

TOWN OF LUNENBURG

**COUNCIL MEETING AGENDA**

Tuesday, December 12, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber



**Notice:** Council meetings are held in person at Town Hall. 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**

This meeting takes place in the traditional and ancestral territory of the Mi’kmaq people. We are all Treaty people.

**3. APPROVAL OF AGENDA**

3.1 December 12, 2023 Council Meeting Agenda

**Draft motion: That Council approve the agenda for the December 12, 2023 meeting as presented.**

**4. APPROVAL OF MINUTES**

4.1 November 28, 2023 Regular Meeting of Council Minutes

**Draft motion: That Council approve the November 28, 2023 meeting minutes as presented.**

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

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

**6. PRESENTATIONS**

**7. CORRESPONDENCE**

7.1 Cornwallis Street Renaming – Sophie “Roo” Wonfor

**8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS**

**9. BUSINESS ARISING AND UNFINISHED BUSINESS**

9.1 Old Town Lunenburg Heritage Conservation District Plan and By-law Update – *Information and Discussion Report*

**10. NEW BUSINESS**

10.1 Blockhouse Hill Design Project – *What We Heard Report*

**Draft motion: That Council accept MacKay-Lyons Sweetapple Architect’s Blockhouse Hill**

Design Project What We Heard Report (Attachment A) as information.

10.2 Wastewater Treatment Plant Upgrade and Expansion Design and Engineering Design  
– *Request for Proposals Award*

Draft motion: That Council award the Wastewater Treatment Plant (WWTP) Upgrade and Expansion Design & Engineering Services Request for Proposals (RFP) to CBCL in the amount of \$517,863 + HST.

10.3 Municipal Capital Grown Program – *Grant Application*

That Council approve an application to the Municipal Capital Growth Program under the Accessibility Category for the proposed 2024/25 Green Street Sidewalk Reconstruction Capital Project.

10.4 2023/24 Budget Variance – *Information Report*

## **11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

## **12. IN CAMERA**

## **13. ADJOURNMENT**

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

November 28, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



**Present** Mayor Jamie Myra, Deputy Mayor Ed Halverson (via Zoom), Councillors Jenni Birtles, Stephen Ernst, Peter Mosher, Melissa Duggan and Susan Sanford

**Also present** Jamie Doyle, CAO  
 Lisa Dagley, Director of Finance  
 Tyson Joyce, Director of Public Works  
 Arthur MacDonald, Planning and Heritage Manager  
 Hilary Grant, Director of Community Development  
 Michael Best, Communications Manager  
 Kayla Byrne, Municipal Clerk

**Call to Order** The Mayor called the meeting to order at 6 p.m.

**Land acknowledgment** The 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 November 28, 2023, meeting with the following amendment:

- 6.1 Flooding Update

**Motion carried unanimously**

**Approval of Minutes** Moved and seconded that Council approve the November 14, 2023 meeting minutes as presented.

**Motion carried unanimously**

**Public Input and Questions** A representative from Mikiz Pitt Stop and Alex's Chill & Grill spoke about the recent and recurring flooding near their business on Victoria Road, noting the flooding is impacting their business and other nearby buildings and infrastructure. The speaker inquired what the Town plans to do to mitigate this issue. Staff used this time to discuss the added agenda item, 6.1 flooding update, noting that the Town has undertaken several initiatives to enhance its storm system, including a GIS wastewater modelling system completed in October, and a condition assessment for the Tannery Road Culvert, which is in progress. A storm system masterplan is also proposed for the 2024/25 capital budget.

**Correspondence** None.

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

Council held a public hearing for the Draft Old Town Lunenburg Heritage Conservation District (HCD) Plan and Bylaw.

Following an information report, nine members of the public addressed Council during its public hearing for the Draft Old Town Lunenburg HCD Plan and Bylaw. Feedback received during the public hearing included:

- A request to remove the Hopson/Prince Loop from the Transition Area.
- Clarifying questions on the historical value of the Heritage Conservation District and the Town’s UNESCO designation.
- Some language amendments for new residential and commercial developments.
- Suggested wording changes to differentiate residences from public spaces, such as the old Baptist Church.
- Share the bylaw with realtors so new homeowners know any restrictions before purchasing a house.
- An explanation as to why rooftop decks are no longer permitted.
- Having some flexibility in siding options.
- Alternative funding options to help maintain heritage properties.
- Inclusion of Indigenous heritage.
- Concerns about threatening the Town’s UNESCO designation.
- Clarifying questions on the buffer zone.

Councillors asked clarifying questions about possible threats to the Town’s UNESCO designation, the transition area, and the buffer zone. Councillors also inquired if existing properties could be exempt from some aspects of the bylaw.

Amendment to MPS and LUB to Delete Architectural Control Areas

Council held a public hearing for proposed amendments to the Municipal Planning Strategy and Land-Use Bylaw to delete architectural control Areas.

Following an information report, two members of the public addressed Council during the public hearing, requesting that Tannery Road not be removed from the Town’s regulations.

Cornwallis Street Re-Naming

Following the presentation of the staff report, councillors discussed some of the suggested names from the public survey.

Moved and seconded that Council approve Queen Street as the new name for Cornwallis Street.

Councillors Halverson, Duggan and Sanford voted against this motion.

**Motion carried**

Purchasing Policy

Before any discussions on this item, the Mayor declared a conflict of interest as a business owner who may partake in processes outlined in the Purchasing

Policy. The Mayor did not participate in this conversation or vote on the matter.

The Deputy Mayor assumed chairing responsibilities.

Moved and seconded that Council repeal the current Purchasing Procedures Policy and replace it with the new Purchasing Policy with the following amendment:

Emergency purchases greater than \$50,000 + HST require Council's approval.

**Motion carried unanimously**

The Mayor resumed chairing responsibilities.

Upper King Street  
ZZAP Design  
Concepts

Moved and seconded that Council accept the deliverables from ZZAP as the completion of the Upper King Street Design Project.

**Motion carried unanimously**

Moved and seconded that Council declare the lands of Upper King Street, including PID 60057460, PID 60057395, PID 60057387, PID 60057379, Upper Duke Street (north of Creighton Street), Upper King Street (north of Creighton Street with the exception of the first 42.5m beginning at Creighton Street heading North), as shown on Attachment F, as surplus lands.

**Motion carried unanimously**

Accessibility  
Quarterly Update

Council received a quarterly update report from the Lunenburg County Accessibility Advisory Committee (LCAAC).

Request to waive  
development cost  
charges for non-  
profits

Moved and seconded that Council waive, for all future development projects by registered non-profits and charitable organizations that are creating new residential units, the following Town of Lunenburg Development Cost Charges:

- Land Use By-law Amendment Application – \$839.30
- Municipal Planning Strategy Amendment Application – \$839.30
- Subdivision By-law Amendment Application – \$839.30
- Development Agreement Application Fee – \$839.30
- Zoning Confirmation Letter – \$58.55
- Subdivision (for first five lots) – \$146.90
- Subdivision (for additional lots after first five) – \$37.05

**Motion carried unanimously**

Notices of Motion/Information Requests	None.
In camera	Moved and seconded that Council move in camera at 8:20 p.m. to discuss agenda items 12.1 and 12.2 Acquisition, sale, lease and security of municipal property as per the Municipal Government Act. <b>Motion carried unanimously</b>
Recess	Before discussing any in camera items, the Mayor called a brief recess at 8:20 p.m.
Revert to open session	Council reverted to open session at 9:06 p.m. with no items to report.
Adjournment	There being no further business, the November 28, 2023 Council meeting adjourned at 9:06 p.m.

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The minutes were read and approved.

**From:** [sophie roo wonfor](#)  
**To:** [Jamie Myra](#); [Kayla Byrne](#); [Peter Mosher](#); [Jenni Birtles](#); [Melissa Duggan.](#); [Stephen Ernst](#)  
**Subject:** Response to Queen St proposal  
**Date:** November 29, 2023 3:52:14 PM

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CAUTION: THIS IS AN EXTERNAL MAIL

Dear Town Council,

I was absolutely shocked to learn that council members Jenni Birtles, Stephen Ernst, Peter Mosher and Mayor Jamie Myra had voted on the renaming of C\*rnwallis street, with Queen street. I agree with Deputy Mayor Halverson, who spoke against Queen St even being considered an option. Indeed, it is 2023. We do in fact know better. We have known better for decades, so let's actually do something about it.

Replacing C\*rnwallis St with Queen St *is simply not enough*. It is in fact insulting and alarming that council members believe this would satisfy the problem with having violent colonial legacies commemorated in street names. The late Queen Elizabeth II and Victoria both actively participated in the colonial project that enslaved humans, endorsed genocide and stole the very land we call home.

Lunenburg has a diverse and rich history that could be drawn on for inspiration, a history that is not *only* colonial. Voting for Queen St is a dismissal of the opportunity to express what Lunenburg is and can be. Take head of HRM's recent renaming of Nora Bernard street, because this is an opportunity to uplift and celebrate Mi'kmaw or African Nova Scotians, or at *the very least*, local hero/ines, working class hero/ines!

More information on the selection of Nora Bernard by the regional council in HRM, for reference: <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/220628rc1514.pdf>

Lunenburg might be a UNESCO heritage town, but it does not need to be stuck in the past and we do not need another Queen street, nor do we need any new endorsement of colonialism.

Sincerely,  
Sophie  
Former resident  
2022 Town of Lunenburg Volunteer Recognition Award recipient

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Sophie "Roo" Wonfor (she/her/elle)  
currently in Kijipuktuk (halifax, ns)  
[sophiewonfor.com](http://sophiewonfor.com)  
[rootunes.bandcamp.com](http://rootunes.bandcamp.com)  
[wonfor.bandcamp.com](http://wonfor.bandcamp.com)



**Subject:** HCD Plan and By-law

**From:** Hilary Grant, Director of Community Development

**Reviewed by:** Jamie Doyle, CAO

**Date:** October 10, 2023 – first reading  
November 28, 2023 – public hearing  
January 23, 2023 – proposed second reading

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### **Recommendation**

No decision is required at this time. This report is an opportunity for Council to review staff's proposed edits and for Council to suggest further edits or amendments to the Old Town Lunenburg Municipal Heritage Conservation District (HCD) Plan and By-law (Attachment A) before its second and final reading, scheduled for January 23, 2023.

Following several rounds of public engagement and a public hearing on November 28, 2023, staff recommend the following amendments to the draft HCD Plan and By-law:

1. Amend Section 1.6 'Transition Area' in the draft HCD By-law's Conservation and Design Guidelines to include the distinction between urban and non-urban areas and unobstructed views over Old Town Lunenburg World Heritage Site (WHS) out towards Lunenburg Harbour from the location of the Town's four original blockhouses.
2. Amend Section 2.5 'New Buildings in the Transition Area' in the draft HCD By-law's Conservation and Design Guidelines lightening controls on new and non-historic buildings in the Transition Area.
3. Amend Sections 2.2 and 2.3 in the draft HCD By-law's Conservation and Design Guidelines so new commercial and residential buildings in the WHS must be compatible with, subordinate to and distinguishable from residential and commercial character-defining structures on the same street, block or eight surrounding blocks.

### **Alternatives**

- N/A

### **Background**

Old Town Lunenburg is a municipal heritage district with a National Historic Site of Canada designation and a World Heritage Site listing (Attachment B). The Town of Lunenburg is the authority legislated to legally protect WHS for future generations through a HCD Plan and By-law. Legal protection of Old Town Lunenburg's Outstanding Universal Value is a requirement of its World Heritage listing.

Council held a Public Hearing on November 28, 2023. Many comments and questions on November 28 revolved around the Buffer Zone (Buffer Zone) and the expansion of the HCD to include a Transition Area around the WHS.

Old Town Lunenburg has a Buffer Zone put in place by the World Heritage Committee in 2017 (Attachment C). The purpose of a World Heritage Buffer Zone is to ensure the preservation of a site's Outstanding Universal Value by preventing or minimizing any negative impacts that may arise in the surrounding area. The Town reports activity in the Buffer Zone to the UNESCO World Heritage Centre and Committee through Parks Canada. Adopting a new HCD Plan and By-law would not change Old Town Lunenburg's Buffer Zone. The Town's reporting to Parks Canada will remain the same regardless of any new Plans or By-laws Council may adopt.

Including a Transition Area in the HCD will provide extra protection around the WHS at the municipal level, including all the Buffer Zone. The Transition Area also safeguards the entrances to the WHS. Including the Transition Area in the HCD will allow the Town's Heritage Officer to stop detrimental development in the entrances to and along the edges of WHS. Ensuring appropriate legal, regulatory, and planning measures are in place to protect and manage the Buffer Zone effectively is considered best practice under the *Operational Guidelines for the Implementation of the World Heritage Convention*.

Owners will not need to conserve non-historic structures in the Transition Area. However, new construction and alterations to non-historic buildings in the Transition Area would need to adhere to the By-law's Design Guidelines with the following exceptions:

- New construction and alterations to existing non-historic buildings can vary more in style or depart more drastically from historic precedents than new construction or modifications to non-historic structures in the WHS; and
- The only material provision is that buildings must be clad in wood.

To alter their property, owners of non-historic buildings in the Transition Area would need to apply for a Certificate of Appropriateness. This is an extra administrative step for property owners. The Town of Lunenburg does not charge for Certificates of Appropriateness.

Having minimal material provisions in the Transition Area supports the continuation of Lunenburg's vernacular architecture tradition, which UNESCO has recognized as a wooden building tradition. Insisting on wood siding ensures minimal material compatibility with the WHS's historic wooden structures. It also increases the market for materials, trades, and skills necessary to conserve the WHS and other heritage buildings in Lunenburg.

Staff recommend the amendments above based on the public feedback received at the public hearing.

## **Discussion**

### **Conservation of Setting and the World Heritage Buffer Zone**

The WHS Nomination affirmed the authenticity of Old Town Lunenburg's setting. It cautioned against excessive growth or neglect that could obscure its character and deemed the site adequately protected through restrictive zoning.

People are worried that the draft HCD Plan and By-law do not protect the WHS's authenticity of setting. However, the current draft HCD Plan offers comparable protection to the distinction between urban and non-urban areas, as well as unobstructed views from the Town's four original blockhouses over the HCD towards Lunenburg Harbour as the 2000 Plan currently in effect.

Policy 3 of the draft HCD Plan states, "It is Council's policy to adopt the following Statement of Significance to guide decision-making surrounding HCD." The new Statement of Significance for the HCD includes the distinction between urban and non-urban areas and unobstructed views over the WHS out towards Lunenburg Harbour from the location of the Town's four original blockhouses, which includes Gallows Hill and Blockhouse Hill. Summarizing a heritage district's value, listing the elements that must be conserved to allow it to sustain this value and protecting these elements using regulations is known as value-based conservation and is accepted as best practice in Canada and around the world.

*The Report on a Threatened UNESCO World Heritage Cultural Site 'What We Learned' Old Town Lunenburg and its Buffer Zone* submitted November 28 by the Friends of Blockhouse Hill concludes that the open space character and view planes of Blockhouse Hill would be compromised by any new construction. The Friends of Blockhouse Hill are requesting the elimination of what they argue is a development threat to Old Town Lunenburg's World Heritage listing.

It is Staff's opinion that permitting sensitive residential development on Blockhouse Hill is not a change to municipal heritage policy, nor a threat to Old Town Lunenburg's World Heritage Site listing. Policies relating to the HCD's setting and view planes in the 2000 Plan mention permitted future development, including on Blockhouse Hill. This confirms that development on Blockhouse Hill would be permitted under the 2000 Plan. Map 6 appended to Old Town Lunenburg's World Heritage Site nomination shows the lower slope of Blockhouse Hill zoned for residential development, such that nominators and reviewers knew these areas were not protected as undeveloped green space and might be built upon when Old Town Lunenburg was listed as a World Heritage Site. The lower slopes on Blockhouse Hill were also zoned for residential development when the World Heritage Committee created the World Heritage Buffer Zone in 2017. The draft Plan and By-law include all of Blockhouse Hill in the HCD for the first time, increasing heritage protection of Blockhouse Hill.

While Staff believe compatible residential development on Blockhouse Hill won't endanger Old Town Lunenburg's World Heritage listing, it clarifies that using the HCD Plan and By-law to outright prohibit development on Blockhouse Hill is legally impossible under Section 19D of the Nova Scotia *Heritage Property Act*. Section 19D of the Nova Scotia *Heritage Property Act* states, "restriction in a conservation by-law that does not permit a building of any kind on a lot is ultra vires."

Council has the option to enhance the protection of Old Town Lunenburg's authentic setting by instructing staff to modify Section 1.6 'Transition Area' in the draft HCD By-law's Conservation and

Design Guidelines. Specifically, this section could be updated to include the distinction between urban and non-urban areas and unobstructed views from the Town's four original blockhouses over the HCD towards Lunenburg Harbour. Such an amendment would grant the Town's Heritage Officer increased authority to ensure development in the Transition Area does not compromise these defining characteristics.

#### Non-Historic Buildings in the HCD's Transition Area

Staff recommend including the Hopson and Prince Street loop (the Loop) in the Transition Area. The Loop borders the WHS and is flanked on the East, West and North by Buffer Zone. Therefore, it stands that development on these lands is just as likely to detract from the WHS as development in neighboring areas (Attachment D).

To address public concerns that provisions on new and non-historic buildings in the Transition Area are too stringent, Council could direct Staff to amend Section 2.5 'New Buildings in the Transition Area' in HCD By-law's Conservation and Design Guidelines.

While Staff feel this would address some concerns, Council may consider alternatives approaches:

- Remove the Loop (Attachment E): If Council feels lightening provisions will not adequately address concerns about the Loop being added to the HCD, Council could direct Staff to amend the draft Plan and By-law to remove the Loop from the HCD. The Loop was excluded from the potential expansion area in the 2000 Plan and By-law (Attachment F). Thus, removing it would not be a change in municipal heritage policy. If the Loop is removed from the district, all the World Heritage Buffer Zone will still be included in the HCD.
- Maintain the 2000 Boundary (Attachment G): Council has the option to maintain the existing boundary of the HCD, aligning with the 2000 HCD Plan and By-law currently in effect. This choice aims to address concerns raised by property owners who purchased their homes with the understanding that there were no heritage restrictions, and they prefer not to have restrictions imposed now. However, adopting this option would mean much of the Buffer Zone would not be included in the HCD. Again, ensuring proper legal, regulatory, and planning measures are in place to effectively protect and manage the World Heritage Buffer Zone is considered best practice under the *Operational Guidelines for the Implementation of the World Heritage Convention*.

#### New Commercial and Residential Buildings in WHS:

A proposal has been made to broaden the sources of inspiration for designers constructing new buildings in the WHS. The suggestion involves expanding the geographic area from which new construction can draw inspiration, encompassing a wider range of historic buildings. To implement this proposal, Staff recommend modifying both Section 2.2 'New Commercial Buildings' and Section 2.3 'New Residential Buildings' in the draft HCD By-law's Conservation and Design Guidelines. The suggested amendment aims to ensure that new buildings align with the architectural style of historic buildings, not only on the same block, but also within the surrounding eight blocks. It's important to emphasize that this adjustment preserves the original intent of the draft By-law's Design Guidelines, aiming to promote compatible development throughout the WHS.

### Readability and Public Engagement:

In our efforts to maintain clarity in our plans and by-laws, we strive for plain language use. However, certain terminologies and lists align with national best practices and legal requirements. Policy 23 in the draft Plan outlines Council's commitment to collaborating with partners for training sessions on heritage conservation, targeting Council members, Staff, the Heritage Advisory Committee, and district residents. Meanwhile, Policy 24 emphasizes effective communication of HCD management strategies to property owners and tenants. Staff recommend addressing public understanding at the plan and program level rather than the by-law level, proposing that activities like educational sessions and illustrated guides be used to enhance awareness among specific demographics, such as realtors. Council may direct Staff accordingly.

Many desired feedback from Parks Canada on the draft HCD Plan and By-law. Staff are in frequent contact with Parks Canada. The most recent correspondence between Town Staff and Parks Canada is appended below (Attachment H).

### **Strategic Plan Relevance**

#### Heritage

- Preserve the valuable heritage resources of Lunenburg while embracing an ongoing landscape evolution.
- Update and clarify heritage management frameworks to respond to current needs and follow best practices.
- Expand the classification of heritage resources to include a range of elements with tangible and intangible heritage value.
- Expand heritage recognition beyond European colonial landscapes to include perspectives of Nova Scotia's First Nations, Black communities, and other cultural groups.

#### Community Structure

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

#### Urban Design

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

### **Relevant Legislation**

*UNESCO Convention Concerning the Protection of the World Cultural and Natural Heritage*

*Nova Scotia Heritage Property Act and associated HCDs Regulations*

*Town of Lunenburg HCD Plan and By-law*

*Town of Lunenburg Municipal Planning Strategy*

*Town of Lunenburg Land Use By-Law*

### **Financial**

The Town has administered the current HCD Plan and By-law since September 4, 2000, and its replacement should not significantly impact the Town's financial or human resources. There is a cost associated with advertising the public hearing. This project is under budget.

## **Communications**

If Council approves the draft HCD Plan and By-law at second reading, following provincial review, Council's approval will be advertised in the Progress Bulletin. Council may then direct staff to undertake educational or promotional initiatives about the new Plan and By-law under Policies 23 and 24 if the draft is passed.

## **Attachments**

[Attachment A – Draft HCD Plan and By-law](#)

Attachment B – [National Historic Site of Canada designation](#) and [World Heritage Site listing](#)

Attachment C – Old Town Lunenburg World Heritage Site and Buffer Zone Map

Attachment D – Current Draft HCD Boundary

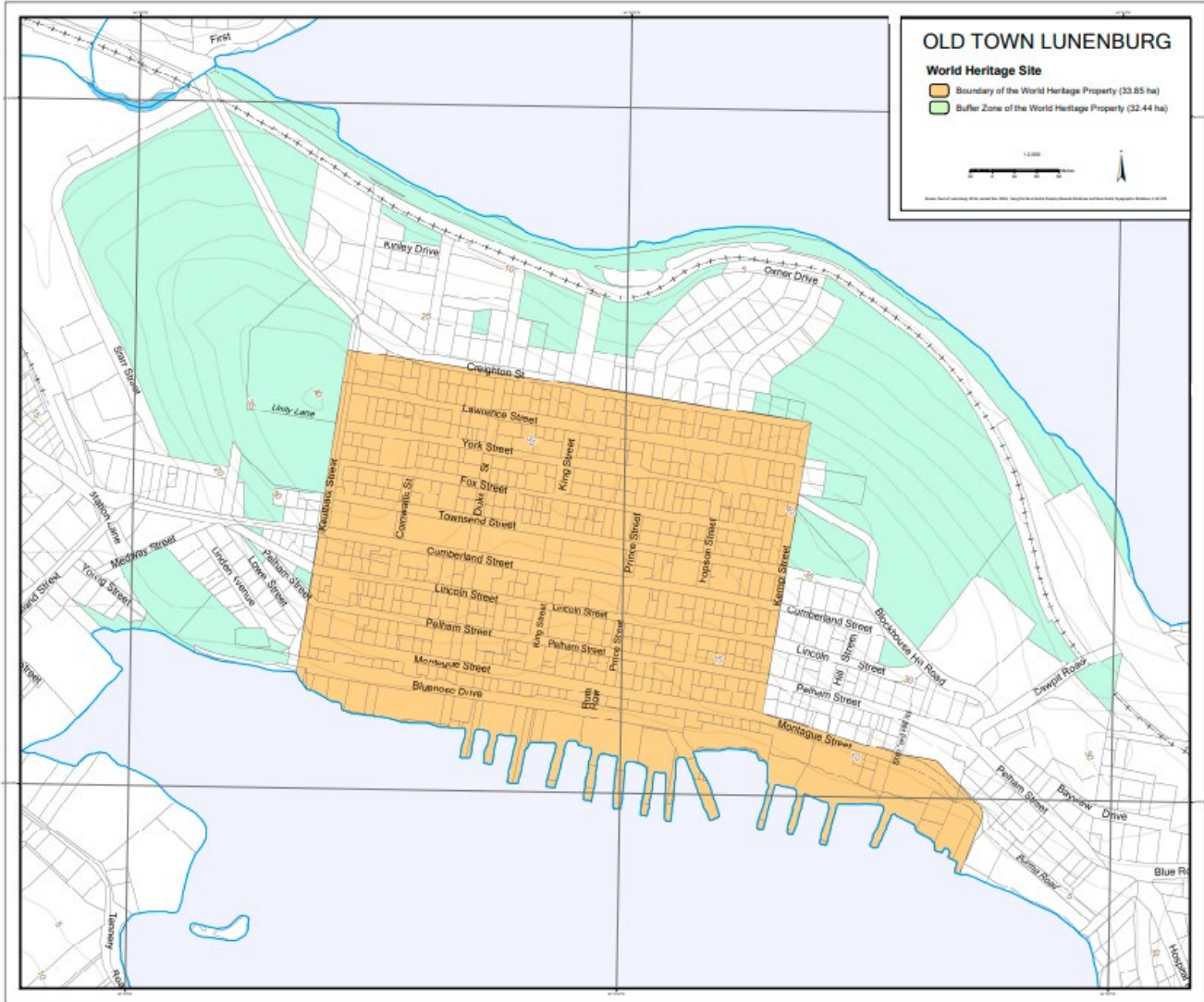
Attachment E – Draft HCD Boundary Loop Removed

Attachment F – Possible Future HCD (2000)

Attachment G – Current HCD Boundary (2000)





Attachment H – Parks Canada Correspondence

**Attachment C – Old Town Lunenburg World Heritage Site and Buffer Zone Map  
Adopted by the World Heritage Committee 2017**



# ATTACHMENT D - Current Draft Old Town Lunenburg Municipal Heritage Conservation District Boundary

## Legend

-  Properties
- Heritage Character Areas**
-  Civic Area
-  Commercial Area
-  Residential Area
-  Transition Area
-  Waterfront Area
-  UNESCO World Heritage Site
-  UNESCO Buffer Zone

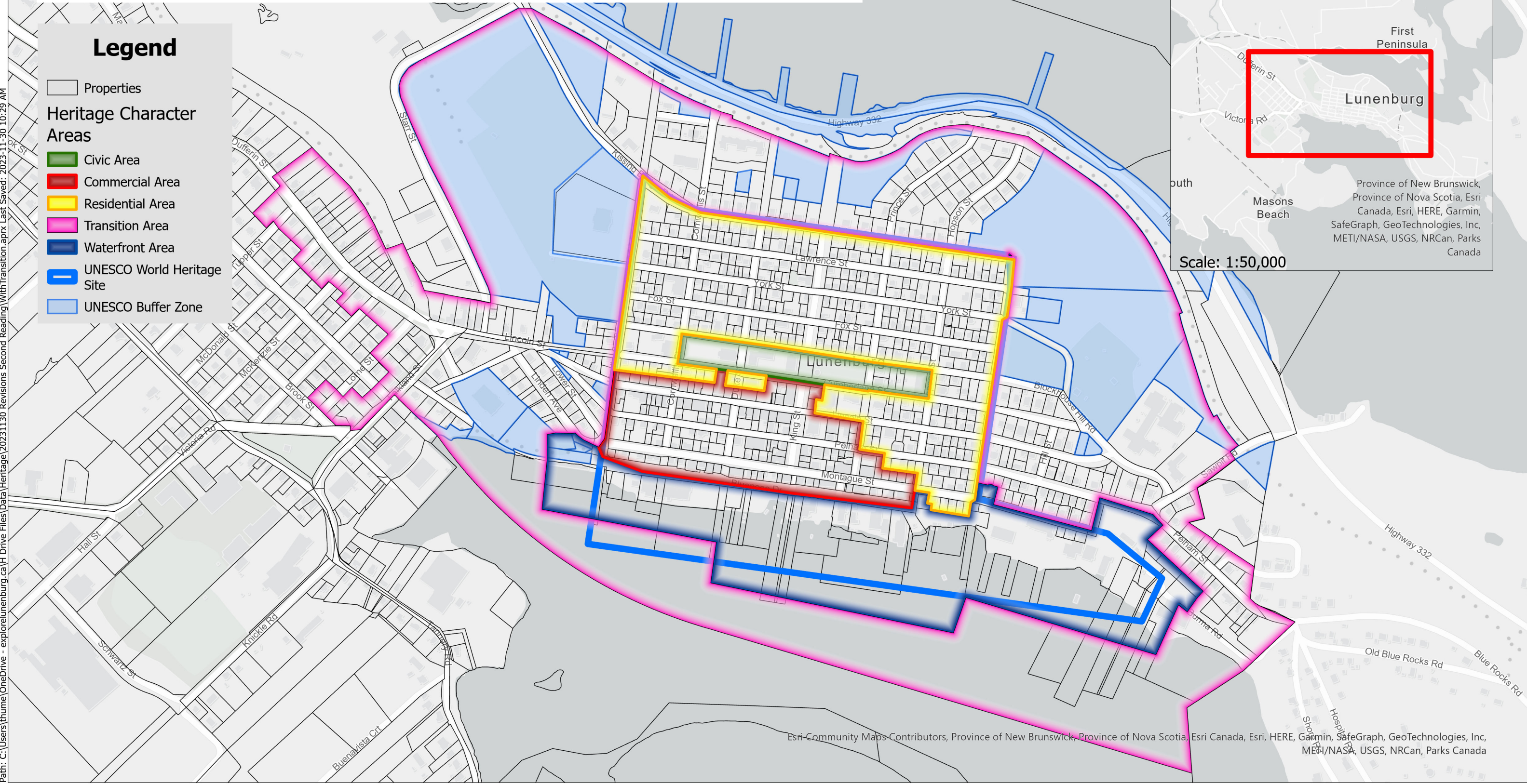
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### LOCATOR MAP



Province of New Brunswick,  
Province of Nova Scotia, Esri  
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SafeGraph, GeoTechnologies, Inc,  
METI/NASA, USGS, NRCAN, Parks  
Canada

Scale: 1:50,000



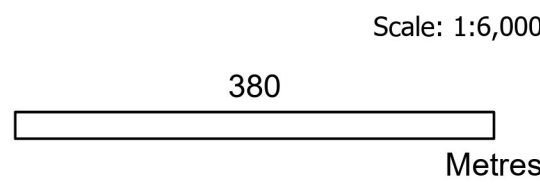
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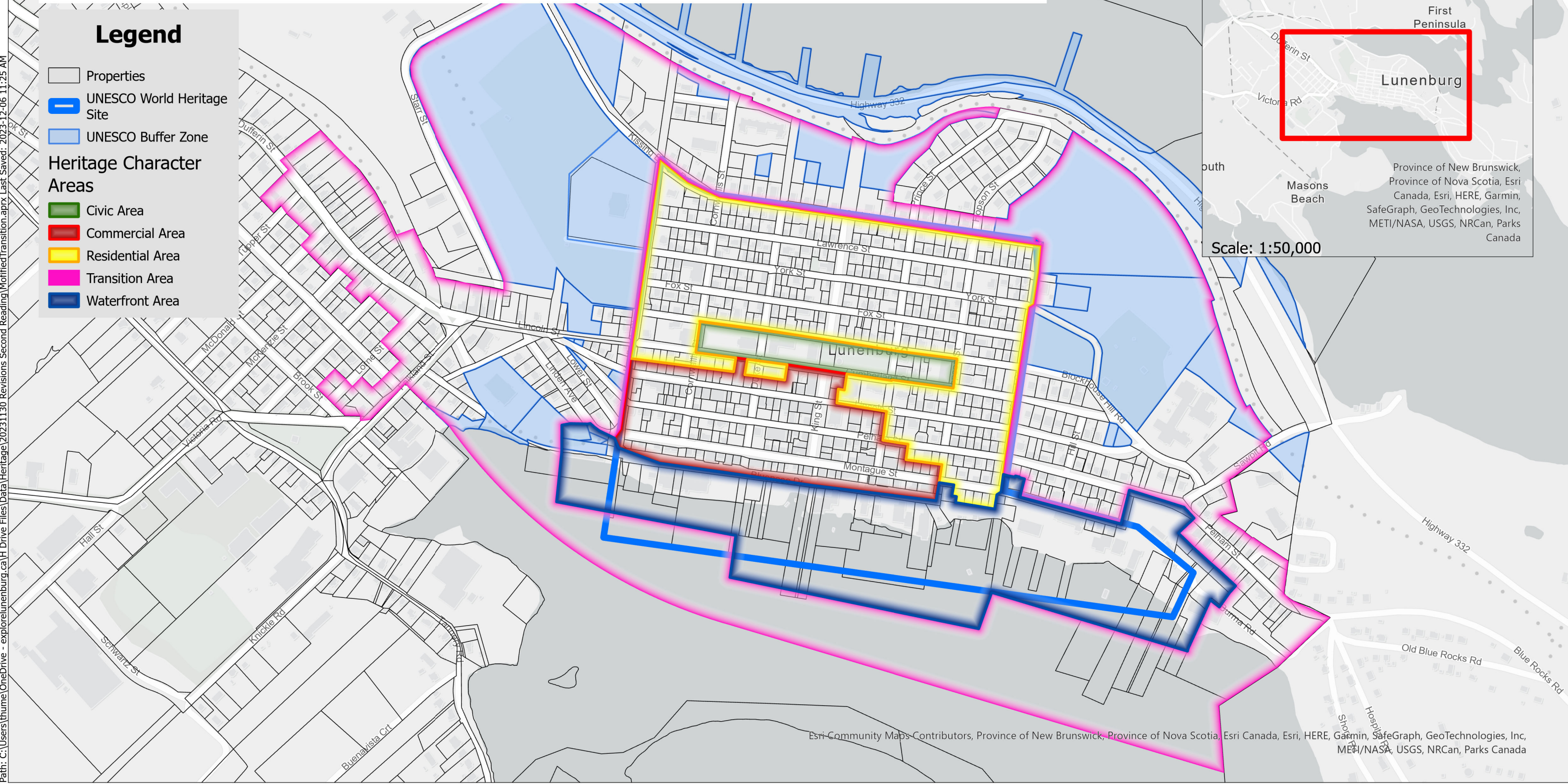
# ATTACHMENT E - Draft Old Town Lunenburg Municipal Heritage Conservation District Boundary - Loop Removed



**Legend**

- Properties
- UNESCO World Heritage Site
- UNESCO Buffer Zone
- Heritage Character Areas**
- Civic Area
- Commercial Area
- Residential Area
- Transition Area
- Waterfront Area

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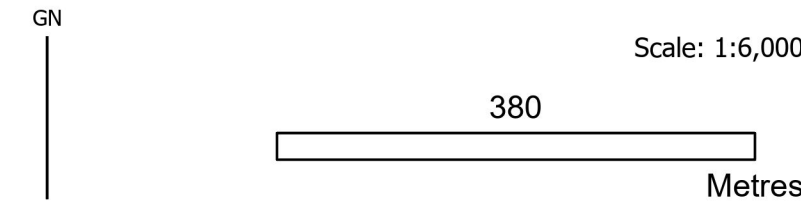


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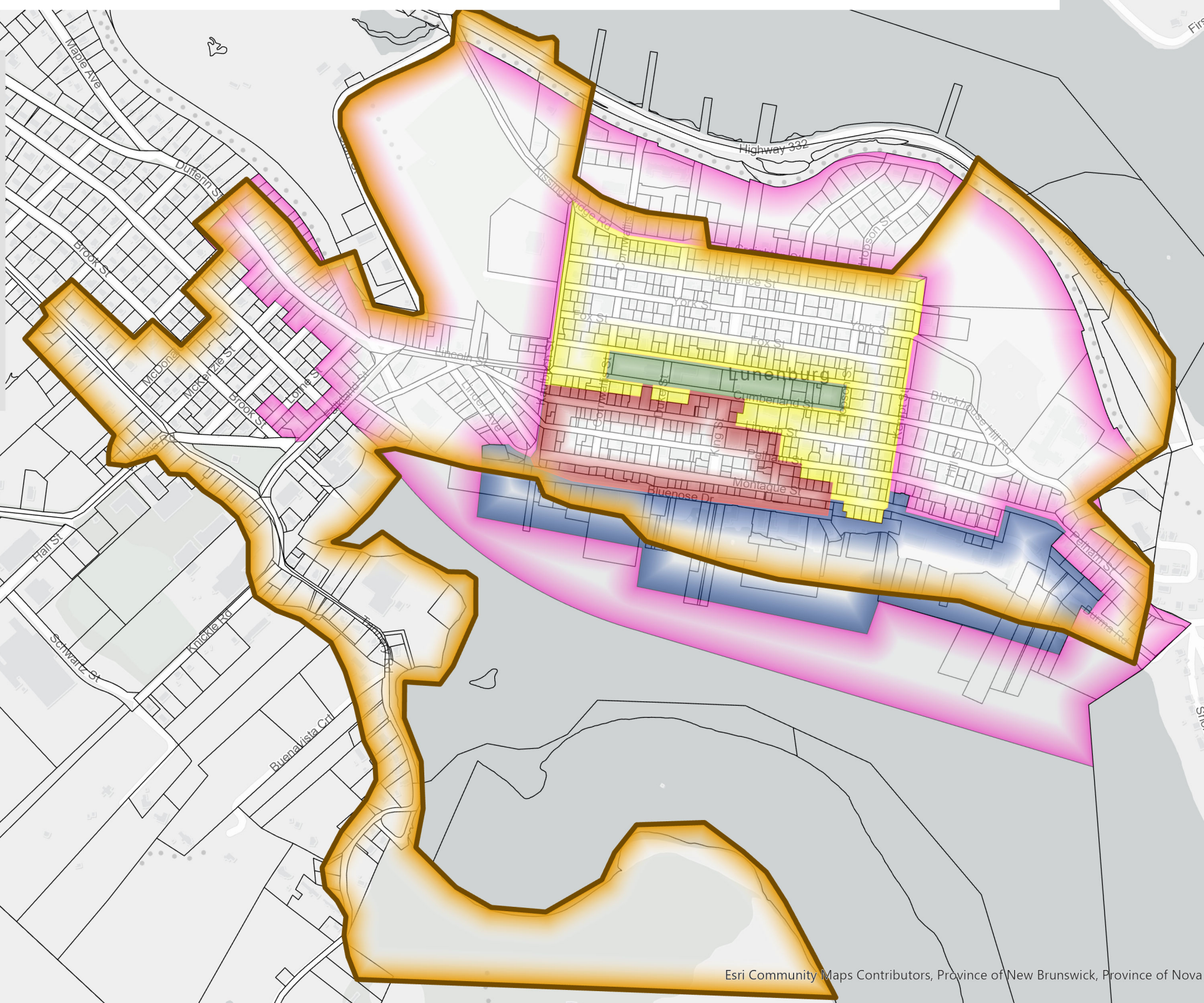
## TOWN OF LUNENBURG



# ATTACHMENT F - Possible Future Heritage Conservation District (2000)

### Legend

- Properties
- 2023 Heritage Character Areas**
- Civic Area
- Commercial Area
- Residential Area
- Transition Area
- Waterfront Area
- 2000 HCD Plan & By-law Map 2A (Expansion)



### LOCATOR MAP

Province of New Brunswick,  
Province of Nova Scotia, Esri  
Canada, Esri, HERE, Garmin,  
SafeGraph, GeoTechnologies, Inc,  
METI/NASA, USGS, NRCan, Parks  
Canada

Scale: 1:50,000

### MAP 2A

#### POSSIBLE FUTURE HERITAGE CONSERVATION DISTRICT AND PRE-1940 BUILDINGS

Scale 1: 9920 (1 inch = 825') January 2000

43

LEGEND

- Generalized boundary of areas eligible for future inclusion in heritage conservation district based on architectural character, historical association, landscape character and value as part of the setting.
- Pre-1940 buildings

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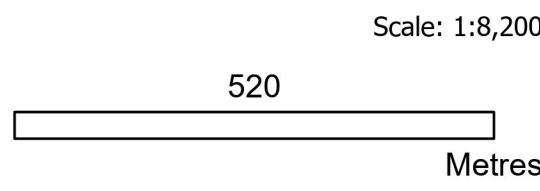
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

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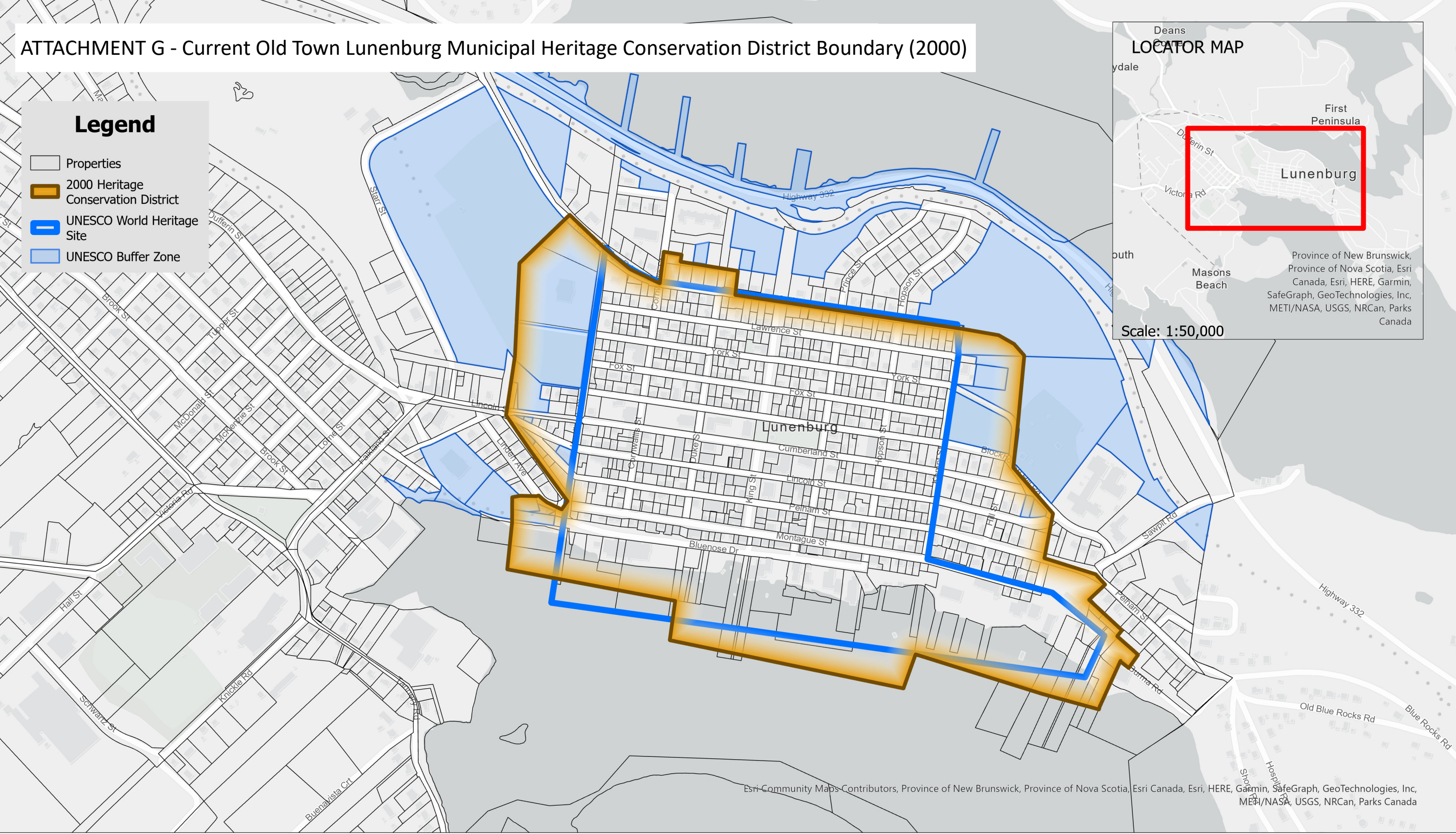


# ATTACHMENT G - Current Old Town Lunenburg Municipal Heritage Conservation District Boundary (2000)

Path: C:\Users\thume\OneDrive - explorelunenburg.ca\H Drive Files\Data\Heritage\20231130 Revisions Second Reading\HCD2001\HCD2001.aprx Last Saved: 2023-11-30 10:13 AM

### Legend

-  Properties
-  2000 Heritage Conservation District
-  UNESCO World Heritage Site
-  UNESCO Buffer Zone



### LOCATOR MAP

Province of New Brunswick,  
Province of Nova Scotia, Esri  
Canada, Esri, HERE, Garmin,  
SafeGraph, GeoTechnologies, Inc,  
METI/NASA, USGS, NRCan, Parks  
Canada

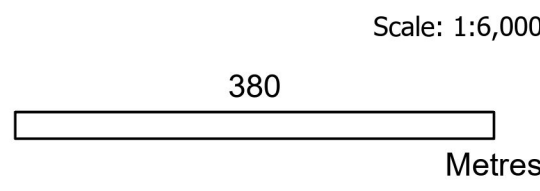
Scale: 1:50,000



Maps are for graphical purposes only.  
They do not represent a legal survey.  
While every effort has been made to ensure that these data are  
accurate and reliable within the limits of the current state of the art,  
The Town of Lunenburg cannot assume liability for any  
damages caused by any errors or omissions in the data.  
Users of our maps and other analysis products are solely  
responsible for interpretations made from these products.

## TOWN OF LUNENBURG

GN



Esri-Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada

## Attachment H – Parks Canada Correspondence

Good afternoon Hilary,

First, congratulations on your new position! I'm glad to hear that we will continue to work with you in your new role.

I also want to thank you for providing Parks Canada with regular updates and information relating to any potential projects located within or with the potential to have impact on the Outstanding Universal Value of the World Heritage site, including the re-design of Civic Square and those located in the World Heritage site buffer zone on Blockhouse Hill, among others. Parks Canada, as Canada's State Party representative, relies on updates from site managers to be able to accurately facilitate reporting on the State of Conservation of the World Heritage property as part of its reporting responsibilities under the World Heritage Convention.

I appreciate the invitation for Parks Canada to comment on the draft Old Town Lunenburg Heritage Conservation District Plan and By-law. As Dr. Kell noted in her September 1<sup>st</sup> correspondence to the CAO, it is good to see the Town's efforts in incorporating references to guidance materials for World Heritage site managers into municipal planning documents, including the *Operational Guidelines for the Implementation of the World Heritage Convention* and the *Standards & Guidelines for the Conservation of Historic Places in Canada*. More generally, it is also encouraging to be aware that the Town is dedicating resources to heritage conservation planning and the protection of the World Heritage site's OUV.

Except for the thirteen World Heritage Sites it administers, Parks Canada is not involved in site level management and does not have the authority to speak to specific matters at the site or municipal level. World Heritage site management, conservation and protection of Outstanding Universal Value are the purview of the managing authorities, which in the case of Old Town Lunenburg is the Town of Lunenburg. Therefore, Parks Canada is unable to provide more specific input on the Lunenburg municipal Heritage Conservation Plan or by-law, or their potential future impacts to elements relating to the Outstanding Universal Value of the heritage property. That said, Parks Canada will continue to work with the Town to identify areas of concern in projects, current or future, that could have the potential to impact the World heritage site's OUV.

Once again, thank you for providing regular updates and I look forward to hearing from you again soon.

Many thanks,  
Marc

Marc Kiely  
A/Advisor / I/Conseiller, International Affairs / Affaires internationales  
Indigenous Affairs and Cultural Heritage Directorate /  
Direction générale des affaires autochtones et du patrimoine culturel  
Parks Canada / Government of Canada  
Parcs Canada / Gouvernement du Canada  
1869 Upper Water St., Halifax, NS B3J 1S9  
[marc.kiely@pc.gc.ca](mailto:marc.kiely@pc.gc.ca) / Cell : 782-640-1048

Parcs Canada - 450 000 km2 de souvenirs / Parks Canada - 450 000 km2 of memories

**From:** Hilary Grant <[heritagedev@townoflunenburg.ca](mailto:heritagedev@townoflunenburg.ca)>  
**Sent:** December 1, 2023 3:50 PM  
**To:** Marc Kiely <[marc.kiely@pc.gc.ca](mailto:marc.kiely@pc.gc.ca)>  
**Subject:** Request for Comment

COURRIEL EXTERNE – FAITES PREUVE DE PRUDENCE / EXTERNAL EMAIL – USE CAUTION

Good afternoon, Marc. I hope this email finds you well.

The community here, including the public, Councillors and Heritage Advisory Committee members, is very interested in knowing Parks Canada's thoughts on the draft Old Town Lunenburg Heritage Conservation Plan and By-law. Many wonder why, if I have been updating Parks Canada regularly, I have nothing to share with them from Parks Canada. While I appreciated Patricia Kell applauding our work in her September letter, I'm hoping Parks Canada can provide comment and permission to append it to our upcoming Council agenda package. This is an urgent request. I would need comment by noon Wednesday.

I also wanted to let you know that I am now Director of Community Development for the Town of Lunenburg. Despite this expansion in authority and scope of responsibilities, I will remain your primary contact.

I sincerely hope to hear from you soon,

**Hilary Grant** (She/Her)  
Director of Community Development

**Town of Lunenburg**  
119 Cumberland Street, PO Box 129  
Lunenburg, NS Canada B0J 2C0  
T 902-634-4410 x255  
[heritagedev@townoflunenburg.ca](mailto:heritagedev@townoflunenburg.ca)  
[www.townoflunenburg.ca](http://www.townoflunenburg.ca)



*Please be aware that any communications made to the Town of Lunenburg will become records subject to the freedom of information and protection of privacy provisions contained in Part XX of the [Municipal Government Act](#). Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.*

*The Town of Lunenburg is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. We are all Treaty people.*



**Subject: Blockhouse Hill Design Project What We Heard Report**

**From:** Hilary Grant, Director of Community Development

**Reviewed by:** Jamie Doyle, Chief Executive Officer

**Date:** December 12, 2023

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**Recommendation**

That Council accept MacKay-Lyons Sweetapple Architect's Blockhouse Hill Design Project What We Heard Report (Attachment A) as information.

**Alternatives**

- Reject the What We Heard Report, citing the need for more comprehensive data analysis and/or community engagement.
- Defer a decision, allowing time for further Council review.

**Background**

McKay-Lyons Sweetapple Architects submitted the following Blockhouse Hill Design Project What We Heard Report to Staff December 4, 2023, following the completion of three public workshops.

**Discussion**

On June 13, 2023, Council awarded the Blockhouse Hill Design Project contract to MacKay-Lyons Sweetapple Architects. The Request for Proposals (RFP #TOL2023001) for this project required at least three public engagements, a 'What We Heard Report' and a Visioning Report.

This report covers three public workshops:

- 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 16 from 6:00-8:00 pm at the Fire Hall

McKay-Lyons Sweetapple is tentatively scheduled to present their final Visioning Report and recommendation to Council on January 23.

**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**

This report is part of the \$144,843.00 (plus HST) approved by Council on June 13, 2023, and is within the amount allocated under the Town's Operating Budget.

#### **Communications**

Staff will post the What We Heard Report and a Frequently Asked Questions Sheet summarizing the report and its findings on the Town's website.

#### **Attachments**

Attachment A – [Blockhouse Hill Design Project What We Heard Report](#) (hyperlink to full report)

**Subject:** Wastewater Treatment Plant Upgrade and Expansion Design  
& Engineering Design – Request for Proposals Award

**From:** Tyson Joyce, Director of Public Works/Town Engineer

**Reviewed by:** Jamie Doyle, CAO

**Date:** December 1, 2023



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### **Recommendation**

That Council award the Wastewater Treatment Plant (WWTP) Upgrade and Expansion Design & Engineering Services Request for Proposals (RFP) to CBCL in the amount of \$517,863 + HST.

### **Alternatives**

- Not award the WWTP Upgrades and Expansion Design & Engineering Services RFP to CBCL, and because this was the only RFP submission received, direct Staff to either re-issue or postpone the RFP.

### **Background**

Whilst the WWTP is appropriately sized to meet the current flows and loadings to the Plant, the Town is projecting anticipated growth in the community over the next 40 years, as detailed in the Comprehensive Community Plan. A population increase by 50% would substantially increase the loading for the WWTP, and therefore upgrades and expansion of the existing WWTP facility are required in preparation for increase.

A feasibility study was completed by the Town, and at that time to decision was made to proceed with Sequencing Batch Reactor (SBR), which was further developed during the Pre-Design Brief. The scope of the intended upgrades and expansion to the WWTP includes:

- Construction of concrete SBR tanks and an equalization tank (equalization if required).
- Modification of the existing bioreactor to serve as an aerobic sludge digester.
- Replacement of the fine screen, washer compactor, blowers, and UV disinfection system.
- Removal of the DAF units and auxiliary equipment.
- Expansion of the sludge dewatering by installing a third rotary press channel.
- Installation of a backup power supply generator to provide emergency power to key treatment equipment in the event of a power outage.

At this time, Staff are requesting award for the RFP relating to the development of a tender package including Drawings and Specifications, a Class “A” cost estimate, Phase II Environmental Assessment, support for applications to Nova Scotia Environment and Climate Change (NSECC), tender support and then construction support throughout the Project.

The budgeted amount approved for the Wastewater Treatment Plant Upgrades Project is \$9,982,000

including net HST. This budget includes engineering and the construction costs.

**Discussion**

The RFP for the work associated with the WWTP Upgrade and Expansion Design & Engineering Services closed on November 8. The offer is open to acceptance for 90 days from the closing date.

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

Company	RFP Price (excluding HST)
CBCL	\$517,863

The CBCL proposal can be broken down further into the following components:

- 1. Design/Preliminary Work                    \$337,008 + HST
- 2. Services During Construction            \$180,855 + HST

Whilst it is not the Town’s preference to only receive only one Proposal, CBCL did compile the Pre-Design Report, are very familiar with the day-to-day operations of our current WWTP and have extensive experience in WWTP work at 100+ locations detailed in their submission.

Within CBCL’s submission, a proposed schedule for the Project is included showing the timeline for these milestones:

- Phase II Environmental Assessment and detailed design completed by late May 2024;
- Construction commencing in September 2024 following the Tendering process;
- Construction (including commissioning completed by the end of March 2026.

This timeline is in accordance with the conditions of the Grants we have received from Provincial and Federal authorities.

**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**

Earlier this year, it was announced that this project was granted a total of \$7.286 Million from the federal and provincial governments.

The amount approved for the WWTP Upgrades Project is \$9,982,000, with funding from debt (2.695M) and Grants (7.287M). Awarding an Engineering Services RFP was an anticipated cost in the budget for this project.

**Subject:** Municipal Capital Growth Program - Grant Application

**Prepared by:** Lisa Dagley, Director of Finance and  
Tyson Joyce, Director of Public Works



**Reviewed by:** Jamie Doyle, CAO

**Date:** December 12, 2023

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### **Recommendation**

That Council approve an application to the Municipal Capital Growth Program under the Accessibility Category for the proposed 2024/25 Green Street Sidewalk Reconstruction Capital Project.

### **Alternative**

- Defer the Green Street Sidewalk Reconstruction to a future year.
- Direct staff to seek additional funding opportunities.

### **Background**

The province has announced a one-time funding program called the Municipal Capital Growth Program (MCGP) to provide funding for capital municipal infrastructure to service Nova Scotia's growing population while supporting provincial priority areas.

The MCGP may fund up to 50% of eligible project costs. Municipalities must demonstrate the ability to fund the remaining balance of the project.

Funding priority will be given to applications that help communities become more accessible. Accessible improvements to municipal infrastructure including sidewalks are eligible.

All projects approved must be completed by March 31, 2026.

### **Discussion**

The Green Street Sidewalk Reconstruction project was deferred in fiscal 2023/24 due to fiscal constraints.

This project addresses accessibility issues with the Green Street sidewalk. The scope of the Green Street Sidewalk Renewal Project includes the removal and replacement of the existing sidewalk which is in poor condition. The new sidewalk will considerably improve pedestrian access to the Hospital, Bluenose Academy, Victoria Rd, etc. via Green Street.

The current width of the sidewalk is approximately 4 feet, and the project will increase the width to 5 feet. There will also be tactile warning strips installed at road crossings to enhance safety. The additional width also better matches the width of the Town's sidewalk plow for clearing snow.

Design and tender package have been completed for this project.

### **Strategic Plan Relevance**

The Comprehensive Community Plan for the Town of Lunenburg contains a section on mobility and one of the objectives is to ensure the town's streets, sidewalks, and public places can be used and accessed by everyone, regardless of age or ability.

### **Financial**

The 2024/25 budget for this project is \$400,000 and has been included in the Draft 2024/25 Capital Budget for Council's consideration. The MCGP application will be for \$200,000 and the balance of project funding will be from the Town's Capital Reserve (surplus asset reinvestment).

**Subject:** 2023/24 Budget Variance (Capital & Operating) to Sept. 30, 2023

**Prepared by:** Lisa Dagley, Finance Director

**Date:** December 12, 2023



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**Recommendation**

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


**Financial**

Please find enclosed the budget variance report to **September 30, 2023**. The period ended September 30th represents 50% (6 months) of the fiscal year. Town General expenditures are at 44%.


**Index to Reports**

Town Capital	Page 1
Water Utility Capital	Page 4
Electric Utility Capital	Page 5
Operating Financial Statements Summary	Page 6
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue	Page 8
Grants to Organizations Information Update	Page 9



**TOWN CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Town Hall Exterior Restoration (Tender Package)	\$108,415	\$85,690	\$22,725	79.0%	Budget increases on Mar.28/23 and Oct.10/23. While project is completed as of report preparation date the YTD at Sept.30 doesn't reflect the total expenditure.
Retaining Wall - Townsend Street	\$100,000	\$0	\$100,000	0.0%	No tenders were received; will readvertised in January.
Victoria Road Building - Overhead Door	\$10,000	\$7,323	\$2,677	73.2%	
Tree Planting	\$40,000	\$699	\$39,301	1.7%	Complete, awaiting invoicing.
Equity, Diversity & Inclusion - Project TBD	\$30,000	\$0	\$30,000	0.0%	Project to be determined, may move to 2024/25 budget.
Green St Sidewalk Renewal	\$325,000	\$918	\$324,082	0.3%	Deferred to 2024/25 due to financial constraints.
Tannery Rd Sidewalk - Construction Only	\$571,000	\$0	\$571,000	0.0%	Construction cannot proceed until land acquisitions are complete. July 11/23 budget increased.
Tannery Rd Sidewalk - Land Purchases	\$115,000	\$103,546	\$11,454	90.0%	Working to finalize land acquisitions.
Linden Avenue - New Sidewalk Design	\$35,000	\$0	\$35,000	0.0%	Waiting for the Parking and Traffic Study.
Linden Avenue - Street Reconstruction/Resurfacing Design	\$40,000	\$0	\$40,000	0.0%	Waiting for the Parking and Traffic Study.
Dufferin/Lincoln/Falkland Intersection	\$40,000	\$0	\$40,000	0.0%	Waiting for the Parking and Traffic Study.
Victoria Road - Resurfacing	\$230,000	\$10,516	\$219,484	4.6%	Construction commenced on November 14th.
Flashing Beacon Lights	\$50,000	\$21,219	\$28,782	42.4%	4 Sets have been installed.
Downtown Traffic Improvements	\$50,000	\$5,387	\$44,613	10.8%	RFP issued for the design and tender package development of the Duke Street Extension reinstatement and installation of permanent bollards.

**TOWN CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Salt Truck - Replacement of '02	\$202,000	\$0	\$202,000	0.0%	Carryover from 2022/23. Received update from supplier in September 2023, production date for truck is now until April of 2024.
Plow for New Truck ('02 Replacement)	\$20,000	\$0	\$20,000	0.0%	RFP to be advertised in late 2023.
Public Works Tools	\$15,000	\$4,227	\$10,773	28.2%	Ongoing purchases.
GIS Underground Infrastructure Master Plan	\$200,000	\$166,225	\$33,775	83.1%	Carryover from 2022/23. Final report has now been received. Consultant are preparing the water model and the sanitary/storm model for export separately as well as the GIS database. Expected to receive these by the end of the year.
WWTP - UV Upgrades	\$264,000	\$0	\$264,000	0.0%	With the grant funding approval for the WWTP Upgrade this project will now be incorporated into that scope.
WWTP - Fornier Consulting	\$30,000	\$5,193	\$24,807	17.3%	
WWTP - Various Tools	\$35,000	\$25,543	\$9,457	73.0%	Ongoing purchases.
WWTP - Drilled Well for Biofilter	\$20,000	\$0	\$20,000	0.0%	RFQ closed. Staff performing additional review.
WWTP Blower Room HVAC	\$67,000	\$14,691	\$52,309	21.9%	Carryover from 2022/23. New fans are installed. Waiting on HVAC modification installation.
Salt Water Intrusion - Check Valve Install	\$55,000	\$39,967	\$15,033	72.7%	Check valve at Fisherman's Wharf has been installed. Public Works is working with the supplier to make modifications to that installation.
Catch Basin - West Nova Parking Lot	\$20,000	\$0	\$20,000	0.0%	Carryover from 2022/23. To be completed by Public Works Winter 2023/24.
Tannery Road Culvert Assessment	\$105,000	\$0	\$105,000	0.0%	Assessment underway.
Flowmeter at Fishermans Wharf Stn	\$20,000	\$0	\$20,000	0.0%	To be completed by Public Works Winter 2023/24.

**TOWN CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Suction Line Upgrades	\$50,000	\$0	\$50,000	0.0%	Staff haven't actioned yet, as issue seems to have resolved. Staff will continue to monitor.
Bandstand Restoration & Accessible Walkway	\$80,000	\$14,304	\$65,696	17.9%	Civic Square Design project was awarded on August 8, 2023. Public workshop held Nov 30 and focus group planned for Dec 14, final report to Council in the New Year.
Arena: Accessible Exterior Entrance	\$30,000	\$24,781	\$5,219	82.6%	While project is completed as of report preparation date the YTD at Sept.30 doesn't reflect the total expenditure.
Arena: Compressor Overhaul	\$20,000	\$15,969	\$4,031	79.8%	
Skate Park	\$165,000	\$0	\$165,000	0.0%	Skate park construction to begin November 22.
Breathing Pack Washer	\$60,000	\$0	\$60,000	0.0%	An RFP is being developed.
Fire Dept Roof - Reseal & Repainted	\$90,000	\$0	\$90,000	0.0%	No tenders were received; will readvertised in January.
Fire Utility (99) #7 Replacement	\$141,500	\$155,343	(\$13,843)	109.8%	 This was 100% funded by the Fire Department.

*Multi-Year Project*

WWTP Plant Upgrade with SBR	\$9,982,000	\$0	\$9,982,000	0.0%	Engineering Services Design RFPs have been received. Staff report anticipated for Dec.12.
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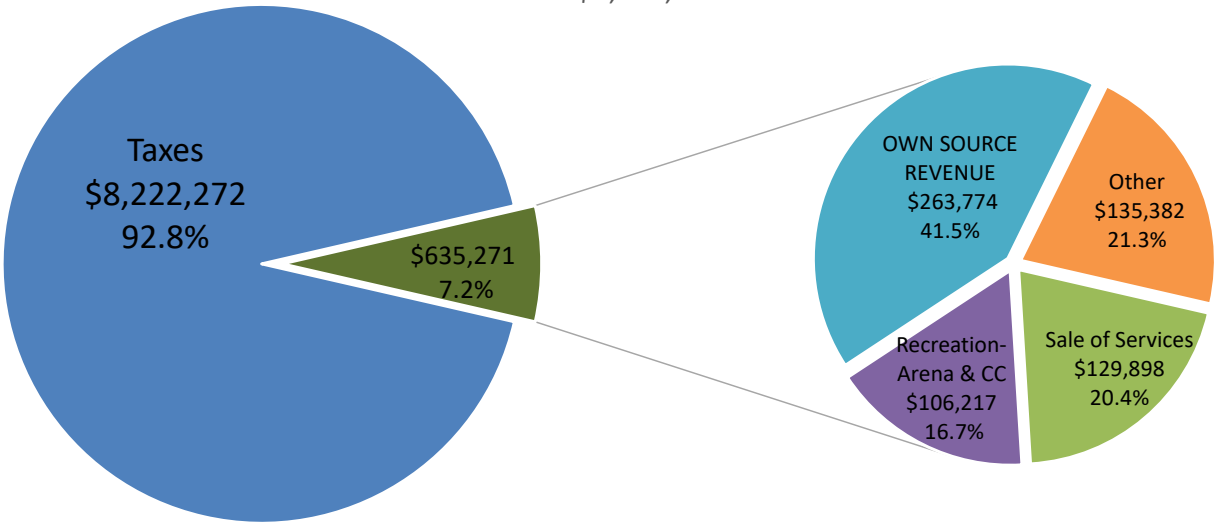
**WATER UTILITY CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Membrane Replacement	\$659,000	\$7,091	\$651,909	1.1%	Budget increased July 11/23. New membranes were installed in late October.
Cleaning System at Intake	\$35,000	\$4,693	\$30,307	13.4%	Deferred to 2024/25 due to insufficient budget.
Lighting for Process & Chemical Room	\$9,500	\$8,191	\$1,309	86.2%	✓
Combination Analyzer for Garden Lots	\$9,000	\$7,546	\$1,454	83.8%	✓
Chlorine Analyzer	\$6,500	\$5,510	\$990	84.8%	✓
Repair Spillway	\$200,000	\$4,128	\$195,872	2.1%	Project deferred to 2024/25 due to requirement for an American Eel passage.
Raw Water Pumphouse Waterproof Foundation	\$25,000	\$0	\$25,000	0.0%	Project deferred to 2024/25 due to change in scope of project has increased budget.
Solar Array at WTP	\$350,000	\$30,600	\$319,400	8.7%	Design awarded to Charge Solar and design work has been completed. Tender for construction nearing completion, construction anticipated for Spring 2024.
Water Meter Rollout	\$300,000	\$0	\$300,000	0.0%	RFP to be released early 2024 for supply and installation of water meters for all customers in the Town. The work will continue into 2024/25 & 2025/26.
New Services	\$20,000	\$3,898	\$16,102	19.5%	Ongoing
Replacement Hydrants	\$20,000	\$0	\$20,000	0.0%	Ongoing
Harbourview/Morash Loop - New	\$120,000	\$0	\$120,000	0.0%	Deferred to 2024/25 due to fiscal constraints.
Victoria Road - Renewal	\$430,000	\$0	\$430,000	0.0%	Budget increased Oct.24/23. Construction commenced on Nov.14.
Distribution System Assessment	\$15,645	\$15,121	\$524	96.7%	✓ May23/23 capital addition.

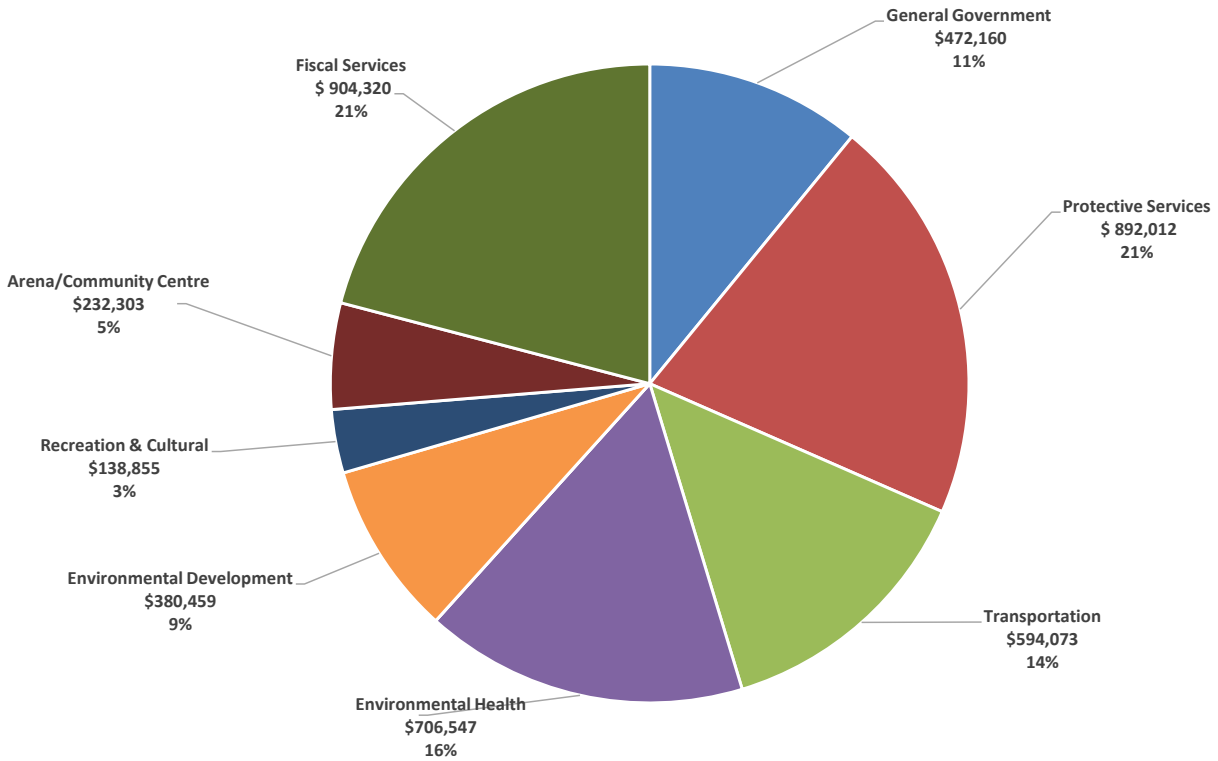
**ELECTRIC UTILITY CAPITAL  
CAPITAL PROJECT SPENDING  
SEPTEMBER 30, 2023**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>	<u>Status</u>
Overhead Conductors	\$210,000	\$89,292	\$120,708	42.5%	Ongoing
Poles & Fixtures	\$85,000	\$71,794	\$13,206	84.5%	Ongoing
Transformers	\$130,000	\$62,197	\$67,803	47.8%	Ongoing
New Services	\$45,000	\$32,659	\$12,341	72.6%	Ongoing
Meters	\$10,000	\$37	\$9,963	0.4%	Ongoing
Street Lighting	\$10,000	\$3,044	\$6,956	30.4%	Ongoing

2023/24 REVENUE  
 ACTUAL TO SEPTEMBER 30, 2023  
 \$8,857,544



2023/24 EXPENDITURES  
 ACTUAL TO SEPTEMBER 30, 2023  
 \$4,320,729



**Town of Lunenburg Operating Financial Statements**

**September 30, 2023**

**Summary Information**

(YTD Pro-rated Budget = 50%)

**TOWN GENERAL**

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>
Taxes	\$8,222,272	\$8,348,540	98%	1.	\$126,268
Grants In Lieu Of Taxes	-	327,980	0%	2.	327,980
Sale of Services	129,898	218,500	59%		88,602
Sale of Service Arena/Community Centre	106,218	299,900	35%	3.	193,682
Other Revenue/Own Sources	263,774	431,000	61%		167,226
Unconditional Transfers/Other Gov'ts	25,122	50,100	50%	4.	24,978
Conditional Transfers/Fed or Prov Gov'ts	3,360	11,800	28%		8,440
Conditional Transfers/Other Local Gov'ts	106,900	214,800	50%		107,900
	<u>\$8,857,544</u>	<u>\$9,902,620</u>	<u>89%</u>		<u>\$1,045,076</u>
<b>Expenditures</b>					
General Government Services	\$472,160	\$1,019,700	46%	5.	\$547,540
Protective Services	892,012	1,864,600	48%	6.	972,588
Transportation Services	594,073	1,392,100	43%		798,027
Environmental Health Services	706,547	1,523,500	46%		816,953
Public Health Services - Cemetery	-	20,400	0%	7.	20,400
Environmental Development	380,459	1,056,000	36%		675,541
Recreation & Cultural Services	138,855	304,400	46%		165,545
Arena/Community Centre	232,303	665,100	35%		432,797
Fiscal Services	904,320	2,056,820	44%		1,152,500
	<u>\$4,320,729</u>	<u>\$9,902,620</u>	<u>44%</u>		<u>\$5,581,891</u>
<b>TOWN SURPLUS (DEFICIT)**</b>	<u><b>\$4,536,815</b></u>	<u><b>\$ -</b></u>			

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue is at 89% and 44% of expenditures have occurred as of September 30, 2023.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued.
- Usually received from Province in December or January.
- Arena revenues are seasonal.
- Two quarterly equalization payment rec'd, next payment in December.
- Section 71 Tax Exemptions paid for the year.
- Ladder Fire Truck Repairs over budget, YTD cost \$20,734, hope to offset overages else where in dept budget
- Cemetery operational expenditures are seasonal, revenue received to date off set expenses.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>
<b>WATER UTILITY</b>					
Revenue	\$865,188	\$1,718,100	50.4%	1.	\$852,912
Expenditures	\$704,646	\$1,718,100	41.0%		\$1,013,454
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>\$160,542</b></u>	<u><b>\$ -</b></u>			

**Legend:**

- Two quarterly billings issued.

	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 50% %</u>		<u>Balance</u>
<b>ELECTRIC UTILITY</b>					
Revenue	\$3,270,491	\$7,171,000	45.6%	1.	\$3,900,509
Expenditures	\$3,217,013	\$7,171,000	44.9%		\$3,953,987
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>\$53,478</b></u>	<u><b>\$ -</b></u>			

**Legend:**

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION  
SEPTEMBER 30, 2023**

**DEED TRANSFER TAX REPORT**

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
Capital Purposes	\$350,000		\$58,350		\$273,918	\$76,082
Operating Purposes	\$175,000		\$29,175		\$136,959	\$38,041
	<u>\$525,000</u>	(12)	<u>\$87,525</u>	(56)	<u>\$410,877</u>	78% <u>\$114,123</u>

**TAX AND SEWER CHARGES REPORT**

	Balance 31-Mar-23	2023/24 Tax Billings	Collected To Date	Balance
2022/23 Taxes & Sewer and Prior	256,759	-	116,511	140,248
2023/24 Tax & Sewer billings	(205,126)	7,776,305	6,339,629	1,231,550
	51,633	7,776,305	6,456,140	1,371,798
Interest				37,703
Total Outstanding	18.13%			<u>1,409,501</u>

*Prepayments for 2024/25 Tax & Sewer \$23,108*

**PARKING METER REVENUE AND FINES**

	Budget 2023/24	Actual to 30-Sep-23	Variance to Budget	% of Budget
Parking Meter Revenue	\$140,000	\$98,021	\$41,979	70.02%
Parking Meter Fines	6,500	3,519	2,981	54.14%
Court Fines	3,500	1,561	1,939	44.60%
Total	<u>\$150,000</u>	<u>\$103,101</u>	<u>\$46,899</u>	<u>68.73%</u>

## 2023/24 Approved Grants

Council Motion June 13, 2023

As of September 30, 2023

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
Bay to Bay Trail Association	The funds requested will be used to improve a 1.8km section of trail from Schnare's Crossing to Lunenburg,	\$500
Bluenose Academy Ne'ata'q: The Food Forest.	The funds request would be used to purchase 4-5 fruit trees for planting in Phase 1 of the food forest.	\$500
Canadian Dory Racing Association	The funds will be used to host international events during the year.	\$500
Curl for a Cause (Health Services Foundation)	Annual event which supports Fishermen's Memorial Hospital.	\$250
Fishermen's Memorial Hospital: Golf Tournament	Annual event which supports Fishermen's Memorial Hospital, no application received but Town traditionally supports.	\$100
Lunenburg Community Garden	Request for funds to rebuild three damaged garden beds.	\$430
Lunenburg Doc Fest Association	Funds received would be used for on-site, in-person programming and operating the 10th annual Lunenburg Doc Fest, September 21-27, 2023	\$1,500
Lunenburg Dog Park Society	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection will continue similar to other years.	\$1,000
Lunenburg Farmers' Market	Funds received would be used to improve community health by offering multiple portable hand washing stations throughout the Arena.	\$500
Lunenburg Folk Harbour Society-Saturday's in the Park.	Funds requested will support a series of 10 free outdoor concerts at the Bandstand each Saturday.	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship.	Funds requested will cover 2% of overall expense for the 38th annual Fold Harbour Festival to be held in Lunenburg 2023.	\$1,000

## 2023/24 Approved Grants

Council Motion June 13, 2023

As of September 30, 2023

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
Lunenburg Foundation for the Arts.	Funds requested will cover the cost of a fundraising strategy workshop.	\$1,000
Lunenburg Heritage Society	Funds requested to cover printing costs for passports, posters and tickets for the 2023 Lunenburg Heritage House Tour, September 9.	\$1,000
Nova Scotia Sea School	Funds requested will help promote and run their experimental summer sailing and wilderness program in 2023.	\$2,500
Pride Lunenburg Society	Funds requested will be used to offset site rentals, materials, decorations, food beverage, transportation fees, cost of performers, DJ's and equipment rentals for a week of inclusive events in Lunenburg County July 9-15.	\$1,000
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds requested will be used in the delivery of eh SSVP Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and inflation, that affect the cost of rent, food, heating oil, power, new beds and medical prescriptions, all basic needs.	\$1,800
South Shore Multicultural Association	Funds requested will be used to pay performers and assist with tent and stage rentals for participation in the Cricket club's "mini multicultural festival" on July 8, during the Craft Festival Weekend, with a goal of hosting an annual multicultural event in Lunenburg.	\$1,000
South Shore Sexual Health Society	Funds requested will be used to provide services, deliveries and presentations to people in Lunenburg, including Bluenose Academy.	\$500
South Shore Theatrical Players	Funds requested will be used to advertise, posters and signs for a March Break family play at the Central United Church.	\$500
<i>Outstanding</i>		
South Shore Minor Hockey Association	Funds will offset ice rental costs for the 2024 Gary Wentzell Memorial Hockey tournament.	\$500
<i>Additional approvals</i>		
Abbie Chisolm	Attendance at U17AAA Soccer Nationals <i>Approved Sept/23</i>	\$200
		<b>\$19,780</b>
Budgeted Amount for Grants		\$20,000
Balance Available		<b>\$220</b>

**2023/24 Approved Grants**

Council Motion June 13, 2023

**As of September 30, 2023**

Account #01-2-19-5100	2023-24 Grant Notes	Approved Grant Amount
<i>Multi-Yr Commitment</i>		
South Shore Regional Hospital	Brighter Days Hospital Campaign - 1st of 5 yearly payments, total contribution of \$20,000	<b>\$4,000</b>

**Traffic Control**

**Total Budget**

**\$8,000**

*Completed Events*

Street Fest

**\$2,260**

*Pending Events*

Remembrance Day

Christmas Celebrations