent of each may be known, understood and implemented correctly and completely.

3. SCOPE

This policy applies to all Town of Lunenburg policies and procedures.

4. DEFINITIONS

“Administrative Procedures” means specific written processes that operationalize a policy; and are developed by the Town’s Management Team. Procedures that are created, amended or deemed to be obsolete require the approval of the Chief Administrative Officer.

“Policy” means the commitment and direction of Council regarding matters of governance, public service, programs and standards of performance for the Town, based on Council’s values, priorities and strategic direction. A Council resolution is required to approve Council policies that are created, amended or rescinded.

5. RESPONSIBILITIES

Council

Council will:

- Consider key issues for policies and direct action to create policy recommendations.
- Ensure policies address issues within the realm of governance, such as, but not limited to legal liability, financial accountability, functions of Council and the public image of the Town of Lunenburg and its Council.
- Approve new policies, policy amendments and the rescinding of policies.
- Review existing Council policies at least once every four years.

Chief Administrative Officer (CAO)

The CAO will:

- Ensure policies and accompanying administrative procedures are reviewed every four years from the date adopted by Council.
- Approve administrative procedures which accompany policies.
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation.
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation.
- Consider key issues for policies and prepare options and recommendations for Council to review.

Department Directors and Managers

Department Directors and Managers will:

- Implement policies.
- Review all policies and procedures, in respective areas of responsibility, to ensure they are current and prepare amendments when required.
- Conduct research on the policy issue.
- Identify the need for the creation of a policy and procedures.
- Advise the Municipal Clerk of proposed new and amended policies.
- Submit proposed or amended policies to the CAO for submission to Council for review and approval.

Municipal Clerk

The Municipal Clerk will:

- Facilitate the creation, discussion and research of policies and procedures.
- Provide initial direction, assistance and advice on the format of policies and procedures.
- Ensure proposed or amended policies and procedures conform to a common format.
- Establish, maintain and control the organization of policies.
- Ensure policies receive Council approval.
- Ensure administrative procedures receive approval from the CAO.

- Ensure all policies and administrative procedures are published, maintained and updated on the town's website.
- Ensure copies of policies and administrative procedures are available upon request by the public, staff and Council members.

6. POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE

With the CAO's approval, the Municipal Clerk will determine and maintain the categorization and organization of policies and procedures. This categorization and organization may be amended when required.

7. REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES

Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier. Council or staff may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

The Municipal Clerk will notify departments in a timely manner when a policy is due for review, however, it is up to affected directors and/or managers to bring forward policies for review and, if applicable, amendment by Council, and administrative procedures for review and, if applicable, amendment by the CAO.

8. GENERAL

In the event of an emergent situation or any other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations as well as Town bylaws and policies.

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: JANUARY 3, 2023

**RE: POTABLE WATER, QUALITY TEST RESULTS: JULY 2022 TO
SEPTEMBER 2022**

1. FACTS

The Nova Scotia Environment and Climate Change (NSECC) 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 must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories 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.

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 WTP and filed with the Provincial and Federal governments.

2. ISSUES AND OPTIONS ANALYSIS

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-01)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411-01)

2.1 Water Quality

The Approval to Operate document requires the following water quality sampling:

- 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).
 - Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).
- Turbidity at each filtration unit must be between 0.1-0.3 NTU measured continuously.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* 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 September 2022, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements.

The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

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
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	<0.1 NTU 99% of the time, and not to exceed 0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

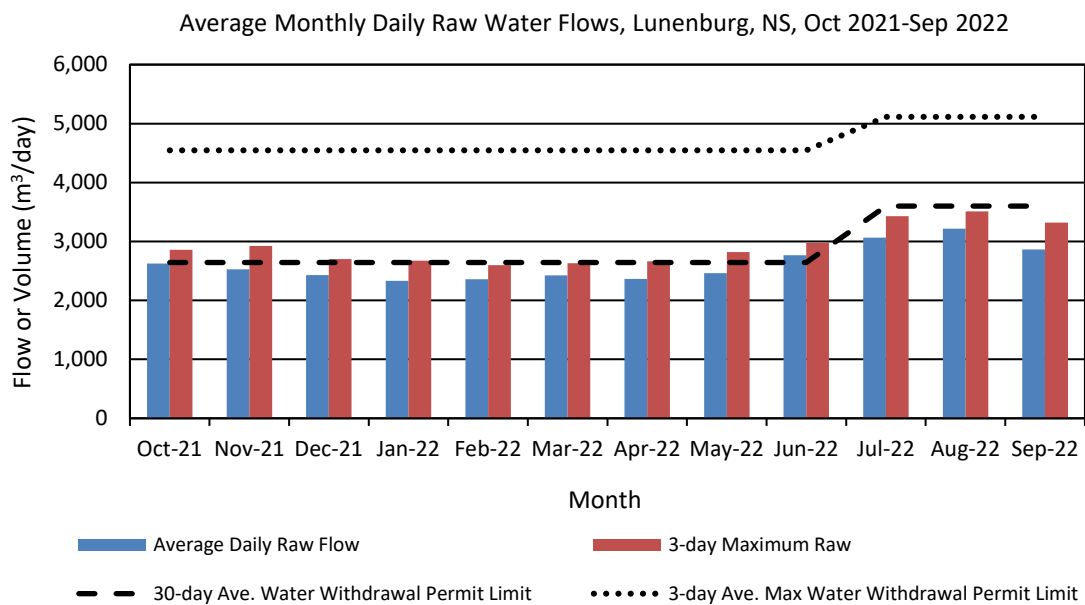
2.2 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal as of July 31, 2022 are as follows:

- Average rate of withdrawal: 3,600,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 5,114,000 L/day (averaged over 3 days).

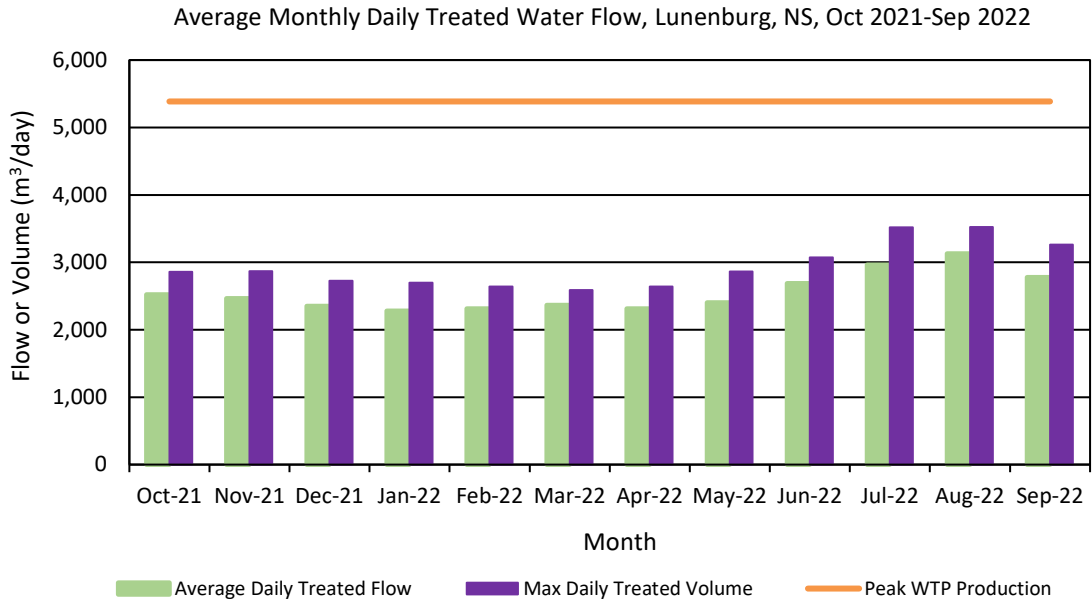
Average Monthly and Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



Average Monthly and Daily Flow of Treated Water:

The following graph shows the historical monthly flows and the maximum daily flow for the treated water from the WTP over the past year, inclusive of this quarter:



Results

The average daily raw water flow exceeded the 30-day average Water Withdrawal Permit Limit during the month of July for this quarter at 3425.97 ML/day. The renewed Water Withdrawal Permit granted a higher withdrawal limit effective July 31, 2022 and subsequent months of the quarter did not exceed the increased 30-day average Water Withdrawal Permit Limit.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The treated water flow did not exceed the peak production rate within this quarter.

2.3 Water Main Breaks and Repairs:

There were four leaks reported in this quarter, which are detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
July	14	Pelham Street	Hydrant #87	Break in valve to hydrant.
August	23	Broad & Archibald		Leak from 1" copper line connecting 12" transite to 4" line.
August	25	Centennial	146	8" Transite line hit during ground work. Repair clamp applied

August	26	Lincoln Street	194	Leak in 3/4" service line, privately owned side. Replaced non-functioning curb stops Sept 19/22.
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2.4 Complaints

There was one complaint registered during this period, as detailed below in the table:

Month	Date	Street	Address or Block	Problem or Cause
July	15	Bayview Drive	32	Resident reported loss of water pressure following hydrant repairs. PW staff suggested checking internal filters and contacting a plumber.

2.5 Lead and Copper Sampling for Residences

In accordance with NSECC Residential Sampling Program and the Town's Annual Lead and Copper Management Program, ten (10) residences were selected for sampling. The selection of locations was based on Resident interest, with priority given to those residences constructed prior to 1975. Samples were taken in July and tested based on Health Canada's Guidelines for Canadian Drinking Water Quality for lead and copper. The Guidelines specify limits of 5ug/L for lead and 2000ug/L for copper.

Results

The initial sampling found that nine (9) of the ten sample locations met the Canadian Drinking Water Quality requirements for lead and copper. The one residence with the sample not meeting the requirements was notified by the Town, and upon further re-sampling was found to also met the Canadian Drinking Water Quality requirements.

3. FINANCIAL IMPACT

Funds are included in the WTP 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.

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: DECEMBER 29, 2022

RE: WASTEWATER QUALITY TEST RESULTS: JULY 2022 TO SEPTEMBER 2022

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 must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories 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.

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 this Approval, as well as the Federal Requirements are summarized below:

Provincial Approval 2012-082710-02 Testing Requirements

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

Federal Wastewater Systems Effluent Regulations Testing Requirements

<p>Treated wastewater must be tested every two weeks for:</p> <ul style="list-style-type: none"> • Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L) • Total Suspended Solids (TSS maximum 25 mg/L) • Un-ionized ammonia (maximum 1.25 mg/L) and • pH (between 5.5 - 9.5)
<ul style="list-style-type: none"> • 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.

Results

The required number of tests per month for CBOD, SS, *E. coli* and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	SS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 3 2022	5.0	25.1	193

All CBOD test results met the Provincial and Federal requirements this quarter. There were three instances this quarter where TSS was above the Federal Limit, at 26 mg/L on August 4, 2022, 210 mg/L on August 8, 2022 and 26 mg/L on September 8, 2022. The test result on August 8, 2022 (210 mg/L) caused the overall quarterly average to exceed both Provincial and Federal limits. *E. coli* test results were above the Provincial requirements in five instances this quarter ranging from 1200 to 2500 counts/100 mL from July 27, 2022 to September 8, 2022. Nonetheless, on a quarterly average basis, which is the basis for meeting the requirements in the Provincial Approval, *E. coli* test results met the Provincial requirements this quarter.

The high TSS and *E.coli* effluent concentrations were likely caused by issues with the sludge dewatering process which have now been resolved. Due to the very dry weather this summer, the sludge consistency changed and would not floc well with the usual polymer dose. The problem got more severe through the summer. Troubleshooting efforts in early September allowed the polymer dose to be adjusted to a level where the process could work again successfully by the middle of September, improving the effluent quality in a short time. The same solution could be used earlier if next summer is also very dry.

Lethality Testing:

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

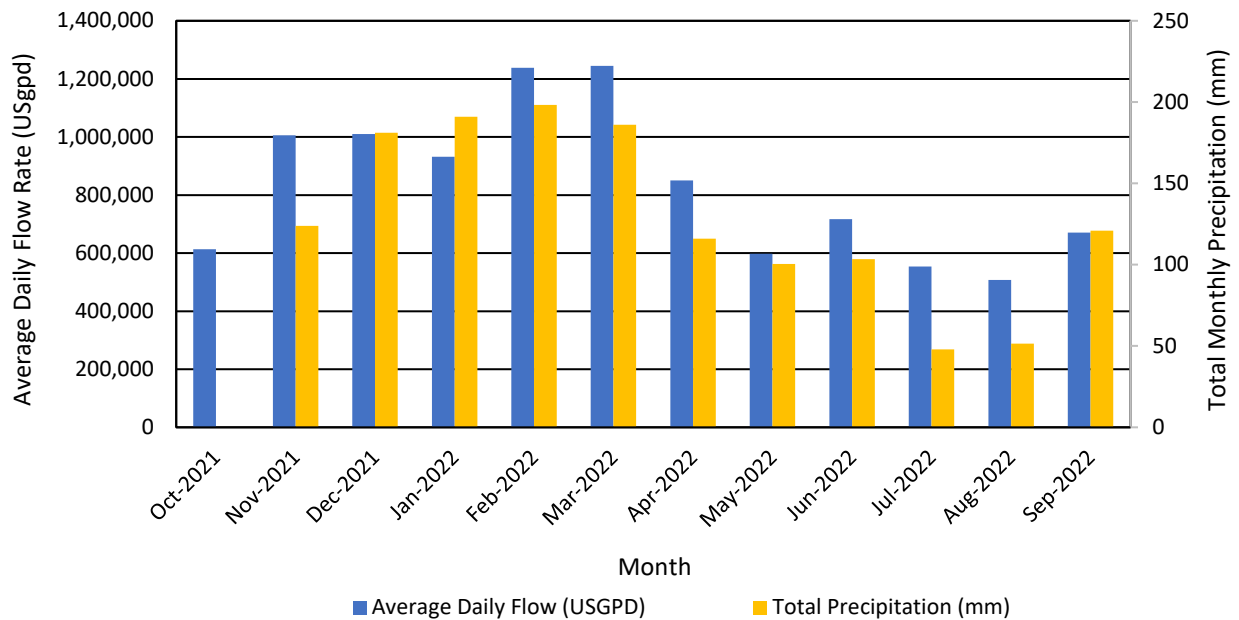
An acute lethality test was performed on November 17, 2021, and no trout died during this test.

As required, an acute lethality test was performed on November 16, 2022. Results from this test will be reported in Quarter 4.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation. Total precipitation data was taken from Western Head, Nova Scotia. Total precipitation data was not reported from October 10, 2021, to November 10, 2021 at this location.

**Average Daily Flow of Treated Wastewater, Lunenburg, NS,
Oct 2021–Sep 2022**



Sewer Breaks and Repairs:

There was one leak reported in this quarter, which is detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
September	25	Starr Street	Adjacent to #15	Wear on forcemain fitting

Complaints:

There were no complaints received relating to the Town’s wastewater system.

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

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