

TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, January 7, 2025 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: COTW meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

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. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 January 7, 2025 Committee of the Whole Meeting Agenda

Recommendation: That Committee of the Whole approve the agenda for the January 7, 2025 meeting as presented.

5. APPROVAL OF MINUTES

6. PRESENTATIONS

7. BUSINESS ARISING AND UNFINISHED BUSINESS

7.1 Lunenburg Day Care Centre

Recommendation: That Committee of the Whole direct staff to prepare a report for Council's January 14, 2025, meeting, incorporating the Committee's direction on the Lunenburg Daycare Centre's request for Town-owned land and potential partnership opportunities, including preferred site options.

8. NEW BUSINESS

8.1 Housing Accelerator Fund – *Information Report*

8.2 Affordable Housing Tax Forgiveness

Recommendation: That Committee of the Whole direct staff to develop a draft Affordable Housing Tax Forgiveness Program based on the Committee's feedback, and present the draft program for Council's consideration.

8.3 MPS Amendment: Allowing Development Agreements for Town Lands

Recommendation: That Committee of the Whole refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands purchased from the Town.

8.4 Affordable Housing Grant Program Policy

Recommendation: That Committee of the Whole direct staff to prepare a draft policy for an Affordable Housing Grant Program for Council's consideration.

8.5 Accessible Housing Incentive Policy

Recommendation: That Committee of the Whole direct staff to prepare a draft Accessible Housing Incentive Policy for Council's consideration.

8.6 Revised Street Services Extension Policy & Sustainable Infrastructure Fund Grant Program

Recommendation: That Committee of the Whole direct staff to refine the Street Services Extension Policy based on the Committee's discussion and bring a revised draft to Council for consideration.

9. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

10. CLOSED SESSION

11. ADJOURNMENT

Subject: Lunenburg Day Care Centre

From: Marc Kiely, Interim Director of Community Development
Hilary Grant, Interim CAO

Date: Dece7, 2024



Recommendation

That Committee of the Whole provide direction on the Lunenburg Daycare Centre's request for Town-owned land and potential partnership opportunities, including preferred site options and key considerations, and direct staff to:

- Incorporate this direction into a detailed report; and
- Present the report to Council for a decision at its January 14, 2025, meeting.

Draft Motion: That Committee of the Whole direct staff to prepare a report for Council's January 14, 2025, meeting, incorporating the Committee's direction on the Lunenburg Daycare Centre's request for Town-owned land and potential partnership opportunities, including preferred site options.

Alternatives

- Retain land ownership but support the project with infrastructure upgrades.
- Reassess other Town-owned properties as potential sites.
- Defer the decision pending additional study or information.
- Decline the request for Town-owned land at this time.

Background

This memo provides information on discussions between the Town of Lunenburg and the Lunenburg Daycare Centre (LDCC) regarding the provision of Town-owned land for the purpose of constructing a new and expanded daycare facility. LDCC has requested a "Confirmation of Ownership/leasehold or partnership agreement/commitment." This can be made in the form of a formal motion by Council.

The LDCC requires confirmation of support, whether through ownership, leasehold, or partnership, by **January 15, 2025**, to secure funding and proceed with project planning.

The LDCC has engaged RHAD Architects, selected through a public RFP process, to design the new facility. At the December 10, 2024, Council meeting, the LDCC delivered a presentation (Link: [LDCC Presentation to Council Dec. 10/2024](#)) that included a proposal of three choice building site options located within the Town's Recreation Complex areas (Attachment B). The options presented included: the existing Community Centre site, 87 Victoria Road (Blue Building), and field/parking lot. Although these three options were the options proposed in detail during the public presentation, the LDCC has previously expressed that they would be willing to work with the Town on any potential site options.

Discussion

The Town of Lunenburg has experienced a significant rise in young families and children under 14, with lone-parent households increasing by 58% between 2016 and 2021. Household projections indicate 7% growth from 2022 to 2027, reaching 1,180 households. This growth has caused daycare facilities to reach full capacity, leaving a waiting list of 232 children. The LDCC, a non-profit established in 1973 and operating at 26 Lincoln Street since 1991, currently provides 113 licensed childcare spaces. The proposed new facility would add 96 spaces, meeting Early Learning & Child Care Regulations and the Access by Design 2030 framework. It would also include outdoor green play space and accessible features to better serve diverse and vulnerable populations.

While early discussions explored a mixed-use facility with a daycare and gymnasium, the gymnasium was deemed unfeasible due to high costs. However, LDCC has expressed interest in collaborating with the Town on future planning and administrative models for the existing Community Centre if the new daycare is constructed at the Recreation Complex. Such an agreement would require further negotiations and could provide mutual operational and financial benefits.

General Site Location Discussion

Recreation Complex Area

In early discussions between the Town and LDCC, the Recreation Complex area emerged as a preferred site option. The general area is already serviced with water, wastewater, electricity and ample parking (levels of complexity and cost for servicing vary depending on specific location within the area), which may provide significant efficiencies benefitting project timelines and reducing construction costs as compared with other areas of town. Additionally, the area would provide a campus-like setting for the daycare centre with proximity to recreation and educational facilities and as a result, many potential synergistic opportunities.

Other Potential Areas

To ensure all reasonable options are considered, Town staff have also conducted a preliminary review of other Town-owned sites. The review indicates that these alternatives are unlikely to match the Recreation Complex in terms of convenience or accessibility to complementary facilities. Additionally, they would likely require significantly greater investment in servicing infrastructure. However, these sites might offer opportunities to not impact Recreation facilities.

Specific Site Comparison Table:

Site	Potential Benefits	Potential Challenges
Existing Community Centre Site	<ul style="list-style-type: none"> • existing utility servicing, including water, wastewater and electric • availability of parking • proximity to school • central, walkable location 	<ul style="list-style-type: none"> • retrofit of existing building structure likely financially unfeasible and significantly more costly than a new build: would include extra cost and time of demolition, including likely mitigation of potentially hazardous materials (i.e. asbestos)

	<ul style="list-style-type: none"> • there is existing flood risk but it is less than adjacent site (described below) • can expect minimal impact to traffic flow • Would save approximately \$110,000 in operating annually and anticipated capital investments, such as a new accessible entrance, gym floor upgrades and potential hazardous materials mitigation 	<ul style="list-style-type: none"> • would impact recreation programming and loss of existing community centre building
Field/Parking Lot	<ul style="list-style-type: none"> • existing utility servicing, though some work would be needed • availability of parking • proximity to school • central, walkable location • if a 2-storey approach is taken, with smaller footprint, there would be minimal impact to recreation servicing or existing community centre building • no demolition costs or additional time required for hazardous material remediation 	<ul style="list-style-type: none"> • would reduce number of parking spaces available in parking lot • could impact ease of access to adjacent community centre building and skate park • could impact track if a one-storey approach is taken, requiring a large footprint • would have impacts to traffic flow • would require new flooding controls
87 Victoria Rd – ‘Blue Building’	<ul style="list-style-type: none"> • existing utility servicing, though some work would be needed • availability of parking • proximity to school, • central, walkable location • would have minimal direct impact to recreation services 	<ul style="list-style-type: none"> • currently serves as storage space for the Town’s Public Works Dept. and Recreation complex: would require relocation of equipment to alternative and less convenient site and potentially require a new storage structure to accommodate (cost estimate shows it would likely require several hundred thousand

		<p>dollars at minimum for building of minimal building standard)</p> <ul style="list-style-type: none"> • would displace tenants: Sea Cadets • would require building demolition before construction can start and associated costs; • would limit future use of valuable land adjacent to the arena • would require Planning amendments • there are existing flooding concerns
Dog Park Location	<ul style="list-style-type: none"> • no impact to recreation complex services • good road access for users • relatively central location • no major flood concerns 	<ul style="list-style-type: none"> • significant and costly wastewater servicing upgrades would be required • would require Planning amendments • no existing sidewalks • separated from complementary services including recreation facilities • existing dog park would be impacted
Starr Street (across from Dog Park)	<ul style="list-style-type: none"> • requires a Subdivision (no rezoning) • no impact to recreation complex services • good road access for users • relatively central location • no major flood concerns • same general location as dog park, but potentially less challenges related to water and wastewater servicing • no impact to the dog park itself, but similar location 	<ul style="list-style-type: none"> • existing electrical utility infrastructure may require significant changes and investment for site prep. Water and wastewater servicing needed. • no existing sidewalk • site is separated from complementary services including recreation complex facilities
Wolff Ave. Park		<ul style="list-style-type: none"> • currently Parks and Rec land and would require rezoning (was

		<p>parkland dedication to the subdivision)</p> <ul style="list-style-type: none"> • there are known traffic and parking concerns • located on a 'dead end' • no existing sidewalks • would require significant land clearing • further study would be required to know if it is developable
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Comparable Municipal-Daycare Centre Partnerships

Bridgewater Daycare Project

On December 9, Bridgewater’s Town Council approved a motion to sell 3 acres of surplus land for \$1, inclusive of legal and surveying costs, to the Small World Learning Centre, to facilitate an expansion of the Centre on adjacent land to the existing facility. The Centre plans to add 90 new childcare spaces.

Financial

Divesting land has a financial impact. The Town would be relinquishing ownership of a valuable municipal asset, which may limit future opportunities for development, revenue generation, or other strategic uses of the land. Once divested, the land would no longer be available for alternate municipal projects or initiatives that could yield economic or community benefits in the future.

The sites are not shovel-ready, and some would require significant investments in servicing upgrades. Giving 87 Victoria Road would necessitate a new storage building which would likely cost several hundred thousand dollars. Divesting of the community centre would save the Town approximately \$110,000 a year in operating costs, including future capital expenses such as a new accessible entrance, gym floor upgrades and potential hazardous materials mitigation.

Depending on the terms of divestment, there may still be financial obligations related to the site, such as shared infrastructure maintenance or adjacent property impacts. However, there are costs currently associated with the recreation complex.

Failure to meet the January 15, 2025, deadline for LDCC’s funding request could delay or jeopardize the project.

Strategic Plan Relevance

- General: Promote childcare opportunities.
- Community Structure: Direction regarding how the Town will be structured and how land will be used.

Relevant Legislation

The Municipal Government Act

Attachments

Attachment A – Lunenburg Daycare Centre Presentation – Dec. 10/24

Attachment B – LDCC Community Needs Report

Attachment C – Alternative Site Location Review



LUNENBURG DAY CARE CENTRE

BUILDING OUR FUTURE TOGETHER



113

licensed childcare spaces

25

trained staff

50+

years of operation

232

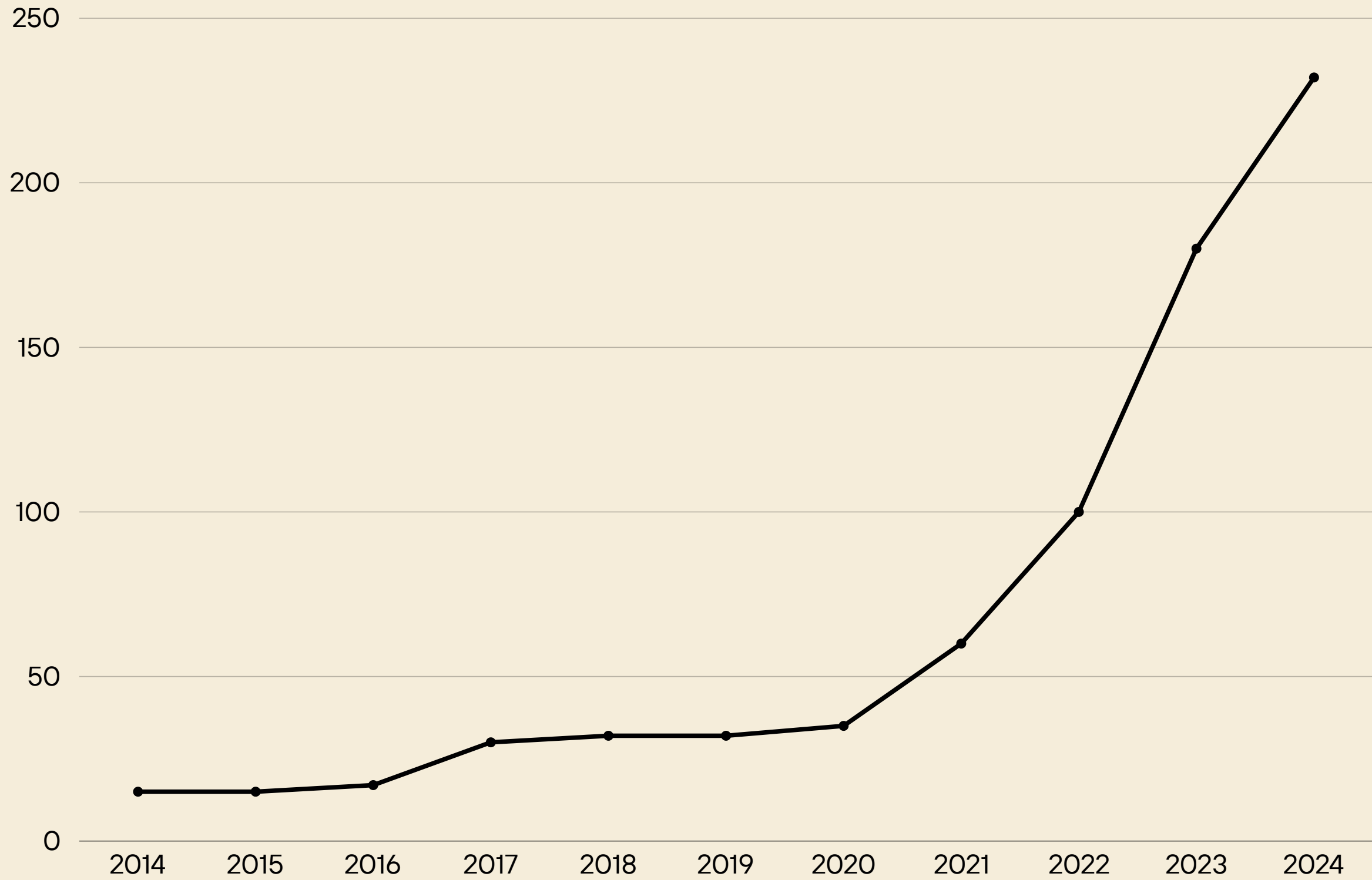
children on current waitlist

5,000+

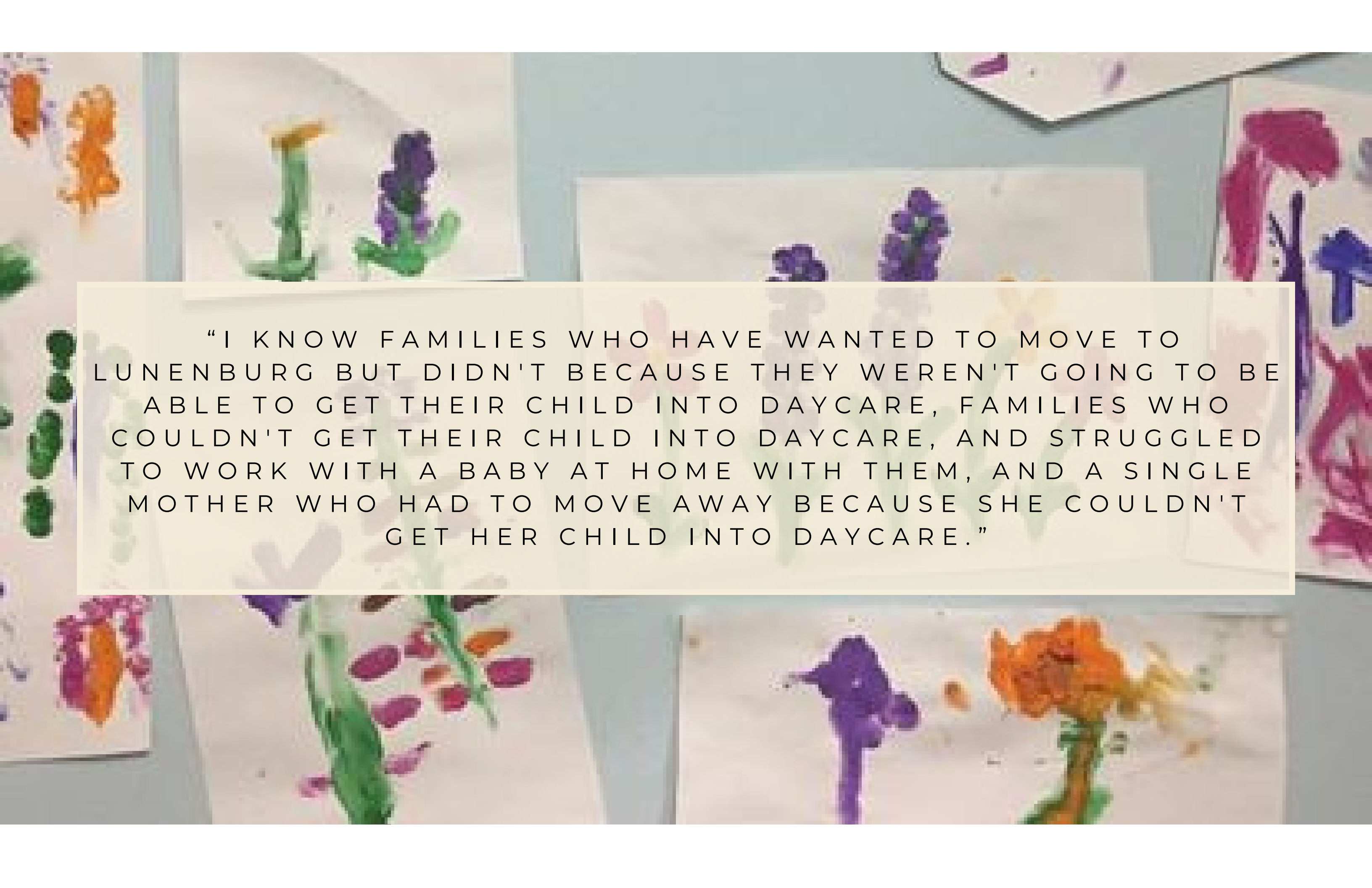
children over entire operation

NON-PROFIT

registered charity, government
subsidized



Lunenburg Day Care Waitlist
Source: LDCC

The background of the image features a wall with floral wallpaper. The wallpaper has a repeating pattern of various flowers in shades of purple, orange, and pink. In the center of the wall, there is a framed map of Lunenburg, Nova Scotia, which is partially obscured by a text box. The text box is a light yellow rectangle with a thin black border, containing a quote in black, all-caps, sans-serif font.

“I KNOW FAMILIES WHO HAVE WANTED TO MOVE TO LUNENBURG BUT DIDN'T BECAUSE THEY WEREN'T GOING TO BE ABLE TO GET THEIR CHILD INTO DAYCARE, FAMILIES WHO COULDN'T GET THEIR CHILD INTO DAYCARE, AND STRUGGLED TO WORK WITH A BABY AT HOME WITH THEM, AND A SINGLE MOTHER WHO HAD TO MOVE AWAY BECAUSE SHE COULDN'T GET HER CHILD INTO DAYCARE.”



“AS A PARENT, HAVING ACCESS TO THE DAYCARE IN THE TOWN I LIVE AND WORK IN HAS ALLOWED US TO FUNCTION BETTER AS A FAMILY UNIT SUCH AS LESS TRAVEL TIME MEANS MORE FAMILY TIME SPENT TOGETHER BEFORE AND AFTER WORK.”

LUNENBURG DAY CARE CENTRE EXPANSION PROJECT
PROJECT PROPOSAL

15 GREEN STREET. LUNENBURG. NS.
DECEMBER 10, 2024



THE SITE

SITE BENEFITS:

- Close to school
- Close to recreational facilities
(rec centre, curling club, arena, skate park, track, baseball field, soccer field, pool, basketball courts)
- Close to green space
- Lots of parking
- Walkable access

CONSIDERATIONS:

- There are many community facilities and assets that would ideally be maintained.
- There are many water and sewer lines that run through the property, some of which may need to be rerouted, and will be coordinated with our team and the Town's Engineer.
- Catch basins on site are known to flood at peak times, and will be considered in design and landscaping.
- Design team is working with NS Power to secure adequate power supply for the future of the site.

CONCERNS:

- There is urgency to complete the new Day Care facility, and would ideally begin construction in the spring of 2025.
- Demolition of the Rec Centre could be very costly and timely to remove.

SITE AMENITIES

When placing the Day Care on the site, we are looking to keep as many as the amenities as possible. The existing facilities are being used by the school and by the community regularly.



Rec-Centre (photo), Curling Club and Arena



Baseball Diamond (photo) and Track



Pool



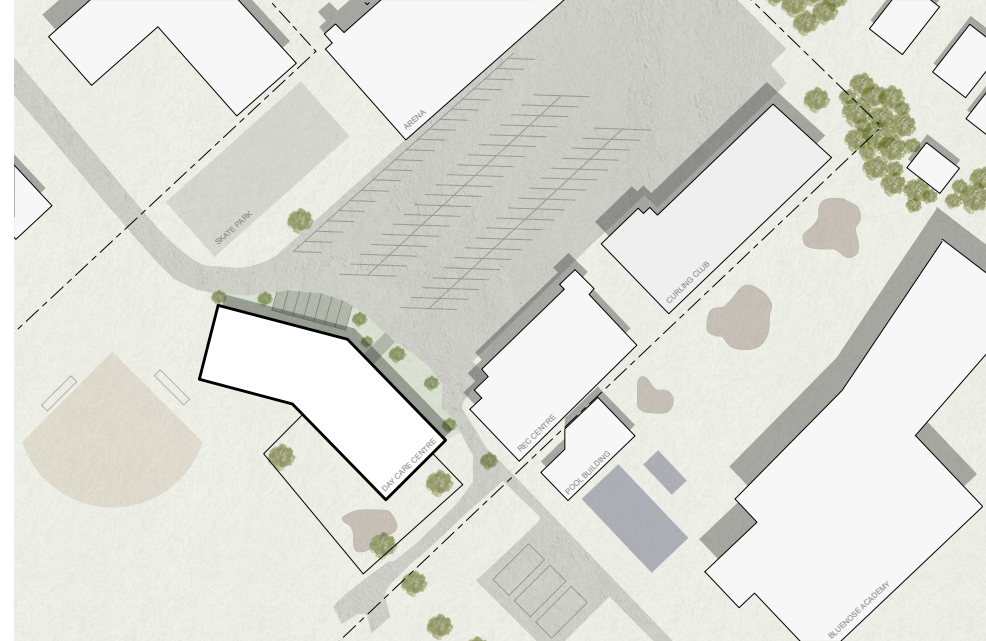
Skatepark

DESIGN OPTIONS



OPTION 1: REPLACE REC CENTRE

- + The Day Care is a one-storey, accessible building
- + Outdoor amenities are maintained
- Removes Rec-Centre, which is a community asset
- Demolition jeopardizes project timeline and budget
- Path to the pool is relocated to the rear of the building



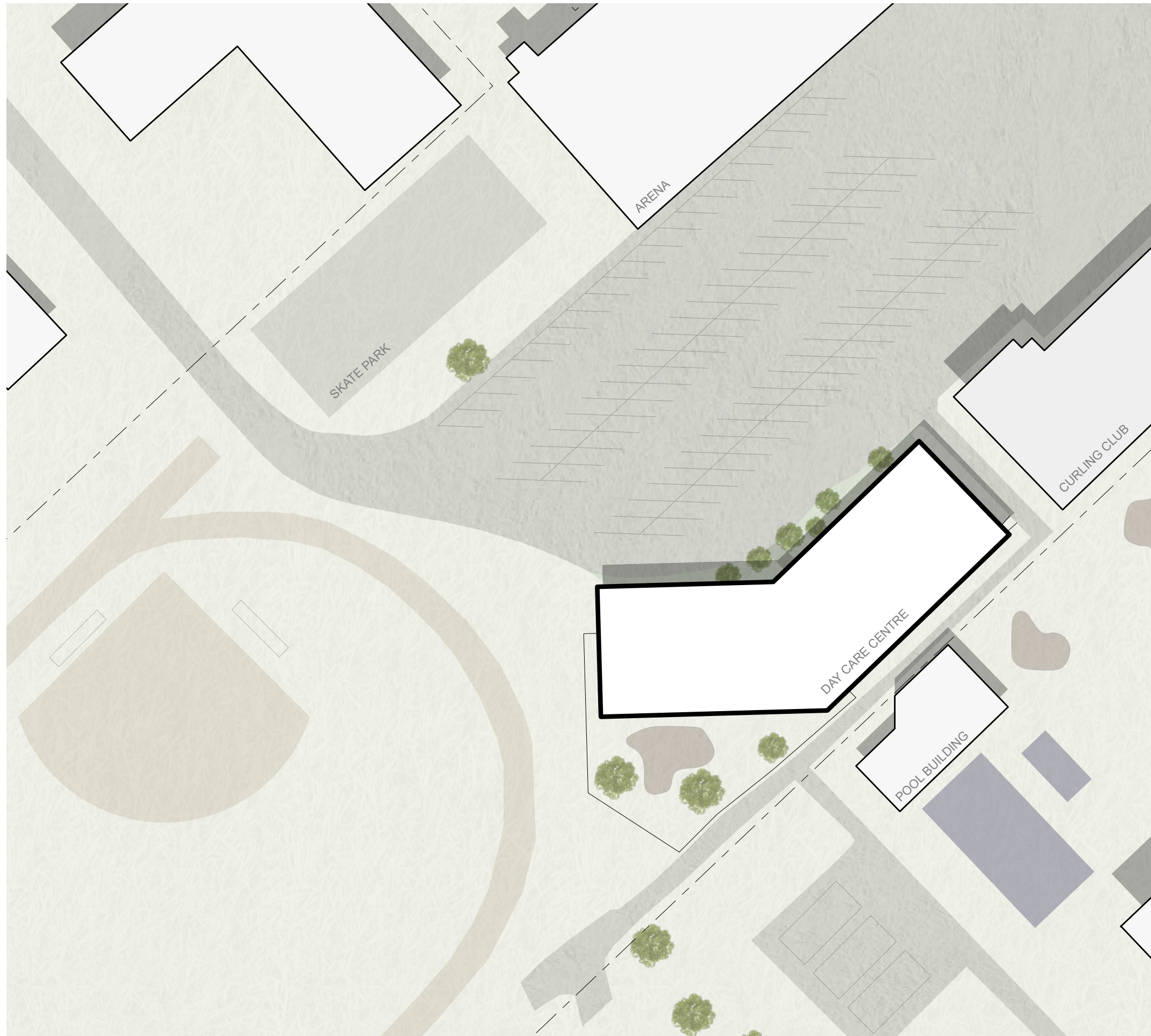
OPTION 2: OCCUPY GREEN SPACE

- + The Day Care is a one-storey, accessible building
- + Rec-Centre is maintained for community use
- + Building “bookends” the parking lot without encroaching on Rec Centre or skatepark
- Existing track is removed
- Existing water and sewer lines would be relocated around building footprint.



OPTION 3: OCCUPY 87 VICTORIA ROAD

- + The Day Care is a one-storey, accessible building
- + All facilities are maintained for community use
- + Building is accessed by Victoria road, instead of a parking lot
- + Playground is better incorporated with the building
- The Neptune Royal Canadian Sea Cadet Corporation would be relocated



SITE PLAN - OPTION 1

SITE STRATEGY: REPLACE REC CENTRE

ADVANTAGES

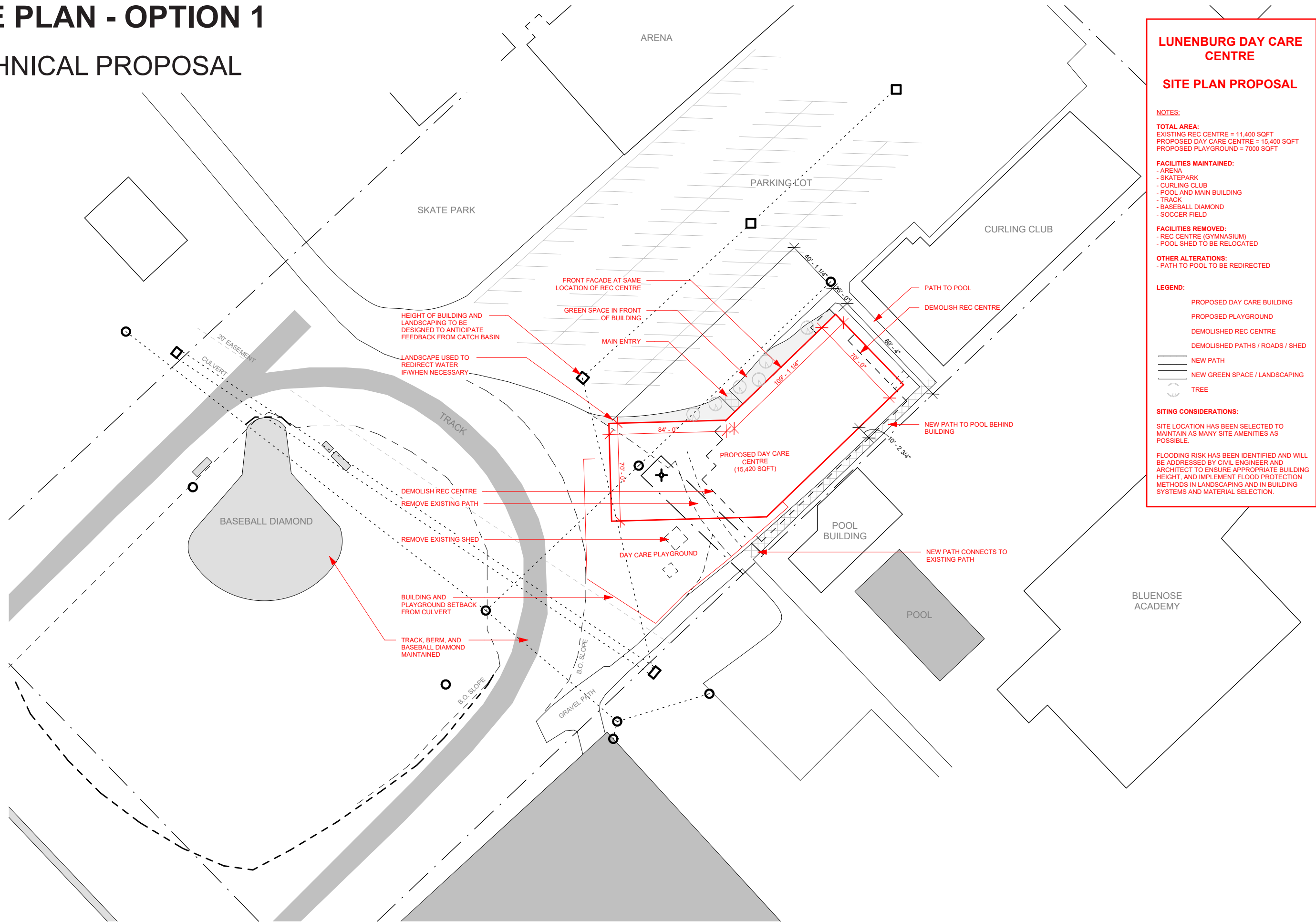
- The Day Care is a one-storey, accessible building
- Outdoor amenities are maintained
- Existing parking is maintained

CONCERNS

- We would be removing the Rec-Centre, which is a building currently being used by the community.
- The timeline for the new Day Care facility is very quick, and could be jeopardized by demolishing an existing building
- Demolishing the building could have significant costs associated with the demolition and disposal
- The path to the pool would have to be relocated to the rear of the new day care building
- Existing water and sewer lines will need to be rerouted

SITE PLAN - OPTION 1

TECHNICAL PROPOSAL



LUNENBURG DAY CARE CENTRE
SITE PLAN PROPOSAL

NOTES:

TOTAL AREA:
 EXISTING REC CENTRE = 11,400 SQFT
 PROPOSED DAY CARE CENTRE = 15,400 SQFT
 PROPOSED PLAYGROUND = 7000 SQFT

FACILITIES MAINTAINED:

- ARENA
- SKATEPARK
- CURLING CLUB
- POOL AND MAIN BUILDING
- TRACK
- BASEBALL DIAMOND
- SOCCER FIELD

FACILITIES REMOVED:

- REC CENTRE (GYMNASIUM)
- POOL SHED TO BE RELOCATED

OTHER ALTERATIONS:

- PATH TO POOL TO BE REDIRECTED

LEGEND:

- PROPOSED DAY CARE BUILDING
- PROPOSED PLAYGROUND
- DEMOLISHED REC CENTRE
- DEMOLISHED PATHS / ROADS / SHED
- NEW PATH
- NEW GREEN SPACE / LANDSCAPING
- TREE

SITING CONSIDERATIONS:

SITE LOCATION HAS BEEN SELECTED TO MAINTAIN AS MANY SITE AMENITIES AS POSSIBLE.

FLOODING RISK HAS BEEN IDENTIFIED AND WILL BE ADDRESSED BY CIVIL ENGINEER AND ARCHITECT TO ENSURE APPROPRIATE BUILDING HEIGHT, AND IMPLEMENT FLOOD PROTECTION METHODS IN LANDSCAPING AND IN BUILDING SYSTEMS AND MATERIAL SELECTION.



SITE PLAN - OPTION 2

SITE STRATEGY: OCCUPY GREEN SPACE

ADVANTAGES

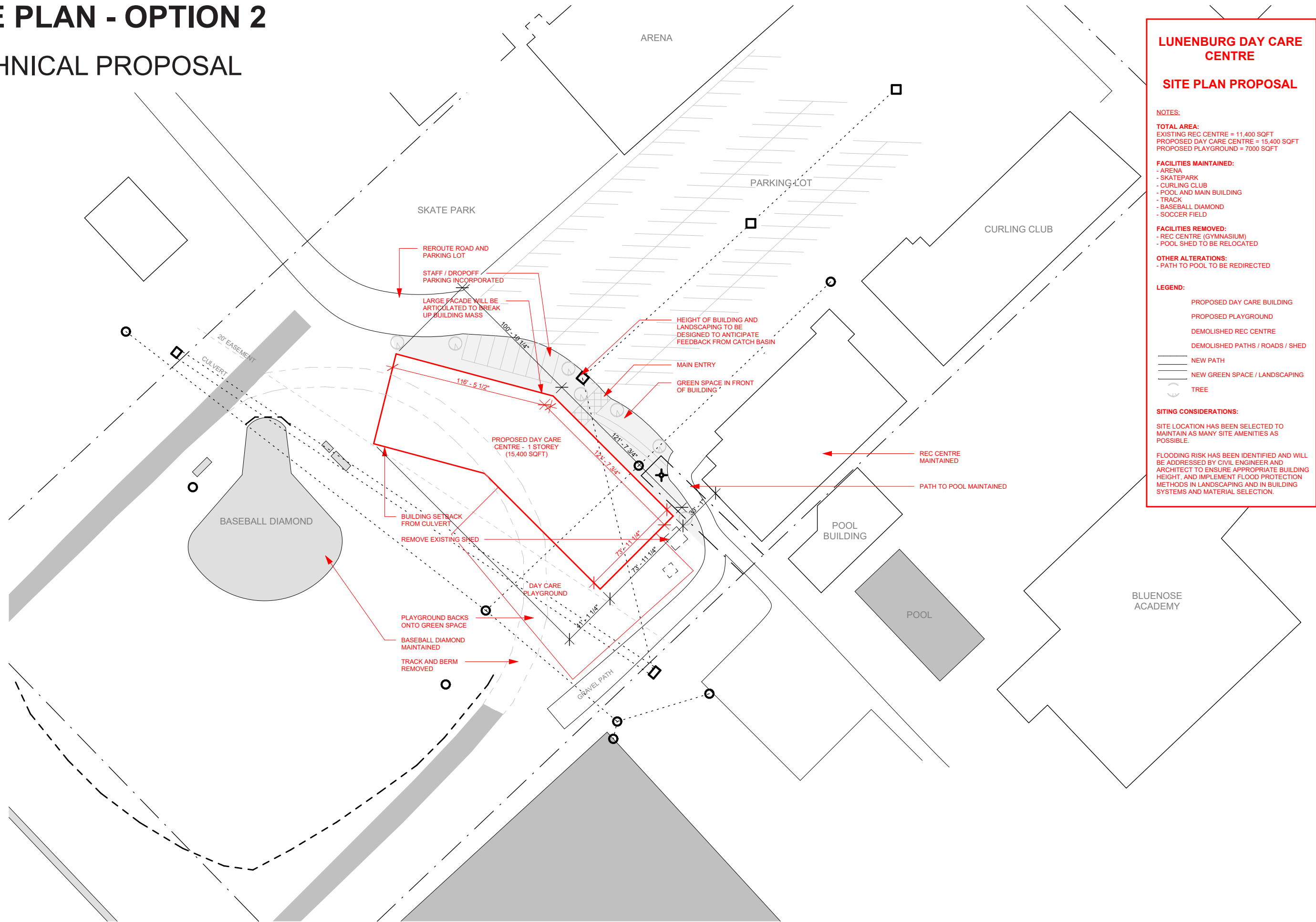
- The Day Care is a one-storey accessible building
- The Day Care building makes view terminus to “parking lot courtyard” without cutting into the frontage of Rec Centre and Skatepark
- Shape still allows for articulation of facade - the look of multiple buildings instead of long wall
- Playground backs onto green space
- Keep Rec. Centre intact as a community asset
- The baseball field can be maintain (with addition of fence)
- The majority of the parking will be maintained

CONCERNS

- The placement of the building removes the usability of existing track
- Existing water and sewer lines will need to be rerouted

SITE PLAN - OPTION 2

TECHNICAL PROPOSAL



LUNENBURG DAY CARE CENTRE
SITE PLAN PROPOSAL

NOTES:

TOTAL AREA:
 EXISTING REC CENTRE = 11,400 SQFT
 PROPOSED DAY CARE CENTRE = 15,400 SQFT
 PROPOSED PLAYGROUND = 7,000 SQFT

FACILITIES MAINTAINED:
 - ARENA
 - SKATEPARK
 - CURLING CLUB
 - POOL AND MAIN BUILDING
 - TRACK
 - BASEBALL DIAMOND
 - SOCCER FIELD

FACILITIES REMOVED:
 - REC CENTRE (GYMNASIUM)
 - POOL SHED TO BE RELOCATED

OTHER ALTERATIONS:
 - PATH TO POOL TO BE REDIRECTED

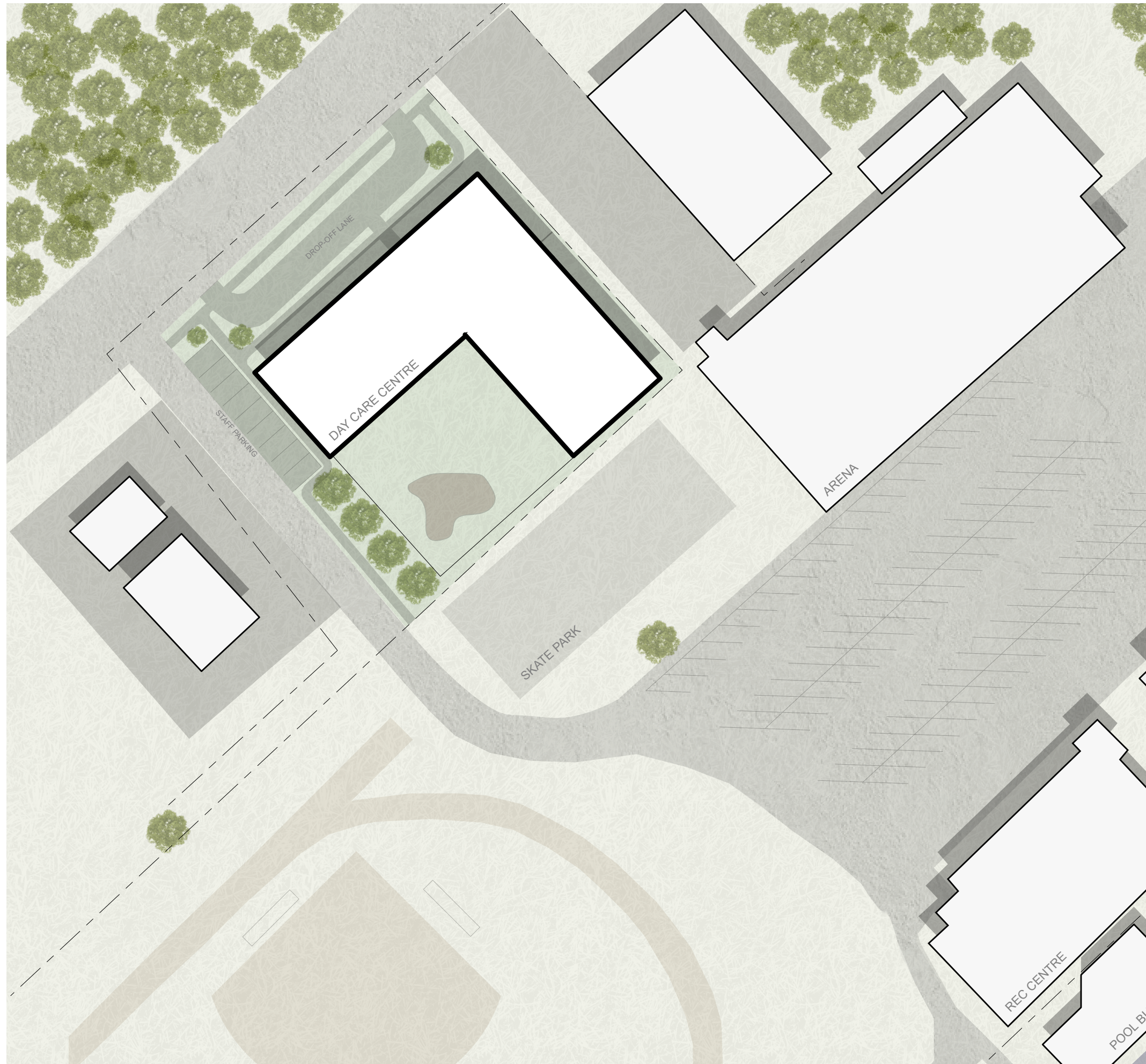
LEGEND:

- PROPOSED DAY CARE BUILDING
- PROPOSED PLAYGROUND
- DEMOLISHED REC CENTRE
- DEMOLISHED PATHS / ROADS / SHED
- NEW PATH
- NEW GREEN SPACE / LANDSCAPING
- TREE

SITING CONSIDERATIONS:

SITE LOCATION HAS BEEN SELECTED TO MAINTAIN AS MANY SITE AMENITIES AS POSSIBLE.

FLOODING RISK HAS BEEN IDENTIFIED AND WILL BE ADDRESSED BY CIVIL ENGINEER AND ARCHITECT TO ENSURE APPROPRIATE BUILDING HEIGHT, AND IMPLEMENT FLOOD PROTECTION METHODS IN LANDSCAPING AND IN BUILDING SYSTEMS AND MATERIAL SELECTION.



SITE PLAN - OPTION 3

SITE STRATEGY: OCCUPY 87 VICTORIA ROAD

ADVANTAGES

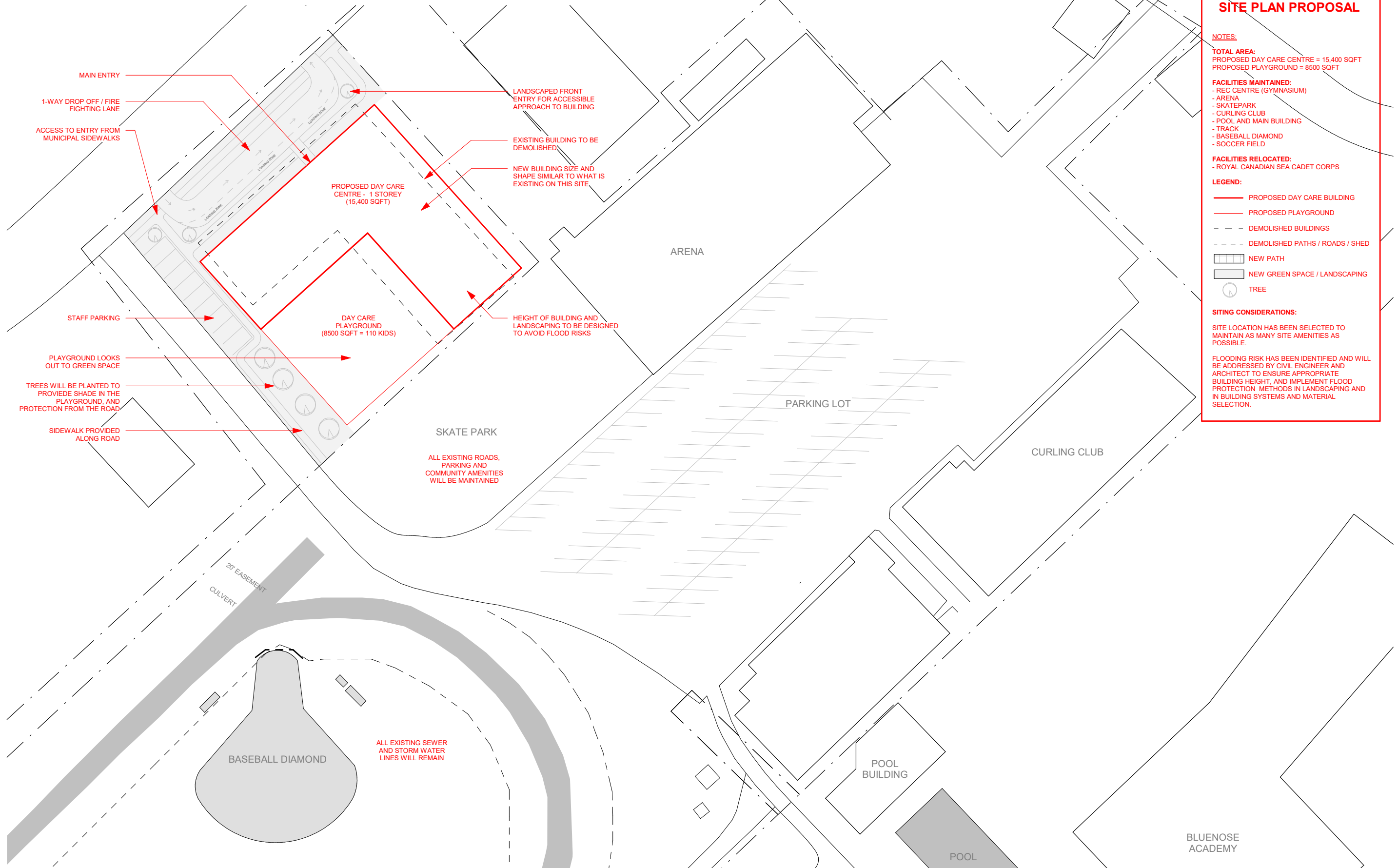
- The Day Care is a one-storey accessible building
- All community amenities can be maintained
- The playground is better integrated with the building.
- The Day Care is accessed from Victoria Road, instead of a parking lot (safer pedestrian access)
- The building location allows for a drop-off lane and staff parking; allowing the community parking lot to be maintained.
- The site is independent of all community building water and sewer lines.

CONCERNS

- The Neptune Royal Canadian Sea Cadets Corporation will be relocated.
- Additional flooding precautions will be taken

SITE PLAN - OPTION 3

SITE STRATEGY: OCCUPY 87 VICTORIA ROAD



LUNENBURG DAY CARE CENTRE SITE PLAN PROPOSAL

NOTES:
TOTAL AREA:
PROPOSED DAY CARE CENTRE = 15,400 SQFT
PROPOSED PLAYGROUND = 8500 SQFT

FACILITIES MAINTAINED:
- REC CENTRE (GYMNASIUM)
- ARENA
- SKATEPARK
- CURLING CLUB
- POOL AND MAIN BUILDING
- TRACK
- BASEBALL DIAMOND
- SOCCER FIELD

FACILITIES RELOCATED:
- ROYAL CANADIAN SEA CADET CORPS

LEGEND:
- PROPOSED DAY CARE BUILDING
- PROPOSED PLAYGROUND
- DEMOLISHED BUILDINGS
- DEMOLISHED PATHS / ROADS / SHED
- NEW PATH
- NEW GREEN SPACE / LANDSCAPING
- TREE

SITING CONSIDERATIONS:
SITE LOCATION HAS BEEN SELECTED TO MAINTAIN AS MANY SITE AMENITIES AS POSSIBLE.
FLOODING RISK HAS BEEN IDENTIFIED AND WILL BE ADDRESSED BY CIVIL ENGINEER AND ARCHITECT TO ENSURE APPROPRIATE BUILDING HEIGHT, AND IMPLEMENT FLOOD PROTECTION METHODS IN LANDSCAPING AND IN BUILDING SYSTEMS AND MATERIAL SELECTION.

APPENDIX A

SCHEMATIC DESIGN PROPOSAL

SITE PLAN - OPTION 2

SCHEMATIC DESIGN PROGRESS

SITE PLAN - OPTION 2: OCCUPY GREEN SPACE

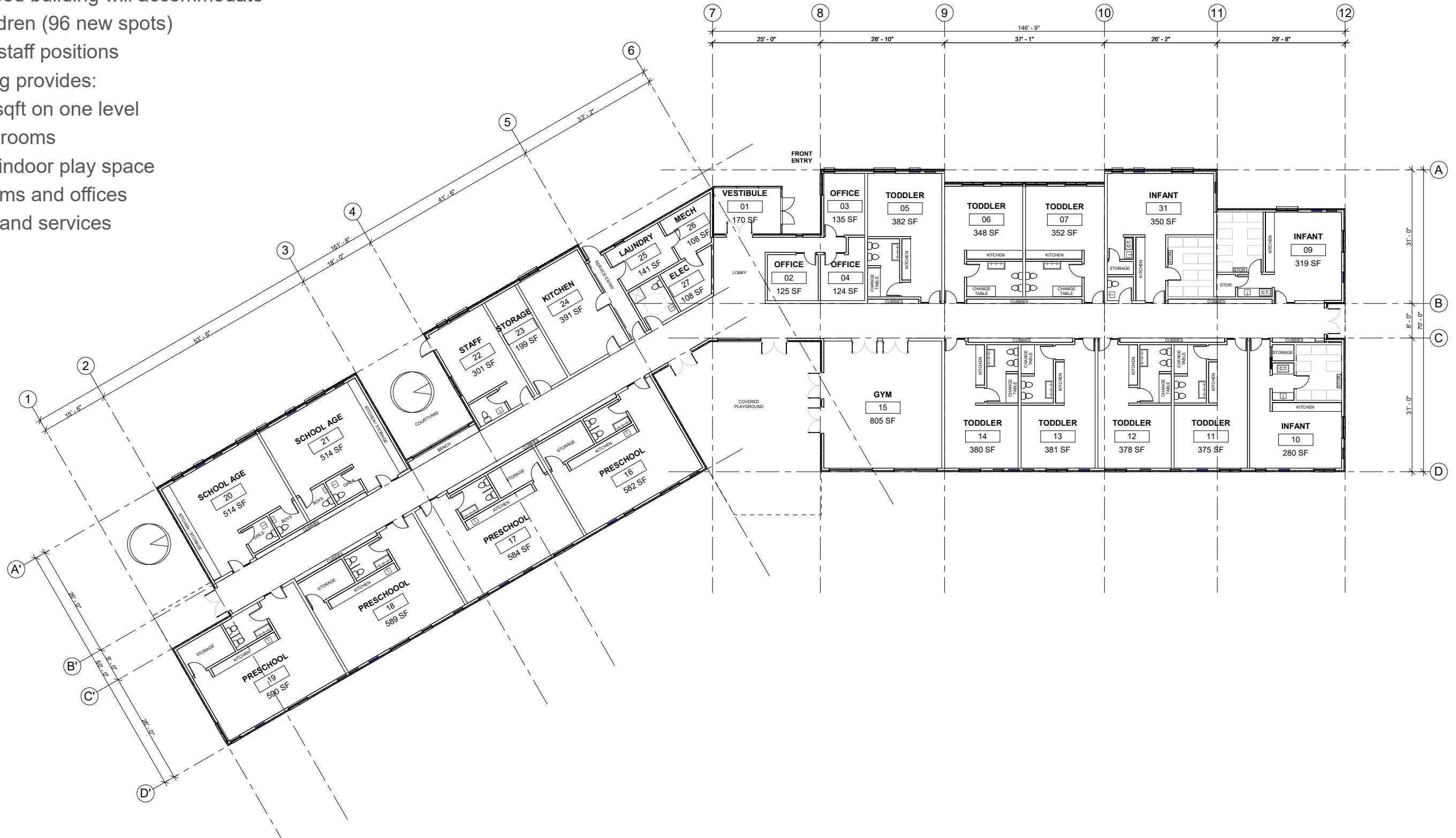
FLOOR PLAN

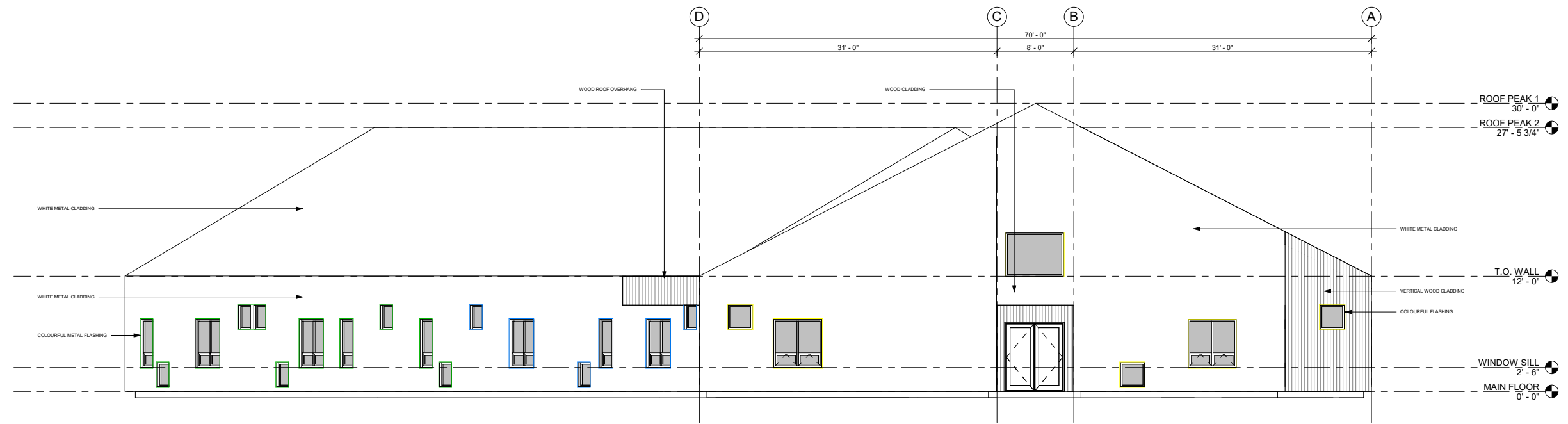
The proposed building will accommodate

- 204 children (96 new spots)
- 16 new staff positions

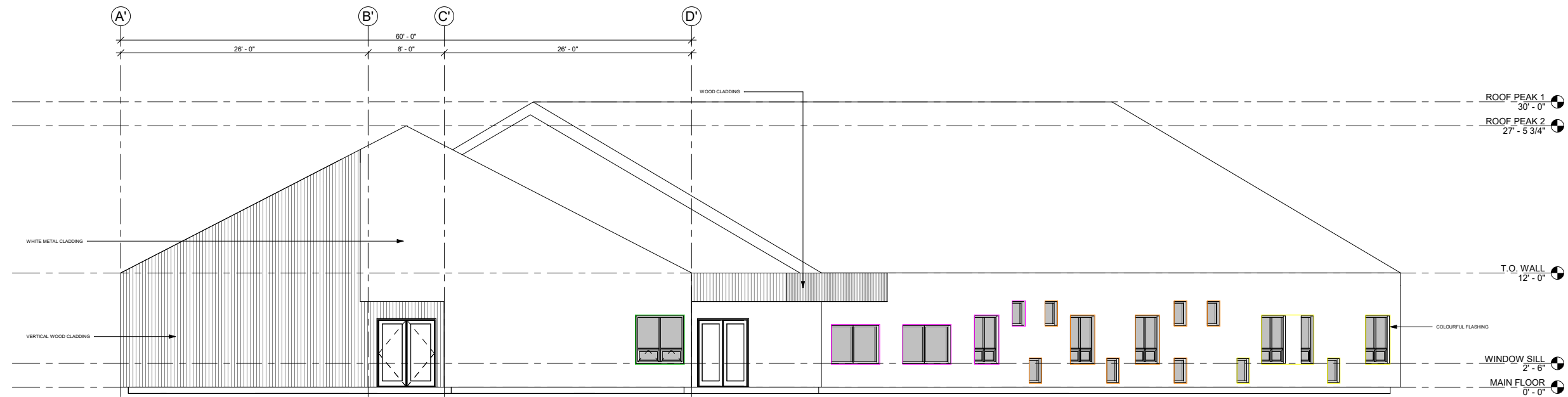
The building provides:

- 15,400 sqft on one level
- 16 classrooms
- a gym / indoor play space
- staff rooms and offices
- storage and services

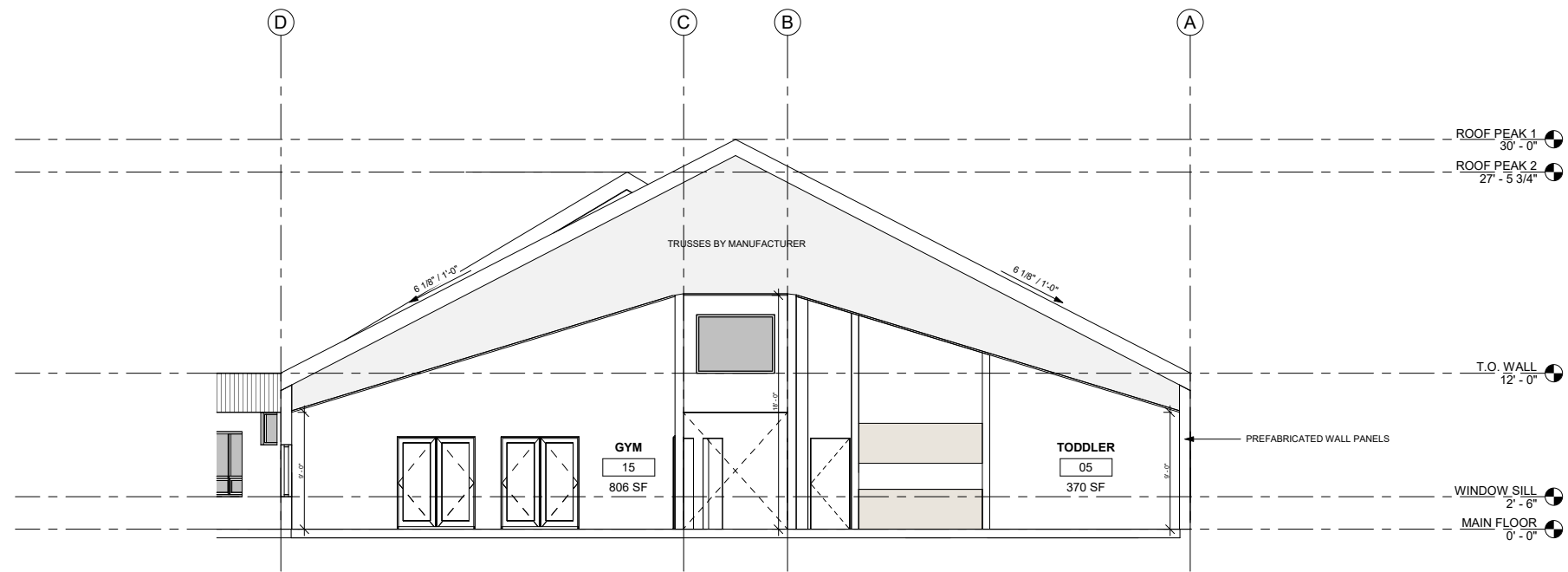




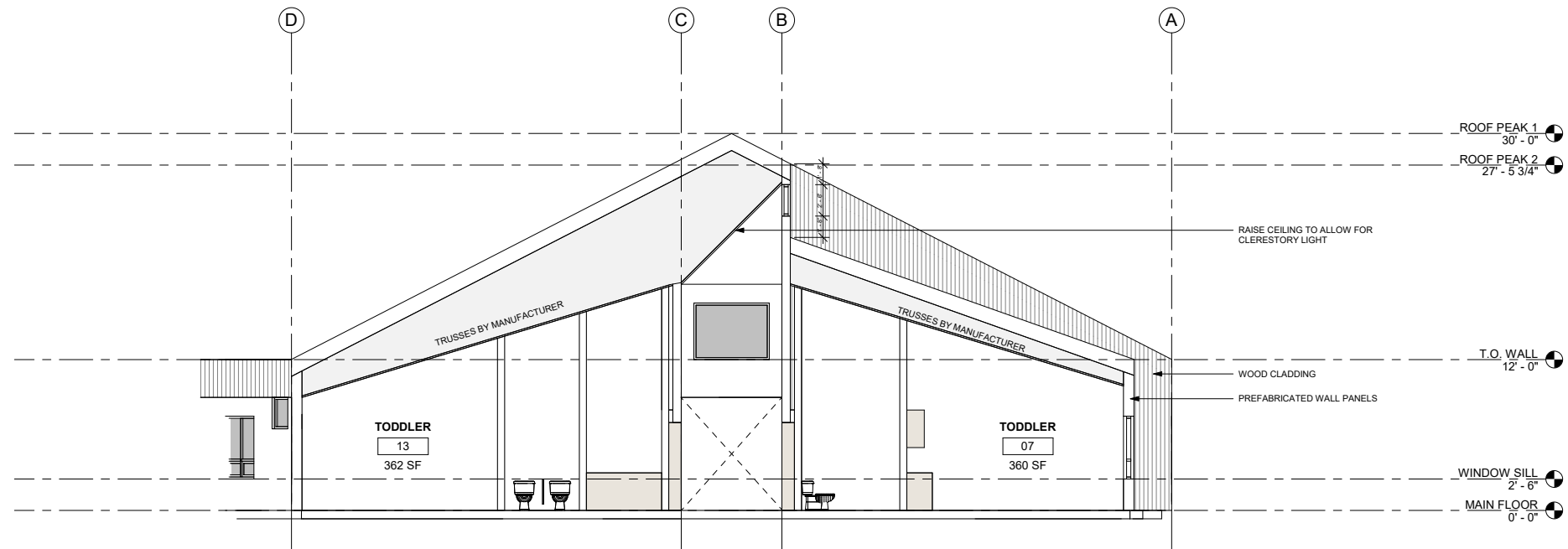
① EAST ELEVATION
3/16" = 1'-0"



② WEST ELEVATION
3/16" = 1'-0"



① CROSS SECTION I
 3/16" = 1'-0"



② CROSS SECTION II
 3/16" = 1'-0"

SCHEMATIC DESIGN PROGRESS

SITE PLAN - OPTION 2: OCCUPY GREEN SPACE

CONCEPTUAL RENDER

The building is proposed as two gabled forms with a “connecto”. The articulated facades breaks down the form into a village scale. The use of clean, bright colours with wood accents makes the building fun and approachable.









RE-ZONING

When does it apply? A re-zoning is basically an amendment to the LUB usually in the form of an amendment to a zoning map of the LUB. Note that if a proposed re-zoning is not in compliance with the MPS, an amendment to the MPS is also required as above.

Planner > PAC > Public Participation Meeting > Council 1st Reading > Public Hearing > Council 2nd Reading > Council Decision > Applicant or any aggrieved person may appeal to UARB > Public Notice
Est. duration 6 months



MPS AMENDMENT

When does it apply? When a development is not enabled as-of-right under the provisions of the MPS and LUB. If a proposed LUB amendment is not in compliance with the MPS, an MPS amendment is also required.

Planner > PAC > Public Participation Meeting > Council 1st Reading > Public Hearing > Council 2nd Reading > Council Decision > Provincial Director of Planning Review > Minister's Approval > Public Notice
Est. duration 6 months

BLUE BUILDING

Requirements:

- **Subdivision** or a leased area must be defined. (Timeline largely driven by the Property Registry – approximately 2 months).
 - **MPS Amendment & Rezoning:**
 - Currently *Commercial Mixed-Use Zone*, needs rezoning to *Institutional*. Rezoning is permitted by MPS Policy 4-2 (b).
 - Currently *Mainstreet Form Zone*, needs rezoning to *Community Form Zone* which requires a FLU map change to *Parks and Community* or *Downtown*.
- Timeline longer than dog park due to the complexity of the amendment.
- **Demolition:** Demolition Permit required for the existing building

RE-ZONING

When does it apply? A re-zoning is basically an amendment to the LUB usually in the form of an amendment to a zoning map of the LUB. Note that if a proposed re-zoning is not in compliance with the MPS, an amendment to the MPS is also required as above.

Planner > PAC > Public Participation Meeting > Council 1st Reading > Public Hearing > Council 2nd Reading > Council Decision > Applicant or any aggrieved person may appeal to UARB > Public Notice
Est. duration 6 months



Power Line (40'
Easement)

Area:
4422m²
47593ft²

Area: 1881m²
20250ft²

DOG PARK

Requirements:

- **Subdivision** (How much land do they require?). If not subdivision, a leased area must be defined. (Timeline largely driven by the Property Registry – approximately 2 months)
- **Rezoning:** Currently Industrial, needs rezoning to Institutional. Rezoning is permitted by MPS Policy 4-2 (e). (Timeline at least 2 months.)



STARR STREET

Requirements:

- **Subdivision** (How much land do they require?). If not subdivision, a leased area must be defined. (Timeline largely driven by the Property Registry – approximately 2 months)



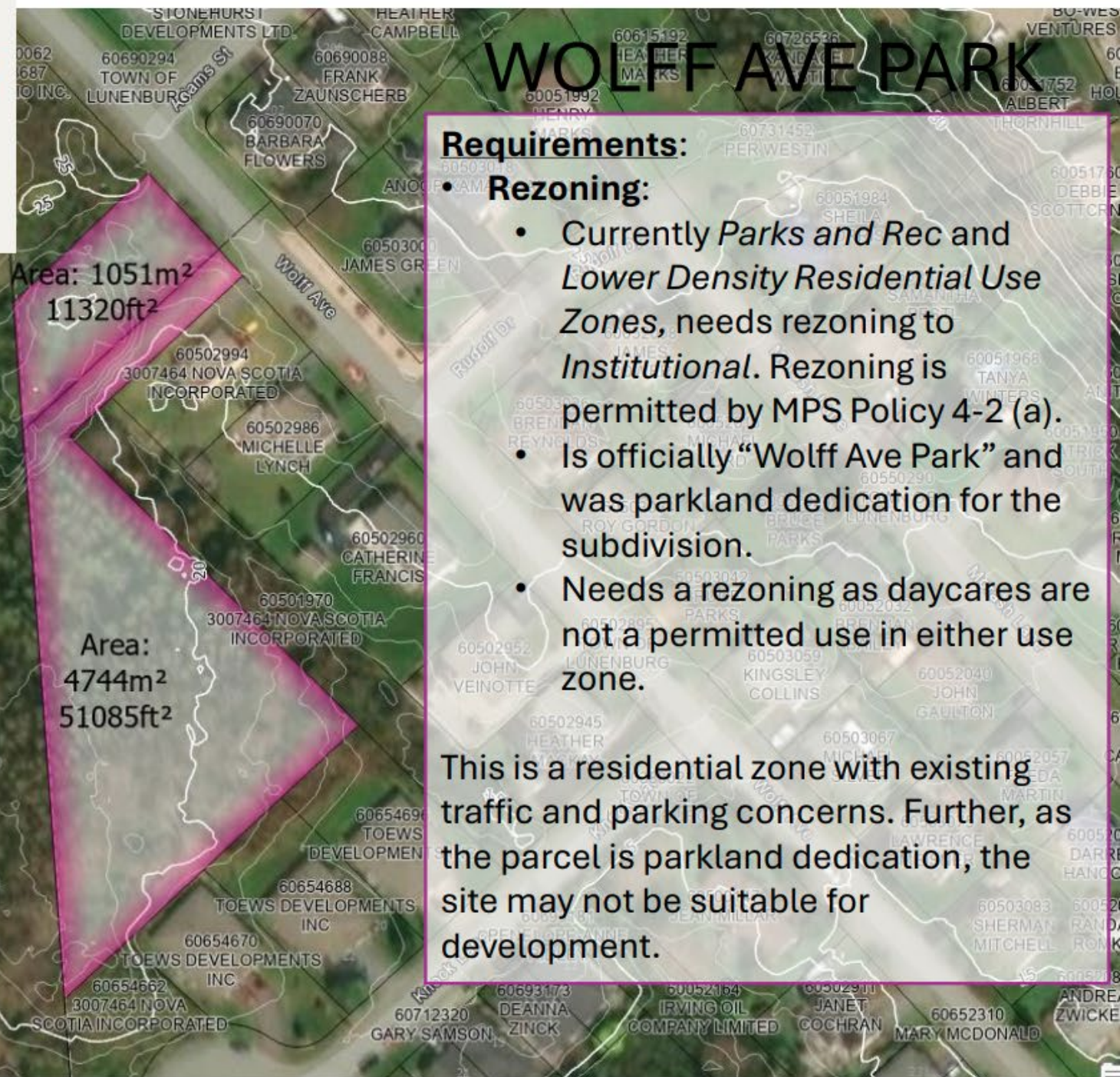
RE-ZONING

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Planner > PAC > Public Participation Meeting > Council 1st Reading > Public Hearing > Council 2nd Reading > Council Decision > Applicant or any aggrieved person may appeal to UARB > Public Notice
Est. duration 6 months

Land conveyed to the municipality must be used for parks, playgrounds and similar public purposes: MGA s.273(12)(b). It cannot be used for sewage easements or streets or other public purposes unrelated to parks and playgrounds and like recreational uses.

Where the land may no longer be needed for parks, playgrounds or similar public purposes, it may be sold by the council after notifying the owners of the lots in the subdivision with respect to which the land was conveyed to the municipality. This notice must be an advertisement. The proceeds must be used for parks, playgrounds or similar public purposes: MGA s.273(13).



WOLFF AVE PARK

Requirements:

- **Rezoning:**
 - Currently *Parks and Rec* and *Lower Density Residential Use Zones*, needs rezoning to *Institutional*. Rezoning is permitted by MPS Policy 4-2 (a).
 - Is officially “Wolff Ave Park” and was parkland dedication for the subdivision.
 - Needs a rezoning as daycares are not a permitted use in either use zone.

This is a residential zone with existing traffic and parking concerns. Further, as the parcel is parkland dedication, the site may not be suitable for development.



LUNENBURG DAY CARE CENTRE

PREPARED BY LDCC STAFF
AND BOARD MEMBERS
NOVEMBER 2024

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ABOUT THE LUNENBURG DAY CARE CENTRE

The Lunenburg Daycare Centre has been a cornerstone of our community since February 12, 1973. For over 50 years, we have been dedicated to nurturing and educating the youngest members of our community, operating at our current location since 1991. We are a non-profit, government-subsidized facility licensed to care for 113 children, providing a safe, happy, and stimulating environment for all.

At Lunenburg Daycare Centre, we believe that children learn best through play and exploration. Our curriculum is designed to foster growth across all areas of development, including social, emotional, cognitive, and physical. With a daily schedule that includes Circle Time, arts and crafts, sensory and science activities, music, and imaginative play, we ensure each child has the opportunity to thrive.

Our professionally trained teachers are committed to providing quality education in a stimulating environment, encouraging children to make positive choices and express their thoughts and ideas freely. Outdoor play is a staple of our program, with each classroom enjoying time outside both in the morning and afternoon.





113

licensed childcare spaces

25

trained staff

50+

years of operation

232

children on current waitlist

5,000+

children over entire operation

NON-PROFIT

registered charity, government
subsidized



NEED FOR A NEW FACILITY

Our current facility, while cherished by the our community, is increasingly inadequate for our needs and no longer meets the standards required for a safe and supportive childcare environment. While it remains operational due to grandfathered regulatory permissions, the building itself poses several challenges that impact the quality of care we can provide. Many areas, including classroom spaces, are located in the basement, which limits natural light and restricts fresh airflow. Outdated heating, electrical, and plumbing systems not only increase maintenance costs but also fall short of energy-efficiency standards. A new facility would allow us to create a brighter, healthier, and safer environment, with purpose-built spaces that support children's growth and development in compliance with today's regulations.

With a current capacity limited to just 113 children and an overwhelming waitlist of 232 families hoping for placement, the urgency for expansion is unmistakable. Our existing space restricts our ability to meet the community's growing needs, leaving many families without access to the reliable, high-quality childcare they require. The new facility will be designed to accommodate a larger number of children, allowing us to significantly reduce the waitlist and provide more families with essential early childhood education and care. This expansion is not just about increasing numbers; it's about delivering a nurturing, enriching environment where children can thrive. By investing in a new, purpose-built space, we're building a stronger, more resilient community where every child has the opportunity to grow, learn, and flourish. The new facility is not just a want, but a necessity for our community.

COMMUNITY NEED

The waitlist for child-care spaces at the Lunenburg Day Care Centre has been steadily increasing, with current estimates indicating nearly 232 children awaiting placement. This upward trend in demand reflects the persistent shortage of child-care options in Lunenburg and underscores the urgent need for additional capacity.

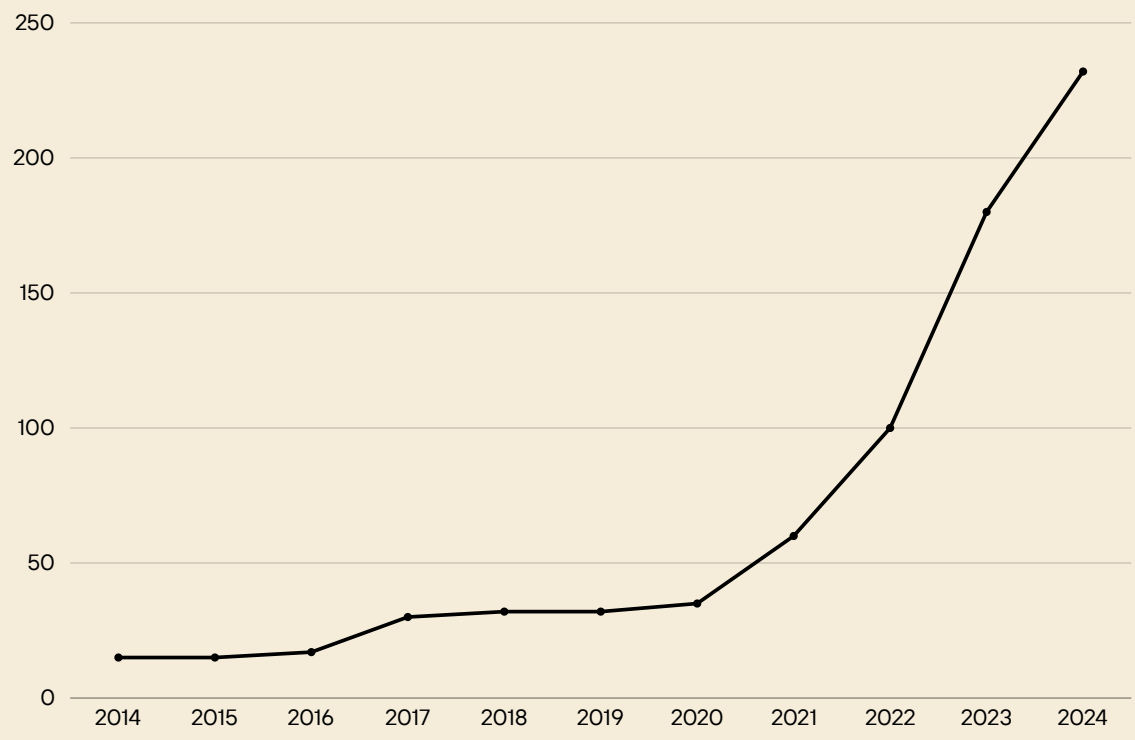
The scarcity of child-care spaces and lengthy waitlists have significant implications for family well-being, including increased stress and anxiety for parents juggling work and caregiving responsibilities. Access to reliable, high-quality childcare is essential for supporting parental employment, promoting economic stability, and fostering children's healthy development. Lunenburg serves as a regional hub for employment opportunities, attracting workers from surrounding areas, including Mahone Bay.



Parents commuting to Lunenburg for employment face additional challenges in securing reliable childcare near their workplace, as existing facilities may be at capacity or located outside commuting routes. The scarcity of child-care options is not limited to Lunenburg but extends to neighboring communities such as Mahone Bay, increasing the demand on centres such as ours.

Changing demographics and a steadily increasing population in Lunenburg have contributed to long waitlists for childcare services. As more families move to the area and the community experiences growth, the demand for high-quality childcare continues to exceed available spaces. This demographic shift, combined with the town's appeal to young families, has created a childcare shortage that impacts family well-being, limits parents' workforce participation, and stresses the need for expanded facilities to meet the evolving needs of the community.

We gathered feedback from families currently using our services and those on our waiting list. This feedback highlighted the need for more spaces, and inclusive programs. Parents also emphasized the importance of having child-care facilities close to home and work and facilities. The community has expressed overwhelming support for expanding child-care services in Lunenburg to meet the needs of families. Stakeholders, including local businesses, community organizations, and municipal authorities, recognize the importance of investing in child-care infrastructure to support economic growth and community well-being.



Lunenburg Day Care Waitlist
Source: LDCC

OUR GOAL

Build a New Facility

Our dedicated staff and board members are working tirelessly to bring the vision of a new child-care facility to life. Their efforts include securing essential funding, collaborating closely with the Town of Lunenburg to identify viable building locations, and beginning initial design work. This collaboration is crucial for ensuring that the new facility meets the needs of our community and aligns with the town's development goals. Each member of our team is committed to creating a welcoming, functional, and sustainable space that will serve families for generations to come. Through their hard work and partnership with the town, we are building strong foundations for this important project.

The anticipated impact of our child-care expansion is significant, addressing multiple critical needs within the community. First and foremost, this project will help alleviate the pressing shortage of child-care spaces in Lunenburg and surrounding areas by creating an additional 96 new spaces, totaling 209 licensed childcare spaces within Lunenburg and an estimated 15 new jobs. Fostering this collaborative partnership with the Town of Lunenburg is essential to making our dream of a new child-care facility a reality. This ambitious estimated \$8 million project will bring much-needed resources to our community. This expanded facility will help meet the critical demand for child care, supporting families in Lunenburg and the surrounding area, fostering a sustainable local economy, and help Lunenburg attract and retain skilled workers. Investing in child-care infrastructure strengthens community resilience by reducing family stress, alleviating financial burdens, and fostering social cohesion and connectedness.

Our facility will serve as a community hub, creating stronger relationships between families, and educators. By working together with the Town of Lunenburg, we can fulfill this shared goal, delivering lasting benefits for children, families, and the entire community.



PARENT LETTER



I am a parent of a child who attended daycare & who now attends the aftercare program. I had my daughter on the waitlist for many months & still didn't get a spot in daycare until my daughter was about 22 months old. If I wasn't able to get a spot for my daughter in daycare I wouldn't have been able to go back to work after maternity leave. Without a spot in aftercare, I wouldn't be able to work full time. I know families who have wanted to move to Lunenburg but didn't because they weren't going to be able to get their child into daycare, families who couldn't get their child into daycare, and struggled to work with a baby at home with them, and a single mother who had to move away because she couldn't get her child into daycare. Generally when childcare isn't accessible it is women who sacrifice their professional lives to cover childcare gaps. Many families can't afford not to have two parents work full time and many families don't have two parents so access to daycare is essential for gender equality, a healthy economy, and to support a good quality of life for Lunenburg's children. Ready access to daycare is essential for the sustainability & growth of Lunenburg & the surrounding communities.

Ideally, a new daycare would be within walking distance of the school, as many parents have children and both daycare and school.

The location the town chose to rezone from industrial to institutional for Harborview Haven, being one block from the school, would have been an ideal spot for a daycare. Given the acreage of this property, perhaps there is still room for a daycare facility. Having a daycare facility on this property next to the long-term care facility would be complementary, as studies suggests it is beneficial for children and seniors to have relationships, and convenient parallel locations can encourage visiting.

Many of the families who attend the Lunenburg daycare come from surrounding communities, and commute, which isn't ideal for families or for the environment. The problem may not be that there are not enough spots in the daycare for Lunenburg, as much as there are not enough daycares in the surrounding area. So, along with supporting building a new daycare with more spots in Lunenburg, I would advocate for their being a daycare built in Mahone Bay, along with other underserved areas, such as Blockhouse.

Jillian Demmons

PARENT LETTER



The Lunenburg daycare and their staff are absolutely phenomenal in all aspects of providing a safe, inclusive and educational environment for children to prosper, involvement in the community and strong communication- which to me, are all very important aspects when considering someone to spend time with my children. The staff at this centre go above and beyond to make each and every day special for all children, all while educating them, feeding them healthy and full meals and providing them the utmost care. I feel 110% confident with where my child is during the day and the happy and smiling faces that surround them. The growth my child has shown since attending daycare, shows how beneficial it is. It is also extremely affordable and I feel grateful every day that my children have spots to attend this daycare- and hope that with talk of a future expansion, that more families will have the opportunity to see what a difference this centre makes! Thank you to all of the incredible staff for making the Lunenburg Daycare Centre what it is- we are lucky to have it (and all of you) in our little community.

Alexandra Greek

PARENT LETTER



The Lunenburg Daycare has been a vital part of my daughter's life since she was 6 months old. As a parent, having access to the daycare in the town I live and work in has allowed us to function better as a family unit such as less travel time means more family time spent together before and after work. A fully functional daycare also gives me the peace of mind that it is available everyday regardless of who calls in sick and how bad the weather is that a home daycare cannot. My daughter benefits socially through developing life skills from learning to play with others to getting exposed to different cultures and what the community has to offer through our daycare taking the children to these activities and inviting local organizations to the daycare.

As someone who has managed a business in the town, I can verify that an accessible, reliable daycare is needed, especially in a community with an aging workforce and many businesses already struggling to recruit and maintain employees. Younger, long term workers are going to move to a town that has the services they require to raise a family. Without access to affordable, reliable childcare, this town and its business community will be missing out on opportunities to recruit those who want to work in all sectors of employment in the area.

Lindsay Miller

PARENT LETTER



My sons have both been in the Lunenburg Daycare since they were each 12 months old. They are now 8 & 9. Lunenburg daycare was the only daycare with the hours that would allow me to get to work on time & took 12 month olds. Over the almost 9 years that they have provided our childcare, the staff has become like family to us. They have gone above and beyond so many times, including helping us navigate a new autism diagnosis with our 2 year old. Their support and love over these 9 years has been immeasurable to our family and I can't imagine not having had them during these important young years of our boy's lives.

Kelly Jackson

PARENT LETTER



The Importance of Community and Quality Childcare

Community is not only about the residents that make up a town, but also the businesses and services that support them. Lunenburg Daycare has provided much more than just a service—it has offered a sense of family for my four children since July of 2014. Access to quality daycare allows both parents and the broader community to thrive.

As a parent of a child with special needs, I know first-hand how difficult it can be to find appropriate, inclusive childcare. Lunenburg Daycare has gone above and beyond to ensure my children feel safe, valued, and included. The daycare offers more than just care; it fosters social, emotional, and cognitive development in a supportive environment.

Children who attend daycare are exposed to a variety of social situations, helping them develop better social skills and better preparing them for school. Quality daycare systems give children the foundational skills they need to succeed later in life, including greater likelihoods of pursuing post-secondary education or attending college.

Beyond the cognitive and developmental benefits, daycare also has a practical impact. Without access to daycare, my family would struggle financially. In today's world, living on a single income is simply not feasible, and the daycare plays a crucial role in supporting our family's ability to survive and thrive.

I am deeply grateful for the care and support Lunenburg Daycare provides, not just for my family, but for the entire community.

Dacia Rankin

INFORMATION REPORT

Subject: Housing Accelerator Fund

From: Hilary Grant, Interim Chief Administrative Officer
Marc Kiely, Interim Director of Community Development

Date: January 7, 2024



Recommendation

This is an information memo. There is no recommendation.

Alternatives

- N/A

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 of the fund 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 received \$1,158,943 under this program, to be released annually in four separate installments to complete six housing initiatives towards accelerating 135 new housing units in Lunenburg. If 135 housing units are not permitted by January 31, 2027, we do not receive the final grant payment worth \$289,735.75.

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 for the program is issued in four equal payments. The first payment was received upon signing a contribution agreement. The next two are expected 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.

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. The

initiatives were approved by Council before the application was submitted. To receive all the funding, the Town must meet the following milestones:

Initiative	Milestone	Deadlines
<u>Accelerating Housing Growth through Tax Forgiveness:</u> Grant a three-year municipal tax break towards increasing affordable housing.	Receive a legal opinion on granting tax breaks under Section 57(1)(4)	COMPLETE
	Council motion supporting tax forgiveness	February 28, 2025
<u>Town-Owned Land Divestiture and Agreements for Housing:</u> 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 (Attachment A).	Public Consultation (meeting before PAC)	COMPLETED
	Council motion empowering Council to enter into development agreements when selling Town land.	August 1, 2025
<u>Affordable Housing Grant Program:</u> Allocate funds to support the development of affordable housing units through a new Lunenburg Affordable Housing Grant Program.	Internal Research Report	February 28, 2025
	Council Motion establishing grant program.	February 28, 2026
<u>Additional Accessible Unit Incentives:</u> 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.	Develop eligibility criteria with accessibility expert.	COMPLETED
	Council Motion on Accessible Unit Incentives	February 29, 2025

<u>New Housing in a Heritage Context:</u> Pass a new <i>Old Town Lunenburg Heritage Conservation Plan and By-law</i> 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 (Attachment B).	Pass new Heritage Conservation District Plan and By-law	COMPLETED
	Create Illustrated Guidelines to accompany the new Plan and By-law	COMPLETED
	Create guidelines for as-of-right development on vacant lots	February 28, 2026
<u>Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning:</u> Integrate the housing targets from our Comprehensive Community Plan into our Asset Management Plan and create a Sustainable Infrastructure Grant Program (Attachment C).	Infrastructure needs analysis against housing growth areas	<i>Revised</i> January 30, 2025
	Council motion establishing grant program	August 31, 2025

The Town has met or is ahead of schedule on all milestones, with the exception of the infrastructure needs analysis. Consultants have been retained for this work and are aware it must be completed by January 30, 2025.

There are two key reasons Council may want to complete its HAF initiatives as soon as possible.

First, staff recommend withholding any disbursement or spending of funds until all milestones are fully achieved. This precaution minimizes the risk of the Town being required to repay funds if a milestone is not met to the satisfaction of CMHC. Although CMHC has been understanding and flexible in its collaboration with the Town to date, there is a precedent for repayment due to political inaction. For example, Oakville, Ontario, had to repay its entire \$1.28 million disbursement from a \$25 million award and was removed from the program after its Council voted down a planning amendment allowing four-story buildings within 800 meters of Sheridan College. CMHC appears lenient with administrative delays at the staff level but has enforced penalties for Council-level inaction.

Second, funds reclaimed from disqualified recipients may be redirected into a pool for redistribution among the top-performing HAF-funded communities. Lunenburg, ahead in meeting many of its milestones, could be a strong candidate for these bonus funds. CMHC will soon circulate a list of

additional actions municipalities can take to improve competitiveness for supplementary funding.

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

If successfully completed, these initiatives will provide \$1,158,943 for the Town to invest in housing programs and infrastructure. The only initiative that cannot be covered by the Town's current operating budget is the engineer's sustainable infrastructure fund analysis, minimizing the Town's financial risk. Again, staff recommends completing all milestones before spending or disbursing any other funds.

A portion of these funds must be allocated to the Sustainable Infrastructure Fund and the Affordable Housing Fund, with specific allocations determined at Council's discretion.

Communications

N/A

Attachments

N/A

Subject: Affordable Housing Tax Forgiveness
From: Hilary Grant, Interim Chief Administrative Officer
Marc Kiely, Interim Director of Community Development
Date: January 7, 2024



Recommendation

That Committee of the Whole provide direction to staff on the development of an Affordable Housing Tax Forgiveness Program and that staff incorporate this direction into a draft program for presentation at a future Council meeting.

Alternatives

1. Provide no further direction at this time.
2. Do not refer back to Council (no vote needed)
3. Request additional information from Staff

Background

In 2024, the *Municipal Government Act* (MGA) was amended to empower municipalities to offer targeted tax incentives to those constructing affordable housing. The amendments (specifically to Section 57 of the MGA [Appendix A] clarify that municipalities can provide tax relief programs that encourage affordable housing.

One of the Town's Housing Accelerator Fund initiatives is a three-year municipal tax break towards increasing affordable housing. This proposed tax break is designed to align with the updated MGA, leveraging these new powers to directly address the urgent housing crisis by incentivizing developers to construct new affordable housing units. This initiative aims to support for-profit affordable housing developments, while limiting direct financial assistance to the non-profit sector. The anticipated outcomes include accelerated construction of affordable housing units and increased developer interest in Lunenburg, despite construction costs, particularly those related to servicing additional land.

To meet the HAF program requirements, this initiative must be completed by February 28, 2025.

Discussion

The proposed tax exemption would span three fiscal years, commencing in the fiscal year when an occupancy permit is issued, covering 2025/2026 to 2027/2028. To qualify for the exemption, property owners would need to ensure that all residential units meet affordability criteria throughout the entire fiscal year.

Affordability can be defined using the Canada Mortgage and Housing Corporation (CMHC) standard, which states that housing costs should not exceed 30% of a household's gross income. In Lunenburg, this translates to a monthly rent of approximately \$1,637 based on the overall median household income of \$65,000. However, using the median income of renters, which is \$43,400, the affordable

monthly rent would be approximately \$1,085. This lower amount more accurately reflects the financial realities faced by renters in the community.

Operationally, beginning in February 2025, upon issuance of a development permit for new residential units, property owners will receive an application form for the tax exemption. They will be required to submit proof of property ownership (e.g., deed or tax assessment), occupancy permits, copies of signed lease agreements indicating rental amounts, and an attestation of compliance. Landlords must renew their application annually, providing updated lease agreements and evidence of continued adherence to the affordability criteria.

While the Town may forgo some revenue from these projects due to the tax exemptions, the incentive is designed to stimulate the construction of residences that might not otherwise be developed, thereby addressing the pressing need for affordable housing in the community.

Possible Topics for Council Discussion

Below are three key areas where staff would benefit from Council's feedback to develop a more robust program outline, aligning its presentation with the budget cycle.

1. Affordability Criteria Definition: Does Council agree with the use of the Canada Mortgage and Housing Corporation (CMHC) definition of affordability (housing costs at or below 30% of median household income)? Or should the Town establish its own specific thresholds for affordability?
2. Program Scope and Duration: Should the program be limited to new buildings, or could renovations or conversions of existing properties into affordable units also qualify? Additionally, should the program be introduced as a pilot project to evaluate its effectiveness and feasibility over a defined period, with potential adjustments based on outcomes?
3. Application and Compliance Processes: Are the proposed application requirements (proof of ownership, lease agreements, and annual compliance renewals) appropriate, or should they be simplified or expanded?

Strategic Plan Relevance

Housing

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

Relevant Legislation

Municipal Government Act

Financial

The incentive will have no impact on the Town's operating or capital budgets because it is foregone revenue rather than a cash payment. After three years, the Town could anticipate benefiting from the expanded tax base.

Communications

This incentive would be publicized once passed by Council.

Attachments

- A. Municipal Government Act Section 71

Appendix A Municipal Government Act Section 71

Business and industrial development

57 (1) A municipality may

(a) solicit and encourage the establishment and development of new, and the establishment, development and expansion of existing institutions, industries and businesses in and around the municipality;

(b) publicize the advantages of the municipality or any part of the municipality and the surrounding areas as a location for the establishment and expansion of institutions, industries and businesses;

(c) pay grants to a body corporate for the purpose of promoting the municipality or any part of the municipality and the surrounding areas as a location for institutions, industries and businesses;

(d) prepare and disseminate information about the municipality or any part of the municipality and the surrounding areas for the assistance of institutions, industries and businesses intending to locate or expand in the municipality or the surrounding area.

(2) A municipality shall not grant a tax concession or other form of direct financial assistance to a business or industry.

(3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

(4) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of increasing the availability of affordable housing in the municipality. 1998, c. 18, s. 57; 2021, c. 12, s. 1; 2021, c. 33, s. 1.

Subject: MPS Amendment: Allowing Development Agreements for Town Lands

From: Community Development

Date: January 7, 2024



Recommendation

That Committee of the Whole refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands purchased from the Town.

Alternatives

1. Provide no further direction at this time.
2. Do not refer back to Council (no vote needed)
3. Request additional information from Staff.

Background

At Council's July 13, 2024, meeting, Staff were directed to investigate amending the Town's Municipal Planning Strategy to allow for Development Agreements on lands purchased from the Town, to meet its Housing Accelerator Fund commitments and address the need for enforceable rules on any potential purchaser of the lower slopes of Blockhouse Hill.

The Planning Advisory Committee received [an information memo on the proposed amendments July 31, 2024](#). Staff received feedback that timing should be specified to ensure provisions are put in place before land is sold and that areas for Council considerations be further specified. Changes based on this feedback are highlighted in yellow in Attachment A. On August 18, 2024, the Planning Advisory Committee recommended to Council they amend the Municipal Planning Strategy to allow development agreements on lands purchased from the Town.

The Planning Advisory Committee has also recommended that Council direct staff to research buyback agreements for lands purchased from the Town and, research allowing development agreements on non-town-owned land.

Discussion

What are Development Agreements?

A development agreement is a legally binding contract between a municipality and a property developer. This agreement outlines the specific terms and conditions under which a particular piece of land can be developed. It is a tool used by municipalities to guide and control land development in a way that aligns with local planning policies and objectives.

Unlike other regulatory tools like zoning, development agreements allow for customized conditions tailored to a specific project. This flexibility can address unique site characteristics or community needs. The agreement could include detailed specifications on various aspects of the development, such as land use, density, building design, landscaping, infrastructure requirements, and timelines. This does not mean that the Policies of the MPS can be ignored – Development Agreements must be consistent with the MPS and its policies to be legal.

Development agreements can only be entered into by Council and require a Council vote. As planning documents, their review and adoption is governed under the Town's [Planning Public Participation Policy](#). Development agreements would be reviewed by the Planning Advisory Committee, which would hold a public participation meeting and make a recommendation to Council. Only after this, and Council holding a public hearing, could Council enter into a development agreement.

Why Consider DAs for Town-Owned Surplus Lands?

By amending the MPS to allow DAs for surplus Town-owned lands, Council gains the option to impose enforceable conditions on how these lands are used and developed after their sale. Importantly, this amendment does not require Council to use development agreements and does not obligate Council to sell Town-owned land.

Instead, this amendment provides flexibility, empowering Council to evaluate each case on its merits and choose the tools that best align with the community's long-term goals. Development agreements are one of several mechanisms available to ensure that any future land transactions or developments reflect Council's strategic priorities, such as affordable housing, sustainable infrastructure, or community benefit.

The Current Planning Context

The current 2021 MPS and LUB did not eliminate Development Agreements, but they have been limited greatly compared to the previous MPS and LUB documents. Under the 2021 MPS, there are four circumstances under which a landowner can apply to receive a Development Agreement:

- Asking for a Bed and Breakfast larger than six (6) units (Policy 4-10);
- Adaptive reuse of former institutional buildings and properties (Policy 4-12);
- The use of industrial lands (including marine) for heavy industrial uses (Policy 4-17); and
- for expansion of a non-conforming use or change from one non-conforming use to another non-conforming use (Policy 4-24).

Housing is a key issue outlined in the Municipal Planning Strategy (Section 2.2.1).

The Amendment

Staff propose adding a circumstance where a Development Agreement is available in the case where Town lands have been declared surplus towards possible divestiture. This would give Council extra powers after community consultation to add additional restrictions on how Town-owned land could be used, built upon and serviced to maximize community benefit when it is being sold. The Proposed

Amendment is outlined in Attachment A. The Amendment would apply to lands currently owned by the Town (Attachment B) or any lands the Town may purchase in the future.

The Amendment entails adding a policy to the Municipal Planning Strategy. The proposed amendment will not require updates to the Future Land Use Map, nor will it need an accompanying LUB amendment. Requirements for amending the Municipal Planning Strategy are in Attachment C.

Any amendment to the Municipal Planning Strategy should be evaluated pursuant to the Statements of Provincial Interest. The proposed amendments are considered not to be contrary to any Provincial Interest Statements as shown in Attachment D. Attachment D also reviews the amendments with regards to the Lunenburg County Accessibility Plan.

Strategic Plan Relevance

- *Community Structure*: Direction regarding how the town will be structured and how land will be used.

Relevant Legislation

The Municipal Government Act (MGA) outlines the required process for amendments to the Municipal Planning Strategy.

Financial

There are no direct financial impact to the Town because of the proposed amendments other than advertising costs. However, preparing, reviewing and administering development agreements uses more human resources than as-of-right development.

Communications

In accordance with the Town's Planning Public Participation Policy, the Planning Advisory Committee's review of this amendment was advertised 14 days in advance in the newspaper, on the Town's website, and on social media. The advertisement was also shared with the Municipality of the District of Lunenburg.

Council must hold a public hearing before amending its Municipal Planning Strategy.

Attachments

- A. Proposed Amendment
- B. Map of Town Owned Lands
- C. Policy 6-22
- D. Review of Provincial Interest Statements and Lunenburg Accessibility Plan

Attachment A
Proposed Amendment

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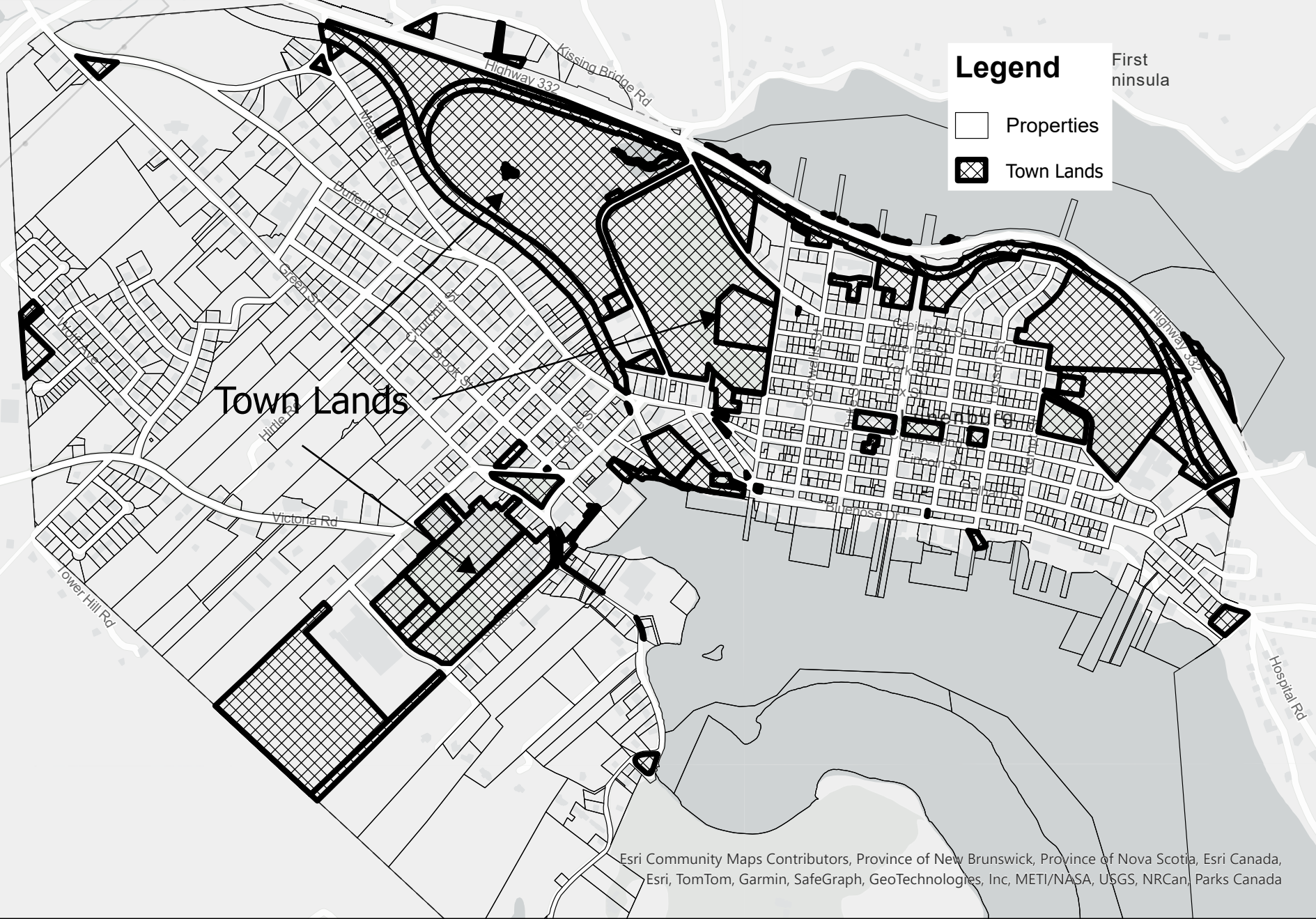
4.6 Town-Owned Land

The sale of Town Owned lands should benefit the community. One possible avenue for achieving community goals when selling Town Owned land is to enter into a development agreement with the purchaser of Town Owned land before a sale closes.

Policy 4-27: Council may enter into Development Agreements on Town Owned lands that have been declared surplus **to ensure community benefit before they are sold**. Council shall not enter into such a development agreement unless Council is satisfied:

- (a) the proposed use is appropriate for the site and compatible with surrounding uses, either by the fundamental nature of the use or by controls placed upon the use through the development agreement;
- (b) **The proposal respects the heritage value of the area, includes provisions for green spaces to support environmental sustainability or recreational opportunities, includes facilities that contribute to the social needs of residents, or addresses the need for housing, including affordable housing, to the public benefit; and**
- (c) the proposal is consistent with the general evaluation criteria for development agreements, as set out in Policy 6-19.

ATTACHMENT "B" - MAP OF TOWN OWNED LANDS



Legend

- Properties
- Town Lands

First ninsula

Town Lands

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

Document Path: C:\Users\lunenburg\OneDrive - esp@ciatlunenburg.ca\OneDrive - esp@ciatlunenburg.ca\MapData\Advertisement\MapData\TownOwnedLands.aprx Date Saved: 2024-07-24 12:38 PM

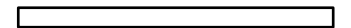
Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, the Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions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

TOWN OF LUNENBURG Town Owned Lands

North



500



Metres



Attachment C
Policy 6-22

6.6.2 Municipal Planning Strategy Amendments

This Municipal Planning Strategy may be amended from time to time; it is not necessary to wait for a formal review. The amendment process involves such things as public participation, notification of the adjacent municipality and the Provincial Director of Planning, newspaper notices of the intention to amend, a public hearing, and review by the Province. The specific process is set out in the *Municipal Government Act*. Council may initiate an amendment arising from an internally-identified need, or from a request from a member of the public. However, Council is under no obligation to approve a Plan amendment unless the current Plan conflicts with the *Municipal Government Act*.

Policy 6-22: Council shall consider an amendment to this Municipal Planning Strategy, including as necessary Schedule 'A', the Future Land Use Map, when:

- (a) any policy intent is to be changed;
- (b) a proposed amendment to the maps or text of the Land Use By-law or Subdivision By-law is in conflict with this Plan and there are valid reasons for the amendment;
- (c) incorporation of a detailed secondary area strategy into this Plan is desired; or
- (d) this Municipal Planning Strategy is found to be inconsistent with the *Municipal Government Act* or the Statements of Provincial Interest.

The Municipal Planning Strategy can be amended from time to time, and Council may initiate an amendment arising from an internally identified need. The amendment will follow the process outlined in the Municipal Government Act and the Town's Planning Public Participation Policy. The proposed is an amendment adding a policy, supplementing the intent of Policy 4-10, Policy 4-12, Policy 4-17, and Policy 4-24 allowing Council to enter into development agreements in select circumstances.

Attachment D

Review of Provincial Interest Statements and Lunenburg County Accessibility Plan

Provincial Interest Statements	
<p>Statement 1: Drinking Water</p> <p>Goal: To protect the quality of drinking water within municipal water supply watersheds.</p>	<p>The proposed MPS amendment will not affect Provincial Interest Statement 1. The quality of Dares Lake Watershed will not be affected by the proposed amendments.</p>
<p>Statement 2: Flood Risk Areas</p> <p>GOAL: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.</p>	<p>The proposed MPS amendment will not affect Flood Risk Areas as identified on the Flood Risk Area Map, Schedule E, of the Land Use By-law and will not affect Provincial Interest Statement 2.</p>
<p>Statement 3: Agricultural Land</p> <p>GOAL: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.</p>	<p>The proposed MPS amendment will not affect Provincial Interest Statement 3.</p>
<p>Statement 4: Infrastructure</p> <p>GOAL: To make efficient use of municipal water supply and municipal wastewater disposal systems.</p>	<p>The amendment would empower Council to further regulate infrastructure requirements on Town-owned land, having a potential positive impact on Town infrastructure, with regards to water supply and wastewater disposal. The proposed MPS amendment is not contrary to Provincial Interest Statement 4.</p>
<p>Statement 5: Housing</p> <p>GOAL: To provide housing opportunities to meet the needs of all Nova Scotians.</p>	<p>The amendment would empower Council to enter into development agreements to promote housing having a potential positive impact on providing housing opportunities. The proposed MPS amendment is not contrary to Provincial Interest Statement 4.</p>

Review amendment through an accessible lens	
<p>Review amendment with a focus on equity, diversity, and inclusion.</p>	<p>This amendment will not negatively impact issues pertaining to equity,</p>

	diversity, and inclusion. The amendment would empower Council to promote accessible and inclusive development on Town owned lands declared surplus.

Subject: Affordable Housing Grant Program Policy
From: Community Development
Date: January 7, 2024



Recommendation

That Committee of the Whole direct staff to prepare a draft policy for an Affordable Housing Grant Program for Council's consideration.

Alternatives

1. Provide no further direction at this time.
2. Do not refer back to Council (no vote needed)
3. Request additional information from Staff

Background

Staff seek Council's input on a draft Affordable Housing Grant Program which would be open exclusively to non-profit organizations working to address housing challenges in the Town of Lunenburg.

Creating a well-structured and thorough framework for the Affordable Housing Grant Program is essential to guarantee that the Town's resources are directed toward projects with the most significant impact. To protect the Town's investment and ensure projects fulfill their housing commitments, Council may wish to establish clear conditions under which funding could be reduced or revoked.

Seeking Council feedback is part of staff's research towards creating this fund. **Research must be completed by February 28, 2025, to meet Housing Accelerator Fund program requirements.** However, staff recommend completing all Housing Accelerator Funding Initiatives as soon as possible. With Council's feedback, staff will develop a comprehensive draft policy, including a detailed evaluation framework, funding agreement template, and administrative procedure. The refined proposal will be presented to Council for formal approval.

Discussion

Staff recommend limiting this program to non-profits with experience in housing development.

Affordability may be determined using the Canada Mortgage and Housing Corporation (CMHC) guideline, which states that housing expenses should remain below 30% of a household's gross income. For Lunenburg, with a median household income of \$65,000, this equates to a monthly

rent of roughly \$1,637. However, using the median income of renters, which is \$43,400, the affordable monthly rent would be approximately \$1,085.

Non-profits are community-focused organizations that prioritize affordable housing over profit. Limiting the program to non-profits ensures projects align with the Town's goal of long-term affordability. Unlike private developers, non-profits often commit to maintaining affordability, prioritize tenants' needs, and reinvest surplus funds into housing or community services. They are governed by boards of directors and adhere to transparency and accountability standards.

Evaluation Criteria for Council Discussion

Staff propose the following areas of discussion toward guiding staff to creating an Affordable Housing Grant Program.

1. Affordability Criteria Definition: Does Council agree with the use of the Canada Mortgage and Housing Corporation (CMHC) definition of affordability (housing costs at or below 30% of median household income)? Or should the Town establish its own specific thresholds for affordability?
2. Non-Profit Eligibility Criteria: Should the program be limited to non-profit organizations? Should the program be limited to specific types of non-profit organizations (e.g., housing co-operatives, charities)?
3. Experience: Should there be additional qualifications, such as a demonstrated track record in housing development or management?
4. Number of Units: Should the number of housing units guaranteed by a project, both immediately and over a specified time frame, be a key factor in evaluating applications?
5. Long-term Affordability: Should the long-term affordability be a factor (e.g., commitments to affordability for a specific number of years)?
6. Funding Leverage: Should matching funds or financial contributions from other sources be a requirement?
7. Funding Parameters: What percentage of project costs should the grant cover? Should a maximum funding cap be established?
8. Reporting: What reporting requirements should recipients adhere to (e.g., annual reports, tenant data)?

Funding Withdrawal Conditions for Council Discussion

Under what conditions should the Town reduce or revoke funding (e.g., failure to meet affordability commitments)?

- Failure to Meet Timeline Requirements: A project that fails to commence construction within a specified timeframe (e.g., 12 months) from receiving funding approval could be subject to reduced or revoked funding.
- Non-compliance with Reporting Obligations: Recipients must submit regular progress reports detailing financial expenditures, construction milestones, and outcomes achieved. Failure to provide adequate or timely reporting could result in a suspension or reduction of funding.
- Change in Project Scope: If the nature or scope of a project significantly changes after funding approval, resulting in a reduced sustainability impact or altered objectives, Council may consider reducing or rescinding the funding.

Strategic Plan Relevance

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

Financial

A new Affordable Housing Grant Program would not impact the Town's 2024/25 operating or capital budget. Seed funding would come from the Town's Housing Accelerator Funding. As the HAF is a time-limited funding source, Council would need to consider whether to allocate future resources if the program is to continue beyond the Fund's availability. For now, staff recommend that timelines and expectations be established to guide the conclusion of the program once HAF resources are fully utilized.

Communications

The program would be publicized once enacted by Council.

Relevant Legislation

Nova Scotia Municipal Government Act

Subject: Accessible Housing Incentive Policy
From: Community Development
Date: January 7, 2024



Recommendation

That Committee of the Whole direct staff to prepare a draft Accessible Housing Incentive Policy for Council's consideration.

Alternatives

1. Refer this item to the Accessibility Committee
2. Provide no further direction at this time.
3. Do not refer back to Council (no vote needed)
4. Request additional information from Staff

Background

The Town of Lunenburg has identified a need to encourage the development of more accessible housing units in the community beyond the minimum requirements mandated by the Nova Scotia Building Code. To support this goal, staff propose an incentive policy that would refund developers for municipal service hookup fees and subdivision fees when they include additional accessible units in their projects.

These fees currently represent a significant upfront cost for developers:

- Municipal service hookup fees: Average \$3,500 per dwelling unit.
- Subdivision application fees: Range from \$2,000 to \$5,000, depending on the scope of the development.

By reimbursing these fees, the Town can create a tangible incentive for developers to prioritize accessibility in their housing projects, while fostering a more inclusive community.

Council needs to pass a motion on additional accessible unit incentives by February 29, 2025 to meet the Housing Accelerator Fund deadline. With Council's input, staff will develop a draft Additional Accessible Unit Policy and incorporate these incentives into the Town's housing development framework. A final proposal will be presented to Council for approval at a future meeting before the HAF deadline.

Discussion

To encourage accessible housing development, staff recommend waiving municipal service hookup

and subdivision fees for projects exceeding minimum accessibility requirements. Administering incentives at the permitting stage would streamline the process and reduce staff workload.

Considerations for Council include:

- **Eligibility Criteria:** What threshold should developers meet to qualify for the refund? For example, should refunds apply only to projects exceeding accessibility minimums, and by how much? Should the policy encourage universally designed units that are fully accessible to individuals with various mobility needs?
- **Budget Implications:** What impact will the fee refunds have on the Town's revenue? Should a specific budget allocation be set for this program? Should the policy be introduced as a pilot project, with an evaluation after a set period (e.g., three years)?
- **Compliance Verification:** What documentation should developers provide to demonstrate eligibility? Should refunds be issued only after construction is complete and units are certified accessible?

The Building Code specifies minimum accessibility requirements for residential buildings, including barrier-free entrances, wider doorways and passageways, maneuverable bathrooms and kitchens, and reinforced walls for grab bars. Accessible units are designed to provide usability for individuals with physical disabilities. These requirements ensure units are functional for individuals with mobility challenges, meeting standards outlined in the Nova Scotia Building Code Regulation.

Staff propose aligning the Town's incentives with these Building Code requirements to simplify administration, as all necessary information can be collected during the permitting process. Waiving fees upfront, rather than refunding them post-construction, further reduces administrative complexity and delays.

Strategic Plan Relevance

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

Relevant Legislation

Municipal Government Act

Financial

These incentives will result in lost revenue for the Town. However, passing these incentives will contribute to the Town being able to keep and spend the \$1,158,943 received under the Housing Accelerator Fund. As the HAF is a time-limited funding source, Council would need to consider whether to allocate future resources if the program is to continue beyond the Fund's availability. For now, staff recommend that timelines and expectations be established to guide the conclusion of the program once HAF resources are fully utilized.

Communications

These incentives would be publicized once passed by Council.

Attachments

- [Nova Scotia Building Code Regulation: User Guide](#)

Subject: Revised Street Services Extension Policy &
Sustainable Infrastructure Fund Grant Program

From: Community Development

Date: January 7, 2024



Recommendation

That Committee of the Whole provide feedback on the draft Sustainable Infrastructure Fund framework, including the proposed evaluation metrics, and direct staff to refine the draft Street Services Extension Policy based on this feedback.

Draft Motion: That Committee of the Whole direct staff to refine the Street Services Extension Policy based on the Committee's discussion and bring a revised draft to Council for consideration.

Alternatives

1. Provide no further direction at this time.
2. Do not refer back to Council (no vote needed)
3. Request additional information from Staff

Background

Staff seek Council's input on a draft revised Street Services Extension Policy and on which metrics should be used to evaluate applications to a Sustainable Infrastructure Grant Program and how much weight each metric should carry in the overall assessment. Staff will incorporate Council's feedback into the draft policy and administrative procedures, including making an evaluation framework and funding agreement, and present them for formal approval at a future Council meeting.

The development of a robust and comprehensive evaluation framework for the Sustainable Infrastructure Fund is critical to ensure the Town's resources are allocated to projects that will have the greatest positive impact. To safeguard the Town's investment and ensure that projects meet their housing commitments, Council could consider outlining specific conditions that could lead to a reduction or revocation of funding.

Discussion

Additional Background Information

On April 23, 2024, Council directed staff to revise the Street Extension Policy and create a Sustainable Infrastructure Fund in 2024/25. The new Sustainable Infrastructure Fund should encourage cost-sharing between the public and private sectors, facilitating municipal infrastructure extension and maintaining high-quality servicing. The hope is that developers will

be attracted by a transparent, efficient and well-funded program and that housing projects will be expedited.

The current [Street Services Extension Policy](#) was crafted to bolster housing growth areas. However, no application forms or other guidance on collecting information to assess applications for 'Clear Benefit for Public Investment,' as stipulated in the Street Services Extension Policy are included, hindering assessment. Council also has not established the conditions successful applicants must meet to receive or retain Town funds, such as following through on stated development goals like providing housing. Waiving fees upfront provides immediate financial relief to developers, particularly smaller organizations or non-profits that may have limited cash flow during the early stages of construction. This support can make it easier for them to prioritize accessible units in their projects.

Evaluation Criteria for Council Discussion

Given that the goal of the Sustainable Infrastructure Grant Program is to accelerate housing development, staff propose the following possible areas of discussion.

- Number of Units: Should the number of housing units guaranteed by a project, both immediately and over a specified time frame, be a key factor in evaluating applications?
- Housing Variety: How important is the variety of housing types (e.g., affordable, accessible, and market rate) in meeting the community's needs?
- Service Area: To what extent should the amount of land made developable, especially previously undevelopable land due to a lack of servicing, influence the evaluation process?
- Cost-Savings: Should cost-effectiveness, such as projected long-term cost savings for the Town relative to the number of housing units delivered, be a priority?
- Amenities: How significant should the inclusion of community services, such as public amenities, parks, sidewalks, or support for educational or community activities, be in evaluating applications?
- Climate Resilience: Should the project's ability to withstand or mitigate climate-related risks (e.g., flooding or extreme weather) play a major role in the decision-making process?
- Readiness: Should applications with necessary planning and permitting already in place be given priority?
- Funding: To what extent should the ability to leverage funding from other sources or match the Town's investment impact application rankings?
- Timeline: Should a realistic project timeline, including clear milestones for construction and completion, be a mandatory requirement? Should projects with shorter construction timelines be prioritized?
- Experience: How critical is the applicant's track record in successfully delivering housing projects on time and within budget?
- System Performance: Should the evaluation include the extent to which the new infrastructure improves system performance, such as increasing water pressure, reducing wastewater treatment pressures, or decreasing maintenance and future infrastructure costs?

- Public Safety: How important is it for the project to enhance public safety, such as through improved emergency and fire preparedness?
- Weighting of Metrics: How should the evaluation metrics above be weighted to ensure the Town's resources are allocated to projects that deliver the greatest community benefit?

Funding Withdrawal Conditions for Council Discussion

What reporting requirements should recipients adhere to (e.g., annual reports, tenant data)? Under what conditions should the Town reduce or revoke funding (e.g., failure to meet affordability commitments)?

- Failure to Meet Timeline Requirements: A project that fails to commence construction within a specified timeframe (e.g., 12 months) from receiving funding approval could be subject to reduced or revoked funding.
- Non-compliance with Reporting Obligations: Recipients must submit regular progress reports detailing financial expenditures, construction milestones, and outcomes achieved. Failure to provide adequate or timely reporting could result in a suspension or reduction of funding.
- Change in Project Scope: If the nature or scope of a project significantly changes after funding approval, resulting in a reduced sustainability impact or altered objectives, Council may consider reducing or rescinding the funding.

Strategic Plan Relevance

- **Housing**: Direction to support different types of housing development, tenant structures, and affordability.
- **Community Structure**: Direction regarding how the Town will be structured and how land will be used.

Financial

A new sustainable infrastructure fund would not impact the Town's 2024/25 operating or capital budget. Seed funding would come from the Town's Housing Accelerator Funding. As the HAF is a time-limited funding source, Council would need to consider whether to allocate future resources if the program is to continue beyond the Fund's availability. For now, staff recommend that timelines and expectations be established to guide the conclusion of the program once HAF resources are fully utilized.

Communications

The program would be publicized once enacted by Council.

Relevant Legislation

Nova Scotia Municipal Government Act

Attachments

Attachment A: Revised Street Services Extension Policy

Policy Title: **DRAFT** Street Services Extension Policy

Date adopted by Council: **TBD**



1. POLICY STATEMENT

The Town of Lunenburg is committed to servicing developments in an equitable, cost-effective and responsible manner. To support development and the development of housing growth areas, the Town of Lunenburg encourages cost-sharing opportunities when Council has identified a clear benefit for public investment.

By implementing appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices, and projects financed with municipal funds will maximize community benefit.

2. PURPOSE

This policy and its accompanying administrative procedures provide guidance to Town staff, the public and developers regarding processes for installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs, gutters and sidewalks, to existing and new developments within the Town of Lunenburg and seeking municipal financial support.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions and all applicants for funding towards street service extensions.

4. DEFINITIONS

The definitions in this policy are the same as those defined in the Town's Land Use By-law, the Town's Subdivision By-law, and the Town's Specifications for Subdivision.

5. AUTHORITY, LEGISLATION, AND REGULATIONS

The extension of water mains and water laterals will be undertaken according to the Lunenburg Water Utility Schedule of Rules and Regulations, known as the Town's Water Regulations. Where there is a conflict between this policy and the Town's Water

Regulations, the provisions of the Town's Water Regulations will prevail.

6. RESPONSIBILITIES

6.1 Council

Council may:

- Approve cost sharing for respective development projects as defined in this policy.
- Declare a Town road reserve as a public open street

6.2 The CAO or their delegate

The CAO or delegate will:

- Designate roles for staff to help administer this policy and accompanying administrative procedures.

7. COST SHARING PROVISIONS

7.1 Cost sharing requests will be limited to 50% of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions.

7.2 All cost-sharing decisions under this policy will remain at the absolute discretion of Council, guided by the criteria and processes outlined in the appendices.

8. Review and Amendment of Appendices

All appendices to this policy will be reviewed annually by Council. Amendments to any appendix may be made by motion of Council, with staff authorized to propose amendments as needed to reflect changing circumstances or operational requirements. All cost-sharing decisions under this policy will remain at the absolute discretion of Council, guided by the criteria and processes outlined in the appendices.

ADMINISTRATIVE PROCEDURES

Street Services Extension Policy

Date approved by the CAO: **TBD**



1. STAFF ROLES

Development Officer:

- Is the first point of contact for all street service extension requests
- With other relevant staff, review submitted Heritage, Development, Street Service Extension and Subdivision applications

Heritage Officer

- With other relevant staff, review submitted Heritage, Development, Street Service Extension and Subdivision applications

Town Engineer:

- With other relevant staff, review submitted Heritage, Development, Street Service Extension and Subdivision applications
- Reviews requested extension of services following the Street Service Extension Procedures (Street Services Policy Appendix A).
- Reviews each application for funding under this policy against metrics 4, 5, 7, 8, 12 and 13 through 16 (Street Services Policy Appendix B Criteria for Clear Benefit for Public Investment)

Director of Committee Development or their Designate:

- Reviews each application for funding under this policy against metrics 1 through 3, and 9 through 11 (Street Services Policy Appendix B Criteria for Clear Benefit for Public Investment)

Director of Finance or their Designate:

- Reviews each application for funding under this policy against metric 6 (Street Services Policy Appendix B Criteria for Clear Benefit for Public Investment)
- Disburse and track funds

2. STREET SERVICES EXTENSION APPLICATION PROCESS

- Applicants must submit a HERITAGE, DEVELOPMENT PERMIT, STREET SERVICES EXTENSION AND ENCROACHMENT LICENSE APPLICATION FORM. A Development Permit and Building Permit must be secured before applying.

- After securing a Development Permit and Building Permit for their project, applicants must submit the Street Services Extension Cost Sharing Application Form.
- Successful applicants will be required to provide proof of insurance and sign a funding agreement and indemnification before any funding will be disbursed.

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



1. Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets

- a. The extension of storm mains, sewer mains and water mains will lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension will be borne by the subdivider (applicant).
- b. Each lot on a Plan of Subdivision on a proposed public street will be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral will be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.
- c. The proposed public street and services will be constructed in accordance with the Town's Subdivision By-law and Subdivision Specifications.
- d. The boundaries of the proposed street will be surveyed and upon completion, and in compliance with the Town's Subdivision By-law and Subdivision Specifications, will be transferred over to the Town and the Town will declare said lands as a public open street, name the public street, and be responsible for paving said street between the curbs and gutters. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry will be borne by the applicant.

2. Extension of Services for lots created by Subdivision on Existing Public Open Streets

- a. Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 2a, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 2a and 2b, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



from the lot line to the development will be borne by the owner of the lot being serviced.

3. Extension of Services for lots on existing street reserves that are not Public Open Streets

- a. Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, will be borne by the applicant. These costs include bringing the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line as well as the paving of the roadbed. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- b. Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

4. Extension of Services for existing lots with no Public Open Street frontage

- a. Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 ft.) easement vested to the owner of said lands being serviced. This will only be considered at the absolute discretion of the Town Engineer if there are no practical alternatives presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street will be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement will be borne by the owner of the lot being serviced.

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



5. Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services

- a. Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 9.5.1 the extension of the storm main, sewer main or water main will be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 9.5.1 and 9.5.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

6. Extension of Services will be Mains

Notwithstanding anything contained in this policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town will not be in the form of sewer or water laterals. Such extensions will be undertaken to the specifications of storm, sewer and water mains.

7. Lateral Attachments to Mains within an Easement

Notwithstanding anything contained in this policy, the extension of storm mains, sewer mains, and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternatives presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternatives presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.

8. Cost Sharing for Clear Public Benefit

TOWN OF LUNENBURG

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services.

Appendix B

Criteria for Clear Benefit for Public Investment

Criteria are reviewed annually

Last reviewed:



To ensure Street Service Extension projects supported with municipal funds maximize community benefit, Council will consider applications for public investment using the goals and metrics listed below.

Goals	Metrics
<p>Immediate Impact: Initial Applicant Commitments and Suitability</p>	<p>1. Experience: Does the applicant have the experience to successfully implement this project efficiently?</p> <p>2. Supply Commitment: The number of residential, affordable, and accessible units the developer commits to and the timeframe in which it is committed.</p> <p>3. Community Consultation: Level of public support based on community feedback sessions, surveys, or engagement events conducted by the applicant, if applicable.</p>
<p>Long-Term Impact: Future Growth Potential</p>	<p>4. Service Expansion Capacity: Potential of the service extension to accommodate or open up land for future developments.</p> <p>5. Multi-Property Benefit: Number of additional properties/developments served by the extension.</p> <p>6. Property Tax Revenue Impact: Projected increase in Town revenue from the project (taxes, metering, etc.).</p>
<p>Ensure and Improve Public Safety</p>	<p>7. Fire Protection Enhancement: Impact on fire protection flows.</p> <p>8. Emergency Preparedness: Number of evacuation routes or preparedness improvements created.</p>

Appendix B

Criteria for Clear Benefit for Public Investment

Criteria are reviewed annually

Last reviewed:



<p>Community Health and Wellbeing</p>	<p>9. Public Amenities: Types and quantity of public amenities (e.g., parks, sidewalks).</p> <p>10. Educational or Community Service Enhancement: Types and quantity of public services/programs.</p>
<p>Sustainability</p>	<p>11. Environmental Impact Mitigation: The degree to which service extension minimizes impact on sensitive areas like wetlands</p> <p>12. Climate Resilience: The degree to which service extension minimizes adverse climate change effects (e.g., flooding)</p>
<p>Support Secondary Overall System Improvements</p>	<p>13 Water Pressure Improvement: the increase or decrease in water pressure flow efficiency in the area and surrounding area</p> <p>14 Future Infrastructure Cost Reduction: Estimated increase or reduction in future infrastructure costs</p> <p>15 Wastewater Management: Estimated increase or reduction in wastewater treatment costs or strain or relief on the Town’s distribution systems</p> <p>16 Maintenance Cost Reduction: Projected increase or reduction in the Town’s infrastructure maintenance costs</p>

Appendix C

Street Services Extension Application Periods

Criteria are reviewed annually

Last reviewed:



Application Periods

Reporting Period	Application Council Review Date
Period 1: September 1 – February 28/29	April – May
Period 2: March 1 – August 31	October – November

NOTE: applications may be submitted any time and will be held for the next Council review.

Street Service Extension Cost Sharing Application

A Development Permit, Building Permit and Street Service Extension Cost Sharing Application Form (Appendix D) shall be submitted. All three documents constitute a complete application for cost sharing under this policy.

Applicants are strongly encouraged to submit the following:

- Cost estimates and funding sources
- Community feedback records
- Environmental and sustainability assessments
- Cost-benefit analysis or financial projections

Development Officers, Building Officials and the Town Engineer may request additional information they consider necessary to evaluate your Development Permit or Building Permit application. Securing a Development Permit and Building Permit is a prerequisite to apply for funding under the Street Service Extension policy.

Town of Lunenburg

Street Services Extension Cost Sharing Application Form



This form is used to request funding to extend water, wastewater, and/or road services within the Town of Lunenburg. Each application will be evaluated based on alignment with the Town's goals, including short-term and long-term impacts, community benefits, public safety, sustainability, and system improvements.

Please note: Securing a Development Permit and Building Permit is a prerequisite to apply for funding under the Street Service Extension policy. Development Officers, Building Officials and the Town Engineer may request additional information they consider necessary to evaluate your Development Permit or Building Permit application.

Please complete all sections below. Attach any supporting documents that may assist in evaluating your request.

Applications may be submitted any time.

1. Applicant Information

Name of Applicant/Company/Organization: _____

Primary Contact:

Name: _____ Position: _____

Email: _____ Phone Number: _____

2. Project Information

Project Overview: (Briefly describe the purpose and nature of the development and service extension)

How many dwelling units are included in your development.
(Do not include Short-Term Rentals in your unit count)

Type of Service Extension for which funding is requested – select all that apply.

- Water
- Wastewater
- Road

Please provide start and completion dates for the development, not the street services extension. Projects are deemed complete when occupancy permits are issued by a municipal building official.

Anticipated Start Date: _____

Anticipated Completion Date: _____

3. Experience

Do you and the project team have sufficient training and experience to successfully implement this project? Have you completed similar projects in the past? Were they successful, i.e., completed on time and on budget.

4. Public Benefit Information

Does the project include public amenities such as parks, sidewalks, pedestrian paths or landscaping?

Yes

No

(List amenities included and describe their scope if applicable.)

Has community consultation been conducted?

Yes

No

(Describe the scope and results of the public consultation if applicable.)

Does the project include affordable dwelling units?

(Affordable housing is not limited to rental housing subsidized by government. For this application, a dwelling is affordable if it costs less than 30% of a Lunenburg's median before-tax household income to buy or rent. Contact planning@townoflunenburg.ca if you are unsure what rental and sale prices are considered affordable for this application.)

Yes

No

If yes, how many? _____

Does the project include accessible dwelling units?

(For this application, accessible dwelling units are residential dwelling units that meet the accessibility standards under the Nova Scotia Building Code. Check your building permit or contact building@modl.ca to confirm the number of accessible dwelling units that are a part of your project.)

Yes

No

If yes, how many? _____

5. Budget and Funding Requested

Total Street Services Extension Costs: _____

Total Funding Requested: _____

(Capped at 50% of street services extension materials and installation costs)

Total Project Cost: _____

6. Development Permit

Include a copy of your Development Permit.

7. Building Permit

Include a copy of your Building Permit.

8. Supporting Documents

Applicants are not required but are strongly encouraged to submit the following documents. Please select all that are attached to your application.

Cost estimates and funding sources

- Community feedback records
- Environmental and sustainability assessments
- Cost-benefit analysis or financial projections
- Project timeline, including milestones for construction and completion

9. Agreement to Indemnify

Upon signing the application, the Applicant agrees to indemnify and hold the Town of Lunenburg and its representatives harmless from all claims, demands, or legal actions arising from the Applicant's actions or inactions related to the Street Services Extension described in this application.

10. Signature

By signing, the Applicant acknowledges understanding and agreement to this application's terms, restrictions, compliance requirements, and the Street Services Extension Policy and affirms the accuracy of the information provided.

Name

Signature

Date

Completed Forms

Completed forms should be submitted using one of the following methods:

- Email: planning@townoflunenburg.ca
- In person: Lunenburg Town Hall (119 Cumberland Street, Lunenburg, NS)
- Mail: P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0

Office Use Only

Date application was received: