

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: SENIOR MANAGEMENT STAFF**

**DATE: OCTOBER 14, 2022**

**RE: 2022 MUNICIPAL BOUNDARY REVIEW APPLICATION**

---

### 1. FACTS

Section 369 of the *Municipal Government Act* (MGA) requires that:

*(1) In the year 1999, and in the years 2006 and every eighth year thereafter [2022] the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.*

*(2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors.*

The “Board” refers to the Nova Scotia Utility and Review Board (NSUARB), the body who process the applications.

A “polling district” is defined in section 2 (1) (x) of the *Municipal Elections Act* as including “...a ward or town which is not defined into wards”.

The MGA defines a “councillor” as a “...council member other than a mayor”. Consequently, this application will **not** address the office of the Mayor but rather, the number of Councillors and the area they represent.

At the Council Meeting of August 9, 2022 a staff report “2022 Municipal Boundary Review Process” was presented outlining the steps, staff recommendations to continue

a single electoral district consisting of the entire Town and to continue with six councillors, and the applicable public consultation. The following motion was passed in response to staff report “2022 Municipal Boundary Review Process”:

*Motion: moved and seconded that Council approve the recommendations in Items 2 (a)-(e) as well as the public consultation process outlined in Item 2 (f) of the “2022 Municipal Boundary Review Process” memorandum (Schedule D).  
Motion carried.*

## **Public Consultation**

A fact sheet was published ([Attachment A](#)) and a public survey was circulated online and on paper in Town Hall to solicit feedback on the recommendations ([Attachment B](#)). The public survey and a public information meeting were publicized in ads in the local paper and online.

The public information meeting was held on September 13, 2022 and included the public survey responses on the recommendations ([Attachment C](#)). No submissions were received from the public prior to or at that meeting beyond the survey responses.

A draft Municipal Boundary Review application to the NSUARB has been completed based on the results of the public consultation, which requires Council approval.

## **2. ISSUES AND OPTIONS ANALYSIS**

### **NSUARB Application**

*The Municipal Government Act Rules made under Section 12 of the Utility and Review Board Act ([Attachment D](#)) states in articles 30 the information that should be included in an application for “a town which has not been divided into wards or polling districts” and directs the use of Form D. Article 31 directs the additional information that should be included with the application.*

The proposed Form D application package is attached to this report ([Attachment E](#)).

### **Next Steps**

- i. Town Council approves the proposed Municipal Boundary Review application to NSUARB.
- ii. Town submits the Municipal Boundary Review application to NSUARB – due before Dec 31, 2022.
- iii. NSUARB will schedule a public hearing. They typically hold their public hearing in the local municipality. The Town could assign the Town Solicitor to represent

the Town at the hearing or have the Mayor or CAO or designated staff perform this duty. There may be legal and procedural issues that arise during the course of the hearing.

- iv. The Town would make its submission (i.e., present its application) and the Board or members of the public would be invited to comment.
- v. NSUARB will render their decision in writing within 60 days of the hearing.

### **3. FINANCIAL IMPACT**

If Town Council prefers to engage the Town Solicitor to represent the Town at the NSUARB hearing, legal fees will apply.

### **4. STRATEGIC PLAN RELEVANCE**

#### ***Strategic Direction***

- **Governance:** A town where positive relationships, communication, continual engagement, and shared vision are the foundation to municipal decision-making.

The Municipal Boundary Review is a requirement of the Province of Nova Scotia under the *Municipal Government Act*.

### **5. RECOMMENDATION AND DRAFT MOTIONS**

Draft Motion: moved and seconded that Council approve the proposed Municipal Boundary Review application to the Nova Scotia Utility and Review Board.

Draft Motion: moved and seconded that the Town Solicitor be engaged to represent the Town at the Nova Scotia Utility and Review Board hearing to be scheduled in the Town of Lunenburg by the Board.

Attachments - 5

Acknowledged only by:

Jamie Doyle  
CAO

# FACT SHEET

## 2022 Municipal Boundary Review



The Town of Lunenburg is conducting a review of the number of Councillors (not including Mayor), electoral boundaries, and polling districts. Resident feedback on these topics is an integral part of the Town's review.

A background report was presented to Council on August 9, 2022. The Boundary Review is required by the Government of Nova Scotia for all municipalities every eight years. The process is managed by the Nova Scotia Utility & Review Board.

This Fact Sheet outlines the questions underlying the Boundary Review, and the opportunities for public consultation.

### Public Consultation

We are seeking feedback from residents of the Town of Lunenburg ONLY, aged 16 or older.

1. **Survey:** There is a short online survey available; please take a few minutes to complete by **Sunday, August 28, 2022:** <https://bit.ly/TOL-BoundarySurvey>

Paper copies of the survey are available at the front counter at Town Hall for those who prefer this method or one can be downloaded for printing (see link below).

2. **Meeting:** A public information meeting will be held at the regular Council Meeting of Tuesday, **September 13, 2022 at 6:00 p.m.** Residents are welcome to attend and provide feedback at that time either in person or via Zoom (see link below).
3. **Hearing:** The Nova Scotia Utility & Review Board will schedule a Public Hearing into the application in early 2023.

### The Questions

The Town of Lunenburg elects six Councillors at large, and has one polling district with the boundary being the entire Town.

The background report provides analysis of the questions. No changes are recommended.

- Number of Councillors (not including the Mayor)

Research has been conducted into all 25 towns in Nova Scotia per the chart below. The average number of Councillors is 5.2. An analysis of six vs. four Councillors is contained

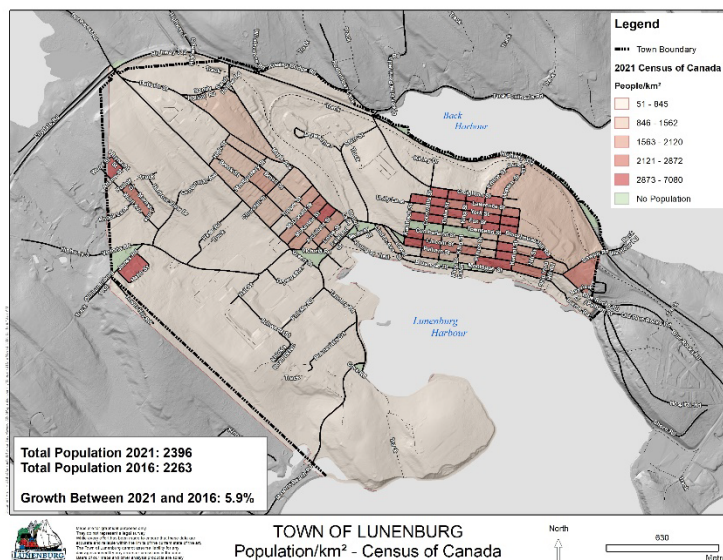
in the background report including workload, expertise, candidate attraction, and quorum.

- Number and boundaries of polling district(s) and whether fair/reasonable

The Town of Lunenburg has had only one polling district for over 100 years with an electoral boundary of the entire town, per the map provided. 20 of Nova Scotia's 25 towns also have a single polling district. An analysis of one district vs. a ward system is contained in the background report including considerations of representation, disparity, and collaboration.

**NOVA SCOTIA TOWNS - DATA CHART**

Nova Scotia Towns (x25)	Population (2021 Census)	# of Electors (2020)	Total Private Dwellings (2021)	Land Area (km <sup>2</sup> )	# Councillors (excluding Mayors)	# of Wards	Councillor: Population	Councillor: Electors
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish	4,656	3,937	2,675	4.98	6	1	776	656
Berwick	2,455	1,799	1,080	6.53	6	1	409	300
Bridgewater	8,790	7,200	4,493	13.63	6	1	1,465	1,200
Clark's Harbour	725	650	399	2.82	6	1	121	108
Digby	2,001	1,512	1,133	3.16	4	1	500	378
Kentville	6,630	4,913	3,090	17.08	6	1	1,105	819
Lockeport	476	n/a	307	2.32	4	1	119	n/a
<b>Lunenburg</b>	<b>2,396</b>	<b>1,939</b>	<b>1,242</b>	<b>4.04</b>	<b>6</b>	<b>1</b>	<b>399</b>	<b>323</b>
Mahone Bay	1,064	876	599	3.12	6	1	177	146
Middleton	1,873	n/a	977	5.55	6	1	312	n/a
Mulgrave	627	580	316	17.83	4	1	157	145
New Glasgow	9,471	7,462	4,782	9.96	6	3	1,579	1,244
Oxford	1,170	931	576	10.68	6	1	195	155
Pictou	3,107	2,551	1,600	7.99	4	2	777	638
Port Hawkesbury	3,210	2,602	1,523	8.10	4	1	803	651
Shelburne	1,644	1,334	917	8.75	4	1	411	334
Stellarton	4,007	3,265	2,017	8.99	4	2	1,002	816
Stewiacke	1,557	1,059	739	17.62	6	1	260	177
Trenton	2,407	1,967	1,167	6.07	4	1	602	492
Truro	12,954	10,421	6,658	37.52	6	3	2,159	1,737
Westville	3,540	2,745	1,660	14.24	4	2	885	686
Wolfville	5,057	4,463	2,856	6.46	6	1	843	744
Yarmouth	6,829	5,352	3,569	10.57	6	1	1,138	892
<b>AVERAGE</b>	<b>3,863</b>	<b>3,028</b>	<b>1,982</b>	<b>9.68</b>	<b>5.20</b>	<b>1</b>	<b>716</b>	<b>610</b>



## Resources

- The online survey link is: <https://bit.ly/TOL-BoundarySurvey>
- For the background report on the questions and/or a downloadable copy of the survey or this fact sheet, visit the Town website: <https://townoflunenburg.ca/fact-sheet-municipal-boundary-review.html>
- To attend the Public Information Meeting online on September 13, 2022: Zoom <https://us06web.zoom.us/j/89705786856> to participate or YouTube <https://bit.ly/YouTubeTOL> to view only
- Nova Scotia Utility & Review Board on Municipal Boundaries: <https://nsuarb.novascotia.ca/mandates/municipal-boundaries>
- To access Council agenda and minutes packages. visit: <https://townoflunenburg.ca/council-meetings-2022.html>

### For further information, please contact:

Heather McCallum  
Assistant Municipal Clerk  
Town of Lunenburg  
902-634-4410, ext. 240  
[hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca)

# 2022 Boundary Review Survey

Thank you for helping the Town of Lunenburg shape our municipality by taking our survey.

The Government of Nova Scotia requires all municipalities to review the number of Councillors, electoral boundaries, and polling districts every 8 years. Resident feedback on these topics is an integral part of the Town's review, and a requirement of the Municipal Government Act.

This survey should take you about 5-10 minutes to complete and responses will be kept strictly anonymous. No effort will be made to identify anyone who completes the survey.

Please provide your response by **August 26, 2022 at 4:00 p.m.**

*Please note: We are seeking the opinions of residents of the Town of Lunenburg ONLY, aged 16 and older.*

---

\* Required

1. Prior to today, were you aware that the Town of Lunenburg's Council is responsible for the following? Please check all items that apply.

\*

*Check all that apply.*

- Town governance
- Town property and facilities
- Bylaws and policies
- Economic development
- Heritage stewardship
- Financial, budget and taxation
- Planning and development
- Recreation and culture
- Cemetery
- Emergency management
- Fire department and RCMP policing
- Streets and sidewalks
- Electric service and infrastructure
- Solid waste management and environmental stewardship
- Water treatment and watershed protection
- Wastewater collection and treatment

2. Please respond to each of the following statements with a "yes", "no", or "unsure".

\*

Mark only one oval per row.

	Yes	No	Unsure
<b>I am aware that I can contact members of Council with questions or concerns</b> <a href="https://townoflunenburg.ca/connect-with-council.html">https://townoflunenburg.ca/connect-with-council.html</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>I am aware that I can attend Council and Committee meetings in person or online</b> <a href="https://bit.ly/YouTubeTOL">https://bit.ly/YouTubeTOL</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>I have contacted a member of Council at any point in the past</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>I have attended a Council or other Public Meeting, either in person or online, at any point in the past</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>I plan to vote in the next municipal election, which will be held on October 16, 2024</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. How knowledgeable do you personally feel you are about the role and responsibilities of the Town of Lunenburg Council? \*

*Mark only one oval.*

- Very knowledgeable
- Somewhat knowledgeable
- Unsure
- Not knowledgeable

4. The Town of Lunenburg is one polling district with a population of 2,396 residents as of <sup>\*</sup> the 2021 Census, and 6 Councillors (not including the Mayor). Here is a chart of the 25 towns in Nova Scotia for comparison.

Seeing these comparisons and considering workload, which best represents your view on ratio, or the number of Councillors relative to residents in the Town of Lunenburg?

NOVA SCOTIA TOWNS - DATA CHART

<b>Nova Scotia Towns (x25)</b>	<b>Population (2021 Census)</b>	<b># of Electors (2020)</b>	<b>Total Private Dwellings (2021)</b>	<b>Land Area (km<sup>2</sup>)</b>	<b># Councillors (excluding Mayors)</b>	<b># of Wards</b>	<b>Councillor: Population</b>	<b>Councillor: Electors</b>
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish	4,656	3,937	2,675	4.98	6	1	776	656
Berwick	2,455	1,799	1,080	6.53	6	1	409	300
Bridgewater	8,790	7,200	4,493	13.63	6	1	1,465	1,200
Clark's Harbour	725	650	399	2.82	6	1	121	108
Digby	2,001	1,512	1,133	3.16	4	1	500	378
Kentville	6,630	4,913	3,090	17.08	6	1	1,105	819
Lockeport	476	n/a	307	2.32	4	1	119	n/a
<b>Lunenburg</b>	<b>2,396</b>	<b>1,939</b>	<b>1,242</b>	<b>4.04</b>	<b>6</b>	<b>1</b>	<b>399</b>	<b>323</b>
Mahone Bay	1,064	876	599	3.12	6	1	177	146
Middleton	1,873	n/a	977	5.55	6	1	312	n/a
Mulgrave	627	580	316	17.83	4	1	157	145
New Glasgow	9,471	7,462	4,782	9.96	6	3	1,579	1,244
Oxford	1,170	931	576	10.68	6	1	195	155
Pictou	3,107	2,551	1,600	7.99	4	2	777	638
Port Hawkesbury	3,210	2,602	1,523	8.10	4	1	803	651
Shelburne	1,644	1,334	917	8.75	4	1	411	334
Stellarton	4,007	3,265	2,017	8.99	4	2	1,002	816
Stewiacke	1,557	1,059	739	17.62	6	1	260	177
Trenton	2,407	1,967	1,167	6.07	4	1	602	492
Truro	12,954	10,421	6,658	37.52	6	3	2,159	1,737
Westville	3,540	2,745	1,660	14.24	4	2	885	686
Wolfville	5,057	4,463	2,856	6.46	6	1	843	744
Yarmouth	6,829	5,352	3,569	10.57	6	1	1,138	892
<b>AVERAGE</b>	<b>3,863</b>	<b>3,028</b>	<b>1,982</b>	<b>9.68</b>	<b>5.20</b>	<b>1</b>	<b>716</b>	<b>610</b>

Mark only one oval.

- Lunenburg has too many Councillors
- Lunenburg has the right number of Councillors
- Lunenburg does not have enough Councillors

5. Why did you answer as above re: number of Councillors?

---

---

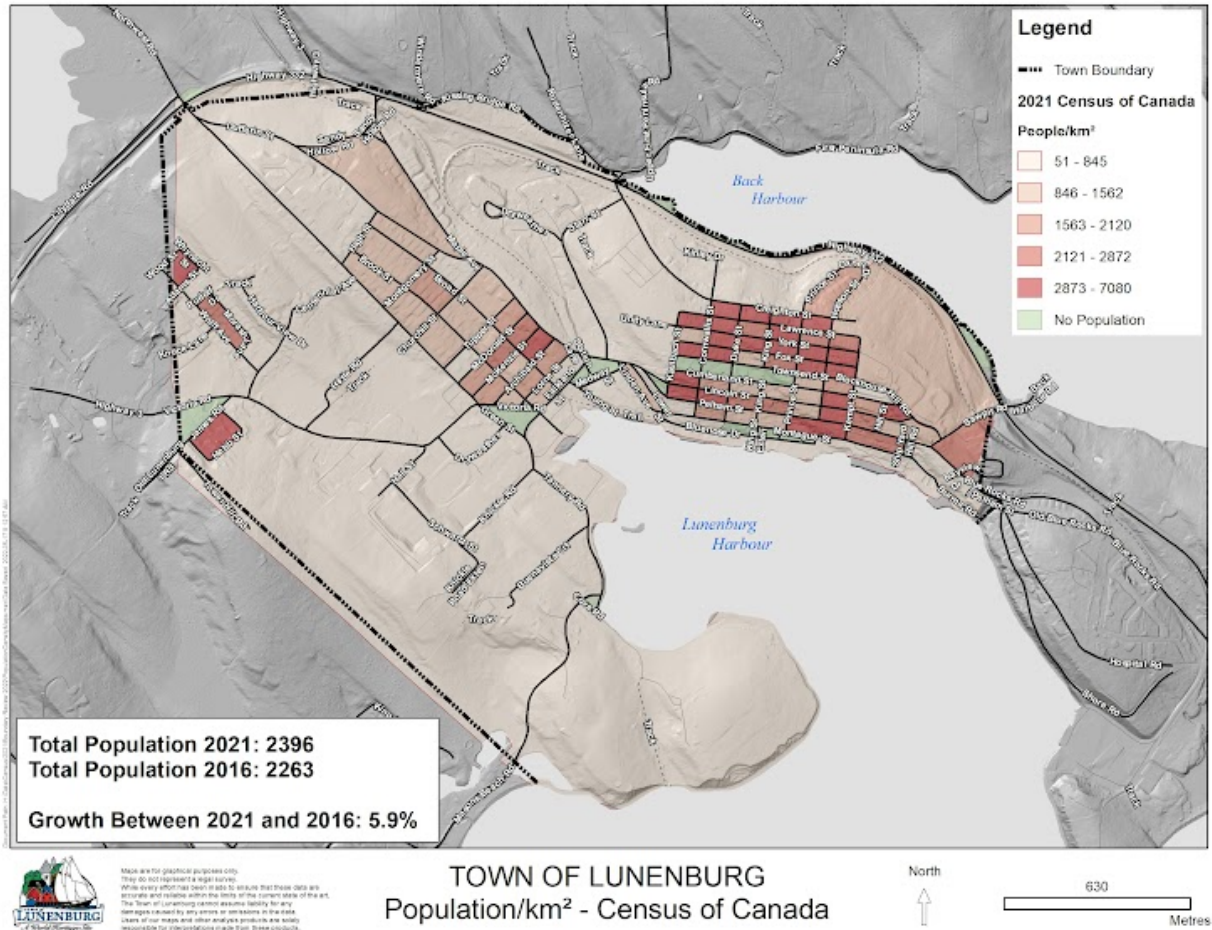
---

---

---

6. With a land area of 4.04km<sup>2</sup>, the Town of Lunenburg has been a single polling district \* for over 100 years, with councillors “at large” representing all residents of the Town. At one time a ward system of three polling districts was the practice but was discontinued in 1909.

Knowing this, which best represents your views on polling districts?



Mark only one oval.

- Lunenburg should continue to be a single polling district
- Lunenburg should change to a ward system

7. If you selected ward system, how many wards do you think appropriate?

\_\_\_\_\_

8. Why did you answer as above re: number of polling districts?

---

---

---

---

---

9. How do you prefer to get news and information about the Town of Lunenburg government and services? Please click all that apply. \*

*Check all that apply.*

- Website [www.townoflunenburg.ca](http://www.townoflunenburg.ca)
- Social media: Facebook, Twitter, Instagram, LinkedIn, YouTube (links available at <https://townoflunenburg.ca/communications.html>)
- Email or phone call to Council (<https://townoflunenburg.ca/connect-with-council.html>)
- Email or phone call to staff (<https://townoflunenburg.ca/staff-contacts.html>)
- In-person Town Hall payment or permit counters
- In person meeting with staff (pre-booking is requested)
- Newspaper advertisement
- Print posters at Town facilities and/or King St. bulletin board
- Other: \_\_\_\_\_

10. Do you have any further comments on the Boundary Review?

---

---

---

---

---

# PUBLIC INFORMATION MEETING: MUNICIPAL BOUNDARY REVIEW

SEPTEMBER 13, 2022



5

## MUNICIPAL BOUNDARY REVIEW: BACKGROUND



Section 369 of the *Municipal Government Act* (MGA) requires that:

- *In the year 1999, and in the years 2006 and every eighth year thereafter [2022] the council shall conduct a study of the **number and boundaries of polling districts in the municipality**, their fairness and reasonableness and the **number of councillors**.*
- *After the study is completed, and before the end of the year in which the study was conducted, the **council shall apply to the Board** to confirm or to alter the number and boundaries of polling districts and the number of councillors.*

6

## MUNICIPAL BOUNDARY REVIEW: BACKGROUND



In a staff background report an analysis of the following questions and provided a recommendation of **no changes** on each one:

- a) *Number of Councillors (not including the Mayor)*
- b) *Number of polling district(s);*
- c) *Boundaries of polling district(s);*
- d) *Fairness of polling district(s);*
- e) *Reasonableness of polling district(s); and*
- f) *Pre-hearing public consultation process*

7

## MUNICIPAL BOUNDARY REVIEW: BACKGROUND



- At the August 9, 2022 the following motion was passed by Council:

*Motion: moved and seconded that Council approve the recommendations in Items 2 (a)-(e) as well as the public consultation process outlined in Item 2 (f) of the “2022 Municipal Boundary Review Process” memorandum (Schedule D). Motion carried.*

8

## MUNICIPAL BOUNDARY REVIEW: PUBLIC ENGAGEMENT



- Fact Sheet – Town website, social media channels, physical bulletin board on King Street
- News Release
- *Progress Bulletin/Lighthouse Now* newspaper advertisements in August 24<sup>th</sup> and 31<sup>st</sup> issues
- Public Survey – online and print – available until August 28<sup>th</sup>
- Public Information Meeting – in-person and online – to take place at September 13<sup>th</sup> Council meeting

9

## MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



- Question:  
The Town of Lunenburg is one polling district with a population of 2,396 residents as of the 2021 Census, and 6 Councillors (not including the Mayor). Here is a chart of the 25 towns in Nova Scotia for comparison.  
Seeing these comparisons and considering workload, which best represents your view on ratio, or the number of Councillors relative to residents in the Town of Lunenburg?

10

# MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



NOVA SCOTIA TOWNS - DATA CHART

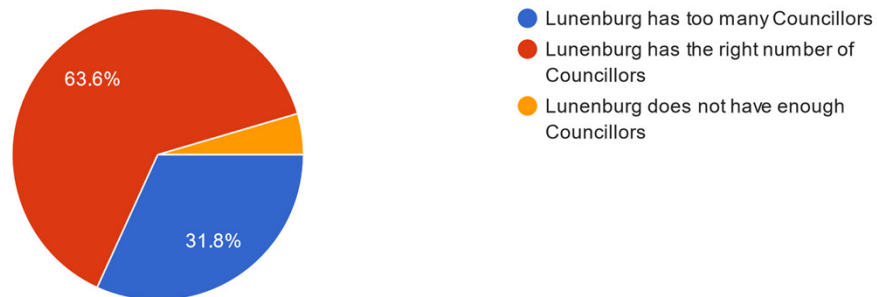
Nova Scotia Towns (x25)	Population (2021 Census)	# of Electors (2020)	Total Private Dwellings (2021)	Land Area (km <sup>2</sup> )	# Councillors (excluding Mayors)	# of Wards	Councillor: Population	Councillor: Electors
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish	4,656	3,937	2,675	4.98	6	1	776	656
Berwick	2,455	1,799	1,080	6.53	6	1	409	300
Bridgewater	8,790	7,200	4,493	13.63	6	1	1,465	1,200
Clark's Harbour	725	650	399	2.82	6	1	121	108
Diaby	2,001	1,512	1,133	3.16	4	1	500	378
Kentville	6,630	4,913	3,090	17.08	6	1	1,105	819
Lockeport	476	n/a	307	2.32	4	1	119	n/a
<b>Lunenburg</b>	<b>2,396</b>	<b>1,939</b>	<b>1,242</b>	<b>4.04</b>	<b>6</b>	<b>1</b>	<b>399</b>	<b>323</b>
Mahone Bay	1,064	876	599	3.12	6	1	177	146
Middleton	1,873	n/a	977	5.55	6	1	312	n/a
Mulgrave	627	580	316	17.83	4	1	157	145
New Glasgow	9,471	7,462	4,782	9.96	6	3	1,579	1,244
Oxford	1,170	931	576	10.68	6	1	195	155
Pictou	3,107	2,551	1,600	7.99	4	2	777	638
Port Hawkesbury	3,210	2,602	1,523	8.10	4	1	803	651
Shelburne	1,644	1,334	917	8.75	4	1	411	334
Stellarton	4,007	3,265	2,017	8.99	4	2	1,002	816
Stewiacke	1,557	1,059	739	17.62	6	1	260	177
Trenton	2,407	1,967	1,167	6.07	4	1	602	492
Truro	12,954	10,421	6,658	37.52	6	3	2,159	1,737
Westville	3,540	2,745	1,660	14.24	4	2	885	686
Wolfville	5,057	4,463	2,856	6.46	6	1	843	744
Yarmouth	6,829	5,352	3,569	10.57	6	1	1,138	892
<b>AVERAGE</b>	<b>3,863</b>	<b>3,028</b>	<b>1,982</b>	<b>9.68</b>	<b>5.20</b>	<b>1</b>	<b>716</b>	<b>610</b>

11

# MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



The Town of Lunenburg is one polling district with a population of 2,396 residents as of the 2021 Census, and 6 Councillors (not including the Mayor...rs relative to residents in the Town of Lunenburg? 22 responses



12

## MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - POLLING DISTRICT(S)



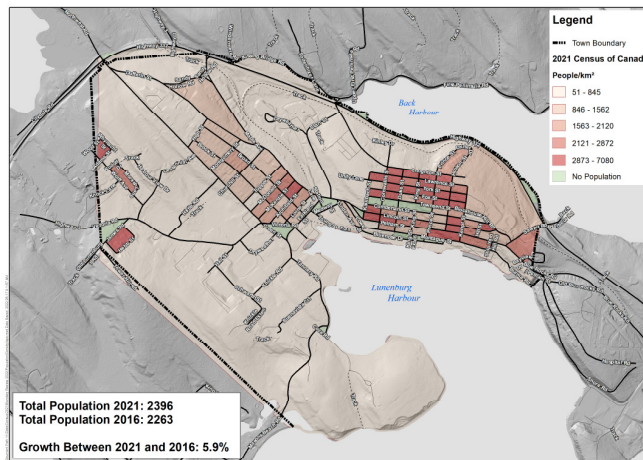
■ Question:

With a land area of 4.04km<sup>2</sup>, the Town of Lunenburg has been a single polling district for over 100 years, with councillors “at large” representing all residents of the Town. At one time a ward system of three polling districts was the practice but was discontinued in 1909.

Knowing this, which best represents your views on polling districts?

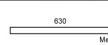
13

## MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - POLLING DISTRICT(S)



Map is for general information only. It is not intended to be used for legal purposes. The Town of Lunenburg is not responsible for any errors or omissions. The map is based on the 2021 Census of Canada data. The map is not a guarantee of any kind. The map is for informational purposes only. The map is not a guarantee of any kind. The map is for informational purposes only.

TOWN OF LUNENBURG  
Population/km<sup>2</sup> - Census of Canada



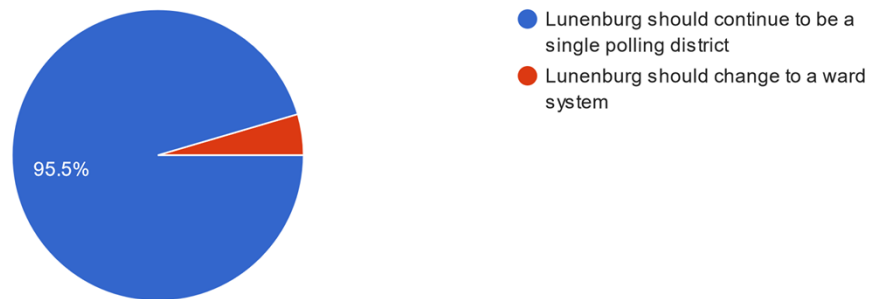
14

## MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - POLLING DISTRICT(S)



With a land area of 4.04km<sup>2</sup>, the Town of Lunenburg has been a single polling district for over 100 years, with councillors “at large” representing all residents. Which best represents your views on polling districts?

22 responses



15

## MUNICIPAL BOUNDARY REVIEW: SUMMARY



- Next Steps
  - A draft Municipal Boundary Review application to the Board is prepared by staff; the draft is presented to Council at an upcoming meeting for final approval
  - The Municipal Boundary review application is submitted to the Board before the end of 2022
  - The Board will schedule a Public Hearing to be held in the Town; the Town will present its application and the public will be invited to comment
  - The Board will render their decision within 60 days of the Hearing

16

## MUNICIPAL BOUNDARY REVIEW: SUMMARY



- Information Links
  - A Fact Sheet on the Lunenburg Boundary Review is available here: <https://townoflunenburg.ca/fact-sheet-municipal-boundary-review.html>
  - The staff background report from the August 9, 2022 Council Meeting is available here: <https://townoflunenburg.ca/news/1137-coun-aug-9-22-municipal-boundary-review-process.html>
  - The public survey questions can be viewed here; please note that responses are now closed: <https://bit.ly/TOL-BoundarySurvey>
- Questions/Comments?

- (4) The Board may require the appellant to serve such other persons as the Board determines necessary with a copy of the Notice of Public Hearing.
  - (5) Any aggrieved person wishing to intervene in the public hearing shall file a notice with the Board advising of his or her intention to participate in the hearing.
- 28
- (1) Pursuant to s. 250A(2) of the Act, or s. 266(2) of the Charter, a hearing must begin within 45 days from the filing of the Appeal Record unless the Board determines that it is necessary in the interests of justice for the hearing to begin at some later time or unless all the parties agree that the hearing may begin at some later time.
  - (2) In the event that the Board directs the filing of post-hearing written submissions, such submissions must be filed with the Board, pursuant to s. 250A(5) of the Act or s. 266(5) of the Charter, within 14 days after the close of the hearing unless the Board determines that it is necessary in the interests of justice for such submissions to be submitted at some later time or unless all the parties agree that the submissions may be filed at some later time.
- (2A) A hard copy of submissions, is not required by the Board, unless specifically directed by the Board.
- (2B) A Book of Authorities or any case, is not required to be filed electronically or by paper, if they are available online. A list of the authorities and citations should be included at the end of the submissions. Specific paragraphs relied upon should be included in the text.
- (3) Pursuant to s. 250A(3) of the Act or s. 266(3) of the Charter the Board shall render its decision within 60 days after the close of submissions by the parties, unless the Board otherwise states at the close of the hearing or unless it is necessary in the interests of justice.

#### Municipal boundaries

- 29
- (1) An application under Section 368 or 369 of the Act by a municipality which has been divided into polling districts shall contain the following information:
    - (a) a list of the polling districts in the municipality and the number of councillors elected from each;
    - (b) a brief description of each polling district, including the names of the larger communities, its geographic size, any relevant geographic features, and any factors which establish a particular community of interest in the polling district;
    - (c) the latest available population statistics for the municipality and for each polling district; and
    - (d) a table which shows the following information from the most recent municipal election:
      - (i) the number of electors in each polling district,
      - (ii) the total number of electors in the municipality,
      - (iii) the percentage of the total number of electors in each polling district,
      - (iv) the average number of electors per councillor for the municipality,
      - (v) the number of electors per councillor for each polling district, and the number by which it exceeds or is less than the average number of electors per councillor,
      - (vi) the number expressed as a percentage by which the number of electors per councillor in each polling district exceeds or is less than the average number of electors per councillor.
  - (2) Where the application is to confirm the number and boundaries of the existing polling districts and the number of councillors to be elected therefrom, it shall contain the reasons why the status quo should continue.
  - (3) Where the application is to change the number or boundaries of the polling districts or the number of councillors elected therefrom, or both, it shall contain an outline of the proposed changes, reasons for the changes, a table similar to that referred to in ~~subsection~~ [clause] (1)(d) which shows an estimate of the elector statistics which will result if the change is approved.
  - (4) The application shall be signed by the mayor/warden and the clerk of the municipality and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the clerk of the municipality to be a true copy of the resolution.
  - (5) An application may be in Form C.

- 30
- (1) An application under Section 368 or 369 of the Act by a town which has not been divided into wards or polling districts shall contain

the following information:

- (a) the number of councillors;
- (b) the geographic size of the town;
- (c) the latest available population statistics for the town;
- (d) the total number of electors in the most recent municipal election:

- (2) Where the application is to confirm the number of councillors, it shall contain the reasons why the status quo should continue.
- (3) Where the application is to change the number of councillors, it shall contain an outline of the proposed changes and the reasons for the proposed changes.
- (4) The application shall be signed by the mayor and the clerk of the town and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the clerk of the town to be a true copy of the resolution.
- (5) An application may be in Form D.

**31 (1) Every application shall be accompanied by**

- (a) a copy of any advertisement soliciting input from the public in conducting the study;
- (b) a copy of the minutes of any council meeting and public hearing respecting the study or application;
- (c) a map showing the boundaries of the existing polling districts;
- (d) a description of the boundaries of the existing polling districts;
- (e) where the application is to change the number or boundaries of the polling districts, a map showing the boundaries of the proposed polling districts and a description of the boundaries of the proposed polling districts;
- (f) such additional information as Council determines.

- (2) Where an application under Section 358 (amalgamation or annexation), Section 368 (polling districts), or Section 394 (dissolution of a town) of the Act is made, the application shall contain, to the extent possible, the information outlined in Rules 29, 30 and 31(1) above, including Forms E and F, depending upon the nature of the application.

**32** These *Municipal Government Act Rules* shall take effect upon proclamation of *An Act to Amend Chapter 18 of the Acts of 1998, the Municipal Government Act*, S.N.S. 2008, c. 25, and shall only apply to appeals filed on or after the said proclamation date. [sic]

[Please note: In accordance with subsection 3(6) of the *Regulations Act*, a regulation that is not filed within seven days after it is made comes into force on the day which it is filed with the Registrar of Regulations.]

These *Municipal Government Act Rules* were made by the Nova Scotia Utility and Review Board at a Board meeting held on the 29th day of June 2017, and replace and supersede all previous *Municipal Government Act Rules*.

sgd: *Bruce A. Kiley*  
Bruce A. Kiley  
Clerk of the Board

[Please note: Square brackets in Schedules A and B do not indicate editorial corrections made by the ORR. They are part of the schedules.]

**Schedule A – Information Request(s)**

**Matter No. M\_\_\_\_\_**

**Nova Scotia Utility and Review Board**

**In the matter of:** The Act

- and -

**In the matter of:** insert application / matter name

**Information Requests**



**IN THE MATTER OF:** An **APPLICATION** pursuant to **section 368 or 369** of the **MUNICIPAL GOVERNMENT ACT** for use by **TOWNS** which do not have polling districts or wards

The Council of the Town of Lunenburg

makes application to the Nova Scotia Utility and Review Board to:

- confirm the number of councillors
- alter the number of councillors

1. There are at present 6 Councillors in the town.
2. The geographic size of the town is 4.04 km2
3. The latest population statistics for the town are 2396
4. The number of electors from the last municipal election which was held on 10/17/2020 are 1,939.

5. The number of councillors elected should be confirmed for the following reasons:  
63.6% of respondents to the public Boundary Review Survey agreed that Lunenburg has the right

**OR**

5. a) The following changes to the number of councillors to be elected are proposed:

5. b) The reasons for these proposed changes are as follows:

**DATED** at \_\_\_\_\_ )  
 County of Lunenburg )  
 this \_\_\_\_\_ )  
 day of \_\_\_\_\_ 20\_\_\_\_ ) **Mayor** \_\_\_\_\_  
 ) **Clerk** \_\_\_\_\_  
 )

# FACT SHEET

## 2022 Municipal Boundary Review



The Town of Lunenburg is conducting a review of the number of Councillors (not including Mayor), electoral boundaries, and polling districts. Resident feedback on these topics is an integral part of the Town's review.

A background report was presented to Council on August 9, 2022. The Boundary Review is required by the Government of Nova Scotia for all municipalities every eight years. The process is managed by the Nova Scotia Utility & Review Board.

This Fact Sheet outlines the questions underlying the Boundary Review, and the opportunities for public consultation.

### Public Consultation

We are seeking feedback from residents of the Town of Lunenburg ONLY, aged 16 or older.

1. **Survey:** There is a short online survey available; please take a few minutes to complete by **Sunday, August 28, 2022:** <https://bit.ly/TOL-BoundarySurvey>

Paper copies of the survey are available at the front counter at Town Hall for those who prefer this method or one can be downloaded for printing (see link below).

2. **Meeting:** A public information meeting will be held at the regular Council Meeting of Tuesday, **September 13, 2022 at 6:00 p.m.** Residents are welcome to attend and provide feedback at that time either in person or via Zoom (see link below).
3. **Hearing:** The Nova Scotia Utility & Review Board will schedule a Public Hearing into the application in early 2023.

### The Questions

The Town of Lunenburg elects six Councillors at large, and has one polling district with the boundary being the entire Town.

The background report provides analysis of the questions. No changes are recommended.

- Number of Councillors (not including the Mayor)

Research has been conducted into all 25 towns in Nova Scotia per the chart below. The average number of Councillors is 5.2. An analysis of six vs. four Councillors is contained

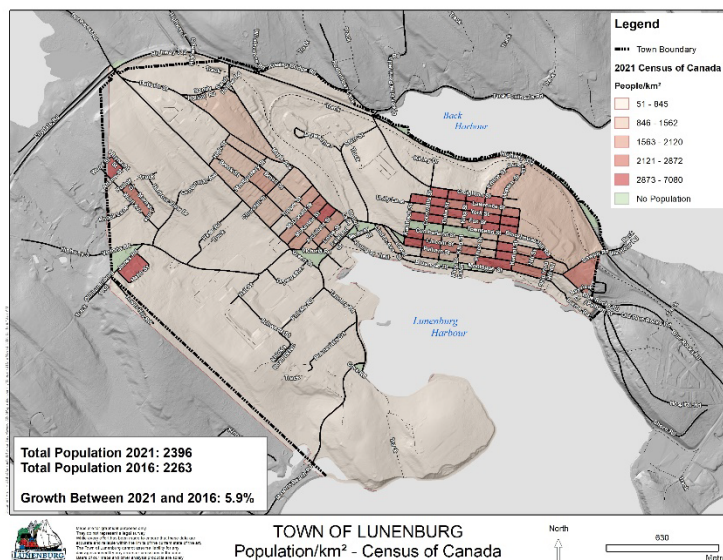
in the background report including workload, expertise, candidate attraction, and quorum.

- Number and boundaries of polling district(s) and whether fair/reasonable

The Town of Lunenburg has had only one polling district for over 100 years with an electoral boundary of the entire town, per the map provided. 20 of Nova Scotia's 25 towns also have a single polling district. An analysis of one district vs. a ward system is contained in the background report including considerations of representation, disparity, and collaboration.

**NOVA SCOTIA TOWNS - DATA CHART**

Nova Scotia Towns (x25)	Population (2021 Census)	# of Electors (2020)	Total Private Dwellings (2021)	Land Area (km <sup>2</sup> )	# Councillors (excluding Mayors)	# of Wards	Councillor: Population	Councillor: Electors
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish	4,656	3,937	2,675	4.98	6	1	776	656
Berwick	2,455	1,799	1,080	6.53	6	1	409	300
Bridgewater	8,790	7,200	4,493	13.63	6	1	1,465	1,200
Clark's Harbour	725	650	399	2.82	6	1	121	108
Digby	2,001	1,512	1,133	3.16	4	1	500	378
Kentville	6,630	4,913	3,090	17.08	6	1	1,105	819
Lockeport	476	n/a	307	2.32	4	1	119	n/a
<b>Lunenburg</b>	<b>2,396</b>	<b>1,939</b>	<b>1,242</b>	<b>4.04</b>	<b>6</b>	<b>1</b>	<b>399</b>	<b>323</b>
Mahone Bay	1,064	876	599	3.12	6	1	177	146
Middleton	1,873	n/a	977	5.55	6	1	312	n/a
Mulgrave	627	580	316	17.83	4	1	157	145
New Glasgow	9,471	7,462	4,782	9.96	6	3	1,579	1,244
Oxford	1,170	931	576	10.68	6	1	195	155
Pictou	3,107	2,551	1,600	7.99	4	2	777	638
Port Hawkesbury	3,210	2,602	1,523	8.10	4	1	803	651
Shelburne	1,644	1,334	917	8.75	4	1	411	334
Stellarton	4,007	3,265	2,017	8.99	4	2	1,002	816
Stewiacke	1,557	1,059	739	17.62	6	1	260	177
Trenton	2,407	1,967	1,167	6.07	4	1	602	492
Truro	12,954	10,421	6,658	37.52	6	3	2,159	1,737
Westville	3,540	2,745	1,660	14.24	4	2	885	686
Wolfville	5,057	4,463	2,856	6.46	6	1	843	744
Yarmouth	6,829	5,352	3,569	10.57	6	1	1,138	892
<b>AVERAGE</b>	<b>3,863</b>	<b>3,028</b>	<b>1,982</b>	<b>9.68</b>	<b>5.20</b>	<b>1</b>	<b>716</b>	<b>610</b>



## Resources

- The online survey link is: <https://bit.ly/TOL-BoundarySurvey>
- For the background report on the questions and/or a downloadable copy of the survey or this fact sheet, visit the Town website: <https://townoflunenburg.ca/fact-sheet-municipal-boundary-review.html>
- To attend the Public Information Meeting online on September 13, 2022: Zoom <https://us06web.zoom.us/j/89705786856> to participate or YouTube <https://bit.ly/YouTubeTOL> to view only
- Nova Scotia Utility & Review Board on Municipal Boundaries: <https://nsuarb.novascotia.ca/mandates/municipal-boundaries>
- To access Council agenda and minutes packages. visit: <https://townoflunenburg.ca/council-meetings-2022.html>

### For further information, please contact:

Heather McCallum  
Assistant Municipal Clerk  
Town of Lunenburg  
902-634-4410, ext. 240  
[hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca)

# Lunenburg shop marks milestone, in running for national award

LUNENBURG — A Pelham Street shop marking its 10th birthday is also a semi-finalist for Canada Innovation & Entrepreneurship Award.

Cheryl Lamerson's Lunenburg Community Consignment outlet is in the running for the award in the Veteran Entrepreneur of the Year Award category. The winner will be announced in the fall. The awards are the Innovators & Entrepreneurs Foundation's flagship program recognizing excellence in the sectors across the country.

The shop, which recycles good quality gently used items, celebrated its milestone anniversary in mid-August with a party to recognize its volunteers. It's estimated over 200 people have lent their time to the consignment store over the years, ranging in age from seven to 103.

Twenty per cent of the store's gross sales go to local charitable causes. Nearly \$200,000 has been donated to about 75 charities.



SUBMITTED PHOTO  
An image from the volunteer event held Aug. 15 at Pelham Street's Lunenburg Community Consignment outlet.

# Sexual health centre gets funding boost to expand gender-affirming programs

By KEITH CORCORAN

keith.corcoran@lighthouseNOW.ca

@LHNOWnews

BRIDGEWATER — A support program for transgender and gender diverse people that started here is growing thanks to five-figures worth of new funding made available through a partnership involving Kia Communities in Motion and Rural Communities Foundation Of Nova Scotia.

It's more than \$20,000 and South Shore Sexual Health (SSSH), based in Bridgewater, gets a fraction of the amount but the Lunenburg County is where a program providing gender-affirming items to others was born. Julie Veinot, SSSH's executive director and sex educator, said the local centre is taking the lead on the expanding the concept, known as the transformation closet, to similar sites and underserved places around Nova Scotia.

"It's not necessarily going to look like a ton of money for our centre but we're pretty excited that our baby is growing up and travelling across the province," she said in a phone interview.

Veinot said the Logan Road centre has been carrying out its own version of the transformation closet on its own, spending about \$5,000 a year to keep it supplied for the benefit of youth and adults in Queens and Lunenburg counties.

The program allows for easier access to items, such as packers, gaffs and binders, who face barriers in acquiring gender-affirming gear. The Bridgewater centre has it set up as a "pay as you can" service and accepts donations toward

the cost of the item but if payment isn't possible, free is an option.

The Kia grant is only for the year but Veinot hopes an ongoing funding solution is available. She said the grant shows SSSH centre is providing a community service of value.

On occasion, Veinot said, she hears someone crying tears of joy in the washroom where someone is fitting themselves with an item for the first time.

The SSH centre's been fortunate to have the ability to keep its armoire stocked to keep up with demand.

Veinot looks forward to helping other locations build capacity for their specific requirements.

"We're not in need of filling our closet the same as colleagues in other parts of the province," she said.

The Ontario-based public relations firm Strategic Objectives, which issued a news release about the Kia funding, cited 2022 census data showing Nova Scotia "has one of the highest proportions of gender diversity in the country, with almost one-in-200 identifying as transgender or non-binary in the province."

"However, this community faces discrimination and marginalization at high rates in Nova Scotia, creating challenges with mental and physical health, access to safe housing and employment, community safety and social isolation. The transformation closet will help gender diverse people to move forward in the ways they strive to in their own lives."

To learn more about the local SSSH centre, check out <http://southshore-sexualhealth.com> on the internet.



CELEBRATING  
**LABOUR DAY**

## EARLY DEADLINE

LighthouseNOW will be CLOSED  
for Labour Day  
on Monday, September 5.

**The deadline for the Sept. 7  
edition of the Progress Bulletin  
will be Thursday, Sept. 1 at 10:00 am.**

This includes classifieds, family album announcements  
and display advertising.


A DIVISION OF ADVOCATE MEDIA INC.

# LIGHTHOUSENOW

353 York Street, Bridgewater, NS B4V 3K2  
P 902-543-2457 F 902-543-2228 TF 1-888-543-2457  
e-mail: [info@lighthouseNOW.ca](mailto:info@lighthouseNOW.ca) [www.lighthouseNOW.ca](http://www.lighthouseNOW.ca)

204146

Visit [lighthouseNOW.ca](http://lighthouseNOW.ca)  
for the latest in local news.



**TOWN OF LUNENBURG  
PUBLIC INFORMATION MEETING  
MUNICIPAL BOUNDARY REVIEW**

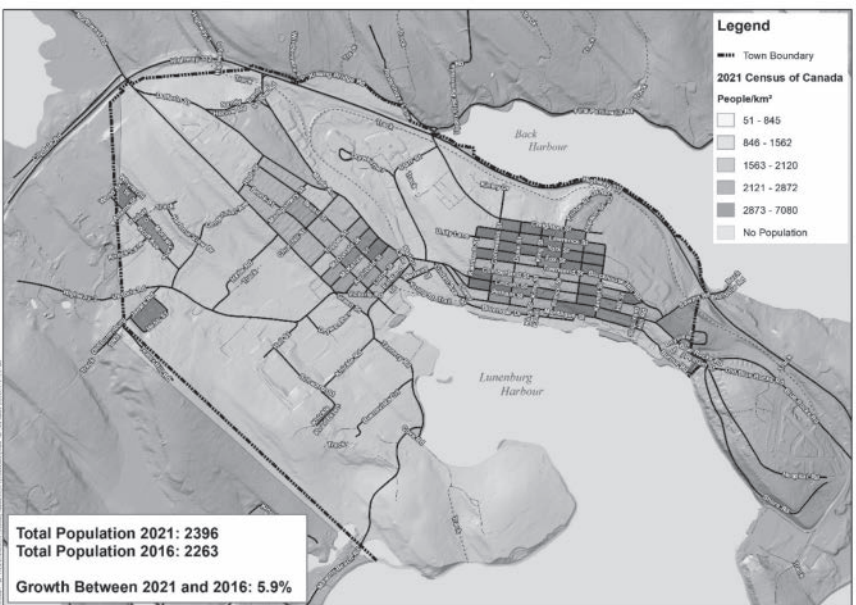
Date/Time: Tuesday, September 13, 2022 at 6:00 p.m.  
Location: Council Chambers – Town Hall, 120 Townsend Street, Lunenburg, N.S.

The Town of Lunenburg is conducting a review of the number of Councillors, electoral boundaries, and polling districts, as required by the Government of Nova Scotia. On August 9, 2022, Lunenburg Town Council gave notice of its intention to hold a Public Information Meeting (PIM) to solicit resident feedback.

The PIM will be held during the regular Council meeting of September 13, 2022 as noted above. For background on the questions, visit the Town website at: <https://townoflunenburg.ca/fact-sheet-municipal-boundary-review.html>

There is also a short online survey available until Sunday, August 28, 2022 at <https://bit.ly/TOL-BoundarySurvey>


For further information, copies of staff reports, and questions about making a submission, please contact Heather McCallum, Assistant Municipal Clerk at 902-634-4410 x240, [hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca).



**Total Population 2021: 2396**  
**Total Population 2016: 2263**  
**Growth Between 2021 and 2016: 5.9%**

TOWN OF LUNENBURG  
Population/km<sup>2</sup> - Census of Canada

204047



**MUNICIPALITY OF THE  
DISTRICT OF CHESTER**

**NOTICE REGARDING  
BY-LAW ADOPTION**

Take Notice that on Thursday, May 26, 2022, Chester Municipal Council conducted First Reading for an amendment to adoption of the following By-Law:

By-Law	Reasons for Amendment
By-Law 72 - Private Street Improvement and Maintenance By-Law	<ul style="list-style-type: none"> <li>Reduce the administration fee from 10% to 5%.</li> <li>Clarify the definitions of "owner" and "applicant" to improve clarity and reduce ambiguity.</li> <li>Updated references to the Municipal Government Act to ensure continued relevance.</li> <li>Updated wording to be gender neutral.</li> <li>Added a definition for "dwelling", as that was an area identified to cause confusion for some applications.</li> <li>Grammar/punctuation.</li> </ul>

And Further Take notice that the proposed By-Law will proceed to Second and Final Reading at a Council Meeting to be held on **Thursday, September 8, 2022** beginning at 8:45 a.m. in Council Chambers, 151 King Street, Chester, NS. Anyone wishing to make a submission to Council is asked to contact the Municipal Clerk ([pmyra@chester.ca](mailto:pmyra@chester.ca) or PO Box 369, Chester, NS B0J 1J0).

Take notice that copies of the proposed By-Law may be reviewed between the hours of 8:30 a.m. and 4:30 p.m. at the Administration Office of the Municipality of the District of Chester, 151 King Street, Chester or on the Municipality's website at [www.chester.ca](http://www.chester.ca) or by contacting the undersigned at (902) 275-4109 or via email at [pmyra@chester.ca](mailto:pmyra@chester.ca).

Pamela M. Myra  
Municipal Clerk  
Chester, NS  
August 2022

203894

## IN YOUR COMMUNITY

### TOWN OF BRIDGEWATER 902-543-2274

Registration for all TOB programs can be done online at [www.Connect2Rec.com](http://www.Connect2Rec.com) or by calling 902-530-4100.

**Games Loan Program** – TOB residents can borrow a game for free. Games include: giant Jenga, bean bag toss, croquet, and more. To reserve a game, contact recreation@bridgewater.ca or 902-543-2274.

**Punch Card Challenge** – Explore the parks in Bridgewater from August 4-October 31. Grab your map and punch card at the Community Development Office, 60 Pleas-

ant Street, Town Hall (back entrance).

**Mini Volleyball (ages 8-11)** – Thursdays, September 22-November 10, 5-6 p.m., Bridgewater Elementary School. Registration is required.

### DISTRICT OF LUNENBURG RECREATION 902-541-1343

Pre-registration is required for all programs. Register online: [www.connect2rec.com](http://www.connect2rec.com)

**Seniors Corn Boil (55+)** – Wednesday, September 7, 11 a.m.-1 p.m. Parkdale/Maplewood Community Hall, Maplewood. Free.

**Wild Medicine Walk** – Sunday, September 11, 2 p.m.-4:30 p.m. River Ridge Common, Pinehurst. Free.

**Women's Drop-in Volleyball** – Mondays starting September 12, 7-8:30 p.m. Centre Scolaire de la Rive-Sud, Cookville.

**Mahone Bay Fun and Fitness (55+)** – Tuesdays/Thursdays starting September 12, 10-10:45 a.m. Mahone Bay Legion, Mahone Bay.

**Men's Drop-in Basketball** – Tuesdays starting September 13, 7:30-9 p.m. Bayview Community School, Mahone Bay.

**Fairy Lanterns and Houses** – Saturday, September 17, 10-11:30 a.m. Miller Point Peace Park, Dayspring. Free.

**Planning and Packing for a Hike** – Sunday, September 18, 1-3:30 p.m. Blockhouse Fire Hall, Blockhouse. Free.

**Peace ROCKS** – Wednesday, September 21, 5-7 p.m. Miller Point Peace Park, Dayspring. Free.

**Natural Artists** – Friday, September 23, 1:30-3:30 p.m. LaHave Sunset Park, Conquerall Bank. Free.

### LUNENBURG CO. LIFESTYLE CENTRE 902-530-4100

**Elderfit** – Monday - Friday 10-10:45 a.m.

**LCLC Spin Class** – Mondays 8-9 a.m.; Thursdays 5:30-6:30 p.m.; Fridays 8-9 a.m.; Saturdays 9:30-10:30 a.m.

**Spin Strong** – Mondays 5-6:30 p.m.; Fridays 6-7:30 p.m.

**Spin for Seniors** – Wednesdays 1:30-2:30 p.m., Friday 1:30-2:30 p.m.

**Boot Camp** – Saturdays 8-9 a.m.

**LCLC Yoga** – A variety of yoga classes: Mondays 8-9:15

## WHAT'S NEW @ THE LIBRARY?

These are just a few of the activities happening at South Shore Public Libraries this week - visit [southshorepubliclibraries.ca](http://southshorepubliclibraries.ca) or call your local library to see what else is available! Please Note: *All SSPL locations will be closed for the Labour Day holiday on September 5.*

**Queens County Transit - QCT** is a non-profit service that provides transport to residents of Queens County. Join us for an information session on the services offered and how to volunteer. Thomas H. Raddall Library, September 7, 1:30 p.m.

**South Shore Scribes** - Enjoy a weekly hour of freewriting followed by discussion on every aspect of being a writer. Space is limited; call 902-543-9222 for more information. Margaret Hennigar Public Library, September 7, 6 p.m.

**Chess Club** - Come play chess! All skill levels, including beginners, welcome! Call the library at 902-543-9222 for more information. Margaret Hennigar Public Library, September 7, 6 p.m.

*South Shore Public Libraries — Read. Discover. Learn. Share.*

a.m.; 10-11:15 a.m.; 7-8:15 p.m.; Tuesdays 6:30-8 p.m.; Wednesdays 8-9:15 a.m.; 10-11:15 a.m.; Thursdays 7-8:15 p.m. Fridays 8-9:15 p.m.; 10-11:15 a.m.

**Pat Hines** – September 21, 6-9 p.m.

**September Walking Challenge is Healthy Aging Crossword** – Unscramble the word and locate it on the crossword puzzle to enter the draw for the monthly pass.

**Join the KM Club** – Track your walking KMs at HB Studios Sports Centre and receive prizes. Free.

### HB STUDIOS SPORTS CENTRE 902-543-5348

Open Monday-Friday, 8 a.m.-3 p.m. Walking track will be open during scheduled activities during evenings and weekends. Call 902-543-5348, email [manager@hbssc.ca](mailto:manager@hbssc.ca), or go to [hbssc.ca](http://hbssc.ca) and select calendar, to preregister for any of the programs or events.

**Birthday Party Bookings** – Imagination Playground equipment, Nerf Guns, Laser Tag or Bouncy Castles. Call 902-543-5348 or email [manager@hbssc.ca](mailto:manager@hbssc.ca) to book.

**Imagination Playgroup** – Wednesdays starting September 21, 10 a.m.-12 p.m.

**Sparklen'sign Workshop with**

Card parties are held Wednesday evenings at 7 p.m. in the Masonic Hall on Dominion Street. New members welcome (proof of double vaccination required).

### GOLDEN YOUTH CARD PARTY RESULTS

The Golden Youth Card Club met on August 18 for a game of Auction 45s.

Winners were: ladies' high, Lorraine Boudreau, 945; ladies' second, Gloria Cox, 855; men's high, Phil Corkum, 890; men's second, David Berringer, 850; low score, Wilma Dorey, 545; travel prize, Gloria Cox; lucky tally, Hilda Hiltz; 50-50 winners, Dave Rockwell and Hilda Hiltz.

Card parties are held Thursday evenings at 7 p.m. in the Pleasantville Fire Hall. New members (age 55 years+) welcome (proof of double vaccination required).

### BRIDGEWATER SENIORS CARD PARTY RESULTS

The Bridgewater Senior Citizens Group met on August 24 with eight tables of Auction 45s in play.

Winners were: ladies' high, Noreen Dorey, 900; ladies' second, Carol Meade-Corkum, 855; men's high, Bill Whynacht, 1,030; men's second, Dean White, 940; 30/60 bids, Dean Avery, Nancy Whynot, and Lorraine Boudreau. 50/50 draw, Karen Powell.

## The winners

The winners of the Fishermen's Memorial Hospital Auxiliary's 200 club Grand Prize draw on August 18: Philomene Baker, Sherry Morash, Dan Steele, Sue Kelly.

## South Shore Public Libraries Mobile Branch Schedule

For the week of September 2-8, 2022

### FRIDAY - September 2

12:30-1:30pm Mill Village - Fire Hall  
2-3:30pm Port Mouton - Coastal Queens Place

### SATURDAY - September 3

10am-12pm Caledonia - NSLC parking lot  
12:45-1:15pm Bakers Settlement - Lutheran Church

### TUESDAY - September 6

11am-1pm New Ross - New Ross Lions' Community Park  
1:45-2:15pm Barss Corner - Mader's General Store  
3-5:30pm New Germany - Rosedale New Horizons Club, 4978 Route 10

### WEDNESDAY - September 7

1-4:30pm Chester - Chester Legion  
5:30-6:45pm Chester - corner of Highway 3 & Valley Rd.  
7-8pm Chester Basin - Chester Basin Legion

### THURSDAY - September 8

10:30am-7pm Mahone Bay - Three Churches Parking Lot  
Closed 12:30-1pm & 4:30-5:30pm



### TOWN OF LUNENBURG PUBLIC INFORMATION MEETING MUNICIPAL BOUNDARY REVIEW

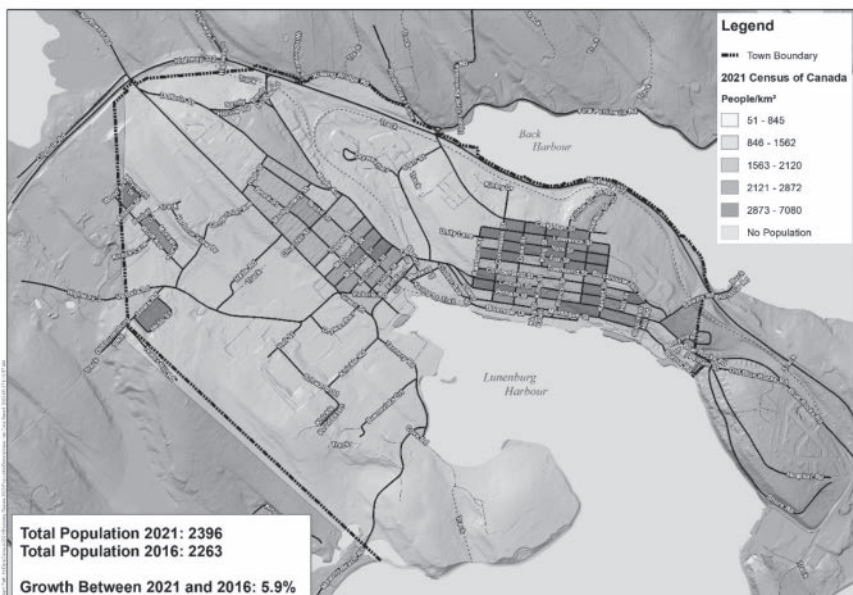
Date/Time: Tuesday, September 13, 2022 at 6:00 p.m.  
Location: Council Chambers – Town Hall, 120 Townsend Street, Lunenburg, N.S.

The Town of Lunenburg is conducting a review of the number of Councillors, electoral boundaries, and polling districts, as required by the Government of Nova Scotia. On August 9, 2022, Lunenburg Town Council gave notice of its intention to hold a Public Information Meeting (PIM) to solicit resident feedback.

The PIM will be held during the regular Council meeting of September 13, 2022 as noted above. For background on the questions, visit the Town website at: <https://townoflunenburg.ca/fact-sheet-municipal-boundary-review.html>

There is also a short online survey available until Sunday, August 28, 2022 at <https://bit.ly/TOL-BoundarySurvey>

For further information, copies of staff reports, and questions about making a submission, please contact Heather McCallum, Assistant Municipal Clerk at 902-634-4410 x240, [hmccallum@townoflunenburg.ca](mailto:hmccallum@townoflunenburg.ca).



# HIRING?

The LighthouseNow Progress Bulletin CAN HELP Connect With More Local Candidates!



We're

# HIRING!

Local Jobs Marketplace

In Print to over 6,000 subscribers & online [lighthousenow.ca](http://lighthousenow.ca) capturing an audience over 70,000 monthly

Advertise your job opening to local candidates by calling Michele @ 902-818-2904 or email [mwhite@metroguide.ca](mailto:mwhite@metroguide.ca)

Brought to you by

LIGHTHOUSENOW PROGRESS BULLETIN

advocate media inc.



# MINUTES

## Town of Lunenburg Council Meeting

Tuesday, August 9, 2022 at 6:00 p.m.  
Council Chamber

---

**PRESENT:** Mayor Matt Risser  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Ann Covey, Recording Secretary  
Kelly Cunningham, Recreation Director  
Lisa Dagley, Finance Director  
Jamie Doyle, CAO  
Tyson Joyce, Town Engineer  
Arthur MacDonald, Director of Community Development  
Heather McCallum, Assistant Municipal Clerk

---

### 1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

### 2. Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

### 3. Agenda

Motion: moved and seconded approval of the agenda as presented. Motion carried.

### 4. Minutes

Motion: moved and seconded approval of the Council meeting minutes of July 12, 2022 as presented. Motion carried.

### 5. Public Hearings, Presentations and Questions

- a. Taxi By-law proposed amendment – Public Hearing

The Assistant Municipal Clerk reviewed the Public Hearing process and the proposed amendments to the Taxi By-law (**Schedule A**).

There were no public submissions.

**Motion:** moved and seconded to close the public hearing for proposed amendments to the Taxi By-law. Motion carried.

## **6. Correspondence, Petitions and Proclamations Consideration**

- a. Bicycle Nova Scotia re Pop-up Pilot Project Cancellation – for information
- b. Department of Municipal Affairs – Funding Opportunities for Municipal Services to encourage residential development in the Town of Lunenburg – for information

## **7. Business Arising from the Minutes/Unfinished Business**

- c. Taxi By-law proposed amendment – Second Reading

**Motion:** moved and seconded that Council hereby conduct second and final reading to approve rate amendments to the Taxi By-law's "Schedule A: Rates for Taxi Drivers" per Attachment C (Schedule B). Motion carried.

## **8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion**

- a. Project Lunenburg Steering Team July 27, 2022 Meeting Minutes – for information

## **9. New Business**

- a. Heritage Conservation District Background Study

The Director of Community Development summarized the report (**Schedule C**).

**Motion:** moved and seconded that Council approves the Background Study as attached in Attachment A (Schedule C) and submit to the Province for their review. Motion carried.

- b. Municipal Boundary Review Process

The Assistant Municipal Clerk summarized the report (**Schedule D**).

**Motion:** moved and seconded that Council approve the recommendations in Items 2 (a)-(e) as well as the public consultation process outlined in Item 2 (f) of the "2022 Municipal Boundary Review Process" memorandum (Schedule D). Motion carried.

- c. Town of Lunenburg Annual Work Plan 2022/23

The Assistant Municipal Clerk reviewed the Annual Work Plan (**Schedule E**).

Motion: moved and seconded that the Town of Lunenburg Annual Work Plan for fiscal year 2022/23 (Schedule E) be approved. Motion carried.

d. Tannery Road Watermain Replacement – Tender Award

The Town Engineer summarized the report (Schedule F).

Motion: moved and seconded that the Tannery Road Watermain Replacement project be awarded to Aberdeen Paving for the amount of \$490,261 plus HST with funding for the Water component to be from the Water Utility's Depreciation Reserve and funding for the Storm Separation component to be from Gas Tax funding. Motion carried.

e. Solar Project Update

The Town Engineer summarized the report (Schedule G).

The Town Engineer is asked to research options for a more efficient solar array.

Motion: moved and seconded to add to the Water Utility's capital budget in the amount of \$20,500 for an item for the Engineering design for the solar array at the WTP site using funds from the Water Utility Depreciation Funds. Motion carried.

f. Town Vehicles Update

The Recreation Director summarized the report (Schedule H).

Motion: moved and seconded for the 2009 White 1/2-Ton Dodge to be sold as surplus and keep the 2008 Van for staff usage. Motion carried.

g. RCMP Quarterly Report – Cpl. John Payne and Cst. Sonia Upshaw – for information

Cst. Upshaw reviewed the report (Schedule I).

h. Special Event Application and Noise By-law Exemption Request: Lunenburg Doc Fest

The Assistant Municipal Clerk reviewed the application and request for Town services (Schedule J).

Motion: moved and seconded to approve the Lunenburg Doc Fest's special event application for street closure of Lincoln Street between King and Prince Streets for their opening night gala on September 22, 2022 between 6:00pm and midnight (Schedule J). Cost of the street barricade manning to be borne by the Town.

and

to approve a *Noise By-law* exemption from 11:00pm to midnight for the Lunenburg Doc Fest's opening night gala on September 22, 2022 on Lincoln Street (Schedule J). Motion carried.

## 10. Meet in camera

Motion: moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- Potential lease of municipal property
- Potential sale of municipal property
- Contract negotiations

Motion carried.

6:53 p.m. Council recessed and met in camera.

## 11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:25 p.m. Council considered the following in camera meeting recommendation(s) pursuant to section 22 (3), Municipal Government Act:

- a. Lunenburg Academy Lease Renewal for LAMP

Motion: moved and seconded that:

WHEREAS:

1. The Town is the owner of the Lunenburg Academy building on Kaulback Street, in the Town of Lunenburg.
2. Pursuant to Section 50 of the Municipal Government Act SNS 1998, c. 18, as amended, a municipality may lease property at Market Value, but pursuant to section 51 of the said Act, a municipality may lease property at a price less than Market Value to a non-profit organization that the Council considers to be carrying on an activity that is beneficial to the municipality, provided that the resolution authorizing the lease is passed by a 2/3 majority of the Council present and voting.
3. Rossini Opera Festival Nova Scotia operating under the business name of Lunenburg Academy of Music Performance (LAMP) leased a portion of the Lunenburg Academy building pursuant to a Lease with a term ending on December 31, 2021.
4. LAMP is still in possession of the premises.

BE IT THEREFORE RESOLVED THAT:

A. The Town considers LAMP to be carrying on activities that are beneficial to the Town;  
and

B. The Town shall enter into the attached Lease with LAMP attached hereto (Schedule K)

and the Mayor and CAO are authorized to execute the Lease on behalf of the Town and affix the municipal seal.

Motion carried.

## **12. Adjournment**

The meeting was adjourned at 7:25 p.m. by the Mayor.

---

Jamie Doyle  
CAO

## Town of Lunenburg Council Meeting

Tuesday, September 13, 2022 at 6:00 p.m.  
Council Chamber



---

**PRESENT:** Mayor Matt Risser  
Deputy Mayor Peter Mosher  
Councillor Jenni Birtles  
Councillor Melissa Duggan  
Councillor Stephen Ernst  
Councillor Ed Halverson  
Councillor Susan Sanford

**ALSO PRESENT:** Ann Covey, Recording Secretary  
Kelly Cunningham, Recreation Director  
Lisa Dagley, Finance Director  
Jamie Doyle, Chief Administrative Officer (CAO)  
Trevor Hume, Planning Technician  
Tyson Joyce, Town Engineer  
Arthur MacDonald, Director of Community Development  
Heather McCallum, Assistant Municipal Clerk

- 
1. **Call to Order** – Mayor
  2. **Acknowledgement of Mi'kma'ki the Ancestral and Unceded Territory of the Mi'kmaq People** - Mayor

The Mayor requested a moment of silence in honour of the passing of Queen Elizabeth II and wished King Charles III a successful reign.

### 3. **Agenda**

Motion: moved and seconded approval of the agenda as presented. Motion carried.

### 4. **Minutes**

Motion: moved and seconded approval of the Council meeting minutes of August 9, 2022 as presented. Motion carried.

### 5. **Public Hearings, Presentations and Questions**

- a. **Public Information Meeting – Municipal Boundary Review Process**

The Assistant Municipal Clerk outlined the Public Information Meeting process and reviewed the presentation (Schedule A).

There were no public submissions.

Motion: moved and seconded to close the public information meeting on the 2022 Municipal Boundary Review. Motion carried.

- b. Brighter Days Capital Campaign – South Shore Regional Hospital – Presentation and Request for Support

Paul Snow, Chairman of the Pace Setting Committee for the Brighter Days Capital Campaign, and Tim O'Regan, Co-Chair of the Brighter Days Capital Campaign, reviewed the presentation (Schedule B).

## **6. Correspondence, Petitions and Proclamations Consideration**

- a. Breaking Barriers Together Association

## **7. Business Arising from the Minutes/Unfinished Business**

## **8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion**

- a. Proposed Street Services Extension Policy

Councillor Birtles gave notice of motion to consider that, at the September 27, 2022 Council Meeting, the proposed "Street Services Extension Policy" be approved as drafted (Schedule C).

- b. Proposed Land Divestiture Policy

Deputy Mayor Mosher gave notice of motion to consider that, at the September 27, 2022 Council Meeting, the proposed "Land Divestiture Policy" be approved as drafted (Schedule D).

## **9. New Business**

- a. Appointment of Development Officer

The Director of Community Development summarized the report (Schedule E).

Motion: moved by and seconded that the Town hereby appoints Trevor Hume as the Town's Development Officer (Schedule E) in keeping with Section 243 of the Municipal Government Act. Motion carried.

b. RFP Consultants for Upper King Street

The Director of Community Development summarized the report (Schedule F).

Motion: moved and seconded that Council approves ZZAP Consulting Inc. to undertake the Upper King Street RFP proposal at the cost of \$57,035.00 plus HST (net HST is \$59,500) as outlined in Attachment G (Schedule F). Motion carried.

Council asked that the scoring criteria be included in future tender reports.

c. Electric Utility Operating Year End and Capital Funding for March 31, 2022

The Finance Director summarized the report (Schedule G).

Motion: moved and seconded that for the fiscal year ended March 31, 2022 the Electric Utility transfer \$173,000 to its Future Capital Reserve (Schedule G). Motion carried.

d. Town General Operating Year End and Capital Funding for March 31, 2022

The Finance Director summarized the report (Schedule H).

Motion: moved and seconded to approve the Capital financing for the fiscal year ended March 31, 2022 as outlined in Schedule 1 (Schedule H); *and*

to approve the additional Operating and Capital Reserve Transfers for the fiscal year ended March 31, 2022 as outlined in Schedule 2 (Schedule H). Motion carried.

e. Water Utility Operating Year End and Capital Funding for March 31, 2022

The Finance Director summarized the report (Schedule I).

Motion: moved and seconded that for the fiscal year ended March 31, 2022 the Water Utility transfer \$25,000 to its Membrane Replacement Reserve and \$83,445 to its Future Capital Reserve (Schedule I); *and*

that for the fiscal year ended March 31, 2022 the Water Utility provide a dividend of \$50,000 to the Town General fund (Schedule I). Motion carried.

f. RFP Award – Electric Utility Sustainability Assessment

The Finance Director summarized the report (Schedule J).

Motion: moved and seconded to award the RFP for the Electric Utility Sustainability Assessment to CIMA Canada in the amount of \$65,000 + HST (Schedule J). Motion carried.

g. Lunenburg Arena: New Sound System Donation

The Recreation Director summarized the report (Schedule K).

Motion: moved and second to approve a donation for a new sound system to be installed at the Lunenburg War Memorial Arena, funded fully by the Lunenburg Area Minor Hockey and Sporting Society (Schedule K). Motion carried.

h. GIS Masterplan RFP Award

The Town Engineer summarized the report (Schedule L).

Motion: moved and seconded that the GIS Masterplan RFP be awarded to CBCL for the price of \$153,954 plus HST (Schedule L). Motion carried.

i. The Duke & Prince St Reconstruction Tender Award

The Town Engineer summarized the report (Schedule M).

Motion: moved and seconded that the Duke and Prince Street Reconstruction Projects be awarded to Dexter Construction for the amount of \$347,920 plus HST with an increased combined budget of \$419,000 with funding of \$300,000 from Gas Tax and \$119,000 from Deed Transfer Taxes (Schedule M). Motion carried.

j. Building Permit Reporting

The report was provided for information (Schedule N).

k. Capital Status Update

The report was provided for information (Schedule O).

l. Brighter Days Capital Campaign – South Shore Regional Hospital - Request for Support

Motion: moved and seconded that the Town of Lunenburg will consider a contribution to the Brighter Days Capital Campaign for South Shore Regional Hospital in the budget deliberations for fiscal 2023/24 (Schedule B). Motion carried.

Prior to consideration during budget deliberations, staff are asked to follow up with the Brighter Days Capital Campaign to clarify how the amounts asked of each Municipality were determined.

m. Lunenburg Classic Boat Event Request for Noise By-law Exemption

Motion: moved and seconded to approve a *Noise By-law* exemption to allow fireworks for the Lunenburg Classic Boat Event on September 17, 2022 (Schedule P). Motion carried.

**10. Meet in camera**

Motion: moved and seconded to meet in camera to consider the following matter pursuant to section 22 (2), Municipal Government Act:

- Potential sale of municipal property

Motion carried.

7:09 p.m. Council recessed and met in camera.

**11. Resumption of Council meeting in public session**

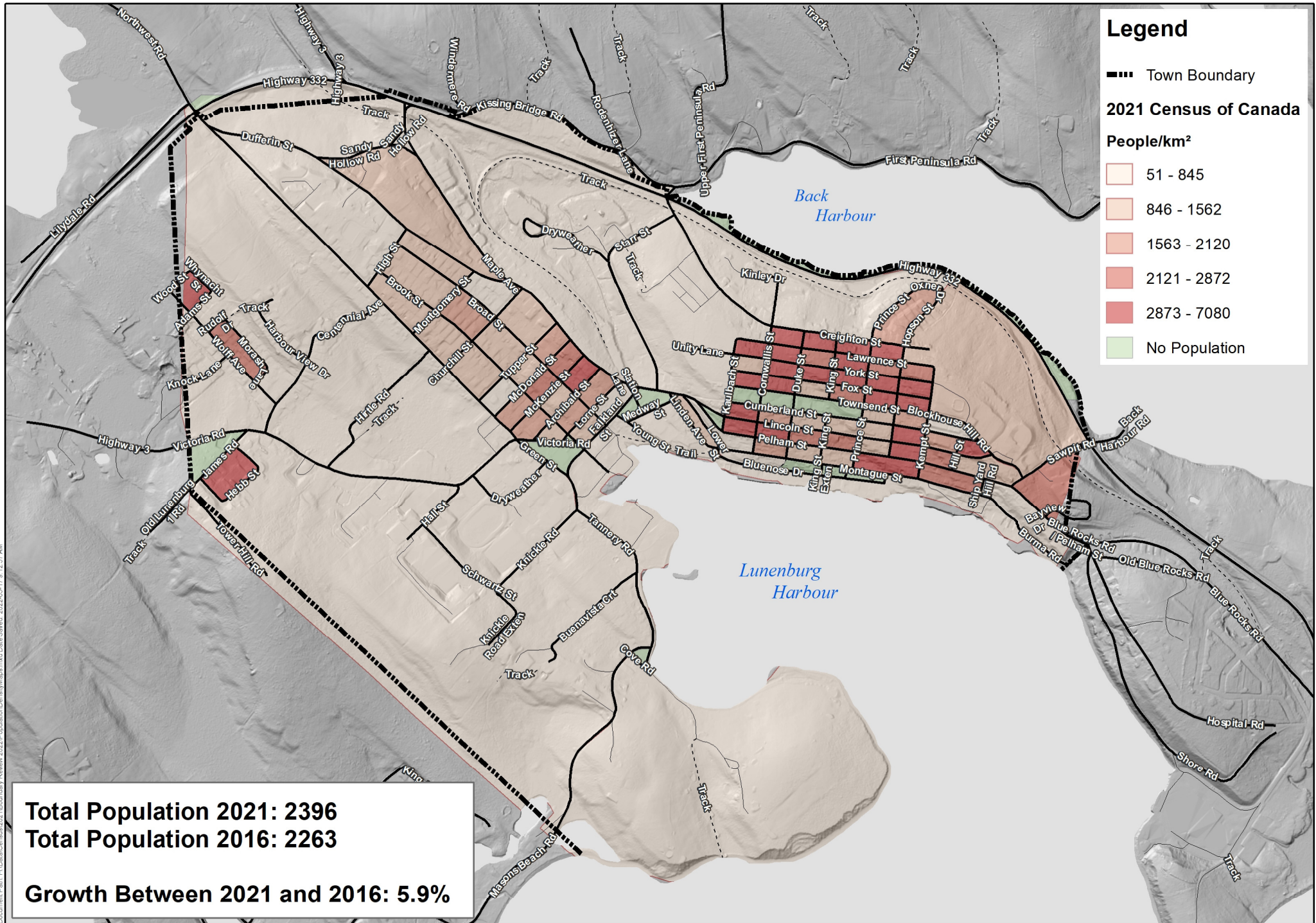
The public portion of the Council meeting resumed at 7:33 p.m. There was nothing to report.

**12. Adjournment**

The meeting was adjourned at 7:33 p.m. by the Mayor.

---

Jamie Doyle  
CAO



**Legend**

- Town Boundary
- 2021 Census of Canada**
- People/km<sup>2</sup>**
- 51 - 845
- 846 - 1562
- 1563 - 2120
- 2121 - 2872
- 2873 - 7080
- No Population

**Total Population 2021: 2396**  
**Total Population 2016: 2263**  
**Growth Between 2021 and 2016: 5.9%**

Document Path: H:\Data\Census\2021\Boundary\_Review\_2022\PopulationDensityMaps.mxd Data Stored: 2022-05-17 9:12:57 AM



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

**TOWN OF LUNENBURG**  
**Population/km<sup>2</sup> - Census of Canada**

