



1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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 February 28, 2023 meeting as presented.

4. APPROVAL OF MINUTES

Draft motion: Moved and seconded that Council approve the minutes of the February 14, 2023 meeting as presented.

5. PUBLIC HEARINGS, PRESENTATIONS AND QUESTIONS

6. CORRESPONDENCE, PETITIONS AND PROCLAMATIONS CONSIDERATION

6.1 2023/24 REMO Operating Budget – Tom MacEwan, MODL CAO

7. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

7.1 Repealing of Town policies

Draft motion: Moved and seconded that Council repeal the following policies:

- *Distribution of Town Pins*
- *Reproduction and Use of the Town's Flag and Logo*
- *Legal Counsel for Lunenburg Council, Committee and Staff Members*
- *Employment Related Sexual Harassment*
- *Right to Refuse Work*
- *Use of Seat Belts in Town Vehicles*
- *Municipal Planning Strategy and Land Use By-Law Five (5) Year Review*
- *Leaf Pick-Up and Disposal*
- *Tree Limb and Brush Pick-Up and Disposal*
- *Oil Spill Contingency and Waste Oil Disposal Policy (For Electric Utility)*
- *Insertions with Electric Light Bills*
- *Covid-19 Pandemic Property Tax Financing Program*

- Lunenburg War Memorial Community Centre Accounts Receivable Billing\Accounting Procedure
- Staff Meeting Pay Procedure
- Returned Cheques

8. COMMITTEE MEETING MINUTES, RECOMMENDATIONS, REPORTS & NOTICES OF MOTION

9. NEW BUSINESS

9.1 Quarterly Police Report – Cpl. Traci Johnston, Lunenburg District RCMP

9.2 Vending By-law – first reading

Draft motion: Moved and seconded that Council approve first reading of the Vending By-law as presented.

9.3 2022/23 Capital and Operating Budget Variance to Dec. 31, 2022

9.4 LAFF Applications: Lunenburg Curling Club

Draft motion: Moved and seconded that Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$1,354.65 for energy efficient lighting replacements at the Lunenburg Curling Club.

Draft motion: Moved and seconded that Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$2,900 for the installation of two donated heat pumps at the Lunenburg Curling Club.

Draft motion: Moved and seconded that Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$10,089 for the purchase of reusable vinyl curling sheets to replace the current system of painting the ice at the Lunenburg Curling Club.

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:

- Contract negotiations

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

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES
 February 14, 2023 | 6 pm
 Lunenburg Town Hall – Council Chamber



Present	Mayor Matt Risser, Deputy Mayor Peter Mosher, Councillors Melissa Duggan, Stephen Ernst, Councillor Ed Halverson, Jenni Birtles and Susan Sanford
Also present	Jamie Doyle, Chief Administrative Officer Kayla Byrne, Municipal Clerk Lisa Dagley, Finance Director Tyson Joyce, Director of Public Works Arthur MacDonald, Director of Community Development Hilary Grant, Senior Planning/Heritage Officer Heather McCallum, Public Engagement Specialist Michael Best, Communications Manager
Call to Order	The Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The 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 February 14, 2023 meeting as presented.
Approval of Minutes	Moved and seconded that Council approve the minutes of the January 24, 2022 meeting as presented.
Public Hearings, Presentations and Questions	None.
Queen Elizabeth II Condolence Book	Council received a letter from the Lieutenant Governor's Office, thanking the Town for sharing its condolence book in memory of Queen Elizabeth II.
Water Treatment Plant Solar Array Engineering Design Budget Revision	Moved and seconded that the WTP Solar Array Engineering Design Budget be increased by \$17,500 (from \$20,500 to \$38,000) with the additional funding to be sourced from the Water Utility's Depreciation Reserve. <p style="text-align: right;">Motion carried unanimously</p>

Repealing of Town Policies	<p>Moved and seconded that Council give notice that at its next regular meeting on February 28, 2023, Council may consider repealing the following policies:</p> <ol style="list-style-type: none"> 1. Distribution of Town Pins 2. Reproduction and Use of the Town’s Flag and Logo 3. Legal Counsel for Lunenburg Council, Committee and Staff Members 4. Employment Related Sexual Harassment 5. Right to Refuse Work 6. Use of Seat Belts in Town Vehicles 7. Municipal Planning Strategy and Land Use By-Law Five (5) Year Review 8. Leaf Pick-Up and Disposal 9. Tree Limb and Brush Pick-Up and Disposal 10. Oil Spill Contingency and Waste Oil Disposal Policy (For Electric Utility) 11. Insertions with Electric Light Bills 12. Covid-19 Pandemic Property Tax Financing Program 13. Lunenburg War Memorial Community Centre Accounts Receivable Billing\Accounting Procedure 14. Staff Meeting Pay Procedure 15. Returned Cheques <p style="text-align: right;">Motion carried unanimously</p>
Appointment of Heritage Officer	<p>Moved and seconded that Council appoint Hilary Grant as a Heritage Officer for the Town of Lunenburg, as per Section 19 of the Heritage Property Act.</p> <p style="text-align: right;">Motion carried unanimously</p>
Additional Budget for Replacement Vehicle for the Water Utility	<p>Moved and seconded that \$31,332 for a Water Utility Replacement Vehicle be added to the 22/23 Water Utility Capital Budget with \$25,000 in funding from the Water Utility’s Depreciation Reserve to be added to the insurance proceeds.</p> <p style="text-align: right;">Motion carried unanimously</p>
In Camera Meeting	<p>Moved and seconded that Council meet in camera at 6:11 p.m. to consider the following matter pursuant to section 22 (2), Municipal Government Act:</p> <ul style="list-style-type: none"> • Acquisition, sale, lease and security of municipal property. <p style="text-align: right;">Motion carried unanimously</p>

Resumption of
Council Meeting

Council reverted to public session at 6:23 p.m. and approved the following motions in public session:

Moved and seconded that Council direct the CAO to execute the renewal of the respective leases for 80 Montague Street and 92-94 Montague Street as presented. **Motion carried unanimously**

Moved and seconded that Council direct the Chief Administrative Officer (CAO) to complete all necessary actions required to complete the sale of Upper Hall Street (PID 60500006), including negotiating as required to complete the transaction. **Motion carried unanimously**

Adjournment

There being no further business, the February 14, 2023 Council meeting adjourned at 6:24p.m.

Minutes were read and approved.



Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

February 13, 2023

Mayor Matt Risser & Council
Town of Lunenburg
119 Cumberland St PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Risser:

RE: 2023/24 REMO Operating Budget

At the January 16, 2023, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“that the Regional Emergency Management Advisory Committee recommends a total 2023/24 budget of \$171,800 to partner Municipal Units for approval.”

Please find attached the recommended Operating Budget for REMO for the fiscal year 2023/24, indicating the Town of Lunenburg’s share of \$8,855.63. Please note there is no Capital Budget for the fiscal year 2023/24.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council’s motion approving the budget to Joanne Powers, Executive Assistant, Municipality of the District of Lunenburg (joanne.powers@modl.ca) for insertion on a future REMO agenda.

Sincerely,

Tom MacEwan
Chief Administrative Officer

/jgp
Attachment

cc: Angela Henhoeffler, REMC

Regional Emergency Management Budget 2023/24

Fiscal Year Period April 01, 2023 To March 31, 2024							
REMO	YTD	Commitment	Annual Budget	Funds Available	% Used	Budget 2022/2023	Proposed 2023/2024
TRAINING/ TRAVEL	5,730.42	2,572.08	8,200.00	-102.50	101%	8,200.00	11,000.00
ADMINISTRATION	79,688.53	30,995.61	113,100.00	2,415.86	98%	113,100.00	133,900.00
PROJECTS	1,110.37	0.00	2,000.00	889.63	56%	2,000.00	4,400.00
GRANTS & CONTINGENCY	12,063.52	10,936.48	23,000.00	0.00	100%	23,000.00	22,500.00
TOTAL REMO BUDGET	98,592.84	44,504.17	146,300.00	3,202.99	98%	146,300.00	171,800.00

Cost Sharing	2022-23 Budget			2023/24 Proposed Budget			
	UA 2021/22	share	Contribution	UA 2022/23	share	Contribution	Increase
Town of Bridgewater	705,421,934	12.44733500%	\$ 18,210.45	715,142,664	12.35482161%	\$ 21,225.58	\$ 3,015.13
Town of Mahone Bay	142,808,678	2.51989252%	\$ 3,686.60	145,777,562	2.51845662%	\$ 4,326.71	\$ 640.11
District of Chester	1,707,471,788	30.12873902%	\$ 44,078.35	1,741,116,861	30.07957615%	\$ 51,676.71	\$ 7,598.37
District of Lunenburg	2,820,875,547	49.77500873%	\$ 72,820.84	2,887,963,821	49.89253140%	\$ 85,715.37	\$ 12,894.53
Town of Lunenburg	290,674,795	5.12902474%	\$ 7,503.76	298,368,092	5.15461423%	\$ 8,855.63	\$ 1,351.86
Totals	5,667,252,742	100.0%	\$ 146,300.00	5,788,369,000	100.00000000%	\$ 171,800.00	\$ 25,500.00

Subject: Repealing of Town policies
From: Kayla Byrne, Municipal Clerk
Reviewed by: Jamie Doyle, CAO
Date: February 28, 2023



Recommendation

That Council repeal the following policies:

1. Distribution of Town Pins
2. Reproduction and Use of the Town's Flag and Logo
3. Legal Counsel for Lunenburg Council, Committee and Staff Members
4. Employment Related Sexual Harassment
5. Right to Refuse Work
6. Use of Seat Belts in Town Vehicles
7. Municipal Planning Strategy and Land Use By-Law Five (5) Year Review
8. Leaf Pick-Up and Disposal
9. Tree Limb and Brush Pick-Up and Disposal
10. Oil Spill Contingency and Waste Oil Disposal Policy (For Electric Utility)
11. Insertions with Electric Light Bills
12. Covid-19 Pandemic Property Tax Financing Program
13. Lunenburg War Memorial Community Centre Accounts Receivable Billing\Accounting Procedure
14. Staff Meeting Pay Procedure
15. Returned Cheques

Alternatives

That Council direct staff to make amendments to the list of policies to be repealed.

Background

Staff are in the process of reviewing all Town of Lunenburg policies to ensure all policies are relevant and adhere to current Town practices.

Council gave notice to repeal the 15 listed policies at its February 14, 2023 meeting.

Staff will continue to review existing policies. Other policies may be identified as ones that should be repealed or amended.

Discussion

Staff have identified the following 15 policies as ones that should be repealed. Staff have reviewed and confirmed these policies are outdated or no longer practical:

Policy	Reason for removal
#2 Distribution of Town Pins	<p>This is not a common request and does not require a policy. The CAO may authorize the distribution of town pins at their discretion.</p>
# 24 Reproduction and Use of the Town's Flag and Logo	<p>This is not a common request and does not require a policy. The CAO may authorize the reproduction and use of Town flags at their discretion.</p>
#57 Legal Counsel for Lunenburg Council, Committee and Staff Members	<p>Legal counsel services are defined in service agreements.</p>
#39 Employment Related Sexual Harassment	<p>This policy is outdated and not comprehensive to an overall respectful workplace. Both the Nova Scotia Human Rights Act and the Canadian Human Rights Act forbid workplace sexual harassment; these acts take precedence. The Town ensures all safe and respectful workplace practices are followed by all employees.</p>
#55 Right to Refuse Work	<p>An employee's Right to Refuse work is legislated by Occupational Health and Safety Act. This item does not require a stand-alone Council policy.</p>
#34 Use of Seat Belts in Town Vehicles	<p>Everyone, 16 years of age and older, driver or passenger, riding in a motor vehicle in Nova Scotia is required to wear a seat belt, if a seating position with a seat belt is available to them. This item does not require a stand-alone Council policy.</p>

<p>#20 Municipal Planning Strategy and Land Use By-Law Five (5) Year Review (Effective 1991)</p>	<p>Provisions for reviewing the MPS and LUB are outlined in the current MPS. The Town also has an updated Planning Public Participation Program Policy that works in tandem with the Municipal Government Act and the Municipal Planning Strategy.</p>
<p>#63 Oil Spill Contingency and Waste Oil Disposal Policy (For Electric Utility)</p>	<p>This is not municipal policy, but rather workplace protocols. All staff adhere to current safety protocols in their respective workplaces. The Town's Joint Occupation Healthy and Safety will be undergoing a review of all safety related policies to identify which should be a part of a safety manual/protocols and which should be a municipal policy.</p>
<p>#13 Insertions with Electric Light Bills</p>	<p>The Town stopped this practice a few years ago. Town departments and outside organizations may request to be added to the Town's online community calendar on the municipal website.</p>
<p>#97 Covid-19 Pandemic Property Tax Financing Program</p>	<p>This program was only in place for 2020.</p>
<p>#23 Lunenburg War Memorial Community Centre Accounts Receivable Billing\Accounting Procedure</p>	<p>The Lunenburg War Memorial Community Centre Commission no longer exists.</p>
<p>#37 Staff Meeting Pay Procedure</p>	<p>Meeting pay is currently not offered to Town staff.</p> <p>Determining meeting pay for staff is the responsibility of the CAO and does not require a Council policy.</p>

<p>#7 Returned Cheques</p>	<p>This is outdated and is an administrative practice, which does not require a Council policy.</p>
<p>#11 Leaf Pick-Up and Disposal</p>	<p>This is an operational practice and does not need a policy of Council. This work will be communicated through usual means such as advertising in the local newspaper and on the Town’s website and social media.</p>
<p>#12 Tree Limb and Brush Pick-Up and Disposal</p>	<p>This is an operational practice and does not need a policy of Council. This work will be communicated through usual means such as advertising in the local newspaper and on the Town’s website and social media.</p>

Strategic Plan Relevance

- Governance, G5: Continue to build and maintain a system of municipal administration that can adapt to changing community needs and aspirations.
- Internal Operations: Undertake a policy, procedure and bylaw review to enable implementation of CCP.

Relevant Legislation

In accordance with the Municipal Government Act, before a policy is passed, amended or repealed, Council must give at least seven days’ notice to all Council members.

Financial

There is no financial impact related to this request.

Attachments

Links to all policies identified in this report are in the table above.



**Quarterly Police Report
Town of Lunenburg
October to December
2022**

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 34 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six-member provincial unit working out of Lunenburg District (Chester Office)
- Dedicated traffic enforcement throughout Lunenburg and Queens Counties.

3. LUNENBURG DISTRICT FLEET

- (11) Patrol Cars
- (7) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment

5. CALLS FOR SERVICE

Between October 1st and December 31st, 2022 Lunenburg District RCMP received 2403 calls for service which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

Various calls for service statistics within Lunenburg District:

- Lunenburg District members conducted 59 check stops in various locations throughout the county.
- False Alarms - 49
- Wellbeing Checks - 59
- Mental Health Calls – 130
- Sudden Death - 18
- Crime Prevention -134
- 911 calls - 29
- Assistance to GP –18

Calls for service specific to the Town of Lunenburg:

Between October 1st, 2022 and December 31st, 2022, RCMP received 142 calls for service in the town of Lunenburg which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

- Written Warnings - 1
- Summary Offence Tickets – 2
- Parking Offences - 3
- False Alarms – 10
- 911 Calls – 5
- Sudden Deaths – 2
- Crime Prevention – 6
- Assistance to GP – 4

Calls for Service

Here's a breakdown of some of the notable calls for service in the Town of Lunenburg:

- Lunenburg District RCMP were dispatched to a complaint of a domestic assault on October 7th, 2022. Members attended the residence and arrested a 61-year-old female for assault; however, through investigation it was determined that there were insufficient grounds to proceed with a criminal charge.

- Lunenburg District RCMP along with EHS were dispatched to an off-road vehicle collision on October 24th, 2022. The 65-year-old male driver was transported to South Shore Regional Hospital with head and neck injuries. The investigation did not reveal any witnesses to the collision and no charges will be laid.
- On November 13th, 2022 a member of Lunenburg District RCMP was on patrol in the town of Lunenburg and came upon a single vehicle collision. The driver of the vehicle and lone occupant was not injured but it was determined through investigation that they were impaired by alcohol. A 20-year-old female was arrested and charged with impaired operation, the matter is currently before the courts.
- On November 26th, 2022 Lunenburg Hardware reported a shoplifting complaint; two suspects entered the store and stole multiple DeWalt tools from the store valued at approximately \$600. Statements have been taken and video surveillance obtained which has assisted in identifying the suspects. The individuals have been linked to several other thefts throughout Lunenburg District and surrounding areas. File is still under investigation.

6. District Resources:

Lunenburg County District is in great shape with regards to employee positions. We currently face a couple of vacancies however we expect these to be filled quickly.

- S/Sgt. Victor Whalen is the District Commander and works out of the Cookville Detachment.
- Sgt. Kelly Plamondon has recently assumed the position of Operations Sergeant at Cookville Detachment. Sgt. Plamondon brings wealth of knowledge to the district, she is eager to engage with the community as well as motivate the members.
- Sgt. Brent Johnston is the Operations Sergeant working out of the Chester Office.
- Cpl. Matt Leggett and Cpl. Walter Goliath are Team Leaders of their respective Watches. They also both work out of the Cookville Detachment. Cpl. Leggett relocated to the area with his family in early December.
- Cpl. Traci Johnston is the RCMP's representative for the Towns of Lunenburg and Mahone Bay. Cpl. Johnston also supervises Lunenburg District's Community Policing program and School Safety Resource program.
- A/Cpl. Nick Maclean and A/Cpl. Andrew Carruthers are the current Team Leaders of their respective Watches. They both work out of the Chester Detachment.

- Cst. Gord Giffin works within the Criminal Intelligence Service of Nova Scotia. Based at the Bridgewater Police Service Office he is responsible to gather local intelligence on crime within Lunenburg County.
- Cst. Aaron Bishop is our Street Crime Enforcement Officer working out of Cookville Detachment. He is part of an integrated team working with Bridgewater Police Service.
- Cst. Paul McCallion is our General Investigative Section member for Lunenburg District working out of the Cookville Detachment.
- Cpl. Scott MacLeod, our new Police Service Dog member, is working out of the Chester Detachment.
- There are two promotional processes which are well underway to identify two new Corporals as frontline Team Leaders in the District. The successful candidates will soon be identified at which time the relocation process, if any, will be initiated.
- Currently within the District there are four members on long-term ODS (over 30 days). Two of our long-term ODS members recently retired from the Force and one of our long term ODS members have returned to duty as of January 1st. We also have a current vacancy in the Court Liaison position (Cst.). The process of finding replacements for these 3 positions have already been initiated.

7. SOUTH SHORE STREET CRIME (LCD SCEU) / GIS

The Street Crime Enforcement Unit is a three-member investigative unit integrated with the Bridgewater Police Service (2 RCMPs and 1 Bridgewater Police Member that is led byCPI. Derek McAlpine of the RCMP. SCEU's mandate is to investigate low to mid-level organized crime and primarily investigates offences under the Controlled Drugs and Substances Act (CDSA) and Criminal Code.

Lunenburg District General Investigative Section consists of 1 RCMP, Cst. Paul McCallion who has recently assumed this position. The mandate of the GIS unit is to investigate more serious, complex and time-consuming investigations.

8. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)

Corporal Traci Johnston has taken over responsibilities in managing the Lunenburg Town office as well as the school resource officer program and community policing victim services officer program. Corporal Johnston began this position on October 1st but was acting in the Chester Operations Sergeant role until the end of December.

Constable Ted Baily has returned to his substantive role as the SSRO for Lunenburg District Schools and is joined by Constable Leah Beaton. The SSROs are working with local schools and, as before, delivering programs concerning a range of topics including cyber bullying, consent and other social media topics. They are engaged with school staff regarding concerns of drug use and bullying at the school and on the buses. The SSRO's have been pro active in the school zones for traffic related concerns. Cst. Bailey works out of the Chester Detachment while Cst. Beaton works out of the Cookville Detachment.

9. COMMUNITY POLICING VICTIMS SERVICES OFFICER (Lunenburg County)

Constable Sonia Upshaw has been seconded to C Watch for a period of time as a result of our current resource issues. Constable Upshaw remains active in the community and took part in a number of community events during the Christmas season. If you or someone you know have any community activities or special events that you would like the RCMP in attendance please contact Cpl. Traci Johnston or Cst. Upshaw at the Chester Detachment by calling 902-275-3583 or by email: Sonia.upshaw@rcmp-grc.gc.ca

10. STREET CRIME ENFORCEMENT UNIT/ GIS:

As of Oct. 16th we now have both SCEU positions filled, 1 BPS and 1 RCMP, and as well as the RCMP GIS position.

- GIS & SECU spent a substantial length of time in the fall of 2022 assisting South West Nova Major Crime in the disappearance and subsequent homicide investigation of Barry ALBERT. The investigation is progressing with Major Crime taking charge of the investigation.
- During this quarter 9 Criminal Code/ CDSA warrants were authorized with 3 searches executed. A total of 53 charges were laid against 5 individuals.
- SCEU investigated a suspected trafficker of cocaine in the Blockhouse area of Lunenburg County. A search warrant was executed in December 2022 which resulted evidence of drug trafficking as well as possession of stolen property. This male suspect was also facing charges from March of 2022 when the SCEU Unit executed a search warrant and seized evidence relating to similar charges. The male is expected to be before the courts in February of 2023.

11. SOUTHEAST TRAFFIC SERVICES STATS

These below statistics are in addition to the “Road Safety” work conducted by Lunenburg County District members. Please see below the combined traffic statistics between South Shore Traffic Services and Lunenburg County Detachment members for all of LCD

- **322** SOTS
- **217** Written Warnings
- **59** Checkpoints

Respectfully submitted,

Corporal Traci Johnston
RCMP Lunenburg District



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Total for 2022
	Q4	Q3		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	1	0	1	4
Assault	6	4	2	18
Kidnapping/Hostage/Abduction	0	0	0	0
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	2	1	1	4
Indecent Harassing Comm.	1	0	1	3
Uttering Threats	0	4	-4	10
Property Crime				
Arson	0	1	-1	1
Break and Enter	0	6	-6	7
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	0
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	2	-2	2
Take MV w/o Consent	0	0	0	0
Theft Under	1	3	-2	13
Shoplifting	6	7	-1	16
Theft (mail, bicycle, et al)	0	0	0	0
Theft from Motor Vehicle	4	0	4	4
Possession of Stolen Goods	0	0	0	0
Fraud	1	1	0	12
Identity Theft	0	1	-1	1
Mischief	3	6	-3	24
Drug Enforcement				
Possession	0	0	0	0
Trafficking	1	1	0	3
Import/Export	0	0	0	0
Production	0	0	0	0
Other	1	0	1	1



Town of Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Total for 2022
	Q4	Q3		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Distracted Driving	0	0	0	1
Impaired by Alcohol	3	5	-2	14
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	1	-1	2
Fail to Stop or Remain	0	3	-3	4
Seatbelt Violation	0	0	0	0
Intersection Violation	2	1	1	3
Speeding Violation	0	4	-4	6
Insurance Violation	0	1	-1	1
Road Side Suspension (Alcohol)	0	1	-1	1
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	1	2	-1	4
Collision - Reportable	11	13	-2	38
Collision - Non Reportable	3	8	-5	24
Off-Road Vehicle Collision	1	0	1	1
Municipal By-laws	0	1	-1	2
Other Traffic Offence/Violation	11	21	-10	66
Other Traffic Related Duties	0	0	0	0
Checkstop	0	0	0	6
Other				
911 Call	5	7	-2	26
Breach of Court Order	0	4	-4	7
Liquor Act	2	5	-3	10
Mental Health Act	11	11	0	36
Missing Person	2	0	2	4
Municipal Bylaw - Other	0	2	-2	4
Other	41	51	-10	165
Sudden Death	2	1	1	4
Suspicious P V P	7	9	-2	23
Wellbeing Check	4	2	2	21
Trespass At Night	0	0	0	0
HPA (COVID-19) - Offences only	0	0	0	0
HPA (COVID-19) - Other activities	0	0	0	0
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	0	0	0	1
Total Founded & SUI Occurrences	133	190	-57	597
Total Occurrences*	142	205	-63	641

*Includes Unfounded and Unsubstantiated



Town of Lunenburg Monthly Statistics Overview
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2022	2022
	October	November	December
Crimes Against Persons			
Offences Related to Death	0	0	0
Sexual Offences	0	1	0
Assault	2	2	2
Kidnapping/Hostage/Abduction	0	0	0
Robbery	0	0	0
Extortion / Intimidation	0	0	0
Criminal Harassment	1	1	0
Indecent Harassing Comm.	0	1	0
Uttering Threats	0	0	0
Property Crime			
Arson	0	0	0
Break and Enter	0	0	0
Unlawfully in a Dwelling House	0	0	0
Theft Over	0	0	0
Theft of Motor Vehicle	0	0	0
Theft of Other MV / Motorcycle	0	0	0
Take MV w/o Consent	0	0	0
Theft Under	0	0	1
Shoplifting	0	4	2
Theft (mail, bicycle, et al)	0	0	0
Theft from Motor Vehicle	1	1	2
Possession of Stolen Goods	0	0	0
Fraud	0	1	0
Identity Theft	0	0	0
Mischief	1	0	2
Drug Enforcement			
Possession	0	0	0
Trafficking	0	0	1
Import/Export	0	0	0
Production	0	0	0
Other	0	1	0



Town of Lunenburg Monthly Statistics Overview
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2022	2022
	October	November	December
Traffic			
Dangerous Op of MV	0	0	0
Distracted Driving	0	0	0
Impaired by Alcohol	2	1	0
Impaired by Drug	0	0	0
Failure/Refusal	0	0	0
Driving while Disqualified	0	0	0
Fail to Stop or Remain	0	0	0
Seatbelt Violation	0	0	0
Intersection Violation	2	0	0
Speeding Violation	0	0	0
Insurance Violation	0	0	0
Road Side Suspension (Alcohol)	0	0	0
Road Side Suspension (Drug)	0	0	0
Collision - Fatal	0	0	0
Collision - Non - Fatal Injury	0	0	1
Collision - Reportable	6	2	3
Collision - Non Reportable	1	2	0
Off-Road Vehicle Collision	1	0	0
Municipal By-laws	0	0	0
Other Traffic Offence/Violation	5	3	3
Other Traffic Related Duties	0	0	0
Checkstop	0	0	0
Other			
911 Call	1	3	1
Breach of Court Order	0	0	0
Liquor Act	0	1	1
Mental Health Act	5	2	4
Missing Person	0	2	0
Municipal Bylaw - Other	0	0	0
Other	15	12	14
Sudden Death	1	1	0
Suspicious P V P	2	4	1
Trespass At Night	0	0	0
Wellbeing Check	0	1	3
HPA (COVID-19) - Offences only	0	0	0
HPA (COVID-19) - Other activities	0	0	0
QUA (COVID-19) - Offences Only	0	0	0
QUA (COVID-19) - Other Activities	0	0	0
Total Founded & SUI Occurrences	46	46	41
Total Occurrences*	49	49	44

**Includes Unfounded and Unsubstantiated*



Town of Lunenburg Yearly Statistics Overview
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	Total for 2022	Total for 2021	Amount of Change
Crimes Against Persons			
Offences Related to Death	0	0	0
Sexual Offences	4	3	1
Assault	18	10	8
Kidnapping/Hostage/Abduction	0	1	-1
Robbery	0	0	0
Extortion / Intimidation	0	0	0
Criminal Harassment	4	2	2
Indecent Harassing Comm.	3	5	-2
Uttering Threats	10	4	6
Property Crime			
Arson	1	0	1
Break and Enter	7	4	3
Unlawfully in a Dwelling House	0	0	0
Theft Over	0	1	-1
Theft of Motor Vehicle	0	0	0
Theft of Other MV / Motorcycle	2	0	2
Take MV w/o Consent	0	0	0
Theft Under	13	15	-2
Shoplifting	16	10	6
Theft (mail, bicycle, et al)	0	2	-2
Theft from Motor Vehicle	4	7	-3
Possession of Stolen Goods	0	0	0
Fraud	12	22	-10
Identity Theft	1	0	1
Mischief	24	41	-17
Drug Enforcement			
Possession	0	1	-1
Trafficking	3	5	-2
Import/Export	0	0	0
Production	0	0	0
Other	1	0	1



Town of Lunenburg Yearly Statistics Overview
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	Total for 2022	Total for 2021	Amount of Change
Traffic			
Dangerous Op of MV	0	0	0
Distracted Driving	1	0	1
Impaired by Alcohol	14	13	1
Impaired by Drug	0	0	0
Failure/Refusal	0	0	0
Driving while Disqualified	2	2	0
Fail to Stop or Remain	4	6	-2
Seatbelt Violation	0	5	-5
Intersection Violation	3	9	-6
Speeding Violation	6	53	-47
Insurance Violation	1	5	-4
Road Side Suspension (Alcohol)	1	1	0
Road Side Suspension (Drug)	0	0	0
Collision - Fatal	0	0	0
Collision - Non - Fatal Injury	4	4	0
Collision - Reportable	38	20	18
Collision - Non Reportable	24	14	10
Off-Road Vehicle Collision	1	0	1
Municipal By-laws	2	5	-3
Other Traffic Offence/Violation	66	65	1
Other Traffic Related Duties	0	1	-1
Checkstop	6	19	-13
Other			
911 Call	26	34	-8
Breach of Court Order	7	1	6
Liquor Act	10	5	5
Mental Health Act	36	37	-1
Missing Person	4	9	-5
Municipal Bylaw - Other	4	8	-4
Other	165	161	4
Sudden Death	4	6	-2
Suspicious P V P	23	28	-5
Wellbeing Check	21	14	7
Trespass At Night	0	1	-1
HPA (COVID-19) - Offences only	0	10	-10
HPA (COVID-19) - Other activities	0	3	-3
QUA (COVID-19) - Offences Only	0	0	0
QUA (COVID-19) - Other Activities	1	49	-48
Total Founded & SUI Occurrences	597	721	-124
Total Occurrences*	641	804	-163

**Includes Unfounded and Unsubstantiated*

Subject: Vending By-law – first reading
From: Arthur MacDonald, Director of Community Development
Reviewed by: Jamie Doyle, CAO
Kayla Byrne, Municipal Clerk
Date: February 28, 2023



Recommendation

That Council approve first reading of the Vending By-law as presented.

Alternatives

- Approve first reading of the by-law with amendments.
- Not approve first reading of the Vending By-law.

Background

At its May 10, 2022 meeting, Council passed the following motion:

“Motion: moved and seconded to undertake a planning report and draft Vending Bylaw, which would include a map showing permitted areas for vending, and amend the Land Use Bylaw to delete Schedule G, Vending. Motion carried.”

This report will focus on the adoption of a new Vending By-law (attached). The amendment to the Land Use By-law will be dealt with under a separate report.

The current [Vending By-law](#) is out-of-date and references provisions of the Land Use By-law that no longer exist. In keeping with Council’s motion of May 10, 2022 it is recommended that provisions related to vending in the Land Use By-law be deleted (except for the provisions dealing with Yard Sales) and consider the adoption of a new stand-alone Vending By-law that is not dependent upon provisions of the Land Use By-law.

If approved, the new Vending By-law will repeal and replace the Town’s current Vending By-law, Bylaw #61.

Discussion

During the presentation on May 10, 2022, Amy Funk, a local food truck owner, raised concerns regarding limitations of vending areas. For example, under the Land Use By-law, Mobile Canteens are only permitted within the Commercial Mixed Use Zone (along Victoria Road). The proposed Vending By-law will expand the vending area as shown in Schedule “A”, Vending Area Map. It is proposed that vending will be permitted in all areas that permit retail stores pursuant to the Land Use By-law. Vending within the Vending Area will be restricted to public and private property, and the owner’s

permission will be required as part of the vending permit application. The proposed Vending By-law also provides for seven (7) vending areas within the street rights-of-way.

For 2023/24, staff recommend that Council approve the following fee structure:

Craft Markets and Farmers’ Markets that are not exempt by the Vending By-law	\$54.50/day or \$546.00/year
Vending Stand, Mobile Canteen or Mobile Vehicle Stand at a single fixed location	\$10.90/day, \$109.05/month, \$381.60/6 months or \$546.00./year
Mobile Canteen or Mobile Vehicle Stand at multiple locations on a schedule route	\$10.90/day, \$109.05/month, \$381.60/6 months or \$546.00./year
Door to Door Vendor	\$27.25/day, \$109.05/month, \$381.60/6 months or \$654.15/year
Walking Tours	\$218.10/3 months, \$327.10/6 months or \$546.00/year
Busker	\$10.90/day or \$27.25/month
On-street Vending Locations pursuant to Appendix A, B, C and D of Vending By-law	\$2,500/year
All Other Vendors	\$10.90/day, \$109.05/month, \$381.60/6 months or \$546.00/year

A request for formal approval of this fee structure will return to Council at a future meeting.

The 2022/23 rates are listed on the current [Vending Permit Application Form](#).

Strategic Plan Relevance

Economic Development: Direction to support economic development.

Community Structure: Direction regarding how the town will be structured and how land will be used.

Culture and Recreation: Direction to support community life and assets in Lunenburg, including cultural identity, heritage interpretation, and the arts sector, as well as parks, open spaces, sports, and other activities.

Relevant Legislation

Section 172 and Section 173 of the Municipal Government Act enables a municipality to regulate vending by enacting a by-law.

Financial

It is anticipated that there may be a slight increase in the Town’s revenues from the issuance of more vending permits. Therefore, a positive financial impact is anticipated as of a result of the proposed By-law.

Attachments

- New Proposed Vending By-law

TOWN OF LUNENBURG

VENDING BY-LAW

1. TITLE

- 1) This By-law will be known as the “Vending By-law”.

2. PURPOSE

- 1) Section 172 and Section 173 of the Municipal Government Act enables a municipality to regulate vending by enacting a by-law. The Town of Lunenburg is enacting this by-law to ensure a fair and transparent process to regulate vending within the Town of Lunenburg.

3. DEFINITIONS

- a. “Busking” means the activity of providing entertainment, not in an enclosed building, for voluntary donations by the public.
- b. “CAO” means the Chief Administration Officer for the Town of Lunenburg.
- c. “Community” means Lunenburg County.
- d. "Community group" means a group or organization providing services or benefits to or for citizens of Lunenburg County.
- e. “Council” means Town of Lunenburg Council.
- f. “Craft market” means a gathering of five (5) or more vendors, where the goods for sale are craft goods produced by the vendors or are otherwise hand-made crafts, which may include food vendors including Mobile Canteens.
- g. “Crosswalk” means that portion of a roadway ordinarily included within the lengthening or connection of curb lines or the edge of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface.
- h. “Door-to-door vendor” means anyone who is engaged in short-term vending activities where the vendor or the vendor’s agent goes door-to-door with the

Vending By-law

Adopted by Council:

intent of selling goods or services, whether by appointment or otherwise, but does not include:

- i. Persons selling goods or services by appointment where they do not go door-to-door; or
 - ii. persons selling goods or services outside a building from a stand or otherwise where they do not go door-to-door.
- i. "Farmers' market" means a gathering of five (5) or more vendors, where most goods for sale are products of the farm, forest and the sea (including flowers, plants, vegetables, fruit, jams, jellies, baked goods and honey); and where any other goods for sale are craft goods produced by the vendors or are otherwise hand-made crafts and may include food vendors including Mobile Canteens.
 - j. "Flea market" means a gathering of vendors for the purpose of selling new or used goods to the public, and which is not a farmers' market or a craft market and may include food vendors including Mobile Canteens.
 - k. "Goods" means wares, merchandise, substances, articles, or products and manufactured items.
 - l. "Holder" or "Vending Permit Holder" means any vendor who has successfully obtained a Vending Permit as per the regulations of this By-law.
 - m. "Mobile Canteen" means a vehicle or mobile vehicle stand used for the display, storage, transportation or sale of food, beverages or other goods to the public by a vendor that may be stationary where vending occurs at a specific site or may be mobile where vending occurs on a scheduled route.
 - n. "Pedestrian Mall" means a street that has been blocked off for the use of pedestrians only by excluding all motor vehicles.
 - o. "Permit" means a Vending Permit issued under this By-law.
 - p. "Roadway" means that portion of a street between the curb lines, or the travelled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk.

Vending By-law

Adopted by Council:

- q. "Sidewalk" means a portion of a street between the curb line and adjacent property line, or any part of the street especially set aside for pedestrian travel and separated from the roadway.
- r. "Special Event" means a sporting, cultural, business or other type of activity that may be one-time or annual but occurs for a limited or fixed duration and has an impact on the Town by involving such support including, but not limited to, the use of Town Lands, including streets and sidewalks, Town services or Town financial support.
- s. "Stand" includes an outdoor table, showcase, bench, rack, pushcart, wagon, or wheeled vehicle or device that can be moved without the assistance of a motor, and is used for the display, storage, transportation or sale of food, beverages, or other goods by a vendor.
- t. "Street" means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and connected retaining walls.
- u. "Town" means the Town of Lunenburg.
- v. "Vehicle" includes any vehicle required to be licensed and registered as per the Motor Vehicle Act of Nova Scotia; and any vehicle propelled by human power, whether required to be licensed or not and includes stands.
- w. "Vendor" means any person who engages in vending as defined under this By-law.
- x. "Vending" means the sale, or offering for sale, of:
 - i. Food, beverages, or other goods, unless they are immediately delivered to a residence or shop by the person selling them.
 - ii. Services, unless they are provided in a building.

For greater certainty, this definition includes the activities of craft markets, farmers' markets, vending stands, mobile canteens, mobile vehicle stands, door-to-door vendors, walking tours and buskers.

- y. "Walking tour" means an outdoor guided tour within the Town of Lunenburg where a person, for compensation, acts as a guide or provides information on

Vending By-law

Adopted by Council:

aspects of the Town to the people who have paid for the tour.

4. ADMINISTRATOR

- 1) The Town's Development Officer is the administrator of this By-law and is authorized and empowered to grant or refuse any application for a Vending Permit under this By-law.

5. VENDING APPLICATION AND VENDING PERMIT

- 1) All applications for Vending Permits will be made using the Vending Permit Application Form, which is attached to this By-law as Form 1. The Vending Permit Application Form may be amended, from time to time, by the CAO.
- 2) All vendors must follow all federal, provincial and municipal regulations. This includes, but is not limited to, obtaining any required health permits and adhering to the Motor Vehicle Act. Applicants must include copies of required documents with their Vending Permit application.
- 3) Successful Vending Permit applicants will receive a Vending Permit, an example of which is attached to this By-law as Form 2. The Vending Permit will include all conditions of the Permit. The Vending Permit (Form 2) may be amended, from time to time, by the CAO.

6. FALSE STATEMENTS

- 1) It is an offence for any person to make a false statement in a Vending Permit application.

7. VENDING APPLICATION FEES

- 1) In addition to any other relevant Vending Permit requirements, the applicant will pay the appropriate fee(s) in accordance with the fee schedule established by Council. The fees will be stated on the Vending Permit Application Form (Form 1).
- 2) All Vending Permit fees must be paid before a Vending Permit is issued.

Vending By-law

Adopted by Council:

- 3) Vending fees will be reviewed annually by Council. At that time, Council may amend, by resolution, any vending fees associated with this By-law.

8. ISSUING OF VENDING PERMITS

- 1) Provided that the conditions and terms of this By-law have been met, the Development Officer will issue the Vending Permit to the applicant.
- 2) The Development Officer may refuse to issue or amend a Vending Permit or may suspend a Vending Permit for breach of this or any other By-law or of the terms or conditions of a Permit. Notice of any refusal will be given to the applicant or Holder.
- 3) If the conditions of this By-law have not been met and a Permit cannot be issued, the Development Officer will notify the applicant, in writing, stating the reason(s) why the Permit cannot be issued. This written notification may be personally delivered to the applicant or sent via ordinary mail to the applicant's last known address. If the primary means of communication between the Development Officer and the applicant is email then a notification may be emailed. If an application is refused, any paid application fees will be reimbursed by the Town.
- 4) All Vending Permit applications and requested vending locations are processed on a first come, first served basis.

9. APPROVED VENDING PERMITS

- 1) Every Vending Permit issued under this By-law will specify the food, beverages, or other goods or services (including products of the farm, forest and sea) permitted to be sold by that vendor. The Vending Permit will also include the vending location (or the schedule vending route as the case may be) and the description of the premises and any other terms or conditions imposed by this By-law.
- 2) Every Vending Permit issued under this By-law will have a Vending Permit number, which will be included in the Development Officer's records.
- 3) Every Vending Permit will be signed by the Development Officer and will state the date it was issued and the permit's expiry date.

Vending By-law

Adopted by Council:

10. EXPIRY DATE

- 1) All yearly Vending Permits, issued under this By-law, will expire on March 31 of each year, unless an earlier date is stated on the Permit. For daily and monthly Vending Permits, the expiry date will be posted on the Vending Permit.

11. NON-TRANSFERRABLE

- 1) A Vending Permit, issued under this By-law, is not transferrable and cannot be assigned to another vendor or business.

12. DISPLAY OF A VENDING PERMIT

- 1) When conducting vending business, as per their Vending Permit, a Holder must visibly display their Vending Permit. Failure to visibly display a Vending Permit is an offence under this By-law.

13. LOCATION AND TERMS

- 1) A vendor can only vend goods and services as specified on their Vending Permit.
- 2) A vendor can only vend at the location (or along the scheduled vending route as the case may be) as specified on their Vending Permit.
- 3) A vendor can only vend with a stand or other vehicle as specified and approved on their Vending Permit.
- 4) A vendor must comply with all sections of this By-law.

14. EXEMPTIONS

- 1) This By-law and any of the vending fees associated with this By-law do not apply to:
 - a. Community not-for-profit craft markets and farmers' markets and their individual vendors.
 - b. Special Events approved and/or supported by the Town.

Vending By-law

Adopted by Council:

- c. Yard sales.
- d. Outdoor commercial displays offering the sale of goods, including food and beverages, by any person who operates a commercial business from a permanent location in accordance with other applicable legislation and Town By-laws including, but not limited to, sidewalk cafes under the Street Encroachment By-law and Land Use By-law.
- e. Flea markets associated with fund-raising by community groups or not-for-profit groups.
- f. Services of a hack, trolley or taxi operation that does not include any retail sales of goods.
- g. Parking meters.
- h. Vending activities associated with a private event that is not open to the public.
- i. Auctions.

15. VENDING CATEGORIES AND LIMITATIONS

- 1) In accordance with, and subject to the regulations of this By-law, Vending Permits may be obtained for Vending in the following categories:

Category	Limitations
Craft Markets and Farmers' Markets	<ul style="list-style-type: none"> • Permitted on public and private property only in the designated Vending Area as shown on the Vending Area Map (Schedule A). • Vending on public and private property within the Vending Area requires the property owners' permission.
Vending Stand, Mobile Canteen or Mobile Vehicle Stand at a single location	<ul style="list-style-type: none"> • Permitted in association with a permitted Craft Market or Farmers' Market. No vending fee will apply if that Craft Market or Farmers' Market has a Vending Permit or is exempt from requiring a Vending Permit. • Permitted on public and private property only in the

Vending By-law

Adopted by Council:

	<p>designated Vending Area as shown on the Vending Area Map (Schedule A)</p> <ul style="list-style-type: none"> • Vending on public and private property within the Vending Area requires the property owners' permission. • Permitted within a street right-of-way located in a designated Street Vending Site as shown on the Street Vending Location Maps (Appendix A, B, C and D)
Mobile Canteen or Mobile Vehicle Stand at multiple locations on a schedule route	<ul style="list-style-type: none"> • Permitted on public and private property in the Vending Area as shown on the Vending Area Map (Schedule A). • Vending on public and private property within the Vending Area requires the property owners' permission.
Door-to-Door Vendor	<ul style="list-style-type: none"> • Permitted to travel door-to-door throughout Town.
Walking Tours	<ul style="list-style-type: none"> • Permitted to travel throughout Town.
Buskers	<ul style="list-style-type: none"> • Permitted on public and private property in the Vending Area as shown on the Vending Area Map (Schedule A). • Vending on public and private property within the Vending Area requires the property owners' permission.
All Other Vendors	<ul style="list-style-type: none"> • Permitted on public and private property in the Vending Area as shown on the Vending Area Map (Schedule A). • Vending on public and private property within the Vending Area requires the property owners' permission.

16. FLEA MARKETS

- 1) Flea Markets are not allowed in the Town except for flea markets organized and operated by or sponsored by community or not-for-profit groups for the purposes of fundraising, which do not require a Vending Permit as per the Exemptions Section, Section 14, of this By-law.

Vending By-law

Adopted by Council:

17. PEDESTRIAN MALL VENDING

- 1) Vending operations may be established within any pedestrian mall where a street has been temporary closed by the Town for the purpose of establishing a pedestrian mall, subject to the vendor obtaining a Vending Permit if required and complying with all other regulations of this By-law.

18. DOOR-TO-DOOR VENDORS

- 1) Door-to-door vendors will:
 - a. Obtain a Vending Permit before vending door-to-door in Town.
 - b. Not be limited to the designated Vending Areas identified in the Vending Area Map (Schedule A).

19. WALKING TOURS

- 1) Walking Tour operators will:
 - a. Obtain a Vending Permit before operating a walking tour business in the Town.
 - b. Not be limited to the designated Vending Areas identified in the Vending Area Map (Schedule A).

20. BUSKING

- 1) Buskers will:
 - a. Obtain a Vending Permit before busking in the Town.
 - b. Be limited to the location as described on their Vending Permit.
 - c. Not busk in any location other than on public or private property designated within the Vending Area as displayed on the Vending Area Map (Schedule A). Busking is not permitted within any street rights-of-way, including any sidewalk areas.

Vending By-law

Adopted by Council:

21. VENDING FROM A MOBILE CANTEEN OR MOBILE VEHICLE STAND AT MULTIPLE LOCATIONS ON A SCHEDULED ROUTE WITHIN THE VENDING AREA MAP (SCHEDULE A)

- 1) A vendor vending from a Mobile Canteen or a Mobile Vehicle Stand at multiple locations on a scheduled route will:
 - a. Obtain a Vending Permit before conducting any vending activities.
 - b. Only vend on public or private property as shown on the Vending Area Map (Schedule A).
 - c. Obtain the property owner's permission before vending on public or private property as shown on the Vending Area Map (Schedule A).
 - d. Only operate at the locations specified on their Vending Permit.
 - e. Only have up to two (2) tables at which customers may consume food.
 - f. Operate with public liability and property damage insurance in an amount of not less than \$2 million per occurrence. Proof of insurance must be submitted with the Vending Permit Application.

22. VENDING FROM A VENDING STAND, MOBILE CANTEEN OR MOBILE VEHICLE STAND AT A SINGLE FIXED LOCATION WITHIN THE VENDING AREA MAP (SCHEDULE A)

- 1) A vendor vending from a Vending Stand, Mobile Canteen or Mobile Vehicle Stand at a single fixed location within the Vending Area as shown on the Vending Area Map (Schedule A) will:
 - a. Obtain a Vending Permit before conducting any vending activities.
 - b. Only vend on public or private property as shown on the Vending Area Map (Schedule A).
 - c. Obtain the property owner's permission before vending on public or private property as shown on the Vending Area Map (Schedule A).
 - d. Only operate at the locations named on their Vending Permit.

Vending By-law

Adopted by Council:

- e. Only have up to two (2) tables at which customers may consume food.
- f. Operate with public liability and property damage insurance in an amount of not less than \$2 million per occurrence. Proof of insurance must be submitted with the Vending Permit Application.

23. VENDING STANDS, MOBILE CANTEENS OR MOBILE VEHICLE STANDS AT A SINGLE FIXED STREET LOCATION

1) Vending on Town streets is only allowed at the following seven (7) locations:

- a. Two (2) street vending areas along King Street as identified on the Street Vending Location Map (Appendix A).
- b. One (1) street vending area along Bluenose Drive as identified on the Street Vending Location Map (Appendix B).
- c. Three (3) street vending areas along Tannery Road as identified on the Street Vending Location Map (Appendix C).
- d. One (1) street vending area along Green Street as identified on the Street Vending Location Map (Appendix D).

The street locations identified in clause 23.1 (a through d) are subject to the review and approval of the Town Engineer, who will consider items such as the Motor Vehicle Act.

2) A vendor vending from a Vending Stand, Mobile Canteen or Mobile Vehicle Stand at a single fixed location at a street location as show on Street Vending Location Maps (Appendix A, B, C and D) will:

- a. Only operate at the locations named on their Vending Permit.
- b. Only have a one single table for customers to consume food if the placement of a table has been approved by the Town Engineer.
- c. Operate with public liability and property damage insurance in an amount of not less than \$2 million per occurrence. Proof of insurance must be submitted with the Vending Permit Application.

Vending By-law

Adopted by Council:

24. SIGNAGE

- 1) A vendor will not install more than one (1) sign in addition to any signage directly painted on the Vending Stand, Mobile Canteen or Mobile Vehicle Stand. This sign must be a portable sign and can only be displayed when the vending activity is operational. Such a sign is exempt from any of the Land Use By-law provisions regarding signage and does not require a Development Permit. The portable sign must:
 - a. be placed within 3.5 metres of the vendor location;
 - b. not exceed 1.4 square metres in sign area; and
 - c. not be more than 1.0 metres wide or be more than 1.4 metres high.
- 2) The portable sign will be placed on the property that the vendor has permission to vend on except for designated street vending sites, where such a sign must not interfere with pedestrian or vehicle traffic and must be set-back 2.0 metres from any other portable sign.

25. COUNCIL MAY RESTRICT NUMBER OF PERMITS BY POLICY

- 1) Council may, by policy, restrict the number of permits to be granted for vendors by category (i.e., craft markets, farmers' markets, vending stands, mobile canteens, mobile vehicle stands, door-to-door vendors, walking tours, buskers, and other vending activities).

26. REVOKING A PERMIT UPON VIOLATION OR CONVICTION

- 1) A Vending Permit issued under this By-law may be revoked by the Development Officer for any violation of the terms of this By-law or any other Town By-laws. A Vending Permit may also be revoked if the Permit Holder has been convicted of an offence under any provincial or federal statute or regulations.
- 2) If the Development Officer determines that a Vending Permit must be revoked, the Development Officer will notify the Holder, in writing, stating the reason(s) why the Permit is being revoked. This written notification may be personally delivered to the applicant or sent by ordinary mail to the applicant's last known address. If the primary means of communication between the Development Officer and the applicant is email, then a notification may be emailed.

Vending By-law

Adopted by Council:

- 3) To ensure proper notice is given to a Holder, if notice of a revoked Vending Permit is sent by ordinary mail, the Town will wait three (3) business days after the notice has been mailed to officially cancel the Vending Permit. When a notification has been emailed, the Vending Permit is revoked immediately upon acknowledgment of receiving the email or after three (3) business days, whichever comes first. When written notice is delivered in-person to a Holder, the Vending Permit is revoked immediately upon receipt.
- 4) If a Vending Permit has been revoked, the Holder will not be reimbursed any fees that had been paid to the Town for the Vending Permit.

27. COUNCIL'S ABILITY TO REVOKE A PERMIT

- 1) When it appears to Council that it is in the public interest to do so, Council may revoke any Vending Permit issued under this By-law.
- 2) If Council does deem it to be in the public interest to revoke a Vending Permit, the Development Officer will provide the Holder with advance notice, in writing, of Council's intention by personally delivering or mailing the notice to the Holder's last known address a minimum of two (2) weeks before the matter is formally voted on by Council at a public Council meeting, allowing the Holder an opportunity to appear before Council. If the primary means of communication between the Development Officer and the applicant is email, then a notification may be emailed.
- 3) If Council does proceed with revoking a Vending Permit, the Development Officer will notify the Holder if their Vending Permit has been revoked by personally delivering, emailing or mailing written notification to the Holder's last known address.
- 4) To ensure proper notice is given to a Holder, if notice of a revoked Vending Permit is sent by ordinary mail, the Town will wait three (3) business days after the notice has been mailed to officially cancel the Vending Permit. When a notification has been emailed, the Vending Permit is revoked immediately upon acknowledgment of receiving the email or after three (3) business days, whichever comes first. When written notice is delivered in-person to a Holder, the Vending Permit is revoked immediately upon receipt.

Vending By-law

Adopted by Council:

28. APPEALS

- 1) Any person who has been refused a Vending Permit, or whose Vending Permit has been revoked or suspended by the Development Officer, may appeal the refusal, suspension or revocation to Council.
- 2) Appeals must be made in writing to the Development Officer and filed with the Municipal Clerk within fifteen (15) days of receiving notice of the Vending Permit refusal, suspension or revocation. The appeal must clearly state why Council should consider reversing the Vending Permit refusal, suspension or revocation.
- 3) Upon receiving the written request for an appeal, Council will consider the appeal at a regularly scheduled meeting of Council. At that time, Council may confirm the Vending Permit refusal, suspension or revocation or may direct the Development Officer to issue or reinstate the Vending Permit. In making its decision, Council will adhere to this By-law.
- 4) If Council directs the Development Officer to issue or reinstate the Vending Permit, the Development Officer will do so immediately.

29. GENERAL VENDING CONDITIONS

- 1) The following general vending conditions apply to Vending Permits:
 - a. Any person engaged in vending in the Town is required to have a Vending Permit as outlined in this By-law, unless specifically deemed exempt under the Exemptions Section, Section 14, of this By-law.
 - b. No Vending Permit will be issued unless the vending activity occurs at a location or locations and under circumstances where vending-use is allowed under this By-law.
 - c. A vendor will not vend on any street or on any sidewalk except where vending is specifically authorized by this By-law.
 - d. A vendor will not vend between 11:00 p.m. and 8:00 a.m. of any day.
 - e. A vendor will not sell food or beverages for immediate consumption unless they have, for public use, their own litter, recyclable and compost receptacle (3

Vending By-law

Adopted by Council:

Stream) or there is a public litter, recyclable and compost receptacle (3 Stream) within 5 meters that is available for their customers' use.

- f. A vendor will not leave their vending location unattended.
- g. A vendor will not leave any location without first picking up, removing and disposing of all litter, recyclable and compost (3 Stream) materials remaining from sales from the vending operation.
- h. A vendor will not set up, maintain or permit the use of any table, crate, carton, rack, stand or any other device to increase the selling or display capacity of the Vending Stand, Mobile Canteen or Mobile Vehicle Stand, unless these items have been described in their application and approved in their Vending Permit.
- i. A vendor will not sell anything other than the items they are authorized to vend under their Vending Permit;
- j. A vendor will not use any device that produces loud noises. Such devices include, but are not limited to, sound systems, radios and sound amplifiers. This section also applies to loudspeakers, which are not allowed to be used to attract the public's attention to vending activities.
- k. A vendor will not vend with any type of lighting that is directed towards, or in any way negatively impacting neighbouring property owners or have any lights directed towards any street rights-of-way, including any sidewalks.
- l. A vendor must not block access to an abutting property.
- m. A vendor must not increase traffic congestion or delays.
- n. A vendor must not create any hazard to traffic, life or property.
- o. A vendor must not block access to fire, police or sanitation vehicles.
- p. A vendor must not create or become a public nuisance.
- q. A vendor will not operate at any location other than the location stated on their Vending Permit or, in the case of a Mobile Canteen or Mobile Vehicle Stand, at locations along their schedule route as stated on their Vending Permit.

Vending By-law

Adopted by Council:

- r. A vendor vending on public or private property is only eligible to vend within the designated Vending Area as displayed on the Vending Area Map (Schedule A).
- s. For vending on public and private property, vendors must provide written confirmation from the property owner of the property owner's consent to the Vending Permit Application. This written confirmation must be included with the Vending Permit Application.
- t. A vendor will not allow any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on private or public property, without the owner's permission.

30. PENALTY

- 1) Any person who violates any provision of this By-law, is guilty of an offence and subject to a penalty as provided in Section 505(2) of the Municipal Government Act SNS 1998, Chapter 18 as amended from time to time and the provisions of Section 505(3) of the said Act are applicable.

31. REPEALS




- 1) This Vending By-law repeals and replaces the Town's By-law #61 Vending By-law.

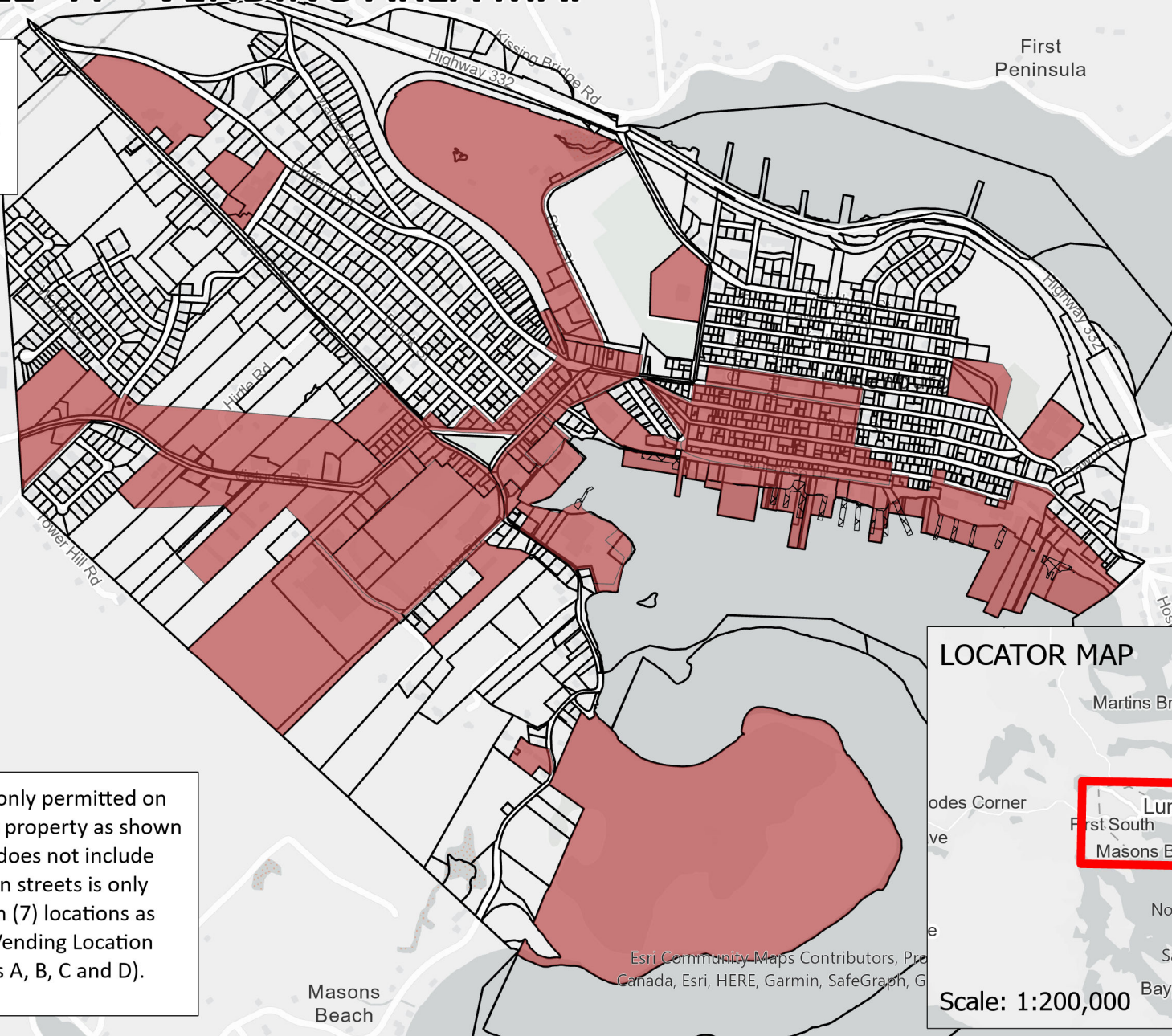
32. SCHEDULES, APPENDICES AND FORMS

- 1) The Vending Area Map (Schedule A), the Street Vending Location Maps (Appendices A, B, C and D), the Vending Permit Application (Form 1) and the Vending Permit (Form 2) form part of this By-law.
- 2) Form 1 and Form 2 may be amended and updated without an amendment to this By-law.
- 3) Amendments to the Vending Area Map (Schedule A) and the Street Vending Location Maps (Appendices A, B, C and D) require an amendment to this By-law.

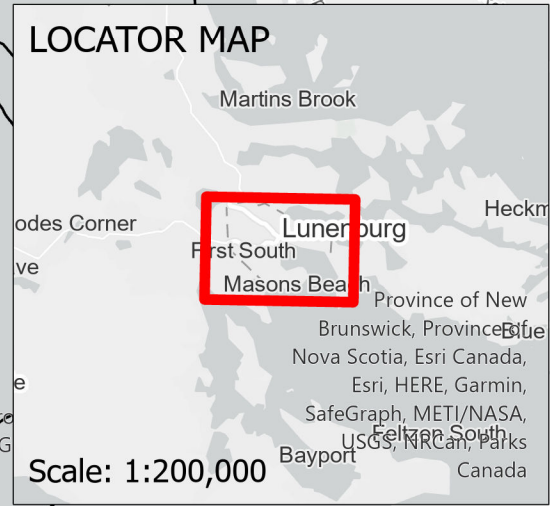
SCHEDULE "A" - VENDING AREA MAP

Legend

-  Properties
-  Designated Vending Areas
-  Wharves



NOTE: Vending is only permitted on public and private property as shown on this map. This does not include streets. Vending on streets is only permitted in seven (7) locations as shown on Street Vending Location Maps (Appendices A, B, C and D).

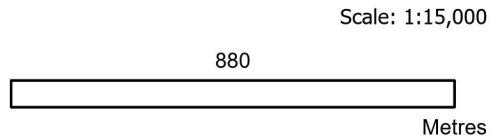


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Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, the Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

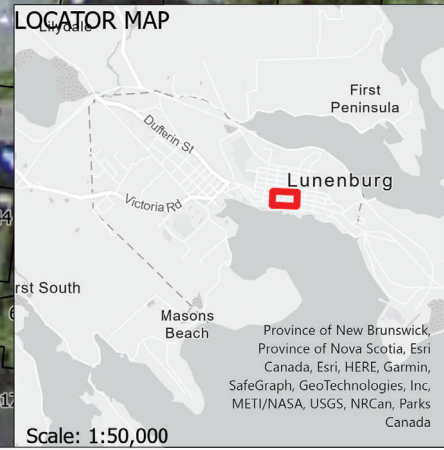
SCHEDULE "A" Vending Area Map



APPENDIX "A" - STREET VENDING LOCATION MAP (King Street)

Legend

- Civic Number
- Property Parcels
- Vending Area



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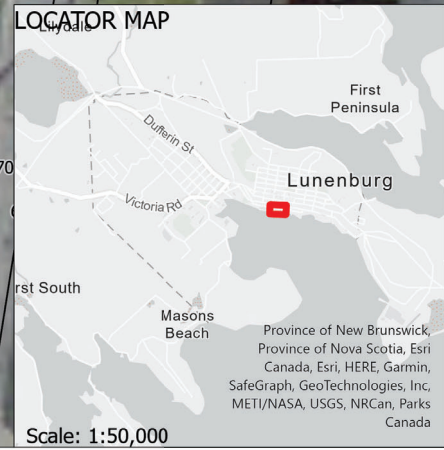
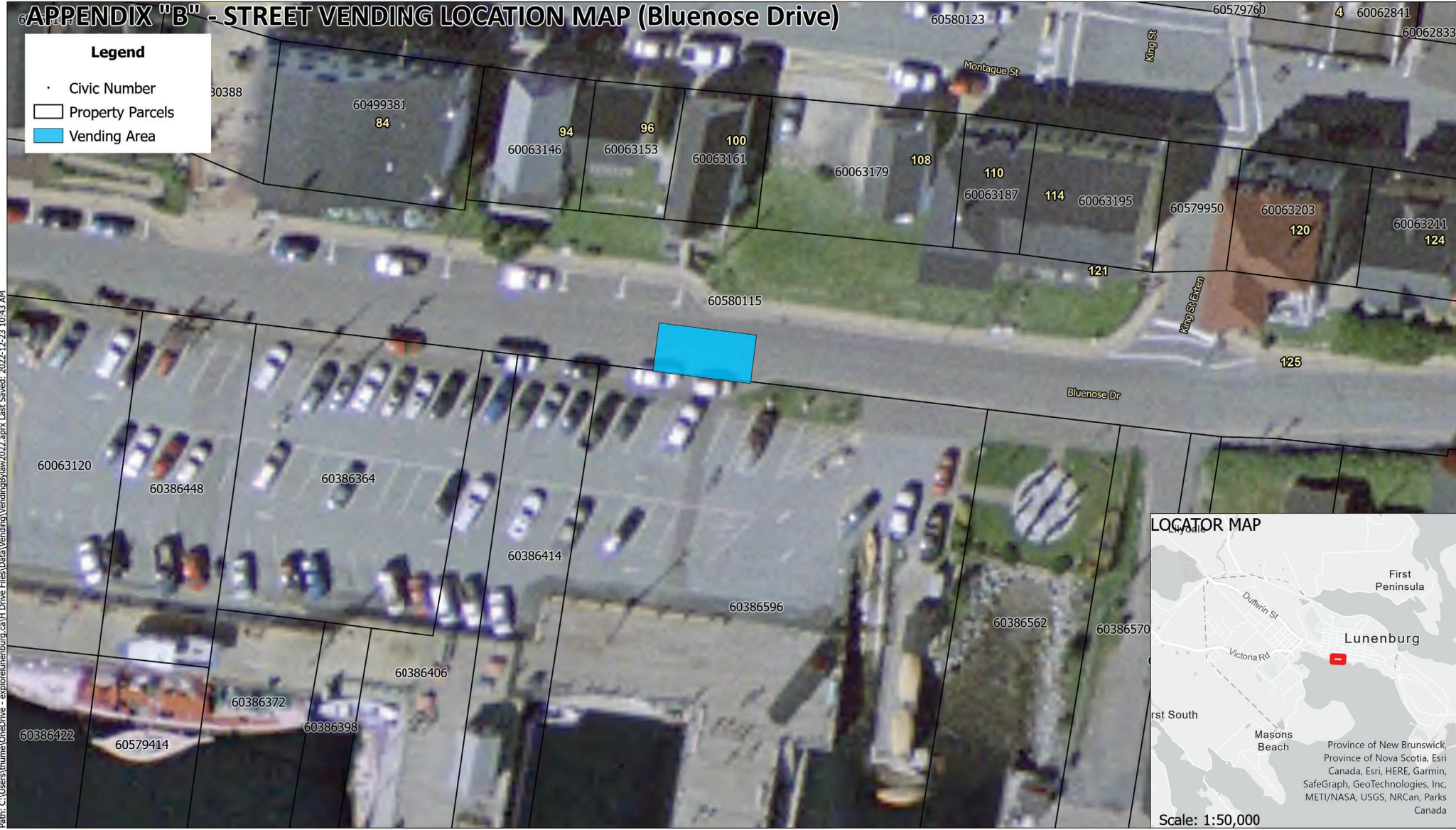
APPENDIX "A" Street Vending Location Map (King Street)



APPENDIX "B" - STREET VENDING LOCATION MAP (Bluenose Drive)

Legend

- Civic Number
- Property Parcels
- Vending Area

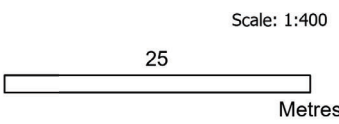


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Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

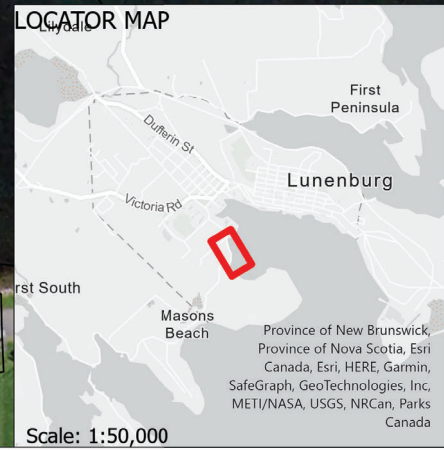
APPENDIX "B" Street Vending Location Map (Bluenose Drive)



APPENDIX "C" - STREET VENDING LOCATION MAP (Tannery Road)

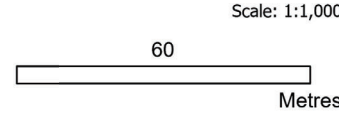
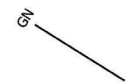
Legend

- Civic Number
- Property Parcels
- Vending Area



Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

APPENDIX "C" Street Vending Location Map (Tannery Road)



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TOWN OF LUNENBURG
2023/24 VENDING PERMIT APPLICATION FORM

FEES REVIEWED ANNUALLY BY APRIL 1

1. **APPLICANT NAME:** _____

2. **COMPANY NAME:** _____
 (if different from above)

3. **STREET AND MAILING ADDRESS:** _____

4. **PHONE:** _____ (primary) _____ (secondary)

5. **EMAIL:** _____

VENDING PERMIT(S) REQUESTED

TYPE	PERMIT FEE/ PERIOD
Craft Markets and Farmers' Markets that are not exempt by the Vending By-law.	To be determined by Council
Vending Stand, Mobile Canteen or Mobile Vehicle Stand at a single fixed location.	<i>To be determined by Council</i>
Mobile Canteen or Mobile Vehicle Stand at multiple locations on a schedule route.	<i>To be determined by Council</i>
Door to Door Vendor	<i>To be determined by Council</i>
Walking Tours	<i>To be determined by Council</i>
Busker	<i>To be determined by Council</i>
On-street Vending Locations pursuant to Appendix A, B, C and D of Vending By-law	<i>To be determined by Council</i>
All Other Vendors	<i>To be determined by Council</i>
TOTAL	\$

6. PERMIT FEE ENCLOSED \$: _____

7. PROPOSED LOCATION OF VENDING ACTIVITIES: _____

8. IF APPLICABLE, DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE VENDING STAND OR MOBILE CANTEEN (ATTACH PHOTO):

9. DESCRIBE THE GOODS OR SERVICES YOUR VENDING ACTIVITIES WILL PROVIDE:

10. DEVELOPMENT PERMIT OBTAINED (IF REQUIRED): _____

11. PLEASE ATTACH TO MOBILE CANTEEN OR MOBILE VEHICLE STAND APPLICATIONS:

- A Certificate of Insurance from your insurance company confirming your \$2-million insurance coverage for public property liability and property damage.
- A copy of your current Provincial Food Establishment Permit if vending food.
- A copy of your current Food Handler's Certificate if vending food.
- Written authorization from the private property owner where you propose to locate (new locations only).

12. SIGNATURE:

By signing this application form,

I/we, _____
(print your name/s)

hereby make application for a permit in accordance with the particulars as stated above and declare that the above statements are true and correct and I/we undertake that if granted the permit applied for I/we will comply with all relevant Municipal, Provincial and Federal laws, regulation and By-laws, including the Town's Vending By- law.

Signature of applicant(s)

Signature of applicant(s)

Date of application

PLEASE NOTE:

- It is an offence for any person to make a false statement in this application. Your permit may be revoked.
- If you wish to operate on Town of Lunenburg public property you will first be required to obtain the Town's approval.
- Please return the completed application and applicable fees payable to the Town of Lunenburg, care of Development Officer, Town of Lunenburg, 119 Cumberland Street, Lunenburg, Nova Scotia, B0J 2C0.

QUESTIONS?

If you have any questions about the application process, please contact the Development Officer at planningtech@townoflunenburg.ca or 902-634-4410 x 233.

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	
APPLICATION RECEIVED BY:	
VENDING PERMIT APPROVAL DATE:	
PERMIT #	
DATE LICENCE DENIED	

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on this form will only be used by municipal staff for purposes relating the Vending Permit application process, unless otherwise noted on the form. If you have any questions about the collection and use of this personal information, please contact planningtech@townoflunenburg.ca or 902-634-4410 x 233.

Form 2 – Vending Permit



2023 TOWN OF LUNENBURG:
VENDING PERMIT

Vending Permit No. _____
Vending Permit fee: _____

A Vending Permit is hereby granted to _____
for the operation of a _____ at
_____, in the Town of Lunenburg as
described in the application dated _____.

This Vending Permit is subject to all the conditions as outlined in
the attached Schedule "A" and said Vending Permit shall expire
on **March 31**, _____.

This Vending Permit shall be subject to all applicable Town of
Lunenburg By-laws and Federal and Provincial laws.

Issued this ____ day of _____, 2023.

Trevor Hume, Development Officer

Form 2
Schedule A – Conditions
Vending Permit No. TL-VP2023-001

Subject: 2022/23 Budget Variance (Capital & Operating) to Dec. 31, 2022
From: Lisa Dagley, Director of Finance
Reviewed by: Jamie Doyle, CAO
Date: February 28, 2023



Recommendation

For an information report: This is an information report. No decision of Council is required.

Financial

Please find enclosed the budget variance report to **December 31, 2022**. The period ended December 31st represents 75% (9 months) of the fiscal year. Town General expenditures are at 72%.

Index to Reports

Town Capital	Page 1 & 2
Water Utility Capital	Page 3
Electric Utility Capital	Page 4
Operating Financial Statements Summary	Page 5 & 6
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue	Page 7
Snow and Ice Control	Page 8
Grants to Organizations Information Update	Page 9 & 10

**TOWN GENERAL
CAPITAL PROJECT SPENDING
DECEMBER 31, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Town Hall Exterior Restoration (Tender Package)	\$95,000	\$44,021	\$50,979	46.34%	Report received in Oct, Engineering & Heritage working with firm for tender preparation.
Civic Square Plan	\$20,000	\$0	\$20,000	0.00%	
Hwy 103 Community Identity Signs	\$30,000	\$282	\$29,718	0.94%	The signs have been manufactured and TIR staff will pick up and install.
Covid-19 Pandemic Tree Planting - Resilient Roots	\$25,000	\$15,293	\$9,707	61.17%	Completed, 24 trees were planted.
EDI - Interpretative panels	\$20,000	\$0	\$20,000	0.00%	
Studies for the Planning of Improved Utilization of Assets and the Disposition of Assets	\$110,000	\$33,989	\$76,011	30.90%	Upper King Street Project awarded.
Parking Strategy Study & Upgrades	\$45,000	\$0	\$45,000	0.00%	
Replacement of Chev 02 Truck Salt & Plow	\$202,000	\$0	\$202,000	0.00%	Ordered, delivery in 2023
Dresser Loader (86) replacement	\$225,000	\$228,386	(\$3,386)	101.50%	✓
Pickup truck (Replacement of 2002 F150 1/2 ton)	\$36,350	\$35,175	\$1,175	96.77%	✓
Pickup Truck (Replacement of Dodge 1/2 ton)	\$40,000	\$30,332	\$9,668	75.83%	✓
Snow Push Blade for Backhoe	\$23,400	\$23,386	\$14	99.94%	✓
Trackless Flail Mower/Wheels	\$16,000	\$0	\$16,000	0.00%	Deferred, combined for backhoe snow push blade budget
Tannery Rd Sidewalk - land purchases	\$115,000	\$16,737	\$98,263	14.55%	Process ongoing.
Tannery Rd sidewalk construction	\$145,000	\$13,076	\$131,924	9.02%	90% of the drawings have been received and are being reviewed by staff - construction in 23-24
Green St. Sidewalk Renewal	\$115,000	\$24,533	\$90,467	21.33%	90% of the drawings have been received and are being reviewed by staff - construction in 23-24
Prince - Cumberland to Fox Street Reconstruction	\$209,500	\$179,231	\$30,269	85.55%	✓
Duke St - Lincoln to Townsend Street Reconstruction	\$209,500	\$179,231	\$30,269	85.55%	✓
WWTP Upgrade pre-design	\$71,500	\$63,199	\$8,301	88.39%	✓
WWTP Flood Control	\$365,100	\$308,397	\$56,703	84.47%	Project is complete, final invoices for holdbacks to be processed.


**TOWN GENERAL
CAPITAL PROJECT SPENDING
DECEMBER 31, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Upgrade Communications Systems to Pumping Stations	\$102,200	\$101,622	\$578	99.43%	✓
Saltwater Intrusion - Check Valve Installation	\$55,000	\$39,967	\$15,033	72.67%	Engineering are reviewing locations and will be installing as required.
WWTP Blower Room HVAC improvements	\$67,000	\$270	\$66,730	0.40%	RFP has been prepared and will be issued in February.
Chemical Feed Pumps (2)	\$40,000	\$17,991	\$22,009	44.98%	✓
Flowmeter install pump station #7	\$20,000	\$135	\$19,865	0.68%	Public Works is working with CBCL to determine solution.
Manhole Cover Upgrades	\$31,500	\$16,367	\$15,133	51.96%	✓
Catch Basin Repair - West Nova Parking Lot	\$20,000	\$0	\$20,000	0.00%	Public Works will be installing before end of March.
Bluenose Drive Sewer Line - Improvements re Salt Water Intrusion	\$335,000	\$236,638	\$98,362	70.64%	Completed in Oct. however deficiencies are still being addressed.
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$106,000	\$97,306	\$8,694	91.80%	Majority work completed, some deficiencies to be resolved
GIS Underground Infrastructure Master Plan	\$200,000	\$56,044	\$143,956	28.02%	Project is ongoing, estimated completion June 2023.
WWTP Upgrade with SBR	\$9,982,000	\$0	\$9,982,000	0.00%	Awaiting funding application
Fire Hall Vehicle Exhaust Extraction System	\$60,000	\$0	\$60,000	0.00%	Project is underway and will be completed before end of March.
Fire Freightliner Rescue (02) #4 Replacement	\$694,600	\$644,991	\$49,609	92.86%	✓
Fire Utility (99) #7 Replacement	\$141,500	\$0	\$141,500	0.00%	Ordered awaiting delivery
Arena Renovations (Ice Resurfacer Room, Bathrooms and Accessible Entrance Improvements)	\$131,000	\$111,924	\$19,076	85.44%	Ongoing
Cricket modifications to baseball field	\$14,000	\$12,216	\$1,784	87.26%	✓
Skate Park	\$44,000	\$1,014	\$42,986	2.30%	Deferred to 2023/24 Capital Budget project.
Total	\$14,162,150	\$2,531,753	\$11,630,397	17.88%	

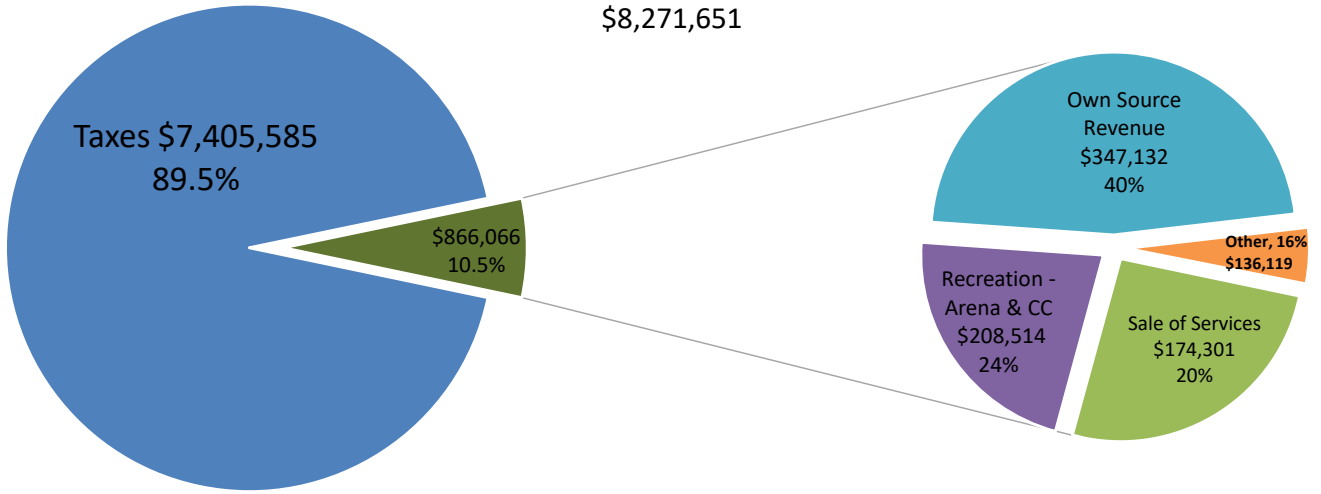
**WATER UTILITY
CAPITAL PROJECT SPENDING
DECEMBER 31, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
New Services	\$10,000	\$3,042	\$6,958	30.42%	As required.
Replacement Hydrants	\$10,000	\$9,930	\$70	99.30%	✓
Replacement Meters	\$10,000	\$0	\$10,000	0.00%	As required.
Water and Wastewater System Survey & GIS Development	\$62,500	\$70,691	(\$8,191)	113.11%	✓
Water Cost Sharing of underground Infrastructure Master Plan	\$67,000	\$0	\$67,000	0.00%	Project is ongoing, estimated completion June 2023.
Distribution Main from intersection of Falkland and Green to Tannery Road	\$484,000	\$444,306	\$39,694	91.80%	Majority work completed, some deficiencies to be resolved
Water Line Loop Connection at Harborview and Morash	\$40,000	\$13,386	\$26,614	33.47%	90% drawings received, staff are reviewing.
Chlorinator	\$60,000	\$35,442	\$24,558	59.07%	✓
Repair Spillway Dares Lake	\$160,000	\$0	\$160,000	0.00%	Deferred to 23-24
Raw Water Pumphouse Waterproof Foundation	\$15,000	\$0	\$15,000	0.00%	Pipe upgrades will be completed in 22/23 and foundation waterproofing will take place in 23/24.
Membrane Replacement Engineering	\$10,000	\$0	\$10,000	0.00%	Initial meeting with CBCL is taking place in February.
Membrane Replacement 2 Skids	\$145,000	\$0	\$145,000	0.00%	Project will take place in fall of 2023/24, 4 skids will be replaced at this time.
Pneumatic Cleaning system on Intake Screen	\$5,000	\$0	\$5,000	0.00%	RFP has been advertised and closes Feb 14.
Spare Industrial Hot Water Tank	\$5,500	\$6,118	(\$618)	111.24%	✓
Spare Sigma Pump for Soda Ash system	\$6,500	\$6,902	(\$402)	106.18%	✓
Spare Siemens Free Chlorine Online Probe	\$3,500	\$0	\$3,500	0.00%	Has been received, awaiting invoicing.
Replacement Chlorinator	\$9,500	\$10,750	(\$1,250)	113.16%	✓
Armouries - New Roof	\$30,000	\$0	\$30,000	0.00%	Cancelled
Total	\$1,103,500	\$600,567	\$502,933	54.42%	

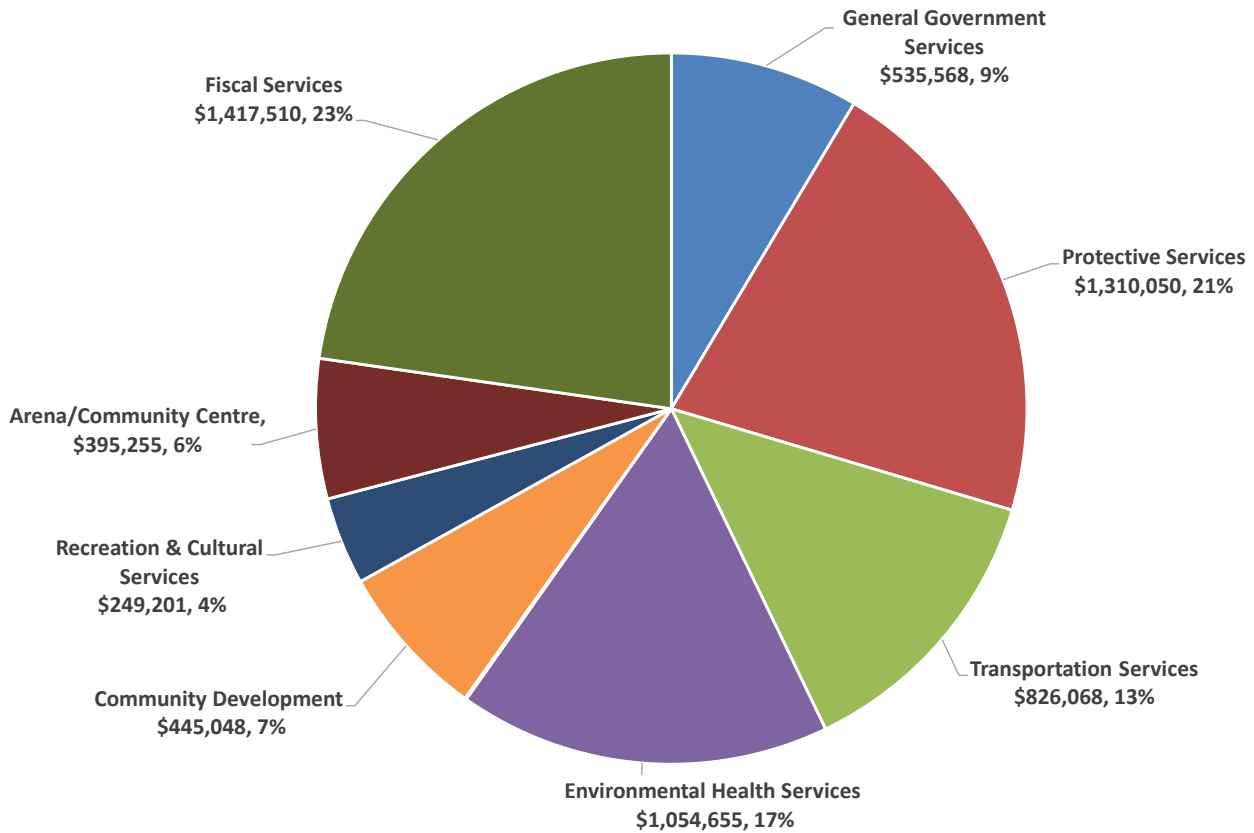
**ELECTRIC UTILITY
CAPITAL PROJECT SPENDING
DECEMBER 31, 2022**

<u>Project</u>	<u>Budget</u>	<u>YTD</u>		<u>% of Budget</u>	<u>Status</u>
		<u>Actual</u>	<u>Balance</u>		
Meters	\$ 10,000	\$932	\$ 9,068	9.32%	As required
Overhead Conductors	\$ 187,500	\$178,878	\$ 8,622	95.40%	Higher requests than anticipated
Poles & Fixtures	\$ 75,000	\$118,956	\$ (43,956)	158.61%	Higher requests than anticipated
Services	\$ 37,500	\$47,820	\$ (10,320)	127.52%	Higher requests than anticipated
Transformers - Line	\$ 120,000	\$201,361	\$ (81,361)	167.80%	Current market conditions have increased transformer costs
Green Street/Tannery Road 3-Phase Extension	\$ 248,000	\$0	\$ 248,000	0.00%	Work nearing completion
Street Lighting	\$ 411,000	\$168,116	\$ 242,884	40.90%	LED installations completed by Feb.9/23. Final review and billings currently being completed.
Voltage Regulator	\$ 250,000	\$0	\$ 250,000	0.00%	Ordered - delivery expected late March
Oil/Water Separator at Substation	\$ 240,000	\$0	\$ 240,000	0.00%	Alternative options being considered
Electric Vehicle Charging Stations	\$ 15,000	\$0	\$ 15,000	0.00%	
LED Street Lighting Assessment	\$ 29,600	\$27,118	\$ 2,482	91.61%	
Total	\$ 1,623,600	\$ 743,181	\$ 880,419	45.77%	

2022/23 REVENUE
ACTUAL TO DECEMBER 31, 2022
\$8,271,651



2022/23 EXPENDITURES
ACTUAL TO DECEMBER 31, 2022
\$6,233,355



Town of Lunenburg Operating Financial Statements

December 31, 2022

Summary Information

(YTD Pro-rated Budget = 75%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
Taxes	\$7,405,585	\$7,318,400	101%	1. (\$87,185)	\$7,459,000	102%
Grants In Lieu Of Taxes	-	284,500	0%	2. 284,500	287,300	101%
Sale of Services	174,301	191,000	91%	16,699	215,400	113%
Sale of Service Arena/Community Centre	208,514	263,600	79%	3. 55,086	300,900	114%
Other Revenue/Own Sources	347,132	392,700	88%	45,568	423,200	108%
Unconditional Transfers/Other Gov'ts	37,615	50,100	75%	12,485	50,100	100%
Conditional Transfers/Fed or Prov Gov'ts	790	1,800	44%	1,010	1,800	100%
Conditional Transfers/Other Local Gov'ts	97,714	195,400	50%	97,686	199,200	102%
	<u>\$8,271,651</u>	<u>\$8,697,500</u>	<u>95%</u>	<u>\$425,849</u>	<u>\$8,936,900</u>	<u>103%</u>
<u>Expenditures</u>						
General Government Services	\$535,568	\$774,000	69%	\$238,432	\$797,700	103%
Protective Services	1,310,050	1,847,300	71%	537,250	1,777,500	96%
Transportation Services	826,068	1,168,300	71%	342,232	1,153,500	99%
Environmental Health Services	1,054,655	1,523,500	69%	468,845	1,415,200	93%
Public Health Services - Cemetery	4,639	22,600	21%	17,961	7,800	35%
Community Development	440,409	643,700	68%	203,291	623,300	97%
Recreation & Cultural Services	249,201	310,100	80%	4. 60,899	314,300	101%
Arena/Community Centre	395,255	544,500	73%	149,245	544,800	100%
Fiscal Services	1,417,510	1,863,500	76%	445,990	2,302,800	124%
	<u>\$6,233,355</u>	<u>\$8,697,500</u>	<u>72%</u>	<u>\$2,464,145</u>	<u>\$8,936,900</u>	<u>103%</u>
TOWN SURPLUS (DEFICIT) **	<u>\$2,038,296</u>	<u>\$ -</u>			<u>\$ -</u>	

Comments:

- Both interim and final property and sewer tax bills have been issued.
- Payment was received in January 2023.
- Arena Revenues are seasonal.
- Parks, Playgrounds and Fields Expenditures are seasonal.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
WATER UTILITY						
Revenue	\$1,204,495	\$1,646,500	73.2%	1. \$442,005	\$1,646,500	100.00%
Expenditures	\$1,162,930	\$1,646,500	70.6%	\$483,570	\$1,646,500	100.00%
WATER SURPLUS (DEFICIT)	<u>\$41,565</u>	<u>\$ -</u>			<u>\$ -</u>	

Legend:

- Three quarterly billings issued. Next billing at March 31, 2023.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
ELECTRIC UTILITY						
Revenue	\$4,613,282	\$6,840,500	67.4%	1. \$2,227,218	\$6,840,500	100.00%
Expenditures	\$4,585,247	\$6,840,500	67.0%	\$2,255,253	\$6,840,500	100.00%
ELECTRIC SURPLUS (DEFICIT)	<u>\$28,035</u>	<u>\$ -</u>			<u>\$ -</u>	

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
December 31, 2022

DEED TRANSFER TAX REPORT

	Budget	This Month (#) Amount	Year to Date (#) Amount		Variance to Budget
Revenue this year					
Capital Purposes	\$250,000	\$44,913	\$343,239	137%	(\$93,239)
Operating Purposes	\$140,000	\$22,457	\$171,620	123%	(\$31,620)
	<u>\$390,000</u>	<u>(8) \$67,370</u>	<u>(55) \$514,859</u>		<u>(\$124,859)</u>

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-22	2022/23 Tax Billings	Collected To Date	Balance
2021/22 Taxes & Sewer and Prior	234,915	-	147,236	87,679
2022/23 Tax & Sewer billings	<u>(167,681)</u>	<u>6,850,498</u>	<u>6,486,749</u>	<u>196,068</u>
	67,234	6,850,498	6,633,985	283,747
Interest				<u>22,652</u>
Total Outstanding				<u>306,399</u>

Prepayments for 2023/24 Tax & Sewer \$108,031

PARKING METER REVENUE AND FINES

	Budget 2022/23	Actual to 31-Dec-22	Variance to Budget	% of Budget
Parking Meter Revenue	\$140,000	\$123,473	\$16,527	88.20%
Parking Meter Fines	6,500	4,217	2,283	64.88%
Court Fines	3,500	365	3,135	10.43%
Total	<u>\$150,000</u>	<u>\$128,055</u>	<u>\$21,945</u>	<u>85.37%</u>

SNOW AND ICE CONTROL
Public Works Labour & Salt Purchases
December 31, 2022

	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budget 2022/23	Actual to 31-Dec-22
April to October	724	1,858	3,085	-	49		1,706
November		1,050	27	264	-		-
December	3,418	3,789	4,212	4,492	5,771		2,109
January	6,215	4,359	9,224	823	6,004		-
February	7,410	15,631	8,854	13,237	18,116		-
March	7,430	15,217	1,736	4,545	19,885		-
Labour Cost	25,197	41,904	27,138	23,361	49,825	64,500	3,815
Salt Purchases	59,886	101,187	71,083	39,862	102,349	85,000	6,839
Contractors/Rentals/Electric (Salt Shed)	204	233	230	258	1,886	500	170
	85,287	143,324	98,451	63,481	154,060	150,000	10,824
% Budget Used						7.22%	
BUDGET VARIANCE UNDER (OVER)						\$139,176	

2022-23 Approved Grants		
<i>Council motion April 26, 2022</i>		
Account #01-2-19-5100	2022-23 Grant Notes	Approved Grant Amount
Curl for a Cause	Annual event which supports Fishermen's Memorial Hospital. Request \$250 and in-kind display of an event sign.	\$250
Fishermen's Memorial Hospital - Golf Tournament	Annual event which supports Fishermen's Memorial Hospital, no application received but Town traditionally supports.	\$100
Lunenburg Community Christmas Dinner	Pre-Covid this was an annual event, no application received but the Town traditionally supports. The funds cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)	\$115
Lunenburg Community Garden	Request for funds to cover insurance and repairs required from winter damage and due to age of garden beds.	\$500
Lunenburg County Seniors' Safety Partnership Society <i>previously Safe Communities Lunenburg County</i>	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. Presentation to Council March 22, 2022.	\$2,231
Lunenburg Doc Fest Association	For their 9th event they are planning a hybrid event, with all film programming taking place online and in-person, both free and ticketed from September 22-28, 2022. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.	\$1,500
Lunenburg Dog Park	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.	\$1,000
Lunenburg Folk Harbour Society-Summer Concert Series	Funding to support free outdoor concert series at the Bandstand each Saturday (June 25 to Sept 3)	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Request for funding for the 2022 Folk Harbour Festival, to be held in Lunenburg from August 4 to 7. Plans are for a full-scale festive for the first time since 2019.	\$1,000
Lunenburg Foundation for the Arts	Request for funding to develop a new website for the Foundation.	\$1,000
Lunenburg Grad Bursary	Bursary will be issued to a graduating high school student.	\$500
Lunenburg Heritage Society	Funds to celebrate the 50th Anniversaries of the Lunenburg Heritage Society, Lunenburg Art Gallery and South Shore Public Library. Funds would be used towards advertising and a community Picnic in the Park (July or August).	\$1,225

2022-23 Approved Grants		
<i>Council motion April 26, 2022</i>		
Account #01-2-19-5100	2022-23 Grant Notes	Approved Grant Amount
VON-Lunenburg County	To assist with expenses associated with providing transportation for seniors and those with medical concerns. For example the service provides drives for medical appointments and weekly drives for residents for dialysis. The transportation program is also used to deliver 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.	\$2,000
Total		\$14,921
Amount available for potential additional requests during fiscal 2022-23, increased by \$1,500 per Nov.22/22 motion		\$4,079
Total 22-23 budget amount		\$19,000
<i>Summary of additional approvals as of December 31, 2022</i>		
Amount available for potential additional requests during fiscal 2022-23		\$4,079
Royal Canadian Legion Lunenburg (approved May 10, 2022)	To support Remembrance Day program, funding will be used for insurance for the parade, rental of the sound system and for food and refreshments provided during the Meet and Greet following the parade.	\$1,250
Lunenburg County Lifestyle Centre (approved July 12/22)	In support of the 2022 Para Hockey Cup Championship	\$1,000
Society of Saint Vincent De Paul (approved Nov.22/22)	In support of their Helping Neighbours In Need Program	\$1,800
Balance available		\$29

Subject: Lunenburg Athletic Facility Fund (LAFF) Applications
From: Kathleen Rafuse, Town Accountant
Reviewed by: Jamie Doyle, CAO
Date: February 28, 2023



Recommendation

That Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$1,354.65 for energy efficient lighting replacements at the Lunenburg Curling Club.

That Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$2,900 for the installation of two donated heat pumps at the Lunenburg Curling Club.

That Council approve the Lunenburg Curling Club's Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$10,089 for the purchase of reusable vinyl curling sheets to replace the current system of painting the ice at the Lunenburg Curling Club.

Alternatives

- Not approve the request(s)
- Grant an alternative amount through the LAFF

Background

The Lunenburg Curling Club received \$5,550 from the LAFF in September 2022 for sprinkler upgrades.

Strategic Plan Relevance

Community Structure: Continue to support an interconnected network of parks, open spaces and other recreation facilities.

Relevant Legislation

The Town of Lunenburg annually publishes a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by the Municipal Government Act.

Financial

There is currently \$17,700 in the Curling Club LAFF fund account.

Communications

Staff will notify the applicant of Council's decision.

Attachments

- The Lunenburg Curling Club's LAFF applications

TOWN OF LUNENBURG



LUNENBURG ATHLETIC FACILITY FUND (LAFF)

APPLICATION FOR GRANT FROM LAFF. APPROVAL FOR A GRANT WILL BE CONSIDERED IN ACCORDANCE WITH LAFF GUIDELINES (AS ATTACHED) AND AVAILABILITY OF FUNDS

I. APPLICANT

Your Organization: Lunenburg Curling Club
 (Must be an Athletic or an Athletic and Social Organization)

Contacts : Kim Hanlon, President
Lola Greek, Treasurer

Address: _____
13 Green Street
P.O. Box 1465
Lunenburg NS B0J 2C0

Phone: Club 902-634-4493 _____

E-mail: Club: info@curlunenburg.com

II. Please explain how your organization meets the following conditions - (Council may by Resolution make a grant or contribution from the LAFF to any "not for profit" athletic, or athletic and social, organization in the Town operating facilities located on Town owned land)

A not for profit athletic/social organization located on Town property, that is open to all members and guests of all ages

III. TYPE OF ORGANIZATION

Are you a registered charity? YES NO

If yes - Registration # _____

Type of Organization : Profit Not for Profit

Facility use is: Private Public
 (Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.

(If registered please provide current documentation)

Date Incorporated :

By statute in 1932

Articles or constitution and By-laws attached :

YES

NO

IV. LEADERSHIP

Please attach a current list of Executive and Board Members with civic address and telephone numbers.

V. FINANCIAL INFORMATION

Fiscal year end : April 30, 20 22.

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

Location of Town of Lunenburg lands which your facility is located on and service provided :

13 Green Street

VII. DISPOSITION OF ASSETS UPON WINDUP

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) Article IX "Dispense to Municipal or Non-profit body."

(If residual assets revert to the Town of Lunenburg on windup, acceptance of same will be at the Discretion of the Town)

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Wynward Insurance Group
Coverage CGL of \$2 million per occurrence and
broad form property including replacement of
building and contents of \$3.36 million

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

Replace all Florescent 4 Foot bulbs and Ballasts
as required in the curling rink with LED Lighting.
Work Completed October, November 2022

Cost of Project (if over a period or years provide breakdown by year)

Cost \$ 413192 This fiscal year

Benefits to the Town of Lunenburg and its citizens :

Replacement of lighting with an energy efficient
alternative will be more environmentally friendly
and result in less energy consumption

What other sources of funding do you have for this project?

Efficiency NS Grant \$ 2,77727

X. REQUESTED LAFF GRANT

Assistance Requested \$ 1,354.65

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details _____
Most recently August 2022

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application January 12, 2023

Signature Kim Hanlon

Print Name & Position KIM HANLON / PRESIDENT

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

Edward R. Honneyman Electrical

Edward R. Honneyman Electrical
 Contracting Limited
 P.O. Box 1567
 Lunenburg NS B0J 2C0
 Phone: (902) 634-4087 Ext. Fax: (902) 634-3601

INVOICE

DATE October 17, 2022
 NUMBER 0000021479
 CUSTOMER NO. LUN007



BILL TO:

LUNENBURG CURLING CLUB
 P.O. BOX 1465
 LUNENBURG NS B0J 2C0

SHIP TO:

LUNENBURG CURLING CLUB
 P.O. BOX 1465
 LUNENBURG NS B0J 2C0

(902) 634-4493 Ext.

(902) 634-4493 Ext.

P.O. NUMBER	SALESPERSON	ORDER DATE	REQ. DATE	ORDER NUMBER
	004	03-Oct-22		0000722476
F.O.B.	SHIP VIA		TERMS	
Your dock				

PART NUMBER DESCRIPTION	UOM	QUANTITY			UNIT PRICE	EXTENDED PRICE
		REQ.	SHIPPED	B.O.		
REPLACED ALL FLUORESCENT 4 FOOT BULBS IN CURLING RINK						
LAM LED13T8L48FPDDIM850 LAMP 13 WATT LED T8 5000 K PLASTIC	EA	144	144		10.64706	1,533.18
LAM LED12T8L48FGDIM850SUBG9 LAMP 12 WATT LED T8 5000 K GLASS	EA	78	78		5.41176	422.12
BAL 4F2T T8 BALLAST 2TUBE 4' ELEC T8	EA	25	25		15.61250	390.31
BAL 4F4T T8 BALLAST 4TUBE 4' ELEC T8	EA	2	2		21.86250	43.73
MAR 31 MARRETTE WIRE CON #31	EA	100	100		0.09464	9.46
TRU TRUCK FEE	EA	1	1		10.00000	10.00
LAB LABOUR	HR	25	25		55.00000	1,375.00

Mailed Nov 7/22

*Paid Oct 20/22
 Cheque 4700*

*Kim emailed Lorne
 Should we wait until
 we receive rebate 2500
 before paying?*

NET AMOUNT	3,783.80
FREIGHT H.S.T. P.S.T.	567.57
TOTAL DUE	\$4,351.37

Business Number 11086 6365

Total Cost: 3783.80 + 348.12 = 4131.92

Edward R. Honneyman Electrical

Edward R. Honneyman Electrical
 Contracting Limited
 P.O. Box 1567
 Lunenburg NS B0J 2C0
 Phone: (902) 634-4087 Ext. Fax: (902) 634-3601

INVOICE

DATE November 28, 2022
 NUMBER 0000021539
 CUSTOMER NO. LUN007

BILL TO:

LUNENBURG CURLING CLUB
 P.O. BOX 1465
 LUNENBURG NS B0J 2C0

SHIP TO:

LUNENBURG CURLING CLUB
 P.O. BOX 1465
 LUNENBURG NS B0J 2C0

(902) 634-4493 Ext.

(902) 634-4493 Ext.

P.O. NUMBER	SALESPERSON	ORDER DATE	REQ. DATE	ORDER NUMBER
	004	07-Nov-22		0000722542
F.O.B.	SHIP VIA		TERMS	
Your dock				

PART NUMBER DESCRIPTION	UOM	QUANTITY			UNIT PRICE	EXTENDED PRICE
		REQ.	SHIPPED	B.O.		
CHANGED BALLASTS IN FIXTURES THAT WERE NOT WORKING.						
BAL 4F2T T8 BALLAST 2TUBE 4' ELEC T8	EA	6	6		15.61250	93.68
BAL 4F4T T8 BALLAST 4TUBE 4' ELEC T8	EA	1	1		21.86250	21.86
MAR 31 MARRETTE WIRE CON #31	EA	23	23		0.11233	2.58
TRU TRUCK FEE	EA	1	1		10.00000	10.00
LAB LABOUR	HR	4	4		55.00000	220.00

*Paid Nov 30/22
 Cheque 4738*

NET AMOUNT	348.12
FREIGHT	
H.S.T.	52.22
P.S.T.	
TOTAL DUE	\$400.34

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Wynward Insurance Group
Coverage CGL of \$2 million per occurrence and
broad form property including replacement of
building and contents of \$336 million.

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

Installation of donated 2-zone heat pump
and wifi controllers.
Work completed August 2022

Cost of Project (if over a period or years provide breakdown by year)

Cost \$2900.00 This fiscal year

Benefits to the Town of Lunenburg and its citizens :

Heat pump will provide a more environment
friendly alternate to the current furnace oil heating.
Furnace will be used for back up only

What other sources of funding do you have for this project?

Club member and fund raising activities
by members throughout the year.

X. REQUESTED LAFF GRANT

Assistance Requested

\$ 2900.00

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details

Most recently August 2022

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application

January 12, 2023

Signature

Kim Hanlon

Print Name & Position

Kim Hanlon / PRESIDENT

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

South Shore HVAC Ltd.
 8 Leah Drive
 Wentzell Lake NS B0R1E0
 902-530-5002
 office@southshorehvac.ca
 www.southshorehvac.ca
 GST/HST Registration No.: 807056361

**SouthShore
 HVAC**



ENTERED

INVOICE

BILL TO

Lunenburg Curling Club
 13 Green Street
 Lunenburg NS B0J 2C0

INVOICE # 4724
DATE 15/08/2022
DUE DATE 14/09/2022
TERMS Net 30

ACTIVITY	QTY	RATE	TAX	AMOUNT
Mini splits Installation of Client supplied 2- zone heat pump and two (2) wifi controllers Tyler 9.5 Mike 9.5	1	2,900.00	HST NS	2,900.00

SUBTOTAL	2,900.00
HST (NS) @ 15%	435.00
TOTAL	3,335.00
BALANCE DUE	\$3,335.00

TAX SUMMARY

RATE	TAX	NET
HST (NS) @ 15%	435.00	2,900.00

*Paid August 19/22
 Cheque 4685
 Mailed Aug 23/22*

Financing available.
 2% per month interest applied on all overdue accounts
 Warranty VOID if payment not received in full within 30 days

South Shore HVAC Ltd.
8 Leah Drive
Wentzell Lake NS B0R1E0
902-530-5002
office@southshorehvac.ca
www.southshorehvac.ca



Receipt

Received From

Lunenburg Curling Club
13 Green Street
Lunenburg NS B0J 2C0

Date: 29/08/2022

Payment Method:

Reference No: 004685

Invoice Number	Invoice Date	Due Date	Original Amount	Balance	Payment
4724	15/08/2022	14/09/2022	3335.00	3335.00	3335.00

Memo:

Amount Credited:

\$0.00

Total:

\$3,335.00

Financing available prior to job completion.

2% per month interest applied on all overdue accounts. Warranty VOID if payment not received in full within 30 days.

Payment methods accepted: Cash, Cheque, E-Transfer, Credit Card (up to \$5000.00)

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Wynward Insurance Group
Coverage CGL of \$2 million per occurrence and
broad form property including replacement of
building + contents of \$3.36 million.

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

Purchase vinyl reusable curling sheets
to replace the current system of painting the ice.

Cost of Project (if over a period or years provide breakdown by year)

Cost \$19,800⁰⁰ This fiscal year

Benefits to the Town of Lunenburg and its citizens :

Changing to the reusable vinyl sheets will eliminate
the use of paint resulting in a more environment friendly
system. The use of sheets will also result in reduced ice
thickness which will require less energy to maintain.

What other sources of funding do you have for this project? _____

Province of NS Grant \$ 7,000
Member Donations \$2,711.00

X. REQUESTED LAFF GRANT

Assistance Requested \$ 10,089.00

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details Most recently August 2022

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application January 12, 2023

Signature Kim Hanlon

Print Name & Position KIM HANLON / PRESIDENT

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

LUNENBURG CURLING CLUB

TO: KEVIN GRUMETZA

FROM: CRAIG MUNROE -- LUNENBURG CURLING CLUB

SUBJECT: HACK TO HACK SOLUTIONS

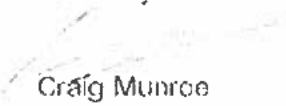
DATE: OCTOBER 20, 2022

Enclosed please find a cheque for \$10,770.00 payable to Hack To Hack Solutions. This represents our second and final payment of the \$22,770 we agreed to pay for your ice installation system of which we previously paid \$12,000.

It was great to meet you and please stop in any time that you are in our area

Please let me know you have any questions.

Sincerely,


Craig Munroe
Ice - Chair
Lunenburg Curling Club

To: [REDACTED]
Subject: Fwd: HackToHackSolutionInc

ENTERED

Kevin Grumetza

Begin forwarded message:

From: Kevin Grumetza <[REDACTED]>
Date: June 22, 2022 at 10:34:37 AM MDT
To: [REDACTED]
Subject: HackToHackSolutionInc

Hello Harvey, Thanks For Your Interest In
The PATENTED Reusable HackToHackSolutionInc Sheets.

The Sheets Are Custom Printed or Made For Your Club.
Comes With a 5yr Warranty.
Are Environmentally Safe.
Cost Recovery Approximately 2 Years.
Life Expectancy 25+++ Years.
Includes First Install.
Reduced Ice Thickness By About Half.
Reduced Energy Consumption.
Today The Sheets Are Selling For \$4950.00 Per Sheet +
Freight + Taxes.
Orders Are Produced On First Come First Served And
Product Availability.
Once A Order Is Placed A 50% Deposit Is Required, With
Balance Payed In Full Prior To Shipping.
Shipping Will Be Between Your Club And Cowan
Graffics.

12000.00

Cheque 4683
August 10/22

How To
5506
//

HACK TO HACK

Solution Inc.

Box 632, Thorhild, Alberta T8A 3J0

Phone: (780) 398-2190 • Web: www.hacktohacksolution.com

SOLD TO: _____

SHEET SIZE (sheet will be cut 1/2" under your dimensions)

Width _____ ft. _____ in.

Length _____ ft. _____ in.

OPTIONS ON SHEETS

Button Diameter 12" 18" *Rock House 1x8*

Rock House 1x8 *1x4* _____

Rock House (these will not be printed on sheets but as an overlay)

A. _____ B. _____

COLOR SCHEME (select standard colors or fill in your own)

1. (12 ft.) DARK BLUE

2. (4 ft.) RED

3. Hogline BLACK

Center line Tee Line Back Line Hack Line

(these 1/2" lines will be black unless otherwise specified)

Sweeping Lines (these 1/4" lines will be black unless otherwise specified)

YES RED NO

LOGOS, TEXT OR GRAPHICS

All logos and graphics must be supplied in vector format.

(please indicate with letter placement on drawing. eg. A, B, C.)

A. CURL LUNENBURG

B. _____

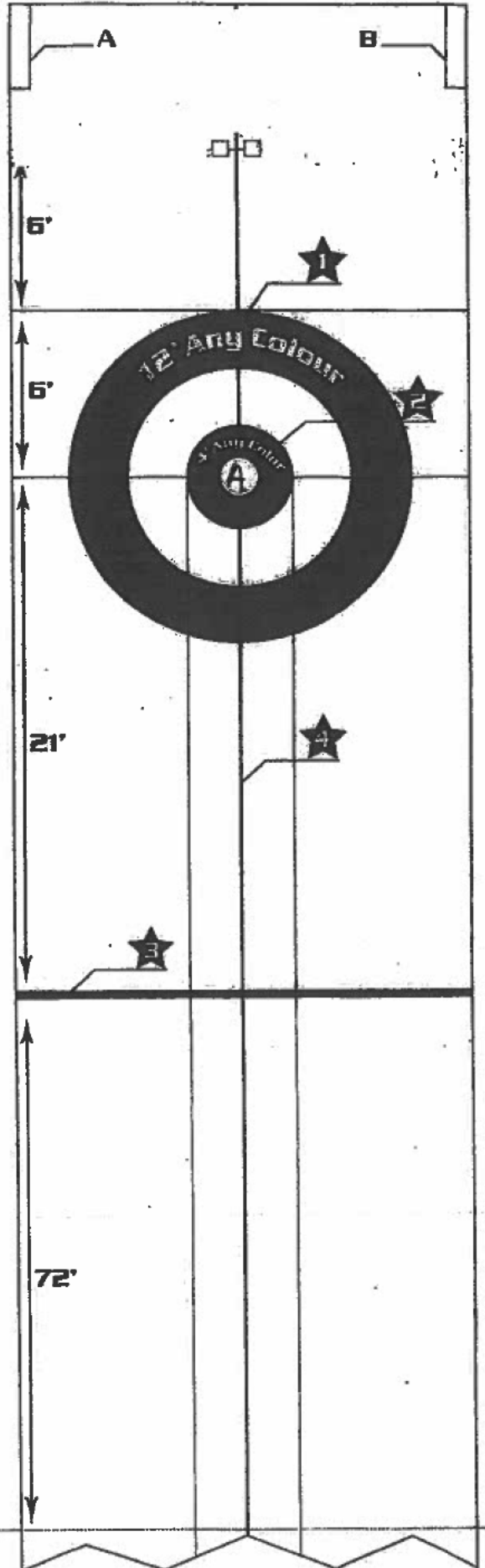
C. _____

SPECIAL INSTRUCTIONS:

- LITTLE ROCK RINGS
- SWEEPING LINES - RED
- DOUBLES MARKINGS (INCLUDING POWER PLAY)
- CURL LUNENBURG LOGO IN BUTTONS

TERMS AND CONDITIONS: Freight charges may apply. All orders will be provided with one colour proof. Orders will not be put into production without a signed authorization from the purchaser and/or club representatives.

DATE: _____ NO. _____



Lunenburg Curling Club
Balance Sheet As at 04/30/2022

ASSET

Current Assets		
Royal Bank Chequing	68,968.06	
CIBC 200 Club	3,860.67	
Canada Emergency Business A...	0.00	
Petty Cash	0.00	
Bar Float	500.00	
TDCT Term Deposits Building	42,540.26	
TDCT Term Deposits Operating	21,553.52	2
Total Cash		135,422.51
Accounts Receivable	20,341.78	2
Total Receivable		20,341.78
Prepaid Expenses		14,309.22
Total Current Assets		170,073.49
Inventory Assets		
Bar Inventory		1,085.36
Total Inventory Assets		1,085.36
TOTAL ASSET		171,158.85

LIABILITY

Current Liabilities		
Trade Payables		2,590.00
CEBA Loan Payable		60,000.00
EI Payable	85.87	
CPP Payable	212.12	
Federal Income Tax Payable	203.72	
Total Receiver General		501.71
HST Charged on Sales	2,149.78	
HST Paid on Purchases	-5,015.06	
HST Adjustments	0.00	
HST Owing (Refund)		-2,865.27
Total Current Liabilities		60,226.44
TOTAL LIABILITY		60,226.44

EQUITY

Club Equity		
Building Fund		45,724.01
Rock Fund		12,000.00
Lite Rock Fund		1,071.00
Club Equity - Previous Year		56,889.23
Current surplus (shortfall)		-4,551.83
Total Club Equity		110,932.41
TOTAL EQUITY		110,932.41
LIABILITIES AND EQUITY		171,158.85

Reviewed May 18/22

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Lunenburg Curling Club

Income Statement 05/01/2021 to 04/30/2022

REVENUE

Sales Revenue	
Membership Fees	47,634.13
Junior Membership	4,732.61
Bar Revenue	10,932.42
Advertising Revenue	5,270.00
Rental Income	20,302.17
Friday Fun Nights Revenue	200.00
Christmas Craft Show Revenue	0.00
Draws Revenue	2,582.50
200 Club Revenue	8,000.00
Sport NS Ticket Sales	0.00
Scallop Spiel Donations	0.00
General Fund Raisers	400.00
Business Spiel	0.00
Bob Mayo Memorial Champions...	782.61
Club Championsip	739.13
Grants Received	2,500.00
Donations other	1,916.15
Other Initiatives	15.00
Miscellaneous Income	22.50
Fundraising Income	3,375.00
Net Sales	<u>109,404.22</u>

Other Revenue	
Interest Revenue	446.61
Miscellaneous Revenue	1,121.71
Total Other Revenue	<u>1,568.32</u>

TOTAL REVENUE 110,972.54

EXPENSE

Cost of Goods Sold	
Bar purchases	3,689.66
Other Bar Expenses	676.21
Total Cost of Goods Sold	<u>4,365.87</u>

Payroll Expenses	
Wages & Salaries	12,286.34
EI Expense	271.78
CPP Expense	601.19
Casual Labour	2,277.75
Total Payroll Expense	<u>15,437.06</u>

General & Administrative Expe...	
Office & Postage	438.48
Insurance	11,167.88
Interest & Bank Charges	626.87
Property Taxes	2,856.58
Miscellaneous	154.95
Ice Maintenance	17,809.01
Building Maintenance	10,833.07
Housekeeping Supplies	935.88
General Club Expenditures	187.98
Unbudgeted Major Building Expe...	6,483.00
Kitchen Expenses	186.25
Telephone & Internet	1,162.76
Heat	7,550.54
Electricity	21,868.13
Water & Sewer	5,679.10
NSCA Member Fees	2,110.00
200 Club - Prizes	3,500.00

Luhenburg Curling Club
Income Statement 05/01/2021 to 04/30/2022

200 Club - Expenses	49.82
Other Initiatives - Expenses	39.00
Friday Fun Nights Expenses	0.00
Christmas Craft Show Expenses	0.00
Draws Expenses	1,007.41
Business Spiel Expenses	0.00
Bob Mayo Memorial Expenses	360.00
Club Championship Expenses	304.93
Fundraising Expenses	210.00
Donation	100.00
Total General & Admin. Expen...	<u>95,721.44</u>
TOTAL EXPENSE	<u>115,524.37</u>
NET INCOME	<u><u>-4,551.83</u></u>

Reviewed May 18/22

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