

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

May 28, 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, Ed Halverson and Susan Sanford   |
| Also present                            | Kathleen Rafuse, Town Accountant<br>Tyson Joyce, Director of Public Works<br>Hilary Grant, Interim CAO<br>Trevor Hume, Planner<br>Kelly Cunningham, Recreation Manager<br>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 Halverson, that Council approve the agenda for the May 28, 2024 meeting as presented.<br><p style="text-align: right;"><b>Motion carried unanimously</b></p>   |
| Approval of Minutes                     | Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the May 14, 2024 meeting minutes as presented.<br><p style="text-align: right;"><b>Motion carried unanimously</b></p>   |
| Correspondence                          | Per Council's request, staff included South Shore Open Door Association's most recent statistics within the Council agenda package.   |
| Rodent Control for Demolished Buildings | Concerning a request Council received from a resident, Council made the following motion:<br><br>Moved by Councillor Halverson, seconded by Councillor Duggan, that Council direct staff to draft regulations mandating pest control measures for all building demolitions within the Town of Lunenburg.<br><p style="text-align: right;"><b>Motion carried unanimously</b></p> |

- Repealing of Policies – Decision
- Moved by Councillor Halverson, seconded by Councillor Birtles, that Council repeal the following Town of Lunenburg policies:
- Budget and Financial Controls
  - Procurement Banking Services Policy
  - Ditch and/or Culvert Systems Policy
  - Hillcrest Cemetery Burial Procedure Policy
  - Obstruction of Private Sewer Laterals by Town Tree Roots Policy
  - Tree Removal and Trimming Policy
  - Work on Private Property Policy
  - Heritage/Building/Development Permits Applications Policy
  - Violations of Land Use By-law, Heritage By-law and Building By-law Policy
  - Respecting Parking Meter Payment Exemptions for the RCMP and Town Officials Policy
  - Surplus Items Disposal Policy
  - Compostable Materials Use and Waste Reduction Initiatives Policy
  - Town Equipment Loan and Use Policy

**Motion carried unanimously**

- Fund Withdrawal to Purchase Rescue Boat and Firefighting Equipment
- Before any discussions or decisions on this item, Councillor Birtles declared a conflict of interest and sat in the public gallery for this portion of the meeting.
- Moved by Councillor Halverson, seconded by Councillor Mosher, that Council approve a withdrawal from the Lunenburg and District Fire Department and Town of Lunenburg Joint Equipment and Building Fund Bank Account in the amount of \$17,600 to fund the purchase of a small inshore rescue boat and wildland firefighting equipment.

**Motion carried unanimously**

Councillor Birtles rejoined the Council table.

- 2024/25 Provincial Funding Applications
- Moved by Councillor Mosher, seconded by Councillor Halverson, that Council direct staff to apply for funding from the Beautification and Streetscaping Program for the 2024/25 Urban Forest Tree Planting project.

**Motion carried unanimously**

Before any discussions or decisions on the Provincial Capital Assistance Program, Mayor Myra declared a conflict of interest and sat in the public gallery for this portion of the meeting. Deputy Mayor Ernst assumed chairing responsibilities.

Moved by Councillor Birtles, seconded by Councillor Sanford, that Council direct staff to apply for funding from the Provincial Capital Assistance Program for the 2024/25 Watermain Loop – Harbourview to Morash project.

**Motion carried unanimously**

Mayor Myra returned to the Council table and resumed chairing duties.

Moved by Councillor Mosher, seconded by Councillor Duggan, that Council direct staff to apply for funding from the Flood Risk Infrastructure Investment Program for the 2024/25 Water Utility Spillway project.

**Motion carried unanimously**

Planning Advisory  
Committee TOR &  
Public  
Participation  
Policy

Staff presented a revised Planning Advisory Committee Terms of Reference (TOR) and Public Participation Policy. For the documents, councillors suggested edits, including staggered membership terms, live streaming and recording of meetings, PPM advertising in the newspaper rather than solely online, authority for the chair to remove a disrespectful public gallery member, and a more lenient accommodation section.

Staff are expected to return with revised documents at a future meeting of Council.

Cultural Tourism  
Working Group  
TOR

Staff presented the draft Terms of Reference (TOR) for the new Cultural Tourism Working Group. Councillors suggested edits to the TOR, which led to the following motions:

Moved by Councillor Halverson, seconded by Deputy Mayor Ernst, that Council direct staff to replace “community representatives” with “Town of Lunenburg residents” under the Cultural Tourism Working Group’s composition.

**Motion carried unanimously**

Moved by Councillor Sanford, seconded by Councillor Birtles, that Council direct staff to bring forward at a future Council meeting a report with research on adding actioning and evaluating to the Cultural Tourism Working Group's objectives.

**Motion carried unanimously**

Inter-Municipal  
Accessibility  
Agreement and  
2024/25 Budget

Moved by Councillor Halverson, seconded by Councillor Sanford, that Council ratify the Inter-Municipal Accessibility Agreement and the 2024/25 Inter-Municipal Accessibility Agreement Annual Budget as presented.

**Motion carried unanimously**

Councillors inquired about having regular updates from the Lunenburg County Accessibility Advisory Committee.

Community  
Grants

Moved by Councillor Sanford, seconded by Deputy Mayor Ernst, that Council award a \$10,000 Community Grant to Lunenburg County Wheels.

FOR

5 Councillors

AGAINST

2 Councillors (Councillors Duggan & Mosher)

**Motion carried**

Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council award a \$834 Community Grant to the Lunenburg Royal Canadian Legion Branch #23.

**Motion carried unanimously**

Moved by Councillor Duggan, seconded by Councillor Sanford, that Council award the 2024/2025 Community Grants following a Merit-Based Analysis.

**Motion carried unanimously**

Municipal Archive

Moved by Deputy Mayor Ernst, seconded by Councillor Sanford, that Council direct staff to explore the creation of a Municipal Archive and ensure that documents currently stored in vulnerable areas are moved to more secure locations.

**Motion carried unanimously**

|   |  |   |     |         |               |  |
|---|--|---|-----|---------|---------------|--|
| Blockhouse Hill Development and Divestment Report           | Moved by Councillor Mosher, seconded by Councillor Duggan, that Council direct staff to prepare a report for a future meeting detailing the next steps for the proposed development of Blockhouse Hill, including a timeline outlining all necessary steps for divesting the lands.                                  | <b>Motion carried unanimously</b>   |     |         |               |  |
| Report on Plebiscite for Blockhouse Hill Development        | Moved by Deputy Mayor Ernst, seconded by Councillor Mosher, that Council direct staff to prepare a report on how a plebiscite could be conducted regarding the divesting and development of Blockhouse Hill in accordance with the development rules for Design Option 2 (Out of Sight).                             | <table border="0"> <tr> <td data-bbox="472 695 529 728">FOR</td> <td data-bbox="834 695 954 728">AGAINST</td> </tr> <tr> <td data-bbox="472 737 643 770">5 Councillors</td> <td data-bbox="834 737 1414 770">2 Councillors (Councillors Duggan &amp; Sanford)</td> </tr> </table> <p data-bbox="1214 779 1414 810"><b>Motion carried</b></p>  | FOR | AGAINST | 5 Councillors | 2 Councillors (Councillors Duggan & Sanford) |
| FOR   | AGAINST  |   |     |         |               |  |
| 5 Councillors   | 2 Councillors (Councillors Duggan & Sanford)   |   |     |         |               |  |
| Paid Parking Infrastructure in 2025/26 Budget Consideration | Moved by Councillor Mosher, seconded by Councillor Sanford, that Council direct staff to include paid parking infrastructure, which accepts various payment options, for consideration in the 2025/26 budget.  | <p data-bbox="472 1035 1414 1234">Moved by Councillor Halverson, seconded by Councillor Mosher, that Council amend the presented motion and approve the amended motion as follows: That Council direct staff to prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.</p> <p data-bbox="1032 1243 1414 1276"><b>Motion carried unanimously</b></p> |     |         |               |  |
| In Camera   | Moved by Councillor Duggan, seconded by Councillor Sanford, that Council move in camera at 7:09 p.m. to discuss agenda items 12.1 Legal advice, 12.2 Acquisition, sale, lease and security of municipal property eligible for solicitor-client privilege and 12.3 Personnel Matter per the Municipal Government Act. | <b>Motion carried unanimously</b>   |     |         |               |  |
| Revert to public meeting                                    | <p data-bbox="472 1619 1386 1652">Before Council entered closed session, the Mayor called a brief recess.</p> <p data-bbox="472 1696 1073 1730">Council reverted to open meeting at 8:33 p.m.</p>  |   |     |         |               |  |

Purchase of the  
Watershed  
Property

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

Moved by Deputy Mayor Ernst, seconded by Councillor Sanford, that Council approve the purchase of the Watershed Property (PID 60731718) and direct staff to complete the necessary negotiations and transactions, as discussed in the closed session on May 28, 2024.

**Motion carried unanimously**

Adjournment

There being no further business, the May 28, 2024 Council meeting adjourned at 8:34 p.m.

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The minutes were read and approved.