

TOWN OF LUNENBURG  
**COUNCIL MEETING AGENDA**  
Tuesday, February 25, 2025 | 6 pm  
Lunenburg Town Hall – Council Chamber  
120 Townsend Street



**NOTICE:** Council 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 February 25, 2025 Council Meeting Agenda

**Recommendation:** That Council approve the agenda for the February 25, 2025 meeting as presented.

**5. APPROVAL OF MINUTES**

5.1 February 11, 2025 Meeting Minutes

**Recommendation:** That Council approve the February 11, 2025 meeting minutes as presented.

**6. PRESENTATIONS**

6.1 Council Recognition: Celebrating the Retirement of Cris and Karen Comstock (South Shore Optical)

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

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

- Comments and questions are open to any municipal matter

## **8. CORRESPONDENCE**

*Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.*

8.1 Inter-Provincial Trade Barriers – Minister of Municipal Affairs

8.2 Inter-Provincial Trade Barriers – NSFM

## **9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS**

## **10. BUSINESS ARISING AND UNFINISHED BUSINESS**

10.1 Issuance of a Certificate of Appropriateness: Proposed Developments at Lot 2 Pelham Street & Lot 3 Montague Street

**Recommendation: That Council approve the issuance of a Certificate of Appropriateness for the construction of the commercial structure located on Lot 3, Montague Street and the residential structure located on Lot 2, Pelham Street.**

10.2 Decision: Affordable Housing Tax Forgiveness Policy

**Recommendation: That Council approve the new Affordable Housing Tax Forgiveness Policy as presented.**

## **11. NEW BUSINESS**

11.1 2025/26 Water Capital Budget Commitment: Dares Lake Dam and Spillway Upgrades

**Recommendation: That Council pre-approve the Dares Lake Dam and Spillway Upgrades Project in the Water Utility's Capital Budget for 2025/26 for the amount of \$1.031M with funding from grants, Water Utility depreciation funds and capital debt.**

11.2 Sponsorship Request: Jennifer Collins Classic

**Recommendation: That Council approve a sponsorship contribution of in-kind support to the Jennifer Collins Classic, consisting of the waiver of non-primetime and weekday morning arena rental fees totalling \$2,960, as well as event promotion through the Town's communication channels, and authorize the CAO to finalize and sign the sponsorship agreement, in accordance with the Sponsorship and Commemorative**

Naming Policy and in alignment with Council's direction.

11.3 Decision: Expense and Hospitality Policy

Recommendation: That approve the Expense and Hospitality Policy as presented, replacing and repealing the current Council and Management Expense and Hospitality Claims Policy.

11.4 Decision: Public Input Policy

Recommendation: That approve the Public Input Policy as presented, replacing and repealing the current Public Presentations at Town Council, Committee of the Whole Council and Committee Meetings Policy.

**12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

**13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE**

**14. CLOSED SESSION**

14.1 Personnel Matter

14.2 Contract Negotiations

Recommendation: That Council move in closed session at \_\_\_\_\_ to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

**15. ADJOURNMENT**

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

February 11, 2025 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom

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- Present                      Mayor Jamie Myra, Deputy Mayor Rachel Bailey, Councillors Renea Babineau, Debbie Dauphinee, Gale Fullerton, Alex Greek and Alison Strachan
- Also present                Hilary Grant, Interim CAO  
Tyson Joyce, Director of Public Works  
Marc Kiely, Interim Director of Community Development  
Trevor Hume, Planner  
Laura LeGresley, Heritage Officer  
Kayla Byrne, Municipal Clerk
- Call to Order                The meeting was called to order at 6:00 p.m.
- Land acknowledgment    It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
- Approval of Agenda        Moved and seconded that Council approve the agenda for the February 11, 2025 meeting as presented.  
**Motion carried unanimously**
- Approval of Minutes        Moved and seconded that Council approve the January 28, 2025 meeting minutes as presented.  
**Motion carried unanimously**
- Presentations                Council recognized Marcus Hannam and Bruno Whynot, who will represent Lunenburg and Nova Scotia at the Canadian U18 Curling Championships in Saskatchewan.
- Council received a presentation on the 55+ Games, which will be hosted in Lunenburg County from September 21-25, 2025. It was noted that discussions are ongoing with Town staff regarding a request for upgrades to the track.
- Council received an update on the South Shore Public Libraries, which focused on the regional libraries' growing usage, diverse programming, and other community services.



Terri Smith, an employee of the Lunenburg Daycare, spoke in favour of the proposed daycare lease. Smith stressed the importance of accessibility improvements for those with mobility issues and expressed a preference for the 87 Victoria Road site due to its proximity to community amenities and existing infrastructure. She noted that the alternative site on Star Street would require significant work, including leveling, sidewalk installation, and power servicing, which could delay the project beyond funding deadlines.

Madelaine Lippay, a parent of a child attending Lunenburg Daycare, shared her personal experience with the challenges of securing a daycare spot. She urged Council to act now, warning that Lunenburg risks discouraging new residents and straining the local economy without adequate daycare options.

Moved and seconded that Council close the public hearing regarding the leasing of Town land to the Lunenburg Daycare Centre.

**Motion carried unanimously**

Following the public hearing, Council discussed the proposed daycare locations, focusing on the feasibility of securing electrical service, rezoning requirements, and project timeline. Council members expressed concerns that delays in rezoning and demolition at the Blue Building could put the project at risk.

Moved and seconded that Council commits to entering into a long-term lease agreement with the Lunenburg Daycare Centre on Starr Street as identified in the staff report, for the purpose of developing the site into a new daycare centre, subject to final lease negotiations and necessary approvals.

**Motion carried unanimously**

Recess

The Mayor called a recess from 7:30 p.m. until 7:37 p.m.

Issuance of  
Certificate of  
Appropriateness

Council held a public hearing with respect to the issuance of a Certificate of Appropriateness for proposed developments on Montague Street and Pelham Street. As a part of the public hearing, following staff's report, the applicant, Armour Group and its architect firm, MacKay-Lyons Sweetapple Architects, presented detailed information on the proposed developments.

There were no in-person verbal submissions for this public hearing.

Moved and seconded that Council close the public hearing regarding the issuance of a Certificate of Appropriateness for the construction of the commercial structure located on Lot 3, Montague Street and the residential structure located on Lot 2, Pelham Street.

**Motion carried unanimously**

Following the public hearing, Council discussed the proposed developments, focusing on their compatibility with Lunenburg's heritage, streetscape, and planning regulations. Council members expressed appreciation for the developer's effort to respect Lunenburg's heritage but raised concerns about the project's scale, and height. Concerns were also raised about how the new buildings would align with existing structures, especially their proximity to neighbouring heritage properties.

Following the discussion, Council made the following motion:

Moved and seconded that Council defer the decision on issuing a Certificate of Appropriateness for the proposed commercial building on Lot 3, Montague Street, and the residential building on Lot 2, Pelham Street until the regular Council meeting on February 25, 2025.

FOR	AGAINST
5 Councillors	2 Councillors (Myra & Babineau)

**Motion carried**

Accessible  
Housing Incentive  
Policy

Moved and seconded that Council approve the new Accessible Housing Incentive Policy as presented.

**Motion carried unanimously**

Pan-African Flag  
Raising Request

Moved and seconded that Council approve raising the African Heritage Month flag at the UNESCO flagpoles (Prince & Townsend Streets) for the month of February, and that this request be in effect for each February until 2028, in accordance with Council's Public Statements Policy.

**Motion carried unanimously**

Civic Square  
Condition  
Assessment  
Report Summary

Council received the Civic Square Condition Assessment Report Summary, which highlighted the state of four Town-owned buildings: Town Hall, the Old Fire Hall, the Electric Light Shop, and the Bandstand.

Council acknowledged the importance of these assessments as a foundation for future funding applications and capital project planning.

It was noted that, unlike the other buildings in the report, the Bandstand is already included in the consultant's scope for tender document preparation. Staff indicated that the next step for the bandstand is for the consultant to develop detailed tender documents, which will provide a further refined cost estimate and detailed scope of repairs.

Affordable  
Housing Tax  
Forgiveness Policy

Council deferred any discussion on the Affordable Housing Tax Forgiveness Policy, but did acknowledge the policy was presented for notice and would return for decision at the next regular Council meeting.

Fixed COTW  
Schedule

Moved and seconded that Council set a fixed schedule for Committee of the Whole meetings, at that these meetings be held on the first Tuesday of each month at 6 p.m. in Council Chambers at Lunenburg Town Hall.

**Motion carried unanimously**

Water Quality  
Reports

Council received the potable and wastewater quality test results for July to September 2024.

Notice of Motions  
& Councillor  
Reports

With respect to a notice of motion that the Deputy Mayor presented at the January 28, 2025 Council meeting, Council made the following motion:

Moved and seconded that staff begin the planning process to consider amending the Land Use By-law to change the zoning of the Salt Meadow subdivision from Medium Density to Low Density, consistent with the intent and configuration of the original property development plan.

**Motion carried unanimously**

Closed Session

Moved and seconded that Council move in closed session at 9:11 p.m. to discuss agenda items 14.1, 14.2 and 14.3 per the Municipal Government Act.

**Motion carried unanimously**

Adjournment

Council reverted to open session at 9:30 p.m.

There being no further business, the February 11, 2025 Council meeting adjourned at 9:30 p.m.

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The minutes were read and approved.



NOVA SCOTIA

## Municipal Affairs Office of the Minister

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • [novascotia.ca](http://novascotia.ca)

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February 11, 2025

Dear Mayors and Wardens:

Recent events in our world are changing the landscape of our province and country. We are experiencing new fiscal challenges that will have a significant impact on our economy. It is clear we need to become more self-reliant. And, at the same time, we need to better integrate our economy with other Canadian provinces and territories.

Our Government has recently announced that Nova Scotia must say “yes” to both a reduction in inter-provincial trade barriers, and to resource development within our province. Both steps need to be taken carefully and in consultation with our communities. Resource development, in particular, is of incredible importance.

If you are supportive and agree, I am asking for you and your council to signal your support for greater resource development within our province - by letter or press release.

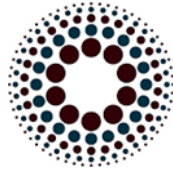
Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister of Municipal Affairs

c: Chief Administrative Officers  
Juanita Spencer, NSFM



**Delivered via email**

February 12, 2025

**RE: Letter from Honourable John Lohr (February 11)**

Hello Elected Municipal Officials,

With regard to the letter received by Mayors and Wardens from the Honourable John Lohr, Minister of Municipal Affairs, dated February 11 (a copy is enclosed for your reference), we recognize that this letter raises important questions and want to let you know that we are actively seeking clarity on these matters. Our goal is to provide you with the insights needed to make informed decisions on these complex issues.

NSFM is aware that there are possible impacts on each municipality, and on you as elected officials, and that more information is needed before you can respond to the request put forth. Know that we are working with the Province to gather that information. Specifically, we are focused on the call for greater resource development within Nova Scotia and the reduction of inter-provincial trade barriers and what this means. We know both are important as we move forward as a province. With regard to the resource development, it is imperative we are clear on the ask and that the Province is aware of limitations, for example, on protection of our watersheds and other water sources, so that we can all move forward together in the best way.

We remain committed to supporting all Nova Scotia municipalities. Through collaboration and open communication, we can leverage our collective strength to navigate these challenges in a way that benefits our communities and benefits the province as a whole. A win-win.

We will reach out as we have further information.

If you have any questions or concerns, please reach out to us at [info@nsfm.ca](mailto:info@nsfm.ca). Hoping this helps!

Sincerely,

Pam Mood  
President  
Nova Scotia Federation of Municipalities

**Subject:** Issuance of a Certificate of Appropriateness:  
Proposed Developments at Lot 2 Pelham St. & Lot 3 Montague St.

**Prepared by:** Laura LeGresley, Heritage Officer

**Date:** February 25, 2025



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## **Recommendation**

That Council approve the issuance of a Certificate of Appropriateness for the construction of the commercial style structure located on Lot 3, Montague Street and the residential style structure located on Lot 2, Pelham Street.

## **Alternatives**

- Defer the decision to a follow up meeting
- Refer the application back to the Heritage Advisory Committee for further review and recommendations
- Reject the issuance of Certificate of Appropriateness

## **Background**






The application has been made to build a new residential style building on Lot 2 known as PID 60719705 and a new commercial style development on Lot 3 known as PID 60719713.

Lot 2 Pelham and Lot 3 Montague are located within the Heritage Conservation District and are therefore regulated pursuant to the Heritage Conservation District Plan and Bylaw. They are also located within the UNESCO World Heritage Site (WHS) and the Old Town National Historic Site. It is important to note that the outstanding universal value of our UNESCO designation is reflected in the HCD Plan and Bylaw.

On January 20, 2025, this application was brought to the Heritage Advisory Committee by the Heritage Officer where it received a unanimous vote to recommend the issuance a Certificate of Appropriateness.

On February 11<sup>th</sup>, 2025, following Policy 4.6 of the HCD Plan and Bylaw, this application was brought before Council for a Public Hearing. The decision was deferred to the February 25<sup>th</sup> Council meeting. In reviewing this application, Council must ensure that it aligns with the Design Guidelines and meets the requirements outlined in Policy 4.6 of the Heritage Conservation District (HCD) Plan and Bylaw. This process is focused specifically on heritage considerations. Other factors, such as lot coverage or parking, fall under the jurisdiction of the Town's Land Use Bylaw, and in the issuance of a subsequent development permit, and are not within the scope of the issuance of a Certificate of Appropriateness.

At the February 11<sup>th</sup> Council meeting concerns were raised regarding scale (height) and proximity to adjacent buildings. The tables below address said concerns in relation to the HCD Bylaw and Land Use Bylaw.

HEIGHT	PROPOSED DESIGN	HCD Bylaw	LUB	COMPATIBILITY
Lot 2 Pelham	2 ½ storey gambrel form	<p><b>2.1.5 Form and Roof Shape</b> New houses shall have a form a roof shape similar to or adapted from one of the Old Town’s traditional house types: 2 ½ storey Gambrel roof form</p> <p><b>2.2 Height</b> New houses shall be at least 1 ½ storeys high and not more than 2 ½ storeys high. An additional lower storey is permissible where a building is situated on a steeply sloping site.</p> 	<p><b>Section 7.7.2 Building Form</b> <i>The Old Town 1 form zone, buildings can be up to 10.5m (34ft) in height.</i></p>	<p>79 Pelham</p>  <p>71 Pelham</p> 
Lot 3 Montague	3 ½ storey gambrel form	<p><b>3.1.2 Form</b> New commercial buildings shall have a form similar to or adapted from one of the Old Town’s traditional commercial building types: 3 ½ Gambrel roof form</p> 	<p><b>Section 7.7.2 Building Form</b> <i>The Old Town 1 form zone, buildings can be up to 10.5m (34ft) in height.</i></p>	<p>90 Montague</p> 

				<p>125 Montague (2 blocks down, same streetscape)</p>  <p>3 ½ storey gambrel (further along Montague)</p> 
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<b>BUILDING SEPARATION</b>	<b>PROPOSED DESIGN</b>	<b>HCD Bylaw</b>	<b>LUB</b>	<b>COMPATIBILITY</b>
<b>Lot 2 Pelham</b>	The proposed design extends to the edge of the property line, reinforcing the character of Old Town with buildings being situated close to each other. This gives strong definition to the edge of the street and reinforces the rectangular grid-form of the historic Old Town Plan.	<b>2.8 Building Separation</b> In general, new buildings should fit with the prevailing pattern of building separations on the street.	<b>Section 7.5.1 Site Design</b> <i>Under the site's form zone (Old Town 1), this parcel allows up to 100% lot coverage.</i>	This block of Pelham street is residential in style with buildings slightly further apart than commercial areas. The placement of the proposed building on Lot 2 follows this pattern with 6'-8" on the east side and 15'-1 ½" on the west side.
<b>Lot 3 Montague</b>	The proposed design extends to the edge of the property line, reinforcing the character of Old Town with buildings being situated close	<b>3.1 Spaces between buildings</b> As a general rule, new commercial buildings should fit in with the prevailing pattern of spaces	<b>Section 7.5.1 Site Design</b> <i>Under the site's form zone (Old Town 1), this parcel allows up to 100% lot coverage.</i>	This block of Montague is mixed commercial and residential. The proposed commercial

	to each other. This gives strong definition to the edge of the street and reinforces the rectangular grid-form of the historic Old Town Plan.	between buildings so as to reinforce the established streetscape character.		building adheres to the pattern facing Lot 3 and reinforces the character of commercial Old Town Lunenburg.
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**Discussion**

This report evaluates the application in light of Policy 1.2 of the Heritage Conservation District (HCD) Plan and Bylaw, which emphasizes the importance of ensuring good building design and that new development aligns with the historic character of the Old Town as the purpose of the conservation plan.

Lot 2, Pelham Street

The proposal for Lot 2 Pelham Street features a 2 ½ storey gambrel style residential structure. This block of Pelham Street is primarily residential in style with buildings varying from 1½ to 2½ storeys.

Staff recommends that the design of the new residential building on Lot 2, Pelham Street, aligns with the design guidelines set out in the Heritage Conservation Bylaw for the following reasons:

<b>DESIGN GUIDELINES</b>	<b>PROPOSED DESIGN</b>	<b>COMPLIANCE</b>
<b>Form and Roof Shape</b>	Gambrel roof form	<i>Meets requirements</i>
<b>Height</b>	2 ½ storey structure with an additional storey on the south side due to sloping site	<i>Meets requirements</i>
<b>Roof Pitch</b>	Gambrel roof	<i>Meets requirements</i>
<b>Size and Massing</b>	1248 sq. ft.	<i>Meets requirements</i>
<b>Proportions</b>	39':32' falling between the 1:1 minimum and 1:2 maximum	<i>Meets requirements</i>
<b>Setback</b>	Zero (0) front yard set-back.	<i>Meets requirements</i>
<b>Orientation to the Street</b>	The proposed building sits parallel and perpendicular to the street lines	<i>Meets requirements</i>
<b>Building Separation</b>	minimal separation between adjacent buildings	<i>Meets requirements</i>
<b>Façade Design</b>	Emphasis on vertical elements (vertically proportioned windows), required proportions, visual balance (using symmetry), rhythm and alignment and maintains a window to wall area ratio where openings are under 25% of the façade area	<i>Meets requirements</i>

<b>Windows</b>	Windows on the proposed building are vertically proportioned	<i>Meets requirements</i>
<b>Doors</b>	Main entrance facing the street with doors of traditional vertical wood plank style and construction with plain 4" casing	<i>Meets requirements</i>
<b>Dormers</b>	Scottish dormers placed in a visually balanced arrangement	<i>Meets requirements</i>
<b>Cladding and trim</b>	Wooden shingles with non-combustible cladding to match shingles on facades facing adjacent buildings with cornerboards. Window trim will be 4"	<i>Meets requirements</i>
<b>Roof materials</b>	Metal roofing	<i>Meets requirements (dark or medium tones permitted)</i>
<b>Foundation</b>	Cladding will extend as close as possible to grade.	<i>Meets requirements</i>

Staff believe that the proposed building demonstrates a thoughtful response to the surrounding context in terms of proportions, size, and massing, blending seamlessly into existing streetscape. It incorporates several traditional design elements characteristic of this section of Pelham Street, such as the Scottish dormers found on the neighboring buildings. The form of the gambrel roof also echoes the adjacent building at 80 Pelham. The use of vertical wood plank doors not only draws inspiration from the traditional waterfront heritage buildings in the area but also offers a contemporary take that enhances the overall streetscape. The building's urban form aligns with the defining characteristics of Old Town Lunenburg, as recognized by its UNESCO designation, with little to no setbacks and separation between buildings and the orientation in relation to the street grid. The materiality honours the Lunenburg Vernacular, featuring wooden shingles and wide cornerboards. It integrates modern materials such as a metal roof which is permitted under the HCD Bylaw and non-combustible cladding on facades adjacent to neighbouring buildings to aid in the preservation of our built heritage.

In accordance with Policy 4.6 of the Heritage Conservation District Plan, the proposed design is sympathetic to nearby heritage buildings. The proposed building does not fall within the viewplane of the views highlighted in map 6 of the HCD Plan and Bylaw, nor does it detract from views of adjacent heritage buildings. It respects the design guidelines intended to maintain the architectural integrity of Old Town Lunenburg while allowing for cohesive contemporary development.

For the above reasons, staff has made a positive recommendation for the development of this residential building on Lot 2, Pelham Street.

Lot 3, Montague Street

The proposal for Lot 3 Montague Street incorporates two 3 ½ storey gambrel style commercial structures with separate facades joined by a setback 3 storey enclosed walkway. This block of Montague Street is made up of a mix of residential style and commercial style buildings with buildings varying from 1½ a to 3½ storeys.

Staff recommends that the design of the new commercial buildings on Lot 3, Montague Street, aligns with the design guidelines set out in the Heritage Conservation Bylaw for the following reasons:

<b>DESIGN GUIDELINES</b>	<b>PROPOSED DESIGN</b>	<b>COMPLIANCE</b>
<b>Form</b>	Gambrel roof form	<i>Meets requirements</i>
<b>Height and Roof Pitch</b>	3½ storeys	<i>Meets requirements</i>
<b>Size, Massing and Proportions</b>	<p>The proposed buildings reinforce the grid pattern that originated on 40'x60' lots – each structure is 39'x62' for a massing of 2418 sq. ft. Being over 2100 sq. ft., each façades feature storefronts that break up the façade into smaller units, in keeping with traditional storefront scale (~20')</p> <p>The building features two distinct building masses thus achieving the intent of the bylaw to avoid visually dominant buildings and is therefore deemed to be in keeping with the intent of the design guidelines.</p>	<i>Meets requirements</i>
<b>Setback</b>	Located on a corner lot, the East building is set to the property line with zero (0) setback on Duke Street. On Montague Street, the buildings are set less than 4' from the property line, following the patterns of the surrounding streetscape.	<i>Meets requirements</i>
<b>Orientation to the Street</b>	Parallel and perpendicular to the street lines.	<i>Meets requirements</i>
<b>Building Separation</b>	The proposed buildings fit the pattern of building separation of the street with minimal separation	<i>Meets requirements</i>
<b>Façade Design</b>	Each façade incorporates elements of traditional storefront design such as display windows, strong cornice over storefront and strong baseline defined by baseboard panels. The gambrel rooflines establish visual continuity with neighbouring building (90 Montague)	<i>Meets requirements</i>

	Vertical emphasis with elements in alignment with each other, vertically proportioned windows and cornerboards	
<b>Materials</b>	Wooden shingles with non-combustible cladding to match shingles on facades facing adjacent buildings. Window trim will be 4" and cornerboards will be 10"  Metal roofing	<i>Meets requirements</i>

The proposal for Lot 3, Montague Street, echoes multiple buildings along Montague Street (90, 144 and 152 Montague) with a gambrel roof form, a traditional style of both commercial and waterfront buildings in Old Town Lunenburg. The design features two distinct masses connected by a setback hallway with a separate height and roof, effectively achieving the intent of the bylaw to prevent visually dominant structures. This approach honours the grid pattern that underpins the designation of the UNESCO World Heritage site, with lot sizes of 40 x 60 (the proposed design is 39 x 62), ensuring the building fits harmoniously within the existing streetscape without blocking views of adjacent heritage buildings. By adhering to these principles, the design is aligned with the distinct urban form of the Heritage Conservation District, maintaining the historical character of the HCD. As a result, the design is fully in keeping with the intent of the design guidelines, which emphasize the importance of avoiding large, overpowering buildings in favor of a more cohesive and varied streetscape.

Each façade incorporates key elements of traditional storefront design, including 6 pane display windows, a strong cornice over the storefront, and baseboard panels, establishing visual continuity with the neighbouring building at 90 Montague, reinforcing the historical architectural context. These storefronts divide the principal facades to break up the façade into smaller units and reduce the scale of the building. The solid wood plank ‘shutters’ draw inspiration from the traditional waterfront heritage buildings in the area, while offering a modern interpretation that contributes positively to the overall streetscape.

Additionally, each façade demonstrates a general vertical emphasis, with vertically proportioned windows, cornerboards, and aligned architectural elements that enhance the buildings’ connection to the surrounding structures. The wooden shingles, doors and windows reflect the materials found on adjacent buildings, further integrating the buildings into the established vernacular architectural fabric of Montague Street.

In line with Policy 4.6 of the Heritage Conservation District Plan, the proposed design maintains the required proportions, scale, and materials, ensuring that the buildings harmonize with their architectural context, preserving the area’s historic character while allowing for creative adaptations of traditional styles. The proposed building does not fall within the view plane of the views highlighted in map 6 of the HCD Plan and Bylaw, nor does it detract from views of adjacent heritage buildings.

For the above reasons, staff has made a positive recommendation for this development on Lot 3 Montague Street.

*Staff have not identified any concerns regarding the proposals. Both developments are fully compliant with the HCD Plan and Bylaw, ensuring the historic integrity of the district is preserved.*

### **Strategic Plan Relevance**

The approval of the request can be justified in-keeping with the Town's CCP, in particular:

- **Housing:** Direction to support different types of housing development, tenant structures, and affordability
- **Heritage:** Direction to protect and enhance existing heritage assets and to support a wider cultural narrative
- **Urban Design:** Direction to enhance residents' and visitors' experience of the built environment

### **Relevant Legislation**

The Municipal Government Act, the Heritage Property Act, and the Heritage Conservation District Plan and Bylaw apply to this application.

### **Financial**

There is no impact to the approved 2025-2026 Operating Budget

### **Communications**

The public hearing held on February 11<sup>th</sup> for this item was advertised on the Town's website and social media channels. There were two written submissions and no in-person verbal submissions for this public hearing. Concerns were raised regarding archeological research, sightlines and the impact on our UNESCO World Heritage designation, all of which were acknowledged and addressed by staff and/or the applicant.

### **Attachments**

- A. HCD Plan Policy 4.6 : New Buildings
- B. Map 6 : Significant Viewplanes of Old Town Lunenburg
- C. Application and Plans/Elevations
- D. Pelham Lofts Presentation

## ATTACHMENT A

### Old Town Heritage Conservation District Plan New Building Policy 4.6

#### 4.6 New Buildings.

For the purposes of this conservation plan and bylaw, the architectural characteristics of pre-1940 buildings are adopted as the preferred model and architectural reference for new buildings. This does not mean that new buildings must be built as replicas of historic styles but does mean that they must embody architectural characteristics that relate sympathetically to nearby heritage buildings, so as to produce visual continuity between the old and the new. Creative building designs and adaptations of traditional styles are encouraged provided that they relate sympathetically to surrounding buildings.

##### 4.6.1 Design criteria for new buildings.

It shall be the intention of Council to require new buildings in the heritage conservation district to be compatible with the architecture of nearby pre-1940 buildings. The factors involved in evaluating the compatibility of proposed new buildings shall be described in the design guidelines of the conservation bylaw and may include reference to:

- .1 architectural form (number of storeys, roof shape & pitch, proportion and massing);
- .2 scale (size, ground floor area, height, and bulk);
- .3 location (setback, building separation, and orientation to the street);
- .4 facade design (proportion, directional emphasis, visual balance, rhythm and alignment, ratio of facade openings to wall area);
- .5 proportion, size, placement, and style of windows and doors;
- .6 style, proportion, and placement of dormers;
- .7 exterior cladding materials;
- .8 architectural trim and ornamentation;
- .9 design and placement of porches, verandas and exterior stairs;
- .10 roofing materials;
- .11 materials and placement of chimneys.

The design guidelines shall take account of the differing characteristics of houses, commercial buildings, industrial buildings and institutional buildings.

##### 4.6.2 Public hearing required for certain new buildings.

Where application is made for a Certificate of Appropriateness for a new commercial, industrial or institutional building, including any new public building, or for a new residential building containing more than two dwelling units, it shall be the intention of Council that the application shall be reviewed at a public hearing. Before approving the application, Council shall be satisfied that the proposed new building:

- .1 conforms with the intent of this conservation plan and with the requirements of the conservation bylaw and design guidelines.
- .2 is in keeping with the architectural character of the surrounding neighbourhood.
- .3 will not negatively affect public views of adjacent heritage buildings.
- .4 where applicable, will not negatively affect public views as identified on Map 6.



**KEY**

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 1 Gallows Hill panorama               | 6 Foot of Kaulback to harbour    |
| 2 Blockhouse Hill panorama            | 7 Foot of Duke & King to harbour |
| 3 Parade Square                       | 8 Government wharf to harbour    |
| 4 King Street: town centre to harbour | 9 Foot of Kempt to harbour       |
| 5 North-south streets: harbour view   | 10 Shipyards                     |

↓ Views to harbour along north-south streets



# MAP 6

## OLD TOWN

HERITAGE CONSERVATION DISTRICT

MAJOR PUBLIC VIEWS

Scale 1: 5700 (1 inch = 475') January 2000

August 19, 2024

Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, Nova Scotia  
Canada B0J 2C0

**RE: Proposed New Construction at 80 Pelham St**

Dear Heritage Officer,

Please find attached, elevations, site plan, floor plans, and streetscape drawings for your consideration for a Certificate of Appropriateness, for new constructions surrounding 80 Pelham St (Lot 2 & Lot 3). Also included are commercial building precedents in the immediate context.

*"Taken alone, tradition stagnates and modernity vaporizes. Taken together, modernity breathes life into tradition, and tradition responds by providing depth and gravity."*  
Octavio Paz, Mexican poet.

The Lunenburg heritage guidelines state that new buildings should be compatible with, while distinguishing themselves from, their heritage context – sustaining Lunenburg's vernacular architecture tradition. In my view, this western portion of Montague Street plays an important role in the 'genius loci' of Lunenburg. I have long hoped to design and build an infill project there.

**Design Rationale**

+ Form: the proposed buildings are consistent with the gambrel roof, commercial building typology found on Montague St and in the neighbouring Romkey House on Pelham St.

+ Scale: is consistent with other 3-4 storey neighbours on Montague and 2.5-3 storey neighbours on Pelham. Building heights are below the 34' (midpoint between eave and ridge) stipulated in the Land Use Bylaw.

+ Streetwall: the Montague St and Pelham St facades of the new buildings have no set-back from the property line. This is consistent with neighbours on that block.

+ Facade: while the proposed Montague St buildings do not literally replicate their neighbours, they achieve visual balance and rhythm through an asymmetrical window composition and repetition, found in many of their neighbours (see attached precedents). The asymmetrical windows in this proposal consist of aggregations of traditional window types. This achieves overall balance within the façade; and continuity between the new and existing structures and their surrounding context. Comparatively, the

**MacKay-Lyons  
Sweetapple  
Architects Limited**

2188 Gottingen Street  
Halifax, Nova Scotia  
Canada B3K 3B4  
[www.mlsarchitects.ca](http://www.mlsarchitects.ca)

t 902 429.1867  
f 902 429.6276  
[info@mlsarchitects.ca](mailto:info@mlsarchitects.ca)

proposed Pelham St building maintains a more reserved and symmetrical façade composition, in keeping with the residential nature of the neighbouring buildings and the street at large.

+ Cadence: A 90" wide, 36" deep 'reveal' connects and separates the two proposed Montague St buildings and, while providing access to apartments above, distinguishes two distinct façades at a scale that supports the cadence of elevations along the street.

+ Duke St: or secondary façade of the Montague St corner building, provides a gradient composition – from larger fenestration that speaks to the commercial side and helps assert the visual presence of the street corner, to smaller fenestration gesturing to the residential side on Pelham St. The resulting asymmetrical composition references the neighbouring side façade of Romkey House.

+ Windows: the proposed Montague St storefront employs large, vertically oriented, multi-pane, windows identical in proportion to its historic neighbours. All other proposed windows are double-hung windows, with wood sashes. All windows share a regulating modular compositional grid that is derived from traditional window sizes and proportions found throughout Lunenburg.

+ Dormers: the proposed Montague St corner building incorporates two shed roofed dormers into the gambrel roof along Duke St, while the proposed Pelham St building incorporates Scottish dormers in keeping with the neighbouring Romkey House.

+ Materials: with the exception of those that abut property lines, which will be clad in a non-combustible cladding to match cedar shingled facades, all exterior walls will be clad in 4" exposure cedar shingles.

+ Trim: all window and door openings will be provided with 4" wide exterior wood trim. Corner boards, frieze and fascia boards are 10". Eaves will have a 4" overhang. The ground floor storefront window on Montague St will have a traditional "base board pan" to match neighbouring storefronts.

+ Porches: none.

+ Roofing: all roofs will be clad in metal.

+ Exterior colour of the proposed buildings is intended to be natural cedar (like The Dory Shop, Ironworks Distillery).

+ Appendix 2: This section allows for either narrow or wide eaves. Ours are narrow. This appendix also allows for commercial facades to be plainly trimmed.

Thank you for your time on this proposal. It has been a pleasure working with you, and we have appreciated your collaborative style. We hope this provides the information you require to issue a Certificate of Appropriateness.

Sincerely,

A handwritten signature in black ink that reads "Brian MacKay-Lyons". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Brian MacKay-Lyons

Architect, Professor, BA, BEDS, MARCH, FRAIC, RCA, (Hon. Int.) FAIA, (Int.) FRIBA  
Principal Mackay-Lyons Sweetapple Architects



















## Lunenburg Precedent Images



Romkey House  
gambrel roof, scottish dormers, asymmetrical facades



Romkey House  
gambrel roof, scottish dormers, asymmetrical facades



B2 Lofts  
experience with heritage preservation



B2 Lofts  
experience with heritage preservation



Shobac: Schoolhouse and Troop Barn  
experience with heritage preservation



Shobac: Schoolhouse  
experience with heritage preservation



minimalist eaves, all shingles



2 1/2 storey, symmetrical facade, dormers



2 storey, asymmetrical facade



3 1/2 storey, asymmetrical facade



3 storey, symmetrical facade



3 1/2 storey, gambrel roof, asymmetrical facade



gambrel roof, shutters



3 1/2 storey Gambrel, trompe l'oeil stone cladding



storefronts 6 pane big window type



Pelham St Elevations



Montague St Elevations





**TOWN OF LUNENBURG**  
**HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM**

Date: August 20, 2024

Civic Address: LOT 2 Pelham Street, Lunenburg and LOT 3 Montague Street, Lunenburg

PID: 60719705 and 60719713

ZONE: CG-OT1-L1

HCD

ARCH CONTRL

MuDesHER

**Applicant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information:**

Same as applicant/owner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposed Use and Construction:**

Current use:

- Single-unit dwelling Describe: \_\_\_\_\_
- Multiple occupancy Describe: Multi unit Residential and Commercial
- Commercial Describe: \_\_\_\_\_
- Institutional Describe: \_\_\_\_\_
- Other Describe: \_\_\_\_\_

Proposed use:

- No change
- Change to \_\_\_\_\_

**Proposed scope of project:**

1. Pelham Residential Building:  
2.5 storey building plus basement level, including six residential units.
2. Montague Commercial Building:  
3.5 storey building, including underground parking, two commercial units and fourteen residential units.

Contractor Information:  Same as applicant; or

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Documentation attached:

- Location Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other Building precedents in the immediate context

Permits/Fees:

- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00 plus HST)
- Indemnification Agreement for a portable/sandwich board sign

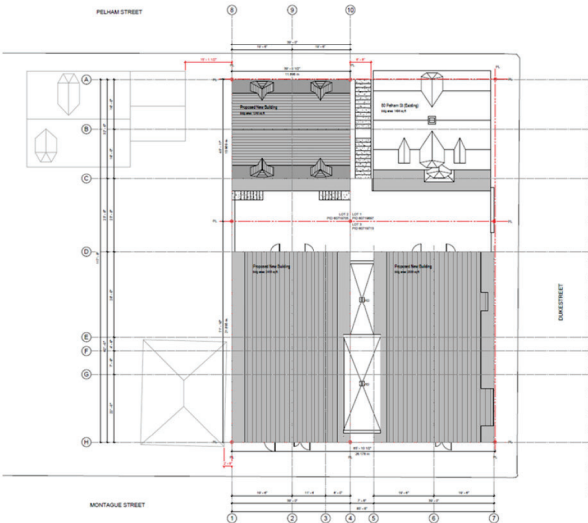
Applicant Declaration:

I solemnly declare:

1. That I am the authorized agent of the owner/the owner named in this application for a permit.
2. If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.
3. That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.
4. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.
5. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.
6. It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.

Signature of Authorized Applicant: \_\_\_\_\_ Date: 2024.09.10 08:50:24 -03'00' \_\_\_\_\_ Date: 2024-09-10

Sample Location Plan:

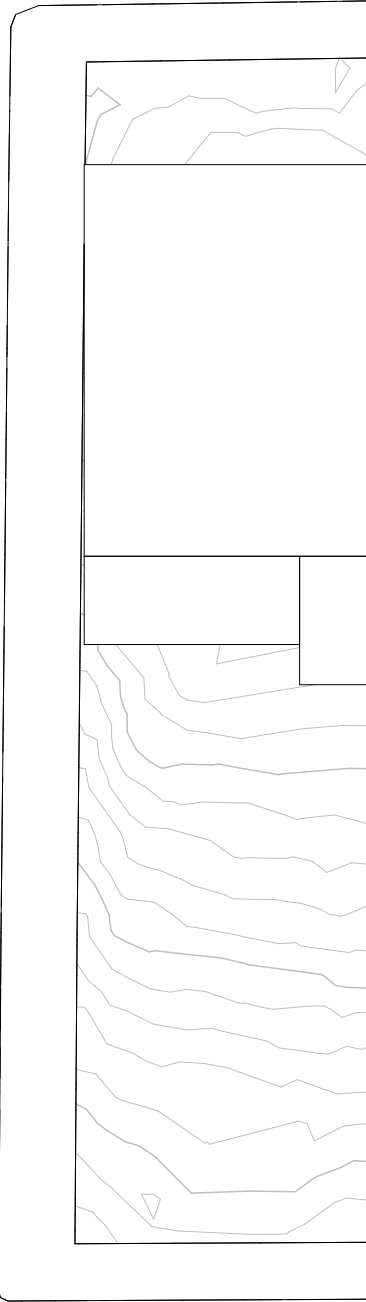
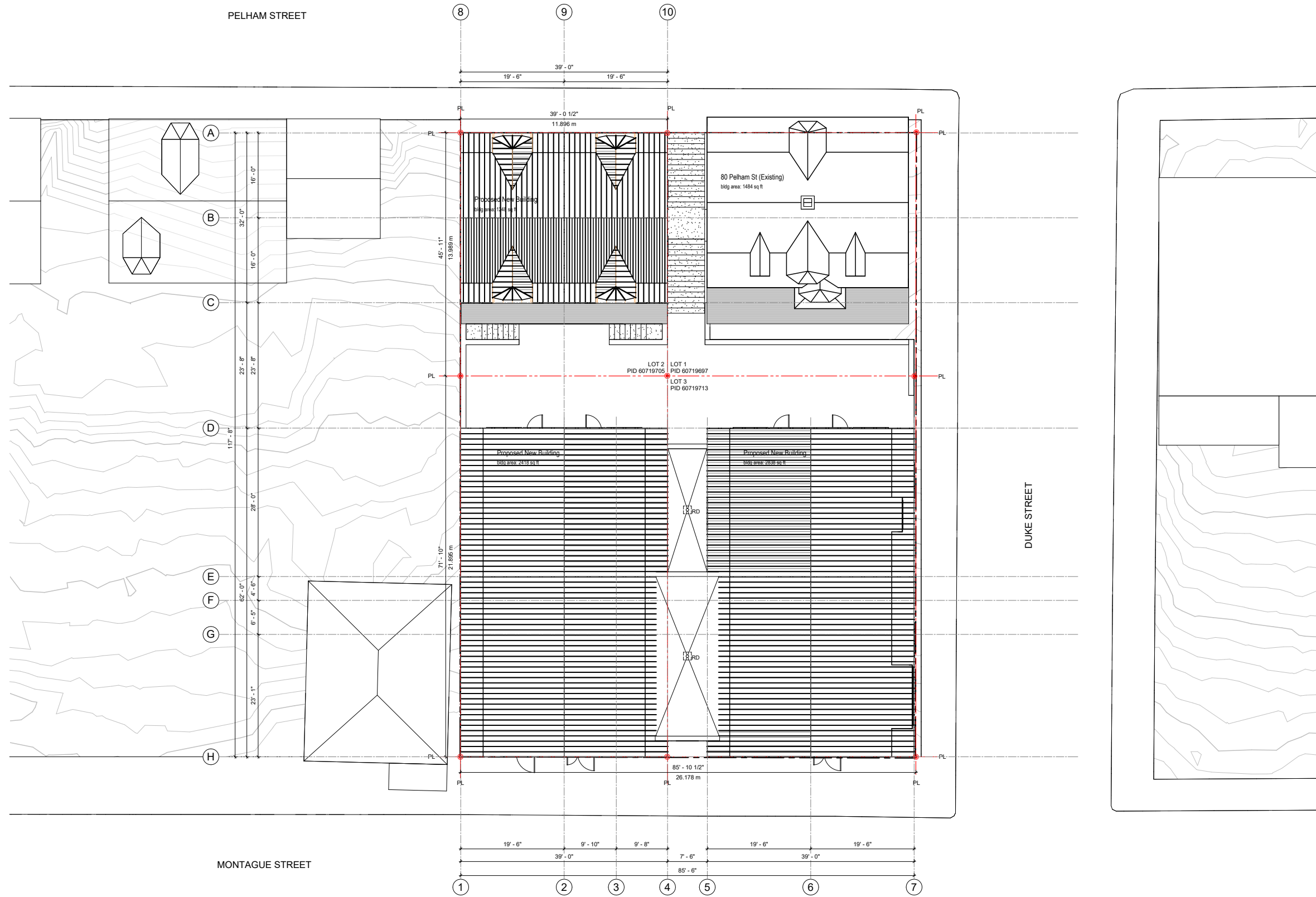


Office Use only:

Encroachment (GENC)

**HERITAGE PUBLIC HEARING**  
**PELHAM LOFTS** | PRELIMINARY RENDERS





SITE PLAN



ROMKEY HOUSE



B2 LOFTS, MLSA







MATERIALITY



2 1/2 STOREY, SYMMETRICAL



GAMBREL, ASYMMETRICAL



3 1/2 STOREY GAMBREL



ASYMMETRY



STOREFRONT



MONTAGUE AT DUKE STREET



DUKE AT PELHAM STREET



DUKE AT PELHAM STREET





MONTAGUE STREET



AERIAL FROM SOUTH



AERIAL FROM NORTH

**HERITAGE PUBLIC HEARING**  
**PELHAM LOFTS** | PRELIMINARY RENDERS



**Subject:** Affordable Housing Tax Forgiveness Policy  
**From:** Community Development  
**Date:** February 11, 2025 – Notice  
February 25, 2025 – Decision



---

### **Recommendation**

That Council approve the new Affordable Housing Tax Forgiveness Policy as presented.

### **Alternatives**

1. Request additional information from Staff
2. Request edits be made before the policy returns for decision

### **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 aimed at increasing the supply of affordable housing. This proposed tax exemption is designed to align with the updated Municipal Government Act (MGA), leveraging newly granted municipal powers to directly incentivize developers who build new affordable housing units.

Council must pass a motion on affordable housing tax forgiveness by February 28, 2025, to meet the Housing Accelerator Fund deadline. This initiative was reviewed at Committee of the Whole January 7, 2025, notice was given at the Feb. 11 Council meeting.

### **Discussion**

#### Eligibility:

Although any developer would be eligible under this program, the initiative would primarily support for-profit affordable housing developments, since non-profit organizations can already receive property tax exemptions for properties used for charitable purposes; which are at the discretion of Council. Staff recommend that non-profits remain eligible under this policy to ensure fairness. This provision ensures that non-profits developing affordable housing projects that do not qualify under the traditional charitable exemption can still receive the tax benefit.

#### Policy Intent & Limitations

The objective of this incentive is to increase the Town's housing supply and accelerate the construction of new affordable housing by providing a temporary municipal tax exemption. The program extends to the following development types:

- Affordable and community housing
- Mixed Use market/affordable rental

All projects must:

- Have a minimum of five units

- Have residential as its primary use
- Meet minimum requirements for partnerships, financial viability, energy efficiency and accessibility

The program does not extend to:

- Conversion from non-residential use to affordable multi-residential
- Renovation of existing residential to increase the number of dwelling units
- Existing affordable housing units
- Student Housing
- The construction of shelters, transitional, or supportive housing (note that these projects typically qualify for tax exemptions under non-profit status).

By excluding existing affordable units, the financial impact on the Town remains limited while maximizing the incentive's impact on new developments.

#### Revisions Following Committee of the Whole

Following discussions at the Committee of the Whole, two key revisions have been made to the draft policy:

##### Pilot Project Approach:

- Although the tax exemption applies for three fiscal years, the program is structured as a four-year initiative to ensure all approved projects receive their full exemption. Applications will only be accepted during the 2025/2026 fiscal year (April 1, 2025 – March 31, 2026). All approved projects will receive a full three-year municipal tax exemption starting in the fiscal year of approval. This means that projects approved late in the application window may have their exemption period extended into the 2028/2029 fiscal year to ensure they receive the full three years of tax forgiveness
- Alignment with CMHC's Affordable Housing Fund: The policy has been structured to align with the Canada Mortgage and Housing Corporation's (CMHC) Affordable Housing Fund, specifically the Community Housing Sub-Stream, with minor differences. This sub-stream provides low-interest repayable loans and forgivable loans to eligible applicants, including community housing providers, municipalities, provinces, territories, Indigenous governments, and private sector entities. To qualify, projects must have support from another level of government. Thus, aligning this policy with this fund will also make it easier for Lunenburgers to apply to this program. Aligning with CMHC means using their established definition of affordability. If Council wishes to adopt an alternative definition, it would significantly complicate alignment with CMHC's programs. A separate application process and customized forms would be required, creating a substantial additional workload for staff. This would not only increase administrative burden but could also delay or hinder access to available funding opportunities on the part of applicants. To streamline processes and maximize efficiency, it is recommended that Council adhere to CMHC's affordability definition.

#### CMHC Program Requirements & Considerations

The CMHC Community Housing Sub-Stream requires applicants to meet several criteria:

- **Affordability:** At least 30% of units must have rents set at less than 80% of the Median Market Rent (MMR) for at least 20 years.

- Energy Efficiency: Projects must meet Tier 2 of the 2020 National Energy Code of Canada for Buildings (NECB) or Tier 3 of the 2020 National Building Code (NBC).
- Accessibility: At least 20% of units must meet or exceed national accessibility standards, and common areas must be barrier-free.
- Minimum Project Size: A minimum of five units or beds, with residential use as the primary function.
- Application & Agreement Process

This draft policy strategically leverages CMHC's existing framework to ensure effective program administration and alignment with national funding opportunities. To be eligible for this tax exemption, applicants must complete the CMHC's rigorous Community Housing Sub-Stream application and submit it to the Town along with confirmation from CMHC of their project's eligibility under this program sub-stream. Town staff would need to screen and remove applications for conversions from a non-residential use to affordable multi-residential, shelters and transitional and supportive housing, as these are ineligible under the draft policy.

If approved for a tax exemption, applicants must sign an agreement with the Town that would mirror CMHC's agreement, which includes conditions, socio-economic outcomes, security requirements, reporting obligations, and standard terms and conditions. Under these agreements, recipients would be obligated to provide regular reports to the Town to demonstrate compliance with the terms of the agreement, including maintaining affordability, energy efficiency, and accessibility standards.

Overall, this approach ensures consistency across funders and ensures the Town only supports thoroughly vetted projects without committing extensive human resources to reviewing applications. Additionally, if the applicant receives CMHC funding, the Town and CMHC may be able to collaborate on oversight and enforcement.

#### Current Town of Lunenburg Existing Tax Programs

The Town of Lunenburg already provides tax relief.

- Non-Profit Tax Relief: Non-profits may receive tax relief on property used for charitable purposes. This is at the discretion of Council and granted through Council motions.
- Residential Property Tax Relief: The Town of Lunenburg offers a Residential Property Tax Relief Program to assist low-income homeowners with their property tax obligations. The amount of relief is determined based on household income, with greater assistance provided to those with lower incomes. For the 2024/25 tax year, the income thresholds and corresponding exemption amounts are as follows:
  - Household Income of \$33,540 or less: Eligible for a tax exemption of \$650.
  - Household Income between \$33,541 and \$51,840: Eligible for a tax exemption of \$450.
 To apply for this relief, homeowners need to complete the 2024/25 Application for Residential Property Tax Relief form. This form requires applicants to provide proof of income and other relevant documentation to establish eligibility. The application form is available on the Town of Lunenburg's official website.
- Destroyed Premises Tax Relief: The Town of Lunenburg has a Tax Relief Policy designed to assist property owners whose buildings have been destroyed or partially destroyed due to unforeseen events like storms or fires. This policy ensures that property assessments accurately reflect such losses, potentially leading to a reduction in the taxes payable. The reduction amount is determined using the formula: (Assessed Value Before Destruction – Assessed Value After Destruction) × Tax Rate. No

reduction is permitted if: The destruction is due to intentional demolition. The loss is less than 20% of the property's assessed value. The reduction is prorated based on the number of months remaining in the fiscal year following the destruction. This policy is administered by the Town's Municipal Clerk with the ability of property owners to appeal decisions to Council.

### Other Programs in Nova Scotia

Several municipalities in Nova Scotia offer tax incentives to promote the development of affordable housing:

- Halifax Regional Municipality (HRM):
  - Affordable Housing Grant Program: HRM offers grants to registered non-profit and charitable organizations to support the development, renovation, or purchase of affordable housing. Unlike some programs, this grant does not require a minimum number of affordable units, making it accessible to a wide range of projects.
  - Waiver of Municipal Construction Fees: In November 2020, HRM approved the waiver of most municipal-related construction fees for residential developments by registered non-profits or charitable housing organizations. Eligible fees include construction permits, subdivision application fees, and discretionary approval processing fees.
- Cape Breton Regional Municipality (CBRM):
  - Affordable Housing Property Tax Adjustment: CBRM offers a property tax reduction for affordable housing developments, providing a 90% reduction in municipal property tax in the first two years and a 75% reduction in the third year. The program requires developers to have a minimum of four affordable units for at least ten years.

These initiatives demonstrate a growing commitment among Nova Scotia municipalities to support affordable housing through various incentives and support programs.

### **Strategic Plan Relevance**

#### Housing

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

### **Relevant Legislation**

Municipal Government Act

### **Financial**

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. 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 to four 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

- B. Affordable Housing Tax Forgiveness Policy
- C. [CMHC Affordable Housing Fund Program Highlight Spreadsheet](#)
- D. [CMHC Affordable Housing Fund Required Documentation Checklist](#)
- E. [CMHC Affordable Housing Fund Applicant Guide](#)
- F. [CMHC Affordable Housing Fund Integrity Declaration](#)
- G. [CMHC Affordable Housing Fund Energy Efficiency Criteria Attestation](#)
- H. [CMHC Affordable Housing Fund Accessibility Criteria Attestation](#)

## Appendix A Municipal Government Act Section 57

### **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.

# Affordable Housing Tax Forgiveness Policy

Date adopted by Council: **TBD**



---

## 1. POLICY STATEMENT

The Town of Lunenburg recognizes the importance of increasing affordable housing options within the community. To encourage the development of affordable housing, this policy provides targeted financial incentives in the form of temporary property tax forgiveness to eligible projects.

## 2. PURPOSE

The purpose of this policy is to:

1. Promote the development of affordable housing within the Town of Lunenburg.
2. Provide financial support through property tax exemptions to projects that meet the eligibility requirements.
3. Establish a four-year pilot program to assess the impact and effectiveness of tax forgiveness before considering long-term implementation.

## 3. SCOPE

This policy applies to new affordable housing construction projects that meet the eligibility criteria outlined in Section 5. As part of this limited-time pilot program, tax forgiveness applies for a period of three fiscal years from the date applicants sign a tax forgiveness agreement with the Town of Lunenburg. Applications will only be accepted during the 2025/2026 fiscal year.

## 4. DEFINITIONS

“Applicant” means any for-profit or non-profit entity, including but not limited to individuals, corporations, partnerships, registered charities, housing cooperatives, and Indigenous governments or organizations, that seeks tax forgiveness under this policy for an eligible affordable housing construction project. The applicant must have legal ownership or control of the development site, be the entity responsible for the project's construction and operation, and meet all eligibility requirements outlined in this policy.

“Affordable Housing” means residential buildings where at least 30% of units must have rents set at less than 80% of the Median Market Rent for at least 20 years.

“Affordable Housing Construction Project” means a new construction project for which a building permit has been issued after the enactment of this policy. It excludes Conversion from non-residential use to affordable multi-residential, renovation of existing residential to increase

the number of dwelling units, and construction of student housing, shelters, transitional, or supportive housing.

“Building Permit” has the same meaning as the Nova Scotia Building Code Act and Regulations.

“Dwelling Unit” has the same meaning as the Nova Scotia Building Code Act and Regulations.

“Median Market Rent” means the median rental cost of units in a given market as determined by the Canada Mortgage and Housing Corporation’s Rental Market Survey or another recognized housing affordability assessment.

“Owner” means the individual or entity holding legal title to the property on which the affordable housing construction project is being developed.

“Performance Standards” means the affordability, energy efficiency, and accessibility requirements that an applicant must meet under this policy and any related agreements with the Town.

“Recipient” means an applicant who has entered into an agreement with the Town and has been approved for tax forgiveness under this policy.

“Tax Forgiveness” means a temporary three-year exemption from municipal property taxes for eligible affordable housing construction projects.

“Tax Forgiveness Agreement” means the contract signed between the Town and an applicant outlining the responsibilities, reporting requirements, and conditions for maintaining tax forgiveness status.

“Town” means the Town of Lunenburg.

## **5. PROJECT REQUIREMENTS**

Only affordable housing construction project is eligible for tax forgiveness under this policy. To qualify for tax forgiveness under this policy, affordable housing construction projects must meet the following requirements:

1. Must contain a minimum of five dwelling units
2. Residential must be the primary use of the development
3. Be eligible for funding under the Canadian Mortgage and Housing Corporation’s (CMHC) Affordable Housing Fund – New Construction: Community Housing Sub-Stream

## **6. EXCLUSIONS**

This policy does not apply to:

1. Conversion from non-residential use to affordable multi-residential units
2. Conversion from existing residential to affordable housing

3. Existing affordable housing
4. Student housing
5. Shelters, transitional housing, and supportive housing

## **7. INCENTIVES**

The Town will waive municipal property taxes for eligible affordable housing construction projects for a period of three years. The three years will start on the date an applicant enters into a signed agreement with the Town.

## **8. APPLICATION**

To apply for tax forgiveness, applicants must complete the Canadian Mortgage and Housing Corporation's (CMHC) Affordable Housing Fund – New Construction: Community Housing Sub-Stream application.

Applicants must submit a copy of their completed application form along with confirmation from CMHC of their project's eligibility under this fund and sub-stream. Full CMHC approval is not required before applying to the Town.

## **9. TAX FORGIVENESS AGREEMENT**

The Town will require tax forgiveness agreement with the applicant to ensure compliance with affordability, energy efficiency, and accessibility commitments before eligible applicants receive tax forgiveness. The Town may request and assess assignments of rents and leases, proof of insurance, other financial documents or any other documentation the Chief Administrative Officer or their designate deems necessary before entering into a tax forgiveness agreement.

The Chief Administrative Officer or this designate may refuse to enter into a tax forgiveness agreement with an applicant if the application does not meet the policy requirements or if concerns arise regarding the project's feasibility, compliance, or financial impact. If the CAO denies an application, the applicant may appeal the decision to Council within 90 days of receiving the denial notice.

Appeals will generally be heard in an open Council session to ensure transparency. However, if an appeal involves confidential financial, proprietary, or legal information, Council may move the discussion to a closed session, in accordance with the Municipal Government Act (MGA).

The applicant will be given an opportunity to present their case before Council, and Council's decision on the appeal will be final.

Recipients may combine tax forgiveness under this policy with other municipal, provincial, federal or national funding.

## **10. ANNUAL COMPLIANCE REPORTING**

Recipients must submit an Annual Compliance Report to the Town of Lunenburg on the anniversary of their signed Tax Forgiveness Agreement for the duration of the tax forgiveness period. Reports must be submitted in a format prescribed by the Town.

Reports must demonstrate continued compliance with:

- Affordability requirements (rent levels and occupancy).
- Energy efficiency and accessibility standards, as outlined in the Tax Forgiveness Agreement.
- Any additional reporting requirements determined by the Town.

Failure to submit required reports may result in a notice of non-compliance, with a ninety-day grace period to resolve issues.

If compliance is not demonstrated, the Town may revoke tax forgiveness and require repayment of forgiven taxes for the non-compliant period.

The CAO or their designate is authorized to enforce penalties, including agreement termination, if violations persist.

## **11. POLICY DURATION**

This policy is a pilot project and will remain in effect for four years from the date of adoption unless Council decides to terminate it earlier. Council retains the authority to amend, discontinue, or extend the program at any time. Continuation of tax forgiveness beyond this pilot period is not guaranteed and will require Council approval.

**Subject:** Dares Lake Dam and Spillway Upgrades – 2025/26  
Water Capital Budget Commitment

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

**Date:** February 11, 2025

---



## **Recommendation**

That Council pre-approve the Dares Lake Dam and Spillway Upgrades Project in the Water Utility's Capital Budget for 2025/26 for the amount of \$1.031M with funding from grants, Water Utility depreciation funds and capital debt.

## **Alternatives**

- That Council not provide pre-approval for the Dares Lake Dam and Spillway Upgrades Project.

## **Background**

In August 2023, this Project was deferred by Council to allow the design to include a last-minute requirement from Department of Fisheries and Oceans (DFO) postponing it to 2024/25. The Town tendered this Project during the Summer of 2024, but received no conforming bids and at that time Council chose to defer the Project to 2025/26 with a revised budget to better reflect the altered scope necessary for the eel passage in addition to the initial items.

The amount approved in the 2024/25 Water Utility Capital Budget for the Spillway Project is \$450,000 including net HST. This budget includes the Consultant's Tendering and Construction Support and the performance of civil work by the Contractor. This budgeted amount was based on the Consultant's initial scoping, having to make many assumptions without a fully developed design. As the design for the eel passage progressed, it became more complicated, and subsequently the estimated cost for the construction has risen significantly.

## **Discussion**

The intent of this Project is to replace the Town's existing spillway that has deteriorated over the years. The Dares Lake Dam and Spillway Upgrades Project has been included in the past two Water Utility Capital Budgets. It is a critical Project to ensure the long-term security and quality of the water provided to Water Utility customers in and around Lunenburg.

The construction scope for the Project includes the following:

- Supply and install of precast concrete sections in place of the existing spillway;

- Excavate and backfill the section of the existing dam surrounding the spillway;
- Supply and install of eel passage supporting infrastructure and fish passage;
- Water control and erosion sediment control.

Staff have reviewed and revised the Project budget based on the committed engineering costs, estimated costs of construction and a contingency.

Pre-approval of this Project will provide the best opportunity for a competitive tendering process and the supply lead time required for the work to be performed in the window set by Nova Scotia Environment and Climate Change’s permitting. Pending Council’s pre-approval, Staff plan to have the Tender released in late February/early March.

Without pre-approval for the Dares Lake Dam and Spillway Upgrade Project at this time, it may jeopardize the execution of this work within the 2025 construction window.

**Strategic Plan Relevance**

Capital Construction Projects are part of the Servicing and Facilities Strategic Direction of the Town’s Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

**Financial**

The amount approved in the 2024/25 Water Utility Capital Budget for the Dares Lake Spillway Project is \$450,000 funded with \$365,000 from Water Utility Depreciation Funds and \$85,000 from Grants, but this is now considered inadequate to perform the required scope outlined in the Specifications and Drawings.

Incorporating the results of the Consultant’s Cost Estimate, the Revised Budget Estimate for the Project is as follows:

<b>Item</b>	<b>Cost including Net HST</b>
Engineering (including Inspection & Testing)	\$ 91,000
Estimated Cost of Construction	\$ 805,000
Contingency (15%)	\$ 135,000
<b>Revised Budget</b>	<b>\$1,031,000</b>

The funding for this project will be as follows:

<b>Source</b>	<b>Amount</b>
Grant – Provincial Capital Assistance Program (PCAP) <i>secured in fiscal 2023/24</i>	\$85,000
Water Utility Deprecation Funds	\$446,000
Water Utility Capital Debt	\$500,000
Funding for Revised Budget	\$1,031,000

It should be noted that within the Consultant's cost estimate, the eel passage required by DFO has added in the range of \$500,000-\$700,000 to the cost of the Project. Staff shall continue to seek opportunities to obtain grants that can be stacked to offset the additional costs to the Town.

**Subject:** Jennifer Collins Classic Sponsorship Request  
**From:** Community Development  
**Date:** February 25, 2025

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### **Recommendation**

That Council approve a sponsorship contribution of in-kind support to the Jennifer Collins Classic, consisting of the waiver of non-primetime and weekday morning arena rental fees totalling \$2,960, as well as event promotion through the Town's communication channels, and authorize the CAO to finalize and sign the sponsorship agreement, in accordance with the Sponsorship and Commemorative Naming Policy and in alignment with Council's direction.

### **Alternatives**

- Offer a full sponsorship of in-kind services (totalling \$9,051) or suggest another amount
- Defer making a decision for this year's event and consider this request in the 2025/26 budget deliberations for the 2026 JC Classic.  
Direct staff to provide silent auction prizes in alignment with previous years' contributions.
- Deny the request

### **Background**

At the Jan. 28, 2025 regular Council meeting, the organizers of the Jennifer Collins Classic (JC Classic) made a presentation and requested a sponsorship contribution, whether through in-kind or a monetary contribution. During the presentation, some suggestions for in-kind support were:

- Waived or discounted facility rental fees
- Town staff assistance for logistics
- Promotion through Town channels

The JC Classic runs from March Thursday 27, 28, 29, & 30, equalling four days for the Arena for a total of 49 hours and a one-day rental of the Community Centre.

Following this presentation, Council directed staff to explore possible sponsorship opportunities, taking into consideration any logistical and budgetary constraints.

Rates without Sponsorship:

#### *Arena*

- Primetime, 29 hours @ \$197 = \$5,713
- Non-primetime, 10 hours @ \$166 = \$1,660

- Weekday morning, 10 hours @ \$130.00 = \$1,300

*Community Centre*

- One day of Community Centre @ \$378.00 = \$378.00

*Town staff assistance for logistics*

- This would be incorporated into existing operational workflows and would not necessarily result in additional costs.

*Promotion through the Town's channels*

- Free (limited staff time to share posters created by JC Classic Organization)

Total cost: \$9,051.

In the past for this event, the Town has provided silent auction prizes and a free community centre rental.

**Discussion**

The Jennifer Collins Classic is a volunteer-run initiative with a strong charitable focus, but it is not a registered non-profit or charity. This means it does not qualify for the Town’s Community Grants Program, which requires formal non-profit or individual eligibility. However, because the event provides a community benefit, it can be considered eligible for sponsorship under the Town’s Sponsorship and Commemorative Naming Policy, which allows for support through financial contributions or in-kind assistance as long as it aligns with the Town’s mandate and public interest.

Under this, Council could consider a full sponsorship of in-kind services (totalling \$9,051) or consider a lesser amount of in-kind services. Staff recommend a smaller amount, such as an in-kind contribution of the non-primetime and weekday morning arena rentals (totalling \$2,960), which would likely qualify the town as “diamond” sponsor.

*JC Classic Sponsorship Policy Alignment*

Policy Criteria	JC Classic Alignment
Mutually Beneficial Partnership	Provides promotional opportunities for the Town, supporting a community-focused event.
Alignment with Town Programs & Events	Held at the Town-owned arena and aligns with community well-being objectives.
Town-Owned Facility Use	Event takes place in a Town facility, strengthening alignment with municipal assets.

Regulated Substances Restriction	A portion of the event serves alcohol but is not alcohol-focused.
Proportional Sponsorship Benefits	Support requested (in-kind) is proportional to promotional benefits for the Town.
Formal Sponsorship Agreement Required	Agreement will outline Town's contributions any recognition requirements.

**Financial**

Providing in-kind sponsorship through waived facility rental fees impacts the Town's projected revenue, as these funds would otherwise contribute to the operating budget. While occasional sponsorships can be accommodated, Council may wish to consider how similar requests in the future could cumulatively impact facility revenue and overall budget planning.

**Subject:** Expense and Hospitality Policy – Decision  
**From:** Kayla Byrne, Legislative & Policy Manager  
**Date:** February 12, 2025 COTW  
February 25, 2025

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## **Recommendation**

That approve the Expense and Hospitality Policy as presented, replacing and repealing the current Council and Management Expense and Hospitality Claims Policy.

*Notice of policy: Please note the MGA requires that Council is given seven days' notice of a new policy or amendments to a policy, as COTW provided a favourable recommendation of this policy on Feb. 12, this is considered sufficient for notice.*

## **Background**

Per the Municipal Government Act (MGA), municipalities must have an expense and hospitality policy and must review this policy by January 31 following a regular election. Council must either re-adopt this policy by motion or amend it as required.

After a review, staff found that the current Council and Management Expense and Hospitality Claims Policy (Policy #86) aligns with the Municipal Government Act (MGA) but doesn't provide clear, practical guidance specific to the Town's needs. While it meets basic legal requirements, the policy lacks detailed processes and oversight measures, which could result in inconsistencies or gaps in how it's applied.

### *Feb. 12, COTW meeting:*

Committee of the Whole reviewed this draft policy at its February 12, 2025 meeting. During this meeting, councillors suggested minor edits, which have been highlighted in yellow (Sections 8 & 12). Regarding a question on a different kilometrage rate for electric vehicles, staff recommend applying the same kilometrage reimbursement rate for all vehicles, including electric vehicles, as set by the Province of Nova Scotia. This recognizes that the rate is designed to cover not just fuel costs but also wear and tear, insurance, depreciation, and general maintenance, which remain factors for all vehicle types. While it is possible to adjust reimbursement rates to reflect the potentially lower operating costs of EVs, such practices are not widely adopted. Maintaining a consistent rate for all vehicles remains the norm, aligning with CRA guidelines.

## **Discussion**

The following table provides a clear comparison between the Town of Lunenburg's original Expense and Hospitality Policy and the proposed updated version. The purpose of this

Committee of the Whole discussion is to compare the current policy with the proposed draft and develop a policy that meets the Town’s current needs.

<b>Category</b>	<b>Original Policy</b>	<b>Updated Policy</b>	<b>Key Improvement</b>
<b>Scope and Applicability</b>	Applied only to Council and management staff.	Applies to all Town representatives, including elected officials and staff.	Broader applicability ensures consistency and inclusivity across all representatives.
<b>Approval Structure</b>	Basic approval process with limited oversight; alcohol claims required Council approval.	Comprehensive hierarchy for all representatives, with clear oversight roles (e.g., CAO, Mayor, Director of Finance).	Formalized approval structure ensures transparency and accountability.
<b>Travel and Transportation</b>	Mileage reimbursed at provincial rates with pre-set distance limits; shared travel encouraged.	Retains provincial mileage rates but allows actual travel distances. Adds planning requirements (e.g., advance bookings).	Flexibility for actual travel needs and clear guidelines for cost-efficiency and accessibility.
<b>Hospitality and Alcohol</b>	Hospitality expenses limited to specific scenarios; alcohol required Council approval.	Detailed framework for hospitality events; alcohol requires pre-approval with documented justification.	Structured guidelines align claims with municipal objectives and enhance oversight for alcohol-related expenses.
<b>Meal and Per Diem Allowances</b>	\$15 (breakfast), \$20 (lunch), \$35 (dinner), \$70 daily max; \$15/day incidental cap for events.	\$18 (breakfast), \$23 (lunch), \$37 (dinner), \$78 daily max. Adds \$12 incidental allowance and \$75 private lodging rate.	Adjusts for inflation, introduces incidentals, and adds flexibility for private accommodations.
<b>Credit Cards</b>	Brief mention; prohibited personal use but no detailed procedures.	Expanded section with reporting requirements, documentation, and consequences for misuse.	Formalized credit card use improves accountability and operational clarity.
<b>Professional Development</b>	Referenced annual budget for events; lacked process for professional development requests.	Requires written requests for funding with cost estimates and justification. Claims need documentation post-event.	Transparent process for funding requests, with structured pre-approval and post-activity requirements.
<b>Documentation and Timelines</b>	Claims due within 30 days with basic receipts.	Stricter documentation (e.g., itemized receipts, purpose, attendee	Reinforces accountability with stricter standards for submission and approval.

Category	Original Policy	Updated Policy	Key Improvement
		details). Late or incomplete claims may be denied.	
<b>Hospitality Claims (General)</b>	Limited guidance; approvals often ad hoc.	Clear pre-approval requirements for all claims, including purpose, attendees, costs, and benefits to the Town.	Aligns hospitality claims with structured and transparent processes.
<b>Alcohol Claims</b>	Required Council approval; rarely addressed explicitly.	Pre-approval mandatory for all alcohol-related expenses, with clear approval hierarchy and detailed documentation.	Strengthens oversight and ensures consistency in handling alcohol-related claims.

*Administrative Procedures*

Accompanying the proposed policy are the Administrative Procedures, which are approved by the CAO. These procedures operationalize the policy by providing detailed guidance on implementation, including pre-approval processes and documentation requirements.

**Financial**

The updated policy includes a modest increase in meal per diem allowances to reflect current inflation rates and the rising cost of dining. For regular operations, the increases are not expected to create significant strain on the budget.

**Relevant Legislation**

Municipal Government Act, S. 23

**Attachments**

- [Current policy](#)
- Proposed policy

## Expense and Hospitality Policy

Date adopted by Council: **TBD**



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### 1. POLICY STATEMENT

The Town of Lunenburg is committed to ensuring that all expenses and hospitality expenditures incurred by Town representatives are necessary, reasonable, and transparent. This commitment reflects the Town's dedication to accountability and responsible stewardship of public funds.

### 2. PURPOSE

The purpose of this policy is to establish high-level principles and responsibilities for claiming, authorizing, and reimbursing expenses and hospitality costs incurred by Town of Lunenburg representatives. Detailed procedural requirements are outlined in the accompanying Administrative Procedures.

### 3. SCOPE

This policy applies to all Town of Lunenburg representatives, including elected officials and staff, who incur expenses while conducting official Town business.

### 4. DEFINITIONS

"Business Meals" refer to meals taken during meetings between Town representatives where the primary purpose is to discuss official Town business.

A "conflict of interest" occurs when a Town representative's personal interests or the interests of their family could affect their official duties. This includes situations where their own or their family's personal, financial, or other interests might benefit from their official decisions.

"Incidentals" refer to minor, necessary expenses incurred by Town representatives during travel for Town business. These expenses are typically supplementary to the primary costs of transportation, lodging, and meals. Incidentals include minor, necessary expenses incurred during travel for Town business, such as gratuities, local transit fares and minor business supplies.

"Signing authorities" refers to the designated officials responsible for reviewing, authorizing, and validating expense and hospitality claims. These officials ensure that all claims are processed in accordance with the Town's policies and procedures.

“Town of Lunenburg business” means any legitimate business conducted for the governance, administration, development, and community engagement of the Town of Lunenburg. Permitted expenses are further defined within this policy.

“Travel expense” includes but is not limited to accommodations, airfare, rail or ferry transport, kilometrage, meals, gratuities, taxi, parking, bridge tolls, and work-related phone calls related to any Town business per this policy and procedures. Items excluded are vehicle fuels and vehicle operating costs, including repairs to personal vehicles.

“Town representatives” refers to Town of Lunenburg elected officials and staff.

## **5. RESPONSIBILITIES**

All Town representatives incurring expenses for Town business are required to:

- Understand and adhere to this policy and its procedures.
- Complete and submit expense and hospitality claims with all necessary supporting documentation.
- Exercise diligence and fiscal responsibility when incurring expenses.
- Cancel reservations or bookings promptly when necessary to avoid unnecessary costs.

If a Town representative incurs expenses for an approved activity but does not attend, they will be responsible for any costs incurred by the Town unless the non-attendance is due to:

- Personal or immediate family illness or emergencies,
- Severe weather conditions,
- Travel disruptions,
- Town-related emergencies, or
- Other exceptional circumstances, as determined by the CAO, Director of Finance, or the relevant department director for their respective staff.

## **6. APPROVAL OF EXPENSE AND HOSPITALITY CLAIMS**

Expense and hospitality claims must be reviewed and approved to ensure alignment with this policy, operational compliance, and accountability to the public. Specific submission and approval processes are detailed in the Administrative Procedures.

- Council Member Expenses: All expenses incurred by Council members, except the Mayor, must be approved by the CAO and the Mayor.

- **Mayor's Expenses:** All expenses incurred by the Mayor must be approved by the CAO and the Deputy Mayor.
- **CAO Expenses:** All expenses incurred by the CAO must be approved by the Mayor and the Director of Finance.
- **Staff and Director Expenses:** All expenses incurred by staff and department directors must be approved as outlined in the Administrative Procedures.
- **Prohibition of Self-Approval:** No individual may approve their own expense claims.

## **7. PERMITTED EXPENSES**

Subject to and in accordance with this policy and procedures, the following expenses incurred by a Town representative are eligible for reimbursement:

- **Authorized Travel within Nova Scotia:** Includes transportation, accommodation, and meal costs for Town business. These activities may include attending meetings, conferences, or other events directly related to the official duties and responsibilities of the individual.
- **Out-of-Province Travel:** Includes transportation, accommodation, and meal costs for activities requiring travel outside Nova Scotia. Such expenses must be pre-approved and are related to Town business, such as attending national conferences, inter-provincial meetings, or other significant events.
- **Pre-approved Training or Continuing Education Costs:** Includes expenses for professional development courses, workshops, educational conferences, and training. These activities must be pre-approved and relevant to the staff member's role or professional development within the Town of Lunenburg. Professional development for Council members is defined in a separate policy.
- **Attendance at Relevant Local and Regional Special Events:** Includes costs for attending special events, dinners, or activities associated with or relevant to the Town of Lunenburg. Examples include community award ceremonies, local or regional economic development forums, industry association dinners, and cultural or heritage celebrations.

When incurring expenses, Town representatives must avoid conflicts of interest, such as selecting service providers with whom they have a personal relationship. If limited options require the use of such a service provider, the representative must:

- Transparently disclose the potential conflict.
- Submit a written explanation of the situation.
- Obtain prior written approval from the CAO.

## **8. TRAVEL**

Council members and staff must travel by the most direct route and use the most economical means of transportation whenever possible. **Whenever practicable or reasonable, carpooling should be utilized.**

## **9. BUSINESS MEALS**

Business meals are eligible for reimbursement when they are necessary to support the effective conduct of Town business.

A business meal is considered necessary when:

- It involves discussions directly related to Town projects, policies, or initiatives.
- It facilitates engagement with external stakeholders critical to advancing Town objectives.

## **10. HOSPITALITY EXPENSES**

The Town of Lunenburg recognizes the value of hospitality in fostering relationships and advancing municipal objectives. Reimbursement for hospitality expenses is permitted in the following situations:

- Hosting foreign dignitaries or officials from other levels of government (e.g., federal, provincial, or municipal).
- Engaging in official public matters with representatives of governments, businesses, industries, labour organizations, or community leaders.
- Sponsoring or hosting conferences.
- Hosting ceremonies or recognition events.
- Other official functions pre-approved by the CAO.

All hospitality expenses must receive prior approval in accordance with this policy. Apart from alcohol purchases, if prior approval cannot be obtained due to unforeseen circumstances, the following must accompany the reimbursement claim:

- A detailed description of the event, including its purpose, attendees, and associated costs.
- A written explanation of why prior approval could not be obtained.

Without prior approval or proper justification, reimbursement for hospitality expenses, including alcohol, will not be granted.

### **10.1 Alcohol**

Alcohol purchases are prohibited as individual expenses under this policy and will not be reimbursed unless incurred as part of a pre-approved hospitality expense. Alcohol may only be reimbursed under the following conditions:

- Hosting foreign dignitaries or official visitors as part of a formal event.
- Sponsoring or hosting conferences where alcohol is served as part of a professional networking event.
- Recognizing significant achievements or milestones during formal Town ceremonies or award presentations.
- Other official functions where alcohol is deemed appropriate and necessary for maintaining protocol or fostering relationships, subject to approval.

The purchase of alcohol for hospitality purposes must always receive prior approval to qualify for reimbursement. Approval must be obtained from:

- The CAO and Mayor for staff or Council member expenses.
- The CAO and Deputy Mayor for Mayor expenses.
- The Mayor and Director of Finance for CAO expenses.

Alcohol expenses must be reasonable and consistent with the nature and purpose of the event.

### **10.2 Gifts**

Unless otherwise stated in another policy, providing token gifts is permitted to foster goodwill, promote Town initiatives, or adhere to diplomatic or protocol standards, provided the gift's value does not exceed \$300. Examples of acceptable occasions include:

- Official visits or ceremonial occasions.
- Strengthening business or community relationships.
- Promoting Town initiatives or programs.

### **10.3 Exceptional Circumstances for Higher-Value Gifts**

In cases where a gift exceeds \$300, a written request must be submitted to Council for approval. The request must include:

- The rationale and purpose of the gift.

- The estimated cost.
- The intended recipient.
- The source from which the gift will be obtained.

## **11. LIMITS ON REIMBURSEMENT OF EXPENSES**

The following limits apply to the reimbursement of expenses:

- **Personal Incurrence:** Claimants will only be reimbursed for costs they have personally incurred.
- **Air Travel:** Air travel must be booked by Town staff whenever possible to ensure the most cost-effective options are secured. If the claimant books their own air travel, reimbursement will be limited to the lowest available rate for a reasonable itinerary.
- **Lodging:**
  - Reimbursement for commercial lodging, including hotels, bed and breakfasts, Airbnbs, cottages, and similar options, is limited to the cost of a standard double occupancy room.
  - A standard double occupancy room is defined as a room with basic amenities and two beds or one bed suitable for two people, without premium features such as suites or executive-level upgrades.
  - If no standard options are available, an alternative may be chosen.
  - For conferences, accommodations must be booked at the conference's standard rate. If unavailable, or if the booking is unrelated to a conference, accommodations should be booked at establishments offering government or corporate rates whenever possible.
  - **Accessibility Needs:** Upgrades or premium accommodations may be reimbursed if required to meet accessibility needs, such as for mobility impairments, hearing or visual impairments, or other medical requirements.
  - **Use of Suites for Hosting:** When attending conferences, the Mayor may request a suite to host official Town-related functions, such as meetings or receptions. Suites must be pre-approved by the CAO and justified as necessary for hosting purposes.

- Reimbursement for private, non-commercial accommodations (e.g., staying with family or friends instead of a hotel) will be provided at the rate specified within this policy.
- Meals: Meal reimbursements will be based on the per diem amounts specified in this policy. Receipts are not required for per diem claims.
- Alcohol: The cost of alcoholic beverages will not be reimbursed unless part of an approved hospitality expense.
- Non-reimbursable Items: The Town will not reimburse fees, deposits, interest charges, or surcharges incurred on personal credit cards, including but not limited to late payment fees, foreign transaction fees, or over-limit charges.
- Combined Personal and Business Travel: When personal and Town business travel are combined, only expenses directly related to the Town business portion are reimbursable. Any extended travel time and associated expenses are the traveller's responsibility.

## **12. KILOMETRAGE, PER DIEM, AND ACCOMMODATION REIMBURSEMENT**

### **12.1 Kilometrage**

Kilometrage will be reimbursed at the rate set by the Nova Scotia Provincial government under its [Kilometrage and Transportation Allowance Rate Changes](#).

Receipts are not required for kilometrage reimbursement; claimants must provide a detailed record of the travel, including the purpose and distance travelled.

This section applies to all vehicles, including electric vehicles.

### **12.2 Per Diem for Meals and Incidental Expenses**

Per diem rates for meals and incidental expenses are as follows:

- Breakfast: \$18
- Lunch: \$23
- Dinner: \$37
- Daily Incidental Rate: \$12

Receipts are not required for per diem claims.

### **12.3 Private Non-Commercial Accommodation Rate**

Town representatives who stay in private, non-commercial accommodations (e.g., with family or friends) are eligible for a \$75 per night allowance. This allowance will cover both the cost of the accommodation and travel between the private accommodation and the designated conference, meeting, or work-related destination. As such, Town representatives may not claim kilometrage for travel between the private accommodation and the event or work location.

#### **12.4 Excess Costs**

Claimants are responsible for any meal, incidental, or accommodation expenses exceeding the established rates. Reimbursement will be limited to the per diem or allowance amounts unless explicitly pre-approved under a separate policy.

#### **12.5 General Conditions**

Claimants may not claim a per diem or reimbursement for meals, incidentals, or accommodations provided as part of an event or conference.

All claims must be submitted using the Town's approved expense claim form and must include sufficient detail to verify the travel purpose and dates.

### **13. BUDGETARY COMPLIANCE**

All expense and hospitality claims must fall within approved departmental or municipal budgets. For expenses that do not require pre-approval, claimants are responsible for ensuring compliance with this policy and their department's budgetary limits.

Claimants are responsible for ensuring the accuracy of their claims and adherence to all procedural requirements.

### **14. FRAUD, MISUSE, OR MISAPPROPRIATION OF TOWN FUNDS**

Fraud, misuse, or misappropriation of Town funds is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Any Town representative who becomes aware of or suspects fraud, misuse, or misappropriation is obligated to report it immediately to the CAO or Director of Finance.

The Town will thoroughly investigate all reported incidents to ensure accountability and transparency.

### **15. COMPLIANCE WITH THE MUNICIPAL GOVERNMENT ACT**

All expense and hospitality claims will adhere to all related provisions of the Municipal Government Act, including but not limited to reporting and review provisions.

## ADMINISTRATIVE PROCEDURES

### Expense and Hospitality Policy

Date approved by the CAO: TBD

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#### 1. APPROVAL OF EXPENSE AND HOSPITALITY CLAIMS

All expense and hospitality claims must be approved by the designated **Signing Authorities**, as outlined below. Approval must follow this structure:

Claimant	Approval Required By
Regular Staff	<ol style="list-style-type: none"><li>1. Department Director</li><li>2. Director of Finance</li></ol>
Department Directors	<ol style="list-style-type: none"><li>1. CAO</li><li>2. Director of Finance</li></ol>
Director of Finance	<ol style="list-style-type: none"><li>1. CAO</li><li>2. Mayor (or Deputy Mayor, as applicable)</li></ol>
Council Members	<ol style="list-style-type: none"><li>1. CAO</li><li>2. Mayor (or Deputy Mayor, as applicable)</li></ol>
Mayor	<ol style="list-style-type: none"><li>1. CAO</li><li>2. Deputy Mayor</li></ol>
CAO	<ol style="list-style-type: none"><li>1. Mayor</li><li>2. Director of Finance</li></ol>

## **1.2 Alcohol-Related Hospitality Claims**

All alcohol-related claims require explicit pre-approval and must follow these additional requirements:

A written request must be submitted, including:

- Purpose of the event and justification for serving alcohol.
- Anticipated number of attendees.
- Estimated cost of alcohol.
- Budget allocation for the expense.

### **Alcohol Pre-Approval Authority:**

- Staff or Council Member Expenses: Pre-approved by the CAO and Mayor.
- Mayor's Expenses: Pre-approved by the CAO and Deputy Mayor.
- CAO's Expenses: Pre-approved by the Mayor and Director of Finance.

## **1.3 Documentation for Reimbursement**

For all expense and hospitality claims, the following documentation must be submitted:

- A detailed claim form, including:
  - Purpose of the event or expense.
  - Attendees (for hospitality claims) and their affiliations.
  - Itemized receipts or per diem allowances (where applicable).
- Claims that lack sufficient documentation or exceed pre-approved limits may be denied.

## **1.4 Delegation of Authority**

The CAO, Director of Finance, and all department directors may delegate signing authority to other staff for efficiency. All delegations must:

- Be documented in writing, specifying the scope and duration of the delegation.
- Ensure adherence to this policy.

## **2. BUSINESS MEALS**

Eligibility Requirements: Business meals must clearly align with the policy's definition of necessity, focusing on advancing Town business.

Claims must include detailed, itemized receipts that outline:

- The date and location of the meal.
- The attendees (names and affiliations).
- A clear description of the business purpose.

Expense claims without sufficient documentation may be denied.

Pre-approval is not required for standard business meals.

### **3. TRAVEL GUIDELINES**

Staff travel time for Town business will be compensated as working hours.

Compensation applies to travel for approved activities, including meetings, conferences, training sessions, or other duties related to official roles.

#### **4.1 Travel Planning and Booking**

- Travel must be planned to prioritize cost-efficiency and practicality:
  - Booking Timeline: Book transportation (e.g., flights, train tickets) and accommodations at least two weeks in advance whenever possible to secure lower rates.
  - Carpooling: Use carpooling when multiple representatives are attending the same event, unless:
    - Schedules or departure times conflict.
    - Travel involves multiple stops for distinct purposes.
    - Accessibility or health accommodations require separate transportation.

#### **4.2 Kilometrage Claims**

- Kilometrage for personal vehicle use must be calculated using reliable mapping tools (e.g., Google Maps) to determine the most accurate distance travelled.
- Submit travel purpose, dates, and locations with the kilometrage claim.

#### **4.3 Pre-Approvals for Exceptions for staff**

Travel requiring alternate routes, higher-cost transportation, or exceptions to standard guidelines must receive pre-approval from the CAO when requests are received from staff.

### **4. VEHICLE RENTALS**

The cost of renting a vehicle will be reimbursed in the following situations:

- Reasonable ground transportation services such as public transit, taxis, or hotel shuttles are unavailable; or
- Two or more Council members, the CAO, and/or staff of the Town of Lunenburg are travelling together, and it is more economical than the combined cost of other ground transportation options.

Compact, economical vehicles must be used unless:

- Three or more persons are travelling together,
- The bulk or weight of goods being transported requires a larger vehicle, or
- A compact, economical vehicle is unavailable.

To protect both the claimant and the Town of Lunenburg, claimants must ensure that adequate insurance (collision, comprehensive, and third-party liability) is in place for all drivers.

The applicable deductible must be the lowest available for the coverage described above.

## **5. PROFESSIONAL DEVELOPMENT AND SPECIAL EVENTS FOR STAFF**

If the Town of Lunenburg has a budget for professional development, staff can apply in advance to their respective Signing Authorities for approval to use this budget for professional development or attend special events, as long as:

- The request is made in writing and includes an estimate of all costs, such as course fees, transportation, accommodation, meals, or event-related expenses.
- The course, meeting, conference, or special event is related to municipal government or relevant to the Town of Lunenburg.
- The annual budget for professional development has not been used up and won't be exceeded by this request.
- When submitting an expense claim for reimbursement, the claimant must provide a brief written summary explaining the nature and benefits of the professional development or special event.
- If the relevant Signing Authorities approve the expenses for professional development or special events and the claimant has already paid for some or all pre-approved expenses, the claimant can be reimbursed after submitting an expense claim according to this policy.

## **6. PRE-APPROVAL FOR EXPENSES**

When pre-approval for expenses is required per this policy and procedures, the following steps must be completed:

- Complete the relevant pre-approval form or written request, including:
  - Purpose: Reason for the expense.
  - Details: Description, dates, locations, and activities.
  - Estimated Costs: Detailed budget (e.g., transportation, accommodation, meals, fees).
  - Benefits: Expected benefits to the Town.

- Submit the form to the designated Signing Authorities at least five business days before incurring the expense to allow sufficient time for review and approval.

## **7. PREFERRED PAYMENT METHOD**

The preferred payment option is to issue a purchase order for an expense that can be invoiced directly to the Town. When this option is not available, using a corporate credit card after completing a purchase order is the next preferred method for covering expenses aligned with this policy.

### **10.1 Misuse of Corporate Credit Cards**

The Town of Lunenburg expects all corporate credit cardholders to use these cards strictly for authorized Town business in accordance with this policy. Any misuse of corporate credit cards, including unauthorized personal purchases, failure to provide receipts, or exceeding approved limits, will result in disciplinary action.

## **8. EXPENSE CLAIMS**

Expense claims must be submitted on the form provided by the Town of Lunenburg and signed by the claimant.

The business reason for each expense must be included with all expense claims.

For reimbursement claims requiring a receipt, if no receipt is available, the claimant must submit a written attestation explaining why the receipt is unavailable and providing an itemized list of the expenses. Debit or credit card transaction records alone will not be accepted as a substitute for a receipt.

A Signing Authority may request additional explanations, documentation, or justification from the claimant and may refuse to approve any claim or expense deemed unreasonable or not in compliance with this policy.

Expense claims that are incomplete, lack required documentation, or do not adhere to this policy will not be processed. Claimants will be notified and must provide the missing information or documentation before their claim is reviewed.

## **9. HOSPITALITY CLAIMS**

All hospitality events require prior authorization and the request must include:

- The purpose of the event.
- The list of attendees and their affiliations.
- The estimated cost and budget allocation.
- The anticipated benefits to the Town of Lunenburg.

In instances where a hospitality event has been held without prior approval, the individual seeking reimbursement must submit a detailed Expense Claim Form. The form must include:

- The details of the event (e.g., purpose, attendees, costs).
- A document explaining why prior approval was not possible.

Alcohol-related expenses will not be reimbursed under any circumstances without prior approval.

#### **10. TIMEFRAME FOR SUBMITTING CLAIMS**

Expense claims must be submitted for approval within 30 days of incurring the expense.

Expenses must be charged to the year in which they occur. They cannot be carried over to future years.

**Subject:** Public Input Policy – Decision  
**From:** Kayla Byrne, Legislative & Policy Manager  
**Date:** February 12, 2025 COTW  
February 25, 2025



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## Recommendation

That approve the Public Input Policy as presented, replacing and repealing the current Public Presentations at Town Council, Committee of the Whole Council and Committee Meetings Policy.

*Notice of policy: Please note the MGA requires that Council is given seven days' notice of a new policy or amendments to a policy, as COTW provided a favourable recommendation of this policy on Feb. 12, this is considered sufficient for notice.*

## Background

The Town's current policy on Public Presentations at Council and Committee Meetings covers the basics of managing presentations but doesn't reflect how public engagement and correspondence are currently handled. Without clear guidelines for managing public input during meetings—now a regular item on Council agendas—or for addressing correspondence, staff may find it difficult to handle requests consistently. Setting clear directions from Council would help staff manage requests more effectively, keeping Council meetings efficient and on track.

The former Council discussed this draft policy at a Committee of the Whole meeting in August 2024 and ended up making a motion in September 2024 that "Council refer the draft Council Meeting Submissions and Public Input Policy to the incoming Council for its consideration"

*Feb. 12, 2025 COTW*

Committee of the Whole reviewed this policy on Feb. 12, 2025. No edits have been made since then.

## Discussion

The draft policy establishes clear procedures for public input, correspondence, presentations, and petitions at Council meetings. Its primary goals are to:

- Enhance public participation by creating accessible avenues for engagement.

- Ensure consistency and fairness in handling public submissions.
- Support effective and efficient Council meetings by setting clear parameters for input and correspondence.

### *Key Features of the Proposed Policy*

#### **1. Public Input Sessions:**

- Introduces a standing agenda item for public input, allowing individuals to comment or ask questions during meetings.
- Sets clear guidelines, such as a three-minute time limit per speaker and a total of 20 minutes allocated for public input per meeting.
- Provides a structured follow-up process, ensuring public questions and comments are addressed appropriately.

#### **2. Presentations to Council:**

- Defines the types of presentations permitted, prioritizing topics of significant public interest, community initiatives, and local achievements.
- Limits presentations to two per meeting, with a 10-minute maximum for each presentation and 5 minutes for Council questions.
- Establishes procedures for reviewing and approving presentation requests, including criteria for denying promotional or jurisdictionally irrelevant presentations.

#### **3. Correspondence Handling:**

- Details submission requirements, including deadlines, content guidelines, and formats for written and audiovisual correspondence.
- Differentiates between correspondence for action (requiring a Council decision) and information (shared for awareness).
- Introduces procedures for addressing inappropriate or disrespectful content, including opportunities for revision.

#### **4. Petitions:**

- Sets standards for submitting petitions, including the requirement for full names and residential addresses of signatories.
- Ensures petitions are summarized for Council agendas to protect personal information.

## 5. **Accessibility and Accommodations:**

- Commits to providing reasonable accommodations for individuals with disabilities or other needs to participate in Council meetings.
- Allows for virtual participation in public hearings and presentations.

## 6. **Transparency and Public Records:**

- Ensures all submissions, including correspondence and presentations, are part of the public record unless withheld for specific reasons (e.g., sensitive information).
- Implements live-streaming and public archiving of Council meetings to promote transparency.

### *Administrative Procedures*

Accompanying the draft policy are the Administrative Procedures, which are approved by the CAO. These procedures explain how the policy will be put into action and ensure it is applied consistently. The council sets the rules and decides what goes on their agenda, while the administrative procedures guide staff on how to carry out those decisions to meet the Council's expectations.

### **Relevant Legislation**

Municipal Government Act, S. 47

### **Attachments**

- [Current Policy](#)
- Proposed policy

## Public Input Policy

Date adopted by Council: TBD



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### 1. POLICY STATEMENT

This policy establishes a framework for public participation in Council meetings, enabling individuals to provide feedback on Town matters. Through multiple avenues of engagement, the Town of Lunenburg seeks to ensure open communication, encourage community involvement, and support informed decision-making

### 2. PURPOSE

The purpose of this policy is to establish clear procedures for presentations, public input, and correspondence at Council meetings.

### 3. SCOPE

This policy applies to all individuals and organizations wishing to participate in or engage with the Town of Lunenburg's Council meetings. This includes, but is not limited to, presentations, public input, correspondence, public hearing submissions, and petitions.

### 4. DEFINITIONS

"Accommodation Request" is a formal request submitted by an individual seeking modifications or adjustments to facilitate their participation in public meetings.

"Input" refers to any comments, questions, or feedback provided by individuals or organizations regarding municipal affairs during Council meetings. This includes verbal contributions during public input sessions, written submissions, and other communication directed toward Council.

"Operational responsibilities of the CAO and staff" refer to the duties and activities that fall within the scope of the day-to-day administration, management, and execution of municipal plans, policies, and programs.

"Presentation" is an organized and formal delivery of information to the Council during a Council or Committee of the Whole meeting

"Public Hearing" refers to a formal process held during a regular or special Council meeting where Council considers public input on specific matters, such as proposed bylaws or other significant issues.

## 5. PRESENTATIONS AT COUNCIL MEETINGS

Presentations are made at Council meetings or, when practical, at Committee of the Whole meetings.

A maximum of two presentations may be made at any meeting.

For the purpose of this policy, Council will only hear presentations that fall into one of the following four categories:

- Updating Council on local or regional initiatives, projects, budgets, or operations.
- Raising Council's awareness of community initiatives or projects.
- Highlighting topics of significant public interest or impact on the community that affect the broader community rather than individual concerns.
- Celebrating successes and achievements of local or regional volunteer-based or not-for-profit organizations with a social, cultural, economic, or environmental well-being in their mandate.

Presentations must be respectful and free of personal attacks, defamatory statements, or offensive language.

These presentations will be allotted 15 minutes (10 minutes for the presentation and 5 minutes for questions from Council to the presenter).

Presentations are deemed to be for informational purposes only. If Council wishes to proceed with binding decisions based on the content of a presentation, a notice of motion is required. Non-binding or procedural actions, such as requesting additional information or directing staff to review the matter further, may be initiated through a motion at the same meeting.

## 6. PROHIBITED PRESENTATION REQUEST

The following types of presentation requests will generally be refused to ensure Council meetings remain efficient and focused on matters within their authority. Exceptions may be made at Council's discretion if the presentation provides significant new information, highlights matters of public interest, or aligns with the Town's strategic priorities:

- **Promotional Presentations:** Requests solely for the promotion of private businesses, groups, or individuals, unless they involve initiatives that align with community or municipal objectives.
- **Matters Outside Jurisdiction:** Subjects that do not fall within the legislative or decision-making authority of the Town of Lunenburg.

- **Public Hearing Topics:** Matters for which a public hearing has already been held or is currently scheduled, to avoid duplication and maintain the integrity of the formal public hearing process.
- **Operational Topics:** Topics that fall exclusively within the operational responsibilities of the Chief Administrative Officer (CAO) and staff, unless they raise issues of significant public concern requiring Council's awareness.
- **Duplicate Presentations:** Requests that duplicate or closely replicate topics discussed within the past six months, unless they provide significant new information, updates, or perspectives.

The CAO will inform the Council of any presentation requests not granted and provide the rationale for the refusal.

## **6.2 Subsequent Presentation Requests**

Requests to present again on the same matter will only be allowed if the new presentation includes substantial new information, perspectives, or updates not shared before, such as new data, research, evidence, or changed circumstances.

## **7. PUBLIC INPUT AT COUNCIL MEETINGS**

At regular Council meetings, the public can comment and ask questions during the agenda item titled "Public Input and Questions," which will be included as a standing item on all regular agendas. During this period, the public may address any municipal or community matter relevant to the Town of Lunenburg, following these guidelines:

- Topics must relate to Town affairs, services, or community issues.
- Comments and questions must be respectful and constructive.
- Individual speakers are limited to three minutes each, with a maximum of 20 minutes allocated for public input per meeting.

All questions and comments should be directed to the Chair to maintain order and facilitate discussion.

### **7.2 Follow-up for Public Input and Questions**

If information is readily available, staff or Council will address comments or questions during the "Public Input and Questions" section.

For follow-up requests requiring new documents, detailed analysis, or significant staff time, Council must direct staff to take further action. The requester will be informed of the outcome, including any anticipated timelines.

## **8. CORRESPONDENCE**

The public may submit correspondence for possible inclusion in a Council agenda package. To be considered, correspondence must:

- Be addressed to the Mayor and Council.
- Include the sender's full name and contact information.
- Be relevant to matters within Council's jurisdiction.
- Be respectful and free of personal attacks, defamatory statements, or offensive language.

Written Submissions: Letters, emails, or other text-based documents should not exceed two pages. Supporting materials may be attached, but the primary submission must summarize key points within the page limit.

Audiovisual Submissions: Videos or audio recordings should not exceed three minutes. Exceptions may be made for accessibility needs or complex topics

Correspondence will be listed under "Correspondence for Action or Information."

"Correspondence for Action" includes items requiring Council's decision or aligned with existing Town policies (e.g., letters of support, proclamations, flag raisings)

"Correspondence for Information" includes all other submissions.

Correspondence is generally considered for informational purposes. If Council wishes to proceed with binding decisions based on correspondence, a notice of motion is required. Non-binding or procedural actions, such as requesting additional information or directing staff to review the matter further, may be initiated through a motion at the same meeting, provided the action aligns with Council procedures and does not contravene the Municipal Government Act.

### **8.1 Special Cases:**

- Submissions related to a scheduled public hearing will be held until the hearing and included as background information.
- Subsequent submissions from the same author on the same topic will only be included if they provide significantly new information or updates.
- Anonymous submissions will not be acknowledged unless they raise serious public safety or liability concerns.

- Unsolicited goods and services will not be acknowledged.

## **8.2 Operational Matters**

Correspondence regarding operational issues (e.g., inquiries or complaints) will be directed to staff for resolution. If unresolved, the matter will be escalated to the CAO. Staff may recommend when operational matters should be brought to Council for consideration of potential policy or by-law changes.

## **9. PUBLIC HEARING SUBMISSIONS AND PARTICIPATION**

Submissions for a public hearing must be received by the deadline specified in the public notice and will be included in the agenda package for the scheduled hearing.

Public hearing attendees may sign up to speak in person or request to participate virtually. Speakers will be allocated up to five minutes each to present their views. Audio/visual submissions may also be played during the hearing, subject to time limits and content guidelines specified in advance.

There is no limit to the number of speakers at a public hearing; however, the Chair may manage speaking times to ensure all participants have a chance to be heard within a reasonable timeframe.

## **10. Addressing Misinformation**

The Town is committed to ensuring that information included in Council agenda packages is accurate and contributes to informed decision-making. Submissions containing false or misleading information may be excluded from the public agenda package.

The Town will evaluate submissions for accuracy where practical and may request clarifications or supporting evidence from the submitter. If a submission is excluded for containing misinformation, the submitter will be notified and given the opportunity to revise and resubmit their content.

This policy does not restrict opinions, perspectives, or interpretations, provided they are clearly identified as such and do not misrepresent facts

## **11. PETITIONS**

Petitions are deemed presented to Council when filed with the Municipal Clerk. A petition to Council must include each petitioner's full name and residential address.

## **12. ACCOMMODATIONS**

The Town is committed to ensuring that public meetings are accessible and inclusive for all individuals. Reasonable accommodations will be provided to address accessibility needs in compliance with relevant regulations.

Requests for additional accommodations should be submitted in advance to allow sufficient time for arrangements to be made. Accommodations will be provided unless doing so would result in undue hardship, defined as significant financial, operational, or safety challenges.

If an accommodation cannot be provided, the Town will communicate the reasons and work to identify alternative solutions where feasible.

### **13. RESPECT AND CONDUCT AT COUNCIL MEETINGS**

All participants in Council meetings, including presenters, individuals speaking during public input opportunities, and members of the public gallery, are expected to conduct themselves respectfully. This includes:

- Refraining from shouting, applause, or other disruptive audience participation.
- Avoiding personal attacks, defamatory statements, or offensive language.

The Chair is responsible for maintaining order during Council meetings. If a presentation or public input does not comply with the guidelines in this policy, or if a participant behaves disrespectfully, the Chair may:

- Interrupt or stop the presentation or input.
- Issue a warning to the individual.
- If the behaviour continues, request the individual leave the meeting.

### **14. PUBLIC RECORD AND LIVESTREAMING**

All items included in a Council meeting agenda package, including presentations and correspondence, are part of the public record and will be published on the Town's website.

- **Redaction of Personal Information:** The Town will redact personal information, such as full street addresses, personal phone numbers, and personal email addresses, from written submissions. However, staff will not edit audio-visual submissions to remove personal information. It is the responsibility of the submitter to ensure that audio-visual content does not include information they do not wish to make public.
- **Live-Streaming and Consent:** Council meetings are live-streamed and archived on an online public platform. By participating in a meeting or submitting content, individuals acknowledge and consent that their contributions will be included in the public record and live-stream.

- **Exceptions and Privacy Laws:** In rare cases, such as when sensitive information poses a safety concern, the Town may redact or withhold content in accordance with applicable privacy legislation.

## ADMINISTRATIVE PROCEDURES

### Public Submission Policy

Date approved by the CAO: **TBD**

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#### 1. MAKING A PRESENTATION REQUEST

Presentation requests must be made to the Municipal Clerk in writing. The request must include the following:

- Individual's name or the name of the organization
- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- Provide information on any requests being made by the Town
- Any other relevant background information

Upon receipt of a presentation, the Municipal Clerk will outline the process to the presenter, explaining that presentations are for informational purposes only. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the presenter is informed of any developments.

Based on this guidelines set out in this policy (Sections 5 & 6), the Municipal Clerk will review presentation requests to determine their suitability for a Council meeting. If approved, will work with the Mayor and Deputy Mayor to determine at which Council meeting the presentation will be scheduled.

##### 1.2 Approved Presentation Requests

Once a presentation request has been approved, all documentation intended for Council must be submitted to the Municipal Clerk at least eight days before the meeting. These documents will be included in the public Council agenda package. Failure to meet this deadline may result in rescheduling the presentation to a later Council meeting.

The preferred method for presentations is in person. However, presenters may request to present virtually. Anyone wishing to present virtually must notify the Municipal Clerk at least 24 hours before the meeting.

##### 1.3 Prohibited Presentation Requests

The Municipal Clerk will notify the requester if a presentation request is refused based on the paramaters outlines in this policy. The notification will include the reason(s) for the refusal and,

if applicable, suggestions for resubmitting the request or other avenues for presenting the information to Council. The CAO will be informed of all refusals and ensure the rationale aligns with this policy.

## **2. REGISTRATION FOR PUBLIC INPUT**

Individuals wishing to speak must register at the start of the Council meeting by filling out the sign-in sheet available at the meeting venue. Registration is on a first-come, first-served basis. Staff may adjust this process when necessary, provided it continues to offer the same opportunity for public input as outlined in this policy.

### **2.1 Follow-up Process for Public Input and Questions**

When members of the public sign up to speak during the "Public Input and Questions" portion of the meeting, on the sign-up sheet, they have the option to request a follow-up from staff in writing regarding any questions posed. If the follow-up request is outside the scope of the report on the Council agenda or requires significant staff time to answer, staff will provide a rationale to the requestor and Council explaining why their request cannot be accommodated and possible next steps.

## **3. SUBMITTING CORRESPONDENCE FOR A COUNCIL AGENDA**

Submissions must be received at least eight business days before the meeting to be included in the agenda. Failure to meet this deadline may result in the submission being added to a later Council agenda.

Upon receipt of incomplete or ambiguous correspondence, the Municipal Clerk will contact the sender to request additional information or clarification. If the sender does not respond or provide the required information, the correspondence will not be included in the Council agenda package and will not be considered for further action. The Municipal Clerk will inform the sender of this outcome.

The Municipal Clerk will confirm with those who have submitted correspondence whether they intend to include their letter in a public agenda package or if they prefer it to be sent directly and solely to Council for information.

Upon receipt of correspondence, the Municipal Clerk will outline the process to the sender, explaining that correspondence is initially considered for informational purposes only unless a request aligns with existing Town legislation or practices. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the sender is informed of any

developments.

### **3.2 Handling of Correspondence Received by Individual Council Members**

All correspondence addressed to any Council member, including the Mayor, will be handled at the recipient's discretion. A copy of the correspondence may be shared with other Councillors for their information.

If a Council member, including the Mayor, receives correspondence directly and wishes to bring it forward for consideration by Council, they must submit the correspondence to the Municipal Clerk to be considered for a future meeting agenda, in accordance with this policy.

### **3.3 Correspondence Received by All Council Members**

When a correspondence item has been sent to all Council members, but staff have not been included, it is the responsibility of Council to forward the correspondence to the Municipal Clerk for staff follow-up or consideration for inclusion in a Council agenda package.

### **3.4 Correspondence Received by the CAO**

If the CAO receives information they deem relevant as correspondence, it may be included in the agenda package.

### **3.5 Anonymous Correspondence**

The CAO will determine whether an investigation is warranted if any anonymous correspondence raises potential safety, liability, or health issues.

### **3.6 Handling of Inappropriate or Disrespectful Content**

Staff reserve the right to withhold or redact any written correspondence, audio recordings, or audio-visual recordings deemed inappropriate or disrespectful. This includes:

- Profane or vulgar language
- Hate speech or discriminatory remarks based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic
- Personal attacks or threats against individuals or groups
- Sexual content or explicit imagery
- Insults or name-calling

The submitter will be notified if their content is withheld or redacted, provided with an explanation, and given an opportunity to revise and resubmit their contribution. A record of all withheld content and the reasons for withholding will be maintained.

## **4. PUBLIC HEARING SUBMISSIONS AND PARTICIPATION PROCEDURES**

The Municipal Clerk must receive any submissions at least eight days before the meeting. Submissions received after this deadline will be circulated to Council and relevant staff but will not be included in the public record.

Unless otherwise stated in this section, submitting submissions for a public hearing adheres to the rules outlined in the correspondence sections of this policy and procedures.

Anyone wishing to participate virtually in the public hearing must notify the Municipal Clerk at least 24 hours before the meeting.

## **5. PETITIONS**

To protect personal information, the Municipal Clerk will create a summary of any petitions received, noting their rationale and the number of signatures they received. This summary will be included as correspondence within a Council agenda package.

## **6. ACCOMMODATION REQUESTS**

Accommodation requests should be submitted to the Municipal Clerk at least seven days before the meeting to allow sufficient time for arrangements. The Town will review requests in consultation with relevant personnel and may request additional information to better understand the requirements.

If an accommodation cannot be provided due to undue hardship, the Municipal Clerk will notify the requester with the reasons and, where possible, propose alternative solutions