

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, May 28, 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 May 28, 2024 Council Meeting Agenda

Recommendation: That Council approve the agenda for the May 28, 2024 meeting as presented.

4. APPROVAL OF MINUTES

4.1 May 14, 2024 Council Meeting Minutes

Recommendation: That Council approve the May 14, 2024 meeting minutes as presented.

5. PRESENTATIONS

6. 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

7. CORRESPONDENCE

Unless a recommendation has been provided, correspondence items are for information only. Should Council wish to act on something within a correspondence item, a motion of Council must be made.

7.1 South Shore Open Doors Association (SSODA) April Homelessness Statistics

8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

9. BUSINESS ARISING AND UNFINISHED BUSINESS

9.1 Rodent Control for Demolished Buildings – Anke Holm

Recommendation: That Council direct staff to draft regulations mandating pest control measures for all building demolitions within the Town of Lunenburg.

9.2 Repealing of Policies – *Decision*

Recommendation: That Council repeal the following Town of Lunenburg policies:

- Budget and Financial Controls
- Procurement Banking Services Policy
- Ditch and/or Culvert Systems Policy
- Hillcrest Cemetery Burial Procedure Policy
- Obstruction of Private Sewer Laterals by Town Tree Roots Policy
- Tree Removal and Trimming Policy
- Work on Private Property Policy
- Heritage/Building/Development Permits Applications Policy
- Violations of Land Use By-law, Heritage By-law and Building By-law Policy
- Respecting Parking Meter Payment Exemptions for the RCMP and Town Officials Policy
- Surplus Items Disposal Policy
- Compostable Materials Use and Waste Reduction Initiatives Policy
- Town Equipment Loan and Use Policy

10. NEW BUSINESS

10.1 Fund Withdrawal to Purchase Rescue Boat and Firefighting Equipment

Recommendation: That Council approve a withdrawal from the Lunenburg and District Fire Department and Town of Lunenburg Joint Equipment and Building Fund Bank Account in the amount of \$17,600 to fund the purchase of a small inshore rescue boat and wildland firefighting equipment.

10.2 2024/25 Provincial Funding Applications

Recommendation 1: That Council direct staff to apply for funding from the Beautification and Streetscaping Program for the 2024/25 Urban Forest Tree Planting project.

Recommendation 2: That Council direct staff to apply for funding from the Provincial Capital Assistance Program for the 2024/25 Watermain Loop – Harbourview to Morash project.

Recommendation 3: That Council direct staff to apply for funding from the Flood Risk Infrastructure Investment Program for the 2024/25 Water Utility Spillway project.

10.3 Planning Advisory Committee Terms of Reference & Public Participation Policy – *Notice of Policy*

Recommendation 1: That Council approve the Planning Advisory Committee Terms of Reference as presented.

Recommendation 2: That Council give notice to approve the new Planning Public Participation Program Policy, repealing and replacing Policy #65, the Planning Public Participation Program Policy.

10.4 Cultural Tourism Working Group Terms of Reference

Recommendation: That Council approve the Cultural Tourism Working Group Terms of Reference as presented.

10.5 Inter-Municipal Accessibility Agreement and 2024/25 Budget

Recommendation: That Council ratify the Inter-Municipal Accessibility Agreement and the 2024/25 Inter-Municipal Accessibility Agreement Annual Budget as presented.

10.6 Community Grants

Recommendation 1: That Council award a \$10,000 Community Grant to Lunenburg County Wheels.

Recommendation 2: That Council award a \$834 Community Grant to the Lunenburg Royal Canadian Legion Branch #23.

Recommendation 3: That Council award the 2024/2025 Community Grants following

_____.

Choose one of the following options:

- Option 1 Equal Percentage
- Option 2 Equal Amount
- Option 3 Following Precedent
- Option 4 Merit-Based Analysis

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11.1 Municipal Archive – *Notice of Motion provided by Deputy Mayor Ernst on May 14, 2024*

Draft motion: That Council direct staff to explore the creation of a Municipal Archive and ensure that documents currently stored in vulnerable areas are moved to more secure locations.

11.2 Blockhouse Hill Development and Divestment Report – *Notice of Motion provided by Mayor Myra on May 14, 2024*

Draft motion: Council directs staff to prepare a report for a future meeting detailing the next steps for the proposed development of Blockhouse Hill, including a timeline outlining all necessary steps for divesting the lands.

11.3 Report on Plebiscite for Blockhouse Hill Development - *Notice of Motion provided by Mayor Myra on May 14, 2024*

Draft Motion: That Council direct staff to prepare a report on how a plebiscite could be conducted regarding the divesting and development of Blockhouse Hill in accordance with the development rules for Design Option 2 (Out of Sight).

11.4 Inclusion of Paid Parking Infrastructure in 2025/26 Budget Consideration – *Notice of Motion provided by Mayor Myra on May 14, 2024*

Draft motion: That Council direct staff to include paid parking infrastructure, which accepts various payment options, for consideration in the 2025/26 budget.

12. IN CAMERA

12.1 Legal advice eligible for solicitor-client privilege

12.2 Acquisition, sale, lease and security of municipal property

12.3 Personnel Matter

Recommendation: That Council move in camera at _____ to discuss agenda items 12.1 Legal advice, 12.2 Acquisition, sale, lease and security of municipal property eligible for solicitor-client privilege and 12.3 Personnel Matter per the Municipal Government Act.

13. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

May 14, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Mayor Jamie Myra, Deputy Mayor Stephen Ernst, Councillors Melissa Duggan, Jenni Birtles, Peter Mosher and Susan Sanford (via Zoom)
Absent	Councillor Ed Halverson
Also present	Lisa Dagley, Director of Finance Tyson Joyce, Director of Public Works Hilary Grant, Interim CAO Trevor Hume, Planner 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 Duggan, seconded by Councillor Mosher, that Council approve the agenda for the May 14, 2024 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the April 23, 2024 meeting minutes as presented. Motion carried unanimously
Presentation - Lunenburg County Wheels	Council heard a presentation from Lunenburg County Wheels, a community transportation service. The Board of Lunenburg County Wheels emphasized the costs of maintaining and operating the service, including vehicle maintenance, fuel, insurance, and adding paid staff. To sustain and expand this community service, the Board is seeking financial support from the Town for \$10,000.
Public Input	Alison Strachan wished the Mayor a happy birthday.

Teresa Quilty expressed support for the proposed Minimum Property Vegetation Standards By-law and the collaborative process used to create the by-law.

Joel Weston expressed support for the Watermain Loop Harbourview Morash project.

Correspondence Council received a letter from Laurie Fisher Huck, the artist who created the fish sculptures on Pelham Street and King Street, inquiring if the Town was interested in working with her to refurbish any of the sculptures if needed.

Council received a letter from resident Anke Holm, encouraging the Town to consider implementing a by-law for rodent control during building demolitions.

Council received a letter from Canadian Heritage, informing that the Town has received funding under the Celebration and Commemoration Program.

Regarding a request from the Lunenburg County Accessibility Advisory Committee, Council made the following motion:

Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council proclaim May 26 – June 1, 2024, as Access Awareness Week in the Town of Lunenburg and that Council approve flying the Access Awareness Week flag at the UNESCO Monument Flagpoles during this week.

Motion carried unanimously

Appeal:
Encroachment
Licence
Agreement – 7
McKenzie Street

The Mayor called to order the appeal hearing for the Encroachment Licence Agreement for 7 McKenzie Street.

Staff presented an information report explaining the reasons for the refusal of the encroachment licence. Following the staff report, the appellant, James Cummings, provided his rationale for why the appeal should be granted. He argued that the requested plan aligns with the plan previously approved by Council, as it removes excessive pathways and reduces future town work risk.

The Mayor closed the appeal.

Moved by Councillor Mosher, seconded by Councillor Duggan that Council grant the appeal of the Encroachment Licence Agreement for 7 McKenzie Street as presented in the May 14, 2024 agenda package, with the condition that if the Town of Lunenburg ever requires access to the property for any Town purposes, any associated costs for repairs and replacement would be at the owner's expense.

FOR	AGAINST
6 Councillors	1 Councillor (Councillor Birtles)

Motion carried

Moved by Councillor Mosher, seconded by Deputy Mayor that Council direct staff to, upon completion of the Traffic and Parking Study, review all by-laws and policies governing Town streets, including street rights-of-way, and prepare a report for Council.

Motion carried unanimously

2024/25 Town
General Operating
Budget

Before voting on the proposed 2024/25 Town General Operating Budget, councillors asked if additional funding could be added to accommodate the request by Lunenburg County Wheels. Staff confirmed that additional funding for community grants could be added through the Deed Transfer Tax revenue.

Moved by Councillor Birtles, seconded by Councillor Sanford, that Council approve the 2024/25 Town General Operating Budget as presented, totalling \$10,875,000, with the following Tax and Sewer Rates:

- Residential Tax Rate of \$1.376/\$100 of assessment
- Commercial Tax Rate of \$3.358/\$100 of assessment
- Seasonal Tourist Tax Rate of \$2.519/\$100 of assessment
- Residential Sewer Rate of \$718.85 per dwelling unit
- Non-Residential Sewer of \$0.6869/\$100 of Assessment
- Church Sewer of \$422.20 per quarter

Motion carried unanimously

2024/25 Water
Utility Operating
Budget

Moved by Councillor Duggan, seconded by Councillor Mosher that Council approve the 2024/25 Water Utility Operating Budget as

presented, totalling \$1,759,100.

Motion carried unanimously

Minimum
Property
Vegetation
Standards By-law
– *Introduction
Report*

Staff presented an introductory report on the proposed Minimum Property Vegetation Standards By-law and other possible options to support lawn naturalization.

Moved by Councillor Mosher, seconded by Councillor Sanford, that Council direct staff to bring forward the Minimum Property Vegetation Standards By-law for first reading at the next Council meeting with the following amendment: the addition of a permitting program for those seeking to naturalize their yards.

Motion carried unanimously

Repealing of
Policies – Notice

Moved by Councillor Birtles, seconded by Deputy Mayor Ernst, that Council give notice to repeal the following Town of Lunenburg policies:

- Budget and Financial Controls
- Procurement Banking Services Policy
- Ditch and/or Culvert Systems Policy
- Hillcrest Cemetery Burial Procedure Policy
- Obstruction of Private Sewer Laterals by Town Tree Roots Policy
- Tree Removal and Trimming Policy
- Work on Private Property Policy
- Heritage/Building/Development Permits Applications Policy
- Violations of Land Use By-law, Heritage By-law and Building By-law Policy
- Respecting Parking Meter Payment Exemptions for the RCMP and Town Officials Policy
- Surplus Items Disposal Policy
- Compostable Materials Use and Waste Reduction Initiatives Policy
- Town Equipment Loan and Use Policy

Motion carried unanimously

Legion Event
Funding Request

Staff summarized a request from the Royal Canadian Legion Lunenburg Branch #23, requesting that Council waive fees for traffic control and road closures for the Legion's Battle of the Atlantic Parade on May 5. Staff recommended amending the Special Events Policy to allow the

Legion to request in-kind services for either the Battle of the Atlantic Parade or the Remembrance Day Service.

Moved by Councillor Mosher, seconded by Councillor Duggan, that the Royal Canadian Legion Lunenburg Branch #23's request to waive up to \$1,000 for traffic control and road closures provided by the Town for the Legion's Battle of the Atlantic Parade be included as one of the approved grants in the annual Community Grants Program allocation.

Motion carried unanimously

Green Street
Sidewalk Renewal
– Tender Award

Staff presented a summary of the Green Street sidewalk renewal tender award recommendation.

Motion carried unanimously

Moved by Councillor Mosher, seconded by Councillor Sanford, that Council increase the budget for the Green Street Sidewalk Renewal to \$496,000 and that funding for the Project will be \$309,335 from the Surplus Asset Reinvestment Reserve and \$186,665 from the Municipal Capital Growth Program Grants.

Motion carried unanimously

Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council award the Green Street Sidewalk Renewal Tender to Ground Force Property Services for the amount of \$400,805.94 + HST.

Motion carried unanimously

Watermain Loop
Harbourview
Morash – Tender
Award

Before any discussion or decisions on the Watermain Loop Harbourview Morash tender award recommendation, the Mayor declared a conflict of interest as they have a family member who lives on Morash Lane. The Mayor sat in the public gallery, and the Deputy Mayor assumed chairing duties.

Moved by Councillor Mosher, seconded by Councillor Sanford, that Council award the Watermain Loop Harbourview Morash Tender to Rikjak Construction Ltd for the amount of \$195,897.50 + HST.

Motion carried unanimously

The Mayor resumed chairing duties.

Notice of Motions and Councillor Reports Deputy Mayor Ernst gave notice of motion requesting that Council direct staff to explore the creation of a Municipal Archive, emphasizing that documents currently stored in vulnerable areas should be moved to more secure locations.

Mayor Myra gave notice of motion requesting the following items:

That Council direct staff to prepare a report at a future meeting detailing the next steps for the proposed development of Blockhouse Hill, including a timeline outlining all required steps for divesting the lands.

That Council direct staff to prepare a report on how a plebiscite could be conducted for the proposed development of Blockhouse Hill, specifically using the development design option 2 (Out of Sight).

That Council direct staff to include paid parking infrastructure that accepts various payment options for consideration in the 2025/26 budget.

Motion Action List Council received the motion action list for information.

In Camera Moved by Councillor Mosher, seconded by Deputy Mayor Ernst, that Council move in camera at 7:36 p.m. to discuss agenda items 14.1 Personnel Matter and 14.2 Acquisition, sale, lease and security of municipal property per the Municipal Government Act.

Motion carried unanimously

Before Council entered closed session, the Mayor called a brief recess.

Revert to public meeting Council reverted to open meeting at 8:43 p.m.

Adjournment There being no further business, the May 14, 2024 Council meeting adjourned at 8:44 p.m.

The minutes were read and approved.

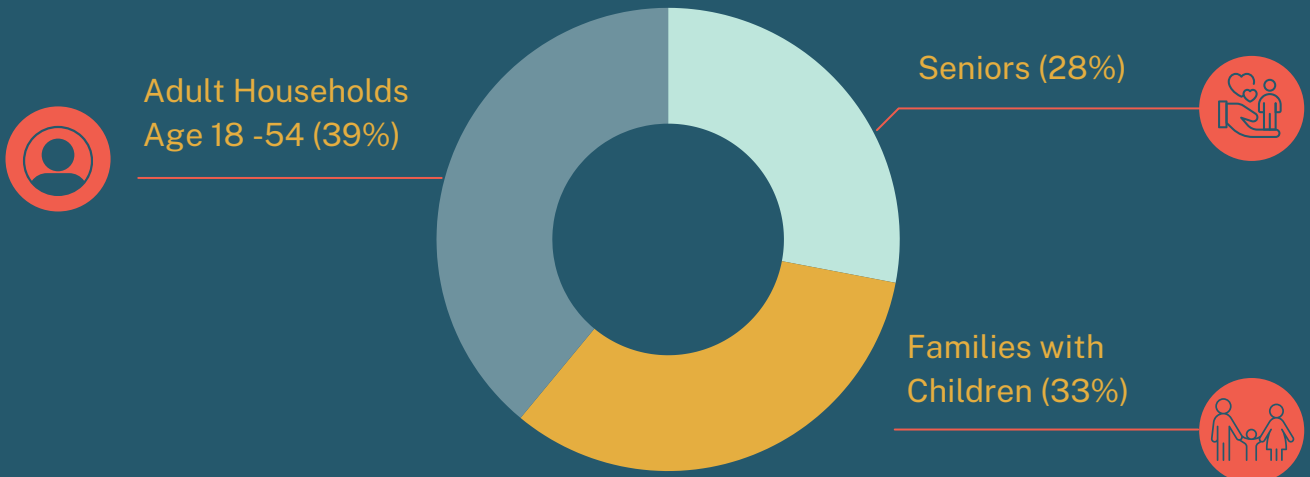
A LOOK AT OUR NUMBERS...

April 2024

Next month is SSODA's 2nd anniversary. In those 2 years we have completed **over 500** intakes for folks in our community facing housing insecurity and homelessness.

CURRENT STATE OF HOMELESSNESS

A breakdown of the actively homeless/housing insecure that are currently on our By-Name-List (BNL).



HOUSED



122

HOUSEHOLDS HAVE BEEN CONNECTED TO HOUSING SINCE MAY 2022

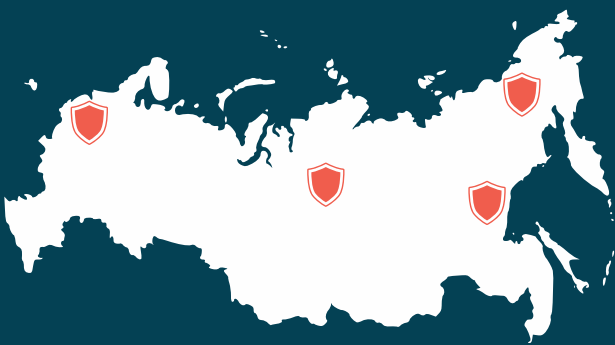
HOUSEHOLD BREAKDOWN

SSODA has completed **521** intakes to date. Here are some of the demographics reflected from those intakes.



ORIGIN OF HOUSEHOLD

Geographic region identified at time of intake.



Bridgewater	243	
MODL	142	
Queens	61	
Lunenburg	16	
Chester	18	
Mahone Bay	17	
Did not disclose	24	

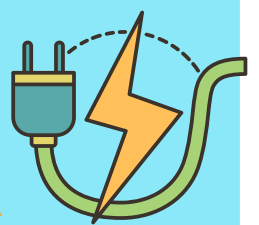
CHRONICITY

Chronic homelessness is defined as being in a state of homelessness for 6 months or more in a 12 month period, or 18 months or more in the last 3 years.

On our BNL we currently have **47** active individuals that are chronically homeless.

ENERGY AND HOUSING LOSS

Since May 2022, SSODA has identified **177** households as experiencing energy poverty. Totalling **\$140,262.49** in NS Power arrears.



SLEEPING ARRANGEMENTS/HOUSING LOSS

Top Reasons for Housing Loss:

- Building being Sold
- Leaving Home Due to Domestic Violence
- Eviction due to Renovations

Top Sleeping Arrangements at Time of Intake:

- Renting - Pending Eviction
- Couch Surfing - Safe
- Hotel Stay

From: [Anke Holm](#)
To: [Jamie Myra](#)
Cc: [Stephen Ernst](#); [Jenni Birtles](#); [Melissa Duggan.](#); [ED Halverson](#); [Peter Mosher](#); [Susan Sanford](#); [Kayla Byrne](#)
Subject: to TOL Council re rodent control (rats and mice) / demolished buildings
Date: April 18, 2024 2:06:51 PM

CAUTION: THIS IS AN EXTERNAL MAIL

To the mayor and council:

I already have talked to the former mayor Matt Risser and on April 4 to Kayla Byrne about this matter.

The tear down years ago a building of the Lunenburg Foundry caused a huge rat problem in town. These "homeless" rats, it must have been thousands and people saw them crossing the street, looked for "new homes" and invaded many basements, incl. mine, a property in my neighborhood in York Street and one in Green Street of a friend. It took me more than 2 years to finally get rid of them and they left a very disgusting and unsanitary mess.

To avoid something like that happening in the future I would like to see a by-law, that the owners of every building being planned to be demolished, have to proof, that all pests/rodents are eradicated by licensed pest control companies.

For example Halifax has something in place and probably other towns too. "2. Amend Administrative Order 2016-003-ADM, Respecting Construction Site Management to include rodent control in the form of pre-baiting for a period of 10-14 days prior to demolition or major construction." <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/170207rc1441.pdf>

Thank you for considering this matter before something like some years ago happens again.

kind regards

Anke Holm

Subject: Repealing of Policies – Notice
From: Kayla Byrne, Municipal Clerk
Date: May 14, 2024 – notice
May 28, 2024 – decision



Recommendation:

That Council repeal the following Town of Lunenburg policies:

- Budget and Financial Controls
- Procurement Banking Services Policy
- Ditch and/or Culvert Systems Policy
- Hillcrest Cemetery Burial Procedure Policy
- Obstruction of Private Sewer Laterals by Town Tree Roots Policy
- Tree Removal and Trimming Policy
- Work on Private Property Policy
- Heritage/Building/Development Permits Applications Policy
- Violations of Land Use By-law, Heritage By-law and Building By-law Policy
- Respecting Parking Meter Payment Exemptions for the RCMP and Town Officials Policy
- Surplus Items Disposal Policy
- Compostable Materials Use and Waste Reduction Initiatives Policy
- Town Equipment Loan and Use Policy

Background

Town staff are in the process of reviewing all municipal policies and bylaws. During this process, it has been discovered that many of the Town's policies are focused on internal staff procedures rather than the broader, high-level policies set by Council. A policy represents the Council's goals and objectives, whereas administrative procedures or standard operating procedures detail staff's day-to-day methods to implement these policies and manage their tasks.

Council gave notice to repeal these policies at its May 14, 2024 meeting. Since then, staff have not received any public comments regarding the potential repeal of these policies.

Discussion

Staff have pinpointed 13 policies that are either outdated or merely describe standard operating procedures. The Chief Administrative Officer (CAO) and department directors have reviewed and agreed on the recommendation outlined above.

Internal operating and administrative procedures: Many of the policies being proposed to be repealed are based on operational and administrative responsibilities that can be effectively captured in internal operating and administrative procedures. If these policies are repealed, the procedures they encompass will not be discarded entirely. Instead, they will be maintained as internal operating or administrative procedures. This shift allows for greater flexibility, enabling staff to modify these procedures to adapt to evolving operational requirements. The modified procedures can then be approved directly by the CAO, streamlining the process and ensuring that changes can be implemented swiftly and efficiently to meet the town's needs.

Private requests: A few of the identified policies reference private requests. Typically, municipalities do not conduct work on private property per requests from residents as a general practice. This is because municipal services and resources are intended for public use and to benefit the broader community rather than for private benefit. Work on private properties can also expose the municipality to increased legal liabilities and financial burdens while undermining the local private sector, which could otherwise undertake this work. Therefore, it is recommended that policies referencing private requests be reviewed for amendments or repeal.

Generally, municipal work on private property is restricted to private road maintenance, which a by-law may regulate.

Standard policies: Staff utilized the Association of Municipal Administrators of Nova Scotia ([AMANS](#)) [Municipal By-law and Policy Library](#), a comprehensive central repository for all active Nova Scotia municipal by-laws and policies, to compare the policies proposed for repeal against those implemented in other municipalities. The table below details the comparison results, indicating whether a policy is uncommon.

Policy	Reason for Repealing
Budget and Financial Controls	<p>The policy largely replicates the requirements outlined in the MGA, which staff are obligated to follow. Since these legislative requirements are mandatory, creating a separate policy duplicating these provisions does not add value.</p> <p>Spending, such as emergency spending, are outlined in the Purchasing Policy.</p> <p>If there is a perceived need to enhance the governance framework around budgeting and financial controls beyond the statutory requirements, the focus should be</p>

	<p>on developing specific policies that address gaps not covered by the MGA or existing policies.</p> <p>This is not a common policy.</p>
<p>Procurement Banking Services Policy</p>	<p>This should be treated as an internal administrative procedure to eliminate redundancy with the existing Purchasing Policy, streamline processes, and reduce policy clutter. This operational task does not necessitate Council oversight.</p> <p>Overall procurement is captured in the Purchasing Policy.</p> <p>This is not a common policy.</p>
<p>Ditch and/or Culvert Systems Policy</p>	<p>This is outdated, mostly procedural and no longer aligns with Town practices.</p> <p>The detailed responsibilities and authorities of the Town Engineer can be effectively captured in internal operating procedures.</p> <p>This is not a common policy.</p>
<p>Hillcrest Cemetery Burial Procedure Policy</p>	<p>This is an operating procedure and does not require a Council Policy.</p> <p>No other municipality has a procedure-heavy policy like this.</p>
<p>Obstruction of Private Sewer Laterals by Town Tree Roots Policy</p>	<p>This is an operating procedure and does not require a Council Policy.</p> <p>No other municipality has a policy like this.</p>
<p>Tree Removal and Trimming Policy</p>	<p>This is an operating procedure and does not require a Council Policy. Removing this policy would streamline procedures, eliminating the need for council involvement in routine safety decisions. Engaging the council in tree removal decisions that technical experts have already vetted can lead to unnecessary use of council time and resources.</p>

	This is not a common policy.
Work on Private Property Policy	<p>Generally, municipalities should not conduct work on private properties upon public request because it diverts essential public resources and funds away from community-wide projects to individual private benefits, potentially leading to inequitable service distribution. Such practices can also expose the municipality to increased legal liabilities and financial burdens, while undermining the local private sector, which could otherwise undertake this work.</p> <p>This is not a common municipal policy.</p>
Heritage/Building/Development Permits Applications Policy	<p>This is an operating procedure and does not require a Council Policy.</p> <p>This is not a common policy.</p>
Violations of Land Use By-law, Heritage By-law and Building By-law Policy	<p>This is an operating procedure and does not require a Council Policy.</p> <p>This is not a common policy.</p>
Respecting Parking Meter Payment Exemptions for the RCMP and Town Officials Policy	<p>The existing policy primarily outlines procedural details, such as not issuing parking tickets to specific vehicles and the handling of tickets issued in error. These are administrative actions that can be effectively managed at an operational level without necessitating a formal council policy.</p> <p>Instead of a broad policy exempting various groups from parking fees, the town can utilize a more flexible and controlled approach by issuing visitor parking passes. Front-facing staff, such as those at Town Hall, can provide these passes to visitors, including officials and guests, ensuring they are readily available for legitimate needs without requiring a blanket exemption policy.</p> <p>No other municipality has a policy like this.</p>
Surplus Items Disposal Policy	<p>This is an operating procedure.</p> <p>The MGA grants the CAO the authority to manage and delegate the sale of obsolete or surplus municipal</p>

	<p>property.</p> <p>The CAO By-law also gives this authority to the CAO.</p> <p>Several municipalities have a policy like this.</p>
<p>Compostable Materials Use and Waste Reduction Initiatives Policy</p>	<p>This policy functions more as an organizational directive than a broader Council policy, primarily focusing on internal practices specific to town operations and staff behaviours during municipal activities. It details administrative tasks such as sourcing materials and managing suppliers rather than encompassing legislative or governance actions. Since it only applies to events directly managed by town staff and not all special events within the Town of Lunenburg, it lacks the scope typically expected of Council policies that aim to guide community-wide actions and establish regulatory frameworks. It is better suited as an internal guideline to enhance sustainability practices among town operations.</p> <p>No other community has a policy like this.</p>
<p>Town Equipment Loan and Use Policy</p>	<p>This policy extends beyond typical municipal roles, creating administrative burdens and potential liabilities. Loaning equipment leads to risks of damage, legal complications, and fairness issues within the community. Most equipment needs should be managed through facility rental agreements, simplifying logistics and aligning with standard municipal practices, focusing resources on core municipal functions.</p> <p>This is not a common policy.</p>

Strategic Plan Relevance

Internal Operations: Undertake a policy, procedure and bylaw review to enable implementation of CCP. Repealing unnecessary policies is our first step in moving towards reviewing and creating new policies.

Relevant Legislation

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

Financial

There are no financial impacts related to repealing these policies.

Communications

If approved the repealed policies will be removed from the Town's website and updated through internal records management processes.

Subject: Fund Withdrawal to Purchase Rescue Boat and Firefighting Equipment
From: Lisa Dagley, Director of Finance
Date: May 28, 2024



Recommendation

That Council approve a withdrawal from the Lunenburg and District Fire Department and Town of Lunenburg Joint Equipment and Building Fund Bank Account in the amount of \$17,600 to fund the purchase of a small inshore rescue boat and wildland firefighting equipment.

Alternatives

Not approve the request.

Background

Under Administrative Policy, funds donated to the Lunenburg and District Fire Department (LDFD) are deposited into a jointly held bank account. To be eligible for charity receipts donations must be used to purchase LDFD firefighting equipment and/or building equipment and repairs.

Discussion

As noted in their May 8, 2024 correspondence (copy attached) the LDFD has purchased a small inshore rescue boat for \$6,500. Additionally they have purchased wildland firefighting equipment for \$11,100, for a total expenditure cost of \$17,600.

Financial

As noted above the funds in the Joint Equipment Account are from donations. The March 31, 2024 balance of the account was \$42,460.

Attachments

May 8, 2024 Request from LDFD.



Lunenburg & District Fire Department

25 Medway St., P.O. Box 1478, Lunenburg, N.S. B0J 2C0

Fire or Emergency 911 Business or Information (902) 634-8343 Fax (902) 634-4145

May 8, 2024

Mr. Jamie Doyle
Chief Administrative officer
Town of Lunenburg
Lunenburg, N.S.

Dear Mr. Doyle:

The Lunenburg & District Fire Department has found it necessary to purchase a small inshore rescue boat at a cost of \$6 500 as well as purchasing new wildland firefighting equipment at a cost of \$11100. The department would like to request that both of these purchases be paid for from our joint account we have with the Town.

We hope this meets with council's' approval. If, however, you have any additional questions, please don't hesitate to contact Chief Romkey.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robin Jackson".

Robin Jackson, Secretary
Lunenburg Fire Department

Subject: 2024/25 Provincial Funding Applications

Prepared by: Lisa Dagley, Finance Director

Date: May 28, 2024



Recommendation

That Council direct Staff to apply for funding from the Beautification and Streetscaping Program for the 2024/25 Urban Forest Tree Planting project.

That Council direct Staff to apply for funding from the Provincial Capital Assistance Program for the 2024/25 Watermain Loop – Harbourview to Morash project.

That Council direct Staff to apply for funding from the Flood Risk Infrastructure Investment Program for the 2024/25 Water Utility Spillway project.

Alternatives

That Staff not apply for these programs and Council direct Staff to continue to seek alternative funding opportunities.

Background

Applications have opened for the provincial funding programs administered by the Department of Municipal Affairs and Housing (DMAH). These funding applications require Council resolutions demonstrating Council's support of the applications. Applications must be submitted by June 13, 2024.

Discussion

1. Beautification and Streetscaping Program (BSP)

The BSP will invest in projects that improve appearances with a specific focus on attracting tourists and promoting tourism. Projects can include landscaping, installing interpretive and entrance signs, enhancing lighting, and building public restrooms. The Beautification and Streetscaping Program may fund up to 50% of eligible costs to a maximum of \$25,000. The applicant or other sources need to fund the remaining balance of the project.

Staff are recommending the Urban Forest Tree Planting initiative for this funding application. Council has approved \$40,000 for this initiative in the 2024/25 Town Capital Budget.

2. Provincial Capital Assistance Program (PCAP)

PCAP supports municipalities by providing funding to invest in high priority infrastructure projects and prioritizes projects that will eliminate actual or potential environmental and health problems. The program will fund up to 50% of eligible project costs. Eligible projects typically are related to water, wastewater, stormwater, and solid waste management.

Staff are recommending an application be submitted for the Watermain Loop – Harbourview to Morash project, the approved budget amount is \$365,000 in the 2024/25 Water Utility Capital Budget.

3. Flood Risk Infrastructure Investment Program (FRIIP)

FRIIP promotes investment in infrastructure needed to protect communities from flooding. Municipal units can apply for funding from the FRIIP to support studies to understand flooding or construction of infrastructure to protect against floods. The funding may also be used to create river training and floodway improvements, floodwater containment and flood intensity mitigation.

Staff are recommending that an application be submitted for the Water Utility Spillway project. This project has a budget of \$450,000 in the approved 2024/25 Water Utility Capital Budget.

Strategic Plan Relevance

- CCP Action Item #19 - Activate Streetscapes through Design and Planning
- CCP Action Item #28 - Policies and Programs for Street Trees and Urban Forest
- Servicing and Facilities - a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Financial

The Beautification and Streetscaping Program will fund up to 50% of eligible project costs, with a maximum of \$25,000. There is no stated maximum funding allowance for the Provincial Capital Assistance Program or the Flood Risk Infrastructure Investment Program.

Communications

Updates on the funding applications, including if the Town is a successful recipient, will be provided as available.

Subject: Planning Advisory Committee Terms of Reference & Public Participation Policy

From: Hilary Grant, Interim CAO
Kayla Byrne, Municipal Clerk

Date: May 28, 2024 – *Policy Notice*
June 11, 2024 – *Policy Decision*



Recommendations

That Council approve the Planning Advisory Committee Terms of Reference as presented.

That Council give notice to approve the new Planning Public Participation Program Policy, repealing and replacing Policy #65, the Planning Public Participation Program Policy.

Alternatives

- Approve the Planning Advisory Committee Terms of Reference with changes.
- Give notice of the Planning Public Participation Program Policy with changes.
- Delay a decision.

Background

The Planning Advisory Committee (PAC) and Planning Public Participation Program are central to the Town of Lunenburg's current planning processes. The PAC offers informed advice on planning documents, ensuring alignment with community needs and regulatory frameworks. The Public Participation Program facilitates community involvement in planning matters, ensuring transparency and inclusivity. Having a Planning Advisory Committee is not required under the Municipal Government Act (MGA), but if a municipal Council chooses to have a Planning Advisory Committee, the Committee must have an accompanying Public Participation Program.

Recent changes to the MGA will reduce advertising requirements, moving from mailouts and newspaper advertisements to online notices, lowering costs for the Town and applicants pursuing planning document amendments. These changes and public confusion at a March 25, 2024, PAC meeting regarding the Committee's role and relationship to Council, prompted a review of all Committees and their Terms of Reference, with the PAC review prioritized to clarify responsibilities and improve governance.

Discussion

Planning Advisory Committee Terms of Reference: As they are currently written, the current Terms of Reference (TOR) for the Planning Advisory Committee lack detail and

comprehensive elements typically found in a TOR for a Council committee.

The revised Terms of Reference for the PAC provide clarity on its purpose, mandate, responsibilities, membership, staff resources, meeting administration, agenda setting, and other operational procedures. Key updates include:

- Purpose and Mandate: The PAC advises on planning document preparation and amendments, adhering to legislative obligations without needing Council referrals.
- Membership: Seven voting members (four residents and three Council members), serving two-year terms.
- Staff Resources: The Director of Community Development serves as the lead staff resource, facilitating informed decision-making.
- Meeting Administration: In-person meetings with virtual participation as needed, open to the public but not livestreamed or recorded.
- Agenda Setting: Agendas set by lead staff, with input from PAC members, ensuring relevance to PAC's objectives.
- Recommendations and Communications: PAC recommendations compiled into reports for Council, with the Chair as the official spokesperson.

Planning Public Participation Program Policy: The Town already has [Policy #65, the Planning Public Participation Program Policy](#). However, upon review, staff have identified areas where additional details and clarity could enhance the efficiency and effectiveness of the planning participation program.

The new proposed Public Participation Program ensures transparent and effective community involvement in planning processes. Key elements include:

- Public Participation Meetings (PPMs): Held for planning document adoption or amendment, with notices issued per MGA requirements.
- Input and Conduct: Criteria for submission and respectful conduct during PPMs, with multiple formats for public input (oral, virtual, prerecorded, written).
- Notices and Costs: Notices posted on the Town's website and social media, with costs borne by applicants for required advertisements and mailed notices.
- Accommodation: Provision of accommodations for individuals with disabilities as defined under the Nova Scotia Human Rights Act.
- Recommendations and Reports: PAC recommendations and staff reports presented to Council following PPMs, ensuring informed decision-making.

The new terms of reference and policy provide much more detail than the existing terms of reference and policy, though they largely codify extant processes. The new Planning Public Participation Program Policy introduces a structured PPM, including a detailed process for

publishing staff reports and holding meetings, including timelines for public submissions, multiple formats for submitting input, accommodation provisions for individuals with disabilities and criteria for submitting input, including identification, accuracy, relevance, and respectfulness. It also sets expectations for respectful conduct during meetings, outlines the process for managing inappropriate behavior and submissions, and clarifies the protocol for information requests during PPMs as well as the follow-up report process.

Unlike the current policy, the draft Planning Public Participation Program Policy does not require the Town to publish public participation meeting notices in a local newspaper, hang a notice at Town Hall or mail notices to property owners within thirty meters of the affected property. These are currently requirements for planning-related public hearings held per the MGA, though these requirements are also being dropped under recent MGA amendments.

Strategic Plan Relevance

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

Governance: Direction to enhance internal and external relations through policies, procedures and resources.

Relevant Legislation

- Municipal Planning Strategy
- The Municipal Government Act

Financial

The updated PAC Terms of Reference and Public Participation Program Policy will streamline processes and reduce costs associated with advertising planning matters, aligning with upcoming MGA changes. This cost reduction benefits both the Town and applicants, enhancing efficiency and resource allocation.

Communications

Clear communication of the PAC's role and responsibilities, as well as the Public Participation Program procedures, will enhance transparency. Ensuring public awareness through the Town's website and social media will facilitate smooth operations, and community engagement and participation in planning processes.

Attachments

Attachment A – Current Planning Advisory Committee Terms of Reference

Attachment B – Draft Planning Advisory Committee Terms of Reference

Attachment C – Draft Planning Public Participation Program Policy

Town of Lunenburg

Planning Advisory Committee

TERMS OF REFERENCE



1. Responsibilities

The responsibilities of the Planning Advisory Committee are to:

- Carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
- Advise Council respecting the preparation and amendment of planning documents and general planning matters; and
- Conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.

2. General

The Planning Advisory Committee is comprised of at least four residents appointed for two-year terms and three Council members as determined by Council.



1. Purpose

The primary purpose of the Planning Advisory Committee (PAC) is to offer informed advice to assist in the preparation and amendment of planning documents. The committee provides guidance on general planning matters, ensuring that planning aligns with community needs and regulatory frameworks.

2. Mandate and Responsibilities

The Committee provides recommendations on planning issues upon Council's request. However, to fulfill the PAC's legislative obligations, the following activities may be undertaken without a referral from the Council:

1. Advising Council on the preparation and amendment of planning documents, including the Town's Municipal Planning Strategy, Land Use By-law, and Subdivision By-law.
2. Performing the functions of a Planning Advisory Committee as outlined under the Municipal Government Act.
3. Adhering to the Town's Public Participation Program.

The Department of Community Development may also request that the following items be added to a PAC meeting agenda for the Committee's consideration:

1. Advice on Council approved projects within the Department of Community Development.
2. Strategic planning initiatives from the Department of Community Development that will require Council's consideration.

3. Membership

The PAC consists of seven voting members who serve without pay. Council will appoint the following seven voting members as follows:

- Four Town of Lunenburg residents
- Three members of Council

Citizen member appointments are for two-year terms.

Council appointments are reviewed annually.

Members serve at the pleasure of Council and may be removed by Council. Members may be removed by Council if they fail to fulfill their duties, engage in misconduct, or cannot participate effectively in PAC activities.

Council appoints one of the three members of Council as Chair.

4. Staff Resources

The Director of Community Development, or their designated delegate, will serve as the lead staff resource on the PAC. The primary function of this role is to provide advice and information to the PAC, facilitating informed decision-making. This individual does not have decision-making power within the PAC but will instead concentrate on providing guidance and information to its members. Additionally, they will act as the liaison between the PAC, Council and other Town of Lunenburg staff members.

5. Meeting Administration

Meetings will be held in person, with virtual participation available only if needed by a member. If a committee member plans to attend virtually, they must notify the Chair and the lead staff 24 hours before a meeting to allow for necessary technical setup.

Meetings are open to the public and advertised on the Town's website but will not be livestreamed or recorded.

6. Agenda Setting and Item Consideration

The agendas for PAC meetings are set by the lead staff. Agendas are prepared based on items referred to the PAC by Council or activities that may be undertaken without a referral from Council, as outlined in the Mandates and Responsibilities Section.

Through a motion at a meeting, committee members may also request that agenda items, as outlined in the Mandates and Responsibilities Section, be added to a future agenda. These requests will be assessed by the lead staff based on staff capacity and relevance to the PAC's objectives.

If a request is deemed out of scope or requires significant staff resources, the lead staff or their delegate will provide a brief report at a PAC meeting explaining the decision. If the PAC disagrees, they may submit a written request to the Council, outlining the benefits of the requested agenda item and information. This request will be included in a Council meeting agenda.

To ensure timely consideration, any item referred to the PAC must be evaluated, and when required by policy, a recommendation must be made to Council within the next two PAC meetings from the date of referral.

7. Committee recommendations

Following a meeting, any recommendations from the PAC will be compiled into a report by the lead staff member. This report will be included in a future Council agenda package.

The PAC provides advice and recommendations on planning matters. However, the final decision-making authority rests with Council.

8. Meeting frequency

The committee will meet bimonthly or as otherwise required to fulfill the duties as outlined.

A PAC meeting may be scheduled at the call of the Chair in consultation with the lead staff.

The Chair, in consultation with the lead staff, reserves the right to cancel any scheduled meetings should there be no agenda items for consideration.

9. Public participation at meetings

PAC meetings are open to the public. However, public comment and input will be accommodated only when expressly noted on the agenda, such as during designated public participation meetings.

10. Pecuniary interest

Members must promptly disclose any direct or indirect pecuniary interest in a matter under consideration by the Committee. This disclosure must occur as soon as possible at the commencement of the meeting where the matter is discussed.

If a member has any pecuniary interest, direct or indirect, they must recuse themselves from the discussion and decision-making process for that particular matter. They must also avoid attempting to influence any recommendation on the matter, both during and outside the meeting.

Every disclosure of interest and its general nature must be recorded in the meeting minutes.

11. Conduct at meetings

Members must conduct themselves with respect towards the Chair, other members, staff, and public attendees during all meetings.

12. Other meeting procedures

All other meeting procedures will follow the Town of Lunenburg's established policies governing

Council and Committee meetings and procedures.

13. Communication of Committee decisions and committee representation

All PAC members must recognize and respect the responsibility of the Chair and the lead staff to accurately communicate the decisions and recommendations of the Committee, even if individual members disagree with those decisions.

The Chair serves as the official spokesperson for the committee, and individual members are not authorized to speak on behalf of the committee. Should a committee member receive any external requests for comments or information regarding committee activities or decisions, such requests must be directed to the lead staff. The lead staff will coordinate with the Chair and other relevant Town staff to ensure that the request is accommodated appropriately and that responses are consistent with the positions and decisions of the committee.

14. Confidentiality

No member of the PAC shall disclose or release any confidential information acquired by their position to any member of the public, whether in oral or written form, except as required by law or when authorized by the Town. Members are also prohibited from using confidential information for personal or private gain or for the benefit of relatives or any person or corporation. Breaches of this confidentiality clause are taken seriously and may result in disciplinary actions, including removal from the committee.

14. Resignation of members

Resignation of a member during the term must be made in writing to the Municipal Clerk.

15. Dissolution

The Town of Lunenburg Council will periodically review the effectiveness and relevance of the PAC in its ongoing activities and objectives. If, during a review, Council determines that the PAC is no longer necessary or that its functions should be restructured, a decision to dissolve the committee may be made.

16. Amendments and review of the Terms of Reference

PAC members may propose amendments to the Terms of Reference during committee meetings. However, all proposed amendments must be approved by Council.

The lead staff will review the Terms of Reference every four years from the date they were adopted by Council, unless there is a legislative requirement for an earlier review.

Planning Public Participation Program Policy

Date adopted by Council: **TBD**



1. POLICY STATEMENT

The Town of Lunenburg is committed to fostering transparent, inclusive, and effective public participation in the review and amendment of planning documents. This policy ensures that all community members can contribute their views, comments, and suggestions on planning matters that shape the Town's development.

2. PURPOSE

This policy establishes a public participation program to review and amend planning documents in the Town of Lunenburg, as mandated by the Municipal Government Act (MGA). It ensures that the Council conducts public meetings to gather input before announcing intentions to adopt or amend any planning document. Additionally, this policy facilitates the solicitation of comments from the Municipality of the District of Lunenburg (MODL) on proposed changes to planning documents in compliance with the provincial Engagement Programs Content Regulations and relevant sections of the MGA.

3. DEFINITIONS

"Applicant" is the property owner or agent who has requested to rezone, redesignate or enter inter or revise a development agreement with the Town of Lunenburg.

"Planning application" is a written request to rezone, redesignate or enter into or revise a development agreement or, in any other way, amend a planning document.

"Planning documents" means:

- A municipal planning strategy and any amendments;
- A land-use by-law adopted to carry out the municipal planning strategy and any amendments;
- A subdivision by-law and an amendment to it; and
- Development agreements.

"Public hearing" is a formal meeting held at regular Council meetings, required by law before the second reading and final approval of planning documents or amendments. It serves to

formally present proposed planning documents or amendments to the public and receive feedback before final Council approval.

All other words have the meanings given to them in the MGA.

4. PUBLIC PARTICIPATION MEETING (PPM) PROTOCOLS

Whenever it is intended by Council to adopt or amend a planning document, or an applicant has made a planning application, a PPM will be held.

By motion at a regular meeting, Council may direct that a PPM be held for other planning matters.

The purpose of a PPM is to provide an opportunity for the public to comment, make suggestions, discuss and receive information concerning the following:

- The amendment of planning documents
- The adoption of planning documents
- Planning applications

PPMs are hosted by the Town's Planning Advisory Committee (PAC).

A staff report detailing the matter for which the PPM is being held, along with received written submissions, will be published on the Town's website at least six clear days before the PPM.

Meetings will be held in person, with virtual participation available to Planning Advisory Committee members if needed. However, PPMs are not live-streamed or recorded.

At the start of the PPM, a staff report detailing the matter for which the PPM is being held will be presented. This presentation aims to inform the public and provide context for their comments and suggestions during the meeting. The presentation will provide background information on the matter for which the PPM is being held, provide any relevant data or analysis, and include a staff recommendation.

5. PPM INPUT

During a PPM, all interested persons will be allowed to have their views, comments and suggestions heard.

Input must adhere to the following criteria:

- **Identification:** Each submission must include the sender's full name and contact information.
- **Accuracy:** Submissions must not contain misrepresentations of facts.

- Relevance: All submissions must be directly relevant to the matter for which the PPM is being held. Irrelevant content will not be considered.
- Respectfulness: Submissions must be respectful and free from personal attacks.

Any input that does not meet these standards will not be circulated or shared at the PPM. During the meeting, the PAC Chair can immediately discontinue any input that fails to comply with these guidelines.

Input can be provided as follows:

- In-person oral presentations: Individuals wishing to speak during the meeting must register at the start of the meeting. Registration is accomplished by filling out the sign-in sheet provided at the meeting venue. This registration process is on a first-come, first-served basis.
- Virtual oral presentations: PPMs are not livestreamed. Individuals who cannot attend the meeting in person but wish to speak on the matter may request to join the meeting virtually. Any person wishing to provide feedback virtually must advise the Municipal Clerk or designate at least 24 hours before the meeting.
- Prerecorded presentations: Members of the public who cannot present their views in person may submit an audio or video recording. This recording will be played during the meeting as an alternative to a live oral presentation.
- Written submissions: This includes submitting input in written form, such as a letter or email.

Written and audio submissions must be submitted to the Municipal Clerk or their delegated designate at least three business days before the PPM. To have a written submission included in the agenda package for the PAC meeting where the PPM is scheduled, the submission must be received at least seven days before that meeting.

Presentations are limited to five minutes per person. Written submissions must be 750 words or less.

When a group wishes to present at a PPM, they must designate one individual as their spokesperson. The designated spokesperson is allocated a maximum of five minutes to deliver the group's input.

6. ACCOMMODATIONS

Beyond providing multiple formats to submit thoughts to Council as outlined under PPM input,

the Town will provide accommodations for individuals with physical or mental disabilities, as defined under the Nova Scotia Human Rights Act, up to undue hardship.

Undue hardship occurs when all reasonable means of accommodation have been exhausted, leaving only options that pose significant financial, operational, or safety burdens on the Town.

The accommodation process requires all parties to work together in good faith. Applicants must submit written documentation from a medical practitioner (e.g., physician, therapist, nurse practitioner, psychologist, or addictions counsellor) outlining the restrictions and requirements without including sensitive diagnoses or health information.

Requests will be submitted to the Municipal Clerk at least six business days before the PPM. The Chief Administrative Officer will anonymize and evaluate these requests in consultation with Human Resources personnel and/or the Town's Accessibility Coordinator.

7. CONDUCT

Participants and meeting attendees are expected to always conduct themselves respectfully during the meeting.

If a participant behaves inappropriately, the Chair has the authority to terminate their participation in the discussion immediately.

Staff reserve the right to withhold any written correspondence, audio recordings, or audio-visual recordings deemed inappropriate or disrespectful.

Attendees in the public gallery must maintain respect. Expressions of emotion, such as shouting, applause, or other disruptions, are prohibited.

8. CLARIFICATION AND INFORMATION REQUEST PROTOCOL

The PAC Chair, in collaboration with lead staff, will assess the necessity of an immediate response to information requests made during a PPM. The Chair, with input from lead staff, will decide if the information can be provided immediately without further consultation or follow-up. If the required information is readily available, lead staff may respond verbally during the PPM.

Following the PPM, the follow-up report to Council will include a summary of all information requests made during the meeting. The report will categorize these requests into three groups:

- Requests deemed irrelevant or out of scope.
- Requests that could not be answered at the PPM because the information was not readily available.
- Requests requiring substantial staff resources.

Staff will provide answers to questions that could not be answered at the PPM due to the lack of readily available information in the Council report. Requests identified as irrelevant, out of scope, or resource-intensive will not be addressed unless directed by Council.

9. NOTICES

All planning matter notices will be issued per the MGA requirements.

For PPMs conducted under the Planning Public Participation Policy, the Town will post notices on its website and social media platforms. These notices will be published at least 14 clear days before the PPM.

In cases where there is an applicant, the applicant will be notified using the contact information provided in their planning application. An electronic version sent by email shall be deemed sufficient for said notice.

10. COST OF NOTIFICATION

In cases where there is an applicant, all expenses related to required newspaper advertisements or letters mailed to property owners shall be the responsibility of the applicant. These fees will be charged at cost, covering only the actual expenses incurred in fulfilling the notification requirements as legislatively required. However, a deposit in the amount set by Council must be paid in full before a planning application will be processed and a PPM scheduled and advertised.

11. NOTICE TO ABUTTING MUNICIPALITIES

Council shall consult with the Municipality of the District of Lunenburg (MODL) when:

- Adopting a new Municipal Planning Strategy; or
- When considering amendments to the Municipal Planning Strategy that would affect lands within 500 metres of the Town boundary.

In these cases, the Clerk of MODL will be notified. The notice will provide a timeline for a response to be received and considered by Council. The timeline for a response will expire before the first notice for a public hearing on the matter is published. An electronic version sent by email shall be deemed sufficient for said notice.

12. DOCUMENT REQUESTS

All documents related to a PPM will be accessible on the Town's website. Printed copies are available upon request. A fee of \$0.20 per page or the actual cost of printing, whichever is lower, will be charged. Full payment of this fee is required to receive printed documents.

13. RECOMMENDATION AND REPORT TO COUNCIL

The PAC must make a recommendation to Council on the matter for which a PPM is held at the same PAC meeting as the PPM or the following PAC Meeting.

Staff will report PAC's recommendation and provide information following the Clarification and Information Request Protocol through a written report to Council.

14. PUBLIC HEARINGS

Following a PPM, per the Municipal Government Act, should a matter related to any planning documents be scheduled for a second reading or approval, Council will hold a public hearing at a regular Council meeting. The Council may call a special meeting to hold a public hearing if deemed necessary by Council in consultation with the Chief Administrative Officer.

Subject: Cultural Tourism Economic Impact Study and Plan
From: Hilary Grant, Director of Community Development
Date: May 14, 2024



Recommendations

That Council approve the Cultural Tourism Working Group Terms of Reference as presented.

Alternatives

- Approve the Sustainable Cultural Tourism Study Working Group Terms of Reference with amendments.
- Delay a decision.

Background

On April 9, 2024, Council directed 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.

The Cultural Tourism Working Group Terms of Reference were written following the [STEP: Strategic Tourism Expansion Program Manual](#)'s advice on forming STEP Working Committees.

The Working Groups should be comprised of key and credible tourism leaders in the region and led by strong industry operators who are actively engaged and enthusiastic about the project. ACOA recommends powerful industry leadership to ensure the overall and long-term success of the program. Additionally, they suggest the Working Group consider establishing an Executive Committee, preferably comprising three individuals, including the Working Group Chair and Proponent. This Executive Committee would facilitate progress during the demanding tourism season, maintaining communication with the Consultant to ensure continuity and momentum.

Staff started [advertising the Working Group online](#) on May 8, 2024.

Discussion

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 by a consultant to ensure the plan's successful implementation. 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. Anticipated outcomes include the development of a robust, replicable economic impact methodology, a strategic and achievable tourism plan, increased community engagement, and strengthened cross-sector collaboration.

\$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. 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.

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.

Attachments

Attachment A – Cultural Tourism Working Group Terms of Reference

Town of Lunenburg

CULTURAL TOURISM WORKING GROUP

Terms of Reference

Approved on X

Group Name:

The name of the group will be the Cultural Tourism Working Group.

Authority:

Established by the Town of Lunenburg, the Cultural Tourism Working Group will report to the Town of Lunenburg's Municipal Council.

Background:

Council voted to develop Terms of Reference for a Cultural Tourism Working Group on April 9, 2024. This group is tasked with completing Cultural Tourism Economic Impact Study and Sustainable Cultural Tourism Plan as part of the Strategic Tourism Expansion Program. The initiative recognizes three fundamental components of sustainability: the economic dimensions of tourism, encompassing revenues, yield, and profits; the imperative to preserve our cultural and natural heritage, which directly impacts our livelihoods; and the necessity for community leadership, input, and support. Old Town Lunenburg, recognized as a World Heritage Site, embodies a holistic appreciation of culture, encompassing both tangible and intangible heritage. Its designation underscores its historical significance, architectural integrity, and cultural legacy, serving as a vibrant testament to Nova Scotia and Canada's maritime heritage.

Mandate:

- The Cultural Tourism Working Group is mandated to cultivate Lunenburg as a sustainable tourism destination, promoting resilience, health, and prosperity for the broader community.

Working Group Objectives:

1. Economic Metrics and Fiscal Goals: Recommend economic metrics and fiscal goals for Lunenburg's cultural tourism sector.
2. Achievable Cross-Sectoral Plan: Develop a three to five-year plan for sustainable cultural tourism in Lunenburg reflective of community goals.
3. Governance Model: Recommend a governance model for local and regional tourism development and indicate the Working Group's role over time.
4. Experiential Tourism Products: Identify, enable, facilitate and develop experiential tourism products tailored to Lunenburg's cultural landscape.

5. Digital Marketing Enhancement: Recommend enhancements for digital and online marketing to promote cultural tourism.
6. Community Engagement: Establish a public consultation and community communications approach to uncover the community's vision for cultural tourism development.
7. Capacity Building Sessions: Identify and secure necessary Capacity Building Sessions to support cultural tourism initiatives.
8. Informed Decision Making: Assist policymakers in integrating economic, social, and environmental considerations for sustainable and inclusive economic development in Lunenburg.
9. Investment and Funding: Provide recommendations on leveraging investment and funding opportunities to support cultural tourism projects.
10. Tourism Trend Analysis: Analyze global, national, provincial, and regional tourism trends to propose strategies for resilience in cultural tourism.
11. Consumer Expectations: Provide specific insights into emerging consumer expectations related to cultural tourism experiences.
12. Tourism Asset Inventory: Conduct a Tourism Asset Inventory to identify and document cultural tourism assets in Lunenburg.

Working Group Composition:

The Cultural Tourism Working Group shall be comprised of:

- 2 Representatives from Lunenburg's Public or Non-Profit Culture Sector
- 2 Representatives from Lunenburg's Private or For-Profit Tourism Sector
- 2 Members of the Lunenburg Board of Trade
- 2 Representatives of Lunenburg's Maritime Heritage and/or Waterfront Industries
- 2 Community Representatives
- 2 Councillors

- Working Group members serve at the pleasure of the Town of Lunenburg's Municipal Council.
- The Town's Chief Administrative Officer or their delegate will serve as a non-voting ex-officio member.
- Town-hired consultants or their delegates will serve as non-voting ex-officio members.
- The desired composition of the working group should include members with senior leadership experience in areas of cultural tourism.
- Members do not need to be residents of the Town of Lunenburg to serve on the Committee but should have demonstrable ties to Lunenburg, such as operating a business registered to a Town of Lunenburg address or represent a non-profit or public cultural tourism group registered to a Town of Lunenburg address.
- The working group will be no larger than 12 members, excluding ex-officio members.

- The working group may occasionally invite individuals or groups to present. Individuals who are not members of the working group may, with permission of the working group, attend for the purpose of providing information or submitting feedback. These individuals will be allowed to speak on a matter if permission from the Chair has been granted but will not be involved in any decision-making.

Executive Committee

At their first meeting, the Working Committee will appoint a Chair and Vice-Chair, who, along with the Town's Chief Administrative Officer or their delegate, will form an Executive Committee.

Term of Office

This is an ad hoc working group. Once the work is completed, the term of office expires. The term of the work is anticipated to be completed by the summer of 2026.

Meetings:

- Every attempt will be made to schedule meetings at least 7 days in advance.
- Meetings shall be as required.
- Meetings will be held in person, with virtual participation available if needed. If a member plans to attend virtually, they must notify the Chair and the Chief Administrative Officer or their delegate 24 hours in advance to allow for necessary technical setup.

A meeting can be cancelled by the Chair if:

- All issues on the agenda can be addressed by phone or e-mail consultations.
- The meeting is purely for information sharing with no consensus building or decision-making necessary, and the same result can be achieved by sending e-mails to everyone.
- Many people, especially key decision-makers, are unavailable for the meeting.
- Bad weather or other unforeseen circumstances.

Meeting Administration

Meetings will be open to the public and advertised on the Town's website but will not be livestreamed or video-recorded.

Agendas and minutes will be available for public review.

As a Working Group, no public input sections will be included in the agenda.

Setting Meeting Agendas

Each meeting agenda will include a standing item called "Agenda Items for Next Meeting," allowing committee members to discuss and propose topics for the next meeting.

In between meetings, the Executive Committee may request and add agenda items for inclusion in an upcoming meeting agenda.

Draft agendas will then be prepared by Staff and shared with the Chair for review. The Chair will provide feedback or approve the draft within 48 hours. The draft agenda will be considered approved if no response is received within this timeframe.

Agenda items may be added at the start of a meeting, provided the working group consents to the additional items.

Attendance at Meetings:

- If the working group members are unable to attend, they must notify the Chair and the Chief Administrative Officer or their delegate.
- A member of the working group who, without leave from the Chair, is absent from three consecutive regular meetings of the working group may be requested by the working group to vacate their position.

Quorum:

A quorum shall be 50 percent of voting members plus one.

Role of Working Group Chair:

Once appointed by the working group, the Chair will be expected to:

- Ensure that the work of the Cultural Tourism Working Group is in keeping with the mandate as outlined in the Terms of Reference;
- Chair Cultural Tourism Working Group meetings;
- Set the agenda for Cultural Tourism Working Group meetings;
- Assign and delegate work to Cultural Tourism Working Group members;
- Ensure that all members at meetings have an opportunity to participate in discussions; and
- Respect and support working group actions once the Cultural Tourism Working Group has made a decision.

Role of Working Group Vice-Chair:

The Vice-Chair will be expected to fulfill any and all Chair roles should the Chair be unable to do so. The Vice-Chair may delegate any of their roles to the Vice-Chair by notifying all Cultural Working Group members.

Role of the Executive Committee

The Executive Committee will meet as needed to ensure continuity and momentum towards the Cultural Tourism Working Group's mandate and objectives as outlined in the Terms of Reference. These meetings will be an opportunity for Town Staff and the Executive Committee to discuss and disseminate information sharing with the wider Working Group and prepare meeting agendas.

Town-hired consultants can join Executive Committee meetings if invited by the Executive Committee.

The Executive Committee cannot make decisions apart from setting Working Group meeting dates and draft agendas. All decisions must be made by the Working Group as a whole.

Role of Working Group Members:

Once appointed, Cultural Tourism Working Group members will be expected to:

- Regularly attend meetings;
- Regularly attend working group events, such as public consultations;
- Stay informed about working group matters, be prepared for all meetings and review minutes, agenda and supporting materials;
- Actively participate in a respectful and engaged manner;
- Be committed to the work and mandate of the Cultural Tourism Working Group;
- Volunteer for and willingly accept assignments and complete them thoroughly and on time; and
- Respect and support Cultural Tourism Working Group actions through a unified voice, once the Cultural Tourism Working Group has made any decisions.

Role of Town Staff

- Be open to frequent and honest communication with the Working Committee, establishing a mutually trusting working relationship;
- Provide professional expertise and capacity-building resources;
- Report findings and recommendations to the Town of Lunenburg's Municipal Council and the community at large;
- Prepare agendas for Chair consideration;
- Keep minutes for Committee approval;

Role of Consultants

- Be open to frequent and honest communication with the Working Committee, establishing a mutually trusting working relationship;
- Provide professional expertise and capacity-building resources;
- Pen the Cultural Tourism Economic Impact Study;
- Pen the Sustainable Cultural Tourism Plan;
- Guide the Cultural Tourism Working Group through the STEP program; and
- Any other services contracted by the Town of Lunenburg.

Decision Making

The members of the Cultural Tourism Working Group shall make every effort to come to consensus during the decision-making process. The working group will use consensus decision-making to facilitate better decisions through:

- including the input of all members;
- including and respecting all parties, and generating as much agreement as possible;
- setting the stage for greater cooperation in implementing the resulting decisions; and
- promoting an atmosphere that fosters group cohesion and interpersonal connection.

When the working group members cannot reach an agreement, the Cultural Tourism Working Group may have a motion put forth which requires a vote to be taken. Motions pass when over 50 percent of voting members at a meeting vote in favour of a motion.

Other meeting procedures

Any meeting procedure not outlined in this Terms of Reference will follow the Town of Lunenburg's established policies governing Council and Committee meetings and procedures.

Pecuniary Interest

Members must promptly disclose any direct pecuniary interest in a matter under consideration by the Committee. This disclosure must occur as soon as possible at the commencement of the meeting where the matter is discussed.

If a member has any pecuniary interest, direct or indirect, they must recuse themselves from the discussion and decision-making process for that particular matter. They must also avoid attempting to influence any recommendation on the matter, both during and outside the meeting.

Every disclosure of interest and its general nature must be recorded in the minutes of the meeting.

Amendments

The Cultural Tourism Working Group Terms of Reference may be amended by Council.

Subject: Inter-Municipal Accessibility Agreement and 2024/25 Budget

Prepared by: Community Development Staff

Date: May 21, 2024



Recommendation

That Council ratify the Inter-Municipal Accessibility Agreement and the 2024/25 Inter-Municipal Accessibility Agreement Annual Budget as presented.

Alternatives

- Accept the Inter-Municipal Accessibility Agreement with changes
- Defer a decision

Background

Municipalities are required under the Accessibility Act to have an Accessibility Advisory Committee, develop an Accessibility Plan and engage the public, including persons with disabilities, when developing or revising their Accessibility Plan.

The Inter-Municipal Accessibility Agreement would see the Town of Lunenburg, the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, and the Town of Mahone Bay continue to jointly pursue improvements to the accessibility of municipal services and facilities under Accessibility Coordinator Ellen Johnson. This would cost the Town of Lunenburg \$12,744 for fiscal 2024-2025.

Discussion

The Town of Lunenburg has been a member of the Lunenburg County Accessibility Advisory Committee since 2019. The Committee developed an Accessibility Plan during the 2020-2021 fiscal year. As per the Act's stipulations, Accessibility Plans must be updated every three years, necessitating Lunenburg's adoption of a new plan in 2024-2025. Beyond leading this work and facilitating public consultation, the Committee monitors directives and regulations issued by the federal and provincial governments.

The Accessibility Coordinator offers expertise on accessibility matters and ensures that municipal administrators are well-informed of their individual responsibilities to uphold accessibility standards. Regular meetings between the Accessibility Coordinator and the Chief Administrative Officer (CAO) or their designate are scheduled not less than quarterly. These meetings assess the overall service delivery in the preceding quarter and strategize for addressing anticipated needs in the upcoming quarter.

The cost incurred under this agreement in 2023-2024 was \$11,456. There is a \$1,288 increase in 2024-2025. Notably, the cost of public engagement and advertising has escalated due to the necessity of drafting a new Accessibility Plan this fiscal year. Each municipality's financial contribution is based on its uniform assessment and the utilization of the Accessibility

Coordinator's working hours. The Town of Lunenburg's uniform assessment constitutes 5.24% of the total uniform assessment across all signatories. The Town will also have 10% of the Accessibility Coordinator's hours to support our accessibility initiatives. 20% of the Accessibility Coordinator's hours go towards joint initiatives, like administering the Committee.

Strategic Plan Relevance

- Inclusion: We work to ensure a sense of belonging, acceptance and value for all in our community.

Financial

The agreement will cost the Town of Lunenburg \$12,744 in 2024-25. \$24,000 is allocated towards developing a new Accessibility Plan in the Town's 2024-2025 Operating Budget.

Communications

N/A.

Relevant Legislation

Nova Scotia Accessibility Act

Attachments

Attachment A: Draft Inter-Municipal Accessibility Agreement

Attachment B: Draft 2024-2025 Inter-Municipal Accessibility Agreement Annual Budget

AN INTER-MUNICIPAL ACCESSIBILITY AGREEMENT

THIS AGREEMENT is made in five copies this on (DATE)_____.

AMONG:

The **Municipality of the District of Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **Municipality of the District of Chester**, a municipal body corporate pursuant to the *Municipal Government Act*;

- and -

The **Town of Bridgewater**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **Town of Mahone Bay**, a municipal body corporate pursuant to the *Municipal Government Act*.

-and-

The **Town of Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*.

WHEREAS the parties wish to jointly pursue improvements to the accessibility of municipal services and facilities in Lunenburg County.

NOW THEREFORE witness in consider of the mutual promises and covenants contained herein the parties hereto agree as follows:

General

1. The Purpose of this inter-municipal services agreement, hereafter called (Agreement) is to provide for coordinated Accessibility consultation services referred to in this Agreement as the (region).

Host Municipality

2. The Municipality of the District of Chester is hereafter called the Host Municipality, and as such, will provide office space and support.
3. The Host Municipality will be responsible for all administrative functions including financial, record keeping, minute taking and reporting on behalf of the Accessibility Committee.

4. The Host Municipality will include the Accessibility Coordinator, assets and activities on their Municipality's liability insurance policy.

Accessibility Committee

5. An Accessibility Committee has been established and Terms of Reference agreed upon by all parties.
6. As per the TOR:
 - a. The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) and the village commissions in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the municipal councils and village commissions on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.
 - b. The Committee has the following responsibilities:
 - i. Advise the five Councils/Commissions in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
 1. A report on measures the five (5) municipal units and the Commissions have taken and intend to take to identify, remove and prevent barriers;
 2. Information on procedures the five (5) municipal units and the Commissions have in place to assess the following for their effect on accessibility for persons with disabilities:
 3. Any of its existing and proposed policies, programs, practices and services, and
 4. Any existing and proposed enactments or bylaws it will be administering; and
 5. Any other prescribed information.
 - ii. Advise all five (5) Councils and the Commissions on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
 - iii. Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - iv. Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units and the Commissions Accessibility Plans;
 - v. Receive and review information directed to it by all five (5) municipal Councils and the Commissions and their committees, and to make recommendations as requested;
 - vi. Monitor federal and provincial government directives and regulations; and
 - vii. Host public consultations related to accessibility;
 - viii. Provide input and advice to all five (5) councils and the Commissions with

- respect to updating the Accessibility Plan every three years.
- ix. Provide an annual budget for the five (5) Councils and the Commissions consideration in order for the Committee to carry out their mandate.

Accessibility Coordinator

- 7. All parties agree that the Accessibility Coordinator shall be an employee of the Municipality of the District of Chester and shall serve as the coordinator and administrative support for the Lunenburg County Accessibility Committee and shall provide support for development of local accessibility plans to each Municipal Unit based on additional hours purchased by each unit.
- 8. The Accessibility Coordinator will provide accessibility expertise and inform municipal administrators of their professional responsibilities to ensure accessibility at each municipal unit.
- 9. Not less than quarterly, the Accessibility Coordinator shall meet with the CAO, or designate, of each municipal unit to assess overall service delivery in the preceding quarter and to plan for the anticipated needs of the upcoming quarter.
- 10. The Host Municipality is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to the Accessibility Coordinator by this Agreement.
- 11. Should the position of the Accessibility Coordinator become vacant, it will be the responsibility of the CAO of the Municipality of the District of Chester to fill the vacancy in accordance with the hiring policies of the Municipality of the District of Chester. The selection committee shall be determined by the CAOs of the participating municipalities.
- 12. The parties shall share the cost of operations of the Accessibility Coordinator based on an annual budget.
 - a. The cost sharing formula will be as follows:
 - i. 8 hours shared on Uniform assessment:

Contribution based on uniform assessment		
*Based on billing for Accessibility Coordinator		
	Uniform Assessment	%
Town of Mahone Bay	\$165,006,224.00	2.62%
Town of Lunenburg	\$329,745,875.00	5.24%
Town of Bridgewater	\$772,045,224.00	12.27%
Municipality of the District of Chester	\$1,894,549,276.00	30.11%
Municipality of the District of Lunenburg	\$3,129,872,293.00	49.75%
	6,291,218,892.00	100.00%

ii. Remaining hours based on hours purchased:

Contribution based on share of hours		
	Hours Purchased	%
Town of Mahone Bay	3.5	14.00%
Town of Lunenburg	3.5	14.00%
Town of Bridgewater	7	24.00%
Municipality of the District of Chester	7	24.00%
Municipality of the District of Lunenburg	7	24.00%

- b. The CAOs of the participating units shall recommend to the parties of this Agreement an Operating and Capital Budget by February 1 of the fiscal year prior to the fiscal year of the recommended budget. The approval of the Operating and Capital Budget will be subject to the approval of a minimum of three municipal units.
- c. Actual dollar contribution of the Municipalities shall be based on the annual budget of the Accessibility Coordinator.
- d. The Host Municipality will invoice the other contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution. Actual expenditures will be reviewed yearly and surplus funds, if any, will be credited against the participating units' following year's contribution, based on the cost sharing formula referenced to in this section herein.
- e. In the event the Accessibility Coordinator requires additional money for capital or operating purposes, any such increase shall be approved by the parties in accordance with clause 12(b).
- f. In the event the Accessibility Coordinator position ends, and that individual is entitled to payment in lieu of notice pursuant to the laws of Nova Scotia, any such payment will be paid in accordance with the cost sharing formula at clause 12.

13. The fiscal year of the Accessibility Coordinator budget shall be from April 1 to March 31 of the following year.

Termination of Agreement

- 14. This Agreement has effect commencing April 1, 2024.
- 15. This Agreement has effect from year to year until terminated by the agreement of all parties.
- 16. This Agreement continues in force until notice of termination is given by the Council of any party to the Councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specified in the notice of termination.
- 17. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of

the Accessibility Coordinator incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the Host Municipality as a result of the withdrawal.

Indemnification

18. Each party shall indemnify its representatives from any liability that may arise as a result of that member.

Dispute Resolution

19. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.
20. The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the agreement.
21. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written (15)

Dated this ____ day of _____, _____ A.D.

Signed, sealed and delivered in the presence of;

Per: _____

Municipality of the District of Lunenburg

Per _____

Witness

Mayor

Per: _____

Deputy Mayor

Per: _____

Municipality of the District of Chester

Per _____

Witness

Warden

Per: _____

Deputy Warden

Per: _____

The Town of Bridgewater

Per _____

Witness

Mayor

Per: _____

Deputy Mayor

Per: _____

The Town of Mahone Bay

Per _____

Witness

Mayor

Per: _____

Deputy Mayor

Per: _____

Witness

The Town of Lunenburg

Per _____

Mayor

Per: _____

Deputy Mayor

Annual Budget			NOTES
Staff Time	2023-24	2024-25	
Salary	\$68,706	\$67,816	Budgeted salary was higher in 23/24 due to unknown impact of salary review. Currently paid \$34.76/hr = \$63,263.20. 2024-25: est. 4% CPI, + next step on band
Benefits (CPP, WCB, EI, vacation, pension)	\$12,367	\$16,954	Proposed fulltime position with associated benefits and pension costs.
Mileage	\$2,500	\$2,500	
Training/PD certification	\$2,000	\$2,000	
Admin & Overhead	\$8,557	\$11,370	
Total	\$94,130	\$100,640	
Regional Support			
Committee Meeting Pay	\$3,300	\$5,400	Includes 10 regular meetings, 3 working group meetings, 1 orientation, and 1 Town Hall. 6 members. \$60 per meeting per person.
Meeting Costs	\$500	\$400	refreshments, etc.
Committee Member Mileage	\$1,200	\$1,200	
Committee Training	\$1,800	\$5,000	
Advertising Workshops, etc -	\$1,000	\$3,000	
Public Engagement		\$2,750	Lunenburg County Accessibility Plan Update: 3 public engagement sessions and 1 Townhall.
Training for Staff & Council	\$10,000	\$10,000	
Expert consultation	\$3,000	\$3,000	
Website Development		\$250	
Total	\$20,800	\$31,000	
Total	\$114,930	\$131,640	

20% (1 day per week)
\$20,128

\$31,000

Contribution based on share of hours	23-24 budgeted Contribution	23-24 Uniform Assessment	%	Contribution for regional committee support (1 day per week plus regional support)	%	Purchased Hours	24-25 Total Contribution
Town of Mahone Bay	\$10,411	\$165,006,224	2.62%	\$1,341	10%	\$10,064	\$11,405
Town of Lunenburg	\$11,456	\$329,745,875	5.24%	\$2,680	10%	\$10,064	\$12,744
Town of Bridgewater	\$23,722	\$772,045,224	12.27%	\$6,274	20%	\$20,128	\$26,402
Municipality of the District of Chester	\$30,745	\$1,894,549,276	30.11%	\$15,397	20%	\$20,128	\$35,525
Municipality of the District of Lunenburg	\$38,597	\$3,129,872,293	49.75%	\$25,436	20%	\$20,128	\$45,564
TOTAL	\$114,931	\$6,291,218,892	100.00%	\$51,128		\$80,512	\$131,640

Subject: Community Grants
From: Kelly Cunningham, Recreation Manager
Date: May 28, 2024



Recommendation

That Council award a \$10,000 Community Grant to Lunenburg County Wheels.

That Council award a \$834 Community Grant to the Lunenburg Royal Canadian Legion Branch #23.

That Council award the 2024/2025 Community Grants following _____

- Option 1 Equal Percentage
- Option 2 Equal Amount
- Option 3 Following Precedent
- Option 4 Merit-Based Analysis

Alternatives

- Differently award the Community Grants
- Direct Staff to complete an analysis based on Option 4: Merit-Based Analysis for Council consideration
- Defer a decision

Background

On May 14, 2024, Council approved awarding \$42,000 in “Grants to Organizations” under the 2024-25 Operating Budget. The Town of Lunenburg accepts applications for the Community Grants Program annually with a deadline of March 31.

The Town’s Community Grant program received 33 applications with a total funding request of \$73,160 for 2024/25 (Attachment A). Grant requests last year totaled \$33,180 with 20 applications. Given ongoing work to update the Town’s Community Grants Program and the unprecedented number of applications and amount requested this year, Staff are seeking direction on how Council wishes to evaluate and disburse the funds.

At the September 26, 2023 Council meeting, the following Council motion was requested: *“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.”*

Discussion

Adopted in February 2015, Policy #74 “Town of Lunenburg Procedural Policy: Community Grants Program” (henceforth Community Grants policy) section (5) criteria (c) states: “When considering grant applications, priority will be given to organizations which provide programs or services on a Town-wide basis, or to a significant portion of the Town’s population.” However, Staff are currently in the process of updating Policy #74 based on Council recommendations and other considerations.

A \$4,000 grant for the Brighter Days Capital Campaign for the South Shore Regional Hospital is already committed. This is the second grant under a five-year commitment of \$20,000 to our regional hospital.

\$8,000 is allocated in-kind services already committed under the [Special Events Policy](#).

Council discussed on May 14 awarding \$10,000 to Lunenburg County Wheels and \$834 to the Royal Canadian Legion Branch 23. Council also requested \$2,000 be allocated for Lunenburg students needing funds for provincial or national recreational or cultural activities. Presuming Council proceeds with granting these funds, \$17,166 remain to be allocated based on the applications received.

Below are four different evaluation methods Staff could use to disburse the grants.

Option 1: Equal Percentage (Attachment C)

All applicants that qualify under the Town’s current Community Grants Policy are granted the same percentage of their requested amount.

This option would see each organization slightly less than a third (29.7%) of their requested amount.

Pros	Cons
<p>Equality: This method promotes fairness and equality among all participants, as everyone receives an equal share regardless of their initial request.</p> <p>Simplicity: It simplifies the decision-making process for grant administrators, as they don't have to evaluate and compare the merits of each individual proposal.</p> <p>Transparency: Since all participants receive the same percentage of funding, there's less room for favoritism or bias in the allocation process.</p> <p>Encourages participation: Knowing that they will receive a portion of the funding regardless of the amount requested or quality of their application, more organizations may be incentivized to apply</p>	<p>Lack of incentive for ambitious proposals: Participants may be discouraged from submitting ambitious or high-cost proposals since they know they will only receive a fixed percentage of their requested amount, regardless of merit.</p> <p>Misallocation of resources: Projects with significantly different resource requirements may not receive adequate funding under this system, leading to inefficient allocation of resources.</p> <p>Reduced impact: Some projects may require full funding to achieve their intended impact, and receiving only a fraction of their requested amount could hinder their effectiveness.</p> <p>Disincentive for efficiency: There may be less</p>

for the grant.	motivation for participants to streamline their budgets or seek cost-effective solutions if they know they will receive a fixed percentage of their requested funds regardless of efficiency.
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Option 2: Equal Amount (Attachment D)

All applicants that qualify under the policy are approved an equal funding amount or 100% of their grant request, whichever is less.

This would see four groups who have requested \$572 or less receive the full amount requested, and every other applicant receive \$613.

Pros	Cons
<p>Equality: This method ensures equal distribution of funds among all participants, regardless of the size or scope of their proposed projects.</p> <p>Simplicity: It simplifies the grant allocation process by eliminating the need to evaluate and compare the merits of individual proposals based on funding requirements.</p> <p>Transparency: Since all participants receive the same amount of funding, there is less room for perceived favoritism or bias in the allocation process.</p> <p>Encourages participation: Knowing that they will receive some funding regardless of the amount requested or quality of application, more organizations may be incentivized to apply for the grant.</p>	<p>Inequity: Projects with larger resource requirements or greater potential impact may be unfairly disadvantaged, as they receive the same amount of funding as smaller projects, regardless of merit.</p> <p>Limitation of innovation: Participants may be discouraged from proposing ambitious or high-cost projects, as they know they will not receive additional funding beyond the fixed amount.</p> <p>Reduced effectiveness: Some projects may require more funding to achieve their intended goals, and receiving a fixed amount could hinder their effectiveness or scalability.</p> <p>Risk of underfunding: If the fixed amount is insufficient to support the proposed projects adequately, participants may struggle to implement their initiatives successfully.</p> <p>Disincentive for efficiency: There may be less motivation for participants to streamline their budgets or seek cost-effective solutions if they know they will receive a fixed percentage of their requested funds regardless of efficiency.</p>

Option 3: Following Precedent (Attachment E)

All previously supported applicants from 2023/24 receive the same amount as what they were approved in 2023/24 or 100% of their grant request, whichever is less. New organizations are provided an equal funding amount or 100% of their request, whichever is less. Option #3 was used to evaluate the 2023/24 applications.

This option would see 14 organizations receive the same amount as last year, between \$100 and \$3,500, and the other 16 organizations receive \$130.

Pros	Cons
<p>Continuity for previously supported applicants: Providing the same amount of funding as in the previous year ensures continuity for organizations that have been previously supported, allowing them to sustain their projects and initiatives without disruption.</p> <p>Fairness for new organizations: New organizations receiving an equal funding amount or 100% of their request, ensuring fairness and equal opportunity for new applicants, encouraging diversity and innovation in the grantee pool.</p> <p>Incentive for diversity grants: Offering double the funding amount for new diversity grants demonstrates a commitment to promoting inclusivity and diversity within the grantee community, providing additional support to underrepresented groups and initiatives.</p>	<p>Potential for inequity: Providing the same funding amount to previously supported applicants regardless of merit or changes in their project scope or needs may result in inequities, as some projects may require funding than in the previous year.</p> <p>Limited support for new organizations: New organizations may face challenges if the equal funding amount is insufficient to support their proposed projects adequately, potentially hindering their ability to implement their initiatives effectively.</p> <p>Risk of perpetuating existing disparities: While the double funding for diversity grants is intended to promote inclusivity, it may not address underlying systemic barriers that contribute to disparities in funding access and support.</p> <p>Complexity in administration: Managing different funding criteria for previously supported applicants, new organizations, and diversity grants adds complexity to the grant administration process, potentially leading to administrative challenges and delays.</p>

Option 4: Merit-Based Analysis (Attachment F)

Evaluate all qualifying applicants based on criteria: Direct impact to the Town of Lunenburg community, funding to support diversity/inclusion/accessibility initiatives/programs and applicant's financial need. An internal committee of four staff members, one staff member from each department

and one staff member chosen by the CAO, would evaluate submissions using a grading rubric and allocate funds based on the scores received.

Pros	Cons
<p>Community impact focus: By evaluating applicants based on their direct impact on the Town of Lunenburg community, the grant program ensures that funded projects align with the specific needs and priorities of the local community.</p> <p>Promotion of diversity, inclusion, and accessibility: Incorporating criteria to support diversity, inclusion, and accessibility initiatives/programs encourages the development of projects that address the needs of diverse populations within the community, fostering a more inclusive and equitable environment.</p> <p>Consideration of financial need: Assessing applicants' financial need ensures that limited grant funds are allocated to organizations and projects that require financial support to implement their initiatives effectively, maximizing the impact of the grant program.</p>	<p>Subjectivity in criteria interpretation: Interpreting criteria such as direct impact to the community and financial need may introduce subjectivity into the evaluation process, potentially leading to inconsistencies in decision-making or perceived favoritism.</p> <p>Complexity in evaluation: Assessing applicants based on multiple criteria, including community impact, diversity/inclusion/accessibility initiatives, and financial need, adds complexity to the evaluation process, requiring careful consideration and analysis of each application.</p> <p>Potential for exclusion: Some organizations or projects that do not align closely with the specified criteria may be excluded from funding consideration, limiting opportunities for innovative or unconventional initiatives that could still benefit the community.</p> <p>Resource constraints: While prioritizing projects with high community impact, diversity/inclusion/accessibility initiatives, and financial need, the grant program may face challenges in meeting the diverse needs of all applicants within limited funding resources. Unlike the other options, some applicants may not receive any funding.</p>

Strategic Plan Relevance

Guiding Principles:

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

Financial

Awarding Community Grants falls within the \$42,000 budgeted in the 2024/25 Operating Budget.

Communications

Staff will notify all applicants of the decision of their grant request once approved.

Attachments

Attachment A: 2024-25 Grant Requests

Attachment C-F: Evaluation Options

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Bay to Bay Trail Association	In 2024 we plan to upgrade approx 1.2 km of the rail trail from SawPit Rd to Battery Point Rd. Work will include tree/shrub cutting and removals, widening and leveling the trail bed, improving drainage, clearing ditches, clearer sight lines and signage at roads and driveways, compacted, uniform trail surface with crusher dust.	✓	✓	\$1,000		\$500
BMO Ride for Cancer Saltwater Cowboys	Cover cost of Community Centre (three hours May 31)	✓		\$120		
Bridgewater Sports and Cultural Association	Establish First team in Atlantic Canada	✓		\$2,500		
Bright and Lions Rugby Football Club	Securing funding to support the provision of rugby programs for youth in the South Shore region is a pivotal step towards fostering community engagement, promoting physical activity, and instilling valuable life skills. With a strategic allocation of funds, we aim to not only introduce the sport of rugby to young individuals but also create a sustainable and enriching environment for their growth and development	✓		\$2,000		
Canadian Dory Racing Association	The funds will be used to host international events during the year.	✓	✓	\$2,000		\$500
Curl for a Cause (Health Services Foundation)	These funds will be used to fundraise for 23 patient ceiling lifts during the 25th annual Curl for a Cause. This is part of a two year effort to raise funds to make these patient lifts possible at our community hospital. Patient ceiling lifts not only give more freedom and confidence to patients but support medical staff as well.	✓	✓	\$500		\$250
Fishermen's Memorial Hospital: Golf Tournament	No application received but funding provided annually.	✓	✓			\$100
Fisheries Museum of the Atlantic <i>* If not approved please return financial statements</i>	Free Programming	✓		\$2,000		
Lunenburg and Area Garden Club	,Reviving and restoring gardens	✓		\$1,000		
Lunenburg Yacht Club	Traffic Control (in-house) for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.	✓		\$500		
Lunenburg Barnacle	To cover the food costs, rental space, and speaker fee, for a free dinner and lecture series event to be hosted in Lunenburg	Co-operative?		\$1,000		
Lunenburg Community Garden	10th Anniversary Garden Party	✓	✓	\$1,000		\$430
Lunenburg County Music Festival	The requested amount would significantly help to defray the costs of the hiring of Adjudicators. "We are a non-profit organization applying for charitable status"	X		\$3,500		
Lunenburg Daycare Centre	The funds will be used to purchase a 6-seater stroller and to help upgrade playground including purchasing of soccer balls, basket balls, etc. and also sandbox toys and sand, slides and climbers	✓		\$5,000		
Lunenburg and District Swimming Pool	Operating expenses and new pool equipment	✓		\$5,000		

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Lunenburg Doc Fest Association	The \$2000 (plus \$500 in kind) requested is for assistance to present the 11th annual Lunenburg Doc Fest (LDF), running from September 18 to 22, 2024.	✓	✓	\$2,500		\$1,500
Lunenburg Dog Park Society	Ongoing insurance coverage/Garbage collection	✓	✓	1000 + garbage collection		\$1,000
Lunenburg County Wheels	Funding for a driver and fuel for a van to serve Lunenburg and surrounding areas.			\$10,000		
Lunenburg Folk Harbour Society- Saturday's in the Park	Series of 10 Concerts	✓	✓	\$3,500		\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Funding 39th Folk Harbour Festival	✓	✓	\$6,000		\$1,000
Lunenburg Foundation for the Arts	The LFA is requesting funds to offset costs associated with planning for a new fundraising event.	✓	✓	1000		\$1,000
Lunenburg Tennis Club	Repairs and resurface the 3 tennis courts in Victoria Park - new surface will be rebberized acrylic for all ages and skill levels.	✓		\$1,000		
Nova Scotia Sea School	The Sea School is seeking support from the Town of Lunenburg to help promote and run our experiential summer sailing and wilderness program in 2024. Our summer programs will include 5 multi day sailing expeditions, 1 sea kayak expedition and 3 partnership programs for priority youth including newcomer, youth, female youth and indigenous youth. We expect to engage with over 200 youth and employ 25 staff in the 2024 season. Due to unfortunate weather and erosion, we are no longer able to access our wharf at 174 Bluenose Dr. and this has forced us to develop a mobile program model, partnering with several local Lunenburg businesses and organizations in order to provide safe and welcoming facilities for our participants.	✓	✓	\$7,500		\$2,500

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Rural Communities Foundation of NS	For over 20 years, the RCFNS has been providing fundraising and granting throughout Nova Scotia to support sustainability of rural communities. Many of our programs fill gaps in government programs which often fall short in meeting the needs of disadvantaged rural residents.	X		\$3,000		
Second Story Women's Centre	Office supplies, snacks for each day of camp, art supplies: visual art supplies, button making material and button maker; rental of recording equipment and software free inclusive summer programs for girls and gender-diverse youth camps.	✓		\$1,000		
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds received from the Town of Lunenburg will be used in the delivery of the SSVP Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affect the cost of rent, food, heating oil, power, and medical prescriptions, all basic needs.	✓	✓	\$2,000		\$1,800
South Shore ICE Storm	Request operating grant that would support five (5) hours of ice	✓		\$980		
South Shore Minor Hockey Association	Gary Wentzell Tournament 2024. Funds to be used for ice rentals costs. (Note: funding would go towards 2025)	✓	✓	\$750		\$500
South Shore Public Libraries - Lunenburg Branch	The Lunenburg Library is offering inclusive, barrier free gardening workshops to empower community members to grow their own food and participate in knowledge sharing. These workshops are designed for all ages and all levels of gardening experience. With support we would increase the capacity of the supplies required to allow all participants to experience the hands-on learning	✓		\$600		
South Shore Public Libraries Lunenburg Lit Festival	The funds we are requesting will be used to pay the performance fee's for 2 authors for the children's portion of the 2024 Lunenburg Lit Festival and to buy class copies of their books for students at Bluenose Academy.	✓		\$762		
South Shore Regional Centre for Education	The NSCC and the Public Library are kindly providing us with a space and the South Shore Regional Centre for Education has already financed a simple coffee maker, a kettle, 2 thermoses for hot water (tea) and coffee as well as reusable cups and plates. We have also received a few donations (e.g., coffee mugs). We are kindly asking for funding for consumables such as coffee, tea, cow's milk, oat milk, sugar, cookies, and fresh fruit for two sessions each Monday over the period of 14 months (approx. 84 café sessions). The café will be held twice a day on Mondays (once in Bridgewater	✓		\$2,898		

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
South Shore Sexual Health Society	Work in Lunenburg and outreach Bluenose Academy	✓	✓	\$750		\$500
The Lunenburg Theatre Collective	The TOL grant would go to fund 50% of the venue rentals (LOH - \$3337.88 and CUC Hall - \$360) (50% is approx. \$1800)	✓		\$1,800		
Total				\$73,160		

Option 1: Equal Percentage

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Bay to Bay Trail Association	In 2024 we plan to to upgrade approx 1.2 km of the rail trail from SawPit Rd to Battery Point Rd. Work will include tree/shrub cutting and removals, widening and leveling the trail bed, improving drainage, clearing ditches, clearer sight lines and signage at roads and driveways, compacted, uniform trail surface with crusher dust.	✓	✓	\$1,000	\$297	\$500
BMO Ride for Cancer Saltwater Cowboys	Cover cost of Community Centre (three hours May 31)	✓		\$120	\$36	
Bridgewater Sports and Cultural Association	Establish First team in Atlantic Canada	✓		\$2,500	\$743	
Bright and Lions Rugby Football Club	Securing funding to support the provision of rugby programs for youth in the South Shore region is a pivotal step towards fostering community engagement, promoting physical activity, and instilling valuable life skills. With a strategic allocation of funds, we aim to not only introduce the sport of rugby to young individuals but also create a sustainable and enriching environment for their growth and development	✓		\$2,000	\$594	
Canadian Dory Racing Association	The funds will be used to host international events during the year.	✓	✓	\$2,000	\$594	\$500
Curl for a Cause (Health Services Foundation)	These funds will be used to fundraise for 23 patient ceiling lifts during the 25th annual Curl for a Cause. This is part of a two year effort to raise funds to make these patient lifts possible at our community hospital. Patient ceiling lifts not only give more freedom and confidence to patients but support medical staff as well.	✓	✓	\$500	\$149	\$250
Fishermen's Memorial Hospital: Golf Tournament	No application received but funding provided annually.	✓	✓		\$0	\$100
Fisheries Museum of the Atlantic * If not approved please return financial statements	Free Programming	✓		\$2,000	\$594	
Lunenburg and Area Garden Club	,Reviving and restoring gardens	✓		\$1,000	\$297	
Lunenburg Yacht Club	Traffic Control (in-house) for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.	✓		\$500	\$149	
Lunenburg Barnacle	To cover the food costs, rental space, and speaker fee, for a free dinner and lecture series event to be hosted in Lunenburg	✓		\$1,000	\$297	
Lunenburg Community Garden	10th Anniversary Garden Party	✓	✓	\$1,000	\$297	\$430
Lunenburg Daycare Centre	The funds will be used to purchase a 6-seater stroller and to help upgrade playground including purchasing of soccer balls, basket balls, etc. and also sandbox toys and sand, slides and climbers	✓		\$5,000	\$1,485	
Lunenburg and District Swimming Pool	Operating expenses and new pool equipment	✓		\$5,000	\$1,485	
Lunenburg Doc Fest Association	The \$2000 (plus \$500 in kind) requested is for assistance to present the 11th annual Lunenburg Doc Fest (LDF), running from September 18 to 22, 2024.	✓	✓	\$2,500	\$743	\$1,500
Lunenburg Dog Park Society	Ongoing insurance coverage/Garbage collection	✓	✓	\$1,000	\$297	\$1,000
Lunenburg Folk Harbour Society- Saturday's in the Park	Series of 10 Concerts	✓	✓	\$3,500	\$1,040	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Funding 39th Folk Harbour Festival	✓	✓	\$6,000	\$1,782	\$1,000
Lunenburg Foundation for the Arts	The LFA is requesting funds to offset costs associated with planning for a new fundraising event.	✓	✓	1000	\$297	\$1,000
Lunenburg Tennis Club	Repairs and resurface the 3 tennis courts in Victoria Park - new surface will be rebbuerized acrylic for all ages and skill levels.	✓		\$1,000	\$297	
Nova Scotia Sea School	The Sea School is seeking support from the Town of Lunenburg to help promote and run our experiential summer sailing and wilderness program in 2024. Our summer programs will include 5 multi day sailing expeditions, 1 sea kayak expedition and 3 partnership programs for priority youth including newcomer, youth, female youth and indigenous youth. We expect to engage with over 200 youth and employ 25 staff in the 2024 season. Due to unfortunate weather and erosion, we are no longer able to access our wharf at 174 Bluenose Dr. and this has forced us to develop a mobile program model, partnering with several local Lunenburg businesses and organizations in order to provide safe and welcoming facilities for our participants.	✓	✓	\$7,500	\$2,228	\$2,500

Second Story Women's Centre	Office supplies, snacks for each day of camp, art supplies: visual art supplies, button making material and button maker; rental of recording equipment and software free inclusive summer programs for girls and gender-diverse youth camps.	✓		\$1,000	\$297	
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds received from the Town of Lunenburg will be used in the delivery of the SSVp Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affect the cost of rent, food, heating oil, power, and medical prescriptions, all basic needs.	✓	✓	\$2,000	\$594	\$1,800
South Shore ICE Storm	Request operating grant that would support five (5) hours of ice	✓		\$980	\$291	
South Shore Minor Hockey Association	Gary Wentzell Tournament 2024. Funds to be used for ice rentals costs. (Note: funding would go towards 2025)	✓	✓	\$750	\$223	\$500
South Shore Public Libraries - Lunenburg Branch	The Lunenburg Library is offering inclusive, barrier free gardening workshops to empower community members to grow their own food and participate in knowledge sharing. These workshops are designed for all ages and all levels of gardening experience. With support we would increase the capacity of the supplies required to allow all participants to experience the hands-on learning	✓		\$600	\$178	
South Shore Public Libraries Lunenburg Lit Festival.	The funds we are requesting will be used to pay the performance fee's for 2 authors for the children's portion of the 2024 Lunenburg Lit Festival and to buy class copies of their books for students at Bluenose Academy.	✓		\$762	\$226	
South Shore Regional Centre for Education	The NSCC and the Public Library are kindly providing us with a space and the South Shore Regional Centre for Education has already financed a simple coffee maker, a kettle, 2 thermoses for hot water (tea) and coffee as well as reusable cups and plates. We have also received a few donations (e.g., coffee mugs). We are kindly asking for funding for consumables such as coffee, tea, cow's milk, oat milk, sugar, cookies, and fresh fruit for two sessions each Monday over the period of 14 months (approx. 84 café sessions). The café will be held twice a day on Mondays (once in Bridgewater	✓		\$2,898	\$861	
South Shore Sexual Health Society	Work in Lunenburg and outreach Bluenose Academy	✓	✓	\$750	\$223	\$500
The Lunenburg Theatre Collective	The TOL grant would go to fund 50% of the venue rentals (LOH - \$3337.88 and CUC Hall - \$360) (50% is approx. \$1800)	✓		\$1,800	\$535	
Total				\$57,660	\$17,125	

*Note: Lunenburg County Wheels's grant application for \$10,000 is not included above.

Option 2: Equal Amount

2024-25 Grant Requests						For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Bay to Bay Trail Association	In 2024 we plan to to upgrade approx 1.2 km of the rail trail from SawPit Rd to Battery Point Rd. Work will include tree/shrub cutting and removals, widening and leveling the trail bed, improving drainage, clearing ditches, clearer sight lines and signage at roads and driveways, compacted, uniform trail surface with crusher dust.	✓	✓	\$1,000	\$613	\$500
BMO Ride for Cancer Saltwater Cowboys	Cover cost of Community Centre (three hours May 31)	✓		\$120	\$120	
Bridgewater Sports and Cultural Association	Establish First team in Atlantic Canada	✓		\$2,500	\$613	
Bright and Lions Rugby Football Club	Securing funding to support the provision of rugby programs for youth in the South Shore region is a pivotal step towards fostering community engagement, promoting physical activity, and instilling valuable life skills. With a strategic allocation of funds, we aim to not only introduce the sport of rugby to young individuals but also create a sustainable and enriching environment for their growth and development	✓		\$2,000	\$613	
Canadian Dory Racing Association	The funds will be used to host international events during the year.	✓	✓	\$2,000	\$613	\$500
Curl for a Cause (Health Services Foundation)	These funds will be used to fundraise for 23 patient ceiling lifts during the 25th annual Curl for a Cause. This is part of a two year effort to raise funds to make these patient lifts possible at our community hospital. Patient ceiling lifts not only give more freedom and confidence to patients but support medical staff as well.	✓	✓	\$500	\$500	\$250
Fishermen's Memorial Hospital: Golf Tournament	No application received but funding provided annually.	✓	✓		\$100	\$100
Fisheries Museum of the Atlantic * If not approved please return financial statements	Free Programming	✓		\$2,000	\$613	
Lunenburg and Area Garden Club	,Reviving and restoring gardens	✓		\$1,000	\$613	
Lunenburg Yacht Club	Traffic Control (in-house) for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.	✓		\$500	\$500	
Lunenburg Barnacle	To cover the food costs, rental space, and speaker fee, for a free dinner and lecture series event to be hosted in Lunenburg	✓		\$1,000	\$613	
Lunenburg Community Garden	10th Anniversary Garden Party	✓	✓	\$1,000	\$613	\$430
Lunenburg Daycare Centre	The funds will be used to purchase a 6-seater stroller and to help upgrade playground including purchasing of soccer balls, basket balls, etc. and also sandbox toys and sand, slides and climbers	✓		\$5,000	\$613	
Lunenburg and District Swimming Pool	Operating expenses and new pool equipment	✓		\$5,000	\$613	
Lunenburg Doc Fest Association	The \$2000 (plus \$500 in kind) requested is for assistance to present the 11th annual Lunenburg Doc Fest (LDF), running from September 18 to 22, 2024.	✓	✓	\$2,500	\$613	\$1,500
Lunenburg Dog Park Society	Ongoing insurance coverage/Garbage collection	✓	✓	\$1,000	\$613	\$1,000
Lunenburg Folk Harbour Society- Saturday's in the Park	Series of 10 Concerts	✓	✓	\$3,500	\$613	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Funding 39th Folk Harbour Festival	✓	✓	\$6,000	\$613	\$1,000
Lunenburg Foundation for the Arts	The LFA is requesting funds to offset costs associated with planning for a new fundraising event.	✓	✓	\$1,000	\$613	\$1,000
Lunenburg Tennis Club	Repairs and resurface the 3 tennis courts in Victoria Park - new surface will be rebbuerized acrylic for all ages and skill levels.	✓		\$1,000	\$613	
Nova Scotia Sea School	The Sea School is seeking support from the Town of Lunenburg to help promote and run our experiential summer sailing and wilderness program in 2024. Our summer programs will include 5 multi day sailing expeditions, 1 sea kayak expedition and 3 partnership programs for priority youth including newcomer, youth, female youth and indigenous youth. We expect to engage with over 200 youth and employ 25 staff in the 2024 season. Due to unfortunate weather and erosion, we are no longer able to access our wharf at 174 Bluenose Dr. and this has forced us to develop a mobile program model, partnering with several local Lunenburg businesses and organizations in order to provide safe and welcoming facilities for our participants.	✓	✓	\$7,500	\$613	\$2,500

Second Story Women's Centre	Office supplies, snacks for each day of camp, art supplies: visual art supplies, button making material and button maker; rental of recording equipment and software free inclusive summer programs for girls and gender-diverse youth camps.	✓		\$1,000	\$613	
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds received from the Town of Lunenburg will be used in the delivery of the SSVp Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affect the cost of rent, food, heating oil, power, and medical prescriptions, all basic needs.	✓	✓	\$2,000	\$613	\$1,800
South Shore ICE Storm	Request operating grant that would support five (5) hours of ice	✓		\$980	\$613	
South Shore Minor Hockey Association	Gary Wentzell Tournament 2024. Funds to be used for ice rentals costs. (Note: funding would go towards 2025)	✓	✓	\$750	\$613	\$500
South Shore Public Libraries - Lunenburg Branch	The Lunenburg Library is offering inclusive, barrier free gardening workshops to empower community members to grow their own food and participate in knowledge sharing. These workshops are designed for all ages and all levels of gardening experience. With support we would increase the capacity of the supplies required to allow all participants to experience the hands-on learning	✓		\$600	\$613	
South Shore Public Libraries Lunenburg Lit Festival.	The funds we are requesting will be used to pay the performance fee's for 2 authors for the children's portion of the 2024 Lunenburg Lit Festival and to buy class copies of their books for students at Bluenose Academy.	✓		\$762	\$613	
South Shore Regional Centre for Education	The NSCC and the Public Library are kindly providing us with a space and the South Shore Regional Centre for Education has already financed a simple coffee maker, a kettle, 2 thermoses for hot water (tea) and coffee as well as reusable cups and plates. We have also received a few donations (e.g., coffee mugs). We are kindly asking for funding for consumables such as coffee, tea, cow's milk, oat milk, sugar, cookies, and fresh fruit for two sessions each Monday over the period of 14 months (approx. 84 café sessions). The café will be held twice a day on Mondays (once in Bridgewater	✓		\$2,898	\$613	
South Shore Sexual Health Society	Work in Lunenburg and outreach Bluenose Academy	✓	✓	\$750	\$613	\$500
The Lunenburg Theatre Collective	The TOL grant would go to fund 50% of the venue rentals (LOH - \$3337.88 and CUC Hall - \$360) (50% is approx. \$1800)	✓		\$1,800	\$613	
Total				\$57,660	\$17,158	

*Note: Lunenburg County Wheels's grant application for \$10,000 is not included above.

Option 3: Following Precedent

2024-25 Grant Requests							For Reference Only 2023-24 Approved Grant Amount
Account #01-2-19-5100	2024-25 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions		
Bay to Bay Trail Association	In 2024 we plan to to upgrade approx 1.2 km of the rail trail from SawPit Rd to Battery Point Rd. Work will include tree/shrub cutting and removals, widening and leveling the trail bed, improving drainage, clearing ditches, clearer sight lines and signage at roads and driveways, compacted, uniform trail surface with crusher dust.	✓	✓	\$1,000	\$500		\$500
BMO Ride for Cancer Saltwater Cowboys	Cover cost of Community Centre (three hours May 31)	✓		\$120	\$130		
Bridgewater Sports and Cultural Association	Establish First team in Atlantic Canada	✓		\$2,500	\$130		
Bright and Lions Rugby Football Club	Securing funding to support the provision of rugby programs for youth in the South Shore region is a pivotal step towards fostering community engagement, promoting physical activity, and instilling valuable life skills. With a strategic allocation of funds, we aim to not only introduce the sport of rugby to young individuals but also create a sustainable and enriching environment for their growth and development	✓		\$2,000	\$130		
Canadian Dory Racing Association	The funds will be used to host international events during the year.	✓	✓	\$2,000	\$500		\$500
Curl for a Cause (Health Services Foundation)	These funds will be used to fundraise for 23 patient ceiling lifts during the 25th annual Curl for a Cause. This is part of a two year effort to raise funds to make these patient lifts possible at our community hospital. Patient ceiling lifts not only give more freedom and confidence to patients but support medical staff as well.	✓	✓	\$500	\$250		\$250
Fishermen's Memorial Hospital: Golf Tournament	No application received but funding provided annually.	✓	✓		\$100		\$100
Fisheries Museum of the Atlantic * If not approved please return financial statements	Free Programming	✓		\$2,000	\$130		
Lunenburg and Area Garden Club	,Reviving and restoring gardens	✓		\$1,000	\$130		
Lunenburg Yacht Club	Traffic Control (in-house) for Mobility Cup 2024 short parade and opening ceremonies August 26, 2024.	✓		\$500	\$130		
Lunenburg Barnacle	To cover the food costs, rental space, and speaker fee, for a free dinner and lecture series event to be hosted in Lunenburg	✓		\$1,000	\$130		
Lunenburg Community Garden	10th Anniversary Garden Party	✓	✓	\$1,000	\$430		\$430
Lunenburg Daycare Centre	The funds will be used to purchase a 6-seater stroller and to help upgrade playground including purchasing of soccer balls, basket balls, etc. and alos sandbox toys and sand, slides and climbers	✓		\$5,000	\$130		
Lunenburg and District Swimming Pool	Operating expenses and new pool equipment	✓		\$5,000	130		
Lunenburg Doc Fest Association	The \$2000 (plus \$500 in kind) requested is for assistance to present the 11th annual Lunenburg Doc Fest (LDF), running from September 18 to 22, 2024.	✓	✓	\$2,500	\$1,500		\$1,500
Lunenburg Dog Park Society	Ongoing insurance coverage/Garbage collection	✓	✓	\$1,000	\$1,000		\$1,000
Lunenburg Folk Harbour Society- Saturday's in the Park	Series of 10 Concerts	✓	✓	\$3,500	\$3,500		\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Funding 39th Folk Harbour Festival	✓	✓	\$6,000	\$1,000		\$1,000
Lunenburg Foundation for the Arts	The LFA is requesting funds to offset costs associated with planning for a new fundraising event.	✓	✓	1000	\$1,000		\$1,000
Lunenburg Tennis Club	Repairs and resurface the 3 tennis courts in Victoria Park - new surface will be rebbuerized acrylic for all ages and skill levels.	✓		\$1,000	\$130		
Nova Scotia Sea School	The Sea School is seeking support from the Town of Lunenburg to help promote and run our experiential summer sailing and wilderness program in 2024. Our summer programs will include 5 multi day sailing expeditions, 1 sea kayak expedition and 3 partnership programs for priority youth including newcomer, youth, female youth and indigenous youth. We expect to engage with over 200 youth and employ 25 staff in the 2024 season. Due to unfortunate weather and erosion, we are no longer able to access our wharf at 174 Bluenose Dr. and this has forced us to develop a mobile program model, partnering with several local Lunenburg businesses and organizations in order to provide safe and welcoming facilities for our participants.	✓	✓	\$7,500	\$2,500		\$2,500

Second Story Women's Centre	Office supplies, snacks for each day of camp, art supplies: visual art supplies, button making material and button maker; rental of recording equipment and software free inclusive summer programs for girls and gender-diverse youth camps.	✓		\$1,000	\$130	
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds received from the Town of Lunenburg will be used in the delivery of the SSVp Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affect the cost of rent, food, heating oil, power, and medical prescriptions, all basic needs.	✓	✓	\$2,000	\$1,800	\$1,800
South Shore ICE Storm	Request operating grant that would support five (5) hours of ice	✓		\$980	\$130	
South Shore Minor Hockey Association	Gary Wentzell Tournament 2024. Funds to be used for ice rentals costs. (Note: funding would go towards 2025)	✓	✓	\$750	\$500	\$500
South Shore Public Libraries - Lunenburg Branch	The Lunenburg Library is offering inclusive, barrier free gardening workshops to empower community members to grow their own food and participate in knowledge sharing. These workshops are designed for all ages and all levels of gardening experience. With support we would increase the capacity of the supplies required to allow all participants to experience the hands-on learning	✓		\$600	\$130	
South Shore Public Libraries Lunenburg Lit Festival.	The funds we are requesting will be used to pay the performance fee's for 2 authors for the children's portion of the 2024 Lunenburg Lit Festival and to buy class copies of their books for students at Bluenose Academy.	✓		\$762	\$130	
South Shore Regional Centre for Education	The NSCC and the Public Library are kindly providing us with a space and the South Shore Regional Centre for Education has already financed a simple coffee maker, a kettle, 2 thermoses for hot water (tea) and coffee as well as reusable cups and plates. We have also received a few donations (e.g., coffee mugs). We are kindly asking for funding for consumables such as coffee, tea, cow's milk, oat milk, sugar, cookies, and fresh fruit for two sessions each Monday over the period of 14 months (approx. 84 café sessions). The café will be held twice a day on Mondays (once in Bridgewater	✓		\$2,898	\$130	
South Shore Sexual Health Society	Work in Lunenburg and outreach Bluenose Academy	✓	✓	\$750	\$500	\$500
The Lunenburg Theatre Collective	The TOL grant would go to fund 50% of the venue rentals (LOH - \$3337.88 and CUC Hall - \$360) (50% is approx. \$1800)	✓		\$1,800	\$130	
Total				\$57,660	\$17,160	

*Note: Lunenburg County Wheels's grant application for \$10,000 is not included above.

Option 4: Merit-Based Analysis

Criteria	Description	
Local Impact	Does this project support Town of Lunenburg residents?	0 No Local Impact - The event/service is located outside the Town of Lunenburg. - It does not specifically target or serve Lunenburg residents. - There is little to no local participation. - The event/service addresses no discernible need or interest within the town. - It provides no benefits to the community.
Diversity and Inclusion	Does the project actively promote diversity and inclusion and demonstrating a strong commitment to creating an inclusive environment?"	No Diversity and Inclusion - The project does not address diversity and inclusion. - It does not target underrepresented or marginalized groups. - There is no plan for inclusive practices and engagement. - The project shows no commitment to creating an inclusive environment. - It has no outcomes related to diversity and inclusion.
Financial Need	Does the applicant have a critical financial need making the grant essential for the project's success?	No Financial Need - The applicant demonstrates no financial need for the project. - The project can easily proceed without the grant. - The applicant has multiple alternative funding sources available.

<p>1 Limited Local Impact - The event/service may be located outside the Town of Lunenburg but nearby. - It targets a broader audience with some local engagement. - There is a low level of local participation. - The event/service addresses a minor need or interest within the town. - It provides limited benefits to the community.</p>	<p>2 Moderate Local Impact - - The event/service may be located within or near the Town of Lunenburg. - It targets both Lunenburg residents and a broader audience. - There is a moderate level of local participation. - The event/service addresses a general need or interest that includes but is not limited to Lunenburg. - It provides some benefits to the community.</p>	<p>3 Strong Local Impact - - The event/service is located within the Town of Lunenburg. - It targets Lunenburg residents, though some participants may be from neighboring areas. - There is a moderate to high level of local participation. - The event/service addresses a notable need or interest within the town. - It provides noticeable benefits to the community.</p>	<p>4 Exceptional Local Impact - The event/service is located within the Town of Lunenburg. - It primarily targets and serves Lunenburg residents. - There is a high level of participation from the local community. - The event/service addresses a significant need or interest within the town. - It provides tangible benefits to the community, such as economic, social, or cultural.</p>
<p>Limited Diversity and Inclusion - The project minimally addresses diversity and inclusion. - It targets a narrow or unspecified audience. - There is a vague or poorly defined plan for inclusive practices and engagement. - The project shows little commitment to creating an inclusive environment. - It has unclear or unlikely outcomes related to diversity and inclusion.</p>	<p>Moderate Diversity and Inclusion - The project addresses diversity and inclusion but with limited focus. - It targets some underrepresented or marginalized groups. - There is a basic plan for inclusive practices and engagement. - The project demonstrates some commitment to creating an inclusive environment. - It has potential outcomes related to diversity and inclusion.</p>	<p>Exceptional Diversity and Inclusion - The project actively promotes diversity and inclusion within the community. - It targets underrepresented or marginalized groups effectively. - There is a detailed plan for inclusive practices and engagement. - The project demonstrates a strong commitment to creating an inclusive environment. - It has measurable outcomes related to diversity and inclusion. "</p>	<p>Exceptional Diversity and Inclusion - The project actively promotes diversity and inclusion within the community. - It targets underrepresented or marginalized groups effectively. - There is a detailed plan for inclusive practices and engagement. - The project demonstrates a strong commitment to creating an inclusive environment. - It has measurable outcomes related to diversity and inclusion.</p>
<p>Limited Financial Need - The applicant demonstrates minimal financial need for the project. - The project is likely to proceed without the grant. - The applicant has several alternative funding sources available.</p>	<p>Moderate Financial Need - The applicant demonstrates moderate financial need for the project. - The project may proceed with partial funding or alternative sources. - The applicant has some alternative funding sources available.</p>	<p>Strong Financial Need - The applicant demonstrates significant financial need for the project. - The project is unlikely to proceed without the grant. - The applicant has limited alternative funding sources available.</p>	<p>Exceptional Financial Need - The applicant demonstrates critical financial need for the project. - The project cannot proceed without the grant. - The applicant has no alternative funding sources available.</p>