

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

October 10, 2023 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



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|-----------------------------------|---|
| Present                           | Mayor Jamie Myra, Deputy Mayor Peter Mosher, Councillors Jenni Birtles, Stephen Ernst, Ed Halverson (via Zoom), Melissa Duggan and Susan Sanford  |
| Also present                      | Jamie Doyle, CAO<br>Lisa Dagley, Director of Finance<br>Tyson Joyce, Director of Public Works<br>Hilary Grant, Senior Planner/Heritage Officer<br>Michael Best, Communications Manager<br>Kayla Byrne, Municipal Clerk  |
| Call to Order                     | The Mayor called the meeting to order 6 at 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 October 10, 2023, meeting as presented.<br><p style="text-align: right;"><b>Motion carried unanimously</b></p>   |
| Approval of Minutes               | Moved and seconded that Council approve the September 26, 2023 meeting minutes as presented.<br><p style="text-align: right;"><b>Motion carried unanimously</b></p>   |
| Public input for Council meetings | Sarah Cram noted concerns about buses on York Street and bus parking throughout Town.<br><br>Mary Knickle noted the benefits of the Town’s UNESCO designation and inquired if alternative revenue options could be explored to support the Town’s heritage.<br><br>Robert Young suggested Council send a letter in support of alternate revenue sources for the provincial Chignecto Dyke Project.<br><br>Alison Strachan noted some benefits of the Lunenburg Visitor Information Centre and the Lunenburg RV Park and Campground. |

The Mayor reminded the public to keep comments for this agenda item to three minutes or less.

Presentations	None.
Correspondence	None.
Public Hearings and Appeals	None.
Business Arising and Unfinished Business	None.
Noise Exemption Request	<p>Moved and seconded that Council approve a Noise Bylaw exemption to permit the use of fireworks on November 4, 2023 from 7:30 p.m. to 8 p.m. at the Lunenburg Fire Hall parking lot.</p> <p><b>Motion carried unanimously</b></p>
Town Hall Exterior Budget Increase	<p>Staff presented a report on a budget increase request to accommodate findings from recent deconstructive testing on Town Hall's exterior. Councillors asked clarifying questions about the scope of the project.</p> <p>Moved and seconded that Council approve increasing the Town Hall Exterior Restoration 2023/24 Capital Budget by \$10,000 (including net HST) for developing detailed specifications and masonry repair drawings to include in the project's Tender Package.</p> <p><b>Motion carried unanimously</b></p>
Public Works Capital Status Update	<p>Staff presented a Public Works capital project status update, highlighting general, road, wastewater utility, and water projects. Regarding questions about the Tannery Road sidewalk project, staff indicated work may start by the end of the year.</p>
Town General Operating and Capital Year-End	<p>Staff presented a report on the year-end financials for the Town General Operating and Capital Fund.</p> <p>Moved and seconded that Council approve allocating \$74,826.99 from the 2022/23 operating fund to the 2022/23 capital fund and that \$50,000 from the 2022/23 operating fund be allocated for an operating reserve transfer.</p> <p><b>Motion carried unanimously</b></p>

Moved and seconded that Council approve the capital financing for fiscal 2022/23 in the amount of \$2,546,697.54, as outlined in Schedule 2.

**Motion carried unanimously**

Electric Utility  
Operating and  
Capital Year-End

Staff presented a report on the year-end financials for the Electric Utility Operating and Capital Fund.

Moved and seconded that Council approve that, for the fiscal year ended March 31, 2023, the Electric Utility fund the Capital Expenditures of \$1,107,802 with \$393,319 in reserves, \$459,275 in depreciation funds and \$255,209 in customer contributions.

**Motion carried unanimously**

Water Utility  
Operating and  
Capital Year-End

Staff presented a report on the year-end financials for the Water Utility Operating and Capital Fund.

Moved and seconded that Council approve, for the fiscal year ended March 31, 2023, transferring \$38,500 from the Water Utility to the Water Utility Land Reserve.

**Motion carried unanimously**

Moved and seconded that Council approve, for the fiscal year ended March 31, 2023, the Water Utility provide a dividend of \$25,000 to the Town General fund.

**Motion carried unanimously**

Attendance update

Due to technical difficulties, Councillor Halverson virtually left the meeting at 6:55 p.m.

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

Staff presented a report on the new Old Town Lunenburg Heritage Conservation District Plan and Bylaw.

Moved and seconded that Council approve first reading of the revised draft Old Town Lunenburg Heritage Conservation District Plan and By-law (Attachment A) and give notice for a November 28, 2023 Public Hearing.

**Motion carried unanimously**

Attendance update

Councillor Halverson virtually returned to the meeting.

Amendment to MPS

Staff presented a report on proposed amendments to the Municipal

- and LUB to Delete Architectural Control Areas
- Planning Strategy and Land-Use Bylaw to remove Architectural Control Areas from these documents.
- Moved and seconded that Council approve first reading of proposed amendments to the Municipal Planning Strategy and Land Use By-law to delete the Architectural Control Areas and Schedule “F” Heritage Conservation District and Architectural Control Area Map.
- Motion carried unanimously**
- Committees Policy: Repeal and Replace
- Moved and seconded that Council give notice to repeal the Committees of Council Policy and replace it with the new Committees Policy as presented.
- Motion carried unanimously**
- Repeal of Policies
- Moved and seconded that Council give notice to repeal the following Town of Lunenburg policies:
1. Audit Procurement
  2. Billings for the LDFD Non Fire Emergency Duties
  3. Capital Contributions Electric Light
  4. Cascade Systems Policy S C B A Air Refill
  5. Development Agreements
  6. Electric Light Utility Collection Procedure Policy
  7. Emergency Spills Response
  8. Fire Extinguisher Training
  9. Information Technology Use
  10. Loan of Town Equipment and Use of Town Labour by Outside Organizations
  11. Motor Vehicle Evaluation and Replacement
  12. Planning Applications
  13. Public Works Department Risk Management
  14. Recreation Dept Risk Management Strategy
  15. Water Testing Procedure
  16. Water Utility Collection Procedure Policy Statement
  17. Complaints Process Policy
  18. Installation and Verification of Water Electric Meters and Billing
  19. Parking Meter Fees
- Motion carried unanimously**
- Notice of Motion/Information
- The Mayor announced he will be hosting regular open houses at Town Hall.

Requests

Adjournment

There being no further business, the October 10, 2023 Council meeting adjourned at 7:01 p.m.

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The minutes were read and approved.