

HERITAGE ADVISORY COMMITTEE MEETING AGENDA

TOWN OF LUNENBURG

Wednesday, August 27, 2025, at 6 pm

Council Chamber, 120 Townsend St.



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

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. APPROVAL OF AGENDA

3.1 August 27, 2025, Heritage Advisory Committee Meeting Agenda

Recommendation: That the Heritage Advisory Committee approve the agenda for the August 27, 2025, meeting as presented.

4. APPROVAL OF MINUTES

4.1 January 20, 2025, Meeting Minutes

Recommendation: That the Heritage Advisory Committee approve the minutes of the January 20, 2025, meeting as presented.

5. NEW BUSINESS

5.1 Staff Report and Discussion - Central United Church Spire Removal and Roof Repairs

Recommendation: That the Heritage Advisory Committee recommends that Council approve the proposed substantial alteration to 136 Cumberland Street (Lunenburg Central United Church), specifically the temporary removal of the character-defining spire, and that staff be directed to issue a Heritage Permit subject to appropriate conditions.

5.2 Verbal Update from Staff – Council support of HSMBC Review of Designation

6. ROUNDTABLE

An opportunity for Heritage Advisory Committee members to share ongoing work in heritage, updates from their respective institutions, something you have recently learned about heritage, etc.

7. NEXT MEETING

7.1 TBD

8. ADJOURNMENT



**HERITAGE ADVISORY COMMITTEE MEETING MINUTES
TOWN OF LUNENBURG**

January 20, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber

- Present**
- Councillor Alison Strachan
 - Councillor Renea Babineau
 - Faune Creaser, Citizen Representative
 - Philip Mitchell, Citizen Representative
 - Nathalie Irving, Lunenburg Heritage Society Representative
 - Oliver Osmond, Lunenburg Heritage Society Representative
- Also present**
- Laura LeGresley, Heritage Officer
 - Marc Kiely, Director of Community Development
 - Kayla Byrne, Municipal Clerk
- Absent**
- Philip Mitchell, Citizen Representative
- Call to Order**
- The Chair called the meeting to order at 6:00 p.m.
- Land Acknowledgment**
- The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
- Introductions**
- As this was the first meeting of the HAC with new councillor representatives, the committee members provided brief introductions.
- Additions to the agenda / Approval of the agenda**
- There was a general consensus that the Committee would add an agenda item to appoint a new committee chair and approve the January 20, 2025 meeting agenda as amended.
- Chair appointment**
- By adding the appointment of co-chairs to the agenda and approving the amended agenda, the Committee moved and seconded a motion to appoint Councillor Strachan and Councillor Babineau as co-chairs, with chairing duties alternating between meetings.
- Motion carried unanimously**
- Approval of Minutes**
- It was noted that the minutes incorrectly stated the year as '2023' when it should be '2024'.
- Moved and seconded that the Committee approve the minutes of the September 9, 2024, meeting, with a correction to change the reference from '2023' to '2024'.
- Motion carried unanimously**

Lot 2 Pelham Street
and Lot 3
Montague Street
(Pelham Lofts)

Jacob Fenchak, a representative with the Armour Group, introduced the project and provided background on the company's expertise in historic property management. Brian McKay-Lyons of McKay-Lyons Sweetapple Architects detailed the project's design, highlighting its alignment with Lunenburg's heritage character, including the use of traditional materials, architectural features, and the historic town plan.

The design includes residential units, commercial spaces, and underground parking, with features like gambrel roofs and traditional storefront windows.

Staff provided an analysis of the proposal's compliance with the Heritage Conservation District (HCD) plan and bylaw, noting the designs respect the proportions, materials, and streetscape of Old Town Lunenburg and align with UNESCO and National Historic Site guidelines. Both developments were positively recommended for their contribution to preserving Lunenburg's historic character.

Discussion highlights include:

- Support for Design and Heritage Alignment: Several committee members praised the thoughtful integration of traditional and modern elements, noting the project's adherence to heritage guidelines.
- Concerns on Pelham Street Height: A member expressed slight unease about the height of the Pelham Street building potentially dwarfing adjacent structures, though they ultimately supported the design.
- Window Design Feedback: Questions were raised about the proportions and placement of windows on the Montague Street façade, with one member noting they appeared more commercial than residential in character.
- Historical Context Appreciation: Members appreciated the project's historical sensitivity, particularly the acknowledgment of the Acadian foundation of the Romkey House and its connection to Lunenburg's diverse history.

Moved and seconded to recommend that Council approve the issuance of a Certificate of Appropriateness for the construction of the commercial development located on Lot 3, Montague Street and the residential structure located on Lot 2, Pelham Street.

Motion carried unanimously

A public hearing on this matter will be scheduled for a future regular Council meeting.

Next meeting The next meeting date was not set.

Adjournment There being no further business, the January 20, 2025 Committee meeting adjourned at 6:41 p.m.

DRAFT

Subject: Central United Church Roof Repairs and Spire Removal

Prepared by: Laura LeGresley, Heritage Officer

Date: August 20th, 2025



Recommendation

That the Heritage Advisory Committee recommends that Council approve the proposed substantial alteration to 136 Cumberland Street (Lunenburg Central United Church), specifically the temporary removal of the character-defining spire, and that staff be directed to issue a Heritage Permit subject to appropriate conditions ensuring that the spire is documented prior to removal and reinstated in kind by the property owner when funding becomes available.

Alternatives

- HAC recommends that Council approve the proposed alteration to 136 Cumberland Street and that staff issue a Heritage Permit with conditions to reinstate the spire within a fixed timeframe
- HAC recommends 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 spire at the southern peak of the gable roof at 136 Cumberland Street (Lunenburg Central United Church). The structure of the spire 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 spire and the resealing of the roof structure. They are proposing to thoroughly document the spire 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).

Under Section 4.1(b) of the Town's Heritage Property By-law, the Heritage Advisory Committee may advise the Town on an application to substantially alter a municipal heritage property.

Discussion

The southern spire on the gable roof of 136 Cumberland Street is identified as a character-defining element in the property's Statement of Significance, 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 spire 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 spire. 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 spire 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 spire in the future, staff recommend that Council approve the proposed substantial alteration and that a Heritage Permit be issued, subject to the following conditions:

1. That the applicant undertake detailed documentation of the spire, including measured drawings and photographs, to the satisfaction of staff;
2. That the documentation be submitted to the Town prior to removal and retained in municipal records; and
3. That the spire be reconstructed in kind using the submitted documentation when funding allows, and that the applicant provide periodic updates on funding efforts as requested by staff.

This approach allows for the necessary immediate building repair, while preserving the opportunity to reinstate the spire 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

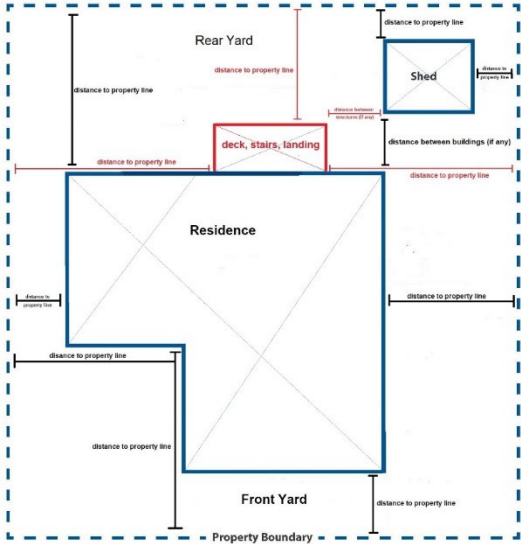
Applicant Declaration:

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.

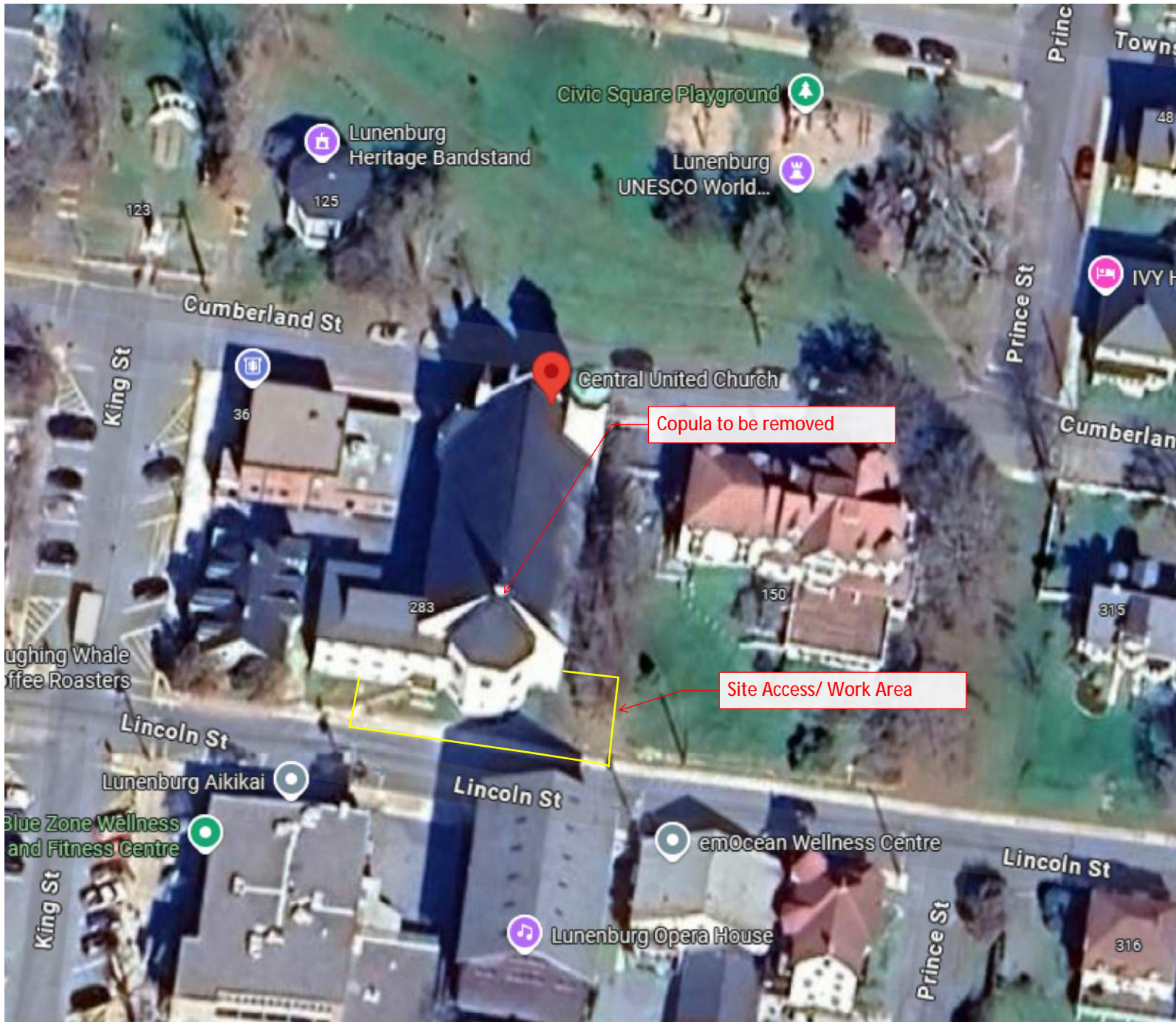
Signature of Authorized Applicant: _____ Date: _____

Sample Location Plan:



Office Use only:

Encroachment (GENC)







283

LINCOLN
UNIVERSITY
FOOD
BANK
1000 N. 11th St.
Lincoln, NE 68502

Central
United Church
Rev. Daniel MacDonald
Services Every Sunday
10:30 am
All Vestees Welcome



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: HSMBC Review of Designation

Prepared by: Marc Kiely, Community Development

Date: August 12, 2025



Recommendation

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

Background

Town staff have recently been provided notice by HSMBC that the citizen-initiated review of designation for Old Town Lunenburg Historic District NHS has been identified for review and that a report will be prepared for consideration of the HSMBC. The purpose of this process is to add an additional layer of history to the existing designation.

Requests for review can be made by any member of the public, as was done by Councillor Strachan in June 2024 prior to being elected.

Discussion

The Historic Sites and Monuments Board of Canada (HSMBC) is the advisory body to the Government of Canada on the designation of persons, places and events from a national perspective whose recommendations feed into designations of national significance, including the Old Town Lunenburg Historic District NHS. The HSMBC's secretariat is administered through Parks Canada, however, it should be noted that this is a separate entity than the unit focused on World Heritage.

With the recognition that perspectives and interpretations of history in Canada have changed a lot of the last century, some designations and their commemorative bronze plaques include dated, inaccurate or insensitive content that does not reflect what is known or important to say about the country's history today, HSMBC has initiated a program designed to review commemorative plaque texts and national historic designations. Parks Canada's Framework for History and Commemoration (<https://parks.canada.ca/lhn-nhs/cadre-framework/cadre-2019-framework>) outlines the approach for the review of existing national historic designations and their related plaque texts, focusing on incorporating new knowledge and expanded perspectives to ensure the incorporation of the broad spectrum of history in Canada and includes the histories, cultures and contributions of Indigenous peoples.

Designations are reviewed for the following reasons:

- **colonial assumptions:** designations related to colonial and religious leaders and their actions, and to settlement and nation building that were written from an overly European perspective

- **terminology:** designations that include outdated or offensive terms or word choices
- **absence:** designations that have an absence of a significant layer of history, most frequently associated with the exclusion of Indigenous peoples
- **controversial beliefs and behaviours:** designations, in particular persons, who are now associated with views, actions, and activities condemned by today's society
- **new research:** designations that need to be updated to reflect new information, new sources, or recent scholarship

The review process involves a Parks Canada historian conducting research, including public engagement with community members, subject-matter experts and local stakeholders. A research report is then presented to the Board for consideration.

The Board may recommend to the Minister of Environment and Climate Change and the Minister responsible for Parks Canada

1. New or modified reasons for designation
2. To maintain the existing designation
3. That there is insufficient historical knowledge or another issue that makes it impossible to provide a recommendation at this time.

The secretariat at Parks Canada does not provide a timeline for completion of the related work, however, notes that it is contingent on complexity of the file and availability of resources but will endeavour to complete the work as soon as possible. The Town will be informed of the outcome of the review.

Staff feel that the related work and research is important and will help lay the groundwork for current and future initiatives related to ensuring an authentic and relevant representation of history, inclusivity, especially underrepresented histories. To highlight, this review does not relate to the World Heritage designation specifically, rather, the National Historic Site designation. That said, related research and outcomes could be relevant to any future review of other heritage designations.

Although Town resources are not expected to be utilized, Staff are seeking support to recognize the outcomes and consider how it can feed into other relevant work including interpretation.

An official application by the Town is not required as the original request for review was accepted.

Financial

There are no related financial or staff resource commitments.

Communications

Once outcomes of the review and related reporting material is provided, a communications plan will be developed.

Attachments

Attachment A – Notification Email to Town of Lunenburg

From: [CLMHC-HSMBC \(PC\)](#)
To: [Marc Kiely](#)
Cc: [CLMHC-HSMBC \(PC\)](#)
Subject: HSMBC – Notice to Site Owner – Review of designation - Old Town Lunenburg Historic District National Historic Site of Canada
Date: July 31, 2025 3:27:16 PM
Attachments: [image001.jpg](#)

CAUTION: THIS IS AN EXTERNAL MAIL



Dear Marc Kiely,

As the representative of the town of Lunenburg, owner of the property on which the commemorative plaque for Old Town Lunenburg Historic District National Historic Site is currently located, I am writing to inform you that the designation under the National Program of Historical Commemoration has been identified for review. A report will be prepared for the consideration of the Historic Sites and Monuments Board of Canada (the Board). The purpose of this process is to add an additional layer of history to the existing designation. In the meantime, the current plaque, located on Bluenose Drive, will be retained until this process is completed.

Taking into account the complexity of the file and the availability of resources, the amount of time required to prepare documentation for the Board can vary. Please be assured, however, that we endeavour to have the review considered by the Board in as timely a manner as possible. You will be informed of the outcome of this review once the process will be completed.

If you wish to learn more about the review of commemorative plaque texts and national historic designations, you may visit the [review of designations](#) web page.

Should you have any questions on this matter, please do not hesitate to contact me at jocelyne.long@pc.gc.ca.

Sincerely,

Jocelyne Long
A/Manager, Heritage Designations, Cultural Heritage Programs
Indigenous Affairs and Cultural Heritage Directorate
Parks Canada Agency

Secrétariat
Commission des lieux et monuments historiques du Canada (CLMHC)
Parcs Canada / Gouvernement du Canada
30, rue Victoria, (P3-03-M), Gatineau (Québec) J8X 0B3
clmhc-hsmbc@pc.gc.ca
parcs.canada.ca

Secretariat
Historic Sites and Monuments Board of Canada (HSMBC)
Parks Canada / Government of Canada
30 Victoria Street, (P3-03-M), Gatineau, QC J8X 0B3
clmhc-hsmbc@pc.gc.ca
parks.canada.ca