

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, June 25, 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 June 25, 2024 Council Meeting Agenda

Recommendation: That Council approve the agenda for the June 25, 2024 meeting as presented.

4. APPROVAL OF MINUTES

4.1 June 11, 2024 Council Meeting Minutes

Recommendation: That Council approve the June 11, 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 SSODA May Data Report

7.2 Electric Vehicle (EV) Charging Infrastructure in Lunenburg – Alexander Ross

8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

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

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

8.1 Property Vegetation Management By-law – Public Hearing and First Reading

Recommendation: That Council approve the first reading of the new Property Vegetation Management By-law.

9. BUSINESS ARISING AND UNFINISHED BUSINESS

9.1 Planning Public Participation Policy – *Decision*

Recommendation: That Council approve the new Planning Public Participation Program Policy as presented, repealing and replacing Policy #65, the Planning Public Participation Program Policy.

9.2 Community Grants – *Decision*

Recommendation: That Council award the 2024/2025 Community Grants evaluated by a merit-based analysis Option 1: not Considering the Amount Requested Option 2: considering the Amount Applied For.

10. NEW BUSINESS

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

12. MOTION ACTION LIST

13. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

June 11, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Deputy Mayor Stephen Ernst, Councillors Jenni Birtles, Peter Mosher, Ed Halverson and Susan Sanford
Absent	Mayor Jamie Myra and Councillor Melissa Duggan
Also present	Kathleen Rafuse, Town Accountant 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.
Councillor Sanford's Resignation	Council Sandford announced her resignation as she is moving outside the Town of Lunenburg. Councillors thanked Councillor Sandford for her dedicated service over the past four years.
Approval of Agenda	Moved by Councillor Mosher, seconded by Councillor Halverson, that Council approve the agenda for the May 28, 2024 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the May 14, 2024 meeting minutes as presented. Motion carried unanimously
Public Input	Tina Risser asked what information will be provided and what meetings will be held to inform the public about a plebiscite if the Council decides to proceed with one. Alison Strachan wished Councillor Birtles a happy birthday. Paula Rennie suggested that the Cultural Tourism Working Group meetings be livestreamed and recorded.

Robert Young inquired about how any possible decrease in federal infrastructure funding would affect the Town.

PAC TOR & Public Participation Policy

Moved by Councillor Sanford, seconded by Councillor Mosher, that Council approve the Planning Advisory Committee Terms of Reference as presented.

Motion carried unanimously

Moved by Councillor Sanford, seconded by Councillor Birtles, that Council give notice to approve the new Planning Public Participation Program Policy, which would repeal and replace Policy #65, the Planning Public Participation Program Policy.

Motion carried unanimously

Cultural Tourism Working Group TOR

Moved by Councillor Birtles, seconded by Councillor Halverson, that Council approve the Cultural Tourism Working Group Terms of Reference with the following deletions:

- 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.

Motion carried unanimously

Non-compliant Shed Settlement Agreement

Moved by Councillor Mosher, seconded by Councillor Birtles, that Council direct staff to execute a settlement agreement with the owners of 72 Tannery Road to resolve the issues related to the non-compliant shed on their property.

Motion carried unanimously

Noise By-law Exemption Request

Moved by Councillor Mosher, seconded by Councillor Birtles, that Council approve a Noise By-law exemption for June 19, 2024, starting at 11 p.m. until 2 a.m. on June 20, 2024, and June 20, 2024, starting at 11 p.m. until 2 a.m. on June 21, 2024, to accommodate filming activities in an area bounded by Montague Street and Bluenose Drive between Duke Street and Rum Row per GEP Liars Inc's approved 2024 film permit.

Motion carried unanimously

Councillors requested that the film crew be informed that June 20 is

prom night, and Montague Street is expected to be busy with students taking photographs.

Considering a Plebiscite for Blockhouse Hill Development

Staff presented a report outlining the steps that would be required should Council consider conducting a plebiscite on the proposed development of Blockhouse Hill.

In Camera

Moved by Councillor Birtles, seconded by Councillor Sanford, that Council move in camera at 6:31 p.m. to discuss agenda items 13.1 Personnel Matter and 13.2 Acquisition, sale, lease and security of municipal property per the Municipal Government Act.

Motion carried unanimously

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

Revert to public meeting

Council reverted to open meeting at 7:40 p.m.

Cultural Tourism Working Group Appointments

Following the closed session portion of this meeting, Council made the following motion:

Moved by Councillor Halverson, seconded by Councillor Sanford, that Council appoint the following representatives to the Cultural Tourism Working Group:

- JD (Joanne) Young and Tom McFall as the representatives from Lunenburg's Public or Non-Profit Culture Sector;
- Liz Powers as a representative from Lunenburg's Private or For-Profit Tourism Sector;
- Kandace Forward and Robin Joost as representatives from the Lunenburg Board of Trade;
- Adrian Morrison and Anne-Louise Dauphinee as representatives of Lunenburg's Maritime Heritage and/or Waterfront Industries; and
- Alison Strachan and Frank Zaunscherb as the Town of Lunenburg resident representatives.

Motion carried unanimously

The approved Terms of Reference for the Cultural Tourism Working Group state that two councillors will also sit on the group. Council deferred making these appointments and will discuss this at a future meeting.

Adjournment

There being no further business, the June 11, 2024 Council meeting adjourned at 7:42 p.m.

The minutes were read and approved.

Monthly Data Report - MAY 2024

550 Total intakes completed to Date

29 Intakes completed this Month

130 Number of those intaked that are currently actively homeless

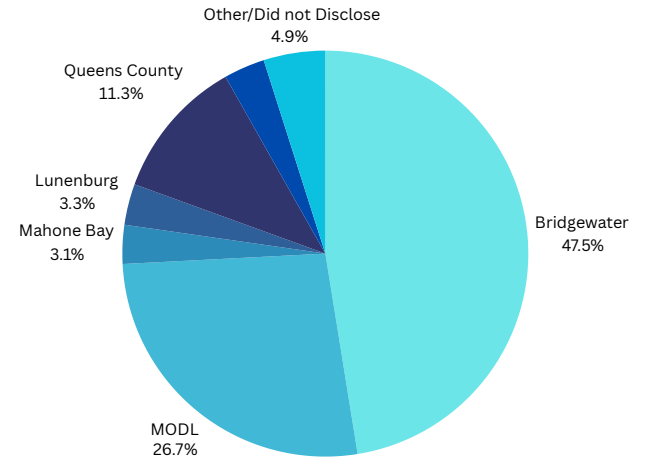
78 Number of children identified as currently experiencing homeless/housing insecurity

42 Number of individuals currently experiencing chronic homelessness

39 Number of seniors currently experiencing homelessness/housing insecurity

Household Breakdown

Families - 192
Seniors - 159
Youth (25 and under) - 59
Veterans - 12
African Nova Scotian - 13
Indigenous - 57
Latin/Hispanic - 1
Other/Undisclosed - 32



Geographic Region

Energy Poverty

SSODA has identified **192** households experiencing energy poverty. Totalling **\$153,867.15** in N.S Power Arrears.

Average Number of Months Experiencing Homeless

5

Individuals/Households Matched to Housing from the By-Name-List

124

Top reasons for housing loss

- Building Sold
- Eviction due to Renovations (causing a dramatic rise in rent amount)
- Left due to Domestic Violence or Kicked out by Partner

Top sleeping arrangements:

- Renting - Pending Eviction
- Couch Surfing - Safe
- Renting - Unsafe

Town Council of Lunenburg, Nova Scotia

Subject: Proposal for Public Electric Vehicle (EV) Charging Infrastructure in Lunenburg

Dear Members of the Town Council,

As a citizen of Lunenburg, I am writing to raise the issue of the lack of public electric vehicle (EV) charging infrastructure in Lunenburg. An investment in EV infrastructure will not only benefit community members but also contribute to the overall sustainability and economic growth of our town.

Benefits of Public EV Charging Infrastructure

- **Economic Development:** Public EV charging infrastructure attracts tourists and encourages longer dwell times compared to refilling a gasoline vehicle. Having infrastructure available will promote Lunenburg as a progressive and forward-thinking community and lead to increased tourism revenue and support for local businesses.
- **Environmental Sustainability:** The adoption of electric vehicles is a crucial step towards reducing greenhouse gas emissions and mitigating the effects of climate change. By providing public EV charging stations, Lunenburg can encourage residents and visitors to choose cleaner modes of transportation.
- **Improved Quality of Life:** Convenient access to EV charging facilities enhances the quality of life for residents and visitors alike, making Lunenburg a more attractive place to live and visit.

Increased Revenue to the Town

In addition to the environmental and social benefits, public EV charging infrastructure can generate revenue for the town through charging fees. By partnering with reputable EV charging providers, Lunenburg can ensure a sustainable and profitable venture. For comparison, the Town of Mahone Bay has eight public EV chargers, managed by leading charge point operator Flo as part of the town's Greenhouse Gas Reduction Action Plan.

I request that the Town Council prioritize this initiative and include this topic for discussion as part of an upcoming public agenda package. Your support in this matter will demonstrate Lunenburg's commitment to sustainability, economic growth, and the well-being of our community while attracting new tourism and charging revenues.

Thank you for considering my proposal. I look forward to your positive response and the opportunity to collaborate on this important project.

Sincerely,

Alexander Ross

[REDACTED], Lunenburg

Subject: Property Vegetation Management By-law – *Request for Direction*
From: Kayla Byrne, Municipal Clerk
Date: June 25, 2024



Recommendation

Approve the first reading of the By-law as presented.

Alternatives

- That Council direct staff to review the budget for funds to develop design guidelines.
- Defer this item.

Background

In September 2023, Council directed staff to draft a lawn and park naturalization policy to allow and encourage naturalization. At the May 14, 2024 meeting, staff introduced the Property Vegetation Management By-law. At that meeting, Council suggested one edit to the presented by-law: that the by-law include a permit program for those seeking to naturalize their yards.

Discussion

Following Council's direction, staff explored the viability of a permit system but do not recommend it because it would be administratively burdensome and a change in scope from Council's 2023 direction to staff that would require additional expertise to pursue. Without detailed landscaping regulations, establishing clear permit guidelines is infeasible. Regulating vegetation aesthetics is inherently subjective and would require professional expertise, such as landscape architects, to develop and administer responsible guidelines, resulting in additional costs for the Town.

Permitting systems are effective for projects where deliverables can be clearly defined in advance and success can be easily measured. Vegetation is inherently unpredictable. Transitioning from a turfgrass lawn to a naturalized area takes time as natural flora regrows. Initially, existing plants need to grow before deciding on further cultivation. This regrowth period can be difficult to plan and detail in a permit application, as natural development does not follow a strict timeline or plan.

Moreover, to ensure fairness, any new guidelines would need to apply consistently to all residents, not just those who self-identify as naturalizing their property. Based on the Town's experience administering the Land Use By-law, Heritage Conservation District Plan and By-law,

and Heritage Property By-law, introducing a new permitting system applicable to all property owners would create such an administrative burden that it would likely necessitate hiring an additional staff member with specialized knowledge. While a permitting system could provide clarity and useful documentation, the Town’s legal counsel advises against introducing a permit system for lawn naturalization, even with established clear guidelines as a potential municipal overreach.

To give residents a full range of landscaping options, from rock gardens to formal manicured lawns to naturalized areas, the by-law's main objective, as currently drafted, is to ensure that property vegetation does not pose safety risks or other hazards and to provide clarity for potential enforcement issues. The by-law does not set specific standards for landscape aesthetics or plant types, giving property owners the freedom to design their landscapes however they choose if they do not create safety hazards.

Complaints and enforcement

Most municipalities, including TOL, handle dangerous and unsightly issues through complaint-driven bylaws due to limited resources. This means staff only address issues when a formal complaint is received. However, the proposed by-law allows immediate action if there's a public safety threat. The Town has always used this system and only one unsightly lawn complaint has ever been received, which was appealed in 2023, as the property owner stated they were in the process of naturalizing their yard.

The MGA provides little guidance on unsightly landscaping, making it challenging for staff to determine what is unsightly due to the subjective nature of aesthetics. This issue was highlighted in the 2023 appeal. Without clear guidelines, complaints about naturalizing yards could put administrators in difficult positions. Therefore, the by-law clarifies that naturalized areas and gardens are not considered unsightly.

The by-law’s primary objective, as it is currently drafted, is to ensure that property vegetation does not pose safety risks. To this extent, the by-law focuses on the following possible hazards:

Hazards or safety risk	What the bylaw says
Obstructions	<p>Vegetation must not pose a public safety risk by causing obstructions.</p> <p>Vegetation must be maintained so as not to obstruct or impede sightlines for pedestrians and drivers on sidewalks, streets, and other public rights-of-ways.</p>

	<p>Vegetation on all properties must be controlled to prevent encroachment onto neighbouring properties, public pathways, or sidewalks. This regulation does not apply to trees, which generally extend beyond property lines.</p>
<p>Noxious weeds and invasive species</p>	<p>Planting noxious weeds and invasive species, as defined by the Province of Nova Scotia's Weed Control Regulations, and those identified in the "Nova Scotia Invasive Species Council's Invasive Species in Nova Scotia Identification and Information Guide," including plants listed in the "species to watch" section, is prohibited.</p> <p>Must regularly monitor their property to detect and manage noxious weeds and invasive species.</p> <p>If a property owner discovers a noxious weed, they must attempt to remove or manage it using reasonable and safe methods.</p> <p>If a property owner discovers an invasive species, it must be monitored and maintained to prevent spreading to neighbouring properties using reasonable efforts.</p>
<p>Pests & Rodents</p>	<p>To prevent pest infestations, they must implement and maintain effective pest and rodent control measures in their yards.</p> <p>Property owners must promptly address and resolve the issue using safe and effective pest control methods in the event of a pest or rodent infestation.</p>
<p>Fire risk</p>	<p>Must be regularly monitored to prevent creating fire hazards.</p>

	Property owners are responsible for ensuring that the placement and volume of biomass materials, such as natural debris, do not pose a significant fire risk.
Turf Grass	Unattended turf grass without signs of deliberate development into a naturalized area or garden may be considered in a "state of neglect," as defined by this by-law.

Adding more restrictions

While a permit system is not recommended, Council may consider making the by-law more restrictive through the following regulations:

- A lawn/turf grass limit of 25 cm (almost 10 inches)
- Vegetation height limits for corner vision triangle (This is in the Land-Use By-law but has been added here for ease of reference)

These restrictions and the proposed transition period would still allow property owners to explore naturalization but may alleviate some concerns that lawns will solely consist of long turfgrass.

These changes are highlighted in green in the attached proposed by-law.

While the originally presented by-law did not include a height restriction, it acknowledged that if a yard remains solely as unattended turfgrass without signs of intentional development into a naturalized area or garden, it may be considered in a "state of neglect."

Transition period

The proposed by-law includes a transition period for properties changing from manicured lawns to naturalized areas or gardens. This process often begins with property owners allowing their turfgrass to grow out, encouraging the cultivation of natural plants already present on their property. During this transition period, lawns may appear unintentional or not fully planned, including the initial growth of existing turfgrass. The by-law originally suggested a two-year period for this transition, but it is suggested this period be shortened to one year. This change is indicated in green in the attached by-law.

Other edits to the proposed by-law

Many clauses about how staff handle complaints and related processes can be detailed in an internal standard operating procedure and do not need to be included in the by-law. Therefore, staff have stricken these procedurally heavy clauses that were part of the by-law presented in May.

Strategic Plan Relevance

- Objective E3: To promote the restoration of the natural environment.
- 2.8 Parks and Public Spaces: Encourage the enhancement of existing Parks and Public Spaces by supporting a diverse ecosystem and biodiversity.

Relevant Legislation

Municipal Government Act

Financial

There are no financial impacts related to approving this by-law. Alternatively, Regulating the aesthetics of vegetation is naturally subjective and would necessitate professional expertise, such as landscape architects, to create and enforce appropriate guidelines, leading to additional costs for the Town.

Communications

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

Attachments

- Proposed Property Vegetation Management By-law
- Letters related to the proposed by-law

Town of Lunenburg

PROPERTY VEGETATION MANAGEMENT BY-LAW

WHEREAS PART XV of the *Municipal Government Act* authorizes the Town of Lunenburg Council to enact and enforce the Property Vegetation Management By-law.

WHEREAS Section 344 of the *Municipal Government Act* requires that every property in a municipality be maintained so as not to be dangerous or unsightly.

WHEREAS, pursuant to the *Municipal Government Act*, a property is deemed to be unsightly in relation to neighbouring properties if the exterior finish of the building or structure or the landscaping is not maintained, it is hereby acknowledged by the Town of Lunenburg Council that under this by-law, naturalized areas and natural gardens will not be deemed unsightly merely because they differ from traditional landscaping approaches, such as manicured turf grass.

AND WHEREAS, the Town of Lunenburg wishes to provide clear regulations for the maintenance and management of property vegetation within the Town of Lunenburg.

NOW, THEREFORE, the Council of the Town of Lunenburg now enacts as follows:

1. CITATION

1.1 This by-law will be cited as the Property Vegetation Management By-law.

2. DEFINITIONS

“Administrator” is an employee of the Town of Lunenburg or another person designated by the Chief Administrative Officer to be responsible for the provisions of the *Municipal Government Act* respecting dangerous or unsightly premises.

"Dry and flammable vegetation" refers to vegetation materials in a state of significant dryness that, due to their condition and context, pose a clear and immediate risk of ignition and fire spread within the Town. This definition includes, but is not limited to, excessively accumulated dry leaves, grasses, branches, wood chips, and other vegetative debris in conditions or locations where such accumulation could propagate fire.

“Excessive accumulation” is the buildup of fallen leaves, branches, nurse logs, and other plant materials and natural debris to a degree that poses potential safety hazards or other undesirable materials.

“Junk” refers to old or discarded articles considered worthless, inoperative, or useless and not intended for proper reuse or refurbishment. This includes, but is not limited to,

damaged furniture, appliances, vehicle parts and building materials.

“Lawn” means perennial turfgrass grown for ground cover, of a type that forms a dense, uniform turf when mown.

“Natural debris” refers to organic materials naturally accumulating outdoors.

“Naturalized areas” and “Natural gardens” are intentionally designed and maintained spaces that integrate the principles of ecological sustainability and biodiversity enhancement into the urban landscape. This approach combines the purposeful planting and care of native and non-invasive adapted plant species, including but not limited to flowering perennials, wildflowers, native and non-native grasses, meadow vegetation, ornamental plants, shrubs, and trees. Naturalized areas and natural gardens are characterized by their deliberate creation and ongoing maintenance to ensure they fulfill their intended ecological functions. Naturalized areas and natural gardens are distinct from neglected or unattended lawns, as they are planned and sustained. Naturalized areas or natural gardens do not include turf grass lawns left unattended.

"Official Notice" refers to a formal communication issued by the Administrator or designated Town staff to a property owner, notifying them of a violation of this by-law.

“Pests” refers to organisms, including insects, rodents, and wildlife, that cause damage to structures or pose a known risk to public health. This definition encompasses those species that, through their activities or populations, compromise the integrity of buildings, infrastructure, or other built environments or carry diseases harmful to humans.

“Property” means assessable property as defined by the *Assessment Act*. This includes any real estate that can be appraised for tax purposes based on the rules in the *Assessment Act*.

“Property Owner” or “Owner” refers to any individual, group of individuals, corporation, or entity that holds legal title to a property within the Town of Lunenburg. This term also encompasses individuals or entities who, under a lease or agreement, have assumed responsibility for the property's maintenance, management, and adherence to municipal by-laws.

“Reasonable” refers to actions that are practical, sensible, and proportionate to the severity of the situation, considering the available resources, knowledge, and methods.

“Remedial Order” is a directive issued by the Administrator or designated Town staff requiring a property owner to address and rectify conditions on their property that have

been deemed to contravene this by-law. The order will specify the actions that need to be taken.

"Stagnant water" refers to water that remains in one place without significant flow, exchange, or filtration and becomes a breeding ground for mosquitoes and other disease vectors. T

"State of Neglect" refers to a property failing to meet the required maintenance standards outlined in this by-law.

"Turf grass" refers to grass species cultivated for their robustness, uniform growth, and resilience, commonly used in residential and commercial lawns. Common turf grasses include but are not limited to Kentucky Bluegrass, Bermuda Grass, Tall Fescue, St. Augustine Grass, Zoysia Grass, and Perennial Ryegrass.

"Undesirable Material" refers to any substances or objects, including but not limited to litter, glass, scrap materials (such as wood, metal, paper, and plastics), junk, combustible materials, stagnant water, and trash that may accumulate in yards or within property vegetation.

"Vegetation" is defined as all plant life within the boundaries of a property in the Town of Lunenburg.

3. APPLICABILITY

3.1 This by-law applies to all vegetation within the geographical limits of the Town of Lunenburg.

4. GENERAL MAINTENANCE

4.1 Property owners will ensure any lawn on their land does not exceed 25cm in height or length.

4.2 Vegetation within a corner vision triangle must not exceed 1.0 meter above the grade of the abutting streets, except for vegetation above 2.4 meters.

4.3 Vegetation must be free from non-organic matter or debris and maintained to prevent health, fire, or safety hazards.

4.4 Property owners must actively manage invasive species, noxious weeds, pests, and other undesirable materials.

4.5 Vegetation on all properties must be controlled to prevent encroachment onto neighbouring properties, public pathways, or sidewalks. This regulation does not apply to trees, which generally extend beyond property lines.

4.6 Property owners must maintain vegetation to avoid obstructing sightlines for pedestrians and drivers.

4.7 Vegetation must not pose a public safety risk.

4.8 Property owners must maintain vegetation to prevent hazards, including those that could harbour pests, conceal trash, or pose fire risks.

5. UNDESIRABLE MATERIAL

5.1 It is prohibited to accumulate litter, glass, scrap materials (such as wood, metal, paper, and plastics), junk, combustible materials, stagnant water, or trash in yards or within property vegetation and lawns.

5.2 When trash, compost, or recyclable materials are stored outside a building, they must be kept in a lidded container appropriate for this use. Owners or occupants are responsible for ensuring that the storage does not attract pests or pose any health or safety risks due to improper storage methods or the deterioration or misuse of the storage container.

6. NATURAL DEBRIS MANAGEMENT

6.1 Property owners are required to manage natural debris on their properties according to the following standards:

- a) Property owners must regularly monitor their property and manage natural debris to avoid reaching levels of excessive accumulation.
- b) Property owners must regularly monitor their properties and clear away accumulations of dry, combustible materials that pose fire risks.
- c) Debris must not facilitate the spread of invasive species, noxious weeds, pests, or the presence of undesirable materials. If these issues arise, the debris must be managed or removed.
- d) Natural debris must be kept within a property owner's boundaries and not interfere with public access and neighbouring properties.

7. PROHIBITION AND CONTROL OF NOXIOUS WEEDS AND INVASIVE SPECIES

- 7.1 Planting noxious weeds and invasive species, as defined by the Province of Nova Scotia's *Weed Control Regulations*, as amended from time to time, and those species identified in the "Nova Scotia Invasive Species Council's Invasive Species in Nova Scotia Identification and Information Guide," including plants listed in the "species to watch" section, as listed in the most current edition of the Guide is prohibited.
- 7.2 Property owners must regularly monitor their property to detect and manage noxious weeds and invasive species.
- 7.3 Should a property owner discover a noxious weed on their property, they must attempt to remove or manage it using reasonable and safe methods. If, despite these efforts, complete eradication is unattainable, especially with aggressive spreaders, the owner must ensure the plant is contained to prevent spreading to neighbouring properties.
- 7.4 Should a property owner discover an invasive species on their property, it must be monitored and maintained within reasonable efforts in an attempt not to spread the invasive species to neighbouring properties.

8. PEST PREVENTION AND MAINTENANCE

- 8.1 Property owners must implement and maintain effective pest control measures in their yards to prevent pest infestation. This includes regularly monitoring the yard to eliminate potential breeding grounds for pests.
- 8.2 In the event of a pest infestation, property owners must promptly address and resolve the issue using safe and effective pest control methods per provincial and federal health and safety regulations.

9. FIRE RISK MITIGATION

- 9.1 All vegetation and natural debris must be regularly monitored to avoid creating fire hazards.
- 9.2 Property owners are responsible for ensuring that the placement and volume of biomass materials, such as natural debris, do not pose a significant fire risk.
- 9.3 If the Administrator or a designated Town staff believes any vegetation or other materials on a property pose a fire hazard, they have the right to issue a Remedial Order.

9.4 In cases where the Administrator or designated Town staff identifies vegetation or other materials on a property that pose an immediate and significant fire risk, they are authorized to take immediate corrective actions at the property owner's expense.

10. TRANSITION AND COMPLIANCE FOR NATURALIZED AREAS AND NATURAL GARDENS

10.1 As defined in this by-law, "naturalized areas" and "natural gardens" do not include turf grass lawns that are left unattended. However, the Town of Lunenburg acknowledges that properties transitioning from a turf grass lawn to a naturalized area or natural garden may undergo phases that could appear unintentional or not fully planned, including the initial growing out of existing turf grass. To accommodate this, a transition period of ~~two~~ **one** year is permitted.

10.2 The Town will record the ~~two~~ **one-year** transition period only after a complaint about a lawn exceeding 25 cm has been received. Upon investigating the complaint and confirming with the Owner that they are working towards a naturalized area or natural garden, the Administrator or designated Town staff will record the date, marking the start of the one-year transition period.

10.3 After this one-year transition period, if a yard remains solely unattended turf grass without signs of deliberate development into a naturalized area or garden, it may be considered in a "state of neglect," as defined by this by-law.

10.4 All other provisions of this by-law remain in force during this transition period.

11. STATE OF NEGLECT

11.1 Vegetation must be adequately maintained to not devolve into a state of neglect, as defined in this by-law.

12. REPORTING CONTRAVENTIONS OF THIS BY-LAW

12.1 The Town responds to contraventions of this by-law only after receiving a formal complaint.

12.2 In a complaint regarding noxious or invasive plants, the complainant is responsible for providing evidence of their claim.

12.3 Notwithstanding the requirement for a formal complaint to the Town, the Administrator or designated Town staff retain the authority to initiate action without such a complaint if they observe or become aware of conditions that present a potential

hazard.

13. COMPLAINT INVESTIGATION PROCESS

~~13.1 After receiving a complaint, the Administrator or designated Town staff will inspect the property in question and prepare a report, which may include collecting photographic or video evidence to support the findings.~~

~~13.2 The Town will not take corrective action if the investigation reveals that the complaint lacks merit.~~

14. OFFICIAL NOTICE

14.1 If, after receiving a complaint, the Administrator or designated Town staff finds that the property violates this by-law and such a violation threatens public safety, they are authorized to take immediate action to address the issue. Any corrective measures undertaken by the Administrator or staff in this context will be at the property owner's expense.

14.2 If the Administrator or designated Town staff determines that a property violates this by-law without posing an immediate threat to public safety, they will issue an Official Notice to the property owner. The property owner will then have 30 days, or a period deemed reasonable considering the scope of the necessary work, prevailing weather conditions, or other relevant factors, to address and correct the issue.

~~14.3 Upon receiving an Official Notice for violation of this by-law, if a property owner disputes the findings, they must submit a written explanation to the Administrator or designated Town staff, whichever issued the Official Notice, within seven days of receiving the notice. This explanation must explain why the property owner believes their property does not contravene this by-law.~~

~~14.4 Upon receipt of the disagreement submission, the Administrator or designated Town staff will review the provided evidence and the circumstances surrounding the alleged by-law violation. This review process will consider the information and documentation provided by the property owner and any additional inspections or assessments deemed necessary by Town staff to make a fair determination.~~

14.5 Should the Administrator or designated Town staff determine that the Official Notice was justified and that the property remains in violation of the by-law, the property owner will be notified of this decision. Along with the notification, the property owner will be issued a new timeline to comply with the by-law requirements. This new compliance period will be set at 30 days from the decision notification date or a

~~reasonably adjusted period, considering the scale of the required corrections, prevailing weather conditions, or other relevant factors that might affect the ability to complete the necessary corrections.~~

~~14.6 The decision made by the Administrator or designated Town staff after reviewing the property owner's submission is final. Should the property owner fail to comply within the newly set timeframe, further actions, as outlined in the Remedial Order and Appeals section of this by-law, may be taken to ensure compliance.~~

15. REMEDIAL ORDER AND APPEALS

15.1 If a property owner fails to comply with an Official Notice outlining necessary corrective actions, the Administrator or designated Town staff may issue a Remedial Order mandating the resolution of the issue. ~~This order will be prominently posted on the property and sent to the owner by mail or delivered in person.~~ The owner is given 30 days, or a reasonably adjusted period based on the scale of required corrections, weather conditions, or other relevant factors, to implement the mandated changes.

15.2 Should the property owner disagree with the Remedial Order, they can appeal to Council within seven days of receiving the Remedial Order, as allowed under the *Municipal Government Act*. ~~The appeal must be submitted in writing to the Municipal Clerk, stating the reasons for disagreement and any pertinent information or arguments for Council's consideration.~~

15.3 While the appeal is underway, the requirement to comply with the original Remedial Order is paused.

15.4 Council's decision on an appeal is final.

15.5 If the appeal is unsuccessful, the property owner must comply with the initial order.

15.6 If the property owner fails to make the necessary corrections as mandated by a Remedial Order, including an order given after an unsuccessful appeal, the Town of Lunenburg is authorized to take the corrective actions outlined in the Remedial Order at the owner's expense. If the owner does not reimburse the Town for these costs, the Town has the right to impose a lien on the property to recover the costs incurred.

16. DISCRETIONARY APPLICATION

16.1 Regarding any corrective action timeline outlined in this by-law, the Administrator or designated Town staff has the discretion to offer flexibility to the property owner for

extenuating circumstances such as illness or resource constraints. However, the property owner remains responsible for finding and implementing a solution to remedy the situation. Under this clause, the property owner must formally acknowledge, in writing, their by-law contravention and actively work towards a resolution when granted an extension.

16.2 In enforcing this by-law, the Administrator and the designated Town staff possess the authority to exercise discretion in enforcing this by-law.

16.3 When an appeal is brought before Council, Council also has the discretion to apply this by-law.

17. VALIDITY OF REMAINING BY-LAW PROVISIONS

17.1 If a qualified court finds any part of this by-law invalid, it does not affect the rest of the by-law, which remains valid and in effect.

From: [Kayla Byrne](#)
To: [Kayla Byrne](#)
Subject: FW: No to Naturalized Lawns
Date: June 13, 2024 2:29:08 PM

On Mon, Jun 03, 2024 at 4:09 PM, Peter Zwicker <[REDACTED]> wrote:

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor and Council;

I wish to be a part of the public record opposed to the bylaw allow for the naturalization of lawns in Lunenburg.

I previously presented correspondence on this issue which can be included as a part of this email.

Before I offer my thoughts on why it should not be included I would ask that Mayor and Council take the time to tour the community in which they govern and not rely solely on the 24 people who attended the public sessions on lawn naturalization. I think that if you look you will see that 95% of the residents maintain a lawn standard with their neighbours.

The obvious cons of a naturalized lawn are:

- 1) Ticks - Lyme disease is endemic in Lunenburg and anything we do to reduce the risk is beneficial.
- 2) Invasive species of weeds and other flora that take over a naturalized lawn. And not only the homeowner who wishes to have a naturalized lawn but neighbouring properties.
- 3) Conflict with neighbours who are impacted by creepage of weeds and other plants onto their property,
- 4) Curb appeal with impact on resale value. Unless a prospective buyer is of like mind with a naturalized lawn this would be a deterrent to a prospective purchaser.

I have seen naturalized properties that look aesthetically pleasing, but have seen a number in Lunenburg that just are unkempt properties in my humble opinion.

Council has an obligation to protect the interests of the community as a whole.

I view this naturalization of lawns as similar to second hand smoke for my lawn. You let your lawn go to seed and I am trying to maintain my lawn , the health of my lawn loses.

I have read many of the articles that have been provided and while I understand some of what they present, I believe that factually some of the information is wrong, ie ticks, rodents and invasive species.

I previously had corresponded on the issue of Blockhouse Hill and cautioned Council that the voices that they are hearing are the loudest in the room and those outspoken on social media (some of whom do not even reside in Lunenburg), and are not necessarily that voice of the community.

I ask that you take a walk through the community that you represent (not just your social circle) and look and talk to the people living here in our community.

Thanks

Peter Zwicker

From: [Nina-Marie Lister](#)
To: [Kayla Byrne](#)
Cc: [REDACTED]
Subject: Reasons to avoid a permit system in a natural yards and gardens bylaw
Date: June 6, 2024 5:24:39 PM

CAUTION: THIS IS AN EXTERNAL MAIL

TO COUNCIL:

As Professor of Planning at TMU, I offer the following professional advice concerning the Council's consideration of the "permit system" for "natural gardens". I strongly recommend that Council drop this requirement and simply embrace "natural gardens" as-of-right in the bylaw update. I recommend against a permit system for at least three (3) reasons:

1. Under the charter of rights and freedoms and the decision granted by the Ontario Superior Court of Justice in the 1996 *Sandy Bell v. City of Toronto* case, the right to naturalize is equated with the right to exercise one's environmental beliefs (as a practice of a creed or religion). That is a constitutional right and not one that can be granted or denied by permit. (We do not require a permit to practice one's religion or creed.)
2. The City of Toronto overturned their former bylaw which effectively required a type of permit to naturalize — or what the city called an exemption from the regular bylaw. They got rid of the exemption on the grounds of reason number #1 above. Together with other Subject Matter Experts, I argued successfully before the City, that to naturalize is a right; it is also a public good, and practicing biodiversity recovery is perceived by many gardeners as obligation under climate change and an important strategy to build resilience. We also pointed out the contradiction (or even hypocrisy) of requiring a permit of residents to do the same thing in their private yards that the city is undertaking on public lands — naturalizing through municipal biodiversity policies, ravine naturalization strategy, and pollinator protection strategies.
3. A permit system rarely works as intended (e.g. City of Toronto and City of London dropped theirs). It will cause extra work for staff and additional costs for the Town. Too much is undefined to establish the equity and feasibility of a permit system: What will be the criteria and who will assess whether a permit is granted? What will be the terms of the application? How will permits be maintained? Will anyone apply voluntarily? Such a system requires listing applications and granted permits in what is probably an open data or public database. This can provide an additional barrier to entry into natural gardening, and an increased level of harassment and public visibility for residents simply trying to support biodiversity in a small way on their private property — a practice which has already been asserted by the Court as a constitutional right.

In summary: A permit system will cost more, it hasn't worked elsewhere, and it won't the way Council imagines. More importantly, it is wrong to impose a permit system because a) the Courts have ruled that freedom of expression to protect biodiversity in one's private property is a Charter right, and b) many residents will argue that it is their moral obligation to protect biodiversity, which has been recognized by the United Nations as the "best natural defence we have against under climate change" (<https://www.un.org/en/climatechange/science/climate-issues/biodiversity>).

I fully endorse Council's adoption of a new bylaw that is progressively "biodiverse" and supports community members to contribute positively to biodiversity recovery in their home yards and gardens. However, to limit this bylaw with a "permit system" will impose additional costs, serve as a barrier to entry, and will deny citizens the right to biodiversity. This would be a most unfortunate move and in fact quite retrogressive, setting back what is right now a very progressive draft bylaw — and one that I expect to champion as a leadership example for other municipalities.

Sincerely,

Prof. Nina-Marie E. Lister, MCIP, RPP, Hon. ASLA
Professor, School of Urban + Regional Planning
Director, Ecological Design Lab
Toronto Metropolitan University (recently renamed)
350 Victoria St, SBB 432
Toronto ON CANADA M5B 2K3
Mobile +1.416.704.5736
nm.lister@torontomu.ca
@nmlister

NOTE: As of 01/24 I am Visiting Professor of Landscape Architecture, Harvard University GSD. I can be reached at nmlister@gsd.harvard.edu

TMU is in the 'Dish With One Spoon Territory', governed by a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. I acknowledge my responsibility to this treaty.

From: [Teresa Quilty](#)
To: [Kayla Byrne](#); [Stephen Ernst](#); [Jamie Myra](#); [Jenni Birtles](#); [ED Halverson](#); [Peter Mosher](#); [Melissa Duggan](#).
Subject: Minimum Property Vegetation Standards bylaw
Date: June 14, 2024 1:46:37 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor and Councillors of the Town of Lunenburg:

I respectfully request that this correspondence be included in the Agenda Package for the June 25 Council meeting.

I fully support Council's adoption of the proposed new Minimum Property Vegetation Standards **bylaw as presented May 14, 2024**. I was one of dozens of people who invested significant time, thoughtfulness, research, and energy into the Town's excellent engagement process and feel happy to have contributed to a progressive, research-based bylaw. I am confident that all who participated learned something by opening their perspective and listening to others.

So it was very surprising, confusing and disappointing for me and many others, after so much work, that Council voted to add a permitting amendment before first reading even took place. I do not support the addition of a permitting requirement for naturalization as the Town would put itself at risk in several ways by doing so.

1. Requiring permits to naturalize property would be redundant with the bylaw and would add a double standard

The purpose of Town's Minimum Property Vegetation Standards bylaw as presented May 14, 2024, in its own words, is to "regulate the upkeep of all forms of vegetation on private and public land. It specifically addresses issues like managing naturalized areas and gardens, preventing fire risks from dry and combustible vegetation, and controlling invasive species and pests."

The proposed standards will *apply universally to all property owners*, regardless of the style of landscaping or vegetation they choose (mowed lawn, xeriscaping, wildflower meadow, vegetable garden, perennial garden, shrubs, woodland garden, rain garden, etc). The proposed standards are very detailed and ensure that all property owners "manage their yards properly" and enable the Town to intervene when required for all legitimate health and safety concerns. The bylaw provides clear standards for residents, Town staff and enforcement officers, thus removing the current opportunity for personal bias. There would be no value added by registering/permitting naturalized yards as universal standards are already specified in the bylaw.

To add permits, on top of the bylaw, for one type of yard would be to add a double standard, which would be difficult and confusing (see point 2), discriminatory (see point 3) and has already been shown to fail in other jurisdictions (see point 4). The key question is: What added value would Council hope to achieve by adding a permit requirement?

- Do you hope that it will provide objective standards for residents and enforcement

officers? If so, the proposed Standards Bylaw already does that very thoroughly.

- Do you hope that it will ensure people "manage their yard properly?" If so, the May 14 draft bylaw already specifies standards and consequences in detail.
- Do you hope that it will reduce complaints/harassment by publicly registering and identifying properties undergoing naturalization? If so, such a registry may incite more complaints because it stigmatizes rather than supports. Leadership and education would be more supportive.
- Do you hope that it will provide some additional sense of control for those who dislike or fear naturalization? If so, education and environmental leadership would be a more effective approach. There are many benefits to adding biodiversity, stormwater management systems, trees for shade, etc. With leadership, our own Town could move toward more resilience in the face of the climate emergency from which we are not immune.

2. Requiring permits to naturalize property would be a costly administrative burden

A permit system would not be simple; it would add an extra layer of expense to the Town in processing the applications, etc. As mentioned above, a permit would present a double standard, a second set of requirements for those who choose a natural approach. There are many questions the Town would have to answer:

- What additional standards, beyond those in the bylaw, would the permit hope to achieve?
- What will the Town require from residents?
- Who will grant and enforce permits? What environmental/horticultural/other qualifications/expertise would this person have to assess applications?
- How much will this cost the town? residents?
- What would the Town hope to accomplish from a two year follow up assessment? How would the follow-up assessment work? What happens if the resident changes their plan or the plants do not behave as expected? What outcomes/consequences would be applied following the assessment?
- Would the Town destroy private gardens as long as they are adhering to the minimum standards?

Additional problems:

- Who would need to seek permits? There is not a clear black and white delineation between "unnatural vs. natural". In the summer of 2023, I counted at least 40 Town yards that were fully or partially naturalized; but I don't know if they were intentional or not. How/who decides which yards are "natural", i.e. need permits? The bylaw definition is excellent but in practice some yards may lie in a gray area as there is a combination of native and ornamental vegetation and styles.
- As the bylaw is complaint-based, how will the town deal with unpermitted property that no one complains about? Will the introduction of permitting actually invite more citizen policing and complaints ("where's your permit!?" is already a joke going around).
- If lists of properties with permits are public documents, this can also be a disincentive for people to naturalize if they want to ensure privacy; and if the list of properties with permits are not public documents, then it doesn't save any time or effort in the complaints and enforcement process.

3. Requiring permits to naturalize private property could put the Town at risk of legal challenge

I am naturalizing my property as a tangible expression of my beliefs and values. In the midst of a climate emergency and biodiversity collapse, I believe it is my moral obligation to do what I can within my power and means to protect biodiversity and to minimize and mitigate the damage that I can. The United Nations has recognized biodiversity protection as the “best natural defence we have against climate change” (<https://www.un.org/en/climatechange/science/climate-issues/biodiversity>) and I care deeply about future generations and the world that we are leaving them. Therefore, protecting biodiversity on my property is both my right and a public good.

Under the charter of rights and freedoms and the decision granted by the Ontario Superior Court of Justice in the 1996 *Sandy Bell v. City of Toronto* case, the right to naturalize is equated with the right to exercise one’s environmental beliefs (as a practice of a creed or religion). That is a constitutional right and not one that can be granted or denied by permit. (We do not require a permit to practice one’s religion or creed in Canada.) The Courts have already ruled that a natural garden is a protected Charter right subject to restrictions only for health and safety. Having to apply for a permit in order to carry out a Charter-protected right would not stand up to legal challenge (and if a permit system were enacted, the municipality would be vulnerable to the costs of such a challenge).

4. Requiring permits has already been shown to fail in other jurisdictions

Both cities of Toronto and London tried permit systems and then dropped them after they failed. In these cities, the permit system did not work as intended. It caused extra work for staff and additional costs for the Town. Too much was undefined to establish the equity and feasibility of a permit system: What will be the criteria and who will assess whether a permit is granted? What will be the terms of the application? How will permits be maintained? Will anyone apply voluntarily? Such a system requires listing applications and granted permits in what is probably an open data or public database. This can provide an additional barrier to entry into natural gardening, and an increased level of harassment and public visibility for residents simply trying to support biodiversity in a small way on their private property — a practice which has already been asserted by the Court as a constitutional right.

5. Requiring permits doesn't align with the Town's environmental and sustainability goals

Required permitting doesn't align with Council's stated intent in September 2023, "to allow and encourage naturalization". Permitting would send the wrong message and be a deterrent to positive environmental action, with the burden being placed on residents.

Requiring a permit places barriers to inclusion, when the Town could instead empower hundreds of yards to become ecologically positive greenspaces. Residents who might want to naturalize but who are hesitant to be subject to municipal or social scrutiny might just decide not to naturalize. Additionally, there is a risk that the registration process, plan requirement, and two year follow up will be deterrents for people concerned about being "in trouble" if they can't complete their yard as planned.

In conclusion, the Bylaw and presented by staff on May 14, 2024, would be a positive step

toward meeting the Town's environmental and sustainability goals. It would provide clear standards for all to follow, reducing conflict and cost. I encourage Council to approve the May 14 bylaw for first reading as is.

I also extend thanks to Lorraine Johnson and Nina-Marie Lister at Toronto Metropolitan University's [Ecological Design Lab](#) for their background information and support.

Respectfully,

--

Teresa Quilty

[REDACTED]

Lunenburg, N.S.

[REDACTED]

I live in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People

From: [Michael Higgins](#)
To: [Kayla Byrne](#)
Subject: lawn naturalization by-law
Date: June 15, 2024 2:39:31 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Good afternoon Kayla,

I would like to thank you for your excellent work in drafting the new lawn naturalization by-law. It is a thoughtful and concise document and importantly removes any arbitrary aesthetic restrictions. Although I was unable to attend the community consultation component of the process, it is worth noting how important that process and input is. It is clear that we need to rethink our relationship with nature and our immediate landscape is a logical place where individuals can start.

Although I will be unable to attend the next council meeting on the 25th, I would like to add my support for the by-law and voice my deep concern with the proposal of requiring a permit to naturalize. It is the height of absurdity that one citizen would be required to apply for a permit to let a natural process unfold while others are free to engage in unnatural landscape practices. As other provinces have found out the hard way, these restrictions in the form of permits, have already been ruled to violate Canadian's Charter of Rights and Freedoms. I am convinced that if Lunenburg Town Council tries to impose a permit on Lawn Naturalization there will most assuredly be a legal challenge.

As we are forced to confront the effects of climate change and species extinction we need to rethink how we will engage with the natural world. It is important to note that our cultural norms and our colonial relationship with our natural surroundings is the thinking that has created our present day environmental crisis, more of the same thinking will not help us. Boldness and substantive change are our only hope, to not only allow, but to encourage, a gentler more biodiverse landscape is a small but important step towards rebalancing our place within the natural world.

Thank you for your work on this important matter.

Michael Higgins

From: [ronbachman](#)
To: [Kayla Byrne](#)
Subject: RE: UPDATE: TOL Lawn Naturalization By-law
Date: June 17, 2024 7:51:01 AM

CAUTION: THIS IS AN EXTERNAL MAIL

To Council

The elimination of the turf height from the lawn By law in my opinion is a mistake. And then for the Town to have no recourse for two years before any measures can be taken might be too long. Beauty is in the eye of the beholder. We are really only two months into the growing season and there are several properties around my neighborhood who are starting the naturalization process. These properties in humble opinion already do not look. The homes look abandoned. If nothing is done in two years what will they look like? I do not believe this is the appearance most of the Town residence are looking for. The Committee that was stuck and a lot of the correspondence the you are hearing from is the vocal minority.

Respectfully
Ronnie Bachman

Sent from [Mail](#) for Windows

From: [Bubby Jackson](#)
To: [ED Halverson](#); [Jenni Birtles](#); [Jamie Myra](#); [Melissa Duggan](#); [Peter Mosher](#); [Stephen Ernst](#); [Susan Sanford](#); [Kayla Byrne](#); [CAO Town of Lunenburg](#)
Subject: Minimum Property Vegetation Standards By-law
Date: June 17, 2024 9:19:32 AM

CAUTION: THIS IS AN EXTERNAL MAIL

Good Morning Council,

I respectfully ask that this letter be added to the Agenda for the June 25th council meeting.

I am writing today to express my concern with the proposed Minimum Property Vegetation Standards by-law. As a citizen of this wonderful town, I have recently been disappointed to see that a small group of activists have ignored our town values, disregarded our neighbourhood charm, and are attempting to overhaul policies that have been in place to keep our town beautiful and prosperous for so many years. When asked what it's like to live in Lunenburg, I often mention two things: it's a beautiful town, and everyone knows and cares for one another. I truly believed this until recently. There is a very small group that has moved into the town over recent years, who do not know how to be good neighbours; in fact, they don't seem to care about their neighbours. I'm not suggesting that I am unhappy with the plethora of residents that have moved to Lunenburg from all over in recent years, before and after the pandemic. I think it's great for the town and I would be the first to say, the more the merrier. I am referring to the very small group who have decided to move into the beautiful town of Lunenburg and not maintain their properties. Some of them so strongly believe in their ideology, that they cannot see the issue from another point of view or understand what is appropriate and considerate in a town setting, not to mention one with a UNESCO world heritage designation. Instead, they are forcing the community and its visitors to live amongst eyesores and unsightly properties, with no regard for their neighbours or the community that they chose to come live in.

In addition, there are many health risks associated with not maintaining one's property, including allergies, toxic weed infestation, and the increase of disease-carrying wildlife. The number one concern that is top of mind today is ticks and Lyme Disease. The current research around tick prevention (much of which has been conducted by professionals who live and work in Lunenburg) references keeping grass short and well maintained, deterring property from wildlife. Unmaintained properties do the opposite: they have long grass, inviting rodents and wildlife, such as deer, raccoons, birds and squirrels, all of which carry ticks. I live next to one of these properties and it is awful to look at everyday. We worry about the kids playing close to it in fear of picking up ticks, we have seen increased wildlife traffic in their backyard, and most recently a fawn was abandoned by its mother in their tall grass. There is no place for this in a town setting. We should be discouraging home owners from contributing to the tick problem and Lyme disease epidemic in Lunenburg County.

When I reviewed the proposed by-law, I read verbiage that is attempting to circumvent the Municipal Government Act:

"Public input strongly suggested that this by-law should not attempt to regulate aesthetics, as they are subjective to each property owner."

Currently, aesthetics is one item council can use to enforce property maintenance, as Part XV of the MGA clearly states: **"Every property in the municipality shall be maintained so as not to be dangerous or unsightly."** The definition of unsightly (according to the Merriam Webster Dictionary) is: "not pleasing to the sight; not comely." Many communities in our province have utilized the MGA to prevent properties from becoming "not pleasing to the sight." If the bylaw is passed as proposed, the aesthetics of our beautiful town will be unregulated and we will watch as these lawns continue to be overgrown eyesores, creeping into neighbouring properties; council will have no power to stop them when residents start to complain. The proposed by-law attempts to circumvent the wording in the MGA, suggesting that aesthetics should not fall under the law. I wonder how subjective aesthetics is to the thousands of tourists who visit Lunenburg every year expecting to see a beautiful town. Imagine visiting Lunenburg for the first time only to see a number of eyesore properties that have not been maintained, overpowering the beauty around them.

The city of Halifax, for example, has even posted the following on their website:

Dangerous or Unsightly Properties

The [Halifax Regional Municipality Charter](#), Part XV requires every property in the municipality to be maintained so as not to be dangerous or unsightly.

What is a dangerous property?

A dangerous property is any property which is:

- ***Dangerous or likely to cause danger to health, life or property***
- *Building or structure which presents an allurement or has open access to the public*

What is an unsightly property?

An unsightly property is any property which has items that are decayed, deteriorated, demolished or in a state of disrepair:

- *Bagged waste not kept in a rodent proof container*
- ***Overgrown grass***
- *Construction material/debris not stored appropriately or in a neat and tidy manner*
- *Lack of exterior maintenance to buildings/structures*

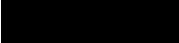
- *Derelict vehicles store on the property*
- *Graffiti on private property*

What are my responsibilities as a property owner?

- *Ensure your structures are secure against access*
- *Remove scattered, improperly stored or discarded items*
- *Maintain vehicles or equipment so there are no broken or missing parts*
- *Maintain the exterior finish on the buildings*
- *Cut grass and trim landscaping on a regular basis*

I am reaching out to you councillors directly, to ask if you'd take a minute to consider what would be accomplished with the new proposed by-law. Why is it necessary? I understand that you have a small group who are passionate about what they want and are persistently pushing to move this forward. But I can assure you, it's not what the majority wants. I have had numerous conversations with many groups of people over the last number of weeks and every person I spoke with was most definitely opposed to the naturalization of properties. I drove down one single street in town yesterday and counted 51 properties maintained and 1 not. That should speak volumes to the council on what the majority of our citizens expect and want to see in our town. Unfortunately, those who are most passionate about not maintaining their properties have been the most vocal and I fear that if you, the council, supports them, you are doing the town of Lunenburg a major disservice, as you would be supporting a very small group of people without considering the town as a whole. Please dismiss the "Minimum Property Vegetation Standards By-law" and enforce the Municipal Government Act in our town as other councils have done throughout the province. Please do not add a by-law for a vocal group that makes up less than 0.8% of the total town population.

Sincerely,
Bubby Jackson



From: [Philip and Vicki](#)
To: [Jamie Myra](#); [ED Halverson](#); [CAO Town of Lunenburg](#); [Melissa Duggan](#); [Stephen Ernst](#); [Peter Mosher](#); [Jenni Birtles](#)
Subject: Lawn Naturalization ByLaw
Date: June 17, 2024 2:00:52 PM
Importance: High

CAUTION: THIS IS AN EXTERNAL MAIL

June 17, 2024

Mayor and Council, Town of Lunenburg

We wish to have this correspondence on record for the June 25th, 2024 Town Council meeting in respect to the discussions on the draft lawn naturalization bylaw which is currently before Council.

Council is elected to govern in the best interests of the community and not on an individual basis. The MGA gives government the right to establish and enforce bylaws to support these interests. We urge Council to not just hear the loudest voices in the room or the few on social media in its deliberations. A walk through the community will provide the insight as to where the community stands on the issue. Lunenburg, over the past few years, has become very divisive on a number of issues. In a community where this is allowed, we risk pitting neighbour against neighbour even further than it is already is. A neighbour who takes the route of lawn naturalization shares it with their neighbours who may not want it. Much in the same manner as second hand smoke.

We can improve the environment and support nature with select plantings, natural grasses and trees in a planned manner. As well as fostering reasonable environmental practices, we owe it to our community to maintain some level of control where it stands on the world stage and show respect to our neighbours. The biggest issue in Lunenburg is one of the deer, ticks and Lyme disease. Science continually advises us that keeping grass short is one of the best defences against Lyme. As well, there are a number of other risks with increasing the habitat in Lunenburg for mice, rats, deer and raccoons all of who carry disease that puts human health at risk such as hantavirus. Other risks include: 1. Spread of Invasive Species; 2. Allergies and Health Risks; 3. Attraction of Pests; 4 Fire Hazards; 5. Aesthetic and Social Challenges; and 6. Impact on Local Ecosystems.

We are against a bylaw that allows for lawn naturalization.

Thank you;

Vicki and Philip Conrad



P.S. Please confirm receipt of this e-mail.



Virus-free www.avg.com

From: [Kristi Tibbo](#)
To: [CAO Town of Lunenburg](#); [Jamie Myra](#); [Stephen Ernst](#); [Jenni Birtles](#); [Melissa Duggan](#); [Peter Mosher](#); [ED Halverson](#); [Kayla Byrne](#)
Subject: Lawn Naturalization Bylaw
Date: June 17, 2024 2:39:56 PM

CAUTION: THIS IS AN EXTERNAL MAIL

June 17, 2024

Mayor and Council, Town of Lunenburg

I wish to have this correspondence on record for the June 25th , 2024 Town Council meeting in respect to the discussions on the draft lawn naturalization bylaw which is currently before Council.

Council is elected to govern in the best interests of the community and not on an individual basis. The MGA gives government the right to establish and enforce bylaws to support these interests.

I urge Council to not just hear the loudest voices in the room or the few on social media in its deliberations. A walk through the community will provide the insight as to where the community stands on the issue.

Lunenburg over the past few years has become very divisive on a number of issues. In a community where this is allowed we risk pitting neighbour against neighbour even further than it already is. A neighbour who takes the route of lawn naturalization shares it with their neighbours who may not want it. Much in the same manner as second hand smoke.

We can improve the environment and support nature with select plantings, natural grasses and trees in a planned manner. As well as fostering reasonable environmental practices we owe it to our community to maintain some level of control where it stands on the world stage and show respect to our neighbours.

The biggest issue in Lunenburg is one of deer, ticks and Lyme disease. Science continually advises us that keeping grass short is one of the best defences against Lyme. As well there are a number of other risks with increasing the habitat in Lunenburg for mice, rats, deer and raccoons all of who carry disease that puts human health at risk such as hantavirus.


Other risks include :

1. Spread of Invasive Species
2. Allergies and Health Risks
3. Attraction of Pests
4. Fire Hazards
5. Aesthetic and Social Challenges
6. Impact on Local Ecosystems

I am against a bylaw that allows for lawn naturalization.

Thank you,

Kristi Tibbo


Lunenburg

From: [Tyler Smith](#)
To: [ED Halverson](#); [Jenni Birtles](#); [Jamie Myra](#); [Melissa Duggan](#); [Peter Mosher](#); [Stephen Ernst](#); [Susan Sanford](#); [Kayla Byrne](#); [CAO Town of Lunenburg](#)
Subject: Minimum Property Vegetation Standards By-law
Date: June 18, 2024 10:16:13 AM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[Outlook-owl5v0wt.png](#)
[Outlook-zs0po4ro.png](#)
[Outlook-ppfske4x.png](#)
Importance: High

CAUTION: THIS IS AN EXTERNAL MAIL

June 18, 2024

Mayor and Council, Town of Lunenburg

I wish to have this correspondence on record for the June 25th , 2024 Town Council meeting in respect to the discussions on the draft lawn naturalization bylaw which is currently before Council.

I would like to point out that this is the first time I've had to voice a concern or complaint and I have lived in town for 35 of my 39 years.

I am proud to say I live in Lunenburg. I have lived around the world and people know our town for it's Heritage, History, and Beautiful views. We are currently a tourist town, have been in the past, and need to be in the future. UNESCO is extremely important to us. I'm unclear on how we could go from having extremely tight rules regarding properties (ex. Paint colour, covering a visible heat pump) to even entertaining the idea of passing a by-law to have no standards on our lawns. **(This opens the door up to a lot of future ideas or concerns having to be entertained)**

There is a difference between common-sense, and zero sense. Reducing single use plastic makes sense, even though Lunenburg isn't going to move the needle in any way for the world (India, China, etc. can move the needle). I struggle to see how growing 3 foot grass and looking deserted will help our town in any way. I also struggle to see how 15 tiny lawns that make our town look bad are going to move the needle for David Suzuki's beloved butterfly's. (I have nothing against David but I am a numbers person)

We don't need to call David to know that long grass brings with it many things. Butterfly's, racoons, rats, ticks etc. Let the town vote on this and it would be extremely clear this is not what is wanted.

I volunteer a huge amount of my time to coach kids in various sports. For most of us kids and humans come before butterfly's and animals. I pay taxes in town, David and the butterfly's do not. Our kids grow up and hopefully go to University and every summer they come home to work and make good money from our thriving restaurants to go back to school again. This is not new and this must continue. Why would we start putting things at risk that bring nothing to our town? We must protect the children of our community from a safety standpoint and also set them up for success which would include protecting both UNESCO and tourism.

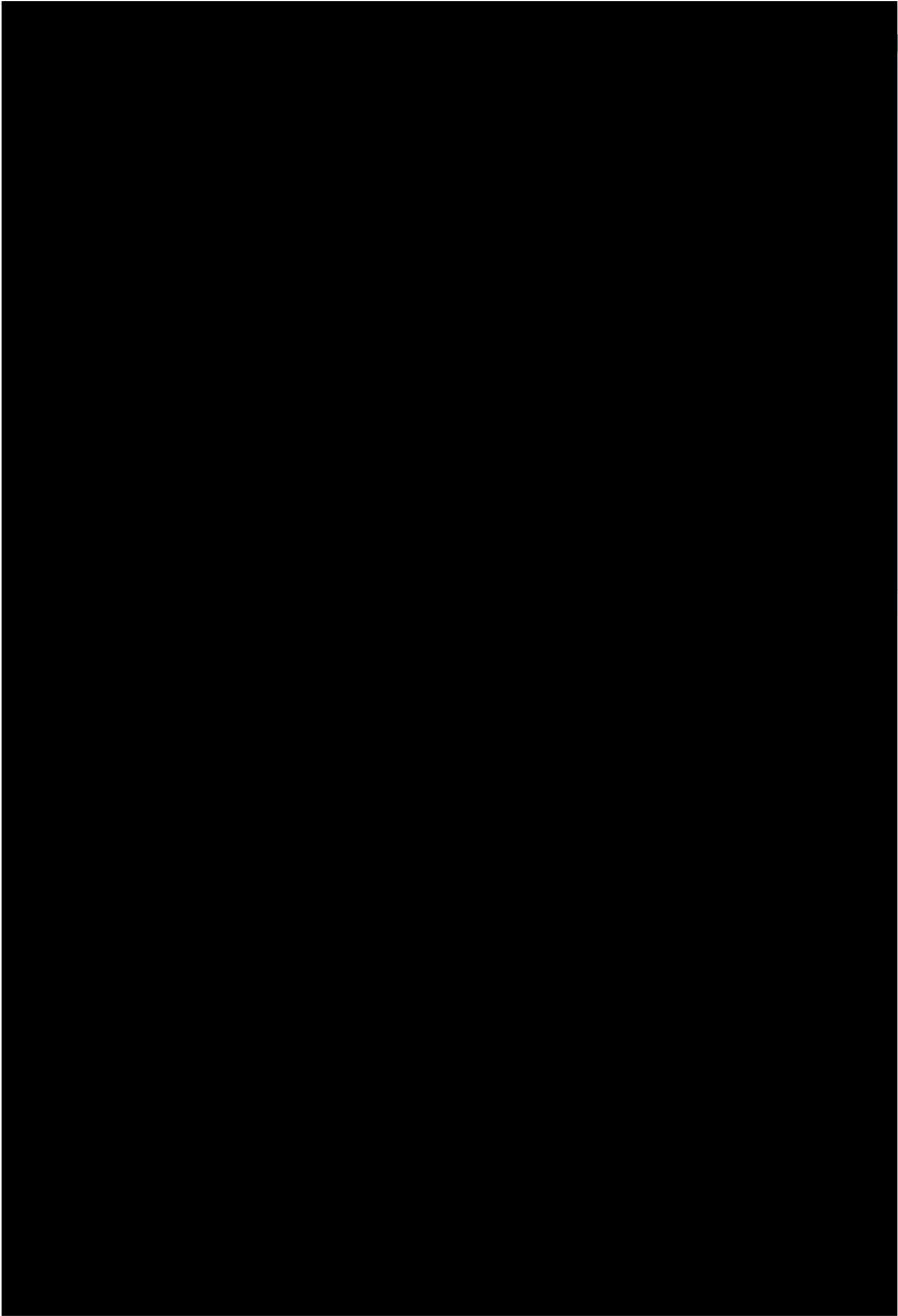
From a safety perspective having more rodents and racoons and such is not ideal for our kids or elderly residents. (Or the restaurants) **Ticks thrive in this environment and we have been a hot spot already for ticks. Kids 1-10 years of age cannot tell you if they feel ill due to a possible tick bite and many times no tick is found on the body.** Ticks and Lymes are a very serious problem. I have had Lymes twice and once was extremely ill and I was only 28 and in really good shape at that time.

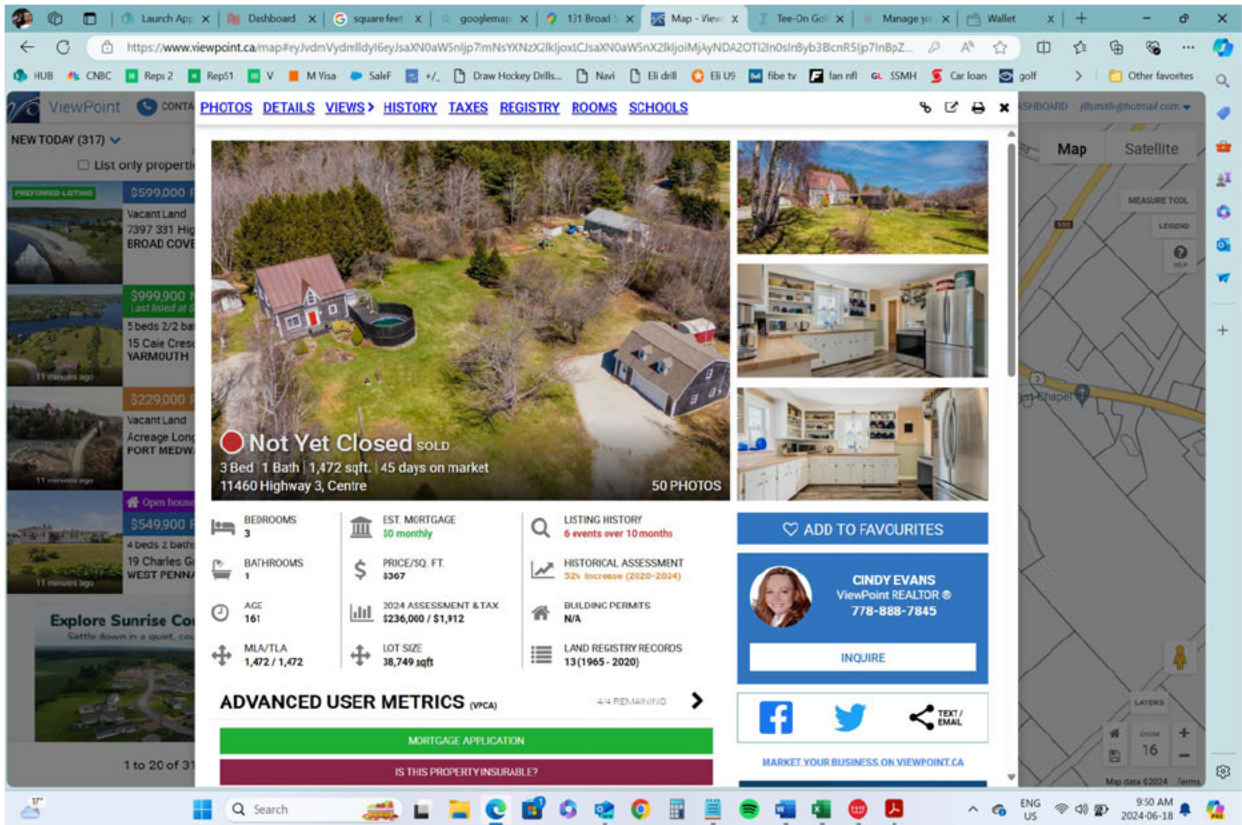
Animals do belong in their natural habitat. I struggle to see how taking a few random lots across town to "attract and host" animals is natural to them or in their best interest. This will lead to more animals being hit by vehicles and other damage to properties in town as deer run from vehicles or racoons do their normal routine. This would have the potential to turn into a real problem for our safety and economy. It's not in the best interest of anybody, animals prefer to be outside of towns.

My brother-in-law lives in Tanner Settlement. He prefers to be more kept to himself and has his own views with certain things. I bought in Lunenburg to be part of the community / team. If people want to live in the wild and be surrounded by animals it's actually quite easy to sell a home in Lunenburg and do just that. Prices are far less expensive outside of town and you get much more land included in the price. If they wish to make a difference that would make much more of a difference and be in the best interest of the animals involved. (And also our town)

Example.

[REDACTED]





There are many better options out there than creating a new bylaw for a few that upsets and affects most of town. I am honestly shocked that we have entertained this idea this far.

Lunenburg Walking Tours and Trot in Time will have a lot of confused passengers.

We want to keep the Lunenburg we know full of community events and beautiful views.



I am against a bylaw that allows for lawn naturalization.

Thank you in advance,

Tyler Smith

Financial Advisor

TEL: 902.634.4965
CEL: 902.523.0750
FAX: 902.634.4350

19 Pelham Street
Lunenburg, Nova Scotia, B0J 2C0



<http://affinityfg.com>
<http://harbourfrontwealth.com>



[Click here to book a meeting with Tyler](#)

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Ann Covey

From: Andrea Zwicker < >
Sent: June-19-24 9:25 AM
To: Jamie Myra
Cc: CAO Town of Lunenburg; edhalverson@townoflunenburg.ca; Melissa Duggan.; Stephen Ernst; Peter Mosher; Jenni Birtles
Subject: Lawn Naturalization

CAUTION: THIS IS AN EXTERNAL MAIL

Mayor and Council, Town of Lunenburg

I wish to have this correspondence on record for the June 25th , 2024 Town Council meeting in respect to the discussions on the draft lawn naturalization bylaw which is currently before Council. .

Council is elected to govern in the best interests of the community and not on an individual basis. The MGA gives government the right to establish and enforce bylaws to support these interests.

I urge Council to not just hear the loudest voices in the room or the few on social media in its deliberations. A walk through the community will provide the insight as to where the community stands on the issue.

Lunenburg over the past few years has become very divisive on a number of issues . In a community where this is allowed we risk pitting neighbour against neighbour even further than it already is. A neighbour who takes the route of lawn naturalization shares it with their neighbours who may not want it . Much in the same manner as second hand smoke.

We can improve the environment and support nature with select plantings, natural grasses and trees in a planned manner. As well as fostering reasonable environmental practices we owe it to our community to maintain some level of control where it stands on the world stage and show respect to our neighbours.

The biggest issue in Lunenburg is one of deer, ticks and Lyme disease. Science continually advises us that keeping grass short is one of the best defences against Lyme. As well there are a number of other risks with increasing the habitat in Lunenburg for mice, rats, deer and raccoons all of who carry disease that puts human health at risk such as hantavirus.

Other risks include :

1. Spread of Invasive Species
2. Allergies and Health Risks
3. Attraction of Pests
4. Fire Hazards
5. Aesthetic and Social Challenges
6. Impact on Local Ecosystems

I am against a bylaw that allows for lawn naturalization.

Thank you:

Andrea Zwicker

Lunenburg

Subject: Planning Public Participation Policy – Decision

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

Date: June 11, 2024 – *Policy Notice*
June 25, 2024 – *Policy Decision*



Recommendation

That Council approve the new Planning Public Participation Program Policy as presented, repealing and replacing Policy #65, the Planning Public Participation Program Policy.

Alternatives

- Provide edits to the policy.
- Delay a decision.

Background

Council gave notice of the Planning Public Participation Policy at its June 11, 2024, meeting.

Discussion

Planning Public Participation Program Policy:

Under the Municipal Government Act, each municipality must have a Planning Public Participation Program Policy that outlines how the public will be engaged when Council amends or adopts planning documents. The content of the policy is at the sole discretion of Council.

The Municipal Government Act also requires that Municipal Councils hold a public hearing before amending or adopting planning documents. In the past, this hearing has had to be advertised in a newspaper. The Province of Nova Scotia has amended the Municipal Government Act such that municipalities may advertise the hearing in a newspaper or post a notice on the Town's website.

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. Currently, the Town places newspaper ads and sends notifications for both a Public Participation Meeting before PAC and the public hearing before Council. This costs approximately \$650 per amendment request. This includes both Council-generated amendments and those requested by the public. This process is both burdensome and costly and could be seen as an impediment to

residents interested in seeing planning documents amended.

Current Public Participation Process	Proposed Public Participation Process
<ul style="list-style-type: none"> • Schedule a Public Information Meeting (PIM) before the Town’s Planning Advisory Committee • Publish notice of the PIM in a local newspaper • Post notice of the PIM in Town Hall • Post notice of the PIM on the Town’s website • Send a copy of the notice to the Municipality of the District of Lunenburg • Receive written submissions on the planning matter • Receive verbal submissions on the planning matter • Council First Reading • Public hearing notice published in a newspaper • Public hearing notice posted on the Town website • Mailout sent to all property owners within 30 metres or entire Town • Receive written submissions on the planning manner • Receive verbal submissions on the planning matter • Second reading 	<ul style="list-style-type: none"> • Schedule a Public Participation Meeting with PAC. • Post notice of the PIM on the Town’s website. • Publish notice of the PIM in a local newspaper • Email or write to the applicant and neighbouring properties within 30 metres when the amendment pertains to a single property (for example, a rezoning request). • Send notice to the Municipality of the District of Lunenburg • Receive written submissions on the planning matter • Receive verbal submissions on the planning matter • Council First Reading • Public hearing notice posted on the Town website • Receive written submissions on the planning manner • Receive verbal submissions on the planning matter • Second reading

The new proposed Public Participation Program ensures transparent and effective community involvement in planning processes by balancing different notice mediums: email, letters, newspaper ads and website postings. Key elements include:

- **Public Participation Meetings (PPMs):** Held for planning document adoption or amendment.
- **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, with costs borne by applicants for less required advertisements and mailed notices.
- **Accommodation:** Provision of accommodations for individuals with disabilities.

- Recommendations and Reports: PAC recommendations and staff reports presented to Council following PPMs, ensuring informed decision-making.

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 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

The updated 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

- Comparison Table
- Draft Planning Public Participation Program Policy

Comparison Table

Policy #65, the Planning Public Participation Program Policy.	Draft Planning Public Participation Program Policy
N/A	Policy Statement: Emphasizes commitment to transparency, inclusiveness, and effectiveness in public participation. Aims to ensure community members can contribute views on planning matters.
N/A	Definitions: Provides definitions for key terms like "Applicant," "Planning application," "Planning documents," "Public hearing," and "Public Participation Meeting."
<p>PPMs and Notifications: This policy describes the requirement for scheduling and holding Public Information Meetings before public hearings. It specifies the notice requirements, which include announcements in local newspapers, the Town website, and notices at the Town office. Additionally, it mentions forwarding notices to the Municipal Clerk of the Municipality of the District of Lunenburg (MODL) and notifying property owners within 30 meters of the affected area. A minimum of four clear days' notice is required before Public Information Meetings. Notifications must also be sent to MODL's Municipal Clerk and assessed property owners, and notice of Public Information Meetings must be forwarded to MODL's Municipal Clerk and Director of Planning.</p>	<p>PPMs and Notifications: This policy details the purpose, notification process, and protocols for Public Participation Meetings (PPMs). It specifies that advertisements must be posted on the Town's website and notifications sent to property owners within 30 meters for certain amendments. The policy includes criteria for input, the registration process, and accommodation details for individuals with disabilities. It outlines behaviour expectations and procedures for handling inappropriate content. A 14-day notice period for PPMs on the website and social media is specified. The policy also details the cost responsibilities for applicants regarding advertisements and notices. Additionally, it specifies that consultation with MODL is required when adopting or amending the Municipal Planning Strategy, especially for lands within 500 meters of the Town boundary.</p>
N/A	Accommodations: Provides Staff authority

	to accommodate persons with disabilities.
N/A	Conduct: Specifies expected conduct during meetings and the process for withholding or redacting inappropriate content is included. Details the notification process for submitters of withheld content.
Recommendations and Reporting: Comments from MODL and the public are to be considered by Council prior to any resolution for the first reading.	Recommendations and Reporting: States that the PAC must make a recommendation to Council on the matter for which a PPM is held at the same or following PAC meeting. Specifies the staff reporting protocol following the PPM.
Composition: The Planning Advisory Committee is comprised of at least four residents appointed for two-year terms and three Council members as determined by Council.	Composition: The PAC consists of seven voting members who serve without pay. Council will appoint the following seven voting members as follows: <ul style="list-style-type: none"> • Four Town of Lunenburg residents • Three members of Council Citizen member appointments are for two-year or three-year terms.
N/A	Renewals: Appointments are reviewed annually
N/A	Removal of Members: Members serve at the pleasure of Council and may be removed by Council. Members may be removed by Council if they miss three consecutive meetings without prior approval from the Chair, fail to fulfill their duties, engage in misconduct, or cannot participate effectively in PAC activities.
N/A	Resignation of Members: Members may resign from the Planning Advisory Committee at any time by providing written notice to Council. Email will be deemed sufficient notice.
N/A	Appointment of Chair: Council appoints one

	of the three members of Council as Chair.
N/A	Staff Resources: Codify Staff role and responsibilities.
N/A	Meeting Processes: Codifying how the agenda is established, how often meetings are held and responsibilities for reporting to Council. The agendas for PAC meetings are set by the lead staff based on items referred by the Council or as outlined in their mandates. Committee members can request future agenda items through a motion, which will be assessed by lead staff for relevance and capacity. If a request is outside the scope or requires significant resources, lead staff will report the decision, and the PAC can appeal to the Council. Items referred to the PAC must be evaluated within two meetings. Meetings are held bimonthly or as needed, and the Chair, in consultation with lead staff, can cancel meetings if there are no agenda items.
N/A	Confidentiality, Conduct and Pecuniary Interest: PAC members must not disclose or use confidential information for personal gain, except as required by law or authorized by the Town. Breaches of confidentiality can lead to disciplinary actions, including removal from the committee. Members are also expected to conduct themselves respectfully towards the Chair, other members, staff, and public attendees during meetings.

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 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" refers to the property owner or their representative who has formally applied to the Town of Lunenburg for rezoning, redesignation, or to initiate, amend, or review a development agreement.

"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.

“Public Participation Meeting” is a public meeting held in accordance with the Town’s Planning Public Participation Program Policy. At the Town of Lunenburg, a Public Participation Meeting (PPM) may also be called a Public Information Meeting (PIM).

“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.

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.

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) or Town Staff.

Meetings will be held in person.

5. PPM INPUT BEFORE PAC

During a PPM, all interested persons will be allowed to have their views, comments and suggestions heard. PPMs before PAC will be live streamed and video 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.

Input must adhere to the following criteria:

- Identification: Each submission must include the sender's full name and contact information.
- Relevance: All submissions must be directly relevant to the matter for which the Public Participation Meeting (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.

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

- Profane or vulgar language
- Hate speech or discriminatory remarks based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic
- Personal attacks or threats against individuals or groups
- Sexual content or explicit imagery
- Insults or name-calling

The submitter will be notified if their content is withheld or redacted, provided with an explanation, and given an opportunity to revise and resubmit their contribution. A record of all withheld content and the reasons for withholding will be maintained.

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: 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 an in-person oral presentation.
- Written submissions: This includes submitting input in written form, such as a letter or email.

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. 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. Any written submissions received six to three days before the PPM will be shared with PAC for their consideration but will not be included in the publicly available agenda package.

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

The Town will make reasonable accommodations for individuals with disabilities to facilitate their participation in public meetings per relevant regulations and up to the point of undue hardship.

Requests for accommodations should be submitted to the Municipal Clerk at least seven days before the meeting to ensure appropriate arrangements can be made. The Town will evaluate these requests in consultation with relevant personnel and may seek documentation as necessary to understand the needs and requirements.

7. CONDUCT

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

If a participant or attendees behave inappropriately, the Chair has the authority to terminate their participation in the discussion immediately and have them exit the meeting, whether participating in person or virtually.

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

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

If there is an applicant, they will be notified using the contact information provided in their planning application. An electronic version sent by email shall be considered sufficient notice.

If the adoption or amendment of a planning document affects between one and five properties, notice will be served to the assessed property owners of all properties within 30 meters of the affected properties.

10. COST OF NOTIFICATION

In cases where there is an applicant, all expenses related to required newspaper advertisements or notices to assessed 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. 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 will 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 the actual cost of printing 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.

Subject: Community Grants
From: Kelly Cunningham, Recreation Manager
Date: June 25, 2024



Recommendation

That Council award the 2024/2025 Community Grants evaluated by a merit-based analysis

- Option 1: not Considering the Amount Requested
- Option 2: considering the Amount Applied For

Alternatives

- Differently award the Community Grants
- Defer a decision

Background

On May 14, 2024, Council approved \$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.

This budgeted amount includes a \$4,000 grant for the Brighter Days Capital Campaign for the South Shore Regional Hospital (the second grant under a five-year commitment of \$20,000 to our regional hospital) and \$8,000 allocated to in-kind services under Special Events Policy.

At the May 28, 2024, Council meeting, Council awarded \$10,000 to Lunenburg County Wheels, \$834 to the Royal Canadian Legion Branch 23 and \$2,000 for Lunenburg attending provincial or national recreational or cultural activities.

There is \$17,166 remaining to be allocated based on the applications received.

Discussion

Four staff members evaluated the Community Grants applications on a merit basis approved by Council on May 28, 2024. The applications were analyzed against three criteria (the rubric is shown in Attachment A).

1. Local Impact: Does this project support Town of Lunenburg residents?
2. Diversity and Inclusion: Does the project actively promote diversity and inclusion and demonstrate a strong commitment to creating an inclusive environment? Underrepresented or marginalized groups include youth, seniors, women, people with disabilities, LGBTQ+, Indigenous peoples, racialized populations, and those of lower socio-economic status.

3. Financial Need: Does the applicant have a critical financial need making the grant essential to the project's success? Financial need is based on revenue, expenses, assets and debits.

There were 27 qualifying grant applications that were evaluated. This number is less than the original 33 applications brought before Council on May 28, 2024. Removed applications have either been already approved by Council, did not qualify for the grant program or withdrew their submission.

Below are two options to allocate the Community Grants funds, based on the results of the merit-based analysis. The proposed allocations can be found in Attachment B.

Option 1: Not Considering the Amount Requested

The following explains the step-by-step process of how the funding allocation was calculated:

1. Data Preparation:
 - The spreadsheet was loaded, and the relevant data (applicants and their scores) was extracted and cleaned.
2. Calculate Total Score:
 - The sum of all scores was calculated to get the total score. This total score represents the combined merit of all applicants.
3. Determine Funding Per Score Point:
 - The total available funding (\$17,166) was divided by the total score to calculate the funding amount per score point. The funding per point score was approximately \$21.43. This means that for each point an applicant scored, they were allocated about \$21.43 in funding.
4. Funding Calculation:
 - Each applicant's score was multiplied by the funding per score point to determine their initial funding allocation.

This method ensures a fair and proportional distribution of the available funding based on the scores, with slight adjustments to ensure the total funding distributed is as close to \$17,166 as possible.

Option 2 - Considering the Amount Applied For

Option 2 follows Steps 1 to 4 above but calculates the distribution of funds differently.

5. Funding Calculation Compared to Amount Requested:
 - Each initial funding allocation is compared against the amount requested by applicants. Each applicant is awarded the lesser of the two.

6. Distribute Remaining Funds:

- The allocated funds were summed and compared to the total funding to be allocated (\$17,166). The difference was allocated proportionally to applicants who did not receive their full requested amount based on their total score.

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: Community Grant Allocation: Merit-Based Analysis Rubric

Attachment B: Community Grants Scoring Results and Proposed Funding Allocations

Community Grant Allocation: Merit-Based Analysis Rubric

Criteria	Description	0	1	2	3	4
Local Impact	Does this project support Town of Lunenburg residents?	<p>No Local Impact - The event/service is located outside the Town of Lunenburg.</p> <ul style="list-style-type: none"> - 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. 	<p>Limited Local Impact - The event/service may be located outside the Town of Lunenburg but nearby.</p> <ul style="list-style-type: none"> - 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>Moderate Local Impact - - The event/service may be located within or near the Town of Lunenburg.</p> <ul style="list-style-type: none"> - 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>Strong Local Impact - - The event/service is located within the Town of Lunenburg.</p> <ul style="list-style-type: none"> - 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>Exceptional Local Impact - The event/service is located within the Town of Lunenburg.</p> <ul style="list-style-type: none"> - 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.
Diversity and Inclusion	<p>Does the project actively promote diversity and inclusion and demonstrating a strong commitment to creating an inclusive environment?</p> <p>Underrepresented or marginalized groups include youth, seniors, women, people with disabilities, LGBTQ+, Indigenous peoples, racialized populations, and lower socio-economic status.</p>	<p>No Diversity and Inclusion</p> <ul style="list-style-type: none"> - 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. 	<p>Limited Diversity and Inclusion</p> <ul style="list-style-type: none"> - 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>Moderate Diversity and Inclusion</p> <ul style="list-style-type: none"> - 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>Strong Diversity and Inclusion</p> <ul style="list-style-type: none"> - The project promotes diversity and inclusion within the community, though some areas may not be included or considered. - It targets a moderate to high level of underrepresented or marginalized groups. - There is a noticeable plan for inclusive practices and engagement. - The project demonstrates a noticeable commitment to creating an inclusive environment. - It has significant measurable outcomes related to diversity and inclusion. 	<p>Exceptional Diversity and Inclusion</p> <ul style="list-style-type: none"> - 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.
Financial Need	<p>Does the applicant have a critical financial need making the grant essential for the project's success? Financial need is defined based on income, expenses, assets and debits.</p>	<p>No Financial Need</p> <ul style="list-style-type: none"> - 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>Limited Financial Need</p> <ul style="list-style-type: none"> - 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>Moderate Financial Need</p> <ul style="list-style-type: none"> - 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>Strong Financial Need</p> <ul style="list-style-type: none"> - 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>Exceptional Financial Need</p> <ul style="list-style-type: none"> - The applicant demonstrates critical financial need for the project. - The project cannot proceed without the grant. - The applicant has no alternative funding sources available.
						TOTAL SCORE: _____ / 12

Community Grants 2024-25 Scoring Results and Proposed Funding Allocations

Applicant	Amount applied for	Score (Out of 48)	<u>Option 1: No consideration of the amount they applied for</u>	<u>Option 2: Consideration of how much applied for</u>
Bay to Bay Trail Association	\$1,000	16	\$343	\$348
Bridgewater Sports and Cultural Association	\$2,500	33	\$707	\$725
Bright and Lions Rugby Football Club	\$2,000	13	\$279	\$296
Canadian Dory Racing Association	\$2,000	27	\$579	\$593
Fisheries Museum of the Atlantic	\$2,000	26	\$557	\$571
Health Services Foundation Curl for a Cause	\$500	31	\$664	\$500
Lunenburg & Area Garden Club	\$1,000	26	\$557	\$562
Lunenburg and District Swimming Pool	\$5,000	37	\$793	\$835
Lunenburg Community Garden	\$1,000	28	\$600	\$604
Lunenburg Daycare Centre	\$5,000	32	\$686	\$728
Lunenburg Doc Fest Association	\$2,500	33	\$707	\$725
Lunenburg Dog Park Society	\$1,000	28	\$600	\$604
Lunenburg Folk Harbour Festival- Saturdays in the Park	\$3,500	31	\$664	\$692
Lunenburg Folk Harbour Society- Festival	\$6,000	35	\$750	\$802
Lunenburg Foundation of the Arts	\$1,000	27	\$579	\$583
Lunenburg Tennis Club	\$1,000	31	\$664	\$668
Lunenburg Yacht Club	\$500	28	\$600	\$500
Nova Scotia Sea School	\$7,500	27	\$579	\$647
Second Story Women's Centre	\$1,000	35	\$750	\$753
Society of Saint Vincent de Paul	\$2,000	37	\$793	\$805
South Shore ICE Storm	\$980	24	\$514	\$519
South Shore Minor Hockey Association- Gary Wentzell Tournament	\$750	27	\$579	\$580
South Shore Public Libraries- Lunenburg Lit Festival	\$762	35	\$750	\$750
South Shore Public Libraries- Lunenburg Branch	\$600	34	\$729	\$600
South Shore Sexual Health Society	\$750	35	\$750	\$750
SSRCE SSPL Intl Cafe for Parents Newcomers	\$2,898	34	\$729	\$750
The Lunenburg Theatre Collective	\$1,800	31	\$664	\$676
SCORING TOTALS:	\$56,540	Highest score possible: 48	\$17,166	\$17,166

MOTION ACTION LIST

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
Lawn and Park Naturalization Policy	Sept. 12, 2023	Draft a lawn and park naturalization policy to allow and encourage naturalization initiatives.	Municipal Clerk	Spring 2024	Introduction presented May 14 Revised report: June 2024
Community Grants Policy Amendment	Sept. 26, 2023	Amend the Community Grants Program Policy to add criteria for Lunenburg students needing extra funds for provincial or national recreational or cultural activities, allocating \$2,000 from the Community Grants Fund exclusively for qualifying student applicants.	Director of Finance / Recreation Manager	Spring 2024	
Lunenburg RV Park and Campground Benefits	Sept. 26, 2023	CAO will seek detailed financial and community benefit reports from the Lunenburg Board of Trade about the Lunenburg RV Park and Campground.	CAO	To be completed after Economic Impact Study	
Marketing Levy By-law	Feb. 27, 2024	Bring forward a draft Marketing Levy By-law for first reading.	Community Development	TBD	
Short Term Housing Report	April 9, 2024	Prepare a comprehensive report on the Town's responsibilities and options concerning short-term housing. This report should address potential taxing and zoning options and an evaluation of both positive and negative impacts of short-term housing within TOL.	Community Development	To be completed after Economic Impact Study	
Sustainable Infrastructure Fund	April 23, 2024	Revise the Street Extension Policy and create a Sustainable Infrastructure Fund in 2024/25.	Community Development	Fall 2024	
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	TBD	

Canada Housing Infrastructure Fund	April 23, 2024	Review the Canada Housing Infrastructure Fund for financing the next phase of the Town's stormwater/wastewater separation. If it aligns with the fund's criteria, submit an application.	Finance & Public Works	TBD	
Streets By-law Review	May 14, 2024	Review all by-laws and policies governing Town streets, including street rights-of-way, and prepare a report for Council.	Community Development/ Public Works/Municipal Clerk	Upon completion of Traffic and Parking Study	
Pest Control Measures	May 28, 2024	Draft regulations mandating pest control measures for all building demolitions within the Town of Lunenburg.	Community Development	TBD	
Municipal Archive	May 28, 2024	Explore the creation of a Municipal Archive.	Community Development/ Municipal Clerk	TBD	
Next Steps for Blockhouse Hill	May 28, 2024	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.	Community Development	July 2024	
Paid Parking Infrastructure	May 28, 2024	Prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.	Multi-departmental	Upon completion of Traffic and Parking Study	