

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

May 14, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Mayor Jamie Myra, Deputy Mayor Stephen Ernst, Councillors Melissa Duggan, Jenni Birtles, Peter Mosher and Susan Sanford (via Zoom)
Absent	Councillor Ed Halverson
Also present	Lisa Dagley, Director of Finance Tyson Joyce, Director of Public Works Hilary Grant, Interim CAO Trevor Hume, Planner Kayla Byrne, Municipal Clerk
Call to Order	The meeting was called to order at 6 p.m.
Land acknowledgment	It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved by Councillor Duggan, seconded by Councillor Mosher, that Council approve the agenda for the May 14, 2024 meeting as presented. <p style="text-align: right;">Motion carried unanimously</p>
Approval of Minutes	Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the April 23, 2024 meeting minutes as presented. <p style="text-align: right;">Motion carried unanimously</p>
Presentation - Lunenburg County Wheels	Council heard a presentation from Lunenburg County Wheels, a community transportation service. The Board of Lunenburg County Wheels emphasized the costs of maintaining and operating the service, including vehicle maintenance, fuel, insurance, and adding paid staff. To sustain and expand this community service, the Board is seeking financial support from the Town for \$10,000.
Public Input	Alison Strachan wished the Mayor a happy birthday.

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

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

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

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

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

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

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

Motion carried unanimously

Appeal:
Encroachment
Licence
Agreement – 7
McKenzie Street

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

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

The Mayor closed the appeal.

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

FOR	AGAINST
6 Councillors	1 Councillor (Councillor Birtles)

Motion carried

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

Motion carried unanimously

2024/25 Town
General Operating
Budget

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

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

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

Motion carried unanimously

2024/25 Water
Utility Operating
Budget

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

presented, totalling \$1,759,100.

Motion carried unanimously

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

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

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

Motion carried unanimously

Repealing of
Policies – Notice

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

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

Motion carried unanimously

Legion Event
Funding Request

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

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

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

Motion carried unanimously

Green Street
Sidewalk Renewal
– Tender Award

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

Motion carried unanimously

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

Motion carried unanimously

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

Motion carried unanimously

Watermain Loop
Harbourview
Morash – Tender
Award

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

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

Motion carried unanimously

The Mayor resumed chairing duties.

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

Mayor Myra gave notice of motion requesting the following items:

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

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

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

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

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

Motion carried unanimously

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

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

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

The minutes were read and approved.