



Notice: Council meetings are held in person at Town Hall. Members of the public can attend meetings in person or view meetings through the Zoom livestream. Recordings of all meetings are available on the Town’s website. To livestream this meeting starting at 6 pm, use this Zoom link:

<https://us06web.zoom.us/j/88956545878>

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

Acknowledgement of Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People.

3. APPROVAL OF AGENDA

Draft motion: Moved and seconded that Council approve the agenda for the June 13, 2023 meeting as presented.

4. APPROVAL OF MINUTES

4.1 May 16, 2023 Special Meeting of Council Minutes

Draft motion: Moved and seconded that Council approve the minutes of the May 16, 2023 special meeting as presented.

4.2 May 23, 2023 Regular Meeting of Council Minutes

Draft motion: Moved and seconded that Council approve the minutes of the May 23, 2023 meeting as presented.

4.3 May 30, 2023 Special Meeting of Council Minutes

Draft motion: Moved and seconded that Council approve the minutes of the May 30, 2023 special meeting as presented.

5. PUBLIC HEARINGS, PRESENTATIONS AND QUESTIONS

6. CORRESPONDENCE, PETITIONS AND PROCLAMATIONS CONSIDERATION

6.1 Petition Submission – Friends of Blockhouse Hill

6.2 Proposed Blockhouse Development – Lunenburg Heritage Society

6.3 Joint Statement - Call to Release the Coastal Protection Act Regulations – Ecology Action Centre

Draft motion: Moved and seconded that Council agree to sign Ecology Action Centre’s

joint statement calling on the Province and Minister Halman to release the regulations for the Coastal Protection Act.

7. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

8. COMMITTEE MEETING MINUTES, RECOMMENDATIONS, REPORTS & NOTICES OF MOTION

9. NEW BUSINESS

9.1 Awarding Blockhouse Hill Contract

Draft motion: Moved and seconded that Council award MacKay-Lyons Sweetapple Architects \$144,843.00 (plus HST) to fulfill their proposal submitted under the Blockhouse Hill Development Request for Proposals (#TOL2023001).

9.2 Upper King Street - ZZAP Design Concepts

Draft motion: Moved and seconded that Council direct ZZAP Consulting Inc. to further refine its proposed development options 4Biii (High Density) and 4Biv (High Density Hybrid) as presented in its Upper King Street Phase II Report (Page 16) (Attachment C) for Council's further consideration.

9.3 Community Grants: Allocation of Funds

Draft motion: Moved and seconded that Council approve awarding the 2023/24 Community Grants in the amount of \$19,580 to the respective community organizations outlined in Schedule A.

9.4 Bylaw to Repeal Certain Bylaws – 1st reading

Draft motion: Moved and seconded that Council approve first reading of the Bylaw to Repeal Certain Bylaws as presented.

9.5 Public Works Capital Status Update – Information Report

10. IN CAMERA

10.1 Personnel Matter

10.2 Acquisition, sale, lease and security of municipal property

Draft motion: Moved and seconded that Council move in camera at _____ to discuss agenda items 10.1 Personnel Matter and 10.2 Acquisition, sale, lease and security of municipal property, as per Section 22 (2) (c) of the Municipal Government Act.

11. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES
 May 16, 2023 | 6 pm
 Lunenburg Town Hall – Council Chamber



Present	Deputy Mayor Peter Mosher, Councillors Stephen Ernst, Ed Halverson, Jenni Birtles, Melissa Duggan and Susan Sanford
Also present	Jamie Doyle, Chief Administrative Officer Kathleen Rafuse, Accountant Tyson Joyce, Director of Public Works Lisa Kendall, Municipal Engineer/Project Manager Arthur MacDonald, Director of Community Development Trevor Hume, Planner Development Officer Michael Best, Communications Manager Kayla Byrne, Municipal Clerk
Call to Order	The Deputy Mayor called the meeting to order at 6 p.m.
Moment of silence	Council held a moment of silence for long-time employee, Pam Comeau, who passed away recently.
Land acknowledgment	The Deputy Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the May 16, 2023 special meeting as presented. <p style="text-align: right;">Motion carried unanimously</p>
Town of Lunenburg Fiscal Needs	The CAO presented a high-level analysis of the Town's assets and liabilities. This update highlighted the financial impact on the Town's upcoming operating and capital expenditures required over the next 5-10 years and how to remain sustainable. Councillors asked questions about funding opportunities, building assessments, capital projects and accessibility requirements.

Adjournment

There being no further business, the May 16, 2023 Council meeting adjourned at 6:39 p.m.

Minutes were read and approved.

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES
 May 23, 2023 | 6 pm
 Lunenburg Town Hall – Council Chamber



Present	Deputy Mayor Peter Mosher, Councillors Stephen Ernst, Jenni Birtles and Susan Sanford
Absent	Councillors Ed Halverson and Melissa Duggan
Also present	Jamie Doyle, Chief Administrative Officer Tyson Joyce, Director of Public Works Hilary Grant, Senior Planner/Heritage Officer Trevor Hume, Planner Lauren Isabelle, Planner Michael Best, Communications Manager Kayla Byrne, Municipal Clerk Cpl. Traci Johnston, RCMP
Call to Order	The Deputy Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Deputy Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the May 23, 2023 meeting. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the minutes of the May 9, 2023 meeting as presented. Motion carried unanimously
RCMP Quarterly Report	Lunenburg RCMP Cpl. Traci Johnston presented the quarterly police report which highlighted statistics on various calls for services, staffing updates and community programs. Councillors asked some clarifying questions. With respect to a question on communications surrounding local police raids and other visible police activity, Cpl. Johnson confirmed information statements on this activity can be shared with the Town.

Access Awareness Week 2023	<p>Moved and seconded that Council proclaim May 28 – June 3, 2023 as Access Awareness Week in the Town of Lunenburg; and that Council approve flying the Access Awareness Week flag at the UNESCO Monument Flagpoles during this week.</p> <p style="text-align: right;">Motion carried unanimously</p>
Correspondence	<p>Council received a letter from the Lunenburg Board of Trade (LBOT), requesting an opportunity to participate in the future development of an updated vending bylaw. Staff confirmed LBOT will be engaged in any future discussions on a proposed bylaw.</p>
Film Policy	<p>Moved and seconded that Council repeal and replace Policy #92 Filming Guidelines with the new Film Policy as presented.</p> <p style="text-align: right;">Motion carried unanimously</p>
Old Town Lunenburg State of Conservation Report 2023	<p>Prior to voting on the motion, staff noted they will be making some minor editorial changes to the draft report, such as adding two properties to the provincial heritage properties in Lunenburg and changing some of the report's language to be a bit more neutral. It was noted these edits do not have an impact on the intent of the report.</p> <p>Moved and seconded that Council endorse the 2023 Old Town Lunenburg State of Conservation Report as presented and direct staff to send it to Parks Canada's International Affairs Team.</p> <p style="text-align: right;">Motion carried unanimously</p>
2023 Heritage Recognition Awards	<p>Moved and seconded that Council award the 2023 Heritage Recognition awards to the owners of 10 Sawpit Road, 114 York Street and 37 Tannery Road following the Heritage Advisory Committee's recommendation.</p> <p style="text-align: right;">Motion carried unanimously</p>
Development Officer Appointment	<p>Moved and seconded that Council appoint Lauren Isabelle as a Development Officer for the Town of Lunenburg per Section 243 of the Municipal Government Act.</p> <p style="text-align: right;">Motion carried unanimously</p>
Provincial Funding Applications	<p>Moved and seconded that Council direct staff to apply for funding from the Beautification and Streetscaping Program; and that Council direct staff to apply for funding from the Provincial Capital Assistance Program.</p> <p style="text-align: right;">Motion carried unanimously</p>

Water System Assessment Report Staff noted the Water System Assessment Report is a requirement by Nova Scotia Environment.

Moved and seconded that Council approve adding \$15,645 (including HST) to the Water Utility Capital Budget for a Water System Assessment Report, and that this expenditure be funded through the Water Depreciation Reserve.

Motion carried unanimously

This funding will be used to hire a consultant to help draft the report.

Adjournment There being no further business, the May 23, 2023 Council meeting adjourned at 6:45 p.m.

Minutes were read and approved.

TOWN OF LUNENBURG
SPECIAL COUNCIL MEETING MINUTES
 May 30, 2023 | 6 pm
 Lunenburg Town Hall – Council Chamber



Present	Deputy Mayor Peter Mosher, Councillors Stephen Ernst, Jenni Birtles, Melissa Duggan and Susan Sanford
Absent	Councillor Ed Halverson
Also present	Jamie Doyle, Chief Administrative Officer Michael Best, Communications Manager Kayla Byrne, Municipal Clerk
Call to Order	The Deputy Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Deputy Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Conflict of Interest	The Deputy Mayor noted the Councillor Halverson will not be joining this meeting as he has declared a conflict of interest with respect to possibly seeking nomination for the mayor's position.
Approval of Agenda	Moved and seconded that Council approve the May 30, 2023 special meeting agenda. <p style="text-align: right;">Motion carried unanimously</p>
Special Election	Moved and seconded that Council appoint Kayla Byrne as Returning Officer for the Town of Lunenburg to conduct regular and special elections; and that Council appoint Kelly Jardine as Assistant Returning Officer to assist the Returning Officer. <p style="text-align: right;">Motion carried unanimously</p> <p>With respect to a question on the date of the election, staff confirmed the date of the election should not conflict with the 2023 Folk Harbour Festival as voters may cast their vote starting on August 3.</p> <p>Moved and seconded that Council set Saturday, August 12, 2023 as the date of the Special Election. <p style="text-align: right;">Motion carried unanimously</p></p>

Moved and seconded that Council set June 7, 2023 through June 21, 2023 as the revision period for the List of Electors; and that the Returning Officer have an amended List of Electors by July 5, 2023.

Motion carried unanimously

Adjournment

There being no further business, the May 30, 2023 special meeting of Council meeting adjourned at 6:11 p.m.

Minutes were read and approved.

June 2, 2023

Acting Mayor Peter Mosher and Councillors,
Town of Lunenburg

**Re: 6/13/23 Council Meeting Agenda
Petition Submission from the Friends of Blockhouse Hill**

We acknowledge Lunenburg's location on the unceded territory of the Mi'kmaq people.

Enclosed please find the first tranche of petitions gathered by Friends of Blockhouse Hill between April 13 and June 1, 2023.

The petitions contain signatures from:

- 679 residents
- 359 non-residents (some are business owners who pay commercial taxes and others who also pay residential taxes to the Town of Lunenburg).

Our door-to-door canvassing will continue as we return to residences where no one was home on the first visit. Volunteers also continue to gather signatures from outside the Town of Lunenburg.

The petitions are prefaced as follows:

Residents:

We, the residents of the Town of Lunenburg, Nova Scotia, ask that the Town Council stop the process to sell and develop the lands on Blockhouse Hill until the Town establishes that a majority of Town of Lunenburg residents support the sale and development of the land.

Non-Residents

As a resident of the broader Lunenburg community, I am concerned about and oppose the development and sale of Blockhouse Hill lands until the Town establishes that a majority of Town of Lunenburg residents support the sale and development of the land.

While we understand that petitions have no legal effect, when they are done on a door-to-door basis they may be characterized as an informal plebiscite and have been used before to gauge public opinion across the province of Nova Scotia.

For example, the NDP is currently circulating a petition asking the government to remove sales tax from prepared food so that families have the ability to deal with the

dramatic increase in the cost of putting food on Nova Scotian tables.

Another, perhaps more parallel example, was opposition to the former government's delisting of publicly owned Owl's Head Park for an exclusive golf course and housing development. That movement began with a petition during a pandemic and became a significant factor in leading to strong and broad support against the divestment of that public parkland. Plans for development have been discontinued.

To simply claim that petitions have no decision-making impact is dismissive of the people who sign them, and that includes both residents of the Town and of the broader community who will be impacted by a decision over the lands.

Not only are Blockhouse Hill and its lands an important part of the fabric of Lunenburg's history based on what we are learning from our Mi'kmaq friends, Blockhouse Hill also plays an important role in the community today.

It is not lost on the Friends of Blockhouse Hill that the Town is responsible for parks and recreation.

Over the course of lockdowns during the pandemic, Blockhouse Hill was arguably as important to the Town today as it was to the Townspeople in the 1700s. It was a space that many could cherish and visit during a time when we were told to stay six feet apart and wear masks while being encouraged to enjoy parks while adhering to those rules.

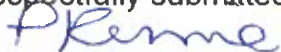
The pandemic informed all Canadians of the importance of green space to our communities, from coast to coast.

Today, with wildfires raging in our province, it has become even more clear to us how few public spaces are available for residents' enjoyment within our Town.

While the Town of Bridgewater listed over 10 community parks that are under restriction, the Town of Lunenburg fell short of listing any large and natural space of the same quality or nature as those identified in Bridgewater.

This confirms for residents that there is no large public park available in not just Old Town but within the entire boundaries of the Town of Lunenburg, and places more significance on maintaining this area (**which is zoned for recreational use**) as public parkland for both residents' and visitors' enjoyment.

Respectfully submitted,



Paula Rennie

On behalf of the Friends of Blockhouse Hill
"Town Council, We Need to Talk"

Mayor & Councillors
Town Of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, NS BOJ 2C0

May 22, 2023

Dear Acting Mayor Mosher and Councillors:

Re: Blockhouse Hill Proposed Development, Lunenburg, NS

The Lunenburg Heritage Society (LHS), both the Board and its members, have concerns with the proposed development on the Blockhouse Hill area. The LHS has a goal to preserve Lunenburg's unique heritage and this goal is why we are writing this letter.

Also included within our goals, is to tell the story of [Lunenburg's] cultural, social and economic development. As the owner of the Knaut-Rhuland House Museum the LHS is the only group telling the story of Lunenburg's founding and why the Town is a National Historic Site and UNESCO World Heritage Site; we consider it of the utmost importance to protect these designations and cultivate the rich cultural, social and economic development in this town.

As staff and council review submissions and make decisions surrounding the proposed development, the Lunenburg Heritage Society wishes to identify the following points for consideration:

1. Development on Lunenburg's World Heritage Site (WHS) Buffer area & possible impact to the Town's UNESCO designation
 - make decisions that are rooted in the long-term interest of the community; decisions that reflect the values of the community and promote, protect, and leverage the heritage of this community,
 - remember that once it's gone, it's gone forever.
2. Archaeological sensitivity and cultural resources significance of the site. Developers must report any findings of artefacts but are not required to, only "strongly advised to undertake an Archaeological Resource Impact Assessment (ARIA) before development." (ToL RFP2023001)
 - Recognize the importance of a thorough archaeological, historical, and environmental assessment of the entire hill, in consultation with local Mi'kmaq community to identify any significant features or to prove there are none.

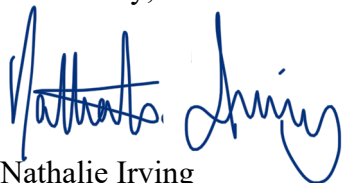


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3. Guidance regarding what constitutes development that "complement[s] the site's heritage values." (ToL RFP2023001)
 - Ensure careful planning and design of areas adjacent to the UNESCO and National Historic Sites following the CCP (Comprehensive Community Planning) goal under Community Structure, "A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future."
 - See it as an opportunity to represent the values of the community and exercise best practices in Heritage Planning and Urban Development rather than minimizing the multiple values and benefits of the site for short term gain.
 - Remember that you can only sell this land once, but an investment in the community will continue to give back for decades to come, in ways that can't be measured but in foresight and hope for future generations.
 4. Take advantage of the advisory role of the Heritage Advisory Committee (HAC) (ToL By-law No. 43 Heritage Property By-Law, Section 4.1 (c) & (d)). The HAC may advise on:
 - The Purpose of the Heritage Property Act which includes the protection of cultural landscapes and areas of cultural value;
 - "Any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act." (Section 4.1 (d))

The Lunenburg Heritage Society believes that these points are important considerations in the sustainability of this Heritage Town and that economics should not be the sole factor in decision-making. Please keep in mind that sustainable development incorporates not only economic sustainability, but also environmental sustainability, and cultural sustainability. Part of the culture of this town is Blockhouse Hill and, as one of our members stated, "We don't want it to be Blockhouse Hill only by name, understand and respect the former defensive position."

Thank-you for your consideration of our points put forth on this matter.

Yours truly,



Nathalie Irving
Chair, Lunenburg Heritage Society



From: [Will Balse](#)
To: [Kayla Byrne](#)
Subject: Joint Statement - Call to Release the Coastal Protection Act Regulations
Date: June 1, 2023 3:15:53 PM
Attachments: [Outlook-y33bapxg.png](#)
[Coastal Protection Act Joint Statement - Municipalities.pdf](#)

CAUTION: THIS IS AN EXTERNAL MAIL

Hello Kayla,

I'm writing to see if the Town of Lunenburg would be interested in signing onto a joint statement from Nova Scotia's municipalities and the Ecology Action Centre calling on the Province and Minister Halman to release the regulations for the Coastal Protection Act. The indefinite delay was announced March 29th despite Minister Halman's promise immediately following Hurricane Fiona that regulations would be in force before June 2023. This is a direct and unreasonable offloading of responsibility and work to all Nova Scotia Municipalities without existing coastal development regulations, who continue facing unchecked, reckless development on their shorelines.

See attached for our draft letter.

Please let me know if you think the Municipality is interested in signing this statement, and if you have any questions, don't hesitate to give me a call.

Best,

Will Balse (he/they), Coastal Adaptation Coordinator
Kjipuktuk, Unceded Mi'kmaw Territory
2705 Fern Lane, Halifax, NS, B3K 4L3S
work: 506-866-5450
ecologyaction.ca



Ecology Action Centre

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Please note, EAC is piloting a 4-day work week - Monday through Thursday. [Learn more about why.](#)



Dear Minister Halman:

We the undersigned Municipalities of Nova Scotia are writing to express our deep disappointment over your decision to indefinitely delay regulations for the Coastal Protection Act. We are calling for the immediate release and implementation of the regulations before any more reckless development puts our communities and ecosystems further at risk.

The province must step up and act on behalf of all Nova Scotians. We are in a climate emergency, and this delay is irresponsible and unacceptable. Our coasts are an integral part of our economy and our identity as a province, and we urge you to do the right thing and act to protect them immediately.

A vast majority of Nova Scotia's coast has no significant development regulation. The Province's continued delay of the regulations is an unfair offloading of labour and costs onto Municipalities, leaving them to either pass their own bylaws, or continue to suffer degradation of our coastal communities and environment.

The Coastal Protection Act was passed in 2019. Extensive consultation since then has shown that Nova Scotians and municipalities support strong protective measures along our coasts. In response to more than \$385 million in damage from Hurricane Fiona, you pledged in the fall of 2022 that Coastal Protection Act regulations would come into effect in the first half of this year. This delay breaks your promise to communities and represents a failure to protect Nova Scotians from sea level rise.

Subject: Awarding Blockhouse Hill Contract

From: Hilary Grant, Senior Planner/Heritage Officer

Reviewed by: Arthur MacDonald, Director of Community Development
Tyson Joyce, Town Engineer
Jamie Doyle, CAO

Date: June 13, 2023



Recommendation

Moved and seconded that Council award MacKay-Lyons Sweetapple Architects \$144,843.00 (plus HST) to fulfill their proposal submitted under the Blockhouse Hill Development Request for Proposals (#TOL2023001).

Alternatives

- Award a contract to a different applicant.
- Not award a contract and issue a new Request for Proposals for this project.
- Not award a contract and not issue a new Request for Proposals for this project.
- Delay a decision.

Background

The Town of Lunenburg issued a Request for Proposals (RFP) for design schemes to develop Blockhouse Hill on February 8th, 2023, with a submission deadline of March 31, 2023 (Appendix A).

Staff feel McKay-Lyons Sweetapple Architects' proposal is the strongest because it combines internationally renowned expertise with local knowledge and community presence and is within the Town's allocated budget.

Discussion

The Project Scope

The RFP asked for the following:

- An Archaeological Reconnaissance Study (Category C (Addendum #3)) for the entire site, as defined by the Nova Scotia Department of Communities, Culture and Heritage, to determine exemptions or required archaeological mitigation measures.
- Facilitate a public engagement process, including at least three public engagements, a visioning report and a 'What We Heard Report.'
- Four development schemes for residences on Blockhouse Hill that:
 - Align with the Town's Comprehensive Community Plan (CCP), Municipal Planning Strategy (MPS), Land Use By-law (LUB), and Subdivision By-law.

- Subdivision layouts for the development schemes, detailing proposed streets, servicing plans, lot configurations, and the use (number of dwelling units) of each lot configuration, including height and massing of the developments.
- Designate 10% of the dwelling units as affordable units.
- Emphasize active transportation and create a pedestrian-friendly streetscape, including connectivity with existing streets, walkways, open spaces (parks and playgrounds), and the trail system.
- Have "complete" streets and barrier-free public areas built to serve all users, regardless of age or ability.
- Include a land dedication equal to ten percent to be transferred back to the Town as open green space.
- Develop a feasible and sustainable public street system that extends necessary public services like storm, sewer, water, and other utility services.
- Preserve views of the Front and Back Harbours, where feasible.
- Complements the heritage values of Old Town Lunenburg, a designated World Heritage Site and National Historic Site.
- Financial cost analyses for the four (4) development schemes, including any required on-site and off-site infrastructure upgrades.
- Four draft restrictive covenants or agreements, one for each development scheme, to ensure compliance by prospective purchasers.
- Final design recommendation to Town Council, including rationale.

The Review Process

Staff undertook a comprehensive review process. The Town followed a systematic approach, which included evaluating submissions for completeness, developing a grading rubric, conducting interviews with top candidates, and ultimately making a recommendation based on the findings. Staff incorporated best practices for reviewing applications throughout the process.

1. Best Practice Review: The Town of Lunenburg initiated the review by researching established methodologies, processes, and strategies, including examining successful case studies, benchmarking against industry leaders, and gathering data and insights from various sources to identify patterns, trends, and key principles contributing to exemplary performance.
2. Completeness of Submissions: Staff then conducted a checklist assessment of each received submission to ensure that applicants provided all required documents.
3. Development of Grading Rubric (Appendix B): To establish an objective evaluation framework, the Town developed a comprehensive grading rubric that outlined the key evaluation criteria, weightage, and scoring methodology. The rubric helped ensure consistency and fairness in the assessment of proposals.
4. Evaluation by Staff Members: Four staff members with relevant expertise were assigned to evaluate the proposals based on the grading rubric. Each member independently assessed the submissions, considering project feasibility, innovation, environmental sustainability, community impact, and financial viability.
5. Interviews with Top Candidates: After evaluating the proposals, the Town invited the four highest-ranked candidates to participate in interviews from May 8 to May 11, 2023. The

interviews provided an opportunity to gather additional insights, clarify proposal details, and assess the candidates' capabilities and suitability for the project.

6. Post-Interview Meeting: Following the interviews, a meeting was held among the evaluation team to discuss the candidates' performance, compare their strengths and weaknesses, and exchange perspectives. The purpose was to reach a consensus on the assessment and interview findings.
7. Confirmation via Email: The evaluation team confirmed their findings from the interviews with candidates by email.
8. Final Recommendation: The evaluation team reconvened to review the complete evaluation process, including the initial proposal assessments, interview outcomes, and consensus reached. Based on this comprehensive review, the team finalized this recommendation for Council's consideration.

The Proposal - Pros

- Internationally Renowned Expertise: Throughout the review process, MacKay-Lyons Sweetapple Architects scored highest on the knowledge and experience of their team. The MacKay-Lyons Sweetapple team includes two internationally renowned Members of the Order of Canada: Brian MacKay-Lyons and Julian Smith. Brian MacKay-Lyons is a Canadian architect known for his innovative and sustainable designs deeply rooted in the maritime vernacular tradition. With a career spanning over three decades, he has received numerous awards, including five Governor General's Medals in Architecture. Julian Smith is a highly accomplished heritage planner and Director of Willowbank School of Restoration Arts. Known for his expertise in heritage policy development and heritage impact assessments, he has played a pivotal role in preserving and revitalizing historic sites and districts around the world, including drafting the 2011 UNESCO *Recommendation on the Historic Urban Landscape*.
- Multidisciplinary Team: MacKay-Lyons Sweetapple Architects' work plan was unique in its interdisciplinary approach, distributing team members' time across the project rather than isolating disciplines into distinct phases. The team includes archaeologists April MacIntyre and Laura de Boer (Davis MacIntyre & Associates); architects Miranda Bailey and Diana Carl; cost consultant and surveyor Raymond Murray; Engineers Andrew Forsythe (DesignPoint), Jeremy Wyatt (DesignPoint), Matt Balcombe (Dillon Consulting), Dave McKenna (Dillon Consulting), and Sarah Collins (Dillon Consulting) and Engineering Technologist Jordan Keeping (DesignPoint). Few teams included a cost consultant and accessibility expert.
- Local Knowledge: MacKay-Lyons Sweetapple Architects scored highest on understanding this project, its opportunities, and challenges throughout the review process. In the interviews, all the applicants summarized the site's engineering challenges. Still, only MacKay-Lyons Sweetapple Architects explained how they would capitalize upon these challenges to meet RFP goals, like accessibility. The firm also has local roots. Brian MacKay Lyons was born and raised on Nova Scotia's South Shore of Acadian and Mi'kmaq ancestors. MacKay-Lyons Sweetapple Architects has a field office in Lunenburg at 160 Montague Street. The firm deeply understands

participatory design and the South Shore's material culture. This choice supports a local design firm, turning to local experts over outside consultants, keeping Town dollars within our community.

The Proposal – Cons

- Cost: MacKay-Lyons Sweetapple Architects' bid is the third most expensive bid out of the seven applications, which has a low bid of \$86,592.55 and a high bid of \$242,185.40 (a \$155,592.85 spread). The median bid is \$137,228.92, and the mean is \$153,449.98, \$29,340.53, and \$13,119,47 less than MacKay-Lyons Sweetapple Architects' bid, respectively. The average hourly cost for MacKay-Lyons Sweetapple Architects is approximately \$14 more than the other three applicants interviewed and the second-highest total bid of all four firms interviewed. However, their proposal includes more working hours than the two lowest bids of the four firms interviewed (Appendix C). The RFP expressly negates that the Town will accept the lowest-priced proposal, and MacKay-Lyons Sweetapple Architects' bid is still within the Town's \$175,000 budget.

Addressing Public Concerns

The potential development of Blockhouse Hill has received media attention. On May 9, 2023, the Friends of Blockhouse, a local volunteer group created in opposition to the potential development, presented before Council. The presenter requested that Council pause the proposed development of Blockhouse Hill and Upper King Street, citing, among other reasons, that more public consultation is needed. How the development of Blockhouse Hill may affect Old Town Lunenburg's World Heritage Status has also been asked.

1. Public Consultation: MacKay-Lyons Sweetapple Architects' proposal included nine examples of their participatory design approach, where community members are valued collaborators in shaping project programs and determining design directions. Their proposed public participation program for this project includes three public workshops. The first workshop, "Visioning - Programming," focuses on clarifying project goals and the community's vision through group discussions and presentations. The second workshop, "Visioning - Form," involves interactive sessions where participants provide feedback on the form of the development by manipulating site plans and engaging in conversations. The final workshop, a Town Council meeting, presents the design team's work, including development plans, program drawings, and phasing strategies. Summaries of each workshop will be submitted as reports to the Town of Lunenburg. At fifteen weeks, MacKay-Lyons Sweetapple Architects proposed the most ambitious project timeline, approximately half to a third of the time the other interviewed firms suggested. However, MacKay-Lyons Sweetapple Architects have confirmed they can extend the timeline based on public feedback at no extra cost to the Town.
2. Heritage Conservation: The RFP highlights the potential archaeological significance of Blockhouse Hill and its location within the Old Town Lunenburg World Heritage Site Buffer

Zone. Any proposed development must align with the Old Town's heritage value. On April 1, 2022, staff notified Parks Canada as Canada's State Party Representative to the World Heritage Committee of the possible divestiture and residential development of Blockhouse Hill. Following a request from Parks Canada, staff sent them an update on May 5, 2023. Staff included the potential Blockhouse Hill development in the 2023 *Old Town Lunenburg State of Conservation Report* passed by Council on May 23, 2023, and sent to Parks Canada on May 24, 2023.

As stated in the 2023 *Old Town Lunenburg State of Conservation Report*, the design proposals will be shared with Parks Canada, and the impact on the Outstanding Universal Value of Old Town Lunenburg World Heritage Site cannot be determined without design schemes. The development should not compromise the Town's geometric grid plan or historic vernacular architecture. The development could contribute positively to Lunenburg's vernacular architecture tradition but may also erode the distinction between urban and non-urban areas. It is anticipated that Julian Smith's heritage expertise and Brian-MacKay Lyon's neo-vernacular design experience will ensure a heritage-sensitive outcome to this project. Brian McKay-Lyons was inducted into the Order of Canada in 2023 for his contributions to architecture, notably his vernacular designs that celebrate Nova Scotian culture. McKay-Lyons Sweetapple Architects is including design guidelines within their project scope.

Strategic Plan Relevance

Housing: Direction to support different types of housing development, tenant structures, and affordability.

Servicing and Facilities: Direction to ensure efficient infrastructure and that municipal facilities are properly managed and maintained for future use.

Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.

Urban Design: Direction to enhance residents' and visitors' experience of the built environment.

Relevant Legislation

UNESCO's *Convention Concerning the Protection of the World Cultural and National Heritage*

Town of Lunenburg's *Comprehensive Community Plan*

Town of Lunenburg's *Municipal Planning Strategy*

Town of Lunenburg's *Land-Use By-law*

Town of Lunenburg's *Subdivision By-law*

Town of Lunenburg's *Old Town Lunenburg Heritage Conservation District Plan and By-law*

Financial

Rewarding this contract would cost \$151,050.97 (\$144,843.00 plus net HST of \$6,207.97). Council allocated \$175,000 for this contract under the Town's 2023 Operating Budget.

Communications

See 'Public Consultation' under 'Discussion' above.

Attachments

Appendix A – Request for Proposals TOL2023001

Appendix B – Request for Proposals TOL2023001 Grading Rubric

Appendix C – Cost Comparison of Interviewed Applicants

Appendix A



TOWN OF LUNENBURG RFP #TOL2023001

REQUEST FOR PROPOSALS Blockhouse Hill Development

Proposals will be received no later than:
2:00 p.m. LOCAL TIME
March 7th, 2023

Addressed to:
Cali Beck
Procurement Officer
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

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1.0 GENERAL TERMS AND CONDITIONS

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document.

1.1 Purpose

The Town is seeking proposals to develop the Town’s lands at Blockhouse Hill. Blockhouse Hill consists of roughly 22.53 acres northeast adjacent to Old Town Lunenburg, sloping towards Lunenburg’s Back Harbour. The properties are known as PID 60057015, PID 60057007, PID 60056991, PID 60056892, PID 60056900 and PID 60671427 and are marked on the attached map (Appendix “A”). The Town is in the process of migrating the lots into the Land Registry system.

The purpose of this RFP is to receive residential concept proposals for Blockhouse Hill in-keeping with the Town’s Comprehensive Community Plan (CCP), Municipal Planning Strategy (MPS), Land Use By-law (LUB) and Subdivision By-law. The Town is looking for a mixed-use residential development with a balance of affordable and accessible units.

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful proposal may be evaluated. However, the Town retains its rights to determine what is in its best overall interests.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Blockhouse Hill Development RFP**” and proposal document number **TOL2023001**, to Cali Beck, Procurement Officer at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca or on a USB drive. Erasure, overwriting or strike-outs must be initialled by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 120 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less

than 120 days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

1.4 Proposal Costs

The proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed before official appointment by the Town of Lunenburg.

1.5 Municipal Contact for RFP

The proponent shall be responsible for clarifying any points in question with the Town of Lunenburg before submitting the proposal. The deadline for all inquiries is March 1st, 2023 at 4:30pm. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Cali Beck
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this RFP, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website townoflunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name: Cali Beck
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

One (1) PDF copy of your proposal must be received by email prior to **2:00 p.m.** local time, **March 7th, 2023**. Proposals will be signed by an official authorized to bind the document. Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, the names of the proponents who have submitted a proposal will be identified after the opening, upon request.

1.7 Selection Process

Selection – Subject to Section 1.9 of this RFP, the Town will not necessarily accept the lowest priced or any proposal. Any implication that the lowest priced or any proposal will be accepted is hereby expressly negated. The successful proponent(s) will be selected based on evaluation criteria developed by the Town, which in its sole discretion, will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one proponent or more as the Town sees fit.

Evaluation Criteria – Subject to Section 1.9 of this RFP, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP, other factors besides price will be considered when evaluating submissions.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

The Town will read, review, and evaluate each proposal. The below evaluation criteria table should be used as a reference only. The Town may in its sole and absolute discretion use or alter the below criteria or use some other evaluation criteria entirely.

Evaluation Criteria	Percentage
Price – value for money	25%
Ability to complete all RFP components	15%
Demonstrated understanding of project, work plan, methodology and schedule	25%
Project timeline	10%
Knowledge, experience, and technical competence of the Proponent and the proposed project team members as well as their ability to address the project scope	25%
TOTAL	100%

1.8 Modification and Withdrawal of Proposals

Proposal prices must remain open and available for acceptance by the Town for 120 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change the conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town's property. It is the responsibility of each proponent to submit all required documents as outlined in this RFP.

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights

The Town is not obligated to award a contract and reserves the right to terminate this RFP at any time for any reason and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal do not constitute acceptance of any proposal.

The Town reserves the right to reject all proposals and not necessarily accept the lowest-priced proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the Town's best interests.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

1.10 Governing Law and Jurisdiction

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

1.11 Proposal Form

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

1.12 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

1.13 Insurance Requirements

The successful proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a) Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence;
- b) Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence;
- c) Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP.

1.14 Conflict of Interest

The proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

1.15 Nova Scotia Worker's Compensation

The successful proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP.

1.16 Human Rights Act

The successful proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

1.17 Ownership of Data and Information

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background and Overview

The Town is seeking proposals regarding developing lands at Blockhouse Hill in the Town of Lunenburg. This area of land is known as PID 60057015, PID 60057007, PID 60056991, PID 60056892, PID 60056900 and PID 60671427 and consists of roughly 22.53 acres located on the northeast side of Old Town sloping towards Lunenburg's Back Harbour (Appendix "A"). This RFP is to receive residential concept proposals for development of the land in-keeping with the Town's Comprehensive Community Plan (CCP), Municipal Planning Strategy (MPS), Land Use By-law (LUB) and Subdivision By-law. The Town is looking for a mixed-use residential development with a blend of affordable and accessible units. The Town is looking for four (4) development schemes.

The proposed development scheme shall demonstrate the density and number of dwellings, the type of dwellings and the percentage and number of affordable and accessible dwelling units. 10 percent (10%) of dwelling units shall be affordable units. An affordable housing development is defined as housing that costs no more than 30% of the median household income within the applicable census dissemination area. The number of accessible units will be based on national building code requirements.

Active transportation, including connectivity with the existing streets, walkways, open spaces (parks and playgrounds), trail system, and any other components of a pedestrian-friendly streetscape are important aspects of any development proposal. Any development proposal should demonstrate the use of "complete" streets built to serve all users, regardless of age or ability. Barrier-free design of streets and other public areas should be demonstrated in the proposal. In addition, the Town will request a land dedication equal to ten percent (10%) be transferred back to the Town as open space pursuant to Part 9.1 of the Town's Subdivision By-law.

To obtain the highest and best use of the property, a public street system is needed. The public street layout should be feasible and sustainably extend public services, including but not limited to storm, sewer and water services, curb and gutters, sidewalks, fire hydrants, pumping stations, and other services like telephone, internet, electrical, and cable. Views to the Front and Back Harbours should be preserved, where feasible.

The lands are located within the World Heritage Site (WHS) Buffer area as shown in the map attached (Appendix "B"). Old Town Lunenburg is inscribed as a World Heritage Site (Appendix "C") and a National Historic Site (Appendix "D") due to its national and global

significance. Any development proposal must complement the site's heritage values. Proponents should note that Blockhouse Hill is archaeologically significant, and if any artifacts are found, the Provincial Department of Communities, Culture and Heritage must be contacted immediately. Developers should undertake a Resource Impact Assessment Report before any development.

Zoning Information – Current Zoning

PID 60057015

- Located in the Lower Density Residential (RL) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 3 (LZ3).

PID 60057007

- Located in the Lower Density Residential (RL) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 3 (LZ3).

PID 60056991

- Located in the Lower Density Residential (RL) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 3 (LZ3).

PID 60056892

- Located in the Medium Density Residential (RM) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 2 (LZ2).

PID 60056900

- Located in the Medium Density Residential (RM) Use Zone and the Higher Density Residential (RH) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 2 (LZ2).

PID 60671427

- Located in the Higher Density Residential (RH) Use Zone;
- Located in the Old Town New Town 1 (ONT1) Form Zone; and
- Located in Lot Zone 3 (LZ3).

The Old Town New Town 1 (ONT1) Form Zone enables a maximum of one main building per lot. The Medium Density Residential (RM) Use Zone only permits four (4) residential dwellings plus one accessory dwelling for a maximum of five (5) dwelling units per lot. The Higher Density Residential (RH) Use Zone does not limit the number of dwelling units per lot.

2.2 Scope of Work

The scope of work shall include the creation of four (4) development schemes for a residential development that is consistent with the Town's CCP, MPS, LUB and Subdivision By-law through a public engagement process that includes a minimum of three (3) public engagements. The first public engagement will seek to obtain public input into the type of design scenarios citizens wish to explore and further develop through a public workshop. The outcome would be a "Visioning Report" to help facilitate the design options. The second public engagement will be to present the findings of the final four (4) design scenarios to obtain public feedback and comments concerning the final four (4) design scenarios. The outcome would be a "What We Heard Report" based on the final four (4) design scenarios. The consultant will then adapt and revise the final four (4) design scenarios and then undertake a third public engagement with Town Council to outline their final recommendation complete with a rationale to support their recommendation.

The four (4) development schemes will provide four (4) subdivision layouts outlining the proposed streets, proposed servicing plan, proposed lot configurations, proposed use (number of dwelling units) of each lot configuration, including the height and massing of the developments.

Each of the four (4) development schemes shall demonstrate how the proposals comply with the CCP, MPS, LUB and Subdivision By-law; the mixture of new affordable and accessible units; how each scheme connect to existing streets, walkways, open space (parks and playgrounds) and trails systems in support of a pedestrian-friendly streetscape and active transportation system consistent with the "complete street" concept and barrier-free design; how each provides the 10% land dedication pursuant to the Town's Subdivision By-law, including but not limited to the location, grade analysis, type of open space uses and proposed infrastructure again, keeping in mind the concept of barrier free design and age friendly facilities; how each development scheme complement Old Town Lunenburg Heritage Conservation District; and how each development scheme is respectful of the views overlooking the Front and Back Harbours.

The scope of work shall include a general financial cost analysis for the four (4) development schemes. This cost analysis shall encompass the development, all on-site infrastructure requirements such as the extension of streets and services in accordance with the Town's Subdivision By-law, as well as any off-site infrastructure upgrades, such as, but not limited to, upgrades to the Town's Sewer Treatment Plant and/or Water Treatment Plant and the adjacent road network to facilitate the development.

The scope of work shall include a draft restrictive covenant or other means, such as, but not restricted to, an Agreement for each of the four (4) development schemes to ensure any prospective purchaser will be legally required to fulfill the development scheme as presented.

The successful proponent shall be mindful of the electrical easement as shown on the attached map (Appendix “E” – Survey Plan with Electrical Easements), where no structures (accessory or main buildings) can be located. However, this area may be used for roadways, driveways and/or parking areas.

Proponents should note that the properties are known to be archaeological hot spots and if any artifacts are found they must contact the Provincial Department of Communities, Culture and Heritage. Developers are encouraged to undertake a Resource Impact Assessment Report prior to any development.

The scope of work will include a separate price for undertaking an Archaeological Reconnaissance Study (Category A) as defined by Nova Scotia Department of Communities, Culture and Heritage of the entire site. This will require obtaining the services of an archaeological specialist to undertake the Study to determine whether areas should be exempted from development or require archaeological mitigation.

2.3 Proposal Deliverables

The proposal shall include the following:

- a)** A cover letter signed by a company officer authorized to execute a contract with the Town.
- b)** Detailed project work plan description including a statement of understanding, research, analysis, detailed work approach and methodology purposed to be used in the development of the four (4) development schemes. The work plan should list specific tasks and any options or alternatives. A Gantt chart containing the key tasks, milestones, meetings, presentations, sequence and duration of each task as well as the personnel assigned to each task and their anticipated number of hours devoted to each task.
- c)** Demonstrated experience working with municipalities or companies on similar projects. A list of these relevant projects completed, sample documents and the names and contact information of three references who can speak to the quality of the work performed.
- d)** Identify the key contacts for the project and all personnel and sub-contractors who will be assigned to work on this project, including a description of their relevant qualifications and experience.
- e)** Identify any Town staff or other resource support and/or additional information the Proponent will seek to complete the RFP components.
- f)** Proposed budget and breakdown of costs and expenses related to the project. A charge out rate list for all Proponent staff and relevant sub-contractors is required complete with their assigned tasks and hours devoted as per b) above.

2.4 Project Deliverables

The successful proponent shall be responsible for submitting the following project deliverables:

a) The submission of the four (4) development schemes in-keeping with this RFP and its Scope of Work with an Adobe PDF (300dpi) electronic copy as well as a Word Document if required or otherwise deemed appropriate by the proponent.

b) All designs, drawings, illustrations, and plans must be submitted in the original software that they were created as well as JPEG or GIF format and all maps submitted in an ArcGIS format.

c) All pictures and photographs must be dated and captioned with the location and brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in JPEG or GIF format.

d) A draft restrictive covenant or other means, such as, but not restricted to, an Agreement for each of the four (4) development schemes as a means of ensuring any prospective purchaser will be legally required to fulfill the development scheme as presented.

e) Three (3) public engagements. The first public engagement will seek to obtain public input into the type of design scenarios citizens wish to explore and further develop through a public workshop. The outcome would be a "Visioning Report" to help facilitate the design options. The second public engagement will be to present the findings of the final four (4) design scenarios to obtain public feedback and comments concerning the final four (4) design scenarios. The outcome would be a "What We Heard Report" based on the final four (4) design scenarios. The consultant will then adapt and revise the final four design scenarios and then undertake a third public engagement with Town Council to outline their final recommendation complete with a rationale to support their recommendation.

f) An outlined of the general cost analysis associated with developing each of the four (4) design scenarios, including all on-site and off-site costs to support the proposed development.

g) An Archaeological Reconnaissance Study (Category A) as defined by Nova Scotia Department of Communities, Culture and Heritage if approved by the Town to proceed dependent upon the cost submitted.

The successful proponent will be responsible for providing all necessary materials including drafts and other materials for review. All materials to be provided to Town staff in electronic format. All documents shall become the property of the Town.

Attachments:

Appendix A: Map of PID 60057015, PID 60057007, PID 60056991, PID 60056892, PID 60056900 and PID 60671427.

Appendix B: World Heritage Site Map with Buffer.

Appendix C: World Heritage Site – Outstanding Universal Values.

Appendix D: National Historic Site – Statement of Significance

Appendix E: Survey Plan with Electrical Easements

3.0 PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

Amount of Proposal..... \$ _____

HST..... \$ _____

Total..... \$ _____

Archaeological Study: Priced Separately

Amount of Proposal..... \$ _____

HST..... \$ _____

Total..... \$ _____

Please attach the following additional information:

- Start and end time required to complete the work.
- Two relevant work references and contact phone numbers.

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

Print Name & Title _____

Date _____

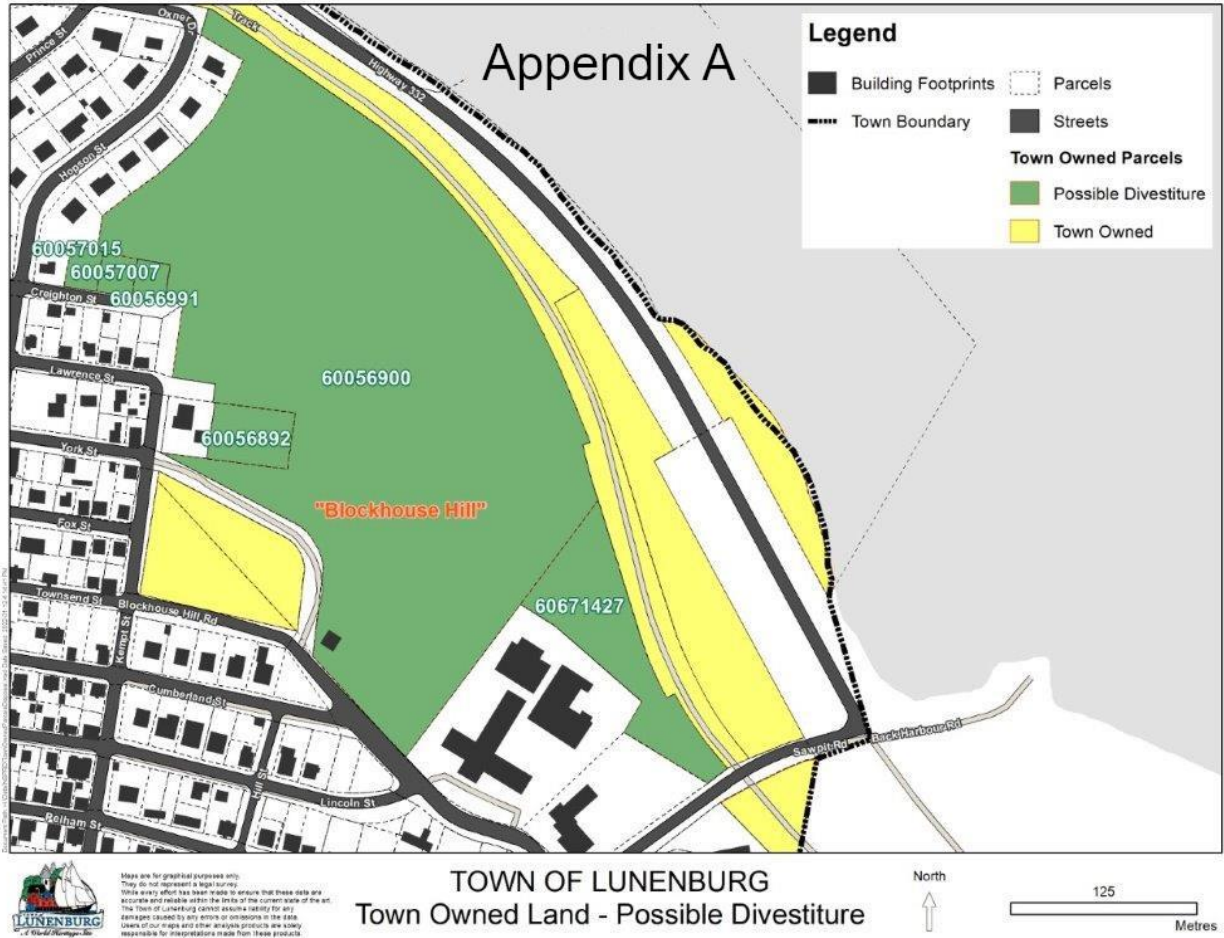
Witness _____

Date _____

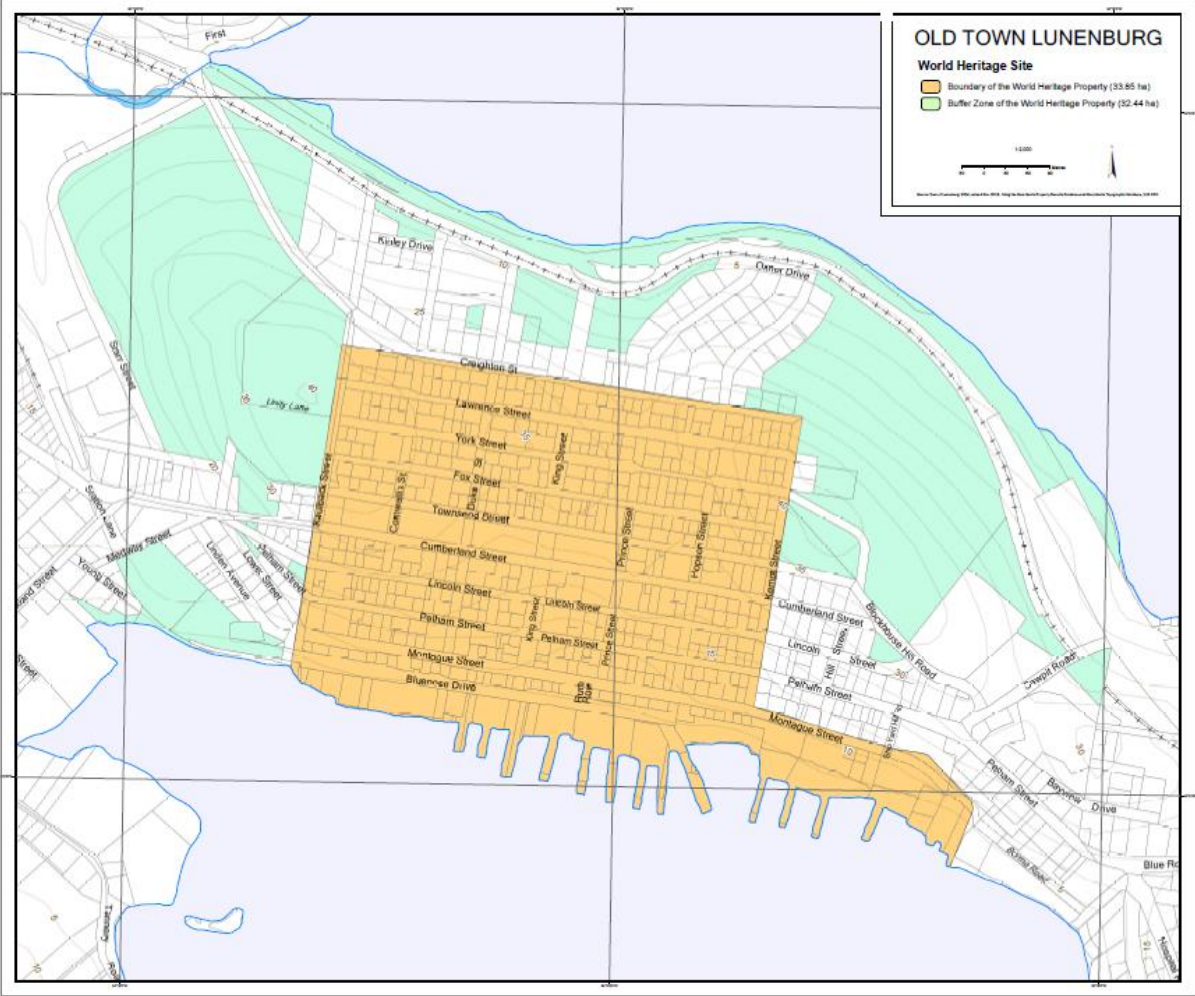
Details of Proposal – please attach your submission details as required in this RFP.

4.0 APPENDICES

Appendix "A" - Map of PID 60057015, PID 60057007, PID 60056991, PID 60056892, PID 60056900 and PID 60671427



Appendix "B" - World Heritage Site Map with Buffer



Appendix “C” - World Heritage Site – Outstanding Universal Values

Old Town Lunenburg

Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern drawn up in the home country. The inhabitants have managed to safeguard the city's identity throughout the centuries by preserving the wooden architecture of the houses, some of which date from the 18th century.

Outstanding Universal Value

Brief synthesis

Old Town Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern drawn up in the home country. The inhabitants have safeguarded the town's identity throughout the centuries by preserving the wooden architecture of the houses and public buildings, some of which date from the 18th century and constitute an excellent example of a sustained vernacular architectural tradition. Its economic basis has traditionally been the offshore Atlantic fishery, the future of which is highly questionable at the present time.

Criterion (iv): Old Town Lunenburg is a well-preserved example of 18th century British colonial urban planning, which has undergone no significant changes since its foundation, and which largely continues to fulfil the economic and social purposes for which it was designed. Of special importance is its diversified and well-preserved vernacular architectural tradition, which spans over 250 years.

Criterion (v): Old Town Lunenburg is an excellent example of an urban community and culture designed for and based on the offshore Atlantic fishery which is undergoing irreversible change and is evolving in a form that cannot yet be fully defined.

Integrity

Within the boundaries of the 33 ha property are located all the elements necessary to express the Outstanding Universal Value of Old Town Lunenburg. The property encompasses the intact original town plan in its entirety, missing only the fortifications that surrounded the town in its early years, but of which there are no surviving above-ground remains. Its boundaries adequately ensure the complete representation of the features and processes that convey the property's significance, and there is a 48.72 ha buffer zone. The property does not suffer unduly from adverse effects of development and/or neglect.

Authenticity

Old Town Lunenburg is authentic in location and setting, forms and designs, materials and substances, and uses and functions. The original British colonial town plan remains

evident, including the regular layout of property parcels in a grid pattern with geometrically regular streets, central public spaces, and key community structures, with a functioning waterfront as its focus. In terms of forms and materials, there is a harmony of scale, siting and materials (predominantly wood) throughout the property, and a regional architectural vocabulary that includes the 'Lunenburg bump', an indigenous five-sided dormer. While a continuing vernacular architectural tradition is integral to the property's Outstanding Universal Value, there has been very limited infill in the modern era. Many of the property's historic uses and functions survive.

Most of the recent changes to the property are renovations to specific buildings, some of which have better conveyed the heritage value of Old Town Lunenburg than others. Due to long-term economic circumstances, there are also ongoing pressures on property owners in terms of rising property values, maintenance costs, and the challenges of retaining historical accuracy in restoration planning.

Protection and management requirements

Old Town Lunenburg, which is almost entirely in private ownership, is commemorated by the Government of Canada as a National Historic Site (1991) and protected under two key pieces of provincial legislation, the Municipal Government Act (1998) and the Heritage Property Act (1989), which enable the municipality to create, respectively, land-use and heritage bylaws. In this context, the municipality adopted the Heritage Conservation District Plan, Bylaw and Guidelines in 2000 (consolidated in 2001). In order to better manage the community as a World Heritage property and ensure the continuing protection of the town's heritage resources, the Town of Lunenburg Heritage Sustainability Strategy (2010) has been developed to guide its development, including the identification of heritage, culture and tourism prospects that may produce economic opportunities for the community.

Sustaining the Outstanding Universal Value of the property over time will require managing, to the degree possible, ongoing pressures on property owners related to rising property values, maintenance costs, and the challenges of retaining historical accuracy in restoration planning. It will also require developing and implementing mechanisms to encourage building renovations that fully respect the heritage value of Old Town Lunenburg. Special attention will be given over the long term to monitoring and taking appropriate actions related to a number of factors in and near the property. Specifically, these include the potential impacts of climate change, and the impacts of tourism and visitation.

Appendix “D” – National Historic Site – Statement of Significance

Lunenburg Old Town Heritage Conservation District

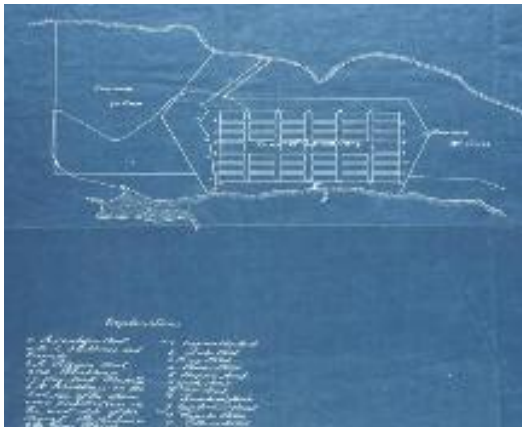
Old Town, Lunenburg, Nova Scotia, B0J, Canada
Formally Recognized: 2000/05/11



Lunenburg from Kaulback Head



Aerial view of Lunenburg



Plan of Lunenburg

OTHER NAME(S)

- Lunenburg Old Town Heritage Conservation District
- Old Town Lunenburg

LISTED ON THE CANADIAN REGISTER: 2005/02/04

STATEMENT OF SIGNIFICANCE – DESCRIPTION OF HISTORIC PLACE

Lunenburg is located on the southwest coast of Nova Scotia. The Old Town Heritage Conservation District is located on a hilly peninsula between Lunenburg (Front) Harbour and the Back Harbour. The Heritage Conservation District includes waterfront and shipyard buildings, and continues north up the slope of the peninsula's hills,

encompassing the downtown commercial district; the institutional area of the town, with a parade square, town hall, Anglican church, former courthouse and rectory; and the private wood-construction homes to the north of the town centre. All streets in the Old Town run north-south and east-west on a grid.

HERITAGE VALUE

Lunenburg Old Town Heritage Conservation District is valued for its historical origins as a planned colonial town, for its well-preserved vernacular architecture, and as a longstanding centre for marine-related industries and the culture that surrounds them. Established in 1753 by the British as a colonial town for over 1,400 mostly German-speaking Protestant German, Swiss and Montbéliardian French colonists, Old Town Lunenburg has retained its original layout and overall appearance, based on the rectangular grid pattern commonly used in colonial planning of its era. The townsite, true to then-current convention, consisted of seven north-south streets, 48 feet wide (with the exception of King Street, which is 80 feet), intersected at right angles by nine east-west streets, each 40 feet wide, creating blocks that were further divided into 14 lots of 40 by 60 feet each. As well, different sections of the town were set aside for industrial use (the blocks closest to the harbour); commercial use (to the north of the waterfront); and institutional use, such as the parade square, the courthouse and Anglican Church (the central blocks in the Old Town). Each immigrating family received one town lot, drawn from playing cards. The London-based Board of Trade and Plantations developed the plans without regard to local topography, resulting in Lunenburg's unusually straight but very steep streets. There are approximately 400 major buildings within the old town, most of them dating from the 18th and 19th centuries, almost all of them wood, and many with colourfully painted exteriors and trims.

The Old Town Heritage Conservation District also includes many waterfront warehouses and outbuildings, reflecting Lunenburg's long tradition of economic dependence on both the shipbuilding and fishing industries. While these industries have grown smaller in Lunenburg, they are still of vital importance, and the industrial area has many shops specializing in marine-related crafts. Lunenburg is also home to the iconic schooners "Bluenose" and the "Bluenose II," both built in a shipyard within the Old Town Heritage Conservation District.

Lunenburg is the best surviving example of a planned British colonial settlement in North America. The inhabitants have managed to safeguard the town's identity and their German heritage throughout the centuries by preserving the wooden architecture of their homes and commercial buildings. One unique regional architectural feature is the "Lunenburg Bump:" a projection traditionally located on the centre of the front façade, and comprised of a large, extended, overhanging dormer, usually of the five-sided Scottish style, and seen throughout the Heritage Conservation District on many homes. By the end of the nineteenth century the local architectural tradition, including Bumps, had reached a level of complexity and variation that reflected the social cohesion and growing prosperity of Lunenburg society. Eventually this growth also resulted in new development, mainly to the west, in an area given the name 'New Town'.

Source: Heritage Conservation District Plan and By-law with Design Guidelines, 2001, found in Town of Lunenburg Heritage Files, no. 62.

CHARACTER-DEFINING ELEMENTS

The Lunenburg Old Town Heritage Conservation District has many defining elements that relate to its value as a well-preserved planned colonial town, an area of architectural interest and an important centre for marine-related industries, including:

- The dense concentration of historic architecture, seen in the 403 buildings of the Old Town, ranging in age from the eighteenth to early twentieth century, and creating cohesive streetscapes. The main types of buildings include waterfront industrial buildings in the Maritime Vernacular warehouse style, commercial buildings in the late Victorian and Edwardian styles, and a variety of homes in Georgian, Cape Cod, Gothic Revival, Classical Revival and Second Empire styles, accentuated with vernacular architectural elements;
- All elements that are typical of a longstanding building tradition particular to the Lunenburg area, including the sturdy wooden construction of the majority of the buildings, with clapboard or shingle cladding and wooden trim elements. The most noticeable vernacular building element in Lunenburg is the "Lunenburg Bump:" an enlarged dormer extended out over the eaves, either five-sided or rectangular. Most are situated in the centre of the front façade over the entrance, which may be in an attached storm porch. Decorative elements include complex dormer roofs (from bellcast to triple-tiered varieties), bracketry, panelling and fretwork, gablets on the dormers, cornices and window ornamentation;
- All elements of the town's still preserved original form, which is based on eighteenth century colonial planning theory: using a very specific rectangular grid form layout of seven north-south streets, 48 feet wide (with the exception of King Street, which is 80 feet), intersected at right angles by nine east-west streets, each 40 feet wide, and with each block divided into 40 foot by 60 foot lots. The geometrically regular streets have most buildings close to the street line, public spaces in the centre of town and a well-defined distinction between urban and non-urban areas;
- The distinction between the industrial, commercial, institutional and residential areas of the Old Town, reflecting the original town plans. In particular, the layout and use of the institutional area of the Old Town, in its geographic centre. The buildings in this area include (from west to east) Saint John's Anglican Church building and open space surrounding the building, the old fire hall and electric lights building, town hall with park space to either side, the open park space to the east of town hall including war memorials, a heritage bandstand and the King Street right-of-way, and the Armouries site (now the Town of Lunenburg Public Works Department) at the far eastern end. The land between the Armouries and Prince Street were sold in 1894 and are now private lots with houses;

- All original elements reflecting the fishing and shipbuilding industries, especially the inter-related warehouses and wharves, the marine railway, outbuildings, parking and loading areas, all located on or close to the waterfront. Also, all elements contributing to the visual character and related harbour views of the area, without constricting its function;
- Elements used by the town in the protection of the district such as former cannons put in place at corners to slow carriage traffic, significant trees located in public areas, monuments, and outbuildings considered to add value to the surrounding streetscape.

RECOGNITION JURISDICTION

Nova Scotia

RECOGNITION AUTHORITY

Local Governments (NS)

RECOGNITION STATUTE

Heritage Property Act

RECOGNITION TYPE

Heritage Conservation District

RECOGNITION DATE

2000/05/11

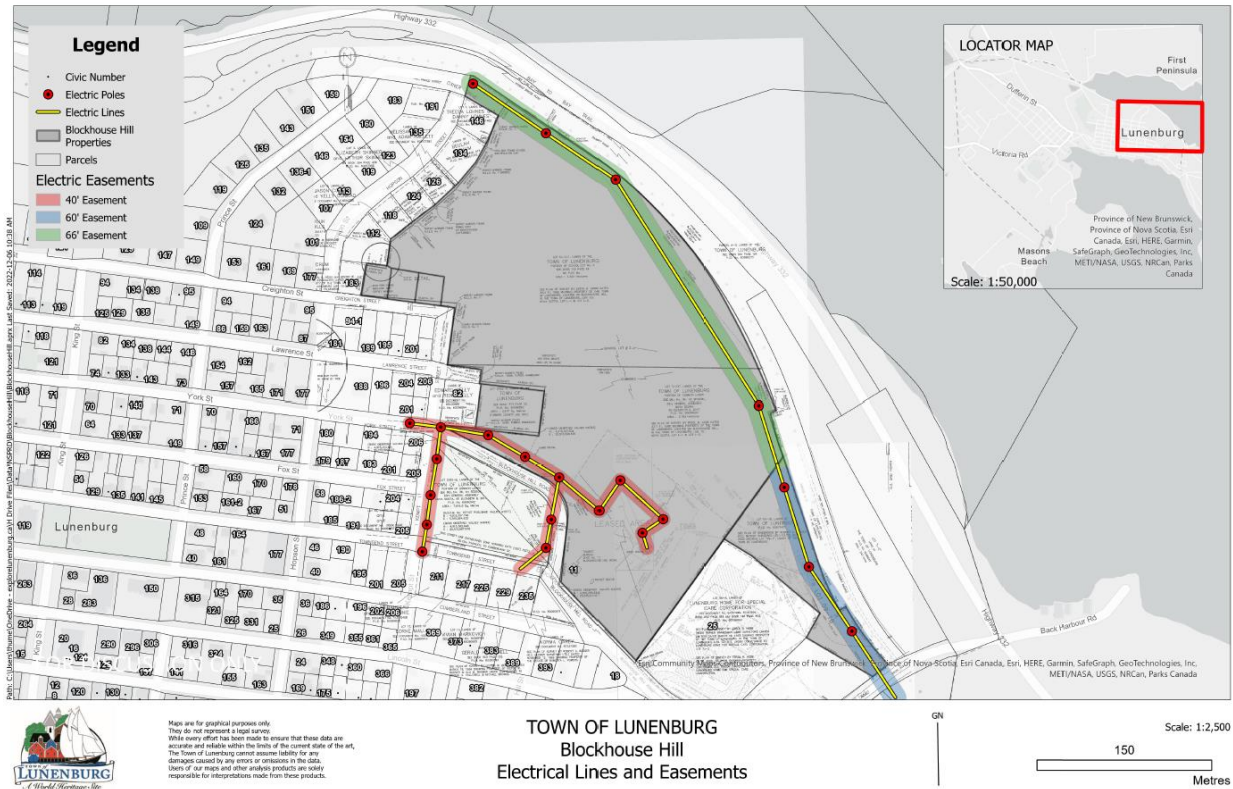
HISTORICAL INFORMATION – SIGNIFICANT DATE(S)

1753/01/01 to 1940/01/01

THEME - CATEGORY AND TYPE

Developing Economies
Trade and Commerce
Expressing Intellectual and Cultural Life
Architecture and Design
Peopling the Land
Settlement

Appendix E: Survey Plan with Electrical Easements



TOWN OF LUNENBURG

RFP TOL2023001

Blockhouse Hill Development – TOL2023001

ADDENDUM #1 – February 22, 2023

This addendum is being issued to extend the Closing Time of the above-mentioned Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

The Closing Time is being extended. The new Closing Time for this tender is now **Friday March 31, 2023 at 2:00p.m.** local time.

TOWN OF LUNENBURG

RFP TOL2023001

Blockhouse Hill Development – TOL2023001

ADDENDUM #2 – February 24, 2023

This addendum is being issued to provide additional information and answer questions regarding the above-mentioned Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

Q1: Is the scope of this RFP focused on a development concept (from design or land development professionals) or is the Town looking for a development proposal (led by a developer)? It's unclear to us whether the town is looking for someone to develop the lands or for a design partner to help the town develop it themselves.

A1: The RFP for Blockhouse Hill is solely looking for design concepts. We are not looking for development proposals from developers at this stage of the process but they may, and we encourage, developers to submit design concepts as well. Once a design concept is approved the Town will then release an Expression of Interest for Developers to undertake the approved design concept.

Q2: Can you provide clarification as to which type of archaeological reconnaissance study is required as part of the scope of work?

A2: Category A is the appropriate level at this point. We wish to have a preliminary general screening completed with no “shovel work.” The Category A guidance document from the province can be found at:

<https://cch.novascotia.ca/sites/default/files/inline/documents/archaeologicalreconnaissancea.pdf>

The deadline for questions surrounding RFP TOL2023001, in section 1.5 of the document has been changed to Monday March 27th, 2023, at 4:30pm.

Two additional appendices have been provided on page 2 and 3 of this addendum. One appendix including a Servicing Print – Sewer System and one including Servicing Print – Water System.

Path: C:\Users\thume\OneDrive - explorelunenburg.ca\H Drive Files\ArcGIS Pro\TOL Servicing\FinalDelivery2022.aprx Last Saved: 2023-02-24 9:42 AM

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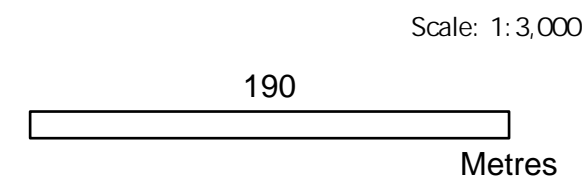
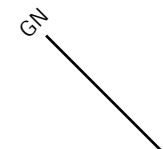
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- 6.66667
- 9.33333
- 12
- Fire Hydrant
- Pump Station
- Valve
- 0.5m Contours
- Intermediate (0.5m)
- Index (2.5m)

FOR DISCUSSION ONLY



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 Servicing Print - Water System



TOWN OF LUNENBURG

RFP TOL2023001

Blockhouse Hill Development – TOL2023001

ADDENDUM #3 – March 13, 2023

This addendum is being issued to edit the above-mentioned Request for Proposals (RFP) and respond to a question received. This addendum should be added to and made part of the original RFP document.

Paragraphs 7 and 8 of section 2.2 Scope of Work, have been edited to state the following:

"Proponents should note that the properties are known areas of archaeological sensitivity where the potential for impacting cultural resources is high, and if any artifacts are found, they must contact the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH). Developers are strongly advised to undertake an Archaeological Resource Impact Assessment (ARIA) before any development. All archaeological sites, whether known or unknown, on land or under water, are afforded protection under the Nova Scotia Special Places Protection Act (SPPA). It is a violation of the Act to remove, alter or otherwise impact archaeological resources without a Heritage Research Permit issued by CCTH.

The scope of work will include a separate price for undertaking an ARIA (Category C) of the proposed development/impact area as defined by CCTH. This will require obtaining services of an archaeological consultant to undertake an ARIA to determine whether areas should be avoided during development or require archaeological mitigation. This should be an initial assessment towards design development so any proposed designs are in compliance with the Nova Scotia Special Places Protection Act (SPPA). This is not an archaeological remediation or excavation."

Paragraph 5 of section 2.1 Background and Overview, has been edited to state the following:

"The lands are located within the World Heritage Site (WHS) Buffer area as shown in the map attached (Appendix "B"). Old Town Lunenburg is inscribed as a World Heritage Site (Appendix "C) and a National Historic Site (Appendix "D) due to its national and global significance. Any development proposal must complement the site's heritage values. Proponents should note that Blockhouse Hill is a known area of archaeological sensitivity. The potential for impacting cultural resources is high, and if any artifacts are found, the Nova Scotia Department of Communities, Culture, Tourism and Heritage (CCTH) must be contacted. Developers are strongly advised to undertake an archaeological resource impact assessment (ARIA) before any development."

Q1: Will the Town please provide preferred milestone dates it wishes to see met?

A1: It is up to the submitters to determine the length of time they wish to devote to this project. They should provide a Gantt Chart schedule with the personnel assigned to each step and the milestones of each completed step in their process.

TOWN OF LUNENBURG

RFP TOL2023001

Blockhouse Hill Development – TOL2023001

ADDENDUM #4 – March 29, 2023

This addendum is being issued to respond to questions received regarding the above-mentioned Request for Proposals (RFP). This addendum should be added to and made part of the original RFP document.

Q1: Regarding the existing water system assessment, does the Town have a water model that can be provided to the successful consultant that can be used for the assessment?

A1: Currently we do not have a Water Model.

Q2: Will a new water system model need to be developed that covers the existing Town system?

A2: You will not have to undertake a model that covers the existing Town System. You will need a Water Model for the development or engineering equivalent, including taking into consideration the tie in locations for the new development to the existing Town system.

Q3: Section 2.2 of the RFP specifies that the cost analysis shall encompass any off-site infrastructure upgrades and provides assessments of the water and wastewater treatment plants as examples. Should the analysis include assessment of the off-site wastewater collection systems and the water distribution systems? If so, could the Town provide limits of the existing system that must be assessed, such that the various proponents are bidding based on the same scope of work? Depending on the limits of assessment, the scope of work would change drastically. For the water system, should the entire town be included in in the hydraulic analysis to determine potential impacts from the proposed development to existing developments?

A3: The intent is to have your designs reviewed in light of the off-site costs that may be associated with the particular design concept for Block House Hill. You will not have to undertake a model that covers the entire existing Town Sewer or Water System. You will need a Sewer Model and a Water Model or engineering equivalent for the development and determine whether the Town existing system is sufficient or whether upgrades to the Town System are required. Further details are provided below:

Water

- Based on the details/configuration of the proposed Blockhouse Hill development concept(s), shall the existing mains adjacent to the development be sufficient to service it or shall upgrades to the existing system (i.e. surrounding mains) be required? If so, what is the extent and estimated cost of the upgrades to the Town's infrastructure outside of the development required?
- Please provide details of the additional water consumption expected (including peak flow rates) as an effect of the proposed Blockhouse Hill development concept(s) so the Town may assess in accordance with our Water Withdrawal permit.
- Any other relevant details relating to the development concept(s) should be provided.

Sewer

- Based on the details/configuration of the proposed Blockhouse Hill development concept(s), shall the existing mains adjacent to the development be sufficient to service it or shall upgrades to the existing system (i.e. surrounding mains) be required? If so, what is the extent and estimated costs of the upgrades to the Town's infrastructure outside of the development required?
- Please provide details of the additional sewer flow rate and volume expected as an effect of the proposed Blockhouse Hill development concept(s), and which of the Town's lift stations this is planned to primarily travel to based on the Town's existing sewer configuration.
- Any other relevant details relating to the development concept(s) should be provided.

Storm

- In order to mitigate impacts to the sewer system, storm separation is necessary for any new development in the Town of Lunenburg. Please provide details of expected surface run off as an effect of the proposed Blockhouse Hill development concept(s) and any discharge location(s).
- If this impacts sections of the Town outside of the development concept(s), please provide an estimate of any costs to be incurred with the proposal for new or upgrades to infrastructure.
- Any other relevant details relating to the development concept(s) should be provided.

Q4: Will the town be hiring or involving an economic consultant for input on the development? If not, is this a subconsultant we should be carrying on our team?

A4: The Town does not have any plans to hire or involve an economic consultant. If any proponent feels they need an economic consultant to undertake the RFP, it would be in their interest to do so and specify their intent in their submission.

NAME:

Price	[(Cost of Lowest Cost Proposal) / (Price of Proposal Being Evaluated)] x [score without price/75] x 25	/25

	5	4	3	2	1	0	Points
Ability to Complete all RFP Components	(A) Proof of extensive, successful experience working with municipalities on similar project	Proof of experience working with municipalities	Proof of adequate experience working with municipalities or similar entities	Proof of some experience working with municipalities or similar entities	Little experience working with municipalities or similar entities	No experience with municipalities or similar entity	/15
	(B) Proposal shows deep knowledge of or experience working in Lunenburg, including its depth and complexity.	Proposal shows deep knowledge of or experience working in Lunenburg perhaps missing some of its nuances or complexity	Proposal shows sufficient knowledge of or experience working in Lunenburg	Proposal shows some knowledge of or experience working in Lunenburg, or combination	Proposal shows little knowledge of Lunenburg and no experience working in Lunenburg.	Proposal shows no knowledge of or experience working in the Lunenburg context	
	(C) Proof of extensive, successful experience in affordable housing	Proof of work experience or deep knowledge of affordable housing	Proof of adequate experience working/ knowledge of affordable housing	Proof of some experience/ knowledge of affordable housing	Little experience/knowledge of affordable housing	No experience with/ knowledge of affordable housing	

NAME:

	5	4	3	2	1	0	Points
Strength of Project Understanding	Proposal shows deep knowledge of the project at hand, including its depth and complexity.	Proposal shows deep knowledge of the project, perhaps missing some of its nuances or complexity	Proposal shows sufficient knowledge of the project	Proposal shows some knowledge of the project	Proposal shows little knowledge of the project	No project understanding.	
Strength of Methodology	Clearly explains and properly employs recognized methodology. Methodology is well aligned with workplan.	Clearly explains and properly employs methodology. Methodology could be better integrated with the workplan.	Methodology Included. Explanation or application may be inexact.	Methodology Included with little to no explanation or proof of application.	Suggests or alludes to methodology but it is not clearly stated or explained.	No methodology evident.	
Strength of Workplan and Schedule	(A) Plan provides precise, detailed descriptions of the project goal, scope, deliverables, and milestones	Plan provides descriptions of the project goal, scope, deliverables, and milestones	Plan lists most of the project goal, scope, deliverables, milestones, and risks.	Plan lists some of the project goal, scope, deliverables, and milestones, and risks.	General statement that lacks sufficient detail to assure mutual understanding of project direction.	No workplan or schedule	
	(B) Plan provides precise, detailed breakdown of tasks, division of work, and team members responsibilities. Work is divided evenly/ appropriately amongst team members, including staff	Plan lists the breakdown of tasks, division of work, and team members responsibilities, but not with the right amount of detail. Work is divided evenly amongst team members.	Plan lists most of: the tasks, division of work, and team members responsibilities, but not with the right amount of detail or misses important tasks.	Plan lists some of: the tasks, division of work, and team members responsibilities, but not with the right amount of detail or have serious omissions.	General statement that lacks sufficient detail to assure mutual understanding of project direction. Work is divided unevenly or not at all.	No workplan or schedule	
	(C) Plan provides precise, detailed information about how the team will interact with one another, including a schedule of meetings and internal deadlines for staff	Plan lists how the team will interact with one another, but not with the right amount of detail.	Plan lists most of how the team will interact with one another, but not with the right amount of detail or misses important items.	Plan lists some of how the team will interact with one another, but not with the right amount of detail or have serious omissions.	General statement that lacks sufficient detail to assure mutual understanding of project direction.	No workplan or schedule	

NAME:

	10	8	6	4	2	0	Points
Project Timeline	Feasible Length [10 months]	Almost feasible length (+ or - a maximum of 10%) [9 months or 11 months]	Slightly under or over feasible length (+ or - a maximum of 20%) [8 months or 12 months]	Noticeably under or over in length (+ or - a maximum of 30%) [7 months or 13 months]	Significantly under or over in length (+ or - a maximum of 40%) [6 months or 14 months]	Substantially under or over in length (+ or - a maximum of 50%) [5 months or less, or 15 months or more]	/10

	3	2	1	0	Points
Knowledge, Experience and Technical Competence of Proponent, Proposed Team Members	(A) Architecture/Design - Project team has strong architecture/design experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Architecture/Design - Project team has some architecture/design experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Architecture/Design - Project team has little architecture/design experience or training with little employment or project experience.	Architecture/ Design - Project team has no architecture/design experience or training.	
	(B) Planning - Project team has strong planning experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Planning - Project team has some planning experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Planning - Project team has little planning experience or training with little employment or project experience.	Planning - Project team has no planning experience or training.	
	(C) Engineering - Project team has strong Engineering experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Engineering - Project team has some Engineering experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Engineering - Project team has little Engineering experience or training with little employment or project experience.	Engineering - Project team has no Engineering experience or training.	
	(D) Archaeology - Project team has strong Archaeology experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Archaeology - Project team has some Archaeology experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Archaeology - Project team has little Archaeology experience or training with little employment or project experience.	Archaeology - Project team has no Archaeology experience or training.	

NAME:

(E)	Accessibility - Project team has strong Accessibility experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Accessibility - Project team has some Accessibility experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Accessibility - Project team has little Accessibility experience or training with little employment or project experience.	Accessibility - Project team has no Accessibility experience or training.
(F)	Heritage - Project team has strong Heritage experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Heritage - Project team has some Heritage experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Heritage - Project team has little Heritage experience or training with little employment or project experience.	Heritage - Project team has no Heritage experience or training.
(G)	Public Engagement - Project team has strong Public Engagement experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Public Engagement - Project team has some Public Engagement experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Public Engagement - Project team has little Public Engagement experience or training with little employment or project experience.	Public Engagement - Project team has no Public Engagement experience or training.
(H)	Econ./Accounting - Project team has strong Econ./Accounting experience and all relevant qualifications (such as professional accreditations). Employment and project experience is very detailed. Team is outstanding in their field.	Econ./Accounting - Project team has some Econ./Accounting experience and relevant qualifications or training (such as professional accreditations or postsecondary education). Employment and project experience is lacking	Econ./Accounting - Project team has little Econ./Accounting experience or training with little employment or project experience.	Econ./Accounting - Project team has no Econ./Accounting experience or training.

Appendix C – Cost Comparison of Interviewed Applicants

	Base Cost (excluding HST)	Work hours	Cost/hr	Timeline (in weeks)
Happy Cities	\$ 157,231.00	1,227.0	\$ 128.14	50
MLS	\$ 144,843.00	1,003.0	\$ 142.94	15
FBM	\$ 101,766.00	790.5	\$ 128.74	38
ZZAP	\$ 102,480.00	796.0	\$ 128.74	28

Subject: Upper King Street - ZZAP Design Concepts
From: Arthur MacDonald, Director of Community Development
Reviewed by: Jamie Doyle, CAO
Date: June 13, 2023



Recommendation

That Council direct ZZAP Consulting Inc. to further refine its proposed development options 4Biii (High Density) and 4Biv (High Density Hybrid) as presented in its Upper King Street Phase II Report (Page 16) (Attachment C) for Council's further consideration.

Alternatives

- Accept the Visionary Report and Upper King Street Phase II Report and direct ZZAP Consulting Inc. to finalize a final report with other options (including a proposed "Park" Option) for Council's consideration.
- Refuse the Visionary Report and the Upper King Street Phase II Report and advise staff to terminate the contract with ZZAP Consulting Inc.

Background

On September 15, 2022, the Town awarded the Upper King Street Conceptual Design Project to ZZAP Consulting Inc (henceforth ZZAP). ZZAP initialized the project with a visioning exercise with the Town's management team and produced a Visionary Report (October 2022), attached as **Attachment A**. The Town kept the public informed by producing Fact Sheets on May 11, 2022 and September 26, 2022, attached as **Attachment B**. ZZAP have completed their Upper King Street Phase II Report (May 2023), attached in **Attachment C**.

The steepness of Upper King Street has been a considerable design challenge. ZZAP considered four (4) connectivity options for developing Upper King Street: "Complete the Grid"; "Creighton to Cornwallis"; "Cornwallis to Oxner"; and "In and Out". ZZAP found "In and Out" is the only option that meets engineering and safety standards. ZZAP also weighed the cost of building each connectivity option relative to the development potential each affords and found "In and Out" the most cost-effective option. ZZAP then created four development schemes with different densities based on an "In and Out" roadway, evaluating them for residential density yield, park and amenity space, neighbourhood compatibility and infrastructure cost offset (see page 16, Attachment C).

ZZAP seeks Council's direction to refine further development options 4Biii and 4Biv. These options include park space and high-density or high-density hybrid housing, including multi-unit buildings. The refined development options would consist of detailed site costing, construction costs per square foot, and two Development Agreements for the Council's consideration.

Discussion

Connectivity Options Explored

1) Complete the Grid

This option explored extending Duke Street and King Street to connect with Cornwallis Street and Oxner Drive. Due to the site's steepness, new Duke and King Street extensions would have slopes of 51% and 38%, respectively. This grade exceeds the Town's engineering standards and does not meet any nationally or internationally accepted engineering standards for accessibility or safety. This option would have the highest public road infrastructure and associated maintenance costs. Roadway costs would be approximately \$6.5 million, not including the earthwork and retaining walls that would be required. The "Complete the Grid" scenario was determined unviable.

2) Creighton to Cornwallis

This option proposes a loop connecting King Street, Creighton Street and Cornwallis Street. King Street has a slope of 38%. Connecting it to any other street would require lengthy retaining walls of approximately 6 to 7 metres high. The "Creighton to Cornwallis" option imposes a public road infrastructure of the magnitude of \$3.0 million, not including the necessary earthwork and retaining walls that would be required. Additional development potential relative to other options would not offset the roadway and earthwork costs.

3) Cornwallis to Oxner

This option envisioned a road connection from Cornwallis Street to Oxner Drive. The terrain creates a "bowl" shaped area east of King Street that would need a 6 to 7 metres high retaining wall. Power lines would need to be moved for this option to be viable, costing approximately \$500,000. Once again, this option does not create additional development potential that could offset the high roadway, electrical and earthwork costs. The "Cornwallis to Oxner" would require \$5.0 million in roadways, not including the earthwork and retaining walls required.

4) In and Out

The In and Out option, extending a road from Cornwallis Street to the King Street road reserve to create a cul-de-sac, is the only option that meets safety and engineering standards. It is the most economically viable option, with the lowest roadway costs and maximum development potential. This option's public road infrastructure would cost \$1.8 million, not including earthwork and retaining walls. This option would also have the lowest ongoing maintenance costs. ZZAP analyzed different cul-de-sacs lengths and recommended keeping the distance as short as possible.

Development Options Explored

ZZAP provided four (4) development options for the "In and Out" roadway scheme.

- 1) Medium Density (duplexes) using the existing zoning;
- 2) Medium Density Hybrid (combination of duplex and multi-unit) through a proposed rezoning of a portion of the site to Residential High Density;
- 3) High Density (multi-unit) through rezoning the entire site to Residential High Density;

- 4) High-Density Hybrid (combination of multi-unit and duplexes with multiple buildings per lot) through rezoning the whole site to Residential High Density.

The dwelling yield for the four development options are:

Scenario	Dwelling Yield
Option 4Bi	27 Units
Option 4Bii	48 Units
Option 4Biii	79 Units
Option 4Biv	66 Units

Planning Considerations

Surveying, Land Migration and Divestiture

Council should note that the surveyor and the lawyers involved with migrating the lands are having a difficult time due to the nature of the site. Once the grounds are migrated and a development scheme is chosen (following a Public Information Session), it is recommended that Council consider amending the MPS/LUB, closing portions of Duke Street and King Street road reserves (requires to be surveyed with legal descriptions), and following the Town's [Land Divestiture Policy](#), which requires a Public Information Meeting (PIM), declaring the lands surplus and obtaining an appraisal of the property.

Subdivision Specifications

The "In and Out" roadway included in options 4Biii and 4Biv has a 174 metres cul-de-sac. Under the Town's Specifications for Subdivision, culs-de-sac are limited to 152 metres with a walkway connecting to another street. Therefore, to enable Upper King Street's development following option 4Biii or 4Biv, the Specifications for Subdivision's Section 6.3.16, as outlined below, must be amended.

- 6.3.16 The maximum permanent cul-de-sac length where a walkway is located at the end of the cul-de-sac and connects to another street shall be 500 feet (152 m). Otherwise the maximum length shall be 330 feet (100 m) measured from the intersection of the cul-de-sac's centreline between the street-line of the intersecting street to the centre of the cul-de-sac.

Development Agreement

A Development Agreement is the best way to ensure the development is built to the Council's agreed vision. Moving forward with a development agreement would require an amendment to the Town's Municipal Planning Strategy to create a Comprehensive Community District (CCD). The Land Use By-law would also need to be amended to create a Comprehensive Community Use Zone enabling a mixture of housing types by Development Agreement. This process is supported under the Comprehensive Community Plan's (CPP) "Housing Growth Areas" (page 55) provision "d) Enable medium density residential expansion through Comprehensive Development District (CCD) or Secondary Plan." The CCP identifies Upper King Street as a Residential Growth Area, as shown on page 45, Figure 3.1. Provisions of the MGA dealing with CDDs can be found in Sections 226 and 227.

Strategic Plan Relevance

- Economic Development: Direction to support economic development.
- Community Structure: Direction regarding how the Town will be structured and how land will be used.
- Housing: Direction to support different types of housing development, tenant structures, and affordability.
- Urban Design: Direction to enhance residents' and visitors' experience of the built environment.

Relevant Legislation

Development of Upper King Street is regulated under the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law created under the Municipal Government Act.

The site is outside Old Town Lunenburg Heritage Conservation District but is within the Old Town Lunenburg World Heritage Site Buffer Zone. The Town has contacted Parks Canada, Canada's Secretariat, to the World Heritage Committee. It will seek their comments if a final design scenario is chosen and Council moves forward with divesting Upper King Street.

Provisions of the MGA dealing with CDDs can be found in Sections 226 and 227.

Financial

For any development of Upper King Street to proceed, it is anticipated that cost-sharing will be needed following the [Town's Street Extension Policy](#). Under Section 8.1 of the Policy, developers may request cost-sharing for the extension of street services to a maximum of 50% up to \$300,000.

As the Town currently owns the lands, cost-sharing could be leveraged to ensure affordable and accessible housing options, the development of open space areas and/or active transportation connections, particularly with the existing trail system.

Communications

Additional Fact Sheets will be developed and made available on the Town's website as we proceed. A Public Information Session (PIM) will be undertaken after the final two (2) design concepts are fully developed. In addition, in keeping with the Town's Land Divestiture Policy, a Public Information Meeting (PIM) will be held before the sale of the lands.

Attachments

- A. Visioning Report – October 2022
- B. Fact Sheets
- C. Upper King Street Report – May 2023

Attachment A

VISIONING REPORT



Upper King Street Development
OCT 2022

RFP # TOL2022016

Prepared for:

Town of Lunenburg
119 Cumberland St
Lunenburg, NS B0J 2C0
purchasing@townoflunenburg.ca



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01 REPORT BACKGROUND

zzap consulting inc. is pleased to present this visioning report to summarize the outcomes of the kick-off phase of the Upper King Street Extension re-development project. This phase is the first of three in the creation of four development schemes for the currently vacant municipal properties located at the end of King Street, in the Town of Lunenburg.

Project Methodology:

- **Phase 1: Project Kick-off**
- Phase 2: Narrowing In
- Phase 3: Finishing Touches

The following activities were completed as part of this phase and are summarized in this report:

1. Kick-off meeting & visioning session
2. Background review
3. Site visit & design charette

This visioning report will lay out the results of these steps and outline a vision statement, community cornerstones, and a SWAT analysis for the site.

Sincerely,

Chris Markides MCIP, LPP

Project Manager

02 DOCUMENT REVIEW

This section summarizes background information gathered from municipal documents and their impact on the site.

- The following documents and materials have been reviewed and used to create this summary and understand the site's physical, social, and legislative context:
- Town of Lunenburg Comprehensive Community Plan
- Town of Lunenburg Municipal Planning Strategy
- Town of Lunenburg Land Use Bylaw
- Municipal Climate Change Action Plan
- Project Lunenburg's Discussion Papers and What We Heard Reports, with particular attention to:
 - Housing
 - Transportation
 - Built Heritage and Streetscapes
- Lunenburg County Accessibility Plan
- Historic Town of Lunenburg Outstanding Universal Values
- Current and active development applications in the Town of Lunenburg
- 2021 StatsCanada census data

Background Context

01

Like the rest of Nova Scotia, affordable, appropriate housing is a key challenge facing Lunenburg. The Town's most recent planning documents, completed as part of Project Lunenburg, are based on projections of a stagnating or declining population based on available census data at the time. Between 2006 and 2016, Lunenburg's population declined by 2.5% and projections suggested that by 2036, Lunenburg would see a further 9.3% decrease in population. However, between 2016 and 2021, the Town saw a 5.9% increase in population, creating demand for housing that was not expected and resulted in substantial increases in housing prices.

Permit information demonstrates a rise in residential development pressure in the Town over the past year. In 2021, 33 building permits were issued between January 1st and June 30th. These permits resulted in 9 new dwelling units. In the same period in 2022, only 29 building permits were issued. However, building permits in this period resulted in 36 new dwelling units. This shows a movement within development in Lunenburg towards new residential and reflects the growing demand for housing.

The Town is dealing with the challenges of a rapidly aging population, and inability to attract young families and professionals. The Town has seen substantial growth in the retired population (65-79 years) with a 35% increase between 2006 and 2016 and another 15% increase by 2021. Conversely, the working age population (20-64 years) declined by 9% between 2006 and 2016 and increased only 5% between 2016 and 2021. Additionally, as a popular tourist destination, the Town also faces unique challenges balancing the needs of tourists, seasonal residents, and permanent residents.

Lunenburg is also grappling with the immediate and future impacts of climate change, including sea level rise, coastal erosion, and a warming climate. In the future, Lunenburg is expected to see much hotter and drier summer months, and warmer and wetter winters. Warmer year-round temperatures may result in drought, increased need for air conditioning, and icier winter conditions due to more frequent freeze/thaw cycles. Currently, August is Lunenburg's warmest month, with an average temperature of 17.1°C and February is its coldest, with an average temperature of -4.4°C.

Jan - June 2021



Jan - June 2022



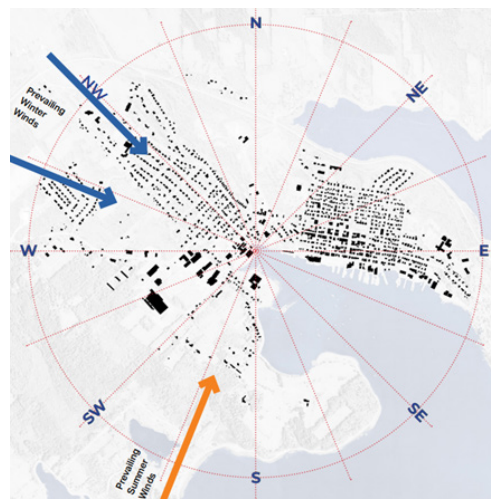
Site Conditions

02

The Upper King Street extension site is located on the periphery of Lunenburg's historic Old Town with expansive views over the back harbour. The site is currently owned by the municipality and has been identified by the Town as an ideal location for new residential development and increased density due to its proximity to existing services and infrastructure.

The site sits at the top of the steep drumlin overlooking the waterfront, with a very steep drop-off on the North side of the property overlooking the Back Harbour. The linear nature of the town's historic street grid means that many streets to the South of the site, including King Street, pass over steep slopes. Due to the extreme slope, erosion on the North boundary of the property is also a concern.

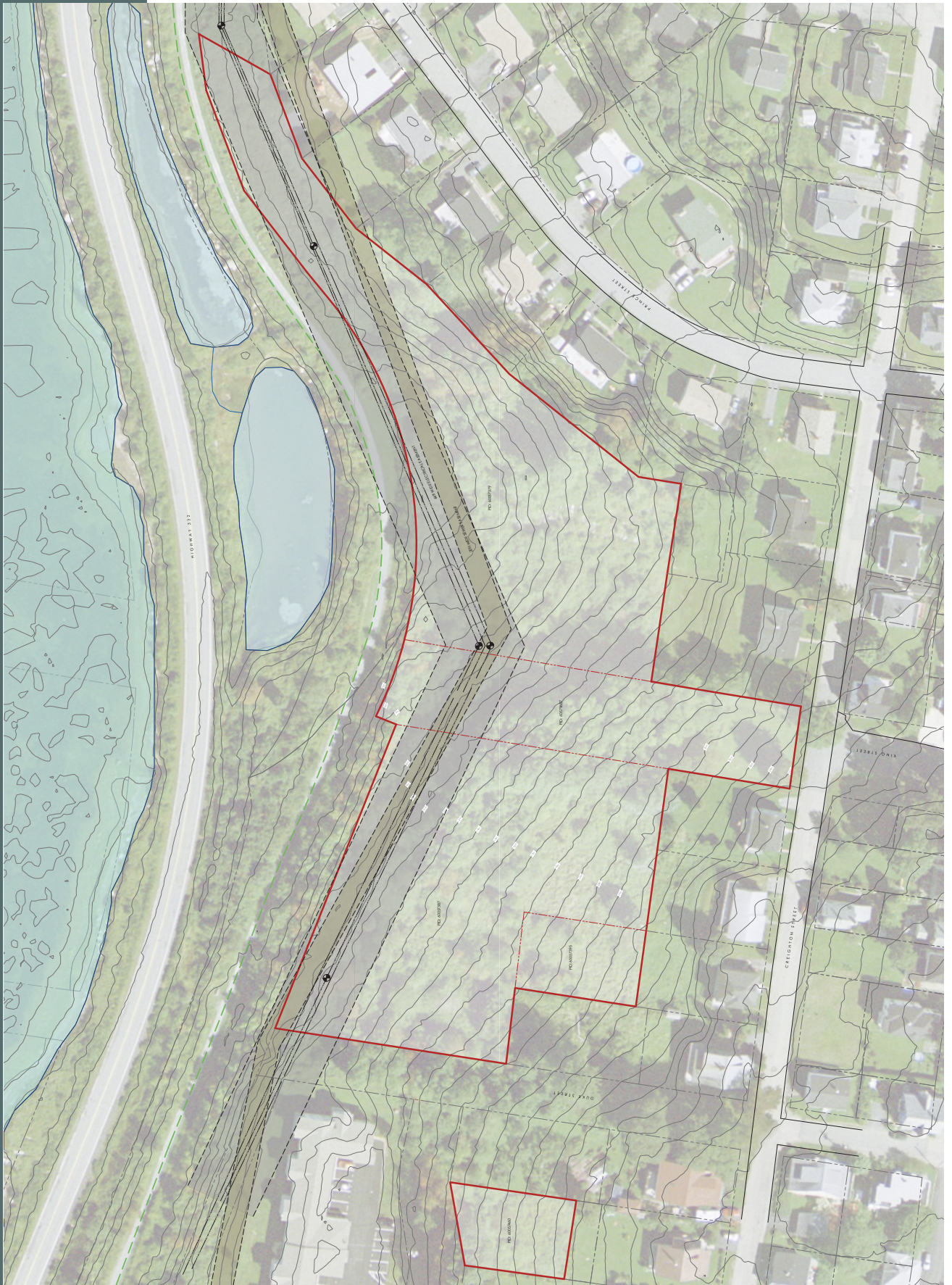
Wind and sun conditions on the site must also be considered. While site specific information is not available, prevailing winds for the Town overall come from the S/SW in the summer and NW/N in the winter. Shadowing conditions on the lower part of King Street are minimal in the morning and most extreme in the afternoon.



Prevailing Winds. From Discussion Paper 3/8:
Built Heritage and Streetscapes



Old Town Street Sun Exposure. From
Discussion Paper 3/8



Servicing

03

New development can create significant new burdens on Town services. However, innovative and exceptional development can utilize the best practices and techniques to minimize impact on existing services. As a project directed by and for the Town, the creation of these development schemes is the perfect opportunity to plan for minimal servicing impacts.

The site has access to a water main that runs along Creighton Street, which is just to the South of the site. The Town's current water treatment plant has the potential to serve over 10,000 residents. There are no current concerns regarding drinking water provision for the Town, but the Town is considering the installation of individual water metering to improve services and better track usage.

Wastewater and stormwater management are more significant concerns for the Town. Flow rates to the sewage treatment plant already come close to its max capacity, particularly during heavy rainfall. Development in expansion areas identified by the plan (of which this site is one), may be an issue for the existing plant and necessitate upgrades to the system. New development should manage stormwater on-site whenever possible, and meet net-zero runoff policies. Increasing the use of permeable pavement surfaces in new development can also help reduce overall impact on existing infrastructure.

Wastewater System



Water System



Housing

04

CCP GOAL:

A town that offers a wide range of high quality and affordable housing options.

CCP OBJECTIVES:

1. To increase the diversity of housing options throughout the Town of Lunenburg to accommodate current residents and attract new residents, including families and young people.
2. To increase the number of housing units appropriate for lower income households.
3. To improve the social and environmental sustainability of homes through alternative energy sources and barrier-free design.

KEY THEMES

Housing Affordability

Affordable, appropriate housing is a key challenge facing residents in Lunenburg. In 2016, 23% of Lunenburg homeowners were paying over 30% of their income towards shelter costs, almost double the rate for Nova Scotia overall (12%). Rates for 2021 have a similar pattern, with 16% of Lunenburg's homeowners spending more than 30% of their income on shelter costs, while the rate is 10% for Nova Scotia overall. Rental affordability is also an issue in Lunenburg, although affordability trends more closely align with Nova Scotia totals. In 2021, 37.5% of Lunenburg renter households spent over 30% of their income on shelter, while the rate was 34.7% for Nova Scotia overall. Barriers to affordability for rentals differ from homeownership.

Concerns and opportunities related to affordability in Lunenburg include:

- The town's **high proportion of non-resident homeowners**, who use homes as secondary residences, short-term rentals, or both. This drives up housing prices and removes supply from the local market. New residential development should be utilized as primary, long-term residences
- The **prevalence of short-term rentals** in the Town is both a strength and weakness. These short-term rentals reduce long-term rental stock and drive-up prices but are also used by many local homeowners to keep homeownership affordable. New housing must balance the benefits of short-term rentals for homeowners with the impact on long-term renters.



Paid over 30% of household income on shelter costs in 2021

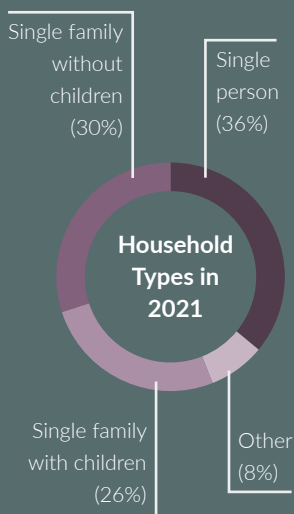
- Due to the age of the Town's existing housing stock, **maintenance and repair costs** are a serious barrier to affordable homeownership. New housing development can support long-term affordability through sustainable and durable materials and techniques that reduce utility and maintenance costs, such as renewable energy technologies, passive solar energy, and sustainable, low-maintenance materials.
- Municipal land assets, including the subject site can be used to enable **alternative housing models**. These models could support affordable housing and meet the needs of different target demographics and include things like rent-to-own or rent geared to income housing or co-operative ownership models. Where possible, dissociating the cost of the land from the cost of housing could improve affordability and remove housing from the speculative, profit-driven market.

Housing Types

Household sizes in Lunenburg are for the most part relatively small, with an average household size of 2.0 in both 2016 and 2021. Single-person households make up the largest proportion of households in Lunenburg, making up 37% and 36% in 2016 and 2021 respectively. Single-family households without children accounted for 30% of households in 2021, while single-family households with children made up 26% of total households. In households with children, the average number of children is 1.5.

Based on work completed during Project Lunenburg, there are two main types of demand for housing:

1. With an aging population, Lunenburg has many seniors looking to downsize into more appropriately sized units. These residents are most frequently in single-person or two-person households. Older residents prefer smaller, single-storey, accessible housing forms that allow them to age in place comfortably. In 2019, it was estimated that the approximately 60 retirement-friendly homes may be needed over the next 20 years. Prioritizing housing that is both barrier-free and affordable is important to ensure that low-income seniors have access to appropriate housing. Barrier free housing should be in walkable areas with gentle slopes, high-quality pedestrian infrastructure, and good access to amenities and greenspace.
2. Attracting younger residents (under 35 years) is a primary goal for the Town to ensure they can continue to support an aging population and healthy economy. These younger residents are more likely to have families and display a preference for larger, family-friendly housing options. They are also less likely to own a private vehicle making priorities for them neighbourhood walkability and ability to access amenities without a vehicle. Young professionals are also more likely to rent than homeowners, making the need for affordable, high quality, and diverse rental units key to attracting and retaining these residents.



New development that seeks to meet the needs of these residents should strive for a variety of housing forms, including models, unit sizes, and mixed-income pricing. Establishing a good mixture of rental and owner-occupied units also ensures that younger professionals, who are more likely to rent, have suitable housing options available. Multi-generational co-housing arrangements provide one opportunity to meet the needs of both groups. In a workshop completed as part of Project Lunenburg, residents envisioned a co-housing development consisting of dense clustered units of smaller, energy efficient homes.

Mobility

05

CCP GOAL:

A town with an integrated transportation system for all modes that can support the needs of residents and visitors without creating undue burden on the town.

CCP OBJECTIVES:

1. Balance the transportation and mobility needs of full-time residents and visitors.
2. Prioritize the needs of pedestrians followed by cyclists and those using private automobiles.
3. Ensure the town's streets, sidewalks, and public places can be used and accessed by everyone, regardless of age or ability.
4. Design and implement parking solutions and strategies to meet parking demand.
5. Support sustainable transportation options and design.
6. Utilize transportation infrastructure for public realm improvements.

KEY THEMES

Car Dependency & Active Transportation

Car dependence in Lunenburg has trended upwards, with the percentage of residents commuting to work by car increases from 69% in 2011 to 77% in 2016. Mobility data for 2021 is expected to be released October 26, 2022. Mobility issues related to an aging population is likely to be one component of this increase in car use, particularly given the challenging topography of the Town, which is built on top of steep drumlins. Since most travel in the town is short, local trips, high quality and accessible active transportation and public transit infrastructure could be key to addressing car dependence.

Increasing density in the Upper King Street areas creates opportunities to improve active transportation networks and examine how residents can be

encouraged to utilize alternative transportation routes. A few key concerns and considerations include:

- Significant active transportation improvements are planned along King Street which would allow relatively easy access for residents down to the many of the trip generators shown in the map above, including commercial, leisure, and employment services. This improvement includes the addition of a new sidewalk connecting King Street all the way up to Creighton Street.
- The site backs onto the Bay to Bay/Back Harbour trail, and new development on the site could facilitate a connection between the newly improved King Street and the trail, creating better connectivity throughout the Town's active transit routes.
- Creighton Street, which runs East-West on the South side of the development currently has no sidewalks. Like much of the Old Town, it also has a very narrow right-of-way, making the addition of sidewalks difficult. The Town's CCP notes the intention to treat Old Town upper streets without sidewalks as "shared streets" with a 30km/hr limit. The entrance of the new development can be integrated with the surrounding street network by either continuing the sidewalks leading up King Street or designing the street as shared street to encourages activity, safety, and accessibility.
- 'Green street' and 'green infrastructure' are priorities for both the Town and its residents. Introducing new site infrastructure creates opportunities to utilize techniques and materials preferred for their environmental benefits, including permeable pavement materials, naturalized ditches, and retention ponds.
- The site's extreme topography does create a challenge for introducing new active transportation networks. Located at the top of the large drumlin upon which the Old Town is built, the site is characterized by extreme sloping conditions that require careful consideration when examining transportation opportunities.

Heritage and Urban Design

06

CCP GOAL:

A town which continues to evolve as a living heritage site and recognizes a holistic view of its diverse history.

A town that is shaped by cohesive design and supported by amenities that creates an attractive, enjoyable, and sustainable urban environment for residents and visitors.

CCP OBJECTIVES:

1. Preserve the valuable heritage resources of Lunenburg while embracing an ongoing evolution of the landscape.
2. Update and clarify heritage management frameworks to respond to current needs and follow best practices.
3. Expand the classification of heritage resources to include a range of elements with tangible and intangible heritage value.
4. Expand heritage recognition beyond European colonial landscapes to include perspectives of Nova Scotia's First Nations and Black communities, and other cultural groups.
5. Provide for the safety and comfort of pedestrians, bicyclists, freight and other vehicles.
6. Reinforce the sense of place and give structure and orientation to the urban experience.
7. Contribute positively to the fabric of the town and the unique qualities of its neighbour-hoods.
8. Contribute to the sustainability of the urban environment.

KEY THEMES

Living Heritage

Development on this site is part of the Town's evolution as a living heritage district. Set within the World Heritage Site Buffer Zone, development on the site must balance respecting the character defining elements of the historic district with modern needs and design sensibilities. New buildings should not replicate historic design but be "physically and visually compatible with, subordinate to, and distinguishable from the historic place" (The Standards and Guidelines for the Conservation of Historic Places in Canada). Of Lunenburg's character-defining elements, the following are considered most relevant for consideration in the site's design:

- Small building lots and a streetline defined by tight building spacing.
- The traditional grid pattern of streets.
- The fine-grain nature of local architecture, with a variety of building types and forms.
- Bright paint colours and predominantly wood construction.
- Orientation to the harbourfront.

New development on the site should be context specific and connect and integrate surrounding residential areas. Retaining Lunenburg's heritage context needs to be balanced with the need for the town to grow and evolve. The Town's guidelines for urban design emphasize the use of façade material or colour variety to highlight the fine grain of the traditional development pattern while embracing contemporary vernacular design.

Lunenburg's unique maritime culture and identity should be recognized and celebrated to protect from forces of cultural homogenization. Consideration of Mi'kmaq habitation, both past and present, also offers an opportunity to capture a component of Lunenburg's rich heritage that is frequently overlooked. Lunenburg residents see a need for the improved integration of Mi'kmaq history and culture in Lunenburg's landscape through interpretive opportunities. Additionally, the historic natural environment of Lunenburg should be protected, through landscaping that utilizes indigenous plant species and trees as well as the naturalization of some areas of the town.

Sustainability

Given Lunenburg's vulnerability to the impacts of climate change, protecting existing infrastructure and building more sustainably moving forward are key priorities for the Town and its residents. This includes taking advantage of building materials and techniques that reduce the energy required for heating and cooling and to better prepare structures to deal with hotter, dryer summers, and more temperate, wetter winters. Because the Town owns and manages its own power utility, it is ideally suited to look at larger scale renewable energy systems, but residents are also interested in being enabled to implement individual energy solutions through funding and other incentives.

Lunenburg residents want to ensure that sustainability initiatives address the impacts of climate change on the most vulnerable residents (seniors, low-income individuals, and families). Being proactive in the development of new housing in projects like the Upper King Street extension would allow for new housing that uses sustainable techniques to both protect residents long-term and ensure long-term affordability by reducing utility and maintenance costs. Incorporating features like community gardens, electric vehicle charging stations and 'sharing libraries' both help meet community needs and create a culture of sustainability. Green infrastructure can also be utilized to mitigate future impacts of climate change on municipal services, including green roofs, naturalized ditches, retention ponds, and soil cells.

Streetscapes as Public Space

A priority for Lunenburg is improving streetscape design to capitalize on public right-of-ways as opportunities for shared social space that create opportunities for leisure, connection, and accessibility. Complete street and universal design principles should be referenced to lay the foundation for accessible, people-friendly streets. Pedestrian scale lighting should be used to create inviting and safe spaces at all times of day, and permeable pavement surfaces can be used to manage stormwater and improve the aesthetic appearance of streetscapes. Additionally, enabling comfortable active use of streetscapes year-round requires consideration of rain protection in public spaces to offer shelter and comfort.

Streetscapes should also not be thought of separately from the buildings adjacent to them. Buildings should be used to define clear boundaries between the public and private realms through tight spacing. Streetscape experiences can also be improved through visually complex and engaging building design.

Other Considerations

07

KEY THEMES

Economic Opportunities

While the dominant goal for the development is the creation of new housing, the Town's CCP lays out the importance of utilizing housing as an opportunity to create space for employment and entrepreneurship. Home occupations, live-work units and studios, and location-independent businesses should be encouraged and promoted within the town. New development should continue to promote Lunenburg as an arts and cultural hub in the South Shore and Nova Scotia.

Governance

As the Town seeks to facilitate and grow innovative approaches to local governance, this project represents a great opportunity for learning. Developing monitoring and evaluation plans and key performance indicators as part of this project could help inform future similar projects by the town and ensure processes meet community needs.

Bylaw Requirements

08

The Lunenburg Land Use Bylaw is the means through which the Town's priorities and goals are implemented onto individual sites. Any development on the site must follow the requirements outlined below in Table 1.

LOT REQUIREMENTS:	
Lot zone:	Lot Zone 3 (LZ3)
Min lot area ¹ :	330 sqm / 3553 sqft
Min lot frontage ¹ :	12m / 40ft
Side-by-side dwelling units:	<p>A lot may be subdivided to place side-by-side dwelling units on their own lot, with a lot line running along the party wall, provided:</p> <ul style="list-style-type: none"> • Min lot frontage of 6m • Cannot exceed max number of dwellings permitted on the lot • Total combined area of the lots must meet the min lot area
Flag lots:	Not permitted
Min lot width/depth:	Lots cannot be subdivided to create a width/depth of less than 6m (20ft)
PERMITTED USES:	
Permitted uses in medium density residential zone (RM):	<ul style="list-style-type: none"> • 4-unit dwelling • Accessory dwelling (1 per lot) • B&B (up to 6 sleeping units) • Residential care facility • Rooming houses • Small options home • Home-based businesses • Short-term rental (1 per lot, not permitted in accessory dwelling) • Parks & playgrounds • Trails & conservation • Urban agriculture • Water access
Permitted uses in high density residential zone (RH) ² :	<ul style="list-style-type: none"> • RM uses • Multi-unit dwelling (no limits) • B&B (no limits) • Nursing home • Daycare centre
BUILT FORM REQUIREMENTS:	
Form zone:	Old Town/New Town 2 (ONT2)
Number of main buildings on a lot:	Multiple buildings permitted
Min separation distance:	2.5m / 8.2ft
Max lot coverage ³ :	40%

<i>Main building requirements:</i>	
Min front/flanking setback ^{3,4} :	6m / 20ft
Max front/flanking setback ^{3,4} :	10m / 32ft
Min side setback ³ :	2.4m / 8ft Side-by-side dwelling units may be centred on mutual side lot lines
Min rear setback ³ :	6m / 20ft
Max height ³ :	10.5m / 34ft
Height exempt features:	Church spires, water tanks, elevator enclosures, flag poles, television/radio antennae, ventilators, skylights, chimneys, clock towers, guard rails, on-building solar collector systems, and telecommunication towers.
<i>Detached accessory building requirements:</i>	
Min front/flanking setback:	6m / 20ft
Min side setback:	1.2m / 4ft
Min rear setback:	1.2m / 4ft
Location:	Cannot be in front/flanking yard
Max height:	8m / 26ft
Max footprint (accessory dwelling only):	60 sqm / 40% of main building footprint (whichever is larger)
PARKING REQUIREMENTS:	
<i>Bicycle Parking:</i>	
Spaces required for dwelling with three or more units:	0.5 spaces/unit
Location:	Must be located between the main building and front lot line
<i>Vehicle Parking:</i>	
Location:	<ul style="list-style-type: none"> • Only three surface parking spaces permitted in front/flanking yard • If there are multiple main buildings: All surface parking must be located to the rear of the main building closest to the front lot line

03 WHAT WE HEARD

This section summarizes perspectives gathered during two collaborative activities with Town staff.

As a firm based out of the Halifax Regional Municipality, ZZap recognizes staff's rich experience and local knowledge. Town staff live and work within the Town of Lunenburg, giving them unique insights which are key to making sure new development is "of Lunenburg".

An initial visioning session was held at the project kick-off meeting September 22, 2022. This visioning session provided initial direction for the project and defined broad goals and priorities. A design charrette was held October 6, 2022 to build off community cornerstones defined through the visioning session and background report and investigate the specifics of site layouts, building forms, and community amenities.

VISIONING SESSION

September 22, 2022

ATTENDEES:

Arthur MacDonald – Director of Planning
 Trevor Hume – Planning Technician
 Lisa Dagley – Finance Director
 Tyson Joyce – Director of Engineering
 Lisa Kendall – Municipal Engineer
 Kelly Cunningham – Recreation Director
 Devin Casario – Economic Development Manager
 Justine Bowles – ZZap Project Architect
 Chris Markides – ZZap Project Manager & Planner
 Greg Zwicker – ZZap Senior Advisor
 Anis Sobhani – ZZap Architect

WHO IS OUR COMMUNITY?

Starting broadly, the visioning team started by establishing the feeling of the neighbourhood. Participants submitted terms they associate with the future neighbourhood. Responses were varied but we have grouped them below based on their relationship to *place* and *people*.

Place	People
Park setting	Integrated
Beautiful	Fun
Green	Family
Clean	Friendly
Safe	Diverse
Accessible	Connected
Warm	Everyone
Home	Social
Classic	Welcoming
Maritime	
Active	

The second question asked about the intended demographics of the neighbourhood to guide housing type and form decisions. Responses demonstrated the importance of family housing options to help attract young families to the area. To balance the need for family housing with the need for housing appropriate for Lunenburg's significant senior and elderly population, multi-generational housing was a recurring suggestion.

Other terms submitted included:

- Variety
- Choise
- Ethnic
- Diverse
- Open
- Real
- Mid age to older



what does the neighbourhood feel like?



what is the demographic of the neighbourhood?

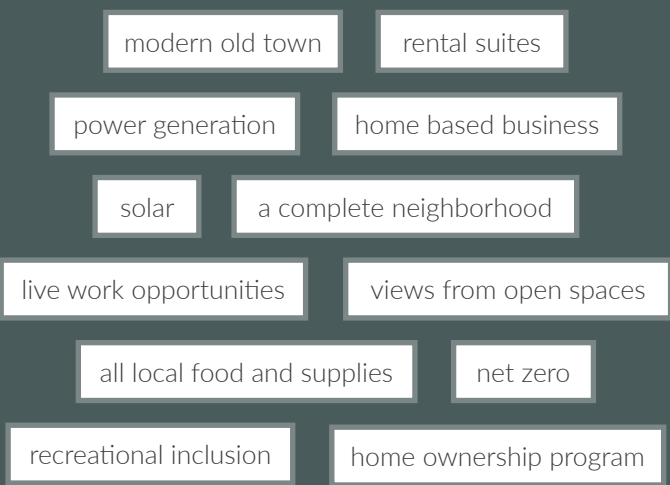
WHAT IS OUR PUBLIC SPACE?

The new development will include public spaces and amenities to enrich the lives of new and existing residents. To identify what these public spaces and amenities should look like, we asked the visioning team to indicate what popped into their minds when they thought about public spaces in the Upper King Street area. Answers are shown on the right.

Discussion following this question highlighted the importance of connecting to the Bay to Bay trail. Public benches were discussed as opportunities to improve accessibility and showcase innovative, good design.

WHAT SHOULD BE TRANSFORMATIVE ABOUT THE DEVELOPMENT?

This development represents an opportunity to include innovative and transformative design and amenities that truly transform the community. Pushing the visioning team further, we asked them to consider what one thing could be added to the community to provide a truly transformative experience for residents and visitors. The responses are shown below.

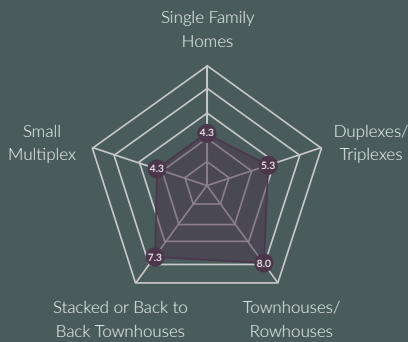


what pops into your head when you think about the public spaces in this neighbourhood?

- Sunlight
- Green space
- Protected
- Great view
- Flexible
- Variety
- Welcoming and safe
- Walkable
- Accessible
- Opportunities for engagement (play or conversation)
- Balancing the essence of Old Town Lunenburg and a modern perspective
- Small, intimate
- Water, splash
- Green
- Enhances natural features
- Visible
- Quiet
- Safe
- Natural
- Wifi

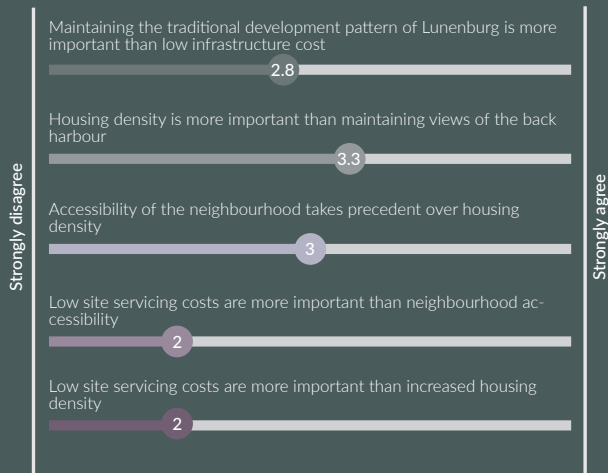
WHAT DO OUR BUILDINGS LOOK LIKE?

Diving deeper into the form and design of the buildings themselves, we started looking into building typologies. Priorities raised during discussion were a good mixture of options, with the worst-case scenario being single family development. Overall, as shown in the figure below, there was a strong preferences for townhouses over single family or small multi-unit buildings.



WHAT ARE OUR PRIORITIES?

A few final questions were used to help isolate the key priorities for the development. Overall, affordability and density were considered higher priorities than site servicing costs. Opinions on other priorities were more mixed, demonstrating a need to balance things like heritage and infrastructure cost, density and back harbour views, and accessibility and density.



built form inspiration images used in the session

COMMUNITY CORNERSTONES

Thoughts gathered during the initial visioning session, along with key themes from the background review were used to establish five community cornerstones for the development.

These community cornerstones will function as the guiding principles for all further work and should be referred back to to answer any questions.

We want a place that helps SUSTAIN the planet.

A sustainable community through design, technology and construction.

We will seek development partners who believe in the vision of sustainability and whose track record proves that.

We want spaces that BOND us together.

A community where we can bond with each other, our shared heritage, and the natural world.

A community with small moments of connection and conversation that is continuously re-shaped as we grow together

We want trails that CONNECT us and lead us to new experiences

A community that feels like an extension of the old town but is firmly defined as a unique place.

A community that is connected to the water and our shared maritime heritage.

We want places the AMPLIFY the natural beauty of the back harbour

A community that works with the landscape, rather than against it and will be a showcase for the south shore.

We want homes that RESPECT our shared heritage and diverse backgrounds

A community that respects each other regardless of background, where residents will define their own lives, and the design of the community gives them opportunities to express their interests.

A community that reflects our heritage but is rooted in modern priorities, including equity, diversity, and inclusion.

DESIGN CHARETTE

October 6, 2022

OVERVIEW

The charette started with a framing of the community based off research conducted so far, including the visioning session, background document review, and site visit. The design team was then introduced to the community cornerstones to guide site design.

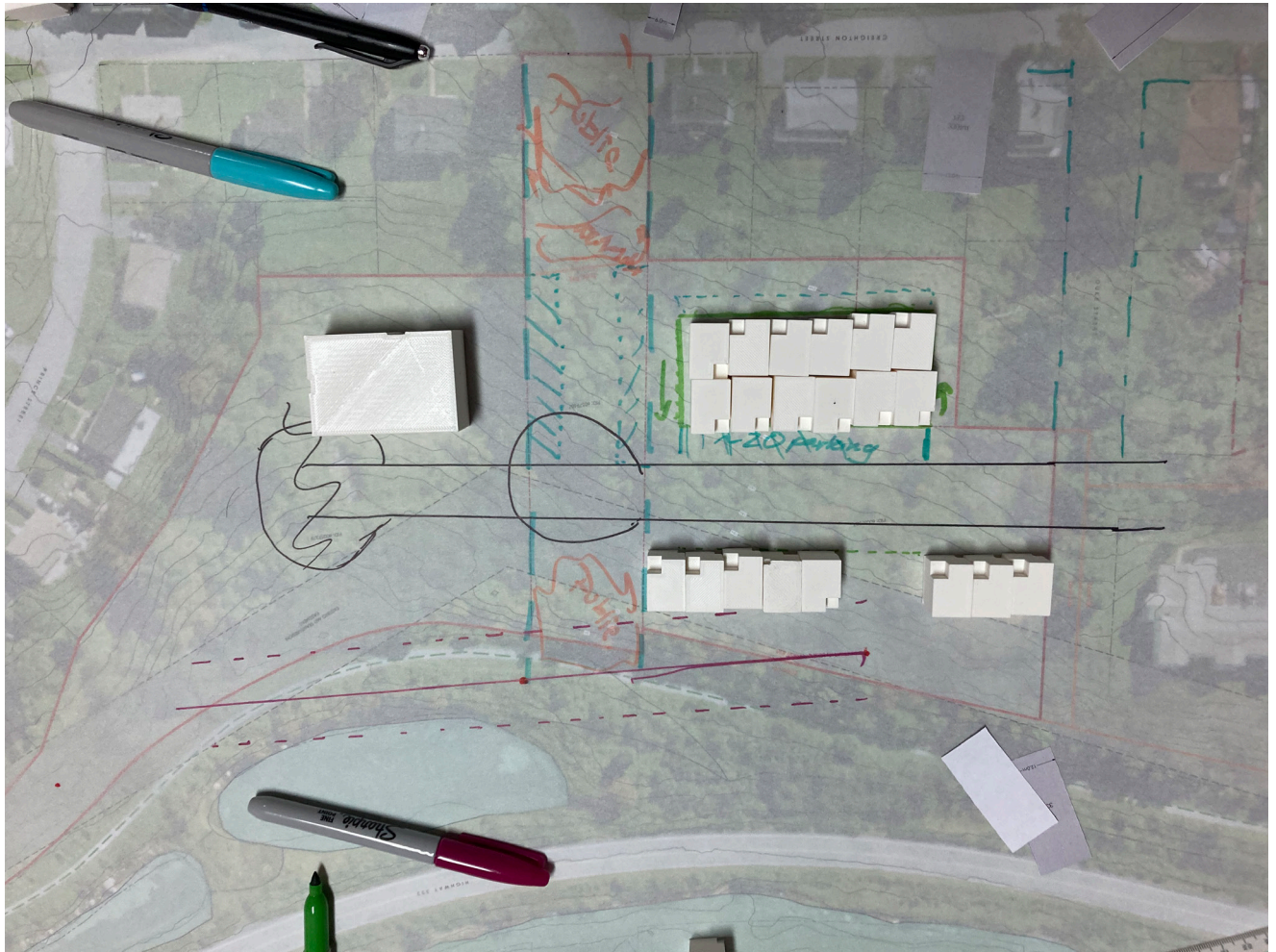
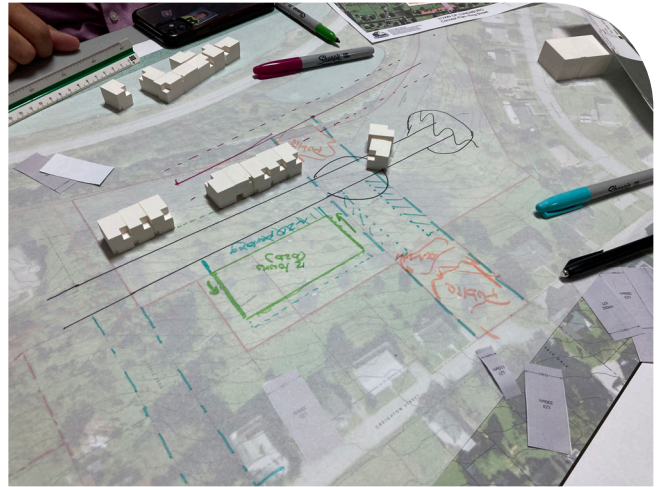
Once provided with this framing context, team members participated in the design charette. 3D printed blocks were used to visualize site layouts on a 1:500 scale satellite image of the site. Contours were included on the image due to the extreme sloping nature of the site. The blocks could represent:

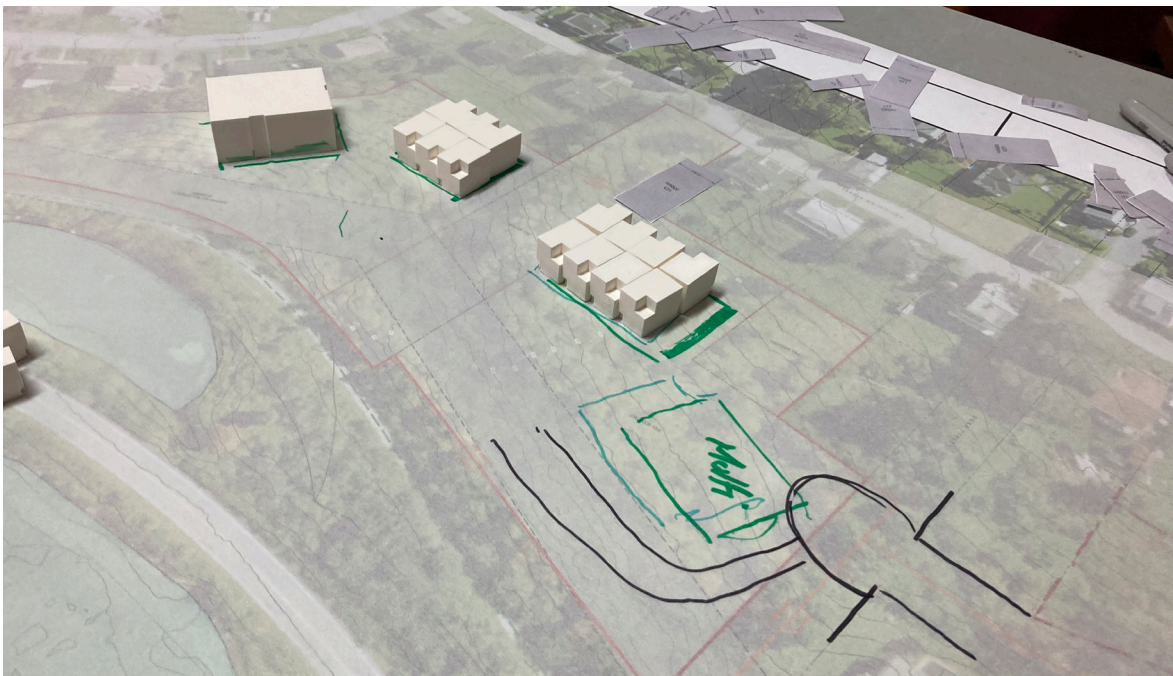
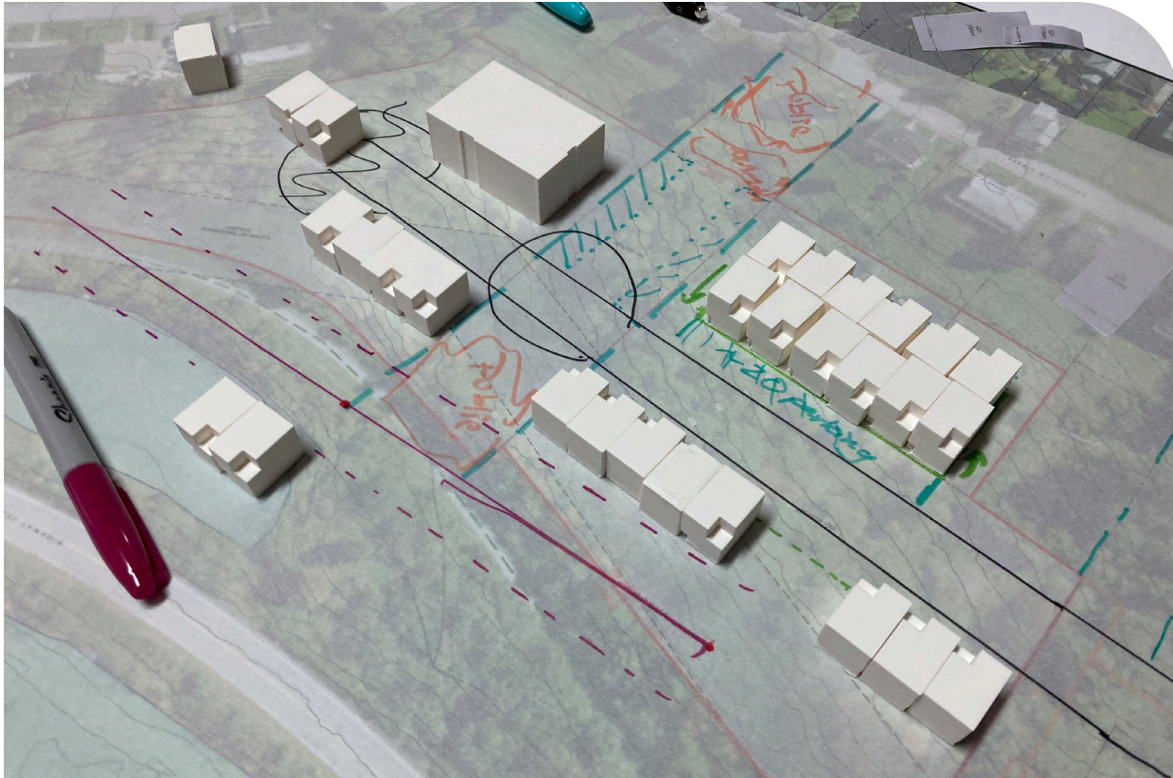
1. A stacked townhouse
2. Three level townhouse
3. Three floors of one bay of a multi-unit building

Blocks could be stacked, oriented next to one another, or back to back. Paper rectangles representing minimum lot sizes were also used to assist with potential subdivision. Trace paper and markers were provided to draw public spaces, driveways, roads, or points of interest.



RESULTS



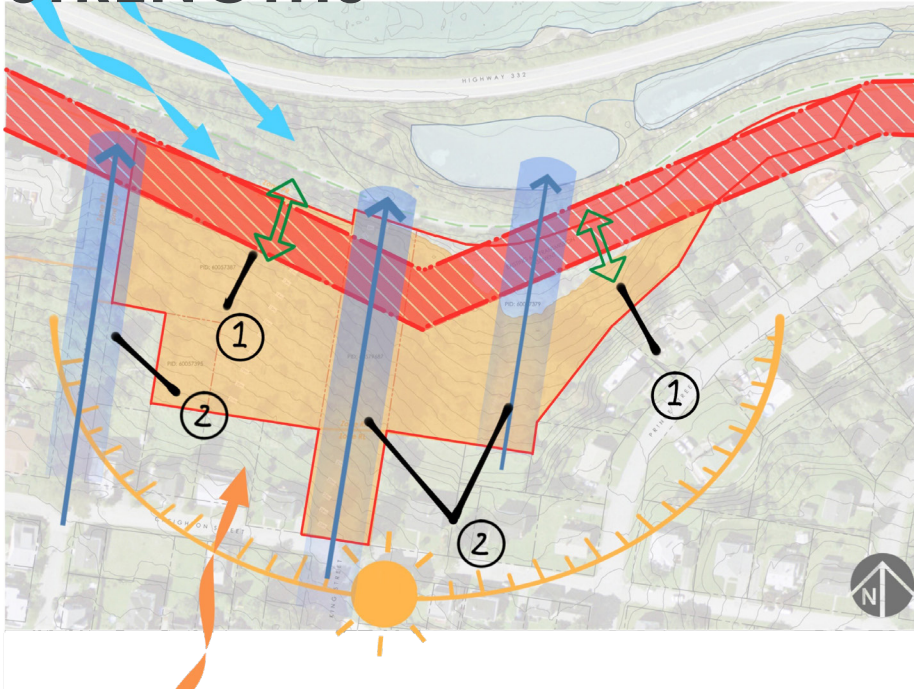


04 SWOT ANALYSIS

This section summarizes information about the site and discussions with staff and lays out the strengths, weaknesses, opportunities, and threats unique to the site.

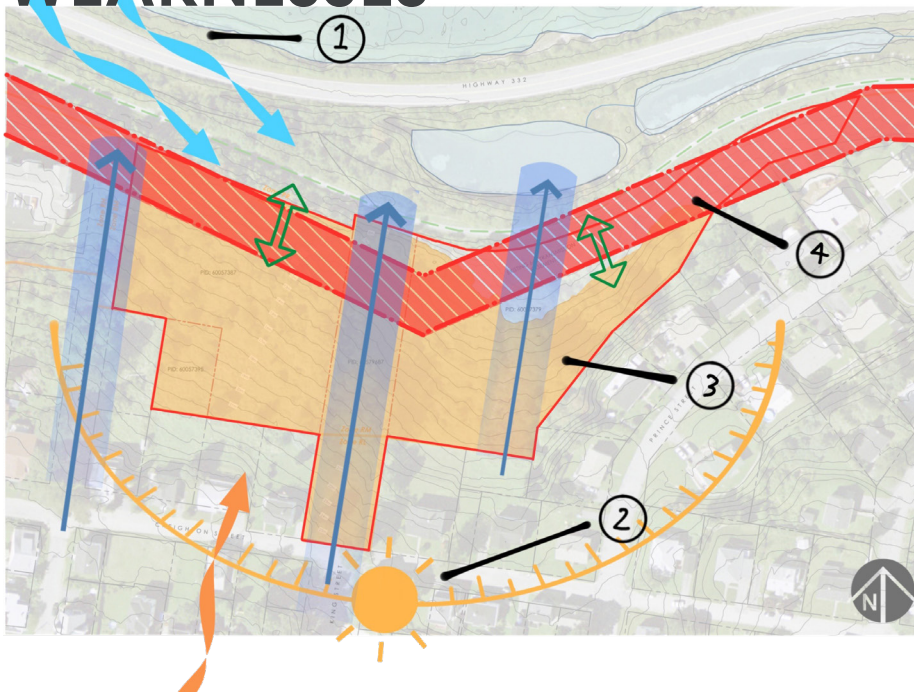
Strengths	Weaknesses	Opportunities	Threats
Proximity to Bay to Bay trail	Direct impact from winter winds	Possible road connection	Development potential may not offset road cost
Views of Back Harbour	Poor solar exposure	Viewing platform & connecting the historic grid	May not be able to remove power poles
	Steep topography	Existing natural stormwater holding	Existing zoning may prove challenging to meet desired housing outcomes
	Power line obstructs site	Potential highway connection & water access	

STRENGTHS



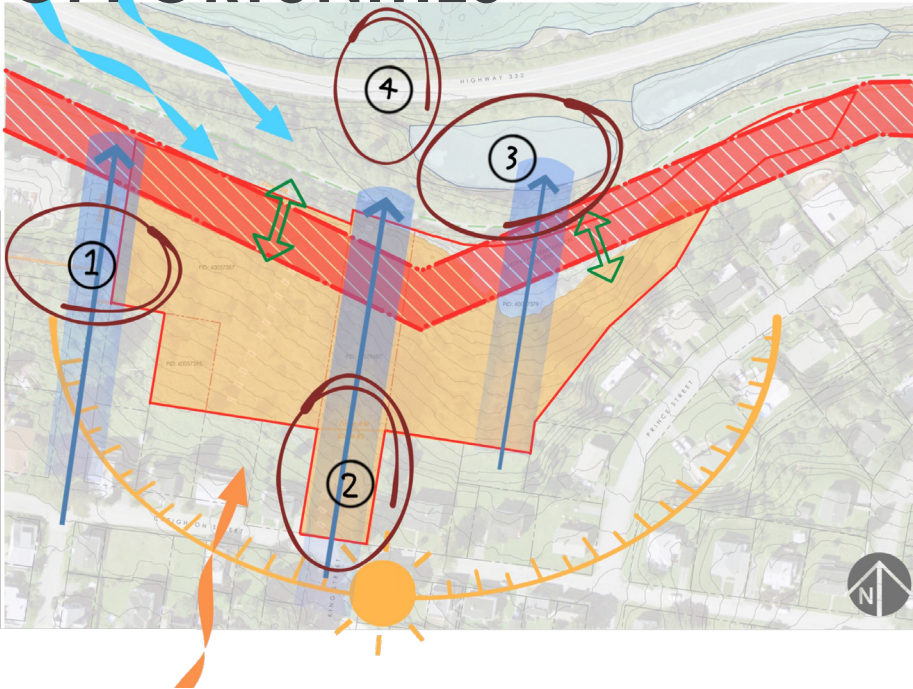
- 1** Proximity to Bay to Bay/ Back Harbour trail allows for connection and enhancement of existing recreation and active transportation opportunities.
- 2** Beautiful views of the Back Harbour highlight Lunenburg's unique natural and maritime beauty.

WEAKNESSES



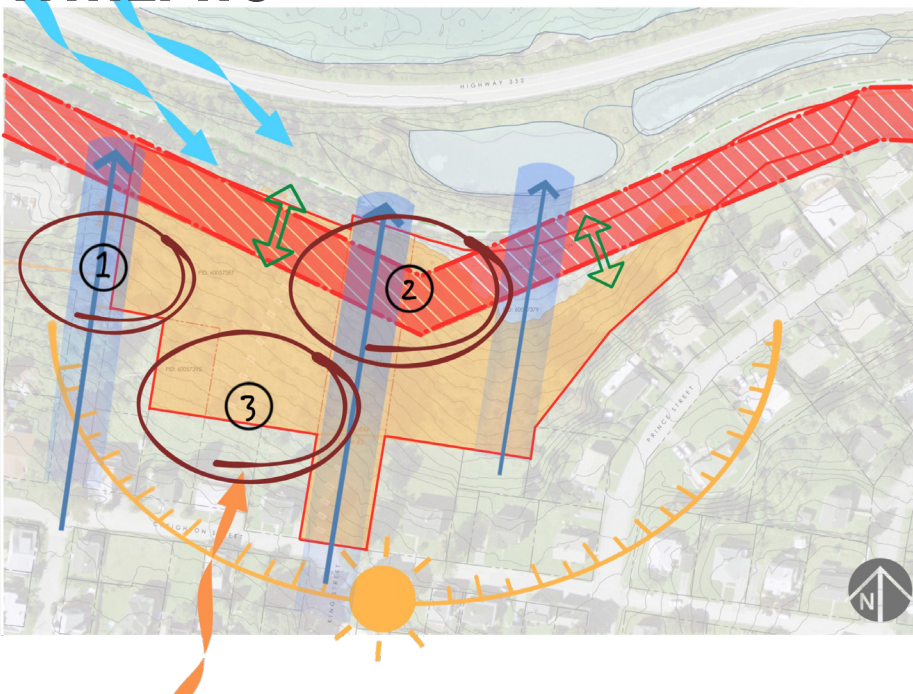
- 1** Direct impact from winter winds may be uncomfortable and reduce opportunities for outdoor recreation and transportation in the winter months.
- 2** Poor solar exposure may reduce resident comfort and complicate ability to utilize solar energy or passive house principles.
- 3** Site's steep topography creates challenges for accessibility and active transportation. Topography also greatly constrains building placement.
- 4** Large power line easement limits ability to construct buildings or amenities in the back portion of the site.

OPPORTUNITIES



- 1** Possible road connection would reflect traditional street grid and improve neighbourhood connectivity.
- 2** Continuation of King Street connects new development to the historic grid and creates view lines through to the Back Harbour and opportunity for a public viewing platform.
- 3** Existing stormwater ponds may help manage stormwater with minimal additional costs.
- 4** Connection to the highway could improve connectivity and offer residents direct access to the water.

THREATS



- 1** Development potential on the site may not offset the cost for a new road.
- 2** It may not be feasible or possible to relocate power poles. This would limit development on the site substantially.
- 3** Existing zoning on the site may prove challenging to meet desired housing outcomes.

A decorative graphic consisting of a series of parallel, diagonal lines in a light grey color, located to the left of the main title.

UPPER KING STREET EXTENSION DEVELOPMENT

RFP #TOL2022016

CONTACT US



1 Canal St
Dartmouth, NS B2Y 2W1



Telephone : 902 266-2408



E-mail: chris@zzap.ca



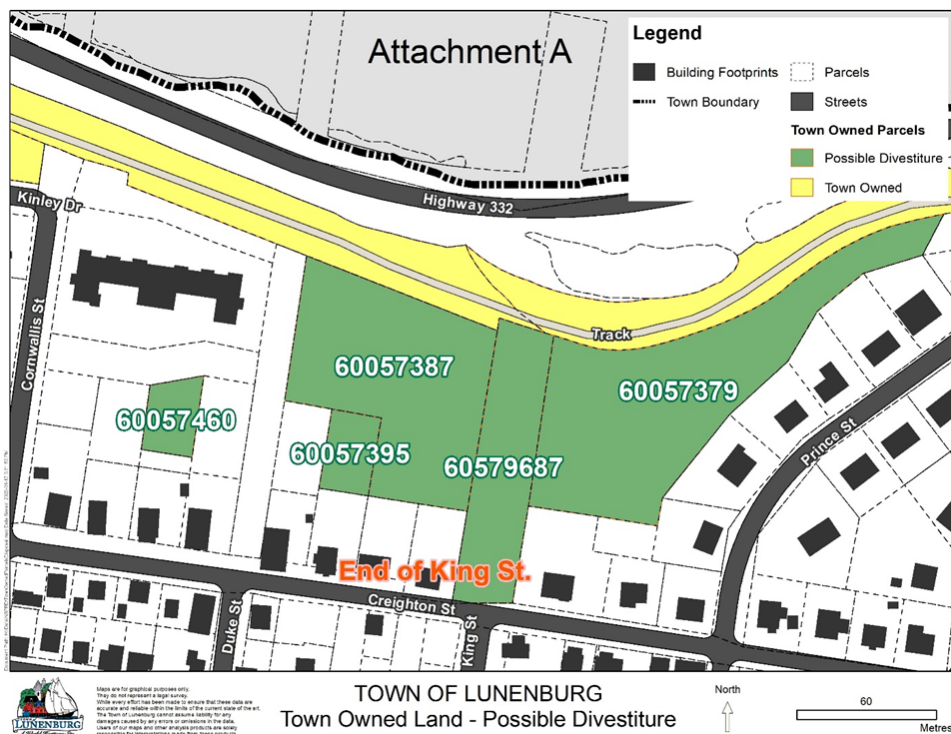
www.zzap.ca



FACT SHEET

Potential Sale of Lands – Upper King Street

May 11, 2022 – The Town of Lunenburg is investigating the possibility of divesting ownership of Upper King Street PIDs 60057387, 60057379, 60057395, 60579687 and 60057460 into private ownership for private uses, i.e., housing. A map outlining the lots is below.



The process includes a Request for Proposals (RFP) to obtain potential housing development concepts for the lots at Upper King Street. No action from the public is required at this time. There will be ample opportunities for public consultation ahead of any prospective sale of the lands.

Council directed an investigation into the possible divestiture to proceed at their May 10, 2022 meeting. The investigation includes the following elements:

1. A legal review for clear title and migration into the Land Registration system, which is standard practice for public lands of this type and location.

2. A land survey to identify boundaries and easements for electrical service.
3. Parks Canada is the custodian of UNESCO sites in Canada. As the lands under consideration are in the Buffer Zone of the UNESCO World Heritage Site, Council intends to notify Parks Canada of the possible divestiture.
4. A Request for Proposals (RFP) will be issued for concept proposals.
5. Once proposals for the RFP have been received, a Public Information Meeting will be scheduled for consultation.

Further steps to be determined as the process advances. The timeline on these elements will be provided as information becomes available.

Resources

- Agenda and/or Minutes packages re: the Council Meeting of May 10, 2022 containing the staff report on this item can be downloaded here:
<https://townoflunenburg.ca/council-meetings-2022.html>
- The Comprehensive Community Plan is available on the Town website here:
<https://townoflunenburg.ca/comprehensive-community-plan-ccp.html>

FACT SHEET 2

Potential Sale of Lands – Upper King Street



Sep 26, 2022 – The Town of Lunenburg is investigating the possibility of divesting ownership of Upper King Street PIDs 60057387, 60057379, 60057395, 60579687 and 60057460 into private ownership for private uses, i.e., housing. A map of the lots is available below.

A Request for Proposals (RFP) was issued in June to obtain potential housing development design scenarios for Medium Density Residential and Higher Density Residential for the lots at Upper King Street. Seven responses were received and ranked by the RFP selection criteria, and the top three interviewed by a selection committee.

At the Council Meeting of September 13, 2022, the project was awarded to

What is the project meant to accomplish?

This project is intended to help get the highest and best use for the Town. This includes best use of the lands in keeping with the Town's Comprehensive Community Plan (CCP), including affordable/accessible housing as well as highest sale value.

The project will provide potential developers with a plan that considers density, zoning, solutions to engineering challenges, servicing of the properties, etc.

How will the design relate to what may be built?

The preferred design would be part of the sales package if and when the lands are listed for sale, with the understanding that the design has the support of Town Council and residents. Already having been vetted would make the permitting process smoother.

The consultants will include the ways and means of insuring the development meets the desired results.

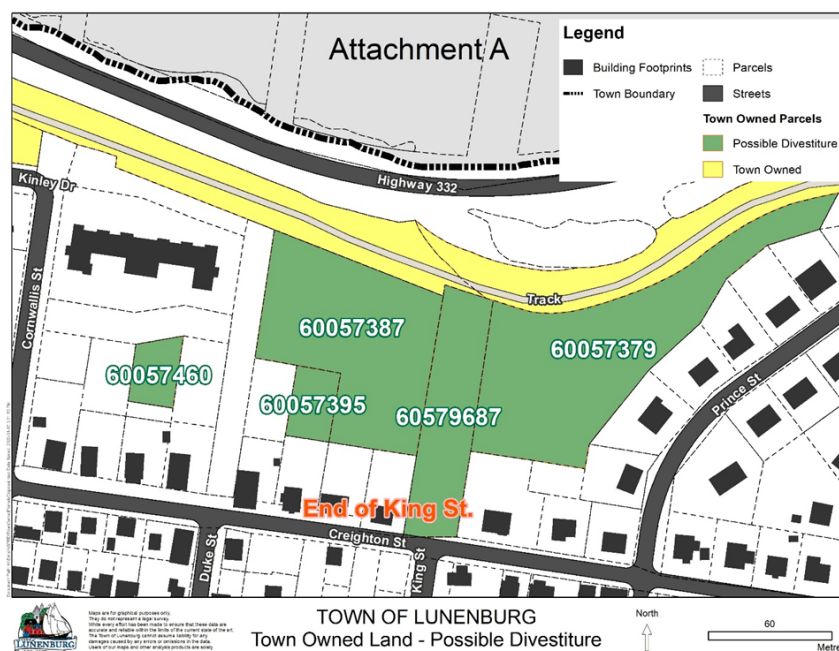
What are the next steps to a possible divestiture?

Council directed an investigation into the possible divestiture to proceed at their May 10, 2022 meeting. This includes the following elements:

1. A legal review is in progress for clear title and migration into the Land Registration system, which is standard practice for public lands of this type and location.

2. A land survey is in progress to identify boundaries and easements for electrical service.
3. Parks Canada is the custodian of UNESCO sites in Canada. As the lands under consideration are in the Buffer Zone of the UNESCO World Heritage Site, Parks Canada has been notified of the possible divestiture.
4. Once design scenario(s) have been completed by ZZAP, a Public Information Meeting will be scheduled for presentation and consultation.
5. The lands must be declared “surplus” by Council before they can be listed for sale on the open market. The design would be part of the sale package.

Further steps to be determined as the process advances. Timing will be provided as information becomes available.



Resources

- Agenda and/or Minutes packages re: the Council Meeting of September 13, 2022 containing the staff report on this item and copies of the proposals can be downloaded here: <https://townoflunenburg.ca/council-meetings-2022.html>
- A copy of the RFP for Upper King Street Extension Development is available for download here: <https://townoflunenburg.ca/purchasing.html>
- The Comprehensive Community Plan is available on the Town website here: <https://townoflunenburg.ca/comprehensive-community-plan-ccp.html>

Attachment C

UPPER KING STREET

Lunenburg, NS

May 2023



CONTENTS

INTRODUCTION 1
SWOT ANALYSIS 2
CONNECTIVITY OPTIONS 3
PREFERRED OPTION 5
DEVELOPMENT OPTIONS 7
DEV. OPTIONS COMPARISON 16
CONCLUSION 17
GLOSSARY OF OPTIONS 18

UPPER KING ST. / INTRODUCTION

This document is the second deliverable of the Upper King Street Extension project for the Town of Lunenburg. After completing Phase 1 of the project, "Project Kick-Off", and submitting an Initial Visioning Report, our team went to work and prepared several concept options to validate the considerations made during the October 6th, 2022 Design Charrette as outlined in the Initial Visioning Report. The following document summarizes the iterative design process undertaken to determine four development options, ultimately leading to two recommended options, given the significant constraints of the site.



- LEGEND**
- Site Boundary
 - - - Adjacent Property Boundary
 - · - Internal Property Boundary
 - Existing Zoning Boundary

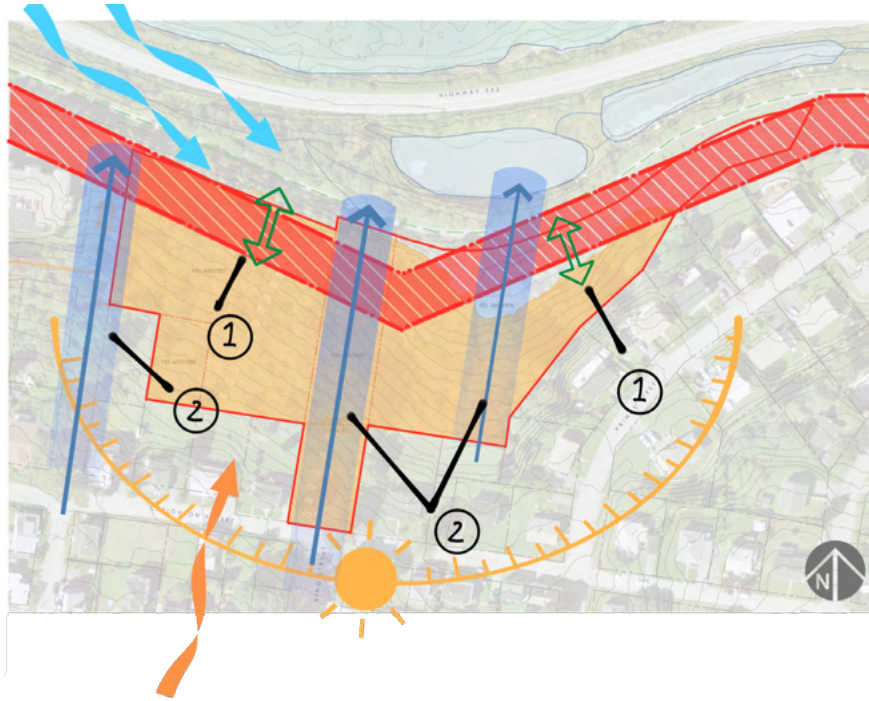
SITE SUMMARY:
Total Land Area: 1.8 Ha / 4.4 Ac
Existing Zone: RM (medium density res.) /
RL (lower density res.)

NOTES:
Subject to survey. Property lines and
topographic features are approximate
only.
Site subject to by-law review and
regulations.



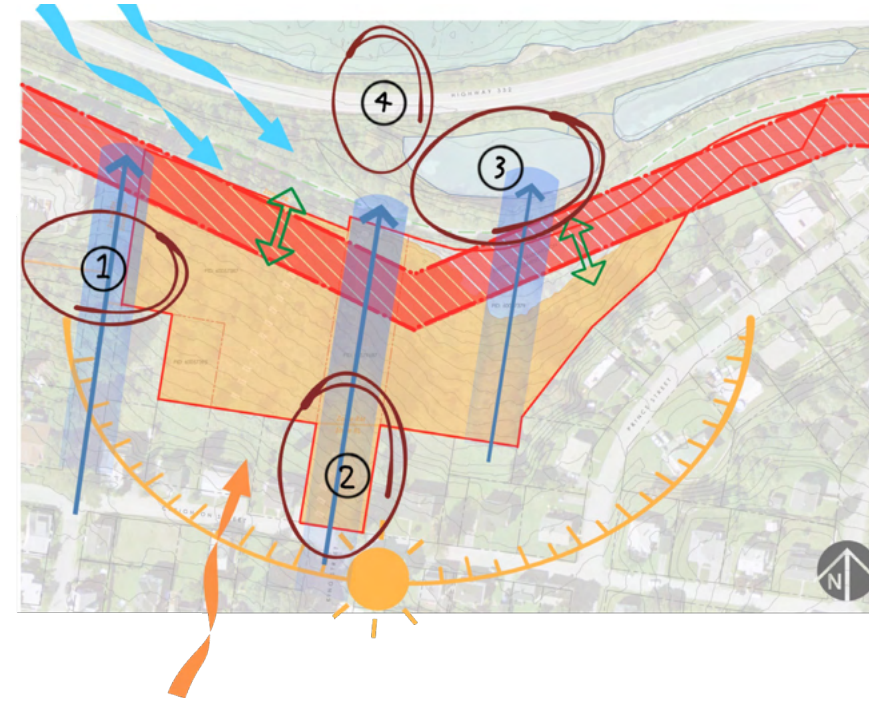
UPPER KING ST. / SITE SWOT ANALYSIS

The topography of the site is challenging and characterized by steep slopes and varying undulations. Four possible road layouts emerged from the results of the SWOT analysis. Providing vehicular service to the site through the construction of a new public road rather than the construction of a private driveway is preferred to facilitate further subdivision of the site and provide public road access to several properties both within and outside of the proposed project site, including PIDs: 60057478, 60057460, 60057445, 60385903, 60057387, and 60057395. Providing the ability to further subdivide the site is advantageous because it opens opportunities for the Town to sell parcels to multiple buyers rather than one single buyer, and be more easily adapted to the volatile state of the real estate market.



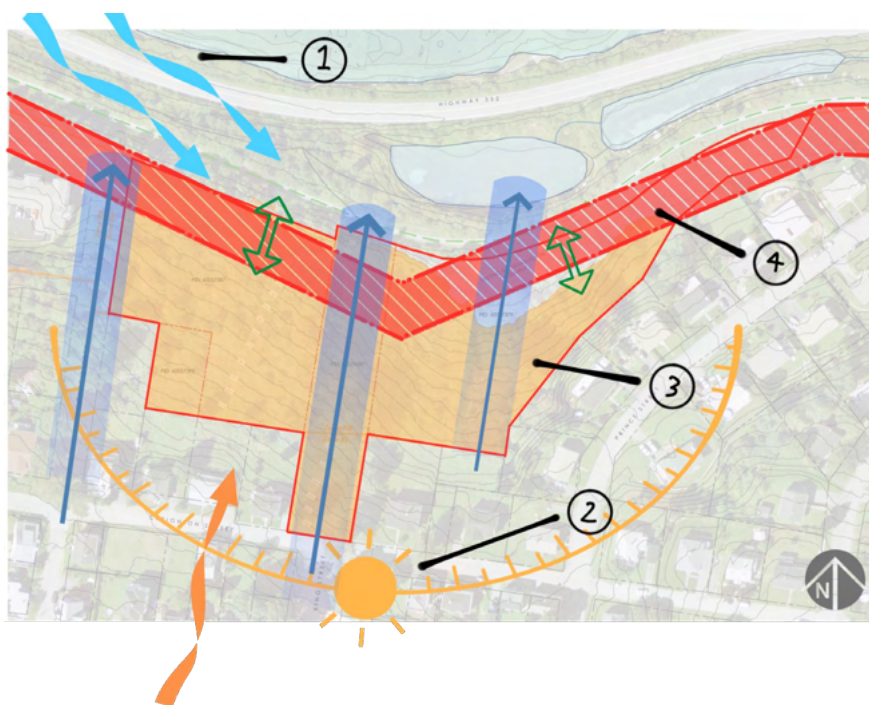
STRENGTHS

- 1 Proximity to Bay to Bay/ Back Harbour trail allows for connection and enhancement of existing recreation and active transportation opportunities.
- 2 Beautiful views of the Back Harbour highlight Lunenburg's unique natural and maritime beauty.



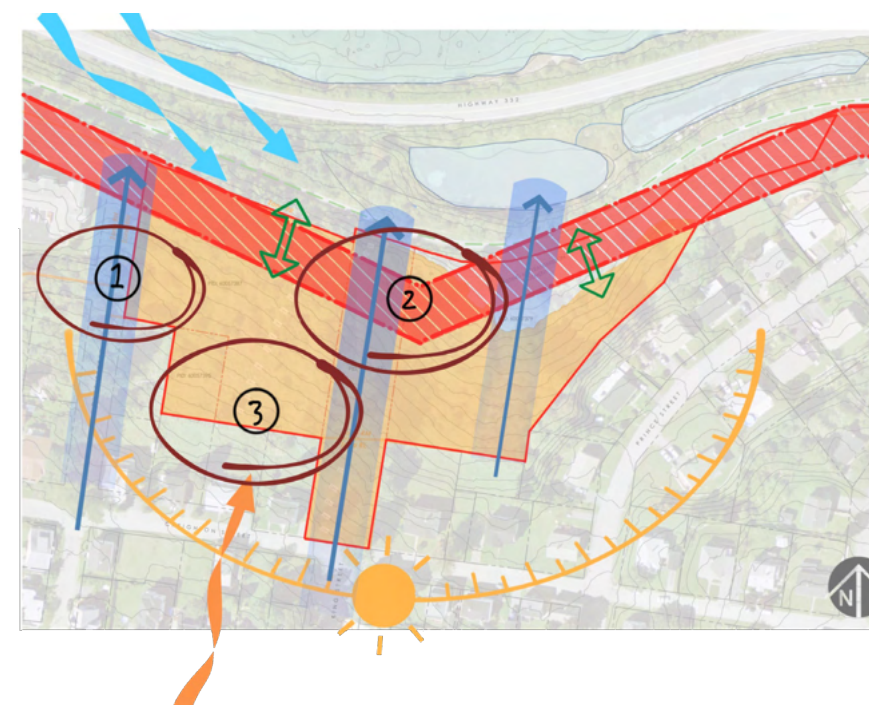
OPPORTUNITIES

- 1 Possible road connection would reflect traditional street grid and improve neighbourhood connectivity.
- 2 Continuation of King Street connects new development to the historic grid and creates view lines through to the Back Harbour and opportunity for a public viewing platform.
- 3 Existing stormwater ponds may help manage stormwater with minimal additional costs.
- 4 Connection to the highway could improve connectivity and offer residents direct access to the water.



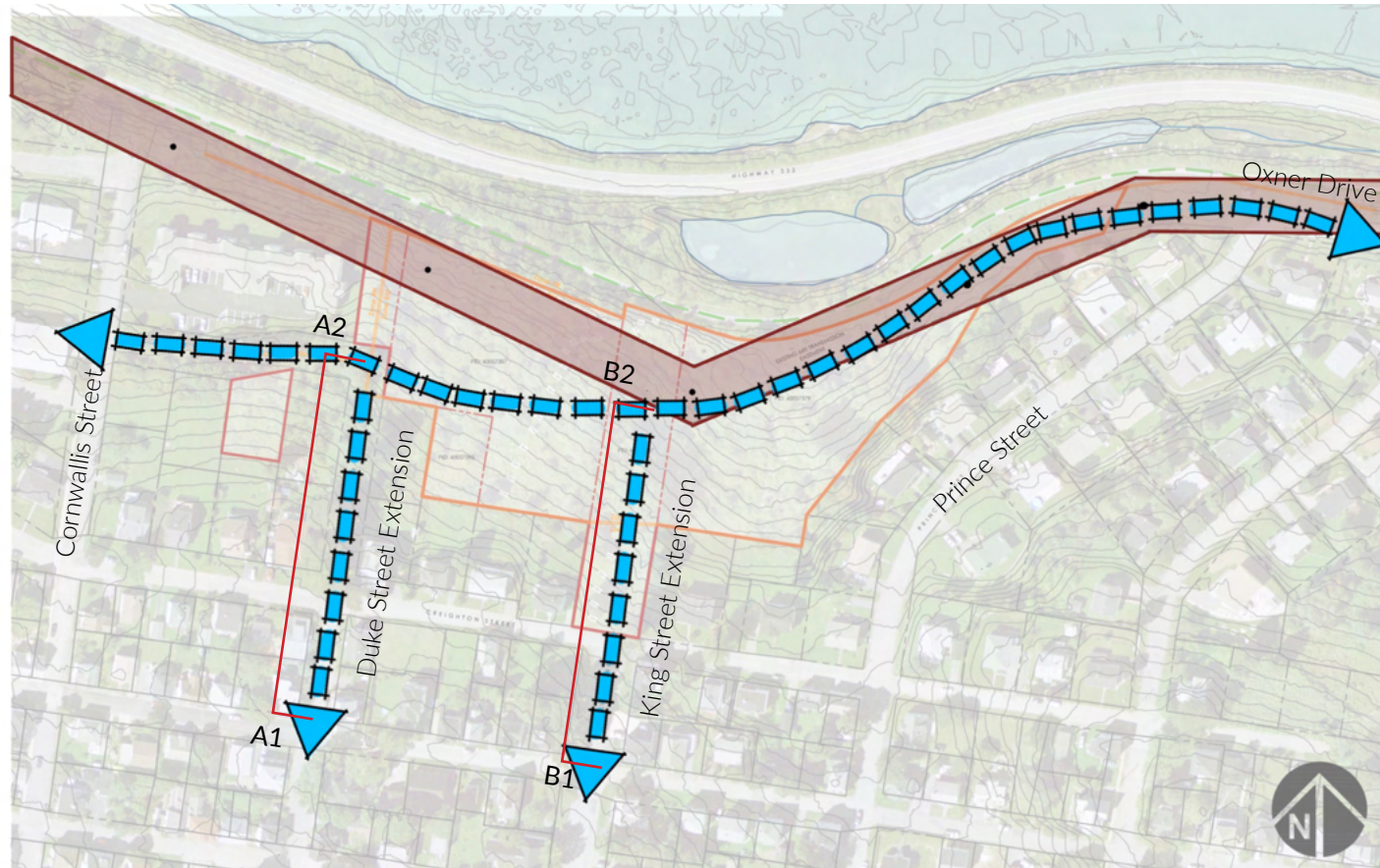
WEAKNESSES

- 1 Direct impact from winter winds may be uncomfortable and reduce opportunities for outdoor recreation and transportation in the winter months.
- 2 Poor solar exposure may reduce resident comfort and complicate ability to utilize solar energy or passive house principles.
- 3 Site's steep topography creates challenges for accessibility and active transportation. Topography also greatly constrains building placement.
- 4 Large power line easement limits ability to construct buildings or amenities in the lower portion of the site.



THREATS

- 1 Development potential on the site may not offset the cost for a new road.
- 2 It may not be feasible or possible to relocate power poles. This would limit development on the site substantially.
- 3 Existing zoning on the site may prove challenging to meet desired housing outcomes.



OPTION 1 - COMPLETE THE GRID

The most desirable option from a community connection perspective is to build road connections between Cornwallis Street and Oxner Drive, extend Duke Street and King Street to that new road connection, further emulating Lunenburg’s historic town grid. However, this road configuration poses a number of challenges, particularly the steepness of potential Duke and King Street Extensions (51% and 38% respectively). Figures 1 & 2 show potential road connections and cross sections for both Duke St. and King St. Given this steepness of the grades across the site, these road connections are unable to meet the Town of Lunenburg Road Design Standards or any accessibility standards or best practices. Based on this reasoning, the public road extensions of King and Duke Streets were determined unfeasible.

This option also would have the highest public road infrastructure cost and associated maintenance cost. Option 1 includes approximately 650m of public road infrastructure. A cost of \$10,000 per meter of public road is typically applied to projects at this stage of design. Therefore, the public road infrastructure alone would be in the general cost magnitude of \$6,500,000. In addition, a significant amount of additional earthwork and retaining walls would be required to adapt the roads to the steep grades of the site, adding significant additional costs.

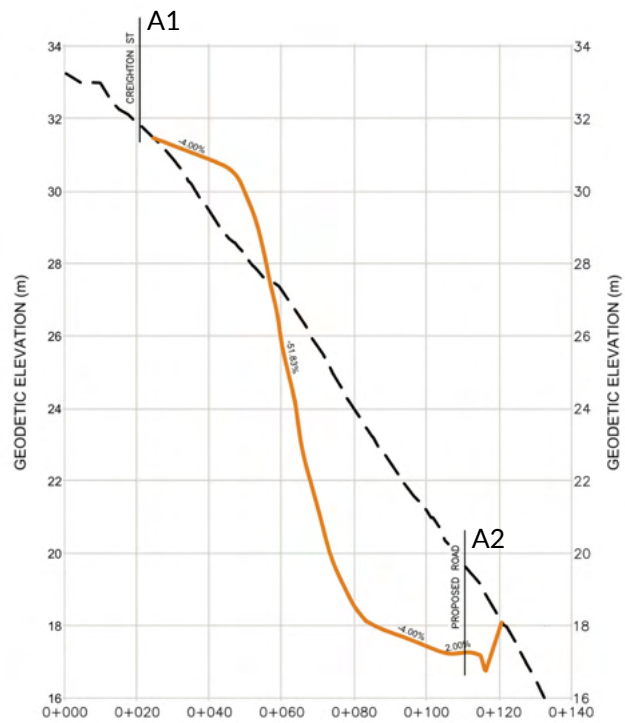


Figure 1: Duke Street Potential Road Profile

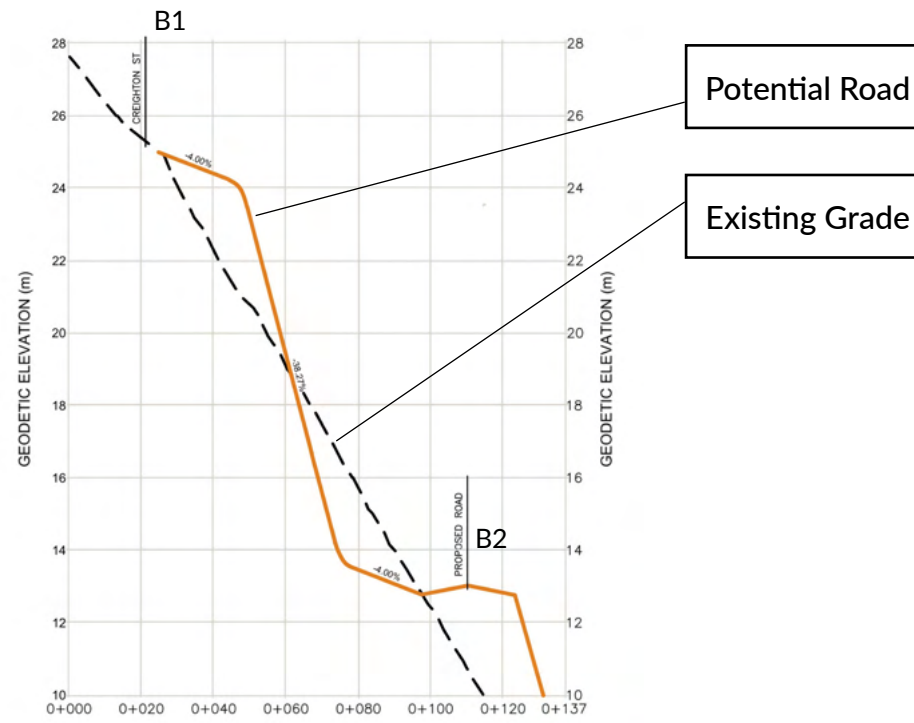
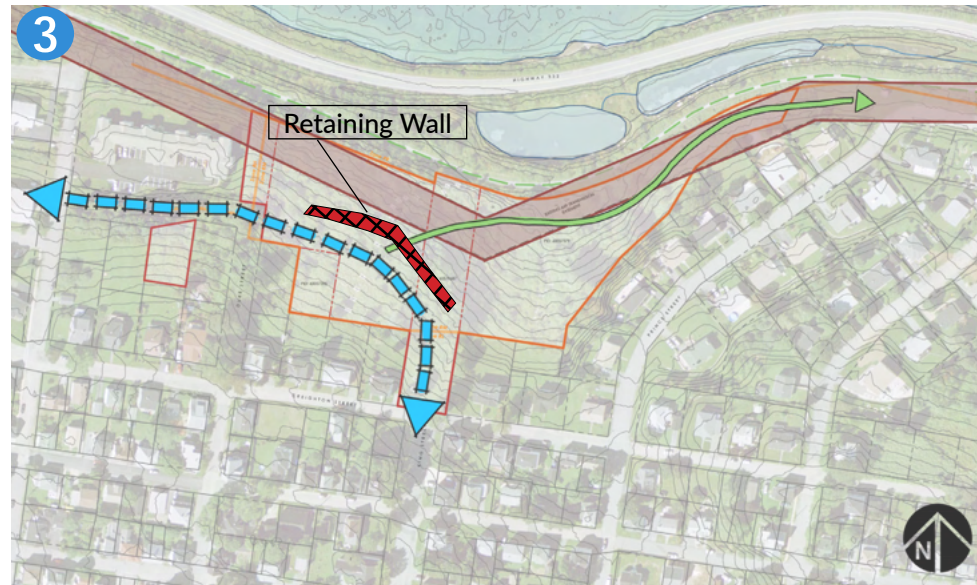


Figure 2: King Street Potential Road Profile

UPPER KING ST. / CONNECTIVITY OPTIONS

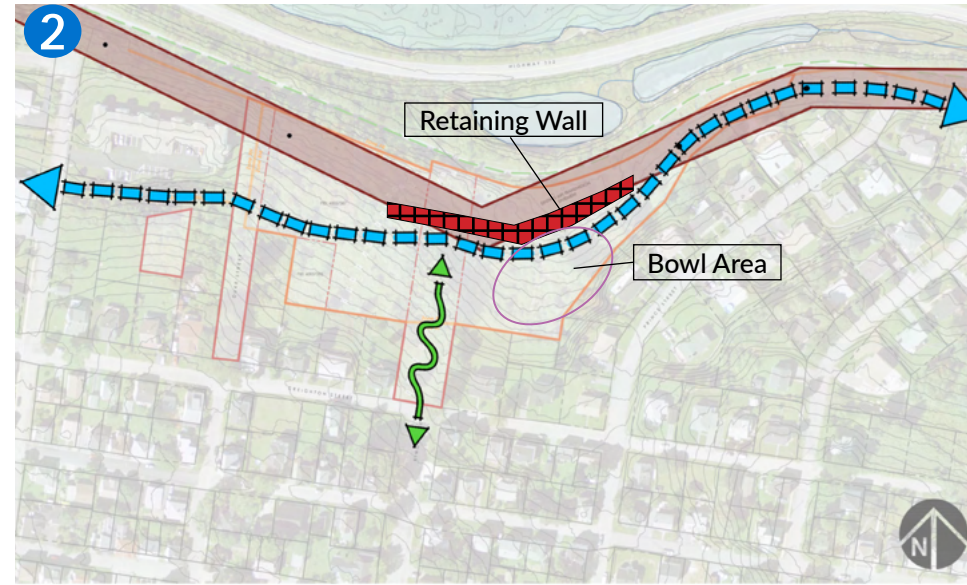


OPTION 2 | CREIGHTON TO CORNWALLIS

We explored an option of a public road connection from Creighton Street to Cornwallis Street. This would create a semi-grid connection of the Upper King Street lands and provide a vehicular connection from King Street to Cornwallis Street, across the upper portion of the site. The removal of Duke Street as a road connection opens more land for development.

As mentioned previously, the site slopes down from Creighton Street towards the bay to bay trail, with the steepest grades located at the higher portions of the site. This makes any road connection into, and across, this portion of the site challenging because there would be a requirement to use retaining walls to hold the road up, with an anticipated retaining wall height of approx. 6-7 meters. The construction of this portion of road does not result in a tangible increase in development potential on the lands. As such, the costs associated with construction of this portion of the road would likely not be offset by any additional density or tax base.

This option would have high public road infrastructure cost and associated maintenance. Option 2 includes approximately 300m of public road infrastructure. A general cost of \$10,000 per meter of public road is typically applied to projects at this stage of design. Therefore, the public road infrastructure alone would be in the general cost magnitude of \$3,000,000. Significant amount of additional earthwork and retaining walls would be required for this option.



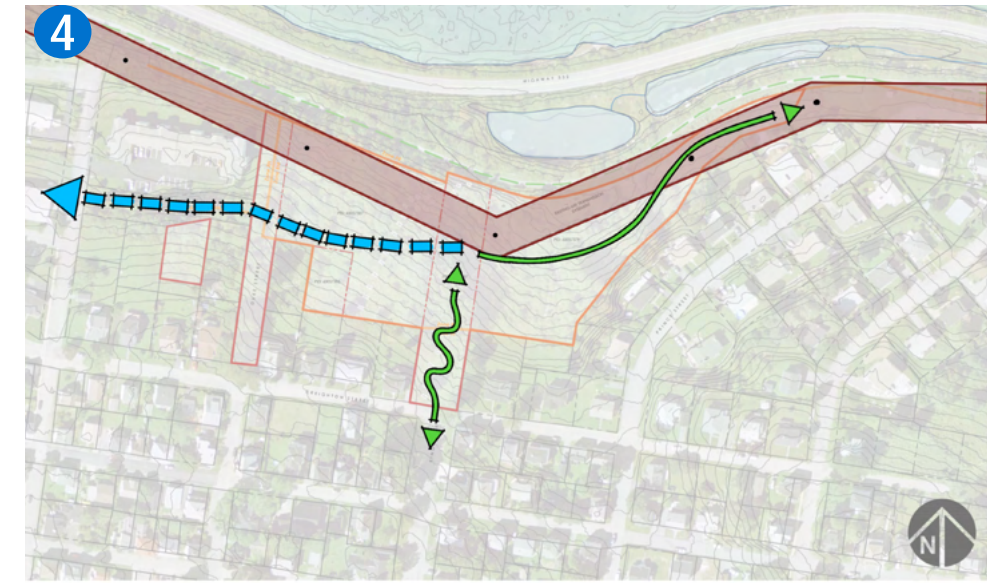
OPTION 3 | CORNWALLIS TO OXNER

Removing Duke and King Street as public road connections yields a third option, extending an east/west connection between Cornwallis Street and Oxner Drive. This would create a semi-grid connection of the Upper King Street lands and provide a means of vehicular access from Cornwallis to Oxner across the low point of the site. The removal of Duke Street as a road connection opens more land for development. Additionally, a pedestrian connection, view corridor, and open space may be provided as an extension of King Street down towards the trail.

This potential road configuration does provide benefits such as strong vehicular access and connectivity to developable land, it also poses significant challenges, some of which have been mentioned previously. The site slopes down from west to east, before a sharp rise again towards the east end of the site culminating in a bowl shape east of King Street. This makes any road connection challenging because there would be a requirement to use a retaining wall to hold the road up, with an anticipated retaining wall height of approx. 6-7 meters. A portion of the road on the east side of the site would require relocation of existing power poles to be constructed. Preliminary analysis suggests that this would cost in the range of \$500,000.

This option would have high public road infrastructure cost and associated maintenance. Option 3 includes approximately 500m of public road infrastructure. A general cost ratio of \$10,000 per meter of public road is typically applied to projects at this stage of design. Therefore, the public road infrastructure alone would be in the general cost magnitude of \$5,000,000. A significant amount of additional earthwork and retaining walls would be required for this option.

Lastly, the construction of this portion of road does not result in a tangible increase in development potential on the lands. As such, the costs associated with construction of this portion of the road would likely not be offset by any additional density or tax base.



OPTION 4 | IN & OUT

Removing the road connection to Oxner Drive completely and having the new access begin at Cornwallis Street and terminate at the King Street road reserve is the most viable option to maximize the buildable area and development potential on the lands, while also balancing the cost considerations of servicing the site. This option also provides an opportunity to utilize pedestrian pathways to connect King Street to the trail as well as connect the new road to Oxner Street.

This option would have the lowest road infrastructure cost and associated maintenance with it. Option 4 includes approximately 180m of public road infrastructure. A general cost of \$10,000 per meter of public road is typically applied to projects at this stage of design. Therefore, the public road infrastructure alone would be in the general cost magnitude of \$1,800,000. A significant amount of additional earthwork and retaining walls would also be required for this option.

UPPER KING ST. / PREFERRED OPTION

The following matrix compares the four connectivity options, highlighting infrastructure cost and development potential. Each option is ranked from 1-4 with four being the most desirable and 1 being the least desirable.

	Connectivity	Infrastructure Cost*	Development Potential	Total
Option 1	4	1	1	6
Option 2	2	3	3	8
Option 3	3	2	2	7
Option 4	1	4	4	9

*Lower number indicates higher cost.

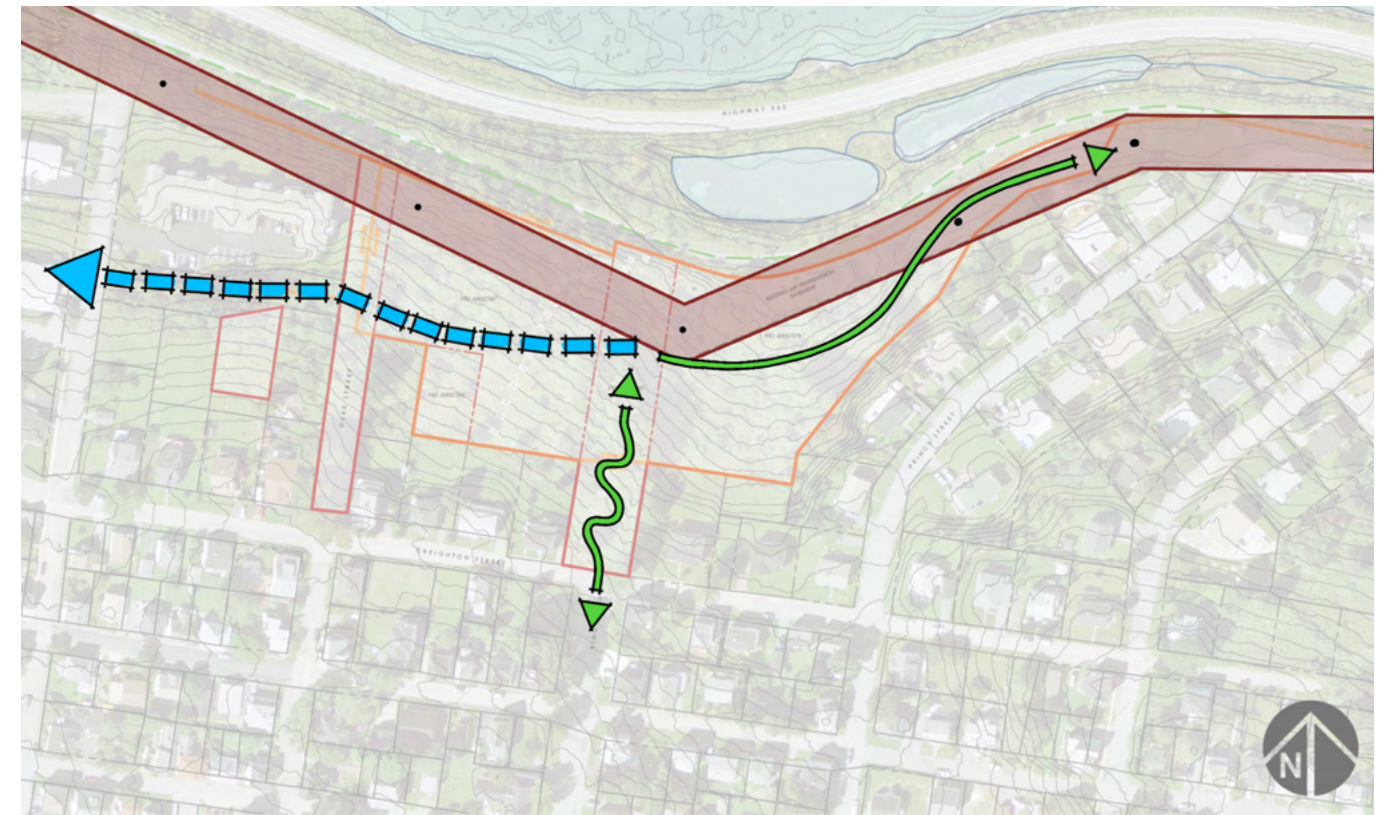
Based on the above analysis of connectivity, cost, and development potential, Option 4 with a public road is the recommended road connectivity option. This is due to the sloping topography of the site and utility pole encumbrances which make the expansion of the historic street grid cost prohibitive. The next section of this report further investigates the In & Out road configuration and explores potential land development scenarios using that option.

In considering this option, our team explored the potential of private driveway access as opposed to a public road. This may allow for the consideration of certain housing forms that may not require public road access (see Figure 3), such as:

- Clustered style housing: scattered duplexes and semi detached dwellings across the lands, all on one PID, managed by a condominium corporation, rental agency, or housing organization.
- Multi-unit dwellings: access from Cornwallis and Oxner, private driveway access & maintenance.

While a private driveway may initially appear to be a cost-effective option, the significant costs associated with the earthworks to facilitate it are comparable to those associated with a public road. This is particularly true for access off of Oxner Drive, where any road (public or private) would require a substantial retaining wall as outlined on page 4. Additionally, a maximum of 5 dwelling units (4 dwellings and 1 accessory unit) are permitted per lot in the Town's Residential Medium Density Zone and the Town does not permit subdivision of land off private driveways. Therefore, development on the parcels lacking public road frontage or with limited frontage (PIDs: 60057395 , 60057387, and 60057379) would be limited to 5 units each without a rezoning of lands to Residential High Density.

Option 4: In & Out



Multi-Unit Dwellings



Cluster Style Housing

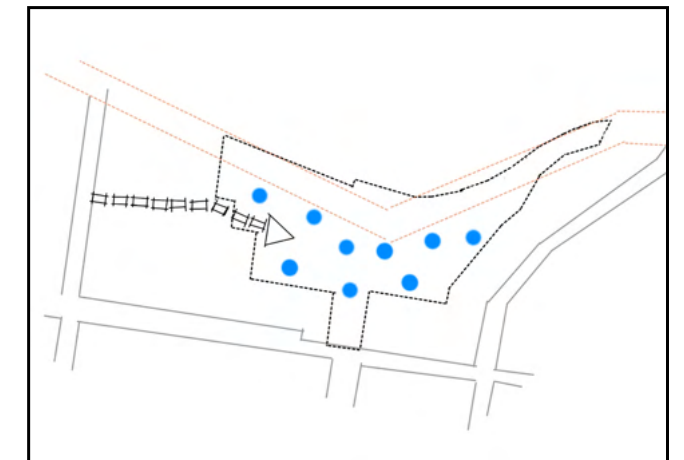
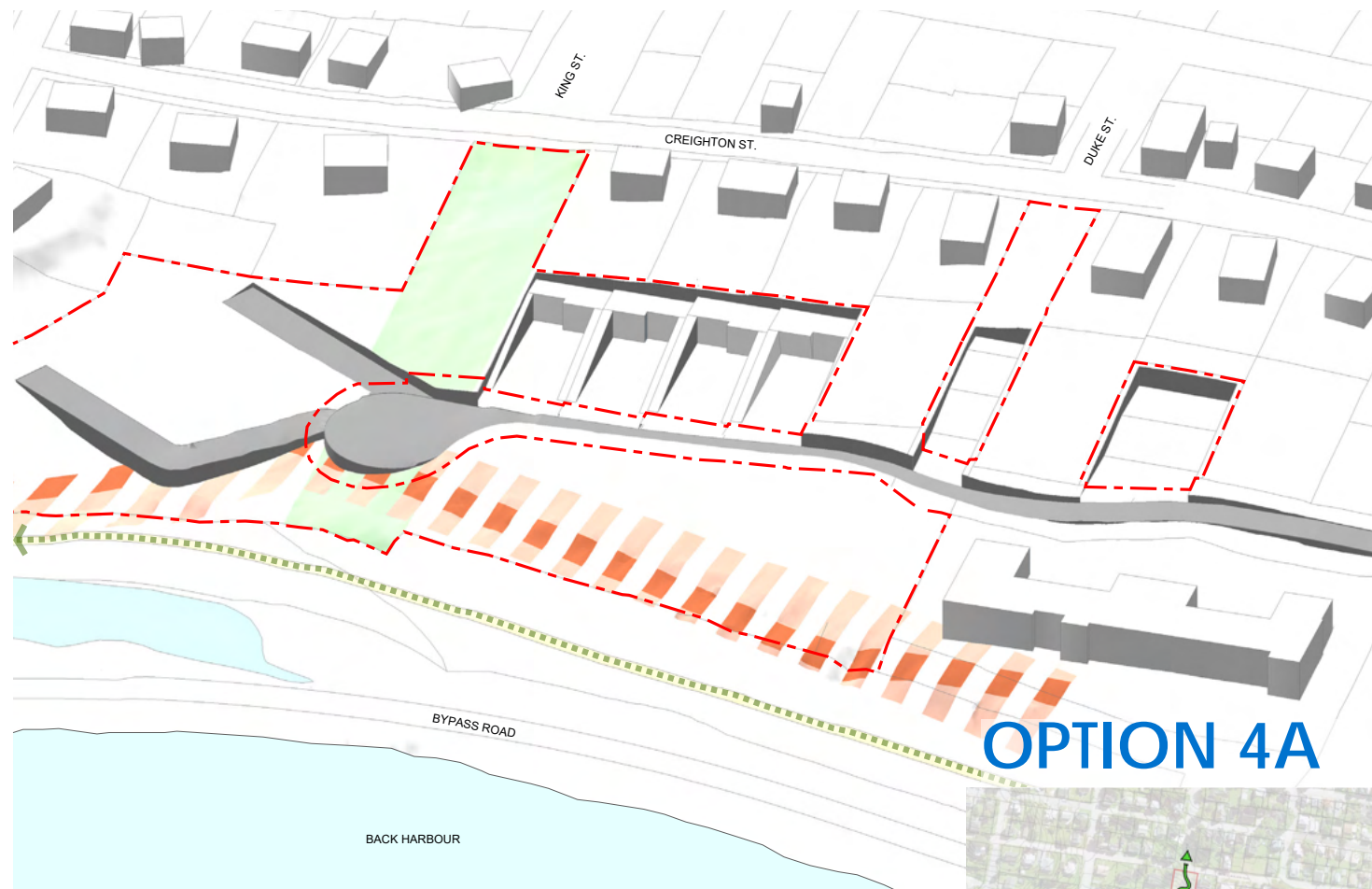


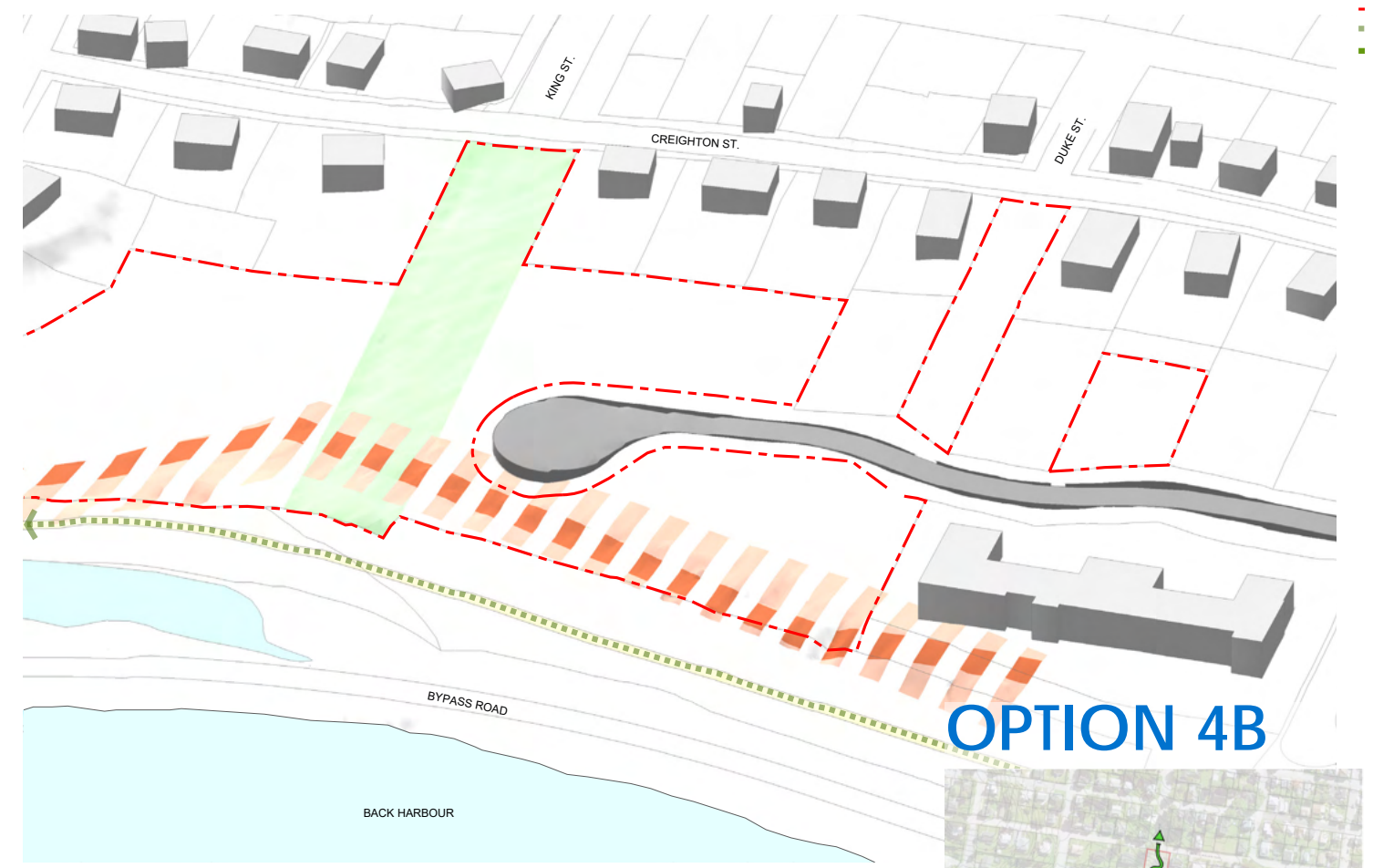
Figure 3: Private Driveway Options

UPPER KING ST. / PREFERRED OPTION

Based on the previous analysis, zzap investigated the Option 4 road layout known as “In and Out” using a public road, and identified challenges in implementing the Town’s road standards. The maximum slope for a road is 6% and the maximum cross-slope (from curb to curb) is 2%. Achieving this would require the cul-de-sac bulb near the end of King Street be built up to a higher elevation than the current topography. As a result, the designed road would not meet the minimum required clearance between the electrical wiring on the site and the asphalt. This road scenario also results in the need for a 4-meter retaining wall. In an effort to mitigate these challenges, zzap looked at two options: one is to sink the overall road elevation across the entire length of the new road (Option 4A) and the other is to shorten the length of the cul-de-sac (Option 4B).



Option 4A has been designed to meet the minimum cross-slope and the minimum clearance distance for electrical wiring through sinking the road elevation. It also investigates extending the cul-de-sac to intersect with the King Street Road reserve, allowing for the potential of additional developable area. However, this option would require additional retaining walls for portions of properties on the high side of the slope (the south side of the road).



Option 4B has been designed to meet the minimum cross-slope and the minimum clearance distance for electrical wiring through shortening the length of the cul-de-sac. However, this results in less developable area that can be accessed from the road.



It was determined that the benefit of infrastructure cost savings in Option 4B outweighs the higher development potential in Option 4A. For that reason, zzap proceeded with the analysis of development options using Option 4B as a basis for the infrastructure.

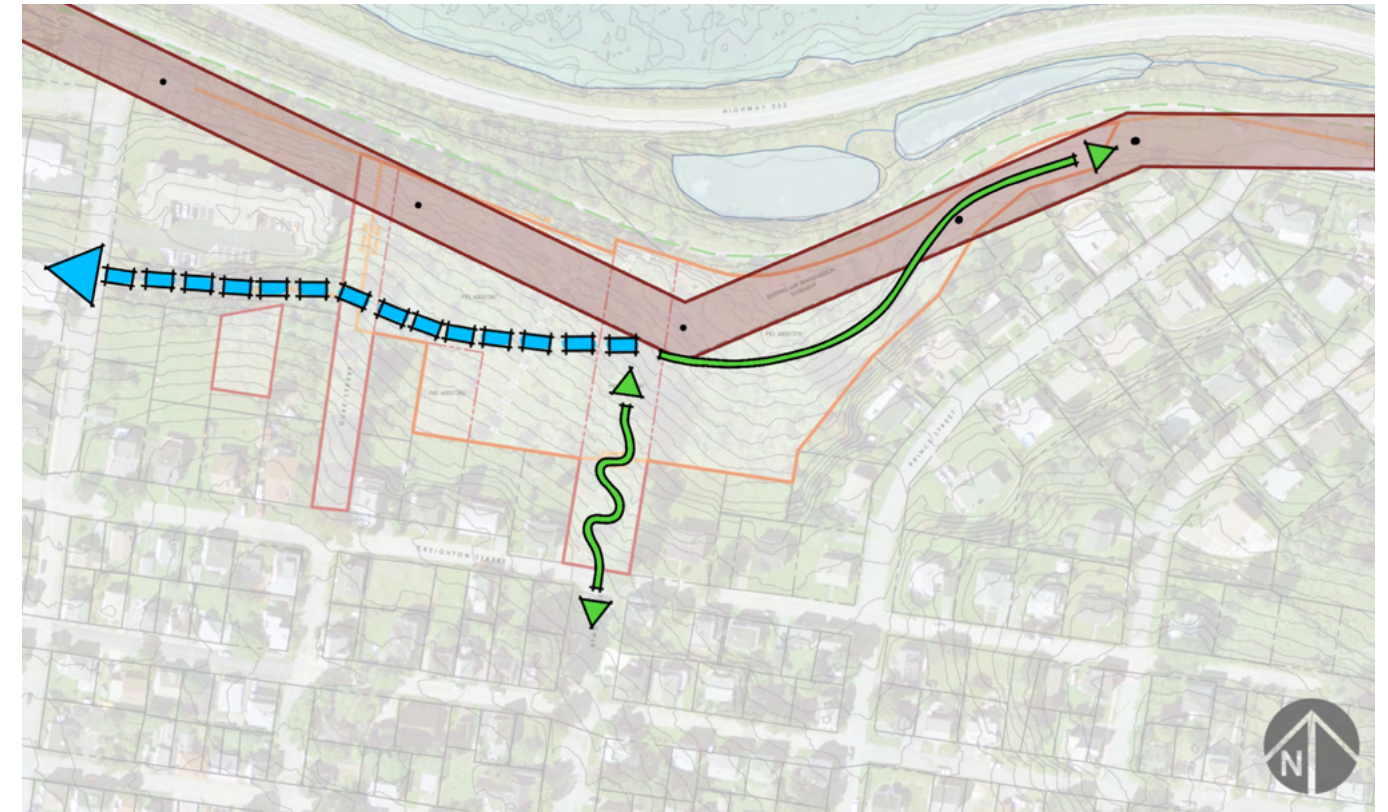
DEVELOPMENT OPTIONS

The following section investigates four development options using the Option 4B road configuration, followed by a comparison of the development options and zzap's recommendation for which two options to proceed with to the next phase of the project.

The four Development Options are:

1. Medium Density (duplexes) using the existing zoning on the property.
2. Medium Density Hybrid (combination of duplexes and multi-unit) through a rezoning of a portion of the site to the Residential High Density Zone.
3. High Density (multi-unit) through a rezoning of the entire site to the Residential High Density Zone
4. High Density Hybrid (combination of multi-unit and duplexes with multiple buildings per lot) through a rezoning of the entire site to the Residential High Density Zone.

Ultimately, we recommend that the Town consider a Municipal Planning Strategy Amendment to allow for these lands to be developed through the provisions of a Development Agreement. A Development Agreement will provide the Town with the greatest control over all aspects of future development on the site.



UPPER KING ST. / OPTION 01_MEDIUM DENSITY - SITE PLAN

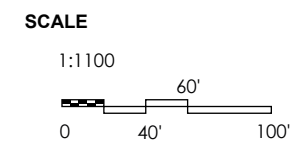


- LEGEND**
- - - PROPERTY BOUNDARY
 - - - BAY-TO-BAY TRAIL
 - PROPOSED TRAIL CONNECTIONS
 - PROPOSED ROAD
 - RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
 - / / NO-BUILD EASEMENT
 - PROPOSED BUILDINGS
 - PROPOSED ELECTRICAL EASEMENT
 - PROPOSED SEWER EASEMENT
 - ⊕ POWER POLE

DEVELOPMENT STATISTICS				
LOT	LOT AREA	BUILDING FOOTPRINT	LOT COVERAGE	PROPOSED UNIT COUNT
A	6,565 SF	1,050 SF	16%	2
B	8,440	1,530	18	2
C	7,930	1,530	19	2
D	6,760	1,485	22	2
E	24,370	2,420	10	3
F	12,700	1,600	13	2
G	7,210	1,600	22	2
H	5,995	1,600	27	2
I	5,950	1,600	27	2
J	5,975	1,600	27	2
K	5,425	1,600	29	2
L	5,115	1,050	20	2
M	7,350	1,600	22	2
TOTAL				27

NOTES

- SITE SUBJECT TO SURVEY. PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY



UPPER KING ST. / OPTION 01_MEDIUM DENSITY - BUILDING MASSING



LEGEND

- - - PROPERTY BOUNDARY
- - - BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- / / / NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

NOTES

- ① AMENDMENT TO MAX. CUL-DE-SAC LENGTH REQUIRED
- ② POTENTIAL PATH LINKS TO BAY-TO-BAY TRAIL
- ③ BUILDINGS ON SOUTH ELEVATION WITH ONE STORY BURIED INTO THE HILL AT THE REAR
- ④ DRIVEWAY ENTRANCES AT ROAD ELEVATION
- ⑤ NO CHANGE TO PROPOSED SEWER AND ELECTRICAL EASEMENTS
- ⑥ LOOK-OUT, PUBLIC PARK IN VIEW CORRIDOR



UPPER KING ST. / OPTION 02_HYBRID ZONING - SITE PLAN



LEGEND

- - - PROPERTY BOUNDARY
- - - BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- / / NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

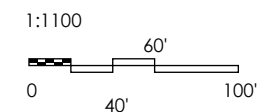
DEVELOPMENT STATISTICS

LOT	LOT AREA	BUILDING FOOTPRINT	LOT COVERAGE	PROPOSED UNIT COUNT	APPROX. AVG UNIT SIZE
A	6,565 SF	1,050 SF	16%	2	
B	8,440	1,530	18	2	
C	7,930	1,530	19	2	
D	6,760	1,485	22	2	
E*	36,630	11,200	31	24	1,200
F	12,970	1,600	12	2	
G	7,210	1,600	22	2	
H	5,995	1,600	27	2	
I	5,950	1,600	27	2	
J	5,975	1,600	27	2	
K	5,425	1,600	29	2	
L	5,115	1,050	20	2	
M	7,350	1,600	22	2	
TOTAL				48	

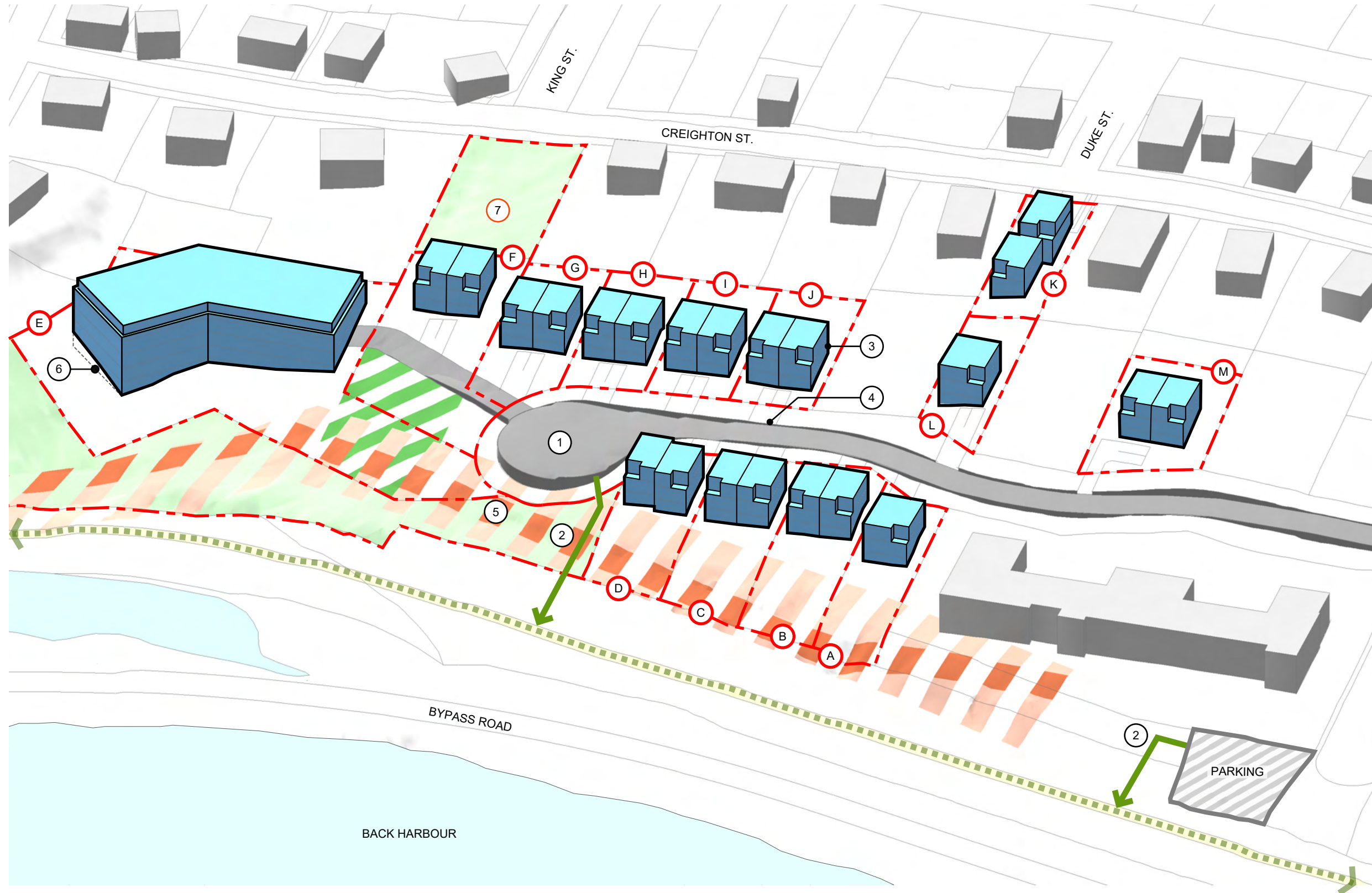
NOTES

- * HIGH DENSITY ZONING APPLIED TO LOT E; MEDIUM DENSITY ZONING (MAX. 4 UNITS PER LOT ALLOWED) APPLIED TO REST
- SITE SUBJECT TO SURVEY. PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY
- BUILDING HEIGHTS SET PER CURRENT BY-LAW; TO BE REVIEWED IN NEXT PHASE

SCALE



UPPER KING ST. / OPTION 02_HYBRID ZONING - BUILDING MASSING



LEGEND

- - - PROPERTY BOUNDARY
- . . . BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- / / NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

NOTES

- ① AMENDMENT TO MAX. CUL-DE-SAC LENGTH REQUIRED
- ② POTENTIAL PATH LINKS TO BAY-TO-BAY TRAIL
- ③ BUILDINGS ON SOUTH ELEVATION WITH ONE STORY BURIED INTO THE HILL AT THE REAR
- ④ DRIVEWAY ENTRANCES AT ROAD ELEVATION
- ⑤ NO CHANGE TO PROPOSED SEWER AND ELECTRICAL EASEMENTS
- ⑥ POTENTIAL UNDERGROUND PARKING IN HILL, SHOWN DASHED
- ⑦ LOOK-OUT, PUBLIC PARK IN VIEW CORRIDOR



UPPER KING ST. / OPTION 03_HIGH DENSITY - SITE PLAN



LEGEND

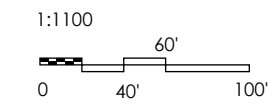
- - - PROPERTY BOUNDARY
- - - BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- / / / NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

DEVELOPMENT STATISTICS					
LOT	LOT AREA	BUILDING FOOTPRINT	LOT COVERAGE	APPROX. UNIT COUNT	APPROX. AVG UNIT SIZE
A	29,710 SF	(i) 7,900 SF	27%	21	1,100 SF
		(ii) 11,200		24	1,200
B	73,520	(iii) 5,800	31	14	1,200
		(iv) 5,800		14	1,200
C*	5,425	1,600	29	2	
D*	5,115	1,050	20	2	
E*	7,350	1,600	22	2	
TOTAL				79	

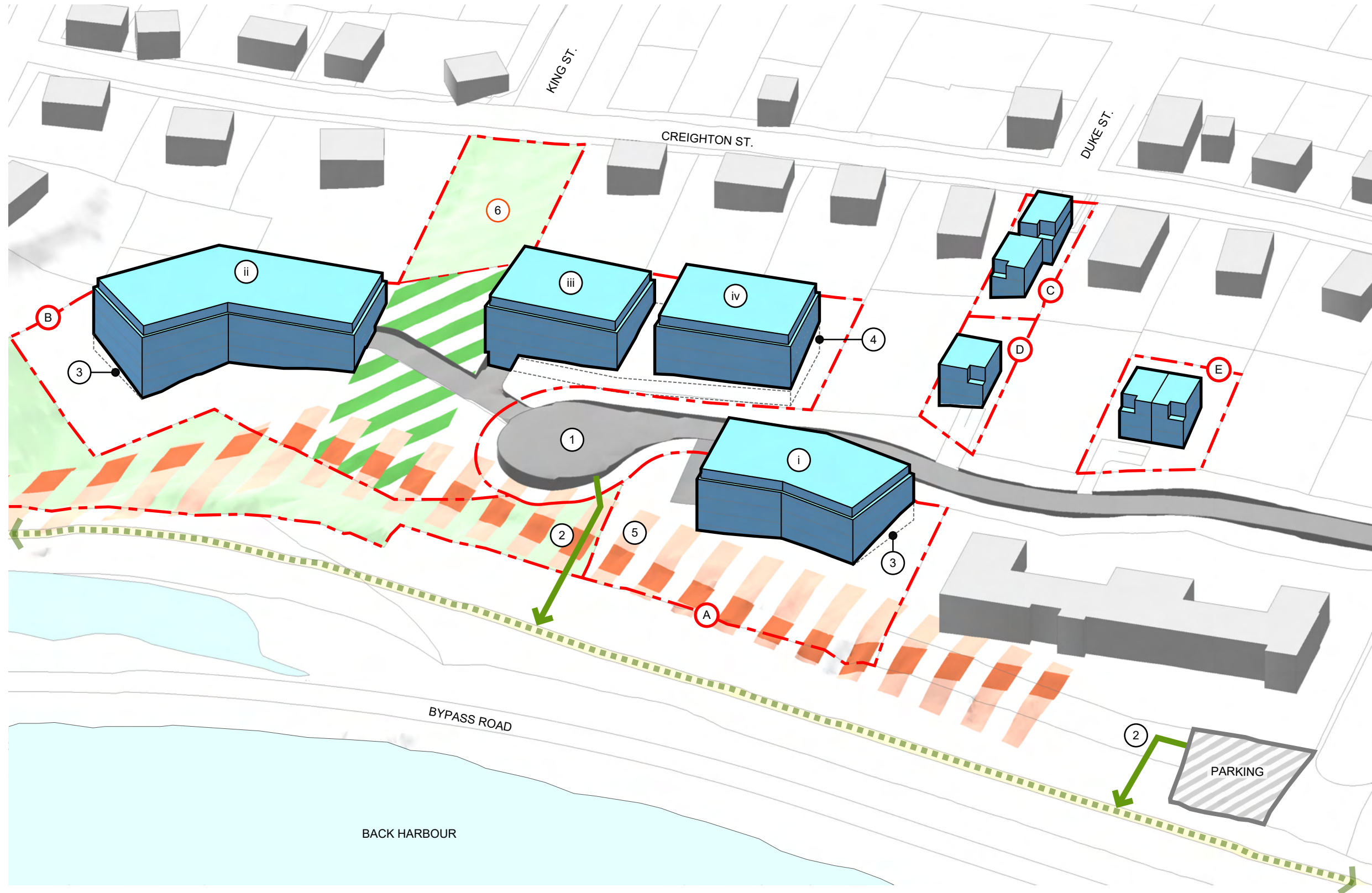
NOTES

- * MEDIUM DENSITY ZONING APPLIED TO LOTS C-E (MAX. 4 UNITS PER LOT ALLOWED); HIGH DENSITY ZONING APPLIED TO LOTS A&B
- SITE SUBJECT TO SURVEY. PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY
- BUILDING HEIGHTS SET PER CURRENT BY-LAW; TO BE REVIEWED IN NEXT PHASE

SCALE



UPPER KING ST. / OPTION 03_HIGH DENSITY - BUILDING MASSING



LEGEND

- - - PROPERTY BOUNDARY
- - - - - BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- / / / NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

NOTES

- ① AMENDMENT TO MAX. CUL-DE-SAC LENGTH REQUIRED
- ② POTENTIAL PATH LINKS TO BAY-TO-BAY TRAIL
- ③ POTENTIAL UNDERGROUND PARKING IN HILL, SHOWN DASHED
- ④ POTENTIAL PARKING PODIUM LINK
- ⑤ NO CHANGE TO PROPOSED SEWER AND ELECTRICAL EASEMENTS
- ⑥ LOOK-OUT, PUBLIC PARK IN VIEW CORRIDOR



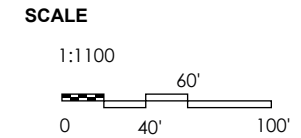
UPPER KING ST. / OPTION 04_HIGH DENSITY - SITE PLAN



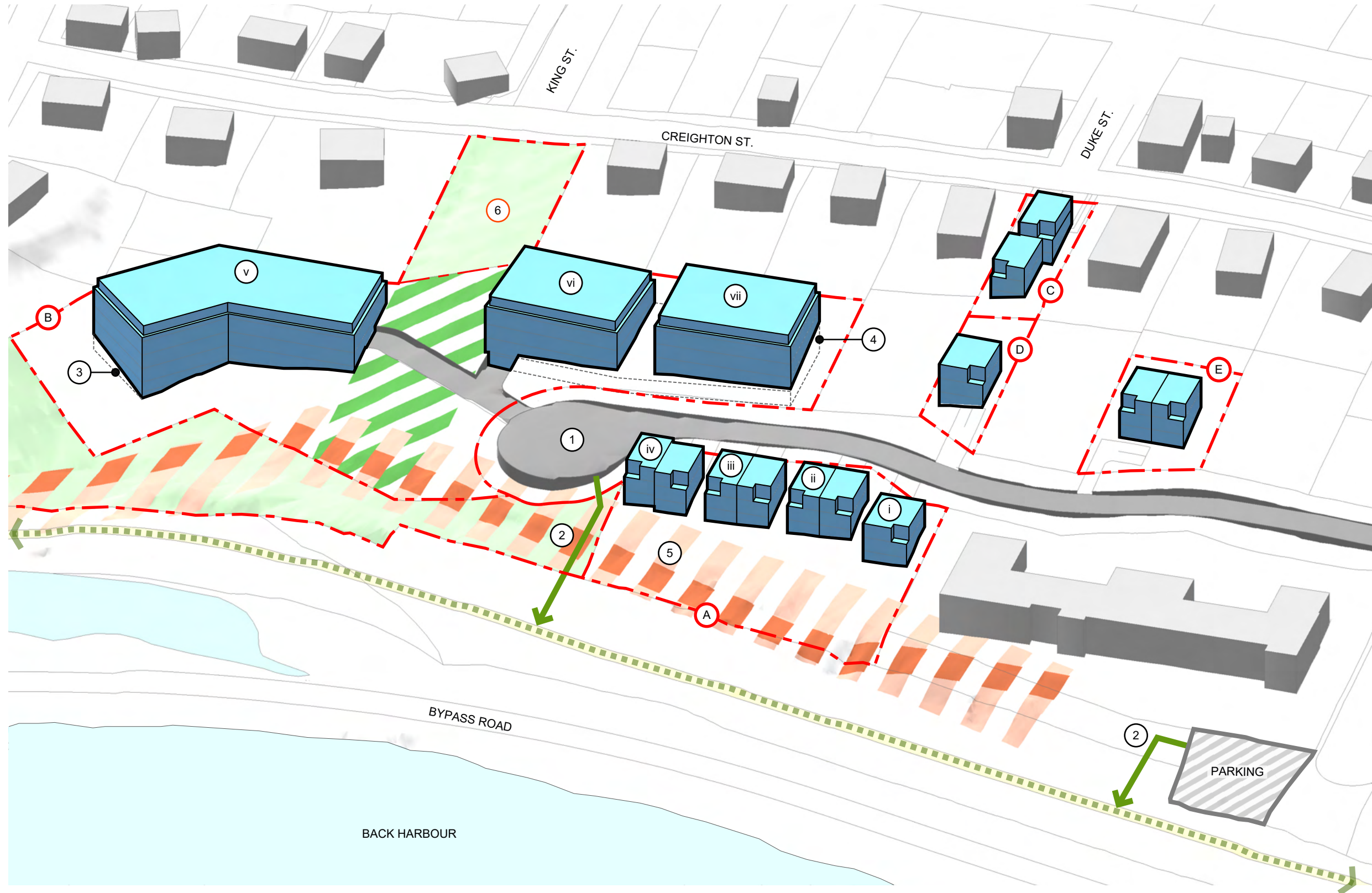
- LEGEND**
- - - PROPERTY BOUNDARY
 - - - BAY-TO-BAY TRAIL
 - PROPOSED TRAIL CONNECTIONS
 - PROPOSED ROAD
 - RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
 - / / / NO-BUILD EASEMENT
 - PROPOSED BUILDINGS
 - PROPOSED ELECTRICAL EASEMENT
 - PROPOSED SEWER EASEMENT
 - ⊕ POWER POLE

DEVELOPMENT STATISTICS					
LOT	LOT AREA	BUILDING FOOTPRINT	LOT COVERAGE	APPROX. UNIT COUNT	APPROX. AVG UNIT SIZE
A	29,710 SF	i	19%	1,050 SF	2
		ii		1,530	2
		iii		1,530	2
		iv		1,485	2
B	73,520	v	31	11,200	24 1,200 SF
		vi		5,800	14 1,200
		vii		5,800	14 1,200
C*	5,425	1,600	29	2	
D*	5,115	1,050	20	2	
E*	7,350	1,600	22	2	
TOTAL				66	

- NOTES**
- * MEDIUM DENSITY ZONING APPLIED TO LOTS C-E (MAX. 4 UNITS PER LOT ALLOWED); HIGH DENSITY ZONING APPLIED TO LOTS A&B
 - SITE SUBJECT TO SURVEY. PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY
 - BUILDING HEIGHTS SET PER CURRENT BY-LAW; TO BE REVIEWED IN NEXT PHASE



UPPER KING ST. / OPTION 04_HIGH DENSITY - BUILDING MASSING



LEGEND

- - - PROPERTY BOUNDARY
- - - BAY-TO-BAY TRAIL
- PROPOSED TRAIL CONNECTIONS
- PROPOSED ROAD
- RESERVED PARK SPACE / KING ST. VIEW CORRIDOR
- ⊘ NO-BUILD EASEMENT
- PROPOSED BUILDINGS
- PROPOSED ELECTRICAL EASEMENT
- PROPOSED SEWER EASEMENT
- ⊕ POWER POLE

NOTES

- ① AMENDMENT TO MAX. CUL-DE-SAC LENGTH REQUIRED
- ② POTENTIAL PATH LINKS TO BAY-TO-BAY TRAIL
- ③ POTENTIAL UNDERGROUND PARKING IN HILL, SHOWN DASHED
- ④ POTENTIAL PARKING PODIUM LINK
- ⑤ NO CHANGE TO PROPOSED SEWER AND ELECTRICAL EASEMENTS
- ⑥ LOOK-OUT, PUBLIC PARK IN VIEW CORRIDOR



UPPER KING ST. / DEVELOPMENT OPTIONS COMPARISON

The following matrix compares the four development options, highlighting achievable residential density yield, park and amenity space provided, development scale in comparison to the surrounding neighbourhood, and potential infrastructure cost offset from the sale of the land. Each option is ranked from 1-4 with four being the most desirable and 1 being the least desirable. Per the Town of Lunenburg's request, our team aimed to achieve a one-to-one parking ratio for each unit. As such, each development option achieves this desired ratio.



	Density Yield	Public Amenity Space	Neighbourhood Compatability	Infrastructure Cost Offset
Option 4Bi	1	2	4	1
Option 4Bii	2	2	3	2
Option 4Biii	4	3	1	4
Option 4Biv	3	3	2	3

The next phase of the Upper King Street Development Project scope is the refining of two of the four development options. The Town of Lunenburg will select two options and our team will refine these concepts, apply architectural expression, prepare detailed costing for site development and per square foot building construction costs. We will also prepare draft municipal planning strategy policy to permit a development agreement process for the site and prepare two draft development agreements (one for each selected option). Site servicing and grading for each option will follow this report. Based on our overall scoring matrix, our team recommends proceeding with Options 4Biii and 4Biv.

UPPER KING ST. / CONCLUSION

In this phase our team assessed connectivity and development options to determine how these lands can most feasibly accommodate residential development. Based on our team's comprehensive analysis, we recommend proceeding with Options 4B(iii) and 4B(iv), if these lands were to be developed with residential uses. However, our team acknowledges there are several factors that make this particular site challenging and costly to develop, which are highlighted in this report. These factors led to land development options that may not directly align with the Town's historic fabric, built vernacular or long term growth. As such, our team also proposes to convert the lands to a public park to enhance the King Street terminus and improve connectivity between the town grid, the trail, and Back Harbour. See Figure 4 which is a preliminary sketch of how the lands could be converted to a public park. Because of weather conditions (see the SWOT analysis on page 2), careful consideration should be given to wind flow and solar exposure. In addition, we have provided a glossary of all presented options as an appendix to this report.

Preferred Development Options

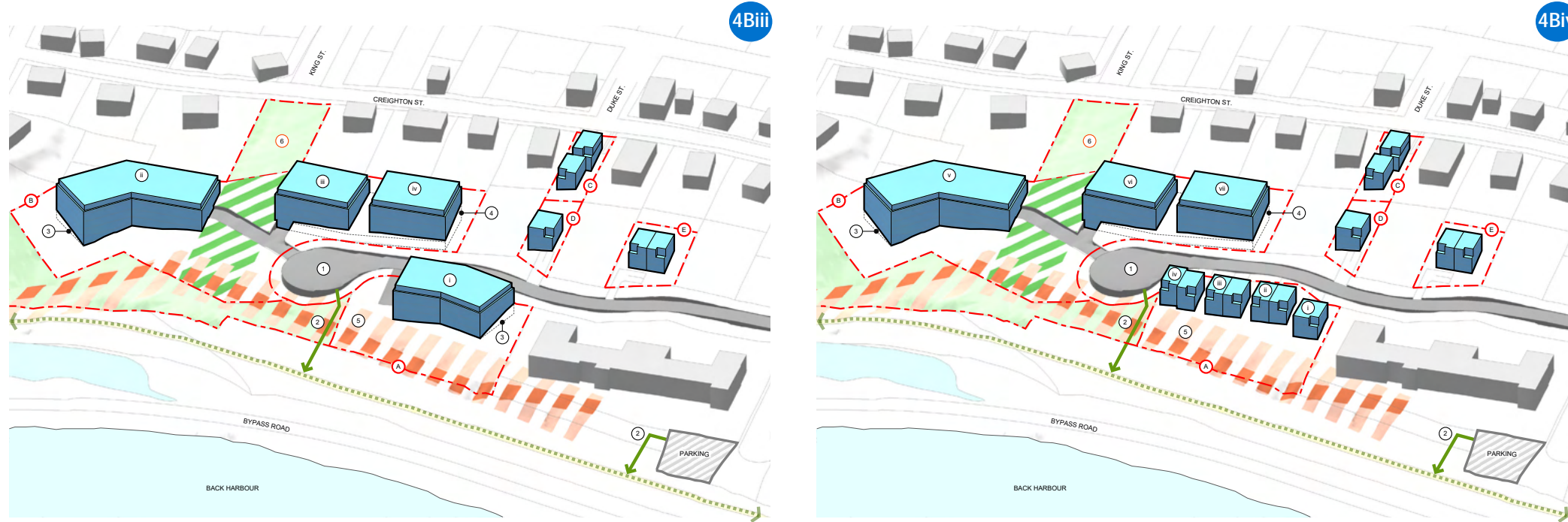
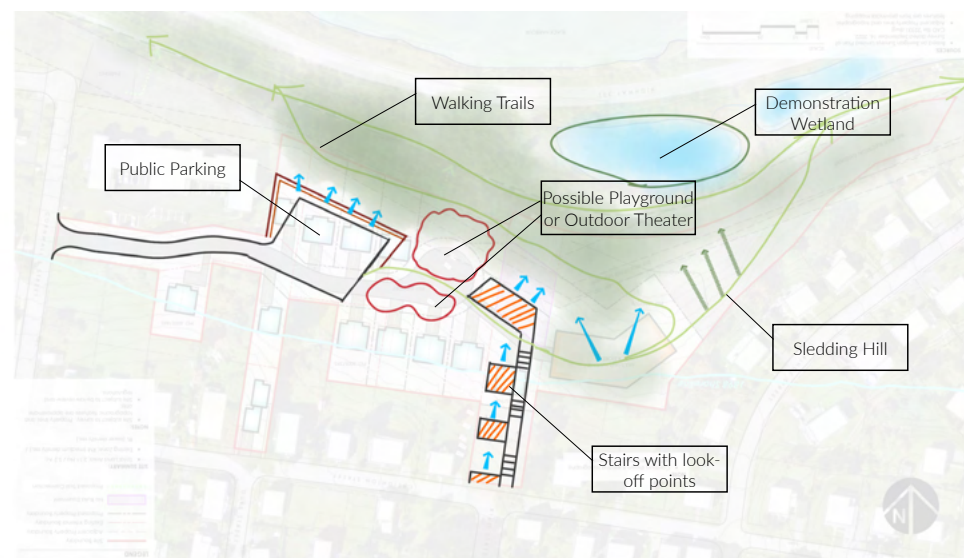
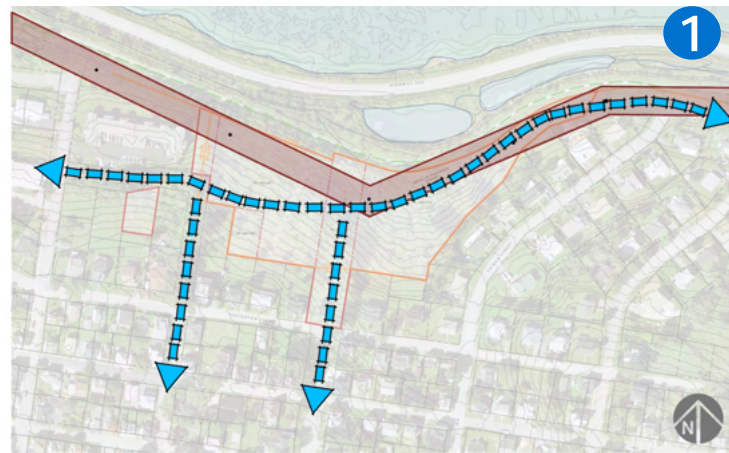


Figure 4: Preliminary Park Sketch



UPPER KING ST. / GLOSSARY OF OPTIONS

Connectivity Options



Complete the Grid



Cornwallis to King



Cornwallis to Oxner

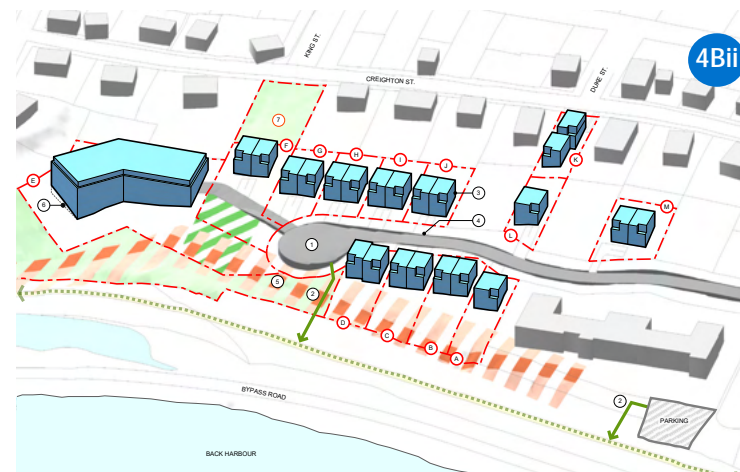


In & Out

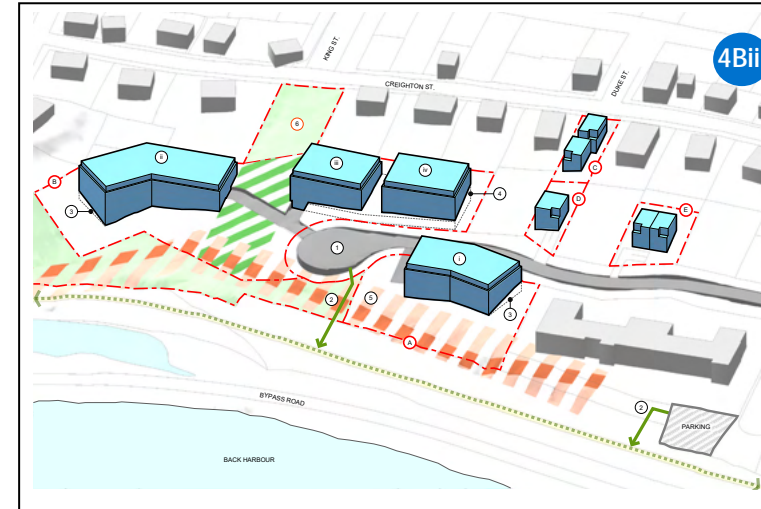
Development Options



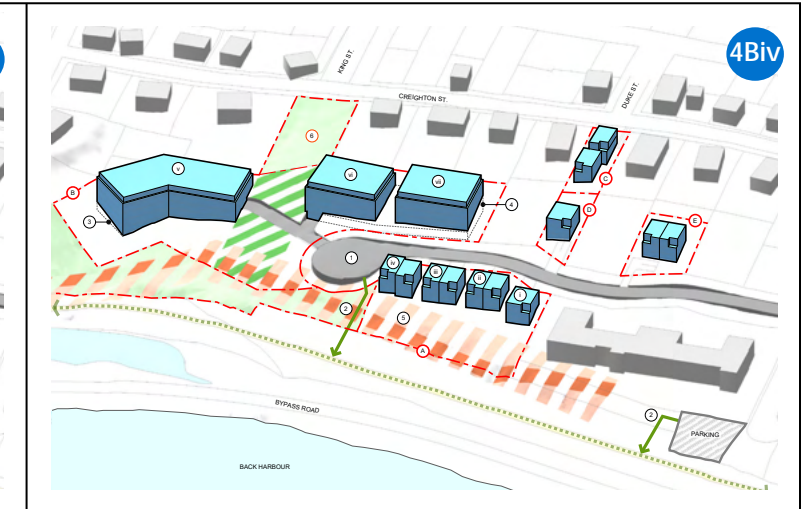
Medium Density



Medium Density Hybrid

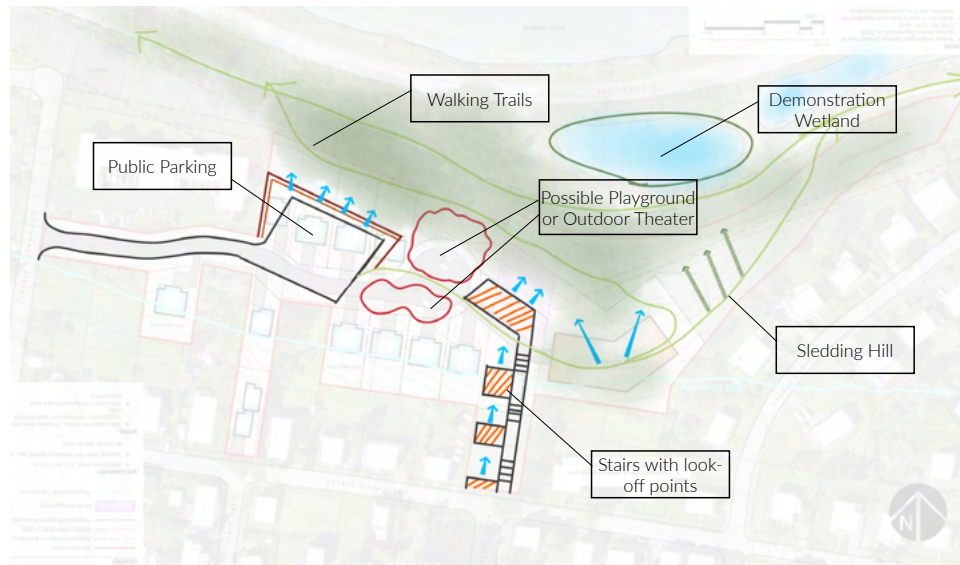


High Density



High Density Hybrid

Preliminary Park Concept





Subject: Community Grants: Allocation of Funds
From: Kelly Cunningham, Recreation Manager
Reviewed by: Arthur MacDonald, Director of Community Development
Date: June 13, 2023

Recommendation

That Council approve awarding the 2023/24 Community Grants in the amount of \$19,580 to the respective community organizations outlined in Schedule A.

Alternatives

- Not approve the recommendation.
- Make amendments to Schedule A.

Background

The Town of Lunenburg accepts applications for the Community Grants Program annually with the deadline of March 31. There is a budgeted amount of \$32,000 approved for the Community Grants program for fiscal 2023-24. Of this amount, \$20,000 is allocated to applications, \$8,000 towards traffic control services and \$4,000 for the Brighter Days Capital Campaign for South Shore Regional Hospital (first year of five years for a total grant of \$20,000 for our regional hospital).

The chart in Schedule A provides an overview of the requested applications including the name of organization, notes regarding the request, whether they qualify under the Town's Policy, and requested amount.

Strategic Plan Relevance

Guiding Principles:

- We facilitate strong social connections and citizen engagement, locally and beyond.
- We work to ensure a sense of belonging, acceptance and value for all in our community.

Relevant Legislation

[Community Grants Program Policy](#)

Financial

There is \$20,000 budgeted in 2023/24 operational budget for Community Grants applications.

Communications

Staff will notify all applicants of the decision of their grant request.

Attachments

Schedule A: 2023-24 Grant Requests

SCHEDULE A

2023-24 Grant Requests						For Reference Only 2022-23 Approved Grant Amount
Account #01-2-19-5100	2023-24 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Bay to Bay Trail Association	The funds requested will be used to improve a 1.8km section of trail from Schnare's Crossing to Lunenburg.	✓		\$1,000	\$500	
Bluenose Academy Ne'ata'q: The Food Forest	The funds requested would be used to purchase 4-5 fruit trees for planting in Phase 1 of the food forest.	✓		\$500	\$500	
Canadian Dory Racing Association	The funds will be used to host international events during the year.	✓		\$2,000	\$500	
Curl for a Cause (Health Services Foundation)	Annual event which supports Fishermen's Memorial Hospital. Request \$250	✓	✓	\$250	\$250	\$250
Fishermen's Memorial Hospital: Golf Tournament	Annual event which supports Fishermen's Memorial Hospital, no application received but Town traditionally supports.	✓	✓		\$100	\$100
Lunenburg Community Garden	Request for funds to rebuild three damaged garden beds.	✓	✓	\$430	\$430	\$500
Lunenburg Doc Fest Association	Funds received would be used for on-site, in-person programming and operating the 10th annual Lunenburg Doc Fest, September 21-27, 2023.	✓	✓	\$2,000	\$1,500	\$1,500
Lunenburg Dog Park Society	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection and snow plowing. Staff recommend continuing in-kind garbage collection as in similar years; however, staff feel we do not have the capacity for the new request of in-kind snow plowing at this time.	✓	✓	\$1,000	\$1,000	\$1,000
Lunenburg Farmers' Market	Funds received would be used to improve community health by offering multiple portable hand washing stations throughout the Arena.	✓		\$500	\$500	

2023-24 Grant Requests						For Reference Only 2022-23 Approved Grant Amount
Account #01-2-19-5100	2023-24 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
Lunenburg Folk Harbour Society-Saturday's in the Park	Funds requested will support a series of 10 free outdoor concerts at the Bandstand each Saturday	✓	✓	\$3,500	\$3,500	\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Funds requested will cover 2% of overall expenses for the 38th annual Folk Harbour Festival, to be held in Lunenburg 2023.	✓	✓	\$6,000	\$1,000	\$1,000
Lunenburg Foundation for the Arts	Funds requested will cover the cost of a fundraising strategy workshop	✓	✓	\$1,000	\$1,000	\$1,000
Lunenburg Heritage Society	Funds requested to cover printing costs for passports, posters and tickets for the 2023 Lunenburg Heritage House Tour, September 9.	✓	✓	\$1,000	\$1,000	\$1,225
Nova Scotia Sea School	Funds requested will help promote and run their experimental summer sailing and wilderness program in 2023.	✓	✓	\$5,000	\$2,500	\$2,500 (2021/22)
Pride Lunenburg Society	Funds requested will be used to offset site rentals, materials, decorations, food, beverage, transportation fees, cost of performers, DJ's, and equipment rentals for a week of inclusive events in Lunenburg County July 9-15.	✓		\$2,000	\$1,000	
Society of Saint Vincent de Paul, Saint Joseph Conference	Funds requested will be used in the delivery of the SSVP Helping Neighbours-in-Need program to assist the vulnerable of the Town of Lunenburg, who have been adversely affected by hard times, the housing crisis and inflation, that affect the cost of rent, food, heating oil, power, new beds and medical prescriptions, all basic needs.	✓	✓	\$2,000	\$1,800	\$1,800
South Shore Minor Hockey Association	Funds requested will offset ice rental costs for the 2023 Gary Wentzell Memorial Hockey Tournament. Staff will notify SSMHA that the grant will go towards the 2024 Memorial Hockey Tournament.	✓		\$500	\$500	

2023-24 Grant Requests						For Reference Only 2022-23 Approved Grant Amount
Account #01-2-19-5100	2023-24 Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	
South Shore Multicultural Association	Funds requested will be used to pay performers and assist with tent and stage rentals for participation in the Cricket Club's "mini multicultural festival" on July 8, during Craft Festival Weekend, with a goal of hosting an annual multicultural event in Lunenburg. In-kind request for \$500 toward electrical hook-up and \$500 toward promotion. Staff can help with promotion but there is no capacity to help with electrical hookup.	✓		\$3,500	\$1,000	
South Shore Sexual Health Society	Funds requested will be used to provide services, deliveries and presentations to people in Lunenburg, including Bluenose Academy.	✓		\$500	\$500	
South Shore Theatrical Players	Funds requested will be used to adverts, posters and signs for a March Break family play at the Central United Church.	✓	✓	\$500	\$500	\$750 (2019/20)
Total				\$33,180	\$19,580	

Note: Included in the Community Grants budget for fiscal 2023/24 is \$4,000 for Brighter Days Capital Campaign for South Shore Regional Hospital (first year of 5 years of \$20,000 grant)

Subject: Bylaw to Repeal Certain Bylaws – 1st reading
From: Kayla Byrne, Municipal Clerk
Reviewed by: Jamie Doyle, CAO
Date: June 13, 2023 – 1st reading
July 11, 2023 – proposed 2nd reading



Recommendation

That Council approve first reading of the Bylaw to Repeal Certain Bylaws as presented.

Alternatives

- Approve first reading of the bylaw with amendments, such as removing some bylaws or adding others.
- Not approve first reading of the bylaw.

Background

Staff are in the process of reviewing all Town of Lunenburg bylaws to ensure they are relevant and adhere to current Town practices.

Staff will continue to review existing bylaws, and Council can expect more bylaws to be identified as ones that should be repealed or amended in the future.

To repeal municipal bylaws, there are two options:

1. Repeal the by-law in a subsequent by-law that replaces it (known as “repeal & replace”)
2. Pass a by-law that specifically repeals the by-law or by-laws you want to cancel

Discussion

Staff have identified 15 bylaws that should be repealed. These bylaws and the rationale for repealing them are provided in the table below.

If this proposed bylaw is approved, the Bylaw to Repeal Certain Bylaws will replace the [existing Bylaw to Repeal Certain Bylaw](#). The updated bylaw will include any bylaws that were previously repealed under the existing bylaw, meaning previously repealed bylaws will remain repealed.

Bylaw	Reason for repeal
Automatic Machines By-law	The Town does not regulate automatic machines, such as pop machines, snack machines and coin laundry.

Council Expense By-law	<p>This is outdated and does not align with current practice. Procedures for Council expense claims are outlined in the Town's Personnel Policy. Prior to the next regular municipal election, staff will review and update Council remuneration and expense claim policies and procedures; repealing this bylaw will not have an impact on how Council expense claims are processed.</p>
Curfew By-law	<p>This is outdated and is not enforced nor do staff believe this should be enforced or is required.</p>
Engineer By-law	<p>As per the Municipal Government Act (MGA), the CAO designates an employee to be the engineer for the municipality. This does not require a bylaw.</p>
Lock-up House By-law	<p>This is outdated. The Lunenburg County Jail closed years ago; and RCMP are responsible for all police matters.</p>
Officers By-law	<p>This is outdated and does not align with current Town practices. Anyone who must be appointed to a position by Council can be done through a motion of Council at a regular meeting. Officer appointments have recently been done through a motion of Council to appoint an additional heritage officer, development officer, and returning officer.</p>
Penalties By-law	<p>This is outdated and does not align with current Town practices. Penalties applicable to TOL bylaws are included in respective by-laws. Repealing this bylaw will not have an impact on any of the penalties written in the town's current bylaws.</p>
Sewer Charge By-law	<p>This is outdated and does not align with current Town practices.</p> <p>Guidance regarding cost and procedures for delivering and installing services such as delivering and installing storm, sewer, and water services and other street infrastructure are outlined in the Street Services Extension Policy (2022).</p>
Signature of Debentures By-law	<p>Regulations for debentures are outlined in the MGA. This bylaw is not required and has no effect on the mayor signing any future debenture agreements.</p>
Public Meeting By-law	<p>This is outdated and does not align with current Town practices. Current meeting procedures are outlined in the Council and Committee Meetings and Proceedings Policy.</p>

Plebiscite By-law	This does not require a bylaw. Plebiscite regulations are in the MGA and adhere to regulations of the Municipal Elections Act .
Town Solicitor By-law	The services of a Town solicitor are obtained through service agreements; this does not require a bylaw.
Town Property By-law	This is outdated and does not align with current Town practices. Regulations about animals, vehicles and trespassing may be posted at respective sites. Any police services are conducted by the RCMP in alignment with their processes and protocols.
Zoning By-law Advertising By-law	This is outdated. The Town no longer has a specific Zoning Bylaw. All advertisement requirements for planning documents are outlined in the MGA.
Interpretation By-law	Interpretations for many municipal matters are outlined in the MGA and the Province's Interpretation Act . Staff do not believe the Town needs its own Interpretation Bylaw. When required, staff may note any specific definitions or interpretations in respective by-laws and policies.

Strategic Plan Relevance

Undertake a policy, procedure and bylaw review to enable implementation of the CCP.

Relevant Legislation

Municipal Government Act

Financial

There are no financial impacts related to approving this bylaw.

Communications

As per requirements outlined in the MGA, following first reading, a notice of intent of this bylaw will be published in the LighthouseNow newspaper at least 14 days before Council considers a second and final reading. If approved, the new bylaw will be advertised in the Lighthouse Now, on the Town's social media, and published on the Town's website.

Attachments

- Draft Bylaw to Repeal Certain Bylaws

TOWN OF LUNENBURG

BYLAW TO REPEAL CERTAIN BYLAWS

1. TITLE

This Bylaw may be cited as the “Bylaw to Repeal Certain Bylaws” or the “Repeal Bylaw.”

2. ENACTMENT

Be it enacted by the Council of the Town of Lunenburg under the authority of the Municipal Government Act of the Province of Nova Scotia, SNS 1998, c. 18, as amended from time to time, or successor legislation that the following Town of Lunenburg bylaws be repealed in their respective entirety:

Bylaw #63: Automatic Machines By-law

Bylaw #47: Council Expense By-law

Bylaw #37 Curfew By-law

Bylaw #10 Engineer By-law

Bylaw #17 Lock-up House By-law

Bylaw #7 Officers By-law

Bylaw #21 Penalties By-law

Bylaw #36 Sewer Charge By-law

Bylaw #12 Signature of Debentures By-law

Bylaw #13 Public Meeting By-law

Bylaw #14 Plebiscite By-law

Bylaw #9 Town Solicitor By-law

Bylaw #24 Town Property By-law

Bylaw #33 Zoning By-law Advertising By-law

Bylaw #1 Interpretation By-law

3. PREVIOUSLY REPEALED BYLAWS

Town of Lunenburg Bylaw #42, a Bylaw to Repeal Certain By-laws, repealed the following bylaws:

Ch. 11 - Assessor

Ch. 20 - Closing of Shops

Ch. 21 - By-laws for Barber Shops in the Town of Lunenburg

Adopted by Council: **X**

- Ch. 27 - Building By-law of the Town of Lunenburg
- Ch. 28 - Plumbing
- Ch. 31 - The Mobile Bome Parks By-law
- Ch. 32 - Trailers
- Ch. 33 - Automatic Machines
- Ch. 34 - Public Billiard Rooms and Bowling Alleys
- Ch. 36 - Chimney Sweeps

All previously repealed bylaws as noted in Section 3 remain repealed under this bylaw.

4. REPEALS AND REPLACES

This bylaw repeals and replaces the Town of Lunenburg's Bylaw #42, a Bylaw to Repeal Certain By-laws.

5. EFFECTIVE DATE

This bylaw, Bylaw to Repeal Certain Bylaws, is effective on the date of approval and adoption below.

TOWN OF LUNENBURG
Clerk's Annotation for Official Bylaw Book

Bylaw: Bylaw to Repeal Certain Bylaws

Date of first reading:

Advertisement of notice of intent:

Date of second reading:

Advertisement of the bylaw approval:

A certified copy of the bylaw was mailed to the Minister of Municipal Affairs:

This bylaw comes into effect on the day the bylaw approval was advertised unless otherwise stated in the bylaw.

I certify that this bylaw was adopted by Council and advertised as indicated above.

Municipal Clerk

Date:

Subject: Public Works Capital Status Update – June 2023
From: Tyson Joyce, Director of Public Works/Town Engineer
Reviewed by: Jamie Doyle, CAO
Date: June 13, 2023



Recommendation

No decision of Council is requested. This report is for information.

Background

The Town's [Capital Budget from Fiscal Year 2023/24](#) was approved by Council on December 13, 2022. This Report is intended as a progress update for Council.

Discussion

1. Town General

- **Overhead Door** – New roller door has been supplied and installed at the Blue Building on Victoria Street.

2. Public Works

- **Tannery Road Sidewalk** – Tender was released on May 23 with the sidewalk construction planned for the Summer.
- **Green Street Sidewalk Replacement** – Tender has been prepared and is scheduled to follow the Tannery Road work in Summer/Fall.
- **Flashing Beacon Lights** – Rapid flashing beacon lights have recently been installed at four existing crosswalks in Town to improve pedestrian safety.

3. Wastewater Utility

- **UV Upgrades Project** – This shall be included in the scope of the Wastewater Treatment Plant Upgrade now that the larger project has been confirmed.
- **Fornier Consulting** – The visit by Fournier has been scheduled for mid July.
- **Drilled Well for Biofilter** – An RFQ was issued for this item but has come in over budget. Staff are reviewing any alterations that can be made to the scope to reduce cost but retain the intended value.

4. Water Utility

- **Harbourview/Morash Loop** – Tender closed on May 23 and Staff are currently reviewing, and there appears to be budget risk with this Project.
- **Repair Spillway** – The Consultant has submitted the details for the Watercourse Alteration Permit with NSE. Tender is to be released in early June for this work to be performed in the Summer as required by the NSE Permit.
- **Solar Array at WTP** – Design to be completed in early June and ready to Tender shortly following this. Solar array shall be all ground mounted system to simplify install and create greater efficiency in generating power.
- **Cleaning System at Dares Lake Intake** – Preliminary design and cost estimate has been completed by the Consultant. There appears to be budget risk with this Project.
- **Membrane Replacement** – Staff are working with the Consultant and Supplier to coordinate membrane replacement work. Scheduled for Fall.

Strategic Plan Relevance

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

Financial

As noted above.

Attachments

Photographs of overhead door and flashing beacon lights.



