

TOWN OF LUNENBURG  
**COUNCIL MEETING AGENDA**  
Tuesday, April 9, 2024 | 6 pm  
Lunenburg Town Hall – Council Chamber  
120 Townsend Street



**NOTICE:** Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

**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 April 9, 2024 Council Meeting Agenda

**Recommendation:** That Council approve the agenda for the March April 9, 2024 meeting as presented.

**4. APPROVAL OF MINUTES**

4.1 March 26, 2024 Council Meeting Minutes

**Recommendation:** That Council approve the March 26, 2024 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
- Comments and questions are limited to items on today's agenda

**6. PRESENTATIONS**

**7. CORRESPONDENCE**

7.1 Proclamation Request: Heart Failure Awareness Week – Heart & Stroke Nova Scotia

**Recommendation:** That Council proclaim May 5 to 11, 2024, as Heart Failure Awareness

Week in the Town of Lunenburg.

## **8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS**

*Public hearings are held to discuss planning and development items and new bylaws or changes to existing bylaws. They are open to anyone to speak or submit written comments. Public hearing process:*

- Staff will provide an overview of the agenda item
- Staff will answer questions from Council
- The meeting be opened to the public for questions
- Each person is limited to 5 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Once the public hearing is closed, no further questions or comments on the matter will be received

8.1 Amendment: By-law to Repeal Certain By-laws – public hearing & 2<sup>nd</sup> (final) reading

**Recommendation: That Council approve the second and final reading of the Amended By-law to Repeal Certain By-laws as presented.**

8.2 Amendment: Public Places By-law – public hearing

## **9. BUSINESS ARISING AND UNFINISHED BUSINESS**

9.1 Special Events Policy – Decision

**Recommendation 1: That Council approve the Special Events Policy as presented.**

**Recommendation 2: That Council repeal the Annual Town Parade Approval Procedure Policy.**

**Recommendation 3: That Council approve the second and final reading of the amended Public Places By-law, By-law #55, as presented.**

9.2 Blockhouse Hill Design Project: Design Option 1.2 Town Square Hybrid – information report

9.3 Cultural Tourism Economic Impact Study and Plan

**Recommendation 1: That Council approve using the \$50,000 allocated to developing an economic impact study/analysis and the \$137,000 received from the Atlantic Canada Opportunities Agency to develop a Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan.**

Recommendation 2: That Council direct Staff to develop Terms of Reference for a Cultural Tourism Working Group toward completing a Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan.

## **10. NEW BUSINESS**

### **11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

11.1 Comprehensive Report for Short-Term Housing – Notice given by Mayor Myra on March 26, 2024

Recommendation: That Council direct staff to prepare a comprehensive report on the Town's responsibilities and options concerning short-term housing and that this report addresses potential taxing and zoning options and an evaluation of both positive and negative impacts of short-term housing within the Town of Lunenburg.

### **12. MOTION ACTION LIST**

### **13. IN CAMERA**

13.1 Personnel Matter

Recommendation: That Council move in camera at \_\_\_\_\_ to discuss agenda item 13.1 Personnel Matter per the Municipal Government Act.

### **14. ADJOURNMENT**

TOWN OF LUNENBURG  
COUNCIL MEETING MINUTES

March 26, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present Mayor Jamie Myra, Deputy Mayor Stephen Ernst, Councillors Ed Halverson, Melissa Duggan, Jenni Birtles, Peter Mosher and Susan Sanford

Also present Jamie Doyle, CAO  
Lisa Dagley, Director of Finance  
Lisa Kendall, Municipal Engineer  
Hilary Grant, Director of Community Development  
Michael Best, Communications Manager  
Kayla Byrne, Municipal Clerk

Call to Order The meeting was called to order at 6 p.m.

Land acknowledgment It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.

Approval of Agenda Moved by Councillor Mosher, seconded by Councillor Birtles, that Council approve the agenda for the March 26, 2024 meeting as presented.

**Motion carried unanimously**

Approval of Minutes Moved by Councillor Mosher, seconded by Councillor Halverson, that Council amend the approved January 23, 2024 minutes to include the following motion, which was accidentally omitted from the minutes:  
Moved by Councillor Mosher, seconded by Councillor Halverson, that Council direct staff to work with MacKay-Lyons Sweetapple Architects Ltd. on drafting development rules based on Design Option 1: Town Square with possible road connection of Creighton Street and Sawpit Road. Motion approved unanimously.

**Motion carried unanimously**

Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the March 12, 2024 meeting minutes as presented.

**Motion carried unanimously**

Public Input and Questions	<p>The Mayor noted that starting at the April 9, 2024 Council meeting, the agenda's public input and questions section will be reserved solely for agenda items rather than being open to all municipal matters.</p> <p>Paula Rennie commented and inquired about the proposed Blockhouse Hill development.</p> <p>Alison Strachan inquired about how the Town intends to proceed with accessibility improvements beyond built-form improvements in accordance with the Accessibility Act.</p>
Attendance update	<p>Councillor Duggan joined the meeting at 6:07 p.m.</p>
Lunenburg Electric Harbour – ABCO	<p>Prior to any discussion on this item, Mayor Myra declared a conflict of interest, as one of his family members works for ABCO. Mayor Myra removed himself from the Council table. Deputy Mayor Ernst assumed chairing responsibilities.</p> <p>Michael Huskison, Director of ABCO Industries, spoke to ABCO's request that Council approve, on behalf of the Lunenburg Electric Utility, an application to the NSUARB for regulation amendments to accommodate the company's Electric Harbour Project. Staff indicated that the Electric Utility likely does not have the resources to accommodate this request.</p> <p>Mayor Myra resumed chairing responsibilities.</p>
Alternative Voting By-law – 2 <sup>nd</sup> reading & public hearing	<p>Staff summarized the intent of the updated Alternative Voting By-law. No written or verbal submissions were received for the public hearing for this by-law.</p> <p>Moved by Councillor Mosher, seconded by Councillor Duggan, that Council approve the second and final reading of the Alternative Voting By-law as presented.</p> <p style="text-align: right;"><b>Motion carried unanimously</b></p>
Budget Increase Request – Fire Hall Roof Repairs	<p>With respect to this request, councillors inquired if the District 1 &amp; 2 Fire Commission would share these costs. Staff confirmed that the Commission had declined an initial cost-sharing request.</p> <p>Moved by Councillor Mosher, seconded by Councillor Halverson, that Council approve a revised 2024/25 Capital Budget amount of \$100,000</p>

for the Fire Hall Roof Repairs project, with funding from Deed Transfer Taxes.

**Motion carried unanimously**

Budget Increase  
Request and  
Tender Award

Moved by Councillor Halverson, seconded by Councillor Mosher, that Council approve a revised 2024/25 Capital Budget amount of \$250,000 for the Townsend Retaining Wall Repairs project, with funding from debt financing.

**Motion carried unanimously**

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council award the Townsend Street Retaining Wall Repair project to J. Mason Contracting Limited for \$170,307 +HST.

**Motion carried unanimously**

Proposed Joint  
Police Advisory  
Board for  
Lunenburg County

Staff summarized a report on the proposed creation of a Joint Police Advisory Board for Lunenburg County.

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council support the creation of a Joint Police Advisory Board comprising the Municipality of the District of Chester, the Municipality of the District of Lunenburg, the Town of Mahone Bay and the Town of Lunenburg and authorize the mayors/warden to write a joint letter to the provincial Department of Justice requesting Ministerial approval for a joint board.

**Motion carried unanimously**

2023/24 Budget  
Variance (Capital  
& Operating)

Council received, for information, the 2023/24 Budget Variance (Capital & Operating) to Jan. 31, 2024.

2024 Provincial  
Volunteer Award  
Representative

Moved by Deputy Mayor Ernst, seconded by Councillor Sanford, that Council designate Donelda Richard as the 2024 Provincial Volunteer Award Representative for the Town of Lunenburg.

**Motion carried unanimously**

Notice of Motion  
& Updates

Moved by Councillor Halverson, seconded by Councillor Sanford, that Council direct staff to seek periodic updates from the South Shore Housing Action Coalition (SSHAC) and the South Shore Open Doors Association (SSODA) to be included, for information, in Council agenda packages.

**Motion carried unanimously**

It was noted that repair work is scheduled to start shortly on the public stairs and walkway between the Grand Banker Bar and Grill and the Admiral Benbow Trading Company on Montague Street, following damage from a car accident last year. Work is expected to be completed in June. Staff indicated it will also identify other areas in the Town that could benefit from additional road safety measures.

It was noted that work on the Tannery Road sidewalk is scheduled to begin in mid to late April.

Mayor Myra presented a notice of motion, directing staff to return to Council with a report on municipal responsibilities and municipal options for short-term housing. This report should consider taxing and zoning options and positive and negative impacts.

Staff noted that a report declaring the lands of Blockhouse Hill surplus was scheduled to be presented to Council at the March 26, 2024 meeting. However, to ensure the Council has sufficient information to make any decisions, staff stated it needed more time to create a more comprehensive report. The next report on Blockhouse Hill, including tax implications associated with each possible design option, is scheduled for the April 9, 2024 Council meeting.

Motion Action List Council received its motion action list.

Adjournment There being no further business, the March 26, 2024 Council meeting adjourned at 6:50 p.m.

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The minutes were read and approved.



Heart & Stroke – Nova Scotia  
5657 Spring Garden Road  
Parklane Mall, Level 3  
Halifax, NS  
B3J 3R4

March 14, 2024

His Worship, Jamie Myra  
Mayor of Lunenburg  
119 Cumberland Street  
Lunenburg, NS  
B0J 2C0

Dear Sir,

On behalf of the Heart Failure Awareness Committee of the Canadian Heart Failure Society, we are pleased to be reaching out to request your partnership in advancing a municipal proclamation to acknowledge May 5 - 11, 2024, as Heart Failure Awareness Week.

The attached draft of the proclamation highlights heart failure as a debilitating condition affecting over 750,000 Canadians every year, including about 18, 240 people over 40 years old right here in Nova Scotia. Heart failure is expected to cost Canada \$2.8 billion a year by 2030.

Thank you in advance for your support in raising awareness of heart failure through this municipal proclamation. We value the continued partnership in our shared priority of improving the health of people in Lunenburg.

Should you have any questions, please reach out to Hilary Richardson-Murphy, Senior Advisor of Health Policy and Systems at [hilary.richardsonmurphy@heartandstroke.ca](mailto:hilary.richardsonmurphy@heartandstroke.ca).

Sincerely,

A handwritten signature in black ink that reads "K. Greene".

Katie Greene  
Senior Vice President,  
Nova Scotia, PEI, and  
Newfoundland and Labrador  
Heart & Stroke

A handwritten signature in blue ink that reads "K. Anderson".

Dr. Kim Anderson, MD, FRCP(C), MSc  
Assistant Professor of Cardiology,  
Cardiologist Advanced Heart Failure,  
Transplantation & Mechanical Circulatory  
Support Nova Scotia Health Authority,  
Halifax Infirmary  
Member, Canadian Heart Failure Society

Enclosure

PROCLAMATION  
HEART FAILURE AWARENESS WEEK

**WHEREAS** over 750, 000 people of all ages in Canada are living with heart failure<sup>i</sup>, and heart failure is expected to cost the Canadian economy \$2.8 billion per year by 2030<sup>ii</sup>, and

**WHEREAS** people with heart failure experience debilitating symptoms such as shortness of breath, swelling and exhaustion, and people who care for those with heart failure are often overwhelmed and stressed, and

**WHEREAS** the Canadian Heart Failure Society is an organization of volunteer cardiovascular professionals and patients who work hard to improve care for patients with heart failure in close collaboration with the Heart & Stroke Foundation of Canada, the Canadian Cardiovascular Society, the Canadian Council of Cardiovascular Nurses, the Canadian Association of Cardiovascular Prevention and Rehabilitation, the HeartLife Foundation, and the Québec Heart Failure Society, and

**WHEREAS** initiated by the Canadian Heart Failure Society and its partner organizations, Canadian Heart Failure Awareness Week is now celebrated across Canada to improve awareness of and education on heart failure, and

**WHEREAS** Heart Failure Awareness Week is an opportunity to raise awareness of the causes of heart failure and the impact it has on individuals living with heart failure and on their caregivers;

NOW KNOW YE THAT We do by these presents proclaim and declare that May 5 - 11, 2024, shall be known as

**“Heart Failure Awareness Week”**

in the Town of Lunenburg.

i. Canadian Chronic Disease Surveillance System (CCDSS), Public Health Agency of Canada, 2017 data, age 40 yrs +, released Dec 2021: <https://health-infobase.canada.ca/ccdss/data-tool/Comp?G=00&V=11&M=5>

ii. Falling short: How Canada is failing people with heart failure— and how we can change that, 2022 Spotlight on Heart Failure, Heart & Stroke. Released February 1<sup>st</sup> 2021: <https://www.heartandstroke.ca/-/media/pdf-files/canada/2022-heart-month/HS-Heart-Failure-Report-2022-FINAL.ashx>

**Subject:** Amendment: By-law to Repeal Certain By-laws – 2<sup>nd</sup> (final) reading  
**From:** Kayla Byrne, Municipal Clerk  
**Date:** March 12, 2024 – 1<sup>st</sup> reading  
April 9, 2024 – proposed 2<sup>nd</sup> reading & public hearing



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### Recommendation

That Council approve the second and final reading of the Amended By-law to Repeal Certain By-laws as presented.

### Alternatives

- Propose amendments to the by-law, such as removing some by-laws or adding others.
- Not approve the amended by-law.

### Background

Staff are examining all Town of Lunenburg by-laws to confirm their relevance and compliance with current Town practices. This review of existing by-laws is ongoing, and the Council should anticipate future recommendations for repealing or amending by-laws.

To repeal by-laws, there are two options:

1. Repeal the by-law in a subsequent by-law that replaces it (“repeal & replace”).
2. Pass a by-law that specifically repeals the by-law or numerous by-laws you want to cancel.

The Town of Lunenburg has a specific bylaw, the [Bylaw to Repeal Certain Bylaws](#), designed to repeal numerous bylaws. To proceed with repealing the bylaws as suggested in this report, Council has the option to modify this overarching bylaw by adding the names of the bylaws targeted for repeal.

**This proposed by-law received first reading on March 12, 2024. Staff have not received any written submissions regarding the proposed by-law.**

### Discussion

Staff have identified three by-laws that should be repealed:

[Skateboard and Similar Device By-law \(approved in 2003\)](#): The Town’s [Public Spaces By-law](#) regulates skateboards and similar devices in public places within the Town of Lunenburg. It is staff’s recommendation that a separate by-law is not required. Further, the Motor Vehicle Act regulates helmet use requirements for bicycles, scooters, skateboards, etc. This requirement does not need to be included in a separate Town by-law.

[A By-law Respecting Drains \(last amended in 1991\)](#): This is obsolete and does not reflect the Town's current practices. Through the [Land-Use By-law](#), the [Subdivision By-law](#) and other operational

processes, the Town ensures that all properties accessible to the public sewer system are adequately connected through operational procedures and processes, making this outdated by-law unnecessary.

[Prevention of Fire By-law \(last amended in 1984\)](#): This by-law, now considered outdated, primarily focuses on preventing fires within buildings and ensuring the correct management and storage of combustible and explosive materials, such as gunpowder. Such regulations are not typically within the purview of municipal laws. For instance, while National Resources Canada limits the quantity of gunpowder that can be stored in a residence, this town by-law permits the storage of a slightly larger amount than the federal regulations allow. The Town's existing [Burning By-law](#) addresses the type of fire safety regulations commonly enforced by municipalities, including rules on brush burning and fire pits.

### **Strategic Plan Relevance**

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

### **Relevant Legislation**

Municipal Government Act

### **Financial**

There are no financial impacts related to approving this bylaw.

### **Communications**

As per requirements outlined in the MGA, following first reading, a notice of intent of this bylaw will be published in the LighthouseNow newspaper at least 14 days before Council considers a second and final reading.

### **Attachments**

- Proposed Amended Bylaw to Repeal Certain Bylaws

## **TOWN OF LUNENBURG**

### **BYLAW TO REPEAL CERTAIN BYLAWS**

#### **1. TITLE**

This Bylaw may be cited as the “Bylaw to Repeal Certain Bylaws” or the “Repeal Bylaw.”

#### **2. ENACTMENT**

Be it enacted by the Council of the Town of Lunenburg under the authority of the Municipal Government Act of the Province of Nova Scotia, SNS 1998, c. 18, as amended from time to time, or successor legislation that the following Town of Lunenburg bylaws be repealed in their respective entirety:

Bylaw #63: Automatic Machines By-law

Bylaw #47: Council Expense By-law

Bylaw #37 Curfew By-law

Bylaw #10 Engineer By-law

Bylaw #17 Lock-up House By-law

Bylaw #7 Officers By-law

Bylaw #21 Penalties By-law

Bylaw #36 Sewer Charge By-law

Bylaw #12 Signature of Debentures By-law

Bylaw #13 Public Meeting By-law

Bylaw #14 Plebiscite By-law

Bylaw #9 Town Solicitor By-law

Bylaw #24 Town Property By-law

Bylaw #33 Zoning By-law Advertising By-law

Bylaw #1 Interpretation By-law

**Amendment to add:** Bylaw #53 Town of Lunenburg Skateboard and Similar Device Bylaw

**Amendment to add:** Bylaw #35 A Bylaw Respecting Drains

**Amendment to add:** Bylaw #29 A Bylaw Respecting the Prevention of Fire

#### **3. PREVIOUSLY REPEALED BYLAWS**

**Bylaw to Repeal Certain Bylaws**

Adopted by Council: July 11, 2023

Town of Lunenburg Bylaw #42, a Bylaw to Repeal Certain By-laws, repealed the following bylaws:

- Ch. 11 - Assessor
- Ch. 20 - Closing of Shops
- Ch. 21 - By-laws for Barber Shops in the Town of Lunenburg
- Ch. 27 - Building By-law of the Town of Lunenburg
- Ch. 28 - Plumbing
- Ch. 31 - The Mobile Bome Parks By-law
- Ch. 32 - Trailers
- Ch. 33 - Automatic Machines
- Ch. 34 - Public Billiard Rooms and Bowling Alleys
- Ch. 36 - Chimney Sweeps

All previously repealed bylaws as noted in Section 3 remain repealed under this bylaw.

**4. REPEALS AND REPLACES**

This bylaw repeals and replaces the Town of Lunenburg’s Bylaw #42, a Bylaw to Repeal Certain By-laws.

**5. EFFECTIVE DATE**

This bylaw, Bylaw to Repeal Certain Bylaws, is effective on the date of approval and adoption below.

**TOWN OF LUNENBURG**  
**Clerk’s Annotation for Official Bylaw Book**

**Bylaw:** Bylaw to Repeal Certain Bylaws

**Date of first reading:** June 13, 2023

**Advertisement of notice of intent:** June 21, 2023

**Date of second reading:** July 11, 2023

**Advertisement of the bylaw approval:** July 19, 2023

**A certified copy of the bylaw was mailed to the Minister of Municipal Affairs:** July 20, 2023

This bylaw comes into effect on the day the bylaw approval was advertised unless otherwise stated in the bylaw.

I certify that this bylaw was adopted by Council and advertised as indicated above.

\_\_\_\_\_  
Municipal Clerk  
Date: July 20, 2023

**Subject:** Special Events Policy – Decision  
**Prepared by:** Kayla Byrne, Municipal Clerk  
**Date:** March 12, 2024 – policy / 1<sup>st</sup> reading to amend by-law  
April 9, 2024 – decision/ 2<sup>nd</sup> reading and public hearing to amend by-law



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## Recommendation

That Council approve the Special Events Policy as presented.

That Council repeal the Annual Town Parade Approval Procedure Policy.

That Council approve the second and final reading of the amended Public Places By-law, By-law #55, as presented.

## Alternatives

- Direct staff to make amendments to the proposed Special Events Policy.
- Direct staff to further amend the Public Places By-law, By-law #55.
- Make no changes.

## Background

The regulations for special events are outlined in the [Public Places By-law](#). Under this by-law, individuals planning public events or temporary activities in public spaces must apply for a Special Events Permit. Applications are directed to Council if no similar event permit has been issued within the last five years. When a similar event has been conducted within the last five years, the Chief Administrative Officer (CAO) approves the Special Events Permit. The CAO can either issue the permit with previous terms or refer it to the Council for adjustments, noise exemptions, or at their discretion. Despite the by-law stating that the CAO can approve annual events, TOL practice has been to seek Council approval on each permit application, including ones that have minimal effect on the community, such as renting a green space for a small wedding.

**Council gave notice of this policy at its March 12, 2024 meeting. At this same meeting, Council gave first reading to the amended by-law. Staff have not received any written submissions regarding the proposed policy or by-law amendments.**

## Discussion

Staff are proposing to remove the special events section from the Public Places By-law and that Council approve a new Special Events Policy. Unlike the current by-law, the proposed policy provides more in-depth regulations on restricted events, the refusal of an event, accessibility, special events signage, waste management, etc.

Further highlights from the proposed policy include:

- *Approval structure:* The proposed policy recommends that Community Development staff review and approve all permit applications. Council sets the high-level policy that dictates what is and is not allowed for special events and approves any in-kind support and any noise by-law exemption requests.
- *Town Supported Community Events and Rates:* The proposed policy, in Appendix A, clearly sets out what community events the Town will support through in-kind services. The events in Appendix A are annual events that the Town has supported for years. The monetary amounts in Appendix A are based on the cost these in-kind services typically cost the Town each year. Community events not included in Appendix A or services beyond the monetary amounts set out in Appendix A will have to pay for any Town services or make a formal request to Council to have fees waived.
- *Special Events Definition:* This proposed policy clearly defines a special event, differentiating them from more straightforward rental agreements such as a facility or park rental with minimum impact on the community, such as a small event without road closures, music, signage, etc. For example, an event wholly contained within the Community Centre, like a craft fair, would only need a facility rental agreement, not a Special Events Permit.
- *Special Events Guide:* To assist organizers, a Special Events Guide has been developed to accompany the policy, providing information on additional permits needed for food or alcohol, among other things.

Repealing the [Annual Town Parade Approval Procedure Policy](#): This policy has not been updated since 1993. It is outdated, referencing the Town of Lunenburg Police Chief for parade approvals. The proposed policy ensures the Director of Public Works approves all street closures associated with public events.

Amending the Public Places By-law: As noted above, the rules for Special Event Permits are currently within the Public Place By-law. Should Council decide to proceed with the proposed policy, this section would not be necessary. Additionally, in the future, as a part of the Town's policy and by-law review, staff recommend that this by-law be further reviewed and amended. Before the more comprehensive review, staff suggest additional edits, including removing references to "vending" or vending activities. Staff recommend that the logistics of vending be dealt with solely in the vending by-law to avoid possible contradictory clauses and confusion. The amended by-law also removes reference to the Municipal Streets and Sidewalks By-law because TOL has no such by-law.

### **Strategic Plan Relevance**

Undertake a policy, procedure and bylaw review.

**Relevant Legislation**

Municipal Government Act – S. 47

**Financial**

There is minimal financial impact associated with passing this policy. The Town Supported Community Events and Rates (Appendix A) are events the Town already supports annually. The cost of Town services for events not outlined or beyond the scope outlined in Appendix A is the event organizer's responsibility.

**Communications**

Per the Municipal Government Act (MGA), new policies or policy amendments require seven days' notice before approval. Amendments to by-laws require a first and second reading at least 14 days apart and must be advertised in the local media. The Town uses Lighthouse Now for advertising.

**Attachments**

- Proposed Special Events Policy
- Proposed Amended Public Places By-law (showing edits)
- Proposed Amended Public Place By-law (final version)
- Special Events Guide

## Special Events Policy

Date adopted by Council: **TBD**



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### 1. POLICY STATEMENT

The Town of Lunenburg aims to foster a dynamic and welcoming community by promoting and supporting special events that enhance the experiences of both residents and visitors.

### 2. PURPOSE

This policy and its accompanying administrative procedures provide a framework for effectively managing and approving special events and parades on Town-owned lands such as parks, green spaces and streets.

### 3. APPLICABILITY

This policy and its accompanying administrative procedures apply to all special events and parades, as defined in this policy, held on Town-owned lands such as parks, green spaces and streets.

### 4. SCOPE

*“Special Event”* means a sporting, cultural, business or another activity that occurs for a fixed duration beyond the scope of a Town-owned facility rental. Special events can also be a parade, march, run or any procession of people or vehicles moving through a public place, such as Town streets and sidewalks, for an event.

*“In-kind Town services”* refer to the non-monetary support and resources provided by the Town of Lunenburg to facilitate and enhance the execution of special events and parades.

Organizers must submit a Special Event Permit application for any event that meets one or more of the following criteria:

- a) Impact on public services or safety: Events that are likely to require town services, such as traffic control, public safety measures, waste management, or impact regular town operations.
- b) Large attendance: Events expecting an attendance of over 250 people during the event.

- c) Street or road closures: Any event that requires the closure of town streets or affects normal traffic flow.
- d) Special circumstances: The Town reserves the right to require a Special Event Permit for any event that, in the opinion of the Town, poses potential risks or has significant implications for the Town and/or its residents.

Unless deemed required due to a special circumstance as noted above, events held entirely in a town-owned facility and following the terms of a standard facility rental agreement do not require a Special Events Permit.

## **5. FEES AND TOWN SERVICES**

There is no application fee for a Special Event Permit.

Town services may include parking, traffic control, road closures, parking or meter bagging, electrical services and waste collection following the event. The Town may also supply picnic tables, staging, bleachers, and waste receptacles.

To support longstanding annual community events, Council will waive fees for requested in-kind Town services and possible facility rentals for certain events up to a maximum cost as outlined in the Town Supported Community Events and Rates (Appendix A). This policy and Appendix A do not include direct financial support to event organizers. In instances where in-kind service fees have been waived but the Town cannot fulfill the request due to the event's scale, staffing, or other logistical challenges, the Town reserves the right to outsource these services to a third-party organization at its discretion and within the approved amount as outlined in Appendix A or specified by a motion of Council. Additionally, if an event organizer requires services beyond those offered as in-kind by the Town, they are responsible for securing and financing these additional services.

Appendix A will be reviewed annually by Council. Amendments to the Town Supported Community Events and Rates (Appendix A) require a motion of Council but do not require an amendment to this policy.

Town Supported Community Events (Appendix A) organizers must still submit all relevant event permit applications, including a Special Events Permit application.

Council may consider requests to waive in-kind Town service fees for not-for-profit community events not included in the Town Supported Community Events and Rates (Appendix A).

If Council does not waive fees before an event, event organizers must pay for Town services and support, with costs determined by staff and provided to organizers after they submit their application.

## **6. RESTRICTED EVENTS/ACTIVITIES**

The Town appreciates and encourages a diverse range of events. However, due to potential risks to health and safety, the following activities are not permitted:

- Any activity that may cause damage to parks, roads, venues or any other Town-owned or maintained property.
- Any activity that involves undue risk.
- Any activity that violates Town of Lunenburg by-laws or other provincial or federal laws.
- The promotion of derogatory, prejudicial, harmful to or intolerant of any specific group or individual.
- Is otherwise deemed inappropriate by the Chief Administrative Officer (CAO).

## **7. REFUSAL OR CANCELLATION OF AN EVENT**

The Town may refuse or cancel a Special Event Permit if:

- The application does not comply with all regulations outlined in this policy and procedures or contravenes local, provincial, or federal regulations.
- The Town cannot provide the requested site(s) or services.
- There is not adequate traffic and parking control to ensure that streets are clear for the passage of emergency vehicles.
- It is expected that Town resources will be over-extended by the events and/or the parking and/or traffic associated with the event.
- The event organizer cannot provide an up-to-date Certificate of Insurance before the start of the event.

If an event is cancelled or postponed by the organizer, the organizer must cover any costs incurred by the Town. However, the CAO or delegate may consider refunds for cancellations due to weather or other unforeseen circumstances.

If the Town cancels an event, it will refund any fees the organizer may have paid to the Town before the event, provided that the event is not categorized as a restricted event under Section 6 of this policy or cancelled for failing to comply with this Policy and Procedures. This includes

submitting an up-to-date Certificate of Insurance before the event begins.

## **8. ACCESSIBILITY**

The Town encourages organizers to make every effort to create opportunities for a diverse range of individuals to attend and enjoy special events.

## **9. VENDING AT SPECIAL EVENTS**

Vending activities related to an approved Special Event Permit do not require a Town of Lunenburg Vending Permit.

## **10. ELECTRICAL REQUIREMENTS**

The Town may provide access to power where available. Approval by the CAO or delegate is required before connecting to a Town-owned power supply.

## **11. SPECIAL EVENTS SIGNAGE**

*“Special Events Signage”* means temporary signs erected on Town-owned lands to promote, give directions, or provide information on a special event(s).

All Special Events Signage must comply with the Town’s Land Use By-law and any other municipal by-law or policy that may regulate signage location, aesthetics, sizing, and other provisions related to signage.

The Town will remove any signage that the Traffic Authority believes may impede vehicular or pedestrian traffic.

## **12. ON-SITE MANAGEMENT**

The event organizer must always have a designated event manager present at the event site during the event, including set-up and tear-down.

The event manager must ensure the event starts and ends on time.

## **13. SECURITY AND CROWD CONTROL**

Depending on the complexity and scale of the event, organizers may be required to provide details of security measures for their event.

## **14. WASTE MANAGEMENT DURING AND AFTER EVENT**

Throughout the event, the organizers must regularly empty garbage, recycling and compost bins to prevent overflow and spillage.

Organizers are also responsible for the cleanup at the end of the event. If sites have not been returned to their original conditions, the event organizer will be billed by the Town for any necessary clean-up, repairs, damages, etc.

## **15. ZERO OR LOW WASTE EVENTS**

The Town encourages event organizers to consider zero-waste or low-waste initiatives when planning events.

## **16. SPECIAL EVENTS GUIDE**

A Special Events Guide will accompany this policy and procedures. The guide intends to help event organizers have relevant information on permits and required regulations for holding a special event within the Town of Lunenburg.

## **17. RESPONSIBILITIES**

### **Council:**

- Reviews and approves the Town Supported Community Events and Rates (Appendix A)
- Considers requests to waive fees associated with services and support for special events and parades.

### **The CAO or delegate:**

- Designates roles for staff to help administer this policy and the accompanying administrative procedures.

## **APPENDICES**

- Appendix A: Town-Supported Community Events and Rates

## ADMINISTRATIVE PROCEDURES

### Special Events and Parades Policy

Date approved by the CAO: **TBD**

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#### 1. STAFF ROLES

##### Director of Community Development:

- Approves or denies Special Event Permit applications. This authority may be delegated to the Recreation Manager or another designate when required.

##### Recreation Manager or designate:

- Is the first point of contact for all special event inquiries and applications.
- Reviews all Special Event Permit applications.
- Provides support for all event applications, including providing advice on locations and Town services.
- Serves as a liaison between the event organizer(s) and other Town staff.
- Reviews the Special Events Guide occasionally to ensure it is current.

##### The Director of Public Works / Town Engineer or designate:

- Reviews Special Event Permits, approves street closures and provides town services.
- Reviews Special Event Signage.
- Coordinates street and sidewalk closures.
- Coordinates an inspection of locations following an event.

#### 2. SPECIAL EVENTS APPLICATION PROCESS

Once a Special Events Permit application is approved, staff will outline the cost estimation of Town services and support.

#### 3. INSURANCE REQUIREMENTS

To qualify for a Special Events Permit, the Town requires that all event organizers have the following minimum insurance coverage in place:

- \$5 million Commercial General Liability Insurance providing coverage against third-party claims for bodily injury, death, and property damage.
- For events with fireworks, pyrotechnics, or involving liquor sale/consumption, this limit increases to \$10 million, specifically noting these elements in the policy.

Required insurance policies must list the Town of Lunenburg, including its employees, officers, agents, and volunteers, as "Additional Insured" for liabilities related to the event's activities.

All required insurance policies must include:

- A cross liability clause
- A severability of interest clause
- Blanket Contractual Liability
- Primary and Non-Contributing Liability
- Non-Owned Auto Liability (if applicable)
- An additional insured endorsement naming the Town of Lunenburg (including its respective employees, officers, agents and volunteers) as an "Additional Insured" under the policy;
- A waiver of subrogation rights which the insurers may have against the Town of Lunenburg, its elected and appointed officers, agents, servants, and employees, whether the damage is caused by the act, omission or negligence of any of them.

The Applicant must provide the Town of Lunenburg with an up-to-date Certificate of Insurance before the start of the event.

#### **4. INVOICING FOR TOWN SERVICES**

Invoices for Town services will be issued after an event.

TOWN OF LUNENBURG

**Appendix A**

**Town-Supported Community Events and Rates**

Fees are reviewed annually

Last reviewed:



To support longstanding annual community events, Council will waive fees for requested in-kind Town services and facility rentals for these events up to a maximum cost as outlined in the following table:

<b>Annual Event</b>	<b>Cost of in-kind Town services</b>
Lunenburg Board of Trade StreetFest (summer)	\$2,500
Lunenburg Royal Canadian Legion Remembrance Day Event	\$1,000
Christmas Tree Lighting	\$500
Lunenburg Board of Trade & Fisheries Museum of the Atlantic Light Up Lunenburg Festival (winter)	\$2,500
Lunenburg Folk Harbour Festival	\$1,500

## **PUBLIC PLACES BY-LAW**

### **Title**

1. This By-Law is cited as the “Public Places By-Law.”
2. Nothing in this By-Law shall be construed as authorizing non-compliance with any other laws, regulations, by-laws, lawful orders or directives pursuant to any statute, regulation or statutory or regulatory authority respecting the use of particular public places or particular types of public places.

### **Definitions**

3. In this By-Law:

~~(1) “abutter” means the owner, lessee or occupier of any premises which abut a sidewalk;~~

(2) “crosswalk” means that portion of a roadway ordinarily included within the prolongation or connection of curb lines (or edges of a roadway) and property lines at intersections or any other portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;

~~(3) “mobile canteen” means a vehicle used for the display, storage, transportation or sale of food or beverages by a mobile vendor;~~

~~(4) “mobile vendor” means a person who vends from a mobile canteen or a stand;~~

(5) “public places” means

- (a) streets,
- (b) public parks and trails,
- (c) property owned by the Town of Lunenburg,
- (d) recreation facilities funded or partially funded by the Town of Lunenburg, and
- (e) places designated by Council resolution as a public place for purposes of this By-Law provided that such place is posted as a designated public place in accordance with this By-Law;

(6) “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;

- (7) “rural areas” are as defined in the Town of Lunenburg’s Land Use By-law.
- (8) “sidewalk” means that portion of a street between the curb line and the adjacent property line or any part of a street especially set aside for pedestrian travel and separated from the roadway;
- (9) “street” means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full right-of-way width and includes streets not owned by the Town of Lunenburg;
- (10) “Town” means the Town of Lunenburg;
- ~~(11) “vending” means the sale, or offering for sale, of~~
  - ~~(a) food, beverages or other merchandise unless they are immediately delivered to a residence or shop by the person selling them; or~~
  - ~~(b) services, unless they are provided in a building; and includes vending by a mobile vendor.~~

#### **Designation of Public Places**

- 4. Upon application made by the owner of any property in the Town, Council may designate a property or portion of a property as a Public Place for purposes of this By-Law if the property or portion of a property is in, on or near a place that is open to the public.
- 5. The owner of a property or portion of a property designated by Council as a Public Place under section 4 shall keep posted at a prominent location thereon a sign bearing the words “This property has been designated a Public Place by the Town of Lunenburg for purposes of the Public Places By-Law” in letters at least 2.5 cm. in height in a contrasting colour to the background of the sign, and containing such other information concerning this By-Law as the ~~Manager/Clerk~~ Chief Administrative Officer may authorize.
- 6. At the request of the owner, Council shall revoke the designation of a property or portion of a property designated as a public place pursuant to section 4.
- 7. Council may, on its own initiative and in its own discretion, revoke a designation made pursuant to section 4.

## Interfering with Use and Enjoyment

8. Save as specifically authorized by law (including, the provisions of this By-law) no person shall interfere with the lawful use and enjoyment of a public place by other persons.
9. Without limiting the generality of section 8:
  - (1) no person shall light or have a fire in a public place;
  - (2) no person shall camp or tent in a public place;
  - (3) no person shall sleep in a public place after dark;
  - (4) no person shall skateboard, rollerblade, scooter or roller-skate in a public place except such places as may be posted or authorized by or on behalf of the Town or the owner as an authorized place in which to carry out such activity;
  - (5) no person shall bicycle in a public place except
    - (a) on a roadway in accordance with other applicable laws;
    - (b) in areas or upon trails posted by or on behalf of the Town or the owner as an authorized place in which to bicycle.
  - (6) no person shall bring into or possess in a public place any animal except:
    - (a) dogs kept under control by means of a harness or leash or otherwise complying with provisions in the Town's Dog By-Law;
    - (b) cats or other domestic pets kept under control by means of a harness or leash or carried in a cage;
    - (c) horses on trails or in parks posted by or on behalf of the Town or the owner as an authorized place in which to ride horses, provided however, that the horse is under the continuous physical restraint and control of a rider or handler;
    - (d) horses being used for law enforcement purposes by or under the direction of a peace officer;
    - (e) horses in rural areas on a street, provided however, that the horse is under the continuous physical restraint and control of a rider or handler;
    - (f) animals being transported in a vehicle; and
    - ~~(g) other animals pursuant to a Special Events Permit;~~

- (7) no person shall litter or deposit or leave waste in a public place except in a designated waste receptacle;
- (8) no person shall use motorized vehicles or apparatuses in a public place except:
  - (a) wheelchairs or scooters for disabled persons;
  - (b) motorized vehicles or apparatuses otherwise lawfully in use on a roadway, driveway or parking lot;
- (9) except in accordance with a ~~Street Disturbance Permit issued under the Municipal Streets and Sidewalks By-Law or a~~ Special Events Permit, no person shall obstruct the use by others of public places, including but not restricted to, causing or permitting an impediment to the traffic of pedestrians, strollers and wheelchairs on sidewalks, crosswalks or paths, and causing an impediment to vehicular traffic in roadways.
- (10) no person shall carry on public entertainment events, exhibitions, parades or circuses except as expressly authorized by or pursuant to a Special Events Permit.
- (11) no person shall deface, damage or destroy municipal property in a public place, and, in addition to any penalty upon a prosecution for contravention of this provision, the Town may recover the expense incurred in remediating the damage, together with costs and pre-judgment interest, by action in any court of competent jurisdiction.
- ~~(12) no person shall engage in vending in a public place except as expressly authorized by the Vending By-Law.~~

### **Signs and Posters**

10. Subject to the other provisions in this By-Law, persons may carry with them signs, posters and banners in a public place.
11. Except at a recreational facility to the extent expressly authorized by the manager of a recreational facility, or except as authorized in this By-Law ~~or in the Municipal Streets and Sidewalks By-Law~~, no person shall post, nail, place or attach any sign, poster, notice or advertisement to any tree, telephone, hydroelectric, cable telecommunication or other utility pole in a public place.

### **Special Events**

- ~~12. A person wishing to carry out a public entertainment event, exhibition, parade or~~

~~circus in a public place or any other activity of a temporary nature which might interfere with the lawful use and enjoyment of a public place by other persons may apply for a Special Events Permit.~~

~~13. Application for a Special Events Permit shall be made—~~

- ~~(1) to the Council, when a Special Events Permit has not been granted to the applicant or a predecessor organization by Council within the previous 5 years for an event of substantially the same nature;~~
- ~~(2) to the Manager/Clerk, when a Special Events Permit has been granted to the applicant or a predecessor organization by Council within the previous 5 years for an event of substantially the same nature.~~

~~14. Upon receipt of an application under section 14(2), the Manager/Clerk may—~~

- ~~(1) subject to subsection (2), issue a Special Events Permit on the same terms and conditions and for the same fee, if any, as Council set on the most recent occasion of its granting of such a Permit for such organization; or~~
- ~~(2) refer the application to Council:
  - ~~(a) when the applicant requests a variation in the terms and conditions and fee, if any, previously set by Council;~~
  - ~~(b) when a Noise By Law exemption is concurrently sought; or~~
  - ~~(c) when the Manager/Clerk, in his or her discretion, otherwise deems it appropriate.~~~~

~~15. Upon hearing an application, Council may by resolution refuse to grant the Permit, or may grant the Permit applied for or any Permit of lesser effect. Any Permit so granted shall:~~

- ~~(1) specify the time period, the public places and the activities for which the Permit shall be effective;~~
- ~~(2) specify whether a Noise By Law exemption is being concurrently granted by Council and, if so, identify any related terms or conditions~~
- ~~(3) be confirmed in writing by the Manager/Clerk before becoming effective;~~
- ~~(4) include such terms and conditions as Council deems appropriate;~~
- ~~(5) be subject to the provision of an indemnity in favour of, and in form satisfactory to, the Town for the defence and indemnification of any claims arising out of or in relation to the proposed event and related activities; and—~~
- ~~(6) be subject to the payment of the Special Event fee, if any, set by Council~~

~~pursuant to section 18.~~

~~16. In deciding whether or not to grant a Permit under section 16 or in determining terms or conditions of the Permit, Council shall give consideration to:~~

- ~~(1) the social or economic benefit of the proposed event to the municipality;~~
- ~~(2) the volume, nature, duration and consistency of disturbance to the use and enjoyment of public places from the proposed event;~~
- ~~(3) the proximity and nature of abutting or adjacent land uses and the effect upon them of granting the Permit;~~
- ~~(4) whether the proposed event would also require the granting of an exemption from the Noise By Law, and, if so, whether it is appropriate to grant such an exemption having regard to the requirements in that By Law; and~~
- ~~(5) any other factor relevant to balancing the interests of the applicant, the Town and others in relation to the proposed event.~~

~~17. When granting a Special Events Permit, Council may set a fee of:~~

- ~~(1) when the event is carried on for profit or gain by or for an entity not registered with Revenue Canada as a charitable organization:
  - ~~(a) \$1.00 for each day of event activities for which a Permit is required;~~
  - ~~or~~
  - ~~(b) .10 ¢ per person per day expected to attend the event;~~~~
- ~~plus~~
- ~~(2) an amount estimated as required to defray any extraordinary, police, fire or clean up expenses of the Town associated with or arising from the event.~~

~~18. Notwithstanding sections 12-17 of this By Law, when an event for which a Special Events Permit is required would result in an obstruction of a street, the approval of the Traffic Authority and Town Engineer are required prior to issuance of a Special Events Permit.~~

### **Penalties**

19. Any person who contravenes any provision of this By-Law is punishable on summary conviction by a fine of not less than \$100 and not more than \$10,000 and, in default of payment to imprisonment for a term of not more than two months.

## **PUBLIC PLACES BY-LAW**

### **1. CITATION**

1.1 This By-Law is cited as the “Public Places By-Law.”

1.2 Nothing in this By-Law shall be construed as authorizing non-compliance with any other laws, regulations, by-laws, lawful orders or directives pursuant to any statute, regulation or statutory or regulatory authority respecting the use of particular public places or particular types of public places.

### **2. DEFINITIONS**

“Crosswalk” means that portion of a roadway ordinarily included within the prolongation or connection of curb lines (or edges of a roadway) and property lines at intersections or any other portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface.

“Public places” means streets, public parks and trails, property owned by the Town of Lunenburg, recreation facilities funded or partially funded by the Town of Lunenburg, and places designated by Council resolution as a public place for purposes of this By-Law provided that such place is posted as a designated public place in accordance with this By-Law.

“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.

“Rural areas” are as defined in the Town of Lunenburg’s Land Use By-law.

“sidewalk” means that portion of a street between the curb line and the adjacent property line or any part of a street especially set aside for pedestrian travel and separated from the roadway.

“street” means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full right-of-way width and includes streets not owned by the Town of Lunenburg.

“Town” means the Town of Lunenburg.

### **3. DESIGNATION OF PUBLIC PLACES**

3.1. Upon application made by the owner of any property in the Town, Council may designate a property or portion of a property as a Public Place for purposes of this By-

Law if the property or portion of a property is in, on or near a place that is open to the public.

- 3.2. The owner of a property or portion of a property designated by Council as a Public Place under section 3.1 shall keep posted at a prominent location thereon a sign bearing the words "This property has been designated a Public Place by the Town of Lunenburg for purposes of the Public Places By-Law" in letters at least 2.5 cm. in height in a contrasting colour to the background of the sign, and containing such other information concerning this By-Law as the Chief Administrative Officer may authorize.
- 3.3. At the request of the owner, Council shall revoke the designation of a property or portion of a property designated as a public place pursuant to section 3.1.
- 3.4. Council may, on its own initiative and in its own discretion, revoke a designation made pursuant to section 3.1.

#### **4. INTERFERING WITH USE AND ENJOYMENT**

- 4.1 Save as specifically authorized by law (including, the provisions of this By-law) no person shall interfere with the lawful use and enjoyment of a public place by other persons.
- 4.2 Without limiting the generality of section 4.1:
  - a) No person shall light or have a fire in a public place.
  - b) No person shall camp or tent in a public place.
  - c) No person shall sleep in a public place after dark.
- 4.3 No person shall skateboard, rollerblade, scooter or roller-skate in a public place except such places as may be posted or authorized by or on behalf of the Town or the owner as an authorized place in which to carry out such activity.
- 4.4 No person will bicycle in a public place except on a roadway in accordance with other applicable laws or in areas or upon trails posted by or on behalf of the Town or the owner as an authorized place in which to bicycle.
- 4.5 No person shall bring into or possess in a public place any animal except:
  - a) Dogs kept under control by means of a harness or leash or otherwise complying with provisions in the Town's Dog By-Law.
  - b) Cats or other domestic pets kept under control by means of a harness or leash or carried in a cage.

- c) Horses on trails or in parks posted by or on behalf of the Town or the owner as an authorized place in which to ride horses, provided however, that the horse is under the continuous physical restraint and control of a rider or handler.
- d) Horses being used for law enforcement purposes by or under the direction of a peace officer.
- e) Horses in rural areas on a street, provided however, that the horse is under the continuous physical restraint and control of a rider or handler.
- f) Animals being transported in a vehicle.

4.6 No person shall litter or deposit or leave waste in a public place except in a designated waste receptacle.

4.7 No person shall use motorized vehicles or apparatuses in a public place except

- a) wheelchairs or scooters for disabled persons; or
- b) motorized vehicles or apparatuses otherwise lawfully in use on a roadway, driveway or parking lot.

4.8 Except in accordance with a Special Events Permit, no person shall obstruct the use by others of public places, including, but not limited to, causing or permitting an impediment to the traffic of pedestrians, strollers, and wheelchairs on sidewalks, crosswalks, or paths and causing an impediment to vehicular traffic in roadways.

4.9 No person shall conduct public entertainment events, exhibitions, parades, or circuses except as expressly authorized by or pursuant to a Special Events Permit.

4.10 No person shall deface, damage, or destroy municipal property in a public place. In addition to any penalty upon a prosecution for contravention of this provision, the Town may recover the expense incurred in remediating the damage, together with costs and pre-judgment interest, by action in any court of competent jurisdiction.

## **5. SIGNS AND POSTERS**

5.1 Subject to the other provisions in this By-Law, persons may carry with them signs, posters and banners in a public place.

5.2 Except at a recreational facility to the extent expressly authorized by the manager of a recreational facility, or except as authorized in this By-Law, no person will post, nail, place or attach any sign, poster, notice or advertisement to any tree, telephone, hydroelectric, cable telecommunication or other utility pole in a public place.

## **6. PENALTIES**

6.1 Any person who contravenes any provision of this By-Law is punishable on summary conviction by a fine of not less than \$100 and not more than \$10,000 and, in default of payment to imprisonment for a term of not more than two months.



TOWN OF LUNENBURG

# SPECIAL EVENTS GUIDE



## About this guide

This guide has been created to accompany the Town of Lunenburg's Special Events Policy ([LINK](#)). It intends to help you navigate the Town's Special Events Permit Application and the various procedures and regulations related to events held in the Town's public spaces.

## Who should apply?

Contact staff at [events@townoflunenburg.ca](mailto:events@townoflunenburg.ca) or 902-634-4410 x225 to determine if your event requires a Special Events Permit. Large events impacting the Town will need one, but small gatherings might not.

## Application process

If a Special Events Permit is needed, you must complete a Special Events Permit Application and submit it to the Town at least **60 days** before the event.

Required documents	Possible documents
<p data-bbox="201 1037 751 1106"><b>The following documents are required for all Special Events:</b></p> <ul data-bbox="251 1234 760 1619" style="list-style-type: none"><li data-bbox="251 1234 760 1266">• Special Events Permit Application</li> <li data-bbox="251 1472 760 1619">• Certificate of Insurance with the Town named as an Additional Insured. <i>The Town must receive a copy of this before your event.</i></li></ul>	<p data-bbox="823 1037 1386 1106"><b>Depending on your event, you may also need the following:</b></p> <ul data-bbox="873 1157 1406 1661" style="list-style-type: none"><li data-bbox="873 1157 1406 1346">• Noise Bylaw Exemption Request. <i>If you request an exemption to the Noise By-law, the Town must receive a written request at least <b>20 days</b> before your event.</i></li> <li data-bbox="873 1392 1263 1423">• Provincial Liquor Licence</li> <li data-bbox="873 1470 1338 1539">• Provincial Food Establishment Permit</li> <li data-bbox="873 1585 1390 1661">• Provincial Temporary Event Permit (for food)</li></ul>

## Use of parks and public spaces

The following Town parks and spaces may be available for special events:

- Labrador Park: Located behind the Lunenburg and District Fire Department (25 Medway St.) adjacent to the Front Harbour Trail.
- Sylvia Park: The green space is located on Blockhouse Hill Road.
- The Heritage Bandstand and green space near the UNESCO Monument flagpoles are beside Town Hall (125 Cumberland St.). There is a rental fee for the Heritage Bandstand.

Booking a public space for your event doesn't guarantee exclusive use, as the public may still access it. However, it prevents other groups from booking the same space at the same time.

## Land acknowledgement

When possible, all special events in the Town of Lunenburg should include, at a minimum, a land acknowledgment, noting that the event takes place in Mi'kma'ki, the unceded territory of L'nu'k (Mi'kmaq).

## Accessibility

The Town encourages organizers to ensure events are accessible to a diverse audience, including providing facilities like accessible viewing areas and washrooms and offering image descriptions and video captioning. For detailed guidelines, refer to the [Province's Accessible Events Guide](#).

## Alcohol

For events selling or serving alcohol, a licence must be obtained from the NS Provincial Alcohol and Gaming Division, and its rules must be followed. Licences needed vary but typically include Special Occasion Liquor Licences (Class 1, 2, 3, or 4 for permanent licence holders extending service). More details are available at the [Province of Nova Scotia's website](#).

You must also have liquor liability insurance.

Outdoor events serving alcohol must have a secure area for alcohol consumption, such as a fenced beer garden.

Security is mandatory for outdoor events where alcohol is served.

## Communication

Upon request, the Town may share event information on its platforms, but it does not create content for external events and is not required to advertise special events. Should the Town share event information on its platforms, the scheduling of this information will be at the discretion of the Town.

## Electrical requirements

The Town may provide access to power where available. Approval is required before any connection to a Town-owned power supply.

Sites where power is available:

- Two spots along King Street (between Cumberland Street and Lincoln Street)
- The Lincoln Street parking lot (across from the Post Office)
- The Heritage Bandstand
- Labrador Park
- On Falkland Street near the Lunenburg Tennis Club

## Entertainment

In accordance with Canada's Copyright Act, any public performance or reproduction of copyright-protected musical works requires a licence. If you will be using live or recorded music as a part of your event, you should obtain a performing rights licence from SOCAN (Society of Composers, Authors and Music Publishers of Canada). SOCAN requires music users to obtain a SOCAN licence to perform or authorize others to perform and copyright music in public. Depending on the category a music user falls under, a licence fee may be payable on a per-event or annual basis. Visit [www.entandemlicensing.com](http://www.entandemlicensing.com) for more details.

## Fireworks

Fireworks are prohibited within the town unless you get a noise exemption from Council. If you are looking for an exemption, please coordinate with staff and submit your request at least **20 days** before your event.

## Food services and vending

For special events, vending activities don't require a TOL Vending Permit, but operating a food service in Nova Scotia requires a provincial Food Establishment Permit. Selling food

at temporary events also requires a Provincial Temporary Events Permit, which applies to booths operating for up to 14 days a year, including those by community groups for fundraising. You must handle all provincial permit requirements and submit copies to the Town. Further permit details and guidelines are available on the [Province of Nova Scotia's website](#).

## Noise

Special Events must follow the [Town's Noise By-law](#), maintaining quiet from 11 p.m. to 7 a.m. If you are looking for an exemption to the by-law, please coordinate with staff and submit your request at least **20 days** before your event.

## Parking

Lunenburg has a few parking options, including metered street parking, designated parking lots, and free parking on certain streets. However, please be aware that parking is limited, and finding parking for large-scale events can be difficult.

- [View the Lunenburg Downtown Parking Map](#)

## RCMP services

The Lunenburg District RCMP, based at the Lilydale Detachment, oversees the Town. Organizers needing extra police resources should contact the RCMP directly.

### **RCMP contact information:**

88 Lilydale Rd., Lunenburg NS B0J 2C0  
Telephone: 902-634-8674

## Risk management

Risk management is vital in planning special events. Identify potential risks, however unlikely they may seem, and plan accordingly. This includes training your staff and volunteers. You are responsible for reviewing all third-party contracts and ensuring your team works safely.

## Safety

Your organization should have a written safety plan in place. Your safety plan should include possible hazards, muster points, evacuation routes, ways to communicate with volunteers and event attendees and participants, and who would call 911 in an emergency.

## Security

Keeping everyone safe is the top priority for every special event. As each event is different, security measures are considered case-by-case. Security is required for outdoor events where alcohol is being served. Other factors that will be considered when determining security measures are how big the event is and often what kind of event it is. In many situations, volunteer security teams are enough to keep our events safe.

## Signage

The following rules must be followed when putting up temporary signage for special events:

- Signs cannot be taller than 1.0 meters above the street level near streets.
- Must not obstruct streets or sidewalks.
- Signs cannot have flashing, moving lights, or brightness or colour changes.
- Signs must not block access to fire escapes, windows, or exits.
- Signs cannot use words or symbols like 'STOP,' 'DANGER,' or 'YIELD' that might confuse drivers.
- Signs must not create safety issues as determined by the Traffic Authority.
- Signs must not be painted or attached to natural objects, like trees or utility poles.

If a temporary sign violates any of the rules above, the Town will remove the sign.

There are several community bulletin boards throughout the Town where posters may be posted. The Town maintains one near the corner of King Street and Pelham Street and one on Bluenose Drive, near the Fisherman's Memorial.

## Waste management

The Town encourages event organizers to consider zero-waste and low-waste initiatives when planning events.

Ideas for low-waste events:

- Have compostable plates, cups and utensils.
- When possible, encourage attendees to bring their own dishes for food and water.
- Have comprehensive waste stations with recycling and compost.
- Have water refill stations.

**Subject:** Blockhouse Hill Design Project: Design Option 1.2 Town Square Hybrid  
**From:** Hilary Grant, Director of Community Development  
**Date:** April 9, 2024



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## Recommendations

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

## Alternatives

- Amend the motion from January 23, 2024, to direct Staff to work with MacKay-Lyons Sweetapple Architects Ltd. to draft development rules for a different design option.
  - Option 1: Town Square
  - Option 2: Out of Sight
  - Option 3: Commons Crescent

## Background

On January 23, 2024, Council directed Staff to work with MacKay-Lyons Sweetapple Architects Ltd. on a modified Option 1: Town Square design.

Option 1.2: Town Square Hybrid plan and costing are in Attachment A. Design options 1, 2, 3 and 4 are available in the [Blockhouse Hill Development Options Final Report](#).

Staff worked with MacKay-Lyons Sweetapple to better understand a modified Option 1 – a Town Square hybrid design. However, Staff still recommend Option 2: Out of Sight because it strikes a good balance between public green areas, preserving heritage, supporting housing, and being financially responsible. Options 1 and 1.2 would mean archaeological mitigation, building in Old Town Lunenburg Heritage Conservation District, and affecting views from Sylvia Park to the Back Harbour.

Option 4: Park would not necessitate development rules. Development rules are part of MacKay-Lyons Sweetapple Architects contract.

## Discussion

The following are some areas of possible consideration in reevaluating the design options.

### Housing Need

The South Shore Open Doors Association reported in their February 2024 infographic that 128 households are currently experiencing homelessness, with 40 households presently experiencing chronic homelessness. Chronic homelessness is the number of households who have been homeless or housing insecure for six months or more in 12 months or 18 months

or more in 3 years. The South Shore Housing Action Coalition presented before Council on [March 12, 2024](#).

In each design option, the number of studio, 1-bedroom, 2-bedroom, and 3+ bedroom units is roughly similar to what the [Province's Municipal Housing Needs Report for the Town of Lunenburg](#) for the Town of Lunenburg identifies as the demand for each type of unit.

To maintain a similar number of units between Options 1 and 1.2, MacKay-Lyons Sweetapple Ltd. replaced townhouses with rowhouses along one side of the Creighton Street extension. Option 1.2 boasts the highest unit count of all the design options, totaling 372 units. For a comparison chart of all the design options, please refer to Attachment B.

### Circulation

Option 1.2: Town Square Hybrid combines the road patterns of Option 1: Town Square and Option 2: Out of Sight. Option 1 has Oxner Drive, Creighton Street, Lawrence Street and York Street connecting to Blockhouse Hill Road. Option 2 connects Oxner Drive and Creighton Street to Sawpit Road. Option 1.2 includes road connections from Oxner Drive, Creighton Street, Lawrence Street and York Street to Sawpit Road. Connecting York Street to Oxner Drive in Option 1.2 means the extension is much steeper than Option 1, necessitating a small retaining wall. Options 1 and 2 each include two cul-de-sacs. Option 3 consists of a road connecting Oxner Drive to Sawpit Road. Option 4 does not have any streets, leaving the land undeveloped.

### Green Space

Option 1.2 does not have a street linking to Blockhouse Hill Road. Instead, it has a street that connects to Sawpit Road. The change in the street layout allows for a larger park at the top of Blockhouse Hill compared to Option 1. However, neither Option 1 nor 1.2 provides as much public green space as the other design options. Again, a comparison chart is in Attachment B.

### Land Use Planning

None of the design options require any policy, by-law or legislative changes. All four design options meet the Town's use, lot and form zone requirements. Staff have also analyzed each design relative to the Town of Lunenburg's 1996 Land Use By-law, with zones identical to those shown on a map included in the Old Town Lunenburg World Heritage Nomination. Options 2 and 3 would have been allowed as of right under the 1996 Land Use By-law. Options 1 and 1.2 would not have been allowed as of right under the 1996 Land Use By-law, but Council could have approved it through a development agreement with no Land Use By-law or Municipal Planning Strategy Amendment.

Sylvia Park was zoned Recreation in 1996 and is now zoned Parks and Recreation. The lower slopes of Blockhouse Hill were zoned Residential 1 and are now zoned a combination of High- and Medium-Density Residential. The 2021 Land Use By-law zoned the band of land to the North of Sylvia Park, outlined in pink on the map in Attachment C, from Recreation to Medium-Density Residential. A comparison chart of provisions from the 1996 Land Use By-

law and today's Land Use By-law for Residential 1 versus High- and Medium-Density residential zoning is also available in Attachment C.

Although currently zoned for residential use, the Lunenburg Board of Trade utilizes a portion of land earmarked for development in Options 1 and 1.2 for camper parking (shown in the map in Attachment D).

### Archaeology and Heritage

The Government of Nova Scotia approved the Archaeological Resource Impact Assessment conducted by Davis MacIntyre & Associates on March 27, 2024, noting the study included Mi'kmaq engagement, historical research, predictive modelling and field reconnaissance. Archaeological mitigation is advised for Design Option 1 and would also be necessary for Option 1.2.

On February 27, 2024, Council passed second reading of a new Old Town Lunenburg Heritage Conservation District Plan and By-law, which includes some of Blockhouse Hill within the district's boundaries (see Attachment E). While a Heritage Conservation District Plan and By-law cannot prohibit development on a lot, conserving the distinction between urban and non-urban lands must be considered when evaluating developments for Certificates of Appropriateness. While Staff can explore mitigation measures like reducing building height or footprint or adding landscaping provisions, Options 2 and 3 are more heritage-sensitive design options because they leave more land around Old Town Lunenburg World Heritage Site untouched, less impacting the division between urban and non-urban lands.

Blockhouse Hill falls within the UNESCO Buffer Zone of the Old Town Lunenburg World Heritage Site. Julian Smith's [Blockhouse Hill Development Options Final Report](#) analysis focuses on the World Heritage Committee's potential concerns, particularly possible visual and functional impacts. To mitigate the visual effects, Julian stressed the importance of ensuring new developments do not obstruct views within Old Town Lunenburg or from the Front Harbour. He recommends avoiding construction that rises above Sylvia Park when viewed from the harbour or Old Town's main street corridors.

To gain a deeper understanding of the visual implications of the design options, MacKay-Lyons Sweetapple Ltd. has provided viewplane renderings from Sylvia Park towards the Back Harbour and from the corner of Sylvia Park at the intersection of Kempt and Townsend, offering perspectives overlooking Sylvia Park (see Attachment F). Furthermore, renderings depicting proposed road connections have been included, showcasing views eastward down Lawrence and Creighton Street towards Blockhouse Hill. Once again, Options 2 and 3 are more heritage-sensitive design options because they present fewer visual impacts on Old Town Lunenburg. Mitigating visual impacts on Creighton Street is likely more feasible, such as by incorporating a green screen of trees at the edge of Old Town Lunenburg World Heritage Site, compared to mitigating impacts adjacent to Sylvia Park.

### Costing

Hanscomb Quantity Surveyors has prepared costing estimates for each design option. The estimates include a profit for the developer. Union contractors are assumed to be responsible for the work, with a 20% allowance covering design and pricing uncertainties and an additional 10% contingency.

The Town of Lunenburg establishes municipal tax rates, but it does not handle the calculation of property assessments, which serve as the basis for tax calculations. This responsibility lies with the Property Valuation Services Corporation. Property valuations are beyond the expertise of Staff.

To provide an estimate of potential municipal tax revenue for each design option, Staff worked from an assumption that the units' assessment value in year one would be equivalent to construction costs. Potential tax revenue was computed using the Town's current residential rate of \$1.376 per \$100 of assessment (Attachment G).

- - Option 1: \$2.508M estimated tax revenue
- - Option 1.2: \$2.563M estimated tax revenue
- - Option 2: \$1.766M estimated tax revenue
- - Option 3: \$1.237M estimated tax revenue
- - Option 4: \$0 estimated tax revenue

### Public Response

Council has received written correspondence and heard many public presentations regarding this project, most recently on [February 27, 2024](#) and [March 26, 2024](#). The [What We Heard Report](#), submitted on December 4, 2023, and accepted by Council on December 12, 2023, outlines the outcomes of three public workshops and corresponding online surveys held to gather community input. These workshops touched on heritage, housing density, affordability and open public space. Approximately 150, 120 and 120 people attended workshops 1, 2 and 3 respectively. The results of the ranking survey in workshop three were analyzed quantitatively, with MacKay-Lyons Sweetapple analyzing the results in multiple ways, including and excluding incomplete answer sheets.

### **Strategic Plan Relevance**

- Housing: Direction to support different types of housing development, tenant structures, and affordability.
- Heritage: Preserve the valuable heritage resources of Lunenburg while embracing an ongoing landscape evolution.
- Community Structure: Direction regarding how the Town will be structured and how land will be used.
- Urban Design: Direction to enhance residents' and visitors' experience of the built environment.

### **Relevant Legislation**

The Municipal Government Act

The Comprehensive Community Plan

The Municipal Planning Strategy

The Land Use By-law

The Old Town Lunenburg Heritage Conservation District Plan and By-law

### **Financial**

While proceeding with developing Blockhouse Hill will have a financial impact on the Town, continuing to work with MacKay-Lyons Sweetapple Architects is within the \$144,843.00 (plus HST) budget approved by Council.

### **Communications**

Staff will continue to update the Town's website as information becomes available. If so directed, Staff will advertise the Public Information Meeting.

### **Attachments**

- A. Option 1.2: Town Square Hybrid Design and Costing
- B. Design Options Comparison Chart
- C. Comparison between Land Use Zoning on Blockhouse Hill Today and in 1996
- D. Maps showing Lunenburg Board of Trade Campground location compared to development options 1, 1.2, 2 and 3.
- E. Map showing parts of Blockhouse Hill located in the Old Town Lunenburg Heritage Conservation District.
- F. Viewplane Renderings.
- G. Municipal Tax Revenue Estimates



**D - Option 1.2 - Town Square, Hybrid**

<b>SINGLE DETACHED HOUSING</b>	3 No.	400,000.00	\$1,200,000
<b>SEMI-DETACHED DUPLEXES</b>	101 No.	302,306.93	\$30,533,000
<b>TOWNHOUSES</b>	232 No.	242,806.03	\$56,331,000
<b>ACCESSORY DWELLINGS</b>	36 No.	125,000.00	\$4,500,000
<b>SITE DEVELOPMENT</b>	1 Sum	30,159,000.00	\$30,159,000
<b>NET CONSTRUCTION COSTS</b>	<b>372 No.</b>	<b>329,900.54</b>	<b>\$122,723,000</b>
General Conditions	15%		\$18,408,600
Design & Pricing Allowance	20%		\$28,226,400
Construction Allowance	10%		\$16,935,700
<b>SUB-TOTAL CONSTRUCTION COSTS</b>	<b>372 No</b>	<b>500,789.52</b>	<b>\$186,293,700</b>
HST Excluded	1 Excluded		\$0
Project Ancillaries	1 Excluded		\$0
<b>SUB-TOTAL PROJECT COSTS</b>	<b>372 No</b>	<b>500,789.52</b>	<b>\$186,293,700</b>
Escalation Allowance (Excluded)	1 Excluded		\$0
<b>TOTAL PROJECT CONSTRUCTION COS</b>	<b>372 No</b>	<b>500,789.52</b>	<b>\$186,293,700</b>

**Note:**

Above costs are for total project construction costs and excludes soft costs, land costs, HST and escalation related costs.

BLOCKHOUSE HILL DEVELOPMENT	Const. Type	Area of Work	Unit Cost (\$/No.)	Net Const. Cost (\$)	Demolition	General Conditions 15.0%	Design & Pricing Allowance 20.0%	Construction Allowance 10.0%	Total Construction Cost	Net HST (Excluded) 0.00%	Total Construction Cost (w/o HST)	Escalation Allowance (Excluded) 0.0% p.a. Yrs	Non-Escalated Total Project Cost	
<b>Option 1.2 - Town Square, Hybrid</b>														
<b>SINGLE DETACHED HOUSING</b>	New	<b>3 No</b>	<b>400,000.00</b>	<b>\$1,200,000</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$276,000</b>	<b>\$165,600</b>	<b>\$1,821,600</b>	<b>\$0</b>	<b>\$1,821,600</b>	<b>0.0</b>	<b>\$0</b>	<b>\$1,821,600</b>
- 3 Bedroom homes	New	3 No	400,000.00	\$1,200,000	\$0	\$180,000	\$276,000	\$165,600	\$1,821,600	\$0	\$1,821,600	0.0	\$0	\$1,821,600
- 2 Bedroom homes	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom homes	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
<b>SEMI-DETACHED DUPLEXES</b>	New	<b>101 No</b>	<b>302,000.00</b>	<b>\$30,533,000</b>	<b>\$0</b>	<b>\$4,580,000</b>	<b>\$7,022,600</b>	<b>\$4,213,600</b>	<b>\$46,349,200</b>	<b>\$0</b>	<b>\$46,349,200</b>	<b>0.0</b>	<b>\$0</b>	<b>\$46,349,200</b>
- Studio Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 2 Bedroom Units	New	62 No	275,000.00	\$17,050,000	\$0	\$2,557,500	\$3,921,500	\$2,352,900	\$25,881,900	\$0	\$25,881,900	0.0	\$0	\$25,881,900
- 3 Bedroom Units	New	39 No	325,000.00	\$12,675,000	\$0	\$1,901,300	\$2,915,300	\$1,749,200	\$19,240,800	\$0	\$19,240,800	0.0	\$0	\$19,240,800
- Sprinkler/fire protection	New	101 No	8,000.00	\$808,000	\$0	\$121,200	\$185,800	\$111,500	\$1,226,500	\$0	\$1,226,500	0.0	\$0	\$1,226,500
<b>TOWNHOUSES</b>	New	<b>232 No</b>	<b>243,000.00</b>	<b>\$56,331,000</b>	<b>\$0</b>	<b>\$8,449,700</b>	<b>\$12,956,200</b>	<b>\$7,773,700</b>	<b>\$85,510,600</b>	<b>\$0</b>	<b>\$85,510,600</b>	<b>0.0</b>	<b>\$0</b>	<b>\$85,510,600</b>
- Studio Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom Units	New	99 No	200,000.00	\$19,800,000	\$0	\$2,970,000	\$4,554,000	\$2,732,400	\$30,056,400	\$0	\$30,056,400	0.0	\$0	\$30,056,400
- 2 Bedroom Units	New	76 No	250,000.00	\$19,000,000	\$0	\$2,850,000	\$4,370,000	\$2,622,000	\$28,842,000	\$0	\$28,842,000	0.0	\$0	\$28,842,000
- 3 Bedroom Units	New	57 No	275,000.00	\$15,675,000	\$0	\$2,351,300	\$3,605,300	\$2,163,200	\$23,794,800	\$0	\$23,794,800	0.0	\$0	\$23,794,800
- Sprinkler/fire protection	New	232 No	8,000.00	\$1,856,000	\$0	\$278,400	\$426,900	\$256,100	\$2,817,400	\$0	\$2,817,400	0.0	\$0	\$2,817,400
<b>ACCESSORY DWELLINGS</b>	New	<b>36 No</b>	<b>125,000.00</b>	<b>\$4,500,000</b>	<b>\$0</b>	<b>\$675,000</b>	<b>\$1,035,000</b>	<b>\$621,000</b>	<b>\$6,831,000</b>	<b>\$0</b>	<b>\$6,831,000</b>	<b>0.0</b>	<b>\$0</b>	<b>\$6,831,000</b>
- Accessory Dwellings located behind above primary homes	New	36 No.	125,000.00	\$4,500,000	\$0	\$675,000	\$1,035,000	\$621,000	\$6,831,000	\$0	\$6,831,000	0.0	\$0	\$6,831,000
<b>SITE DEVELOPMENT</b>	New	<b>1 Sum</b>	<b>30,159,000.00</b>	<b>\$30,159,000</b>	<b>\$0</b>	<b>\$4,523,900</b>	<b>\$6,936,600</b>	<b>\$4,161,800</b>	<b>\$45,781,300</b>	<b>\$0</b>	<b>\$45,781,300</b>	<b>0.0</b>	<b>\$0</b>	<b>\$45,781,300</b>
Earthworks	New	1 Sum	2,981,000.00	\$2,981,000	\$0	\$447,200	\$685,600	\$411,400	\$4,525,200	\$0	\$4,525,200	0.0	\$0	\$4,525,200
Water System	New	1 Sum	1,055,400.00	\$1,055,400	\$0	\$158,300	\$242,700	\$145,600	\$1,602,000	\$0	\$1,602,000	0.0	\$0	\$1,602,000
Sanitary Sewer System	New	1 Sum	876,000.00	\$876,000	\$0	\$131,400	\$201,500	\$120,900	\$1,329,800	\$0	\$1,329,800	0.0	\$0	\$1,329,800
Storm Sewer System	New	1 Sum	1,546,700.00	\$1,546,700	\$0	\$232,000	\$355,700	\$213,400	\$2,347,800	\$0	\$2,347,800	0.0	\$0	\$2,347,800
Street Construction	New	1 Sum	2,055,900.00	\$2,055,900	\$0	\$308,400	\$472,900	\$283,700	\$3,120,900	\$0	\$3,120,900	0.0	\$0	\$3,120,900
Underground Electrical/Communication	New	1 Sum	972,000.00	\$972,000	\$0	\$145,800	\$223,600	\$134,100	\$1,475,500	\$0	\$1,475,500	0.0	\$0	\$1,475,500
Other	New	1 Sum	9,400,000.00	\$9,400,000	\$0	\$1,410,000	\$2,162,000	\$1,297,200	\$14,269,200	\$0	\$14,269,200	0.0	\$0	\$14,269,200
Water (WTP) & Wastewater Treatment Plant (WWTP) Upgrades	New	1 Sum	11,272,000.00	\$11,272,000	\$0	\$1,690,800	\$2,592,600	\$1,555,500	\$17,110,900	\$0	\$17,110,900	0.0	\$0	\$17,110,900
<b>Total Project Construction Cost - Option 1</b>		<b>372 No</b>	<b>\$329,901</b>	<b>\$122,723,000</b>	<b>\$0</b>	<b>\$18,408,600</b>	<b>\$28,226,400</b>	<b>\$16,935,700</b>	<b>\$186,293,700</b>	<b>\$0</b>	<b>\$186,293,700</b>	<b>-</b>	<b>\$0</b>	<b>\$186,293,700</b>

**Notes:**

- [1] Please note that the above costs are **PRELIMINARY** and are subject to change with design.
- [2] An allowance of 15% on building construction has been included for General Contractor general conditions & fee.
- [3] An allowance of 20% for design & pricing contingency to account for unknowns in design & pricing due to the early stage of the design.
- [4] An allowance of 10% construction contingency has been included for change orders that may occur during construction phase of the project.
- [5] No allowance for escalation has been allowed for, costs are based on current dollars at the date the estimate has been prepared

- [6] HST has been excluded from the above costing
- [7] The above costs exclude items as outlined on page 4 Section 1.6
- [8] Costing assumes competitive bidding by general contractors and sub-trades
- [9] Soft costs, financing costs and land cost are excluded, the above cost are for project hard costs only
- [10] Cost of contaminated soil removal

**SITE DEVELOPMENT**

**D - Option 1.2 - Town Square, Hybrid**

	Quantity		Unit rate	Amount
<b>1.00 Earthworks</b>			<b>Sum</b>	<b>\$2,981,000</b>
1.01 Clearing	10	Ha	7,500.00	\$75,000
1.02 Grubbing (to a depth of 300 mm)	10	Ha	50,000.00	\$500,000
1.03 Mass Excavation - Common	50,000	m3	25.00	\$1,250,000
1.04 Mass Excavation - Rock	20,000	m3	55.00	\$1,100,000
1.05 Environmental Measures	1	ls	56,000.00	\$56,000
<b>2.00 Water System</b>			<b>Sum</b>	<b>\$1,055,400</b>
2.01 250mm CI CL52	1,785	m	375.00	\$669,400
2.02 250m Gate Valve	21	each	2,500.00	\$52,500
2.03 Water Lateral	504	m	250.00	\$126,000
2.04 Lateral Fittings	63	each	500.00	\$31,500
2.05 Hydrant	12	m	8,000.00	\$96,000
2.06 Air Release Valve	1	each	5,000.00	\$5,000
2.07 Conneciton to Existing	5	each	15,000.00	\$75,000
<b>3.00 Sanitary Sewer System</b>			<b>Sum</b>	<b>\$876,000</b>
3.01 250mm PVC DR35	1,400	m	410.00	\$574,000
3.02 1050mm Precase Manhole	23	each	7,000.00	\$161,000
3.03 Wastewater Lateral	504	m	250.00	\$126,000
3.04 Connection to existing	1	each	15,000.00	\$15,000
<b>4.00 Storm Sewer System</b>			<b>Sum</b>	<b>\$1,546,700</b>
4.01 300mm PVC DR35	575	m	415.00	\$238,600
4.02 375mm PVC DR35	350	m	465.00	\$162,800
4.03 450mm CSA A257.2	250	m	525.00	\$131,300
4.04 525mm CSA A257.2	75	m	600.00	\$45,000
4.05 600mm CSA A257.2	115	m	700.00	\$80,500
4.06 750mm CSA A257.2	140	m	825.00	\$115,500
4.07 900mm CSA A257.2 with reinstatement	60	m	1,050.00	\$63,000
4.08 1050mm Precast Manhole	18	each	7,000.00	\$126,000
4.09 1200mm Precast Manhole	5	each	9,500.00	\$47,500
4.10 1500mm Precast Manhole	3	each	12,000.00	\$36,000
4.11 Stormwater Lateral	504	m	250.00	\$126,000
4.12 1050mm Catchbasin (single)	35	each	7,000.00	\$245,000
4.13 1050mm Catchbasin (double)	2	each	10,000.00	\$20,000
4.14 Precase Headwall with Grade (900)	1	each	1,500.00	\$1,500
4.15 Drainage Ditch	200	m	225.00	\$45,000
4.16 Rocklining (100mm-200mm)	300	m2	210.00	\$63,000

**SITE DEVELOPMENT**

**D - Option 1.2 - Town Square, Hybrid**

	Quantity		Unit rate	Amount
<b>5.00 Street Construction</b>			<b>Sum</b>	<b>\$2,055,900</b>
5.01 Type 1 Gravel	2,851	m3	65.00	\$185,300
5.02 Type 2 Gravel	5,702	m3	65.00	\$370,600
5.03 Asphalt Concrete	1,711	m3	215.00	\$367,900
5.04 100mm Concrete Sidewalk	3,729	m2	120.00	\$447,500
5.05 150mm Concrete Driveway Sidewalk	284	m2	150.00	\$42,600
5.06 Concrete Curb	3,520	m	100.00	\$352,000
5.07 100mm Topsoil & Sod (allowance only)	1,000	m2	25.00	\$25,000
5.08 Street Signs inc bases	10	each	350.00	\$3,500
5.09 Backyard Retaining Wall Allowance (w/ rail/fence)	1,000	m2	250.00	\$250,000
5.10 1.2 High Chain Link Fence (allowance only)	100	m	115.00	\$11,500
<b>6.00 Underground Electrical/Communication</b>			<b>Sum</b>	<b>\$972,000</b>
6.01 Underground Power and Communication Allowance	1,760	m	150.00	\$264,000
6.02 Decorative Street Light Allowance c/w conduit/wiring/contrc	59	each	12,000.00	\$708,000
<b>7.00 Other</b>			<b>Sum</b>	<b>\$9,400,000</b>
7.01 Walkway/Rtrail/Retaining Wall Allowance	1	sum	750,000.00	\$750,000
7.02 Stair Allowance	1	sum	350,000.00	\$350,000
7.03 Power Pole Relocation Allowance	1	each	500,000.00	\$500,000
7.04 Existing Pump Station Upgrade Allowance	1	sum	1,500,000.00	\$1,500,000
7.05 Existing CB Removal at Pump Station	1	sum	100,000.00	\$100,000
7.06 Off Site Wastewater Upgrade Allowance	1	sum	2,000,000.00	\$2,000,000
7.07 Off Site Water System Upgrade Allowance	1	sum	4,000,000.00	\$4,000,000
7.08 Archeological Allowance	1	sum	100,000.00	\$100,000
7.09 Landscaping Allowance	1	sum	100,000.00	\$100,000
<b>8.00 Water (WTP) &amp; Wastewater Treatment Plant (WWTP) Upgrades</b>			<b>Sum</b>	<b>\$11,272,000</b>
8.01 WTP Upgrades - to accommodate growth for BHH	1	sum	5,010,000.00	\$5,010,000
8.02 WWTP Upgrades - to accommodate growth for BHH	1	sum	6,262,000.00	\$6,262,000
			<b>Total:</b>	<b>\$30,159,000</b>








**CLASS D ESTIMATE - ROUGH ORDER OF MAGNITUDE**

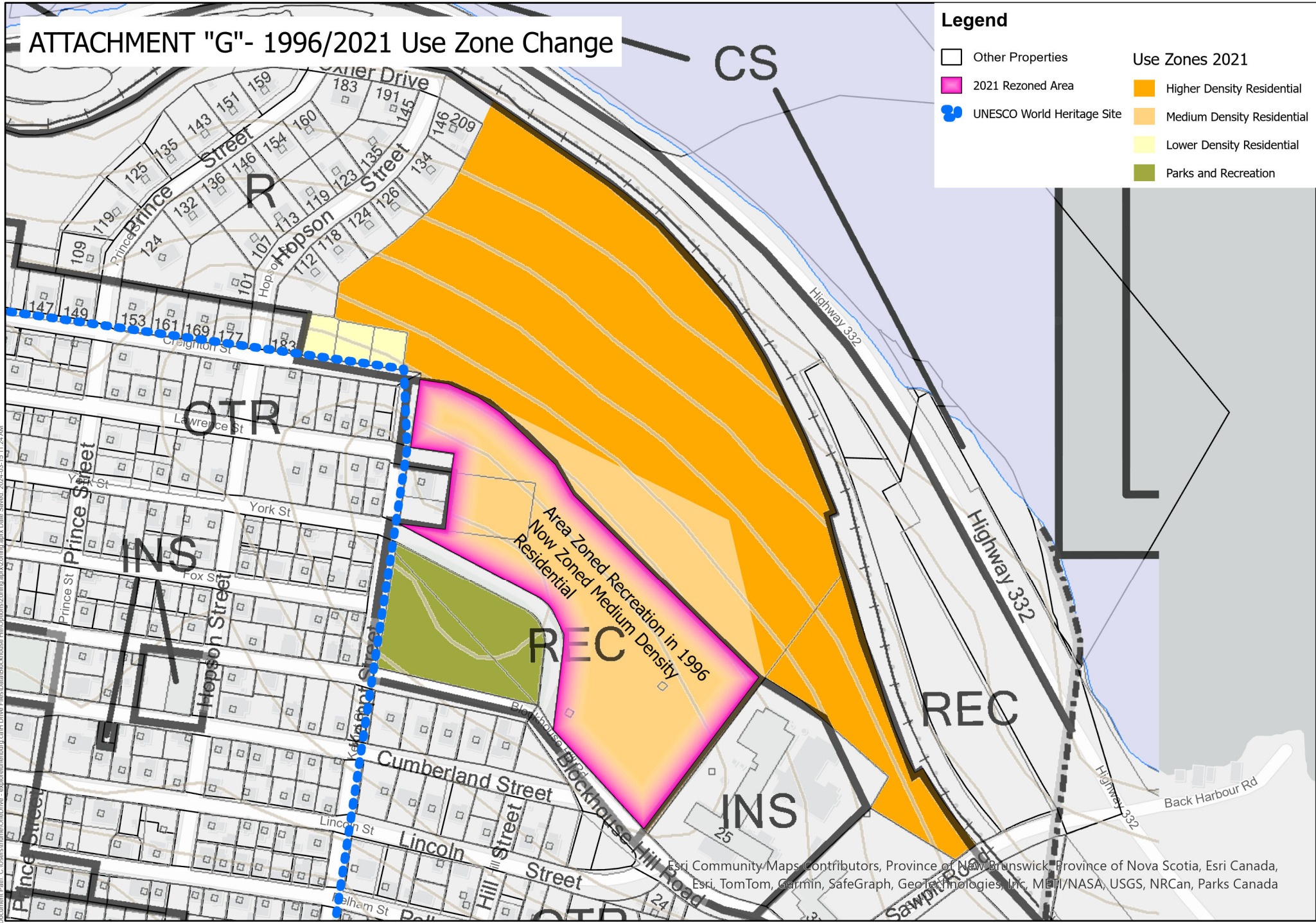
### Attachment B - Design Options Comparison Chart

	<i>Option 1</i>	<i>Option 1.2</i>	<i>Option 2</i>	<i>Option 3</i>	<i>Option 4</i>
<i>Unit Count</i>	368	372	256	170	0
<i>Cost</i>	\$182,296,400	\$186,293,700	\$128,371,300	\$89,962,800	N/A
<i>Cost for Plant Upgrades</i>	\$16,019,500	\$17,110,900	\$8,095,600	\$7,855,800	N/A
<i>Estimated Municipal Tax Revenue</i>	\$2.508M	\$2.563M	\$1.766M	\$1.237M	\$0
<i>Public Green Space</i>	36%	37%	53%	75%	100%
<i>Land Use Planning</i>	✓	✓	✓	✓	Vacant
<i>Land Use Planning 1996</i>	Through Development Agreement	Through Development Agreement	✓	✓	Vacant
<i>Circulation</i>	York, Lawrence, Creighton and Oxner to Blockhouse Hill Road. Green Corridors.	York, Lawrence, Creighton and Oxner to Blockhouse Hill Road, Green Corridors.	Creighton to Sawpit Hopson Loop to Sawpit Green Corridors	Hopson Loop to Sawpit Trails Possible Addition	Trails Possible Addition
<i>Archaeological Impact</i>	Mitigation	Mitigation	No impact	No Impact	No Impact
<i>Heritage Impact</i>	Moderate	Moderate	Limited	Limited	Moderate

# ATTACHMENT "G"- 1996/2021 Use Zone Change

## Legend

-  Other Properties
-  2021 Rezoned Area
-  UNESCO World Heritage Site
-  Higher Density Residential
-  Medium Density Residential
-  Lower Density Residential
-  Parks and Recreation



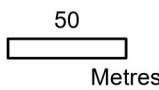
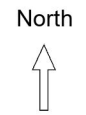
Esri Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, Geotechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada

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# TOWN OF LUNENBURG Blockhouse Hill - 2021 Use Zone Change



**Attachment C - Comparison between Land Use Zoning on Blockhouse Hill Today and in 1996**

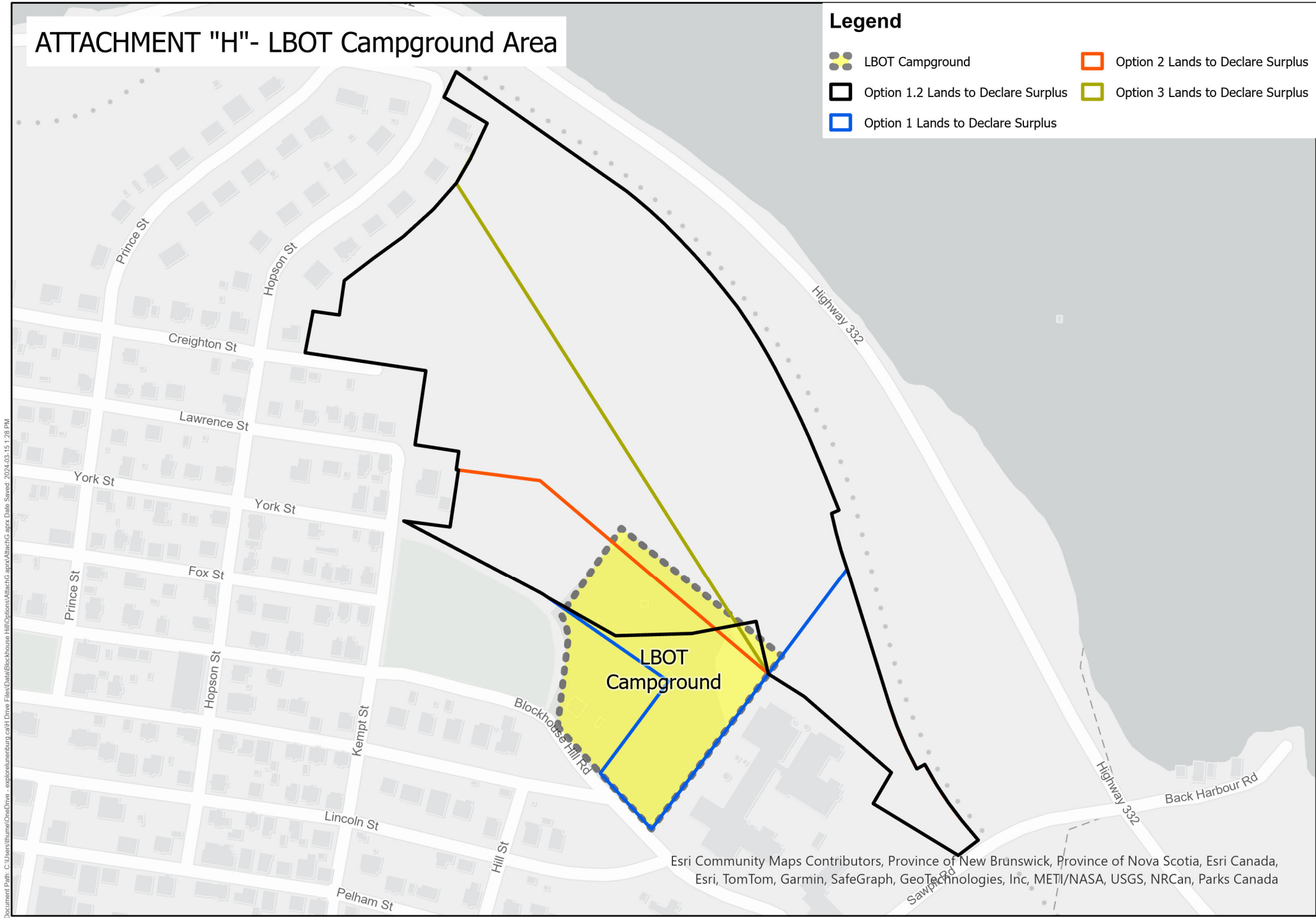
	1996	2021	
	Residential 1	High Density Use Zone, Old Town/New Town 1 Form Zone	Medium Density Use Zone, Old Town/New Town 1 Form Zone
Front Yard Main Building Setback	6 metres or greater	0-6 metres	0-6 metres
Rear Yard Main Building Setback	6 metres or greater	6 metres or greater	6 metres or greater
Side Yard Setback	2.4 metres or greater	2.4 metres or greater	2.4 metres or greater
Common Wall allowed	Yes	Yes	Yes
Flankage Yard Setback	6 metres or greater	0-6 metres	0-6 metres
Maximum Building Height	10.5 metres	10.5 metres	10.5 metres

NOTE: The approach to zoning used by the 2021 Land Use By-law (LUB) differs from that used in 1996 in that building setbacks and height are set under the Form Zone for the area and are not related to the Use Zone. Under the 2021 LUB, there are three zone types, each with their own map: Use Zones; Form Zones; and Lot Zones. In the 1996 LUB, there are only Use zones, where the single zone contains all the rules to be followed in each zone. Under the 2021 LUB, it is the Form Zone that specifies these rules, and one must refer the rules for all three zone types to determine the full zoning rules that apply to a given property.

# ATTACHMENT "H"- LBOT Campground Area

## Legend

-  LBOT Campground
-  Option 1.2 Lands to Declare Surplus
-  Option 1 Lands to Declare Surplus
-  Option 2 Lands to Declare Surplus
-  Option 3 Lands to Declare Surplus



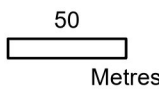
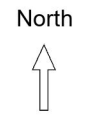
Esri Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada

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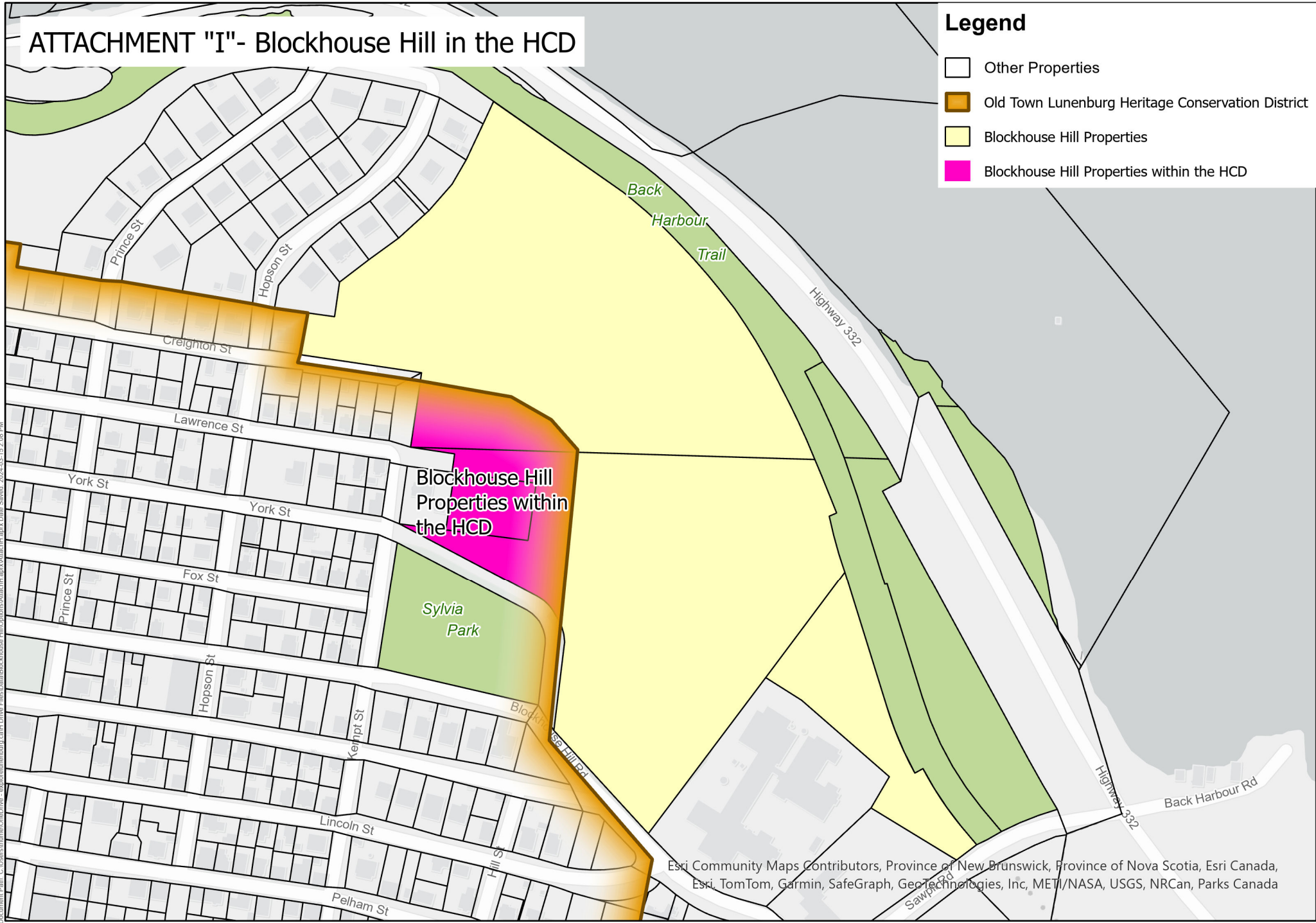
# TOWN OF LUNENBURG LBOT Campground and Development Areas



# ATTACHMENT "I"- Blockhouse Hill in the HCD

## Legend

-  Other Properties
-  Old Town Lunenburg Heritage Conservation District
-  Blockhouse Hill Properties
-  Blockhouse Hill Properties within the HCD



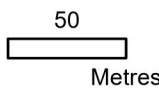
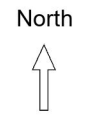
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## TOWN OF LUNENBURG Blockhouse Hill - Overlap with HCD



# BLOCKHOUSE HILL



2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 1 - 1. View from Sylvia Park  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 1 -2. View from Sylvia Park  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 1 - 3. View from Lawrence Street  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 1 - 4. View from Creighton Street  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 2 - 1. View from Sylvia Park  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

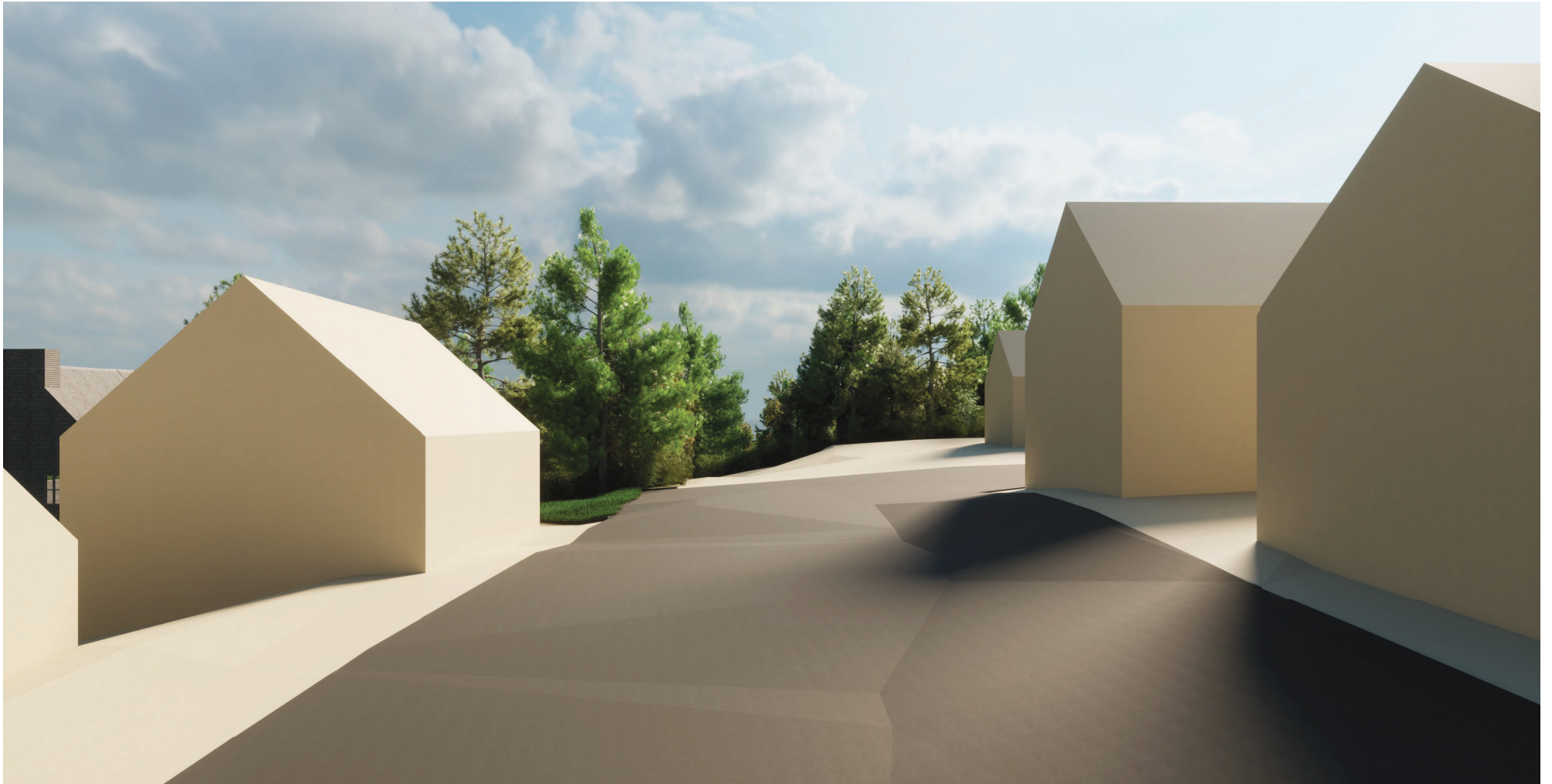
# BLOCKHOUSE HILL



Option 2 -2. View from Sylvia Park  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 2 - 3. View from Lawrence Street  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

# BLOCKHOUSE HILL



Option 2 - 4. View from Creighton Street  
2024-03-04

MacKay-Lyons Sweetapple  
Architects

**Blockhouse Hill Municipal Tax Revenue Estimates**

Option 1: Town Square						Total Cost*	Residential Tax Rate	Estimated Tax Revenue
Type	Studio/Adu	1 Bed	2 Bed	3 Bed	Total # Units			
<b>Total</b>	<b>50</b>	<b>93</b>	<b>134</b>	<b>91</b>	<b>368</b>	<b>\$ 182,296,400.00</b>	<b>\$ 1.376</b>	<b>\$ 2,508,398.46</b>

Option 1.2: Town Square Hybrid						Total Cost*	Residential Tax Rate	Estimated Tax Revenue
Type	Studio/Adu	1 Bed	2 Bed	3 Bed	Total # Units			
<b>Total</b>	<b>36</b>	<b>99</b>	<b>138</b>	<b>99</b>	<b>372</b>	<b>\$ 186,293,700.00</b>	<b>\$ 1.376</b>	<b>\$ 2,563,401.31</b>

Option 2: Out of Sight						Total Cost*	Residential Tax Rate	Estimated Tax Revenue
Type	Studio/Adu	1 Bed	2 Bed	3 Bed	Total # Units			
<b>Total</b>	<b>26</b>	<b>66</b>	<b>98</b>	<b>66</b>	<b>256</b>	<b>\$ 128,371,300.00</b>	<b>\$ 1.376</b>	<b>\$ 1,766,389.09</b>

Option 3: Commons Crescent						Total Cost*	Residential Tax Rate	Estimated Tax Revenue
Type	Studio/Adu	1 Bed	2 Bed	3 Bed	Total # Units			
<b>Total</b>	<b>3</b>	<b>48</b>	<b>72</b>	<b>47</b>	<b>170</b>	<b>\$ 89,962,800.00</b>	<b>\$ 1.376</b>	<b>\$ 1,237,888.13</b>

*\*Total Cost is assumed to equal Fair Market Value and Year 1 Assessment Value*

**Subject:** Cultural Tourism Economic Impact Study and Plan  
**From:** Hilary Grant, Director of Community Development  
**Date:** April 9, 2024

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### **Recommendations**

That Council approve using the \$50,000 allocated to developing an economic impact study/analysis and the \$137,000 received from the Atlantic Canada Opportunities Agency to develop a Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan.

That Council direct Staff to develop Terms of Reference for a Cultural Tourism Working Group toward completing a Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan.

### **Alternatives**

- Delay a decision.

### **Background**

On January 23, 2024, Council approved \$50,000 for an economic impact study but stipulated that it would not proceed until at least \$50,000 in matching funds were secured from non-Town sources.

\$137,000 in funding from the Atlantic Canada Opportunities Agency (ACOA) was announced on March 22, 2024. This funding is to work with a facilitator and community stakeholders through ACOA's Strategic Tourism Expansion Program (STEP) to develop a sustainable tourism plan. With over twenty communities benefiting from STEP, the program emphasizes sustainable, experiential tourism aligned with community input. The process involves collaboration between a local Working Committee and a certified STEP Consultant over approximately two years and can unfold concurrently with an economic study.

The proposed Cultural Tourism Economic Impact Study will analyze how tourism impacts employment, wages, visitor numbers, spending, housing, municipal tax revenue, and GDP in Lunenburg. The Sustainable Cultural Tourism Plan will outline strategies to enhance year-round, experiential, and inclusive tourism in a socially and environmentally sustainable manner over three to five years. The Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan will encompass historic sites, museums, events, and the Town's broader tourism economy, including accommodations, camping, restaurants, and marine activities such as shipbuilding, fishing, and recreational boating. Through collaboration with ACOA and community stakeholders, the goal is to enhance Lunenburg's tourism offerings, extend the tourism season, and promote sustainable economic growth.

## **Discussion**

The Strategic Tourism Expansion Program (STEP) aims to develop sustainable tourism destinations in Atlantic Canada by focusing on:

1. Economic Sustainability: Maximizing tourism profits for long-term viability by enhancing product value and visitor returns.
2. Cultural and Environmental Preservation: Protecting and preserving cultural heritage and natural environments, as these assets directly impact livelihoods and the attractiveness of destinations.
3. Community Engagement: Involving and supporting communities because community leadership, input, and support are essential to the success of tourism initiatives.

Lunenburg's absence of reliable economic data sets has been a longstanding challenge. Furthermore, the Lunenburg Cultural Collective has expressed keen interest in the Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan. Council endorsed collaboration with the Lunenburg Cultural Collective's Cultural Roundtable on September 14, 2021.

The Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan projects include comprehensive resource mapping, economic research, experiential tourism development, marketing recommendations, community engagement, and capacity-building workshops. Ongoing training, mentoring, and support will be provided to key stakeholders by a consultant to ensure the plan's successful implementation. Anticipated outcomes include the development of a robust, replicable economic impact methodology, a strategic and achievable tourism plan, increased community engagement, and strengthened collaboration among stakeholders.

## **Strategic Plan Relevance**

Create and maintain a detailed inventory of community economic data including, but not limited to, labour market statistics, a business directory, vacant land and storefront inventory, and a 'development ready' land inventory.

## **Relevant Legislation**

The Municipal Government Act

## **Financial**

Council already approved \$50,000 for an economic impact study on January 23, 2024. The Atlantic Canada Opportunities Agency grant is to undertake a sustainable tourism development plan.

**Communications**

Staff will advertise the new Cultural Tourism Working Group on the Town's website and social media.

**MOTION ACTION LIST**

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS
Lawn and Park Naturalization Policy	Sept. 12, 2023	That staff draft a lawn and park naturalization policy to allow and encourage naturalization initiatives.	Municipal Clerk	Spring 2024	
Community Grants Policy Amendment	Sept. 26, 2023	Amend the Community Grants Program Policy to add criteria for Lunenburg students needing extra funds for provincial or national recreational or cultural activities, allocating \$2,000 from the Community Grants Fund exclusively for qualifying student applicants.	Director of Finance / Recreation Manager	Spring 2024	
Lunenburg RV Park and Campground Benefits	Sept. 26, 2023	CAO will seek detailed financial and community benefit reports from the Lunenburg Board of Trade about the Lunenburg RV Park and Campground.	CAO	To be completed after Economic Impact Study	
Blockhouse Hill	Jan. 23, 2024	Return to Council on March 26 to consider a decision to declare Blockhouse Hill as surplus land.  Return with all tax implications associated with the development	Director of CD Director of Finance	<del>March 26, 2024</del> Next update is scheduled for April 9, 2024	

		options presented by MacKay-Lyons Sweetapple Architects Ltd.			
Marketing Levy By-law	Feb. 27, 2024	That Council direct staff to bring forward a draft Marketing Levy By-law for first reading.	Director of CD	TBD	
Housing Updates	March 26, 2024	Include periodic updates from the South Shore Housing Action Coalition (SSHAC) and the South Shore Open Doors Association (SSODA) in Council agenda packages.	Director of CD/Municipal Clerk	Schedule TBD	