

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, September 9, 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 September 9, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the September 9, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 August 19, 2025 Meeting Minutes

Recommendation: That Council approve the August 19, 2025 meeting minutes as presented.

6. PRESENTATIONS

6.1 Maritime Municipal Electric Utility Alliance – Glen Fillmore

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.

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Information Report: Potable Water and Wastewater Quality Test Results (January – March 2025)

11.2 Tender Award: Pelham Street Reconstruction Phase 1

Recommendation 1: That Council increase the total budget for the Pelham Street Reconstruction Phase 1 Project to \$531,000 (including net HST) with funding from the Canada Community-Building Fund (CCBF).

Recommendation 2: That Council award the Pelham Street Reconstruction Phase 1 Tender to Atlantic Snow and Ice Management for the amount of \$406,360.77+ HST.

11.3 HCD By-law Exemption Request: Central United Church Roof Repairs and Spire Removal

Recommendation 1: That Council approve an exemption from the Heritage Conservation District Bylaw to permit removal of the deteriorated cupola at the south end of the gable roof at Central United Church (136 Cumberland Street), with the conditions that the cupola be rebuilt when funding becomes available, and detailed documentation of the existing cupola be completed upon its removal.

Recommendation 2: That Council direct staff to request and receive updates from Central United Church as the work progresses.

Recommendation 3: That Council provide letter(s) of support for Central United Church's grant applications when submitted, with no financial commitment implied.

11.4 Appointment to Planning Advisory Committee

Recommendation: That Council appoint Michelle Marchand to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

11.5 Lease Extension Agreement, Town of Lunenburg and Calee and Andrew Blanchard

Recommendation: That Council approve the Lease Extension Agreement between the

Town of Lunenburg and Calee and Andrew Blanchard from 2024 – 2034 (10 years) as presented.

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Tuesday, October 7, 2025

14. MOTION ACTION LIST

Updated list to be included in Sept. 23, 2025 agenda package

15. CLOSED SESSION

15.1 Contract Negotiations

15.2 Personnel Matter

16. ADJOURNMENT

**COUNCIL MEETING
TOWN OF LUNENBURG**

August 19, 2025 | 6 pm
Lunenburg Town Hall - Council Chamber



- | | |
|-------------------------------|---|
| Present | Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Renea Babineau, Gale Fullerton, Debbie Dauphinee and Alison Strachan |
| Also present | Paul Nopper, CAO
Tyson Joyce, Director of Public Works
Marc Kiely, Director of Community Development
Jamie Deans, Communications and Events Coordinator
Kayla Byrne, Legislative & Policy Advisor
Laura LeGresley, Heritage Officer |
| Call to Order | The Chair called the meeting to order at 6:03 p.m. |
| Land Acknowledgment | The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people. |
| Additions/Deletions to Agenda | Moved and seconded that Council add agenda item 4.2 CAO Appointment to the August 19, 2025 Council meeting agenda.
Motion carried unanimously |
| Approval of Agenda | Moved and seconded that Council approve the agenda for the August 19, 2025 meeting as amended.
Motion carried unanimously |
| CAO Appointment | Moved and seconded that Council waive the requirement for notice to consider a motion to appoint a Chief Administrative Officer, in accordance with Section 3.2 of the Chief Administrative Officer Bylaw.
Motion carried unanimously

Moved and seconded that Council appoint Paul Nopper as the Chief Administrative Officer for the Town of Lunenburg, effective immediately, in accordance with Section 3.2 of the Chief Administrative Officer Bylaw.
Motion carried unanimously |
| Approval of Minutes | Moved and seconded that Council approve the July 15, 2025 meeting minutes as presented.
Motion carried unanimously |

Public Input and
Questions

Lynne Hannah raised concerns about the welfare of horses used by a local business and how this welfare is monitored.

With respect to this topic, the CAO advised that staff and Council members have been meeting with the operator, reviewing Standard Operating Procedures (SOPs), and requesting a veterinary certificate, which is expected later this week. The Department of Agriculture inspected the operation in July and found that standards were being exceeded. Once the certificate and reviews are complete, staff will determine if further action is needed. In the meantime, the operator is continuing to operate under their SOPs.

Irma Da Sie expressed concerns over the proposed sale of the Old Train Station, urging Council to consider a long-term lease rather than a sale.

Duncan Kroll expressed support for the proposed water metering.

Townsend Anderson expressed concerns over the proposed sale of the Old Train Station and expressed an interest in applying to register the property as a municipal heritage property.

Thom Barclay expressed concerns about water quality in the harbour, suggesting that the issue requires attention from multiple levels of government.

Paula Rennie expressed concerns over the proposed sale of the Old Train Station, suggesting that the property be registered as a municipal heritage property.

Another member of the public, who did not provide their name, raised concerns about the welfare of horses used by a local business.

Correspondence

With respect to a letter received from MODL regarding a REMO Advisory Committee motion, Council made the following motion:

Moved and seconded that Council support the process of hiring a facilitator to conduct an all-Council session to review the REMO Governance Model, as recommended by the REMO Advisory Committee at its meeting held July 21, 2025.

Motion carried unanimously

Sale of 18 Dufferin
Street (Old Train
Station)

Before making a decision on this item, Council invited a representative from Second Story Women's Centre to speak on the proposed purchase of 18 Dufferin Street. The representative spoke in support of the sale, noting the Centre's long-standing presence in the building and commitment to its care.

Moved and seconded that Council approve the sale of the Old Train Station located at 18 Dufferin Street to the Second Story Women's Centre at a below market value price of \$383,403, with the conditions as discussed applied.

Motion carried unanimously

HSMBC Review of Designation

Moved and seconded that Council endorse the process underway by the Historic Sites and Monuments Board of Canada and Parks Canada for the Review of the designation of Old Town Lunenburg Historic District National Historic Site of Canada.

Motion carried unanimously

Marketing Levy By-law

With respect to a request for direction from staff on the drafting of a marketing levy by-law, Council made the following motion:

Moved and seconded that Council direct staff to proceed with Option 3, as presented in the staff report, for the proposed Marketing Levy By-law.

Motion carried unanimously

Lunenburg Academy Roof Repairs

Before making any decision on this item, Council invited a representative from the Lunenburg Academy Foundation to speak. They spoke in support of moving along with the project in the future.

Moved and seconded that Council defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget and proceeding with the tender process as soon as possible.

Motion carried unanimously

RFP Award: Water Meter Supply & Installation

Moved and seconded that Council increase the budget for Water Meter Supply and Installation Project Budget for 2025/26 to \$1,048,000 funded by Depreciation Reserves.

Motion carried unanimously

Moved and seconded that Council award the Water Meter Supply and Installation Request for Proposals (RFP) to Neptune Technology Group for the amount of \$839,741+ HST.

Motion carried unanimously

100th Fishers' Memorial Service

Before making any decision on this item, Council invited other partners of the 100th Fishers' Memorial Service to share more information about the event.

Moved and seconded that Council approve the rental of a tent to support the Fisher's Memorial Service and associated anniversary programming, and further support the event with a \$1,500

contribution toward the mug-up event and other typical expenses, including the purchase of a table for the event, with the seats donated back to the organizers to be made available to families of fishers being honoured.

Motion carried unanimously

Community Climate Capacity Program Staff informed Council that the Town has been accepted into the Community Climate Capacity (CCC) Program, a provincial initiative that helps coastal municipalities plan and respond to climate change.

Community Grant Policy Review Moved and seconded that Council direct staff to review and, if necessary, propose updates to the Town's Community Grants Policy in advance of the next application cycle.

Motion carried unanimously

Review of Hack and Trolley By-law Moved and seconded that Council direct staff to review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities, and bring the review back for discussion at an upcoming Committee of the Whole meeting, with the intent that any required updates to the by-law be completed by Spring 2026.

Motion carried unanimously

Livestreaming of meetings Moved and seconded that Council direct staff to prepare a report for discussion at a future Committee of the Whole meeting that reviews the Town's current practices for livestreaming Council and committee meetings, identifies which types of meetings should be livestreamed, and includes a scan of livestreaming practices in other Nova Scotia municipalities.

Motion carried unanimously

Wastewater Treatment and Harbour Water Quality Moved and seconded that Council direct staff to prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including:

- An overview of whether and how untreated or partially treated sewage may enter the Front or Back Harbour;
- A plain-language summary of the current treatment system upgrades and their anticipated impact on effluent quality; and
- Contextual information to support public understanding of the Town's wastewater practices.

Motion carried unanimously

Councillor Reports Councillors shared updates on recent and upcoming community events, recognized the contributions of local residents and organizations, and offered remarks of remembrance and congratulations. Reports highlighted the busy summer season and cultural and recreational activities.

Items for Consideration at COTW. The next Committee of the Whole meeting is scheduled for September 2, 2025.

Motion Action List The motion action list was received for information.

Closed Session Moved and seconded that Council move in closed session at 7:53 p.m. to discuss agenda items 15.1, 15.2, and 15.3.

Motion carried unanimously

Before any closed session discussions started, Council held a brief recess.

Revert to open session Council reverted to open session at 8:29 p.m.

Transport Canada Lease After reverting to open session, Council made the following motions:

Moved and seconded that Council waive public notice in order to make a decision on Lease M2429229.

Motion carried unanimously

Moved and seconded that Council approve Lease M2429229 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

Adjournment There being no further business, the Council meeting adjourned at 8:31 p.m.

Minutes were read and approved.

Subject: Potable Water, Quality Test Results: January to March 2025
From: Tyson Joyce, Town Engineer
Date: August 22, 2025



Recommendation

This is an information report. No decision of Council is required.

Background

The Nova Scotia Environment and Climate Change (NSECC) Approval documents to operate for the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the WTP and filed with the Provincial and Federal governments.

Discussion

1.0 Water Quality

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval #2010-071794-02)
 - Updated Approval to Operate effective May 4, 2022
- Approval to Withdraw Water – Dares Lake (Approval #2011-079411-01)

The Approval to Operate document requires the following water quality sampling:

- Weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).
- Quarterly tests for Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).

- Lead and Copper testing performed in accordance with the “Requirements for Lead and Copper Management Municipal Public Drinking Water Supplies” which requires 10 samples taken between May 1st and September 30th each year (maximum of 0.005 mg/L).
- Turbidity measured continuously at each filtration unit shall not exceed 0.1 NTU 99% of the time and shall not exceed 0.3 NTU at any time.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* at any time. Treatment efficiencies are required to meet:
 - 3-log reduction (99.9%) of *Giardia* and *Cryptosporidium*.
 - 4-log reduction (99.9%) of viruses.
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

Results

From January to March 2025, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements.

The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

Parameter Tested	Approval Limit	Exceeded Approval Limit
Lead	<0.005 mg/L	None
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	<0.1 NTU 99% of the time, and not to exceed 0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

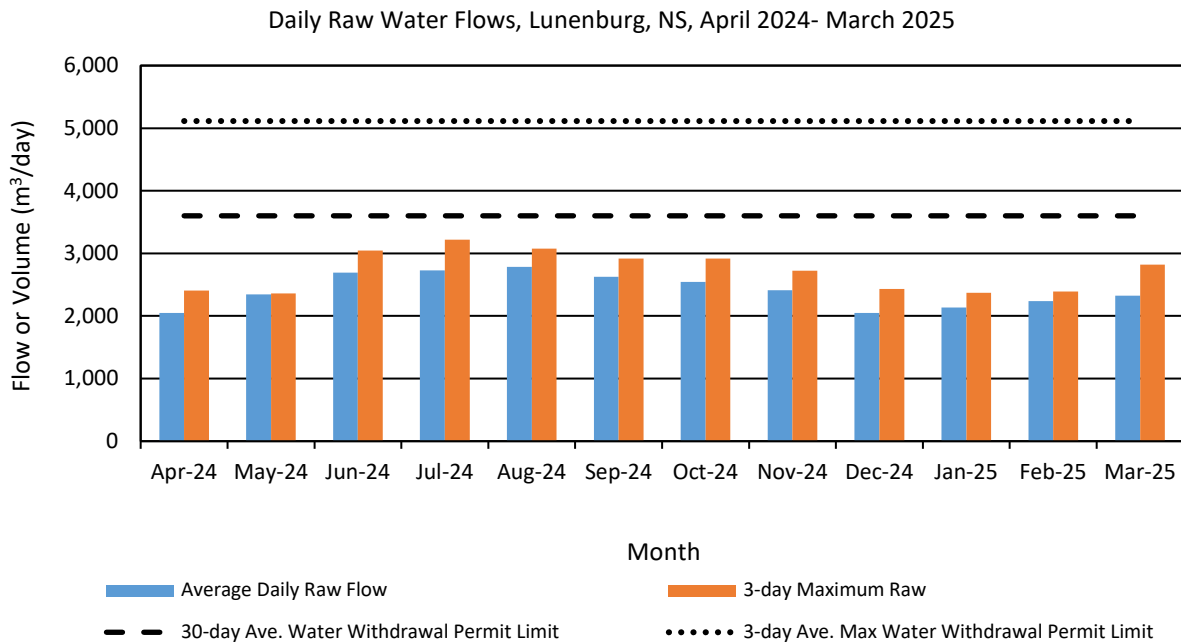
2.0 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal as of July 31, 2022, are as follows:

- Average rate of withdrawal: 3,600,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 5,114,000 L/day (averaged over 3 days).

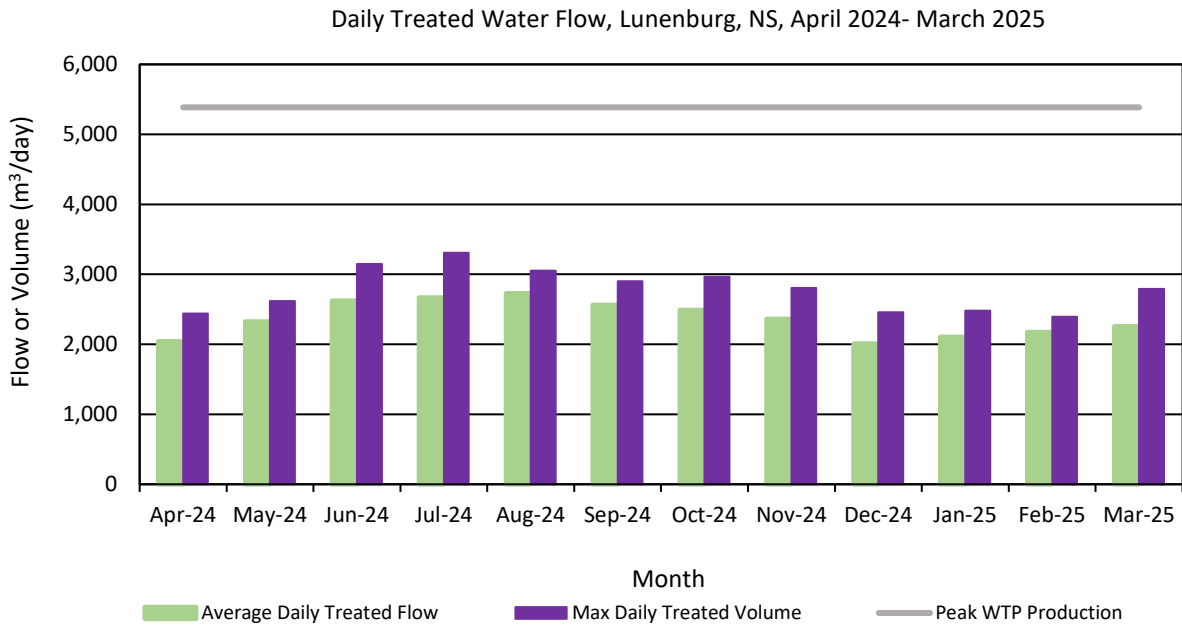
Average and Maximum Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



Average and Maximum Daily Flow of Treated Water:

The following graph shows the historical average daily flows and the maximum daily flow for the treated water from the WTP over the past year, inclusive of this quarter:



Results

The average daily raw water flow did not exceed the 30-day average Water Withdrawal Permit Limit during this quarter.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The treated water flow did not exceed the peak production rate within this quarter.

3.0 Water Main Breaks and Repairs:

There was one report of water main break and repair this quarter, which is detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
January	13	Morash	227	Leak identified in service pipe to #232 and expanded into split in the 6" main when exposed. Replacement stub placed in the main and new service saddle installed.

4.0 Complaints

The were no complaints reported this quarter

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Relevant Legislation/Approvals

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-02)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411-01)

Financial

Funds are included in the WTP operating budget to pay for these water quality tests.

Subject: Wastewater, Quality Test Results: January to March 2025
From: Tyson Joyce, P.Eng, PMP, Town Engineer
Reviewed by:
Date: August 22, 2025



Recommendation

This is an information report. No decision of Council is required.

Background

The Nova Scotia Environment “Approval” documents to operate for the Wastewater Treatment Plant (WWTP) (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

Discussion

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment and Climate Change (NSECC) in 2023. The requirements of this Approval, as well as the Federal Requirements are summarized in the following tables:

Provincial Approval 2012-082710-03 Testing Requirements

Treated wastewater must be tested a minimum of five times per month (once per week) for:

- Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)
 - Suspended Solids (SS, maximum 20 mg/L)
 - *E. coli* (maximum 1000 counts/100 mL)
 - pH (acceptable pH is in the range 6.0 - 9.0)
- The facility is considered to be in “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of *E. coli*, which shall be the geometric mean.” The averaging period is defined as quarterly.

Federal Wastewater Systems Effluent Regulations Testing Requirements

Treated wastewater must be tested every two weeks for:

- Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)
 - Total Suspended Solids (TSS maximum 25 mg/L)
 - Un-ionized ammonia (maximum 1.25 mg/L) and
 - pH (between 5.5 - 9.5)
- Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

Results

The required number of tests per month for CBOD, SS, *E. coli*, and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	TSS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 1 2025	4.6	5.6	49

All CBOD and TSS test results met the Provincial and Federal requirements this quarter. *E. coli* test results were above the Provincial requirements in four instances this quarter ranging from 1,200 to 2,500 counts/100mL. Nonetheless, on a quarterly basis, which is the basis for meeting the requirements in the Provincial Approval, *E. coli* test results met the Provincial requirements this quarter.

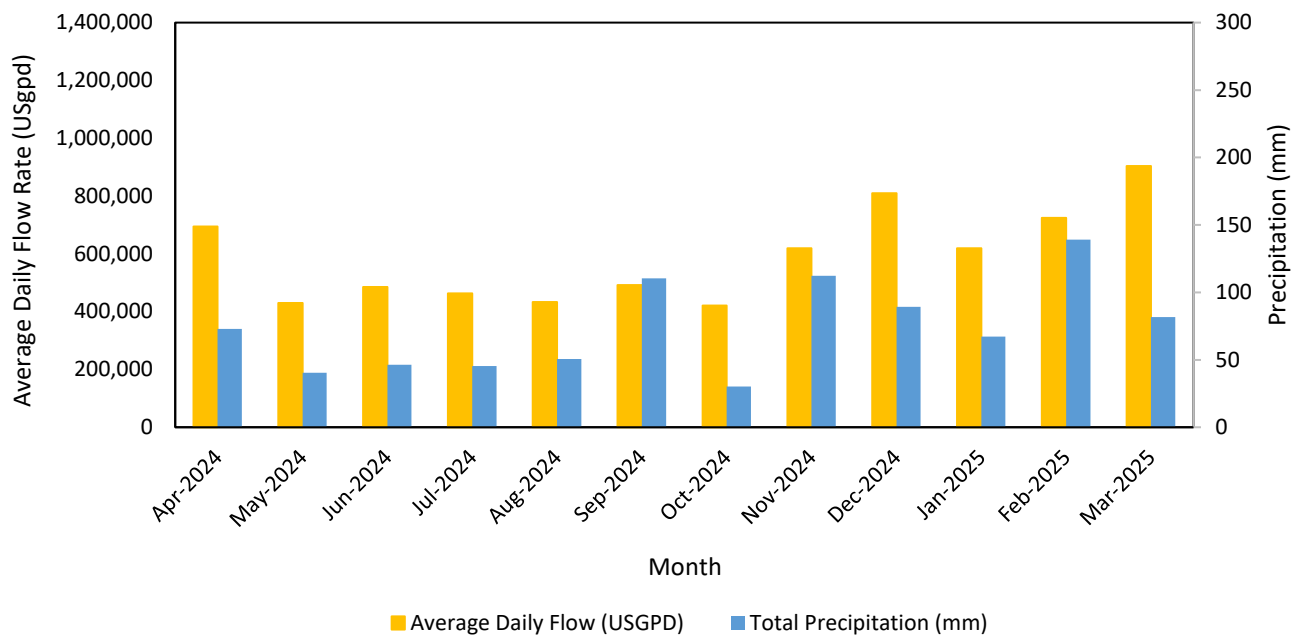
Lethality Testing:

Based on the *Wastewater Systems Effluent Regulations*, acute lethality testing of the effluent is only required annually as the previous six consecutive samples passed the test requirements. An acute lethality test was performed on December 12, 2024, and the effluent was determined to be not acutely lethal. The next acute lethality test is scheduled to be performed in December 2025.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation. Total precipitation data was taken from Western Head, Nova Scotia.

Average Daily Flow of Treated Wastewater, Lunenburg, NS,
April 2024 – March 2025



Sewer Breaks and Repairs:

There were no sewer breaks recorded this quarter.

Complaints:

There were no complaints recorded this quarter.

Overflows:

There were a few overflow events reported this quarter, which are detailed in the following table:

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
Feb 27-28, 2025	Knickle Rd.	40 Knickle Rd	39,996	Rain / snow / Ice melt
Feb 27-28, 2025	Back Harbour	171 Prince St	28,840	Rain / snow / Ice melt
Feb 27-28, 2025	Fisherman's Wharf	34 Bluenose Dr	2,324	Rain / snow / Ice melt
Feb 27-28, 2025	Bluenose Drive	176 Bluenose Dr	115,092	Rain / snow / Ice melt
Feb 27-28, 2025	Rous Brook	344 Pelham St	3,141	Rain / snow / Ice melt
Feb 27-28, 2025	Brook Street	3 Brook St	94,757	Rain / snow / Ice melt
Feb 27-28, 2025	Starr Street LS	125 Starr St	987	Rain / snow / Ice melt

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Financial

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

Subject: Pelham Street Reconstruction Phase 1 - Tender Award
From: Lisa Kendall, Municipal Engineer
Date: September 2, 2025



Recommendation

That Council increase the total budget for the Pelham Street Reconstruction Phase 1 Project to \$531,000 (including net HST) with funding from the Canada Community-Building Fund (CCBF).

That Council award the Pelham Street Reconstruction Phase 1 Tender to Atlantic Snow and Ice Management for the amount of \$406,360.77+ HST.

Alternatives

- That Council not award the Pelham Street Reconstruction Tender and defer this Project to a later time.

Background

The Pelham Street Reconstruction Phase 1 Project aims to improve the condition of a much travelled and key artery for Lunenburg and to upgrade the condition and servicing of existing infrastructure. Phase 1 is from Prince Street intersection up to King Street (approximately 100m).

The scope of construction includes the following:

- Removal of the existing road structure and replacement with gravels.
- Removal of the existing combined sewer system and replacement with a new 200mm diameter sanitary main and manholes – approximately 98m of pipe and 3 manholes.
- Storm separation from the existing combined sewer system at the Prince Street intersection – approximately 39m of pipe, 4 catch basins and 1 manhole.

Discussion

The Tender for the construction associated with the Pelham Street Reconstruction Phase 1 Project closed on August 22, 2025, and has validity for 90 days.

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

Company	Tender Price (excluding HST)
Atlantic Snow and Ice Management	\$406,360.77
Dexter	\$551,550.00
Harbour Construction Company Limited	\$694,868.25

The aim of this Project is to perform multiple upgrades to the Town’s infrastructure within the one scope. The existing combined sewer along Pelham Street is clay pipe and needs to be replaced with PVC as part of routine improvements to our system. The storm separation component will incorporate the recent work performed at the Knaut Rhuland House and prepare this section for future storm separation additions to our system. And as stated above, Pelham Street is a critical travel route for traffic travelling westward through Old Town. The road surface is in relatively poor condition (refer to attached photographs) and should be renewed. The watermain within this section of Town was replaced in 1999, so was not considered for this scope.

Phase 2 of this Project is included within the Capital Budget for 2026/27 and the similar scope has been planned to continue on Pelham Street from Prince Street up to Hopson Street.

The total amount approved in the 2025/26 Capital Budget for Phase 1 of the Pelham Street Reconstruction is \$520,000. The Consultant, Eastpoint and Staff reviewed the Tender submissions. Both the Consultant and Staff recommend awarding the Tender to the lowest bidder, Atlantic Snow and Ice Management. All Tenderers agreed to a completion date of November 30th, 2025.

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 total amount approved in the 2025/26 Capital Budget for Phase 1 of the Pelham Street Reconstruction is \$520,000 including Net HST. The breakdown of the \$520,000 budget is as follows:

- Street Reconstruction/Resurfacing: \$300,000
- Storm System: \$65,000
- Sanitary System: \$155,000

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

Item	Cost including Net HST
Engineering (Construction Inspection/Support)	\$ 36,000
Tender for Civil Work	\$ 425,000
Contingency (15%)	\$ 70,000
Revised Budget	\$ 531,000

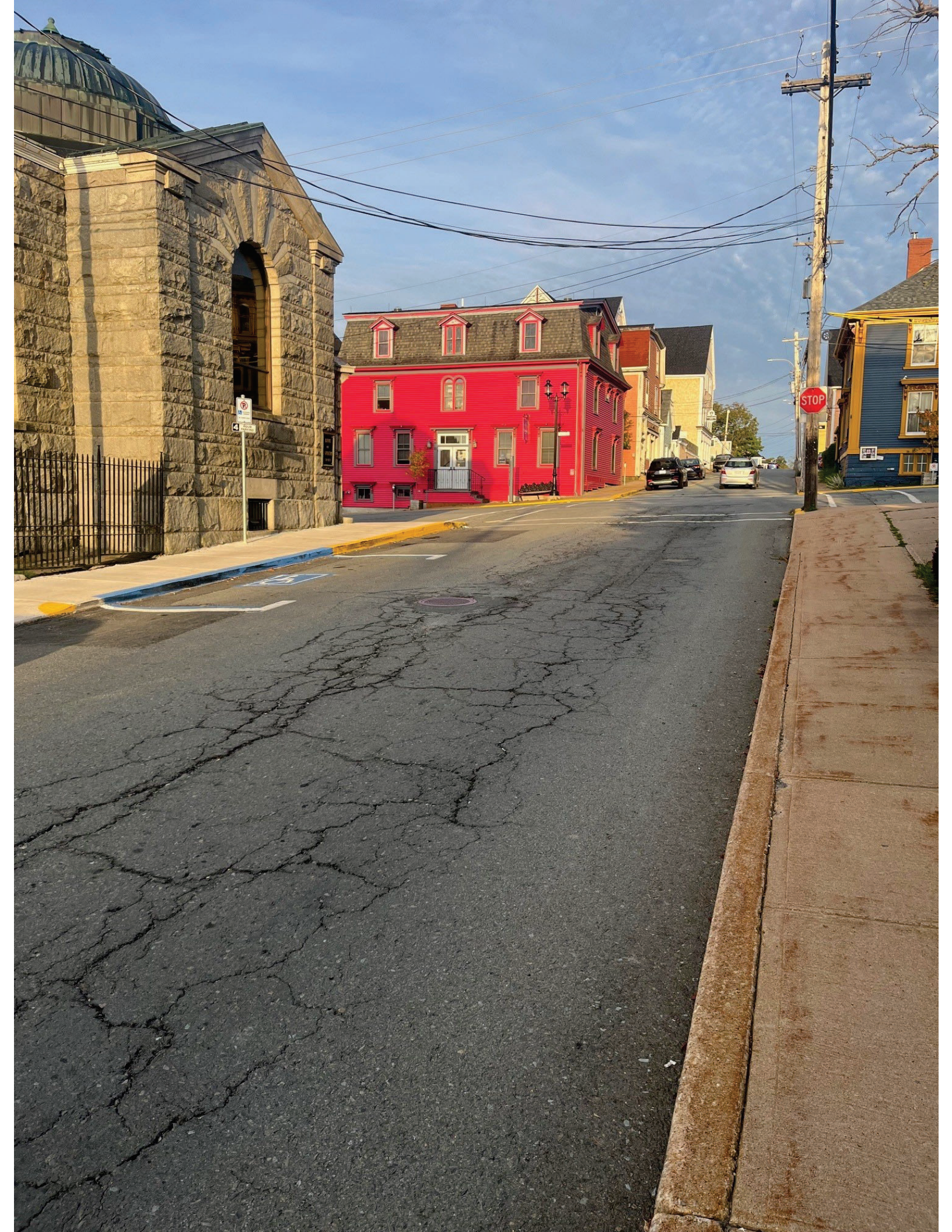
The Project is to be funded by CCBF (formerly Gas Tax), and the additional \$11,000 required to meet the revised budgeted amount can be funded from this same source.

Staff did apply to the Provincial Capital Assistance Program (PCAP) but were unsuccessful in receiving funding from the Program for this project.

Attachments

Photographs of existing pavement conditions on Pelham Street within work area.





STOP

NO PARKING
4



Subject: HCD By-law Exemption Request:
Central United Church Roof Repairs and Temporary Turret Removal

Prepared by: Laura LeGresley, Heritage Officer

Date: September 3, 2025

Recommendation

That Council accept the following recommendations from the Heritage Advisory Committee:

- That Council approve an exemption from the Heritage Conservation District Bylaw to permit temporary removal of the deteriorated turret at the south end of the gable roof at Central United Church (136 Cumberland Street), with the conditions that the turret be rebuilt when funding becomes available and detailed documentation of the existing turret be completed upon its removal.
- That Council direct staff to request and receive updates from Central United Church as the work progresses.
- That Council provide letter(s) of support for Central United Church's grant applications when submitted, with no financial commitment implied.

Alternatives

- That Council approve the exemption from the Heritage Conservation District Bylaw for the removal of the deteriorated turret at the south end of the gable roof at Central United Church (136 Cumberland) with conditions to reinstate the turret within a fixed timeframe
- That Council defer the proposed alteration to 136 Cumberland Street and that no Heritage Permit is issued until full funding is secured

Background

On July 27th, 2025, staff received an application to remove the turret (or cupola) at the southern peak of the gable roof at 136 Cumberland Street (Lunenburg Central United Church). The structure of the turret connection to the roof is currently deteriorating and causing water infiltration to the interior of the Church just above the Casavant organ. At this time, the Central United Church only has enough funds in grants to cover the removal of the turret and the resealing of the roof structure. They are proposing to thoroughly document the turret to ensure that it can be rebuilt and reinstated when funding becomes available.

The Town of Lunenburg registered 136 Cumberland Street as a municipal heritage building in 1997 under Nova Scotia's Heritage Property Act. The building also falls within the Old Town

Lunenburg Heritage Conservation District. Under the HCD Plan and Bylaw, all alterations should be guided by the Statement of Significance (attached as Appendix B).

This proposal was reviewed by the Heritage Advisory Committee, which provided a positive recommendation in support of the application as presented to Council. Key points from the Committee's discussion included the importance of ensuring the overall protection and preservation of the building. The Committee emphasized the need for periodic reporting from Central United Church to support transparency and accountability in relation to the rebuilding intent. Members also noted that similar requests may become more common due to dwindling congregation sizes, highlighting the need to prioritize the preservation of historic churches in Old Town Lunenburg. Additionally, the value of comprehensive documentation was stressed, given the high level of craftsmanship present in the original construction.

Discussion

The southern turret on the gable roof of 136 Cumberland Street is identified as a character-defining element in the property's Statement of Significance (Appendix B), contributing to the building's ecclesiastical architecture, landmark visibility, and community value.

This feature, along with the steep gable roof, tall stained-glass windows, frontal tower, and overall massing, communicate the building's historical expression of prominence and prosperity. Its removal constitutes a substantial alteration not only under the *Nova Scotia Heritage Property Act* 3(k)(l) but also under the Old Town Lunenburg Heritage Conservation District Plan and Bylaw, which states:

"All character-defining elements of locally significant, civic, and ecclesiastic character-defining structures shall be conserved. They may not be damaged, destroyed, removed, obscured, or altered in any way beyond maintenance, repair and replacement in-kind."

While the proposal does not fully comply with this standard since the removal will occur without immediate in-kind replacement, the applicant has demonstrated clear intent to reconstruct the turret using documentation when sufficient funding becomes available.

One alternative would be to defer the decision until full funding is secured for in-kind replacement of the turret. This approach would preserve full alignment with the Heritage Conservation District Plan and By-law by ensuring there is no gap between removal and reinstatement. However, deferral poses a significant risk of further structural deterioration due to ongoing water infiltration, potentially compromising the building envelope and resulting in greater heritage loss over time.

Another option would be to approve the application with a condition that the turret be reinstated within a fixed timeframe. This would provide greater certainty that the character-defining element is reinstated and not indefinitely postponed. However, given the current uncertainty around funding availability, this condition may not be feasible and could place undue pressure on the applicant without a realistic path to compliance.

Given the urgent structural issues causing active water infiltration, the limited funding currently available, and the applicant's commitment to reinstating the turret in the future, staff recommend that Council approve the proposed substantial alteration and that a Heritage Permit be issued, on the condition that conversations continue between the Central United Church and TOL staff to provide updates on funding and the reinstatement of the turret.

This approach allows for the necessary immediate building repair, while preserving the opportunity to reinstate the turret accurately in accordance with conservation best practices when funding becomes available.

Strategic Plan Relevance

Heritage: Preserve the valuable heritage resources of Lunenburg while embracing an ongoing landscape evolution.

Relevant Legislation

Old Town Lunenburg Heritage Conservation District Plan and Bylaw - Alteration Guidelines for Character Defining Structures

Nova Scotia Heritage Property By-law

Attachments

Appendix A – Application

Appendix B – 207 Montague Street Statement of Significance



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

Date: _____

Civic Address: _____

PID: [REDACTED] ZONE: _____ HCD ARCH CONTRL MuDesHER

Applicant Information:

Name: [REDACTED] _____

Mailing Address: [REDACTED] _____

Telephone: [REDACTED] Cell: _____ Fax: _____

Email: [REDACTED] _____

Property Owner Information: Same as applicant/owner

Name: [REDACTED] _____

Mailing Address: [REDACTED] _____

Telephone: [REDACTED] Cell: [REDACTED] Fax: _____

Email: [REDACTED] _____

Proposed Use and Construction:

Current use:

- Single-unit dwelling Describe: _____
- Multiple occupancy Describe: _____
- Commercial Describe: _____
- Institutional Describe: _____
- Other Describe: _____

Proposed use:

- No change
- Change to _____

Proposed scope of project:

1. _____

2. _____

Contractor Information: Same as applicant; or

Name: _____ Telephone: _____

Email: _____ Cell: _____

Documentation attached:

- Location Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other _____

Permits/Fees:

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

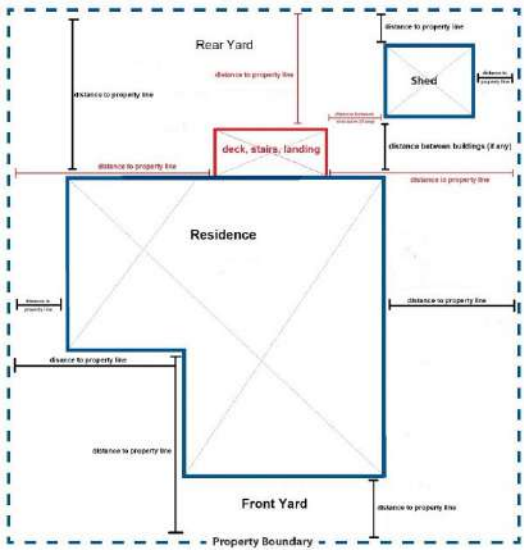
Applicant Declaration:

I solemnly declare:

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

Signature of Authorized Applicant: _____ Date: _____

Sample Location Plan:



Office Use only:

Encroachment (GENC)

Central United Church

136 Cumberland Street

Construction Date(s): 1883-1885

Alternate Name(s): Methodist Church

Municipally Registered Property 1997

Description of Historic Place:

Central United Church is a large, late-nineteenth century building on Cumberland Street, across from Civic Square. This is the second Methodist church built in Lunenburg. The first Methodist church was located on the other side of Civic Square at Prince and Townsend Streets. In 1882, the congregation elected to build a larger church on the present lot. The Methodist Church and the United Church of Canada amalgamated in 1925, and this building was renamed Central United Church.

Heritage Value:

Central United Church is of local significance and a contributing element to the Old Town Lunenburg Heritage Conservation District.

- Locally significant as a testament to religion's prominent role in Lunenburg's nineteenth and twentieth-century public life.
Lunenburg's concentration of churches, six within Old Town Lunenburg, confirm Christianity's importance in nineteenth and twentieth-century Lunenburg. The scale and location of Central United Church speak to the prominence of Methodism in Lunenburg's history. The size of the church testifies to the growing Methodist congregation Lunenburg in 1880s Lunenburg. It was called Nova Scotia's 'Cathedral of Methodism' in the keynote address of the provincial conference of the Methodist church held in Lunenburg in June 1885.
- It is locally significant as an excellent example of ecclesiastic architecture.
The congregation commissioned Dartmouth architect Edward Elliot to design Central United Church. Central United Church has a weightiness unlike any other church in Lunenburg. The youngest church in the district, its mass and mix of vertical and horizontal elements are unique. The entrance's immediacy to the street and the open interior are inviting, humanizing what might have otherwise been an overpowering structure.
- It is locally and nationally significant as part of Lunenburg's vernacular architecture tradition.
While it was architect-designed, Central United Church has numerous vernacular elements. In particular, the design encompasses Lunenburg's rich carpentry tradition, particularly notable inside the building.

Character-Defining Elements:

Elements that evidence Central United Church's significance include its:

- Impressive scale, including its height, width, compact massing, and large windows and doors, and, in particular, the principal façade's impressive height and width, measuring 17 by 34 metres;
- Overall asymmetrical composition and the composition of each façade;
- Bell tower, beginning with a square base and tapering to an octagon below the cap. Each of the eight faces is decorated with the same motif, and the tower has a bell-like cap roofed in copper. The tower's windows and entrance are aligned with and like those of the nave;
- Narrow, pointed spire rising beside a slender brick chimney;

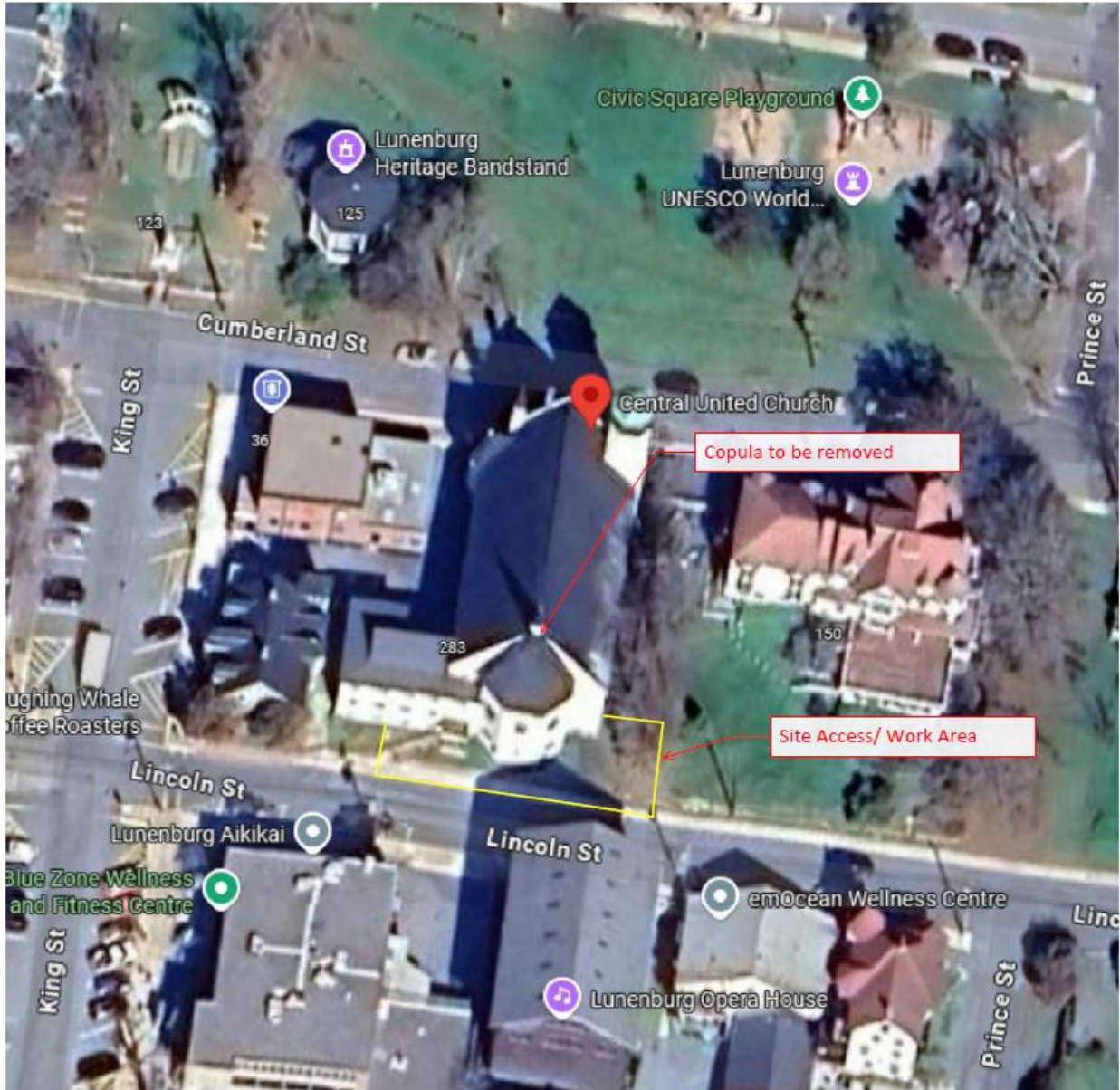
- Smaller turret at the southern peak of the gable roof;
- Tall five-sided chancel, rising to meet the gable roof;
- Location at the street line with an entrance immediately on the street;
- Three large, pointed doors on the principal façade, the central door's slightly projecting cusped arch with the same decorative motif as the tower, creating a porch, and turned posts that flank the entrance;
- Understated wooden detailing, such as varying courses of wooden clapboard, simple corner boards, wooden window tracery, belt courses, and door and window mouldings;
- Interior, which has heavy beams, oak chancel and oak pews, all of which contribute to an overall sense of width and solidity while being inviting; and
- Windows, including the stained-glass memorial windows - four-paned, double-tiered windows centred on the front façade with single-paned double-tiered windows to either side and a round window above them; and a row of five symmetrically placed Gothic windows along either side of the nave.

OLD TOWN LUNENBURG HERITAGE CONSERVATION DISTRICT BYLAW, 2024

5.9 Locally Significant, Civic and Ecclesiastic Character-Defining Structures

Civic, ecclesiastic, and locally significant structures within the district are special due to their exceptional physical attributes. Each is unique and shall be conserved according to their individual statements of significance (See Appendix F). These buildings shall be managed to the highest conservation standard.

1. All locally significant and civic and ecclesiastic character-defining structures shall be conserved referencing their individual statements of significance (See Appendix F)
2. All character-defining elements of locally significant, civic, and ecclesiastic character-defining structures shall be conserved. They may not be damaged, destroyed, removed, obscured, or altered in any way beyond maintenance, repair and replacement in-kind.
3. When character-defining elements shall be repaired they should be repaired according to traditional practices.
4. When character-defining elements shall be replaced, they shall be replaced in-kind.
5. No alteration or addition may detract, obscure, or endanger any character-defining element.
6. Additions shall be physically, visually, and stylistically compatible with, subordinate to and distinguishable upon close inspection. Close inspection here means detectable by a trained professional, such as an architect or architectural historian, when standing across the street from the building.
7. Additions shall use the same exterior cladding material(s) as the existing building and pay homage to the building's character-defining architectural elements.
8. Alterations shall be physically, visually, and stylistically compatible with, subordinate to and distinguishable upon close inspection. Close inspection here means detectable by a trained professional, such as an architect or architectural historian, when within arm's length of the alteration.
9. No attempt should be made to 'correct' deflections that have occurred over time and which have no structural significance, and present no difficulties of use, simply to address present-day aesthetic preferences.
10. Owners are strongly recommended to work with accessibility and conservation specialists and users to determine the most appropriate solution to accessibility issues with the least impact on heritage value.





Subject: Appointment to Planning Advisory Committee
From: Kayla Byrne, Municipal Clerk
Date: September 9, 2025



Recommendations

That Council appoint Michelle Marchand to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Alternatives

- Readvertise and seek additional applicants
- Suggest a three-year term (PAC TOR allow for two and three-year terms)

Background

Per the Terms of Reference for the Planning Advisory Committee, this committee will consist of three councillors and four resident representatives. A vacancy was created in May when a resident resigned from their role on the committee.

Discussion

This resident vacancy was first advertised at the end of May on the Town's social media channels and website. Council reviewed all applications on Aug.19 and directed Staff to bring forward a report for decision at its next regular meeting.

PAC provides recommendations to Council on various planning matters, including amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law.

Relevant Legislation

[Council's Committee Policy](#)

Financial

The PAC Terms of Reference state that members will serve with no pay. If Council wishes to reconsider this, it may do so under the Committees Policy.

Attachments

N/A

Subject: Lease Extension Agreement: Town of Lunenburg and
Calee and Andrew Blanchard

Prepared by: Paul Nopper, Chief Administrative Officer

Date: August 26, 2025



Recommendation

That Council approve the Lease Extension Agreement between the Town of Lunenburg and Calee and Andrew Blanchard from 2024 – 2034 (10 years) as presented.

Alternatives

- Not approve the Lease Extension Agreement
- Approve the Lease Extension Agreement for 5 years.

Background

In 2014, the Town of Lunenburg (Landlord) provided Calee and Andrew Blanchard (Tenant) with a Lease Agreement for the use of real property located on Linden Avenue for a term of 10 years. The lease of real property was to allow the tenant to construct a small section of a garage onto the Landlord's property. The lease expired in August 2024.

Discussion

At this time, there have been no issues with the lease that was in place from 2014 – 2024. Staff are recommending that we extend the lease agreement for another 10 years at the rental rate of \$120.00 per annum plus applicable taxes, increasing each year based on the Consumer Product Index for the Province of Nova Scotia.

Strategic Plan Relevance

N/A

Relevant Legislation

N/A

Financial

Standard lease rate that has been in place for 10 years, \$120.00 plus tax and CPI each year.

Communications

The Tenant is good with the lease agreement and would like to move forward with the Town.

Attachments

- Lease Extension Agreement between the Town of Lunenburg and Calee and Andrew Blanchard.

THIS LEASE EXTENSION AGREEMENT made as of this 1st day of August, 2024

BETWEEN:

TOWN OF LUNENBURG, a municipal body corporate (hereinafter called the "**Landlord**")

OF THE FIRST PART

- and -

CALEE MARGARET ALICE BLANCHARD and ANDREW MICHAEL BLANCHARD, both of Lunenburg, in the County of Lunenburg, the Province of Nova Scotia (hereinafter called the "**Tenant**")

OF THE SECOND PART

WHEREAS by lease dated as of the 20th day of April, 2015, the Landlord did lease to the Tenant certain real property located on Linden Avenue, Lunenburg, Nova Scotia (the "**Premises**") for a term of 10 years expiring on July 31, 2024 (the "**Lease**");

AND WHEREAS the Landlord and the Tenant have agreed to extend the Lease for a further term of ten (10) years commencing on August 1, 2024 and expiring on July 31, 2034.

WITNESSETH THAT:

IN CONSIDERATION of the mutual covenants contained in this Lease Extension Agreement, the parties hereto agree as follows:

1. The Lease shall be extended as specified by this Lease Extension Agreement, the Landlord and the Tenant otherwise reaffirm all the terms and conditions of the Lease and agree that all other terms and conditions of the Lease shall remain the same except as herein expressly agreed;
2. The Tenant shall hold the Premises for a term of ten (10) years commencing on August 1, 2024 and terminating on July 31, 2034 (the "**Extended Term**");
3. The rent payable by the Tenant during the Extended Term shall be one hundred and twenty dollars (\$120) per annum plus applicable taxes, increasing each year by the Consumer Product Index for the Province of Nova Scotia.
4. All other terms and conditions of the Lease shall remain binding and enforceable upon the parties;

All capitalized terms used herein shall have the meanings given them in the Lease if not otherwise defined herein.

This Agreement is binding on the parties hereto, their successors and assigns.

This Agreement may be executed electronically and/or in any number of counterparts and by different parties in separate counterparts. A party may send a copy of its executed counterpart to each other by electronic means instead of delivering a signed original of that counterpart. Each executed counterpart (including each copy sent by electronic transmission) shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

[SIGNATURE PAGES TO FOLLOW]

