



**Notice:** Council meetings are held in person at Town Hall. Members of the public can attend meetings in person or view meetings through the Zoom livestream. Recordings of all meetings are available on the Town's website. To livestream this meeting starting at 6 pm, use this Zoom link:

<https://us06web.zoom.us/j/88956545878>

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGEMENT**

Acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

**3. APPROVAL OF AGENDA**

3.1 August 8, 2023 Council Meeting Agenda

**Draft motion: That Council approve the agenda for the August 8, 2023 meeting as presented.**

**4. APPROVAL OF MINUTES**

4.1 July 11, 2023 Regular Meeting of Council Minutes

**Draft motion: That Council approve the July 11, 2023 meeting minutes as presented.**

**5. PUBLIC INPUT AND QUESTIONS – 20 MINUTES**

*Please note:*

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair

**6. PUBLIC HEARINGS AND PRESENTATIONS**

6.1 Lunenburg County Seniors' Safety Program: Annual Update – *David Murdoch and Lisa Bennett*

**7. BUSINESS ARISING AND UNFINISHED BUSINESS**

**8. CORRESPONDENCE, PETITIONS AND PROCLAMATIONS FOR CONSIDERATION**

**9. NEW BUSINESS**

9.1 Dares Lakes Spillway – Tender Results and Further Discussion

**Draft motion: That Council defer the Dares Lake Spillway Project for Capital Year 2023/24 with the intention of Staff incorporating an eel passage into the design and revising this item within the Water Utility's 2024/25 Capital Budget.**

9.2 Blockhouse Hill Design Project Public Engagement

Draft motion: That Council approve the public participation schedule for the Blockhouse Hill Design Project.

9.3 Awarding Civic Square Compatibility and Accessibility Project RFP

Draft motion: That Council award Vigilant Atlantic \$76,070.00 plus HST to fulfill their proposal submitted under the Civic Square Compatibility and Accessibility Project Request for Proposals.

9.4 Proposed Alteration to Municipal Heritage Property – Old New Town School

Draft motion: That Council approve the proposed alterations to Old New Town School and direct staff to issue a Heritage Permit.

9.5 Housing Accelerator Fund Application

Draft motion: That Council direct staff to apply to the Housing Accelerator Fund.

**10. NOTICES OF MOTION/INFORMATION REQUESTS**

**11. IN CAMERA**

11.1 Acquisition, sale, lease and security of municipal property (two items)

Draft motion: Moved and seconded that Council move in camera at \_\_\_\_\_ to discuss agenda item 11.1 Acquisition, sale, lease and security of municipal property, as per Section 22 (2) (c) of the Municipal Government Act.

**12. ADJOURNMENT**

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

July 11, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and Virtually through Zoom




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|                                   |  |
|-----------------------------------|--|
| Present                           | Acting Mayor Peter Mosher, Councillors Jenni Birtles, Stephen Ernst, Ed Halverson, Melissa Duggan and Susan Sanford  |
| Also present                      | Lisa Dagley, Director of Finance<br>Michael Best, Communications Manager<br>Tyson Joyce, Director of Public Works<br>Arthur MacDonald, Director of Community Development<br>Hilary Grant, Senior Planner/Heritage Officer<br>Kayla Byrne, Municipal Clerk  |
| Call to Order                     | The Acting Mayor called the meeting to order at 6:11 p.m.  |
| Land acknowledgment               | The Acting Mayor recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.   |
| Approval of Agenda                | Moved and seconded that Council approve the agenda for the July 11, 2023, meeting.<br><br><b>Motion carried unanimously</b>  |
| Approval of Minutes               | Moved and seconded that Council approve the June 27, 2023 meeting minutes as presented.<br><br><b>Motion carried unanimously</b>   |
| Public input for Council meetings | Council introduced a new standing agenda item called “Public Input and Questions.” This agenda item allows members of the public to briefly speak on or ask questions about items in the agenda package.<br><br>Paula Rennie, a member of the public, asked clarifying questions about the Public Input and Questions item and suggested that the parameters for speaking are too restrictive. Staff confirmed that as the process is new, it may evolve in the coming months. Rennie also noted that the Friends of Blockhouse Hill petition against the proposed development of Blockhouse Hill has more signatures than when it was initially presented to Council. |

Mary Knickle, a member of the public, expressed concerns that the potential development of Blockhouse Hill could threaten the Town's UNESCO World Heritage Site status. Staff confirmed that while Blockhouse Hill is in the UNESCO World Heritage Site buffer zone, the Town has been updating Parks Canada (Canada's requisite party) on this project. Staff confirmed that Parks Canada requires a design before completing a full heritage impact assessment.

Drinking Water  
within Municipal  
Water Supply  
Watersheds – MODL

Reid Shepard, the Manager of Planning and Development for the Municipality of the District of Lunenburg (MODL), presented an update on MODL's multi-year project for introducing land-use planning across the municipality. During this process, MODL is considering establishing three protected watershed area zones, with Dares Lakes being in the most restrictive zone, which would affect any potential development, redevelopment and expansion in the area.

The intent of this presentation was a preliminary step to make Council and the Town, as stakeholders, aware of the project. Following the presentation, it was noted Council is welcome and encouraged to submit any comments on the proposed recommendations. TOL staff indicated Council could expect a staff report on MODL's recommendations at a future meeting. It was also noted that MODL staff will provide more updates and engagement opportunities on these proposed recommendations as they become available.

Public Hearing -  
Repeal Bylaw

Council held a public hearing on the proposed Bylaw to Repeal Certain Bylaws. Staff explained that this bylaw intends to repeal 15 outdated bylaws that are no longer required or aligned with the Town's current practices.

Councillors asked clarifying questions on one of the bylaws proposed to be repealed, Bylaw 13 – A Bylaw Respecting Ratepayers or Voters Meetings. Staff confirmed that the Town does not conduct ratepayers meetings and that the bylaw does not align with Council meeting voting procedures as outlined in the Municipal Government Act.

There were no written submissions received regarding the proposed bylaw. One member of the public, Rachel Martin, urged Council to keep Bylaw 13 – A Bylaw Respecting Ratepayers or Voters Meetings as it provides procedures for citizens to be more involved in Town

meetings.

Staff confirmed that repealing Bylaw 13 would not prevent Council from exploring other public participation and engagement options.

Council closed the public hearing portion of the meeting and directed staff to explore public participation and engagement and further explore public input options for the new public input and standing agenda item.

Bylaw to Repeal  
Certain Bylaws – 2<sup>nd</sup>  
Reading

Moved and seconded that Council approve second reading of the Bylaw to Repeal Certain Bylaws as presented.

Councillor Sanford moved a motion to amend the original motion to remove Bylaw 13 from the list of bylaws to be repealed. A seconder did not move the motion and it was not voted on.

Moved and seconded that Council approve second reading of the Bylaw to Repeal Certain Bylaws as presented.

**Motion carried unanimously**

Working Group  
Invitation

Concerning an invitation from the Joint Regional Transportation Agency, Council made the following motion:

Moved and seconded that Council direct the Chief Administrative Officer to appoint one staff member as the primary group member and one staff person as an alternate on the Joint Regional Transportation Agency (JRТА)'s Municipal Working Group.

**Motion carried unanimously**

Proposed Alteration  
to Municipal  
Heritage Property -  
Mizpah Cottage

Staff reviewed a report regarding a proposed alteration to a Municipal Heritage Property owned by a resident. It was noted that the Heritage Advisory Committee had reviewed the proposed alternation and approved the recommendation.

Moved and seconded that Council approve the proposed alterations to the Mizpah Cottage Carriage Shed at 75 Dufferin Street and direct staff to issue a Heritage Permit accordingly.

**Motion carried unanimously**

2023/24 Electric  
Utility Operating and

Staff reviewed the 2023/24 Electric Utility Operating and Capital Budgets.

Capital Budgets

Moved and seconded that Council approve the 2023/24 Electric Utility Operating Budget as presented for a total amount of \$7,171,000; and

That Council approve the 2023/24 Electric Utility Capital Budget as presented for a total amount of \$490,000.

**Motion carried unanimously**

NSPI Flow Through Rate Application

Staff reviewed the NSPI flow through rate application report.

Moved and seconded that Council approve the submission of an application to the Nova Scotia Utility and Review Board (NSUARB) for its approval of a per kWh increase to offset power purchase cost increases associated with the February 2, 2023, and January 1, 2024, NSPI Municipal Rate increases.

**Motion carried unanimously**

WTP Membrane Replacement

Staff reviewed the Budget Increase Request report for WTP Membrane Replacement

Moved and seconded that Council approve an additional \$304,000 for the Water Treatment Plant (WTP) Membrane Replacement 2023/24 Water Utility Capital Project for a total project amount of \$659,000 (including HST); and that this additional amount be funded by the Town’s Membrane Reserves and Water Utility Depreciation funds; and

That Council award Pall Water \$564,132.51 (plus HST) to provide and install the membrane replacement at the Town of Lunenburg’s Water Treatment Plant (WTP).

**Motion carried unanimously**

Staff indicated they would explore the annual contribution to the membrane reserve during the next budget process.

Tannery Road Sidewalk Construction Tender Award

Councillors inquired if the work for this project could be conducted in-house or if a hybrid model of contract work and in-house work could be considered. Staff confirmed that if Council were to direct staff to conduct the work in-house, it would require Public Works resources to be almost entirely devoted to this project, and there are aspects of the project that would not be able to be completed in-

house. Councillors also inquired about additional funding resources.

Moved and seconded that Council defer the 2023/24 Green Street Sidewalk Renewal Capital Project and direct staff to include the project in the 2024/25 Capital Budget.

**Motion carried unanimously**

Moved and seconded that Council approve an additional \$300,000 for the 2023/24 for the Tannery Road Sidewalk Construction Capital Project for a total project amount of \$571,000 (including HST); and that this additional amount be funded by the Town’s Surplus Asset Reinvestment Fund.

**Motion carried unanimously**

Moved and seconded that Council award Dexter Construction \$440,760 (plus HST) to fulfill the Tannery Road Sidewalk Construction Tender.

**Motion carried unanimously**

Watermain Loop  
Harbourview/Morash  
Deferral Request

Staff reviewed the Watermain Loop Harbourview/Morash deferral request report.

Councillors asked clarifying questions about water pressure and securing contractors.

Moved and seconded that Council defer the award of the 2023/24 Harbourview/Morash Watermain Capital Project, and direct staff to revise the project’s budget value for inclusion in the 2024/25 Water Utility Capital Budget.

**Motion carried unanimously**

Public Works Capital  
Status Update

Council received a Public Works capital project status update.

Potable Water  
Quality Test Results

Council received the potable water quality test results for January to March 2023. The report also highlighted water main breaks and repairs and complaints received.

Wastewater Quality  
Test Results

Council received the wastewater quality test results for January to March 2023. The report also highlighted complaints received.

Motion to extend

Moved and seconded that Council extend the meeting beyond three

meeting hours.

**Motion carried unanimously**

In camera Moved and seconded that Council move in camera at 8:49 p.m. to discuss agenda item 11.1 Acquisition, sale, lease and security of municipal property, as per Section 22 (2) (c) of the Municipal Government Act.

Recess Before discussing any in-camera items, the Acting Mayor called a 10-minute recess.

Revert to open session Council reverted to open session at 9:10 p.m.

Following a discussion in camera, Council made the following motion concerning a lease at a municipal property:

That Council approve the License amendment, as presented, between the Town of Lunenburg and the South Shore Regional Centre for Education (SSRCE) for the use of the following Town facilities:

- Lunenburg War Memorial Community Centre Auditorium;
- Lunenburg War Memorial Community Centre Arena;
- Soccer Field, Baseball Field, Track and Field; and
- the Lunenburg War Memorial Community Centre Parking Lot;

And that the Mayor and CAO are authorized to execute the License on behalf of the Town and affix the municipal seal.

**Motion carried unanimously**

Adjournment There being no further business, the July 11, 2023 Council meeting adjourned at 9:11 p.m.

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The minutes were read and approved.

Lunenburg County  
**SENIORS'**  
Safety Program



# *What We Are Up To...*





# Together we are...

- Continuing with what works well – Home Visits, connecting older adults and their families to relevant resources.
- Adapting to the changing needs within the community
- Helping to identify gaps
- Systems navigation/advocating
- Being proactive in empowering seniors with information through workshops and presentations.





# We have... Ongoing Presentations and Discussions

**RCMP** **ROMANCE SCAM** February 2020

**Falling in love or falling victim? Beware of online romance scams!**

**RECOGNIZE IT!** Don't ignore these red flags in a new online relationship:

- The person moves the relationship quickly from initial contact to "love".
- They claim to live nearby but work out of the country.
- They claim to have a good job but ask for financial help.

**REJECT IT!** Follow these guidelines to stay safe while online dating:

- Never send money – requesting money is a telltale sign of a scam.
- Never agree to accept and transfer money or goods – this is helping someone to commit fraud and it is illegal.
- Never send intimate photos – these open you to blackmail attempts.
- Never share personal or financial information – it can provide access to your personal computer and accounts.

**REPORT IT!** If you do become a victim of a scam:

- Stop all contact with them
- Contact your financial institution
- Report the situation to the police
- File a complaint with the Canadian Anti-Fraud Centre

**972** Complaints filed in 2019

**\$19M+** Reported losses in 2019

**\$28,000** Average loss per victim



**SENIORS' SAFETY**

with Cst. Sonia Upshaw, RCMP

**Legion**

**TOPICS OF DISCUSSION**

- PERSON SAFETY
- FRAUD / VIAL OF

**SCAMS TARGETING SENIORS**  
Presented by the Better Business Bureau

**FRIDAY, MARCH 10th**

**Session #1**  
11:00 am - 12:30 pm

**Session #2**  
2:00 pm - 3:30 pm

**Where**  
The Flourish Centre  
678 Lahave St,  
Bridgewater, NS

Register at The Flourish Centre or call  
**902-543-2226**

**BBB**

**HOME MANAGEMENT BOOK!**  
HOW THIS HOME WORKS!

Many new pop-up locations promoting safety topics & discussions! Leaving space for seniors to voice their concerns while working closely with community partners.

**You will learn about:**

- The most common scams targeting seniors
- How to identify scams
- How to protect yourself and others from falling victim



- Upcoming pop ups at pharmacies and banks
- Living Well Expo at HB Sports Studio
- Planning for Seniors Week October 2-7
- Seniors' Safety Academy Oct. 12 – Nov. 16
- Secret Santa for Isolated older adults
- And more....





# We are...

## Continuing with The Vial of Life!

The information in this vial gives emergency personnel immediate onsite access to an individual's medical history and medications.

**VIAL  
OF  
LIFE™**

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**EMERGENCY  
MEDICAL  
INFORMATION**



# We are...



- ✓ Updating the **Helping Tree** handout. We are going through all the phone numbers to ensure accuracy, updating links and shifting to a more inclusive formatting.
- ✓ This will be linked to the Seniors' Safety Website and Facebook page.

| FELLOWSHIP & MORE   | FINANCIAL   | SUPPORTS & SERVICES   | SEXUAL HEALTH, VIOLENCE & SEXUAL ASSAULT   | HOMELESSNESS & HOUSING   |
|---|---|---|--|--|
| Flourish Centre 902-543-2226<br>New Life Christian Church 902-543-3377<br>→ All Day Free Coffee - Fridays<br>St. Paul's Evangelical Lutheran Church 902-543-4106<br>→ Free Café - Wednesdays at 5:30pm<br>Calvary Crossroads Seniors Café 902-624-8253<br>→ \$5 Lunch & Social - Thursdays 12-2pm<br>Sobeys Seniors 902-543-9244<br>→ Senior Café - Wednesdays 9:30-11:30am<br>Souls Harbour 902-530-5030<br>→ Free lunch and fellowship on Mondays, Tuesdays, Thursdays and Fridays.<br>Now providing brown bag lunches.<br>Saint Joseph Church 902-543-2184<br>→ Free meal for those in need - Saturdays from 10am - 12pm. Pick up or delivery*<br>*subject to availability<br>St John's Church, New Germany 902-644-2854<br>→ Free Café - Thursdays 9-11am | NS COVID Relief Fund 902-422-5745<br>2021 Heat Fund 902-422-3435<br>Salvation Army 902-543-0356<br>St. Vincent de Paul Society 902-527-6431<br>For local Churches & Service Clubs 211<br>Have you received an ambulance bill and require financial assistance to pay it?<br>Ambulance Fee Assistance Program 1-888-280-8884<br>Income Assistance:<br>Employment Solutions Society 902-543-2479<br>Income Assistance 1-877-424-1177<br>Employment Insurance 1-800-206-7218<br>Canada Pension Plan 1-800-277-9914<br>Child Care Subsidy 1-844-804-2084<br>Benefits Inquiries (CTB, GST, etc.) 1-800-387-1193<br>Guaranteed Income Supplement 1-800-277-9914<br>Veterans Affairs Canada 1-866-522-2122<br>Special Needs:<br>The Rose Fund (Cancer patient fund) 902-543-8065<br>Scams/Fraud:<br>Canadian Anti Fraud Centre 1-888-495-8501<br>Better Business Bureau 1-877-663-2363 | Caregivers NS 1-877-488-7390<br>VON Adult Day Program 902-634-7173<br>VON Office 902-624-1897<br>VON Freezer Favorites 902-624-0318<br>Meals on Wheels 211<br>Second Story Women's Centre 902-640-3044<br>New Germany Helping Hands 902-644-1399<br>MS Society 902-468-8230<br>Alzheimer Society of NS 1-800-611-6345<br>Parkinson's Society 902-943-3717<br>Arthritis Society 902-429-7025<br>Veterans Affairs Canada 1-866-522-2122<br>Red Cross 902-543-8565<br>Lunenburg County Home Support 902-543-1650<br>Continuing Care 1-800-225-7225<br>Canada Post Accommodation Program 1-800-277-9914<br>→ mail delivery solutions 1-844-454-3009 | Sexual Health Centre 902-527-2868<br>Abuse: Report abuse to local law enforcement<br>Child Protection 902-543-4554<br>Adult Protection Services 1-800-225-7225<br>Lunenburg County Seniors' Safety 902-543-3567<br>Sexual Assault:<br>Tri-County Women's Center 1-877-742-0085<br>Victim Services:<br>Victim Services 1-800-565-1805<br>Harbour House 902-543-3999<br>PETS<br>SHAID 902-543-4849<br>SPCA 1-888-703-7722<br>Elder Dog 1-855-336-4228<br>Never leave your pet unattended in a parked car for any period of time. | Call, text, or visit 211 online to find a Food Bank near you!<br>Domestic Violence Shelter:<br>Harbour House (Women/Children) 902-543-3999<br>Efficiency NS: 1-877-999-6035<br>→ Programs to make you more comfortable and save money<br>Food, Furniture and Clothing:<br>Food banks and service clubs in your area 211<br>St. Vincent de Paul 902-527-6431<br>Salvation Army 902-543-0356<br>Feed NS (food banks/box program) 211<br>Housing:<br>Red Cross Disaster Relief 1-800-222-9597<br>Western Regional Housing Authority 1-888-845-7208<br>Housing Support Program 902-521-5596<br>Housing NS 1-844-424-5110<br>→ Grants and forgivable loans<br>Residential Tenancies 1-800-670-4357<br>Report Power Outages or Downed Lines:<br>Mahone Bay (town limits) 902-624-8327<br>→ Afterhours 902-543-3251<br>Riverport (town limits) 902-766-4890<br>→ Afterhours 902-543-2502<br>Lunenburg (town limits) 902-634-4410<br>→ Afterhours 902-527-0150<br>Bridgewater Report to NS Power 902-543-4679<br>NS Power Outage Line 1-844-428-6004<br>Red Bear Connects<br>Offers free voicemail, info, resources, referrals, and peer support.<br>902-448-4744 or 211<br>FREE GROCERY DELIVERY AVAILABLE FROM THE YMCA! CALL KIM @ 902-298-1900 |
| TAXES   | SOCIAL ISOLATION & LONELINESS   | TRANSPORTATION  | SHELTERS   | LEGAL  |
| Personal Income Tax:<br>Benefits Inquiries (CTB, GST, etc.) 1-800-387-1193<br>CRA Individual Tax 1-800-959-8281<br>Free Tax Preparation Clinics 1-855-516-4405<br>Tax Info Phone Service 1-800-267-6999<br>TTY (hearing/speech impairment) 1-800-665-0354<br>Rebates & Municipal Tax Exemption:<br>Municipality - Lunenburg 902-541-1329<br>Municipality - Chester 902-275-3554<br>Town of Mahone Bay 902-624-8327<br>Town of Lunenburg 902-634-4410<br>Town of Bridgewater 902-543-4651<br>Energy Rebate- Access NS 1-800-670-4357<br>First Time Home Buyer 1-800-670-4357<br>Heating Assistance Rebate 1-800-670-4357<br>Seniors Property Tax Rebate 1-800-670-4357   | Please reach out if you are feeling lonely or if you need a friend!<br>New Germany Helping Hands 902-644-1399<br>Northwood Get Connected 902-454-3351<br>Lunenburg County Seniors' Safety 902-543-3567<br>Red Cross Telephone Assurance 1-833-729-0144<br>Souls Harbour 902-530-5030<br>Flourish Centre 902-527-7697<br>Caring Call (Marilyn) 902-543-9222<br>The Warm Line 1-833-927-6546<br>South Shore Public Library 1-877-455-2548   | Senior Wheels (Bridgewater) 902-543-2255<br>Community Wheels (Chester) 902-273-2440<br>On The Move (Lunenburg) 902-624-1897<br>Bridgewater Transit Bus 902-543-4386<br>Maritime Bus 1-800-575-1807<br>(Lunenburg County to Halifax)<br>Smoking Help Line 1-877-513-5333<br>Gambling Help Line 1-888-347-8888<br>Support Groups:<br>Self-Help Connection 1-844-466-2011<br>Alcoholics Anonymous 902-466-7077<br>Narcotics Anonymous 902-789-8323<br>Other support groups... 211<br>Treatment Services:<br>Opioid Treatment Program (FMH) 1-855-273-7110<br>Mental Health & Addictions 902-543-5400   | Shelter NS Central Office 902-406-3631<br>Women's Shelters:<br>Harbour House 902-543-3999<br>Barry House (pet friendly) 902-422-8324<br>Bryony House 902-423-7183<br>Juniper House 1-800-266-4087<br>Harvest House 902-790-4560<br>Chrysalis House 902-679-1922<br>Third Place 1-800-565-4878<br>Adsum House 902-423-4443<br>Men's Shelters<br>Salvation Army Centre of Hope 902-422-2363<br>Metro Turning Point 902-420-3282<br>Co-ed Shelters<br>Out of the Cold 902-830-4821  | Bridgewater Justice Centre 902-543-4679<br>Police (non-emergency)<br>RCMP Cookville (Bridgewater) 902-527-5555<br>RCMP Lilydale (Lunenburg) 902-634-8674<br>RCMP Chester 902-275-3583<br>Bridgewater Police 902-543-2464<br>Legal Aid & Information<br>NS Legal Aid 902-543-4658<br>Dalhousie Legal Aid Services 902-423-8105<br>Legal Information Society of NS 1-800-665-9779<br>Free Legal Clinic (Halifax) 902-424-3690<br>South Shore Community Justice 902-543-1841<br>Mi'lmaq Legal Support Network 1-877-379-2042<br>Ombudsman 1-800-670-1111  |

| HELP IS A CALL AWAY  | COVID-19   | MENTAL HEALTH, SUICIDE & COUNSELING   | OTHER SUPPORTS/SERVICES  | ELDER ABUSE  |
|--|--|---|--|--|
| 211<br>When you don't know where to turn.<br>Community Support and Services (Call, text or visit online)<br>411 - Directory Assistance<br>511 - NS Road Conditions<br>711 - Hearing & Speech Impairment Message Relay<br>811 - Non-urgent healthcare concerns, Dr. registration & smoking cessation<br>911 - Emergency | Online Information<br><a href="https://811.novascotia.ca">https://811.novascotia.ca</a><br><a href="https://novascotia.ca/coronavirus">https://novascotia.ca/coronavirus</a><br>Vaccine Appointments 1-833-797-7772<br>Call 811 if you are experiencing two or more COVID-19 symptoms.<br>Government Information Line 1-833-784-4397<br>24/7 Mental Health Crisis Line (Free) 1-888-429-8167<br>24/7 Domestic Violence (Free) 1-855-225-0220<br>Registry of Motor Vehicles: 1-800-670-4357<br>Vehicle registrations (license plates) can be renewed online.<br>Visit <a href="https://novascotia.ca/sns/rmv/">https://novascotia.ca/sns/rmv/</a> for info. | Mental Health Crisis Line 1-888-429-8167<br>Crisis Text Line - text "TALK" to 686868<br>Kids Help Phone 24/7 1-800-668-6868<br>Canadian Suicide Prevention 1-833-456-4566<br>Veterans Affairs Canada 1-866-522-2122<br>MH & Addictions Intake 1-855-922-1122<br>Geriatric Psychiatry 902-473-7799<br>RECREATION<br>Municipality - Lunenburg 902-543-8181<br>Municipality - Chester 902-275-3490<br>Lunenburg (Town) 902-634-4410<br>Mahone Bay (Town) 902-624-8327<br>Bridgewater (Town) 902-543-4651<br>YMCA 902-543-9622<br>M.A.R.C 902-543-8181<br>LCLC 902-530-4100 | Nova Scotia Office of the Ombudsman<br>Do you have a complaint about a NS Government (Provincial or Municipal) service? Or do you feel you have been treated unfairly?<br>Contact NS Office of the Ombudsman.<br>Call toll free: 1-800-670-1111<br><a href="https://www.novascotia.ca/ombu/index.htm">https://www.novascotia.ca/ombu/index.htm</a><br>NS Human Rights Commission<br>Information on human rights, resources available to you, and dispute resolution is only a call or click away.<br>Call toll free: 1-877-269-7699 or visit their website: <a href="http://www.gns.ca/humanrights/">www.gns.ca/humanrights/</a><br>Check with 211, your library, community centre, band or tribal council, hospital, doctor's office, community legal clinic, or social service agencies. Some communities offer a helpline that can direct you to the most appropriate service for your needs. | 911 - Emergencies<br>Call local police if your situation is not an emergency, but you suspect it may be against the law.<br>Adult Protection Services 1-800-225-7225<br>Lun. Co. Seniors' Safety Prg. 902-543-3567<br>Public Trustee's Office 902-424-7760<br>Legal Info. Society of NS 1-800-665-9779<br><a href="https://www.legalinfo.org/">https://www.legalinfo.org/</a><br>Contact 211, or visit the Canadian Network for the Prevention of Elder Abuse online at <a href="https://cnpea.ca/en">https://cnpea.ca/en</a> for free information and referral service<br>Government of Canada 1-800-622-6232<br>Search "Elder Abuse" <a href="https://seniors.gc.ca">seniors.gc.ca</a> for information.<br>Second Story Women's Centre 902-640-3044<br>Harbour House 902-543-3999<br>Or to find a shelter nearby, <a href="https://sheltersafe.ca/">https://sheltersafe.ca/</a><br>The Indian Residential Schools Crisis Line is available 24/7 for anyone experiencing pain or distress as a result of their Residential School experience.<br>1-866-925-4419<br>Lunenburg County SENIORS' Safety Program<br>For updates, |
|  | LEGAL  | COMMUNITY HEALTH & WELLNESS   | Personal Income Tax:<br>Benefits Inquiries (CTB, GST, etc.) 1-800-387-1193<br>CRA Individual Tax 1-800-959-8281<br>Free Tax Preparation Clinics 1-855-516-4405<br>Tax Info Phone Service 1-800-267-6999<br>TTY (hearing/speech impairment) 1-800-665-0354<br>New Ross 902-689-2414<br>Chester & Area 902-275-4347<br>Hubbards Medical Centre 902-857-3335<br>Physical Health<br>SSRH, Walk-In/Access Clinic 902-527-5239<br>Blood Collection Services 1-833-998-2722<br>Our Health Centre 902-275-4414<br>OHC Walk-in Clinic 902-273-2098<br>Flourish Centre promotes healthy aging & recreation for those 55+ Members & South Shore Public Library 902-543-9222   |  |





# We are...

## Soft launch of the **Home Management Navigator Book**

This tool includes information that is relevant and unique to each individual household! It is created by the homeowner so they decide what is important to have in the book.

Some common categories might be:

- ✓ Emergency Contact List
- ✓ Locations of shut off valves, fire extinguishers, etc.
- ✓ In-home care schedule
- ✓ Frequently called phone numbers
- ✓ Cleaning/chore schedule
- ✓ Grocery list
- ✓ Bill payment schedule
- ✓ Important dates to remember
- ✓ Maintenance schedules (home, vehicle, yard)
- ✓ Important information such as wills, insurance, POA
- ✓ Emergency preparedness kit check list



**HOME MANAGEMENT BOOK!**  
HOW THIS HOME WORKS!

Lunenburg County  
**SENIORS'**  
Safety Program



# Thank you!

We couldn't do what we do with out your continued support  
and representation on the  
Lunenburg County Seniors' Safety Board!



**Subject:** Dares Lake Spillway – Tender Results and Further Discussion  
**From:** Tyson Joyce, P.Eng., PMP, Director of Public Works/  
Town Engineer  
**Reviewed by:** Jamie Doyle, CAO  
**Date:** August 1, 2023

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## Recommendation

That Council defer the Dares Lake Spillway Project for Capital Year 2023/24 with the intention of Staff incorporating an eel passage into the design and revising this item within the Water Utility's 2024/25 Capital Budget.

## Alternatives

- Council approves an increase for the Dares Lake Spillway Project in the 2023/24 Water Utility Capital Budget to the amount of \$451,000 (including net HST) to allow the replacement of spillway to be completed this year and the eel passage construction retrofit work be added to a future year's Water Utility's Capital with funding from the Water Utility's Depreciation Reserves. Council awards the Dares Lake Spillway Project work to Rikjak Construction for the amount of \$341,584.25 + HST.
- Council defers the award of the Dares Lake Spillway Project tender to allow Staff time to provide more information relating to the implications of the eel passage on the construction.

## Background

The Dares Lake Spillway Project is intended to replace the Town's existing spillway that has deteriorated over the years. The civil scope of work includes the following:

- Supply and install a cast in place reinforced concrete structure in place of the existing spillway;
- Excavate and backfill the section of the existing dam surrounding the spillway;
- Supply and install pipe, valve and manhole system to maintain the ecological maintenance flow (EMF);
- Water control and erosion sediment control.

The amount approved in the 2023/24 Water Utility Capital Budget for the Watermain Loop is \$200,000 including net HST. This budget includes the Consultant's Tendering and Construction Support and the performance of the civil work by the Contractor.

Throughout the design phase of the Project, there was engagement with both Nova Scotia Environment and Climate Change (NSECC) and Department of Fisheries and Oceans (DFO). In June

2021, DFO stated in correspondence that no fish passage would be required for the new structure. The Project was then put on hold in 2022/23 during the submission of Town’s Water Withdrawal Approval renewal due to concerns over a pending EMF requirement that was raised at that time by NSECC.

With the Town ready to proceed with the Project this year, during the review of the Town’s Watercourse Alteration Permit application DFO has now flagged that an American Eel passage is required to be incorporated within structure either now or in the short term future (as per correspondence received July 13) based on a new interpretation of information from the 2019 Fisheries Act. DFO have made it clear they will not entertain any “grandfather clause” based on their previously stated position from back in 2021 and their new position supersedes this.

Construction work in Nova Scotia watercourses requires a permit to be issued by NSECC, and regular practice is for this permit to limit construction impacting watercourses to the period from June to the end of September each year. It is possible to apply for extensions, but generally these need to be special circumstances and are not simple to receive.

**Discussion**

The Tender for the civil work associated with the Dares Lake Spillway closed on July 11 and is valid for acceptance ninety (90) days from tender closing.

Tender Results (all tender awards over \$100,000 must be approved by Council)

| Company             | Tender Price (excluding HST) |
|---------------------|------------------------------|
| Rikjak Construction | \$341,584.25                 |

\*The Tender was issued prior to any knowledge of DFO’s requirement for the eel passage and is not included within the current scope.

Prior to receiving the new direction relating to the eel passage from DFO, Staff considered this Project to be necessary for the ongoing performance and protection of the Town’s Water System. If the spillway or dam were to fail, it would be very likely to impact the pumphouse which feeds the raw water from Dares Lake to the Water Treatment Plant and could compromise the Town’s water supply process. In view of this concern, Staff have been advised by the Consultant that there remains a low risk of the existing dam not maintaining its performance until this time next year.

The Consultant has provided their advice for moving forward with the Project in a letter that is attached to this Report for reference. The intention would be for the Spillway to be re-designed by the Consultant to include the new requirement for the eel passage and then re-tendered for the civil work to be conducted in Summer 2024. There are likely to be some additional costs to the Town associated with this re-work (design, tender, permit application, etc.) for the Consultant.

An alternative would be to continue to push ahead as initially planned with the Dares Lake Spillway Project in the 2023/24 Capital Year and then retrofit it with the eel passage at a future date. However this approach also presents several risks including:

- The Consultant is currently uncertain on the details of the eel passage design, and all the implications of retrofitting it to a new structure are unknown.-
- The Town is yet to receive permits or letters of advice from either NSECC or DFO for the Project for the 2023 construction season;
- The Water Utility would be exposed to some cost inefficiencies and repeat work by performing this work as two projects, such as permits, mobilization, water control, etc.

A further option of deferring a decision on the Tender award until additional information relating to the eel passage and its implications is also available. But with the next scheduled Town Council meeting being on September 12 and a 4 to 6 week schedule expected for the construction work, it would be impossible to complete before the September 30 expiry of the Watercourse Alteration Permit.

### 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

The amount approved in the 2023/24 Capital Budget for the Dares Lake Spillway Project is \$200,000 funded with Water Utility Depreciation Funds.

The revised budget for 2023/24 based on the Civil Work Tendering received is as follows:

| Item                          | Cost including Net HST |
|-------------------------------|------------------------|
| Tender & Construction Support | \$53,000               |
| Tender for Civil Work         | \$357,000              |
| Contingency (10%)             | \$41,000               |
| <b>Revised Budget</b>         | <b>\$451,000</b>       |

If this Project were to proceed this year, it would require further funding from the Water Utility Depreciation Funds. The budgeted amount would need to be increased by \$251,000 (including net HST), and then further funds to be allocated within the 2024/25 Water Utility Capital Budget for the construction of the eel passage. Our initial estimate is this while be in the order of a further \$100,000 to complete.

Staff feels that there is considerable financial risk to proceeding at this point due to the uncertainty surrounding the eel passage details. Previously, Staff had considered this Project a priority to be completed in the 2023/24 Capital Year but with the new requirements and the Consultant’s advice that there is a low immediate risk to the existing structure, our recommendation is to defer the work to allow it to be re-designed and completed in the 2024/25 Capital Year to achieve as many financial

efficiencies as possible for this project.

**Attachment**

- Consultant's Analysis and Recommendation Letter

July 28, 2023

File: 101263.002 – R0

Town of Lunenburg  
119 Cumberland Street  
Lunenburg, NS  
B0J 2C0

Attention: Tyson Joyce, P.Eng., PMP, Town Engineer

**Re: Dares Lake Spillway Project Update  
Town of Lunenburg, Nova Scotia**

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This letter presents a summary of the recent regulatory issues and options to advance the above project.

The design process for the replacement of the Dares Lake Spillway was started during 2021 and discussions with both NS Environment and the federal Department of Fisheries and Oceans (DFO) confirmed no fish passage measures were required to be incorporated into the design of the new spillway. During the application process for environmental construction permits during 2023, DFO indicated they had changed their interpretation of the 2019 Fisheries Act and fish passage measures were to be incorporated in the new Dares Lake Spillway. Two options to advance the Dares Lake Spillway project are available:

1. proceeding with the construction of the project during 2023 and retrofitting the spillway to provide fish passage during 2024, and
2. revising the design to provide fish passage and delaying the construction of the project to 2024.

The variables affecting the selection of the preferred option include design costs, construction costs, the risk of spillway failure during high flow events, and regulatory permitting risks. The following sections present the costs and risks associated with these two options along with our recommendation.

**Option 1: 2023 Construction and 2024 Retrofit**

**Design Costs:**

The costs to prepare a design to retrofit the Dares Lake Spillway during 2024 is estimated at \$21,000.

#### Construction costs:

The engineer's estimate to construct the current spillway design without fish passage measures was \$135,000 plus HST. A single tender submission for this work was received in the amount of approximately \$342,000 plus HST. This drastic difference in construction costs is believed to be due to the high construction activity in the general economy (contractors are busy), the recent high rate of inflation, continued supply-chain issues, and the tendering of this project late in the construction season. Proceeding with the construction of the project during 2023 will not afford the Town to re-tender the project and possibly obtain a lower tender price.

Retrofitting the spillway during 2024 will require a contractor to mobilize and demobilize a second time, will require a second set of environmental permits, and will incur a second round of tendering, project management and construction observation costs. These additional costs are estimated at \$75,000.

#### Spillway Failure Risk:

The current Dares Lake Spillway is approximately 130 years old and is in a poor state of repair. Failure of the spillway will likely damage the pumphouse for the Town of Lunenburg municipal water supply, located approximately 165 m downstream of the spillway, and likely render the pumphouse inoperable. The failure of the spillway is most likely to result from high flows during either a spring freshet (less likely) or late summer hurricane (more likely).

Proceeding with construction of the current design during 2023 will expose the spillway to a very low risk of a failure during the 2024 spring freshet (new spillway will be in place) and expose the spillway to a moderate risk of failure for the remainder of the 2023 hurricane season while under construction.

#### Regulatory Permitting Risks:

Although DFO has given tentative approval to proceed with the spillway construction during 2023, a formal Letter of Advice is still pending, and no specific fish passage measures likely to be approved for the 2024 spillway retrofit have been proposed nor discussed. The risk of regulatory permitting delays during the 2023 construction are deemed to be moderate while the risk of regulatory permitting issues related to an acceptable spillway retrofit during 2024 are deemed to be high.

## **Option 2: 2024 Construction**

### Design Costs:

The costs to revise the Dares Lake Spillway design to incorporate fish passage measures is estimated at \$19,000.

### Construction costs:

Incorporating the fish passage measures into the Dares Lake Spillway design will increase the capital construction costs but will avoid: the contractor mobilizing and demobilizing a second time, a second set of environmental permits, and a second round of tendering, project management and construction observation costs.

The increased capital cost of the fish passage measures is estimated at \$20,000. Delaying the construction to 2024 will afford the Town the opportunity to re-tender this project early during 2024 and possibly obtain a lower tender price.

### Spillway Failure Risk:

Delaying the construction to 2024 will expose the spillway to a low risk of a failure during the 2024 spring freshet and expose the spillway to a moderate risk of failure for the remainder of the 2023 hurricane season (although it will not be under construction).

### Regulatory Permitting Risks:

Redesigning the spillway to incorporate fish passage measures during 2023 and submitting a finished design for formal approval late 2023 will allow time to incorporate any design refinements required by DFO prior to retendering the revised design during early 2024. This formal approval process has prescribed timelines and minimizes the risks of further regulatory permitting project delays.

## Summary and Recommendation

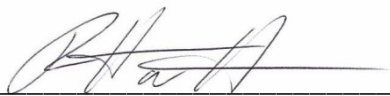
The table below summarizes the costs and risks presented above.

| <b>Cost/Risk Item</b>      | <b>Option 1: 2023 Construction and 2024 Retrofit</b>           | <b>Option 2: 2024 Construction</b>         |
|----------------------------|--|--|
| Design Cost                | \$21,000   | \$19,000                                   |
| Construction Cost          | \$75,000<br>No opportunity to re-tender                        | \$20,000<br>Opportunity to re-tender       |
| Spillway Failure Risk      | Moderate: 2023 (construction)<br>Very Low: 2024 spring freshet | Moderate: 2023<br>Low: 2024 spring freshet |
| Regulatory Permitting Risk | Moderate (2023) High (2024)                                    | Low  |

Based on the above information we recommend cancelling the current tender, redesigning the spillway to incorporate the fish passage measures during 2023, submitting the revised design for formal regulatory approval, re-tendering the revised design during early 2024 and delaying the construction until early summer 2024.

We remain available to discuss the above. Please contact the undersigned if you require additional detail.

Sincerely,



Rob Haineault, P.Eng.  
Halifax Branch Manager

HA/rh

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**Subject: Blockhouse Hill Design Project Public Engagement**

**From:** Hilary Grant, Senior Planner & Heritage Officer

**Reviewed by:** Arthur MacDonald, Director of Community Development

**Date:** August 8, 2023

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**Recommendation**

That Council approve the public participation schedule for the Blockhouse Hill Design Project.

**Alternatives**

- Approve the public participation schedule with changes.
- Delay a decision.

**Background**

On July 28, 2023, Staff held its kick-off meeting with MacKay-Lyons Sweetapple Architects, starting the Blockhouse Hill Design Project.

The team, including Staff and consultants, agreed to the following public engagement events as part of that meeting.

- Workshop 1 *Visioning* – September 14 from 6:00-8:00 pm at the Fire Hall
- Workshop 2 *Urban Design* – October 19 from 6:00-9:00 pm at the Fire Hall
- Workshop 3 *Options* – November 9 from 6:00-8:00 pm at the Fire Hall
- Council Meeting *Presentation* – December 12 at 6:00 pm at Town Hall

Staff and consultants are pleased to announce these events and welcome everyone to attend and contribute.

**Discussion**

On June 13, 2023, Council awarded the Blockhouse Hill contract to MacKay-Lyons Sweetapple Architects for \$144,843.00 (plus HST), following the Request for Proposals (RFP #TOL2023001) issued February 8, 2023. Staff recommended awarding the contract to MacKay-Lyons Sweetapple Architects because their proposal combined internationally renowned expertise with local knowledge and community presence and was within the Town's budget.

On May 9, 2023, the Friends of Blockhouse presented before Council. The presenter requested that Council pause the proposed development of Blockhouse Hill and Upper King Street, citing, among other reasons, that more public consultation is needed. A Friends of Blockhouse Hill petition and correspondence from the Lunenburg Heritage Society came before Council on June 12, 2023. Paula

Rennie and Mary Knickle spoke before Council about Blockhouse Hill on July 11, 2023. Correspondence from Emma FitzGerald was shared before Council on June 27, 2023.

The Blockhouse Hill Project includes a public engagement process. The RFP required at least three public engagements, a visioning report and a 'What We Heard Report.' MacKay-Lyons Sweetapple Architects' proposal included four public engagements: three public workshops and a public meeting before Council. Their proposal also included nine examples of the firm's participatory design approach, where community members are valued collaborators in shaping project programs and determining design directions.

Each workshop will open with a brief staff presentation outlining the process and introducing attendees to their consultants. Workshop 1, *Visioning*, will include group discussion and a visioning exercise around Lunenburg and Blockhouse Hill's meaning to the community. Workshop 2, *Urban Design*, will explore possible futures for Blockhouse Hill, including what residential development may look like through two participatory design exercises. We will also hear the results of the archaeological reconnaissance at this meeting. An online survey is being prepared for those who cannot attend these two in-person events. At Workshop 3, *Options*, MacKay-Lyons Sweetapple Architects will bring forward possible designs for Blockhouse for public input. MacKay-Lyons Sweetapple Architects will then revise these possible designs based on community feedback into four possible development options and bring them before Council on December 12, 2023. Members of the public will also be able to present before Council at the December 12, 2023, meeting.

### **Strategic Plan Relevance**

#### Community Structure:

- Direction regarding how the Town will be structured and how land will be used.

#### 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.

#### Urban Design:

- Direction to enhance residents' and visitors' experience of the built environment.

### **Relevant Legislation**

UNESCO's Convention Concerning the Protection of the World Cultural and National Heritage

Town of Lunenburg's Comprehensive Community Plan

Town of Lunenburg's Municipal Planning Strategy

Town of Lunenburg's Land-Use By-law

Town of Lunenburg's Subdivision By-law

## Town of Lunenburg's Old Town Lunenburg Heritage Conservation District Plan and By-law

### **Financial**

There are no financial implications for the Town. The cost of public participation is covered under the project budget already approved.

### **Communications**

Staff will work closely with the MacKay-Lyons Sweetapple Architects team to publicize these public engagement events on the Town's website and social media channels.

### **Attachments**

N/A

**Subject:** Awarding Civic Square Compatibility and Accessibility Project RFP

**From:** Arthur MacDonald, Director of Community Development

**Reviewed by:** Jamie Doyle, CAO

**Date:** August 8, 2023



### Recommendation

That Council award Vigilant Atlantic \$76,070.00 plus HST to fulfill their proposal submitted under the Civic Square Compatibility and Accessibility Project Request for Proposals.

### Alternatives

- Award a contract to a different applicant.
- Not award a contract and issue a new Request for Proposals for this project.
- Not award a contract and not issue a new Request for Proposals for this project.
- Delay a decision.

### Background

The Town of Lunenburg issued a Request for Proposals (RFP) (Attachment A) for three (3) design schemes for the Civic Square Compatibility and Accessibility Project on June 7, 2023, with a submission deadline of July 12, 2023.

The Town received two submissions, as outlined below:

|                    |                      |
|--------------------|----------------------|
| ERA Architects Inc | \$124,200 plus HST   |
| Vigilant Atlantic  | \$76,070.00 plus HST |

Staff recommends the Vigilant Atlantic proposal as it is within the Town's allocated budget (\$80,000.00) after the HST rebate (\$79,330.36 net HST). Vigilant Atlantic included a topographic survey and scored higher with regards to their knowledge and background in heritage conservation and heritage-led development. ERA requested that the Town undertake the topographical survey as an additional expense. The scoring pursuant to the RFP's evaluation criteria is provided below:

| Evaluation Criteria - ERA  | Percentage | Vigilant | ERA   |
|--|------------|----------|-------|
| Price – value for money  | 20%        | 17.5%    | 14.5% |
| Ability to complete all RFP components                                     | 15%        | 14%      | 14%   |
| Demonstrated understanding of project, work plan, methodology and schedule | 20%        | 18.5%    | 18.5% |
| Project timeline   | 10%        | 8%       | 5.5%  |

|  |             |              |              |
|--|-------------|--------------|--------------|
| Knowledge, experience, and technical competence of the Proponent and the proposed project team members as well as their ability to address the project scope | 10%         | 9%           | 9%           |
| Knowledge and background in accessible public spaces   | 15%         | 11.5%        | 13.5%        |
| Knowledge and background in heritage conservation and heritage-led development   | 10%         | 9%           | 7.5%         |
| <b>TOTAL</b>   | <b>100%</b> | <b>87.5%</b> | <b>82.5%</b> |

### Discussion

The proposal from Vigilant Atlantic includes the development of three (3) design concepts. Once completed they will undertake a public workshop to gather public feedback. They will then make a presentation to Council to present the concepts and the public feedback in a ‘What we heard report’. They will create a design package that includes plans, elevations, details, furnishing and material selections. Once Council has chosen a particular design concept, Vigilant Atlantic will create tender documents, including architectural, structural, mechanical and electrical specifications, complete with Class C cost estimates. An anticipated project construction schedule and maintenance costs associated with the newly developed Civic Square will also be provided.

The project is driven by the need to make public places accessible by 2030 in keeping with the provincial initiative to have an accessible Nova Scotia by 2030.

The issuance of an RFP helps the Town have a better understanding of the costs associated with a project. The consultants will provide a tender document with Class C cost estimates which will help us apply to funding agencies and be “shovel ready” when Council wishes to proceed.

### Strategic Plan Relevance

*Servicing and Facilities:* Direction to ensure efficient infrastructure and that municipal facilities are properly managed and maintained for future use.

*Heritage:* Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.

*Urban Design:* Direction to enhance residents' and visitors' experience of the built environment.

### Relevant Legislation

Town of Lunenburg’s *Comprehensive Community Plan*

Town of Lunenburg’s *Old Town Lunenburg Heritage Conservation District Plan and By-law Heritage Property Act*

*Accessibility Act - Standards CSA B651-18 – NS Built Environment Standards*

### Financial

Rewarding this contract would cost \$76,070.00 plus HST. Council allocated \$80,000.00 for this contract under the Town's 2023 Capital Budget.

**Communications**

One public workshop and one presentation to Council is included in their proposal.

**Attachments**

Attachment A – [Request for Proposals TOL2023009](#) (hyperlink)

Request for Proposals TOL2023009 with Addendums

**TOWN OF LUNENBURG**

**RFP TOL2023009**

**Civic Square Compatibility and Accessibility Project**

**ADDENDUM #1 – June 21, 2023**

This addendum is being issued to answer questions regarding the above-mentioned Request for Proposals (RFP) and to extend the Closing Time. This addendum should be added to and made part of the original RFP document.

The Closing Time is being extended. The new Closing Time for this tender is now **Wednesday July 12, 2023 at 2:00p.m.** local time.

**Q1: Can you please clarify the public and stakeholder consultation? Is the consultation only to be done after the three design concepts are completed or is it to feed into? Page 8, 2.2 Scope of work and Page 10, 2.4 D have different wording (Page 8 "obtain public input into the design concepts" or page 10 "obtain public input about the design concepts").**

**A1:** It is up to the proponent as to the process. The RFP states that the proponent will develop three design concepts and present them to the public during the Workshop. Following the workshop, the proponent will create a "What we Heard Report" and create a design concept to be presented to Council complete with the rationale for the recommendation. This could be a hybrid of one of the original 3 designs or a completely new design.

**Q2: Can you please clarify if you would like the full scope services of work to get to construction documents from the concept?**

**Standard process is:**

- 1. Concept,**
- 2. Schematic design,**
- 3. Detailed design,**
- 4. Construction documents**
- 5. Tendering,**
- 6. Construction Admin,**
- 7. Warranty.**

**If this is the case, is the inclusion of all sub consultants such as civil engineering, mechanical and electric engineering included for this proposal?**

**A2:** Construction administration and warranty were not part of the RFP. Once Council has chosen a design concept, detailed construction drawings complete with a tender package with Class C cost estimated shall be delivered.

Q3: Standard costing in the concept phase is an order of magnitude as no detailed design has commenced. Dependent on the answers to Q2, Class C cost estimates are normally completed in schematic and detailed design and Class B are completed in for construction documents. Can you please confirm the costing scope of work?

A3: See A1 and A2 above.

Q4: If a full scope of services are to be included can you please confirm if a range would be appropriate for schematic design, detailed design and construction documents as the prices would vary depending on the selected concept?

A4: A range would not be appropriate.

Q5: In the Town's budget it appears that \$80,000 is the max budget, can you confirm that is only to include the concept phase? Further phases would require an additional budget for the potential scale of this project and to retain all the appropriate consultants in the full scope of services.

A5: The \$80,000 budget listed in the 2023/24 Town of Lunenburg Capital budget is for the scope of work outlined in this RFP.

Q6: Can you please confirm the budget for the build as it will allow for proper scoping of the full scope of services.

A6: There is \$250,000 in the ten-year capital budget for the Civic Square and Bandstand, however this budget is not yet approved by council.

Q7: Can you please confirm that the town will provide a full survey and topographical information for the site?

A7: The Town will not be providing this service. The proponent will need to provide this service as part of their design process.

Q8: Can you please define appropriate time for staff review so all bids can have equal considerations? Would 10 business days suffice as a standard?

A8: Staff review time of 10 ten business days is sufficient.

Q9: Is a professional CAHP (Canadian Association of Heritage Professionals) member required as part of the consultant team?

A9: No.

Q10: Could you please clarify the second paragraph of 1.1 Purpose? The wording asks for "three (3) design concepts complete with tender Documents..." Does this mean that the successful proponent prepares 3 schematic designs (concepts) and subsequently prepares tender documents with a class "C" estimate based on selected design, or is

the proponent expected to complete tender documents with a class "C" estimate for each of the three designs?

A10: As outlined in Section 2.2 of the RFP, three (3) concept designs will be developed and once Council approves a design concept, the proponent will undertake a tender construction package complete with Class C cost estimates. This means that the successful proponent prepares 3 schematic designs (concepts) and subsequently prepares tender documents with a class "C" estimate based on a selected design.

Q11: Does the Town have scheduling expectations that should be considered in the proposal?

A11: No, but proponents can include dates for milestones in their submission if they wish.

**TOWN OF LUNENBURG**

**RFP TOL2023009**

**Civic Square Compatibility and Accessibility Project**

**ADDENDUM #2 – June 23, 2023**

This addendum is being issued to answer questions regarding the above-mentioned Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

**Q1: Please clarify if 'new public entrances' as referred in the RFP Section 1.1 and 2.2 means accessibility to the main entrances or if the entrance/opening is to be reworked/reconstructed?**

A1: This could mean both as recommended by the consultants. For example, if the opening does not meet accessibility requirements it may have to be made wider to meet the codes.

**Q2: Could the town elaborate or advise of current structural issues with the bandstand structure?**

A2: We have a consultant's report on the condition of the bandstand. See attachment.

**Q3: Please confirm what the uses of the proposed additional building would be?**

A3: The Town seeks siting recommendations for a public building of this approximate size to inform future decision-making. As a planning exercise, no specific use has been determined for this hypothetical building and no building design is expected as part of the RFP.

**Q4: Please confirm if the intent is to locate the underground parking under the 4,500 ft<sup>2</sup> footprint of the proposed building? Is projected capacity for underground parking available?**

A4: This would be up to the consultant to determine.

**Q5: Tender docs: As what was stated for the new building design, is underground parking design also not included in this RFP? If underground parking design is to be included in the tender documents, may an extension be granted to allow for carrying of Architectural, Structural, Mechanical, and electrical consultant for the design, structure, and elevator lift?**

A5: The new public building and parking (whether above or below ground) design will not be part of the tender documents.

Q6: Would the proposed building be limited to vacant areas or is there a possibility to locate the new building where the fire hall and/or utility building are located?

A6: This would be up to the consultant to determine.

Q7: Please confirm that a Class C cost estimate is the intent, rather than a Class A estimate for the tender documents?

A7: Only Class C costs estimates are required pursuant to this RFP.

Q8: Will the Town be providing a recent survey plan? And would it be available in AutoCAD format, or in ArcGIS format?

A8: The Town will not be providing a recent survey plan. The proponent may include this in their submission in order to undertake the project.

Q9: Does the Town have a proposed timeline for completion of the project?

A9: No, the proponent will submit their proposed timeline for the project.

Q10: Page 9, item 2.2: Please clarify if 'rehabilitation' to the 3 monuments requires work other than accessible pathway(s).

A10: The monuments themselves will not require rehabilitation unless required in order to make them accessible. This would be subject to the proponent's intended redesign of the area.



TOWN OF LUNENBURG

## Historic Bandstand (*1987 Replica*)

# Conservation Report

125 Cumberland Street, Lunenburg  
Nova Scotia B0J 2C0

SUBMITTED  
August 5, 2022

PREPARED BY  
DSRA Architecture Inc.  
5495 Spring Garden Road, 4<sup>th</sup> Floor  
Halifax Nova Scotia B3J 1G2

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# 1 PROJECT SUMMARY

## 1.1 Introduction

DSRA is engaged by the Town of Lunenburg to provide a detailed condition assessment and recommendation for repair and maintenance of the historic Lunenburg Bandstand.

The goal of the condition assessment is to provide the Town of Lunenburg with information on the extent of repairs and anticipated costs to maintain the Bandstand. The Town may pursue funding opportunities to make necessary repairs and continue safe use of the Bandstand. Recommended conservation and maintenance repairs are to meet the standards and guidelines of historic structures.

The assessment focused on recommendations related to the following key outcomes:

- Conserve the primary and secondary structural elements of the building.
- Conserve the fabric of the building, including decorative elements.
- Conserve the character defining elements of the building.
- Replace or restore failing elements with heritage consideration.

## 1.2 Assessment Approach

The scope of work includes an on-site exterior envelope assessment to review construction and current condition of the building, inclusive of a report of our findings. The report includes prioritized recommendations for repair and conservation, an estimated timeline for required repair and maintenance, and an opinion of probable cost.

The site review carried out by DSRA is generally based on the ASTM Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process (ASTM E 2018-08). This standard defines a 'physical deficiency' as a conspicuous defect or significant deferred maintenance of a subject property's material, systems, components, or equipment as observed during field observer's walk-through survey. Included within this definition are material systems, components, or equipment that are approaching, have reached, or have exceeded their typical Expected Useful Life (EUL) or whose Remaining Useful Life (RUL) should not be relied upon in view of actual or effective age, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes "de minimis" conditions (of minimum importance) that generally do not constitute a material physical deficiency of the site.

The assessment of the site was based on a visual assessment of accessible components of the property and Bandstand. The site components, exterior, roof, and decorative elements were visually reviewed to assess their condition and to identify if any obvious physical deficiencies were present. The review did not include any intrusive investigation of structural assemblies, ceiling cavities, or any other enclosed spaces. No physical tests were conducted, and no samples of building materials were collected to confirm or support the findings presented unless otherwise noted in this report.

Recommendations and estimates for additional testing or investigations may be presented as part of the report when, in the assessor's opinion, a condition may exist that would substantially alter

the findings and cannot be adequately assessed by non-intrusive visual means. A detailed evaluation of the property's compliance with National and Provincial Building Codes and/or Fire Codes is not part of the scope of this assessment.

### 1.3 Definition of Observed Conditions

**Poor:** Where the condition requires a substantial investment to improve the architectural, structural, mechanical, and electrical systems in the immediate future (one to five years). NBC requirements and Health and Safety issues must be addressed to bring the facility to a good state of repair for a duration of 25 years.

**Fair:** Where the condition requires a limited cost investment to maintain or improve the structure, building envelope, and electrical/ mechanical systems, in a good state of repair for an additional 25 years. Investments are offset beyond the five-year time period and are applied to the six to ten year or the 11 to 15-year time periods.

**Good:** Where the condition requires little or no investment to maintain the structure, building envelope, and electrical/mechanical systems, in a state of good repair for a duration of 25 years. Most Health and Safety issues and Building Code requirements and have been addressed.

### 1.4 Priority Repairs

The recommendations made in this report are based on visual observations made by the assessors during the site review and are limited to the areas of the site and Bandstand observed and accessible during the review. Concealed, inaccessible, and unobserved areas may be in a different condition than what is reported herein.

The recommendations in this report are prioritized according to the following criteria:

Priority One (P-1): Recommended to be addressed within one year

Priority Two (P-2): Recommended to be addressed within two-four years

Priority Three (P-3): Recommended to be addressed within eight-ten years

Priority repair costs are for deficiencies noted or observed during the site review requiring action to prevent further deterioration of the Bandstand and to prevent possible injury due to unsafe conditions and/or code violations.

Site improvements, wood repairs or replacements, and electrical upgrades that are not deemed critical for the immediate stabilization and protection of the asset are recommended for assessment within a five-year period as a best practice suggestion, but they are not part of the Scope of Work in this report.

We recommend funding be made available within one year to perform the Priority One repairs. These repairs maybe critical for public safety and the mitigation of further deterioration of the Bandstand. We recommend financial planning commence within one to two years for items identified as Priority Two and Three repairs.

## 1.5 Opinion of Probable Costs

Probable Costs are an opinion of the anticipated costs for restoration and repairs to Bandstand elements and systems that have exceeded their typical Expected Useful Life (EUL), over a 10-year future projection. Building material quantities and areas are estimated based on field observations and provided drawing; detailed measurements were not taken onsite. The costs have been estimated from professional knowledge and industry cost rulers. These opinions are intended for global budgeting purposes only. Actual costs for work recommended can only be determined after preparation of tender documents and/or soliciting quotations from qualified contractors.

## 2 BUILDING CONDITION ASSESSMENT

### 2.1 General Description

The current Bandstand and was built in 1987 by the Lunenburg Heritage Society. It is located at the centre of town, perched on the side of an embankment at the junction of Cumberland and King Streets, next to the Town Hall. The Bandstand is deemed by many to be an exact replica of the original 1889 Victorian era Bandstand built in the same location in 1889 - captured in a late 19th century photograph below – **Figure 1**.

The Bandstand is set in the middle of a small central park, bound by Duke, Cumberland, Prince, and Townsend Streets. Concerts or public events can be viewed from all directions; however terraced seating on the north side of the Bandstand creates a natural amphitheatre and wonderful venue for entertainment.

The current Bandstand is a classic style, like others built during this time. It's octagon-shaped measuring approximately 25' north to south and east to west overall. Eight 10" square steel columns rise at each corner of the octagon to support a shallow roof structure. The top of each column has structural steel brackets forming a string of delicate arches to support the roof edge.

The eight-sided roof facet is eased toward the apex to create a curved roof section profile. The roof is finished with an octagon shaped wood box. A tongue and groove (T&G) wood soffit encloses the underside of the roof structure; patterned as an octagon radiating out from the center.

The performance space of the Bandstand is enclosed with a wood guardrail between each of the columns. The north facing octagon facet opens to entrance stairs to the Bandstand. Each of the seven remaining facets have continuous bench seating abutting the inside face of the guardrails supported below by decorative wood stands.



Figure 1. Appendix A3

The 1889 Bandstand appears very similar; however, the columns are round, cast iron, with a wrought iron capital and delicate arches springing up in four directions to support the main roof structure. The bandstand was most likely ordered from a catalogue, quite common from this time. A kit of parts would have arrived for on-site erection. Refer to archival Photos in **Appendix A**

## 2.2 Condition Assessment

The documentation of existing conditions was performed by David Doyle on June 22<sup>nd</sup>, 2022. David spent several hours on the site recording overall measurements of the Bandstand, visual review of all accessible areas and captured photographic documentation of conditions.

A schematic floor plan of the existing Bandstand is presented in **Appendix B**, along with a selection relevant photographs.

A presentation and analysis of the assessment documentation is presented below.

### 2.2.1 Concrete and Steel Structure

The wood deck floor of the Bandstand is supported on steel flange beams around the perimeter and through the centre of the octagon. The beams take support from the 10x10 Hollow Steel Section (HSS) columns bearing on 16" diameter concrete pier foundations.

The eight concrete piers vary in height exposure due to the slope of the hill. The concrete was painted at some point, but the finishes have long since weathered, and the concrete is largely exposed to the elements. These concrete piers appear to be in good condition; there is evidence of old hairline cracking and crazing, but we don't believe it is a structural concern. Painting these piers will extend their lifespan.

The eight 10" square steel columns have a ¾" baseplate to distribute load to the concrete piers. Each column baseplate is received by two threaded anchor bolts cast-in to the top face of the concrete pier, fastening is achieved with threaded steel nuts. The thick baseplate and anchor bolts are heavily rusted, but they don't show obvious signs of failure. Refer to **Photo 20**.

Structural steel floor beams support the 2x4 wood deck surface of the Bandstand. One large steel beam spans across Bandstand (from pier to pier) and smaller beams span from a concrete pier to the large beam system to form 16 'slices of a pie'. A perimeter steel 'ring' beam ties the structural elements together. The top of each steel beam has a wood 'nailer' for attachment of the 2x4 deck, as viewed in **Photos 49 and 51**. The inside face of the footings enclosed by the crawlspace was not viewed, as DSRA was not able to access the space at the time of this review.

The eight steel columns support the roof above. The roof framing is concealed by a wood soffit; however, we anticipate a steel beam spans between the steel columns, above the soffit, with wood roof trusses spanning the steel edge beams. The roof trusses are covered with plywood and asphalt rolled roofing. The painted steel columns show typical signs of corrosion at various locations where the paint coating has failed. Each column has been repainted in the recent past, from the top of the bench seating to the underside of soffit.

The condition of the steel framing is in fair to poor condition. The steel primer coating was only partially evident. Advanced steel corrosion was observed at the base of the painted steel columns and covering the steel beam flange and web surfaces. Primed exterior steel in a coastal

region has a typical life span of 25 to 30 years. Given the existing Bandstand is over 33 years old, the steel frame has quite possibly reached the end of its useful life.

|    |   |     |           |
|----|---|-----|-----------|
| R1 | Recommendation: Apply acrylic coating to concrete piers to reducing water infiltration and extend lifespan.   | P-2 | \$1,500   |
| R2 | Recommendation: Structural analysis to see if the steel frame life span can be extended (\$4500); If so, minor repair, removal of surface rust, and coating with a rust inhibiting paint (\$12,500); 7 to 10-year lifespan to be confirmed.   | P-1 | \$17,000  |
| R3 | <p>Recommendation: Replace steel structural framing within 10 years (assuming the steel frame is extended per R2.</p> <p>Supply and install new steel framing elements with new; 30-year lifespan. Re-use concrete piers, replace anchor bolts - \$100,000.</p> <p>A 70-year steel lifespan can be achieved with galvanizing - \$18,000. Plus \$50,000 to dismantle and reassemble all other elements of Bandstand to remain – for a total of \$168,000.</p> <p>The cost for a complete rebuilt of Bandstand in steel frame – excluding the concrete piers is- is estimated at \$ \$208,000 total.</p> <p><b>Alternative:</b> Supply and install a new wood structural frame - in replace of steel - including new centre concrete pier for floor load; 30-year lifespan - \$65,000. Plus \$50,000 to dismantle and reassemble all other elements of Bandstand to remain – for a total of \$115,000.</p> <p>The cost for a complete rebuilt of the Bandstand in wood frame – excluding the concrete piers - is estimated \$170,000 total.</p> | P3  | \$168,000 |

### 2.2.2 Roofing

The roofing material appears to be a heat-applied roll roofing membrane with shingle style cap applied to each hip of the eight sections of the roof. The roof is in good condition with some spots of minor organic growth. We estimate the roofing as 10 to 15 years of useful life remaining.

A short octagonal box exists at the apex of the roof, per **Photo A3**, it likely supported an architectural finial that has since been lost. The box requires some minor repair and repainting. It could be re-employed to support an architectural topper of some sort. Note: a spearhead finial can be viewed from archival **Photo A2**.



Figure 2. Appendix A2.

|    |  |     |        |
|----|--|-----|--------|
| R4 | Recommendation: Inspection the roofing in 8-10 years and replaced before failure. Supply and install new asphalt roofing   | P-3 | \$6500 |
| R5 | Recommendation: Wood repairs and paint to the octagonal mounting box, along with the supply and installation of a new copper ball and spear finial at the apex of the Bandstand. | P-2 | \$750  |

### 2.2.3 Wood Decking, Soffit, & Trims

The roof soffit is constructed with tongue and groove beadboard applied to the underside of the roof structure, forming a concealed roof space. The soffit material is in good condition. The soffit material can last another 30 years or more with a good quality paint coating, provided the cavity above is ventilated and remains dry.

|    |   |     |       |
|----|---|-----|-------|
| R6 | Recommendation: Clean the soffit with TSP and repaint wood soffit with two coats of 100% acrylic paint. | P-2 | \$750 |
|----|---|-----|-------|

Ventilation of the roof cavity has been considered, with 3” soffits vents at the roof eave – see **Photo 12**. Ventilation can occur when warming air in the cavity escapes the from a vent at the roof apex (not observed) and cooler air is drawn in through the soffits. However, the soffit vents would have been largely precluded with painting over the years, refer to **Photo 13**, which will greatly reduce the vent capacity. Ventilation of this cavity space is important for mitigating water condensing of cooling humid air, causing wood rot and steel oxidation.

The wood decking is in fair to poor condition, as it’s showing signs of surface weathering and wear and will likely need replaced in the next 5-7 years – **Photos 29 and 30**. The deck boards at the entrance to the Bandstand are a bit soft, showing signs of excess wear. These boards should be replaced in the near future to avoid the risk of failure, and some added support may be necessary.

The wood fascia, rim board, and trim boards around the perimeter of the Bandstand are in fair to good condition, with only a few locations of paint deterioration. There is some minor organic growth on locations that are tree shaded. We recommend regular paint maintenance to extend the life of wood materials.

Vertical skirtboards enclosing the crawlspace below the Bandstand floor – **Photo 44**. The boards are in fair condition, and they will likely last for many more years if the paint coating is maintained.

|    |  |     |        |
|----|--|-----|--------|
| R7 | Recommendation: Review deck boards annually for selective replacement. | P-1 | \$250  |
| R8 | Recommendation: Full replacement wood decking in 5- 7 years.           | P-3 | \$3500 |

### 2.2.4 Decorative Wrought Iron

The decorative wrought iron on the north elevation above the Bandstand steps is exhibiting advanced deterioration – see **Photo 7**. over the other several locations. All elements have failed paint and rust, with the bulk of the deteriorated locations being at the top of the iron where it meets the wood bulkhead above. The iron brackets on each column also exhibit paint failures and various locations of rust. The decorative iron is quite beautiful and would be expensive to reproduce. So, we recommend the material be sent to a paint shop to be refinished.

|    |   |     |        |
|----|---|-----|--------|
| R9 | Recommendation: Clean and refinish decorative wrought iron with durable powder coat finish. | P-2 | \$3500 |
|----|---|-----|--------|

### 2.2.5 Electrical

There are 16 recessed pot lights in the roof soffit, per **Photos 9 and 10**. The lights were not turned on when we assessed the Bandstand, so functionality is not known. The lights appear to be

halogen or compact fluorescent. We recommend the lights be upgrade when the potlights begin to fail; we recommend changing to LED to reduce energy usage.

Power receptables are found at the base of six columns – **Photo 17**. The receptables are in very good condition and have likely been added or replaced recently.

|     |  |     |        |
|-----|--|-----|--------|
| R10 | Recommendation: Replace potlights with low energy LED. Assess wiring distribution at time of light replacement. Wiring should be enclosed in protective conduit. | P-3 | \$1200 |
|-----|--|-----|--------|

### 2.2.6 Wood Guardrails & Benches

The guardrail assembly is in fair to good condition. The top and bottom rails appear to be original to the 1987 construction, whereas the balusters appear to have been replaced in the recent past – **Photo 33**. The cap rail needs to be replaced in some areas where it appears broken – **Photo 37**. Some balusters are loose and need to be refastened. Recent work to secure some loose balusters on the southeast elevation have left deep counter-sunk holes in the top of the rail. These holes should be filled and painted as soon as possible to avoid water infiltration and premature rot – **Photo 36**.

The perimeter bench seating is in fair to poor condition. The 2x4 wood seating rails show signs of age, but still have some useful life left – **Photo 36**. Two sections of seating have had some partial wood replacements, most notably the leading edge of the seating surface. The two new sections have a straight front edge, whereas the five older bench sections have a bullnose edge. We recommend the new sections be planed down to match the typical bullnose edge.

The bench seating is supported by decorative legs comprised of multiple pieces of wood attached together and cut into the decorative shape – **Photo 32**. Some of the wood is splitting and separating at joints, and typical paint deterioration such as peeling and detachment from wood is evident. However, the wood bench supports are a beautiful character defining element that we recommend preserving.

|     |   |     |        |
|-----|---|-----|--------|
| R11 | Recommendation: Replace flat leading edge bench rails with bullnosed edged. Sand and refinish bench rails with new paint coating. | P-2 | \$350  |
| R12 | Recommendation: Refurbish existing bench supports   | P-2 | \$4500 |
| R13 | Recommendation: Replace all bench seating top rails within 10 years   | P-3 | \$2500 |

### 2.2.7 Miscellaneous Components

The wood landing and step at the entrance to the Bandstand are in fair condition – **Photos 22, 24**. The painted finish on the 2x4 wood decking has worn away; repainting is recommended.

The 6x6 wood retaining wall, buttressing the hill at the Bandstand entrance, has locations of dry rot, split members, and minor forward movement towards the landing – **Photos 22, 23**. There is a plastic drain tile pipe exposed near the base of the retaining wall on the south; it appears in good condition and should relieve hydrostatic pressure against the retaining wall. We recommend the wood retaining wall is repaired and painted to match the landing. The wall could last another five to seven years with regular maintenance.

The asphalt walkway runs beside the Bandstand from north to south, connecting Cumberland and Townsend Streets has reached the end of life. It is showing cracks, gaps, uneven surfaces, and patched locations posing a tripping hazard. We recommend replacement as soon as possible.

|     |   |     |        |
|-----|---|-----|--------|
| R14 | Recommendation: Repaint wood landing and step.                            | P-2 | \$350  |
| R15 | Recommendation: Replace the subgrade base and asphalt surface at walkway. | P-2 | \$7500 |

### 3 SUMMARY OF RECOMMENDATIONS

The summary of recommendations below is a organization of the recommendations above, according to Priority Repairs: P-1, P-2, and P-3.

The top priority recommendation is to engage a professional engineer to analyse the structural integrity of the existing steel frame system to determine if the life span of the system can be extended 7 to 10 years, through repair and/or application of a corrosion inhibiting coating.

For the purposes of cost estimating, we’ve assumed the life of the steel frame can be extended. If not, Options A and B will need to be considered.

#### 3.1.1 Priority One Repairs (P-1)

Priority repairs recommended for action within one year (2023) include:

|           |   |     |          |
|-----------|---|-----|----------|
| R2        | Recommendation: Structural analysis to see if the steel frame life span can be extended (\$4500); If so, minor repair, removal of surface rust, and coating with a rust inhibiting paint (\$12,500); 7 to 10-year lifespan to be confirmed. | P-1 | \$17,000 |
| R7        | Recommendation: Review deck boards annually for selective replacement.  | P-1 | \$250    |
| Sum Total |   |     | \$17,250 |

#### 3.1.2 Priority Two Repairs (P-2)

Priority repairs recommended for action within two to four years (2024–26) include:

|    |  |     |         |
|----|--|-----|---------|
| R1 | Recommendation: Apply acrylic coating to concrete piers to reducing water infiltration and extend lifespan.  | P-2 | \$1,500 |
| R5 | Recommendation: Wood repairs and paint to the octagonal mounting box, along with the supply and installation of a new copper ball & spear finial at the apex of the Bandstand. | P-2 | \$750   |
| R6 | Recommendation: Clean the soffit with TSP and repaint wood soffit with two coats of 100% acrylic paint.  | P-2 | \$750   |
| R9 | Recommendation: Clean and refinish decorative wrought iron with durable powder coat finish.  | P-2 | \$3500  |

|     |   |     |        |
|-----|---|-----|--------|
| R11 | Recommendation: Replace flat leading edge bench rails with bullnosed edged. Sand and refinish bench rails with new paint coating. | P-2 | \$350  |
| R12 | Recommendation: Refurbish existing bench supports   | P-2 | \$3500 |
| R14 | Recommendation: Repaint wood landing and step   | P-2 | \$350  |
| R15 | Recommendation: Replace the subgrade base and asphalt surface at walkway.   | P-2 | \$7500 |

Sum Total     \$18,200

### 3.1.3 Priority Three Repairs (P-3)

Priority repairs recommended for action within a period of five to ten years (2027–32) include:

|     |  |     |           |
|-----|--|-----|-----------|
| R3  | <p>Recommendation: Replace steel structural framing within 10 years (assuming the steel frame is extended per R2).<br/>Supply and install new steel framing elements with new; 30-year lifespan. Re-use concrete piers, replace anchor bolts - \$100,000.<br/>A 70-year steel lifespan can be achieved with galvanizing - \$18,000. Plus \$50,000 to dismantle and reassemble all other elements of Bandstand to remain – for a total of \$168,000.</p> <p>The cost for a complete rebuilt of Bandstand in steel frame – excluding the concrete piers is- is estimated at \$ \$208,000 total.</p> <p><b>Alternative:</b> Supply and install a new wood structural frame - in replace of steel - including new centre concrete pier for floor load; 30-year lifespan - \$65,000. Plus \$50,000 to dismantle and reassemble all other elements of Bandstand to remain – for a total of \$115,000.</p> <p>The cost for a complete rebuilt of the Bandstand in wood frame – excluding the concrete piers - is estimated \$170,000 total.</p> | P3  | \$168,000 |
| R4  | Recommendation: Inspection the roofing in 8-10 years and replaced before failure. Supply and install new asphalt roofing   | P-3 | \$6500    |
| R8  | Recommendation: Full replacement wood decking in 5-7 years.  | P-3 | \$4500    |
| R10 | Recommendation: Replace potlights with low energy LED. Assess wiring distribution at time of light replacement. Wiring should be enclosed in protective conduit.   | P-3 | \$1200    |
| R13 | Recommendation: Replace all bench seating top rails within 10 years  | P-3 | \$2500    |

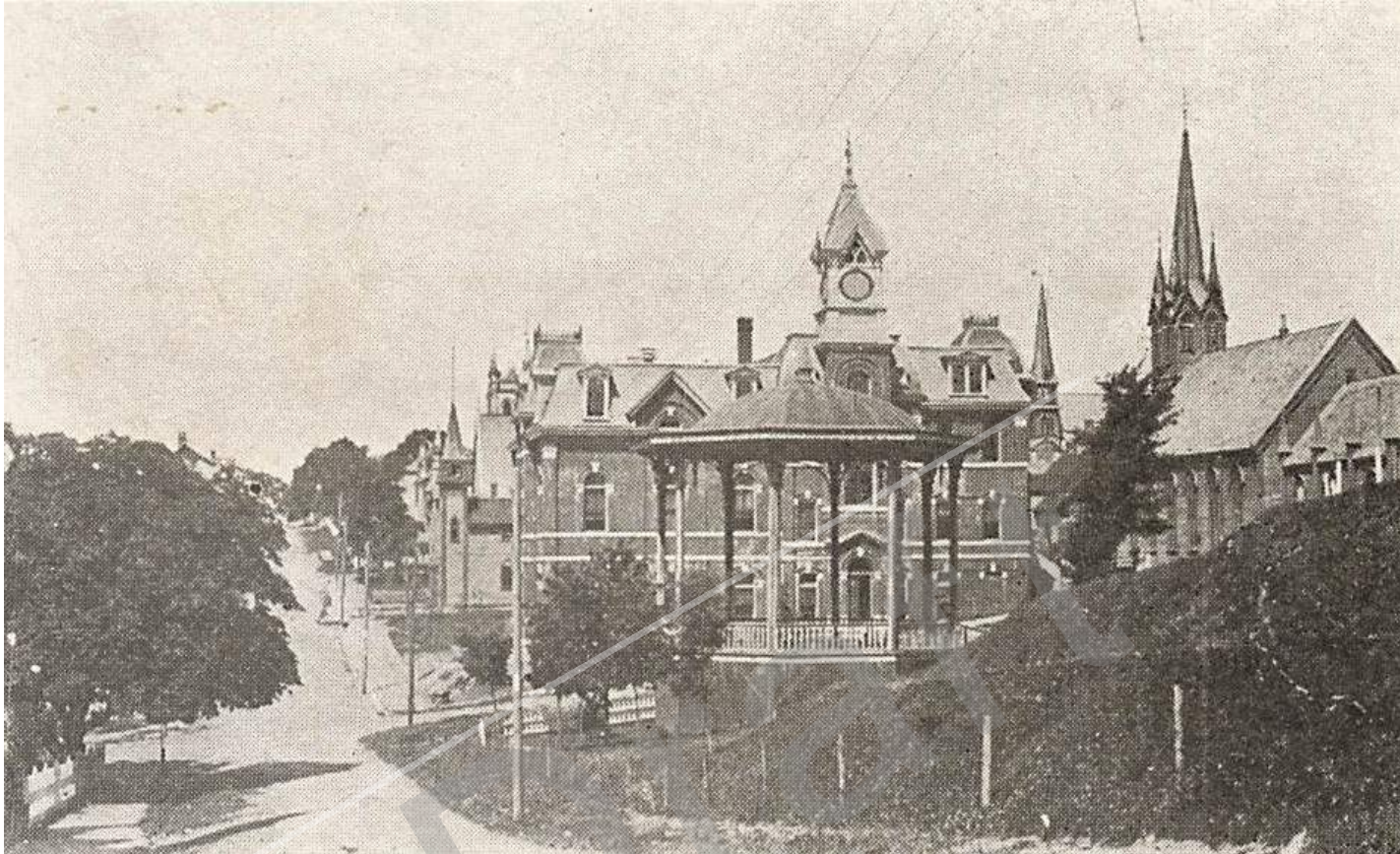
Sum Total     \$182,700

# **Appendix A**

*Key Plan & Historic Photos*

Final Draft

View of original Bandstand with Town Hall in background (1890s)



View of original Bandstand looking towards Townsend Street (1890s)



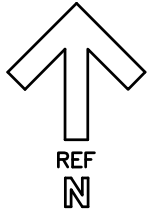
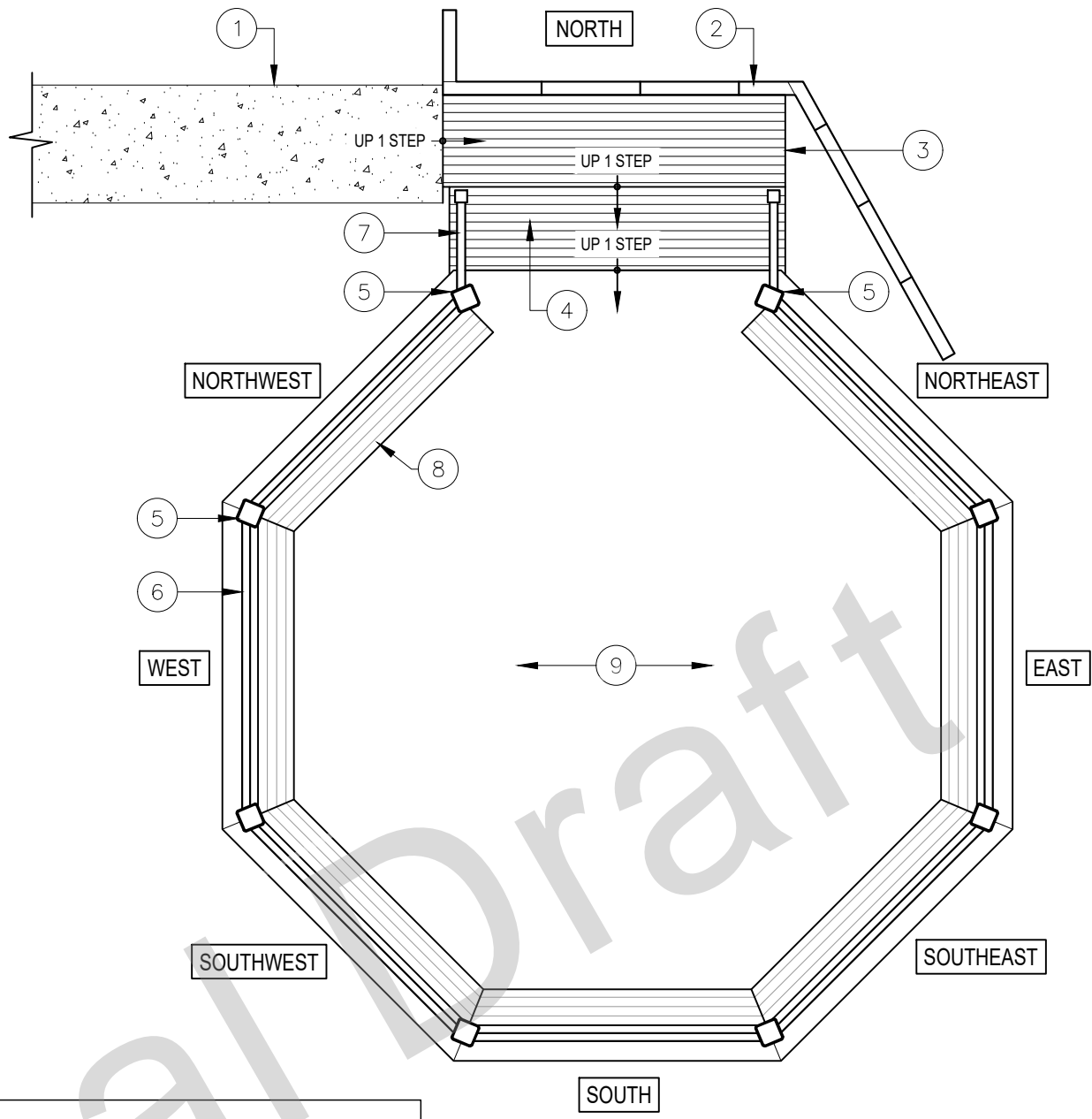
View of original Bandstand with Harbour in distance (1890s)



## **Appendix B**

- *Schematic Floor Plan*
- *Existing Conditions Photographs*

Final Draft



| LEGEND:                         |   |
|---------------------------------|---|
| 1. CONCRETE WALKWAY             | 6. WOOD GUARDRAIL (42" HEIGHT)                          |
| 2. 6" x 6" WOOD RETAINING WALL  | 7. WOOD HANDRAIL & 6"x6" POST                           |
| 3. WOOD LANDING (2"x4" DECKING) | 8. CONTINUOUS WOOD BENCH (2"x4")                        |
| 4. WOOD STEP (2"x4" DECKING)    | 9. 2"x4" WOOD DECKING OVER STRUCTURAL STEEL BEAMS BELOW |
| 5. 10"x10" HSS HOLLOW COLUMN    |   |

**Lunenburg Bandstand  
Schematic Floor Plan**

## EXISTING CONDITION PHOTOGRAPHS



**Photo 1**

Historic replica  
Bandstand  
overall view.



**Photo 2**

Bandstand  
roof: fair  
condition



**Photo 3**

Wood base  
for missing  
decorative  
topper: paint  
failure,  
missing &  
dislodged  
molding.



**Photo 4**

Typical  
decorative  
wrought iron  
between  
steel  
columns.  
Corrosion  
visible on all  
at header.  
8 in total

## EXISTING CONDITION PHOTOGRAPHS



**Photo 5**

Typical decorative wrought iron bracket attached to each steel column. Corrosion & failed paint on top & column side



**Photo 6**

North facing iron pendant, advanced corrosion, and paint failure.



**Photo 7**

North iron pendant close up. Corrosion & paint failure.



**Photo 8**

Bandstand ceiling with recesses pot lights. Peeling paint finish. North view.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 9**

Bandstand ceiling with recesses pot lights. Peeling paint finish. South view.



**Photo 10**

Typical recessed pot light



**Photo 11**

Detail at centre of ceiling. Stainless steel eye hook.



**Photo 12**

Paint failure on tongue & groove soffit and u/s eaves.

## EXISTING CONDITION PHOTOGRAPHS



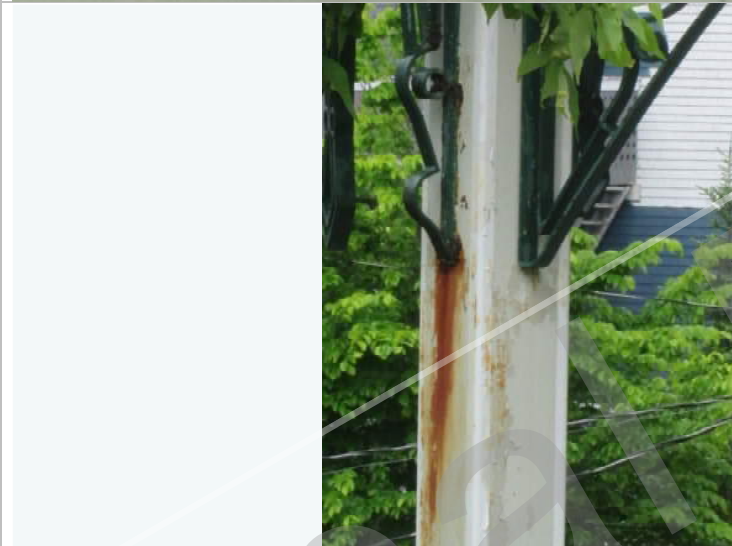
**Photo 13**

Typical soffit vent



**Photo 14**

10" X 10"  
HSS  
column(s)  
typical paint  
failure



**Photo 15**

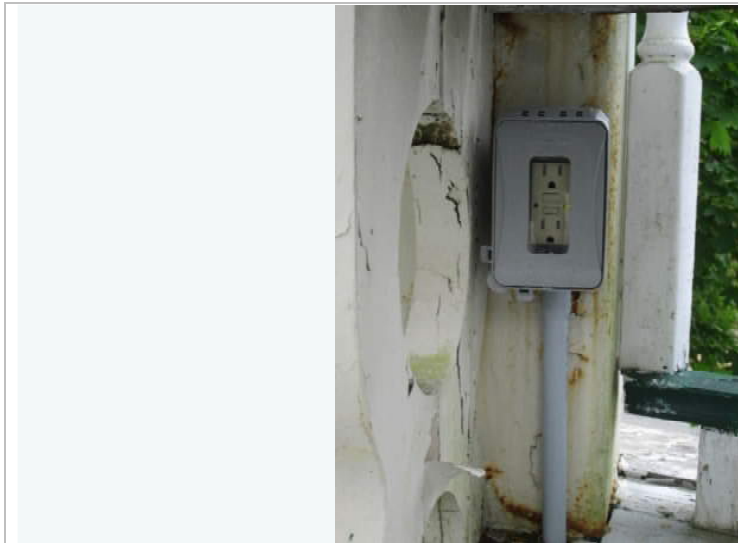
Rust stains at  
bracket  
connection  
to steel  
column



**Photo 16**

Rusting  
conduit  
attached to  
HSS column

## EXISTING CONDITION PHOTOGRAPHS



**Photo 17**

Typical receptacle at base of 6 steel columns



**Photo 18**

Rust on column where it meets bandstand floor, typical condition.



**Photo 19**

Failed rust repair at handrail connection to column.



**Photo 20**

Typical column base plate w/ 2 bolted connections. Surface rust is typical.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 21**

Concrete walkway to bandstand



**Photo 22**

Wood retaining wall and landing



**Photo 23**

Forward movement of wood retaining wall.



**Photo 24**

Total paint failure on landing.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 25**

Bandstand step and floor. A few floorboards flex when stepped upon neat top step. Paint is worn off.



**Photo 26**

Handrail and newel post, good condition.



**Photo 27**

Split in wood cap



**Photo 28**

Bandstand surface and continuous benches, looking East. Paint failure.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 29**

Bandstand surface and continuous benches, looking West. Paint failure.



**Photo 30**

Centre of floor. 4 holes. Typical paint failure.



**Photo 31**

Typical bench surface, 4-2"x4" members



**Photo 32**

Typical bench legs, many have split at circle opening.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 33**

Typical balustrades: good condition.



**Photo 34**

Loose balustrade. 1 of 3.



**Photo 35**

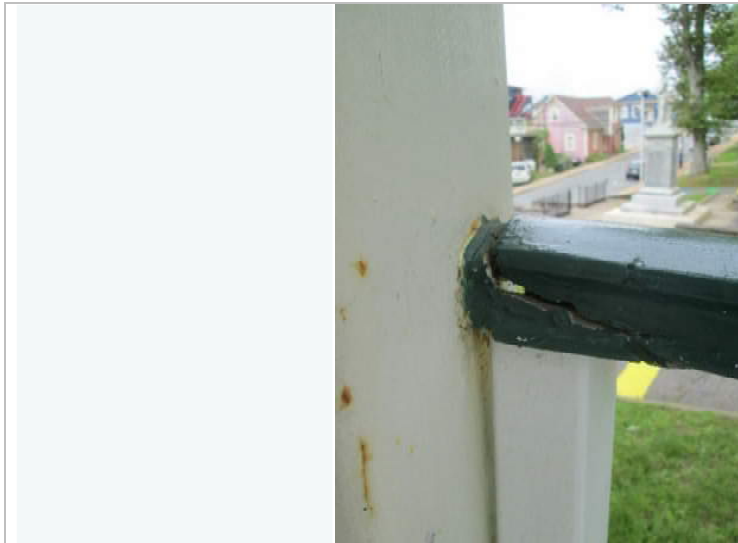
Top of handrail. Poor repair to reset balustrade(s)



**Photo 36**

Top of handrail. Poor repair to reset balustrade(s)

## EXISTING CONDITION PHOTOGRAPHS



**Photo 37**

Broken handrail at HSS column.



**Photo 38**

Newer bench seating replacement, flat face.



**Photo 39**

Older bench seating: bullnose edge (typical)



**Photo 40**

Typical concrete pier, height varies with grade slope. Total paint failure, typical on all.

## EXISTING CONDITION PHOTOGRAPHS



**Photo 41**

Rust stains.  
See notes on  
photo 40



**Photo 42**

Hair line  
cracks in  
concrete:  
typical.  
No paint  
remaining.



**Photo 43**

Larger crack  
in concrete,  
no paint  
remaining.



**Photo 44**

Typical wood  
skirting – fair  
condition

## EXISTING CONDITION PHOTOGRAPHS



**Photo 45**

Minor weathering of skirt boards at base.



**Photo 46**

2 pieces of skirt board out of place.



**Photo 47**

Trim & fascia boards are in good condition.



**Photo 48**

Commemorative plaque

## EXISTING CONDITION PHOTOGRAPHS



**Photo 49**

Crawlspace below bandstand; rust on structural steel.



**Photo 50**

Underside of bandstand floor; rust on structural steel. Primer coat deteriorated.



**Photo 51**

Underside of bandstand floor; rust on structural steel.  
Wood decking is fair.



**Photo 52**

Drain at base of retaining wall, East elevation

**TOWN OF LUNENBURG**

**RFP TOL2023009**

**Civic Square Compatibility and Accessibility Project**

**ADDENDUM #3 – July 5, 2023**

This addendum is being issued to answer questions regarding the above-mentioned Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

**Q1: Please confirm if the West, South and East Town Hall entrances all to be made accessible.**

A1: This would be determined by the consultants to ensure that entrances comply with the provincial accessibility Built Environment Standards, the Building Code and CSA B651-18.

**Q2: Please confirm if upgrades to the North Town Hall pedestrian ramp and entrance are required.**

A2: This would be determined by the consultants to ensure that entrances comply with the provincial accessibility Built Environment Standards, the Building Code and CSA B651-18.

**Q3: Please confirm that the Town Hall entrance accessibility upgrade scope will terminate at the exterior door. Confirm that Town Hall interior accessibility upgrades are not included in this RFP.**

A3: The interior of the Town Hall is not included in the scope of work.

**Q4: Please confirm if hazardous materials reports for the Town Hall building and monuments are available.**

A4: Not available. The scope of work does not include any interior work.

**Q5: The information about properties typically provided by owners to architects as part of their obligation include land surveys, geo-technical analyses, and the work of hazardous materials specialists. Each of the specialists providing this information is reporting upon and identifying what exists before the architect and their sub-consultants can properly advise the client about proposed design concepts. Please confirm that the Town will be retaining the services of a surveyor, geo-technical, and hazardous materials specialists directly and separate from this RFP. If requested, the architect may assist the Town, as part of this RFP, by receiving the invoices addressed to the Town, review and comment on the scope of work, amounts invoiced, and subsequently forward the invoices to the Town for payment.**

A5: There are no existing specialists reports or analysis to provide. If the proponent feels it is necessary for these types of reports, they may outline them in their RFP submission. Note that Addendum 2 included the Historic Bandstand Conservation Report.

Q6: Section 2.2 of the RFP, states that at least one of the three schemes must include an amphitheatre, play structure - a playground, and a pride crosswalk. Please confirm if this scope will be part of the tender documents.

A6: If the chosen scheme has these facilities, then yes, they would be included as part of the tender documents.

**Subject: Proposed Alteration to Municipal Heritage Property – Old New Town School**

**From:** Hilary Grant, Senior Planner & Heritage Officer

**Reviewed by:** Arthur MacDonald, Director of Community Development

**Date:** August 8, 2023

---



**Recommendation**

That Council approve the proposed alterations to Old New Town School and direct staff to issue a Heritage Permit.

**Alternatives**

- Refuse the proposed alterations to Old New Town School.
- Approve the proposed alterations to Old New Town School without conditions.

**Background**

On June 28, 2023, Town staff received an application to alter the Old New Town School, 17 Tannery Road, converting it into four dwelling units (Appendix A). The Town of Lunenburg registered Old New Town School as a municipal heritage property in 2000 under the Nova Scotia *Heritage Property Act*. The Statement of Significance is attached as Appendix B. The designation covers both the building and the surrounding land.

Under Section 17(1) of the *Heritage Property Act*, substantially altering a municipal heritage property requires Council approval and issuing a heritage permit. The current proposal is substantial because it decreases green space around the building and adds new windows and doors.

Under section 4.1(a) of the Town's Heritage Property By-law, the Heritage Advisory Committee may advise the Town on an application to substantially alter a municipal heritage property. On July 10, 2023, the Heritage Advisory Committee recommended that Council approve the proposed alterations to Old New Town School and direct the Heritage Officer to issue a Heritage Permit accordingly with the condition that the design is modified to comply with the Design Guidelines of the Old Town Lunenburg Heritage Conservation District By-law. Since then, the applicant has revised their stair design to comply with the Design Guidelines for Old Town Lunenburg Heritage Conservation District.

**Discussion**

Old New Town School was registered as a municipal heritage property as a reminder of the era of one-room schoolhouses in Nova Scotia.

The current Heritage Application for 17 Tannery Road includes installing two windows and one exterior door for all four units on the gable ends of the building, adding five skylights on both the north and south sides of the roof for a total of ten skylights, installing stairs and decks on the gable ends of the building, adding parking spaces and re-shingling the roof. The application does not include any alteration to the original doors and windows.

Under 3(k[1]) of the Nova Scotia *Heritage Property Act*, " 'substantial alteration' means any action that affects or alters the character-defining elements of a property." Old New Town School's significance rests on its:

- Original enclosed porch, with transom and sidelight windows, and original six-over-six windows;
- Simple, symmetrical design, augmented by a steeply pitched gable roof, cornerboards, and simply detailed fascia and eaves;
- Location at a central junction in New Town with green space surrounding the building on all sides; and
- Interior layout of the building into two classrooms reflecting its continued use as an education facility.

The proposal maintains the original enclosed porch, symmetrical building design, steeply pitched gable roof, cornerboards, simply detailed fascia and eave, and the building's location at a central junction in New Town. Changes are not on Old New Town School's primary façade. The changes do not drastically alter the form or composition of the building.

#### Substantial Alteration – New Parking

The following aspects of the proposal affects the site's character-defining elements:

- Adding parking spaces would make Old New Town School no longer surrounded by green space on all four sides.

The Design Guidelines of the Heritage Conservation District are silent regarding parking spaces and the elimination of green space surrounding historic buildings. The applicant has worked with Staff to develop a parking layout with two parking spaces to the rear of the building and three at the southeast corner of the lot to minimize the loss of green space in front of the building.

#### Substantial Alteration – Exterior Stairs, Windows and Doors

Under the Town's 'Alteration Guidelines for Municipally Registered Heritage Properties' (Appendix C), the following are substantial alterations:

- Additions, including stairways that do not conform with the Design Guidelines of the Heritage Conservation District.
- Addition of windows or window openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District.
- Addition of doors or door openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District.

The proposed staircases are like the staircase currently on the southeast gable end of the building. Under section 7.14 of the Design Guidelines of the Heritage Conservation District, exterior stairs for access to upstairs

apartments may be added to historic buildings so long as they are not located on the front of the building. However, new exterior stairs must be compatible with the building's style. Under the Guidelines, deck railings should be traditional rather than contemporary in design. Exterior stairs should be designed in formal fashion with closed risers, capped newel posts and balustered railings with upper and lower rails with no face nailing. Wrought iron railings are also permitted. Wooden railings have a more solid, sculptural quality whereas wrought iron can be used to reduce the visual bulk of an exterior staircase and reveal façade elements that might be obscured by wooden railings. Glass railings are prohibited. Under Section 7.13, new balconies are permitted provide they are in keeping with the existing style of the structure.

The applicants original application included glass railings. The Heritage Advisory Committee recommended Council approve the application if the stairway design was changed to conform with the Design Guidelines of the Heritage Conservation District. In response to the Heritage Advisory Committee's recommendation, the applicant has submitted new stairway, railing and balcony designs that comply with the Design Guidelines of the Heritage Conservation District (Attachment A). Thus, Staff do not recommend keeping this condition on Council's recommendation.

#### Non-Substantial Alterations

Under the Town's 'Alteration Guidelines for Municipally Registered Heritage Properties', the following are non-substantial alterations and should be approved.

- Items the Heritage Officer considers maintenance.

All the following proposed changes conform with the Design Guidelines of the Old Town Lunenburg Heritage Conservation District By-law:

- Re-shingling the building is maintenance and does not require a Certificate of Appropriateness under the Old Town Lunenburg Heritage Conservation District By-law.

This alteration constitutes maintenance.

#### Rehabilitation and Alterations to Historic Interiors

This project is a rehabilitation as defined in the *Standards and Guidelines for Historic Places in Canada* - "the action or process of making possible a continuing or compatible contemporary use of a historic place, or an individual component, while protecting its heritage value" (page 17). The Town's *Land Use By-law* regulates the use of historic structures. The use of heritage buildings cannot be regulated under Nova Scotia's *Heritage Property Act*. The Nova Scotia Heritage Property Act also does not provide for municipalities to protect the interiors of privately owned historic buildings. The Heritage Property Act only provides for the protection of public-building interiors. Public-building interiors are character-defining elements of publicly accessible interiors owned by the provincial Government in the case of a provincial heritage property or owned by a municipality in the case of a municipal heritage property. Old New Town School is not municipally owned. As such, while the interior layout of the building into two classrooms reflecting its continued use as an education facility is one of Old New Town School's character-defining elements, its conversion to housing cannot be addressed in a Heritage Permit.

However, it is worth noting that the *Standards and Guidelines for the Conservation of Historic Places in Canada* argue that "a viable use better guarantees the long-term existence of a historic place" (page 4). It recommends finding a compatible use for a historic place unless its use is part of its heritage value (page 4). Old New Town School's Statement of Significance states that the schoolhouse is used by the High School as extra classroom space, making it a rare example of continuous use of a one-room school building from the nineteenth century to the present day. This is no longer the case. Ensuring the Old New Town School's continued use should lead to better maintenance and conservation in the long term.

## **Strategic Plan Relevance**

### Heritage

- Preserve the valuable heritage resources of Lunenburg while embracing an ongoing landscape evolution.

## **Relevant Legislation**

Nova Scotia *Heritage Property Act*

Town of Lunenburg *Heritage Property By-law*

Town of Lunenburg *Land Use By-Law*

## **Financial**

There are no financial implications for the Town.

## **Communications**

Decisions will be communicated to the applicant after Council votes on the proposal.

## **Attachments**

Appendix A – Proposed Design

Appendix B – Old New Town School Statement of Significance

Appendix C – Alteration Guidelines for Municipally Registered Heritage Properties

# Appendix A – Proposed Design

## GENERAL NOTES

- 1: ALL WORK MUST BE IN CONFORMANCE WITH THE NATIONAL BUILDING CODE OF CANADA 2016, 2016 MISC. AND NBC REVISIONS & COMA INCLUDING 6.26.
- 2: WALLS BETWEEN THE HOUSE AND GARAGE ARE CONSIDERED EXTERIOR WALLS.
- 3: CONTRACTORS TO VERIFY ALL DIMENSIONS BEFORE STARTING ANY WORK.
- 4: CONTRACTORS ARE RESPONSIBLE FOR CLEANUP OF THE JOB SITE.
- 5: ONCE THE PLANS ARE APPROVED BY OWNERS, THEY ARE CONSIDERED TO BE THE FINAL ONE. NO CHANGES TO BE MADE AFTER THIS STAGE DUE TO MAJOR CONDITIONS.
- 6: GRADES SHOWN ON ELEVATIONS ARE FOR PERMIT PURPOSES ONLY.
- 7: GRADES TO BE DETERMINED ON SITE BY PROJECT MANAGER & IN COMPLIANCE WITH SITE GRADING PLANS.
- 8: SMOKER ALARMS (WIRED C/W A/C BACKUP) CODE 6.10.10.1, 6.10.10.2.
- 9: REQUIREMENTS UNDER DIVISION 8 PART 8 ARTICLE 8.0.0.1 OR ARTICLE 8.0.0.1.C) OR (E) OF THE NATIONAL BUILDING CODE TRAVEL LIMITS TO EXITS OR EGRESS DOORS ARE MET (MIN. CLEAR OPENING OF 8.00M WIDE x 1.90M HIGH WHERE DOOR IS NOT MORE THAN 10M ABOVE THE FLOOR BUT MORE THAN 7M ABOVE FINISH GRADE).
- 10: PROVIDE A PIPE NOT LESS THAN 4" (102MM) DIA. INSTALLED VERTICALLY THROUGH THE SLAB-ON-GRADE, AT OR NEAR THE CENTER, SUCH THAT THE BOTTOM END OF THE PIPE OPENS INTO GRANULAR FILL MINIMUM 12"x12"x4" (305mmx305mmx102mm) DEEP. THE TOP END OF THE PIPE IS SEALED WITH A REMOVABLE CAP AND LABELED "FOR REMOVAL OF SOIL GAP".
- 11: ALL EFFECTIVE R10 VALUES MUST APPLY BASED ON THE CURRENT EDITION OF THE NATIONAL BUILDING CODE.
- 12: ANY OR ALL PLUMBING STACKS LOCATED IN AN EXTERIOR WALL SHALL NOT CHANGE THE EFFECTIVE CHARACTERISTICS OF THE WALL. THE WALL INSULATION VALUE SHALL NOT BE REDUCED BELOW R10.20.
- 13: WALLS BETWEEN THE HOUSE AND GARAGE ARE CONSIDERED AN EXTERIOR WALL AND MUST BE TREATED AS PER ITEMS 11 AND 12.
- 14: LOW SLOPE ASPHALT SHINGLES MUST BE INSTALLED IN ACCORDANCE WITH ARTICLE 6.20.4 (NOT LESS THAN 3 LAYERS AT ANY POINT AND BE DESIGN WITH 100 AS PER REQUIREMENTS).
- 15: ENGINEER DESIGN WITH REQUIRED FOR WALLS WITH CEILING OVER 12'-0" AS PER NATIONAL BUILDING CODE 2016 TALL WALL REQUIREMENTS.
- 16: FINISH GRADE MUST NOT BE LESS THAN 6" (152MM) BELOW TOP OF FOUNDATION WALL.
- 17: SOFFIT PROTECTION IS REQUIRED WHERE SOFFITS PROJECT WITHIN 1.5M OF THE PROPERTY LINE.
- 18: WHERE FOUNDATION WALL EXCEEDS 2500 IN LENGTH, CRACK CONTROL JOINTS WILL BE REQUIRED EVERY 900 MAX AS PER ARTICLE 6.16.4.8 OF THE NATIONAL BUILDING CODE.
- 19: THE MAXIMUM PERMITTED BACKFILL ON AN 8" FOUNDATION WALL IS 7'-0" (2130MM).
- 20: ENSURE ALL STAIRS, BOTH INTERIOR AND EXTERIOR, HAVE A MINIMUM RUN OF 10 3/4" MEASURED HORIZ TO RISE ON NOSE TO NOSE. ENSURE ALL STAIRS, BOTH INTERIOR AND EXTERIOR, HAVE A MAXIMUM RISE OF 7 7/8" MEASURED TREAD TO TREAD.

## ADAPTABLE HOUSING (3.8.4 COMPLIANCE)

- 1: ENTRANCE DOOR 7 DOOR FROM GARAGE TO BE 36" (914MM) WIDE C/W THRESHOLD NOT GREATER THAN 1/2" (13MM) A.E.E. THE ENTRANCE DOOR IS TO BE CAPABLE OF BEING MADE BARRED FREE FROM THE PARKING AREA.
- 2: ALL HALLWAYS AND DOORS TO INADAPTABLE AND SERVICE SPACES TO BE 36" (914MM) WIDE.
- 3: BACKING TO BE INSTALLED AT THE FINISHING STAGE FOR INSTALLATION OF GRAB BARS IN THE FUTURE.
- 4: THE CENTER LINE OF THE TRAP ARM FOR THE KITCHEN SINK TO BE NO MORE THAN 12" (305MM) A.E.E.
- 5: ELECTRICAL ROOMS IN FOR RECEPTACLES AND SWITCHES TO BE BETWEEN 16" (406MM) AND 48" (1219MM) A.E.E.
- 6: ELECTRICAL ROOMS IN FOR A RECEPTACLE THAT COULD BE INSTALLED AT A COUNTER SPACE THAT IS 32" (813MM) TO 34" (863MM) A.E.E.

## LIABILITY

IN NO EVENT SHALL TIDAL DRAFTING & DESIGN LTD. OR ANY OF ITS REPRESENTATIVES BE LIABLE TO THE CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHATSOEVER OR ANY LOSS THE CUSTOMER MAY SUFFER OR INCUR AS A RESULT OF, ARISING OUT OF OR RELATING TO THE CONSTRUCTION OR SUBSEQUENT PERFORMANCE OF THE BUILDING, AND IN ANY EVENT, THE CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE TOTAL LIABILITY, IF ANY, OF TIDAL DRAFTING & DESIGN LTD. TO THE CUSTOMER OR ANY THIRD PARTY SHALL NOT EXCEED THE CONSIDERATION PAID BY THE CUSTOMER UNDER THIS CONTRACT, AS MAY BE AMENDED.

**Notes:**

1. The contractor shall be responsible for obtaining all necessary permits and approvals.
2. The contractor shall be responsible for obtaining all necessary permits and approvals.
3. The contractor shall be responsible for obtaining all necessary permits and approvals.
4. The contractor shall be responsible for obtaining all necessary permits and approvals.
5. The contractor shall be responsible for obtaining all necessary permits and approvals.
6. The contractor shall be responsible for obtaining all necessary permits and approvals.
7. The contractor shall be responsible for obtaining all necessary permits and approvals.
8. The contractor shall be responsible for obtaining all necessary permits and approvals.
9. The contractor shall be responsible for obtaining all necessary permits and approvals.
10. The contractor shall be responsible for obtaining all necessary permits and approvals.

| REV # | GENERAL REVISIONS        | DATE       |
|-------|--------------------------|------------|
| 1     | ISSUED UNDER NO CONTRACT | 2024-07-19 |
| 2     | ISSUED UNDER NO CONTRACT | 2024-07-19 |
| 3     |                          |            |
| 4     |                          |            |
| 5     |                          |            |
| 6     |                          |            |
| 7     |                          |            |
| 8     |                          |            |
| 9     |                          |            |
| 10    |                          |            |
| 11    |                          |            |
| 12    |                          |            |



Project Name: 17 Tammany Road

Drawing Title: General Notes

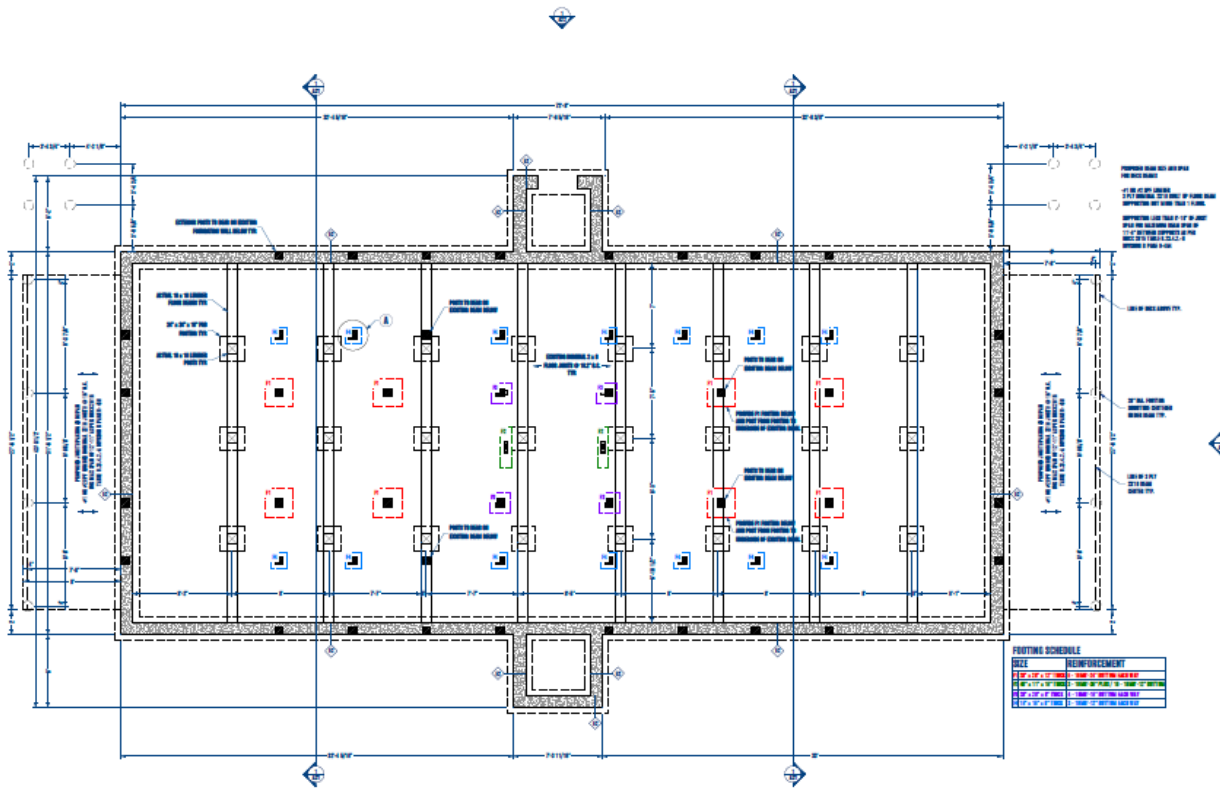
Date: July 17, 2024

Scale: N.T.S.

Drawn By: Ryan MacLellan

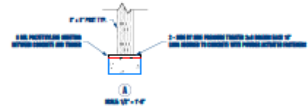
Checked By: Mike Smith

Drawing #: A01



**FITTING SCHEDULE**

| SIZE            | REINFORCEMENT        |
|-----------------|----------------------|
| 2" x 12" x 12"  | 1-#4 @ 12" ON CENTER |
| 12" x 12" x 12" | 1-#4 @ 12" ON CENTER |
| 12" x 12" x 12" | 1-#4 @ 12" ON CENTER |
| 12" x 12" x 12" | 1-#4 @ 12" ON CENTER |

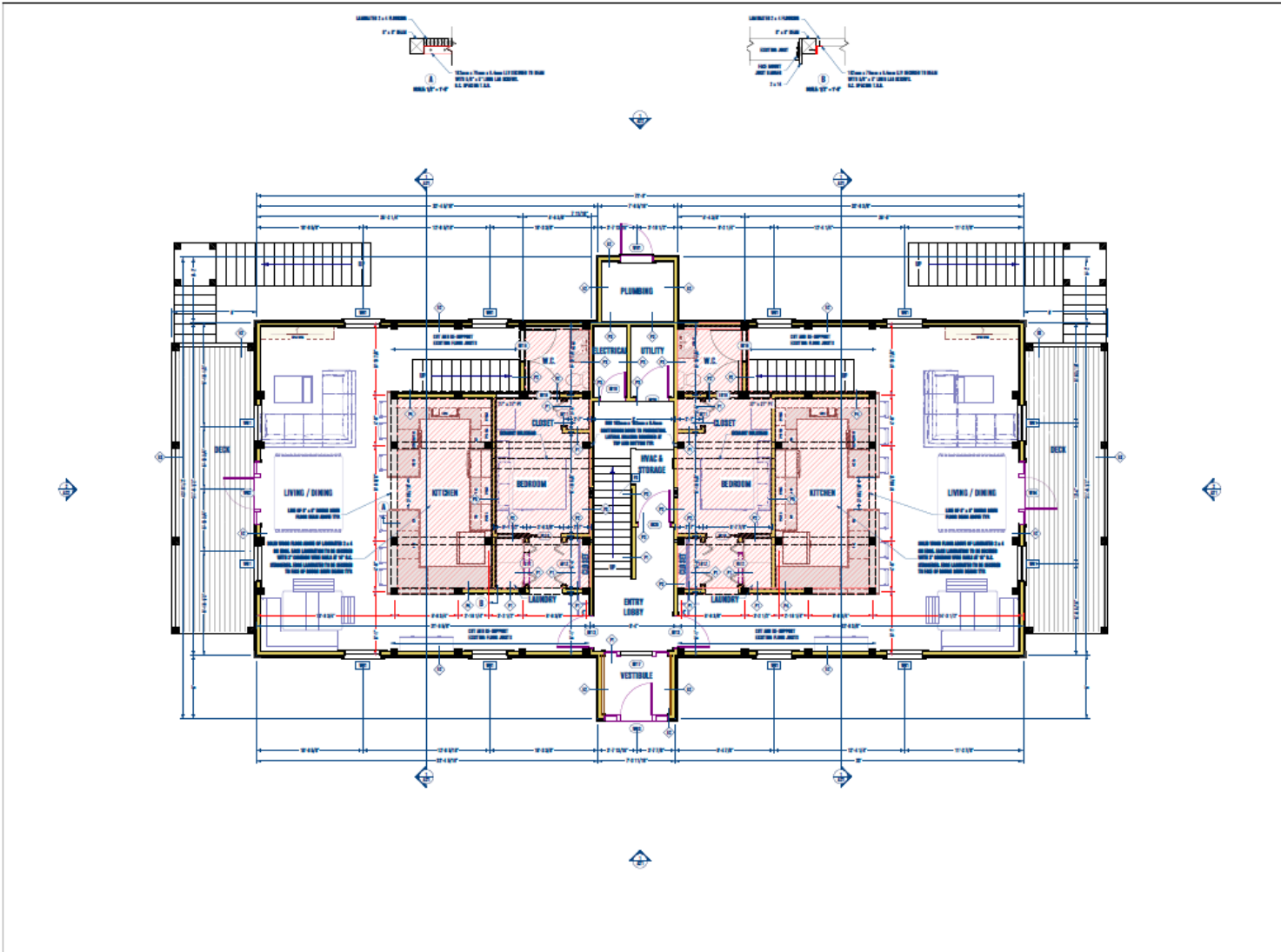


- Notes:**
1. The contractor shall verify the location and depth of all existing utility lines before excavation.
  2. All excavation shall be done in accordance with the applicable safety codes and regulations.
  3. All foundation walls shall be constructed in accordance with the applicable building codes and regulations.
  4. All foundation walls shall be finished with a smooth, clean surface.
  5. All foundation walls shall be cured for a minimum of 7 days before any formwork is removed.
  6. All foundation walls shall be protected from damage during construction.
  7. All foundation walls shall be inspected and approved by the local building department.
  8. All foundation walls shall be finished with a smooth, clean surface.
  9. All foundation walls shall be cured for a minimum of 7 days before any formwork is removed.
  10. All foundation walls shall be protected from damage during construction.
  11. All foundation walls shall be inspected and approved by the local building department.
  12. All foundation walls shall be finished with a smooth, clean surface.

| REV # | GENERAL NOTES                | DATE       |
|-------|------------------------------|------------|
| 1     | ISSUE FOR CONSTRUCTION       | 07/11/2023 |
| 2     | REVISIONS TO FOUNDATION PLAN | 07/11/23   |
| 3     |                              |            |
| 4     |                              |            |
| 5     |                              |            |
| 6     |                              |            |
| 7     |                              |            |
| 8     |                              |            |
| 9     |                              |            |
| 10    |                              |            |
| 11    |                              |            |
| 12    |                              |            |



Project Name: 17 Tannery Road  
 Drawing Title: Foundation Plan  
 Date: July 11, 2023  
 Drawn By: Ryan Walker  
 Checked By: Mike Smith  
 Drawing #: A11



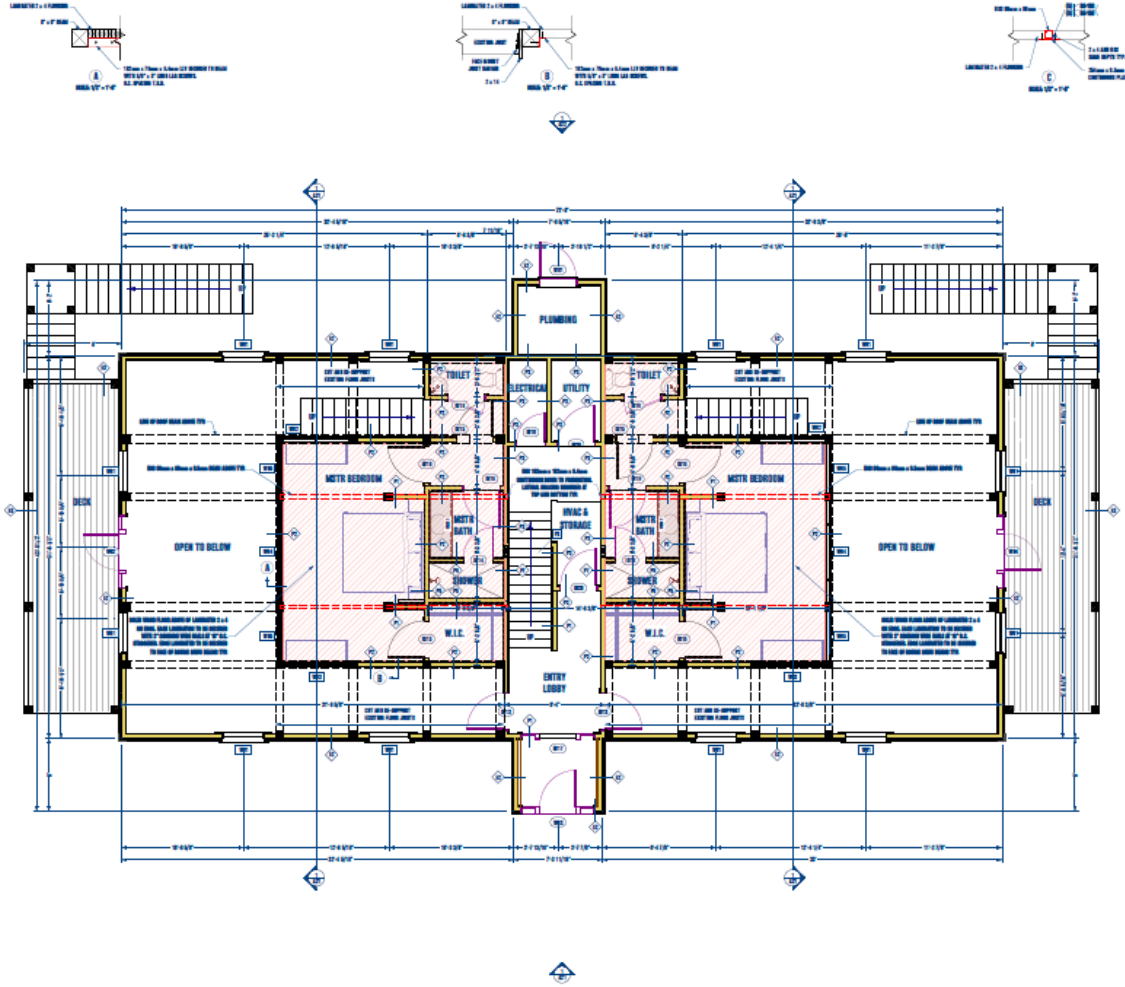
**Notes:**

1. The contractor shall be responsible for obtaining all necessary permits and approvals from the local authority having jurisdiction (LAHJ) and the relevant utility companies.
2. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
3. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
4. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
5. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
6. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
7. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
8. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
9. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
10. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
11. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.
12. The contractor shall be responsible for ensuring that all work is completed in accordance with the approved plans and specifications.

| REV # | REVISIONS        | DATE       |
|-------|------------------|------------|
| 1     | ISSUE FOR PERMIT | 2023-07-10 |
| 2     | ISSUE FOR PERMIT | 2023-07-10 |
| 3     |                  |            |
| 4     |                  |            |
| 5     |                  |            |
| 6     |                  |            |
| 7     |                  |            |
| 8     |                  |            |
| 9     |                  |            |
| 10    |                  |            |
| 11    |                  |            |
| 12    |                  |            |



|                |               |                       |              |
|----------------|---------------|-----------------------|--------------|
| Project Name:  |               | 17 Tannery Road       |              |
| Drawing Title: |               | Main Level Floor Plan |              |
| Date:          | July 13, 2023 | Scale:                | 1/4" = 1'-0" |
| Drawn By:      | Ryan Mullins  | Checked By:           | Mike Smith   |
| Drawing #:     | <b>A12</b>    |                       |              |



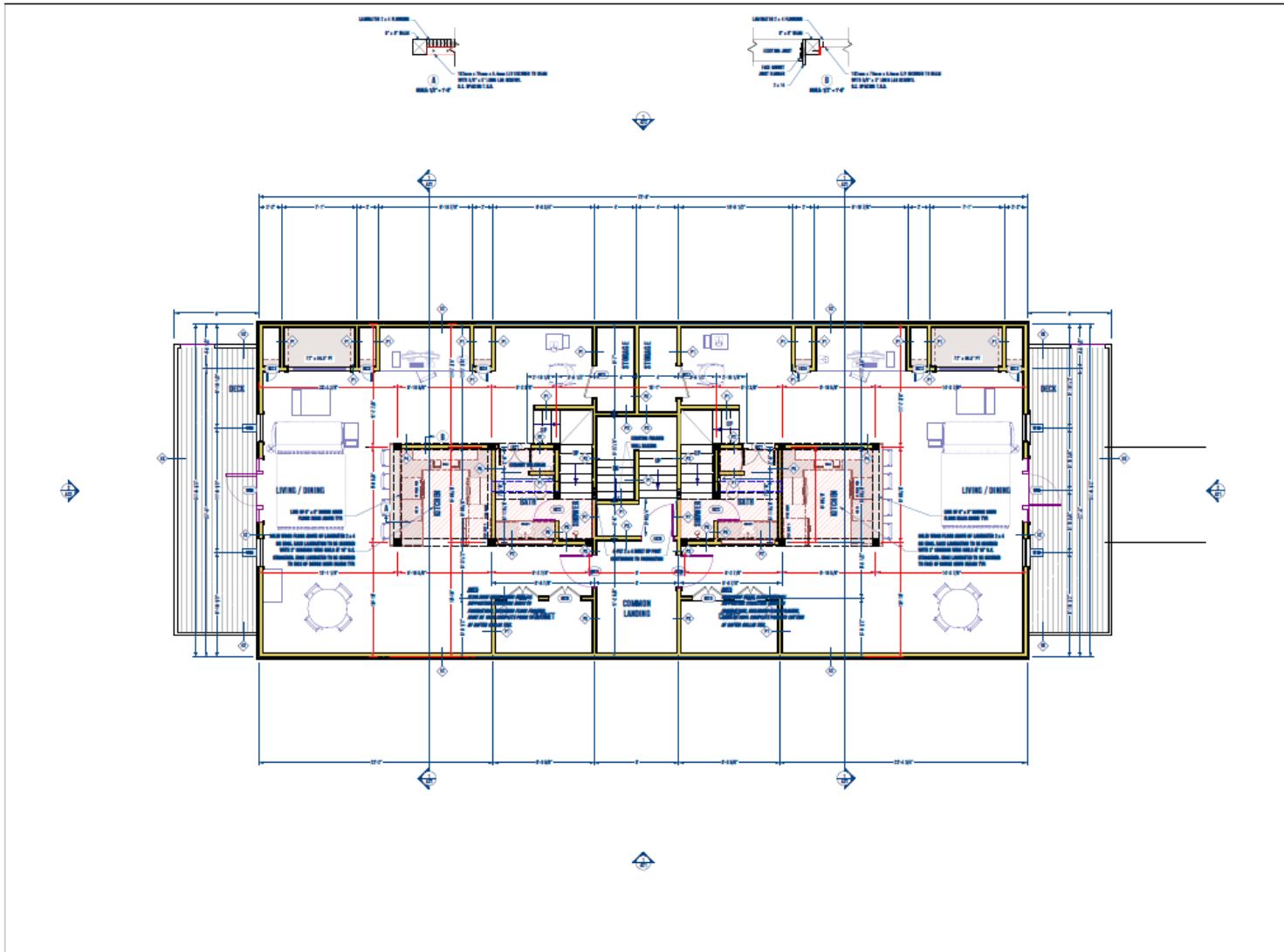
**General Notes**

1. The contractor shall be responsible for obtaining all necessary permits and approvals from the local authorities.
2. The contractor shall be responsible for ensuring that all work is completed in accordance with the applicable building codes and regulations.
3. The contractor shall be responsible for ensuring that all work is completed in a timely and efficient manner.
4. The contractor shall be responsible for ensuring that all work is completed in a safe and sound manner.
5. The contractor shall be responsible for ensuring that all work is completed in a professional and courteous manner.
6. The contractor shall be responsible for ensuring that all work is completed in a clean and organized manner.
7. The contractor shall be responsible for ensuring that all work is completed in a manner that is consistent with the design intent.
8. The contractor shall be responsible for ensuring that all work is completed in a manner that is consistent with the project schedule.
9. The contractor shall be responsible for ensuring that all work is completed in a manner that is consistent with the project budget.
10. The contractor shall be responsible for ensuring that all work is completed in a manner that is consistent with the project goals.

| NO. | REVISIONS        | DATE       |
|-----|------------------|------------|
| 1   | ISSUE FOR PERMIT | 07/11/2023 |
| 2   | ISSUE FOR PERMIT | 07/11/2023 |
| 3   |                  |            |
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Project Name: 17 Tannery Road  
 Drawing Title: Main Level Floor Plan (Left)  
 Date: July 11, 2023  
 Scale: 1/4" = 1'-0"  
 Drawn By: Ryan Walker  
 Checked By: Mike Smith  
 Drawing #: **A13**



**Assumptions:**

- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.
- The existing structure of existing floor slabs, floor joists, and walls are assumed to be in good condition and capable of supporting the proposed structure.

| REV # | GENERAL REVISIONS                 | DATE     |
|-------|-----------------------------------|----------|
| 1     | ISSUE FOR PERMIT REVIEW           | 05/20/20 |
| 2     | REVISED DRAWING & PERMIT COMMENTS | 05/20/20 |
| 3     |                                   |          |
| 4     |                                   |          |
| 5     |                                   |          |
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Project Name: 17 Tannery Road

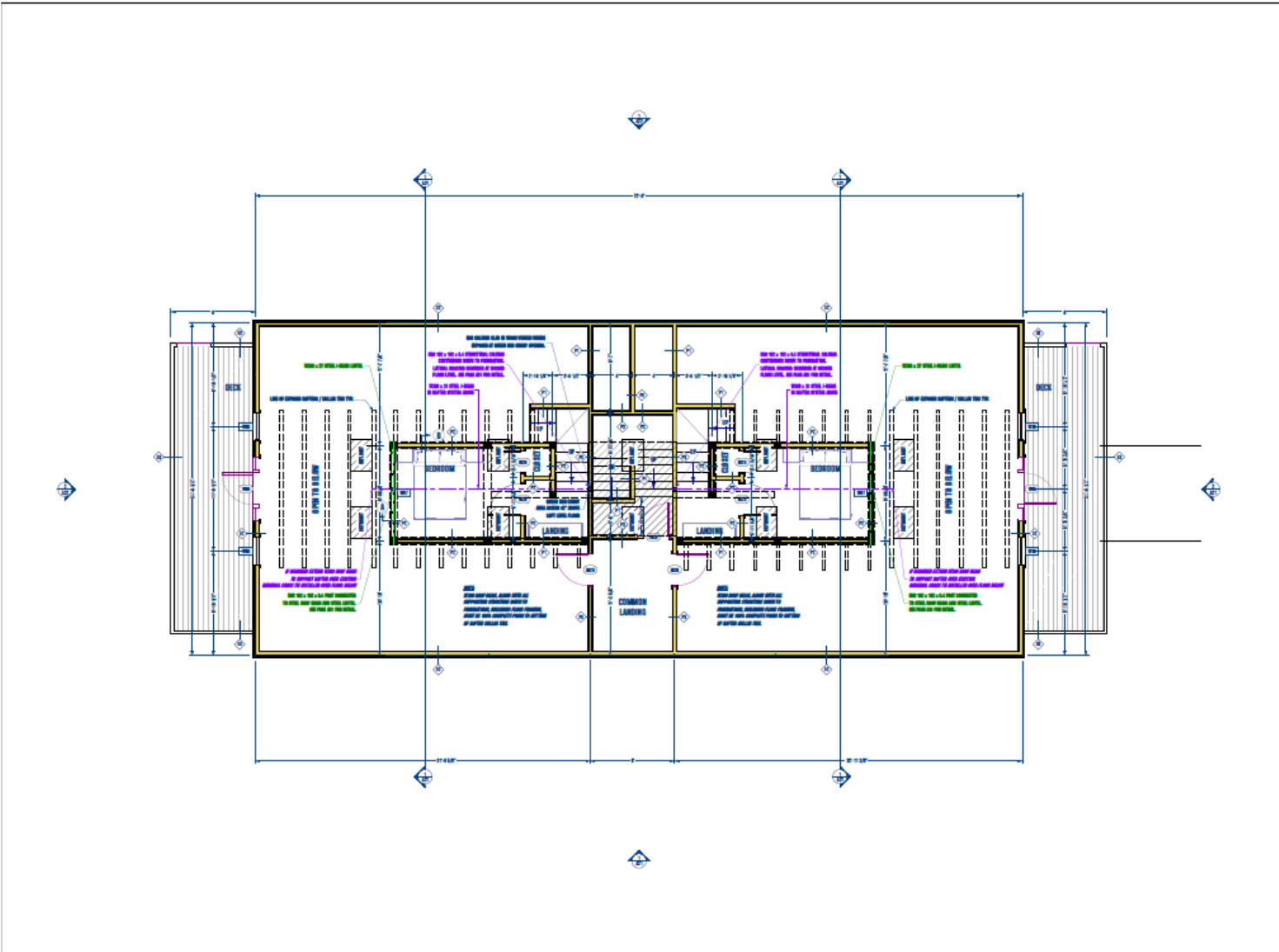
Drawing Title: Upper Level Floor Plan

Date: July 13, 2023 Scale: 1/4" = 1'-0"

Drawn By: Ryan Walker

Checked By: Mike Smith

Drawing #: **A14**



**Notes:**

- The dimensions of building are shown on the drawing. The user shall verify the dimensions of the building and the location of the building on the site.
- The user shall verify the location of the building on the site and the location of the building on the site.
- The user shall verify the location of the building on the site and the location of the building on the site.
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- The user shall verify the location of the building on the site and the location of the building on the site.
- The user shall verify the location of the building on the site and the location of the building on the site.

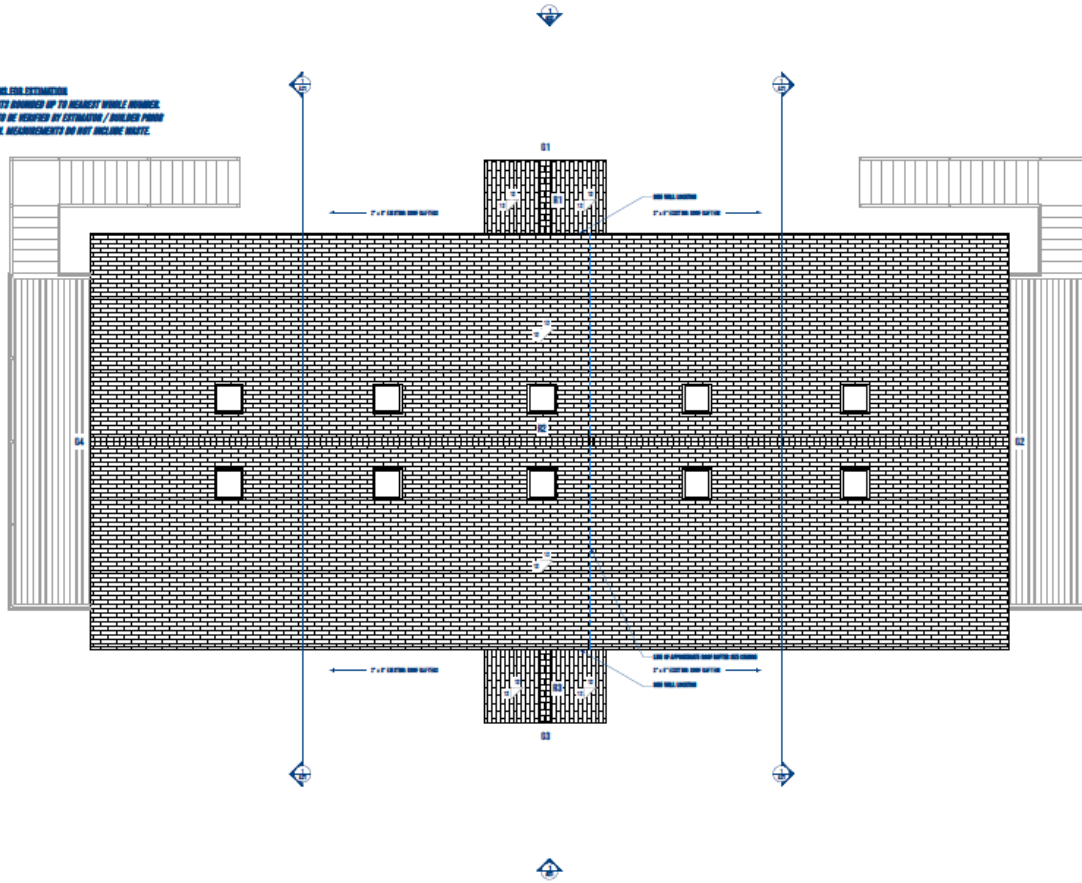
| REV # | GENERAL REVISIONS          | DATE       |
|-------|----------------------------|------------|
| 1     | ISSUE CORRECTIONS          | 2023-07-10 |
| 2     | REVISED DRAWING & PLOTTING | 2023-07-10 |
| 3     |                            |            |
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Project Name: 17 Tannery Road  
 Drawing Title: Upper Level Floor Plan (Left)  
 Date: July 10, 2023  
 Scale: 1/4" = 1'-0"  
 Drawn By: Ryan Mullins  
 Checked By: Mike Smith  
 Drawing #: **A15**

**NOTE: ALL DIMENSIONS FOR ESTIMATION**  
**ALL DIMENSIONS ROUNDED UP TO NEAREST WHOLE INCH.**  
**MEASUREMENTS TO BE MADE BY ESTIMATOR / BUILDER PRIOR**  
**TO CONSTRUCTION. DIMENSIONS DO NOT INCLUDE WASTE.**

01 - 10' x 10' - 10'  
 02 - 10' x 10' - 10'  
 03 - 10' x 10' - 10'  
 04 - 10' x 10' - 10'  
 05 - 10' x 10' - 10'  
 06 - 10' x 10' - 10'  
 07 - 10' x 10' - 10'  
 08 - 10' x 10' - 10'  
 09 - 10' x 10' - 10'  
 10 - 10' x 10' - 10'



- General Notes**
1. This drawing is a preliminary drawing and is not to be used for construction.
  2. All dimensions are to be taken from the center line of the building.
  3. All dimensions are to be taken from the center line of the building.
  4. All dimensions are to be taken from the center line of the building.
  5. All dimensions are to be taken from the center line of the building.
  6. All dimensions are to be taken from the center line of the building.
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  20. All dimensions are to be taken from the center line of the building.

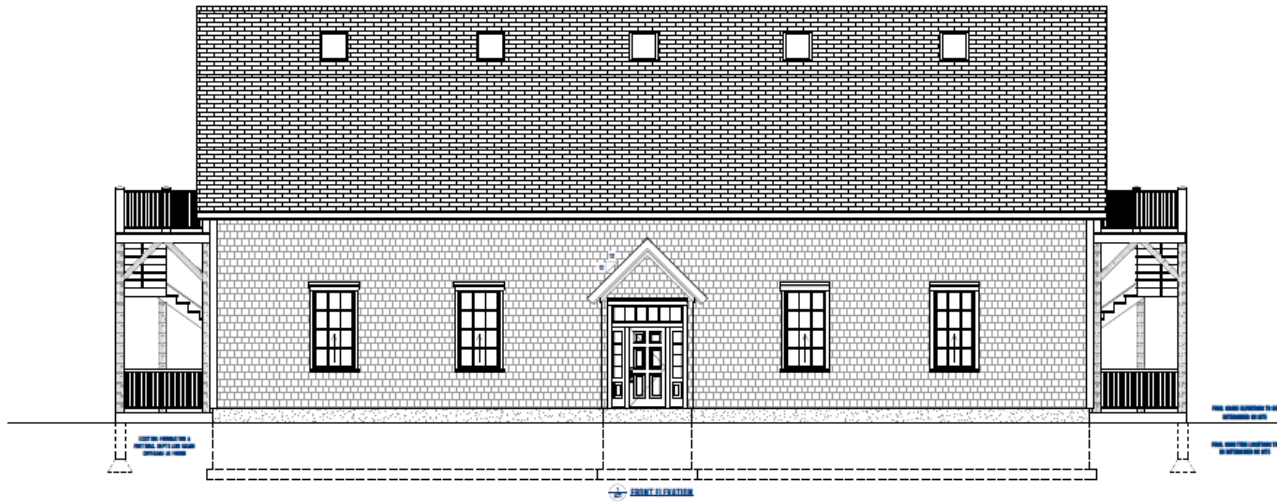
| REV # | GENERAL DESCRIPTION | DATE     |
|-------|---------------------|----------|
| 1     | GENERAL DIMENSIONS  | 07-13-23 |
| 2     | GENERAL DIMENSIONS  | 07-13-23 |
| 3     |                     |          |
| 4     |                     |          |
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Project Name: **17 Tannery Road**

Drawing Title: **Roof Plan**

|                       |                        |
|-----------------------|------------------------|
| Date: July 13, 2023   | Scale: 1/4" = 1'-0"    |
| Drawn By: Ryan Walker | Checked By: Mike Smith |
| Drawing #: <b>A15</b> |                        |



- Notes:**
1. The contractor shall verify the building footprint and setbacks with the local zoning department.
  2. The contractor shall verify the building footprint and setbacks with the local zoning department.
  3. The contractor shall verify the building footprint and setbacks with the local zoning department.
  4. The contractor shall verify the building footprint and setbacks with the local zoning department.
  5. The contractor shall verify the building footprint and setbacks with the local zoning department.
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  7. The contractor shall verify the building footprint and setbacks with the local zoning department.
  8. The contractor shall verify the building footprint and setbacks with the local zoning department.
  9. The contractor shall verify the building footprint and setbacks with the local zoning department.
  10. The contractor shall verify the building footprint and setbacks with the local zoning department.
  11. The contractor shall verify the building footprint and setbacks with the local zoning department.
  12. The contractor shall verify the building footprint and setbacks with the local zoning department.

| REV # | GENERAL REVISIONS | DATE     |
|-------|-------------------|----------|
| 1     | ISSUE FOR PERMIT  | 07/15/23 |
| 2     | ISSUE FOR PERMIT  | 07/15/23 |
| 3     |                   |          |
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Project Name: 17 Tannery Road

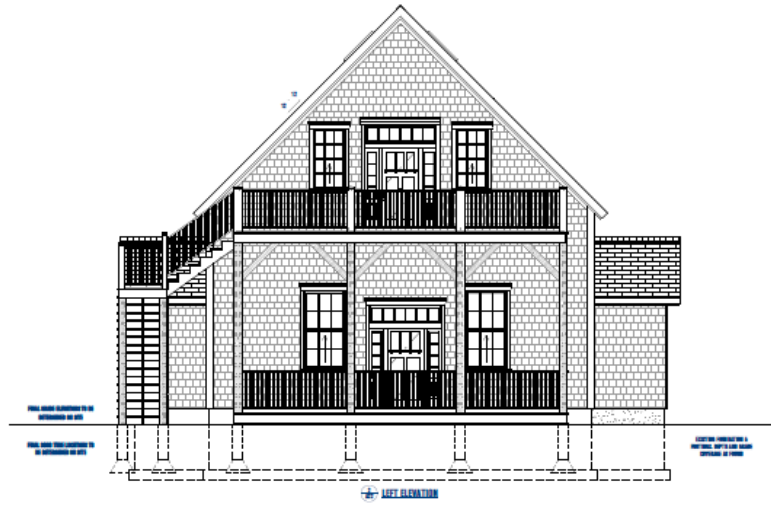
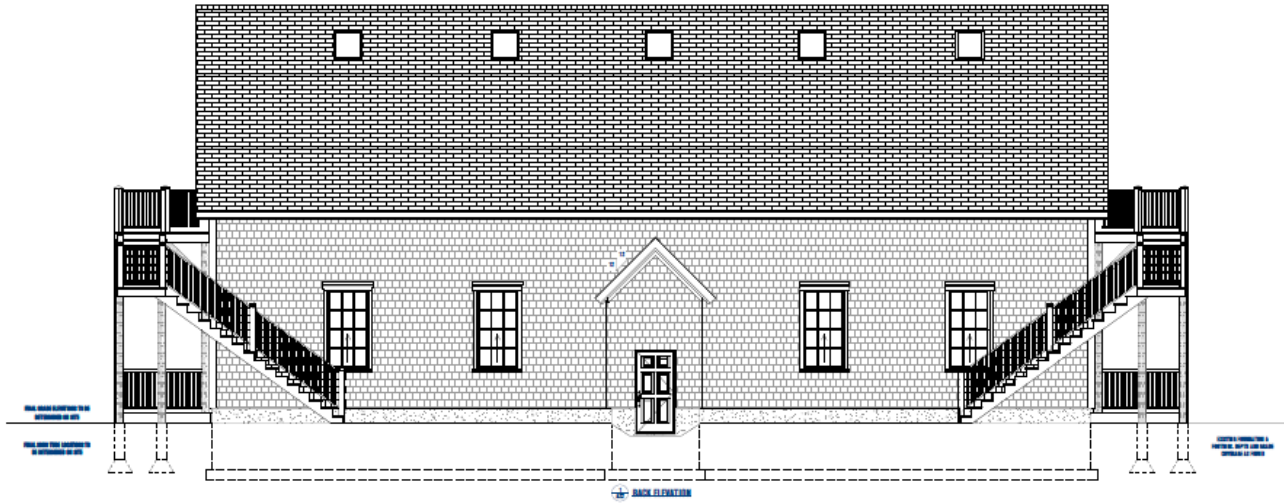
Drawing Title: Front & Right Elevations

Date: July 15, 2023 Scale: 1/4" = 1'-0"

Drawn By: Ryan Miller

Checked By: Mike Smith

Drawing #: A21



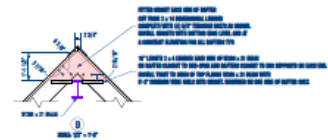
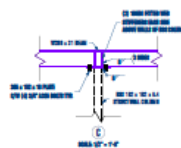
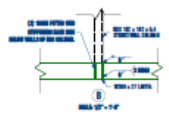
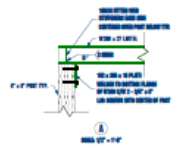
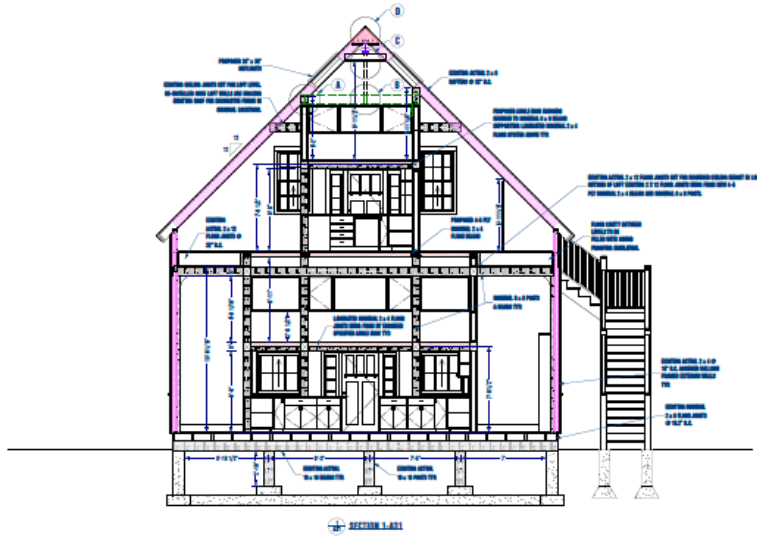
**General Notes:**

1. The contractor shall be responsible for obtaining all necessary permits and approvals from the local building department.
2. The contractor shall be responsible for coordinating with the utility companies to locate and mark all underground utilities.
3. The contractor shall be responsible for protecting all existing structures and utilities on the site.
4. The contractor shall be responsible for maintaining access to all adjacent properties at all times.
5. The contractor shall be responsible for providing a clean and safe work site at all times.
6. The contractor shall be responsible for providing a detailed schedule of work to the owner.
7. The contractor shall be responsible for providing a detailed list of materials and labor to the owner.
8. The contractor shall be responsible for providing a detailed list of subcontractors to the owner.
9. The contractor shall be responsible for providing a detailed list of vendors to the owner.
10. The contractor shall be responsible for providing a detailed list of suppliers to the owner.
11. The contractor shall be responsible for providing a detailed list of subcontractors to the owner.
12. The contractor shall be responsible for providing a detailed list of vendors to the owner.
13. The contractor shall be responsible for providing a detailed list of suppliers to the owner.

| REV # | GENERAL REVISIONS            | DATE     |
|-------|------------------------------|----------|
| 1     | ISSUE CORRECTIONS TO DRAWING | 07/10/23 |
| 2     | ISSUE CORRECTIONS TO DRAWING | 07/10/23 |
| 3     |                              |          |
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|                |               |                        |
|----------------|---------------|------------------------|
| Project Name:  |               | 17 Tannery Road        |
| Drawing Title: |               | Back & Left Elevations |
| Date:          | July 10, 2023 | Scale: 1/4" = 1'-0"    |
| Drawn By:      | Evan Williams |                        |
| Checked By:    | Mike Smith    |                        |
| Drawing #:     | <b>A22</b>    |                        |



**Notes:**

1. The contractor shall verify the foundation conditions and provide the necessary foundation work.
2. The contractor shall provide the necessary foundation work.
3. The contractor shall provide the necessary foundation work.
4. The contractor shall provide the necessary foundation work.
5. The contractor shall provide the necessary foundation work.
6. The contractor shall provide the necessary foundation work.
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9. The contractor shall provide the necessary foundation work.
10. The contractor shall provide the necessary foundation work.
11. The contractor shall provide the necessary foundation work.
12. The contractor shall provide the necessary foundation work.

| REV # | GENERAL REVISIONS  | DATE       |
|-------|--------------------|------------|
| 1     | ISSUE FOR PERMIT   | 2023-07-10 |
| 2     | REVISED FOUNDATION | 2023-07-10 |
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Project Name: 17 Tannery Road

Drawing Title: Sections

|                        |                     |
|------------------------|---------------------|
| Date: July 10, 2023    | Scale: 1/4" = 1'-0" |
| Drawn By: Ryan Walker  |                     |
| Checked By: Mike Smith |                     |
| Drawing #: <b>A31</b>  |                     |



| LINE | SYMBOL   | FINISH | DESCRIPTION | HEIGHT | WIDTH | SPACING | NOTES     |
|------|----------|--------|-------------|--------|-------|---------|-----------|
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |

| LINE | SYMBOL   | FINISH | DESCRIPTION | HEIGHT | WIDTH | SPACING | NOTES     |
|------|----------|--------|-------------|--------|-------|---------|-----------|
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |

| LINE | SYMBOL   | FINISH | DESCRIPTION | HEIGHT | WIDTH | SPACING | NOTES     |
|------|----------|--------|-------------|--------|-------|---------|-----------|
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |

| LINE | SYMBOL   | FINISH | DESCRIPTION | HEIGHT | WIDTH | SPACING | NOTES     |
|------|----------|--------|-------------|--------|-------|---------|-----------|
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | BRICK       | 48"    | 36"   | 12"     | [Diagram] |
| 1    | [Symbol] | BRICK  | CORNER      | 48"    | 36"   | 12"     | [Diagram] |

| CSI SYMBOL | LAUREL | COMMENTS   |
|------------|--------|--|
| [Symbol]   | E1     | EXISTING CONCRETE CORE FOUNDATION WALL   |
| [Symbol]   | E2     | - CAPE COB SHINGLE SIDING<br>- CAPE COB SHINGLE PANEL STRAPPING<br>- APPROVED HOUSE WRAP<br>- 7/16" OSB WALL SHEATHING<br>- EXISTING EXTERIOR FRAMING 2 X 4 WALL STUDS AND SPACING T.S.D.<br>- W/ R24 BATT INSULATION<br>- 8 MIL POLY VAPOUR BARRIER, APPROVED<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED |
| [Symbol]   | E3     | EXTERIOR GLASS DECK RAILING, MANUFACTURER T.S.D.   |
| [Symbol]   | F1     | - 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED (I.L.C. WRAP)   |
| [Symbol]   | F2     | - 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- SOUNDPROOFING BATT INSULATION<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED (I.L.C. WRAP)  |
| [Symbol]   | F3     | - 5/8" TYPE X FIRE RATED (45 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- SOUNDPROOFING BATT INSULATION<br>- 5/8" TYPE X FIRE RATED (45 MIN.) GYPSUM BOARD, FILLED & FINISHED (W/LS WRAP / OIL USDB)   |
| [Symbol]   | F4     | - 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- SUBWAY TILE BACKSPLASH (I.L.C. WRAP)   |
| [Symbol]   | F5     | - 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- SOUNDPROOFING BATT INSULATION<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED (I.L.C. WRAP)  |
| [Symbol]   | F6     | - TILE FINISH<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- 1/2" TYPE C FIRE RATED (30 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- TILE FINISH (I.L.C. WRAP)   |
| [Symbol]   | F7     | - 5/8" TYPE X FIRE RATED (45 MIN.) GYPSUM BOARD, FILLED & FINISHED<br>- 2 X 4 FRAMING @ 16" O.C.<br>- SOUNDPROOFING BATT INSULATION<br>- 5/8" TYPE X FIRE RATED (45 MIN.) GYPSUM BOARD, FILLED & FINISHED (W/LS WRAP / OIL USDB)   |

**Notes:**

1. All dimensions are unless otherwise noted.
2. All work shall be in accordance with the current code book.
3. All work shall be in accordance with the current code book.
4. All work shall be in accordance with the current code book.
5. All work shall be in accordance with the current code book.
6. All work shall be in accordance with the current code book.
7. All work shall be in accordance with the current code book.
8. All work shall be in accordance with the current code book.
9. All work shall be in accordance with the current code book.
10. All work shall be in accordance with the current code book.

| REV # | GENERAL REVISIONS | DATE       |
|-------|-------------------|------------|
| 1     | GENERAL REVISIONS | 2023-07-10 |
| 2     | GENERAL REVISIONS | 2023-07-10 |
| 3     |                   |            |
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Project Name:  
**17 Tannery Road**

Drawing Title:  
**Schedules**

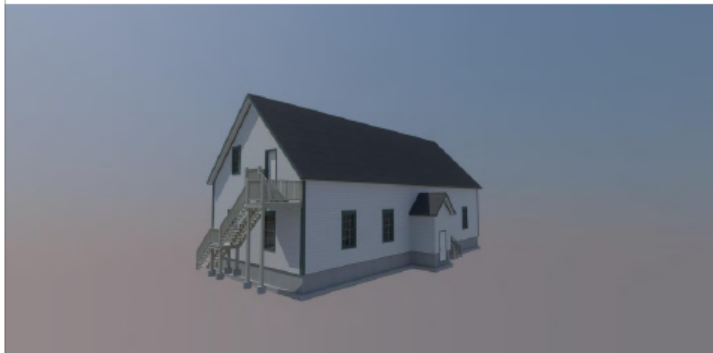
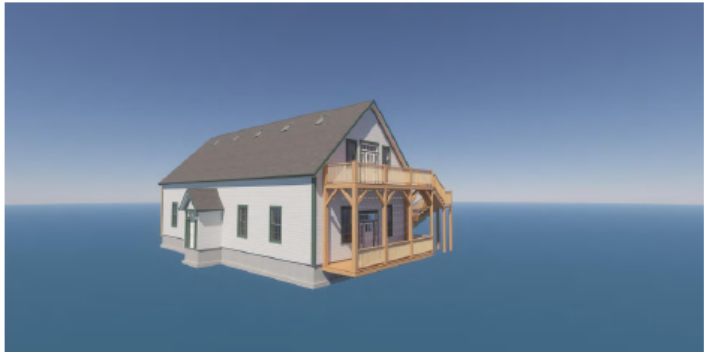
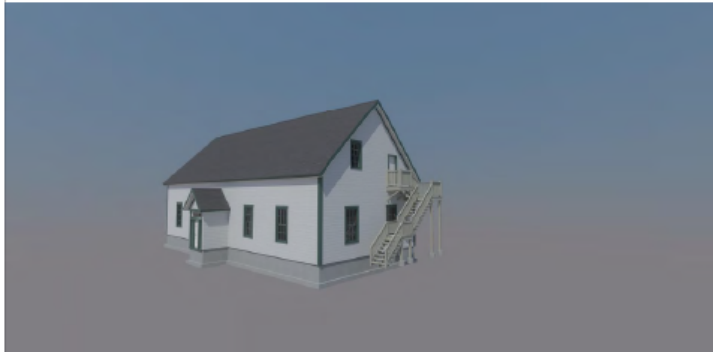
Date:  
July 13, 2023

Scale:  
1/2" = 1'-0"

Drawn By:  
Ryan Mallick

Checked By:  
Mike Smith

Drawing #: **A61**



**Project Notes**

1. The drawings are for informational purposes only and are not intended to be used for construction.
2. All work shall conform to the applicable Building Code of the local jurisdiction.
3. The drawings are for informational purposes only and are not intended to be used for construction.
4. The drawings are for informational purposes only and are not intended to be used for construction.
5. The drawings are for informational purposes only and are not intended to be used for construction.
6. The drawings are for informational purposes only and are not intended to be used for construction.
7. The drawings are for informational purposes only and are not intended to be used for construction.
8. The drawings are for informational purposes only and are not intended to be used for construction.
9. The drawings are for informational purposes only and are not intended to be used for construction.
10. The drawings are for informational purposes only and are not intended to be used for construction.
11. The drawings are for informational purposes only and are not intended to be used for construction.
12. The drawings are for informational purposes only and are not intended to be used for construction.

| REV # | GENERAL REVISIONS              | DATE     |
|-------|--------------------------------|----------|
| 1     | GENERAL DIMENSION SYSTEM       | 02/14/23 |
| 2     | STAIRS AND DECK FLOOR FINISHES | 02/14/23 |
| 3     |                                |          |
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Project Name: **17 Tannery Road**

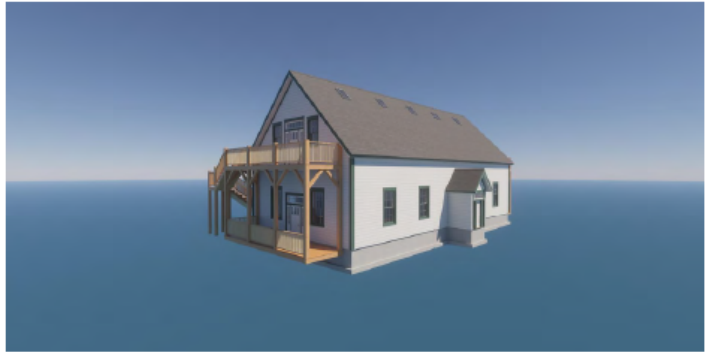
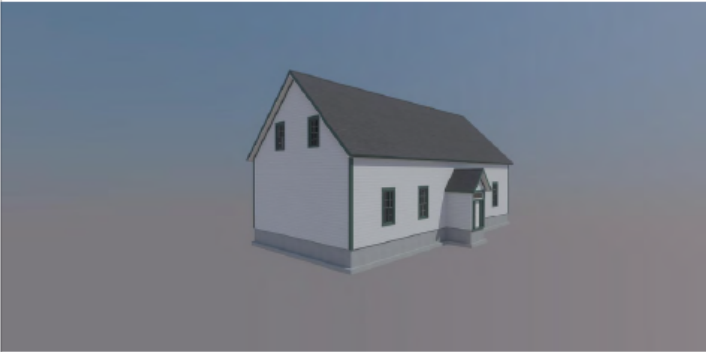
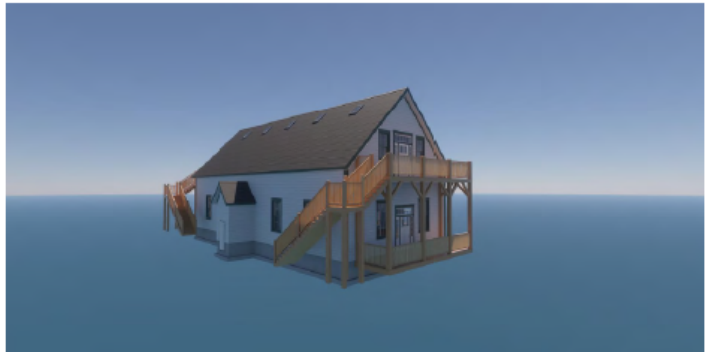
Drawing Title: **3D Elevations**

Date: **July 19, 2023**      Scale: **N.T.S.**

Drawn By: **Ryan McMillan**

Checked By: **Mike Smith**

Drawing #: **A91**



**General Notes:**

1. The drawings are intended for building from these drawings. The owner will be liable for any errors or omissions.
2. The drawings are not to be used for any other purpose without the written consent of the architect.
3. The drawings are not to be used for any other purpose without the written consent of the architect.
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12. The drawings are not to be used for any other purpose without the written consent of the architect.

| REV # | GENERAL DESCRIPTION | DATE     |
|-------|---------------------|----------|
| 1     | ISSUE FOR PERMIT    | 07-10-23 |
| 2     | ISSUE FOR PERMIT    | 07-10-23 |
| 3     |                     |          |
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Project Name: **17 Tannery Road**

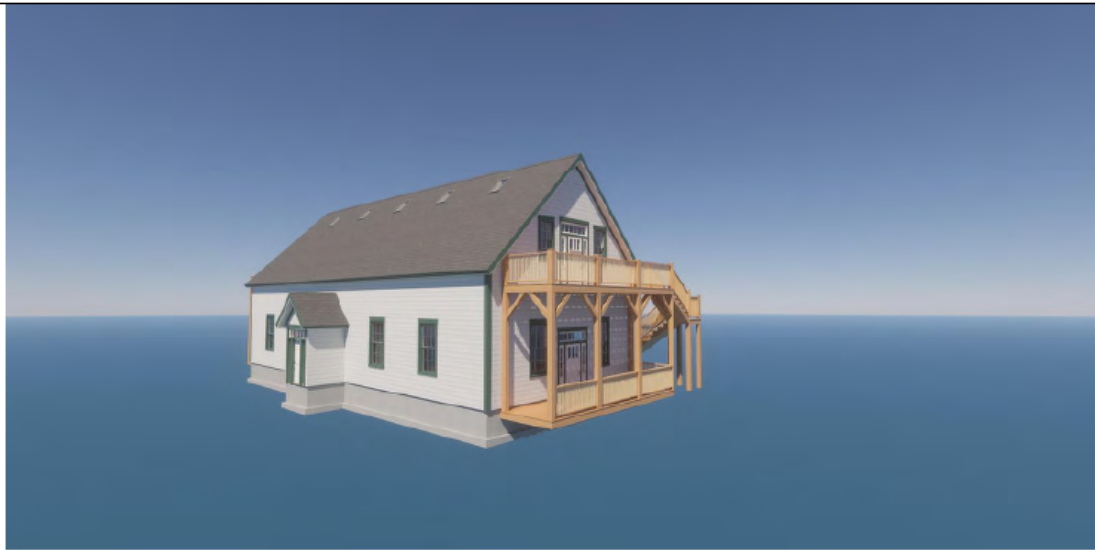
Drawing Title: **3D Elevations**

Date: July 10, 2023 Scale: N.T.S.

Drawn By: Ryan McMan

Checked By: Mike Smith

Drawing #: **A92**



**Notes:**

- The following information is provided for your reference only. It is not intended to be used as a substitute for professional engineering or architectural services. The user of this information is responsible for its accuracy and completeness.
- The drawings are prepared in accordance with the current editions of the applicable codes and standards.
- The drawings are prepared in accordance with the current editions of the applicable codes and standards.
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| REV # | GENERAL REVISIONS    | DATE     |
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| 1     | ISSUE FOR PERMITTING | 07/11/23 |
| 2     | ISSUE FOR PERMITTING | 07/11/23 |
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Project Name: 17 Tannery Road

Drawing Title: 3D Elevations (Shutters)

|                         |                        |
|-------------------------|------------------------|
| Date: July 11, 2023     | Scale: N.T.S.          |
| Drawn By: Ryan McMillan | Checked By: Mike Smith |
| Drawing #: <b>A92.1</b> |                        |







**General Notes**

- The contractor shall be responsible for any and all utility lines that may be located on the site. The contractor shall be responsible for any and all utility lines that may be located on the site.
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| REV # | REVISION DESCRIPTION | DATE       |
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| 1     | ISSUE FOR PERMIT     | 2023-07-10 |
| 2     | ISSUE FOR PERMIT     | 2023-07-10 |
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Project Name: 17 Tannery Road

Drawing Title: 3D Elevations

Date: July 11, 2023 Scale: N.T.S.

Drawn By: Ryan Mallick

Checked By: Mike Smith

Drawing #: **A94**



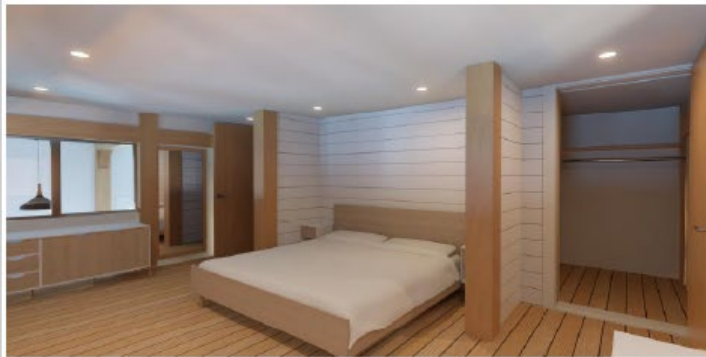
**General Notes**

- The drawings are prepared on the basis of the information provided by the client and are not to be used for any other purpose without the written consent of the architect.
- The drawings are not to be used for any other purpose without the written consent of the architect.
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| REV # | GENERAL NOTES                    | DATE       |
|-------|----------------------------------|------------|
| 1     | ISSUE FOR PERMIT REVIEW          | 2023-07-20 |
| 2     | REVISED DRAWING & PERMIT CLARIFY | 2023-07-21 |
| 3     |                                  |            |
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Project Name: 17 Tannery Road  
 Drawing Title: 3D Interior Views Main Level  
 Date: July 18, 2023  
 Drawn By: Ryan McLean  
 Checked By: Mike Smith  
 Drawing #: **A95**



**Disclaimer:**

- The drawings are the property of Big League Builders and are not to be used for any other purpose without the written consent of Big League Builders.
- The drawings are not to be used for any other purpose without the written consent of Big League Builders.
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| REV # | GENERAL REVISIONS | DATE       |
|-------|-------------------|------------|
| 1     | ISSUE FOR PERMIT  | 2023-07-28 |
| 2     | ISSUE FOR PERMIT  | 2023-07-28 |
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Project Name:  
17 Tannery Road

Drawing Title:  
3D Interior Views Main Level

Date:  
July 13, 2023

Scale:  
N.T.S.

Drawn By:  
Elyse Milliken

Checked By:  
Wes Smith

Drawing #: **A96**



**General Note:**

- The rendering is a representation of the design and does not constitute a contract. It is intended to provide a visual reference for the client and is not to be used for any other purpose.
- The rendering is not a substitute for a professional architectural or engineering drawing. It is intended to provide a visual reference for the client and is not to be used for any other purpose.
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| REV # | GENERAL REVISIONS      | DATE       |
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| 1     | ISSUE FOR CONSTRUCTION | 2023-09-28 |
| 2     | ISSUE FOR CONSTRUCTION | 2023-09-28 |
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Project Name: 17 Tannery Road  
 Drawing Title: 3D Interior Views Upper Level  
 Date: July 13, 2023 Scale: N.T.S.  
 Drawn By: Ryan Walker  
 Checked By: Mike Smith  
 Drawing #: A97



**Notes:**

1. All dimensions are given unless otherwise noted.
2. All work shall be in accordance with the current edition of the International Building Code (IBC) and the International Residential Code (IRC).
3. All work shall be in accordance with the current edition of the International Mechanical Code (IMC) and the International Fuel Gas Code (IFGC).
4. All work shall be in accordance with the current edition of the International Electrical Code (IEC).
5. All work shall be in accordance with the current edition of the International Plumbing Code (IPC) and the International Fire Code (IFC).
6. All work shall be in accordance with the current edition of the International Energy Conservation Code (IECC).
7. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).
8. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).
9. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).
10. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).
11. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).
12. All work shall be in accordance with the current edition of the International Fire and Safety Code (IFSC).

| REV # | GENERAL REVISIONS     | DATE       |
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| 1     | GENERAL REVISIONS     | 2023-06-16 |
| 2     | REVISIONS FOR PERMITS | 2023-07-10 |
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Project Name: 17 Tannery Road

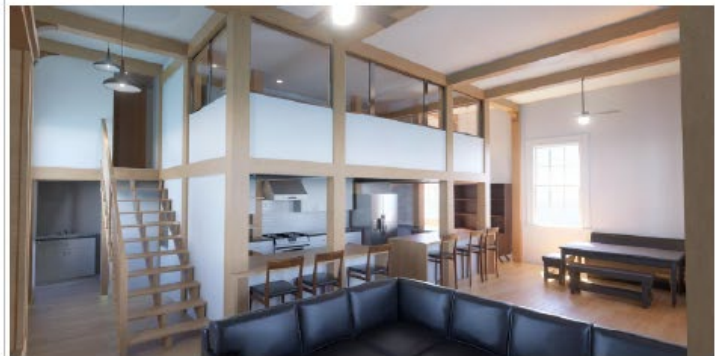
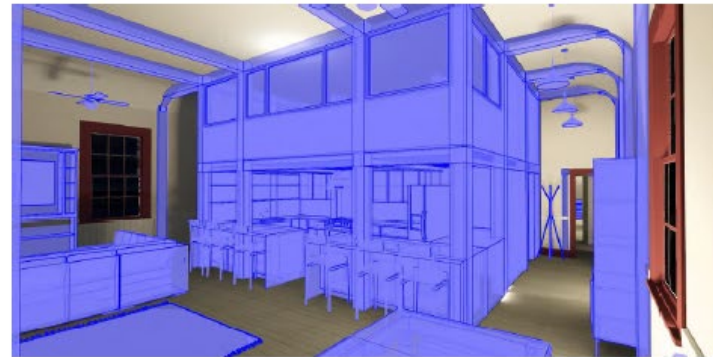
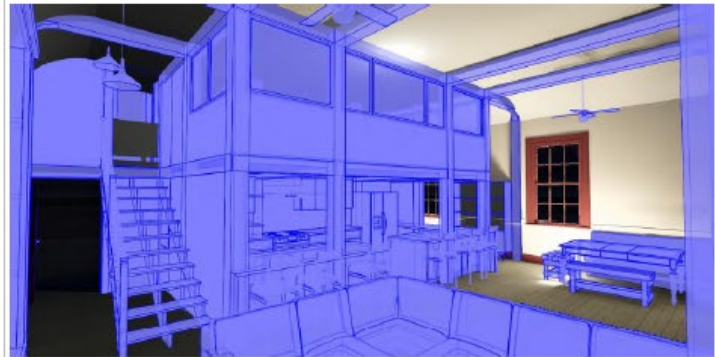
Drawing Title: 3D Interior Views Upper Level

Date: July 10, 2023

Drawn By: Ryan Williams

Checked By: Mike Smith

Drawing #: **A98**



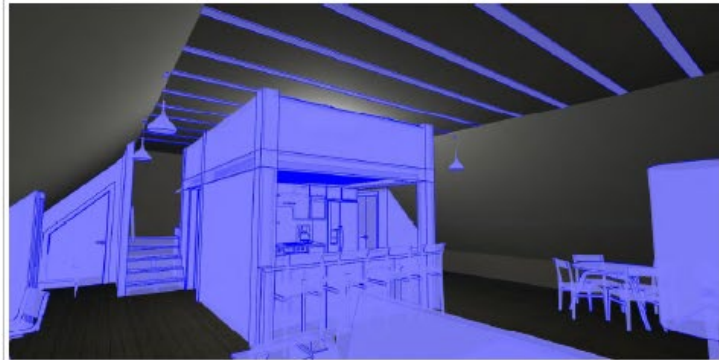
**General Notes:**

1. The drawings are intended to show the general appearance of the project and are not to be used for construction purposes.
2. The drawings are not to be used for construction purposes without the approval of the architect.
3. The drawings are not to be used for construction purposes without the approval of the architect.
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| NO. | GENERAL NOTES | DATE      |
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| 1   | GENERAL NOTES | NOV 10 10 |
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| Project Name: 17 Tannery Road                |                        |
| Drawing Title: 3D Interior Views Comparisons |                        |
| Date: July 11, 2023                          | Scale: N.T.S.          |
| Drawn By: Ryan McMan                         | Checked By: Mike Smith |
| Drawing #: A99                               |                        |



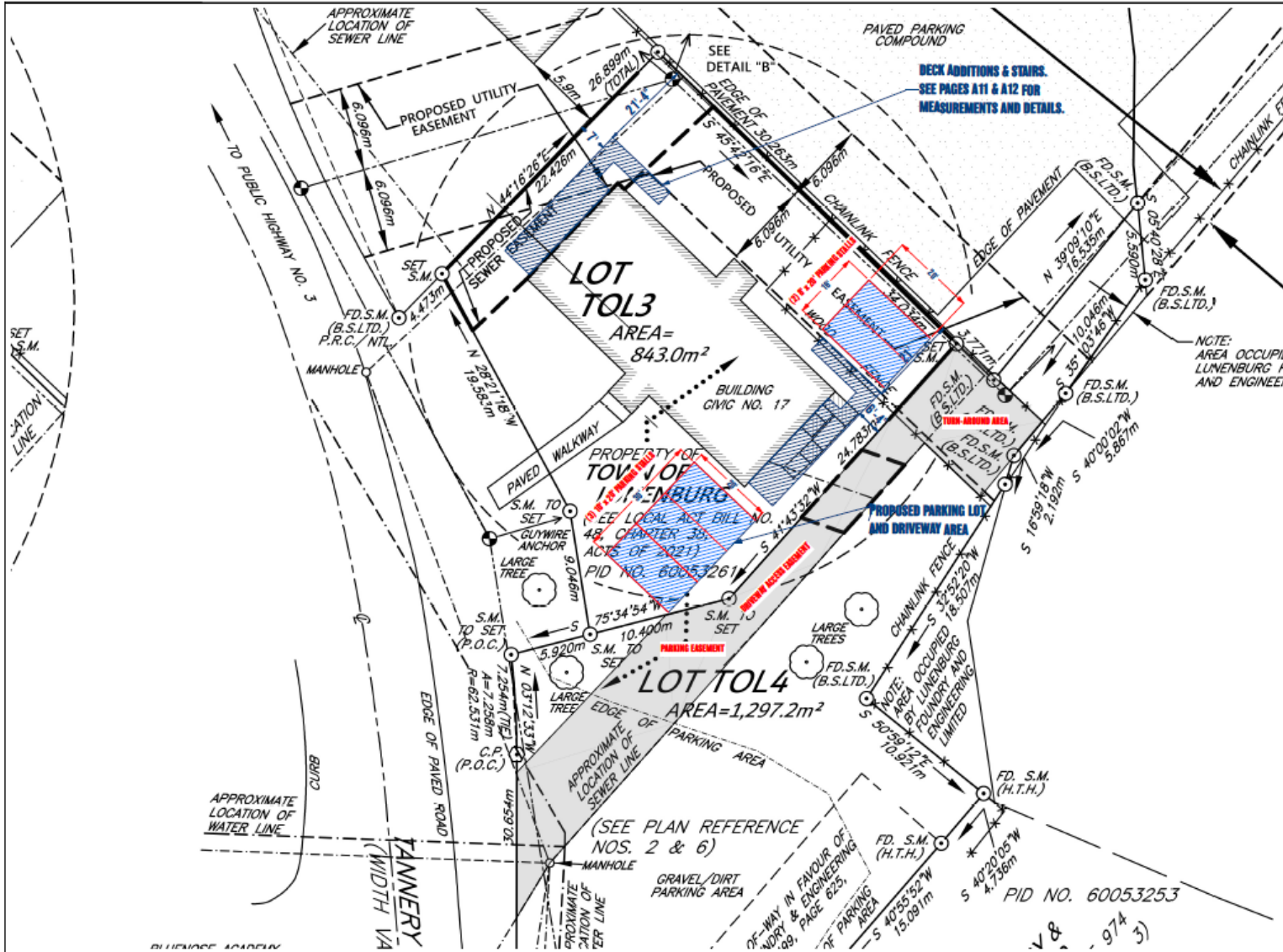
**Notes:**

1. The client has requested a kitchen island with a bar and a dining area.
2. The client has requested a kitchen island with a bar and a dining area.
3. The client has requested a kitchen island with a bar and a dining area.
4. The client has requested a kitchen island with a bar and a dining area.
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12. The client has requested a kitchen island with a bar and a dining area.

| REV # | GENERAL REVISIONS | DATE       |
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| 1     | GENERAL REVISIONS | 2023-09-20 |
| 2     | GENERAL REVISIONS | 2023-09-20 |
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| Project Name:  |               | 17 Tannery Road              |
| Drawing Title: |               | 3D Interior Views Comparison |
| Date:          | July 10, 2023 | Scale:                       |
| Drawn By:      | Evan McMillan |                              |
| Checked By:    | Walter Smith  |                              |
| Drawing #:     | <b>8910</b>   |                              |



**Notes:**

1. This drawing is a site plan and does not show the location of any existing or proposed structures or other improvements.
2. The owner of this property is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
3. The owner of this property is responsible for obtaining all necessary easements and rights of way from the appropriate authorities.
4. The owner of this property is responsible for obtaining all necessary surveys and measurements from the appropriate authorities.
5. The owner of this property is responsible for obtaining all necessary zoning and planning approvals from the appropriate authorities.
6. The owner of this property is responsible for obtaining all necessary utility easements and rights of way from the appropriate authorities.
7. The owner of this property is responsible for obtaining all necessary environmental approvals from the appropriate authorities.
8. The owner of this property is responsible for obtaining all necessary fire and safety approvals from the appropriate authorities.
9. The owner of this property is responsible for obtaining all necessary health and safety approvals from the appropriate authorities.
10. The owner of this property is responsible for obtaining all necessary accessibility approvals from the appropriate authorities.
11. The owner of this property is responsible for obtaining all necessary parking and traffic approvals from the appropriate authorities.
12. The owner of this property is responsible for obtaining all necessary signage approvals from the appropriate authorities.

| REV# | GENERAL REVISIONS            | DATE       |
|------|------------------------------|------------|
| 1    | GENERAL INFORMATION SHEET    | 2023-06-10 |
| 2    | REVISIONS TO PARKING DETAILS | 2023-07-10 |
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|-------------------------------|------------------------|
| Project Name: 17 Tannery Road |                        |
| Drawing Title: Location Plan  |                        |
| Date: July 26, 2023           | Scale: N.T.S.          |
| Drawn By: Ryan Malbin         | Checked By: Mike Smith |
| Drawing #: A71                |                        |

LUNENBURG SCHOOLHOUSE EXTERIOR JUNE 27 2023.JPG



## Appendix B – Old New Town School Statement of Significance

### *Old New Town School*

17 Tannery Road, Lunenburg, Nova Scotia, B0J, Canada

**Formally Recognized: 2000/07/13**



#### OTHER NAME(S)

Old New Town School

School Annex

Arts and Crafts Building

#### LINKS AND DOCUMENTS

[Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg.](#)

#### CONSTRUCTION DATE(S)

1883/01/01 to 1883/12/31

**LISTED ON THE CANADIAN REGISTER: 2004/03/22**

#### STATEMENT OF SIGNIFICANCE

##### DESCRIPTION OF HISTORIC PLACE

The Old New Town School is a one-and-a-half storey wooden structure, simple in design and rectangular in form with a protruding enclosed porch. The building is located in the New Town area of Lunenburg, NS, with substantial green space surrounding the building. Designation covers both the building and the surrounding land.

##### HERITAGE VALUE

The Old New Town School is valued as a reminder of the era of one-room schoolhouses in Nova Scotia. These schools were eventually supplanted by the Academy system, a new academic system implemented province-wide, and consequently the Lunenburg Academy replaced this building. The building was built in 1883 and remains in excellent condition. It retains many original features, including the windows and entrance. The school remains in use by the modern Lunenburg High School located across the road as extra classroom space, making it a rare example of continuous use of a one-room school building from the nineteenth century to the present day.

Source: Heritage Designation File 66400-40-53, Town of Lunenburg.

##### CHARACTER-DEFINING ELEMENTS

Character-defining elements of the Old New Town School relate to its architecture and use as an educational facility, and include:

- original enclosed porch, with transom and sidelight windows, and original six-over-six windows;

- simple, symmetrical design, augmented by a steeply pitched gable roof, cornerboards, and simply detailed fascia and eaves;
- location at a central junction in New Town with green space surrounding the building on all sides;
- interior layout of the building into two classrooms reflecting its continued use as an education facility.

## **Appendix C – Alteration Guidelines for Municipally Registered Heritage Properties**

### **Alteration Guidelines for Municipally Registered Heritage Properties**

#### **Town of Lunenburg**

**Approved by Council on October 13, 2020**

#### **1.0 Scope**

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

#### **2.0 Background**

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

#### **3.0 Process**

All applications to alter a registered heritage property shall be made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

#### **4.0 Substantial and Non-Substantial Alterations**

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the Design Guidelines of the Heritage Conservation District.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- addition or removal of windows or window openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- \* addition or removal of doors or door openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- changes to the openings for doors or windows unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- change in roof pitch or style (including pitch or style of a dormer) unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- change in style or design of railing or guards on porches or stairs unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- addition to an existing accessory building or the erection or placement of a new accessory building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District (in cases where the land as well as the main building have been registered as a Municipal Heritage Property);
- addition of utilities structures such as, but not limited to, air conditioning units, kitchen vents and heat pumps unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;
- accessory structures such as, but not limited to, fences, stairways, decks, garden trellises, pergolas, awnings, pavilions, and similar items which are connected or otherwise not connected to the main building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District; and
- re-shingling of roofs where not required for maintenance, including changes in the type of shingle unless said development is in conformance with the Design Guidelines of the Heritage Conservation District.

Notwithstanding anything herein contained above, the following shall be considered substantial alterations:

- any development that does not conform to the Design Guidelines of the Heritage Conservation District By-law;
- any demolition or removal of
  - a) more than 10 % of the total usable floor area of all floors including the usable floor areas of any basement and attic; or
  - b) any part of a building for which the cumulative sum of all areas of its horizontal dimensions exceeds 25% of the area of the building's existing footprint.

**Usable Floor Area** means the floor area that has a minimum height clearance of 1.2 m (4 ft.) or higher.

and

- any addition to a building which is greater than 25% of the area of the existing building's footprint either as an addition to the sides of the building or on top such as an additional storey.

For the sake of clarity the following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum;
- replacements or repairs where no changes are intended;
- use of vinyl window inserts if no other changes taking place;
- replacement of shingles with clapboard with the same exposure, and replacement of clapboard with shingles with the same exposure;
- the erection or placement of signage;
- items which the Heritage Officer considers to be maintenance (ie. re-shingle roof if needed);
- replacement of doors or storm doors with doors which meet the Design Guidelines of the Heritage Conservation District;
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood) which meet the Design Guidelines of the Heritage Conservation District;
- addition of glass doors inside wooden storm doors;
- rain barrels and other minor accessory structures; and
- the installation of gutters and downspouts which meet the Design Guidelines of the Heritage Conservation District.

**Subject: Housing Accelerator Fund Application**

**From:** Hilary Grant, Senior Planner & Heritage Officer

**Reviewed by:** Arthur MacDonald, Director of Community Development

**Date:** August 8, 2023

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**Recommendation**

That Council direct staff to apply to the Housing Accelerator Fund.

**Alternatives**

- Direct Staff to apply to the Housing Accelerator Fund with additional instructions.
- Direct Staff not to apply to the Housing Accelerator Fund.

**Background**

On May 17, 2023, the federal government announced a \$4 billion Housing Accelerator Fund (HAF) for local authorities, administered by the Canada Mortgage and Housing Corporation. The goal is to develop innovative measures to unlock new housing supply and fast-track the creation of 100,000 net new housing units across Canada.

The Town of Lunenburg has prepared an application for \$3,210,000.00 in funding. The application commits the Town to undertaking the six initiatives outlined in the application. Approximately \$2,572,873 or more could be spent on infrastructure and affordable housing. Staff seek direction to apply for this grant, which includes a housing Action Plan with a minimum of five initiatives to accelerate the Town's housing supply. The Town's Treasurer must also submit an attestation as part of the application.

**Discussion**

Rather than underwriting or cost-sharing specific projects, the HAF program provides incentive funding directly to municipalities for committing to a growth target and undertaking housing initiatives. Municipalities will have four years to spend HAF funding and can choose to spend it on housing initiatives, as well as housing infrastructure and community infrastructure that supports housing. The funding is stackable and can be used for projects already covered by the Town's budget.

Funding will be issued in four equal payments. The first payment is received upon signing a contribution agreement. The next two are received on the year anniversary of signing the contribution agreement if the Town meets all the milestones listed in the application. The last payment is contingent on the Town meeting its housing targets.

To apply for the HAF, applicants must commit to undertaking a minimum of five housing initiatives. It is recommended that municipalities bring forward more than five initiatives to be competitive. Local governments are encouraged to think big and be innovative in their Action Plans. This could include reducing red tape, accelerating project approvals, incentivizing affordable housing units, or introducing zoning reforms to build more density. The Town of Lunenburg has already completed many initiatives eligible for HAF funding when it adopted the *Land Use By-law* in 2021. For example, the Town's *Land Use By-law* already allows many developments as-of-right, and has provisions allowing, for example accessory dwellings and co-housing.

In consultation with program experts with the Canada Mortgage and Housing Corporation, the following initiatives were developed to maximize the competitiveness of the Town's application:

- Additional Accessible Unit Incentives: Refund municipal service hookup and subdivision fees when developers include accessible dwellings in their project above the number required under the Nova Scotia Building Code enabled by a new Additional Accessible Unit Policy.
- Affordable Housing Grant Program: Allocate funds to support the development of affordable housing units through a new Lunenburg Affordable Housing Grant Program.
- New Housing in a Heritage Context: Pass a new *Old Town Lunenburg Heritage Conservation Plan and By-law* with a policy to promote infill development, eliminate lengthy public hearings and provide clear guidelines on the types and sizes of new developments permitted within Old Town Lunenburg Heritage Conservation District.
- Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning: Integrate the housing targets from our Comprehensive Community Plan into our Asset Management Plan and create a Sustainable Infrastructure Grant Program.
- Accelerating Housing Growth through Tax Forgiveness: Grant a three-year municipal tax break towards increasing affordable and accessible housing.
- Town-Owned Land Divestiture and Agreements for Housing: Create Comprehensive Development Districts that outline the terms and conditions for developers to comply with affordable housing and other design requirements when developing formerly Town-owned residential lands.

## **Strategic Plan Relevance**

### Housing

- Direction to support different types of housing development, tenant structures, and affordability

### Servicing and Facilities

- Direction to ensure efficient infrastructure

### Environment and Sustainability

- Direction to foster environmental stewardship and adapt to climate change

**Relevant Legislation**

Town of Lunenburg *Land Use By-Law*

Town of Lunenburg *Old Town Lunenburg Heritage Conservation District Plan and By-law*

**Financial**

A successful application would result in \$3,210,000 for housing related initiatives, including affordable housing and sustainable infrastructure.

**Communications**

\$120,000 has been budgeted in the application to promote and evaluate the proposed housing initiatives, including conducting a housing needs assessment. Conducting a housing needs assessment is a requirement of the program.

**Attachments**

N/A