

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, July 16, 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. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 July 16, 2024 Council Meeting Agenda

Recommendation: That Council approve the agenda for the July 16, 2024 meeting as presented.

5. APPROVAL OF MINUTES

5.1 June 25, 2024 Council Meeting Minutes

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

6. PRESENTATIONS

7. 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

8. 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.

8.1 2024/25 REMO Operating Budget Adjustment – MODL

8.2 Noise By-law Exemption Request – Lunenburg Doc Festival

Recommendation: That Council approve a Noise By-law exemption for September 19, 2024, starting at 11:00 p.m. until 12:00 a.m. on September 20, 2024, to accommodate the Lunenburg Doc Festival (LDF) 2024 Opening Night Party at the Zwicker Wharf Building, located at 146 Bluenose Drive, Lunenburg.

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

10.1 Blockhouse Hill Design Project – *Request for Direction*

11. NEW BUSINESS

11.1 Lunenburg Academy Roof Upgrades – *RFP Award*

Recommendation: That Council award the Lunenburg Academy Roof Upgrades Request for Proposal (RFP) to Fishburn Sheridan Atlantic Inc. for the total amount of \$109,238 plus HST, pending receipt of \$54,619 plus HST from the Lunenburg Academy Foundation.

11.2 Lunenburg Athletic Facility Fund (LAFF) Application: Lunenburg Tennis Club

Recommendation: That Council approve the Lunenburg Tennis Club's application to the Lunenburg Athletic Facility Fund (LAFF) for \$94,820 to resurface all three tennis courts using the Sport Master ProCushion Surface System.

11.3 Pre-Approval and Issuance of RFP for #6 Tanker Replacement – *Information Report*

11.4 Council Meeting Submissions and Public Input Policy – *Notice*

Recommendation: That Council give notice to approve the new Council Meeting Submissions and Public Input Policy as presented, repealing and replacing Policy #68, the Public Presentations at Town Council, Committee of the Whole Council and

Committee Meetings Policy.

11.5 Public Statements Policy – *Notice*

Recommendation: That Council give notice to approve the new Public Statements Policy as presented, repealing and replacing Policy #80, the Commemorative Flags and Proclamations Policy.

11.6 Potable Water Quality Test Results: January to March 2024 – *Information Report*

11.7 Wastewater Quality Test Results: January to March 2024 – *Information Report*

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. MOTION ACTION LIST

14. IN CAMERA

14.1 Contract Negotiations

Recommendation: That Council move in camera at _____ to discuss agenda item 14.1 Contract Negotiations per the Municipal Government Act.

15. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

June 25, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Mayor Myra, Deputy Mayor Stephen Ernst, Councillors Peter Mosher, Ed Halverson and Melissa Duggan
Absent	Councillor Jenni Birtles
Also present	Kathleen Rafuse, Town Accountant Tyson Joyce, Director of Public Works Kelly Cunningham, Recreation Director Hilary Grant, Interim CAO Trevor Hume, Planner Kayla Byrne, Municipal Clerk
Call to Order	The meeting was called to order at 6 p.m.
Land acknowledgment	It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved by Councillor Mosher, seconded by Councillor Duggan, that Council approve the agenda for the June 25, 2024 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved by Deputy Mayor Ernst, seconded by Councillor Mosher, that Council approve the June 11, 2024 meeting minutes as presented. Motion carried unanimously
Public Input	Alison Strachan thanked Council for her appointment to the Cultural Tourism Working Group and inquired about an update to the bandstand. Alex Ross spoke on their correspondence item about the lack of electric vehicle (EV) chargers within the Town of Lunenburg.
Correspondence	Council received South Shore Open Door Association's most recent statistics.

Council received a letter about public electric vehicle (EV) charging infrastructure in the Town of Lunenburg.

Property
Vegetation
Management By-
law – Public
Hearing

Following staff's report on the proposed Property Vegetation Management By-law, Council conducted a public hearing on the item. Council heard from the following members of the public:

Alison Strachan suggested there should be information on tick management.

Bubby Jackson expressed opposition to the by-law, citing possible public safety risks.

Peter Zwicker opposition to the by-law, citing possible public safety risks and diminishment of community aesthetics.

Robin Jackson expressed opposition to the by-law, citing possible public safety risks.

Teresa Quilty expressed support for the by-law without a permit system.

Jesse Ward expressed support for the by-law without a permit system.

Susan Bullis expressed opposition to the by-law.

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council close the public hearing at 6:42 p.m.

Motion carried unanimously

The Mayor called a recess from 7:16 p.m. until 7:24 p.m.

Councillors asked clarifying questions and expressed concerns about the enforceability of sections of the proposed by-law.

The Mayor called a recess from 7:41 p.m. until 7:45 p.m.

Following some discussion on an overarching dangerous and unsightly premises by-law, not specifically focused on lawn vegetation, Council made the following motion:

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council direct staff to explore the development of a comprehensive,

dangerous and unsightly by-law.

Motion carried unanimously

Planning Public
Participation
Policy

Moved by Councillor Halverson, seconded by Deputy Mayor Ernst, that Council approve the new Planning Public Participation Program Policy as presented, repealing and replacing Policy #65, the Planning Public Participation Program Policy.

Motion carried unanimously

Community
Grants

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council award the 2024/2025 Community Grants evaluated by Option 2: considering the Amount Applied For.

Motion carried unanimously

Adjournment

There being no further business, the June 25, 2024 Council meeting adjourned at 7:52 p.m.

The minutes were read and approved.



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

June 19, 2024

Mayor Jamie Myra & Council
Town of Lunenburg
119 Cumberland St PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Myra:

RE: 2024/25 REMO Operating Budget Adjustment

At the May 27, 2024, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“THAT the unspent funds allocated to the new Emergency Management Coordinator position be provided back to partner municipalities at year end, and further, that the remaining budgeted funds be kept in REMO’s contingency.”

Please forward this notice regarding the budget adjustment to your Council.

Sincerely,

A handwritten signature in blue ink, appearing to be "Tom MacEwan".

Tom MacEwan
Chief Administrative Officer

cc: Angela Henhoeffler, REMO

From: [Meghan Hanlon](#)
To: [Kayla Byrne](#)
Cc: [REDACTED]
Subject: Request for an Exemption to the Town of Lunenburg By-Law #58 (Noise By-Law)
Date: July 8, 2024 4:47:59 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Hello,

On behalf of the Lunenburg Doc Festival (LDF), I am writing to the Town of Lunenburg Council to request an exemption under Section 7 of the Town of Lunenburg By-Law #58 (Noise By-Law) in relation to the LDF 2024 Opening Night Party scheduled to take place on September 19, 2024 at the Zwicker Wharf Building, located at 146 Bluenose Drive, Lunenburg.

LDF is a not for profit charitable organization based in Lunenburg that celebrated its 10th anniversary in 2023. LDF's mission is to entertain, educate, and inspire by showcasing the documentary art form and creating a cultural connection between audiences and artists in the UNESCO World Heritage site of Lunenburg. The annual LDF Opening Party offers the opportunity for participating filmmakers and Festival attendees to celebrate the opening of the Festival by socializing in a community setting close to the Lunenburg Opera House, where Festival films will be screened. Tickets will be made available to the public in the months leading up to the Festival event.

In relation to the 2024 Opening Night Party, LDF is requesting an exemption, for a duration of 1 hour (i.e. from 11:00pm on September 19, 2024 to 12:00am on September 20, 2024), with respect to the proscribed activities described in paragraph 3 of Schedule "A", Part 2 of the Noise By-Law (i.e. "The operation of any public address system, television set, disc player, tape deck, D.V.D., phonograph, or radio or any similar device in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted"). We are requesting this exemption because we anticipate having music inside the Opening Night Party venue during the event that may possibly be audible from beyond the bounds of the Zwicker Wharf Building property.

Should you have any questions about this request, or require further information, please don't hesitate to get in touch.

Thank you,

Meghan Hanlon
Director, Board of Directors
Lunenburg Doc Festival

T: [REDACTED]
E: [REDACTED] _____

REQUEST FOR DIRECTION

Subject: Blockhouse Hill Design Project
From: Hilary Grant, Interim Chief Administrative Officer
Date: July 16, 2024



Recommendation:

That Council provide direction on whether to proceed with a development agreement for the Blockhouse Hill Design project, necessitating an amendment to the Town's Municipal Planning Strategy to allow such agreements with purchasers of Town-owned properties.

Options for Direction:

- Proceed with amending the Municipal Planning Strategy: Authorize staff to initiate the process to amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill.
- Do not proceed with a Development Agreement: Continue with the current regulations under the Land Use By-law for any development on the lower slopes of Blockhouse Hill.

Recommendation:

That Council provide direction on whether to hold a plebiscite to gather public opinion on the proposed development of Blockhouse Hill using Design Option 2: Out of Sight.

Options for Direction:

- Proceed with a plebiscite: Pass a resolution to hold a plebiscite.
- Timing: Determine whether to align the plebiscite with the 2024 municipal election to avoid extra costs. If aligned with the 2024 municipal election, the wording of the plebiscite question needs to be determined by August 15, 2024.
- Do not hold a plebiscite: Proceed with decision-making without conducting a plebiscite, relying on other forms of public input and consultation. This would not require a motion of Council.

Background

On April 9, 2024, Council directed staff to work with MacKay-Lyons Sweetapple Architects Ltd. on drafting development rules based on Design Option 2: Out of Sight (Attachment A

Excerpted Final Report). Council also declared the lower slopes of Blockhouse Hill surplus on April 9.

On May 28, Council directed staff to prepare a report on how a plebiscite could be conducted for the potential development of Blockhouse Hill using the development design Option 2: Out of Sight. Staff were also directed to prepare a report detailing the next steps for the potential development of Blockhouse Hill, including a timeline outlining all required steps for divesting the lands. An information report on holding a plebiscite [went before Council on June 11](#).

Discussion

Possible Next Steps for the Blockhouse Hill Design Project

Possible next steps and sample motions are provided in Attachment B. The next steps are dependent on answers to the following questions:

- Development Agreement: Does Council want to proceed with a development agreement?

A development agreement is a legally binding contract between a municipal government and a property owner. Development agreements outline the terms and conditions under which a particular piece of land can be developed. They can include specifications on land use, density, infrastructure, public amenities, and other relevant development standards. Development Agreements are used to ensure development aligns with community goals. Development agreements travel with land titles, so they remain in place even if a property is sold.

Under the Town's Municipal Planning Strategy, Council does not have the power to enter into a development agreement with purchasers of Town-owned property. To enter into a development agreement with a potential purchaser of the lower slopes of Blockhouse Hill, Council would need to amend the Town's Municipal Planning Strategy.

Empowering Council to enter into development agreements when selling Town-owned land is one of the Town's [Housing Accelerator Fund \(HAF\) Initiatives](#). Council can sell the lower slopes of Blockhouse House Hill without a development agreement, in which case development would be governed under the Town's Land Use By-law. However, because it is a HAF Initiative, a Municipal Planning Strategy Amendment will go before the Town's Planning Advisory Committee regardless of Council's decision regarding Blockhouse Hill. MacKay-Lyons Sweetapple will also still prepare development rules as Council directed, but these development rules will not be legally enforceable.

- Plebiscite: Does Council want to hold a plebiscite?

A plebiscite is a non-binding vote to gather public opinion on a specific issue. It is an informational tool for decision-makers. The results of plebiscites do not force Council to act but provide insights that can help shape decisions. Following the Municipal Elections Act, plebiscites should be conducted similarly to a special election. A plebiscite must be held on a Saturday, at least ten weeks after a resolution to hold one is passed, with the date specified in the resolution. It would be very unusual for a municipal Council to hold a plebiscite on actions allowable under the Town's own by-laws.

Should Council vote to hold a plebiscite, they must pass a resolution that includes the exact wording of the question to be presented on the ballot. This does not need to happen the same night a vote to hold a plebiscite passes, but the wording must be confirmed by August 15, 2024, if the plebiscite is conducted in conjunction with the 2024 municipal election. There would be no impact on the Town's budget if a plebiscite were conducted in conjunction with the 2024 municipal election. Holding a plebiscite separately from a municipal election would incur costs like those of a special election. A resolution to hold a plebiscite with the 2024 municipal election must be passed by August 10 to meet the 10-week requirement of the *Municipal Government Act*.

Areas of Possible Consideration

The following are some areas of possible consideration in evaluating the next steps for the Blockhouse Hill Design Project.

- Housing Needs and Public Amenities

The South Shore Open Doors Association's May 2024 update showed 130 households are experiencing homelessness, with 42 individuals experiencing chronic homeless. Chronic homelessness is when someone is homeless or housing insecure for six months or more in twelve months or eighteen months or more in three years. The report showed 78 children and 39 seniors are currently experiencing homelessness or housing insecurity. The South Shore Housing Action Coalition presented before Council on [March 12, 2024](#).

Option 2: Out of Sight includes 256 living units. The distribution of studio, 1-bedroom, 2-bedroom, and 3+ bedroom units in Option 2: Out of Sight is like what the Province's [Municipal Housing Needs Report for the Town of Lunenburg](#) identifies as the demand for each unit type.

Beyond providing 256 homes, Option 2 also includes 53% public green space. It connects Creighton Street and the Hopson Loop to Sawpit Road. It also includes green

corridors. Neither Sylvia Park nor the Back Harbour Trail are disturbed in this design. The campground would also be unaffected.

- Archaeology, Heritage and Planning

No archaeological mitigation is recommended for Design Option 2. The Government of Nova Scotia approved the Archaeological Resource Impact Assessment conducted by Davis MacIntyre & Associates on March 27, 2024, noting the study included Mi'kmaq engagement, historical research and field reconnaissance (Attachment C).

On April 9, staff informed Council that Parks Canada confirmed buffer zones provide additional legal protection for World Heritage properties. These zones are regulated to safeguard the property. The Statement of Outstanding Universal Value defines what elements of the property are globally significant and must be protected, as approved by the World Heritage Committee. Parks Canada highlighted that Old Town Lunenburg's Statement of Outstanding Universal Value says all features and processes that contribute to Old Town Lunenburg's Universal Value are in the World Heritage Site. Staff compiled a Heritage Impact Assessment Report and sent an initial draft to Parks Canada on February 29, 2024, and an updated version on May 10, 2024 (Attachment D).

Staff shared with Council on April 9 that two or three homes on the Creighton Street connection in Option 2 may fall on land rezoned from recreational to residential under the 2021 Land Use By-law. Staff continued their analysis as part of their ongoing heritage impact assessment work and found three and a half building lots allocated to single-family homes with optional accessory dwellings are on rezoned land (Attachment E). Should Council choose to proceed with development rules, these homes could be removed from the design. Other possible impact mitigation strategies include mandatory trees and shrubbery at the Creighton Street connection and between the homes and Sylvia Park to further ensuring homes are invisible from Old Town Lunenburg World Heritage Site and maintain an urban and non-urban divide.

- Costing

Hanscomb Quantity Surveyors estimated the cost of Option 2: Out of Sight to be \$128,371,300 with plant upgrades at \$8,095,600. Hanscomb Quantity Surveyors costing estimate includes a profit for the developer. Union contractors are assumed to be responsible for the work, with a 20% allowance covering design and pricing uncertainties and an additional 10% contingency.

Staff estimate that Option 2 would result in approximately \$1.766M in tax revenue. Potential tax revenue was computed using the Town's current residential rate of

\$1.376 per \$100 of assessment based on the assumption that the units' assessment value in year one would be equivalent to construction costs

- **Public Response**

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

Strategic Plan Relevance

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

Relevant Legislation

The Municipal Government Act

The Comprehensive Community Plan

The Municipal Planning Strategy

The Land Use By-law

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

Financial

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

There would be no impact on the Town's budget if a plebiscite was conducted with the 2024 municipal election. Holding a plebiscite separately from a municipal election would incur costs like those of a special election. For reference, the 2023 special election cost \$7,500.

Communications

Staff will continue to update the Town's website as information becomes available. Staff will advertise Public Information Meetings, Public Hearings and Public Hearings following Town by-laws and policies and the Municipal Government Act following Council's direction on how to proceed. s, Public Hearings and Public Hearings following Town by-laws and policies and the Municipal Government Act following Council's direction on how to proceed.

Attachments

- A. Excerpted Final Report Design Option 2: Out of Sight
- B. Possible Next Steps for the Blockhouse Hill Design Project
- C. [Archaeological Resource Impact Assessment](#) (hyperlink to report)
- D. [Heritage Impact Assessment](#) (hyperlink to report)
- E. Option 2: Out of Sight relative 2021 rezoned land area

FINAL REPORT

PRESENTATION OF DEVELOPMENT OPTIONS

January 16th, 2024

BLOCKHOUSE HILL DEVELOPMENT

TOL2023001

Mackay-Lyons Sweetapple Architects

Lunenburg, Nova Scotia



4.0 DEVELOPMENT OPTIONS

4.1 GENERAL OBSERVATIONS

The following sections outline our design approach and overall strategy to developing four distinct design options on the Blockhouse Hill site. These notes and observations are not specific to one of the options but apply to all options showing housing development on the site.

4.1.1 APPROACH TO SITE SLOPE

One of the unique features and challenges of the Blockhouse Hill site was finding a way to position buildings and roads on such a steep slope. Roads perpendicular to the hill were too steep for vehicular traffic. This required the primary network of streets to run with the contours, horizontally along the hill. When a typical historic Lunenburg town block, with a depth of 120' from street to street, is placed on the site, it generates a grade change of approximately 3 storeys. Along with the challenges, there are benefits to this significant grade change including, the views gained by stepping the housing blocks down the hill and an increased number of at-grade units available, as the backyard is a storey different than the street-facing unit. Refer to figures 4.2 and 4.3 for typical section diagrams illustrating how housing on the hill works with the slope.

As the perpendicular streets were too steep for vehicular traffic they were replaced by green streets or green corridors. These green streets provide several benefits to the development, as they break up longer stretches of road by creating the rhythm of a shorter block pattern, similar to how a vehicular intersection would indicate the end of a block. Second, the green corridors are useful for drainage across the site, providing natural greenery and soft landscaping to help with water run off. Finally, they provide a network of open space for walking trails throughout the development. Together, these pathways will provide a connection between Sylvia Park at the top of the hill and the Bay-to-Bay trail at the base of the hill.



Fig. 4.1: Drone photo of Blockhouse Hill site, 2023. Photo by MLSA.

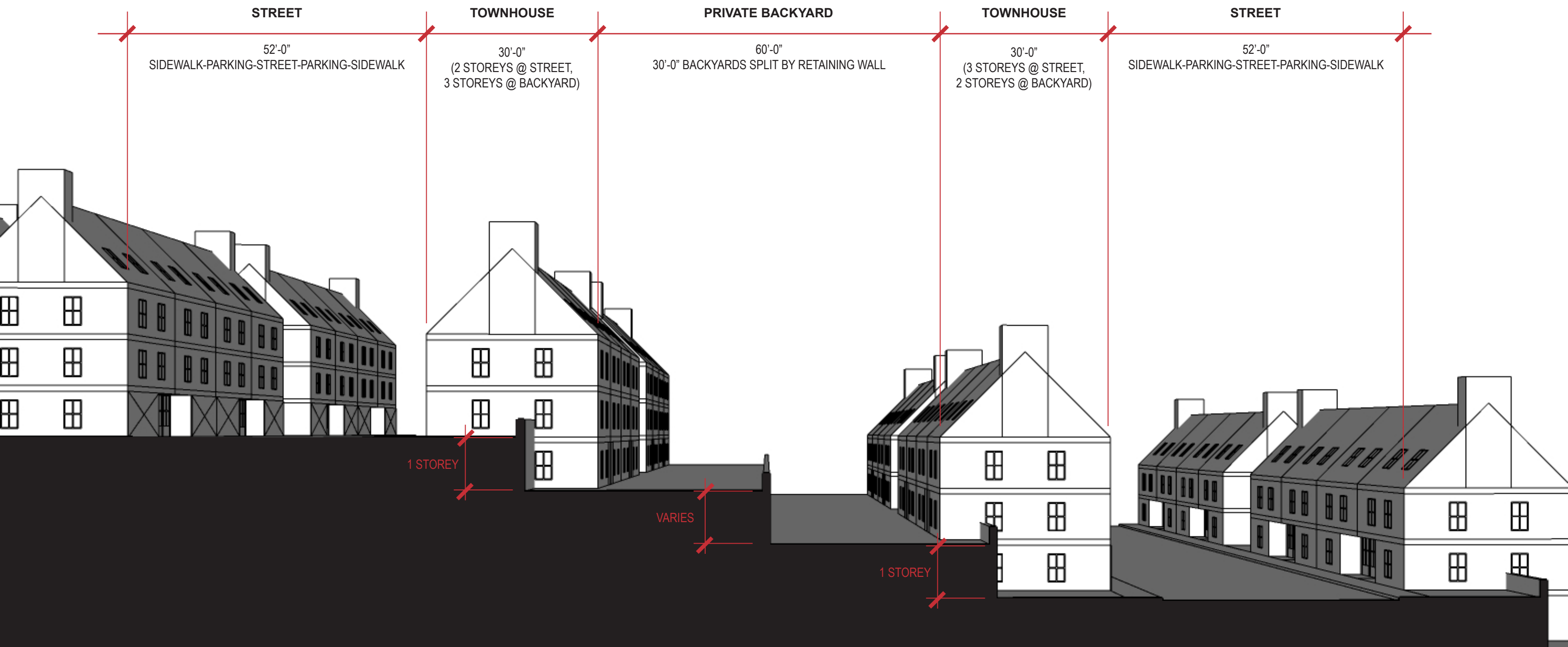


FIG. 4.2: SLOPE CHANGE FROM STREET TO STREET

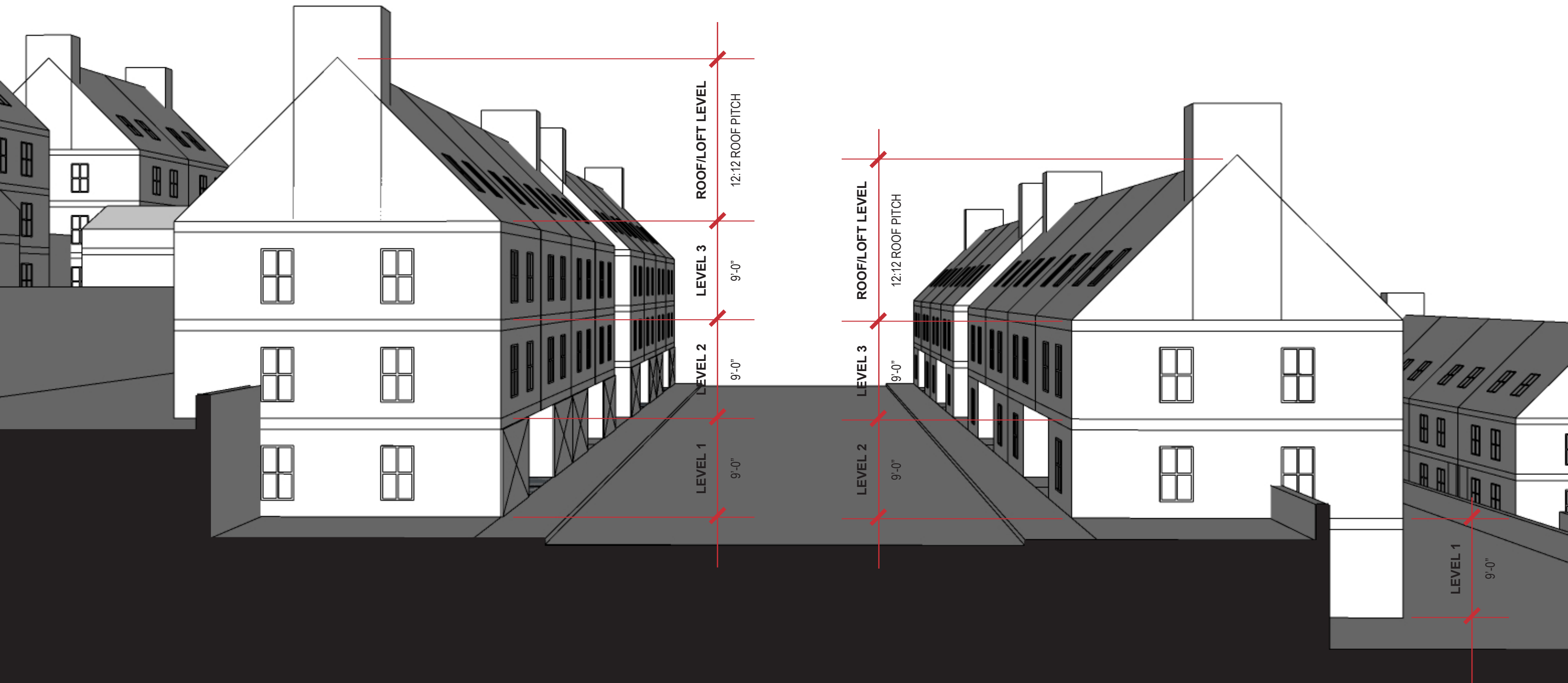


FIG. 4.3: HOUSING FACING THE STREET

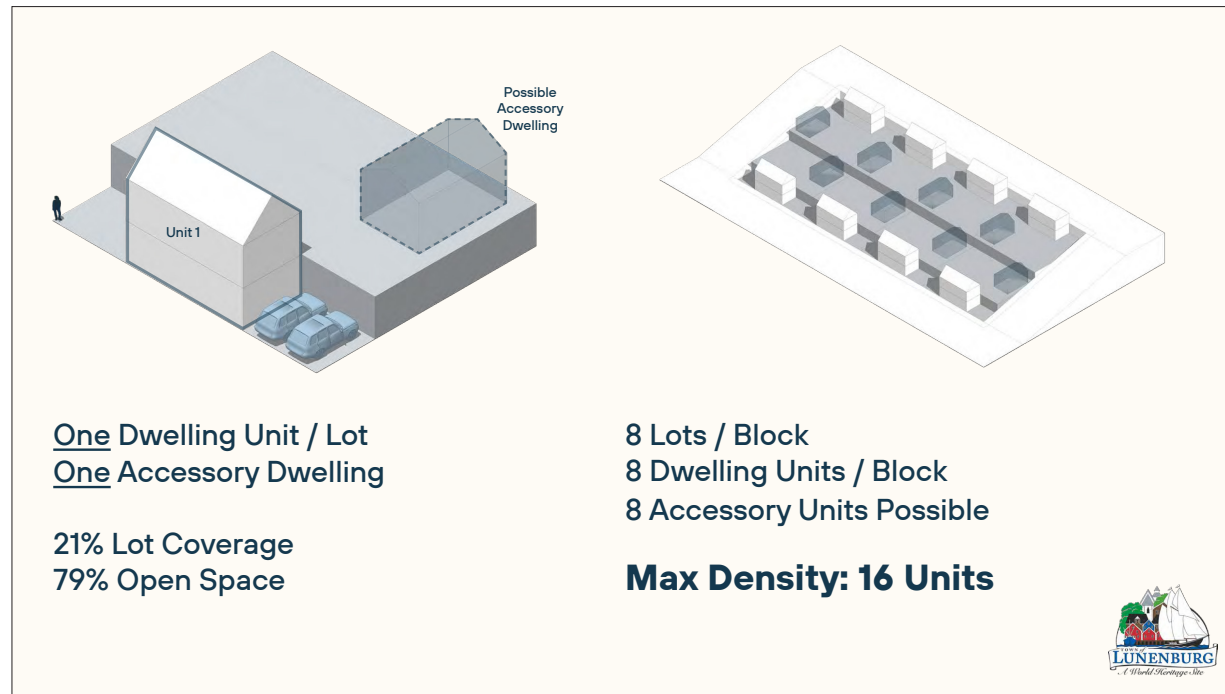


Fig. 4.4: RL - Residential Low Density Zoning Typologies: Single Detached Houses - 1 per lot

4.1.2 HOUSING TYPOLOGIES

A variety of housing types which meet existing zoning requirements were explored in this study, including, single detached homes, semi-detached/duplexes, accessory dwelling units, townhouses, and apartment buildings. These housing types were presented in Workshop 3 and feedback on type preference was collected from participants. Notably, participants that were interested in seeing development on the site generally preferred higher density housing on the blocks. Collectively, the feedback from the block exercise helped inform which building typologies were shown in the final four development options. For more information on the results and analysis from Workshop 3 refer to the “What We Heard Report”.

In all development options, single detached homes with optional ADUs, shown in Figure 4.4, were maintained in the Residential Low Density Zone only (along Lawrence St). In the Residential Medium Density Zone, single detached homes were forgone in favour of semi-detached/duplexes with optional backyard accessory dwelling units (ADUs). This typology, as shown in Figures 4.5 and 4.6, maximizes the medium density zoning by having up to 5 units per lot with a lot coverage of 40%. Townhouses allow for the highest density and are concentrated in the Residential High Density Zone. Figures 4.7 and 4.8 illustrate how two of the same building forms/types, can hold a different number of units.

4.1.3 UNIT TYPES AND BREAKDOWNS

The quantities of each unit type, 1-bedroom, 2-bedroom, and 3-bedroom, were determined based on the estimated demand projected in the Town of Lunenburg’s Municipal Housing Needs Report, 2023. Table 4.1 in the report indicates the total number of units required by 2027 to be: 35 Studio/1-bedroom, 50 2-bedroom, and 35 3+ bedroom. This works out to a percentage of 29% Studio/1-bedroom units, 42% 2-bedroom units, and 29% 3-bedroom units. These percentages were used as targets for the total quantities of each unit type included in Options 1,2 and 3. For the purposes of applying these percentages, we took the ADUs (accessory dwelling units) out of the count and considered them to be an optional studio or 1 bedroom unit. To calculate population estimates for the development, it was assumed that 2 people would occupy a studio or 1-bedroom unit, 3 people in a 2-bedroom unit, and 4 people in a 3-bedroom unit.

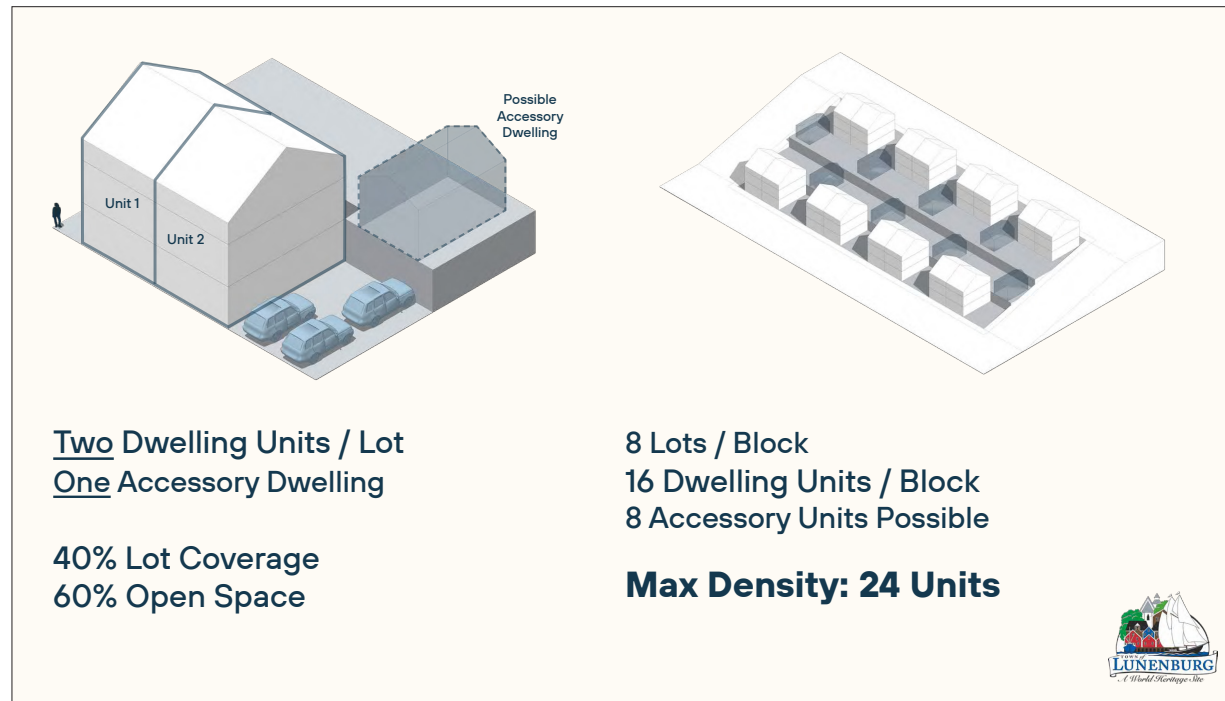


Fig. 4.5: RM - Residential Medium Zoning Typologies: Semi-Detached/Duplex Housing

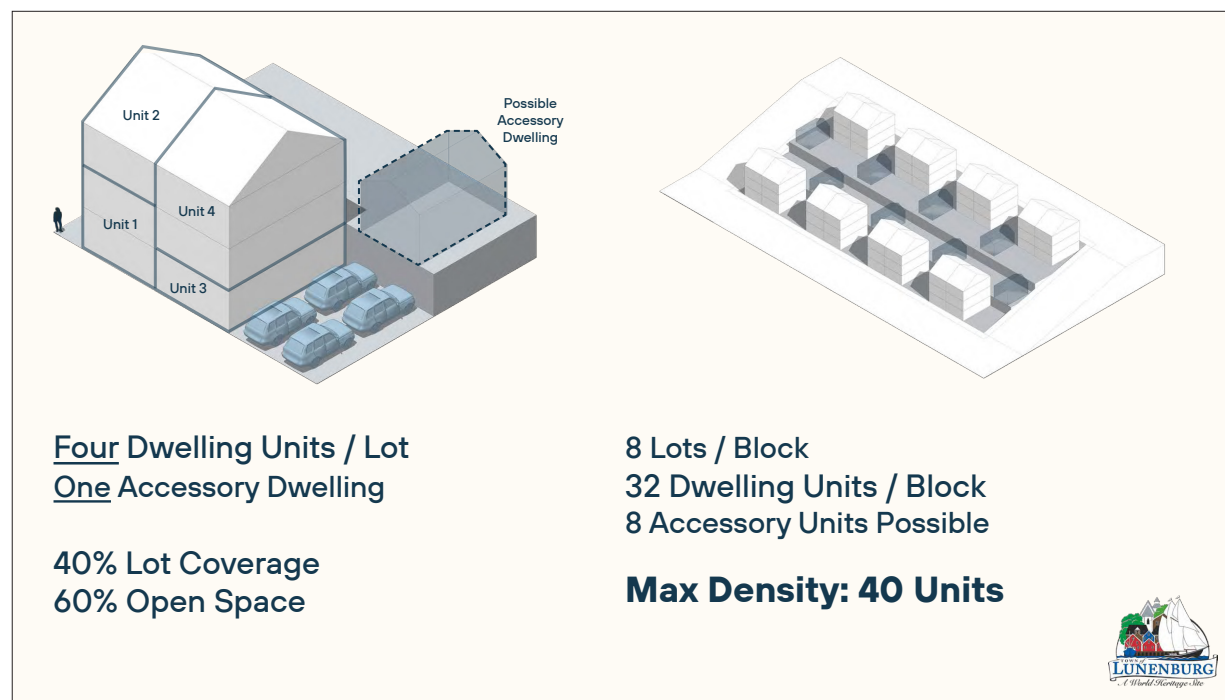


Fig. 4.6: RM - Residential Medium Zoning Typologies: Semi-Detached/Multi-Unit Housing

4.1.4 POTENTIAL ZONING AMENDMENTS

It is important to note that all development options meet the current use zoning, lot zoning, and form zoning requirements.

Should council wish to amend the zoning, each option could have an increased number of units. Specifically, where medium density is shown in Options 1 and 2, the minimum lot size restricts density and the number of units to 4 per lot plus an ADU, which could be increased. Additionally, if the Town wishes to change the target quantity of 1, 2, and 3-bedroom units, this will also shift the total number of units in Options 1,2 and 3.

In regard to use zoning, numerous Workshop 3 participants emphasized a desire for any new development to include other amenities such as corner stores, cafes and community spaces, that are not currently permitted by residential zoning restrictions.

4.1.5 CONCEPTUAL RENDERINGS

The conceptual renderings included in this report are to provide a general impression of the neighbourhood. The design of the housing has not been completed at this time. The illustrations show how the housing meets the street, the overall massing of the development, street widths, and pedestrian pathways.

4.1.6 WATER AND WASTE WATER TREATMENT UPGRADES

In parallel to developing options for the Blockhouse Hill site, Dillon Consultants conducted a review of the Water and Waste Water Treatment Plants to study the impact of any new development. The upgrades recommended for the water and waste water treatment plants have only minor variations between options 1, 2, 3, and 4. The upgrades are primarily based on Lunenburg's population growth. Refer to Appendix B for complete report.

4.3 OPTION 2: OUT OF SIGHT

4.3.1 CONCEPT

Option 2: Out of Sight utilizes an even larger green space buffer at the top of the hill and only has development from Creighton St. down. The primary road in this option is Creighton St., which extends across the site to connect to Sawpit Rd. Oxner Dr. is also extended and turns to meet Creighton St. Similar to Option 1, two cul-de-sacs were added to increase the number of units in the high-density zoning area.

Green Streets cut through the development connecting Sylvia Park and the pedestrian trail at the bottom of the hill. These green streets provide breaks in the blocks as vehicular streets would not be possible at these slopes. At a minimum, 1 of the pathways down the hill will be fully accessible, while the other pathways can be narrower and have stairs. When the green streets cross over the vehicular streets, the curbs will curve inward, narrowing the road to slow traffic at each pedestrian crosswalk. An allowance has been carried in the estimate for trails and pedestrian walkways as they have not been formally designed at this point.

4.3.2 STREET LAYOUT + PARKING

At the base of the hill, Oxner Dr. will only have housing and a sidewalk on one side of the street. Creighton St. will narrow as it approached the intersection with Sawpit Rd as there is no housing directly adjacent. Aside from these locations, streets will be wide enough to support parking on both sides. Power will run underground and streetlights will be included on all streets. One power pole will need to be relocated due to the alignment of Creighton St. as it approaches Sawpit Rd., the cost of which has been included in the estimate.

Refer to Appendix B for servicing schematics.



ROAD/SIDEWALK:	20%
PARK:	53%
BACKYARDS:	18%
TOTAL OPEN SPACE:	91%
HOUSES:	9%

- TOWNHOUSE
- SEMI-DETACHED/ DUPLEX
- SINGLE DETACHED HOME
- ACCESSORY DWELLING UNIT
- NATURAL GREEN SPACE
- PARK GREEN SPACE
- PRIVATE YARDS

Fig. 4.15: Development Option 2 - Out of Sight

OPTION 2 - OUT OF SIGHT						
TYPE	# PER TYPE	STUDIO / ADU	1 BED	2 BED	3 BED	TOTAL # UNITS
SINGLE DETACHED HOMES	3	0	0	0	3	3
ACCESSORY DWELLING UNITS	26	26	0	0	0	26
SEMI-DETACHED/ DUPLEXES	54	0	0	60	24	84
TOWNHOUSES	80	0	66	38	39	143
TOTAL	163	26	66	98	66	256
PERCENTAGE			28.70%	42.61%	28.70%	100%



Fig. 4.16: Aerial View Conceptual Rendering of Development Option 2 - Out of Sight

4.3.3 UNIT COUNT BREAKDOWN

In total there are 3 single family homes, 26 accessory dwelling units, 54 semi-detached/duplexes, and 80 townhouses. Following the desired unit quantity ratios projected in the Lunenburg housing report, this generates a total of 26 studio/accessory dwelling units, 66 1-bedroom units, 98 2-bedroom units, and 66 3-bedroom units. Total number of units for Option 2 is 256.



Fig. 4.17: Street View Conceptual Rendering of Development Option 2 - Out of Sight



Fig. 4.18: Base of Hill View Conceptual Rendering of Development Option 2 - Out of Sight



Fig. 4.19: View from Bay to Bay Trail looking up to Sylvia Park. Conceptual Rendering of Development Option 2 - Out of Sight

4.3.4 OTHER REQUIREMENTS AND/OR EXCEPTIONS

Different from Option 1, Option 2 connects to Sawpit Rd. rather than Blockhouse Hill Rd. This will require the relocation of one power pole. The cost for this relocation has been carried in the estimate.



Fig. 4.20: View of Development from Back Harbour. Conceptual Rendering of Development Option 2 - Out of Sight



APPENDIX A

CLASS D - ROUGH ORDER OF MAGNITUDE

HANSCOMB QUANTITY SURVEYORS

B - Option 2 - Out of Sight

SINGLE DETACHED HOUSING	3 No.	400,000.00	\$1,200,000
SEMI-DETACHED DUPLEXES	84 No.	297,285.71	\$24,972,000
TOWNHOUSES	143 No.	241,741.26	\$34,569,000
ACCESSORY DWELLINGS	26 No.	125,000.00	\$3,250,000
SITE DEVELOPMENT	1 Sum	20,574,900.00	\$20,574,900
NET CONSTRUCTION COSTS	256 No.	330,335.55	\$84,565,900
General Conditions	15%		\$12,685,000
Design & Pricing Allowance	20%		\$19,450,200
Construction Allowance	10%		\$11,670,200
SUB-TOTAL CONSTRUCTION COSTS	256 No	501,450.39	\$128,371,300
HST Excluded	1 Excluded		\$0
Project Ancillaries	1 Excluded		\$0
SUB-TOTAL PROJECT COSTS	256 No	501,450.39	\$128,371,300
Escalation Allowance (Excluded)	1 Excluded		\$0
TOTAL PROJECT CONSTRUCTION COS	256 No	501,450.39	\$128,371,300

Note:

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

**Appendix
B - Option 2 - Out of Sight**

BLOCKHOUSE HILL DEVELOPMENT	Const. Type	Area of Work	Unit Cost (\$/No.)	Net Const. Cost (\$)	Demolition	General Conditions 15.0%	Design & Pricing Allowance 20.0%	Construction Allowance 10.0%	Total Construction Cost	Net HST (Excluded) 0.00%	Total Construction Cost (w/o HST)	Escalation Allowance (Excluded) 0.0% p.a.	Non-Escalated Total Project Cost	
Option 2 - Out of Sight														
SINGLE DETACHED HOUSING	New	3 No	400,000.00	\$1,200,000	\$0	\$180,000	\$276,000	\$165,600	\$1,821,600	\$0	\$1,821,600	0.0	\$0	\$1,821,600
- 3 Bedroom homes	New	3 No	400,000.00	\$1,200,000	\$0	\$180,000	\$276,000	\$165,600	\$1,821,600	\$0	\$1,821,600	0.0	\$0	\$1,821,600
- 2 Bedroom homes	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom homes	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
SEMI-DETACHED DUPLEXES	New	84 No	297,000.00	\$24,972,000	\$0	\$3,745,800	\$5,743,600	\$3,446,100	\$37,907,500	\$0	\$37,907,500	0.0	\$0	\$37,907,500
- Studio Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 2 Bedroom Units	New	60 No	275,000.00	\$16,500,000	\$0	\$2,475,000	\$3,795,000	\$2,277,000	\$25,047,000	\$0	\$25,047,000	0.0	\$0	\$25,047,000
- 3 Bedroom Units	New	24 No	325,000.00	\$7,800,000	\$0	\$1,170,000	\$1,794,000	\$1,076,400	\$11,840,400	\$0	\$11,840,400	0.0	\$0	\$11,840,400
- Sprinkler/fire protection	New	84 No	8,000.00	\$672,000	\$0	\$100,800	\$154,600	\$92,700	\$1,020,100	\$0	\$1,020,100	0.0	\$0	\$1,020,100
TOWNHOUSES	New	143 No	242,000.00	\$34,569,000	\$0	\$5,185,400	\$7,950,900	\$4,770,600	\$52,475,900	\$0	\$52,475,900	0.0	\$0	\$52,475,900
- Studio Units	New	- No	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0	\$0	\$0
- 1 Bedroom Units	New	66 No	200,000.00	\$13,200,000	\$0	\$1,980,000	\$3,036,000	\$1,821,600	\$20,037,600	\$0	\$20,037,600	0.0	\$0	\$20,037,600
- 2 Bedroom Units	New	38 No	250,000.00	\$9,500,000	\$0	\$1,425,000	\$2,185,000	\$1,311,000	\$14,421,000	\$0	\$14,421,000	0.0	\$0	\$14,421,000
- 3 Bedroom Units	New	39 No	275,000.00	\$10,725,000	\$0	\$1,608,800	\$2,466,800	\$1,480,100	\$16,280,700	\$0	\$16,280,700	0.0	\$0	\$16,280,700
- Sprinkler/fire protection	New	143 No	8,000.00	\$1,144,000	\$0	\$171,600	\$263,100	\$157,900	\$1,736,600	\$0	\$1,736,600	0.0	\$0	\$1,736,600
ACCESSORY DWELLINGS	New	26 No	125,000.00	\$3,250,000	\$0	\$487,500	\$747,500	\$448,500	\$4,933,500	\$0	\$4,933,500	0.0	\$0	\$4,933,500
- Accessory Dwellings located behind above primary homes	New	26 No.	125,000.00	\$3,250,000	\$0	\$487,500	\$747,500	\$448,500	\$4,933,500	\$0	\$4,933,500	0.0	\$0	\$4,933,500
SITE DEVELOPMENT	New	1 Sum	20,575,000.00	\$20,574,900	\$0	\$3,086,300	\$4,732,200	\$2,839,400	\$31,232,800	\$0	\$31,232,800	0.0	\$0	\$31,232,800
Earthworks	New	1 Sum	1,502,500.00	\$1,502,500	\$0	\$225,400	\$345,600	\$207,400	\$2,280,900	\$0	\$2,280,900	0.0	\$0	\$2,280,900
Water System	New	1 Sum	802,000.00	\$802,000	\$0	\$120,300	\$184,500	\$110,700	\$1,217,500	\$0	\$1,217,500	0.0	\$0	\$1,217,500
Sanitary Sewer System	New	1 Sum	692,200.00	\$692,200	\$0	\$103,800	\$159,200	\$95,500	\$1,050,700	\$0	\$1,050,700	0.0	\$0	\$1,050,700
Storm Sewer System	New	1 Sum	1,079,200.00	\$1,079,200	\$0	\$161,900	\$248,200	\$148,900	\$1,638,200	\$0	\$1,638,200	0.0	\$0	\$1,638,200
Street Construction	New	1 Sum	1,604,500.00	\$1,604,500	\$0	\$240,700	\$369,000	\$221,400	\$2,435,600	\$0	\$2,435,600	0.0	\$0	\$2,435,600
Underground Electrical/Communication	New	1 Sum	661,500.00	\$661,500	\$0	\$99,200	\$152,100	\$91,300	\$1,004,100	\$0	\$1,004,100	0.0	\$0	\$1,004,100
Other	New	1 Sum	8,900,000.00	\$8,900,000	\$0	\$1,335,000	\$2,047,000	\$1,228,200	\$13,510,200	\$0	\$13,510,200	0.0	\$0	\$13,510,200
Water (WTP) & Wastewater Treatment Plant (WWTP) Upgrades	New	1 Sum	5,333,000.00	\$5,333,000	\$0	\$800,000	\$1,226,600	\$736,000	\$8,095,600	\$0	\$8,095,600	0.0	\$0	\$8,095,600
Total Project Construction Cost - Option 1		256 No	\$330,336	\$84,565,900	\$0	\$12,685,000	\$19,450,200	\$11,670,200	\$128,371,300	\$0	\$128,371,300	-	\$0	\$128,371,300

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

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

SITE DEVELOPMENT

B - Option 2 - Out of Sight

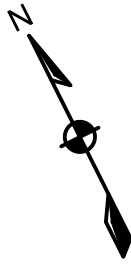
	Quantity		Unit rate	Amount
1.00 Earthworks			Sum	\$1,502,500
1.01 Clearing	7	Ha	7,500.00	\$52,500
1.02 Grubbing (to a depth of 300 mm)	7	Ha	50,000.00	\$350,000
1.03 Mass Excavation - Common	20,000	m3	25.00	\$500,000
1.04 Mass Excavation - Rock	10,000	m3	55.00	\$550,000
1.05 Environmental Measures	1	ls	50,000.00	\$50,000
2.00 Water System			Sum	\$802,000
2.01 250mm CI CL52	1,100	m	375.00	\$412,500
2.02 250m Gate Valve	19	each	2,500.00	\$47,500
2.03 Water Lateral	392	m	250.00	\$98,000
2.04 Lateral Fittings	49	each	500.00	\$24,500
2.05 Hydrant	12	m	8,000.00	\$96,000
2.06 Air Release Valve	1	each	5,000.00	\$5,000
2.07 Conneciton to Existing	4	each	15,000.00	\$60,000
2.08 Sawpit Road Watermain	130	m	450.00	\$58,500
3.00 Sanitary Sewer System			Sum	\$692,200
3.01 250mm PVC DR35	1,020	m	410.00	\$418,200
3.02 1050mm Precase Manhole	23	each	7,000.00	\$161,000
3.03 Wastewater Lateral	392	m	250.00	\$98,000
3.04 Connection to existing	1	each	15,000.00	\$15,000
4.00 Storm Sewer System			Sum	\$1,079,200
4.01 300mm PVC DR35	450	m	415.00	\$186,800
4.02 375mm PVC DR35	250	m	465.00	\$116,300
4.03 450mm CSA A257.2	200	m	525.00	\$105,000
4.04 525mm CSA A257.2	100	m	600.00	\$60,000
4.05 600mm CSA A257.2	100	m	700.00	\$70,000
4.06 750mm CSA A257.2 with reinstatement	50	m	825.00	\$41,300
4.07 900mm CSA A257.2 with reinstatement	0	m	1,050.00	\$0
4.08 1050mm Precast Manhole	12	each	7,000.00	\$84,000
4.09 1200mm Precast Manhole	3	each	9,500.00	\$28,500
4.10 1500mm Precast Manhole	2	each	12,000.00	\$24,000
4.11 Stormwater Lateral	392	m	250.00	\$98,000
4.12 1050mm Catchbasin (single)	24	each	7,000.00	\$168,000
4.13 1050mm Catchbasin (double)	2	each	10,000.00	\$20,000
4.14 Precase Headwall with Grade (900)	1	each	1,500.00	\$1,500
4.15 Drainage Ditch	150	m	225.00	\$33,800
4.16 Rocklining (100mm-200mm)	200	m2	210.00	\$42,000

SITE DEVELOPMENT

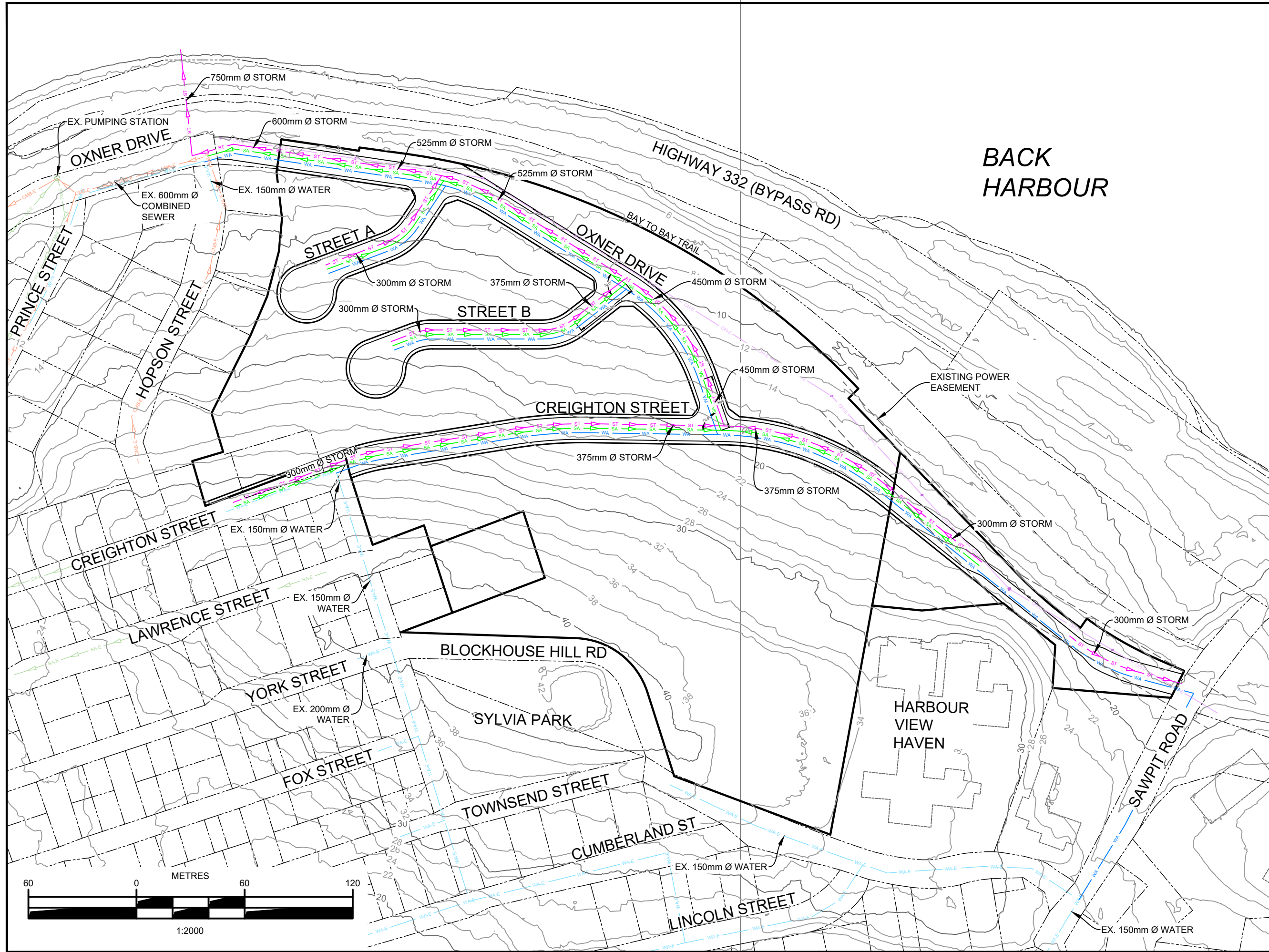
B - Option 2 - Out of Sight

	Quantity		Unit rate	Amount
5.00 Street Construction			Sum	\$1,604,500
5.01 Type 1 Gravel	1,960	m3	65.00	\$127,400
5.02 Type 2 Gravel	3,920	m3	65.00	\$254,800
5.03 Asphalt Concrete	1,176	m3	215.00	\$252,800
5.04 100mm Concrete Sidewalk	2,900	m2	120.00	\$348,000
5.05 150mm Concrete Driveway Sidewalk	221	m2	150.00	\$33,200
5.06 Concrete Curb	2,420	m	100.00	\$242,000
5.07 100mm Topsoil & Sod (allowance only)	1,000	m2	25.00	\$25,000
5.08 Street Signs inc bases	10	each	350.00	\$3,500
5.09 Backyard Retaining Wall Allowance (w/ rail/fence)	825	m2	250.00	\$206,300
5.10 Various grading and drainage upgrades	1	each	100,000.00	\$100,000
5.11 1.2 High Chain Link Fence (allowance only)	100	m	115.00	\$11,500
6.00 Underground Electrical/Communication			Sum	\$661,500
6.01 Underground Power and Communication Allowance	1,210	m	150.00	\$181,500
6.02 Decorative Street Light Allowance c/w conduit/wiring/contrc	40	each	12,000.00	\$480,000
7.00 Other			Sum	\$8,900,000
7.01 Power Pole Relocation Allowance	1	each	500,000.00	\$500,000
7.02 Walkway/Rtrail/Retaining Wall Allowance	1	sum	550,000.00	\$550,000
7.03 Stair Allowance	1	sum	150,000.00	\$150,000
7.04 Existing Pump Station Upgrade Allowance	1	sum	1,500,000.00	\$1,500,000
7.05 Existing CB Removal at Pump Station	1	sum	100,000.00	\$100,000
7.06 Off Site Wastewater Upgrade Allowance	1	sum	2,000,000.00	\$2,000,000
7.07 Off Site Water System Upgrade Allowance	1	sum	4,000,000.00	\$4,000,000
7.08 Landscaping Allowance	1	sum	100,000.00	\$100,000
8.00 Water (WTP) & Wastewater Treatment Plant (WWTP) Upgrades			Sum	\$5,333,000
8.01 WTP Upgrades - to accommodate growth for BHH	1	sum	2,370,000.00	\$2,370,000
8.02 WWTP Upgrades - to accommodate growth for BHH	1	sum	2,963,000.00	\$2,963,000
			Total:	\$20,574,900

CLASS D ESTIMATE - ROUGH ORDER OF MAGNITUDE



BACK HARBOUR



- NOTES**
1. CONTOURS SHOWN AT 2m INTERVAL, BASED ON PROVINCIAL LIDAR DATA.
 2. THIS PLAN IS PRELIMINARY ONLY AND IS SUBJECT TO APPROVAL AND DETAILED DESIGN.
 3. MINIMUM GRAVITY SANITARY MAIN TO 250mm
 4. MINIMUM WATER MAIN TO BE 250mm.
 5. MINIMUM STORM MAIN TO BE 300mm.
 6. PIPES SIZING IS APPROXIMATE AND SUBJECT TO DETAILED DESIGN AND MODELING + APPROVALS

CLIENT

MACKAY-LYONS
SWEETAPPLE
ARCHTECTS LIMITED

CONSULTANT

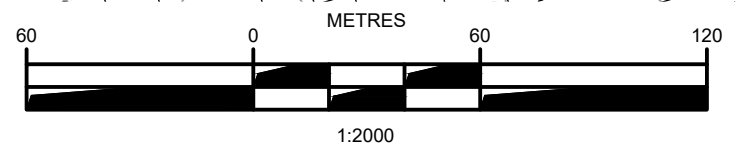


PROJECT DESCRIPTION

**BLOCKHOUSE HILL
DEVELOPMENT
OPTION 2 - SERVICING
SCHEMATIC**

LUNENBURG, NOVA SCOTIA

PROJECT NO.	DATE	DRAWING SCALE
23-435	Jan. 11, 2024	1:2000



ATTACHMENT B: Possible Next Steps for the Blockhouse Hill Design Project

<p>Option 1: Possible sale with no development agreement</p> <ul style="list-style-type: none"> • Public Information Meeting before Council and divestiture vote as early as August 13, 2024 	<p>Option 2: Possible sale with a development agreement</p> <ul style="list-style-type: none"> • Public Participation Meetings before the Planning Advisory Committee as early as the end of July • Public Hearings and a Public Information Meeting before Council, with Divestiture Vote as early as September 10, 2024 	<p>Option 3: Defer a decision</p> <p>Divestiture Vote date unknown</p>
<p><i>Draft Motion: Direct Staff to schedule a public information meeting on the possible divestiture of the lower slopes of Blockhouse Hill.</i></p>	<p><i>Draft Motion: Direct Staff to refer an amendment to the Municipal Planning Strategy empowering Council to enter into development agreements with purchasers of town-owned land to the Planning Advisory Committee.</i></p> <p><i>Draft Motion: Direct Staff to refer draft Development Rules based on Option 2: Out of Sight to the Planning Advisory Committee for review.</i></p>	<p><i>Draft Motion: That Council defer any further consideration of the Blockhouse Hill Design Project.</i></p>

<p>Council could schedule and hold a Public Information Meeting as mandated under the Town’s Land Divestiture Policy as early as its next regularly scheduled meeting on August 13, 20224.</p> <p>Notice of the Public Information Meeting would be posted at a minimum on the Town’s website and social media at least five days prior.</p> <p>After the Public Information Meeting, Council may vote on whether to sell the land. A vote could happen the night of the Public Information Meeting or at a later Council meeting.</p>	<p>To amend the Municipal Planning Strategy and enter into a development agreement based on Option 2: Out of Sight, two Public Participation Meetings must be held before the Town’s Planning Advisory Committee per the new Planning Public Participation Program Policy. The meetings may be held on the same night. Planning Advisory Committee Meeting(s) could be held as early as the end of July but would more likely be held in August.</p> <p>Notice of the Public Participation Meetings would be posted on the Town’s website and social media and shared in a local newspaper at least 14 days before the meetings. The Municipality of the District of Lunenburg would also be notified.</p> <p>After the Public Participation Meetings, the Planning Advisory Committee would make a non-binding recommendation to Council. Council would then need to hold Public Hearings on the Municipal Planning Strategy amendment and the development agreement at a regular Council meeting per the Municipal Government Act and hold a</p>	<p>This option would pause the Blockhouse Hill Design project until Council made a motion on the next steps at a future meeting.</p>
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public information meeting on the sale of the lower slopes of Blockhouse Hill per the Town's Land Divestiture Policy. All three meetings may be held on the same night. The meetings would likely be held in September.

Notice of the Public Hearings would be shared on the Town's website and social media at least fourteen days before the hearings. The notice of the public hearings would state the place where and the hours during which the public may inspect the proposed documents; state the date, time and place set for the public hearing; describe by metes and bounds or identify using a plan, map, sketch or civic address or other description adequate to identify the area affected by the proposed documents; and give a synopsis of the proposed documents. Anyone could request a physical copy of documents upon paying to print them. The Municipality of the District of Lunenburg will be notified of the public hearings.

	<p>Notice of the Public Information Meeting would be posted at a minimum on the Town's website and social media at least five days prior.</p> <p>After the Public Hearings and Information Meeting, Council may vote for or against the Municipal Planning Strategy amendment, development rules, and whether to sell the land. The vote could happen the same night as the Public Hearings and Public Information Meeting or at a later Council meeting.</p>	
<p>Plebiscite: A plebiscite vote could be added to any of the above options.</p>		
<p><i>Draft Motion: That Council hold a plebiscite on the possible sale and residential development of the lower slopes of Blockhouse Hill on Saturday, October 19, 2024, in conjunction with the 2024 municipal election and that the wording of the plebiscite question return for Council's review before August 15, 2024.</i></p>		



OPTION 2: ORIGINAL OUT OF SIGHT

TOTAL SITE BUILD

HOUSE TYPOLOGY COUNT:

SINGLE DETACHED	3
SEMI-DETACHED	54
ACCESSORY DWELLING	26
TOWNHOUSES	80

UNIT COUNT:

STUDIO/ADU	26
1-BEDROOM	66
2-BEDROOM	98
3-BEDROOM	66
TOTAL UNIT COUNT:	256

Subject: Lunenburg Academy Roof Upgrades – *RFP Award*
From: Lisa Kendall, Municipal Engineer
Date: June 28, 2024



Recommendation

That Council award the Lunenburg Academy Roof Upgrades Request for Proposal (RFP) to Fishburn Sheridan Atlantic Inc. for the total amount of \$109,238 plus HST, pending receipt of \$54,619 plus HST from the Lunenburg Academy Foundation.

Alternatives

- Defer this work to a later time.

Background

This project is intended to assess the condition of and prepare drawings and tender documents for roof upgrades at the Lunenburg Academy. Currently, the roof leaks in numerous locations and several roofing systems require upgrades to stop water damage to the building and ensure the long-term structural integrity of critical roof sections. The scope of this portion of the project includes preliminary investigations, design and tender document preparation, and quality insurance reviews.

The amount approved in the 2024/25 Town Capital Budget for the Lunenburg Academy Roof Repairs is \$75,000, including net HST.

Discussion

The RFP for the engineering and tender development closed on May 17, 2024, and has validity for 90 days. Three proposals were received. Two of the proposals were significantly lower in price but their proposed scope of work is insufficient for preparing a tender for the scale of this project.

The third bid is from Fishburn Sheridan Atlantic Inc., at a cost of \$109,238 +HST with Staff having negotiated the initial submission towards lowering costs. Fishburn Sheridan Atlantic Inc.'s expertise in building envelopes and structural engineering, particularly in heritage conservation, makes them ideally suited for this task. Their work plan includes on-site reviews, detailed visual assessments, destructive testing, and the preparation of comprehensive specifications and drawings for tendering purposes. This work plan is paramount to the long-term structural integrity of critical roof sections, as the Lunenburg Academy roof has been leaking for numerous years. The Town is working with the Lunenburg Academy Foundation on a funding agreement, and discussions are ongoing. The Town will need to secure the funds by August 15 to proceed with this work this year.

Strategic Plan Relevance

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

Financial

As noted above.

Subject: Lunenburg Athletic Facility Fund (LAFF) Application: Lunenburg Tennis Club

From: Kathleen Rafuse, Town Accountant

Date: July 16, 2024



Recommendation:

That Council approve the Lunenburg Tennis Club's application to the Lunenburg Athletic Facility Fund (LAFF) for \$94,820 to resurface all three tennis courts using the Sport Master ProCushion Surface System.

Alternatives

- Not approve the request
- Approve an alternative grant amount

Background

The Lunenburg Athletic Facility Fund (LAFF) is a segregated fund established and administered by the Town of Lunenburg to support athletic and social facilities. It is important to note that the Town does not contribute money to this fund. Instead, the LAFF is funded entirely through donations from individuals, corporations, organizations, trusts, and partnerships who direct their contributions specifically to this fund. Donors may receive charitable donation receipts permissible under the Income Tax Act. The fund is designed for capital expenditures on athletic facilities, excluding operating expenses or equipment costs, except for fencing, playgrounds, and playground equipment.

Discussion

This work is scheduled to be undertaken the first two weeks of September 2024. This project will resurface all three tennis courts with Sport Master ProCushion Surface System. The organization has received funds from the Province of Nova Scotia and donations made directly to the club. The total project cost is \$162,567.

Strategic Plan Relevance

Community Structure: Continue to support an interconnected network of parks, open spaces and other recreation facilities.

Relevant Legislation

The Town of Lunenburg annually publishes a list of organizations and the amount each receive as a grant or contribution from this Fund as required by the Municipal Government Act.

Financial

There is currently \$94,823 in the Lunenburg Tennis Club's LAFF fund account.

Communications

Staff will notify the applicant of Council's decision.

Attachments

- The Lunenburg Tennis Club's LAFF application and Financial Information.

TOWN OF LUNENBURG



LUNENBURG ATHLETIC FACILITY FUND (LAFF)

**APPLICATION FOR GRANT FROM LAFF. APPROVAL FOR A GRANT
WILL BE CONSIDERED IN ACCORDANCE WITH LAFF GUIDELINES
(AS ATTACHED) AND AVAILABILITY OF FUNDS**

I. APPLICANT

Your Organization: Lunenburg Tennis Club
 (Must be an Athletic or an Athletic and Social Organization)

Contacts : _____

Address: _____

Phone: _____

E-mail: _____

II. Please explain how your organization meets the following conditions -
(Council may by Resolution make a grant or contribution from the LAFF to any
"not for profit" athletic, or athletic and social, organization in the Town operating
facilities located on Town owned land)

The Lunenburg Tennis Club is a not-for-profit Society registered with the NS Registry of Joint Stock Companies. The LTC operates and maintains an athletic facility consisting of 3 tennis courts, a club house, and an accessible washroom, all located in Victoria Park in Lunenburg, on land leased from the Town of Lunenburg.

III. TYPE OF ORGANIZATION

Are you a registered charity? YES NO

If yes - Registration # _____

Type of Organization : Profit Not for Profit

Facility use is: Private Public
 (Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.

Registry # 144 7133

(If registered please provide current documentation)

Date Incorporated :

May 10, 1982

Articles or constitution and By-laws attached :

YES

NO

IV. LEADERSHIP

Please attach a current list of Executive and Board Members with civic address and telephone numbers.

V. FINANCIAL INFORMATION

Fiscal year end : March 31, 2024.

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

Location of Town of Lunenburg lands which your facility is located on and service provided :

Victoria Park, 27 Victoria Road, Lunenburg. Tennis club facilities (see above) open to members, guests, and the public.

VII. DISPOSITION OF ASSETS UPON WINDUP

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) Not mentioned in Articles of Association

(If residual assets revert to the Town of Lunenburg on windup, acceptance of same will be at the Discretion of the Town)

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits).

The Town has approved this policy and has a copy.

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

The Lunenburg Tennis Club has contracted with Pro Sport Surfacing of Pechaur, NB to resurface all 3 tennis courts with Sportmaster Pro Cushion Surface system. The work is scheduled to be done the first two weeks of September 2024.

Cost of Project (if over a period or years provide breakdown by year)

\$ 162,567 (\$695.75 for site visit; \$161,871.26 for resurfacing)

Benefits to the Town of Lunenburg and its citizens :

Please see attached

What other sources of funding do you have for this project?

Donations made directly to the club plus grant funding from the Province of Nova Scotia (Dept. of Communities, Culture, Tourism and Heritage) and MODL.

X. REQUESTED LAFF GRANT

Assistance Requested \$ 94,820

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details In October of 2022, the LTC
applied for and received \$ 5000.

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application June 28/24

Signature Carolyn B. McAllister

Print Name & Position Carolyn B. McAllister, President

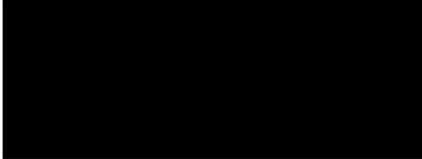
Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

LTC Executive and Board Members
As of May 2024

IV. LEADERSHIP

President: Carolyn McAllister



Vice President:

Heather White



Secretary: Lori Keelty



Treasurer: Lynn Mowbray

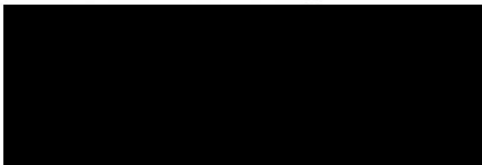


DIRECTORS:

Graham Mowbray



Rebecca Nodding



IX. Project Details and Financing

Benefits to the Town of Lunenburg and its Citizens

The LTC tennis courts are an integral part of Lunenburg's main recreational complex. Completion of this major upgrade to the court facility will benefit the many players who use the courts from late-April to the end of October, and will support the Town's recreational goals "to provide support for the community to make physical activity choices that will contribute to the improvement of their overall health and well-being.... supported by adequate built and natural environments and programs for all ages." The Lunenburg Tennis Club maintains a facility that benefits town residents, Bluenose Academy students in gym classes, seasonal residents, tourists, and other visitors who use this community resource.

In the 2023 playing season, the LTC had 154 adult members and 142 youth members, our highest numbers to date and the largest youth tennis program in the region. Of the adult members, 52% were residents of the Town of Lunenburg. Of the 142 youth members 56% were from Lunenburg. Many of the adult members are seniors over the age of 50. We had 32 family memberships, 13 of which were new.

For the 2024 Junior Tennis program, we have 150 registered youth.



This document is certified to be a true copy of a document filed in the office of the Registrar of Joint Stock Companies on 13 May 2024. Electronically signed by: * 3 2 0 7 4 4 1 *

Office of the Registrar of Joint Stock Companies
 Date: 25 June 2024 13:17 ADT
 Location: Nova Scotia, Canada
 Contact: rjpc@novascotia.ca

Lunenburg Tennis Club Finances for 2023		
April 1, 2023 to Dec. 31, 2023		
		BUDGET
		2024-25
REVENUE		
Registration & membership fees	17,030	17,000
Donations	1,160	1,200
Tennis Ball sales	230	250
Court Fees	735	800
Tournament Proceeds	294	300
Canteen	1,278	1,250
Provincial grant for instructor salaries	2,184	2,200
Total	22,911	23,000
EXPENSES		
Insurance	1,334	1,400
Equipment (nets, rollers, screens, balls, tshirts)	2,099	1,200
Trophies	91	100
Balls	437	500
Canteen and Tournament Supplies	710	600
Printing costs	319	0
Prizes Raffle	185	0
Electric	210	200
Water	418	400
Washroom	5,030	0
Maintenance	617	700
Stamps	10	10
Honorariums	1,345	1,500
Payroll	12,135	12,000
Bank Fees	50	50
Total	24,990	18,660
Net Income (loss)	-2079	4,340

Cathy McAllister
 President
Lynda Moulton
 Treasurer

Table 1

Lunenburg Tennis Club			
Balance Sheet at November 5, 2023			
Assets			
	Bank	12,586.00	0.00
	GIC investments	11,732.49	0.00
	Petty Cash	245.50	0.00
	Canteen Float	0.00	
		0.00	24,563.99
Liabilities			
	A/cs Payable	0.00	0.00
	CPP Deducted	0.00	0.00
	E.I. Deducted	0.00	0.00
	Tax Deducted	0.00	0.00
	Reserved for Capital Project	14,532.00	
Equity			
	Opening Equity	1371.09	
	Retained Earnings	8660.90	24563.99

*Carly McAtoshi
President*

INFORMATION REPORT

Subject: Pre-Approval and Issuance of RFP for #6 Tanker Replacement

From: Kathleen Rafuse, Town Accountant
Kayla Byrne, Municipal Clerk

Date: July 16, 2024



Recommendation

This report is for information purposes only. If Council wants to take further action on this item, a motion providing additional direction is required.

Background

At the November 15, 2023, Protective Services Committee meeting, the fire chief submitted a letter to the committee requesting the Fire Department be allowed to work on the Request for Proposals (RFP) for the #6 Tanker Replacement for release in late winter/early spring 2024 (copy attached).

As noted in the chief's letter, the chief has requested pre-approval for purchasing a new fire truck due to increased demand and extended delivery times ranging from 18 to 36 months since COVID-19. Additionally, fire truck prices have risen significantly, with some increasing by as much as 40% in recent years. Starting the RFP process now could help reduce delays in receiving this item, potentially about three months earlier than if this item followed the 2025/26 budget process.

At the January 17, 2024, Protective Services Committee meeting, the Committee received a report from staff noting that capital replacements are typically reviewed by Council during the annual capital budget process, scheduled for mid to late November 2024 for the 2025/26 fiscal year. The report also mentioned that if the Committee recommends moving forward with the approval for #6 Tanker outside this timeframe, a request to Council would be required.

At that meeting, the Committee approved the following motion:

That the Committee recommend that the Tanker 6 replacement remain in the 2025/26 capital budget, that the Fire Department proceed with the drafting of a tender package, and that the draft tender package be returned to the Committee for consideration before release.

This motion allowed staff and the fire chief to begin drafting the RFP, but it did not recommend sending a request to Council at that time.

The Protective Services Committee was scheduled to review the RFP and discuss a potential recommendation to Council to approve the RFP process and, ultimately, the pre-approval of a new fire truck for the 2025/26 fiscal year at its June 19, 2024, meeting. However, the meeting

did not proceed due to a lack of quorum and the meeting was not rescheduled. As Council representatives of the Protective Services Committee, Councillors Halverson and Mosher have requested that Council review the Lunenburg and District Fire Department's request.

Discussion

Most Town of Lunenburg RFPs, including the draft RFP for Tanker #6, contain a clause requiring proposal prices to remain valid for 90 days after the closing date. The Town typically advertises RFPs for 30 days and includes this 90-day validity period.

While issuing an RFP does not typically require a Council motion, awarding a tender valued at \$100,000 plus HST or more does require Council approval. Once awarded, the tender commits the Town/District to the purchase. Since this item is currently included in the 2025/26 capital budget, there is no authorization to proceed with the purchase earlier. Therefore, staff would look for Council's approval to issue the RFP as this item has no approved budget.

If Council approves issuing the RFP, the earliest it could be issued is July 17, 2024. The submission deadline would then be August 16, 2024, with price offers valid until November 14, 2024. Given this is an election year, there are two options:

- The outgoing Council must pre-approve this 2025/26 capital budget item before its last meeting on October 8, committing the incoming Council to this decision.
- If the current Council does not pre-approve the budget item, the new Council, which cannot be sworn in until after October 29, 2024, will face a very tight timeline to act on the bids. With its first meeting expected on November 12, 2024, awarding the RFP would become one of the new Council's first decisions.

If Council wants to consider issuing the RFP and pre-approve the #6 Tanker Replacement, the following motions are recommended:

- Draft motion #1: That Council approve issuing the RFP for the #6 Tanker replacement immediately, aiming for the earliest possible release date.
- Draft motion #2: That Council pre-approve the #6 Tanker replacement for the 2025/26 capital budget in the amount of \$798,000, with 50% of the cost to be covered by the Fire District 1 and 2 Commission.

Later in the month of November, the incoming Council is expected to start budget deliberations.

To avoid pre-committing the incoming Council to a budget item or placing them under tight deadlines to act on bids, staff recommend adhering to the standard budget processes by issuing the RFP in September or October, aligning with the scheduled budget timeline. For instance, if

the RFP is issued on September 30, offers would be valid until January 31, 2025. By this date, it is anticipated that the Council will have an approved 2025/26 capital budget, enabling staff to bring forward the RFP awarding process.

Strategic Plan Relevance

Comprehensive Community Plan, 4.9 Emergency Services, Fire Protection a) Continue to work with the Lunenburg and District Fire Department to ensure it can respond to fires and other emergencies efficiently and effectively.

Relevant Legislation

- Purchasing Policy
- Procedural Policy: Five business days before a Council meeting, a Councillor or member of the public may request to add a Council agenda item with relevant and sufficient particulars and supporting documentation.

Financial

The Town's 2024/25, five-year capital plans have the #6 Tanker budgeted at \$798,000. At the November 15, 2023 Protective Services Meeting, it was noted that the District 1 & 2 Commission has already agreed to finance half of the cost of the #6 Tanker.

Attachments

- The Fire Chief's request from the November 15, 2023 Protective Services Committee meeting



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

Darren Romkey, Fire Chief

902-212-0476

dromkey@eastlink.ca

To the Protective Services Committee
Re-Tanker 6 replacement

Our Tanker 6 is now 21 years old and showing its age.

This truck was originally due to be replaced in the 2024/25 budget year, but has been pushed back to 2025/26.

The department and its truck committee have been working on its replacement, needs and wants. We have been meeting with other departments with newer Tankers and various sales reps.

Since Covid, demand for trucks and delivery has greatly increased.

Delivery times range from possibly 18 to 36 months.

Prices have also drastically increased, some as much as 40% in the past few years.

For our past 2 trucks, we have been granted permission to send out the RFP a year ahead of the budgeted year.

I am requesting on behalf of the fire department that we be allowed to work on the RFP and have it sent out in the late winter/early spring of 2024.

Even with the estimated earliest delivery date of 18 months, this puts us in the scheduled 2025/26 budget year.

Currently the budgeted amount sits at \$798 000. As stated above, costs have taken a huge increase and I propose this be raised to \$900 000.

The truck we are working on is a basic tanker, with options that we feel will suit our needs for the next 20 years.

Keep in mind that when we designed our 2020 Engine, we added 700 gallons of water, and with our current mutual aid agreements we were able to eliminate our 2000 Tanker replacement, saving \$700 000 off the capital budget in 2020/21.

Please add this request to the October Protective Services meeting.

Thank you,

Darren Romkey
Fire Chief

Ricketts EVT Services

Estimate

Estimate # # 11

Nova Scotia Tax # 802535302RT0001

DATE Nov. 01, 2023

Please refer to your account number and our invoice number in all communications.

BILL TO Lunenburg Fire Department

Estimate for Requested estimated to repair and install the pump in Tanker # 6

Please pay this invoice. No statement will be sent.

Date shipped _____

Salesperson _____

Terms _____

Shipped via _____ F.O.B. _____

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Pump and gear box parts (impeller if needed)	\$6,772.95	\$ 6,772.95
1	Shipping (air and ground)	\$276.98	\$ 276.98
1	Shop supplies (hardware, oil, sealant, etc.)	\$150.76	\$ 150.76
1	Machine shop	\$352.98	\$ 352.98
20	Labour	\$75.00	\$ 1,500.00
200	Mileage	\$1.00	\$ 200.00
2	Travel	\$45.00	\$ 90.00
1	Flow test	\$350.00	\$ 350.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Ricketts EVT Services
 11 Acadia Drive Kentville N.S.
 B4N - 5E1

SUBTOTAL \$ 9,693.67
 TAX @ 15.0 % \$ 1,454.05
 TAX @ _____ % \$ -
 FREIGHT _____
 TOTAL DUE \$ 11,147.72

Subject: Council Meeting Submissions and Public Input Policy – Notice
From: Kayla Byrne, Municipal Clerk
Date: July 16, 2024



Recommendation

That Council give notice to approve the new Council Meeting Submissions and Public Input Policy as presented, repealing and replacing Policy #68, the Public Presentations at Town Council, Committee of the Whole Council and Committee Meetings Policy.

Alternatives

- Provide edits to the policy.
- Defer this item.

Background

As a part of the ongoing policy and by-law review, staff are reviewing policies related to Committees, Council and Council meeting procedures.

Discussion

Council's current [Public Presentations at Town Council, Committee of the Whole Council and Committee Meetings Policy](#) outlines the procedure for public presentations at these meetings. However, it lacks clear details on presentation parameters, such as the review and approval process, and the handling of prohibited or subsequent presentation requests. The proposed new policy aims to address these issues by:

- Specifying the types of presentations allowed
- Detailing the required information for presentation requests
- Outlining a clear review process

Additionally, it ensures respect and decorum during meetings, sets deadlines for documentation submission, and allows for both in-person and virtual presentations.

Currently, Council agendas include a "Correspondence" agenda item and a 20-minute standing "Public Input and Questions" agenda item. However, there is no policy on how to handle either of these agenda items. The proposed policy seeks to address this gap and largely formalize Council's current process.

The key areas of focus for the new policy are:

- Presentations at Council meetings

- Public input during Council meetings
- Correspondence for information or action in Council agenda packages
- Public hearing submissions
- Petitions
- Accommodations
- Respect and conduct at Council meetings
- Public record and livestreaming

Highlights from the proposed Council Meeting Submissions and Public Input Policy include:

Presentations at Council Meetings:

- Maximum of two presentations per meeting.
- Categories for presentations: local/regional updates, community initiatives, significant public interest topics, and celebrating local achievements.
- Presentations must be respectful and free of offensive language.
- 15 minutes allotted (10 for presentation, 5 for questions).
- Presentations are informational; actions require a notice of motion.
- Requests made in writing, reviewed by the CAO and Municipal Clerk.
- Preferred in-person presentations; virtual option available.

Prohibited Presentation Requests:

- Promotions of private businesses or individuals.
- Topics outside Town jurisdiction.
- Matters requiring or having had a public hearing.
- Topics under CAO and staff responsibilities.
- Duplicate topics.

Public Input at Council Meetings:

- “Public Input and Questions” as a standing agenda item at regular Council meetings.
- 20-minute limit; 3 minutes per speaker.

Correspondence:

- "Correspondence for Action or Information" as a standing agenda item at regular Council meetings.
- Must be respectful and relevant.
- Anonymous and unsolicited goods/services correspondence not acknowledged.
- Handling of operational matters directed to staff.

- Process for correspondence received by individual councillors, the Mayor, all of Council and the CAO.
- Correspondence related to pending public hearings, or matters awaiting staff reports will be held until the relevant Council meeting. It will be included as background information and attached to the agenda item at that time.

Public Hearing Submissions:

- Submissions for a public hearing are included in the agenda package for the scheduled meeting.
- Late submissions will be circulated to Council and relevant staff but not included in the public record.
- Speakers have five minutes to discuss the item.
- The number of speakers at a public hearing is unlimited.

Relevant Legislation

Municipal Government Act

Financial

There is no additional cost to approve or implement this policy.

Communications

If approved, this policy will be published on the Town's website.

Attachments

Proposed Council Meeting Submissions and Public Input Policy

Council Meeting Submissions and Public Input Policy

Date adopted by Council: **TBD**



1. POLICY STATEMENT

This policy aspires to create an open and inclusive environment where the public can actively participate in Council meetings and share feedback on relevant Town matters. By offering multiple avenues for engagement, the Town of Lunenburg aims to foster transparent communication, meaningful community involvement, and well-informed decision-making processes.

2. PURPOSE

The purpose of this policy is to establish clear procedures for presentations, public input and correspondence at Council meetings.

3. PRESENTATIONS AT COUNCIL MEETINGS

Presentations are made at Council meetings or, when practical, at Committee of the Whole meetings.

A maximum of two presentations may be made at any meeting.

For the purpose of this policy, Council will only hear presentations that fall into one of the following four categories:

- Updating Council on local or regional initiatives, projects, budgets, or operations.
- Raising Council's awareness of community initiatives or projects.
- Highlighting topics of significant public interest or impact on the community that affect the broader community rather than individual concerns.
- Celebrating successes and achievements of local or regional volunteer-based or not-for-profit organizations with a social, cultural, economic, or environmental well-being in their mandate.

Presentations must be respectful and free of personal attacks, defamatory statements, or offensive language.

These presentations will be allotted 15 minutes (10 minutes for the presentation and 5 minutes for questions from Council to the presenter).

Presentations are deemed to be for informational purposes only. Should Council desire to take

action based on the content of a presentation, a notice of motion is required.

3.1 Making a presentation request

Presentation requests must be made to the Municipal Clerk in writing. The request must include the following:

- Individual's name or the name of the organization
- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- Provide information on any requests being made by the Town
- Any other relevant background information

Upon receipt of a presentation, the Municipal Clerk will outline the process to the presenter, explaining that presentations are for informational purposes only. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the presenter is informed of any developments.

Based on this policy, the Chief Administrative Officer (CAO) and Municipal Clerk will review presentation requests to determine their suitability for a Council meeting. If approved, unless otherwise directed by Council, the CAO and Municipal Clerk will decide at which Council meeting the presentation will be scheduled.

The CAO may determine that a matter will be addressed through written submissions instead of a live presentation to optimize the Council's time and resources. Written submissions provide a detailed, precise, and documented account of the subject matter, allowing Council members to review the information at their convenience.

3.2 Approved presentation requests

Once a presentation request has been approved, all documentation intended for Council must be submitted to the Municipal Clerk at least eight days before the meeting. These documents will be included in the public Council agenda package. Failure to meet this deadline may result in rescheduling the presentation to a later Council meeting.

The preferred method for presentations is in person. However, presenters may request to present virtually. Anyone wishing to present virtually must notify the Municipal Clerk at least 24 hours before the meeting.

3.3 Prohibited Presentation Requests

The following types of presentation requests will be refused without further consultation:

- Promotion of private businesses, groups, or individuals.
- Subjects that do not fall within the jurisdiction of the Town of Lunenburg.
- Matters that legislatively require a public hearing, matters for which a public hearing has been or will be scheduled, or for which a public hearing has already been held.
- Topics that fall within the operational responsibilities of the CAO and staff.

A presentation request will also be denied if it pertains to a duplicate or identical topic recently presented by another individual or organization.

The Municipal Clerk will notify the requester if a presentation request is refused. The notification will include the reason(s) for the refusal and, if applicable, suggestions for resubmitting the request or other avenues for presenting the information to Council. The CAO will be informed of all refusals and ensure the rationale aligns with this policy.

The CAO will inform the Council of any presentation requests not granted and provide the rationale for the refusal.

3.4 Subsequent Presentation Requests

Requests to present again on a specific matter will only be permitted if the information is a new topic or significantly different from what was previously presented.

4. PUBLIC INPUT AT COUNCIL MEETINGS

At regular Council meetings, the public can comment and ask questions during the agenda item titled "Public Input and Questions." This will be a standing item on all regular Council agendas. During this period the public may only address items scheduled to be discussed at that meeting per the agenda.

The "Public Input and Questions" portion of the meeting will be limited to 20 minutes. Individual members of the public may speak for a maximum of three minutes each.

Individuals wishing to speak must register at the start of the Council meeting by filling out the sign-in sheet available at the meeting venue. Registration is on a first-come, first-served basis. Staff may adjust this process when necessary, provided it continues to offer the same opportunity for public input as outlined in this policy.

The public will address their questions and comments directly to the Chair. Comments and questions related to personnel will not be answered.

4.1 Follow-up for Public Input and Questions

When information is readily available and practical to provide, staff and Council will address

comments or provide clarifying information during the "Public Input and Questions" section upon request by Council.

When members of the public sign up to speak during the "Public Input and Questions" portion of the meeting, on the sign-up sheet, they have the option to request a follow-up from staff in writing regarding any questions posed. If the follow-up request is outside the scope of the report on the Council agenda or requires significant staff time to answer, staff will provide a rationale to the requestor and Council explaining why their request cannot be accommodated. Detailed information reports that require significant staff time must be directed to staff by Council.

5. CORRESPONDENCE

All correspondence on the Council agenda will be listed under the item titled "Correspondence for Action or Information." Correspondence aligning with existing Town policies or practices, such as letters of support, proclamations, flag raisings and flag lowerings, will include a recommendation from staff and be classified as correspondence for action. All other correspondence will be classified as correspondence for information.

If a Council member wishes to act on a correspondence item included for information, they must either propose an amendment to the agenda at the start of the meeting to consider a decision related to the correspondence or provide a notice of motion during the notice of motion section of the meeting.

Correspondence related to a public hearing, or a matter awaiting a staff report for Council's consideration will be held until that item is scheduled on a Council meeting agenda. At that time, the correspondence will be included as background information and attached to the corresponding agenda item.

Correspondence regarding unsolicited goods and services will not be acknowledged.

Correspondence related to operational matters, including letters of inquiry and/or complaints from the public, will first be directed to the applicable staff for resolution and response. The matter will be escalated to the CAO if it is not resolved. Staff may advise when operational matters should be escalated to Council for consideration of potential policy or by-law amendments.

5.1 Submitting Correspondence for a Council Agenda

The public may submit correspondence items for possible inclusion in a Council public agenda package. To be considered, correspondence items must:

- Be addressed to the Mayor and Council
- Include the sender's full name and contact information
- Be sent to the Municipal Clerk
- Not contain misrepresentations of facts
- Be relevant to an issue within Council's jurisdiction; irrelevant content will not be considered
- Be respectful and free of personal attacks, defamatory statements, or offensive language

Subsequent correspondence from the same author on the same topic will not be included in an agenda package unless it contains significantly new information on the matter.

Upon receipt of incomplete or ambiguous correspondence, the Municipal Clerk will contact the sender to request additional information or clarification. If the sender does not respond or provide the required information, the correspondence will not be included in the Council agenda package and will not be considered for further action. The Municipal Clerk will inform the sender of this outcome.

The Municipal Clerk will confirm with those who have submitted correspondence whether they intend to include their letter in a public agenda package or if they prefer it to be sent directly and solely to Council for information.

To facilitate effective communication and ensure that all correspondence is given due consideration, the Town accepts submissions in the following formats:

- **Written Submissions:** This includes letters, emails, and other text-based documents. Written submissions should not exceed two pages in length.
- **Audiovisual Submissions:** This includes videos and voice recordings without video. Audiovisual submissions must not exceed three minutes in length.

Submissions must be received at least eight business days before the meeting to be included in the agenda. Failure to meet this deadline may result in the submission being added to a later Council agenda.

Audiovisual submissions will be played at a relevant Council meeting.

Upon receipt of correspondence, the Municipal Clerk will outline the process to the sender, explaining that correspondence is initially considered for informational purposes only unless a request aligns with existing Town legislation or practices. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the sender is informed of any developments.

5.2 Handling of Correspondence Received by Individual Council Members

All correspondence addressed to any Council member, including the Mayor, will be handled at the recipient's discretion. A copy of the correspondence may be shared with other Councillors for their information.

If a Council member, including the Mayor, receives correspondence directly and wishes to bring it forward for consideration by Council, they must submit the correspondence to the CAO to be considered for a future meeting agenda, in accordance with this policy.

5.3 Correspondence Received by all Council Members

When a correspondence item has been sent to all Council members, but staff have not been included, it is the responsibility of Council to forward the correspondence to the CAO for staff follow-up or consideration for inclusion in a Council agenda package.

5.4 Correspondence Received by the CAO

If the CAO receives information they deem relevant as correspondence, it may be included in the agenda package.

5.5 Anonymous Correspondence

Anonymous correspondence will not be acknowledged. However, if the correspondence raises potential safety, liability, or health issues, the CAO will determine whether an investigation is warranted.

6. PUBLIC HEARING SUBMISSIONS AND PARTICIPATION

Submissions received for a public hearing will be included in the agenda package for the meeting at which the public hearing is scheduled. If an audio or visual submission is received, it will be played at the meeting for which the public hearing is scheduled. The Municipal Clerk must receive these submissions at least eight days before the meeting. Submissions received after this deadline will be circulated to Council and relevant staff but will not be included in the public record.

Unless otherwise stated in this section, submitting submissions for a public hearing adheres to the rules outlined in the correspondence section of this policy.

Regardless of whether a submission was received or not, public hearing attendees may sign up to speak in person at the scheduled public hearing meeting or request to participate virtually. Anyone wishing to participate virtually in the public hearing must notify the Municipal Clerk at least 24 hours before the meeting.

Speakers will have five minutes to discuss the item. The number of speakers at a public hearing is unlimited.

7. PETITIONS

Petitions are deemed presented to Council when filed with the Municipal Clerk. A petition to Council must include each petitioner's full name and residential address. To protect personal information, the Municipal Clerk will create a summary of the petition, noting the rationale of the petition and the number of signatures it received. This summary will be included as correspondence within an agenda package.

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

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.

9. RESPECT AND CONDUCT AT COUNCIL MEETINGS

All participants in Council meetings, including presenters, individuals speaking during public input opportunities, and members of the public gallery, are expected to conduct themselves respectfully.

Shouting, applause, other expressions of emotion, or any type of audience participation is prohibited.

The Chair has the authority to maintain order during Council meetings. If a speaker or member of the gallery is being disrespectful, the Chair may ask them to cease their behaviour. If the disrespectful behaviour continues, the Chair may request that the speaker or member of the gallery leave the meeting.

10. PUBLIC RECORD AND LIVESTREAMING

All items included in a Council meeting agenda package, including presentations and correspondence, become part of the public record and will be published on the Town's website. The author's name will be made public, but other personal information, such as full street addresses, personal phone numbers, and personal email addresses, will be redacted. Staff will not edit audio-visual submissions. The person submitting the audio-visual content is responsible for ensuring that it does not contain information they do not wish to be publicly shared.

Council meetings are live-streamed and archived on an online public platform. By participating in the meeting or submitting content, individuals acknowledge and consent to their submissions and participation being included in the public record and the live-stream.

Subject: Public Statements Policy – *Notice*
From: Kayla Byrne, Municipal Clerk
Date: July 16, 2024



Recommendation

That Council give notice to approve the new Public Statements Policy as presented, repealing and replacing Policy #80, the Commemorative Flags and Proclamations Policy.

Alternatives

- Provide edits to the policy.
- Defer this item.

Background

As a part of the ongoing policy and by-law review, staff are reviewing policies related to Committees, Council and procedures. The current [Commemorative Flags and Proclamations Policy](#), Policy #80, requires updates to better support how public statement requests of Council are handled.

Discussion

The current outlines the procedures for requesting municipal flag raisings and proclamation requests, lacking comprehensive guidelines for other forms of public statements. The new policy addresses this gap by expanding its scope to include letters of support.

This new policy also aims to set parameters of what requests will be considered for public statements of Council. These parameters are as follows:

Council may authorize requests for proclamations, letters of support and flag raisings at Town facilities.

The request must be brought forward by either a not-for-profit organization located or having a presence within the Town of Lunenburg or a citizen of the Town of Lunenburg.

Requests should meet at least one of the following criteria. The cause should be:

- Of local, provincial, national, or international significance;
- Of benefit to the community; or
- An initiative of the Town of Lunenburg.

The parameters outlined in the proposed Public Statements Policy are designed to ensure that the Town of Lunenburg's resources and platforms are utilized in a manner that directly benefits

and aligns with the interests and values of our community.

The specified parameters help in managing requests from organizations that have no affiliation with Lunenburg or the region and prevent the endorsement of for-profit initiatives. In the past, staff have occasionally received such requests, leading to uncertainty about how to handle them. By clearly stating that requests must originate from local entities, have a significant connection to the community, or meet the criteria of non-profit initiatives, the policy provides staff with clear guidelines, reducing ambiguity and ensuring that the Town's support is appropriately targeted and not misused for commercial purposes.

Through the proposed policy, Council can support an initiative for multiple years, within their term, with a single approval. The current policy specifies dates for certain flag raisings and proclamations that do not require Council's approval. However, it lacks clarity on how to update this list as new requests are received without frequent amendments. The proposed policy addresses this by allowing Council to approve annual flag raising and proclamation requests for their entire term. This approach eliminates the need for repetitive submissions and approvals each year, creating a more efficient process for recurring initiatives.

Relevant Legislation

Municipal Government Act

Financial

There is no additional cost to approve or implement this policy.

Communications

If approved, this policy will be published on the Town's website.

Attachments

Proposed Public Statements Policy

Public Statements Policy

Date adopted by Council: TBA



1. POLICY STATEMENT

The Town of Lunenburg aims to create a cohesive community spirit by recognizing and supporting important causes and celebrating our diversity. The Town strives to empower residents and organizations by providing a platform to raise awareness and promote meaningful initiatives, fostering a sense of belonging and pride in our community.

All public statements endorsed by the Town of Lunenburg will be processed consistently, fostering inclusion and advancing dignity and respect within the community.

2. PURPOSE

This policy is intended to provide consistency and equity in how requests for public statements are handled.

3. SCOPE

This policy applies to requests for proclamations, letters of support and flag raisings at municipal facilities.

4. STANDARDS

Council may authorize requests for proclamations, letters of support and flag raisings at Town facilities.

The request must be brought forward by either a not-for-profit organization located or having a presence within the Town of Lunenburg or a citizen of the Town of Lunenburg.

Requests should meet at least one of the following criteria. The cause should be:

- Of local, provincial, national, or international significance;
- Of benefit to the community; or
- An initiative of the Town of Lunenburg.

Requests may be denied for any reason deemed sufficient by Council.

Requests may not be contrary to the Charter of Rights and Freedoms or the Nova Scotia Human Rights Act.

5. GENERAL

Requests for proclamations, letters of support and flag raisings may be received and approved by motion at Regular Council meetings.

Requestors must indicate whether they wish to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by Council.

6. PROCLAMATIONS

Requests for proclamations must be made in writing to the Municipal Clerk and received at least eight days before the applicable Regular meeting at which the request will go forward. Council must approve proclamations by motion.

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Town of Lunenburg may revise the wording of the proclamation at the request of Council or as advised by the CAO.

Organizations may only request one proclamation annually.

Once approved, the proclamation will be posted on the Town of Lunenburg's website and social media channels. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

For annual proclamation requests, the Council may approve the request for multiple years within the current Council's term.

7. LETTERS OF SUPPORT

Requests for letters of support must be made in writing to the Municipal Clerk and received at least eight days before the applicable meeting at which the request will go forward and 14 days before the date the requestor requires the letter. Requests for July and August deadlines must be received 31 days before the date the requestor requires the letter. Requests that do not fall under the parameters outlined in the policy may require additional processing time.

While staff will strive to meet requestors' timelines, adherence to Council's meeting schedule may prevent accommodation of all requests.

Requests for letters of support must provide details regarding the project or grant being undertaken or applied for and the amount of the grant (if applicable), contact information regarding the intended addressee, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided and included in the meeting's agenda package. The Town of Lunenburg may revise the wording of the letter of support at the

request of Council or as advised by the CAO.

Council must approve letters of support by motion. Once Council has approved the request, the Municipal Clerk or designated delegate will coordinate with the Mayor or Deputy Mayor to review and sign the letter of support on behalf of the Town of Lunenburg.

Once signed, the letter of support will be provided to the requesting organization which is then responsible for forwarding the letter to the appropriate organization(s).

8. REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES

Requests to raise flags at municipal facilities must be made in writing to the Municipal Clerk and received at least eight days before the applicable Regular meeting at which the request will go forward and at least 14 days before the date the flag is scheduled to be raised. Requests for July and August deadlines must be received 31 days before the date the requestor requires the letter. Council must approve flag-raising requests by motion.

The requesting organization must provide the requested flag with all necessary ropes and attachments to hang a special-purpose flag unless otherwise approved by Council or the flag raising is an initiative of Council.

Flags will be raised at the UNESCO World Heritage Monument flagpoles unless otherwise requested.

In the event multiple requests are received for the same day, the first request received by the Town of Lunenburg will be considered first by Council.

Flags will be raised for a maximum of 7 days unless otherwise approved by Council.

For annual flag-raising requests, the Council may approve the request for multiple years within the current Council's term.

9. HALF-MASTING OF THE CANADIAN FLAG

The Town of Lunenburg will lower the Canadian flag at the Lunenburg Cenotaph flag pole to half-mast per national protocols, including during periods of mourning for significant public figures, commemorative events, and other circumstances as directed by the Government of Canada. This does not require a motion of Council.

When appropriate for a local or regional event, the CAO can decide to lower the Town of Lunenburg flag to half-mast, or a request can be made following Section 8 Requests to Raise Flags at Municipal Facilities.

10. LIGHTING REQUESTS

The Town of Lunenburg will not consider or process any requests to light up municipal facilities.

Subject: Potable Water Quality Test Results: January to March 2024
From: Tyson Joyce, Town Engineer
Date: June 28, 2024



Recommendation

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

Background

The Nova Scotia Environment and Climate Change (NSECC) Approval documents to operate for the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the WTP and filed with the Provincial and Federal governments.

Discussion

1.0 Water Quality

The TOL waster system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval #2010-071794-02)
 - Updated Approval to Operate effective May 4, 2022
- Approval to Withdraw Water – Dares Lake (Approval #2011-079411-01)

The Approval to Operate document requires the following water quality sampling:

- Weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).
- Quarterly tests for Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).

- Lead and Copper testing performed in accordance with the “Requirements for Lead and Copper Management Municipal Public Drinking Water Supplies” which requires 10 samples taken between May 1st and September 30th each year (maximum of 0.005 mg/L).
- Turbidity measured continuously at each filtration unit shall not exceed 0.1 NTU 99% of the time and shall not exceed 0.3 NTU at any time.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* at any time. Treatment efficiencies are required to meet:
 - 3-log reduction (99.9%) of *Giardia* and *Cryptosporidium*.
 - 4-log reduction (99.9%) of viruses.
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

Results

From January to March 2024, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements.

The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

Parameter Tested	Approval Limit	Exceeded Approval Limit
Lead	<0.005 mg/L	None
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	<0.1 NTU 99% of the time, and not to exceed 0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

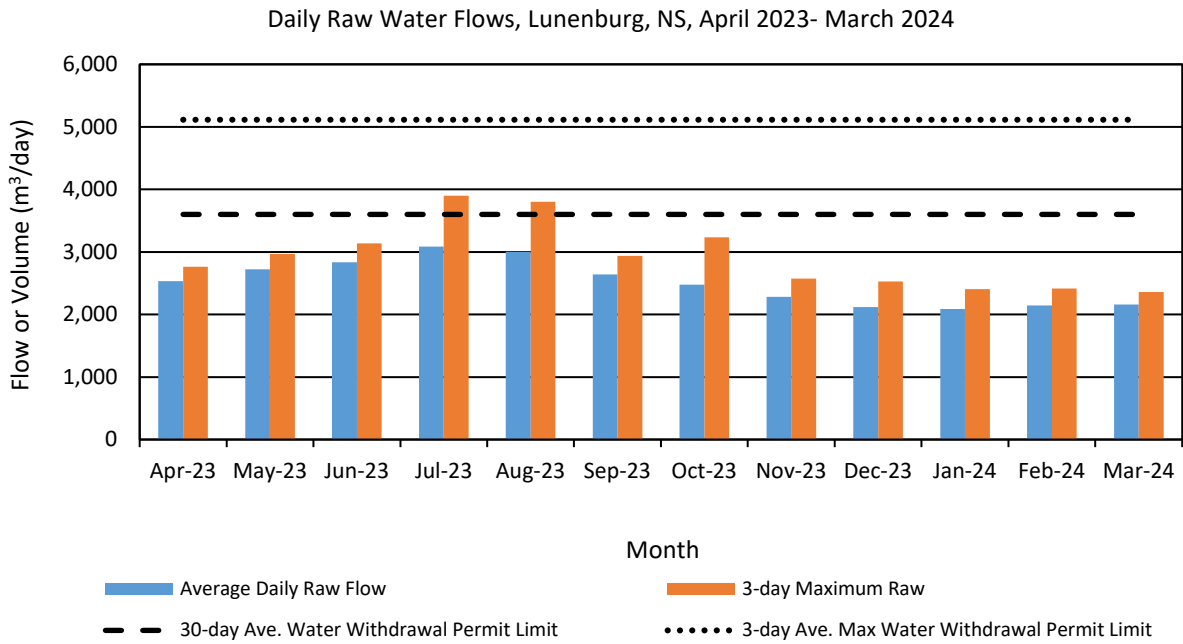
2.0 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal as of July 31, 2022, are as follows:

- Average rate of withdrawal: 3,600,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 5,114,000 L/day (averaged over 3 days).

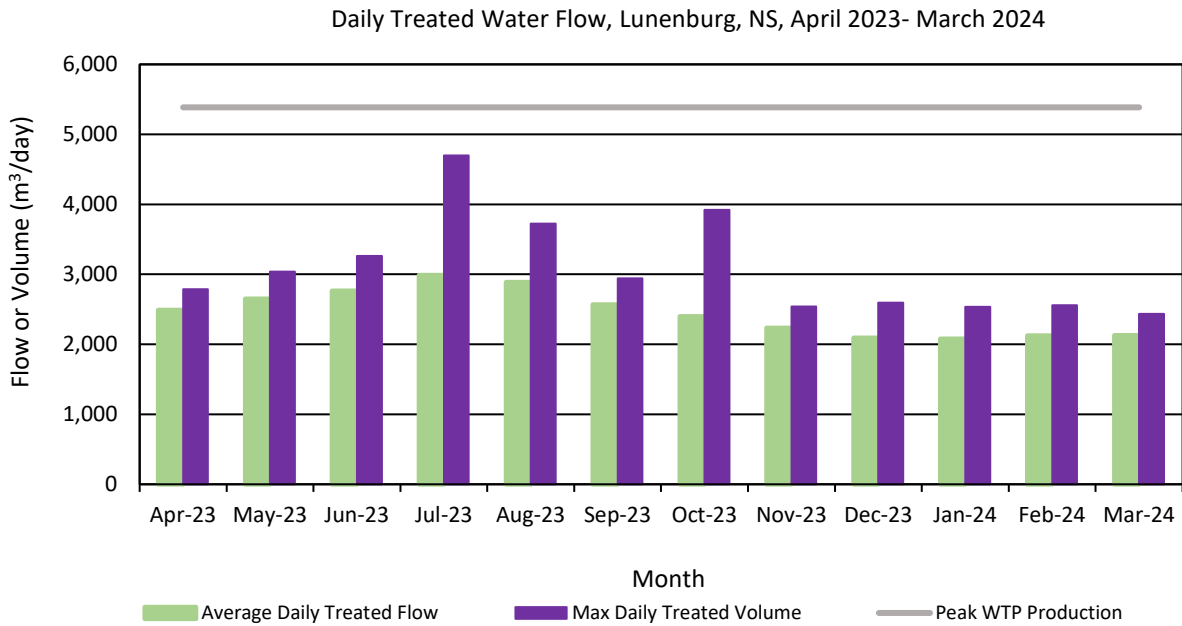
Average and Maximum Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



Average and Maximum Daily Flow of Treated Water:

The following graph shows the historical average daily flows and the maximum daily flow for the treated water from the WTP over the past year, inclusive of this quarter:



Results

The average daily raw water flow did not exceed the 30-day average Water Withdrawal Permit Limit during this quarter.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The treated water flow did not exceed the peak production rate within this quarter.

3.0 Water Main Breaks and Repairs:

There were no leaks reported in this quarter.

4.0 Complaints

The complaints reported this quarter are detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
February	25	Lawrence St	206	Debris in water supply to residence as well as low pressure and air in the supply lines.
March	15	Creighton St	77	Discolored water running from tap.

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Relevant Legislation/Approvals

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-02)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411-01)

Financial

Funds are included in the WTP operating budget to pay for these water quality tests.

Subject: Wastewater Quality Test Results: January to March 2024
From: Tyson Joyce, Town Engineer
Date: June 28, 2024



Recommendation

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

Background

The Nova Scotia Environment “Approval” documents to operate for the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

Discussion

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment and Climate Change (NSECC) in 2023. The requirements of this Approval, as well as the Federal Requirements are summarized in the following tables:

Provincial Approval 2012-082710-03 Testing Requirements

Treated wastewater must be tested a minimum of five times per month (once per week) for:

- Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)
 - Suspended Solids (SS, maximum 20 mg/L)
 - *E. coli* (maximum 1000 counts/100 mL)
 - pH (acceptable pH is in the range 6.0 - 9.0)
- The facility is considered to be in “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of *E. coli*, which shall be the geometric mean.” The averaging period is defined as quarterly.

Federal Wastewater Systems Effluent Regulations Testing Requirements

Treated wastewater must be tested every two weeks for:

- Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)
 - Total Suspended Solids (TSS maximum 25 mg/L)
 - Un-ionized ammonia (maximum 1.25 mg/L) and
 - pH (between 5.5 - 9.5)
- Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

Results

The required number of tests per month for CBOD, SS, *E. coli* and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	TSS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 1 2024	4.7	8.1	43

All CBOD and TSS test results met the Provincial and Federal requirements this quarter. *E. coli* test results were above the Provincial requirements in one instance this quarter with a measurement of 2,500 counts/100mL. Nonetheless, on a quarterly basis, which is the basis for meeting the requirements in the Provincial Approval, *E. coli* test results met the Provincial requirements this quarter.

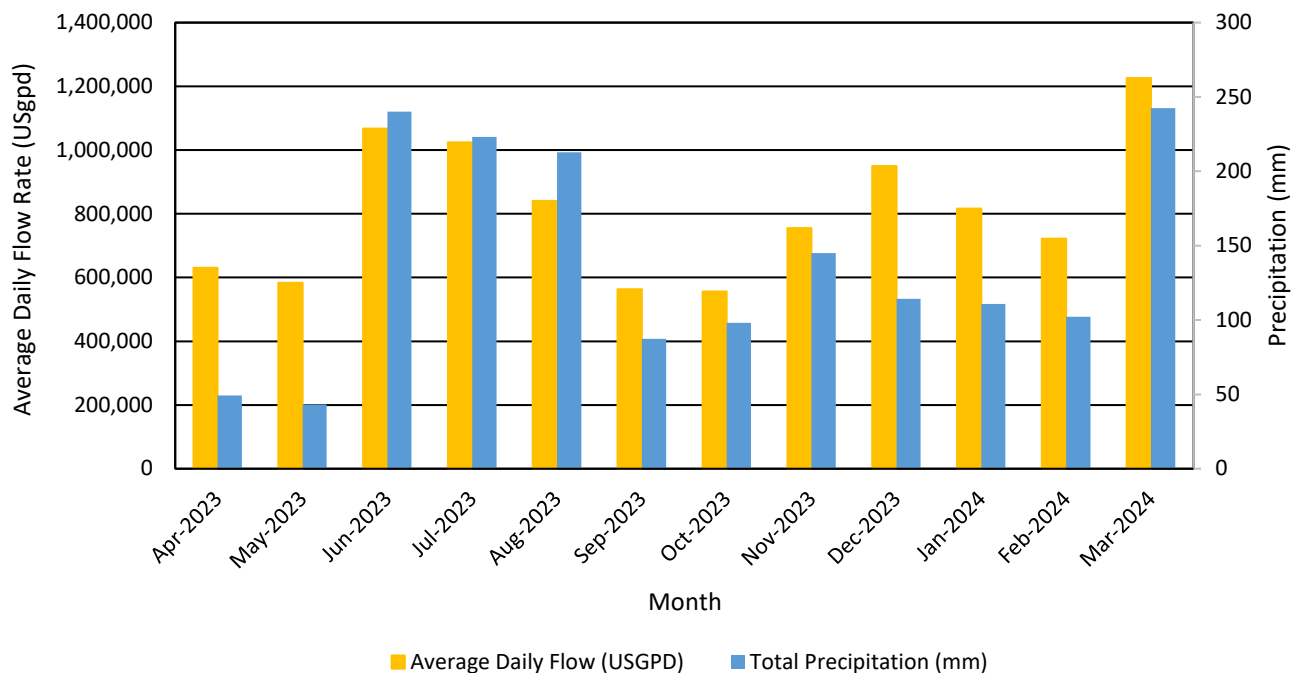
Lethality Testing:

According to the *Wastewater Systems Effluent Regulations* we are now only required to test for acute lethality yearly because the last six consecutive samples passed the test requirements. The next acute lethality test will be performed in November 2024.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation. Total precipitation data was taken from Western Head, Nova Scotia.

Average Daily Flow of Treated Wastewater, Lunenburg, NS,
April 2023 – March 2024



Sewer Breaks and Repairs:

A sewer main break occurred this quarter at the Brook Street Lift Station, which pumps to the Lunenburg Wastewater Treatment plant, due to failed coupling within the discharge piping. The break

occurred around 6:00 p.m. on February 25, 2024, and was repaired around 11:20a.m. on February 27th, 2024. The overflow volume over the course of the main break is estimated at 301,035 US gallons. The break was reported to Environment Canada and NSECC. No other breaks or repairs were reported for this quarter.

Complaints:

There were no complaints recorded this quarter.

Overflows:

There were several overflow events reported this quarter, which are detailed in the following table:

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
January 16/17	Knickle Road	40 Knickle Road	13,998	Stormwater due to rain event.
	Back Harbour	171 Prince St	16,654	
	Fisherman's Wharf	34 Bluenose Dr	2,693	
	Bluenose Drive	176 Bluenose Drive	89,516	
	Brook Street	3 Brook Street	23,589	
February 25	Brook Street	3 Brook Street	301,035	Broken discharge pipe in lift station.
February 28/29	Knickle Road	40 Knickle Road	35,885	Stormwater due to rain event.
	Back Harbour	171 Prince St	28,434	
	Fisherman's Wharf	34 Bluenose Dr	479	
	Bluenose Drive	176 Bluenose Drive	129,798	
	Brook Street	3 Brook Street	94,757	
March 7/8	Knickle Road	40 Knickle Road	22,886	Stormwater due to rain event.
	Back Harbour	171 Prince St	16,248	
	Fisherman's Wharf	34 Bluenose Dr	2,583	
	Bluenose Drive	176 Bluenose Drive	95,910	
	Rous Brook LS	344 Pelham St	1,047	
	Brook Street	3 Brook Street	67,787	
March 10/11	Knickle Road	40 Knickle Road	33,996	Stormwater due to rain event.
	Back Harbour	171 Prince St	17,602	
	Fisherman's Wharf	34 Bluenose Dr	2,583	
	Bluenose Drive	176 Bluenose Drive	97,828	
	Rous Brook LS	344 Pelham St	2,443	
	Brook Street	3 Brook Street	131,202	
March 28/29	Knickle Road	40 Knickle Road	16,220	Stormwater due to rain event.
	Back Harbour	171 Prince St	29,788	
	Fisherman's Wharf	34 Bluenose Dr	4,428	
	Bluenose Drive	176 Bluenose Drive	161,768	

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
	Rous Brook LS	344 Pelham St	4,188	
	Brook Street	3 Brook Street	140,677	

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town’s Strategic Plan is to “Champion opportunities for our community’s health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents”.

Financial

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

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	Presented at July 16 meetings
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	
Property Standards/ Dangerous and Unsightly By-law	June 25, 2024	Create a comprehensive property/ dangerous and unsightly by-law that also includes lawn standards, following the presentation of vegetation standards by-law to allow for lawn naturalization.	Municipal Clerk/Community Development	TBD	