

MINUTES



Town of Lunenburg Council Meeting

Tuesday, July 12, 2022 at 6:00 p.m.
Council Chamber

PRESENT: Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Ed Halverson via Zoom
Councillor Susan Sanford

ALSO PRESENT: Ann Covey, Recording Secretary
Kelly Cunningham, Recreation Director
Lisa Dagley, Finance Director
Jamie Doyle, CAO
Trevor Hume, Planning Technician
Tyson Joyce, Town Engineer
Lisa Kendall, Municipal Engineer/Project Manager

ABSENT: Councillor Stephen Ernst

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m. and welcomed the Town's new CAO, Jamie Doyle.

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

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

3. Agenda

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

4. Minutes

Motion: moved and seconded approval of the Council meeting minutes of June 28, 2022 as presented. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Public Transit Feasibility Study – Gregg Curwin and Gary Ramey

Messrs. Curwin and Ramey reviewed the Public Transit presentation (Schedule A).

6. Correspondence, Petitions and Proclamations Consideration

- a. Community, Culture, Tourism and Heritage Grant Approval re: Arena Upgrades – for information
- b. Community, Culture, Tourism and Heritage Grant Approval re: Skate Park Upgrades – for information

7. Business Arising from the Minutes/Unfinished Business

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

- a. Project Lunenburg Steering Team June 15, 2022 Meeting Minutes – information
- b. Protective Services June 16, 2022 Meeting Minutes

6:21 p.m. Councillor Birtles declared a conflict and withdrew from the Council table.

Motion: moved and seconded that staff approach the vendor for the Fire Hall exhaust extraction system to request holding the price until September 30 and explore options for installation and payment over two fiscal years or hold installation and price until the next fiscal year. Staff are also asked to explore any possible grant opportunity for this piece of equipment (Schedule B).
Motion carried.

6:22 p.m. Councillor Birtles returned to the Council table.

9. New Business

- c. Capital Projects Status Update

The Town Engineer summarized his report (Schedule C).

Motion: moved and seconded to cancel the Armouries New Roof Capital Budget for fiscal 22-23.
Motion carried.

- d. Water Utility Purchase of Replacement Chlorinator

The Town Engineer summarized his report (Schedule D).

Motion: moved and seconded to increase the budget for the Replacement Chlorinator to \$11,800 (including net HST) for fiscal 2022-23 to be funded with the Water Utility's Depreciation Funds. Motion carried.

e. Electric Utility – Requirement for a Voltage Regulator

The Finance Director summarized her report (Schedule E).

Motion: moved and seconded to add a Voltage Regulator project to the 22-23 Electric Utility Capital Budget in the amount of \$250,000, with funding from a Capital borrowing. Motion carried.

f. Arena Capital Projects

The Finance Director summarized her report (Schedule F).

Motion: moved and second to consolidate the recreation 22/23 capital funding projects at the Arena including the Ice Resurfacers Room Renovations, Accessible Bathroom Renovations for Main & Dressing Rooms, and Accessible Entrance Improvements for a total of \$131,000. Motion carried.

g. Funding Request from LCLC for 2022 Canadian Tire Para Hockey Cup Championship

The Recreation Director summarized her report (Schedule G).

Motion: moved and seconded to reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671;and

to approve the Lunenburg County Lifestyle Centre a grant in the amount of \$2,000 for the 2022 Para Hockey Cup Championship. Motion defeated.

Motion: moved and seconded to approve the Lunenburg County Lifestyle Centre grant in the amount of \$1,000 for the 2022 Para Hockey Cup Championship. Motion carried.

h. Lunenburg Folk Harbour Society – Request for Noise By-law Exemption

Motion: moved and seconded to approve a Noise By-law “7. Grant of Exemptions by Council” for the Lunenburg Folk Harbour Festival’s main stage performances until midnight (12:00 a.m.) on the evenings of August 4-7, 2022 *and* pre-approve same for the 2023-2026 festivals (a total of five years) (Schedule H). Motion carried.

i. Public Transit Feasibility Study

Motion: moved and seconded that Council support the request from Gregg Curwin and Gary Ramey to conduct a business plan for the development of a public transit system in Lunenburg County (Schedule A). Motion carried.

10. Meet in camera (Nil)

11. Adjournment – Mayor

The meeting was adjourned at 6:54 p.m. by the Mayor.

Jamie Doyle
CAO

Overview of Public Transit Concept for Lunenburg County

Principals:	Gregg Curwin Gary Ramey
Fundamental Elements to be addressed:	Structure Logisites Operations
Timeline:	Immediate
First step	Feasibility study funded privately by principals
Accountability	Board of Stakeholders approved by principals
Need for service	Aging popuulation Rising petroleum prices Environmental concerns Economic concerns (employability, shopping)
Sustainability	The system MUST be sustainable. The principals are under no illusion that it will be profitable.

The principals are not volunteers: Under the proposed structure, remuneration, at levels commensurate with the principal's qualifications, will be paid for the considerable work required to insure the system is set up in an efficient, cost effective, professional, and sustainable way according to best business practices with transparency and accountability as guiding principles. The principals will be responsible for hiring qualified staff.

Pending acceptance of this concept, a more detailed and comprehensive plan will be formulated. Neither of the principals are interested in spending innumerable hours wasting time on a non-starter. It is the opinion of the principals that there has been much good work done by dedicated volunteers in the past, and the needs pointed out in their reports, have just continued to increase. The time for dithering has ended. The time for action is now. We are ready to proceed with a privately funded feasibility study now, detailing our plans, to be delivered to all four municipal units by September 30th, 2022. If accepted, we would want the pilot to begin in the Spring of 2023.

We wish to thank all the dedicated individuals who did so much high quality work in the past related to creating a public transit system in Lunenburg County. We also wish to thank you for meeting with us today.

Best wishes:

Gregg Curwin

Gary Ramey

Document No:
Meeting: Protective Services –
June 16, 2022
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MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA KENDALL, MUNICIPAL ENGINEER/PROJECT MANAGER

DATE: JUNE 9, 2022

**RE: REQUEST FOR PROPOSALS AWARD – FIRE HALL EXHAUST
EXTRACTION SYSTEM**

1. FACTS

The Fire Hall Vehicle Exhaust Extraction System Request for Proposals (RFP) closed on June 2, 2022. This report includes a recommendation to approve this RFP.

2. ISSUES AND OPTIONS ANALYSIS

The Fire Hall Vehicle Exhaust Extraction System RFP includes the supply, delivery, and installation of an overhead duct system with six (6) drop apparatus connections with auto release. The amount approved in the 2022/23 Capital Budget for the extraction system is \$60,000.

RFP Results

The following is a summary of the RFP prices submitted for the Fire Hall Vehicle Exhaust Extraction System, excluding HST.

Company	RFP Price (excluding HST)
Atlantic Air Cleaning Specialists	\$110,995.00

The submission exceeds the requirements of the RFP. The budget for this project was determined by staff including the Fire Chief and Fire Hall Superintendent. During the site visits for the RFP, it was brought to staff's attention that the originally budgeted exhaust extraction system was meant for garages and private homes and are manually operated.

The extraction system that Atlantic Air Cleaning Specialists have submitted is meant for emergency operations such as the fire hall. The proposed system provides virtually 100%

source capture of the fire truck exhaust and removes the dangerous vehicle exhaust from the second the grabber is attached to the truck exhaust pipe and the pressure sensor is activated at the threshold of the bay door. It continues while the truck is backed up and turned off and then re-engages when the truck is turned on and then automatically disengages at the threshold of the door while exiting the station. There are several fire stations on the South Shore and throughout Nova Scotia that are using the proposed system.

The RFP price is available for acceptance until August 31, 2022.

3. FINANCIAL IMPACT

The amount approved in the 2022/23 Capital budget for the Fire Hall Exhaust Extraction System is \$60,000, funded 50/50 District and Town (Town portion from Capital Reserves) including the net HST. The submission from Atlantic Air Cleaning Specialists is \$115,800 including net HST. Thus, an additional \$65,000 is required to execute this project, including contingency, for a total revised budget of \$125,000.

Both the District and the Town will need to approve the increase in the budget with 50/50 cost sharing.

4. STRATEGIC PLAN RELEVANCE

This project is part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the Committee approve the following draft motions:

Draft Motions:

Moved and seconded to recommend that Lunenburg Town Council increase the budget for the Fire Hall Vehicle Exhaust Extraction System for fiscal 2022-23 to \$125,000 subject to the District 1 and 2 Fire Commission also approving the budget increase and 50/50 cost sharing.

Moved and seconded to recommend that Lunenburg Town Council award the Fire Hall Exhaust Extraction System RFP Atlantic Air Cleaning Specialists for the price of \$110,995 plus HST, subject to the 50/50 cost sharing approval by District 1 and 2 Fire Commission.

Acknowledged only by:

Kevin Malloy
Interim CAO

Document No:
Meeting: Council – July 12/22
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MEMORANDUM

TO: TOWN COUNCIL

**FROM: TYSON JOYCE, TOWN ENGINEER AND
LISA KENDALL, MUNICIPAL ENGINEER/PROJECT MANAGER**

DATE: JUNE 30, 2022

RE: CAPITAL STATUS UPDATE

1. FACTS

The first Capital Status Update for fiscal 22-23 was provided at the June 14, 2022 Council meeting. Based on Council inquiries, Staff are providing further updates for projects at risk for fiscal 22-23.

2. ISSUES AND OPTIONS ANALYSIS

Projects in the current year's Capital Budget include:

- **Green St Sidewalk Renewal** (Consultant is Eastpoint) – currently in preliminary design phase. Design expected to be complete in early September. The Design work will include Class A cost estimates for this project. Unfortunately, this project has both budget and timeline risk and may require construction deferral to fiscal 23-24. Staff will be able to provide a further update on this project once the design and cost estimate is completed in early September.
- **Duke St & Prince St Street Reconstructions** (Consultant is Englobe) – currently in preliminary design phase. Design is expected to be complete in mid/late July and then Tendering, with construction likely to commence in early September. At this time this project does not have timeline risk but could still have budget risk based on the current market conditions. A further staff report on these Street Reconstruction projects will be prepared once the Tender period is complete, which is anticipated to be during August.
- **Tannery Rd Watermain Replacement** (Consultant is CBCL) – revisions were needed to the existing design to incorporate the required temporary water and also CSK-05 storm separation work along Tannery Road. On further review, Staff have determined it is necessary to Tender this work rather than Public Works staff performing the work due to complexity of scope and expected duration of the

overall work. Moving to contracted resources will ensure Public Works staff have the maximum opportunity to complete their annual operating maintenance on sidewalks, street patching, etc. The change to contracted services will impact timelines but still anticipated to be completed during the 2022 construction season but current market conditions may impact budget. When this project was included in the Water Utility's 22-23 Capital Budget it should have been noted that it had the potential to impact the Tannery Road Sidewalk project. It is expected that the Watermain Replacement/Storm Separation work could start some time in September and have a duration of 6-8 weeks.

- **Tannery Rd Sidewalk Construction** (Consultant is Able) – currently in preliminary design phase. Design expected to be complete in mid/late July. As noted above the schedule for this work will be impacted by the Tannery Rd Watermain Replacement work and as a result the construction portion of this projected will not be able to be completed in fiscal 22-23. The design work will still be completed this year, so that we can be ready to Tender and construct early in fiscal 23-24 to better take advantage of market factors.
- **Repair to Spillway at Dares Lake** (Consultant is Gemtec) – Staff recommend that this project be put on hold until the Water Withdrawal Approval Renewal is completed. This will give Staff the exact requirements of ecological maintenance flow (EMF). It is also anticipated that a Watercourse Alteration Permit will be required. The Consultant considers that delaying this work into 2023 poses low risk to key components of the Town's water supply system.
- **New Roof at Armouries Building** – Since winter Staff have had an opportunity to determine that the condition of the existing roof at the Armouries is fine. The small leak has been patched and this project can be cancelled for fiscal 22-23.

3. **FINANCIAL IMPACT**

As noted above.

4. **STRATEGIC PLAN RELEVANCE**

Capital Construction Projects are part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

Draft Motion:

Moved and seconded to cancel the Armouries New Roof Capital Budget for fiscal 22-23.

Attachments –
Summary of 2022-23 Capital Projects

Acknowledged only by:

Lisa Dagley
Acting CAO

Town of Lunenburg 22-23 Capital Status Report as of June 30, 2022

22-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		Status/General Comments
						Budget Risks	Timeline Risks	
CAPITAL CONSTRUCTION								
\$115,000	Green St Sidewalk Renewal	Tyson, Lisa K.	RFP Complete	Eastpoint: \$29,170 +HST	50% Design: 04-Aug-22 Final Design: 25-Aug-22 Tender Out: Start Construction:	*	*	Currently in preliminary design phase. Design expected to be complete in early September. This project has both budget and timeline risk and may require construction deferral to fiscal 23-24. Staff will be able to provide a further update on this project once the design and cost estimate is completed in early September.
\$300,000	Duke St (Lincoln to Townsend) & Prince St (Cumberland to Fox) Reconstruction	Tyson, Lisa K.	RFP Complete	Englobe: \$17,200	50% Design: 27-Jun-22 Final Design: 18-Jul-22 Tender Out: 25-Jul-22 Start Construction: 29-Aug-22	*		Currently in preliminary design phase. Design is expected to be complete in mid/late July and then Tendering, with construction likely to commence in early September. At this time this project does not have timeline risk but could still have budget risk based on current market conditions.
\$145,000	Tannery Rd Sidewalk Construction	Tyson, Lisa K.	RFP Complete	ABLE: \$22,100 +HST	50% Design: 22-Jun-22 Final Design: 20-Jul-22 Tender Out: 03-Aug-22 Start Construction: 24-Aug-22	*	*	Currently in preliminary design phase. Design expected to be complete in mid/late July. The schedule for this work may be impacted by the Tannery Rd Watermain Replacement work. Current market conditions also put the project at budget risk.
\$215,500	Tannery Rd Watermain Replacement	Tyson, Lisa K.	RFP Complete	CBCL: \$19,000 +HST	Summer/Fall 2022	*		The consultant is revising the existing design to incorporate the required temporary water and also CSK-05 storm separation work. On further review, staff have decided it is necessary to Tender this work rather than Public Works staff performing the work due to complexity of scope and expected duration of the overall work.
\$40,000	Water Line Loop Connection at Harbourview and Morash	Lisa K.	Drafting RFP			*	*	Staff drafting and advertising RFP for engineering and legal survey.
\$60,000	Chlorinator (Building Improvements)	Lisa K.	Tender Complete	Dexter: \$24,400 +HST	July/August 2022			Dexter indicated that they have a crew in our area and they should be able to complete this work sooner than later. Once the date is received by Staff, the execution date will be added to this table.
\$160,000	Repair Spillway Dares Lake	Tyson, Lisa K.					*	Staff recommend that this project be put on hold until the Water Withdrawal Approval Renewal is resolved. This will give Staff the exact requirements of ecological maintenance flow (EMF). Staff considers it likely this work will be pushed back to Summer 2023 due to the expected requirements of a Watercourse Alteration Permit. The Consultant considers that delaying this work into 2023 poses low risk to key components of the Town's water supply system.
\$15,000	Raw Water Pumphouse Waterproof Foundation	Lisa K.						
\$30,000	Armouries - New Roof	Lisa K.						Since winter Staff have had the opportunity to determine that the condition of the existing roof at the Armouries is fine. The small leak has been patched and this project can be cancelled for fiscal 22-23.
\$60,000	Fire Hall Vehicle Exhaust Extraction System	Lisa K.	RFP Closed, Evaluating			*		Staff following up with additional questions.
\$35,000	Arena Ice Resurfacer Room Renos	Lisa K., Kelly C.	RFP Closed, Evaluating			*		Staff Report (July 12 Meeting)
\$70,000	Arena Bathroom Upgrades	Lisa K., Kelly C.	Draft RFP Sent to Finance			*		Complete work mid August to end of September
\$26,000	Arena Entrance Upgrades	Lisa K., Kelly C.	Draft RFP Sent to Finance			*		Complete work mid August to end of September
\$335,000	Bluenose Drive Sewer Lining	Ian	Tender Complete	Eastern Trenchless: \$198,500 +HST	September 2022	*		There is a backlog in production of the liners, and they will be produced at the end of August. The Contractor can install the liners as soon as they arrive.
\$60,000	CSK-05 (Storm Diversion) Tannery/Knickle/Green	Tyson, Lisa K.			Summer/Fall 2022	*		To be done in coordination with watermain replacement
\$20,000	Catch Basin Repair - West Nova Parking Lot	Lisa K.	Preparing Req for Materials		Summer 2022			Public Works In-House Project
\$31,500	Manhole Cover Upgrades	Lisa K.	Complete	IMP Foundry Group: \$9,282 +HST	Installation: Summer 2022			Manhole covers delivered. Public Works to install
\$44,000	Skate Park Upgrades	Lisa K., Kelly C.						Gazebo: Public Works In-House Project
\$25,000	Tree Planting	Heather, Lisa K.			Tree Planting: September 2022			The location of 25 trees have been identified. A consultant, Coastal Action, will be assessing the 25 tree locations the week of July 4th to determine the required species. Trees to be ordered once the assessment has been completed.
\$30,000	Hwy 103 Community Identity Signs	Heather						With DTR for approval.

Town of Lunenburg 22-23 Capital Status Report as of June 30, 2022

22-23 Budget	Project Name	Project Lead	Procurement Status	Purchase Order(s)	Execution Date(s)	Project has		Status/General Comments
						Budget Risks	Timeline Risks	
\$14,000	Cricket Modifications to Baseball Field	Kelly C.	Complete	Flicx: \$5,898 +HST	Mid July			Grant approved. RFP complete, due to arrive middle of July.
SUBSTANTIAL OPERATING								
\$10,000	Crack Sealing - Streets	Lisa K.	RFQ Complete	Road Savers Maritime Limited: \$1.10/ft	Summer 2022			Crack Sealing - Contractor
\$3,000	Crack Sealing and Asphalt Repairs - Recreation Parking Lot	Lisa K.	RFQ Complete	Road Savers Maritime Limited: \$1.10/ft	Summer 2022			Crack Sealing - Contractor Asphalt Repairs - Public Works In-House Work
\$50,000	Sidewalk Maintenance (Labour & Materials)	Lisa K.	Complete	South Shore Ready Mix: \$173.55/cu yard	Ongoing			Public Works In-House Work
\$50,000	Asphalt Patching	Lisa K.	Complete	Dexter: max \$50,000	Ongoing			Public Works In-House Work
\$6,000	Water Leak Study	Tyson, Lisa D.						
\$5,500	Water Fire Flow Study	Tyson, Lisa D.						Flow meter has been ordered.
	Fire Hall Heat Pump Shelters	Lisa K.			Fall 2022			
	Meter Upgrades to Lift Stations	Cali, Lisa K.			Ongoing			Rous Brook, Tannery Rd, Young St NSPI site investigations coordinated by Cali
\$6,800	Line Painting	Lisa K.	Complete	NSBS: \$3,648 +HST	Summer 2022			Public Works In-House Work
	Fire System Annual Tests/Inspections	Lisa K.						Fire Alarm Testing - Complete Fire Extinguisher Inspection - Complete Sprinkler Testing
\$5,500	Bandstand Retaining wall	Lisa K.			Summer 2022			Public Works In-House Work
\$5,000	Pneumatic Cleaning System on Intake System WTP	John M., Lisa K.						
	Universal Water Metering	Tyson, Lisa D.						Preparation work in anticipation of 23-24 project kick off
PROCUREMENT								
\$115,000	Tannery Rd Sidewalk - Land Purchases	CAO, Lisa D.						
\$202,000	Replacement of Chev 02 Salt Truck & Plow	Lisa D.	Complete	Silver's Garage: \$188,954 +HST	Expected delivery: Spring 2023			Truck is ordered
\$36,350	Replacement of 2002 F150 1/2 ton	Lisa D.	Complete	Steele Chev: \$32,754 +HST	Delivered			Vehicle Received
\$694,600	Fire Freightliner Rescue (02) #4 Replacement	Lisa D.	Complete	PO Issued				Truck is ordered
\$141,500	Fire Utility (99) #7 Replacement	Gary	Complete	PO Issued				Truck is ordered
\$40,000	Replacement of 2008 Van	Lisa D.	Complete	Steele Chev: \$28,576 +HST	Delivered			Vehicle Received
\$225,000	Dresser Loader (86) Replacement	Lisa D.	Complete	Wilson Equip: \$219,000 +HST	Delivered			Vehicle Received
\$14,000	Snow Push Blade for Backhoe	Lisa K.	Complete	Wilson Equip: \$22,425 +HST		*		Combined with the budget for the Trackless Flail Mower/Wheels
\$16,000	Trackless Flail Mower/Wheels	Lisa K.						Deferred to another year (June28 meeting)
\$20,000	EDI - Interpretive Panels	Heather						
\$5,500	Spare Industrial Hot Water Tank	John M., Lisa K.	Complete					Ordered
\$6,500	Spare Sigma Pump for Soda Ash System	John M., Lisa K.	Complete					Ordered
\$3,500	Spare Siemens Free Chlorine Online Probe	John M., Lisa K.						
\$9,500	Replacement Chlorinator	John M., Lisa K.				*		Spare for emergency only (Report July 12)
STUDIES/ASSESSMENTS								

Document No:
Meeting: Council – July 12/22
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MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: JUNE 24, 2022

**RE: WATER UTILITY REQUEST FOR CAPITAL BUDGET INCREASE -
PURCHASE OF REPLACEMENT CHLORINATOR**

1. FACTS

The processes for the Water Treatment Plant (WTP) require four (4) V10K chlorine gas feeders be available to operate at all times. Two are used for pre-chlorination of the filtered water and two used for secondary chlorination of the distribution water leaving the plant.

Staff require a 22-23 capital budget increase approval to proceed with the purchase of the chlorine gas feeder. This gas feeder would be able to be substituted in for any of the other existing feeders in the process in case any breakdown, maintenance, etc.

2. ISSUES AND OPTIONS ANALYSIS

The purchase of a new chlorine gas feeder was included in the 2022/23 Water Utility Capital Budget in the amount of \$9,500 (including net HST).

A quote was recently obtained from the Supplier for the chlorine gas feeder. The current price is \$11,800 (including contingency and net HST).

There are no other Suppliers with the chlorine gas feeders that are compatible with the Town's WTP infrastructure.

3. FINANCIAL IMPACT

The amount approved in the 2022/23 Water Utility Capital budget for the Replacement Chlorinator is \$9,500 funded with Depreciation Funds.

Staff recommends that the amount of the 22-23 Capital budget be increased by \$2,300 to allow the purchase of the chlorine gas feeder. The Water's Utility's Depreciation Funds are available to cover this additional cost.

4. STRATEGIC PLAN RELEVANCE

This project is part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

Moved and seconded to increase the budget for the Replacement Chlorinator to \$11,800 (including net HST) for fiscal 2022-23 to be funded with the Water Utility's Depreciation Funds.

Acknowledged only by:

Lisa Dagley
Acting CAO

Document No:
Meeting: COUNCIL JULY12-22
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File: Budget 2022-23

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: JUNE 30, 2022

RE: ELECTRIC 22-23 CAPITAL ADDITION REQUEST – VOLTAGE REGULATORS

1. FACTS

During the winter of 2021/22 customers experienced low voltage in the Blue Rocks area. It is expected that the load on the feeder serving Blue Rocks will grow which will result in lower voltage than they are presently experiencing.

The Blue Rocks area's voltage can be below the CSA standard of 110 at the customers service entrance. All transformers in the Blue Rocks area are at their maximum tap (boost) and customers are still experiencing low voltage. The addition of voltage regulators will boost the voltage in the area within the acceptable CSA voltage range.

2. ISSUES AND OPTIONS ANALYSIS

As customers in the Blue Rocks area are below the CSA voltage limit of 110 V deferral of this project is not an option.

Reducing load on the feeder by offloading the feeder has been considered and will be implemented in conjunction with this to mitigate the issue until the voltage regulators arrive, but there is not sufficient offload capacity available to fully address the low voltage.

Converting the feeder to a higher voltage is not practical due to a lack of a 12kV or 25kV source in the Lunenburg electric system and the extent of line experiencing low voltage. In addition, the rebuild required for a voltage conversion on the effected sections would not be the lowest cost option should a higher voltage source be constructed.

A spare voltage regulator is included in the project, as these are custom built regulators for a voltage unique to only Lunenburg Electric.

3. FINANCIAL IMPACT

At the time of the 22-23 Electric Capital Budget preparation this project's details were not fully scoped or costed and therefore staff are requesting this be added to the 22-23 Electric Capital budget at a cost of \$250,000.

The project costs include charges to install 4 spans of Conductor, poles for a 3ph Regulator Platform and install Regulators. The cost of 150 amps regulators at 3300V are \$58,500 each plus tax, three + one spare are required.

The Electric Utility's depreciation reserves have all been allocated to other projects resulting in this project requiring funding from debt.

4. STRATEGIC PLAN RELEVANCE

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

5. RECOMMENDATION AND DRAFT MOTION

To approve the following draft motion:

DRAFT MOTION:

Moved and seconded to add a Voltage Regulator project to the 22-23 Electric Utility Capital Budget in the amount of \$250,000, with funding from a Capital borrowing.

Acknowledged only by:

Lisa Dagley
Acting CAO

Document No:
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MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: JUNE 28, 2022

RE: ARENA CAPITAL PROJECTS: BUDGET ALLOCATIONS

1. FACTS

The 22/23 Capital Budget has three approved capital projects for the Lunenburg War Memorial Arena:

i.	Ice Resurfacer Room Renovations	\$35,000
ii.	Accessible Bathroom Renovations for Main & Dressing Rooms	\$70,000
iii.	Accessible Entrance Improvements	<u>\$26,000</u>
		<u>\$131,000</u>

The Town has received a grant in the amount of \$40,000 towards these projects from the Department of Communities, Culture, Tourism and Heritage's "Rink Revitalization" Stream of the Recreation Facility Development Program.

2. ISSUES AND OPTIONS ANALYSIS

A Request for Proposals was issued and even with a deadline extension only one proposal was submitted in the amount of \$52,095. This is \$17,095 higher than the budgeted amount. It is requested to have the three Arena projects consolidated into one project budget. Staff will complete as many items as possible within the budgeted amount in a priority order determined by staff.

The new Olympia machine does not fit in the existing resurfacer room. As the new machine purchased was a like-for-like machine (same brand and model as the previous machine), it was believed that the new machine was going to fit in the existing room. With the lack of space around the machine there is now a staff safety issue, as there is only 1 inch on either side of the machine to enter/exit the room and therefore this work needs to be completed before next ice season.

3. **FINANCIAL IMPACT**

There is no additional funding requested. Staff are requesting a consolidation of funds in the current Arena capital budget projects. The Request for Proposals for the Arena washrooms and accessibility entrance will soon be posted. Once submissions are received, staff will be able to evaluate how to best execute the remaining funding.

There is no financial impact on the Provincial grant funding, as the approved amount is “to assist with capital costs for accessibility and holding bay upgrades for Lunenburg War Memorial Arena” and will be allocated as such.

4. **STRATEGIC PLAN RELEVANCE**

Strategic Direction

- ***Culture & Recreation:*** A town where all community members have access to cultural and recreational experiences.

5. **RECOMMENDATION AND DRAFT MOTION**

Approved the following draft motion:

Motion: moved and second to consolidate the recreation 22/23 capital funding projects at the Arena including the Ice Resurfacers Room Renovations, Accessible Bathroom Renovations for Main & Dressing Rooms, and Accessible Entrance Improvements for a total of \$131,000.

Acknowledged only by:

Lisa Dagley
Acting CAO

Document No:
Meeting: Council – June 28,
2022
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MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: JUNE 28, 2022

**RE: COMMUNITY GRANTS: FUNDING REQUEST FROM LCLC FOR 2022
CANADIAN TIRE PARA HOCKEY CUP CHAMPIONSHIP**

1. FACTS

The Town of Lunenburg accepts applications for the Community Grants Program annually with the deadline of March 31. At the April 26, 2022 Council meeting, Council approved the following motion:

Motion: moved and seconded that Town Council approve the 2022-23 Community Grants in the amount of \$14,921 and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves.

The budget was originally \$20,000 before the motion above, now it is \$17,500. There is currently \$1,329 unexpended in the grant budget.

2. ISSUES AND OPTIONS ANALYSIS

The Lunenburg County Lifestyle Centre (LCLC) in Bridgewater requested funding via a letter on June 3, 2022 in the amount of \$2,000. The grant would be used towards the 2022 Canadian Tire Para Hockey Cup at the LCLC from November 27 to December 3, 2022 after being postponed for two years due to COVID-19.

As noted above this event has been delayed two years due to Covid. Council has previously approved to support this event before it was Covid delayed (fiscal 2020/21 = \$1,000) and (fiscal 2021/22 = \$2,000).

The 2022 Canadian Tire Para Hockey Cup, which was re-branded from the World Sledge Hockey Challenge in 2018, will highlight the world's top para teams. This is the second time that these high caliber athletes will be competing at the LCLC as Bridgewater previously hosted the cup in 2016. The Para Hockey Cup is a regional event and an

opportunity for all community members, especially those who experience a disability, to see world class competition in the local communities.

Option 1: Reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671 and approve a grant in the amount of \$2,000.

Option 2: Approve a grant in the amount of \$1,000.

Option 3: Do not approve a grant.

3. FINANCIAL IMPACT

As previously noted, there is currently \$1,329 unexpended in the Grants Budget. There is also \$2,500 in the Operating Reserves.

4. STRATEGIC PLAN RELEVANCE

Guiding Principles:

- We facilitate strong social connections and citizen engagement, locally and beyond.
- We work to ensure a sense of belonging, acceptance and value for all in our community.

5. RECOMMENDATION AND DRAFT MOTION

To approve the following draft motions:

Draft Motions:

Moved and seconded to reverse the Operating Reserves transfer from the Community Grant funding in the amount of \$671.

Moved and seconded to approve the Lunenburg County Lifestyle Centre a grant in the amount of \$2,000 for the 2022 Para Hockey Cup Championship.

Attachments –

Schedule A – LCLC Funding Request Letter

Schedule B – Community Grants Policy

Acknowledged only by:

Lisa Dagley
Acting CAO



LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
135 North Park St
Bridgewater NS B4V 9B3
Ph: (902) 530-4100 Fx: (902) 530-3733
www.lclc.ca

June 3, 2022

To: Lunenburg County Partner Municipalities

RE: 2022 Canadian Tire Para Hockey Cup Championships New Dates

After having the Canadian Tire Para Hockey Cup postponed for two years due to Covid, The Lunenburg County Lifestyle Centre has received confirmation that the event will be going forward in Bridgewater November 27 to December 3rd 2022.

The community building and economic benefits of this international event are significant and we kindly request your support in bringing it back to our region.

The amounts requested are:

Town of Mahone Bay - \$750
Town of Lunenburg - \$2,000
District of Chester - \$5,000
Town of Bridgewater - \$5,000
District of Lunenburg - \$7,500

The Host Committee thanks you in advance for your positive consideration of our application and encourage any questions be directed to me at the email listed below.

Kind Regards,

Kent Walsh

General Manager

Lunenburg County Multi-Purpose Centre Corporation
135 North Park St Bridgewater NS B4V 9B3
(902) 530-4101 Kent.Walsh@lclc.ca

#74. TOWN OF LUNENBURG PROCEDURAL POLICY:**COMMUNITY GRANTS PROGRAM**1.) Purpose

The Municipal Government Act [section 65 (au)] states: council may expend money required by the municipality for a grant or contribution to a:

- society within the meaning of the Children and Families Services Act,
- mental health clinic in receipt of financial assistance from the Province,
- exhibition held by an educational institution in the municipality,
- club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- day care licensed under the Day Care Act,
- registered charitable organization,
- village,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

The Town of Lunenburg ("Town") has created this Policy to identify the process, terms and criteria which will be used to consider grants to non-profit organizations for community development.

2.) Objectives

- (a) To identify on an annual basis the total amount that the Town will provide in grants.
- (b) To establish a process for applying for grant money which is fair and consistently applied, as well as process by which the Town will consider grant requests.
- (c) To identify criteria upon which grant applications will be evaluated.

3.) Budget Amount

On an annual basis, the Town will identify an amount to be allocated for grants. Council will set the budget during the budget process. As a guide this amount could be 0.5% of total Town operating revenue for the preceding fiscal year.

4.) Application Process

- (a) All grant applications will be considered as part of Council's annual budget process.

- (b) The deadline for grant applications for the April 1 - March 31 fiscal year will be March 31 of the preceding fiscal year. Applications received after this date will only be considered if there are still grant budget funds unallocated after the Town's Budget is approved.
- (c) All grant applications (**Schedule "A"**) must include a financial statement of the last fiscal period, which indicates revenue sources for the organization, a budget for the current fiscal year and proposed funding project.
- (d) Council will consider the outcome of a previous year's grants to an organizations re-applying in subsequent years to assist in determining the likelihood of future success.

5.) Criteria

- (a) Only non-profit organizations, or individual Town residents under exceptional circumstances for non-profit activities, e.g., participation in a Provincial, national, etc. athletic competition, are eligible to apply for a grant. Preference will be given to such organizations in the Town of Lunenburg.
- (b) The non-profit organization must be either an incorporated body or a registered charity.
- (c) When considering grant applications, priority will be given to organizations which provide programs or services on a Town-wide basis, or to a significant portions of the Town's population.
- (d) All non-profit organizations will have to show financial need to receive funding.
- (e) Requests for in-kind grants for Town of Lunenburg services will be considered by Council and are subject to staff and equipment availability.

6.) Post Grant Reporting

- (a) Successful grant applicants will provide Council with a brief report confirming that the grant monies were used for the requested purpose and describe the outcomes achieved.

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>February 3, 2015</u>	
Date of Passage of Current Policy: <u>February 10, 2015</u>	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: _____

Primary Contact Person: _____

Daytime phone number (Work Cell Home): _____

Mailing Address: _____

Fax Number: _____ E-mail Address: _____

Organization Website: _____

1. Amount of funding requested: \$ _____

In-kind Town of Lunenburg services requested: _____

2. The organization is a:

NS registered society name _____

Registered National Charity name/# _____

Other (please describe) _____

3. The geographic area serviced by the organization is: _____

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

5. How will the community benefit from the funds received?

Please include the following information with your completed application:

- Financial Statements from your last fiscal year.
- Budget for the current fiscal year.
- Project budget and funding sources summary.
- Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Chief Administrative Officer
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, brenton@explorelunenburg.ca

From: Chris Anderson <[REDACTED]>
Sent: June 28, 2022 11:24 AM
To: Heather McCallum <hmccallum@townoflunenburg.ca>
Subject: Noise By-Law extension request

To whom it may concern:

As found in 6 (5) of **TOWN OF LUNENBURG BY-LAW #58**, the Lunenburg Folk Harbour Society (LFHS) requests a Noise By-Law #58 extension to before midnight on August 4, 5, 6, 7 for the 2022 Lunenburg Folk Harbour Festival (LFHF) evening Main Stage Tent performances held on 11 Blockhouse Hill Road, Lunenburg, NS.

Chris Anderson
Director, Site Chairperson
Lunenburg Folk Harbour Society
Cell: [REDACTED]