

TOWN OF LUNENBURG  
**COUNCIL MEETING AGENDA**  
Tuesday, April 22, 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 April 22, 2025 Council Meeting Agenda

**Recommendation:** That Council approve the agenda for the April 22, 2025 meeting as presented.

**5. APPROVAL OF MINUTES**

5.1 April 15, 2025 Meeting Minutes

**Recommendation:** That Council approve the April 15, 2025 meeting minutes as presented.

**6. PRESENTATIONS**

6.1 Council Recognition: Liam Duggan, Atlantic Gymnastics Championships

6.2 Laurie Fisher Fish Rehabilitation Project – Eric Croft

**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 Provincial 12-Month Notice to NSFMM – Fiscal Impacts for 2026–2027 – *Municipal Affairs*

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

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

## **11. NEW BUSINESS**

11.1 Information Report: Council Strategic Priorities

11.2 Noise By-law – 1<sup>st</sup> reading

**Recommendation:** That Council approve first reading of the new Noise By-law as presented.

11.3 Tender Award: Dares Lake Dam and Spillway Upgrades

**Recommendation 1:** That Council increase the budget for the Dares Lake Dam and Spillway Upgrades project to \$1,319,000 funded by \$85,000 from Grants, \$446,000 from Depreciation Funds and \$788,000 from Capital Debt.

**Recommendation 2:** That Council award the Dares Lake Dam and Spillway Upgrades Tender to Dexter Construction Company Limited for the amount of \$1,010,880 + HST.

11.4 Tender Award: Wastewater Treatment Plant Upgrades and Expansion

**Recommendation 1:** That Council increase the budget for the Wastewater Treatment Plant (WWTP) Upgrades and Expansion project to \$12,075,000, funded through a combination of grants and capital borrowing.

**Recommendation 2:** That Council award the WWTP Upgrades and Expansion Tender to Avondale Construction Limited for the amount of \$9,154,762 + HST.

### 11.5 PCAP and FRIIP Grant Application Request

**Recommendation 1:** That Council approve an application to the Provincial Capital Assistance Program (PCAP) for the Pelham Street Reconstruction Project.

**Recommendation 2:** That Council approve an application to the Flood Risk Infrastructure Investment Program (FRIIP) for the Dares Lake Dam and Spillway Upgrades Project.

### 11.6 Contract Award: Fuel and Furnace Maintenance

**Recommendation:** That Council award a contract to Irving Oil for fuel supply and furnace servicing for the period April 22, 2025, to March 31, 2027, with the option to renew for one additional two-year term, as per Schedule "C".

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

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

## **14. MOTION ACTION LIST**

**Recommendation:** That Council confirm the updated Motion Action List as presented.

## **15. UPCOMING BUDGET MEETINGS**

- Tuesday, April 29 at 6 p.m.: Budget Review & Public Input (Additional Budget Committee of the Whole Meeting)
- Tuesday, May 13 at 6:00 p.m.: Budget Review & Public Input (Regular Council Meeting)
- Tuesday, May 27 at 6:00 p.m.: Scheduled Budget Approval (Regular Council Meeting)

## **16. CLOSED SESSION**

### 16.1 Contract Negotiations

**Recommendation:** That Council move in closed session at \_\_\_\_\_ to discuss agenda item 16.1 per the Municipal Government Act.

## **17. ADJOURNMENT**

TOWN OF LUNENBURG  
**COUNCIL MEETING MINUTES**

April 15, 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, Alex Greek and Alison Strachan
Absent/Regrets	Councillor Gale Fullerton
Also present	Marvin Macdonald, Interim CAO Tyson Joyce, Director of Public Works Kayla Byrne, Legislative & Policy Manager
Call to Order	The meeting was called to order at 6:01 p.m.
Land acknowledgment	It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
Condolences	Council shared its condolences to former Deputy Mayor Peter Mosher, whose father recently passed away.
Approval of the agenda	Moved and seconded that Council approve the agenda for the April 15, 2025 meeting with the following addition: 14.2 Personnel Matter <b>Motion carried unanimously</b>
Approval of the minutes	Moved and seconded that Council approve the March 25, 2025 meeting minutes as presented. <b>Motion carried unanimously</b>
Attendance update	Deputy Mayor Bailey joined the meeting at 6:08 p.m.
Presentations	Council received the quarterly police report for October to December 2024.
Lunenburg Academy Washrooms	Staff presented an information report on possible options for more washrooms at the Lunenburg Academy.  With respect to the report, Council made the following motion: Moved and seconded that staff investigate the opportunity to make

greater use of the basement washrooms at the Lunenburg Academy, including exploring the possibility of making them available to tenants and potentially for public use, and report back on the feasibility of such use.

**Motion carried unanimously**

Reduction to  
Speed Limits on  
Town Streets

Staff presented an information report about possible reductions to speed limits within Town.

Council discussed traffic safety concerns across several residential streets, particularly regarding vehicle speeds and pedestrian safety. Councillors highlighted areas such as Pelham Street, Creighton Street, Linden Avenue, and Maple Avenue, emphasizing issues like a lack of sidewalks, the presence of young families, and the risks posed by high vehicle speeds. Council indicated its support for exploring a reduction of speed limits to 40 km/h in certain areas identified in the traffic study, with interest in expanding the review town-wide if feasible. Additional traffic-calming measures, including new four-way stops at specific intersections (e.g., Creighton at Prince and Cornwallis), were also raised. A strong communication plan was acknowledged as essential if changes are implemented.

In addition to staff's report, RCMP Corporal Giffin advised that targeted LIDAR enforcement will be implemented in high-speed areas identified in the traffic study. He expressed support for the Town exploring a four-way stop at Highway 332 and 3 intersection and suggested requesting a 50 km/h limit posted as vehicles enter Town. He also cautioned that while reducing speeds to 40 km/h may improve safety, it could pose enforcement challenges and may not be well supported in court without strong public awareness and justification.

It was also noted that a motion is already on the Motion Action List (January 28, 2025) directing staff to collaborate with the Municipality of the District of Lunenburg and the local MLA to pursue the recommendation in the Parking and Traffic Study for safety improvements at the intersection of Route 332 and Trunk 3.

Following the discussion on this item, Council made the following motions:

Moved and seconded that Council direct staff to prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study

data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective.

**Motion carried unanimously**

Moved and seconded that staff bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.

**Motion carried unanimously**

2025/26 Capital and Operating Budget Schedule

Council received the schedule for the upcoming 2025/26 Capital and Operating Budget Schedule and public input opportunities. It was also noted that this information has been shared online and has been mailed out to all TOL PO boxes.

UNESCO Buffer Zone Development Context

Councillor Strachan presented the following motion, which received notice at the March 25, 2025 meeting:

Moved and seconded that Council direct staff to review and report back to Council on the UNESCO World Heritage context for development within the Old Town buffer zone, specifically addressing the development expectations outlined in the original 1994 nomination documents submitted by the Province and the Town of Lunenburg and supported by Parks Canada, and that this review include consideration of how the 1994 application has informed the Town's interpretation of appropriate development within the zone, and further that this review include the recommendations from Zzap Architecture with regards to its work on any proposed development of Upper King Street.

And that, following receipt of the staff report, Council reconsider its November 28, 2023 motion which stated: "Moved and seconded that Council declare the lands of Upper King Street, including PID 60057460, PID 60057395, PID 60057387, PID 60057379, Upper Duke Street (north of Creighton Street), Upper King Street (north of Creighton Street with the exception of the first 42.5m beginning at Creighton Street heading North), as shown on Attachment F, as surplus lands."

**Motion carried unanimously**

Councillors also indicated some support for a site visit of the Upper King Street parcel.

Councillor Dauphinee shared information about how to help someone

during a mental health emergency.

Deputy Mayor Bailey congratulated all the participants in the Lunenburg County Music Festival.

Closed session      Moved and seconded that Council move in closed session at 7:32 p.m. to discuss agenda items 14.1 and 14.2 per the Municipal Government Act.

Before conducting any closed session business, the Mayor called a brief recess.

Revert to open meeting      Council reverted to open meeting at 7:58 p.m.

Transport Canada Leases      Following the closed session, Council made the following motions:

Moved and seconded that Council waive notice in order to make a decision on Lease M1924190.

**Motion carried unanimously**

Moved and seconded that Council approve Lease M1924190 with the Government of Canada for the Tannery Road water access as presented and authorize the Mayor and Chief Administrative Officer to sign the lease on behalf of the Town.

**Motion carried unanimously**

Moved and seconded that Council waive notice in order to make a decision on Lease M2126191.

**Motion carried unanimously**

Moved and seconded that Council approve Lease M2126191 with the Government of Canada for access along the front harbour trail, including the public recreational boat launch and floating dock, as presented and authorize the Mayor and Chief Administrative Officer to sign the lease on behalf of the Town.

**Motion carried unanimously**

Adjournment      There being no further business, the Regular Council meeting of April 15, 2025 was adjourned at 8:05 p.m.

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The minutes were read and approved.



## 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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April 14, 2025

Mayor Pam Mood  
President, Nova Scotia Federation of Municipalities  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8  
Via email: [mayor.mood@townofyarmouth.ca](mailto:mayor.mood@townofyarmouth.ca)

Dear President Mood:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2026-2027 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

### **Department of Justice**

#### "H" Division Royal Canadian Mounted Police Annual Multi-Year Financial Plan

The 'H' Division (Nova Scotia) Royal Canadian Mounted Police have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. Based on the 2025-26 MYFP, and provincial approvals, the total financial impact for the new Provincial Police Service Agreement to Municipalities is \$8 million.

#### Biological Casework Analysis Agreement

Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by DMA.

**Department of Intergovernmental Affairs**

Procurement Thresholds and Free Trade Agreements

As noted in previous years, under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	<b>Province</b>		
	\$33,400	\$133,800	\$133,800
	<b>Municipalities and MASH</b>		
	\$133,800	\$133,800	\$334,400
CETA/TCA	<b>Crowns, Utilities, etc.</b>		
	\$668,800	\$668,800	\$6,685,000
	<b>Province, Municipalities and MASH</b>		
	\$353,300	\$353,300	\$8,800,000
CFTA	<b>Crowns</b>		
	\$627,200	\$627,200	\$8,800,000
	<b>Utilities, etc.</b>		
	\$706,700	\$706,700	\$8,800,000

Sincerely,

Honourable John A. Lohr  
Minister of Municipal Affairs

Copy to: Juanita Spencer

# Report on Strategic Priority Setting Workshop

Town of Lunenburg



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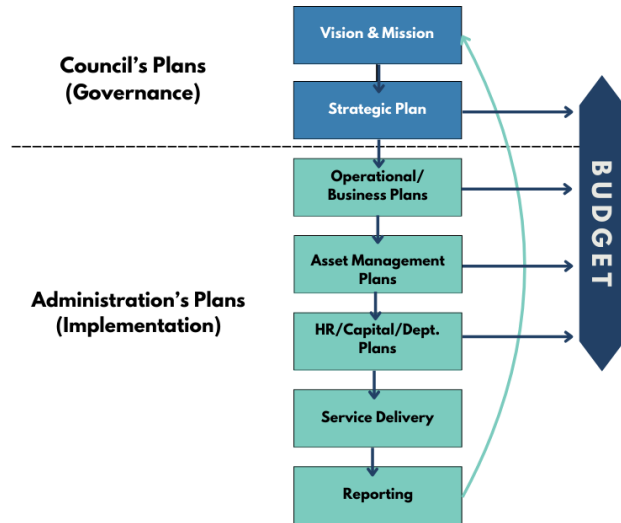
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# 1 Background

On the afternoon of February 1<sup>st</sup> and all day on February 2<sup>nd</sup>, 2025, the members of the Lunenburg Town Council met for a strategic priorities session facilitated by Craig Pollett and Tyler Downey of Strategic Steps, Inc.

It is imperative for a highly functioning Council to understand role clarity. Therefore, the session began with a discussion of how and where good governance and strategic planning meet. Council’s role is to provide the policy framework within which administration can implement the work of the municipality. This includes a strategic plan that lays out a set of goals and objectives Council would like to see achieved over their term of office. As shown in Figure 1, the strategic plan is connected by the budget to the operational plan which provides administration with a means to merge the activities required for the strategic plan with the day-to-day activities involved in running a modern municipality.

Figure 1- The budget connects strategic and operational plans



Next, the participants reviewed the results of a pre-session survey they had completed for Strategic Steps, Inc. The first evening of the session concluded with a presentation on, and discussion of, demographic trends facing Lunenburg.

The second day started with a review of the previous evening’s discussions. Next the participants completed a SWOT (Strengths, Weaknesses, Opportunities, Threats) assessment. After discussion on the SWOT results, participants conducted a series of exercises designed to provide direction for creating a vision for the strategic plan, a mission describing how the municipality would achieve the vision, and a set of shared values that would guide their decision-making. Lastly, using the information provided on the first day and the discussion so far on the second day, the participants moved into the key areas they felt the strategic plan should focus.

The next item on the agenda was to create a series of objectives. These objectives would have associated next steps and indicators or measures of success. Two key issues influenced the manner in which the objectives were crafted.

Firstly, there are several urgent, time bound items dominating Council’s attention – leaving little time to focus on more strategic issues.

Secondly, the municipality does not currently have a permanent CAO, leaving an important leadership gap that should be filled before a formal strategic plan is attempted.

The consultants recommended that the remainder of Council’s time in this session would be better spent focusing on the priority issues they need to address in the short-to-medium term, including the filling of the permanent CAO position and any other senior staff vacancies.

This report summarizes the discussion, provides some options for immediate goals, and recommends next steps.

## 2 SWOT Analysis

SWOT (Strengths, Weaknesses, Opportunities, Threats) is a common facilitation tool designed to help participants understand the broad capacity of their organization and the outside factors affecting their decision. The following table summarizes the exercise results for the Lunenburg Council.

	Internal	External
Positive	<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Physical assets/Programs – Academy, National Historic Sites, UNESCO</li> <li>▪ New Council</li> <li>▪ Size – small community is easier to manage</li> <li>▪ Good governance</li> <li>▪ Based on the Department of Municipal Affairs Financial Indicators Report, doing better than average financially</li> </ul>	<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>▪ Engaged Community</li> <li>▪ Knowledgeable residents and resources to pull from</li> <li>▪ Community pride</li> <li>▪ Recreational opportunities</li> <li>▪ High resident expectations                             <ul style="list-style-type: none"> <li>○ Opportunities to educate and inform, and do community building</li> </ul> </li> <li>▪ Asset Management Process has begun, but no full plan yet; only elements</li> <li>▪ Good relationship with other orders of government</li> <li>▪ Public sense of community/cohesiveness</li> <li>▪ Unique history</li> </ul>
Negative	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>▪ Staff vacancies</li> <li>▪ Lack of institutional and community knowledge</li> <li>• Like all small towns, Lunenburg has many competing infrastructure priorities with limited financial capacity                             <ul style="list-style-type: none"> <li>○ Have to be realistic about what can be achieved</li> </ul> </li> <li>▪ Low accessibility in a lot of the Town – narrow streets, one-ways</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>▪ High resident expectations</li> <li>• High pressure to solve complex challenges</li> <li>▪ Lack of resident knowledge of how municipal government works</li> <li>▪ Impacts of climate change</li> <li>▪ American-Canadian relations and trade war</li> <li>▪ Over-tourism can be an issue – AirBnB, getting around and enjoying town in peak season</li> </ul>

### 3 Vision

Vision is a foundational piece for any strategic planning effort. Without a clear, focused vision no organization can truly deliver a coherent, successful plan. A vision is much more than a slogan. It is a statement describing the characteristics you want your town to have at some point in the future. We often suggest describing the kind of community in which you want your grandchildren to reside.

It is absolutely critical that the Vision statement be clear and memorable and measurable. It is the top-most measure against which strategic goals should be compared. All of the metrics used to gauge the success of your goals and objectives need to be easily connected to the organization’s Vision. An organization can invest a tremendous amount of time and resources tracking it’s Goals and Objectives – but without a clear Vision to understand if these Goals and Objectives are moving in the right direction, there is a risk of spending good money after bad.

The Council participated in an exercise to capture a wide variety of words and phrases they felt would be important to describe a future Lunenburg. We then grouped those words and phrases based on whether the participants felt the ideas were complimentary. With that step completed, the consultants added descriptive text to summarize what each grouping seemed to be targeting.

The result of this work is presented in the following table.

Belonging	Intentionality	Vibrancy
<ul style="list-style-type: none"> <li>• Community</li> <li>• Accessible</li> <li>• Peaceful</li> <li>• Welcoming</li> <li>• Diverse</li> <li>• Safe</li> <li>• Respectful</li> <li>• Supportive/Sense of Community</li> <li>• Engaged</li> <li>• Family</li> </ul>	<ul style="list-style-type: none"> <li>• Measured risk taking</li> <li>• Affordable</li> <li>• Adaptable</li> <li>• Manageable</li> <li>• Sustainable</li> <li>• Stability</li> <li>• Resilient</li> <li>• Collaborative</li> <li>• Better partnerships with orders of gov't</li> </ul>	<ul style="list-style-type: none"> <li>• Endogenous talent</li> <li>• Historical perspective</li> <li>• Authentic</li> <li>• Lots to offer in a small space</li> <li>• Curiosity</li> <li>• Arts and Culture</li> <li>• Big scope of activities and offerings for a small town</li> <li>• Metropolitan quality with a small-town feel</li> </ul>

In a typical strategic planning workshop, the consultants would use this descriptive text to design multiple, alternative Vision statements which would then be workshopped with the

participants until the group is aligned on one. In this case, we have paused that work until a more robust strategic planning process can take place.

## 4 Mission

Where Vision describes what the community should be, the Mission describes how the organization will behave in trying to achieve that Vision. The Mission should be easy for staff and Council to remember as it provides the broad parameters around what the organization sees as it's role and, by implication, what is outside it's mandate. Many of the same ideas that came up in the Visioning discussion were useful in framing the basis for a Mission statement as well. As with the Vision statement, under normal circumstance we would have used the discussion and "word cloud" it generated to prepare several Mission statement options. These options would be workshopped with the participants until they align with one. In this case, that work should be rejoined once a more robust strategic planning process is undertaken.

## 5 Values

Values are the lens through which an organization considers its key decisions. Whether responding to a request for a decision from outside the organization or making the go/no-go decision on an item outlined in your strategic plan, the values adopted by the organization should play a role.

Typically, an organization has a protocol that requires staff to show in any request for decision how the recommendation stacks up against the adopted values. In that sense, they become a very real and practical part of the decision-making process.

In a similar exercise to the Visioning and Mission discussion, participants selected words that they felt reflected the kinds of core values that should be held by the organization. The following table summarizes this exercise.

Compassion	Integrity	Authenticity	Perseverance
Kindness	Excellence	Tradition	Passion
Attentiveness	Performance of work	Timelessness	Resilience
Generosity	Quality	Authenticity	Heritage
Welcoming	Trustworthiness	Spirit	Long-term view
Acceptance	Accountability	Tradition	Endurance
	Deliver Results		Investment
	Performance		Courage
			Spirit

Similar to the Vision and Mission exercises, the consultants would normally develop descriptive text for each Value expression and workshop that text with the group. Again, in this case, that work should be picked up in a more robust strategic planning process.

## 6 Pivot - Intermediate Goals

Throughout the conversation on both days, several issues were repeatedly brought to the table for discussion. It was clear that the Council was triangulating on a short-list of objectives that they felt needed to be addressed – or at least work on these files needed to begin – immediately.

What follows is a summary of those items. They are presented as Objectives with intermediate steps and indicators of success.

**Objective 1:** Full review of the Lunenburg Electric Utility operations – in progress

**Indicator:** Electric utility is providing reliable, affordable electricity

**Objective 2:** Creating a supportive, positive work environment within the Town of Lunenburg

**Intermediate step 1:** Fill current critical vacant positions, including, most importantly, a permanent CAO.

**Intermediate step 2:** Actively build staff talent to respond to requests/analysis – in progress.

**Indicators:** 1) Key positions within the organization are filled. 2) Staff morale is measurably improved 3) An organizational development plan is in place.

**Objective 3:** Rebuilding trust with the community – in progress and long-term goal.

**Intermediate step 1:** Establish a regular review schedule for by-laws, policies, and governance procedures.

**Intermediate step 2:** The municipality, including Council, actively engages with community orgs and residents

**Indicators:** 1) Good governance protocols are put in place and followed. 2) Support and trust from residents and community organizations is measurably improved.

**Objective 4:** Planning for the daycare project is given necessary focus - accomplished

**Indicator:** A formal plan for addressing the daycare needs is adopted by Council

**Objective 5:** Improved municipal communications effectiveness – in progress

**Intermediate step 1:** A communications plan is developed, providing guidance on communication goals and mechanisms

**Intermediate step 2:** A communications protocol to guide Council and administration is adopted by Council

**Indicator:** A measurable increase in resident and stakeholder satisfaction with municipal communications

## 7 Next Steps

The Objectives outlined above provide Council with a simple roadmap for the next six-to-nine months. However, the Council needs a full, robust strategic plan to guide its decision-making for the remainder of this term. This strategic plan needs to consider medium and long-term goals and provide Council with the short-term, measurable objectives required to achieve those goals. The work done by Council in this session on the Vision, Mission, and Values of the municipal government will prove useful in this larger process. The engagement and analysis completed for the forty-year Comprehensive Community Plan – Project Lunenburg – will also be useful as it lays out a very high-level vision, in particular the physical development of the community and its resources. Council will need a strategic plan to marshal its own organizational resources as part of this larger vision.

It will be critical to include meaningful community engagement in this process. Council needs to understand where people are in terms of their vision of the future of Lunenburg and what role they feel the municipality can or should play in achieving that vision. Council also needs to understand directly how people feel about the existing services provided by the municipality. Lastly, Council needs to use the strategic planning process as a means of building trust and partnerships with the community and community groups – especially those with the resources or mandates to engage in community-building activities.

We recommend that Council budget for a robust strategic planning process to be carried out over the months following the adoption of the budget and adopt a published, plain language strategic plan at a public meeting this Fall.

The session held on February 1<sup>st</sup> and 2<sup>nd</sup> was critical in helping the Council identify the priorities needing immediate attention as well as the need for a deeper dive into the community and its future. We applaud them for recognizing this need to pivot in order to provide the best value possible for the residents of the Town of Lunenburg.



# Contact Us



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**HQ address**

#235, 450 Ordze Road, Sherwood Park, AB, T8B 0C5

Subject: Noise By-law amendments  
Prepared by: Kayla Byrne, Legislative & Policy Advisor  
Shania MacLeod, Bylaw/Special Constable Officer



Date: April 1, 2025 – COTW  
April 22, 2025 – *proposed first reading*  
May 27, 2025 – *public hearing & proposed second (final) reading*

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## Recommendation

That Council approve first reading of the Noise By-law as presented.

## Alternatives

- Suggest edits to the proposed draft by-law
- Take no action on this item and continue to use the current by-law

## Background

The current [Noise By-law \(By-law #58\)](#) has wording issues that make enforcement difficult, especially in Section 3. The language is too broad and vague, making it hard to consistently determine what qualifies as a violation. This lack of clarity has led to challenges when trying to enforce the by-law and defend those actions if they're disputed.

As we approach the busy summer season, staff are seeking to have clear definitions and enforceable standards in place to effectively respond to noise complaints and provide consistent service to the community.

A draft version of this by-law was initially presented to Council at the April 1, 2025 COTW meeting. At that meeting, Council suggested the following edits:

- Removal of any reference to “window closed”, which was initially found in:
  - Section 3 (excessively loud and disruptive definition)
  - Section 4 (2)
  - Section 4 (5)
- Adding other communication channels to section 8.4
- Some possible clarity on industrial and marine operations (addition of section 7 (d)). This clause aims to set a balanced standard: industrial and marine businesses can operate, but they're not exempt from noise rules—especially when their activities affect nearby residents.

Sections that have been added or changed since the April 1 COTW meeting are highlighted in yellow.

## Discussion

Instead of just fixing a couple of definitions, staff took a thorough look at the whole Noise By-law to find areas that needed improvement or clarification. The goal was to make sure the by-law is clear, enforceable, and practical to use.

Staff are proposing these changes to Council for consideration. The main changes are highlighted in the following table:

Section	Current By-law	Proposed Updated By-law	Changes/Improvements
General Prohibitions	Broad statement on disturbing neighbourhood tranquility.	Detailed list of what qualifies as excessive or disruptive noise.	Improved clarity and enforcement; eliminates ambiguity and reduces subjectiveness through well-defined condition
Objective Measurement Standards	Uses “audible at a point of reception.”	100 feet (30.5 meters) rule during Quiet Hours.	Clearer enforcement standard; easier to measure and user-friendly
Exemptions	Council approval required for each exemption request	Streamlined: CAO handles activities under 14 days, Council only sees requests over 14 days	More flexible and accessible exemption process. Streamlines special events and film permit applications
Enforcement (NEW)	Managed by Town’s policing provider.	Enforcement handled by By-law Enforcement Officers with clear authority to issue warnings, compliance orders, and tickets.	Allows officers to act as witnesses, protecting complainant confidentiality. Stronger legal support for court cases.
Penalties	Single fine of \$237.20	First Offence: \$237.50 Subsequent Offences: \$500 each.	Improved deterrence through progressive fines.

## Relevant Legislation

- Municipal Government Act

**Financial**

There is no financial impact associated with approving the proposed new Noise By-law.

**Communications**

If the proposed Noise By-law receives first reading, it will be advertised on the Town's website and social media pages. The notice will outline the proposed changes and inform the public about the upcoming public hearing, where community members can provide their input before Council considers the by-law for final approval.

If the by-law is approved, a notice will be placed in a local newspaper as required by legislation. Staff will also share the new by-law through the Town's online channels and explore ways to effectively remind residents about the by-law, including seasonal reminders or educational materials.

**Attachments**

Draft Noise By-law

Town of Lunenburg

## **NOISE BY-LAW**

A By-law to Regulate Noise within the Town of Lunenburg

**WHEREAS** Section 172(1)(d) of the Municipal Government Act, R.S.N.S. 1998, c. 18 provides that the Council of the Town of Lunenburg may make by-laws respecting nuisances, activities, and things that, in the opinion of the Council, may be or may cause nuisances;

**AND WHEREAS** it is the desire of the Council of the Town of Lunenburg to promote the peace, comfort, and enjoyment of its residents by regulating and prohibiting excessive and unreasonable noise within the Town;

**NOW THEREFORE**, the Council of the Town of Lunenburg enacts as follows:

### **1. TITLE**

This By-Law is titled the "Noise By-Law".

### **2. PURPOSE**

The purpose of this By-law is to protect the residents of the Town of Lunenburg from excessive and unreasonable noise that interferes with the peace, comfort, and enjoyment of their properties, while allowing reasonable noise-generating activities essential for business operations, public events, and community life.

### **3. DEFINITIONS**

For the purposes of this By-law, the following definitions will apply:

"Approved Event" is an event that has received permission from the Town of Lunenburg or other relevant authority to operate within the Town, including festivals, parades and community events.

"By-law Enforcement Officer" is a person appointed by the Town of Lunenburg to enforce the provisions of this By-law.

"CAO (Chief Administrative Officer)" is the individual appointed by the Town Council as the Chief Administrative Officer or their designate.

"Combustion Engine" is an engine powered by burning fuel to produce mechanical energy.

"Construction" includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural

installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting.

“Construction Equipment” means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment.

“Dwelling Unit” is A self-contained unit designed for residential occupancy and containing sleeping, cooking, and sanitary facilities for the use of its occupants.

“Emergency Response Personnel” are Individuals acting on behalf of police, fire, ambulance, or other emergency services performing their official duties.

“Exemption” is permission granted by the CAO, their designate, or Council allowing activities otherwise prohibited under this By-law.

“Excessively loud or disruptive” and “unreasonably disturbs” means noise that meets one or more of the following conditions:

- The noise causes physical vibrations or rumbles that can be felt on neighbouring properties.
- The noise is loud enough to interfere with normal conversation or indoor activities in a nearby residence, based on a reasonable person standard.
- The noise includes excessive shouting, profanity, or disruptive content intended to provoke or disturb others.
- The noise continues persistently and at high volume without reasonable breaks during the permitted hours (e.g., continuous amplified music for more than 3 hours without an intermission).

“Motor Vehicle” is a vehicle powered by an engine or motor, including cars, motorcycles, trucks, and off-road vehicles.

“Noise Exemption Application” is a formal application submitted to request permission for activities that may exceed permissible noise levels as outlined in this By-law.

“Permitted Hours” is the period between 7:00 a.m. and 11:00 p.m. during which activities generating noise are generally allowed.

“Pneumatic Device” is any tool, instrument, or equipment operated by compressed air or gas, including but not limited to pneumatic drills, hammers, impact wrenches, and air compressors.

“Quiet Hours” is the period between 11:00 p.m. and 7:00 a.m. during which stricter noise standards apply.

“Reasonable” is noise that does not meet the criteria for “excessively loud or disruptive” or “unreasonably disturbs”.

“Reasonable Person Standard” means the standard of judgment that would be expected of an average person of ordinary sensibilities and tolerance, in similar circumstances. It is used to assess whether noise or activity would be considered disruptive, excessive, or disturbing to the general public, rather than to individuals with unusually high or low sensitivity.

“Registered Business” is a business operating within the Town of Lunenburg that is duly registered and licensed under applicable federal, provincial, and municipal laws.

“Town” is the Town of Lunenburg.

#### **4. GENERAL PROHIBITIONS & NOISE STANDARDS**

No person will make or cause noise that is excessively loud or disruptive or unreasonably disturbs the peace, comfort, or enjoyment of another person's property.

Noise is considered “excessively loud or disruptive” or “unreasonably disturbs” if it meets one or more of the following conditions:

- 1. Physical Vibrations:** The noise causes physical vibrations or rumbles that can be felt on neighbouring properties.
- 2. Interference with Conversation:** The noise is loud enough to interfere with normal indoor conversation in a neighbouring dwelling, based on what a reasonable person would consider disruptive.
- 3. Provocative or Disturbing Content:** The noise includes excessive shouting, profanity, or disruptive content intended to provoke or disturb others.
- 4. Prolonged High Volume:** The noise continues persistently at high volume without reasonable breaks during the permitted hours (e.g., continuous amplified music for more than three

hours without an intermission).

5. **Audibility Beyond Property Line During Quiet Hours:** During Quiet Hours (11:00 p.m. to 7:00 a.m.), noise that is clearly audible at a distance of 100 feet from the property line, or that can be heard within a neighbouring residence with ordinary use and occupancy, is presumed to be excessively loud or disruptive.

The above prohibition applies to all noise-generating activities, including those by registered businesses or approved events. However, the restriction on continuous noise lasting more than three hours without reasonable breaks does not apply to registered businesses or approved events operating under valid permissions as outlined in Sections 6 and 7 of this By-law.

A full list of prohibited activities is found in Schedule A. Activities listed in Schedule A include:

- **Always-Prohibited Activities:** These activities are prohibited at all times, regardless of the hour.
- **Time-Restricted Activities:** These activities are only prohibited during quiet hours (11:00 p.m. to 7:00 a.m.)

## **6. FIXED EXEMPTIONS**

This By-law does not apply to:

### **1. Emergency Services:**

- Noise created by emergency response personnel performing their duties.
- Noise made by individuals acting at the request of emergency response personnel during an actual or apparent emergency.
- Noise from emergency response vehicles and air ambulances is specifically exempt.

### **2. Traditional, Festive, and Religious Activities:**

- Sound associated with traditional, festive, or religious activities celebrating:
  - Canada Day,
  - New Year's Eve,
  - Religious holidays, and
  - Remembrance Day.
- Sound from calls to worship, ringing of bells at places of worship, or religious services.

### **3. Government and Utility Operations:**

- Noise produced by activities of the Town, Government of Canada, Province of Nova Scotia, Nova Scotia Power Inc., and telecommunication companies, including contractors and employees, when performing their official duties.

#### 4. Public Recreation and Maintenance:

- Noise associated with organized athletic or recreational activities at municipal facilities.
- Noise from maintenance or improvement of these properties, including grooming, tilling, mowing, and contouring of grass and soil.

#### 5. Community Events:

- Noise generated by festivals, parades, and other community events approved by the Town or as part of permitted special events.

#### 6. Audible Pedestrian Signals:

- Noise produced by pedestrian crossing signals.

#### 7. Garbage Collection:

- Noise from garbage trucks operating between 6:00 a.m. and 10:00 p.m.

#### 8. Waterfront Operations:

- Noise from transport trucks, including refrigerated trucks, servicing fishing firms on or near the waterfront in the Town of Lunenburg.

### **7. REGISTERED BUSINESS OPERATIONS**

Reasonable noise generated by Registered Businesses within the Town of Lunenburg between 7:00 a.m. and 11:00 p.m. is permitted, provided it does not meet the criteria for “excessively loud or disruptive” noise as outlined in the General Prohibitions & Noise Standards section of this By-law.

Activities considered “reasonable” include but are not limited to:

(a) General Business Operations: Normal customer interactions, maintenance tasks, and equipment use necessary for business operations.

(b) Playing Recorded Music: Background music outside of businesses (e.g., shops, cafes) at volumes that do not meet the criteria for “excessively loud or disruptive”.

(c) Live Musical Performances or Entertainment: Live music or entertainment between 7:00 a.m. and 11:00 p.m., which may be audible from neighbouring properties but must not meet the criteria for “excessively loud or disruptive” noise.

(d) Industrial and Marine Operations in Zoned Areas: Noise from registered industrial or marine operations located within appropriately zoned areas is permitted between 7:00 a.m. and 11:00 p.m., provided it does not meet the definition of “excessively loud or disruptive” under this By-law.

Prolonged or continuous noise—such as from machinery, mechanical systems, or auxiliary power sources—may still be assessed as disruptive if it meets one or more of the criteria outlined in Section 4, regardless of zoning.

During Quiet Hours (11:00 p.m. to 7:00 a.m.), such noise is subject to stricter limits and may constitute a violation if clearly audible from nearby residential properties.

Operators are encouraged to minimize impacts through timing adjustments, equipment maintenance, or use of quieter alternatives when feasible.

The restriction on continuous noise lasting more than three hours without reasonable breaks does not apply to Registered Businesses operating under valid permissions as outlined in this By-law.

## **8. REQUESTING AN EXEMPTION**

Members of the public may request exemptions to this By-law if their activities exceed permissible noise levels or occur outside permitted hours. Exemptions are granted on a case-by-case basis, with approval authority divided as follows:

### **8.1 Approval Authority**

(a) Approval by CAO or Designate (14 Days or Less):

- The CAO or their designate may approve exemptions for activities lasting 14 days or less.

(b) Approval by Council (More Than 14 Days):

- Council approval is required for activities lasting more than 14 days.
- A public hearing will be held at a regular Council meeting to allow for public input, as outlined in Section 8.4.

(c) Fallback Clause:

- Any application that, in the opinion of the CAO, presents unique or significant community-wide impacts may be referred to Council for approval, regardless of duration.

### **8.2 Exemption Application Process**

Applicants must submit a completed “Noise Exemption Application” at least 10 days before the proposed activity.

For Council-approved exemptions, the application will be included in the public agenda package.

### **8.3 Criteria for Approval**

When reviewing an application, the approving authority (CAO, designate, or Council) will consider:

- The social or commercial benefit of the activity to the Town.
- The volume, nature, duration, and consistency of the noise.
- The hours of operation and overall duration of the activity.
- The proximity and nature of nearby properties.
- Measures proposed by the applicant to minimize noise disturbance.
- Any previous complaints related to the applicant or activity (Council consideration only).

### **8.4 Public Notice and Input Requirements**

(a) Short-term Activities (CAO Approval):

- Notice of approved short-term activities will be posted on the Town’s social media channels, official website, and other appropriate public communication channels as determined by the Town.

(b) Long-term Activities (Council Approval):

- A public hearing will be held at a regular Council meeting to allow for public input.
- Notice of the application and public hearing must be:
  - Posted on the Town’s social media channels, official website, and other appropriate public communication channels as determined by the Town;
  - Sent by regular mail to property owners within 100 meters of the proposed activity;
  - Published at least 10 days before the public hearing.
- Approved long-term exemptions will be posted on the Town’s social media channels, official website, and any additional communication channels identified by the Town for public notices.

### **8.5 Exemption Request Appeals**

If an exemption is denied or if a party disagrees with the conditions, an appeal may be made to Council within seven business days of the decision. Council will hear the appeal at the next regular meeting or a special meeting called for that purpose.

## **9. ENFORCEMENT OF BY-LAW**

This By-law is primarily enforced on a complaint basis. However, By-law Enforcement Officers may also take action if they observe a violation of this By-law during routine patrols or while performing other official duties.

Any By-law Enforcement Officer appointed by the Town may enter upon private property at any reasonable time for the purpose of investigating and enforcing the provisions of this By-law.

In a prosecution for a violation of this By-law, evidence that one person, including a By-law Enforcement Officer, is unreasonably disturbed by prohibited noise is sufficient to establish a violation of this By-law.

Where a By-law Enforcement Officer determines that a violation has occurred, they may issue:

- A verbal or written warning.
- A written compliance order requiring the noise to cease or be reduced to acceptable levels.

## **10. PENALTIES**

Failure to comply with a warning or compliance order issued by a By-law Enforcement Officer may result in the issuance of a Summary Offence Ticket. Fines for violations of this By-law are as follows:

- First Offence: \$237.20
- Subsequent Offences: \$500.00 for each subsequent violation.

## **11. APPEAL OF COMPLIANCE ORDERS AND TICKETS**

Any person who receives a compliance order or ticket may submit an appeal to the Chief Administrative Officer (CAO) or their designate within seven business days of the decision.

Appeals must be submitted in writing and should include:

- Identification of the decision being appealed.
- A brief explanation of the grounds for the appeal.
- Any supporting information the appellant wishes to provide.

The CAO or their designate will review the appeal and may uphold, modify, or overturn the decision. The decision of the CAO or their designate will be final.

## **12. REPEAL**

By-law #58, known as the “Noise By-law”, and any changes made to it, are repealed when this By-law comes into effect.

## **13. RELATIONSHIP TO OTHER MUNICIPAL DOCUMENTS**

This By-law is intended to complement other municipal documents, including the Land Use By-law and Municipal Planning Strategy. Where applicable, provisions of those documents may also address noise-related impacts, particularly those associated with land use compatibility, nuisance, or environmental disturbance.

Nothing in this By-law limits the Town’s ability to consider or apply other municipal policies, regulations, or standards when reviewing or responding to noise concerns.

## **SCHEDULE A**

### **PROHIBITED ACTIVITIES**

The following activities are strictly prohibited at all times within the Town of Lunenburg:

- The operation of any combustion engine or pneumatic device without a proper muffler in good working order.
- The operation of vehicles resulting in banging, clanking, squealing, or other disruptive sounds due to an improperly secured load or inadequate maintenance.
- The operation of motor vehicle horns or other warning devices except where required by law or for safety practices.
- The discharge of firearms except when used as a signaling device in sporting competitions with blank ammunition.
- The operation of construction equipment in residential zones without effective muffling devices in good working order.
- The release of private fireworks and similar aerial pyrotechnics.
- Shouting, outcry, or amplified sound for selling or advertising goods or services.

### **Time-Restricted Activities (Schedule A)**

The following activities are prohibited before 7:00 a.m. or after 11:00 p.m. on any day of the week:

- The use of power tools for domestic purposes outdoors (e.g., lawn mowers), excluding snow removal equipment.
- Yelling, shouting, hooting, singing, or playing musical instruments that can be heard from another dwelling.

- The operation of sound systems, televisions, radios, or similar devices that are audible beyond the property from which the noise originates.
- Construction or use of construction equipment, except when used on a highway.

**Subject:** Dares Lake Dam and Spillway Upgrades – Tender Award  
**From:** Tyson Joyce, P.Eng., PMP, Town Engineer  
**Date:** April 10, 2025

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## **Recommendation**

That Council increase the budget for the Dares Lake Dam and Spillway Upgrades project to \$1,319,000 funded by \$85,000 from Grants, \$446,000 from Depreciation Funds and \$788,000 from Capital Debt.

That Council award the Dares Lake Dam and Spillway Upgrades Tender to Dexter Construction Company Limited for the amount of \$1,010,880 + HST.

## **Alternatives**

- That Council not award the Dares Lake Dam and Spillway Upgrades Tender and defer this work to a later time.

## **Background**

The intent of this Project is to replace the Town's existing spillway that has deteriorated over the years in order to protect an integral piece of infrastructure and maintain the supply quality for the Water Utility.

Included in the scope for the construction are the following:

- Supply and install of precast concrete box culvert sections in place of the existing spillway;
- Excavate and backfill the section of the existing dam surrounding the spillway and strengthening the dam structure;
- Supply and installation of eel passage supporting infrastructure and fish passage;
- Water control and erosion sediment control.

The Dares Lake Dam and Spillway Upgrades Project has been included in the previous two Water Utility Capital Budgets but required deferrals at those times. This Project received pre-approval at the February 25, 2025 Council Meeting in the amount of \$1,031,00 including net HST.

## **Discussion**

The Tender for the civil work associated with the Dares Lake Dam and Spillway Upgrades closed on March 28, 2025 and has validity for 90 days.

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

<b>Company</b>	<b>Tender Price (excluding HST)</b>
Dexter Construction Company Ltd.	\$1,010,880.00
Atlantic Ice and Snow	\$1,029,895.25

The dam and spillway work together control the water level (and sometimes necessary release of water) in Dares Lake and also to protect the Water Utility’s raw water pumphouse which feeds water from the lake to the Water Treatment Plant on Northwest Road.

This project remains critical to the Water Utility and the upgrades to the dam and spillway at Dares Lake are long overdue. In the past, the Consultant has identified a “Moderate Risk” when recommending deferrals, but this risk continues to grow the longer the repair work remains incomplete.

### **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 pre-approved in the 2025/26 Water Utility Capital Budget for the Dares Lake Dam and Spillway Upgrades was \$1,031,000 including Net HST.

Incorporating the results of the Civil Work Tendering, the Revised Budget Estimate for the Project is as follows:

<b>Item</b>	<b>Cost including Net HST</b>
Engineering (including Design, Tender & Construction Support)	\$ 96,000
Tender for Civil Work	\$1,051,000
Contingency (15%)	\$ 172,000
<b>Revised Budget</b>	<b>\$1,319,000</b>

This is an increase of \$288,000 from the budget request from February 2025.

The revised 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	\$788,000
Funding for Revised Budget	\$1,319,000

Staff also plan to make an application under the Province’s Flood Risk Infrastructure Investment Program (FRIIP) to help offset the increased costs associated with the Project (additional report regarding this grant application will also be on Council’s April 22, 2025 meeting agenda).

**Attachments**

Gemtec Letter of Recommendation for Award of Tender

April 4, 2025

File: 101263.002

Town of Lunenburg  
119 Cumberland Street  
Lunenburg, NS  
B0J 2C0

Attention: Tyson Joyce, P.Eng., PMP, Town Engineer

**Re: Dares Lake Spillway - Contractor Recommendation Letter  
Town of Lunenburg, Nova Scotia**

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This letter provides a recommendation for the contractor selection as part of the Town of Lunenburg Tender #TOL2025004.

### **1.0 RECOMMENDATION**

Town of Lunenburg received two tender submissions for the above noted project from Dexter and Atlantic Ice & Snow Management. Dexter provided a cost of \$1,010,888.00 and Atlantic Ice & Snow Management provided a cost of \$1,029,895.25.

Based on the tender costs, GEMTEC recommends Dexter to undertake the reconstruction of the Dares Lake Spillway project based on their lower costs.

Please contact the undersigned if you require additional details.

Sincerely,



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Aaron Alderman, M.Eng., P.Eng., PMP  
Senior Dam Engineer

AA/RH

**Subject:** Wastewater Treatment Plant Upgrades and Expansion  
– Tender Award

**From:** Tyson Joyce, P.Eng., PMP, Town Engineer

**Date:** April 8, 2025

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## Recommendation

That Council increase the budget for the Wastewater Treatment Plant (WWTP) Upgrades and Expansion project to \$12,075,000, funded through a combination of grants and capital borrowing.

That Council award the WWTP Upgrades and Expansion Tender to Avondale Construction Limited for the amount of \$9,154,762 + HST.

## Alternatives

- That Council not award the WWTP Upgrades and Expansion Tender and defer this project to a later time.

## Background

The WWTP Upgrade and Expansion Project is a critical long-term project to improve our existing wastewater treatment process and increase the capacity of the Town's system to support future population growth.

Key components for the WWTP Upgrades and Expansion include:

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

The amount approved in the 2024/25 Town Capital Budget for the WWTP Upgrades and Expansion Project is \$9.982M, including net HST, with the Town having already secured funding through the Investing in Canadian Infrastructure Plan (ICIP) with Federal (40%), Provincial (33%) and Town (27%) components.

The Town has also made an application for 50% cost sharing through the Province's Growth and Renewal Infrastructure Development (GRID) Grant Program (December 2024).

## Discussion

The Tender for the construction associated with the WWTP Upgrades and Expansion Project closed on March 20, 2025, and has validity for 60 days.

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

Company	Tender Price (excluding HST)	Est. Schedule Duration
Avondale Construction Limited	\$9,154,762.00	65 weeks
Lindsay Construction Limited	\$13,477,846.00	64 weeks
Mid Valley Construction Limited	\$13,731,906.00	52 weeks
EllisDon Corporation	\$13,733,436.00	52 weeks

In the Tender Prices above, Bidders were required to carry fixed allowance amounts for Pre-selected Equipment (\$1,583,373), Electrical Maintenance (\$20,000) and Key Pipe Data Hydrovac/Survey work (\$15,000).

Although the lowest bidder also has the longest proposed schedule, there are no concerns with their estimated duration based on the Project scope.

As part of the Tender Review process conducted by the Consultant, Town Staff participated in a meeting with the low bidder in which they responded to questions on previous similar experience, proposed staff and subcontractors, foreseen challenges, proposed methodology for complex portions of the scope. Subsequent to this meeting, the Consultant has provided a letter of recommendation to award the Tender to Avondale Construction Limited (as attached).

## 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 pre-approved in the 2024/25 Town Capital Budget for the WWTP Upgrades and Expansion is \$9,982,000 including Net HST.

Incorporating the results of the Construction Work Tender Results, the Revised Budget Estimate for the Project is as follows:

<b>Item</b>	<b>Cost including Net HST</b>
Engineering Support	\$ 550,000
Construction	\$ 9,512,000
Contingency (20%)	\$ 2,013,000
<b>Revised Budget</b>	<b>\$12,075,000</b>

The Town's component of the original \$9,982,000 budget is \$2,695,000 to be financed by debt. Increasing the Project budget by \$2,093,000 would increase this total debt amount to \$4,788,000 for the Town.

As outlined in the staff report for the December 10, 2024 Council meeting regarding our GRID application there have been reserves allocated to this project since 2022/23 at they are projected to be \$1,144,000 at March 31, 2026, these reserves will be used to mitigate the amount of debt the Town will need to secure for this project.

<b>Summary of Town's Project Funding</b>	
Revised town contribution	\$4,788,000
WWTP Expansion Reserves	\$1,144,000
GRID funding (assumed Town will be approved)	\$1,046,500 *
<b>Anticipated Revised Borrowing for the Town</b>	<b>\$2,597,500</b>

\*Application capped at 50% cost sharing over original project budget

Council will note that even with an increased budget for the plant upgrade that the borrowing for the Town is actually slightly lower than originally anticipated for the plant at \$2.6M vs \$2.7M.

## **Attachments**

CBCL Letter of Recommendation for Award of Tender

April 7, 2025

Tyson Joyce, P.Eng., PMP - Town Engineer  
Town of Lunenburg  
PO Box 129, Lunenburg, NS Canada B0J 2C0  
tjoyce@townoflunenburg.ca

Dear Tyson:

**RE: Bid Result Summary for Contract No. 240800.00 – Lunenburg**

On March 20, 2025 the bid for the above noted project was received. A bid evaluation was conducted which consisted of examining mathematical results of the bid and confirming evidence of the presence of various required submission documents such as bid security requirements, acknowledgement of addenda, and proposed contract time as set forth in the tender documents.

A summary of the bid is included below:

Bidder	Bid Price (Excluding HST)	Weeks to Complete	Bid Security	Acknowledgement of Addendum
Avondale Construction Ltd.	\$9,154,762.00	65	Y	Y
EllisDon Corporation	\$13,733,346.00	52	Y	Y
Lindsay Construction Co. Ltd.	\$13,477,846.00	64	Y	Y
Mid Valley Construction (1997) Ltd.	\$13,731,906.00	52	Y	Y

As the low tender was significantly below the other three, a pre-award meeting was held with the low bidder. With no apparent errors identified at the meeting, CBCL Limited sees no reason that Contract No. 248000.00 – Lunenburg WWTP Upgrades and Expansion could not be awarded to Avondale Construction Ltd. in the amount of \$9,154,762.00 (plus HST).

Yours very truly,

CBCL Limited

Prepared by:  
Sarah Ensslin, P.Eng.  
Practice Lead, Wastewater Treatment  
Direct: (902) 497-7324  
E-Mail: sensslin@cbcl.ca

Reviewed by:  
Mike Abbott, M.Eng., P.Eng.  
VP, Water Treatment

Attachments: Bid Comparison

Project No: 240800.00

## Attachment A

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### Bid Comparison



# Bid Comparison

Project Name: Lunenburg WWTP Upgrades & Expansion  
 CBCL Project #: 240800.00  
 Project Location: NS - South  
 Owner's Name: Town of Lunenburg  
 CBCL PM: Sarah Ensslin, P.Eng.  
 Tender Closing Date: Thursday, March 20, 2025

#	Description	Qty.	Unit	Avondale Construction Ltd.		EllisDon Corporation		Lindsay Construction Co. Ltd.		Mid Valley Construction (1997) Ltd.	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.00	Lunenburg WWTP Expansion										
1.10	Contract Price	1.00	LS	\$7,536,389.00	\$7,536,389.00	\$12,114,973.00	\$12,114,973.00	\$11,859,473.00	\$11,859,473.00	\$12,113,533.00	\$12,113,533.00
1.20	Preselected Equipment Allowance	1.00	LS	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00	\$1,583,373.00
1.30	Electrical Maintenance Allowance	1.00	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
1.40	Survey Allowance	1.00	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
	<b>SUBTOTAL</b>				<b>\$9,154,762.00</b>		<b>\$13,733,346.00</b>		<b>\$13,477,846.00</b>		<b>\$13,731,906.00</b>
	HST				<b>\$1,373,214.30</b>		<b>\$2,060,001.90</b>		<b>\$2,021,676.90</b>		<b>\$2,059,785.90</b>
	<b>TOTAL AMOUNT PAYABLE</b>				<b>\$10,527,976.30</b>		<b>\$15,793,347.90</b>		<b>\$15,499,522.90</b>		<b>\$15,791,691.90</b>
	Weeks to Complete				65		52		64		52

**Subject:** PCAP and FRIIP Grant Application Request

**Prepared by:** Tyson Joyce, Director of Public Works

**Date:** April 14, 2025



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## **Recommendation**

That Council approve an application to the Provincial Capital Assistance Program (PCAP) for the Pelham Street Reconstruction Project.

That Council approve an application to the Flood Risk Infrastructure Investment Program (FRIIP) for the Dares Lake Dam and Spillway Upgrades Project.

## **Alternative**

- Direct Staff to apply for PCAP and/or FRIIP grants for an alternative project or projects.
- Direct Staff to not apply for PCAP and/or FRIIP grants.

## **Background**

The Province has recently released details associated for 2025/26 for its regular funding programs:

### **Provincial Capital Assistance Program (PCAP)**

PCAP is available to help municipalities invest in high priority infrastructure projects. The program may fund up to 50% of eligible project costs. Eligible projects typically are related to water, wastewater, stormwater, and solid waste management. Cost must be incurred between April 1, 2025, and March 31, 2026, to be eligible for funding. The application deadline is April 28, 2025.

### **Flood Risk Infrastructure Investment Program (FRIIP)**

FRIIP is available to help municipalities invest in infrastructure and studies which reduce flood risks and community vulnerability. The program may fund up to 50% of eligible project costs. Eligible project types include river training and floodway improvements; floodwater containment and flood intensity mitigation; study work including mapping to identify flood prone areas; and identification of potential solutions to mitigate flood impacts. Cost must be incurred between April 1, 2025, and March 31, 2026, to be eligible for funding. The application deadline is April 28, 2025.

## **Discussion**

### **Provincial Capital Assistance Program (PCAP)**

Staff recommend applying for funding under the Provincial Capital Assistance Program (PCAP) for the Pelham Street Reconstruction project. The Pelham Street Reconstruction – Phase 1 project aims to improve the condition of a much-travelled and key artery for Lunenburg. The scope of Phase 1 is on Pelham Street from King Street up to and including the Prince Street intersection. The Tender is complete and is ready for advertising.

This project aligns with the PCAP funding criteria as it includes both wastewater and stormwater components. This project includes the removal of the existing combined sewer and replacement with a new sewer and manholes, and storm separation from the existing combined sewer system with new storm mains, catch basins and a manhole. To undertake the wastewater and stormwater upgrades, the existing road structure will be removed and replaced.

The proposed budget for this project for the 2025/26 Fiscal Year for the wastewater and stormwater components is \$220,000 (including net HST).

### **Flood Risk Infrastructure Investment Program (FRIIP)**

Staff recommend applying for funding under the Flood Risk Infrastructure Investment Program (FRIIP) for the Dares Lake Dam and Spillway Upgrades project. The Dares Lake Dam and Spillway Upgrades project aims to improve the existing spillway that has deteriorated. These upgrades are essential to maintain the supply quality for the Water Utility. The Tender closed on March 28, 2025.

This project aligns with the FRIIP funding criteria as it consists of floodway improvements and flood intensity mitigation. The project includes installing precast box culvert sections in place of the existing spillway, strengthening the dam structure, water control, and erosion sediment control.

Council has already preapproved this project in 2025/26 for \$1,031,000 (including net HST), but Staff are requesting, in a separate Report, that this value be increased to \$1,319,000 (including net HST) to award the Tender and allow the project to proceed.

### **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 proposed budget for the Pelham Street Reconstruction project for the 2025-26 Fiscal Year is \$520,000, broken down into three sections of the budget, as follows:

Public Works - Street Reconstruction/Resurfacing	\$300,000
Wastewater Utility - Storm System	\$ 65,000
Wastewater Utility – Sanitary System	\$155,000

The street reconstruction/resurfacing portion of the work is not eligible to receive PCAP funding, reducing the eligible budget to \$220,000.

In the Draft 2025/26 Capital budget that staff are preparing for the April 29 meeting the Pelham Street Reconstruction project has proposed funding from the Canada Community Building Fund (CCBF), any grant received to offset the cost of this project will allow those funds to be held for future Town projects.

The proposed budget for Dares Lake Dam and Spillway Upgrades project for the 2025-26 Fiscal Year is \$1,319,000, with funding from \$85,000 from Grants (pre-obtained PCAP funds), \$446,000 from Depreciation Funds and \$788,000 from Capital Debt. If the Town is successful in our FRIIP application then the amount of Capital Debt will be reduced.

**Subject:** Fuel and Furnace Maintenance – Contract Award  
**Prepared by:** Kathleen Rafuse, Deputy Finance Director  
**Date:** April 22, 2025

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## **Recommendation**

That Council award a contract to Irving Oil for fuel supply and furnace servicing for the period April 22, 2025, to March 31, 2027, with the option to renew for one additional two-year term, as per Schedule “C”.

## **Alternatives**

There are no alternatives; the procurement process was followed, and the lowest tender is being recommended as per the purchasing policy.

## **Background**

A Request for Quotations for Fuel, Oil, Diesel and furnace maintenance was issued in anticipation of the current contract expiration. The annual value is over \$100,000. Therefore, Council must approve the award of the Request for Quotations in accordance with the Town’s Purchasing Policy.

## **Discussion**

Three submissions were received, which are summarized in Schedule ‘A’. You will note that Irving Oil has provided the lowest overall pricing. To confirm their pricing had the lowest overall cost, information on rack prices and sample dates was requested in the Request for Quotations, and all proponents confirmed that the Carbon Tax was not included in their original submissions.

Pricing was also provided for cleaning and servicing of furnaces and boilers.

## **Strategic Plan Relevance**

Adherence to procurement practices for the servicing of Town infrastructure, including equipment, addresses a core Strategic Direction in the Town’s Comprehensive Community Plan.

## **Financial**

The Town has received competitive pricing with the overall low bidder being Irving Oil. Their submission is attached as Schedule C. Applying the pricing provided by all the companies to the annual estimated fuel provided within the RFQ document, Irving Oil provided the lowest overall pricing.

Please note the annual estimated total net cost for gasoline, furnace oil and diesel is \$197,542 as shown in schedule "A". This estimate is based on the 2023-24 fiscal year actual litres purchased and the one sample week rack price's average.

2025 Fuel Oil Diesel RFQ Price Comparison				
Company Name		Irving Energy	Parkland Corp. (Ultramar)	West Nova Fuels
Rack Company/Location Used		Platts New York Harbour	Esso -Dartmouth, NS	Suncor Rack: Halifax, NS -- WNF Bulk plant: Bridgewater, NS
		\$/L	\$/L	\$/L
Furnace Oil Price Over Rack		-0.0360	0.0200	0.0150
Regular Gas Price Over Rack		0.0495	0.0240	0.0150
Diesel Fuel Price Over Rack		-0.0184	0.0200	0.0150
Furnace Rack Price	February 18, 2025	1.1033	1.1010	1.1020
	February 19, 2025	1.1033	1.0820	1.0900
	February 20, 2025	1.1033	1.0930	1.0990
	February 21, 2025	1.1033	1.0990	1.1090
	February 24, 2025	1.0956	1.0780	1.0640
Gas Rack Price	February 18, 2025	0.9327	0.9010	0.8990
	February 19, 2025	0.9327	0.9010	0.9020
	February 20, 2025	0.9327	0.9040	0.9040
	February 21, 2025	0.9327	0.8980	0.9020
	February 24, 2025	0.9238	0.8740	0.8760
Diesel Rack Price	February 18, 2025	1.2223	1.1990	1.1990
	February 19, 2025	1.2223	1.1900	1.1920
	February 20, 2025	1.2223	1.2010	1.2010
	February 21, 2025	1.2223	1.2070	1.2110
	February 24, 2025	1.2201	1.1860	1.1810
Total Price of Furnace Oil Excluding Taxes	February 18, 2025	1.0673	1.1210	1.1170
	February 19, 2025	1.0673	1.1020	1.1050
	February 20, 2025	1.0673	1.1130	1.1140
	February 21, 2025	1.0673	1.1190	1.1240
	February 24, 2025	1.0596	1.0980	1.0790
Total Price of Gas Excluding Taxes	February 18, 2025	0.9822	0.9250	0.9140
	February 19, 2025	0.9822	0.9250	0.9170
	February 20, 2025	0.9822	0.9280	0.9190
	February 21, 2025	0.9822	0.9220	0.9170
	February 24, 2025	0.9733	0.8980	0.8910
Total Price of Diesel Excluding Taxes	February 18, 2025	1.2039	1.2190	1.2140
	February 19, 2025	1.2039	1.2100	1.2070
	February 20, 2025	1.2039	1.2210	1.2160
	February 21, 2025	1.2039	1.2270	1.2260
	February 24, 2025	1.2017	1.2060	1.1960

Evaluation:		Irving Oil	Parkland Corp. (Ultramar)	West Nova Fuels
5 Day Average Price Per Litre				
Furnace Oil		1.066	1.111	1.108
HST 14%		0.149	0.156	0.155
Total Average Furnace Oil Price		1.215	1.267	1.263
Gas		0.98	0.92	0.912
Federal Excise Tax		0.10	0.10	0.10
Provincial Road Tax		0.155	0.155	0.155
HST		0.173	0.165	0.163
Total Average Gas Price		1.408	1.340	1.330
Diesel		1.203	1.217	1.212
Federal Excise Tax		0.04	0.04	0.04
HST		0.168	0.176	0.175
Total Average Diesel Price		1.411	1.433	1.427
Estimated Annual Cost	Litres/yr based on 2023/24	Irving Oil	Parkland Corp. Ultramar	West Nova Fuels
Furnace Oil-Estimated L / Year	115935	140,888.85	146,836.31	146,439.82
Gas - Estimated L/Year	18645	26,250.30	24,974.98	24,804.94
Diesel -Estimated L/Year	33245	47,108.83	47,639.42	47,449.92
Total Estimated Annual Gross Cost		214,247.97	219,450.71	218,694.68
Less: HST Rebate		-19061.68	-19926.14	-19457.3
		\$195,186.29	\$199,524.57	\$199,237.38

FURNACE AND BOILER REPAIR/MAINTENANCE PRICE COMPARISON 2025			
Company Name	Irving Oil	Parkland Corp.	West Nova Fuels
Minimum Charge M_F daytime Service Call	\$129/hour + tax	\$120/hour+tax-1 Tech; \$240/hour+tax 2 Techs	\$125/hour 1 Technician \$195/hour/2 Technicians
Weekend and after hours	\$209/hour + tax	\$185 + tax/hour	No Response
After Hours Response Time	Determined at time of call	1 to 2 hours	1 Hour
Hourly Charge Out Rates for Furnace Repair	\$129/hour + tax regular hours \$209/hours + tax after hours	\$120+tax for 1 tech; \$240+tax/hour for 2 techs	\$125 / hour
Hourly Charge Out Rates for Boiler Repair	\$129/hour + tax regular hours \$209/hour+ tax after hours Plus parts & Materials	\$120+tax for 1 tech; \$240+tax/hour for 2 techs	\$125 / hour
Set Rate for Furnace Cleaning	\$129/hour+tax regular hours; plus parts and materials	\$199.99 for cleaning (anything additional outside of the cleaning -if bigger than residential units is \$120 +tax/hour) for both.	\$195 + tax
Set rate for Boiler cleaning	\$129/hour+tax regular hours Plus parts & Materials		\$195 + tax
Discount on Parts	No	No	No
Estimated Maintenance Costs Based on 2024-25 Actuals			
M-F Day Time Repairs Labour 3 Hours	\$387	\$360	\$375
M-F After Hours Time Repairs Labour 9 Hours	1881	1665	1125
Total Before HST	\$2,268	\$2,025	\$1,500
Total Including Net Hst	\$2,355	\$2,103	\$1,558
<b>Total</b>	<b>\$197,542</b>	<b>\$201,628</b>	<b>\$200,795</b>

**SCHEDULE "C"**

**1. Quoted Prices - April 1, 2025 - March 31<sup>st</sup> 2027**

The prices requested will be based on your guaranteed mark up over the rack price.

Please provide the posted rack prices for the period **February 18, 2025 to February 24, 2025** for each product.

Please note the rack price that you are using e.g.: location and company Irving Energy

		Feb 18	Feb 19	Feb 20	Feb 21	Feb 24
<b>Furnace Oil</b>	<b>Rack Price</b>	1.1033	1.1033	1.1033	1.1033	1.0956
	<b>Your price over rack</b>	-0.036	-0.036	-0.036	-0.036	-0.036
<b>Gasoline</b>	<b>Rack Price</b>	\$0.9327	\$0.9327	\$0.9327	\$0.9327	\$0.9238
	<b>Your price over rack</b>	0.0495	0.0495	0.0495	0.0495	0.0495
<b>Diesel Fuel</b>	<b>Rack Price</b>	\$1.2223	\$1.2223	\$1.2223	\$1.2223	1.2201
	<b>Your price over rack</b>	-0.0184	-0.0184	-0.0184	-0.0184	-0.0184

Under Schedule "A" Terms and Conditions, Clause 2, the Town is requesting compensation of \$300. for fuel run out. Please indicate here any other guarantee that your company can make to ensure a regular supply of fuel.

We will continue to work with the town on site contacts to adjust delivery schedules if needed to ensure adequate supply of fuel is maintained at all times

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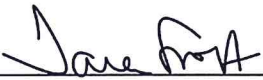
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2. In case of emergency fuel requirements what is your truck location and response time for the following: This could include fueling fire trucks at fire scenes. Please note if there is an additional charge for this.

	<b>Location of Truck(s)</b>	<b>Number of Trucks</b>	<b>Response Time</b>	<b>Additional Charge</b>
<b>Furnace Oil</b>	Bridgewater		2 hours if on auto	no charge on auto delivery
<b>Gas</b>	Dartmouth		TDB	no charge on auto delivery
<b>Diesel</b>	Bridgewater		2 hours if on auto	no charge on auto delivery

**Furnace and Boiler Repair Services**

3. The Town has a number of forced hot air furnaces and boilers. Please provide your pricing and emergency call out time as follows:
- minimum charge service call (Mon-Fri, daytime) \$129/hour + tax  
(Weekend and after hours) \$209/hour + tax
  - after hours response time Would be determined at time of call
  - hourly charge out rate for furnace repairs \$129/hour + tax regular hours, \$209/hour + tax after hours
  - hourly charge out rate for boiler repairs \$129/hour + tax regular hours, \$209/hour + tax after hours plus any parts & materials
  - set rate for furnace cleaning \$129/hour + tax regular hours plus parts & materials
  - set rate for boiler cleaning \$129/hour + tax regular hours plus parts & materials
  - will you offer a discount on parts? N/A If so what percentage?
4. Please indicate if a furnace oil discount will be offered to staff and Councilors of the Town.  
**Note:** This will not be considered as part of the Tender award process.

<b>Company Name:</b> Irving Energy
<b>Address:</b> 10 King Square South Saint John, NB E2L 0G3
<b>Email address:</b> Tara.Frost@irvingoil.com
<b>Phone Number:</b> (506) 202-5334
<b>Authorized Signature:</b> 
<b>Print Name:</b> Tara Frost



Town of Lunenburg  
PO Box 129  
Lunenburg, NS B0J 2C0

February 24, 2025

Dear Curtis,

Thank you for the opportunity to quote on your fuel needs for the Town. Please find attached pricing that Irving Energy is offering to the Town of Lunenburg commencing April 1, 2025 to March 31, 2027.

Please note the following criteria and details around our submittal:

1. The prices quotes are based on a mark up over weekly average Halifax rack prices. The rack will change weekly and be effective from Saturday at 12:00am until Friday at 11:59pm. The mark ups offered will not change during the term of the contract.
2. Please note that any runouts deemed not the responsibility of the supplier will not be reimbursed the \$300 as noted in the tender documents.
3. In regard to the pumping out and disposing of contaminated fuel, Irving Energy would need to agree that the fuel is contaminated.
4. Service rates quoted in the attached tender documents, but Irving does not have a set rate for cleaning.
5. Irving Energy would also like to offer the employees of the Town of Lunenburg discounted pricing for their fuel needs at home. The discount for furnace oil is 3 cents per liter off the residential posted price and the propane discount is 5 cents off the residential posted price. We require automatic delivery and credit terms for this offer.

**IRVING ENERGY**

10 King Square South • Saint John, NB E2L 0G3 • [irvingenergy.ca](http://irvingenergy.ca)



6. Prices quotes do not include taxes and would be charged separately on each invoice.
7. Payment is due within 30 days of the invoice date or subject to interest charges at our corporate rate.

Please do not hesitate to reach out to me if you have any questions and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Tara Frost". The signature is fluid and cursive, with the first name being more prominent.

Tara Frost  
Government Accounts Manager  
(506) 202-5334

**MOTION ACTION LIST**

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
Community Grants Policy Amendment	Sept. 26, 2023	Amend the Community Grants Program Policy to add criteria for Lunenburg students needing extra funds for provincial or national recreational or cultural activities, allocating \$2,000 from the Community Grants Fund exclusively for qualifying student applicants.	Staff	To be updated before 2026 intake period	
<i><b>*To be removed</b></i> Lunenburg RV Park and Campground Benefits	Sept. 26, 2023	<del>CAO will seek detailed financial and community benefit reports from the Lunenburg Board of Trade about the Lunenburg RV Park and Campground.</del>	CAO	<del>To be completed after Economic Impact Study</del>  <b>Staff recommendation: Remove</b>	Council approved 10-year lease  Cultural Tourism Plan and EIS deliverables expected to touch on this.
Marketing Levy By-law	2024	Bring forward a draft Marketing Levy By-law for first reading.	Community Development/Municipal Clerk	Target Date: Bylaw in place by April 2026	Discussion schedule for May COTW (introduction and engagement next steps)
Joint Police Advisory Board	March 26, 2024	Explore the creation of a joint police advisory board with MODL, MODC & TOMB	CAO/ Municipal Clerk	Target Date: Spring 2025	Only MODL has expressed interest. Exploring a joint board with MODL is being actively being worked on.

					*This is a legislative requirement
Short Term Housing Report	<p>Initial direction: <del>April 9, 2024</del></p> <p>Follow-up direction: April 1, 2025</p>	<p>Initial motion: <del>Prepare a comprehensive report on the Town's responsibilities and options concerning short-term housing. This report should address potential taxing and zoning options and an evaluation of both positive and negative impacts of short-term housing within TOL.</del> <b>(Completed on April 1, 2025)</b></p> <p>Follow-up: Bring back a report on what amendments might look like to the MPS and LUB, including options to:</p> <ul style="list-style-type: none"> <li>• Restrict short-term rentals to primary residences;</li> <li>• Restrict short-term rentals to commercial-use zones;</li> <li>• Evaluate the merits of a short-term rental business licensing by-law.</li> </ul>	Community Development	Target date for updated report: June 2025	
Sustainable Infrastructure Fund	April 23, 2024	<p>Revise the Street Extension Policy and create a Sustainable Infrastructure Fund in 2024/25.</p> <p>That Council defer reviewing cost-sharing requests made under the Street Extension Policy until after the Sustainable Infrastructure Fund is created.</p>	Community Development	Housing Accelerator Fund (HAF) initiative Target Date: Required by August 31, 2025	
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up

					has been received yet.
<del><b>*To be removed</b> Canada Housing Infrastructure Fund</del>	<del>April 23, 2024</del>	<del>Review the Canada Housing Infrastructure Fund for financing the next phase of the Town's stormwater/wastewater separation. If it aligns with the fund's criteria, submit an application.</del>	<del>Finance &amp; Public Works</del>		<del>Stormwater Separation Masterplan contract was awarded on Jan.28, 2025. Staff will continue to explore any available funding</del>
<del><b>*To be removed</b> Streets By-law Review</del>	<del>May 14, 2024</del>	<del>Review all by laws and policies governing Town streets, including street rights of way, and prepare a report for Council.</del>	<del>Multi-departmental</del>	<del>No priority set</del>	<del>Original intent was to consider this after Traffic and Parking study. This study was presented to Council at the Jan. 28, 2025 meeting</del>
<del><b>*To be removed</b> Pest Control Measures Bylaw</del>	<del>May 28, 2024</del>	<del>Draft regulations mandating pest control measures for all building demolitions within the Town of Lunenburg.</del>	<del>Community Development</del>	<del><b>Staff recommendation: Remove</b></del>	<del>This was in response to a letter from one resident. There have been no other request or complaints related this item. Staff do not believe this is a priority item.</del>

					<b>Does Current Council want to pursue this?</b>
Municipal Archive	May 28, 2024	Explore the creation of a Municipal Archive.	Community Development/ Municipal Clerk	Low Priority. No Target Date for complete archive	This could be built into plans for any future grant opportunities and related work/Renovation projects for Town Hall etc.  Staff can identify whether stored records are at risk of being damaged in the basement and move them to a safer location if required.
Paid Parking Infrastructure	May 28, 2024	Prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.	Multi-departmental	To be included in 2025/26 budget deliberations	
Property Standards/ Dangerous and Unsightly Policy	June 25, 2024 Updated Direction: Sept. 3 COTW	Create a comprehensive property/ dangerous and unsightly by-law that also includes lawn standards, following the presentation of vegetation standards by-law to allow for lawn naturalization.  Sept. 3, 2024 COTW direction: Develop a Dangerous and Unsightly Premises Policy that includes clear grass height restrictions; flexibility for lawn naturalization with appropriate	Municipal Clerk	Medium Priority  Target Date: Summer 2025	Council provided further direction on what they would like included in this policy at the Sept. 3, 2024 COTW.

		safeguards against hazards; a refined definition of "unsightly"; reasonable compliance timelines, and provisions for the town to take remedial action if needed.			Staff hope to present next steps at a summer 2025 COTW meeting
MPS Amendments: DAs on Town Land	Original motion: July 16, 2024  Updated motion: Jan. 7, 2025 COTW	Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill.  Jan. 7, 2025 COTW motion: Refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.	Community Development	Priority Target Date: Required by August 31, 2025	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone	Aug. 13, 2024	Prepare a report with recommendations for revising the Land-Use By-law's Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone	Community Development	TBD	For consideration, to include in upcoming LUB/MPS 5-year review work (2026)(See MPS Policy 6-21)
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Municipal Clerk	TBD	Next COTW discussion expected at May or June 2025 COTW – looking at next steps.  Staff to consult with Regional EDI Coordinator.

Housing Market Study	Jan. 14, 2025	Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.	Community Development	TBD	MODL is responsible for issuing RFP and this financial contribution will be included in 2025/26 budget.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	Staff		
LUB Amendment: on-site parking	Original motion: Feb. 27, 2024 Expanded motion: Jan. 28, 2024	Original: That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards. Expanded: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.	Community Development	TBD	For consideration, this work could form part of overall, comprehensive LUB/MPS 5-year review (2026). See MPS Policy 6-21.
LUB Amendment: Zoning change Salt Meadows Subdivision	Feb. 11, 2025	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.	Community Development	<b>Priority</b> Target Date: TBD	Expected to go to PAC in June

Affordable Housing Policy	Feb. 25, 2025	That Council reconfirm its commitment to the development of an Affordable Housing Tax Forgiveness Policy, and that an updated draft policy be presented at a future meeting for Council's consideration.	Community Development	Housing Accelerator Fund (HAF) initiative Target Date: Required by Feb. 28, 2026	
ICOMOS Canada Letter	Initial direction: March 4, 2025 COTW  Follow-up direction: April 1, 2025 COTW	<del>Staff to respond to the letter from ICOMOS Canada. Complete</del>  Follow-up action: ICOMOS response to be included in a public agenda package.	Community Development	Target date: Depends on when ICOMOS responds	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	<del>Staff to explore the feasibility and cost estimates for a washroom solution at Lunenburg Academy (resented at April 15 meeting)</del>  Follow-up motion: Investigate the opportunity to make greater use of the basement washrooms at the Lunenburg Academy, including exploring the possibility of making them available to tenants and potentially for public use, and report back on the feasibility of such use.	Public Works	TBD	
Reducing Speed Limits	March 4, 2025 COTW	<del>Staff to research the requirements for lowering speed limits below 50 km/h in the Town of Lunenburg and provide a report with recommendations as to where speed limits could be lowered. (Presented at April 15 meeting)</del>  Follow-up motions: Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and	Public Works	TBD	

		<p>that a recommendation of a town-wide reduction may result if appropriate and cost-effective.</p> <p>Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.</p>			
Traffic and Parking Budget Considerations	March 4, 2025 COTW	<p>Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations:</p> <ul style="list-style-type: none"> <li>• Reconfiguration of the Community Centre parking lot</li> <li>• Accessible parking considerations</li> <li>• Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i></li> <li>• Consistent signage improvements</li> </ul>	Multiple Departments	To be included in 2025/26 budget deliberations	Some of these items will be included in the upcoming Capital Budget.
Parks Canada Historic Sites and Monuments Board of Canada application	March 11, 2025	Staff to explore an application to the Parks Canada Historic Sites and Monuments Board of Canada for review of the National Historic Site designation, and that a report on a possible application be presented at a future meeting.	Community Development	Target Date: May 2025	
Buffer Zone & Rescinding a Motion	April 15, 2025	Review and report back on the UNESCO World Heritage context for development in the Old Town buffer zone, including the 1994 nomination documents and recommendations from Zzap Architecture related to Upper King Street. Following receipt of the report, Council will reconsider its November 28, 2023 motion declaring the Upper King Street lands as surplus.	Community Development	TBD	