

TOWN OF LUNENBURG

COUNCIL MEETING AGENDA

Tuesday, November 14, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber



Notice: Council meetings are held in person at Town Hall. The public can attend meetings in person or view meetings through the Zoom livestream. Recordings of all meetings are available on the Town’s website. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi’kmaq people. We are all Treaty people.

3. APPROVAL OF AGENDA

3.1 November 14, 2023 Council Meeting Agenda

Draft motion: That Council approve the agenda for the November 14, 2023 meeting as presented.

4. APPROVAL OF MINUTES

4.1 October 24, 2023 Regular Meeting of Council Minutes

Draft motion: That Council approve the October 24, 2023 meeting minutes as presented.

5. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair

6. PRESENTATIONS

7. CORRESPONDENCE

7.1 Letter of Support Request: Atlantic Sea Change Co-operative Housing Ltd.

Draft motion: That Council provide a letter of support to Atlantic Sea Change Co-operative Housing Ltd. for its funding applications for the planning and pre-development, and capacity building aspects of its proposed affordable housing project within the Town of Lunenburg.

8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

Public hearings are to discuss planning and development-related matters and new or amended bylaws. Public Hearings are open for anyone to speak or submit written comments.

9. BUSINESS ARISING AND UNFINISHED BUSINESS

9.1 Snow Removal Policy – Decision

Draft motion: That Council repeal Policy #41, the Snow Plowing/Salting/Hauling Snow from Street Policy, and replace it with the new Snow Removal Policy as presented.

10. NEW BUSINESS

10.1 Purchasing Policy – Notice

Draft motion: That Council give notice to repeal the current Purchasing Procedures Policy and replace it with the new Purchasing Policy as presented.

10.2 Council Appointments to Committees – Annual Review

10.3 Deputy Mayor Appointment

Draft motion: That Council appoint _____ as Deputy Mayor until the last meeting of Council before the 2024 municipal election.

11. NOTICES OF MOTION/INFORMATION REQUESTS

12. IN CAMERA

12.1 Acquisition, sale, lease and security of municipal property (two items)

Draft motion: Moved and seconded that Council move in camera at _____ to discuss agenda item 12.1 Acquisition, sale, lease and security of municipal property as per the Municipal Government Act.

13. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

October 24, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Mayor Jamie Myra, Councillors Jenni Birtles, Stephen Ernst, Ed Halverson, Melissa Duggan and Susan Sanford (via Zoom)
Absent	Deputy Mayor Peter Mosher
Also present	Jamie Doyle, CAO Lisa Dagley, Director of Finance Tyson Joyce, Director of Public Works Arthur MacDonald, Director of Community Development Michael Best, Communications Manager Kayla Byrne, Municipal Clerk
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 October 24, 2023, meeting as presented. <p style="text-align: right;">Motion carried unanimously</p>
Approval of Minutes	Moved and seconded that Council approve the October 10, 2023 meeting minutes as presented. <p style="text-align: right;">Motion carried unanimously</p>
Public input for Council meetings	Rachel Bailey, a representative from the Lunenburg Academy Foundation, spoke about the Lunenburg Academy Cost Analysis, noting that the rental revenue for the year covers the operating costs and that the presented projected costs to the average taxpayer would only occur if the Town proceeds with all capital projects suggested for the next five years and if no other funding partners contributed additional funds. Bailey noted (LAF) will continue to contribute to the academy. Heather Smith-Langille expressed concerns over the 2021 rezoning of

lower Green Street per the Land-Use Bylaw.

Martin Salvador inquired about an update on a Council motion concerning the benefits of the Lunenburg RV Park and Campground.

Presentations None.

Correspondence None.

LUB Amendment: Provisions for Off-site Signage Staff summarized a report to amend the Land-Use Bylaw to accommodate businesses on land-locked properties served by a right-of-way to a street.

Council held a public hearing on the proposed amendment. No written or verbal submissions on the proposed amendment were received.

Moved and second that Council close the public hearing at 6:11 p.m.
Motion carried unanimously

Moved and seconded that Council give second and final consideration to the amendments to the Land-Use Bylaw, as presented in Attachment D, to allow for the erection of off-site ground signage for landlocked businesses.

Motion carried unanimously

Rezoning Upper Hall Street from Industrial Use Zone to Institutional Use Zone Staff summarized a report to amend the Land-Use Bylaw to change the zoning of Upper Hall Street (PID 60726403) from an Industrial (M) Zone to an Institutional (INS) Use Zone.

Council held a public hearing on the proposed amendment. Written submissions were included in the agenda package as a part of the minutes from the Planning Advisory Committee’s Public Participation Meeting. A member of the public also provided a verbal submission, inquiring about a traffic assessment, contact with the school, noise levels and air quality concerning the lot’s proximity to Stelia.

Moved and second that Council close the public hearing at 6:15 p.m.
Motion carried unanimously

Moved and seconded that Council give second and final consideration to the amendments to the Land-Use Bylaw, as presented in

Attachment E, to allow for the rezoning of Upper Hall Street (PID 60726403) to Institutional (INS) Use Zone.

Motion carried unanimously

Divestiture of Upper Hall Street

Staff summarized a report on the proposed divestiture of Upper Hall Street. Council received no comments from the public on this item.

Moved and seconded that Council direct staff to proceed with the divestiture of Upper Hall Street, known as PID 60726403, for the possible relocation of Harbour View Haven and authorize the CAO to enter into a Purchase and Sales Agreement and report back to Council.

Motion carried unanimously

Lunenburg Academy Cost Analysis

Staff summarized the Lunenburg Academy Cost Analysis, which details a projected five-year budget for the building, including operating expenses, revenues and project costs. Staff noted the analysis did not assume any future grants or alternative funding.

Councillors inquired about a municipal reserve for Lunenburg Academy.

Committees Policy: Repeal and Replace

Moved and seconded that Council repeal the Committees of Council Policy and replace it with the new Committees Policy as presented.

Motion carried unanimously

Repeal of Policies – Decision

Moved and seconded that Council repeal the following Town of Lunenburg policies:

1. Audit Procurement
2. Billings for the LDFD Non Fire Emergency Duties
3. Capital Contributions Electric Light
4. Cascade Systems Policy S C B A Air Refill
5. Development Agreements
6. Electric Light Utility Collection Procedure Policy
7. Emergency Spills Response
8. Fire Extinguisher Training
9. Information Technology Use
10. Loan of Town Equipment and Use of Town Labour by Outside Organizations
11. Motor Vehicle Evaluation and Replacement
12. Planning Applications

- 13. Public Works Department Risk Management
- 14. Recreation Dept Risk Management Strategy
- 15. Water Testing Procedure
- 16. Water Utility Collection Procedure Policy Statement
- 17. Complaints Process Policy
- 18. Installation and Verification of Water Electric Meters and Billing
- 19. Parking Meter Fees

Motion carried unanimously

Attendance update Councillor Sanford joined the meeting via Zoom at 6:49 p.m.

Lunenburg County Accessibility Advisory Committee (LCAAC) Appointment Moved and seconded that Council appoint Scott Lutes to the Lunenburg County Accessibility Advisory Committee for a two-year term.

Motion carried unanimously

Anti-Racism and Anti-Discrimination Inter-Municipal Agreement Moved and seconded that Council approve executing the Inter-Municipal Regional Anti-Racism and Diversity Agreement with the other units within Lunenburg County to provide for coordinated Anti-Racism and Diversity services as outlined in the agreement and that the Municipality of the District of Chester will host the position providing office space and support.

Motion carried unanimously

Snow Removal Policy – Notice Moved and seconded that Council give notice to repeal Policy #41, the Snow Plowing/Salting/Hauling Snow from Street Policy, and replace it with the new Snow Removal Policy as presented.

Motion carried unanimously

Victoria Road Water and Resurfacing Moved and seconded that Council approve a revised 2023/24 Water Utility Capital Budget for the Victoria Road Watermain Renewal project in the amount of \$430,000 with funding from the Water Utility's Depreciation Funds.

Motion carried unanimously

Moved and seconded that Council award the Victoria Road Resurfacing and Watermain Renewal Tender to Atlantic Road Construction and Paving for the amount of \$418,686 + HST.

Motion carried unanimously

Proposed Built Moved and seconded that Council direct staff to send a letter to the

Environment Accessibility Standard	NS Accessibility Directorate outlining the Town’s concerns with the NS Built Environment Standards as presented in Attachment A. Motion carried unanimously
Dares Lake Watershed and MODL 2040 Zoning	Moved and seconded that Council supports the Municipality of the District of Lunenburg (MODL)’s initiative to undertake and implement land use zoning provisions for the Dares Lake natural watershed area subject to MODL’s consideration of the comments presented in Attachment A. Motion carried unanimously
	Moved and seconded that Council direct staff to establish a source water protection advisory committee and terms of reference and invite MODL Council to consider joining the committee and reviewing the proposed terms of reference. Motion carried unanimously
In camera	Moved and seconded that Council move in camera at 7:28 p.m. to discuss agenda item 12.1 Acquisition, sale, lease and security of municipal property as per the Municipal Government Act. Motion carried unanimously
Recess	Before discussing any in camera items, the Mayor called a brief recess at 7:28 p.m.
Revert to open session	Council reverted to open session at 7:50 p.m. with no items to report.
Adjournment	There being no further business, the October 24, 2023 Council meeting adjourned at 7:50 p.m.

The minutes were read and approved.

From: [Cherie MacLeod](#)
To: [Kayla Byrne](#)
Subject: Atlantic Sea Change Co-operative Housing Ltd
Date: November 8, 2023 1:25:56 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor Jamie Myra, CAO Jamie Doyle and the council members of the Town of Lunenburg.

I represent Atlantic Sea Change Co-Operative Housing Ltd, or Sea Change for short. We are a registered non-profit cooperative, proposing to build thirty to forty units of at-cost housing at 150 Knickle Road Extension. Our Mission is to support a diverse, inclusive and welcoming community with responsibility to build and maintain safe, sustainable, non-profit housing. We aspire to live in a thriving, multi generational community that celebrates social connection, personal growth and living lighter on the land. Sea Change has offered social memberships to the public, and we currently have a membership of 34 households.

We're just beginning our work to determine whether we can create this community to meet our affordability targets. We will be going after CMHC financing for the bulk of the building, with the member-share purchase price being used to secure the property. Of our total number of units, we are intending to offer 30% of them as 'affordable' by CMHC standards at less than 80% of AMR for the Town of Lunenburg. Residents of those deeply affordable units would not be required to pay the member share cost that the other units' residents do. The intention is to make all the units monthly costs to be less than the AMR for ToL, which should be possible with our non-profit co-op model, with sharing ongoing costs for insurance, internet, streaming and news services, co-op buying group, car-share etc. We will also commit to a high efficiency build, lowering heating and cooling costs.

We have engaged a non-profit housing consultant to guide us in the process necessary to determine the feasibility of our proposed project. We are in discussion with architectural and engineering firms who have experience in multi-unit builds, as well as project management teams, who can phase the project and manage the day to day business of the project.

We are in the process of writing grant applications for Planning and Pre-development, and Capacity Building for this venture, and we would like to ask for a letter of support from the Town of Lunenburg. I am available for any follow-up questions you may have regarding this proposed project.

Kindest regards,

Cherie MacLeod
President

Subject: Snow Removal Policy – Repeal and Replace

From: Lisa Kendall, Municipal Engineer
Kayla Byrne, Municipal Clerk

Reviewed by: Tyson Joyce, Director of Public Works
Jamie Doyle, CAO

Date: October 24, 2023 – notice
November 14, 2023 – decision



Recommendation

That Council repeal Policy #41, the Snow Plowing/Salting/Hauling Snow from Street Policy, and replace it with the new Snow Removal Policy as presented.

Alternate recommendations

- Not approve the policy and keep the existing policy.
- Approve the new policy with amendments as directed by Council.

Background

Staff are conducting a review of all Town policies and bylaws. As the [Snow Plowing/Salting/Hauling Snow from Street Policy](#) is referenced annually for snow removal operations, it was deemed a priority for review.

Discussion

The current policy mostly reads as internal staff procedures and not necessarily a high-level policy of Council. The current policy also has outdated sections, referencing positions that no longer exist or practices that no longer occur.

By removing operational procedures from Council's policy, staff can more easily and quickly amend daily operational practices as required.

The current policy states that Lunenburg RCMP may enforce parking regulations, including moving or having vehicles towed if the vehicle obstructs snow removal operations on a street. While the RCMP may still enforce this as per their operating procedures, the proposed policy allows Town staff to have vehicles towed if the vehicle obstructs snow removal operations on a street. The proposed policy notes that Public Works Department staff will reasonably try to find the vehicle's owner and instruct them to move it before having the vehicle towed.

The proposed policy also aims to provide clear direction on the following:

- Setting priorities and standards
- Authorities and expenditures

- Communications of snow removal practices
- Claims for possible damage to private property caused by the Town during snow removal operations
- Responsibilities related to private driveways
- Roles and responsibilities

The proposed policy also notes that the Public Works Department will determine and approve the day-to-day snow removal operations (the operational procedures).

Strategic Plan Relevance

Internal Operations: Undertake a policy, procedure and bylaw review to enable implementation of CCP.

Relevant Legislation

Municipal Government Act (MGA): As per the MGA, there must be seven days' notice before a policy is approved or amended.

Financial

There are no financial impacts related to repealing and replacing this policy. Any reference to expenditures within the proposed policy is aligned with the annual budget and procurement processes.

Communications

The updated policy will be published on the Town's website if approved.

Attachments

- Proposed Policy

Snow Removal Policy

Date adopted by Council: **TBD**



1. POLICY STATEMENT

The Town of Lunenburg will provide snow clearing services for all municipal streets, sidewalks, and Town-owned or Town-managed parking lots. This policy helps ensure the safety, accessibility, and mobility of residents and visitors during winter weather conditions.

2. PURPOSE

This policy aims to define the responsibilities and objectives of the Town in the clearing of snow in the Town of Lunenburg.

3. APPLICABILITY

This policy applies to snow removal for streets, sidewalks and Town-owned or managed parking lots within the Town of Lunenburg.

4. GENERAL

Snow clearing operations are influenced by numerous variables that impact the practical implementation of any policies associated with them. These variables include, but are not limited to, the rate and volume of snowfall, temperature, wind speed, time of day, and staffing. Considering these variables, there will be times when the priorities or standards set by the Public Works Department related to this Policy will have to be adjusted by the management staff of the Public Works Department.

5. PRIORITIES AND STANDARDS

Through Operational Procedures approved by the Public Works Department, the Town will set priorities for the resources of the Public Works Department in clearing snow.

The Public Works Department will consider the following when setting priorities:

- The highest priority will be given to matters that affect the safety and security of the public and Town staff.
- Priority will be given to high-use areas over low-use areas within Town.

Through Operational Procedures approved by the Public Works Department, the Town will assign a priority level for all Town streets for snow clearing. In assigning these priority levels, the Public Works Department will assign higher priority to streets that:

- Have high use.
- Provide access and egress for emergency services.
- Provide access to critical institutional uses.

Through Operational Procedures approved by the Public Works Department, the Town will set standards for providing snow clearing. In setting these standards, the Public Works Department will ensure that the standards provide for reasonable safety and security of the public and staff.

6. AUTHORITIES AND EXPENDITURES

Any vehicle parked on a street that interferes with or obstructs snow removal or winter maintenance operations may be towed at the owner's expense, as directed by the Public Works Department. Public Works Department staff will reasonably try to find the vehicle's owner and instruct them to move it before having the vehicle towed.

When deemed necessary by the Public Works Department, the Town's Traffic Authority may enforce temporary parking bans between November 15 and April 15 each year.

Expenditures for snow clearing are under the authority of the Director of Public Works, who will endeavour to ensure expenditures are within approved budgets. In extreme conditions and when the safety of the public and staff requires it, the Director may make expenditures that will exceed the approved budgets. The Director will notify the Chief Administrative Officer immediately of any such expenditure.

7. COMMUNICATIONS

The Town will use various communication channels, including the Town's website and social media platforms, to share timely information regarding snow removal operations. Temporary street signage may be placed in affected areas, indicating the date and time of snow removal operations.

8. DAMAGE TO PRIVATE PROPERTY

At the discretion of the Director of Public Works, the Town will repair or cause to be repaired any damage to private property, which can be demonstrated to be a result of the Town's clearing of snow from streets and sidewalks. Claims for damaged property must be submitted in writing, addressed to the attention of the Director of Public Works, no later than June 30 for damage sustained during the preceding winter.

9. PRIVATE DRIVEWAYS

In clearing snow from streets and sidewalks by the Town, private driveways may be filled with snow due to plowing before or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways or walkways when this occurs.

10. ROLES AND RESPONSIBILITIES

Council: Council will approve an annual budget to clear snow and ice from the streets, sidewalks and public places within the Town of Lunenburg.

Chief Administrative Officer (CAO): The CAO will designate roles for staff to administer this policy and administrative or operational procedures.

Subject: Purchasing Policy
From: Lisa Dagley, Finance Director
Reviewed by: Kayla Byrne, Municipal Clerk
Date: November 14, 2023 – notice
November 28, 2023 – decision



Recommendation

That Council give notice to repeal the current Purchasing Procedures Policy and replace it with the new Purchasing Policy as presented.

Alternate recommendations

- Approve the proposed policy with amendments provided by Council.
- Not approve the proposed policy.

Background

The current dollar limits for both the Limited Value (“Small”) Purchase Orders and when a Request for Quotation (RFQ) is required are creating operational inefficiencies.

While staff are conducting a review of all Town policies and bylaws, a change to these dollar limits is seen as a priority to improve operational effectiveness. Along with these changes in dollar limits, staff have taken this opportunity to bring the policy into current formatting standards and removed sections that were procedural in nature.

A fuller review of the Purchasing Policy is necessary and will be undertaken in the upcoming months.

Discussion

The current [Purchasing Procedures Policy](#) provides for Limited Value (“Small”) Purchase Orders of \$750 + HST. Staff recommend this amount be increased to \$2,500 + HST.

For the Request for Quotations (RFQ), staff recommend increasing the lower limit to \$5,000 + HST vs the \$2,000 + HST currently in the policy.

These dollar amounts were last changed in January 2019, and the cost for goods and services has increased significantly since that time.

Emergency Purchasing: The current policy states that Council approval is required for emergency spending over \$10,000. The proposed policy removes this limit, allowing the CAO to make emergency expenditures quickly and efficiently when deemed an absolute requirement. Reporting emergency expenditures to Council remains a requirement.

Strategic Plan Relevance

Internal Operations: Undertake a policy, procedure and bylaw review to enable implementation of CCP.

Relevant Legislation

Municipal Government Act (MGA): As per the MGA, there must be seven days' notice before a policy is approved or amended.

Public Procurement Act: The act outlines the rules government and public sector entities must follow to ensure tenders for all goods, services, construction, and facilities follow regional, national or international trade agreements.

Financial

There are no financial impacts related to repealing and replacing this policy. Both the existing policy and the proposed policy carry out the necessary procurement of the approved annual Operating and Capital Budgets for the Town.

Attachments

Proposed Policy

Purchasing Policy

Date adopted by Council: **TBD**



1. POLICY STATEMENT

The Town of Lunenburg is dedicated to transparent, efficient, and fair purchasing that delivers value to our taxpayers and supports our local community.

2. PURPOSE

The purpose of this policy is to ensure that all purchases of goods, services, and construction by the Town of Lunenburg are conducted in a manner that is transparent, competitive, and efficient while ensuring value for taxpayers' money.

3. SCOPE

The Town of Lunenburg will:

- Comply with all applicable regional, national and international agreements and acts.
- Avoid dishonesty, corruption and favouritism in the procurement of Goods, Services and Construction

4. APPLICABILITY

This policy applies to all Town of Lunenburg employees involved in purchasing.

5. DEFINITIONS

For this policy and administrative procedures, the following definitions are provided:

“Emergency” refers to an unforeseen situation or event that requires immediate action to prevent harm to individuals, significant damage to property, substantial financial loss, disruption of essential services, or any circumstance contrary to the public interest if not addressed promptly. This includes situations where failure to act quickly could reasonably cause economic disruption or other detrimental impacts to the Town of Lunenburg and its residents.

“Purchase Order (PO)” is a formal document issued by a buyer to a seller, indicating the type, quantity, and agreed prices for products or services.

“Requisition Form” details the items or services requested, the reason for the purchase, the requested delivery date, and any other pertinent information. Once approved, it serves as the basis for generating a Purchase Order to a supplier.

“Request for Proposals (RFP)” is a formal document issued to potential suppliers, inviting them to submit proposals for a specific project or service. Unlike a Request for Quotations, which focuses on price, an RFP typically emphasizes the solution, approach, and methodology.

“Request for Quotations (RFQ)” is a formal document issued by a buyer to potential suppliers, inviting them to submit a detailed price quote for specific goods or services.

“Tender or call for tenders” is a formal, structured invitation to suppliers to submit a bid to supply products or services.

6. TENDERING, QUOTES AND PURCHASING

Purchases under \$5,000: For purchases below \$5,000 + HST, there's no need for a written Request for Quotations (RFQ) or tender calls. However, if the Purchasing Agent knows of multiple suppliers that might benefit the Town, an RFQ can be requested.

Purchases of \$5,000 – under \$10,000: For purchases over \$5,000 +HST but under \$10,000, a request for quotation (RFQ) should be sent to all known suppliers within reasonable limits if the product or service can be described in a fashion that fair quotations can be obtained.

Purchases over \$10,000: For purchases exceeding \$10,000 + HST, a Tender or Request for Proposals (RFP) will be published on the Town's website or other relevant websites. Additionally, if deemed beneficial for the Town, the Tender or RFP can be directly sent to known suppliers.

Exceptions: In cases where specialized products are available from only one supplier, a single-source quotation may be pursued. However, the Town can advertise these purchases to ensure transparency.

7. AWARDING TENDERS AND QUOTATIONS

Tenders or quotations valued at \$100,000 + HST or more require approval from Council. However, if Council has passed a resolution granting authority to staff, staff can award such tenders or quotations.

The Purchasing Agent will approve tenders or quotations under \$100,000 + HST unless Council directs otherwise through a motion.

8. LOCAL PREFERENCE

When prices are identical and factors like a vendor's past performance, delivery time, quantity, servicing, and quality of goods and services are comparable, suppliers will be chosen based on the following order of priority:

- Suppliers located within the Town of Lunenburg.
- Suppliers within the County of Lunenburg.

- Suppliers within Nova Scotia.
- Suppliers within the Atlantic Provinces.
- Suppliers elsewhere in Canada.
- Suppliers from other locations.

In evaluating the purchase price of items, the costs and potential delays associated with servicing the product will be factored in, ensuring the Town achieves the best overall value.

9. EMERGENCY PURCHASING

In an emergency, the CAO, Finance Director or designate is authorized to make reasonable and informed procurement decisions which they determine to be necessary to protect and fulfill the obligations of the Town or which involve a situation where failure to act could reasonably cause economic disruption or would cause other detrimental impacts to the Town of Lunenburg and its residents. These expenditures must be reported to Council.

10. GENERAL

No purchases of unbudgeted items are permitted unless deemed emergency in nature.

11. ROLES AND RESPONSIBILITIES

Council

- Approves the Town's operating and capital budgets.
- Approves tenders or quotations valued at \$100,000 + HST or more.
- Reviews emergency procurement decisions.

Chief Administrative Officer (CAO)

- Designates roles for staff to administer this policy and administrative or operational procedures.
- Designates a Purchasing Agent and alternates for the Town of Lunenburg.

ADMINISTRATIVE PROCEDURES

Purchasing Policy

Date approved by CAO: **TBD**



1. STAFF ROLES AND RESPONSIBILITIES

Director of Finance

- Will ensure a complete set of Procurement Guidelines is maintained to guide municipal staff in procuring Goods, Services and Construction in compliance with the Public Procurement Act and related regulations, this policy and procedures, and industry standards.

Purchasing Agent:

- May, with the CAO's and/or Finance Director's approval, suspend or revoke any employee's purchasing authority for violating this policy and administrative procedures.

Employees engaged in purchasing activities

- All employees engaged in purchasing activities will ensure that their sole priority is the best interests of the Town of Lunenburg.
- All employees who receive items purchased by the Town which are inconsistent in quantity or other ordering specifications must immediately inform their manager so they may address the issue.

2. PURCHASING AUTHORITY

The Purchasing Agent, the CAO or the Finance Director is authorized to purchase all items in the Town's Budget once approved by resolution of Council in compliance with this policy.

3. PURCHASE ORDERS

The Town of Lunenburg issues two types of Purchase Orders: Small Purchase Orders and Large Purchase Orders. A Large Purchase Order is required for any purchase exceeding \$2,500 + HST. A Small Purchase Order is required for all purchases under \$2,500 + HST.

All purchases made by authorized personnel must be made using a Purchase Order.

Purchase Orders should be issued before goods or services are received by the Town.

Staff must issue a confirmatory Purchase Order if emergency purchases are made outside of regular Town Hall hours.

Splitting purchases of identical or similar items to bypass the necessary tendering or quotation process is prohibited.

4. REQUISITION FORMS

A completed Requisition Form must be submitted to the Purchasing Agent when a request to purchase supplies or services requires a Purchase Order over \$2,500 + HST.

5. TENDERS AND REQUESTS FOR PROPOSALS (RFPs)

5.1 Initiating the Process

When public tenders or RFPs are necessary or beneficial for the Town, as judged by the Purchasing Agent, these steps will be followed:

The relevant manager or designated person will supply the Purchasing Agent with adequate details to draft a Tender Form, RFP, and any associated advertisements.

When external consultants or engineers are involved, they might draft the tender/RFP package and related advertisements adhering to their industry standards.

If there's a specific timeline for delivery, it should be specified by the staff member overseeing the purchase.

The Purchasing Agent will publish the tender or RFP notice in appropriate media outlets, such as official websites or local/provincial newspapers.

Staff might directly send the tender or RFP to recognized suppliers if it benefits the Town.

5.2 Submission Guidelines

Adequate time will be provided for potential bidders to receive, fill, and return the forms within the specified period.

Bids or proposals arriving after the deadline will only be considered if all participants have been granted a prior extension.

Faxed submissions are acceptable. Upon receiving, faxed submissions will be timestamped, sealed, and delivered to the Purchasing Agent.

In specific scenarios, a deposit may accompany the bid or proposal.

Only submissions on the official Town of Lunenburg forms are accepted. Extra pages can be added for comprehensive information.

5.3 Review Process

Tenders and proposals will be unsealed after the closing period. The opening will involve the Purchasing Agent and at least one other staff member, who will sign and date each submission.

After opening, tenders and proposals are handed over to the respective department for evaluation and recommendations.

5.4 Exceptions

The Purchasing Agent, with the approval of the CAO or Finance Director, may deviate from the Tender and RFQ process if they believe an alternative procedure is in the Town's best interest. For purchases over \$10,000, excluding HST, any deviations from this policy will be reported to the Town Council in the Budget variance report.

5.5 Decision making

For Tenders, the lowest qualifying bid that offers the Town the best value is usually chosen. But the Town can override any irregularity and has the discretion to accept or decline any bid. The lowest or any bid will not necessarily be accepted.

For RFPs, the Town selects the proposal with the most overall value, reserving the right to waive inconsistencies and accept or decline any proposal. The lowest or any cost proposal will not necessarily be accepted.

6. APPROVAL FOR PAYMENT

Goods or services authorized for purchase under this policy and administrative procedures and received in acceptable quality and quantity may be approved for payment by the relevant Manager, Finance Director, and/or CAO.

7. BUDGET OVERRUNS AND AUTHORIZATION

If necessary for operational purposes, components of a Department's Operating budget may be exceeded if the total Departmental Operating budget is not exceeded. Should this occur, it will be noted in the following Budget variance report with supporting reasons.

If a fee estimate is exceeded for goods or services, such as per unit pricing construction contracts or hourly fees, that are not within an approved budget limit, the prior authorization of the Purchasing Agent and CAO or Finance Director must be obtained before proceeding and the over-expenditure reported in the following Budget variance report to Council.

Subject: Council Appointments to Committees
From: Kayla Byrne, Municipal Clerk
Reviewed by: Jamie Doyle, CAO
Date: October 24, 2023



Recommendation

It is recommended Council review its appointments to various committees. If there are no changes, then a motion of Council is not required.

Alternate recommendations

- Change respective appointments.
- Remove Council representation from respective committees.

Background

Council appointments to various committees are reviewed each year.

Discussion

In October, councillors were asked to review their annual appointments to committees. Council has not suggested any changes.

To accommodate schedules and interests, Council may change its appointments or, for particular committees, may choose to remove Council representation altogether if it is believed Council representation is no longer beneficial or required.

Per inter-municipal agreements or provincial legislation, the following committees must have a Council representative:

- Lunenburg County Accessibility Advisory Committee
- Region 6 Solid Waste Management Committee
- Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee
- South Shore Regional Public Library Board

Council appointments are also required for internal TOL committees. All other committees with Council representation are optional.

Relevant Legislation

[Committees Policy](#)

Financial

There is no financial impact on the approved 2023/24 operating budget.

Communications

Staff will communicate any changes to any relevant boards or committees.

Attachments

Council's 2022/23 Committee Appointments.

Town of Lunenburg
Council appointments to Committees and Organizations
 2023



Internal Town Committees

Committee Name	Appointed Councillors
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Heritage Advisory Committee	Birtles, Ernst
Planning Advisory Committee	Ernst, Halverson, Sanford
Protective Services Committee	Duggan, Halverson, Mosher, Sanford

Inter-Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	Sanford	Duggan
Region 6 Solid Waste Management Committee	Halverson	Myra
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	Mosher, Myra	Sanford
South Shore Regional Public Library Board	Birtles	

Partner Committees

Organization Name	Appointed Councillor(s)
Trustees of Lunenburg Common Lands	Mosher
Lunenburg County Seniors Safety Advisory Partnership	Birtles

External Committees

Organization Name	Appointed Councillor(s)
Cultural Implementation Group	Mosher
Lunenburg Fishermen's Memorial Society	Mosher, Myra
Harbour View Haven	Birtles
Lunenburg Waterfront Association	Myra
South Shore Housing Action Coalition Committee	Duggan

Subject: Annual Deputy Mayor Appointment
From: Kayla Byrne, Municipal Clerk
Reviewed by: Jamie Doyle, CAO
Date: November 14, 2023



Recommendation

That Council appoint _____ as Deputy Mayor until the last meeting of Council before the 2024 municipal election.

Background

Each year Council appoints a Deputy Mayor to serve for one year.

To elect a Deputy Mayor, Council will hold an election at its November 14, 2023 meeting. The Mayor will ask Council for nominations. Consecutive terms as Deputy Mayor are permitted. If a nomination is accepted, the candidate's name(s) will stand for election by secret ballot to be scrutinized by the Municipal Clerk.

Per the Town of Lunenburg Role & Responsibilities of the Deputy Mayor, approved by a motion of Council in 2014, the Deputy Mayor's primary duties are as follows:

- Acts in the absence or inability of the Mayor or in the event of the mayor's office being vacant.
- Acts as and performs the duties of the Mayor in the Mayor's temporary absence.
- Attends events and meetings as may be required and requested by the Mayor.

Relevant Legislation

Municipal Government Act (MGA)

Financial

Regarding the annual appointment of a deputy mayor, there is no financial impact on the approved 2023/24 operating budget.

Communications

Staff will ensure any reference to the deputy mayor on municipal channels, like the Town's website, to reflect changes.