

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

September 12, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



- Present** Mayor Jamie Myra, Deputy Mayor Peter Mosher, Councillors Jenni Birtles, Stephen Ernst, Ed Halverson, Melissa Duggan and Susan Sanford
- Also present** Jamie Doyle, CAO  
Lisa Dagley, Director of Finance  
Michael Best, Communications Manager  
Tyson Joyce, Director of Public Works  
Arthur MacDonald, Director of Community Development  
Hilary Grant, Senior Planner/Heritage Officer  
Lauren Isabelle, Planner Development Officer  
Trevor Hume, Planner Development Officer  
Kayla Byrne, Municipal Clerk
- Call to Order** The Mayor called the meeting to order at 6:05 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 September 12, 2023, meeting.  
**Motion carried unanimously**
- Approval of Minutes** Moved and seconded that Council approve the August 8, 2023 meeting minutes as presented.  
**Motion carried unanimously**
- Public input for Council meetings** Teresa Quilty, Duncan Kroll, Michael Higgins, Gregg Clause, and Sarah Romkey supported granting an appeal for an unsightly property order. Robin Jackson supported refusing the appeal for the unsightly property order, indicating that some compromise could be achieved. Alison Strachan congratulated Mayor Myra on winning the Town’s special election.  
  
Rachel Martin inquired about deliberative dialogue and more public

engagement opportunities with respect to municipal matters, including the proposed development of Blockhouse Hill.

Towny Anderson inquired about various aspects of the draft Heritage Conservation District Plan and Bylaw.

Presentations	None.
Proposed Development of Blockhouse Hill	Council received a letter from a member of the public opposing the proposed development of Blockhouse Hill.
2023/24 REMO Budget Allocation	<p>Concerning a letter from the Municipality of the District of Lunenburg (MODL) about a 2023/24 REMO budget allocation, Council made the following motion:</p> <p>Moved and seconded that Council approve contributing any unspent REMO funds at the end of each fiscal year into a reserve for emergency spending.</p> <p style="text-align: right;"><b>Motion carried unanimously</b></p>
Sustainability Summit Invitation	Council received an invitation to attend the South Shore Sustainability Summit.
Natural Gardens/Lawns	Council received four letters in support of allowing naturalized lawns within Town.
Appeal: Unsightly Property Order – 104 Maple Avenue	<p>The Director of Community Development summarized the report for an order appeal for an unsightly property. The property owner noted that they are intentionally not mowing their lawn as they are working towards a naturalized lawn for environmental purposes. Councillors discussed the importance of working with neighbours to solve problems such as disagreements over lawn maintenance.</p> <p>Councillors asked the property owner some clarifying questions about their process for naturalization.</p> <p>Council made the following motion with respect to the order appeal:</p> <p>Moved and seconded that Council defer making a decision on the appeal of the Dangerous and Unsightly Property Order issued on August 1, 2023, for 104 Maple Avenue and direct staff to draft a lawn</p>

and park naturalization policy to allow and encourage naturalization initiatives.

**Motion carried unanimously**

Recess

The Mayor called a recess from 7:15 p.m. to 7:22 p.m.

Appeal:  
Encroachment  
Licence Agreement –  
7 McKenzie Street

The Director of Community Development summarized a report on an encroachment licence agreement appeal. The appellant reiterated their rationale for the appeal. Staff noted that encroachment agreements typically contain a clause about municipal access, structure maintenance, and repair.

Concerning the appeal, Council made the following motion:

That Council grant the appeal of the Encroachment Licence Agreement for 7 McKenzie Street with the condition that if the Town of Lunenburg ever requires access to the property for any Town purposes, any associated costs pertaining to repairs and replacement would be at the owner's expense.

**Motion carried unanimously**

Business Arising and  
Unfinished Business

None.

Occupational Health  
& Safety Policy  
Amendments

Moved and seconded that Council give notice to repeal sub-policy 46 (A) Joint Occupational Health and Safety Policy and replace this policy with Terms of Reference to be approved by the Chief Administrative Officer; and

That Council give notice to repeal the following Joint Occupational Health and Safety sub-policies:

- 46 (B) Tag and Lockout Procedural Policy
- 46 (C) Chain Fall Hoist Inspection Procedural Policy
- 46 (D) Material Safety Data Sheets Policy
- 46 (E) Table Saw Work Procedure for Use Without a Guard
- 46 (F) Confined Space Procedure
- 46 (G) Public Works Department General Safe Work Procedures; and

That Council give notice to amend the Joint Occupational Health and Safety Policy as presented. **Motion carried unanimously**

Noise Bylaw  
Exemption

Moved and seconded that Council approve an exemption to the Noise Bylaw for the September Classic fireworks display scheduled for September 23, 2023 at 9 p.m. on the Lunenburg Waterfront. **Motion carried unanimously**

Community Centre  
Overnight Parking  
Request

Moved and seconded that Council approve free overnight parking at the Lunenburg Community Centre/Arena parking lot for the South Shore Oktoberfest event attendees on October 7, 2023. **Motion carried unanimously**

Noise Bylaw  
Exemption

Moved and seconded that Council approve an exemption to the Noise Bylaw for the Lunenburg Board of Trade's South Shore Oktoberfest scheduled for October 6, 2023 from 11 p.m. until 12 a.m. on the Lunenburg Waterfront. **Motion carried unanimously**

Community Grants

Before any discussion or decision on this item, the Mayor declared a conflict of interest and moved to the public gallery. The Director of Community Development summarized the Community Grant application.

Moved and seconded that Council approve a Community Grant of \$200 to Abbie Chisholm to attend U17AAA Soccer Nationals in New Brunswick in October 2023.

**Motion carried unanimously**

The Mayor resumed chairing responsibilities.

Proposed Divestiture  
of Upper Hall Street

The Director of Community Development summarized a report on the proposed divestiture of the lands at Upper Hall Street. Councillors asked clarifying questions about timelines to best schedule a public information meeting.

Council made the following motions:

Moved and seconded that Council declare the lands of Upper Hall Street, known as PID 60726403, as surplus lands no longer required for Town purposes. **Motion carried unanimously**

Moved and seconded that Council direct staff to schedule a Public

Information Meeting (PIM) on the possible divestiture of Upper Hall Street, known as PID 6072640, for the possible relocation of Harbour View Haven.

**Motion carried unanimously**

Staff indicated it aims to hold the PIM meeting at the next Council meeting on September 26, 2023. However, if needed, the meeting may be held at a regular meeting in October. Staff also noted that the Planning Advisory Committee held a public participation meeting on the proposed rezoning related to this request on September 11, 2023.

Proposed Alteration to Municipal Heritage Property

The Senior Planner/Heritage Officer summarized a report on a proposed alteration to a municipal heritage property.

Moved and seconded that Council approve the proposed revised alterations to 17 Tannery Road (Old New Town School) and approve the issuance of a Heritage Permit.

**Motion carried unanimously**

Potable Water Quality Test Results

The Director of Public Works summarized a report on the potable water quality test results for April to June 2023, highlighting results, maintenance and complaints.

Wastewater Quality Test Results

The Director of Public Works summarized a report on the wastewater quality test results for April to June 2023, highlighting quarterly averages and testing results.

Lunenburg Academy Costs

Moved and seconded that Council direct staff to provide a full cost analysis, including an area rate, for the Lunenburg Academy and that this analysis be presented at a regular meeting of Council in October 2023.

**Motion carried unanimously**

Notice of Motion: Community Grants for Students

Councillor Sanford gave notice of motion to a request to consider reserving \$2,000 from the Community Grant Fund specifically for students from the Town of Lunenburg who require additional funding for recreational or cultural initiatives that exceed routine program costs. Staff will draft a motion to consider at the next Council meeting.

Notice of Motion: Lunenburg RV Park

Councillor Halverson gave notice of motion to direct the CAO to request detailed financial statements from the Lunenburg Board of

- and Campground  
Financial Benefits
- Trade regarding any data relating to the benefits that the Lunenburg RV Park and Campground provides to the community. Staff will draft a motion to consider at the next Council meeting.
- In camera
- Moved and seconded that Council move in camera at 8:19 p.m. to discuss agenda item 12.1 Acquisition, sale, lease and security of municipal property, as per the Municipal Government Act.  
**Motion carried unanimously**
- Recess
- Before discussing any in-camera items, the Mayor called a recess at 8:19 p.m.
- Revert to open session: Dog Park Lease
- Council reverted to open session at 8:35 p.m.
- Following a discussion in camera, Council made the following motion:
- Moved and seconded that Council amend the lease agreement between the Town of Lunenburg and the Lunenburg Dog Park Society as presented and that the Mayor and CAO are authorized to execute the Lease on behalf of the Town and affix the municipal seal.  
**Motion carried unanimously**
- Adjournment
- There being no further business, the September 12, 2023 Council meeting adjourned at 8:36 p.m.

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The minutes were read and approved.